

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

**AGENDA**

**for the Meeting to be held on Wednesday April 3, 2024 at the  
Township Administration Building, 89 Loveys Street E., Hickson, Ontario, at 9:00 a.m.**

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1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm March 20, 2024, Council Meeting Minutes
  - b) Safe and Well Oxford – Priorities and Initiatives
5. Delegations & Appointments:
  - a) 9:15 a.m. – ZBA Application ZN2-23-07 (Village Manor Tavistock Inc.)
  - b) 9:30 a.m. – Apple Homes – Secondary Plan Project
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) March 20, 2024 Police Services Board Minutes
7. By-laws:
  - a) By-law #2024-14 – Actual Cost By-law (Witzel Drain)
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 Township Administration Building, Hickson, Ontario at 7:00 p.m. on Wednesday March 20, 2024.

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

Members Absent: Deputy Mayor Brad SMITH and Councillor Scott RUDY.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Corporate Initiatives Officer Meaghan Vader and Human Resources/ Health and Safety Officer Jennifer Albrecht.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that the week of March 18-25 is Neurodiversity Celebration Week, while March 21<sup>st</sup> is the International Day for Elimination of Racial Discrimination. Further, Councillor SMITH noted that the 2024 Oxford Career Expo is being held on March 21<sup>st</sup> at the Woodstock Fairgrounds. Lastly, Councillor SMITH noted that Earth Hour is being held starting at 8:30 pm local time on Saturday March 23<sup>rd</sup>. Councillor ZEHR expressed his appreciation to the Public Works staff and especially for the work that they do to maintain the roadways during the winter months.

Approve  
Agenda

1. Moved by: Steven VAN WYK  
Seconded by: Scott ZEHR  
Resolved that Council approve the agenda for the March 20, 2024, meeting as printed and circulated and further that the following be added to the agenda for this meeting:

- Tavistock Royals – Municipal Alcohol Policy (MAP) Exception Request
- Councillor Smith – Booking Policy/Last Minute Ice.

*CARRIED.*

PECUNIARY INTERESTS:

- None.

Confirm  
Minutes -  
Council

- 2. Moved by: Scott ZEHR  
Seconded by: Jeremy SMITH  
Resolved that Council confirm the Minutes of the March 6, 2024, Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- ROEDC – November 2023 – January 2024 Activity Report
- Oxford County – 2023 Annual Transportation System Performance

Correspondence & Reports – Resolutions  
Following:

ROEDC –  
Nov. 2023 to  
Jan. 2024  
Activity Report

Council reviewed the November 2023 to January 2024 Rural Oxford Economic Development Committee (ROEDC) Activity Report.

Oxford County-  
2023 Annual  
Transportation  
System  
Performance

Council reviewed the Oxford County 2023 Annual Transportation System Performance report.

Tavistock  
Royals – MAP  
Exception  
Request

As an addition to the agenda, Council reviewed the correspondence from the Tavistock Royals Hockey Club regarding their request for an exception to the Municipal Alcohol Policy to allow for alcohol to be consumed in the tiered seating area of the Tavistock Arena, during various games.

- 3. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that Council approve the request from the Tavistock Royals Hockey Club for an exception to the Municipal Alcohol Policy, to allow for alcohol to be consumed in the tiered seating area of the Tavistock Arena during their hockey games on the following dates:

- Saturday March 23<sup>rd</sup>
- Saturday March 30<sup>th</sup>
- Saturday April 6<sup>th</sup>

*CARRIED.*

County Council-  
Updates &  
Questions

Mayor SCHAEFER provided an update on County Council activities.

Staff Report  
#HRSC2024-03  
re: Social Media  
Policy

Human Resources/ Health and Safety Officer  
Jennifer Albrecht presented her report to Council  
regarding the Township Social Media Policy.

4. Moved by: Steven VAN WYK  
Seconded by: Scott ZEHR  
Resolved that Council adopt Social Media Policy  
#2.34, including appendices, as attached to Staff  
Report HRSC2024-03.

*CARRIED.*

Staff Report  
#CIO2024 – 02  
**re: Granular 'A'**  
Resurfacing Bid  
Award

Corporate Initiates Officer Meaghan Vader  
presented her report to Council regarding the  
**results of the recent Granular 'A' Resurfacing Bid**  
process.

5. Moved by: Matthew GILLESPIE  
Seconded by: Jeremy SMITH  
Resolved that Council accept the bid from 1551659  
Ontario Inc., o/a Steve Hart Excavating in the  
amount of \$295,200.00, exclusive of taxes;

And that Council authorizes the CAO/Treasurer to  
sign the contractual agreement with 1551659  
Ontario Inc., o/a Steve Hart Excavating, as  
provided in the tender bid document package  
EZT-RFT-24-01.

*CARRIED.*

Staff Report  
#CIO2024 – 03  
re: Flag Policy

Corporate Initiates Officer Meaghan Vader  
presented her report to Council regarding the  
Township Flag Policy.

6. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that Council adopt the Flag Policy, as  
attached to Staff Report CIO2024-03;

And that Council authorizes the Flag Policy be  
effective as of March 21, 2024.

*CARRIED.*

Staff Report  
#CAO2024 – 03  
re: CAO-  
Treasury  
Reporting

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

- By-law: 7. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
1<sup>st</sup> & 2<sup>nd</sup> Resolved that the following by-law be read a first  
Reading and second time:  
  - 2024-12 – Employee Appointment By-law (Deputy Clerk)

*CARRIED.*

By-law: 8. Moved by: Steven VAN WYK  
Seconded by: Matthew GILLESPIE  
3<sup>rd</sup> & Final Resolved that the following by-law be read a third  
Reading and final time:  
  - 2024-12 – Employee Appointment By-law (Deputy Clerk)

*CARRIED.*

Other and Unfinished Business Council discussed recreation facility booking and user fees. Direction was provided to staff to report back to Council with recommendations regarding same day ice rentals and other user fee amendments.  
  
Council discussed outdoor commercial patios in the Township. Direction was provided to Staff to report back to Council with some background information and options for Council to consider regarding patios.

Adjourn to Closed to the Public Session 9. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn to a Closed to the Public Session, at 9:30 p.m., to consider the following matters:  
  - February 13, 2024, Closed to the Public Session Minutes (s. 239 (2) (c))
  - March 6, 2024, Closed to the Public Session Minutes (s. 239 (2) (b))
  - Proposed acquisition and disposition of lands - Hickson (s. 239 (2) (c))

*CARRIED.*

Rise from Closed to the Public Session 10. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council does now rise from its Closed to the Public Session at 10:07 p.m.

*CARRIED.*



Confirming  
By-law

11. Moved by: Jeremy SMITH  
Seconded by: Steven VAN WYK  
Resolved that By-law #2024-13 being a by-law to confirm the proceedings of Council held Wednesday March 20, 2024, be read a first, second and third time this 20<sup>th</sup> day of March, 2024;

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

*CARRIED.*

Adjourn

12. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that Council does now adjourn at 10:08 p.m.

*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor

**Will Jaques**

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**Subject:** Update: Safe and Well Oxford Steering Committee (New Priority Risk, Website, 2024 Summit, Grant Policy)

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

**Sent:** Tuesday, March 26, 2024 12:25 PM

**To:**

**Subject:** Update: Safe and Well Oxford Steering Committee (New Priority Risk, Website, 2024 Summit, Grant Policy)

Good Afternoon, Everyone.

If you would please share this email and the attached approved minutes on one of your upcoming Council meeting agendas as information that would be greatly appreciated.

**Update: Safe and Well Oxford Steering Committee – Current Priorities/Initiatives:**

- New Priority Risk – Gender-based Violence has been approved by all area municipalities and the plan is in the process of being updated. Domestic Abuse Response Team is the Action Coalition for the priority risk area.
- The Safe and Well Oxford website is in the process of being updated with more resources being made available. A separate page for each Action Coalition is also being developed. The site is now being hosted and updated by the County. [safewelloxford.ca](http://safewelloxford.ca) – if you would be willing to link to the website from your own sites, that would be appreciated.
- Save the Date: 2024 Safe and Well Oxford Summit date has been set for Friday, November 1<sup>st</sup>, 2024 in the afternoon – Oxford Centre Community Centre. Leadership from all community stakeholders, Mayors and CAOs will be invited to attend.
- Discussion is ongoing regarding the development of an Inclusion Charter for Oxford communities. More resources to support DEI initiatives are to follow on the Safe and Well Oxford website over the coming months (i.e. sample policies, training recommendations, DEI rubric, etc.).
- Discussion is ongoing regarding the development of a grant policy to support Safe and Well Oxford Action Coalitions and their funding needs. This will likely include a funding request from area municipalities – more details to follow.
- Development of a Safe and Well Oxford newsletter is in the works – this is intended to provide more timely updates to all community stakeholders including area municipalities.
- Safe and Well Oxford Steering Committee representatives, Warden Marcus Ryan and Sarah Hamulecki will be reaching out to you directly to request a delegation at an upcoming Council meeting in May/June to provide a more detailed update.

Thank you for your attention to this update and sharing this information with your councils.

**Julie Middleton (she/her)**

Manager Legislative Services (Clerk)/Deputy CAO

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## STEERING COMMITTEE MEETING MINUTES

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Monday, December 4<sup>th</sup>, 2023

10:00 a.m. to 12:00 noon

Oxford County Administration Building  
(Room 129)

### 1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:00 a.m. and a quorum was present.

### 2. Review of Agenda for meeting of December 4<sup>th</sup>, 2023

Resolution No. 1 Moved by: Bernia Martin  
Seconded by: Randy Peltz

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of December 4<sup>th</sup>, 2023 be approved.

DISPOSITON: Motion Carried

### 3. Review of Minutes of November 13<sup>th</sup>, 2023 meeting

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

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of November 13<sup>th</sup>, 2023 be approved as presented.

DISPOSITON: Motion Carried

## 4. Next Steps:

### a. Amendment to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence

- *Township of East-Zorra Tavistock – **Approved***
- *Oxford County Council - **Approved***
- *Township of South-West Oxford Council – **Approved***
- *Town of Tillsonburg - **Approved***
- *Township of Blandford Blenheim – December*
- *Township of Norwich – December*
- *City of Woodstock - **Approved***
- *Township of Zorra – December*
- *Town of Ingersoll – December*

### b. Safe and Well Oxford Summit – Feedback (to follow from Sarah)

The Safe and Well Oxford Steering Committee reviewed the feedback received in follow up to the Safe & Well Oxford summit held at the end of November. Attendees requested additional time for the round table portion of the event in the future. There were some concerns expressed in relation to the venue, environment, presentation and audio. Another venue may need to be considered in the future.

Discussion took place among the committee regarding a potential newsletter to be sent out quarterly to all stakeholders – this is intended to share information on more regular basis rather than host an in-person event more than once annually – future meetings and the newsletter may include updates from the action coalitions throughout the year.

Stakeholders will be provided with the presentation information received at the summit.

### c. Grant Funding Model

The Committee agreed to have further discussion regarding a Safe and Well Oxford grant funding model in 2024. The County of Oxford will be updating their grant policy and it was suggested that the two be connected. It was suggested that requests that fall under the mandate of Safe and Well Oxford be directed to the Steering Committee. Further discussion will need to be had to outline what the funding criteria will be, for example:

- Funding to address specific goals and initiatives outlined in the Safe and Well Oxford Plan and what the measurable will be;
- How will the goal be advanced?

- Consider the connection to the Action Coalition – whether the request will come forward to the committee through the Action Coalition (i.e. vetted, input, support);
- Initiative should have a prevention focus – public education, awareness and engagement (i.e. media and communication campaigns, training);
- Consider if funding may be used for staffing? Temporary vs. permanent. May not be intended to fund ongoing expenses (i.e. staff, space);
- Consider existing initiative support – what organizations already have aspects of the Plan as established priorities;
- Consider the impact on different and diverse individuals;
- Consider what financial disclosure will be required;
- Policy should be in place in early 2024 – area municipalities will need to know the financial ask in advance of 2025 budget deliberations (end of July/August);
- A draft proposal from staff will be beneficial to consider the criteria further; and
- Sarah will look into how other municipalities are providing funding under their Safe and Well Community Safety and Well-being Plans.

#### d. Council Updates

Local area municipalities will be provided with an update to inform them on:

- Safe and Well Oxford summit;
- Feedback received from the Safe and Well Oxford summit;
- Consider use of area municipality's facilities for future summit;
- Summary of what the challenges are within each priority risk area;
- Information/ask re: potential grant funding; and
- Direction to DEI website and information.

#### e. Planet Youth Follow Up/Funding

The Committee reviewed the funding opportunity received from Southwestern Public Health and provided direction to staff to ask SWPH if they would like a letter of support or endorsement from the Safe and Well Oxford Steering Committee for their application. The Committee noted that they are not the organization that will be doing the work, so it would not be appropriate to apply for the funding directly.

f. **Police Services representation on Safe and Well Oxford Steering Committee vs. DEI Action Coalition (January, 2024)**

Julie will invite the Oxford OPP and Woodstock Police Services to the next meeting to discuss their involvement with the DEI Action Coalition vs. the Safe and Well Oxford Steering Committee. It was noted that the requirement to develop a Community Safety and Well-being Plan is a directive under the Police Services Act with the goal being to improve community safety and reduce the need for crisis level response. Local police services have data and statistics relevant to the work of the Safe and Well Oxford Steering Committee.

5. **Next Meeting Date:**

Going into 2024, the Committee agreed to meet on the fourth Monday of each Month at 10:00 a.m. and on Monday, August 12<sup>th</sup>, 2024 (no meeting in July). Action Coalition Updates (Round Table) will be added as a recurring agenda item.

Monday, January 15<sup>th</sup>, 2023 at 10:00 a.m. Oxford County Administration Building (Room 129).

6. **Adjournment**

Resolution No. 3      Moved by: Bernie Martin  
  Seconded by: Randy Peltz

RESOLVED that the Safe and Well Oxford Steering Committee meeting adjourn at 12:11 p.m.

DISPOSITON: Motion Carried



## STEERING COMMITTEE MEETING MINUTES

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Monday, January 15<sup>th</sup>, 2024

10:00 a.m. to 12:00 noon

Oxford County Administration Building  
(Room 129)

### 1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:08 a.m. and a quorum was present. Randy Peltz was absent; Tina Diamond participated virtually.

### 2. Review of Agenda for meeting of January 15<sup>th</sup>, 2024

Resolution No. 1     Moved by: Kelly Black  
                                   Seconded by: Bernia Martin

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of January 15<sup>th</sup>, 2024 be approved.

DISPOSITON: Motion Carried

### 3. Review of Minutes of December 4<sup>th</sup>, 2023 meeting

Resolution No. 2     Moved by: Bernia Martin  
                                   Seconded by: Sarah Hamulecki

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of December 4<sup>th</sup>, 2023 be approved as presented.

DISPOSITON: Motion Carried

#### 4. Business Arising from the Minutes:

- Police Services Involvement/Representation on Safe and Well Oxford Steering Committee

Resolution No. 3

Moved by: Bernia Martin

Seconded by: Tina Diamond

RESOLVED that the Safe and Well Oxford Steering Committee recommend to County Council that the Committee's terms of reference be amended to include Oxford OPP and Woodstock Police Services representation on the Steering Committee to a maximum of two (2) members (one from each organization) pending confirmation from Woodstock Police Services regarding their participation.

DISPOSITON: Motion Carried

#### 5. Action Coalition Updates (Round Table)

- Oxford Housing Action Collaborative – Calls to Action (attached)

The Committee reviewed the calls to action as presented and commented on some of the duplication. Discussion took place regarding what is and isn't within the mandate of area municipalities. Area municipalities may assist in sharing information and public education materials via their communication networks.

Resolution No. 4

Moved by: Bernia Martin

Seconded by: Sarah Hamulecki

RESOLVED that the Safe and Well Oxford Steering Committee receive the calls to action as information and invite the Oxford Housing Action Collaborative to an upcoming meeting to discuss in more detail.

DISPOSITON: Motion Carried

#### 6. Next Steps:

- a. Amendment to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence – Approved by all area municipalities



Resolution No. 5

Moved by: Sarah Hamulecki

Seconded by: Kelly Black

RESOLVED that the Safe and Well Oxford Steering Committee recommend to County Council that the Oxford Safe and Well Oxford Community Safety and Well-being Plan be amended to include a fifth priority risk area, Gender-Based Violence;

AND FURTHER THAT the Oxford Domestic Abuse Response Team act as the Action Coalition for the priority risk area and that the Committee's Terms of Reference be amended accordingly.

DISPOSITON: Motion Carried

#### b. Safe and Well Oxford 2024 Summit – location

Oxford Centre Community Centre was proposed as the location for the next Safe and Well Oxford Summit (2024). The event will be planned for approximately 100 attendees. Consideration will need to be given to the accessibility of the venue, quality of presentation, sound, etc. The event will be scheduled for a Friday afternoon in October, 2024.

#### c. Website Update & Communication Plan

Oxford County will be taking over the website (hosting) as of February, 2024. In late February to March, 2024 the content will be moved to the new platform. Sarah is working with the County communications team to set this up. Minutes, agendas and meeting dates will be added to the webpage.

Discussion took place regarding a newsletter to send to all stakeholders – information may be included in relation to the addition of the new priority risk area and changes to the Committee's Terms of Reference.

#### d. Community Index of Well-being & Metrics

Sarah advised the Committee that a community well-being index will be completed by the County in 2024. The results of this survey may provide metrics for the Committee to





## STEERING COMMITTEE MEETING MINUTES

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Monday, February 26<sup>th</sup>, 2024

10:00 a.m. to 12:00 noon

Oxford County Administration Building  
(Room 129)

### 1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:00 a.m. and a quorum was present. Randy Peltz was absent.

Guests: Kate Leatherbarrow – City of Woodstock, Councillor  
Lindsay Wilson – Town of Ingersoll  
Diane Harris – Domestic Abuse Response Team (DART)

### 2. Review of Agenda for meeting of February 26<sup>th</sup>, 2024

Resolution No. 1 Moved by: Tina Diamond  
Seconded by: Kelly Black

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of February 26<sup>th</sup>, 2024 be approved, as amended (funding needs from action coalitions).

DISPOSITON: Motion Carried

### 3. Review of Minutes of January 15<sup>th</sup>, 2024 meeting

Resolution No. 2 Moved by: Bernia Martin  
Seconded by: Tina Diamond

RESOLVED that the minutes of the Safe and Well Oxford Steering

Committee meeting of January 15<sup>th</sup>, 2024 be approved as presented.

DISPOSITON: Motion Carried

#### 4. Business Arising from the Minutes

- Police Services Involvement/Representation on Safe and Well Oxford Steering Committee – *agreed/confirmed – City of Woodstock will not be in attendance at February meeting.*

Tony Hymers, on behalf of OPP, noted that he is pleased to be here. The Committee welcomed Diane Harris, on behalf of Domestic Abuse Response Team (DART). She noted that she is happy to be here on behalf of the fifth priority risk area, gender-based violence.

#### 5. Action Coalition Updates (Round Table)

- Oxford Housing Action Collaborative (Kelly Black)

Kelly Black advised that the Committee's feedback on the Calls to Action were considered by the Oxford Housing Action Collaborative (OHAC). There is a subcommittee working on this. They would like to attend the March 25<sup>th</sup> Steering Committee meeting.

She advised that there is a lot of work being done regarding geared to income housing and rent eviction. They are trying to raise awareness for tenants so that they know what their rights are and don't end up without housing. The Action Collaborative is also supporting a human rights approach when it comes to encampments and it was noted that it is important that we do not criminalize homelessness.

The OHAC is working on generating resources to share so that this information may be more broadly shared to the public.

- Oxford Mental Health & Addictions Network (Randy Peltz - absent)

The Committee discussed the possibility of each member providing a written update from their action coalition if they are not available to attend a meeting. This update may be provided to Julie or Sarah in advance of the meeting date to be circulated with the meeting agenda package.

- Diversity, Equity and Inclusion (DEI) Action Coalition (Ayesha Sajid)

Ayesha provided the following information as an update for the committee:

- The DEI Action Coalition is currently working on the development of an Inclusion Charter for Oxford – this outlines a commitment to advancing DEI work within Oxford. Area municipal representatives have been invited to the meeting coming up in March to provide their comments/feedback on the draft inclusion charter circulated to the group. The hope is that this meeting will help build a more collaborative working relationship with area municipalities. Once completed, the inclusion charter will be circulated to area municipal councils for their support and endorsement.
  - Following the finalization of the Inclusion Charter, the DEI Action Coalition will be working on an action plan to support the inclusion charter.
  - County staff are working on the development of content for a DEI webpage – resources are intended to be shared publicly and with area municipalities.
  - Potential grant funding was discussed briefly at their last meeting and will be discussed further – funding is needed for training initiatives and public education and awareness.
- **Domestic Abuse Response Team (Diane Harris?)**

Diane Harris, on behalf of the Domestic Abuse Response Team (DART), provided an update to the Committee as follows:

- DART is continuing to work on an Oxford wide protocol to address human trafficking locally., Funding has been received from the province to support continued work with a consultant to develop an emergency plan and provide long-term support for survivors. A pilot program is expected to begin in April.
- The femicide prevention protocol series will begin on Thursday, March 7<sup>th</sup> – this is the first of four sessions.

## 6. Next Steps:

### a. Safe and Well Oxford 2024 Summit – October, 2024 – Oxford Centre Community Centre

Date has been confirmed for Friday, October 25<sup>th</sup>, 2024, in the afternoon. Norwich Council is considering a request to cover the cost of the rental fee for the Oxford Centre Community Centre. Further updates to come at a later date.

### b. Website Update & Communication Plan – update

Sarah is working with the Oxford County Communications Team to put together the DEI web content. There will be a separate webpage for each Action Coalition on the new Safe and Well Oxford website. She is also working on developing a Safe and Well Oxford brand and development of a newsletter to communicate with stakeholders on a more regular basis. Discussions have also taken place about developing a greater social media presence for Safe and Well Oxford. Discussion took place regarding the possibility of adding Safe and Well Oxford Steering Committee meeting agenda to eScribe for publishing online.

### c. Canadian Index of Well-being & Metrics – update

Funding has been included in the County 2024 budget to participate in the Canadian Index of Well-being survey. County staff will be working with the same provider to ensure that comparable data is received. Sarah will reach out to the University of Waterloo to get the process started. The survey is sent by mail and there is also an online portion. She will report more details back once she has met with the provider to get the process started.

### d. Grant Funding Model/Criteria – update

Sarah did send out an email to get input from the action coalitions regarding their funding needs. The County of Oxford does not currently have a grant policy in place. It is hoped that this will be in place going into the 2025 budget process for area municipalities. Funding will not be to support ongoing operations – intended to be project based (i.e. training, education and awareness). Will need to consider contribution from area municipalities and how much will be requested.

Action Coalitions are encouraged to discuss what their funding needs may be over the next year – this will help to give area municipalities an idea of what the policy will look like. Funding should have a prevention focus and connection to the goals and objective of the Safe and Well Oxford Community Safety and Well-being Plan.

Further discussion will need to take place regarding whether or not Safe and Well Oxford will seek additional funding through outside sources (i.e. Oxford Community Foundation, City of Woodstock). It was noted that organizations may also apply for this funding on their own.

### e. Update to Area Municipalities – update

Marcus Ryan and Sarah Hamulecki are planning to make a delegation request at each area municipality over the next few months – this update will include recommendations from the DEI Action Coalition regarding the Inclusion Charter for Oxford, grant policy and upcoming Safe and Well Oxford Summit – October, 2024, and any update regarding the Canadian Index of Well-being survey.

## 7. Upcoming Meeting Dates – Oxford County Administration Building – Room 129:

Monday, March 25<sup>th</sup>, 2024 at 10:00 a.m.

Monday, April 22<sup>nd</sup>, 2024 at 10:00 a.m.

Monday, May 27<sup>th</sup>, 2024 at 10:00 a.m.

Monday, June 24<sup>th</sup>, 2024 at 10:00 a.m.

## 8. Adjournment (12:00 noon)

Resolution No. 3

Moved by: Diane Harris

Seconded by: Bernia Martin

RESOLVED that the Safe and Well Oxford Steering Committee meeting adjourn at 11:22 p.m. to meet again on Monday, March 25<sup>th</sup>, 2024 at 10:00 a.m.

DISPOSITON: Motion Carried



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

From: Dustin Robson, Development Planner, Community Planning

## Application for Zone Change ZN2-23-07 - Village Manor Tavistock Inc.

### REPORT HIGHLIGHTS

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- Application for Consent B23-83-2 to permit the creation of one residential infill lot that will continue to accommodate an existing single detached dwelling while the lot to be retained will continue to accommodate an existing apartment building was approved by the Land Division Committee (LDC) at their meeting on March 7, 2024. Approval by the LDC is subject to a condition that the lot to be retained be appropriately zoned.
- The subject Zone Change Application proposes to rezone the lot to be retained via Consent B23-83-2 from 'Residential Type 1 Zone (R1)' to 'Residential Type 3 Zone (R3).'
- Planning staff are recommending approval of the application, as it is generally consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan.

### DISCUSSION

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#### Background

OWNER/APPLICANT: Village Manor Tavistock Inc.  
106- 198 Woodstock Street South, Tavistock, ON N0B 2R0

SOLICITOR: Dueck, Sauer, Jutzi, and Noll LLP (David Jutzi)  
403 Albert Street, Waterloo, ON N2L 3V2

LOCATION:

The subject lands are described as Part Lot 126, Plan 307. The lands are located on the west side of Woodstock Street South, between William Street South and Oxford Road 34. The subject lands are currently municipally addressed as 174 and 198 Woodstock Street South.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "C-3"      County of Oxford Settlement Strategy Plan      Serviced Village

Schedule "E-1"      Township of East Zorra-Tavistock      Settlement



Land Use Plan

Schedule "E-2"	Village of Tavistock Land Use Plan	Low Density Residential and Medium Density Residential
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TOWNSHIP OF EAST ZORRA-TAVISTOCK BY-LAW NO. 2003-18:

Existing Zoning: 'Residential Type 1 Zone (R1)' and 'Residential Type 3 Zone (R3)'

Proposed Zoning: 'Residential Type 1 Zone (R1)' and 'Residential Type 3 Zone (R3)'

PROPOSAL:

The Zone Change Application proposes to rezone the lot to be retained resulting from Consent Application B23-93-2 from 'Residential Type 1 Zone (R1)' to 'Residential Type 3 Zone (R3)'. The related consent application affecting these lands (B23-93-2) was approved by the Oxford County Land Division Committee on March 7, 2024. The subject Zone Change Application fulfils a condition of B23-83-2.

Plate 1, Location Map and Existing Zoning, indicates the location of the severed and retained lands as well as the existing zoning in the immediate vicinity.

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

Plate 3, Applicant's Sketch, provides the configuration and dimensions of the proposed severed lot and retained lot in greater detail, as provided by the applicant.

## **Application Review**

### 2020 Provincial Policy Statement (PPS)

The PPS recognizes that the vitality of settlement areas is critical to the long-term economic prosperity of our communities and that development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

Section 1.1.3.3 of the PPS directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Further, Section 1.4.3 of the PPS directs that planning authorities shall provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;

- Permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently uses land, resources, infrastructure and public service facilities, and support the use of active transportation and transit areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

### Official Plan

The subject lands are located within the 'Low Density Residential' and the 'Medium Density Residential' designations as shown on Schedule 'E-2' - Village of Tavistock Land Use Plan in the Official Plan. The lands to be severed are entirely located within the Low Density Residential designation which includes those lands that are primarily developed or planned for a variety of low rise, low density housing forms including single detached dwellings, semi-detached dwellings, duplex, converted dwellings, townhouses and low-density cluster development.

The policies of Section 6.2.2.1 (Infill Housing) also apply to this proposal. Infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized sites. In order to efficiently utilize the land supply designated residential and municipal servicing infrastructure, infill housing will be supported in Low Density Residential Areas.

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is consistent with the characteristics of existing development in the immediate area. In order to ensure that the street-oriented infill projects are sensitive to the continuity of the existing residential streetscape, the County Land Division Committee will ensure that the proposal is consistent with street frontage, lot area, setbacks and spacing of existing development within the immediate residential area.

In addition to the specific infill policies identified, all infill proposals will be considered with a view to the availability of municipal water, wastewater and stormwater services and public facilities, off-street parking and amenity areas, traffic impacts and the ability of the development to maintain desirable vegetation.

### Zoning By-law

The subject lands are split zoned 'Residential Type 1 Zone (R1)' and 'Residential Type 3 Zone (R3)' in the Township of East Zorra-Tavistock Zoning By-Law. The lot to be severed is located entirely within the R1 zone. The R1 zone permits a limited range of uses including a single detached dwelling, converted dwelling, and home occupation.

The R1 zone requires a minimum lot area of 420 m<sup>2</sup> (4,521 ft<sup>2</sup>) and a minimum frontage of 14 m (45.9 ft) where the lots are serviced by both municipal water and sanitary sewer services. The R1 zone also requires a minimum lot depth of 30 m (98.4 ft). The proposed lot to be severed would comply with the outlined provisions.

The R1 zone requires a minimum front yard depth of 7 m (23 ft). The Oxford County Public Works Department has identified the need to take road widening along the frontage of the lot to be severed that would be 5 m (16.4 ft) deep. The existing front yard depth for the dwelling on the lot to be severed is 11.2 m (36.7 ft). Should 5 m of widening be taken, it would result in a front yard depth of 6.2 m (20.3 ft), slightly deficient the R1 requirement. Section 5.17.8 of the Township Zoning By-law outlines that when the area of a lot is reduced as a result of the public acquisition (i.e. road widening) and that acquisition results in existing buildings or structures becoming non-compliant with the relevant zone provisions nothing in the Zoning By-law shall prevent the continued use of the building or structure.

The lot to be retained is in both the R3 and the R1 zones. The R3 zones permits a range of medium density uses such as apartment buildings, lodging houses, multiple unit dwellings, and street facing townhomes.

As an apartment building exists on-site, the R3 zone requires a minimum lot area of 150 m<sup>2</sup> (1,614.6 ft<sup>2</sup>) per dwelling unit and a minimum frontage and lot depth of 30 m (98.4 ft). It would appear that the proposed lot to be retained would be in compliance with the R3 Zone requirements.

As a portion of the lot to be retained would be within the R1 Zone should the proposed severance be approved, staff recommend that the entirety of the lot to be retained have one consistent zoning. As such, the applicant has submitted a Zone Change Application in order to rezone a portion of the lot to be retained from R1 to R3 to ensure the entirety of the lot to be retained is zoned consistently.

#### Agency Comments

The Township Chief Building Official has indicated the following:

- A severance agreement will be required for the newly created parcel.
- Drainage assessment reapportionment will be required.
- As-built survey will be required for both parcels.

The Oxford County Public Works Department has indicated that 5 m (16.4 ft) road widening will be required on the lot to be severed.

Enbridge has indicated that should the proposed severance impact existing services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any service relocation required due to a severance would be at the cost of the property owner.

Canada Post has no concerns but indicated that mail delivery for this property will be via P.O. box at the Tavistock Post Office.

The Township Fire Chief, the Township Public Works Manager, Hydro One, and the Upper Thames River Conservation Authority (UTRCA) have indicated that they had no objections or concerns with the subject application.

### Public Consultation

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

### **Planning Analysis**

Planning staff are of the opinion that the proposal is generally consistent with the Provincial Policy Statement (PPS) and maintains the intent and purpose of the Official Plan regarding residential intensification within a settlement area.

With respect to the policies of the Official Plan regarding street-oriented infilling, residential development along Woodstock Street South is primarily single detached dwellings. The proposal to create a new residential lot for a single detached dwelling will be similar to existing development in the immediate vicinity and staff are of the opinion that the proposed severed lot resulting from this proposal will be in-keeping with the character of the immediate neighbourhood. Further, staff note that the single detached dwelling exists and nothing new would be introduced into the neighbourhood from a development perspective.

Staff are of the opinion that the proposal will comply with the review criteria for infill proposals contained in the Official Plan, as adequate municipal services are present to accommodate the development, the lands will be of a sufficient size to provide for adequate off-street parking, and outdoor amenity areas.

The lot to be retained will continue to contain an apartment building and no changes are being proposed at this time. The R3 zone requires a minimum lot area of 150 m<sup>2</sup> (1,614.6 ft<sup>2</sup>) per dwelling unit and a minimum frontage and lot depth of 30 m (98.4 ft). The R3 also requires amenity spaces for apartment buildings calculated at 110 m<sup>2</sup> (107.6 ft<sup>2</sup>) for the first 12 units and then at a rate of 5 m<sup>2</sup> (53.8 ft<sup>2</sup>) for each additional unit. The lot to be retained will continue to contain approximately 1,846 m<sup>2</sup> (19,872 ft<sup>2</sup>) of amenity space for the residents of the existing apartment building, far exceeding the required amount. It would appear that the proposed lot to be retained will be in compliance with the R3 zoning requirements.

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

### **RECOMMENDATIONS**

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**It is recommended that the Council of the Township of East Zorra-Tavistock approve-in-principle the zone change application submitted by Village Manor Tavistock Inc., whereby the lot to be retained resulting from Consent Application B23-83-2, described as Part Lot 126, Plan 307, is to be rezoned from 'Residential Type 1 Zone (R1)' to 'Residential Type 3 Zone (R3).'**

### **SIGNATURES**

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**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

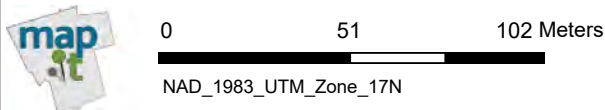




**Legend**

- 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**



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

December 15, 2023

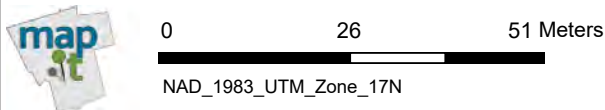




**Legend**

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

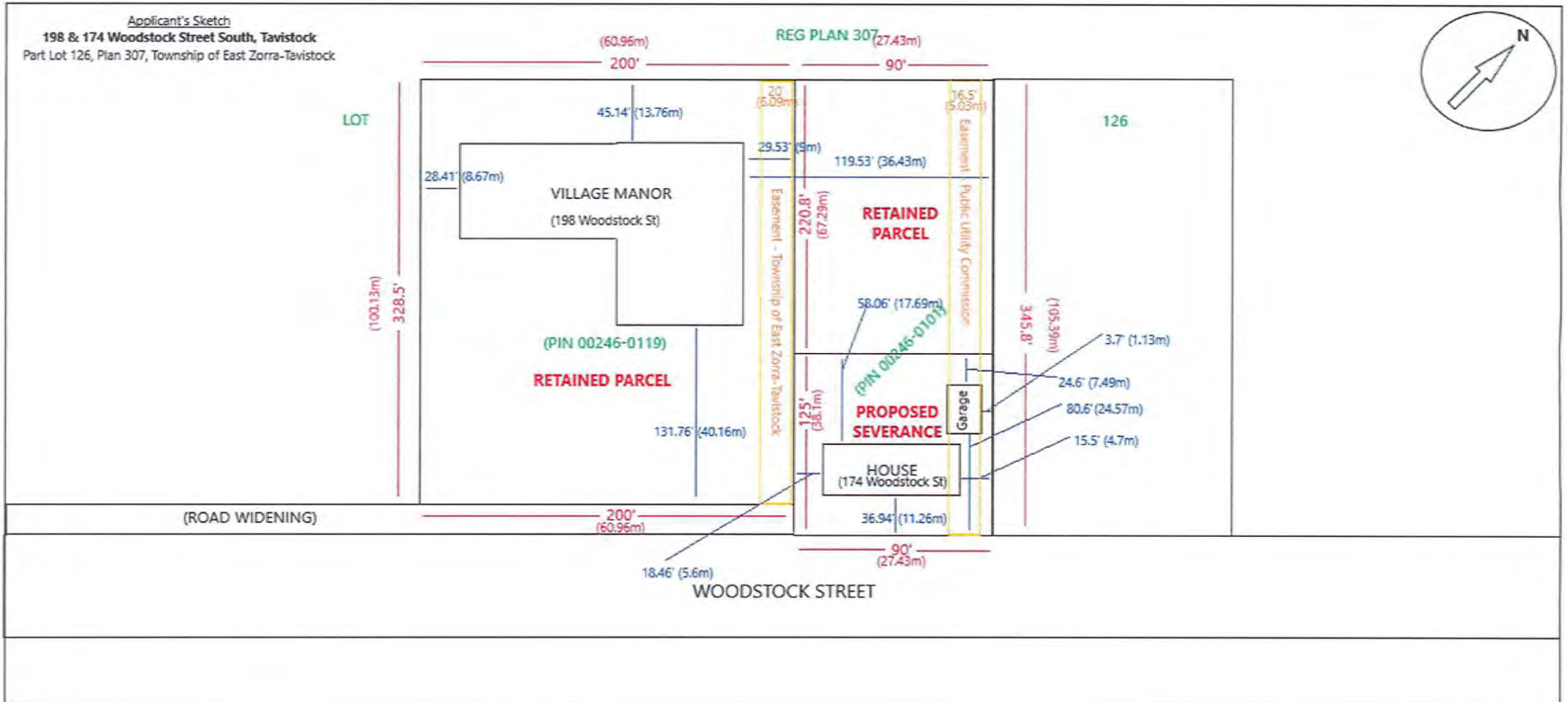
**Notes**



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December 15, 2023

Plate 3: Applicant's Sketch  
 File No. B23-83-2 & ZN2-23-07 (Village Manor Tavistock Inc.)  
 Part Lot 126, Plan 307, Township of East Zorra-Tavistock - 174 & 198 Woodstock Street South





Via Email

**Our File: 71**

March 26, 2024

Mayor Phil Schaefer and Township Council  
Township of East Zorra-Tavistock  
89 Loveys Street  
Box 100  
Hickson ON  
N0J 1L0

Dear Mayor Schaefer and Council:

**Re: East Zorra-T avistock Secondary Plan Project**

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Patterson Planning Consultants Inc. is pleased to represent Apple Homes (and their various subsidiaries) regarding their projects throughout Oxford County. As you are aware, Apple Homes have a strong presence in the Village of Tavistock and have developed over ~300 residential units to date within the village providing housing opportunities and supporting the growth of the community.

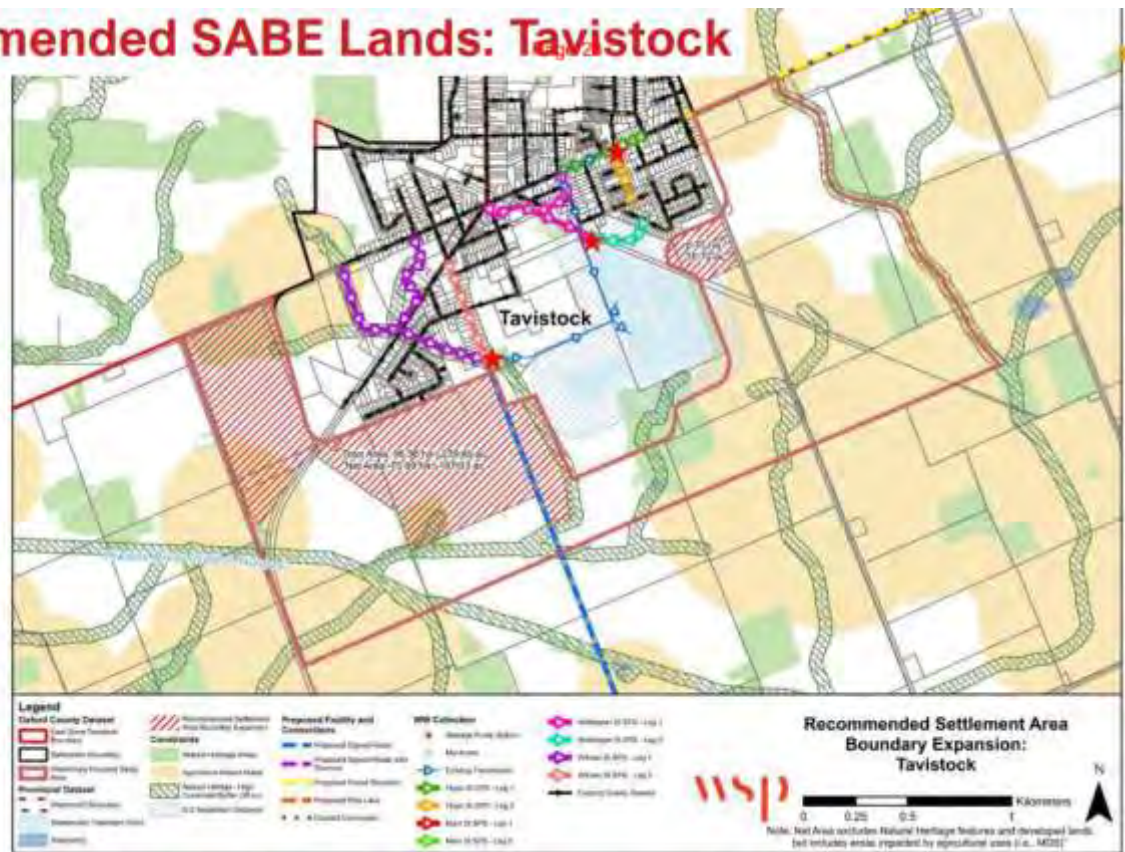
Apple Homes currently have an option to acquire the “McKay Farm” on the east side of Tavistock. These lands comprise a total of 41.5ha (103ac) lands that are currently utilized in support of agriculture. The subject lands are outlined on the image below.



It is our understanding the Township of East Zorra – Tavistock (“**Township**”) is in the process of completing a Secondary Plan process to evaluate opportunities for growth in the Township of East Zorra – Tavistock. The Township is expected to grow by about 2500 people and 504 employees by 2047. On December 20, 2023 a presentation was made to East Zorra – Tavistock Council (“**Council**”) regarding work completed by WSP Canada on the settlement area boundary expansion (“**SABE**”) options. The Township is exploring options to expand the current settlement boundaries of Tavistock and Innerkip to accommodate the forecasted growth and it has been noted that approximately 67ha of land is required for residential land use and 29 ha for industrial land use.

At the meeting on December 20, 2023 Council proceeded to endorse the preliminary SABE lands suggested for Tavistock (and Innerkip). As per the image below the recommended lands were primarily located on the west and south west corner of the current village limits.

### Recommended SABE Lands: Tavistock



The “Focused Study Area” analyzed by the consultant included the McKay property, however those lands did not advance to be included in the recommended expansion areas.

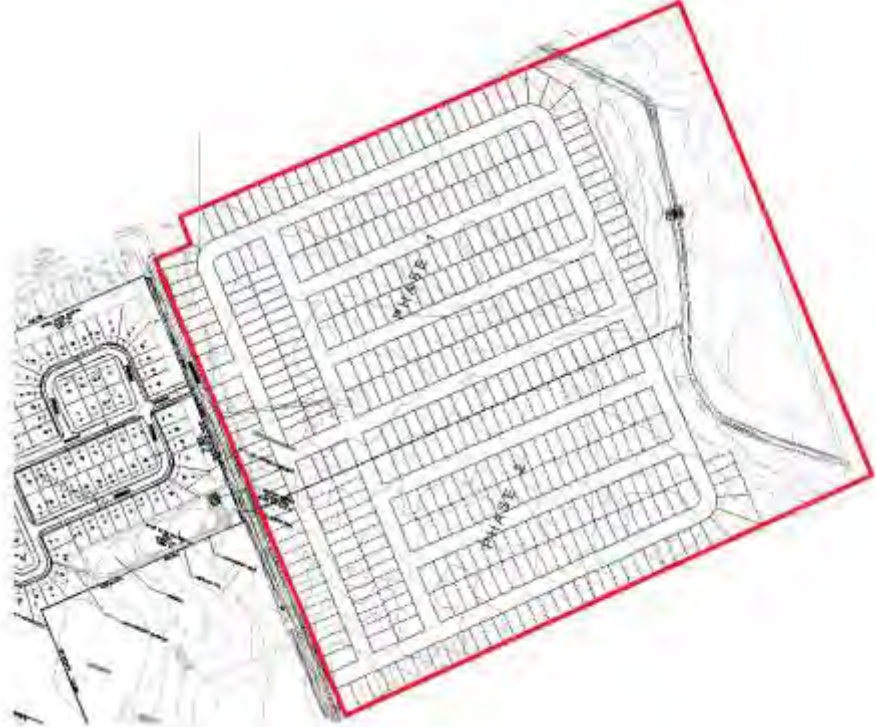
Together with the principles of Apple Homes, our team has reviewed the recommended SABE lands, the Technical Evaluation Summary Report and the various background studies prepared to support the recommendation presented to Council. We offer the following comments regarding the proposal and provide further comment on the potential inclusion of the McKay farm.

Location	<ul style="list-style-type: none"> <li>• The McKay property is readily accessible from 14<sup>th</sup> Line</li> <li>• Multiple accesses along 14<sup>th</sup> Line could be provided</li> <li>• The subject lands are generally flat and suitable for development</li> <li>• A woodlot feature and municipal drain occurs on the property however these features are generally located along the eastern portion of the property allowing for the bulk of the lands to be developed.</li> </ul>
Traffic	<ul style="list-style-type: none"> <li>• It is clear that the bulk of commuter traffic from the village continues to travel eastward towards Waterloo Region.</li> <li>• The recommended SABE lands would result in increased traffic through the downtown core area and the main intersection at the peak times of day.</li> <li>• Adding lands on the east side of the village, including the McKay farm, benefits the flow of traffic and reflects commuter traffic patterns. (i.e. not forcing additional traffic through the main downtown intersection)</li> <li>• This would reduce traffic on William Street which is problematic already given parking along William Street South.</li> <li>• Focusing development and the resulting traffic to the east side of the village will reduce traffic at the main intersection and benefit the operation of the lights at the main intersection as well.</li> </ul>
MDS	<ul style="list-style-type: none"> <li>• It is our understanding that the MDS analysis was not completed on the basis of contacting the individual property owners to discuss their current operations or their future plans</li> <li>• Apple Homes have engaged an agricultural consultant who is completing an MDS analysis that includes contacting the property owners</li> <li>• Upon completion we will advise of any information that is useful to Council in consideration of this item and determining the direction for the SABE.</li> <li>• There is a small farm with horses immediately abutting the McKay farm to the north. Apple Homes have confirmed with this property owner that they would be willing to forego having horses on the property to allow redevelopment and the inclusion of their lands as well.</li> </ul>
Wastewater	<ul style="list-style-type: none"> <li>• The primary concern with the SABE lands as currently proposed is servicing constraints and the need to significantly upgrade municipal infrastructure to support the development of the recommended SABE lands.</li> <li>• Wastewater (WW) treatment is currently provided by the Tavistock Waste Water Treatment Plant (“<b>WWTP</b>”).</li> <li>• The WWTP has a rated capacity of 2,935 m<sup>3</sup>/day (33.97 L/s).</li> <li>• Based on the projected population growth, the average daily flow is estimated to be 53.95 L/s in 2047.</li> <li>• Therefore, the current WWTP does not have sufficient capacity to accommodate the anticipated additional flows or population growth. .</li> </ul>

- The County of Oxford have identified in their 2024 Water and Wastewater Master Plan that the Tavistock WWTP will require expansion to accommodate this growth.
- To convey wastewater flows to the WWTP, there are 3 existing sewage pumping stations (SPS) in Tavistock – Hope Street SPS, Wellington Street SPS and William Street SPS.
- The Hope Street SPS has a current maximum capacity of 48L/s, with approximately 32.7 L/s of unused capacity remaining available for future development.
- The Wellington Street SPS has a current maximum capacity of 54 L/s, with approximately 32.7 L/s of unused capacity remaining available for future development.
- The William Street SPS has a current maximum capacity of 98 L/s, with approximately 21.1 L/s of unused capacity remaining available for future development.
- In the East Zorra-Tavistock Secondary Plan and Settlement Area Boundary Expansion – Wastewater (WSP, dated February 9, 2024) report, it is identified that both the Hope Street SPS and the Wellington Street SPS will have approximately 28.5 L/s and 29.2 L/s of unused capacity remaining available for future development based on anticipated flow rates in 2047 conditions.
- Under 2047 conditions, the William Street SPS is identified as being over its current capacity of 98 L/s (i.e. no unused capacity is available for development).
- The County of Oxford have identified in their 2024 Water and Wastewater Master Plan that the William Street SPS will require expansion to accommodate this growth.
- In 2023 the County of Oxford initiated the Class EA for the upgrades/expansion of the William Street SPS.
- The trunk sanitary sewers which convey sewage flows to the Hope Street SPS, Wellington Street SPS and the William Street SPS were also investigated and analyzed.
- The analysis identified that the existing trunk sanitary sewers discharging to both the Hope Street SPS and the Wellington Street SPS have capacity to convey additional sewage flows under both current conditions and future 2047 conditions.
- The existing trunk sanitary sewers discharging to the William Street SPS were found to have limited (or low) capacity to convey additional sewage flows under future 2047 conditions.
- It is our opinion that additional lands on the east side of Tavistock should be identified as being included in the boundary expansion, since there is capacity available in the existing SPS and the existing trunk sanitary sewer system to accommodate the growth. This is stated in the December WSP 2023 report – “*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*”.



	<ul style="list-style-type: none"> <li>• It appears as if the report is favoring the inclusion of lands on the west side of Tavistock since the County has already identified and undertaken EA processes and is in the process of commencing the EA process to upgrade and expand the William Street SPS and the Tavistock WWTP upgrades/ expansion.</li> <li>• Significant costs will be incurred by the County and Township to upgrade the current SPS and we would respectfully question why the Township would want to incur these costs when lands can be accommodated on the east side without any SPS upgrades. From a taxpayer perspective this would readily appear to be the preferred option.</li> </ul>
Water Supply	<ul style="list-style-type: none"> <li>• Water supply in Tavistock is currently provided by 3 existing wells, along with a water tower and on-site treatment for iron/manganese and disinfection.</li> <li>• To ensure that sufficient water supply is available for Tavistock and the planned growth within Tavistock, the County of Oxford undertook a Class EA for the provision of a new well(s). This Class EA is a separate project.</li> <li>• As part of this Class EA, the preferred solution consists of the following: the provision of a new well at the north end of the Optimist Park, which will also include on-site treatment and storage in this location.</li> <li>• The water distribution system in Tavistock consists of various watermain sizes, but in general they are 150mm to 200mm in diameter.</li> <li>• In the East Zorra-Tavistock Secondary Plan and Settlement Area Boundary Expansion – Water (WSP, dated February 7, 2024) report, it is identified that the existing distribution system has sufficient capacity to provide the required minimum pressures (under maximum day demand) for the year 2047.</li> <li>• Therefore, no improvements or upgrades to the existing water distribution system are anticipated to be required to service the SABE, other than the extension of existing watermains.</li> <li>• This would apply to lands on the east side of Tavistock as well. Water can be extended to these lands to support growth.</li> </ul>
Timing of Studies	<ul style="list-style-type: none"> <li>• It is also important to note that the background/technical reports prepared by WSP for both the water and wastewater systems (East Zorra-Tavistock Secondary Plan and Settlement Area Boundary Expansion – Wastewater (WSP, dated February 9, 2024) and East Zorra-Tavistock Secondary Plan and Settlement Area Boundary Expansion – Water (WSP, dated February 7, 2024)) were prepared (or at least dated) after the Technical Evaluation Summary Report was prepared and presented to Township Council in December of 2023. The Technical Evaluation Summary Report identified and recommended which lands should be included in the SABE but was issued prior to the supporting reports.</li> </ul>
Land Use Compatibility	<ul style="list-style-type: none"> <li>• There appear to be on land use compatibility related issues in consideration of lands on the east side of Tavistock (i.e noise, dust, odour) save for consideration of MDS.</li> <li>• The SABE lands as recommended are intermixed with commercial and industrial land users that may result in compatibility related issues.</li> <li>• We support the provision of industrial and/ or commercial lands in the</li> </ul>

	<p>recommended SABE areas however we opine that residential lands should be focused to the east areas to avoid any compatibility issues.</p>
<p>Form of Development</p>	<ul style="list-style-type: none"> <li>• The McKay farm can be developed with a mix of residential forms suitable for the Township</li> <li>• Capacity on the east side lift station into Henry Eckstein way would allow for up to 270units without any upgrades / expansions to the existing WWTP.</li> </ul>  <ul style="list-style-type: none"> <li>• Depending on the final form of development the bulk of the McKay property can be developed without costly municipal infrastructure improvements.</li> <li>• The McKay property represents a “clean slate” to design a new residential community that would be a logical extension of the Orchards project that was also completed by Apple Homes.</li> </ul>

On December 20, 2023, WSP Canada, the retained consultant for the Secondary Plan, outlined a proposed Settlement Area Boundary Expansion (SABE) to Township Council for their consideration and endorsement. A proposed SABE was provided to Township Council for both Innerkip and Tavistock. Following the presentation, Township Council passed the following resolution:

*Resolved that Council endorse moving forward with the proposed Settlement Area Boundary Expansion (SABE) lands, as presented by WSP at the December 20, 2023, meeting.*

It is our understanding the Project Team will be moving forward to a virtual workshop to begin the discussion of what the future use of the SABE lands endorsed at the December 20<sup>th</sup>, 2023 Township Council meeting could look like. Feedback from the Visioning Workshop will help to shape the vision statement and guiding principles for the Secondary Plan as the project moves forward.

It is our submission to Council that the recommended (and endorsed) SABE lands should be revisited and proper consideration given to the inclusion of lands on the east side of Tavistock. From a traffic and location perspective the east lands are a better option for the growth of the village. More importantly, from a servicing perspective these is an opportunity to avoid costly infrastructure improvements and allow up to 270 units to advance in a timely manner using existing infrastructure.

We would ask Council to revisit the SABE lands and give due consideration to the east lands.

Apple Homes are a long standing member of the Township community and have contributed greatly to the success and growth of the housing supply in the Township. Apple Home Builders is an award-nominated, hands-on home building service. For the past 24 years, Apple Homes have prioritized quality over quantity every time. They work under one rule: happy customers sell homes. A house is the largest investment most people will make in their life, so it should be a safe and secure one. Apple Homes is a local company employing local trades and employees, donating to local organizations and has provided supportive funding for projects such as the arena, Tavistock medical office, park pavilion and the splash pad. Many of the staff of Apple Homes have given freely of their time to community projects for many, many years. On this basis we request Council look at the option to include the eastern lands (i.e McKay farm) as part of the SABE.

If you have any questions or require further information, please do not hesitate to contact the undersigned.

Yours truly,  
**Patterson Planning Consultants Inc.**



**Scott J. Patterson, BA, CPT, MCIP, RPP**  
**Principal**

## #6.a

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



#6.b

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

#6.c

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



# EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD



## MINUTES of the Meeting held

March 20, 2024

The Police Services Board met at the Township Administration Office, Hickson, at 1:15 p.m. on Wednesday March 20, 2024.

Present: Liam McCreery  
Robert Rudy  
Matthew Gillespie  
Tony Hymers, Detachment Commander (Oxford OPP)  
Will Jaques, Secretary

Regrets: N/A

Confirm Agenda Moved by: Matthew Gillespie  
Seconded by: Robert Rudy  
Resolved that the Board approves the agenda for the March 20, 2024 meeting, as printed and circulated.

**CARRIED**

Pecuniary Interest None declared.

Confirm Minutes Moved by: Matthew Gillespie  
Seconded by: Robert Rudy  
Resolved that the Board approves the minutes of the January 17, 2024 meeting, as printed and circulated.

**CARRIED**

### Correspondence

- None

Delegations & Appointments

- PC Randi Crawford (Community Safety/ Media Relations Officer) attended the meeting and provided a brief background on the duties of her position within the Oxford OPP Detachment.

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**Reports**

- OPP Policing Reports
- January 2024 Police Reports
  - February 2024 Police Reports
    - Oxford OPP Detachment Commander Tony Hymers presented the January and February, 2024, policing reports to the Board.
  
  - Verbal Reports from Meetings/Conferences/Seminars etc.
    - None

**Other Business**

- OAPSB Membership
- The Board decided not to take out a membership in the OAPSB at this time.

Adjourn

Moved by:  
Seconded by:  
Resolved that the Board does now adjourn at 1:48 p.m.

**CARRIED**

---

Will Jaques, Secretary

---

Liam McCreery, Chairperson

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

**BY-LAW #2024 - 14**

---

Being an Actual Cost By-law on the Witzel Drain

**WHEREAS** the construction of the Witzel Drain 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 Witzel Drain was \$510,000.00;

**AND WHEREAS** the actual cost of construction was \$478,996.73;

**AND WHEREAS** the Provincial Grants on agricultural lands were \$140,369.49;

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

1. THAT 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.
2. THAT By-law #2024-06 be hereby rescinded.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 3<sup>rd</sup> DAY OF APRIL, 2024.***

\_\_\_\_\_  
PHIL SCHAEFER, MAYOR

(SEAL)

\_\_\_\_\_  
WILL JAQUES, CLERK

Original (Report): May 30, 2022  
Actual: March 19, 2024

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW  
WITZEL DRAIN  
TOWNSHIP OF EAST ZORRA - TAVISTOCK /  
TOWNSHIP OF PERTH EAST**

File No. 20-329

				ESTIMATED COSTS		
Con	Lot	Owner	Ha. Affected	Gross Assessment	NET	
<b>Township of East Zorra - Tavistock (Roll No. 32-38-010-)</b>						
F	18	Pt. Lot. 34	19.3	84,094	53,346	
F	18	Pt. Lots 35, 36	64.0	209,584	129,889	
F	18	Pt. Lots 33,34	0.8	250	167	
F	18	Pt. Lots 34, 35, 36	43.8	89,758	59,939	
<b>Subtotal (Lands):</b>			127.9	383,686.0	243,341	
19th Line (Township of East Zorra-Tavistock)			0.2	248	248	
1/2 of Perth-Oxford Road (Oxford County)			1.9	39,034	39,034	
<b>Subtotal (Roads):</b>			2.1	39,282	39,282	
<b>Total Assessment Township of East Zorra - Tavistock:</b>			130.0	422,968	282,623	
<b>Township of Perth East (Roll No. 31-10-010-)</b>						
F	3	Pt. Lots 4, 5	31.3	42,010	27,507	
F	2	Lot 3, Pt. Lot 4	7.3	5,602	3,735	
<b>Subtotal (Lands):</b>			38.6	47,612	31,242	
33rd Line (Township of Perth- East)			1.5	2,301	2,301	
1/2 of Perth-Oxford Road (Perth County)			1.6	37,119	37,119	
<b>Subtotal (Roads):</b>			3.1	39,420	39,420	
<b>Total Assessment Township of Perth East:</b>			41.7	87,032	70,662	
<b>TOTAL ASSESSMENT WITZEL DRAIN:</b>			171.7	510,000	353,285	

ACTUAL COSTS						
Gross Assessment	Minus Special Benefit (Sec. 24) Assessments	Eligible Grantable Assessments	1/3 Grant	Allowances	NET	
86,901.31	12,156	74,745.31	24,915.10	6,650	55,336.21	
221,668.19	15,110	206,558.19	68,852.73	13,100	139,715.46	
258.48		258.48	86.16		172.32	
95,704.10	5,384	90,320.10	30,106.70	700	64,897.40	
404,532.07	32,650	371,882.07	123,960.69	20,450	260,121.38	
256.40	0	256.40	0.00	0	256.40	
12,291.38	0	12,291.38	0.00	0	12,291.38	
12,547.78	0	12,547.78	0.00	0	12,547.78	
417,080	32,650	384,429.85	123,960.69	20,450	272,669.16	
43,434.46	0	43,434.46	14,478.15	500	28,456.31	
5,791.95	0	5,791.95	1,930.65		3,861.30	
49,226.41	0	49,226.41	16,408.80	500	32,317.61	
2,379.02	0	2,379.02	0.00	0	2,379.02	
10,311.44	0	10,311.44	0.00	0	10,311.44	
12,690.46	0	12,690.46	0.00	0	12,690.46	
61,916.87	0	61,916.87	16,408.80	500	45,008.07	
478,996.73	32,650	446,346.73	140,369.49	20,950	317,677.24	

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.
- Special Benefit Assessments have been subtracted from Gross Assessments to obtain Eligible Grantable Assessments.

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2024 - 15**

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

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

All actions and proceedings of the Council taken at its meeting held on the 3<sup>rd</sup> day of April, 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 3<sup>rd</sup> DAY OF APRIL, 2024.**

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Phil Schaefer, Mayor

seal

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Will Jaques, Clerk