

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

AGENDA

**for the Meeting to be held on Wednesday January 17, 2024 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 20, 2023, Council Meeting Minutes
 - b) Woodstock – UNESCO CIM Membership
 - c) AORS – Potential Municipal Equipment Operator Course
5. Delegations & Appointments:
 - a) 7:15 p.m. – MVA Application A-8-2023 (King)
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #CIO2024 – 01 re: Commemorative Bench and Tree Program
 - e) Staff Report - #CAO2024 – 01 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2024-01 – Actual Cost By-law (Tavistock Drain 1985 - Recon. 2023)
 - b) By-law #2024-02 – Actual Cost By-law (Parker Drain 2022)
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) November 15, 2023, Closed to the Public Session Minutes (s. 239 (2) (e))
 - b) Personal Matters about an Identifiable Individual – HR Matter (s. 239 (2) (b))
 - c) Proposed Disposition of Land – Property in Hickson (s. 239 (2) (c))
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 Township Administration Building, Hickson, Ontario at 7:00 p.m. on Wednesday December 20, 2023.

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

Members Absent: None.

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

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted the work of the "The Women of Ontario Say No" group, who are advocating for government legislation to hold municipally-elected politicians accountable for violence and harassment. Additionally, Councillor SMITH recognized former Township Councillor Don Lazenby, who was in attendance in the meeting gallery.

Approve
Agenda

1. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that Council approve the agenda for the December 20, 2023, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

2. Moved by: Steven VAN WYK
Seconded by: Scott RUDY
Resolved that Council confirm the Minutes of the December 6, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- ROEDC – September to November 2023 Activity Report
- Good Roads – 2024 Conference
- Staff Report - #CAO2023 – 18 re: Treasury Reporting

Correspondence & Reports – Resolutions Following:

ROEDC –
September to
November 2023
Activity Report

Council reviewed the September – November, 2023 Activity Report from the Rural Oxford Economic Development Corporation (ROEDC).

Good Roads –
2024
Conference

Council discussed attendance at the upcoming Good Roads Conference in April, 2024. No members were able to attend the conference. In addition, Council discussed the upcoming AMO Conference, being held in August, 2024.

AMO – 2024
Conference

3. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that Council approve the attendance of the following members at the 2024 AMO Conference, to be held August 18-21, 2024, in Ottawa:
- Phil Schaefer
 - Jeremy Smith

CARRIED.

Treasury Board
Secretariat –
Community
Emergency
Preparedness
Grant

Council reviewed the correspondence from the Treasury Board Secretariat regarding the recently announced Community Emergency Preparedness Grant.

4. Moved by: Jeremy SMITH
Seconded by: Brad SMITH
Resolved that Council approve the Township submitting an application under the Community Emergency Preparedness Grant program.

CARRIED.

County Council–
Updates &
Questions

Mayor SCHAEFER provided an update on County Council activities, including the recently approved 2024 budget.

At 7:15 p.m., Logan Romph and Matt Alexander from WSP, the consultants working with the Township on the Secondary Plan project, made a presentation to Council regarding updates on the project, as well as the recommended settlement area boundary expansion (SABE) lands. Council entertained questions and comments from the public, who were advised that there will be additional opportunities for public engagement as the project continues.

- 5. Moved by: Jeremy SMITH
 Seconded by: Scott ZEHR
 Resolved that Council endorse moving forward with the proposed Settlement Area Boundary Expansion (SABE) lands, as presented by WSP at the December 5, 2023, meeting.

CARRIED.

Recorded Vote on Resolution #5 called by Councillor Smith.

NAME	YEA	NAY
Matthew GILLESPIE	X	
Scott RUDY	X	
Phil SCHAEFER	X	
Brad SMITH	X	
Jeremy SMITH	X	
Steven VAN WYK		X
Scott ZEHR	X	
Total - CARRIED	6	1

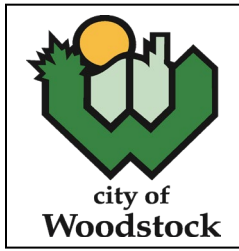
Staff Report
#CAO2023 – 18
re: Treasury
Reporting

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

- 6. Moved by: Brad SMITH
 Seconded by: Scott ZEHR
 Resolved that Council approve the purchase of a laser levelling unit using surplus funds from the 2023 Township budget.

CARRIED.

- By-law: 7. Moved by: Scott RUDY
Seconded by: Jeremy SMITH
1st & 2nd Resolved that the following by-laws be read a first
Reading and second time:
- 2023-38 – Borrowing By-law
 - 2023-39 – Interim Tax Levy By-law
 - 2023-40 – Committee of Adjustment (2024)
 - 2023-41 – Tavistock Men’s Club Agreement (Concession Booth)
 - 2023-42 – User Fees and Charges
- CARRIED.**
- By-law: 8. Moved by: Brad SMITH
Seconded by: Matthew GILLESPIE
3rd & Final Resolved that the following by-laws be read a third
Reading and final time:
- 2023-38 – Borrowing By-law
 - 2023-39 – Interim Tax Levy By-law
 - 2023-40 – Committee of Adjustment (2024)
 - 2023-41 – Tavistock Men’s Club Agreement (Concession Booth)
 - 2023-42 – User Fees and Charges
- CARRIED.**
- Other and Unfinished Business
- Through Council, a question had been brought forward from a resident regarding changing the street name of the Zorra/East Zorra-Tavistock Line. The resident will be advised to request a delegation at an upcoming Council meeting to present their request.
- Confirming By-law 9. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that By-law #2023-43 being a by-law to confirm the proceedings of Council held Wednesday December 20, 2023, be read a first, second and third time this 20th day of December, 2023;
- And further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.
- CARRIED.**
- Adjourn 10. Moved by: Scott RUDY
Seconded by: Brad SMITH
Resolved that Council does now adjourn at 9:48 p.m.
- CARRIED.**



Office of the City Clerk
Woodstock City Hall
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Woodstock, ON
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Telephone (519) 539-1291

December 18, 2023

Oxford County Municipalities

Re: UNESCO CIM Membership

At the regular Council meeting held on December 14, 2023, Woodstock City Council passed the following resolution:

“That Woodstock City Council supports taking the actions necessary to meet the requirements of joining UNESCO Coalition of Inclusive Municipalities CIM;

And further that the Mayor sign the Declaration as a step towards becoming a member of UNESCO CIM;

And further that staff be directed to inform the Canadian Commission for UNESCO of the City of Woodstock’s intention to join the CIM;

And further that this resolution be circulated to local area municipalities encouraging their Council to consider joining the CIM and requesting their collaboration on inclusive initiatives where possible.”

Yours Truly,

Sunayana Katikapalli, Deputy Clerk

Cc: Councils of Oxford County Municipalities

Clerk's Note: Information regarding UNESCO's Coalition of Inclusive Municipalities (CIM) can be found on their website:

<https://en.ccunesco.ca/networks/coalition-of-inclusive-municipalities>



January 8, 2024

Dear Head of Council, Deputy Head of Council and Councillors,

Your local Public Works department provides invaluable services within your community. Without the dedicated public works employees that you are fortunate to have, many basic functions in your community would not be able to happen. Without maintained roads, your emergency services (police, fire, and ambulance) would not be able to respond to calls, school buses could not run to get children to school, and your residents would not be able to leave to work, school, appointments, children's extra-curriculars and any other activity important to them. Additionally, as you work with the provincial government to tackle the housing crisis, your communities require more core infrastructure to handle the growth. For the health and safety of our communities it is important we keep our Public Works department staff complement full, and well trained.

Public Works departments across the province have already begun to feel the impacts of labour shortages, and as we will begin to see many retirements across the province, the shortage will become even more exasperated. From a recent survey that AORS completed with public works departments from across Ontario, we know that 91.5% of respondents will be hiring entry level positions in the next three to five years. However, we are already seeing the start of the labour shortage. From our survey, we found that 70% of respondents already reported getting less than five applications for entry level positions when posted, and the top three challenges municipalities are currently facing is a lack of applicants, applicants that do apply not meeting the required qualifications and municipalities having to compete with private sector positions.

Over the last year, AORS has been dedicating much of our advocacy to encouraging youth to consider careers in public works through career fairs, local government presentations to students, developing printed resources for guidance counsellors and much more. AORS has also been working closely with Fanshawe College Corporate Training Solutions to develop a Municipal Operator Course that would train potential municipal equipment operators to come to your municipality with the basic knowledge they need to begin maintaining your core infrastructure. This would be the first course of its kind that would attract potential students from across the Province of Ontario. To fund this endeavor, AORS has applied for a Skills Development Fund through the Province's Ministry of Labour, Training, Immigration and Skilled Trades. We are reaching out to you for your support in our application and your advocacy to the province on why having more – and qualified – applicants to our public works departments are so imperative.

We would ask that you consider passing the following motion:

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as

emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that (INSERT MUNICIPALITY NAME) supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, (INSERT MUNICIPALITY NAME) calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, (INSERT MUNICIPALITY'S NAME)'s Member of Provincial Parliament (INSERT LOCAL MPP NAME) and the Association of Ontario Road Supervisors.

We appreciate your on-going support and should you have any questions or concerns, please do not hesitate to contact AORS for all things municipal public works!

Best regards,



John Maheu
AORS Executive Director



Dennis O'Neil
AORS Member Services Coordinator



Christie Little
AORS Training and Programming Coordinator



Kelly Elliott
AORS Marketing and Communications Specialist

Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: www.oxfordcounty.ca

Our File: **A08-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of East Zorra-Tavistock Committee of Adjustment

MEETING: January 17th, 2024

REPORT NUMBER: CP 2024-12

OWNER: Brian King

148 Loveys Street East, Hickson, ON N0J 1L0

VARIANCE REQUESTED:

1. Relief from Section 7.1 to allow an additional residential unit (ARU) within a detached accessory building.

LOCATION:

The subject lands are described as Lot 24 & Part Lot 39, Plan 820, in the Township of East Zorra-Tavistock. The lands are located on the north side of Loveys Street East, lying between 13th Line and Highway 59, municipally known as 148 Loveys Street East in Hickson.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "E-1"

Township of East Zorra-Tavistock
Land Use Plan

Agricultural Reserve

TOWNSHIP ZONING BY-LAW:

General Agricultural Zone (A2)

COMMENTS:

(a) Purpose of the Application:

The subject lands are currently zoned 'General Agricultural Zone (A2)' and are approximately 37.7 ha (93.4 ac) in size. The lands currently contain an existing 256 m² (2,755 ft²) single detached dwelling and a number of accessory buildings, including livestock barns. The applicant is

proposing to establish an additional residential unit (ARU) within a new detached structure that would be approximately 125.4 m² (1,350 ft²) in size and would be located approximately 30 m (98.4 ft) from the principal dwelling.

For the Committee's information, a variance (A1-81) was granted for the subject lands in 1981 to permit a second residence on the lands for farm help. This residence was never constructed and given that it was approved for only farm help, it would be viewed differently than an ARU would be today. A building permit could not be issued for the second residence approved in 1981 unless it was proven that additional farm help is required, which does not appear to be the case at this time. An ARU is not tied to the need for farm help.

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

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

Plate 3, Aerial Photography (2020) – Zoomed In, shows the approximate location of the proposed ARU on the subject lands.

Plate 4, Applicants' Sketch, illustrates the existing buildings and the location of the proposed ARU.

(b) Agency Comments

The Township Chief Building Official has indicated the following:

- There was a variance issued to the property in 1981 for a second dwelling for only farm help and that based on that wording a permit could not be issued without additional planning approvals.
- A legal survey showing the location of the new unit will be required.
- Applicant will need approval from Oxford County to connect to the municipal water supply.
- A separate septic system is required.

The Oxford County Public Works Department has indicated no concern but did note that water will need to be provided to the ARU from the existing home as no additional water supply will be provided from the roadway.

The Township Fire Chief, the Township Public Works Manager, and Upper Thames River Conservation Authority (UTRCA) has indicated no concerns or objections regarding the proposed zoning amendment.

(c) Public Consultation:

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

(d) Intent and Purpose of the Official Plan:

The subject lands are designated Agricultural Reserve in the County Official Plan. In the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation as well as accessory residential uses required for the farm.

Regarding additional residential units (ARUs), Oxford County Council adopted policies regarding these units on February 8, 2023, via Official Plan Amendment 285 which are applicable to this application.

Specifically, in the Agricultural Reserve designation, ARUs are permitted within a single detached dwelling and/or in a structure ancillary to the principal dwelling, provided that both dwellings are located on a lot zoned for agricultural or rural residential use that permits a dwelling in accordance with the policies of the Official Plan.

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling. ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g., due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

The following additional policies shall apply to the establishment of an ARU in a detached ancillary structure;

- The lot must be a minimum of 0.6 ha (1.48 ac) in area;
- The siting, design and orientation of the ancillary structure, parking areas and outdoor amenity areas will allow for privacy for the occupants of the ARU, principal dwelling and abutting residential properties; and
- An ARU will satisfy MDS I or will not further reduce an existing insufficient setback.

Based on the criteria outlined above, Staff are of the opinion that the proposal conforms to the intent and purpose of the County's Official Plan.

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

The subject lands are zoned 'General Agricultural Zone (A2)' in the Township of East Zorra-Tavistock Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A2 zoned land provided that the following criteria is met:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m² (807 ft²) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

Additionally, Section 7.2.6 Location of New Farm Dwellings, is to ensure that new farm dwellings, including temporary dwellings, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I) or not further reduce an already existing insufficient setback. It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible.

With the existing single detached dwelling having an approximate gross floor area of 256 m² (2,755 ft²) an ARU on the subject lands is permitted to have a maximum size of 128 m² (1,377.5 ft²). As the proposed ARU would have an approximate gross floor area of 125.4 m² (1,350 ft²) it would comply with the maximum size. Further, the proposed location of the ARU would be no more than 30 m (98.4 ft) from the principal dwelling, thus complying with the relevant ARU zoning provisions.

Based on Staff's review of the proposal it is the opinion of this Office that the proposal generally conforms to the intent and purpose of the Zoning By-law.

(f) Desirable Development/Use:

It is the opinion of staff that the applicant's proposal to permit an ARU within a detached structure on the agricultural property can be considered minor and desirable.

Staff have reviewed the location and size of the proposed ARU and note that the unit will not exceed the maximum permitted size or the maximum distance from the principal dwelling. Further, staff are of the opinion that the establishment of an ARU in the proposed location will allow for the use of the two (2) existing driveways and will not have an adverse impact on surrounding land uses.

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

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application File A08-23, submitted by Brian King for lands described as Lot 24 & Part Lot 39, Plan 820 in the Township of East Zorra-Tavistock as it relates to:

1. Relief from Section 7.1 to allow an additional residential unit (ARU) within a detached accessory building.

Subject to the following condition:

- i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 4 of Report CP 2024-12.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

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

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

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

Notes



0 205 409 Meters



NAD_1983_UTM_Zone_17N



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

January 2, 2024



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
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- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 205 409 Meters

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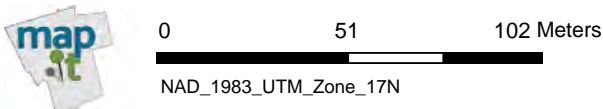
January 2, 2024



Legend

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

Notes



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January 2, 2024



Plate 4: Applicant's Sketch
File No. A08-23 (King)
Lot 24 & Part Lot 39, Plan 820, Township of East Zorra-Tavistock - 148 Loveys Street East



Legend

- GRCA Reg Limit
- UTRCA Reg Limit
- LPRCA Reg Limit
- CCCA Reg Limit

Notes



0 22 44 Meters
NAD_1983_UTM_Zone_17N



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December 1, 2023

#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 #C102024-01

To: His Worship the Mayor and Members of Council
From: Meaghan Vader, Corporate Initiatives Officer
Re: Commemorative Bench and Tree Program
Date: January 10, 2024

Report:

At its meeting of November 15, 2023, Council provided direction to staff to proceed with Option 1 of Staff Report C102023-08, to establish a policy for administering a Township run memorial tree and bench program.

Staff **have worked together to develop a “Commemorative Bench and Tree Program” policy. As part of the program, donors will have the choice to select from a map of available commemorative benches and trees on a first come, first served, basis annually.**

Staff will provide a further update to Council on the suggested User Fees for the 2024 program following an assessment of the program costs based on **Council’s approval of the policy.**

Attachment:

- **. Appendix ‘A’ – Commemorative Bench and Tree Program**

Recommendation:

1. That Council adopt the Commemorative Bench and Tree Program policy, as attached to Staff Report C102024-01;
2. And further that Council authorizes the Commemorative Bench and Tree Program be effective as of March 1, 2024.

Reviewed by C.A.O:

Report prepared and submitted by:



Karen DePrest
Chief Administrative Officer

Meaghan Vader
Corporate Initiatives Officer



Commemorative Tree and Bench Program

Policy Number: GP 2.20
Approval Date: January 17, 2024
Approval Authority: Council
Effective Date: March 1, 2024
Revision Date/s:

Purpose

To establish the policy and procedures for a commemorative tree and bench program through the Township.

The commemorative tree and bench program allows the public to pay tribute to a loved one, celebrate a special occasion, or recognize an accomplishment by donating and dedicating a park bench or tree in a Township park or greenspace.

Commemorative trees and benches are considered donations to the Township of East Zorra-Tavistock and are eligible for a tax receipt in accordance with the Donor Recognition Policy.

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1.0 Commemorative Benches

A maximum of 5 commemorative bench applications will be accepted by the Township per year.

If requested on the application form, donors will be mailed a certificate to recognize their commemorative donation.

1.1 Fees

The donation amount for a commemorative bench will be set annually in the Township's User Fee by-law.

The applicant's donation covers the costs of the bench, plaque, installation, maintenance, and repair of the bench for a duration of the lifetime of the bench which is estimated at about 10 years.

Once a donation has been made, the bench becomes the property of the Township of East-Zorra Tavistock.

1.2 Inscriptions

Commemorative plaques will be ordered by the Township once proofs have been approved by the donor and the Township has received payment.

1.3 Installation

Installations of commemorative benches will occur in the fall of each year and are weather dependent.

Donors will be contacted when their bench has been installed.

1.4 Locations

Commemorative benches are to be installed in pre-approved locations only. A map of available locations will be published and updated annually for applicants to select from.

If required, the Township has the right to remove and relocate a commemorative bench. The Township will make all their efforts to contact the donor prior to removal and relocation.

The placement of flowers, wreaths, or any other memorial item on, or near the bench is not permitted.

1.5 Warranty

The Township will replace a commemorative bench if necessary, during the lifetime of the bench. If a commemorative plaque has been vandalized or severely damaged, the Township will pay for one replacement plaque within the lifetime of the bench. Additional plaque replacements will be an additional cost to the donor.

If the commemorative bench becomes unsafe and unusable after 10 years, the Township will remove it and the plaque will be provided to the donor. The donor will have the option to contribute to a new commemorative bench.

2.0 Commemorative Trees

A maximum of 20 commemorative tree applications will be accepted by the Township per year.

Individual trees will not be marked or identified. Commemorative trees do not include plaques. Plaques cannot be installed in the future by the Township, donor, or a third party.

If requested on the application form, donors will be mailed a certificate to recognize their commemorative donation.

2.1 Fees

The donation amount for a commemorative trees will be set annually in the Township's User Fee by-law.

The applicant's donation covers the costs of the tree, installation, and maintenance for the duration of the lifetime of the tree.

Once a donation has been made, the tree becomes the property of the Township of East-Zorra Tavistock.

2.2 Installation

Installations of commemorative trees will occur in the spring or fall annually and is weather dependent.

2.3 Locations

Locations may be determined based on individual park and green space needs, as well as optimal tree growth. A list of available locations will be updated annually each year for applicants to select from.

The Township will examine the applicant's requested location for a commemorative tree to ensure there are no conflicts with utility, recreation uses, or future improvements to the park or greenspace. Please note that not all parks are available for commemorative trees and the Township has the right to make the final decision as to the location.

If required, the Township has the right to remove and relocate a commemorative tree.

The placement of flowers, wreaths, or any other memorial item on or near the tree is not permitted.

2.4 Species

The Township only offers native deciduous trees (50mm caliper) and offers selected species only. A list of available trees will be updated annually for applicants to request from.

2.5 Warranty

If the tree dies within two years of the initial planting, it will be replaced under warranty. Any replacements after five years will be an additional cost to the donor.

STAFF REPORT

Report #CAO2024-01

To: His Worship the Mayor and Members of Council
From: Karen DePrest, CAO/Treasurer
Re: CAO/Treasury – January 2024 Council Report
Date: January 10, 2024

Recommendation:

That Notice for a Special Meeting of Council, to be held Wednesday, February 14th, beginning at 9:00 a.m. be given;

And further that an exception to the Procedural By-law be made for said meeting allowing Council members to attend virtually, if necessary.

Report:

- The first 2024 month and year-end budget monitoring report will be compiled and presented to Council as part of the March 2024 Monthly Update report. Staff have begun completing accrual and adjusting entries to the 2023 year and will be doing so throughout the months of January and February, for the upcoming audit.
- The 2024 interim tax bills will be issued the week of February 5th with installment due dates of February 29th and May 31st. These bills will be for 50% of last year's final taxes, as prescribed by the Municipal Act.
- 2024 budget preparations have begun. Senior Staff are meeting with the Finance team on January 18th and 29th to finalize the draft proposed 2024 Operating and Capital budgets for digital presentation to Council on February 7th as noted in Report #CAO2023-18. The budget will include information from the Asset Management Plan, the Development Charges Study, and Capital and Reserve/Reserve Fund forecasting. Please note the budget deliberation plans from my previous report:

February 7th - Initial Council Presentation

February 14th - Working Session (Special Meeting)

February 21st - Public Meeting

- Staff would also like to give notice via this the report of the Special Meeting of Council on Wednesday, February 14th beginning at 9:00 a.m. that day and would also suggest that Council be invited to attend both in person and virtually, if necessary, to ensure full participation by Council in this very important working session.
- The 2023 Township interim audit has been scheduled for January 25th and 26th.

Legislative Updates:

- None

Attachments:

- None

Respectfully submitted by:



Karen DePrest
Chief Administrative Officer/Treasurer

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

BY-LAW #2024 - 01

Being an Actual Cost By-law on the Tavistock Drain 1985 Reconstruction 2023

WHEREAS the construction of the Tavistock Drain 1985 Reconstruction 2023 project has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

AND WHEREAS the total estimated cost of the Tavistock Drain 1985 Reconstruction 2023 was \$1,100,000.00;

AND WHEREAS the actual cost of construction was \$73,486.00, or 6.7% of the estimate;

AND WHEREAS the Provincial Grants on agricultural lands were \$0.00;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "A" attached hereto and forming part of this by-law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17th DAY OF JANUARY, 2024.

PHIL SCHAEFER, MAYOR

(SEAL)

WILL JAQUES, CLERK

**SCHEDULE B - SCHEDULE FOR ACTUAL COST BYLAW
 TAVISTOCK DRAIN 1985 RECONSTRUCTION 2023
 TOWNSHIP OF EAST ZORRA-TAVISTOCK**

Con/ Plan	Lot	Roll No. (32-38-020-)	Owner	ESTIMATED COSTS (REPORT)			ACTUAL COSTS		
				Gross Total	Less Allowances	NET ASSESSMENT	Gross Total	Less Allowances	NET ASSESSMENT
12	Pt 36	010-09500	PeopleCare Centres Inc.	415,675		415,675	24,475.05		24,475.05
12	Pt 35 & 36	010-14001	Optimist Club of Tavistock	-	18,600	(18,600)	-	18,600.00	(18,600.00)
12	Pt 35 & 36	010-18800	Canada Farm Distributors Limited	-	4,100	(4,100)	-	4,100.00	(4,100.00)
12	Pt 35	010-18811	2825085 Ontario Inc.	684,325		684,325	49,010.95		49,010.95
TOTALS:				1,100,000	22,700	1,077,300	73,486.00	22,700.00	50,786.00

Notes:

1. The lands shown above are considered as non-agricultural.
2. Section 21 of the Drainage Act, RSO 1990 requires that assessments be made to the affected parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.
3. Amounts in brackets () are amounts to be paid to the listed roll number.

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

BY-LAW #2024 - 02

Being an Actual Cost By-law on the Parker Drain 2022

WHEREAS the construction of the Parker Drain 2022 project has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

AND WHEREAS the total estimated cost of the Parker Drain 2022 was \$725,000.00;

AND WHEREAS the actual cost of construction was \$881,399.56, or 112.2% of the estimate;

AND WHEREAS the Provincial Grants on agricultural lands were \$170,363.34;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "A" attached hereto and forming part of this by-law.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17th DAY OF JANUARY, 2024.

PHIL SCHAEFER, MAYOR

(SEAL)

WILL JAQUES, CLERK

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
PARKER DRAIN 2022
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

Original (Report): Oct. 21, 2020
Rev. by Court of Revision: April 6, 2022
Actual: Dec. 18, 2023

Con	Lot	Roll No. (Owner)	Ha. Affected	ESTIMATED COSTS				ACTUAL COSTS				
				Gross Assessment	1/3 Grant	Allowances	Net Assessment	Gross Assessment	1/3 Grant	Allowances	Net Assessment	
Twp of East Zorra-Tavistock (Roll No. 32-38-010)												
F	9	Pt. Lots 17 & 18	16.5	39,204	13,068	2,400	23,736	43,983.99	14,661.33	2,400.00	26,922.66	
F	9	040-00800 (Spero Holsteins Ltd)										
F	9	Pt. Lots 18 & 19	5.6	2,248	749		1,499	2,522.09	840.70		1,681.39	
F	9	040-01000 (L. & K. VanRyswyck)										
F	9	Pt. Lot 19	4.4	13,233	4,411	1,000	7,822	14,846.45	4,948.82	1,000.00	8,897.63	
F	9	040-01001 (J. & B. Walton)										
F	9	Pt. Lot 20	28.3	78,069	26,023	4,100	47,946	87,587.64	29,195.88	4,100.00	54,291.76	
F	9	040-01100 (Killcrest Farms Inc)										
F	9	Pt. Lot 17	18.6	41,451	13,817	5,000	22,634	46,504.95	15,501.65	5,000.00	26,003.30	
F	9	040-01900 (Douglas and Jean Leiper)										
F	9	Lot 18 Part 1	0.4	146	-		146	163.80	0.00		163.80	
F	9	040-02000 (C. & C. Lightfoot)										
F	9	Pt. Lots 18 & 19	30.0	92,571	30,857	4,400	57,314	103,857.81	34,619.27	4,400.00	64,838.54	
F	9	040-02100 (Townsend Farms Inc)										
F	9	Pt. Lots 19 & 20	30.4	104,148	34,716	6,300	63,132	116,846.35	38,948.78	6,300.00	71,597.57	
F	9	040-02200 (Stiek Farms Inc)										
F	9	Pt Lot 20	16.2	39,431	13,144	200	26,087	44,238.66	14,746.22	200.00	29,292.44	
F	9	040-02300 (D. & K. Dodd)										
F	10	Pt. Lots 16 & 17	3.1	2,252	751		1,501	2,526.58	842.19		1,684.39	
F	10	040-03400 (S. & H. Alexander)										
F	10	Pt. Lot 17	9.0	12,136	4,045	400	7,691	13,615.69	4,538.56	400.00	8,677.13	
F	10	040-03500 (S., L., & S. Killing & J. VanRyswyck)										
F	10	Pt. Lots 17 & 18	1.2	871	290		581	977.20	325.73		651.47	
F	10	040-03600 (S. & L. Killing)										
F	10	Pt. Lots 18 & 19	2.1	4,225	1,408		2,817	4,740.14	1,580.05		3,160.09	
F	10	040-03700 (F. & B. Killing)										
F	10	Pt. Lots 19 & 20	9.0	25,708	8,569	100	17,039	28,842.47	9,614.16	100.00	19,128.31	
F	10	040-03800 (Stiek Farms Inc)										
Subtotal (Lands):				174.8	455,693	151,848	23,900	279,945	511,253.82	170,363.34	23,900.00	316,990.48
10th Line (Township of East Zorra-Tavistock)				2.3	35,102	0	35,102	44,439.46	0.00		44,439.46	
Enbridge Gas Inc. (Special Assessment)					182,520	0	182,520	249,628.47	0.00		249,628.47	
Enbridge Pipelines Inc. (Special Assessment)					51,685	0	51,685	76,077.81	0.00		76,077.81	
Subtotal (Roads & Utilities):				2.3	269,307	0	269,307	370,145.74	-	-	370,145.74	
TOTAL ASSESSMENT PARKER DRAIN 2022:				177.1	725,000	151,848	23,900	549,252	881,399.56	170,363.34	23,900.00	687,136.22

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant. Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Actual assessment is levied to the owner of the parcel at the time the final cost is levied.

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2024 - 03**

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 17th day of January, 2024 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 17th DAY OF JANUARY, 2024.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk