

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

**AGENDA**

**for the Meeting to be held on Wednesday September 6, 2023 at the  
Innerkip Community Centre, 695566 17<sup>th</sup> Line, Innerkip, Ontario, at 9:00 a.m.**

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1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm August 2, 2023, Council Meeting Minutes
  - b) TVDSB – Support for Construction of North Woodstock School
  - c) Oxford County – Strong Mayors, Building Homes Act 2022 Resolution
  - d) Safe & Well Oxford – Update
  - e) Oxford County – Consent Application B23-35-2 (McKay)
  - f) Oxford County – Consent Application B23-45-2 (Leslie)
5. Delegations & Appointments:
  - a) 9:15 a.m. – Oxford County Library - 2022 Community Report
  - b) 9:30 a.m. – MVA Application A-6-2023 (Chambers)
  - c) 9:45 a.m. – MVA Application A-7-2023 (Stere)
  - d) 10:00 a.m. – Oxford Community Foundation Presentation
  - e) 10:30 a.m. – Oxford County – Water/ Wastewater Master Plan Review
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) August 9, 2023 Recreation Advisory Committee (RAC) Minutes
  - e) Staff Report - #CBO2023 – 08 re: Building, Development & Drainage Reporting
  - f) Staff Report - #PW2023 – 08 re: Public Works Reporting
  - g) Staff Report - #FC2023 – 07 re: Fire Department Reporting
  - h) Staff Report - #CAO2023 – 09 re: CAO 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 9:00 a.m. on Wednesday August 2, 2023.

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

Members Absent: None.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot and Fire Chief Scott Alexander.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted the delegation at the July 12, 2023 Oxford County Council meeting which brought attention to "Intimate Partner Violence" (IPV), to which County Council declared this important topic as an epidemic.

Approve  
Agenda

1. Moved by: Scott ZEHR  
Seconded by: Brad SMITH  
Resolved that Council approve the agenda for the August 2, 2023, meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- Jeremy SMITH – Item #5(a) (Minor Variance Application A-5-2023 (Maurer))

Confirm  
Minutes -  
Council

2. Moved by: Jeremy SMITH  
Seconded by: Scott RUDY  
Resolved that Council confirm the Minutes of the July 5, 2023, Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- Oxford County – Review of A Place to Grow & Provincial Policy Statement
- Oxford County – Municipal Blue Box Program Transition Update
- Oxford County – Transportation Master Plan
- Oxford County – Water/ Wastewater Master Plan
- Staff Report - #FC2023 – 06 re: Fire Department Reporting
- Staff Report - #BCO2023 – 06 re: By-law Compliance Reporting
- Staff Report - #CSM2023 – 09 re: Corporate Services Reporting
- Staff Report - #CAO2023 – 08 re: CAO- Treasury Reporting

Correspondence & Reports – Resolutions Following:

Oxford County-  
Review of A  
Place to Grow &  
Provincial Policy  
Statement

Council reviewed the correspondence from the County of Oxford regarding their review of A Place to Grow and the Provincial Policy Statement (PPS).

Oxford County-  
Municipal Blue  
Box Program  
Transition  
Update

Council reviewed the correspondence from the County of Oxford regarding their update on the Municipal Blue Box Program Transition.

Oxford County-  
Transportation  
Master Plan

Council reviewed the correspondence from the County of Oxford regarding the County Transportation Master Plan.

Public Hearing -  
Minor Variance  
Application  
A-5-2023  
(Maurer)

PUBLIC HEARING - MINOR VARIANCE APP. #A-5-2023 (MAURER), DESCRIBED AS PART LOT 94, PLAN 111, PART 1, 41R-7592, PART LOT 10, CON. 17 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 9:21 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-5-2023 for Rolf Maurer. Planner Dustin Robson presented Planning Report #CP2023-229.

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

- 3. Moved by: Matthew GILLESPIE  
 Seconded by: Brad SMITH  
 Resolved that Council, constituted as the Committee of Adjustment, approve Application A-5-2023, submitted by Rolf Maurer for lands described as Part Lot 94, Plan 111, Part 1, 41R7592, Part Lot 10, Concession 17 (East Zorra), as it relates to:
  - 1. Relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses, to allow a building accessory to a residential use to be built in the required Front Yard, subject to the following conditions:
    - a) That the proposed garage be set back a minimum of 5 m (16.4 ft) from the front lot line.
    - b) That the proposed relief shall only apply to a detached garage of the approximate size and location as depicted on Plate 3 of Report CP 2023-229.
    - c) That a land survey be provided to Township **staff, to the Township’s satisfaction**, prior to the issuance of Building Permits.

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.*

Oxford County–  
Water/  
Wastewater  
Master Plan

Council reviewed the correspondence from the County of Oxford regarding the County Water/Wastewater Master Plan.

County Council–  
Updates &  
Questions

Mayor SCHAEFER provided an update on Oxford County Council activities.

Staff Report  
#FC2023 – 06  
re: Fire  
Department  
Reporting

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

Staff Report  
#BCO2023 – 06  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2023 – 09  
re: Corporate  
Services  
Reporting

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

Staff Report  
#CAO2023 – 08  
re: CAO-  
Treasury  
Reporting

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

Confirming  
By-law

- 4. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that By-law #2023-26 being a by-law to confirm the proceedings of Council held Wednesday August 2, 2023, be read a first, second and third time this 2<sup>nd</sup> day of August, 2023;

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

*CARRIED.*

Adjourn

- 5. Moved by: Brad SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn at 11:47 a.m.

*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor



2023 July 14

Township of East Zorra-Tavistock  
90 Loveys Street  
Hickson ON N0J 1L0  
[ezt@ezt.ca](mailto:ezt@ezt.ca)

Dear Municipal Partner,

I am writing this letter on behalf of the Thames Valley District School Board of Trustees, which passed the following motion at the 2023 June 27 Board meeting:

THAT the Chair write a letter to the municipalities/councils of East Zorra-Tavistock, Zorra, Woodstock, and the County of Oxford requesting they send written correspondence to the Ministry of Education and MPP Hardeman in support of an immediate approval of revised construction plans of the new north Woodstock school to accommodate capacity issues from school community growth since the submission of the original plan.

We kindly request that the municipalities/councils of East Zorra-Tavistock, Zorra, Woodstock and Oxford County send letters to the Ministry of Education and the Honourable Ernie Hardeman MPP in support of an immediate approval of revised construction plans for the new north Woodstock school. The school board submitted the revised plans in hopes of avoiding capacity issues arising from school community growth since the submission of the original plan.

The Ministry of Education originally announced funding for the facility in 2021. The \$17.5-million project, as currently approved, includes space for 660 pupils, as well as a five-room childcare centre for 88 infants, toddlers and pre-schoolers.

Based on the significant increase in the number of residential units that have been proposed in this area, Thames Valley has submitted a scope change for the project that would increase the size of the school to 856 pupil spaces.

Pending Ministry approvals, Thames Valley is on track to complete construction of the school by 2026/27. We have completed Design Committee Meetings, a Virtual Community Information Session about the project, and have acquired a site for the facility on 717 Knights Lane, Woodstock.

Once again, thank you for using your collective voice to advocate for the best possible future for the new north Woodstock elementary school. Thames Valley is profoundly grateful for the continued collaboration and support of our municipal partners.

Sincerely,

A handwritten signature in cursive script that reads "L. Pizzolato".

Lori-Ann Pizzolato  
Chair of the Board  
Thames Valley District School Board

Municipal Council of the County of Oxford  
Council Meeting - Oxford County

Date: Wednesday, August 9, 2023

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Moved By: Brian Petrie

Seconded By: Bernia Wheaton

Whereas Oxford is a responsible and accountable government with respect to matters within its jurisdiction; and,  
Whereas powers being transferred from the whole of Council to the Head of Council should be viewed as a matter within its jurisdiction; and,

Whereas service delivery should be viewed as a matter within its jurisdiction;

Therefore be it resolved that Oxford does not wish to be considered for the implementation of either “Strong Mayor” powers per the “Strong Mayors, Building Homes Act, 2022, S.O. 2022, c. 18 - Bill 3”, or any restructuring that is not requested by Oxford with its area municipal partners; and,

That this resolution be forwarded to all Oxford area municipalities requesting resolutions of support so that the future governance of Oxford is in the hands of its residents; and,

That this resolution, and all resolutions of support from Oxford’s area municipal partners, be forwarded to the Oxford MPP, the Minister of Municipal Affairs and Housing, and the Premier of Ontario.

DISPOSITION: Motion Carried *Chloe Senior*

**Will Jaques**

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**Subject:** Safe & Well Oxford - Update: June 19th, 2023 Minutes, DEI Update, Communication/Awareness Substance Misuse, Intimate Partner Violence

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**From:** Julie Middleton <clerk@swox.org>

**Sent:** Wednesday, August 16, 2023 10:08 AM

**To:** Amy Humphries <ahumphries@cityofwoodstock.ca>; Danielle Richard <danielle.richard@ingersoll.ca>; tdaniels@tillsonburg.ca; Karen Martin <kmartin@zorra.ca>; Kim Armstrong <karmstrong@norwich.ca>; Rodger Mordue <rmordue@blandfordblenheim.ca>; Sarah Matheson <smatheson@blandfordblenheim.ca>; Will Jaques <wjaques@ezt.ca>; Mary Ellen Greb <cao@swox.org>; Chloe Senior <csenior@oxfordcounty.ca>; Julie Middleton <clerk@swox.org>

**Cc:** Sarah Hamulecki <shamulecki@oxfordcounty.ca>; Ayesha Sajid <asajid@oxfordcounty.ca>

**Subject:** Safe & Well Oxford - Update: June 19th, 2023 Minutes, DEI Update, Communication/Awareness Substance Misuse, Intimate Partner Violence

**Importance:** High

Good Morning, Everyone.

As an update, please see attached the most recent approved minutes of the Safe and Well Oxford Steering Committee meeting of June 19<sup>th</sup>, 2023. If you would please share this email as part of an upcoming Council meeting agenda package as information that would be greatly appreciated.

Update: Diversity, Equity and Inclusion Action Coalition:

County staff are in the final stages of establishing the Diversity, Equity and Inclusion Action Coalition. Draft terms of reference have been approved-in-principle by the Steering Committee and committee selection is nearing completion.

At our last meeting held on July 31<sup>st</sup>, 2023, the Safe and Well Oxford Steering Committee provided direction to circulate the attached resource from the County re: 'Why Pronouns Matter'. Many organizations now encourage staff to include pronouns in employee email signatures. Providing your pronouns in an email signature is seen as a sign of respect, understanding and inclusivity. Stating your own pronouns is a way to normalize the conversation surrounding gender and identity and how that may differ from a person's biological sex. Including gender pronouns in your email signature can be additionally helpful for those that have a gender-neutral name. The attached resource may also be reproduced and/or linked to an email signature to explain to others why pronouns are included in their own email signature and help promote education and awareness on this topic.

**Sharing this information and resource supports the goals of Safe and Well Oxford to provide DEI training to leaders and staff and implement initiatives that acknowledge the expanse of human difference and realize the goals of equity, inclusion and non-discrimination.**

Update: Substance Misuse

At the June 19<sup>th</sup> meeting, the Steering Committee heard the need for enhanced education and awareness in relation to substance misuse and addictions to address the stigma surrounding this matter. It was noted that Southwestern Public Health has created an education and awareness campaign in relation to substance misuse, the history, treatment and harm reduction strategies. Local

Oxford municipalities may be able to assist by following Southwestern Public Health on social media and considering ways to help share and promote their messaging in this regard through their own communication channels.

**Sharing this information supports the goals of Safe and Well Oxford in relation to promoting an empathic community that understands substance use and addictions as a health risk and disseminating key messages about substance misuse, protective risk factors and the problems that arise from drug use and the impacts on individuals and families.**

### Intimate Partner Violence

Intimate partner violence has been highlighted and acknowledged as a significant concern within Oxford. Domestic Abuse Services Oxford receives over 2,800 calls annually for help on their crisis line, this translates to 7 calls for help a day and they must turn away women with or without children every day. Capacity is limited and individuals are experiencing longer stays at emergency shelters and transitional housing as result of the affordable housing crisis. There is a lack of transportation between communities within the County. Isolation on farms and rural areas make it difficult to reach out due to poor or no internet or cell phone service, and a lack of knowledge in relation to where or how to get help. The Committee has heard requests from local service providers to address these concerns through Safe and Well Oxford and is considering ways to amend Safe and Well Oxford's goals and objectives to address these concerns locally. More information will follow.

Thank you everyone for your attention to these updates.

Julie

Please note: My working hours may not reflect yours. Please do not feel obligated to answer outside of your normal work hours.

#### **Julie Middleton (she/her)**

Manager Legislative Services (Clerk)/Deputy CAO

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P: 519-485-0477 x 7023 | F: 519-485-2932

C: 226-970-1343 | E: [clerk@swox.org](mailto:clerk@swox.org)

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**\*\*NEW\*\*** Township Office hours: Monday to Friday ~ 8:00am – 5:00pm



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## STEERING COMMITTEE MEETING MINUTES

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Monday, June 19<sup>th</sup>, 2023

11:00 a.m. to 1:00 p.m.

Children's Aid Society of Oxford

Multi-purpose Room

### 1. Call the Meeting to Order (11:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 11:04 a.m. and a quorum was present.

### 2. Review of Agenda for meeting of June 19<sup>th</sup>, 2023

Resolution No. 1      Moved by: Bernia Wheaton  
                                    Seconded by: Tina Diamond

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of June 19<sup>th</sup>, 2023 be approved.

DISPOSITON: Motion Carried

### 3. Review of Minutes of May 23<sup>rd</sup>, 2023 meeting

Resolution No. 2      Moved by: Kelly Black  
                                    Seconded by: Sarah Hamulecki

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of May 23<sup>rd</sup>, 2023 be approved as presented.

DISPOSITON: Motion Carried

## 4. Appointments

- Stephanie Ellens-Clark, Executive Director: Social Planning Council Oxford (25 mins)

Stephanie Ellens-Clark, on behalf of Oxford Housing Action Collaborative addressed the committee and commented on the organization's goals and current challenges as follows:

### Goals:

- Obtaining a count of the number of people experiencing homelessness;
- Improving the local emergency shelter system
- Increasing transitional and supporting housing
- Understanding housing needs in each municipality
- Developing a community awareness strategy – community awareness and targeted communication
- Advocacy – to engage all levels of government (promote conversations with landlords within the community)
- Increasing availability of supports for obtaining housing and maintaining housing (eviction preventions, access to housing)

### Challenges:

- Capacity
- Buy-in and ownership – ebbs and flows
- Need to narrow scope of priorities
- Need to acknowledge and recognize existing strengths in the community
- Need assistance with getting key messages out to the public, local governments

It was discussed that the Safe and Well Oxford Steering Committee may be able to assist with respect to advocacy and communications (education and awareness). It was encouraged that local municipalities join in with existing ongoing campaigns in relation to rent control (Hamilton).

It may also be beneficial to continue and further develop partnerships with local developers for small housing projects locally (i.e. mini homes projects in Waterloo Region). It is anticipated that there will be increased demand for housing for youth with complex needs and supports.

Various levels of 'not in my backyard' exist at the local level. Voices in support of development applications to address the need are required when these applications come forward to local Councils. Council often doesn't hear about the need and support for development; they hear opposition to development. It may be helpful for Safe and Well Oxford to be made aware of development applications that come forward to address housing challenges and needs within the community (affordable

housing, supportive and transitional house, emergency shelters).

- Diane Harris, Executive Director: Domestic Abuse Services Oxford (25 mins)

Executive Director Diane Harris, on behalf of Domestic Abuse Services Oxford, address the committee in relation to the organization's current goals and challenges, as follows:

#### Goals:

- Provide emergency 24/7 emergency shelter for women fleeing intimate partner violence (stays generally from 2 weeks to 6 months long depending on needs). Congregate living facility (17 spaces) – they are full almost every night.
- Operate the only crisis line within Oxford County. Receive over 2,800 calls annually – 7 calls for help every day.
- Partner with Ingamo – provides transitional housing for stays from 1 year to 4 years. Average stay is 20 months.
- Offer counselling, risk assessment, court support and advocacy.
- Violence against women is directly related to mental health well-being and housing insecurity. Violence leads to mental health disorders.

#### Challenges:

- Capacity is low – women and children are turned away daily.
- There is a serious lack of adequate and affordable housing available locally – housing costs are too high. This means longer stays at shelters. Creates a lack of hope.
- Financial barriers don't all to provide for the basics of living.
- Lack of transportation services within the County, women are isolated on farms and in rural areas which makes it difficult for them to reach out and get support. Women in rural areas are at a greater risk of harm.
- Women feel shame of violence; they want the abuse to stop and to keep their families together.
- There is a lack of knowledge and awareness in relation to the services that are available in the community.
- Lack of gender-based violence lens (lack of public education).
- There is a lack of legal support for women – fewer than three lawyers accept legal aid. Most women have to represent themselves.
- Education system doesn't allow prevention programs to take place for youth (i.e. gender/sex violence, consent, healthy relationships). SWPH provides a healthy relationships program for grades 7 and 8. Advocacy to the school board is needed to include more educational opportunities/programs for youth.
- Human trafficking and sexual exploitation occur in this area – highway 401 corridor is primary route (intersection of highway 401 and 403).
- Underfunded – must fundraise over \$300,000 annually to maintain current programs. There has been no increase in provincial funding for over 10 years. They are at risk of losing funding. Letter of support for increased funding is



needed.

- Exploitation is on the rise – the housing crisis is making it impossible for people to go anywhere else.

It was discussed that a delegation will be coming forward to Oxford County Council in July to declare violence against women as an epidemic to raise awareness of this issue locally.

The Committee will consider how these challenges can be incorporated into the goals and objectives of the Safe and Well Oxford Plan.

- Brooke Boersen, Health Promoter, Chronic Disease Prevention & Well-being, Substance Use & Injury Prevention: Southwestern Public Health (25 mins)

Brooke Boersen, on behalf of Southwestern Public Health, addressed the committee in relation to substance use and prevention within Oxford as follows:

Goals:

- Ensure coordinator sustainability
- Explore consumption and treatment services locally
- Strengthen the continuum of housing
- Expand treatment services
- Improve care pathways/system navigation for users
- Enhance sexual assault services

Southwestern Public Health's goal align with Safe and Well Oxford in relation to substance misuse, harm reduction and prevention. It was stated that currently the community is more reactive rather than preventative and this needs to shift.

Southwestern Public Health is engaging in conversations with the school board to allow for more education and prevention programs to take place in school to become more proactive.

The committee may consider ways going forward that they can help in terms of public education and awareness and advocacy for more funding locally.

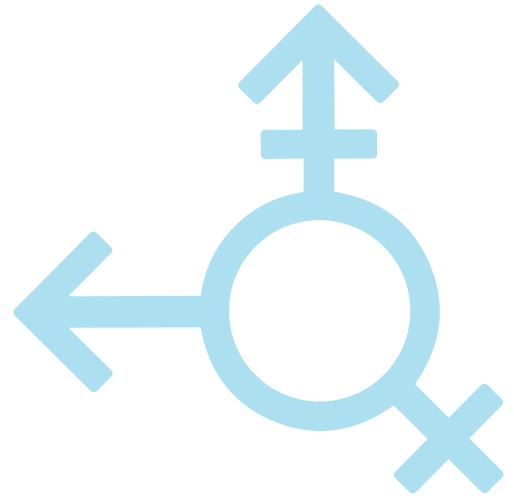
## 5. Next Steps:

### a. Diversity, Equity and Inclusion – draft Terms of Reference

Meeting will take place to discuss finalization of Terms of Reference for Diversity, Equity and Inclusions Action Coalition and committee composition. Ayesha will bring forward an update in relation to the establishment of the Action Coalition to the committee at the next meeting.



# WHY PRONOUNS MATTER



Some people don't identify with the gender they were assigned at birth and choose to be identified differently. Gender identity is about how someone *feels*, not how they *appear*, so it is important to recognize which pronouns people use instead of making assumptions based on their name, hair, clothing choices, etc. It helps to view gender as a spectrum, whether male, female, both or neither – often referred to as non-binary.

**There are many variations of gender pronouns, but the three most common are:**

- He/him:** For someone who identifies as male or masculine.
- She/her:** For someone who identifies as female or feminine.
- They/them:** For someone who doesn't identify with male or female pronouns and feels they fall somewhere in the middle of the gender spectrum.



## Why do people share gender pronouns?

**Providing your pronouns in an email signature is seen as a sign of respect, understanding and inclusivity.** Stating your own pronouns is a way to normalize the conversation surrounding gender and identity. Including gender pronouns in your email signature can be additionally helpful for those that have a gender-neutral name.

## How do I use they/them correctly?

While it may take practice, you could already be using “they/them” correctly without noticing. For example, consider the following:

“I received a call from a resident who says their garbage bin is missing. They know they left it at the curb for morning pickup and usually walk it back down the driveway with them at the end of the day, but now they don’t know where it is.”

or

“A client left us a voicemail message and asked that we call them back on their cell number.”



Using “they/them” is a good alternative if you are unsure of someone’s pronouns and can be particularly helpful in a public setting when working with residents, clients, etc.

## What if I accidentally “mis-gender” someone?

If you believe you may have used the wrong pronouns, apologize and correct the error. The most important thing is that you recognize and respect someone’s preferred pronouns, even if it takes some time. If you are in a private setting and you’re unsure of what pronouns to use, ask. If you’re with a group, you could start by stating your pronouns, allowing everyone to re-assert their own. This is why including gender pronouns in email signatures is an easy step in making our workplace more comfortable for everyone. The intent is to have gender pronouns become part of the routine of introducing ourselves to each other; the more it is practiced, the easier it becomes.

## Where can I learn more?

NPR: A guide to gender identity terms

Egale: Inclusive and affirming language

Egale: Pronoun usage guide

M.I. Understanding: Pronouns – How to start a conversation



To: Chair and Members of Oxford County Land Division Committee

From: Dusitn Robson, Development Planner, Community Planning

## Application for Consent B23-35-2 – Donald McKay

### REPORT HIGHLIGHTS

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- The Application for Consent proposes the severance of agricultural lands to be added to an abutting parcel and the retention of an undersized farm parcel.
- If this application for consent is approved, an Application(s) for Zone Change will be required to rezone the lot to be retained from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-Sp)' to recognize a reduced lot area of 14 ha (34.6 ac), and to rezone the lot to be severed from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-21)' to implement consistent zoning with the lands that are being enlarged.
- Planning staff are not recommending approval of the application, as the proposal is generally not consistent with the policies of the Provincial Policy Statement and does not maintain the intent and purpose of the Official Plan.

### DISCUSSION

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#### Background

OWNER/APPLICANT: Donald McKay  
585085 Beachville Road, Woodstock, ON N4S 7V6

LOCATION:

The subject lands are described as Part Lot 15, Concession 12 (East Zorra), Township of East Zorra-Tavistock. The lands are located at the southwest corner of 13<sup>th</sup> Line and Braemar Sideroad, and are municipally known 615899 13<sup>th</sup> Line.

OFFICIAL PLAN:

Schedule "E-1"	Township of East Zorra-Tavistock Land Use Plan	Agricultural Reserve
Schedule "C-1"	Environmental Features Plan	Significant Valleylands
Schedule "C-2"	Development Constraints Plan	Erosion Hazard Land

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

Existing Zoning: Special General Agricultural Zone (A2)

SERVICES: Lot to be Severed – No services  
 Lots to be Retained and Enlarged – private well and septic system

ROAD ACCESS: Lot to be Severed – No access  
 Lots to be Retained and Enlarged – gravel Township road (13<sup>th</sup> Line)

PROPOSAL:

	<u>SEVERED LOT</u>	<u>RETAINED LOT</u>	<u>ENLARGED LOT</u>
Area	13.6 ha (33.6 ac)	14 ha ( 34.6 ac)	39.1 ha (96.8 ac)
Frontage	253 m (830 ft)	350 m (1,148.2 ft)	617 m (2,024.2 ft)
Depth	502 m (1,646.9 ft)	356 m (1,168 ft)	605.5 m (1,986.5 ft)

The applicant proposes to sever a parcel comprising approximately 13.6 ha (33.6 ac) of agricultural land and consolidate it with the farm operation to the immediate south. The retained lands resulting from the said consolidation will consist of approximately 14 ha (34.6). The lands to which the severed lands will be added comprise approximately 39.1 ha (96.8 ac) and are in agricultural production, including a swine barn and other buildings associated with the operation of the farm.

The lands to be severed are currently vacant of buildings and structures. The proposed retained lands are occupied by a hay storage barn (built in 1995), a former broiler barn (now used for storage), a drive shed and an accessory residential dwelling.

The lot to be retained and the lot to be enlarged front on and have direct access to 13<sup>th</sup> Line. Surrounding land uses are predominately agricultural. The Craigowan Golf and Country Club is located to the west and residential uses associated with the Braemar Sideroad rural cluster are to the northwest.

The applicant also owns lands comprising approximately 12.8 ha (31.6 ac) to the immediate west of the lands to be severed and retained. These lands are separated from the subject lands by a former rail right-of-way which forms part of the Hickson Trail. As the said lands are separated from the subject lands by the noted trail, these lands are not considered to be part of the retained farm holding for the purpose of this application.

For Committee’s information, the applicant proposed a similar proposal on the subject lands in 2017. The applicant proposed to sever 15.3 ha (37.8 ac) and convey it to the farm to the immediate south while retaining 11.9 ha (29.5 ac). On December 7, 2017 the Land Division Committee (LDC) conditionally approved Consent Application B17-65-2, however, the subsequent Zone Change Application (ZN2-17-09), was denied by Township of East Zorra-Tavistock Council.

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, retained, and enlarged, as provided by the applicant.

Plate 4, Applicant's Sketch (Zoomed In), depicts the proposed configuration of the lands to be severed, retained, and enlarged, as provided by the applicant.

## **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.

The subject lands are located within a 'Prime Agricultural Area'. The policies of Section 2.3 (Agriculture) require municipalities to protect prime agricultural areas for long-term production. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation (MDS) formulae.

Section 2.3.4 (Lot Creation and Lot Adjustments) discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- for agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- for agriculture-related uses;
- for a surplus farm residence resulting from a farm consolidation; and,
- for infrastructure facilities and corridors in lieu of an easement or right-of-way.

### OFFICIAL PLAN:

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of East Zorra-Tavistock Land Use Plan, as contained in the Official Plan. Within the Agricultural Reserve, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

According to Section 3.1.1, the goal of the Agricultural Reserve policies is to ensure prime agricultural lands are preserved for food and fibre production by avoiding the fragmentation of the land base, by minimizing conflict between agricultural and non-agricultural uses and by supporting the needs of the agricultural community by permitting land uses which are complementary to and supportive of agriculture.

The objective of Section 3.1.4.4 (Severances for Farming Purposes) is to provide for parcel sizes that are appropriate to the type of agricultural uses common to the area, while providing flexibility for future farm operations. These policies are also intended to ensure that new farm parcels are capable of sustaining viable agricultural operations, while minimizing farm land fragmentation and the creation of irregularly shaped parcels; that Minimum Distance Separation Formula II (MDS II) is satisfied; and, that provincial criteria for agricultural consents are met.

The policies of Section 3.1.4.4.1 (Farm Consolidation) provide criteria to apply to proposals where lands being conveyed are to be added to an adjoining farm property and Section 3.1.4.4.2 (Creation of Farm Parcels) provides criteria to determine the acceptability of proposals to create new farm parcels.

The criteria of both sections include the following:

- farming must be the intended use of the lands;
- maintain sufficiently large parcels to permit a change in the commodity produced, scale of operation, diversification or intensification;
- suitability of parcel size and configuration to the type of agriculture in the area as well as for the type of agriculture proposed;
- avoidance of further fragmentation of Class 1 to 3 agricultural lands and removal of woodlots;
- compliance with Minimum Distance Separation Formula (MDS II);
- satisfy the “General Agricultural” provisions of the Zoning By-law; and,
- compliance with Section 3.2 Environmental Resource policies.

The northwest corner of the subject property is identified on Schedule “C-1” - Environmental Features Plan as Significant Valleylands and on Schedule “C-2” - Development Constraints Plan, as Erosion Hazard Land. However, the feature to which these schedules refer is located on the west side of the former railway right-of-way and do not significantly affect the subject application.

#### TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

The subject lands are currently zoned ‘General Agricultural Zone (A2)’ according to the Township Zoning By-law. The ‘A2’ zone permits a variety of agricultural uses and generally requires a minimum lot area of 20 ha (49.4 ac) and minimum lot frontage of 100 m (328.1 ft).

If this application is approved, the applicant will be required to rezone the lot to be retained to recognize a reduced lot area of 14 ha (34.6 ac). The adjacent agricultural parcel to the south will continue to meet the relevant provisions of the ‘A2’ zone once it has been enlarged.

If this application is approved, an Application for Zone Change to rezone the lands to be severed from ‘General Agricultural Zone (A2)’ to ‘Special General Agricultural Zone (A2-21)’ will also be required in order to ensure consistent zoning with the lands to which they will be added. The special provision within the A2-21 zone permits a reduction from the required Minimum Distance Separation II (MDS II), which was granted to allow for the expansion of the existing hog barn.

#### AGENCY COMMENTS:

The Township’s Chief Building Official has indicated that a drainage reapportionment would be required and that a 13 m setback or a 45 minute Fire Resistance Rating is required for the single storey broiler barn’s south wall in order to meet the spatial separation requirements of the National Farm Code. It has also been advised that the Township requests a 9 m x 9 m sight triangle to be deeded to the Township on the lot to be retained (corner of 13<sup>th</sup> Line and Braemar Sideroad).



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's Fire Chief, the Township's Public Works Manager, the Upper Thames River Conservation Authority (UTRCA), Canada Post, and Hydro One have indicated no comments respecting the application.

PUBLIC CONSULTATION:

Notice of the public meeting for the proposal was circulated to neighbouring property owners on August 24, 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**

Planning staff are not recommending approval of the application, as the proposal is generally not consistent with the policies of the Provincial Policy Statement or County Official Plan.

Section 2.3.4 of the PPS directs that lot creation in a prime agricultural area may only be permitted for agricultural uses, provided the proposed farm parcel is of a sufficient size for the type of production common in the area and sufficiently large enough to maintain flexibility in adapting the operation in the future; for agricultural-related uses; and, for surplus farm residences resulting from a farm consolidation. In this case, the applicant is proposing to sever approximately 13.6 ha (33.6 ac), which is to be added to an existing agricultural parcel to the south, and retain a parcel comprising approximately 14 ha (34.6 ac) for agricultural purposes.

The existing cropland on the lot to be retained is an agricultural use. However, given the presence of larger cash crop and livestock farm operations in the area, Planning staff are of the opinion that the lot to be retained is not of a sufficient size for the type of production common in the area or sufficiently large enough to maintain flexibility for adapting to differing farm operations in the future. Therefore, Planning staff are not satisfied that the proposed severance is consistent with the lot creation policies of the PPS.

With respect to the policies of the Official Plan, the lot must also be of a size appropriate for the type of agricultural uses common in the area, being cash crop and livestock, and sufficiently large enough to maintain flexibility for future changes in the type or size of agricultural operation. In this case, as the lot to be retained is proposed to be significantly smaller than the average farm size in the surrounding area and the applicant has not demonstrated that the farm operation will be viable on an undersized parcel, or that parcels of a similar size are unavailable.

Staff are of the opinion that the lot to be retained is not of sufficient size to maintain flexibility for a change in farm operations or suitable to support the type of agriculture common to this area. Accordingly, Planning staff are of the opinion that the proposal generally does not maintain the intent and purpose of the policies of the Official Plan respecting farm consolidation.

Based on the foregoing, Planning staff are not recommending support for the application as the proposal is generally not consistent with the policies of the 2020 Provincial Policy Statement or County Official Plan, with respect to lot creation in the agricultural area.

## RECOMMENDATIONS

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Whereas the application for consent is not consistent with the 2020 Provincial Policy Statement or the County of Oxford Official Plan, we are of the opinion that this application should not be given favourable consideration for the following reasons:

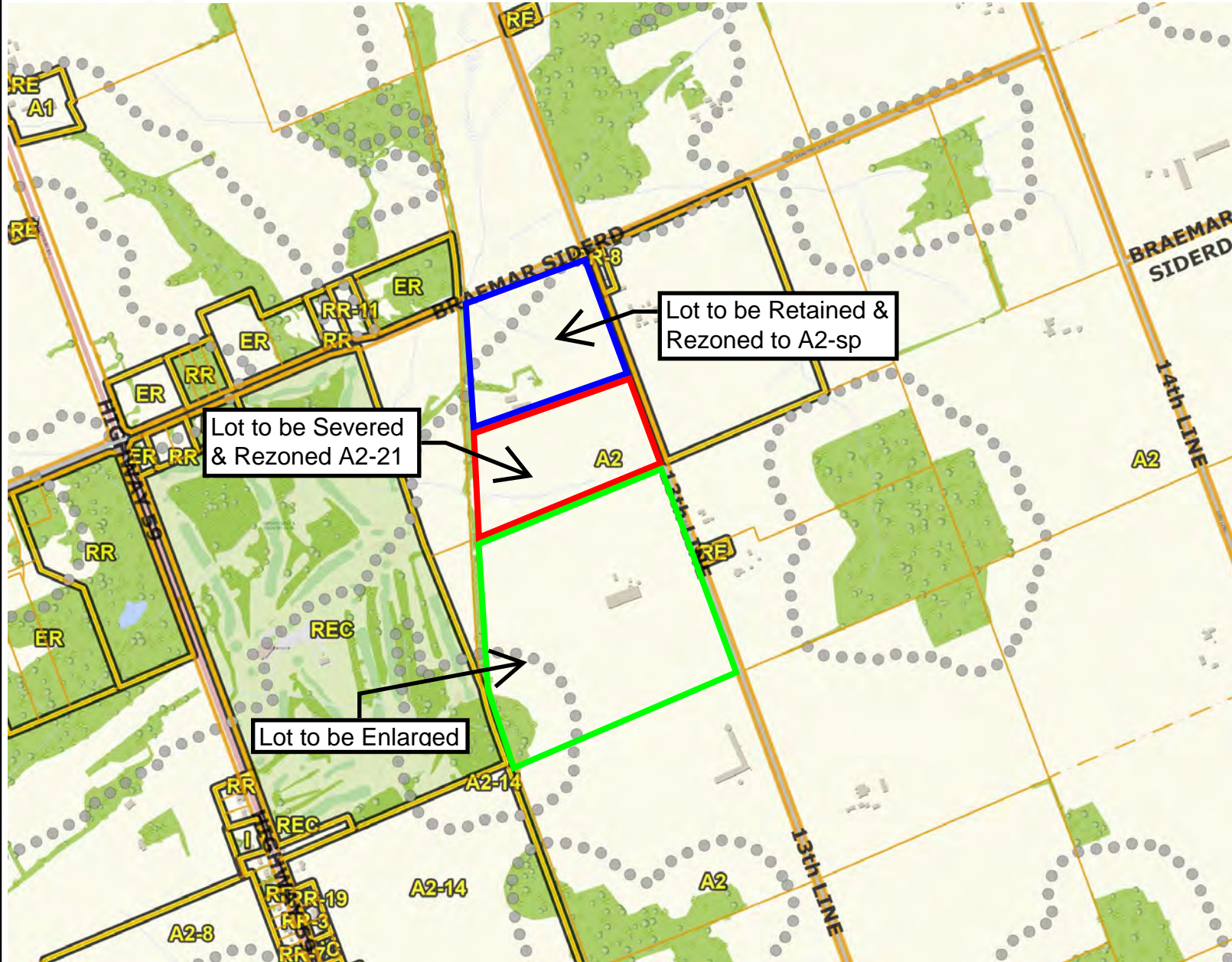
1. The proposal is not consistent with Section 2.3.4 of the 2020 Provincial Policy Statement as it relates to lot creation and lot adjustments in Prime Agricultural Areas.
2. The proposal does not conform to Section 3.1.4.4.1 of the County Official Plan as it relates to farm consolidations in the Agricultural Reserve Policy area.

## SIGNATURES

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

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



**Legend**

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

**Notes**



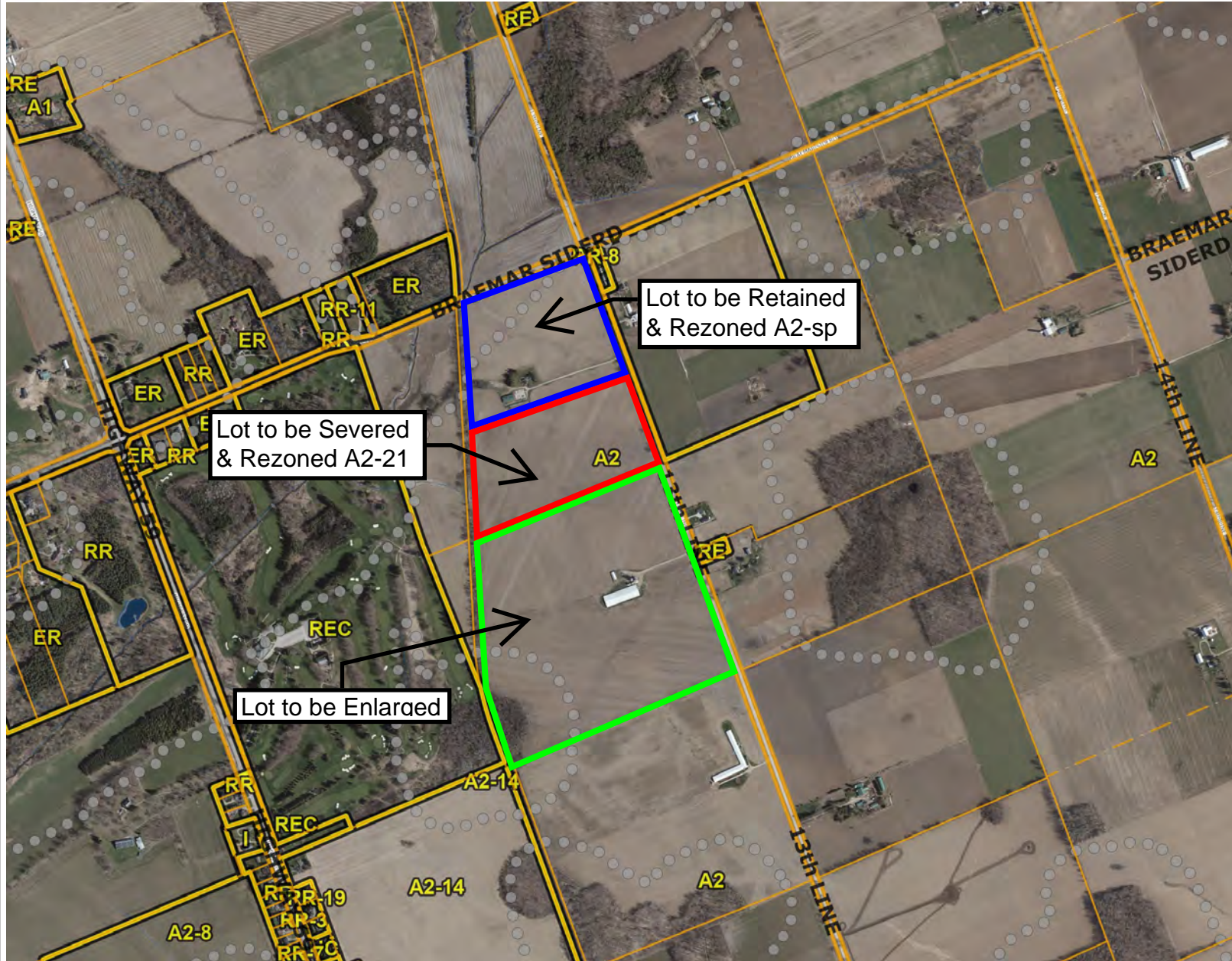
0 409 818 Meters

NAD\_1983\_UTM\_Zone\_17N



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July 4, 2023



**Legend**

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

**Notes**



0 409 818 Meters

NAD\_1983\_UTM\_Zone\_17N



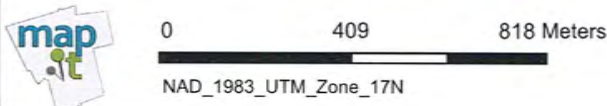
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July 4, 2023



Legend

Notes



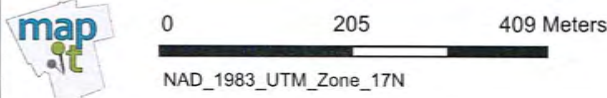
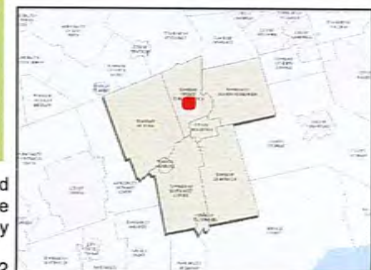
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

April 4, 2023



**Legend**

**Notes**



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April 4, 2023

**To:** Chair and Members of Oxford County Land Division Committee

**From:** Dustin Robson, Development Planner, Community Planning

## Application for Consent B23-45-2 – Brenda Leslie

### REPORT HIGHLIGHTS

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- The Application for Consent proposes to create an easement for access purposes to a residential lot conditionally approved via Consent B22-95-2.
- Planning staff are not recommending approval of the application, as it is generally not consistent with the intent and purpose of the Official Plan.

### DISCUSSION

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#### Background

OWNER/APPLICANT: Brenda 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 844930 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:

Lands Subject to Easement:	Estate Residential Zone (ER)
Lands Benefitting from Easement (Existing):	Estate Residential Zone (ER)
Lands Benefitting from Easement (Proposed):	Rural Residential Zone (RR)

SERVICES:

Lands Subject to Easement:	No Services
Lands Benefitting from Easement:	Private Services

ACCESS:

Lands Subject to Easement:	Paved Township Road (Braemar Sideroad)
Lands Benefitting from Easement:	Paved Township Road (Braemar Sideroad)

PROPOSAL:

	<u>Lands Subject to Easement</u>	<u>Lands Benefitting from Easement</u>
Area	0.93 ha (2.3 ac)	1.15 ha (2.8 ac)
Frontage	31.4 m (103 ft)	66 m (216.5 ft)
Depth	23.7 m (77.7 ft)	200 m (656.1 ft)

The application has been submitted to facilitate an easement over the subject lands for the purpose of providing access to a residential lot, which was conditionally approved by the Land Division Committee (LDC) at their April 6, 2023 meeting (B22-95-2).

The lands subject to the easement contain an existing private laneway that serves as access to eight existing residential lots. The lands benefitting from the easement were conditionally approved for a lot size of 1.1 ha (2.7 ac) and are currently vacant of any buildings or structures. As part of the conditional approval by the LDC, the applicants were required to establish an access easement over the private laneway to the lot being created and this application proposes to satisfy that condition.

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 conditionally approved lot to be severed and the location of the proposed access easement.



## **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 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

Both the land subject to the easement and the lands benefiting from the easement 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.

As a result of the LDC’s decision at their April 6, 2023 meeting to conditionally approve B22-95-2, thus creating one new residential lot, the zoning on the lands to be severed was required to be amended from ER to ‘Rural Residential Zone (RR).’ The applicant has submitted a Zone Change Application to fulfil this condition which is currently in process. The lands subject to the easement would remain zoned ER.

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 resulting from the above-noted consent application.

#### Agency Comments

The Township’s Fire Chief, the Township Chief Building Official, the Township Public Works Manager, the Oxford County Public Works Department, the Upper Thames River Conservation Authority, 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 August 24, 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**

At the April 6, 2023 meeting, the Land Division Committee (LDC) considered a staff report regarding Application for Consent B22-95-2 which recommended the approval of the creation of one new residential lot within an existing Rural Cluster. In the report, staff outlined that the recommendation to approve the application was based on the lot to be severed obtaining its access through an easement over the lot to be retained. The easement over the lot to be retained would allow access between the lot to be severed and Braemar Sideroad. Staff did not, however, support the proposal with access being provided to the lot to be severed via an easement over the private laneway to the south, which was ultimately approved.

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. Implementing 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 Official Plan criteria for infill development outlines that the location of vehicular access points and the likely impact of traffic on public streets shall be acceptable, staff are of the opinion that the proposal does not achieves this requirement. Private laneway maintenance is generally done by those who use it for access. The risk with private laneways is that there may come a time when maintenance is not kept up or the number of dwellings using the laneway gets to a point where it is no different than some residential streets in settlements in terms of the

number of dwellings obtaining access off of the laneway. In these situations it is not uncommon for the municipality, which in this case would be the Township of East Zorra-Tavistock, to be requested to assume the laneway and maintain it. This would require the Township to bring the laneway up to municipal standards, which may be a challenge on this laneway. In order to avoid these scenarios, staff are of the opinion that the best practice forward is to not grant additional access over the private laneway.

## **RECOMMENDATIONS**

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**Whereas the application for consent is not consistent with the County of Oxford Official Plan, we are of the opinion that this application should not be given favourable consideration for the following reason:**

- 1. The proposal does not conform to Section 6.2.2.1.4 of the County Official Plan as it relates to infill development.**

## **SIGNATURES**

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**Authored by:**

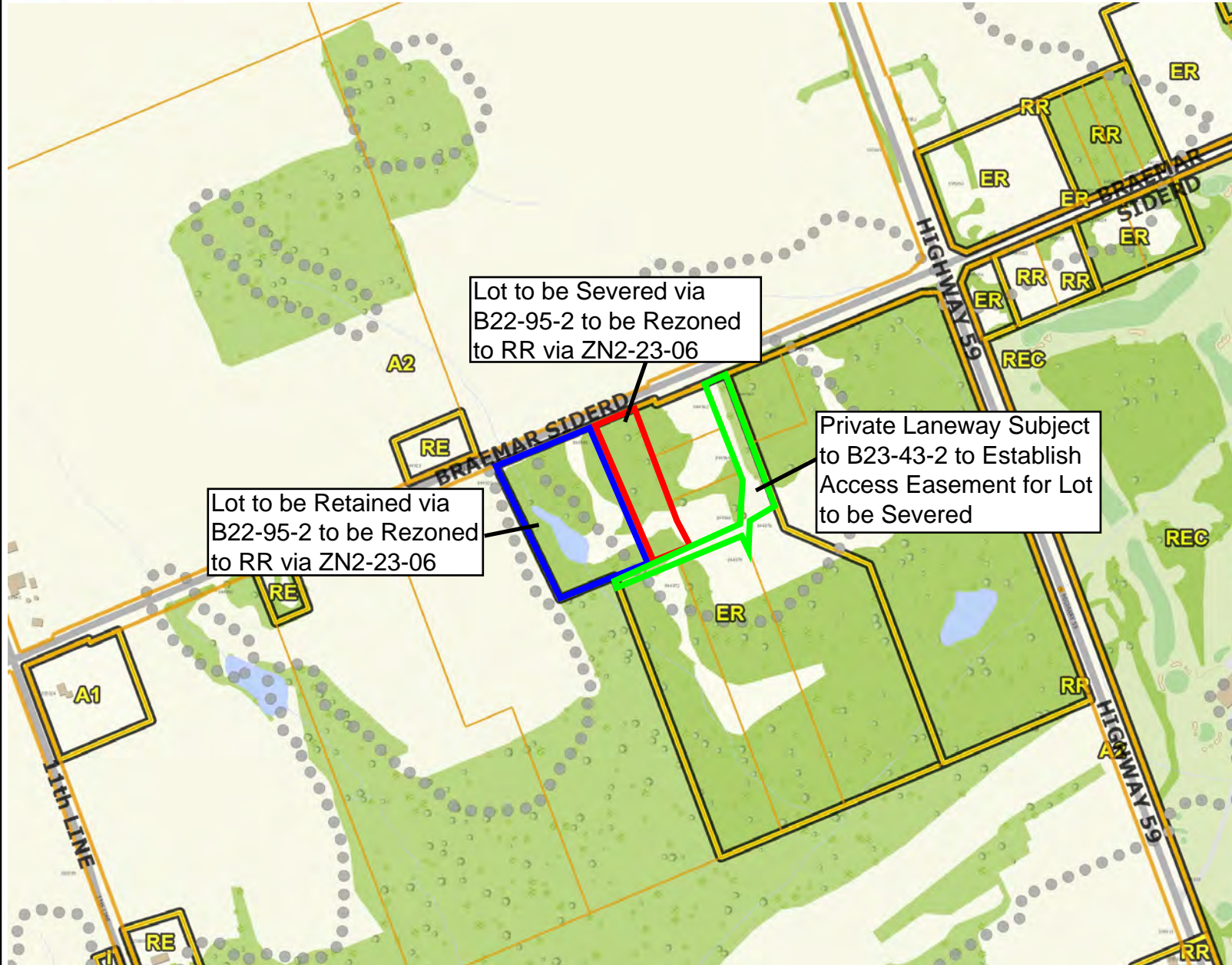
*“Original signed by”*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission:**

*“Original signed by”*

Gordon K. Hough, RPP  
Director



Lot to be Severed via B22-95-2 to be Rezoned to RR via ZN2-23-06

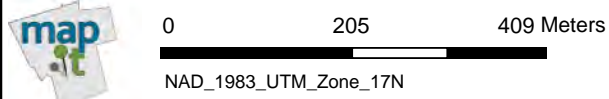
Lot to be Retained via B22-95-2 to be Rezoned to RR via ZN2-23-06

Private Laneway Subject to B23-43-2 to Establish Access Easement for Lot to be Severed

### 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



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Lot to be Severed via B22-95-2 to be Rezoned to RR via ZN2-23-06

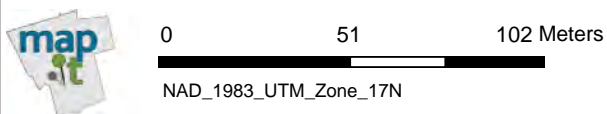
Lot to be Retained via B22-95-2 to be Rezoned to RR via ZN2-23-06

Private Laneway Subject to B23-43-2 to Establish Access Easement for Lot to be Severed

### Legend

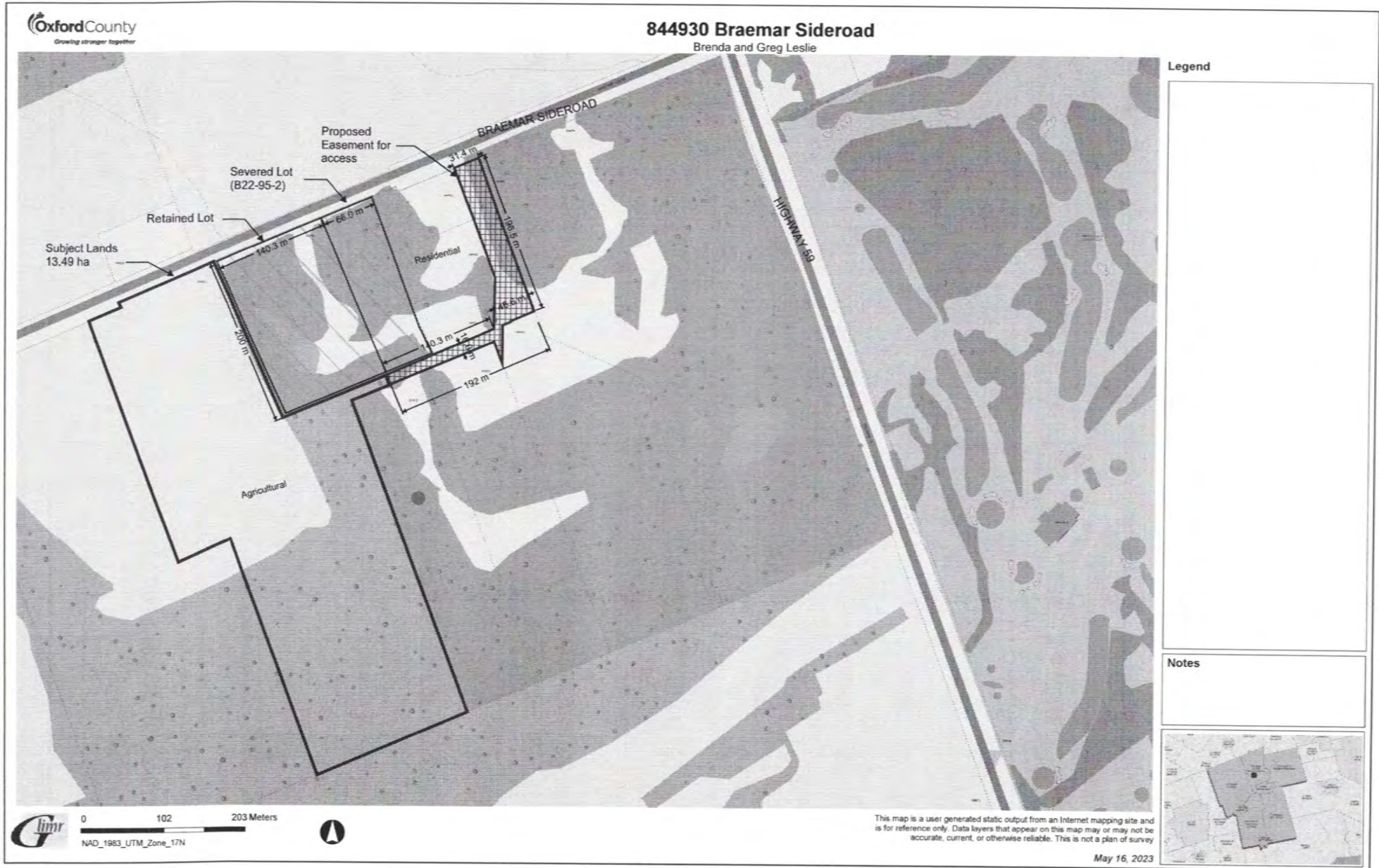
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January 6, 2023





*connect. discover. share. **become.***

## 2022 Community Report



*connect. discover. share. **become.***  
*visit [ocl.net](http://ocl.net)*



# 2022 Community Report

## Re-Connecting with Our Communities



# Connect



- **17,691 Active Users** across Oxford County Libraries
  - **1,488** with Innerkip & Tavistock Branch as their Home Library



- **128,946 Curb Side and Branch Visits**
  - **10,185** at Innerkip & Tavistock Branches



# Connect



- **18,601 Wi-Fi Uses**
  - **710** Wi-Fi Uses at Innerkip & Tavistock branches



- **7,871 Public Computer Uses**
  - **259** Public Computer Uses at Innerkip & Tavistock branches



# Discover



- **422,702 Physical Items** were borrowed
  - **42,890** of those items were borrowed from Innerkip & Tavistock branches



## Oxford County Library Members Downloaded:

- **126,910** eBooks and eAudiobooks
- **29,267** Digital TV & movies
- **77,131** Digital Magazines & Newspapers



# Discover



- **13,493 Craft & Connect** kits were distributed throughout Oxford County Libraries



- **55 Ox on the Run** community stops were made between June and August 2022 at parks, splashpads and special events.



# Share



- **23,846** participants attended **242** programs
  - **1,713** of participants attended programs at Innerkip & Tavistock branches



- **353 Teen Book Boxes** distributed
  - **39** Teen Book Boxes were distributed at Innerkip & Tavistock branches



# Become



- **2,136** learning sessions on **Universal Class**
- **474** craft courses taken on **Creative Bug**



- **214 Kitchen Lending Library** items borrowed
  - **25** from Innerkip & Tavistock branches



- **250 Day-Use Park Passes** borrowed
  - **32** from Innerkip & Tavistock branches



# Upcoming at East Zorra-Tavistock Branches

- Oxford Reads – 2023 Selection – The Maid by Nita Prose
- **Tavistock** – Tween Club – Tuesdays 4:00 pm – 5:00 pm from Sept 19 – Oct 24
- **Innerkip** – Innerkip Book Club (reading *Spare* by Prince Harry) – Sept 12, 6:15pm





# Thank You!


- Presentation By:

Amy Coles, Rural Community Librarian, Tavistock Branch  
[acoles@ocl.net](mailto:acoles@ocl.net)


Cristina McLaren, Deputy Chief Librarian, Branch Services  
[cmclaren@ocl.net](mailto:cmclaren@ocl.net)




### CONNECT




**1,488**  
active users



**10,185**  
curb side and  
in-branch visits




**710**  
wifi uses



**259**  
public  
computer uses

### DISCOVER



**42,890**  
Physical  
materials  
borrowed

### SHARE

**39**  
Teen Book Boxes  
distributed

**1,713**  
participants attended  
programs at the  
**Innerkip** and  
**Tavistock** branches

### BECOME

**32**  
day-use park passes  
borrowed


**25**  
items borrowed from our  
**Kitchen Lending Library**




Patrons inside the Tavistock Branch




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**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A06-23**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of East Zorra-Tavistock Committee of Adjustment

**MEETING:** September 6, 2023

**REPORT NUMBER:** CP 2023-263

**OWNER:** Kevin & Kailee Chambers  
182 Blandford Street, Innerkip, ON N0J 1M0

**VARIANCES REQUESTED:**

1. Relief from **Table 5.1.1.3, Regulations for Accessory Uses**, to increase the maximum gross floor area of a residential accessory building from 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) to 136 m<sup>2</sup> (1,463.9 ft<sup>2</sup>); and
2. Relief from **Table 5.1.1.3, Regulations for Accessory Uses**, to increase the maximum height of a residential accessory building from 4 m (13.1 ft) to 4.4 m (14.5 ft).

**LOCATION:**

The subject lands are described as Lot 28, Plan 35 in the Township of East Zorra-Tavistock. The lands are located on the southwest corner of Blandford Street and Stratford Street and are municipally known as 182 Blandford Street in the Village of Innerkip.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWNSHIP ZONING BY-LAW:

Central Commercial Zone (CC)

**COMMENTS:**

(a) Purpose of the Application:

The applicants are proposing relief from the above-noted provisions of the Township Zoning By-law to permit a new residential accessory building on the subject lands. The applicant is proposing to erect a detached garage in the interior side yard and is proposing a maximum size of 136 m<sup>2</sup> (1,463.9 ft<sup>2</sup>) gross floor area and a maximum height of 4.4 m (14.5 ft). The proposed detached garage would be used for personal storage accessory to the residential use.

The subject lands have a lot area of approximately 1,015 m<sup>2</sup> (10,925.3 ft<sup>2</sup>) and contain an existing single detached dwelling and a shed approximately 24.1 m<sup>2</sup> (270.1 ft<sup>2</sup>) in size located in the rear yard. The lands are located within an established residential area where the uses are predominately single detached dwellings but also includes a service station/convenience store (Innerkip Kommunity Food Mart) and a food establishment (Porky's in the Kip) in the vicinity.

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

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

Plate 3, Applicants' Sketch, shows location and setbacks of the proposed accessory building, as well as the existing dwelling.

(b) Agency Comments

The Oxford County Public Works Department, the Township Fire Chief, the Township Chief Building Official, the Township Public Works Manager, and the Upper Thames River Conservation Authority (UTRCA) have indicated no concerns regarding the proposal.

(c) Public Consultation:

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

(d) Intent and Purpose of the Official Plan:

The subject lands are located within the 'Settlement' designation according to the Township of East Zorra-Tavistock Land Use Plan, in the Official Plan. In the Settlement (Serviced Village) designation, a full range of land uses is permitted in accordance with the land use patterns shown on the noted Land Use Plan. The lands are designated 'Village Core' on Schedule E-3 and are intended to be used for a variety of commercial uses and low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings and street townhouses. The use of the lands for a single detached dwelling and accessory uses thereto conforms to the Village Core policies of the Official Plan.

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

The subject lands are zoned 'Central Commercial Zone (CC)' in the Township of East Zorra-Tavistock Zoning By-law. The CC zone permits a range of commercial uses including, but not limited to, an eating establishment, financial institution, and a place of entertainment. In addition to commercial uses, a single detached dwellings and accessory buildings and structures are also permitted within the CC zone.

Accessory buildings are subject to Section 5.1 of the Zoning By-law. In accordance with Section 5.1, residential accessory structures are permitted in any yard other than a required front yard or exterior side yard, with a minimum distance from the main buildings of 1.2 m (3.9 ft) and minimum side and rear yard setbacks of 1.2 m (3.0 ft).

The maximum permitted lot coverage for accessory structures in a residential zone is 10% of lot area, or 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) of gross floor area, whichever is lesser, and the maximum permitted height is 4 m (13.1 ft). The applicants have indicated that all provisions of the By-law will be met, with the exception of the proposed increased lot coverage (gross floor area) and maximum height.

The lot coverage provision in the Zoning By-law is intended to ensure that accessory uses and structures remain clearly secondary to the main residential use of the property and have minimal impact on neighbouring properties. Further, these provisions assist in ensuring that sufficient space is maintained on the property to accommodate off-street parking, grading and drainage, and amenity space. It is also the intent of the Zoning By-law to limit the size of these structures to that necessary and suitable to accommodate the needs of the principal residential use.

Planning staff are satisfied that the requested relief is in-keeping with the general intent and purpose of the Zoning By-Law as the final size and scale of the detached accessory structure will remain such that it is clearly accessory to the principal residential use of the subject lands.

(f) Desirable Development/Use:

The applicants are proposing relief of the maximum lot coverage and height provisions for residential accessory structures to permit the construction of a detached garage with an 'outdoor overhang' area.

The proposed structure will have a lesser gross floor area and similar height as the existing house, is proposed to be located in the interior side yard, and will be used for personal storage. In addition, it appears that sufficient space will be maintained on the property to accommodate off-street parking, drainage and amenity space. Accordingly, Planning staff are of the opinion that the proposal will not result in negative impacts to surrounding property owners and is in-keeping with the general intent and purpose of the Zoning By-Law as the proposed scale and the location of the accessory structure will result in a structure that is clearly secondary to the principal residential use of the subject lands.

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

**RECOMMENDATION:**

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application File A06-23, submitted by Kevin & Kailee Chambers for lands described as Lot 28, Plan 35 in the Village of Innerkip, and municipally known as 182 Blandford Street, as it relates to:

1. Relief from **Table 5.1.1.3, Regulations for Accessory Uses**, to increase the maximum gross floor area of a building accessory to a residential use from 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) to 136 m<sup>2</sup> (1,463.9 ft<sup>2</sup>); and
2. Relief from **Table 5.1.1.3, Regulations for Accessory Uses**, to increase the maximum height from of a building accessory to a residential use from 4 m (13.1 ft) to 4.4 m (14.5 ft).

Subject to the following condition:

- i. That the proposed relief shall only apply to a residential detached garage of the approximate size and location as depicted on Plate 3 of Report CP 2023-262.

As the variance requested is considered to be:

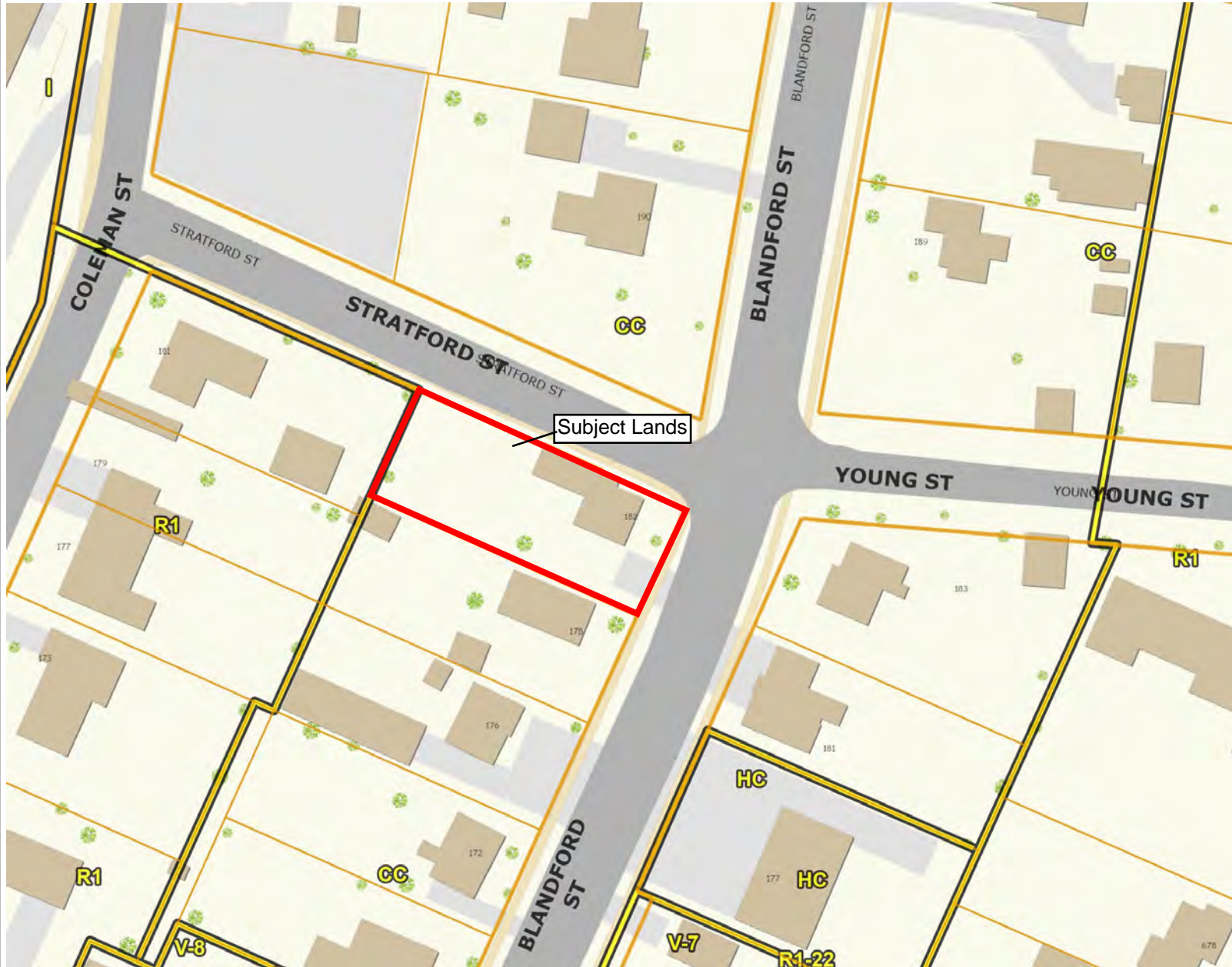
- i) in keeping with the general intent and purpose of the Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with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

Authored by: *Original signed by*

Dustin Robson, MCIP, RPP  
Development Planner

Approved for submission by: *Original signed by*

Gordon K. Hough, RPP  
Director



**Legend**

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

**Notes**



0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



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

August 11, 2023



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- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
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  - Road
  - Municipal Boundary
- Zoning Floodlines**
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August 11, 2023



Plate 3: Applicants' Sketch  
 File No.: A06-23 - Chambers  
 Lot 28, Plan 35, Township of East Zorra-Tavistock - 128 Blandford Street, Innerkip

**LEGEND:**

- OVERHEAD DOOR
- MAN DOOR
- CONCRETE
- GRAVEL
- GRASS

**NOTE:**  
 SITE PLAN INFORMATION TAKEN FROM GLIMR

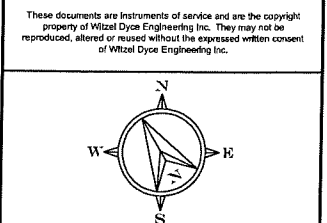
**LEGAL:**  
 182 BLANDFORD STREET, INNERKIP, ON  
 THE TOWNSHIP OF EAST ZORRA - TAVISTOCK,  
 COMMERCIAL CENTER (CC)

TOTAL SITE AREA: +9900 m<sup>2</sup> OR +0.24 ACRES

BUILDING FLOOR AREA: GARAGE 69.67 m<sup>2</sup> (750 FT<sup>2</sup>), COVERED PATIO 33.45 m<sup>2</sup> (360 FT<sup>2</sup>), TOTAL 103.12 m<sup>2</sup> (1110 FT<sup>2</sup>)

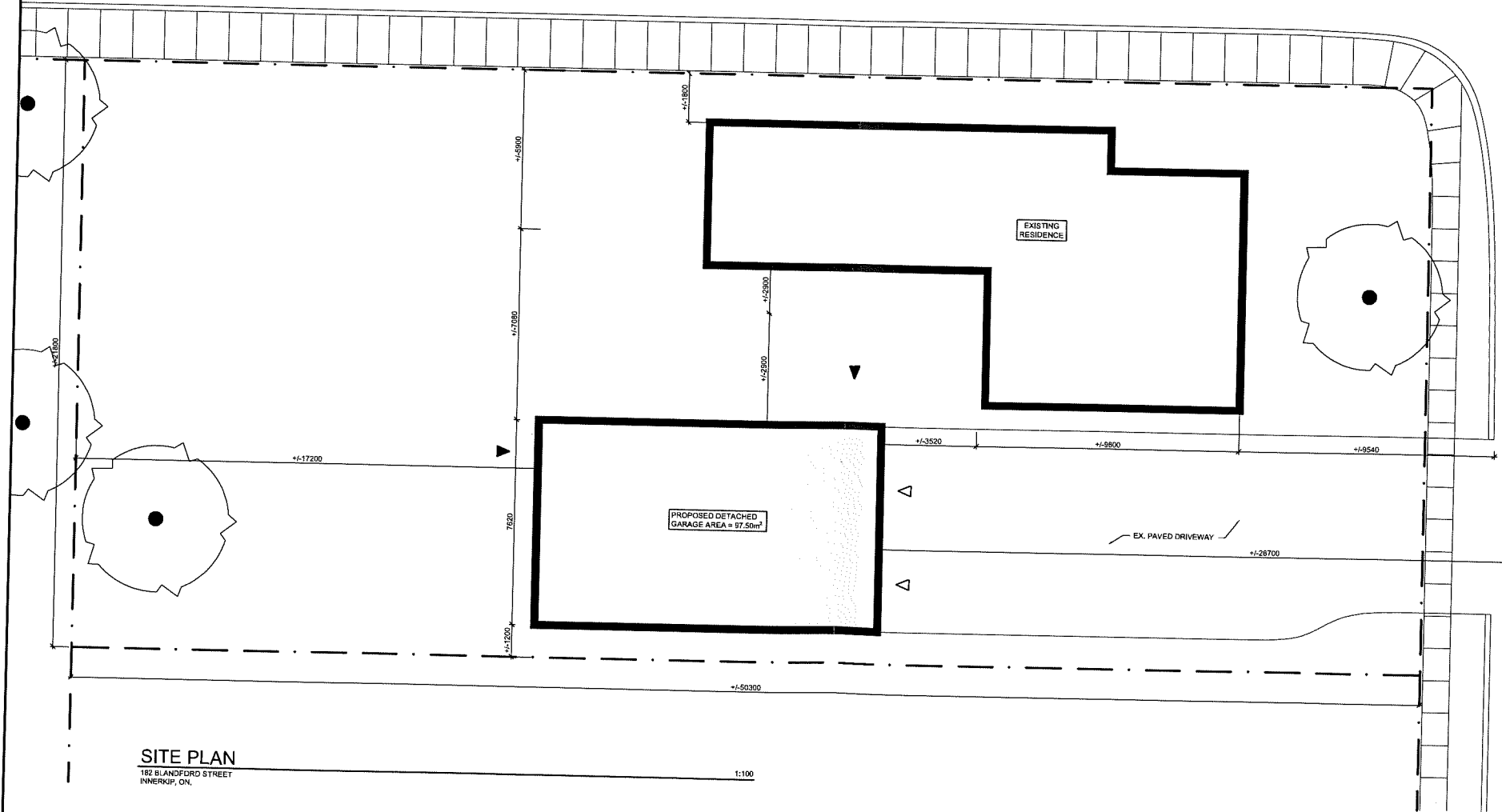
TOTAL BUILDING HEIGHT: (11.0m MAX.) PROPOSED GARAGE X.X m

ONTARIO BUILDING CODE DATA MATRIX		OBC REFERENCE					
ITEM	PROJECT DESCRIPTION						
1	PROJECT DESCRIPTION: <input type="checkbox"/> CHANGE OF USE <input checked="" type="checkbox"/> NEW ADDITION <input type="checkbox"/> ALTERATION	<input type="checkbox"/> PART 3	<input checked="" type="checkbox"/> PART 9				
2	MAJOR OCCUPANCY(S): GROUP 'C'		9.10.2.1				
3	BUILDING AREA: EXISTING BUILDING : 142.23m <sup>2</sup> (1531ft <sup>2</sup> ) PROPOSED ADDITION : 81.3m <sup>2</sup> (875ft <sup>2</sup> ) TOTAL : 81.3m <sup>2</sup> (2406ft <sup>2</sup> )						
4	GROSS AREA: EXISTING BUILDING : 142.23m <sup>2</sup> (1531ft <sup>2</sup> ) PROPOSED ADDITION : 97.5m <sup>2</sup> (1056ft <sup>2</sup> ) TOTAL : 97.5m <sup>2</sup> (2581ft <sup>2</sup> )						
5	NUMBER OF STOREYS: ABOVE GRADE = 1 BELOW GRADE = 0		EXISTING TO REMAIN				
6	HEIGHT OF BUILDING (m): ± 5.85m (19'4")		EXISTING TO REMAIN				
7	NUMBER OF STREETS/ACCESS ROUTES: 1		9.10.2.3				
8	BUILDING CLASSIFICATION: 'C'		9.10.2.1				
9	SPRINKLER SYSTEM PROPOSED: <input type="checkbox"/> ENTIRE BUILDING <input type="checkbox"/> BASEMENT ONLY <input checked="" type="checkbox"/> IN LIEU OF ROOF RATING <input checked="" type="checkbox"/> NOT REQUIRED						
10	STAND PIPE REQUIRED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	N/A					
11	FIRE ALARM REQUIRED: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	9.10.18.2					
12	WATER SERVICE/SUPPLY IS ADEQUATE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	EXISTING TO REMAIN, TBD.					
13	HIGH BUILDING: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	3.2.6.					
14	TYPE OF CONSTRUCTION: <input checked="" type="checkbox"/> COMBUSTIBLE <input type="checkbox"/> NON-COMBUSTIBLE						
15	MEZZANINE(S) AREA: EXISTING AREA (m <sup>2</sup> ) NEW AREA (m <sup>2</sup> ) MEZZANINE: 10% OR LESS ENCLOSED AREA (m <sup>2</sup> ) ≤ 40% UNENCLOSED AREA (m <sup>2</sup> )						
16	OCCUPANT LOAD: GROUP 'C': EXISTING : NA PERSONS NEW : 2 PERSONS BASED ON <input type="checkbox"/> XXm <sup>2</sup> /PERSON <input checked="" type="checkbox"/> DESIGN OF BUILDING	(9.9.1.3)					
17	WASHROOMS NUMBER OF FIXTURES (ENTIRE BUILDING): GROUP 'C': PROPOSED (OL+NA PPL): MALE : NA FEMALE : NA UNIVERSAL : NA						
18	BARRIER FREE DESIGN: <input type="checkbox"/> YES <input type="checkbox"/> NO (EXPLAIN)						
19	CONCEALED SPACE (FLOOR/CEILING) USED AS A PLENUM: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
20	HAZARDOUS SUBSTANCES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
21	REQUIRED HORIZONTAL ASSEMBLIES FIRE RESISTANCE RATING: F.L.R. (HOURS) LISTED DESIGN NO. or DESCRIPTION (SB-2) ROOF: 0.75 N/A MEZZANINE: 0.75 N/A F.L.R. OF SUPPORTING MEMBERS: FLOORS: 0.75 N/A ROOF: N/A N/A	9.10.8.1					
22	SPATIAL SEPARATION - CONSTRUCTION OF EXTERIOR WALLS (9.10.14.4.(7) - GROUP C OCCUP.)						
	WALL AREA OF EBF (m <sup>2</sup> )	LIMITING DISTANCE (m)	PERMITTED % of OPENINGS	PROPOSED F.R.R. (HOURS)	LISTED DESIGN or DESCRIPTION	NONCOMB. CLADDING REQ'D	NONCOMB. CONST. REQ'D
	NORTH NA	NA	NA	NA	-	NOT REQ'D	NOT REQ'D
	SOUTH NA	NA	NA	NA	-	NOT REQ'D	NOT REQ'D
	EAST NA	NA	NA	NA	-	NOT REQ'D	NOT REQ'D
	WEST NA	NA	NA	NA	-	NOT REQ'D	NOT REQ'D
23	EGRESS AND EXIT REQUIREMENTS (9.9.7.4)	MAX. TRAVEL DISTANCE OF 30m AS PER 9.9.8.2.					
24	ADDITIONAL REQUIREMENTS						



STRATFORD STREET

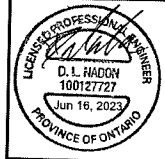
BLANDFORD STREET



**SITE PLAN**  
 182 BLANDFORD STREET  
 INNERKIP, ON.  
 1:100

NO.	DATE	REVISION
1	2023.06.15	ISSUED FOR PERMIT

**WitzelDyce**  
 ENGINEERING INC.  
 826 King Street North, Unit 20  
 Waterloo, Ontario, N2J 4G8  
 www.witzeldyce.com



PROJECT  
**KEVIN CHAMBERS**  
**NEW GARAGE**  
 182 BLANDFORD STREET, INNERKIP, ON.

DRAWING  
**SITE PLAN**

DESIGNER: DLN PROJECT NO.: 15647-100  
 DRAWN: HCP DRAWING NO.:  
 DATE: JUNE 2023  
 SCALE: AS NOTED

**A0.0**

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)Our File: **A07-23****APPLICATION FOR MINOR VARIANCE**

**TO:** Township of East Zorra-Tavistock Committee of Adjustment  
**MEETING:** September 6, 2023  
**REPORT NUMBER:** CP 2023-264

**OWNERS/APPLICANTS:** Brian & Danielle Stere  
 98 Jacob Street West, Tavistock, ON N0B 2R0

**VARIANCE REQUESTED:**

1. Relief from **Section 5.32.1, Table 5.32.1 – Permitted Projections Into Required Yards**, to reduce the minimum setback between projection and lot line for a covered deck from 4 m (13.1 ft) to 2.7 m (8.8 ft).
2. Relief from **Section 12.2, Table 12.2 – Residential Type 1 Zone (R1) Lot Coverage Provision**, to increase the maximum lot coverage from 40% to 45%.

**LOCATION:**

The subject lands are described as Part Block A, Plan M70, Part 2, Plan 41R8915, in the Township of East Zorra-Tavistock. The lands are located on the north side of Jacob Street West, between William Street North and Janelle Drive, and are municipally known as 98 Jacob Street West in the Village of Tavistock.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Serviced Village
Schedule 'E-1'	Township of East Zorra-Tavistock Land Use Plan	Settlement
Schedule 'E-2'	Village of Tavistock Land Use Plan	Low Density Residential

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

Residential Type 1 Zone (R1)

**COMMENTS:**

(a) Purpose of the Application:

The applicants propose to increase the maximum lot coverage permitted in the R1 zone from 40% to 45% to allow an existing 38.6 m<sup>2</sup> (416 ft<sup>2</sup>) uncovered deck to become covered. The footprint of the existing uncovered deck will not change, however, due to the deck becoming covered additional relief is necessary to reduce the required setback between a covered deck and the rear lot line from 4 m (13.1 ft) to 2.7 m (8.8 ft).

The subject lands are approximately 448.3 m<sup>2</sup> (4,825.4 ft<sup>2</sup>) in area and currently contain a 145 m<sup>2</sup> (1,560 ft<sup>2</sup>) single detached dwelling, a 7.8 m<sup>2</sup> (84 ft<sup>2</sup>) shed, and an uncovered deck. The subject lands are located within an established residential neighbourhood consisting of predominately single detached dwellings.

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

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

Plate 3, Applicants' Sketch, illustrates the location and configuration of the existing single detached dwelling, shed, and the uncovered deck that is proposed to be covered, as provided by the applicants.

(b) Agency Comments

The Township Chief Building Official has commented that the majority of the stormwater piping system in this watershed is undersized and the additional hard surfaced area could further negatively impact the current infrastructure. While the Cupoplex unit at the end of William Street North was designed for stormwater retention, it is unknown if any additional capacity is available and it was likely designed knowing the maximum lot coverage in the catchment area was limited to 40%

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

(c) Public Consultation

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

(d) Intent and Purpose of the Official Plan:

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

Staff are satisfied that the use of the subject lands for a single detached dwelling and accessory uses, such as a covered deck, is in keeping with the Low Density Residential designation policies of the Official Plan.

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

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

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

The R1 zone permits a maximum lot coverage of 40%, while the applicants are requesting a lot coverage of 45% to permit an existing deck to be covered. Currently, the lot has 40% lot coverage meaning that any addition to the lot that is covered, such as a covered deck, requires a variance to increase the allowable lot coverage.

The Township's Chief Building Official has reviewed the proposal and has indicated that there could be concerns with the existing stormwater system within the vicinity as the infrastructure was likely constructed with the understanding that 40% lot coverage was the maximum permitted. While permitting small increases to lot coverages on a limited basis will not likely impact the stormwater system, there could be an issue if the practice becomes frequent.

While the applicants are requesting a lot coverage increase from 40% to 45%, according to calculations by staff an increase of only 3% is necessary. The subject lands are 448.3 m<sup>2</sup> (4,825.4 ft<sup>2</sup>) in area. When combining the lot coverage of the 145 m<sup>2</sup> (1,560 ft<sup>2</sup>) single detached dwelling, the 7.8 m<sup>2</sup> (84 ft<sup>2</sup>) shed, and the 38.6 m<sup>2</sup> (416 ft<sup>2</sup>) covered deck there would be a total coverage of 191.4 m<sup>2</sup> (2,060 ft<sup>2</sup>). According to staff's calculations, 191.4 m<sup>2</sup> (2,060 ft<sup>2</sup>) of coverage on a lot 448.3 m<sup>2</sup> (4,825.4 ft<sup>2</sup>) in size would represent 42.6% lot coverage.

Given the comments provided by the Township Chief Building Official regarding the need to consider the limitations of the stormwater system infrastructure, staff believe that any approval should closely align with the actual needs of the project. As such, staff are recommending that a maximum lot coverage of 43% be approved rather than 45%.

In addition to the lot coverage provisions, Section 5.32.1 of the Zoning By-law provides that covered decks are permitted to project into the required rear yard, but that a minimum of 4 m (13.1 ft) must be maintained between the proposed projection and the rear lot line. The intent of the required setback is to ensure that there is adequate room for maintenance and that the structure does not have a detrimental impact on neighbouring lands.

The location of the covered deck would maintain the existing interior side yard width of 1.3 m (4.2 ft) to the west lot line and a width of 2.7 m (8.8 ft) to the north (rear) lot line. The subject lands abut an agricultural operation (cash crop) to the north and it is the opinion of staff that the proposal will not have a detrimental impact on the privacy of neighbouring properties.

Planning staff are generally satisfied that the proposed reduction to the minimum setback between the covered deck and rear lot line will continue to provide for sufficient area for parking, private amenities and lot grading and drainage on the lot. Staff are also satisfied that the revised increase to the permitted coverage, that being 43% rather than 45%, will not negatively impact the stormwater management of the subdivision. As such, staff are of the opinion that the proposal maintains the intent of the Zoning By-law.

(f) Desirable Development/Use:

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

Further, as the proposed relief will facilitate the covering of an existing deck and will abut a property that does not contain residential development to the north, it is not anticipated that the requested relief will have any further impacts on neighbouring properties. In this respect, staff are satisfied that the requested relief can be considered desirable.

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

**RECOMMENDATION:**

That the Township of East-Zorra Committee of Adjustment **approve** Application File A07-23, submitted by Brian & Danielle Stere for lands described as Part Block A, Plan M70, Part 2, Plan 41R8915 in the Village of Tavistock, being municipally known as 98 Jacob Street West, as it relates to:

1. Relief from **Section 5.32.1, Table 5.32.1 – Permitted Projections Into Required Yards**, to reduce the minimum setback between projection and lot line for a covered deck from 4 m (13.1 ft) to 2.7 m (8.8 ft); and
2. Relief from **Section 12.2, Table 12.2 – Residential Type 1 Zone (R1) Lot Coverage Provision**, to increase the maximum lot coverage from 40% to 43%.

Subject to the following condition:

- i. That the proposed relief shall only apply to a covered deck of the approximate size and location as depicted on Plate 3 of Report CP 2023-264.

As the variance requested is considered to be:

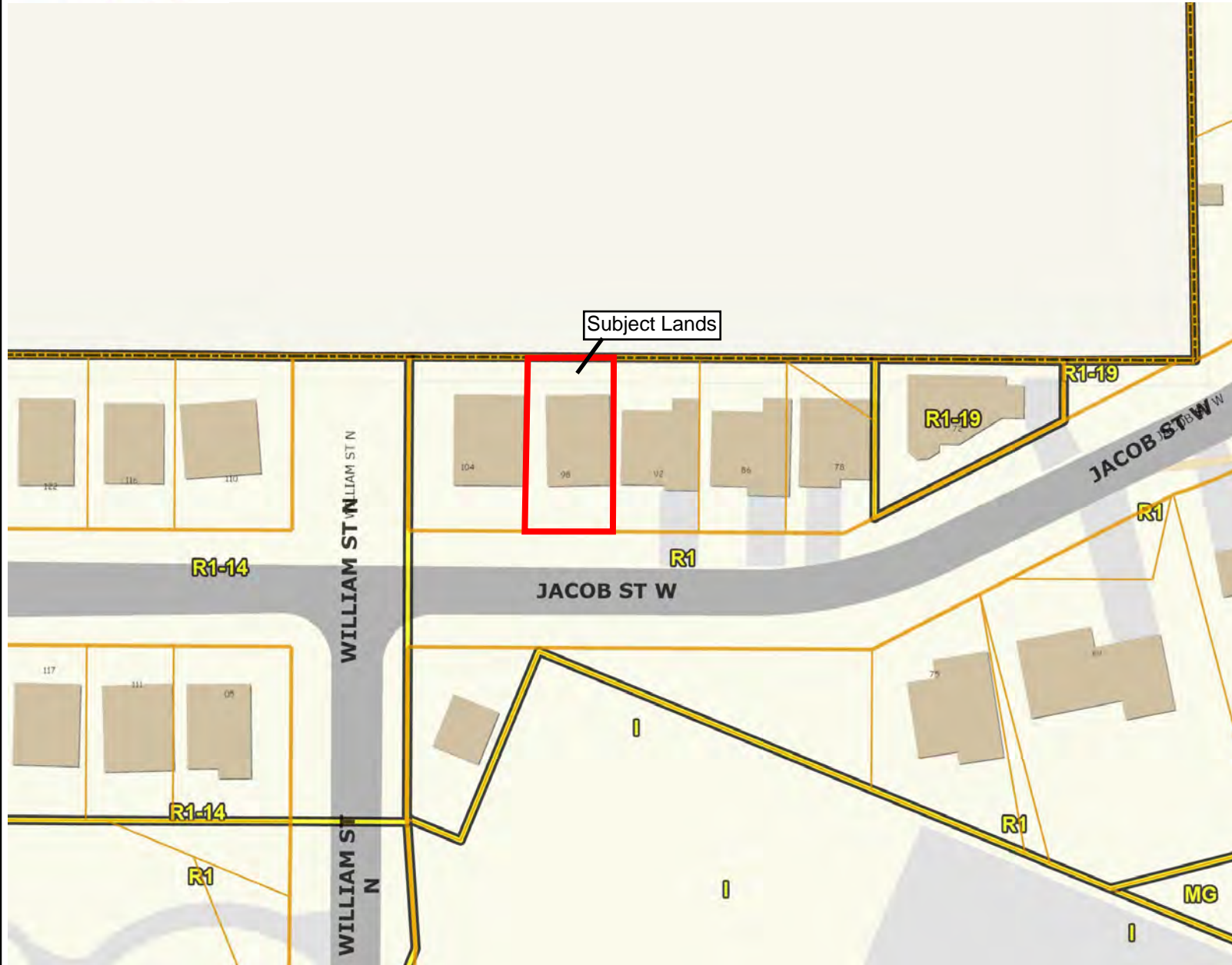
- i) in keeping with the general intent and purpose of the County's Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping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

Authored by: *Original Signed by*

Dustin Robson, MCIP, RPP  
Development Planner

Approved for submission by: *Original Signed by*

Gordon K. Hough, RPP  
Director



**Legend**

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

**Notes**



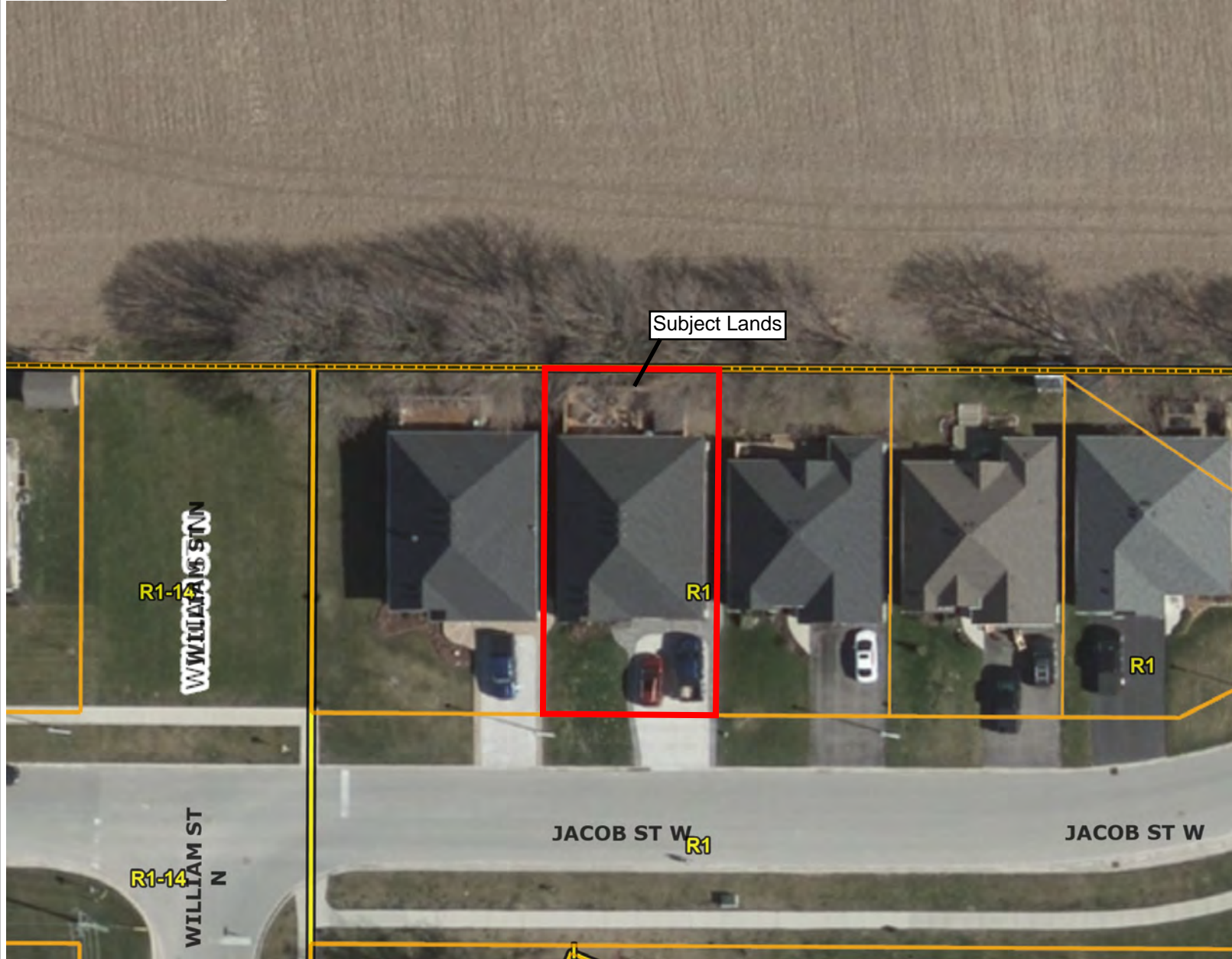
0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



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

August 11, 2023



**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - ♦♦ 100 Year Flood Line
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**Notes**



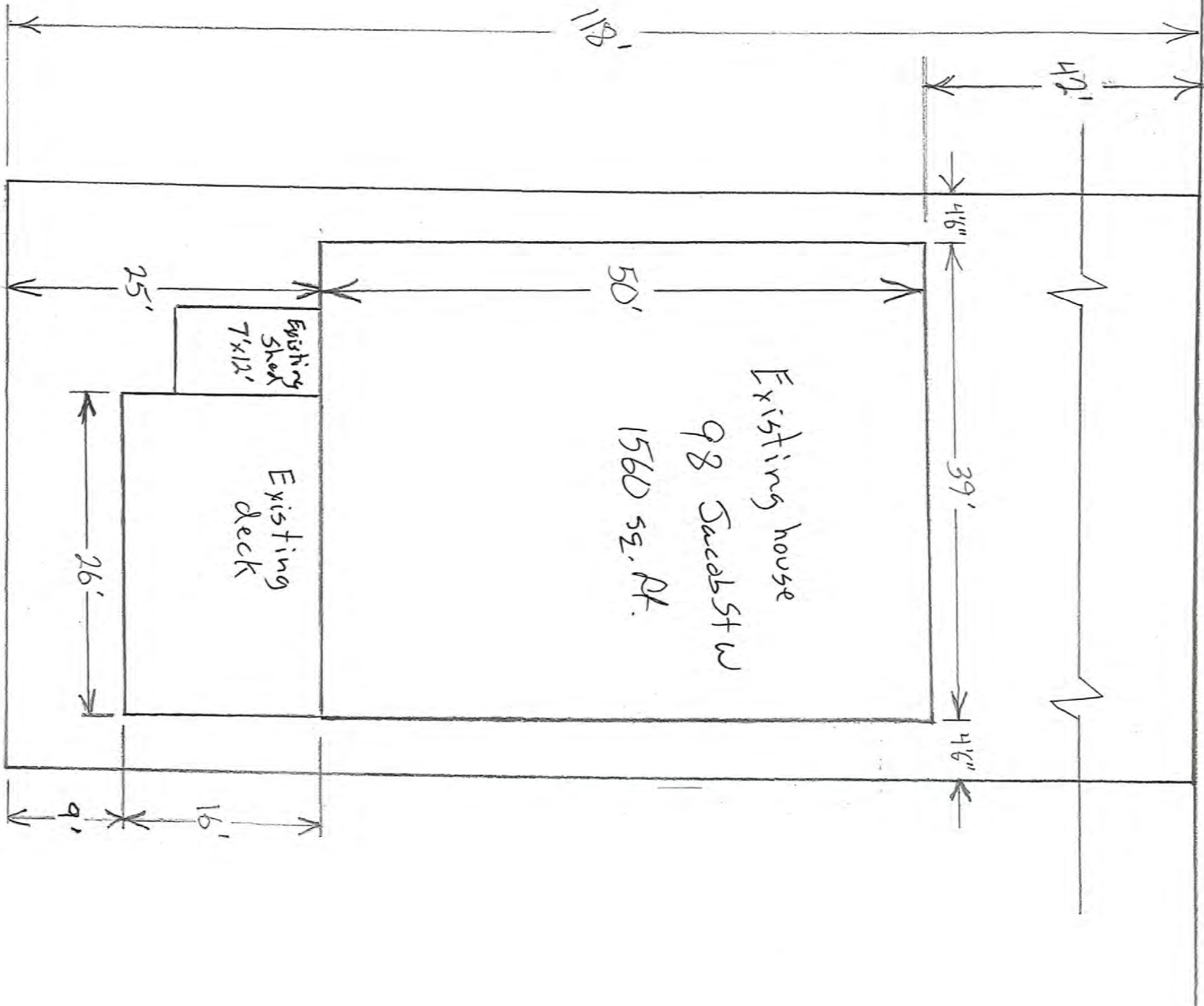
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August 11, 2023



Jacob St. W.



# Presentation to



Monday, August 14, 2023

# Agenda

Page 66

1. What is a Community Foundation
2. Who is **Oxford Community Foundation**, how have we supported our community
3. How can we support each other to **Help Make Oxford Better**

# What is a <sup>Page 67</sup> Foundation?

**A Nonprofit Organization  
Distributing Money for Charitable Purposes**

## Private Foundations

**BILL &  
MELINDA  
GATES  
foundation**



**FORD  
FOUNDATION**

**I V E Y foundation**



**Weston Family  
Foundation**

## Public Foundations



**FANSHAWE  
FOUNDATION**



**WOODSTOCK  
HOSPITAL  
FOUNDATION**

***Community  
Foundations***



*— Helps you leave a —  
lasting legacy in Oxford*

**TO MAKE IT A  
BETTER  
PLACE**



*Protects your legacy by*

**INVESTING  
& GRANTING  
YOUR FUNDS  
WISELY**





*Supports the entire community, including:*

***Culture***

**EDUCATION**

*heritage* **Arts**

**COMMUNITY**

**SOCIAL SERVICES**

***Wellness***

***Environment***

**HEALTH** *Recreation*





*has granted over*

**\$2 MILLION**

**— TO OVER —**

**115 CHARITIES**

**IN OXFORD**





**KEEPS MONEY  
— IN OXFORD —  
FOR OXFORD**

**\$2.4 million in assets.**

**Granting \$150,000 each year from  
33 Individual, Agency and Community Funds.**







**BRINGS**  
**NEW**  
**MONEY**  
**INTO OXFORD**  
*through partnerships*

Partner programs for additional \$800,000 administered by OCF:

- Canada 150 Fund
- RBC Future Launch Community Challenge
- Maple Leaf Community Fund
- Canada Summer Games Fund
- Emergency Community Support Fund
- Healthy Communities Initiative Fund
- Community Services Recovery Fund

# Sample OCF Grants

Page 74



## Hickson Trail

Clearing overgrown brush and the installation of two bridges



## Operation Sharing

Contributing to better days for our less fortunate neighbours.



## Alzheimer Society Oxford

“The Social” a therapeutic hub of crafts, cooking, fitness, and cognitive exercises for people with early to mid-stage dementia.



## Embro Splash Pad

Providing physical activity for children, and a central place for families to gather, socialize and have fun.

## Plattsville & District Heritage Society

Signage preserving long-lost communities also known as “ghost towns.”



## Strong Start

Letters, Sounds, Words program helping children become confident, lifelong readers.



## Oxford Winds Community Concert Band

Providing new music and equipment to enrich lives.



# 1 OF 210 COMMUNITY FOUNDATIONS ACROSS CANADA



COMMUNITY  
FOUNDATIONS  
OF CANADA

What's possible?  
Examples of community  
funds established  
across the country:

- Petrolia Community Fund
- Norwich Township Community Fund
- Abbotsford Agriculture Enhancement Fund
- Prince Edward County Youth Centre Fund



## Warden Marcus Ryan

invites you to sponsor or attend the

### 2023 Warden's Charity Golf Tournament

# SIGN UP NOW!

Thursday, September 21, 2023

**Ingersoll Golf Course**

51 Holcroft St W, Ingersoll



To register go to: [www.oxfordcommunityfoundation.org](http://www.oxfordcommunityfoundation.org)

For more information: [info@oxfordcommunityfoundation.org](mailto:info@oxfordcommunityfoundation.org)



**Practice your putting;  
there's a new Warden in town.**

# 2023 Board of Directors

Page 77

## Staff



**Keith Stevens**  
(Chair)



**Rosemary George**  
(Vice-Chair)



**Bill Mackesy**  
(Past Chair)



**Neil Dolson**  
(Treasurer)



**Louise Wardrop**  
(Executive Director)



**Jade Davies**



**Lynne DePlancke**



**Selina Guy**



**Brian Hadley**



**Heather Haldane**  
(Office & Grants  
Administrator)



**Don Hilborn**



**Kim Parker**



**Karen Sample**



**Kelly Gilson**  
(ex-officio United Way)

# Oxford Community Foundation

Page 78

OCF helps people and organizations to leave a personalized, lasting legacy in Oxford, ***to make it a better place.***

We are the only Community Foundation that serves **all of Oxford County**, granting to all aspects of our community including Arts & Culture, Education, the Environment, Heritage, Sports & Recreation and Social Services.

OCF **makes charitable giving easy**, providing the opportunity to establish funds targeting donors' areas of interest.  
OCF **invests and grants funds wisely.**

---

**For more information:**

**Louise Wardrop**, Executive Director  
[lwardrop@oxfordcommunityfoundation.org](mailto:lwardrop@oxfordcommunityfoundation.org)  
226-667-6404 office, 226-232-6222 cell



**Will Jaques**

---

**Subject:** Oxford County Water / Wastewater Master Plan

**From:** Laura Hamulecki <lhamulecki@oxfordcounty.ca> **On Behalf Of** David Simpson

**Sent:** Thursday, July 20, 2023 5:36 PM

**To:** ahumphries@cityofwoodstock.ca; Julie Middleton <clerk@swox.org>; Kyle Kruger <kkruger@norwich.ca>; danielle.richard@ingersoll.ca; Rodger Mordue <rmordue@blandfordblenheim.ca>; Will Jaques <wjaques@ezt.ca>; Karen Martin <kmartin@zorra.ca>; msmibert@tillsonburg.ca

**Cc:** David Simpson <dsimpson@oxfordcounty.ca>; Don Ford <dford@oxfordcounty.ca>; Mackenzie Schultz <mschultz@oxfordcounty.ca>; Ben Addley <baddley@oxfordcounty.ca>

**Subject:** Oxford County Water / Wastewater Master Plan

Good Afternoon,

Please be advised that Oxford County Council, at its meeting held on July 12, 2023, adopted the following resolution in relation to Council Report No. PW 2023-33, entitled "2024 Water / Wastewater Master Plan":

1. Resolved that the recommendations contained in Report No. PW 2023-33, titled "2024 Water and Wastewater Master Plan", be received as information;
2. And further, that the draft report be circulated to Area Municipalities requesting their feedback within 75 days (September 25, 2023);
3. And further, that the draft report be posted to Speak Up Oxford for feedback from the public for 75 days (September 25, 2023);
4. And further, that all comments received be provided in a report for council's consideration when considering the draft report.

You are welcome to include the attached County Council Report and Amended Resolution as formal correspondence as information to your respective Councils.

Based on the above resolution, any further written informal comments with respect to the Water / Wastewater Master Plan can be forwarded to Mackenzie Schultz, Supervisor of Water/Wastewater Technical Services, ([mschultz@oxfordcounty.ca](mailto:mschultz@oxfordcounty.ca)), **no later than September 25, 2023**.

The final draft Water / Wastewater Master Plan report can be viewed [here](#) on our Speak Up, Oxford! page.

Thank You,

David

**DAVID SIMPSON, P.Eng., PMP** (HE/HIM)  
Director of Public Works, OXFORD COUNTY T 519.539.9800 ext 3100

**To:** Warden and Members of County Council

**From:** Director of Public Works

**See amended  
resolution**

## **2024 Water and Wastewater Master Plan**

### **RECOMMENDATIONS**

---

- 1. That County Council endorse, in principle, the draft 2024 Water and Wastewater Master Plan as the recommended servicing strategies to meet Oxford's growth needs to 2046 as well as provide effective on-going continuity to existing serviced settlement areas;**
- 2. And further, that County Council direct Staff to file a Notice of Completion and commence the 45-day public review period as required under the Municipal Class Environmental Assessment (MCEA) process.**

### **REPORT HIGHLIGHTS**

---

- The purpose of this report is to seek County Council's endorsement, in principle, of the draft 2024 Water and Wastewater Master Plan (W/WW MP) which provides a strategic roadmap to service existing needs and accommodate future growth.
- The draft 2024 W/WW MP identifies water and wastewater infrastructure requirements to accommodate projected population and employment growth to 2046 in accordance with the 2020 Provincial Policy Statement and the County's approved Phase I Comprehensive Review (2020), while ensuring service continuity to existing serviced settlement areas. This approach strategically focuses future growth and development primarily in designated community settlement areas (i.e. existing areas that are currently fully or partially serviced).
- The draft 2024 W/WW MP is centered around several key servicing strategies to address risk and capacity considerations, including: optimization of existing infrastructure, new well supplies, water/wastewater treatment plant expansions, extensions of existing water distribution / wastewater collection systems, system redundancy projects, water conservation and sewer system inflow and infiltration reduction.
- A comprehensive public consultation and engagement campaign was undertaken throughout the Master Plan as per the MCEA process. The process involved Community Members, Area Municipalities, Review Agencies, Indigenous Communities, public interest groups, businesses and other stakeholders. Following the potential issuance of the Master Plan Study Notice of Completion, the final consultative stage will include a 45 day review opportunity for all interested parties to comment on the draft W/WW MP Study Report.



## Implementation Points

Upon Council approval, staff will proceed to issue and file a Notice of Completion for the draft 2024 W/WW MP. Copies of the final draft of the Master Plan Study Report will be available upon request as well as posted to the Oxford County website and online engagement hub at *Speak Up, Oxford!*.

Following a 45 day public review period and subject to comments received, the 2024 W/WW MP Class Environmental Assessment (Class EA) Study Report can be finalized and filed.

It is recognized that the 2024 W/WW MP proceeded under Approach 1 of the MCEA process and does not address MCEA requirements for Schedule B and Schedule C projects. Class EA Studies for these applicable projects, as identified in the W/WW MP, will be carried out in greater detail in the future at which time the public, agencies, and Indigenous Communities will be provided an opportunity for ongoing review and comment on the same.

## Financial Impact

There are no financial impacts to the 2023 Business Plan and Budget based on the recommendations contained within this report.

Once finalized, the 2024 W/WW MP will become an input to the County's 2024 Water and Wastewater Development Charges Technical Study which will inform the upcoming 2024 Development Charges Background Study. It is anticipated that the approved growth forecast to 2046 and associated capital implementation plan may be further refined through the ongoing 2024 Development Charges process.

Future implementation of projects identified in the 2024 W/WW MP will be considered by County Council through the annual budgeting process to which approved projects will be integrated within the County's 2022 Asset Management Plan which focuses on lifecycle needs of existing projects and incorporates the needs of growth projects identified in the Development Charges Background Study.

Increases to the level of services provided, or addition of new services, are not explicitly accounted for within the annual contribution to reserves. It is likely that additional funding and staff resourcing will be required to implement all projects identified in the W/WW MP, including the use of long-term debenture funding, increases to rates and possible prioritization of service projects over lifecycle projects to accommodate funding limitations. Staff will seek out additional funding opportunities wherever possible.

## Communications

As noted in Report No. [PW 2022-47](#), an extensive public consultation and engagement program was carried out during the development of the 2024 W/WW MP in order to provide meaningful opportunities for public, Indigenous Communities and stakeholder input. The feedback and input received has been summarized in the draft 2024 W/WW MP Study Report.

The community engagement around the 2024 W/WW MP was undertaken through a range of tools to seek feedback from Oxford's various communities and demographics as follows:







- **Speak Up, Oxford!** This serves as the engagement hub for consultation. It was published in March 2022, with 2300 total visits to the site since its launch.
- **Feedback surveys and question form:** Together, the interactive tools solicited input from 94 visitors who reviewed information or participated in feedback forms (surveys) and/or a questions tool. There were also 583 downloads of documents (public notices, Public Consultation Centre presentations).
- **Public Consultation Centre (PCC) #1:** Taking place on September 29, 2022, this event drew approximately 10 participants for a nearly one and a half hour discussion.
- **PCC #2:** Took place on June 27, 2023, this event drew approximately 25 participants over a nearly two-hour discussion.
- **“Pop-up” events:** These in-person events provided an opportunity for members of the public to speak directly with the project team during the first consultation window, including Canada's Outdoor Farm Show (September 14, 2022), Tillsonburg Ribfest (September 23 and 24, 2022), Ingersoll Town Council Chamber (September 26, 2022).
- **Print advertising:** For audiences that prefer to receive news through newspapers and community publications, information on how to provide input was outlined in 28 **print ads** and **public notices** during the consultation period. Publications encompassed the *Oxford Review*, *Norfolk-Tillsonburg News*, *Woodstock Sentinel Review*, *Ayr News*, *Wilmot-Tavistock Gazette*, *St. Marys Independent*, *What's On Woodstock* and *Village Voice Oxford* editions.
- **Digital (web) and social media ads:** There was extensive online advertising throughout both consultation phases encompassing Facebook and Instagram for social media and digital advertising on popular websites geo-targeted to Oxford County residents. “Organic” (non-paid) postings on the County's social media pages has been ongoing.
- **Media:** A **news release** and posts to the Oxford County **website** were performed.
- **Stakeholder consultation meetings:** Sessions with Area Municipalities, community partners and other key stakeholders ensured such parties were informed about the process and were given opportunity to provide input.

Overall, feedback received through the public consultation and engagement campaign indicated general support for the 2024 W/WW MP strategy. The feedback centered on water and wastewater system service provisions, feasibility and cost effectiveness related to the following topics:

- Drinking water quality improvements (aesthetic);
- Water and wastewater servicing reliability;
- Changing servicing demands and infrastructure expansion (growth considerations);
- Water conservation programs and initiatives;
- Wastewater and water treatment enhancements; and
- Climate change resiliency.

Report No. PW 2023-33 will be circulated to Area Municipalities for information.

**Strategic Plan (2020-2022)**

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
1.ii.		3.iii.	4.i. 4.ii.	5.ii.	

**DISCUSSION**

**Background**

As noted in Report No. PW 2022-47, the draft 2024 W/WW MP was developed as a strategic planning document which prescribed Oxford County’s comprehensive long-term water and wastewater servicing strategies that will support existing needs and accommodate future growth in population and employment through to the year 2046 in accordance with the 2020 Provincial Policy Statement and the County’s approved Phase I Comprehensive Review (2020).

The draft 2024 W/WW MP was undertaken in accordance with the MCEA process for Master Plans (Appendix 4, Approach #1 of the MCEA, October 2000, as amended in 2007, 2011, 2015 and 2023). Accordingly, the draft 2024 W/WW MP considered all reasonable water and wastewater servicing alternatives and developed a preferred alternative that offered the lowest potential impacts on the natural, cultural, social and economic environment of the community.

In addition to the social, cultural, economic and environmental considerations, focus was placed on sustainability, constructability, operability and service integration with other existing or future water, wastewater and road infrastructure projects. The alternative water and wastewater servicing strategies were assessed for the greatest utility and potential impacts using the evaluation criteria framework shown in Table 1.

**Table 1: Water and Wastewater Servicing Evaluation Criteria**

<b>Category</b>	<b>Criteria</b>
<b>Technical</b>	<ul style="list-style-type: none"> <li>• Constructability</li> <li>• Improvement to operations</li> <li>• Infrastructure required</li> <li>• Approval requirements</li> <li>• Risk mitigation– regulatory, supply security, climate change, etc.</li> </ul>
<b>Social and Cultural</b>	<ul style="list-style-type: none"> <li>• Public acceptance</li> <li>• Impact to cultural heritage infrastructure and landscapes</li> <li>• Impact to archaeological infrastructure and resources</li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• Impact to aquatic and terrestrial species and habitat</li> <li>• Impact to surface water quantity and quality</li> <li>• Impact on climate change</li> </ul>
<b>Economic</b>	<ul style="list-style-type: none"> <li>• Capital costs</li> <li>• Operation and maintenance costs</li> <li>• Allows for planned community growth</li> </ul>

## Comments

### Preferred Servicing Strategies

Following review of opportunities and constraints across Oxford County's 17 municipal drinking water systems and 11 wastewater systems, the need to develop alternative servicing concepts and strategies were based on ensuring that there is sufficient treatment and transmission capacity available in time to service projected growth as well as sustain service to existing residents and businesses.

Of note, the draft 2024 W/WW MP was established to service growth and development that was focused within designated settlement areas, including fully serviced (municipal) large urban centers and villages as well as partially serviced (municipal) villages. The draft 2024 W/WW MP was directed to assume that any current privately serviced (well and/or septic) villages and/or rural clusters will remain on such servicing given that County approved growth was limited to minor infilling in those areas.

The preferred water and wastewater strategies were developed with the intent to:

- Optimize and maximize the available capacity in existing infrastructure before adding new infrastructure that may be required for additional treatment or transmission capacity;
- Provide reliability, redundancy and security in the infrastructure systems;
- Develop infrastructure systems which meet the MECP legislative requirements, best management practices and County's established asset level of service framework;
- Utilize proven, reliable, and financially sustainable technologies;
- Recognize water conservation and sewage system infiltration reduction measures which support environmental sustainability;
- Optimize pumping and storage infrastructure to maintain level of service under emergency conditions and extreme weather events; and
- Offer infrastructure solutions that recognize potential for growth beyond current planning horizons.

A high-level executive summary of the draft 2024 W/WW MP strategies, associated key actions and implementation plan is provided in Attachment 1. The complete final draft W/WW MP Report can be viewed on W/WW MP project webpage at <https://speakup.oxfordcounty.ca/wwwmp>.

### Preferred Water Servicing Strategy and Projects

The preferred water servicing strategy involves extending existing water distribution systems (watermain extensions, new booster pumping stations, new storage facilities) to service infill areas and employment lands, optimizing existing well supply yields, expanding existing water treatment plant capacities, developing new well supplies, ongoing source water protection initiatives and continuing water conservation best management practices.

The preferred water servicing strategy has identified numerous water capital projects which are required to service existing needs and anticipated growth in Oxford County. The overall water capital program from 2024 to 2046 has been estimated to be approximately \$245 million (2023 dollars).

Below is a list of significant water projects for various County drinking water systems (DWS) anticipated for implementation over this timeframe:

**Township of Blandford-Blenheim**

- *Drumbo DWS* – Standby power to existing wells, trunk watermain extensions/upsizing, new well supply, new water treatment plant with filtration
- *Plattsville DWS* – Water treatment plant filtration upgrades, new well supply
- *Bright DWS* - Plattsville to Bright water system interconnection, Well 5 decommissioning

**Township of East Zorra-Tavistock**

- *Tavistock DWS* – New Well Supply, New Treatment Plant with Onsite Water Storage, Trunk watermain extensions/upsizing, Water Treatment Plant Filtration Upgrades, Water Tower Rehabilitation
- *Innerkip DWS* – Water Infrastructure Refurbishment
- *Hickson DWS* – Water Infrastructure Refurbishment

**Township of Zorra**

- *Embro DWS* – New Water Storage, Reservoir disinfection (contact time) alterations, water storage enhancements
- *Thamesford DWS* – Trunk watermain extensions, Reservoir disinfection (contact time) alterations
- *Lakeside DWS* – Water Infrastructure Refurbishment

**Township of South-West Oxford**

- *Mount Elgin DWS* – Water Treatment Plant Optimization, Ingersoll to Mount Elgin Water System Interconnection
- *Beachville DWS* – New Well Supply and Water Storage
- *Brownsville DWS* – Water Quality Improvements, Water Treatment Plant Filtration Addition
- *Dereham Centre DWS* – Water Infrastructure Refurbishment

**Township of Norwich**

- *Norwich-Otterville-Springford DWS* – Norwich Water Treatment Plant Filtration and Storage

**Town of Tillsonburg**

- *Tillsonburg DWS* – Upgrades to Wells 3 and 6A Treatment Facilities (Off-line), Well 7A Filtration Upgrades, Replacements of Wells 1A and 2, Standby Power, Water Storage Expansion, Trunk watermain extensions/upsizing, Source Water Protection

**Town of Ingersoll**

- *Ingersoll DWS* - Trunk watermain extensions/upsizing, New Booster Pumping Station, New Elevated Water Storage, Water Quality Improvement Pilot (taste / smell)

**City of Woodstock**

- *Woodstock DWS* – Standby Power, Southside Water Treatment Plant Replacement, Feedermain Twinning, Upgrades to Wells 6 and 9, Trunk watermain extensions/upsizing, New Water Booster Pumping Stations, Pressure Zone Boundary Adjustments, Source Water Protection

## Preferred Wastewater Servicing Strategy and Projects

The preferred wastewater servicing strategy involves expanding existing wastewater collection systems (sewer mains extensions, new/upsized forcemains, new/upgraded sewage pumping stations) to service infill areas and employment lands, rehabilitating aging trunk sewers, expanding existing water treatment plant capacities and initiating sewer system inflow and infiltration reduction best management practices.

The preferred wastewater servicing strategy has identified numerous wastewater capital projects which are required to service existing needs and anticipated growth in Oxford County. The overall wastewater capital program from 2024 to 2046 has been estimated to be approximately \$329 million (2023 dollars). Below is a list of significant wastewater projects for various County wastewater systems (WWS) anticipated for implementation over this timeframe:

### **Township of Blandford-Blenheim**

- *Drumbo WWS* – Wastewater Treatment Plant Capacity Expansion (Phase 2), Standby power to SPS locations
- *Plattsville WWS* – Wastewater Treatment Plant Optimization, Lagoon biosolids removal and berm repair, Trunk sewer extensions, forcemain twinning and capacity review

### **Township of East Zorra-Tavistock**

- *Tavistock WWS* – Wastewater Treatment Plant Capacity Expansion (Phase 2), Sewage Pumping Station Capacity Upgrades, Trunk sewer extensions/upsizing, Sewer System Inflow and Infiltration Reduction
- *Innerkip WWS* – Upsizing/Twinning of Forcemain to Woodstock

### **Township of Zorra**

- *Embro WWS* – Sewage Pumping Station Capacity Upgrades, Upsizing/Twinning of Forcemain to Woodstock
- *Thamesford WWS* – Wastewater Treatment Plant Upgrades

### **Township of South-West Oxford**

- *Mount Elgin WWS* – Wastewater Treatment Plant Capacity Expansion (Phase 3 / 4), Ingersoll to Mount Elgin Wastewater System Interconnection (Forcemain)

### **Township of Norwich**

- *Norwich WWS* – Wastewater Treatment Plant Capacity Expansion (Phase 2), Lagoon biosolids removal and berm repair

### **Town of Tillsonburg**

- *Tillsonburg WWS* – Wastewater Treatment Plant Capacity Expansion (Phase 2), Trunk sewer rehabilitation, Upgrades to Sewage Pumping Stations, Forcemain Upgrades, Trunk sewer extensions/upsizing

### **Town of Ingersoll**

- *Ingersoll WWS* - Trunk sewer extensions/upsizing, New Sewage Pumping Stations, New Forcemains, New Trunk sewer river crossing, Wastewater Treatment Plant Upgrades

### **City of Woodstock**

- *Woodstock DWS* – Trunk sewer extensions/upsizing, New Forcemains, New/Upgraded Sewage Pumping Stations, Wastewater Treatment Plant Upgrades, Brick Pond Trunk sewer realignment, Sewer Inflow and Infiltration Reduction

## Conclusions

As part of integrated growth management in Oxford County, the water and wastewater servicing strategies and identified infrastructure projects will accommodate the servicing needs in accordance with the County's approved Phase I Comprehensive Review (2020) growth forecast. Further, the preferred servicing strategies will enhance existing system needs and reliability of water and wastewater servicing provisions for existing County residents and businesses.

All project needs have been incorporated in the County's water and wastewater multi-year capital implementation plan to 2046, at a total estimated cost of approximately \$574 million between the years of 2024 and 2046 (~ \$25 million annually).

It is anticipated that the approved growth forecast to 2046 and associated capital implementation plan may be further refined through the ongoing 2024 Development Charges process.

## SIGNATURES

---

### Report Author:

Original signed by

---

Mackenzie Schultz  
Supervisor of Water and Wastewater Technical Services

### Departmental Approval:

Original signed by

---

David Simpson, P.Eng., PMP  
Director of Public Works

### Approved for submission:

Original signed by

---

Benjamin R. Addley  
Chief Administrative Officer

## ATTACHMENT

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Attachment 1 – Draft 2024 Water and Wastewater Master Plan Executive Summary (July 2023)

# Draft 2024 Oxford Water and Wastewater Master Plan

## Executive Summary

July 6, 2023





**2024 Oxford Water and Wastewater Master Plan  
Executive Summary**

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- Table ES-6.1: Summary of Solutions Reviewed for Water Issues
- Table ES-6.2: Detailed Water Capital Implementation Plan
- Table ES-7.1: Summary of Solutions Reviewed for Wastewater Issues
- Table ES-7.2: Detailed Wastewater Capital Implementation Plan
- Table ES-7.3: Total Cost of Policy Development and Strategic Projects

## 1.0 INTRODUCTION

The County of Oxford (“the County”) has commenced a Water and Wastewater Master Plan (W/WW MP) in order to develop, evaluate and determine a long term water and wastewater approach to manage current servicing needs as well as accommodate future projected population and employment growth to the year of 2046.

### 1.1 Background

The County owns 17 municipal drinking water systems and 11 municipal wastewater systems which includes, but is not limited to, approximately 735 km of distribution watermains, 34 water treatment plants, 42 water reservoirs/storage towers, 6 water booster stations, 61 active groundwater supply wells, 600+ km of sewers and forcemains, 36 sewage pumping stations, 9 wastewater treatment plants, SCADA systems, 4 bulk water stations and a biosolids management facility.

The County holds full municipal authority and is responsible for all water and wastewater system services, including water treatment, wastewater treatment, water distribution and wastewater collection, as per Section 11(11) of the Municipal Act, 2001.

### 1.2 Master Plan Goals

The following goals were developed for the W/WW MP:

1. Provide water and wastewater strategies to service existing settlement areas and growth to the year 2046;
2. Develop water and wastewater strategies that are consistent with and conform to Provincial policies/legislation and support the County’s Official Plan and strategic initiatives;
3. Identify options for optimizing the effectiveness of the existing water and wastewater infrastructure; and
4. Develop an integrated multi-year water and wastewater capital implementation plan which affords infrastructure reliability, redundancy and sustainability.

### 1.3 Study Area

The Study Area below incorporates the County’s entire geographical region which includes its eight Area Municipalities - Township of Blandford-Blenheim, Township of East Zorra-Tavistock, Town of Ingersoll, Township of Norwich, Township of South-West Oxford, Town of Tillsonburg, City of Woodstock, and Township of Zorra. The Study Area is made up of rural areas, settlement clusters and smaller urban centres which cover approximately 2,000 km<sup>2</sup> as shown in Figure ES-1.1.

In order to provide the necessary land use planning and servicing basis for the settlement expansions that are required to accommodate this growth, the County and some Area Municipalities have recently initiated and/or completed a number of Secondary Plans. The Secondary planning processes are shown in Figure ES-1.2.

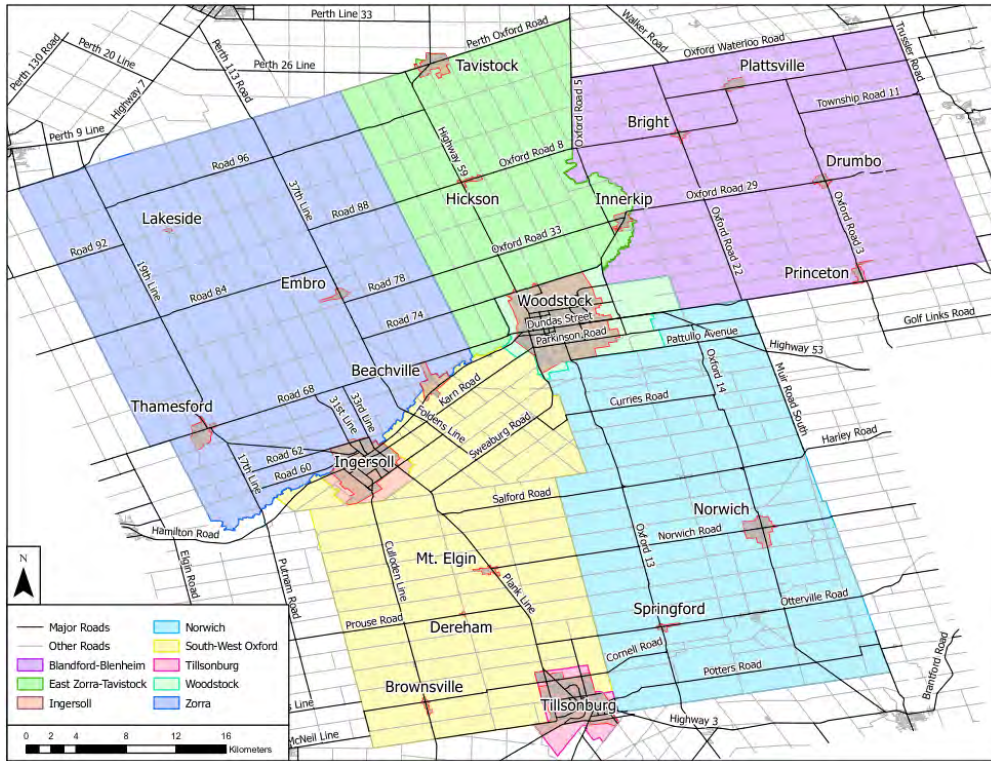


Figure ES-1.1: Water and Wastewater Master Plan Study Area

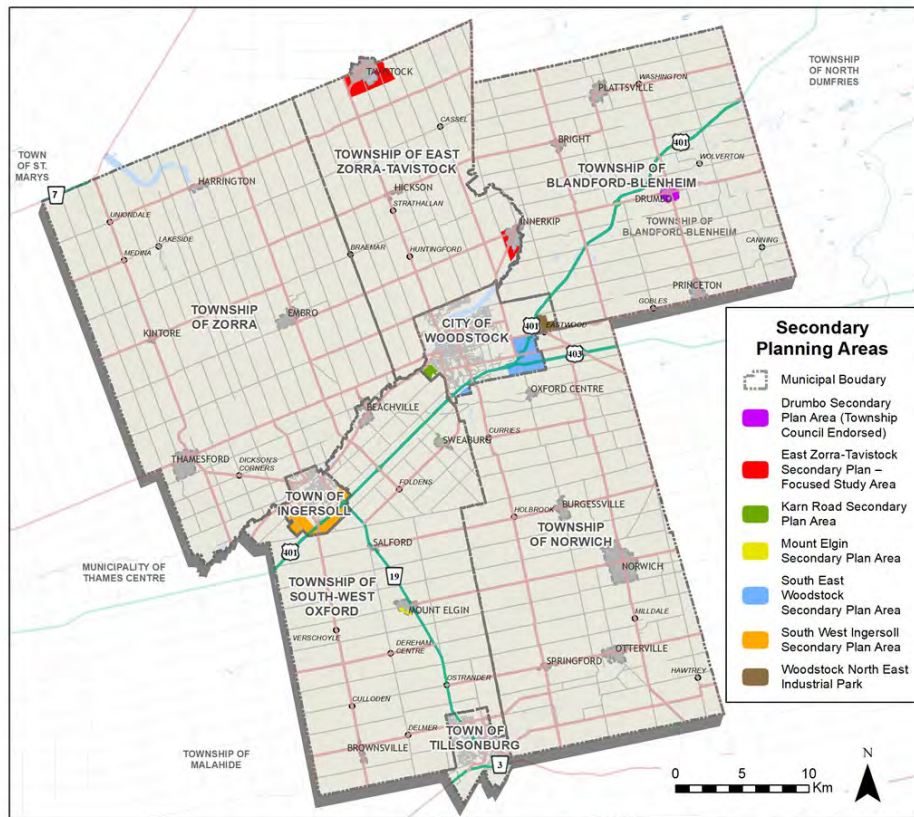


Figure ES-1.2: Oxford County's Secondary Planning Areas

## 2.0 MASTER PLANNING PROCESS

### 2.1 Class Environmental Assessment and Master Plan Process

The Master Plan process provides the basis for developing long-range water and wastewater servicing plans which integrates infrastructure requirements for existing / future land use and evaluates all reasonable servicing alternatives with considerations to natural, social, and economic environments (“triple bottom line”).

In this regard, preparation of the 2024 W/WW MP followed the Municipal Class Environmental Assessment (Class EA) process which is an approved planning and design process under the *Ontario Environmental Assessment Act, 1990*. The W/WW MP was developed following Approach #1 of the Municipal Class EA process which involves a broad scope and a high level of assessment of the projects identified in the Study Area. Projects were identified and classified into schedules based on the type of undertakings and related activities (A, A+, B, C).

The W/WW MP serves to satisfy Phases 1 (identify the problem) and 2 (identify alternative solutions to the problem) of the five-phase Municipal Class EA planning and design process. While the Class EA requirements for Schedule A and A+ were fulfilled through the above approach, other project-specific investigations may be required to satisfy additional Class EA requirements (Phases 3 & 4) before implementation of certain individual projects (i.e. Schedule B and C Class EA Studies).

### 2.2 Problem and Opportunity Statement

The County has defined the following as its statement of the problem/opportunity to be addressed by the W/WW MP:

***“To identify preferred water and wastewater servicing strategies to meet Oxford’s growth needs to 2046 as well as provide effective on-going continuity to existing serviced settlement areas across Oxford County as appropriate.”***

The W/WW MP will afford on-going servicing continuity for the communities (designated as settlement areas in the Oxford County Official Plan), including fully serviced (municipal) large urban centres and villages, which are intended to be the primary focus for future growth and development, as well as partially serviced villages. The W/WW MP was directed to assume that any rural villages that are privately serviced and/or rural clusters will remain on such servicing given growth is limited to minor infilling in these areas.

The 2024 W/WW MP was developed to service planned population and employment growth forecasts to the year 2046 which are based on the approved 2020 Oxford County Phase 1 Comprehensive Review. As part of the water and wastewater servicing assessment, a sensitivity analysis was also undertaken to evaluate the potential impacts of higher than forecasted growth on the County’s water and wastewater infrastructure needs. The purpose of this analysis was to provide the County with additional information and direction necessary to adjust the infrastructure improvement plans to accommodate higher than forecasted growth should it be identified through upcoming forecast updates, or otherwise materialize over the planning period.

### 3.0 PUBLIC CONSULTATION AND ENGAGEMENT

In keeping with the principles of the Municipal Class EA process, the W/WW MP featured a high degree of public and stakeholder involvement. The Class EA process requires stakeholder consultation to incorporate input from interested or impacted groups. Potential stakeholders included but were not limited to public, review agencies, Indigenous Communities, Oxford County Internal staff and Council departments, Area Municipality Councils and staff, and Railways, Transit Agencies, Utilities, etc.

The following summarizes the public announcements and consultation opportunities for public and agency input and participation in the study:

- Notice of Study Commencement in March 2022;
- News releases, radio ads, and social media posts;
- Two virtual Public Consultation Centres, in September 2022 and June 2023;
- Six in person consultation events at Canada's Outdoor Farm Show in Woodstock (September 2022), Ribfest in Tillsonburg (September 2022), Ingersoll Town Council Chambers (September 2022, March 2023), Oxford Council Chambers in Woodstock (March 2023), and Tillsonburg Council Chambers (March 2023);
- Updates and references to the study through the Oxford County website and "Speak-Up Oxford" (<https://oxfordcounty.ca/wwwmp>);
- Five advisory committee meetings with the Internal Technical Review Committee (InTAC) (April 2022, April & May 2023) and External Technical Review Committee (ExTAC) (April 2022, June 2023); and
- Presentations to Oxford County County.

Agencies, stakeholders, and Indigenous Communities were notified at key points in the study process, and they were encouraged to provide any information they felt was necessary for the Project Team to consider during the study. All comments received from agencies, stakeholders and Indigenous Communities were recorded and considered throughout the Master Plan process.

### 4.0 MASTER PLANNING PRINCIPLES

To review the issues and opportunities in the County with regards to water and wastewater servicing to the period to 2046, the following principles shown in the table below were developed by the County.

**Table ES-4.1: Oxford County Water and Wastewater Master Planning Principles**

2024 Water and Wastewater Master Plan
Integrate growth management planning and infrastructure servicing in a manner which ensures alignment with County's Official Plan and Strategic Initiatives
Offer infrastructure solutions that recognize potential for growth beyond current planning horizons
Develop infrastructure systems which meet the County's established asset level of service framework and MECP legislative requirements
Maximize the use of available existing capacity in infrastructure, while considering sustainable infrastructure expansions
Provide reliability, redundancy, and security in the infrastructure systems, including consideration of reserve capacity
Optimize pumping and storage infrastructure to maintain level of service under emergency conditions
Recommend proven, reliable, financially, and sustainable technologies that meet long-term servicing requirements
Recognize water conservation and efficiency measures to support environmental sustainability
Consider infrastructure operating and maintenance costs, including full lifecycle costing, to evaluate overall long-term financial implications and sustainability

## 5.0 WATER AND WASTEWATER SERVICING STRATEGY DEVELOPMENT

The process of determining Oxford County's long term water and wastewater servicing needs involved a number of tasks and evaluation processes that were undertaken as part of the W/WW MP process. Some of the key tasks undertaken included:

- Analyzing planning information and undertaking growth sensitivity analyses;
- Establishing existing system conditions;
- Identifying issues and constraints for each system;
- Developing design criteria and projections of future water demands and wastewater flows;
- Assessing existing and future infrastructure capacity;
- Assessing risk;
- Developing servicing evaluation criteria;
- Developing alternative servicing concepts;
- Evaluating alternative servicing strategies; and
- Determining preferred servicing strategy, implementation, and phasing.

There are potential considerations that will influence the County’s ability to provide water and wastewater services with its current infrastructure and these will have to be considered in planning existing and future works as summarized in Table ES-5.1.

**Table ES-5.1: Summary of Major Water and Wastewater System Considerations**

Water System	Wastewater System
<ul style="list-style-type: none"> <li>• Changes in water quality requirements</li> <li>• Variability in individual well yields</li> <li>• Power Interruptions</li> <li>• Climate Change – lowering of water table</li> <li>• Source water protection – human impacts on water quality and quantity</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to regulated effluent quality</li> <li>• Changes in discharge requirements due to the receiving stream’s assimilative capacity.</li> <li>• Power Interruptions</li> <li>• Climate Change – increased sewer infiltration/inflow, flood levels impacting facilities</li> </ul>

## 6.0 PREFERRED WATER SERVICING STRATEGY

### 6.1 Overall Water Strategy Summary

The preferred water servicing strategy ensures the County’s municipal drinking water systems have adequate water supply, water treatment capacity, sufficient water system storage and pumping/transmission capabilities to the year 2046. The strategy was based on a combination of servicing alternatives which included:

- Optimizing existing well supply and water distribution conveyance infrastructure.
- Extending existing water distribution systems (watermain extensions, new booster pumping stations, new storage facilities, system interconnections) to service infill areas and employment lands.
- Developing new well supplies and expanding existing water treatment plant capacities.
- Ongoing source water protection initiatives and continuation of water conservation best management practices.
- Focusing growth and development within designated settlement areas, including fully serviced (municipal) large urban centers and villages as well as partially serviced (municipal) villages.

Specific alternatives for each drinking water system were then further developed based on the type of issue found within each system as summarized in Table ES-6.1.

**Table ES-6.1: Summary of Solutions Reviewed for Water Issues**

Issues	Servicing Solutions Reviewed
Water Supply	Additional standby production well Interconnection with another system Specialized well rehabilitation Water conservation

Issues	Servicing Solutions Reviewed
Water Treatment	Treatment at well site Treatment at centralized site (multiple wells) Treatment technologies (as applicable)
Water Distribution and Booster Pumping	Refurbish/upsized existing watermains New watermains Refurbish existing or build new BPS/standpipe Revise existing or create new pressure zones
Water Storage	In-ground Storage (and associated BPS) Elevated Storage
Risk	Backup power generation Source water protection and emerging water quality threats System redundancy and reliability

## 6.2 Servicing Requirements by System

As detailed in Table ES-6.2 (located on page ES-13), the preferred water servicing strategy has identified numerous water capital projects which are required to service existing needs and anticipated growth (infill areas, current/future secondary planning areas) in Oxford County to the year 2046. The overall water capital program from 2024 to 2046 has been estimated to be approximately \$245 million (2023 dollars).

Key servicing requirements for each municipal drinking water system (DWS) are as follows:

- **Ingersoll DWS**
  - Trunk watermain extensions/upsizing, New Booster Pumping Station, New Elevated Water Storage, Water Quality Improvement Pilot
- **Tillsonburg DWS**
  - Upgrades to Wells 3 and Well 7A treatment facilities, Replacements of Wells 1A and 2, 6A, and 11, Standby Power, Water Storage Expansion, Trunk watermain extensions/upsizing, Source Water Protection.
- **Woodstock DWS**
  - Standby Power, Southside Water Treatment Plant Replacement, Feedermain Twinning, Upgrades to Wells 6 and 9, Trunk watermain extensions/upsizing, New Water Booster Pumping Stations, Pressure Zone Boundary Adjustments, Source Water Protection.
- **Norwich**
  - **Oxford South DWS (Norwich, Springford and Otterville)**
    - Norwich Well 4 Water Treatment Plant Filtration Upgrades and Storage, New Standby Well supply.



- **Blandford Blenheim**
  - **Drumbo-Princeton DWS**
    - Standby power to existing wells, trunk watermain extensions/upsizing, new well supply, new Water treatment plant with filtration.
  - **Plattsville DWS**
    - Water treatment plant filtration upgrades, New Standby Well supply.
  - **Bright DWS**
    - Plattsville to Bright Water System Interconnection, Well 5 Decommissioning.
- **South-West Oxford**
  - **Mount Elgin DWS**
    - Mount Elgin Water Treatment Plant Optimization, Trunk Watermain Interconnection to Ingersoll Water System.
  - **Beachville DWS**
    - New Standby Well Supply and Water Storage.
  - **Brownsville DWS**
    - Water Quality Improvements, Water Treatment Plant Filtration.
  - **Dereham Centre DWS**
    - Water infrastructure refurbishment
- **East-Zorra Tavistock**
  - **Innerkip DWS**
    - Water infrastructure refurbishment.
  - **Tavistock DWS**
    - New Well Supply, New Treatment Plant with Onsite Storage, Trunk watermain extensions/upsizing, Water Treatment Plant Filtration Upgrades, Water Tower Rehabilitation.
  - **Hickson DWS**
    - Water infrastructure refurbishment.
- **Zorra**
  - **Thamesford DWS**
    - Trunk watermain extensions, Water Reservoir Contact Time Enhancements (reallocation to Storage).
  - **Embro DWS**
    - Water Reservoir Contact Time Enhancements (reallocation to Storage, Water Storage Enhancements at Embro Water Treatment Plant.
  - **Lakeside DWS**
    - Water infrastructure refurbishment.

## 7.0 PREFERRED WASTEWATER SERVICING STRATEGY

### 7.1 Overall Strategy Description

The preferred wastewater servicing strategy ensures the County's municipal wastewater systems have sufficient wastewater conveyance capabilities and wastewater treatment capacity to the year 2046. The strategy was based on a combination of servicing alternatives which included:

- Optimizing existing wastewater collection and treatment plant infrastructure;
- Extending existing wastewater collection systems (sewer mains extensions, new/upsized forcemains, new/upgraded sewage pumping stations, system interconnections) to service infill areas and employment lands.
- Rehabilitating aging trunk sewers and initiating sewer system inflow and infiltration reduction best management practices.
- Expanding existing water treatment plant capacities.
- Focusing growth and development within designated settlement areas, including fully serviced (municipal) large urban centers and villages as well as partially serviced (municipal) villages.

Specific alternatives for each wastewater system were then further developed based on the type of issue found within each system as summarized in Table ES-7.1.

**Table ES-7.1: Summary of Solutions Reviewed for Wastewater Issues**

Component	Solutions Reviewed
Wastewater Collection and Conveyance	Trunk Sewers and Local Gravity Sewers Sanitary Pumping Station Forcemain Siphon (gravity flow underneath river) Infiltration and Inflow Control and Reduction
Wastewater Treatment	Headworks and Septage receiving facilities Liquid Treatment of wastewater (primary and secondary treatment) Tertiary Treatment (if required) to reduce nutrients in wastewater Wastewater effluent disinfection Biosolids Management (treatment, storage, disposal) Wet weather flow treatment (in some cases)

### 7.2 Detailed Servicing Requirements

As detailed in Table ES-7.2 (located on page ES-23), the preferred wastewater servicing strategy has identified numerous wastewater capital projects which are required to service existing needs and anticipated growth (infill areas, current/future secondary planning areas) in Oxford County to the year 2046. The overall wastewater 2024 - 2046 capital program is estimated at approximately \$329 million (2023 dollars).

Key servicing requirements for each municipal wastewater system (WWS) are as follow:

- **Ingersoll WWS**
  - Trunk sewer extensions/upsizing, New Sewage Pumping Stations, New Forcemains, New Trunk sewer river crossing, Wastewater Treatment Plant Headworks Upgrades.
- **Tillsonburg WWS**
  - Wastewater Treatment Plant Capacity Expansion (Phase 2), Trunk sewer rehabilitation, Upgrades to Sewage Pumping Stations, Forcemain Upgrades, Trunk sewer extensions/upsizing.
- **Woodstock WWS**
  - Trunk sewer extensions/upsizing, New Forcemains, New/Upgraded Sewage Pumping Stations, Wastewater Treatment Plant Upgrades, Brick Pond Trunk sewer realignment, Sewer Inflow and Infiltration Reduction.
- **Blandford Blenheim**
  - **Drumbo WWS**
    - Wastewater Treatment Plant Capacity Expansion (Phase 2), Standby power to SPS locations.
  - **Plattsville WWS**
    - Wastewater Treatment Plant Optimization, Lagoon biosolids removal and berm repair, Trunk sewer extensions, forcemain twinning and capacity review.
- **Norwich WWS**
  - Wastewater Treatment Plant Capacity Expansion (Phase 2), Lagoon biosolids removal and berm repair.
- **South-West Oxford**
  - **Mount Elgin WWS**
    - Wastewater Treatment Plant Capacity Expansion (Phase 3 / 4), Ingersoll to Mount Elgin Wastewater System Interconnection (Forcemain).
- **East-Zorra Tavistock**
  - **Tavistock WWS**
    - Wastewater Treatment Plant Capacity Expansion (Phase 2), Sewage Pumping Station Capacity Upgrades, Trunk sewer extensions/upsizing, Sewer System Inflow and Infiltration Reduction.
  - **Innerkip WWS**
    - Upsizing/Twining of Forcemain to Woodstock.
- **Zorra**
  - **Thamesford WWS**
    - Wastewater Treatment Plant Upgrades.
  - **Embro WWS**
    - Sewage Pumping Station Capacity Upgrades, Upsizing/Twining of Forcemain to Woodstock.

### 7.3 Supporting Policy and Strategic Projects

In addition to water and wastewater capital projects identified, a number of supporting policies and strategies were also identified to be developed over the Master Plan period as shown in Table ES-7.3.

**Table ES-7.3: Total Cost of Policy Development and Strategic Projects**

Project Description	1-5 Year	6-10 Year	+10 Year	Total
Fire Rated Systems Policy	\$50,000			\$50,000
Backup Power Prioritization Policy	\$35,000			\$35,000
Servicing Upgrades Policy	\$75,000	\$75,000	\$150,000	\$300,000
Connected Systems Rate Servicing Policy	\$75,000	\$75,000	\$75,000	\$225,000
2029 Water and Wastewater Master Plan	\$450,000			\$450,000
2034 Water and Wastewater Master Plan		\$450,000		\$450,000
2039 Water and Wastewater Master Plan			\$450,000	\$450,000
2044 Water and Wastewater Master Plan			\$450,000	\$450,000
2029 DC W/WW Technical Study		\$100,000		\$100,000
2034 DC W/WW Technical Study		\$100,000		\$100,000
2039 DC W/WW Technical Study			\$100,000	\$100,000
2044 DC W/WW Technical Study			\$100,000	\$100,000
<b>TOTAL</b>	<b>\$685,000</b>	<b>\$800,000</b>	<b>\$1,325,000</b>	<b>\$2,810,000</b>

## 8.0 IMPLEMENTATION

The preferred short and long term water and wastewater servicing strategies will be implemented in accordance with each project's respective Class EA schedule:

- Schedule A/A+ projects will move directly forward to design and construction based on the designated schedule.
- Schedule B projects identified will proceed through separate stand-alone studies (a Project File Report will be completed for public filing) or as part of an integrated planning process under the Planning Act in order to satisfy Class EA requirements.
- Schedule C projects identified will continue to Phases 3 and 4 of the Class EA process and have an Environmental Study Report (ESR) completed for public filing. It is anticipated that these Schedule C projects will review and update Phases 1 and 2 of the Class EA process as part of the project scope.

During the subsequent steps of project implementation, primarily during detailed design, the following requirements will be considered:

- Finalization of property requirements;
- Refinement of infrastructure alignment, sizing, facility siting and costing;

- Refinement of construction methodologies;
- Completion of additional supporting investigations as required such as geotechnical, hydro-geotechnical and site specific environmental studies;
- Review and mitigation of potential construction related impacts; and
- Completion of all approval requirements including, but not limited to, provincial approvals (MECP, MNR), local municipality approvals (site plans, building permits), and conservation authority approvals.

Given the growth-related nature of the servicing strategies, these capital programs will also form the foundation for the water and wastewater components of Oxford County's Development Charges (DC) By-Law as part of the County's Integrated Growth Management Process shown below. Along with the Water and Wastewater Development Charges Technical Report, the 2024 Water and Wastewater Master Plan provides recommendations, provides supporting information, and identifies the capital requirements for the Oxford County DC By-Law which will be updated for 2024.

The respective projects identified in the 2024 W/WW MP will also provide a baseline for Oxford County's future capital budgets.

Table ES-6.2 - Detailed Water Capital Implementation Plan

Town of INGERSOLL WATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Water Efficiency/Buy-Back Program	\$ 1,500,000	\$ 375,000	\$ 375,000	\$ 750,000
960307 ING	Groundwater Modelling	\$ 170,000	\$ 170,000		
NEW	Water Quality Improvements	\$ 700,000	\$ 350,000	\$ 350,000	
260300 ING	Specialized Well Rehabilitation Program	\$ 430,000	\$ 185,000	\$ 30,000	\$ 215,000
<b>DISTRIBUTION - VACANT LANDS WITHIN URBAN BOUNDRY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
960325 ING	Watermain Replacements	\$ 30,325,000	\$ 8,284,000	\$ 7,347,000	\$ 14,694,000
960335 ING	Watermain (Cast Iron) Replacements	\$ 2,140,000	\$ 2,140,000		
NEW	Thames Street South Trunk Watermain Extension from CNR to Holcroft	\$ 324,000	\$ 324,000		
<b>SOUTH THAMES RESIDENTIAL AREA</b>					
NEW	Trunk Watermain on Hamilton Road from internal lands to existing water distribution system (Oakwood ??)	\$ 900,000	\$ 900,000		
NEW	Trunk Watermain through internal lands from Hamilton Road to north of CNR (near Thomas Street/Wallace Line)	\$ 720,000	\$ 720,000		
<b>DISTRIBTUION - EMPLOYMENT AREAS</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>WALLACE LINE INDUSTRIAL PARK</b>					
960337 ING	Wallace Line Trunk Watermain from Robinson Road to north of CNR (D)	\$ 220,000	\$ 220,000		
	Wallace Line Trunk Watermain from Robinson Road to north of CNR (C)	\$ 1,980,000	\$ 1,980,000		
<b>SOUTHWEST INDUSTRIAL PARK</b>					
Second Feed	Wallace Line Second Feedermain from Robinson Road to Hwy 401 (D)	\$ 45,000		\$ 45,000	
NEW	Wallace Line Second Feedermain from Robinson Road to Hwy 401 (C)	\$ 450,000		\$ 450,000	
NEW	Second Feedermain Hwy 401 Crossing - Wallace Line to Union Street (D)	\$ 162,500		\$ 162,500	
NEW	Second Feedermain Hwy 401 Crossing - Wallace Line to Union Street (C)	\$ 1,625,000		\$ 1,625,000	
NEW	Union Road Trunk Watermain from Hwy 401 crossing to Curry Road (D)	\$ 128,250		\$ 128,250	
NEW	Union Road Trunk Watermain from Hwy 401 crossing to Curry Road (C)	\$ 1,282,500		\$ 1,282,500	
NEW	Curry Road Trunk Watermain from Union Road to future water tower site (D)	\$ 286,920		\$ 286,920	
NEW	Curry Road Trunk Watermain from Union Road to future water tower site (C)	\$ 2,869,200		\$ 2,869,200	
NEW	Elevated Water Storage Tank (D)	\$ 340,888			\$ 340,888
NEW	Elevated Water Storage Tank (C)	\$ 3,067,991			\$ 3,067,991
<b>TOTAL</b>		<b>\$ 49,667,248</b>	<b>\$ 15,648,000</b>	<b>\$ 14,951,370</b>	<b>\$ 19,067,878</b>

## Tillsonburg WATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Water Efficiency/Buy-Back Program	\$ 1,500,000	\$ 375,000	\$ 375,000	\$ 750,000
260200 WATER TBURG	Specialized Well Rehabilitation Program	\$ 841,300	\$ 342,700	\$ 166,200	\$ 332,400
960200 TBURG	Well 7A - Filtration Upgrades (C )	\$ 1,500,000	\$ 1,500,000		
960201 TBURG	Well 3 Facility Upgrade (D)	\$ 415,000	\$ 415,000		
960201 TBURG	Well 3 Facility Upgrade (C )	\$ 2,300,000	\$ 2,300,000		
NEW	Backup Power for North Street Pumphouse	\$ 465,000	\$ 465,000		
NEW	Replacement of Well 6A	\$ 150,000	\$ 150,000		
960211 TBURG	Broadway Secondary Transmission Main Feed	\$ 1,309,000	\$ 1,309,000		
NEW	Mall Rd Replacement Wells for Wells 1a and 2	\$ 465,000		\$ 465,000	
NEW	Bell Mill Replacement Well for Well 11	\$ 642,000	\$ 642,000		
NEW	Well 12 capacity increase feasibility study	\$ 321,000			\$ 321,000
NEW	Well 4 and 5 Treatability Study	\$ 100,000	\$ 100,000		
<b>DISTRIBUTION</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Secondary Elevated Storage	\$ 2,272,586			\$ 4,545,171
NEW	Watermain West Town Line from Simcoe Street to Pot	\$ 639,000		\$ 639,000	
960235 TBURG	Watermain Replacements	\$ 20,518,000	\$ 7,678,000	\$ 4,280,000	\$ 8,560,000
NEW	Victoria Wood Subdivision Watermain on Street I from Westin Drive to Street F	\$ 300,000	\$ 300,000		
NEW	Victoria Wood Subdivision Watermain on Grandview Drive (near Quarter Townline) West to Street A then N to Concession Street W.	\$ 675,000	\$ 675,000		
960213 TBURG	Cranberry Road Watermain Extension from Beckett Blvd North to Town Limits (C )	\$ 1,309,000	\$ 1,309,000		
NEW	North End Watermain Looping	\$ 1,711,800	\$ 1,711,800		

## Tillsonburg WATER SYSTEM

DISTRIBTUION - EMPLOYMENT AREAS					
Project ID	Project Description	Cost	2024-2028	2029-2033	2034 - 2046
<b>Innovation Park Industrial Lands</b>					
NEW	Watermain looping VanNorman St watermain loop (off HWY 3)	\$ 540,000			\$ 540,000
<b>Rokeby Sideroad Industrial Lands</b>					
NEW	Vienna Road Watermain Extension from Rouse Street to South on Vienna Rd.	\$ 271,250		\$ 271,250	
<b>TOTAL</b>		<b>\$ 40,517,521</b>	<b>\$ 19,272,500</b>	<b>\$ 6,196,450</b>	<b>\$ 15,048,571</b>



## City of WOODSTOCK WATER SYSTEM

CAPACITY					
Project ID	Project Description	Cost	2024-2028	2029-2033	2034 - 2046
NEW	Water Efficiency/Buy-Back Program	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 1,000,000
NEW	Strik Drain Stormwater Management Facility	\$ 550,000	\$ 550,000		
260100 WDSTK	Specialized Well Rehabilitation Program	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 1,000,000
960159 WDSTK	Thornton to Woodstock Feedermain Replacement (D)	\$ 1,000,000	\$ 1,000,000		
960159 WDSTK	Thornton to Woodstock Feedermain Replacement (C)	\$ 10,000,000	\$ 10,000,000		
NEW	Zone 1 Pressure Reducing Valve Control Building to Southside Supply	\$ 300,000	\$ 300,000		
NEW	Thornton to HWY 401 crossing Feedermain Upgrade (RELINING 401 CROSSING)	\$ 1,206,000	\$ 1,206,000		
NEW	Thornton WTP High Lift Pumping Upgrades	\$ 100,000		\$ 100,000	
	Well 9 and Well 6 upgrades at Southside WTP	\$ 350,000		\$ 350,000	
NEW	Southside WTP Revitalization Study	\$ 200,000		\$ 200,000	
NEW	Tower Generators	\$ 300,000		\$ 300,000	
DISTRIBUTION - VACANT LANDS					
Project ID	Project Description	Cost	2024-2028	2029-2033	2034 - 2046
<b>Karn Rd Secondary Plan Area</b>					
960154 WDSTK	Karn Rd (Zone 6) Booster Pumping Station (D)	\$ 400,000	\$ 400,000		
960154 WDSTK	Karn Rd (Zone 6) Booster Pumping Station (C)	\$ 4,000,000	\$ 4,000,000		
960134 WDSTK	Watermain from Karn Rd Booster Pumping Station west to Anderson Street, east along Karn Road and looping back to Booster Pumping Station	\$ 1,845,000	\$ 1,845,000		
NEW	Realignment of Zone 1 supply transmission main and 450 mm reservoir drain through Karn Road Subdivision	\$ 450,000	\$ 450,000		
<b>Existing Distribution System</b>					
960120 WDSTK	Decommissioning of 0.8 MG Bowerhill Reservoir	\$ 750,000	\$ 750,000		
NEW	Bowerhill Reservoir Expansion (Zone 1)	\$ 6,817,757			\$ 6,817,757
NEW	Zone 2 Second Feedermain Trunk from Karn Road Booster Pumping Station to new expanded Zone 2 (northwest of Athlone service area)	\$ 270,000	\$ 270,000		
960141 WDSTK	Watermain Replacements (City)	\$ 38,047,000	\$ 9,547,000	\$ 9,500,000	\$ 19,000,000
960153 WDSTK	Watermain Replacements (County)	\$ 13,240,000	\$ 3,310,000	\$ 3,310,000	\$ 6,620,000
960155 WDSTK	Zone 3 Booster Pumping Station (D)	\$ 376,026		\$ 376,026	
960155 WDSTK	Zone 3 Booster Pumping Station (C)	\$ 2,506,842		\$ 2,506,842	
960163 WDSTK	County Road 17 / 11 th Line Watermain (D)	\$ 144,000		\$ 144,000	
960163 WDSTK	County Road 17 / 11 th Line Watermain (C)	\$ 1,440,000		\$ 1,440,000	
960164 WDSTK	11th Line Watermain Replacement (D)	\$ 144,000		\$ 144,000	
960164 WDSTK	11th Line Watermain Replacement (C)	\$ 1,440,000		\$ 1,440,000	
NEW	Zone 3 Pressure Reducing Valve Control Building to northern Zone 1 area (near Nellis Booster Pumping Station)	\$ 200,000		\$ 200,000	
<b>East Woodstock Secondary Plan Area</b>					
NEW	Township Rd 3 Waterman from Oxford Road 4 to EPA woodlot area	\$ 1,240,000	\$ 1,240,000		

## City of WOODSTOCK WATER SYSTEM

DISTRIBUTION - EMPLOYMENT LANDS					
Project ID	Project Description	Cost	2024-2028	2029-2033	2034 - 2046
<b>North East Industrial Park</b>					
960135 WDSTK	Toyota Easement Watermain from Elevated Storage tower to west side of Hwy 401 (C)	\$ 1,096,000	\$ 1,096,000		
NEW	Toyota Easement Hwy 401 Watermain Crossing (C)	\$ 1,116,000	\$ 1,116,000		
NEW	Easement Watermain from east side of Hwy 401 to west limit of Corlett site (D)	\$ 43,000	\$ 43,000		
NEW	Easement Watermain from east side of Hwy 401 to west limit of Corlett site (C)	\$ 388,000	\$ 388,000		
NEW	Street C Watermain from Corlett site to Blandford Road (D)	\$ 12,000	\$ 12,000		
NEW	Street C Watermain from Corlett site to Blandford Road (C)	\$ 112,000	\$ 112,000		
NEW	Blandford Rd Watermain from Street C to Township Road #2 (D)	\$ 23,000			\$ 23,000
NEW	Blandford Rd Watermain from Street C to Township Road #2 (C)	\$ 207,000			\$ 207,000
<b>South East Industrial Park</b>					
960135 WDSTK	<b>PHASE II</b>				
	WM 400 mm on Patullo (~ 150 m east of Alyea Street/ opposite SPS to Southwest Limit of study area) 790 meters & WM 400 mm on Patullo (Southwest Limit of study area to Middletown Line) 944 meters (D)	\$ 164,000	\$ 164,000		
	WM 400 mm on Patullo (~ 150 m east of Alyea Street/ opposite SPS to Southwest Limit of study area) 790 meters & WM 400 mm on Patullo (Southwest Limit of study area to Middletown Line) 944 meters (C)	\$ 1,475,000	\$ 1,475,000		
	Middletown Line Watermain from Patullo Avenue to Street A (D)	\$ 7,000	\$ 7,000		
	Middletown Line Watermain from Patullo Avenue to Street A (C)	\$ 65,000	\$ 65,000		
	<b>PHASE III</b>				
	Street A service corridor to Street B (D)	\$ 10,000			\$ 10,000
	Street A service corridor to Street B (C)	\$ 100,000			\$ 100,000
	Street A Watermain from Middletown Line to Service Corridor (D)	\$ 10,000			\$ 10,000
	Street A Watermain from Middletown Line to Service Corridor (C)	\$ 100,000			\$ 100,000
	Service corridor Watermain from Street A to Hwy 403 (D)	\$ 4,000			\$ 4,000
	Service corridor Watermain from Street A to Hwy 403 (C)	\$ 36,000			\$ 36,000
	Street B Watermain from Street A to Patullo Avenue (D)	\$ 5,000			\$ 5,000
	Street B Watermain from Street A to Patullo Avenue (C)	\$ 45,000			\$ 45,000
<b>TOTAL</b>		<b>\$ 96,334,625</b>	<b>\$ 40,346,000</b>	<b>\$ 21,010,868</b>	<b>\$ 34,977,757</b>

## Township of NORWICH WATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Water Efficiency/Buy-Back Program	\$ 300,000	\$ 75,000	\$ 75,000	\$ 150,000
260400 Water Townships	Specialized Well Rehabilitation Program	\$ 140,000	\$ 20,000	\$ 40,000	\$ 80,000
<b>NORWICH</b>					
NEW	New Standpipe at Main St WTF (Well 4)	\$ 2,272,586		\$ 2,272,586	
960429 Manganese Filtration Townships	New Filtration Facility at Main St WTF (D)	\$ 361,454	\$ 361,454		
960429 Manganese Filtration Townships	New Filtration Facility at Main St WTF (C)	\$ 3,253,087		\$ 3,253,087	
NEW	New Water Supply	\$ 1,571,400			\$ 1,571,400
<b>DISTRIBUTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
960400 Townsh	Watermain Replacements (Townships)	\$ 1,953,000	\$ 1,953,000		
960402 New As	New Asset Supply/Linear Watermain Replacements (Townships)	\$ 600,000	\$ 150,000	\$ 150,000	\$ 300,000
<b>TOTAL</b>		<b>\$ 10,451,527</b>	<b>\$ 2,559,454</b>	<b>\$ 5,790,673</b>	<b>\$ 2,101,400</b>

## Township of Blandford Blenheim WATER SYSTEMS

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034-2046</b>
NEW	Water Efficiency/Buy-Back Program	\$ 300,000	\$ 75,000.00	\$ 75,000.00	\$ 150,000.00
960429 Manganese Filtration Townships	Manganese Filtration (Townships) - Plattsville (D)	\$ 426,159	\$ 426,159.00		
960429 Manganese Filtration Townships	Manganese Filtration (Townships) - Plattsville (C)	\$ 2,841,059	\$ 2,841,059.00		
<b>BRIGHT</b>					
NEW	Bright to Plattsville Interconnecting Watermain	\$ 4,417,500			\$ 4,417,500
NEW	Bright Well 5 Abandonment Study	\$ 150,000			\$ 150,000
<b>PLATTSVILLE</b>					
NEW	Land Acquisition for new WTF for Manganese Treatment	\$ 400,000	\$ 400,000		
NEW	New Well Supply	\$ 1,571,400			\$ 1,571,400
NEW	Backup Generation at WTF	\$ 427,646		\$ 427,646	
<b>DRUMBO-PRINCETON</b>					
NEW	New Well Supply	\$ 1,167,000	\$ 1,167,000		
NEW	Provide backup generation to Wells 1 and 2A	\$ 300,000	\$ 150,000	\$ 150,000	
NEW	Water Treatment Plant Land Acquisition		\$ 400,000		
NEW	Water Treatment Plant Relocation (D)		\$ 701,283		
NEW	Water Treatment Plant Relocation (C)		\$ 4,675,217		
<b>DISTRIBUTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034-2046</b>
NEW	Plattsville N Boundary Trunk Watermain Extension Hoffstetter Rd North to limit	\$ 333,250	\$ 333,250		
NEW	Applewood Trunk Watermain Upsizing	\$ 82,500	\$ 82,500		
NEW	Princeton Roper Street Trunk Watermain Upsizing	\$ 232,250	\$ 232,250		
960400 Townships	Watermain Replacements (Townships)	\$ 150,000	\$ 150,000		
<b>TOTAL</b>		<b>\$ 18,575,264.00</b>	<b>\$ 11,633,718.00</b>	<b>\$ 652,646.00</b>	<b>\$ 6,288,900.00</b>

## Township of South-West Oxford WATER SYSTEM

CAPACITY					
Project ID	Project Description	Cost	2024-2028	2029-2033	2034 - 2046
NEW	Water Efficiency/Buy-Back Program	\$ 300,000	\$ 75,000	\$ 75,000	\$ 150,000
260400 Water Townships	Specialized Well Rehabilitation Program	\$ 100,000	\$ 10,000	\$ 30,000	\$ 60,000
960422 TWSP	Water Quality Improvements (Brownsvile)	\$ 100,000	\$ 100,000		
960429 Manganese Filtration Townships	Manganese Filtration (Brownsville)	\$ 2,565,878		\$ 2,565,878	
<b>MOUNT ELGIN</b>					
NEW	Graydon Facility Enhancement / Optimization	\$ 200,000	\$ 200,000		
NEW	Ingersoll to Mt Elgin Watermain Connection (D)	\$ 1,093,575			\$ 1,093,575
<b>BEACHVILLE</b>					
NEW	Additional Well Supply and Standpipe	\$ 1,935,014		\$ 1,935,014	
<b>TOTAL</b>		<b>\$ 6,294,467</b>	<b>\$ 385,000</b>	<b>\$ 4,605,892</b>	<b>\$ 1,303,575</b>

## Township of East Zorra-Tavistock WATER SYSTEMS

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Water Efficiency/Buy-Back Program	\$ 300,000	\$ 75,000	\$ 75,000	\$ 150,000
260400 Water Townships	Specialized Well Rehabilitation Program	\$ 100,000	\$ 10,000	\$ 30,000	\$ 60,000
960429 Manganese Filtration Townships	Manganese Filtration (Townships)	\$ 5,592,871		\$ 5,592,871	
<b>TAVISTOCK</b>					
NEW	Tower CT Enhancement Study	\$ 30,000	\$ 30,000		
960437-TAV	New Well Supply - Well #4 and Storage (D)	\$ 511,081	\$ 511,081		
960437-TAV	New Well Supply - Well #4 and Storage (C)	\$ 4,599,729	\$ 4,599,729		
960462-TAV	Water Tower Rehabilitation and Repainting (D)	\$ 400,000		\$ 400,000	
960462-TAV	Water Tower Rehabilitation and Repainting (C)	\$ 3,600,000		\$ 3,600,000	
<b>DISTRIBUTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
960400 Township Distribution Replacement	Watermain Replacements (Townships)	\$ 1,895,400	\$ 1,053,000	\$ -	\$ 842,400
960402 New Asset Supply/Linear	New Asset Supply/Linear Watermain Replacements (Townships)	\$ 440,000	\$ 170,000	\$ 90,000	\$ 180,000
<b>TOTAL</b>		<b>\$ 17,469,081</b>	<b>\$ 6,448,810</b>	<b>\$ 9,787,871</b>	<b>\$ 1,232,400</b>

## Township of ZORRA WATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Water Efficiency/Buy-Back Program	\$ 300,000	\$ 75,000	\$ 75,000	\$ 150,000
960400 Water Townships	Specialized Well Rehabilitation Program	\$ 130,000	\$ 10,000	\$ 40,000	\$ 80,000
<b>THAMESFORD</b>					
NEW	Reservoir and Tower CT Enhancement Study	\$ 300,000	\$ 300,000		
<b>EMBRO</b>					
NEW	Reservoir CT Enhancement Upgrades	\$ 300,000	\$ 300,000		
NEW	Embros - Storage Expansion	\$ 568,146		\$ 568,146	
<b>DISTRIBUTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
960400 Township Distribution Replacement	Watermain Replacements (Townships)	\$ 3,342,000	\$ 867,000	\$ 825,000	\$ 1,650,000
NEW	Watermain Trunk Extension on Oxford Road 2 to west of Banner Road (Thamesford)	\$ 1,007,500	\$ 1,007,500		
<b>Total</b>		<b>\$ 5,947,646</b>	<b>\$ 2,559,500</b>	<b>\$ 1,508,146</b>	<b>\$ 1,880,000</b>

Table ES-7.2 - Detailed Wastewater Capital Implementation Plan

## Town of INGERSOLL WASTEWATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Sanitary Trunk Sewer Infiltration and Inflow Reduction	\$ 17,200,000	\$ 4,300,000	\$ 4,300,000	\$ 8,600,000
NEW	WWTP Headworks Upgrades	\$ 14,000,000			\$ 14,000,000
NEW	Digester Biogas Project	\$ 450,000	\$ 450,000		
<b>COLLECTION</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
950330 ING	Sanitary Sewer Replacements	\$ 23,639,000	\$ 5,117,000	\$ 6,174,000	\$ 12,348,000
950332 ING	Sanitary Sewer Relining	\$ 3,040,000	\$ 760,000	\$ 760,000	\$ 1,520,000
NEW	Second Sanitary Trunk Crossing of Thames River	\$ 1,372,500		\$ 150,000	\$ 1,222,500
<b>SOUTH THAMES RESIDENTIAL AREA</b>					
NEW	Hamilton Road Sanitary Sewer from service lands to east of Ingersoll Street and north to existing 675 mm Trunk Sewer	\$ 475,000	\$ 475,000		
NEW	Sanitary Sewer through internal lands from Hamilton Road to north of CNR (near Thomas Street/Wallace Line)	\$ 760,000	\$ 760,000		
<b>COLLECTION - EMPLOYMENT LANDS</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>WALLACE LINE INDUSTRIAL PARK</b>					
950336 - ING SW INDUSTRIAL PARK	Wallace Line Sanitary Sewer from Robinson Road to north of CNR (D)	\$ 110,000	\$ 110,000		
950336 - ING SW INDUSTRIAL PARK	Wallace Line Sanitary Sewer from Robinson Road to north of CNR (C)	\$ 1,100,000	\$ 1,100,000		
<b>SOUTHWEST INDUSTRIAL PARK (areas B1a,B1b,B1c,B2,C1)</b>					
NEW	Union Road Sanitary Sewer from Culloden Line to Curry Road	\$ 527,800		\$ 527,800	
NEW	Curry Road Sanitary Sewer from Union Road to west limit of CPR	\$ 964,100		\$ 964,100	
NEW	CPR Easement Sanitary Sewer from Curry Road to West Sewage Pumping Station - south of Hwy 401	\$ 557,525		\$ 557,525	
NEW	West Sewage Pumping Station - south of Hwy 401 (area B1a)	\$ 5,625,000		\$ 5,625,000	
NEW	Easement Forcemain Hwy 401 crossing from West Sewage Pumping Station to Clarke Road area (existing system)	\$ 925,750		\$ 925,750	
NEW	Curry Road Sanitary Sewer from east limit of CPR to Plank Line	\$ 923,025		\$ 923,025	
NEW	Plank Line Sewage Pumping Station (south of Hwy 401) (in area C1)	\$ 4,500,000		\$ 4,500,000	
NEW	Easement Forcemain from Plank Line Sewage Pumping Station to West Sewage Pumping Station	\$ 895,125		\$ 895,125	
<b>TOTAL</b>		<b>\$ 77,064,825</b>	<b>\$ 13,072,000</b>	<b>\$ 26,302,325</b>	<b>\$ 37,690,500</b>



## Tillsonburg WASTEWATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Sanitary Trunk Sewer Infiltration and Inflow Reduction	\$ 1,200,000	\$ 300,000	\$ 300,000	\$ 600,000
NEW	Tillsonburg Wastewater Treatment Plant Phase II Capacity Expansion (D)	\$ 1,387,448			\$ 1,387,448
NEW	Tillsonburg Wastewater Treatment Plant Phase II Capacity Expansion (C )	\$ 13,874,485			\$ 13,874,485
NEW	Climate change resiliency study (flooding/barricades)	\$ 150,000			\$ 150,000
NEW	Sanitary Gravity Trunk Line replacement and upsizing from Vienna Rd to Wastewater Treatment Plant	\$ 600,000	\$ 200,000	\$ 400,000	
NEW	Gravity inlet trunk sewer replacement to WWTP	\$ 127,500	\$ 127,500		
<b>COLLECTION</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
950226 TBURG	Sanitary Sewer Replacements	\$ 14,956,000	\$ 5,690,000	\$ 1,788,000	\$ 7,478,000
NEW	Stoney Creek Trunk Sewer Rehabilitation from Quarter Town Line to Concession Street West	\$ 600,000	\$ 200,000	\$ 400,000	
NEW	John Pound forcemain replacement and upsizing	\$ 575,000	\$ 575,000		
NEW	John Pound SPS capacity enhancements (D)	\$ 118,000	\$ 118,000		
NEW	John Pound SPS capacity enhancements (C )	\$ 214,000		\$ 214,000	
950216 TBURG	Cranberry Road Sanitary Trunk extension on Tilson Ave from North of Beckett Blvd to North Town Limit	\$ 856,000		\$ 856,000	
NEW	Loraine Ave Sanitary Trunk Upsizing	\$ 577,500			\$ 577,500
<b>COLLECTION - EMPLOYMENT LANDS</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>Rokeby Sideroad Industrial Lands</b>					
NEW	Rouse St SPS upgrades	\$ 1,500,000		\$ 1,500,000	
<b>TOTAL</b>		<b>\$ 36,735,933</b>	<b>\$ 7,210,500</b>	<b>\$ 5,458,000</b>	<b>\$ 24,067,433</b>

## City of WOODSTOCK WASTEWATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Sanitary Trunk Sewer Infiltration and Inflow Reduction	\$ 2,000,000	\$ 500,000	\$ 500,000	\$ 1,000,000
NEW	Woodstock WWTP Operational Upgrades	\$ 12,500,000		\$ 12,500,000	
NEW	Thames Valley SPS Capacity Review (D)	\$ 200,000		\$ 200,000	
NEW	Thames Valley SPS (C)	\$ 2,052,000			\$ 2,052,000
<b>Linear Existing Projects</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Brick Pond Sanitary Trunk Sewer Re-alignment Class EA Study			\$ 214,000	
NEW	Brick Pond Sanitary Trunk Sewer Re-alignment Class	\$ 4,066,000		\$ 4,066,000	
950173 WDSTK	Sanitary Sewer Replacement (OR 59 & Fairway) - (D)	\$ 25,000	\$ 25,000		
950173 WDSTK	Sanitary Sewer Replacement (OR 59 & Fairway) - (C)	\$ 225,000	\$ 225,000		
950174 WDSTK	Sanitary Sewer Replacements - County Projects	\$ 6,060,000	\$ 2,760,000	\$ 1,100,000	\$ 2,200,000
950158 WDSTK	Sanitary Sewer Replacements - City Projects	\$ 39,987,000	\$ 9,987,000	\$ 10,000,000	\$ 20,000,000
950162 WDSTK	11th Line Sanitary Sewer (D)	\$ 62,500		\$ 62,500	
950162 WDSTK	11th Line Sanitary Sewer (C)	\$ 625,000		\$ 625,000	
950140 WDSTK	Northwest Trunk Upsizing	\$ 250,000	\$ 250,000		
<b>COLLECTION - VACANT LANDS</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>Karn Rd Secondary Plan Area</b>					
960154 WDSTK	Gravity / Siphon Upsize	\$ 545,000		\$ 545,000	
<b>East Woodstock Secondary Plan Area</b>					
NEW	East Trunk Sewer	\$ 907,500	\$ 907,500		
NEW	Extension of East Trunk Sewer	\$ 775,000	\$ 775,000		
950163 WDSTK	Lansdowne Sewage Pumping Station (C)	\$ 3,000,000	\$ 3,000,000		
NEW	West Trunk Sewer	\$ 742,500	\$ 742,500		

## City of WOODSTOCK WASTEWATER SYSTEM

Project ID	Project Description	Cost	2024-2028	2029-2033	2034 - 2046
<b>North East Industrial Park</b>					
950150 WDSTK	Sewage Pumping Station A (D)	\$ 228,000	\$ 228,000		
	Sewage Pumping Station A (C)	\$ 2,000,000	\$ 2,000,000		
	Dundas Street Forcemain from Houser's Lane (MH SA 992) to Water Tower site (C)	\$ 2,100,244	\$ 2,100,244		
	Toyota Easement Forcemain from Water Tower Site to west side of Hwy 401 (C)	\$ 424,696	\$ 424,696		
	Hwy 401 Forcemain Crossing (C)	\$ 424,080	\$ 424,080		
	Street C Forcemain from east side of Hwy 401 to SPS A (Blandford Road) (D)	\$ 90,000	\$ 90,000		
	Street C Forcemain from east side of Hwy 401 to SPS A (Blandford Road) (C)	\$ 813,000	\$ 813,000		
	Blandford Road Forcemain from Street C to SPS A (D)	\$ 20,000	\$ 20,000		
	Blandford Road Forcemain from Street C to SPS A (C)	\$ 180,000	\$ 180,000		
	Southeast Sanitary Trunk Oversizing Capacity Assessment	\$ 100,000	\$ 100,000		
	Southeast Sanitary Trunk Oversizing SA752051-SA751578 west of Butler	\$ 3,342,000			\$ 3,342,000
<b>South East Industrial Park</b>					
950152 WDSTK	<b>PHASE II</b>				
	Patullo Avenue Sanitary main from Alyea SPS to southwest limit of South East Secondary Plan Area (D)	\$ 100,000	\$ 100,000		
	Patullo Avenue Sanitary main from Alyea SPS to southwest limit of South East Secondary Plan Area (C)	\$ 917,000	\$ 917,000		
	Patullo Avenue Sanitary main from South East Secondary Plan Area to Middletown Line (D)	\$ 50,000	\$ 50,000		
	Patullo Avenue Sanitary main from South East Secondary Plan Area to Middletown Line (C)	\$ 431,000	\$ 431,000		
	Middletown Line Sanitary main from Patullo Avenue to Street A (C)	\$ 169,000	\$ 169,000		
950151 WDSTK	Southeast Trunk Sanitary Condition assessment	\$ 100,000	\$ 100,000		

## City of WOODSTOCK WASTEWATER SYSTEM

	Patullo Avenue South East Sanitary Trunk Oversizing from South Trunk Sewer (MH SA754367) to South Trunk Sewer (MH SA755111) (D)	\$ 189,945			\$ 189,945
	Patullo Avenue South East Sanitary Trunk Oversizing from South Trunk Sewer (MH SA754367) to South Trunk Sewer (MH SA755111) (C)	\$ 1,899,450			\$ 1,899,450
	<b>TOTAL</b>	<b>\$ 87,814,915</b>	<b>\$ 27,319,020</b>	<b>\$ 29,812,500</b>	<b>\$ 30,683,395</b>

## Township of NORWICH WASTEWATER SYSTEM

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
	Sanitary Trunk Sewer Infiltration and Inflow Reduction	\$ 5,160,000	\$ 1,290,000	\$ 1,290,000	\$ 2,580,000
<b>NORWICH</b>					
950409-NOR	Norwich Lagoon Biosolids Clean-out	\$ 1,000,000		\$ 1,000,000	
950410 -NOR	Norwich Lagoon Berm Repair	\$ 100,000	\$ 100,000		
950412-NOR	Norwich Wastewater Treatment Plant Capacity Expansion - Phase II (D)	\$ 1,250,000	\$ 1,250,000		
950412-NOR	Norwich Wastewater Treatment Plant Capacity Expansion - Phase II (C)	\$ 10,500,000	\$ 10,500,000		
<b>COLLECTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>NORWICH</b>					
950450-NOR	Sanitary Sewer Replacements	\$ 3,915,000	\$ 1,200,000	\$ 905,000	\$ 1,810,000
<b>TOTAL</b>		<b>\$ 21,925,000</b>	<b>\$ 14,340,000</b>	<b>\$ 3,195,000</b>	<b>\$ 4,390,000</b>

## Township of Blandford Blenheim WASTEWATER SYSTEMS

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>PLATTSVILLE</b>					
950607-PLAT	Plattsville Lagoon Biosolids Clean-out	\$ 910,000	\$ 910,000		
950608-PLAT	Plattsville Lagoon Berm Repair	\$ 100,000	\$ 100,000		
NEW	Plattsville WWTP Operational Enhancement	\$ 1,000,000	\$ 1,000,000		
<b>DRUMBO</b>					
950810-DRUMBO	Drumbo Wastewater Treatment Capacity Expansion (Phase II) - (D)	\$ 100,000	\$ 100,000		
950810-DRUMBO	Drumbo Wastewater Treatment Capacity Expansion (Phase II) - (C)	\$ 500,000	\$ 500,000		
<b>COLLECTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>PLATTSVILLE</b>					
950650-PLAT	Plattsville Sanitary Sewer Replacements	\$ 2,932,800	\$ 1,497,600	\$ 478,400	\$ 956,800
NEW	Plattsville FM Twinning and SPS capacity review			\$ 125,000	
<b>TOTAL</b>		<b>\$ 5,667,800</b>	<b>\$ 4,107,600</b>	<b>\$ 603,400</b>	<b>\$ 956,800</b>

## Township of South-West Oxford WASTEWATER SYSTEMS

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>MOUNT ELGIN</b>					
950905 MT ELGIN	Mt. Elgin Wastewater Treatment Plant Capacity Expansion Phase 3 and 4 (C)	\$ 2,679,600	\$ 2,679,600		
NEW	Sanitary Forcemain Connection to Ingersoll	\$ 10,990,000			\$ 10,990,000
<b>COLLECTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>MOUNT ELGIN</b>					
NEW	Sanitary Sewer Upgrades	\$ 400,000	\$ 100,000	\$ 100,000	\$ 200,000
NEW	Forcemain Upsizing	\$ 891,250	\$ 891,250		
<b>TOTAL</b>		<b>\$ 14,960,850</b>	<b>\$ 3,670,850</b>	<b>\$ 100,000</b>	<b>\$ 11,190,000</b>

## Township of East Zorra-Tavistock WASTEWATER SYSTEMS

<b>CAPACITY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
NEW	Sanitary Trunk Sewer Infiltration and Inflow Reduction	\$ 8,600,000	\$ 2,150,000	\$ 2,150,000	\$ 4,300,000
<b>TAVISTOCK</b>					
950504-TAV	Tavistock Wastewater Treatment Plant Capacity Expansion to x m3/d (D)	\$ 5,250,000	\$ 5,250,000		
950504-TAV	Tavistock Wastewater Treatment Plant Capacity Expansion to x m3/d (C)	\$ 35,000,000	\$ 35,000,000		
NEW	Tavistock Lagoon Cell Clean Out	\$ 3,400,000			\$3,400,000
<b>INNERKIP</b>					
NEW	Woodstock to Innerkip Interconnecting Sanitary Forcemain Twinning	\$ 6,480,000	\$ 6,480,000		
<b>COLLECTION - VACANT LANDS WITHIN URBAN BOUNDARY</b>					
<b>Project ID</b>	<b>Project Description</b>	<b>Cost</b>	<b>2024-2028</b>	<b>2029-2033</b>	<b>2034 - 2046</b>
<b>TAVISTOCK</b>					
950550-TAV	Tavistock Sanitary Sewer Replacements	\$ 3,141,000	\$ 1,821,000	\$ 440,000	\$ 880,000
950513-TAV	William Street Sewage Pumping Station Capacity Expansion (D)	\$ 725,000	\$ 725,000		
950513-TAV	William Street Sewage Pumping Station Capacity Expansion (C)	\$ 6,525,000	\$ 6,525,000		
<b>Total</b>		<b>\$ 69,121,000</b>	<b>\$ 57,951,000</b>	<b>\$ 2,590,000</b>	<b>\$ 8,580,000</b>



## Township of ZORRA WASTEWATER SYSTEMS

CAPACITY					
Project ID	Project Description	Cost	2024-2028	2029-2033	2034 - 2046
<b>THAMESFORD</b>					
950718 THAMES	WWTP Upgrades (C)	\$ 3,800,000	\$ 3,800,000		
<b>EMBRO</b>					
NEW	Woodstock to Embro Interconnecting Sanitary Forcemain - enhancements	\$ 11,625,000			\$ 11,625,000
NEW	Embro SPS - enhancements	\$ 750,000			\$ 750,000
<b>TOTAL</b>		<b>\$ 16,175,000</b>	<b>\$ 3,800,000</b>	<b>\$ -</b>	<b>\$ 12,375,000</b>

Municipal Council of the County of Oxford  
Council Meeting - Oxford County

Date: Wednesday, July 12, 2023

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Moved By: Brian Petrie

Seconded By: David Mayberry

Resolved that the recommendations contained in Report No. PW 2023-33, titled "2024 Water and Wastewater Master Plan", be received as information;

And further, that the draft report be circulated to area municipalities requesting their feedback within 75 days (September 25, 2023);

And further that the draft report be posted to Speak Up Oxford for feedback from the public for 75 days (September 25, 2023);

And further that all comments received be provided in a report for council's consideration when considering the draft report.

DISPOSITION: Motion Carried

*Chloe Senior*

#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 Recreation Advisory Committee Meeting of August 9, 2023

The East Zorra-Tavistock Recreation Advisory Committee met at the Innerkip Community Centre on Wednesday August 9, 2023, at 7:00 p.m.

**Members Present:** Kristen Cook, Matthew Gillespie, Erica Hawkins, Scott Rudy (chair), Kyle Smith, Steven Van Wyk.

**Members Absent:** Neil Butler, Meagan Lichti, Holly Powell.

**Township Staff Present:** Karen DePrest, Will Jaques, Matt Lamers, Tom Lightfoot, Amy Pfaff.

1. Chairperson Scott Rudy called the meeting to order.
2. Approval of Agenda:
  - Moved by: Kristen Cook  
Seconded by: Steven Van Wyk  
Resolved that the Committee approves the agenda for the August 9, 2023 meeting, and further that the following be added to the agenda for this meeting:

Kyle Smith:

1. Trails
2. Preparedness Course
3. Spray Pad
4. Yoga/ Exercise Classes
5. Pickleball Court
6. Innerkip Booth Access
7. Outdoor Movie Night
8. Extending Hickson Trail North
9. Skate Park

***CARRIED.***

3. Disclosure of Pecuniary Interest:

- None.

4. Confirm Minutes of Previous Meeting:

- Moved by: Kyle Smith  
Seconded by: Matthew Gillespie  
Resolved that the Committee confirm the minutes of the May 10, 2023 meeting, as printed and circulated. **CARRIED.**

5. Delegations & Correspondence:

- Camp Alliwannado Presentation:
  - i. Annie Rowland, Director of Camp Alliwannado, made a presentation to the Committee regarding her camp in Tavistock and the possibility of extending her operations to Innerkip and/or Hickson.
- Ted Douglas – Recreation Ideas:
  - i. Ted Douglas made a presentation to the Committee regarding his recreation ideas including a route for single track mountain biking along the Hickson Trail; better launch locations for canoes etc. in Innerkip; Improvements to the outdoor ice surfaces during the winter in Tavistock, Innerkip and Hickson; Tree carvings along the Hickson Trail; and, providing for a groomed surface on the Hickson Trail for cross-country skiing etc.
- Kurt and Diane Running – Pickleball in Innerkip:
  - i. Kurt and Diane Running provided written correspondence suggesting that a dedicated pickleball court be developed in Innerkip.

6. General Business:

- Kristen Cook:
  - i. Spray Pad update: Karen DePrest provided the Committee with an update on the Spray Pad project. The kick-off meeting with the contractor (Openspace Solutions) has occurred. The design renderings are on the Township website (it is an agricultural theme). The construction will take approximately 6-8 weeks, with the goal of opening for the long weekend in May, 2024.
  - ii. Other recreation updates: Committee discussion regarding creating a list of recreation ideas that have been generated, which can be discussed on an ongoing basis at Committee meetings.
- Kyle Smith:
  - i. Trails: General community feedback that more trails being available for hiking and walking would be appreciated.

- ii. Preparedness Course: Community feedback that a course being made available for children spending time at home without parental supervision would be appreciated.
- iii. Spray Pad: Discussed previously in the meeting re: Spray Pad Update.
- iv. Yoga/ Exercise Classes: Community feedback that yoga and exercise classes being made available would be appreciated.
- v. Pickleball Court: Discussed at length during other parts of the meeting.
- vi. Innerkip Booth Access: Currently the Township's outdoor concession booths are exclusively used and operated by community groups, under agreement with the Township.
- vii. Outdoor Movie Night: Community feedback that outdoor movie nights in the Township's parks would be appreciated.
- viii. Extending Hickson Trail North: Confirmed that no trail (former railroad) lands extend north of the Township property at 90 Loveys Street, Hickson.
- ix. Skate Park: Community feedback that a skatepark in the Township, similar to the one in Bright, would be appreciated.
- Review ideas discussed at previous RAC meetings:
  - i. Disc Golf: No designated spot at this time, but could consider as more green space becomes available.
  - ii. Pickleball in Innerkip: discussed at length as part of the Kurt and Diane Running correspondence.
  - iii. Queen's Park Pavilion Line Painting: Painting of both pickleball and basketball court lines has now been completed.
  - iv. Roller Skating at the arena during the summer months: This was investigated, and no local companies are interested in providing for skate rentals at this time. Also, potential issues have been identified with keeping the humidity level low enough to keep the arena floor perfectly dry during the warm summer months.
  - v. Paving of trails within Queen's Park: Ongoing review
  - vi. Swimming Program and Day Camp opportunities: Ongoing review



- vii. Inventory of existing/possible future greenspaces: Ongoing review. A map of these areas will be provided to the Committee.
  - viii. Use of Queen's Park Pavilion kitchen as a concession: To be reviewed by staff this fall.
  - ix. R-zone Policy: This Policy has been adopted and is now in effect. A public education campaign is being rolled out.
  - x. Municipal Alcohol Policy: Public information sessions are being scheduled for later in August.
  - xi. Review of Park and Recreation Master Plan: A working spreadsheet is being prepared to be made available for Committee members at RAC meetings.
- Member of the public Scott Rowland noted that there was no acknowledgement of Camp Alliwannado's input into the Parks and Recreation Master Plan and enquired whether the points made were captured in the Plan. Karen DePrest advised that the consultant took into consideration the information provided by all user groups of the Township's parks and facilities, but no particular user groups necessarily received special mention in the Plan.
  - Member of the public Jennifer Lichti noted that there were few recreational activities available in the Township for families that are low cost or free. It was noted that the Township is working on developing arrangements with the Thames Valley District School Board for school facility usage, which may assist with providing additional facilities for organizations and individuals to provide such activities.

7. Next Meeting Date/Time and Location:

- December 13, 2023, at 7:00 p.m., in Hickson

8. Adjourn:

- Moved by: Kyle Smith  
Seconded by: Erica Hawkins  
Resolved that the Committee does now adjourn at 9:10 p.m.

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Chair

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Secretary

# STAFF REPORT

Report #CBO2023-08

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – September 2023 Council Report

Date: August 30, 2023

## Departmental Highlights:

- Tavistock Master Drainage Plan Update – Consultant field occurred in August to fill in some missing data.
- Innerkip Master Drainage Plan – Currently on Bids and Tenders – Bids close on September 12, 2023.
- Application received for new Innerkip Tim Hortons.

## Legislative Updates:

- None.

## Monthly Permit Activity:

### Permit Summary

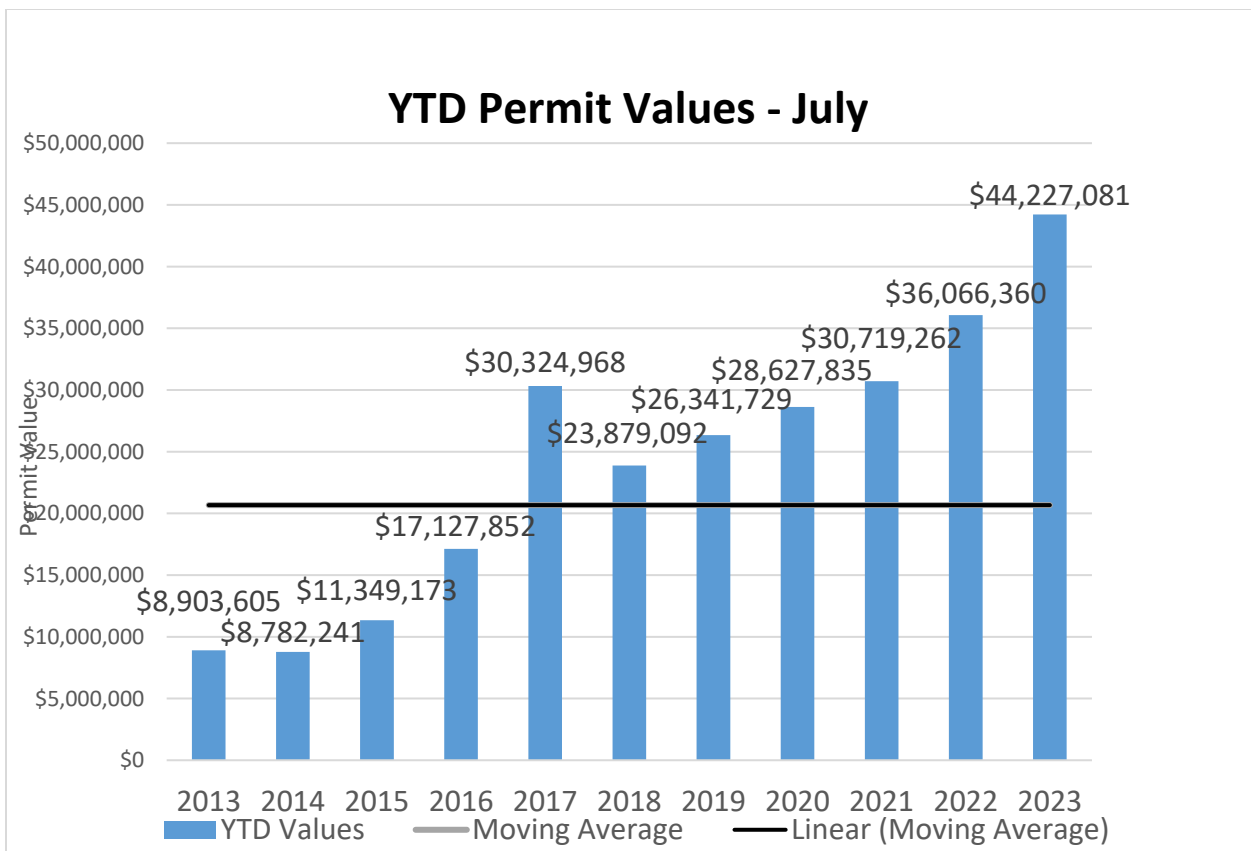
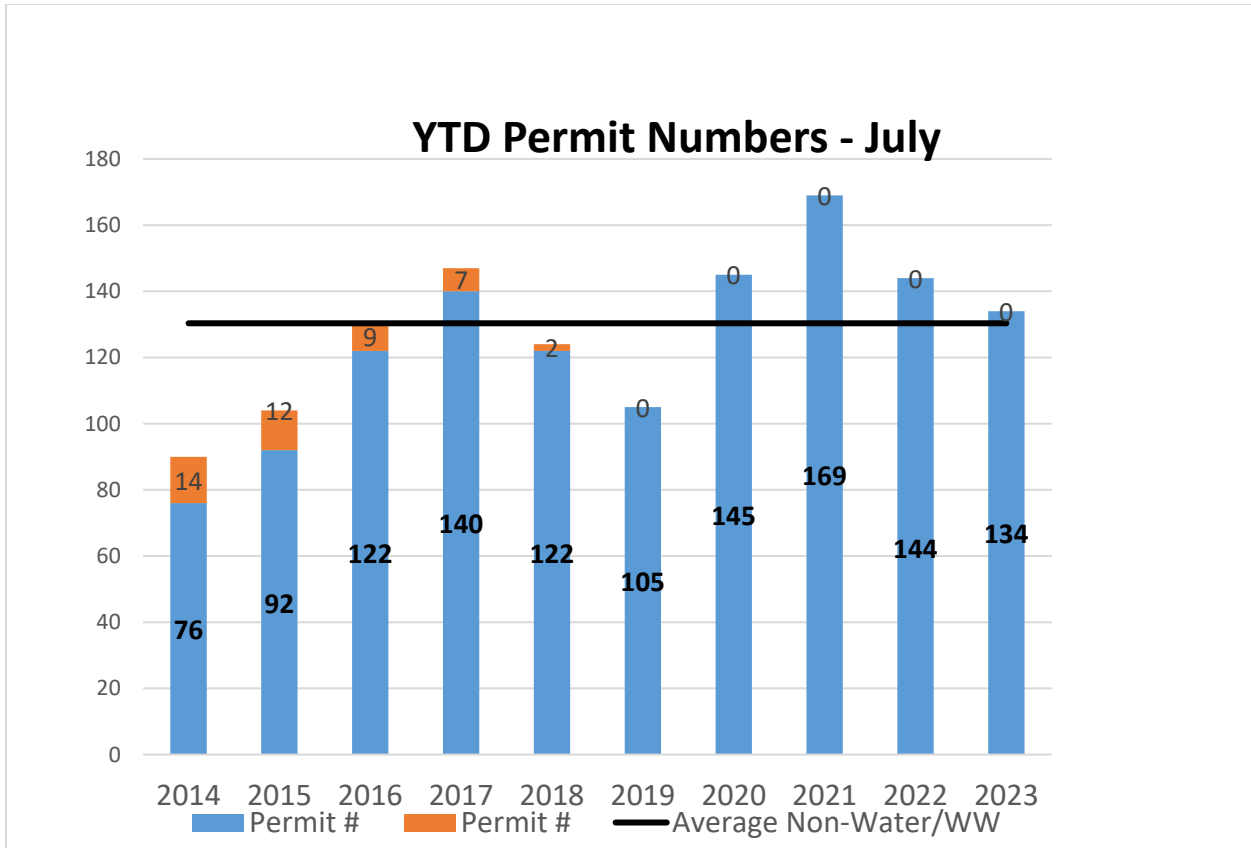
	No. of Permits	Permit Value	Permit Fees
June 2023	28	\$6,486,000	\$32,755.70
July 2023	24	\$3,902,300	\$24,889.98
Year to Date – July 31, 2023	134	\$44,227,080.84	\$205,812.98

### Permit Values and Fees

Project	Cost of construction	Building Fees
New SFD	890,000	4,197.55
Finished basement	50,000	398.00
Finished basement	50,000	398.00
Ag storage	200,000	1,085.84
Ag storage	130,000	1,675.49
Deck	40,000	200.00
Inground pool	100,000	133.00
Shed	13,500	398.00
Finished basement	25,000	398.00
Grain bin (north)	55,000	662.00

Staff Report – Building, Development and  
Drainage Monthly Report

Grain bin (south)	55,000	662.00
Finished basement	50,000	398.00
Garage addition to house	150,000	1,434.47
Detached garage	50,000	398.00
Livestock barn	225,000	2,215.84
Deck	6,000	200.00
Detached garage	175,000	795.00
Deck	11,000	200.00
New SFD	750,000	2,711.71
New SFD	800,000	4,484.70
Addition to barn foundation only	20,000	553.00
Solar panels	31,800	629.38
Septic system	20,000	662.00
Connect to municipal sewer	5,000	0.00
Deck	40,000	174.00
Inground pool	50,000	133.00
Deck	8,000	200.00
Convert barn to residential dwelling	75,000	4,208.37
Storage shed	125,000	795.00
New SFD (E2021-182 revoked – Stair/DC)	450,000	0.00
New SFD (E2021-132 revoked- Stair/DC)	450,000	0.00
New SFD	900,000	6,288.97
Detached garage	50,000	398.00
Sewer connection	10,000	0.00
Finished basement	30,000	398.00
Shed	10,000	398.00
New SDD	650,000	2,489.23
New SDD	650,000	2,489.23
Bunker silo	100,000	662.00
New SFD	890,000	2,454.98
Replace portable #1	50,000	728.00
Replace portable #2	50,000	728.00
Deck	4,500	200.00
New SFD	800,000	3,385.45
Inground pool	30,000	133.00
SFD addition, covered deck, garage	180,000	1,739.84
New SFD	800,000	3,752.63
Back covered deck	25,000	200.00
Back porch	25,000	200.00
Front covered porch	25,000	200.00
Deck	5,000	200.00
Deck	3,500	200.00
TOTAL	10,388,300	57,645.68



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 Warranty items identified.
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	Plan 41M-390 Permits Issued

Ward 3 - INNERKIP

Innerkip Meadows (P3 – Curtis St)	24 SFD Semi 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 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 August/September

Status of Drainage Matters:

Drain Name	Status
McLean Drain	Section 78 received, and Section 40 received. Petition restarted – Section 4 proposed (new drain). Report to Council accepted and Court of Revision completed. 2024 project.
Tavistock 1974 & 1979 Drains	Relocation of drains proposed for new residential developments. Walkthrough complete, minor deficiencies noted and will be corrected end of Summer 2023.
Parker Drain	Tender process complete. In process of installation. Construction to be completed by late summer 2023.
Witzel Drain	Report complete. In process of installation. Work to be completed by late summer 2023.
Tavistock Drain 1	Drain abandoned July 5, 2023.

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 #PW2023-08

To: His Worship the Mayor and Members of Council  
From: Tom Lightfoot, Public Works Manager  
Re: Public Works – September 2023 Council Report  
Date: August 30, 2023

## Departmental Highlights:

- The 16<sup>th</sup> Line FiberMat installation has been completed. It is normal to wait a few weeks between the surface treatment installation and line painting to allow for the loose stone to migrate to the shoulder of the road. As such, line painting on the 16<sup>th</sup> Line is scheduled for the beginning of September.



- The speed radar trailer and sign have arrived. Staff attended a training session on how to operate and collect data from the sign. Staff plan to utilize the sign throughout the Township this fall. It will then be put in storage for the winter season.
- Roadside grass mowing will continue throughout the fall. We are currently working on our third pass of the roadways.

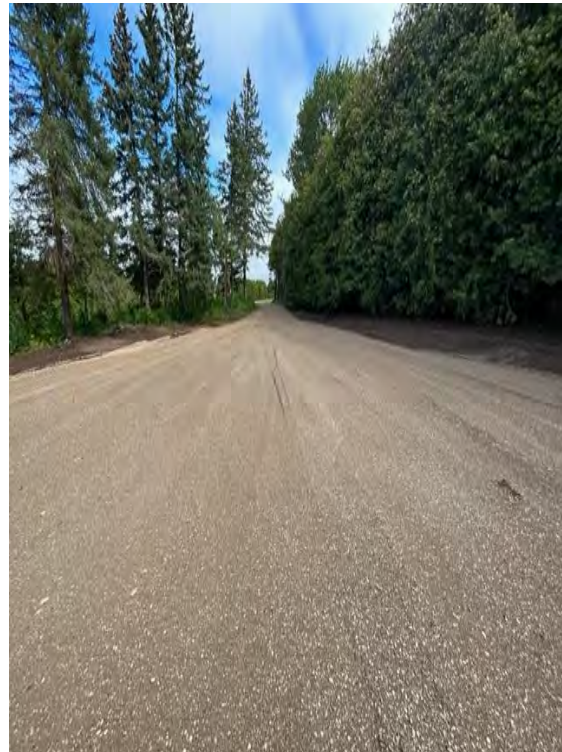
- Township staff will be completing the annual sidewalk inspection process in September. Inspections are part of the Provincial Minimum Maintenance Standards requirements. Sidewalks are inspected for surface discontinuities of more than 2 cm. as well as any significant hazards within 45 cm. of the sidewalk edge. If a deficiency is found, staff mark the area during the inspection and return later to make the repairs.
- **The Township's annual regulatory sign inspection has been completed.** Staff have reviewed the report and there are approximately 30 signs that need to be replaced, which has now also been completed. Further, Public Works staff have **installed 8 of the "Welcome to East Zorra-Tavistock"** signs, as well as **the 3 "Historically Known As" signs.**



- This past month, Public Works has completed some ditch work on the 11<sup>th</sup> Line, south of Braemar Sideroad. This work was completed to control the water shedding from the road and to keep the water in the ditch. The vertical grade on this hill causes gravel to wash out in heavy rains, which fills the ditch in.
- Public Works will continue to monitor and grade the gravel roads, as needed. Starting in the fall, Public Works will get more aggressive with cutting the roads for repairs. Public Works tries to minimize grading during the summer months (except for pothole and washboard repairs), which helps the dust control to last longer.



- Township staff met with the UTRCA staff at the Leslie Dickson Arboretum on June 28<sup>th</sup> to discuss improvements to the parking lot. Public Works, in conjunction with the UTRCA, has now completed some parking lot enhancements at the Arboretum. This projects cost was shared between the Township and the UTRCA. We supplied equipment and staff time and the granular was supplied by UTRCA.



Status of Significant Capital Projects:

Capital Project	Current Status
Tavistock Arena Chiller	Installed
Zero Steer Mower	In service
Speed radar trailer	In service
Tavistock Arena Wi-Fi	Installed
Utility Truck	In service
16 <sup>th</sup> Line FiberMat	Treatment applied awaiting line painting

Attachments:

1. **Appendix 'A'** - Armadillo Reports:
  - a. 10<sup>th</sup> Line (between OR#2 & OR#17)
  - b. 11<sup>th</sup> Line (between OR#17 & OR#33)
  - c. 13<sup>th</sup> Line (between OR#17 & OR#33)
  - d. Main Street (Innerkip)

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Tom Lightfoot  
Public Works Manager

## TRAFFIC ANALYSIS REPORT

For Project: 10<sup>th</sup> Line (between OR#2 & OR#17)

Direction: Both Directions

Speed limit: 80 km/h

Traffic Report From 2023-07-19 2:00:00 PM through 2023-07-27 8:59:59 AM

### Speed:

Average Speed: 82.63 km/h

85th Percentile Speed: 95 km/h

Max Speed = 136 km/h on 2023-07-20 - 6:49:28 AM (incoming – northbound)  
= 149 km/h on 2023-07-19 - 11:07:43 PM (outgoing – southbound)

### Total Vehicle Counts:

Total Vehicles = 3,959 (1,985 incoming; 1,974 outgoing)

AADT = 508 (254 incoming; 253 outgoing)

### Average Daily Vehicle Counts (both directions):

	<u>Time</u>	<u>5 Day</u>	<u>7 Day</u>
Average Daily		482	460
AM peak	7:00 – 8:00 AM	37	31
PM peak	5:00 – 6:00 PM	54	46

### Vehicle Class Counts (both directions):

	<u>Number</u>	<u>%</u>
Small	7	0.2
Medium	3,702	93.5
Large	250	6.3

[Small = motorcycle; Medium = sedan; Large = truck]

## TRAFFIC ANALYSIS REPORT

For Project: 11<sup>th</sup> Line (between OR#17 & OR#33)

Direction: Both Directions

Speed limit: 80 km/h

Traffic Report From 2023-07-19 1:00:00 PM through 2023-07-27 7:59:59 AM

### Speed:

Average Speed: 82.54 km/h

85th Percentile Speed: 96 km/h

Max Speed = 147 km/h on 2023-07-23 - 9:41:56 PM (incoming – southbound)  
= 160 km/h on 2023-07-24 - 4:15:54 PM (outgoing – northbound)

### Total Vehicle Counts:

Total Vehicles = 4,094 (2,025 incoming; 2,069 outgoing)

AADT = 525 (259 incoming; 265 outgoing)

### Average Daily Vehicle Counts (both directions):

	<u>Time</u>	<u>5 Day</u>	<u>7 Day</u>
Average Daily		495	476
AM peak	8:00 – 9:00 AM	40	37
PM peak	4:00 – 5:00 PM	52	45

### Vehicle Class Counts (both directions):

	<u>Number</u>	<u>%</u>
Small	5	0.1
Medium	3,876	94.7
Large	213	5.2

[Small = motorcycle; Medium = sedan; Large = truck]

## TRAFFIC ANALYSIS REPORT

For Project: 13<sup>th</sup> Line (near 615443)  
 Direction: Both Directions  
 Speed limit: 80 km/h

Traffic Report From 2023-07-04 8:00:00 AM through 2023-07-11 8:59:59 AM

### Speed:

Average Speed: 79.39 km/h

85th Percentile Speed: 94 km/h

Max Speed = 126 km/h on 2023-07-10 - 8:15:03 AM (incoming – northbound)  
 = 133 km/h on 2023-07-07 - 11:30:40 AM (outgoing – southbound)

### Total Vehicle Counts:

Total Vehicles = 3231 (1,498 incoming; 1,733 outgoing)

AADT = 458 (212 incoming; 246 outgoing)

### Average Daily Vehicle Counts (both directions):

	<u>Time</u>	<u>5 Day</u>	<u>7 Day</u>
Average Daily		452	426
AM peak	7:00 – 8:00 AM	35	29
PM peak	5:00 – 6:00 PM	50	43

### Vehicle Class Counts (both directions):

	<u>Number</u>	<u>%</u>
Small	15	0.5
Medium	3060	94.7
Large	156	4.8

[Small = motorcycle; Medium = sedan; Large = truck]

## TRAFFIC ANALYSIS REPORT

For Project: Main Street Innerkip (across from 8 Main St.)

Direction: Both Directions

Speed limit: 50 km/h

Traffic Report From 2023-07-04 8:00:00 AM through 2023-07-11 8:59:59 AM

### Speed:

Average Speed: 42.57 km/h

85th Percentile Speed: 51 km/h

Max Speed = 81 km/h on 2023-07-05 - 9:20:25 AM (incoming – north/westbound)  
= 87 km/h on 2023-07-04 – 1:33:09 PM (outgoing – south/eastbound)

### Total Vehicle Counts:

Total Vehicles = 6,667 (3,261 incoming; 3,406 outgoing)

AADT = 946 (463 incoming; 483 outgoing)

### Average Daily Vehicle Counts (both directions):

	<u>Time</u>	<u>5 Day</u>	<u>7 Day</u>
Average Daily		902	884
AM peak	11:00 AM – 12:00 PM	66	66
PM peak	5:00 – 6:00 PM	83	77

### Vehicle Class Counts (both directions):

	<u>Number</u>	<u>%</u>
Small	26	0.4
Medium	6,466	97
Large	175	2.6

[Small = motorcycle; Medium = sedan; Large = truck]

# STAFF REPORT

Report #FC2023-07

To: His Worship the Mayor and Members of Council  
From: Scott Alexander, Township Fire Chief  
Re: Fire & Protective Services – September 2023 Council Report  
Date: August 30, 2023

## Departmental Highlights:

### Fire Department:

- The draft 2024 RFSOC training calendar has been released for review amongst the partnering municipalities. A few amendments will be made and a final calendar should be ready by the end of September. Recruit training is tentatively scheduled to begin on January 9<sup>th</sup> with an estimated five Township recruits attending for the 2024 year. We are expecting to host three additional RFSOC NFPA based courses in the Township itself next year, utilizing the community room in the new administration building.
- East Zorra-Tavistock continues to have steady enrollment in RFSOC courses. For September, there is one FF registered for NFPA 1041 Instructor 1, one for NFPA 1041 Instructor 2, and three registered for NFPA 1006 Gen Rescue. There is also two **FF's instructing at the** Gen Rescue course. This offering will also be the first time that a Gen Rescue course has been held in the Township, which we hope will be the beginning of hosting more training and with different offering formats for our firefighters.
- Continued annual maintenance occurred through August with both pump testing on all trucks and ladder testing being completed. The new Innerkip rescue van is still on target for completion and delivery by the end of September. Pictures provided here were taken on August 28<sup>th</sup> and additional pictures can be seen at the following site:

<https://app.box.com/s/awkcg0ft8le1vnhsuo5gyh0sapy1btja>



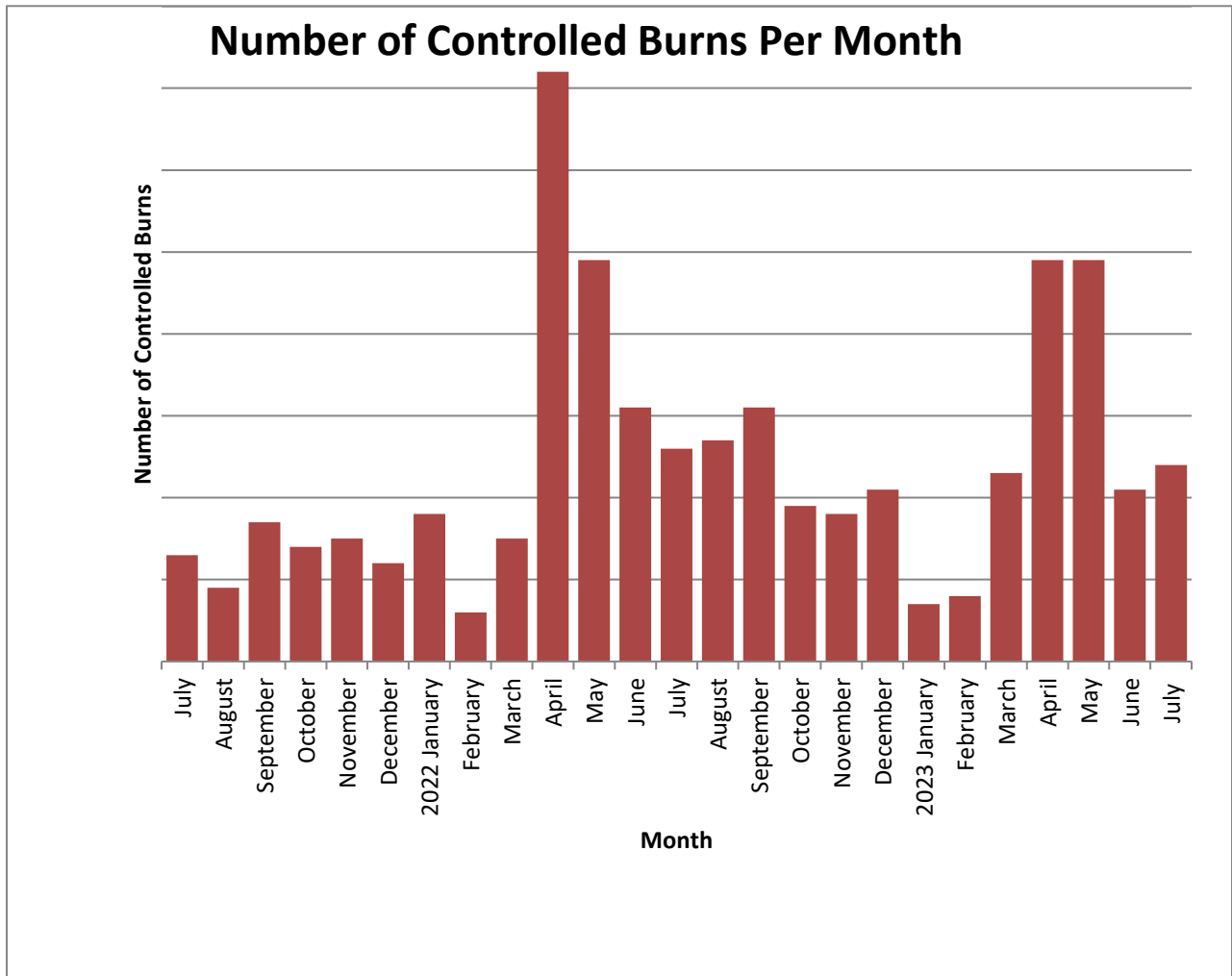
- As well as some well-deserved time off, FPO Hayman has continued working with the Township's long-term care facilities towards their annual compliance, inspected one childcare facility and provided controlled burn advice for a farm property. He continues to work on the Township's comprehensive risk analysis that is due next year and has also crafted on a media release in conjunction with the County for the coming **"Saved by the Beep"** campaign, on September 28<sup>th</sup>.
- Preparations continue for participation again this year at **Canada's** Outdoor Farm Show. The Township will be assisting with onsite emergency response and distribution of fire prevention information. Additionally, the rural departments have worked in conjunction with **both the Show and the Fire Marshal's Office to promote the** September 28<sup>th</sup> **"Saved by the Beep"** campaign.
- Fire Prevention Week (October 8<sup>th</sup> to 14<sup>th</sup>) educational materials have arrived and have now been delivered to the Stations. While no plans have been finalized for distribution to date, historically the departments visit the schools and offer other community events to share fire prevention advice.
- The Township's fire department was notified on August 24<sup>th</sup> that our grant application has been approved and we are eligible for \$5,000 worth of training material and resources. Staff will be meeting with the station chiefs during September to decide which materials will provide the greatest benefit for our department.
- Staff has also applied for a new grant for the **"Kidde Cause for Alarm"** programme. If successful, we would be eligible for free 10-year battery operated ionization smoke alarms and other fire prevention resources.



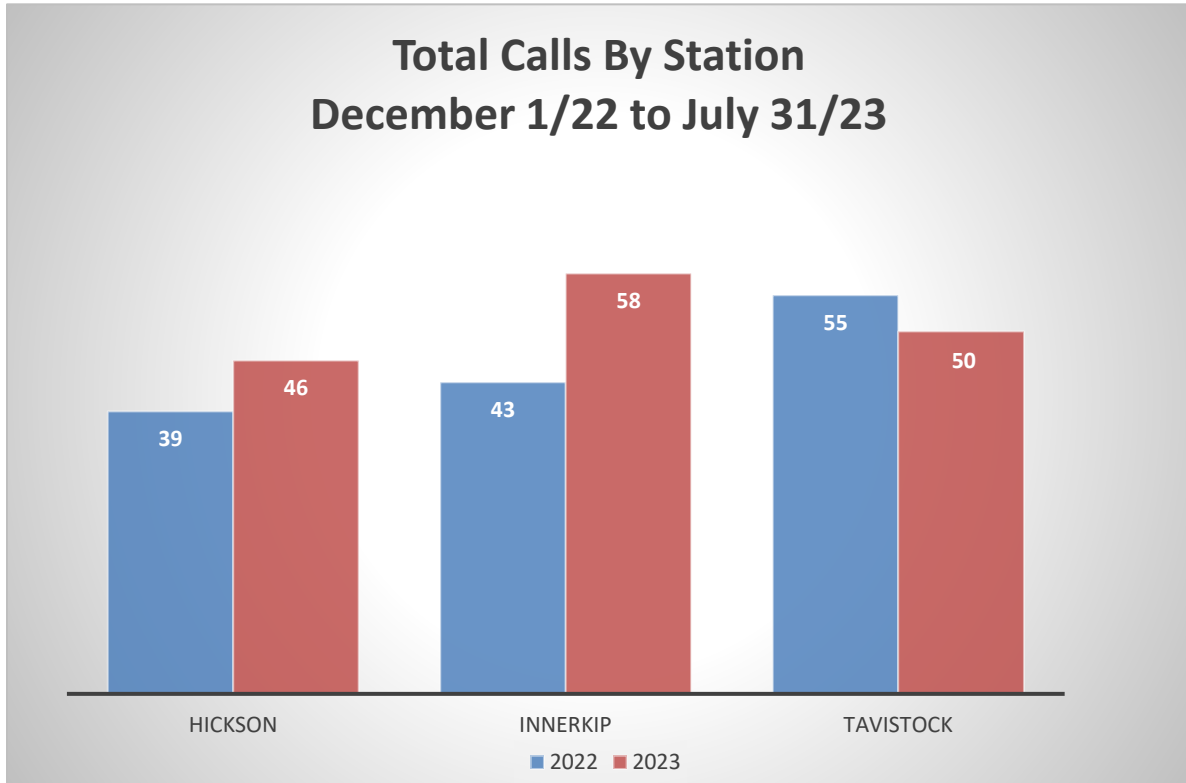
- Following the resignation of Chief Dorken in Innerkip as he pursues other opportunities, applications for Station Chief were posted on August 25<sup>th</sup> with a closing of noon on September 1<sup>st</sup>. **It's anticipated a decision can be made by September 15<sup>th</sup> for the new Station Chief.**

Controlled Burn Approvals:

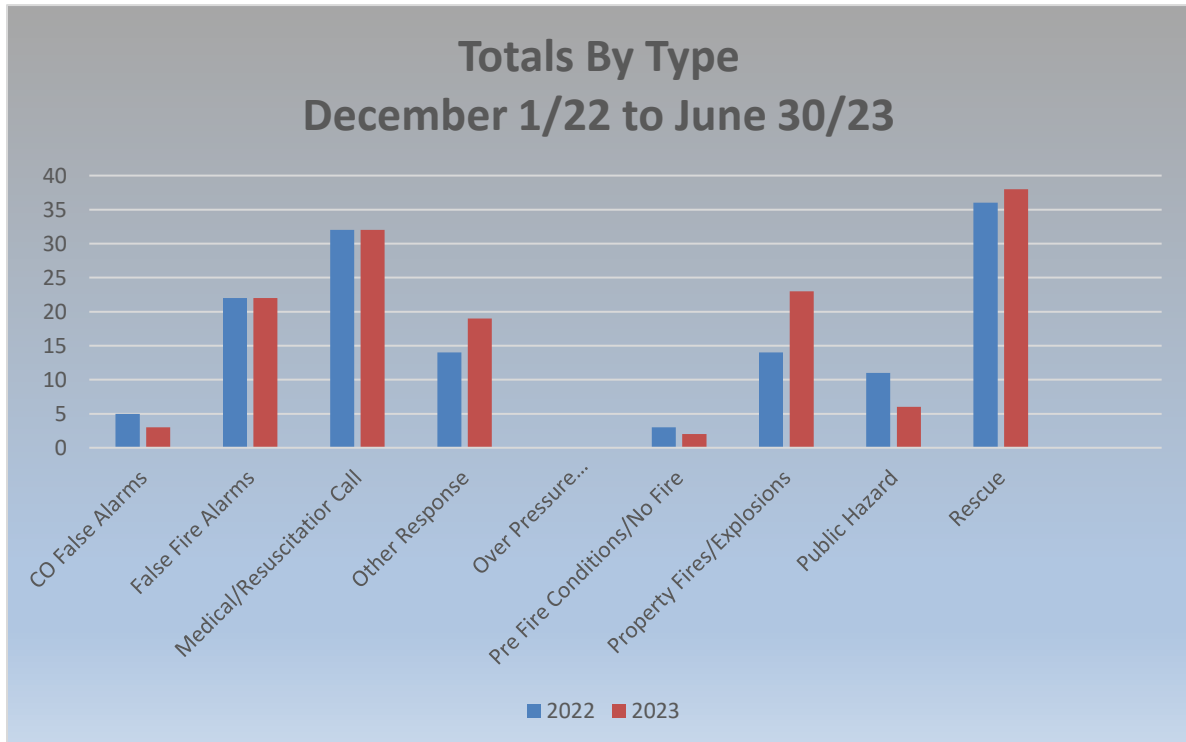
- July (2023): 24
- Year to Date: 157



TOTAL FIRE CALLS FOR 2023 (December 1/22 to July 31/23)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to June 30/23)



Emergency Management:

- Historically, the Provincial Emergency Operations Centre (PEOC) has been directly involved with Environment Canada with any briefings related to severe weather. Starting this **past month, all CEMC's now** can directly sit in on those briefings and ask questions regarding their respective municipalities. When an area has been designated as a potential target for severe weather, the PEOC will send a message directly to the CEMC (and alternate) of the municipality with a link to a Teams meeting. This allows **CEMC's to participate regardless of their** location. This was activated on the Township's recent run of active weather back in August.
- **The St. Clair sector has announced that it's next meeting will be held** both in person (Windsor) and remotely on October 6<sup>th</sup>.

Legislation

- The Township's new Regional Fire Advisor was announced on August 11<sup>th</sup> and staff is pleased to inform Council that Rick Finnemore has returned as our OFM representative. Mr. Finnemore has a long connection with the Township as he was previously our advisor until approximately 10 years ago. Staff looks forward to working again with Mr. Finnemore.
- On August 20<sup>th</sup>, the OFM announced the final appointments of the new Deputy Fire Marshal roster. The new deputies are John McBeth (Deputy Fire Marshal, Training, Certification & Public Education), Nancy Macdonald-Duncan (Deputy Fire Marshal, Fire Investigations and Emergency Response), John Snider (Deputy Fire Marshal, Field Advisory and Technical Services), and Troy Fernandes (Director, Administration and Business Services).

Recommendation:

None. For Council information only.

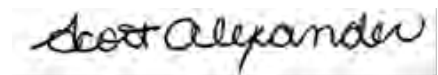
Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Scott Alexander  
Township Fire Chief

# STAFF REPORT

Report #CAO2023-09

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO – September Monthly Update Report

Date: August 30, 2023

## Departmental Highlights:

### Memorial Forest/Tree Program

- Meaghan Vader, our Corporate Initiatives Officer, is continuing to research this matter. She has compiled information from other municipalities but is waiting to make a connection with UTRCA to see what options they may suggest as well. A report on options for this type of program will come to the second meeting in October and any provisions for financing will be included in the 2024 budget.

### Municipal Audit

- The municipal auditor requested a deferral of the presentation of the 2022 Financial Statements due to internal workload issues at their firm. Christene Scrimgeour will attend the September 20<sup>th</sup> meeting of Council.

### Community Flagpole Policy

- Due to supply chain issues with flag poles, the new Township Administration Building is not likely to have its flagpoles installed until sometime in 2024. Staff will be holding off on the presentation of a Community Flagpole Policy until more details on the specifications of the new community flagpole can be ascertained at the new Township Administration Building.

### Recreation Advisory Committee

- Due to delays on the opening of the Township Administration Building (likely mid to late November), staff are suggesting that the Year-End Review Meeting of the Recreation Advisory Committee (RAC), in Hickson, be held on Wednesday, December 13<sup>th</sup> at 7:00 p.m. Staff are hoping that we might be able to organize an open house of the new building on that date, prior to the RAC meeting.

Transit Services

- Staff are considering the possibility of acquiring a previously owned para-transit vehicle from a local owner with the idea of doing an internal pilot service program. Staff feel that the vehicle would be re-sellable should the pilot be unsuccessful, and should Council opt to discontinue the program. Staff feel that a pilot of this nature would give the Township an opportunity to consider various routes, times, and locations to determine the viability of the service without entering into a long-term commitment with a vendor. Should the pilot program be well-received, staff would then suggest the Township consider Request for Proposals for an external agency to continue the service.

Municipal Alcohol Policy

- Information Sessions on the Township's new Municipal Alcohol Policy were held at both Innerkip and Tavistock on Thursday, August 17<sup>th</sup>. Staff were provided with much feedback on things to consider as the policy is rolled out to user groups. With the policy only coming into effect as of September 1<sup>st</sup>, staff advised attendees at the sessions that we would see what matters arose in the first couple of months of practice and then make recommendations to Council for amendments to the policy (likely in November of 2023) prior to playoffs for our hockey organizations. The policy as it reads currently does allow Council to make exceptions in some areas.

Camp Alliwannado

- At the request of Ms. Rowland, the meeting between Township staff and the Camp has been deferred by one week to September 27<sup>th</sup>. Staff will be working with the Camp's team on facility allocation and pricing while prioritizing importance of accessibility to all the Township's public spaces, including the park, washrooms, spray pad and pavilions in all three of the Township's main community parks.

Strategic Plan

- The Request for Proposals for the Township's first official Strategic Master Plan had its closing date extended to Wednesday, September 6<sup>th</sup> to allow for vendors to provide fulsome submissions. Staff intend to evaluate the proposals and the recommendation will now come to Council for award at its September 20<sup>th</sup> meeting.

Township Administration Building

- Construction continues to suffer delays on the new Administration Building, the current projected occupancy date is scheduled for Friday, November 17<sup>th</sup>. Staff have noted various impacts on other matters of policy and practice in updates above.

Legislative Updates:

- None


Attachments:

- Appendix "A": MPAC – Assessment Update Postponement

Recommendation:

- None

Respectfully submitted by:



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Karen DePrest  
Chief Administrative Officer/Treasurer



[La version française](#)

August 2023



### **Province-wide assessment update postponed**

On August 16, the Ontario government filed a regulation to amend the *Assessment Act*, extending the postponement of a province-wide reassessment through the end of the 2021-2024 assessment cycle. This means that property assessments for the 2023 and 2024 property tax years will continue to be based on fully phased-in January 1, 2016 current values.

While we wait for a new assessment date, MPAC continues to maintain an inventory of all properties and account for changes that happen each year in every property sector across the province. The ongoing postponement does not change the work we do to maintain our extensive property database and annual assessment rolls.

The government also announced that it will conduct a review of Ontario's property assessment and taxation system. While MPAC is not responsible for setting tax rates or collecting property taxes, we welcome the opportunity to work with the Province to ensure the property assessment process is optimal for property owners and municipalities.

MPAC remains in a strong position to deliver the next province-wide reassessment due to the work that we undertake every day to keep property assessment records accurate and property market data current.

If you have any questions or concerns, please reach out to [your local Municipal and Stakeholder Relations Account Manager](#).



### **Supporting municipalities with the delivery of the Q2 New Assessment Forecast**

Through the Q2 new assessment forecast update delivered to municipal partners at the end of July, MPAC has identified over \$41.5 billion in available new assessment across the province.

While this is a slight decrease from the Q1 New Assessment forecast which projected \$42 billion at the end of April, the change can be attributed to delays in residential and condo new construction occurring in some market areas where rising interest rates and higher material costs are impacting development timelines.



“Providing insight into anticipated growth offers municipalities essential information to anticipate revenue and support their budget and tax planning,” says Carm Lipsi, MPAC’s Vice-President, Valuation and Customer Relations and COO. “We are ahead of schedule in delivering the most up-to-date information and look forward to continuing to offer valuable services and other support to municipalities across the province.”

As of August 14, MPAC has captured \$27 billion of new assessment value in 2023, representing 65 per cent of the most recent annual forecast, and 90% of this new assessment was completed within one year of occupancy.

For questions about the new assessment forecasting process, reach out to your local MSR Account Manager.



### **New Building Permit Dashboard launches in Municipal Connect**



We are pleased to announce that our new Building Permit Dashboard in Municipal Connect is now live. Created exclusively for municipal staff members, Municipal Connect is your

primary source for assessment data and information.

Designed to provide greater insight on new assessments, the new dashboard enables you to review all building permits MPAC has received from your municipality.

Within the Building Permit Dashboard, the ‘overview’ tab allows you to filter in-progress permit information by:

- Work Description
- Property Series

- Property Type

The 'overview' tab also includes information on the total number of permits closed this year and permit submissions. There are additional 'status' filters, allowing you to sort building permits by plans received, final and occupancy status.

The dashboard helps to improve transparency by providing a better understanding of the building permit's journey between your municipality and MPAC.

To familiarize yourself with the new dashboard, check out our [online tutorial](#) or reach out to [your local Account Manager](#) for an overview session.



### **MPAC's 2022 Post-Enumeration Report is now available**

In 2022, MPAC delivered our final Preliminary List of Electors (PLE) to every municipality, District Social Services Administration Board and electing school board in Ontario.



We are pleased to report that through the combined efforts of municipalities, Elections Ontario and MPAC, with support from other stakeholders, the 2022 PLE grew by almost 1.2 million electors. This includes data coming from Elections Ontario following the June provincial elections, as well as voterlookup.ca, Elections Canada and regular updates to the MPAC database.

As we implement legislated changes that will transfer responsibility for the PLE to Elections Ontario in 2024, we would like to thank our Elections Working Group members for their support and insightful contributions to the 2022 enumeration process.

You can read more about our comprehensive enumeration strategy and our effort to support municipalities through the process in the full report [here](#).



### **Connecting at this year's AMO Conference**

MPAC was pleased to attend this year's AMO Conference in London, Ontario, as both an exhibitor and presenter. Over 2,500 delegates from across the province joined together for the three day event, which featured more than 60 speakers, sessions and workshops and covered a broad scope of topics important to municipalities today.

For our annual MPAC update Nicole McNeill, President and Chief Administrative Officer was joined by Alan Spacek, Chair, MPAC Board of Directors and Carmelo Lipsi, Vice-President and Chief Operating Officer for a fulsome presentation. This well-attended session featured highlights of our recent work, details of our work to keep Ontario's property database current, the tools we have to support property owners and municipalities, and some property insights.

Nicole McNeill and Carm Lipsi will be presenting MPAC's municipal update at our next webinar on September 7. Registration information can be found below.



**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2023 - 27**

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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 6<sup>th</sup> day of September, 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 6<sup>th</sup> DAY OF SEPTEMBER, 2023.**

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Phil Schaefer, Mayor

seal

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Will Jaques, Clerk