AGENDA

COUNTY OF OXFORD COUNCIL

Wednesday, November 10, 2021, 9:30 a.m.
Online via oxfordcounty.ca/livestream
oxfordcounty.ca/livestream

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Proposed Resolution:

Resolved that the Agenda be approved.

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING

4.1. October 27, 2021

Proposed Resolution:

Resolved that the Council minutes of October 27, 2021 be adopted.

5. PUBLIC MEETINGS

5.1. Resolution to go into a Public Meeting pursuant to the Planning Act

Proposed Resolution:

Resolved that Council rise and go into a Public Meeting pursuant to the *Planning Act*, and that the Warden chair the Public Meeting.

Time _____

5.1.1. Applications for Official Plan Amendment and Plan of Subdivision OP 21-11-7; SB 21-06-7 – George & Clara Ambrus

The intent of the Official Plan Amendment is to redesignate the subject lands from 'Medium Density Residential' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision.

The proposed draft plan of subdivision will facilitate the creation of 49 lots for single detached dwellings, 1 block for future neighbourhood commercial uses and one block for stormwater management purposes, served by 1 new local street in the Town of Tillsonburg.

* See Report No. CP 2021-377

5.1.2. Application for Draft Plan of Subdivision Approval SB 21-07-7 - Lindprop Corp. and Performance Communities Realty Inc.

The purpose of the application for draft plan of subdivision approval (and zone change) is to facilitate the development of 16 blocks for future residential development, three stormwater management blocks, and a parkland block, served by 6 new local streets in the Town of Tillsonburg.

* See Report No. CP 2021-378

5.1.3. Applications for Official Plan Amendment and Plan of Subdivision OP 20-09-7; SB 20-02-7 - 2407774 Ontario Limited

The intent of the Official Plan Amendment is to redesignate the subject lands from ‘Open Space’ to ‘Low Density Residential’ to facilitate the development of a residential draft plan of subdivision.

The proposed draft plan of subdivision will facilitate the creation of 65 lots for single detached dwellings, 7 blocks for townhouse dwellings (24 units), served by 2 new local streets in the Town of Tillsonburg.

* See Report No. CP 2021-379

5.1.4. Application for Official Plan Amendment OP 21-01-8 - City of Woodstock

The intent of the Official Plan amendment is to redesignate the subject lands from ‘Low Density Residential’ to ‘Medium Density Residential’ to facilitate the development of a 5-unit townhouse proposal in the City of Woodstock.

* See Report No. CP 2021-380

5.2. Resolution to adjourn the Public Meeting

Proposed Resolution:

Resolved that Council adjourn the Public Meeting and reconvene as Oxford County Council with the Warden in the chair.

Time _____

5.3. Consideration of Report No. CP 2021-377 - Applications for Official Plan Amendment and Plan of Subdivision OP 21-11-7; SB 21-06-7 – George & Clara Ambrus

Proposed Resolution:

Resolved that the recommendations contained in Report No. CP 2021-377, titled "Applications for Official Plan Amendment and Plan of Subdivision OP 21-11-7; SB 21-06-7 – George & Clara Ambrus", be adopted.

5.4. Consideration of Report No. CP 2021-378 - Application for Draft Plan of Subdivision Approval SB 21-07-7 - Lindprop Corp. and Performance Communities Realty Inc.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CP 2021-378, titled "Application for Draft Plan of Subdivision Approval SB 21-07-7 - Lindprop Corp. and Performance Communities Realty Inc.", be adopted.

5.5. Consideration of Report No. CP 2021-379 - Applications for Official Plan Amendment and Plan of Subdivision OP 20-09-7; SB 20-02-7 - 2407774 Ontario Limited

Proposed Resolution:

Resolved that the recommendations contained in Report No. CP 2021-379, titled "Applications for Official Plan Amendment and Plan of Subdivision OP 20-09-7; SB 20-02-7 - 2407774 Ontario Limited", be adopted.

5.6. Consideration of Report No. CP 2021-380 - Application for Official Plan Amendment OP 21-01-8 - City of Woodstock

Proposed Resolution:

Resolved that the recommendations contained in Report No. CP 2021-380, titled "Application for Official Plan Amendment OP 21-01-8 - City of Woodstock", be adopted.

6. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF

6.1. The Refuge

Rob Montgomery, Melissa Boutlier, Joel Weckworth
Re: To address the current issue of our city's most vulnerable

Proposed Resolution:

Resolved that the information provided in the delegation from The Refuge be received.

7. CONSIDERATION OF CORRESPONDENCE

7.1. South Western Integrated Fibre Technology (SWIFT)

October 28, 2021
Re: 2022 SWIFT Board Member Representation

Proposed Resolution:

Resolved that the correspondence from Southwestern Integrated Fibre Technology (SWIFT) dated October 28, 2021 regarding 2022 SWIFT Board Member Representation be received;

And further, that Oxford County Council supports Councillor David Mayberry's re-appointment to the SWIFT Board ending in 2024.

7.2. St. Marys Healthcare Foundation

October 28, 2021
Re: St. Marys Memorial Hospital Renovation Project

Proposed Resolution:

Resolved that the correspondence from St. Marys Healthcare Foundation dated October 28, 2021 be received and referred to 2022 Budget and Business Plan Deliberations.

7.3. Mayors of East Zorra-Tavistock, Ingersoll, Norwich and South-West Oxford

November 3, 2021
Re: Engineered Traffic Calming on County Roads

Proposed Resolution:

Resolved that the correspondence from the Mayors of East Zorra-Tavistock, Ingersoll, Norwich and South-West Oxford dated November 3, 2021 regarding Engineered Traffic Calming on County Roads be received;

And further, that Public Works staff be directed to prepare a report informing council on the merits and concerns for a variety of traffic calming methods that could be implemented on county roads.

7.4. Thames Valley District School Board (TVDSB) Rural Education Task Force

Re: Community Consultations regarding Rural Education in Thames Valley

7.5. Ontario Land Tribunal

November 4, 2021
Re: OLT Case No. PL200633

Proposed Resolution:

Resolved that correspondence items 7.4 and 7.5 inclusive on the Open meeting agenda of November 10, 2021 be received as information.

8. REPORTS FROM DEPARTMENTS

8.1. COMMUNITY PLANNING

8.1.1. CP 2021-377 - Applications for Official Plan Amendment &Plan of Subdivision OP 21-11-7; SB 21-06-7 – George & Clara Ambrus

RECOMMENDATIONS

1. That Oxford County Council approve Application No. OP 21-11-7, submitted by George and Clara Ambrus, for lands legally described as Part of Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg, to redesignate the subject lands from ‘Medium Density Residential’ to ‘Low Density Residential’, to facilitate a draft plan of subdivision consisting of lots for 49 single detached dwellings, a neighbourhood commercial block and a stormwater management block;
2. And further, that Council approve the attached Amendment No. 262 to the County of Oxford Official Plan;
3. And further, that the necessary by-law to approve Amendment No. 262 be raised;
4. And further, that Oxford County Council grant draft approval to a proposed residential subdivision, submitted by George and Clara Ambrus, for lands legally described as Part of Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg, consisting of 49 lots for single-detached dwellings, one block for neighbourhood commercial purposes, a stormwater management block, and one new local street, subject to the conditions attached to this report as Schedule “A” being met prior to final approval.

* See Item 5.3

8.1.2. CP 2021-378 - Application for Draft Plan of Subdivision Approval SB 21-07-7 – Lindprop Corp. & Performance Communities Realty Inc.

RECOMMENDATION

1. That Oxford County Council grant draft approval to a proposed residential plan of subdivision, submitted by Lindprop Corp. & Performance Communities Realty Inc. (SB 21-07-7) prepared by CJDL Consulting Engineers, for lands described as Part of Lot 4 and 5, Concession 10 (Dereham), in the Town of Tillsonburg, subject to the conditions attached to this report as Schedule “A” being met prior to final approval.

* See Item 5.4

8.1.3. CP 2021-379 - Applications for Official Plan Amendment & Plan of Subdivision OP 20-09-7; SB 20-02-7 – 2407774 Ontario Limited

RECOMMENDATIONS

1. That Oxford County Council approve Application No. OP 20-09-7, submitted by 2407774 Ontario Limited, for lands legally described as Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8700, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg, to redesignate the subject lands from ‘Open Space’ to ‘Low Density Residential’, to facilitate a draft plan of subdivision consisting of 65 lots for single detached dwellings, and 7 blocks for street-fronting townhouses, totaling 24 units;
2. And further, that Council approve the attached Amendment No. 266 to the County of Oxford Official Plan;
3. And further, that the necessary by-law to approve Amendment No. 266 be raised;
4. And further, that Oxford County Council grant draft approval to a proposed residential subdivision, submitted by 2407774 Ontario Limited (SB 20-02-7) prepared by CJDL Consulting Engineers, for lands described as Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8700, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg, subject to the conditions attached to this report as Schedule “A” being met prior to final approval.

* See Item 5.5

8.1.4. CP 2021-380 - Application for Official Plan Amendment OP 21-01-8 – City of Woodstock

RECOMMENDATIONS

1. That Oxford County Council approve Application No. OP 21-01-8 submitted by the City of Woodstock, for lands described as Part Lot 118C, Plan 293 in the City of Woodstock to redesignate the subject lands from ‘Low Density Residential’ to ‘Medium Density Residential’ to facilitate 5 townhouse units;
2. And further, that Council approve the attached Amendment No. 265 to the County of Oxford Official Plan;
3. And further, that the necessary by-law to approve Amendment No. 265 be raised.

* See Item 5.6

8.2. CAO

8.2.1. CAO 2021-08 - Municipal Housing Facilities Agreement with Tillsonburg Non-Profit Housing Corporation

RECOMMENDATIONS

1. That County Council authorize the allocation of up to $1,642,600 from the Social Service Relief Fund (SSRF) – Phase 4 and $122,100 from the Canada-Ontario Community Housing Initiative (COCHI) – Year 3, to Tillsonburg Non-Profit Housing Corporation, to support the creation of 18 affordable housing units at 31 Victoria Street, in the Town of Tillsonburg;
2. And further, that County Council authorize the Acting Director of Human Services and the Chief Administrative Officer to execute a Municipal Housing Facilities Agreement and all other necessary documents related to the proposed 18-unit affordable housing development located at 31 Victoria Street, in the Town of Tillsonburg.

Proposed Resolution:

Resolved that the recommendations contained in Report No. CAO 2021-08, titled “Municipal Housing Facilities Agreement with Tillsonburg Non-Profit Housing Corporation”, be adopted.

8.2.2. CAO 2021-09 - Affordable Housing Update

RECOMMENDATIONS

1. That County Council receive Report No. CAO 2021-09 entitled “Affordable Housing Update” as information;
2. And further, that Council direct staff to amend the existing home ownership program to ensure greater consistency with the current housing market, as outlined in Report No. CAO 2021-09.

Proposed Resolution:

Resolved that the recommendations contained in Report No. CAO 2021-09, titled “Affordable Housing Update”, be adopted.

8.3. CORPORATE SERVICES

8.3.1. CS 2021-43 - 2022 Insurance Program (Presentation)

RECOMMENDATION

1. That County Council approve the 2022 Insurance Program proposed by Intact Public Entities at a base premium rate of $1,834,459 plus applicable taxes.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2021-43, titled “2022 Insurance Program”, be adopted.

8.3.2. CS 2021-44 - Closure of the Oxford Historical Society Resource Centre

RECOMMENDATION

1. That the County Council authorizes Archives to assume the official repository of the Oxford Historical Society's archival holdings as described in Report No. CS 2021-44 titled "Closure of the Oxford Historical Society Resource Centre".

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2021-44, titled "Closure of the Oxford Historical Society Resource Centre", be adopted.

8.3.3. CS 2021-45 - Reserves Year End Allocations and Policy Review

RECOMMENDATIONS

1. That County Council hereby affirms policy provisions contained in Reserves Policy 6.20 as set out in Attachment 1 to Report No. CS 2021-45 titled "Reserves Year End Allocations and Policy Review";
2. And further, that County Council hereby approves reserve year end allocations to the respective reserve and reserve fund accounts for future use as identified in Attachment 2 to Report No. CS 2021-45.

Proposed Resolution:

Resolved that the recommendations contained in Report No. CS 2021-45, titled "Reserves Year End Allocations and Policy Review", be adopted.

8.3.4. CS 2021-46 - 2022 Business Plans and Budget (Presentation)

RECOMMENDATION

1. That the 2022 preliminary budget information package be received for discussion purposes.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2021-46, titled "2022 Business Plans and Budget", be adopted.

8.3.5. CS 2021-48 - 2022 Oxford County Library Business Plan and Budget

RECOMMENDATION

1. That the recommendation of the Oxford County Library Board dated October 18, 2021, that County Council approve the draft 2022 Oxford County Library Business Plan and Budget to provide a levy of $4,060,372, subject to possible minor adjustments to interdepartmental charges, be referred to 2022 budget deliberations.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2021-48, titled "2022 Oxford County Library Business Plan and Budget", be adopted.

8.3.6. CS 2021-49 - 2022 Court Security Grant Levy

RECOMMENDATIONS

1. That County Council receive and refer the recommendation of the Local Court Security Advisory Committee, dated September 15, 2021, to provision a special 2022 tax levy for a Court Security Grant for Woodstock Police Services in the amount of $51,541 determined on the same basis as the 2018 to 2021 annual special grant levies, to 2022 budget deliberations;
2. And further, that the Local Court Security Advisory Committee's recommendation to continue to lobby the Provincial Government for 100% funding for actual costs incurred in the provision of local court security and prisoner transportation services be adopted.

Proposed Resolution:

Resolved that the recommendations contained in Report No. CS 2021-49, titled "2022 Court Security Grant Levy", be adopted.

9. UNFINISHED BUSINESS

9.1. Pending Items

10. MOTIONS

11. NOTICE OF MOTIONS

11.1. Councillor Tait

Whereas the increased rate of homelessness in Oxford County and the City of Woodstock is creating health and safety concerns for those who are experiencing homelessness, addictions and mental health issues;

And whereas these concerns are disproportionately impacting the City of Woodstock's downtown;

And whereas adequate levels of social services, shelter services, and transitional housing equivalent to the increased rate of need are required;

Now therefore be it resolved that Oxford County Council prioritize securing property for the establishment and operation of a 24-hour, 7 day a week shelter with sufficient space for the various agencies providing services to people experiencing homelessness, addictions and mental health issues;

And further, that County Staff be directed to report back on the cost, funding and the length of time needed to begin operations;

And further, that County staff be directed to report back on the ability to increase Peer Street Outreach services for downtown Woodstock for a minimum of 6 days per week in order to provide downtown businesses and patrons with an alternative response service to Woodstock Police for incidents not requiring police intervention.

12. NEW BUSINESS/ENQUIRIES/COMMENTS

12.1. Remembrance Day

Deputy Warden Comiskey

13. CLOSED SESSION

Proposed Resolution:

Resolved that Council rise and go into a Closed Session to consider Report No. CS (CS) 2021-47 and CAO (CS) 2021-10 regarding labour relations or employee negotiations and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

13.1. Closed Session Begins

Time _____

13.2. CS (CS) 2021-47

13.3. CAO (CS) 2021-10

13.4. Closed Session Ends

Time _____

14. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION

14.1. CS (CS) 2021-47

Proposed Resolution:

Resolved that the recommendations contained in Report No. CS (CS) 2021-47 be adopted.

14.2. CAO (CS) 2021-10

Proposed Resolution:

Resolved that the recommendations contained in Report No. CAO (CS) 2021-10 be adopted.

15. BY-LAWS

15.1. By-law No. 6381-2021

Being a By-Law to adopt Amendment Number 265 to the County of Oxford Official Plan.

15.2. By-law No. 6382-2021

Being a By-Law to adopt Amendment Number 262 to the County of Oxford Official Plan.

15.3. By-law No. 6383-2021

Being a By-Law to adopt Amendment Number 266 to the County of Oxford Official Plan.

15.4. By-law No. 6384-2021

Being a By-law to further amend By-law No. 4167-2001 as amended by By-law No. 4411-2004, By-law No. 4693-2006 and By-law 5065-2009, to upload and download certain roads and portions of roads to the County of Oxford County Roads System.

15.5. By-law No. 6385-2021

Being a By-law to confirm all actions and proceedings of the Council of the County of Oxford at the meeting at which this By-law is passed.

Proposed Resolutions:

Resolved that the following by-laws be now read a first and second time: 6381-2021 to 6385-2021 inclusive.

Resolved that the following by-laws be now given a third and final reading: 6381-2021 to 6385-2021 inclusive.

16. ADJOURNMENT

OXFORD COUNTY COUNCIL
MINUTES

October 27, 2021

Council Participants	Warden Larry Martin Deputy Warden Ted Comiskey Councillor Trevor Birtch Councillor David Mayberry Councillor Don McKay Councillor Stephen Molnar Councillor Mark Peterson Councillor Marcus Ryan Councillor Deborah Tait Councillor Sandra Talbot
Council Absent	NIL
Staff Participants	M. Duben, Chief Administrative Officer B. Addley, Director of Paramedic Services L. Buchner, Director of Corporate Services M. Cowan, Manager of Information Services M. Dager, Director of Woodingford Lodge G. Hough, Director of Community Planning L. Lanthier, Acting Director of Human Services C. Senior, Clerk D. Simpson, Director of Public Works A. Smith, Director of Human Resources

1. CALL TO ORDER

Oxford County Council meets electronically in regular session this twenty-seventh day of October 2021 at 7:02 p.m. with Warden Martin in the chair.

2. APPROVAL OF AGENDA

RESOLUTION NO. 1

Moved By: Ted Comiskey
Seconded By: Marcus Ryan

Resolved that the agenda be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

3.1 Sandra Talbot – Correspondence Item 7.4
Councillor Sandra Talbot discloses a pecuniary interest related to agenda item 7.4 (SWIFT monthly project update) on the Open meeting agenda of October 27, 2021 as an immediate family member is an approved contractor on the SWIFT project. She will not take part in consideration of or voting on items related to this agenda item.

4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING

4.1 October 13, 2021

RESOLUTION NO. 2

Moved By: Ted Comiskey
Seconded By: Marcus Ryan

Resolved that the Council minutes of October 13, 2021 be adopted.

DISPOSITION: Motion Carried

5. PUBLIC MEETINGS

NIL

6. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF

6.1 Social Planning Council Oxford
Stephanie Ellens-Clark, Executive Director
Megan Neil, Board Chair
Re: 2022 Grant Request

Stephanie Ellens-Clark joins the meeting via telephone and Megan Neil joins the meeting via WebEx and proceed through a PowerPoint presentation, which was provided as an attachment to Council's electronic agenda. In conclusion, Social Planning Council Oxford request financial support in the amount of $65,000 in 2022.

Warden Martin opens the meeting to questions from Council. There are none.

6.2 Oxford Creative Connections Inc.
Mary-Anne Murphy, Cultural Coordinator
Re: 2022 Grant Request

Mary-Anne Murphy joins the meeting via WebEx and proceeds through a PowerPoint presentation, which was provided as an attachment to Council's electronic agenda. In conclusion, Oxford Creative Connections Inc. requests financial support in the amount of $60,000 in 2022.

Warden Martin opens the meeting to questions from Council. There are none.

6.3 Community Futures Oxford
Allan Simm, General Manager
Re: 2022 Grant Request

Allan Simm joins the meeting via WebEx and proceeds through a PowerPoint presentation, which was provided as an attachment to Council's electronic agenda, providing an update on the Future Oxford Legacy Fund and the Oxford Economic Stimulus Fund. In conclusion, Community Futures Oxford requests the renewal of the partnership agreement for the Future Oxford Legacy Fund for a period of five years starting January 1, 2022 to December 31, 2026 including $100,000 per year plus administration costs starting at $45,000 with annual increments of $1,000 to reflect inflationary increases.

Warden Martin opens the meeting to questions from Council. A. Simm responds to questions and comments from Councillor Molnar.

RESOLUTION NO. 3

Moved By: Deborah Tait
Seconded By: Ted Comiskey

Resolved that the information provided in Delegations 6.1 to 6.3 inclusive on the Open meeting agenda of October 27, 2021 be received and referred to 2022 Budget and Business Plan Deliberations.

DISPOSITION: Motion Carried

6.4 Future Oxford
Bryan Smith, Rick Cox, Heather Corbett
Re: Program Update

Future Oxford members Bryan Smith, Rick Cox and Heather Corbett join the meeting via WebEx and proceed through a PowerPoint presentation, which was provided as an attachment to Council's electronic agenda. In conclusion, the presenters request that the 2022 Future Oxford Budget remain as status quo at $77,000.

Warden Martin opens the meeting to questions from Council. B. Smith and R. Cox respond questions and comments from Councillor Birtch.

Deputy Warden Comiskey leaves the meeting at 8:04 p.m.

6.5 South Central Ontario Region Economic Development Corporation (SCOR EDC)

Kim Earls, Executive Director
Re: Annual Partner Update

Kim Earls joins the meeting via WebEx and proceeds through a PowerPoint presentation, which was provided as an attachment to Council's electronic agenda.

Warden Martin opens the meeting to questions from Council. There are none.

RESOLUTION NO. 4

Moved By: Deborah Tait
Seconded By: Sandra Talbot

Resolved that the information provided in Delegations 6.4 and 6.5 on the Open meeting agenda of October 27, 2021 be received as information.

DISPOSITION: Motion Carried

7. CONSIDERATION OF CORRESPONDENCE

7.1 Southwestern Public Health (SWPH)

October 13, 2021
Re: 2021 Additional Levy

RESOLUTION NO. 5

Moved By: Marcus Ryan
Seconded By: Mark Peterson

Resolved that the correspondence from Southwestern Public Health dated October 13, 2021 informing of an interim additional 2021 levy being imposed to fund cash flow pressures related to COVID-19 response expenditures until the costs are reimbursed by the Ministry of Health be received;

And further, that County Council authorizes the County's portion of the interim additional levy in the amount of $2,219,015 be funded by the General Reserve;

And further, that Southwestern Public Health be requested to refund the interim additional levy to the County immediately upon receipt of the Ministry of Health's reimbursement of Southwestern Public Health's COVID-19 response related expenditures;

And further, that the County write to the Minister of Municipal Affairs and Housing and the Minister of Health to express our concern at this cash flow situation and its effect of applying pressure to SWPH cash flow during this time when their focus needs to be on vaccination work.

DISPOSITION: Motion Carried

7.2 Southwestern Public Health (SWPH)

October 20, 2021
Re: Formal request to Minister of Health for reimbursement of SWPH's COVID-19 response and vaccination expenses

7.3 Ontario Solicitor General

October 14, 2021
Re: Community Safety and Well-Being Plans

7.4 Southwestern Integrated Fibre Technology (SWIFT)

October 18, 2021
Re: Monthly Project Update - September 2021

7.5 Independent Electricity System Operator (IESO)

October 7, 2021
Re: Technical Assessment evaluating the feasibility of phasing out gas generation in Ontario by 2030

7.6 Ministry of Municipal Affairs and Housing

October 19, 2021
Re: Enhanced COVID-19 Vaccine Certificate with QR Code and Verify Ontario App

RESOLUTION NO. 6

Moved By: Mark Peterson
Seconded By: Stephen Molnar

Resolved that correspondence items 7.2 to 7.6 inclusive on the Open meeting agenda of October 27, 2021 be received as information.

DISPOSITION: Motion Carried

8. REPORTS FROM DEPARTMENTS

8.1 COMMUNITY PLANNING

8.1.1 CP 2021-337 - Phase 1 Official Plan Review - Draft Agricultural Policies

RECOMMENDATIONS

1. That County Council direct Planning staff to initiate Phase 1 of the County Official Plan Review process, consisting of proposed updates to the agricultural policies, in accordance with the requirements under the Planning Act and as generally outlined in Report No. CP 2021-337;

2. And further, that Report No. CP 2021-337 be circulated to the Area Municipalities for information.

RESOLUTION NO. 7

Moved By: Mark Peterson
Seconded By: Stephen Molnar

Resolved that the recommendations contained in Report No. CP 2021-337, titled “Phase 1 Official Plan Review - Draft Agricultural Policies”, be adopted.

DISPOSITION: Motion Carried

8.2 PUBLIC WORKS

8.2.1 PW 2021-35 - Fleet Utilization Review

RECOMMENDATION

1. That County Council receive this report as information regarding 2021 staff utilization of County fleet vehicles.

RESOLUTION NO. 8

Moved By: Stephen Molnar
Seconded By: David Mayberry

Resolved that the recommendation contained in Report No. PW 2021-35, titled “Fleet Utilization Review”, be adopted.

DISPOSITION: Motion Carried

8.3 PARAMEDIC SERVICES

8.3.1 PS 2021-01 - Land Ambulance Response Time Performance Plan

RECOMMENDATION

1. That Oxford County Council approve the 2022 Land Ambulance Response Time Performance Plan.

RESOLUTION NO. 9

Moved By: Stephen Molnar
Seconded By: David Mayberry

Resolved that the recommendation contained in Report No. PS 2021-01, titled “Land Ambulance Response Time Performance Plan”, be adopted.

DISPOSITION: Motion Carried

8.4 CAO

8.4.1 CAO 2021-06 - Indigenous Municipal Relations

RECOMMENDATIONS

1. That Oxford County Council receive Report No. CAO 2021-06 titled "Indigenous Municipal Relations";
2. And further, that County Council direct staff to develop a local response to the Truth and Reconciliation Commission of Canada's (TRC) Calls to Action (http://trc.ca/assets/pdf/Calls_to_Action_English2.pdf), working with the City of Woodstock, Towns of Ingersoll and Tillsonburg, and the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, and Zorra on a coordinated approach to developing a local response, focusing on several calls to action that explicitly include municipal governments.

RESOLUTION NO. 10

Moved By: Marcus Ryan
Seconded By: Don McKay

Resolved that the recommendations contained in Report No. CAO 2021-06, titled "Indigenous Municipal Relations", be adopted.

DISPOSITION: Motion Carried

8.4.2 CAO 2021-07 - 2021 Future Oxford Staff Update

RECOMMENDATION

1. That Report No. CAO 2021-07, 2021 Future Oxford Staff Update be received for information.

RESOLUTION NO. 11

Moved By: David Mayberry
Seconded By: Sandra Talbot

Resolved that the recommendation contained in Report No. CAO 2021-07, titled "Future Oxford Staff Update", be adopted.

DISPOSITION: Motion Carried

8.5 CORPORATE SERVICES

8.5.1 CS 2021-42 - Mount Elgin Wastewater System – Internal Long-term Debt Issue

RECOMMENDATION

1. That By-law No. 6378-2021, being a by-law to authorize the borrowing of funds in the amount of $45,500 from the Landfill and Waste Diversion Reserve Fund to be used for the purposes of financing serviced property owners' charges for capital costs relating to the Mount Elgin Wastewater System Project, be presented to Council for enactment.

RESOLUTION NO. 12

Moved By: David Mayberry
Seconded By: Sandra Talbot

Resolved that the recommendation contained in Report No. CS 2021-42, titled "Mount Elgin Wastewater System – Internal Long-term Debt Issue", be adopted.

DISPOSITION: Motion Carried

9. UNFINISHED BUSINESS

9.1 Pending Items

No discussion takes place regarding the Pending Items list.

10. MOTIONS

NIL

11. NOTICE OF MOTIONS

NIL

12. NEW BUSINESS/ENQUIRIES/COMMENTS

12.1 Warden Martin indicates that the equipment which will allow for the provision of hybrid council meetings is scheduled to be installed in time for the November 10, 2021 meeting of Council. As we acclimatize to the new technology and way of conducting Council business, presenters and members of the public will be asked to join that meeting electronically. Members of Council and Senior Staff are invited to join the meeting in-person if that is their preference. Otherwise, they can choose to join online.

Warden Martin further indicates that prior to opening the Council Chamber to members of the public, he is looking for Council's direction regarding proof of

vaccination status for anyone wishing to attend or participate in a Council meeting in person so that staff are able to advise the public in advance as well as make the necessary screening arrangements, if necessary. Warden Martin opens the meeting to comments and questions from members of Council. Warden Martin and Chief Administrative Officer Michael Duben respond to comments and questions from Councillors Mayberry, Molnar, Peterson and Ryan. Following the discussion, it was determined that anyone wishing to attend or participate in a council meeting in person will be required to show proof of vaccination and that participation and viewing of the Council meetings virtually will continue to be an option.

12.2 Councillor Molnar indicates that the Town of Tillsonburg will be featured as one of Rogers Hometown Hockey's tour stops in November. The festivities will be held Saturday, November 20 and Sunday, November 21, 2021 from 11 a.m. to 5 p.m. each day, ending with a live Sportsnet broadcast from Tillsonburg of the Pittsburgh Penguins facing the Winnipeg Jets on Monday, November 22 from 7:30 p.m. to 11:30 p.m. Councillor Molnar encourages and invites everyone to come and celebrate the spirit of hockey during this fun-filled weekend festival. Free tickets are available at https://hometownhockey.com/tourstops/tillsonburg/

13. CLOSED SESSION

RESOLUTION NO. 13

Moved By: Sandra Talbot
Seconded By: Trevor Birtch

Resolved that Council rise and go into a Closed Session to consider Report No. PW (CS) 2021-36 regarding a proposed or pending acquisition or disposition of land by the County or local board and to hear a verbal report from the Chief Administrative Officer regarding information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

DISPOSITION: Motion Carried at 8:44 p.m.

Oxford County Council meets electronically in Closed Session, as part of a regular meeting, this twenty-seventh day of October, 2021.

8:45 p.m. with Warden Martin in the chair.

All Members of Council present with the exception of Deputy Warden Comiskey.

Staff Participants
M. Duben, Chief Administrative Officer
B. Addley, Director of Paramedic Services
L. Buchner, Director of Corporate Services
M. Cowan, Manager of Information Services
M. Dager, Director of Woodingford Lodge

G. Hough, Director of Community Planning
L. Lanthier, Acting Director of Human Services
C. Senior, Clerk
D. Simpson, Director of Public Works
A. Smith, Director of Human Resources

DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

CONSIDERATION OF CORRESPONDENCE:

NIL

REPORTS FROM DEPARTMENTS:

1. PW (CS) 2021-36

The following staff leave the Closed Session meeting at 8:46 p.m.:
B. Addley, M. Dager, L. Lanthier, A. Smith

2. Verbal Report from Chief Administrative Officer

DELEGATIONS AND PRESENTATIONS:

NIL

UNFINISHED BUSINESS:
NIL

NEW BUSINESS / ENQUIRIES / COMMENTS:
NIL

TIME OF COMPLETION OF CLOSED SESSION:

9:01 p.m.

RESOLUTION NO. 14

Moved By: Sandra Talbot
Seconded By: Trevor Birtch

Resolved that Council reconvene in Open Session.

DISPOSITION: Motion Carried at 9:01 p.m.

14. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION

14.1 PW (CS) 2021-36

RESOLUTION NO. 15

Moved By: Trevor Birtch
Seconded By: Deborah Tait

Resolved that the recommendations contained in Report No. PW (CS) 2021-36 be adopted.

DISPOSITION: Motion Carried

14.2 Verbal Report from Chief Administrative Officer

RESOLUTION NO. 16

Moved By: Trevor Birtch
Seconded By: Deborah Tait

Resolved that the information provided in the verbal report from the Chief Administrative Officer be received as information.

DISPOSITION: Motion Carried

15. BY-LAWS

15.1 By-law No. 6378-2021

Being a by-law to authorize borrowed funds from the Landfill and Waste Diversion Reserve Fund in the amount of $45,500, to be used for the purposes of financing property owners' charges for capital costs related to services provided under the Mount Elgin Wastewater System Project (the "Project").

15.2 By-law No. 6379-2021

Being a By-Law to remove certain lands from Part Lot Control.

15.3 By-law No. 6380-2021

Being a By-law to confirm all actions and proceedings of the Council of the County of Oxford at the meeting at which this By-law is passed.

RESOLUTION NO. 17

Moved By: Don McKay
Seconded By: Mark Peterson

Resolved that the following by-laws be now read a first and second time: 6378-2021 to 6380-2021 inclusive.

DISPOSITION: Motion Carried

RESOLUTION NO. 18

Moved By: Don McKay
Seconded By: Mark Peterson

Resolved that the following by-laws be now given a third and final reading: 6378-2021 to 6380-2021 inclusive.

DISPOSITION: Motion Carried

16. ADJOURNMENT

Council adjourns its proceedings at 9:04 p.m. until the next meeting scheduled for November 10, 2021 at 9:30 a.m.

Minutes adopted on _____ by Resolution No. _____.

_____

WARDEN

_____

CLERK

789 Broadway Street
Wyoming, ON | NON 1T0
519.914.1308
swiftruralbroadband.ca

October 28, 2021

Sent VIA Electronic Mail

Warden Larry Martin and Members of Oxford County Council

RE: 2022 SWIFT Board Member Representation

At the October 8th board meeting the SWIFT Board of Directors set the 2022 Annual General Meeting (AGM) date to April 29, 2022. At the end of the 2022 AGM Oxford County's representative on the SWIFT board, David Mayberry, will end his current two-year term.

At this time, SWIFT asks that Oxford County either reappoint the current SWIFT representative to the SWIFT Board or nominate a member of council for consideration as a WOWC member representative. This appointment is a two-year term ending at the 2024 AGM. As noted in the attached Board of Directors Selection Whitepaper "*If a Director is appointed for a 2-year term and is not re-elected after the municipal election their term will end at the next AGM*".

We respectfully ask that nominees/re-appointees confirm their availability for the April 29,2022 AGM and Inaugural Board meeting and submit, along with the supporting council resolution, a completed online application form or SWIFT's consideration.

We ask that Oxford County Council confirm support for their council nominee through resolution, and that such supported applications be submitted by January 28, 2022 to SWIFT's Executive Assistant Jen Broos jen.broos@swiftruralbroadband.ca. Please find below important dates for the SWIFT Board of Director selection process:

DATE	DESCRIPTION
28-Jan-22	WOWC and Contributing Director Applications due date
11-Feb-22	SWIFT Executive Committee meeting to review applications for eligibility
TBD March 2022	WOWC Caucus meeting and approval of SWIFT Director candidates
25-Apr-22	SWIFT New Directors Orientation
29-Apr-22	SWIFT AGM and Directors confirmation vote
29-Apr-22	SWIFT Inaugural Board meeting

Should you have any questions regarding the Director selection process, please contact either myself or Executive Assistant Jen Broos.

The SWIFT Board and staff extend their sincere appreciation for your continued support.

Thank you for your attention to this matter.

Regards,

Barry Field
SWIFT Executive Director
519-319-1112
barry.field@swiftruralbroadband.ca

Cc:
David Mayberry, SWIFT Board of Director
Michael Duben, Oxford County CAO
Jen Broos, SWIFT Executive Assistant

Encl:
Board of Directors Terms of Reference
Board of Directors Selection Whitepaper
Board of Directors Application

SWIFT Corporate Policy

Board of Directors Terms of Reference

PL-03-01

Author:	Barry Field, Executive Director
Current Version:	V2.1 FINAL

Board Approved Version:	V2.1
Approving Resolution #:	BM-02-2021-07
Board Approval Date:	July 9, 2021

Annual Review Complete:	May 14, 2021
Next Review:	May 2022
Annual Review Approver:	Executive Committee

Policy Control Log

Version #	Revision Description	Revision Date	Approval Date
V1.0	Initial Release in Corporate Policy Manual PL-07-18 V4 (Policy #18)	09-Jun-17	8-Nov-19
V2.0	New template, addition of Executive Director, and few minor edits	20-Mar-20	3-Apr-20
V2.1	Annual Review	14-May-21	9-Jul-21

SWIFT
SouthWestern Integrated Fibre Technology

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SWIFT
SouthWestern Integrated Fibre Technology

1. PURPOSE

Southwestern Integrated Fibre Technology ("SWIFT") shall adhere to the following Policy, which will establish Terms of Reference for the Board of Directors ("Board").

2. SCOPE

The policy applies to the SWIFT Board of Directors.

3. OBJECTIVE

The Board is responsible for operating in accordance with the requirements of SWIFT By-Law No. 1. This document captures additional requirements of the Board. In the event of any conflict between this document and SWIFT By-Law No. 1, the terms of SWIFT By-Law No. 1 shall prevail.

4. GOVERNING STYLE

The Board is directly accountable to the stakeholders and the public for the prudent oversight of SWIFT's operations. The Board is to safeguard the mission and vision of SWIFT and to establish SWIFT's long-term goals and direction. The Board defines SWIFT's values and culture in which it expects the CEO/Executive Director to manage the day-to-day operations. The Board will embody the behaviour necessary to govern with fairness and to the highest ethical and moral standards.

5. LIMITATION OF MANAGEMENT'S RESPONSIBILITIES AND AUTHORITY

The CEO/Executive Director is to be responsible for managing the day-to-day operations of SWIFT. This includes the supervision of the management team and SWIFT's outside consultants. The CEO/Executive Director is responsible for the implementation of SWIFT's objectives and the resolutions of the Board as well as the appropriate and timely feedback on the results of the CEO/Executive Director's efforts.

6. COMPOSITION AND OPERATION

Composition and operation of the Board shall follow the requirements of SWIFT By-Law No. 1.

7. ROLES, RESPONSIBILITIES AND FUNCTIONS

Duties of Directors shall follow the requirements of SWIFT By-Law No. 1.

The Board's fundamental objectives are to enhance and preserve long-term stakeholder value, to ensure SWIFT meets its obligations on an ongoing basis, and that SWIFT operates in a reliable manner. In performing its functions, the Board shall also consider the legitimate interests of other stakeholders of SWIFT. The stewardship of SWIFT involves the Board's participation in strategic planning, financial reporting, risk management and mitigation, senior management determination, communication planning, and internal control integrity.

The Board explicitly acknowledges responsibility for the stewardship of SWIFT, including the following:

a) Satisfying itself as to the integrity of the CEO/Executive Director and other senior management, as to create a culture of integrity.
b) Adoption of a strategic planning process and approving on at least an annual basis, a strategic plan which accounts for the opportunities and risks of SWIFT.
c) Ensuring management has adopted a process that is in line with the Board's expectations on budgeting and forecasting. This includes formally approving the SWIFT budget and business plan on an annual basis, or more frequently in the event that modifications are required, in accordance with the Budgeting and Forecasting Policy.
d) Identification of the principal risks of SWIFT and the implementation of appropriate systems to mitigate these risks.
e) Succession planning including the appointment, training, and monitoring of senior management.
f) Adopting appropriate reporting and communication processes for SWIFT.
g) Ensuring the integrity of SWIFT's internal control and management information systems.
h) Developing SWIFT's approach to corporate governance.

7.1. Strategic Planning

The Board has oversight responsibility in reviewing and approving the mission of SWIFT as well as its goals and objectives. The Board shall follow the Strategic Planning Policy of SWIFT to consider the opportunities and risks of the business. The Board is to annually review the operating and financial performance results relative to the established strategy, budgets and objectives. The Board is also responsible for providing management with input on emerging trends and issues on strategic plans, objectives and goals developed by management.

SWIFT
SouthWestern Integrated Fibre Technology

7.2. Policies and Procedures

The Board is responsible for approving the corporate policies of SWIFT, and applicable procedures where required, which are designed to ensure that SWIFT operates at all times within the applicable laws and regulations and to the highest ethical and moral standards.

The Board is also responsible for carrying out their duties in accordance with such policies and for monitoring compliance with the significant policies and procedures.

The Board is responsible for adopting the written SWIFT Code of Conduct which is applicable to all Directors, officers and employees of SWIFT. All Directors are also responsible for acknowledging their adherence to the applicable terms of the Code of Conduct at least annually, or more frequently, as modifications occur.

7.3. Risk Management

The Board has the responsibility of understanding the principal risks of the business in which SWIFT is engaged. The Board is to achieve an appropriate balance between risks incurred and the potential return to stakeholders while confirming that there are systems in place which effectively monitor and manage those risks with a view to the long-term viability of SWIFT.

7.4. Financial Reporting

The Board must ensure management has a policy and process for the preparation of financial reports and information internal use by management and directors, and external reporting for use by external stakeholders. The Board must formally approve externally reported financial information and ensure the appropriate reporting process is being adhered to by SWIFT management. This includes ensuring that there is an adequate system in place to maintain financial records.

7.5. Compliance Management

The Board has the responsibility of ensuring SWIFT management is effectively managing any risks relating to compliance management. This is including, but not limited to, regulatory compliance with regards to:

a) **Procurement:** The Board must ensure management maintains a policy and process over the procurement of goods and services which is in line with any regulatory requirements.
b) **Privacy:** The Board must ensure management maintains appropriate controls over the gathering, use, disclosure, and management of any confidential information. This includes ensuring the appropriate information systems are maintained.

SWIFT
SouthWestern Integrated Fibre Technology

c) **Anti-Fraud:** The Board must ensure the appropriate processes and controls have been developed that will aid in the detection and prevention of fraud, misappropriation, and other irregularities, in order to protect SWIFT's reputation, assets and information. The Board must ensure that management reports all instances of known or suspected fraud to the Board and any relevant regulatory bodies.

7.6. Liquidity and Cash Flow Management

The Board has the responsibility of ensuring SWIFT management is effectively managing any liquidity and cash flow risks facing SWIFT, including oversight of SWIFT's borrowing activities. This includes adopting cash management policies and processes that meet the Board's expectations, ensuring the appropriate information is received from management to effectively monitor their processes and borrowing activities, and ensuring the establishment of effective internal controls associated with cash flow management.

7.7. Information Technology and Cyber Security Management

The Board must ensure SWIFT management enforces appropriate requirements for protecting SWIFT's technology and information assets. These requirements must ensure:

a) SWIFT information systems are adequately protected from security threats (unauthorized access, loss, corruption).
b) Information security measures are in line with regulatory and legal requirements.
c) Users (employees, service providers, and other authorized users of SWIFT systems) understand their responsibilities to protect the confidentiality and integrity of data.

7.8. Public Accountant Management

The Members have the ability to appoint a public accountant at each annual meeting. The appointment of a public accountant shall follow the requirements of SWIFT By-Law No. 1.

If appointed, the Board must also determine and approve the remuneration of the public accountant. A process must be in place to monitor the performance of the public accountant against the intended duties. This must occur prior to each annual meeting, at a minimum, or more frequently where required.

7.9. Position Descriptions

The Board is responsible for developing position descriptions for the Chairman of the Board, the Chairman of each established Board committee and the CEO/Executive Director.

The Board is to develop and approve the corporate goals and objectives by which the CEO/Executive Director is responsible for meeting as well as a description of the responsibilities of the individual Directors. This includes the basic duties of a Director as well as the expectation for attendance at Board meetings and advanced preparation of meeting materials.

Position descriptions shall follow the requirements (duties and powers) of SWIFT By-Law No. 1.

7.10. Monitoring

The Board has the responsibility of reviewing and approving SWIFT's financial statements and overseeing SWIFT's compliance with applicable requirements. The Board is to verify that SWIFT is at all times operating within applicable laws and regulations to the highest ethical and moral standards. The Board is responsible for verifying that SWIFT has implemented adequate internal control and management information systems to ensure the effective discharge of its responsibilities.

The Board has the responsibility of adopting processes for the monitoring of the Corporations' progress towards its strategic and operational goals and to alter management's direction in response to changing circumstances which affect SWIFT. In the event that SWIFT's performance falls short of its goals, the Board is to take action. The Board shall approve material transactions outside of SWIFT's ordinary course of business, and in accordance with any approved Corporate Policies.

7.11. Reporting and Communication

The Board is to verify that SWIFT has in place policies and programs to enable SWIFT to communicate effectively with its stakeholders and the general public. The Board shall ensure that the financial performance of SWIFT is adequately reported to stakeholders and regulators on a timely and regular basis.

7.12. Board Evaluation

The Board is responsible for ensuring that the Board, its committees and each individual Director are regularly assessed regarding their effectiveness and contribution. The Board is to implement a process for assessing the Board and Board committees in consideration of its mandates and the Directors in consideration of the competencies and skills the Director is expected to maintain.

Regular Director terms of office and removal shall follow the requirements of SWIFT By-Law No. 1.

SWIFT
SouthWestern Integrated Fibre Technology

7.13. Independence

The Board is responsible for implementing appropriate structures and procedures to permit the Board to function independently of management.

7.14. Conflict and Complaint Resolution

The Board shall review any complaints identifying that a Director has violated any of SWIFT's policies, such as the written Code of Conduct. The Board shall also review any disputes between Directors that interfere with the Board's ability to carry out its duties and responsibilities. The review of such complaints or disputes will include an opportunity for the Directors involved to present their positions. Complaints may be referred to an independent arbitrator if a resolution cannot be established internally. The recommendations for resolution will be approved by the Board and the ruling of the Board shall be final. If a Director refuses to abide by the ruling, the Board may take disciplinary action as needed.

7.15. Director Compensation

The Board is to review the adequacy and form of compensation provided to the Directors to ensure it adequately reflects the responsibilities and risks involved in being an effective Director, including any policy on per diems.

7.16. Annual Review of Terms of Reference

The Board shall review and assess the adequacy of the terms of reference at least annually. It should also perform a self-review on its adherence to these terms. This self-review could assist in recommending improvements to information (frequency or content) provided to the Board to meet the terms.

7.17. Appointment, Training and Monitoring of Senior Management

The Board shall appoint the CEO/Executive Director and all other senior management. The Board is to develop position descriptions for such persons, approve their compensation, and monitor the CEO/Executive Director's performance against a set of mutually agreed corporate objectives directed at maximizing stakeholder value. The Board may provide advice and counsel in the execution of the CEO/Executive Director's duties as appropriate. The Board is to ensure that a process is established that adequately provides for succession planning including the appointment, training and monitoring of senior management and to establish limits surrounding the authority delegated to management.

Position descriptions shall follow the requirements (duties and powers) of SWIFT By-Law No. 1.

SWIFT
SouthWestern Integrated Fibre Technology

7.18. Meetings

Meetings of the Board shall follow the requirements of SWIFT By-Law No. 1.

8. OVERSIGHT ESSENTIALS

8.1. Orientation and Training

An orientation and education program for newly appointed Directors of the Board will be provided. The orientation program is to familiarize the new Directors with SWIFT's activities, including the reporting structure, strategic plans, management, and significant financial, accounting and risk issues, as well as compliance programs and policies. The training will ensure that the Directors understand the individual contribution they are expected to add to the Board, including the commitment of time and resources. Newly appointed Directors of the Board are expected to attend orientation activities.

8.2. Continuing Education

Continuing education opportunities will be provided for all Directors to ensure that individual Directors maintain and enhance their skills and abilities. Continuing education shall ensure that the Directors' knowledge and understanding of SWIFT's business environment and operations remains current to effectively carry out their duties.

8.3. Access to Records

The Board will be permitted access to all of the records and information of SWIFT that it deems necessary to perform its duties.

8.4. Committees

As authorized by By-Law No. 1 the Board can establish committees to carry out its duties through committees and to appoint directors to be members of these committees. The Board assesses the matters to be delegated to committees of the Board and the constitution of such committees annually or more frequently, as circumstances require. From time to time the Board may create ad-hoc committees to examine specific issues on behalf of the Board.

If a committee is formed, the Board shall elect a Chairman of the committee and establish a committee mandate or terms of reference. The mandate or terms of reference will specify the requirements for assessing, appointing, and monitoring its members.

The following are illustrative or commonly used committees that can be established to assist the board:

a) Executive Committee
b) Audit and Risk Committee;
c) Corporate Governance Committee;
d) Finance Committee;
e) Human Capital & Compensation Committee;
f) Nominating Committee

8.5. Authority to Engage Outside Advisors

The Board has the authority to engage outside advisors as it deems necessary to carry out its duties, including the identification and review of candidates to serve as Directors or officers. SWIFT shall provide appropriate funding, as determined by the Board, for payment of the compensation of any advisors engaged by the Board and the ordinary administrative expenses of the Board necessary for the carrying out of duties.

789 Broadway Street
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SWIFT BOARD OF DIRECTOR SELECTION WHITEPAPER

Joining the SWIFT Board

Contribution to Southwestern Ontario, Caledon and Niagara Region

SWIFT Board Directors have the opportunity to:

a) Serve a two-year term with the objective of helping SWIFT achieve its vison.
b) Apply their skills and expertise to help develop the strategic direction of SWIFT.
c) Gain valuable insight and experience developing and implementing policies that promote the region's economic success.
d) Help build a better region by supporting the ongoing development of broadband infrastructure.
e) Have an impact on the day-to-day lives of Ontarians by enhancing the quality of their experiences online.

Board Director Role

The role of the SWIFT Board Directors is to help foster the development of SWIFT. The board provides strategic direction and oversight for the corporation. As well, the board plays a key role in helping build broadband in southwest Ontario, Caledon and Niagara.

A SWIFT Board Director is responsible to:

a) Provide strategic direction and oversight for the SWIFT Project.
b) Help develop and implement policies that support the SWIFT vison.

d) Participate in committee work and associated conference calls.
e) Approve SWIFT's corporate plan and annual budget.

Directors are expected to serve on committees and attend board meetings regularly.

If elected to the board, successful candidates are expected to attend the Annual General Meeting (AGM) and the inaugural board meeting in April of each year.

Desired Skills & Experience

The SWIFT board has a board skills matrix (see Appendix A) that outlines the skills and experience SWIFT looks for when reviewing applications.

SWIFT seeks members who have:

a) A passion for community;
b) Experience in the telecommunications industry;
c) Finance, accounting and audit experience;
d) Legal experience;
e) Senior organization leadership;
f) Experience with and understanding of the board's oversight role with respect to risk management; and
g) Previous board experience with solid understanding of board governance.

Director Classes

The SWIFT board is broken into three classes:

a) **WOWC Directors** - up to fifteen (15) directors elected by the WOWC (Western Ontario Wardens Caucus) Member class that includes the 15 upper and single tier municipalities of the WOWC.
b) **Contributing Directors** - up to five (5) directors elected by the Contributing Member class that includes the other municipalities that have funded the project and are not members of the Western Ontario Wardens Caucus (WOWC).
c) **Non-Governmental Directors** - up to five (5) directors elected by the WOWC and Contributing Members.

Board Director Term Length

The term length for open WOWC and Contributing Directors is two years.

Term limits have been set to eight (8) years total for all classes of director.

Director Qualifications

To be eligible to become a director, an individual must:

a) Consent to be a candidate, and, if elected, a director;
b) Must not be a direct employee or director of a Telecom Service Provider (example, Municipal Utility-Telcom, Telecom Cooperative, etc.); and
c) On application due date;
    I. is 18 years of age or older;
    II. has not been declared incapable by a court in Canada or in another country; and
    III. does not have the status of a bankrupt.

How to Join the Board as a WOWC Director

Joining the board as a WOWC Director is open to individuals who are members of the board of directors of the Western Ontario Wardens' Caucus and/or an elected official of a WOWC Member.

Becoming a WOWC Director can be achieved by following these steps:

a) Each WOWC Member will nominate a representative to the board via a resolution of council.
b) Member nominee will complete SWIFT's online application.
c) SWIFT Executive Committee reviews each application for eligibility. Candidates may be contacted by the Executive Committee with follow-up questions to help make their decision. The list of eligible candidates is then forwarded to WOWC for review and approval.
d) WOWC reviews the candidates and presents the slate to the WOWC Caucus for approval.
e) Formal appointment of the WOWC member slate at the SWIFT AGM.

How to Join the Board as a Contributing Director

Joining the board as a Contributing Director is open to elected officials of a municipality that is (i) not a member of the Western Ontario Wardens' Caucus and (ii) a member of the Corporation. Contributing Directors must be an elected official of a municipality that is a Contributing Member of the Corporation.

Becoming a Contributing Director can be achieved by following these steps:

a) Each Contributing Member will nominate a representative to the board via a resolution of council.
b) Member nominee will complete SWIFT's online application.
c) SWIFT Executive Committee reviews each application for eligibility. Candidates may be contacted by the Executive Committee with follow-up questions to help make their decision.
d) The slate will be confirmed by a vote at the SWIFT AGM.

Director Compensation

Remuneration for elected directors is based on an annual resolution passed by the Board of Directors. This remuneration includes an annual base salary, per meeting per diem and reimbursed expenses.

Which Directors Are Eligible for Compensation?

All three classes of elected directors of SWIFT are given remuneration to recognize their time and effort and to help the organization attract and retain experienced and knowledgeable members to its board.

What Compensation Do Directors Receive?

Directors are compensated based on their role within the board of directors, the number and types of meetings they attend, and any additional committee work performed.

Appendix A – Board Skills Matrix

Following is the board skills matrix.

SWIFT
SouthWestern Integrated Fibre Technology

DIRECTOR KEY STRENGTHS	COMPETENCY
Previous Board of Directors Experience	Experience in serving on public, private, or not-for-profit Boards operating with strong governance policies and practices.
Not-for-Profit and Public-Sector Experience	Not-for-Profit and Public-sector experience including knowledge of how governments operate, and the Canadian regulatory regime in which SWIFT operates.
Organizational Strategic Planning	Experience with planning, evaluating, and developing organizational strategic plans, and allocating resources to achieve desired outcomes. This includes a demonstrated ability to focus on longer-term goals and strategic outcomes, as separate from day-to-day management and operational experience.
Business/Corporate Planning	Experience in business/corporate planning for public, private, or not-for-profit sectors.
Financial Management Knowledge	Understanding of financial operational management and the proper application of internal controls for public, private, or not-for-profit sectors.
Accounting and Audit Experience	Financial literacy and knowledge of financial reporting, and knowledge of the considerations and issues associated with the auditing requirements for public, private or not-for-profit sectors.
Risk Management Experience	Experience in the process of identifying principal enterprise-wide corporate risks and to ensure that management has implemented the appropriate systems to mitigate and manage risk.
Legal Background	Background, experience, and understanding of the areas of law related to SWIFT's business, such as contract, Telecom, IT, privacy, trademark, patent, etc.
Human Resources Experience	Understanding of human resource considerations and issues such as executive recruitment, succession planning, total compensation, performance management and organizational development.
Telecommunications Industry Experience	Telecommunications experience related to SWIFT's line of business and mandate, including an understanding of emerging industry trends.
Technical Knowledge	Experience and understanding of telecommunications technology including wireline and wireless technologies.
Marketing and Communications Experience	Experience in marketing and communications.

St. Marys
HEALTHCARE FOUNDATION

October 28, 2021

Oxford County

Att: David Mayberry

Your worship Warden, David Mayberry, and distinguished council members:

Re: St. Marys Memorial Hospital Renovation Project

Thank you for attending our presentation on discussing the plans of our two-year (2022/2023) hospital renovation project.

The St. Marys Healthcare Foundation would like to inform you that the requested budget, forty-five thousand dollars ($45,000.00), can be distributed over two years (2022/2023).

Your consideration is greatly appreciated. We would welcome the opportunity to further discuss with the Council.

Respectfully submitted,

Cindy Bilyea

Cindy Bilyea

Chairperson, St. Marys Healthcare Foundation

Ken McCutcheon

Fundraising Chair, St. Marys Healthcare Foundation

TOWNSHIP OF SOUTH-WEST OXFORD
R. R. # 1, Mount Elgin, ON N0J 1N0
312915 Dereham Line
Phone: (519) 877-2702; (519) 485-0477
Fax: (519) 485-2932

November 3rd, 2021

David Simpson, P. Eng., PMP
Director of Public Works
County of Oxford
21 Reeve Street
Woodstock, Ontario N4S 3T9

Dear Mr. Simpson:

Re: Engineered Traffic Calming on County Roads

Over the past few months, the mayors of the municipalities who are served by the OPP in Oxford have been in discussions with the OPP in regards to our collective concerns about community safety and well-being particularly around traffic and speeding. We acknowledge that the current traffic speed challenges will not be resolved by a single solution. The problem is multi-faceted and will require a holistic approach involving improved education, increased enforcement and implementing engineered solutions that are conducive to reducing the speed of the travelling public.

We have also had a meeting with the Ontario Mutual Insurance Association (OMIA) to examine ways of working collaboratively with the Insurance industry to improve community safety by addressing the speeding issue. OMIA encouraged us to not only look at speeding, but also the significant challenge of driver distraction as both a cause of accidents and as a contributing factor for increased traffic speed. We encouraged OMIA to continue this dialogue with us as we look for solutions including the potential for the use of in-vehicle technology and artificial intelligence to reward drivers who obey traffic speed zones or to reduce the speed of vehicles in certain zones through advanced technology.

We believe that the improved road conditions across the county (both upper and lower tier) have inadvertently created an environment that is conducive to higher speeds for the travelling public. This has resulted in increased traffic speeds in our built-up areas (especially near the entrances to our towns, villages and hamlets) that have caused great angst in our communities.

To implement a multi-tiered approach to this problem, we all need to work together. While the police are responsible for enforcement and we can all work on education, the engineering of the driving environment on county roads is the domain of the County Public Works department. There has been positive forward movement through the current traffic studies for which we are grateful. We want to strongly encourage the county to explore further engineered options for traffic speed reduction particularly in

TOWNSHIP OF SOUTH-WEST OXFORD
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Fax: (519) 485-2932

our built-up areas. Specifically, we are asking County Public Works to provide council with a report that would inform council on the merits and concerns for a variety of traffic calming methods that could be implemented on county roads.

We want to encourage a continued open discussion between county staff and council to enhance the safety of our roads and the well-being of all of our residents.

Thank you for your consideration.

Sincerely,

Mayor David Mayberry *on behalf of*
Warden Larry Martin
Deputy Warden Ted Comiskey
Councillor Don McKay
Councillor David Mayberry

cc. Oxford County Council c/o Chloe Senior, Clerk

TVDSB Rural Education Task Force

Community Consultations

A Conversation About…

Rural Education in Thames Valley

Oxford County

Monday, November 29th

Zorra Township **7:00- 8:30pm**
Thamesford Recreation Centre

Plan to attend and provide feedback into the creation of a TVDSB rural education strategy.

The consultations will focus on four key themes; education funding, decision making, school programing and internet, and the important role of rural community schools.

Pre-registration is required.

LINK – TO REGISTER

For more information and registration link

Rural Education Task Force web-page www.tvdsb.ca/RETF

Thames Valley's Rural Education Task Force, composed of Trustees, leaders of rural municipalities and community members, was created to develop recommendations for the creation of a TVDSB Rural Education Strategy.

REGISTRATION IS REQUIRED

Note: COVID-19 public health protocols apply – including the use of face masks, social distancing, vaccine verification, and COVID-19 screening.

Ontario Land Tribunal
Tribunal ontarien de l'aménagement du territoire

ISSUE DATE: November 04, 2021 **CASE NO(S).:** PL200633

PROCEEDING COMMENCED UNDER subsection 17(36) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended

Appellant:	Ministry of Municipal Affairs and Housing
Subject:	Proposed Official Plan Amendment No. OP20-06-2
Municipality:	Upper Tier of Oxford
OLT Case No.:	PL200633
OLT File No.:	PL200633
OLT Case Name:	Ministry of Municipal Affairs and Housing v. Oxford (County)

Heard: October 6, 2021 by Video Hearing

APPEARANCES:

Parties	**Counsel*/Representative**
Ministry of Municipal Affairs and Housing	M. Awan* A. Beamish* I. Wilson (student-at-law)
Jeffrey and Tracy Feairs	J. Feairs

DECISION DELIVERED BY S. JACOBS AND JATINDER BHULLAR AND ORDER OF THE TRIBUNAL

INTRODUCTION

[1] Jeffrey and Tracy Feairs live on a 12-acre property on Highway 59, in the Township of East Zorra-Tavistock. They would like to create two new residential lots on their

property. The Land Division Committee for the County of Oxford (the “County”) refused the Feairs’ application to sever the property, finding that it was not consistent with provincial policy and did not conform with the County Official Plan (the “OP”).

[2] The Feairs then applied to the County for an amendment to the OP, which would create an exception to allow the two new lots to be severed subject to the consent being approved by the Land Division Committee. County Council adopted the amendment, in the form of Official Plan Amendment No. 249 (the “OPA”), and the Ministry of Municipal Affairs and Housing (the “Ministry”) appealed that decision to the Tribunal.

[3] During the hearing, the Tribunal qualified Kay Grant, planner with the Ministry, to provide opinion evidence in the area of land use planning.

[4] Mr. Feairs represented himself during the hearing. He made submissions and elected not to ask any questions of Ms. Grant. He called one witness, Bob Hart, who owns the farm adjacent to the Feairs’ property and intends to purchase a portion of their property that is farmed, in order to consolidate it with his farm. Also in support of the OPA, Marcus Ryan filed a participant statement with the Tribunal.

[5] The County did not attend the hearing, having earlier advised the Tribunal that it did not intend to participate in this proceeding.

[6] There is one issue in this appeal: whether the OPA, which would facilitate residential lot creation in a prime agricultural area, is consistent with the *Provincial Policy Statement, 2020* (the “PPS”). The Ministry submits that the OPA is clearly inconsistent with the PPS, which only permits residential lot creation in prime agricultural areas for a residence surplus to a farming operation as a result of farm consolidation. While the Feairs agree that the PPS is clear in its direction, they ask the Tribunal to be flexible in its interpretation because the new lots are not suitable for agriculture. Before considering this issue, the Tribunal will briefly describe the Feairs’ property and the OPA.

The Feairs' Property and the OPA

[7] The Feairs' property is located on the east side of Highway 59, between Braemar Sideroad and Oxford Road 17. Their property contains their single detached dwelling, a driveshed, woodlot, and approximately seven acres of land that is currently farmed by Mr. Hart's brother. The surrounding area is mainly agricultural with rural residential uses directly to the north and south.

[8] The Feairs' property is designated Agricultural Reserve in the County OP and zoned Limited Agricultural Zone in the Township Zoning By-law. The OPA, as adopted by the County, creates an exception to allow two non-farm residential lots, each 0.75 acres in area, to be severed from the property by means of a consent to be approved by the County Land Division Committee. This would leave the Feairs with the portion of the property on which their residence is located, and the farmed portion they intend to convey to Mr. Hart. The OPA only pertains to the creation of the two new residential lots.

ANALYSIS

[9] When considering an amendment to an official plan, the Tribunal must determine whether the amendment is consistent with the PPS, as required by s. 3(5) of the *Planning Act* (the "Act"). The Tribunal must also have regard to the provincial interests set out in s. 2 of the Act, as well as the decision of council and the information and material it had before it when it made its decision, in accordance with s. 2.1 of the Act. In this case, though council decided to adopt OPA 249, it had before it a planning staff report that recommended that the OPA not be approved because staff found it to be inconsistent with the PPS.

[10] This case turns on the PPS, and specifically, the protection of prime agricultural areas reflected in policies 2.3.4.3 and 2.3.4.1(c). Protection of agricultural resources is a priority in the PPS. It is also identified as a provincial interest in s. 2(b) of the Act, to which the Tribunal must have regard in its decisions.

[11] Prime agricultural areas are areas in which prime agricultural lands predominate. The PPS defines prime agricultural lands as specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands. Although the Feairs' do not farm the portion of their property they would like to sever for residential use, their entire property is considered Class 2 lands, and therefore prime agricultural lands. There is no question that the property is located in a prime agricultural area.

[12] The PPS is unequivocal in its protection of prime agricultural areas for their long-term use for agricultural. This is reflected in policy 2.3.4.3, which prohibits residential lot creation:

> The creation of new residential lots in *prime agricultural areas* shall not be permitted, except in accordance with policy 2.3.4.1(c). [Italics in original to indicate defined terms].

Policy 2.3.4.1(c) allows a limited exception to create a lot for a residence that has become surplus to a farming operation due to farm consolidation:

> 2.3.4.1 Lot creation in *prime agricultural areas* is discouraged and may only be permitted for:
>
> …
>
> c) a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
>
> 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
>
> 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; …

[13] There is no dispute that the severance the Feairs' seek, as would be permitted by the OPA, is not for a residence surplus to a farming operation as a result of farm

consolidation. Rather, the OPA would allow the Feairs' to create two additional residential lots on Highway 89, subject to the approval of the County's Land Division Committee.

[14] All of the evidence before the Tribunal indicates that this property is in a prime agricultural area and that it does not fit within the limited exception for residential lot creation in the PPS. Mr. Feairs and Mr. Hart agree that this is the case, though they urge the Tribunal to consider the fact that the lots to be severed have not and will not be farmed. While that may be the case, the PPS affords the Tribunal no discretion to consider whether a property is actually farmed. As Ms. Grant testified, the PPS is clear in its intent to protect prime agricultural areas, which can include pockets of land that are not farmed.

[15] Mr. Ryan, in his participant statement, emphasizes the importance of County council's decision. He believes the OPA should stand because it reflects the goals of the community.

[16] Indeed, the Tribunal is required to have regard for the decision of council, as well as the material that was before it when it made that decision. Here, council adopted the OPA and it indicated, in its Notice of Adoption, that the severance of residential lots "does not offend the overall intent of the [PPS] as the proposed lots are not in agricultural production and are not suitable for agricultural uses". Council had before it a planning staff report that recommended against adopting the OPA due to its inconsistency with the PPS.

[17] The Tribunal finds, based on Ms. Grant's uncontradicted evidence, that the OPA is not consistent with the PPS. Although the Tribunal accepts Mr. Hart's evidence and Mr. Feairs' submission that the new residential lots are not suitable for agriculture, that is irrelevant in the face of the clear language of the PPS. The Feairs' property is in a prime agricultural area and the creation of new residential lots is not permitted. The limited exception to this prohibition, to create a lot for a residence surplus to a farming operation, is not met in this case. This Tribunal is required to make decisions that are consistent with the PPS. It does not have the authority to create the exception the Feairs' seek and that the County attempted to create through the OPA.

CONCLUSION

[18] Having found that the OPA is not consistent with the PPS, the Tribunal must allow the appeal. The Tribunal notes, as described in the County staff planning report, that the OPA is not required in order for the Feairs' to proceed with their plan to convey the farmed portion of the property to Mr. Hart.

ORDER

[19] **THE TRIBUNAL ORDERS** that the appeal is allowed and Amendment No. 249 to the County of Oxford Official Plan is not approved.

"S. Jacobs"

S. JACOBS
VICE-CHAIR

"Jatinder Bhullar"

JATINDER BHULLAR
MEMBER

Oxford County
Growing stronger together

Report No: CP 2021-377
COMMUNITY PLANNING
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Community Planning**

Applications for Official Plan Amendment & Plan of Subdivision OP 21-11-7; SB 21-06-7 – George & Clara Ambrus

RECOMMENDATIONS

1. **That Oxford County Council approve Application No. OP 21-11-7, submitted by George and Clara Ambrus, for lands legally described as Part of Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg, to redesignate the subject lands from 'Medium Density Residential' to 'Low Density Residential', to facilitate a draft plan of subdivision consisting of lots for 49 single detached dwellings, a neighbourhood commercial block and a stormwater management block;**

2. **And further, that Council approve the attached Amendment No. 262 to the County of Oxford Official Plan;**

3. **And further, that the necessary by-law to approve Amendment No. 262 be raised;**

4. **And further, that Oxford County Council grant draft approval to a proposed residential subdivision, submitted by George and Clara Ambrus, for lands legally described as Part of Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg, consisting of 49 lots for single-detached dwellings, one block for neighbourhood commercial purposes, a stormwater management block, and one new local street, subject to the conditions attached to this report as Schedule "A" being met prior to final approval.**

REPORT HIGHLIGHTS

- The intent of the Official Plan Amendment is to redesignate the subject lands from 'Medium Density Residential' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision.

- The proposed draft plan of subdivision will facilitate the creation of 49 lots for single detached dwellings, 1 block for future neighbourhood commercial uses and one block for stormwater management purposes, served by 1 new local street.

- The proposal is consistent with the relevant policies of the 2020 Provincial Policy Statement and supports the strategic initiatives and objectives of the County Official Plan, and can be supported from a planning perspective.

Report No: CP 2021-377
COMMUNITY PLANNING
Council Date: November 10, 2021

Implementation Points

This application will be implemented in accordance with the relevant objectives, strategic initiatives and policies contained in the Official Plan.

Financial Impact

The approval of this application will have no financial impacts beyond what has been approved in the current year's budget.

Communications

In accordance will the requirements of the Planning Act, notice of complete application regarding this proposal was provided to surrounding property owners on August 13, 2021 and notice of public meeting was issued on October 14, 2021. At the time of writing this report, no comments have been received from the public.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.ii			

DISCUSSION

Background

Owners: George and Clara Ambrus

Agent: Andrew Gilvesy, P. Eng, Cyril J. Demeyere Limited
261 Broadway, Tillsonburg ON N4G 4H8

Location:

The subject lands are described as Part Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg. The lands are located on the west side of Cranberry Road, between North Street East and Keswick Road, and are known municipally as 33 Cranberry Road, Tillsonburg.

County of Oxford Official Plan:

Existing:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Large Urban Centre
Schedule 'T-1'	Town of Tillsonburg Land Use Plan	Residential Open Space
Schedule 'T-2'	Town of Tillsonburg Residential Density Plan	Medium Density Residential

Proposed:

Schedule 'T-2'	Town of Tillsonburg	Low Density Residential

Town of Tillsonburg Zoning By-law 3295:

Existing Zoning: Future Development Zone (FD)

Proposed Zoning: Special Low Density Residential Type 2 Holding Zone (R2-sp (H))
Neighbourhood Commercial Zone (NC)
Passive Use Open Space Zone (OS1)

Proposal:

The application for Official Plan Amendment proposes to redesignate the subject property from Medium Density Residential to Low Density Residential to facilitate the proposed residential development, consisting of single detached dwellings.

The application for Draft Plan of Subdivision will facilitate the creation of 49 lots for single-detached dwellings, one block for neighbourhood commercial purposes, a stormwater management block, served by one new local street in a new draft plan of subdivision.

The applicant also proposes to rezone the lands from 'Future Development Zone (FD)' to 'Special Low Density Residential Type 2 Holding Zone (R2-sp (H))', 'Neighbourhood Commercial Zone (NC)', and 'Passive Use Open Space Zone (OS1)' to facilitate the above noted Draft Plan of Subdivision.

Within the proposed zoning, the applicant intends to reduce the minimum required exterior side yard width from 6 m (19.69 ft) to 4.5 m (14.76 ft), increase the maximum permitted lot coverage from 40% to 50%, reduce the minimum required rear yard depth from 7.5 m (24.6 ft) to 6 m (19.6 ft), and reduce the lot depth from 30 m (98.4 ft) to 29 m (95 ft) for one lot abutting the stormwater management block.

Relief has also been requested to permit an existing accessory building to remain on proposed Lot 4, and to permit the dwelling and oversized accessory building on Lot 43 to remain.

The subject lands comprise approximately 4.45 ha (11 ac) and contain a single detached dwelling, former implement shed (approximate area of 61 m^2), workshop (approximate area of 87 m^2), with the remaining lands in agricultural production. An existing stormwater management area is located at the southwest corner of the property. Surrounding uses include the Trans-Canada Trail to the west, a convenience store to the south, and existing residential development fronting on Cranberry Road and North Street East.

Plate 1, Location Map with Existing Zoning, indicates the location of the subject site and the existing zoning in the immediate vicinity.

Plate 2, 2020 Aerial Map, provides an aerial view of the subject property and surrounding area.

Plate 3, Proposed Draft Plan, provides the layout of the proposed draft plan of subdivision.

Comments

2020 Provincial Policy Statement

The policies of Section 1.1 of the PPS direct that healthy, liveable and safe communities are sustained by accommodating an appropriate range and mix of residential uses to meet long-term needs. Within settlement areas, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs and such land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

Section 1.1.3.1 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, Section 1.1.3.2 directs that land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources, existing infrastructure and public service facilities.

Section 1.1.3.3 also 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.

As per Section 1.4.1, to provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

a) Maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment; and,
b) Maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.

Section 1.4.3 of the PPS directs that planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by, among other matters, establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and 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. Further, the PPS supports the development of new housing in locations where appropriate levels of infrastructure and public service facilities are or will be available and promotes densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of active transportation.

Official Plan

The subject lands are designated 'Medium Density Residential', according to the Town of Tillsonburg Land Use Plan and Residential Density Plan. Medium Density Residential areas are those lands that are primarily developed or planned for low profile multiple unit development that exceed densities established in Low Density Residential Districts. Residential uses within Medium Density Residential areas include townhouses, cluster houses, converted dwellings, and apartment buildings.

Prior to considering any proposal to redesignate any Medium Density Residential areas identified on Schedule T-2 for any other purpose, Town Council and County Council will be assured that the Town has adequate Medium Density Residential land supplies relative to expected growth. In general, proposals to redesignate lands identified for Medium Density Residential for Low Density Residential purposes will be discouraged.

Low Density Residential Areas are those lands that are primarily developed or planned for a variety of low rise, low density housing forms including single-detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses and low density cluster development.

In these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use. It is not intended that the full range of housing will be permitted in every individual neighbourhood or development.

The maximum net residential density in the Low Density Residential Designation is 30 units/ha (12 units/ac) and the minimum net residential density is 15 units/ha (6 units/ac). The Low Density Residential development proposed has a net residential density of 16.7 units/ha (6.8 units/ ac).

The policies of Section 10.3.3 (Plans of Subdivision and Condominium) provide that County and Town Councils will evaluate applications for a plan of subdivision on the basis of the requirements of the Planning Act, as well as criteria including, but not limited to, the following:

- Conformity with the Official Plan;
- The availability of community services such as roads, water, storm and sanitary sewers, waste disposal, recyclable collection, public utilities, fire and police protection, parks, schools and other community facilities;
- The accommodation of Environmental Resources and the mitigation of environmental and human-made constraints;
- The reduction of any negative effects on surrounding land uses, transportation networks or significant natural features;
- The design of the plan can be integrated into adjacent developments, and;
- The design of the plan is to be compatible with the natural features and topography of the site, and proposals for extensive cut and fill will be discouraged.

Town Council will support the provision of services and amenities that enhance the quality of the residential environment within lands designated as Residential Area on Schedule T-1 by permitting neighbourhood serving uses to be established. Neighbourhood serving uses include land uses such as schools, churches, libraries, parks, community centres, day care facilities, convenience shopping facilities and community support services which primarily serve a local residential neighbourhood by providing everyday goods and services or fulfilling cultural and social needs.

As a condition of draft plan approval, County Council will require an applicant to satisfy conditions prior to final approval and registration of the plan. The applicant will be required to meet the conditions of the draft approval within the specified time period, failing which, draft plan approval may lapse. Additionally, to provide for the fulfillment of these conditions, and for the installation of services according to municipal standards, County Council shall require the applicant to enter into a subdivision agreement with the area municipality and, where necessary, the County, prior to final approval of the plan.

Zoning By-law

The subject lands are currently zoned ‘Future Development Zone (FD)’ according to the Town’s Zoning By-law. The ‘Future Development Zone (FD)’ permits a farm, existing buildings and structures, and a seasonal fruit and vegetable outlet. The application for zone change proposes to rezone the subject lands to ‘Special Low Density Residential Type 2 Zone (R2-sp)’, ‘Neighbourhood Commercial Zone (NC)’, and ‘Passive Use Open Space Zone (OS1)’.

The applicants propose to reduce the minimum required exterior side yard width from 6 m (19.69 ft) to 4.5 m (14.76 ft), increase the maximum permitted lot coverage from 40% to 50%, reduce the minimum required rear yard depth from 7.5 m (24.6 ft) to 6 m (19.6 ft), and reduce the lot depth from 30 m (98.4 ft) to 29 m (95 ft) for one of the lots abutting the stormwater management block.

Relief has also been requested to permit an existing accessory building to remain on proposed Lot 4, and to permit the dwelling and oversized accessory building on Lot 43 to remain.

Permitted uses within the 'Neighbourhood Commercial Zone (NC)' include an ATM, a convenience store, a daycare centre, a dry cleaning depot, an eating establishment, a fitness club, a personal service establishment, a postal outlet, a public library, and a studio.

Permitted uses within the 'Passive Use Open Space Zone (OS1)' include a passive use park, conservation project, or a public use including stormwater management facility.

Agency Comments

This application has been reviewed by a number of public agencies. The following comments were received.

Town of Tillsonburg Building & By-Law Services provided the following comments:

- Provide appropriate fencing as per the Town's Pool Enclosure By-Law around Block 51 for Lots 18 and 19 and 7' solid board fence required between Block 50 and Lot 28;
- Relief of accessory building size required for Lot 43;
- Relief required for accessory building size on proposed Lot 4, and to permit the standalone building without a principal use.

The Town of Tillsonburg Recreation Culture and Parks Department provided the following comments:

- The owner shall provide 1 tree per residential lot, to the satisfaction of the Town;
- The Town will request Cash-in-lieu of parkland for this development;
- The Developer shall retain, at their cost, a Certified Landscape Architect to work jointly with the Town to develop a Landscape plan for the Subdivision;
- Appropriate fencing will be required along the boundary of Town owned lands and private lands.

The Town of Tillsonburg Engineering Services Department provided draft plan conditions, included at the end of this report, and provided following comments:

- Road widening on Cranberry Road required.
- Sidewalks will be required on the west, south, and north side of Street A, and west side of Cranberry Road.
- Provide daylighting triangles for Lots 1, 27, 35, 44 & 29.

Oxford County Public Works have provided draft plan conditions, included as an attachment to this report, and have commented that the Town of Tillsonburg has indicated that they will design and reconstruct Cranberry Road (including extensions of underground services) fronting the development. The Owner should be aware that connection to municipal services is not available until Cranberry Road reconstruction is complete. The functional servicing report should be revised to include detailed water usage (average day, max day, and max hour), fire flow requirements (per FUS) and sanitary generation rates for County review and comment.

Enbridge Gas has requested that as a condition of final approval, that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.

Comments from the Long Point Region Conservation Authority indicated that the proposed development will require the CA's written comment and any associated permits, as well as for the Stormwater Management facility and review of the geotechnical reports and supporting studies.

Town of Tillsonburg Council

Town of Tillsonburg Council recommended support of the proposed Official Plan amendment and draft plan of subdivision, and approved the proposed zoning by-law amendment 'in principle', at the Town Council meeting of November 1, 2021.

Planning Analysis

The subject applications for Official Plan amendment, draft plan of subdivision approval and zone change propose to facilitate the creation 49 lots for single detached dwellings, 1 block for neighbourhood commercial purposes, and one stormwater management block served by one new local street in the Town of Tillsonburg.

Provincial Policy Statement

It is the opinion of staff that the proposal is consistent with the relevant policies of the Provincial Policy Statement. The proposed development is considered to be a form of infilling that promotes a mix of housing types and represents an efficient use of lands, municipal services and infrastructure within a designated settlement area, which is consistent with Sections 1.1.1, 1.1.3.1, 1.1.3.2, 1.1.3.3 and 1.4.3 of the PPS.

Official Plan Amendment & Subdivision

The applicant proposes to re-designate portions of the site from 'Medium Density Residential' to 'Low Density Residential'. With respect to the supply and demand for residential land, the Phase One Comprehensive Review completed by Hemson Consulting Limited (March 2020) indicates that over the 20 year planning period from 2019-2039 the Town of Tillsonburg is expected to have a potential surplus of 66 ha of vacant residential land, representing an estimated 1462 residential units beyond the 1650 forecasted unit growth. Additionally, the 2019 Vacant Land Study estimated that Tillsonburg had 96 net hectares of developable land, estimated to represent 2112 residential units. Of the 96 net hectares, 13 hectares is designated for medium density purposes; the proposed redesignation of 3.8 hectares is expected to represent 82 medium density units that would be removed from the supply of Medium Density development. The forecasted demand for row houses from 2021-2046 is 180 additional units, and the forecasted demand for apartments for this period is 490 additional units, based upon this it would appear that there is sufficient lands designated for Medium Density development and the re-designation of the subject lands for Low Density residential development will not compromise the supply of Medium Density residential lands.

With regard to the policies of Section 10.3 of the Official Plan (Plans of Subdivision and Condominium) which require the developer to address a series of standard review criteria concerning the adequacy of servicing, environmental impacts, cultural resources, transportation networks and integration with surrounding developments, staff note that the required studies and reports have been received and reviewed through this Office and the recommendations of these reports can be satisfactorily addressed through the inclusion of appropriate conditions of draft approval.

The proposal is in keeping with the Plan of Subdivision policies of Section 10.3.3, and the policies of the Low Density Residential designation. The proposed draft plan has a net residential density of 16.7 units/ha (6.8 units/ ac), in keeping with the density parameters set out in the Plan, being 15 to 30 units per hectare. The proposed street layout is an efficient development pattern for the subject lands which are irregularly shaped. Appropriate linkages to the Trans-Canada Trail on Cranberry Road and North Street East will be provided through a proposed pedestrian connection within the stormwater management block and sidewalks on Cranberry Road and Street A.

Through the circulation process, comments were provided by Town staff indicating that due to the irregular shape of the lands, and the proximity of other greenspace, parks, and parks under development, that Town staff recommend that cash-in-lieu of parkland be required rather than a parkland dedication.

Zoning

Staff are satisfied that the requested zoning provisions to provide for reduced exterior side yard widths for corner lots, and increased maximum permitted lot coverage within the development are generally appropriate. Town Engineering staff have indicated that adequate space remains for daylighting triangles to ensure that there are no impacts to sightlines or traffic movements, and through the review of the detailed engineering design for the subdivision the stormwater management will be required to be sized appropriately to accommodate the proposed runoff generated by the increased lot coverage.

With respect to the reduced rear yard depth of 6 m (19.6 ft), Planning staff have recommend to Town Council that this only apply to lots 13-18 which are impacted by a reduced lot depth due to the presence of the existing slope and natural area that includes part of Block 51. The other lots in the development have generous lot depths ranging from 30 m (108 ft) to 42 m (138 ft) that will provide sufficient building envelopes.

It is recommended that Block 51 be zoned ‘Passive Use Open Space’ to recognize the use of the lands for stormwater management purposes and to ensure that the existing slope and wooded areas to the rear of lots 12-18 remain undisturbed.

Report No: CP 2021-377
COMMUNITY PLANNING
Council Date: November 10, 2021

Conclusions

In light of the foregoing, Planning staff are satisfied that the proposed development is consistent with the policies of the Provincial Policy Statement and supports the strategic initiatives and objectives of the Official Plan. As such, staff are satisfied that the applications can be given favourable consideration.

SIGNATURES

Report Author:

'original signed by'
Eric Gilbert, MCIP, RPP
Senior Planner

Departmental Approval:

'original signed by'
Gordon K. Hough, RPP
Director of Community Planning

Approved for submission:

'original signed by'
Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1	Plate 1, Location Map with Existing Zoning
Attachment 2	Plate 2, 2020 Aerial Map
Attachment 3	Plate 3, Proposed Draft Plan of Subdivision
Attachment 4	LPRCA Comments
Attachment 5	Conditions of Draft Approval
Attachment 6	Official Plan Amendment No. 262

Plate 1: Location Map with Existing Zoning
File Nos. OP 21-11-7, SB 21-06-7 & ZN 7-21-09- Ambrus
Part Lot 4, Concession 10 (Dereham) - 33 Cranberry Road, Town of Tillsonburg

Legend

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

0 102 205 Meters

NAD_1983_UTM_Zone_17N

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

August 10, 2021

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Plate 2: 2020 Aerial Map
File Nos. OP 21-11-7, SB 21-06-7 & ZN 7-21-09- Ambrus
Part Lot 4, Concession 10 (Dereham) - 33 Cranberry Road, Town of Tillsonburg

Legend

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

map it

0 102 205 Meters

NAD_1983_UTM_Zone_17N

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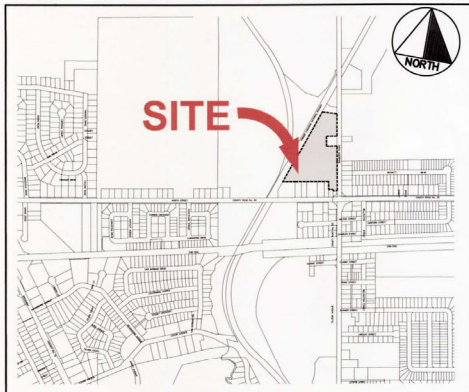
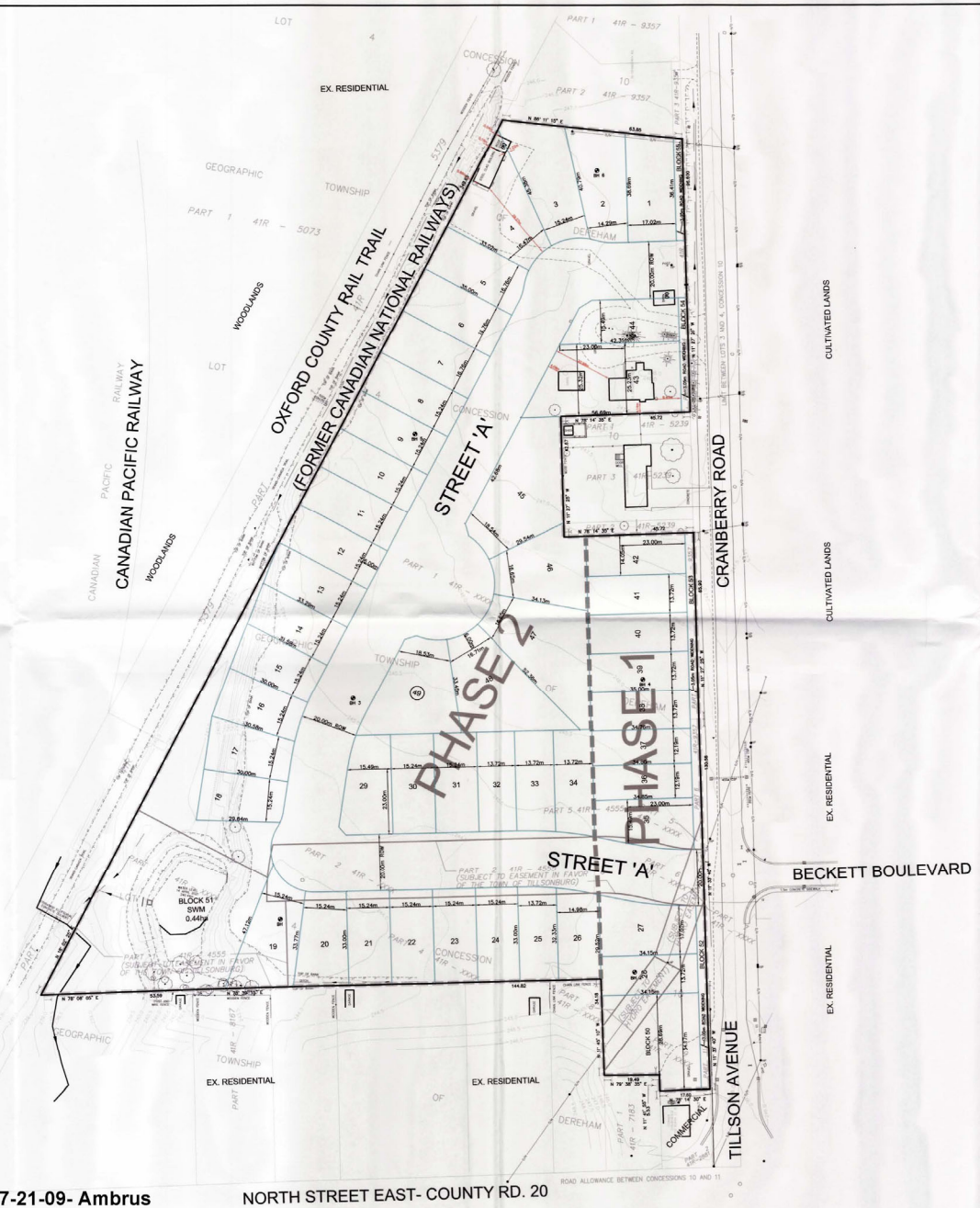
August 10, 2021



KEY PLAN

SCALE 1:10,000



DRAFT PLAN OF SUBDIVISION

PART OF
LOT 4
CONCESSION 10
GEOGRAPHIC TOWNSHIP OF DEREHAM

TOWN OF TILLSONBURG
COUNTY OF OXFORD

INFORMATION REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT RSO 1990
(A) ON PLAN
(B) ON PLAN
(C) ON PLAN
(D) LOTS 1–49 – SINGLE DETACHED RESIDENTIAL,
DEDICATED STREETS – STREET 'A',
BLOCK 50 – COMMERCIAL BLOCK
BLOCK 51 – SWM
BLOCKS 52–55 – ROAD WIDENING
(E) NORTH – EXISTING RESIDENTIAL, FUTURE DEVELOPMENT,
WEST – TRAIL, CULTIVATED LANDS
EAST – EXISTING RESIDENTIAL
SOUTH – EXISTING RESIDENTIAL, COMMERCIAL
(F) ON PLAN
(G) ON PLAN
(H) TOWN WATER AVAILABLE
(I) SAND
(J) ON PLAN
(K) STORM SEWERS, SANITARY SEWERS, TELEPHONE, GAS, T.V.CABLE
(L) TOWN OF TILLSONBURG OFFICIAL PLAN AND ZONING BY-LAWS

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NORTH

SCALE 1:750

0 10 25 50 METRE 100

NOTE: ORIGINAL CONTOURS SHOWN FROM 20XX CJDL SURVEY

AREA SUMMARY

DESCRIPTION		AREA (ha)
LOTS 1–49	SINGLE DETACHED RESIDENTIAL (49 LOTS)	2.93
DEDICATED STREETS	STREET 'A'	0.90
BLOCK 50	COMMERCIAL BLOCK	0.11
BLOCK 51	SWM	0.44
BLOCKS 52–55	ROAD WIDENING	0.08
TOTAL		4.46

OWNER'S CERTIFICATE

GEORGE AMBRUS, THE REGISTERED OWNER OF THE LANDS TO BE SUBDIVIDED, HEREBY AUTHORIZE CYRIL J. DEMEYERE LIMITED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

JUNE 1, 2021
DATE

GEORGE AMBRUS

OWNER'S CERTIFICATE

CLARA J AMBRUS, THE REGISTERED OWNER OF THE LANDS TO BE SUBDIVIDED, HEREBY AUTHORIZE CYRIL J. DEMEYERE LIMITED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

JUNE 1, 2021
DATE

CLARA J AMBRUS

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

31 MAY 2021
DATE

KIM HUETER, ONTARIO LAND SURVEYOR

CJDL
Consulting Engineers
19083

Cyril J. Demeyere Limited
P.O. Box 460, 261 Broadway
Tillsonburg, Ontario. N4G 4H8
Tel: 519-688-1000
866-302-9886
Fax: 519-842-3235
cjdl@cjdleng.com

31 MAY 2021

Plate 3: Proposed Draft Plan
File Nos. OP 21-11-7, SB 21-06-7 & ZN 7-21-09- Ambrus
Part Lot 4, Concession 10 (Dereham) - 33 Cranberry Road, Town of Tillsonburg

Long Point Region Conservation Authority

4 Elm St., Tillsonburg ON N4G 0C4 Tel: (519) 842-4242 Fax: (519) 842-7123
Email: conservation@lprca.on.ca Website: www.lprca.on.ca

Long Point Region Conservation Authority (LPRCA) staff have had an opportunity to review the application OP 21-11-7, SB 21-06-7 and ZN 7-21-09. Staff can provide the following comments based on LPRCA's various plan review responsibilities for Oxford County's consideration.

Site Characteristics

The subject property is located on 33 Cranberry Street. It is staff's understanding there is a stormwater management pond at the south-west corner of the property, created for Cranberry Park Estates. The remaining property is agricultural with two residences on Cranberry road.

Delegated Responsibility from the Ministry of Natural Resources and Forestry, Section 3.1 of the Provincial Policy Statement, 2020

Conservation Authorities have been delegated responsibilities from the Minister of Natural Resources and Forestry to represent the provincial interests regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement, 2020 (PPS). The overall intent of *Section 3.0 - Protecting Public Health and Safety* of the PPS is to reduce the potential public cost or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

The application is subject to the following subsections of section 3.1 of the Provincial Policy Statement:

Policy Section	Comments
3.1.1 Development shall generally be direction, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of: b) hazardous lands adjacent to river, stream and small inland lakes systems which are impacted by flooding hazards and/or erosion hazards	The subject property is adjacent to a riverine and contains flooding and erosion hazards. The properties along the west property boundary are subject to erosion hazards. Development is required to be outside of the hazard and the hazard setback.

All subdivided parcels are to be setback to the stable top of bank. Additionally, a geotechnical report from PRI Engineering was referred to in the FSR but not included in the circulation. Parcel lines with setbacks supported by a geotechnical report in the next phase of design, or the generic setbacks from "MNR Rivers and Streams Systems: Erosion Hazard Limit" are required.

LPRCA staff may be able to support the application provided a geotechnical report includes the top of slope and a hazard setback for property parcels.

Ontario Regulation 178/06

A portion of the subject property is regulated by Ontario Regulation 178/06. The west side of the property along the riverine is within the Regulation Limit due to the flooding and erosion hazards. All development is required to be set back from the slope to prevent increased loading forces of the top of slope which could compromise slope stability.

All development refers to:

- the construction, reconstruction, erection or placing of a building or structure of any kind,
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure,
- site grading, or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere (Conservation Authorities Act, R.S.O. 1990, c. 27, s. 28 (25)).

For the applicant's information, a permit is required prior to development within the Regulation Limit.

Stormwater Management

LPRCA will review the final stormwater management design using the 2003 MECP Stormwater Management Planning and Design Manual, MTO Drainage Manual, LID Stormwater Management Manual, and the Municipal SWM guidelines.

Based on the site and receiving watercourse, an enhanced level of treatment as per the 2003 MECP Stormwater Management Planning and Design Manual is required for the proposed development.

LPRCA requires the following be included and addressed in the design of the stormwater water facility:

- Minimize, or, where possible, prevent increases in contaminant loads.
- Minimize, erosion and changes in water balance, and prepare for the impacts of a changing climate through the effect management of stormwater, including the use of green infrastructure.
- Mitigate risks to human health, safety, property and the environment.
- Maximize the extent and function of vegetative and pervious surfaces.
- Implement stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low impact development.
- Adequate and legal outlet for major, minor, and all flow conditions from the site be provided.

In addition to the above requirements, the following must be clearly shown of the submitted design drawings:

- Major flow systems exceeding are delineated on the drawing. Overland flow paths and depths from surcharged storm sewer systems and the stormwater treatment facility must not increase the flood risk to life, property and the environment.
- Minor overland flow systems and paths are to be delineated and shown on the drawings.
- Erosion and sedimentation control during construction.
- Adequate erosion control on inlets and outlets.

Completed by:

Isabel Johnson,
Resource Planner
Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, ON N4G 0C4
Office: 519-842-4242 ext. 229
Email: ijohnson@lprca.on.ca

Schedule "A"
To Report No. CP 2021-377

CONDITIONS OF DRAFT APPROVAL – SB 21-11-7 – George and Clara Ambrus

1. This approval applies to the draft plan of subdivision submitted by George and Clara Ambrus, (SB 21-06-7) and prepared by CJDL Consulting Engineers Limited, as shown on Plate 3 of Report No. CP 2021-377 and comprising Part of Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg, showing 49 lots for single-detached dwellings, one block for neighbourhood commercial purposes, a stormwater management block, one new local street, subject to the following modification:

    a. Appropriate daylighting triangles be included for Lots 1, 27, 35, 44 & 29, to the satisfaction of the Town of Tillsonburg.

2. The Owner shall enter into a subdivision agreement with the Town of Tillsonburg and County of Oxford.

3. The Owner agrees in writing, to install fencing as may be required by the Town, to the satisfaction of the Town of Tillsonburg.

4. The Owner agrees in writing, to satisfy all requirements, financial and otherwise, of the Town regarding construction of roads, installation of services, including water, sewer, electrical distribution systems, sidewalks, street lights, and drainage facilities and other matters pertaining to the development of the subdivision in accordance with the standards of the Town, to the satisfaction of the Town of Tillsonburg.

5. The road allowances included in the draft plan of subdivision shall be dedicated as public highways, to the satisfaction of the Town of Tillsonburg.

6. The streets included in the draft plan of subdivision shall be named, to the satisfaction of the Town of Tillsonburg.

7. The subdivision agreement shall contain provisions indicating that prior to grading and issuance of building permits, a grading plan, servicing plan, hydro and street lighting plan, and erosion and siltation control plan, along with reports as required, be reviewed and approved by the Town, and further, the subdivision agreement shall include provisions for the owner to carry out or cause to be carried out any necessary works in accordance with the approved plans an reports, to the satisfaction of the Town of Tillsonburg.

8. The subdivision agreement shall contain provisions requiring the Owner provide an overall Landscaping Plan depicting at least one (1) tree per lot, in accordance with Tillsonburg's Design Guidelines. The Town shall approve the species of tree to be planted.

9. The Owner shall make payment to the Town of Tillsonburg for cash-in-lieu of parkland, in accordance with the provisions of Section 42 of the Planning Act, to the satisfaction of the Town of Tillsonburg.

10. The Owner shall retain a Landscape Architect to prepare a landscape plan for the plan of subdivision, to the satisfaction of the Town of Tillsonburg.

11. The Owner agrees in writing, that a road widening along Cranberry Road shall be conveyed to the Town as required, sufficient to provide a 13 m (42.6 ft) width from the centreline of the road allowance, free of all costs and encumbrances, to the satisfaction of the Town of Tillsonburg.

12. Prior to the approval of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the Town's Zoning By-law. Certification of lot areas, frontages, and depths shall be provided to the Town by an Ontario Land Surveyor retained by the Owner, to the satisfaction of the Town of Tillsonburg.

13. Prior to the approval of the final plan by the County, the Owner shall agree in writing that all phasing of the plan of subdivision will be to the satisfaction of the Town of Tillsonburg and County of Oxford.

14. Prior to the approval of the final plan by the County, such easements as may be required for utility and drainage purposes shall be granted to the appropriate authority, to the satisfaction of the Town of Tillsonburg and County of Oxford Public Works.

15. The Owner agrees in writing, to satisfy all the requirements, financial and otherwise, including payment of applicable development charges, of the County of Oxford regarding the installation of the water distribution system, the installation of the sanitary sewer system, and other matters pertaining to the development of the subdivision, to the satisfaction of County of Oxford Public Works.

16. The subdivision agreement shall make provision for the assumption and operation of the water and sewage system within the draft plan of subdivision by the County of Oxford, to the satisfaction of County of Oxford Public Works.

17. The Owner agrees in writing, to prepare and submit for approval from County of Oxford Public Works, detailed servicing plans designed in accordance with the County Design Guidelines, to the satisfaction of County of Oxford Public Works.

18. Prior to the approval of the final plan by the County, the Owner shall receive confirmation from County of Oxford Public Works that there is sufficient capacity in the Tillsonburg water and sanitary sewer systems to service the plan of subdivision, to the satisfaction of County of Oxford Public Works.

19. Prior to final approval by the County, the Owner shall properly decommission any abandoned private services (water well, cistern and/or septic system) located on the subject lands, in accordance with the Ontario Water Resources Act, R.S.O. 1990 (Ontario Regulation No. 903) and to the satisfaction of the County of Oxford Public Works Department.

20. Prior to the approval of the final plan by the County, the Owner shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery; the location of temporary Centralized Mail Box locations during construction; and the provision of public information regarding the proposed locations of permanent Centralized Mail Box locations, to the satisfaction of Canada Post.

21. Prior to the approval of the final plan by the County, the Owner shall agree in writing, to satisfy the requirements of Union Gas that the Owner/developer provide Union Gas Limited with the necessary easements and/or agreements required for the provisions of gas services, to the satisfaction of Union Gas Limited.

22. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the Long Point Region Conservation Authority (LPRCA), indicating that final lot grading plans, soil conservation plan, and stormwater management plans have been completed to their satisfaction.

23. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Town of Tillsonburg that Conditions 2 to 14 (inclusive), have been met to the satisfaction of the Town. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

24. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the County of Oxford Public Works Department that Conditions 14 to 19 (inclusive), have been met to the satisfaction of County Public Works. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

25. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 20 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

26. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Enbridge that Condition 21 has been met to the satisfaction of Enbridge. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

27. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by LPRCA that Condition 22 has been met to the satisfaction of LPRCA. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

28. Prior to the approval of the final plan by the County, the Owner shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority, to the satisfaction of the County of Oxford.

29. This plan of subdivision shall be registered by November 10, 2024 after which time this draft approval shall lapse unless an extension is authorized by the County of Oxford.

AMENDMENT NUMBER 262

TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following schedule attached hereto, constitute
Amendment Number 262 to the County of Oxford Official Plan.

COUNTY OF OXFORD

BY-LAW NO. **6382-2021**

BEING a By-Law to adopt Amendment Number 262 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 262 to the County of Oxford Official Plan has been recommended by resolution of the Council of the Town of Tillsonburg and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 262 to the County of Oxford Official Plan, being the attached text and schedule, is hereby adopted.

2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN, WARDEN

CHLOÉ J. SENIOR, CLERK

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Medium Density Residential' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 49 lots for single detached dwellings and 1 block for neighbourhood commercial purposes.

2.0 LOCATION OF LANDS AFFECTED

The subject lands are described as Part Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg. The lands are located on the west side of Cranberry Road, between North Street East and Keswick Road, and are known municipally as 33 Cranberry Road, Tillsonburg.

3.0 BASIS FOR THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Medium Density Residential' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 49 lots for single detached dwellings and 1 block for neighbourhood commercial purposes.

It is the opinion of Council that the proposed amendment is consistent with the relevant policies of the PPS as the proposed draft plan of subdivision is cost-effective, and an efficient land use pattern that minimizes land consumption and servicing costs. The proposed development also preserves existing natural features and its linkages to existing trails will improve active transportation networks in Town.

Council is of the opinion that the proposal is in keeping with the Plan of Subdivision policies of Section 10.3.3, and the policies of the Low Density Residential designation. The proposed draft plan has a net residential density of 16.7 units / ha (6.8 units/ ac), in keeping with the density target, being 15 to 30 units per hectare. The proposed street layout is an efficient development pattern for the subject lands which are irregularly shaped. Appropriate linkages to the Trans Canada Trail on Cranberry Road and North Street East will be provided through a proposed pedestrian connection within the stormwater management block and sidewalks on local streets.

The site is located on the periphery of an area that is surrounded by existing low density development to the east, and planned low density residential development to the east and farther to the west. It is the opinion of Council that the proposed low density development is appropriate for the area with respect to the nature, character and scale of existing and planned adjacent uses.

Further, it is the opinion of Council that the subject application is consistent with the policies for Low Density Residential areas within the Town. The Low Density Residential designation is intended for areas to be primarily developed or planned for a variety of low rise, low density housing forms including single-detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses and low density cluster development. In light of the foregoing, Council is satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and is in-keeping with the strategic initiatives and objectives of the County Official Plan.

4.0 DETAILS OF THE AMENDMENT

4.1 That Schedule “T-2” – Town of Tillsonburg Residential Density Plan, is hereby amended by designating those lands identified as “ITEM 1” on Schedule “A” attached hereto as “Low Density Residential”.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policies of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policies of the Official Plan.

SCHEDULE "A"

AMENDMENT No. 262

TO THE

COUNTY OF OXFORD OFFICIAL PLAN

SCHEDULE "T-2"

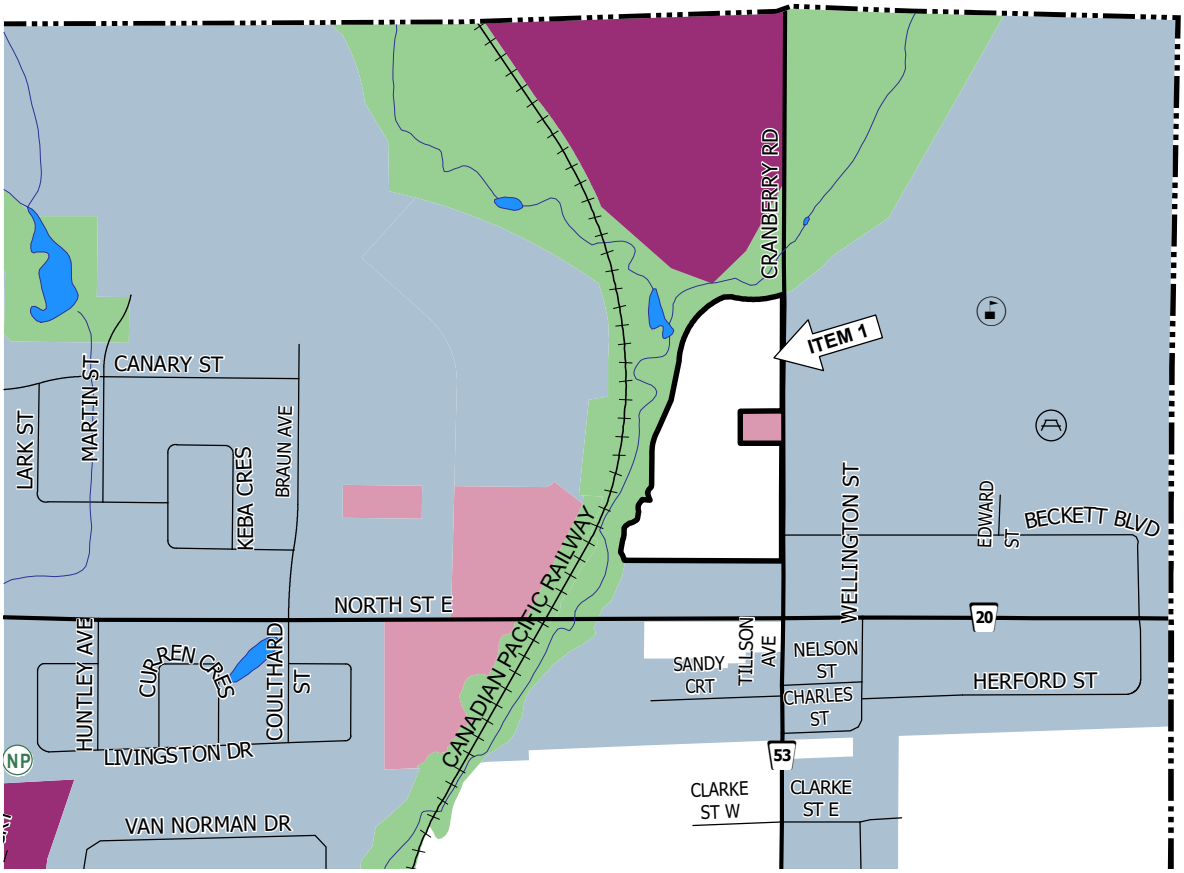
TOWN OF TILLSONBURG

RESIDENTIAL DENSITY PLAN

N
W E
S

Metres
0 100 200 400

TOWNSHIP OF SOUTH-WEST OXFORD



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM MEDIUM DENSITY RESIDENTIAL TO LOW DENSITY RESIDENTIAL

RESIDENTIAL DENSITY PLAN LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- OPEN SPACE
- NP NEIGHBOURHOOD PARK
- PROPOSED PARK
- PROPOSED SCHOOL

OxfordCounty
Growing stronger together

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Oxford County
Growing stronger together

Report No: CP 2021-378
COMMUNITY PLANNING
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Community Planning**

Application for Draft Plan of Subdivision Approval SB 21-07-7 – Lindprop Corp. & Performance Communities Realty Inc.

RECOMMENDATION

1. **That Oxford County Council grant draft approval to a proposed residential plan of subdivision, submitted by Lindprop Corp. & Performance Communities Realty Inc. (SB 21-07-7) prepared by CJDL Consulting Engineers, for lands described as Part of Lot 4 and 5, Concession 10 (Dereham), in the Town of Tillsonburg, subject to the conditions attached to this report as Schedule "A" being met prior to final approval.**

REPORT HIGHLIGHTS

- The purpose of the application for draft plan of subdivision approval (and zone change) is to facilitate the development of 16 blocks for future residential development, three stormwater management blocks, and a parkland block, served by 6 new local streets.
- The proposal is consistent with the relevant policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan, and can be supported from a planning perspective.

Implementation Points

This application will be implemented in accordance with the relevant objectives, strategic initiatives and policies contained in the Official Plan.

Financial Impact

The approval of this application will have no financial impacts beyond what has been approved in the current year's budget.

Report No: CP 2021-378
COMMUNITY PLANNING
Council Date: November 10, 2021

Communications

In accordance will the requirements of the Planning Act, notice of complete application regarding this proposal was originally provided to surrounding property owners on August 16, 2021 and notice of public meeting was issued on October 18, 2021. At the time of writing this report, no comments from the public have been received.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.ii			

DISCUSSION

Background

Owners: Lindprop Corporation
Performance Communities Realty Inc.

Agent: Peter Penner, P. Eng, CJDL Consulting Engineers
261 Broadway, Tillsonburg ON N4G 4H8

Location:

The subject lands are described as Part Lots 4 & 5, Concession 10 (Dereham), in the Town of Tillsonburg. The lands are located on the north side of North Street East, between Huntley Avenue and Tillson Avenue, and are known municipally as 112 North Street East, Tillsonburg.

County of Oxford Official Plan:

Schedule 'T-1'	Town of Tillsonburg Land Use Plan	Residential & Open Space
Schedule 'T-2'	Town of Tillsonburg Residential Density Plan	Low & Medium Density Residential

Town of Tillsonburg Zoning By-law 3295:

Existing Zoning: Future Development Zone (FD)

Proposed Zoning:	Special Low Density Residential Type 3 Holding Zone (R3-sp (H)) Passive Use Open Space Zone (OS1) Active Use Open Space Zone (OS2)
Recommended Zoning:	Special Low Density Residential Type 3 Holding Zone (R3-sp (H)) Medium Density Residential Holding Zone (RM (H)) Passive Use Open Space Zone (OS1) Active Use Open Space Zone (OS2)

Proposal:

The application for draft plan of subdivision approval proposes to create 16 blocks for future residential development, 3 storm water management blocks, and a park block, served by 6 new local streets.

An accompanying site-specific zoning amendment proposes to include provisions related to reductions in rear yard depths, interior and exterior side yard widths, reduced lot frontage for townhouse units, and increased lot coverage, and are detailed under the 'Zoning' section of this report.

The subject lands comprise approximately 14.48 ha (35.8 ac) and are currently vacant. Surrounding uses include existing low density residential uses to the south and west, with a previous subdivision phase (Northcrest Estates Phase 2) currently underway immediately adjacent to the site.

Plate 1, Location Map with Existing Zoning, indicates the location of the subject site and the existing zoning in the immediate vicinity.

Plate 2, 2020 Aerial Map, provides an aerial view of the subject property.

Plate 3, Proposed Draft Plan of Subdivision, provides the layout of the proposed draft plan of subdivision.

Comments

2020 Provincial Policy Statement (PPS)

The policies of Section 1.1 of the PPS state that healthy, liveable and safe communities are sustained by accommodating an appropriate range and mix of residential uses, including an appropriate affordable and market-based range, to meet long-term needs. Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years. Within settlement areas, sufficient land shall be made available through intensification and redevelopment.

Section 1.1.3 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be

based on densities and a mix of land uses which efficiently use land, resources, infrastructure and public service facilities.
Section 1.1.3.3 further states that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where it 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.

Section 1.4.3 directs that planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by, among other matters, establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and 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. Further, the PPS supports the development of new housing in locations where appropriate levels of infrastructure and public service facilities are or will be available and promotes densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of active transportation.

Section 1.4.3 also supports the establishment of 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.

Section 1.6.6.2 also states that intensification and redevelopment within settlement areas on existing municipal sewage and water services should be promoted, wherever feasible.

Official Plan

The subject lands are predominantly designated ‘Low Density Residential’. The southeastern portion of the site is designated ‘Medium Density Residential’, according to the Town of Tillsonburg Land Use Plan and Residential Density Plan.

Medium Density Residential areas are those lands that are primarily developed or planned for low profile multiple unit development that exceed densities established in Low Density Residential Districts. Residential uses within Medium Density Residential areas include townhouses, cluster houses, converted dwellings, and apartment buildings.

Low Density Residential Areas are those lands that are primarily developed or planned for a variety of low rise, low density housing forms including single-detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses and low density cluster development.

In these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use. It is not intended that the full range of housing will be permitted in every individual neighbourhood or development.

The maximum net residential density in the Low Density Residential Designation is 30 units/ha (12 units/ac) and the minimum net residential density is 15 units/ha (6 units/ac). The proposed development has a net residential density of approximately 29.9 units/ha (12 units/ac).

The policies of Section 10.3.3 (Plans of Subdivision and Condominium) provide that County and Town Council will evaluate applications for a plan of subdivision on the basis of the requirements of the Planning Act, as well as criteria including, but not limited to, the following:

- Conformity with the Official Plan;
- The availability of community services such as roads, water, storm and sanitary sewers, waste disposal, recyclable collection, public utilities, fire and police protection, parks, schools and other community facilities;
- The accommodation of Environmental Resources and the mitigation of environmental and human-made constraints;
- The reduction of any negative effects on surrounding land uses, transportation networks or significant natural features;
- The design of the plan can be integrated into adjacent developments, and;
- The design of the plan is to be compatible with the natural features and topography of the site, and proposals for extensive cut and fill will be discouraged.

As a condition of draft plan approval, County Council will require an applicant to satisfy conditions prior to final approval and registration of the plan. The applicant will be required to meet the conditions of the draft approval within the specified time period, failing which, draft plan approval may lapse. Additionally, to provide for the fulfillment of these conditions, and for the installation of services according to municipal standards, County Council shall require the applicant to enter into a subdivision agreement with the area municipality and, where necessary, the County, prior to final approval of the plan.

Section 8.6.2.3 of the Official Plan provides that Town Council will acquire lands for use as parkland or leisure through conditions of draft approval of plan of subdivision. Land conveyed to the Town as part of the required parkland dedication will be expected to meet minimum standards for drainage, grading, landscaping, fencing and shape in accordance with the intended function and will be located in appropriate locations.

Zoning By-law

The subject lands are currently zoned ‘Future Development Zone (FD)’ according to the Town’s Zoning By-law. The ‘Future Development Zone (FD)’ permits a farm, existing buildings and structures, and a seasonal fruit and vegetable outlet.

The applicant is proposing to rezone the residential blocks to ‘Special Low Density Residential Type 3 Zone (R3-sp)’ which would permit single detached dwellings, semi-detached dwellings, or street fronting townhouse dwellings. At this time, the unit types have not been determined. The proposed provisions are the same as the provisions recently approved for Northcrest Estates Phase 2, immediately south and west of the subject lands. The relief that is sought includes:

1. To reduce the minimum lot frontage for an interior townhouse unit from 8 m (26.2 ft) to 6 m (19.69 ft);
2. To reduce the minimum lot frontage for an end townhouse unit from 11 m (36 ft) to 7.6 m (24.9 ft);

3. To reduce the minimum lot area for an interior townhouse unit from 240 m^2 (2,583.3 ft^2) to 190 m^2 (2045 ft^2);
4. To reduce the minimum lot area for an end unit townhouse unit from 330 m^2 (3,552 ft^2) to 235 m^2 (2529 ft^2);
5. To reduce the minimum rear yard depth for a single detached or semi-detached dwelling from 7.5 m (24.6 ft) to 6 m (19.69 ft);
6. To reduce the minimum exterior side yard width from 6 m (19.7 ft) to 4.5 m (14.76 ft);
7. To reduce the minimum interior side yard width from 3 m (9.8 ft) to 1.2 m (3.9 ft);
8. To increase the maximum lot coverage requirement from 40% to 55%.

Agency Comments

This application has been reviewed by a number of public agencies. The following comments were received.

Town of Tillsonburg Building & By-Law Services provided the following comments:

- With respect to Section 5.24.1.7.3 of the Town Zoning By-Law, it is recommended that the maximum driveway width be increased to 65%.

The Town of Tillsonburg Engineering Services Department provided the following comments:

- All side yards abutting streets need to follow Town and County standards for daylight triangles; Braun Avenue is a collector road.
- Block 17 shall be 10 m wide.
- Daylighting triangles to be confirmed for proposed round about.

The Town of Tillsonburg Director of Recreation, Culture and Parks indicated that a Landscape Architect will need to be retained by the applicant at their cost to develop Landscape Plans for the park and the subdivision. One tree per lot is required, and fencing shall be included in appropriate locations determined by the Town.

Oxford County Public Works have provided draft plan conditions, included as an attachment to this report, and have commented that the most recent Traffic Impact Study was completed in support of the North Street ESR (2013). The developer will need to update the Traffic Impact Study as part of this phase to address additional traffic on North Street.

Per previous correspondence, future phases of this development are contingent on looping the water system to the west (Bobolink Drive). The developer should be aware that future phases which include medium density blocks may not proceed until this looping has been completed.

The Town Development Commissioner indicated support of this proposed plan of subdivision, which helps meet increased market demand for housing and will result in increased residential growth for the community.

The Long Point Region Conservation Authority indicated that the submitted design for the SWM pond meets LPRCA policy and can be constructed as part of phase 1. The grading plan should be submitted before beginning phase 2 to confirm overland routing routes.

Enbridge Gas has requested that as a condition of final approval, that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.

Town of Tillsonburg Council

Town of Tillsonburg Council recommended support of the proposed draft plan of subdivision, and approved the proposed zoning by-law amendment 'in principle', at the Town Council meeting of November 1, 2021.

Planning Analysis

The purpose of the applications for draft plan of subdivision approval (and accompanying zone change) is to facilitate the development of 16 blocks for future residential development, three stormwater management blocks, and a park, served by 6 new local streets.

Provincial Policy Statement

As the proposed draft plan of subdivision is located within a designated settlement area and will be serviced by municipal water and wastewater facilities, the development represents an efficient use of municipal services and lands within a designated settlement boundary. The proposal also provides for a mix of housing types and densities in Tillsonburg which is considered to be compatible with existing and planned low and medium density residential development in the area. As such, Planning staff are of the opinion that the proposed development is consistent with the relevant policies of the PPS respecting residential development in settlement areas.

Official Plan Amendment & Subdivision

With regard to the policies of Section 10.3 of the Official Plan (Plans of Subdivision and Condominium) which require the developer to address a series of standard review criteria concerning the adequacy of servicing, environmental impacts, transportation networks and integration with surrounding developments, staff note that the required studies and reports have been received and reviewed through this Office and other required reports can be satisfactorily addressed through the inclusion of appropriate conditions of draft approval.

Although the exact mix of residential units is not known at this time, there is a potential for up to 244 residential units within the 16 residential blocks that are proposed. Based on this, the proposed draft plan has a net residential density of approximately 29 units per hectare, in keeping with the density target, being 15 to 30 units per hectare. The proposal is in keeping with the Plan of Subdivision policies of Section 10.3.3, and the policies of the Low Density Residential designation. In addition, the proposed draft plan provides a range of lot sizes and a mix of housing type that are integrated throughout the development, which is in keeping with low density residential policies.

Town staff have indicated that, for this development, the Town prefers a park block be dedicated adjacent to the parkland block for Northcrest Phase 2, and the existing park at the corner of Tanager Drive and Bobolink. This parkland block is approximately 1.43 ha and is shown as Block 20 on the proposed draft plan.

The proposed subdivision design will connect to existing planned roads within the adjacent Northcrest Estates Phase 2 development, and the primary access will be via the collector road (Braun Avenue) from North Street East. The proposed layout also ensures that future streets can be accommodated for a planned collector road directly to Highway 19 through 2 properties to the west, as identified in a secondary and servicing plan created for this area in 2005. The proposed roads will facilitate an additional future phase of the subdivision that represents the balance of the property.

Within the proposed draft plan, Block 16 at the southeastern corner of the development and the abutting lands to the east and northeast are currently designated Medium Density Residential. As no application was submitted to modify this designation, and to ensure an appropriate mix of housing types and densities, Planning staff recommend this block be zoned for Medium Density Residential use. It would appear that the size and configuration of Block 16 is sufficiently large to provide some flexibility for future Medium Density Residential development.

As indicated, the applicant has not determined exact location and mix of dwelling types and has instead proposed residential blocks that would later be subdivided through applications for exemption to part lot control. The dwelling types and locations will be required to be determined before detailed engineering and servicing drawings are submitted to the Town and County for review and approval.

Zoning

Staff are satisfied that the requested zoning provisions to provide for increased lot coverage, increased building footprint and reduced exterior side yard widths for corner lots for the proposed single detached dwellings within the development are generally appropriate. The applicant will be required to demonstrate that the proposed stormwater management pond can accommodate additional run-off resulting from the increased dwelling footprints. The increased permitted projection into the required rear yard depth for covered porches is similar to other recent requests received and approved in Town.

The requested zoning provisions for the street-fronting townhouse blocks will provide for increased building envelopes and will reflect other recent townhouse developments in the Town, including the adjacent residential development (Northcrest Estates Phase 2). The reduced exterior side yard width is not expected to impact traffic sightlines or safety as the lots will front on local streets. The reduced minimum lot area, lot frontage, interior side yard and increased lot coverage are reflective of the four unit street-fronting townhouse block design and appropriate private amenity space will remain available, and the proposed relief can be considered appropriate to facilitate the development of 4 unit townhouse blocks. The reduced lot frontage, lot area and interior side yard width will continue to allow for 2 parking spaces to be provided for each unit (1 in the driveway and one within the private attached garage).

The development will be reviewed by Building staff for zoning compliance at the time of building permit submission. These requested provisions will facilitate the future creation of separate conveyable lots, which will be completed in an anticipated subsequent application for exemption from Part Lot Control.

Conclusions

In light of the foregoing, Planning staff are satisfied that the proposed development is consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan. As such, staff are satisfied that the application can be given favourable consideration.

SIGNATURES

Report Author:

'original signed by'
Eric Gilbert, MCIP, RPP
Senior Planner

Departmental Approval:

'original signed by'
Gordon K. Hough, RPP
Director of Community Planning

Approved for submission:

'original signed by'
Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1	Plate 1, Location Map with Existing Zoning
Attachment 2	Plate 2, 2020 Aerial Map
Attachment 3	Plate 3, Proposed Draft Plan of Subdivision
Attachment 4	Conditions of Draft Approval

Oxford County
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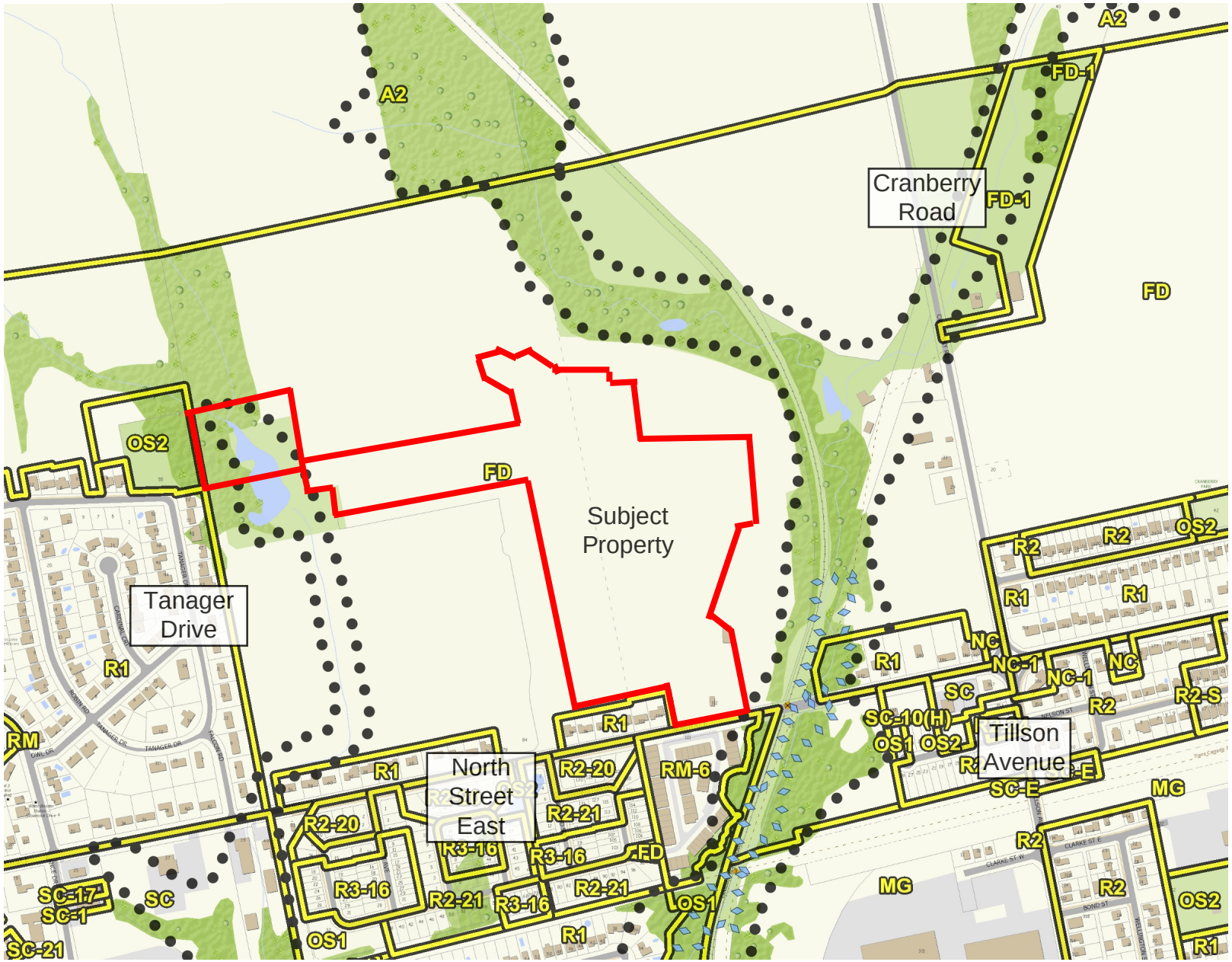
Plate 1: Location Map with Existing Zoning
File Nos. SB 21-07-7 & ZN 7-21-11- Lindprop Corp & Performance Communities Realty Inc.
Part Lots 4 & 5, Concession 10 (Dereham) - 112 North Street East, Town of Tillsonburg

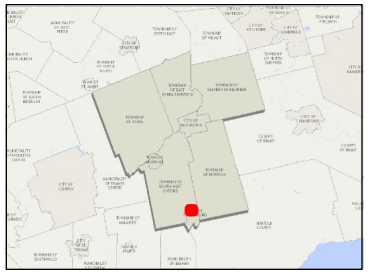


Legend

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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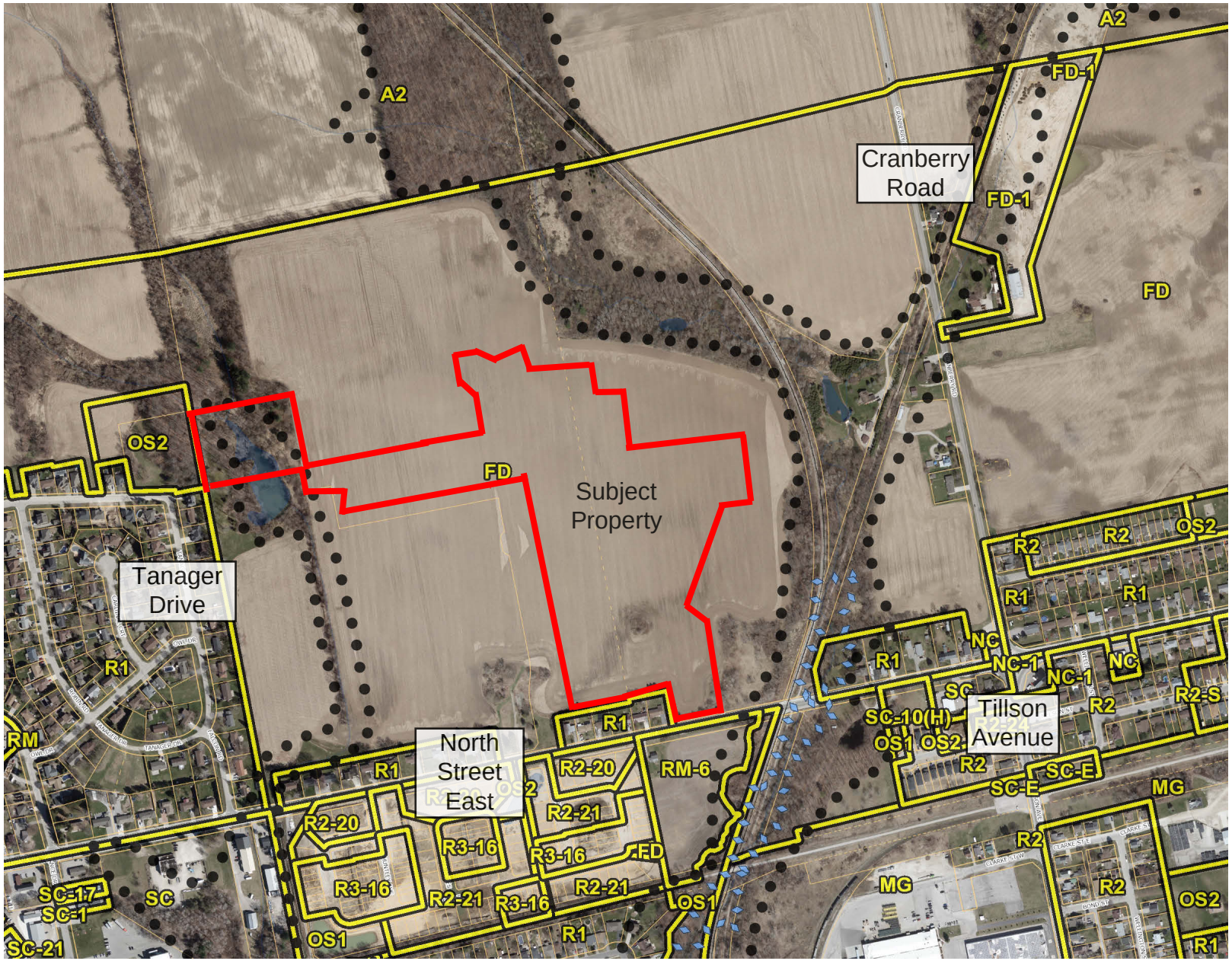
NAD_1983_UTM_Zone_17N

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

August 11, 2021

Oxford County
Growing stronger together

Plate 2: 2020 Aerial Map
File Nos. SB 21-07-7 & ZN 7-21-11- Lindprop Corp & Performance Communities Realty Inc.
Part Lots 4 & 5, Concession 10 (Dereham) - 112 North Street East, Town of Tillsonburg

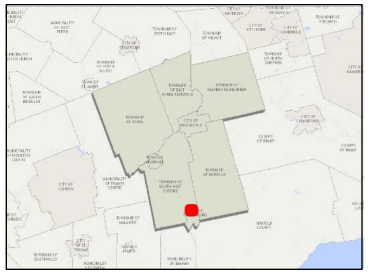


Legend

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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August 11, 2021

DRAFT PLAN OF SUBDIVISION

PART OF LOTS 4 AND 5
CONCESSION 10
TOWN OF TILLSONBURG
COUNTY OF OXFORD

OWNER'S CERTIFICATE

LINDPROP CORP., THE REGISTERED OWNER OF THE LANDS TO BE SUBDIVIDED, HEREBY AUTHORIZE CYRIL J. DEMEYERE LIMITED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

DATE JOHN SPINA, LINDPROP CORP.

OWNER'S CERTIFICATE

PERFORMANCE COMMUNITIES REALTY INC., THE REGISTERED OWNER OF THE LANDS TO BE SUBDIVIDED, HEREBY AUTHORIZE CYRIL J. DEMEYERE LIMITED TO SUBMIT THIS DRAFT PLAN OF SUBDIVISION FOR APPROVAL.

DATE WILLIAM R. HAYHOE, PERFORMANCE COMMUNITIES REALTY INC.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATE KIM HUSTED, ONTARIO LAND SURVEYOR

NORTH

SCALE 1:1000

0 10 25 50 METRE 100

NOTE: ORIGINAL CONTOURS SHOWN FROM 2021 CJDL SURVEY

CJDL Consulting Engineers

0704

Cyril J. Demeyere Limited
P.O. Box 460, 261 Broadway
Tillsonburg, Ontario. N4G 4H8
Tel: 519-688-1000
866-302-9886
Fax: 519-842-3235
cjd@cjdleng.com

8 JUNE 2021

AREA SUMMARY

DESCRIPTION		AREA (ha)
BLOCKS 1–16	RESIDENTIAL	8.14
DEDICATED STREETS	STREETS 'A', 'B', 'C', 'D', 'E', 'F', BRAUN AVENUE, MALLARD AVENUE, MARTIN STREET	3.21
BLOCKS 17–18	STORM POND SERVICE BLOCKS	0.06
BLOCK 19	SWM	1.64
BLOCK 20	PARK	1.43
TOTAL		14.48

INFORMATION REQUIRED UNDER SECTION 51(17) OF THE PLANNING ACT RSO 1990
(A) ON PLAN
(B) ON PLAN
(C) ON PLAN
(D) BLOCKS 1-16 - RESIDENTIAL,
DEDICATED STREETS - STREETS 'A', 'B', 'C', 'D', 'E', 'F' BRAUN AVENUE, MALLARD AVENUE, MARTIN STREET,
BLOCKS 17-18 - STORM POND SERVICING BLOCKS
BLOCK 19 - SWM AREA
BLOCKS 20 - PARK, WALKWAY,
(E) NORTH - FUTURE RESIDENTIAL, WOODLAND
WEST - EXISTING RESIDENTIAL, WOODLAND,
EAST - RAILWAY CORRIDOR,
SOUTH - PROPOSED RESIDENTIAL,
(F) ON PLAN
(G) ON PLAN
(H) TOWN WATER AVAILABLE
(I) SAND
(J) ON PLAN
(K) STORM SEWERS, SANITARY SEWERS, TELEPHONE, GAS, T.V.CABLE
(L) TOWN OF TILLSONBURG OFFICIAL PLAN AND ZONING BY-LAWS

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

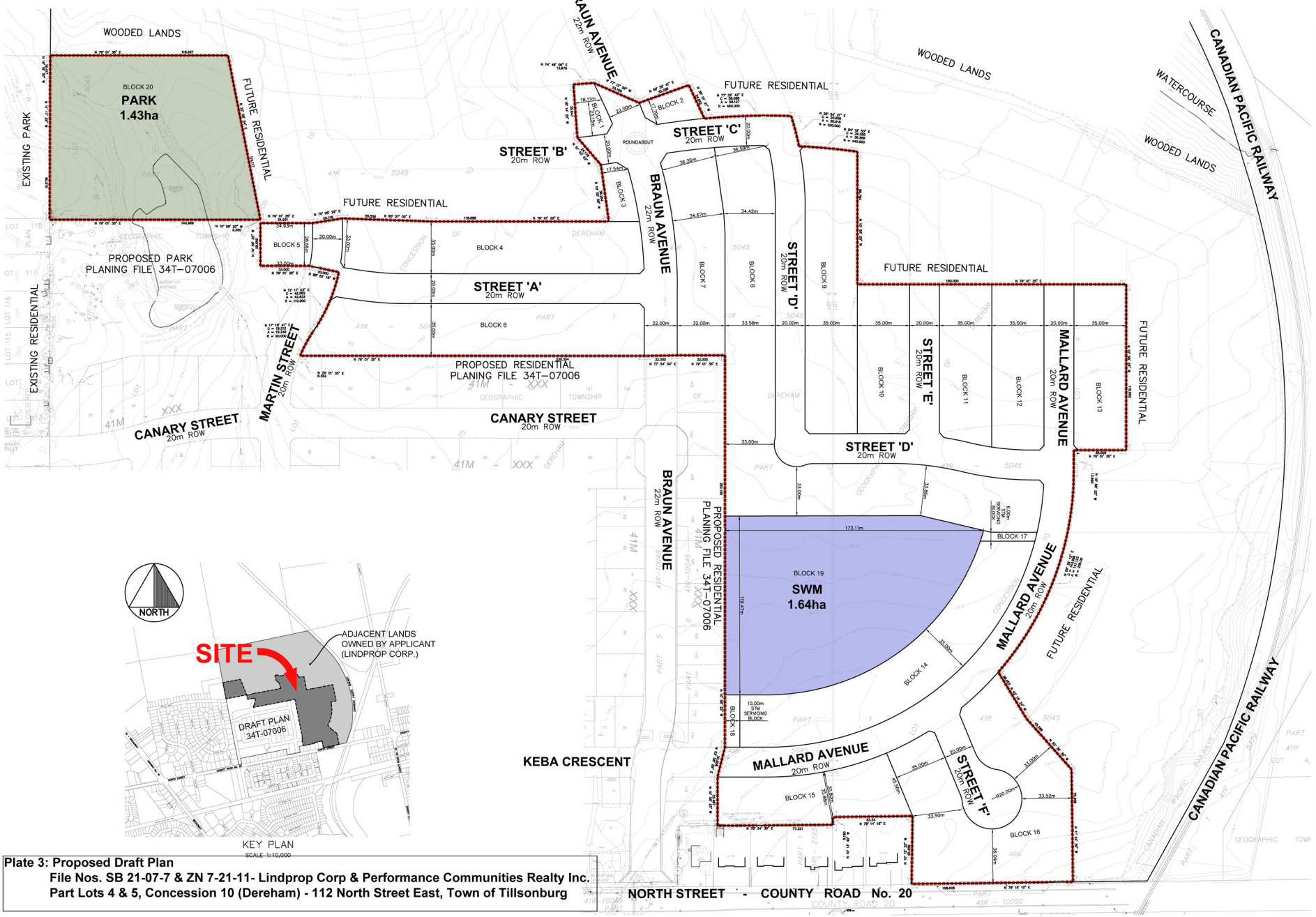

Plate 3: Proposed Draft Plan
File Nos. SB 21-07-7 & ZN 7-21-11- Lindprop Corp & Performance Communities Realty Inc.
Part Lots 4 & 5, Concession 10 (Dereham) - 112 North Street East, Town of Tillsonburg

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Schedule "A"
To Report No. CP 2021-378

CONDITIONS OF DRAFT APPROVAL – SB 21-07-7 – Lindprop Corp. & Performance Communities Realty Inc.

1. This approval applies to the draft plan of subdivision submitted by Performance Communities Realty Inc. & Lindprop Corporation. (SB 21-07-7) and prepared by CJDL Consulting Engineers, as shown on Plate 3 of Report No. CP 2021-378 and comprising Part Lots 4 & 5, Concession 10 (Dereham), in the Town of Tillsonburg, showing 16 blocks for future residential development, three stormwater management blocks, and a parkland block, served by 6 new local streets.

2. The Owners shall enter into a subdivision agreement with the Town of Tillsonburg and County of Oxford.

3. The Owners agree in writing to install fencing as may be required by the Town, to the satisfaction of the Town of Tillsonburg.

4. The Owners agree in writing, to satisfy all requirements, financial and otherwise, of the Town regarding construction of roads, installation of services, including water, sewer, electrical distribution systems, sidewalks, street lights, and drainage facilities and other matters pertaining to the development of the subdivision in accordance with the standards of the Town, to the satisfaction of the Town of Tillsonburg.

5. The road allowances included in the draft plan of subdivision shall be dedicated as public highways, to the satisfaction of the Town of Tillsonburg.

6. The streets included in the draft plan of subdivision shall be named, to the satisfaction of the Town of Tillsonburg.

7. The subdivision agreement shall contain provisions indicating that prior to grading and issuance of building permits, a grading plan, servicing plan, hydro and street lighting plan, and erosion and siltation control plan, along with reports as required, be reviewed and approved by the Town, and further, the subdivision agreement shall include provisions for the owners to carry out or cause to be carried out any necessary works in accordance with the approved plans an reports, to the satisfaction of the Town of Tillsonburg.

8. The subdivision agreement shall contain provisions requiring the Owners provide an overall Landscaping Plan depicting at least one (1) tree per lot, in accordance with Tillsonburg's Design Guidelines. The Town shall approve the species of tree to be planted.

9. The Owners shall retain a Landscape Architect to prepare a landscape plan for the plan of subdivision, to the satisfaction of the Town of Tillsonburg.

10. Prior to the approval of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the Town's Zoning By-law. Certification of lot areas, frontages, and depths shall be provided to the Town by an Ontario Land Surveyor retained by the Owners, to the satisfaction of the Town of Tillsonburg.

11. Prior to the approval of the final plan by the County, the Owners shall agree in writing that all phasing of the plan of subdivision will be to the satisfaction of the Town of Tillsonburg and County of Oxford.

12. Prior to the approval of the final plan by the County, such easements as may be required for utility and drainage purposes shall be granted to the appropriate authority, to the satisfaction of the Town of Tillsonburg and County of Oxford Public Works.

13. The Owners agree in writing, to satisfy all the requirements, financial and otherwise, including payment of applicable development charges, of the County of Oxford regarding the installation of the water distribution system, the installation of the sanitary sewer system, and other matters pertaining to the development of the subdivision, to the satisfaction of County of Oxford Public Works.

14. The subdivision agreement shall make provision for the assumption and operation of the water and sewage system within the draft plan of subdivision by the County of Oxford, to the satisfaction of County of Oxford Public Works.

15. The Owners agree in writing, to prepare and submit for approval from County of Oxford Public Works, detailed servicing plans designed in accordance with the County Design Guidelines, to the satisfaction of County of Oxford Public Works.

16. The Owner shall agree to prepare, and submit for the approval of Oxford County Public Works, a Traffic Impact Study and agree to undertake the works required by the outcome of the study for the proposed development.

17. Prior to the approval of the final plan by the County, the Owners shall receive confirmation from County of Oxford Public Works that there is sufficient capacity in the Tillsonburg water and sanitary sewer systems to service the plan of subdivision, to the satisfaction of County of Oxford Public Works.

18. The Owners agree in writing, that a 0.3 m (1 ft) reserve along North Street East adjacent to Lot 2 shall be conveyed to the County as required, free of all costs and encumbrances, to the satisfaction of County of Oxford Public Works.

19. The Owners agree in writing, that a road widening along North Street East shall be conveyed to the County as required, to provide a 15 m (49.2 ft) right-of-way from the centerline of the Road, free of all costs and encumbrances, to the satisfaction of County of Oxford Public Works.

20. The Owners agree in writing, that 3 m (9.8 ft) x 3 m (9.8 ft) daylighting triangles along North Street East shall be conveyed to the County as required for lots abutting ‘Braun Avenue’, free of all costs and encumbrances, to the satisfaction of County of Oxford Public Works.

21. The Owners agree in writing, to the satisfaction of the County, through the subdivision agreement, that all agreements of purchase and sale for in Block 16 abutting North Street East shall have appropriate disclosure and warning clauses to inform future owners and residents and the outdoor amenity areas for lots abutting North Street East may experience noise levels that exceed the Ministry of Environment, Conservation and Park’s NPC-300 Noise Guidelines.

22. Prior to the approval of the final plan by the County, the Owners shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery; the location of temporary Centralized Mail Box locations during construction; and the provision of public information regarding the proposed locations of permanent Centralized Mail Box locations, to the satisfaction of Canada Post.

23. Prior to the approval of the final plan by the County, the Owners shall agree in writing, to satisfy the requirements of Enbridge Gas that the Owner/developer provide Enbridge Gas with the necessary easements and/or Enbridge Gas.

24. Prior to the approval of the final plan by the County, the Owners shall secure clearance from the Long Point Region Conservation Authority (LPRCA), indicating that final lot grading plans, soil conservation plan, and stormwater management plans have been completed to their satisfaction.

25. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Town of Tillsonburg that Conditions 2 to 13 (inclusive), have been met to the satisfaction of the Town. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

26. Prior to the approval of the final plan by the County, the Owners shall secure clearance from the County of Oxford Public Works Department that Conditions 14 to 21 (inclusive), have been met to the satisfaction of County Public Works. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

27. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 22 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

28. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Enbridge Gas that Condition 23 has been met to the satisfaction of Enbridge Gas. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

29. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by LPRCA that Condition 24 has been met to the satisfaction of LPRCA. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

30. Prior to the approval of the final plan by the County, the Owners shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority, to the satisfaction of the County of Oxford.

31. This plan of subdivision shall be registered by November 10, 2024 after which time this draft approval shall lapse unless an extension is authorized by the County of Oxford.

Oxford County
Growing stronger together

Report No: CP 2021-379
COMMUNITY PLANNING
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Community Planning**

Applications for Official Plan Amendment & Plan of Subdivision OP 20-09-7; SB20-02-7 – 2407774 Ontario Limited

RECOMMENDATIONS

1. **That Oxford County Council approve Application No. OP 20-09-7, submitted by 240774 Ontario Limited, for lands legally described as Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8700, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg, to redesignate the subject lands from 'Open Space' to 'Low Density Residential', to facilitate a draft plan of subdivision consisting of 65 lots for single detached dwellings, and 7 blocks for street-fronting townhouses, totaling 24 units;**

2. **And further, that Council approve the attached Amendment No. 266 to the County of Oxford Official Plan;**

3. **And further, that the necessary by-law to approve Amendment No. 266 be raised;**

4. **And further, that Oxford County Council grant draft approval to a proposed residential subdivision, submitted by 2407774 Ontario Limited (SB 20-02-7) prepared by CJDL Consulting Engineers, for lands described as Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8700, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg, subject to the conditions attached to this report as Schedule "A" being met prior to final approval.**

REPORT HIGHLIGHTS

- The intent of the Official Plan Amendment is to redesignate the subject lands from 'Open Space' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision.

- The proposed draft plan of subdivision will facilitate the creation of 65 lots for single detached dwellings, 7 blocks for townhouse dwellings (24 units), served by 2 new local streets.

- The proposal is consistent with the relevant policies of the 2020 Provincial Policy Statement and supports the strategic initiatives and objectives of the County Official Plan, and can be supported from a planning perspective.

Implementation Points

This application will be implemented in accordance with the relevant objectives, strategic initiatives and policies contained in the Official Plan.

Financial Impact

The approval of this application will have no financial impacts beyond what has been approved in the current year's budget.

Communications

In accordance will the requirements of the Planning Act, notice of complete application regarding this proposal was originally provided to surrounding property owners on two occasions, August 4, 2020 and October 6, 2021. Notice of public meeting was issued on October 18, 2021. At the time of writing this report, several letters of concern from the public have been received. This correspondence has been included as an attachment to this report for Council's consideration.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.ii			

DISCUSSION

Background

Owners: 240774 Ontario Limited &
Town of Tillsonburg

Applicant: Tillsonburg Developments Inc.
P.O. Box 158, 2 Esseltine Drive, Tillsonburg ON, N4G 4H5

Location:

The subject lands are described as Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8799, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg. The lands are located on the south side of Baldwin Street, north side of John Pound Road, and west side of Borden Crescent in the Town of Tillsonburg.

County of Oxford Official Plan:

Existing:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Large Urban Centre
Schedule 'T-1'	Town of Tillsonburg Land Use Plan	Environmental Protection Open Space

Proposed:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Large Urban Centre
Schedule 'T-1'	Town of Tillsonburg Land Use Plan	Residential Open Space Environmental Protection
Schedule 'T-2'	Town of Tillsonburg Residential Density Plan	Low Density Residential

Town of Tillsonburg Zoning By-law 3295:

Existing Zoning: Active Use Open Space Zone (OS2)

Proposed Zoning: Active Use Open Space Zone (OS2)
Special Low Density Residential Type 2 Holding Zone (R2-sp (H))
Special Low Density Residential Type 3 Holding Zone (R3-sp (H))
Passive Use Open Space (OS1)
Active Use Open Space Zone (OS2)

Proposal:

The intent of the applications for Official Plan Amendment, Draft Plan of Subdivision approval and zone change is to facilitate the creation of 7 blocks for street-fronting townhouses, totaling 24 units, and 65 lots for single-detached dwelling houses in a new draft plan of subdivision.

The application for Official Plan Amendment proposes to re-designate the lands subject to the proposed draft plan of subdivision from Open Space and Environmental Protection to Low Density Residential.

The application for Zone Change proposes to rezone the lands from 'Active Use Open Space (OS2)', to 'Special Low Density Residential Type 2 Holding Zone (R2-sp (H))', and 'Special Low Density Residential Type 3 Holding Zone (R3-sp (H))', and 'Passive Use Open Space (OS1)' to facilitate the above noted Draft Plan of Subdivision.

The intent of the requested zoning provisions is to provide reduced rear yard depth, increased lot coverage, reduced exterior side yard width, and reduced interior side yard width for the proposed street fronting townhouse dwellings.

The subject lands comprise approximately 22.4 ha (55 ac) and are presently used as part of the Tillsonburg Bridges Golf Course. A clubhouse, maintenance building and several small outbuildings are present on the subject property. Surrounding uses include existing low density residential development to the northwest fronting on Bridle Path, and low density residential uses present on the north side of Baldwin Street. Borden Crescent is to the east, an industrially designated property is located at the northeast corner of Borden Crescent and John Pound Road with John Pound Road to the south and Big Otter Creek to the south of John Pound Road. The area proposed to be redeveloped for residential purposes comprises approximately 11.99 ha (29.6 ac).

Plate 1, Location Map with Existing Zoning, indicates the location of the subject site and the existing zoning in the immediate vicinity.

Plate 2, 2015 Aerial Map, provides an aerial view of the subject property and surrounding area.

Plate 3, Official Plan Designation, depicts the current Official Plan Designations applying to the site.

Plate 4, Proposed Draft Plan of Subdivision, provides the layout of the proposed draft plan of subdivision.

Comments

2020 Provincial Policy Statement

The policies of Section 1.1 of the PPS direct that healthy, liveable and safe communities are sustained by accommodating an appropriate range and mix of residential uses to meet long-term needs. Within settlement areas, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs and such land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

Section 1.1.3.1 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, Section 1.1.3.2 directs that land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources, existing infrastructure and public service facilities.

Section 1.1.3.3 also 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.

As per Section 1.4.1, to provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

a) Maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment; and,
b) Maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.

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 and 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. The PPS also supports the development of new housing in locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs and promotes 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

Section 2.1 of the PPS directs planning authorities to protect natural features and areas for the long term. Section 2.1.5 also states that development and site alteration shall not be permitted in significant wetlands. Furthermore, Section 2.1.8 does not permit development or site alteration on lands adjacent to the aforementioned features, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.

Official Plan

The subject lands are designated ‘Open Space’ & ‘Environmental Protection’, according to the Town of Tillsonburg Land Use Plan, as contained within the Oxford County Official Plan.

Open Space areas within Settlements include lands identified as being regulatory flood plan areas, public lands, pathways and linkages between natural heritage features. In this instance, the open space designation reflects the long-standing use of the lands as a golf course.

The presence of the Environmental Protection designation is reflective of significant valleylands that are identified on the subject lands. The Environmental Protection Area designation applies to significant natural features and areas. Where these features are known, an Environmental Protection designation has been applied. Development within or adjacent to Environmental Protection Areas require Environmental Impact Studies to assess the sensitivity of the area and

its functions and ensure that possible development or site alteration activities will not detrimentally impact the area. County Council and Area Councils will strive to achieve net environmental gain through the protection and conservation of existing natural features, the maintenance of existing ecological functions and the creation of new environmental features wherever possible.

Low Density Residential Areas are those lands that are primarily developed or planned for a variety of low rise, low density housing forms including single-detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses and low density cluster development. In these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use. It is not intended that the full range of housing will be permitted in every individual neighbourhood or development.

The policies of Section 10.3.3 (Plans of Subdivision and Condominium) provide that County and Town Council will evaluate applications for a plan of subdivision on the basis of the requirements of the Planning Act, as well as criteria including, but not limited to, the following:

- Conformity with the Official Plan;
- The availability of community services such as roads, water, storm and sanitary sewers, waste disposal, recyclable collection, public utilities, fire and police protection, parks, schools and other community facilities;
- The accommodation of Environmental Resources and the mitigation of environmental and human-made constraints;
- The reduction of any negative effects on surrounding land uses, transportation networks or significant natural features;
- The design of the plan to be integrated into adjacent developments, and;
- The design of the plan is to be compatible with the natural features and topography of the site, and proposals for extensive cut and fill will be discouraged.

As a condition of draft plan approval, County Council will require an applicant to satisfy conditions prior to final approval and registration of the plan. The applicant will be required to meet the conditions of the draft approval within the specified time period, failing which, draft plan approval may lapse. Additionally, to provide for the fulfillment of these conditions, and for the installation of services according to municipal standards, County Council shall require the applicant to enter into a subdivision agreement with the area municipality and, where necessary, the County, prior to final approval of the plan.

Section 8.6.2.3 of the Official Plan provides that Town Council will acquire lands for use as parkland or leisure through conditions of draft approval of plan of subdivision. Land conveyed to the Town as part of the required parkland dedication will be expected to meet minimum standards for drainage, grading, landscaping, fencing and shape in accordance with the intended function and will be located in appropriate locations.

Section 3.3.3 of the Official Plan identifies that the presence of human-made constraints (defined as man-made characteristics of the land, water or air which may adversely affect people and property both on and off-site) may render an area unsuitable for active use and/or may require specific studies and mitigative measures to mitigate the identified constraint to development. Human-made constraints include sites of potential environmental contamination; former waste disposal sites; lands subject to noise, vibration and emission impacts; and improperly rehabilitated oil and gas well sites.

The development of noise sensitive land uses will not be permitted within 20 m (65 feet) of an existing or proposed Class 1 industrial facility.

Notwithstanding the minimum separation distance, the County and/or Area Municipality may reduce the requirement for the minimum separation distance from industrial facilities and waive the requirement for feasibility and/or noise studies where infilling or redevelopment for residential or mixed use is proposed on existing lots of record provided that the proposed development is no closer to the zoned and designated industrial lands or facilities than existing sensitive land uses in the immediate area, and existing industrial uses within the prescribed minimum separation distances are notified of the proposed development and have been provided with the opportunity to comment and the composition of the industrial use is relatively stable and/or there is evidence that these areas are undergoing transition to other more compatible uses.

Zoning By-law

The subject lands are currently zoned ‘‘Active Open Space Zone (OS2)’ according to the Town’s Zoning By-law. The current zoning on the property is reflective of the use of the lands for a golf course.

The applicant is proposing to rezone the proposed townhouse blocks ‘Special Low Density Residential Type 3 Zone (R3-sp)’ and the single-detached dwelling lots ‘Special Low Density Residential Type 2 Zone (R2-sp)’, to facilitate the proposed draft plan of subdivision. The portion of the proposed residential lots that is within the recommended geotechnical setback is proposed to be rezoned to ‘Passive Use Open Space Zone (OS1)’ to preclude any development in these areas.

Relief has been sought to permit a reduced exterior side yard width of 4.5 m (14.76 ft), a reduced interior side yard width of 1.2 m (3.9 ft), reduced rear yard depth of 6 m (19.6 ft), and increased permitted lot coverage of 50%.

Agency Comments

This application has been reviewed by a number of public agencies. The following comments were received.

Town of Tillsonburg Building & By-Law Services indicated that golf course mitigation, consisting of fencing/screening will need to be identified and provided.

The Town of Tillsonburg Recreation Culture and Parks Department provided the following comments:

- The owner shall provide 1 tree per residential lot, to the satisfaction of the Town.
- The Town will request Cash-in-lieu of parkland for this development,
- The Town will review the Insurance Agreement for the continued use of the 'Toboggan Hill' by the public.

The Town of Tillsonburg Fire and Rescue Services Department indicated that upon review of the revised submission that they had no concerns with the proposal.

The Town of Tillsonburg Engineering Services Department provided draft plan conditions, included at the end of this report, and provided following comments:

- Proposed cul-de-sac at the end of Fairway Drive to be designed in accordance with the Town's Design Criteria;
- Subdivision access to John Pound Road will need to be aligned and constructed at an appropriate grade to the satisfaction of the Town Engineering Services Department.

Oxford County Public Works have provided draft plan conditions, included as an attachment to this report, and have commented that as recommended in the TIS prepared by RC Spencer; The Developer shall ensure the following: The reconfiguration of the existing golf course driveway for access into the Eagle's Nest cul-de-sac should be completed in accordance with best practices as outlined in the TAC Geometric Design Guide for Canadian Roads (2017).

Enbridge Gas has requested that as a condition of final approval, that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.

Comments from the Long Point Region Conservation Authority indicated that the proposed development will require the CA's written comment and any associated permits, for all future phases located within the LPRCA's Regulation Limit, as well as for Stormwater Management and review of the geotechnical reports and supporting studies.

The Town Development Commissioner provided comments which are included as an attachment to this report.

Town of Tillsonburg Council

Town of Tillsonburg Council recommended support of the proposed Official Plan amendment and draft plan of subdivision, and approved the proposed zoning by-law amendment 'in principle', at the Town Council meeting of November 1, 2021.

Planning Analysis

The proposed applications for Official Plan amendment, draft plan of subdivision and Zone Change propose to redevelop a portion of the Bridges at Tillsonburg Golf Course to create 65 lots for single detached dwellings, and 7 blocks for street-fronting townhouses, totaling 24 units, in a new residential plan of subdivision served by 2 new local streets.

Provincial Policy Statement

It is the opinion of staff that the proposal is consistent with the relevant policies of the Provincial Policy Statement. The proposed development is considered to be a form of infilling that promotes a mix of housing types and represents an efficient use of lands, municipal services and infrastructure within a designated settlement area, which is consistent with Sections 1.1.1, 1.1.3.1, 1.1.3.2, 1.1.3.3 and 1.4.3 of the PPS. The impact of the proposal on surrounding natural heritage features has also been evaluated in accordance with Section 2.1.8 of the PPS.

Official Plan Amendment & Subdivision

The applicant proposes to re-designate portions of the site from 'Open Space' to 'Low Density Residential' to facilitate the proposed residential subdivision. An Environmental Impact Study was provided and peer-reviewed to examine whether there are significant natural features on site, and whether they will be impacted by the proposed development. The Environmental Impact Study concluded that the vegetation removal that is proposed to occur on the golf course lands proposed for residential use does not represent significant wetlands, or significant woodlands and the presence of the vegetation communities is reflective of the golf course or altered drainage patterns as a result of other municipal infrastructure. The EIS did identify opportunities for net environmental gain through reforestation opportunities within the proposed storm water management block adjacent to the significant valleyland to provide an opportunity for an improved wildlife corridor. The study also concluded that the proposed geotechnical setback (and the preclusion of any development in these areas) from the top and bottom of slopes would limit the potential impacts on adjacent significant valleylands. The EIS recommended a tree-saving plan be prepared once the overall grading design has been finalized to identify the impact on individual trees and vegetation for each lot to ensure that vegetation loss is minimized wherever possible. It is recommended that a condition of draft approval be included to ensure that recommended mitigation measures and other recommendations be implemented as appropriate.

The Open Space designation is reflective of the current and historic use of the lands for golf course purposes and Planning staff are of the opinion that the re-designation of portions of the site is appropriate and in-keeping with the Official Plan's strategic goals and objectives.

With regard to the policies of Section 10.3 of the Official Plan (Plans of Subdivision and Condominium) which require the developer to address a series of standard review criteria concerning the adequacy of servicing, environmental impacts, cultural resources, transportation networks and integration with surrounding developments, staff note that the required studies and reports have been received and reviewed through this Office and the recommendations of these reports can be satisfactorily addressed through the inclusion of appropriate conditions of draft approval.

Although the proposed draft plan has a net residential density of 12.5 units/ha (5.1 units/ ac), less than the minimum density parameters set out in the Plan, being 15 to 30 units per hectare, planning staff are of the opinion that the proposed density in this particular instance is appropriate. The reduced density is compounded by the generous lot depth of the proposed residential lots that reflect topographical constraints and setbacks to natural heritage features that have been recommended, which limits the developable lands and number of units within the development. In addition, there are concerns about increasing the number of units on the two cul-de-sac streets which have separate entrances and are not interconnected save for an emergency access road.

Increasing the number of units on each street with only a single entrance was identified as a concern by the Town Fire and Rescue Services Department.

Planning staff have reviewed the proposal and the proximity of the Class I industrial use located to the east and north fronting on John Pound Road and Borden Crescent and are of the opinion that a noise and feasibility study is not required as the dwellings located closest to the industrial use will be located almost 100 m (328') from the industrial use and will have significant separation and noise attenuation due to the difference in elevation and the presence of the wooded slope. The industrial use is also located significantly closer to existing residential development on George Street than the residential development proposed through this application.

Through the circulation process, comments were provided by Town staff indicating that due to the presence of the golf course and private greenspace and amenity areas that Town staff recommend that cash-in-lieu of parkland be required rather than a parkland dedication. The stormwater management pond in this instance will be privately owned and maintained, with the Town requiring easements for long-term access and maintenance purposes.

Proposed conditions of approval are also included to ensure that the recommendations of the Traffic Impact Study are implemented, and to ensure that some mitigation measures are included in the final design of the development or the reconfiguration of the golf course to ensure that stray golf balls do not pose a significant threat to the residential properties or the public right-of-ways.

Zoning

Staff are satisfied that the requested zoning provisions to provide for reduced exterior side yard widths for corner lots, and increased maximum permitted lot coverage within the development are generally appropriate. Town Engineering staff have indicated that the relief will only apply to a couple of lots in the development, and adequate space remains for daylighting triangles to ensure that there are no impacts to sightlines or traffic movements, and through the review of the detailed engineering design for the subdivision the stormwater management facility will be required to be sized appropriately to accommodate the proposed runoff generated by the increased lot coverage.

With respect to the reduced rear yard depth of 6 m (19.6 ft), Planning staff note that although the lots proposed have generous lot depths, many of the lots will contain a geotechnical setback that is proposed to be rezoned to 'Passive Use Open Space (OS1)' that precludes the construction of any buildings or structures. Section 5.16 of the Zoning By-Law provides that as the proposed lots will be divided into more than one zone, the rear yard depth is to be calculated to the limit of the OS1 Zone, and as such, the proposed relief to the required rear yard depth can be considered appropriate. Adequate area will remain for amenity purposes, and no buildings will be permitted within the required geotechnical setback that is intended to ensure that the slope remains undisturbed and sufficient access remains for any required remediation activities.

The proposed reduced interior side yard width for street fronting townhouse dwellings of 1.2 m in lieu of the required 3 m can be considered appropriate as the reduced setback between end units of buildings will still provide adequate room for maintenance, access, and can accommodate required drainage easements or swales. The design of the townhouse blocks must be compliant with the provisions of the Ontario Building Code respecting spatial separation between buildings

Conclusions

In light of the foregoing, Planning staff are satisfied that the proposed development is consistent with the policies of the Provincial Policy Statement and supports the strategic initiatives and objectives of the Official Plan. As such, staff are satisfied that the applications can be given favourable consideration.

SIGNATURES

Report Author:

'original signed by'
Eric Gilbert, MCIP, RPP
Senior Planner

Departmental Approval:

'original signed by'
Gordon K. Hough, RPP
Director of Community Planning

Approved for submission:

'original signed by'
Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1	Plate 1, Location Map with Existing Zoning
Attachment 2	Plate 2, 2015 Aerial Map
Attachment 3	Plate 3, Official Plan Designation
Attachment 4	Plate 4, Proposed Draft Plan of Subdivision
Attachment 5	Circulation Comments
Attachment 6	Conditions of Draft Approval
Attachment 7	Public Comments Received
Attachment 8	Official Plan Amendment No. 266

Oxford County
Growing stronger together

Plate 1: Location Map with Existing Zoning
File Nos: OP 20-09-7, ZN 7-20-06, SB 20-02-7 - 2407774 Ontario Limited
Part Lots 1594, Plan 500- 101 John Pound Road, Town of Tillsonburg

Legend

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

0 102 205 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

April 23, 2020

Oxford County
Growing stronger together

Plate 2: 2015 Aerial Map
File Nos: OP 20-09-7, ZN 7-20-06, SB 20-02-7 - 2407774 Ontario Limited
Part Lots 1594, Plan 500- 101 John Pound Road, Town of Tillsonburg

Legend

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

0 121 242 Meters

NAD_1983_UTM_Zone_17N

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April 23, 2020

Oxford County
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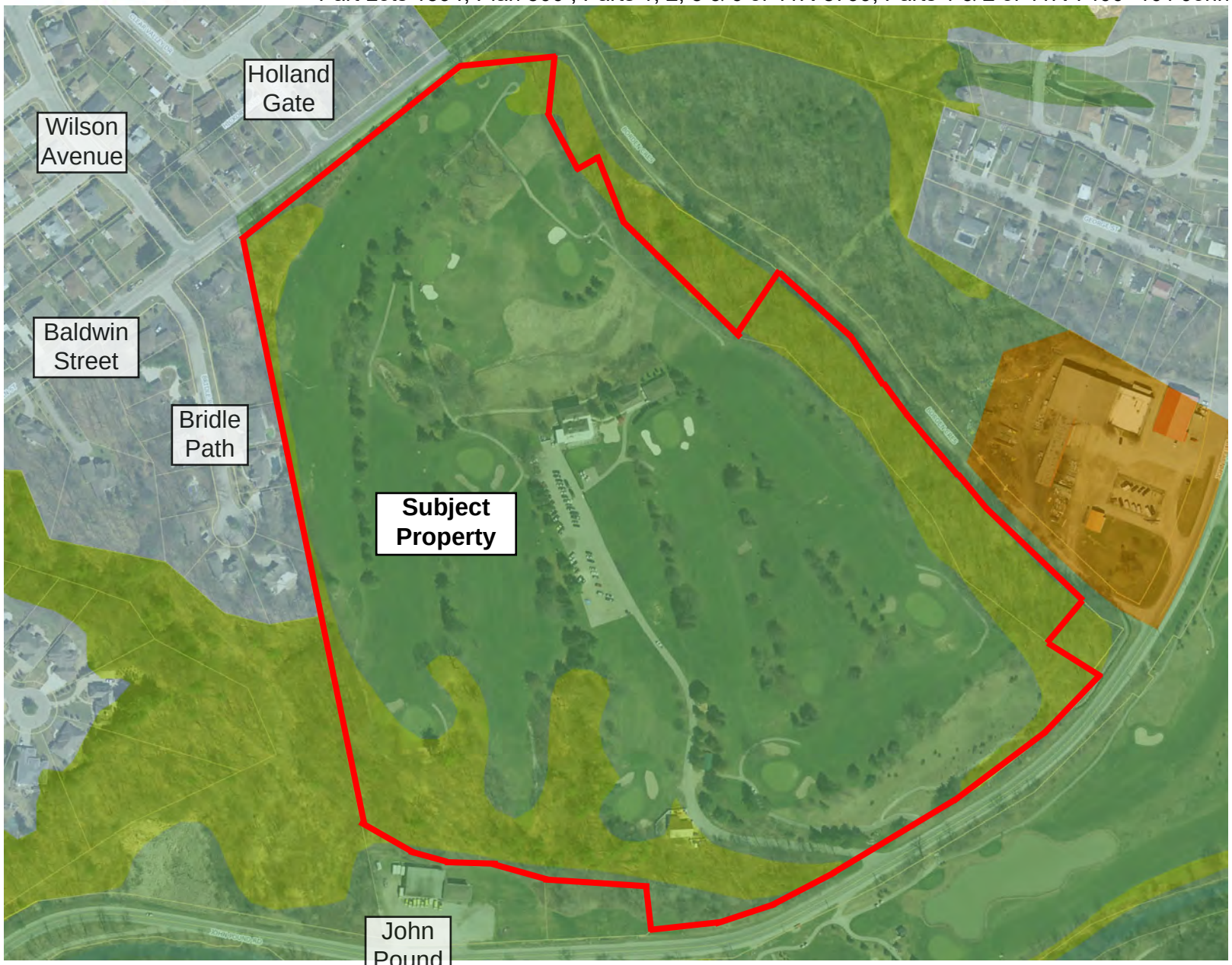
Plate 3: Official Plan Designation
File Nos: OP 20-09-7, ZN 7-20-06, SB 20-02-7 - 2407774 Ontario Limited
Part Lots 1594, Plan 500 , Parts 1, 2, 5 & 6 of 41R-8799, Parts 1 & 2 of 41R-7400- 101 John Pound Road



Legend

- 100 Metre Buffer Ingersoll

Village Land Use Designation

- Village Core
- Service Commercial
- Low Density Residential
- Medium Density Residential
- Industrial
- Major Institutional
- Future Urban Growth
- Open Space
- Environmental Protection
- School
- Requiring Secondary Planning (See Sec. 4.2.2.4)

Land Use Designation

- Residential
- Residential Reserve
- Central Business District
- Entrepreneurial District
- Neighbourhood Shopping Centre
- Service Commercial
- Regional Commercial Node
- Business Park
- Traditional Industrial
- Community Facility
- Open Space
- Environmental Protection
- Future Urban Growth
- Rural Buffer
- Industrial Site Specific Policy Area
- Agricultural Reserve
- Settlement
- County Biosolid Storage Facility
- County Landfill Site
- Quarry Area
- Industrial

Notes

map it

0 102 204 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

April 23, 2020

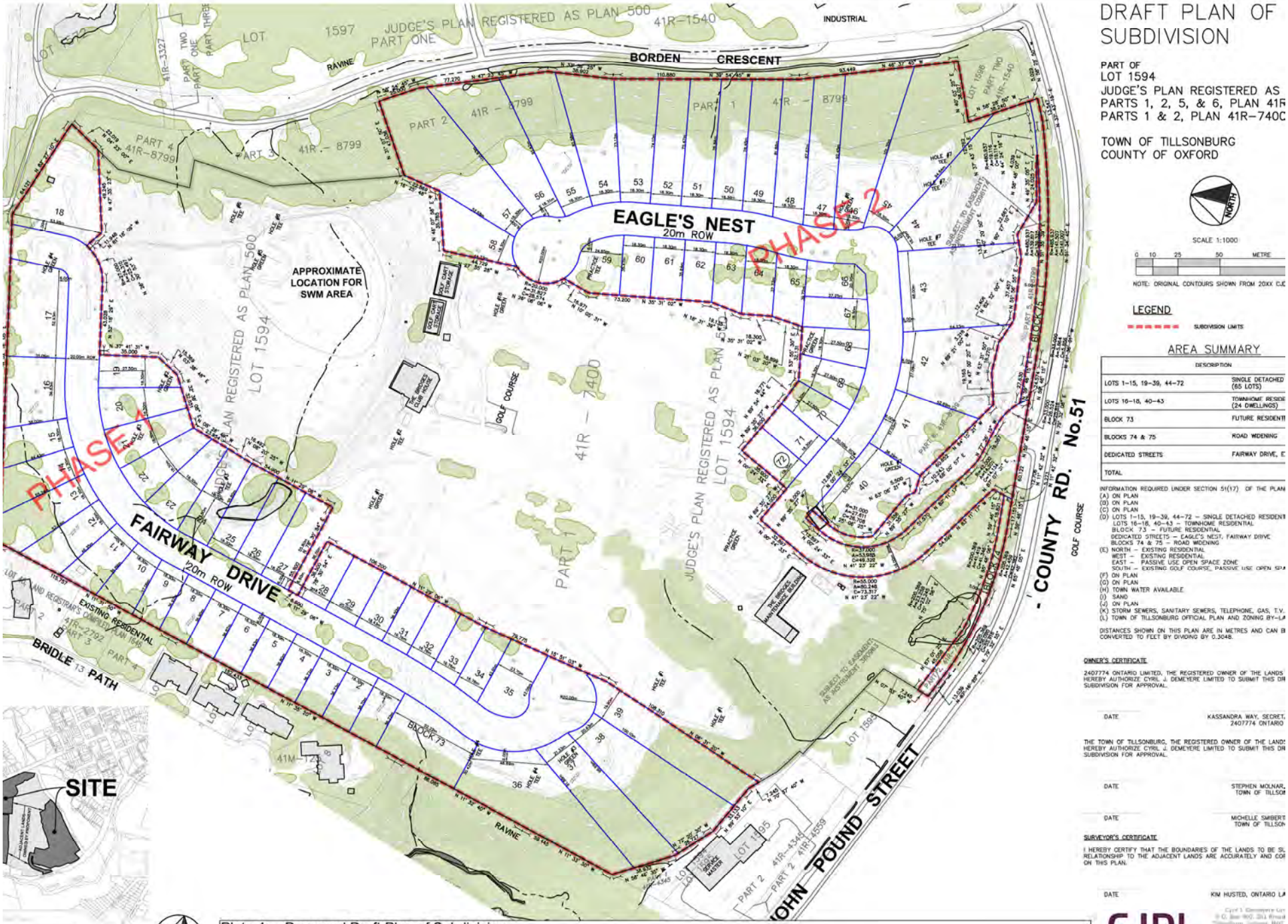


Plate 4: Proposed Draft Plan of Subdivision
File Nos: OP 20-09-7, ZN 7-20-06, SB 20-02-7 - 2407774 Ontario Limited
Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8799, Parts 1 & 2 of 41R-7400- 101 John Pound Road, Town of Tillsonburg

Eric Gilbert

From: Cephas Panschow <CPanschow@tillsonburg.ca>
Sent: June 22, 2020 3:18 PM
To: Planning
Cc: Eric Gilbert
Subject: RE: Applications- OP 20-09-7, ZN 7-20-06, SB 20-02-7- 101 John Pound Road, Town of Tillsonburg
Attachments: 072715-NAGA_Report_from_RBC_Canadian_Open.pdf; Golf_Industry_Consumer_Behaviour_Study(Sep12,12).pdf; SNG-Golf-Economic_Impact_of_Golf_in_Canada-Executive-Summary(Jun2,2014).pdf

My comments are below, but just wondering if any comments have been provided from any Town department with respect to any agreement between the Town and the Golf course owner/previous owner, and specifically, relating to any conditions that may have been put in place as part of the redevelopment of the golf course prior to the expanded course opening in 2009? Any agreement entered into may be critical with respect to understanding how best to move forward with this application as there may have been commitments with respect to the golf course based on the Town's support and lands transferred at that time.

In order to better provide comments on the proposed partial conversion of a public golf course into a smaller, 12-hole public golf course and residential development, I conducted some research on the golf industry as a whole. The below data is taken from the most recent studies I could find (2012 and 2014) for the golf industry in Canada. The data is from the National Allied Golf Associations.

Some key statistics on the golf industry in Canada (CANADIAN GOLF CONSUMER BEHAVIOUR STUDY, Conducted by NAVICOM on behalf of the National Allied Golf Associations, FINDINGS REPORT (Published September 12, 2012)):

- Among the population of approximately 5.7 million golfers, the number of people entering the game is equal to the number of people leaving the game (18% or approximately 1.026 million people).
- Among the population of golfers, the number of golfers playing fewer rounds (38%) is greater than the number of golfers playing more rounds (14%).
- Spending is generally flat, or in some cases, decreasing.
- The total direct economic activity (total direct sales, golf related travel, capital spending) resulting from the Canadian Golf Industry is estimated at $19.7 billion. Direct revenues generated directly by golf courses and their facilities, and stand-alone driving and practice ranges ($5.0 billion) rivals the revenues generated by all other participation sports and recreation facilities combined ($4.8 billion) in Canada!
- The study's Sustain the Game implications identify that Innovation is required to help players overcome the time & money challenges. Innovative ways to address this include:
  - Shorten courses (takes less time to play)
  - Simplify courses for beginners (innovation around the game in introductory stages i.e. beginner times to play, fewer holes to play, etc.)
  - Lower costs

2014 Economic Impact of Golf in Canada, National Allied Golf Association (NAGA), May 29, 2014:

- Based on direct, indirect and induced impacts, Canada's 2013 golf cluster economic impact accounts for about $14.3 billion of Canada's Gross Domestic Product (GDP), up from $12.2 billion in 2008.
  - 300,100 jobs;
  - $8.3 billion in household income;
  - $1.4 billion in property and other indirect taxes; and,

  - $2.2 billion in federal and provincial income taxes.
- Other Benefits of Golf:
  - Environmental Benefits – Over 175,000 hectares of green space managed by approximately 2,308 golf course operators, including 30,000 hectares of unmanaged wildlife habitat under golf course stewardship.
  - Golf Participation – SNG estimates, based on starts reported by operators and rounds played reported by Canadian golfers, that approximately 60 million rounds of golf were played in 2013.
  - According to a recent NAVICOM study – there are close to 5.7 million golfers in Canada.
  - Employment Opportunities – The Canadian Golf Industry provides an excellent employment opportunity, with as many as 37% of those working at Canadian golf courses being students.
  - Charitable Activity – In 2013 there were nearly 37,000 charitable events hosted at Canadian courses (25,000 in 2008). Using conservative estimates, these events raise more than $533 million for charitable causes across Canada.
  - Golf Tourism – Canadian travelers make more than 1 million trips involving golf, spending $2.5 billion annually on golf-related travel within Canada (including on-course spending at courses visited). Foreign visiting golfers spent $1.6 billion on golf related travel and on-course spending.
- The Canada Golf Economy has more likely recovered to pre-Global Economic Crisis levels, maintaining some of the key metrics in terms of revenues and level of play, in the wake of both the 2008 global recession and the ongoing demographic shift that has been taking place in golf since about 2000
  - While rounds played are down (26,100 per course in 2013 from 28,700 in 2008), revenues are equivalent to 2008 levels.
  - 2013 operating expenditures are in line with 2008 spending.
  - Capital spending (e.g., course improvements, infrastructure) in 2013, at $650 million, nearly $140 million more than the $511 million (2013$) in 2008.
  - Courses are providing their services with fewer workers, with employment down in 2013 by as much as 20% from 2008 levels and courses employer fewer students (37% from 43% in 2008).
  - Canadian golfers increased their spending on golf and golf related travel outside of Canada from $1.9 billion (2013$) in 2008 to $4.6 billion in 2013.
- For their part, golfers still managed to spend slightly more on golf in Canada: $15.6 billion (2013$) in 2013 compared to $14 billion (2013$) in 2008.
-

NAGA leaders report positive news from annual meeting at RBC Canadian Open (2015) - https://www.ngcoa.ca/news/3786/naga-leaders-report-positive-news-from-annual-meeting-at-rbc-canadian-open

- Another report released in 2015 – Golf Facilities in Canada 2015 – revealed the following snapshot regarding golf facilities in Canada:
  - Canada is home to 2,346 public and private golf facilities; ranking it third in the world in total supply.
  - Seventy-seven per cent of the total golf supply is located in Canada's four most populated provinces—Ontario, Québec, Alberta and British Columbia.
  - Canada features nine 12-hole facilities (six of which are in Ontario) and three 6-hole facilities.
  - Course construction peaked in the 1960s with the opening of more than 420 facilities. A second significant growth spurt occurred in the period between 1990 and 1999, when more than 310 courses—13 per cent of total supply —opened. The growth was highlighted by the opening of 257 facilities in the four largest provinces: Ontario, Québec, Alberta and British Columbia.
  - Since 2010 (to 2015), 29 facilities have opened in six different provinces. In recent years, Canada has seen only moderate growth, and currently has 31 18-hole equivalent facilities in various stages of development. Of those facilities in various stages of development, 17 have broken ground including seven in Alberta and four in Nova Scotia. Nearly 60 per cent of new projects are tied to a real estate development.
  - In the past five to 10 years, 158 facilities have closed. One in five of those closures were located in Ontario, which is home to 35 per cent of the total supply of Canada's facilities. Three of Canada's 10 provinces have seen fewer than five facility closures during the past decade.

Comments:

It is a common perception that the golf industry is, at best, flat, and at worst declining. Certainly, course construction, which had experienced the second highest growth spurt in the 1990-1999 period, has declined quite significantly. The studies indicate that the number of golfers is flat, many are playing fewer rounds, spending is flat or declining, number of youth entrances into the sport are lower than in the past, etc. All in all, the golf industry is experiencing significant pressures.

However, based on the most recent industry studies available (2012 and 2014), the golf industry is still relatively strong. One of the industry's major strengths is its size with the total direct economic activity (total direct sales, golf related travel, capital spending) resulting from the Canadian Golf Industry estimated at $19.7 billion and 5.7 million golfers in Canada (2014). Direct revenues generated directly by golf courses and their facilities, and stand-alone driving and practice ranges ($5.0 billion) rivals the revenues generated by all other participation sports and recreation facilities combined ($4.8 billion) in Canada! There are also significant other benefits to golf; including Environmental, Stewardship, Employment, Tourism, etc.

Locally, the golf industry is a microcosm of these trends and pressures with a couple of golf courses (Norwich, Mount Elgin) having closed with others experiencing pressures. The Bridges at Tillsonburg golf course expansion plans started well after the peak of course construction in Canada and opened in 2009, during the peak of the Global Economic Crisis. Since then, both the national, provincial and local golf industry has rebounded to previous levels, but there are still challenges within the industry.

Locally, it is likely that golf courses are seeing declining number of golfers and events as well as flat number of rounds. Additionally, with the large growth in revenue being spent outside of the country (nearly tripling from 2008 to 2013!), it is likely that there are significant economic leakages with respect to spending on golf both outside of Tillsonburg and outside of Canada. However, there are also a number of positive trends that may start paying dividends for the courses that remain. These include the decreased supply of golf courses in the area, the increased investment in remaining golf courses, the significant population growth of the region, the growing number of people in older demographic groups (growth in an absolute sense), etc. Anecdotally, there are reports of increased demand for golfing due to the limited recreational opportunities available due to current and ongoing impacts from the Coronavirus pandemic, which could reinvigorate previous golfers and attract new golfers to the sport. However, the long term impacts of the pandemic remain to be seen.

The studies sourced noted a number of strategies that are being used to deal with the changing economic climate for the golf industry. These include:

- Shorten courses (takes less time to play)
- Simplify courses for beginners (innovation around the game in introductory stages i.e. beginner times to play, fewer holes to play, etc.)
- Lower costs
- Nearly 60 per cent of recent projects (2010-2015) are tied to a real estate development.

Further, the study identifies that Canada has nine 12-hole facilities (six of which are in Ontario) and three 6-hole facilities.

The proposed redevelopment of the Bridges at Tillsonburg course speaks to many of the strategies being used to ensure the feasibility of golf courses in the future. Namely, a shortened course/12 hole facility, potential simplification of the course, and being tied to a real estate development.

Based on the economic factors facing the golf industry and recent trends, it appears that the redevelopment proposal, which combines the addition of 90 residential units on the property while maintaining a smaller golf course, is reasonable. However, it will be critical to ensure that the benefits of the original 2007-09 redevelopment (re-

invigorated course, public trails, etc) are maintained, and possibly enhanced as well as maintaining current off-season uses for the lands (tobogganing hill). Specifically, holes (#1?, #18?) may have to be changed in order to provide suitable flow for golfers. Is the developer able to provide a summary plan for how the re-envisioned golf course will work and how any impacts, both during and after construction, will be mitigated?

In terms of the Town owned ravine and other lands located along and to the west of the unopened Borden Crescent road allowance, are there any opportunities to discuss potential reconfigurations/transfer of lands to facilitate the development as well as trails, etc? Is the developer interested in acquiring the slope lands between Borden Crescent and the future Eagle's Nest roadway for additional lot depth (should the Town be interested)?

Other Questions:

- Will the existing golf course laneway be maintained off of the Eagle's Nest roadway to the clubhouse or will future access be only off the Eagle's Nest roadway?
- Will any additional connections between the trails to the north and south of the golf course be created/maintained as the result of this development?
- What is the plan for the other lands previously used for golfing, i.e. lands on which holes 2 and 5 are located, tee for hole 6, etc?

In summary, this proposed development has the opportunity to be a signature development for the Town that will result in the creation of an additional 90 residential units with the potential to attract a wide variety of people from both within Tillsonburg and across the region. If properly planned and implemented, this development could support new housing with environmental amenities, increase the supply of ravine lots within the Town/region, attract new residents, and better position the Town to attract people within its target markets (the middle third, talent, etc), while enabling the ongoing sustainability of a multi-use recreational facility (golf, trails, tobogganing, etc) for the benefit of all.

Note:
Should more recent reports regarding the golf industry be published, comments should be reviewed in light of any potential changes in the data.

Sources:
CANADIAN GOLF CONSUMER BEHAVIOUR STUDY, Conducted by NAVICOM on behalf of the National Allied Golf Associations, FINDINGS REPORT (Published September 12, 2012))
2014 Economic Impact of Golf in Canada, National Allied Golf Association (NAGA), May 29, 2014
Golf Facilities in Canada 2015 report

From: Eric Gilbert [mailto:egilbert@oxfordcounty.ca]
Sent: April-23-20 10:39 AM
To: Public Works Development; Engineering Services; Shayne Reitsma; Kevin DeLeebeeck; Geno Vanhaelewyn; Rick Cox; Fire; Cephas Panschow; Michelle Smibert; David Rizzuto; Derek Schonewille; Long Point Region (planning@lprca.on.ca); TVDSB - Planning (planning@tvdsb.ca); Kelly Buchanan; Quinten Wilson (quinten.wilson@execulinktelecom.ca); rmclean@office.ldcsb.on.ca; Bell Circulations; Rogers; Mark Renaud; Suzanne Renken; kay.grant@ontario.ca; Jeff Soetemans (jeff.soetemans@execulinktelecom.ca); Connie Richarson; Frances Aparicio; Frances Egan; Karissa Vergeer; Neil Mazey; mandrews@packetworks.net
Cc: Planning; Planning; Parcels
Subject: Applications- OP 20-09-7, ZN 7-20-06, SB 20-02-7- 101 John Pound Road, Town of Tillsonburg

Good Morning,

Long Point Region Conservation Authority

4 Elm St., Tillsonburg, Ontario N4G 0C4
519-842-4242 or 1-888-231-5408 · Fax 519-842-7123
Email: conservation@lprca.on.ca · www.lprca.on.ca

June 11, 2020

County of Oxford
Community Planning
21 Reeve Street
P.O. Box 1614
Woodstock, ON
N4S 7Y3

Attention: Eric Gilbert, MCIP, RPP

Subject: 101 John Pound Road, Tillsonburg, Oxford County
Applications OP 20-09-7, ZN 7-20-06, SB 20-02-7

Long Point Region Conservation Authority staff have reviewed the following documents as part of an Official Plan Amendment, Draft Plan of Subdivision Approval, and Zoning By-Law Amendment affecting The Bridges of Tillsonburg Golf Course:

1. The Bridges Subdivision Preliminary Servicing Report, CJDL Feb 7, 2020
2. Appendix E1 – Geotechnical Exploration, Proposed Bridges Subdivision Development, Golder Associates Ltd. April 2019
3. Appendix E2 – Geotechnical Slope Assessment, Proposed Bridges Subdivision Development, Golder Associates Ltd. April 2019
4. Drawing: Proposed Zoning, The Bridges Subdivision, CJDL Feb 20, 2020
5. Drawing: Draft Plan of Subdivision, CJDL Feb 26, 2019
6. Plate 1: Location Map with Existing Zoning
7. Plate 2: 2015 Aerial Map
8. Plate 3: Official Plan Designation

The subject lands contain steep slopes that are subject to instability and erosion.

Conservation Authorities have been delegated responsibilities from the Minister of Natural Resources and Forestry to represent the provincial interests regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement, 2020 (PPS). The overall intent of *Section 3.0 - Protecting Public Health and Safety* of the PPS is to reduce the potential public cost or risk to Ontario's residents from natural or human-made hazards. As such, "development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards."

Accordingly:

3.1.1. Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards

The Geotechnical Investigation outlines a Geotechnical Setback Limit that defines hazardous lands as per the PPS, 2020 and should not be developed. The geotechnical setback limit is to be shown on the plan and outline the proposed changes to the zoning.

Geotechnical specific comments:

1. All development including lot lines, must be located outside of the erosion hazard. The erosion hazard (geotechnical setback) at this location is the toe erosion allowance, an allowance for slope stability and an erosion access allowance.

2. Page 7, Paragraph 2 states

   "*In areas where toe erosion is occurring, or has the potential to occur and impact the stability of the slope, measures need to be taken at the planning state to reduce the risk of slope stability due to erosion. The problem can be addressed either by instream erosion control works to eliminate erosion and stabilize the bank/gulley or by the provision of an erosion setback."*

   All new development shall be located outside of the erosion hazard. Undertaking instream erosion control work to eliminate the erosion and stabilize the bank gulley will not be supported for new development.

3. There are minor discrepancies of the lot layout between Figure 1: Location Plan in the Golder report and Drawing: Draft Plan of Subdivision, CJDL Feb 26, 2019. This is a minor detail not require specific action. However, the recommendations within the Geotechnical Slope Assessment, including the erosion hazard must be included in the Draft Plan of Subdivision.

4. Please state the method used for the slope stability analysis.

5. Both geotechnical reports are "draft." A final version is required to support the development.

General Comments:

1. Cut and fill plan showing all temporary stockpiles of materials is required.

2. Erosion and sedimentation control is required during construction of the development.

Stormwater Management Comments:

1. A planting plan is required for the SWM facility. The plan must include species tolerant to the level of submergence, support the treatment of stormwater, reduce thermal stress (provide shade), discourage unwanted geese, and be native to the Tillsonburg area.

2. Final design details of the SWM facility including the outlet is required.

3. The major overland flow system including depth and velocities must be calculated to ensure there is no increased flood risk to life, property and the environment.

Ontario Regulation 178/06

1. A portion of the area proposed for development is located within the Regulated Area outlined in Ontario Regulation 178/06 and requires permission from the Long Point Region Conservation Authority prior to any on-site development, including grading or site alteration.

The LPRCA has no objection to the concept of site development provided all concerns can be addressed.

Please contact this office should you have any questions in this regard.

Yours truly,

Leigh-Anne Mauthe, BES
Planning Technician

Schedule "A"
To Report No. CP 2021-379

CONDITIONS OF DRAFT APPROVAL – SB 20-02-7 – 240774 Ontario Limited

1. This approval applies to the draft plan of subdivision submitted by 2407774 Ontario Limited (SB 20-02-7) and prepared by CJDL Consulting Engineers, as shown on Plate 4 of Report No. 2021-379 and comprising Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8700, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg, showing 65 lots for single detached dwellings, and 7 blocks for street-fronting townhouses, totaling 24 units, in a new residential plan of subdivision served by 2 new local streets.

2. The Owner shall enter into a subdivision agreement with the Town of Tillsonburg and County of Oxford.

3. The subdivision agreement shall make provision for the payment of cash-in lieu thereof in accordance with the relevant provisions of the Planning Act, to the satisfaction of the Town of Tillsonburg.

4. The Owner agrees in writing, to install fencing and other golf ball mitigation measures as may be required by the Town, to the satisfaction of the Town of Tillsonburg.

5. The Owner agrees in writing, to satisfy all requirements, financial and otherwise, of the Town regarding construction of roads, installation of services, including water, sewer, electrical distribution systems, sidewalks, street lights, and drainage facilities and other matters pertaining to the development of the subdivision in accordance with the standards of the Town, to the satisfaction of the Town of Tillsonburg.

6. The road allowances included in the draft plan of subdivision shall be dedicated as public highways, to the satisfaction of the Town of Tillsonburg.

7. The streets included in the draft plan of subdivision shall be named, to the satisfaction of the Town of Tillsonburg.

8. The subdivision agreement shall contain provisions indicating that prior to grading and issuance of building permits, a grading plan, servicing plan, hydro and street lighting plan, and erosion and siltation control plan, along with reports as required, be reviewed and approved by the Town, and further, the subdivision agreement shall include provisions for the owner to carry out or cause to be carried out any necessary works in accordance with the approved plans an reports, to the satisfaction of the Town of Tillsonburg.

9. The subdivision agreement shall contain provisions requiring the Owners provide an overall Landscaping Plan depicting at least one (1) tree per lot, in accordance with Tillsonburg's Design Guidelines. The Town shall approve the species of tree to be planted.

10. The Owners shall retain a Landscape Architect to prepare a landscape plan for the plan of subdivision, to the satisfaction of the Town of Tillsonburg.

11. Prior to the approval of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the Town's Zoning By-law. Certification of lot areas, frontages, and depths shall be provided to the Town by an Ontario Land Surveyor retained by the Owner, to the satisfaction of the Town of Tillsonburg.

12. Prior to the approval of the final plan by the County, the Owner shall agree in writing that all phasing of the plan of subdivision will be to the satisfaction of the Town of Tillsonburg and County of Oxford.

13. Prior to the approval of the final plan by the County, such easements as may be required for utility and drainage purposes shall be granted to the appropriate authority, to the satisfaction of the Town of Tillsonburg and County of Oxford Public Works.

14. The Owner agrees in writing, to satisfy all the requirements, financial and otherwise, including payment of applicable development charges, of the County of Oxford regarding the installation of the water distribution system, the installation of the sanitary sewer system, and other matters pertaining to the development of the subdivision, to the satisfaction of County of Oxford Public Works.

15. The subdivision agreement shall make provision for the assumption and operation of the water and sewage system within the draft plan of subdivision by the County of Oxford, to the satisfaction of County of Oxford Public Works.

16. The Owner agrees in writing, to prepare and submit for approval from County of Oxford Public Works, detailed servicing plans designed in accordance with the County Design Guidelines, to the satisfaction of County of Oxford Public Works.

17. Prior to the approval of the final plan by the County, the Owner shall receive confirmation from County of Oxford Public Works that there is sufficient capacity in the Tillsonburg water and sanitary sewer systems to service the plan of subdivision, to the satisfaction of County of Oxford Public Works.

18. The Owner agrees in writing, that a 0.3 m (1 ft) reserve along John Pound Road shall be conveyed to the County as required, free of all costs and encumbrances, to the satisfaction of County of Oxford Public Works.

19. The Owner agrees in writing, that a road widening along John Pound Road shall be conveyed to the County as required, to provide a 15 m (49.2 ft) right-of-way from the centerline of the Road, free of all costs and encumbrances, to the satisfaction of County of Oxford Public Works.

20. The Owner agrees in writing to implement the recommendations contained in the Traffic Impact Statement prepared by RC Spencer dated December 2019; including, but not limited to the following: The reconfiguration of the existing golf course driveway for access into the Eagle's Nest cul-de-sac should be completed in accordance with best practices as outlined in the TAC Geometric Design Guide for Canadian Roads (2017).

21. The Owner agrees in writing to implement the recommendations and mitigation measures contained in the Environmental Impact Study prepared by Vroom + Leonard, dated April 2021, and any peer-review recommendations of such study.

22. Prior to any tree removal or grading works, the Owner agrees to prepare a tree saving plan, in accordance with the recommendations of the Environmental Impact Study, prepared by Vroom + Leonard, and dated April 2021.

23. Prior to the approval of the final plan by the County, the Owner shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery; the location of temporary Centralized Mail Box locations during construction; and the provision of public information regarding the proposed locations of permanent Centralized Mail Box locations, to the satisfaction of Canada Post.

24. Prior to the approval of the final plan by the County, the Owner shall agree in writing, to satisfy the requirements of Enbridge that the Owner/developer provide Enbridge Limited with the necessary easements and/or agreements required for the provisions of gas services, to the satisfaction of Enbridge Limited.

25. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the Long Point Region Conservation Authority (LPRCA), indicating that final lot grading plans, cut and fill plan, soil conservation plan, and stormwater management plans have been completed to their satisfaction.

26. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Town of Tillsonburg that Conditions 2 to 12 (inclusive), have been met to the satisfaction of the Town. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

27. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the County of Oxford Public Works Department that Conditions 12 to 18 (inclusive), have been met to the satisfaction of County Public Works. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

28. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 23 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

29. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Union Gas that Condition 24 has been met to the satisfaction of Union Gas. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

30. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by LPRCA that Condition 25 has been met to the satisfaction of LPRCA. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

31. Prior to the approval of the final plan by the County, the Owner shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority, to the satisfaction of the County of Oxford.

32. This plan of subdivision shall be registered by November 10, 2024 after which time this draft approval shall lapse unless an extension is authorized by the County of Oxford.

Eric Gilbert

From: Eric Gilbert
Sent: October 21, 2021 6:04 PM
To: Planning
Subject: FW: Amendments to the official plan & zoning By-law

Eric Gilbert, MCIP RPP
Senior Planner| Community Planning
County of Oxford

-----Original Message-----
From: Brian Watson <bwatiwatson@gmail.com>
Sent: October 21, 2021 1:56 PM
To: Eric Gilbert <egilbert@oxfordcounty.ca>
Cc: Brian Watson <bwatiwatson@gmail.com>; dgilvesy@tillsonburg.ca; Chris Parker <cparker@tillsonburg.ca>
Subject: Amendments to the official plan & zoning By-law

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Eric:

Files OP20-09-7, SB 20-02-7 & ZN 7-20-06

My name is Brian Watson. I have resided at 143 Baldwin Street for the past 12 years.

I was born and raised in Tillsonburg, and then left for a number of years to pursue my career. When my wife and I started to consider retirement, we visited a number of small communities in Ontario to evaluate the options available. But, after weighing the pros and cons, we decided that Tillsonburg was the winner by a wide margin.

Friends, family, small town feel and access to a Championship 18 hole golf course, made coming Home a no brainer.

I read all the articles about expanding the existing course and I find it difficult to comprehend that the committee of experts had it wrong a few short years ago!

I'm sure there will be some that are content with a 12 hole layout, but for the die hard passionate golfer, it will be like playing a partial game of curling, crib or euchre.

I’m also sure the developers will construct a beautiful subdivision, but at the expense of one of the few remaining wide open green spaces in our growing town.

Respectfully

Brian Watson

Sent from my iPad

Eric Gilbert

From: Eric Gilbert
Sent: October 21, 2021 6:05 PM
To: Planning
Subject: FW: [EXT] Fwd: Amendments to the official plan & zoning By-law

OP20-09-7, SB 20-02-7 & ZN 7-20-06

Eric Gilbert, MCIP RPP
Senior Planner| Community Planning
County of Oxford

From: D Barnard Financial Group Ltd (Derek Barnard) <Derek.Barnard@freedom55financial.com>
Sent: October 21, 2021 3:50 PM
To: Eric Gilbert <egilbert@oxfordcounty.ca>
Cc: Brian Watson <bwatiwatson@gmail.com>; dgilvesy@tillsonburg.ca; cparker@tillsonburg.ca; Stephen Molnar <smolnar@tillsonburg.ca>; dberes@tillsonburg.ca
Subject: FW: [EXT] Fwd: Amendments to the official plan & zoning By-law

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.
Good afternoon Eric,

I would like to echo Brian's comments below and add a few of my own. I am a resident on Bridle Path and I've seen the recent correspondence from the County regarding the rezoning application.

I have a hard time reasoning that town and county council could be in agreement with rezoning the golf course land from open space and environmental protection to residential at a time when most communities are in search of green space. The transition from 9 to 18 holes was a long tough process and the result is a beautiful golf course, trail, year round recreational facility and a true local wildlife habitat.

As a community I would hope that we would be fighting to save these local treasures.

I welcome comments from any of the above people cc'd on this email.

Derek Barnard

Subject: [EXT] Fwd: Amendments to the official plan & zoning By-law

Sent from my iPad

Begin forwarded message:

> **From:** Brian Watson <egilbert@oxfordcounty.ca>
> **Date:** October 21, 2021 at 1:56:04 PM EDT
> **To:** egilbert@oxfordcounty.ca

Cc: Brian Watson <bwatiwatson@gmail.com>, dgilvesy@tillsonburg.ca, Chris Parker <cparker@tillsonburg.ca>
Subject: Amendments to the official plan & zoning By-law

Eric:
Files OP20-09-7, SB 20-02-7 & ZN 7-20-06

My name is Brian Watson. I have resided at 143 Baldwin Street for the past 12 years.
I was born and raised in Tillsonburg, and then left for a number of years to pursue my career. When my wife and I started to consider retirement, we visited a number of small communities in Ontario to evaluate the options available. But, after weighing the pros and cons, we decided that Tillsonburg was the winner by a wide margin.

Friends, family, small town feel and access to a Championship 18 hole golf course, made coming Home a no brainer.

I read all the articles about expanding the existing course and I find it difficult to comprehend that the committee of experts had it wrong a few short years ago!

I'm sure there will be some that are content with a 12 hole layout, but for the die hard passionate golfer, it will be like playing a partial game of curling, crib or euchre.

I'm also sure the developers will construct a beautiful subdivision, but at the expense of one of the few remaining wide open green spaces in our growing town.

Respectfully
Brian Watson

Sent from my iPad

Eric Gilbert

From: Eric Gilbert
Sent: October 22, 2021 11:06 AM
To: Planning
Subject: Fwd: Golf Course

Begin forwarded message:

From: Katie Benko <katherinebenko@hotmail.com>
Date: October 22, 2021 at 09:25:19 EDT
To: Eric Gilbert <egilbert@oxfordcounty.ca>
Subject: Golf Course

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.
Good morning,

I have been given your contact information to express concern about the golf course development in Tillsonburg. If there is any petition that I can sign or way of showing support for keeping the 18 hole golf course as is, I would like to offer my backing.

I was born and raised in Tillsonburg and have recently moved back and purchased a home here. I grew up riding my bike to the golf course to attend junior league with my friends. I hope to one day be able to provide this experience to my own children.

With the growing housing development in our little town, I believe the last thing that we need to do is lose a cherished facility (that many local people fought to support) for the purpose of more homes. There is plenty of untapped land for residential neighbourhoods in Tillsonburg. Also, the pure logistics of adding more traffic off of Baldwin Street warrants concern.

I appreciate your time and support.

Kindest regards,

Katie Benko

Eric Gilbert

From: Monique & Dan Blahitka <mblahitka@sympatico.ca>
Sent: October 26, 2021 4:07 PM
To: Planning
Subject: Monday nov 1st meeting - The Bridges

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

When will the grading plan be prepared and the tree saving plan to inventory the trees that will be removed or disturbed. the EIS report is subject to this plan.

Decisions can't be made until all documents are submitted and reviewed .

Monique Blahitka

14 Bridle Path

Tillsonburg.

Sent from my iPad

Eric Gilbert

From: Eric Gilbert
Sent: October 23, 2021 9:14 AM
To: Planning
Subject: Fwd: Development

Begin forwarded message:

From: Jim Calvert <jim.calvert@imaltd.com>
Date: October 23, 2021 at 08:53:54 EDT
To: Eric Gilbert <egilbert@oxfordcounty.ca>
Cc: cparker@tillsonburg.ca, jgilvesy@tillsonburg.ca
Subject: Development

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Egilbert
I have no idea what value my email may have, however I hope that many Tillsonburg and area residents will share their disappointment and speak out, with the loss of our eighteen hole golf course.
My family and I settled our business in Tillsonburg in 1990 and even when we retired in 2012 it was an easy decision to keep the company in the family and remain in the town we are proud to call home. Tillsonburg is a unique community consisting of residents who are proud to call it home, and are eager to participate to improve and support whenever called upon. During a public presentation to council i stated that the difference between Tillsonburg and other communities in the country was that when a project was proposed that would improve our community it was never a question of HOW RATHER WHEN CAN WE BEGIN.
There are examples of how Tillsonburg differentiates itself with the annual hospital tournament that raises in excess of thirty thousand a year to purchase specific equipment, the lake Lisgar enhancement, the Scott McClean ice pad and the expansion from nine to eighteen at the Bridges to mention just a few. When our nine holes was being converted to eighteen I was part of a committee that ran a tournament called YOURS TO PLAY, and with the support of our service clubs, local companies and citizens we raised in excess of forty eight thousand dollars in one day. It should also be known that in four short years following the expansion to eighteen the Bridges was named one of the top ten public courses in Ontario.
In my opinion it will be a Shame to see this beautiful peace of land that is such a historical part of Tillsonburg being turned into simply another housing development.
Regards
Jim Calvert
Sent from my iPhone

Eric Gilbert

From: Richard VanMaele <ravanmaele@gmail.com>
Sent: October 21, 2021 2:52 PM
To: Planning
Subject: Zone Change at the Bridges at Tillsonburg
Attachments: 20211009_171854649_iOS.heic; 20211009_171906149_iOS.heic; 20211019_153927625_iOS.heic

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hello
I am writing to you in regards to Files: OP 20-09-7; SB 20-02-7 & ZN 7-20-06
(2407774 Ontario Ltd)
I live at 8 Bridle Path, Tillsonburg, ON N4G 5L9 and my property buts up to the subject lands and as you can imagine, I am not thrilled about the potential development but I am more concerned about the flow or management of excess water from the subject lands. If you have to change the elevation of that property, water could flow back and flood the existing residential property. In the drawings that you provided there is nothing depicting drainage between the subject lands and the existing residential property. The subject lands on the west side of the proposal are poorly drained and extremely wet. This year there has been water laying on the surface of the ground for most of the season and if you walk along the edge of the tree line towards Baldwin Street the soil moves under your feet as if you are walking in a swamp and not on a golf course.I have attached a couple of photos taken over a 10 day period to show you how wet it gets out there.
Thanks

--
Richard VanMaele
H:(519)409-1670
C:(519)842-0331

October 27, 2021

In advance of the Application to be put forth by Tillsonburg Developments Inc. (TDI) to Council on November 1st, 2021, we, the ownership group feel compelled to enlighten Council members on the history of the Bridges at Tillsonburg and how it has led to the application being submitted.

Unfortunately the application and information circulated to the adjacent homeowners, only tells "the intent" and does not include the reason "why"! Some town residents and others have drawn their own conclusions and provided comments on social media that have then been expanded by others with their own opinions.

Some of the comments paint the "ownership group" as heartless and only concerned about the money aspect of the changes. There is no other group of people in town that gives more to this community than these people. They are called upon constantly to support almost everything in the town. They are hardworking, successful business people and compassionate when it comes to the Town.

Before we took ownership of the course we actually donated 100s of thousands of dollars to the course over the years. This was in the form of a new cart building, a new deck and the cart paths were all paved resulting in a savings on cart maintenance. But despite all this help, the shareholder operated course still had problems operating as 18 holes.

Looking back, the original Tillsonburg Golf & Country Club was founded in 1925 with just nine holes and many played it as 18 holes.

Then 80 years later there is talk of a need to expand to 18 holes to survive in the local golf industry.

To fund the course expansion, a plan was put in place to sell 5 and 10 Year Memberships , but by the time the course was nearing completion

it was determined that there was not enough capital raised. The club then signed a $1.5 M, second Mortgage agreement with six of the members at an interest rate of 8.5 %.

The Club had a $1M first mortgage from BMO and a $300,000 Line of Credit.

Along with the expansion committee, a fundraising team was put in place with Walter Kleer and Pat Carroll taking the lead to help raise the funds in the community to finance a walking trail. The trail would be constructed in concert with the new holes that were modelled after a course called Grey Silo in Waterloo. It was also designed and built by Gateman Malloy, the constructors of the Tillsonburg course expansion.

An anonymous donor stepped up in October to match $500,000 in funds raised. In six short weeks, the committee compiled $540,000 in donations and on New Year's Eve, Mayor Molnar was presented a cheque for the $500,000 from Liz and Pat Carroll. In recognition of their contribution, the Carroll Trail bears their family name.

The course and the trail were both opened in the summer of 2009 to great excitement in the Community. It is important to note that had the cost of the bridges and some of the erosion control not have been absorbed by the Trail, <u>the course expansion may never have been completed.</u>

The Bridges at Tillsonburg was also leasing the land from the Town on which the new holes were built.

Few lease payments were actually made and the Club struggle to make its financial obligations. The payments made on the first and second mortgages took most of the cash. The pre-sold long term memberships actually stymied the cash flow and some bad weather later that summer compounded the financial problem.

The following year there were some payments missed and there was pressure that could have possibly resulted in the forced sale of the club to pay its debts.

Liz and Pat Carroll stepped up again providing a 5% interest only, "On Demand" loan. The second mortgage holders were paid back and a deal completed with the Town for the land on which the new golf holes were built.

In the spring of 2012 there was an emergency call for financial assistance from the membership. Only fifty six people responded and put up $1,500 each for only a Preferred Voting opportunity with no additional equity. But this was only a temporary fix and it only delayed the inevitable. This did polarize the membership and some chose not to participate and left the club, thus further eroding the Club's financial position.

The golf industry in Ontario is seasonal and the Club was challenged to pay and maintain its key staff through the winter months. Often the Club relied on pre-selling rounds or memberships for the next season, resulting in a strain on the cash flow the following season.

In 2013 the club missed the interest only payments and there were a couple of emergency meetings called that summer. However, there was no real commitment from the limited membership group to provide additional funds to help the Club survive. Some devoted members had

also deferred the start of their Long Term memberships to help the course, but to no avail.

In September a forensic audit of the Club's books and operations were completed by the lender resulting in a recommendation not to allow the financial drain to continue.

The course was abruptly closed early in November and most of the staff released. The greens superintendent and his assistant were kept on to properly close the course and service the equipment through the winter months, in hopes that the course could open in the spring.

There were some preliminary meetings with some of the "would be" new course partners that fall, but the viability of the operations had to be proven. The group were compassionate people of the community, disappointed in what had happened to the lender, having been left "holding the bag" with the demise of the course.

The lender was also made an offer to purchase the course for $1.6 from an out of town buyer, but that was significantly less than the investment. The offer, interest free paid over ten years, was really not considered. There also would be no guarantee that the course would be operating in the years to come.

Global Golf in Toronto, was engaged to study the viability of the course and its future.

On Feb 2, 2014, Stephen Johnston presented several possible options to the lender. Rent, lease, sell or find a group of like-minded people willing to partner and share the operation of the course, were some of the recommendations. Then he said," if that doesn't work out for you, then look at developing the upper holes into housing and have fewer holes to play".

That March the shareholders were called together and a vote was taken to allow the course to be taken over by the lender.

To own the course outright, another $1M was required to buy out the first mortgage held by BMO. That brought the investment in the Bridges by the lender to approximately $3.5M

On April 1st 2014 the new ownership group (to which the lender was 1/9th partner) took over the course and its value was reset at **$1.89M**. A new pro was hired and as a gesture of good faith the group also honoured for a period of time some of the Long Term memberships.

However, to maintain the course in the style and the condition that had been accustomed, that resulted in the new group to each inject another $30,000 annually **($270,000 combined**), year after year, just to keep a positive bank balance. Not much had changed from the past operation, just different owners!

After five years of this, the group determined that all we were doing is subsidizing golf at the Bridges and that this could not continue.

In 2019 a developer TDI was chosen to look at building homes on the upper holes. It was anticipated that we could then still maintain 12 holes of golf in Tillsonburg, keeping the newest and most challenging holes. This course would also match up with the anticipated leisure time of the younger golfer of the future.

Courses are now being built across the country with just 12 holes and even Jack Nicholas has completed a 12 hole build in Utah, called Red Lodges.

He was quoted years ago when courses were closing all over America. “Whatever it takes to keep the interest level up for the game!”

Crumlin Golf course in London was likely the first to change its operations to 12 Holes, then Derrydale in Mississauga followed with Bunker Hill in Pickering being built as 12 holes shortly thereafter. Dorchester has now reduced the size of its course and Ingersoll G&CC is being reduced to 9 holes in favour of housing on the other nine.

Last Friday Oct 22nd, marked the final day that the Meadows in Woodstock would operate, as the entire course is being developed into housing.

Golf operations in the area south of the 401 corridor is very competitive. Recently there has been a bit of an anomaly, in that one person is using some of his recent corporate windfall and transforming the former Mt. Elgin Golf Course into a picturesque course with new banquet facilities. That course (Oxford Hills), will be more of a competitor to Otter Creek in nearby Otterville and not the Bridges at 12 holes.

The Bridges will be re-marketed as a 12 hole course with the option of playing an additional six repeated holes for those wanting to play an 18 Hole game. Not much different from the way that 18 holes were played prior to the 2009 expansion. There are plans to make the course friendlier to play to attract players who have considered the new holes too difficult to play with their elevation changes and natural challenges.

It is the group's intent to maintain the existing Tobogganing Agreement that is in place with the Town. Plans are to develop the new recreation hill adjacent to the clubhouse and the existing Hole 2 tee block. Only now, with a safer place for the patrons to park in the Bridges lot.

There might be an opportunity to enhance the new family experience by providing a concession stand.

Hopefully Council will be able to make an informed decision based on the facts.

The people in the ownership group all have a passion for advancing the Town forward and anything they do is always first class. It will also be very beneficial to the Town, to see this project evolve over the next year or two.

AMENDMENT NUMBER 266

TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following schedules attached hereto, constitute
Amendment Number 266 to the County of Oxford Official Plan.

COUNTY OF OXFORD

BY-LAW NO. **6383-2021**

BEING a By-Law to adopt Amendment Number 266 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 266 to the County of Oxford Official Plan has been recommended by resolution of the Council of the Town of Tillsonburg and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 266 to the County of Oxford Official Plan, being the attached text and schedule, is hereby adopted.

2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN, WARDEN

CHLOÉ J. SENIOR, CLERK

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Open Space' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 65 lots for single detached dwellings and 7 blocks for street fronting townhouse dwellings.

2.0 LOCATION OF LANDS AFFECTED

The subject lands are described as Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8799, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg. The lands are located on the south side of Baldwin Street, north side of John Pound Road, and west side of Borden Crescent in the Town of Tillsonburg.

3.0 BASIS FOR THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Open Space' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 65 lots for single detached dwellings and 7 blocks for street fronting townhouse dwellings.

It is the opinion of Council that the proposal is consistent with the relevant policies of the Provincial Policy Statement. The proposed development is considered to be a form of infilling that promotes a mix of housing types and represents an efficient use of lands, municipal services and infrastructure within a designated settlement area, which is consistent with Sections 1.1.1, 1.1.3.1, 1.1.3.2, 1.1.3.3 and 1.4.3 of the PPS. The impact of the proposal on surrounding natural heritage features has also been evaluated in accordance with Section 2.1.8 of the PPS.

The Open Space designation is reflective of the current and historic use of the lands for golf course purposes and Council are of the opinion that the re-designation of portions of the site is appropriate and in-keeping with the Official Plan's strategic goals and objectives.

Although the proposed draft plan has a net residential density of 12.5 units/ha (5.1 units/ac), less than the minimum density parameters set out in the Plan, being 15 to 30 units per hectare, Council is of the opinion that the proposed density in this particular instance is appropriate. The reduced density in this instance is compounded by the generous lot depth of the proposed residential lots that reflect topographical constraints and setbacks to natural heritage features that have been recommended that limits the number of units within the development; additionally there are concerns about increasing the number of units on the two cul-de-sac streets which have separate entrances and are not interconnected save for an emergency access road.

Further, it is the opinion of Council that the subject application is consistent with the policies for Low Density Residential areas within the Town. The Low Density Residential designation is intended for areas to be primarily developed or planned for a variety of low rise, low density housing forms including single-detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses and low density cluster development. In light of the foregoing, Council is satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and is in-keeping with the strategic initiatives and objectives of the County Official Plan.

4.0 DETAILS OF THE AMENDMENT

4.1 That Schedule “T-1” – Town of Tillsonburg Land Use Plan, is hereby amended by designating those lands identified as “ITEM 1” on Schedule “A” attached hereto as “Residential”.

4.2 That Schedule “T-2” – Town of Tillsonburg Residential Density Plan, is hereby amended by designating those lands identified as “ITEM 1” on Schedule “A” attached hereto as “Low Density Residential”.

4.3 That Schedule “T-3” – Town of Tillsonburg Residential Density Plan, is hereby amended by removing the ‘Open Space’ designation from those lands identified as “ITEM 1” on Schedule “A” attached hereto.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policies of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policies of the Official Plan.

SCHEDULE "A"

AMENDMENT No. 266

TO THE

COUNTY OF OXFORD OFFICIAL PLAN

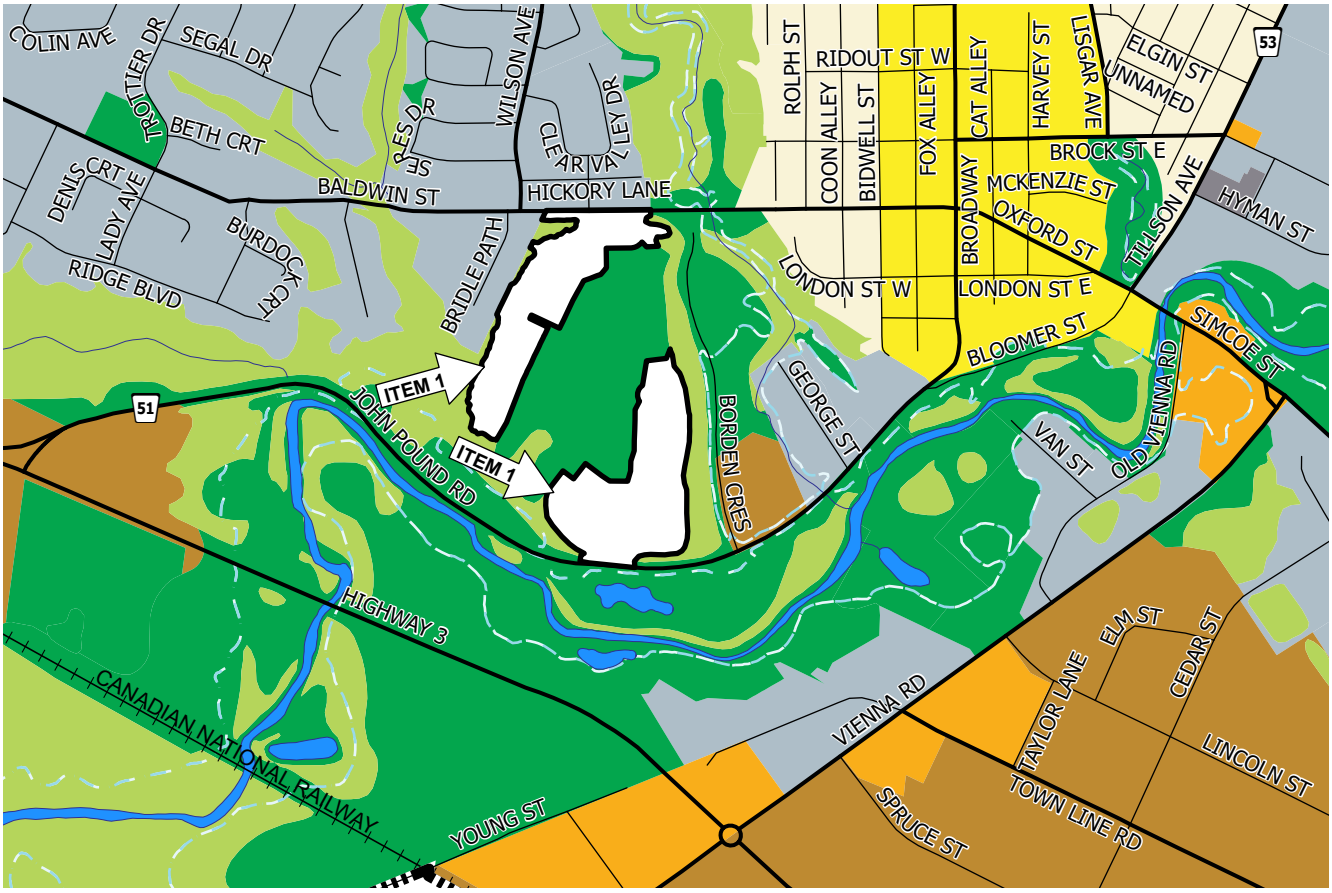
SCHEDULE "T-1"

TOWN OF TILLSONBURG

LAND USE PLAN

Meters

0 55 110 220 330 440 550



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM OPEN SPACE TO RESIDENTIAL

LAND USE PLAN LEGEND

- RESIDENTIAL
- CENTRAL BUSINESS DISTRICT
- ENTREPRENEURIAL DISTRICT
- SERVICE COMMERCIAL
- COMMUNITY FACILITY
- INDUSTRIAL
- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- FLOODLINE

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SCHEDULE "A"

AMENDMENT No. 266

TO THE

COUNTY OF OXFORD OFFICIAL PLAN

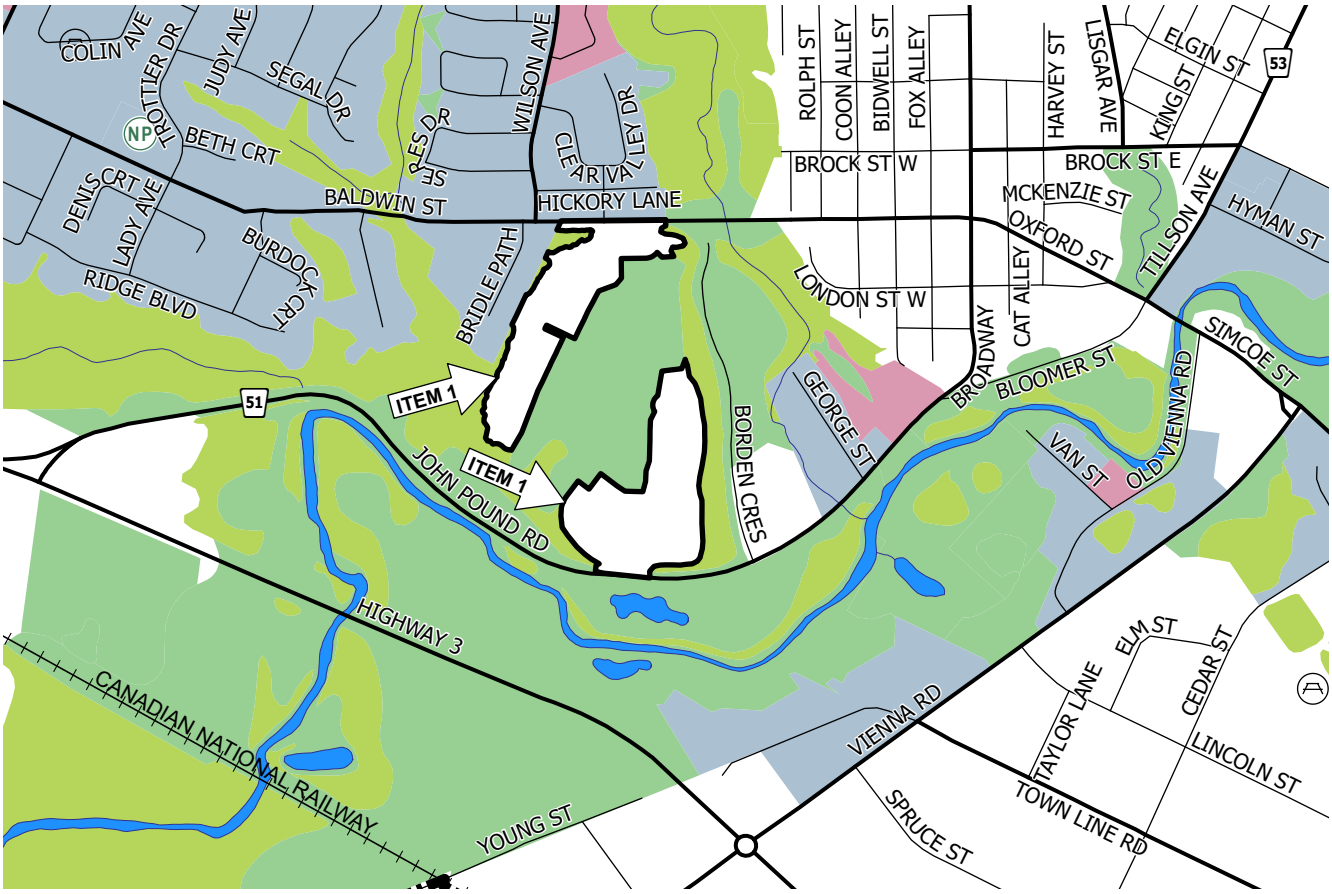
SCHEDULE "T-2"

TOWN OF TILLSONBURG

RESIDENTIAL DENSITY PLAN

Metres

0 100 200 400 600



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM OPEN SPACE TO LOW DENSITY RESIDENTIAL

RESIDENTIAL DENSITY PLAN LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- NP NEIGHBOURHOOD PARK
- PROPOSED PARK

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SCHEDULE "A"

AMENDMENT No. 266

TO THE

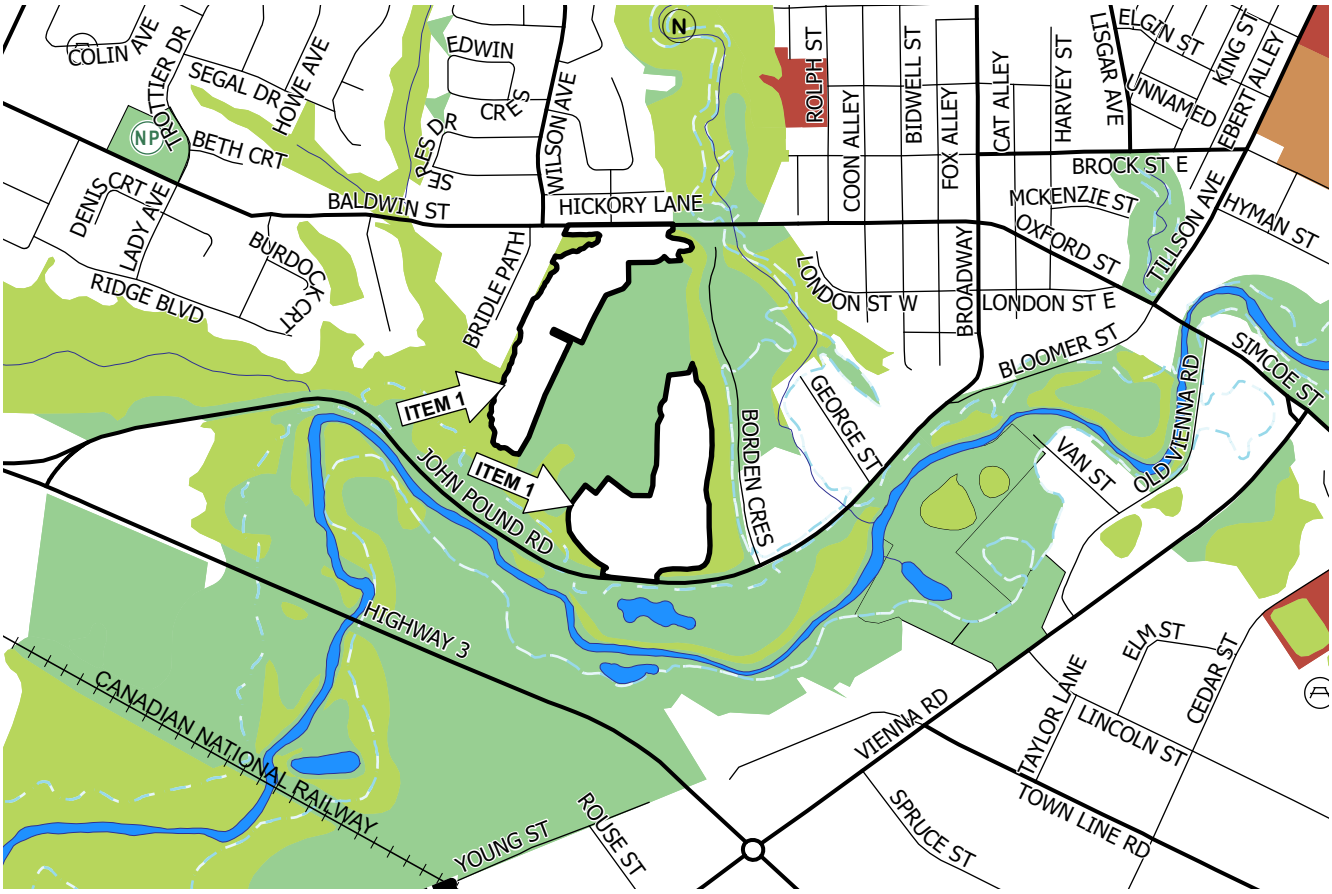
COUNTY OF OXFORD OFFICIAL PLAN

SCHEDULE "T-3"

TOWN OF TILLSONBURG LEISURE RESOURCES AND SCHOOL FACILITIES PLAN

Metres

0 100 200 400 600



- AREA OF THIS AMENDMENT

ITEM 1 - REMOVE FROM OPEN SPACE

LEISURE RESOURCES AND SCHOOL FACILITIES PLAN LEGEND

- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- PUBLIC ELEMENTARY SCHOOL
- PUBLIC SECONDARY SCHOOL
- PROPOSED PARK
- NEIGHBOURHOOD PARK
- TOWN NATURAL PARK
- FLOODLINE

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Report No: CP 2021-380
COMMUNITY PLANNING
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Community Planning**

Application for Official Plan Amendment OP 21-01-8 – City of Woodstock

RECOMMENDATIONS

1. **That Oxford County Council approve Application No. OP 21-01-8 submitted by the City of Woodstock, for lands described as Part Lot 118C, Plan 293 in the City of Woodstock to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate 5 townhouse units;**

2. **And further, that Council approve the attached Amendment No. 265 to the County of Oxford Official Plan;**

3. **And further, that the necessary by-law to approve Amendment No. 265 be raised.**

REPORT HIGHLIGHTS

- The intent of the Official Plan amendment is to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate the development of a 5-unit townhouse proposal.

- The proposal is consistent with the relevant policies of the 2020 Provincial Policy Statement and supports the strategic initiatives and objectives of the County Official Plan, and can be supported from a planning perspective.

Implementation Points

This application will be implemented in accordance with the relevant objectives, strategic initiatives and policies contained in the Official Plan.

Report No: CP 2021-380
COMMUNITY PLANNING
Council Date: November 10, 2021

Financial Impact

The approval of this application will have no financial impact beyond what has been approved in the current year's budget.

Communications

In accordance with the requirements of the Planning Act, notice of complete application regarding this proposal was originally provided to surrounding property owners on March 23, 2021 and notice of public meeting was issued on September 27, 2021. At the time of writing this report, no correspondence from the public has been received.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.ii.			

DISCUSSION

Background

Owner: City of Woodstock
500 Dundas Street, Woodstock ON, N4S 0A7

Applicant: Wolfking Investments Inc. c/o Justin Byers
751 Anzio Road, Woodstock ON, N4T 0B5

Location:

The subject lands are described as Part Lot 118C, Plan 293 in the City of Woodstock. The lands are located at the southeast corner of Mill Street and Park Row and are municipally known as 97 Mill Street.

County of Oxford Official Plan:

Existing:

Schedule 'W-1'	City of Woodstock Land Use Plan	'Residential'
Schedule 'W-3'	City of Woodstock Residential Density Plan	'Low Density Residential'

Proposed:

Schedule 'W-1'	City of Woodstock Land Use Plan	'Residential'
Schedule 'W-3'	City of Woodstock Residential Density Plan	'Medium Density Residential'

City of Woodstock Zoning By-Law 8626-10:

Existing Zoning: 'Neighbourhood Institutional Zone (NI)'

Proposed Zoning: 'Special Residential Zone 3 (R3-sp)'

Proposal:

The City of Woodstock has initiated amendments to the Official Plan and the City's Zoning By-law to redesignate and rezone the subject lands to facilitate a 5-unit townhouse development. The proposed townhouse units will be 2 storeys in height, contain a single car attached garage and a parking space in front of each unit. The units will have direct access to Park Row by way of an internal driveway.

The application proposes site specific zoning provisions to address reductions in lot area, front yard depth, rear yard depth and private outdoor amenity area.

The subject lands are approximately 1,259.9 m^2 (13,561.8 ft^2) in area and contain a former church building. Surrounding uses include a mix of low density residential development with McIntosh Park to the immediate east.

Plate 1 – Existing Zoning & Location Map indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Map (2020), provides an aerial view of the subject lands and existing development in the immediate area.

Plate 3 – Applicant's Sketch, provides the proposed conceptual layout of the site with the proposed townhouse development, parking and access.

Plate 4 – Proposed Building Elevations, provides the front and rear building elevations for the proposed townhouse development.

Comments

2020 Provincial Policy Statement

The policies of Section 1.1 of the Provincial Policy Statement direct that sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for the planning period. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

The policies of Section 1.1.3 state that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Section 1.1.3.3 states 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.

The policies of Section 1.1.3.6 state that new development taking place in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

Further, Section 1.4.3 states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by, among other matters, permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents; promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in 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 property is designated 'Low Density Residential' according to the City of Woodstock Residential Density Plan, as contained in the County Official Plan. Low density residential districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single detached dwellings, semi-detached, duplex and converted dwellings, street-fronting townhouses, low density cluster development and low-rise apartments.

The applicant is proposing to redesignate the subject lands to 'Medium Density Residential'. Medium Density Residential Districts are those lands that are primarily developed or planned for low profile multiple unit developments that exceed densities established in Low Density Residential Districts. Residential uses within Medium Density Residential Districts include townhouses, cluster houses, converted dwellings, and apartment buildings.

The maximum net residential density in the Medium Density Residential Districts is 70 units per hectare (30 units per acre) and no building shall exceed four storeys in height at street elevation. The policies further state that the designation of lands for medium density use will be consistent with the following locational criteria:

- Sites which abut arterial or collector roads or sites situated in a manner which prevents traffic movements from the site from flowing through any adjoining Low Density Residential Districts;
- Sites which are close to community supportive facilities such as schools, shopping plazas, institutional, recreational and open space areas;
- Sites which are adjacent to the Central Area, designated Shopping Centres and Service Commercial Areas, Community Facilities, High Density Residential Districts or developed Medium Density Residential Districts.

In addition to the requirement for compliance to the locational policies, when considering proposals to designate lands for medium density residential development, City Council and County Council will be guided by the following:

- The size, configuration and topography of the site provides sufficient flexibility in site design to mitigate adverse effect on the amenities and character of any adjacent Low Density Residential area through adequate buffering and screening;
- The location of vehicular access points and the likely effects of traffic generated by the proposal on the public road system and surrounding properties relative to pedestrian and vehicular safety is acceptable;
- Adequate hard service capacity including water distribution, sanitary and storm sewers, power and gas distribution facilities is available or will be available to accommodate the proposed development;
- Adequate off-street parking and outdoor amenity areas can be provided;
- The availability of, and proximity to, existing or proposed services and amenities such as day care, schools, leisure facilities, shopping and parks to serve the new development;

- The effect of the proposed development on environmental resources of the effect of environmental constraints on the proposed development will be address and mitigated as outlined in Section 3.2.

All proposals for medium density residential development shall be subject to site plan control. When considering any specific proposal for medium density residential development, City Council will be satisfied that the criteria of Section 7.2.8 are adequately addressed.

Zoning By-law

The subject lands are presently zoned 'Neighbourhood Institutional Zone (NI)' which reflects the former church use. The applicant has applied to rezone the subject lands to 'Special Residential Zone 3 (R3-sp)' to facilitate the development of the site for 5 townhouse units.

The R3 zone permits a mix of multi-unit residential uses including an apartment dwelling house, converted dwelling house, horizontally attached dwelling house and street row dwelling house. According to the definitions in the City's Zoning By-law, the proposed development consists of street row dwelling houses that will be maintained on one property.

The application proposes site specific zoning to reduce the minimum lot area per unit from 280 m^2 (3,013.9 ft^2) to 251 m^2 (2,691 ft^2); reduce the minimum front yard depth from 6 m (19.6 ft) to 4.5 m (14.7 ft); reduce the minimum rear yard depth from 7.5 m (24.6 ft) to 2.4 m (7.8 ft); and reduce the minimum required private outdoor amenity area per unit from 40 m^2 (430.5 ft^2) to 38.4 m^2 (413.3 ft) to facilitate the development.

Agency Comments

The applications were reviewed by a number of public agencies and the following comments were received.

The <u>City of Woodstock Engineering Department (Building Division)</u> provided the following comments in support of the subject applications:

- We are supportive of the reduced front yard setback as there are no other dwellings located on this block of Park Row and there are no immediate residential neighbours that have an impacted street line view.
- We are supportive of the reduced zoning provisions as the lot is surrounded on 3 sides by Mill Street, Park Row and McIntosh Park. As such, we do not feel that any neighbouring property owners will be impacted.
- The reduced rear yard setback resembles an interior side yard due to the configuration of the townhouses. No concerns.
- Relief is required to reduce the minimum parking area setback for an interior side lot line from 1.5 m (4.9 ft) to 1 m (3.2 ft). No concerns as this area is adjacent to the City park.
- Parking is provided at 2 spaces per unit and visitor parking is not required.
- The development is subject to site plan approval where grading and landscaping will be reviewed.

The County of Oxford Public Works Department provided the following comment:

- The proposed sound barrier is to be located on private property. All future maintenance will be the responsibility of the property owner and the noise barrier should be registered on title.

The Canadian National Railway Company (CN) indicated that they have concerns with residential uses being proposed in close proximity of a railway due to noise and vibration potential. Their recommendations to ensure compatibility between the sensitive use and the railway have been included as an attachment to Report No. CP 2021-380.

The City of Woodstock Parks Department indicated that they are supportive of the application and noted that the following will be required at time of site plan submission:

- Landscape Plan;
- Fencing along the property line adjacent to McIntosh Park.

The City of Woodstock Engineering Department (Development Division) indicated that they have no concerns with the subject applications.

City of Woodstock Council

City of Woodstock Council recommended support of the proposed Official Plan amendment and approved the proposed zoning by-law amendment 'in principle', at the City's regular meeting of October 21, 2021.

Planning Analysis

The Official Plan amendment has been initiated to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate the development of 5 townhouse dwelling units on the subject property.

The Zone Change application proposes to rezone the subject lands from 'Neighbourhood Institutional Zone (NI)' to 'Special Residential Zone 3 (R3-sp)' to permit the townhouse development with special provisions to address reductions in lot area, front yard depth, rear yard depth and private outdoor amenity area.

It is the opinion of staff that the subject amendments are consistent with the relevant policies of the PPS as the proposal is a form of development that promotes intensification and provides a mix of housing types to accommodate current and future residents of the regional market area. The development is also considered to be an efficient use of lands, available municipal services and infrastructure.

Staff are of the opinion that the subject lands are suitable for medium density residential development as the property is located on an arterial road and is the only residential development in this area with street access to Park Row. As such, the 5 townhouse units are not anticipated to impact local streets with respect to increased traffic and vehicle turning movements.

Staff are satisfied that the proposed townhouse development is suitable for the area as it is relatively small in scale and it is bordered by City parkland in the north and east. As such, staff are of the opinion that the proposed development is appropriate for the area as it will be in keeping with the nature, character and scale of adjacent uses and is therefore not anticipated to have a negative impact existing development.

The site is also able to provide adequate off-street parking and is located in an area where services and amenities such as schools, leisure facilities, shopping and parks are within a reasonable distance. More specifically, the City's downtown area, McIntosh Park, Southside Park, Southside Public School, St. Mary's Catholic Secondary School and Fanshawe College are within 1 – 1.5 km of the subject property.

Further to the above-noted locational criteria, this office is also satisfied that the subject lands are of sufficient size to allow for the mitigation of adverse effects of development on the amenity and character of the neighbourhood through site design, setbacks, screening and/or buffering. The proposed townhouses are 2-storeys in height, which is similar to the surrounding residential uses.

Further, the subject proposal is consistent with the policies for the medium density residential designation. The subject lands comprise approximately 0.12 ha (0.31 ac) in lot area and the applicant's proposal for 5 townhouse units constitutes a net residential density of approximately 41.6 units per hectare (16 units per acre). According to the definitions for residential density as contained in the Official Plan, this development falls within the medium density range.

With respect to the requested relief for the minimum lot area per dwelling unit and front and rear yard depths, staff are satisfied that the site is of adequate size to provide landscaping, screening, parking, grading and drainage. Staff are also supportive of the reduction in private outdoor amenity area as landscaped open space and amenity area will be provided to residents on the subject property and is also available to the residents at McIntosh Park, Argyle Park and Southside Park, all of which are within reasonable walking distance.

With respect to the findings of the Noise and Vibration Feasibility Assessment, it was concluded that with suitable control measures integrated into the design of the dwellings, it is feasible to meet the MECP noise guideline requirements. Central air-conditioning systems in all units, brick veneer exteriors, as well as an acoustic barrier along Mill Street are the recommended noise mitigation measures according to the assessment. It was further recommended that warning clauses be required for all dwelling units to inform the future occupants of the potential noise generated from Mill Street and the railway.

The proposed development will be subject to site plan approval by the City of Woodstock. Through this review process, matters such as noise mitigation requirements, lighting, parking, grading, stormwater management, landscaping, privacy screening and garbage collection will be addressed to ensure compatibility with the surrounding uses.

Conclusions

In light of the foregoing, it is the opinion of staff that the proposed Official Plan Amendment is consistent with the policies of the PPS and supports the objectives and strategic initiatives of the Official Plan.

SIGNATURES

Report Author:

"*original signed by"*
Andrea Hächler
Senior Planner

Departmental Approval:

"*original signed by"*
Gordon K. Hough
Director of Community Planning

Approved for submission:

"*original signed by"*

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1 – Plate 1, Existing Zoning & Location Map
Attachment 2 – Plate 2, Aerial Map (2020)
Attachment 3 – Plate 3, Applicant's Sketch
Attachment 4 – Plate 4, Proposed Building Elevations
Attachment 5 – Canadian National Railway Company Comments
Attachment 5 – Official Plan Amendment, OPA 265

Oxford County
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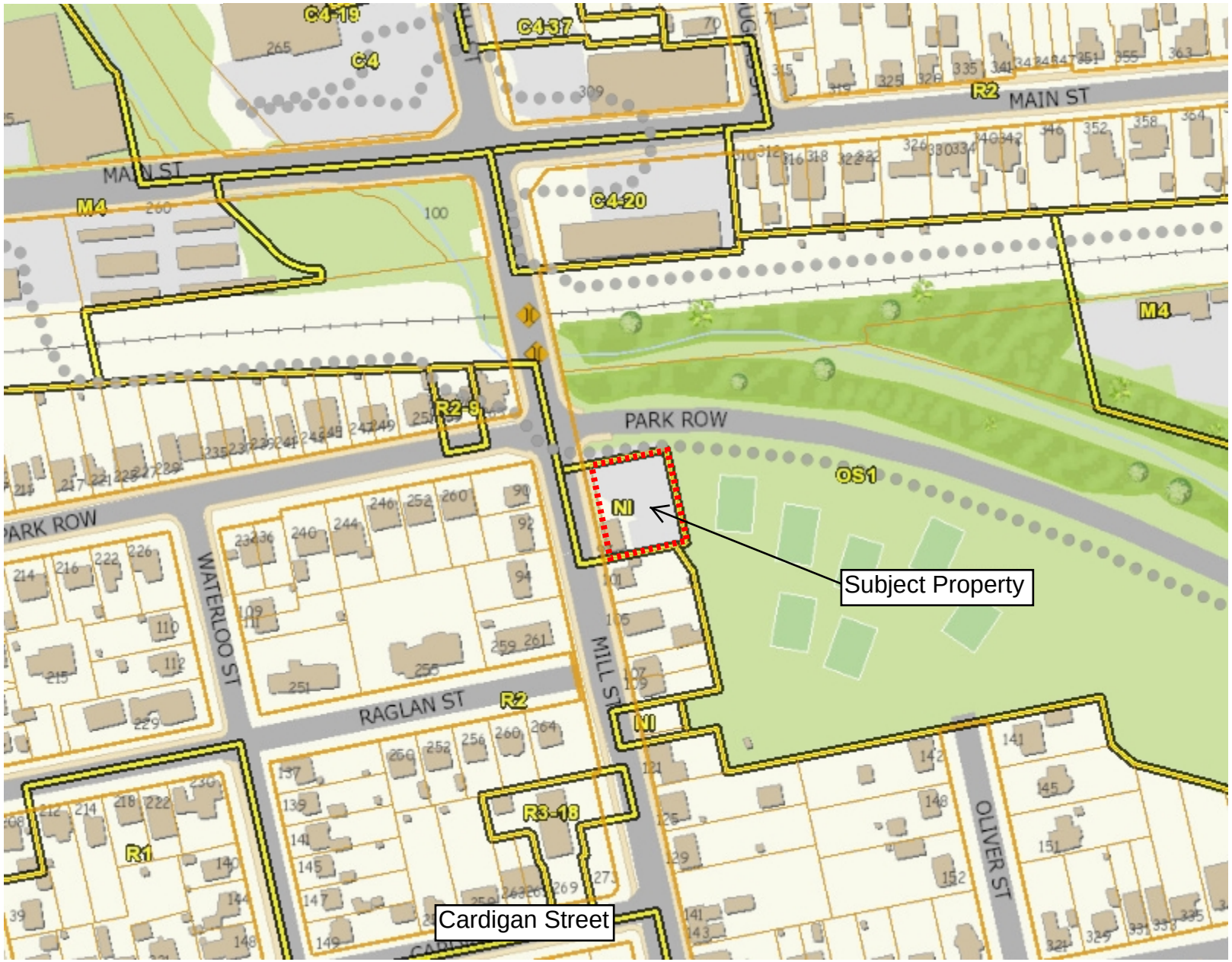
Plate 1: Existing Zoning & Location Map
OP 21-01-8 & ZN 8-21-01- City of Woodstock - 97 Mill Street, Woodstock



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

map it

0 61 121 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

March 9, 2021

Oxford County
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Plate 2: Aerial Map (2020)
OP 21-01-8 & ZN 8-21-01 - City of Woodstock - 97 Mill Street, Woodstock

Legend

Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Notes

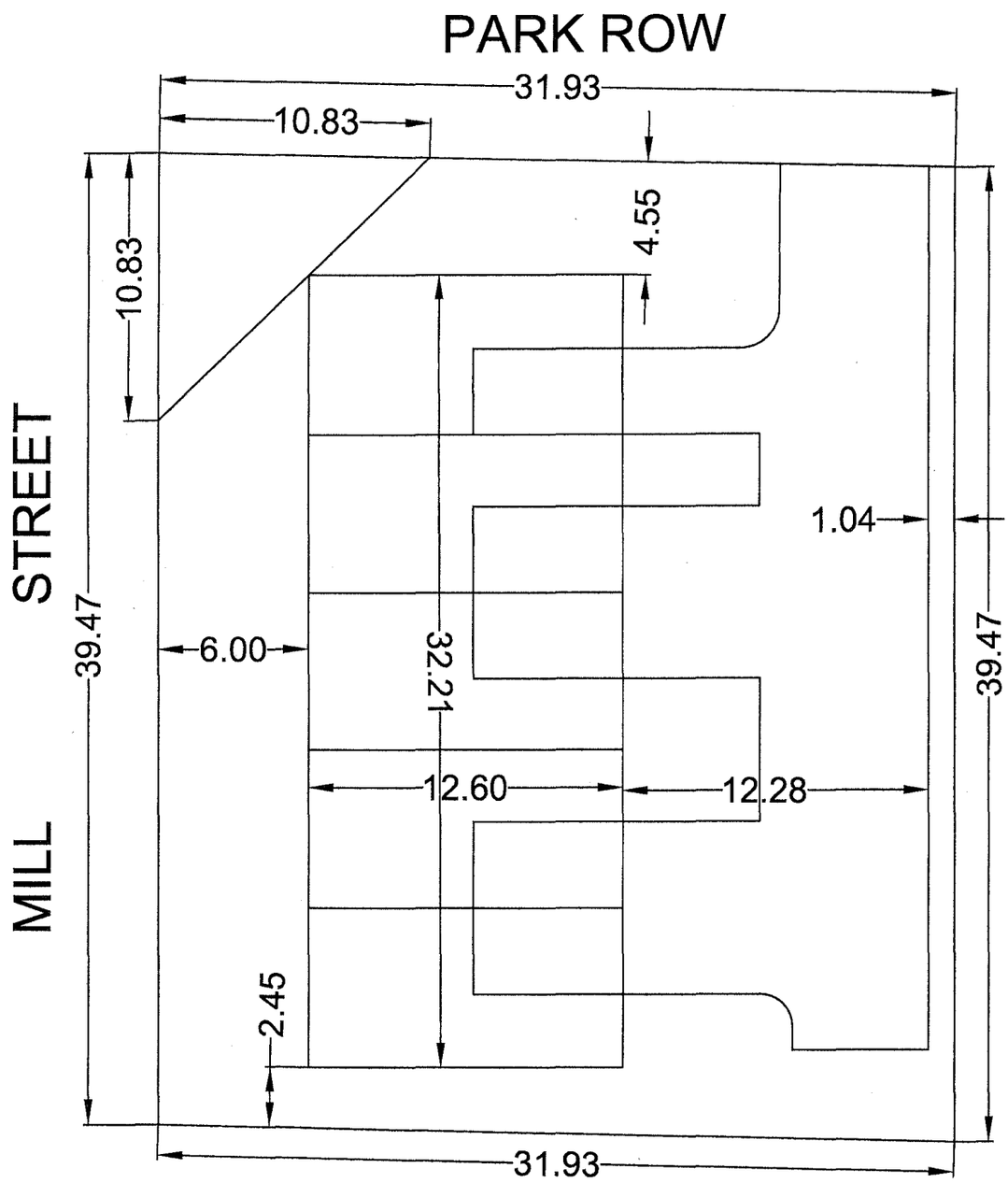
map it

0 30 61 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

March 9, 2021



OPTION 4

SITE PLAN STATISTICS

USE: RESIDENTIAL

ZONING: R3 - HORIZONTALLY ATTACHED HOUSE

	REQUIRED	PROPOSED
LOT AREA:	1400 m² (5 UNITS @ 280)	1259.9 m²
FRONTAGE:	20 m	31.9 m
DEPTH:	NO PROVISION	39.47 m
COVERAGE:	MAX 35%	32.19%
FRONT YARD:	6.0 m	4.55 m
REAR YARD:	7.5 m	2.45 m
EXT. SIDE YARD:	4.5 m	6.0 m
INT. SIDE YARD:	3.0 m	13.3 m
SETBACK:		
EXT SIDE YARD:	17.0 m	18.8 m
LANDSCAPED		
OPEN SPACE:	35% Min.	41% (Min)
PRIVATE AMENITY AREA:	40 m²	38.4 m²
BLDG. HEIGHT	11m Max.	2 STOREY

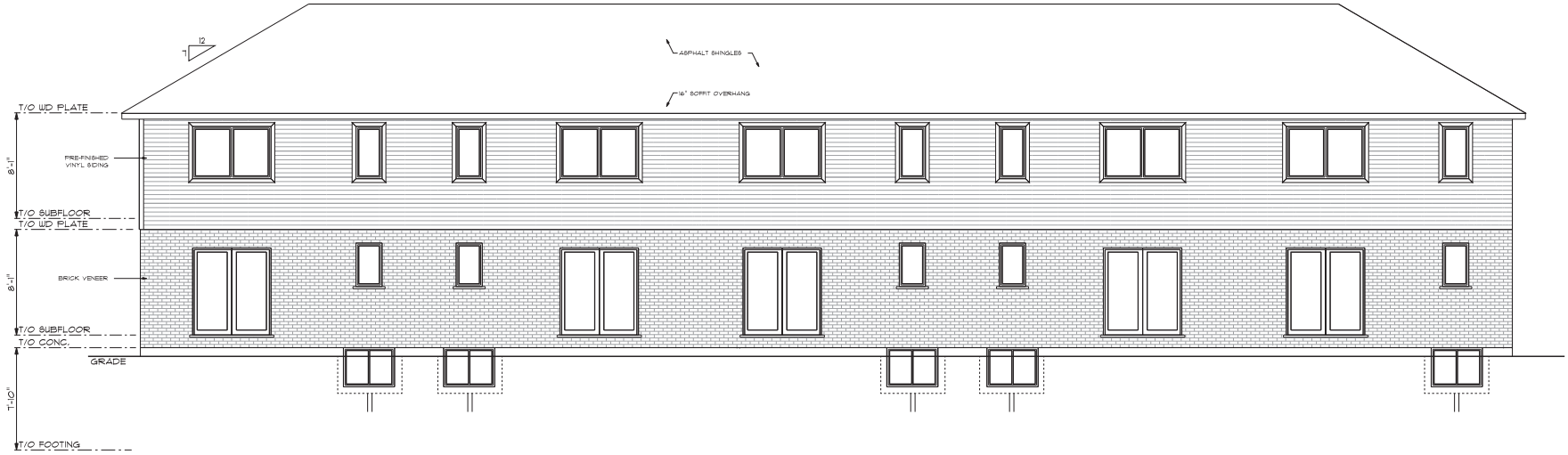
PARKING

REQUIRED:	2 PER UNIT	2 PER UNIT
VISITOR:	NONE	NONE

Plate 3: Applicant's Sketch
OP 21-01-8 & ZN 8-21-01 - City of Woodstock - 97 Mill Street, Woodstock

FRONT ELEVATION

SCALE 1/4"=1'-0"



REAR ELEVATION

SCALE 1/4"=1'-0"

GENERAL NOTES

- CONTRACTOR TO CHECK & VERIFY ANY DISCREPENCIES BEFORE CONSTRUCTION BEGINS.
- DRAWINGS ARE TO BE READ AND NOT TO BE SCALED
- ALL CONSTRUCTION, MATERIALS & EQUIP. TO ADHERE TO LATEST EDITION OF O.B.C. & LOCAL BY-LAWS.
- ALL FOOTINGS TO BEAR ON UNDISTURBED SOIL TO LOCAL FROST LEVELS (4'-0" MIN. BELOW GRADE)
- REFER TO PLANS, X-SECTIONS & DETAILS FOR ALL TYP. CONSTRUCTION DETAILS AND NOTES.
- 1 1/2" MIN. CONC. REBAR COVERAGE
- MIN. CONC. STRENGTH (28 DAYS) - 30 MPa (3000 psi)
- STEEL STRENGTH - 400 MPa (60 ksi)
- ASSUMED SOIL BEARING CAPACITY - 1510 psf
- CONSTRUCTION SEQUENCING:
  BACKFILL INTERIOR OF BUILDING W/COMPACTED SAND BACKFILL TO BE PLACED IN 1'h (30cm) LIFTS EVENLY AROUND STRUCTURE.
  COMPACT BACKFILL TO 98% STANDARD PROCTOR.
- ROOF TRUSSES & GIRDERS DESIGNED BY TRUSS MANUF.
- PROVIDE TEMPORARY BRACING FOR ALL COLUMNS UNTIL FINAL BRACING INSTALLATION COMPLETE

DESIGN NOTES

1/2" PERIMETER EXPANSION JOINT FOR POURED CONC. SLABS
1/4" CONTROL JOINTS @ 20' O.C. E.W. IN POURED CONC. SLABS
ALL WOOD No. 2 SPRUCE OR BETTER
ALL BOLTS GALVANIZED STEEL.

MAX. BRICK LINTEL SPANS
4" BRICK/STONE O.B.C. 9.20.5.2.

BL-1	4" V x 3 1/2" H x 1/4" T	8'-2"
BL-2	5" V x 3 1/2" H x 5/16" T	10'-1"
BL-3	6" V x 3 1/2" H x 5/16" T	11'-7"
BL-4	8" V x 3 1/2" H x 1/2" T	12'-4"

STAIR INFO.

RISE:	MAX. 7 7/8"
RUN:	MIN. 8 1/4"
TREAD:	MIN. 9 1/4"
NOSING:	MAX. 1"
HEADROOM:	MIN. 6'-5"
UNIFORM RISE/RUN	

LEGEND

	SOLID BEARING
SB	SB FOR GIRDER
	POINT LOAD
S.J.	SINGLE JOIST
D.J.	DOUBLE JOIST
T.J.	TRIPLE JOIST
D.C.J.	DOUBLE CEILING JOIST

STRUCTURAL NOTES

1. ALL EXTERIOR & INTERIOR LINTELS TO BE MIN. (2) PLY 2x10 C/W 2x4 DIRTY/ALL NAILED & PLYWOOD FILLERS BETWEEN EACH PLY, UNLESS NOTED OTHERWISE.
2. ALL NOTCHING & DRILLING OF FRAMING MEMBERS TO CONFORM TO NATIONAL & LOCAL BUILDING CODES.
3. PROVIDE APPROPRIATE SOLID BLOCKING WITHIN FLOOR SYSTEM FOR LOADS ABOVE.

REVISIONS

No.	DATE	DESCRIPTION
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

DESIGNER DISCLAIMER

1. THESE PLANS WERE PRODUCED WITH INFORMATION PROVIDED ON OR BEFORE THE PRINTED DATE.
2. IF ANY ERRORS OR OMMISSIONS ARE FOUND ON THE DRAWINGS, THE DESIGNER IS TO BE INFORMED IMMEDIATELY TO HELP RESOLVE ANY ISSUES PRIOR TO THE WORK PROCEEDING.
3. HVAC STRUCTURAL REQUIREMENTS TO BE VERIFIED AND MET ON SITE WITH THE HVAC INSTALLER.

PROPOSED RESIDENCE FOR

JUSTIN BYERS
97 MILL STREET

PROJECT NUMBER

20214-01

djDESIGN
Architectural • Energy • HVAC
Phone: (519) 539-9551
E-mail: plans@djdesign.ca
Website: www.djdesign.ca
378 Hunter Street
Woodstock, ON.
N4S 4G2

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO DESIGN THE WORK SHOWN

QUALIFICATION INFORMATION
REQUIRED UNLESS DESIGN IS EXEMPT UNDER 3.17.5.1. OF THE BUILDING CODE

NAME	BCIN
DEREK JUKEMA	21759

SIGNATURE

FRONT & REAR ELEVATION

scale: 1/4" = 1'-0"	A-1
date: 2021-08-11	
drawn by: KZ	
designed by: KZ	
checked by: ATU	

Plate 4: Proposed Building Elevations
OP 21-01-8 & ZN 8-21-01 - City of Woodstock - 97 Mill Street, Woodstock

From: Ashkan Matlabi on behalf of Proximity
To: Planning
Subject: 2021-04-08_CN_RES_ 97 mill street, Woodstock_Oxford- Notice of Receipt of application
Date: April-08-21 2:05:20 PM
Attachments: image001.png
Oxford.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hello Andrea,

Thank you for consulting CN proximity on the subject application. It is noted that the subject site is located in proximity to a CN's Main Line. CN has concerns of developing/densifying residential uses abutting our railway right-of-way. This is due to noise, vibration and potential trespass issues that will result. Development of sensitive uses in proximity to railway operations cultivates an environment in which land use incompatibility issues are exacerbated. CN's guidelines reinforce the safety and well-being of any existing and future occupants of the area. Please refer to CN's guidelines for the development of sensitive uses in proximity to railways. These policies have been developed by the Railway Association of Canada and the Federation of Canadian Municipalities.

CN encourages the municipality to pursue the implementation of the following criteria as conditions of an eventual project approval:

- The Owner shall engage a consultant to undertake an analysis of noise. Subject to the review of the noise report, the Railway may consider other measures recommended by an approved Noise Consultant.
- Ground-borne vibration transmission to be evaluated in a report through site testing to determine if dwellings within 75 metres of the railway rights-of-way will be impacted by vibration conditions in excess of 0.14 mm/sec RMS between 4 Hz and 200 Hz. The monitoring system should be capable of measuring frequencies between 4 Hz and 200 Hz, ±3 dB with an RMS averaging time constant of 1 second. If in excess, isolation measures will be required to ensure living areas do not exceed 0.14 mm/sec RMS on and above the first floor of the dwelling.

- The following clause should be inserted in all development agreements, offers to purchase, and agreements of Purchase and Sale or Lease of each dwelling unit within 300m of the railway right-of-way:

"Warning: Canadian National Railway Company or its assigns or successors in interest has or have a rights-of-way within 300 metres from the land the subject hereof. There may be alterations to or expansions of the railway facilities on such rights-of-way in the future including the possibility that the railway or its assigns or successors as aforesaid may expand its operations, which expansion may affect the living environment of the residents in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating measures in the design of the development and individual dwelling(s). CNR will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid rights-of-way."

- The Owner shall through restrictive covenants to be registered on title and all agreements of

purchase and sale or lease provide notice to the public that the safety berm, fencing and vibration isolation measures implemented are not to be tampered with or altered and further that the Owner shall have sole responsibility for and shall maintain these measures to the satisfaction of CN.

- The Owner shall be required to grant CN an environmental easement for operational noise and vibration emissions, registered against the subject property in favour of CN.

CN anticipates the opportunity to review a detailed site plan and a N&V study report taking in to consideration the CN development guidelines.

Thank you and don't hesitate to contact me for any questions.

Regards

Ashkan Matlabi, Urb. OUQ.

Urbaniste sénior / Senior Planner (CN Proximity)
Planning, Landscape Architecture and Urban Design
Urbanisme, architecture de paysage et design urbain

E : proximity@cn.ca
T : 1-438-459-9190
1600, René-Lévesque Ouest, 11e étage
Montréal (Québec)
H3H 1P9 CANADA
wsp.com

AMENDMENT NUMBER 265

TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following schedule designated Schedule “A” attached hereto, constitute Amendment Number 265 to the County of Oxford Official Plan.

COUNTY OF OXFORD

BY-LAW NO. **6381-2021**

BEING a By-Law to adopt Amendment Number 265 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 265 to the County of Oxford Official Plan has been recommended by resolution of the Council of the City of Woodstock and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford pursuant to the provision of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 265 to the County of Oxford Official Plan, being the attached text and schedules, is hereby adopted.

2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN WARDEN

CHLOÉ SENIOR CLERK

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate the development of 5 townhouse units on the subject lands.

2.0 LOCATION OF LANDS AFFECTED

This amendment applies to lands described as Part Lot 118C, Plan 293 in the City of Woodstock. The lands are located at the southeast corner of Mill Street and Park Row and are municipally known as 97 Mill Street.

3.0 BASIS FOR THE AMENDMENT

The amendment has been initiated to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate the development of 5 townhouse dwelling units on the subject property.

Council is of the opinion that the subject lands are suitable for medium density residential development as the property is located on an arterial road with immediate access to via Park Row. As such, the 5 townhouse units are not anticipated to impact local streets with respect to increased traffic and vehicle turning movements.

Council is satisfied that the proposed townhouse development is suitable for the area as it is relatively small in scale and it is bordered by City parkland in the north and east. As such, Council is of the opinion that the proposed development is appropriate for the area as it will be in keeping with the nature, character and scale of adjacent residential uses and is therefore not anticipated to have a negative impact on surrounding lands.

The site is also able to provide adequate off-street parking and is located in an area where services and amenities such as schools, leisure facilities, shopping and parks are within a reasonable distance. More specifically, the City's downtown area, McIntosh Park, Southside Park, Southside Public School, St. Mary's Catholic Secondary School and Fanshawe College are within 1 to 1.5 km of the subject property.

Further to the above-noted locational criteria, this office is also satisfied that the subject lands are of sufficient size to allow for the mitigation of adverse effects of development on the amenity and character of the neighbourhood through site design, setbacks, screening and/or buffering. The proposed townhouses are 2-storeys in height, which is similar in height to the surrounding residential uses.

Further, the subject proposal is consistent with the policies for the medium density residential designation. The subject lands comprise approximately 0.12 ha (0.31 ac) in lot area and the applicant's proposal for 5 townhouse units constitutes a net residential density of approximately 41.6 units per hectare (16 units per acre). According to the definitions for residential density as contained in the Official Plan, this development falls within the medium density range.

With respect to the findings of the Noise and Vibration Feasibility Assessment, it was concluded that with suitable control measures integrated into the design of the dwellings, it is feasible to meet the MECP noise guideline requirements. Central air-conditioning systems in all units, brick veneer exteriors, as well as an acoustic barrier along Mill Street are the recommended noise mitigation measures according to the assessment. It was further recommended that warning clauses be required for all dwelling units to inform the future occupants of the potential noise generated from Mill Street and the railway.

The proposed development will be subject to site plan approval by the City of Woodstock. Through this review process, matters such as noise mitigation requirements, lighting, parking, grading, stormwater management, landscaping, privacy screening and garbage collection will be addressed to ensure compatibility with the surrounding uses.

In light of the foregoing, it is the opinion of Council that the proposed Official Plan Amendment is consistent with the policies of the PPS and supports the objectives and strategic initiatives of the Official Plan.

4.0 DETAILS OF THE AMENDMENT

4.1 That Schedule “W-3” – City of Woodstock Residential Density Plan, is hereby amended by changing to “Medium Density Residential” the land use designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policies of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policies of the Official Plan.

SCHEDULE "A"

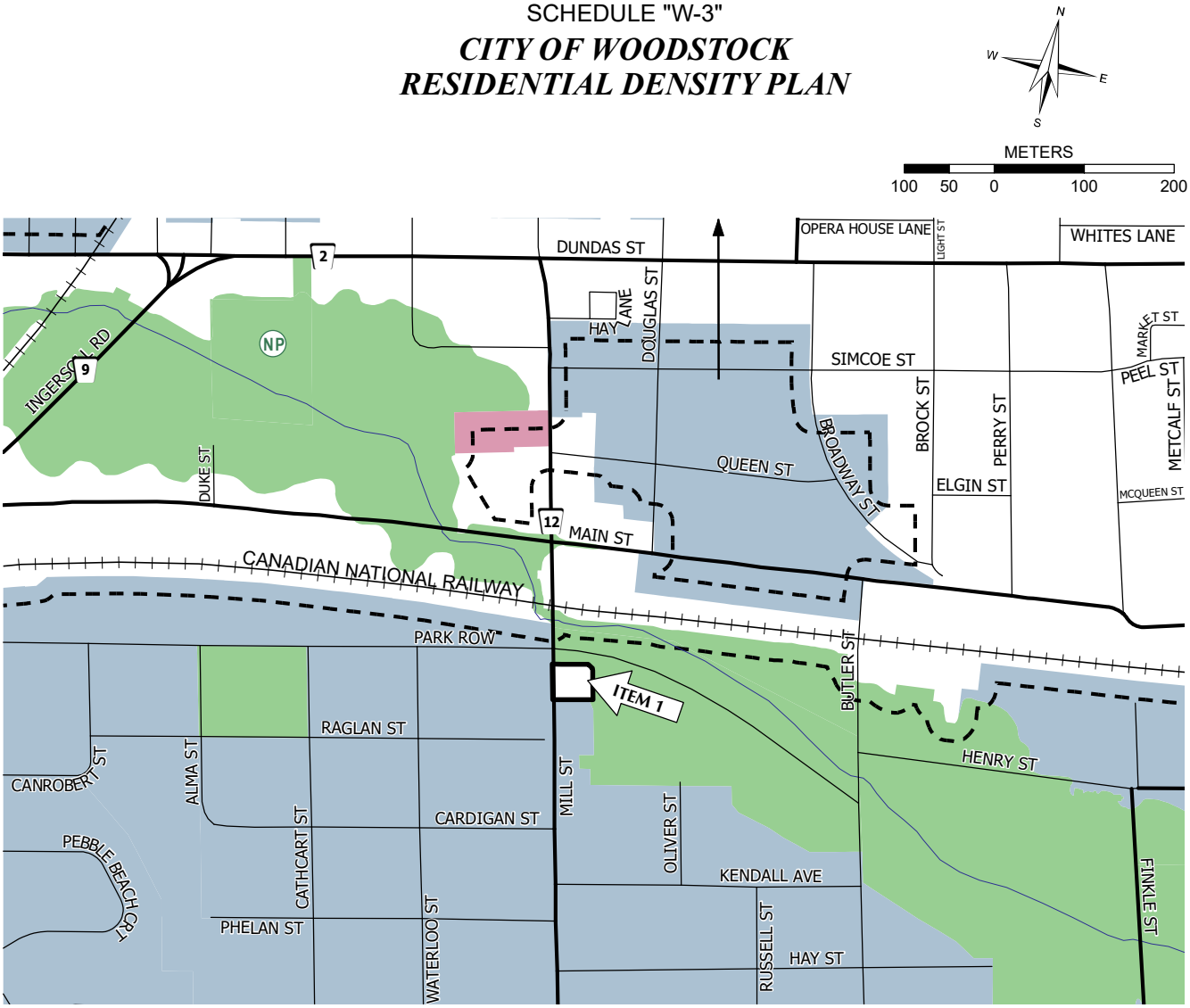
AMENDMENT No. 265

TO THE

COUNTY OF OXFORD OFFICIAL PLAN

SCHEDULE "W-3"

CITY OF WOODSTOCK RESIDENTIAL DENSITY PLAN



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE TO MEDIUM DENSITY RESIDENTIAL

RESIDENTIAL DENSITY PLAN LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- OPEN SPACE
- NP NEIGHBOURHOOD PARK
- COMMUNITY PLANNING DISTRICT

OxfordCounty
Growing stronger together

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Information Services ©2021

Oxford County
Growing stronger together

Report No. CAO 2021-08
CHIEF ADMINISTRATIVE OFFICER
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Chief Administrative Officer**

Municipal Housing Facilities Agreement with Tillsonburg Non-Profit Housing Corporation

RECOMMENDATIONS

1. **That County Council authorize the allocation of up to $1,642,600 from the Social Service Relief Fund (SSRF) – Phase 4 and $122,100 from the Canada-Ontario Community Housing Initiative (COCHI) – Year 3, to Tillsonburg Non-Profit Housing Corporation, to support the creation of 18 affordable housing units at 31 Victoria Street, in the Town of Tillsonburg;**

2. **And further, that County Council authorize the Acting Director of Human Services and the Chief Administrative Officer to execute a Municipal Housing Facilities Agreement and all other necessary documents related to the proposed 18-unit affordable housing development located at 31 Victoria Street, in the Town of Tillsonburg.**

REPORT HIGHLIGHTS

- The proposed development will be located at 31 Victoria Street, in the Town of Tillsonburg, and will contribute an additional 18 units to Tillsonburg Non-Profit's existing housing portfolio of 159 units.

- This proposal will maximize available funding and address the ongoing housing crises in the County.

Implementation Points

Upon Council's approval, staff will execute a Municipal Housing Facilities Agreement, including required securities any other legal documents pertaining to such, with Tillsonburg Non-Profit Housing Corporation.

Report No. CAO 2021-08
CHIEF ADMINISTRATIVE OFFICER
Council Date: November 10, 2021

Financial Impact

Staff are seeking Council's approval to allocate up to $1,642,600 from the Social Service Relief Fund (SSRF) – Phase 4 and $122,100 from the Canada-Ontario Community Housing Initiative (COCHI) – Year 3, for a total funding amount of $1,764,700.

As required by the Province, SSRF and COCHI funds will be secured on title as a second mortgage, in favour of the Province.

Communications

This report deals with funding allocations from both the Federal and Provincial governments. Details of this report have been shared with the Ministry of Municipal Affairs and Housing (MMAH), the County's non-profit housing providers, County staff and local municipalities.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.i. 1.ii.		3.iii.			

DISCUSSION

Background

On August 16, 2021, the Ministry of Municipal Affairs and Housing (MMAH) announced an additional investment of $307 million through the Social Services Relief Fund (SSRF) and Canada-Ontario Community Housing Initiative (COCHI), to provide further support to address the housing and economic impacts of COVID-19.

Under the fourth and final phase of the SSRF program, the County received an additional funding allocation of $1,642,600. Furthermore, an additional $122,100 was received under the COCHI – Year 3 program. In total, $1,764,700 in additional funding was received.

The Province released the SSRF in March 2020 for the purpose of supporting the most vulnerable individuals in our communities. Since the original release, SSRF funds have been used, and continue to be used, to mitigate ongoing risks for vulnerable people, through enhanced rental assistance and support, and long-term housing solutions, including the proposed 8-unit affordable housing project at 738 Parkinson Road.

The COCHI is a Federal/Provincial funding program that was first released in September 2019, and is available for the purpose of revitalizing and/or constructing social housing. Since 2019, a total of $672,496 in COCHI funding has been received, with the majority allocated to support the revitalization of existing social housing projects throughout the County, as well as the creation of new housing units at 738 Parkinson Road and 1231 Nellis Street, both in the City of Woodstock.

In light of the additional funding that was received, Staff issued RFP HS 2021-02, to solicit the County's existing non-profit housing providers, who have long-term housing solutions to address the current housing crisis. In doing so, all of the County's existing non-profit housing providers had an equal opportunity to submit a proposal that sought to create new affordable housing units.

In accordance with SSRF and COCHI program guidelines, the following eligibility criteria was included in the RFP:

- The proponent and land owner must be a non-profit housing provider.
- Projects may be conventional or modular construction, and/or an expansion to an existing housing project that is currently under construction.
- Proponents must be able to sign a contribution agreement by December 31, 2021, and start construction by March 31, 2022.
- Occupancy is expected by March 31, 2023.
- The project must comply with relevant zoning provisions or the proponent must be in the process of obtaining necessary approvals.
- The proponent must have relevant experience managing similar housing in the County.
- Costing shall be appropriate and in keeping with the development proposed.

The RFP closed on October 8, 2021 and two proposals were received from Tillsonburg Non-Profit Housing Corporation and Trillium Place Co-operative of Woodstock.

Comments

The following table provides a summary of the two proposals that were submitted in response to the RFP.

Proponent	Property Location	Number of Units	Unit Types & Size	Required Planning Approvals
Tillsonburg Non-Profit Housing Corporation	31 Victoria Street, Tillsonburg	18	One-bedroom units (525 ft^2)	- Site Plan Control
Trillium Place Co-operative of Woodstock	715 Parkinson Road, Woodstock	12	One-bedroom units (588 ft^2)	- Relief is required to recognize deficient parking requirements - Site Plan Control

*Note: Concept drawings for each proposal are provided in Attachment 1.

Staff evaluated each proposal with focus on zoning compliance, construction timelines, proponent experience/qualifications, community need, location, existing waitlists and the total number of units proposed. Based on this review and related scoring criteria, staff are recommending that the SSRF4 and COCHI-Y3 funding allocation be awarded to Tillsonburg Non-Profit Housing Corporation.

Tillsonburg Non-Profit Housing Corporation is proposing an affordable housing development with a total of 18 one-bedroom units, each comprising 525 ft^2. The proposed development will provide affordable units for senior households (generally individuals over the age of 65) with annual earnings of $38,000 or less. In line with the Non-Profit's existing housing projects, the proposed units will remain affordable beyond the minimum 25 year term.

In terms of review criteria, Tillsonburg Council approved a zone change application on October 25, 2021, ensuring the property is appropriately zoned to facilitate the proposed development, and the project can proceed in accordance with required timelines. Given the strict timelines associated with the proposed funding allocation, this criteria was given significant consideration.

Tillsonburg Non-Profit Housing Corporation has also been a housing provider for over 40 years, managing over 150 units within four existing housing projects in the Town of Tillsonburg. With respect to community need, the Non-Profit currently maintains a 4 to 7 year waitlist, with over 420 senior individuals seeking affordable accommodations. In light of this demand, there is a clear need for such accommodations in the Town of Tillsonburg.

The proposed project will also efficiently make use of the total available funding and provide an opportunity to support the creation of affordable housing in an area that is currently lacking such accommodations.

In accordance with the proponent's submission, the proposed project is also expected to align with the required construction timeline, as follows:

No.	Activity	Dates
1.	Municipal Housing Facilities Agreement Signed	December 1, 2021
2.	Site Plan Approval	February 2022
3.	Construction Start	March 2022
4.	Occupancy	December 2022

In support of the zone change application, the proposal was preliminarily reviewed by Planning, Public Works and Town staff. A more detailed review will take place during the site plan process.

Conclusions

The need to develop additional affordable rental housing is identified as a goal in the Oxford County Strategic Plan, County Official Plan, Future Oxford Community Sustainability Plan, County's 10 Year Shelter Plan and the Zero Poverty Action Plan.

The proposed project will have a positive impact on the community and will assist to address the existing housing crisis, specifically in the Town of Tillsonburg.

SIGNATURES

Report Author:

Original signed by

Rebecca Smith, MCIP, RPP
Manager of Housing Development

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENT

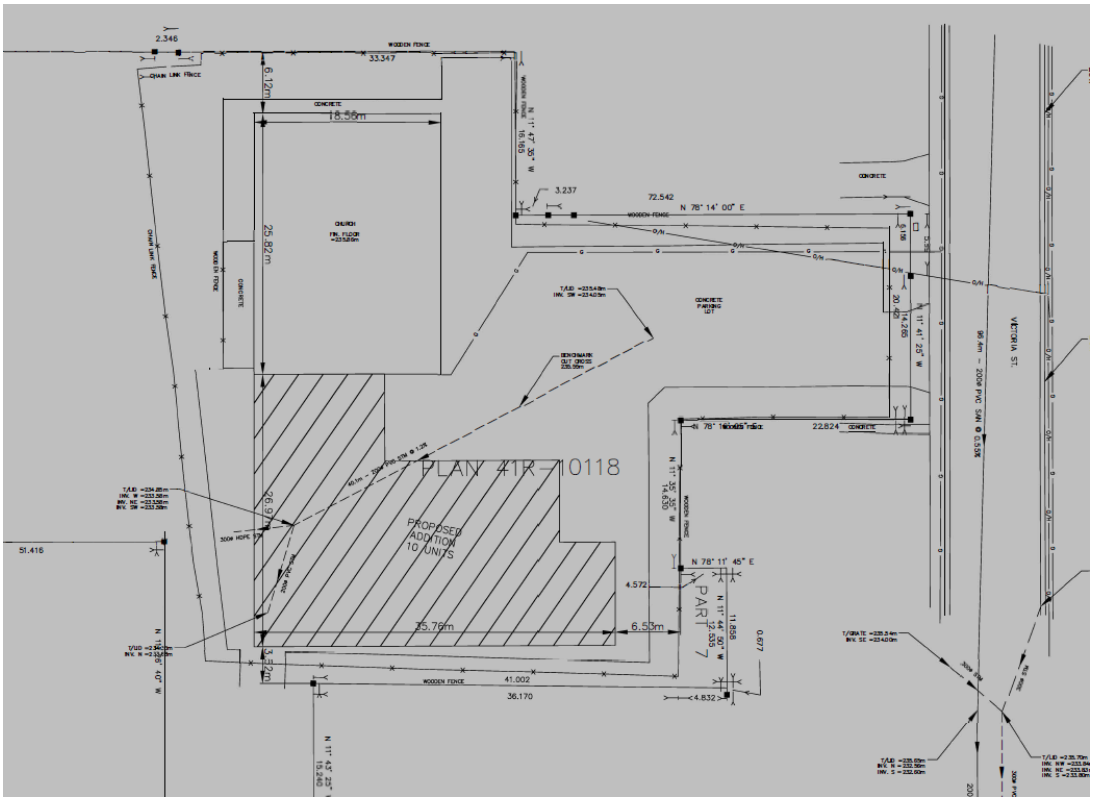
Attachment 1 – Concept Drawings – November 28, 2021

Report No. CAO 2021-08

Attachment No. 1

Proponent	Property Location	Number of Units	Unit Types & Size
Tillsonburg Non-Profit Housing Corporation	31 Victoria Street, Tillsonburg	18	One-bedroom units (525 ft^2)

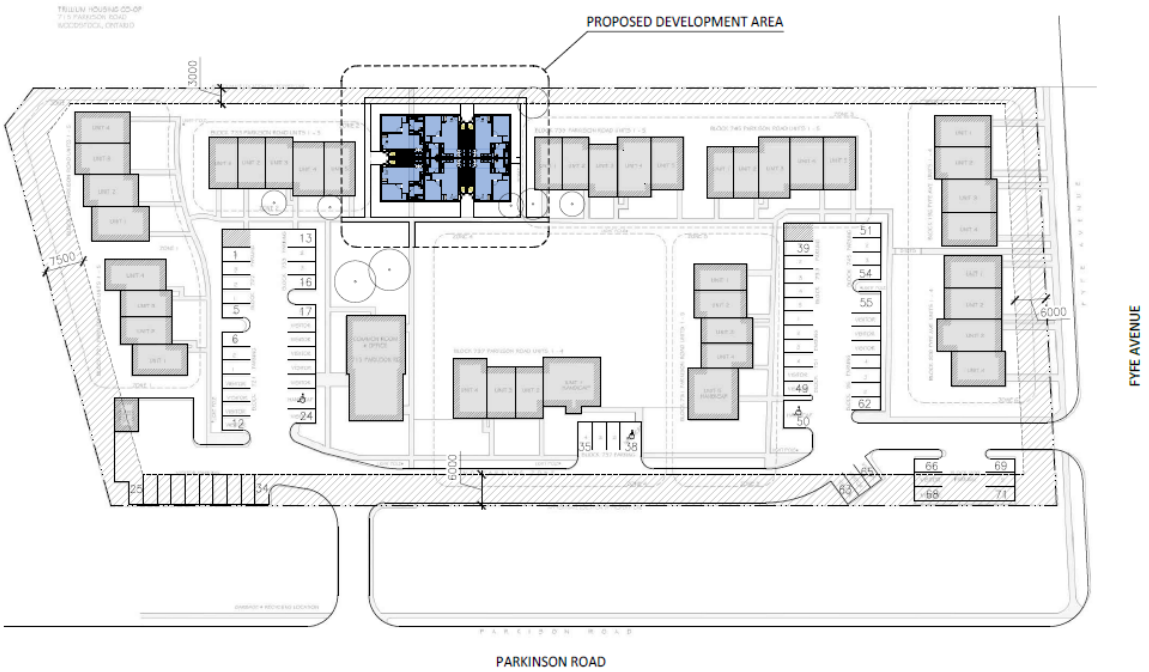
Proposed Site Layout



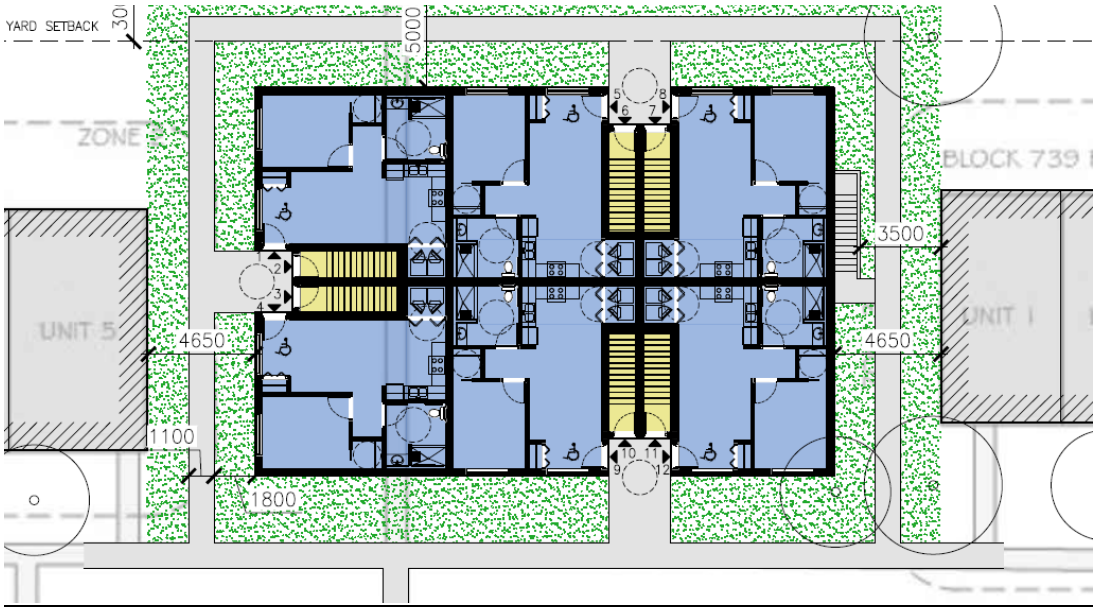
Proposed Elevation

Proponent	Property Location	Number of Units	Unit Types & Size
Trillium Place Co-operative of Woodstock	715 Parkinson Road, Woodstock	12	One-bedroom units (588 ft^2)

Proposed Site Layout



Proposed Floor Plan



Oxford County
Growing stronger together

Report No. CAO 2021-09
CHIEF ADMINISTRATIVE OFFICER
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Chief Administrative Officer**

Affordable Housing Update

RECOMMENDATION

1. **That County Council receive Report No. CAO 2021-09 entitled "Affordable Housing Update" as information;**

2. **And further, that Council direct staff to amend the existing home ownership program to ensure greater consistency with the current housing market, as outlined in Report No. CAO 2021-09.**

REPORT HIGHLIGHTS

- The purpose of this report is to provide Council with an update regarding the efforts of the County with respect to affordable housing.
- In light of rising rental and housing costs, and the growing waitlist for social housing, affordable housing was identified as a top priority item in the 2022 Budget Survey.
- While the creation of affordable housing is central to the County's 10-Year Shelter Plan, there is a need to consider a more formal strategy to facilitate additional housing options.

Implementation Points

Staff continue to explore initiatives that will assist to address the current housing crisis. Any future initiatives or proposals will be presented to Council for consideration.

Financial Impact

The details contained in this report will have no impact on the current budget. Any future initiatives or amendments to the County's existing housing programs will be brought forward to Council for consideration.

Report No. CAO 2021-09
CHIEF ADMINISTRATIVE OFFICER
Council Date: November 10, 2021

Communications

County staff regularly engage with area municipalities, community partners, as well as housing and service providers, in the collective work of addressing housing and homelessness related concerns. In light of this, details regarding this report will be shared with our various housing partners, as well as area municipalities.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.i. 1.ii.		3.i. 3.iii.			

DISCUSSION

Background

In accordance with the Housing Services Act, 2011, Municipal Service Managers are required to develop a 10-Year Housing and Homelessness Plan to identify objectives and targets related to housing and homelessness, as well as actions proposed to meet those objectives. To ensure targets and objectives are being met, Service Managers are required to complete annual progress reports, as well as a five-year review.

Housing and Homelessness (Shelter) Plans play a critical function in setting out how Service Managers are addressing housing and homelessness locally, including housing affordability, coordination of homelessness and related support services, preventing homelessness and ending chronic homelessness. As such, the Housing and Homelessness (Shelter) Plan is an important tool to support poverty reduction.

On June 10, 2015, County Council approved the 10-Year Shelter Plan presented in Report No. HS 2015-07. In support of this Plan, Council also approved Report No. HS 2016-01, establishing an annual target of 50 new affordable units per year.

As required under the Housing Services Act, 2011, a five year review of the Shelter Plan was also completed in December, 2019. Prior to this review, the County also hosted an information session for senior leaders, planners, builders, employers and surrounding municipalities to learn more about the housing crisis across the Province. In consideration of the information that was received, the five year review highlighted changes in local demographics, needs associated with housing and homelessness, as well as the progress that has been achieved to date. This review also identified a number of projected outcomes and strategies for 2020 to 2024, including the preservation and optimization of the existing housing stock and an increase in the affordable rental housing supply.

In connection with the information that was received through the housing session, on February 12, 2020, Council also passed a resolution committing to the achievement of a “100% Housed” future, through cooperation with Federal, Provincial and Municipal governments, as well as community and industry partners. At that time, Council also considered a draft “100% Housed Plan”, identifying a number of initiatives to support the creation of housing along the continuum, which Council directed staff to circulate to area municipalities for input.

In light of rising rental and housing costs, and the growing waitlist for community housing, affordable housing was further identified as a top priority item in the 2022 Budget Survey. While the creation of affordable housing is central to the County’s 10-Year Shelter Plan, based on current circumstances there is a need to consider a more formal strategy to facilitate additional housing options.

Comments

Residential Housing Prices

As reported by the Woodstock-Ingersoll & District Real Estate Board, and as shown in Figure 1, the average residential house price in the County has been steadily increasing since 2012. More specifically, the average home price has increased from approximately $450,000 at the beginning of 2020, to approximately $650,000 in August 2021, representing a 45% increase over 18 months.

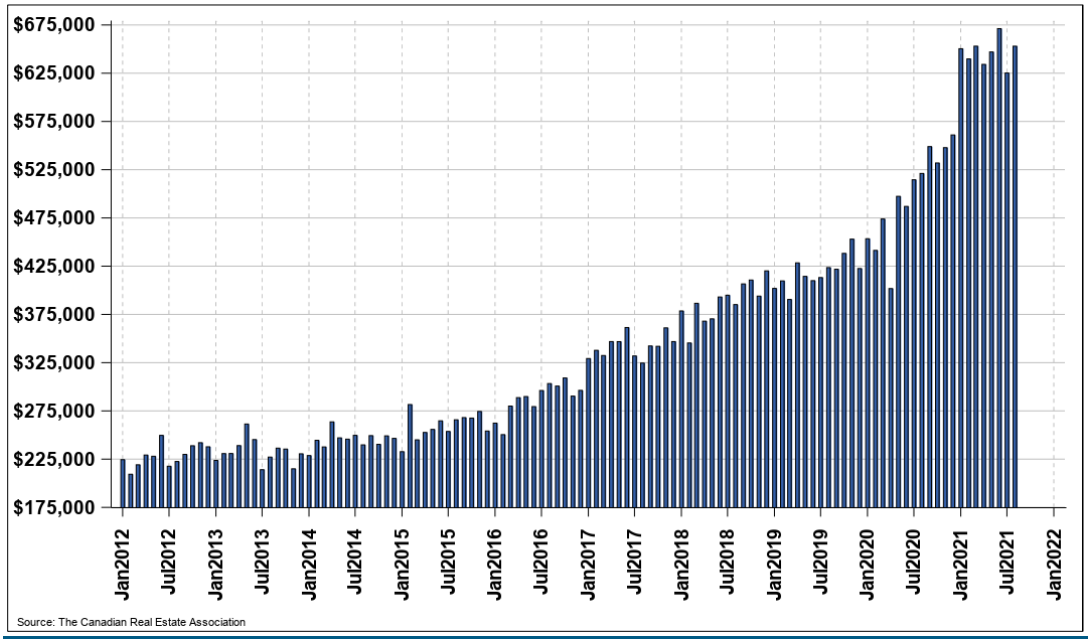


Figure 1: Average Home Prices in the County of Oxford

Taking into account the average home price of $650,000 (as of August 2021), and assuming a minimum required down payment of $40,000, a household would generally require a minimum annual gross income of approximately $160,000 per year to qualify for a standard 25-year mortgage.

Report No. CAO 2021-09
CHIEF ADMINISTRATIVE OFFICER
Council Date: November 10, 2021

Vacancy Rates

Each year, Canada Mortgage Housing Corporation (CMHC) surveys private landlords to determine local vacancy rates. As shown in the following table, the vacancy rates for each of the urban municipalities is below 3%. For Council's information, a balanced rental market typically has a vacancy rate of 3%.

Area Municipality	2020 Vacancy Rates
Ingersoll	2.6%
Tillsonburg	2.2%
Woodstock	1%

At this time, it is difficult to find rental accommodations in all of the urban areas, particularly Woodstock.

Average Market Rent & Household Income Limit

The below table provides the 2021 average market rents for the County, as reported by the Ministry of Municipal Affairs and Housing, and adapted from the Canada Mortgage Housing Corporation (CMHC) Rental Market Report. In order to participate in an affordable housing program, proponents are required to charge no more than 80% of the average market rents (as shown below).

Unit Type	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom
Average Market Rent (AMR)	$728	$1,062	$1,280	1,223
Permitted Rent (80% of AMR)	$582	$850	$1,024	$978

To qualify for an affordable rental unit, a tenant must also have a maximum gross annual household income of $38,178, being 60% of the median household income for the County, according to Statistics Canada. This maximum household income cap ensures that affordable housing tenants are paying no more than 30% of their annual gross income on rent.

Gap in the Housing Continuum

The graphic below shows the continuum of housing options, from emergency shelters to home ownership.

Table 1 provides further details regarding the required household income for each of the housing options on the right side of the continuum. Given the County's median household income of $63,630, the majority of households in the County are generally only able to afford a home with a purchase price of approximately $250,000 to $300,000, including a typical down payment.

Given the percentage of the population with a household income of less than $63,630, and in light of the current average residential house price in the County, there is a clear disconnect in affordability.

Table 1: Residential Housing Affordability

	Supportive Housing	**Rent-Geared-to-Income**	**Affordable Rental Housing**	**Affordable Home Ownership ($250,000 to $300,000)**	**Market Rental $1,200 to $1,600 (one-bed)**	**Market Home Ownership ($650,000)**
Required Household Income	< $38,178*			< $63,630**		> $160,000
% of Households with Required Household Income* **	26%			51%		6%

* 60% of the median gross household income according to Statistics Canada 2016
** Median gross household income according to Statistics Canada 2016
*** Based on 2016 Statistics Canada Data

Housing Project Summary

Since approximately 2007, County Council has approved a total of 28 affordable housing projects, for a total of 543 affordable units. Of that total, four projects are in the process of being constructed (totaling 94 units) and one project is awaiting funding from CMHC. In total, $20,786,166 in Federal/Provincial funding and $10,734,150 in County funding, has been allocated to the approved projects, in combination with private investments from each proponent.

Further details regarding the projects that are currently in progress (since 2020) are provided in Table 2 below.

Table 2: Affordable Housing Projects in Progress

Property Location	**Construction Status**	**Proposed Occupancy Date**	**Total Number of Units**	**Total Affordable Units**	**Funding Allocation**
1231 Nellis Street, Woodstock (Woodstock Non-Profit)	Structural Framing	March 2022	98	62	*Federal/Provincial* - $1,861,200 *County* - $1,363,700

91 Mill Street East, Plattsville (DKP Realty)	Structural Framing	March 2022	30	22	*Provincial* - $608,900 *County* - $1,500,000 *Township* – Value of Land
738 Parkinson Road (County)	Site Plan Approval & Final Design	March 2022	8	8	*Provincial* - $1,486,986 *County* - $37,199
Habitat for Humanity	Final Design	March 2022	2	2	*County* - $140,000 *Township* – Reduced Land Value
Parcel B, Woodingford Lodge (County)	Awaiting Funding from CMHC	December 2022	48	48	*CMHC* – Requested *County* - $1,384,096 & Value of Land
Non-Profit Housing Project (to be determined)	Awaiting Approval from County Council	March 2023	18	18	*Federal/Provincial* - $1,764,700
Total Since 2020			**204**	**160**	**Federal/Provincial = $5,721,786** **County = $4,424,995** (Note: Capital funding only)

Current Initiatives

While this is not an exhaustive list, Staff continue to pursue the following initiatives in an effort to provide more affordable housing opportunities throughout the County:

- Property Acquisition - Property acquisition and land banking opportunities to support future housing projects.
- Partnerships - Partnerships with both private and non-profit housing providers, as well as local municipalities.
- Alternative Construction Methods - Encourage the use of alternative construction methods, such as modular and pre-fab methods, as well as micro-units, to expedite the construction process.
- Redevelopment – Redevelop and intensify existing County and non-profit owned social housing properties in an effort to provide addition housing units.
- Funding - Apply for alternative funding opportunities, such as the CMHC Rapid Housing initiative, and advocate for alternative funding opportunities.
- Consultation - Consult with local municipal staff to identify available surplus land in support of future housing projects, and encourage, local developers to provide affordable housing units within development projects.
- Under-utilized Sites - Promote the conversion of existing under-utilized sites and/or conversion of existing buildings (i.e. places of worship).

- Tax Rate Reduction – Existing property tax reduction for multi-residential affordable housing conversions.
- Shovel Ready Land - Pre-zone and Pre-designate surplus lands, as well as initiate the site plan process, to ensure lands are ready for the type of development that is envisioned by the County and/or local municipality.
- Planning Process – Continue to promote a streamlined planning process, putting relevant applications in priority.
- Advocate – Consult and advocate with Federal/Provincial governments to ensure funding is allocated to suitable projects.

Current Challenges

While the County has been successful in increasing the size of the affordable housing portfolio, there are a number of challenges that impact the creation of new units, as summarized below.

Current Housing Challenges	Details	Considerations	Stakeholders
Federal/Provincial Funding	Timelines • Strict construction timelines put undue pressure on builders. • Strict timelines with respect to funding allocations is an issue if shovel-ready land is not available. Private Developers • Funding is currently only available to municipalities and non-profits, both of which do not have housing development expertise. It is crucial that funding be made available for private proponents. Attainable Housing • Funding is currently only available for affordable housing. There is a gap in the housing continuum that includes those households who cannot afford to purchase a home. Financing • Current financing mechanisms (specifically CHMC) are cumbersome and deter developers.	• Continue advocating to Federal and Provincial Governments. • Complete a Housing Strategy to identify suitable development land and a list of priority projects.	• Federal & Provincial Governments • CMHC • Private Developers
Increased Cost	• As a result of Covid, construction costs have increased significantly.	• Continue advocating to Federal and Provincial Governments for increased funding opportunities.	• Federal & Provincial Governments

Land Availability	• An inflated housing market has resulted in less land availability, making it difficult to plan projects into the future.	• Continue to consider land banking opportunities. • Local municipalities may consider a Housing First Policy and/or an evaluation of existing surplus land. • Encourage developers to provide more housing options. • Complete a Housing Strategy to identify suitable development land and a list of priority projects.	• All municipalities • Private Developers
Overall Support	• Housing is a competing priority for some local municipalities. • General support from all stakeholders is crucial. Particularly with respect to planning applications.	• Local municipalities may consider a Housing First Policy, or consider surplus lands for housing purposes prior to other uses. • Staff will continue to share insight and foster relationships with all stakeholders.	• All stakeholders
Financial Incentives	• Affordable units are currently exempt from Development Charges, and often planning application fees. • Without substantial financial contributions, the creation of new affordable units is not feasible.	• Amend existing Community Improvement Plans (CIPs) and/or implement a settlement wide CIP to exempt affordable housing units from building permit fees and all planning fees (note: County planning fees are currently waived). • Provide additional financial contributions in support of new affordable units.	• Federal & Provincial Governments • All municipalities
Purchasing Policy	• All projects exceeding $100,000 are required to follow the	• Council may seek to consider a	• County

	electronic bidding process (unless authorized otherwise by Council). • Eligible bidders are required to be registered with Bid and Tenders (many of our developers, and non-profit housing providers do not use this system).	resolution to exempt specific affordable housing projects from the purchasing by-law.	
Nimbyism	• There is a negative stigma associated with affordable rental housing units and the perceived behaviors of the tenants.	• Continued political support for such developments. • Continue to pre-zone and pre-designate land.	• All municipalities • The community

Development Approvals/Standards	• Alternative development standards would assist in making affordable housing builds more economical and achievable, including:
	  • Reduced parking requirements
	  • Reduced unit sizes
	  • Increased density
	  • Alternative servicing options
	  • Additional residential units
		• Continue to encourage support from all municipalities, including amendments to current policies and/or by-laws.
		• Continue to pre-zone and pre-designate land.
		• Advocate for inclusionary zoning to higher levels of governments.
		• Continue to promote a streamlined approval process.
			• All municipalities

Proposed Initiatives

Staff will continue consulting with area municipalities, and local developers, to address the current affordable housing crisis. In addition, over the next few months, staff will continue to undertake the following housing initiatives.

Affordable Home Ownership

The County Home Ownership Program currently provides eligible low to moderate-income households with a forgivable down payment assistance loan to assist with the purchase of a home. This program was last updated in March, 2019, and includes the following eligibility criteria:

- Maximum home purchase price: 10% below the average home price for the County (the most recent update includes a price of $264,619, which is no longer feasible)
- Maximum gross household income: $63,630 (median household income as per Statistics Canada);

- Maximum down payment assistance loan: 5% of the purchase price, to a maximum of $10,000.
- The applicant must not own or have interest in another home; and,
- The proponents must quality for a mortgage.

In light of the current average residential home price, the parameters of the County's current home ownership program are ineffective. Should the program be updated to reflect the current housing market, the maximum eligible home price would be $585,000 (being 10% less than current average home price), which is not affordable for a household with a median income of $63,630 or less. Furthermore, in order to fulfill the requirements of the program, the minimum 5% down payment assistance loan for the maximum eligible home price would be $29,250.

Notwithstanding the above, the maximum household income threshold for the program can be increased to $92,700, in accordance with Ministry funding guidelines. A household with this income would generally only be able to afford a home with a purchase price of approximately $370,000 to $420,000. While the supply of homes in this price range is minimal, as of October 28th, 2021, a total of 12 homes were listed under $420,000 in Oxford County. That said, it should be noted that the majority of the homes in this price range sell above list price.

Based on current housing market, the program is no longer able to support those applicants that do not have an excellent credit score, sufficient income or have accrued significant debt. If the parameters of the program are increased, only those applicants with lower debt and higher incomes would generally be eligible for assistance.

In light of the above, staff are in the process of reviewing the existing Municipal Housing Facilities By-law to determine if more assistance can be provided to those households who cannot afford to purchase a home, as detailed in the following section of this report. With Council's direction, staff will bring forward the proposed amendments for consideration at a future meeting.

Furthermore, staff will continue to consider a rent-to-own program for the County's existing social housing tenants, which will provide an opportunity for some of the County's long-term tenants to enter into home ownership.

Municipal Facilities Housing By-law

The County's Municipal Housing Facilities By-law was approved by Council in 2006, and later amended in 2016 to address the reinstated home ownership program. In light of the current housing market, the following amendments should be considered to ensure greater consistency with the current housing market and allow for further assistance through the home ownership program:

Provision	Current Requirements	Proposed Amendment
Affordable Home Ownership Definition	- The maximum purchase price must be at least 10% below the average purchase price of a resale home in the County ($585,000). - The total household income of the applicant(s) must not	- Increase the average home price to $420,000 to be consistent with the affordability of the proposed new household income. - Increase the total household income to $92,700, being the

	exceed the median household income, as per Statistics Canada ($63,630).	maximum that is permitted by the Ministry.
Affordable Home Ownership Down Payment	- The maximum down payment assistance loan that can be provided to an applicant is 5% of the home price, to a maximum of $10,000	- Increase the maximum assistance loan to $20,000, to reflect 5% of the increased purchase price ($420,000)

The Ministry's maximum household income for the program is reflective of an income that is higher than 60% of the households in the County. As such, those households who are eligible for the program, with an income below $92,700, generally have an income that is less than the majority of the population. Should Council seek to provide further assistance to first time home buyers in a higher income bracket, an alternative funding mechanism will be required.

Additional Residential Units

Bill 108, *More Homes, More Choices Act*, came into effect in September 2019, and provides Provincial direction to increase the affordability of housing in Ontario. As a result of Bill 108, the Planning Act was also amended to include regulations that require municipalities to establish Official Plan policies and Zoning to permit additional residential units (ARUs) within single-detached, semi-detached and townhouse dwelling units. In light of this, Planning staff are currently in the process of undertaking and/or initiating amendments to the Official Plan policies and relevant provisions of Municipal Zoning By-laws to implement the current Provincial direction with respect to such units.

In support of the anticipated policy updates, Human Services staff are in the process of developing a Secondary Unit Funding Program, for the purpose of providing a forgivable loan to homeowners who propose to construct a legal ARU and offer it at an affordable rent. Further details regarding this program will be brought forward for Council consideration following the noted Official Plan policy updates.

Alternative Housing

In light of the noted gap in the housing continuum, there is a need to consider more affordable housing options for those households that do not qualify for an affordable rental unit. In this respect, staff are in the process of reviewing housing options that are considered more affordable than the current average residential home in the County. Such alternatives include ARUs, as noted above, and/or small, private, self-contained and fully-serviced dwelling units, at a single or multiple level.

Housing Strategy

The County's 10 Year Shelter Plan identifies the need to increase the supply of affordable rental housing and optimize the existing housing stock.

Although the County is the Service Manager for housing in the County, accelerating the development of affordable housing requires support and commitment from the community. Staff

continue to work collaboratively with area municipalities, housing and service providers, and the development community, to identify sites and resources that will maximize the number of new affordable units, however one of the largest barriers continues to be the availability of land.

In light of the current housing market and increased land values, there are less opportunities for land acquisition, which presents a concern when funding becomes available from Federal and Provincial Governments. In light of this, staff have identified a need for a comprehensive review of all available surplus and under-utilized lands in the County, as well as a detailed review of the potential redevelopment opportunities on existing social housing properties that are owned by both the County and our non-profit housing providers.

The main purpose of developing this strategy is to generate a formal inventory of properties to support future requests for proposals (RFPs), thereby maximizing the number of new affordable units and allocated funding. This would also provide staff with a better understanding of the stakeholders that are potentially willing to engage in new affordable housing development, with an aim to identifying a list of priority projects that will be 'shovel-ready' for a future project. Overall, this strategy will provide a more streamlined and consistent approach to increase the supply of affordable housing, and ensure projects are 'lined-up' for any funding announcements from higher levels of government. In particular, the following scope will be considered:

- Identification of potential infill and/or redevelopment/intensification opportunities on existing County housing sites (21 properties) and non-profit housing provider sites (18 properties), taking into account all planning, servicing and environmental related matters.
- Review existing private affordable housing sites (28 properties), and identify potential opportunities for private developers to create future supply.
- Review all County surplus lands to identify opportunities for affordable housing development.
- Consultation with local municipalities for the purpose of identifying underutilized and surplus lands that may be appropriate for affordable housing.
- Identify a number of 'priority projects' based on the information received.
- Review County owned properties to determine if any parcels can be leveraged to support the development of housing.

The proposed strategy will require consultation with all of our housing partners and each area municipality and will be in line with directives of the 10-Year Shelter Plan, providing a more comprehensive and consistent plan for the development of affordable housing into the future. Funds to support this strategy will be considered in the 2022 budget, with completion anticipated in Spring 2022.

In the interim, staff will consult with local municipalities for the purpose of identifying underutilized and surplus lands that may be considered for further review in the strategy.

Conclusions

In support of the growing need for affordable housing, staff will continue to monitor the existing housing market, associated challenges and potential program initiatives, and bring forward any associated information to Council for consideration, when applicable.

The County's 10-Year Shelter Plan will also be reviewed in early 2023, with consideration for updated information from Statistics Canada and the current housing market. This update may result in further enhancements to our existing affordable housing programs.

SIGNATURES

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Original signed by

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Approved for submission:

Original signed by

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Chief Administrative Officer

Oxford County
Growing stronger together

Report No: CS 2021-43
CORPORATE SERVICES
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Corporate Services**

2022 Insurance Program

RECOMMENDATION

1. **That County Council approve the 2022 Insurance Program proposed by Intact Public Entities at a base premium rate of $1,834,459 plus applicable taxes.**

REPORT HIGHLIGHTS

- Request for Proposals for the 2022 Insurance Program was conducted
- Proposed 2022 premium - $1,834,459 ($1,398,183 revised premium – 2021)
    - increase of $436,276 (31.2%) over 2021
- Housing Service Corporation (HSC) fee of $2,913 ($2,227 - 2021)

Implementation Points

Upon Council approval, the 2022 insurance program takes effect January 1, 2022.

Financial Impact

The proposed insurance premiums are included in the 2022 draft budget representing an increase of $436,276 compared to the 2021 premium – representing a levy increase of 0.7%.

Communications

Upon adoption of the recommendation contained in this report, an award letter will be issued to Intact Public Entities. County staff will work with Intact Public Entities to confirm all property and vehicle listings prior to the effective date of the insurance policy, January 1, 2022.

The County's Intact Public Entities representative, Jessica Jaremchuk, Director of Risk Management, will speak to the current insurance market situation and answer questions regarding the proposed 2022 insurance program at the Council meeting.

Report No: CS 2021-43
CORPORATE SERVICES
Council Date: November 10, 2021

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
				5.ii.	

DISCUSSION

Background

In 2014, County Council gave staff direction to issue a Request for Proposal for the 2015 insurance program. The policy renewed for five successive terms given satisfactory performance and service by Intact Public Entities (formerly Frank Cowan Company Limited). In keeping with the County's purchasing requirements, the procurement of insurance is to be competitively priced every five years. In 2020, a deferral of the purchasing requirement was approved for the 2021 Insurance Program, due to the market hardening typically not generating competition and unrest imposed by the pandemic.

On September 20, 2021 a Request for Proposal was issued by the County for the provision of Insurance and Risk Management Services. The proposal documents had four plan-takers, namely, AON Reed Stenhouse Inc., HUB Benefits Consulting, Intact Public Entities and Marsh Canada Limited. The deadline for submission was October 18, 2021 and only one submission, from Intact Public Entities, was received. Both AON Reed Stenhouse Inc. and Marsh Canada Limited issued letters to the County of no bid.

Intact Public Entities' Proposal

In the absence of a competitive bid, only the proposal received from Intact Public Entities is considered for the 2022 renewal term. The proposal is consistent with the County's renewal last year in terms of coverage limits, deductibles and value added services.

Due to industry standards, last year's renewal rendered changes to the policy wordings for exclusions related to Liability and Errors and Omissions claims related to communicable disease outbreak in long-term care facilities. There was also an exclusion associated with property policies, relating to virus and bacteria for physical loss or direct physical damage, including business interruption and builders risk coverage. These exclusions remain in effect for this term and additional deviations to our liability policy have been added. In addition, new cyber and data limitation clauses apply to the Liability and Errors & Omissions policies to clarify that matters relating to cyber incidents are not covered. This would include any recovery as well as any consequential events such as credit monitoring, public relations expenses or legal advice and fees. The limitation also applies to the property policy, with the exception of a resultant loss by fire or explosion.

Table 1 below provides the coverage limits and deductibles for the program:

Table 1 – Schedule of Coverage

Schedule of Coverage	Coverage Limit	Deductible
General liability	$15,000,000	$50,000
Follow form excess liability	10,000,000	0
Errors & omissions	15,000,000	50,000
Non-owned auto	15,000,000	500
Environmental liability	3,000,000	50,000
Crime	1,000,000	0
Councillors' accident	250,000	0
Legal expense	100,000	0
Property insurance	503,708,883	50,000
Automobile	15,000,000	25,000

The cost of premiums to maintain these coverages has significantly increased by 31.2% and quantified at $436,276 over the previous year (2021 - 16.2% increase at $194,726). Although Intact Public Entities confirmed increasing deductibles will not render any significant cost savings at this time, the deductible for property insurance has been increased from $25,000 to $50,000 due to the total property value listing exceeding $500M, which is the catastrophic loss limit imposed by the insurance company.

Table 2 provides percentages for the last six-year period upon renewal.

Table 2 – Revised Premium

Coverage Year	Increase/Decrease %
2016	1.29%
2017	-2.63%
2018	4.52%
2019	3.50%
2020	12.5%
2021	16.2%

Significant premium increases in the municipal sector are being experienced province wide, largely due to increased claims activity compounded by an unstable economy due to the pandemic and low interest rates constraining growth in insurance pools. This is the case with insurance markets and syndicates as a whole, because both public and private sectors' claims contribute to the volatile liability insurance market. In addition, there are several non-pandemic related drivers contributing to the escalating cost of claims, such as climate change and weather events, joint and several liability, apportionment of liability (1% rule), class actions, cybersecurity, damage awards and future care costs.

Comments

The County's efforts to mitigate risks, through planning and implementation of prudent practices across the County's business activities has proven effective in maintaining a comparatively good claims history. This has historically kept the County's premiums under a 5% increase year over year, until 2020 in which case the affects of the volatile market began effecting our premium.

In spite of the County's claims experience maintaining a steady trend of claims frequency, on the basis of its sound risk management, insurance claims management, and reserve policies, the County's insurance program costs in 2020, 2021 and now 2022 have significantly inclined. The global insurance industry has been facing significant premium increases beginning in late 2019, which demonstrates we are in a hard market and experts in the field are predicting it will last well into 2023, notwithstanding the impacts of the pandemic.

Table 3 provides a five-year summary of the types and number of insurance claims experienced each year.

Table 3 – Number of Insurance Claims per year

Claim Type	2017	2018	2019	2020	2021
Liability	3	1	5	5	2
Environmental Liability	1	1	1	0	1
Professional Liability	0	0	0	0	1
Property	0	1	2	1	0
Auto	2	1	0	0	0
Legal Expense	0	2	0	0	0
Crime	0	0	0	0	1
TOTAL	**6**	**6**	**8**	**6**	**5**

Although the County's claims frequency remains unchanged, there have been a few larger claims recently experienced under the Liability, Environmental Liability and Property policies. In speaking with the County's insurer they are not able to provide the quantum of the premium increase that relates to the hardened market versus the increased claims cost due to the actuarial approach used to determining premiums. However, in speaking with other municipalities regarding their 2022 renewal increases it is apparent that we are not alone in facing an increase within the 30%+ range. On that basis, it would appear that the significant increase is largely due to the hardened market, for which we have no control over.

Table 4 provides a year over year comparison of premium increases by line of coverage indicating that the premium increase for Environmental Liability received the most significant increase in 2021 while the 2022 increase is predominantly in General Liability and Property coverages.

Table 4 - Primary Areas of Increase

Coverage	2021 Premium	2022 Premium	2022 Inc %	2021 Inc %
General Liability	$902,140	$1,195,626	32.5	13.0
Environmental Liability	64,016	73,618	14.9	100
Property	278,367	346,931	24.6	17.4
Legal	4,930	5,423	10.0	15.0
Error & Omissions	30,669	35,269	14.9	13.0

Conclusions

Staff are recommending that provision of the County's 2022 Insurance Program, including housing, be awarded to Intact Public Entities on the basis of their Request for Proposal submission for a one-year term from January 1, 2022 to January 2, 2023, with the option to renew for each subsequent year, based on satisfactory performance and service.

SIGNATURES

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Oxford County
Growing stronger together

Report No: CS 2021-44
CORPORATE SERVICES
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Corporate Services**

Closure of the Oxford Historical Society Resource Centre

RECOMMENDATION

1. **That the County Council authorizes Archives to assume the official repository of the Oxford Historical Society's archival holdings as described in Report No. CS 2021-44 titled "Closure of the Oxford Historical Society Resource Centre".**

REPORT HIGHLIGHTS

- As of January 2022, Oxford Historical Society is closing their resource centre located at 82 Light Street, Woodstock – co-located with Oxford County Archives and Ontario Ancestors (The Ontario Genealogical Society) Oxford County Branch
- Oxford Historical Society has requested Oxford County Archives to assume the official repository of their archival holdings
- The County's assumption of the Oxford Historical Society's valuable collection of historical records related to the County would enhance preservation of local history for future generations to access

Implementation Points

Upon approval of the recommendation contained in this report, Archives staff will proceed with the review and transfer of the Oxford Historical Society's records, in 2022, as outlined in an agreement between the parties.

Archives staff review will include assessment of the vacated space at 82 Light to maximize the use of the newly acquired portions of the building previously used by the Oxford Historical Society and will work with Oxford Ancestors (formerly the Oxford Genealogical Society) to ensure an effective use of shared areas.

Report No: CS 2021-44
CORPORATE SERVICES
Council Date: November 10, 2021

Financial Impact

The Oxford Historical Society has had a lease agreement with the County for use of approximately 820 sq. ft. on the main floor of 82 Light Street, Woodstock for a rental fee of $4,800 annually. The loss of revenue that has assisted in paying a portion of the costs related to the County-owned facility at 82 Light Street on the Court House Square will result in the Archives budget assuming those costs, therefore the 2022 draft budget will increase by $4,800 accordingly.

The Ontario Ancestors plan to continue to occupy their portion of the building, consisting of approximately 820 sq. ft., for a rental fee of $4,800 annually (indexed by CPI). This area includes their resource centre, a portion of a storage vault, and common areas.

Communications

The Oxford Historical Society made known to its members in October 2021 of their intentions to close their Resource Centre at the end of the year and to transfer their archival holdings to the Oxford County Archives.

Archives staff have discussed the transition with agencies in the community seeking others' interest in assuming the records, including museums and the Woodstock Library, however it was suggested that Oxford County Archives would be the most appropriate steward of these local history records.

Further, staff consulted the Ontario Ancestors – Oxford County Branch as a co-tenant and they indicated their support of the County's Archives retaining the Historical Society's records in their current location – refer to Attachment 2.

Subject to Council's approval, notice of the new arrangement will be made available through the Oxford Historical Society's, Oxford Ancestors and the Oxford County Archives' websites and social media platforms. Regular patrons will also be notified.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	***WELL CONNECTED***	***SHAPES THE FUTURE***	***INFORMS & ENGAGES***	***PERFORMS & DELIVERS***	***POSITIVE IMPACT***
				5.i. 5.ii.	

DISCUSSION

Background

A resolution of County Council, dated October 27, 1999, created the County of Oxford Archives effective January 1, 2000. The establishment and operation of the Archives assists the County in meeting the legislative requirements stated under Section 254 of the *Municipal Act, 2001.*

The County of Oxford Archives is a well-respected "total" Archives responsible for the collection of local government records as well as local history materials. Its holdings include the corporate records of the County of Oxford; area municipality corporate records; private fonds from local businesses, community groups, and individuals; as well as an extensive photograph and postcard collection. The Archives is also the official repository for the records of the District of Brock, 1842-1849, which was the precursor to the County of Oxford.

The principles of the County Archives as established under section 3.0 of Archives Management Policy No. 3.04 includes:

- To assist with and promote the efficient and effective management of all records created, received, used and maintained by the County, its agencies, boards and commissions;
- To preserve the County's recorded memory by identifying, acquiring, preserving and protecting its valuable and vital records;
- To acquire and preserve records relating to the social and economic development of the County of Oxford in order to:
  - foster an understanding of local history;
  - preserve information about the history and development of the County and people involved;
  - provide educational and academic resources; and
  - promote tourism through attracting researchers;
- To provide access to the information necessary to support current and future decision making and to permit County Council and the various County departments to meet institutional accountability requirements;
- To assist with and promote compliance with any statutory requirements relating to the collection, use, disclosure, retention and disposal of County records; and
- To provide adequate facilities and services for storage, preservation, retrieval and use of archival records.

The volunteer-operated Oxford Historical Society was founded in 1897 by Andrew Pattullo, in order to preserve and promote the history of Oxford County. Their vast archival collection includes such valuable records related to people, businesses and organizations throughout the county, maps, directories, oral histories, military records, and publications.

In 2011, the Oxford County Archives, Oxford Historical Society and Oxford Branch of Ontario Ancestors (formerly the Oxford Genealogical Society) moved into the newly renovated 82 Light Street, Woodstock. The three organizations have worked closely together to provide research services, and ensure that the history of the County is preserved and made available to the public.

In June 2021, the Archives was approached by the Oxford Historical Society to assume the official repository of their archival holdings as they are no longer able to maintain a physical reference centre due to cost, which has become more difficult to meet as a result of the loss of revenue due to COVOD-19 and the closure of the resource centre to the public. The Oxford Historical Society's volunteer base is also aging and they are unable to find new dedicated volunteers to continue to operate their resource centre. The Society still plans to operate as an organization with meetings and other events, and intends to provide research services remotely – refer to Attachment 1.

The Executive is also encouraging Historical Society members who previously volunteered at the Resource Centre, as well as other Historical Society members, to become volunteers with Oxford Archives, which would help expand the Archives' volunteer base, aid with backlog of unprocessed donations and record transfers, and other potential projects.

Comments

Archives serve as the County's collective memory and can help foster and promote a sense of community and identity by collecting, preserving, and interpreting materials relating to the people, places, and history of Oxford County.

Oxford County Archives has the resources, staff and means to maintain historical records for all of Oxford County and are the only heritage institution, besides the Oxford Historical Society, in the County that does so. By acting as the official repository for the Historical Society, it would allow for their collection to remain intact, while at the same time, strengthening the Archives' current local history holdings. Moreover, records of a similar nature belonging to both organizations could be amalgamated, thereby making it easier for researchers and the public to access information. Records could continue to be accessed through the Archives, with assistance from volunteers of the Historical Society.

In addition, as the Archives is facing space limitations, having access to the former space rented by the Oxford Historical Society, would provide additional work and storage space for Archives staff. At the same time, it would allow Archives staff to continue to foster strong partnerships with Oxford Ancestors and the Oxford Historical Society which is imperative in the collecting, preserving and promoting of the County's rich history.

Conclusions

The Oxford Historical Society's archival holdings provide a wealth of information with respect to the County's past. The assumption of these records by Oxford County Archives will ensure they are preserved and made accessible upon closing of the Historical Society's Resource Centre.

The Oxford County Archives is an ideal candidate, as it has the staff and means to properly preserve these vital materials and make them accessible to the public. At the same time, these records will strengthen the Archives' local history holdings and provide more storage and work space at 82 Light Street.

SIGNATURES

Report Author:

Original signed by

Liz Dommasch
Archivist

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1 - Oxford Historical Society correspondence, dated July 19, 2021
Attachment 2 - Ontario Ancestors (The Ontario Genealogical Society) Oxford County Branch correspondence, dated October 27, 2021

OXFORD HISTORICAL SOCIETY
SINCE 1897

To promote the history of Oxford County in South-Western Ontario

Oxford County Administration
21 Reeve St.
Woodstock ON N4S 3G1

July 19, 2021

To Whom It May Concern:

In planning for our future, the Oxford Historical Society has become aware of the need to plan what should be done with our collection of historical materials when our lease of the Resource Centre is terminated. Our membership is aging and our financial resources are diminishing.

The ideal solution is to donate our collection to the Oxford County Archives, not only since we are in the same building, at 82 Light St., but as the Oxford County Archives has the resources, staff, conservation knowledge, and means to maintain historical records for all of Oxford County and are in fact the only other heritage institution in the County that does so. This would keep our collection intact and centralized, and the materials could be accessed through the Oxford County Archives with assistance from volunteers of the Historical Society.

The only other option would be to divide the collection between other organizations, such as the Woodstock Museum or Woodstock Library, though neither have the space or necessarily the interest in taking on our archival materials. This would be an onerous task to sort through our collection, divide it, and then physically move the items to whatever location agrees to accept them. This method would also lead to confusion for researchers in determining where the materials would be located. It is not certain that we have members able to do this work and we are hesitant to take such drastic measures when there is a repository that would be willing to accept the collection as a whole.

We have met with the staff of the Oxford County Archives and they have determined that our collection is suitable for them to accept and are willing to work with volunteers of the Historical Society to amalgamate our materials into their holdings.

We respectfully request that Oxford County approve our request to donate our collection to the Oxford County Archives.

Oxford Historical Society

Kathleen Richards

Kathie Richards,
President

Mailing address: Box 20091 Woodstock ON N4S 8X8
Street address: 82 Light Street, Court House Square, Woodstock, ON N4S 6H1
Phone: (519) 421-1700
Website: www.oxhs.ca
Email: info@oxhs.ca

Ontario Ancestors
(The Ontario Genealogical Society)
Oxford County Branch
P.O. Box 20091
Woodstock, ON, N4S 8X8

Oxford County Administration
21 Reeve Street
Woodstock, ON N4S 3G1

27 Oct 2021

To Whom It May Concern:

Re: Oxford Historical Society Leaving Resource Centre at 82 Light Street

After many years of sharing space and close co-operation with the Oxford Historical Society we are sad to see the end of our relationship with them under the same roof. We hope to continue to interact with many of the OHS members in future projects and/or research endeavours.

We met Monday with Liz Dommasch to discuss the departure of the OHS and what change(s) that might bring for the Oxford Branch of Ontario Ancestors. We fully support Oxford Archives in taking over OHS's space and wanting to keep many of the Historical Society's records in their current location at the Governor's House.

We look forward to working with all the Oxford County Archives staff.

Sincerely,

Markley Bond
Chair Oxford County Branch
Ontario Ancestors

Oxford County
Growing stronger together

Report No: CS 2021-45
CORPORATE SERVICES
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Corporate Services**

Reserves Year End Allocations and Policy Review

RECOMMENDATIONS

1. **That County Council hereby affirms policy provisions contained in Reserves Policy 6.20 as set out in Attachment 1 to Report No. CS 2021-45 titled "Reserves Year End Allocations and Policy Review";**

2. **And further, that County Council hereby approves reserve year end allocations to the respective reserve and reserve fund accounts for future use as identified in Attachment 2 to Report No. CS 2021-45.**

REPORT HIGHLIGHTS

- Reserves Policy 6.20 is subject to an annual review to ensure appropriate reserve balances are maintained to fund specified operations and capital projects in accordance with the County's Long Term Financial Sustainability Plan
- Year end allocations to and from reserves are based on the status of projects previously approved for funding from reserves or from taxation; year end surpluses; and variance from target balances

Implementation Points

Subject to Council's approval of the recommendations contained in this report, the year end reserve allocations as described and set out in Attachment 2 to this Report will be reflected in 2021 year end financial reports.

Financial Impact

There is no impact on the County's 2021 budget as a result of carrying over funds collected for capital and/or special projects not completed during the year as they are reserved for future use as reflected in the 2021 forecast. At the time these projects are completed the reserves will provide a source of funding that effectively reduces the annual levy to be collected through tax rates and user fees.

Report No: CS 2021-45
CORPORATE SERVICES
Council Date: November 10, 2021

Communications

The policy as amended will be updated in the County's General Policy Manual and staff will be appropriately informed.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.iii.		5.ii.	

DISCUSSION

Background

Each year department managers are requested to review special project and capital spending which could not be completed in the current year. Under spending related to ongoing operational items is generally not reserved, however where special projects cannot be completed due to lack of time or other uncontrollable circumstances the practice has been to reserve those funds for future use.

An annual review of the Reserves Policy ensures the County maintains the appropriate combination of revenue sources to fund ongoing and future projects without imposing significant tax and user fee fluctuations.

In accordance with Reserves Policy 6.20, transfers to and from reserves and reserve funds not specifically approved in the annual operating and capital budgets require Council's approval. Without Council's approval, any funds generated in the year that are not used as a result of incomplete projects will become part of the County's year end surplus and allocated as outlined in the Reserves Policy 6.20. This has the potential of funds being used for projects and/or programs other than the purpose for which they were collected.

Comments

The Reserve Policy has been reviewed in accordance with the Long Term Financial Sustainability Plan designed to ensure that sufficient funding and resources are provided to meet required service level and infrastructure needs over the long term; and, the County's Strategic Plan – *A County that thinks ahead and wisely shapes the future through demonstrated commitment to community wellbeing and sustainability*.

In response, the following proposed Reserves Policy 6.20 amendments described below are clearly marked by tracked changes in Attachment 1 Reserves Policy 6.20.

Section 3.2 – Government Funded Reserves

In 2021, the Federal Government announced Bill C-25 which included changing the name of the federal Gas Tax Fund to the Canada Community-Building Fund. The policy is updated to reflect the new name.

The addition of a Safe Restart Agreement reserve, in accordance with the terms of the Safe Restart funding agreement, to be used to fund ongoing pandemic related costs.

Section 3.3 – Program Specific Reserves

The addition of a Broadband Expansion reserve, in accordance with Resolution No. 20 from the December 9, 2020 Council meeting, to fund future broadband expansion projects in underserved areas.

Section 4.2 – Annual Allocations of Operating Surpluses

During County Council's 2018 (with amendment to the General Allocation in 2019) reserves year end allocations and policy review, in an effort to reduce the funding gap in the County's Asset Management Plan, County Council made a commitment to transfer the annual Library surplus to the Library Facilities Reserve in order to meet funding needs for planned capital projects. The Library Facilities Reserve, in consideration with the annual contributions to this reserve, has a sufficient balance to fund capital needs over the 10 year period. The Library's year end operating surplus is proposed to be allocated to the Libraries reserve to further assist with future tax stabilization, starting with the 2021 projected year end surplus.

Schedule "A" – Reserve Policy

Amendments within Schedule "A" to the Reserve Policy are proposed based on the above noted changes and to clarify and expand on uses of some reserves.

Staff have noted that as a result of the pandemic a number of training programs are remaining virtual with costs equal to or in excess of the cost for in-person training. The target balance of the Training reserve is proposed to increase to $250,000 to account for these potential unknowns to ongoing training needs, as well as an increased need in corporate training to ensure that County staff continue to deliver exceptional services.

Conclusions

This report fulfills the requirements of the County's Reserves Policy for an annual review and authorizes carryover of funds generated for projects and/or special programs not completed in 2021 to the appropriate reserve or reserve fund for future use.

Report No: CS 2021-45
CORPORATE SERVICES
Council Date: November 10, 2021

SIGNATURES

Report Author:

Original signed by

Jennifer Lavallee, CPA, CGA
Coordinator of Asset Management

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1 – Reserve Policy 6.20
Attachment 2 – 2021 Year End Reserve Continuity Report

Oxford County
Growing stronger together

GENERAL POLICY MANUAL

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.20	SIGNATURE:	
PAGE:	1 of 12	DATE:	August 10, 2011
REFERENCE POLICY:	6.16, 6.19, Asset Management Plan	REVISED:	November 13, 2019

Reserves

POLICY

A financially sustainable County government provides an optimal mix and level of services to citizens within available means while proactively taking measures to preserve the ability to continue providing value in the long term. Reserves are established to accomplish this goal.

The objective of the reserves policy is to ensure adequate working capital is available for cash flow and contingency purposes, and as a source of funding the County's long-term capital plan, while maintaining reasonable tax rates and user fees.

DEFINITIONS

Reserves — A reserve is an allocation of accumulated net revenue. It has no reference to any specific assets and does not require the physical segregation of money or assets. Reserves are part of the revenue fund and, therefore, do not earn interest on their own, as is the case of reserve funds. Any earnings derived from investment of reserves' money are reported as revenue fund earnings.

Reserve Funds — A reserve fund differs from a reserve in that the reserve fund assets are segregated and restricted to meet the purpose of the reserve fund. All earnings derived from such investments must form part of the reserve fund. There are two types of reserve funds: obligatory reserve funds and discretionary reserve funds.

Obligatory Reserve Funds — An obligatory reserve fund, as per statute or legislation requirements, is comprised of funds received for special purposes and are segregated from the general revenues of the County. Obligatory reserve funds are created solely for the purpose prescribed for them.

Discretionary Reserve Funds — A discretionary reserve fund is not segregated from the general revenues of the County, based on Council direction, to finance a future expenditure or to provide for a specific contingent liability so that the funds are available as required.

PROCEDURES

1.0 Authority

1.1 **Municipal Act, 2001**

1.1.1 Subsection 289(3) – in preparing the budget, an upper tier municipality may provide for such reserves as the upper tier municipality deems necessary.

1.1.2 Section 293 – specifies that the Minister may make regulations requiring a municipality to establish a reserve fund designated for prescribed liabilities, defining “liabilities”, requiring a municipality to make payments into the reserve fund, prohibiting the municipality from changing the purpose for which the reserve fund is designated; and prescribing the conditions under which the municipality may change the designation of all or any part of the reserve fund, and borrow from the reserve fund.

1.1.3 Section 417 – allows a municipality to provide in its budget for the establishment or maintenance of a reserve fund for any purpose for which it has authority to spend money and that a municipality may by by-law provide that the money raised for a reserve fund may be spent or applied to a purpose other than that for which the fund was established.

2.0 Principles and Objectives

2.1 The County recognizes that the strategic use of reserves and reserve funds is an essential part of long term corporate financial planning (Policy 6.16 Long Term Financial Sustainability Plan). In addition, reserves and reserve funds shall receive priority consideration for the distribution of surplus funds and non-recurring revenues

2.2 Reserves represent an important tool in debt management as it is a source of financing for larger projects. Capital budgets can vary from year-to-year, which can create a funding need that may be best financed over time (Policy 6.19 Debt Management Policy).

2.2 Reserves and reserve funds may be established for any purpose deemed necessary by resolution of County Council, or if required in accordance with provincial statute. Typical uses of reserves are for contingencies, stabilization purposes and capital financing.

2.3 Reserves and reserve funds may be closed only by resolution of Council.

2.4 The County Treasurer is authorized to process transfers to and from reserves and reserve funds in compliance with the sources and uses listed in Appendix "A", which forms an integral part of this policy, and in accordance with annual operating and capital budgets.

2.5 Reserve transfers not part of the annual operating or capital budget or set out specifically in this policy must be approved by County Council.

2.6 Target balances, funding sources and uses of reserves and reserve funds are set out in Appendix "A".

3.0 Reserves and Reserve Fund Categories

Appropriate balances shall be maintained reflecting the nature of the accounts, such as:

3.1 **Stabilization Reserves** – used to offset extraordinary and unforeseen expense requirements, one-time expenses, revenue shortfalls, to avoid significant fluctuations on the general tax levy and to manage cash flows.

3.1.1 Corporate General
3.1.2 Water/Wastewater Community Servicing Assistance Program
3.1.3 Waste Collection
3.1.4 Legal
3.1.5 Insurance
3.1.6 WSIB
3.1.7 Pay Equity
3.1.8 Training
3.1.9 Working Funds

3.2 **Government Funded Reserves** – established to track the revenues received from the Provincial and Federal Governments for specific services. Funding received from other levels of government will be used in future budgets as per the guidelines or requirements of each program.

3.2.1 Canada Community-Building Fund~~Federal Gas Tax~~
3.2.2 Ontario Community Infrastructure Fund
3.2.3 Safe Restart Agreement

3.3 **Program Specific Reserves** – established in response to specific programs or special funding that has been received.

3.3.1 Land Ambulance
3.3.2 Planning – Official Plan review
3.3.3 Libraries
3.3.4 Child Care Mitigation Funding
3.3.5 Rural Trees
3.3.6 Landfill and Waste Diversion (fund)
3.3.7 Source Water Protection
3.3.8 Affordable Housing
3.3.9 Broadband Expansion

3.4 **Capital Reserves** – used to fund specific replacement or renewal of capital assets. As the assets of the County increase, so should the contribution from the Operating Budget to these reserves for the replacement and refurbishment needs of the underlying capital assets, based on lifecycle costing.

3.4.1 Facilities
3.4.2 Roads
3.4.3 Bridges
3.4.4 Fleet
3.4.5 Water – Townships
3.4.6 Water – Ingersoll
3.4.7 Water – Tillsonburg
3.4.8 Water – Woodstock
3.4.9 Wastewater - Embro
3.4.10 Wastewater – Drumbo
3.4.11 Wastewater – Ingersoll
3.4.12 Wastewater - Innerkip
3.4.13 Wastewater – Mt. Elgin
3.4.14 Wastewater – Norwich
3.4.15 Wastewater – Plattsville
3.4.16 Wastewater – Tavistock
3.4.17 Wastewater – Thamesford
3.4.18 Wastewater – Tillsonburg
3.4.19 Wastewater – Woodstock
3.4.20 Information Systems
3.4.21 Social Housing
3.4.22 Land Ambulance - Stations
3.4.23 Land Ambulance - Vehicles and Equipment
3.4.24 Facilities – Libraries
3.4.25 Woodingford Lodge – Equipment

4.0 Reserves and Reserve Fund Sustainability Strategies

Reserve and reserve fund preservation and sustainability has become more prevalent over time with the reduction of transfer payments from other levels of government to support local services. Municipalities are facing financial challenges to meet service level expectations and must seek other means of sustaining an appropriate level of reserves through increased revenues. The following strategies are designed to specific revenue streams to reserves:

4.1 **Interest Allocations** – the following reserves, not represented by a reserve fund with segregated assets, shall receive, or be charged, an allocation of interest in the year, based on the County's average monthly interest rate earned on its current bank deposit balances, to each of the reserves calculated on their average opening and ending balances for the year.

3.5.1 Insurance
3.5.2 Facilities
3.5.3 Roads
3.5.4 Bridges
3.5.5 Fleet
3.5.6 Water – Townships
3.5.7 Water – Ingersoll
3.5.8 Water – Tillsonburg
3.5.9 Water – Woodstock
3.5.10 Wastewater - Embro
3.5.11 Wastewater – Drumbo
3.5.12 Wastewater – Ingersoll
3.5.13 Wastewater - Innerkip
3.5.14 Wastewater – Mt. Elgin
3.5.15 Wastewater – Norwich
3.5.16 Wastewater – Plattsville
3.5.17 Wastewater – Tavistock
3.5.18 Wastewater – Thamesford
3.5.19 Wastewater – Tillsonburg
3.5.20 Wastewater – Woodstock
3.5.21 Information Systems
3.5.22 Social Housing
3.5.23 Land Ambulance - Stations
3.5.24 Land Ambulance - Vehicles and Equipment
3.5.25 Facilities – Libraries
3.5.26 Woodingford Lodge - Equipment

4.2 Annual Allocation of Operating Surpluses

Annual year-end audited operating surpluses allocated as follows:

4.2.1 Waste collection surplus funded through user fees allocated to the Waste Collection reserve.

4.2.2 Legal expense surplus allocate to Legal reserve.

4.2.3 Training expense surplus allocated to the Training reserve.

4.2.4 Library surplus allocated to ~~Facilities~~ Librariesy reserve.

4.2.5 Landfill surplus funded through user fees allocated to Landfill and Waste Diversion reserve fund.

4.2.6 Source Water Protection funded through user fees allocated to Source Water Protection reserve.

4.2.7 Housing surplus allocated to the Affordable Housing reserve.

4.2.8 Water and Wastewater Systems funded through user fees allocated to their respective systems' reserve.

4.2.9 Tree harvesting revenue surplus allocated to the rural trees reserve.

4.2.10 The resulting consolidated County operating surplus after all the above allocations have been accounted for allocated as follows:

i. 25% allocated to the Corporate General Reserve;
ii. 50% allocated to the Roads Capital Reserve;
iii. 20% allocated to the Bridge Capital Reserve;
iv. 5% allocated to the Housing Capital Reserve.

4.3 Annual Reporting and Monitoring

An annual review of cash flow requirements and appropriate fund balances shall be undertaken to determine whether modifications are appropriate for the reserve policy.

On the basis of the annual policy review, the following year's budget report will include a current year reserve continuity schedule and a five year projected reserve balance schedule reflecting the reserve provisions contained in the budget.

Appendix A
Reserve and Reserve Funds

Reserve Name	Target Balance	Sources of Funding	Uses of Funding
Stabilization Reserves			
Corporate General	15% of the County's current year's tax levy	Operating budget and 25% of year-end County operating surplus	Emergency and unplanned situations; and tax stabilization due to significant assessment appeals beyond operating budget provisions and capping shortfalls; as determined appropriate by Council; and current year end County deficits
Water/Wastewater Community Servicing Assistance Program	Balance projected through most recent regular water rate review that will meet the future requirements of the fund	No current funding sources	According to CSAP By-Law 5345-2012
Waste Collection	40% of estimated annual bag tags sales based on prior 3 year's sales	Year-end surplus from waste collection efforts (funded by bag tag user fees)	To fund deficits in waste collection program
Legal	Two times the average annual legal costs based on prior three years – no less than $500,000	Year-end surplus from legal expenses until target balance is met	Significant OMB or other unbudgeted or extraordinary legal matters
Insurance	Average costs to the County expended on claims below the deductible plus claims billed back by the insurer in the past five years – no less than $750,000	Operating budget; and interest earned based on average balance	Unbudgeted self insured claims, non-insurable claims and claims less than the County's insurance deductible; and to mitigate significant increases in insurance premiums
WSIB	Based on 75% of triennial actuarial evaluation	Operating budget	To fund significant and/or unbudgeted WSIB claims and employee injury related costs
Pay Equity	2% of payroll	Operating budget	Fund pay equity adjustments retroactive to prior years or unanticipated adjustments in current year
Training	$~~100~~250,000	Year-end surplus from training expenses until reserve target has been met	Training programs having corporate significance as determined by the CAO
Working Funds	10% of the County's current year's tax levy	Operating budget	To support corporate cash flow

Appendix A
Reserve and Reserve Funds

Reserve Name	Target Balance	Sources of Funding	Uses of Funding
Government Funded Reserves			
Canada Community-Building Fund~~Federal Gas Tax~~	N/A	Federal Government – administered by AMO	New incremental capital spending on infrastructure including local roads, bridges and active transportation such as bike lanes that enhance sustainability outcomes in accordance with the Keeping Canada's Economy and Jobs Growing Act
Ontario Community Infrastructure Fund	N/A	Government of Ontario under Ontario Community Infrastructure Fund Agreement	Capital spending on renewal, rehabilitation and replacement of core infrastructure assets. Eligible project categories include: paved roads, street lighting as part of a roads project, bridges and culverts, water treatment, water distribution/transmission, wastewater treatment and disposal, sanitary sewer systems and storm water systems, subject to restrictions. The development and implementation of asset management plans for core infrastructure assets are also eligible. The Agreement sets out the eligible projects/categories as well as the terms and conditions in further detail.
Safe Restart Agreement	N/A	Government of Ontario under Safe Restart Agreement	Support any COVID-19 related operating need
Program Specific Reserves			
Planning	Average annual Official Plan and planning studies cost requirements based on equal cost installment cycle	Operating budget until target balance is met	Official Plan review, comprehensive amendments and planning related studies (e.g. secondary plans etc.)
Libraries	5% of Library's current year's tax levy	Operating budget, year-end Library operating surplus	Unbudgeted extraordinary operating or capital expenses to provide sufficient flexibility and protection for unforeseen events in the Library system, tax stabilization
Child Care Mitigation Funding	N/A	Provincial funding	To offset child care service costs to support transition to Ontario's new child care funding formula over three to five years

Appendix A
Reserve and Reserve Funds

Reserve Name	Target Balance	Sources of Funding	Uses of Funding
Rural Trees	N/A	Surplus tree revenues over budget	To fund additional tree plantings over base budget
Landfill and Waste Diversion (reserve fund)	Future landfill expansion and capital costs	Annual surplus of the Landfill (generated exclusively from user fees); and interest revenue	Future maintenance costs and current capital improvements, future expansion and replacement costs; and funding programs that would extend the life of the landfill by waste diversion and sustainability efforts
Source Water Protection	N/A	Year-end surplus from Source Water Protection program (funded by user fees)	To fund spending deficits in the Source Water Protection program
Affordable Housing	N/A	Disposal of Land/Housing First Policy; Year-end surplus from Housing division	Affordable housing incentives and capital expenditures associated with the development of new housing units
Broadband Expansion	N/A	Operating budget	Fund future broadband expansion in underserved areas
Capital Reserves			
Facilities	To meet lifecycle financing requirements based on Asset Management Plan for all County buildings (except libraries, land ambulance, housing, water and wastewater facilities)	Operating budget; and annual net rental income from County-owned rural properties and facilities (excluding library, land ambulance, housing, water and wastewater facilities)[1]~~; 5% of year-end County operating surplus~~	Capital repairs, maintenance, betterments and replacements of County-owned buildings[2] and communication towers (except libraries, land ambulance, housing, water and wastewater facilities); energy management programs to fund capital projects that would result in future energy savings; and emergency and unplanned repairs
Roads	To meet lifecycle financing requirements based on Asset Management Plan	Operating budget; and surplus from capital road projects funded by taxation[3]; 50% of year-end County operating surplus	Funding roads, stormwater and drainage capital projects; budget adjustments at time of tender; road emergency or unplanned expenses

[1] And interest earned based on average balance

~~[2] Costs related to the Development Charges Act requirement that development-related capital costs be reduced by 10%. The 10% must be funded from non-growth related sources.~~

Appendix A
Reserve and Reserve Funds

Reserve Name	Target Balance	Sources of Funding	Uses of Funding
Bridges	To meet lifecycle financing requirements based on Asset Management Plan	Operating budget; and surplus from capital bridge projects funded by taxation[3]; 15% of year-end County operating surplus	Funding bridge capital projects; budget adjustments at time of tender; bridge emergency or unplanned expenses
Fleet	To meet lifecycle financing requirements based on Asset Management Plan	Annual allocation based on internal charges to departments[3]	Replacement of rolling stock and equipment (excluding emergency services vehicles and equipment). New initiatives to meet Green Fleet objectives. Fleet operating cost deficits when proceeds from equipment sales targets are not met.
Water – Townships	To meet lifecycle financing requirements based on Asset Management Plan	Annual surplus in operating system (funded by user fees)[3]	Funding of system capital projects; unplanned deficits of operating system; and emergency and unplanned expenditures in operating system
Water – Ingersoll			
Water – Tillsonburg			
Water – Woodstock			
Wastewater – Embro			
Wastewater – Drumbo			
Wastewater – Ingersoll			
Wastewater – Innerkip			
Wastewater – Mt. Elgin			
Wastewater – Norwich			
Wastewater – Plattsville			
Wastewater – Tavistock			
Wastewater – Thamesford			
Wastewater – Tillsonburg			
Wastewater – Woodstock			
Information Systems	Average annual replacement requirements for hardware and corporate software in accordance with replacement policy for hardware ~~and three year upgrade for VoIP software systems~~; and	Annual allocation based on internal charges to departments[3]	Replacement or upgrades of computer hardware and to fund software upgrades or acquisition having corporate benefit, including ~~aerial photography updates and~~ shared municipal network equipment. Computer and network infrastructure security and insurance not associated with regular

[3] And interest earned based on average balance

Appendix A
Reserve and Reserve Funds

Reserve Name	Target Balance	Sources of Funding	Uses of Funding
	shared municipal network infrastructure		and reoccurring expenditures.
Housing	To meet lifecycle financing requirements based on Asset Management Plan for all County-owned Housing buildings	Operating budget[5]; 5% of year-end County operating surplus	Capital improvements to existing social housing stock
Land Ambulance – Stations	To meet lifecycle financing requirements based on Asset Management Plan for County-owned Land Ambulance Stations	Dedicated funding provided by the Ministry of Health and Long-Term Care[5]	Capital repairs, maintenance, betterments and replacements of County-owned Land Ambulance Stations[4]
Land Ambulance – Vehicles and Equipment	To meet lifecycle financing requirements based on Asset Management Plan	Dedicated funding provided by the Ministry of Health and Long-Term Care and proceeds from equipment sales[5]	Replacement of Land Ambulance vehicles and equipment
Facilities – Libraries	To meet lifecycle financing requirements based on Asset Management Plan for County-owned library buildings	Operating budget[5]~~; year-end Library operating surplus~~	Capital repairs, maintenance, betterments and replacements of County-owned library buildings[4]
Woodingford Lodge - Equipment	To meet lifecycle financing requirements	Operating budget and proceeds from equipment sales[5]	Replacement of Woodingford Lodge furniture and fixtures, and equipment including lifts and dietary equipment

[4] ~~Costs related to the Development Charges Act requirement that development-related capital costs be reduced by 10%. The 10% must be funded from non-growth related sources.~~

[5] And interest earned based on average balance

Oxford County
Growing stronger together

2021 RESERVE CONTINUITY YEAR-END REPORT

	2020 CLOSING BALANCE	2021 BUDGET INTEREST	2021 BUDGET TO	2021 BUDGET FROM	2021 BUDGET CLOSING BALANCE	2021 FORECAST INTEREST	2021 FORECAST TO	2021 FORECAST FROM	2021 RESERVE REALIGNMENT	2021 FORECAST CLOSING BALANCE	RESERVE TARGET POLICY	POLICY (SURPLUS) SHORTFALL	
DEVELOPMENT CHARGES													
91100 DC - ADMIN	392,452	2,900	73,185	(230,500)	238,037	3,100	81,985	(34,750)	-	442,787	-	-	
91230 DC - ROADS	1	-	2,091,601	(2,091,900)	(298)	-	2,385,000	(979,600)	-	1,405,401	-	-	
91231 DC - WASTE DIVERSION	32	-	24,230	(23,864)	398	-	27,730	(27,628)	-	134	-	-	
91251 DC - WW WOODSTOCK	1,476,310	8,300	1,293,341	(70,278)	2,707,673	11,800	1,250,000	(309,298)	-	2,428,812	-	-	
91252 DC - WW TILLSONBURG	5,683,561	41,700	477,292	(1,603,705)	4,598,848	45,500	1,225,000	(1,361,088)	-	5,592,973	-	-	
91253 DC - WW INGERSOLL	5	-	543,157	(543,123)	39	-	543,157	(543,161)	-	1	-	-	
91254 DC - WW NORWICH	2,566,706	19,700	184,443	(101,311)	2,669,538	20,500	212,000	(115,812)	-	2,683,394	-	-	
91255 DC - WW TAVISTOCK	6	-	305,736	(305,735)	7	-	338,236	(338,241)	-	1	-	-	
91256 DC - WW PLATTSVILLE	3	-	182,401	(182,399)	5	-	360,500	(360,503)	-	-	-	-	
91257 DC - WW THAMESFORD	229,117	1,800	-	(867)	230,050	1,800	-	(537)	-	230,380	-	-	
91258 DC - WW DRUMBO	315,636	700	2,830,308	(2,920,064)	226,580	2,500	28,198	(346,330)	-	4	-	-	1
91259 DC - WW MT ELGIN	533	-	795	(770)	558	-	995	(477)	-	1,051	-	-	
91261 DC - W WOODSTOCK	147,383	-	3,854,954	(3,855,652)	146,685	1,200	641,000	(789,215)	-	368	-	-	1
91262 DC - W TILLSONBURG	7	-	158,411	(158,505)	(87)	-	410,000	(334,471)	-	75,536	-	-	
91263 DC - W INGERSOLL	9	-	136,567	(136,577)	(1)	-	136,567	(136,576)	-	-	-	-	
91264 DC - W NORWICH	3	-	39,071	(39,071)	3	-	46,000	(46,003)	-	-	-	-	
91265 DC - W TAVISTOCK	650,884	4,000	34,097	(96,374)	592,607	5,200	37,697	(196,624)	-	497,157	-	-	
91266 DC - W PLATTSVILLE	4	-	70,173	(70,179)	(2)	-	100,000	(100,003)	-	1	-	-	
91267 DC - W THAMESFORD	1	-	86,302	(86,297)	6	-	350,000	(280,540)	-	69,461	-	-	
91268 DC - W DRUMBO	21,994	200	-	(727)	21,467	200	-	(450)	-	21,744	-	-	
91269 DC - W MT ELGIN	(374,699)	-	78,015	(78,017)	(374,701)	(887)	96,015	215,856	-	(63,715)	-	-	
91500 DC - EMS	120,860	400	234,805	(137,149)	218,916	1,000	264,805	(137,149)	-	249,516	-	-	
91600 DC - LIBRARY	389,409	2,300	128,948	(212,461)	308,196	3,100	208,200	(212,461)	-	388,248	-	-	
TOTAL DEVELOPMENT CHARGES	11,620,217	82,000	12,827,832	(12,945,525)	11,584,524	95,013	8,743,085	(6,435,061)	-	14,023,254	-	-	
RESERVE FUNDS													
93270 RF - LANDFILL AND WASTE DIV.	23,706,458	400,000	10,500	(479,000)	23,637,958	400,000	10,500	(736,465)	-	23,380,493	20,650,000	(2,730,493)	2
TOTAL RESERVE FUNDS	23,706,458	400,000	10,500	(479,000)	23,637,958	400,000	10,500	(736,465)	-	23,380,493	20,650,000	(2,730,493)	
RESERVES													
STABILIZATION RESERVES													
92101 R - WSIB	3,805,290	-	-	-	3,805,290	-	-	-	-	3,805,290	5,357,000	1,551,710	
92102 R - PAY EQUITY	1,333,355	-	-	(40,000)	1,293,355	-	-	(42,000)	-	1,291,355	990,000	(301,355)	
92103 R - TRAINING	282,543	-	-	(40,000)	242,543	-	7,457	(40,000)	-	250,000	100,000	(150,000)	
92130 R - CORPORATE GENERAL	12,545,013	-	-	(6,805,987)	5,739,026	-	-	(6,997,123)	-	5,547,890	9,640,000	4,092,110	
92131 R - WORKING CAPITAL	6,100,000	-	-	-	6,100,000	-	-	-	-	6,100,000	6,420,000	320,000	
92133 R - LEGAL	491,718	-	-	-	491,718	-	3,870	(30,000)	-	465,588	630,000	164,412	
92134 R - INSURANCE	1,501,731	12,013	-	-	1,513,744	12,014	-	-	-	1,513,745	750,000	(763,745)	
92240 R - WATER/WASTEWATER CSAP	2,402,355	-	-	(284,000)	2,118,355	-	-	(251,347)	-	2,151,008	-	-	
92280 R - WASTE COLLECTION	2,750,823	-	-	(685,964)	2,064,859	-	-	(379,039)	-	2,371,784	1,247,000	(1,124,784)	3
TOTAL STABILIZATION RESERVES	31,212,828	12,013	-	(7,855,951)	23,368,890	12,014	11,327	(7,739,509)	-	23,496,660	25,134,000	3,788,348	
GOVERNMENT FUNDED RESERVES													
92170 R - FEDERAL RESTART	3,332,596	-	-	-	3,332,596	-	1,244,656	(584,727)	-	3,992,525	-	-	
92205 R - COMMUNITY-BUILDING FUND	2,482,263	10,636	3,516,005	(5,590,000)	418,904	27,302	6,896,041	(5,035,000)	-	4,370,606	-	-	4
92206 R - OCIF	1,849,408	7,381	-	(1,859,889)	(3,100)	12,331	2,234,511	(2,850,500)	-	1,245,750	-	-	5
TOTAL GOVERNMENT FUNDED RESER	7,664,267	18,017	3,516,005	(7,449,889)	3,748,400	39,633	10,375,208	(8,470,227)	-	9,608,881	-	-	

Oxford County
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2021 RESERVE CONTINUITY YEAR-END REPORT

	2020 CLOSING BALANCE	2021 BUDGET INTEREST	2021 BUDGET TO	2021 BUDGET FROM	2021 BUDGET CLOSING BALANCE	2021 FORECAST INTEREST	2021 FORECAST TO	2021 FORECAST FROM	2021 RESERVE REALIGNMENT	2021 FORECAST CLOSING BALANCE	RESERVE TARGET POLICY	POLICY (SURPLUS) SHORTFALL	
PROGRAM SPECIFIC RESERVES													
92135 R - BROADBAND EXPANSION	-	-	1,274,487	-	1,274,487	-	1,274,487	-	-	1,274,487	-	-	
92215 R - TREES RURAL	55,503	-	-	(16,250)	39,253	-	-	(16,250)	-	39,253	-	-	
92244 R - SOURCE WATER PROTECTIO	1,170,390	-	-	(347,275)	823,115	-	50,880	(240,651)	-	980,619	-	-	
92301 R - CHILD CARE MITIGATION FUN	965,695	-	-	-	965,695	-	-	(669,000)	-	296,695	-	-	6
92302 R - AFFORDABLE HOUSING	6,090,172	-	537,000	(4,085,888)	2,541,284	-	2,964,645	(4,469,359)	-	4,585,458	-	-	7
92400 R - PLANNING - OFFICIAL PLAN	687,250	-	-	(208,710)	478,540	-	-	(12,340)	-	674,910	604,000	(70,910)	8
92600 R - LIBRARIES	915,901	-	-	(159,317)	756,584	-	308,346	(140,297)	-	1,083,950	200,000	(883,950)	9
TOTAL PROGRAM SPECIFIC RESERVE	9,884,911	-	1,811,487	(4,817,440)	6,878,958	-	4,598,358	(5,547,897)	-	8,935,372	804,000	(954,860)	
CAPITAL RESERVES													
GENERAL													
92120 R - INFORMATION SYSTEMS	1,311,212	8,325	207,405	(325,970)	1,200,972	10,375	207,405	(235,970)	-	1,293,022	622,000	(671,022)	
92210 R - FACILITIES	4,588,982	28,785	1,059,380	(2,047,175)	3,629,972	35,579	1,241,476	(1,454,361)	-	4,411,676	8,000,000	3,588,324	10
92220 R - FLEET	2,002,387	17,442	2,125,050	(1,750,084)	2,394,795	17,287	1,950,200	(1,632,442)	-	2,337,432	2,137,000	(200,432)	
92230 R - ROADS	14,622,057	77,481	8,721,000	(11,304,527)	12,116,011	108,669	7,824,000	(9,900,754)	-	12,653,972	14,390,000	1,736,028	10
92235 R - BRIDGES	11,439,082	71,946	2,550,000	(3,593,094)	10,467,934	92,691	2,550,000	(2,255,431)	-	11,826,342	4,600,000	(7,226,342)	10
92300 R - SOCIAL HOUSING	2,801,861	17,562	750,000	(1,195,500)	2,373,923	22,784	750,000	(688,135)	-	2,886,510	3,080,000	193,490	10
92335 R - WOODINGFORD LODGE EQU	88,961	691	336,500	(285,933)	140,219	988	336,500	(267,356)	-	159,093	287,000	127,907	
92511 R - LAND AMBULANCE VEHICLE	1,209,770	5,870	795,000	(762,360)	1,248,280	8,431	795,000	(1,106,733)	-	906,468	463,000	(443,468)	10
92512 R - LAND AMBULANCE STATION	592,670	4,052	40,000	(165,166)	471,556	4,610	40,000	(72,946)	-	564,334	450,000	(114,334)	
TOTAL GENERAL	38,656,982	232,154	16,584,335	(21,429,809)	34,043,662	301,414	15,694,581	(17,614,128)	-	37,038,849	34,029,000	(3,009,849)	
LIBRARY													
92602 R - OCL NORWICH CAPITAL	40,466	-	-	-	40,466	-	-	-	-	40,466	-	-	
92605 R - OCL - FACILITIES	826,176	5,361	67,000	(324,000)	574,537	5,369	67,000	(376,980)	-	521,565	1,250,000	728,435	11
TOTAL LIBRARY	866,642	5,361	67,000	(324,000)	615,003	5,369	67,000	(376,980)	-	562,031	1,250,000	728,435	
TOTAL CAPITAL RESERVES	39,523,624	237,515	16,651,335	(21,753,809)	34,658,665	306,783	15,761,581	(17,991,108)	-	37,600,880	35,279,000	(2,281,414)	
TOTAL RESERVES	88,285,630	267,545	21,978,827	(41,877,089)	68,654,913	358,430	30,746,474	(39,748,741)	-	79,641,793	61,217,000	552,074	
WATER & WASTEWATER RESERVES													
92249 R-WW EMBRO	582,146	4,611	117,509	(18,180)	686,086	4,966	117,509	(36,278)	-	668,343	693,000	24,657	12
92250 R - WW INNERKIP	981,753	7,199	100,017	(138,908)	950,061	7,505	100,017	(180,611)	-	908,664	531,000	(377,664)	12
92251 R - WW WOODSTOCK	15,506,445	110,028	1,888,771	(4,275,618)	13,229,626	115,817	1,976,102	(3,763,399)	-	13,834,965	15,165,000	1,330,035	12
92252 R - WW TILLSONBURG	21,411,441	152,824	1,649,652	(5,131,017)	18,082,900	153,226	1,913,314	(6,410,334)	-	17,067,647	7,937,000	(9,130,647)	12
92253 R - WW INGERSOLL	5,940,820	49,610	2,631,968	(1,000,260)	7,622,138	52,744	2,684,227	(1,345,608)	-	7,332,183	11,784,000	4,451,817	12
92254 R - WW NORWICH	2,739,066	24,091	405,085	(214,153)	2,954,089	23,105	430,061	(121,166)	-	3,071,066	1,110,000	(1,961,066)	12
92255 R - WW TAVISTOCK	2,211,464	14,309	851,993	(199,952)	2,877,814	20,440	885,499	(200,754)	-	2,916,649	1,533,000	(1,383,649)	12
92256 R - WW PLATTSVILLE	1,742,212	13,950	148,080	(208,493)	1,695,749	14,613	337,590	(167,639)	-	1,926,776	958,000	(968,776)	12
92257 R - WW THAMESFORD	3,485,569	28,219	390,128	(100,300)	3,803,616	28,400	390,128	(258,660)	-	3,645,437	882,000	(2,763,437)	12
92258 R - WW DRUMBO	1,482,677	5,137	139,164	(1,308,635)	318,343	6,754	144,114	(1,419,903)	-	213,642	1,566,333	1,352,691	12
92259 R - WW MT ELGIN	588,527	4,144	80,877	(80,953)	592,595	4,677	80,877	(88,741)	-	585,340	275,000	(310,340)	12
92261 R - W WOODSTOCK	21,353,562	156,677	2,755,244	(4,385,108)	19,880,375	167,612	2,838,766	(3,602,525)	-	20,757,415	11,231,000	(9,526,415)	12
92262 R - W TILLSONBURG	5,065,843	32,106	1,402,618	(1,672,314)	4,828,253	39,883	1,554,107	(1,696,243)	-	4,963,590	6,525,000	1,561,410	12
92263 R - W INGERSOLL	9,055,626	67,122	1,558,187	(1,631,757)	9,049,178	71,675	1,555,796	(1,687,185)	-	8,995,912	3,776,000	(5,219,912)	12
92264 R - W TOWNSHIP	10,655,689	73,950	1,347,259	(684,838)	11,392,060	85,898	1,637,327	(1,451,983)	-	10,926,931	5,610,000	(5,316,931)	12
TOTAL WATER & WASTEWATER RESERV	102,802,840	743,977	15,466,552	(21,050,486)	97,962,883	797,315	16,645,434	(22,431,029)	-	97,814,560	69,576,333	(28,238,227)	
TOTAL RESERVES	**226,415,145**	**1,493,522**	**50,283,711**	**(76,352,100)**	**201,840,278**	**1,650,758**	**56,145,493**	**(69,351,296)**	**-**	**214,860,100**	**151,443,333**	**(30,416,646)**	

Oxford County
Growing stronger together

2021 RESERVE CONTINUITY YEAR-END REPORT

	2020 CLOSING BALANCE	2021 BUDGET INTEREST	2021 BUDGET TO	2021 BUDGET FROM	2021 BUDGET CLOSING BALANCE	2021 FORECAST INTEREST	2021 FORECAST TO	2021 FORECAST FROM	2021 RESERVE REALIGNMENT	2021 FORECAST CLOSING BALANCE	RESERVE TARGET POLICY	POLICY (SURPLUS) SHORTFALL

Notes

[1] Funding (internal loan) for development portion of capital project not proceeding in current year

[2] BioSolid Disposal Expense related to 2020 tipping fee revenue

[3] Waste collection costs lower than estimated resulting in a decreased funding requirements

[4] One-time top-up funding received in 2021

[5] Funding announcement received after 2021 budget package finalized

[6] In-year approval of Renovation and Upgrades to 75 Graham Street, Woodstock for EarlyON Child and Family Centre programs and services

[7] Change in affordable housing projects; surplus from housing contributed to reserves

[8] Contribution from reserves for planning review not required as review has been delayed

[9] Library surplus allocated to reserve for 2021; Surplus due to change in delivery model during COVID

[10] Delay in the completion of projects; projects completed below original cost estimate

[11] Additional urgent capital masonry work required at the Ingersoll Town Hall and Library

[12] The excess revenues generated in the water and wastewater systems that are over the operating costs are contributed to reserves and then used to cover all capital project costs. Some projects have been delayed until future years and therefore less contribution from reserves was required

Oxford County
Growing stronger together

Report No: CS 2021-46
CORPORATE SERVICES
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Corporate Services**

2022 Business Plans and Budget

RECOMMENDATION

1. **That the 2022 preliminary budget information package be received for discussion purposes.**

REPORT HIGHLIGHTS

- 2022 County general levy $66.5 million – 4.3% increase over 2021
- 2022 Library levy $4.1 million – 1.7% increase over 2021
- 2022 Court Security Grant levy – $51,541 – 45.8% decrease from 2021
- $64.1 million financed capital plan – 3.1% decrease over 2021
- 13 new initiatives to advance the Strategic Plan
- $40.8 million contributions to capital reserves for Asset Management purposes
    - $16.2 million related to General Levy – increase of $0.6 million
    - $0.1 million related to Library Levy – increase of $33,000 which is offset by retirement of debt obligation payments in 2022
    - $6.0 million related to wastewater reserves – reduction of $1.4 million from 2021
    - $6.2 million related to water reserves – reduction of $0.4 million from 2021
    - $1.1 million in interest revenue allocation
    - $0.6 million in development charge exemptions funded from levy and rates
    - $3.5 million in capital grants
    - $7.1 million in development charge revenues collected

Implementation Points

The proposed schedule for presentations of draft 2022 business plans and budgets is set out in Table 1.

Table 1 – 2022 Budget Meeting Schedule

Budget Meeting	Date	Time	
Special Council Meeting #1	Wednesday, November 17, 2021	9:00am - 12:00pm	
Special Council Meeting #2	Wednesday, November 24, 2021	2:00pm - 6:00pm	
Regular Council Meeting	Wednesday, December 8, 2021	9:30am -	*

* Special budget meeting falls on a regular Council meeting date.

Further discussion will take place in regards to scheduling any supplementary budget meetings that may be required with a goal to adopt the 2022 budget on **Wednesday, December 8, 2021** at the regular scheduled Council meeting.

The Senior Management Team will present the business plans and budgets as outlined in Table 2.

Table 2 – 2022 Budget Meeting Objectives

Wednesday, November 17, 2021 – Special Meeting
Process overview/Budget Summary
Capital budget
Departmental budgets
Wednesday, November 24, 2021 – Special Meeting
Departmental budgets continued
Council discussion and deliberations
Wednesday, December 8, 2021 – Regular Council Meeting
Final deliberations and consideration of amending motions

Budget deliberations are planned to take place during an open session of Council to allow Council the opportunity to present resolutions to advance the budget approval process. These resolutions may include, but not necessarily limited to the following, or may be variations of the following:

That Oxford County 2022 Business Plans be adopted as amended;

And further, that Oxford County Council approves the 2022 Budget with a general purpose levy of $_____;

And further, that Oxford County Council approves a 2022 special levy for Library purposes in the amount of $_____;

And further, that Oxford County Council approves a 2022 special levy for Court Security and Prisoner Transportation Grant purposes in the amount of $_____;

And further, that the following grants requests, totalling $_____, be included in the 2022 general purpose levy:

And further, that following grant requests, totalling $_____, be funded under the Oxford County Youth Initiatives grant of $_____:

And further, that a by-law to adopt the estimated expenditures for the year 2022 as set out in Report No. CS _____ be presented to Council for enactment at their regular meeting scheduled for January 12, 2022;

And further, that staff be authorized to proceed with implementing the incremental full-time equivalent positions as presented in the Full-time Equivalent Plan as part of the 2022 Preliminary Budget Information and further explained in Report No. CS (CS) 2021-47.

Financial Impact

The financial impacts as presented in this report are reflected in more detail in the 2022 Preliminary Budget Information package attached as Attachment 1.

Communications

The 2022 budget public engagement campaign was initiated in June 2021 with release of the 2022 Budget Survey on Speak Up, Oxford! A total of 596 people responded to the survey between June 9 and August 31, 2021, with results shared in Council report *CS 2021-35 – 2022 Budget Public Consultation Update* and an accompanying infographic. Since the close of the survey, the *Speak Up!* site and the budget section of the County website have advised of the budget meeting process and dates.

The release of the Draft 2022 Business Plan and Budget, and information about how residents can stay informed throughout the budget process, will be promoted through media channels, social media and the County website. Residents will be invited to watch special budget meetings online live as they are taking place. After each special budget meeting, presentations and video recordings will be posted on the site and promoted through social media. Residents will also have the option to ask a question through *Speak Up, Oxford!* over the course of the budget deliberation process.

Notification will also be shared with Area Municipal CAOs and Treasurers and Chambers of Commerce informing them of release draft of the Draft 2022 Business Plan and Budget.

Report No: CS 2021-46
CORPORATE SERVICES
Council Date: November 10, 2021

Strategic Plan (2015-2018)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.iii.			

DISCUSSION

Background

The 2022 Draft Budget proposes a levy requirement of $66,489,903 for general purposes; a levy requirement of $4,061,003 for library - benefitting seven of the eight Area Municipalities (excluding Woodstock); and, a special levy of $51,541 for court security and prisoner transportation for seven of the eight Area Municipalities (excluding Woodstock) to fund a grant for the City of Woodstock. The 2022 proposed levies represent increases of 4.3% for general purposes, 1.7% for libraries, and a decrease of 45.8% for court security and prisoner transportation.

Comments

Overview

The 2022 draft budget process begins with the preparation of business plans by each department. Finance staff then provides assistance to each department in developing the base budget reflecting non-discretionary adjustments to service levels approved by Council in the prior year. Staff then consider the goals and objectives proposed within their respective business plans and determine the following impacts: one-time items; service level impacts; operating impacts of capital and, new initiatives that will affect the base budget in addition to the non-discretionary impacts, including changes in provincial funding.

Senior Management Team (SMT) then peer reviews the draft business plan and budget submissions of all departments, including proposed service level changes, FTE changes, new initiatives and impact on taxation. Due to the financial impacts of the pandemic on the 2020 and 2021 budgets, additional scrutiny has been applied in the 2021 and 2022 budget review processes to ensure that operational savings resulting from restrictions on travel, training, and reductions in consumables are appropriately reflected in 2022. On that basis, the 2022 base budget closely aligns with the year over year consumer price index increase of 4.4%.

Table 3 identifies the funding sources for the budget impacts that are included in the draft budget and how they impact the base budget. The illustration indicates that the base budget levy requirement represents a 2.3% increase over the prior year's levy. Refer to pages 65 to 70 of the 2022 Draft Budget information package for more details on the table below.

Table 3 – 2022 Budget Impact Funding Sources

Draft Budget Impacts	Total	Reserves	Other	Rates	Taxation	%
One-time Items	$1,049,102	1,254,096	$-	$16,800	($221,794)	**(0.3%)**
Service Level*	1,672,486	-	407,143	206,100	1,059,243	**1.6%**
New Initiatives	2,276,323	323,250	1,170,881	610,750	171,442	**0.2%**
COVID-19	1,385,906	-	1,396,566	-	(10,660)	**0.0%**
Operating Impacts of Capital	4,900	-	-	-	4,900	**0.0%**
Modernization Funding	760,270	57,995	551,730	-	150,545	**0.2%**
In-year Approval/ Carryover	4,355,190	4,163,000	98,070	-	94,120	**0.1%**
Total	**11,504,177**	**5,798,341**	**3,624,390**	**833,650**	**1,247,796**	**1.8%**
Draft levy increase over prior year					2,788,978	**4.1%**
Base Budget increase					**$1,541,182**	**2.3%**

* Incudes increase in asset management plan capital transfers of $565,000, which is comprised of:

- **$60,000** for Social Housing Facilities
- **$55,000** for Paramedic Services Fleet & Equipment
- **$50,000** for Bridges
- **$400,000** for Roads

New initiatives proposed in the 2022 draft budget are described in Table 4.

Table 4 – 2022 New Initiatives

#	New Initiative	Investment	Page
1	Automated Building Utility Data Collection and Verification	$22,700	**98**
2	Emergency Road Closed Trailers	$23,985	**125**
3	Utilization of Used County Fleet (Tandem) at the OCWMF	$23,985	**138**
4	Heating of Front Equipment Shed at OWMF	$7,000	**140**
5	Preventative Maintenance of OCWMF Leachate Collection System	$18,000	**142**
6	Additional Scale and New Scale House at the OCWMF	$272,250	**144**
7	Storage Building Tillsonburg WWTP	$925,880	**179**

#	New Initiative	Investment	Page
8	Mobile EarlyON Programs	$72,293	195
9	Woodingford Accreditation	$30,000	215
10	Diversity, Equity, and Inclusion Coordinator	$114,578	270
11	Feminine Hygiene Product Access Improvement	$8,000	277
12	Community Paramedicine	$973,258	306
13	Community Planning Software	$100,000	326

Capital Plans

The 2022 proposed capital plan expenditures amount to $64.1 million compared to $66.3 million in 2021. Of the $64.1 million in capital projects $4.6 million are carryover projects from 2021, with $69.3 million representing new 2022 budget requests. Some projects highlights include:

- 410 Buller Street Masonry - *Renewal* - **$665,000**
- Housing Building - *Renewal* - **$1,390,374**
- Woodingford Lodge – Buildings – *Renewal* - **$1,717,000**
- Bridge and Culvert Rehabilitation / Replacement - *Renewal* - **$3,788,000**
- Waste Management compost pad and weigh scale – Expansion - **$825,000**
- SCADA Master Plan - *Replacement and expansion* - **$724,000**
- Tillsonburg Wastewater, WWTP Upgrade – *Expansion* - **$4,055,000**
- Drumbo Wastewater, WWTP Expansion – *Expansion* - **$4,692,710**
- Woodstock Water, CR4 & Lansdowne WM – *Expansion* - **$3,500,000**
- Woodstock Water, CR 17 WM – Expansion - **$4,000,000**

The 2021 Capital Plan, which includes multi-year and developer controlled projects, is expected to be 86.1% (60.9% in 2020) complete by year end. The Plan projects the unfinanced capital balance by project which represents the project expenses incurred, but not yet financed. In addition, the previous years' approved budget that has not yet been spent is added, as well as the requested budget for new and ongoing projects to arrive at the accumulated amount representing the 2022 Financed Capital Budget. The funding sources proposed for each capital project are also illustrated in the 2022 Capital Plan. See page 31 of the 2022 Draft Budget information package for more details.

The Long Term Capital Plan illustrates the planned projects for ten consecutive years beginning in 2022. The report also presents a year over year summary of the sources of funding for each of the respective capital budgets. Further details regarding the long term capital plan start on page 40 of the 2022 Draft Budget information package.

Interdepartmental Allocations

Interdepartmental allocations include Finance, Customer Service, Human Resources, Information Technology, Facilities and Fleet. The year over year increase in the overall interdepartmental charges is 5.7%, of which Finance and Human Resources has the most significant increases of $284,463 and $225,215 or 19.2% and 19.8% respectively, largely due to the additional FTEs for Purchasing Advisor, Capital Analyst and Human Resource Officer. The cumulative net increase of the remaining interdepartmental budgets amount to $422,238 for an overall interdepartmental budget increase of $931,916. More information regarding the interdepartmental charges can be found on page 73 of the 2022 Draft Budget information package.

Full-time Equivalent Analysis

The County's full-time equivalent (FTE) staffing complement is proposed to increase by 26.3 FTEs in 2022, 17.8 of which are fully funded by grants, for a total of 606.1 FTEs. The overall increase in FTEs is largely driven by 9.8 FTE to address essential COVID related services and are considered temporary requirements. In addition, 7.0 FTE are required to deliver the Paramedic Service Paramedicine program which is 100% funded by the Province. Further details are explained in Table 5.

Table 5 – 2022 Proposed Full-time Equivalent Plan Changes

	FTE	Service Level	Grant Funded	
2021 Approved FTE Plan	**588.2**			
2021 Temporary FTE	**(8.4)**			
2021 Base FTE Plan	**579.8**			
CAO Office - Diversity and Safety Community Wellbeing Coordinator	**1.0**	1.0	-	
Strategic Communications - Communication Officer	**1.0**	1.0	-	
Human Resources - HR Officer	**1.0**	1.0	-	
Finance – Capital Analyst and Purchasing Advisor	**2.0**	2.0	-	
Human Services - EarlyON program (+1.0); Human Services (-3.0)	**(2.0)**	(3.0)	1.0	
Woodingford Lodge - Screening Positions, Maintenance and Housekeeping	**4.9**	-	4.9	*
Waste Management - Scalehouse operator hour adjustment to reflect actual scheduling	**(0.4)**	(0.4)	0.0	
Roads - Transportation Technologist	**1.0**	1.0	0.0	
Engineering - Development Technologist	**1.0**	1.0	-	
Fleet and Facilities – Maintenance Scheduler	**1.0**	1.0	-	
Library – Service level changes & temporary summer students	**1.9**	1.9	0.0	* **(0.7)**

	FTE	Service Level	Grant Funded	
Paramedic Services – Logistics co-ordinators, Mobile Community COVID Assessment Centre, Community Paramedine program	**13.9**	2.0	11.9	*** (4.9)**
2021 Draft budget increase	**26.3**	**8.5**	**17.8**	
Draft 2022 FTE Plan	**606.1**			

* 10.4 Temporary Funded FTEs

Information regarding the 2021 FTE Plan can be found on page 71 of the attached 2022 Draft Budget information package.

Five Year Projections

Five year forecasts have been prepared by each department taking into account any planned projects, foreseen changes to services as well as cost of living increases. These reports are incorporated into each department's detailed budget summary of the 2022 Draft Budget information package.

Reserve Continuity Report

The reserve continuity schedule includes the Reserve Policy target balances and a column illustrating the surplus or shortfall within each reserve's projected balance as of December 31, 2022, to provide a better indication of availability of future funding sources – details available on page 74.

In the Budget Highlights section of the Draft Budget information package is a graphic illustration of the capital contributions to reserves that are included in the 2022 budget - totalling $40.8 million. There have been a couple of changes to the capital reserve allocations in 2022, one of which includes funding development charge exemptions as required under the Development Charges Act in the amount of $595,000. This is funded by the levy ($276,500 General Levy and $3,000 Library Levy) and rates budgets ($316,000) as the contributions to reserve are included in each of the respective development charge eligible services' budgets that would have otherwise received those funds if the County policy did not provide for the exemption. The impact on the County general levy is a 0.4% increase and the Library levy increase is 0.1%. An additional change in the draft 2022 capital reserve allocations is the absence of a funding allocation from the Ontario Community Infrastructure Fund Formula-Based program which was $2.2 million in 2021, as eligibility for this funding in 2022 is unknown, however there in no resulting impact on the 2022 draft County levy.

More details regarding reserves can be found on page 15 of the 2022 Draft Budget information package.

Debt Repayment

Future years' debt requirement projections are incorporated with current debt obligations in the debt repayment schedule covering years 2022 to 2031, which is largely driven by the long term capital plan. Details available on page 79 indicate the County's projected debt peaks in 2025 at

$45.3 million and gradually declines to $32.6 million in 2031. These projections are predicated on ongoing investment in accordance with our Asset Management Plan to most effectively fund our infrastructure needs.

Assessment

2020 budget year was legislated to be the final year of a four-year assessment cycle which should have triggered new assessment values to apply in 2021. However, with the onset of the COVID-19 pandemic, the Province deferred implementation of revised assessments for both the 2021 and subsequently the 2022 years. It is anticipated that the revised assessment values will be employed in 2023 or later. Assuming that occurs, properties assessed with increased market values will be taxed based on their prior year's assessment plus one quarter of the amount of the increased market value. As the assessment value of properties change, it creates a shift in the proportionate share of taxes paid among property classes, and among area municipalities. Further analysis regarding tax shifts caused by assessment growth will be presented once the final 2021 assessment growth figures are released by MPAC.

Library Board

The Oxford County Library Board's recommendation is further explained under Report No. CS 2021-48.

Conservation Authorities

At the time of publishing this report, the Conservation Authorities' 2022 draft budgets have not been received. For those Conservation Authorities who have not yet submitted draft budget figures, levies have been based on their historical average. The resulting estimated total levy for Conservation Authorities is $1.7 million – an overall 1.6% increase from 2021. Regulations are pending with respect to recent changes to the Conservation Authorities Act which will impact the range of services that Conservation Authorities participate in which could impact their business model and budgets going forward.

The Conservation Authorities' 2022 draft budgets will be included on Council agendas as they are received. The Board meetings to consider the budgets are typically held in January and February of the budget year.

Grants

Community grants have not been included in the 2022 Draft Budget presented by staff. The grant requests received to date will be brought forward to Council for consideration during the 2022 budget deliberation process.

Local community agencies seeking grants in 2022 have all delegated before Council seeking the same request as the prior year with the exception of Tillsonburg Airport who requested an increase in last year's $50,000 grant to $100,000, with a 5 year commitment. Additionally, a new request has been received from St. Mary's Hospital in the amount of $45,000. If all grants were to be approved as requested the impact on the levy would be an additional $439,500 or 0.7% increase.

Further to the new 2022 grant request from the St. Marys Healthcare Foundation to assist in funding a renovation project at St. Marys Memorial Hospital, Council asked that the County's Community Healthcare Capital Funding Policy No. 6.9 be circulated for determining eligibility of the grant request. The policy provides that grants cannot exceed the balance of the "Community Healthcare Facility Capital Reserve". There is currently not a Community Healthcare Facility Capital Reserve established within the provisions of the County's Reserve Policy. A copy of the Community Healthcare Capital Funding Policy is attached to this report as Attachment 3.

PSAB Budget

In accordance with Ontario Regulation 284/09 the 2022 Draft Budget is presented with a schedule in the PSAB format – see page 56 of the 2022 Draft Budget information package.

Budget Survey

An online survey was launched June 9, 2021 through a *Speak Up, Oxford!* engagement campaign for the 2022 Business Plan and Budget process. When the survey closed 596 responses were received. 75% rated the value received for tax dollars as fair or good. Specific areas where respondents requested enhanced service levels were related to Long-term Care, Waste Management, and Housing.

The detailed survey results, including all responses, were presented to Council on September 22, 2021 through Report No. CS 2021-35. A summary of the survey highlights is also provided on page 7 of the 2022 Draft Budget information package.

Budgetary Impacts of COVID-19

On March 17, 2020, Ontario's Premier declared a provincial emergency through the authority granted under the *Emergency Management and Civil Protection Act* (EMCPA). Due to measures that had to be taken to mitigate the impact of this pandemic on our health and financial well-being, all levels of government, nationally and internationally stepped up to provide assistance. In consideration of all financial relief initiatives, protection of the overall supply chain is paramount in order to mitigate economic loss and secure successful recovery.

Due to the fluidity of measures being taken to mitigate the economic, societal and service related impacts, staff have been reporting to Council on a regular basis to keep them informed and ensure the County is appropriately meeting the local community's needs. As many of our services are partially funded by senior levels of government, the County has received some financial support for additional costs incurred to respond to public health directives and local needs. The most recent report to Council titled "Business Plan and Budget Review – Q2 2021" details the financial impacts as of June 30, 2021 – Report No. CS 2021-27.

The 2021 year end projections, forecast the closing balance of Safe Restart Agreement Fund at $4.0 million. It is anticipate that these funds will be used to finance both anticipated and unanticipated COVID related 2021 and 2022 costs, and mitigating future budget increases that may, or may not, reflect resumption of services to past levels, or to assist in funding new methods of service delivery. The 2022 Budget includes COVID-19 related costs of $1.4 million, $0.7 million being funded through the Safe Restart Agreement remaining funds and $0.7 million funded through other provincial funding.

Public Health

At the time of publishing this report, the Southwestern Public Health (SWPH) 2022 draft budget has not been received. The resulting estimated total levy for Southwestern Public Health is $2.3 million – an overall 0.0% increase from 2021.

The SWPH 2022 draft budget will be included on a Council agenda when it is received. The Board meetings to consider the budgets are typically held in November and December. Oxford proportionately shares the SWPH levy requirement with the City of St. Thomas and County of Elgin, with Oxford portion being approximately 55%.

Rates Funded Budgets

Water and wastewater rates are funded most predominantly by user fees/rates, with the exception of capital funding received from senior levels of government and development charges. The total water and wastewater proposed budgets for 2022 totals $74.1 million, representing a $0.7 million increase over 2021 approved budget. There is no impact on the County levy to fund these budgets. Refer to page 150 of the 2022 Business Plan and Budget Plan.

Conclusions

Included in the 2022 Draft Budget information package is an overview including a summary and outlook which provides a narrative synopsis of the draft budget that is before Council for consideration.

The County's Asset Management Plan continues to provide valuable insight in preparing the five- and ten-year capital forecasts, allowing more accurate planning for the associated reserve and debt financing requirements.

The 2022 Draft Budget information, including supplementary information provided to Council in electronic format, will be available for public access on the County's website at https://speakup.oxfordcounty.ca/2022budget.

SIGNATURES

Report Author:

Original signed by

Carolyn King, CPA, CA
Manager of Finance

Report No: CS 2021-46
CORPORATE SERVICES
Council Date: November 10, 2021

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer

ATTACHMENTS

Attachment 1 – 2022 Draft Business Plan and Budget Highlights
Attachment 2 – 2022 Draft Business Plan and Budget Highlights Presentation
Attachment 3 – Community Healthcare Capital Funding Policy No. 6.9

2022 BUSINESS PLAN AND BUDGET

REPORT NO. CS 2021-46
NOVEMBER 10, 2021

Oxford County
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100% RE | Zero Waste | Zero Poverty

OVERVIEW

1. Budget process
2. Budget highlights
3. Pending budget adjustments
4. Special Budget Meeting

BUDGET PROCESS

BUDGET PROCESS

BUSINESS PLANNING AND BUDGET PROCESS

JUNE-AUG

- Community Budget Survey

JUNE-SEPT

- Department Planning

OCT

- Senior Management Team Review

NOV

- Council Special Budget Meetings

DEC

- Council Approval

BUDGET PROCESS

BUDGET DEVELOPMENT

2021 Approved Budget

+/- Base budget	Maintain services at the level of the previous year's approved budget
+/- One-time items	Items that are non-recurring in nature
+/- Service level	Changes in the services provided
+/- New initiatives	Significant new programs or services that are intended to have a lasting impact
+/- Operating impacts of capital	Operating impacts of capital projects
+/- COVID Impacts	Impacts related to COVID-19
+/- Modernization Funding	Projects to modernize service delivery
+/- In-year Approval/ Carryover	Impact previously not included in the budget

= 2022 Draft Budget

BUDGET PACKAGE

REPORT PRESENTATION

	2021 FORECAST	2021 REVISED BUDGET*	LESS: 2021 ONE TIME	2022 BASE BUDGET	2022 ONE TIME	2022 SERVICE LEVEL	2022 NEW INITIATIVES	2022 OTHER	2022 REQUESTED BUDGET	$ OVER 2021 BUDGET	% OVER 2021 BUDGET
REVENUES											
GENERAL REVENUES											
PROVINCIAL GRANTS	(18,937)	-	-	-	-	-	-	-	-	-	-
USER FEES AND CHARGES	(9,500)	-	-	-	-	-	-	-	-	-	-
TOTAL GENERAL REVENUES	(28,437)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	(28,437)	-	-	-	-	-	-	-	-	-	-
EXPENSES											
SALARIES AND BENEFITS											
SALARIES	454,514	454,526	-	20,207	-	-	78,029	-	552,762	98,236	21.6%
BENEFITS	108,985	108,988	-	10,666	-	-	24,529	-	144,183	35,195	32.3%
TOTAL SALARIES AND BENEFITS	563,499	563,514	-	30,873	-	-	102,558	-	696,945	133,431	23.7%
OPERATING EXPENSES											
MATERIALS	54,807	31,054	-	(3,414)	300	-	940	-	28,880	(2,174)	(7.0%)
CONTRACTED SERVICES	115,000	115,000	-	(50,000)	-	-	-	-	65,000	(50,000)	(43.5%)
TOTAL OPERATING EXPENSES	169,807	146,054	-	(53,414)	300	-	940	-	93,880	(52,174)	(35.7%)
CAPITAL											
FURNISHINGS AND EQUIPMENT	-	-	-	-	2,200	-	-	-	2,200	2,200	-
TOTAL CAPITAL	-	-	-	-	2,200	-	-	-	2,200	2,200	-
INTERDEPARTMENTAL CHARGES											
INTERDEPARTMENTAL CHARGES	54,823	54,826	-	(6,530)	-	-	-	-	48,296	(6,530)	(11.9%)
TOTAL INTERDEPARTMENTAL CHARGES	54,823	54,826	-	(6,530)	-	-	-	-	48,296	(6,530)	(11.9%)
TOTAL EXPENSES	788,129	764,394	-	(29,071)	2,500	-	103,498	-	841,321	76,927	10.1%
TOTAL	759,692	764,394	-	(29,071)	2,500	-	103,498	-	841,321	76,927	10.1%

SAMPLE FORMAT

- Groups and aligns revenue and expenses
- Expense groupings align with FIR
- Separated and aligned reserve transfers – Capital, Development Charges, Operating/ Surplus

BUDGET PACKAGE

REPORT PRESENTATION

	REF	BASE BUDGET	CAPITAL/ ONE TIME	EXPENSES	REVENUES	TAXATION
2021 REVISED BUDGET		**764,394**	**-**	**764,394**	**-**	**764,394**
BASE BUDGET IMPACT		(29,071)	-	**(29,071)**	**-**	(29,071)
NEW INITIATIVES						
CAO-Diversity, Equity, and Inclusion Coordinator FTE	NI2022-10	103,498	2,500	105,998	-	105,998
		103,498	**2,500**	**105,998**	**-**	**105,998**
TOTAL		**74,427**	**2,500**	**76,927**	**-**	**76,927**
2022 DRAFT BUDGET		**838,821**	**2,500**	**841,321**	**-**	**841,321**

SAMPLE FORMAT

- "Budget Impacts" report accompanies each division
- Provides further explanation for budget changes

BUDGET HIGHLIGHTS

BUDGET HIGHLIGHTS

PG. 8

BUDGET HIGHLIGHTS

OVERVIEW

2022 Budget Levy: $70.6 million

Gross expenditures:
$271.0 million

Capital:
$64.1 million

Gross Revenues:
$200.4 million

General revenue: **$133.0** million

- *$58.1 M* Federal and Provincial Grants
- *$38.0 M* Water & Wastewater Rates
- *$29.6 M* User fees & Charges
- *$7.3 M* Other Income

Other sources: **$67.4** million

- *$7.4 M* Development Charges
- *$4.6 M* Proceeds from Debentures
- *$53.6 M* Reserve Funding
- *$1.8 M* Supplemental & Payment In-Lieu Taxation

Property taxes:
$70.6 million

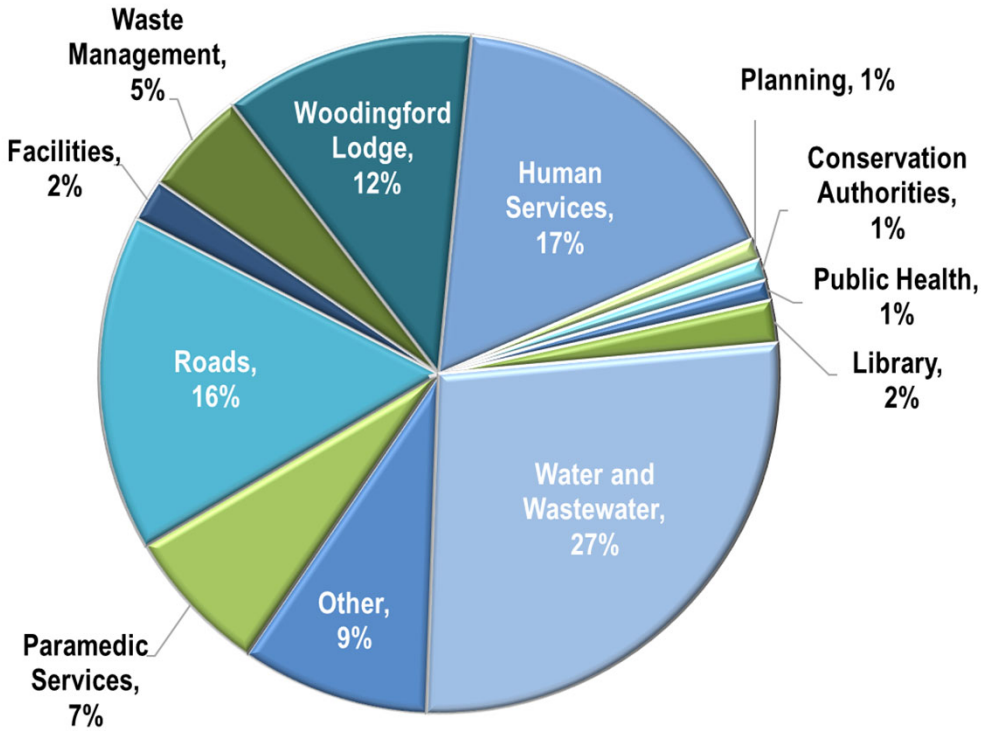
General (+4.3%)	$66.5 million
Library (+1.7%)	$ 4.1 million
Court Security (-45.8%)	$ 0.05 million

BUDGET HIGHLIGHTS

EXPENDITURE DISTRIBUTION

Expenditures

- Largest portion of County expenditures:
  - Water and Wastewater: 27%
  - Human Services: 17%
  - Roads: 16%
  - Woodingford Lodge: 12%



BUDGET HIGHLIGHTS

EXPENDITURE PER HOUSEHOLD

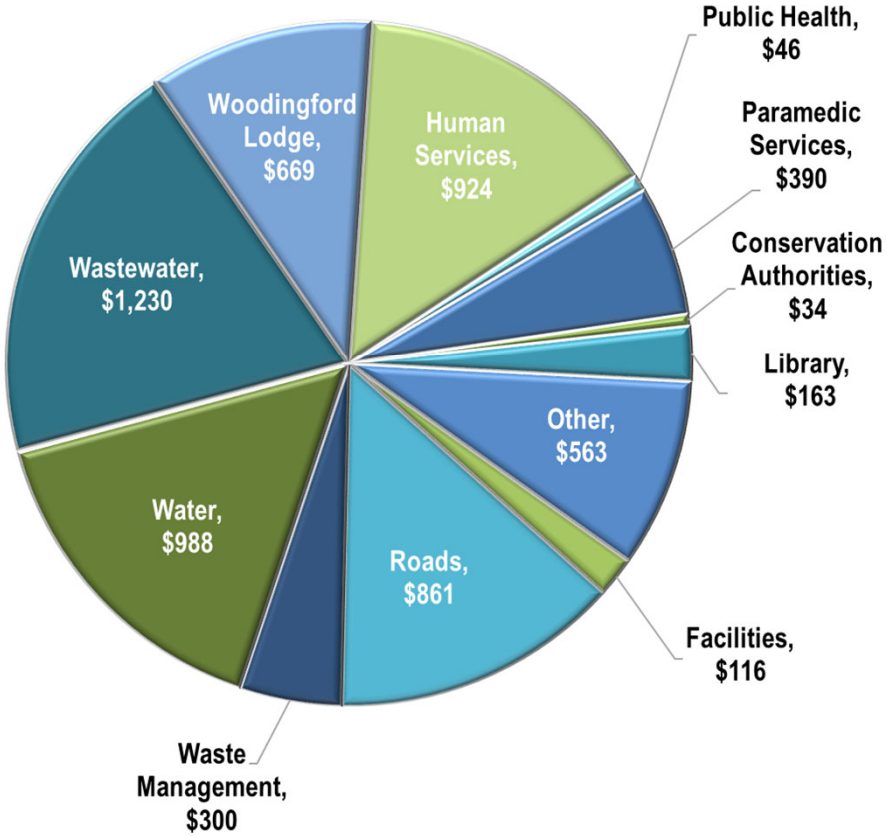
Taxation (per household)

- General - $3,903
- Library - $163
- Court Security - $2

Water and wastewater rates (per household)

- Average - $2,218

Varies depending on system



BUDGET HIGHLIGHTS

DRAFT BUDGET IMPACTS

Draft Budget Impacts	Total	Reserves	Other	Rates	Taxation	%
One-time Items	$ 1,049,102	$ 1,254,096	$-	$ 16,800	$(221,794)	-0.3%
Service Level	1,672,486	-	407,143	206,100	1,059,243	1.6%
New Initiatives	2,276,323	323,250	1,170,881	610,750	171,442	0.2%
COVID	1,385,906	-	1,396,566	-	(10,660)	0.0%
Operating Impacts of Capital	4,900	-	-	-	4,900	0.0%
Modernization Funding	760,270	57,995	551,730	-	150,545	0.2%
In-year Approval/Carryover	4,355,190	4,163,000	98,070	-	94,120	0.1%
Total	**11,504,177**	**5,798,341**	**3,624,390**	**833,650**	**1,247,796**	**1.8%**
Draft levy increase over prior year					2,788,978	4.1%
Base Budget Increase					**$1,541,182**	**2.3%**

BUDGET HIGHLIGHTS

2022 COMMUNITY GRANT REQUESTS*

Oxford Creative Connections	$60,000	
Social Planning Council Oxford	65,000	
North Oxford Intercommunity Bus Transit**	22,500	
St. Mary's Hospital	45,000	
Oxford County Youth Initiatives	15,000	
Agricultural Award of Excellence	2,000	
Economic Development [Oxford Connection]	50,000	
Economic Development [Physician Recruitment]	30,000	
Small Business Centre	50,000	
Tillsonburg Airport	100,000	
2022 REQUESTED GRANTS	**$439,500**	**0.7%**

* All budget requests above have not been included in the draft budget
** The North Oxford Intercommunity Bus Transit grant for 2022 was approved by Council under Report No. PW 2020-51 in the amount of $120,000 along with ongoing grant commitments for years 2022 to 2026 inclusive in the amount of $22,500.

BUDGET HIGHLIGHTS

FULL-TIME EQUIVALENT PLAN

2021 Approved FTE Plan	588.2	Service Level	Grant or Reserve Funded	Temp
2021 Temporary FTE	(8.4)			
2021 Base FTE Plan	**579.8**			
CAO Office	1.0	1.0		
Strategic Communications	1.0	1.0		
Human Services	(2.0)	(3.0)	1.0	
Paramedic Services	13.9	2.0	7.0	4.9 *
Waste Management	(0.4)	(0.4)		
Woodingford Lodge	4.9			4.9 *
Transportation Services	1.0	1.0		
Engineering	1.0	1.0		
Fleet and Facilities	1.0	1.0		
Library	1.9	1.2		0.7
Finance	2.0	2.0		
Human Resources	1.0	1.0		
2021 Draft Budget increase	**26.3**	7.8	8.0	10.5
Draft 2021 FTE Plan	**606.1**			

* Provincially funded temporary positions due to COVID-19

PG. 71

BUDGET HIGHLIGHTS

NEW INITIATIVES

#	New Initiative	Page
1	Automated Utility Data Collection	98
2	Road Closed Trailers	125
3	Utilization of Used County Fleet (Tandem) at the OCWMF	138
4	Heating of Front Equipment Shed at OWMF	140
5	Preventative Maintenance of OCWMF Leachate Collection System	142
6	Additional Scale and New Scale House at the OCWMF	144
7	Storage Building Tillsonburg WWTP	179
8	Mobile EarlyON Programs	195

BUDGET HIGHLIGHTS

NEW INITIATIVES

#	New Initiative	Page
9	Woodingford Accreditation	214
10	Diversity, Equity, and Inclusion Coordinator	270
11	Feminine Hygiene Product Access Improvement	277
12	Community Paramedicine	306
13	Community Planning Software	326

BUDGET HIGHLIGHTS

CAPITAL PLAN PROJECTS

Projects	Budget
Studies & General Capital	$3.9 million
Fleet & Equipment	5.0 million
Social Housing & Corporate Facilities	6.8 million
Road Network	16.5 million
Bridges & Culverts	3.9 million
Water & Wastewater	28.0 million
Total	**$64.1 million**

PG. 31

BUDGET HIGHLIGHTS

2022 CAPITAL PLAN FUNDING

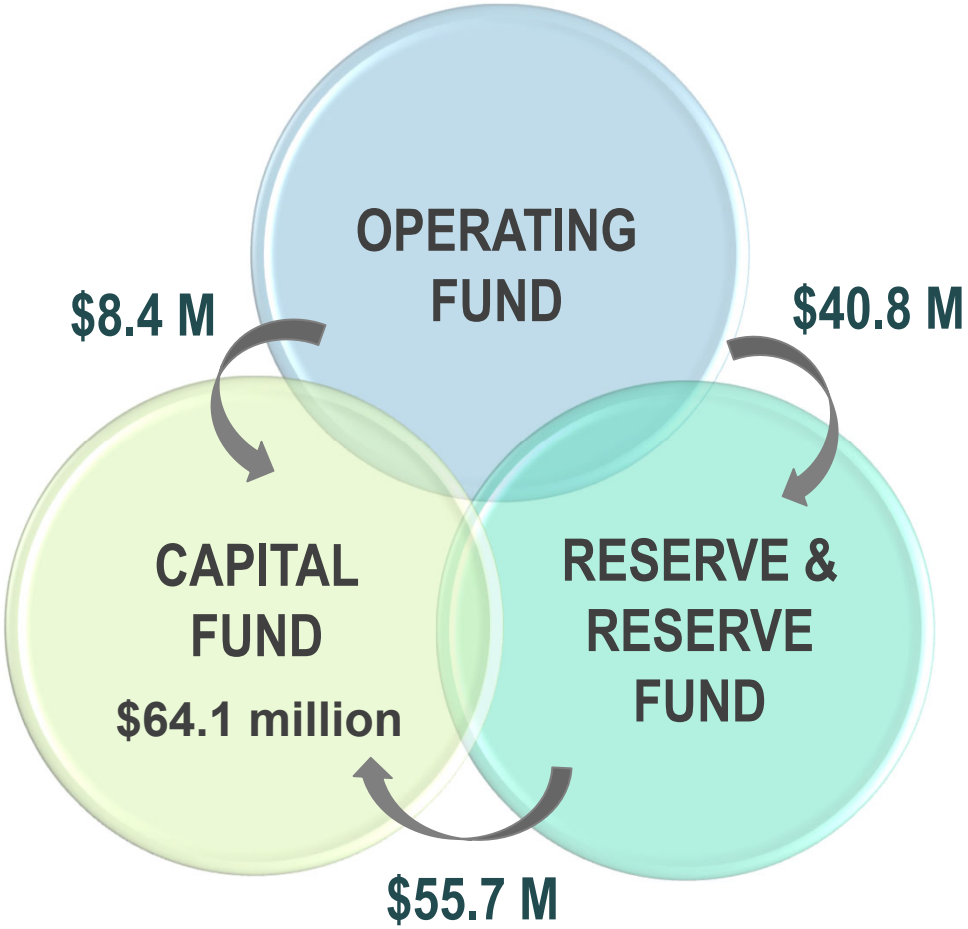
Taxation	$0.1 million
Debentures	6.1 million
Other sources	2.2 million
W/WW rates/reserves	23.6 million
Reserves	20.6 million
Development charges	4.9 million
Gas tax/grants	6.6 million
Total capital budget	**$ 64.1 million**

3.3% decrease over 2021 capital budget ($66.3 million)

BUDGET HIGHLIGHTS

CAPITAL FUNDING MODEL

$40.8 million in Capital Reserve Contributions



- General levy $16.2M
- Library levy $0.1M
- Water & Wastewater rates $12.2M
- Interest Revenue $1.1M
- Development charge exemptions $0.6M

Plus:

- Gas Tax Grant $3.5M
- OCIF Grant $0.0M *(unknown)*
- Development charge revenues $7.1M

PG. 15

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BUDGET HIGHLIGHTS

CAPITAL FUNDING MODEL

General Levy Asset Management Plan Capital Transfer:

- **$212,365** Information Technology capital (interdepartmental funded) - $4,960↑
- **$1,060,859** Facilities (interdepartmental and rent funded) - $79,908↑
- **$2,051,400** Fleet (interdepartmental funded) - $73,650↓
- **$8,224,000** Roads – $400,000↑
- **$2,640,000** Bridges – $90,000↑
- **$286,500** Woodingford Lodge equipment - $50,000↓
- **$825,000** Housing facilities (County-owned) – $75,000↑
- **$890,000** Paramedic Services vehicle and equipment - $55,000↑

= $16,190,124 Total General Levy Asset Management Plan Contributions

- **$100,000** Library Levy - facilities - $33,000↑
- **$5,997,690** Wastewater (collected from rates) - $1,365,589↓
- **$6,220,268** Water (collected from rates) - $372,993↓

PENDING BUDGET ADJUSTMENTS

PENDING BUDGET ADJUSTMENTS

Potential Impacts

- **Woodingford Lodge** increased funding
  - Investments to Increase Direct Care Time for Residents and the launch of the Supporting Professional Growth Fund for LTC Homes
  - 2022 Budget does not include recent announcement for $2.0 million. Currently, the County homes provide a greater level of care than the minimum requirements of the ministry.
- **Community Grant** Submissions
  - 2022 Budget does not include any of the requests - $439,500 or 0.7%
- **Ontario Community Infrastructure Fund** – Unknown allocation
  - 2022 Budget estimated by County is $0.0 million
- **Stewardship Ontario Blue Box** Funding
  - 2022 Budget estimated by County 0% increase over 2021 Budget
- **Conservation Authorities** – Pending Draft Budget
  - 2022 Budget estimated by County is 1.6% overall increase 2021 Budget
- **Southwestern Public Health** - Draft Budget
  - 2022 Budget estimated by County 0% increase over 2021 Budget

FIRST BUDGET MEETING:

November 17, 2021 - 9:00 AM

Oxford County
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Committed to
100% RE | Zero Waste | Zero Poverty

GENERAL POLICY MANUAL

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.9	SIGNATURE:	
PAGE:	1 of 2	DATE:	May 9, 2007
REFERENCE POLICY:		REVISED:	

Community Healthcare Capital Funding Policy

POLICY

To provide a means of raising funds through the annual levy to help fund community healthcare facilities.

DEFINITIONS

Community Healthcare Facilities	Is a facility within the borders of the County of Oxford, or one outside the borders of the County, that provides services to the residents of the County of Oxford on an ongoing basis and having Ministry approval.
Construction Project	Includes the construction of new buildings, additions to existing buildings, the renovation of older buildings and the purchase or improvement of lands. Does not include furnishings and equipment.
Ministry Approval	Ministry of Health and Long Term Care has issued functional plan approval and forwarded to the applicant written confirmation of the exact proportion of the Project the Ministry is prepared to fund.

PROCEDURES

1.0 The County of Oxford will consider an annual budget provision for healthcare capital funding sufficient to cover previous years' commitments under agreement.

2.0 County Council shall confirm such action each year by resolution during annual budget considerations.

3.0 Funds raised annually will be placed into a community healthcare facility capital reserve and accounted for as such.

4.0 Council will entertain requests for funding under this policy from area community healthcare providers each year during consideration of the annual budget.

5.0 Construction projects must have the Ministry of Health and Long Term Care approval in place before County Council will consider a grant for said project.

GENERAL POLICY MANUAL

SECTION:	Finance	APPROVED BY:	County Council
NUMBER:	6.9	SIGNATURE:	
PAGE:	2 of 2	DATE:	May 9, 2007
REFERENCE POLICY:		REVISED:	

6.0 Council shall not grant support for a project in an amount that exceeds the balance in the community healthcare facility capital reserve, net of any grants previously committed.

7.0 The terms and conditions for allocations from the community health care facility capital reserve shall be set out in formal agreements.

8.0 Council will review this policy every four years.

Prior Year Commitment: In 2002, County Council made a commitment to the Woodstock General Hospital for $7 million to assist in the construction of a new hospital facility. This commitment was identified as $2 million for land servicing and $5 million for capital construction. For the years 2003 to 2006 inclusive, provisions have been made at a rate of $700,000 annually.

Oxford County
Growing stronger together

Report No: CS 2021-48
CORPORATE SERVICES
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Corporate Services**

2022 Oxford County Library Business Plan and Budget

RECOMMENDATION

1. **That the recommendation of the Oxford County Library Board dated October 18, 2021, that County Council approve the draft 2022 Oxford County Library Business Plan and Budget to provide a levy of $4,060,372, subject to possible minor adjustments to interdepartmental charges, be referred to 2022 budget deliberations.**

REPORT HIGHLIGHTS

- 2022 Library levy $4.1 million – $66,363 increase over 2021
- 2022 goals and objectives will proceed on the basis of 4 of the 6 goals and objectives previously identified for 2020 that were unable to be fulfilled due to reoccurring shutdowns of library services in response to COVID-19
- Staffing impact – 1.9 FTE increase

Implementation Points

The Oxford County Library 2022 Business Plan and Budget is presented to Council as part of the Corporate Services department.

Upon County Council's approval a County of Oxford by-law will be enacted to authorize the Oxford County Library Board special levy.

Financial Impact

The draft budget proposes a $66,363 increase in the levy to be collected from property owners within the Area Municipalities that participate in the County library system. This represents a 1.7% increase over 2021 levy.

Report No: CS 2021-48
CORPORATE SERVICES
Council Date: November 10, 2021

Communications

The County's Communications and Strategic Engagement Team will facilitate the 2022 Business Plan and Budget communications strategy, including the Library Business Plan and Budget.

The communications plan includes public engagement through ***SpeakUp Oxford!*** where 596 people responded to the 2022 budget survey that concluded on August 31, 2021. The 2022 Business Plan and Budget as released on November 10, 2021 and presentations delivered to Council at each of the budget meetings will be posted on the *SpeakUp Oxford!* site. The site also provides dates and times for each of the Council meetings with links to recordings if individuals are not able to attend the live meetings.

The results gathered through the 2022 budget survey will assist in informing the Communications Team how best to engage and inform the public about the process.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	***WELL CONNECTED***	***SHAPES THE FUTURE***	***INFORMS & ENGAGES***	***PERFORMS & DELIVERS***	***POSITIVE IMPACT***
		3.iii.			

DISCUSSION

Background

At its regular meeting held September 20, 2021, the Oxford County Library Board considered their 2022 Library Business Plan Goals and Objectives and passed the following resolution:

> "That the Oxford County Library Board approve the 2022 Library Business Plan goals and objectives as set forth in Report No. 2021-20."

On the basis of the approved 2022 Library Business Plan Goals and Objectives, the Board was presented with a draft 2022 budget at their October 18, 2021 meeting under Report No. 2021-22. In accordance with the *Public Libraries Act, R.S.O. 1990,* the Board adopted the following resolution:

> "That the Board recommends that County Council approve the 2022 Oxford County Library Business Plan and budget to provide a levy of $4,060,372, subject to possible minor adjustments to interdepartmental charges."

Comments

The content of the 2022 Library Business Plan is incorporated in the County of Oxford 2022 Draft Business Plan and Budget information package which is to be presented to Council on November 17 and November 24, and further deliberated on December 8, 2021. The information package can also be found on the County's website at http://www.oxfordcounty.ca/Your-Government/Financial-information/Business-plans-budgets .

In summary, the 2022 draft budget proposes a levy requirement of $4,060,372 ($3,994,008 – 2021) for libraries, representing an increase of 1.7% over 2021 (0% increase - 2021). The total budget (gross expenditures) is $4,879,622 ($4,936,991 – 2021) which is a $57,369 decrease from 2021 or 1.2%.

Although the draft budget proposes a decrease of $57,369, the library levy is increasing $66,363 over the 2021 levy, resulting in an increase of 1.7% for taxpayers. This variance is largely the result of a decrease in revenues of $432,078 that funded capital costs and one-time items in 2021 mitigated by an increase in contribution from the Library General reserve in 2022 the amount of $308,346, being the 2021 surplus. Details are illustrated in the Business Plan under Budget Impact Details.

There are no new initiatives proposed in the 2022 Draft Business Plan and Budget.

2022 Capital Projects

The capital budget of $194,000 for 2022 is a reduction from $458,965 in 2021. The projects include $67,000 for major infrastructure consisting of masonry work on Thamesford and Tillsonburg branches; $95,000 for windows, paving, sidewalks and air handling unit building related replacements at the Ingersoll Town Centre/Library; and furnishings and equipment in the amount of $32,000 for Chromebooks and iPads for public use, Maker space and assistive technologies, and a microfilm scanner and software.

Funding sources for the 2022 capital budget include $145,600 from reserves, $32,000 from taxation and $16,400 for the Township of Zorra's portion of the masonry works planned for the shared Library and Resource Centre in Thamesford.

2021 Forecast Surplus

The 2021 year-end library operating budget forecast is positioned for a surplus of $308,346 as of the date of this report, predominantly due to branch closures and changes to service delivery in response to the pandemic – refer to Table 1 for details. As a cautionary note, these year-end predictions are subject to change as the impacts of the pandemic are still ongoing and services may need to react to public health guidelines and directives as the situation remains to be somewhat fluid.

Table 1 –2021 Forecast Year-End Surplus

Revenue/Expense	Explanation	Amount
Revenues – Service Recovery Fees	Copying, faxing, lost items, replacement cards – reduction in fees due to branch closures	$(13,369)
Development Charges	Development charges not realized and development charge exemptions	(25,610)
Salaries & benefits	Reduction due to temporary branch closures and changes to service delivery in response to the pandemic	239,601
Operating expenses	Advertising/promotion, training, travel expenses, programs and supplies	105,177
Interdepartmental charges	Fleet and facilities savings	2,547
COVID expenses	COVID expenses of $11,513 have been funded from the Safe Restart Grant	-
Forecast Year-End Surplus		**$308,346**

Reserves

During County Council's 2018 reserves year end allocations and policy review, in an effort to reduce the funding gap in the County's Asset Management Plan, County Council made a commitment to transfer the Library's operating surplus to the Library Facilities Reserve.

Prior to the 2018 Reserve Policy amendment, the annual County general operating surplus had been allocated to the Corporate General Reserve which also serves as the tax stabilization reserve and Library operating surpluses were carried forward to reduce the following year's levy requirement. The proposed allocation strategy was designed to assist with asset management requirements while ensuring tax stabilization measures are available from an operational perspective.

As a result, in 2018 there was a Library budget surplus of $295,972 followed by a surplus of $224,137 in 2019 that increased the Library facilities reserve to a healthier position of $794,166.

The County's Asset Management Plan indicates that annual funding requirements to pay for future improvements and replacements for library facilities is $250,000 with a target balance of $1,250,000. The actual annual contributions have been fixed for years at $67,000, representing investments of $5,000 for each of the branches owned, or jointly owned, by the County, including Ingersoll, Norwich, Plattsville, Thamesford, and Tillsonburg, and an additional $42,000 contribution that previously funded annual debt repayment obligations for the Ingersoll Town Centre that was retired in 2017. Factoring interest income earned on the reserve balance, the net shortfall in annual funding is approximately $174,000.

Considering the local and global economic impacts that our community experienced in 2020, the 2020 forecasted surplus of $532,438 was allocated as set out in Table 2.

Table 2 – 2020 Forecast Surplus Allocation

	Explanation	Amount
General Library Reserve	Stabilization reserve for future use	$370,723
2021 Budget	Surplus carryover to eliminate a levy increase	161,715
2020 Forecast surplus		**$532,438**

Allocating a portion of the surplus funds to the General Library Reserve was to ensure funds would be available for the next few years to maintain a steady, predictable levy.

The draft 2022 budget proposes to allocate the 2021 projected surplus to the Library General (stabilization) reserve and apply it to the 2022 budget in order to minimize the levy increase as our community continues to recover from the financial impacts of the pandemic. This approach reduces the 2022 levy by 7.7% and maintains healthy reserve balances.

The Library Reserve Continuity Schedule in the 2022 Business Plan and Budget illustrates the proposed uses and contributions to each of the respective reserves, demonstrating that the Library Facilities Reserve has a sufficient balance to fund capital needs over the next 10 years. On that basis, the Library's 2021 year end operating surplus is proposed to be allocated to the Libraries reserve to assist with future tax stabilization.

Full-time Equivalent Analysis

The Library 2022 Business Plan and Budget report also contains a full-time equivalent (FTE) proposal for two temporary summer students (0.7 FTE) and an increase of 1.2 FTE for various part-time positions – both proposals are explained in detail in the 2022 Business Plan and Budget, including budget impacts totaling $96,667.

Debt Repayment

Future years' debt requirement projections are incorporated with current debt obligations in the repayment schedule covering years 2022 to 2024 as set out in Table 3 below. Considering there are no plans at present to increase debt in the ten-year planning horizon, all current debt will be fully retired by the end of 2023 – refer to Table 3.

Table 3 – Debt Repayment Obligations

Library Branch	2022	2023	2024
Norwich	$27,289	$-	$-
Tillsonburg	87,731	84,730	-
Annual Debt Repayment	**$115,020**	**$84,730**	**$-**

At the time the Ingersoll Town Centre debt obligation was retired in 2017, the Board decided to allocate annual debt repayment obligations as they retire to the Library Facilities Reserve in an effort to move closer to the Asset Management Plan's recommended annual contribution of $250,000. With the retirement of the Norwich Library's debt obligation occurring in mid-year 2022, the $33,000 decrease in the 2022 debt obligation has been contributed to the Facilities reserve, increasing the annual contribution to $100,000, which is still $150,000 less than the desired annual contribution target.

Conclusions

The 2022 draft Oxford County Library Business Plan and Budget proposes a strong foundation from which service improvement opportunities can be further explored and considered as we continue to strive to *adapt our programs, services and facilities to reflect evolving community needs*[1].

SIGNATURES

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer

[1] County of Oxford Strategic Plan – 1.ii. – Enhance the quality of life for all of our citizens, May 27, 2015

Oxford County
Growing stronger together

Report No: CS 2021-49
CORPORATE SERVICES
Council Date: November 10, 2021

To: **Warden and Members of County Council**

From: **Director of Corporate Services**

2022 Court Security Grant Levy

RECOMMENDATIONS

1. **That County Council receive and refer the recommendation of the Local Court Security Advisory Committee, dated September 15, 2021, to provision a special 2022 tax levy for a Court Security Grant for Woodstock Police Services in the amount of $51,541 determined on the same basis as the 2018 to 2021 annual special grant levies, to 2022 budget deliberations;**

2. **And further, that the Local Court Security Advisory Committee's recommendation to continue to lobby the Provincial Government for 100% funding for actual costs incurred in the provision of local court security and prisoner transportation services be adopted.**

REPORT HIGHLIGHTS

- 2022 proposed Court Security Grant of $51,541 ($95,088 – 2021) to offset a portion of the costs incurred by the Woodstock Police Service – 45.8% decrease from 2021
- Special Grant levy will be allocated to properties within each of the County's Area Municipalities with the exception of the City of Woodstock

Implementation Points

Upon approval of this report, County Council will give consideration of this matter as part of their deliberations in determining the 2022 County budget and business plans.

Financial Impact

The recommendation of the Local Court Security Advisory Committee cited in this report infers sharing the Woodstock Police Service's net court security and prisoner transportation costs as they relate to the Oxford County Court House located in the City of Woodstock. The proposed funding model is to share the court security and prisoner transportation cost incurred by the Woodstock Police Service based on prior year's actuals reported to the Solicitor General, net of the CSPT funding received from the Solicitor General for that year.

As such, the 2020 deficit would then be shared on the basis of 60/40 with the City being responsible for 60% of the deficit and the County being responsible for the remaining 40% which would be levied against seven of the area municipalities, excluding the City of Woodstock. For the purposes of the County's 2022 budget, the figures are set out in Table 1.

Table 1 – Grant Funding Model Calculation

Municipality	2020 Allocation	CSPT Net Costs	% Funded	Wdsk Deficit	Wdsk 60% Funded	County 40% Funded
Blandford-Blenheim Tp	$4,494					
East Zorra-Tavistock Tp	4,431					
Ingersoll T	4,577					
Norwich Tp	6,197					
South-West Oxford Tp	4,831					
Tillsonburg T	5,240					
Zorra Tp	5,266					
Woodstock C	438,458	567,310	77%	$128,852	$77,311	**$51,541**
County	99,911	51,525	194%			
Totals	**$573,405**	**$618,835**	**93%**			
Net Costs to County and Area Municipalities		**$45,429**				
% of CSPT Net Costs Covered by Allocation		**93%**				
Provincial Upload Commitment		**100%**				

The grant amount to be funded by the County is raised by special levy through a separate tax rate applied to the assessment in each property class in each of the Area Municipalities, with the exception of Woodstock, similar to the County Library levy.

Communications

The County's Communications and Strategic Engagement Team will facilitate the 2022 Business Plan and Budget communications strategy, including the Court Security and Prisoner Transportation special grant levy for the Woodstock Police Services.

The communications plan includes public engagement through ***SpeakUp Oxford!*** where 596 people responded to the 2022 budget survey that concluded on August 31, 2021. The 2022 Business Plan and Budget as released on November 10, 2021 and presentations delivered to Council at each of the budget meetings will be posted on the *SpeakUp Oxford!* site. The site also provides dates and times for each of the Council meetings with links to recordings if individuals are not able to attend the live meetings.

The results gathered through the 2022 budget survey will assist in informing the Communications Team how best to engage and inform the public about the process.

Report No: CS 2021-49
CORPORATE SERVICES
Council Date: November 10, 2021

Strategic Plan (2015-2018)

WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
		3.i. 3.iii.			

DISCUSSION

Background

In 2017, County Council adopted a Terms of Reference for the appointment of a Local Court Security Advisory Committee with a composition consisting of the Warden as Chair and non-County Councillor members, represented by three appointed by Woodstock Council and one appointed by each of the remaining area municipal Councils.

The following roster of members have been appointed by each of their respective municipal Council for the current term of Council (2019-2022).

Municipality	Member's Name
East Zorra-Tavistock	Matthew Gillespie
Woodstock	Connie Lauder
Woodstock	Jerry Acchione
Ingersoll	Gord Lesser
Tillsonburg	Larry Scanlan
Zorra	Katie Davies
Norwich	Larry Martin (Chair)
Blandford-Blenheim	Randy Balzer
South-West Oxford	Jim Pickard

At the time of establishing the Committee, County Council adopted the following mandate:

- Annually recommend to County Council the level of County funding for costs incurred by the Woodstock Police Service and the Ontario Provincial Police for Court Security and Prisoner Transportation services, having regard for the efficient use of resources; and

- Advocate for court security and prisoner transportation funding from the Province that achieves 100% of municipal costs by 2019 and thereafter.

Comments

The fifth annual meeting of the Local Court Security Advisory Committee, was held on September 15, 2021. At the meeting, the Advisory Committee dealt with the directives within their mandate. After careful consideration of the actual costs incurred by the Woodstock Police Services in 2019 net of other funding sources, the Committee passed the following resolution:

> "Be it resolved that, the Local Court Security Advisory Committee hereby recommends to County Council, that the financial contribution to assist in the City of Woodstock's court security and prisoner transportation cost deficit for 2022 be determined on the same basis as 2018 to 2021, with the net Court Security and Prisoner Transportation costs as reported to the Ministry of the Solicitor General for 2020 less the City's 2020 Court Security Grant Allocation, shared 60% by the City of Woodstock, and 40% by special levy imposed by the County of Oxford on all area municipalities with the exception of Woodstock the amount of which will be $51,541;
>
> And further, that the Local Court Security Advisory Committee recommends that County Council continue to lobby the Provincial Government for 100% funding for actual costs incurred in the provision of local court security and prisoner transportation services."

The draft minutes from the Local Court Security Advisory Committee's September 15, 2021 meeting are posted on the County's website at http://www.oxfordcounty.ca/Your-Government/Boards-and-Committees/Court-Security-Advisory-Committee .

Conclusions

The Local Court Security Advisory Committee has responded to Council's assigned mandate by recommending advocating the Province for full cost recovery funding for court security and prisoner transportation funding; and, reaffirming the 2018-2021 funding model for the 2022 fiscal year that is determined fair and reasonable for the efficient and effective delivery of court security and prisoner transportation services in Oxford County.

SIGNATURES

Departmental Approval:

Original signed by

Lynn S. Buchner, CPA, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Michael Duben, B.A., LL.B.
Chief Administrative Officer

PENDING ITEMS

Copied for Council Meeting of November 10, 2021

Council Meeting Date	Issue	Pending Action	Lead Dept.	Time Frame
~~8-Jan-20~~	~~Correspondence from Minister Steve Clark (MMAH) re Canada-Ontario Housing Benefit Program Allocations - referred to staff for inclusion in Housing Strategy Council report~~	~~Report~~	~~HS~~	~~Q1 2020~~
12-Feb-20	"Resolved that Council adopt in principle CAO 2020-01 and that the plan be circulated to all Oxford Area Municipalities for input before adoption.	CAO 2020-01 - Leading Oxford County to "100% Housed" Future	CAO	22-Apr
~~12-Aug-20~~	~~Correspondence from WDDS for grant funding~~	~~received and referred to Human Services for a report~~	~~HS~~	~~14-Oct~~
26 May	Commemoration of 150th Anniversary of arrival in Taiwan of George Leslie Mackay	Warden to extend invitation to appropriate number of members of the Tamsui governing council to visit Oxford in July, 2022	WDN	TBA
14-Jul-21	Community Safety and Well-being Plan Coordinating Committee delegation	Staff report regarding resolution adopted by Council on July 14/21	CAO	TBA

COUNTY OF OXFORD

BY-LAW NO. **6381-2021**

BEING a By-Law to adopt Amendment Number 265 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 265 to the County of Oxford Official Plan has been recommended by resolution of the Council of the City of Woodstock and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford pursuant to the provision of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 265 to the County of Oxford Official Plan, being the attached text and schedules, is hereby adopted.

2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN WARDEN

CHLOÉ SENIOR CLERK

AMENDMENT NUMBER 265

TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following schedule designated Schedule “A” attached hereto, constitute Amendment Number 265 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate the development of 5 townhouse units on the subject lands.

2.0 LOCATION OF LANDS AFFECTED

This amendment applies to lands described as Part Lot 118C, Plan 293 in the City of Woodstock. The lands are located at the southeast corner of Mill Street and Park Row and are municipally known as 97 Mill Street.

3.0 BASIS FOR THE AMENDMENT

The amendment has been initiated to redesignate the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate the development of 5 townhouse dwelling units on the subject property.

Council is of the opinion that the subject lands are suitable for medium density residential development as the property is located on an arterial road with immediate access to via Park Row. As such, the 5 townhouse units are not anticipated to impact local streets with respect to increased traffic and vehicle turning movements.

Council is satisfied that the proposed townhouse development is suitable for the area as it is relatively small in scale and it is bordered by City parkland in the north and east. As such, Council is of the opinion that the proposed development is appropriate for the area as it will be in keeping with the nature, character and scale of adjacent residential uses and is therefore not anticipated to have a negative impact on surrounding lands.

The site is also able to provide adequate off-street parking and is located in an area where services and amenities such as schools, leisure facilities, shopping and parks are within a reasonable distance. More specifically, the City's downtown area, McIntosh Park, Southside Park, Southside Public School, St. Mary's Catholic Secondary School and Fanshawe College are within 1 to 1.5 km of the subject property.

Further to the above-noted locational criteria, this office is also satisfied that the subject lands are of sufficient size to allow for the mitigation of adverse effects of development on the amenity and character of the neighbourhood through site design, setbacks, screening and/or buffering. The proposed townhouses are 2-storeys in height, which is similar in height to the surrounding residential uses.

Further, the subject proposal is consistent with the policies for the medium density residential designation. The subject lands comprise approximately 0.12 ha (0.31 ac) in lot area and the applicant's proposal for 5 townhouse units constitutes a net residential density of approximately 41.6 units per hectare (16 units per acre). According to the definitions for residential density as contained in the Official Plan, this development falls within the medium density range.

With respect to the findings of the Noise and Vibration Feasibility Assessment, it was concluded that with suitable control measures integrated into the design of the dwellings, it is feasible to meet the MECP noise guideline requirements. Central air-conditioning systems in all units, brick veneer exteriors, as well as an acoustic barrier along Mill Street are the recommended noise mitigation measures according to the assessment. It was further recommended that warning clauses be required for all dwelling units to inform the future occupants of the potential noise generated from Mill Street and the railway.

The proposed development will be subject to site plan approval by the City of Woodstock. Through this review process, matters such as noise mitigation requirements, lighting, parking, grading, stormwater management, landscaping, privacy screening and garbage collection will be addressed to ensure compatibility with the surrounding uses.

In light of the foregoing, it is the opinion of Council that the proposed Official Plan Amendment is consistent with the policies of the PPS and supports the objectives and strategic initiatives of the Official Plan.

4.0 DETAILS OF THE AMENDMENT

4.1 That Schedule “W-3” – City of Woodstock Residential Density Plan, is hereby amended by changing to “Medium Density Residential” the land use designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policies of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policies of the Official Plan.

SCHEDULE "A"

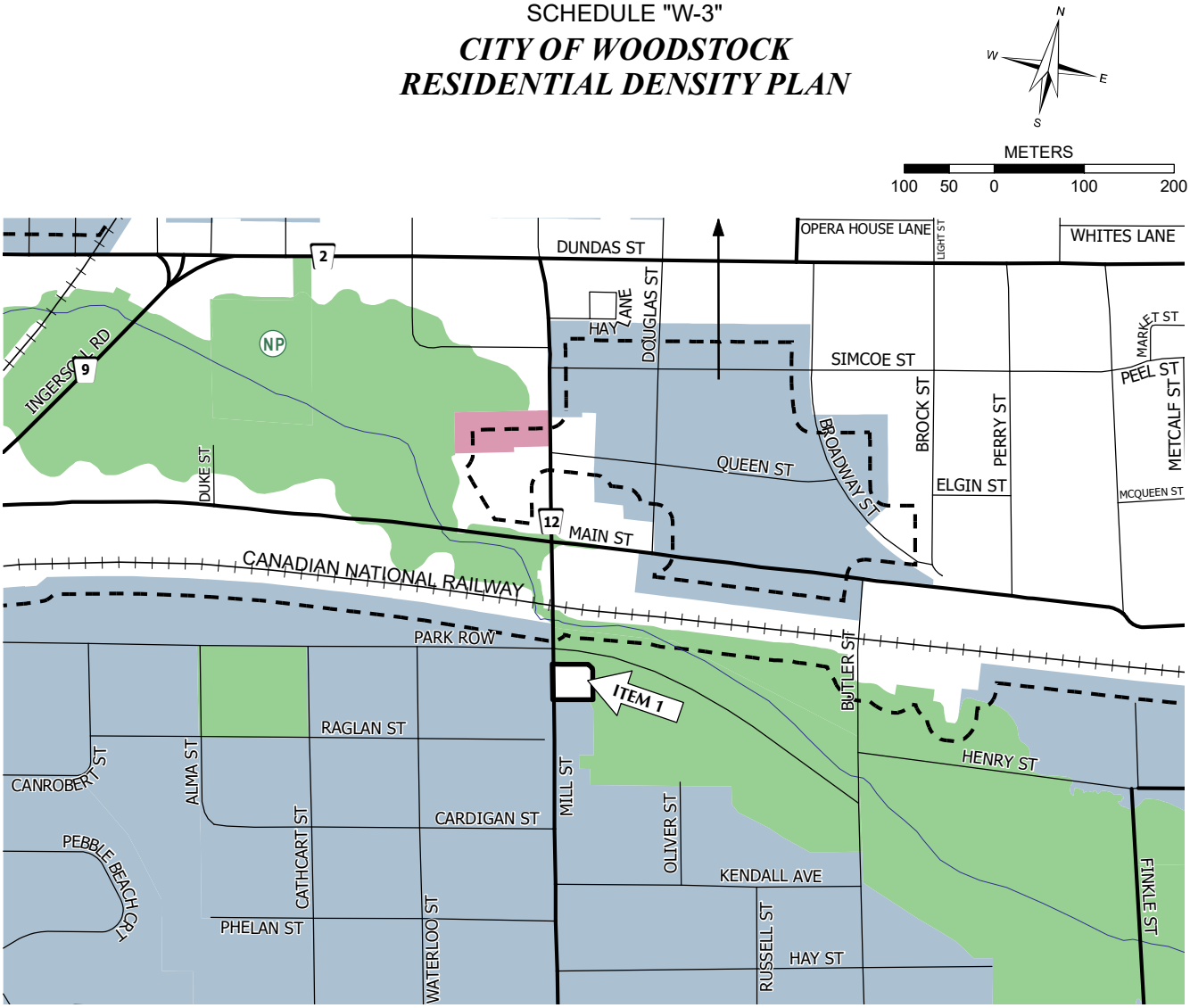
AMENDMENT No. 265

TO THE

COUNTY OF OXFORD OFFICIAL PLAN

SCHEDULE "W-3"

CITY OF WOODSTOCK RESIDENTIAL DENSITY PLAN



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE TO MEDIUM DENSITY RESIDENTIAL

RESIDENTIAL DENSITY PLAN LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- OPEN SPACE
- NP NEIGHBOURHOOD PARK
- COMMUNITY PLANNING DISTRICT

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COUNTY OF OXFORD

BY-LAW NO. **6382-2021**

BEING a By-Law to adopt Amendment Number 262 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 262 to the County of Oxford Official Plan has been recommended by resolution of the Council of the Town of Tillsonburg and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 262 to the County of Oxford Official Plan, being the attached text and schedule, is hereby adopted.

2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN, WARDEN

CHLOÉ J. SENIOR, CLERK

AMENDMENT NUMBER 262

TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following schedule attached hereto, constitute
Amendment Number 262 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Medium Density Residential' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 49 lots for single detached dwellings and 1 block for neighbourhood commercial purposes.

2.0 LOCATION OF LANDS AFFECTED

The subject lands are described as Part Lot 4, Concession 10 (Dereham), in the Town of Tillsonburg. The lands are located on the west side of Cranberry Road, between North Street East and Keswick Road, and are known municipally as 33 Cranberry Road, Tillsonburg.

3.0 BASIS FOR THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Medium Density Residential' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 49 lots for single detached dwellings and 1 block for neighbourhood commercial purposes.

It is the opinion of Council that the proposed amendment is consistent with the relevant policies of the PPS as the proposed draft plan of subdivision is cost-effective, and an efficient land use pattern that minimizes land consumption and servicing costs. The proposed development also preserves existing natural features and its linkages to existing trails will improve active transportation networks in Town.

Council is of the opinion that the proposal is in keeping with the Plan of Subdivision policies of Section 10.3.3, and the policies of the Low Density Residential designation. The proposed draft plan has a net residential density of 16.7 units / ha (6.8 units/ ac), in keeping with the density target, being 15 to 30 units per hectare. The proposed street layout is an efficient development pattern for the subject lands which are irregularly shaped. Appropriate linkages to the Trans Canada Trail on Cranberry Road and North Street East will be provided through a proposed pedestrian connection within the stormwater management block and sidewalks on local streets.

The site is located on the periphery of an area that is surrounded by existing low density development to the east, and planned low density residential development to the east and farther to the west. It is the opinion of Council that the proposed low density development is appropriate for the area with respect to the nature, character and scale of existing and planned adjacent uses.

Further, it is the opinion of Council that the subject application is consistent with the policies for Low Density Residential areas within the Town. The Low Density Residential designation is intended for areas to be primarily developed or planned for a variety of low rise, low density housing forms including single-detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses and low density cluster development. In light of the foregoing, Council is satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and is in-keeping with the strategic initiatives and objectives of the County Official Plan.

4.0 DETAILS OF THE AMENDMENT

4.1 That Schedule “T-2” – Town of Tillsonburg Residential Density Plan, is hereby amended by designating those lands identified as “ITEM 1” on Schedule “A” attached hereto as “Low Density Residential”.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policies of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policies of the Official Plan.

SCHEDULE "A"

AMENDMENT No. 262

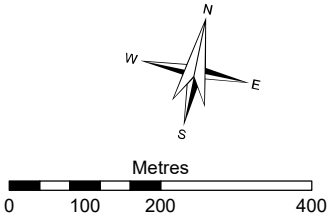
TO THE

COUNTY OF OXFORD OFFICIAL PLAN

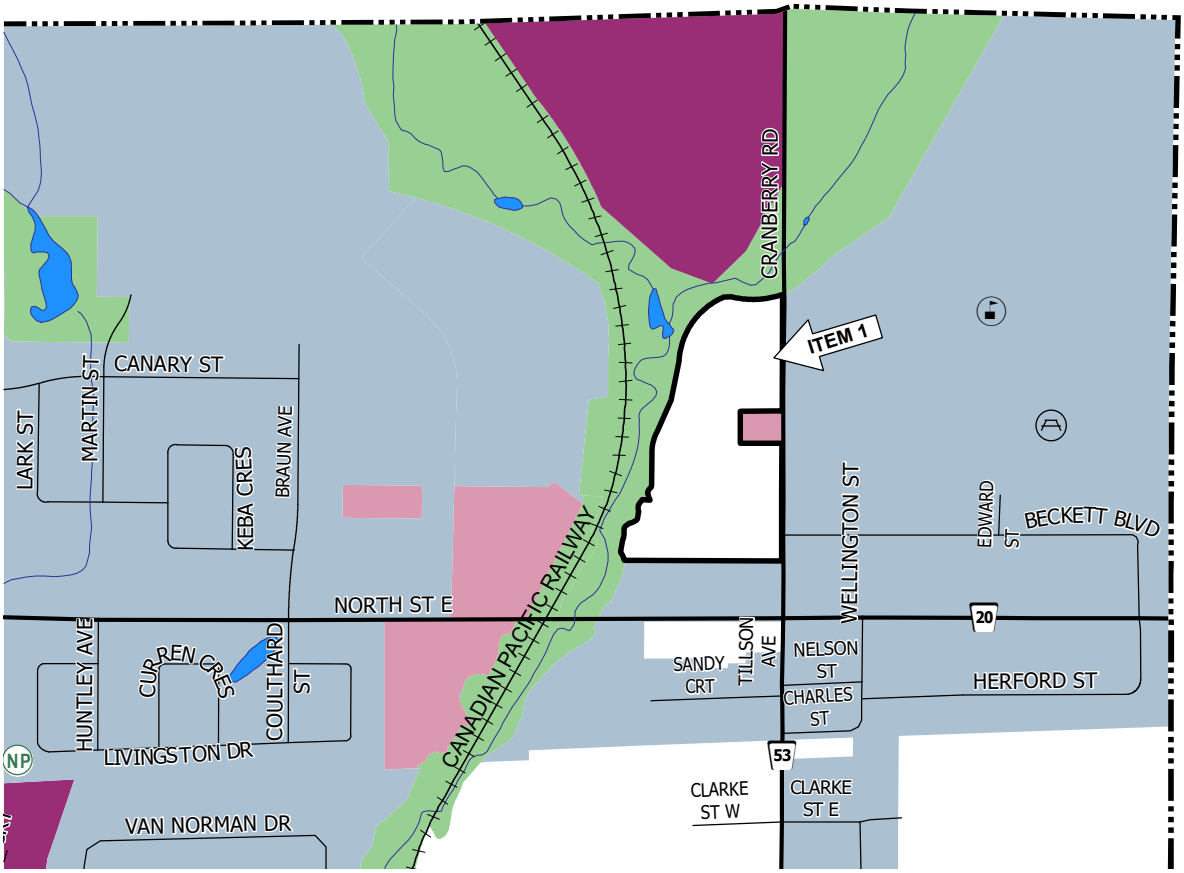
SCHEDULE "T-2"

TOWN OF TILLSONBURG

RESIDENTIAL DENSITY PLAN



TOWNSHIP OF SOUTH-WEST OXFORD



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM MEDIUM DENSITY RESIDENTIAL TO LOW DENSITY RESIDENTIAL

RESIDENTIAL DENSITY PLAN LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- HIGH DENSITY RESIDENTIAL
- OPEN SPACE
- NP NEIGHBOURHOOD PARK
- PROPOSED PARK
- PROPOSED SCHOOL

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COUNTY OF OXFORD

BY-LAW NO. **6383-2021**

BEING a By-Law to adopt Amendment Number 266 to the County of Oxford Official Plan.

WHEREAS, Amendment Number 266 to the County of Oxford Official Plan has been recommended by resolution of the Council of the Town of Tillsonburg and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

NOW THEREFORE, the County of Oxford, pursuant to the provisions of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 266 to the County of Oxford Official Plan, being the attached text and schedule, is hereby adopted.

2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN, WARDEN

CHLOÉ J. SENIOR, CLERK

AMENDMENT NUMBER 266

TO THE COUNTY OF OXFORD OFFICIAL PLAN

The following schedules attached hereto, constitute
Amendment Number 266 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Open Space' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 65 lots for single detached dwellings and 7 blocks for street fronting townhouse dwellings.

2.0 LOCATION OF LANDS AFFECTED

The subject lands are described as Part Lot 1594, Plan 500, Parts 1, 2, 5 & 6 of 41R-8799, Parts 1 & 2 of 41R-7400, in the Town of Tillsonburg. The lands are located on the south side of Baldwin Street, north side of John Pound Road, and west side of Borden Crescent in the Town of Tillsonburg.

3.0 BASIS FOR THE AMENDMENT

The purpose of this amendment is to re-designate the portion of the subject lands that is currently 'Open Space' to 'Low Density Residential' to facilitate the development of a residential draft plan of subdivision, consisting of 65 lots for single detached dwellings and 7 blocks for street fronting townhouse dwellings.

It is the opinion of Council that the proposal is consistent with the relevant policies of the Provincial Policy Statement. The proposed development is considered to be a form of infilling that promotes a mix of housing types and represents an efficient use of lands, municipal services and infrastructure within a designated settlement area, which is consistent with Sections 1.1.1, 1.1.3.1, 1.1.3.2, 1.1.3.3 and 1.4.3 of the PPS. The impact of the proposal on surrounding natural heritage features has also been evaluated in accordance with Section 2.1.8 of the PPS.

The Open Space designation is reflective of the current and historic use of the lands for golf course purposes and Council are of the opinion that the re-designation of portions of the site is appropriate and in-keeping with the Official Plan's strategic goals and objectives.

Although the proposed draft plan has a net residential density of 12.5 units/ha (5.1 units/ac), less than the minimum density parameters set out in the Plan, being 15 to 30 units per hectare, Council is of the opinion that the proposed density in this particular instance is appropriate. The reduced density in this instance is compounded by the generous lot depth of the proposed residential lots that reflect topographical constraints and setbacks to natural heritage features that have been recommended that limits the number of units within the development; additionally there are concerns about increasing the number of units on the two cul-de-sac streets which have separate entrances and are not interconnected save for an emergency access road.

Further, it is the opinion of Council that the subject application is consistent with the policies for Low Density Residential areas within the Town. The Low Density Residential designation is intended for areas to be primarily developed or planned for a variety of low rise, low density housing forms including single-detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses and low density cluster development. In light of the foregoing, Council is satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and is in-keeping with the strategic initiatives and objectives of the County Official Plan.

4.0 DETAILS OF THE AMENDMENT

4.1 That Schedule “T-1” – Town of Tillsonburg Land Use Plan, is hereby amended by designating those lands identified as “ITEM 1” on Schedule “A” attached hereto as “Residential”.

4.2 That Schedule “T-2” – Town of Tillsonburg Residential Density Plan, is hereby amended by designating those lands identified as “ITEM 1” on Schedule “A” attached hereto as “Low Density Residential”.

4.3 That Schedule “T-3” – Town of Tillsonburg Residential Density Plan, is hereby amended by removing the ‘Open Space’ designation from those lands identified as “ITEM 1” on Schedule “A” attached hereto.

5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policies of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policies of the Official Plan.

SCHEDULE "A"

AMENDMENT No. 266

TO THE

COUNTY OF OXFORD OFFICIAL PLAN

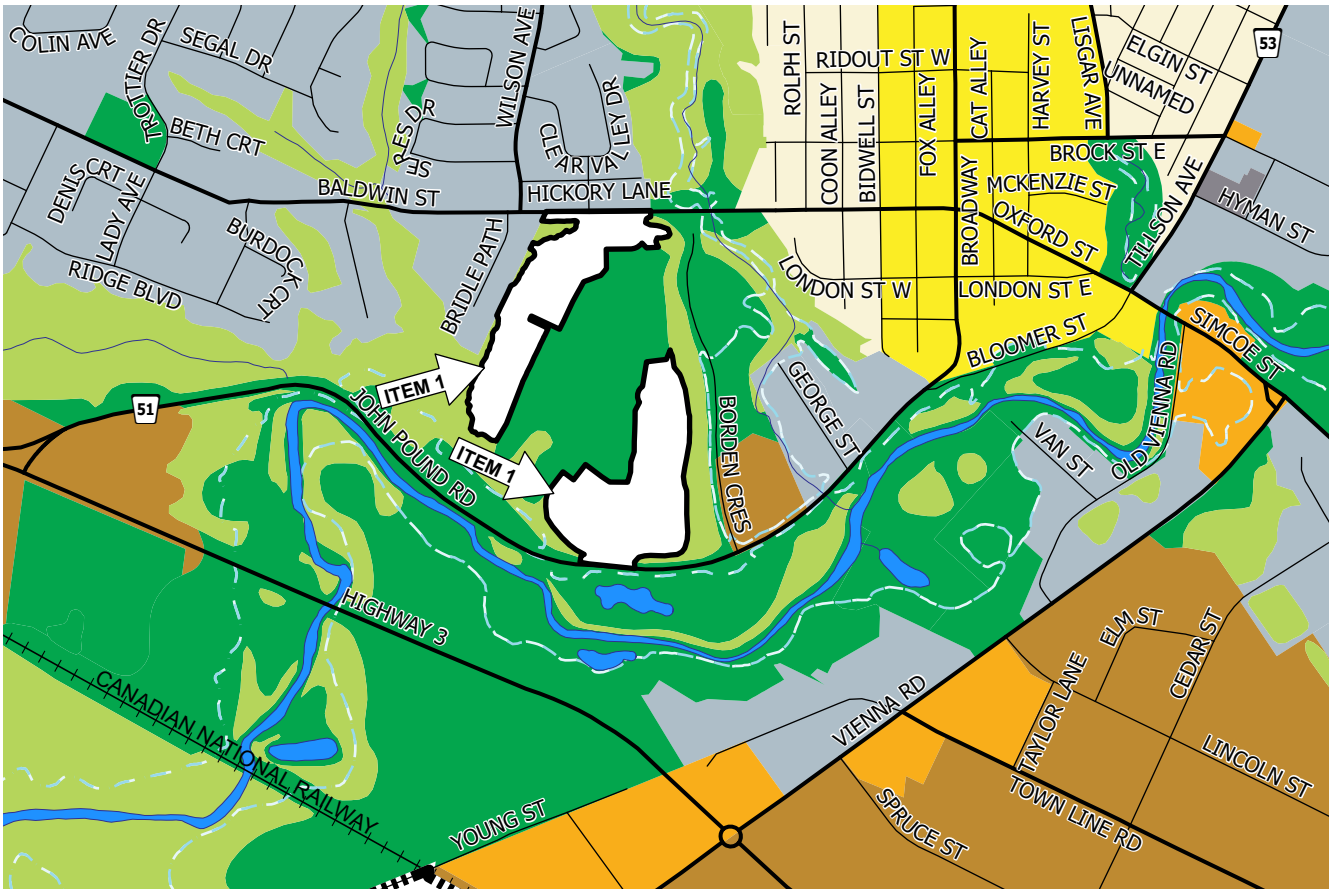
SCHEDULE "T-1"

TOWN OF TILLSONBURG

LAND USE PLAN

Meters

0 55 110 220 330 440 550



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM OPEN SPACE TO RESIDENTIAL

LAND USE PLAN LEGEND

- RESIDENTIAL
- CENTRAL BUSINESS DISTRICT
- ENTREPRENEURIAL DISTRICT
- SERVICE COMMERCIAL
- COMMUNITY FACILITY
- INDUSTRIAL
- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- FLOODLINE

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SCHEDULE "A"

AMENDMENT No. 266

TO THE

COUNTY OF OXFORD OFFICIAL PLAN

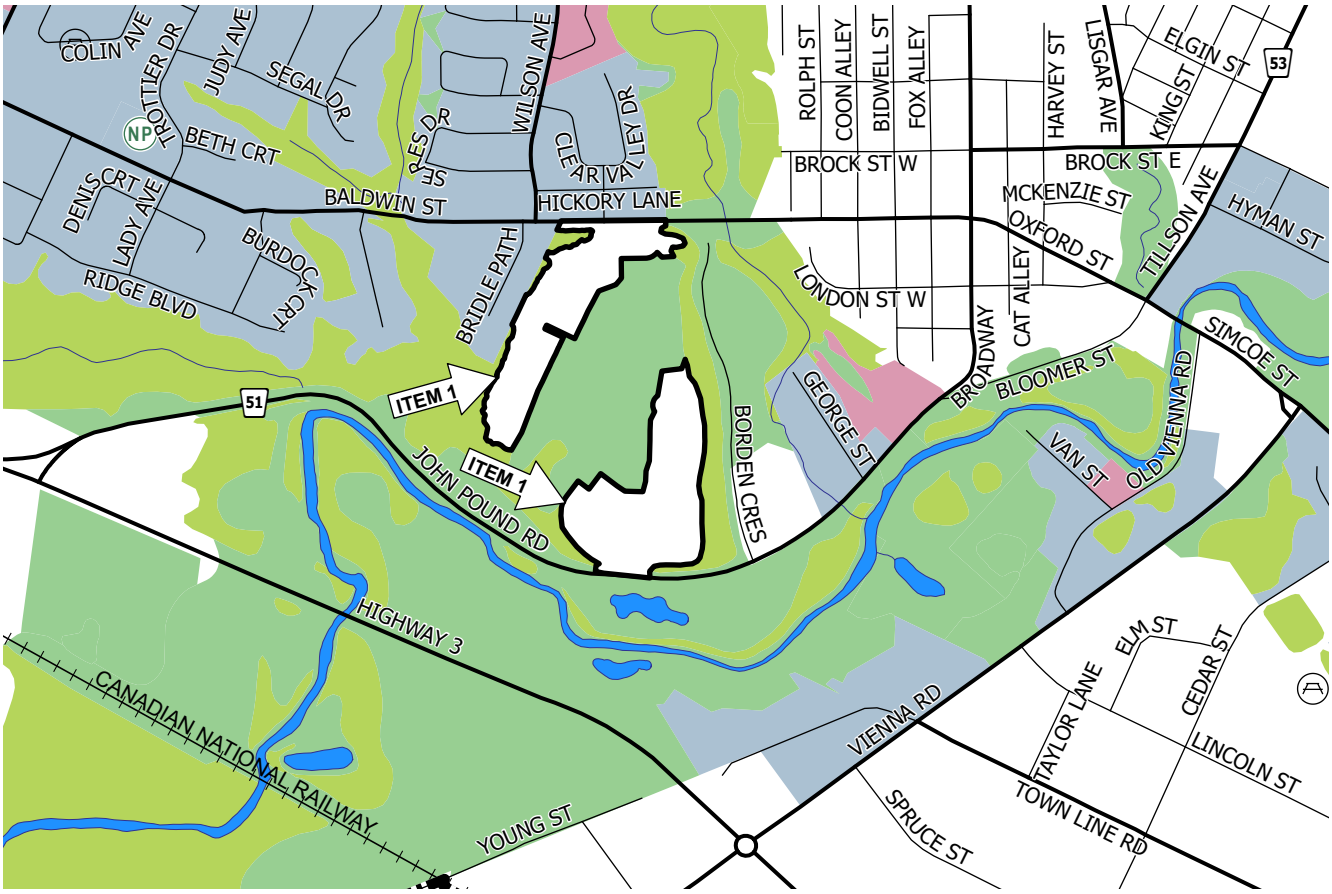
SCHEDULE "T-2"

TOWN OF TILLSONBURG

RESIDENTIAL DENSITY PLAN

Metres

0 100 200 400 600



- AREA OF THIS AMENDMENT

ITEM 1 - CHANGE FROM OPEN SPACE TO LOW DENSITY RESIDENTIAL

RESIDENTIAL DENSITY PLAN LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- NP NEIGHBOURHOOD PARK
- PROPOSED PARK

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SCHEDULE "A"

AMENDMENT No. 266

TO THE

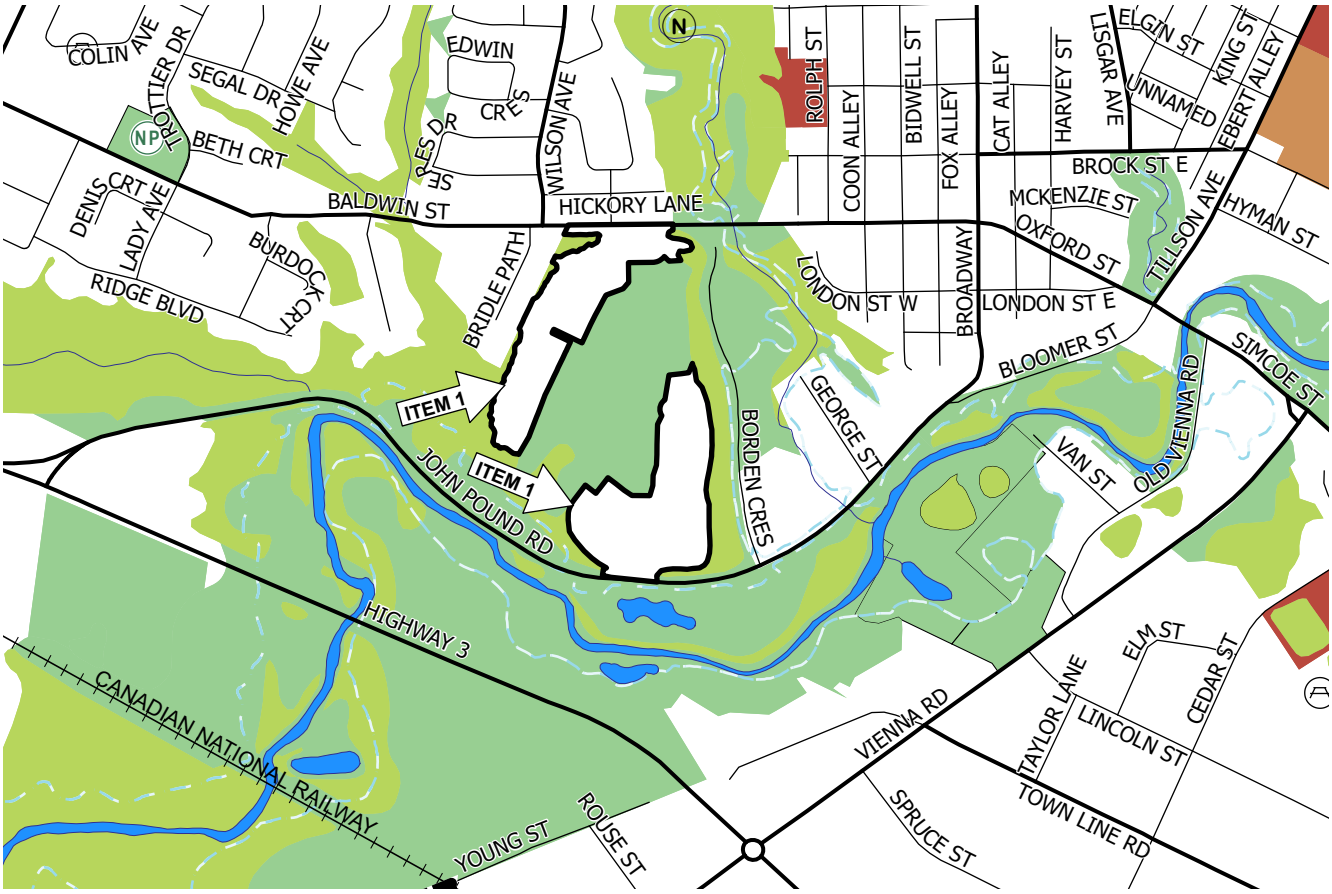
COUNTY OF OXFORD OFFICIAL PLAN

SCHEDULE "T-3"

TOWN OF TILLSONBURG LEISURE RESOURCES AND SCHOOL FACILITIES PLAN

Metres

0 100 200 400 600



- AREA OF THIS AMENDMENT

ITEM 1 - REMOVE FROM OPEN SPACE

LEISURE RESOURCES AND SCHOOL FACILITIES PLAN LEGEND

- OPEN SPACE
- ENVIRONMENTAL PROTECTION
- PUBLIC ELEMENTARY SCHOOL
- PUBLIC SECONDARY SCHOOL
- PROPOSED PARK
- NEIGHBOURHOOD PARK
- TOWN NATURAL PARK
- FLOODLINE

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COUNTY OF OXFORD

BY-LAW NO. **6384-2021**

BEING a By-law to further amend By-law No. 4167-2001 as amended by By-law No. 4411-2004, By-law No. 4693-2006 and By-law 5065-2009, to upload and download certain roads and portions of roads to the County of Oxford County Roads System.

WHEREAS, Section 52 (1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that an upper-tier municipality may add a lower-tier highway, including a boundary line highway, to its highway system from any of its lower-tier municipalities.

AND WHEREAS, Section 52 (4) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that an upper-tier municipality may remove a highway, including a boundary line highway, from its system.

AND WHEREAS, Council has adopted Public Works Report No. PW 2021-29, dated August 11, 2021, recommending the rationalization of the County of Oxford County Roads System.

NOW THEREFORE, the Council of the County of Oxford enacts as follows:

1. That the road transfers will have effect as of and after January 1, 2022.

2. That the Consolidating by-law 4167-2001 as amended by By-law No. 4411-2004, By-law No. 4693-2006 and By-law No. 5065-2009 is further amended to remove parts of County roads 2 and 4 from the County Road System by:

Amending Plan number 2-1 to remove that part of Oxford Road 2 Access Road only (servicing civic addresses 684784, 684786, 684790, 684792, 684796 684800 Highway 2), located off of the south limit of Oxford Road 2, commencing at a point 329 metres west of the west limit of Oxford Road 30, to the south limit of Oxford Road 2, and being an approximate distance of 194 metres west therefrom.

Amending Plan number 4-1 to remove that part of Oxford Road 4, Bond's Corner Road, being that part of the Original Road Allowance between Lots 12 and 13 Concession 1 (Blandford), as widened, commencing at a point 14m northerly from the north limit of OR2 and extending northerly therefrom approximately 252 metres to the junction with Oxford Road 4.

3. That the Consolidating by-law 4167-2001 as amended by By-law No. 4411-2004, By-law No. 4693-2006 and By-law No. 5065-2009 is further amended to add an extension of Oxford Road 28 to the County Road System by:

Adding Plan number 28-2 to add that part of Maplewood Side Road from the east limit of Oxford Road 59 to the west limit of Oxford Road 5 as part of Oxford Road 28, attached hereto.

4. That the Consolidating by-law 4167-2001 as amended by By-law No. 4411-2004, By-law No. 4693-2006 and By-law No. 5065-2009 is further amended to add Oxford Road 60 to the County Road System by:

Adding Plan number 60-1 to add that part of 16th Line from the northwest limit of Oxford Road 4 to the south limit of Oxford Road 8 as part of Oxford Road 60, attached hereto.

5. That the Consolidating by-law 4167-2001 as amended by By-law No. 4411-2004, By-law No. 4693-2006 and By-law No. 5065-2009 is further amended to add Oxford Road 21 to the County Road System by:

Adding Plan number 21-1 to add that part of New Durham Road from the northeast limit of Oxford Road 59 to the boundary limits of Oxford County and Brant County at Oxford Road 22, attached hereto.

6. That payments are authorized to be made by the Township of Norwich to the County of Oxford on January 1, 2022 as follows:

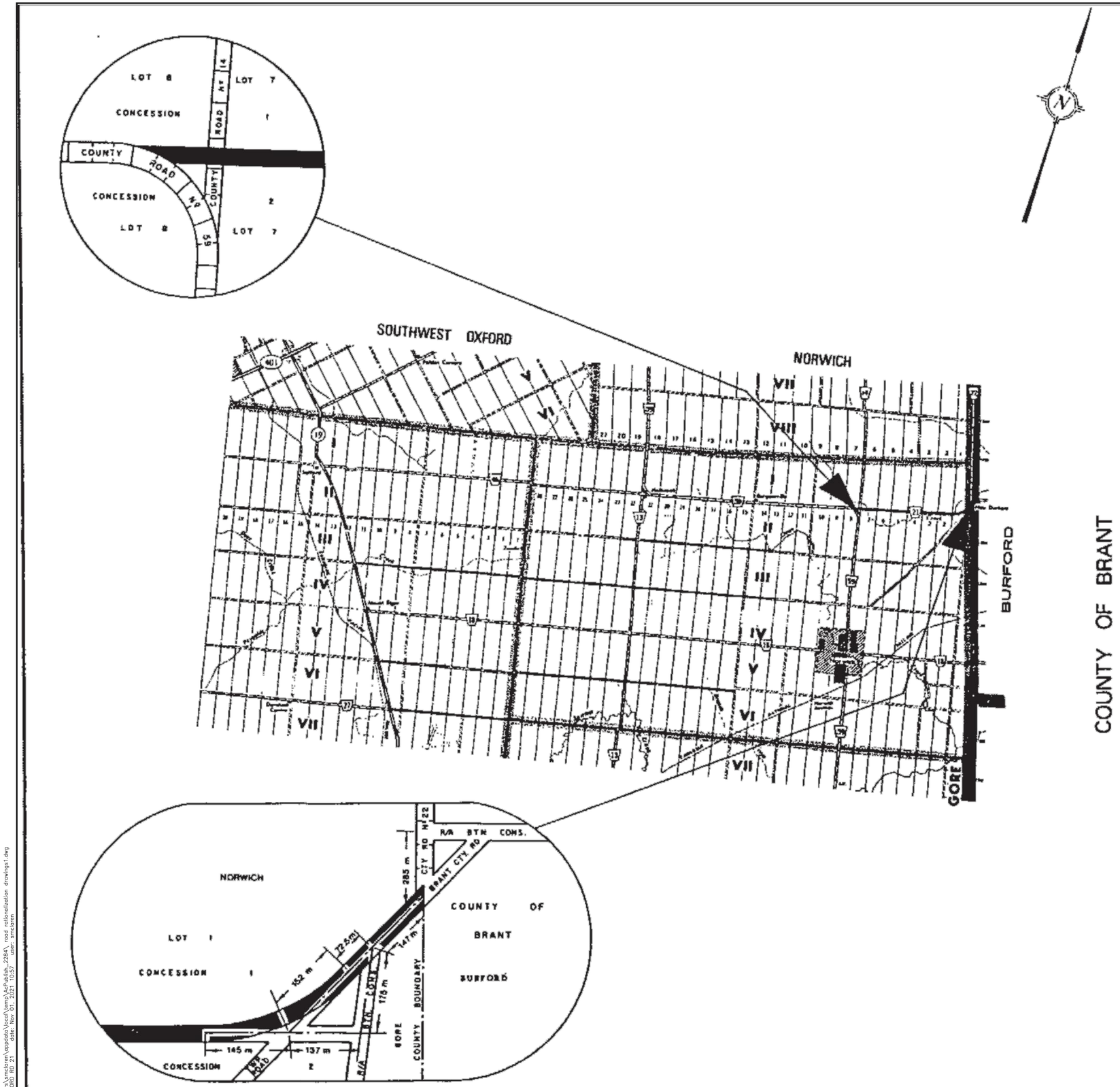
The Township of Norwich, $40,000.00.

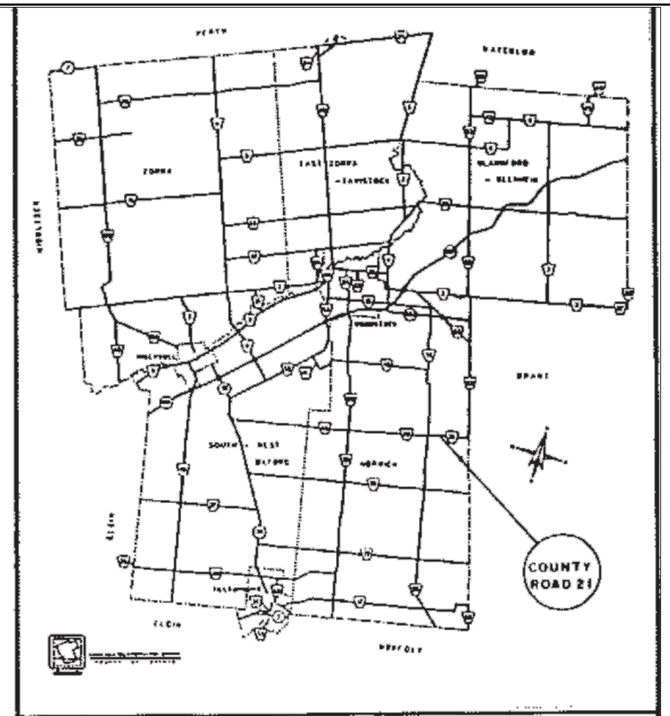
READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN, WARDEN

CHLOÉ J. SENIOR, CLERK





PLAN SHOWING BY A SOLID LINE
THE PORTION OF ROAD IN THE
TOWNSHIP OF
NORWICH
ADDED TO THE COUNTY ROAD SYSTEM
BY
BY-LAW NUMBER 6384-2021
FURTHER AMENDING BY-LAW 4167-2001
OF THE
COUNTY OF OXFORD
TO BE KNOWN AS
OXFORD RD 21

LENGTH OF ROAD ASSUMED APPROX. 3.9 km

SCALES

LEGEND

Urban Municipalities
Township Boundaries
County Boundaries
Township Roads
Ten Kings Highway
County Road Nº 21
Other County Roads
Unassumed Road Allowances

I HEREBY CERTIFY THAT THIS PLAN FORMS PART BY-LAW 6384-2021 OF THE COUNTY OF OXFORD

DATE

CLERK

County Road Plan Nº 21 - 1

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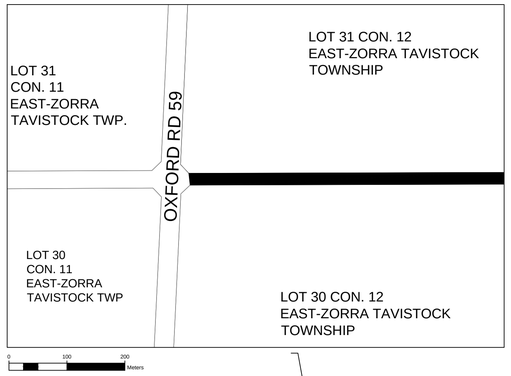

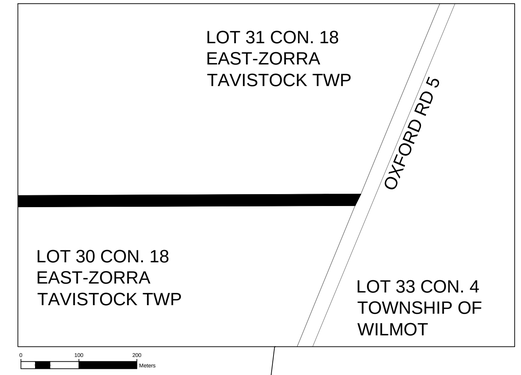

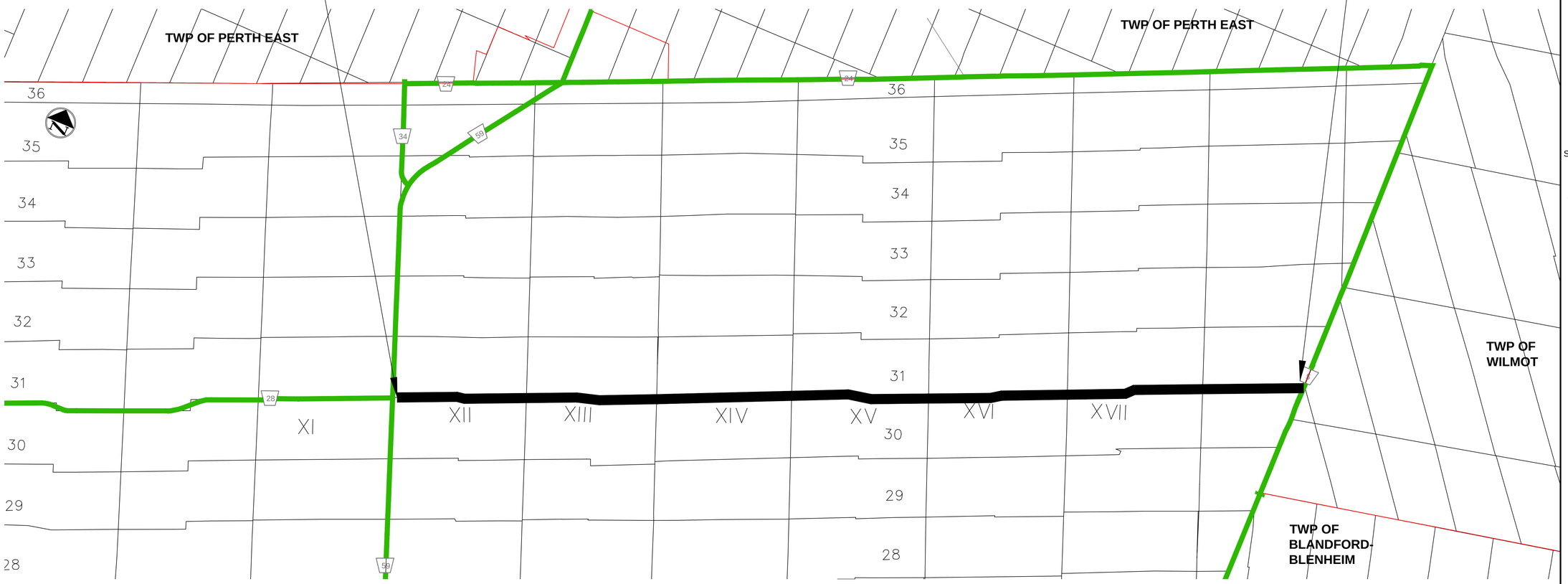

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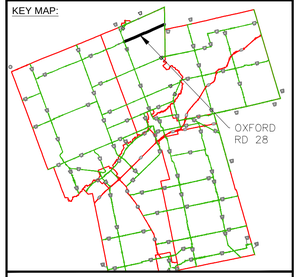
Woodstock, Ontario N4S 7Y3
Phone: 519-539-9800
Fax: 519-421-4711
www.oxfordcounty.ca

KEY MAP:



PLAN SHOWING BY A SOLID LINE
THE PORTION OF ROAD IN THE
TOWNSHIP OF

EAST-ZORRA TAVISTOCK

ADDED TO THE COUNTY ROAD SYSTEM
BY
BY-LAW NUMBER 6384-2021
FURTHER AMENDING
BY-LAW 4167-2001
OF THE
COUNTY OF OXFORD
TO BE KNOWN AS

OXFORD RD 28

LENGTH OF ROAD ASSUMED APPROX. 9.25 KM

SCALE 0 600 1200 Meters

OTHER COUNTY ROAD
OXFORD ROAD 28
MUNICIPAL BOUNDARY

I HEREBY CERTIFY THAT THIS PLAN FORMS PART OF BY-LAW 6384-2021 OF THE COUNTY OF OXFORD

DATE _____ CLERK _____

COUNTY RD PLAN No. 28-2

file: C:\Users\smclaren\appdata\local\temp\AcPublish_2284\ road rationalization drawings1.dwg
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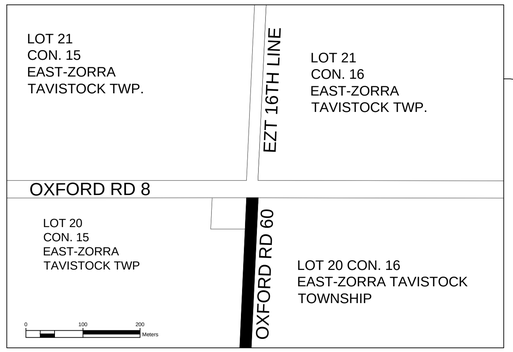

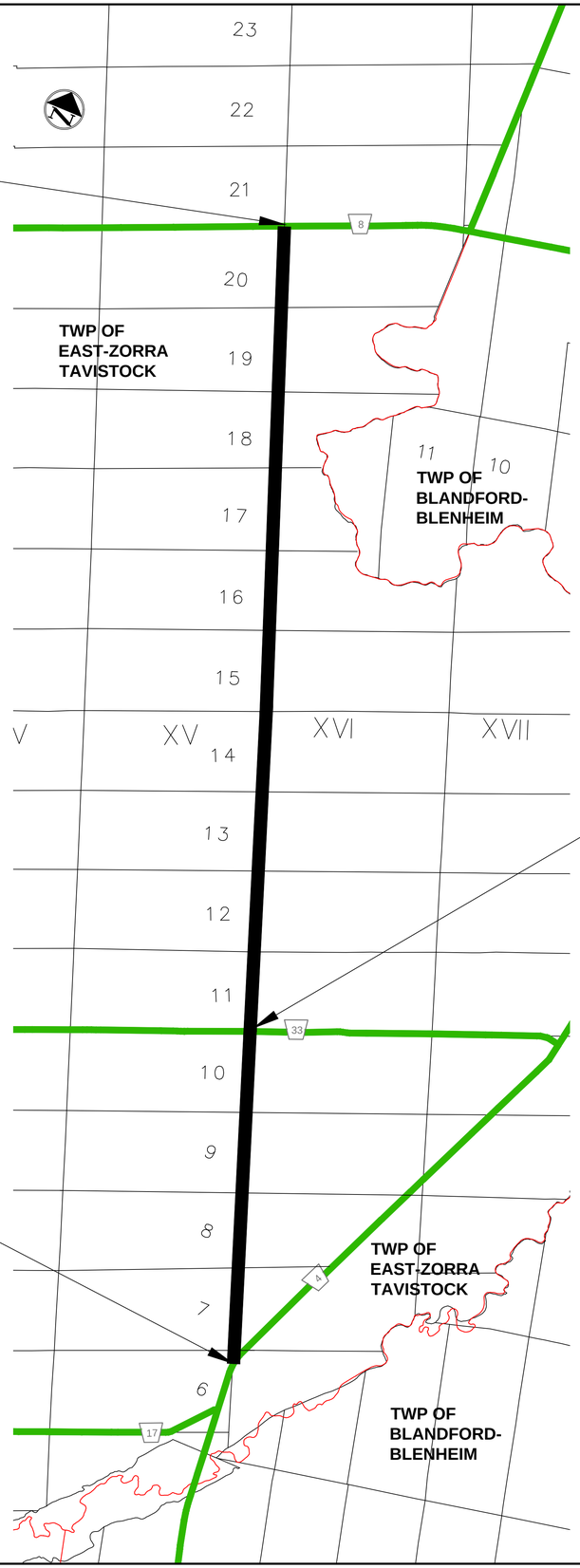

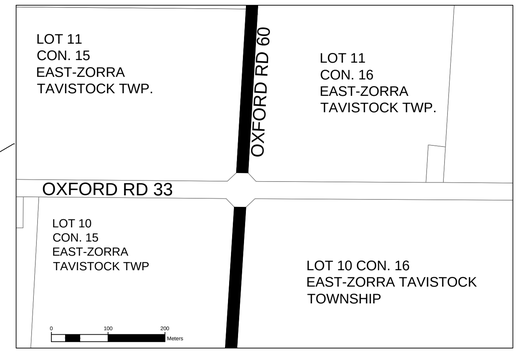

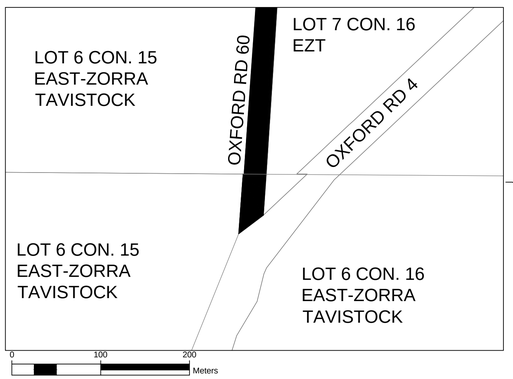

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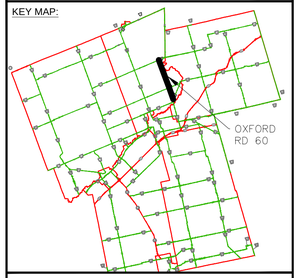
KEY MAP:



PLAN SHOWING BY A SOLID LINE
THE PORTION OF ROAD IN THE
TOWNSHIP OF

EAST-ZORRA TAVISTOCK

ADDED TO THE COUNTY ROAD SYSTEM
BY
BY-LAW NUMBER 6384-2021 FURTHER AMENDING
BY-LAW 4167-2001
OF THE
COUNTY OF OXFORD
TO BE KNOWN AS

OXFORD RD 60

LENGTH OF ROAD ASSUMED APPROX. 8.8 KM

SCALE 0 600 1200 Meters

OTHER COUNTY ROAD
OXFORD ROAD 28
MUNICIPAL BOUNDARY

I HEREBY CERTIFY THAT THIS PLAN FORMS PART BY-LAW 6384-2021 OF THE COUNTY OF OXFORD

DATE _____ CLERK _____

COUNTY RD PLAN No. 60-1

file: C:\Users\smclaren\appdata\local\temp\AcPublish_2284_road rationalization drawings1.dwg
layout: COFORD RD 60 date: Nov 17, 2021 10:58 user: smclaren

COUNTY OF OXFORD

BY-LAW NO. 6385-2021

BEING a By-law to confirm all actions and proceedings of the Council of the County of Oxford at the meeting at which this By-law is passed.

The Council of the County of Oxford enacts as follows:

1. That all decisions made by Council at the meeting at which this By-law is passed, in respect of each report, resolution or other action passed and taken by the Council at this meeting, are hereby adopted, ratified and confirmed.

2. That the Warden and/or the proper officers of the County are hereby authorized and directed to do all things necessary to give effect to the said decisions referred to in Section 1 of this By-law, to obtain approvals where required, and except where otherwise provided, to execute all necessary documents and the Clerk is hereby authorized and directed to affix the corporate seal where necessary.

3. That nothing in this By-law has the effect of giving to any decision the status of a By-law where any legal prerequisite to the enactment of a specific By-law has not been satisfied.

4. That all decisions, as referred to in Section 1 of this By-law, supersede any prior decisions of Council to the contrary.

READ a first and second time this 10th day of November, 2021.

READ a third time and finally passed this 10th day of November, 2021.

LARRY G. MARTIN, WARDEN

CHLOÉ J. SENIOR, CLERK