

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

AGENDA

**for the Meeting to be held on Wednesday October 18, 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 October 4, 2023, Council Meeting Minutes
 - b) Zorra – Road Authority Jurisdiction (Insurance Claims & Civil Court Proceedings)
 - c) Oxford County – Increasing Residential Density
 - d) Oxford County – Water/Wastewater Master Plan – Update
 - e) Oxford County – Transportation Master Plan – Update
5. Delegations & Appointments:
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 – 03 re: McLean Drain Bid Award
 - e) Staff Report - #HRSC2023 – 04 re: Retiree Benefits & Working Alone Policies
 - f) Staff Report - #BCO2023 – 08 re: By-law Compliance Reporting
 - g) Staff Report - #CSM2023 – 12 re: Corporate Services Reporting
 - h) Staff Report - #CAO2023 – 13 re: Treasury Reporting
7. By-laws:
 - a) By-law #2023-30 – Ross Drain 1894 Municipal Drain Abandonment By-law
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) June 7, 2023, Closed to the Public Session Minutes (s. 239 (2) (b))
 - b) Annual CAO Performance Review (s. 239 (2) (b))
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 October 4, 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 October 5th is **World Teacher’s Day**. **Councillor ZEHR noted that at the recent UTRCA Board Meeting, discussion occurred regarding the Conservation Authority’s plan for handling encampments on UTRCA lands.** Councillor VAN WYK noted the Public Information Centre being held on October 5th in Tavistock for the Punkydoodles Corners Intersection.

Approve
Agenda

1. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that Council approve the agenda for the October 4, 2023, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

2. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council confirm the Minutes of the September 20, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- September 20, 2023, Police Services Board (PSB) Minutes
- Staff Report - #CBO2023 – 09 re: Building, Development & Drainage Reporting
- Staff Report - #PW2023 – 10 re: Public Works Reporting
- Staff Report - #FC2023 – 08 re: Fire Department Reporting
- Staff Report - #CAO2023 – 11 re: CAO Reporting

Correspondence & Reports – Resolutions Following:

Conferences and Seminars

Council discussed attendance at the upcoming ROMA Conference in January, 2024.

3. Moved by: Scott RUDY
 Seconded by: Scott ZEHR
 Resolved that Council approve the attendance of the following members at the 2024 ROMA Conference, to be held January 21-24, 2024, in Toronto:
 - Jeremy Smith
 - Phil Schaefer
 - Steven Van Wyk
 - Matthew Gillespie
 - Scott Zehr

CARRIED.

County Council– Updates & Questions

Mayor SCHAEFER provided an update on County Council activities including the recent budget **survey results, confirmation of the County’s AAA credit rating, and the County’s deliberations** regarding housing density.

September 20, 2023 Police Services Board (PSB) Minutes

Council reviewed the September 20, 2023, Police Services Board (PSB) Minutes.

Staff Report #CBO2023 – 09 re: Building, Development & Drainage Reporting

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

Staff Report #PW2023 – 10 re: Public Works Reporting

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

Staff Report
#FC2023 – 08
re: Fire
Department
Reporting

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

Staff Report
#CSM2023 – 11
re: Accessibility
- IASR Policy &
Multi-Year
Accessibility
Plan

Clerk Will Jaques presented his report to Council regarding implementation of an Integrated Accessibility Standards Regulation (IASR) Policy, and an updated Multi-Year Accessibility Plan.

4. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that Council approves the recommendations in Staff Report #CSM2023-11.

CARRIED.

Staff Report
#CAO2023 – 11
re: CAO
Reporting

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

Staff Report
#CAO2023 – 12
re: Tavistock
Royals MAP
Exception
Request

CAO-Treasurer Karen DePrest presented her report to Council regarding the Tavistock Royals request for an exception, under the Municipal Alcohol Policy (MAP).

5. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that Council authorizes the Tavistock Royals to license the tiered seating area of the Tavistock Arena in conjunction with their Special Occasion Permit for the month ending October 31, 2023, subject to the conditions and requirements under of the Township Municipal Alcohol Policy, and Option 2 of Report #CAO2023-12.

CARRIED.

Confirming
By-law

6. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that By-law #2023-29 being a by-law to confirm the proceedings of Council held Wednesday October 4, 2023, be read a first, second and third time this 4th day of October, 2023;

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

CARRIED.

Adjourn

7. Moved by: Brad SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council does now adjourn at 10:19 a.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

October 4, 2023

Honourable Doug Downey
Attorney General
Via email: Doug.Downey@ontario.ca

Dear Minister Downey;

RE: Road Authority Jurisdiction

At a recent meeting, the Council of the Township of Zorra passed the following resolution:

Resolution No. 33-09-2023

Moved by: Paul Mitchell

Seconded by: Crystal Finch

“THAT Council request the Ministry of the Attorney General, Association of Municipalities of Ontario, Law Society of Ontario and the Ontario Good Roads Association to form a working group to establish protocols for determining road authority jurisdiction in civil court proceedings.”

I have attached for your information a copy of the report that was presented to Council for consideration at the time this resolution was passed.

Yours truly,



Donald W. MacLeod
Chief Administrative Officer

Copy to: Association of Municipalities of Ontario resolutions@amo.on.ca
Law Society of Ontario lawsociety@lso.ca
Ontario Good Roads Association info@goodroads.ca
Oxford County Municipalities (via email)

Submitted by: Don MacLeod, Chief Administrative Officer

Report No: 2023-118

Council Meeting Date: Regular Council - 20 Sep 2023

Subject: Road Authority Jurisdiction

File: Reports to Council

RECOMMENDATION:

That Council pass a resolution to request the Ministry of the Attorney General, Association of Municipalities of Ontario, Law Society of Ontario and the Ontario Good Roads Association to form a working group to establish protocols for determining road authority jurisdiction in civil court proceedings.

BACKGROUND & COMMENTS:

On April 15, 2021, a single-vehicle motor vehicle collision took place on 37th Line (Oxford County Road 6). As a result, a Statement of Claim was filed on behalf of a plaintiff seeking \$2,000,000 in damages from two defendants; the County of Oxford and the Township of Zorra. This Claim was filed on February 17, 2023.

The Township advised the plaintiff's lawyer that 37th Line was under the jurisdiction of the County of Oxford and the Claim was defective in naming Zorra. It was requested that the Claim be amended to remove Zorra.

Any time a Statement of Claim is filed, the information is sent to the Township's insurer to address the matter. When this happens, a file is opened and an adjuster is assigned. The Township is responsible for the first \$5,000 in adjudicating claims. In this instance, the claim was not sent to the insurer as it was clearly evident the Township was named in error. Also, regardless of the validity of a claim, there is record kept by the insurer and this impacts the Township's claim experience.

This is the third instance of defective claims being filed against the Township for road jurisdiction. The previous two were dealt with by the insurer but this necessitated a claims adjuster being assigned and corresponding with the plaintiff's counsel.

It is recognized that two-tier road systems can be confusing for lawyers and they do have a duty to protect the interests of their client to ensure all proper parties are named. It is understandable why this approach is taken, however, it does not make this right. As noted above, there are costs incurred by municipalities every time faulty claims are filed. There is also considerable staff time spent dealing with these matters.

It is recommended that Council pass a resolution to request the Ministry of the Attorney General, Association of Municipalities of Ontario, Law Society of Ontario, and the Ontario Good Roads Association to form a working group to establish protocols for determining road authority jurisdiction in

civil court proceedings. This is not likely to be a simple matter given the complexity of the court system. However, determining jurisdiction over a road is a simple matter and can easily be determined if lawyers are first compelled to ascertain jurisdiction prior to filing a Statement of Claim. Municipalities could also be compelled to respond within an established time frame to not slow the civil process.

FINANCIAL IMPLICATIONS:

N/A

Community Planning

P.O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: www.oxfordcounty.ca

MEMO

DATE: October 11, 2023

TO: All Area Municipal CAOs and Clerks

FROM: Gordon Hough, Director, Community Planning

RE: Report No. CP 2023-288 – Increasing Residential Density – Next Steps

On September 27, 2023, Community Planning report CP 2023-288 was presented to the Council of the County of Oxford, which contained the following recommendations:

1. “That Council directs Community Planning staff to proceed with the proposed draft work plan to undertake formal review and consideration of measures to increase residential density in the County, as generally outlined in Report CP 2023-288, including the initiation of an Official Plan Amendment to consider implementation of the matters outlined in Phase 1 of the work plan and related consultation with Area Municipalities;
2. And further, that Report CP 2023-288 be circulated to the Area Municipalities for their information.”

Oxford County Council then passed the following resolution:

“Moved By: Deb Gilvesy

Seconded By: Bernia Wheaton

Resolved that the recommendations contained in Report No. CP 2023-288, titled "Increasing Residential Density – Next Steps", be adopted.

DISPOSITION: Motion Carried”

Community Planning staff will be in contact with Area Municipal staff in regards to the formal review noted in the recommendation.

Sincerely,



Gordon K. Hough

Director

Community Planning

To: Warden and Members of County Council

From: Director of Community Planning

Increasing Residential Density – Next Steps

RECOMMENDATIONS

1. That Council directs Community Planning staff to proceed with the proposed draft work plan to undertake formal review and consideration of measures to increase residential density in the County, as generally outlined in Report CP 2023-288, including the initiation of an Official Plan Amendment to consider implementation of the matters outlined in Phase 1 of the work plan and related consultation with Area Municipalities;
2. And further, that Report CP 2023-288 be circulated to the Area Municipalities for their information.

REPORT HIGHLIGHTS

- At their May 11, 2022 meeting, County Council approved a resolution directing staff to prepare a report to provide further information and options that could be considered to better accommodate residential growth through increased density within fully serviced settlement areas and minimize the need for settlement boundary expansions.
- Report No. [CP 2022-397](#), and subsequent Council information session held April 12, 2023, identified various measures to increase residential density and provide a full range of housing options.
- This report provides further background and detail with respect to residential density targets and proposes a draft work plan for the formal consideration of various measures that could be implemented to increase residential density in the County, including Planning staff's initial expectations with respect to phasing/timing, general approach, and potential resource needs/impacts (i.e., staffing and budget).

Implementation Points

This report sets out a proposed work plan for consideration and implementation of various measures and initiatives to encourage and support increased residential density throughout the County. These include measures and initiatives that require both County level (i.e. Official Plan updates) and Area Municipal level (e.g. area studies, zoning by-law and site plan review/updates etc.) consideration and action. As such, consultation with the AMs will need to be undertaken prior

to finalizing many of the proposed policy changes and other actions being recommended for consideration through the workplan.

Financial Impact







Report No. CP 2023-250 identified planning resource considerations associated with various levels of planning service. This report provided examples of various proactive planning projects (e.g. review and implementation of options to increase density) and associated staffing and other resource impacts (e.g. funding for consulting support/studies) for further consideration as part of the 2024 budget process.

This report provides further detail on some of these specific projects and associated resource requirements, including the potential need for additional funding (e.g. budgeting for technical studies) that may require further consideration as part of the County and/or Area Municipal budget processes.

Communications

There are no specific communications being proposed as part of this report, beyond those associated with the posting of this report as part of the Council agenda and circulation to the Area Municipalities for their consideration. However, additional communication with the AMs and the public are recommended in order to further pursue and/or implement any Council direction and/or actions that may result from their consideration of the various options outlined in this report.

Strategic Plan (2020-2022)

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

DISCUSSION

Background

In early 2022, a several Area Municipalities reached out to County staff to get a better understanding of potential options for facilitating and encouraging increased residential densities in their communities and the County as a whole. Following these initial discussions, the following motion was considered and approved by County Council at their May 11, 2022 meeting:

Whereas Oxford County recognizes that there is a need for increased quantity, variety, and attainability of housing, and;

Whereas Oxford County is a prudent manager of its finances and intends to make the most effective and efficient use of municipal infrastructure in the long term, and;

Whereas Oxford County values its prime agricultural land and its natural spaces, and;
Whereas Oxford County values sustainability in the delivery of all services, and;

Whereas Oxford County strives to create complete communities providing opportunities for all to work, live, play, and learn;

Therefore be it resolved that staff be directed to bring a report to County Council to provide further information and options that could be considered by the County and Area Municipalities to better accommodate their projected residential growth through increased density within fully serviced settlement areas and minimize the need for settlement boundary expansions.

With respect to the above direction, it is noted that the County's Official Plan policies currently require that growth be directed primarily to fully serviced settlement areas to ensure, among other objectives, efficient use of land, infrastructure and public services and support the development of complete communities. Complete communities are not specifically defined in the OP but are referred to in Provincial policy as mixed-use neighbourhoods or other areas within a town or city that offer opportunities for people of all ages and abilities to conveniently access most of the necessities for daily living, including an appropriate mix of jobs, local stores and services, and a full range of transportation and housing options.

Further, the Official Plan contains policies that provide direction on minimum residential density, intensification and unit mix requirements, as well as support for various forms of residential intensification (i.e. converted dwellings, re-purposing of older non-residential buildings for residential use, encouraging and promoting various forms of residential intensification in residential and mixed use areas and downtowns, criteria for establishing new medium and high density residential development sites, etc.) for fully serviced settlement areas. Accordingly, the existing Official Plan policies currently provide a solid framework upon which to build, recognizing that there are opportunities for updates and improvement, particularly with respect to the identification of specific areas for intensification and additional density and building height.

A range of potential measures to increase residential density were outlined in staff Report No. [CP 2022-397](#). This report was followed up by a [Council Information Session](#) on April 12, 2023, at which planning staff provided additional details and information on the various options and opportunities to enhance density in all areas of the County. The staff presentation at that session illustrated that there are a range of built forms that can be used to achieve greater residential density and increase the range of housing options and that some 'missing middle' building types (e.g., back to back townhouses, low/mid rise apartment buildings etc.) can achieve similar or greater densities than higher-rise apartment buildings with potentially less impact on existing residential neighbourhoods. That said, mid-rise and high-rise residential and mixed-use buildings may be an appropriate building form for achieving higher densities in key urban growth centres (e.g. central areas in the County's Large Urban Centres) and other well-serviced and connected locations.

It is also noted that a number of the area municipalities have recently completed, initiated and/or identified various local initiatives that are and/or will look at opportunities to increase densities within their jurisdictions (e.g. Secondary planning in Ingersoll, East-Zorra Tavistock and Drumbo, review of opportunities for increased height and/or density in Woodstock's the Central Area designation, review of opportunities for increased height, density and/or mixed uses in the Village of Thamesford, etc.). Where known and applicable, these initiatives have been reflected in the draft work plan and some may require substantial commitment of Planning staff and, in some cases, other resources (i.e., budgeting for area studies) to undertake and complete in a timely manner. However, it is expected that additional local initiatives may be identified through the consultation process identified in the proposed draft work plan.

As such, the primary purpose of this report is to seek Council's direction to proceed with Planning staff's proposed workplan in order for the County and Area Municipalities to begin formal consideration of various measures (as generally outlined Report No. [CP 2022-397](#) and subsequent Council information session) that could potentially support and enable increased density in the County, including an indication of anticipated timing and resource needs. The overall intent is for planning staff to immediately begin consulting with the area municipalities on, and working toward the implementation of, the various shorter term actions identified in the draft workplan, together with initial discussions on implementation of some of the longer term actions identified in the draft work plan, including local implementation considerations, process, and resource requirements.

Comments

The following commentary briefly reiterates the current residential density and intensification context in the County and provides some further detail and background on the typical rationale and standards for establishing density targets in Ontario. This is followed by a proposed draft work plan to consider measures for increasing density for Council's consideration and direction.

a) Residential Density and Intensification - Current Context

As previously discussed in Report No. [CP 2022-397](#), the current Official Plan policies establish minimum required and maximum permitted net residential density for development in the Low, Medium and High density designations in all eight Area Municipalities and policy direction to promote and facilitate intensification of existing built-up areas,

There is a considerable range in the minimum and maximum residential density requirements across the County's various fully serviced settlements, particularly between those for the Large Urban Centres and the Serviced Villages. The City of Woodstock is currently the only municipality that has specific unit type mix (i.e. percentage of low, medium, and high density units) and overall minimum residential density (i.e., 30 units per net hectare/12 units per net acre) requirements for new development set out in the Official Plan. The Official Plan policies for the other area municipalities currently encourage a mix of unit types and establish minimum and maximum density requirements for each residential density designation (i.e., low, medium, and high), however, that is not always sufficient to ensure an appropriate range of unit types and minimum overall density is being consistently achieved.

Recent development monitoring activities indicate that overall average residential densities in the County appear to have been trending gradually higher, with development types shifting more toward smaller lots for single detached dwellings and a higher proportion of multiple unit type building forms, such as street fronting townhouses, stacked townhouses, and apartments. Over the 2019-2021 period, the County achieved an average overall residential density for new development, including all unit types and both greenfield development and intensification, of approximately 35 units/net ha (14 units/net ac) in the Large Urban Centres and 21 units/net ha (8.5 units/net ac) in the Serviced Villages.

Although the above noted average densities would appear to be meeting or exceeding the current minimum density requirements set out in the Official Plan, these averages include infill/intensification type developments, which tend to have higher densities than greenfield development, bringing up the average. Further, the average density being achieved in the County's various communities for new development still varies considerably and the average density of many older residential areas is often considerably lower, which can serve to substantially lower the overall residential density of a particular community (e.g. to less than 20 units/net ha). As such, further review and updates of the County's Official Plan policies and consideration of other potential measures is warranted to ensure that every area municipality has the policies and measures in place to ensure they can achieve the minimum residential densities and unit mix necessary to make efficient use of land, infrastructure and public services and create complete communities.

b) Residential Density – Current Research and/or Standards

Further to the previous report and information session, Planning staff received questions with respect to what density is typically deemed to be necessary to support a complete and livable community. To try to help address this question, Planning staff have undertaken some further background research with respect to how the County's current residential density targets compare to those typically cited as being required to support complete communities.

From this review it appears that there is general consistency on overall minimum density requirements but there is variation on how density targets are specifically being measured and achieved in various contexts (e.g. gross versus net density, people/jobs per ha versus unit/ha, overall versus area specific density targets or some combination thereof etc.).

It is noted that Oxford's policies currently utilize a units per net hectare approach, as that was determined to be easier to consistently implement and measure, as the gross to net ratio for every development can vary substantially and the actual number of persons residing in a particular unit/area can also change considerably over time. For comparison, a target of 20-22 units/gross ha (i.e. the overall residential density target in larger urban GGH municipalities served by transit) equates to approximately 30-34 units/net hectare in the Oxford context.

Some further discussion on the findings from the above noted review is as follows:

Provincial Growth Plan for the Greater Golden Horseshoe (GGH) - The density targets currently set out in the current Provincial Growth Plan have been developed for the Ontario land use context through considerable research, analysis and real world application and have been adjusted and refined somewhat over time. Provincial communication material indicates that the GGH density targets tend to support walking, cycling and transit, a diverse mix of land uses, high-quality public

open space, and reduced greenhouse gas emissions. These requirements and targets are summarized as follows:

- Minimum greenfield density target of 50 people/jobs per gross ha for most GGH communities (i.e. roughly the equivalent of 20-22 units/ha for exclusively residential).
- The target for some smaller, outer ring municipalities in the GGH (e.g. Brant, Haldimand County) is 40 people/jobs per gross ha (i.e. roughly the equivalent of 16-17 units/ha for exclusively residential).
- Due to the lower employment land densities in most municipalities, residential density often needs to be higher than the 40-50 people per gross hectare target, in order to achieve the overall blended people/jobs target.
- Minimum density target of 150 people/jobs per gross ha for GGH 'urban growth centres/downtowns' (i.e. roughly the equivalent of 60-65 units/ha for exclusively residential) and a similar target for major transit station areas and priority transit corridors.

Transit Supportive Density - The Ministry of Transportation's (MTO) Transit Supportive Guidelines recommend the following minimum densities within 400-800 m of a transit route:

- 22 units/ha (50 residents/jobs/ha) - basic bus transit;
- 37 units/ha (80 residents/jobs/ha) – frequent transit service; and,
- 45 units/ha (100 residents/jobs/ha) - very frequent bus service (with potential for light rail transit, or bus rapid transit)

Active Transportation and Health – Studies have shown a health benefit associated with increased residential densities (i.e. due to the ability of residents to rely more on active transportation, such as walking, biking and transit). **One such study** found that achieving densities of 18-20 units per hectare had a benefit to body mass index and obesity (i.e. which has been shown to correlate with prevalence of certain cancers and cardiovascular disease), with densities of approximately 30 units per hectare having an even more pronounced benefit.

To put this into perspective, 30 units per hectare is often considered to be the lower end of density for the various housing forms often referred to as 'missing middle' housing. These housing forms (e.g. back to back townhouses, low/mid rise apartments etc.) can often provide many of the same benefits as high-density/high-rise urban housing forms, while still remaining compatible with/maintaining the low rise residential character (e.g. building heights, ground-related units, landscaping, individual parking) of many existing residential communities and neighbourhoods and providing more ground oriented housing options, which many still prefer.

Supporting Complete Communities - One of the key goals typically expressed in the policies and research with respect to complete communities is that all essential facilities and services for daily living be easily accessible by walking, or potentially bicycle or transit use (i.e. within 15 minutes). In practice this means that such facilities and services should generally be located within a 1.25 km radius or 5 square kilometres (e.g. roughly the area of the Village of Norwich). The population density needed to sustain social, physical and environmental infrastructure within this area is typically cited as being approximately 50 people per gross developable hectare, which is consistent the Provincial Growth Plan targets discussed above.

Quality of Life – Residential density doesn't measure quality of life in a community and perceptions of density can vary greatly from place to place. Changing people's perceptions and acceptance of density can take time, particularly in communities or neighbourhoods that have historically been comprised predominantly/exclusively of low density housing forms (e.g. single detached, semi-detached and/or townhouse dwellings).

Some of the more qualitative considerations that can affect residents' perceptions of density include matters such as the existing context (i.e., a community/neighbourhood that is already typified by higher density housing forms versus those that are not), building type/height, building design, and how well new higher density development is integrated with other uses and amenities.

Dense communities can be attractive and highly desirable areas to live. It is not necessarily the unit density itself that results in adverse perceptions and living conditions, but rather the lack of appropriate consideration for building and urban design and availability of supportive infrastructure and amenities – such as transit, walking routes, parks and open space, and a variety of goods and services within the immediate area. Overcrowding within the units themselves (i.e. because of lack of availability of appropriate units and low affordability), often accounts for the worst perceptions of density and living conditions.

For increased density to be well accepted it is essential that the various qualitative factors noted above are appropriately considered and addressed. This would generally be accomplished through comprehensive long term planning for land use (e.g. Official Plan policies, secondary planning and other measures), infrastructure and public service facilities (e.g. master planning for parks/trails, transportation facilities, libraries, schools etc.) and other day to day goods and services, to ensure that all the components of a complete community and high quality of life are being appropriately considered and planned for.

Building Height – All three Large Urban Areas (i.e. Woodstock, Tillsonburg and Ingersoll) have Council approved Design Guidelines for their Central Areas, which contain direction on various aspects of site and building design, including building height. As previously discussed, there are various low-rise and mid-rise building forms that can greatly increase existing residential densities, while still maintaining and/or being compatible with the character of existing lower rise areas. That said, there are also various communities and/or areas of communities in Oxford that have existing high-rise buildings and/or that may otherwise be suitable for new higher-rise residential development in certain locations.

The existing Central Area Design Studies for the respective Urban Centres identify various opportunities for context sensitive intensification in the Central Areas and set out recommended minimum and maximum building heights based on the current character of the Central Areas, which have been implemented to varying degrees. These area/urban design type studies establish various recommendations and requirements for a particular study area, based on a detailed review of the existing built form/character, lotting fabric etc., to help ensure new higher density and/or higher rise development can be sensitively integrated into that area and not negatively impact adjacent development (e.g. appropriate transitions to lower rise development and minimize shadowing). In the Oxford context, these studies typically conclude that to accommodate a building that transitions to adjacent lower rise development and has viable floor area would require a minimum lot depth of approximately 35 m for buildings 5-6 storeys in height and 50 m for buildings 7-8 storeys in height.

Although it appears that most of the recommendations contained in the above noted studies are still relevant and appropriate, some aspects may still benefit from further review/update. Further, it would likely be necessary to consider undertaking similar area/urban design type studies for other areas of the County (e.g. the core areas of serviced villages and other key intensification areas) to provide similar context specific direction with respect to opportunity sites for further intensification and how increased height and/or density can be appropriately integrated into those areas.

c) Proposed Draft Work Plan

The overall residential density, residential designation-specific densities and transit supportive density requirements currently set out in the Official Plan for the City of Woodstock appear to be generally in keeping with the densities considered to be necessary to support 'complete communities' and support regular bus transit service.

As such, Planning staff are recommending that similar density and unit type mix requirements and policies be considered for implementation in the other Large Urban Centres and, to a somewhat lesser degree, the rural Serviced Villages as a short term, interim implementation measure. This would serve to ensure new development throughout the County is achieving reasonable minimum densities while further review/study and consultation is being undertaken to consider how best to implement additional area specific density and intensification policies and measures and, ultimately, to comprehensively update the County's growth management policies (i.e., through a new Official Plan).

To provide further direction in this regard, Planning staff have prepared an initial draft work plan to frame out the proposed approach for formal consideration of the various policies and other measures that could potentially be implemented to support and enable increased density in the County. As proposed, this work plan would see Planning staff immediately begin consulting with the area municipalities on, and working toward, the implementation of the various shorter term actions (i.e. as identified in Phase 1). At the same time, staff would initiate preliminary discussions with the Area Municipalities on selected longer term actions (i.e. as identified in Phases 2-4), including potential study requirements, local implementation considerations, required process, staffing and budget etc. It is expected that this draft work plan, particularly the later phases, will continue to evolve over time as consultation with the Area Municipalities and further review and background work progresses.

The following proposed draft work plan provides a summary of what is intended to be undertaken as part of each implementation phase, together with an initial indication of anticipated timing and associated staffing and/or budget considerations, where applicable.

i) Phase 1 – Shorter Term Measures (Interim updates to OP policies and zoning)

This phase is currently proposed to include the following:

a) Continuing with various 'in-progress' density related initiatives, as follows:

- Maintaining up to date building and land supply information (including identification of potential underutilized lots that may have potential for intensification) and monitoring the density of all new residential development being approved in the County (on-going).
 - Monitoring the availability of servicing capacity to continue to accommodate planned growth (on-going).
 - Requiring the consideration and identification of appropriate residential density targets and unit mix requirements as part of all municipally initiated secondary planning studies, particularly those undertaken in support of proposed settlement expansions (on-going).
 - Official Plan amendments and zoning amendments to permit ARUs in Urban Centres (in progress).
 - Monitoring and assessing the effectiveness of ARU policies and zoning provisions in Rural Townships (anticipated update report to Townships in early 2024).
 - Initiating updates to the County's growth forecasts and land supply analysis, including considerations of opportunities to accommodate growth through intensification (late 2023).
- b) Initiating an OPA to formally consider interim updates to various Official Plan policies pertaining to density and unit type mix including, but not necessarily limited, to the following:
- *Woodstock:*
 - No significant changes to the current overall residential density and unit type mix requirements for new development appear to be immediately required, as the current policies are generally in keeping with Provincial targets. That said, some additional flexibility to allow the unit type mix targets to be adjusted as necessary to reflect current housing type forecasts/housing need studies may be considered.
 - Upcoming updates to the County's growth forecasts and land needs analysis and/or other studies/reviews (i.e. Central Area height/density review, etc.) could potentially identify the need for additional policy amendments.
 - *Ingersoll and Tillsonburg:*
 - Updates to the minimum and maximum density ranges for the various residential density designations (i.e. low, medium and high) to be generally consistent with those in the Woodstock policies.
 - Introduce new requirements for minimum overall density and unit type mix similar to those in the City of Woodstock, including consideration of potential flexibility to allow such unit type mix targets to be adjusted as necessary to reflect current housing type forecasts/housing need studies.
 - *Serviced Villages*
 - Increasing the minimum density for Low Density Residential (e.g. from 15 units/ha to 22 units/ha).
 - Increasing the minimum density for the Medium Density Residential (e.g. from 23 units/ha to 31).
 - Inclusion of minimum required overall density and unit type mix for new residential development.
 - Initial consideration of any potential interim updates to the maximum height/density policies to provide some additional flexibility for consideration of higher densities/height in strategic locations, subject to appropriate locational development

review criteria. However, any substantial changes to the height/density provisions should be comprehensively considered as part of Phases 2 and 3 of the workplan.

- c) Zoning Review/Updates - Review existing low density zone provisions (e.g. R1 and R2) in the Large Urban Centres and Serviced Villages to identify opportunities to permit additional unit types on a more 'as of right' basis (i.e. duplexes, semis and street townhouses), particularly in newly developing residential areas. Further, ensure the associated zoning provisions (e.g. lot sizes, lot coverage, setbacks etc.) are appropriate for achieving the desired density and housing forms.

There may also potentially be some opportunity to review and/or streamline the permitted uses and provisions in other zones as part of this first phase, if deemed appropriate based on timing and available staffing resources.

Timing: Immediate initiation, with proposed completion by mid 2024

Resource Needs:

Staffing - To be undertaken by CPO staff, with the expectation of additional staffing resources, as generally identified in Report No. CP 2023-250 being added in 2024.

Budget – Beyond the staffing noted above, no additional budget impacts are anticipated.

ii) Phase 2 – Short to Medium Term (Identifying potential for area specific density targets)

This phase is currently expected to involve Planning staff undertaking a preliminary review of data and land use planning context for each of the County's fully serviced settlements, followed by consultation with each of the Area Municipalities to discuss the potential for establishing updated policies and tools and measures to require/facilitate increased density, height and/or intensification for specific areas in each community (i.e. Central Areas, Village Cores, and potentially other specific areas).

The intent of this preliminary review/discussion would be to identify the settlements and areas where there is likely to be sufficient potential for intensification/increased density over the next few years (i.e. based on a preliminary review of existing land uses, lot fabric, built form, availability of services/amenities, environmental constraints, servicing capacity etc.) to warrant undertaking an area specific review/study and policy development in advance of the development of a new Official Plan.

Where there is determined to be such potential, the next step would be to identify the nature and extent of the review/study (e.g. detailed area or urban design study and/or secondary planning process) that would be required to determine appropriate densities, height, unit types and/or other development criteria and requirements for that a target area (such studies are discussed further under Phase 3). This would typically involve Planning staff working closely with each area municipality to identify the proposed study/review area and scope and then develop terms of reference and project timeline together with identifying any County and Area Municipal staffing and other resources (i.e., study budget) that are expected to be required.

It may be determined that the level of review required would exceed the scope of an area study or secondary plan. In those cases, the establishment of area specific density targets and policies would be better left for consideration as part of the comprehensive background studies and consultation process typically undertaken to support the development of a new Official Plan (as discussed under Phase 4).

As previously noted, the City of Woodstock and Township of Zorra have expressed their specific interest in initiating such area specific studies/reviews for certain areas of their communities. As such, there have been some preliminary discussions with respect to the potential study area and scope and Planning staff will be following up shortly to offer assistance with the development of draft terms of reference and identifying associated staffing and/or project funding requirements (i.e. to inform 2024 budget deliberations).

Timing:

Immediate initiation, with consultation running into mid 2024

Resource Needs:

Staffing - To be undertaken by Community Planning staff, with the expectation of additional staffing resources as generally identified in Report No. [CP 2023-250](#) being added in 2024.

Budget – In addition to the staffing considerations noted above, there will likely be a need for the Area Municipalities (and potentially County) to begin considering budgeting for the costs of undertaking area specific studies/reviews identified through this phase. The need for and extent of external consulting expertise required for such studies and estimated costs will be determined through the area municipal consultation process identified in this phase and will be largely dependent on the study area and its scope and complexity. Further discussion on potential budget is provided under Phase 3.

iii) Phase 3 – Medium Term (Undertaking Various Studies/Reviews)

This phase of the workplan involves establishing project funding for and initiating any area specific studies/reviews identified through the review and discussions in Phase 2. At this point, planning staff anticipate that some form of study/review will be required to comprehensively consider opportunities to increase residential density in the following areas and have provided some initial thoughts on potential approach and matters that could be considered in that regard.

Review/Update Existing Central Area Design Studies

Staff have reviewed the Design Studies for the respective Urban Centres and are of the opinion that the although the recommendations remain largely relevant and appropriate, they would benefit from review, and potentially updates, to reflect recent development, changes to property use/ownership and new priorities, such as a desire for increased density and/or building heights.

These studies identified underutilized or vacant sites for potential redevelopment, sometimes referred to as 'soft sites'. Policies to provide criteria for determining soft sites should be developed and included in the Official Plan to provide the basis for a fulsome identification of 'soft sites' and would require consultation with AMs and property owners, amendments to local zoning by-laws

(or development of a Community Planning Permit System or CPPS), exploring options for incentives, municipal investment and land assembly, as appropriate.

Pre-zoning areas for specific uses, reduced parking requirements, and/or greater building height have been suggested as potential options to promote residential intensification, and Planning staff see merit in this approach when there is a strong understanding of what form of development would be appropriate. However, permitting uses and building forms as of right, may have unintended consequences or result in even more variances if the zoning provisions are not appropriate for the permitted uses. Further, the scope of site plan control has recently been limited for residential development to only permit site plan approval for developments of more than 10 units and this may trigger a desire for further detail to be contained in the zoning provisions or the use of alternatives to traditional zoning.

Alternatives to traditional zoning are form-based codes and development permit systems (known as a **Community Planning Permit System** or CPPS in Ontario). Both options require detailed analysis of the existing built form of the community and the development of a comprehensive vision and guidelines for future development, with the objective of reducing processing time, cost, and uncertainties, such as public process and potential for appeals to the OLT.

Like a traditional zoning by-law, the CPPS by-law would contain a list of permitted uses and development standards, such as height and density specifications (for example, how tall a building can be or how many units it can have). It could also contain other elements not found in a traditional zoning by-law, such as land uses that are allowed subject to certain conditions, and classes of development or uses of land exempt from requiring a permit, such as garages, pools, and sheds.

Use of a CPPS across the County and/or individual AMs would require significant staff resources and time to develop and implement, whereas the processing time and application fees in Oxford have not generally been identified as an impediment to development. However, the potential to use a CPPS for targeted 'intensification' area(s) in the County may at least merit preliminary consideration to determine if there would be sufficient benefit to further pursue in the Oxford context. CPPSs are not common in Ontario (the authority came into effect in 2016), but are becoming increasingly more common, particularly as Bill 23 introduced a requirement that the Province may require a municipality to use a CPPS in specific areas, such as around major transit stations. Some examples of municipalities that have a CPPS include the City of Brampton (downtown); Township of Lake of Bays (waterfront/shoreline); Town of Huntsville; Town of Gananoque; and Town of Carlton Place. Other municipalities, such as the Town of Innisfil and Town of Saugeen Shores, are studying the feasibility of implementing CPPS.

Identification of Soft Sites and Intensification Policies for Rural Settlements:

Based largely on the availability of existing and future municipal water and wastewater servicing capacity in the Serviced Villages, soft sites and intensification opportunities/strategies and measures could be identified for the Rural Settlements using some of the same considerations as provided above regarding the Large Urban Centres.

The Township of Zorra has expressed interest in this type of study for the Village of Thamesford and Terms of Reference will be developed in the short term to inform the Township's 2024 budget process and could be used as a template for other serviced settlements in the County.

Timing:

Terms of Reference and budget estimates are generally anticipated to be developed by mid-2024 (this may need to be expedited for the proposed Woodstock and Zorra area studies). Once the terms of reference and budgets for such studies/reviews have been developed and approved, the County/Area Municipalities will be in a position to begin these studies (i.e. beginning early to mid 2024 and potentially extending into 2025).

Resource Needs:

Staffing - To be undertaken by CPO staff, with the expectation of additional staffing resources as generally identified in Report No. CP 2023-250 being added in 2024. Will also require consulting services and assistance and involvement from key Area Municipal staff.

Budget – In addition to staffing considerations noted above, adequate budget (to be identified as part of Phase 2) will need to be established to cover the cost of undertaking these various studies/reviews. Based on recent experience, the cost of such area studies can vary considerably based on factors such as the study area, scope, complexity and consultation program, but generally start around \$50,000 (i.e. a scoped secondary plan/intensification study with limited consideration of servicing and urban design) and go up from there. Such area specific studies have historically been budgeted for by each Area Municipality. However, County staff may look at the potential for cost sharing in certain cases (depending on the study area, nature and scope).

iv) Phase 4 (Development of New Official Plan)

In addition to updates to the plans and guidelines for the Central Areas of the Urban Centres, there are various other strategic locations in the Large Urban Centres that have significant potential for intensification. In many communities, the integration of residential/mixed uses into existing residential or commercial areas and associated density targets and policies are based on a nodes/centres and corridors structure. Developing such a nodes and corridors structure for the Urban Centres would require a comprehensive background study and would likely need to be supported by an updated Commercial Policy Review and employment areas strategy to ensure that areas that are identified for mixed-use, industrial, commercial, and/or institutional land uses are appropriate. Further there are policy changes proposed in the draft Provincial Planning Statement which change the meaning of employment lands and are anticipated to require review and redesignation of commercial and/or industrial lands in the County and policy amendment to permit mixed-use development on certain commercial lands.

Timing: the need for and scope of such background studies and associated timing will be coordinated and identified through the development of the workplan for the New Official Plan, which is intended to commence in the later part of 2024 once the final version of the updated Provincial Policy Statement has been released (currently expected in early 2024).

Resource Needs: Specific staffing and other resources needs (i.e. budget for supporting studies etc.) will largely be determined through the development of the workplan for the new Official Plan. However, it is currently anticipated that the additional planning staff resources identified in Report No. CP 2023-250 will greatly assist in moving this project forward. Further, given that this project has been anticipated for some time, some funding is presently being collected (i.e. in the Development Charges and Official Plan Review reserves) to help off-set the costs of this project.

Conclusions

The purpose of this report is to obtain Council's direction to proceed with Planning staff's proposed workplan in order for the County and Area Municipalities to begin formal consideration of various measures (as generally outlined Report No. CP 2022-397 and subsequent Council information session) that could potentially support and enable increased density in the County, including an indication of anticipated timing and resource needs.

SIGNATURES

Report Author:

Original Signed By _____
Meghan House, MCIP, RPP
Development Planner - Policy

Report Author:

Original Signed By _____
Paul Michiels
Manager of Planning Policy

Departmental Approval:

Original Signed By _____
Gordon K. Hough, RPP
Director of Community Planning

Approved for submission:

Original Signed By _____
Benjamin R. Addley
Chief Administrative Officer

Will Jaques

Subject: Council Report No. PW 2023-41 - Water Wastewater Master Plan

From: Laura Hamulecki <lhamulecki@oxfordcounty.ca>

Sent: Friday, October 13, 2023 10:53 AM

To: ahumphries@cityofwoodstock.ca; Danielle Richard <danielle.richard@ingersoll.ca>; Julie Middleton <clerk@swox.org>; kmartin@zorra.ca; Kim Armstrong <karmstrong@norwich.ca>; Sarah Matheson <smatheson@blandfordblenheim.ca>; clerks@tillsonburg.ca; Will Jaques <wjaques@ezt.ca>

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

Subject: Council Report No. PW 2023-41 - Water Wastewater Master Plan

Good Morning,

Please be advised that Oxford County Council, at its meeting held on October 11, 2023, adopted the following recommendations contained in Council Report No. PW 2023-41, entitled “2024 Water and Wastewater Master Plan – Extended Consultation”:

- 1. That County Council endorse, in principle, the draft 2024 Water and Wastewater Master Plan (W/WW MP) as the recommended servicing strategies to meet Oxford’s growth needs to 2046, as well as provide effective ongoing continuity to existing serviced settlement areas as previously detailed in Report No. PW 2023-33 entitled “2024 Water and Wastewater Master Plan”;**
- 2. And further, that County Council direct Staff to file a Notice of Completion and commence the 30-day public review period as required under the Municipal Class Environmental Assessment (MCEA) process.**

Attached is a copy of the report for reference. Please distribute to members of Council for their information, as well as any appropriate staff.

Kind Regards,

LAURA HAMULECKI (She/Her/Hers) | Administrative Assistant

Public Works, Oxford County

519.539.9800 x 3110

REPORT TO COUNTY COUNCIL

2024 Water and Wastewater Master Plan – Extended Consultation

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council endorse, in principle, the draft 2024 Water and Wastewater Master Plan (W/WW MP) as the recommended servicing strategies to meet Oxford's growth needs to 2046, as well as provide effective ongoing continuity to existing serviced settlement areas as previously detailed in Report No. PW 2023-33 entitled "2024 Water and Wastewater Master Plan";
2. And further, that County Council direct Staff to file a Notice of Completion and commence the 30-day public review period as required under the Municipal Class Environmental Assessment (MCEA) process.

REPORT HIGHLIGHTS

- The purpose of this report is to seek County Council's endorsement, in principle, of the draft 2024 W/WW MP which provides a strategic roadmap to service existing needs and accommodate future growth.
- Following the July 12, 2023 Council Resolution to Report No. PW 2023-33, County staff was directed to commence a 75-day informal review period for Area Municipalities to further comment on the draft W/WW MP.
- All feedback received was reviewed and considered in the final draft W/WW MP, which resulted in refinements to the multi-year capital implementation plan as appropriate.

IMPLEMENTATION POINTS

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

Following a 30-day public review period and subject to comments received, the 2024 W/WW MP Class Environmental Assessment (Class EA) Study Report can be finalized and filed.

Financial Impact

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

Communications

The draft W/WW MP report and appendices were previously posted to *Speak-Up, Oxford!* (<https://speakup.oxfordcounty.ca/wwwmp>) in July, 2023. In accordance with the resolution to Council Report No. PW 2023-33, dated July 12, 2023, the W/WW MP Executive Summary and a link to the full W/WW MP report on *Speak-Up, Oxford!* were forwarded to all Area Municipal Clerks on July 20, 2023 for distribution to members of their Councils for their information, as well as any appropriate staff, requesting their feedback within 75 days.

Since July 12, 2023 there has been over 920 *new* project webpage visits and 310 additional downloads of the W/WW MP document. Additional formal feedback was received from four of the eight Area Municipalities.

Members of the W/WW MP team provided Council delegations as requested at the following Area Municipalities and fielded several questions from the respective Councils:

- Town of Tillsonburg (August 14th, 2023).
- Township of East-Zorra Tavistock (September 6, 2023).

Report No. PW 2023-41 will be circulated to Area Municipalities for information.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the **2023-2026 Strategic Plan** on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following Strategic Plan Pillars and Goals:

		
<p>Promoting community vitality</p>	<p>Enhancing environmental sustainability</p>	<p>Fostering progressive government</p>
<p>Goal 1.2 – Sustainable infrastructure and development</p>	<p>Goal 2.2 – Preserve and enhance our natural environment</p>	<p>Goal 3.2 – Collaborate with our partners and communities</p>

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Report No. PW 2023-33, which included a draft W/WW MP executive summary and *Speak Up, Oxford!* link to the full draft report, was deliberated at Oxford County Council on July 12, 2023. Council subsequently directed County staff to circulate the Report to all Area Municipalities and to commence a 75-day informal review period for Area Municipalities to further comment on the draft W/WW MP.

Comments

Overall, the additional feedback from the Area Municipalities received since the July 12, 2023 Council meeting through the 75-day review period indicated general support for the draft W/WW MP. The water and wastewater system feedback centered around specific system servicing capacities; growth related impacts to infrastructure, infrastructure cost, project funding options, design criteria, drinking water quality and specific scope and requirements of certain projects.

A summary of formal comments received from the Area Municipality Councils are as follows:

- Township of Blandford-Blenheim submitted a Council resolution (Attachment 1) on August 2, 2023 that the 2024 W/WW MP be received as information. They affirmed their support for the proposed drinking water system interconnection between Bright and Plattsville and subsequent decommissioning of Bright Well 5. They requested the interconnection be moved ahead in the project schedule. As a result County staff have rephrased the proposed work from the 2034-2046 horizon to occur in 2032-2033.

The Township of Blandford-Blenheim provided a second Council resolution on August 2, 2023 (Attachment 1) moving that the W/WW MP consider an additional 64 acres of property be designated as development and brought back into the Bright settlement boundary. This request was forwarded to Community Planning for future consideration as the scope of the 2024 W/WW MP was limited to service planned growth in accordance with the 2020 Provincial Policy Statement and the County's approved Phase I Comprehensive Review (2020) growth forecast (Report No. [PW 2022-47](#)), which did not include such lands.

- Town of Ingersoll submitted a Council resolution (Attachment 2) on September 18, 2023 requesting that the complete data set used for determining the drinking water system and wastewater treatment design criteria in the W/WW MP be provided to the Town. The W/WW MP already describes how the Town of Ingersoll design criteria was established using actual residential and non-residential metered water demands and associated residential and non-residential populations.
- Township of South-West Oxford provided a resolution (Attachment 3) from their Council meeting held September 19, 2023 resolving that the draft W/WW MP be received as information and further that the Township support and endorse the plan as presented to meet the Township's future growth needs until 2046, which includes prioritizing future development within the Township's only current fully serviced village, Mount Elgin, unless servicing becomes critically required by another village.
- Town of Tillsonburg provided a Council Report (Attachment 4) on the draft W/WW MP on September 25, 2023 indicating that the growth forecasts used were not reflective of current/anticipated future growth rates, that project funding opportunities be further explained and that more refined project phasing be provided. During the County staff delegation to Tillsonburg Council on August 14, 2023, it was explained that adjustments to the growth forecast and more detailed project phasing would be provided through the preparation of the 2024 Development Charges Background Study. The range of project funding options was also explained during the same delegation.
- No other formal comments were received from the City of Woodstock, Township of Norwich, Township of East Zorra-Tavistock or Township of Zorra.

All above feedback was reviewed and considered in the update to the original draft 2024 W/WW MP, which resulted in refinements to project phasing within the multi-year capital implementation plan.

The complete final draft W/WW MP Report can be viewed on the W/WW MP project webpage at www.oxfordcounty.ca/wwwmp and is ready for public release.

CONCLUSIONS

Staff appreciated the additional comments received in this 75-day review period and intends to proceed with filing a Study Notice of Completion and commence with the 30-day public review period as required under the MCEA process.

County Council approval of the final draft W/WW MP is required to move forward with projects included in the 2024 budget (also shown in the 2024 W/WW MP implementation plan).

SIGNATURES

Report author:

Original signed by

Don Ford, BA, CMM III, C. Tech.
Manager of Water and Wastewater Services

Departmental approval:

Original signed by

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

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

- Attachment 1: Council Resolutions: Township of Blandford-Blenheim
- Attachment 2: Council Resolution: Town of Ingersoll
- Attachment 3: Council Resolution: Township of South-West Oxford
- Attachment 4: Council Report: Town of Tillsonburg

Township of Blandford-Blenheim - Council Resolution

Resolution No. 10

Date: August 2, 2023

Moved by Nancy Demerit

Seconded by P. Bomb

That the 2024 Water and Wastewater Master Plan Study from the County of Oxford be received; and,

Whereas the study includes a recommendation that the water systems in Bright and Plattsville be interconnected and that well 5 be decommissioned within the timeframe of 2034 – 2046; and,

Whereas there has been a history of issues with water supply from wells in Bright in the past and currently well 5 is the sole source of water for Bright,

Be It Resolved that comment be sent to the County of Oxford that the Council of the Township of Blandford-Blenheim requests that interconnection project between the Plattsville and Bright systems be moved ahead in the schedule to ensure there is an adequate and safe supply of water for the community of Bright

Township of Blandford-Blenheim - Council Resolution

Agenda Item 9. a. i.
Resolution No. 7

August 2, 2023

Moved by D. Baird

Seconded by Nancy Demme

Be it hereby resolved that the correspondence from Kim and Dave Piggott be forwarded to Oxford County Council; and,

That the Council of the Township of Blandford-Blenheim advise the Council of the County of Oxford that they support the request of Kim and Dave Piggott to designate 64.18 acres of their property as Development and to bring it back into the Bright settlement boundary area; and,

That Council requests that this property be taken into consideration during the 2024 Oxford County Water and Wastewater Master Plan study.



TOWN OF INGERSOLL
Town Centre

SENT VIA EMAIL

September 18, 2023

Chloe Senior, Clerk
Oxford County

Dear Ms. Senior,

Re: Oxford County Water and Wastewater Master Plan

Please be advised that at their regular meeting on September 11, 2023, Council of the Corporation of the Town of Ingersoll passed the following resolution:

Moved by Councillor Hutson; seconded by Councillor Van Kooten-Bossence

THAT the Council of the Corporation of the Town of Ingersoll receive staff report OP-017- 23 as information;

AND THAT the Town of Ingersoll Council request that Oxford County Council provide complete included data used and results thereof for the recommended Drinking Water System Design Criteria established for the Water Wastewater Master Plan;

AND THAT the Town of Ingersoll Council request that Oxford County Council provide completed included data used and results thereof for the recommended Wastewater Treatment System Design Criteria for the Water Wastewater Master Plan.

CARRIED

Please do not hesitate to contact me if you have any questions or concerns.

Regards,

Danielle Richard
Town Clerk

cc:

Don Ford, Manager, Water and Wastewater Services, Oxford County
dford@oxfordcounty.ca



STAFF REPORT

Report No: CL 44-2023
Meeting Date: 19 Sep 2023
Department: Clerk's Department

SWOX Housing Opportunities Committee Resolution: Oxford County draft Water/Wastewater Master Plan

Recommendation:

RESOLVED that the Council of the Township of South-West Oxford receive report CL 44-2023: SWOX Housing Opportunities Committee Resolution: Oxford County draft Water/Wastewater Master Plan as information;

AND FURTHER THAT the Council of the Township of South-West Oxford support and endorse Oxford County's 2024 draft Water and Wastewater Master Plan as presented to meet the Township's future growth needs until 2046, which includes prioritizing future development within the Township's only current fully serviced village, Mount Elgin, unless servicing becomes critically required by another village.

Purpose:

The purpose of this report is to bring forward a recommendation from the SWOX Housing Opportunities Committees in relation the County of Oxford 2024 draft Water and Wastewater Master Plan.

Background:

At the County Council meeting of July 12th, 2023, County Council received report PW 2023-33 in relation to the County's draft 2024 Water and Wastewater Master Plan. This report identified water and wastewater infrastructure requirements to accommodate projected population and employment growth to 2046 in accordance with the 2020 Provincial Policy Statement and the County's approved Phase I comprehensive review (2020), while ensuring service continuity to existing serviced settlement areas. **The County intends to focus future growth and development primarily in designated community settlement areas.** At this meeting, County Council passed the following resolution:

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

AND FURTHER THAT the draft report be circulated to area municipalities requesting their feedback within 75 days (September 25, 2023);

AND FURTHER THAT the draft report be posted to Speak Up Oxford for feedback from the public for 75 days (September 25, 2023);

AND FURTHER THAT all comments received be provided in a report for council's consideration when considering the draft report.

Drinking water system projects anticipated over this period of time within South-West Oxford include:

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

Wastewater projects anticipated over this period of time within South-West Oxford include:

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

At the August 8th, 2023 Township of South-West Oxford Council meeting, this matter was referred to the SWOX Housing Opportunities Committee for discussion and consideration. Mayor David Mayberry advised Council that the County is not planning to service any additional villages other than those that are already serviced. It was noted that South-West Oxford is the only municipality within the County that has only one fully serviced village (Mount Elgin). Members of Council were encouraged to give consideration to future servicing needs within the Township so that comments may be provided to the County by the September 25th, 2023 deadline.

Discussion:

The SWOX Housing Opportunities Committee considered this matter at their meeting held on September 5th, 2023. The Committee reviewed the draft Water/Wastewater Master Plan, which recommends that priority be given to improving existing servicing, and not expanding servicing to other settlement areas in the County. Oxford County has requested comments from area municipalities by September 25th, 2023.

Discussion took place regarding the advantages and disadvantages of servicing another village within the Township. Currently, Mount Elgin is the only fully serviced village in South-West Oxford, and the water and wastewater system in place may be sufficient for many years to come. If needed, water and wastewater services may be expanded between Ingersoll and Mount Elgin.

The Committee questioned the need for servicing: They considered whether servicing is needed for growth and development? Does the Township want more homes or need to house more people for sustainability? Should servicing take place for environmental protection purposes? In considering one of the goals of the committee - to address affordable housing needs, it was noted that without servicing and future development, the Township will have little impact in relation to higher density development locally. The Committee discussed that in order to provide more affordable housing, higher density development is likely required. Higher density development requires servicing - this is consistent with the County's Official Plan and goals in relation to the preservation of agricultural land. Further discussion took place regarding the potential advantages and disadvantages of servicing another village within the Township. In summary, comments were noted as follows:

One Serviced Village

Advantages:

- Lessen the impact on prime agricultural land – lower quality soil in north-eastern quadrant of Mount Elgin;
- Township may focus on one village “hub” with a mix of housing, trails, parks, commercial development;
- Central location prevents potential future annexation by larger urban areas;
- Prevents and limits growth of other settlement areas – this is a priority for many residents in combination with the preservation of agricultural land.

Disadvantages:

- Cost to expand servicing (extension between Mount Elgin and Ingersoll) - projected 2034 to 2046 in excess of \$10 million;
- Residents in other communities may feel that Mount Elgin is the priority/favoured.

Multiple Serviced Villages

Advantages:

- Growth, more houses and living spaces throughout the community as a whole;
- Positive environmental impact/groundwater protection (replacement of failing septic systems);
- Cheaper to construct now versus in the future;
- Enables higher density in multiple areas throughout the community.

Disadvantages:

- More negative impact on prime agricultural land;
- Serviced rural land may expand into other urban areas (servicing may be done more efficiently by surrounding urban municipalities)
- Many existing villages to not have the capacity to grow without servicing.

Overall, in considering the potential advantages and disadvantages, the Committee expressed support for the continued growth of Mount Elgin to limit the loss of prime agricultural land to development and to continue to have influence

with respect to the need for higher density housing to address the need for affordable housing locally.

The SWOX Housing Opportunities Committee passed the following recommendation:

RESOLVED that the SWOX Housing Opportunities Committee recommend that the Council of the Township of South-West Oxford support and endorse Oxford County's 2024 draft Water and Wastewater Master Plan;

AND FURTHER THAT the SWOX Housing Opportunities Committee endorse the recommended servicing strategies outlined in the County's draft Water and Wastewater Master Plan to meet the Township's growth needs going forward to 2046, which includes focusing any future development within the Township's current serviced village (Mount Elgin), unless servicing becomes critically required by another village.

Staff is seeking Council's support of the Committee's recommendation and direction from Council in relation to the comments to be sent to Oxford County Council from the Township with respect to the 2024 draft Water and Wastewater Master Plan.

Strategic Plan:

The Township will promote quality of life by protecting and enhancing our natural environment and create a sense of well-being, belonging and active engagement in the community.

The Township will maintain quality of services by demonstrating corporate and community leadership to enhance quality of life and to strive for excellence in stewardship of all resources.

The Township will support economic development by empowering the community to live, work and thrive in a changing environment.

Financial Implications:

There are no current financial implications to the Township in relation to this matter.

Julie Middleton

Approved by Chief Administrative Officer Mary Ellen Greb

Subject: 2024 Water and Wastewater Master Plan - County of Oxford Review

Report Number: OPD 23-39

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Monday, September 25, 2023

RECOMMENDATION

- A. THAT report titled OPD 23-39 Water and Wastewater Master Plan - County of Oxford Review (*by the Town of Tillsonburg*) be received as information; and

- B. THAT staff be directed to issue comments as identified for public record through the County of Oxford's Water and Wastewater Master Plan public commentary process for official record.

BACKGROUND

At the Town Council's regular meeting on August 14, 2023, the Director of Public Works from Oxford County, presented to Town Council a [DRAFT 2024 Water and Wastewater Master Plan](#) as prepared by R.V. Anderson Associates Limited; subsequently, Town Council passed the following resolution:

Resolution # 2023-324

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

- A. *THAT Council receives the presentation from David Simpson, regarding the 2024 Water and Wastewater Master Plan, as information; and*

- B. *THAT the Director of Development and Operations be directed to prepare a report regarding Oxford County's Water and Wastewater Masterplan and present to Council for consideration*

Carried

This report is intended to summarize the County of Oxford's Water and Wastewater Servicing Master Plan (W/WW MP). The W/WW MP will set out the long-term water and

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

wastewater servicing strategies to support existing needs and accommodate future growth in population through to the year 2046. The plan is intended to identify infrastructure improvements that will support the long-term growth of Oxford County.

Generally the W/WW MP consist of:

- A comprehensive background review of water and wastewater services, including water distribution, wastewater collection, treatment facilities, storage towers, etc...;
- A sensitivity analysis of current water and wastewater needs and projected changes to population, development, social and economic conditions, economy, facilities, and land use and planning initiatives;
- A summary of public feedback;
- A review of best practices; and,
- List of recommendations and proposals to guide the future water and wastewater services as weighted against population growth.

Furthermore, the W/WW MP has been undertaken consistent with Ontario Regulations as a Municipal Class Environmental Assessment. The recommended approach of the W/WW MP includes a portfolio of water distribution and wastewater collections projects and programs that aim to service future and assets lifecycle renewal demands in a methodical manner aligning with current Asset Management policie.

Of special note, standard municipal practices is to wholesomely review/update a W/WW MP on a five (5) year rotation.

DISCUSSION

The subject County W/WW MP plan provides costs for capital works and programs to support future growth into 2046. In this plan, the Town of Tillsonburg has a population projections of 23,890 by 2046 as per the following *Table 3.1: Forecasted Residential*

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

Population Growth:

Municipality	Estimated Annual Population Growth *						2021-2046
	2021**	2026	2031	2036	2041	2046	
Woodstock	47,965	51,825	55,815	59,825	63,595	67,295	19,330
Tillsonburg	19,120	20,020	20,980	21,980	22,960	23,890	4,770
Ingersoll	14,065	14,955	15,915	16,895	17,855	18,785	4,720
Blandford-Blenheim	7,770	8,090	8,440	8,810	9,190	9,550	1,780
East Zorra-Tavistock	8,050	8,530	9,040	9,560	10,050	10,510	2,460
Norwich	11,450	11,920	12,420	12,960	13,490	13,990	2,540
South-West Oxford	7,785	8,025	8,295	8,555	8,765	8,975	1,190
Zorra	8,860	9,110	9,370	9,650	9,950	10,240	1,380
Oxford County	125,065	132,475	140,275	148,235	155,855	163,235	38,170

* Values may not add precisely due to rounding. Where a Township contains more than one fully serviced settlement area, assumptions regarding the allocation of the Township's total forecasted growth to each settlement will also be used to inform the study findings for each system.

** 2021 Census Population with preliminary correction for undercount of approximately 3%

WATER DISTRIBUTION SYSTEM IMPROVEMENTS TO EXISTING SYSTEM NEW FACILITIES AND WATERMAINS:

The capital project/improvements strategy includes a series of new watermains to provide appropriate pressures storage and specific well rehabilitation. It recommends improvements to existing pumping infrastructure and replacement of storage elements at the end of their service life. Of note, Town Council may wish to review and consider *Appendix ES-1 – Water Projects Identified*, pages ES-19 in this regard. These identified capital project/improvements will be subject to further studies such as but not limited to, Detailed Engineering Design, Environmental Assessments including more consultation with the public when required, etc...

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS TO EXISTING SYSTEM – NEW TRUNK SEWERS AND STRATEGIC FLOW DIVERSIONS:

The capital project/improvements strategy includes a series of new sewers as proposed to alleviate existing capacity issues including the identified Phase 2 improvements for the Town's Pollution Control Plant. Of note, Town Council may wish to review and consider *Appendix ES-2 – Wastewater Projects Identified*, pages ES-41 in this regard. The study also included a review of inflow and infiltration, or I&I, practices and programs. Again, these identified capital project/improvements will be subject to further studies and processes.

PUBLIC/TOWN COMMENTS AND CONCERNS

Through the review of the County of Oxford's Water and Wastewater Servicing Master Plan, Town Staff is seeking Council's direction to add the following comments to the Public Record:

1. Population trend and sensitivity analysis:
 - In light of recently received and/or approved Draft Plans (both at the County and Town level) staff estimates that there could be a total of 2,173 to 2,920 additional residential units constructed (+/-).
 - Hereafter, if we carry a fair estimate of 2.4 people per unit, Tillsonburg estimated increased population could be considered between 5,200-7,000
 - ✓ Although there are many influencing factors towards the development and construction of these new proposed unit, this analysis suggest that Tillsonburg is in a state of accelerated growth.
 - This is especially critical in consideration to the deflated population value as compared to Tillsonburg's 2021 Census Population vs. actual population.
 - ✓ Therefore, in the cross examination of *Table 3.1: Forecasted Residential Population Growth*, Tillsonburg could/would out pace the current forecasted; it is strongly advised that this impact should be addressed and incorporated into the appendix projects identified.
2. Upsizing and contribution through current developments:
 - Although the report identifies regional and servicing upsizing the correlation of Development Charges towards "development/developer(s) upsizing" could be explained and/or refined to consider alternative funding arrangements.
3. The appendixes included provide a conceptual roadmap of identified infrastructure needs; however, a refined schedule/roadmap should be considered to ensure timely and appropriate lead times are incorporated to complete official processes especially in the periods of 2024-2033 (i.e. Environmental Approvals, Detail Design, Tendering, etc.)

CONSULTATION

Oxford County's Director of Public Works, County Water/Wastewater Staff, Manager of Engineering, Manager of Public Works, external stakeholders (i.e. developers and consultants)

FINANCIAL IMPACT/FUNDING SOURCE

Localized to the Town of Tillsonburg's cost associated to meet the populations demand are estimated at a combined total of \$74.9 million until 2046. Where divided into respective services areas; water is estimated at \$38.2 million and wastewater at \$36.7 million. To reaffirm, the funds identified above are subject to the water/wastewater user rates, development charges and financing managed at the County of Oxford upper tier level.

Furthermore, future capital project/improvements will be incorporated into the County's multi-year budget and as per current Town practices, in ensuring a collaborative cost sharing philosophy (in striving for value added), the Town leads and complements services improvements/capital project subject to our local multi-year budget practices.

Generally, future (and current) capital project/improvements will be prioritized based on fiscal and human constraints, and in alignment with all stakeholder's organizational priorities, which means the actual budgeting may extend beyond 2046 and/or priorities may shift. The majority of the projects recommended in the W/WW MP include a growth related component and are included in the ongoing Development Charges Background Study to be funded by future development charges (DCs) and will be considered in future.

Any shortfall in DC funding for growth projects and non-growth portion of capital projects as well as operating costs would be rate funded through the Water and Wastewater user rates (i.e. impacts of Bill 23's scheduled/milestone rate increase). The rate model is currently being reviewed and once complete, will be used to forecast the long-term rate impact of the W/WW MP and provided to County Council; Town staff will also be requesting a delegation in similar fashion to be presented to Town Council in this regard.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

Strategic Direction – Explore opportunities for service efficiencies in partnership with adjacent municipalities.

Priority Project – *Short Term* - Municipal service review

ATTACHMENTS

Appendix A – DRAFT 2024 Water and Wastewater Master Plan - County of Oxford

Will Jaques

Subject: Council Report No. PW 2023-40 - 2024 TMP Update**From:** Laura Hamulecki <lhamulecki@oxfordcounty.ca>**Sent:** Friday, October 13, 2023 10:54 AM**To:** ahumphries@cityofwoodstock.ca; Danielle Richard <danielle.richard@ingersoll.ca>; Julie Middleton <clerk@swox.org>; kmartin@zorra.ca; Kim Armstrong <karmstrong@norwich.ca>; Sarah Matheson <smatheson@blandfordblenheim.ca>; clerks@tillsonburg.ca; Will Jaques <wjaques@ezt.ca>**Cc:** Ryan Vink <rvink@oxfordcounty.ca>; Melissa Abercrombie <mabercrombie@oxfordcounty.ca>; Frank Gross <fgross@oxfordcounty.ca>; David Simpson <dsimpson@oxfordcounty.ca>**Subject:** Council Report No. PW 2023-40 - 2024 TMP Update

Good Afternoon,

Please be advised that Oxford County Council, at its meeting held on October 11, 2023, adopted the following recommendations contained in Council Report No. PW 2023-40, entitled “2024 Transportation Master Plan – Extended Consultation”:

- 1. That County Council endorse, in principle, the draft 2024 Transportation Master Plan (TMP) as the recommended transportation strategies, policies, and project timelines to meet Oxford’s growth needs to 2046, as well as continuing to provide sustainable and safe infrastructure as previously detailed in Report No. PW 2023-32 entitled “2024 Transportation Master Plan”;**
- 2. And further, that County Council direct Staff to file a Notice of Completion and commence the 30-day public review period as required under the Municipal Class Environmental Assessment (MCEA) process.**

Attached is a copy of the report for reference. Please distribute to members of Council for their information, as well as any appropriate staff.

Kind Regards,

LAURA HAMULECKI (She/Her/Hers) | Administrative Assistant

Public Works, Oxford County

519.539.9800 x 3110

REPORT TO COUNTY COUNCIL

2024 Transportation Master Plan – Extended Consultation

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council endorse, in principle, the draft 2024 Transportation Master Plan (TMP) as the recommended transportation strategies, policies, and project timelines to meet Oxford's growth needs to 2046, as well as continuing to provide sustainable and safe infrastructure as previously detailed in Report No. PW 2023-32 entitled "2024 Transportation Master Plan";
2. And further, that County Council direct Staff to file a Notice of Completion and commence the 30-day public review period as required under the Municipal Class Environmental Assessment (MCEA) process.

REPORT HIGHLIGHTS

- The purpose of this report is to seek County Council's endorsement, in principle, of the draft 2024 TMP which provides a strategic long-term roadmap pertaining to policies, programs and infrastructure improvements needed to manage existing and future County transportation network demands to the year 2046.
- Following the July 12, 2023 Council Resolution to Report No. [PW 2023-32](#), County staff was directed to commence a 75 day informal review period for Area Municipalities to further comment on the draft TMP.
- All feedback received was reviewed and considered in the final draft TMP, which resulted in refinements to the multi-year capital implementation plan as appropriate.

IMPLEMENTATION POINTS

Upon Council approval, staff will proceed to issue and file a Notice of Completion for the final draft 2024 TMP. Printed copies of the final draft TMP report will be available upon request, as well as posted to the Oxford County website and online engagement hub at *Speak Up, Oxford!*.

Following a 30-day public review period and subject to comments received, the 2024 TMP Class Environmental Assessment (Class EA) Study Report can be finalized and filed.

Financial Impact

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

Communications

In accordance with the resolution to Council Report No. PW 2023-32, dated July 12, 2023, the TMP Executive Summary and a link to the full TMP report on *Speak-Up, Oxford!* were forwarded to all Area Municipal Clerks on July 20, 2023 for distribution to members of their Councils for their information, as well as any appropriate staff, requesting their feedback within 75 days.

Since July 12, 2023 there has been over 624 *new* project webpage visits and 259 additional downloads of the TMP document. Additional formal feedback was received from one of the eight Area Municipalities.




As requested, Staff provided a Council delegation to the Town of Tillsonburg (August 14, 2023) and fielded several questions from Council. During the delegation, staff confirmed the 2024 TMP includes the development of a County Road priority network for goods movement within the 2024-2028 implementation timeframe and future active transportation infrastructure will be implemented as per Oxford's 2021 Cycling Master Plan (pending funding). Further, staff confirmed that any considerations for Tillsonburg inter-community transit and Regional Airport grant funding can be explored through future budget requests to Oxford County Council.

Report No. PW 2023-40 will be circulated to Area Municipalities for information.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the **2023-2026 Strategic Plan** on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following Strategic Plan Pillars and Goals:

		
<p>Promoting community vitality</p>	<p>Enhancing environmental sustainability</p>	<p>Fostering progressive government</p>
<p>Goal 1.2 – Sustainable infrastructure and development Goal 1.4 – Connected people and places</p>	<p>Goal 2.1 – Climate change mitigation and adaptation</p>	<p>Goal 3.2 – Collaborate with our partners and communities</p>

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Report No. PW 2023-32, which included a draft TMP executive summary and *Speak-Up, Oxford!* link to the full draft report, was deliberated at Oxford County Council on July 12, 2023. Council subsequently directed County staff to circulate the Report to all Area Municipalities and to commence a 75-day informal review period for Area Municipalities to further comment on the draft TMP.

Comments

Overall, the additional feedback received from the Area Municipalities since the July 12, 2023 Council meeting through the 75-day review period indicated general support for the draft TMP. The transportation feedback centred around system connectivity, multi-modal choices, active transportation, accessibility and mobility, asset management, goods movement (by-pass routing), road safety and integration of new technologies.

A summary of formal comments received from Area Municipality Councils' are as follows:

- Town of Ingersoll (Town) submitted a Council Resolution (Attachment 1) that the 2024 TMP be revised to incorporate a Road Rationalization Study as part of the capital implementation plan within the 2024-2028 period, along with long-term planning considerations for an alternative Emergency Detour Route (EDR) which is aligned with the Southwest Ingersoll Secondary Plan and specific to the Town road network. The Study was subsequently added to the 2024 TMP capital implementation plan and it was recognized that the EDR routing falls under the collective jurisdiction of, and therefore would need to be developed in concert with, the Ministry of Transportation, Oxford County, Area Municipalities and Police Services.

- No other formal comments were received from the City of Woodstock, Town of Tillsonburg, Township of Blandford-Blenheim, Township of Norwich, Township of East Zorra-Tavistock, Township of South-West Oxford or Township of Zorra.

All above feedback was reviewed and considered in the update to the original draft 2024 TMP, which resulted in some refinements of the multi-year capital implementation plan.

The complete final draft TMP Report can be viewed on the TMP project webpage at <https://speakup.oxfordcounty.ca/2024tmp> and is ready for public release.

CONCLUSIONS

Staff appreciated the additional comments received in this 75-day review period and intends to proceed with filing a Study Notice of Completion and commence with the 30-day public review period as required under the MCEA process.

County Council approval of the final draft TMP is required to move forward with projects included in the 2024 budget (also shown in the 2024 TMP implementation plan).

SIGNATURES

Report author:

Original signed by

Ryan Vink, P.Eng.
Project Engineer

Departmental approval:

Original signed by

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

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1: Council Resolution: Town of Ingersoll



TOWN OF INGERSOLL
Town Centre

SENT VIA EMAIL

September 18, 2023

Chloe Senior, Clerk
Oxford County

Dear Ms. Senior,

Re: Oxford County 2024-2046 Transportation Master Plan

Please be advised that at their regular meeting on September 11, 2023, Council of the Corporation of the Town of Ingersoll passed the following resolution:

Moved by Councillor Haliru; seconded by Councillor Hutson

THAT the Council of the Corporation of the Town of Ingersoll receive staff report OP-015- 23 as information;

AND THAT Town of Ingersoll Council request that Oxford County Council include for a Road Rationalization Study to be recommended in the Oxford County 2024-2046 Transportation Master Plan;

AND THAT such Road Rationalization study be suggested for undertaking in the 2024-2028 period, and include long term planning for alternative Emergency Detour Routing, specific to the road network within the Town of Ingersoll consistent with final adoption of the Southwest Ingersoll Secondary Plan.

CARRIED

Please do not hesitate to contact me if you have any questions or concerns.

Regards,

Danielle Richard
Town Clerk

cc:

Ryan Vink, Project Engineer, Oxford County
rvink@oxfordcounty.ca



TOWN OF INGERSOLL
Town Centre

Frank Gross, Manager of Transportation & Waste Management, Oxford County
fgross@oxfordcounty.ca

#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 #BIDS2023-03

To: His Worship the Mayor and Members of Council
From: Connor Occleston, Building Inspector / Drainage Superintendent
Re: EZT-RFT-23-01 McLean Drain Bid Award
Date: October 11, 2023

Background:

In accordance with By-law 2023-019 – McLean Drain 2023, a Request for Tender, EZT-RFT-23-01 McLean Drain, was issued on Bids and Tenders on Tuesday September 5, 2023, with a closing date of Tuesday October 3, 2023, at 2:00 pm.

Discussion:

There were 15 registered plan takers. Three bid submissions were received and verified for compliance and mathematical accuracy by staff. All bids were deemed compliant. The lowest compliant bid was received from A.G. Hayter Contracting Ltd. in the amount of \$229,795.00, exclusive of taxes. **A copy of the Compliant Bid Summary is attached for Council's reference.**

All Bidders were also required to include contingency pricing. Contingency pricing was received in the amount of \$21,550.00.

Financial Implications:

The budget for the construction of the McLean Drain 2023 was \$226,725.00. The recommended award including the contingency and provisional pricing as noted above is \$229,795.00 and is within the 33% allowance to award as authorized by the Drainage Act, R.S.O 1990.

Attachments:

- **Appendix 'A'** - EZT-RFT-22-08 Compliant Bid Summary

Recommendation:

1. That Council accept the bid from A.G. Hayter Contracting Ltd. in the amount of \$229,795.00, including contingency.
2. And further that Council authorizes the CAO-Treasurer to sign the contractual agreement with A.G. Hayter Contracting Ltd., as provided in the bid document package EZT-RFT-23-01.

C.A.O. Reviewed:

Report prepared and submitted by:



Karen DePrest
Chief Administrative Officer

Connor Ocleston
Building Inspector / Drainage
Superintendent



EZT-RFT-23-01
McLean Drain
Opening Summary

Closing Date: Tuesday, October 3, 2023 at 2:00:00 PM

	Company Name	Date/Time of Submission	Schedule of Items and Prices - Appendix C	Compliant? Y/N
1	Van Bree Drainage and Bulldozing Limited	Submitted Tue Oct 3, 2023 12:45:12 PM	\$230,531.10	Y
2	Robinson Farm Drainage	Submitted Tue Oct 3, 2023 1:14:35 PM	\$296,275.00	Y
3	A.G. HAYTER CONTRACTING LTD.	Submitted Tue Oct 3, 2023 1:43:43 PM	\$229,795.00	Y

Proposals Opened by: Meaghan Vader
Witness: Andrea Rice
Witness: _____
Witness: _____

STAFF REPORT

Report #HRSC2023-04

To: His Worship the Mayor and Members of Council
From: Jennifer Albrecht, Human Resources and Safety Coordinator
Subject: Retiree Benefits/Working Alone Policies
Date: October 11, 2023

Background:

The **Township's** Human Resources (HR) policies are updated and reviewed from time to time and when new regulations or situations arise then, if needed, the policies are reviewed for updates and/or new policies put in place.

The following policies that staff are bringing forward are the Retiree Benefits Policy and the Working Alone Policy.

Discussion:

Policy #3.11 V.3 – the Retiree Benefits policy, states that when a full time staff member retires early and accesses their OMERS pension, they are then eligible for reduced benefits until age 65.

Staff is proposing to discontinue the practice of extending benefit coverage for retirees as of December 31, 2023. Staff hired after January 1, 2024, will not have this benefit option available.

All full-time employees hired before this date will still be able to access the retirees coverage as stated in our benefits package. Coverage to retirees currently accessing these benefits will not be affected. **While there would not be an immediate cost savings reflected by this change, in time a cost savings would occur as there would be no charge per retiree and no pay out to the benefit providers from the insurer for claims activity.**

Policy #4.2.k V.2 – the Working Alone policy, is a Human Resources policy that is also covered under our Corporate Health and Safety Policy given the purpose of this policy is to ensure, applying all reasonable measures that, the protection and safety of workers who are performing their duties, in areas or under conditions, where they are required to be on

their own is considered. The intent of this policy is to minimize staff members working alone at any municipally owned facility and to provide the necessary resources for the times when staff members are working in isolation. The hazards of working alone will depend on location, type of work, interaction with the public, or the consequences of an emergency, accident, injury, etc.

This policy is being updated to include all municipal facilities and description of high and low hazards, as well implementing security controls for the municipal office.

Attachments:

1. **Appendix 'A'** - Policy #3.11 v3 – Retiree Benefits Policy
2. **Appendix 'B'** - Policy #4.2.k v2 – Working Alone Policy

Recommendations:

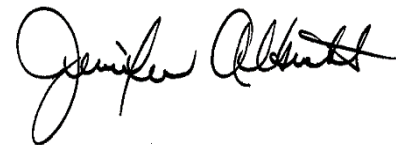
1. That Council approve the discontinuation of Policy #3.11 v3 – Retiree Benefits Policy, as attached to Staff Report #HRSC2023-04, for employees hired after January 1, 2024.
2. That Council approve the updated Policy #4.2.k_v2 Working Alone Policy, as attached to Staff Report #HRSC2023-04.

Reviewed by:



Karen DePrest
Chief Administrative Officer

Report Prepared and Submitted by:



Jennifer Albrecht
Human Resources and Safety Coordinator



Township of East Zorra-Tavistock

Human Resources Manual

Title: Retiree Benefits	
Section: Employee Benefits	Number: 3.11
Version: 3.0	Review Frequency: As required
Approved by: Council	Approval Date: 1999-01-01
Application: Group Benefits for Township Retirees	
Notes: October 2020 Removal of CUPE References January 1, 2024 Discontinuation of Policy for New Staff	

PURPOSE

The following highlights the group benefit coverage under the Sun Life Financial Plan for retirees. For full benefit details please see the attached booklet. For Group Benefits for current full-time employees please see section 3.01.

PROCEDURE

- 1) The Township shall provide retiree benefit coverage through the Township's Group Benefits provider for retirees taking an OMERS Pension prior to age 65.
- 2) Retiree Benefits shall be as follows:
 - a) Employee Life and Accidental Death & Dismemberment – 50% of amount available to the employee immediately prior to retirement
 - b) Dependent Life – provided
 - c) Extended Health Care and Dental - provided at the same level as active employees with the Township except the out of-province coverage for retirees and their eligible dependents is limited to a lifetime limit of \$10,000 per insured person.
- 3) Retiree Benefits automatically terminate when the employee turns age 65.

For more information and contract details, see the current Group Benefits Policy Booklet for the Retiree Class.



EAST ZORRA-TAVISTOCK

Township of East Zorra-Tavistock

Corporate Health & Safety Policy

Title: Working Alone	
Number: 4.2. k	Creation Date: 2017-11-17
Version: 2.0	Review Frequency: Annual
Approved by: Karen DePrest	
Applies to: All employees, except Volunteer Firefighters as provided for by Section 21 Guidelines and the Fire Department Standard Operating Guidelines	
Review/Revision History: October 2023- Revised to include all Municipal Facilities	

PURPOSE

The purpose of the Working Alone Policy is to ensure, applying all reasonable measures that, the protection and safety of workers who are performing their duties, in areas or under conditions, where they are required to be on their own is considered. The intent of this policy is to minimize staff members working alone at any municipally owned facility and to provide the necessary resources for the times when staff members are working in isolation. The hazards of working alone will depend on location, type of work, interaction with the public, or the consequences of an emergency, accident, injury, etc.

The Occupational Health and Safety Act does not specifically refer to working alone situations or prohibit them. The Act does state that, under the Duties of the Employers, an employer will “take every precaution reasonable in the circumstances for the protection of the worker” (Section 25(h)).

Workers who are required to work alone and are exposed to conditions where they may, in the event of job related injury, health impairment of any kind, victimization through criminal violence or other adverse conditions, require assistance, must be provided with suitable access to such assistance.

DEFINITION

Working Alone

Individuals are considered to be working alone when they are working by themselves in an office, vehicle, workshop, field site, or any area owned or operated by the Township of East Zorra-Tavistock or place where work is being conducted for the Township of East Zorra-Tavistock, where assistance, in the event of an injury, illness, or emergency, is not readily available to the individual.

RESPONSIBILITY

Managers

- provide the resources, safety equipment, security provisions and direction required to support Workers working alone
- identify those Worker positions where it can be anticipated that the Worker would be required to work alone and amend the job description to reflect this requirement as a special requirement of the position

Supervisors

- review and discuss with the Worker any task(s) that may pose a risk when working alone
- assess all practices of working alone at the workplace and develop specific plan(s) suitable to the department which will minimize the risk for Worker(s) working alone
- take corrective action to prevent or minimize the potential risk(s) or working alone
- ensure all Workers working alone are adequately trained in the departmental procedures

Worker

- inform the Supervisor of any concerns with working alone
- participate in the evaluation of the risk associated with practices which involve persons working alone
- adhere to corporate policy and departmental procedure(s) on working alone

COMMUNICATION

- The Working Alone Policy will be communicated to all employees through an employee orientation program. The requirements will also be communicated through safety meetings and postings in the workplace.

EVALUATION

Assessment:

Refer to Risk Assessments completed for routine activities to determine whether working is alone is permitted. High risk activities that involve working alone will contain provisions for required controls, precautions, and assistive tools. The following provisions apply more generally to all worker activity.

The Supervisor and the Worker shall evaluate work assignments on a case-by-case basis, and may consider the following criteria:

- Is there a regulation, code or existing policy that prohibits a person from working alone on the task being assessed?
- Are there tasks and associated hazards involved in the work being assessed?
- Is there a possibility that an injury or incident could prevent the Worker from calling or leaving the area?
- What is the potential for the lack of other people in the area if emergency assistance is required?
- What is the security of the work area?
- Does the Worker have any physical disabilities or medical conditions?
- Is an assistance tool required?

High Hazard Job Examples

- Confined space entry
- Working in temperature extremes
- Working in the service industry where job function may not be hazardous, however the handling of cash or goods may attract a criminal element
- Working toxic gases, liquids or solids
- Working on high pressure systems or machines

Low Hazard Job Examples

- Basic janitorial or custodial functions
- Office work – only if money is not handled
- Maintenance function other than on active processing equipment

Prohibitions

Working alone is prohibited when working:

1. In trenches (O. Reg. 213 s 225)
2. On a portable ladder that exceeds 6m in length and is not securely fastened or work with a ladder that is likely to be endangered by traffic.
3. On suspended scaffolds or when using fall arrest equipment.
4. With quick-acting highly toxic or corrosive materials as described by the Material Safety Data Sheet.
5. Places a person at risk of drowning (O. Reg. 213 s 27 and O. Reg. 851 s 86).
6. Where a vehicle, crane or similar equipment is operated in a location where the vehicle or its load could come into contact with a live power line.
7. Involves welding operations where a fire watcher is required (CSA Standard W117.2-99 for safety in welding, cutting and allied processes).
8. Under all conditions that, based on the risk assessment conducted by the Employer/Manager/Supervisor in consultation with the Worker, are deemed to require more than one person.
 - During regular business hours, the Municipal Office must have a minimum of two staff members in the building at all times
 - For early morning rentals at the arena, it will be permissible to have one staff member on site for the first hour (once a flood of the ice is required then an additional staff member must be present)

Assistance Tools:

Appropriate Assistance Tools may include one or more of the following prevention tools:

- Cell phone/Landline phone
- Buddy system
- Refrigeration alarm system which notifies staff/supervisor
- Regular Check-ins with Supervisor
- Any other method which may be considered most effective to the specific department's safe operations

Employee Training Guidance:

- Discuss the Working Alone Policy with employees in your department
- Training will be part of new employee orientation and ongoing training for existing employees through staff safety meetings, training and policy review.

STAFF REPORT

Report #BCO2023-08

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – October 2023 Council Report

Date: October 11, 2023

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for August 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	8	7	1	1	15
Clean Yard					
Animal Control			2	2	6
Parking			1	1	14
Noise	1	1			5
Zoning			1	1	3
Illegal Dumping	1	1			1
Inquiry	3	3			18
Canine	1	1	1	1	6
Other					
TOTAL	14	13	6	6	68

5-Year Comparison (New By-law Occurrences) – August

Occurrence Type	2018	2019	2020	2021	2022
Property Standards	4	1			4
Clean Yard					
Animal Control		2			1
Parking	1	1			
Noise	2	1		1	
Zoning		2	1		
Illegal Dumping	3				
Inquiry	3		1		3
Canine		2	1		4
Other				1	4
Total	13	9	3	2	16

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



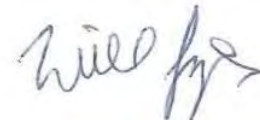
Karen DePrest
Chief Administrative Officer

Report prepared
and submitted by:



Melanie Shiell
By-law Compliance Officer

Department Approval:



Will Jaques
Corporate Services Manager/Clerk

STAFF REPORT

Report #CSM2023-12

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – October 2023 Council Report

Date: October 11, 2023

Departmental Highlights:

- None.

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.
2825085 Ontario Inc.	32 Jacob St. E. Tavistock	Severance	Severance of an existing parcel of land (2 new lots).	Process complete.

Applicant	Location	Application Type	Nature of Application	Status of Applications
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 approved in principal.
peopleCare Inc.	28 William St. S., Tavistock	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
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 denied – Appeal now filed with Ontario Land Tribunal (OLT)
Chambers	182 Blandford Street, Innerkip	MVA	Relief to allow for an increase in the max. height and gross floor area of an accessory building.	Process complete.
Stere	98 Jacob Street W., Tavistock	MVA	Relief to allow for a decrease in the rear yard setback and max. lot coverage.	Process complete.

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 #CAO2023-13

To: His Worship the Mayor and Members of Council
From: Karen DePrest, CAO/Treasurer
Re: Treasury – October 2023 Council Report
Date: October 11, 2023

Departmental Highlights:

- Staff reviewed the “Resilient Communities Fund” grant program through the Ontario Trillium Foundation, which has a deadline for applications of October 25th, 2023. After review, the Township currently has no applicable projects planned for this year or early next year that would be eligible. Rather, staff feel the recently announced 2024 opportunity for capital funding (application deadline March 2024) would be better suited to budget timelines and project selection criteria. Staff will bring a report along with budget planning for Council’s consideration and authorization to apply sometime in February 2024.
- As per Council’s direction, the 2022 Surplus has been split between the Tavistock Arena Reserve and the Tax Rate Stabilization Reserve. In addition, staff have begun funding all other 2023 budgeted reserve contributions, which is reflected in the updated financial position to date under “Financial Highlights”, in this report.
- A reminder to Council and residents that the Final 2023 Tax installment is not due until November 30th (changed from the October 31st due date of previous years).
- The finance team will be meeting on Wednesday, October 18th to distribute duties and define a work plan for the remainder of 2023, as well as making preparations for 2024. This work will include updates to the user fee schedule, budget development, DC reporting and TCA management planning, to name a few of the areas staff will be looking at.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock Revised Date: 12-10-2023
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMP/% Budget Period: 77.53%
 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	140,600	217,664	39.24%	
Corporate Services	2,503,187	1,828,437	674,750	73.04%	<i>new building construction cash flow hitting 2023 versus most budget in 2022 (netted out)</i>
Fire and Protective Services	1,311,282	817,885	493,397	62.37%	<i>fire payroll to be processed first pay in December</i>
Parks and Recreation	832,686	604,277	228,409	72.57%	
Public Works	3,127,429	2,346,594	780,835	75.03%	<i>major capital projects completed with funding</i>
Treasury Services	(889,654)	(970,947)	81,293	109.14%	
	7,243,194	4,766,847	2,476,347	65.81%	

Attachments:

- None

Recommendation:

- None. For information only.

Respectfully submitted by:



Karen DePrest
 Chief Administrative Officer/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 30**

**Being a By-law to provide for the abandonment of drainage works in the
Township of East Zorra-Tavistock – Ross Drain 1894**

WHEREAS the Ross Drain 1894 Municipal Drain, as per the report prepared by Davis and van Buskirk Engineers, and extended in 1910 as per the report prepared by F.J. Ure, was constructed in the former Township of East Zorra;

AND WHEREAS the Council of the Township of East Zorra-Tavistock is of the opinion that abandonment of the entire Ross Drain 1894 Municipal Drain is desirable, pursuant to Section 84(2) of the Drainage Act;

AND WHEREAS all owners have been notified of the Township’s intention to abandon the entire Ross Drain 1894 Municipal Drain, pursuant to subsection 84(2) of the Drainage Act;

AND WHEREAS no request for an engineer’s report with respect to the abandonment has been received pursuant to subsection 84(3) of the Drainage Act;

NOW THEREFORE the Council of the Township of East Zorra-Tavistock enacts as follows:

1. The entire Ross Drain 1894 Municipal Drain is hereby abandoned.
2. The Township of East Zorra-Tavistock, pursuant to subsection 84(5) of the Drainage Act, has no further obligation with respect to the drainage works of the entire Ross Drain 1894 Municipal Drain.
3. This By-law shall come into force on the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18th DAY OF OCTOBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 31**

Being a by-law to confirm all actions and proceedings of the Council.

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK ENACTS AS FOLLOWS:

All actions and proceedings of the Council taken at its meeting held on the 18th day of October, 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 18th DAY OF OCTOBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk