

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

AGENDA

**for the Meeting to be held on Wednesday September 20, 2023 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 7:00 p.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm September 6, 2023, Council Meeting Minutes
 - b) Oxford County–Memo re: Tavistock New Well Supply MCEA Public Consultation
5. Delegations & Appointments:
 - a) 7:15 p.m. – ZBA Application ZN2-23-04 (McKay)
 - b) 7:30 p.m. – ZBA Application ZN2-23-06 (Leslie)
 - c) 7:45 p.m. – MVA Application A-6-2023 (Chambers)
 - d) 8:00 p.m. – Christene Scrimgeour (Scrimgeour & Co.) –
2022 Draft Consolidated Financial Statements
 - e) 8:15 p.m. – Tavistock Royals – Alcohol Policy Exemption Request
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #BIDS2023 – 02 re: Ross Drain 1894 – Section 84 Abandonment
 - e) Staff Report - #CIO2023 – 05 re: Strategic Plan Bid Award
 - f) Staff Report - #CIO2023–06 re: Stormwater Management Master Plan Bid Award
 - g) Staff Report - #PW2023 – 09 re: Parks & Recreation Reporting
 - h) Staff Report - #BCO2023 – 06 re: By-law Compliance Reporting
 - i) Staff Report - #CSM2023 – 09 re: Corporate Services Reporting
 - j) Staff Report - #CAO2023 – 08 re: Treasury 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 September 6, 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, CBO John Scherer, Public Works Manager Tom Lightfoot and Fire Chief Scott Alexander.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that the end of summer has arrived and students are returning to school, with special mention of the new playground equipment at Innerkip Public School, fundraised for by the Home and School Association. Councillor SMITH also recognized community member Starr Blackman, who recently moved away from Innerkip. Mayor SCHAEFER recognized the Tavistock Merchants on winning the National Fast Pitch title. Mayor SCHAEFER also noted that September is Big Brothers - Big Sisters Month.

Approve
Agenda

1. Moved by: Brad SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council approve the agenda for the September 6, 2023, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

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

CARRIED.

Correspondence & Reports – No Resolutions:

- Safe & Well Oxford – Update
- August 9, 2023 Recreation Advisory Committee (RAC) Minutes
- Staff Report - #CBO2023 – 08 re: Building, Development & Drainage Reporting
- Staff Report - #PW2023 – 08 re: Public Works Reporting
- Staff Report - #FC2023 – 07 re: Fire Department Reporting
- Staff Report - #CAO2023 – 09 re: CAO Reporting

Correspondence & Reports – Resolutions Following:

TVDSB –
Support for
Construction of
North
Woodstock
School

Council reviewed the correspondence from the Thames Valley District School Board regarding **their request for support of the Board’s revised** construction plans, to increase the scope of the new North Woodstock School.

3. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that the Township of East Zorra-Tavistock support the Thames Valley District **School Board’s revised construction plans for the** new North Woodstock School.

CARRIED.

Oxford County–
Strong Mayors,
Building Homes
Act 2022
Resolution

Council reviewed the correspondence from the County of Oxford regarding their desire to not 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.

4. Moved by: Jeremy SMITH
Seconded by: Brad SMITH
Resolved that Council support the resolution of the County of Oxford regarding their desire to not 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.

CARRIED.

Safe & Well
Oxford–Update

Council reviewed the correspondence from the Safe & Well Oxford Steering Committee.

Oxford County -
Consent
Application
B23-35-2
(McKay)

- 5. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that Council voice no objection to consent application B23-35-2 (McKay).

CARRIED.

At 9:18 a.m., Cristina McLaren from Oxford County Library presented the 2022 Community Report to Council.

Public Hearing -
Minor Variance
Application
A-6-2023
(Chambers)

PUBLIC HEARING - MINOR VARIANCE APPLICATION #A-6-2023 (CHAMBERS), DESCRIBED AS LOT 28, PLAN 35, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 9:32 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-6-2023 for Kevin and Kailee Chambers. Planner Dustin Robson presented Planning Report #CP2023-262.

Members of the Committee asked questions of the Planner and Staff. The applicant was present for the hearing and spoke favourably of the application. Issues of lot coverage for an existing accessory building on the property, as well as discrepancies in the site sketch and associated numbers noted on the sketch, were identified. The Committee considered the comments made in making its decision regarding this application.

6. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-6-2023, 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 m² (1,076 ft²) to 161.09 m² (1,734 ft²); 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 and shed 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

DEFEATED.

7 Moved by: Scott RUDY
 Seconded by: Scott ZEHR
 Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-6-2023, 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 m² (1,076 ft²) to 136 m² (1,463.9 ft²); 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

DEFEATED.

8. Moved by: Steven VAN WYK
 Seconded by: Jeremy SMITH
 Resolved that the Committee of Adjustment defer application A-6-2023 (Chambers).

CARRIED.

Public Hearing -
Minor Variance
Application
A-7-2023
(Stere)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-7-2023 (STERE),
DESCRIBED AS PART BLOCK A, PLAN M70,
PART 2, PLAN 41R8915, TOWNSHIP OF EAST
ZORRA-TAVISTOCK.

At 10:19 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-7-2023 for Brian and Danielle Stere. Planner Dustin Robson presented Planning Report #CP2023-264.

Members of the Committee asked questions of the Planner and Staff. The applicant was not present for the hearing. The Committee considered the comments made in making its decision regarding this application.

9. Moved by: Scott RUDY
Seconded by: Brad SMITH
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-7-2023, 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 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.

At 10:30 a.m., Louise Wardrop from the Oxford Community Foundation made a presentation to Council regarding the activities of the Foundation.

At 10:45 a.m., Don Ford, Mackenzie Schultz and David Simpson from Oxford County Public Works made a presentation to Council regarding the ongoing 2024 Water–Wastewater Master Plan.

Oxford County–
Consent
Application
B23-45-2
(Leslie)

- 10. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that Council voice no objection to consent application B23-45-2 (Leslie).

CARRIED.

Conferences
and Seminars

Mayor SCHAEFER, Councillor SMITH, Councillor VAN WYK and CAO-Treasurer Karen DePrest provided Council with an overview of the recent AMO Conference.

August 9, 2023
Recreation
Advisory
Committee
(RAC) Minutes

Council reviewed the August 9, 2023, Recreation Advisory Committee (RAC) Minutes.

Staff Report
#CBO2023 – 08
re: Building,
Development &
Drainage
Reporting

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

Staff Report
#PW2023 – 08
re: Public Works
Reporting

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

Staff Report
#FC2023 – 07
re: Fire
Department
Reporting

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

Staff Report
#CAO2023 – 09
re: CAO
Reporting

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

Confirming
By-law

11. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that By-law #2023-27 being a by-law to confirm the proceedings of Council held Wednesday September 6, 2023, be read a first, second and third time this 6th day of September, 2023;

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

CARRIED.

Adjourn

12. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn at 1:09 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

Public Works MEMORANDUM

TO: Township of East Zorra-Tavistock Council

FROM: David Simpson, Director of Public Works

DATE: September 11, 2023

RE: **Tavistock New Well Supply Municipal Class EA Study
Notice of Public Consultation Centre #2 (Virtual), Oxford County**

Oxford County is undertaking the Tavistock New Well Supply Class Environmental Assessment (EA) Study to explore potential opportunities for the development of a new well supply that will improve the security and supply of drinking water for the community of Tavistock. At the first Public Consultation Centre, a new well on Hope Street West near the Optimist Park was identified as the preferred well site. Alternative Design concepts have now been evaluated for components of the site. Public and review agency consultation is a key element of the Study process.

Public Consultation Centre (PCC) #2 will be in virtual meeting format, and will include a presentation by the County's project Consultant (Stantec Consulting Ltd.) followed by a Q/A period. The presentation will provide background information regarding the Study, and seek input on the evaluation process and identification of the preliminary preferred alternative.

The PCC #2 presentation materials will be available through the Speak-Up! Oxford (SUO) project web page. Comments are welcome on the presentation and are requested by October 6, 2023. As detailed in the attached Notice, the PCC #2 date and registration information are as follows:

Date: Tuesday, September 26, 2023

Time: 6:00 pm – 8:00 pm

Register: www.oxfordcounty.ca/new-well-supply-tavistock

Notice of the Virtual PCC #2 will be advertised in local newspapers and social media in advance of these events.



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

Encl. *Notice of Public Consultation Centre #2*

Notice of Public Consultation Centre #2

New well supply in Tavistock

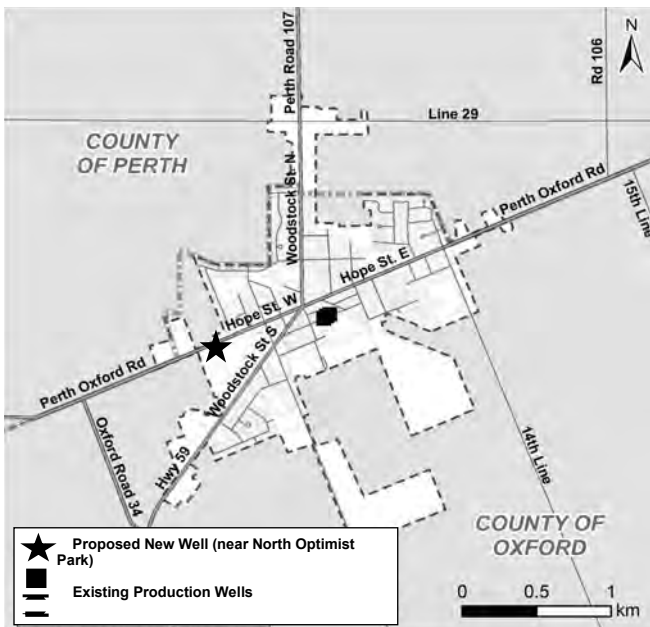
Municipal Class Environmental Assessment Study

Oxford County is undertaking a Municipal Class Environmental Assessment (Class EA) study to explore potential opportunities for a new well supply to improve the security and supply of drinking water for the community.

What is the new well supply study?

Tavistock currently receives water from three wells located at the same site in central Tavistock. This study is exploring opportunities for an additional well location to serve community water needs. At the first Public Consultation Centre, a new well on Hope Street West near Optimist Park was identified as the preferred well site. Alternative design concepts have now been evaluated for components of the site.

The Class EA study is being planned in accordance with the planning and design process for Schedule C projects as outlined in the *Municipal Engineers Association Municipal Class Environmental Assessment Document* (2000, as amended 2007, 2011, 2015), which is an approved process under Ontario's *Environmental Assessment Act*.



Information will be collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments will become part of the public record.

We want to hear from you

Consultation with stakeholders is a key component of the study process, and input will be sought throughout the study.

A second virtual Public Consultation Centre (PCC2) is being held to provide a project update and present the identification and evaluation of alternative design concepts for the preferred well site. The project team is seeking input on the evaluation and the preliminary preferred concept. Project team members will be available to address any questions.

**Tuesday, September 26, 2023
6:00 to 8:00 p.m. (online)**

Please check the project website at www.speakup.oxfordcounty.ca/new-well-supply-tavistock for log-in details to join. Materials will be available on the project website following the meeting.

Comments on the new well supply study are welcome and should be submitted by Friday, October 6, 2023, by emailing the project contacts or at www.oxfordcounty.ca/speakup. All comments received during the study are considered and documented in the Environmental Study Report.

To receive project updates, subscribe to the study mailing list through one of the contacts below.

Contacts

A.R. (Tony) Lotimer, M.Sc., P.Geo
Project Manager
Oxford County
1-800-755-0394 ext. 3087 | alotimer@rogers.com

David Kielstra, MA, EP, MCIP, RPP
Environmental Planner
Stantec Consulting Ltd.
905-381-3247 | David.Kielstra@stantec.com

This notice issued August 30, 2023



To: Mayor and Members of Township of East Zorra-Tavistock Council

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN2-23-04 – Donald McKay

REPORT HIGHLIGHTS

- Application for Consent B23-35-2 proposed to sever agricultural lands and convey them to an abutting agricultural parcel while retaining an undersized farm parcel. B23-35-2 was approved at the September 7, 2023 Land Division Committee (LDC) meeting.
- The subject Zone Change Application proposes to rezone the lot to be retained resulting from the above-noted Consent Application from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).' The lot to be severed is proposed to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-21).'
- 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

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 13th Line and Braemar Sideroad, and are municipally known 615899 13th 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: General Agricultural Zone (A2)
Requested Zoning: Special General Agricultural Zone (A2-sp) and Special General Agricultural Zone (A2-21)

PROPOSAL:

The Zone Change Application proposes to rezone the lot to be severed resulting from Consent Application B23-35-2 from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-21) and to rezone the lot to be retained from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).' The related consent application (B23-35-2) was approved by the Oxford County Land Division Committee on September 7, 2023. The subject Zone Change Application is required to fulfill a condition of the consent.

A special provision is being proposed for the lot to be retained to recognize the reduced lot size of that parcel. The lot to be severed and conveyed to the lot to be enlarged is proposed to be rezoned to the A2-21 zone, similar to the lot to be enlarged. The A2-21 zone contains a special provision that relates to a reduced Minimum Distance Separation II (MDS II) setback.

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 agricultural-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.

Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons. The PPS defines legal and technical reasons as “severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.”

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 30 ha (74.1 ac) and minimum lot frontage of 100 m (328.1 ft).

The applicant is proposing to rezone the lot to be retained to recognize a reduced lot area of 14 ha (34.6 ac). The applicant is also proposing to rezone the lands to be severed from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-21) to ensure consistent zoning with the lot to be enlarged. 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 on the lands to be enlarged.

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 13th 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

Public Notice of the Zone Change Application 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

Planning Analysis

At their September 7, 2023 meeting, the Land Division Committee (LDC) considered a staff report regarding Application for Consent B23-35-2, which proposes to sever agricultural lands and convey them to a neighbouring agricultural lot. The lot to be retained would be undersized. The LDC approved Consent Application B23-35-2 and imposed a condition that the lot to be severed and the lot to be retained be appropriately rezoned. The subject Zone Change Application attempts to satisfy this condition.

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. Further, Section 2.3.4 also states that lot adjustments in prime agricultural land may only be permitted for legal or technical reasons. 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, staff are of the opinion that the lot to be retained resulting from the noted consent 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.

In light of the foregoing, staff are not recommending support for the subject Zone Change Application as the proposal is generally not consistent with the policies of the PPS and do not maintain the intent of the Official Plan, with respect to farm consolidation in prime agricultural areas.

RECOMMENDATIONS

It is recommended that the Council of the Township of East Zorra-Tavistock not approve the zone change application submitted by Donald McKay, whereby the lands described as Part Lot 15, Concession 12 (East Zorra) are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-21)' and 'Special General Agricultural Zone (A2-sp).'

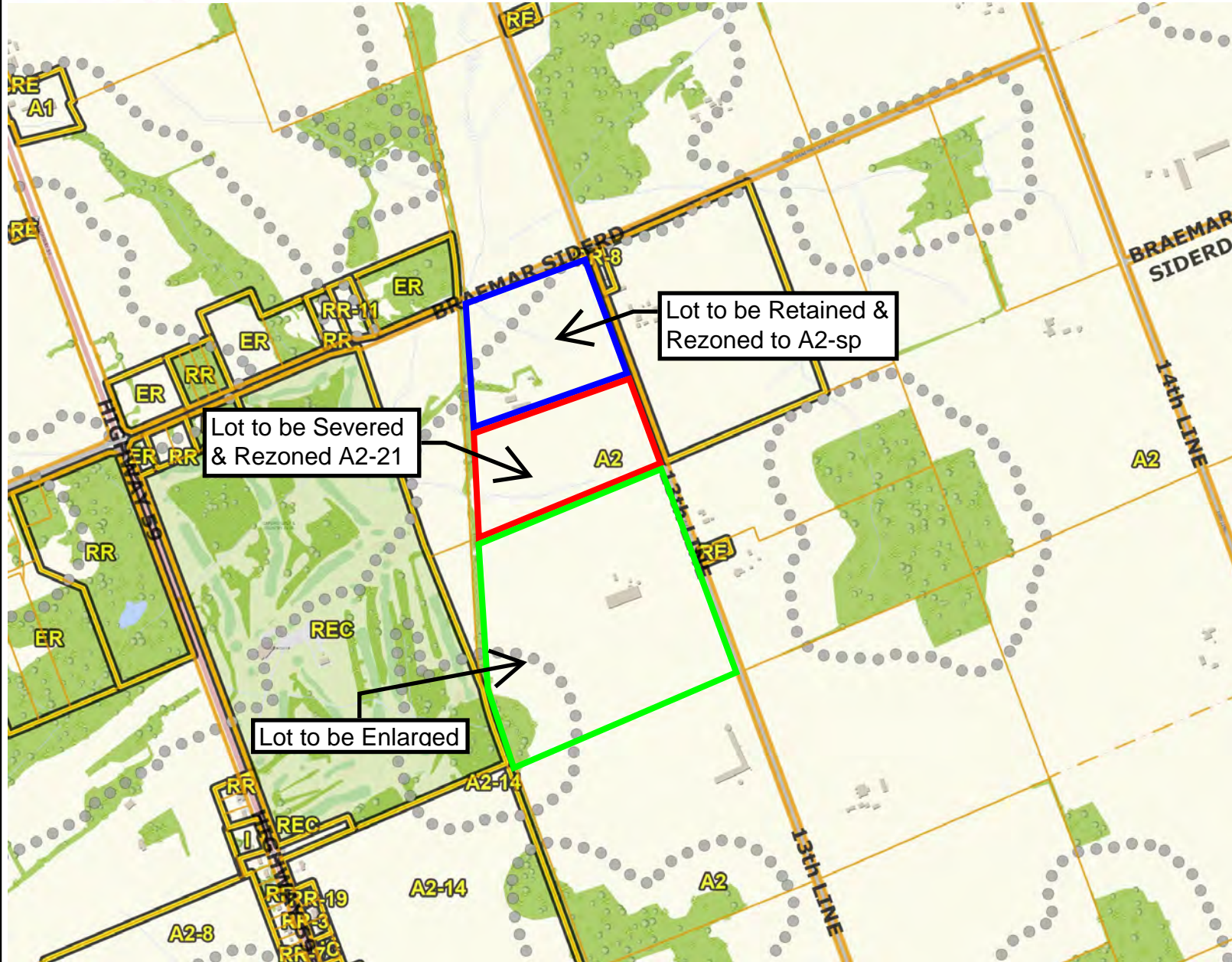
SIGNATURES

Authored by: *Original Signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *Original Signed by*

Gordon K. Hough, RPP
Director



Legend

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

Notes



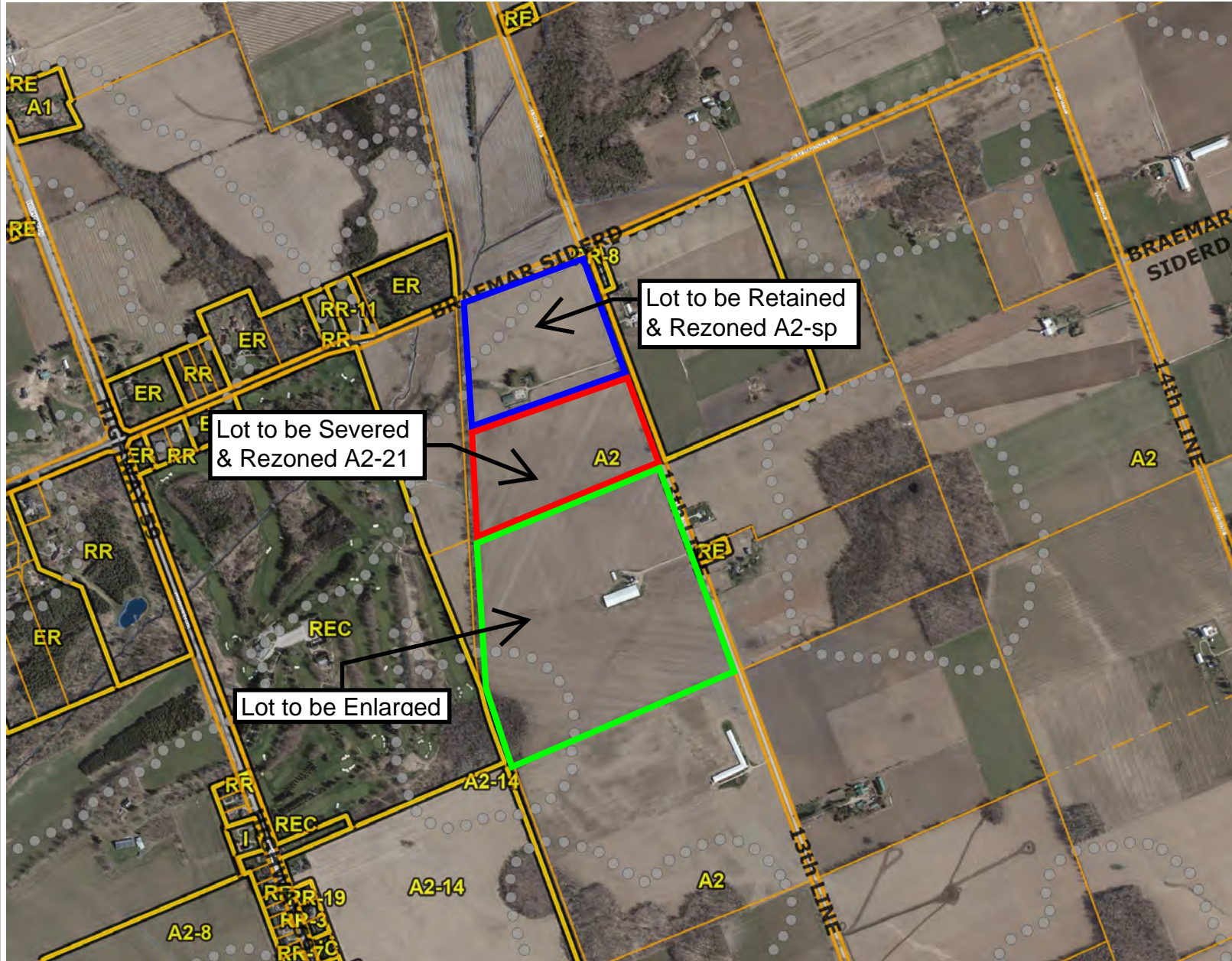
0 409 818 Meters

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

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



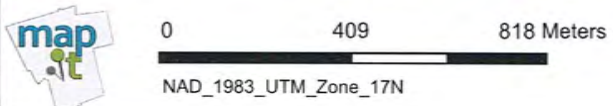
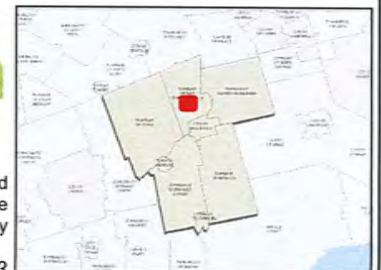
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

July 4, 2023



Legend

Notes



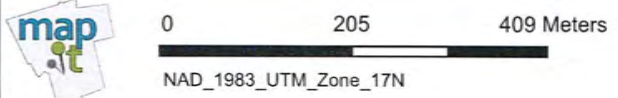
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

April 4, 2023



Legend

Notes



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

To: Mayor and Members of Township of East Zorra-Tavistock Council

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN2-23-06 – Brenda & Greg Leslie

REPORT HIGHLIGHTS

- Application for Consent B22-95-2 to approve the creation of a residential lot in the rural cluster of Braemar Sideroad was approved by the Land Division Committee (LDC) at their meeting on April 6, 2023, subject to a condition that the lot to be severed obtain an easement for access purposes. The subsequent application for easement was approved by the LDC on September 7, 2023.
- The subject Zone Change Application proposes to rezone the lot to be retained and the lot to be severed via Consent B22-95-2 from 'Estate Residential Zone (ER)' to 'Rural Residential Zone (RR).'
- Planning staff are recommending approval of the application, as it is generally consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

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

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

LOCATION:

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

OFFICIAL PLAN:

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

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

Existing Zoning: Estate Residential Zone (ER)
Proposed Zoning: Rural Residential Zone (RR)

PROPOSAL:

The Zone Change Application proposes to rezone the lot to be severed and the lot to be retained resulting from Consent Application B22-95-2 from 'Estate Residential Zone (ER)' to 'Rural Residential Zone (RR)'. The related consent applications affecting these lands (B22-95-2 and B23-43-2) were approved by the Oxford County Land Division Committee on April 6, 2023 and September 7, 2023, respectively. The subject Zone Change Application fulfils a condition of B22-95-2.

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 severed and retained lots resulting from the previously noted consent applications and the location of the lands on which the access easement has been established.

Application Review

2020 PROVINCIAL POLICY STATEMENT:

Section 1.1.3 of the Provincial Policy Statement (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

The subject lands are currently zoned ‘Estate Residential Zone (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. Given the fact that a new lot is being created, the subject lands are therefore required to be rezoned from ER to ‘Rural Residential Zone (RR)’ due to the existing lot configuration changing.

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

Agency Comments

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

Public Notice of the Zone Change Application 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.

Planning Analysis

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

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

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

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

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

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 (1) 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 LDC ultimately chose to approve the proposed severance as presented, including approving an easement over the private laneway to the south of the subject lands at their September 7, 2023 meeting as well. The approved easement is to allow access to the lot to be severed via Consent Application B22-95-2.

While staff would prefer that the easement for access purposes was over the lot to be retained rather than the private laneway, staff do not have objections to the creation of one (1) new residential lot and the subject Zone Change Application to rezone the subject lands from the ER zone to the RR zone.

The UTRCA has reviewed the subject Zone Change Application and they have indicated no objection to the proposal from an environmental standpoint. A copy of the UTRCA letter from their review during the circulation of B22-95-2 has been attached to this report for Council's reference. To ensure that the dripline of the woodlands is respected, staff are of the opinion that it be prudent to also include a special provision in any associated Zone Change Application that would require a 10 m (32.8 ft) setback from the dripline for any buildings or structures on the lot to be severed.

Given that the proposal is generally consistent with the PPS, Official Plan, and the Township's Zoning By-law, staff are in a position to recommend approval of the subject Zone Change Application. The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

RECOMMENDATIONS

It is recommended that the Council of the Township of East Zorra-Tavistock approve-in-principle the zone change application submitted by Greg and Brenda Leslie, whereby the lot to be retained and the lot to be severed resulting from Consent Application B22-95-2, described as Part Lot 15, Concession 11 (East Zorra), are to be rezoned from 'Estate Residential Zone (ER)' to 'Rural Residential Zone (RR)' and 'Rural Residential Zone (RR-sp).'

SIGNATURES

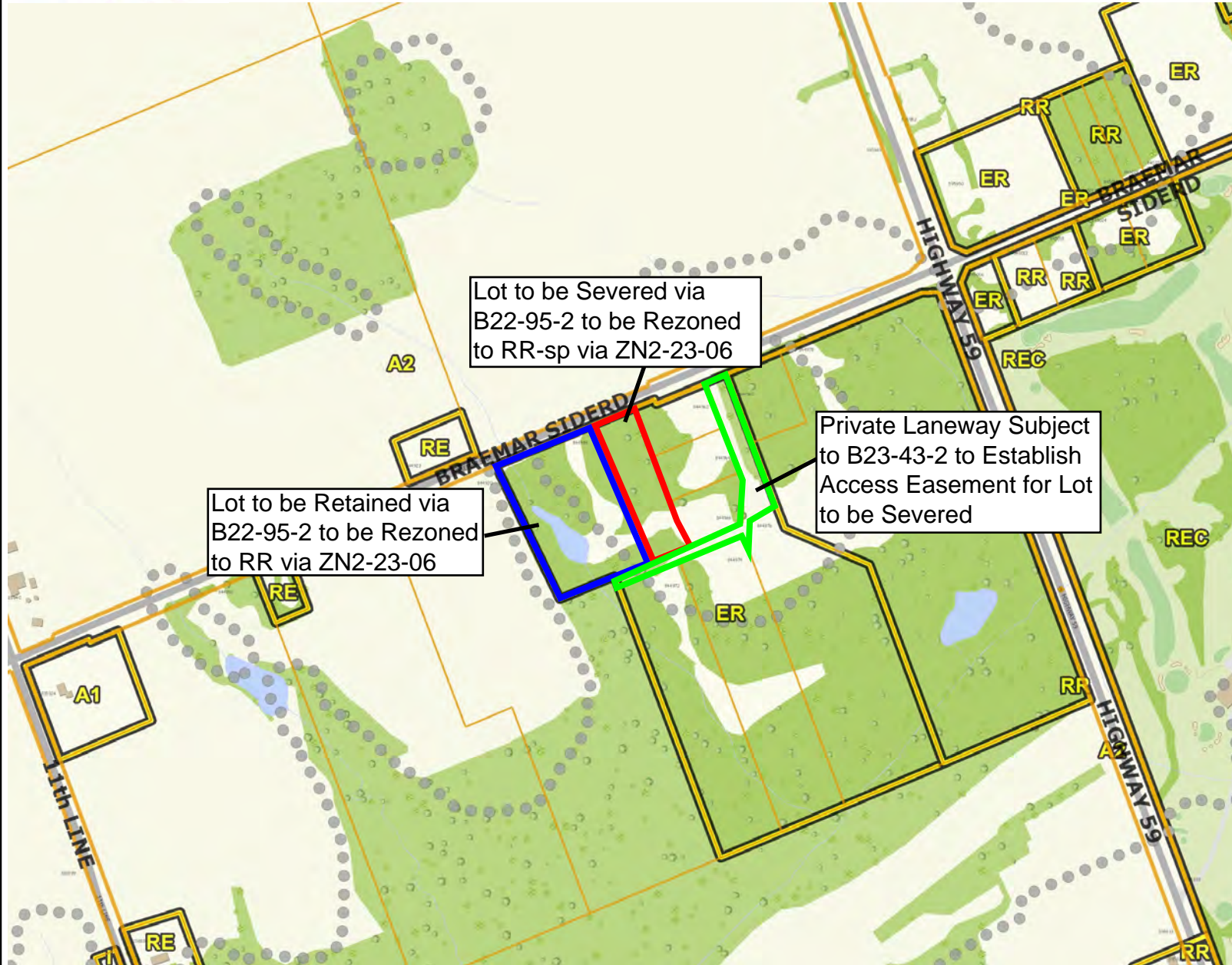
Authored by:

Original Signed by

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *Original Signed by*

Gordon K. Hough, RPP
Director

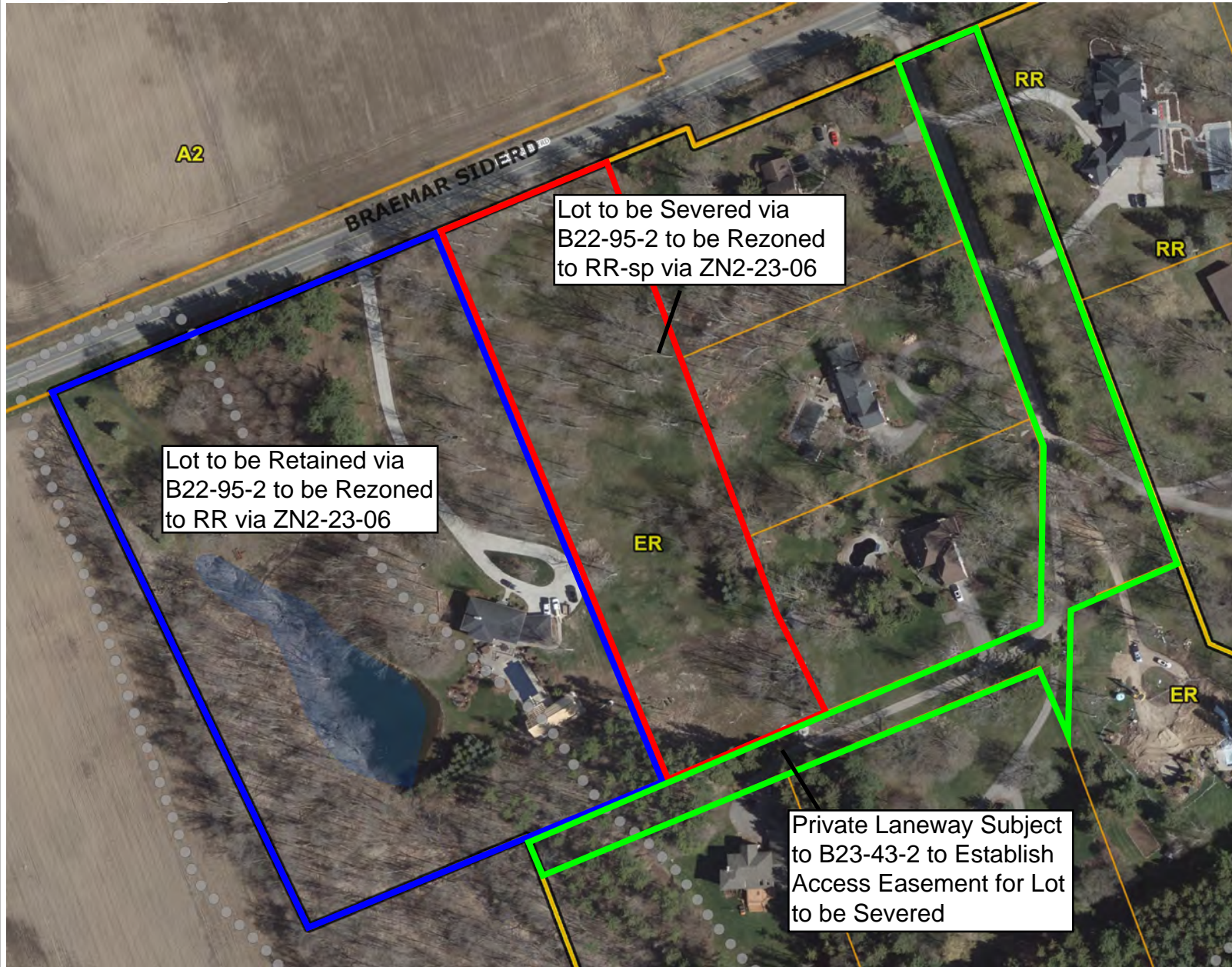


Legend

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

Notes





A2

BRAEMAR SIDEROAD

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

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

ER

RR

RR

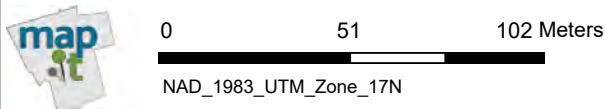
ER

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

Legend

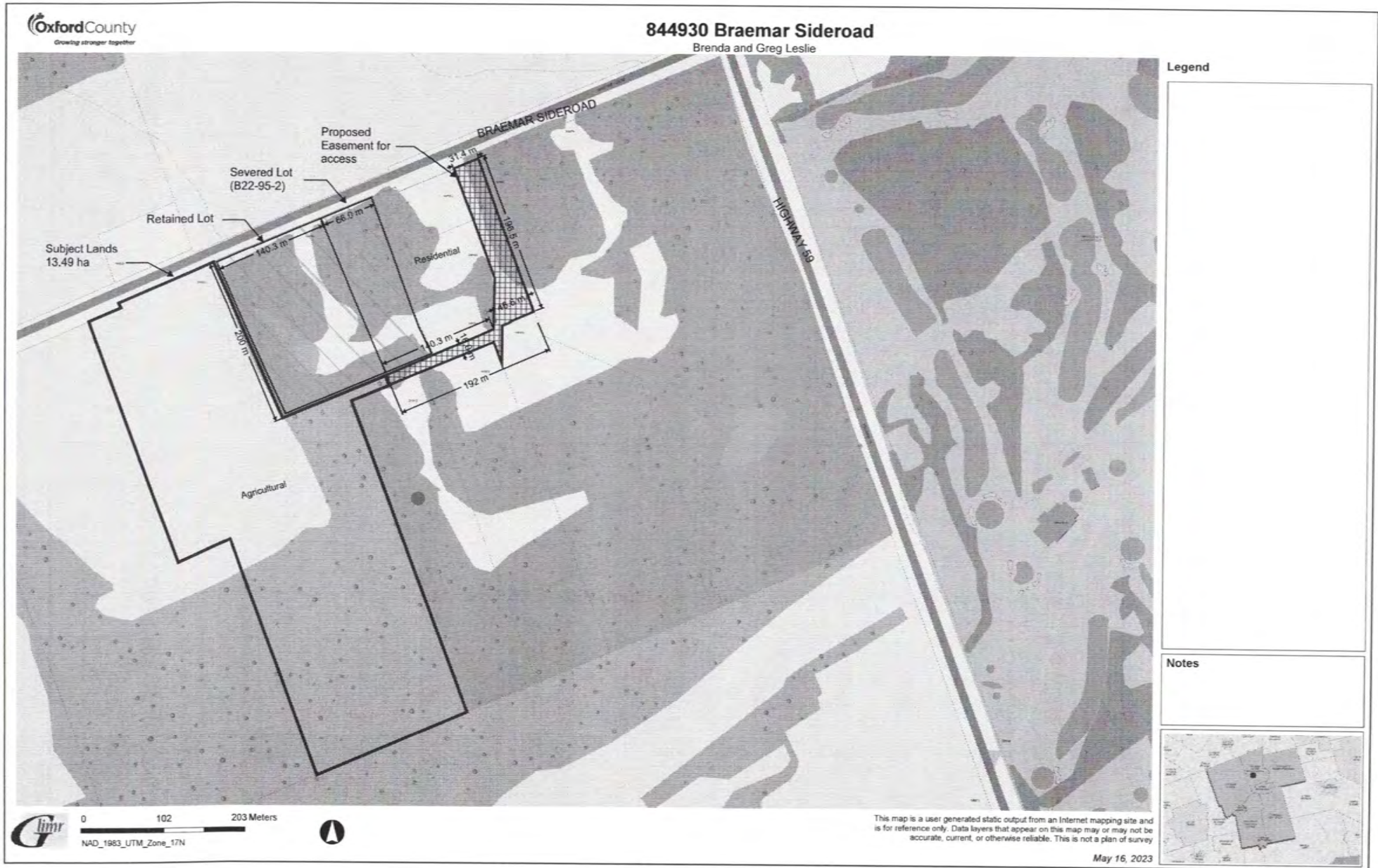
- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000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

Notes



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

January 6, 2023





"Inspiring a Healthy Environment"

February 10th, 2023

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

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

Re: UTRCA Comments
Application for Consent
File No: B22-95-02
Owner(s): Greg and Brenda Leslie
Agent(s): RW2 Engineering (Rob Walton)
844944 Braemar Sideroad, Township of East Zorra-Tavistock

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

BACKGROUND & PROPOSAL

The approximately 4ha subject lands are municipally referred to as 844944 Braemar Sideroad and are located in East Zorra-Tavistock Township. The lands are designated Residential within the Oxford County Official Plan (2021 consolidation), and are zoned Estate Residential (ER) within the Township of East Zorra-Tavistock Zoning By-law (No. 2003-18). The subject lands and surrounding lands are characterized by agricultural fields, significant woodland, and residential lots.

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

DELEGATED RESPONSIBILITY & STATUTORY ROLE

Provincial Policy Statement 2020

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

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

and the policies of the UTRCA's Environmental Planning Policy Manual (2006). This approach ensures that the principle of development is established through the *Planning Act* approval process and that a permit application can be issued under Section 28 of the *Conservation Authorities Act* once all of the planning matters have been addressed.

Section 28 Regulations - Ontario Regulation 157/06

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

- Riverine flooding and erosion hazards associated with an unnamed watercourse.

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

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

NATURAL HAZARDS

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

3.2.2 General Natural Hazard Policies

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

3.2.3 Riverine Flooding Hazard Policies

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

3.2.4 Riverine Erosion Hazard Policies

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

NATURAL HERITAGE

3.3.3 Woodland Policies

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

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

DRINKING WATER SOURCE PROTECTION - *Clean Water Act*

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

COMMENTS

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

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

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

UTRCA RECOMMENDATION & CONDITIONS OF CONSENT

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

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

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

UTRCA REVIEW FEES

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

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

Thank you for the opportunity to comment. Please contact the undersigned if you have any questions.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Eric Gaskin
Land Use Planner I

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

Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: www.oxfordcounty.caOur File: **A06-23****APPLICATION FOR MINOR VARIANCE**
Supplementary Report

TO: Township of East Zorra-Tavistock Committee of Adjustment
MEETING: September 20, 2023
REPORT NUMBER: CP 2023-294

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 cumulative gross floor area of residential accessory buildings from 100 m² (1,076 ft²) to 134 m² (1,442.3 ft²); 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 4.3 m (14.1 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 applicants are proposing to erect a detached garage in the interior side yard, which would include a covered deck. The applicants are proposing a maximum of 134 m² (1,442.3 ft²) in gross floor area and a maximum height of 4.3 m (14.1 ft). The proposed detached garage would be used for personal storage accessory to the existing residential use (single detached dwelling).

The subject lands have a lot area of approximately 1,015 m² (10,925.3 ft²) and contain an existing single detached dwelling approximately 142.2 m² (1,530.6 ft²) in size and a shed approximately 24.1 m² (259.4 ft²) in size. The shed is intended to be removed. 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.

For the Committee's information, this application was originally considered at the September 6, 2023 Committee of Adjustment meeting. At the September 6, 2023 meeting, discussion arose over the prospect of allowing for the existing shed to remain on the lands in addition to the proposed detached garage being permitted. If the shed were to remain, the requested maximum gross floor area for accessory buildings would have been larger than the originally requested 136 m² (1,463.9 ft²).

As a result of the discussion, the Committee deferred the application until such time as the applicants had the opportunity to decide how they wished to proceed. After considering their options, the applicants have advised that they would like to proceed with the presented variances for the detached garage and will remove the existing shed.

Staff note that after the applicants consulted with their contractor that some measurements for the proposed detached garage have changed slightly. Based on the new drawings provided, the maximum gross floor area for the detached garage will be 133.78 m² (1,440 ft²). The maximum height of the detached garage has also been slightly refined to now reflect 4.24 m (13.9 ft). Staff, however, recommended to the applicants that the numbers be rounded up to allow for a small margin of error during construction.

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 (Site Plan), shows location and setbacks of the proposed accessory building, as well as the existing dwelling.

Plate 4, Applicants' Sketch (Elevations), shows the proposed elevations for all sides of the proposed detached garage.

(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 m² (1,076 ft²) 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, which would include a covered deck.

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 cumulative gross floor area of residential accessory buildings from 100 m² (1,076 ft²) to 134 m² (1,442.3 ft²); 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 4.3 m (14.1 ft).

Subject to the following conditions:

- i. 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 2023-294.
- ii. That the existing shed, as shown on Plate 3 of Report CP 2023-294, shall be removed or demolished to the satisfaction of the Township's Chief Building Official.

As the variance requested is considered to be:

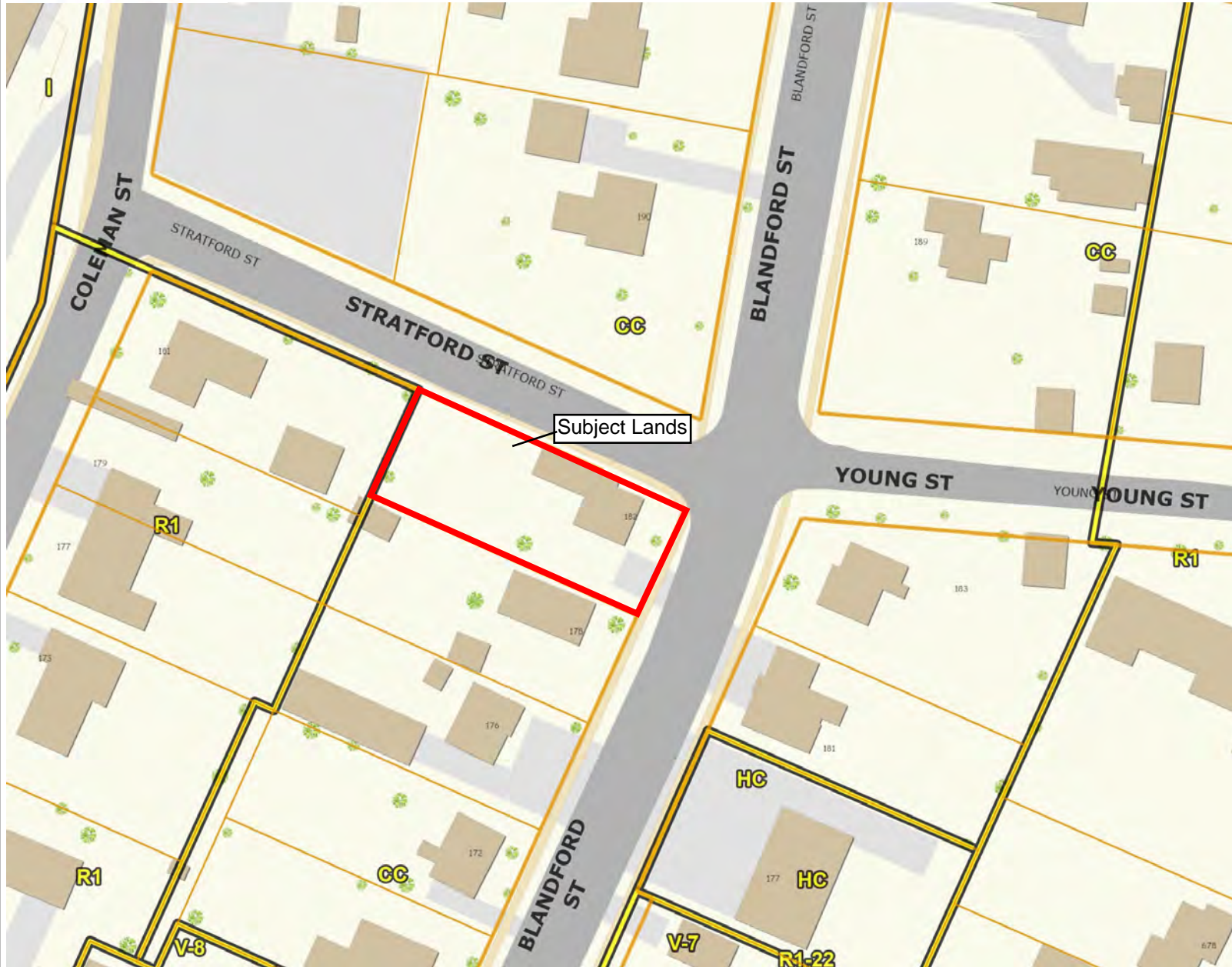
- i) in keeping with the general intent and purpose of the Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with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

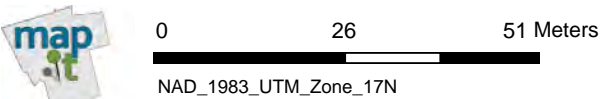
Gordon K. Hough, RPP
Director



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



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



Legend

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

Notes



0 13 26 Meters

NAD_1983_UTM_Zone_17N



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

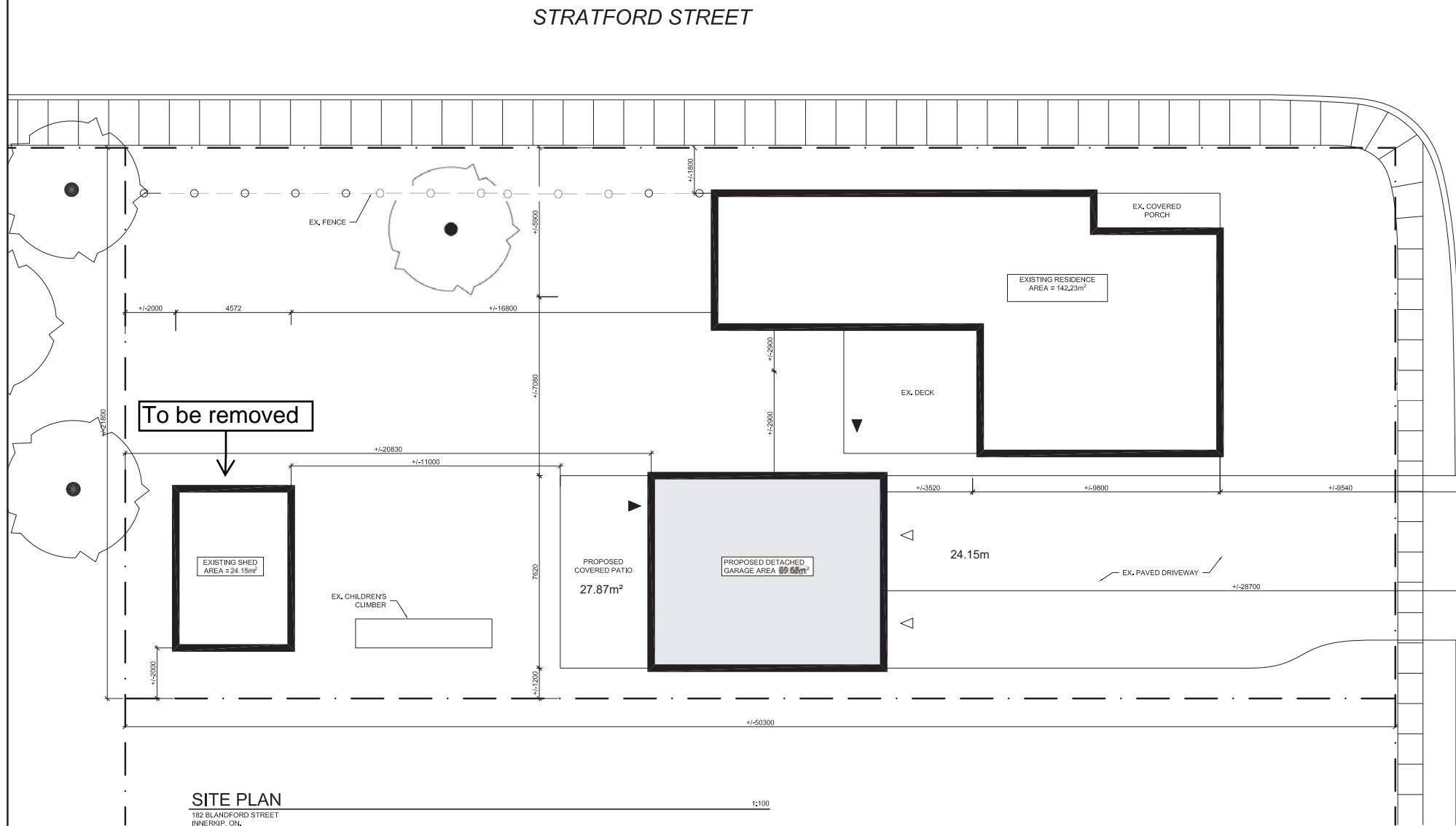
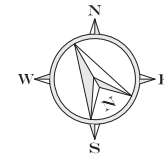
Plate 3: Applicants' Sketch (Site Plan)
 File No.: A06-23 - Chambers
 Lot 28, Plan 35, Township of East Zorra-Tavistock - 128 Blandford Street, Innerkip

LEGEND:	
OVERHEAD DOOR	▽
MAN DOOR	▼
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:	+/-990 m ² OR +/-0.24 ACRES	
BUILDING FLOOR AREA:	GARAGE	69.68 m ² (750 FT ²)
	COVERED PATIO	27.87 M ² (300 FT ²)
	TOTAL	97.55 m ² (1050 FT ²)
TOTAL BUILDING HEIGHT:	MAX. BUILDING HEIGHT	11.00m
	PROPOSED GARAGE	5.95 m

ONTARIO BUILDING CODE DATA MATRIX			
ITEM	ONTARIO BUILDING CODE DATA MATRIX	OBC REFERENCE	
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 ² (1531FT ²) EXISTING SHED : 24.15m ² (260FT ²) PROPOSED GARAGE (PATIO) : 27.87m ² (1050FT ²) TOTAL : 263.95m ² (2841FT ²)		
4	GROSS AREA: EXISTING RESIDENCES : 142.23m ² (1531FT ²) EXISTING SHED : 24.15m ² (260FT ²) PROPOSED GARAGE : 133.78m ² (1440FT ²) TOTAL : 300.16m ² (3231FT ²)		
5	NUMBER OF STOREYS: ABOVE GRADE =1 BELOW GRADE =0	EXISTING TO REMAIN	
6	HEIGHT OF BUILDING (m): ± 5.95m (19'-4")	EXISTING TO REMAIN	
7	NUMBER OF STREETS/ACCESS ROUTES: 1	9.10.20.3	
8	BUILDING CLASSIFICATION: 'C'	9.10.2.1	
9	SPRINKLER SYSTEM PROPOSED: <input type="checkbox"/> ENTIRE BUILDING <input type="checkbox"/> BASEMENT ONLY <input 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	3.2.5.	
14	TYPE OF CONSTRUCTION: <input checked="" type="checkbox"/> COMBUSTIBLE <input type="checkbox"/> NON-COMBUSTIBLE		
15	MEZZANINE(S) AREA EXISTING AREA (m ²) NEW AREA (m ²) MEZZANINE 10% OR LESS ENCLOSED AREA (m ²) ≤ 40% UNENCLOSED AREA (m ²)		
16	OCCUPANT LOAD: GROUP 'C' EXISTING : NA PERSONS NEW : 2 PERSONS BASED ON <input type="checkbox"/> XXm ² /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 checked="" 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 LISTED DESIGN NO. or DESCRIPTION (SB-2) F.R.R. (HOURS) RESISTANCE FLOORS: 0.75 N/A ROOF: N/A N/A MEZZANINE: 0.75 N/A F.R.R. OF SUPPORTING MEMBERS LISTED DESIGN NO. or DESCRIPTION (SB-2) FLOORS: 0.75 N/A ROOF: N/A N/A MEZZANINE: 0.75 N/A	9.10.8.1	
22	SPATIAL SEPARATION - CONSTRUCTION OF EXTERIOR WALLS (9.10.14.4.(7) - GROUP C OCCUP.)		
23	EGRESS AND EXIT REQUIREMENTS (9.8.7.4)	MAX. TRAVEL DISTANCE OF 30m AS PER 9.8.2.	
24	ADDITIONAL REQUIREMENTS		

These documents are instruments of service and are the copyright property of Witzel Dyce Engineering Inc. They may not be reproduced, altered or reused without the expressed written consent of Witzel Dyce Engineering Inc.



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

1	2023.08.07	ISSUED FOR MINOR VARIANCE
NO.	DATE	REVISION

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



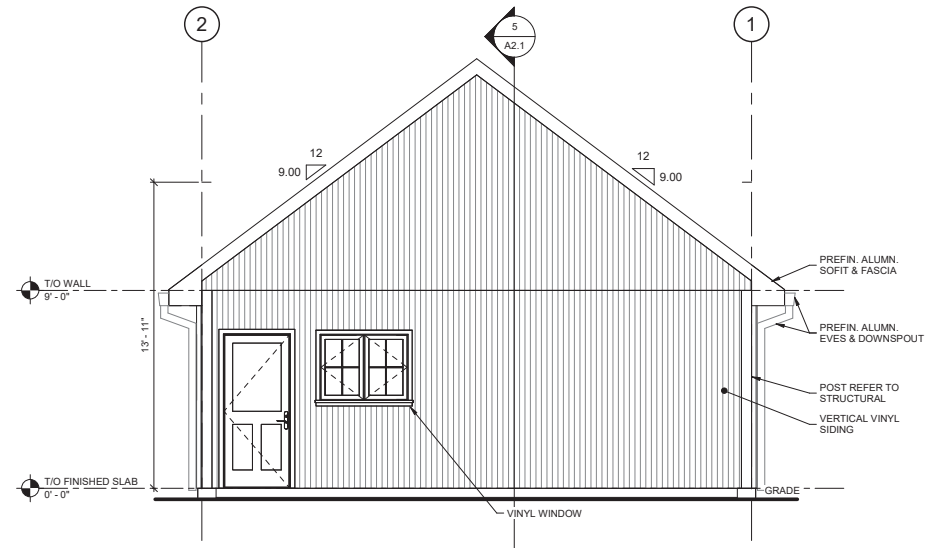
PROJECT
**KEVIN CHAMBERS
 NEW GARAGE**
 182 BLANDFORD STREET, INNERKIP, ON.

DRAWING
SITE PLAN

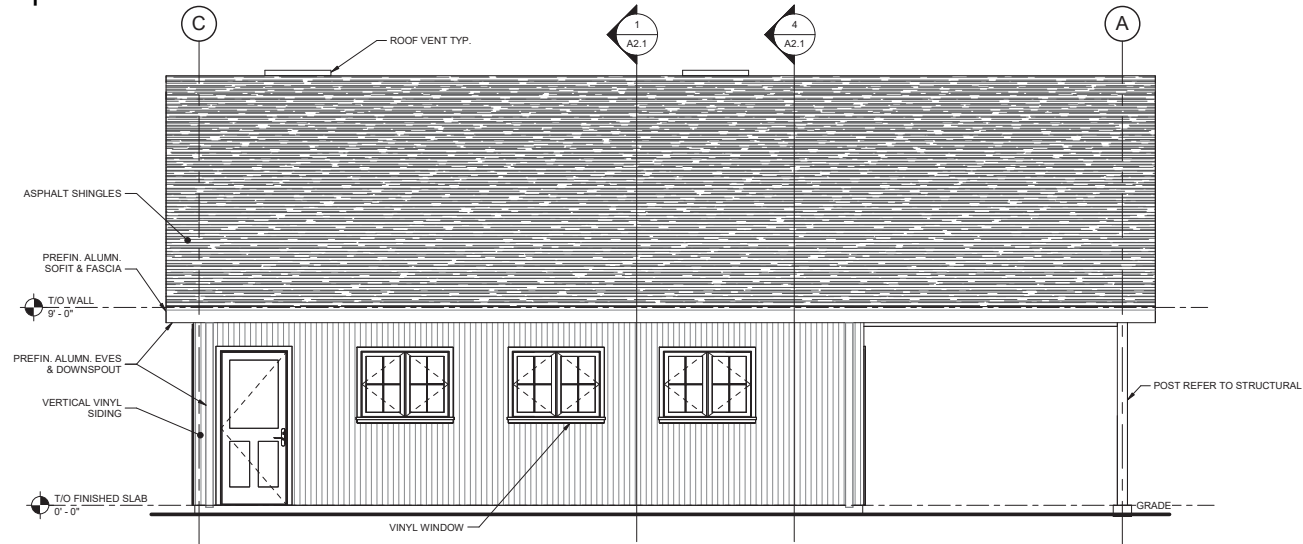
DESIGNER DLN	PROJECT NO. 15647-100
DRAWN HCP	DRAWING NO.
DATE SEPTEMBER 2023	A0.0
SCALE AS NOTED	

Plate 4: Applicants' Sketch (Elevations)
 File No.: A06-23 - Chambers
 Lot 28, Plan 35, Township of East Zorra-Tavistock - 128 Blandford Street, Innerkip

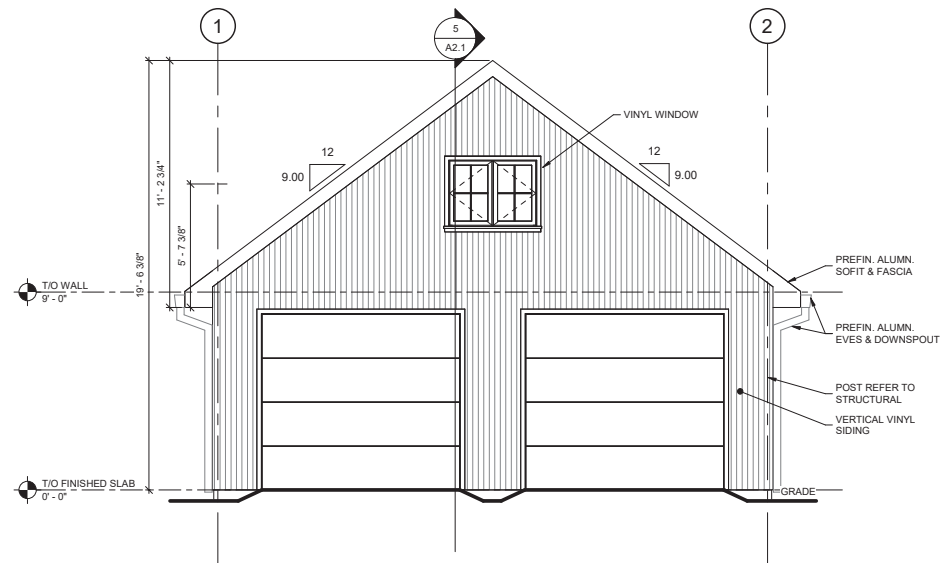
These documents are instruments of service and are the copyright property of Witzel Dyce Engineering Inc. They may not be reproduced, altered or reused without the expressed written consent of Witzel Dyce Engineering Inc.



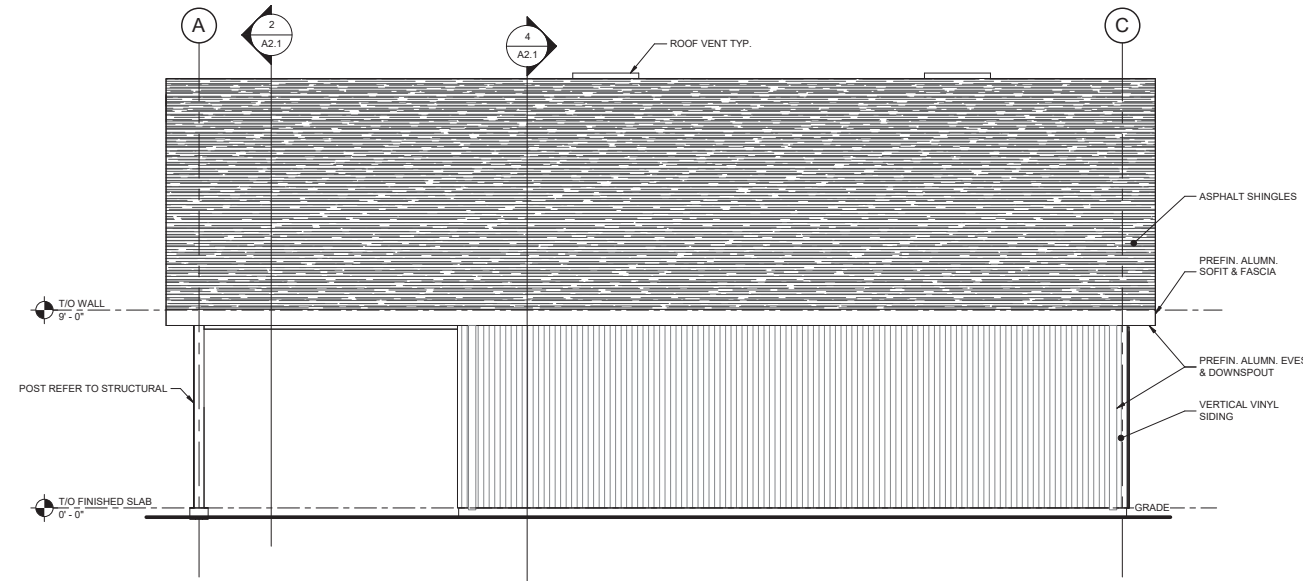
1 ELEVATION
 A2.0 WEST ELEVATION
 1/4" = 1'-0"



2 ELEVATION
 A2.0 NORTH ELEVATION
 1/4" = 1'-0"



3 ELEVATION
 A2.0 EAST ELEVATION
 1/4" = 1'-0"



4 ELEVATION
 A2.0 SOUTH ELEVATION
 1/4" = 1'-0"

1	2023 09 07	ISSUED FOR MINOR VARIANCE
NO.	DATE	REVISION

WitzelDyce
 ENGINEERING INC.
 826 King Street North, Unit 15
 Waterloo, Ontario, N2J 4G8
 www.witzeldyce.com



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

DRAWING
ELEVATIONS

DESIGNER DLN	PROJECT NO. 15647-100
DRAWN RGW	DRAWING NO.
DATE SEPTEMBER 2023	A2.0
SCALE AS NOTED	

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

DRAFT

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

-1-	Independent Auditor's Report
-3-	Consolidated Statement of Financial Position
-4-	Consolidated Statement of Operations and Accumulated Surplus
-5-	Consolidated Statement of Cash Flows
-6-	Consolidated Statement of Change in Net Financial Assets
-7-	Notes to the Consolidated Financial Statements
-15-	Schedule 1 - Consolidated Schedule of Tangible Capital Assets
-16-	Schedule 2 - Consolidated Schedule of Segmented Information

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Township of East Zorra-Tavistock

Opinion

We have audited the accompanying consolidated financial statements of Township of East Zorra-Tavistock (the "Township"), which comprise the Consolidated Statement of Financial Position as at December 31, 2022, and Consolidated Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Township of East Zorra-Tavistock as at December 31, 2022 and its financial performance and its cash flows and change in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- ☐ Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ☐ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- ☐ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ☐ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- ☐ Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

September 20, 2023
London, Canada

LICENSED PUBLIC ACCOUNTANT

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022**

	2022	2021
FINANCIAL ASSETS		
Cash	\$ 16,736,785	\$ 16,834,543
Taxes receivable	417,322	344,986
Drains receivable	394,741	499,040
Accounts receivable	829,868	1,008,257
Inventories for resale	3,816	7,829
Investment in EARTH Corporation (note 9)	2,545,967	2,406,700
	20,928,499	21,101,355
LIABILITIES		
Accounts payable and accrued liabilities	2,772,832	2,352,964
Deferred revenue - obligatory reserve funds (note 6)	2,286,774	2,881,396
Net long-term liabilities (note 7)	748,229	948,535
	5,807,835	6,182,895
NET FINANCIAL ASSETS	15,120,664	14,918,460
NON-FINANCIAL ASSETS		
Tangible capital assets - Schedule 1	32,028,191	30,982,742
Capital work in progress	1,281,733	198,476
Prepaid supplies and inventory	17,586	13,599
	33,327,510	31,194,817
ACCUMULATED SURPLUS (page 4) (note 8)	\$ 48,448,174	\$ 46,113,277

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Budget 2022	Actual 2022	Actual 2021
REVENUE			
Property taxation	\$ 6,861,340	\$ 6,968,682	\$ 6,473,774
User charges	896,868	907,551	926,303
Government grants (note 15)	1,238,495	1,366,714	1,195,883
Investment income	172,384	414,737	215,936
Penalty and interest on taxes	56,003	55,623	58,804
Other revenue	-	23,659	4,400
	9,225,090	9,736,966	8,875,100
EXPENDITURES			
General government	1,401,962	1,320,276	1,385,965
Protection to persons and property	2,479,264	2,658,327	2,291,243
Transportation services	2,194,649	3,689,876	2,866,240
Health services	2,350	2,566	2,140
Recreation and cultural development	760,939	1,077,437	909,308
Planning and development	205,663	466,379	399,366
	7,044,827	9,214,861	7,854,262
EXCESS OF REVENUE OVER EXPENDITURES BEFORE OTHER			
	2,180,263	522,105	1,020,838
OTHER			
Government transfers related to capital	500,000	447,075	-
Increase in investment in EARTH Corporation (note 9)	-	139,267	148,352
Gain (loss) on disposal of capital assets	-	(73,542)	21,174
Developer and other contributions related to capital	1,004,183	1,299,992	467,863
	1,504,183	1,812,792	637,389
EXCESS OF REVENUE OVER EXPENDITURES			
	3,684,446	2,334,897	1,658,227
ACCUMULATED SURPLUS, BEGINNING OF YEAR			
	46,113,277	46,113,277	44,455,050
ACCUMULATED SURPLUS, END OF YEAR			
	\$ 49,797,723	\$ 48,448,174	\$ 46,113,277

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	2022	2021
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenue over expenditures (page 4)	\$ 2,334,897	\$ 1,658,227
Non-cash changes to operations		
Amortization	1,381,639	1,295,881
Net disposal of tangible capital assets	84,785	1,023
(Increase) decrease in investment in EARTH Corporation	(139,267)	(148,352)
Net change in working capital other than cash (A)	39,611	769,673
	3,701,665	3,576,452
INVESTING ACTIVITIES		
Acquisition of tangible capital assets	(2,511,873)	(854,161)
Decrease (increase) in capital work in progress	(1,083,257)	(149,652)
Decrease (increase) in prepaid supplies	(3,987)	(7,732)
	(3,599,117)	(1,011,545)
FINANCING ACTIVITIES		
Net proceeds (repayments) in long-term debt	(200,306)	(199,672)
Net change in cash and cash during the year	(97,758)	2,365,235
Cash and cash equivalents, beginning of year	16,834,543	14,469,308
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 16,736,785	\$ 16,834,543

(A) Net change in working capital other than cash includes the net change in taxes receivable, drains receivable, accounts receivable, inventories for resale, accounts payable and accrued liabilities and deferred revenue.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Budget 2022	Actual 2022	Actual 2021
Excess of revenue over expenditures (page 4)	\$ 3,684,446	\$ 2,334,897	\$ 1,658,227
Amortization of tangible capital assets	-	1,381,639	1,295,881
Investment in capital works in progress	-	(1,083,257)	(149,652)
Change in prepaid supplies	-	(3,987)	(7,732)
Net disposal of tangible capital assets	-	84,785	1,023
Acquisition of tangible capital assets	(4,964,724)	(2,511,873)	(854,161)
Increase in net financial assets	(1,280,278)	202,204	1,943,586
NET FINANCIAL ASSETS, BEGINNING OF YEAR	14,918,460	14,918,460	12,974,874
NET FINANCIAL ASSETS, END OF YEAR	\$ 13,638,182	\$ 15,120,664	\$ 14,918,460

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

The Township of East Zorra-Tavistock (the "Township") is a Township in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant accounting policies

The consolidated financial statements of the Township of East Zorra-Tavistock are prepared by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Township are as follows:

a. i. Basis of consolidation

These consolidated financial statements reflect the assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in tangible capital assets of the Township.

These consolidated financial statements include the activities of all other committees and boards of Council including:

Hickson Recreation Committee
Hickson Trails Committee
Innerkip Community Centre Board of Management
Tavistock and District Recreation Board

During the year ended December 31, 2020, the Municipality became the administering Municipality for the Rural Oxford Economic Development Corporation (ROEDC). As a result, ROEDC is consolidated in these consolidated financial statements.

The investment in a government business enterprise, ERTH Corporation (ERTH), is accounted for using the modified equity basis of accounting. Under this method, the government business enterprise's accounting policies, which follow International Financial Reporting Standards are not adjusted to conform with Canadian public sector accounting standards and inter-entity transactions and balances are not eliminated.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

c. Accounting for County and School Board transactions

The Township is required to bill, collect and remit provincial education and upper tier taxation in respect of residential and other properties on behalf of the school boards and upper tier. The Township has no jurisdiction or control over the school board or upper tier's operations or their tax rate. The taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the school boards, and the County of Oxford are not reflected in these consolidated financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

1. Significant accounting policies continued

d. Trust fund

The Township of East Zorra-Tavistock's Trust fund and its related operations administered by the Township are not consolidated but are reported separately on the Trust Fund Statements of Operations and Financial Position.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the consolidated change in financial assets for the year.

The Township's non-financial assets consist of tangible capital assets. Tangible capital assets, greater than \$5,000, are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land Improvements	10 to 50 years
Buildings	10 to 75 years
Machinery and equipment	4 to 25 years
Vehicles	6 to 20 years
Infrastructure - Bridges	30 to 100 years
Infrastructure - Roads	7 to 100 years
Infrastructure - Storm and other	15 to 100 years

Tangible capital assets received as contributions are recorded at their fair value at the date of the receipt. The fair value is also recorded as contributed revenue.

f. Deferred revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed or the tangible capital assets are acquired.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

1. Significant accounting policies continued

g. Use of estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

h. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

i. Financial instruments

Financial instruments of the Township consist mainly of cash, accounts receivable and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

j. Prepaid supplies and inventory

Inventory of supplies for consumption are valued at the lower of cost or replacement cost. Gravel inventory is determined per tonne and includes raw material, extraction and crushing costs.

2. Tax revenue

Property tax billings are prepared by the Township based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Township were reviewed and new values established based on a common valuation date which was used by the Township in computing the 2022 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the County of Oxford and the appropriate school boards.

3. Trust fund

Trust fund administered by the Township amounting to \$6,568 (2021 - \$6,649) have not been included in these consolidated financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

4. Operations of School Boards and the County of Oxford

Further to note 1.c, the taxation revenue of the School Boards and County of Oxford are comprised of the following:

	School Boards	County
Taxation and user charges	\$ 2,839,194	\$ 5,785,218
Requisitions	\$ 2,839,194	\$ 5,785,218

5. Pension agreements

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay.

The amount contributed to OMERS for 2022 was \$186,736 (2021 - \$157,389) for current service and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus. The Township has no obligation, as of December 31, 2022, under the past service provisions. The OMERS funding ratio for 2022 is 95.0% (2021 - 97.0%).

6. Deferred revenue - obligatory reserve funds

A requirement of the public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Township are summarized as follows:

	2022	2021
Building	\$ 442,452	\$ 452,242
Development charges	1,261,068	1,211,454
Federal gas tax	-	544,817
Other	98,152	188,598
Recreational land	274,649	260,125
Safe Restart	210,453	224,160
	\$ 2,286,774	\$ 2,881,396

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

7. Long-term liabilities

a. Composition of long-term liabilities

The balance of long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:

	2022	2021
Total long-term liabilities incurred by the Township including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end of the year amount to	\$ 772,551	\$ 978,633
Of the long-term liabilities shown above, the responsibility for payment and interest charges for tile drain loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(24,322)	(30,098)
	\$ 748,229	\$ 948,535

b. Debt retirement

Debt to be retired over the next five years:

	Recovered from taxation	Recovered from user charges
2023	\$ 132,095	\$ 28,904
2024	\$ 137,077	\$ 29,824
2025	\$ 142,246	\$ 30,781
2026	\$ 147,611	\$ 31,781
2027	\$ 20,896	\$ 16,683

c. Approval

Approval of the Ontario Municipal Board has been obtained for those pending issues of long term liabilities and commitments to be financed by revenue beyond the term of Council and approved on or before December 31, 1992. Those approved after January 1, 1993 have been approved by by-law. The principal and interest payments required to service these pending issues and commitments are within the debt repayment limit prescribed by the Ministry of Municipal Affairs.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

7. Long-term liabilities continued

d. Contingent liability

The Township is contingently liable for long term liabilities with respect to tile drainage loans, and for those for which the principal and interest had been assumed by other municipalities, school board and unconsolidated local boards, municipal enterprises, and utilities. The total amount outstanding as at December 31, 2022 is \$24,322 (2021 - \$30,098) is not recorded on the Consolidated Statement of Financial Position.

e. Interest

Interest paid on long-term liabilities for the year ending December 31, 2022 is \$33,749 (2021 - \$40,545).

8. Accumulated Surplus

The accumulated surplus on the Consolidated Statement of Financial Position at the end of the year is comprised of the following:

	2022	2021
Investment in tangible capital assets	\$ 32,561,695	\$ 30,232,684
Operating surplus	336,782	104,545
Reserves set aside for specific purpose:		
for capital replacement	8,676,814	8,519,948
for general purposes	304,158	243,493
for insurance	63,118	63,118
for tax rate stabilization	3,709,640	4,292,789
for working capital	250,000	250,000
Total reserves	13,003,730	13,369,348
Investment in government business enterprise	2,545,967	2,406,700
ACCUMULATED SURPLUS	\$ 48,448,174	\$ 46,113,277

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

9. Investment in EARTH Corporation

As at December 31, 2022, the Township owns 5.04% (2021 - 5.04%) of EARTH and is comprised of the following:

	2022	2021
Promissory note receivable	\$ 760,000	\$ 760,000
Equity	1,785,967	1,646,700
	\$ 2,545,967	\$ 2,406,700

The promissory note receivable from EARTH is unsecured and bears interest at 7.25% (2021 - 7.25%). The term of the note is undefined, but no principal repayments are expected within the next twelve months. Interest received in the year and included in other income is \$55,100 (2021 - \$55,100).

As a business enterprise of the Township, it is accounted for on a Modified Equity basis in these consolidated financial statements and the investment is shown at the Township's proportionate share of the equity of EARTH. The following table provides condensed supplementary financial information for the EARTH from their audited financial statements:

	2022	2021
Financial Position		
Total net assets	\$ 35,407,087	\$ 32,646,092
Results of Operations		
Total revenue	\$ 98,335,547	\$ 96,543,343
Total operating and other expenditures	94,654,592	92,622,245
Total net income	\$ 3,680,955	\$ 3,921,098

EARTH Corporation declared a dividend of \$920,000 in 2022 (2021 - \$980,000) of which the Township's share is \$46,406 (2021 - \$49,432). This dividend has been accrued in the Township's financial statements.

10. Budget figures

The Township's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2022 is reflected on the Consolidated Statement of Operations and Accumulated Surplus.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

11. Public sector salary disclosure

There were five employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more.

12. Contaminated sites

The Canadian public sector accounting standard 3510 requires municipalities to evaluate sites owned by the municipality for potential contamination. This standard requires the municipality to disclose the liability, if any, related to remediation of such sites. The Township is of the opinion they do not own such sites and therefore, no liability exists.

13. Segmented Information

Segmented information is presented on Schedule 2. The Township is a diversified municipality and provides a wide range of services to its citizens including police through contracted services, fire, protective services, transportation, environmental, including water, wastewater, waste disposal and storm management projects with the County of Oxford, and community services, including cemeteries, recreation, library and planning, including economic development and municipal drains. The general government segment includes such functions as finance and information services, council and administrative offices.

14. Contingent liability

The Township is subject to specific legislation for volunteer firefighters, resulting in a possible Workplace Safety and Insurance Board (WSIB) liability dating back to the years when the Township was a WSIB Schedule 2 Employer. The estimate prepared by WSIB for the period ending December 31, 2022 is \$63,786 (2021 - \$63,786). The liability has not been recorded as the Township has third party insurance to cover the current monthly payments.

15. Significant event

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Township has followed the Provincial orders regarding essential services and as a result, has closed some of its services as required under these orders in 2020. During the year ending December 31, 2022, the Township recognized \$13,706 (2021 - \$81,109) of Safe Restart Provincial funding which is reflected in government grants. It is unclear the total financial impact the COVID-19 virus will have on the Township. Council and staff continue to monitor the situation.

16. Commitment

The Township has committed to build a new administration building for approximately \$5,600,000. It is anticipated the building will be completed in 2023. The project will be funded by reserves.

17. Comparative balances

Certain comparative balances have been restated to conform with the current year's financial statement presentation.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	Land	Land Improvements	Buildings and Fixtures	Machinery and Equipment	Vehicles	Infrastructure	2022 Total	2021 Total
COST								
Balance, beginning of year	\$ 2,117,834	\$ 982,861	\$ 7,388,792	\$ 1,923,114	\$ 4,731,416	\$ 30,485,328	\$ 47,629,345	\$ 46,954,533
Add:								
Additions during the year	-	114,108	128,813	172,581	826,129	1,270,242	2,511,873	854,161
Less:								
Disposals during the year	-	-	-	-	(199,974)	(229,675)	(429,649)	(179,349)
Balance, end of year	2,117,834	1,096,969	7,517,605	2,095,695	5,357,571	31,525,895	49,711,569	47,629,345
ACCUMULATED AMORTIZATION								
Balance, beginning of year	-	379,321	2,285,148	1,134,774	2,472,435	10,374,925	16,646,603	15,529,048
Add:								
Amortization during the year	-	39,614	144,927	122,733	350,090	724,275	1,381,639	1,295,881
Less:								
Disposals during the year	-	-	-	-	(199,974)	(144,890)	(344,864)	(178,326)
Balance, end of year	-	418,935	2,430,075	1,257,507	2,622,551	10,954,310	17,683,378	16,646,603
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 2,117,834	\$ 678,034	\$ 5,087,530	\$ 838,188	\$ 2,735,020	\$ 20,571,585	\$ 32,028,191	\$ 30,982,742

This schedule is provided for information purposes only.

TOWNSHIP OF EAST ZORRA-TAVISTOCK
SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2022

	General Government	Protective Services	Transportation	Health	Recreation and Culture	Planning and Development	Total
REVENUE							
Taxation	\$ 6,968,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,968,682
User fees	55,830	354,471	23,143	-	429,504	44,603	907,551
Government grants	940,191	106,133	28,606	-	-	291,784	1,366,714
Investment income	410,901	-	-	-	-	3,836	414,737
Penalty and interest on taxes	55,623	-	-	-	-	-	55,623
Other	-	22,809	-	-	850	-	23,659
	8,431,227	483,413	51,749	-	430,354	340,223	9,736,966
EXPENDITURES							
Salaries and benefits	947,932	917,678	1,013,548	-	261,332	137,434	3,277,924
Materials, goods and services	330,570	1,539,868	1,745,840	2,566	607,509	328,945	4,555,298
Amortization	41,774	200,781	930,488	-	208,596	-	1,381,639
	1,320,276	2,658,327	3,689,876	2,566	1,077,437	466,379	9,214,861
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE) BEFORE OTHER	7,110,951	(2,174,914)	(3,638,127)	(2,566)	(647,083)	(126,156)	522,105
OTHER							
Government transfers related to capital	-	-	447,075	-	-	-	447,075
Increase in investment in EARTH Corporation	139,267	-	-	-	-	-	139,267
Gain (loss) on disposal	1,000	8,926	(83,468)	-	-	-	(73,542)
Developer contributions related to capital	76,533	-	1,069,130	-	154,329	-	1,299,992
	216,800	8,926	1,432,737	-	154,329	-	1,812,792
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	\$ 7,327,751	\$ (2,165,988)	\$ (2,205,390)	\$ (2,566)	\$ (492,754)	\$ (126,156)	\$ 2,334,897

This schedule is provided for information purposes only.

TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

- 1- Independent Auditor's Report
- 3- Statement of Financial Position
- 4- Statement of Operations and Accumulated Surplus
- 5- Statement of Cash Flows
- 6- Notes to the Financial Statements

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Township of East Zorra-Tavistock

Opinion

We have audited the accompanying financial statements of Township of East Zorra-Tavistock Trust Fund (the "Trust"), which comprise the Statement of Financial Position as at December 31, 2022, and Statements of Operations and Accumulated Surplus and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Township of East Zorra-Tavistock Trust Fund as at December 31, 2022 and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- ∃ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ∃ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- ∃ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ∃ Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- ∃ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

September 20, 2023
London, Canada

LICENSED PUBLIC ACCOUNTANT

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022**

	2022	2021
FINANCIAL ASSETS		
Cash	\$ 6,759	\$ 6,699
	6,759	6,699
LIABILITIES		
Due to Township of East Zorra-Tavistock	191	50
NET FINANCIAL ASSETS	6,568	6,649
ACCUMULATED SURPLUS (page 4) (note 2)	\$ 6,568	\$ 6,649

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	2022	2021
REVENUE		
Interest	\$ 141	\$ 50
	141	50
EXPENDITURES		
Maintenance expense	222	50
	222	50
Excess revenue over expenditures (expenditures over revenue) for the year	(81)	-
ACCUMULATED SURPLUS, BEGINNING OF YEAR	6,649	6,649
ACCUMULATED SURPLUS, END OF YEAR	\$ 6,568	\$ 6,649

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022**

	2022	2021
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenue over expenditures (expenditures over revenue) for the year (page 4)	\$ (81)	\$ -
Increase (decrease) in due to Township of East Zorra-Tavistock	141	(101)
Increase in cash and investments	60	(101)
Cash and investments, beginning of year	6,699	6,800
CASH AND INVESTMENTS, END OF YEAR	\$ 6,759	\$ 6,699

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022**

1. Accounting policies

The financial statements of the Township of East Zorra-Tavistock Trust Fund (the "Trust") are prepared by management in accordance with Canadian public sector accounting standards. Significant policies of the Trust are as follows:

a. Basis of accounting

Revenue is recognized as it is received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

b. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

c. Budget

The Trust does not set a budget.

2. Accumulated surplus

The accumulated surplus of the Trust is comprised of the following:

	2022	2021
Brickyard Cemetery Trust	\$ 6,568	\$ 6,649
	\$ 6,568	\$ 6,649

3. Significant event

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. It is unclear what financial impact the COVID-19 virus will have on the Trust. Management and trustees are continuing to monitor the situation.



9/15/2023

RE: Request for Exemption from Municipal Alcohol Policy

Dear Will and Council,

The Tavistock Royals Sr AA Hockey Club are requesting an exemption from the Municipal Alcohol Policy section 3.1 **specifically pertaining to the area behind** the tiered seating.

Our club has been operating for several years with an SOP that allows us to serve along the “upper walkway” of the arena as an extension of our blueline club. As part of the SOP process, we have been submitting a map that shows the specific area we are licensing. The upper hall has a capacity of 120 people which becomes a challenge in accommodating our patrons during the short (15 minute) time frame during the flood. Our attendance during some games last year reached 600+ people with an estimated 50% participating in our blueline services. This additional area is needed to allow us to adequately serve all our customers during busy games such as playoff games and theme nights.

Previously when we have extended our blueline area to the upper walkway, we have included a bartender (near center ice trophy cabinet) along with a floor monitor at the ends of the upper walkway as our controls for this area. In addition to our own signage that we hang behind each entrance to tiered seating, we temporarily “tape” the top of the stairs indicating “No Alcohol Beyond This Point” to further notify patrons of where the licensed area ends.

Per the new Municipal Alcohol Policy, our plan is to have the hired security (where the expected blueline patrons will be >300) to further assist in controlling and monitoring the exits and entry areas to the tiered seating in addition to our staff already performing those duties in that area. These controls help us to ensure that consumption is not taking place in the tiered seating of the stands.

We ask that Council review our request for exemption as it pertains to the area **behind** the tiered seating in the arena.

Sincerely,

Kyle Wynette
President
Tavistock Royals Hockey Club
taviroyals@gmail.com



#6.a

Placeholder page for Agenda Item 6.a –
Conferences & Seminars

#6.b

Placeholder page for Agenda Item 6.b - County Council – Update & Questions

#6.c

Placeholder page for Agenda Item 6.c –
Staff Reports and Questions for Staff

STAFF REPORT

Report #BIDS2023-02

To: His Worship the Mayor and Members of Council

From: Connor Occleston, Building Inspector / Drainage Superintendent

Re: Ross Drain 1894 – Section 84 Abandonment Report

Date: September 13, 2023

Background & Discussion:

The Ross Drain was constructed under a report completed by F.J Ure in 1894. The Ross Drain was then extended downstream to the Maplewood Drain in 1910 under a further report by F.J Ure. In 1969, the Drain was reconstructed with a new tile running parallel to the existing 1894 Drain under a report by H.M Gibbson.

In 2023, a request was made under the Drainage Act to abandon the 1894 tile drain that runs parallel to the 1969 Drain. This abandonment is solely for the 1894 tile constructed of clay. Staff has investigated using video inspection and through gathering information from landowners on the usage and workability of the 1894 Drain and it appears to no longer be of use and has deteriorated beyond restoration. Currently the 1969 Drain is in fine working condition and is intended to remain as a municipal drain.

Attached to this report is the letter of request for abandonment from Ken Wettlaufer requesting the 1894 tile be abandoned in place and its municipal status under by-law be repealed.

Attachments:

- **Appendix "A"** – Request for Abandonment Letter – Ken Wettlaufer

Recommendation:

1. That Council receive the request for drain abandonment from Ken Wettlaufer and that notice be sent to all landowners in the Ross Drain watershed of the intent to abandon the 1894 Ross Drain.

C.A.O. Reviewed:

Report prepared and submitted by:



Karen DePrest
Chief Administrative Officer



Connor Occleston Building
Inspector / Drainage Coordinator



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

Ken & Sue Wettlaufer
496651 10th Line RR#2
Tavistock, ON
N0B 2R0
(519) 532-0898

Attn: Connor and others it may concern.

Re: 1894 Ross Drain

As per previous discussion with Connor, this is a formal request to have the 1894 Ross Drain abandoned. This request is just for the 1894 Ross Drain, which is the (east) old clay tile of the twin tile Ross Drain. The newer 16" cement (west) tile of the Ross Drain that runs parallel is to remain as a Municipal drain.

By having this drain abandoned it is my understanding that I, as the landowner, will be responsible for repairs and alterations to the drain across Lot 27, Concession 9 of East Zorra Tavistock as I, the owner, deem necessary or appropriate

Thanks for your attention to this request. Let me know if any further information is required. I look forward to your response on the outcome of my request.

Regards
Ken Wettlaufer
519-532-0898

STAFF REPORT

Report #CI O2023-05

To: His Worship the Mayor and Members of Council
From: Meaghan Vader, Corporate Initiatives Officer
Re: EZT-RFP-23-04 2024-2028 Strategic Plan
Date: September 13, 2023

Background:

As part of the 2023 budget, Council approved the Strategic Plan project. The Township does not have a current or existing Strategic Plan. A Request for Proposal, EZT-RFP-23-04 2024-2028 Strategic Plan, was issued on Bids and Tenders on Tuesday July 25, 2023, with a closing date of Wednesday September 6, 2023, at 2:00 pm.

There were twenty-four registered plan takers. Ten bid submissions were received and verified for compliance by staff. Evaluation of the proposals was then completed by the evaluation team, comprised of the senior staff team including the CAO/Treasurer; Public Works Manager; Building Development, and Drainage Manager/CBO; Emergency Services Manager/Fire Chief; and Corporate Services Manager/Clerk. The evaluation was based on the scoring matrix incorporated into the RFP bid document.

Discussion:

The RFP requested the submission of proposals from proponents with successful municipal expertise, credentials, and a solid reputation as an industry leader in the area of municipal strategic plans. The highest ranking proponent was Town Hall Consulting Inc. The cost associated with Town Hall Consulting Inc.'s proposal is \$40,747.50.

Financial Implications:

The budget for this project was \$50,00.00. The project is being tax rate supported through the 2023 Capital and Operating Budget.

Recommendation:

1. That Council accept the bid from Town Hall Consulting Inc. in the amount of \$40,747.50;
2. And further that Council authorizes the CAO/Treasurer to sign the contractual agreement with Town Hall Consulting Inc., as provided in the bid document package EZT-RFP-23-04.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Meaghan Vader
Corporate Initiatives Officer

STAFF REPORT

Report #CI O2023-06

To: His Worship the Mayor and Members of Council

From: Meaghan Vader, Corporate Initiatives Officer

Re: EZT-RFP-23-03 Stormwater Management Master Plan for the Village of Innerkip

Date: September 13, 2023

Background:

As part of the 2023 budget, Council approved the Stormwater Management Master Plan for the Village of Innerkip project. A Request for Proposal, EZT-RFP-23-03 Stormwater Management Master Plan for the Village of Innerkip, was issued on Bids and Tenders on Thursday August 3, 2023, with a closing date of Tuesday September 12, 2023, at 2:00 pm.

There were seven registered plan takers. Three bid submissions were received and verified for compliance by staff. Evaluation of the proposals was then completed by the evaluation team, comprised the Public Works Manager; Building Development, and Drainage Manager/CBO; Operations Technologist; Building Inspector/Drainage Superintendent; and Corporate Initiatives Officer. The evaluation was based on the scoring matrix incorporated into the RFP bid document.

The RFP requested the submission of proposals from engineering firms with successful municipal expertise, and the technical skills to complete a Stormwater Management Master Plan. The highest-ranking proponent was Aquafor Beech Limited.

Staff would note that the highest-ranking proponents base bid pricing of \$199,060.16, submitted by Aquafor Beech Limited, exceeds the budget of \$125,000 by 60%. Additional provisional items were also included in the scope of the project for consideration and approval.

Discussion:

Council is now tasked with determining next steps for this project.

Staff Report – EZT-RFP-23-03 Stormwater Management Master Plan
for the Village of Innerkip Bid Award Page 2

Option 1

Council can authorize the award of the contract for the lump sum cost of \$199,060.16 for the completion of the Stormwater Management Master Plan in accordance with the bid documents, with no additional provisional work included.

Option 2

Council can authorize the award of the contract for the lump sum cost of \$199,060.16 for the completion of the Stormwater Management Master Plan in accordance with the bid documents, as well as the provisional work as noted below for a total cost of \$316,110.65.

Provisional Item	Cost
Bathymetric Survey in accordance with Appendix F – Bid Request Deliverables.	\$4,070.00
Task 7: Flowing Monitoring and Inlet Inventory	\$11,610.00
Task 8: Water Quality Assessment	\$6,085.00
Groundwater Investigation in Innerkip Meadows Subdivision	\$95,275.00
Additional mainline sewer inspections as authorized by the Township.	\$6.20 per meter
Additional mainline sewer flushing as authorized by the Township.	\$4.29 per meter

Option 3

Council can authorize the award of the contract for the lump sum cost of \$199,060.16 for the completion of the Stormwater Management Master Plan in accordance with the bid documents, and some of the provisional items as noted below for a total cost of \$216,765.65.

Provisional Item	Cost
Task 7: Flowing Monitoring and Inlet Inventory	\$11,610.00
Task 8: Water Quality Assessment	\$6,085.00
Additional mainline sewer inspections as authorized by the Township.	\$6.20 per meter
Additional mainline sewer flushing as authorized by the Township.	\$4.29 per meter

Staff recommend the acceptance of provisional item “Task 7: Flow Monitoring and Inlet Inventory”. This item allows for the collection of flow monitoring data, it will quantify the actual flows at specific points in the storm sewer network. This additional data will provide Innerkip-specific information for the consultant to incorporate into the overall Stormwater Management Master Plan, to complement the regional average data in the

plan. Additionally, the data will provide a baseline for the stormwater monitoring plan the Township is required to develop in 2024 as part of the CLI ECA (Consolidated Linear Infrastructure Environmental Compliance Approval, issued by the MECP).

Staff recommend the acceptance of provisional item “Task 8: Water Quality Assessment”. This item will identify areas lacking quality control measures within the existing storm system and provide recommendations on how to incorporate quality control measures in the future. This information will allow staff to improve upon capital planning efforts related to the storm system as there will be a recommendation on how to retrofit older systems to meet current-day standards. Additionally, this item will help staff to proactively plan for work required in 2025 as part of the CLI ECA issued by the MECP.

Staff also recommend the acceptance of the pricing for additional mainline sewer inspections and flushing if required and authorized by the Township.

Staff would also note that Council may reject the bid as it is not within the 10% allowance referred to in our procurement policy.

Financial Implications:

The budget for this project was \$125,00.00. Staff are recommending that should Council award the bid, the additional funding required be allocated from the Stormwater Management reserve fund.

Recommendation:


1. That Council provide staff direction on the award of the Bid EZT-RFP-23-03 – Stormwater Management Master Plan for the Village of Innerkip.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Meaghan Vader
Corporate Initiatives Officer

STAFF REPORT

Report #PW2023-09

To: His Worship the Mayor and Members of Council
From: Tom Lightfoot, Public Works Manager
Re: Parks & Recreation – September 2023 Council Report
Date: September 13, 2023

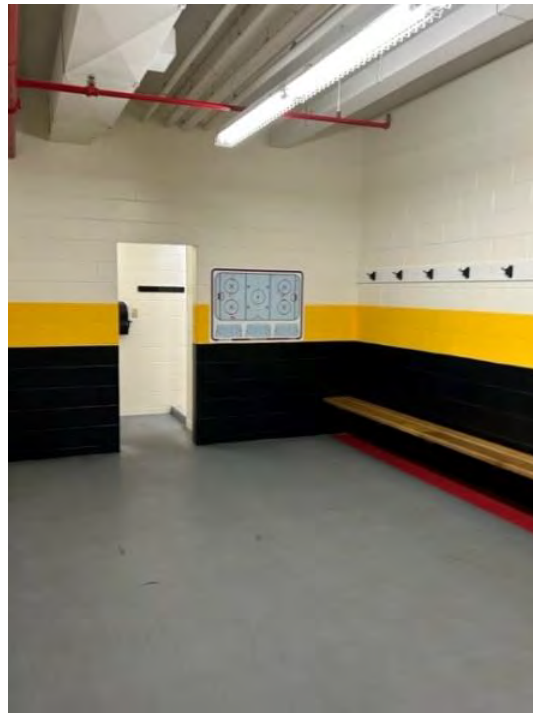
Departmental Highlights:

- The new chiller for the arena has been installed and is fully operational. The chiller is a key component of the refrigeration system. The life expectancy for the new chiller ranges from 15-22 years. As part of the budget process, staff will be allocating funding to reserves so that the funds will be available when the chiller needs to be replaced.



- The arena elevator lift is scheduled to be upgraded the week of Sept 25th. Staff have posted signs around the facility notifying users that the lift will be out of service for modernization. It is expected to take a week to complete the work.

- Staff has a meeting scheduled next week with Openspace Solutions, the contractor for the spray pad. An anticipated start date for the project will be available following that meeting.
- In the next couple of weeks, the Township will be replacing one of the two rooftop HVAC units at the arena. In August, one unit failed due to age. It appears that the units are at least 25 years old. Given that some parts are not available, on the recommendation from the contractor, staff has decided now is the time to replace both units. The second unit, which is at the end of its expected life, is being replaced as a precaution to avoid a failure during the winter months when heat is required. The lead time on the second unit is 3-4 months. We will be replacing the second roof top unit later this fall.
- Painting the arena dressing rooms has been completed. As part of that project, staff also installed new breakaway hooks in the dressing rooms.



- Additional projects this summer at the arena have included the air pump replacement for the fire suppression system, propane and CO gas sensors have been replaced, and the benches in the dressing rooms have been refinished.

- This week, Staff will be marking out a pickleball court on the existing basketball court in the Innerkip Park. The Township currently has the pickleball equipment in stock. The Township is currently looking for volunteers to organize pickleball in Innerkip. Interested parties can reach out to the Township Office.
- Two Parks & Rec equipment operators will be attending chainsaw training October 3rd and 4th in Tillsonburg. This training is arranged through the Roads Service Sharing Committee.
- I would like to welcome Dalton Carde and Greg Rabe to the EZT Team. Dalton is our new Parks & Recreation Equipment Operator. Greg has joined us as a Parks & Recreation Facility Operator.

Status of Significant Capital Projects:

Capital Project	Current Status
Tavistock Arena chiller	Installed
Zero steer mower	In service
Arena lift	Scheduled for September install
Tavistock Arena wi-fi	Installed
Arena dressing room painting	Completed

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot
Public Works Manager

STAFF REPORT

Report #BCO2023-05

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – September 2023 Council Report

Date: September 13, 2023

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for July 2023

OCCURRENCE TYPE	NUMBER OF NEW OCCURRENCES (Commenced this Month)		NUMBER OF ON-GOING OCCURRENCES (Commenced prior to this Month)	YEAR TO DATE OCCURRENCES	
	Open	Closed	Open	Open	Closed
Property Standards			2	2	7
Clean Yard					
Animal Control	2	1	1	1	6
Parking	2	2	1	1	14
Noise					4
Zoning			1	1	3
Illegal Dumping					
Inquiry	2	2			15
Canine	2	2			5
Other					
TOTAL	8	7	5	5	54

5-Year Comparison (New By-law Occurrences) - July

Occurrence Type	2018	2019	2020	2021	2022
Property Standards	8	2	7	7	2
Clean Yard	6				
Animal Control	2	2	1	1	3
Parking		3	1	2	1
Noise	1	3	1	2	2
Zoning	2	3	1		2
Illegal Dumping	1	1			
Inquiry	4			2	1
Canine	2	1	3	1	5
Other	1	2		2	3
Total	27	17	14	17	19

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



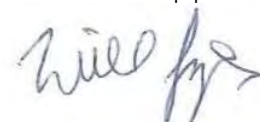
Karen DePrest
Chief Administrative Officer

Report prepared
and submitted by:



Melanie Shiell
By-law Compliance Officer

Department Approval:



Will Jaques
Corporate Services Manager/Clerk

STAFF REPORT

Report #CSM2023-09

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – September 2023 Council Report

Date: September 13, 2023

Departmental Highlights:

- **“eScribe” meeting software has been purchased and staff have begun the training process.** This software will provide for agenda and minutes creation and management, and will work in conjunction with the A/V and other electronic components being installed in the new Township office Council Chambers.

Legislative Updates:

- None.

Status of Land Use Planning Matters:

Applicant	Location	Application Type	Nature of Application	Status of Applications
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Oxford Road Developments 5 Inc.	Extension of Phase #1 subdivision (Innerkip)	SDA OPA ZBA	OPA and ZBA required as part of the application for subdivision.	Applications received.
Stevenson	201 Stonegate Rd., Innerkip	Severance	Severance of an existing parcel of land.	Process complete.

Applicant	Location	Application Type	Nature of Application	Status of Applications
2825085 Ontario Inc.	32 Jacob St. E. Tavistock	Severance	Severance of an existing parcel of land (2 new lots).	Severance application approved and conditions being fulfilled.
Leslie	844944 Braemar Side Road	Severance ZBA **Note – additional severance for the access to the new lot**	Severance of an existing parcel of land, as well as the associated zoning by-law amendment.	Severance application approved and conditions being fulfilled. ZBA application Public Meeting to be held Sept. 20/23.
peopleCare Inc.	28 William St. S., Tavistock	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Maurer	65 Young Street, Innerkip	MVA	Relief to allow for an increase in the max. size of an accessory building.	Process complete.
McKay	615899 13 th Line	Severance ZBA	Severance of an existing parcel of land, as well as the associated zoning by-law amendment.	Severance application approved and conditions being fulfilled. ZBA application Public Meeting to be held Sept. 20/23.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Chambers	182 Blandford Street, Innerkip	MVA	Relief to allow for an increase in the max. height and gross floor area of an accessory building.	Public Hearing to be re-held Sept. 20/23.
Stere	98 Jacob Street W., Tavistock	MVA	Relief to allow for a decrease in the rear yard setback and max. lot coverage.	Application approved. Appeal period in effect.

Attachment:

- None.

Recommendation:

1. None. For Council Information.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

STAFF REPORT



Report #CAO2023-10

To: His Worship the Mayor and Members of Council
From: Karen DePrest, CAO/Treasurer
Re: Treasury – September 2023 Council Report
Date: September 13, 2023

Departmental Highlights:

- Vacancies in the Treasury area will be addressed during the month of October 2023, with the goal of being back at full complement before the 2023 interim audit in November.
- The 2022 Draft Financial Statements are being presented at the September 20th meeting of Council. Staff are recommending that the 2022 Prior Year Surplus be split between the Tavistock Arena Reserve and the Tax Rate Stabilization Reserve to assist with funding of unanticipated capital repairs at the Tavistock Arena.
- Final 2023 Tax Bills were issued on August 9th with the due dates of August 31st and November 30rd as revised by Council during the 2023 budget approval process.
- Staff will resume work on the updated user fee schedule for all areas in the Township with the thought of presentation to Council before the Christmas Closure in December with an effective date for rate changes of January 1st, 2024, as discussed at our August meeting of Council.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock Revised Date: 15-09-2023
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS% Budget Period: 70.41%
 2023 Approved Operating and Capital Budgets

Net Budgets By Department	2023 Approved	2023 Actual to Date	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, Locates and Drainage	358,264	107,518	250,747	30.01%	<i>new building construction cash flow hitting 2023 versus most budget in 2022 (netted out) fire payroll to be processed first pay in December</i>
Corporate Services	2,503,187	1,688,709	814,478	67.46%	
Fire and Protective Services	1,311,282	365,172	946,109	27.85%	
Parks and Recreation	832,686	516,647	316,039	62.05%	
Public Works	3,127,429	1,554,744	1,572,685	49.71%	
Treasury Services	(889,654)	(929,772)	40,118	104.51%	
	7,243,195	3,303,018	3,940,177	45.60%	

Attachments:

- None

Recommendation:

1. That Council authorizes the CAO/Treasurer to distribute the 2022 Operating Budget surplus equally between the Tavistock Arena Reserve and the Tax Rate Stabilization Reserve.

Respectfully submitted by:



 Karen DePrest
 Chief Administrative Officer/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 28**

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 20th 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 20th DAY OF SEPTEMBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk