

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

AGENDA

**for the Meeting to be held on Wednesday April 5, 2023 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 March 15, 2023, Council Meeting Minutes
 - b) Woodstock – Municipal Insurance Costs Resolution
 - c) EARTH Corp. – 2023 AGM (Save The Date)
 - d) Consent Application B22-95-2 (Leslie)
 - e) Consent Application B23-09-2A (peopleCare Inc.)
5. Delegations & Appointments:
 - a) 9:45 a.m. – Shirley McCall-Hanlon – Memorial Forest
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) March 15, 2023 Police Services Board Meeting Minutes
 - e) March 22, 2023 Recreation Advisory Committee Meeting Minutes
 - f) Staff Report - #CBO2023 – 04 re: Building, Development & Drainage Reporting
 - g) Staff Report - #PW2023 – 04 re: Public Works Reporting
 - h) Staff Report - #FC2023 – 03 re: Fire Department Reporting
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 7:00 p.m. on Wednesday March 15, 2023.

Members Present: Mayor Phil SCHAEFER and Councillors Matthew GILLESPIE, Jeremy SMITH and Steven VAN WYK.

Members Absent: Deputy Mayor Brad SMITH and Councillors Scott Rudy and Scott ZEHR.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot, CBO John Scherer and Deputy CBO/ Drainage Superintendent Connor Occleston.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that peopleCare Inc. in Tavistock received funding for much needed medical equipment. Councillor SMITH also noted the upcoming Innerkip Lions Club Good Friday fish fry.

Approve
Agenda

1. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council approve the agenda for the March 15, 2023, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

2. Moved by: Steven VAN WYK
Seconded by: Jeremy SMITH
Resolved that Council confirm the Minutes of the March 1, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Bryan Smith – ISE Student Exchange
- ROEDC – December 2022 – February 2023 Activity Report
- Oxford County – William St. SPS Class EA Memo
- Staff Report - #BCO2023 – 01 re: By-law Compliance Reporting
- Staff Report - #CSM2023 – 02 re: Corporate Services Reporting
- Staff Report - #CAO2023 – 03 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

Bryan Smith – ISE Student Exchange	Council reviewed the correspondence from Bryan Smith regarding the ISE Student Exchange program.
ROEDC Dec. 2022 – Feb. 2023 Activity Report	Council reviewed the December 2022 – February 2023 Activity Report from the Rural Oxford Economic Development Corporation (ROEDC).
Oxford County– William St. SPS Class EA Memo	Council reviewed the Memo from Oxford County regarding the Class EA process for the William Street Sewage Pumping Station, in Tavistock.
Innerkip Easter Egg Hunt 2023	Council reviewed the correspondence regarding the 2023 Innerkip Easter Egg Hunt.

3. Moved by: Matthew GILLESPIE
 Seconded by: Jeremy SMITH
 Resolved that Council approve the request from the organizers of the 2023 Innerkip Community **Easter Egg Hunt to have the Township’s insurance coverage extended to the volunteers involved in the event, namely:**

- Alicia McIntyre
- Paul McIntyre
- Lindsay Batte
- Ryan Batte
- Rachael Murphy
- Evan Murphy
- Jacqueline Singleton
- Mike Singleton
- Kyle Smith
- Kelly Lyons
- Jay Lyons

CARRIED.

Public Meeting -
Open

- 4. Moved by: Matthew GILLESPIE
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 7:21 p.m.

CARRIED.

Public Meeting
for ZN2-23-01
(Township of
Ezt & Fishback)

PUBLIC MEETING – TOWNSHIP OF EAST ZORRA-TAVISTOCK/FISHBACK ZONE CHANGE APPLICATION ZN2-23-01, LOTS 55-56 & 62-65, PLAN 820, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2023-75, regarding the Zone Change Application on lands currently owned by the Township of East Zorra-Tavistock, and submitted by Murray and Diane Fishback.

Council asked questions of the planner and Staff. 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

- 5. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that the Public Meeting does now adjourn and Council reconvenes at 7:25 p.m.

CARRIED.

- 6. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council approve the zone change application for lands currently owned by the Township of East Zorra-Tavistock and submitted by Murray & Diane Fishback, whereby the lands described as Lots 55-56 & 62-65, Plan 820, in the Township of East Zorra-Tavistock, are to be **rezoned from 'Village Zone (V)' to 'Residential Type 1 Zone (R1).'**

CARRIED.

County Council-
Updates &
Questions

Mayor SCHAEFER provided an update on County of Oxford activities, including the appointment of Ben Addley as Chief Administrative Officer.

Staff Report
#BIDS2023 –
01 re: Tavistock
Drain 1979 -
Reconstruction
2021 –
Section 84.1
Report

Building Inspector/ Drainage Superintendent
Connor Occleston presented his report to Council
regarding amending the Drain Report for the
Tavistock Drain 1979 – Reconstruction 2021
project, under Section 84.1 of the Drainage Act.

- 7. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that Council accept the Section 84.1 As
Amended Drawings #1-12 in **Appendix "B" of Staff
Report #BIDS2023-01**, and that these drawings
replace current drawings #1-12 in the adopted
Tavistock Drain 1979 – Reconstruction 2021
report, as approved under Township By-law
#2022-01.

CARRIED.

Public Hearing -
Minor Variance
Application
A-3-2023
(Williams)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-3-2023 (WILLIAMS),
DESCRIBED AS PART LOT 11-12,
CONCESSION 16 (EAST ZORRA), TOWNSHIP
OF EAST ZORRA-TAVISTOCK.

At 7:30 p.m., Council, constituted as the
Committee of Adjustment, considered Minor
Variance Application #A-3-2023 for Judith and
Tara Williams. Planner Dustin Robson presented
Planning Report #CP2023-92.

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

- 8. Moved by: Matthew GILLESPIE
 Seconded by: Jeremy SMITH
 Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-3-2023, submitted by Judith and Tara Williams for lands described as Part Lot 11-12, Concession 16 (East Zorra), in the Township of East Zorra-Tavistock as it relates to:

- 1. Relief from Section 7.2.4 - Number of Accessory Dwellings and Garden Suites Per Lot to permit the establishment of a second, permanent accessory detached dwelling.

Subject to the following condition:

- 1. The requested relief shall only apply to permit the existing second accessory dwelling unit at the approximate location as shown on Plate 4 of Report No. CP 2023-92.

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.

CARRIED.

Staff Report
#PW2023-03
re: Joint
Surface
Treatment
Tender Results

Public Works Manager Tom Lightfoot presented his report to Council regarding the results from the recent joint surface treatment tender.

- 9. Moved by: Jeremy SMITH
 Seconded by: Steven VAN WYK
 Resolved that Council accept the tender submitted by Walker Construction Limited, for the works proposed in contract # Tender-Eng-2023-408, for the submitted tender price of \$450,572.50, excluding taxes.

CARRIED.

Council Appoints members to Court of Revision

10. Moved by: Matthew GILLESPIE
 Seconded by: Steven VAN WYK
 Resolved that the following members be appointed to the Court of Revision for the Tavistock Drain 1985 – Reconstruction 2023 project:

- Phil Schaefer
- Matthew Gillespie
- Steven Van Wyk

CARRIED.

Court of Revision Opens

11. Moved by: Matthew GILLESPIE
 Seconded by: Steven VAN WYK
 Resolved that the Court of Revision for the Tavistock Drain 1985 – Reconstruction 2023 project does now open at 7:46 p.m.

CARRIED.

At 7:46 p.m., the Court of Revision for the Tavistock Drain 1985 – Reconstruction project was held. The Court consisted of Chairperson Phil Schaefer, as well as Matthew Gillespie and Steven Van Wyk.

No written or verbal appeals were received at the Court itself.

12. Moved by: Matthew GILLESPIE
 Seconded by: Steven VAN WYK
 Resolved that the assessments for the Tavistock Drain 1985 – Reconstruction 2023 project be sustained.

CARRIED.

Court of Revision Closes – Council Reconvenes

13. Moved by: Steven VAN WYK
 Seconded by: Matthew GILLESPIE
 Resolved that the Court of Revision for the Tavistock Drain 1985 - Reconstruction 2023 project does now close and Council reconvene at 7:48 p.m.

CARRIED.

Staff Report #BCO2023 – 02 re: By-law Compliance Reporting

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

Staff Report
#CSM2023 – 04
re: Corporate
Services
Reporting

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

Staff Report
#CAO2023 – 03
re: CAO-
Treasury
Reporting

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

By-law:

1st & 2nd
Reading

- 14. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that the following by-laws be read a first and second time:
 - 2023-07 – Actual Cost By-law (Tavistock Drain 1979 - Recon. 2021)
 - 2023-08 – ZBA Application ZN2-23-01 (Township of EZT & Fishback)

CARRIED.

By-law:

3rd & Final
Reading

- 15. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that the following by-laws be read a third and final time:
 - 2023-07 – Actual Cost By-law (Tavistock Drain 1979 - Recon. 2021)
 - 2023-08 – ZBA Application ZN2-23-01 (Township of EZT & Fishback)
 - 2023-04 – Tavistock Drain 1985 - Reconstruction 2023 (Provisional By-law)

CARRIED.

Other and
Unfinished
Business

Councillor SMITH enquired as to the status of developing a land acknowledgement statement for the Township. The County of Oxford is assisting the Township to develop the land acknowledgement statement.

Confirming
By-law

- 16. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that By-law #2023-09 being a by-law to confirm the proceedings of Council held Wednesday March 15, 2023, be read a first, second and third time this 15th day of March, 2023;

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

CARRIED.

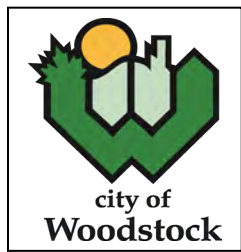
Adjourn

17. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn at
8:31 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor



March 21, 2023

Municipality of Chatham-Kent

ATTN: Judy Smith - Director Municipal Governance/Clerk

Via e-mail – ckclerk@chatham-kent.ca

Re: Correspondence – Resolution regarding Reducing Municipal Insurance Costs

At the Woodstock City Council meeting held on Thursday, March 16th, 2023, the following resolution was passed in response to your correspondence:

"Whereas Woodstock has also faced multiple double digit increases to insurance premiums in recent years;

And whereas the costs of insurance are affecting municipal budgets across the Province, impacting funding which would otherwise go into improving and expanding needed services to residents and businesses;

Now therefore be it resolved that Woodstock City Council supports the resolution from the Municipality of Chatham-Kent regarding Reducing Municipal Insurance Costs;

And further that staff be directed to contact Local Authority Services (LAS) to indicate support for the creation of a municipal reciprocal insurance provider;

And further that staff be directed to monitor the findings of the Chatham-Kent report regarding the engagement process and any recommendations to support improvements to municipal insurance in Ontario;

And further that staff be directed to add this correspondence as an agenda item at the next Oxford County area CAO's meeting for discussion;

And further that this resolution be circulated to Oxford County and area municipalities for consideration."

Yours Truly,

Amy Humphries, City Clerk

Cc: Via email – Local Authority Services (AMO) - las@las.on.ca

Kyle Kruger - CAO/Clerk - Township of Norwich - kkruger@norwich.ca

Tanya Daniels - Clerk - Town of Tillsonburg - clerks@tillsonburg.ca

Julie Middleton - Clerk - Township of Southwest Oxford - clerk@swox.org

Danielle Richard - Clerk - Town of Ingersoll - danielle.richard@ingersoll.ca

Karen Martin - Clerk - Township of Zorra - kmartin@zorra.ca

Will Jaques - Clerk - Township of East Zorra-Tavistock - wjacques@ezt.ca

Rodger Mordue - CAO/Clerk - Township of Blandford-Blenheim -

mordue@blandfordbleinham.ca

Chloe Senior - Clerk - Oxford County - cseior@oxfordcounty.ca

SAVE THE DATE

ANNUAL GENERAL MEETING

The Annual General Meeting of ERTH Corporation will be held as follows:

Date: Thursday, May 25, 2023

Meet & Greet 6:45 PM

AGM: 7:00 PM

LOCATION: **Elmhurst Inn**

415 Harris Street
Ingersoll, ON
N5C 3J8

Grand Ballroom

An official notice will be forwarded to you at a later date, providing you with a full meeting package and requesting your list of attendees and voting delegate. In the interim, please contact us with any questions you may have.

Please note that attendance at the meeting is restricted to members of council, clerks/CAOs/Treasurers of each Shareholder as well as officers and directors of the Company and guests expressly invited by the Board.

Contact:

Eustacia Young
ERTH Corporation
(519) 518-6117 x 255
Eustacia.Young@ERTHCorp.com

To: Chair and Members of Oxford County Land Division Committee

From: Dustin Robson, Development Planner, Community Planning

Application for Consent B22-95-2 – Brenda & Greg Leslie

REPORT HIGHLIGHTS

- The Application for Consent proposes the severance of a vacant lot for residential purposes within the rural cluster of Braemar Sideroad.
- The applicants are proposing that access to the lot to be severed would be from a private laneway rather than Braemar Sideroad.
- Planning staff are recommending approval of the application, as it is generally consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan, subject to all attached conditions.

DISCUSSION

Background

OWNERS/APPLICANTS: Brenda & Greg Leslie
844944 Braemar Sideroad, RR #6, Woodstock, ON N4S 7W1

AGENT: Rob Walton (RW2 Engineering)
476045 Zorra/East Zorra-Tavitock Line, Embro, ON N0J 1J0

LOCATION:

The subject lands are described as Pt Lot 15, Concession 11 (East Zorra). The lands are located on the south side of Braemar Sideroad. The subject lands are municipally addressed as 844944 Braemar Sideroad and are located within the Braemar Sideroad Rural Cluster.

OFFICIAL PLAN:

Schedule “C-1”	Environmental Features Plan	Significant Valleylands
Schedule “C-2”	Development Constraints Plan	Erosion Hazard Land
Schedule “C-3”	Settlement Strategy Plan	Rural Cluster (Braemar Sideroad)
Schedule “E-1”	Township of East Zorra-Tavistock Land Use Plan	Rural Cluster (Braemar Sideroad)

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

Existing Zoning: Estate Residential Zone (ER)

SERVICES: Lot to be Severed – New well and septic system
 Lot to be Retained – Existing well and septic system

ROAD ACCESS: Lot to be Severed – easement over private laneway to access Township road (Braemar Sideroad)
 Lot to be Retained – Township road (Braemar Sideroad)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>
Area	1.1 ha (2.7 ac)	2.8 ha (6.9 ac)
Frontage	140.3 m (460.3 ft)	66 m (216.5 ft)
Depth	200 m (656.1 ft)	200 m (656.1 ft)

The applicants propose to create a vacant lot comprising approximately 1.1 ha (2.7 ac) for a new single detached dwelling within the Rural Cluster of Braemar Sideroad. The retained lands comprise approximately 2.8 ha (6.9 ac) and contain an existing single detached dwelling, a pool, and a pool shed. All existing buildings and structures are proposed to remain.

The lot to be severed and the lot to be retained have frontage on Braemar Sideroad, however, it is proposed that the lot to be severed will obtain access via a private laneway, which is also owned by the landowners of the subject lands. Should the subject Application for Consent be approved, the applicants would be required to submit another Application for Consent to establish an easement for the lot to be severed over the private laneway.

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

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

Plates 3, Applicant’s Sketch, shows the proposed lot configuration and location of the existing buildings/structures on the subject lands.

Application Review

2020 Provincial Policy Statement

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

Section 1.1.3 of the PPS directs that the vitality of settlement areas is critical to the long-term economic prosperity of our communities and that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be based on densities and a mix of land uses which, among other matters, efficiently use land and resources, are appropriate for and efficiently use the infrastructure and public service facilities which are planned or available and avoid the need for their unjustified and/or uneconomical expansion.

Section 2.1 of the PPS further provides that natural features and areas shall be protected for the long term and development and site alteration shall not be permitted in or on adjacent lands to natural heritage features and areas unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. The PPS also states that development shall be directed away from natural or human-made hazards.

Official Plan

The subject lands are designated as a Rural Cluster (Braemar Sideroad) in the Official Plan. Within the Rural Cluster designation the principal use of land will be for low density residential purposes, including home occupations and ancillary land uses, such as schools and parks.

Growth in Rural Clusters will only occur through infilling that does not result in extensions in length or depth of existing development. Servicing will be by private sewage disposal systems and individual wells and proposed servicing will be to the satisfaction of the County. Proposals for new infill development within designated Rural Clusters will be consistent with the following criteria:

- satisfy Minimum Distance Separation Formula I (MDS I);
- consistency with the policies relating to Environmental Resources in Section 3.2;
- the site can provide a natural supply of potable water without adversely affecting the quality or quantity of water in active wells in the general vicinity;
- that adequate private wastewater disposal can be provided without adversely affecting the quality of groundwater and the water in active wells in the general vicinity; and,
- the site has direct frontage on a public road maintained year-round and new development shall not create or increase traffic hazards in areas of limited visibility.

Section 6.2 provides several objectives for residential uses in rural settlements, including:

- providing opportunities to develop a variety of housing types;
- promoting orderly development that can be integrated with established land use patterns;
- minimizing land use incompatibility; and,
- restricting the density of development to the level that is appropriate for the level of servicing available. Within the Rural Cluster designation, the density of development will be restricted by the land area required for the proper operation of an individual private septic system.

Section 6.2.2.1 provides further guidance related to infill housing and the Plan states that backyard infill and street oriented infill will be supported in Rural Clusters. Street oriented infill is defined as the introduction of new residential housing into an established streetscape pattern.

The Official Plan states that, when considering proposal for street oriented infill, the County Land Division Committee will ensure that the proposal is consistent with the street frontage, setbacks, lot area, and spacing of existing development with the immediate residential area.

In addition, all infill proposals will be subject to the criteria in 6.2.2.1.4, as follows:

- stormwater run-off for the proposal will be adequately controlled and will not negatively affect adjacent properties;
- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points and the likely impact of traffic on public streets is acceptable;
- municipal services or private services will be adequate to accommodate the proposed infill project;
- desirable vegetation or natural resources that contribute to the visual character of the surrounding area will be retained;
- the design of the development has taken into consideration potential impacts to natural heritage and cultural heritage resources; and,
- compliance with the provisions of the Zoning By-law of the Area Municipality.

The subject lands are also identified as containing “Significant Valleylands” according to the Environmental Features Plan, Schedule “C-1” and “Erosion Hazard Lands” according to the Development Constraints Plan, Schedule “C-2”.

Significant Valleylands are lands associated with a Regulatory Flood Plain and may have natural heritage value in addition to corresponding with natural hazard lands. With respect to the Flood Plain Policies, all development or site alteration, other than that explicitly permitted in Section 3.2.8.1.1, is prohibited in the regulatory flood plain. Where development on private services is permitted by the Official Plan, private septic systems must be located outside of the regulatory flood plain, except as approved by the Conservation Authority the Area Municipal Building Department.

With respect to the policies related to Erosion Hazard and Unstable Soils, land uses that are in conformity with the underlying land use designation may be permitted, subject to satisfying the approval authority that potential erosion hazards can be avoided or acceptably mitigated. The approval authority will consult with the Conservation Authority to determine whether the proposal is in conformity with the Official Plan policies and shall consider attaching conditions on any planning approvals to implement appropriate mitigation measures.

Portions of the subject lands are identified as Significant Valleylands and Erosion Hazard Land, however, these areas are located outside of the area affected by the lot to be severed and are completely located on the proposed retained lands.

Zoning By-law

The subject lands are currently zoned ‘Estate Residential (ER)’ according to the Township Zoning By-law. The ‘ER’ zone permits a single detached dwelling, including a converted dwelling, a garden suite, and a home occupation, and recognizes the lot area and lot frontage that existed as of the date of passing the Zoning By-law or created by a boundary adjustment.

The Zoning By-law defines “boundary adjustment” as the alteration of the lot area and/or lot frontage of an existing residential lot by a decision of the Oxford County Land Division Committee, or by other legal means, but shall not include any alteration that results in the creation of a new lot.

If this application is approved, the applicant will be required to submit an application to rezone both the lot to be severed and the lot to be retained to ‘Rural Residential Zone (RR)’.

The subject lands are within Regulatory Flood and Fill Line, however, the feature that is protected by the Conservation Authority regulations is located on the retained lands.

Agency Comments

Union Gas has indicated that they have service lines running within the area which may or may not be affected by the proposed severance. Should the proposed severance impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries.

The Township Clerk has indicated that the Township would be willing to accept a 0.3 m (1 ft) reserve along the rear of the lot to be severed.

The Township Public Works Manager has indicated that due to sightline constraints, no new entrances to Braemar Sideroad will be approved. Existing driveway entrances must be utilized for any newly created lot.

The Township Chief Building Official has indicated that a Severance Agreement and a Drainage Assessment Reapportionment will be required for the newly created parcel. Cash-in-lieu of parkland will also be required.

The Upper Thames River Conservation Authority (UTRCA) has indicated no concerns, however, three (3) conditions of approval have been recommended.

1. A survey clearly showing the dripline of the woodland and the 10 m woodland buffer will be required. All development will need to be directed outside of these features.
2. All tree protection measures will be required to be implemented prior to development, as stated in the EIS.
3. Compensation planting for the removal of trees outside of the woodland should be implemented through a compensation planting plan, to be prepared by a qualified professional. This plan and any recommendations should be provided to the land owner for reference.

The Township’s Fire Chief, the Oxford County Public Works Department, Rogers, and Canada Post have indicated no concerns with the proposal.

Public Consultation

Notice of the public meeting for the proposal was circulated to neighbouring property owners on March 23, 2023 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

As previously outlined, the applicants are proposing to create one new residential lot and retain a lot containing an existing single detached dwelling and accessory buildings/structures.

The subject lands are located within the Rural Cluster of Braemar Sideroad and there is existing residential development to the east and south of the lands. The lands to the north and west of the lands are agricultural in nature.

As outlined in Section 1.1.3 of the PPS, new residential development is to be directed towards existing settlement areas to promote efficient use of existing lands designated for settlement use and where the new development will be compatible with existing land uses and have appropriate services. The subject lands are located within the Rural Cluster, known as Braemar Sideroad, and will be consistent with the character of the existing surrounding land uses. Rural Clusters are considered to be settlements for the purposes of the Official Plan.

The Official Plan outlines that within the Rural Cluster designation, it is intended that the principal use of land will be for low density residential purposes and that growth in Rural Clusters will only occur through infilling that does not result in extensions in length or depth of existing development. Servicing is required to be by private sewage disposal systems and individual wells and proposed servicing.

In reviewing the proposal against the criteria for development within Rural Clusters in the Official Plan, staff of the opinion that the proposal generally complies. The Township's Chief Building Official (CBO) has reviewed the proposal and has not indicated any concerns in terms of compliance with MDS I. The applicants would also be required to prove that adequate private water and wastewater systems can be established prior to the CBO issuing a Building Permit.

The UTRCA has reviewed the proposal and, while they have recommended some conditions of approval, they have indicated no objection to the proposal from an environmental standpoint. A copy of the UTRCA letter has been attached to this report for the Committee's reference. Staff have included a condition of approval that all conditions outlined by the UTRCA be fulfilled to the satisfaction of the UTRCA and/or the County. To ensure that the dripline of the woodlands is respected, staff are of the opinion that it may be prudent to also include a special provision in any associated Zone Change Application that would require a setback from the woodlands for any development.

In addition to the above, the proposed new lot has a lot area and frontage that is consistent with the existing lots within the Braemar Sideroad Rural Cluster. The proposed lot would also have adequate area to accommodate similar setbacks and spacing as existing development and provide adequate stormwater management, off-street parking and outdoor amenity areas.

Staff, however, do not support the proposed access for the lot to be severed coming from the private laneway to the south of the subject lands. While the proposed lot to be severed will maintain frontage along Braemar Sideroad, a public road, the Township's Public Works Manager has indicated that due to sightline concerns no new accesses on this section of Braemar Sideroad will be approved. Given this, alternative access options have been considered by both staff and the applicants. While recognizing that eight (8) residential lots currently gain access from the private lane, it is the preference of staff's that an easement to be implemented over the lot to be retained in favour of the proposed lot to be severed.

The easement would allow access to the existing driveway on the lot to be retained by the future owners of the lot to be severed. Should access for the lot to be severed be granted off of the

private laneway, there would be approximately 300 m (984.2 ft) between the access to the lot and the intersection of the private laneway and Braemar Sideroad. Imposing an access easement over the lot to be retained in favour of the lot to be severed would offer a more direct access route to a public road (approximately 140 m (459.3 ft) in length). By limiting the distance between the lot access and a public road it can reduce the possibility of encountering inadequate maintenance (repairs, snow clearing, etc.) and inappropriate road width should an emergency arise and an emergency vehicle need to attend the residence.

Given that the proposal is generally consistent with the PPS, Official Plan, and the Township's Zoning By-law, other than the proposed access solution, staff are in a position to recommend approval provided that a 0.3 m (1 ft) reserve is taken along the width of the southern lot line of the lot to be severed to ensure access cannot be obtained from the private laneway. Provided that the recommended conditions are attached to any approval of the subject application, Planning staff are satisfied that the proposal is consistent with the policies of the PPS and the County Official Plan and can be supported from a planning perspective.

RECOMMENDATIONS

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

- 1. The lot to be severed and the lot to be retained be appropriately zoned.**
- 2. That an access easement be obtained for the lot to be severed over the lot to be retained.**
- 3. The owners shall enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township of East Zorra-Tavistock.**
- 4. Drainage re-apportionment be undertaken, pursuant to Section 65 of The Drainage Act, R.S.O., 1990, at the owners' expense, to the satisfaction of the Township of East Zorra-Tavistock.**
- 5. The owners provide cash-in-lieu of parkland, to the satisfaction of the Township of East Zorra-Tavistock.**
- 6. That a 0.3 ft (1 ft) reserve measuring the width of the lot to be severed that abuts the private laneway to the south of the lot to be severed and conveyed to the Township of East Zorra-Tavistock, free of all costs and encumbrances, to the satisfaction of the Township.**
- 7. That the three (3) recommended conditions outlined in the letter from the Upper Thames River Conservation Authority (UTRCA) dated February 10th, 2023 and attached to Staff Report CP 2023-111, be fulfilled to the satisfaction of the UTRCA and/or the County.**
- 8. The Clerk of the Township of East Zorra-Tavistock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial and otherwise, have been complied with.**

SIGNATURES

Authored by: *"Original signed by"* Dustin Robson, MCIP, RPP
Development Planner

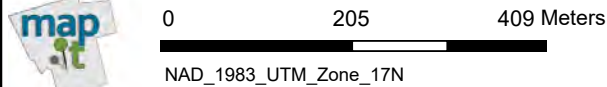
Approved for submission: *"Original signed by"* Gordon K. Hough, RPP
Director



Legend

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

Notes



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

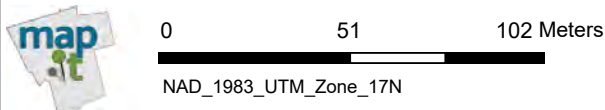
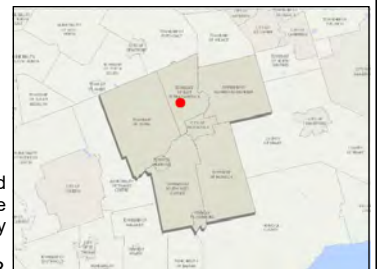
January 6, 2023



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
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 - Road
 - Municipal Boundary
- Zoning Floodlines Regulation Limit**
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January 6, 2023



Legend

Notes

Notes





"Inspiring a Healthy Environment"

February 10th, 2023

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: UTRCA Comments
Application for Consent
File No: B22-95-02
Owner(s): Greg and Brenda Leslie
Agent(s): RW2 Engineering (Rob Walton)
844944 Braemar Sideroad, 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 approximately 4ha subject lands are municipally referred to as 844944 Braemar Sideroad and are located in East Zorra-Tavistock Township. The lands are designated Residential within the Oxford County Official Plan (2021 consolidation), and are zoned Estate Residential (ER) within the Township of East Zorra-Tavistock Zoning By-law (No. 2003-18). The subject lands and surrounding lands are characterized by agricultural fields, significant woodland, and residential lots.

The purpose of this Application for Consent is to sever a lot vacant of any structures approximately 1.15ha in size to facilitate the future development of a single detached dwelling. The lot to be retained is approximately 2.86ha in size and contain an existing single detached dwelling, pool, and pool shed. The existing buildings and structures on the lot to be retained are proposed to remain.

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 an unnamed watercourse.

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.

NATURAL HERITAGE

3.3.3 Woodland Policies

The woodland contained within Block 45, adjacent to Lots 18 to 24 has been identified as significant ecologically important in the Oxford Natural Heritage Systems Study (Draft 2016). New development and site alteration is not permitted in woodlands considered to be significant. Furthermore, new development and site alteration is not permitted on adjacent lands to significant unless an EIS has

been completed to the satisfaction of the UTRCA which demonstrates that there will be no negative impact on the feature or its ecological function.

DRINKING WATER SOURCE PROTECTION - *Clean Water Act*

The subject lands *are* located within a vulnerable area (Wellhead Protection Area, Highly Vulnerable Aquifer, and Significant Groundwater Recharge Areas). For policies, mapping and further information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at: <https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/>

COMMENTS

An Environmental Impact Study (EIS) was submitted alongside the application for Consent. The UTRCA has completed a review of the report titled **844944 Braemar Side Road Severance & Proposed Development, Tavistock, ON. Scoped Environmental Impact Study Report** prepared by NRSI, dated December 1st, 2022; we offer the following comments:

1. NRSI has noted that the aerial imagery available for the subject property is outdated (2010) and is not reflective of the current conditions of the natural features.
 - a. Based on a review of the UTRCA's most up-to-date mapping, significant tree removal has occurred in the southeastern portion of the subject property between 2015 and 2020. As noted in the report, this would have been part of the Coniferous Plantation (CUP3) which extends south of the road. I recommend this removal be discussed with the County's Woodland Conservation By-law Officer to determine if permission was required or granted for the removal, and if any conditions of approval would impact the current application.
 - b. The dripline on the retained parcel appears to go through the pond. The limit of the woodland on the retained parcel will not impact the current proposal, however this should be confirmed since this appears to be an online pond, and changes within the pond have the potential to impact downstream watercourses.
2. The proposed 10 m buffer from the portion of the woodland within the proposed severed parcel is reasonable. We have no concerns with the small encroachment into the buffer to accommodate the driveway from the private road, provided that the tree protection mitigation measures as described in the report are implemented.
3. The proposed development plan, which includes connecting the proposed driveway to the private road at the southeastern corner of the subject property, rather than Braemar Sideroad minimizes tree removal. If the Township requires the connection to Braemar Sideroad, NRSI's report should be updated to revise the recommended mitigation measures.
4. We support NRSI's recommendation to compensate for removed trees by planting additional trees to enhance the remaining woodland. As per the Official Plan policies, a monitoring plan should be required, which should monitor survival of the planted trees.
5. We recommend that the EIS report be provided to future landowners for information on the recommended mitigation measures.
6. As noted in the County's Official Plan, the implementation of mitigation measures from an Environmental Impact Study should be required as a condition of development of land severance. Therefore, provided that the mitigation measures outlined in the Environmental

Impact Study are carried forward as a condition of approval, UTRCA can recommend supporting the proposed severance from a natural heritage perspective.

UTRCA RECOMMENDATION & CONDITIONS OF CONSENT

As indicated previously, the subject lands are regulated by the UTRCA due to riverine flooding and erosion hazards associated with an unnamed watercourse. Through the preparation of an EIS, the natural heritage features have been refined from those delineated on the UTRCA Regulation Limit mapping.

The UTRCA is generally satisfied with the information provided in the EIS and has **no objection** to the Consent Application but recommend the following mitigation measures from the EIS be carried forward as conditions of the severance:

1. A survey clearly showing the dripline of the woodland and the 10m woodland buffer will be required. All development will need to be directed outside of these features.
2. All tree protection measures will be required to be implemented prior to development, as stated in the EIS.
3. Compensation planting for the removal of trees outside of the woodland should be implemented through a compensation planting plan, to be prepared by a qualified professional. This plan and any recommendations should be provided to the landowner for reference.

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 (Major)	\$800.00
Environmental Impact Study (EIS) (Scoped)	\$1,200.00
Total	\$2000.00

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)

To: Chair and Members of Oxford County Land Division Committee

From: Dustin Robson, Development Planner, Community Planning

Application for Consent & Minor Variance B23-09-2; A23-01-2 – peopleCare Inc.

REPORT HIGHLIGHTS

- The purpose of the Application for Consent is to create one (1) new institutional lot to facilitate a new long-term care facility consisting of 128 beds, together with an easement for access and servicing purposes over the lot to be severed in favour of the lot to be retained.
- A variance is being requested to reduce the minimum lot frontage on the lot to be severed from 30 m (98.4 ft) to 10 m (32.8 ft).
- Variances are also being requested to reduce the minimum rear yard depth of the lot to be retained from 7.5 m (24.6 ft) to 1.4 m (4.6 ft) and to reduce the minimum interior side yard width of the lot to be retained from 10 m (32.8 ft) to 4.1 m (13.4 ft).
- Planning staff are recommending approval of the proposal, as it is consistent with the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

OWNER: peopleCare Inc.
735 Birdge Street West, Waterloo, ON N2V 2H1

APPLICANT: Chris Pidgeon (GSP Group Inc.)
Suite 201 72 Victoria Street South, Kitchener, ON N2G 4Y9

LOCATION:

The subject lands are described as Lot 69 & 70, Plan 307, Township of East Zorra-Tavistock. The lands are located at the west side of William Street South between Hope Street West and Woodstock Street South and are municipally known 28 William Street South, in the Village of Tavistock.

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	Major Institutional

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

Lots to be Severed & Retained:

Existing & Proposed Zoning: ‘Institutional Zone (I)’

SERVICES:

Lot to be Severed: proposed municipal water and sanitary sewers
 Lot to be Retained: municipal water and sanitary sewers

ROAD ACCESS:

Lot to be Severed: paved, municipal road maintained (William Street South)
 Lot to be Retained: paved, municipal road maintained (William Street South) & County Road (Hope Street West)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>
Area	0.9 ha (2.3 ac)	0.7 ha (1.7 ac)
Frontage	10 m (32.8 ft)	30 m (98.4 ft)
Depth	177 m (580 ft)	115 m (377.2 ft)

The Application for Consent proposes to create one (1) new institutional lot that will have frontage on William Street South. The lot to be severed would have an area of approximately 0.9 ha (2.3 ac) and will have approximately 10 m (32.8 ft) of frontage on William Street South. A 128-bed long-term care facility is proposed for the severed lands. The lot to be retained would have an area of approximately 0.7 ha (1.7 ac) and would contain approximately 30 m (98.4 ft) of frontage on Hope Street West as well as access to William Street South. The lot to be retained currently contains a 100-bed long-term care facility, which is proposed to be demolished once the new facility is constructed.

The Application for Variances proposed the following relief:

- Relief from Section 22.2 to reduce the minimum lot frontage on the lot to be severed from 30 m (98.4 ft) to 10 m (32.8 ft);
- Relief from Section 22.2 to reduce the minimum interior side yard width on the lot to be retained from 7.5 m (24.6 ft) to 1.4 m (4.6 ft); and,
- Relief from Section 22.2 to reduce the minimum rear yard depth on the lot to be retained from 10 m (32.8 ft) to 4.1 m (13.4 ft)

Staff note that after further review it was determined that as Hope Street is considered to be the frontage of the proposed retained lot after the consent is completed, the south lot line of the lot to be retained would be considered the rear lot line while the west lot line would be considered an interior lot line. Therefore, the proposed relief should be revised as follows:

- Relief from Section 22.2 to reduce the minimum lot frontage on the lot to be severed from 30 m (98.4 ft) to 10 m (32.8 ft);
- Relief from Section 22.2 to reduce the minimum interior side yard width on the lot to be retained from 7.5 m (24.6 ft) to 4.1 m (13.4 ft); and,
- Relief from Section 22.2 to reduce the minimum rear yard depth on the lot to be retained from 10 m (32.8 ft) to 1.4 m (4.6 ft).

The above-noted revisions to the proposed relief do not amend any physical setback proposed on the site, but recognize the correct 'configuration' of the retained parcel as per the definitions contained in the Township's Zoning By-law.

An easement is being proposed over a portion of the lot to be severed in favour of the lot to be retained for access and servicing purposes. The easement will affect lands comprising approximately 10 m (32.8 ft) by 100 m (328 ft), as illustrated on Plate 2, and would be required temporarily until the existing long-term care home on the retained lands is demolished.

The subject lands are surrounded by existing single detached dwellings, institutional uses (church and cemetery), and commercial uses.

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

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

Plate 3, Applicant's Sketch, depicts the proposed configuration of the lands to be severed and retained including the location of the existing facility on the lot to be retained and the proposed facility on the lot to be severed.

Application Review

2020 Provincial Policy Statement (PPS)

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long-term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

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

Section 1.3.1 directs that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs.

Official Plan

The subject lands are located within the Village of Tavistock, which is a 'Serviced Village' according to the Settlement Strategy Plan for the County of Oxford. The subject lands are also located within the 'Major Institutional' designation according to the Village of Tavistock Land Use Plan.

Pursuant to Section 6.5.1 of the Official Plan, lands designated 'Major Institutional' are intended to facilitate clinics, long-term care facilities such as nursing homes, retirement homes and continuum of care housing, funeral homes, community centres and arenas, large scale cemeteries, and civic buildings. Long-term care facilities may provide supportive housing services to people who are not able to live independently and who require special care.

Zoning By-law

The subject lands are currently zoned 'Institutional Zone (I)' in the Township's Zoning By-law. Permitted uses within 'I' zone include, but are not limited to, a community centre, a long-term care facility, a place of worship, or a public library.

For non-residential uses within the 'I' zone, the minimum lot area is 2,000 m² (21,528.5 ft²), minimum lot frontage is 30 m (98.4 ft) and the minimum lot depth is 50 m (164 ft). A minimum front yard depth of 9 m (29.5 ft), a minimum interior side yard width of 7.5 m (24.6 ft), a minimum exterior side yard of 9 m (29.5 ft), and a minimum rear yard depth of 10 m (32.8 ft) are required within the 'I' zone.

As previously outlined, the applicant is proposing a variance for the lot to be severed in order to reduce the minimum lot frontage from 30 m (98.4 ft) to 10 m (32.8 ft). Variances are also being requested for the lot to be retained in order to reduce the minimum interior side yard width from 10 m (32.8 ft) to 4.1 m (13.4 ft) and to reduce the rear yard depth from (24.6 ft) to 1.4 m (4.6 ft).

Agency Comments

Union Gas has indicated that they have service lines running within the area which may or may not be affected by the proposed severances. Should the proposed severances impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries.

The Township Public Works Manager has indicated that access to both lots are from a municipal road and any changes to existing accesses will need to be approved by Public Works.

The Township Chief Building Official has indicated that spatial separation calculations are required to be provided and reviewed by the Building Department. A survey showing existing conditions will be required as part of a Severance Agreement, which is also required. It was also indicated that a Drainage Assessment Reapportionment will be required.

Bell Canada has requested a 3 m wide easement strip to measure 1.5 m on either side of the existing buried facilities, as can be reasonably accommodated, to protect the integrity of the existing facilities, with costs associated with the registration of the easement to be the responsibility of the landowner. The letter from Bell Canada has been attached to this report for Committee's consideration.

The Township's Fire Chief, Hydro One, and Canada Post have indicated no concerns with the proposal.

Public Consultation

Notice of the public meeting for the proposal was circulated to neighbouring property owners on March 23, 2023 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

The purpose of the severance application is to create a new institutional lot to facilitate the construction of a new 128-bed long-term care facility, and retain an institutional lot with an existing 100-bed long-term care facility, associated parking facilities and outdoor amenity space. The requested minor variances for the lot to be retained will permit the existing long-term care facility to remain on the retained lands and recognize the interior side yard width and rear yard depth of that building to the proposed new lot lines. The requested variance for the lot to be severed will reduce the required frontage while continuing to provide access for the new facility to William Street South.

It is the opinion of this Office that the proposed application for consent is consistent with the Provincial Policy Statement (PPS), complies with the County of Oxford Official Plan and is considered good planning. The proposal to create a new institutional lot will facilitate the construction of a new long-term care facility in a designated settlement, which is consistent with the policies of the PPS regarding the provision of such services.

The requested minor variances for the lot to be retained are considered to be minor in nature, compatible with surrounding development, consistent with the general intent of the Official Plan and Zoning By-Law and can be considered appropriate as the proposed reduced setbacks will continue to allow for building access and maintenance. Further, the reduced rear yard depth and reduced interior side yard width will not have an adverse impact on the abutting properties. Both the interior lot line and the rear lot line will be adjacent to the lot to be severed rather than third party owned lots that currently have existing uses such as a single detached dwelling. Given that the variances are required to recognize the location of the existing building relative to the new lot lines, the variances would also not be introducing a situation that does not already exist.

The requested variance for reduced frontage for the lot to be severed is also deemed appropriate as a 10 m (32.8 ft) frontage will allow sufficient access to the new facility, and the fire department has advised that there are no concerns from a safety standpoint or the ability of emergency vehicles to access the site. The long-term care facility proposed for the severed lands has been subject of a Site Plan Approval (SP2-22-02) process where a Site Fire Route Plan was submitted and reviewed to the satisfaction of the Township's Chief Building Official.

The applicant is proposing an easement across the portion of the proposed lot to be severed from William Street South across the south side of the lot. This easement will favour of the lot to be retained and will provide vehicle access and from William Street South to the existing long-term care facility on the said lot to be retained. The applicant has indicated that the easement will be required until the demolition of the existing long-term care facility is complete. Staff are satisfied that the proposed easement is appropriate and beneficial for the proposed development.

In light of the foregoing, it is the opinion of this Office that the proposed Application for Consent (including the noted easement) and Minor Variance is consistent with the policies of the PPS and maintains the intent of the County Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration.

RECOMMENDATIONS

B23-09-1

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

- 1. If required, a drainage assessment reapportionment shall be undertaken, pursuant to The Drainage Act, R.S.O. 1990, to the satisfaction of the Township of East Zorra-Tavistock.**
- 2. If required, the owners shall enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township of East Zorra-Tavistock.**
- 3. The Owner shall provide cash-in-lieu of parkland, to the satisfaction of the Township of East Zorra-Tavistock.**
- 4. The Owner shall provide spatial calculations of existing buildings, to the satisfaction of the Township of East Zorra-Tavistock.**
- 5. The Land Division Committee approves a Servicing Easement as per the comments received from Bell Canada as attached to Report No. CP 2023-109 and the Owner shall enter into an agreement with Bell Canada regarding this easement, to the satisfaction of Bell Canada.**
- 6. The County of Oxford Department of Public Works advise the Secretary-Treasurer of the County of Oxford Land Division Committee that all financial requirements of the County of Oxford with respect to provision of water and sewer services to the subject property have been complied with. This condition can be cleared by payment for the required services or entering into a severance agreement with the area municipality which states that no building permit shall be issued until payment is made to the County. In order to clear this condition, a copy of the draft Severance Agreement which addresses the above requirements to the satisfaction of the County of Oxford Public Works Department, must be provided to the Public Works Department.**

7. An easement agreement between the Owner(s) of the lot to be severed and the lot to be retained shall be entered into to allow for access purposes. All cost-sharing requirements and maintenance responsibility shall be clearly indicated in the Agreement, and the said Agreement shall be registered on title to the satisfaction of the Township of East Zorra-Tavistock
8. The Clerk of the Township of East Zorra-Tavistock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township of East Zorra-Tavistock, financial, services and otherwise, have been complied with.

A23-01-2

That the Oxford County Land Division Committee approve Minor Variance Application A23-01-2 submitted by peopleCare Inc. for lands described as Lot 69 & 70, Plan 307 in the Township of East Zorra-Tavistock, as it relates to:

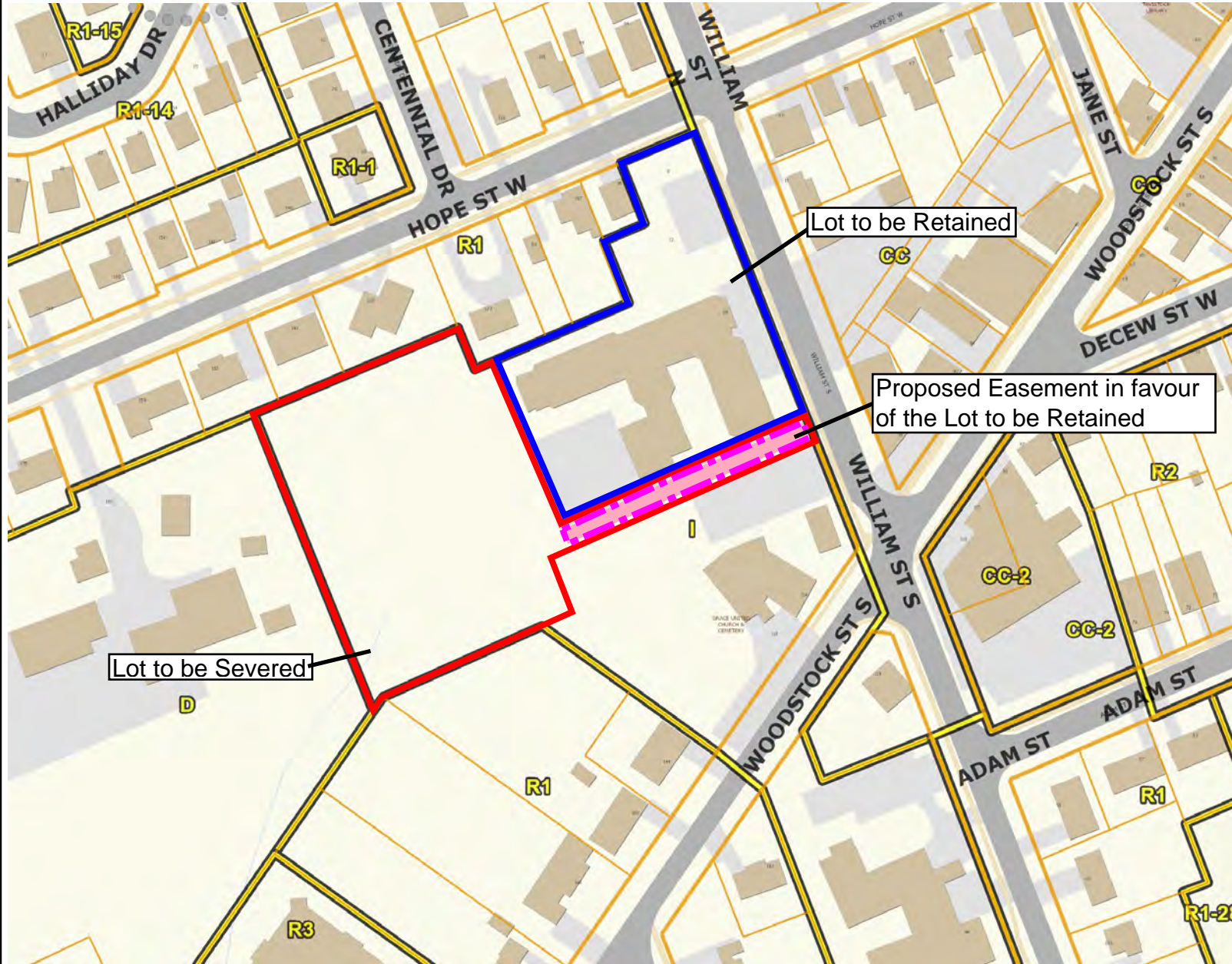
1. Relief from Section 22.2 to reduce the minimum lot frontage from 30 m (98.4 ft) to 10 m (32.8 ft) for the lot to be severed via Severance Application B23-09-1;
2. Relief from Section 22.2 to reduce the minimum rear yard depth from 10 m (32.8 ft) to 1.4 m (4.6 ft) for the lot to be retained via Severance Application B23-09-1; and,
3. Relief from Section 22.2 to reduce the minimum interior yard width from 7.5 m (24.6 ft) to 4.1 m (13.4 ft) for the lot to be retained via Severance Application B23-09-1.

As the proposed variances are:

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

SIGNATURES

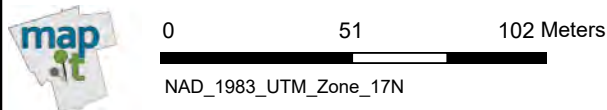
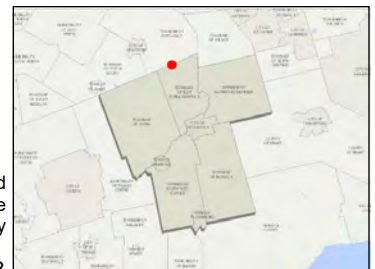
Authored by:	<i>"Original Signed By"</i>	Dustin Robson, MCIP, RPP Development Planner
Approved for submission:	<i>"Original Signed By"</i>	Gordon K. Hough, RPP Director



Legend

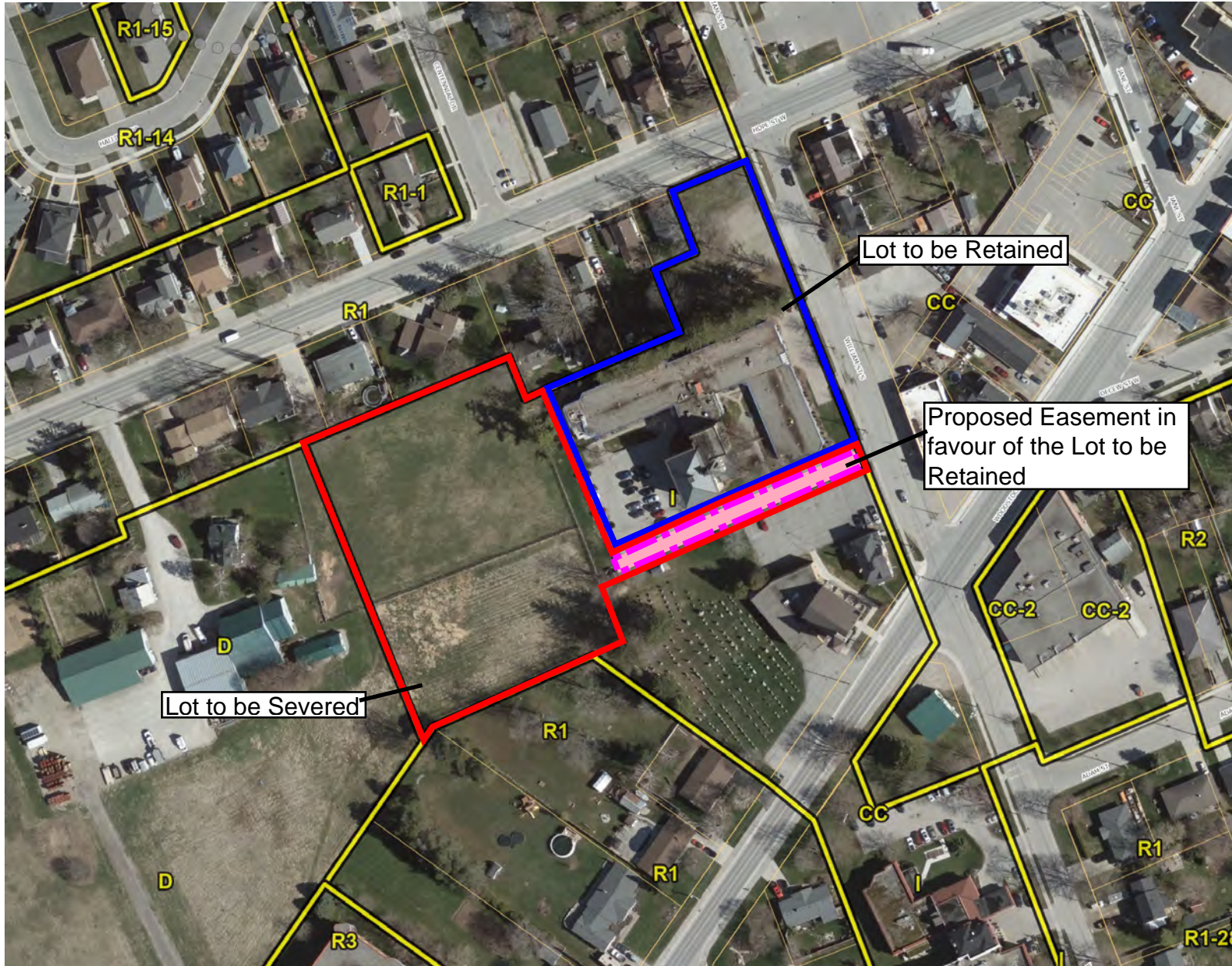
- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000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

Notes



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

February 14, 2023



Legend

- 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



Lot to be Severed

Lot to be Retained

Proposed Easement in favour of the Lot to be Retained



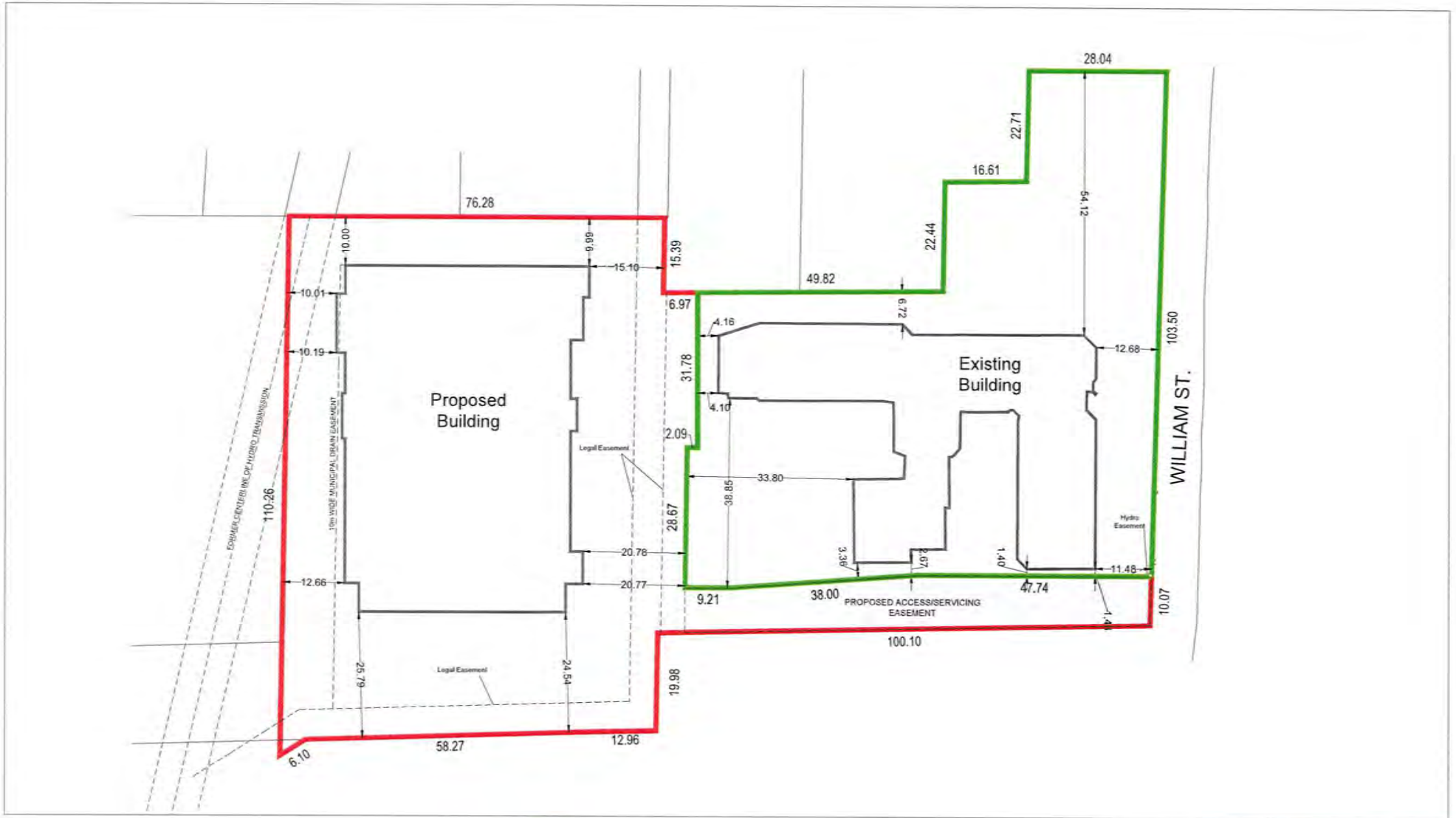
0 51 102 Meters

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

March 24, 2023



Severance Sketch

28 William Street South

- Lot to be Retained (0.71ha)
- Lot to be Severed (0.94ha)



Bell Canada
Right of Way
Floor 2, 140 Bayfield Street
Barrie, Ontario
L4M 3B1

Tel: 705-722-2264
Fax: 705-726-4600
E-mail: charleyne.hall@bell.ca



March 1, 2023

County of Oxford
Community Planning
21 Reeve Street
Woodstock, ON
N4S 3G1

E-mail Only: planning@oxfordcounty.ca

**Subject: Committee of Adjustment Consent Application B23-09-2A
28 Williams Street South
Tavistock, ON
Bell File: 519-23-108**

We acknowledge receipt and thank you for your correspondence dated February 14, 2023.

Subsequent to review by our local engineering department, Bell Canada has identified that we require protection for existing facilities.

On the attached sketch, the orange line indicates the approximate location of active, critical infrastructure. Located on the property known municipally as 25 Williams Street South, Bell Canada's facilities provide essential access to the network. Of major concern is the ability to access our equipment, particularly in the event of an interruption, or emergency, that would require Bell Canada to restore service to regular telephone lines, alarm services, internet access, and most importantly ensure the continuity of 911 service.

Bell Canada requests a 3.0m wide easement, to measure 1.5m on either side of the buried infrastructure as can be reasonably accommodated within the property boundaries. In regards to the buried plant, it may be necessary for a surveyor to arrange for a cable locate to identify the precise placement.

Since the intention of the requested easement is to protect the integrity of the existing facilities and preserve many services, we request that the cost associated with registration be the responsibility of the landowner.

We hope this proposal meets with your approval and request a copy of the decision. Should our request receive approval, we look forward to the owner's solicitor contacting us with a draft reference plan and accompanying draft easement documents for our approval prior to registration, along with an acknowledgement and direction for our execution.

If you have any questions or concerns, please feel free to contact me.

Yours truly,

A handwritten signature in blue ink that reads "Charleyne Hall".

Charleyne Hall
Right of Way Associate

Will Jaques

Subject: discussion with Council

From: Shirley Hanlon

Sent: February 12, 2023 2:42 PM

To: Karen DePrest <kdeprest@ezt.ca>; Will Jaques <wjaques@ezt.ca>

Cc: Karen Pugh; Jeff Glendinning

Subject: discussion with Council

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

Good Morning Karen and Will,

Would you kindly forward these two letter on to all EZT Councillors. I am putting forward a request to re-visit the request I put forward in 2020 (which is why I also attached the letter I sent in 2020). Thank you so much for your help. Look forward to hearing from you.

Shirley

MEMORIAL GROVES IN EAST ZORRA – TAVISTOCK

TO - Mayor McKay and all members of EZT Council
- Karen DePrest, Chief Administrative Officer/Treasurer
- Will Jacques, Corporate Services Manager/Clerk

SUBJECT: Creation of Memorial Groves in Tavistock

DATE - August 28, 2020

Greetings,

For a long time now I have been wanting to share my idea and interest in developing Memorial Groves in various locations throughout Tavistock. I suspect many of you would know what I mean if I were to call it a Memorial Forest. The reality, I feel, is that we just don't have a large enough piece of land to dedicate to and plant trees that would become the size of a 'forest'. However, we do have a few locations that could serve as a Memorial Grove (a smaller version of a forest). Many municipalities nearby have Memorial Forests already in place.

The areas that come to mind are Township land on both sides of the bridge on Rudy St. where you enter Applewood Estates, in the Halliday subdivision where the water flows through and potentially by the creek on the east side of the 13th line in the new subdivision that could possibly be in the planning stages now. When I was on the Upper Thames River Conservation Authority Board Ms. Pugh came to Tavistock and she and I walked the first three areas I mentioned. She felt they could all be appropriate locations for Memorial Groves to be started.

I could write a couple of pages on the value and benefit of trees in our environment, how they improve the air we breath, how they help to prevent soil erosion, etc., and how we are losing many more trees than we are replanting. But, given your roles I am sure all of you are already aware of the positive benefits of trees. Creating groves will also spread out the benefits of all trees planted in memory of someone.

I recently spoke with Ms. Pugh again and UTRCA continues to offer the Memorial Forest tree planting program. We would be able to partner with them and really, UTRCA does most of the work. They order the trees, take delivery and then bring them to the community and plant them. Initial responsibilities at the township end would be to designate the appropriate land, decide on a sign that would go up in every location and would hold small plaque(s) which would have the name of the individual being remembered. Donor names would not be listed on the plaque. Ongoing Responsibility at our end involve taking the orders, receiving payment from the purchaser and ordering plaques annually. The money is turned over to UTRCA and UTRCA will issue a receipt to the purchaser.

I have spoken with both Mr. Francis and Mr. Glendenning and they are both interested in discussing this further. I look forward to your response.

Sincerely,

Shirley McCall-Hanlon

Cc: Ms. Karen Pugh, Resource Specialist, UTRCA
Mr. Peter Francis, Francis Funeral Home, Tavistock
Mr. Jeff Glendenning, Francis Funeral Home, Tavistock

REQUEST TO RE-VISIT A SUGGESTION RE: MEMORIAL GROVES

(original submitted August 28, 2020)

February 12, 2023

To all EZT Council Members, CAO/Treasurer Karen DePrest and Corporate Services Manager/Clerk Will Jacques

Good Day Everyone,

I am contacting you to respectfully request that as a new Council you revisit my request in 2020 (see letter attached) regarding developing a partnership with Upper Thames Conservation Authority which would see trees planted annually in Tavistock, as memorial tributes to loved ones who have passed on.

I am concerned that the previous request did not receive a wholesome discussion on how this program works nor was any vote taken on the decision that was eventually mailed to me. I am afraid assumptions were made that were not accurate.

This time I would like to be available to answer (to the best of my ability) any questions or concerns you might have.

I am confident that this would be a program appreciated by all residents of East Zorra – Tavistock.

Thank you for considering my request.

Shirley

Shirley McCall-Hanlon
19-53 Roth St.
Tavistock, Ontario, N0B 2R0
Phone:
Email:

What we have done for ourselves alone dies with us; What we have done for others and the world remains and is immortal

....Albert Pike

Cc: Ms. Karen Pugh, Resource Specialist, UTRCA
Mr. Jeff Glendenning, Francis Funeral Home, Tavistock

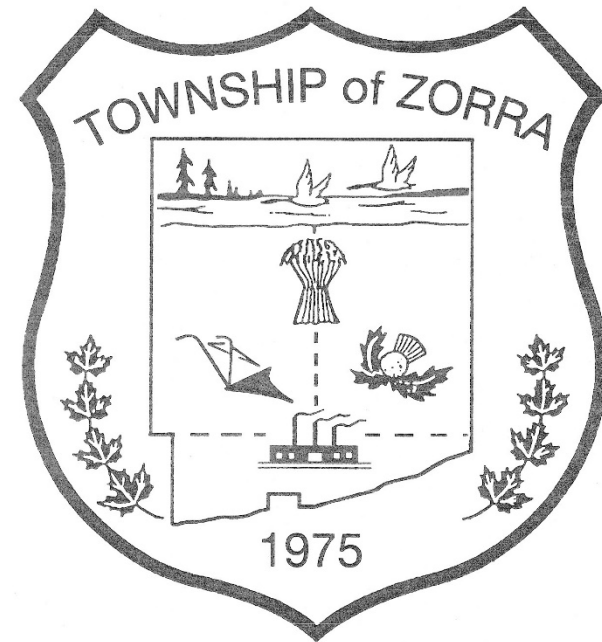
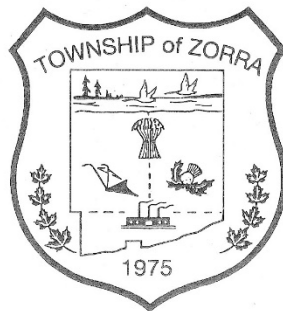
Donations may be arranged through...

*The Township of Zorra
P.O. Box 306
INGERSOLL, ONTARIO
N5C 3K5
(519) 485-2490*

or

Through your participating funeral director.

*When seeking to recognize your loved one
with an appropriate memorial tribute
ask if he/she is a participant in
the Zorra Memorial Tree program and
then express your interest in securing one
or more trees as a memorial.*



MEMORIAL TREE PROGRAMME

TOWNSHIP of ZORRA

*The Township of Zorra Memorial Tree Programme
stands as a living memorial of our loved ones and
assures a better environment for future generations.*

ZORRA MEMORIAL TREE PROGRAMME

The Township of Zorra Memorial Tree Programme was established in 1995 by the Zorra Cemetery Committee and Council in co-operation with the U.T.R.C.A. and various funeral directors in the immediate area. The first trees are to be planted in the Spring of 1996.

WHERE: *Memorial Trees are planted at various public locations throughout the Township, including parks, cemeteries, etc., where they can benefit the greatest number of persons.*

WHEN: *Planting takes place annually at a pre-selected and approved site made in consultation with the Upper Thames River Conservation Authority. The U.T.R.C.A., through its forestry programme and its skilled technicians, undertakes the tree selection and planting under the supervision of Township of Zorra representatives.*

WHY: *Why would the Township of Zorra implement a memorial tree programme? It has been started in recognition of the depletion of the earth's forest reserves. Trees provide shelter for wildlife, control soil erosion, provide wind protection, shade, remove carbon dioxide and produce oxygen. The memorial trees will be chosen from the original Carolinian Forest species of our region - Green & White Ash, Red Maple, Sugar Maple, Red Oak, Kentucky Coffee & Sycamore trees.*

HOW: *A donation may be arranged through the Township of Zorra or one of the participating funeral directors. The name of the deceased will be published in the "MEMORIAL TREE DEDICATION RECORD". The Memorial Tree Dedication Record shall be open for inspection at the Township Offices, during normal office hours, for persons so interested.*

COST: *The current cost of having a memorial Tree planted is \$40.00. Cheques must be made payable to the Upper Thames River Conservation Authority, along with the name(s) of the individual being memorialized. An income tax receipt will be issued by the UTRCA.*



The sign features the Zorra Township logo at the top, which includes a green starburst graphic above the word "Zorra" in a stylized font, with "TOWNSHIP" written below it. The main title "MEMORIAL TREE PROGRAM" is centered in a large, serif font. Below the title, there are eight columns of blue rectangular plaques. The first seven columns contain names of individuals, while the eighth column is empty. At the bottom of the sign, there is a cursive inscription.

Zorra TOWNSHIP

MEMORIAL TREE PROGRAM

Families and Friends have honoured the lives of those they love by planting a tree in the Township of Zorra

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George Furtney memorial forest



The George Furtney Memorial Forest Program, established in 1992 by the Logan and Evans Funeral Homes, for the London area, is a way to honour the memory of a loved one - a living memorial. Each tree in this natural forest will be in memory of one who has lived.

The Memorial Forest has been established in recognition of the severe depletion of our forests, and pays a lasting tribute to a loved one, as well as ensuring a better environment for generations to come. Every improvement we can make to the environment is valuable and will be measurable in the future. This program is not restricted to those served by Logan Funeral Home or by Evans Funeral Home; everyone is invited to participate.

LOGAN FUNERAL HOME
371 Dundas St.
London, ON N6B 1V5
Tel: (519) 433-6181
Fax: (519) 433-2911
www.loganfh.ca

EVANS FUNERAL HOME
648 Hamilton Rd.
London, ON N5Z 1T3
Tel: (519) 451-9350
Fax: (519) 451-3828
www.evansfh.ca

where

The Memorial Forest is located at Fanshawe Park. The initial plantings took place north of the Pavilion. Future plantings will take place at sites selected by the Upper Thames River Conservation Authority (UTRCA), including other areas at Fanshawe Park and all along the Upper Thames Watershed throughout the Forest City and its surrounding areas. Hardwood reforestation exhibits the potential for triggering the process of successional dynamics that lead to the creation of mature, healthy and stable forest ecosystems and wildlife habitat.

when

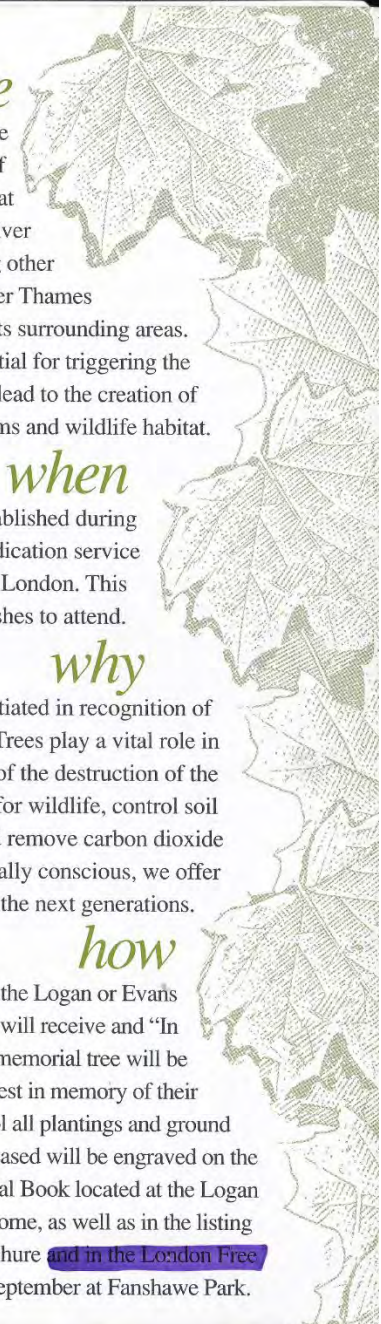
The Memorial Tree Program was established during London's Arbor Week, April 24, 1992. A dedication service is held each September at Fanshawe Park in London. This service is open to anyone who wishes to attend.

why

The George Furtney Memorial Forest was initiated in recognition of the severe depletion of the earth's forests. Trees play a vital role in combatting the greenhouse effect as a result of the destruction of the earth's ozone layer. They provide shelter for wildlife, control soil erosion, provide wind protection, shade and remove carbon dioxide from the atmosphere. By being environmentally conscious, we offer this gift of a future for the next generations.

how

A living memorial may be arranged through the Logan or Evans Funeral Homes. The Family of the deceased will receive and "In Memorium Card" notifying them that a memorial tree will be planted in the George Furtney Memorial Forest in memory of their loved one. The UTRCA supervise and control all plantings and ground preparation work. The name of the deceased will be engraved on the Memorial Forest Wall and in a Memorial Book located at the Logan Funeral Home and the Evans Funeral Home, as well as in the listing which is included in the dedication service brochure and in the London Free Press. A dedication service is held each September at Fanshawe Park.



cost

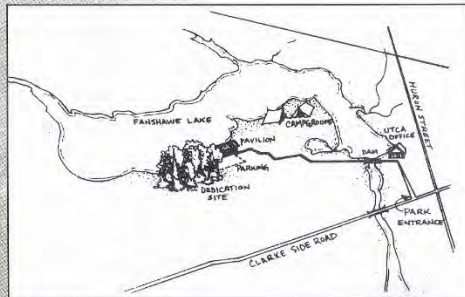
The memorial trees will be chosen from the species which made up the Carolinian Forests throughout this region, when our ancestors first settled this land. The native character will be maintained with Green & White Ash, Red Maple, Sugar Maple, Red Oak, Kentucky Coffee Trees and Sycamore. The current cost to have a tree planted is \$50.00.

Cheques must be made payable to the Upper Thames River Conservation Authority. Payment, along with the name of the individual in whose memory the tree is being planted and the name of the individual who is to receive the "In Memorium Card" are to be forwarded to either the Logan or Evans Funeral Home for processing. An income tax receipt will be issued by the UTRCA.

A tree will automatically be planted for each individual whose funeral arrangements have been conducted through either the Logan Funeral Home or the Evans Funeral Home.

We are proud to maintain this living memorial in appreciation of the confidence and trust placed in our firm, by the families we serve.

The George Furtney Memorial Forest Program will continue for many years and it is our hope that the healing qualities of a natural forest and its wildlife will bring comfort and consolation to all.



Allow us to
**plant
a
tree**

in the
George Furtney
Memorial Forest

*as a
living
memorial
for your loved one*

LOGAN FUNERAL HOME
EVANS FUNERAL HOME

#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



EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD



MINUTES of the Meeting held

March 15, 2023

The Police Services Board met at the Innerkip Community Centre at 1:15 p.m. on Wednesday March 15, 2023.

Present: Robert Rudy
Liam McCreery
Matthew Gillespie
Tony Hymers, Detachment Commander (Oxford OPP)
Will Jaques, Secretary

Regrets: N/A

Confirm Agenda Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the agenda for the March 15, 2023 meeting, as printed and circulated.

CARRIED

Pecuniary Interest None declared.

Confirm Minutes Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the minutes of the January 18, 2023 meeting, as printed and circulated.

CARRIED

Correspondence

- None

Delegations & Appointments

- None

Reports

- OPP Policing Reports
- January 2023 Police Reports
 - February 2023 Police Reports
 - Oxford OPP Detachment Commander Tony Hymers presented the January and February, 2023, policing reports to the Board.

 - Verbal Reports from Meetings/Conferences/Seminars etc.
 - None

Other Business

2023 OAPSB Spring Conference

Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that Board members be approved to attend the OAPSB Spring Conference & AGM, to be held May 30 to June 1, 2023, in Niagara Falls.

CARRIED

Adjourn

Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board does now adjourn at 1:40 p.m.

CARRIED

Will Jaques, Secretary

Robert Rudy, Chairperson

East Zorra-Tavistock Recreation Advisory Committee Meeting of March 22, 2023

The East Zorra-Tavistock Recreation Advisory Committee met on online via Microsoft TEAMS on Wednesday March 22, 2023, at 7:00 p.m.

Members Present: Neil Butler, Kristen Cook (vice-chair), Matthew Gillespie, Erica Hawkins, Meagan Lichti, Holly Powell, Scott Rudy (chair), Kyle Smith, Steven Van Wyk.

Members Absent: None.

Township Staff Present: Jennifer Albrecht, Karen DePrest, Will Jaques, Matt Lamers, Tom Lightfoot, Meaghan Vader.

1. CAO-Treasurer Karen DePrest called the meeting to order. After an introduction to the purpose of the Committee, members of the Committee, Council and staff introduced themselves.
2. Nominations were received by Clerk Will Jaques for Chairperson and Vice-chairperson of the Committee:
 - Moved by: Matthew Gillespie
Seconded by: Steven Van Wyk
Resolved that Scott Rudy be nominated as Chairperson of the East Zorra-Tavistock Recreation Advisory Committee. **CARRIED.**
 - Moved by: Steven Van Wyk
Seconded by: Holly Powell
Resolved that Kristen Cook be nominated as Vice-Chairperson of the East Zorra-Tavistock Recreation Advisory Committee. **CARRIED.**
3. Approval of Agenda:
 - Moved by: Matthew Gillespie
Seconded by: Kyle Smith
Resolved that the Committee approves the agenda for the March 22, 2023 meeting, as printed and circulated. **CARRIED.**
4. Disclosure of Pecuniary Interest:
 - None.

5. Confirm Minutes of Previous Meeting:

- None.

6. Delegations:

- None.

7. Correspondence:

- None.

8. General Business:

- The Committee reviewed and discussed the Terms of Reference for the Committee.
 - i. Recommended that the Terms of Reference be amended to acknowledge meeting “quorum” as five (5) members.
- The Committee discussed the dates and locations for future 2023 meetings:

Moved by: Matthew Gillespie

Seconded by: Erica Hawkins

Resolved that the Committee establish the following meeting dates and locations for 2023:

- May 10, 2023 – Tavistock
- August 9, 2023 – Innerkip
- November 8, 2023 – Hickson

CARRIED.

9. Next Meeting Date/Time and Location:

- May 10, 2023, at 7:00 p.m., at the Tavistock Arena (Tavistock)

10. Adjourn:

- Moved by: Meagan Lichti
Seconded by: Kristen Cook
Resolved that the Committee does now adjourn at 8:05 p.m.

Chair

Secretary

STAFF REPORT

Report #CBO2023-04

To: His Worship the Mayor and Members of Council
 From: John Scherer, Chief Building Official
 Re: Building, Development & Drainage – April 2023 Council Report
 Date: March 29, 2023

Departmental Highlights:

- Permit fees and Development Charge increased April 1, 2023.

Legislative Updates:

- None.

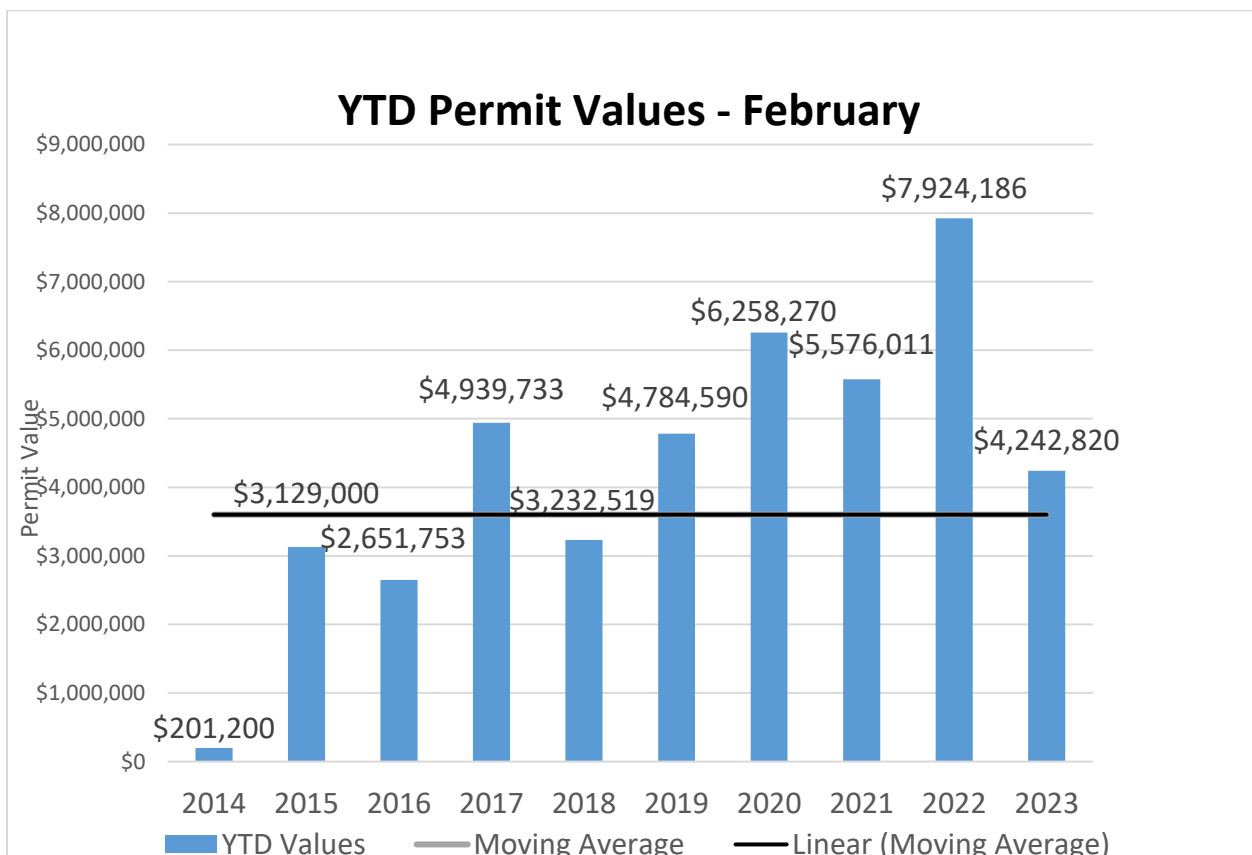
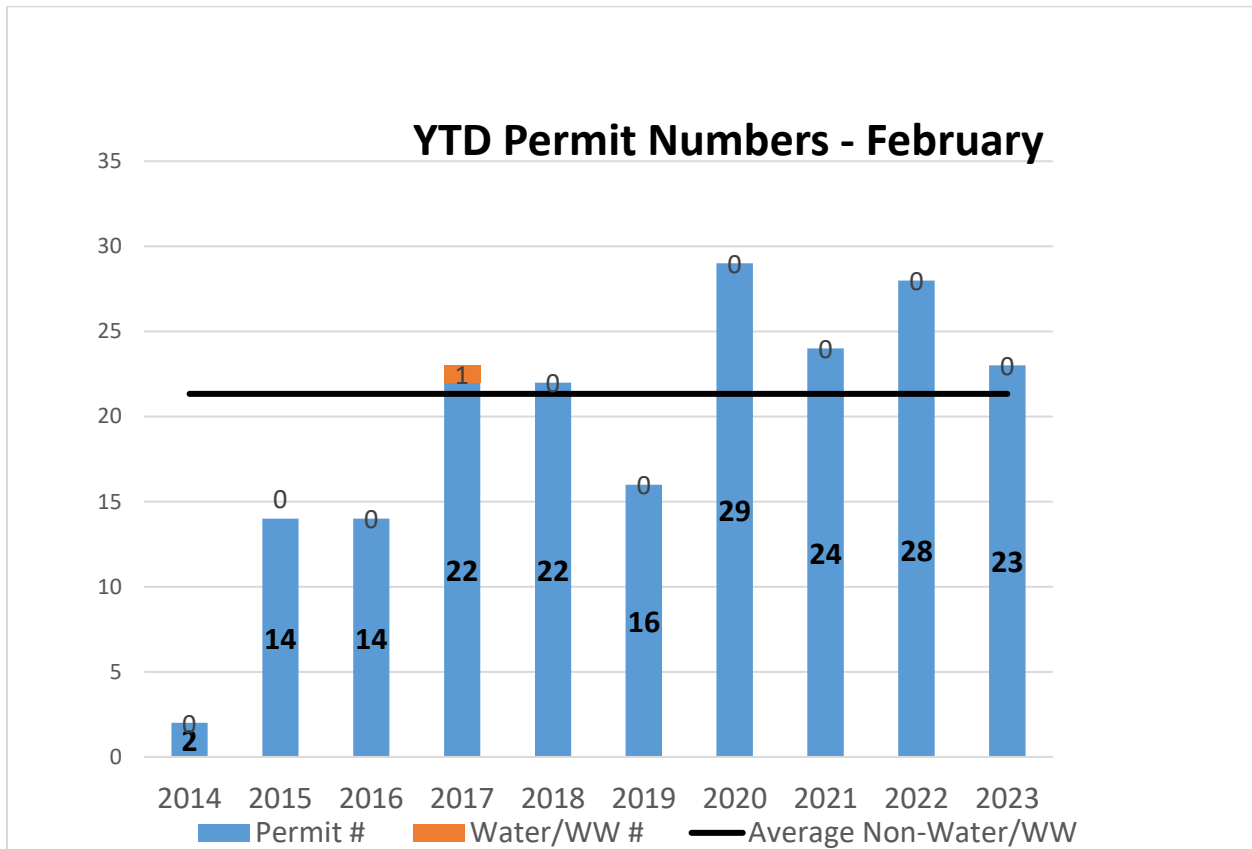
Monthly Permit Activity:

Permit Summary

	No. of Permits	Permit Value	Permit Fees
February 2023	9	\$594,000	\$5,914.00
Year to Date – February 28, 2023	23	\$4,242,820	\$29,998.14

Permit Values and Fees

Project	Cost of construction	Building fees
Septic system	36,000	635.00
Finished basement	15,000	347.00
Detached garage	75,000	693.00
Replace flat roof with "A" gables	18,000	520.00
Sewer connection	10,000	450.00
Septic system	15,000	577.00
Basement bath/laundry	10,000	347.00
Inground pool	90,000	116.00
Hog barn	325,000	2229.00
Total	594,000	5,914.00



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. Waiting on Hydro and Gas installation. Model Home Permit issued.

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.

Drain & Streetlight Locate Summary:

Updated quarterly – Next update May.

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. Walkthrough complete, minor deficiencies noted and will be corrected in Spring 2023.
Parker Drain	Tender process complete. Construction to be completed by Fall 2023. Pre Construction Meeting attended.
Witzel Drain	Report complete.

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:

Report prepared and
submitted by:




Karen DePrest
Chief Administrative Officer

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

STAFF REPORT

Report #PW2023-04

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – April 2023 Council Report

Date: March 29, 2023

Departmental Highlights:

- Due to the current supply chain issues with trucks and equipment, staff has procured a pre-owned utility dump truck to replace the current truck, as per the Township's purchasing policy. Staff expect delivery of the truck in the next couple of weeks. The 20-year capital vehicle replacement schedule had budgeted \$145,700.00 for the truck replacement. Staff purchased the truck for \$136,246.79, including taxes. The truck is a Ford F550, with a dump box and cross mount toolbox.
- Public Works has completed removal of snow fence, fire hydrant markers and winter marking stakes around the Township. The graders are being unharnessed from winter maintenance equipment and we will be reinstalling our road packers in preparation for spring gravel maintenance.
- The Reduced Load Period remains in effect through April 30th. These restrictions are in place to protect the roads during the spring thaw.
- Staff has been out, as weather permits, grading the gravel roads. This process will continue throughout the spring thaw. The spring gravel application and dust suppressant application is tentatively scheduled to start at the beginning of May. This date will be pushed back if our roads are not ready from the spring breakup.
- Staff will be starting shoulder grading on the Township's paved roads in the coming weeks.
- As spring weather arrives, volumes at the yard waste depots increase. Staff will be allocating time to keeping the depots cleaned out on a regular basis.

- Staff will be attending joint Book 7 (traffic control) training April 11th and 12th, in Princeton. This training was organized through the Service Sharing Group. These joint training sessions allow networking within the equipment operators throughout the County and so that they might discuss new techniques and equipment being used within the industry. As well, group training allows for cost savings within the Township's training budget due to larger class sizes.
- On March 15th, staff received notice that effective May 1, 2023, Enbridge Gas will begin to directly charge third-party contractors and other utility companies for Enbridge's utility locates. They will be charging \$200.00 (plus applicable tax) per locate where a field locate is required when historically, there was no charge for completing locates. Last year, the Township's Public Works department alone called in 57 locates requests. While not all requests required a field locate, Staff would estimate that 75% would have required field markings. This change stands to have significant budgetary implications as 42 locates at \$200.00 each would add an additional \$8,400.00 (plus tax) to the Township's annual operating budget. Another concern would be other utility companies beginning to charge for locates, which would obviously increase costs further. Currently, the Township does not charge utilities for their infrastructure being in the Township's right-of-way or for Municipal Consent applications we review or site meetings for new infrastructure being installed. Municipal Consent approval is required before any new, main line infrastructure can be installed. The Association of Ontario Road Supervisors (AORS) has drafted a resolution that it is **requesting Council's** to consider supporting, which could be then sent to the Province of Ontario outlining these and other concerns. If this matter is of interest to Council in supporting, Staff could bring this draft resolution to the next Council meeting for Council's consideration.

Parks and Recreation

- Staff will be starting cleanup throughout the parks in the coming month, to prepare the parks for the upcoming sports seasons. Once the weather is consistently warm, staff will be opening the washroom facilities in both Hickson and Innerkip parks.
- The replacement of the chiller for the Tavistock Arena is scheduled to begin the week of June 12th.

- The lift (elevator) retrofit is still pending, as it awaits TSSA approval of the design. The hope is to get the retrofit completed as soon as possible once approvals are in, and it will take approximately three weeks to complete. The lift will be out of service for this period.
- The accessible ramp leading from the viewing area to the curling club ice side door, is now installed. This will allow better accessibility to the curling rink.



- I would like to take the opportunity to welcome David Jackson to the EZT Team as the new Facility Operator. David started on March 20th.

Status of Significant Capital Projects:

Capital Project	Current Status
Tavistock Arena Chiller	Ordered
Utility Truck	Awaiting delivery
16 th Line FiberMat	Tender Awarded

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 #FC2023-03

To: His Worship the Mayor and Members of Council
From: Scott Alexander, Township Fire Chief
Re: Fire & Protective Services – April 2023 Council Report
Date: March 29, 2023

Departmental Highlights:

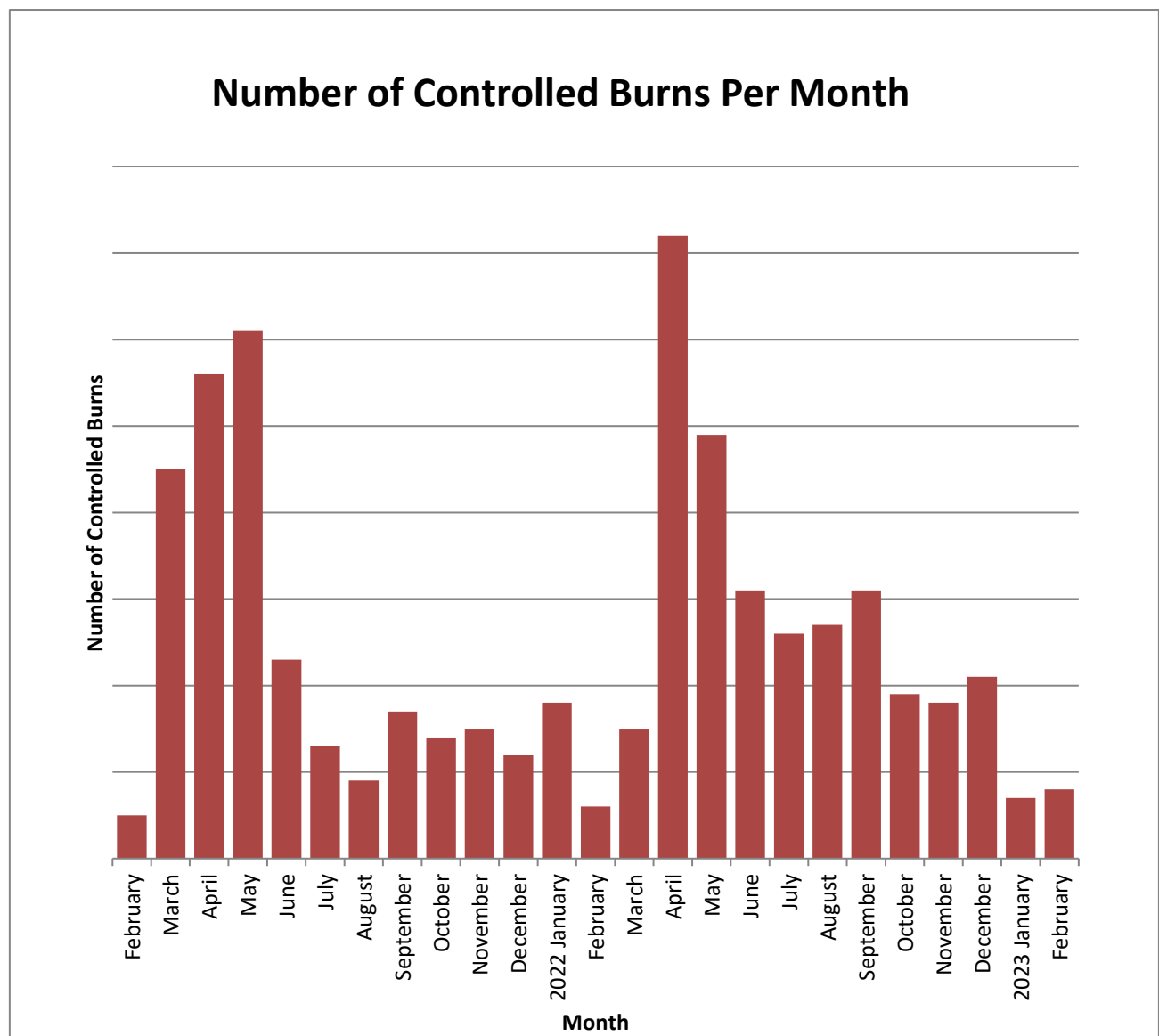
Fire Department:

- The 2023 recruit class is nearing the end of their practical training, having completed use of portable extinguishers, ventilation, fire hose and hose streams instruction in March. They are now preparing for the written test portion of the training on April 22nd, followed by live fire training and practical testing in May.
- Our firefighters will have completed the annual medical re-certification by April 1st, and several firefighters have enrolled in driver training, NFPA 1041 Instructor 1, NFPA 1072 Hazardous Materials Operations and NFPA 1006 General Rescue courses, all for April.
- The Province has announced a new public education initiative in response to the highest number of fire fatalities (133) in 20 years. Fire deaths have risen year-over-year for the past three years, and the lack of working smoke alarms is a trend being seen in the **province. The Fire Marshal's office has announced** a 1 1/2 day forum on June 13th & 14th to bring fire prevention personnel from across the Province to discuss new and increased public awareness strategies.
- During March, FPO Hayman reviewed four fire safety plans, investigated one controlled burn complaint and inspected two properties for controlled burn planning. As well, he inspected the three public and one private school. He has also been approached by a local company to conduct fire extinguisher training in April. Finally, FPO Hayman will be participating in a test version of the remote capabilities for inspections using Firepro.

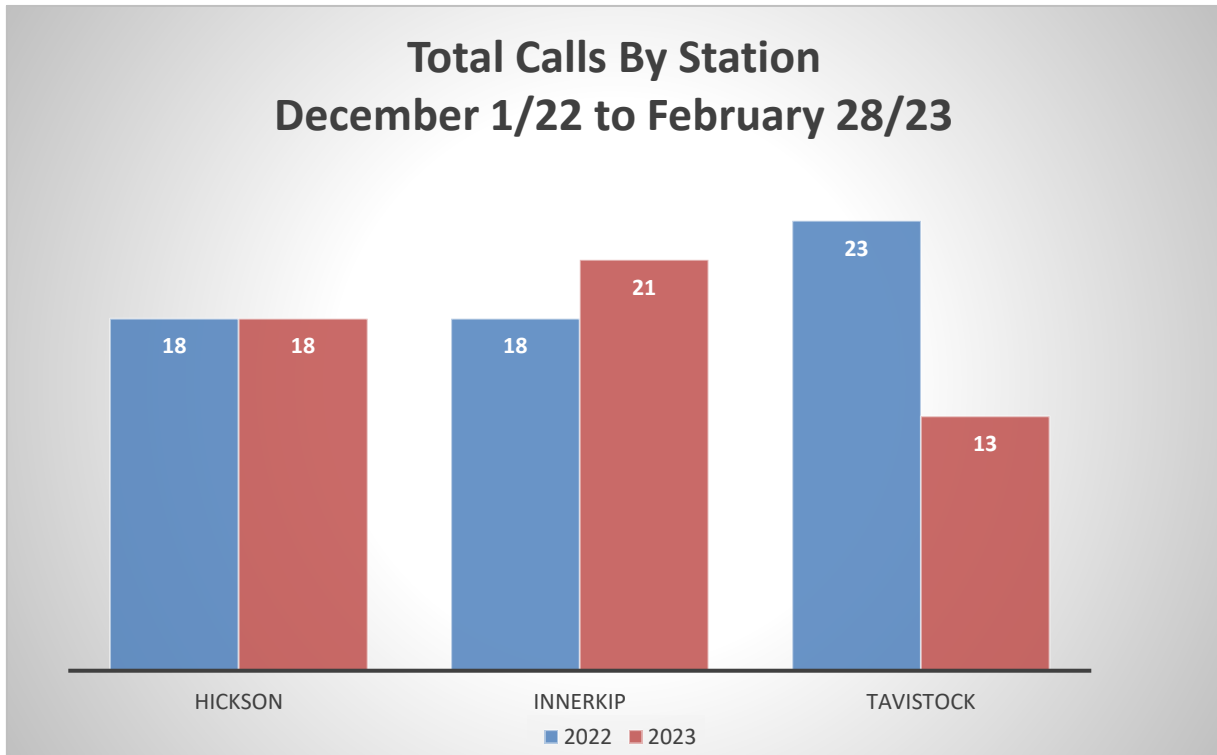
- Project Zero, held on March 13th by all three Township stations, was a success. 120 expired or faulty alarms were brought in and replaced with new battery operated smoke/CO alarms, donated by Enbridge. We also had approximately 30 expired hardwired alarms brought in, which will be replaced as soon as they are received from the Fire Marshal’s Public Fire Safety Council.

Controlled Burn Approvals:

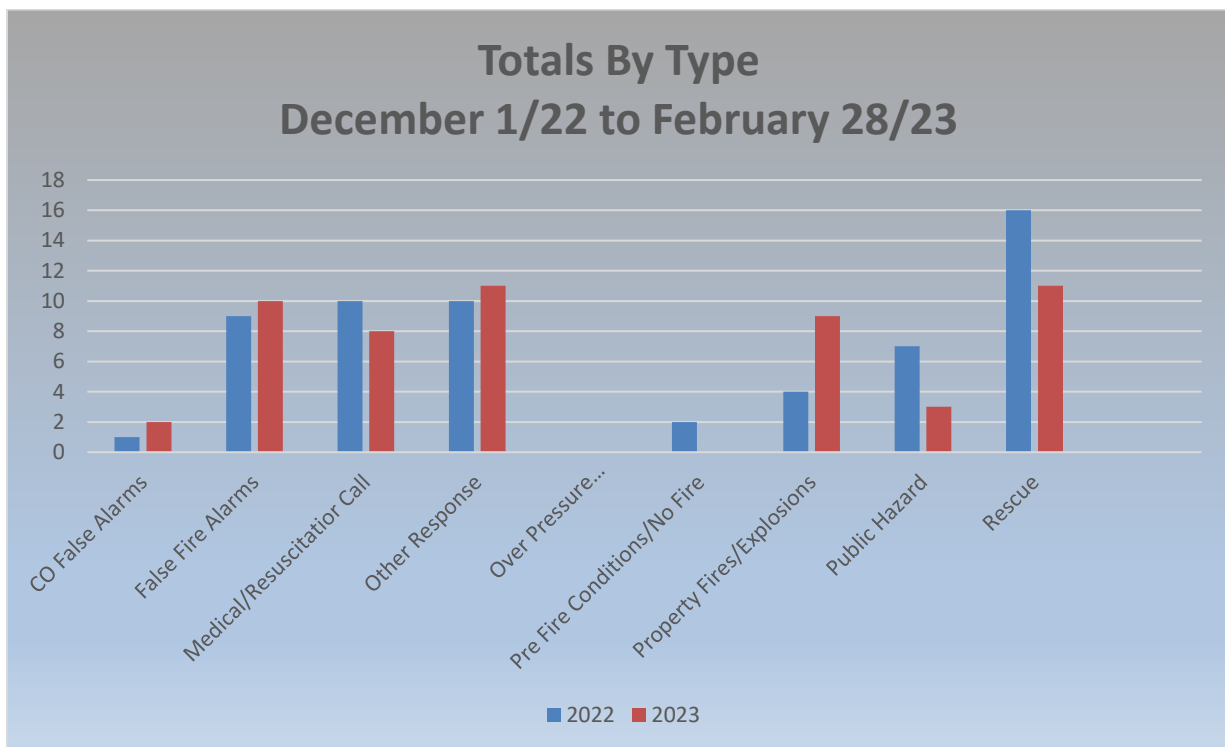
- February (2023): 8
- Year to Date: 15



TOTAL FIRE CALLS FOR 2023 (December 1/22 to February 28/23)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to Feb. 28/23)



Emergency Management:

- EMO Regional Field Services is pleased to announce that a new and improved Senior and Elected Officials Workshop (SEOW) is now available for delivery. This workshop has been re-designed to provide elected officials a succinct introduction to emergency management at the municipal level. The workshop is intended for delivery by CEMCs and EMO Field Officers. There have been no dates announced at this time for a local workshop, but staff will look for further details if Council expresses an interest in attending.
- Staff is monitoring the Avian flu situation with two flocks in Ontario being affected as well as numerous reports of dead wild birds in the Province during March. The departments carry supplies and equipment with them in case of contact with an infected property.

Legislation

- The Province announced on March 3rd expanded presumptive coverage for thyroid and pancreatic cancers for firefighters. Please see details found at the link below:

<https://news.ontario.ca/en/release/1002778/ontario-expanding-cancer-coverage-for-firefighters>

Recommendation:

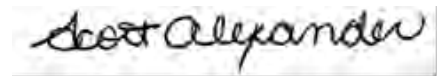
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 10**

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 5th day of April, 2023 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 5th DAY OF APRIL, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk