

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

AGENDA

**for the Meeting to be held on Wednesday December 20, 2023 at the
Township Administration Building, 89 Loveys Street E., Hickson, 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 December 6, 2023, Council Meeting Minutes
 - b) ROEDC – September to November 2023 Activity Report
 - c) Good Roads – 2024 Conference
 - d) Treasury Board Secretariat – Community Emergency Preparedness Grant
5. Delegations & Appointments:
 - a) 7:15 p.m. – WSP – Secondary Plan Project Update/ Recommended Settlement Area Boundary Expansion (SABE) Lands
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #CAO2023 – 18 re: Treasury Reporting
7. By-laws:
 - a) By-law #2023-38 – Borrowing By-law
 - b) By-law #2023-39 – Interim Tax Levy By-law
 - c) By-law #2023-40 – Committee of Adjustment (2024)
 - d) By-law #2023-41 – Tavistock Men’s Club Agreement (Concession Booth)
 - e) By-law #2023-42 – User Fees and Charges
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
10. Confirming By-law
11. Adjourn

Placeholder Page for Agenda Item 1 –
Call to order and opening remarks

Use this page to note any opening remarks
you wish to make.

2.

Placeholder Page for Agenda Item 2 – Approval of the Agenda

Use this page to note items you would like added to the agenda.

3.

Placeholder Page for Agenda Item 3 –
Disclosure of Pecuniary Interest

Use this page to note any Pecuniary Interests
you wish to declare at the meeting.

The Council of the Township of East Zorra-Tavistock met in the Council Chambers at the Municipal Administration Building, Hickson, Ontario at 9:00 a.m. on Wednesday December 6, 2023.

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

Members Absent: None.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Public Works Manager Tom Lightfoot, Corporate Initiatives Officer Meaghan Vader, Human Resources and Safety Coordinator Jennifer Albrecht and Financial Services Coordinator Nettie Froese.

Mayor SCHAEFER welcomed everyone to the first meeting **in the Township’s Council Chambers, at its new** Administration Building. Councillor SMITH built upon the sentiments from Mayor SCHAEFER by welcoming in a new era for the Township, given the new Administration Building. Councillor SMITH also noted the annual 16 Days of Activism Against Gender-based Violence campaign that runs from November 25 to December 10, as well as the National Day of Remembrance and Action on Violence Against Women, on December 6th, to recognize the tragic mass shooting in 1989 at Polytechnique Montreal. Lastly, Councillor SMITH noted the upcoming **Innerkip Santa Claus Parade and Innerkip Firefighter’s Breakfast, both** being held on Saturday December 9th.

Approve
Agenda

1. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that Council approve the agenda for the December 6, 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 November 15, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Safe & Well Oxford Steering Committee – Updates and Minutes
- Oxford County – Punkeydoodles Corner Intersection Improvements
- November 15, 2023 PSB Minutes
- Staff Report - #CBO2023 – 10 re: Municipal Drains Inspection (2023 Results)
- Staff Report - #CAO2023 – 17 re: EZTransit Update

Correspondence & Reports – Resolutions Following:

Safe & Well Oxford Steering Committee – Updates and Minutes

Council reviewed the correspondence from the Safe & Well Oxford Steering Committee, including recent Committee Minutes and other Committee updates.

Oxford County– Punkeydoodles Corner Intersection Improvements

Council reviewed the correspondence from the County of Oxford regarding improvements to the Punkeydoodles Corner Intersection.

Conferences and Seminars

The Rural Ontario Municipal Association (ROMA) Conference is being held in Toronto from January 21 to January 23, 2024.

At 9:15 a.m., David Cripps and LEEANNE Hopkins attended Council to make a presentation regarding Thames Valley District School Board updates in Oxford County.

County Council– Updates & Questions

Mayor SCHAEFER provided an update on County Council activities, **including the County’s ongoing 2024 budget deliberations.**

November 15, 2023 PSB Minutes

Council reviewed the November 15, 2023, Police Services Board (PSB) Minutes.

Staff Report
#CBO2023 – 10
re: Municipal
Drains
Inspection
(2023 Results)

CBO John Scherer presented his report to Council regarding the results from the 2023 Municipal Drains Inspection Program.

Staff Report
#CAO2023 – 16
re: Proposed
2024 User Fee
Schedule

CAO-Treasurer Karen DePrest presented her report to Council regarding the proposed 2024 user fees.

- 3. Moved by: Steven VAN WYK
Seconded by: Brad SMITH
Resolved that the licensed events rate for the pavilions be removed from the User Fee Schedule, as originally recommended in Report #CAO2023-16.

CARRIED.

- 4. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council directs staff to bring forward a by-law for the proposed 2024 user fees as recommended in Report #CAO2023-16, as amended at the December 6, 2023, Council meeting, to the December 20, 2023, meeting of Council.

CARRIED.

Staff Report
#CAO2023 – 17
re: EZTransit
Update

CAO-Treasurer Karen DePrest presented her report to Council regarding updates on the EZTransit pilot program.

- 5. Moved by: Scott ZEHR
Seconded by: Matthew GILLESPIE
Resolved that Council authorizes the CAO-Treasurer to enter into any necessary agreements on behalf of the Township of East Zorra-Tavistock to provide for EZTransit stops in neighbouring **municipalities, for the duration of the Township’s transit pilot program.**

CARRIED.

- | | |
|---|--|
| <p>By-law:

1st & 2nd
Reading</p> | <p>6. Moved by: Brad SMITH
Seconded by: Steven VAN WYK
Resolved that the following by-law be read a first and second time:</p> <ul style="list-style-type: none"> • 2023-36 – Tavistock Agricultural Society Agreement <p style="text-align: right;"><i>CARRIED.</i></p> |
| <p>By-law:

3rd & Final
Reading</p> | <p>7. Moved by: Scott RUDY
Seconded by: Matthew GILLESPIE
Resolved that the following by-law be read a third and final time:</p> <ul style="list-style-type: none"> • 2023-36 – Tavistock Agricultural Society Agreement <p style="text-align: right;"><i>CARRIED.</i></p> |
| <p>Other and
Unfinished
Business</p> | <p>Regarding Councillor SMITH’s enquiry, staff confirmed that the new EZTransit bus will participate in the Innerkip Santa Claus Parade.</p> <p>Council observed a recess between <u>12:30 p.m.</u> and <u>1:27 p.m.</u></p> |
| <p>Strategic
Planning
Session</p> | <p>8. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that Council suspend its rules of procedure under Procedural By-law #2018-01, as amended, to extend the meeting until no later than <u>5:00 p.m.</u></p> <p style="text-align: right;"><i>CARRIED.</i></p> <p>Council participated in a Strategic Planning Session facilitated by the Strategic Planning project consultant, Rob Adams, from Town Hall Consulting.</p> |
| <p>Confirming
By-law</p> | <p>9. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that By-law #2023-37 being a by-law to confirm the proceedings of Council held Wednesday December 6, 2023, be read a first, second and third time this 6th day of December, 2023;</p> <p>And further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.</p> <p style="text-align: right;"><i>CARRIED.</i></p> |

Adjourn

10. Moved by: Brad SMITH
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn at
4:44 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

Sept 15 – Nov 15, 2023 Economic Development Activity

Business Support:

- a. General Business/Marketing Support Interactions: 27
- b. Expansion Support: 8
- c. Land/Development Inquiries: 16
- d. Business Visits: 8
- e. Business Events: 10
 - Hot Oven Grand Opening, Embro Pharmacy Grand Opening, Oxford Connections Appreciation Event, Bridges to Better Business, Norwich & Tavistock Chamber, Manufacturing Matters, CFDC University of Waterloo Ec. Dev. Student Tour, Terra Nova Product Development Experience, Tourism Innovation Strategy Day

Site/Location Inquiries by Industry:

Dust Suppressant Storage, Dry Warehouse, Printing & Distribution, General & Food Manufacturing, Commercial Plaza, Grocery, Flower Farm/Greenhouse, Clean Energy, Heating & Cooling, Restaurant, Agri-Business, Mechanic

Projects & Partner Collaboration:

- a. Rural Oxford’s Shopping Channel - completed
 - 13 business feature videos released/ promoted through our digital channels!
 - The Series: <https://ruraloxford.ca/initiatives/rural-oxford-shopping-channel-series>

Rural Oxford Shopping Channel 2023 Insights

	JRF Construction	Laine Hird	Makkinks	Willow Lake	Perry Corners	Eddycrest	Rising Roots	Willow Grove	Stonehaven	Straw Boss & Orange Door Acres	Golspie	Webb Motors	Hen House	Totals
Facebook	2800	4000	4000	5700	4400	4900	5700	5900	4600	5300	7300	4700	7000	66300
Instagram	1019	659	189	285	266	126	490	806	204	578	594	256	1858	7330
Youtube	33	21	31	30	1800	28	98	191	55	289	60	64	52	2752
	3852	4680	4220	6015	6466	5054	6288	6897	4859	6167	7954	5020	8910	76382

- b. Oxford Rural Entrepreneurs 2023 Networking Event Series -completed
 - 31 Attendee survey responses collected, overall, very positive feedback!
 - Survey responses will assist with 2024 Networking Event Schedule planning (see results below)
- c. 6 NEW Local Success Stories added to our Newsroom
 - Check out great stories about the people and businesses in Rural Oxford at <https://ruraloxford.ca/news>

- d. County of Oxford Economic Development Initiative
 - September 13, Oxford County Council adopted Report No. CS 2023-29 in response to the Economic Development Focus Group Economic Summary and Vision for Collaboration report presented to County Council on June 14
 - The group came together and had a productive discussion on October 10th
 - Next Steps: County Council to review Economic Developer's feedback and coordinate the next group meeting for February 15th, 2024

- e. Oxford Connection:
 - Sept 19: 30 Industrial Developers, Realtors, Professionals attended the Economic Development Appreciation Event at Otter Creek Golf Club
 - Oct 5: Attended the Manufacturing Matters conference in London and setup the Oxford Connection booth in the Service Provider Vendor section

- f. C. van Roekel - Thank you for your dedication to Rural Oxford!
 - OMAFRA's Excellence in Agriculture Award program celebrates innovation and advancements benefiting the ag/food sector and rural communities
 - Although the submission for C. van Roekel was not selected for an Award, it is worthwhile to highlight the glowing support letter that was submitted with the application. (Note: additional support words came in after the deadline)

- g. Community Connection Meetings:
 - WOWC (Economic Development Subject Matter Expert Roundtable), SCOR EDC (Resource Advisory Committee), Colliers Project Management Division, Tourism Oxford, Small Business Centre, Oxford Workforce Development Partnership, Fanshawe College, Conestoga College, Oxford Connection, and EMO Workforce Planning Board

Governance & Administration:

- a. Rural Oxford EDC Director Recruitment search for Norwich Township underway
- b. Met with Norwich CAO, L. Robinson
- c. Renewed D&O Insurance Policy
- d. Worked with K. Deprest on Draft 2024 Budget Preparation
- e. Worked with C. van Roekel on Draft 2024 Work Plan
- f. Met with Audit & Finance Committee to discuss proposed 2024 Budget
- g. Board Meeting Preparation



2024 Good Roads Conference Registration Is Now Open – Buy Early & Save

Registration for the 2024 Good Roads Conference is now open on www.GoodRoads.ca/Conference.

Register now and take advantage of the early bird rate for Ontario's historic municipal road and infrastructure conference happening April 21 - 24, 2024 at the Fairmont Royal York in Toronto.

Hotel Reminder

January 23, 2024 at 10am EST, the link to book your discounted hotel room and suites for the 2024 Good Roads Conference will be posted here: Goodroads.ca/conference/accommodation

The annual Good Roads Conference brings 2,000+ people over four days discussing Ontario's infrastructure and transportation ideas and solutions.

From keynotes, sessions, an exhibit hall, delegations, networking opportunities to study tours – the 2024 Good Roads Conference is where municipal professional minds converge to take back useful information to their communities.

[Visit the Conference Page](#)

[View the Program](#)

Consider Good Roads courses and events for your Continuing Professional Development or Professional Development Hours. Check with your local regulator for details.

Treasury Board Secretariat

Office of the Deputy Minister
and Commissioner of
Emergency Management

2nd Floor, 25 Morton Shulman
Ave
Toronto ON M3M 0B1

Telephone: 416-325-1607

Secrétariat du Conseil du Trésor

Bureau du sous-ministre et
Commissaire à la gestion
des urgences

2^e étage, 25, avenue
Morton Shulman
Toronto (Ontario) M3M 0B1

Téléphone: 416 325-1607

DATE: October 27, 2023

MEMORANDUM TO: Stakeholders (CEMCs, FN, others tbc)

SUBJECT: Now open for applicants – Community Emergency Preparedness Grant

I wanted to take this opportunity to raise awareness of the new Community Emergency Preparedness Grant, a program to help communities and organizations like yours purchase critical supplies, equipment and deliver training and services to improve local emergency capacity and response. We are accepting applications from now until November 30, 2023. ([Ontario Strengthens Emergency Preparedness to Keep People and Communities Safe | Ontario Newsroom](#))

Earlier this year, we shared the [Provincial Emergency Management Strategy and Action Plan](#) with a vision to help increase capacity and enhance the resiliency of local governments; First Nations communities; and organizations in preparing for natural disasters and emergencies. The grant builds on this vision with funding that will enhance communities and their capabilities to respond to an emergency. We welcome and encourage communities and organizations to work together and collaborate on their applications. Funding will ensure that communities can respond to any type of emergency and will be tailored to your unique needs.

The merit-based grant of \$5,000 to \$50,000 is targeted at small and medium communities. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives.

For more information, including eligible applicants and criteria, please visit [Available funding opportunities from the Ontario Government | ontario.ca](#) to download and review the CEPG Application Guidelines. Applicants must have a Transfer Payment Ontario account to apply for the grant.

Sincerely,

A handwritten signature in black ink, appearing to read "Bernie Derible". The signature is fluid and cursive, with the first name "Bernie" being more prominent than the last name "Derible".

Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat



East Zorra-Tavistock Secondary Plan Project

Presentation to Council

December 20th, 2023

Presentation Overview



1. Introductions
2. Project Overview (Refresher)
3. Project Timeline
4. Phase 2 Summary
5. Recommended SABE Lands
6. Next Steps

Project Overview

- East Zorra-Tavistock is expected to grow by about 2,500 people and 504 employees by 2047.
 - Additional lands are needed to accommodate the forecasted growth.
 - Villages of Tavistock & Innerkip are primary centres for accommodating growth.

Project Overview (Continued)



- Township is exploring options for Settlement Area Boundary Expansions (SABE) for Tavistock and Innerkip to accommodate forecasted growth.
- Approx. 237.2 gross ac (96 gross ha) of land is required.
 - 165.6 ac (67 ha) of residential land.
 - 71.6 ac (29 ha) of industrial land.

Project Overview (Continued)



- WSP has been retained by the Township to undertake:
 - A Settlement Area Boundary Expansion (SABE) evaluation and planning justification.
 - A Secondary Plan for the selected SABE(s).
 - Servicing strategies for Tavistock and Innerkip.

Project Timeline

1 Foundations (Summer 2022)

- Background Memo
- Determine Focused Study Area (FSA)
- Identification of Stakeholders
- Initiate Indigenous Engagement



2 Evaluation (Summer 2022 - Fall 2023)

- Community Stakeholder Meeting
- Public Open House #1
- Technical Evaluation Reports

WE ARE HERE

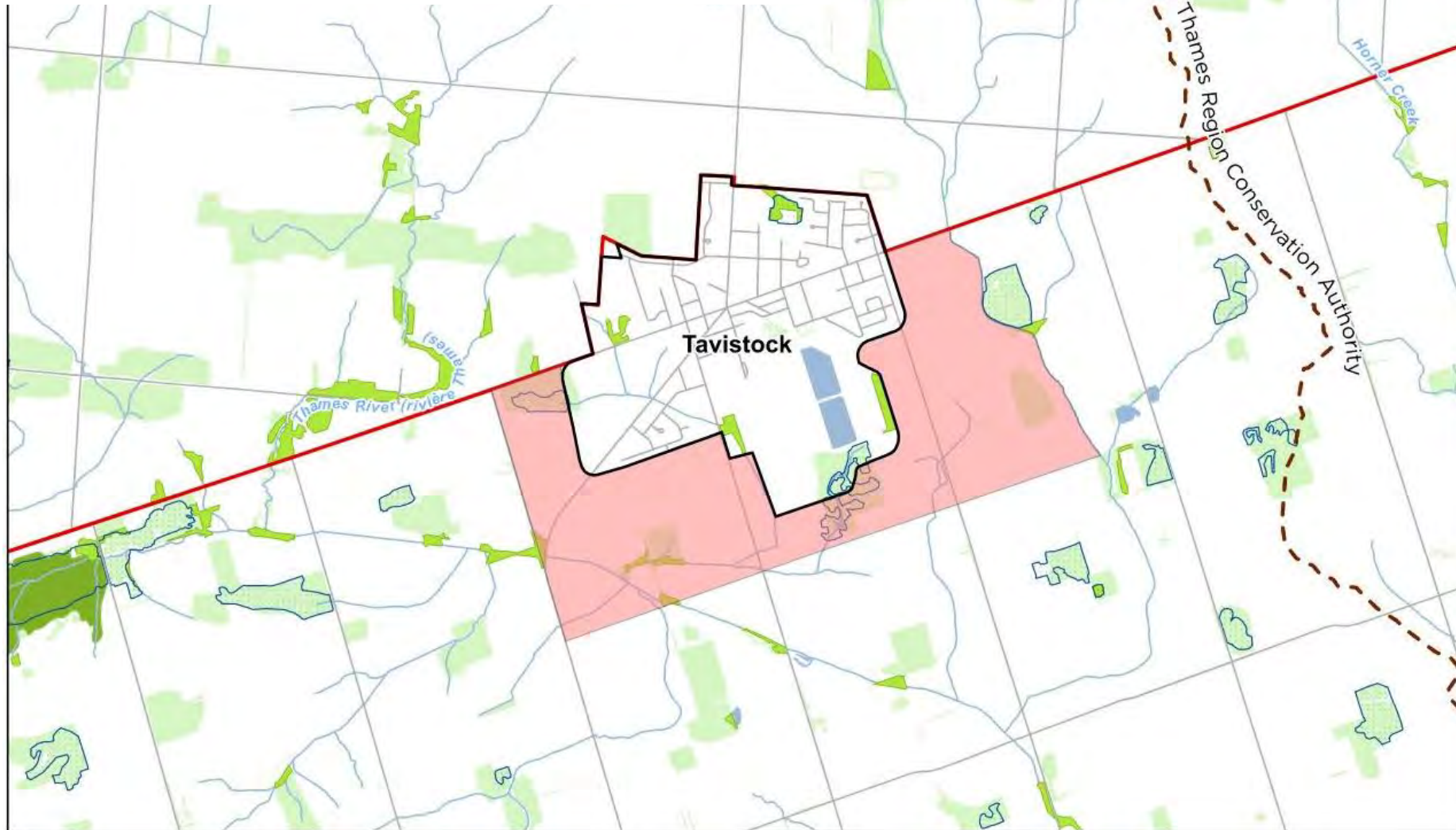


3 Recommendations (Winter 2023 - 2024)

- Identifying Settlement Area Boundary Expansion (SABE) lands
- Visioning Workshop
- Public Open House #2
- Secondary Plan & Schedules
- Planning Justification Report
- Meeting with Township Council



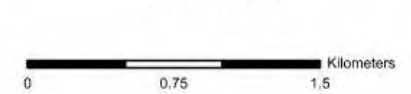
Focused Study Area - Tavistock

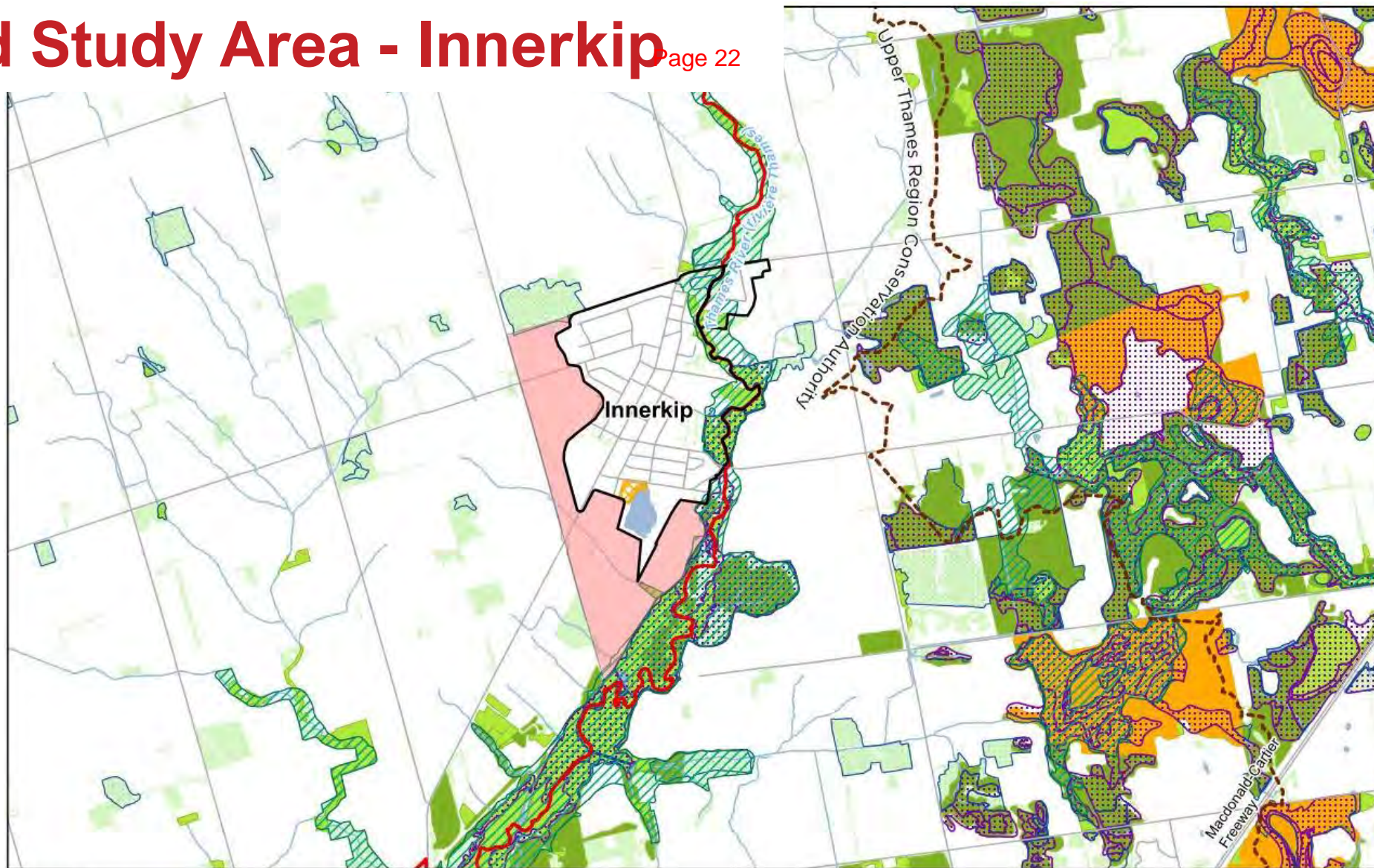


Legend

- | | | | |
|--|---|---|----------------------|
| East Zorra-Tavistock Boundary | Locally Significant Natural Heritage Features | Wooded Area | Water Course |
| Settlement Boundary | Prov. Sig. Wetland | Valleylands | Watershed Boundaries |
| Preliminary Focused Study Area | Non-Prov. Sig. Wetland | Ecologically Important Meadows & Thickets | |
| Earth Science Areas of Natural and Scientific Interest | Not evaluated per OWES | Non-Ecologically Important Meadows & Thickets | |
| Life Science Areas of Natural and Scientific Interest | Significant Wildlife Habitat | Waterbody | |

**Focused Study Area Considerations:
Tavistock**

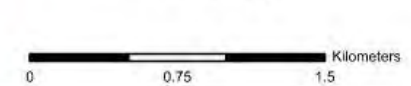




Legend

- | | | | |
|--|---|--|--|
|  Preliminary Focused Study Area |  Locally Significant Natural Heritage Features |  Wooded Area |  Water Course |
|  East Zorra-Tavistock Boundary |  Prov. Sig. Wetland |  Valleylands |  Watershed Boundaries |
|  Settlement Boundary |  Non-Prov. Sig. Wetland |  Ecologically Important Meadows & Thickets | |
|  Earth Science Areas of Natural and Scientific Interest |  Not evaluated per OWES |  Non-Ecologically Important Meadows & Thickets | |
|  Life Science Areas of Natural and Scientific Interest |  Significant Wildlife Habitat |  Waterbody | |

**Focused Study Area Considerations:
Innerkip**



Phase 2 Technical Evaluations

The FSA was subject to various technical evaluations to identify lands most suitable for the SABE. The technical evaluations include:

- Agricultural Impact Assessment
- Natural Heritage System Assessment
- Public Facility Assessment Review
- Fiscal Impact Assessment (To be completed in Phase 3)
- Cultural Heritage and Archeological Resources Desktop Review
- Infill and Intensification Study
- Multi-modal Transportation Study Review
- Water-Wastewater Servicing Assessment

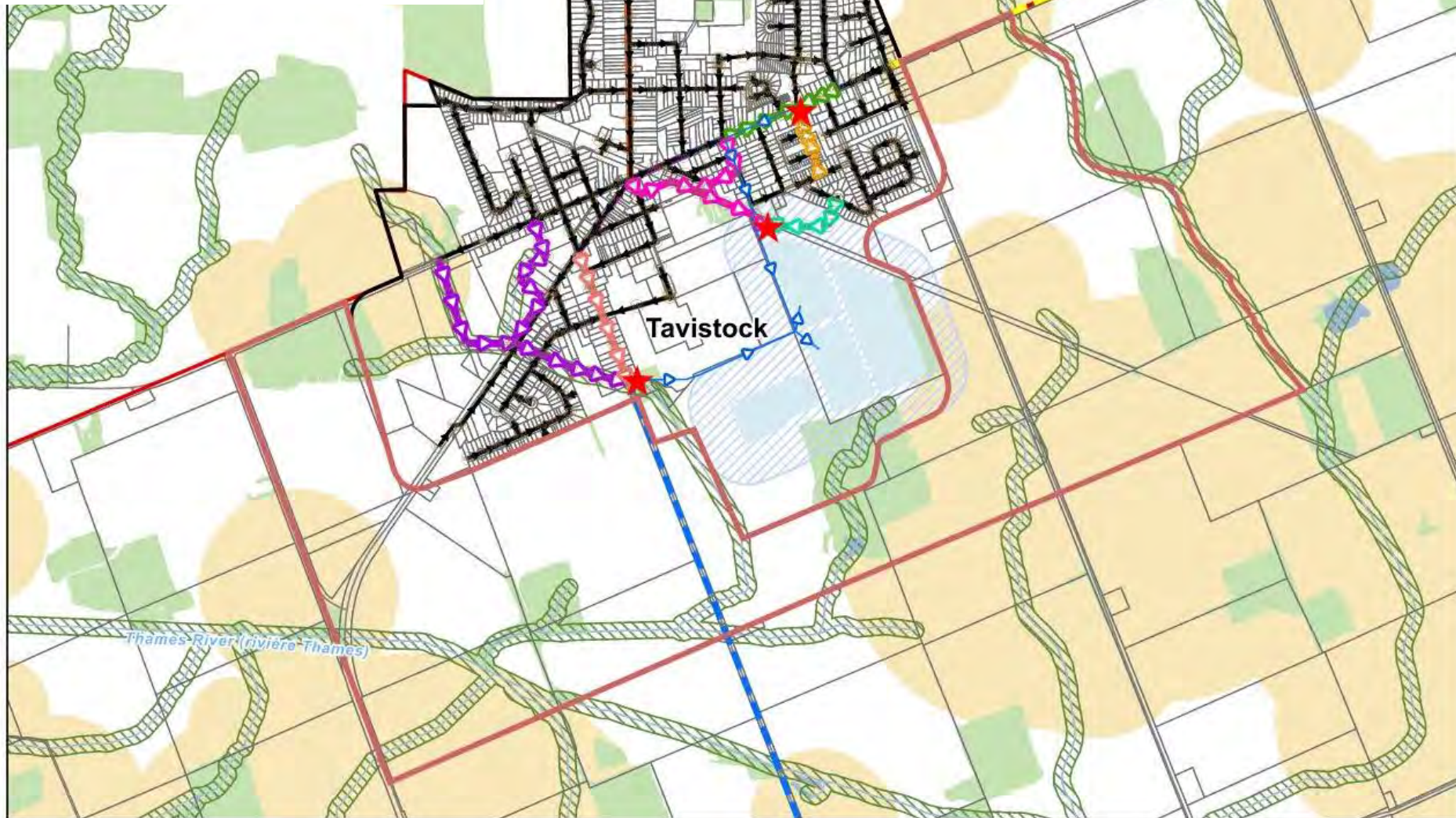
Findings from Technical Evaluation



Several constraints were identified during Phase 2:

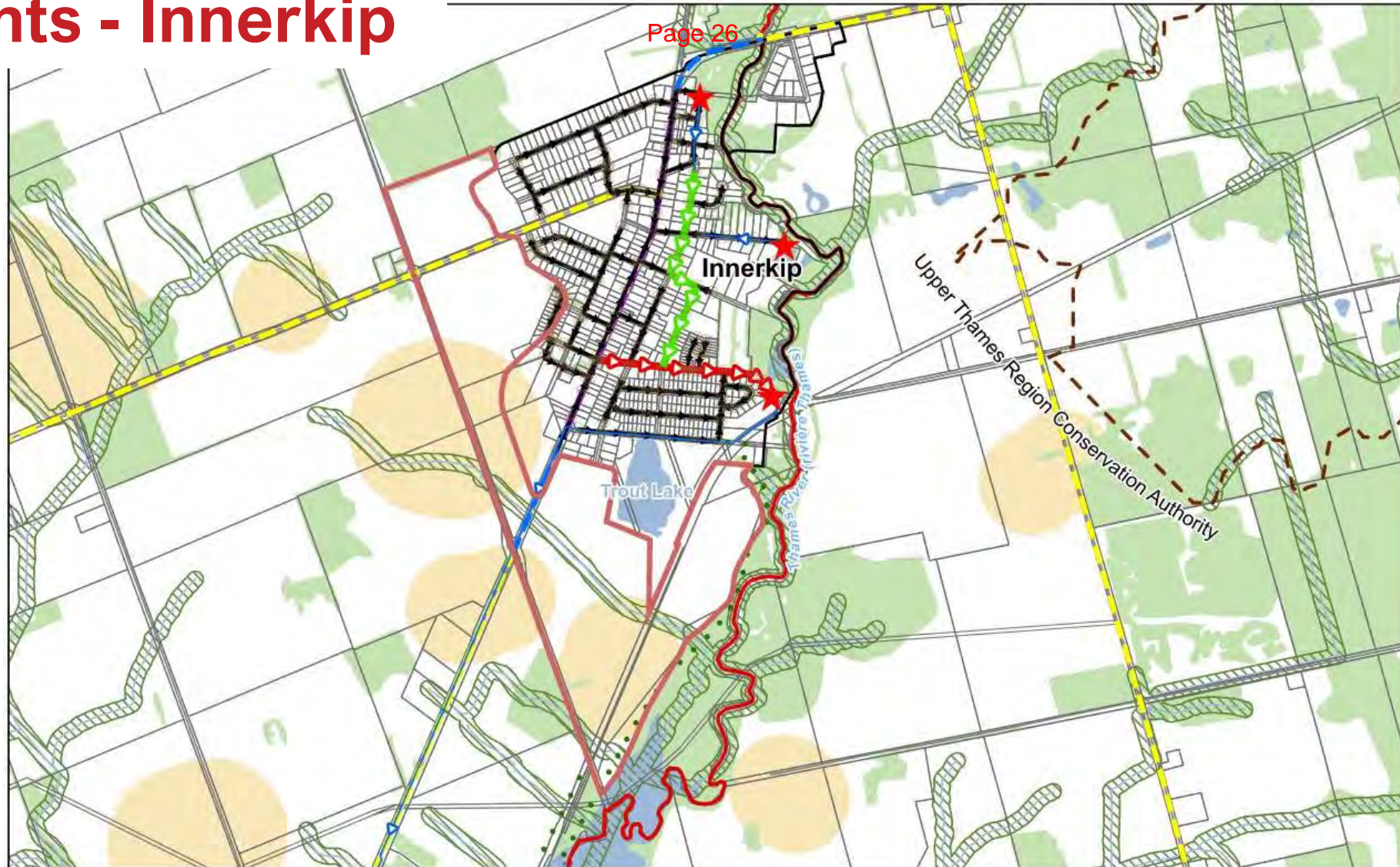
- Natural Heritage.
- Minimum Distance Separation (MDS) and impacts to agricultural operations.
- Servicing capacity.

Constraints - Tavistock



Legend Oxford County Dataset East Zorra-Tavistock Boundary Settlement Boundary Preliminary Focused Study Area Provincial Dataset Water Course Wastewater Treatment Plant Waterbody		Constraints Natural Heritage Areas Agriculture Impact Areas Natural Heritage - High Constraint Buffer (30 m) D-2 Separation Distance	Proposed Facility and Connections Proposed Signed Route Proposed Signed Route with Sharrow Proposed Paved Shoulder Proposed Bike Lane Desired Connection	WW Collection Sewage Pump Station Manholes Existing Forcemains Hope St SPS - Leg 1 Hope St SPS - Leg 2 Main St SPS - Leg 1 Main St SPS - Leg 2	Wellington St SPS - Leg 1 Wellington St SPS - Leg 2 William St SPS - Leg 1 William St SPS - Leg 2 Existing Gravity Sewers	<p>Preliminary Focused Study Area: Tavistock: Constraints</p>
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Constraints - Innerkip



Legend

- Oxford County Dataset**
- East Zorra-Tavistock Boundary
 - Settlement Boundary
 - Preliminary Focused Study Area
- Provincial Dataset**
- Water Course
 - Waterbody

- Constraints**
- Natural Heritage Areas
 - Agriculture Impact Areas
 - Natural Heritage - High Constraint Buffer (30 m)

- Proposed Facility and Connections**
- Proposed Signed Route
 - Proposed Signed Route with Sharrow
 - Proposed Paved Shoulder
 - Proposed Bike Lane
 - Desired Connection

- WW Collection**
- Sewage Pump Station
 - Manholes
 - Existing Force mains
 - Hope St SPS - Leg 1
 - Hope St SPS - Leg 2
 - Main St SPS - Leg 1
 - Main St SPS - Leg 2

- Wellington St SPS - Leg 1
- Wellington St SPS - Leg 2
- William St SPS - Leg 1
- William St SPS - Leg 2
- Existing Gravity Sewers

**Preliminary Focused Study Area:
Innerkip:
Constraints**

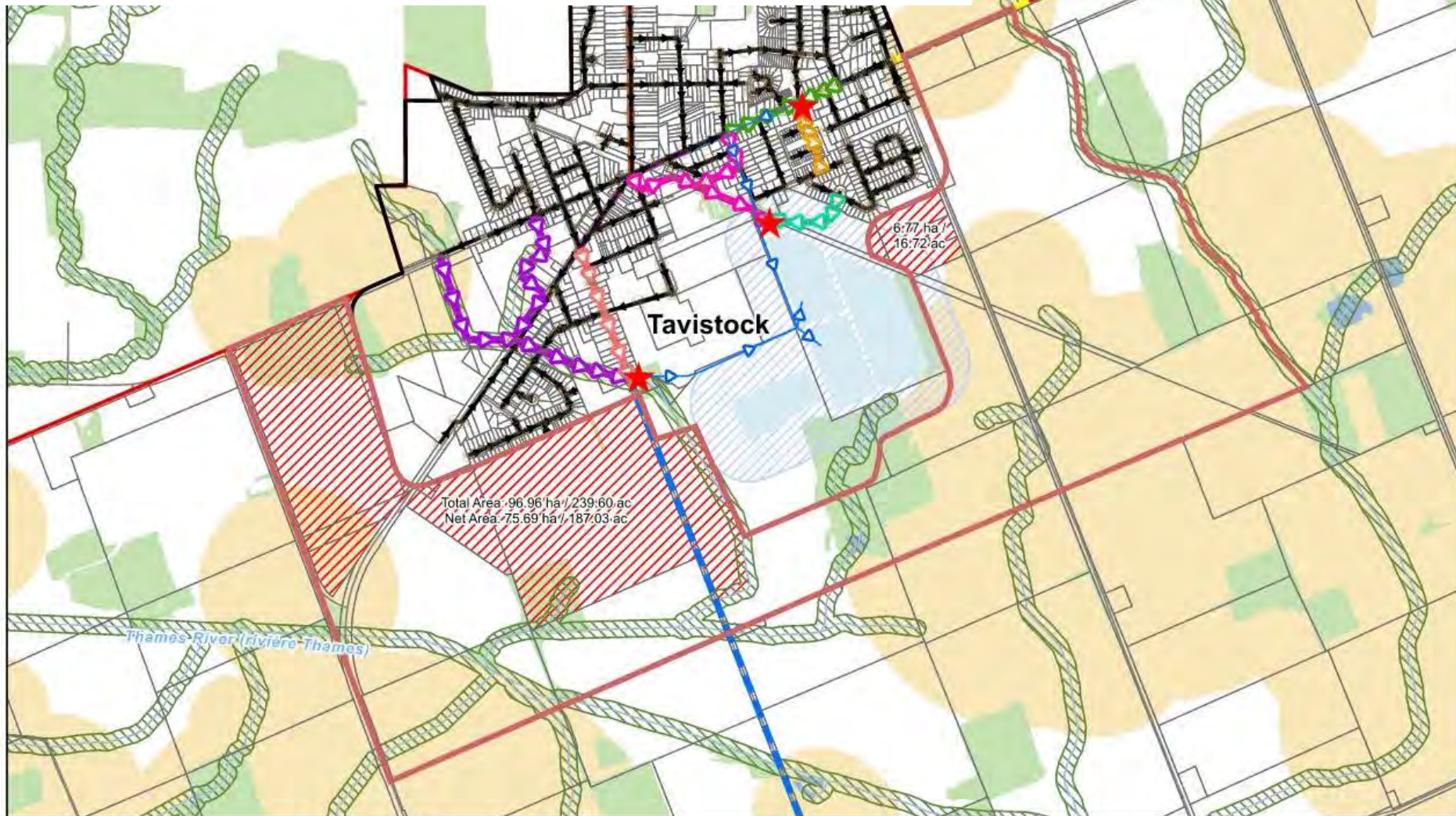


Recommended SABE Lands: Tavistock

- Total area is approximately 239.7 gross acres (97 gross ha).
 - Net area of 187 ac (75.7 ha) with Natural Heritage features, buffers and developed lands removed.
- Recommended area represents lands least impacted by development constraints (natural heritage features and MDS).
- Area is contiguous with existing settlement boundary for Tavistock.
- Provides opportunities for connectivity with existing settlement boundary.
- Servicing capacity will need to be increased to accommodate future growth.

Recommended SABE Lands: Tavistock

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Total Area: 96.96 ha / 239.60 ac
Net Area: 75.69 ha / 187.03 ac

Legend

- Oxford County Dataset**
- East Zorra-Tavistock Boundary
 - Settlement Boundary
 - Preliminary Focused Study Area
- Provincial Dataset**
- Watershed Boundary
 - Wastewater Treatment Plant
 - Waterbody

- Recommended Settlement Area Boundary Expansion**
- Constraints**
- Natural Heritage Areas
 - Agriculture Impact Areas
 - Natural Heritage - High Constraint Buffer (30 m)
 - D-2 Separation Distance

- Proposed Facility and Connections**
- Proposed Signed Route
 - Proposed Signed Route with Sharrow
 - Proposed Paved Shoulder
 - Proposed Bike Lane
 - Desired Connection

- WW Collection**
- Sewage Pump Station
 - Manholes
 - Existing Forcemains
 - Hope St SPS - Leg 1
 - Hope St SPS - Leg 2
 - Main St SPS - Leg 1
 - Main St SPS - Leg 2

- Wellington St SPS - Leg 1
- Wellington St SPS - Leg 2
- William St SPS - Leg 1
- William St SPS - Leg 2
- Existing Gravity Sewers

Recommended Settlement Area Boundary Expansion: Tavistock

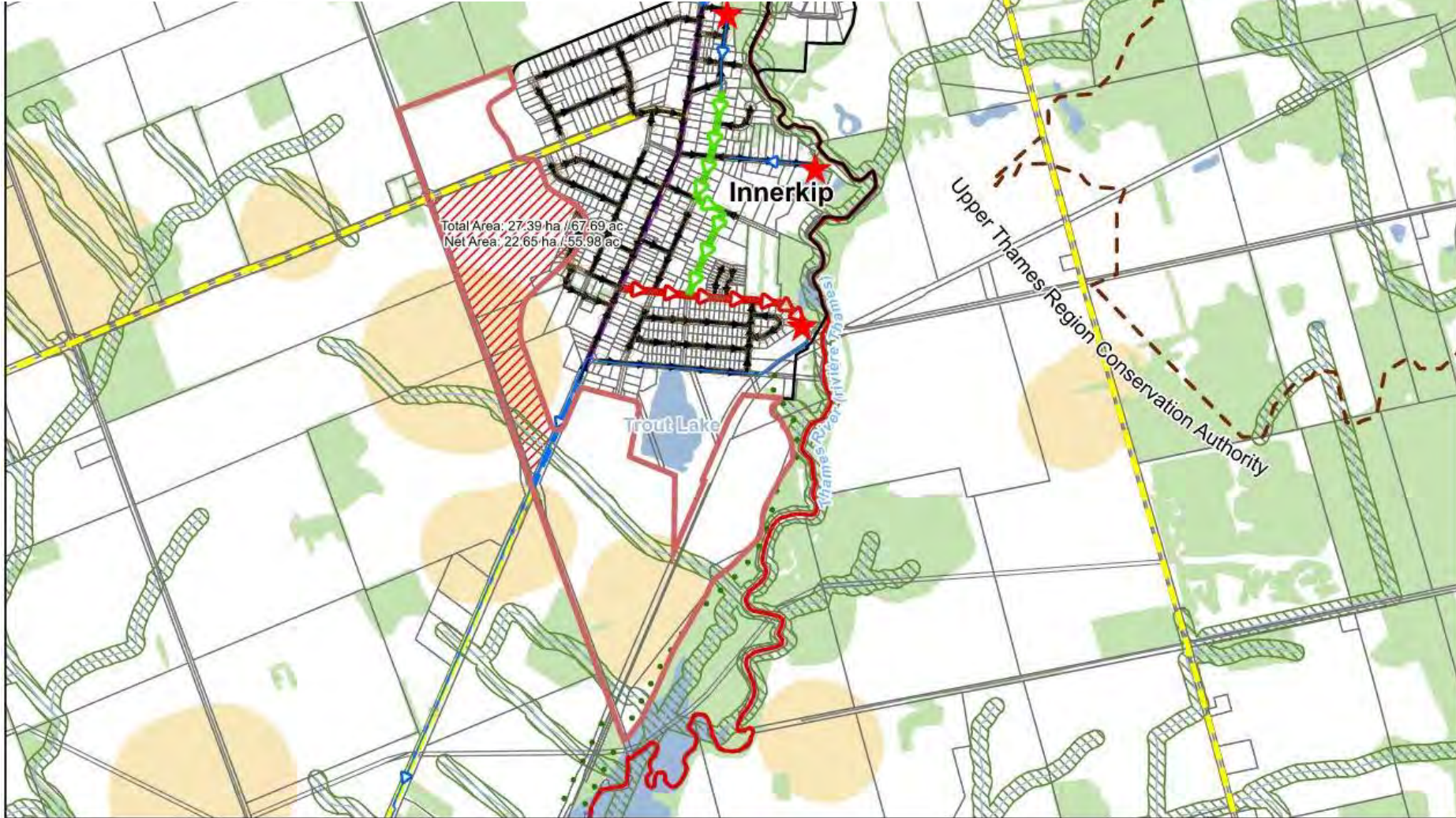


Note: Net Area excludes Natural Heritage features and developed lands but includes areas impacted by agricultural uses (i.e., MDS)*

Recommended SABE Lands: Innerkip

- Total area is approximately 67.7 gross ac (27.4 gross ha).
 - Net area of 56.1 ac (22.7 ha) with Natural Heritage features, buffers, and Innerkip Community Centre/Park lands removed.
- Recommended area represents lands least impacted by development constraints (natural heritage and MDS).
- Area is contiguous with existing settlement boundary for Innerkip.
- Provides opportunities for connectivity with existing settlement boundary.
- Water servicing capacity is limited but can accommodate additional growth (approx. 1,440 residents or 1,030 jobs)
- Wastewater capacity is limited but is sufficient to service the recommended SABE lands.

Recommended SABLE Lands: Innerkip



Total Area: 27.39 ha / 67.69 ac
 Net Area: 22.65 ha / 55.98 ac

- Legend**
- Oxford County Dataset**
- East Zorra-Tavistock Boundary
 - Settlement Boundary
 - Preliminary Focused Study Area
- Provincial Dataset**
- Watershed Boundary
 - Waterbody

- Constraints**
- Natural Heritage Areas
 - Agriculture Impact Areas
 - Natural Heritage - High Constraint Buffer (30 m)

- Proposed Facility and Connections**
- Proposed Signed Route
 - Proposed Signed Route with Sharrow
 - Proposed Paved Shoulder
 - Proposed Bike Lane
 - Desired Connection

- WW Collection**
- Sewage Pump Station
 - Manholes
 - Existing Forcemains
 - Hope St SPS - Leg 1
 - Hope St SPS - Leg 2
 - Main St SPS - Leg 1
 - Main St SPS - Leg 2

- Wellington St SPS - Leg 1
- Wellington St SPS - Leg 2
- William St SPS - Leg 1
- William St SPS - Leg 2
- Existing Gravity Sowers

Recommended Settlement Area Boundary Expansion: Innerkip



Note: Net Area excludes Natural Heritage features and developed lands but includes areas impacted by agricultural uses (i.e., MDS)*

Next Steps

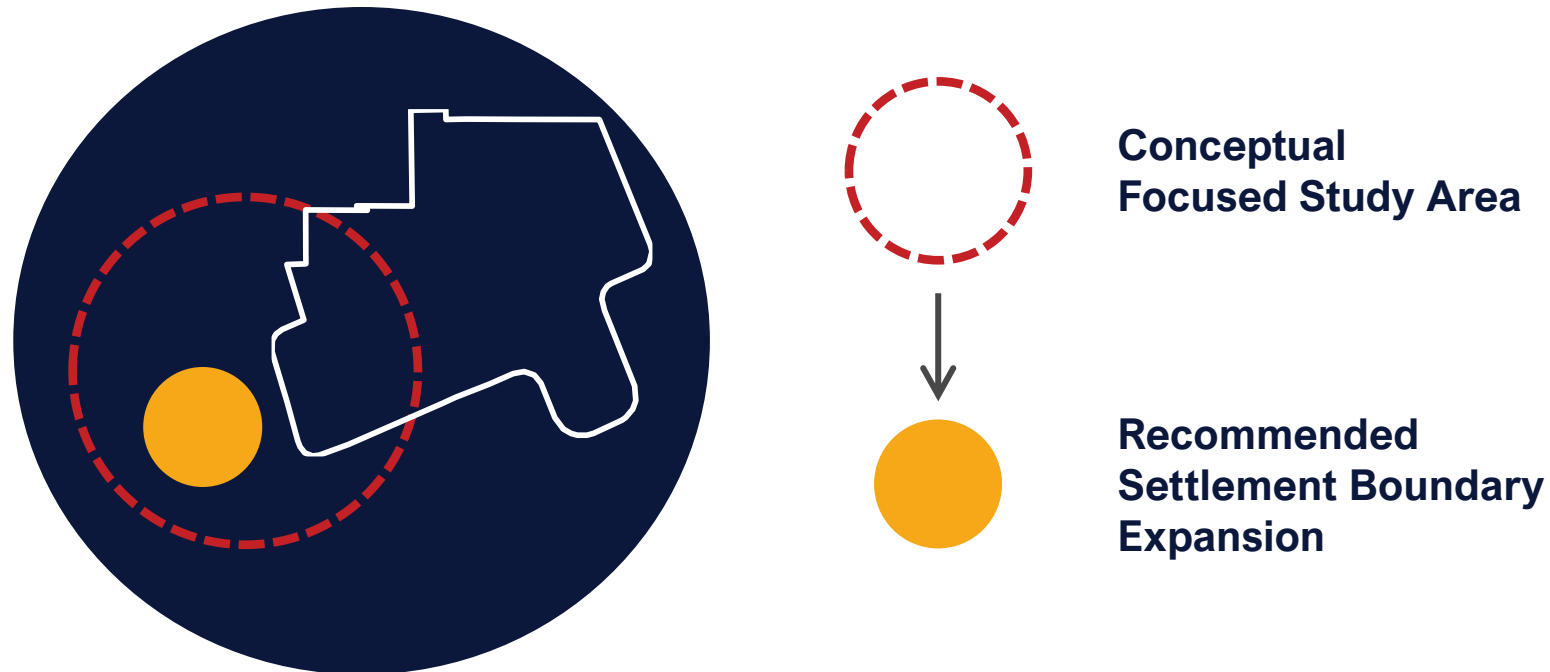


Phase 3 (Winter-Spring 2024):

- Visioning Workshop
- Preparation of the Secondary Plan
- Public Open House (PIC) #2
- Planning Justification Report & Engagement Summary
- Finalize Secondary Plan
- Meeting with Township Council

Selection of SABE Lands

- The FSA has been refined to lands most suitable for the SABE based on technical evaluations conducted in Phase 2.
- Approx. 237 gross acres (96 gross hectares) required.



East Zorra-Tavistock

Technical Evaluation for Settlement Area Boundary Expansion

Technical Evaluation Summary Report

December 2023

Prepared By



Executive Summary

The County of Oxford and Township of East Zorra-Tavistock are undertaking a technical evaluation project (the “Technical Evaluation”) to consider potential Settlement Area Boundary Expansion(s)(SABE) to the Villages of Tavistock and Innerkip. The Technical Evaluation aims to identify locations to expand Tavistock and/or Innerkip’s respective settlement boundaries to accommodate the forecasted residential and employment growth. The Technical Evaluation will be followed by a secondary planning process which will implement a land use concept and policies for the lands identified for the SABE(s).

The Technical Evaluation project is being undertaken in three phases:

- Phase 1 involved inventorying and reviewing the available background information and identifying the project’s Focused Study Areas. The Focused Study Areas represent the areas of interest for the Technical Evaluation, and have been further investigated in Phase 2 of the project to identify the lands that are most suitable for inclusion into the settlement area boundaries. Phase 1 also included consultation with stakeholders, Indigenous communities, and County Council to help refine the Focused Study Areas.
- Phase 2 involves the analysis of the Focused Study Areas, which includes a series of technical evaluations intended to assess and identify the lands most suitable for inclusion in the SABE(s). This Technical Evaluation will be informed by the following assessments:
 - Agricultural Impact Assessment
 - Natural Heritage System Assessment
 - Public Facility Assessment Review
 - Fiscal Analysis
 - Cultural Heritage and Archeological Resources Desktop Review
 - Infill and Intensification Study
 - Multi-modal Transportation Study Review
 - Water-Wastewater Servicing Assessment

The outcome of Phase 2 will be the selection of the SABE lands.

- Phase 3 involves preparing a Secondary Plan that will guide the growth and development of the lands included in the SABE. This phase will also include additional public consultation as part of the secondary planning process. The outcome of Phase 3 will be the final Secondary Plan for the SABE lands, and a Planning Justification Report.

This Technical Evaluations Summary Report provides a summary of all the technical evaluations undertaken during Phase 2 of the project and identifies the recommended SABE lands based on the findings and recommendations from the technical evaluations.

The need for the SABE was identified through the County of Oxford's Phase 1 Comprehensive Review (The Phase 1 Comprehensive Review), which was adopted by County Council on April 8th, 2020. As part of this review, the County updated its growth forecasts and land supply analysis for Oxford and all eight Area Municipalities. This exercise is used to determine the amount of growth the County and Area Municipalities can expect over the next 25 years, where the growth should be directed, and whether there will be sufficient land to accommodate this growth.

The County identified that the Township of East Zorra-Tavistock did not have sufficient land within its current settlement area boundaries to accommodate its anticipated growth to 2046. If there is not enough land within a settlement area to accommodate the anticipated growth, a municipality may undertake a Settlement Area Boundary Expansion (SABE) as part of a Comprehensive Review.

Over the course of this project, the County has updated their land supply information, which has slightly modified the required land need for the SABE. This included an update to Tavistock and Innerkip's land supply information at the end of 2022, and a subsequent update to the land supply and land need information in Fall of 2023. The Fall 2023 update represents the most recent information and has been used in determining the overall land need (i.e., land area) for the SABE.

A total land need of 96 gross developable hectares is required to accommodate the anticipated growth within the current 25-year planning period. This includes 67 gross developable hectares of residential land, and 29 gross developable hectares of industrial land.

Based on the results of the Technical Evaluation, it is recommended that the Township pursue settlement area boundary expansions for both Tavistock and Innerkip.

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1.0 Introduction

1.1 Background

Provincial policy directs the County to identify and allocate population, housing, and employment projections for the County's Area Municipalities, as well as identify areas where growth and development will be directed, and identify targets for intensification and redevelopment. To address this provincial requirement, the County updates its growth forecasts and land need analysis every five years.

The most recent update is the Oxford County Phase 1 Comprehensive Review (The Phase 1 Comprehensive Review), which was adopted by County Council on April 8th, 2020. As part of this review, the County updated its growth forecasts and land supply analysis for Oxford and all eight Area municipalities. This exercise is used to determine the amount of growth the County and Area Municipalities can expect within the planning horizon, and whether there will be sufficient land to accommodate this growth.

As an outcome of the Phase 1 Comprehensive Review, the County identified that the Township of East Zorra-Tavistock did not have sufficient land within its current settlement area boundaries to accommodate its anticipated population and employment growth to 2046. If there is not enough land within a settlement area to accommodate the anticipated growth, a municipality may undertake a Settlement Area Boundary Expansion (SABE) as part of a Comprehensive Review.

Settlement areas are urban areas within municipalities such as cities, towns, or villages where growth is directed and development is concentrated. A settlement area boundary is the boundary that delineates or encompasses a settlement area. The County Official Plan designates all of the County's settlement areas (Identified as "Settlements" in the Official Plan) and shows their respective settlement area boundaries within the Official Plan Land Use Schedules (see Schedule C-3 – Settlement Strategy Plan in the County Official Plan).

1.2 The Project

Building off of the findings in the Phase 1 Comprehensive Review, the County of Oxford and Township of East Zorra-Tavistock are undertaking a Technical Evaluation project (the "Technical Evaluation") to consider potential Settlement Area Boundary Expansion(s)(SABE) to the Villages of Tavistock and Innerkip. The Technical Evaluation aims to identify locations to expand Tavistock and/or Innerkip's respective settlement boundaries to accommodate the forecasted residential and employment growth. The Technical Evaluation will be followed by a secondary planning process which will implement a land use concept and policies for the lands identified for the SABE(s).

The main objective of this Technical Evaluation is to identify a location, or locations, surrounding the villages of Tavistock and Innerkip that are suitable for expanding the settlement area based on the County's population and employment. As Identified in the Phase 1 Comprehensive review, the County anticipates that East-Zorra Tavistock will grow by an additional 2,500 people

and 504 jobs over next 25 years. The Technical Evaluation project is being undertaken in three phases:

- Phase 1 involved inventorying and reviewing the available background information and formulating evaluation criteria to inform the determination of the project's Focused Study Areas. The Focused Study Areas represent the areas of interest for the Technical Evaluation, and have been further investigated in Phase 2 of the project to identify the lands that are most suitable for inclusion into the settlement area boundaries. Phase 1 also included consultation with stakeholders, Indigenous communities, and Township Council to help refine the Focused Study Areas. The outcome of Phase 1 was the determination of the Focused Study Areas.
- Phase 2 involves the analysis of the Focused Study Areas, which includes a series of assessments intended to identify the most appropriate lands for inclusion in the SABE(s). This Technical Evaluation will be informed by the following assessments:
 - Agricultural Impact Assessment
 - Natural Heritage System Assessment
 - Public Facility Assessment Review
 - Fiscal Analysis
 - Cultural Heritage and Archeological Resources Desktop Review
 - Infill and Intensification Study
 - Multi-modal Transportation Study Review
 - Water-Wastewater Servicing Assessment

In addition, the project team also held a Public Open House on September 8th, 2022, to better inform the technical analysis.

The SABE lands will be identified based on the technical analysis completed in Phase 2. The outcome of Phase 2 will be the selection of the SABE lands.

- Phase 3 includes preparing a Secondary Plan to guide the growth and development of the lands included in the SABE. This phase will also include additional public consultation as part of the secondary planning process. The outcome of Phase 3 will be the final Secondary Plan for the SABE lands, and a Planning Justification Report.



1.3 Report Purpose

The purpose of this report is to provide a summary of all the technical evaluations undertaken during Phase 2 of the project, and to identify recommended SABE lands based on the findings and recommendations from the technical evaluations.

1.4 Policy Context

1.4.1 Planning Act

The Planning Act (“The Act”) is the central governing statute for land use planning in the Province of Ontario and provides the legal basis for, among other things, the preparation and updating of official plans and implementing Secondary Plans.

The Act stipulates that all planning decisions in a municipality must be consistent with the Provincial Policy Statement, shall have regard for a list of Provincial interests, and conform with Provincial plans. These interests include, but are not limited to, the protection of natural heritage, adequate and efficient provision and use of water, transportation, and energy infrastructure, accessibility, conservation of cultural heritage resources and adequate supply of employment and housing.

1.4.2 Provincial Policy Statement, 2020

The Provincial Policy Statement (PPS) is a consolidation of the Province of Ontario’s land use policies, outlining Provincial planning goals and objectives and giving specific direction on how to achieve them. The PPS is issued under Section 3 of the Planning Act, and every municipal planning decision in Ontario must be consistent with the PPS. The PPS provides Provincial policy direction on matters such as land use, housing, agricultural protections, infrastructure, economic development, natural heritage protections, and growth management, amongst others.

The PPS contains policies which direct upper-tier municipalities, such as the County of Oxford, to allocate population, housing, and employment projections for lower-tier municipalities (i.e. Area Municipalities), as well as identify areas to direct growth and development, and identify targets for intensification and redevelopment.

In addition, the PPS contains policies related to settlement area boundary expansions. These policies enable municipalities to allow the expansion of a settlement area boundary only during a “Comprehensive Review” and where it is demonstrated that:

- The anticipated growth cannot be accommodated through intensification, redevelopment, and designated growth areas;
- Infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;
- Within prime agricultural areas:
 - The lands do not comprise of speciality crop areas; or,

- Alternative locations have been evaluated and there are not reasonable alternatives which avoid prime agricultural areas; and,
- There are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;
- the new or expanding settlement area is in compliance with the minimum distance separation formulae; and,
- impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.

The policies of the PPS were used to inform the development of the Focused Study Area and Technical Evaluation to ensure that the SABE(s) are consistent with the policies of the PPS.

1.4.3 Oxford County Official Plan

The Oxford County Official Plan is the policy document that establishes the overall land use strategy for both the County and its eight area municipalities. The current Official Plan was adopted by Oxford County Council on December 13, 1995. The contents of the Official Plan reflect the latest consolidation of Official Plan amendments, as of March 31, 2023.

The policies and land use schedules contained in the Official Plan establish locational and development review requirements for various land uses and set out how natural features and cultural heritage resources are to be protected. The policies also provide direction on how environmental constraints are to be addressed.

The County Official Plan also contains policies which implement the direction of the PPS. This includes policies related to preparing and maintaining growth forecasts and identifying growth areas, as well as those that provide guidance and requirements for settlement area boundary expansions.

The Official Plan requires that settlement area boundary expansions only take place during a comprehensive review, and that a detailed secondary plan be prepared for settlement area boundary expansions to address timing and staging of growth. This also includes phasing required to ensure achievement of intensification targets, progression of development, and provision of infrastructure and public service facilities.

In addition, the Official Plan requires that secondary plans address the location and mix of land uses, minimum and maximum development densities, infrastructure and public service facilities requirements and other land use considerations.

The above-mentioned policies will be primary drivers for Phase 3 of the project. The Secondary Plan developed as part of Phase 3 will also be implemented through an amendment to the County Official Plan.

1.4.4 Oxford County's Phase 1 Comprehensive Review

The County's Phase 1 Comprehensive Review was undertaken to understand the County's long-term growth, update the County's growth projections and identify the land needed to accommodate such growth. The need to undertake this work was driven by the policy requirements of the PPS and the County's Official Plan. The study was comprised of the following key components:

- Preparation of County-wide population, household, and employment forecasts, and Area Municipal growth allocations; and,
- Preparation of land need analysis examining the allocations within the context of the sufficiency of the land supply.

The study was built upon prior growth forecasting, land needs, and growth management studies in the County and is to be used to inform potential updates to the Oxford County Official Plan policies and to update the growth projections referenced in the Plan.

As part of this exercise, it was determined that the Township of East Zorra-Tavistock did not have sufficient land to accommodate the anticipated growth to 2046. As a result, the County and the Township have undertaken this Technical Evaluation to identify lands for Settlement Area Boundary Expansion.

1.5 Consultation Summary

Throughout all phases of the Technical Evaluation, consultation with the public, stakeholders, Council, staff, and Indigenous communities will be integral to inform project outcomes and provide opportunities for the community to get involved in this process. Outreach to Indigenous communities was undertaken by the County and Township to understand their preferred engagement preferences and means of involvement throughout this process.

Consultation to-date included the following milestones:

Phase 1

- Outreach to project stakeholders (May 2022)
- Outreach to Indigenous communities and additional consultation with Mississaugas of the Credit First Nation and Six Nations of the Grand River (May 2022)
- Presentation to Council to present findings of Phase 1 and the selected FSAs (June 15th, 2022)

Phase 2

- Public Open House #1 (September 8th, 2022)

Additional consultation will be held in Phase 3, this will include:

- Visioning Workshop for the Secondary Plan Area

- Public Open House #2
- Final presentation to Council

1.6 Establishing a Focused Study Area

The Focused Study Areas (FSA) represent the areas of interest for the Technical Evaluation project and the subject of the technical investigations undertaken in Phase 2. Based on the outcomes of the Phase 2 studies, the final SABE lands have been selected from the broader FSAs. The results of the technical investigations completed in Phase 2 are summarized in Section 2.0 and the final conclusions and recommendations for the SABE lands are provided in Section 3.0.

Phase 1 involved inventorying and reviewing the available background information and formulating evaluation criteria to inform the determination of the project's FSAs. The FSAs are located in the areas surrounding the villages of Tavistock and Innerkip. Both Tavistock and Innerkip contain a full range of land uses within their existing settlement area boundaries, including residential, commercial, industrial, institutional, and open space uses. Both villages are also fully serviced, with Tavistock being identified as the Township's primary growth centre where the majority of growth is being directed.

The FSAs for both Tavistock and Innerkip are presented in Figure 1 and Figure 2 below. The Tavistock FSA is generally located in the areas to the west, east and south of the existing settlement boundary, and is accessible via Perth-Oxford Road and Highway 59.

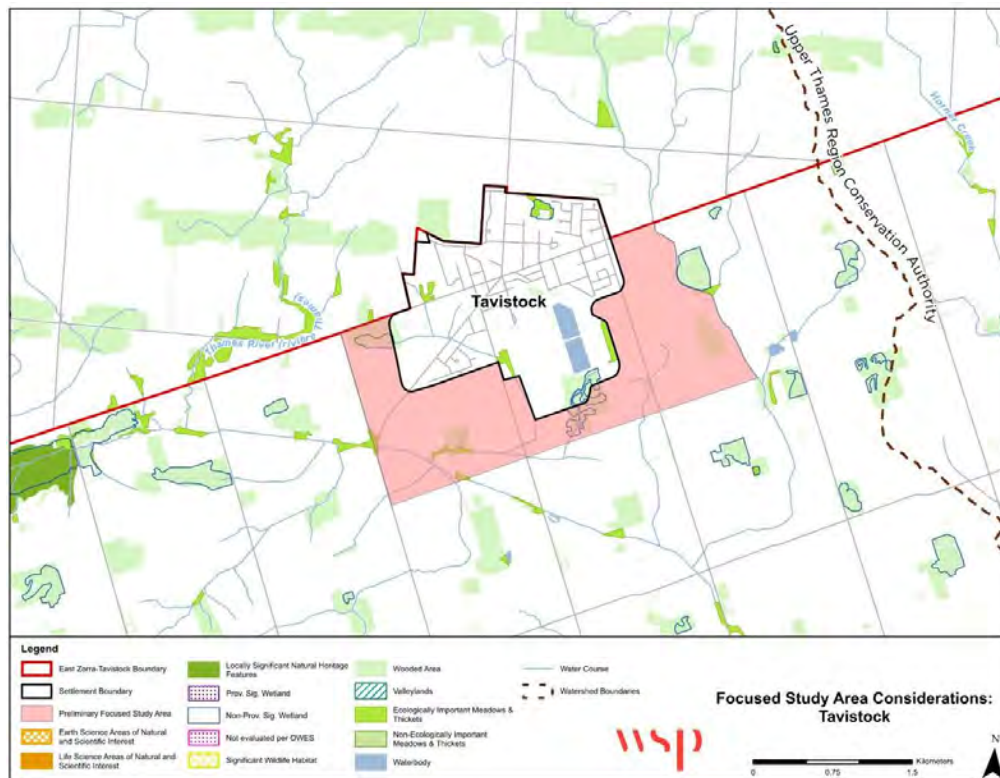


Figure 1: Tavistock Focused Study Area

The Innerkip FSA is located to the west and south of Innerkip's settlement boundary, and is generally bound by 17th line to west, and the Thames River and CP rail line to the south.

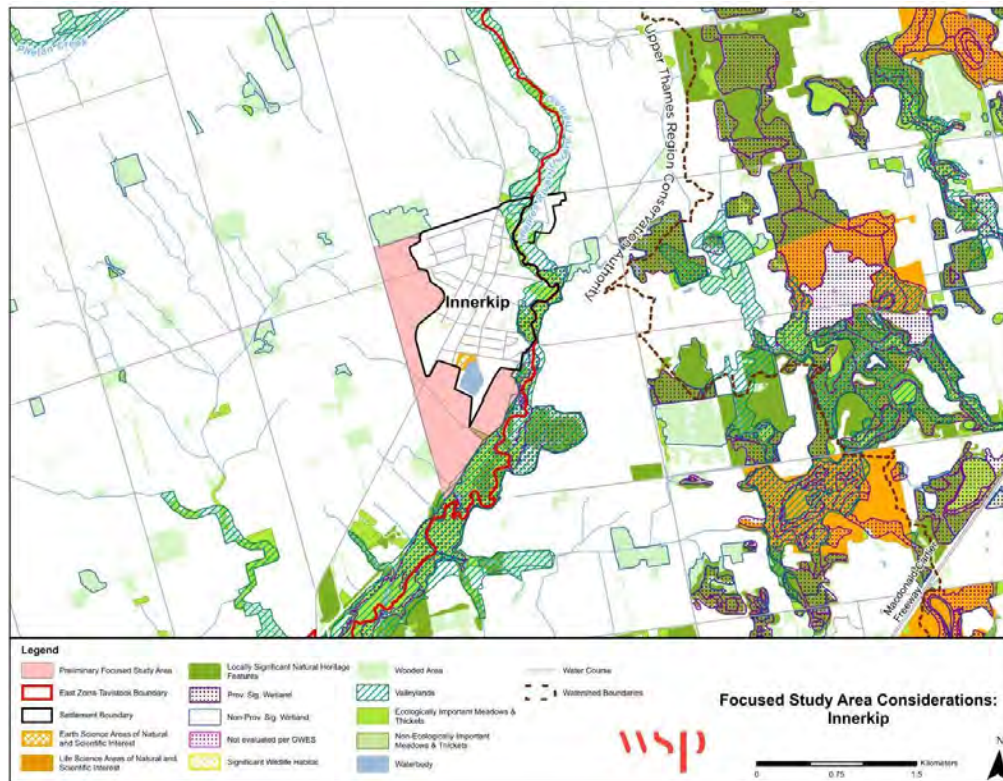


Figure 2: Innerkip Focused Study Area

The lands within the preliminary FSAs primarily consist of agricultural uses, with some natural heritage features located within the area. The lands included in the FSAs were selected based on the evaluation criteria developed in Phase 1, which included the following considerations:

- Their proximity to the existing settlement boundaries of Tavistock and Innerkip;
- Logical extensions of the existing settlement boundary and integration with the community;
- Minimizing impacts on neighbouring jurisdictions;
- Location of agricultural impacts and livestock operations;
- Minimizing impacts on Cultural Heritage Resources and Archaeological Resources;
- Location of Natural Heritage features based on preliminary Natural Heritage assessment and County NHS mapping;
- Previous conversations with the Township and County regarding potential opportunities and challenges;
- Avoidance of areas with significant restrictions to development; and,
- Review of the policy framework, including provincial policy (i.e. the PPS) and the County Official Plan.

Given the considerable lead time typically required for settlement expansions, the County and Township have expressed the desire for the Secondary Plan and servicing strategy to be undertaken for sufficient land to accommodate forecasted growth 5 years beyond the 25-year period to ensure a 30-year land supply can be maintained. However, these lands are not included in the recommended SABE and will be examined during Phase 3 of the project.

The land need requirements for the Township are greater than those identified in the Phase 1 Comprehensive Review, making it critical that the FSAs were large enough to accommodate sufficient lands for the SABE(s) and allow for various development options that would account for any restrictions identified in Phase 2 of the project. As such, the FSAs contain more land than is required to accommodate the anticipated growth to ensure that sufficient land is still maintained after development constraints have been addressed.

2.0 Technical Evaluation Summaries

The following section provides summaries of all the technical evaluations completed as part of Phase 2, including any conclusions or recommendations provided by the studies. The technical evaluations summarized in this section include the following:

- Agricultural Impact Assessment;
- Natural Heritage Technical Evaluation;
- Public Facilities Assessment Review;
- Fiscal Impact Analysis (To be completed in Phase 3);
- Cultural Heritage & Archeological Resources Desktop Review;
- Infill and Intensification Review;
- Multi-modal Transportation Study Review; and,
- Water-Wastewater Servicing Assessment.

The outcomes of these studies have been used to further refine the FSAs and identify the lands most suitable for the SABE. Section 3.0 provides the overall conclusions and recommendations for selecting the SABE lands.

2.1 Agricultural Impact Assessment

Purpose

The Agricultural Impact Assessment (AIA) provides an evaluation of the factors used to assess the potential impacts of settlement area boundary expansion for the FSAs for both Tavistock and Innerkip. This study assesses, compares, and evaluates focus areas and outlines impacts for each consideration. The initial AIA completed as part of Phase 2 included a higher-level investigation of the entirety of both the Tavistock and Innerkip FSAs. A more detailed examination of agricultural impacts on the selected SABE lands will be undertaken as part of Phase 3.

Approach

The AIA utilizes the Canada Land Inventory (CLI) for assessing the effects of climate and soil characteristics on the limitations of land for growing common field crops. The CLI system is an interpret system for classifying soil types and their agricultural capability of growing common field crops. The AIA uses aerial photography to survey, identify and review land uses within and adjacent to the FSAs and are included as evaluation criteria when considering options for the SABE(s).

Context

Key Policy Drivers

Section 1.1.3.8 c) of the PPS requires that any SABE lands be located outside of prime agricultural lands where possible. If there are no reasonable alternatives, SABE lands should be located on lower priority agricultural lands within prime agriculture areas. SABE lands cannot be located within specialty crop areas.

Section 1.1.3.8 d) of the PPS requires that any SABE lands comply with the minimum distance separation formulae.

Section 1.1.3.8 e) of the PPS requires that impacts from SABEs on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.

Findings

The initial AIA identified the following findings:

Amount and quality of agricultural land removed:

- Tavistock FSA: ~300 ha (86%) of Prime Agricultural Land (PAL) mapped.
- Innerkip FSA: ~84 ha (78%) of PAL mapped.

Farm Operation Impacts:

- Tavistock FSA: five farm operations directly affected by SABE, and 46 farm operations indirectly affected by SABE.
- Innerkip FSA: one farm operation directly affected by SABE, and 22 farm operations indirectly affected by SABE.
- Settlement area expansion should try to avoid the inclusion of these farm operations if possible.
- Where it is not possible, minimizing the number of farms directly impacted should be the goal.
- Expansion of the settlement area boundaries will have an impact on the agricultural system. An analysis of the direct and indirect impacts for both the Tavistock FSA and the Innerkip FSA will be provided within the full AIA.

Potential for conflict arising from adjacent incompatible uses:

- Tavistock FSA: 36 non-farm residences, 4 non-agricultural uses in close proximity
- Innerkip FSA: 20 non-farm residences, 8 non-agricultural uses in close proximity

Minimum Distance Separation (MDS) Impacts:

Figure 3 and Figure 4 below shown the MDS impacts identified during the initial AIA:

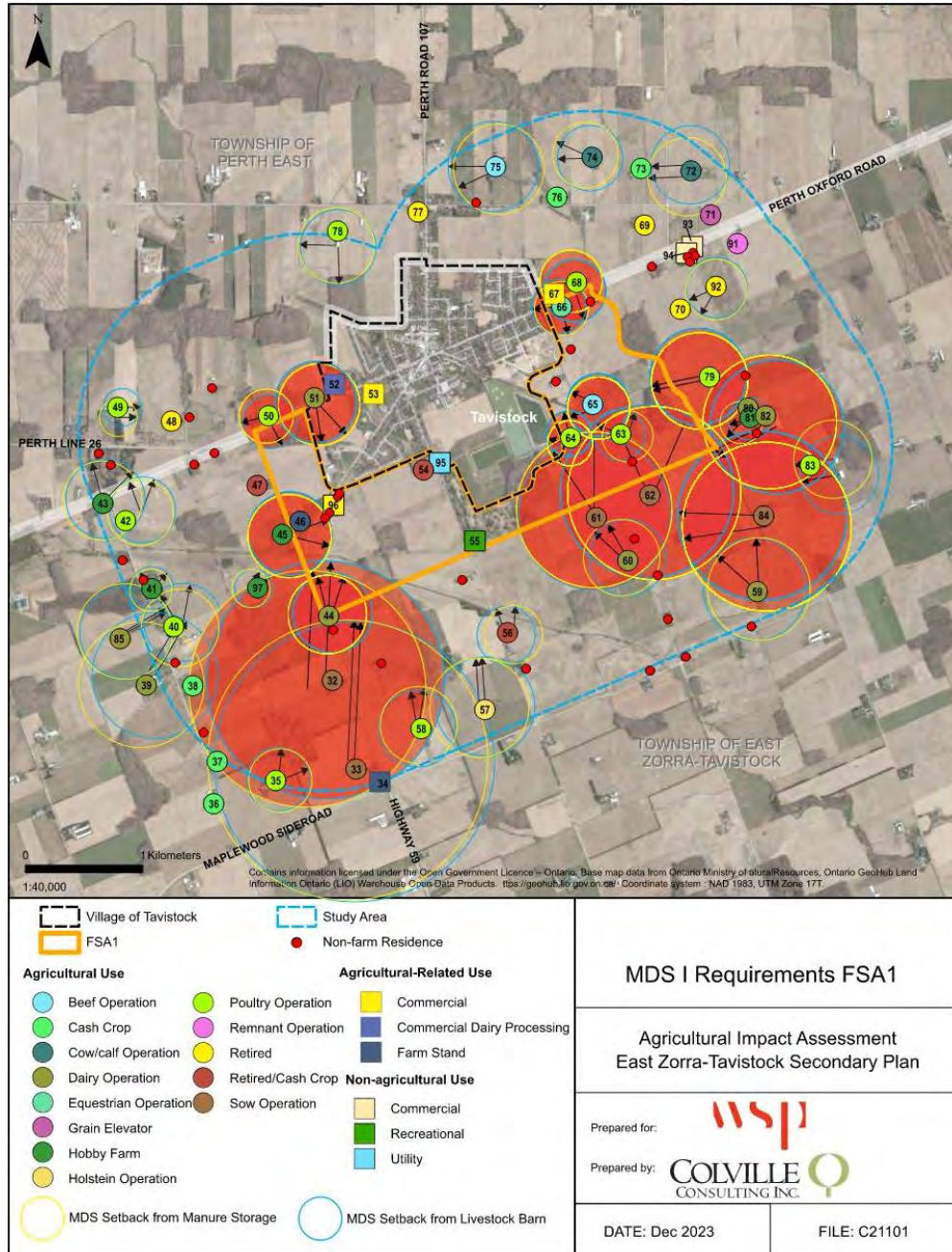


Figure 3: Minimum Distance Separation Requirements for Tavistock FSA

As show in Figure 3, much of the area in the southern portion of the Tavistock FSA are impacted by the MDS from adjacent farm operations. There is a contiguous area to the southwest of the existing settlement boundary that is not impacted by MDS requirements. There is also a smaller contiguous area to the east of the settlement boundary that is not impacted, but slightly more constrained by the surrounding MDS requirements.

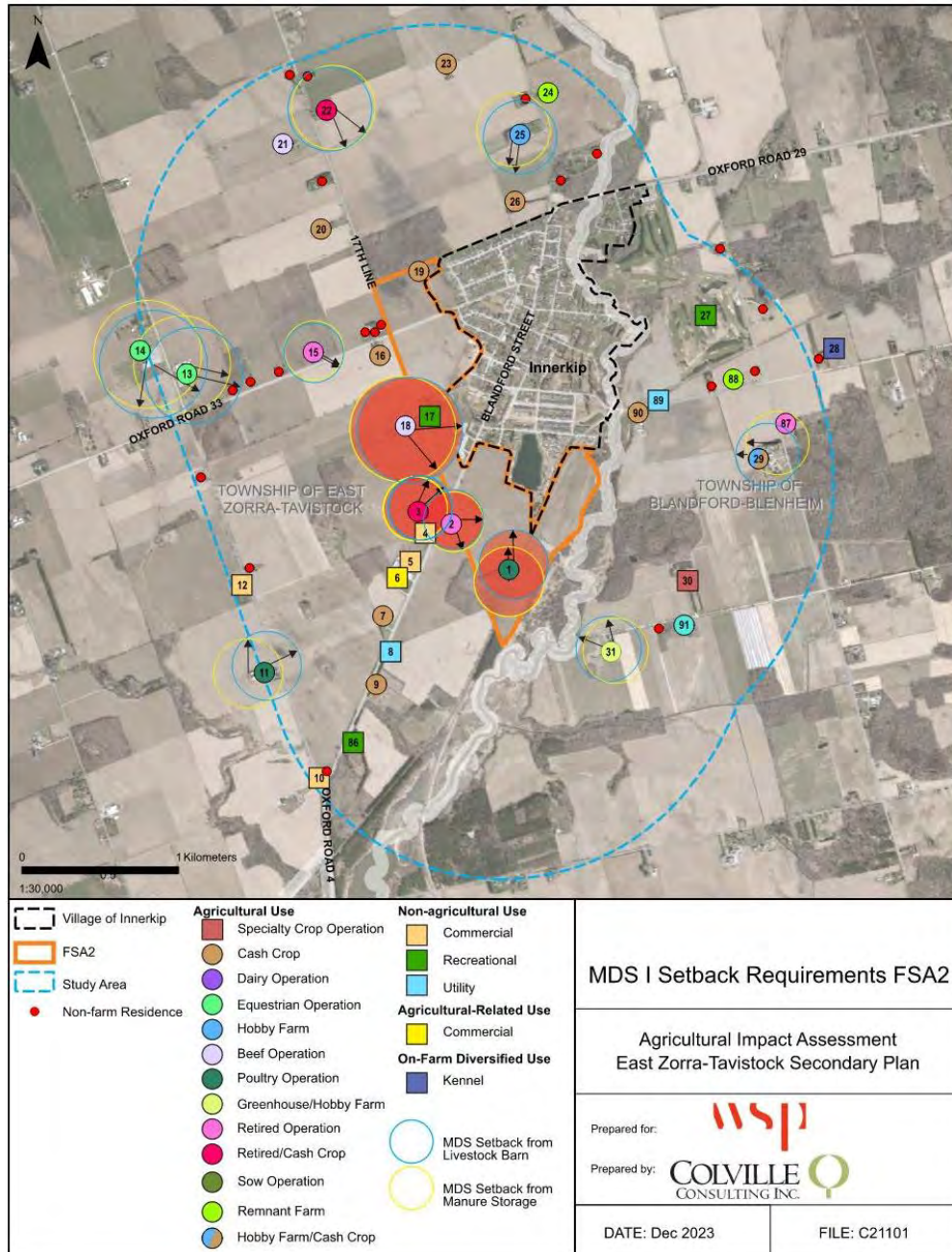


Figure 4: Minimum Distance Separation Requirements for Innerkip FSA

As shown in Figure 4, some areas of the Innerkip FSA are impacted by MDS requirements from adjacent farm operations. There is a contiguous area in the northwest corner of the Innerkip FSA that is not directly impacted by the MDS requirements which may offer an opportunity for expansion.

Initial findings of this study identified:

Option 1: The Tavistock FSA as having the highest impact/least preferred option.

Option 2: The Innerkip FSA as having the lowest impact/most preferred option.

While the findings of the AIA indicate that expansion in the Innerkip FSA would result in the least number of impacts, there is insufficient land (and water/wastewater servicing capacity) within the Innerkip FSA to accommodate all of the anticipated growth. With Tavistock being identified as the Township's primary growth centre, it is most appropriate for the majority of the growth (and expansion area) to be directed to Tavistock.

Next Steps

More detailed evaluations regarding impacts to farming operations and mitigation measures will be undertaken as part of Phase 3 of the project.

2.2 Natural Heritage Technical Evaluation**Purpose**

The Natural Heritage evaluations includes a detailed desktop assessment to identify potential natural heritage constraints in and within 120 m of the FSAs surrounding Tavistock and Innerkip. The constraints identified in this technical evaluation contribute to identification of potential development areas within the FSAs, and subsequent delineation of the SABE and development of the conceptual land use plan in Phase 3.

A more detailed natural heritage assessment will be undertaken as part of the secondary planning process in Phase 3.

Approach

This desktop assessment was completed through review of available secondary source information and is intended to provide an understanding of potential ecological constraints and limitations for development as well as inform Land Use designations in the new Secondary Plan. Database tools used in this assessment include:

- Draft Oxford County Natural Heritage System Study (UTRCA, 2016);
- Natural Heritage Information Centre Database (NHIC);
- Aquatic Species at Risk Mapping, Fisheries and Oceans Canada (DFO);
- Fish ON-Line, Ministry of Natural Resources and Forestry (MNR);
- Agmaps Database (OMAFRA);
- eBird, Cornell Lab of Ornithology;
- Ontario Breeding Bird Atlas (OBBA);
- Reptile and Amphibian Atlas, Ontario Nature;
- Atlas of the Mammals of Ontario;
- Google Earth imagery; and,

-
- Land Information Ontario (LIO, Province of Ontario).

Federal, provincial, and County natural heritage mapping were incorporated into this assessment to identify designated features such as provincially or locally significant woodlands, Areas of Natural and Scientific Interest (ANSIs), Environmentally Sensitive / Significant Areas (ESAs), Provincially Significant Wetlands (PSW), and watercourses. Policies and guidelines considered in this assessment include:

- Provincial Policy Statement (PPS) (2020)
- Oxford County Official Plan (2021)
- Conservation Authorities Act (1990)
- Federal Fisheries Act (1985)
- Endangered Species Act (2007)
- Species at Risk Act (2002).

Context

Key Policy Drivers

Section 2.1 of the PPS directs that development and site alteration are not permitted within:

- Significant wetlands and Coastal Wetlands;
- Significant woodlands, significant valleylands, significant wildlife habitat and significant Areas of Natural and Scientific Interest (ANSI), unless it can be demonstrated that there will be no negative impact to the feature or it's function;
- Fish habitat, habitat of endangered or threatened species, except in accordance with provincial and federal requirements; and,
- Adjacent lands (defined as lands within 120 m of a significant natural feature) unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

Findings

The potential Natural Heritage development constraints in the FSAs are mapped on Figure 5 and Figure 6 below. Features have been designated as High, Moderate, or Potential constraint based on the existing allowable uses and development policies, provincial policies, required setbacks, and overall ecological sensitivity. These constraint levels have been used to inform the refinement of the FSAs and identification of potential development areas for the SABE.

East Zorra-Tavistock Technical Analysis for Settlement Area Boundary Expansion
 December 2023

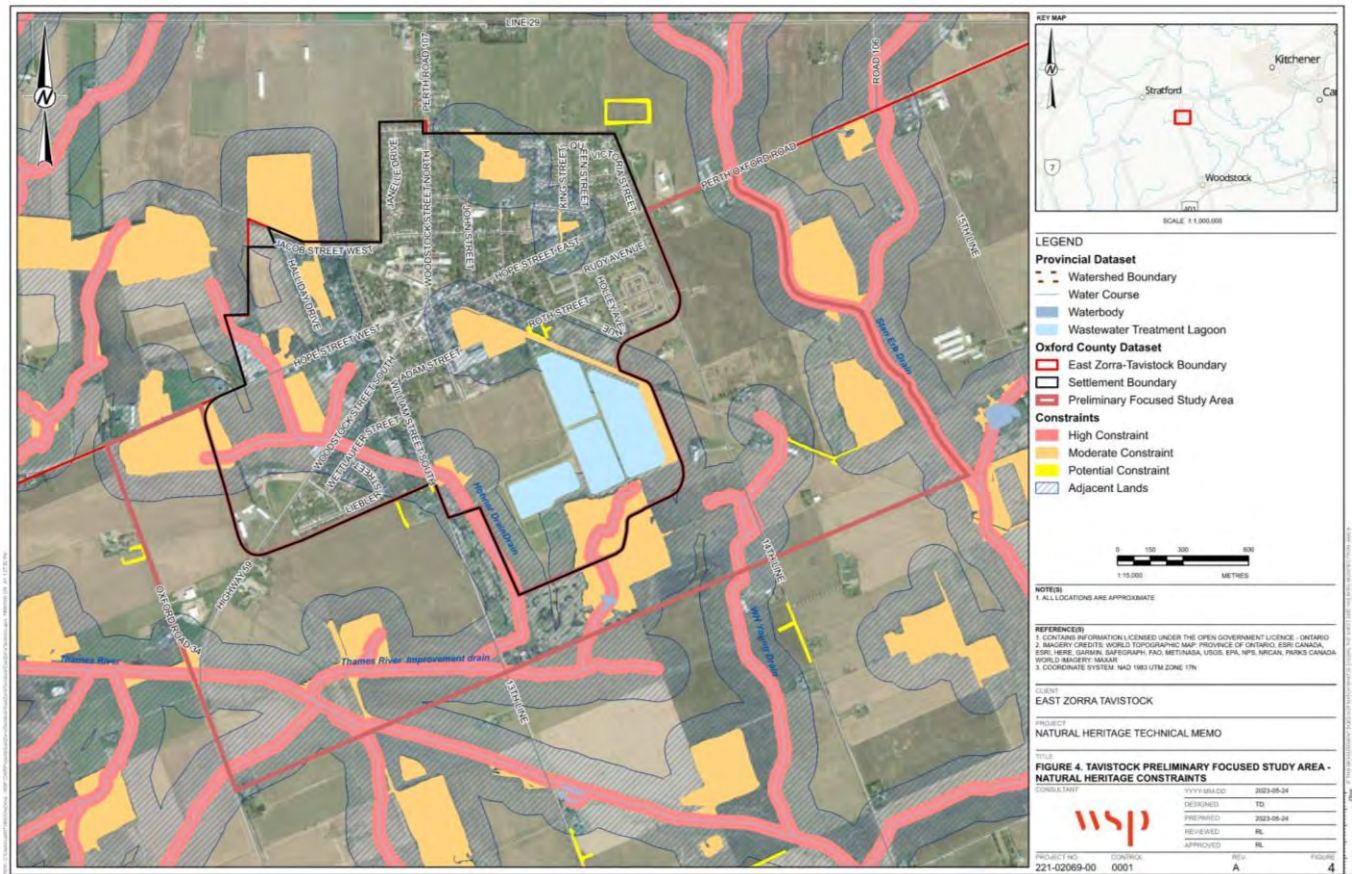


Figure 5: Natural Heritage Constraints in Tavistock FSA.

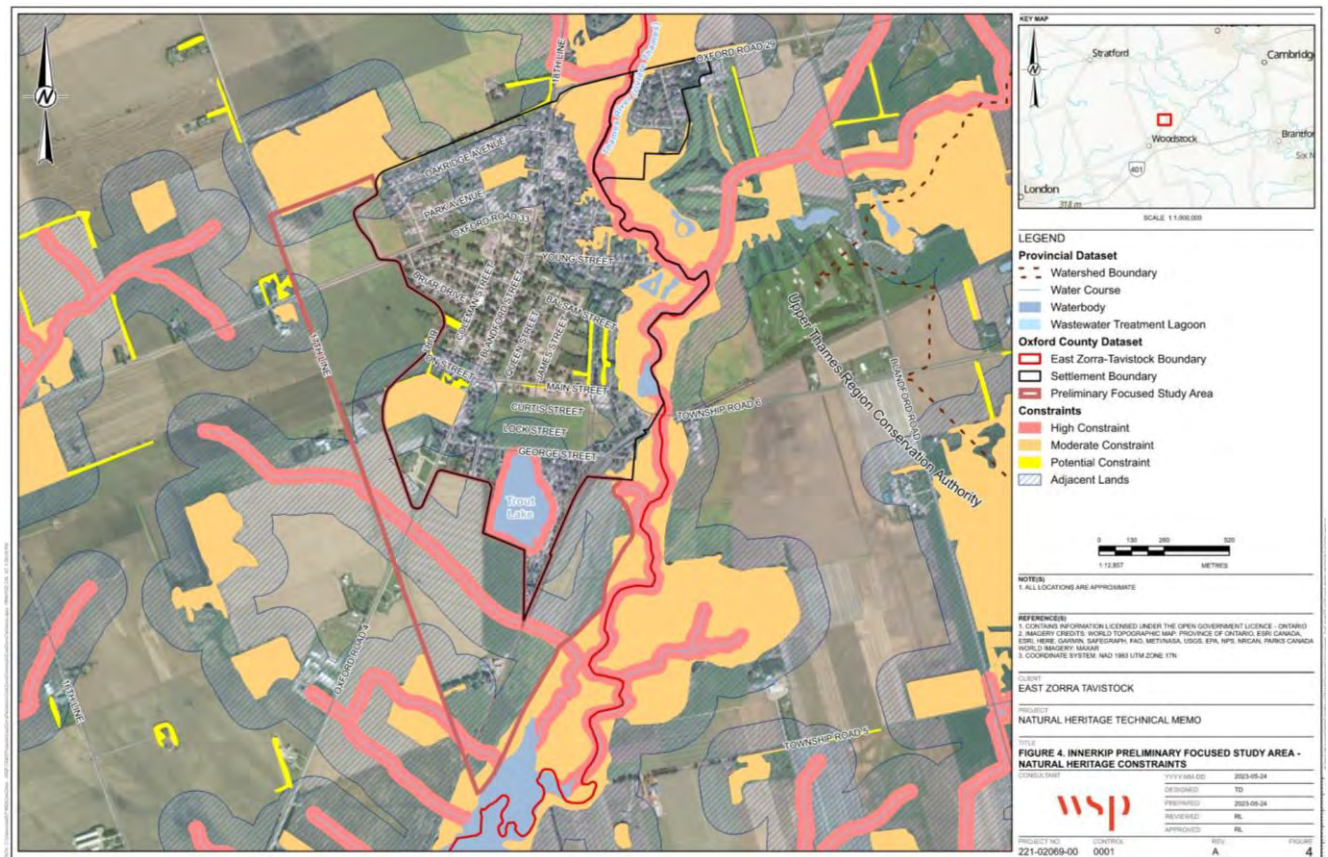


Figure 6: Natural Heritage Constraints in Innerkip FSA.

Features identified as High Constraint to Development are mapped features which have restrictive development and site alteration policy in place, that is no development or site alteration is permitted under the PPS and Oxford County Official Plan. High Constraint areas mapped in Figures 5 and 6 include the minimum 30 m buffer applied to the natural heritage features. In moderate constraint areas, development or site alteration proposed within 120 m would require that an EIS demonstrate no negative impact to the feature or its function, with limits and setbacks determined on a feature-by-feature basis. Not all features that would pose a moderate constraint are mapped but rather would be identified during an EIS. Areas identified as potential constraint may contain natural heritage features or values that restrict development or site alteration. Note that not all constraints are mappable at this time, for example agricultural fields are not identified as potential constraint to development, however if left fallow, may provide habitat for Species at Risk birds such as Bobolink, which are known to occur in the Tavistock area.

Oxford County policies, the PPS, and UTRCA policies would be applicable for proposed development in the FSAs. For development proposed within 120 m of natural heritage features, EIS requirements are detailed in the Official Plan and the Oxford Natural Heritage System Study (ONHSS), and may include field investigations, boundary delineation, determination of buffers and identification of approvals / permits from relevant reviewing agencies is expected to be required.

Recommendations

Tavistock:

The identified constraint levels in Figure 5 illustrate the potential areas within the FSA where expansion of development areas will have the smallest potential impact on natural heritage features. The south-central portion of the FSA, between William Street South / 13th Line and 14th Line, contains several high and moderate natural heritage constraint areas as well as the Tavistock Wastewater Treatment Lagoons. Settlement in this area would require crossings of multiple watercourses and potential impacts to the largest woodland in the FSA.

The network of Thames River tributaries in the southwest corner of the FSA also represent high constraint areas and settlement would require crossings of multiple watercourses. Maintaining connectivity of these watercourse corridors without introducing new development or crossings would provide the opportunity to enhance the natural heritage value of these features. Development in these areas would be subject to EIS requirements. While development within the adjacent lands may be permitted, certain challenges would be inherent to development plans including mitigation requirements regarding protection of adjacent natural features, as well as maintaining connectivity of both natural heritage features and conceptual land use plans across corridors of high constraint areas.

It is recommended that the SABE be refined to focus on the west portion of the FSA between the southwest boundary of the existing settlement area and the Thames River tributaries. An additional potential area for settlement expansion occurs between the eastern boundary of the existing settlement area and Shakespeare drain along the eastern boundary of the FSA. These areas provide a contiguous area of minimal natural heritage constraints and potential for a conceptual land use plan that can both maintain buffers to moderate constraint areas, and avoid fragmentation of natural heritage features.

Innerkip:

The identified constraint levels in Figure 6 illustrate the potential areas within the Innerkip FSA where expansion of development areas will have the smallest potential impact on natural heritage features. The southern portion of the FSA, south of Oxford County Road 4/Blandford St., contains several high constraint areas, and the majority of land is within the Adjacent Lands (120 m) from high and moderate constraint areas. Development in these areas would be subject to EIS requirements. While development within the adjacent lands may be permitted, certain challenges would be inherent to development plans including mitigation requirements regarding protection of adjacent natural features, as well as maintaining connectivity of both natural heritage features and conceptual land use plans across corridors of high constraint areas.

It is recommended that the SABE be refined to focus on the portion of the FSA north of Oxford County Road 4/Blandford St. This area provides a contiguous area of minimal natural heritage constraints and potential for a conceptual land use plan that can both maintain buffers to moderate constraint areas, and avoid fragmentation of natural heritage features.

2.3 Public Facilities Assessment Review

Purpose

The Public Facility Assessment Review contributes to the identification of the SABE lands by identifying existing public services in both Tavistock and Innerkip, and identifying potential impacts to public services in the future. This assessment also provides insight for the infrastructure and public servicing needs for the Secondary Plan developed during Phase 3 of the project. This review primarily focuses on parks, trails, recreation facilities, libraries, schools, and emergency services. A comparison of both proposed FSAs was also conducted to provide guidance on which FSA may be best suited for the SABE.

Approach

A desktop review was completed to provide an overview of the existing public services within both Tavistock and Innerkip, and to identify potential impacts or future needs that may be required based on the anticipated growth within the SABE lands.

A number of policy documents and strategies have been reviewed to understand the existing conditions and service levels of public facilities within the Township. These documents include:

- Township of East Zorra-Tavistock Parks and Recreation Master Plan;
- The Asset Management Plan for the Township of East Zorra-Tavistock;
- Thames Valley District School Board Accommodation Plan
- County of Oxford Official Plan;
- County of Oxford Emergency Plan; and,
- County of Oxford Asset Management Plan.

These documents were reviewed to identify existing and planned public services to help inform the selection of the SABE.

Context

Key Policy Drivers

Section 1.1.3.8 b) of the PPS permits a planning authority to identify a SABE where it has demonstrated that the infrastructure and **public service facilities** which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;

Findings

Parks & Recreation

Comparing the Tavistock FSA and the Innerkip FSA, Tavistock has more park spaces, however, they are comparable in terms of indoor recreational opportunities.

Tavistock's Optimist Park is located in close proximity to the west portion of the Tavistock FSA, while Queen's Park is located closer to the east portion of the Tavistock FSA. This offers existing park space on either side of the village, which could help to serve the future Secondary Plan area.

Innerkip Park and Innerkip Community Centre are located centrally within the Innerkip FSA, which offers an opportunity for serving the population of the SABE/Secondary Plan area once the lands are developed.

It is anticipated that additional park resources will be required to maintain the Township's parkland service-level target of 4 ha per 1,000 residents as the Township is expected to grow by approximately 2,456 people by 2047 based on the County's projections.

Other additional recreational services may also be required to accommodate the anticipated population growth based on the Township's service-level targets identified in the Parks and Recreation Master Plan. Examples include an additional indoor ice rink and library.

Trails & Connectivity

Tavistock currently has two trails within the village, with the Tavistock Rail Trail offering connections between the eastern portion of the Tavistock FSA and Queen's Park. Innerkip's trail network is currently restricted to the walking trails located within Innerkip Park.

Both the Tavistock and Innerkip FSAs currently contain roads connections that offer access to the existing settlement area. The road network in Tavistock could reasonably be connected to either the west side or the east side of the FSA, although the west side may offer slightly better connectivity as Highway 59 and 13th Line already intersect this portion of the FSA.

Oxford Road 33 and Blandford St intersect the west and southwest portions of the Innerkip FSA and provide direct access to the village core. However, the lands located in the south portion of the Innerkip FSA, east of the existing railway are not well connected with the existing settlement area and should not be considered for inclusion in the SABE.

School Facilities

Tavistock Public School is expected to reach capacity at a later date than the Innerkip Central School. However, both schools are expected to reach capacity in the coming years (2025 & 2023, respectively).

Given that the schools are set to reach capacity in the near term, it is likely that additional schools will be required in the future to accommodate student enrolment associated with the Township's anticipated growth.

Coordinating with TVDSB to identify future school facilities planned for the next 30-year period is recommended. Further discussion as to opportunities to combine facilities e.g., park and school facilities on one site might be feasible.

Emergency Services

Tavistock has both a fire department and police station located within the Village, in close proximity to the west portion of the Tavistock FSA. Innerkip has a fire department located within the Village core.

The Township's fire department is operated by volunteer fire fighters, who also respond to various other emergencies within the Township. Police services for the Township are operated by the Ontario Provincial Police, with the two closest detachments being located in Tillsonburg and Ingersoll.

As mentioned in the Oxford County Asset Management Plan, Tavistock's water system is designed for fire flow protection while Innerkip's is not. After discussions with County staff, the lack of fire flow protection in Innerkip is unlikely to impact the village's ability to accommodate additional growth as other fire protections and preventative measures are in place to compensate for the lack of fire hydrants.

Additional specialist reviews may be required to determine if additional emergency services are necessary to accommodate future populations. Further discussions may be required as it relates to asset management planning and the provision of fire, ambulance, and police services.

2.4 Fiscal Impact Analysis

Purpose

During Phase 3, a Fiscal Impact Analysis will be undertaken to provide a detailed financial analysis to present the net incremental value associated with implementing the various growth scenarios (preferred and alternatives) developed as part of the Secondary Plan.

Approach

The Fiscal Impact Analysis will include:

- A qualitative review of relevant fiscal policies, thresholds for debt limits and taxes, development charge policies, property tax assessments rates and 10-year capital plans.
- A financial assessment of each scenario to determine the short- and long-term municipal costs and revenues that can be expected to be generated from the secondary plan growth alternatives. A robust discounted cash flow financial model will be developed using data inputs established in the first phase. This will include:
 - Description and summary of the growth alternatives;

-
- An estimation of One-Time Revenues (DC charges) including to what extent will the development charges to be paid by the development cover the capital cost of providing services to the development alternatives;
 - An estimation of Other Fees and Charges (development application fees, cash-in-lieu, building permit fees, etc.);
 - Property taxes from the development and assessment assumptions;
 - An assessment of current revenues (non-tax revenues) to be projected from the development;
 - An assessment of the implication for expenditure and the incremental costs for the development (based on Financial Information Return data – income statement and balance sheet);
 - An assessment of the net operating impact (comparison of revenues and expenditures and the associated surplus/deficit on the township's finances from the development); and,
 - Study results and conclusions.

Context

Key Policy Drivers

Section 1.1.3.8 b) of the PPS permits a planning authority to identify a SABE where it has demonstrated that the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;

Next Steps

Conduct the Fiscal Impact Assessment as part Phase 3, once the SABE lands have been selected and the Secondary Plan land use concepts have been developed.

2.5 Cultural Heritage & Archeological Resources Desktop Review

Purpose

The purpose of the Cultural Heritage & Archeological Resources Desktop Review is to provide high-level archaeological reviews for the FSAs of both Innerkip and Tavistock. This can then be used to guide the selection of the SABE and future secondary planning decisions. These reviews do not constitute or take the place of a Stage 1 or 2 archaeological assessment.

Approach

The archaeological assessment process includes four stages of assessment as outlined by the Ministry of Tourism, Culture & Sports (MTCS) Standards and Guidelines for Consultant Archaeologists (MTCS, 2011):

- Stage 1: Assesses for presence of archaeological material and provide recommendations regarding further archaeological work, should it be required.
- Stage 2: Field survey of all areas that have been identified to hold archaeological potential to determine if archaeological resources are present within a given development area. If archaeological resources are identified, an assessment of the degree of cultural heritage value or interest of identified archaeological sites will be used to recommend the most appropriate strategies to mitigate the impacts to any identified archaeological sites.
- Stage 3: Site specific excavation.
- Stage 4: Mitigation of development impacts are conducted to better determine the extent and context of an archaeological site, and to develop strategies for the avoidance/protection or full excavation and removal of a site.

Context

Key Policy Drivers

Section 2.6.2 of the PPS states that Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.

Section 2.6.4 of the PPS indicates that planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.

Section 2.6.5 of the PPS requires that planning authorities engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.

Findings

It was determined that no previous archaeological assessments were conducted within the Innerkip FSA, and a majority of the Tavistock search area had not been subject to any either, however at least one was conducted within the Innerkip FSA. The previous archaeological work included Stage 1 and Stage 2 assessments which resulted in the determination that the area had a high potential for the presence of archaeological resources and the subsequent identification of one Indigenous archaeological findspot. The site consisted of four Onondaga secondary flakes, and no further work was recommended for this site.

Based on the MTCS's list of features that are indicative of archaeological potential, the current study areas have high potential for the presence of archaeological resources.

Given that archaeological potential exists within the study areas of both Innerkip and Tavistock, archaeological assessments will be required as part of any future Plan of Subdivision applications within the SABE lands. A Stage 1 archaeological assessment will result in the

recommendation for the completion of a Stage 2 archaeological assessment, having the potential to result in the identification of one or more archaeological sites, including the discovery of human remains. The presence of archaeological sites and/or human remains may result in delays to project schedules. The length of project delays due to the mitigation of archaeological concerns can vary based on the size, nature, and context of identified archaeological and/or burial sites. As each archaeological site is unique, project delays can not be estimated until the analysis of artifacts and cultural features has been completed.

2.6 Infill and Intensification Review

Purpose

The purpose of the Infill and Intensification Review is to verify and update the available land supply within the settlement boundaries of Tavistock and Innerkip in order to identify how much of the forecasted residential and employment growth can be accommodated within the existing settlement boundaries. The remaining land supply is then used to determine the land need requirement for the SABE.

Approach

WSP completed a desktop review of growth management materials provided by the County, including the County's Phase 1 Comprehensive Review, updated land supply/land need information prepared by the County and the land inventory data provided in GIS format.

WSP reviewed the materials against the land inventory data and validated the County's findings. This exercise included confirming the remaining residential and employment land supply within the settlement areas of both Tavistock and Innerkip. This review was completed in summer 2022.

Given the extension of the project timeline, the County had updated their land supply information at the end of 2022 and provided the updated land supply and land need information to WSP. WSP reviewed these numbers against the previous information and confirmed that they aligned with the previous approach, assumptions, and results.

In Fall of 2023, the County updated their land supply and land need information once again and provided these figures to WSP. This information represents the most up-to-date land need information and has been used in determining the overall land need (i.e., land area) for the SABE.

Context

Key Policy Drivers

Section 1.1.3.8 a) of the PPS permits a planning authority to undertake a SABE where it has demonstrated that sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon.

Findings

Land Need

Based on the County's estimated land supply within the existing settlement boundaries of Tavistock and Innerkip, the total residential land need for the Township is approximately 67 gross developable hectares (or 165 acres). This is based on the unit assumption of 17 units/net ha and a gross-to-net adjustment of 60% for parcels greater than 0.2 ha (0.5 ac) to account for the development of local roads, stormwater management pods, rights of way and servicing, as identified in the County's Phase 1 Comprehensive Review

The estimated employment land need for the Township is approximately 29 gross developable hectares (or 72 acres), and assumes a gross-to-net adjustment of 80% for all institutional, commercial, and industrial (ICI) parcels greater than 5 ha (12.3 ac) to account for the development of local roads, stormwater management ponds, rights of way and servicing. An additional 20% adjustment is also applied to account for underutilization and vacancy in order to identify the likely supply available for development over the long-term

The Phase 1 Comprehensive Review also mentioned that planning beyond the 25-year planning period can provide additional benefits for the County and Township, including:

- More comprehensive planning for infrastructure and public services;
- Ensuring long term protection of employment lands;
- Allowing the County and Township to respond more quickly to opportunities to secure large scale industrial employers; and
- Flexibility in designating additional growth lands to accommodate higher than expected growth.

Using the same growth assumptions provided in the Phase 1 Comprehensive review, the land need for an additional 5 years beyond the 25-year planning period would equate to approximately 20 gross developable hectares (or 50 acres) of residential land, and 8 gross developable hectares (or 20 acres) of industrial land.

Therefore, the total land needed for the SABE is approximately 96 gross developable hectares (67 gross developable hectares of residential land, and 29 gross developable hectares of industrial land) to accommodate the forecasted growth for the 25-year planning period (2023-2048), per the PPS. Given the considerable lead time typically required for settlement

expansions, the County and Township have expressed the desire for the Secondary Plan and servicing strategy to be undertaken for sufficient land to accommodate forecasted growth 5 years beyond the 25-year period to ensure a 30-year land supply can be maintained. As such, the Secondary Plan will seek to examine an additional 28 gross developable hectares (20 gross developable hectares of residential land and 8 gross developable hectares of industrial land) to position the Township to accommodate additional growth for the following 5-year period (2048-2053). However, the lands identified during the secondary planning exercise will not be included in the proposed SABE, but could be incorporated into the settlement boundary in the future through an Official Plan Amendment once these lands are required to accommodate any additional growth.

2.7 Multi-modal Transportation Study Review

Purpose

The purpose of the Multi-modal Transportation Study Review is to inform the Phase 2 Technical Evaluation by providing an overview of the existing and proposed transportation network within the villages of Tavistock and Innerkip. This review will inform the location of the SABE(s) and influence decision making during the secondary planning phase.

Approach

A desktop review of the 2014 Oxford Trails Master Plan, 2019 Oxford County Transportation Master Plan and 2021 Oxford County Cycling Master Plan – Phase 2 Draft Report was undertaken to identify findings and initiatives, including:

- Demographics and travel patterns, including population and employment, mode share and trip distribution in the County;
- Existing road infrastructure and intersection conditions;
- Proposed road improvements;
- Existing and proposed active transportation infrastructure;
- Planned public transit and potential rail service;
- Goods movement; and,
- Sustainable transportation opportunities, including electric and autonomous vehicles.

Context

Key Policy Drivers

Section 1.1.3.8 b) of the PPS permits a planning authority to identify a SABE where it has demonstrated that the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;

Section 1.6.7.1 of the PPS states that transportation systems should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.

Section 1.6.7.2 of the PPS states that efficient use should be made of existing and planned infrastructure, including through the use of transportation demand management strategies, where feasible.

Section 1.6.7.3 of the PPS indicates connectivity within and among transportation systems and modes should be maintained and, where possible, improved including connections which cross jurisdictional boundaries.

Findings

The Multi-modal Transportation Study Review presents an overview of the actions pertaining to the FSA that are outlined in the 2019 County TMP. The following points summarize the key considerations for the Phase 2 Technical Evaluation:

- The Township of East Zorra-Tavistock is expected to grow in population by about 28% and in jobs by about 13% by the year 2038;
- Oxford County envisions a 4% reduction in auto/single driver, a 2% increase in transit, and a 2% increase in Active Transportation (AT) by the year 2038;
- AT and transit infrastructure can be improved to connect the FSA with key commuter origin/destination areas such as the City of Woodstock;
- Studies currently in progress that may further describe transportation network infrastructure developments include the Oxford County Cycling Plan and the 2024 Oxford County TMP;
- Transit infrastructure and commuter rail service improvements can help connect the FSA with the Township, surrounding County, and the Greater Toronto Hamilton Area (GTHA); and
- The future transportation network should align with the County's 100% Renewable Energy Plan, including accommodation for implementation of new technologies such as EVs and AVs within the FSA.

2.8 Water-Wastewater Servicing Assessment

Purpose

The purpose of the Water-Wastewater Servicing Assessment is to identify the existing condition for the water and wastewater capacity for the Villages of Tavistock and Innerkip, and identify the preliminary system constraints in accommodating the future growth with the existing facilities.

The water and wastewater capacity information has been used to inform the selection of the SABE lands.

Approach

Water:

An InfoWater model was developed by C3 Water and the County and provided to WSP on January 13th, 2023, for this analysis. This model reflects the existing system operation, existing

water demands geo-coded based on the 2021 billing data, and existing network within each village.

Simulations were completed to validate the existing network layout and determine the minimum sizing of watermains required to service the needs within the existing village boundaries.

A preliminary analysis for the 2047 future conditions was also performed to evaluate the existing system capacity in accommodating the needs of the future growth. The estimated future demands were calculated based on the projected growth numbers provided by the County, and were loaded onto the junctions near the existing village boundaries.

Wastewater:

In addition, WSP developed a desktop model to evaluate the remaining capacity of trunk sewer, sewage pumping station (SPS) and wastewater treatment plant under baseline conditions in the existing planning horizon (2022). The same model was also used to evaluate the capacity under the 2047 ultimate buildout condition with all of the proposed developments within the existing settlement area boundary.

A more detailed modelling exercise for the future conditions will be undertaken as part of Phase 3 for both water and wastewater capacity.

Context

Key Policy Drivers

Section 1.1.3.8 b) of the PPS permits a planning authority to identify a SABE where it has demonstrated that the **infrastructure** and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;

Findings

Tavistock

Water:

There are no significant constraints in expanding the system based on the water servicing analysis of the baseline condition and preliminary future condition (only considers the developments within the existing settlement area boundary).

There is remaining capacity of approximately 30L/s in the existing planning horizon in Tavistock and the County is planned to install a new supply and storage facility between 2024-2028, as per the 2024 Water-Wastewater Master Plan. This increased capacity could provide more supply to accommodate the future growth.

Wastewater:

The wastewater servicing analysis of the baseline condition and preliminary future (only consider the developments within the existing settlement area boundary) indicates capacity challenges at William St. SPS. Additional capacity would be required to accommodate the boundary expansion within the vicinity of William St. SPS catchment area (west portion of FSA).

However, the Hope St. SPS and Wellington St. SPS are able to accommodate the projected growth within the existing settlement area boundary and have sufficient remaining capacity for the potential growth from the boundary expansion (approximately 30L/s at Hope St. SPS and 27L/s at Wellington St. SPS).

Innerkip**Water:**

There are no significant constraints in expanding the system based on the water servicing analysis of the baseline condition and preliminary future condition (only considers the developments within the existing settlement area boundary).

There is remaining capacity of approximately 3L/s in the existing planning horizon in Innerkip. There are currently no new water facilities being proposed in Innerkip, and the projected growth from the boundary expansion that can be accommodated in Innerkip is limited.

Wastewater:

Based on feedback from the County, it was identified that there is only sufficient servicing capacity within Innerkip to accommodate a portion of the anticipated growth (the equivalent of approximately 225 residential units).

Next Steps

More detailed water and wastewater modelling for the future growth areas will be completed in Phase 3 once the SABE lands have been identified.

3.0 Conclusions and Recommendations

This Technical Evaluation Summary Report represents the culmination of the overall Technical Evaluation process, which studied the Focused Study Areas to determine the most appropriate location(s) for the settlement area boundary expansion(s). Figure 7 and Figure 8 below provide an overview of the known development constraints identified through the Technical Evaluation process.

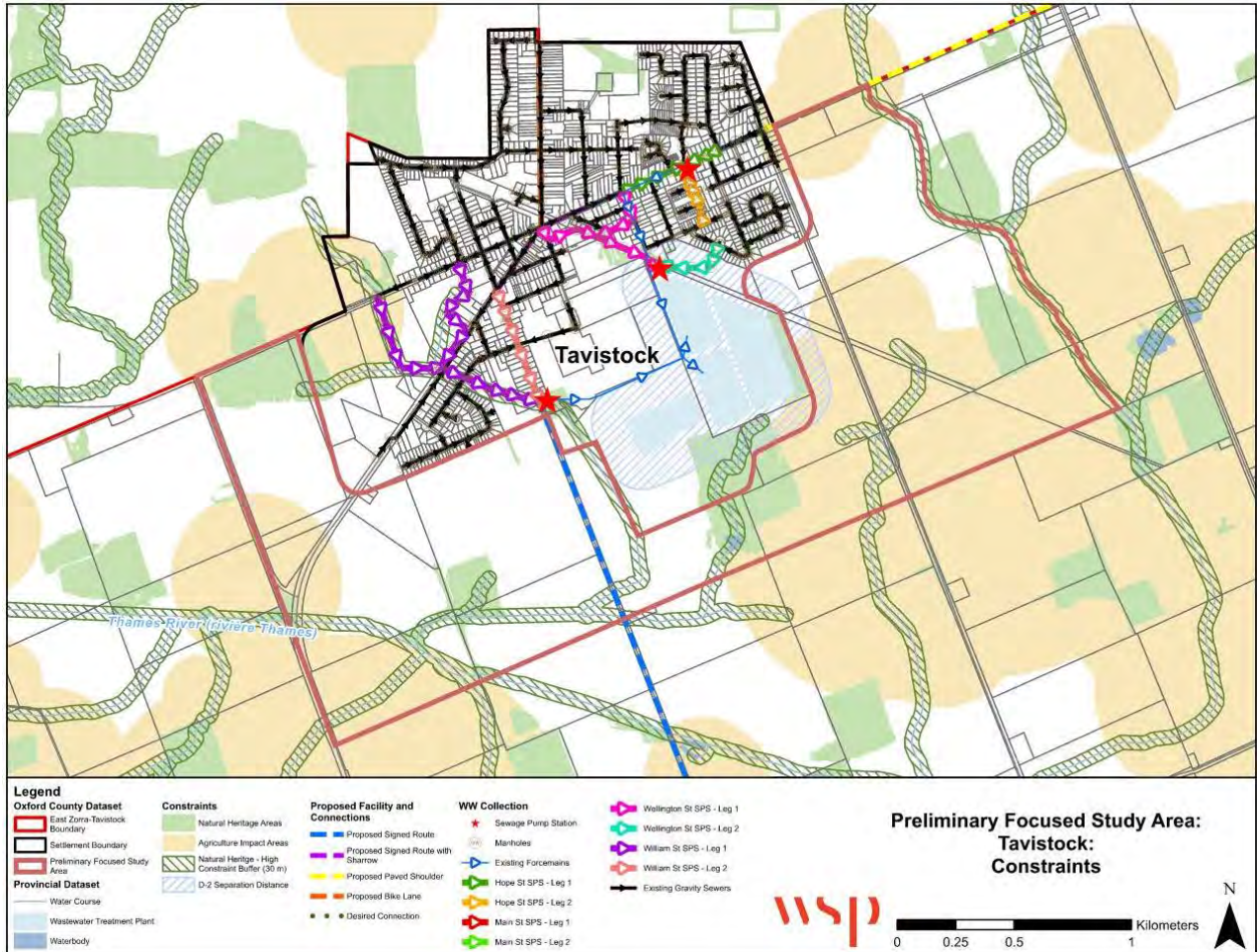


Figure 7: Tavistock Constraints Map

As shown in Figure 7, the Technical Evaluations identified Natural Heritage constraints and impacts from MDS arcs in the southeast and southwest portions of the FSA. In addition, wastewater servicing capacity challenges were identified at the William St. SPS.

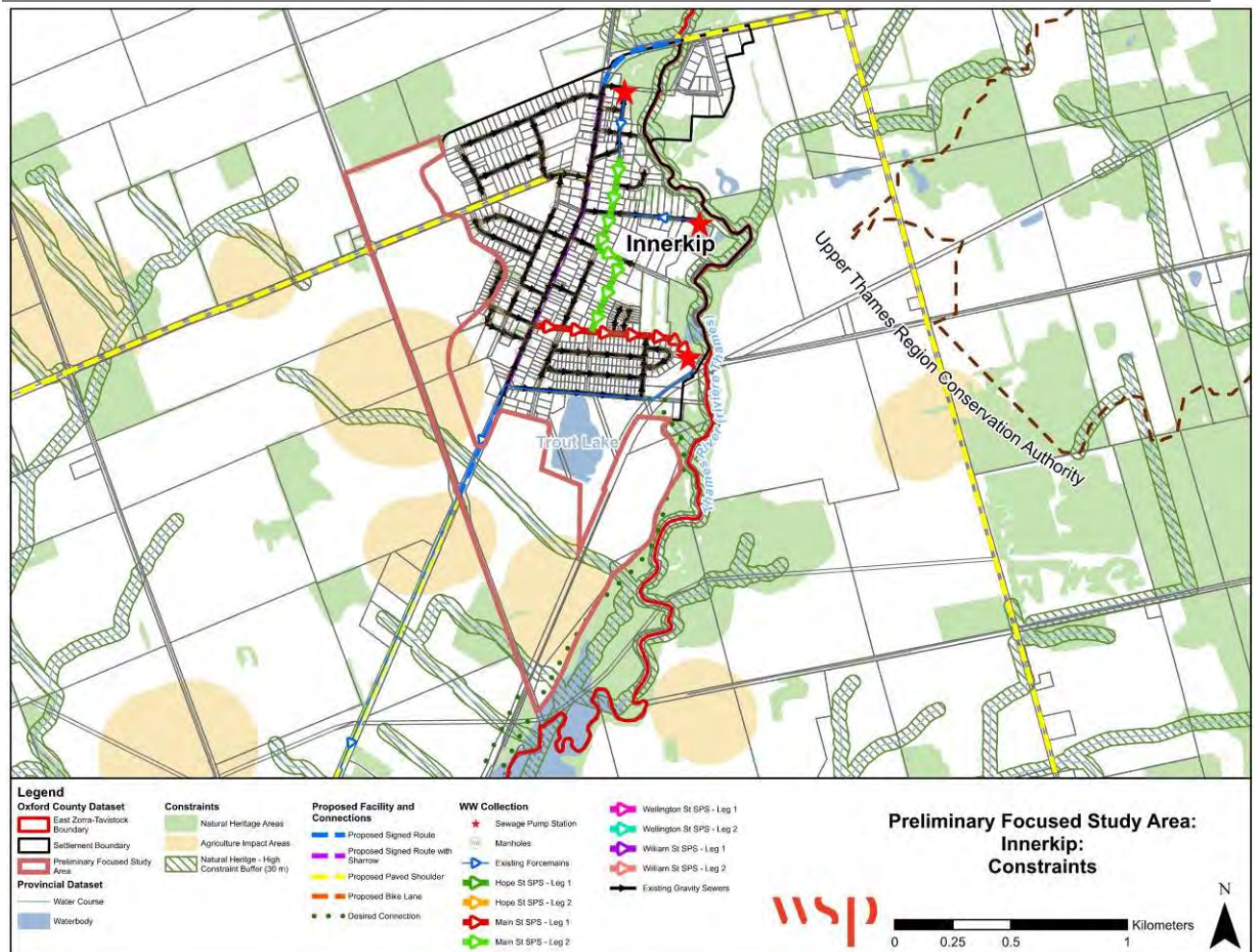


Figure 8: Innerkip Constraints Map

As shown in Figure 8, the lands in the south/southeast portion of the Innerkip FSA are impacted by Natural Heritage constraints and MDS arcs. There is also a portion of the FSA located west of the existing settlement boundary that is impacted by a MDS arc from the neighbouring agricultural operation located across 17th Line. It was also identified based on feedback from the County that there is limited wastewater servicing capacity in Innerkip, and, as such, the existing system can only accommodate a portion of the anticipated growth.

A total land need of 96 gross developable hectares (237.2 gross developable ac) is required to accommodate the anticipated growth within the current 25-year planning period. This includes 67 gross developable hectares (165.6 gross developable acres) of residential land, and 29 gross developable hectares (71.6 gross developable acres) of industrial land.

It should be noted that the secondary planning exercise in Phase 3 of the project will be undertaken for an additional 28 gross developable hectares of land (20 gross developable hectares of residential land and 8 gross developable hectares of industrial land) to position the Township to accommodate additional growth for 5 years beyond the current 25-year planning period (2048-2053). As noted in the Phase 1 Comprehensive Review, planning slightly beyond

the 25-year planning period can provide additional benefits for the County and Township, including:

- More comprehensive planning for infrastructure and public services;
- Ensuring long term protection of employment lands;
- Allowing the County and Township to respond more quickly to opportunities to secure large scale industrial employers; and
- Flexibility in designating additional growth lands to accommodate higher than expected growth.

The additional lands to be identified during the secondary planning exercise in Phase 3 are not included in the recommended SABE. However, these additional lands could be incorporated into the settlement boundary in a future Official Plan Amendment once these lands are required to accommodate any forecasted growth.

Based on the results of the Technical Evaluations presented in Section 2.0, it is recommended that the Township pursue settlement area boundary expansions for both Tavistock and Innerkip. The recommended SABE areas are demonstrated in the following section, along with an overview of why these lands were selected.

3.1 Recommended Settlement Area Boundary Expansions

The combined total area within the recommended SABE areas for both Tavistock and Innerkip is approximately 124.4 gross hectares (or 307.4 gross ac). When excluding any Natural Heritage features, the 30 m buffers surrounding high constraint features (as identified in the Natural Heritage evaluations), as well as any lands that are currently developed, this results in a net land area of approximately 105.1 ha (259.7 gross ac).

3.1.1 Tavistock

Based on the outcomes of the Technical Evaluation process, the recommended settlement area boundary expansion for Tavistock is shown below in Figure 9:

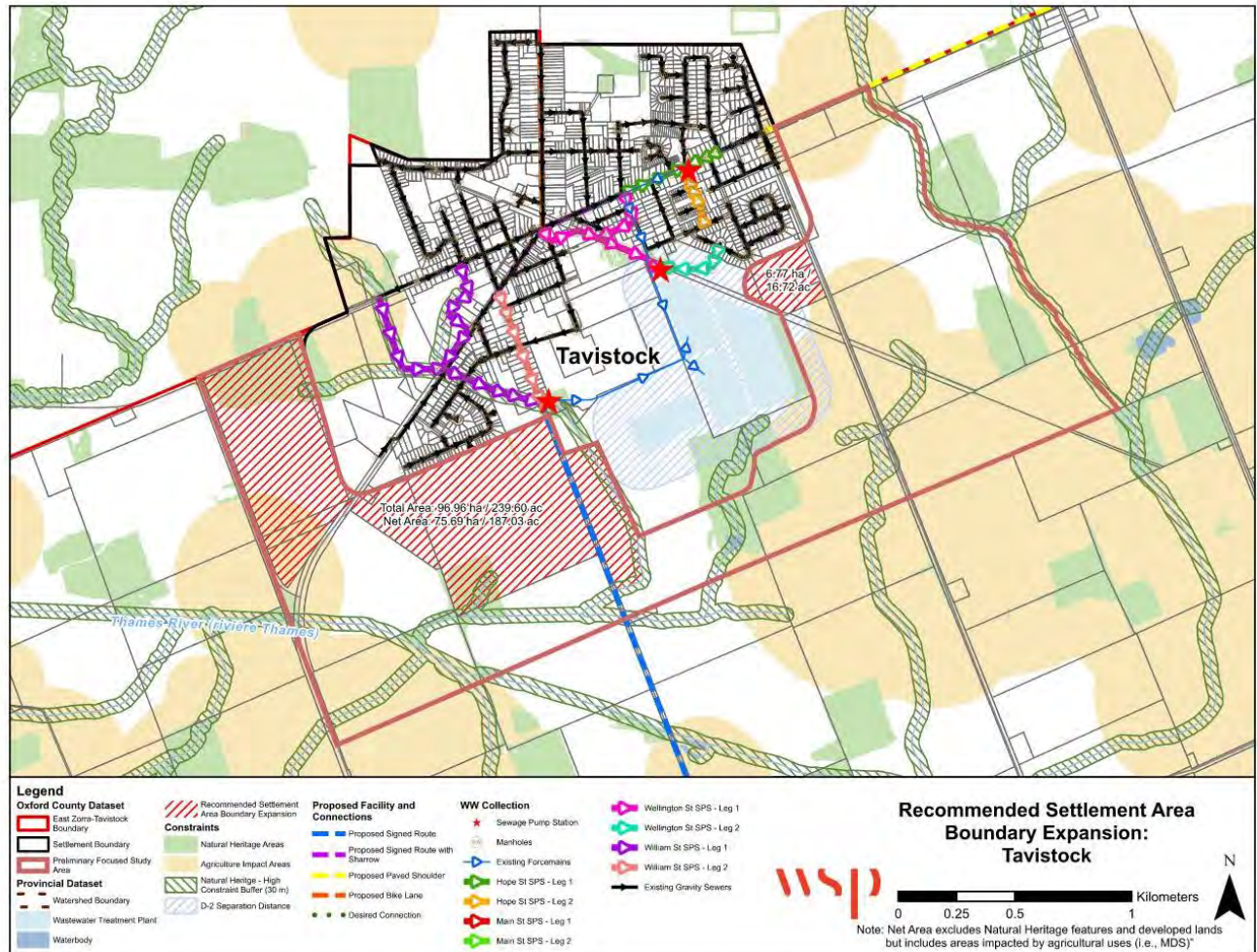


Figure 9: Recommended Settlement Area Boundary Expansion - Tavistock

The areas to the southwest of the existing settlement area boundary have been identified as most suitable for expansion based on the key findings of the technical evaluations and consistency with the PPS. This area provides a large enough section of contiguous land to accommodate much of the required land area, is the least impacted by development constraints, and offers opportunity for a mix of uses including both residential and industrial.

The additional findings that support the selection of these lands are outlined below:

Agricultural Impacts

- Minimum Distance Separation (MDS) requirements from existing livestock operations pose some constraints within both the Tavistock and Innerkip FSAs. Within the Tavistock FSA, the area located to the southwest of Tavistock’s existing settlement area boundary is the least impacted by the MDS arcs. The area east of Tavistock’s existing Settlement Boundary is slightly more impacted by MDS arcs.

- The majority of the lands within the Tavistock FSA are Prime Agricultural Lands. Further details on the soil and CLI capability of the SABE lands will be provided in Phase 3 of the project.
- While the AIA indicated that expansion into the Tavistock FSA would result in a greater impact on agricultural operations when compared to the Innerkip FSA, the Innerkip FSA does not have sufficient lands or the servicing capacity to accommodate all of the anticipated growth. Given that Tavistock is intended to be the Township's primary growth centre, it is most appropriate for the majority of the growth (and expansion area) to be accommodated within Tavistock.

Natural Heritage Impacts

- Within Tavistock, the Natural Heritage evaluation recommends that the SABE be refined to focus on the west portion of the FSA between the southwest boundary of the existing settlement area and the Thames River tributaries. The additional potential area for settlement expansion occurs between the eastern boundary of the existing settlement area and Shakespeare drain along the eastern boundary of the FSA.
- These areas provide a contiguous area of minimal natural heritage constraints and potential for a conceptual land use plan that can both maintain buffers to moderate constraint areas, and avoid fragmentation of natural heritage features.

Public Facilities

- Tavistock's Optimist Park is located in close proximity to the west portion of the Tavistock FSA, while Queen's Park is located closer to the east portion of the Tavistock FSA. This offers existing park space on either side of the village, which could help to support servicing capacity for residents in the future Secondary Plan area.
- Tavistock currently has two trails within the village. The Tavistock Rail Trail offers a connection between the existing settlement boundary and the eastern portion of the Tavistock FSA. However, 14th Line may act as somewhat of a barrier between the existing settlement area and the eastern portion of the FSA.
- Tavistock Public School is expected to reach capacity by 2025 based on existing conditions. This suggests that additional schools will be required to accommodate the future growth.
- Given that the schools are set to reach capacity in the near term, it is likely that additional schools will be required in the future to accommodate student enrolment associated with the Township's anticipated growth.
- Tavistock has both a fire department and police station located within the Village, in close proximity to the west portion of the Tavistock FSA. Additional specialist reviews may be required to determine if additional emergency services are necessary to accommodate future populations.

Transportation & Connectivity

- Highway 59 and 13th Line already intersect the recommended SABE lands, providing major connections to the existing settlement boundary and the Village core.
- The County has also planned for improvements for signed routes along 13th Line.
- The recommended SABE lands are contiguous with the existing settlement boundary, allowing for a natural connection to the existing settlement area. This also provides opportunities for connections with the existing road network, specifically with the residential lands located at the southern border of the existing settlement boundary, directly adjacent to the recommended SABE lands.
- The eastern portion of the FSA is currently separated from the existing settlement boundary by 14th Line and does not contain any existing roads. While some of the roads within the existing settlement boundary such as Henry Eckstein Way could be extended into the eastern portion of the FSA, 14th Line may act as somewhat of a barrier between the eastern portion of the FSA and the existing settlement boundary.

Servicing

- There are no significant constraints in expanding the water system based on the water servicing analysis of the baseline condition and preliminary future conditions (which only considers the developments within the existing settlement area boundary).
- There is remaining water capacity of approximately 30L/s in the existing planning horizon in Tavistock and the County is planned to install a new supply and storage per the 2024 Water-Wastewater Master Plan during 2024-2028, which can provide more supply to accommodate the future growth.
- The wastewater servicing analysis of the baseline condition and preliminary future (only considers developments within the existing settlement area boundary) indicates capacity challenges at William St. SPS. This may pose a challenge to servicing the recommended SABE lands as further upgrades to the William St. SPS will be required to ensure that the William St. SPS can accommodate the servicing needs of the future Secondary Plan area.
- It is understood that the County is already undertaking an Environmental Assessment (EA) exercise to upgrade the capacity of the William St. Pumping Station. While this study currently does not consider the impacts of the recommended SABE lands, the results of this Technical Evaluation could feed into the current or a future EA process for the future upgrade to the William St. SPS.
- To address any servicing challenges, a phased approach to growth and development can be introduced through the Secondary Plan to ensure that any future development is adequately served.
- The Hope St. SPS and Wellington St. SPS are able to accommodate the projected growth within the existing settlement area boundary and have sufficient remaining capacity for the potential growth from the boundary expansion (approximately 30L/s at Hope St. SPS and 27L/s at Wellington St. SPS). This means that there is sufficient servicing capacity for any future expansions to the east portion of the FSA.

Other Considerations

- As shown in Figure 7, the eastern portion of the FSA contains approximately 40 gross ha of land area that is not directly constrained by Natural Heritage features and MDS requirements. This on its own is not enough land to accommodate the anticipated growth and additional expansion areas would be required.
- The recommended SABE lands contain approximately 97 gross ha (75.7 net ha) of contiguous land area that is not directly impacted by development constraints, allowing for a larger portion of the land need to be accommodated in this area. This can support the goals of compact development and complete communities as it only requires settlement boundary expansion in one direction, and is contiguous with the existing settlement boundary. The configuration of the recommended SABE lands provides opportunities for greater connectivity with the existing settlement boundary and can make use of existing infrastructure and services.
- Only a portion of the lands located east of 13th Line (391 William St South) have been included in the recommended SABE as the eastern portion of the site contains natural heritage features and poor soil conditions which make it unlikely that these lands will be developed over the long term.
- Two properties located on the west side of the recommended SABE lands (537108 Oxford Road 34 and 537098 Oxford Road 34) are already developed and currently contain agricultural businesses on site. As such, these lands have been included in the recommended SABE lands as they contain urban land uses which would be suitable for inclusion in the Village's settlement boundary. Given that these properties are adjacent to the larger parcel to the north, they would also be contiguous with the existing settlement boundary. However, since these lands are already developed, they are not considered as part of the developable supply needed to accommodate the forecasted growth.
- The lands located at 637119 14th Line, on the east side of the existing settlement boundary have also been recommended for inclusion in the SABE. These have been included to provide additional lands to satisfy the land need requirements and also to provide a minor rounding out of the existing settlement boundary. These lands are contiguous with the existing settlement boundary, providing opportunities for connectivity with existing services and infrastructure. Note, that the lands are in close proximity to the sewage treatment lagoons located southwest of the site, and, as such, land use compatibility will need to be considered.

3.1.2 Innerkip

Based on the outcomes of the Technical Evaluation process, the recommended settlement area boundary expansion for Innerkip is shown below in Figure 10:

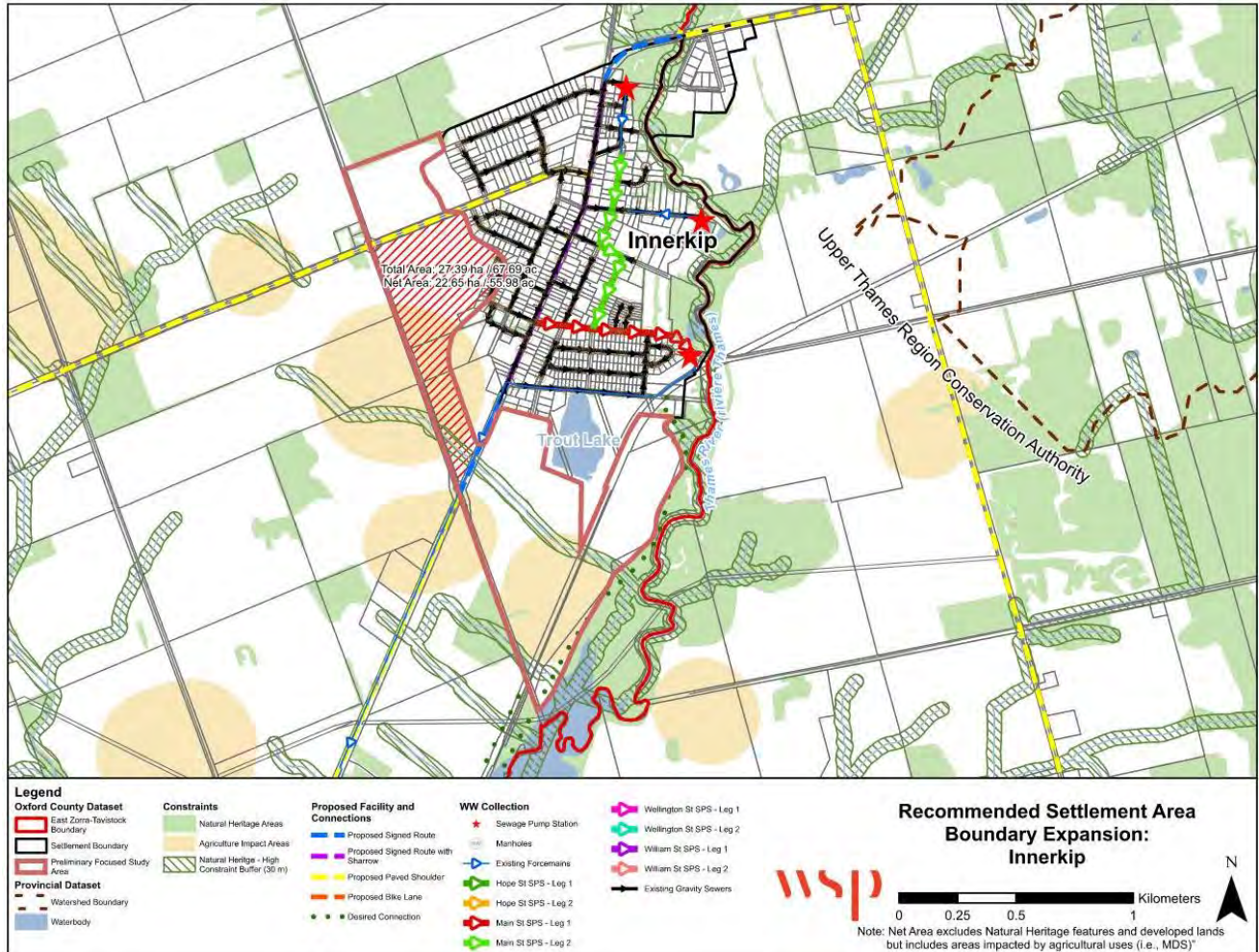


Figure 10: Recommended Settlement Area Boundary Expansion – Innerkip

The area to the west of the existing settlement area boundary, between of Oxford Rd. 33 and Blandford St. have been identified as most suitable for expansion based on the findings of the technical evaluations. These lands provide a contiguous area with minimal development constraints that can accommodate a portion of the anticipated growth, while also offering opportunities for a mix of uses and connectivity with the existing settlement area.

The additional findings that support the selection of these lands are outlined below:

Agricultural Impacts

- The majority of the lands within Innerkip FSA are considered Prime Agricultural Lands. Further details on the soil and CLI capability of the SABE lands will be provided in Phase 3 of the project.
- MDS arcs from existing farm operations do impact areas within the FSA. This includes a portion of the area to the west of Innerkip's existing Settlement Area Boundary, north of Oxford Road 4/Blandford St. The area in the northwest corner of the Innerkip FSA provides a contiguous area that is not impacted by MDS arcs. Further mitigation will be identified during the secondary planning phase to ensure that sensitive lands uses are not impacted by the MDS arc currently located within the recommended SABE.

Natural Heritage Impacts

- In Innerkip, the Natural Heritage Evaluation recommends that the SABE be refined to focus on the portion of the FSA north of Oxford County Road 4/Blandford St. This area provides a contiguous area of minimal natural heritage constraints and potential for a conceptual land use plan that can both maintain buffers to moderate constraint areas, and avoid fragmentation of natural heritage features.

Public Facilities

- A portion of Innerkip Park and the entirety of Innerkip Community Centre are centrally located within the Innerkip FSA, immediately west of the existing settlement boundary. Including these community facilities within the expansion area provides an opportunity for serving the population of the SABE/Secondary Plan area once the lands are developed.
- Innerkip's trail network is currently restricted to the walking trails located within Innerkip Park. However, there may be opportunities to expand these trails and connections within the future SABE lands if Innerkip Park is brought into the settlement boundary.
- Innerkip Central School was expected to reach capacity by 2023, suggesting that additional schools will be required to accommodate any future growth.
- Innerkip has one fire department located within the village core, and the village does not have fire flow protection. However, the lack of fire flow protection in Innerkip is unlikely to impact the village's ability to accommodate additional growth as other fire protections and preventative measures are in place to compensate for the lack of fire hydrants.
- Additional specialist reviews may be required to determine if additional emergency services are necessary to accommodate future populations.

Transportation & Connectivity

- Oxford Road 33 and Blandford St intersect the west and southwest portions of the Innerkip FSA and provide direct access to the village core.
- The recommended SABE lands in Innerkip are contiguous with the existing settlement boundary and provide opportunities for connections with the existing settlement area.
- The lands located in the south portion of the Innerkip FSA, east of the existing railway are not well connected with the existing settlement area and should not be considered for inclusion in the SABE.

Servicing

- There are no significant constraints in expanding the system based on the water servicing analysis of the baseline condition and preliminary future condition (only considers developments within the existing settlement area boundary)
- There is remaining water capacity of approximately 3L/s in the existing planning horizon in Innerkip. There are currently no new water facilities being proposed in Innerkip, and the projected growth from the boundary expansion that can be accommodated in Innerkip is limited. It is estimated that the remaining 3L/s in Innerkip could accommodate approximately 1,440 additional residents or 1,030 jobs, including both the existing settlement area and the SABE lands. Since only a portion of the anticipated growth will be allocated to Innerkip, this should be sufficient capacity over the planning horizon.
- In conversation with the County, it was determined that the existing wastewater servicing capacity within Innerkip is limited and will only be able to accommodate a portion of the anticipated growth (the equivalent of approximately 225 residential units). The lands included in the recommended SABE represent the remaining growth that can reasonably be accommodated within the existing wastewater capacity.

Other Considerations

- The recommended SABE lands provide a contiguous land area that would extend the settlement boundary to 17th Line, rounding out the settlement boundary.
- The Innerkip Community Centre lands have been recommended for inclusion to formally recognize its significance within the Innerkip community and to serve future residents of the SABE/Secondary Plan area. The Innerkip Community Centre also serves as a buffer to mitigate the MDS arc from the neighbouring livestock operation located across 17th Line.
- The lands located to the south of the Innerkip Community Centre (695536 17th Line) have also been recommended for inclusion in the SABE to avoid an awkward settlement boundary configuration.

#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 #CAO2023-18

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Treasury – December 2023 Council Report

Date: December 13, 2023

Recommendation:

None. For information only.

Report:

2023 Budget Monitoring Notes:

- Staff are working diligently with our insurer, Intact, and our municipal partners in transit to address insurance requirements for the 2024 launch of our EZTransit program. Unfortunately, restrictions and limitations in available coverage have forced a delay in the program to the new year.
- As discussed in November as part of Report #CAO2023-14, the 2023 capital budget for recreation did not include funding for a laser levelling system for the Tavistock Arena. Council had requested staff at that time to provide an update on the projected 2023 surplus to see if funding could be allocated from any surplus to this unbudgeted expenditure. Our most recent actuals to date are provided below for Council's consideration.

2024 Budgetary Notes:

- Township staff have received notification of our 2024 OCIF (Ontario Community Infrastructure Fund) but were required to maintain its confidence until December 15, 2023. Our funding will be decreasing by \$27,214 from \$181,427 in 2023 to \$154,213 in 2024 (please see Appendix "B").
- 2024 Proposed Budget Presentation Schedule:
 - February 7th Initial Council Presentation*
 - February 14th Working Session (Special Meeting)*
 - February 21st Public Meeting*

Other Departmental Notes:

- Staff have included in Appendix “A” the annual Treasurer’s Statement for Development Charges and Cash-in-Lieu of Parkland, as a requirement under the Development Charges Act. This report is for Council’s information only and is to be posted to the Township’s website annually. Staff will be providing this report in April each year going forward as part of the annual audit preparation work.
- As directed at the December 6th meeting, staff have prepared the amended 2024 User Fees and Charges By-law for Council’s consideration, with an effective date of January 1, 2024.

Financial Highlights:

Township of East Zorra-Tavistock
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS
 2023 Approved Operating and Capital Budgets

Revised Date: 14-12-2023
 % Budget Period: 95.07%

Net Budgets By Department	2023 Approved	2023 Actual to Date	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, Locates and Drainage	358,265	335,040	23,225	93.52%	no drawdown to date for Building Departmental expenses
Corporate Services	2,503,188	2,240,704	262,484	89.51%	new building construction cash flow hitting 2023 versus most budget in 2022 (netted out)
Fire and Protective Services	1,311,281	1,267,355	43,926	96.65%	fire payroll now recorded
Parks and Recreation	832,687	671,466	161,221	80.64%	ERTH solar panel revenue catch-up from 2021-2023
Public Works	3,127,428	2,529,856	597,572	80.89%	major capital projects completed with funding
Treasury Services	(889,653)	(1,370,563)	480,910	154.06%	investment income in excess of budget significantly
	7,243,196	5,673,858	1,569,338	78.33%	

Attachments:

1. Appendix “A” – 2022 DC and CIL Treasurer’s Statement
2. Appendix “B” – 2024 OCIF Formula-Based Allocation Notice

Respectfully submitted by:



Karen DePrest
 Chief Administrative Officer/Treasurer

APPENDIX 'A'

**2022 TREASURER'S STATEMENT
DEVELOPMENT CHARGES AND CASH--IN-LIEU OF PARKLAND**

Table 1: Summary of Reserve Fund Activity

DEVELOPMENT CHARGES SERVICES	FIRE	RECREATION	GENERAL GOVERNMENT	PUBLIC WORKS	TOTALS
Opening Balance, January 1, 2022	221,770.25	156,373.81	11,700.95	821,609.25	1,211,454.26
Net Development Charges Collected	0.00	54,368.96	2,951.30	11,154.55	68,474.81
Investment Income	4,295.01	5,495.92	3,285.22	548.74	13,624.89
TOTAL Contributions	4,295.01	59,864.88	6,236.52	11,703.29	82,099.70
For acquisition of tangible capital assets		120,891.71			120,891.71
For current operations		25,732.05	62,826.50		88,558.55
TOTAL Disbursements	0.00	146,623.76	62,826.50	0.00	209,450.26
Closing Balance, December 31, 2022	226,065.26	69,614.93	-44,889.03	833,312.54	1,084,103.70

Table 2: Summary of Approved Projects Funded From Development Charges

DEVELOPMENT CHARGES SERVICES	FIRE	RECREATION	GENERAL GOVERNMENT	PUBLIC WORKS	TOTALS
2022 Innerkip Pavillion Renovations (Jon Witzel Contracting)		120,891.71			120,891.71
2021-2022 Parks and Recreation Master Plan (Stantec Consulting)		25,732.05			25,732.05
2022-2023 East Zorra-Tavistock Settlement Boundary (WSP Consulting)			62,826.50		62,826.50

Table 3: Cash-in-Lieu of Parkland Activity

CASH-IN-LIEU OF PARKLAND	TOTALS
Opening Balance, January 1, 2022	260,124.93
Cash-in-Lieu of Parkland Revenues	9,000.00
Investment Income	5,524.06
TOTAL Contributions	14,524.06
For acquisition of tangible capital assets	0.00
For current operations	0.00
TOTAL Disbursements	0.00
Closing Balance, December 31, 2022	274,648.99



Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of East Zorra -Tavistock

December 2023

Disponible en français

Overview

2024 OCIF Funding

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2024 Funding Year is as follows:

2024 formula allocation	\$154,213
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Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting requirements noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2022 Financial Information Return, etc.), the Recipient must report on funding twice each year, providing information on how program funding is or will be used, and again after year-end on how funding was actually used.

In the spring, prior to the start of the construction season the Recipient will submit to the Ministry an **initial report** that includes information on planned/proposed projects that make use of OCIF funding. The Recipient will also submit to Ministry a **final report for the year** on or before March 31st that will include the amount of interest earned on Funds over the year, information on actual annual expenditures and a status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed. Standard reporting forms will be sent out close to each reporting timeline.

Payment of Funds

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient’s plan to utilize funding.

Ontario Community Infrastructure Fund (OCIF)
 Revised Allocation Notice
 The Corporation of the Township of East Zorra -Tavistock

Data Sources

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions, Asset Management Plans and Schedule 51A of the Financial Information Returns (FIR).
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission and not included in a municipality's asset management plan, the Ministry is using its own CRV estimates for those assets.
- To derive CRV estimates, four years (2019, 2020, 2021, 2022) of FIR data were considered, giving priority to the most recent available data.
- For municipalities that submitted a CRV template through the 2023 CRV data collection process, CRVs used for 2024 OCIF were capped at 150% of their MOI FIR-based estimates and limited to 70% of MOI FIR-estimates as their lowest point. In cases where the Ministry did not receive a template submission, CRVs from asset management plans were anchored to +/- 30% of MOI's FIR-based estimates.
- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission
- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).

Data sources: Final 2022 Market Change Profile (MCP) and 2024 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2021 or 2022 for PILs). 2024 OMPF (Ontario Municipal Partnership Fund) data released October 2023.

- **Median household income:** Statistics Canada's measure of median income for all private households in 2020.

Ontario Community Infrastructure Fund (OCIF)
Revised Allocation Notice
The Corporation of the Township of East Zorra -Tavistock

Below are the key data source values used to calculate your 2024 allocation:

The Corporation of the Township of East Zorra -Tavistock		
	Inputs	
a	Core infrastructure CRV estimate	\$68,550,424
b	Adjusted core infrastructure	\$282,481,684
c	Weighted property assessment	\$1,408,620,661
d	Number of households	3,181
e	Median household income	\$100,000
Ind 1*	Indicator 1 (h ÷ i)	-0.2756
f	Indicator 1 – Raw (b ÷ c)	0.2005
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.2711 g2: Lowest: 0.0151 g3: Highest: 1.4344
h	Difference between Indicator value and Median (f – g1)	-0.0706
i	Difference between the Median and the Minimum value (g1 - g2) ¹	0.2560
Ind 2*	Indicator 2 (l ÷ m)	-0.1176
j	Indicator 2 – Raw (b ÷ d ÷ e)	0.8880
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 0.9986 k2: Lowest: 0.0584 k3: Highest: 4.1491
l	Difference between Indicator value and Median (j – k1)	-0.1106
m	Difference between the Median and the Minimum value (k1-k2) ²	0.9402
Ind	Infrastructure Index (Ind1+Ind2)/2	-0.1966
n	Median of Infrastructure Indices of all eligible municipalities	-0.0331
o	Percentage points away from the Median	-16.35
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) \$194.538 - \$24 x (n - Ind) ÷ 10% ³	\$155.29
q	Median core infrastructure multiplier	\$194.538
	2023 OCIF Allocation	\$181,427
	2024 OCIF Allocation Maximum of (p x a ÷ \$100,000) or \$100,000, up to \$10 million, limited to ±15% variance from 2023 grant**	\$154,213

****Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is below the median, the difference between the median and the lowest value is calculated (g1-g2)

Note 2: Since the indicator is below the median, the difference between the median and the lowest value is calculated (k1-k2)

Note 3: Since the index is below the median, the funding multiplier per \$100,000 of core infrastructure is less than \$194.538

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: www.ontario.ca/page/ontario-community-infrastructure-fund#section-5.

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

COUNTY OF OXFORD

BY-LAW #2023 - 38

**BEING A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO
TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL
YEAR ENDING DECEMBER 31, 2024**

WHEREAS Section 407 of the Municipal Act, S.O. 2001 provides authority for a municipality to borrow from time to time, by way of promissory note, such sums as the Council considers necessary to meet, until taxes are collected, the current expenditures of the Corporation for the year;

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by Section 407(2) of the Municipal Act;

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

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note during the year 2024 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Bank of Montreal (BMO)** and such other lender(s) as may be determined from time to time by resolution of Council.
3. The total amount, which may be borrowed at any one time under this by-law, shall be in accordance with Section 407(2), Section 407(3) and Section 407(4) of the Municipal Act.
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law.

5. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
6. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
7. Promissory Notes made under Section 1 shall be sealed with the seal of the Corporation and signed by the head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.
8. This by-law shall take effect on January 1, 2024.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF DECEMBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

COUNTY OF OXFORD

BY-LAW #2023 - 39

Being a by-law to establish an Interim Tax Levy for the year 2024.

WHEREAS Section 317 (1) of the Municipal Act S.O. 2001, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes.

AND WHEREAS Section 317 (3) of the Municipal Act S.O. 2001 states that the amount levied on a property shall not exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

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

1. That for the year 2024 the interim levy shall be levied raised and calculated on all real property taxable and liable to pay the same according the last revised assessment roll in an amount not to exceed 50% of the total amount of the taxes for municipal and school purposes on the property for the previous year.
2. The said interim tax levy shall be due and payable in two instalments on or before the following dates:

First Instalment	February 29, 2024
Second Instalment	May 31, 2024

3. That a charge as a penalty of one and one-quarter per cent on the amount of any outstanding taxes levied in 2024 shall be made on the first day of default and on the first day of each calendar month thereafter in which default continues until December 31, 2024, and any such additional amount shall be levied and collected in the same manner as if it had been originally imposed with and formed part of such levy.
4. That interest of one and one-quarter per cent on the amount of any taxes due and unpaid after December 31, 2024, shall be charged on the first day of each calendar month thereafter in which the default continues.

5. That all taxes payable under the Pre-Authorized Monthly Payment Plan, shall be due and payable on the fifteenth day of each calendar month, beginning in January and ending in October, November, or December of 2024, dependent upon plan enrolment.

6. That all taxes payable under the Pre-Authorized Installment Payment Plan, shall be due and payable on the 29th day of February, 2024, and 31st day of May, 2024.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF DECEMBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

COUNTY OF OXFORD

BY-LAW #2023 - 40

**Being a by-law to appoint a Committee of Adjustment for
the Township of East Zorra-Tavistock for the year 2024.**

WHEREAS Section 44(1) of the Planning Act, R.S.O. 1990 Chapter P.13 authorizes the Council of a local municipality to constitute and appoint a committee of adjustment;

AND WHEREAS Section 44(3) of the Planning Act provides that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

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

1. That the Committee of Adjustment for the Corporation of the Township of East Zorra-Tavistock is hereby constituted and the following persons are hereby appointed as its members for the year 2024 or until their successors are appointed.

(1) Phil Schaefer - Chairperson	(5) Jeremy Smith
(2) Matthew Gillespie	(6) Steven Van Wyk
(3) Scott Rudy	(7) Scott Zehr
(4) Brad Smith	

2. That all by-laws inconsistent with the provisions of this by-law are hereby repealed.

3. That this by-law comes into full force and effect on January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY
OF DECEMBER, 2023.**

Phil Schaefer, Mayor

seal

Will Jaques, Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 41**

Being a by-law to enter into an Agreement with Tavistock Men's Club

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, S. 8 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Corporation of the Township of East Zorra-Tavistock and Tavistock Men's Club deem it appropriate to enter into agreement for the purpose of establishing rights and responsibilities related to use, operation and maintenance of the Tavistock District Recreation Complex Concession Booth;

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

1. That Schedule "A" attached hereto and forming part of this by-law, being an agreement between the Corporation of the Township of East Zorra-Tavistock and Tavistock Men's Club, is hereby approved.
2. That the Mayor and Clerk are hereby authorized to sign, on behalf of the Township of East Zorra-Tavistock, the agreement, attached hereto as Schedule "A".

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF DECEMBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk

Schedule "A"

LEASE AGREEMENT

THIS LEASE made effective as of the ___ day of _____ 2023

BETWEEN:

TAVISTOCK MEN'S CLUB
78 Woodstock St. North
Tavistock, Ontario, N0B 2R0

-and-

The Corporation of the Township of East Zorra-Tavistock
90 Loveys Street,
Hickson, Ontario, N0J 1L0

Whereas by the parties hereto wish to enter into a Lease whereby The Tavistock Men's Club (the Tenant) leases for a term of 12 (twelve) months, from and including the 1st day of September 2023, to and including the 31st day of August 2024, the Concession Booth at 1 Adam Street, Tavistock, known municipally as the Tavistock Arena (the "Leased Premises");

Now therefore this agreement witness that in consideration of the sum of two dollars (\$2.00), the receipt and sufficiency of which is hereby acknowledged, and the parties agree as follows.

1. Lease Term

The Landlord hereby leases to the Tenant the premises for a term of twelve (12) months commencing on September 1, 2023, (the "Commencement Date") and ending on August 31, 2024. The Tenant shall have and is hereby granted options to renew the term of this Lease for four further periods of twelve months each upon mutual agreement with the Landlord. Such extended terms to begin upon the expiration of the initial term of this Lease and all terms, covenants, and provisions of this Lease shall apply to such extended terms. If the Tenant elects to exercise any options, it shall do so by giving the Landlord notice in writing of its intention at least 3 months prior to the expiration of the then current term of this Lease.

2. Lease Fee

The Landlord covenants and agrees that no fee shall be applicable to the Tenant for the Leased Premises.

3. Utilities

The Landlord covenants and agrees to pay the utility charges connected with the hydro, water, natural gas, and internet for the Leased Premises. The Tenant covenants and agrees that they shall pay all monthly and installation charges associated with installing a separate telephone or cable services.

4. Keys

The Tenant covenants and agrees that the keys entrusted to the Tenant for the fulfillment of the contract shall not be duplicated and must be fully protected at all times and returned to the Landlord at the expiration of the contract period.

5. Supplies

The Tenant shall be responsible for ordering, stocking and paying for all goods purchased for resale.

6. Delivery and Storage

The Tenant covenants and agrees that it is their responsibility to be on site for all deliveries of supplies and equipment, during hours where the Landlord's staff is on scheduled duty. All supplies and equipment are to be received without the assistance of the Landlord's staff or equipment.

Mail delivery is not permitted to the leased space. The Tenant is responsible for all mail delivery to a post office box as paid for by the Tenant or alternative address.

7. Fixturing

All existing improvements prior to the commencement of the Lease shall remain in the premises at the termination or expiration of the Lease and the Tenant shall not be responsible to remove any such pre-existing leasehold improvements at the termination or expiration of the Lease. However, the Tenant shall be responsible for removed leasehold improvements constructed or altered by the Tenant in the premises during the term of the Lease. The Tenant shall repair any damage caused by the removal of its chattels, furniture and equipment from the Lease Premises.

8. "As Is" Condition

The Tenant agrees to accept the Lease Premises on an "as is" basis. The Tenant shall be permitted to install new leasehold improvements or make alterations to the existing leasehold improvements subject to the reasonable approval of the Landlord, and in accordance with the provisions of the Lease.

9. Use and Occupancy

The Lease Premises shall be used solely for the use of the Concession Booth. The Tenant shall occupy the Lease premises effective as of the Commencement Date.

10. Equipment

The Tenant covenants and agrees that any employee or subcontractor of the Tenant will, respective of the lease be held responsible for all damages which may occur to the Landlord's or private property resulting from the faulty operation or usage of equipment by them or their employees.

The Tenant covenants and agrees that they and any subcontractor shall provide and maintain adequate and suitable means to save the sites and contents from injury, dust, and defacement during the term of the lease and services required hereunder by means of approved protection where necessary or directed by the Township.

The Landlord agrees that the hotdog roller and refrigerator are the property of the Tenant.

11. Repair and Maintenance

The Tenant covenants and agrees that the Leased Premises shall be kept clean, clear of waste, paper, garbage, combustible materials, and obstructions, and shall not cause or permit any noises or odours which would constitute a nuisance to emanate from the area of operation. The Tenant shall be responsible for the materials and goods required for cleaning.

The Tenant covenants that during the term of the Lease and any renewal thereof the Tenant shall keep in good condition the Premises including all equipment, alterations and additions made thereto.

The Landlord shall be responsible for repair and maintenance to all equipment, save and except the hotdog roller and refrigerator which are the property of the Tenant. Notwithstanding the above, while the Landlord shall be responsible for maintenance (including oil changes) of the deep fryer, the Tenant shall be responsible for notifying the Landlord when the deep fryer oil requires changing and shall also be responsible for purchase of the deep fryer oil. Further, the Tenant shall be responsible for all cleaning related to the range hood, while the Landlord shall be responsible for required compliance inspections of the range hood.

The Tenant shall permit the Landlord, or a person authorized by the Landlord to enter the Premises to examine the condition thereof and view the state of cleanliness at all reasonable times. If upon such examination additional cleanliness is necessary, the Tenant shall complete such cleaning tasks forthwith. If the Tenant refuses to keep the Premises clean, the Landlord shall complete the required cleaning tasks, and the Tenant shall pay the cost of them immediately.

12. Structural Repair and Maintenance

The Landlord covenants that during the term of the Lease and any renewal thereof the Landlord shall repair and maintain or cause to be repaired and maintained the structure of the building, the exterior, walls, roofs, pipes, plumbing, electrical wiring, and other installations of a structural nature.

13. Snow Removal

The Landlord covenants that during the term of the Lease and any renewal thereof the Landlord shall maintain the grounds including parking lot and sidewalk snow removal within 48 hours.

14. Alterations and Additions

If the Tenant, during the term of this Lease or any renewal of it, desires to make any alterations or additions to the Premises, including but not limited to: erecting partitions, attaching equipment, and installing necessary furnishing or additional equipment of the Tenant's business, the Tenant may do so at their own expense, at any time and from time to time if the following conditions are met:

- (a) Before undertaking any alteration or addition the Tenant shall submit to the Landlord a plan showing the proposed alterations or additions and the Tenant shall not proceed to make any alteration or addition unless the Landlord has approved the plan, and the Landlord shall not unreasonably or arbitrarily withhold their approval;

- (b) Any and all alterations or additions to the Premises made by the Tenant must comply with all applicable building code standards, fire code and by-laws of the municipality in which the Premises are located.

All alterations and additions to the Premises made by or on behalf of the Tenant, other than the Tenant's trade fixtures, shall immediately become the property of the Landlord without compensation to the Tenant.

15. Insurance and Indemnification

The Tenant shall take out and keep in force the following policies of insurance issued by an Insurer acceptable to the owner. The Tenant shall provide to the Corporation of the Township of East Zorra-Tavistock and proof of said insurance, prior to the commencement of the lease. The Township shall be listed as an additional insured and held harmless with respect to any actions or operations of the Tenant.

The Tenant covenants to keep the Township indemnified against all claims and demands whatsoever by any person, whether in respect of damage to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Premises or the sublicensing or assignment of same or any part thereof. And the Tenant further covenants to indemnify the Township with respect to any encumbrance on or damage to the Premises occasioned by or arising from the act, default, or negligence of the Tenant, its officers, agents, servants, employees, contractors, customers, invitees or Tenants and the Tenant agrees that the foregoing indemnity shall survive the termination of this Lease.

The Tenant shall carry multi-peril or all-risks insurance in its own name insuring against the risk of damage to the Tenant's property within the Premises caused by fire, lightning, storm or other perils and the policy shall provide for coverage on a replacement cost basis to protect the Tenant's stock-in-trade, furniture, equipment, trade fixtures, decorations and improvements and the Township shall be a named insured thereon.

The Tenant shall carry public liability and property damage insurance to cover the Tenant's business and all operations and activities conducted by the Tenant on the Premises, its directors, officers, employees and agents in an amount not less than \$5,000,000.00 per occurrence, in which policy or policies the Township shall be named as an additional insured and include a cross-liability endorsement and a waiver of any right of subrogation, contribution or recourse by the Tenant's insurer(s) against the Township and its employees.

The Tenant shall carry adequate Tenant's Legal Liability insurance to cover the Tenant's business and all operations and activities conducted by the Tenant, its directors, officers, employees and agents and the Tenant shall provide a copy of such policy(ies) to the Township forthwith upon execution of this Lease.

Upon the execution of the Lease, the Tenant shall provide copies of the insurance policies required by this Section to the Township and where the Township is an additional insured, such policies shall contain a 30 day notice of cancellation clause to the Township. The Tenant shall provide renewal certificates of all such insurance policies on or before the expiration date endorsed upon such policy during the Term of this Lease. The Tenant acknowledges that proof of insurance shall be provided on a standard form used by the Township, a copy of which has already been received by the Tenant.

16. Employment

The Tenant and any subcontractor of the Tenant will, respective of this Lease,

- (1) Employ only residents of Canada and those persons legally able to work in Canada
- (2) In employing persons, refrain from discriminating against any person by reason of their race, religion, political affiliations or gender.

17. Occupational Health and Safety Act

The Tenant must ensure compliance with the Ontario Health and Safety Act and indemnify the Township of East Zorra-Tavistock for any failure to do so.

18. Safe Food Handling

The Tenant must ensure compliance with any requirements or directives from Southwestern Public Health, including Safe Food Handling.

19. Compliance with the Accessibility for Ontarians with Disabilities Act

The Tenant shall ensure that all its employees and agents receive training regarding the provision of goods and services contemplated herein to persons with disabilities in accordance with Section 6 of the Ontario Regulation 429/07 and Section 7 of Ontario Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005, as amended.

20. Assignment/Subletting

The Tenant shall not assign or sublet this Lease to a third party without the prior written consent of the Landlord, which consent shall not be unreasonably withheld or delayed. All subleasing shall be subject to the Landlord's consent and governed by the Lease. No assigning, subletting or parting with possession of the Lease Premises shall in any way relieve the Tenant from fulfillment of any obligations under the Lease.

Notwithstanding the foregoing, the Tenant is permitted to make use of volunteer labour from other groups or organizations to fulfil its commitment to operating the Concession Booth.

21. No Representation

There are no covenants, representations, agreements, warranties or conditions in any way relating to the subject matter of this agreement expressed or implied, collateral or otherwise, except as expressly set forth herein.

22. Time of Essence

Time shall be the essence of this Lease.

23. Signage

The Tenant shall be permitted to install signage within the Concession Booth as mutually agreed upon by both parties. All costs in connection with the design, installation, maintenance, repairs and removal will be the sole responsibility of the Tenant. All signage shall be subject to the Landlord's consent.

24. Enurement

This Lease shall enure to and be binding upon the parties hereto and their respective successors and permitted assign.

25. Acts of Default and Landlord's Remedies

1. An act of Default has occurred when:

- (a) The Tenant has breached their covenants or failed to perform any of their obligations under this Lease; and
 - (i) The Landlord has given notice specifying the nature of the default and the steps required to correct it; and
 - (ii) The Tenant has failed to correct the default as required by the notice;
- (b) The Tenant has;
 - (i) Become bankrupt or insolvent or made an assignment for the benefit of Creditors;
 - (ii) Had its property seized or attached in satisfaction of a judgement;
 - (iii) Had a receiver appointed;
 - (iv) Committed any act or neglected to do anything with the result that a Construction Lien or other encumbrance is registered against the Landlord's property;
 - (v) Taken action if the Tenant is a corporation, with a view to winding up, dissolution or liquidation
- (c) Any insurance policy is cancelled or not renewed by reason of the use or occupation of the Premises, or by reason of non-payment of premiums.

2. When an Act of Default on the part of the Tenant has occurred:

- (a) The Landlord shall have the right to terminate the Lease and to re-enter the Premises and deal with them as they may choose.

3. If, because an Act of Default has occurred, the Landlord exercises their right to terminate this Lease and re-enter the Premises prior to the end of the Term, the Tenant shall nevertheless be liable for payment of Rent and all other amounts payable by the Tenant in accordance with the provisions of this Lease until the Landlord has re-let the Premises.

26. Governing Law

This agreement shall be governed by the laws of the Province of Ontario.

27. Termination

Either the Tenant or the Landlord may terminate this lease for breach of contract by either party on thirty (30) days notice in writing by either party.

28. Landlord's Consent

The undersigned hereby consents to and has the authority to bind the Landlord, the foregoing Lease, but not any further assignment of the Lease or sublease of the leased premises.

29. Notice

(1) Any notice required or permitted to be given by one party to the other pursuant to the terms of this Lease may be given:

To the Landlord at:
Township of East Zorra-Tavistock
90 Loveys Street, PO Box 100
Hickson, Ontario, NOJ 1L0

To the Tenant at:
Tavistock Men’s Club
78 Woodstock St. North
Tavistock, Ontario, NOB 2R0

(2) The above addresses may be changed at any time by giving ten (10) days written notice.
(3) Any notice given by one party to the other in accordance with the provisions of this Lease shall be deemed conclusively to have been received on the date delivered if the notice is served personally or seventy-two (72) hours after mailing if the notice is mailed.

30. Registration

The Tenant shall not at any time register notice of or a copy of this Lease on Title to the property of which the premises form part without consent of the Landlord.

31. Interpretation

(1) The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.
(2) Unless the context otherwise requires, the word “Landlord” and the word “Tenant” wherever used herein shall be constructed to include the executors, administrators, successors and assigns of the Landlord and Tenant, respectively.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the date first above written.

TENANT

TAVISTOCK MEN’S CLUB

President:
I have the Authority to bind the Corporation

Dated

LANDLORD

THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK

Phil Schaefer
Mayor
I have the Authority to bind the Corporation

Dated

Will Jaques
Clerk
I have the Authority to bind the Corporation

Dated

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 42**

Being a by-law to impose User Fees and Charges

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, S. 391.1 provides municipalities the authority to impose fees and charges on persons;

AND WHEREAS the Corporation of the Township of East Zorra-Tavistock wishes to impose fees and charges for:

- a) Services and activities provided and done;
- b) Costs payable by it for services and activities provided by the Township;
- c) The use of Township property, including property under Township control.

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

1. That Schedule "A" attached hereto and forming part of this by-law, and the User Fees and Charges contained therein, shall become effective on January 1, 2024;
2. That any and all previously imposed User Fees and Charges be hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF DECEMBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk

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Schedule "A"
To By-Law 2023-42

Administration		
Fee Description	Unit of Measure	2024 Proposed Rate (HST Applicable)
General Black/White Copying & Printing	per side	\$ 0.50
General Colour Copying & Printing	per side	\$ 0.75
Burial Certificate	per person	\$ 15.00
Tax Certificate	per property	\$ 60.00
Zoning Certificate	per property	\$ 60.00
Building Work Order	per property	\$ 50.00
NSF Fee or Returned Cheque/PAP	per payment	\$ 35.00
Interest on Past Due Accounts	balance outstanding/monthly	1.25%
Electric Vehicle Charger	per hour	\$ 2.00
Tax Bill Re-Print	per bill	\$ 10.00
Lottery Licences	% of prize value	3%
MFIPPA Request	each	\$5.00 plus actual cost
Tax Sales Process	actual cost+	Actual Cost + 10%

Waste Management		
Fee Description	Unit of Measure	2024 Proposed Rate (Rates set by County)
Blue Bin	per bin	6.50 (Inc HST)
Green Cone	per cone	\$51.50 (Inc HST)
Black Composter	per composter	\$20.00 (Inc HST)
Garbage Tag	per tag	\$2.00 (Tax Exempt)

By-Law Enforcement		
Fee Description	Unit of Measure	2024 Proposed Rate
Kennel Licence	per kennel	\$ 100.00

Fire Services		
Fee Description	Unit of Measure	2024 Proposed Rate (HST Applicable)
9-1-1 Sign Post and Cap	each	\$ 35.00
9-1-1 Blade & Hardware	each	\$ 35.00
9-1-1 Blade & Hardware (post, blade and bolts)	each	\$ 70.00
9-1-1 Sign - New Install by Township, incl. hardware	each	\$ 150.00
Fire Route-Sign, Post & Hardware	each	\$ 55.00
Fire Route-Sign Installed by Township	each	Full Cost Recovery
Work Orders	each	\$ 50.00
Smoke Alarm	each	\$ 15.00
CO Detector	each	\$ 30.00
CO Detector and Smoke Alarm	each	\$ 35.00
Inspection Requests	each	\$ 150.00
Incident Reports Requested	per report	\$ 100.00

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Schedule "A"
To By-Law 2023-42

Public Works		
Fee Description	Unit of Measure	2024 Proposed Rate (HST Applicable)
Culverts:		
9m width, 300 - 400mm (30' width, 15")		\$ 1,725.00
12m width, 300 - 400mm (40' width, 15")		\$ 2,300.00
18m width, 300 - 400mm (40' width, 15")		\$ 3,335.00
18m width, 300 - 400mm (40' width, 18")		\$ 3,680.00
Extensions per metre (3')(15")		\$ 173.00
9m width, 450mm (30' width, 18")		\$ 1,955.00
12m width, 450mm (40' width, 18")		\$ 2,530.00
Extensions per metre (3')(18")		\$ 230.00
9m width, over 450mm (30' width, 18")		priced individually
12m width, over 450mm (40' width, 18")		priced individually
Extensions per metre (3') over 450mm		priced individually
Waterbreak - 9m		\$ 518.00
Waterbreak - 12m		\$ 633.00
Waterbreak - 18m		\$ 805.00
Waterbreak - Extensions per meter		\$ 115.00
Other:		
Curb Cut or Relocation of existing curb (7.5m min cut)		\$600 (flat rate)
Private Drain Connection (7.5 m max)		\$30 permit + Full cost Recovery

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Schedule "A"
To By-Law 2023-42

Planning		
Fee Description	Unit of Measure	2024 Proposed Rate (Tax Exempt)
Application:		
Site Plan Control Agreement Application	per application	\$ 550.00
Site Plan Control Agreement Additional Charge (Oxford County Public Works Development Review Fee)	per application	\$2,000 (New) \$1,000 (Amendments)
Zone Change Application	per application	\$ 750.00
Zone Change Application Additional Charge (County Public Works Review Fee)		\$ 150.00
Minor Variance Application		\$ 500.00
Minor Variance Application Additional Charge (Oxford County Public Works Review Fee)		\$ 100.00
Refunds:		\$ -
Refund of Application Submitted-No Work Started		\$ 0.80
Refund of Application Submitted-Surrounding Property Owner List Created		\$ 0.60
Refund of Application Submitted-Surrounding Property Owner List Created,Application Circulated for Agency Comment		\$ 0.40
Refund of Application Submitted-Any Point After Agency Comment Circulation		\$ -
Deposit:		\$ -
Site Plan Control Agreement (Inc. Legal and Engineering) Deposit	per severance	\$ 3,000.00
Severance Agreement Deposit		\$ 2,000.00
Cash in Lieu of Parkland		\$ -
Cash in Lieu of Parkland for Severances that create a new residential lot		\$ 2,000.00
Renewable Energy Projects:		
Renewable Energy Projects Municipal Consultation Costs		Actual Staff Costs+ 15% overhead (\$500 max for OH)
Renewal Energy Projects Municipal Agreement Deposit		\$25,000 to initiate Municipal Agreement +Additional Deposits per the agreement
Renewal Energy Projects Municipal Agreement Costs Recovery (Legal, Engineering, etc.)		Actual External Professional Costs + Actual Staff Costs +15% Overhead (\$500 max for OH)
Renewable Energy Projects Municipal Council Support Resolution Application		\$ 250.00

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Schedule "A"
To By-Law 2023-42

Recreation		
Fee Description	Unit of Measure	2024 Proposed Rate
Innerkip Community Centre (Capacity 230)		
Hall Rental -Full Rate Monday-Friday 4pm-Midnight Saturday and Sunday 6am-Midnight (SOP Licensed/Commercial)	Daily	\$ 382.50
Hall Rental - Reduced Rate	Daily	\$ 153.75
Main Hall - Hourly (no minimum)	Hourly	\$ 56.25
Re-occurring rental charge (fitness classes, etc.) & 8 week minimum	Hourly	\$ 37.50
Kitchen Use	per use	\$ 120.00
Memorial Hall (Main Hall: Capacity 320 Upper Hall: Capacity 85)		
Main Hall -Full Rate Monday-Friday 4pm-Midnight Saturday and Sunday 6am-Midnight (SOP Licensed/Commercial)	Daily	\$ 510.00
Main Hall - Reduced Rate	Daily	\$ 205.00
Main Hall - Hourly	Hourly	\$ 75.00
Re-occurring rental charge (fitness classes, etc.)	Hourly	\$ 50.00
Upper Hall - Full Rate	Daily	\$ 85.00
Upper Hall - Reduced Rate	Daily	\$ 45.00
TDRC Hall (Capacity 120)		
Upper Hall (Includes Kitchen & Bar)Full Rate	Daily	\$ 120.00
Upper Hall (Includes Kitchen)Reduced Rate	Daily	\$ 100.00
Main Hall	Hourly	\$ 35.00
Re-occurring rental charge (fitness classes, etc.) & consecutive week minimum	Hourly	\$ 25.00
Upper Hall	Hourly	\$ 30.00
Upper Hall Bar and Kitchen	Daily in addition to hourly hall rental	\$ 25.00
Upper Hall Board Room	Daily	\$ 40.00

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Schedule "A"
To By-Law 2023-42

Tavistock Arena (Capacity 732)		
Arena Ice Time - Prime	Hourly Monday to Friday: 4 pm to Midnight Saturday-Sunday: 6 am to Midnight	\$ 170.00
Arena Ice Time - Non-Prime	Hourly Monday to Friday: 6am to 4 pm	\$ 112.00
Arena Minor Ice-Time - Prime	Hourly Monday to Friday: 4 pm to Midnight Saturday-Sunday: 6 am to Midnight	\$ 131.00
Arena Minor Ice Time - Non-Prime	Hourly Monday to Friday: 6am to 4 pm	\$ 108.00
Arena Ice Time - May-August Rate - PRIME	Hourly	\$ 170.00
Arena Floor & Stands Prime	Daily	\$ 674.00
Arena Dressing Rooms	Per Dressing Room Per Day	\$ 25.00
Public Skating		
Public Skating Pre-School (Ages 3 and under)	per person	Free
Public Skating - Child	per person	\$ 2.00
Public Skating - Adults	per person	\$ 3.00
Public Skating - Family Pass	per family	\$ 9.00
Public Skating - Sponsorship	per hour	\$ 175.00
Curling Club		
Curling Club Floor Area Prime Time	Daily	\$ 85.00
Curling Club Floor Area Non Prime Time	Daily	\$ 85.00
Curling Club Lease Rate	Annual	\$ 16,272.00
Arena Signage		
Arena Signage Large Wall Sign	Annual	\$ 300.00
Arena Signage Small Wall Sign	Annual	\$ 200.00
Arena Signage User Group Logo Painted in the ice	Annual	\$ 225.00
Arena Signage Corporate Logo Painted in the ice	Annual	\$ 1,000.00
Zamboni Signage		
Zamboni Signage Top	Annual	\$ 525.00
Zamboni Signage Front	Annual	\$ 525.00
Zamboni Signage 1/3 of a side	Annual	\$ 375.00
Zamboni Signage 1/2 of a side	Annual	\$ 525.00
Zamboni Signage Lower Middle on side	Annual	\$ 325.00
Zamboni Signage Back Wash Water Tank	Annual	\$ 325.00
Parks		
Recreation Hall Area Full Rate (Licensed, SOP)	Daily	\$ 75.00
Recreation Hall Area Reduced Rate	Daily	\$ 75.00
Recreation Hall Area	Hourly	\$ 25.00
Tavistock Picnic Shelter Including Hydro Full Rate	Daily	\$ 75.00
Tavistock Picnic Shelter Including Hydro Reduced Rate	Daily	\$ 75.00
Hickson Pavilion Including Hydro Full Rate	Daily	\$ 75.00
Hickson Pavilion Including Hydro Reduced Rate	Daily	\$ 75.00
Innerkip Pavilion Including Hydro Full Rate	Daily	\$ 75.00
Innerkip Pavilion Including Hydro Reduced Rate	Daily	\$ 75.00
Kitchen (in addition to other rental)	Daily	\$ 20.00
Agricultural Pavilion Including Hydro Reduced Rate	Daily	\$ 75.00
Dumping Station	Per Dump	\$ 10.00
Recreation - Standard Fees Across All Facilities		
Cancellation Fee (Less than 24 hours notice)	Per Cancellation (Any Facility)	\$ 50.00
Baseball Diamonds	Minor Ball Sets Rates	\$ -

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 43**

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

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

All actions and proceedings of the Council taken at its meeting held on the 20th day of December, 2023 except those taken by By-law and those required by law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out herein provided, however, that any member of this Council who has dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect of this By-law as it applies to such action or proceeding.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20th DAY OF DECEMBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk