



AGENDA

COUNTY OF OXFORD

COUNCIL MEETING

WEDNESDAY, JULY 9, 2014 9:30 A.M.

COUNCIL CHAMBER, OXFORD COUNTY ADMINISTRATION BUILDING, WOODSTOCK

MEETING #13

1. CALL TO ORDER

Time _____

2. APPROVAL OF AGENDA

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING

[June 25 2014](#)

5. PUBLIC MEETINGS

6. DELEGATIONS AND PRESENTATIONS

- 1. Lillian and Ronald Tayler, Owner
Gordon Simpson, Diversified Development Group, Applicant
Clare Riepma, Riepma Consultants Inc.
Re: Applications for Official Plan Amendment and
Draft Plan of Subdivision -
OP 13-09-2 & SB 13-02-2 - Lillian & Ronald Tayler
*See [CASPO 2014-175](#)

7. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS

Consideration of:

[CASPO 2014-175](#)

- Re: Applications for Official Plan Amendment and
Draft Plan of Subdivision -
OP 13-09-2 & SB 13-02-2 - Lillian & Ronald Tayler

8. CONSIDERATION OF CORRESPONDENCE

9. REPORTS FROM DEPARTMENTS

COMMUNITY AND STRATEGIC PLANNING

[CASPO 2014-175](#)

Re: Applications for Official Plan Amendment and Draft Plan of Subdivision
OP 13-09-2 & SB 13-02-2 – Lillian & Ronald Tayler

Recommendations

1. That Oxford County Council deny the application to amend the Official Plan submitted by Lillian and Ronald Tayler (OP 13-09-2) to redesignate certain lands within the Township of East Zorra-Tavistock to 'Low Density Residential';
2. And further, that Oxford County Council deny draft plan approval for a proposed subdivision submitted by Lillian and Ronald Tayler (SB 13-02-2) for lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock.

CORPORATE SERVICES

[CS 2014-21](#)

Re: Tax Recoveries By-law - 2014

Recommendations

1. That Council approves funding of the Maximum Tax Protection Mechanism for the County's portion of taxes for the Year 2014 to be recovered within the same tax class by clawing back from decreasing properties;
2. And further, that By-law No. [5597-2014](#), being a by-law to establish decrease limits for certain property classes for the Year 2014, be presented to Council for enactment.

PUBLIC WORKS

[PW 2014-39](#)

Re: Installation of Two Feed-In-Tariff (FIT) Solar Generators

Recommendations

1. That Council approve the installation of two FIT Solar Generators at an estimated cost of \$1.2 Million, to be financed by landfill reserves;
2. And further, that the Chief Administrative Officer be authorized to sign commitment agreements for a twenty (20) year period, for the sale of energy produced from the FIT projects, to Hydro One in Salford, and Erie Thames in Ingersoll;
3. And further, that a by-law be raised to authorize the Chief Administrative Officer to sign all necessary documents to complete the purchase, installation and commitment agreements for the two (2) FIT solar generators upon confirmation of approval from the Ontario Power Authority.

[PW 2014-40](#)

Re: Holcroft Street, Ingersoll Sanitary Sewer Contract Extension

Recommendation

1. That County Council support the extension of the Town of Ingersoll's Contract 960335-2013 with J-AAR Excavating Limited for works to include the County planned Whiting Street Sanitary Sewer construction at a County cost of \$611,000 plus HST.

[PW 2014-36](#)

Re: Boundary Road Maintenance Agreement
with the County of Middlesex

Recommendation

1. That a by-law be raised to authorize the Chief Administrative Officer to sign an agreement with Middlesex County for the maintenance of the shared portion of Oxford Road 2 and the portion of Putnam Road and Hamilton Road owned by Middlesex County.

CAO/CLERK

[CAO 2014-11](#)

Re: Services That Work 2014 Interim Report

Staff Presentation

Recommendations

1. That staff pursue the four early service improvement opportunities to :
 - improve the quality and consistency of performance data in the Business Plans;
 - establish clarity and accountability for critical document management, storage and archiving;
 - enhance client focus through the review, documentation and improvements to the Human Services application and intake process; and
 - improve participation in Oxford County Libraries to support the 2015 Library Business Plan
2. And further, that Council approve a contract extension for Munro Strategic Perspective to facilitate service reviews for all remaining services to be completed in a 2015 work plan, for an upset limit of \$100,000 funded from the Corporate General Reserve;
3. And further, that the Chief Administrative Officer be authorized to execute all documents related thereto.

10. UNFINISHED BUSINESS

Pending Items

11. MOTIONS

12. NOTICE OF MOTIONS

13. NEW BUSINESS/ENQUIRIES/COMMENTS

14. CLOSED SESSION

Resolution

Time _____

That Council rise and go into a Closed session for the purpose of considering Report No. PW (CS) 2014-37 regarding matters that have not been made public concerning a proposed or pending acquisition of land.

Resolution

Time _____

That Council rise and reconvene in Open session.

15. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION

PUBLIC WORKS

PW (CS) 2014-37

16. BY-LAWS

[BY-LAW NO. 5597-2014](#)

Being a By-law to Establish Decrease Limits for Certain Property Classes for the Year 2014.

[BY-LAW NO. 5598-2014](#)

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

[BY-LAW NO. 5599-2014](#)

Being a By-law to provide for the dedication and naming of highways in the County of Oxford.

[BY-LAW NO. 5600-2014](#)

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

[BY-LAW NO. 5601-2014](#)

Being a By-law to amend By-law No. 3742-98 by reducing the speed limit from fifty kilometers per hour (50 km/h) to forty kilometers per hour (40 km/h) on a section of Oxford Road 3.

[BY-LAW NO. 5602-2014](#)

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.

17. ADJOURNMENT

Time _____

MINUTES
OF THE
COUNCIL OF THE
COUNTY OF OXFORD

County Council Chamber
Woodstock
June 25, 2014

MEETING #12

Oxford County Council meets in regular session this twenty-fifth day of June 2014, in the Council Chamber, County Administration Building, Woodstock.

1. CALL TO ORDER:

7:00 p.m., with Warden McKay in the chair.

All members of Council present except Councillors Lupton and Wearn.

Staff Present: P. M. Crockett, Chief Administrative Officer
L. Beath, Director of Public Health and Emergency Services
P. D. Beaton, Director of Human Services
L. S. Buchner, Director of Corporate Services
C. Fransen, Director of Woodingford Lodge
G. K. Hough, Director of Community and Strategic Planning
A. Smith, Director of Human Resources
R. G. Walton, Director of Public Works
B. J. Tabor, Clerk

Warden McKay allows an opportunity for Council members to provide good news updates.

2. APPROVAL OF AGENDA:

RESOLUTION NO. 1:

Moved by: Sandra Talbot
Seconded by: David Mayberry

That the Agenda be approved as amended by adding a correspondence item from the Oxford Coalition for Social Justice, dated June 20, 2014, supporting documentation regarding the 2013 Beachville Air Quality Study; by replacing Report No. CASPO (CS) 2014-165 with a revised version; and by advancing the Closed Session portion of the meeting, and consideration thereof, following Consideration of Correspondence.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING:

Council Minutes of June 11, 2014

RESOLUTION NO. 2:

Moved by: Sandra Talbot
Seconded by: David Mayberry

That the Council Minutes of June 11, 2014 be adopted.

DISPOSITION: Motion Carried

5. PUBLIC MEETINGS:

NIL

6. DELEGATIONS AND PRESENTATIONS:

1. Drew Moir, Director
Chris Cunningham, Executive Director
South Gate Centre
Re: 30th Anniversary of Seniors Month in Ontario – Communicating the Good
Work happening in Oxford for the Health and Wellbeing of Seniors

Drew Moir, Director, and Chris Cunningham, Executive Director, South Gate Centre, come forward to communicate the good work happening in Oxford for the health and wellbeing of seniors. D. Moir proceeds through a PowerPoint presentation which was provided as an attachment to Council's electronic Agenda. C. Cunningham concludes the presentation by stating they are representing all of the senior centres in Oxford County as a body. She gives statistics on the growing senior population and states that they are looking to have conversations and partnerships with the County on important demographic issues to enable the County to be stronger.

C. Cunningham responds to comments from Councillor Tait.

2. Steve McSwiggan, Chair
Tim Lobzun, Strategy Director
OPAL Alliance
Re: Walker's Leachate and Oxford County

Steve McSwiggan, Chair, and Tim Lobzun, Strategy Director, OPAL Alliance, come forward to speak regarding "Walker's Leachate and Oxford County" and to request that Council pass a resolution to not accept leachate from privately owned or operated landfills for treatment at any of the County's Waste Water Treatment Plants. S. McSwiggan proceeds through a PowerPoint presentation which was provided as an attachment to Council's electronic Agenda and concludes with a request that a resolution be passed prior to the municipal election in October.

T. Lobzun responds to comments and questions from Councillors Mayberry and Comiskey.

7. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS:

RESOLUTION NO. 3:

Moved by: Sandra Talbot
Seconded by: David Mayberry

That the delegation from South Gate Centre, communicating the good work happening in Oxford for the health and wellbeing of seniors, be received.

DISPOSITION: Motion Carried

RESOLUTION NO. 4:

Moved by: David Mayberry
Seconded by: Sandra Talbot

That the request from OPAL Alliance requesting the County to pass a resolution that Oxford County will not accept leachate from privately owned or operated landfills for treatment at any of the County's wastewater treatment plants, be referred to Public Works for the preparation of a Report.

DISPOSITION: Motion Carried

8. CONSIDERATION OF CORRESPONDENCE:

1. Oxford Coalition for Social Justice
June 20, 2014

Re: Supporting Documentation regarding the
2013 Beachville Air Quality Study request to the Ministry of Health

RESOLUTION NO. 5:

Moved by: David Mayberry
Seconded by: Sandra Talbot

That the correspondence from The Oxford Coalition for Social Justice, dated June 20, 2014, supporting documentation regarding the 2013 Beachville Air Quality Study request to the Ministry of Health, be received.

DISPOSITION: Motion Carried

In accordance with Resolution No. 1, Closed Session and Consideration of Matters Arising from the Closed Session are advanced in the meeting.

14. CLOSED SESSION:

RESOLUTION NO. 6:

Moved by: David Mayberry
Seconded by: Sandra Talbot

That Council rise and go into a Closed session for the purpose of considering Reports No. CAO (CS) 2014-08 and No. CASPO (CS) 2014-165 regarding matters that have not been made public concerning the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose, litigation or potential litigation, and personal matters about identifiable individuals.

DISPOSITION: Motion Carried (7:40 p.m.)

Council members and staff move to Room 129.

Oxford County Council meets in Closed session, as part of a regular meeting, this twenty-fifth day of June, 2014 in Room 129, County Administration Building, Woodstock.

A. CLOSED SESSION COMMENCEMENT TIME:

7:43 p.m., with Warden McKay in the chair.

All members of Council present except Councillors Lupton and Wearn.

Staff Present: P. M. Crockett, Chief Administrative Officer
L. Beath, Director of Public Health and Emergency Services
L. S. Buchner, Director of Corporate Services
G. K. Hough, Director of Community and Strategic Planning
Dr. D. Neal, Acting Medical Officer of Health
R. G. Walton, Director of Public Works
B. J. Tabor, Clerk

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

C. DELEGATIONS AND PRESENTATIONS:

NIL

D. CONSIDERATION OF CORRESPONDENCE:

NIL

E. REPORTS FROM DEPARTMENTS:

CAO/CLERK

CAO (CS) 2014-08

Peter Pickfield, Solicitor, Garrod-Pickfield, LLP, is in attendance to address and answer questions regarding the legal opinions provided in the Report.

COMMUNITY AND STRATEGIC PLANNING

CASPO (CS) 2014-165

F. UNFINISHED BUSINESS:

NIL

G. NEW BUSINESS/ENQUIRIES/COMMENTS:

NIL

H. TIME OF COMPLETION OF CLOSED SESSION:

8:22 p.m.

RESOLUTION NO. 7 :

Moved by: Donald Doan
Seconded by: Sandra Talbot

That Council rise and reconvene in Open session.

DISPOSITION: Motion Carried (8:22 p.m.)

Council members and staff return to the Council Chamber.

8:25 p.m. with Warden McKay in the chair.

All members present except Councillors Lupton and Wearn.

Staff Present: P. M. Crockett, Chief Administrative Officer
L. Beath, Director of Public Health and Emergency Services
P. D. Beaton, Director of Human Services
L. S. Buchner, Director of Corporate Services
C. Fransen, Director of Woodingford Lodge
G. K. Hough, Director of Community and Strategic Planning
A. Smith, Director of Human Resources
R. G. Walton, Director of Public Works
B. J. Tabor, Clerk

15. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION:

CAO/CLERK

CAO (CS) 2014-08

Re: The Beachville Air-shed Work Plan

RESOLUTION NO. 8:

Moved by: Donald Doan
Seconded by: Ted Comiskey

That the recommendations contained in Report No. CAO (CS) 2014-08 be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. CAO (CS) 2014-08:

1. That Council authorizes staff to engage Public Health Ontario to provide expert technical advice and support in undertaking the Beachville Air-shed work plan as outlined in Report CAO 2014-08;
2. And further, that the Director of Public Health and Emergency Services and the Chief Administrative Officer be authorized to execute any necessary documents related thereto;
3. And further, that the Director of Public Health and Emergency Services report the progress, results and appropriate recommendations from the Beachville Air-shed Work plan to Council at appropriate study milestones;
4. And further, that Report CAO 2014-08 be publicly released, exclusive of the Legal Opinions provided in Attachments 1 and 2.

COMMUNITY AND STRATEGIC PLANNING

CASPO (CS) 2014-165

Re: Appointment of Community Sustainability Plan Steering Committee and Adoption of Terms of Reference

RESOLUTION NO. 9:

Moved by: Donald Doan
Seconded by: Ted Comiskey

That the recommendations contained in Report No. CASPO (CS) 2014-165 be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. CASPO (CS) 2014-165:

1. That County Council adopt the Community Sustainability Plan Ad Hoc Committee's recommendation to appoint those persons listed in Report No. CASPO 2014-165 to the Community Sustainability Plan Steering Committee;
2. And further, that County Council adopt the Terms of Reference for the Community Sustainability Plan Steering Committee;
3. And further, that Report No. CASPO (CS) 2014-165 be publicly released.

9. REPORTS FROM DEPARTMENTS:

CORPORATE SERVICES

CS 2014-20
Re: 2014 Development Charges Background Study and By-laws

RESOLUTION NO. 10:

Moved by: Patrick Sobeski
Seconded by: Deborah Tait

That the recommendations contained in Report No. CS 2014-20, titled "2014 Development Charges Background Study and By-laws", be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. CS 2014-20:

1. That County Council adopt the assumptions contained in the Development Charges Background Study, dated May 28, 2014, subject to availability of capital grants, subsidies and other contributions estimated therein;
2. And further, that Council approve the capital project listing set out in the Development Charge Background Study, dated May 28, 2014 subject to review during the annual capital budget process;
3. And further, that the Development Charge Background Study for the uniform County-wide charge and each of the area specific Development Charge calculations dated May 28, 2014, be received and approved;
4. And further, that pursuant to Section 12(3) of the Development Charges Act, 1997, the Council for the County of Oxford has determined that a further public meeting is not necessary for the proposed Development Charge by-laws;
5. And further, that the County-wide and eight Area Specific Water and Wastewater Development Charge By-laws No. 5578-2014, 5579-2014, 5580-2014, 5581-2014, 5582-2014, 5583-2014, 5584-2014, 5585-2014 and 5586-2014 be presented to Council for enactment.

PUBLIC WORKS

PW 2014-34
Re: Parking By-law – Update

RESOLUTION NO. 11:

Moved by: Patrick Sobeski
Seconded by: Deborah Tait

That the recommendations contained in Report No. PW 2014-34, titled "Parking By-law - Update", be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. PW 2014-34:

1. That "No Parking" designations be established from December 1 to March 31 on Oxford County Roads as identified in Attachment 1 of Report PW 2014-34;
2. And further, that a by-law to amend By-law No. 4897-2007 Schedule I and enact the "No Parking" designations identified in Attachment 1 of Report PW 2014-34 be presented to County Council.

PW 2014-33
Re: School Zone Speed Reduction in Drumbo

RESOLUTION NO. 12:

Moved by: Patrick Sobeski
Seconded by: Deborah Tait

That the recommendations contained in Report No. PW 2014-33, titled "School Zone Speed Reduction in Drumbo", be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. PW 2014-33:

1. That a by-law to amend Oxford County By-law No. 3742-98, Schedule "A and B", be presented to County Council to implement a 40 km/hr speed zone on Oxford Road 3 entering Drumbo from the south;
2. And further, that Ontario Provincial Police and the Township of Blandford-Blenheim be advised of the 40 km/hr speed limit being implemented.

PW 2014-35
Re: Holcroft Street, Ingersoll Sanitary Sewer Contract Extension

RESOLUTION NO. 13:

Moved by: Dave Beres
Seconded by: Ted Comiskey

That the recommendation contained in Report No. PW 2014-35, titled "Holcroft Street, Ingersoll Sanitary Sewer Contract Extension", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. PW 2014-35:

1. That County Council authorize staff to negotiate a contract extension for Contract 960335-2013 with J-AAR Excavating Limited subject to the final approval of County Council.

COMMUNITY AND STRATEGIC PLANNING

CASPO 2014-152

Re: Application for Draft Plan of Condominium and
Exemption from Draft Plan Approval
CD 14-01-8: Oxford Condo Corporations No. 8, 13 & 16

RESOLUTION NO. 14:

Moved by: Dave Beres
Seconded by: Ted Comiskey

That the recommendations contained in Report No. CASPO 2014-152, titled "Application for Draft Plan of Condominium and Exemption from Draft Plan Approval CD 14-01-8: Oxford Condo Corporations No. 8, 13 & 16", be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. CASPO 2014-152:

1. That Oxford County Council grant draft plan approval to a proposed condominium submitted by Oxford Condominium Corporation 8, Oxford Condominium Corporation 13 and Oxford Condominium Corporation 16 (File No. CD 14-01-8); prepared by Benedict Raithby Inc. and dated February 24, 2014, for lands described as Block 1, Plan 41M-93, in the City of Woodstock;
2. And further, that Oxford County Council approve the application for exemption from draft plan of condominium approval process submitted by Oxford Condominium Corporation 8, Oxford Condominium Corporation 13 and Oxford Condominium Corporation 16 (File No. CD 14-01-8) for lands described as Block 1, Plan 41M-93, in the City of Woodstock, as all matters relating to the development have been addressed through prior approvals of each existing condominium corporation.

CAO/CLERK

CAO 2014-07
Re: Delegation Request – 2014 AMO Conference

RESOLUTION NO. 15:

Moved by: Dave Beres
Seconded by: Ted Comiskey

That the recommendation contained in Report No. CAO 2014-07, titled "Delegation Request - 2014 AMO Conference", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. CAO 2014-07:

1. That County Council authorize the submission of a request for delegation before the Minister of Finance at the 2014 Association of Municipalities of Ontario Conference as outlined in Report CAO 2014-07.

CAO 2014-09
Re: Advancing Oxford Tourism

Meredith Maywood, Tourism Specialist, comes forward and addresses Council on the Report by use of a PowerPoint presentation.

RESOLUTION NO. 16:

Moved by: Ted Comiskey
Seconded by: Donald Doan

That the recommendation contained in Report No. CAO 2014-09, titled "Advancing Oxford Tourism", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. CAO 2014-09:

1. That County Council approve expenditure of the \$100,000 increase included within the approved 2014 Oxford Tourism Operating Budget to:
 - a. Assess and develop strategies to grow tourism in Oxford County within sectors that appeal to Explorer Tourist segments and fit within regional priorities;
 - b. Increase impact of marketing efforts through online content development, operational efficiencies, and increasing local awareness of local tourism products.

CAO 2014-10
Re: Release of 2014 Social Planning Council Grant Funding

RESOLUTION NO. 17:

Moved by: Ted Comiskey
Seconded by: Donald Doan

That the recommendation contained in Report No. CAO 2014-10, titled "Release of 2014 Social Planning Council Grant Funding", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. CAO 2014-10:

1. That staff be authorized to release Oxford Social Planning Council grant funding in the amount of \$51,317, as approved within the 2014 Business Plan and Budget.

10. UNFINISHED BUSINESS:

Pending Items

No discussion takes place regarding the Pending Items list.

11. MOTIONS:

RESOLUTION NO. 18:

Moved by: Ted Comiskey
Seconded by: Donald Doan

That, in response to eroding Ontario Municipal Partnership Fund transfer payments to the County and its Area Municipalities, the Warden and CAO seek delegation status before the Minister of Finance at the 2014 Association of Municipalities Conference to inform of the financial hardship that the loss of funding has caused for the taxpayers of Oxford County and inculcate the Province to reinstate the necessary level of funding to ensure municipal services and infrastructure are sustainable.

DISPOSITION: Motion Carried

12. NOTICE OF MOTIONS:

NIL

13. NEW BUSINESS/ENQUIRIES/COMMENTS:

NIL

14. CLOSED SESSION:

The Closed session occurred earlier in the meeting.

15. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION:

Consideration of matters arising from the Closed session occurred earlier in the meeting.

16. BY-LAWS:

BY-LAW NO. 5578-2014

Being a by-law to establish development charges for the County of Oxford.

BY-LAW NO. 5579-2014

Being a by-law to establish Woodstock water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5580-2014

Being a by-law to establish Tillsonburg water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5581-2014

Being a by-law to establish Ingersoll water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5582-2014

Being a by-law to establish Thamesford water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5583-2014

Being a by-law to establish Norwich water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5584-2014

Being a by-law to establish Tavistock water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5585-2014

Being a by-law to establish Plattsville water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5586-2014

Being a by-law to establish Drumbo water and wastewater area-specific development charges for the County of Oxford.

BY-LAW NO. 5587-2014

Being a By-law to amend By-law No. 5371-2012, being a By-law to remove certain lands from Part Lot Control.

BY-LAW NO. 5588-2014

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

BY-LAW NO. 5589-2014

Being a By-law to amend By-law No. 5495-2013, being a By-law to remove certain lands from Part Lot Control.

BY-LAW NO. 5590-2014

Being a By-law imposing special annual drainage levies upon Area Municipalities.

BY-LAW NO. 5591-2014

Being a By-law to authorize the Chief Administrative Officer to execute contract documents between the County of Oxford and Norjohn Contracting and Paving Ltd. for the 2014 Joint Surface Treatment Contract.

BY-LAW NO. 5592-2014

Being a By-law to authorize the Chief Administrative Officer to execute all documents necessary to effect the purchase of lands required for the County Road 8 reconstruction project.

BY-LAW NO. 5593-2014

Being a By-law to authorize the Chief Administrative Officer to execute all documents necessary to effect the purchase of lands required for the County Road 8 reconstruction project.

BY-LAW NO. 5594-2014

Being a By-law to authorize the Chief Administrative Officer to execute all documents necessary to effect the purchase of lands required for the County Road 8 reconstruction project.

BY-LAW NO. 5595-2014

Being a By-law to authorize the Chief Administrative Officer to execute all documents necessary to effect the purchase of lands required for the County Road 8 reconstruction project.

BY-LAW NO. 5596-2014

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. 19:

Moved by: Deborah Tait
Seconded by: Patrick Sobeski

That the following By-laws be now read a first and second time: No. 5578-2014, No. 5579-2014, No. 5580-2014, No. 5581-2014, No. 5582-2014, No. 5583-2014, No. 5584-2014, No. 5585-2014, No. 5586-2014, No. 5587-2014, No. 5588-2014, No. 5589-2014, No. 5590-2014, No. 5591-2014, No. 5592-2014, No. 5593-2014, No. 5594-2014, No. 5595-2014 and No. 5596-2014.

DISPOSITION: Motion Carried

RESOLUTION NO. 20:

Moved by: Deborah Tait
Seconded by: Patrick Sobeski

That the following By-laws be now given third and final reading: No. 5578-2014, No. 5579-2014, No. 5580-2014, No. 5581-2014, No. 5582-2014, No. 5583-2014, No. 5584-2014, No. 5585-2014, No. 5586-2014, No. 5587-2014, No. 5588-2014, No. 5589-2014, No. 5590-2014, No. 5591-2014, No. 5592-2014, No. 5593-2014, No. 5594-2014, No. 5595-2014 and No. 5596-2014.

DISPOSITION: Motion Carried

17. ADJOURNMENT:

Council adjourns its proceedings until the next meeting scheduled for Wednesday, July 9, 2014 at 9:30 a.m.

8:52 p.m.

Minutes adopted on

by Resolution No.

WARDEN

CLERK

To: Warden and Members of County Council

From: Director, Community and Strategic Planning

Applications for Official Plan Amendment and Draft Plan of Subdivision OP 13-09-2 & SB 13-02-2 – Lillian & Ronald Tayler

RECOMMENDATIONS

1. That Oxford County Council deny the application to amend the Official Plan submitted by Lillian and Ronald Tayler (OP 13-09-2) to redesignate certain lands within the Township of East Zorra-Tavistock to 'Low Density Residential';
2. And further, that Oxford County Council deny draft plan approval for a proposed subdivision submitted by Lillian and Ronald Tayler (SB 13-02-2) for lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock.

REPORT HIGHLIGHTS

- The purpose of the applications for Official Plan Amendment and draft plan of subdivision are to facilitate the development of a residential subdivision comprising 147 lots for single-detached dwellings, one block for open space use and one block for stormwater management purposes;
- The subject applications were considered by County Council on April 9, 2014 and deferred to the July 2014 County Council meeting to allow the applicant's planner to review the applications.

Implementation Points

There are no matters relating to implementation of this proposal if it is refused by Council.

Financial Impact

The refusal of the applications will have no financial impact beyond what has been approved in the current year's operating budget.

Risks/Implications

There are no risks or other implications anticipated as a result of these applications beyond those that can reasonably be expected for any such proposal.

Strategic Plan

County Council adopted the County of Oxford Strategic Plan in March 2013. The recommendations contained in this report are fully supportive of the values and strategic directions as set out in the Plan and specifically supports:

- 3. ii. A County that Thinks Ahead and Wisely Shapes the Future** – Implement development policies and community planning guidelines that:
- *Strategically grow our economy and our community*
 - *Actively promote the responsible use of land and natural resources*
 - *Support agricultural land uses*

DISCUSSION

Background

Owner:

Lillian & Ronald Tayler
RR#7 Woodstock, ON N4S 7W2

Applicant:

Diversified Development Group
c/o Gordon Simpson
93 Somerset Drive
Brampton, ON L6Z 1C3

Location:

The subject lands are described as Part Lot 6, Concession 14 in the former Township of East Zorra, now in the Township of East Zorra-Tavistock. The lands are located at the northwest corner of Oxford Road 17 and the 15th Line and are municipally known as 745393 Oxford Road 17.

County of Oxford Official Plan:

Existing: Schedule “E-1” Township of East Zorra-Tavistock – Agricultural Reserve
Land Use Plan

Proposed: Schedule “E-1” Township of East Zorra-Tavistock – Low Density Residential

Township of East Zorra-Tavistock Zoning By-law No. 2003-18:

Existing Zoning: General Agricultural (A2)

Requested Zoning: Open Space (OS) and ‘Residential Type 1 Zone (R1)’

APPLICATION REVIEW:

(a) Proposal and Background

The applicant proposes to amend the Official Plan to redesignate the subject lands from Agricultural Reserve to Low Density Residential to facilitate the development of a residential draft plan of subdivision comprising 147 lots for single-detached dwellings, one block for open space use and one block for stormwater management purposes. The applicant also proposes to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Residential Type 1 Zone (R1)' and 'Open Space Zone (OS)'.

The subject lands comprise approximately 41.6 ha (102.8 ac) of agricultural land. The proposed area of development is generally square and presently occupied by a single detached dwelling and a number of accessory buildings. According to the proposed draft plan, it appears that all of the existing buildings on the lands are to be removed.

Surrounding uses are predominantly agricultural to the north, east and west. The lands to the south are within the City of Woodstock municipal boundary and include a golf course as well as lands in agricultural production which have been designated for future residential development by way of the North Woodstock Area Plan and subsequent amendments to the Official Plan.

The draft plan indicates that the lands are to be accessed from the south via Oxford Road 17 and from the east via the 15th Line. The lots within the plan range from 0.3 ac (1,200 m²) to 0.6 ac (2,400 m²) and all lots will have direct access to a number of newly constructed internal streets. According to the draft plan, a 2.5 ha (6.2 ac) block on the east side of the plan will contain stormwater management facilities and a 2.6 ha (6.4 ac) block on the west side will be maintained as a park block. A 15.24 m (50 ft) wide high pressure 'refined oil products' pipeline easement traverses the subject lands from west to east through the middle portion of the proposed draft plan.

The applicant submitted the following reports in support of the proposed development:

- i) Official Plan Amendment and Urban Design Study, prepared by Diversified Development Group, dated May 2013;
- ii) Planning Report, prepared by Brolese Planning, dated April 4, 2012;
- iii) Traffic Impact Study, prepared by IBI Group, dated April 2012;
- iv) Soil Investigation Report, prepared by Soil Engineers Ltd., dated April 2013;
- v) Official Plan & Urban Design Study, prepared by Diversified Development, dated May 2013;
- vi) Additional Report, submitted by applicant, dated May 13, 2014.

For Council's information, a previous proposal submitted by the applicant regarding the subject lands was presented to Council on August 1, 2012. The 'original' proposal comprised approximately half of the lands subject to the current proposal and included 50 lots for single detached dwellings, one block for stormwater management purposes, one open space block and a number of reserve blocks. Prior to Council's consideration of the applications on August 1, 2012, the applicant requested deferral of the applications due to the inability of the applicant's agent to attend the meeting for medical reasons. The application was deferred by Township Council, and subsequently by County Council on August 8, 2012 for similar reasons.

The applications for Official Plan amendment, Zoning amendment and draft plan of subdivision were scheduled for public meeting at the Township of East Zorra-Tavistock again in

September 2013. The applicant withdrew the applications on September 16, 2013, prior to the noted public meeting and submitted the current 147 lot proposal in October 2013.

On April 9, 2014 the applications for Official Plan amendment, Zoning amendment and draft plan of subdivision were presented to Council and staff recommended that the applications be denied. At the public meeting, the applicant's planner requested that the application be deferred for 90 days to allow time for the planner to review the file. County Council granted the applicant's request and the decision was deferred until the July 2014 County Council meeting.

Regarding the original submission, Planning staff noted that the 'Urban Design Study' provided by the applicant did not appear to address the subject lands at all, but rather the lands to the south of Oxford Road 17 being developed by Thames Developments (Senator Homes). With respect to the updated study, which is identified as being prepared by Diversified Development Group, it appears that better effort has been made with respect to referencing the study to the subject lands and the current 147 lot subdivision proposal. However, the document continues to make references to material from the Thames Developments study that are not relevant to the subject lands. Further, the document is also missing a number of tables, figures and appendices that are listed in the Table of Contents and, in some instances, referenced in the study.

Staff also note that the Brolese 'Planning Report' which was submitted with the original 50 lot proposal does not appear to have been updated in any meaningful way to reflect the current proposal.

An additional Report was submitted by the applicant on May 30, 2014 which appears to be an attempt to provide further justification for the proposed development. Staff have reviewed the report and conclude that the report does not provide sufficient rationale for the proposed development to be given favourable consideration.

Comments

(a) 2005 Provincial Policy Statement

The 2005 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The policy framework came into effect on March 1, 2005. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

The PPS directs that prime agricultural areas shall be protected for long-term use for agriculture. In prime agricultural areas, permitted uses and activities are agricultural uses, secondary uses and agriculture-related uses.

Additionally, the PPS states that lot creation in prime agricultural areas is discouraged and may only be permitted for agricultural uses, agriculture-related uses, a residence surplus to a farming operation and for the purposes of infrastructure.

The removal of land from prime agricultural areas should only be considered for the expansions of settlement areas in accordance with the PPS policies, extraction of minerals, petroleum resources and mineral aggregate resources and limited non-residential uses.

The establishment or expansion of a settlement area may be allowed only at the time of a comprehensive review and only where it has been demonstrated that:

- Sufficient opportunities for growth are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon;
- The infrastructure and public service facilities which are planned or available are suitable for the development over the long term and protect public health and safety;
- In prime agricultural areas:
 - The lands do not comprise specialty crop areas;
 - There are no reasonable alternatives which avoid prime agricultural areas; and
 - There are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas.
- Impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.

The PPS further states that locally-important agricultural and resource areas should be designated and protected by directing non-related development to areas where it will not constrain these uses.

In regard to servicing new developments, the PPS states that private services should only be permitted for developments comprising five or less lots. The use of existing infrastructure and public service facilities should be optimized, wherever feasible, before consideration is given to developing new infrastructure and public service facilities.

Planning for sewage and water services shall direct and accommodate expected growth in a manner that promotes the efficient use of existing municipal sewage and water services.

(b) [Official Plan](#)

The subject lands are designated 'Agricultural Reserve' according to the Land Use Plan for the Township of East Zorra-Tavistock as contained in the Official Plan.

The Official Plan directs that residential and employment growth not related to agriculture is to be directed to established Rural Clusters and designated villages.

According to the Official Plan, the primary goal of the agricultural policies is to ensure that prime agricultural lands are preserved for food and fibre production by avoiding the fragmentation of the land base, by minimizing conflict between agricultural and non-agricultural uses and by supporting the needs of the agricultural community by permitting land uses which are complementary to and supportive of agriculture.

Primary uses permitted in the Agricultural Reserve designation are farming, which may include general farming, animal or poultry operations including such uses as regulated farms, cash crop farming, specialty cropping, woodlands, market gardening, tobacco farming, agricultural research, together with agricultural residential uses required for the farm and farm buildings and structures necessary to the farming operation.

The agricultural policies further state that non-farm rural residential development is considered to be incompatible with agriculture such that it can create conflicts with farming activities. Therefore, it is the intent of the Official plan to permit only limited non-farm rural residential

development in locations within the Agricultural Reserve designation which will not conflict with the goal for agricultural policies.

Proposals to amend the Official Plan to permit the establishment of new non-agricultural uses in the Agricultural Reserve designation or the expansion of a settlement will be considered according to the following requirements. Settlement expansions shall only be considered through a comprehensive review, as defined in the PPS.

The applicant must provide a justification analysis which presents compelling evidence that the proposed development should be located outside of a designated settlement or that the proposed extension of the settlement is justified. The following items must be addressed in the analysis:

- There is a demonstrated need within the planning period for additional land to be removed from agricultural production, given the nature and capacity of undeveloped land use designations within nearby designated settlements or within other land use designations;
- The nature of the proposal and whether the use requires special locational requirements or physical features that are only available in prime agricultural areas;
- The amount of land proposed for the new development will be consistent with the requirements of the proposed use;
- The amount of land proposed for the settlement extension is justified considering population, household and labour force projections for the Area Municipality and land use density factors for the planning period of this Plan, including opportunities for intensification and redevelopment.
- Any land proposed for the settlement extension is a logical expansion of the settlement.
- The long-term suitability and feasibility of the proposed site for centralized waste water and/or water supply facilities or private water and private septic systems is demonstrated to the satisfaction of the County and the Board of Health.

With respect to municipal servicing, the planned or available level of servicing proposed for the expansion is consistent with the servicing hierarchy established in Section 5.5.3 (County Servicing) of the Official Plan for centralized waste water and/or water facilities. Uses proposing accommodation for more than two units will require connection to a centralized waste water and water supply facility in accordance with County criteria. Individual septic tanks and wells will not be permitted.

To assess agricultural impact, new non-agricultural uses and settlement expansion proposals in prime agricultural areas shall demonstrate that:

- The lands do not comprise specialty crop areas;
- There are no reasonable alternatives which avoid prime agricultural areas;
- There are no reasonable alternatives on lands with lesser agricultural capability or on lands left less suitable for agriculture by existing or past development;
- MDS is satisfied;
- Impacts from the new use or settlement expansion on nearby agricultural operations are mitigated to the extent possible.

In addition to the foregoing, a proposal to expand a settlement boundary (or establish a new settlement) must address issues relating to potential traffic impacts and the overall proposal must be acceptable with respect to the ability of the County to achieve the Goal for Agricultural Policies as set out in Section 3.1.1. Further, Council will consider whether the proposed expansion will establish a precedent for other sites within the County and the ability to implement planned land uses in the vicinity.

The policies of the Official Plan also direct that proposals involving the expansion of a settlement boundary shall be consistent with the growth management policies as contained in Chapter 4 of the Plan. Specifically, the extension of services beyond the boundary of a Large Urban Centre (i.e. Woodstock) is prohibited.

c) Zoning By-Law

The subject lands are currently zoned 'General Agricultural Zone (A2)'. The applicant proposes to rezone the park block on the west side of the subject lands and the block for the stormwater management area on the east side the proposed draft plan to 'Open Space Zone (OS)' and to zone the remainder of the plan to 'Residential Type 1 Zone (R1)' to facilitate the development of 147 residential lots for single-detached dwelling uses.

(d) Public Notification

Notice of the Official Plan amendment and Zone change was provided to the public and surrounding property owners on February 27, 2014. As of the writing of this report, no comments have been received from the public.

(e) Agency Comments

The applications were circulated to various agencies considered to have an interest in the proposal. The following comments have been received:

Township of East Zorra-Tavistock Staff have indicated that they are generally not supportive of this development as there is an adequate supply of residential lands in the Township's two fully serviced settlement areas and the proposal is not a good use of agricultural lands. The full text of the comments received from Township staff is attached to this report for Council's consideration.

The County of Oxford Public Works Department has indicated that the proposed development is not within the urban boundary of the City of Woodstock. The Official Plan does not allow the extension of sewer or water services outside of the urban boundary for new development. In addition, water and sewer services do not exist in this area at this time and there are no plans to extend these services within the County's 5 year capital budget.

The Traffic Impact Study submitted with the application has not been reviewed in detail at this time, however, if the application proceeds further, a peer review of the document may be required.

The applicant will be required to provide a road widening to 15 m (50 ft) from the centerline of County Road 17 (if it does not already exist) and a daylight triangle of 15 m (50 ft) at the intersection of County Road 17, free and clear of liens, easements and other encumbrances.

The County Public Works Department have also indicated that it is preferred that all access to the lands, be from the 15th Line.

The County Public Health & Emergency Services Department has indicated that the lots are less than 30,000 ft² but are intended to be serviced municipally for water and wastewater. Providing the proposed lots are municipally serviced, PH&ES has no objection.

The Thames Valley District School Board (TVDSB) indicated that the proposed subdivision is currently within the boundaries of Innerkip Central Public School for Grades K to 8 and Huron Park High School for Grades 9 to 12. Due to increased enrolment at Innerkip Public School, the TVDSB is requesting that a condition of draft approval be included which would require that the developer advise all purchasers that the TVDSB may assign students to existing schools as deemed necessary by the Board.

The Ministry of Municipal Affairs and Housing (MMAH) provided comments with respect to the original proposal in July 2012 on behalf of the Ministry of Agriculture, Food and Rural Affairs, the Ministry of Environment and the Ministry of Natural Resources. The said comments outlined a number of concerns regarding the proposal related to the Provincial Policy Statement (PPS) and the lack of information in support of the proposed Official Plan amendment and draft plan of subdivision.

MMAH's comments indicate that the subject lands are located in a prime agricultural area adjacent to an existing settlement (Woodstock). MMAH indicates further that the requirements of Section 1.1.3.9 of the PPS relating to settlement boundary expansions do not appear to have been addressed in any information submitted in support of the applications and that further information should be submitted highlighting how these applications address the PPS requirements in this regard. Municipal Affairs notes that Section 22(7.2) of the Planning Act restricts the ability of an applicant to appeal a privately initiated settlement boundary adjustment to the Ontario Municipal Board where the approval authority has refused or failed to adopt the Official Plan Amendment.

MMAH provided an additional letter to this Office dated March 19, 2014 (received on March 28, 2014) reiterating their original comments regarding the proposal. The full text of the provincial comments are attached to this report for Council's consideration.

The Upper Thames River Conservation Authority (UTRCA) has reviewed both the applicant's Stormwater Management report and a Natural Heritage Issue Scoping Report and have indicated that both reports require revisions to address the concerns of the UTRCA. The full text of the UTRCA's comments, dated March 19, 2014, are attached for Council's consideration.

Canada Post Corporation has indicated that the proposed development would receive mail service through centralized mail facilities provided by the Corporation's community mailbox program.

Union Gas Limited requested that, if approved, the draft plan include a condition of draft approval requiring the developer to provide Union Gas with any necessary easements and agreements for the provision of gas services for this project in a form satisfactory to Union Gas.

Imperial Oil Products & Chemical Division raised concerns with the applicant's original application, however did not provide comments in light of receiving the revised subdivision plan.

The Oxford Ontario Provincial Police Service have indicated that they have no objections to, or concerns with, the application.

In addition to the agency comments received, the City of Woodstock Council received a report from City Staff at their regular meeting of January 16, 2014 and passed the following resolution:

“That Council inform the County of Oxford that the City of Woodstock does not support applications OP 12-01-2, ZN 2-12-01 and SB 11-03-2 in the Township of East Zorra-Tavistock and that a copy of this report be forwarded as information.”

The noted [report](#) is attached for Council’s consideration.

For Council’s information, the applicant’s stormwater management report was forwarded to the Township’s Public Works Department for comment. Public Works indicated that the Township would typically have the report reviewed by their consultant as a condition of draft approval should the application receive favourable consideration.

(f) [Township of East Zorra-Tavistock Council](#)

Council of the Township of East Zorra-Tavistock considered the applications at their regular meeting of March 19, 2014. Township Council indicated that they do not support the Official Plan amendment and the proposed draft plan of subdivision and refused the application for zone change.

(g) [County Council](#)

County Council considered the applications at their regular meeting of April 9, 2014 and passed the following resolution:

“That the recommendation contained in Report No. CASPO 2014-74, titled “Applications for Official Plan Amendment and Draft Plan of Subdivision – OP 13-09-2 & SB 12-02-2”, be deferred, at the request of the applicant, until the July 2014 meeting of County Council.”

(h) [Planning Analysis](#)

i) *Justification Analysis and Official Plan Amendment*

Applications have been received by the County of Oxford and the Township of East Zorra-Tavistock for amendments to the Official Plan and Zoning By-law to facilitate the development of a residential plan of subdivision comprising 147 lots for single-detached dwellings, 1 block for stormwater management and an open space block. The applicant has submitted an Urban Design Study and Planning Report in support of the proposed development as well as a Traffic Impact Study and a Soils Report.

The applicant’s Planning Report indicates that the subject lands are intended to be serviced by full municipal water and wastewater services and that annexation of the lands into the City of Woodstock is anticipated ‘when appropriate’ in the future. The more recently drafted Urban Design Study indicates that the ‘estate lots’ will be serviced by communal wells and septic systems, but then, in the next paragraph indicates that full municipal services are proposed. Further, the analysis makes reference to the growth projections contained in the County Economic Strategy report prepared by Hemson Consulting in 2006 which have provided, in part, the basis of the County’s growth over the next 20 years.

In light of the foregoing, and consistent with the opinion of the Ministry of Municipal Affairs and Housing, as contained in their comments dated July 16, 2012, the applicant’s proposal to redesignate the subject lands for residential purposes in proximity to the City of Woodstock boundary is considered the expansion of a settlement boundary. This report will address the

application accordingly going forward, however, this Office is not aware of any discussions between the applicant, the Township of East Zorra-Tavistock or the City of Woodstock regarding a potential boundary adjustment involving lands north of County Road 17 into the City's municipal boundary. The Provincial Policy Statement indicates that the expansion of a settlement boundary can only be identified by a planning authority once a comprehensive review has been completed and has been able to satisfy the criteria. The material submitted with the applications does not fulfill the requirements of a comprehensive review.

Notwithstanding the information contained in the applicant's planning analysis or the Urban Design material, the above-noted Economic Strategy document indicates that approximately 147.5 gross ha (360 acres) of additional land is required to accommodate Woodstock's overall residential demand between 2005 and 2031. For Council's information, the Economic Strategy did not identify the subject lands, or any area north of County Road 17, for potential expansion over the noted planning period.

Since the completion of the Economic Strategy, approximately 154.2 ha (381 ac) of land has been designated for residential purposes in Woodstock via Area Planning and/or amendments to the County Official Plan. Almost all of this development has occurred in the area south of County Road 17 and north of the Thames River that was amalgamated into the City boundary from East Zorra-Tavistock in 2006. In addition to these lands, there are approximately 80 ha (200 acres) of undesignated land that is intended to be developed for residential purposes in the future. While a number of draft approvals have occurred in the annexed area, the large majority of the lands remain undeveloped and as such, it is the opinion of this Office that the applicant's assertion that there are insufficient development lands available in Woodstock to meet demand over the next 10 years is unfounded and provides no rationale for further expansion of the settlement.

In light of the foregoing, Planning staff are of the opinion that the designation of the subject lands for residential use is not consistent with the relevant policies of the PPS or the County Official Plan. This Office is of the opinion that there are sufficient opportunities for growth within existing settlement boundaries to accommodate projected need over the next 20 years and there is no sound planning rationale for removing additional lands from agricultural production.

With respect to servicing, the policies of the PPS discourage private servicing and the County Official Plan directs that any development proposing more than two units must be connected to centralized water and wastewater (i.e. municipally-operated) facilities. Individual wells and septic tanks are not permitted. The applicant's reports make contradictory statements regarding servicing but appear to conclude that the lands are intended to be connected to full municipal services. However, as indicated in the comments received from the County Public Works Department, municipal water and sanitary sewers are not available to this site. Further, the extension of services outside of the County's serviced settlements is prohibited for new development.

Regarding the justification of the proposed designation into prime agricultural areas, the subject lands are considered to be Class 1 soils according to the Soil Capability for Agriculture – Canada Land Inventory. The majority of the lands north of County Road 17 are Class 1 soils and there is only limited opportunity to expand the settlement boundary on areas of lesser quality soils. Further, the nature of agricultural operations in this area are such that there is no evidence the lands are suitable for specialty crop production. However, as outlined above, the amount of available land for future residential growth within the abutting settlement and the Township of East Zorra-Tavistock is such that there is no land use planning justification for the designation of additional lands for residential purposes. The policies of the PPS and the County

Official Plan regarding the quality of agricultural lands would only be a factor where the proposed settlement expansion was otherwise justified.

The applicant's justification report indicates that the easterly portion of the subject lands is affected by the MDS I arc relative to an existing livestock barn located immediately east of the 15th Line. Information provided by the Township's Chief Building Official (see attached map) confirms the extent of the MDS arc. The applicant has suggested that the affected area could be addressed via the use of a restrictive designation (i.e. Residential Reserve) 'until the requirements of the PPS [regarding compliance with MDS I] can be satisfied'. The information provided by the Township's CBO also indicates that the westerly area of the proposed draft plan is also affected by the MDS I arc created by an existing livestock facility to the west.

In addition to the foregoing, the applicant has provided an opinion regarding the impact of the proposed development on the future use of surrounding agricultural lands should the subject lands be developed for residential purposes. While no formal calculations are provided, the justification report acknowledges that 'any proposed residential use of the subject lands would restrict any expansion or new facilities proposed on the lands abutting the proposed estate residential lands.'

In light of the foregoing, it is the opinion of this Office that the applicant's proposal to redesignate the subject lands for residential use does not comply with the relevant policies of the PPS or the County Official Plan regarding the protection of agricultural lands or the expansion of settlement areas through comprehensive review. The proposed use is incompatible with the existing and permitted uses in the agricultural reserve and the applicant's proposal does not support the goals, objectives and strategic initiatives set out in the Official Plan for agricultural areas.

ii) Plan of Subdivision

The applicant's proposed plan of subdivision includes 147 lots for single-detached dwellings served by an internal street network with access to both County Road 17 and the 15th Line. Additionally, the proposed plan includes a 2.5 ha (6.2 ac) block on the east side of the plan which will contain stormwater management facilities and a 2.6 ha (6.4 ac) block on the west side which is intended as a park block. The comments received from Township staff regarding this proposed park area do not speak to this park area, however, staff have indicated verbally to both the applicant and Planning staff previously that the Township has no interest in obtaining or maintaining these lands for park purposes.

Further, a number of comments received from various agencies and municipal departments regarding this proposal have indicated that the applicant's submissions regarding traffic impacts, servicing, protection of natural features and stormwater management would require further review and comment should the draft plan be approved by Council. As indicated, Planning staff are of the opinion that the applicant's proposal to amend the Official Plan for the purpose of developing the noted plan of subdivision should not be given favourable consideration. If it is Council's position that the proposed Official Plan amendment should be supported, this Office would recommend that the entire matter should be deferred pending the submission of additional information regarding the development as outlined in the agency comments referred to in this report. Specifically, staff would direct Council's attention to those comments provided by Township staff, County Public Works, the UTRCA, and the Ministry of Municipal Affairs (and partner Ministries).

Additionally, staff note that Imperial Oil raised concerns with the original draft plan of subdivision application, indicating that a high pressure pipeline easement which traversed the property would have a significant impact the development. It appears that the applicant has considered this concern and has made provisions for the easement. No comments have been received from Imperial Oil with respect to the current applications.

Conclusions

Planning staff are of the opinion that the applicant's proposal to amend the Official Plan to facilitate residential development on the subject lands should not be given favourable consideration as the proposed use of the lands for residential purposes does not maintain the intent and purpose of the Official Plan and is not consistent with the Provincial Policy Statement. The use of these lands for residential purposes is not justified with respect to the amount of residential land available in the abutting settlement (Woodstock) and the Township of East Zorra-Tavistock and further, the proposed residential use of the lands would have a negative impact on existing agricultural operations in the Township.

In light of the foregoing, this Office recommends that the applicant's proposal to amend the Official Plan and the Township's Zoning By-law to facilitate the development of a plan of subdivision comprising 147 lots for residential purposes and blocks for park and stormwater management not be given favourable consideration.

SIGNATURES

Report Author:

Original signed by

Andrea Zietsma-Hächler
Development Planner

Departmental Approval:

Original signed by

Gordon K. Hough, MCIP, RPP
Director

Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

[Attachment No. 1:](#) Report Mapping

Plate 1 – Existing Zoning & Location Map indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2010) provides an aerial view of the subject lands and surrounding properties.

Plate 3 – Draft Plan of Subdivision illustrates the details of the proposed draft plan.

[Attachment No. 2:](#) Relevant agency comments



Plate 1: Existing Zoning & Location Map
 OP 13-09-2; SB 13-02-2 & ZN 2-13-05 - Ronald & Lillian Taylor - 745393 Oxford Road 17



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood

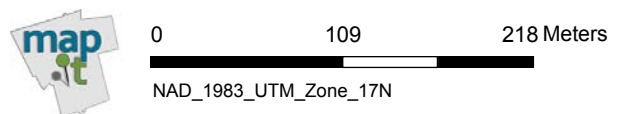
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

Zoning Floodlines/Regulation Li

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Li
- Regulatory Flood And Fill Lines

Zoning (Displays 1:16000 to 1:5

Notes



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

October 24, 2013



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

Environmental Protection/Flood

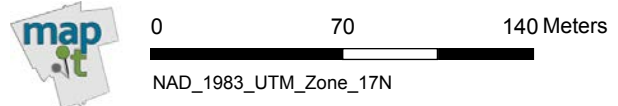
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Zoning (Displays 1:16000 to 1:5

Notes



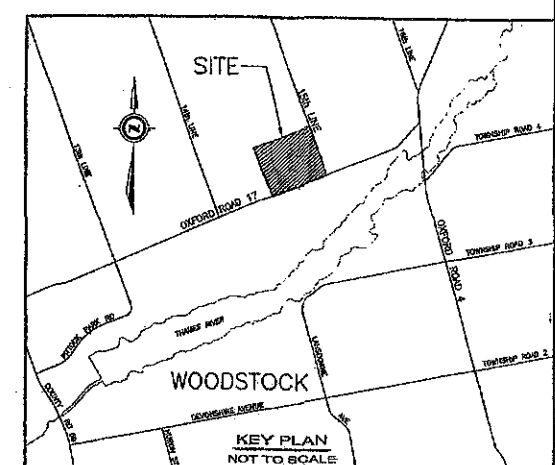
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

October 24, 2013

LANDS OWNED BY OTHERS "AGRICULTURAL"



File No. _____
 Subject to the conditions, if any, set forth in our letter dated _____ day of _____, 201____, this draft plan is approved under Section 51 of the *Planning Act* this _____ day of _____, 201____



DRAFT PLAN OF SUBDIVISION
 OF PART OF
LOT 6
CONCESSION 14
 IN THE
GEOGRAPHIC TOWNSHIP OF
EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
 SCALE 1:1250

SURVEYOR'S CERTIFICATE:
 I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AS SHOWN ON THIS PLAN AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN.
 DATE _____ ONTARIO LAND SURVEYOR _____

OWNER'S CERTIFICATE:
 I HEREBY SUBMIT THIS DRAFT PLAN OF SUBDIVISION.
DIVERSIFIED DEVELOPMENT GROUP
 DATE _____ NAME _____

I HAVE THE AUTHORITY TO BIND THE CORPORATION

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51 (17) OF THE PLANNING ACT.

(a) AS SHOWN ON PLAN	(g) AS SHOWN ON PLAN
(b) AS SHOWN ON PLAN	(h) MUNICIPAL WATER
(c) AS SHOWN ON KEY PLAN	(i) SILTY CLAY & SANDY SILT
(d) SINGLE FAMILY RESIDENTIAL	(j) AS SHOWN ON PLAN
(e) AS SHOWN ON PLAN	(k) FULL MUNICIPAL SERVICES
(f) AS SHOWN ON PLAN	(l) AS SHOWN ON PLAN

LAND USE SCHEDULE

SINGLE FAMILY RESIDENTIAL LOTS 1 TO 147	29,631 ha.
ROADS AND RESERVES	6,911 ha.
STORM WATER MANAGEMENT	2,454 ha.
OPEN SPACE	2,577 ha.
TOTAL AREA	41,573 ha.

METRIC:
 DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
 AREAS SHOWN ON THIS PLAN ARE IN HECTARES AND CAN BE CONVERTED TO ACRES BY MULTIPLYING BY 2.471054.

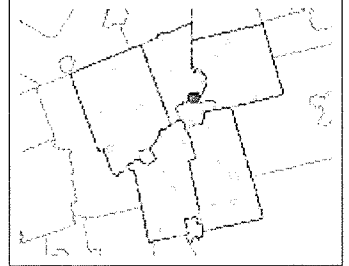
AGM SURVEYING & ENGINEERING
 ARCHIBALD, GRAY & MCKAY ENGINEERING LTD.
 3514 WHITE OAK ROAD, LONDON, ON, N2G 2Z9
 PHONE 519 685-5300 FAX 519 685-5303
 EMAIL agm@agm.com.ca WEB www.agm.com.ca

DESIGNED BY: ADV	DIGITAL FILE: 1310-L Prelim Base	PLAN No:
CHECKED BY:	COST FILE:	DP.1
DATE: MARCH 14, 2013	OFFICE FILE: 1310-1	

LANDS OWNED BY OTHERS "AGRICULTURAL"

LANDS OWNED BY OTHERS "AGRICULTURAL"

No.	REVISIONS	DATE	BY
1			



Legend

Notes

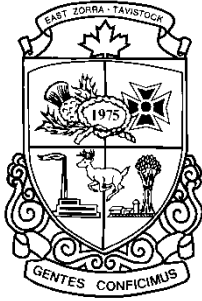
0.4 0 0.18 0.4 Kilometers

NAD_1983_UTM_Zone_17N
© County of Oxford

July 25, 2012

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.
NOTE: THIS IS NOT A PLAN OF SURVEY

1:6,950 



Township of East Zorra-Tavistock

Box 100 / 90 Loveys Street
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Phone 519.462.2697
Fax 519.462.2961

Date: January 15, 2014
Application No: OP13-09-2 / SB13-02-2 / ZN2-13-05
Applicant Name: Ronald Tayler

Following are East Zorra-Tavistock staff comments:

Scott Alexander, Fire Chief

John Scherer, CBO

**Dennis O'Neil, Director of Public Works
& Development**

- A proposed development of this size without adequate on-site water supply would be a concern.
- None at present time
- This is not a development that the Township of East Zorra Tavistock could or would support for numerous reasons.
- We have a supply of development land in our two settlement areas and this is where we would encourage growth.
- This development would very likely necessitate a boundary adjustment with the City of Woodstock which the Township is not interested in at this time.
- The Township would not support this type of encroachment on existing agricultural operations and does not see this as a good use of agricultural lands (too low of density)
- This area does not have municipal servicing.
- This development has already absorbed tremendous staff time with no chance of coming to fruition, and I cannot see any benefit to our ratepayers in spending any further time on it.

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office -
Western

2nd Floor
659 Exeter Road
London ON N6E 1L3
Tel: 519 873-4020
Toll Free: 1 800-265-4736
Fax: 519 873-4018

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités -
région de l'Ouest

2^e étage
659 Exeter Road
London ON N6E 1L3
Tél. : 519 873-4020
Sans frais: 1 800 265-4736
Télééc. : 519 873-4018



March 19, 2014

Ms. Andrea Zietsma-Hächler
Development Planner
County of Oxford
21 Reeve Street
Woodstock, ON N4S 7Y3

**Subject: Proposed Official Plan Amendment, Zoning By-Law Amendment,
and Draft Plan of Subdivision
OP 13-09-2, SB 13-02-2, ZN 2-13-05
Ronald and Lillian Tayler
Township of East Zorra-Tavistock
County of Oxford**

Dear Ms. Zietsma- Hächler:

Thank you for circulating the above referenced applications.

It is our understanding that the purpose of the requested applications is to amend the County of Oxford Official Plan and Township of East Zorra-Tavistock Zoning By-Law, and approve a Plan of Subdivision. The applicant is seeking approval to permit the development of a residential subdivision for 147 single detached dwellings, to redesignate the lands to "Low Density Residential" from "Agricultural Reserve", and to establish the appropriate zoning for the intended use.

The applicant submitted a proposal and related applications for the subject lands in 2012. Through the One Window provincial planning service, the Ministry of Municipal Affairs and Housing (MAH) circulated the application to the Ministry of the Environment (MOE), Ministry of Natural Resources (MNR) and Ministry of Agriculture, Food and Rural Affairs (OMAFRA). In addition, due to the nature of this application the policies of the Provincial Policy Statement, 2005 were applied. Comments from MAH and those received from the above mentioned ministries were summarized and submitted to the County on July 16, 2012.

It is noted that the draft plan of subdivision and rezoning applications have been amended since the 2012 application. Despite the revision to the original application, MAH notes that the impacts of development and applicable policy remain the same. Where a revised or additional planning report has not been submitted, the ministries feel that the comments previously provided continue to reflect provincial interest and will refer the County to comments submitted on July 16, 2012 (see below).

Additionally, MNR advises that if Butternut trees or evidence of American Badger habitat are observed on the property, then further consideration under the *Endangered Species Act, 2007* is appropriate.

If you have any questions about this matter, I can be reached by telephone at 519-873-4769 or by e-mail at marion-frances.cabral@ontario.ca.

Yours truly,

Marion-Frances Cabral
Planner
Municipal Services Office - Western

CC:

Mr. Drew Crinklaw, OMAFRA
Ms. Amanda McCloskey, MNR
Mr. Bob Aggerholm, MOE

Ministry of
Municipal Affairs
and Housing

Municipal Services Office -
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July 16, 2012

Mrs. Andrea Zietsma-Hachler
Oxford County, Community and Strategic Planning
21 Reeve Street, P.O. Box. 1614
Woodstock ON, N4S 7Y3

Dear Mrs. Zeitsma-Hachler;

**Subject: Official Plan Amendment (OP 12-01-2)
Ronald Tayler / Diversified Development Corp
Part Lot 14, Concession 6
Township of East Zorra-Tavistock, County of Oxford**

Thank you for circulating notice of the above referenced application. The applicant is proposing a subdivision comprised of 50 single detached residential lots with a total lot area of 24.2 ha (59.8 ac). The draft plan proposal consists of a 18.9 ha (46.7 ac) block for residential purposes and road allowance and a 5.3 ha (13.1 ac) block for stormwater management and open space. In addition, the applicant is proposing to redesignate the lands from Agricultural Reserve to Low Density Residential. In order to facilitate the development of the plan of subdivision, the applicant is proposing to rezone the lands from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-sp)'.

The subject lands are located on the north side of Oxford Road 17, lying between the 14th Line and the 15th Line in the Township of East Zorra-Tavistock. The surrounding land uses are predominantly agricultural, with Woodstock Meadows Golf Centre to the immediate south.

The policies of the Provincial Policy Statement (PPS) are applicable to this matter and, under Section 3 (5) of the *Planning Act*, the decision of Council in this regard must "be consistent with" these policies. Under the "One Window" provincial planning system, MAH circulated the application to the Ministry of Environment (MOE), Ministry of Natural resources (MNR) and Ministry of Agriculture, Food and Rural Affairs (OMAFRA). Comments received are summarized below for your reference. Based on the nature of this application, the following policies of the PPS are applicable in this case. Also, be advised that there may be other policies of the PPS that may be applicable, as the PPS must be read in its entirety.

Ministry of Agriculture, Food and Rural Affairs:

OMAFRA staff has reviewed the information and note that they are in receipt of the Planning Report dated April 4, 2012 and prepared by Brolese Planning with assistance from Diversified Development Group.

The following comments are based on the agricultural policies of the PPS, which the decision on these applications must be consistent with.

Ministry staff note that Section 1.1.3.9 (c) of the PPS promotes planning authority's identification of expansions of a settlement areas at the time of a comprehensive review and only if it has been demonstrated that the lands do not comprise specialty crop areas, there are no reasonable alternatives on lower priority agricultural lands or no alternative to avoiding prime agricultural areas..

There appears to be no evidence submitted to address these policies for this particular application.

In addition to the above, subsection 1.1.3.9 (d) of the PPS deals with addressing impacts from new or expanding *settlement areas* on agricultural operations which are adjacent or close to the *settlement area* must be mitigated to the extent feasible.

Based on the material submitted at this time, their appears to be no evidence submitted that addressed these policies of the PPS as required by Section 3 of the *Planning Act*.

Beyond the requirements of Section 1.1.3.9 of the PPS, OMAFRA staff note that more extensive and updated work is required in order to address Section 2.3.3.3 of the PPS regarding Minimum Distance Separation (MDS) which states that new land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the minimum distance separation formulae. In this case MDS I is the applicable formula for carrying out calculations and the proposed land use should be considered a Type B land use as per Guideline # 36 in the MDS Guidelines (Publication 707).

Ministry of Environment:

MOE staff has reviewed the information and note that the application and the planning report suggests that the County will be approached for full municipal servicing, but the April 4 cover letter from Brolese Planning indicates that the applicant intends to proceed on private water and private sewage services. Furthermore, the subdivision application notes that a servicing study for water has been prepared. There is no technical information in the material sent to MOE on the issue of "water servicing."

MOE's position on this proposed OPA has not changed since the February 23, 2012 meeting with MMAH, the County and the land owner's agent.

MOE's position is as follows:

- a) land development on the periphery of a major serviced urban centre must be incorporated into the urban fabric of the community, and must be provided with the same level of servicing as adjacent development (that is, full services integrated with the existing municipal communal water, stormwater management and sanitary sewage servicing network)
- b) any comprehensive review resulting from this application should consider the degree of effort (and type of investment) necessary to provide full services to this area and property. It should also identify any Class EA process that may be necessary and

comment on the policy issues that will arise if this process is initiated. The County and the Woodstock public works department should be able to provide a preliminary estimate to inform the debate as to whether these lands (and this area) can be supported for urban expansion. Oxford's comments at the February meeting suggested that the works required to extend services to this development may be considerable.

- c) that a technical study to justify the applicant's preferred method of servicing (private on-site sewage systems, private communal wells, and a self-contained SWM system [this is assumed by the application] is premature. The preparation of any servicing report based on this mode of servicing (private on-site) should not be solicited or in any way encouraged from the applicant.

The Brolese Planning cover letter of April 4, 2012 makes mention of an anticipated annexation. MOE is not aware of any proposal to expand Woodstock's corporate boundary at this location. Please advise MOE staff if there is any interest or proposal by the County or the City or Township to initiate a boundary adjustment.

Ministry of Natural Resources:

MNR staff has reviewed the information and note that the site was screened for SAR from one of MNR's Species at Risk biologists and it was determined that there is a potential for American Badger Habitat on the subject site. If development is proposed within 5 meters of the existing woodland edge, further study is required to address this concern. MNR staff also note that Butternut does occur frequently in Oxford County so although there are no known occurrence, it does have potential to be on the subject site. Confirmation that no butternut species exist on the site should be undertaken.

Ministry of Municipal Affairs and Housing:

MAH staff has reviewed the applications and support the comments as noted above. Specifically, we note that OMAFRA comments speak to the specific agricultural matters that must be considered in this case.

Further, MAH staff note that the subject lands are considered a prime agricultural area and in accordance with section 2.3.4 of the PPS, lot creation is discouraged and can only be permitted in four instances (Agricultural uses, Agriculture-related uses, Surplus farm dwelling severances and for infrastructure) which are all defined in the PPS. We note that residential lot creation is not one of these instances.

We note that these applications for Official Plan & Zoning By-Law amendments and Draft plan of Subdivision are located in a prime agricultural area adjacent to the existing settlement area of Woodstock. The requirements of Section 1.1.3.9 of the PPS relating to settlement boundary expansions do not appear to have been addressed in any information submitted in support of these applications. Further information should be submitted highlighting how these applications address these PPS requirements.

In addition, it is important to note that Section 22 (7.2) of the *Planning Act* that restricts the ability to appeal to the Ontario Municipal Board a privately initiated settlement boundary adjustment where the approval authority has refused or failed to adopt the Official Plan amendment

We also reiterate MOE comments relating to the preferred servicing for the subject site. We note that section 1.6 of the PPS promotes the efficient use of and provision of sewage and water services.

Further, Full Servicing is the preferred method of servicing for settlement areas. Individual services are to be used for five lots or less where full municipal servicing is not available or feasible. Further clarification should be provided by the proponent as to the preferred servicing methods for the subject site. As the proposal is for 50 lots, individual on-site servicing may not be appropriate and further justification addressing these PPS policies for this development given its location adjacent to the existing settlement area of Woodstock.

Overall, there are a number of significant matters related to the policies of the PPS which have to be addressed in this case. MAH staff appreciates the opportunity to comment on this document and we wish to be notified of Council's decision on this application. If you have any questions or comments, please telephone me at (519) 873-4769.

Yours truly,



Craig Cooper MCIP, RPP
Planner

Municipal Services Office –Western

c.	Mr. Bob Aggerholm, MOE (London)	By e-mail
	Mr Drew Crinklaw, OMAFRA (London)	By e-mail
	Ms. Amanda McCloskey, MNR (Aylmer)	By e-mail

"Inspiring a Healthy Environment"

March 19, 2014

The Corporation of the County of Oxford
Community & Strategic Planning
P.O. Box 1614, 21 Reeve Street
Woodstock, Ontario N4S 7Y3

Attention: Andrea Zietsma-Hachler (via e-mail planning@county.oxford.on.ca)

Dear Ms. Zietsma-Hachler:

**Re: Application for Draft Plan of Subdivision – OP13-09-2; SB13-02-2; ZN2-13-05
Owner; Ronald Tayler, Applicant; Diversified Development Corp
Part Lot 6, Concession 14, Township of East Zorra Tavistock ON**

The Upper Thames River Conservation Authority (UTRCA) has reviewed the subject application with regard for policies contained within the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006)*. These policies include regulations made pursuant to Section 28 of the *Conservation Authorities Act*, and are consistent with the natural hazard and natural heritage policies contained in the *Provincial Policy Statement (2005)*. The Upper Thames River Source Protection Area Assessment Report has also been reviewed in order to confirm whether the subject property is located within a vulnerable area. The Drinking Water Source Protection information is being disclosed to the Municipality to assist them in fulfilling their decision making responsibilities under the Planning Act. We offer the following comments.

PROPOSAL

The applicant is proposing a subdivision comprised of 147 single detached residential lots with a total lot area of 41.6 ha (102.8 ac). The draft plan proposal consists of a 36.54 ha (90.3 ac) block for residential purposes and road allowance and a 5.02 ha (12.4 ac) block for stormwater management and open space. In addition, the applicant is proposing to redesignate the lands from Agricultural Reserve to Low Density Residential. In order to facilitate the development of the plan of subdivision, the applicant is proposing to rezone the lands from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-sp)'.

The UTRCA provided comments related to the previously circulated applications (OP12-02-2; SB11-03-2; ZN2-12-01) related to portions of the subject property dated July 18, 2012. The applicant submitted Stormwater Management Report and a Natural Heritage Issues Scoping Report to address our comments. The following comments have been provided based on the technical review of the submitted reports.

STORMWATER MANAGEMENT

The Stormwater Management (SWM) report titled "Golfview Estates Subdivision" dated May 13, 2013 by AGM was reviewed. The following comments are based on our review of the above mentioned SWM report by AGM:

1. Please provide justification for the 35% imperviousness used for sizing the proposed wet pond under the post-development conditions;
2. The area draining to McCallum Drain under the existing condition is approximately 14 ha from this site. The physical geography of the site is loam as per our record. The UTRCA recommends considering infiltration trenches, if the local soil permits, in the backyards and continuing base flow to the McCallum Drain.

Please submit a table showing the underlying soil characteristics of individual sub catchments by listing the areal distribution of each soil type (supported by soil map) within every sub catchment and showing pervious and impervious areas for individual sub catchment under the proposed or post-development conditions;

3. The UTRCA recommends considering additional volume in the pond due to large undeveloped external area flowing into the pond. The sediment from the large undeveloped area will end up in the pond and will consume the volume of the pond over period of time. Additional volume consideration in the pond for sediment and erosion will help in accommodating the sediment from large upstream area. Please consider;
4. Please submit a cross section of the Municipal Drain downstream of the proposed pond showing water surface elevations for the 10, 25, 50, 100 and 250-years storms. The Municipal drain shall have enough capacity to convey the flows downstream without flooding and erosion. Also please submit conveyance calculations for the downstream Municipal drain;
5. The affects of the groundwater shall be considered in consultation with a geotechnical engineer to make sure that the groundwater will not affect the integrity of the proposed pond as the pond bottom (298.10 m) is very close to the groundwater (298.7 m) elevation;
6. The 2-year pre-development flow from 300 mm Gould Drain is 0.133 m³/sec but table 1 shows the 2-year flow is 0.166 m³/sec. Please justify;
7. A detailed Sediment and Erosion Control (SEC) drawing will be required keeping in view a large undeveloped upstream area and Pittock Reservoir downstream of the proposed development. The SEC control shall consider check dams at strategic locations on the site and sediment capture pool on the site along with mud mate at the entrance and exit to the site during the construction with details notes. The SEC drawing shall be signed, sealed and dated by professional engineer;
8. Please provide justification for the 1% imperviousness and Curve Number of 78 under the pre-development conditions;
9. Please provide justification for pervious manning's n value of 0.13 used in MIDUSS for pre-development conditions. Also, the channel n value is 0.13 under the pre-development conditions. Please justify;
10. Please add storm events next to the total discharge column for the SWM pond stage storage discharge;
11. Provide detailed conceptual drawings showing the proposed SWM facility, details of inlet and outlet from the proposed SWM facility, and cross sections of the SWM facility and inlet and outlet structures. Drawings must show all the relevant information and details including elevations. Provide details for outlet control structures/devices for each stormwater management facility on plans and a description in the stormwater management report. Ensure details on plans agree with details in report. Label structures so plans and details in report can be easily correlated; and
12. Please submit an emergency spillway design drawings and cross section for review

ENVIRONMENTAL IMPACT STUDY

Issue Scoping Report (ISR) of Natural Heritage Components for Golfview Estates, Tayler Property in Concession 14 Part of Lot 6 East Zorra – Tavistock Township, Oxford County, prepared by Leonard + Associates, dated May 2013.

The report provided is an Issues Scoping Report (ISR) further details through the completion of an Environmental Impact Study (EIS) are required to address the UTRCA's comments below:

1. Please follow the patch delineation guidelines when determining natural heritage patch boundaries. Use these guidelines to determine if the natural heritage feature on part of lots 134 and 135 is in fact an extension of the natural heritage feature on block 141.
2. Conservation Authorities regulate wetland features. According to the descriptions of the vegetation communities in the ISR, there are wetland features. Please provide the sizes of the vegetation communities to determine if an appropriate buffer that protects these features and functions will need to be provided. If so, we agree that a hydrological analysis will need to be undertaken that includes pre and post development water quality, quantity and timing to determine appropriate buffer size, as well as an analysis of wetland vegetation and species.
3. We request a copy of the stand description profiles for each vegetation community. Note that all vegetation patches on the S. Ontario landscape have been exposed to a prior disturbance regime, so a statement claiming that the site has been exposed to prior disturbance regimes is not providing any information unique to this site. To show that this site has experienced more disturbance than is normally expected, a full list of all plant species found in each vegetation community (not just the dominant species) will need to be provided, along with MCC, weediness and wetness scores for each plant species.
4. Please provide rationale as to why only three Significant Wildlife Habitats (SWH) are considered candidates for this site. Note that even if Blocks 141 and 143 are not altered, Significant Wildlife Habitats will still need to be assessed to determine appropriate buffers from these features.
5. We do not agree that the ISR is in a position to state that "no negative, nor adverse, unalterable impacts on the natural heritage features of the subject lands and its surrounding landscape will occur as long as the recommendations in this report are followed". This is a report that identifies potential issues, not an analysis of impacts to natural features and functions.
6. An aerial photo of the site in question would be helpful in this report.

RECOMMENDATION

We would caution that there may be other issues that should be addressed in advance of undertaking revisions to the above noted studies. Questions related to the Stormwater Management review can be directed to Imtiaz Shah Ph. D, P.Eng, Environmental Engineer at ext. 278 and questions related to the Issues Scoping report can be directed to Tara Tchir, Ecologist at ext. 261. The foregoing information is provided for the information of the County, Township and the applicants.

UTRCA'S MUNICIPAL PLAN REVIEW FEES

In June 2006, the UTRCA's Board of Directors approved the *Environmental Planning Policy Manual for the Upper Thames River Conservation Authority*. This manual authorizes Authority Staff to collect fees for the review of Planning Act applications including applications for plans of subdivision. The UTRCA previously invoiced our fee's for the applications know as OP12-02-2; SB11-03-2; ZN2-12-01. Payment was not received. The previous invoice will be re-issued referencing the revised application numbers. The UTRCA's fee for reviewing and commenting on subdivision applications is \$100.00 per lot to a maximum of \$3000.00. The fee for reviewing Zone Change and Official Plan amendment applications is normally \$200.00 each. When these applications are being circulated concurrently with a Subdivision Plan the fees are reduced by 50%. The Planning Advisory Services fees are \$3200.00. In addition, the UTRCA charges Technical Review fees for the review of reports to support Planning Act Applications. The fees for reviewing the Stormwater Management Report and the Environmental Impact Study is \$500.00 per report. The total fees of \$4200.00 will be invoiced to the applicant under separate cover. Our fees are applied regardless of the outcome of the Planning Act approval process.

Thank you for the opportunity to comment. If you have any questions please contact the undersigned at extension 253.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Tracy Annett, MCIP, RPP
Land Use Planner
TA/ta

- c.c. Applicant, Diversified Development Group (via e-mail diversifieddevelopmentgroup@gmail.com)
Owner, Ronald Gordon Tayler (via e-mail rtalyer@rogers.com)
AGM, Jamie Dick (via e-mail info@agm.on.ca)
Leonard + Associates in Landscape Architecture, Mike Leonard (via e-mail mlla@isp.ca)
UTRCA, Tara Tchir (via e-mail tchirt@thamesriver.on.ca)
UTRCA, Imtiaz Shah (via e-mail shahi@thamesriver.on.ca)

To: David Creery, Chief Administrative Officer

From: Harold de Haan, City Engineer

Re: **East Zorra Township Official Plan Amendment, Zone Change and Draft Plan of Subdivision Application**

AIM

To inform City Council of a recent Official Plan, Zone Change and Plan of Subdivision Application made in East Zorra-Tavistock.

BACKGROUND

Official Plan (OP 13-09-2), Zone Change (ZN 2-13-05) and Plan of Subdivision (SB 13-02-2) applications have been made for the development of a 147 lot residential subdivision on a 102.7 acre parcel in East Zorra-Tavistock. The subject land is located on the north side of County Road 17 just west of County Road 15. According to the application, municipal services are to be used to provide servicing to the development.

These applications are very similar and for the same subject lands that OPA, Zone Change and Draft Plan of Subdivision applications were made for last year. At that time, Staff brought the issue to City Council attention and Council passed a motion informing the County of Oxford that the City of Woodstock does not support the applications.

COMMENTS

Although outside of the City of Woodstock, this application will have an impact on the City of Woodstock. The County of Oxford Community and Strategic Planning Department is currently working on a more detailed analysis of the applications, however City Staff have the following general concerns with the application:

1. The development growth is outside of a designated settlement area. The Official Plan designates certain growth areas in which growth is supposed to occur. Growth adjacent to a municipality and outside of the designated settlement area is prohibited. The City of Woodstock is a designated growth area.
2. The County of Oxford Official Plan does not allow extension of municipal services outside of municipal boundaries. The development proposes to connect to the City of Woodstock Water Distribution system and Sanitary Sewer system. If services are restricted from crossing the city limits, there are no services available to the development. Such servicing should require a boundary adjustment.
3. According to the Provincial Policy Statement, lot creation is not permitted in the prime agricultural areas other than that for agricultural purposes or farm surplus dwellings. The subject lands are considered prime agricultural lands. Therefore development is not consistent with the PPS.

There are a number of other issues/incongruities with the applications including incorrect statements and lack of economic justification and planning justification, however the above

three items summarize the basis of Staff's concern with the appropriateness of the applications in question. Although these applications will not be reviewed by City of Woodstock Council, due to the impact on the city, Staff feels that Council should make its concerns known to the County of Oxford.

Supporting documents for the application state that "Full services will be supplied to the subdivision when available upon annexation by the City of Woodstock when appropriate in the future." To the best of Staff's knowledge there has been no discussion of these lands being annexed into the City of Woodstock. The discussion of servicing from City of Woodstock watermains and sewers is only appropriate after and if annexation ever occurs. Also the existing watermain and sewer were not designed and approved to service the subject lands. The North Woodstock Water and Wasterwater Class EA, which was completed a couple of years ago did not include servicing of lands north of County Road 17.

RECOMMENDATION

That Council inform the County of Oxford that the City of Woodstock does not support applications OP 13-09-2, ZN 2-13-05 and SB 13-02-2 in the Township of East Zorra-Tavistock and that a copy of this report be forwarded as information.

Authored by: Harold de Haan, P. Eng.

Approved by: David Creery, P.Eng., MBA, Chief Administrator Officer

To: Warden and Members of County Council

From: Director of Corporate Services

Tax Recoveries By-law - 2014

RECOMMENDATIONS

1. That Council approves funding of the Maximum Tax Protection Mechanism for the County's portion of taxes for the Year 2014 to be recovered within the same tax class by clawing back from decreasing properties.
2. And further, that By-law No. 5597-2014, being a by-law to establish decrease limits for certain property classes for the Year 2014, be presented to Council for enactment.

REPORT HIGHLIGHTS

- \$1,319.09 of insufficient clawback room in the multi-residential class, \$439.73 of which is apportioned to the County.
- All capping adjustments in the commercial and industrial property classes are fully funded within the class.

Implementation Points

Area Municipalities will proceed with the 2014 final tax billings that will include capping adjustments to affected properties as set out in the authorizing by-law.

Financial Impact

The results of the 2014 capping program produces a \$439.73 funding shortfall in the multi-residential class that will be funded by budgetary surpluses in 2014.

The Treasurer has prepared this report.

Risks/Implications

There are no foreseen risks or implications that will result by adopting the recommendations contained within this report.

Strategic Plan

County Council adopted the County of Oxford Strategic Plan at its regular meeting held March 27, 2013. The initiative contained within this report supports the values and strategic directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

1. i. **A County that Works Together** - Strengthen, diversify and broaden the economic/prosperity base through strategies to retain and support existing businesses
3. ii. **A County that Thinks Ahead and Wisely Shapes the Future** - implement development policies and community planning guidelines that strategically grow our economy and our community

DISCUSSION

Background

The following is an excerpt from Report No. CS 2014-09 dated March 12, 2014:

“[Table 3 - Maximum Tax Protection Mechanism](#) – Increases in taxation for properties in the commercial, industrial and multi-residential classes are limited by the mandatory capping limits. The cost of providing this protection may be funded in one of the following ways.
By-law required: no deadline

	Decision Points – Funding Options	Recommendation
1.	Recover costs within the same tax class (claw-back) from decreasing properties	Recommended
2.	Recover costs from other classes via the general levy, subject to levy restrictions (hard-capping provisions)	Not recommended
3.	Employ other sources of funding, such as reserves	Not recommended
4.	Any combination of the preceding	Not recommended

Considerations - In the case where the amount available for claw-back within the same tax class does not fully fund the cost of capping protection, a second source of funding must be provided. Although there is no deadline regulated for the passing of a cost recovery by-law, historically the by-law has been passed in July of the taxation year once the effects of capping have been calculated and immediately prior to the final billing. If Council wished to consider an alternative method of funding the cost of capping, such as through the general levy, then advance notice would be beneficial to avoid having to recalculate the tax liability for decreasing properties affected by claw-backs.

In the case of Oxford County, there is a vacant multi-residential property whose value has increased significantly due to a change in MPAC's method of valuation - now based on market rent as opposed to the income based approach to valuation. This creates a situation where the property is subject to benefit from capping, however, claw-backs from other properties left in the class have been exhausted causing a shortfall of \$1,249, a portion of which relates to education tax as it is not reduced by capping. Due to the insignificance of the amount of the shortfall, there is no recommended action for funding as it will be covered by supplementary taxes generated over the course of the year."

Comments

In preparation for billing properties within the capped property classes, the area municipalities receive and review their respective preliminary capping reports as prepared by MTE prior to approving a final capping report. This process concluded on June 25, 2014 allowing MTE to prepare the final reports for billing purposes.

Attached for your consideration are the following reports:

- 2014 Banking Function Summary Report by Municipality – Attachment No. 1
- 2014 Banking Function Summary Report by Class and Municipality – Attachment No. 2

Attachment No. 2 identifies, by property class, the funding surplus or (deficit) for each municipality resulting from the 2014 capping restrictions. The Report indicates that the multi-residential property class has insufficient room to fund the clawbacks within the class (including municipal and county) in the amount of \$1,319.09. More specifically, this means there is not enough clawback room available from properties that are not subject to a capping restriction to cover those properties exposed to capping restrictions.

In 2013 there were shortfalls in the multi-residential and the industrial property classes in the amounts of \$1,507.63 and \$248.73 respectively. In years 2006 to 2012 inclusive, there was enough room to fund clawbacks within the capped classes; in 2005, there was a funding shortfall in the multi-residential class in the amount of \$5,605.97; in 2004, all of the capped classes were self-funded; and in 2003, there was a funding shortfall in the amount of \$166,349.71 (including municipal, county and education portions) for industrial properties and a similar shortfall of \$273,786.61 (including municipal, county and education portions) for multi-residential properties.

Apportionments of the funding shortfall occurring in 2014 between the County and area municipalities is provided on Attachments No. 3.

Conclusions

In accordance with Section 330(7) of the *Municipal Act, 2001 as amended*, a by-law is being presented to Council for consideration for the purpose of establishing decrease limits for certain property taxes for the year 2013 in support of the recommendation contained in Report No. CS 2013-08 dated March 13, 2013 and as indicated on the attached documents.

SIGNATURE

Departmental Approval:

Original signed by

Lynn S. Buchner, CGA
Director of Corporate Services

Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

Attachment No. 1 - 2014 Banking Function Summary Report by Municipality
Attachment No. 2 - 2014 Banking Function Summary Report by Class and Municipality
Attachment No. 3 - Shortfall Banking Report – Multi-residential Property Class by Municipality

2014 Banking Function Summary Report by Municipality

3200-6-24-2014-5731

Report No. CS 2014-21
Attachment No. 1

The County of OXFORD

Tuesday, June 24, 2014

FINAL

	2013 CVA	2013 CVA Taxes	2013 Annualized Capped Taxes	2014 CVA	2014 CVA Taxes	2014 Pre-Levy Tax	Tax Change Subject to Capping	2014 Tax Capping Adjustment	Overall Levy Change Adjustment	2014 Final (Adjusted) Taxes	Billing Adjustment Amount
The Township of Norwich											
3202	55,944,266	\$2,003,205.13	\$2,004,382.59	57,555,907	\$2,026,876.97	\$233,007.34	-\$14,307.87	-\$12,612.37	\$3,507.58	\$2,028,375.19	\$1,498.22
The Town of Tillsonburg											
3204	255,753,652	\$10,082,685.94	\$10,098,084.43	262,420,681	\$10,153,885.77	\$2,140,877.12	-\$60,884.22	-\$51,763.03	\$9,067.74	\$10,163,044.85	\$9,159.08
The Township of South-West Oxford											
3211	73,351,016	\$2,460,779.69	\$2,447,806.49	76,210,593	\$2,586,637.65	\$100,190.65	\$10,540.34	\$2,861.26	\$3,855.89	\$2,578,752.53	-\$7,885.12
The Town of Ingersoll											
3218	211,597,766	\$9,401,538.96	\$9,412,198.37	219,169,991	\$9,617,969.99	\$904,221.79	-\$32,613.82	-\$27,972.50	\$10,191.82	\$9,622,662.31	\$4,692.32
The Township of Zorra											
3227	59,856,569	\$2,119,433.76	\$2,126,751.62	64,353,390	\$2,263,895.07	\$283,549.75	-\$15,736.81	-\$15,621.32	\$6,593.67	\$2,264,015.63	\$120.56
The Township of East Zorra-Tavistock											
3238	54,804,935	\$1,770,862.72	\$1,770,391.67	56,272,482	\$1,807,408.30	\$419,428.71	-\$10,730.48	-\$12,080.71	\$9,993.34	\$1,805,991.41	-\$1,416.89
The City of Woodstock											
3242	813,118,229	\$34,439,265.72	\$34,455,377.82	842,672,061	\$35,403,363.40	\$3,734,549.90	-\$134,372.90	-\$119,529.42	\$56,694.66	\$35,418,432.41	\$15,069.01
The Township of Blandford-Blenheim											
3245	55,229,419	\$1,753,877.73	\$1,727,600.09	58,647,841	\$1,792,542.45	\$177,020.62	\$24,087.79	\$1,270.94	\$380.67	\$1,769,986.18	-\$22,556.27
	1,579,655,852	\$64,031,649.65	\$64,042,593.10	1,637,302,946	\$65,652,579.60	\$7,992,845.87	-\$234,017.96	-\$235,447.17	\$100,285.39	\$65,651,260.51	-\$1,319.09

MUNICIPAL TAX EQUITY (MTE) CONSULTANTS

	% of Ann. Tax	% of CVA Tax	CVA Threshold Inc.	CVA Threshold Dec.	Percent Decrease Ret.	Stay at CVA Tax Exclusion	Cross CVA Tax Exclusion - Claw-back to Cap	Cross CVA Tax Exclusion - Claw-back to Cap
Multi-Residential	10.00%	5.00%	\$250.00	\$250.00	0.000000%	Yes	Yes	Yes
Commercial	10.00%	5.00%	\$250.00	\$250.00	81.072181%	Yes	Yes	Yes
Industrial	10.00%	5.00%	\$250.00	\$250.00	88.149916%	Yes	Yes	Yes

NOTE: ALL VALUES ARE SUBJECT TO THE VERIFICATION AND APPROVAL OF THE LOCAL MUNICIPALITY

2014 Banking Function Summary Report by Class and Municipality

3200-6-24-2014-5731

Report No. CS 2014-21
Attachment No. 2

The County of OXFORD

Tuesday, June 24, 2014

FINAL

2013 CVA	2013 CVA Taxes	2013 Annualized Capped Taxes	2014 CVA	2014 CVA Taxes	2014 Pre-Levy Tax	Tax Change Subject to Capping	2014 Tax Capping Adjustment	Overall Levy Change Adjustment	2014 Final (Adjusted) Taxes	Billing Adjustment Amount	
<u>Multi-Residential</u>											
The Township of Norwich											
3202	1,965,250	\$59,530.57	\$59,530.57	2,119,500	\$63,471.37				\$63,471.37	\$0.00	
The Town of Tillsonburg											
3204	47,918,673	\$1,679,707.86	\$1,679,707.86	50,000,636	\$1,721,391.88				\$1,721,391.88	\$0.00	
The Township of South-West Oxford											
3211	277,678	\$7,076.14	\$7,076.14	310,785	\$8,166.55				\$8,166.55	\$0.00	
The Town of Ingersoll											
3218	19,454,995	\$770,526.94	\$770,526.94	21,394,830	\$837,443.28				\$837,443.28	\$0.00	
The Township of Zorra											
3227	2,449,750	\$65,704.11	\$65,704.11	2,669,500	\$71,282.38				\$71,282.38	\$0.00	
The Township of East Zorra-Tavistock											
3238	7,726,772	\$207,059.80	\$204,805.35	8,611,506	\$231,330.37	\$7,809.38	\$2,841.85	\$496.75	\$212.17	\$228,894.22	-\$2,436.15
The City of Woodstock											
3242	78,735,550	\$2,999,340.23	\$2,999,340.23	87,159,379	\$3,303,037.15				\$3,303,037.15	\$0.00	
The Township of Blandford-Blenheim											
3245	2,785,163	\$70,546.56	\$71,293.38	2,979,775	\$73,018.70	\$9,831.84	-\$1,112.85	\$0.00	\$41.42	\$74,135.77	\$1,117.07
	161,313,831	\$5,859,492.21	\$5,857,984.57	175,245,911	\$6,309,141.69	\$17,641.22	\$1,728.99	\$496.75	\$253.59	\$6,307,822.60	-\$1,319.09
<u>Commercial</u>											
The Township of Norwich											
3202	40,040,136	\$1,352,560.87	\$1,352,560.87	41,479,098	\$1,379,602.36				\$1,379,602.36	\$0.00	
The Town of Tillsonburg											
3204	151,851,580	\$5,784,613.27	\$5,793,464.57	155,576,090	\$5,820,230.09	\$1,036,189.22	-\$31,075.52	-\$25,193.60	\$4,181.77	\$5,826,135.62	\$5,905.52
The Township of South-West Oxford											
3211	38,887,486	\$1,185,457.86	\$1,175,479.66	40,391,693	\$1,242,765.57	\$49,636.79	\$9,025.74	\$4,061.62	\$1,750.37	\$1,237,924.26	-\$4,841.31
The Town of Ingersoll											
3218	108,963,534	\$4,392,216.23	\$4,398,548.36	110,756,327	\$4,400,774.88	\$189,652.80	-\$10,971.75	-\$8,895.04	\$2,006.52	\$4,402,873.32	\$2,098.45
The Township of Zorra											
3227	25,965,121	\$819,043.57	\$818,263.99	26,986,136	\$841,159.62	\$4,117.95	\$1,244.45	\$287.35	\$65.70	\$840,182.62	-\$977.00
The Township of East Zorra-Tavistock											
3238	37,599,388	\$1,191,553.72	\$1,192,479.40	38,110,126	\$1,202,475.27	\$207,716.46	-\$6,806.42	-\$6,613.33	\$4,653.16	\$1,202,672.69	\$197.41
The City of Woodstock											
3242	447,180,059	\$17,526,099.43	\$17,527,462.19	456,118,602	\$17,696,842.26	\$629,178.33	-\$16,182.41	-\$14,516.22	\$8,853.19	\$17,698,531.84	\$1,689.58
The Township of Blandford-Blenheim											
3245	43,270,768	\$1,333,641.77	\$1,327,752.99	46,402,240	\$1,375,626.60	\$17,046.59	\$5,527.67	\$1,151.89	\$26.97	\$1,371,553.94	-\$4,072.65
	893,758,072	\$33,585,186.73	\$33,586,012.04	915,820,312	\$33,959,476.65	\$2,133,538.13	-\$49,238.24	-\$49,717.32	\$21,537.69	\$33,959,476.65	\$0.00

MUNICIPAL TAX EQUITY (MTE) CONSULTANTS INC.

	% of Ann. Tax	% of CVA Tax	CVA Threshold Inc.	CVA Threshold Dec.	Percent Decrease Ret.	Stay at CVA Tax Exclusion	Cross CVA Tax Exclusion - Claw-back to Cap	Cross CVA Tax Exclusion - Claw-back to Cap
Multi-Residential	10.00%	5.00%	\$250.00	\$250.00	0.000000%	Yes	Yes	Yes
Commercial	10.00%	5.00%	\$250.00	\$250.00	81.072181%	Yes	Yes	Yes
Industrial	10.00%	5.00%	\$250.00	\$250.00	88.149916%	Yes	Yes	Yes

NOTE: ALL VALUES ARE SUBJECT TO THE VERIFICATION AND APPROVAL OF THE LOCAL MUNICIPALITY

2013 CVA	2013 CVA Taxes	2013 Annualized Capped Taxes	2014 CVA	2014 CVA Taxes	2014 Pre-Levy Tax	Tax Change Subject to Capping	2014 Tax Capping Adjustment	Overall Levy Change Adjustment	2014 Final (Adjusted) Taxes	Billing Adjustment Amount	
Industrial											
The Township of Norwich 3202	13,938,880	\$591,113.69	\$592,291.15	13,957,309	\$583,803.23	\$233,007.34	-\$14,307.87	-\$12,612.37	\$3,507.58	\$585,301.46	\$1,498.22
The Town of Tillsonburg 3204	55,983,399	\$2,618,364.81	\$2,624,912.00	56,843,955	\$2,612,263.79	\$1,104,687.90	-\$29,808.70	-\$26,569.42	\$4,885.97	\$2,615,517.35	\$3,253.56
The Township of South-West Oxford 3211	34,185,852	\$1,268,245.69	\$1,265,250.70	35,508,115	\$1,335,705.53	\$50,553.86	\$1,514.61	-\$1,200.36	\$2,105.52	\$1,332,661.72	-\$3,043.81
The Town of Ingersoll 3218	83,179,237	\$4,238,795.78	\$4,243,123.07	87,018,834	\$4,379,751.83	\$714,568.99	-\$21,642.07	-\$19,077.47	\$8,185.30	\$4,382,345.71	\$2,593.88
The Township of Zorra 3227	31,441,698	\$1,234,686.08	\$1,242,783.52	34,697,754	\$1,351,453.07	\$279,431.80	-\$16,981.27	-\$15,908.67	\$6,527.97	\$1,352,550.63	\$1,097.56
The Township of East Zorra-Tavistock 3238	9,478,775	\$372,249.20	\$373,106.93	9,550,850	\$373,602.66	\$203,902.87	-\$6,765.90	-\$5,964.14	\$5,128.01	\$374,424.51	\$821.85
The City of Woodstock 3242	287,202,620	\$13,913,826.06	\$13,928,575.40	299,394,080	\$14,403,484.00	\$3,105,371.57	-\$118,190.49	-\$105,013.21	\$47,841.47	\$14,416,863.43	\$13,379.43
The Township of Blandford-Blenheim 3245	9,173,488	\$349,689.40	\$328,553.72	9,265,826	\$343,897.15	\$150,142.19	\$19,672.97	\$119.04	\$312.28	\$324,296.46	-\$19,600.68
	524,583,949	\$24,586,970.71	\$24,598,596.48	546,236,723	\$25,383,961.27	\$5,841,666.51	-\$186,508.71	-\$186,226.60	\$78,494.11	\$25,383,961.27	\$0.00
	1,579,655,852	\$64,031,649.65	\$64,042,593.10	1,637,302,946	\$65,652,579.60	\$7,992,845.87	-\$234,017.96	-\$235,447.17	\$100,285.39	\$65,651,260.51	-\$1,319.09

Report No. GS 2014-21
Attachment No. 2

	% of Ann. Tax	% of CVA Tax	CVA Threshold Inc.	CVA Threshold Dec.	Percent Decrease Ret.	Stay at CVA Tax Exclusion	Cross CVA Tax Exclusion - Claw-back to Cap	Cross CVA Tax Exclusion - Claw-back to Cap
Multi-Residential	10.00%	5.00%	\$250.00	\$250.00	0.000000%	Yes	Yes	Yes
Commercial	10.00%	5.00%	\$250.00	\$250.00	81.072181%	Yes	Yes	Yes
Industrial	10.00%	5.00%	\$250.00	\$250.00	88.149916%	Yes	Yes	Yes

NOTE: ALL VALUES ARE SUBJECT TO THE VERIFICATION AND APPROVAL OF THE LOCAL MUNICIPALITY

The County of OXFORD Shortfall Banking Report

Report No. CS 2014-21 ³²⁰⁰⁻⁶⁻²⁴⁻²⁰¹⁴⁻⁵⁷³¹

Attachment No. 3

The County of OXFORD

Tuesday, June 24, 2014

FINAL

Multi-Residential		CVA Taxes (Municipal)	% Share of Shortfall	\$ Share of Shortfall	Billing Adjustment Amount	Shortfall Banking Adjustment
		C	D	E	F	G
		Actual	C / Total C	D * Total ShortFall	Actual	E + F
3202 The Township of Norwich	M	\$34,134.23	0.57%	\$7.56	\$0.00	\$7.56
3204 The Town of Tillsonburg	M	\$1,029,306.08	17.28%	\$227.99	\$0.00	\$227.99
3211 The Township of South-West Oxford	M	\$3,864.81	0.06%	\$0.86	\$0.00	\$0.86
3218 The Town of Ingersoll	M	\$541,305.89	9.09%	\$119.90	\$0.00	\$119.90
3227 The Township of Zorra	M	\$34,332.39	0.58%	\$7.60	\$0.00	\$7.60
3238 The Township of East Zorra-Tavistock	M	\$112,133.86	1.88%	\$24.84	-\$2,436.15	-\$2,411.32
3242 The City of Woodstock	M	\$2,183,229.14	36.66%	\$483.58	\$0.00	\$483.58
3245 The Township of Blandford-Blenheim	M	\$31,774.03	0.53%	\$7.04	\$1,117.07	\$1,124.10
3200 The County of OXFORD	M	\$1,985,272.99	33.34%	\$439.73		
		\$5,955,353.41		\$1,319.09		

To: Warden and Members of County Council

From: Acting Director of Public Works

Installation of Two Feed-In-Tariff (FIT) Solar Generators

RECOMMENDATIONS

1. That Council approve the installation of two FIT Solar Generators at an estimated cost of \$1.2 Million, to be financed by landfill reserves;
2. And further, that the Chief Administrative Officer be authorized to sign commitment agreements for a twenty (20) year period, for the sale of energy produced from the FIT projects, to Hydro One in Salford, and Erie Thames in Ingersoll;
3. And further, that a by-law be raised to authorize the Chief Administrative Officer to sign all necessary documents to complete the purchase, installation and commitment agreements for the two (2) FIT solar generators upon confirmation of approval from the Ontario Power Authority.

REPORT HIGHLIGHTS

- The purpose of this report is to seek Council approval to tender the purchase, and installation of two (2) Solar Collectors, upon a contract offer and approval to connect from the Ontario Power Authority (OPA);
- Council approval is also being sought to authorize staff to enter into commitment agreements for a twenty (20) year period, for the sale of energy produced from the FIT projects, to Hydro One in Salford, and Erie Thames in Ingersoll.
- The two (2) 250 kW solar collectors are proposed to be installed at the Bio-Solids Facility located at the Salford Landfill Site and the Water Facility at George Johnson Boulevard, Ingersoll.

Implementation Points

If approved by Council, and upon approval from the OPA, staff will proceed to oversee the tender, design construction, connection and commitment agreement work to complete the projects.

Financial Impact

Financing of approximately \$1,200,000.00 will be required to complete both FIT projects pending an Ontario Power Authority (OPA) contract offer.

Financing for these projects is available from existing funds in the Landfill Reserve. Under the terms of the 2013/14 FIT program, the initial capital investment will be recovered in an estimated 8 to 10 years with an average annual return on investment over the 20 year term of 9.0%. Over the past five years, the County has achieved a 4.97% annual return on investments from funds within Landfill Reserve.

The Treasurer has reviewed this report and agrees with the financial impact.

Risks/Implications

Upon OPA approval to connect projects to the local hydro grids, the County will have only twenty (20) days to respond to the offer. Upon agreement of both parties, the County will then have twelve (12) months in which to complete the projects in their entirety or lose the contract offer. The OPA issues the contract offer according to existing infrastructure and application review.

Strategic Plan

County Council adopted the County of Oxford Strategic Plan at its regular meeting held March 27, 2013. The initiative contained within this report supports the values and strategic directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

- 3. *iii. A County that Thinks Ahead and Wisely Shapes the Future* - Apply social, financial and environmental sustainability lenses to significant decisions by assessing options in regard to:
 - *Responsible environmental stewardship*

- 5. *ii. A County that Performs and Delivers Results* - Deliver exceptional services by:
 - *Identify best practices and appropriate benchmarking*

DISCUSSION

Background

At its meeting on November 27, 2013, Council authorized staff to proceed with seven (7) applications under the Ontario Power Authority's Feed-In-Tariff (FIT) program.

As outlined in Report [PW 2013-69](#), the applications included five (5) microFIT (10 kWh) and two (2) FIT (250 kW) solar energy facilities.

Applications were made in December of 2013, to the Ontario Power Authority (OPA) for two (2) FIT projects in addition to the five (5) microFIT projects. The approved rate per kilowatt produced according to the OPA 2013 price structure is 32.9 cents per kilowatt for the 250 kW Landfill FIT project with connection to Hydro one, and 34.5 cents per kilowatt for the 70 kW George Johnson project connecting to Erie Thames Power.

The County received approval for four (4) microFIT facility proposals (Oxford County Administration Building, Oxford County EMS – Mill Street, Oxford County Public Health – 95 Graham Street and Springford Patrol Yard). At its April 23, 2014 meeting, Council authorized staff to proceed with the four microFIT projects.

As outlined in Report [PW 2014-19](#), these projects have been tendered, awarded and work has commenced. These microFIT projects will be completed within the timelines required by the OPA.

The County was unsuccessful with our Highland Patrol Yard microFIT application due to capacity restraints on the local hydro grid.

Comments

Staff has been advised by our solar consultant that they expect the OPA to announce the list of successful applicants for the FIT program in July 2014. If the County is a successful applicant, there is only a 20 day window to accept the offered FIT contract. Based on the timing of scheduled Council meetings, there is significant probability staff would not have the time to present the information to Council before the response timeline would expire.

Acceptance of this report will allow the tendering process to be initiated pending approval from the OPA. Currently no offers to connect have been received. Final construction contract awards will be subject to Council approval in accordance with the purchasing policy.

The landfill currently has a single phase connection. An upgrade of the existing power supply on Oxford Road 46 to 3-phase power supply is required in order to accommodate the solar generators and future growth of the landfill operations. Hydro One has been contacted and the initial "Loading Forms" have been filed. Hydro One Project Engineers are in the designing stages and will then provide the County with an accurate estimate of cost.

The Local Distribution Companies (LDC's) of Erie Thames Power and Hydro One have indicated the infrastructure exists to connect these projects to the grid.

Conclusions

Staff recommends that County Council authorize staff to proceed with the two FIT applications subject to approval from the OPA.

SIGNATURE

Report Author:

Original signed by

Dan Foster
Facilities Supervisor

Departmental Approval:

Original signed by

Dadean Assam, P.Eng.
Acting Director of Public Works

Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

To: Warden and Members of County Council

From: Acting Director of Public Works

Holcroft Street, Ingersoll Sanitary Sewer Contract Extension

RECOMMENDATION

- 1. That County Council support the extension of the Town of Ingersoll's Contract 960335-2013 with J-AAR Excavating Limited for works to include the County planned Whiting Street Sanitary Sewer construction at a County cost of \$611,000 plus HST.**

REPORT HIGHLIGHTS

- To obtain County Council support for the Town of Ingersoll to extend its contract for a construction project currently underway on Holcroft and Whiting Streets in Ingersoll.

Implementation Points

Ingersoll staff reported that they will seek approval from Town Council. Following County Council approval of this report, and subject to the approval of Town of Ingersoll Council, County and Ingersoll Staff will jointly advise the contractor in writing of the approved extension.

Financial Impact

The Whiting Street Sanitary Sewer extension to be included in the proposed contract extension is included and is financed within the approved 2014 Capital Budget for sanitary sewers in the Town of Ingersoll.

The Treasurer has reviewed this report and agrees with the financial impact information.

Risks/Implications

Staff believe that the work can be completed in 2014 through the proposed contract extension. If the report recommendation is not approved, Staff will tender the Whiting Street Sanitary Sewer works. If awarded to a different contractor, constructor issues would not allow work to begin until the current construction was completed in Fall 2014. With the potential for fall inclement weather, the later start may result in some components of work may carryover into 2015.

Strategic Plan

County Council adopted the County of Oxford Strategic Plan at its regular meeting held March 27, 2013. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

1. ii. **A County that Works Together** – Enhance the quality of life for all of our citizens by:

- *Maintaining and strengthening core infrastructure*

3. iii. **A County that Thinks Ahead and Wisely Shapes the Future** - Apply social, financial and environmental sustainability lenses to significant decisions by assessing options in regard to:

- *Responsible environmental stewardship*

DISCUSSION

Background

The construction of the Holcroft Street sanitary sewer is the adjacent section of a deep sanitary sewer currently being undertaken. As outlined in Report No. [PW 2014-35](#), this work requires specialized equipment and expertise already on site for the Holcroft Street sanitary sewer construction and which is included in the Town of Ingersoll's existing contract with J-AAR Excavating Limited. In consideration of these issues, at its June 25, 2014 meeting, County Council authorized staff to negotiate a contract extension with J-AAR Excavating Limited subject to the final approval of County Council.

Comments

County of Oxford and Town of Ingersoll staff negotiated the price for the contract extension with J-AAR Excavating Limited.

As a result of the contractors familiarity with the site conditions, the efficiency of continuing work at the site, the ability to manage constructor issues and reducing mobilization costs, the negotiated price is below existing competitive pricing for the Holcroft Street. The total project cost for the extension of the Contract is \$777,948.00 with the County portion of work is \$611,000.00.

Town of Ingersoll staff will be seeking authority to extend Contract 960335-2013 with J-AAR Excavating Limited. once the County Council has confirmed its support for the negotiated contract extension.

Conclusions

Staff recommends County Council support the negotiated extension of the contract for Project 960335-2013.

SIGNATURE

Departmental Approval:

Original signed by

Dadean Assam, P.Eng
Acting Director of Public Works

Approved for submission:

Original signed by

Peter M. Crockett, P.Eng.
Chief Administrative Officer

To: Warden and Members of County Council

From: Acting Director of Public Works

Boundary Road Maintenance Agreement with the County of Middlesex

RECOMMENDATION

- 1. That a by-law be raised to authorize the Chief Administrative Officer to sign an agreement with Middlesex County for the maintenance of the shared portion of Oxford Road 2 and the portion of Putnam Road and Hamilton Road owned by Middlesex County.**

REPORT HIGHLIGHT

- The purpose of this report is to obtain County Council approval for the Chief Administrative Officer to sign an agreement with Middlesex County for boundary road maintenance.

Financial Impact

The cost recovery from Middlesex County is included in the approved 2014 Roads Operating Budget.

The Treasurer agrees with the financial information contained in this report.

Risks/Implications

The proposed agreement with Middlesex County is consistent with, and supported by, the approved County of Oxford risk management policy. In today's business environment it is more prudent to operate with a legal agreement in place and such is considered a "best management practice".

Strategic Plan

County Council adopted the County of Oxford Strategic Plan at its regular meeting held March 27, 2013. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

1. ii. **A County that Works Together** – Enhance the quality of life for all of our citizens by:
 - *Maintaining and strengthening core infrastructure*
 - *Working with community partners and organizations to maintain / strengthen public safety*

DISCUSSION

Background

Through the Municipal Act, municipalities can enter into agreements to establish responsibilities related to the maintenance and repair of boundary roads. There currently is no existing agreement that deals with the maintenance and repair of the boundary road between County of Oxford and Middlesex County (Oxford Road 2). Historically, both municipalities have cooperated by carrying out certain aspects of the maintenance operations. The agreement will continue to include this level of cooperation. County of Oxford also assists Middlesex with Winter Maintenance on Putnam Road and Hamilton Road within Middlesex County with payment from Middlesex.

The proposed agreement (Attachment 1) has been discussed in detail with Middlesex County.

Schedule A of the agreement is a map showing the section of Oxford Road 2 subject to this Agreement is attached as part of Attachment 1. Schedule B of the agreement is a map showing the section of Putnam Road and Hamilton Road which County of Oxford will maintain during winter control. Middlesex County has performed the maintenance on Oxford Road 2 for many years, just as Oxford County has on Putnam Road and Hamilton Road.

Comments

Historically, many municipalities have used verbal agreements for boundary road maintenance. Often these arrangements included the parties each doing half of the road length. The County of Oxford now has a formal risk management policy in place. Through our ongoing risk management review we are ensuring the appropriate contracts and agreements are in place to minimize our exposure to loss. In today's business environment it is more prudent to operate with a legal agreement in place and such is considered a "best management practice".

The proposed agreement clearly states the expectations of both parties and will be legally binding.

Similar agreements are in place with the Region of Waterloo, Township of Wilmot, and Perth County. Additional agreements being negotiated with Brant County and Norfolk County are expected to be presented to Council in the first quarter of 2015, while discussions regarding the remaining agreement(s) with Elgin County, and applicable Townships, is set to begin in the fourth quarter of 2014.

Conclusions

It is the recommendation of the staff that the County of Oxford enter into an agreement with Middlesex County for the maintenance and repair of the boundary road between the adjacent municipalities and the roads in Middlesex where Oxford assists.

SIGNATURE

Report Author:

Original signed by

Melissa Abercrombie, P.Eng.
Manager of Roads and Facilities

Departmental Approval:

Original signed by

Dadean Assam, P.Eng.
Acting Director of Public Works

Approved for submission:

Original signed by

Peter Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

Attachment 1: Proposed Agreement with the County of Middlesex, June 23, 2014

**BOUNDARY LINE HIGHWAY AND
HIGHWAY MAINTENANCE AGREEMENT**

MEMORANDUM OF AGREEMENT effective this 1st day of September, 2014.

B E T W E E N:

THE CORPORATION OF THE COUNTY OF MIDDLESEX
(hereinafter called "Middlesex")

OF THE FIRST PART

- and -

COUNTY OF OXFORD
(hereinafter called "Oxford")

OF THE SECOND PART

WHEREAS:

- A. The Parties are upper-tier municipalities which have authority with respect highways under their respective jurisdiction pursuant to by-laws passed under the authority of subsections 9-11 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25 (the "Act").
- B. The Parties are neighbouring municipalities who wish to enter into a boundary line highway agreement pursuant to subsection 29.1(1-2) of the Act, as amended or replaced, with respect to the repair of certain portions of boundary line highway.
- C. The Parties in addition, wish to enter into a highway maintenance agreement with respect to the repair of certain parts of highways which are non-boundary line highways.
- D. With respect to boundary line highways, subsection 29.1(2) of the Act provides that where there is an agreement under subsection 29.1(1) between municipalities with respect to the repair of parts of highways which are boundary line highways, the municipality which has agreed to keep the boundary line portion of a highway in repair has jurisdiction over that portion of the boundary line highway.
- E. With respect to non-boundary line highways, subsections 19-20 of the Act provide that a municipality may provide a service (such as Winter Maintenance Services, Plow Repair and Right of Way Repair) in another municipality with the consent of all municipalities in which the service is to be provided, so long as it has power to provide that service in its own municipality.
- F. Where a service agreement exists under the authority of subsections 19-20 of the Act with respect to a non-boundary line highway, jurisdiction over such highway remains in the County which established the highway by by-law, however, the municipality providing the services pursuant to the service agreement is contractually responsible for the covenants contained in the service agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT, in consideration of the payment of the sum of TWO DOLLARS (\$2.00) from each Party to the other and for other good and valuable consideration, including the covenants herein, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

Recitals

1. The above recitals are true and the same are hereby incorporated into this Agreement by reference.

Definitions

2. In this Agreement, in addition to terms defined elsewhere in this Agreement, the following terms have the following meanings:
 - (a) **“Boundary Line Highway”** means that portion of a highway which lines the boundary between Middlesex and Oxford and excludes such portion of highway which deviates from and does not line the boundary between Middlesex and Oxford.
 - (b) **“Communication”** means any notice, demand, request, consent, approval or other communication which is required or permitted by this Agreement to be given or made by the Parties to each other;
 - (c) **“Non-Boundary Line Highway”** means that portion of a highway which does not line the boundary between Middlesex and Oxford and excludes portions of highway which are Boundary Line Highways.
 - (d) **“Parties”** means Middlesex and Oxford collectively, and **“Party”** means one of them.
 - (e) **“Plow Damage”** means any damage caused to right of way assets as a result of Winter Maintenance Services performed pursuant to this Agreement.
 - (f) **“Right of Way Repair”** means the repair of all right of way assets in accordance with *Ontario Regulation 239/02* of the Act, as amended or replaced, and the Ontario Traffic Manual, as amended or replaced, other than Winter Maintenance Services, Plow Damage and capital improvements.
 - (g) **“Winter Maintenance Services”** means sanding, salting and snowplowing.

Covenants

3. All obligations contained in this Agreement, even if not expressed to be covenants, shall be deemed to be covenants.

Term

4. This Agreement, subject to its termination provisions, shall remain in force and effect for a period of nine years and seven months, commencing the 1st day of September, 2014 at 12:00 a.m. and ending on the 31st day of April, 2024 at 11:59 p.m.

Oxford Road 2/Middlesex Road 2 between the Township of Zorra and Municipality of Thames Centre

5. Middlesex hereby covenants and agrees to provide Winter Maintenance Services and to repair and be responsible for any resulting Plow Damage for the whole width of that of the part of the highway known as Dundas Street, also known as Oxford Road 2 and Middlesex Road 2 extending from Cobble Hills Road lining the County of Oxford and County of Middlesex border to Banner Road in the County of Oxford (the portion between Cobble Hills Road and Hunt Road being a Border-Line Road and the portion between Hunt Road and Banner Road being a Non-Border Line Road), a distance of approximately 2.48 kilometres, as and shown on a *Schedule "A"* attached hereto.

The Winter Maintenance Services provided shall meet the standards prescribed by *Ontario Regulation 239/02* of the Act, as amended or replaced, and the *Ontario Traffic Manual*, as amended or replaced (hereinafter collectively referred to as the "Regulation 239/02 and OTM Standards").

6. Oxford shall conduct all Right of Way Repair (excluding Winter Maintenance Services, Plow Damage and capital improvement costs) in accordance with Regulation 239/02 and OTM Standards, as amended or replaced, for the whole width of that part of the highway known as Oxford Road 2 and Middlesex Road 2 extending from Cobble Hills Road lining the County of Oxford and the County of Middlesex border to Banner Road in the County of Oxford (the portion between Cobble Hills Road and Hunt Road being a Border-Line Road and the portion between Hunt Road and Banner Road being a Non-Border Line Road), a distance of approximately 2.48 kilometres, as and shown on a *Schedule "A"* attached hereto.

Middlesex Road 30, extending from County of Oxford and County of Middlesex boundary to Hamilton Road

7. Oxford hereby covenants and agrees to provide Winter Maintenance Services and to repair and be responsible for any resulting Plow Damage for the whole width of that part of the highway known as Putnam Road (including the intersection of Putnum Road/Hamilton Road), also known as Middlesex Road 30, lying entirely in the Municipality of Thames Centre in the County of Middlesex (being a Non-Border Line Road) extending perpendicular from the County of Oxford and County of Middlesex boundary to its intersection with Hamilton Road, a distance of approximately 1.25 kilometres, and as shown on *Schedule "B"* attached hereto. Oxford warrants that the Winter Maintenance Services provided shall to be carried out in accordance with Regulation 239/02 and OTM Standards, as amended or replaced.

Middlesex Road 29, extending from County of Oxford and County of Middlesex boundary to Putnam Road

8. Oxford hereby covenants and agrees to provide Winter Maintenance Services and to repair and be responsible for any resulting Plow Damage for the whole width of that part of the highway known as Hamilton Road (including the intersection of Hamilton Road/Putnum Road), also known as Middlesex Road 29, lying entirely in the Municipality of Thames Centre in the County of Middlesex, extending perpendicular from the County of Oxford and County of Middlesex boundary to its intersection with Putnam Road, a distance of approximately 1.9 kilometres, and as shown on *Schedule "B"* attached hereto. The County of Oxford warrants that the Winter Maintenance Services provided shall be carried out in accordance with Regulation 239/02 and OTM Standards, as amended or replaced.

Costs and Payment

9. Neither Middlesex nor Oxford will invoice each other or be responsible to each other for the monetary costs of providing Winter Maintenance Services, repairing Plow Damage or conducting Right of Way Repair pursuant to sections 5 and 6 of this Agreement on the basis that the work undertaken by each the Parties for each other pursuant to those sections are of equal value and set each other off.
10. Oxford shall invoice Middlesex for the costs of providing Winter Maintenance Services provided pursuant to sections 7 and 8 of this Agreement on a pro rated basis of the actual costs of providing Winter Maintenance Services per kilometre.
11. Subject to section 12 herein, Oxford and Middlesex agree that they shall each be fifty percent (50%) responsible for capital improvement costs (not being Winter Maintenance Services, Plow Damage or Right of Way Repair under this Agreement) for that part of highway known as Dundas Street, also known as Oxford Road 2 and Middlesex Road 2 extending from Cobble Hills Road lining the County of Oxford and the County of Middlesex border to Banner Road in the County of Oxford (the portion between Cobble Hills Road and Hunt Road being a Border Line Road and the portion between Hunt Road and Banner Road being a Non-Border Line Road), a distance of approximately 2.48 kilometres, as and shown on a *Schedule "A"* attached hereto.
12. Notwithstanding any other provisions in this Agreement, no capital improvement work of any kind (not being Winter Maintenance Services, Plow Damage or Right of Way Repair under this Agreement) shall be undertaken on any Boundary Line Highway unless such capital improvement work has first been approved by each of the Parties. A municipality whose Council has not approved capital improvement work will not be responsible for any payment to the other municipality on account of such work performed.

Liability, Indemnity and Insurance

13. Each of Middlesex and Oxford agree that they shall be responsible and liable for any and all damages established which arise from that municipality's failure to maintain the subject highway to the standards it has agreed to pursuant to this Agreement. Without limiting the foregoing, each of Middlesex and Oxford does hereby agree to indemnify and save completely harmless the other from all claims, debts, causes of action, demands, liens, liabilities, losses, damages, costs and expenses arising from their respective obligations pursuant to this Agreement.
14. Middlesex and Oxford each covenant to carry a minimum of Ten Million Dollars (\$10,000,000.00) public liability insurance during the term of this Agreement. Such insurance shall name the other municipality as an additional insured thereunder and contain the following endorsements: contractual liability, non-owned automobile liability, and cross liability with a severability of interest clause. Such policy shall include a 30 day written notice of cancellation, termination or material change.
15. Middlesex and Oxford each covenant to carry a minimum of Ten Million Dollars (\$10,000,000.00) automobile third party liability insurance during the term of this Agreement.

16. The Parties shall provide proof of insurance identifying all lines of coverage by way of Certificate of Insurance in a form satisfactory to the Parties each year, or ten (10) days prior to renewal of the respective policy.
17. In addition to and without limiting any proof of insurance requirements in this Agreement, at any time requested by any Party, the Parties shall provide each other with proof of insurance.

Termination

18. Notwithstanding section four (4), this Agreement may be terminated in its entirety by Communication in writing being given by either Party to the other no less than one (1) year prior to the intended termination date. In the spirit of this Agreement, such notice will presume that reasonable effort has been made to ensure such termination is well founded and that other options have been considered.

Notices

19. Any Communication must be in writing and either be:
 - (a) delivered personally or by courier;
 - (b) sent by prepaid registered mail; or
 - (c) transmitted by facsimile, e-mail or functionally equivalent electronic means of transmission, charges (if any) prepaid.

Any Communication must be sent to the intended Party at its address for service listed on the signature pages of this Agreement or to any other address as any Party may at any time advise the other by Communication given or made in accordance with this section. Any Communication delivered to a Party to whom it is addressed will be deemed to have been given or made and received on the day it is delivered at that Party's address, provided that if that day is not a Business Day then the Communication will be deemed to have been given or made and received on the next Business Day. Any Communication transmitted by facsimile, e-mail or other functionally equivalent electronic means of transmission will be deemed to have been given or made and received on the day on which it is transmitted; but if the Communication is transmitted on a day which is not a Business Day or after 4:00pm (local time of the recipient), the Communication will be deemed to have been given or made and received on the next Business Day.

Amendment and Waiver

20. No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any section of this Agreement is binding unless it is in writing and executed by the Parties to be bound. No waiver of, failure to exercise, or delay in exercising, any section of this Agreement constitutes a waiver of any other section (whether or not similar) nor does any waiver constitute a continuing waiver unless otherwise expressly provided.

Assignment and Enurement

21. Neither this Agreement nor any right or obligation under this Agreement may be assigned by any Party, other than provided for herein, without the prior written consent of the other Parties. This Agreement enures to the benefit of and is binding upon the Parties and their respective heirs, executors, administrators, estate trustees, trustees, personal or legal representatives, successors and permitted assigns.

Dispute Resolution

22. Upon written request to resolve any disputes arising from this Agreement which is sent by one Party to another, the Parties hereby agree to resolve all disputes pursuant to this section. Upon receipt by the receiving Party of a written request to resolve disputes, the Parties shall first attempt to resolve all disputes by way of formal negotiation between the Parties and their appointed representatives. If the disputes cannot be settled within thirty (30) days from the receipt of the written request to resolve disputes by the receiving Party, then the Parties shall enter into a structured negotiation on a without prejudice basis with the assistance of a mediator appointed by them. If the disputes cannot be settled within ninety (90) days from the receipt of written request to resolve disputes by the receiving Party, or such longer period as may be agreed to by the Parties, the Parties shall, refer the matter forthwith to an arbitration which shall finally resolve the dispute(s). The aforementioned arbitration shall be conducted in accordance with the Ontario *Arbitration Act, 1991*, c 17, as amended.

Entire Agreement

23. This Agreement constitutes the entire agreement between the Parties pertaining to repair of Boundary Line Highways and Non-Boundary Line Highways and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties. The Parties acknowledge that there are no representations, warranties or other agreements between the Parties in connection with the subject matter of this Agreement except as specifically set out in this Agreement and that no Party has been induced to enter into this Agreement in reliance on, and there will be no liability assessed, either in tort or contract, with respect to, any warranty, representation, opinion, advice or assertion of fact, except to the extent it has been reduced to writing and included as a term in this Agreement. Except as amended herein, the terms of this Agreement shall remain in full force and effect.
24. This Agreement includes the provisions of this Agreement, each of its Schedules, Ontario Regulation 239/02 of the Act as amended or replaced, and the Ontario Traffic Manual as amended or replaced, all of which shall be read together in the forming of this Agreement. In the event there is a conflict between the provisions of this Agreement and its Schedules, the provisions of this Agreement shall prevail.

Voluntary Enforceable Agreement

25. The Parties warrant that this Agreement is voluntary, that none of the Parties are under any legal disability and that each Party has had an opportunity to seek the advice of independent legal counsel with respect to this Agreement.

Counterparts

26. This Agreement may be executed and delivered by the Parties in one or more counterparts, each of which will be an original, and each of which may be delivered by facsimile, e-mail

Initials

or other functionally equivalent electronic means of transmission, and those counterparts will together constitute one and the same instrument.

Severability

27. Each section of this Agreement is distinct and severable. If any section of this Agreement, in whole or in part, is or becomes illegal, invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that section, in whole or in part, will not affect:
- (a) the legality, validity or enforceability of the remaining sections of this Agreement, in whole or in part; or
 - (b) the legality, validity or enforceability of that section, in whole or in part, in any other jurisdiction.

Governing Law

28. This Agreement is governed by, and is to be construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that Province.

[ONE (1) SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF this Agreement has been executed by the Parties hereto on the date(s) set out below and the Parties agree that this Agreement shall be effective on the 1st day of September, 2014.

THE CORPORATION OF THE COUNTY OF MIDDLESEX

Date: _____, 2014

Address for Service:
Attn: County Clerk
Administration Offices
399 Ridout Street North
London, ON N6A 2P1

Per: _____
Joanne Vanderheyden, Warden

Per: _____
Kathleen Bunting, Clerk

We have authority to bind the Corporation

COUNTY OF OXFORD

Date: _____, 2014

Address for Service:
Attn: County Clerk
21 Reeve Street,
P.O. Box 1614
Woodstock, ON N4S 7Y3

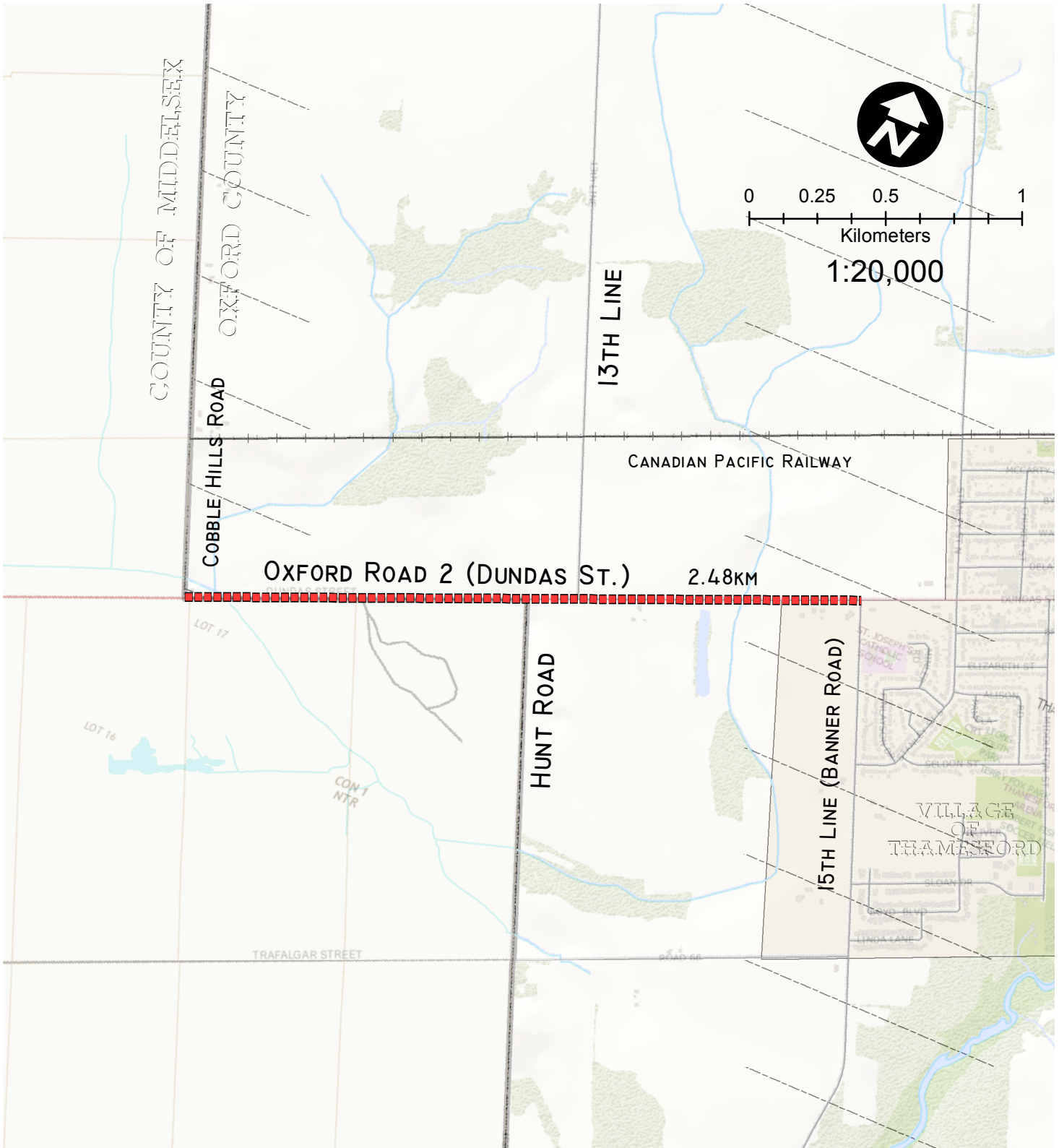
Per: _____
CAO, Peter Crockett

I have authority to bind the Corporation

Schedule "A" Maintenance Agreement Map

Legend

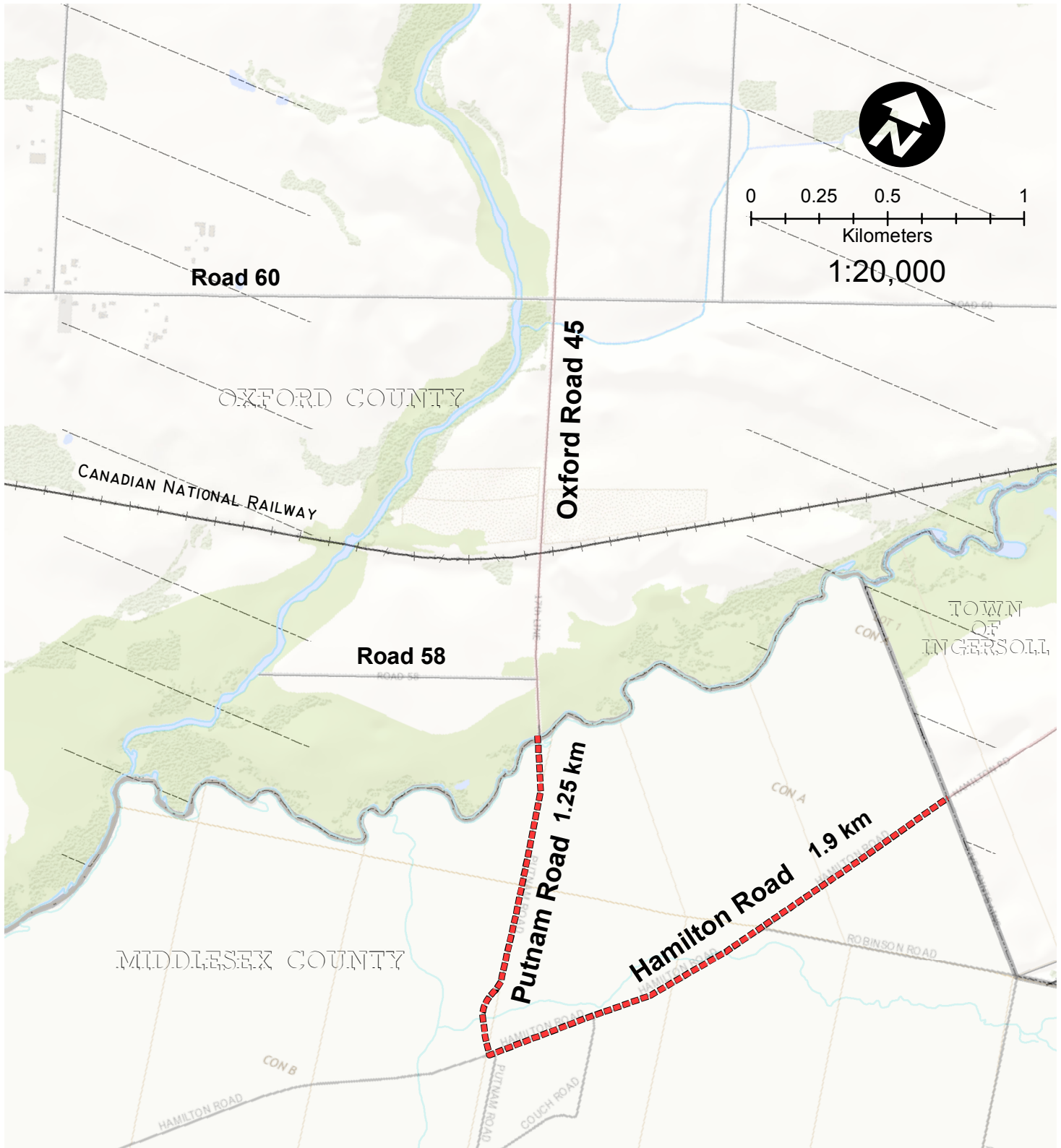
■■■■■ Middlesex County Maintains



Schedule "B" Maintenance Agreement Map

Legend

----- Oxford County maintains



To: Warden and Members of County Council

From: Chief Administrative Officer

Services That Work 2014 Interim Report

RECOMMENDATIONS

1. **That staff pursue the four early service improvement opportunities to :**
 - **improve the quality and consistency of performance data in the Business Plans;**
 - **establish clarity and accountability for critical document management, storage and archiving;**
 - **enhance client focus through the review, documentation and improvements to the Human Services application and intake process; and**
 - **improve participation in Oxford County Libraries to support the 2015 Library Business Plan**

2. **And further, that Council approve a contract extension for Munro Strategic Perspective to facilitate service reviews for all remaining services to be completed in a 2015 work plan, for an upset limit of \$100,000 funded from the Corporate General Reserve;**

3. **And further, that the Chief Administrative Officer be authorized to execute all documents related thereto.**

REPORT HIGHLIGHTS

- **Service Inventory baseline – consists of 58 services**
- **Similar themed services categorized in five service program groupings**
- **Interim work identifies four early service improvement opportunities, including:**
 - **Improve the quality and consistency of performance data in the Business Plans;**
 - **Establish clarity and accountability for critical document management, storage and archiving;**
 - **Enhance client focus through the review, documentation and improvements to the Human Services application and intake process; and**
 - **Improve participation in Oxford County Libraries to support the 2015 Library Business Plan**

Implementation Points

The Services That Work Project Team will engage the appropriate staff to pursue action plans of the four service improvement opportunities as recommended in the Oxford County Services That Work Interim Report prepared by Munro Strategic Perspective - Attachment No. 1.

The Strategic Communication and Engagement team will begin to implement the Communications Plan as described in this Report and illustrated in Attachment No. 2.

The Project Team will offer a contract extension and confirm a 2015 project work plan to enable Melinda Munro of Munro Strategic Perspective to continue and complete the Services That Work project.

Financial Impact

To complete the service delivery work in 2015, a proposal in the amount of \$96,400 (incl. HST) has been received from the Consultant. The recommendation contained in this report includes funding this project from the Corporate General Reserve which would not require a tax levy increase in 2015.

The Treasurer has reviewed this report and agrees with the financial impact information.

Risks/Implications

There are no substantial risks that could result from adopting the recommendations contained within this report. However, possible implications of not accepting this report include loss of momentum and staff engagement that have resulted from service delivery review work conducted up to this time and loss of the consultant to another contract, and the resulting work interruption.

Strategic Plan

County Council adopted the County of Oxford Strategic Plan at its regular meeting held March 27, 2013. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following Strategic Directions:

5. ii. A County that Performs and Delivers Results - Deliver exceptional services by:

- *Regularly reviewing service level standards to assess potential for improved access to services / amenities*
- *Conducting regular service reviews to ensure delivery effectiveness and efficiency*
- *Developing and tracking key performance indicators against goals and efficiency*
- *Identify best practices and appropriate benchmarking*

DISCUSSION

Background

The Woodingford Lodge Service Review was initiated in 2013. Council adopted the recommendations of this review at its meeting on March 26, 2014.

The approved 2014 Business Plan and Budget included a multi-year service delivery review program beginning in 2014. The systematic review of all services over a three-year period was intended to identify efficiencies, effectiveness and community impact of existing services and explore service improvement opportunities for employing:

- innovation
- coordination and integration
- alternative service delivery
- best practices
- appropriate benchmark strategies

An Ad Hoc Committee of Council was struck in January 2014 to provide oversight and input into the service delivery review program. The Committee consists of the following members of County Council:

- Deputy Warden Lupton
- Councillor Comiskey
- Councillor Lessif
- Councillor Mayberry
- Councillor Sobeski
- Warden McKay as ex-officio member filling Councillor Lessif's vacancy as of April 30, 2014

The work of the Consultant is supported by a Project Team comprised of the following staff members:

- CAO – Peter Crockett
- Project Manager – Sarah Koopmans
- Business Analyst – Matthew Buis
- Director of Human Services, Paul Beaton
- Director of Corporate Services, Lynn Buchner
- Manager of Information Services, Matt Cowan

Comments

Service Profiles and Service Inventory

The initial meeting of the Ad Hoc Committee was held in February, at which time the Consultant was introduced and a first wave of services to be reviewed was identified and agreed upon. Shortly thereafter work began on identifying and profiling all services delivered by the County of Oxford.

Guided by direction from the Consultant and assisted by the Project Team, staff compiled service profiles which formed the basis for a list of all services delivered by the County. The resulting Service Inventory has been identified as a baseline to which approved changes can be made over time and is to be used as a basis for comparison. The Service Inventory is presented in Appendix "A" to Munro Strategic Perspective Interim Report (Attachment No.1).

The draft Service Inventory was presented to the Extended Management Team in April, engaging them in a participatory exercise which, combined with similar exercises conducted with the Ad Hoc Committee and Project Team, led to the development of the proposed Service Program Groupings. The intent of these groupings is to provide a logical umbrella with which citizens and clients can more easily understand and access our services. More information about the proposed groupings can be found on pages 4 and 5 of the Munro Strategic Perspective's Interim Report, identified as:

- Community Services
- Environmental Services
- Information Services
- Public Health and Safety Services
- Support Services

After the Service Inventory was discussed with the Services That Work Ad Hoc Committee in April, project work focused in on comprehensive reviews of the first wave of County services (Archives, Human Services, Library, Public Health and Emergency Services) according to the framework set out in the Interim Report prepared by Munro Strategic Perspective. The rationale behind the prioritization strategy included the following:

- services used by common clients
- opportunities for coordination, integration and synergy
- cost-shared services
- expected provincial budget pressure
- funding from Library and Human Services

As a result of the activities carried out to date, and in accordance with the approved 2014 work plan, the Consultant prepared an interim report that summarizes the process that began in February 2014. The Interim Report further describes information that has been captured through that process. Based on preliminary analysis undertaken the Consultant has identified four early service improvement opportunities. More detail with respect to each of the following early service improvement opportunities can be found on pages 7 and 8 of the Consultant's Interim Report:

- improve the quality and consistency of performance data in the Business Plans;
- establish clarity and accountability for critical document management, storage and archiving;
- enhance client focus through the review, documentation and improvements to the Human Services application and intake process; and
- improve participation in Oxford County Libraries to support the 2015 Library Business Plan

More in-depth analysis will take place over the remainder of the year in preparation of a final report expected to be presented to Council in January 2015. In the meantime, as service improvement opportunities are recognized through this process they will be incorporated into the 2015 Business Plans.

The Consultant presented the Library Board with an Interim Report at their meeting held June 16, 2014 which included a description of the process to date, comparative data analysis and next steps. The service improvement opportunity to improve participation in our libraries was discussed resulting in a resolution providing staff direction to develop the 2015 business plan with options to achieve the goal for the Board's consideration.

Communications Plan

A multi-level communications plan has been developed with internal and external components to ensure the appropriate information is being conveyed to the appropriate audience at the appropriate time.

The internal target audiences include County Council, the Ad Hoc Committee and all County employees. The primary goal of the internal communications plan is to move County employees from awareness of the project to understanding and potentially behaviour change if there are process or policy changes as an outcome of the review.

External communications will include a media relations plan and a stakeholder engagement/communications plan. The communications plan will be a living document that is updated as the project moves forward. The external audience includes Area Municipalities; residents and businesses; community, business and funding partners; and the media.

Attachment No 2 to this report provides a high-level Communications Plan timeline that illustrates the major communications milestones and activities for the remainder of the Services That Work 2014 work plan.

2015 Work Plan

As previously suggested, staff will begin to prepare the 2015 business plans and budgets and incorporate service improvement opportunities that have been identified throughout the service review process for consideration of Council. In the case of improvements that do not require a change in resources, they will be implemented at the appropriate times. In order to maintain the momentum and staff engagement that the Services That Work project has generated to date and to avoid the loss of objectivity that lends credibility to the process, it is timely to consider extending the contact for the Consultant to complete in-depth reviews of all remaining services not identified in the 2014 work plan. Since much of the preliminary work has been completed for all of the identified services through the preparation of service profiles, and supplemented by the experience gained by the Project Manager and Business Analyst to support the work of the Consultant, she feels the project can be completed in a two-year as opposed to the original three-year horizon planned for this project. Conclusion of the in-depth review will equip staff with the information and a framework to employ a continuous improvement process for existing services and a critical lens for evaluating new services prior to adoption and implementation.

The Consultant has offered to extend the current contract to conclude the project with a 2015 work plan for \$96,400. Funding for the 2015 work plan is proposed to be provided from the Corporate General reserve which has an uncommitted balance of \$5.6 million. The Corporate General reserve was developed as a tax stabilization fund to avoid fluctuations in tax levies due to special projects and/or emergencies that require unplanned funding.

Conclusions

The Services That Work Ad Hoc Committee received Munro Strategic Perspective Interim Report at their meeting held on June 25, 2014 and provided the Project Team direction to bring the Report and recommendations forward for Council's consideration.

Further, the Ad Hoc Committee directed the Project Team to present a recommendation for Council's consideration to extend the contact for the Consultant for one year to conclude the service delivery reviews as proposed.

Approved for submission:

Original signed by _____

Peter M. Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

- Attachment No. 1: Oxford County Services That Work Interim Report, dated June 25, 2014 prepared by Munro Strategic Perspective
- Attachment No. 2: 2014 Services That Work Communication Timeline, dated June 19, 2014



2020 LORRAINE AVENUE, WINDSOR, ON N8W 1P4 519-996-9272 MUNROSTRATEGY.COM

Oxford County Services That Work

Interim Report

June 25, 2014



Introduction: The Services That Work Service Delivery Review has been underway since February 2014. Since that time, the staff project team and Munro Strategic Perspective (the consultant) have developed a Service Inventory, initiated a performance measurement framework for services, started a cost allocation process and begun deep dive reviews on the Wave One Services (Archives, Human Services, Library, and Public Health and Emergency Services). It is our pleasure to provide you with this interim Report on the activities of the project.

Methodology: The methodology adopted for the Services That Work Project involves the following key processes:

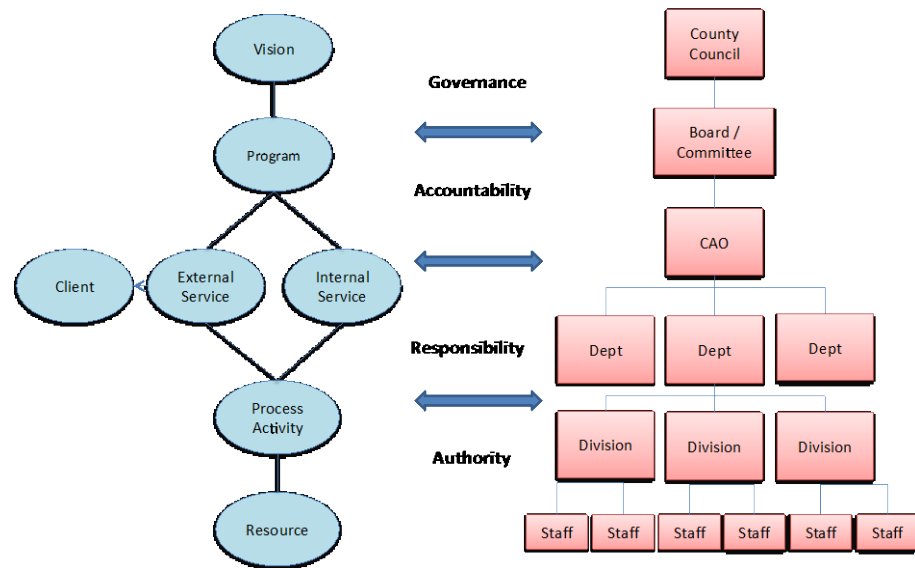
- Service Inventory development
- Stakeholder engagement
- Day in the Life visits
- Document collection and review
- Service profile analysis
- Service cost allocation
- Statutory review
- Financial or other model development and analysis
- Service Improvement Opportunity development and analysis

Service Inventory:

The first step in conducting the service review is to identify the County of Oxford inventory of services. As discussed with the Ad Hoc Committee previously, departments are not synonymous with services. Departments are the stewardship or management structure of the County that enables the delivery of services. Those services may or may not require the participation of multiple departments. The following diagram illustrates the relationship between departments and services.



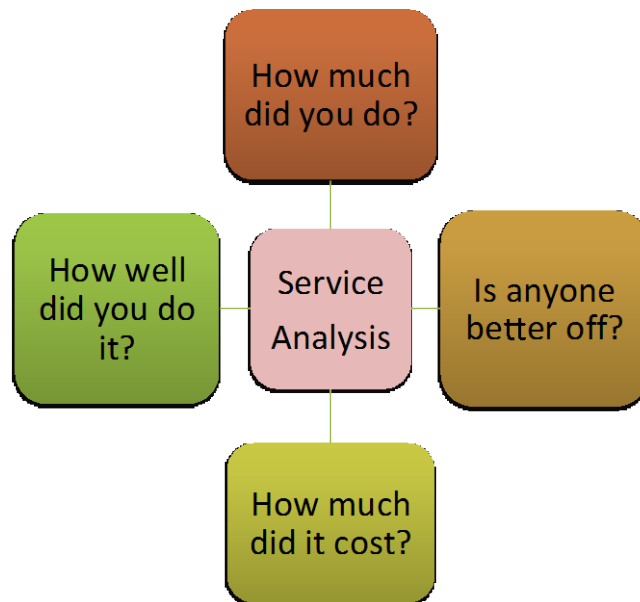
Service Inventory Schematic



Using the Municipal Reference Model as the business reference framework, the Services that Work Project identified an inventory of 58 services delivered by the County of Oxford. The Service Inventory is attached as Appendix A to this report.

Each service in the inventory has a profile that identifies the client, the output, the value proposition, links to the County Strategic Plan, whether the service is mandatory or discretionary and the major resource categories associated with it. The profile will also contain key performance information, organized using the Results Based Accountability™ framework, where metrics are sorted into four groups: “how much did we do” or quantity; “how well did we do it” or quality; “is anyone better off” or result; and “how much did it cost.” The following diagram illustrates the relationship between the difference performance measures and service delivery.





The performance data is a work in progress as each service is at a different level of maturity with regards to data collection and management. During the deep dive reviews, service staff are provided with training on how to collect and store performance data, with a view to increasing the overall maturity of data collection and management. This framework will become the basis for future Budget and Business Plan metrics, as will be noted later in this report as a Quick Win Service Improvement Opportunity.

The Service Inventory will live beyond the conclusion of the Services that Work project. While the Service Inventory is a key data collection and information driver for the project, it also serves as a client-centred view of the role and activities of the County of Oxford and its business planning processes. Regular maintenance of the inventory and the data and information contained therein provides an ongoing source of continuous improvement opportunities for the County.

The Service Inventory has been organized into five service program groupings with the goal of illustrating what we do and demonstrating how our services link to larger community and County goals.

Proposed service program groupings are:

- Community Services
- Environmental Services



- Information Services
- Public Health and Safety Services
- Support Services

No single service can achieve “Public Health and Safety” on its own, but several services with different outputs and clients working together can move towards achievement of the County’s goals regarding the same. This is similar in the areas of environment, community and information. Well-defined and well-executed services will support more than one goal, so the service program groupings are not “fixed” but operate in partnership. It is important to note that other organizations and businesses in the community also have a role to play in providing complementary services.

After this meeting, the Service Inventory will be established as a baseline for the purpose of continuing the project without concern that the inventory will be in a state of flux. This doesn’t mean it will never change. The Service Inventory is a living document that is expected to change over time through an appropriate change management process.

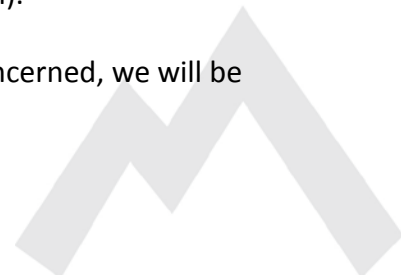
Stakeholder Engagement:

Stakeholder engagement is not a single event or process. During the Services That Work project, stakeholder engagement will take place at several intervals. For example, during the development of the Service Inventory, each department was invited to bring those members of their teams as they thought would be helpful. In some cases the service profiles were developed by large groups of County staff. This created the opportunity for engagement with staff at various levels.

After the draft Service Inventory was developed, the Extended Management Team was engaged through an exercise in sorting and organizing the services into service program grouping related to the larger community goals that are accomplished by the services. This exercise provided valuable feedback about the breadth and depth of services provided by the County of Oxford.

Melinda Munro also conducted interviews with all members of the Project Team, the Directors of the services being analyzed in Wave One, the members of the Ad Hoc Committee and some members of the Library Board (not all members followed up with the invitation).

As far as other external stakeholder engagement is concerned, we will be



developing a consultation process later this year when we have a more complete perspective of the current state of our services.

Day in the Life Visits

The consultant and the staff project team are also conducting visits of service delivery locations and staff which accomplishes several goals including seeing the services in context, observing tasks and processes in the field or office and engaging with front line staff and clients about their experiences of the services. This is an opportunity to review business processes at work and to extend stakeholder engagement to staff and members of the public.

During the Day in the Life visits to the services in Wave One, Ms. Munro interviewed staff members, from the front line through to management, and talked to a selection of library users, community committee members, housing providers and drop-in clients of a Well Baby Clinic. As each wave of services is reviewed, these engagement opportunities will continue.

Document collection and review and Statutory Review:

Each service owner for Wave One has been asked to provide a range of documentary material including recent audits, peer reviews, strategic plans, service plans and related materials for review and analysis. This review is meant to identify areas of action or change that might be valuable actions for the Services That Work project.

The statutory review involves identifying the key provincial or federal legislative drivers of the services. This process verifies the mandatory or discretionary nature of the services or their components.

Service Profile Analysis:

As part of the development of the Service Inventory, as noted above, each service is required to have a profile. Analysis of the information in the profile, including service metrics, drivers of change, staff and asset requirements and a SWOT analysis, is done to identify anomalies, potential areas of future change or risk and opportunities for service improvement.

The service profiles also contain performance information which will be analyzed and reviewed against relevant peers.

Service Cost Allocation:



A tool has been developed to take the current financial information by department and convert it to be presented by service. A service view of the budget and actuals of the County is a useful supplement to the departmental view, in that it can highlight areas where services are supported by multiple departmental budgets. This enables a better view of the true cost of services from the client-centered service perspective.

Financial or other model development and analysis:

Where opportunities for further analysis are identified, financial or other resource models are developed to review historical data and future trends.

Service Improvement Opportunity development and analysis:

As the analysis suggests opportunities for service improvements, they are identified and captured in a tool that allows the project team to apply a benefit and risk assessment before making further recommendations. Any service improvement opportunity that meets the benefit threshold is then developed further through a project brief and project plan.

The benefit test for any proposed service improvement opportunity may include but is not limited to the following components:

- Strategic alignment
- Council priority
- Cost impact
- Capacity (human and equipment)
- Timing
- Risk of success or failure

Quick Win Service
Improvement Projects

While many of the potential service improvement opportunities will require considerable analysis and review before being proposed as projects, there will occasionally arise “quick win” opportunities. These opportunities will be reviewed using the same criteria as above, but can be undertaken without extensive planning or resources. Some “quick wins” may not be improvement projects in and of themselves but are research projects that will lead to improvement projects. The “quick wins” which have been identified so far are:



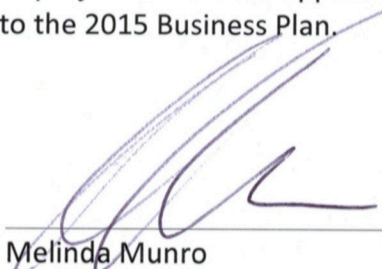
- *Improve the Quality and Consistency of Performance Data in the Budget Business Plans:* For future Business Plans, Oxford County will adopt the Results Based Accountability performance framework. This improvement will bring additional rigour to the data collection, management and reporting over time, supporting outcome-based budget development and improved opportunities for public engagement in budget discussions.
- *Establish Clarity and Accountability for Critical Document Management, Storage and Archiving:* This project will improve our business process for the Archives Collections Management Service, Records Management Service and Library Collections (Local History) services. Currently there is some lack of clarity and potential for overlaps and gaps between current documents requiring safe storage and historical documents that must be kept or may be important to the community as archives or as part of a local history collection at the library. This improvement will create better clarity for creating or acquiring documents, management and storage of documents according to law and good practice and efficient retrieval of documents for business or research purposes.
- *Review and Document Human Services Application and Intake Process:* The Application & Intake process within Human Services is our first point of contact with clients. It is integral to the Financial Assistance, Shelter (Direct), Shelter (Subsidy) and Child Care Subsidy services. This project will engage a cross-section of Human Services staff to review and document the process, allowing us to identify redundancies, gaps and inconsistencies. It will also position us to smoothly transition to new provincial software in late 2014 or early 2015. This will be the first of several small projects undertaken to provide clarity around the work done by Human Services. As these investigative projects are completed, other projects will be undertaken to address any issues that are uncovered.
- *Improve Participation in Oxford County Libraries to Support the 2015 Business Plan:* This project will review opportunities to increase the participation rate and enhance the role of Oxford County Libraries through staff and community engagement and possibly staff and



work redeployment through the system.

This project will review opportunities and begin to incorporate them into the 2015 Business Plan.

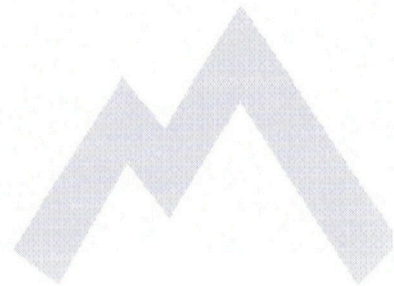
Respectfully Submitted:



Melinda Munro
Munro Strategic Perspective

Appendices:

Appendix A: Service Inventory with service program groupings



Oxford County Service Inventory - June 30, 2014

Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Community	Archives Outreach and Programming	An external service that provides education opportunities to interested persons about the archives of the County of Oxford	Programmed activity	Program Attendee	The provision of information to interested program attendees about available historical information
Community	Archives Reference and Information	An external service that provides access to the inactive historical records of the County of Oxford.	Information Request	Researcher (Institutional or individual)	To provide access to researchers including institutions to the inactive historical records of the county.
Community	Child Care Subsidy	An external service that provides funding to Child Care service providers in support of affordable child care in Oxford County	Subsidy Payment	Child Care Provider	To ensure a range of affordable child care options for parents in Oxford County
Community	Financial Assistance	An external service that provides financial assistance to eligible residents of Oxford County	Payment (\$ of financial assistance)	Eligible Resident	To marginally improve the quality of life of eligible Oxford Residents by providing financial assistance
Community	Library Public Space Access	An external service providing welcoming and accessible meeting places.	Library Room for public use	Tenant	To provide low or no-cost public space for independent use by the public to hold meetings, programs, classes or other community events.
Community	Library Technology Access	An external service providing public access to technology and the internet.	Wired or wireless session	Technology User	Equality of access to online information and resources through high quality workstations and new technologies
Community	Shelter (Direct Delivered)	An external service that provides units of shelter to eligible residents of Oxford County	Housing Unit	Tenant	To improve quality of life by reducing the incidence of homelessness and ensuring housing affordability for residents of Oxford County.
Community	Shelter (Subsidy)	An external service that provides subsidies to community partners delivering shelter to residents of Oxford County	Subsidy Payment	Housing Provider	To improve quality of life by reducing the incidence of homelessness and ensuring housing affordability for residents of Oxford County.
Community	Strategic Planning and Policy	An internal service responsible for researching, developing, reviewing and maintaining local land use planning documents (OP and Zoning), undertaking special planning related projects and providing recommendations and advice to the County and eight Area Municipalities land use planning related matters of a policy or strategic nature and/or with a high level of complexity or potential corporate impact.	Plan	Local Government	Ensure County and Area Municipal land use policies (OP), documents (Zoning, Site Plan guidelines) decisions, processes and initiatives protect the environment, support long term sustainability, support County and Area Municipality goals and objectives and are compliant with the law.

Oxford County Service Inventory - June 30, 2014

Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Community	Tourism Industry Support	An external service that develops and coordinates strategies and marketing to support the growth of the tourism industry in Oxford County.	Partnership / Agreement	Tourism Operator (government, for profit, not-for-profit)	Promoting Tourism as a source of economic growth potential for Oxford County. Promoting local tourism offerings.
Community	Tourism Visitor Support	An external service that provides information to tourists.	Number of visitor interactions	Visitors	Promotion of Oxford County as a tourist destination, improved communication with visitors and potential visitors, improved quality of life for residents through awareness of local activities and events.
Environmental	Curbside Waste Collection	An external service that provides curbside garbage and recycling collection to residents living in the County of Oxford (includes residential, industrial, commercial, and institutional properties) who meet the curbside collection requirements.	Tonne of Waste and recycling Material Collected	Generator of waste material (garbage and Blue Box materials)	The provision of curbside garbage and recycling collection in a manner that is efficient and cost effective, responsive to customer needs, protective of the natural environment, and considerate of public safety.
Environmental	Drinking Water Supply	An external service that supplies drinking water from source to tap to water customers.	ML of drinking water delivered	Water Customer	To directly impact the quality of life of customers by reducing the potential for water-borne disease, allowing for economic development and fire protection, and providing opportunities for recreational activities.
Environmental	Waste Diversion and Disposal	An external service that diverts and disposes of waste for Oxford County.	Tonne of Waste Processed (disposed plus diverted)	Landfill Customer (Garbage Hauler, resident)	The provision of waste management in a manner that protects the natural environment, public health, and water sources and provides beneficial reuse of resources.
Environmental	Wastewater Treatment	An external service that collects and treats a cubic metre of wastewater from a wastewater customer.	ML of wastewater treated	Wastewater Customer	Ensure protection of the environment and public health of residents and visitors to Oxford County and partners in the watershed.
Environmental	Woodlands Conservation	An external service which protects County woodlands through by-law enforcement.	(TBD)	Owner or operator of inspected premises	The management of the lands and forests in Oxford County manner to allow for the protection of the natural environment, public health, water sources, and natural resources of the County.

Oxford County Service Inventory - June 30, 2014

Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Information	Library Collections	An external service offering loans of print, audiovisual and electronic materials to the public	Library Material Accessed	Library Card Holder	To provide access to a collection of materials responsive to community needs for entertainment, education, and informational needs of all ages
Information	Library Programming	An external service offering programming and events that respond to the literacy needs of the community.	Library Program	Program Participant	To provide programming that animates the literacy opportunities provided by the public library.
Information	Library Reference and Information	An external service offering answers to reference questions in person or via other channels (email, web, phone)	Reference Transaction	Reference information seeker	To ensure equality of access to high quality and trustworthy information
Public Health & Safety	911 Call Taking and Dispatch	An external service that provides 911 answering services to people reporting emergencies and directs calls to appropriate emergency service dispatch centres according to the callers request.	Call Taken and Dispatched	911 caller	Provides a single universal number for citizens to access help regardless of the nature of the emergency improving the response time for assistance.
Public Health & Safety	Building Health Partnerships/Collaborations/Networks	An external service that initiates the bringing together of community health agencies/services/residents who may not have worked together before to address new and emerging issues through the provision of the expertise and operational support required to develop and sustain Partnerships/Collaborations/Networks.	Number of partnerships/networks	Community Partner	Bringing people and services together to promote a more integrated /connected service delivery across Oxford.
Public Health & Safety	Case and Outbreak Management	An external service that responds to cases and outbreaks of infectious disease of public health importance in Oxford County	Case Managed	Individual or Institution exposed to an infectious disease of public health importance	To prevent or reduce the burden of infectious diseases of public health importance
Public Health & Safety	Community Capacity Subsidy	An external service that provides subsidies to support human services Community Partners in Oxford County.	Dollar of Community Capacity Subsidy	Community Partner	To support Oxford County support residents by increasing the availability and reducing the duplication of services to individual and families in need.
Public Health & Safety	Emergency Medical Service	An external service that provides emergency care to stabilize a patient's condition, initiates rapid transport to hospitals, and facilitates both emergency and non-emergency transfers between medical facilities.	Care and Rehabilitation Encounter	Ill or injured person	To provide reliable pre-hospital emergency medical care and transportation of the medically ill and injured.

Oxford County Service Inventory - June 30, 2014

Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Public Health & Safety	Health Advocacy and Promotion	An external offering comprehensive health promotion approaches to improve the health behaviours and outcomes of people in Oxford County.	Advocacy or Promotional Encounter	Target Audience	To promote healthy people, healthy places in Oxford County.
Public Health & Safety	Health Protection Certification	An external service offering formal lessons on safe food handling practices and principles, and education and training of owners/operators of small drinking water systems and recreational water facilities, including public pools and spas.	Certificate or License issued for training	Persons or agencies requiring public health training to work or operate equipment	To prevent or reduce the burden of food-borne illness, drinking water illness and recreational water illness.
Public Health & Safety	Health Resource Distribution	An external service offering publicly funded vaccines and antibiotics for treatment of sexually transmitted infections to health service providers.	Health Supply (Vaccine, Antibiotic or Condom)	Health Care Provider	Reduce or eliminate the burden of sexually transmitted, blood-borne infections and vaccine preventable disease.
Public Health & Safety	Individual Health Assessment and Intervention	An external service providing health assessment, care, treatment and referrals for individuals and families.	Care Encounter	Client in need of public health intervention	To prevent or reduce or eliminate the burden of illness
Public Health & Safety	Inspections, Investigations and Enforcement	An external service providing investigation, inspection and enforcement for compliance under the Health Protection and Promotion Act and other prescribed legislation	Incident of non-compliance	Owner or operator of inspected premises	To prevent or reduce the burden of food-borne illness, water-borne illness related to drinking water, water-borne illness and injury related to recreational water use, illness related to tobacco use, vaccine preventable diseases and infectious diseases of public health importance
Public Health & Safety	Long Term Care	An external service that provides resident centred care bed for an eligible Long Term Care Resident.	Long Term Care Bed	Long Term Care Resident	To provide community-focused, consistently high quality of long term care for residents of Oxford County and set the benchmark for other long term care in the County.
Public Health & Safety	Roads	An External Service that provides a Km of Roadway to a Road User	Centre-line Km of Roadway	Road User	People are able to move safely and efficiently throughout the County
Supporting	Accounting	An Internal service that provides accounts receivable, accounts payable and payroll services for the County of Oxford.	Transaction Processed	County of Oxford	To provide accurately and timely invoicing, collection and payment to those working with or employed by the County of Oxford.

Oxford County Service Inventory - June 30, 2014

Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Supporting	Administrative Support	An internal service which provides administrative support to all County departments and services.	Service Encounter	County of Oxford	To provide essential support to all County departments; to be the face of the County to the public (telephone, walk-in, email, etc.); to facilitate excellent service delivery both internally and externally.
Supporting	Archives Collections and Resource Management	An internal service that acquires and conserves the inactive historical records of the County of Oxford, its agencies, boards and commissions.	Record Managed	County of Oxford	The preservation of the vital and valuable records of the County of Oxford
Supporting	Business Applications	An internal service that provides business applications for the County of Oxford and Area Municipalities	Business Application	Local Government	To ensure an efficient, cost effective and coordinated suite of business applications that support service delivery by the County of Oxford and area municipalities to their clients.
Supporting	Communications	An internal service that provides professional consultation and guidelines to promote and protect corporate identity and reputation	Communications advisory or promotional encounter	County of Oxford	To promote and protect brand recognition and reputation to instill public confidence and support a positive organizational culture.
Supporting	Compensation and Benefits	An internal service that provides compensation and benefits to County of Oxford employees	Total Compensation Package	County of Oxford Employee	To contribute expertise that supports our partners' work in advancing the collective interests of our community.
Supporting	Corporate Leadership	An internal service which oversees the implementation of Council decisions and provides direction to the organization and employees of the organization	Gross Annual Expendures	County of Oxford	The County of Oxford being viewed as an effective, efficient and well managed organization who delivers valued services to a public confident that they receive value for money.
Supporting	Council Support Service	An internal service that supports County Council's lawful decision making for the County of Oxford.	Lawful decision of Council / Board of Health	County of Oxford	County of Oxford and its officers are protected from legal consequences by acting lawfully. Public transparency and confidence in democratic government in the County of Oxford.
Supporting	County of Oxford Integrated Network (COIN)	An internal service that provides connectivity to all municipalities of Oxford County.	Number of connected locations	Local government and community partners	To provide connectivity to County of Oxford departments and staff, and to Area Municipalities and community partners.

Oxford County Service Inventory - June 30, 2014

Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Supporting	Development Application	An internal service providing professional recommendations and advice to the County and eight Area Municipalities regarding development applications and other day to day land use planning related matters.	Development Application Processed	Local Government (County of Oxford and Area Municipalities)	Ensure County and Area Municipal land use policies (OP), documents (Zoning, Site Plan guidelines) decisions, processes and initiatives protect the environment, support long term sustainability, support County and Area Municipality goals and objectives and are compliant with the law.
Supporting	Emergency Management	A service that develops and coordinates all appropriate event response activities, with clarity of roles and accountability, across all departments and relevant organizations during an emergency and ensures the continuity of essential municipal services.	Emergency Response Plan	County of Oxford	To detail a plan of action for the efficient deployment and coordination of the County of Oxford services, resources, agencies and personnel to provide the earliest possible response
Supporting	Engineering Design and Construction	An internal service which provides engineering design and construction project services to the County of Oxford and Area Municipalities, as well as to some boundary municipalities.	Capital Project	Project Sponsor	To provide the local governments with sustainable capital infrastructure projects
Supporting	Fiscal Management	An internal service that provides financial reporting for the County of Oxford.	Financial Report	County of Oxford	To facilitate good financial stewardship of County financial assets and liabilities on behalf of Oxford County taxpayers.
Supporting	Fleet and Equipment	An Internal service that supplies vehicles and equipment to the County of Oxford to support service delivery.	Vehicle or Piece of Equipment	County of Oxford	To efficiently provide safe and environmentally appropriate vehicles and equipment to the County of Oxford.
Supporting	IT Infrastructure Service	An internal service that provides and maintains technology and infrastructure management for the County of Oxford and local Area Municipalities.	Managed device	Local government	To provide technical service to County of Oxford departments and staff, and to Area municipality departments and staff.
Supporting	Labour Relations	An internal service that manages labour relations on behalf of the County of Oxford	Collective Agreement	County of Oxford	To ensure that the County of Oxford is able to deliver excellent services to the public through management of Union relationships.

Oxford County Service Inventory - June 30, 2014

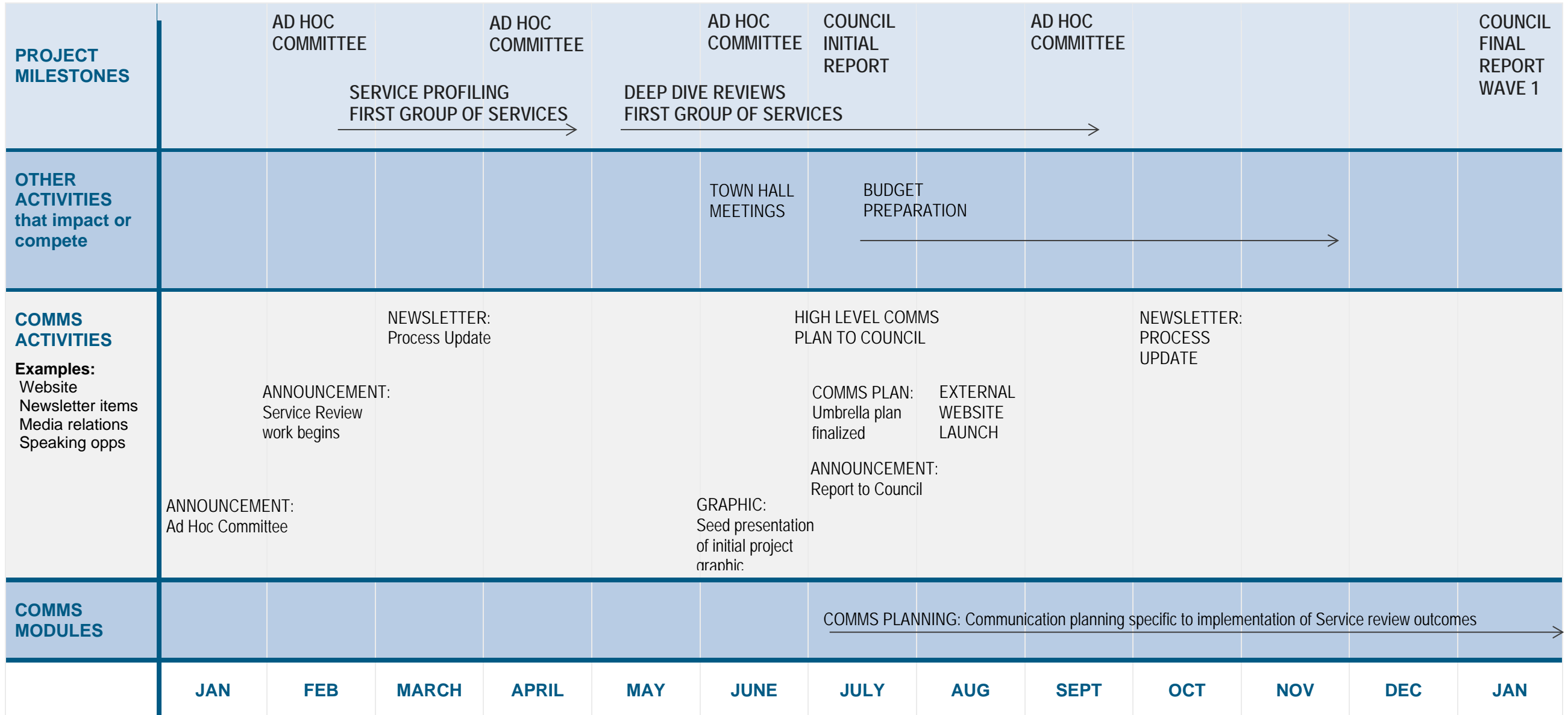
Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Supporting	Occupational Health and Safety	An Internal service that provides safe workplaces for employees	Safe Work Site	County of Oxford	Ensure that the County of Oxford provides a safe environment to reduce the risk of harm and loss to employees and other occupants of County workplaces.
Supporting	Project Management	An internal service that provides professional project management services for projects of corporate importance.	Project Managed	County of Oxford	To ensure large and important corporate projects are managed in a consistent and professional manner
Supporting	Property Management	An Internal Service that manages a Square Metre of Property for the County of Oxford.	Square metre of property managed	County of Oxford (and Province of Ontario)	To provide Well maintained buildings and property appropriate to the services delivered.
Supporting	Provincial Offences Administration	The Provincial Offences is a procedural law for administering and prosecuting provincial offences including those committed under the Highway Traffic Act, the Compulsory Automobile Insurance Act, the Trespass to Property Act, the Liquor Licence Act, and other provincial legislation, municipal by-laws and minor federal offences. The POA governs all aspects of the legal prosecution process, from serving an offence notice to an accused person to conducting trials including sentencing and appeals.	Charges Received	Ministry of the Attorney General	To facilitate the administration of justice for the protection of public safety.
Supporting	Public Works Administration	An internal service to provide administrative support to all divisions of Public Works and; Provides external customer service to the general public	Service Encounter	County of Oxford	To provide essential administration and support services to all Public Works divisions in order to maintain satisfied and informed customers (both external and internal).
Supporting	Records Management	An internal service that provides for the safekeeping of the County's official records, both paper and electronic, and facilitates compliance with applicable access and privacy laws.	Record Managed	County of Oxford	To retain and preserve the County's official records in a secure and accessible manner. To facilitate compliance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act, 2001 ("MFIPPA"), the Personal Health Information Protection Act, 2004 ("PHIPA") and all other applicable privacy legislation.

Oxford County Service Inventory - June 30, 2014

Service Program Grouping	Service Name	Service Description	Output	Direct Client	Value Proposition
Supporting	Recruitment and Retention	An internal service that provides the County of Oxford with qualified employees through the life cycle of their employment.	Qualified Employee	County of Oxford	To ensure that the County of Oxford is able to deliver excellent services to the public through qualified employees.
Supporting	Risk Management	An internal service which exists to protect the municipality and its officers, employees, volunteers and Councillors against risks that may involve pecuniary loss or liability, property damage or injury.	Claim Resolved	County of Oxford	To protect the County's assets (property and people) from pecuniary loss, liability, damage or injury. To provide an efficient, cost effective and coordinated risk management and insurance program. To instill risk awareness into the corporate culture.
Supporting	Staff Development	An internal service that manages learning and development opportunities on behalf of the County of Oxford	Development session	Learning/Development recipient	To ensure that the County of Oxford is able to deliver excellent services to the public through qualified employees.
Supporting	Treasury	An internal service that provides cash flow, investment, and debt management for the County of Oxford.	Account Managed	County of Oxford	To facilitate good financial stewardship of County and municipal financial assets and liabilities on behalf of Oxford County taxpayers.

Graphic #2:

2014 Services That Work communication timeline



PENDING ITEMS

Council Meeting Date	Issue	Pending Action	Lead Dept.	Time Frame
18-Nov-13	2014 Budget Meeting To Do List - Update Transportation Master Plan to address implications of future through traffic demands in the County	Staff Report	PW	2014 - Q1
18-Nov-13	2014 Budget Meeting To Do List - Public Works Capital Project completion success measures - commitment budget vs cashflow budget	Staff Report	CS	2014 - Q3
18-Nov-13	2014 Budget Meeting To Do List - HS - consider engaging potential partners such as the Social Planning Council Oxford	Include in Shelter Plan for Council's consideration	HS	2014 - Q1
27-Nov-13	2014 Budget Meeting To Do List - Tourism - clarify vision and direction for promoting tourism as an economic driver	Staff Report	CAO	Completed 25-Jun-14
02-Dec-13	2014 Budget Meeting To Do List - Grants - Social Planning Council - need a long term sustainability plan/outcomes/initiatives/no duplication of County programs prior to the release of any funds	Staff Report	CAO	Completed 25-Jun-14
22-Jan-14	Report CAO 2014-03 (as amended) - Exploring the Possibilities	Opportunity Assessment and Staff Report	CAO	2014 - Q2
12-Mar-14	Report PW 2014-11 - Oxford County Trails Master Plan	Public Review - Revised Trails Master Plan to Council	PW	May-14
26-Mar-14	Resolution No. 3 - Delegation request to seek Court Injunction to stop EA process for Walker Industries proposed Southwestern Landfill	Staff Report following receipt of legal opinion	CAO	Completed 25-Jun-14
26-Mar-14	Report CAO 2014-04 - Community Sustainability and Action Plan	Recommendations for CSP Steering Committee Appointments	CAO	Completed 25-Jun-14
09-Apr-14	Report CASPO 2014-74 - Applications for Official Plan Amendment and Draft Plan of Subdivision - OP 13-09-2 & SB 12-02-2	Deferred at the request of the applicant	CASPO	09-Jul-14
09-Apr-14	Report PW 2014-15 - Embro Wastewater System Odour Control Facility - Operational Update	Report back regarding status and recommendations	PW	10-Sep-14
14-May-14	Report PW 2014-09 - Waste Management Study Draft Report	Waste Management Strategy	PW	13-Aug-14
25-Jun-14	Resolution No. 4 - Delegation request to pass resolution to not accept leachate from privately owned or operated landfills for treatment at any of the County's WWTPs	Staff Report	PW	By 10-Sept-14

COUNTY OF OXFORD

BY-LAW NO. 5597-2014

BEING a By-Law to Establish Decrease Limits for Certain Property Classes for the Year 2014.

WHEREAS the County of Oxford may limit tax decreases for a taxation year pursuant to Section 330 of the *Municipal Act, 2001*, S.O. 2001 c.25, as amended (hereinafter referred to as the “*Act*”) in order to provide for the recovery of foregone revenue resulting from the application of Section 329 of the *Act*;

AND WHEREAS this by-law shall only apply to properties in a property class to which Part IX of the *Act* applies;

AND WHEREAS for the purposes of this by-law the commercial classes shall be considered a single property class and the industrial classes shall be deemed to be a single property class;

AND WHEREAS limits to tax decreases for any class may only be established in order to recover all or part of the foregone revenue in respect of the same property class;

NOW THEREFORE the Council of the County of Oxford hereby enacts as follows:

1. That pursuant to Section 330 of the *Municipal Act*, for the taxation year 2014, tax decreases for property in the following classes shall be limited at:
 - i) the multi-residential property class 0.000000%;
 - ii) the commercial property class 81.072181%;
 - iii) the industrial property class 88.149916%;
2. In the event the application of this By-Law on property in the lower-tier municipalities results in a tax surplus or tax shortfall to the lower-tier municipality, then all adjustments shall be made as between the County of Oxford and the lower-tier municipality to ensure that there is neither a tax surplus nor a tax shortfall to the lower-tier municipality as set out in Schedule “A” of this By-Law.
3. In the event the adjustments required by section 2 of this By-Law result in a tax shortfall to the County of Oxford then any such tax shortfall shall be shared by the County of Oxford and its lower-tier municipalities in the same proportion that those municipalities share in the taxes levied on the property class for municipal purposes as set out in Schedule “B” of this By-Law.
4. Schedule “A” and Schedule “B” attached shall form a part of this By-Law as per sections 2 and 3 of this By-Law.

5. This By-Law applies to the 2014 taxation year and shall come into force and take effect upon third and final reading.

READ a first and second time this 9th day of July, 2014.

READ a third time and finally passed in this 9th day of July, 2014.

DONALD E. MCKAY, WARDEN

BRENDA J. TABOR, CLERK

2014 Banking Function Summary Report by Municipality

3200-6-24-2014-5731

By-law No. 5597-2014
Schedule "A"

The County of OXFORD

Tuesday, June 24, 2014

FINAL

	2013 CVA	2013 CVA Taxes	2013 Annualized Capped Taxes	2014 CVA	2014 CVA Taxes	2014 Pre-Levy Tax	Tax Change Subject to Capping	2014 Tax Capping Adjustment	Overall Levy Change Adjustment	2014 Final (Adjusted) Taxes	Billing Adjustment Amount
The Township of Norwich											
3202	55,944,266	\$2,003,205.13	\$2,004,382.59	57,555,907	\$2,026,876.97	\$233,007.34	-\$14,307.87	-\$12,612.37	\$3,507.58	\$2,028,375.19	\$1,498.22
The Town of Tillsonburg											
3204	255,753,652	\$10,082,685.94	\$10,098,084.43	262,420,681	\$10,153,885.77	\$2,140,877.12	-\$60,884.22	-\$51,763.03	\$9,067.74	\$10,163,044.85	\$9,159.08
The Township of South-West Oxford											
3211	73,351,016	\$2,460,779.69	\$2,447,806.49	76,210,593	\$2,586,637.65	\$100,190.65	\$10,540.34	\$2,861.26	\$3,855.89	\$2,578,752.53	-\$7,885.12
The Town of Ingersoll											
3218	211,597,766	\$9,401,538.96	\$9,412,198.37	219,169,991	\$9,617,969.99	\$904,221.79	-\$32,613.82	-\$27,972.50	\$10,191.82	\$9,622,662.31	\$4,692.32
The Township of Zorra											
3227	59,856,569	\$2,119,433.76	\$2,126,751.62	64,353,390	\$2,263,895.07	\$283,549.75	-\$15,736.81	-\$15,621.32	\$6,593.67	\$2,264,015.63	\$120.56
The Township of East Zorra-Tavistock											
3238	54,804,935	\$1,770,862.72	\$1,770,391.67	56,272,482	\$1,807,408.30	\$419,428.71	-\$10,730.48	-\$12,080.71	\$9,993.34	\$1,805,991.41	-\$1,416.89
The City of Woodstock											
3242	813,118,229	\$34,439,265.72	\$34,455,377.82	842,672,061	\$35,403,363.40	\$3,734,549.90	-\$134,372.90	-\$119,529.42	\$56,694.66	\$35,418,432.41	\$15,069.01
The Township of Blandford-Blenheim											
3245	55,229,419	\$1,753,877.73	\$1,727,600.09	58,647,841	\$1,792,542.45	\$177,020.62	\$24,087.79	\$1,270.94	\$380.67	\$1,769,986.18	-\$22,556.27
	1,579,655,852	\$64,031,649.65	\$64,042,593.10	1,637,302,946	\$65,652,579.60	\$7,992,845.87	-\$234,017.96	-\$235,447.17	\$100,285.39	\$65,651,260.51	-\$1,319.09

MUNICIPAL TAX EQUITY (MTE) CONSULTANTS

	% of Ann. Tax	% of CVA Tax	CVA Threshold Inc.	CVA Threshold Dec.	Percent Decrease Ret.	Stay at CVA Tax Exclusion	Cross CVA Tax Exclusion - Claw-back to Cap	Cross CVA Tax Exclusion - Claw-back to Cap
Multi-Residential	10.00%	5.00%	\$250.00	\$250.00	0.000000%	Yes	Yes	Yes
Commercial	10.00%	5.00%	\$250.00	\$250.00	81.072181%	Yes	Yes	Yes
Industrial	10.00%	5.00%	\$250.00	\$250.00	88.149916%	Yes	Yes	Yes

NOTE: ALL VALUES ARE SUBJECT TO THE VERIFICATION AND APPROVAL OF THE LOCAL MUNICIPALITY

2014 Banking Function Summary Report by Class and Municipality

3200-6-24-2014-5731

By-law No. 5597-2014
Schedule "B"

The County of OXFORD

Tuesday, June 24, 2014

FINAL

2013 CVA	2013 CVA Taxes	2013 Annualized Capped Taxes	2014 CVA	2014 CVA Taxes	2014 Pre-Levy Tax	Tax Change Subject to Capping	2014 Tax Capping Adjustment	Overall Levy Change Adjustment	2014 Final (Adjusted) Taxes	Billing Adjustment Amount	
<u>Multi-Residential</u>											
The Township of Norwich											
3202	1,965,250	\$59,530.57	\$59,530.57	2,119,500	\$63,471.37				\$63,471.37	\$0.00	
The Town of Tillsonburg											
3204	47,918,673	\$1,679,707.86	\$1,679,707.86	50,000,636	\$1,721,391.88				\$1,721,391.88	\$0.00	
The Township of South-West Oxford											
3211	277,678	\$7,076.14	\$7,076.14	310,785	\$8,166.55				\$8,166.55	\$0.00	
The Town of Ingersoll											
3218	19,454,995	\$770,526.94	\$770,526.94	21,394,830	\$837,443.28				\$837,443.28	\$0.00	
The Township of Zorra											
3227	2,449,750	\$65,704.11	\$65,704.11	2,669,500	\$71,282.38				\$71,282.38	\$0.00	
The Township of East Zorra-Tavistock											
3238	7,726,772	\$207,059.80	\$204,805.35	8,611,506	\$231,330.37	\$7,809.38	\$2,841.85	\$496.75	\$212.17	\$228,894.22	-\$2,436.15
The City of Woodstock											
3242	78,735,550	\$2,999,340.23	\$2,999,340.23	87,159,379	\$3,303,037.15				\$3,303,037.15	\$0.00	
The Township of Blandford-Blenheim											
3245	2,785,163	\$70,546.56	\$71,293.38	2,979,775	\$73,018.70	\$9,831.84	-\$1,112.85	\$0.00	\$41.42	\$74,135.77	\$1,117.07
	161,313,831	\$5,859,492.21	\$5,857,984.57	175,245,911	\$6,309,141.69	\$17,641.22	\$1,728.99	\$496.75	\$253.59	\$6,307,822.60	-\$1,319.09
<u>Commercial</u>											
The Township of Norwich											
3202	40,040,136	\$1,352,560.87	\$1,352,560.87	41,479,098	\$1,379,602.36				\$1,379,602.36	\$0.00	
The Town of Tillsonburg											
3204	151,851,580	\$5,784,613.27	\$5,793,464.57	155,576,090	\$5,820,230.09	\$1,036,189.22	-\$31,075.52	-\$25,193.60	\$4,181.77	\$5,826,135.62	\$5,905.52
The Township of South-West Oxford											
3211	38,887,486	\$1,185,457.86	\$1,175,479.66	40,391,693	\$1,242,765.57	\$49,636.79	\$9,025.74	\$4,061.62	\$1,750.37	\$1,237,924.26	-\$4,841.31
The Town of Ingersoll											
3218	108,963,534	\$4,392,216.23	\$4,398,548.36	110,756,327	\$4,400,774.88	\$189,652.80	-\$10,971.75	-\$8,895.04	\$2,006.52	\$4,402,873.32	\$2,098.45
The Township of Zorra											
3227	25,965,121	\$819,043.57	\$818,263.99	26,986,136	\$841,159.62	\$4,117.95	\$1,244.45	\$287.35	\$65.70	\$840,182.62	-\$977.00
The Township of East Zorra-Tavistock											
3238	37,599,388	\$1,191,553.72	\$1,192,479.40	38,110,126	\$1,202,475.27	\$207,716.46	-\$6,806.42	-\$6,613.33	\$4,653.16	\$1,202,672.69	\$197.41
The City of Woodstock											
3242	447,180,059	\$17,526,099.43	\$17,527,462.19	456,118,602	\$17,696,842.26	\$629,178.33	-\$16,182.41	-\$14,516.22	\$8,853.19	\$17,698,531.84	\$1,689.58
The Township of Blandford-Blenheim											
3245	43,270,768	\$1,333,641.77	\$1,327,752.99	46,402,240	\$1,375,626.60	\$17,046.59	\$5,527.67	\$1,151.89	\$26.97	\$1,371,553.94	-\$4,072.65
	893,758,072	\$33,585,186.73	\$33,586,012.04	915,820,312	\$33,959,476.65	\$2,133,538.13	-\$49,238.24	-\$49,717.32	\$21,537.69	\$33,959,476.65	\$0.00

MUNICIPAL TAX EQUITY (MTE) CONSULTANTS INC.

	% of Ann. Tax	% of CVA Tax	CVA Threshold Inc.	CVA Threshold Dec.	Percent Decrease Ret.	Stay at CVA Tax Exclusion	Cross CVA Tax Exclusion - Claw-back to Cap	Cross CVA Tax Exclusion - Claw-back to Cap
Multi-Residential	10.00%	5.00%	\$250.00	\$250.00	0.000000%	Yes	Yes	Yes
Commercial	10.00%	5.00%	\$250.00	\$250.00	81.072181%	Yes	Yes	Yes
Industrial	10.00%	5.00%	\$250.00	\$250.00	88.149916%	Yes	Yes	Yes

NOTE: ALL VALUES ARE SUBJECT TO THE VERIFICATION AND APPROVAL OF THE LOCAL MUNICIPALITY

	2013 CVA	2013 CVA Taxes	2013 Annualized Capped Taxes	2014 CVA	2014 CVA Taxes	2014 Pre-Levy Tax	Tax Change Subject to Capping	2014 Tax Capping Adjustment	Overall Levy Change Adjustment	2014 Final (Adjusted) Taxes	Billing Adjustment Amount
Industrial											
The Township of Norwich 3202	13,938,880	\$591,113.69	\$592,291.15	13,957,309	\$583,803.23	\$233,007.34	-\$14,307.87	-\$12,612.37	\$3,507.58	\$585,301.46	\$1,498.22
The Town of Tillsonburg 3204	55,983,399	\$2,618,364.81	\$2,624,912.00	56,843,955	\$2,612,263.79	\$1,104,687.90	-\$29,808.70	-\$26,569.42	\$4,885.97	\$2,615,517.35	\$3,253.56
The Township of South-West Oxford 3211	34,185,852	\$1,268,245.69	\$1,265,250.70	35,508,115	\$1,335,705.53	\$50,553.86	\$1,514.61	-\$1,200.36	\$2,105.52	\$1,332,661.72	-\$3,043.81
The Town of Ingersoll 3218	83,179,237	\$4,238,795.78	\$4,243,123.07	87,018,834	\$4,379,751.83	\$714,568.99	-\$21,642.07	-\$19,077.47	\$8,185.30	\$4,382,345.71	\$2,593.88
The Township of Zorra 3227	31,441,698	\$1,234,686.08	\$1,242,783.52	34,697,754	\$1,351,453.07	\$279,431.80	-\$16,981.27	-\$15,908.67	\$6,527.97	\$1,352,550.63	\$1,097.56
The Township of East Zorra-Tavistock 3238	9,478,775	\$372,249.20	\$373,106.93	9,550,850	\$373,602.66	\$203,902.87	-\$6,765.90	-\$5,964.14	\$5,128.01	\$374,424.51	\$821.85
The City of Woodstock 3242	287,202,620	\$13,913,826.06	\$13,928,575.40	299,394,080	\$14,403,484.00	\$3,105,371.57	-\$118,190.49	-\$105,013.21	\$47,841.47	\$14,416,863.43	\$13,379.43
The Township of Blandford-Blenheim 3245	9,173,488	\$349,689.40	\$328,553.72	9,265,826	\$343,897.15	\$150,142.19	\$19,672.97	\$119.04	\$312.28	\$324,296.46	-\$19,600.68
	524,583,949	\$24,586,970.71	\$24,598,596.48	546,236,723	\$25,383,961.27	\$5,841,666.51	-\$186,508.71	-\$186,226.60	\$78,494.11	\$25,383,961.27	\$0.00
	1,579,655,852	\$64,031,649.65	\$64,042,593.10	1,637,302,946	\$65,652,579.60	\$7,992,845.87	-\$234,017.96	-\$235,447.17	\$100,285.39	\$65,651,260.51	-\$1,319.09

	% of Ann. Tax	% of CVA Tax	CVA Threshold Inc.	CVA Threshold Dec.	Percent Decrease Ret.	Stay at CVA Tax Exclusion	Cross CVA Tax Exclusion - Claw-back to Cap	Cross CVA Tax Exclusion - Claw-back to Cap
Multi-Residential	10.00%	5.00%	\$250.00	\$250.00	0.000000%	Yes	Yes	Yes
Commercial	10.00%	5.00%	\$250.00	\$250.00	81.072181%	Yes	Yes	Yes
Industrial	10.00%	5.00%	\$250.00	\$250.00	88.149916%	Yes	Yes	Yes

COUNTY OF OXFORD

BY-LAW NO. 5598-2014

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

WHEREAS, Albert Hargreaves Real Estate Ltd. has applied to the County of Oxford to delete, by by-law, certain lands for two (2) residential lots in a registered subdivision from Part Lot Control.

AND WHEREAS pursuant to Subsection 77(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, the County of Oxford may pass a by-law under subsection 50(7) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended;

NOW THEREFORE, the Council of the County of Oxford enacts as follows:

1. Pursuant to subsection 50(7), subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended, does not apply to:

Lots 23 & 24, Registered Plan 41M-289, City of Woodstock, County of Oxford, comprising a total of two (2) parcels and each parcel to be marketed to individual grantees in accordance with the following descriptions:

Part Lots 23 and 24, being PART 1 and PART 3, together; and

Part Lot 24, being PART 4 alone,

Parts 1, 3 and 4 designated on a Plan of Survey deposited in the Land Registry Office for Oxford No. 41 as Reference Plan 41R-9102.

2. Pursuant to subsection 50 (7.3) of the Planning Act, R.S.O. 1990, c. P.13, as amended, this By-Law shall expire on **July 9th, 2015** unless it shall have prior to that date been repealed or extended by the Council of the County of Oxford.
3. That this By-Law shall become effective on the date of third and final reading.
4. That after the lots or any portion thereof have been marketed to individual grantees this By-Law may be repealed by the Council of the County of Oxford.

READ a first and second time this 9th day of July, 2014.

READ a third time and finally passed this 9th day of July, 2014.

DONALD E. MCKAY,

WARDEN

BRENDA J. TABOR,

CLERK

COUNTY OF OXFORD

BY-LAW NO. 5599-2014

BEING a By-law to provide for the dedication and naming of highways in the County of Oxford.

WHEREAS, Section 31 (2) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that land may only become a highway by virtue of a by-law establishing the highway.

AND WHEREAS, Section 31 (6) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that if a municipality acquires land for the purpose of widening a highway, the land acquired forms part of the highway to the extent of the designated widening.

AND WHEREAS, the Council of the County of Oxford deems it advisable to name and dedicate the parts of highways as hereinafter described.

AND WHEREAS, Council has adopted Public Works Report No. D-1 2009-44, dated June 10, 2009, to provide for the dedication and naming of parts of highways in the County of Oxford.

NOW THEREFORE, the Council of the County of Oxford enacts as follows:

1. That the following lands or parts of a highway be named as follows:

<u>Highway</u>	<u>Name</u>
Part Lot 31, Concession 3, Block A, Township of Wilmot, designated as Part 1, Plan 58R-16974, P.I.N. 22203-0023	Oxford Road 5
Part of Lot 13-14, Block 63 of Plan 279, Ingersoll, designated as Part 2 Plan 41R-9002, P.I.N. 00144-0689	Oxford Road 9
Part Lot 7, Concession 1, North Norwich, Township of Norwich designated as Part 3, Plan 41R-8824, P.I.N. 00069-0002	Oxford Road 14
Part Lot 18, Concession 4, North Norwich, Township of Norwich, designated as Parts 2 and 3, Plan 41R-8881, P.I.N. 00063-0057	Oxford Road 18
Part Lot 19, Concession 9, South Norwich, Township of Norwich, designated as Part 2, Plan 41R-8985, P.I.N. 00051-0119	Oxford Road 19
Part Lot 144 of Plan 388, Township of Norwich, formerly Township of South Norwich, designated as Part 3, Plan 41R-4121, P.I.N. 00052-0115	Oxford Road 19
Part Lot 1 and 2, Plan 570, designated as Part 4, Woodstock, Plan 41R-8904, P.I.N. 00124-0274	Oxford Road 35
Part Lot 18, Concession 11, Township of Norwich, designated as Part 3, Plan 41R-8964, P.I.N. 00047-0237	Oxford Road 37
Part Lots 1463 and 1464 of Plan 500, designated as Parts 1 and 2, Plan 41R7052, subject to easement over Part 2, 41R-7052 as in 446920, P.I.N. 00037-0181	Oxford Road 51
Part Lot 9, Concession 2, North Norwich, Township of Norwich, designated as Part 2 Plan 41R-8900 P.I.N. 00068-0142	Oxford Road 59
Part Lot 22, Concession 1, North Norwich, Township of Norwich designated as Part 2 Plan 41R-9067, P.I.N. 00066-0071	Oxford Road 59
Part Lot 4, Concession 10, Tillsonburg, designated as Part 1 41R-9032, P.I.N. 00021-0019	Oxford Road 20
Part Lot 6, designated as Part 1, Woodstock, Plan 41R-3503, P.I.N. 00093-0002	Oxford Road 59
Part Lot 16, Concession 6, designated as Part 2, Dereham Centre, South - West Oxford, Plan 41R-9047, P.I.N. 00010-0095	Oxford Road 59

2. That the aforementioned lands or parts of a highway described in paragraph 1 be dedicated as roads in the County of Oxford.

READ a first and second time this 9th day of July, 2014

READ a third time and finally passed this 9th day of July, 2014.

DONALD E. MCKAY, WARDEN

BRENDA J. TABOR, CLERK

COUNTY OF OXFORD

BY-LAW NO. 5600-2014

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

WHEREAS, Geranium Homes (Wdsk) Inc, has applied to the County of Oxford to delete, by by-law, certain lands for five (5) residential lots in a registered subdivision from Part Lot Control.

AND WHEREAS pursuant to Subsection 77(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, the County of Oxford may pass a by-law under subsection 50(7) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended;

NOW THEREFORE, the Council of the County of Oxford enacts as follows:

1. Pursuant to subsection 50(7), subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13, as amended, does not apply to:

Block 21, Registered Plan 41M-271, City of Woodstock, County of Oxford, comprising a total of five (5) parcels and each parcel to be marketed to individual grantees in accordance with the following descriptions:

PARTS 1 and 8 together; reserving an easement over PART 8;

PARTS 2 and 3 together; reserving a maintenance easement over PART 3 in favour of PART 4;

PART 4, alone; granting an access easement over PART 7 in favour of PART 4;

PARTS 5 and 7 together; reserving a maintenance easement over PART 7 in favour of PART 4;

PART 6, alone;

All Parts 1 – 8 (inclusive) designated on a Plan of Survey deposited in the Land Registry Office for Oxford No. 41 as Reference Plan 41R-9101.

2. Pursuant to subsection 50 (7.3) of the Planning Act, R.S.O. 1990, c. P.13, as amended, this By-Law shall expire on **July 9, 2015** unless it shall have prior to that date been repealed or extended by the Council of the County of Oxford.
3. That this By-Law shall become effective on the date of third and final reading.
4. That after the lots or any portion thereof have been marketed to individual grantees this By-Law may be repealed by the Council of the County of Oxford.

READ a first and second time this 9th day of July, 2014.

READ a third time and finally passed this 9th day of July, 2014.

DONALD E. McKAY,

WARDEN

BRENDA J. TABOR,

CLERK

COUNTY OF OXFORD

BY-LAW NO. 5601-2014

BEING a By-law to amend By-law No. 3742-98 by reducing the speed limit from fifty kilometers per hour (50 km/h) to forty kilometers per hour (40 km/h) on a section of Oxford Road 3.

WHEREAS, the Table to Section 11 and Section 52 (3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, prescribe that specified highways are within the jurisdiction of the County of Oxford for all matters relating to those highways, including parking and traffic.

AND WHEREAS, Council has adopted Public Works Report No. PW 2014-33, dated June 25, 2014.

NOW THEREFORE, the Council of the County of Oxford enacts as follows:

1. That Schedule "A" of By-law No. 3742-98 is hereby amended, by adding a section respecting County Road 3 only to read:

"from the south limit of County Road 29, Drumbo to a point 260 metres south of the south limit of County Road 29, Drumbo"

2. That Schedule "B" of By-law No. 3742-98 is hereby amended, in that part respecting County Road 3 (Drumbo) only, to read:

"from a point 670 metres south of the south limit of County Road 29, Drumbo to a point 260 metres south of the south limit of County Road 29, Drumbo"

3. That Schedule "B" of By-law No. 3742-98 is hereby amended, by adding a section respecting County Road 3 only, to read:

"from the north limit of County Road 29, Drumbo to a point 660 metres north of the north limit of County Road 29, Drumbo"

READ a first and second time this 9th day of July, 2014.

READ a third time and finally passed in this 9th day of July, 2014.

DONALD E. MCKAY, WARDEN

BRENDA J. TABOR, CLERK

