

**CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK COUNCIL
2022 - 2026**

AGENDA

**for the Meeting to be held on Wednesday December 21, 2022 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 7:00 p.m.**

1. Call to order
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm December 7, 2022 Council Meeting Minutes
 - b) Ontario Trillium Foundation – Grant Contract
5. Delegations & Appointments:
 - a) 7:15 p.m. – MVA Application A-10-2022 (McMahon)
 - b) 7:30 p.m. – MVA Application A-11-2022 (Bickle Farms Ltd.)
 - c) 7:40 p.m. – MVA Application A-12-2022 (Mill-Gate Homes Inc.)
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #CBO2022 – 19 re: Bill 23 – More Homes Built Faster Act, 2022
 - e) Staff Report - #CAO2022 – 20 re: 2023 Budget Planning/Development Timetable
7. By-laws:
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 December 7, 2022.

Members Present: Mayor Phil SCHAEFER, Deputy Mayor Brad SMITH and Councillors Matthew GILLESPIE, Scott RUDY, Jeremy SMITH, Steven VAN WYK and Scott ZEHR.

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 and Corporate Initiatives Officer Meaghan Vader.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH brought mention of the new digital online history of Oxford County Council, as put together by Oxford County Archives. Councillor SMITH also noted some upcoming Christmas events in both Innerkip and Tavistock, as well as the Tavistock Royals Kid's Night, coming up on December 10th.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that Council approve the agenda for the December 7, 2022, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- Matthew GILLESPIE – Item #5(b) (Public Meeting for ZBA application 2-22-06 – Villages of Sally Creek)

Confirm
Minutes -
Council

2. Moved by: Scott RUDY
Seconded by: Brad SMITH
Resolved that Council confirm the Minutes of the November 16, 2022, Council Meeting, as printed and circulated.

CARRIED.

Confirm
Minutes –
Special Council

3. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that Council confirm the Minutes of the November 24, 2022, Special Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- UTRCA – October 2022 FYI
- Margaret Lupton – Update from the Nov. 22, 2022, UTRCA Board Meeting
- Oxford County – Notice of Public Consultation (New Well Supply – Municipal EA)
- November 15, 2022 PSB Minutes
- Staff Report - #CBO2022 – 17 re: Building, Development & Drainage Reporting
- Staff Report - #PW2022 – 12 re: Public Works Reporting
- Staff Report - #FC2022 – 11 re: Fire Department Reporting
- Staff Report - #BCO2022 – 11 re: By-law Compliance Reporting
- Staff Report - #CSM2022 – 15 re: Corporate Services Reporting
- Staff Report - #CAO2022 – 19 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

UTRCA –
October 2022
FYI and Update
from the
November 22,
2022 Board
Meeting

Council reviewed the October 2022 FYI correspondence from the Upper Thames River Conservation Authority (UTRCA), as well as the correspondence from Margaret Lupton regarding the November 22, 2022 UTRCA Board Meeting.

ROMA – 2023
Conference

4. Moved by: Matthew GILLESPIE
Seconded by: Brad SMITH
Resolved that Council authorizes the attendance of the following members at the ROMA 2023 Conference, being held January 22-24, 2023, in Toronto:
- Phil Schaefer
 - Jeremy Smith
 - Brad Smith
 - Steven Van Wyk

CARRIED.

Oxford County
– Notice of
Public
Consultation
(New Well
Supply –
Municipal EA)

Council reviewed the Notice from the County of Oxford regarding the upcoming public consultation for the new Tavistock Well Supply, as part of the Municipal EA process.

Oxford County
– Resolution
regarding
Better Municipal
Governance
Act, 2022

5. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council support the resolution from **the County of Oxford opposing the "Better Municipal Government Act, 2022" and the "Better Homes Built Faster Act"**;

And that Township Staff, where necessary, assist County Staff in bringing forward a report that describes the potential impacts that could arise from the **"Better Municipal Government Act, 2022" and the "Better Homes Built Faster Act"**.

CARRIED.

Public Meeting -
Open

6. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:17 a.m.

CARRIED.

Public Meeting
for ZN2-22-07
(Mooney)

PUBLIC MEETING – MOONEY ZONE CHANGE APPLICATION ZN2-22-07, PART LOT 17, CONCESSION 12 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2022-427, regarding the Zone Change Application on lands owned by Ralph and Rachel Mooney.

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

Council
Reconvene

7. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:22 a.m.

CARRIED.

8. Moved by: Jeremy SMITH
 Seconded by: Scott ZEHR
 Resolved that Council approve the zone change application submitted by Ralph & Rachel Mooney, whereby the lands described as Part Lot 17, Concession 12 (East Zorra), in the Township of East Zorra-Tavistock, are to be rezoned from **'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-6)' to permit a two-unit dwelling.**

CARRIED.

County Council
 – Updates and
 Questions

Mayor SCHAEFER provided an update on Oxford County Council and advised that Council is in the middle of the 2023 budget process.

November 15,
 2022 PSB
 Minutes & EZT
 Police Services
 Board – Letter
 re: concerns
 with
 intersection of
 OR #59 and OR
 #33

Council reviewed the Minutes of the November 15, 2022, Police Services Board Meeting, as well as the correspondence from the Police Services Board regarding their concerns with the intersection of Oxford Road #59 and Oxford Road #33.

9. Moved by: Brad SMITH
 Seconded by: Matthew GILLESPIE
 Resolved that Council direct staff to write a letter to the County of Oxford, supporting the letter sent to Oxford County by the Police Services Board, regarding concerns with the intersection of Oxford Road #59 and Oxford Road #33.

CARRIED.

Staff Report
 #CIO2022 – 12
 re: Witzel Drain
 Bid Award

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the recent tender process for the Witzel Drain.

10. Moved by: Scott ZEHR
 Seconded by: Scott RUDY
 Resolved that Council accept the bid from A.G. Hayter Contracting Ltd. in the amount of \$360,146.00 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-22-08.

CARRIED.

Having declared a pecuniary interest, Matthew GILLESPIE left the meeting at 9:31 a.m.

Public Meeting -
Open

11. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:32 a.m.

CARRIED.

Public Meeting
for ZN2-22-06
(The Villages of
Sally Creek
Inc.)

PUBLIC MEETING – THE VILLAGES OF SALLY CREEK INC. ZONE CHANGE APPLICATION ZN2-22-06, PART LOT 6, CONCESSION 10 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2022-426, regarding the Zone Change Application on lands owned by the Villages of Sally Creek Inc.

Council asked questions of the planner and Staff. The agent for the applicant was present and spoke favourably of the application. Letters of opposition were received, and members of the public who were present asked questions and spoke in opposition to the application. Council reviewed and considered the comments made in making its decision regarding this application.

Council
Reconvene

12. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that the Public Meeting does now adjourn and Council reconvenes at 10:06 a.m.

CARRIED.

13. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that Council approve-in-principle the zone change application submitted by The Villages of Sally Creek Inc., whereby a portion of the lands described as Part Lot 6, Concession 10 (East Zorra), in the Township of East Zorra-Tavistock, is **to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)'** to permit a driving range for a temporary period of three (3) years.

DEFEATED.

Matthew GILLESPIE returned to the meeting at 10:12 a.m.

At 10:13 a.m., Wayne and Jane Uncer attended the meeting to discuss their desire to have the Township hard surface a portion of the 13th Line, between Oxford Road #33 and Oxford Road #8.

Staff Report
#CBO2022 – 17
re: Building,
Development &
Drainage
Reporting

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

Staff Report
#PW2022 – 12
re: Public Works
Reporting

Public Works Manager Tom Lightfoot reviewed the Monthly Public Works Report with Council.

Staff Report
#FC2022 – 11
re: Fire
Department
Reporting

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

Staff Report
#FC2022 – 12
re: Driver
Certification
Program

Fire Chief Scott Alexander reviewed his report with Council regarding the Township entering into an Agreement with the Township of Norwich for Driver Certification.

14. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that Council authorize the execution of a Fire Department Driver Certification Program (DCP) agreement between the Township of Norwich and the Township of East Zorra-Tavistock, as attached to Staff Report #FC2022-12.

CARRIED.

Staff Report
#BCO2022 – 11
re: By-law
Compliance
Reporting

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

Staff Report
#CSM2022 – 15
re: Corporate
Services
Reporting

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

Council observed a recess between 11:29 a.m. and 11:39 a.m.

Staff Report
#CAO2022 – 19
re: CAO-
Treasury
Reporting

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

15. Moved by: Scott RUDY
Seconded by: Scott ZEHR
Resolved that Council authorize the CAO/Treasurer to sign the Saputo Legacy Agreement for their \$35,000.00 contribution to the Tavistock Spray Pad Project.

CARRIED.

Staff Report
#CSM2022 – 16
re:
Appointments
to Boards and
Committees

Clerk Will Jaques reviewed his report with Council regarding the Appointment of individuals to the various Township Boards and Committees. Following discussion, individual resolutions were considered for the appointment of members to the **Township's Boards and Committees.**

16. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that the Township of East Zorra-Tavistock Recreation Advisory Committee Terms of Reference be amended to remove the Mayor as ex-officio, and that membership on the Committee shall include 3 members of Council.

CARRIED.

ERTH Power
Board

17. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council appoint the following person to ERTH Power Board of Directors:
- Donald McKay

CARRIED.

East Zorra-
Tavistock
Recreation
Advisory
Committee

18. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that Council appoint the following Council members to the East Zorra-Tavistock Recreation Advisory Committee for the 2022-2026 Council Term:
- Matthew Gillespie
 - Steven Van Wyk
 - Scott Rudy

CARRIED.

UTRCA
Appointment

19. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that Council recommend to the County of Oxford that the following person be appointed to the Upper Thames River Conservation Authority as the representative for the Townships of East Zorra-Tavistock and Blandford-Blenheim:
- Scott Zehr

CARRIED.

GRCA
Appointment

20. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that Council recommend to the County of Oxford that the following person be appointed to the Grand River Conservation Authority as the representative for the Townships of East Zorra-Tavistock, Blandford-Blenheim and Norwich:
- Bruce Banbury

CARRIED.

ROEDC Board of
Directors –
Council Member
Appointee

21. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council appoint the following Council Member to the ROEDC Board of Directors for the 2022-2026 Council Term, commencing in May 2023:
- Brad Smith

CARRIED.

Police Services
Board –
Council Member
Appointee

22. Moved by: Scott ZEHR
Seconded by: Jeremy SMITH
Resolved that Council appoint the following member of Council to the Police Services Board for the 2022-2026 Council Term:
- Matthew Gillespie

CARRIED.

Police Services
Board –
Public Member
Appointee

23. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that Council appoint the following member of the public to the Police Services Board for the 2022-2026 Council Term, or until such time as the OPP Detachment Board Model is in place and the services of the member of the public are no longer required, at the discretion of the Township:
- Robert Rudy

CARRIED.

- | | |
|---|--|
| By-law:

1 st & 2 nd
Reading | 24. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that the following by-laws be read a first and second time: <ul style="list-style-type: none"> • 2022-41 – Borrowing By-law • 2022-42 – Interim Tax Levy By-law • 2022-43 – Appointment of Committee of Adjustment By-law • 2022-44 – ZBA Application 2-22-07 (Mooney) • 2022-45 – Driver Certification Program Agreement with Norwich <p style="text-align: right;"><i>CARRIED.</i></p> |
| By-law:

3 rd & Final
Reading | 25. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that the following by-laws be read a third and final time: <ul style="list-style-type: none"> • 2022-41 – Borrowing By-law • 2022-42 – Interim Tax Levy By-law • 2022-43 – Appointment of Committee of Adjustment By-law • 2022-44 – ZBA Application 2-22-07 (Mooney) • 2022-45 – Driver Certification Program Agreement with Norwich <p style="text-align: right;"><i>CARRIED.</i></p> |
| Other and
Unfinished
Business | Councillor SMITH brought forward discussion regarding the Township having a Land Acknowledgement statement, as part of the Truth and Reconciliation process. Staff will reach out to the County of Oxford, as it is understood that they are currently undertaking work in this regard. |
| Adjourn to
Closed to the
Public Session | 26. Moved by: Brad SMITH
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn to a Closed to the Public Session, at <u>1:02 p.m.</u> , to consider the following matters: <ul style="list-style-type: none"> • November 2, 2022, Closed to the Public Session Minutes (s. 239 (2) (e)) • Potential Land Acquisition - Hickson (s. 239 (2) (c)) <p style="text-align: right;"><i>CARRIED.</i></p> |
| Rise from
Closed to the
Public Session | 27. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that Council does now rise from its Closed to the Public Session at <u>1:11 p.m.</u> <p style="text-align: right;"><i>CARRIED.</i></p> |

28. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that Council confirms its support of the recommendations from the report discussed in the Closed to the Public Session, regarding Potential Land Acquisition – Hickson.

CARRIED.

29. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that Council suspend the rules of procedure under Procedural By-law #2018-01 and extend the meeting of December 7, 2022 until 4:00 p.m.

CARRIED.

Council observed a recess between 1:14 p.m. and 1:54 a.m.

Commencing at 1:55 p.m., Staff conducted an orientation session with Council.

Confirming
By-law

30. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that By-law #2022-46 being a by-law to confirm the proceedings of Council held Wednesday December 7, 2022, be read a first, second and third time this 7th day of December, 2022;

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

CARRIED.

Adjourn

31. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that Council does now adjourn at 3:57 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

Will Jaques

Subject: OTF Grant Application # CP124064 for The Corporation of the Township of East Zorra-Tavistock

From: Ontario Trillium Foundation | Fondation Trillium de l'Ontario

Sent: December 14, 2022 4:12 PM

To: Karen DePrest <kdeprest@etz.ca>

Subject: OTF Grant Application # CP124064 for The Corporation of the Township of East Zorra-Tavistock



Dear **Karen DePrest**,

Congratulations! I am delighted to inform you that the Ontario Trillium Foundation (OTF) has approved a grant for your organization. Please open the attachment to access, review and electronically sign the legally-binding contract between OTF and your organization. Please read the entire document and follow the directions in order to execute the contract and activate the grant. Again, congratulations on your grant. We are excited about the impact your project will have on your community. Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox.

Sincerely,
Beth Puddicombe
Vice-President, Community Investments

You have been sent the following document for your electronic signature: **OTF Grant Contract - CP124064(8325258)_202212141611**

The document was originally sent to you on: **December 14, 2022**

This document was sent to you by: **Ontario Trillium Foundation | Fondation Trillium de l'Ontario**

Please access the document using the link below.

Review Document

If you are not the signing authority please Reject the Document or Change the Signer. To do this open the document by clicking "Review Document" and then selecting "More" at the upper right of the page. In the menu select either the "Change Signer" or "Reject" option depending on what you want to do. If you don't see these options, contact the document sender for assistance. To stop future email reminders, click here.

Ontario Trillium Foundation | Fondation Trillium de l'Ontario

www.otf.ca |

1 800 263-2887 |

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TTY/ATS: 416 963-7905 | Fax/Télécopieur: 416 963-8781

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: **A10-22****APPLICATION FOR MINOR VARIANCE**

TO: Township of East Zorra-Tavistock Committee of Adjustment
MEETING: December 21, 2022
REPORT NUMBER: 2022-444

OWNERS: William & Bill McMahon
 44 Dietrich Road, Tavistock, ON N0B 2R0

VARIANCE REQUESTED:

1. Relief from **Section 12.2. – Residential Type 1 Zone (R1)** to reduce the required minimum westerly interior side yard width from 1.2 m (3.9 ft) to 0.7 m (2.2 ft) to facilitate the construction of an addition to the existing attached garage.

LOCATION:

The subject lands are described as Lot 16, Plan 41M-114 in the Village Tavistock. The lands are located on the north side of Dietrich Road, west of Woodstock Street North, and are municipally known as 44 Dietrich Road.

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 is proposing relief from the above-noted provision of the Township Zoning By-law to facilitate a single-storey addition comprising approximately 40.1 m² (432 ft²) to an attached garage. The proposed relief would apply only to the westerly side of the proposed addition to the attached garage.

The subject lands are approximately 804 m² (8,653.8 ft²) in area, are zoned 'Residential Type 1 Zone (R1)', and currently contain a single detached dwelling with an attached garage (circ. 1991) and an above ground pool in the rear yard. The subject lands are located within an established residential neighbourhood that contains predominately single detached dwellings.

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 of the existing structures and the configuration of the proposed attached garage addition, as provided by the applicant.

(b) Agency Comments

The Township's Chief Building Official has indicated that, if approved, a Survey of the poured foundation wall distance to the property line prior to the start of framing will be required. It was also advised that special provisions for the building face construction may apply due to potential fire spread between structures.

The Township's Fire Chief has indicated concurrence with the Chief Building Official's comments regarding concern for reducing spatial separation between adjoining properties.

The Township's Public Works Manager has indicated that any modifications to the existing driveway within the Municipal right-of-way must be approved by Public Works and meet Township standards.

The Upper Thames River Conservation Authority (UTRCA) has indicated that they have no comments or concerns regarding the proposal.

(c) Public Consultation

Public Notice was mailed to surrounding property owners in accordance with the requirements of the Planning Act. At the time of writing this report, four (4) letters of objection have been received and copies have been attached to this report for Council's consideration.

(d) Intent and Purpose of the Official Plan:

The subject lands are located within the 'Settlement' designation according to the Township of East Zorra-Tavistock Land Use Plan, Schedule 'E-1' in the County of Oxford Official Plan. In the Settlement (Serviced Village) designation, a full range of land uses is permitted in accordance with the land use patterns shown on Schedule E-2 - Village of Tavistock Land Use Plan.

The lands are designated 'Low Density Residential' on Schedule E-2 and are intended to be used for a variety of low-rise, low density housing forms consisting of single detached, semi-detached,

duplexes, converted dwellings and street townhouses. The use of the lands for a single detached dwelling and accessory uses thereto conforms to the Low Density Residential 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 of East Zorra-Tavistock Zoning By-law. The R1 zone permits, among other uses, a single detached dwelling and uses accessory thereto, subject to the provisions of the Zoning By-law.

The interior side yard width provision of the Zoning By-law assists in ensuring that sufficient space is maintained on the property to allow for adequate grading and drainage, and to provide enough room between the dwelling and abutting lot line to perform normal maintenance on the property.

In the case of the proposed development, staff are of the opinion that with the proposed interior side yard width of 0.7 m (2.3 ft), adequate room would not be available for routine maintenance on the west side of the proposed attached garage addition without the potential requirement of crossing over the common lot line with the adjacent property to the west (52 Dietrich Road).

In light of the above, staff are of the opinion that the proposal would not conform to the intent and purpose of the Township's Zoning By-law.

(f) Desirable Development/Use:

The Official Plan provides in Section 10.3.6 that the Committee of Adjustment shall take the following into account when considering if a variance is desirable:

- whether constraints and/or restrictions to meeting the requirements of the Zoning By-law due to the physical or inherent conditions of the site are involved;
- whether alternative designs of the proposal which would be in conformity with the relevant By-law are clearly not feasible or appropriate for the site;
- the concerns of the effect on adjacent owners, residents and community in general have been considered;
- the approval of the minor variance would not create an undesirable precedent; and,
- that compliance with the standards of the relevant By-law would be unreasonable or impossible and would impose an undue hardship on the applicant.

The applicants have indicated that the above noted relief is proposed to facilitate the construction of an addition to an existing attached garage with a reduced interior side yard width of 0.7 m (2.2 ft) rather than the 1.2 m (3.9 ft) typically required by the Zoning By-law. The relief is being requested to facilitate the size of the garage door that is desired.

In addition to the concern outlined above regarding general maintenance, staff have concerns relating to surface water management. With the reduction of the interior side yard setback from 1.2 m (3.9 ft) to 0.7 m (2.2 ft) it would allow for eaves to hang a maximum of 0.6 m (1.9 ft) into the side yard leaving just 0.1 m (0.3 ft) between the eaves and the common lot line. In staff's opinion, the reduction on the interior side yard increases the chance of surface water crossing the common lot line and creating adverse impacts on the adjacent property.

Further, both the Township's Chief Building Official and Fire Chief have identified that the proposed spatial separation between the existing dwelling at 52 Dietrich Road and the proposed addition to the attached garage on the subject lands (44 Dietrich Road) will have Building Code implications. The reduction in spatial separation between the dwellings would increase the potential for fire spread in the event of a structure fire.

In light of the above, this Office is of the opinion that the applicant's proposal for a reduced interior side yard width does not meet the general intent of the Zoning By-law and does not constitute a desirable development on the subject lands. In summary, it is the recommendation of this Office that the application not be given favorable consideration.

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **not approve** Application A10-22, submitted by William and Bill McMahon, for lands described as Lot 16, Plan 41M-114, Township of East Zorra-Tavistock, as it relates to:

1. Relief from **Section 12.2. – Residential Type 1 Zone (R1)** to reduce the required minimum westerly interior side yard width from 1.2 m (3.9 ft) to 0.7 m (2.2 ft) to facilitate the construction of an addition to an existing single detached dwelling.

As the variance requested is not considered to be:

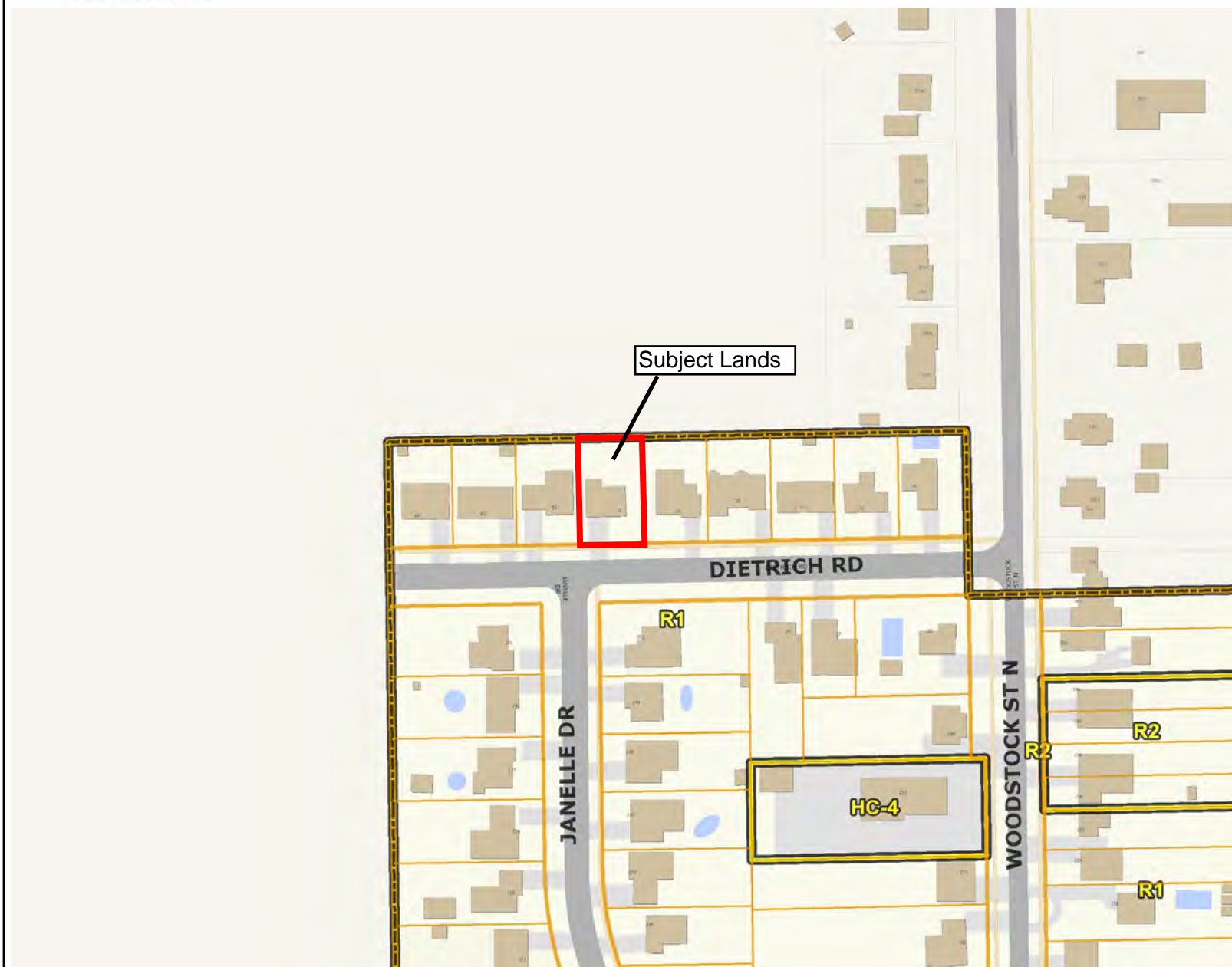
- i) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- ii) desirable for the appropriate development or use of the land, building or structure; and,
- iii) in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning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



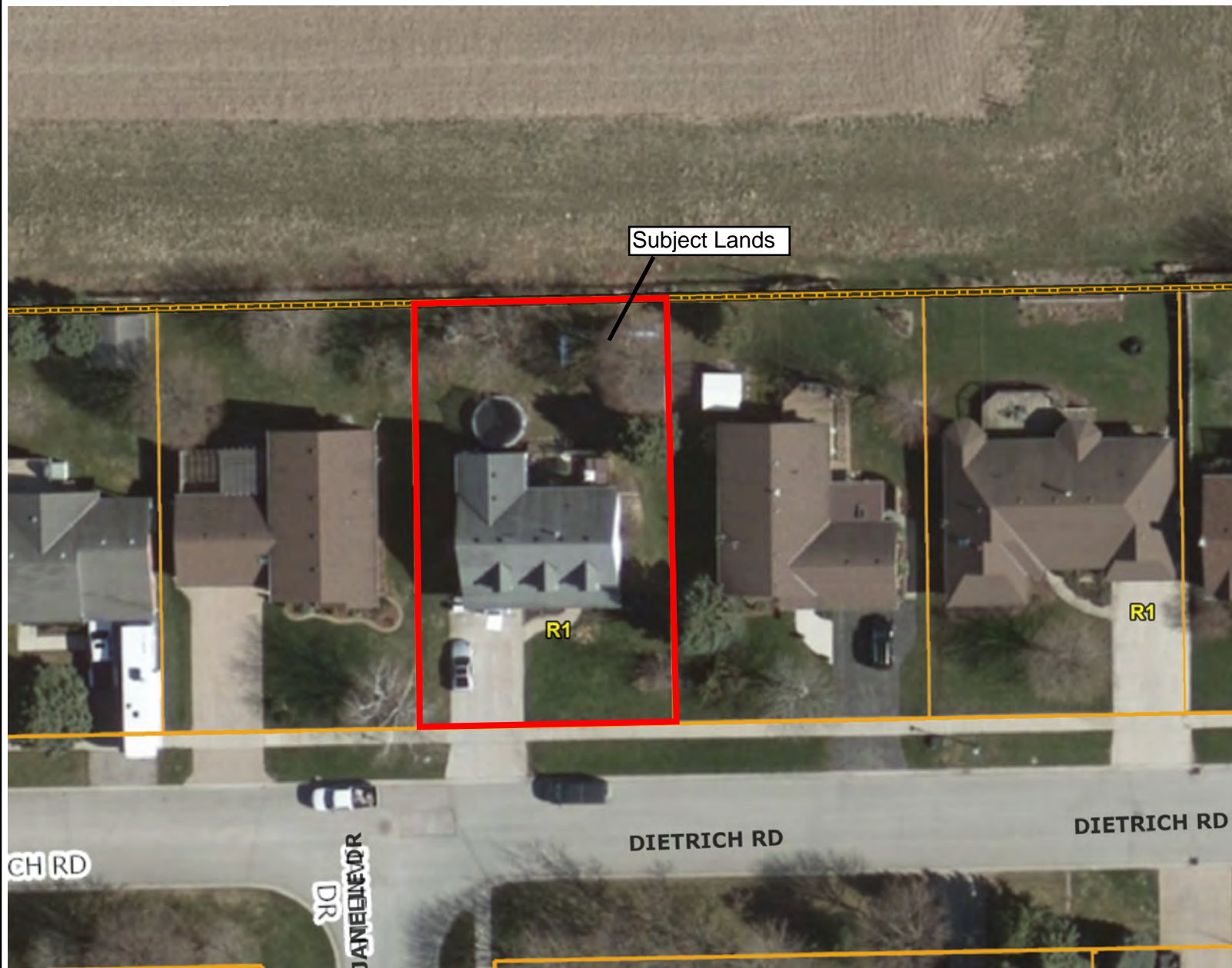
0 51 102 Meters

NAD_1983_UTM_Zone_17N



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

November 16, 2022



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Notes



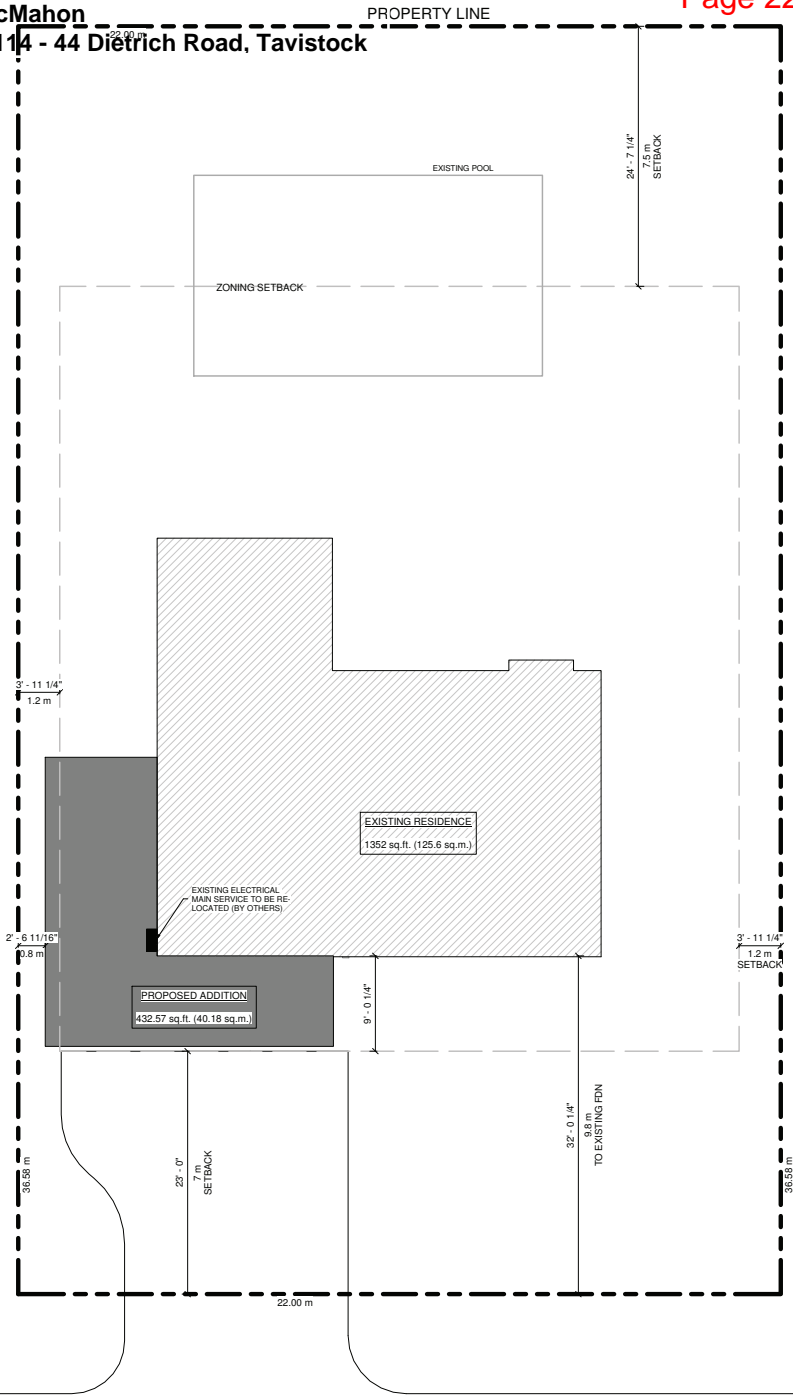
0 13 26 Meters

NAD_1983_UTM_Zone_17N



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November 16, 2022



NOTE:
ONTARIO LAND SURVEYOR TO CONFIRM SETBACKS
AND PROPOSED BUILDING AREA PRIOR TO
CONSTRUCTION. ANY DISCREPANCIES ARE TO BE
REPORTED TO THE ENGINEER.

NOTE:
THIS SITE SCHEMATIC IS BASED ON
INFORMATION PROVIDED FROM EAST ZORRA-
TAVISTOCK

ZONING INFORMATION:
RURAL RESIDENTIAL, R1 ZONING
ALL SET BACKS ARE BASED ON PROPOSED
PROPERTY LINE LOCATIONS AND MAY NEED TO
BE CONFIRMED WITH AN ONTARIO LAND
SURVEYOR
ADDRESS
44 DIETRICH ROAD, TAVISTOCK, ON

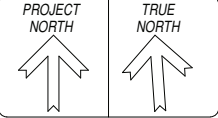
- SITE LEGEND**
- PROPERTY LINE
 - - - ZONING REQUIREMENT SETBACKS
 - - - BELL CANADA SERVICE
 - FENCE
 - ⊕ MUNICIPAL FIRE HYDRANT
 - ⬆ AS-BUILT GRADE
 - × EXISTING GRADES

SITE NOTES

R1 ZONING TOWNSHIP OF OXFORD
MAXIMUM LOT COVERAGE PERMITTED = 40%
AREA OF LOT = 803.97 SQ. M. = 8653.85 SQ. FT.
MAX AREA PERMITTED = 3461.54 SQ. FT.
AREA PROPOSED = 1784.57 SQ. FT. (INCLUDING
GARAGE)
FRONT YARD SET BACK MIN = 7.0M
INTERIOR SIDE YARD SET BACK MIN = 1.2M

NOTES:
THIS DRAWING SET IS TO BE READ
IN CONJUNCTION WITH
SPECIFICATION PACKAGE

NO.	DATE:	DESCRIPTION:



**DRAFT - NOT FOR
CONSTRUCTION**

PROFESSIONAL ENGINEER'S SEAL



SHAKESPEARE, ONTARIO, CANADA
PH: (519)-625-8025
FX: (519)-625-8966

CONTRACTOR TO CHECK ALL DIMENSIONS
AND ELEVATIONS AND REPORT ANY
DISCREPANCIES TO THE ENGINEER BEFORE
PROCEEDING WITH THE WORK

DO NOT SCALE THE DRAWINGS

CLIENT:	MCMAHON FAMILY
LOCATION:	44 DIETRICH ROAD, TAVISTOCK, ON
PROJECT TYPE:	GARAGE ADDITION
PROJECT STATUS AND VERSION:	

DRAWN BY:	PRINT DATE:
T.L.	2022-11-04
PAGE DESCRIPTION:	SITE PLAN
SCALE:	AS NOTED
FILE:	7603-1
PAGE NUMBER:	A1.0

December 12, 2022

Township of East Zorra-Tavistock
90 Loveys St
P.O. Box 100
Hickson, ON
N0J 1L0

Re: Minor Variance Application for McMahon – 44 Dietrich Rd, Tavistock

To the Mayor and Council of East Zorra-Tavistock:

I am writing today to appeal the Application for Minor Variance by Mr. McMahon of 44 Dietrich Road Tavistock ON.

The property of Mrs. Audrey Boyd of 52 Dietrich Road is directly adjacent to the property requesting the minor variance. She has asked that I, her son-in-law, assist her in the appeal process.

Mrs. Boyd has great concern over the construction that has resulted in this minor variance application.

We feel that this minor variance should not be granted because:

- 1) It should be noted that Mr. McMahon began construction prior to applying for a Minor Variance. Mr. McMahon has demonstrated by doing so, that he has little respect for the municipal process, his township officials, or his neighbours. Fill from the excavation and his personal property has spilled over onto the Boyd property which demonstrates that there is not enough room for an addition of this size.
- 2) There is great concern that the construction which has already commenced, is in fact already at or over the property line. To our knowledge no survey of the land and properties in question has been produced and referenced prior to excavation. Asking for a minor variance without a survey and after construction has started, is the same as asking for forgiveness rather than asking for permission. The time for this process is before construction has started.
- 3) There is concern that Mrs. McMahon's construction will result in a reduced grade and effect proper flow of water. There will be reduced room for both properties to properly divert and redirect water from downspouts.

- 4) By allowing this minor variance to go forward, it will be detrimental to both the Boyd property and the McMahon property because of the increase risk of fire propagation between the two properties. The building code doesn't require any special construction requirements if the buildings remain 8' apart other than window size. Once the setback between the two properties is decreased to 2' to the property line, then additional construction requirements will be required to minimize the chance of fire propagation between the properties. The 2' setback is designed for properties being developed at the same time so that each dwellings wall construction matches. Should the Boyd property ever want to expand or change design and apply for a minor variance in the future, then A) the Boyd property could erect an addition at the 4' set back which is the current zoning bylaw with no additional construction requirements which could increase the risk of fire propagation and B) If this minor variance is approved, it would negatively affect the Boyd property if a minor variance was ever applied for.
- 5) East Zorra-Tavistock has a 4-foot setback from property lines. This neighborhood was developed in the 80's and designed with the larger setbacks. Allowing changes to the 4-foot setback and green space between the properties would start to drastically change the aesthetics of the entire neighborhood. Property's on Dietrich Road and Janelle Drive are appealing to buyers because of their larger setbacks. Allowing Mr. McMahon to expand in excess of this may devalue Mrs. Boyd's property and it will become aesthetically out of character for this prime Tavistock neighbourhood.
- 6) Mrs. Boyd has enjoyed residing at 52 Dietrich Road for 30 plus years. Mr. McMahon's expansion is a concern for Mrs. Boyd quality of life in her own home. If the Minor variance is granted, there will be greater risk for noise disruptions. Mr. McMahon runs a business, and it is concerning that his garage expansion is for business use. This expansion resulting in less set back, will encroach Mrs. Boyd's personal living space and sleeping quarters and may cause her to endure excess noise.

Mrs. Boyd respectfully asks council to, at minimum, to consider the increased risk of fire propagation and instruct Mr. McMahon to obtain a proper survey before giving his Application for Minor Variance further consideration. Additionally, we urge you to help maintain the 4-foot setback that this neighborhood was designed for and has enjoyed since its original development.

Respectfully Submitted,



Tom Bickle for Audrey Boyd

From:

To: wjaques@ezt.ca

Date: Dec 13, 2022 3:35:50 PM

Subject: *Notice of Public Meeting-Minor Variance Application A-10-2022*

This submission is in response to the minor variance application A-10-2022 of 44 Dietrich Road, Tavistock. We are lot 17 boarding Lot 16.

COMMENTS

- 1) The drawing as submitted assumes the lot line to be already outside of the new addition. The drawing shows no relationship to either Lot 15 or our property Line 17. How can judgement be made when the addition may already be part of Lot 15. This needs to be confirmed.
- 2) *When we had a lot line controversy with Lot 16, it was assumed the steel marker stake at the back of our property was our Lot Line. Lot 16 also has a steel stake. Measurements show the distance between the 2 stakes exceeds the 22 meters. Is this why the drawing assumes the lot line is outside of the proposed addition?*
- 3) The proposed addition is massive, at least 27 feet in depth. This will almost completely cover the existing home on Lot 15. *Should the home be sold, is it fair to the new owners to find out an oversized addition was allowed and their Lot line compromised. This could affect any future home improvements due to reduced room and any township regulations.*
- 4) When the property was purchased, the property lines should have been known and respected. So live within your original boundaries.

CONCLUSION

We are NOT in favour of the minor variance request at this time. Special priority should not be granted when construction was started and Lot 15 dug up. Any variance should be agreed upon by the affected neighbour and not simply given when requested. Is this oversized addition actually required? Rules have been broken and a proper survey is required.

SUBMITTED BY:

Carol & Jim James, 36 Dietrich Road, Box 681, Tavistock, ON, N0B2R0

Carol James *Jim James*

Township of East Zorra-Tavistock
90 Loveys St
P. O. Box 100
Hickson, ON
N0J 1L0

December 13, 2022

This is a letter to East Zorra Tavistock Committee of Adjustment regarding the Minor Variance application A-10-2022 by the Applicant; Bill McMahon and William McMahon at 44 Dietrich Rd in Tavistock, Ontario

We are appealing the minor variance and it should NOT be allowed. There shouldn't even have to be a meeting because the applicant went too far over onto Audrey Boyd's property at 52 Dietrich Rd. This subdivision was designed and built with more room between the homes and once you allow one person to push the limits past their property lines, you have opened it up for others.

Bill should have to tear out his footings and move them over where they should have been in the first place. The drawing isn't at all accurate in the measurements.

Bill didn't ever put his sign up until Sunday Dec 11/22 and in order to be up for the meeting, it should have been up by Wednesday Dec 7/22. There are no visible survey stakes up either so obviously he has pushed this issue as well.

Our question is, why wasn't there a survey done to show the property lines before it got to this point? Too many people are pushing issues like this with their neighbours and just getting a slap on the wrists and then the variance goes through. The neighbour loses part of their property because someone was too aggressive. Why didn't Bill apply for the variance before construction instead of pretending he didn't realize he was too far over when it's too late.....my point is, that its not too late.

This needs to STOP now!! It's a law and a rule for a reason.

This issue should be corrected properly so Audrey Boyd doesn't lose any of her property that they have paid taxes on all these years. If Audrey sells her house in the future and this variance goes through, who ever buys her house couldn't even change the size of a window on that side of her house (due to the fire propagation regulations) because Bill McMahon pushed his building past the legal limits.

Please don't allow this. Do the right thing to set an example in the future.

Michelle and Perry Riehl
Michelle Riehl
Perry Riehl

Will Jaques

Subject: Public Hearing Regarding 44 Dietrich Road, Tavistock

From: JOANNE SAUDER

Sent: December 13, 2022 11:32 PM

To: Will Jaques <wjaques@ezt.ca>

Subject: Public Hearing Regarding 44 Dietrich Road, Tavistock

Will Jaques, Municipal Clerk

Dec. 13, 2022

In response to the Public Hearing regarding the side yard setback for the property of 44 Dietrich Road, Tavistock, please review our comments.

As we understand, there was an application for a Building Permit to expand the garage at this location, and the permit was granted and construction began. Therefore, it would seem at that time, the side yard setback was within the bylaw of 1.2m. Otherwise, the permit should not have been granted.

Upon early construction, it was obvious the excavation was over the west property line and the footing very close to the “assumed west property line” and the immediate concern on our behalf began.

We have no issue with the request for a minor variance application and hearing to be had for a reduced side yard setback before the permit was issued and construction began. This is why we have bylaws in place and the process for exceptions are made accordingly.

With the footings currently poured to the “desired” setback of 0.7m and not the original engineered development and approved setback of 1.2m, and now after community complaints to EZT to bring a Public Hearing to resolve or approve, it would seem the process was intentionally and recklessly ignored by the property owner with no respect for the neighbors to the immediate west or all neighbors, and a disregard for the local authorities.

Therefore, it would be against our approval to let this construction continue with a 0.7m setback. We ask that the original setback design of 1.2m be respected and applied to this construction and permit.

Regards,

Maury and Joanne Sauder

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: **A11-22****APPLICATION FOR MINOR VARIANCE**

TO: Township of East Zorra-Tavistock Committee of Adjustment
MEETING: December 21, 2022
REPORT NUMBER: 2022-440

OWNER: Bickle Farms Ltd.
 924897 Cassel Road, RR #2, Tavistock, ON N0B 2R0

AGENT: Mark Bickle
 924897 Cassel Road, RR #2, Tavistock, ON N0B 2R0

VARIANCES REQUESTED:

1. Relief from **Section 7.2.1 – Minimum Distance Separation Requirement for Livestock Barns and Structures** to reduce the required Minimum Distance Separation II calculation from 433 m (1,420 ft) to 310 m (1,017 ft) from a Type A Land Use.
2. Relief from **Section 7.2.2 – Minimum Distance Separation Requirement for Manure Storage Structures** to reduce the required Minimum Distance Separation II calculation from 433 m (1,420 ft) to 310 m (1,017 ft) from a Type A Land Use.

LOCATION:

The subject lands are described as Part Lot 25, Concession 13 (East Zorra), in the Township of East Zorra-Tavistock. The lands are located on the southeast corner of Cassel Sideroad and 13th Line and are municipally known as 616536 13th Line.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'E-1'	Township of East Zorra-Tavistock Land Use Plan	Agricultural Reserve
----------------	---	----------------------

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

General Agricultural Zone (A2)

COMMENTS:

(a) Purpose of the Application:

The applicant proposes relief from the above-noted provisions of the Township's Zoning Bylaw to allow construction of a new 929 m² (10,000 ft²) livestock barn. The applicant has indicated that the barn would be used for hogs. The proposed barn would not meet the required Minimum Setback Distance II (MDS II) setback to three (3) surrounding Type A Land Use, which in this case are residential dwellings. The MDS II formulae requires a minimum setback of 433 m (1,422 ft) from the nearest Type A land use while the proposed barn would be approximately 310 m (1,017 ft) from the nearest Type A land use located at 925179 Cassel Sideroad, to the north of the subject lands.

The subject lands are approximately 21 ha (52 ac) in size, are currently vacant of any buildings or structures, and are currently used for cash cropping purposes. Surrounding land uses are predominately agricultural, with a non-farm rural residential use located to the northwest of the subject lands.

Plate 1, Existing Zoning & Location Map, shows the location of the subject property and the zoning in the immediate area.

Plate 2, Aerial Photography (2020), provides an aerial view of the subject lands.

Plate 3, Applicant's Sketch, shows the location of the proposed barn and setbacks to the nearest Type A Land Uses on abutting properties.

(b) Agency Comments

The Upper Thames River Conservation Authority (UTRCA) has indicated that they have no objection to the proposed location of the barn. It was also advised that the applicant will not require a Section 28 Permit if they are able to locate the barn at least 50 m away from the Inness Drain's top of bank. Anything within 50 m of the top of bank will require a Section 28 Permit and may require additional studies to be undertaken. A copy of the UTRCA comments has been attached to this report for Council's consideration.

The Township's Fire Chief, the Township's Chief Building Official, and the Township's Public Works Manager have indicated that they have no comments or concerns regarding the proposal.

(c) Public Consultation

Public Notice was provided to surrounding property owners in accordance with the requirements of the Planning Act. 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 located in the Agricultural Reserve designation according to the Land Use Plan for the Township of East Zorra-Tavistock, as contained in the Official Plan. Lands designated Agricultural Reserve are to be developed for a wide variety of agricultural land uses, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

As per Section 3.1.1 of the Official Plan, it is the goal of the County to preserve and protect lands designated Agricultural Reserve for agricultural uses and to minimize conflicts between agricultural and non-agricultural uses by careful management of non-farm uses, including rural

residential development. The application of the Minimum Distance Separation II (MDS II) guidelines, as established by the Province of Ontario, is considered a key mechanism through which municipalities reduce and minimize potential conflicts through the provisions of the Township's Zoning By-law.

Section 3.1.4.2 of the Official Plan states that when the establishment of a new or expanded livestock structure or manure storage facility is proposed, Minimum Distance Separation Formula II (MDS II) must be satisfied prior to the issuance of a building permit.

While minor reductions may be considered for MDS II setbacks, the consideration should be reserved for situations where it is in the interest of mitigating environmental or public health impacts or to avoid hazards, whether they may be human-made or natural.

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

The subject lands are zoned 'General Agricultural Zone (A2)' according to the Township of East Zorra-Tavistock Zoning By-law. The 'A2' zone permits a wide range of farming uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto.

According to Sections 7.2.1 and 7.2.2 of the Zoning By-law, any new or expanded livestock barns and manure storage structures must meet Minimum Distance Separation II (MDS II) requirements. MDS is a tool used to determine the required distance between a livestock facility and other, sensitive, land uses. The intent of the MDS II setback is to prevent land use conflicts and minimize nuisance complaints with respect to odour,

The required MDS II setback is calculated by taking into consideration the type of livestock being housed, the number of livestock being housed, and the type of manure storage being used. In this instance, the calculated MDS II setback between the proposed barn and the closest Type A Land Use located at 925179 Cassel Sideroad (to the north) would be 310 m (1,017 ft) while the required MDS II setback would be 433 m (1,422 ft). The deficiency between what is required and what is being requested would be 123 m (403.5 ft).

Notwithstanding the request for a variance to the required MDS II setback, it appears the use and location of the proposed livestock and manure storage facility meets the 'A2' Zone provisions including setbacks to lot lines and the required setback to the centerline of a County Road.

(f) Desirable Development/Use:

The Official Plan provides in Section 10.3.6 that the Committee of Adjustment shall take the following into account when considering if a variance is desirable:

- whether constraints and/or restrictions to meeting the requirements of the Zoning By-law due to the physical or inherent conditions of the site are involved;
- whether alternative designs of the proposal which would be in conformity with the relevant By-law are clearly not feasible or appropriate for the site;
- the concerns of the effect on adjacent owners, residents and community in general have been considered;
- the approval of the minor variance would not create an undesirable precedent; and,
- that compliance with the standards of the relevant By-law would be unreasonable or impossible and would impose an undue hardship on the applicant.

The applicant is proposing to construct the new 929 m² (10,000 ft²) livestock hog barn on the lands. The chosen location is preferred for the applicant as it located outside of identified floodplains on the lands and would also represent the least deficient area in terms of MDS II setbacks to surrounding Type A Land Uses.

The Provincial MDS Guideline states that MDS II should not be reduced except for limited site specific circumstances that continue to meet the intent of the MDS document. Examples of when MDS II could be considered to be reduced include avoiding natural or human-made hazards or to mitigate environmental or public health impacts.

With respect to the potential for conflicts between the new livestock barn and neighbouring residential properties, the application constitutes an introduction of a potential new odour producing facility closer to three (3) Type A Land Uses than what is permitted. Given that the size of the subject lands and the location of surrounding Type A uses do not allow for the proposed hog barn to be placed anywhere on the property while satisfying the required MDS II setbacks, staff are of the opinion that the construction of the proposed barn is not a desirable use on the lands.

To place the proposed barn anywhere on the subject lands will result in adverse impacts to at least one (1) Type A Land Use, and perhaps more depending on the location, including odour impacts and introducing potential limits on development potential for those lands. Should the proposed hog barn be approved as presented and one (1) of the surrounding Type A Land Uses wish to expand in the future the owner of said Type A Land Use may be required to seek planning approval prior to expanding if the proposal will not satisfy the required Minimum Distance Separation I (MDS I) setbacks. This would place both a financial and timing burden on the surrounding landowners.

In addition to the concerns outlined above, the reduction of the required MDS II setback from 433 m (1,422 ft) to 310 m (1,017 ft) would represent a 28.4% variance and would not constitute a 'minor' deviation in this instance, in staff's opinion, given the impacts to surrounding lands.

In light of the above, this Office is of the opinion that the applicant's proposal for a reduced MDS II setback does not meet the general intent of the Official Plan or Zoning By-law and does not constitute a desirable development on the subject lands. In summary, it is the recommendation of this Office that the application not be given favorable consideration.

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **not approve** Application A11-22, submitted by Bickle Farms Ltd., for lands described as Part Lot 25, Concession 13 (East Zorra), Township of East Zorra-Tavistock, as it relates to:

1. Relief from **Section 7.2.1 – Minimum Distance Separation Requirement for Livestock Barns and Structures** to reduce the required Minimum Distance Separation II calculation from 433 m (1,420 ft) to 310 m (1,017 ft) from a Type A Land Use.
2. Relief from **Section 7.2.2 – Minimum Distance Separation Requirement for Manure Storage Structures** to reduce the required Minimum Distance Separation II calculation from 433 m (1,420 ft) to 310 m (1,017 ft) from a Type A Land Use.

As the variance requested is not considered to be:

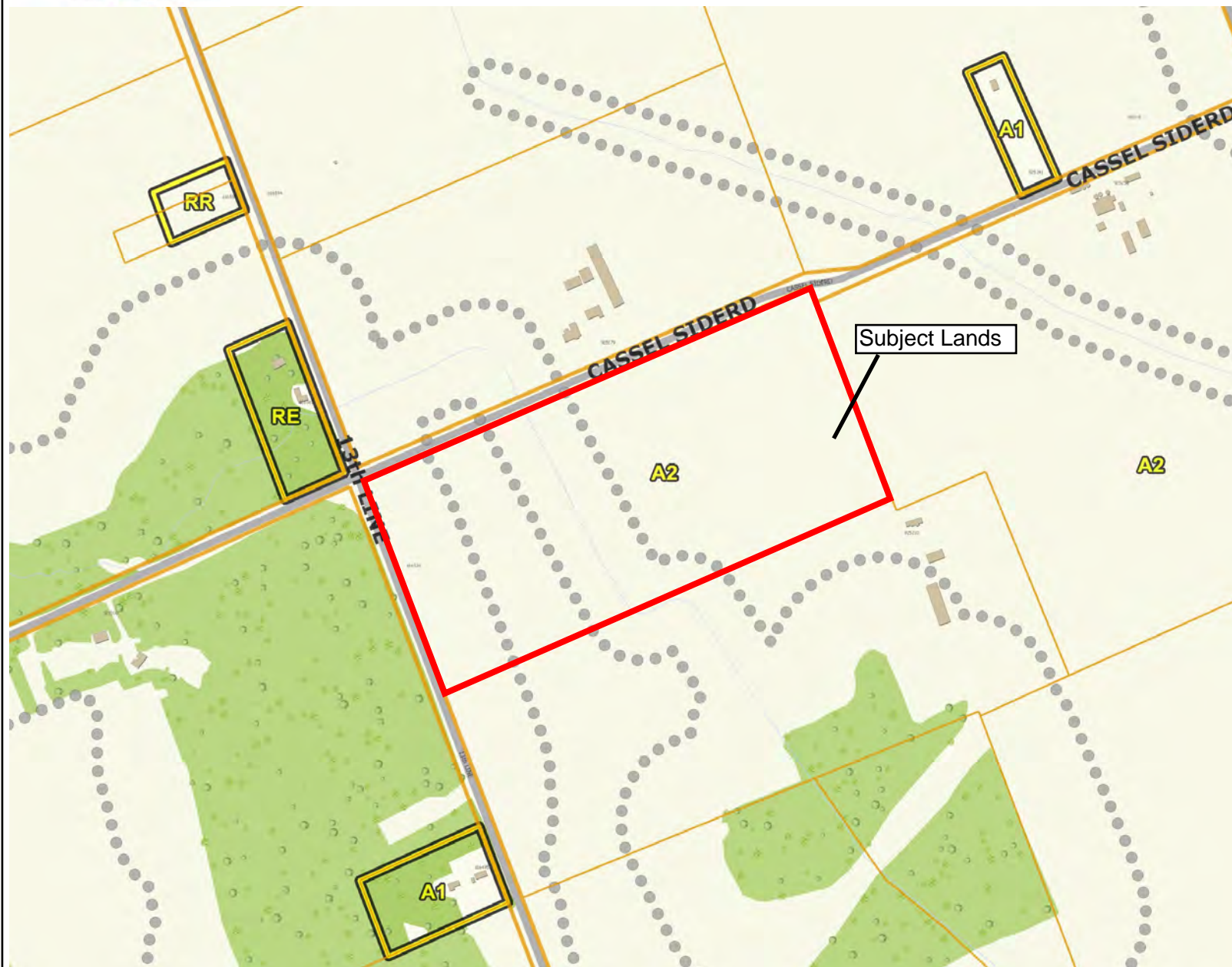
- i) in keeping with the general intent and purpose of the Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with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

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



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November 16, 2022



Legend

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Zoning Floodlines

Regulation Limit

- 100 Year Flood Line
- ▲ 30 Metre Setback
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Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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November 16, 2022

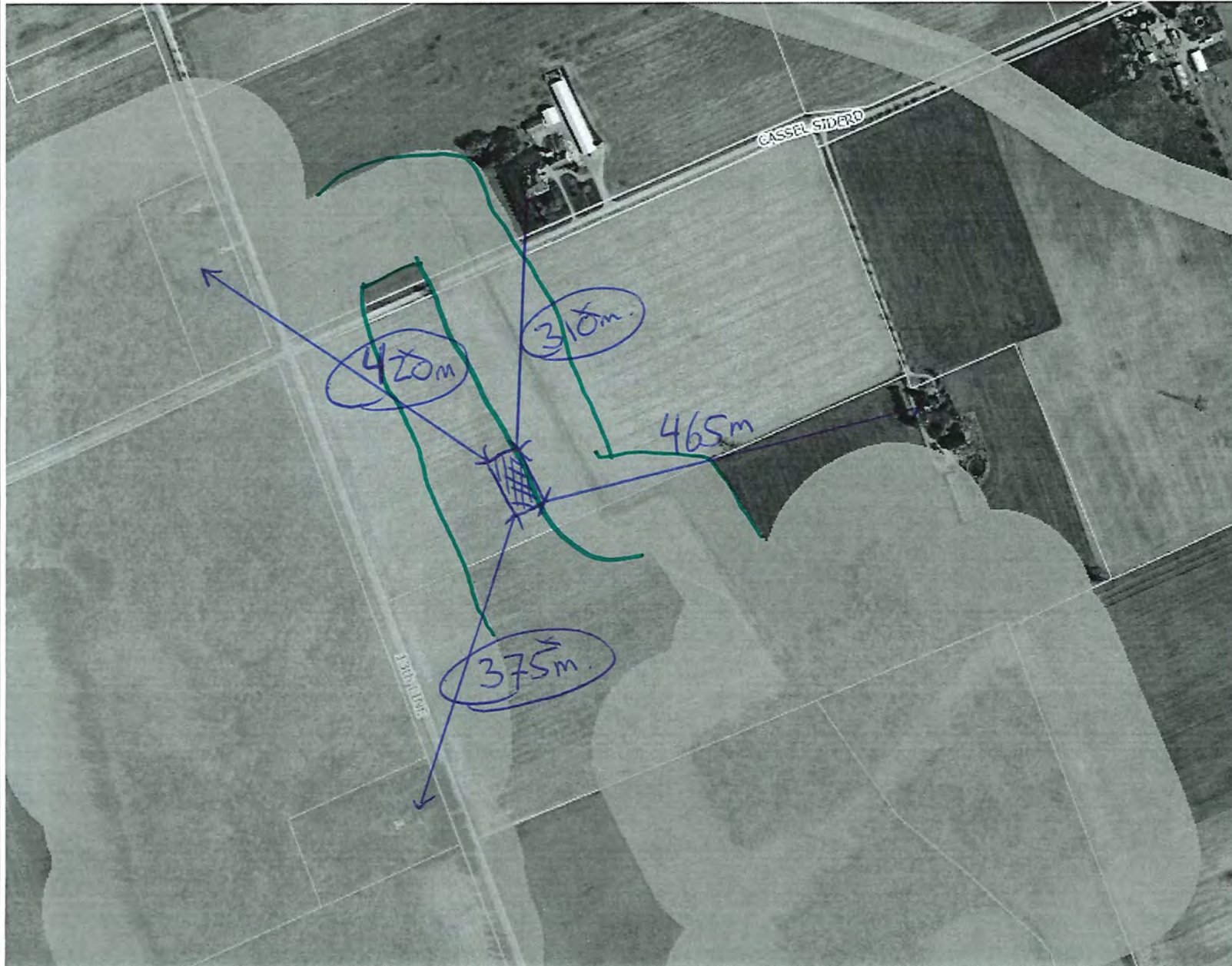


Plate 3: Applicant's Sketch

File No.: A11-22 - Bickle Farms Ltd.

N Pt Lot 25, Concession 13 (East Zorra) - 616536 13th line, Township of East Zorra-Tavistock

Page 35



Legend

- GRCA Reg Limit
- UTRCA Reg Limit
- LPRCA Reg Limit
- CCCA Reg Limit

OPTION 2 -

REG'D MOS - 433m

Prop'd MOS - 310m

Approx Dist.

Notes



0 177 354 Meters

NAD_1983_UTM_Zone_17N



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October 17, 2022



Thames
Canadian Heritage River

"Inspiring a Healthy Environment"

December 15th, 2022

County of Oxford - Community & Strategic Planning Office
21 Reeve Street
Woodstock, Ontario N4S 7Y3

Attention: Dustin Robson (sent via e-mail planning@oxfordcounty.ca)

Re: Application for Minor Variance
File No: A11-22
Owner(s): Bickle Farms LTD
Agent(s): Mark Bickle
616536 13th Line, Township of East Zorra-Tavistock

The Upper Thames River Conservation Authority (UTRCA) has reviewed this application with regard for the policies within the Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006), Section 28 of the *Conservation Authorities Act*, the *Planning Act*, the Provincial Policy Statement (PPS, 2020), and the Upper Thames River Source Protection Area Assessment Report.

BACKGROUND & PROPOSAL

The subject lands are municipally referred to as 616536 13th Line in the Township of East-Zorra Tavistock. The lands are designated Agricultural Reserve within the County of Oxford Official Plan, and are zoned "General Agriculture (A2)". The lands are approximately 21ha in size and are used for agricultural purposes.

The purpose of this application is to seek relief from the Provisions of Section 7.2.2 - Minimum Distance Setback (MDS) requirements for Manure Storage Structures, to reduce the MDS requirement to the nearest residential dwelling from 433m to 310m to facilitate the construction of a 10,000 sqft pig barn.

DELEGATED RESPONSIBILITY & STATUTORY ROLE

Provincial Policy Statement 2020

The UTRCA has the provincially delegated responsibility for the natural hazard policies of the PPS, as established under the "Provincial One Window Planning System for Natural Hazards" Memorandum of Understanding between Conservation Ontario, the Ministry of Natural Resources and Forestry (MNRF) and the Ministry of Municipal Affairs and Housing. Accordingly, the Conservation Authority represents the provincial interest in commenting on development applications with respect to natural hazards and ensures that applications are consistent with the PPS.

The UTRCA's role in the development process is comprehensive and coordinates our planning and permitting interests. Through the plan review process, we ensure that development applications meet the tests of the *Planning Act*, are consistent with the PPS, conform to municipal planning documents, and with the policies in the UTRCA's Environmental Planning Policy Manual (2006). Permit applications must meet the requirements of Section 28 of the *Conservation Authorities Act* and the policies of the UTRCA's Environmental Planning Policy Manual (2006). This approach ensures that the principle of development is established through the *Planning Act* approval process.

and that a permit application can be issued under Section 28 of the *Conservation Authorities Act* once all of the planning matters have been addressed.

Section 28 Regulations - Ontario Regulation 157/06

The subject lands are regulated by the UTRCA in accordance with Ontario Regulation 157/06, made pursuant to Section 28 of the *Conservation Authorities Act*. The regulation limit is comprised of:

- Riverine flooding and erosion hazards associated with the Inness Drain; and,
- The area of interference associated with a wetland feature on adjacent lands.

Please refer to the attached mapping for the location of the regulated features. In cases where a discrepancy in the mapping occurs, the text of the regulation prevails and a feature determined to be present on the landscape may be regulated by the UTRCA.

The UTRCA has jurisdiction over lands within the regulated area and requires that landowners obtain written approval from the Authority prior to undertaking any site alteration or development within this area including filling, grading, construction, alteration to a watercourse and/or interference with a wetland.

NATURAL HAZARDS

Natural hazard planning involves planning for risks associated with naturally occurring processes. These risks include the potential for loss of life and property damage. In Ontario, prevention is the preferred approach for managing hazards in order to minimize these risks. The UTRCA represents the provincial interest in commenting on *Planning Act applications* with respect to natural hazards. The UTRCA's policies are consistent with the PPS and the applicable policies include:

3.2.2 General Natural Hazard Policies

These policies ensure that new development and site alteration are directed away from hazard lands. No new hazards will be created and existing hazards will not be aggravated through new development. As well, the UTRCA does not support the fragmentation of hazard lands through lot creation which is consistent with the PPS.

3.2.3 Riverine Flooding Hazard Policies

These policies address matters such as the provision of detailed flood plain mapping, flood plain planning approach and uses that may be allowed in the flood plain subject to satisfying the UTRCA's Section 28 permit requirements.

3.2.4 Riverine Erosion Hazard Policies

The Authority generally does not permit development and site alteration in the meander belt or on the face of steep slopes, ravines and distinct valley walls. The establishment of the hazard limit must be based upon the natural state of the slope, and not through re-grading or the use of structures or devices to stabilize the slope.

3.2.6 & 3.3.2 Wetland Policies – Natural Hazard & Natural Heritage

New development and site alteration is not permitted in wetlands. Furthermore, new development and site alteration may only be permitted in the area of interference and /or adjacent lands of a wetland if it can be demonstrated through the preparation of an Environmental Impact Study (EIS) that there will be no negative impact on the hydrological and ecological function of the wetland feature and no potential hazard impact on the development.

SUMMARY & RECOMMENDATION

As mentioned above, the subject lands are regulated by the UTRCA due to riverine flooding and erosion hazards associated with the Inness Drain, as well as the area of interference associated with a wetland feature on adjacent lands to the west.

The applicant submitted a drawing alongside the application showing the location of the proposed pig barn. The UTRCA is satisfied with the location as it is setback approximately 55m from the Inness Drain's top of bank. We advise that the applicant will **not** require a Section 28 Permit if they are able to locate the barn at least 50m away from the top of bank. Anything inside 50m will require a Section 28 Permit and may require additional studies to be undertaken. The UTRCA has **no objections** to the application for Minor Variance.

UTRCA REVIEW FEES

Consistent with UTRCA Board of Directors approved policy; Authority Staff are authorized to collect fees for the review of *Planning Act* Application. Our fee for this review is as follows:

Consent (Minor)	\$400.00
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Total	\$400.00
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Thank you for the opportunity to comment. Please contact the undersigned if you have any questions.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Eric Gaskin
Land Use Planner I

Enclosure: UTRCA Regulation Limit mapping (please print on legal size paper for accurate scales)

c.c.: Ben Dafoe, UTRCA Land Use Regulations Officer
Debra Kirk, UTRCA Source Protection Administrative Assistant

Our File: **A12-22**

APPLICATION FOR MINOR VARIANCE

TO: Township of East Zorra-Tavistock Committee of Adjustment
MEETING: December 21, 2022
REPORT NUMBER: 2022-439

OWNERS: Mill-Gate Homes Inc.
 270 Shoemaker Street, Kitchener, ON N2E 3E1

AGENT: GSP Group Inc.
 72 Victoria Street South, Kitchener, ON N2G 4Y9

VARIANCE REQUESTED:

1. Relief from **Section 12.2, Table 12.2 – Residential Type 1 Zone (R1)**, to reduce the minimum required lot depth from 30 m (98.4 ft) to 26 m (85.3 ft).

LOCATION:

The subject lands are legally described as Part Lot 46 as contained in Draft Plan of Subdivision SB19-04-2. The subject lands are located on the southeast side of Moonstone Avenue, east of William Street South, in the Village of Tavistock.

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)

PLANNING REVIEW:

(a) Purpose of the Application

The applicant is proposing relief from the above noted provision of the Township Zoning By-law to facilitate the future construction of a single detached dwelling on a proposed lot within a draft plan approved subdivision in the Village of Tavistock in October 2020.

For Council's information, while the plan of subdivision was draft approved in October, 2020 it has not yet been registered. The proposed subdivision's first phase consists of 62 lots for the development of single detached dwellings. Following draft approval it was identified that Lot 46 of the draft plan approval is deficient the required minimum lot depth of 30 m (98.4 ft) and requires a variance to permit a minimum lot depth of 26 m (85.3 ft).

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

Plate 2, Applicant's Sketch, illustrates the location and configuration of the building envelope on the proposed lot, as provided by the applicant.

(b) Agency Comments

The Township Fire Chief, the Township Chief Building Official, and the Township Public Works Manager have indicated no concerns regarding 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 located within the 'Settlement' designation according to the Township of East Zorra-Tavistock Land Use Plan, Schedule 'E-1' in the County of Oxford Official Plan. In the Settlement (Serviced Village) designation, a full range of land uses is permitted in accordance with the land use patterns shown on Schedule E-2 - Village of Tavistock Land Use Plan.

The lands are designated 'Low Density Residential' on Schedule E-2 and are intended to be used for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings and street townhouses. The use of the lands for a single detached dwelling and accessory uses thereto conforms to the Low Density Residential 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 a single detached dwelling, a home occupation, a converted dwelling, a garden suite, a group home, and a public use.

As per the Township of East Zorra-Tavistock Zoning By-law, lands zoned 'R1' that are serviced by municipal water and sanitary sewers are required to have a minimum 30 m (98.4 ft) lot depth. The minor variance has been proposed for Lot 46 of the draft plan and proposes a lot depth of 26 m (85.3 ft). The purpose of the lot depth requirement is to ensure that sufficient space is maintained on private lands for the development of a single detached dwelling, while providing sufficient area for off-street parking and amenity space, as well as area for grading and drainage.

Planning staff are satisfied that the requested lot depth will be sufficiently large enough to accommodate the above noted provisions and will allow for a sufficient building envelope for the proposed dwelling that will maintain the required front and rear yard setbacks. Further, a detailed grading and drainage plan has been reviewed for the proposed subdivision, to the satisfaction of the Township. Based on this, staff are satisfied that approval of the proposed lot depth will maintain the intent of the Zoning By-law.

(f) Desirable Development/Use

Planning staff have reviewed the applicant's request and are of the opinion that the requested reduction to the lot depth can be considered minor in nature and facilitate the desirable development of the subject lands.

The proposed development will be in keeping with the character of the rest of the draft approved subdivision and the proposed lot depth is not anticipated to have an adverse impact on neighbouring properties, and if approved, the proposed variance would not establish an undesirable precedent for similar development in the future.

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

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application A12-22, submitted by Mill-Gate Homes Inc. for lands described as Part Lot 46 of Draft Plan of Subdivision SB19-04-2 in the Village of Tavistock, as it relates to:

1. Relief from **Section 12.2, Table 12.2 – Residential Type 1 Zone (R1)**, to reduce the minimum lot depth from 30 m (98.4 ft) to 26 m (85.3 ft); subject to the following condition:
 - i) That the relief granted by the Committee of Adjustment apply only to those lands identified as Lot 46 of the Draft Approved Plan of Subdivision on the lands at such time as the lands are registered, at which time the registered description of the lands will apply for the purpose of the relief granted by this minor variance.

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

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

Notes



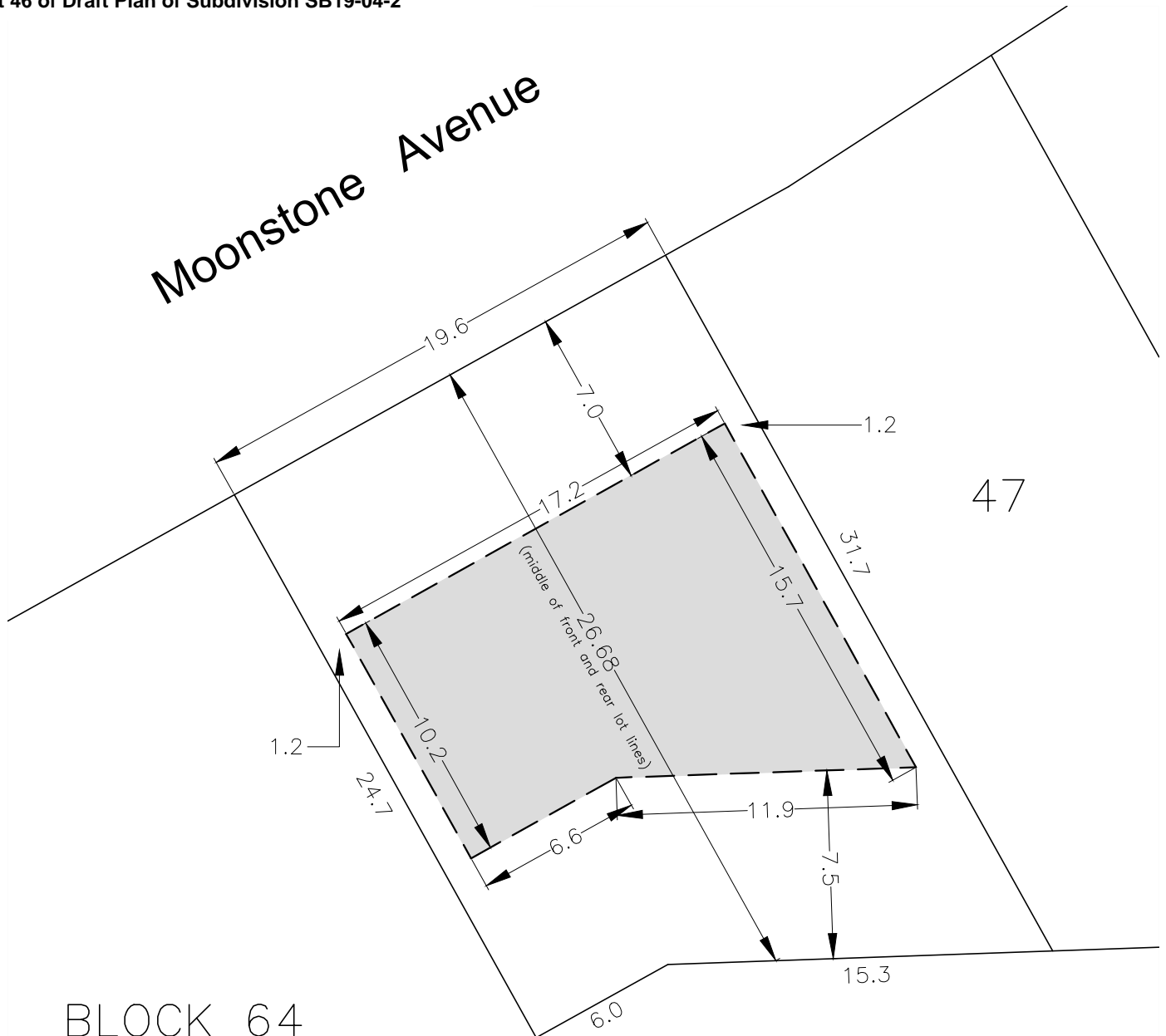
0 51 102 Meters

NAD_1983_UTM_Zone_17N



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

November 16, 2022



Lot Area
533.11sq.m.

Bldg. Envelope
205.14sq.m.

MINOR VARIANCE SKETCH
Lot 46, Moonstone Avenue, Tavistock



Scale: 1:250
November 11, 2022



GSP
group

#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 #CBO2022-19

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Bill 23 - More Homes Built Faster Act, 2022 - Summary

Date: December 13, 2022

Background

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022 and received Royal Assent November 28, 2022. The main purpose of Bill 23 was to remove or amend certain barriers that are thought to slow down, and/or add costs, to residential development in Ontario.

Discussion

Although Bill 23 was passed quickly, a few changes were included as a result of public hearings/debate. Some of the major changes include:

- The original proposal to eliminate all third-party appeals for planning matters was dropped and now third parties can only appeal minor variance and consent applications
- Site Plan Control can apply to green roofs, construction requirements related to environmental conservation (where allowed under the Building Code Act) and the appearance of building elements that impact health, safety accessibility or sustainable design.

It should be noted that not all changes came into effect on the date of passage. As well, staff (both County and Township) will likely need to review and update certain by-laws such as Site Plan Control and Parkland Dedication to meet the current legislative requirements.

A high-level summary of the proposed changes can be found in the attached **Appendix 'A'**. Please note the two greyed-out sections (Removal of Upper Tier Approval Powers and Zoning in MTSAs) are provisions that will not likely affect East Zorra-Tavistock.

Attachments:

- **Appendix 'A'** – Bill 23 Provisions - Summary Chart

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)

Appendix 'A'

Bill 23 Provisions - Summary Chart

Issue	Proposed changes	In force date
Inclusionary Zoning/Affordable and Attainable Housing	Exempt affordable housing (generally defined as being priced at no greater than 80% of the average price/rent in the year a unit is rented or sold) and inclusionary zoning units from DC, CBCs and parkland dedication	Nov. 28, 2022
	Introduce a category of “attainable housing” which will be defined in future regulations	TBD
	An upper limit of 5% of the total number of units in a development that can be required to be affordable as part of inclusionary zoning, and a maximum period of 25 years over which the units would be required to remain affordable (this is a proposed regulation change, not in the legislation itself)	TBD (regulation not yet in force)
Parkland	The maximum amount of land that can be conveyed or paid in lieu is capped at 10% of the land or its value for sites under 5 ha, and 15 % for sites greater than 5 ha	Nov. 28, 2022
	Maximum alternative dedication rate reduced to 1 ha/600 units for land and 1 ha/1000 units for cash in lieu	Nov. 28, 2022
	Parkland rates frozen as of the date that a zoning by-law or site plan application is filed. Freeze remains in effect for two years following approval. If no building permits are pulled in that time, the rate in place at the time the building permit is pulled would apply	Nov. 28, 2022
	Encumbered parkland/strata parks, as well as privately owned publicly accessible spaces (POPS) to be eligible for parkland credits	TBD
	Landowners can identify land they intend to provide for parkland, with the municipality able to appeal to the Tribunal if there is a disagreement	TBD
	Parks plans to be required prior to the passing of any future parkland dedication by-law (would not apply to by-laws already passed)	Nov. 28, 2022
	Parkland dedication will apply to new units only (i.e., no dedication can be imposed for existing units)	Nov. 28, 2022
	Municipalities will be required to spend or allocate 60% of parkland reserve funds at the start of each year	Nov. 28, 2022

Issue	Proposed changes	In force date
Development Charges	Five year phase-in of DC rate increases, beginning with a 20% reduction in the first year, with the reduction decreasing by 5% each year until year five when the full new rate applies. This is proposed to apply to all new DC by-laws passed since January 1, 2022	Nov. 28, 2022
	Historical service level for DC-eligible capital costs (except transit) extended from 10 to 15 years	Nov. 28, 2022
	DC by-laws will expire every 10 years, instead of every five years. By-laws can still be updated any time	Nov. 28, 2022
	Cap the interest paid on phased DCs for rental, institutional and non-profit housing to prime plus 1%	Nov. 28, 2022
	DC/CBC/parkland exemptions for attainable housing, which will be projects designated by future regulations	TBD (attainable housing regulations not yet released)
	New regulation authority to set services for which land costs would not be an eligible capital cost recoverable through DCs	TBD
	Exclude the cost of studies (including background studies) from recovery through DCs	Nov. 28, 2022
	Municipalities will be required to spend at least 60% of DC reserves for priority services (i.e., water, wastewater and roads).	Nov. 28, 2022
	Discount for purpose-built rental units, with a higher discount for larger units, on top of the existing DC freeze and deferral of payments over five years	Nov. 28, 2022
Community Benefit Charges	Maximum CBC payable to be based only on the value of land proposed for new development, not the entire parcel that may have existing development	Nov. 28, 2022
	Maximum CBC to be discounted by 4% of land value divided by the existing building size, as a proportion to total building square footage	Nov. 28, 2022

Issue	Proposed changes	In force date
Removal of Upper Tier approval powers	Upper tier municipalities will be removed from the Planning Act approval process for both lower tier official plans and amendments and plans of subdivision	TBD
	Minister would (unless otherwise provided) therefore become the approval authority for all lower tier OP and OPAs, and Minister's decisions are not subject to appeal	TBD
Zoning in MTSAs	Municipalities will be required to update zoning to include minimum heights and densities within approved Major Transit Station Areas (MTSA) and Protected MTSAs within one year of MTSA/PMTSA being approved	Nov. 28, 2022
Third-party appeals eliminated – minor variances and consents	No one other than the applicant, the municipality, certain public bodies, and the Minister will be allowed to appeal minor variance or consent decisions.	Nov. 28, 2022
	Existing third-party appeals where no hearing date has been set. as of October 25, will be dismissed. The scheduling of a case management conference or mediation will not be sufficient to prevent an appeal from being dismissed	NA
Gentle Density/Intensification	As of right zoning to permit up to three residential units per lot (two in the main building and one in an accessory building), with no minimum unit sizes	Nov. 28, 2022
	New units built under this permission would be exempt from DC/CBC and parkland requirements, and no more than one additional parking space can be required	Nov. 28, 2022
Subdivision approvals	Public meetings no longer will be required for applications for approval of a draft plan of subdivision	Nov. 28, 2022
Site plan control	Developments of up to 10 residential units will be exempted from site plan control	Nov. 28, 2022
	Architectural details and landscape design aesthetics will be removed from the scope of site plan control	Nov 28 2022
Rental Replacement	Minister to be given the authority to enact regulations related to the replacement of rental housing when it is proposed to be demolished or converted as part of a proposed development	Nov. 28, 2022

Issue	Proposed changes	In force date
Heritage	Municipalities will not be permitted to issue a notice of intention to designate a property under Part IV of the Ontario Heritage Act unless the property is already on the heritage register when the current 90-day requirement for Planning Act applications is triggered	TBD
	Heritage registers to be reviewed and a decision made whether listed properties are to be designated, and if not, removed from the register	TBD
	A process is proposed which will allow Heritage Conservation District Plans to be amended or repealed	TBD
	Criteria for Heritage Conservation District Plans can be established for regulation	TBD
Ontario Land Tribunal procedures	The Tribunal will have increased powers to order costs against a party which loses a hearing at the Tribunal	All OLT Act changes not yet in force – date TBD
	The Tribunal is being given increased power to dismiss appeals for undue delay	NA
	The Attorney General will have the power to make regulations setting service standards with respect to timing of scheduling hearings and making decisions	NA
	Regulations can also be made to establish priorities for the scheduling of certain matters	NA
Conservation Authorities	Permits will not be required within regulated areas (including wetlands) for activity that is part of a development authorized under the Planning Act	TBD
	A single regulation is proposed for all 36 Authorities in the province	TBD
	Clear limits are proposed on what Authorities are permitted to comment on as part of the planning approvals process, which will keep their focus on natural hazards and flooding	Jan. 1, 2023
Consumer protection	Proposed increases to penalties under the New Homes Construction Licensing Act, 2017 of up to \$50,000	Nov. 28, 2022

STAFF REPORT

Report #CAO2022-20

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: 2023 Budget Planning and Development Timetable

Date: December 13, 2022

Background:

Staff wanted to provide Council and staff with a timeline for the planning, development, and presentation of the draft 2023 User Fee Schedule and 2023 Operating and Capital Budget.

Discussion:

In preparation for the 2023 budget development cycle, Senior Staff and the Finance team discussed all the relevant issues (including but not limited to the Parks and Recreation Master Plan, the Roads Needs Study, OMPF, taxation, capital, and reserve sustainability forecasting, etc.) to prepare a comprehensive budget package **for Council's consideration**.

Staff will be looking to incorporate council-approved recommendations from the various studies into the 2023 budget document. In addition, with this being the inaugural budget of this new Council, staff would propose that an additional meeting be added to the regular Council meeting schedule to allow Council members the opportunity to have a session dedicated to the review and consideration of the budget only, with no other items on that particular meeting agenda. Staff have begun working on the foundation data, including the CPI increases for salaries, OMPF funding, OCIF funding, policing, a capital financing strategy for the Administration Building project. Staff will also bring forward any capital equipment purchases to be funded from reserves in a separate report for Council pre-budget approval so that competitive pricing and advance ordering can be completed in January 2023.

Staff will be reviewing and updating our User Fee Schedule. This review will be consistent with recommendations coming out of the Parks and Recreation Master Plan and proposed fee schedule would be presented to Council with the budget document under the understanding that any resulting rate changes would come into effect for June 1, 2023.

With these key areas in mind, staff plan to present the 2023 Operating and Capital to Council at its regular meeting of April 5, 2023, with a special meeting of Council proposed to be scheduled for Wednesday, April 12, 2023 (again, **exclusively for Council's deliberations** - questions, action items, etc.) and the public meeting for consideration of the budget to be held at the April 19, 2023 regular meeting. Any required revisions would then be made following the meeting of April 19th, with the goal of bringing the final proposed budget by-law to the Council meeting of May 3, 2023.

Staff feel that this timeline will also allow all the aforementioned items, as well as a final draft financial position for 2022, to be incorporated and presented as part of the Draft 2023 Operating and Capital budget. This also ensures staff, Council and the public have adequate time to consider and address any questions on the budget content.

Financial Implications:

- None

Attachments:

- None

Recommendation:

1. None. For Council Information.

Respectfully submitted by:



Karen DePrest
Chief Administrative Officer/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022 - 47**

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 21st day of December, 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 21st DAY OF DECEMBER, 2022.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk