

**CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK COUNCIL
2018 - 2022**

AGENDA

**for the Meeting to be held on Wednesday July 7, 2021 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 9:00 a.m.**

PLEASE NOTE: As Social Distancing must be maintained, should you wish to attend the meeting, please contact Clerk Will Jaques via email (wjaques@ezt.ca) or telephone (519-462-2697 ext.7825) in advance to confirm your attendance can be accommodated. Mandatory face coverings shall be in place.

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm June 16, 2021 Regular Meeting Minutes
 - b) UTRCA – June 2021 FYI
 - c) Oxford County – Consent Application B21-14-2 (Zilke Farms Inc.)
 - d) Oxford County – Consent Application B21-42-2 (Canada Farm Distributors Ltd.)
5. Delegations & Appointments:
 - a) 9:30 a.m. – Christene Scrimgeour (Scrimgeour & Co.) –
2020 Draft Financial Statements
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) June 21, 2021 PSB Minutes
 - e) Staff Report - #HRSC2021 – 01 re: Diversity & Inclusivity Policy
 - f) Staff Report - #CBO2021 – 07 re: Building, Development & Drainage Reporting
 - g) Staff Report - #PW2021 – 08 re: Public Works Reporting
 - h) Staff Report - #FC2021 – 06 re: Fire Department Reporting
 - i) Staff Report - #BCO2021 – 06 re: By-law Compliance Reporting
 - j) Staff Report - #CSM2021 – 12 re: Corporate Services Reporting
 - k) Staff Report - #CAO2021 – 10 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2021-29 – ZBA Application ZN2-20-05 (McIntyre)
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) June 16, 2021 Closed to the Public Session Minutes (s. 239 (2) (k))
 - b) Report from the Boundary Adjustment Committee (s. 239 (2) (k))
10. Confirming By-law
11. Adjourn

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

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

2.

Placeholder Page for Agenda Item 2 – Approval of the Agenda

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

3.

Placeholder Page for Agenda Item 3 – Disclosure of Pecuniary Interest

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

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 7:00 p.m. on Wednesday June 16, 2021.

Members Present: Mayor Don MCKAY, Deputy Mayor Don EDMISTON and Councillors Matthew GILLESPIE, Margaret LUPTON, Scott RUDY, Phil SCHAEFER and Jeremy SMITH.

Members Absent: N/A

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot, CBO John Scherer and Operations Technologist Claire Ohrling.

Mayor MCKAY welcomed everyone to the meeting. Councillor SMITH reminded everyone of the upcoming Innerkip Lions Club Food Drive train, which will be making its rounds on Saturday June 26, 2021.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that Council approve the agenda for the June 16, 2021 meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- Jeremy SMITH – Item #9(b) (Report from the Boundary Adjustment Committee - s. 239 (2) (k))

Confirm
Minutes

2. Moved by: Don EDMISTON
Seconded by: Phil SCHAEFER
Resolved that Council confirm the Minutes of the June 2, 2021 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- June 7, 2021 TDRFB Minutes

Correspondence & Reports – Resolutions
Following:

Council reviewed the June 7, 2021 TDRFB Minutes.

TDRFB Report –
 Additional
 Staffing

Council reviewed the report from the TDRFB regarding additional staffing requirements at the Tavistock Arena and Memorial Hall

3. Moved by: Don EDMISTON
 Seconded by: Matthew GILLESPIE
 Resolved that Council direct the CAO-Treasurer to work with the Facility Manager to accommodate COVID cleaning related requirements, as part of the existing Facility Management contract.

CARRIED.

At 7:42 p.m., Lynsey Aarssen presented the Community Safety and Well-being Plan ("**Safe and Well Oxford**"), to Council. In addition to the presentation, Council reviewed Staff Report #CSM2021-11 from Clerk Will Jaques.

4. Moved by: Phil SCHAEFER
 Seconded by: Margaret LUPTON
 Resolved that Council approve the draft Safe & Well Oxford: Community Safety and Well-being Plan, as presented to Council at their meeting held on June 16, 2021, and attached to Report #CSM2021-11;

And further that Council support the Community Safety and Well-being Plan being forwarded to Oxford County Council for their endorsement and support for the implementation of the Plan.

CARRIED.

Staff Report
 #OT2021 – 01
 re: SWMF
 Deficiencies &
 Maintenance
 Schedule

Operations Technologist Claire Ohrling presented her report to Council regarding both current deficiencies, as well as a proposed maintenance **schedule, for the Township's Stormwater** Management Facilities.

5. Moved by: Matthew GILLESPIE
 Seconded by: Don EDMISTON
 Resolved that Council adopt the recommendations outlined in Staff Report #OT2021-01.

CARRIED.

Staff Report
#DT2021 – 01
re: Community
Foundations of
Canada
(Intake #2)

Council reviewed the report from Deputy Treasurer Stephanie Mitchell regarding funding opportunities with the Community Foundations of Canada grant, as well as the Green and Inclusive Community Building grant.

6. Moved by: Scott RUDY
Seconded by: Margaret LUPTON
Resolved that Council endorse staff completing an application under the Community Foundations of Canada grant, for the Tavistock Spay Pad;

And further that Council endorse staff completing an application under the Green and Inclusive Community Building grant, for the Innerkip Washroom Facility Expansion, Accessibility and Covered Walkway project.

CARRIED.

Staff Report
#CSSC2021-01
re: 2021
Asphalt
Resurfacing
Tender

Public Works Manager Tom Lightfoot presented Staff Report #CSSC2021-01, outlining the recent asphalt resurfacing tender results, to Council.

7. Moved by: Scott RUDY
Seconded by: Matthew GILLESPIE
Resolved that Council accept the bid from Brantco Construction at a tender price of \$124,521.00 exclusive of taxes; and further that Council authorizes the CAO/Treasurer to sign the contractual agreement with Brantco Construction as provided in the tender bid document package EZT-RFT-21-03.

CARRIED.

By-law:

1st & 2nd
Reading

8. Moved by: Scott RUDY
Seconded by: Jeremy SMITH
Resolved that the following by-law be read a first and second time:
- 2021-27 – SWIFT Agreement

CARRIED.

By-law:

3rd & Final
Reading

9. Moved by: Matthew GILLESPIE
Seconded by: Margaret LUPTON
Resolved that the following by-law be read a third and final time:
- 2021-27 – SWIFT Agreement

CARRIED.

Other and
Unfinished
Business:

Councillor SMITH brought forward discussion regarding speed and vehicle related concerns on George Street in Innerkip.

Jeremy Smith left the meeting at 9:07 p.m.

Adjourn to
Closed to the
Public Session

10. Moved by: Matthew GILLESPIE
Seconded by: Phil SCHAEFER
Resolved that Council does now adjourn to a Closed to the Public Session, at 9:08 p.m., to consider the following matters:

- April 7, 2021 Closed to the Public Session Minutes (s. 239 (2) (c))
- Report from the Boundary Adjustment Committee (s. 239 (2) (k))

CARRIED.

Rise from
Closed to the
Public Session

11. Moved by: Scott RUDY
Seconded by: Margaret LUPTON
Resolved that Council does now rise from its Closed to the Public Session at 9:57 p.m.

CARRIED.

Confirming
By-law

12. Moved by: Don EDMISTON
Seconded by: Phil SCHAEFER
Resolved that By-law #2021-28 being a by-law to confirm the proceedings of Council held Wednesday June 16, 2021 be read a first, second and third time this 16th day of June, 2021;

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

CARRIED.

Adjourn

13. Moved by: Margaret LUPTON
Seconded by: Scott RUDY
Resolved that Council does now adjourn at 10:00 p.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor

UPPER THAMES RIVER
CONSERVATION AUTHORITY

fyi

June 2021



Indigo Bunting

www.thamesriver.on.ca

Twitter @UTRCMarketing

Facebook @UpperThamesRiverConservationAuthority

Mornington Central PS - Schoolyard Outdoor School and Trees

Despite the global pandemic, there was a time over the winter when Wildwood Education staff were fortunate enough to be asked to provide schoolyard professional development programming at Mornington Central Public School. This temporary return to teaching, outside, with students and staff, was a welcome reprieve.



The participating classes suggested topics of interest prior to the visit and Wildwood Education staff incorporated teaching methods and activities using the schoolyard as an extended classroom. We also enjoyed turning



whatever nature offered at any given moment into learning opportunities!

Lisa Meszeros, a teacher and long time supporter of Wildwood Education programming, secured a TD Friends of the Environment Foundation grant for the school to provide all classes with some form of outdoor learning opportunity. For Wildwood Education staff, that meant teaching all classes from Kindergarten to Grade 6 and arranging for five large stock trees for the schoolyard, adding to the 25 or so planted last spring!

Contact: [Maranda MacKean](#), Community Education Specialist



Staff from Cedar Hollow Public School laying out plants for the pollinator garden.

Cedar Hollow PS Pollinator Garden

In partnership with the Thames Valley District School Board (TVDSB), the UTRCA is delivering a pollinator garden project to five schools this spring. Virtual programs about pollinator gardens developed by UTRCA education staff are shared with classes on-line (see story below). While the original plan was for students to do the actual planting, staff at the schools have pulled together to make the gardens happen.

Various projects include establishing pollinator plants in planter boxes (previously built by students), in outdoor learning areas, and in a canoe (see the [David Suzuki Canoe project](#)).

Contact: [Karen Pugh](#), Resource Specialist

Pollinator Power!

During the month of June, Fanshawe Community Education staff taught virtual Pollinator Garden field trips for 36 classes from five TVDSB schools: Cedar Hollow, East Carling, Innerkip, West Nissouri, and W.S. Fox. These synchronous sessions complemented the new pollinator gardens being planted this spring at each of these schools, expertly coordinated by the UTRCA's Karen Pugh. The pollinator gardens also support schools seeking to become certified as an EcoSchool with EcoSchools Canada. Each school demonstrated creativity and adaptability in planting these gardens safely during COVID-19 restrictions.

Our engaging virtual field trips helped students get excited about their school's new pollinator garden and encouraged students to get involved

by helping with future watering, weeding, and recording pollinators that visit the garden. Another goal of the virtual sessions was to inform students, ranging from Kindergarten to Grade 8, about how native plants support native pollinators such as bees, hummingbirds, and butterflies.

Community Education staff developed three different presentations to suit all elementary grade levels and added a variety of fun and interactive experiences, such as reading the story "Give Bees a Chance," singing an insect song, and creating various games for younger participants. Older grades participated in Google Jamboards, a Kahoot quiz, and were challenged to answer a variety of true and false questions about pollinators. Students could ask questions at the end of each virtual presentation, and they had some great queries including "Is there a king bee as well as a queen bee?", "What is the biggest bee in the world?", and "Have bees ever been to space?"

It is both our hope and the hope of the TVDSB, which generously funded these gardens and virtual field trips, that these schoolyard pollinator gardens will create a place to support and protect pollinators while also providing students with another rich teaching and learning environment as an outdoor classroom.

Contact: [Fiona Navickas](#), Community Education Specialist, or [Kim Gilbert](#), Community Education Technician

St. Marys Sparling Bush Pollinator Garden

Thanks to funding from TD Friends of the Environment Foundation, hundreds of pollinator plants are now growing next to Sparling Bush in St. Marys. Staff from the Town of St. Marys and the UTRCA worked together on the morning of June 4. St. Marys staff prepared the site, which included stripping the sod, bringing in topsoil, tilling, and providing mulch.

Originally, the plan was for local students to participate and get hands on planting experience. The plants were grown at Heeman's Greenhouses and include species such as purple and white coneflower, bergamot, black eyed Susan, butterfly milkweed, coreopsis, and sedum.



The activity generated a lot of interest from passers-by, including Mr. Sparling, the original landowner and farmer who just happened to be visiting the area from out of town. The planting site was once land that Mr. Sparling drove his cattle through, past the bush.

Contact: [Karen Pugh](#), Resource Specialist

Tailgate Lunch!

A number of industry partners are helping to make the UTRCA's new Thorndale Demonstration Farm come to fruition. Contractors are busy installing tile, inlets, and structures for the controlled drainage system. Tony Kime, of Bluewater Pipe, provided a BBQ lunch to keep the workers fed – a gesture that was appreciated by all!



Staff are planning a field day in the fall to showcase the new features installed on the farm.

Contact: [Craig Merkley](#), Conservation Services Specialist

GREEN Leaders Program & Virtual Student Summit

In January, Community Partnerships and Education staff Brad Hertner and Julie Read launched a virtual version of the GREEN Leaders Program. This June, more than 400 students in grade 7 and 8, along with the grade 10 H³ELP class (Head, Heart, Hands Environmental Leaders' Project), completed this program and had the opportunity to become youth environmental leaders and implement sustainable solutions to local environmental issues. Our staff were able to offer this program to students in the TVDSB, thanks to generous funding provided by the school board and Start.ca internet company.

The students met virtually with Brad and Julie biweekly and completed a six-step process that took them from identifying local environmental issues through to taking civic action in their community. Students democratically selected one local environmental issue as a class. This year's issues included deforestation, litter, algal blooms, destruction of animal habitats, invasive species, misuse of storm drains, and water pollution.

Students could engage directly with local stakeholders as they researched their issues. Action Projects included creating education and awareness campaigns and engaging community members through websites, slideshows, posters, painted rocks, sidewalk chalk murals, public service announcements, virtual challenges, and by teaching younger students. Students also participated in media engagement, such as writing newspaper articles and creating social media posts, hashtags, and TikTok videos. Students led on-the-ground actions including litter clean ups, fundraisers, cleaning up a Westminster Ponds buffer zone, implementing waste reduction challenges, and adding PPE boxes in their community where people can safely recycle single-use masks. Lastly, some classes asked for change directly from policy-based stakeholders.

On June 10, the participating classes came together virtually for a Student Summit coordinated by Julie and Brad. The Summit was an opportunity for students to share their Action

Projects and celebrate their successes. During the Summit, students used the interactive platform Flipgrid to watch videos created by the other classes and record their own video feedback, enhancing their engagement and enabling them to connect directly to other GREEN Leaders. The classes also connected virtually with a local stakeholder via Microsoft Teams to get professional feedback on their Action Projects.

We hosted five stakeholder synchronous sessions throughout the day, with Andrea Boyer (London Public Library's Environmentalist in Residence), Leah Derikx (Operations Manager, London Environmental Network), Reta Horin (Parks & Forestry Supervisor, City of Woodstock), Darby Alderson (Administration and Engagement Coordinator, Thames Talbot Land Trust), and Pat Donnelly (Manager, Watershed & Climate Change, City of London).

We also offered video presentations for the students featuring TVDSB Learning Coordinator for Environmental Education Erin Mutch, Start.ca staff, and Earth Force president Vince Meldrum. To inspire and support students in continuing with environmental leadership, we featured a special interview with Youth Environmental Leader Ana Humphrey and provided resources prepared by the H³ELP class outlining how they could engage in environmental leadership when they enter secondary school and beyond.

In the effort to make the Summit as engaging and interactive as possible, we prepared a Google Map with the locations of all participating schools and stakeholders, organized a collaborative art project so students could reflect on their GREEN Leaders experience, asked students to do a sit spot outside to connect to nature, and created a fun Kahoot Quiz.

The Summit was a very successful day of shared learning, connecting and celebrating, which is especially meaningful during these times of remote learning. We would like to express our gratitude to the funders, stakeholders, educators and, especially, the students for making this year's GREEN Leaders Program such a success!

Contact: [Julie Read](#), Community Education Supervisor (Fanshawe)



Supporting Threatened Species

In 2011, the Dale family worked with UTRCA staff to plant an 8 acre prairie on their Norwich Township farm. Within a couple of years, Bobolink, a threatened species in Ontario and Canada, began nesting in the new prairie.

Bobolinks spend much of their time out of sight on the ground feeding on insects and seeds. They seem to appear out of nowhere and may be spotted flying high above the fields or low over the tops of vegetation, singing a bubbling musical song. The Dale family delays cutting their hay until after July 15 to ensure that the Bobolink nesting season is complete.

Barn Swallows, another threatened species, also nest on the Dale family farm. As Chair of the UTRCA Board of Directors, Alan Dale is an inspiration to staff with his leadership in conservation. We thank the Dale family for their efforts!

[See photos from the Dale family farm.](#)

Reclaiming Shoreline & Creating Lake Access

Conservation Services and Fanshawe CA staff teamed up to reclaim a section of Fanshawe Reservoir shoreline that was being lost to bank erosion. The erosion was also threatening a roadway used to access campsites, so something had to be done.

Two sections of wooden cribbing were placed along the eroded bank and filled with stone



to secure the bank and protect the roadway. A wooden staircase incorporated into the project will allow campers and other visitors to safely access the shore for better viewing of the lake and to launch their watercraft. The work was completed as part of our ongoing efforts to improve and protect the shoreline for future enjoyment.

Contact: [Craig Merkley](#), Conservation Services Specialist



The one that didn't get away!

Five years ago, the UTRCA's Conservation Services team worked with Fanshawe and Pittock Conservation Areas staff and biology staff to install a series of underwater structures in the two CA reservoirs. Wooden cribs filled with stone were sunk into the lakes at strategic locations to mimic old remnant docks or piers. The structures were designed to provide critical habitat needed for small bait fish which, in turn, would hopefully attract larger predatory fish.

As evidenced by the photo, the underwater habitat is a success! Recreational anglers now catch and release fish that have never been recorded in the area. All of this adds to the experiences offered at our parks.

Contact: [Craig Merkley](#), Conservation Services Specialist

Adding the Finishing Touches

Several trays of wildflower plugs, Big Bluestem plugs, and Serviceberry trees were planted along the north shore of Stratford's Lake Victoria last month. The planting completed the 60 metre long shoreline stabilization project that started in the winter.

The plugs and trees will provide the biodiversity component of the project. The roots add stability to the work in addition to keeping the weeds down. Lake users are already using the new boat launch that was installed as part of the project.

Contact: [Craig Merkley](#), Conservation Services Specialist



Species of the Month: Dame's Rocket

Walking along riverside trails from mid-May to early June, you may notice stands of tall purple flowers. These pretty flowers are often mistaken for phlox but are actually Dame's Rocket (*Hesperis matronalis*), a non-native species.



Dame's Rocket is a member of the Mustard Family (Cruciferae or Brassicaceae) and, like all mustards, has four petals (phlox has five). The four petals form a cross or crucifix; hence, the family name Cruciferae. Edible members of the family include arugula (called "rocket" in Europe) and broccoli. The leaves and seeds (sprouted and dried) of Dame's Rocket are edible. Domestic goats love the leaves but deer don't eat it, unfortunately.

The flowers are almost an inch across, and range in colour from deep purple to white. The flowers are very fragrant, especially in the evening, and are insect pollinated. Dame's Rocket is a biennial, which means it blooms in the second year of growth.

Dame's Rocket is an old-fashioned ornamental that was introduced into North America from Europe in the 1600s and, like many other introduced species, escaped from cultivation. Dame's Rocket produces a lot of seed and is an aggressive grower, allowing it to out-compete native plants. It is now common across most of North America in areas of damp soil. In some US states, cultivating this plant is against the law.

Hand pulling can be effective method to get rid of this invasive species, as the roots come out easily from moist soils. Put flowers and seeds in

garbage bags destined for the landfill. Repeat yearly until the seed bank is exhausted and replant the area with native wildflowers.

Contact: [Cathy Quinlan](#), Terrestrial Biologist

On the Agenda

The next UTRCA Board of Directors meeting will be held virtually on June 22, 2021.

- 20 Year Flood Control Capital Plan
- Appointment of B. Dafoe as Officer Pursuant to Section 28 of the CA Act
- Investment Policy Review
- Administration and Enforcement -
Section 28 Status Report – Development,
Interference with Wetlands and Alterations
to Shorelines and Watercourses Regulation
(O.Reg157/06)
- Conservation Ontario Submission/
Consultation Guide Comments
- Environmental Targets Progress Report

Please visit the “Board Agendas & Minutes” page at www.thamesriver.on.ca for draft agendas, audio/video recordings, and minutes.

Contact: [Michelle Viglianti](#), Administrative Assistant

To: Chair and Members of Oxford County Land Division Committee

From: Dustin Robson, Development Planner, Community Planning

Application for Consent B21-14-2 – Zilke Farms Inc.

REPORT HIGHLIGHTS

- The application for consent has been requested to facilitate the severance of approximately 18.3 ha (45.3 ac) of agricultural lands for the purpose of adding said lands to the agricultural lot to the immediate south. No new development is proposed for the subject lands.
- Planning staff are recommending approval of the application, as it is generally consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan regarding severances in prime agricultural areas.

DISCUSSION

Background

OWNERS: Zilke Farms Inc.
616378 13th Line, Woodstock, ON, N4S 7W1

APPLICANT: Angela Zilke
616378 13th Line, Woodstock, ON, N4S 7W1

LOCATION:

The subject lands are described as Part of Lots 7 & 8, Concession 11 (East Zorra), Part of Lots 2-7, RP 41R4476. The subject lands are located on the east side of 11th Line, between Oxford Road 33 and Oxford Road 17, and are municipally known as 515462 11th Line, in the Township of East Zorra-Tavistock.

COUNTY OF OXFORD OFFICIAL PLAN:

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

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW 2003-18:

Lots to be Severed, Retained and Enlarged: ‘General Agricultural Zone (A2)’

SERVICES:

Lots to be Severed & Retained: No services
 Lot to be Enlarged: Private well and private septic system

ROAD ACCESS:

Lots to be Severed & Enlarged: paved, Municipal Road maintained all year (11th Line)
 Lot to be Retained: paved, County Road (Highway 59)

PROPOSAL:

	<u>Lot to be Severed</u>	<u>Lot to be Retained</u>	<u>Lot to be Enlarged</u> (prior to severance)
Area	18.3 ha (45.3 ac)	43.1 ha (106.5 ac)	19.8 ha (49 ac)
Frontage	30.5 m (100 ft)	339.5 m (1,114 ft)	245.4 m (805 ft)
Average Depth	688.9 m (2,260 ft)	673.9 m (2,211 ft)	688.8 m (2,260 ft)
Average Width	309.1 m (1,014 ft)	824.2 m (2,704 ft)	268.5 m (881 ft)

The purpose of the application for consent is to facilitate the severance of agricultural lands that will be added to an existing parcel to the immediate south. The severed lands comprise approximately 18.3 ha (45.3 ac) and adding the lands to the noted parcel to the south will result in a newly enlarged lot area of approximately 38.1 ha (94.3 ac), while retaining an agricultural parcel approximately 43.1 ha (106.5 ac) in size.

The lot to be severed currently contains a barn built in 1980, but does not contain livestock. It is proposed that the lot to be severed will be added to the agricultural parcel to the immediate south (the lot to be enlarged), which contains a single detached dwelling. The single detached dwelling is proposed to be demolished. The lot to be retained also contains a barn that was built in 1980. This barn does not contain livestock.

Surrounding land uses are predominately agricultural. Two institutional lots exist to the northeast of the lot to be retained, which contain an existing school (The Oxford School) and a future religious assembly building. The Willow Lake Campground and RV Park is also located to the northeast of the lot to be retained.

An existing woodland and wetland are located on portions of the lots to be retained that had been identified as Significantly Ecologically Important Woodlands in the Draft Oxford Natural Heritage Systems Study (2016). No changes are proposed to this area that are anticipated to impact this natural heritage feature and the proposal will continue to have the said features on the same property under single ownership.

Plate 1, Existing Zoning & Location Map, shows the location and configuration of the subject lands.

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands and the surrounding uses.

Plate 3, Applicant's Sketch, illustrates the proposed configuration of the subject lands, as well as the location of the existing structures on the lot to be retained and the lot to be enlarged.

Application Review

2020 PROVINCIAL POLICY STATEMENT

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. 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 policies of Section 2.3 require municipalities to protect prime agricultural areas for long-term production. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation formulae.

Section 2.3.4 discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- for agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility for future changes in the type or size of agricultural operations;
- for agriculture-related uses;
- for a surplus farm residence resulting from a farm consolidation; and,
- for infrastructure facilities and corridors in lieu of an easement or right-of-way.

Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons, meaning severances for purposes such as easements, corrections of deeds, quit claims and minor boundary adjustments which do not result in the creation of a new lot.

Further, Section 2.1 of the PPS directs planning authorities to protect natural features and areas for the long term. Section 2.1.5 states that development and site alteration shall not be permitted in significant wetlands. Furthermore, Section 2.1.8 does not permit development or site alteration on lands adjacent to significant wetlands or significant woodlands, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. The PPS defines development to mean the creation of a new lot or a change in land use, while site alteration is defined to mean activities such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

OFFICIAL PLAN

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

The objectives of Section 3.1.4.4 (Severances for Farm Purposes) is to provide for a range of farm parcel sizes that are appropriate for agricultural uses common to the area, while providing flexibility for future agricultural uses. These policies are also intended to ensure new farm parcels are capable of sustaining viable agricultural operations, while minimizing farm land fragmentation and the creation of irregularly shaped parcels. These policies also ensure Minimum Distance Separation (MDS II) is satisfied and provincial criteria for agricultural consents are met.

The policies of Section 3.1.4.4.1 (Farm Consolidation) apply to proposals where lands being conveyed are to be added to an adjoining farm property. The following criteria will be evaluated to determine the acceptability of severing agricultural land for farm consolidation purposes:

- the intended use of the lands must be farming;
- proposals to consolidate farm parcels must conform to the provisions of the Zoning By-law;
- conformity with criteria regarding flexibility, suitability, viability and avoidance of further fragmentation of Class 1 to 3 agricultural lands and removal of woodlots;
- compliance with Minimum Distance Separation Formula II (MDS II); and,
- compliance with Section 3.2 Environmental Resource policies.

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW

The subject lands are zoned as 'General Agricultural Zone (A2)' in the Township of East Zorra-Tavistock Zoning By-law, which requires a minimum lot area of 30 ha (74.1 ac) and permits a wide range of agricultural uses, including farm buildings and accessory dwellings.

The applicants are proposing an agricultural lot addition that will result in an enlarged farm parcel with an approximate lot area of 38.1 ha (94.3 ac). Once severed, it is proposed that the lot to be retained will be approximately 43.1 ha (106.5 ac) in size and both the lot to be retained and the lot to be enlarged will continue to be utilized for cash crop purposes (corn, bean, wheat, etc.), which is in keeping with the permitted uses for lands zoned as 'A2' in the Township of East Zorra-Tavistock Zoning By-law.

AGENCY COMMENTS

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

The Township of East Zorra-Tavistock Chief Building Official has indicated that a Drainage Assessment Reapportionment will be required.

The Township of Public Works Manager has indicated that changes to existing or new entrances must be approved by the Public Works Manager and meet the Township Entrance from Roadways policy.

Enbridge Gas Inc. has indicated that they have services lines running within the area which may or may not be affected by the proposed severance.

Canada Post, Hydro One, the Ontario Provincial Police (OPP), Oxford County Public Works Department, Southwestern Public Health, the Township Fire Chief, and the Upper Thames River Conservation Authority (UTRCA) have indicated they have no comments with respect to the application.

PUBLIC CONSULTATION:

Notice of the public meeting for the proposal was circulated to neighbouring property owners on June 24, 2021 in accordance with the requirements of the *Planning Act*. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

Planning staff have reviewed the applicant's proposal and are satisfied that the proposal is generally acceptable from a planning perspective.

In this case the applicants are proposing an agricultural boundary adjustment that will not result in the creation of a new lot, but will sever approximately 18.3 ha (45.3 ac) to be added to the farm parcel to the immediate south. The retained parcel, comprising approximately 43.1 ha (106.5 ac) will continue to be utilized as a viable cash crop operation and will continue to be large enough to provide flexibility for future changes in the type of agricultural operation, which is consistent with the intent of the Provincial Policy Statement.

The subject lands are designated as Agricultural Reserve in the County's Official Plan. The Plan directs that a range of farm parcel sizes should be provided to maintain flexibility for farm operations in the future, and that the creation of new parcels shall maintain a minimum lot size of 30.3 ha (75 ac) in absence of a farm viability plan.

At approximately 38.1 ha (94.3 ac), for the lot to be enlarged (once merged) and 43.1 ha (106.5 ac) for the lot to be retained, Planning staff are satisfied that the proposed parcel sizes will be sufficiently large enough to support viable farm operations and maintain flexibility for changes in agricultural production in the future.

It is also an objective of the Official Plan to minimize farm land fragmentation and the creation of irregularly shaped parcels. To this end, it is noted that the existing parcel configuration of the subject lands is irregular and the proposed lot addition will improve this irregularity to some extent and provide for greater access to the severed lands for farm equipment, which is in-keeping with the policy intent of the Official Plan. Further, once consolidated, the lot to be enlarged and the lot to be retained will continue to comply with the development standards for lands zoned 'A2' in the Township of East Zorra-Tavistock Zoning By-law.

In light of the foregoing, Planning staff are supportive of the applicants' request, as it is consistent with the policies of the 2020 Provincial Policy Statement and maintains the intent and purpose of the County Official Plan with respect to agricultural lot additions and farm consolidations in the agricultural area.

RECOMMENDATIONS

Whereas the application for consent is consistent with the 2020 Provincial Policy Statement, complies with the policies of the County of Oxford Official Plan, and the subject property is appropriately zoned, we are of the opinion that the application is acceptable from a planning perspective, and should be granted, subject to the following conditions:

1. The parcel intended to be severed be conveyed to the abutting landowner to the immediate south and be consolidated with said owner's existing property. Any additional transactions with regard to the severed parcel must comply with Section 50(3) & (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.
2. If required, a drainage reapportionment be undertaken, pursuant to Section 65 of the Drainage Act, R.S.O., 1990, at the owner's expense, to the satisfaction of the Township of East Zorra-Tavistock.
3. If required, the owner enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township.
4. The Clerk of the Township of East Zorra-Tavistock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.

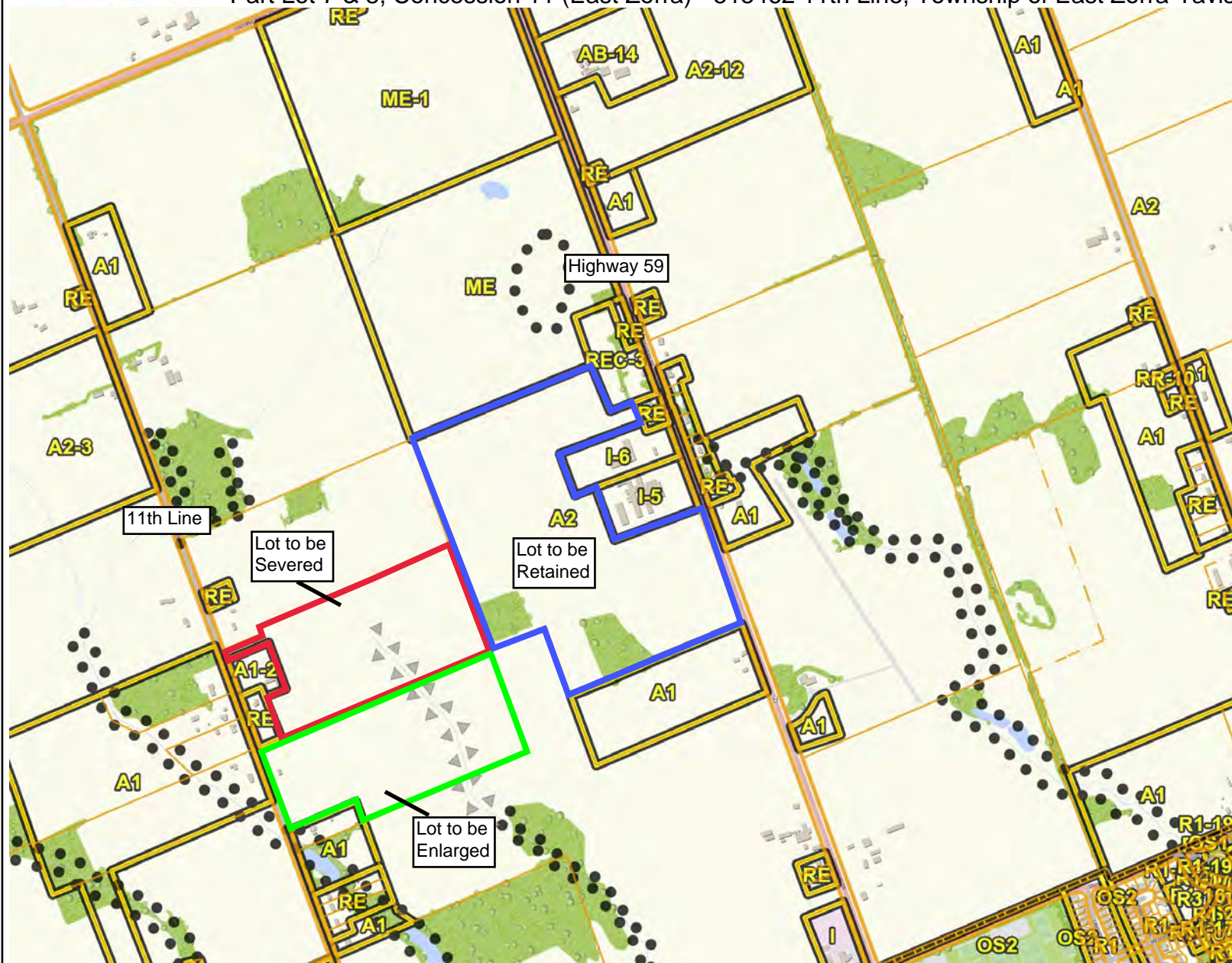
SIGNATURES

Authored by: *"Original Signed By"*

Dustin Robson, MCIP, RPP,
Development Planner

Approved for submission: *"Original Signed By"*

Gordon K. Hough, RPP,
Director



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 409 818 Meters

NAD_1983_UTM_Zone_17N



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

April 13, 2021



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 409 818 Meters

NAD_1983_UTM_Zone_17N



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

June 15, 2021

Plate 3: Applicant's Sketch

File No: B21-14-2 - Zilke Farms Inc.

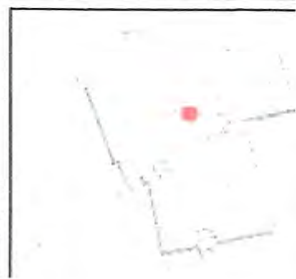
Part Lot 7 & 8, Concession 11 (East Zorra) - 515462 11th Line, Township of East Zorra-Tavistock

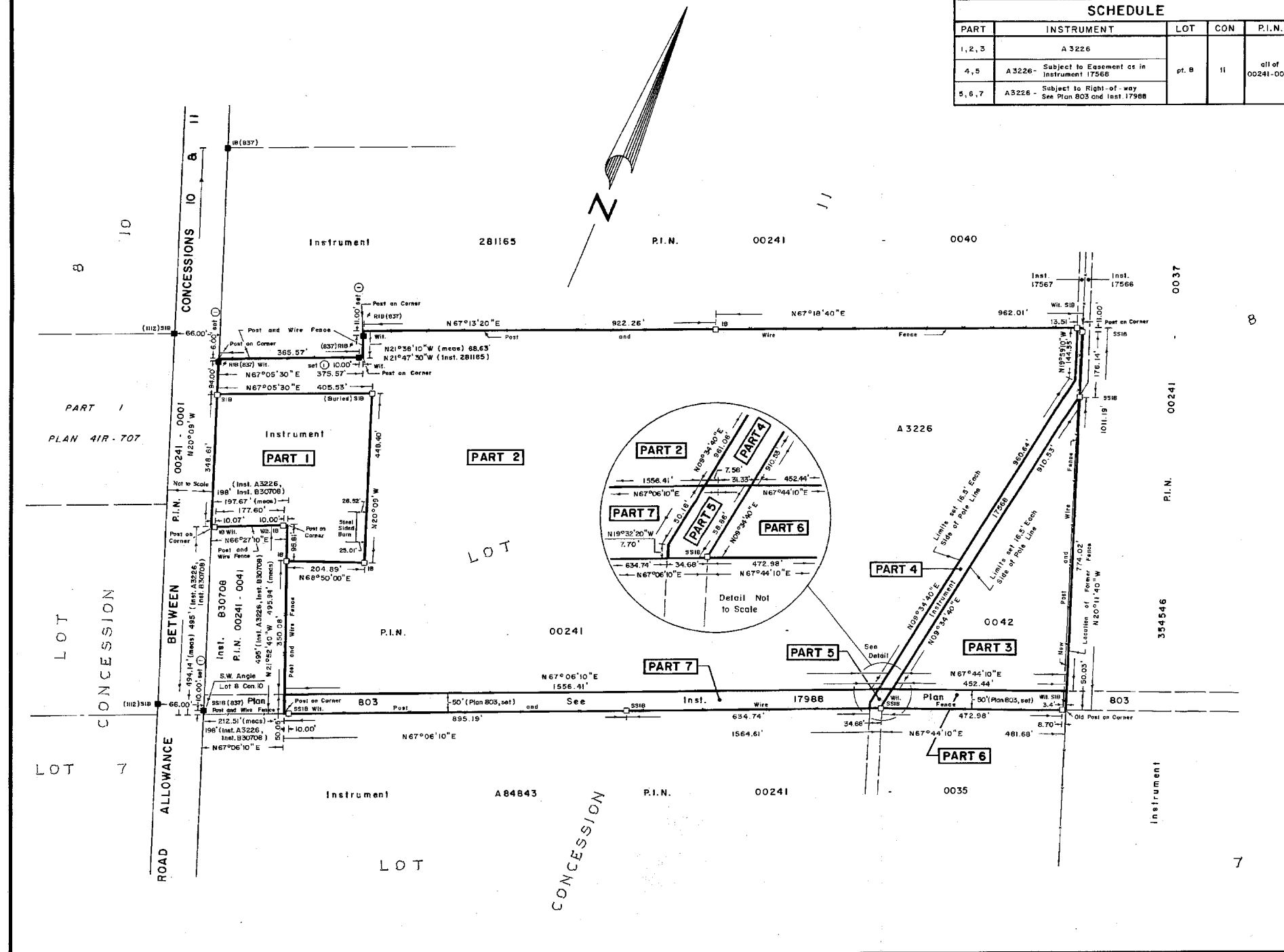


Legend

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

Notes





To: Chair and Members of Oxford County Land Division Committee

From: Dustin Robson, Development Planner, Community Planning

Application for Consent B21-42-2 – Canada Farm Distributors Ltd.

REPORT HIGHLIGHTS

- The application for consent proposes a lot addition for future institutional purposes in the Village of Tavistock.
- The proposed lot addition will have the effect of increasing the size of the property currently occupied by the peopleCare Communities facility.
- Planning staff are recommending approval of the application, as it is generally consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

OWNERS: Canada Farm Distributors Ltd.
165 Hope Street West, Tavistock, ON, N0B 2R0

APPLICANT: Chris Pidgeon & Amanda Stellings,
GSP Group Inc
201-72 Victoria Street South, Kitchener, ON, N2G 4Y9

LOCATION:

The subject lands are described as Part of Lots 126-128, Plan 307, Part of Lot 2, RP 41R1977. The subject lands are located on the south side of Hope Street West, between William Street South and Oxford Road 34, and are municipally known as 165 Hope Street West in Tavistock.

OFFICIAL PLAN:

Schedule "C-1"	County of Oxford Settlement Strategy Plan	Serviced Village
Schedule "E-1"	Township of East Zorra-Tavistock Land Use Plan	Settlement
Schedule "E-2"	Village of Tavistock Land Use Plan	Low Density Residential

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW 2003-18:

Lot to be Severed:

Existing & Proposed Zoning: 'Development Zone (D)'

Lot to be Retained:

Existing & Proposed Zoning: 'Development Zone (D)'

Lot to be Enlarged:

Existing & Proposed Zoning: 'Institutional Zone (I)'

SERVICES:

Lot to be Severed:	no services
Lot to be Retained:	municipal water and septic
Lot to be Enlarged:	municipal water and septic

ROAD ACCESS:

Lot to be Severed:	none
Lot to be Enlarged:	paved, municipal road maintained (William Street South)
Lot to be Retained:	paved, County Road (Hope Street West)

PROPOSAL:

	<u>Lot to be Severed</u>	<u>Lot to be Retained</u>	<u>Lot to be Enlarged</u> (prior to severance)
Area	0.8 ha (2 ac)	3.95 ha (9.77 ac)	0.85 ha (2.1 ac)
Frontage	nil	20.1 m (66 ft)	110 m (360 ft)
Average Depth	75 m (246 ft)	240 m (787 ft)	100 m (328 ft)
Average Width	105 m (345 ft)	100 m (328 ft)	66 m (216 ft)

The purpose of the Application for Consent is to facilitate a lot addition for future institutional purposes that will increase the lot area of the lot to be enlarged by approximately 0.8 ha (2 ac), resulting in an enlarged lot area of approximately 1.65 ha (4.1 ac), while retaining a parcel approximately 3.95 ha (9.77 ac) in size.

The lot to be severed is currently vacant of any buildings or structures. It is proposed that the lot to be severed will be added to the institutional parcel to the immediate east (the lot to be enlarged), which contains a long-term care facility and that the enlarged parcel will be utilized for long-term care purposes.

Surrounding lands consist predominately of single detached dwellings. To the south of the lot to be enlarged is a place of worship (Grace United Church Tavistock) which includes a cemetery.

Plate 1, Existing Zoning & Location Map, shows the location and configuration of the subject lands.

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands and the surrounding uses.

Plate 3, Applicant's Sketch, illustrates the proposed configuration of the subject lands, as well as the location of the existing structures on the lot to be retained and the lot to be enlarged.

Application Review

2020 PROVINCIAL POLICY STATEMENT:

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. 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.

Section 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Section 1.1.3.2 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.3.1 states that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs.

OFFICIAL PLAN:

The subject property is located within the Low Density Residential designation according to the County Official Plan. In the Low Density Residential designation, lands are to be developed for a wide variety of low-rise and low density housing form such as single detached, semi-detached, duplexes, converted dwellings, and street townhouses.

Institutional land uses are considered to be supportive and complementary to settlement uses. Proposed institutional uses are classified into two categories; 'Major Institutional' or 'Minor Institutional.' Long-term care facilities are only permitted upon lands designated as 'Major Institutional.' Other permitted uses within the 'Major Institutional' designation include; clinics, nursing homes, retirement homes, funeral homes, community centres/areas, cemeteries, and civic buildings.

The applicant has not submitted an Official Plan Amendment application for the proposal, however, it is the applicant's stated intent that should the proposed severance be approved an Official Plan Amendment application will be submitted for County Council's consideration with respect to the development of the lands for institutional purposes.

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

The subject lands are zoned as 'Development Zone (D)' in the Township of East Zorra-Tavistock Zoning By-law, which requires a minimum lot area of 20 ha (49.4 ac) for non-residential uses and a minimum frontage of 100 m (328 ft).

The D zoning serves as a 'holding'-type provision and only permits limited uses such as a farm (without livestock), an existing single detached dwelling, a home occupation, a public use, and a produce sales outlet. In order to permit a long term care facility on the lot to be severed, the existing D zone will be required to be changed to the 'Institutional Zone (I).'

The applicant has not submitted a Zone Change application (ZBA) for the proposal, however, as with the OPA noted above, it is anticipated that a ZBA will be submitted for consideration by Township Council together with the OPA, should the application for consent be approved.

AGENCY COMMENTS:

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

The Township of East Zorra-Tavistock Chief Building Official has indicated that a Severance Agreement will be required in addition to a Site Survey being required. A Drainage Assessment Reapportionment will also be required.

The Oxford County Public Works Department has advised that they require a registered easement over the sanitary sewer over the lot to be severed and the lot to be retained.

Bell Canada has requested a 3 m wide easement strip to measure 1.5 m on either side of the existing buried facilities, as can be reasonably accommodated, to protect the integrity of the existing facilities, with costs associated with the registration of the easement to be the responsibility of the landowner.

Enbridge Gas Inc., operating as Union Gas, has indicated there are service lines running within the area which may or may not be affected by the proposed severance. Should the proposed severance impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any service relocation required due to a severance would be at the cost of the property owner.

Canada Post, Hydro One, the Township of Public Works Manager, Southwestern Public Health, the Township Fire Chief, and the Upper Thames River Conservation Authority (UTRCA) have indicated they have no comments with respect to the application.

PUBLIC CONSULTATION:

Notice of the public meeting for the proposal was circulated to neighbouring property owners on June 24, 2021 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

The purpose of the proposed application is for a lot addition to facilitate the future construction of a new long-term care (LTC) facility. It is intended that the proposed long-term care facility will replace the existing peopleCare facility on the lot to be enlarged, resulting in an increase in the long-term bed count in the community.

As the application proposes a lot addition that will result in the enlargement of an existing institutional lot in a designated settlement area, Planning staff are satisfied that the proposal complies with the policy intent of the 2020 Provincial Policy Statement. Staff are also satisfied that the applicant's proposal will promote growth and development in a designated settlement (Village of Tavistock). An increase in long-term care capacity would be a valuable addition to the Village and surrounding community.

With regard to the relevant Official Plan policies, while the current designation for the lot to be severed is 'Low Density Residential (LDR)', staff have met with proponents of the expanded LTC facility on several occasions and it is anticipated that an Official Plan Amendment application will be forthcoming to re-designate the lands to 'Major Institutional'. While the lands will remain in the LDR designation, staff are of the opinion that the proposed lot addition does not offend the policy direction contained in the Official Plan regarding lot additions in a designated settlement area. All matters regarding the future development of the lands will be addressed through the OPA, ZBA and site plan approval processes and as such, the addition of the lands to the existing Institutional property does not compromise the future development of the lands or the ability to ensure that the said development is compatible with surrounding properties within the Village of Tavistock.

With respect to the zoning of the lands, staff are of the opinion that the current 'D' Zone will continue to serve its purpose to limit the development of the lands pending a thorough review of the proposal via the above-noted OPA, ZBA and site plan approval applications. Matters related to land use compatibility, traffic, etc. will be addressed to the satisfaction of the Township and County through these subsequent applications. Planning staff are satisfied that the size and configuration of the newly enlarged lands will be sufficient to accommodate the design of a future LTC facility on the lands that is compatible with existing land uses in the vicinity.

In light of the foregoing, it is the opinion of this Office that the proposed severance appears to maintain the general intent and purpose of the Official Plan, is consistent with the 2020 Provincial Policy Statement, and is acceptable from a planning perspective and can be given favourable consideration, subject to the following conditions.

RECOMMENDATIONS

Whereas the application for consent is consistent with the 2020 Provincial Policy Statement and conforms with the policies of the County of Oxford Official Plan, we are of the opinion that the application is acceptable from a planning perspective, and should be granted, subject to the following conditions:

1. The lot to be severed be appropriately zoned.
2. The parcel intended to be severed be conveyed to the abutting landowner to the immediate east and be consolidated with said owner's existing property. Any additional transactions with regard to the severed parcel must comply with Section 50(3) & (5) of the Planning Act, R.S.O., 1990, as amended, and be reflected on the certificate.
3. If required, a drainage reapportionment be undertaken, pursuant to Section 65 of the Drainage Act, R.S.O., 1990, at the owner's expense, to the satisfaction of the Township of East Zorra-Tavistock.
4. If required, the owner enter into a standard Severance Agreement with the Township of East Zorra-Tavistock, to the satisfaction of the Township.
5. The Owner shall register an easement in favour of the County of Oxford over the existing sanitary sewer on the lot to be severed and the lot to be retained, both as a first charge, at the owner's expense, to the satisfaction of County of Oxford Public Works Department.
6. The Owner shall enter into a Servicing Easement with Bell Canada, to the satisfaction of Bell Canada.
7. The Clerk of the Township of East Zorra-Tavistock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Township, financial, services and otherwise, have been complied with.

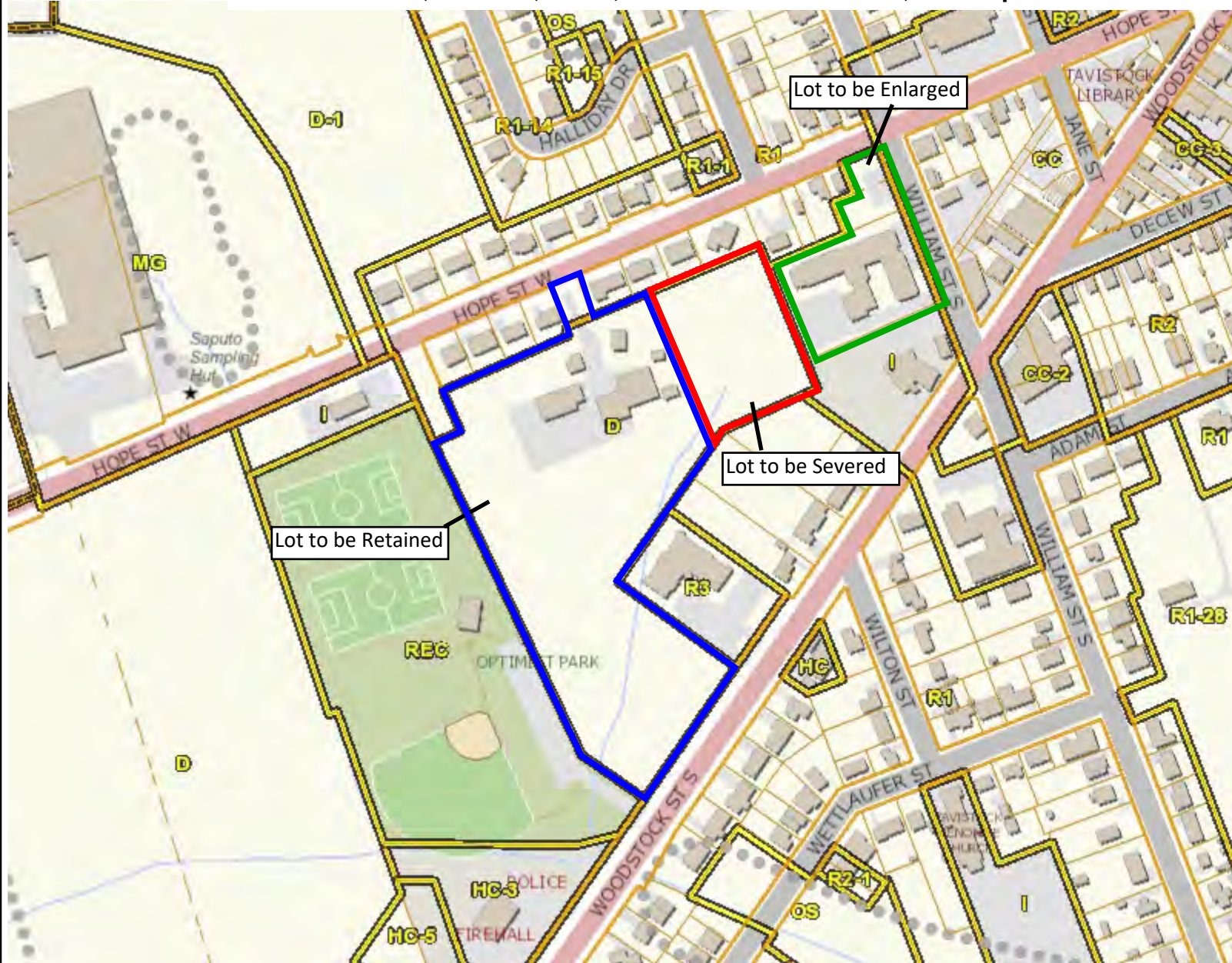
SIGNATURES

Authored by: "Original Signed By"

Dustin Robson, MCIP, RPP,
Development Planner

Approved for submission: "Original Signed By"

Gordon K. Hough, RPP,
Director



Legend

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

Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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

May 26, 2021



Legend

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

Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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

May 26, 2021

Plate 3: Applicant's Sketch
 File No: B21-42-2 - Canada Farm Distributors Ltd.
 Part Lots 126-128, Plan 307, Part 2, Reference Plan 41R1977, Township of East Zorra-Tavistock - 165 Hope Street West

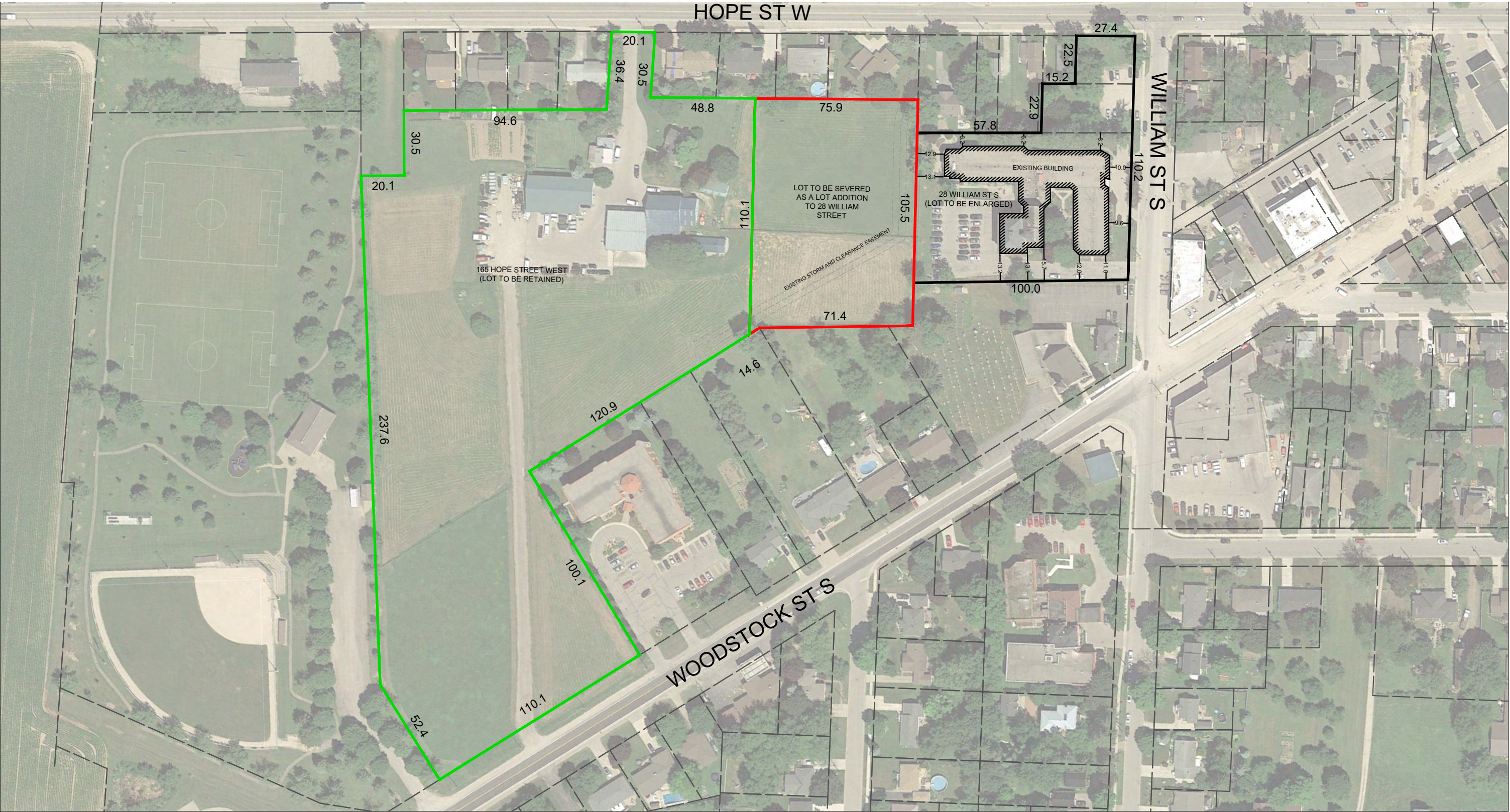
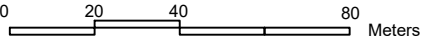


Figure 1
Severance Sketch
 165 Hope Street West

- Lot to be Retained 3.95ha (9.77ac)
- Lot to be Severed 0.80ha (2.00ac)
- Lot to be Enlarged 0.85ha (8,533 m²)



**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

-1-	Independent Auditor's Report
-3-	Consolidated Statement of Financial Position
-4-	Consolidated Statement of Operations and Accumulated Surplus
-5-	Consolidated Statement of Cash Flows
-6-	Consolidated Statement of Change in Net Financial Assets
-7- to -15-	Notes to the Consolidated Financial Statements
-16-	Schedule 1 - Consolidated Schedule of Tangible Capital Assets
-17-	Schedule 2 - Consolidated Schedule of Segmented Information

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Township of East Zorra-Tavistock

Opinion

We have audited the accompanying consolidated financial statements of the Township of East Zorra-Tavistock (the "Township"), which comprise the Consolidated Statement of Financial Position as at December 31, 2020, and Consolidated Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Township of East Zorra-Tavistock as at December 31, 2020 and its financial performance and its cash flows and change in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

July 7, 2021
London, Canada

LICENSED PUBLIC ACCOUNTANT

TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020

	2020	2019
FINANCIAL ASSETS		
Cash	\$ 14,469,308	\$ 12,226,798
Taxes receivable	338,011	455,053
Drains receivable	632,853	794,980
Accounts receivable	857,108	707,837
Inventories for resale	8,653	8,943
Investment in EARTH Corporation (note 9)	2,258,348	2,135,984
	18,564,281	16,329,595
LIABILITIES		
Accounts payable and accrued liabilities	2,413,189	2,284,840
Deferred revenue - obligatory reserve funds (note 6)	2,028,011	2,553,871
Net long-term liabilities (note 7)	1,148,207	1,342,477
	5,589,407	6,181,188
NET FINANCIAL ASSETS	12,974,874	10,148,407
NON-FINANCIAL ASSETS		
Tangible capital assets (Schedule 1)	31,425,485	30,331,116
Capital work in progress	48,824	29,100
Prepaid supplies and inventory	5,867	1,588
	31,480,176	30,361,804
ACCUMULATED SURPLUS (note 8)	\$ 44,455,050	\$ 40,510,211

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	BUDGET 2020	ACTUAL 2020	ACTUAL 2019
REVENUE			
Property taxation	\$ 6,301,042	\$ 6,261,114	\$ 5,872,909
User charges	1,017,977	811,701	991,817
Government grants (note 15)	1,023,629	1,104,614	1,546,967
Investment income	192,515	204,506	319,625
Penalty and interest on taxes	76,912	59,523	71,707
Other revenue	31,278	8,127	35,954
	8,643,353	8,449,585	8,838,979
EXPENDITURES			
General government	1,105,564	1,191,999	1,066,683
Protection to persons and property	2,189,363	2,101,233	2,127,588
Transportation services	1,662,010	2,496,626	2,415,698
Health services	2,100	2,140	2,100
Recreation and cultural development	731,884	754,728	827,007
Planning and development	356,566	249,912	132,733
	6,047,487	6,796,638	6,571,809
EXCESS OF REVENUE OVER EXPENDITURES BEFORE OTHER	2,595,866	1,652,947	2,267,170
OTHER			
Government transfers related to capital	598,000	-	90,544
Increase in investment in EARTH Corporation (note 9)	-	122,364	393,009
Gain (loss) on disposal of capital assets	-	(124,852)	130,284
Developer and other contributions related to capital	1,194,111	2,294,380	378,211
	1,792,111	2,291,892	992,048
EXCESS OF REVENUE OVER EXPENDITURES	4,387,977	3,944,839	3,259,218
ACCUMULATED SURPLUS, BEGINNING OF YEAR	40,510,211	40,510,211	37,250,993
ACCUMULATED SURPLUS, END OF YEAR	\$ 44,898,188	\$ 44,455,050	\$ 40,510,211

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020	2019
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenue over expenditures (page 4)	\$ 3,944,839	\$ 3,259,218
Non-cash charges to operations		
Amortization	1,232,291	1,192,044
Net disposal of tangible capital assets	147,024	231,293
(Increase) decrease in investment in EARTH Corporation	(122,364)	(393,009)
Net change in working capital other than cash (A)	(267,323)	1,230,593
	4,934,467	5,520,139
INVESTING ACTIVITIES		
Acquisition of tangible capital assets	(2,473,684)	(1,523,570)
Decrease (increase) in capital work in progress	(19,724)	162,869
Decrease (increase) in prepaid supplies	(4,279)	1,304
	(2,497,687)	(1,359,397)
FINANCING ACTIVITIES		
Net change in long-term debt	(194,270)	(194,664)
Net change in cash and cash equivalents during the year	2,242,510	3,966,078
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	12,226,798	8,260,720
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 14,469,308	\$ 12,226,798

(A) Net change in working capital other than cash includes the net change in taxes receivable, drains receivable, accounts receivable, inventories for resale, accounts payable and accrued liabilities and deferred revenue.

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020	2019
Excess of revenue over expenditures (page 4)	\$ 3,944,839	\$ 3,259,218
Amortization of tangible capital assets	1,232,291	1,192,044
Investment in capital works in progress	(19,724)	162,869
Change in prepaid supplies	(4,279)	5,889
Net disposal of tangible capital assets	147,024	231,293
Acquisition of tangible capital assets	(2,473,684)	(1,523,570)
Increase in net financial assets	2,826,467	3,327,743
NET FINANCIAL ASSETS, BEGINNING OF YEAR	10,148,407	6,820,664
NET FINANCIAL ASSETS, END OF YEAR	\$ 12,974,874	\$ 10,148,407

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

The Township of East Zorra-Tavistock (the Township) is a Township in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant Accounting Policies

The consolidated financial statements of the Township are prepared by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Township are as follows:

a. Basis of consolidation

The consolidated financial statements reflect the assets, liabilities, operating revenue and expenditures, and accumulated surpluses and changes in investment in tangible capital assets of the Township.

These consolidated financial statements include the activities of all other committees and boards of Council including:

Hickson Recreation Committee
Hickson Trails Committee
Innerkip Community Centre Board of Management
Tavistock and District Recreation Board

During the year ended December 31, 2020, the Municipality became the administering Municipality for the Rural Oxford Economic Development Corporation (ROEDC). As a result, ROEDC is consolidated in these consolidated financial statements.

The investment in a government business enterprise, EARTH Corporation (EARTH), is accounted for using the modified equity basis of accounting. Under this method, the government business enterprise's accounting policies, which follow International Financial Reporting Standards are not adjusted to conform with Canadian public sector accounting standards and inter-entity transactions and balances are not eliminated.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

1. Significant accounting policies continued

c. Accounting for County and School Board transactions

The Township is required to bill, collect and remit provincial education and upper tier taxation in respect of residential and other properties on behalf of the School Boards and County of Oxford. The Township has no jurisdiction or control over the School Board or upper tier's operations or their tax rate. The taxation, other revenue, expenditures, assets and liabilities, with respect to the operations of the School Boards, and the County of Oxford are not reflected in these consolidated financial statements.

d. Trust fund

The Township of East Zorra-Tavistock Trust Fund (the Trust) and its related operations administered by the Township are not consolidated, but are reported separately on the Trust's Statements of Financial Position and Operations.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the consolidated change in financial assets for the year.

The Township's non-financial assets consist of tangible capital assets. Tangible capital assets, greater than \$5,000, are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives on a monthly basis as follows:

Land improvements	10 to 50 years
Buildings	10 to 75 years
Machinery and equipment	4 to 25 years
Vehicles	6 to 20 years
Infrastructure - Bridges	30 to 100 years
Infrastructure - Roads	7 to 100 years
Infrastructure - Storm and other	15 to 100 years

Tangible capital assets received as contributions are recorded at their fair value at the date of the receipt. The fair value is also recorded as contributed revenue.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

1. Significant accounting policies continued

f. Deferred revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed, or the tangible capital assets are acquired.

g. Use of estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

h. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

i. Financial instruments

Financial instruments of the Township consist mainly of cash, short-term investments, accounts receivable and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

j. Prepaid supplies and inventory

Inventory of supplies for consumption are valued at the lower of cost or replacement cost. Gravel inventory is determined per tonne and includes raw material, extraction and crushing costs.

2. Tax revenue

Property tax billings are prepared by the Township based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Township were reviewed and new values established based on a common valuation date which was used by the Township in computing the 2020 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals, will be recognized in the fiscal year they are determined, and the effect shared with the County of Oxford and the appropriate school boards.

TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

3. Trust fund

Trust fund administered by the Township amounting to \$6,649 (2019 - \$6,719) has not been included in the consolidated financial statements.

4. Operations of School Boards and the County of Oxford

Further to note 1.c., the taxation revenues of the school boards and County of Oxford are comprised of the following:

	School Boards	County
Taxation and user charges	\$ 2,843,881	\$ 5,248,322
Requisitions	\$ 2,843,881	\$ 5,248,322

5. Pension agreements

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The amount contributed to OMERS for 2020 was \$134,336 (2019 - \$106,820) for current service and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus. The Township has no obligation, as at December 31, 2020, under the past service provisions. The OMERS funding ratio for 2020 is 97.0% (2019 - 97.0%), with the goal of being fully funded by 2025.

TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

6. Deferred revenue - obligatory reserve funds

A requirement of the Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Township are summarized as follows:

	2020	2019
Development charges	\$ 895,252	\$ 1,671,712
Federal gas tax	137,836	317,070
Recreational land	268,290	201,644
Building	449,157	328,484
Safe Restart	154,649	-
Other	122,827	34,961
	\$ 2,028,011	\$ 2,553,871

7. Long-term liabilities

	2020	2019
a. The balance of long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:		
Total long-term liabilities incurred by the Township including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end of the year amount to	\$ 1,183,753	\$ 1,424,690
Of the long-term liabilities shown above, the responsibility for payment of principal and interest charges for tile drain loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(35,546)	(82,213)
Net long-term liabilities, end of the year	\$ 1,148,207	\$ 1,342,477

TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2020

7. Long-term liabilities continued

b. Debt to be retired over the next five years will be recovered from general taxation and user charges and is as follows:

	Taxation		User Charges	
2021	\$	167,669	\$	32,003
2022	\$	172,294	\$	28,011
2023	\$	132,095	\$	28,904
2024	\$	137,077	\$	29,824
2025	\$	142,246	\$	30,781

- c.** Approval of the Ontario Municipal Board has been obtained for those pending issues of long-term liabilities and commitments to be financed by revenue beyond the term of Council and approved on or before December 31, 1992. Those approved after January 1, 1993 have been approved by by-law. The principal and interest payments required to service these pending issues and commitments are within the debt repayment limit prescribed by the Ministry of Municipal Affairs.
- d.** The Township is contingently liable for long-term liabilities with respect to tile drainage loans, and for those for which the principal and interest have been assumed by other municipalities, school board and unconsolidated local boards, municipal enterprises, and utilities. The total amount outstanding as at December 31, 2020 is \$35,546 (2019 - \$82,213) and is not recorded on the Consolidated Statement of Financial Position.
- e.** Interest paid on long-term liabilities for the year ending December 31, 2020 is \$47,163 (2019 - \$53,681).

TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

8. Accumulated surplus

The accumulated surplus on the Consolidated Statement of Financial Position at the end of the year is comprised of the following:

	2020	2019
Investment in tangible capital assets	\$ 30,346,909	\$ 28,997,584
Operating surplus	625,815	1,176,504
Reserves set aside for specific purpose		
- for working capital	250,000	250,000
- for general purposes	576,646	717,766
- for capital replacement	6,667,240	5,245,583
- for tax rate stabilization	3,666,974	1,926,721
- for insurance	63,118	60,069
Total reserves	11,223,978	8,200,139
Investment in government business enterprise (note 9)	2,258,348	2,135,984
ACCUMULATED SURPLUS	\$ 44,455,050	\$ 40,510,211

9. Investment in EARTH Corporation

As at December 31, 2020, the Township owns 5.04% (2019 - 5.04%) of EARTH and is comprised of the following:

	2020	2019
Promissory note receivable	\$ 760,000	\$ 760,000
Equity	1,498,348	1,375,984
	\$ 2,258,348	\$ 2,135,984

The promissory note receivable from EARTH is unsecured and bears interest at 7.25% (2019 - 7.25%). The term of the note is undefined, but no principal repayments are expected within the next twelve months. Interest received in the year and included in other income is \$55,100 (2019 - \$55,100).

TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

9. Investment in EARTH Corporation continued

As a business enterprise of the Township, it is accounted for on a Modified Equity basis in these consolidated financial statements and the investment is shown at the Township's proportionate share of the equity of EARTH. The following table provides condensed supplementary financial information for the EARTH from their audited financial statements:

	2020	2019
Financial Position		
Total net assets	\$ 27,279,111	\$ 27,279,111
Results of Operations		
Total revenue	\$ 99,075,397	\$ 96,484,311
Total operating and other expenditures	96,129,514	94,083,479
Total net income	\$ 2,945,883	\$ 2,400,832

EARTH Corporation declared a dividend of \$520,000 in 2020 (2019 - \$600,000) of which the Township's share is \$26,229 (2019 - \$30,265). This dividend has been accrued in the Township's financial statements.

10. Budget figures

The Township's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2020 is reflected on the Consolidated Statement of Operations and Accumulated Surplus.

11. Public sector salary disclosure

There were five employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more.

12. Contaminated sites

The Canadian public sector accounting standard 3510 requires municipalities to evaluate sites owned by the municipality for potential contamination. This standard requires the municipality to disclose the liability, if any, related to remediation of such sites. The Township is of the opinion they do not own such sites and therefore, no liability exists.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

13. Segmented information

Segmented information is presented on Schedule 2. The Township is a diversified municipality and provides a wide range of services to its citizens including police through contracted services, fire, protective services, transportation, environmental, including water, wastewater, waste disposal, and storm management joint projects with the County of Oxford, community services, including cemeteries, recreation, library and planning, including economic development and municipal drains. The general government segment includes such functions as finance, information services, council and administrative offices.

14. Contingent liability

The Township is subject to specific legislation for volunteer firefighters, resulting in a possible Workplace Safety and Insurance Board (WSIB) liability dating back to the years when the Township was a WSIB Schedule 2 Employer. The estimate prepared by WSIB for the period ending December 31, 2020, is \$63,719 (2019 - \$63,719). The liability has not been recorded as the Township has third party insurance to cover the current monthly payments.

15. Significant event

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Township has followed the Provincial orders regarding essential services and as a result, has closed some of its services. During the year ended December 31, 2020, the Township recognized \$24,451 of Safe Restart Provincial funding which is reflected in government grants. It is unclear the total financial impact the COVID-19 virus will have on the Township. Council and staff continue to monitor the situation.

16. Comparative balances

Certain comparative balances have been restated to conform with the current year's financial statement presentation.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	Land	Land Improvements	Buildings and Fixtures	Machinery and Equipment	Vehicles	Infrastructure	2020 Total	2019 Total
COST								
Balance, beginning of year	\$ 2,117,834	\$ 969,686	\$ 7,087,769	\$ 1,685,590	\$ 3,868,958	\$ 29,151,206	\$ 44,881,043	\$ 44,070,006
Add:								
Additions during the year	-	13,175	27,255	130,089	967,925	1,335,240	2,473,684	1,523,570
Less:								
Disposals during the year	-	-	-	(17,508)	(32,349)	(350,337)	(400,194)	(712,533)
Balance, end of year	2,117,834	982,861	7,115,024	1,798,171	4,804,534	30,136,109	46,954,533	44,881,043
ACCUMULATED AMORTIZATION								
Balance, beginning of year	-	317,654	2,048,892	921,908	2,099,502	9,161,971	14,549,927	13,839,123
Add:								
Amortization during the year	-	30,783	114,750	108,444	263,781	714,533	1,232,291	1,192,044
Less:								
Disposals during the year	-	-	-	(12,613)	(30,102)	(210,455)	(253,170)	(481,240)
Balance, end of year	-	348,437	2,163,642	1,017,739	2,333,181	9,666,049	15,529,048	14,549,927
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS								
	\$ 2,117,834	\$ 634,424	\$ 4,951,382	\$ 780,432	\$ 2,471,353	\$ 20,470,060	\$ 31,425,485	\$ 30,331,116

This schedule is provided for information purposes only.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2020**

	General Government	Protective Services	Transportation	Health	Recreation and Culture	Planning and Development	Total
REVENUE							
Taxation	\$ 6,261,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,261,114
User fees	25,879	281,762	31,332	-	385,738	86,990	811,701
Government grants	827,647	116,664	30,080	-	-	130,223	1,104,614
Investment income	203,808	-	-	-	-	698	204,506
Penalty and interest	59,523	-	-	-	-	-	59,523
Other	-	5,427	2,500	-	200	-	8,127
	7,377,971	403,853	63,912	-	385,938	217,911	8,449,585
EXPENDITURES							
Salaries and benefits	846,651	656,446	680,447	-	12,175	19,024	2,214,743
Materials, goods and services	324,324	1,261,092	948,990	2,140	582,171	230,888	3,349,605
Amortization	21,024	183,695	867,189	-	160,382	-	1,232,290
	1,191,999	2,101,233	2,496,626	2,140	754,728	249,912	6,796,638
EXCESS OF REVENUE OVER EXPENDITURES BEFORE OTHER	6,185,972	(1,697,380)	(2,432,714)	(2,140)	(368,790)	(32,001)	1,652,947
OTHER							
Government transfers related to capital	-	-	-	-	-	-	-
Increase in investment in ERTH Corporation	122,364	-	-	-	-	-	122,364
Gain (loss) on disposal	(4,895)	-	(119,957)	-	-	-	(124,852)
Developer contributions related to capital	18,558	-	1,865,706	-	410,116	-	2,294,380
	136,027	-	1,745,749	-	410,116	-	2,291,892
EXCESS OF REVENUE OVER EXPENDITURES	\$ 6,321,999	\$ (1,697,380)	\$ (686,965)	\$ (2,140)	\$ 41,326	\$ (32,001)	\$ 3,944,839

This schedule is provided for information purposes only.

TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

- 1- Independent Auditor's Report
- 3- Statement of Financial Position
- 4- Statement of Operations and Accumulated Surplus
- 5- Statement of Cash Flows
- 6- Notes to the Financial Statements

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Township of East Zorra-Tavistock

Opinion

We have audited the accompanying financial statements of the Township of East Zorra-Tavistock Trust Fund (the "Trust"), which comprise the Statement of Financial Position as at December 31, 2020, and Statements of Operations and Accumulated Surplus and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Township of East Zorra-Tavistock Trust Fund as at December 31, 2020 and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

July 7, 2021
London, Canada

LICENSED PUBLIC ACCOUNTANT

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020**

	2020	2019
FINANCIAL ASSETS		
Cash	\$ 6,800	\$ 6,719
LIABILITIES		
Due to Township of East Zorra-Tavistock	151	-
NET FINANCIAL ASSETS	6,649	6,719
ACCUMULATED SURPLUS (note 2)	\$ 6,649	\$ 6,719

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020	2019
REVENUE		
Interest	81	125
	81	125
EXPENDITURES		
Maintenance expense	151	
Excess of revenue over expenditures for the year	(70)	125
ACCUMULATED SURPLUS, BEGINNING OF YEAR	6,719	6,594
ACCUMULATED SURPLUS, END OF YEAR	\$ 6,649	\$ 6,719

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2020**

	2020	2019
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenue over expenditures for the year (page 4)	\$ (70)	\$ 125
Decrease (increase) in due from Township of East Zorra-Tavistock	151	6,594
Increase in cash and investments	81	6,719
CASH AND INVESTMENTS, BEGINNING OF YEAR	6,719	-
CASH AND INVESTMENTS, END OF YEAR	\$ 6,800	\$ 6,719

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF EAST ZORRA-TAVISTOCK
TRUST FUND
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020**

1. Accounting policies

The financial statements of the Township of East Zorra-Tavistock - Trust Fund (the Trust) are prepared by management in accordance with Canadian public sector accounting standards. Significant policies of the Trust are as follows:

a. Basis of accounting

Revenue is recognized as it is received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

b. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

2. Accumulated surplus

The accumulated surplus of the Trust is comprised of the following:

	2020	2019
Brickyard Cemetery Trust	\$ 6,649	\$ 6,719
	\$ 6,649	\$ 6,719

3. Significant event

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. It is unclear what financial impact the COVID-19 virus will have on the Trust. Management and trustees are continuing to monitor the situation.

#6.a

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

#6.b

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

#6.c

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



EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD

MINUTES of the Meeting held

June 21, 2021



NOTE - Full Agenda Package <http://ezt.ca/Township-Office/Police-Services-Board/Agendas-Minutes>
found at:

The Police Services Board met at the Innerkip Community Centre at 10:00 a.m. on Monday June 21, 2021.

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

Regrets: N/A

Confirm Agenda Moved by:
Seconded by:
Resolved that the Board approves the agenda for the June 21, 2021 meeting, as printed and circulated.

CARRIED

Pecuniary Interest None declared.

Confirm Minutes Moved by: Matthew Gillespie
Seconded by: Robert Rudy
Resolved that the Board approves the minutes of the March 17, 2021 meeting, as printed and circulated.

CARRIED

Correspondence

a. OAPSB Zone 4 – June 2, 2021 Minutes

Delegations & Appointments

- N/A

Reports

OPP Policing Reports

- March 2021 Police Reports
- April 2021 Police Reports
- May 2021 Police Reports
 - Oxford OPP Detachment Commander Tony Hymers presented the March, April and May, 2021, policing reports to the Board.

Other Business

Adjourn

Moved by:

Seconded by:

Resolved that the Board does now adjourn at 10:48 a.m.

CARRIED

Will Jaques, Secretary

Robert Rudy, Chairperson

STAFF REPORT

#6.e

Report #HRSC2021-01

To: His Worship the Mayor and Members of Council

From: Jennifer Albrecht, Human Resources and Safety Coordinator

Subject: Human Resources Update – Diversity & Inclusivity Policy

Date: June 30, 2021

Background:

The Township's Human Resources (HR) policies are updated and reviewed from time to time and when new regulations or situations arise then, if needed, a policy is brought forth to be added or reviewed for updates.

Discussion:

Staff is bringing forward **a new policy for Council's consideration, which** covers the important issue of diversity and inclusivity.

This issue has been in the spotlight over the last few years and having a policy related to the matter has become an important document for any municipality to have, as it sends a clear message to our residents and businesses. This is especially true now, at a time when East Zorra-Tavistock is experiencing promising growth and investment within our Township.

Having a policy is also an opportunity for Council to set an example for other businesses and service groups to follow in order to encourage and welcome new residents to our community.

This type of policy also aligns with the presentation made at the June 16, 2021 Council meeting regarding the Community Safety and Well-Being Plan. The importance of diversity and inclusivity is a significant factor in healthy and strong communities.

Although this policy falls under the Human Resources area, it is also an acknowledgement by Council that this is an initiative that the Township would follow in our day-to-day operations.

Attachments:

1. **Appendix 'A'** - Policy #2.30 - Diversity & Inclusivity Policy

Recommendations:

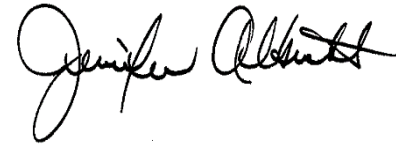
1. That Council approve the Policy #2.30 - Diversity & Inclusivity Policy.

Reviewed by:



Karen DePrest
Chief Administrative Officer

Report Prepared and Submitted by:



Jennifer Albrecht
Human Resources and Safety Coordinator



Township of East Zorra-Tavistock

Human Resources Manual

Title: Diversity & Inclusivity Policy	
Section: Personnel Policies	Number: 2.30
Version: 1.0	Review Frequency: As required
Approved by: Council	Approval Date: 2021-07-07
Application: For all Township employees, Council and contractors	
Notes:	

PURPOSE:

The Township of East Zorra-Tavistock believes that being a diverse and inclusive organization creates an enhancement of community relations and promotion of equity within the Township. Specifically, it helps us to:

- Make better decisions about how we organize and optimize resources by working to eliminate barriers to working together effectively
- Respect and consider the needs and interests of all of our employees in our decision making
- Deliver strong performance and growth by being able to attract, engage and retain diverse talent
- Innovate by drawing on the diverse perspectives, skills and experience of our employees
- Adapt and respond effectively to changing demographics and societal expectations
- Ensure that all staff, residents, visitors, and businesses feel welcomed and included in our community

POLICY STATEMENT:

At the Township of East Zorra-Tavistock we strive to create an inclusive culture in which difference is recognized and valued. Equality and inclusion are fundamental human rights for every individual, as prescribed by the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

WHAT DIVERSITY AND INCLUSION MEANS FOR THE TOWNSHIP OF EAST ZORRA-TAVISTOCK:

- We will strive to ensure that the Township of East Zorra-Tavistock is a welcoming and inclusive environment for people of all ages, gender, gender identity, race, national or ethnic origin, religion/creed, language, political beliefs, sexual orientation, physical and mental abilities.
- Including and valuing diversity of perspective. We will strive to leverage the diverse thinking, skills, experience and working styles of our employees.
- Building a flexible organization, we will provide opportunities for work arrangements that accommodate the diverse needs of individuals at different career and life stages.
- We will develop strong and sustainable relationships with diverse members of the public, employees, volunteers, customers and suppliers.

In accordance with our values and our Respectful Workplace and Code of Conduct policies and procedures, all of our employees are expected to demonstrate respect for their colleagues.

We are an equal opportunity employer. We employ based on job requirements and in keeping with Human Rights legislation, we select people to roles based on their qualifications, skills, and experience. We do not discriminate unfairly on grounds of age, gender, gender identity, race, national or ethnic origin, language, religion/creed, political beliefs, sexual orientation or physical or mental ability.

STAFF REPORT

Report #CBO2021-07

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – July 2021 Council Report

Date: June 30, 2021

Departmental Highlights:

Secondary Planning Report Progress:

- Township Staff have completed the review of the draft RFP and comments provided to County Staff. Awaiting final RFP document.

Innerkip Pavilion:

- Work is complete. Minor items being corrected (Plexiglass under hand dryers, singage etc)
- Staff working on tender documents for next phase (covered walkway, painting exterior & roof). Anticipated tendering July 2021.

Legislative Updates:

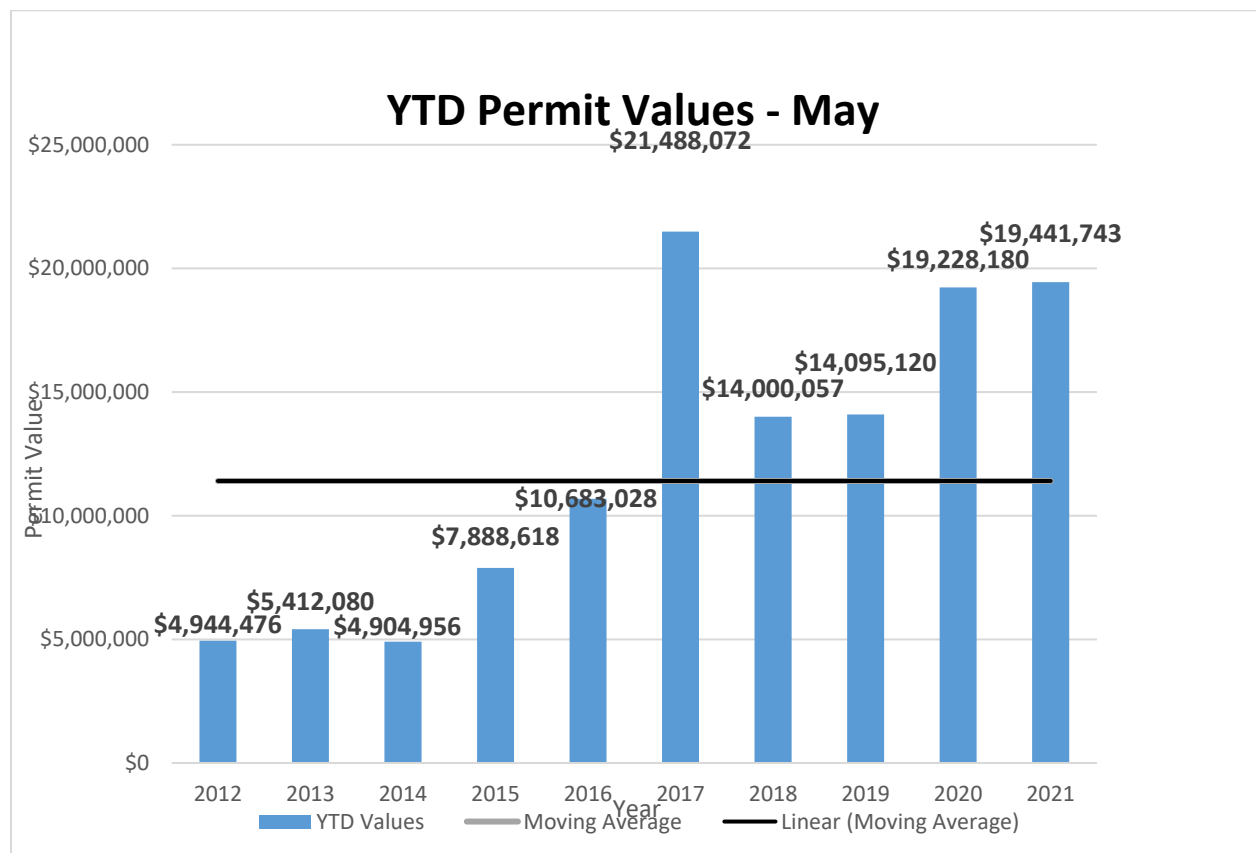
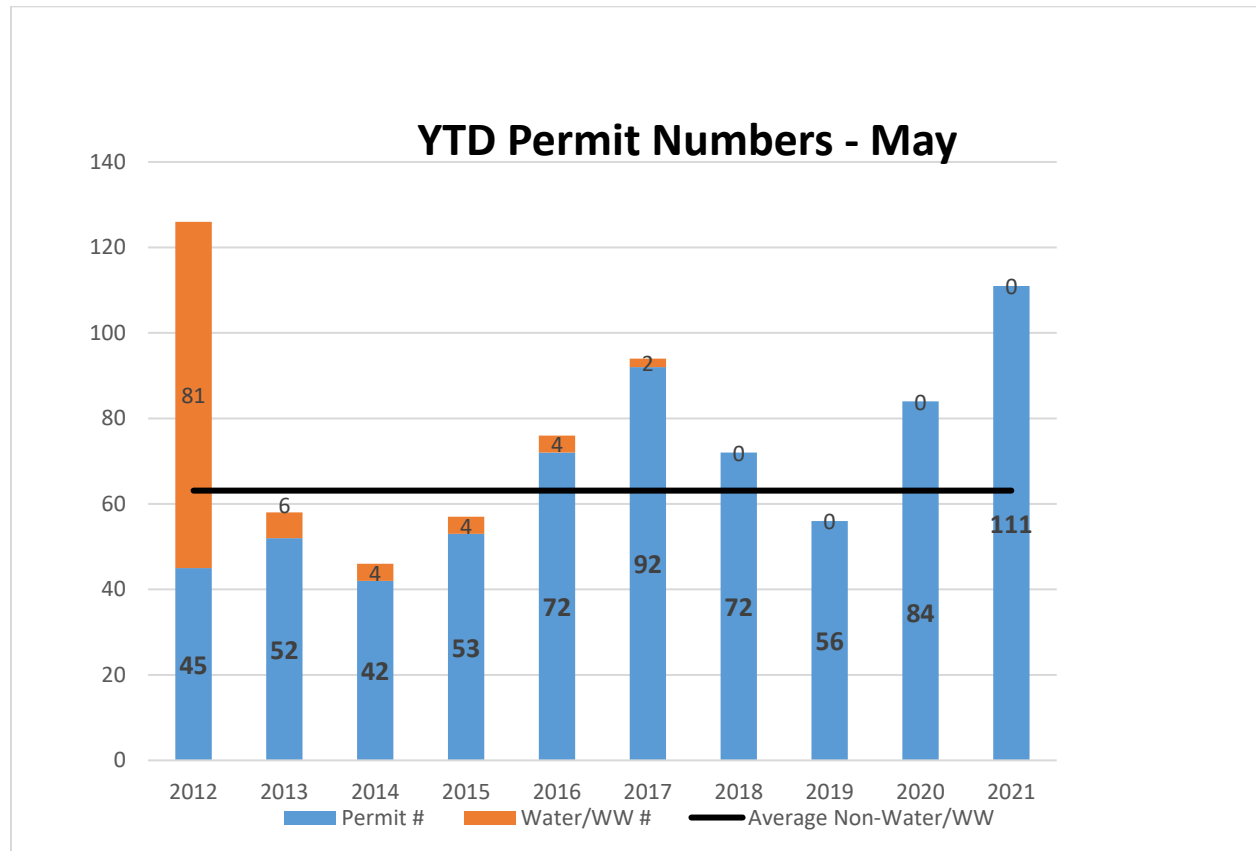
- None

Monthly Permit Activity:

	No. of Permits	Permit Value	Permit Fees
May 2021	30	\$5,872,574.00	\$40,960.74
Year to Date – May 31, 2021	111	\$19,441,743.11	\$125,615.41

Number of Permits and Values

Description	Value	Fees
Hay Storage Building	\$100,000.00	\$2,210.00
Demo and replacement of Ag Storage	\$250,000.00	\$1,690.00
Town House - Condo	\$450,000.00	\$1,270.31
Town House - Condo	\$450,000.00	\$1,270.31
Town House - Condo	\$450,000.00	\$1,270.31
Town House - Condo	\$450,000.00	\$1,270.31
Addition to broiler barn	\$175,000.00	\$1,162.00
Storage Shed	\$119,000.00	\$970.00
SFD	\$465,904.00	\$4,185.00
SFD	\$390,000.00	\$3,605.00
Utility shed	\$25,000.00	\$300.00
Demolition	\$100.00	\$100.00
Inground pool	\$90,000.00	\$100.00
Pool shed	\$10,000.00	\$600.00
SFD	\$390,000.00	\$3,132.50
Septic system	\$35,000.00	\$550.00
SFD	\$462,000.00	\$2,918.75
Demolition of house and out-buildings	\$15,000.00	\$100.00
SFD	\$400,000.00	\$3,068.75
Storage shed	\$10,000.00	\$300.00
Renovation to main floor	\$50,000.00	\$450.00
Deck extension	\$7,800.00	\$150.00
Garage	\$50,000.00	\$250.00
SFD	\$410,000.00	\$2,807.50
SFD	\$338,000.00	\$2,978.75
Addition of sunroom	\$28,000.00	\$475.00
Addition of sunroom	\$25,000.00	\$430.00
Covered deck	\$8,000.00	\$150.00
Block silo	\$23,000.00	\$500.00
SFD	\$195,770.00	\$2,696.25
	\$5,872,574.00	\$40,960.74



Status of Development Matters:Ward 1 - TAVISTOCK

*The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68
The Orchards (Phase 1)	16 SFD 6 Semi Units 39 Condo Towns	Plan 41M-321 Warranty items identified for developer.
The Orchards (Phase 2)	48 SFD 2 Semi Units	Plan 41M-353 Construction started on all lots
The Orchards (Phase 3)	52 SFD 6 Semi Units	Plan 41M-371 Permits Issued.
Gateman Homes (Jacob St E)	13 SFD 10 Semi Units	Plan 41M-363 Permits Issued.
Mill-Gate Homes (Phase 1)		Subdivision details submitted.

Ward 3 - INNERKIP

Innerkip Meadows (P3 – Curtis St)	24 SFD + Semi detached units now proposed.	Plan 41M-313 Singles Completed.
Innerkip Meadows (P4– Lock St)	24 SFD	Plan 41M-325 Warranty Item - James St top-coat asphalt to be replaced.
Innerkip Meadows (P5 -Queen/Curtis)	25 SFD	Plan 41M-339
Innerkip Meadows (P6 - Lock)	19 SFD	Plan 41M-355
Innerkip Meadows (P7 - Matheson)	32 Semi Units 1 SDD Unit	Plan 41M-313 Clearing conditions. Services Complete. Conditional permit issued.
*Majestic Homes Development (James/Main St)	Condo Block on Main St (25 units)	Plan 41M-322 Unit construction underway.
Oxford Road Developments 5 Inc.	29 SFD + 1 Block for Future Dev.	Plan 41M - 352 Construction started on 85% of available lots. Revised Grading Plan approved.

Drain & Streetlight Locate Summary:

- Quarterly Updated – Next update August

Status of Drainage Matters:

Drain Name	Status
McLean Drain	Section 78 received and Section 40 received. Petition restarted – Section 4 Proposed (New Drain). Report and design work underway.
Tavistock 1974 & 1979 Drains	Relocation of drains proposed for new residential developments. Tavistock 1974 Completed. Tavistock 1979 awaiting report/Subdivision Approval.
Parker Drain	Pending. Waiting Report.
Kuntze Drain	Large cleanout, weather pending. Finished by end of year.
Unnamed Drain	Pending. Waiting Report.

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and
submitted by:


John Scherer
Building, Drainage and
Development Manager
(Chief Building Official)

STAFF REPORT

Report #PW2021-08

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – July 2021 Council Report

Date: June 30, 2021

Departmental Highlights:

- Building demolition on the 89 Loveys Street property has been completed. One storage building remains on the property. This building will remain for storage purposes until a new structure is available. Asbestos abatement has been completed on all buildings including the remaining building. Lead paint and contaminated boards from the demolished buildings have now been shipped to an accepting landfill.
- The last three overhead doors at the Hickson Shop have now been replaced with Polycarbonate doors. These doors allow a greater amount of light into the shop. This assists the roads crew with a better lighting environment while working on equipment.



- The annual tree removal program is progressing well. Woodstock Tree and Stump Removal are approximately 80% done removal of the trees. Staff has added some additional trees to the list at the set hourly rate in the contract.
- Staff has arranged for fresh engineered wood fibre to be installed in the Playground area of Stonegate Park (Innerkip). This work was completed on June 30th.
- Oxford County staff from the Highland Shop have completed some asphalt patching on the Braemar Sideroad for the Township. The area they padded was from the intersection in Braemar, moving to the east. We had significant wheel rutting in this area. I would like to thank Oxford County for continuing to work with the Township on these projects.
- Through the purchasing policy, staff awarded a contract to replace the Township's current sand/salt shed. We will be removing the walls and roof from the current sand shed in July, with a new fabric cover being installed in August. This structure will be capable of being relocated and repurposed when a new sand/salt storage facility is built. Staff has emptied the current structure in preparation for demolition. Oxford County is housing the Township's material at the Highland Shop until the structure is rebuilt.
- Staff has requested quotes on crushing 2000 tonne of concrete and asphalt at the Tavistock Shop. Quotes are due on June 30, with crushing to be completed this year.
- Public Works will be completing some sidewalk repairs in Innerkip and Tavistock, in July.
- Public Works is planning on starting some ditching projects in July. Staff will be continuing with the list of problem areas that cause washouts and soft road base.
- Asset Management data collection is progressing well. Claire and Mellissa have been working on collecting GPS location and condition ratings of our streetlight inventory and catch basins. The next step will be gathering GPS location and condition rating information for culverts under 3 metres. This information is being gathered through the Township's patrol and asset management program, "MESH".

- The graders will only be touching up potholes or washboard areas during the summer, as required, to stay compliant with the Minimum Maintenance Standards. Our goal is to minimize the amount of time the roads are touched during the summer. However, with the heavy rains we have been getting, some touch up is required.
- As part of the approved 2021 capital projects, engineering and surveying has begun on John Street and Henry Street, in Tavistock. Engineering is anticipated to be completed for the fall of 2021. The project will be included for Council's consideration in the 2022 draft budget.

Status of Significant Capital Projects:

Capital Project	Current Status
Box Culvert #2012 replacement	Tender awaiting UTRCA approval for release
Zorra/EZT Bridge Maintenance	Reviewing of plans with Zorra Township
Sand shed	Awaiting RFP release – site planning TBD
Road Needs Study	RFP closed November 20/20. Staff has received draft report for review.
Hickson shop door replacement	Project complete.
Surface Treatment (10 th line and Cassel Sideroad)	Tender awarded- work scheduled for August 2021.
Grader roller	Quoting process completed. Delivery and installation expected summer 2021.
John Street/King Crescent in Hickson Mill/Paving	Tender awarded to Brantco Construction.
John/Henry Streets in Tavistock engineering	Fall 2021.

Attachment:

1. Appendix "A" - Armadillo Speed Report (Loveys Street E., Hickson)

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot
Public Works Manager

TRAFFIC ANALYSIS REPORT

For Project: 89 Loveys Street

Direction: Both Directions

Speed limit: 50 km/h

Traffic Report From 2021-06-02 12:00 AM through 2021-06-10 07:59:59 AM

Speed:

Average Speed: 56.79 km/h

85th Percentile Speed: 66 km/h

Max Speed = 123 km/h on 2021-06-09 - 20:46:10 PM (incoming - eastbound)
 = 124 km/h on 2021-06-03 - 06:52:17 AM (outgoing - westbound)

Total Vehicle Counts:

Total Vehicles = 17,857 (8,987 incoming; 8,870 outgoing)

AADT = 2,279 (1,147 incoming; 1,132 outgoing)

Average Daily Vehicle Counts (both directions):

	<u>Time</u>	<u>5 Day</u>	<u>7 Day</u>
Average Daily		5,590	5,370
AM peak	8:00 AM	172	150
PM peak	4:00 PM	222	197

Vehicle Class Counts (both directions):

	<u>Number</u>	<u>%</u>
Small	252	1.4
Medium	15,696	87.9
Large	1,909	10.7

[Small = motorcycle; Medium = sedan; Large = truck]

#6.h

STAFF REPORT

Report #FC2021-06

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – July 2021 Council Report

Date: June 30, 2021

Departmental Highlights:

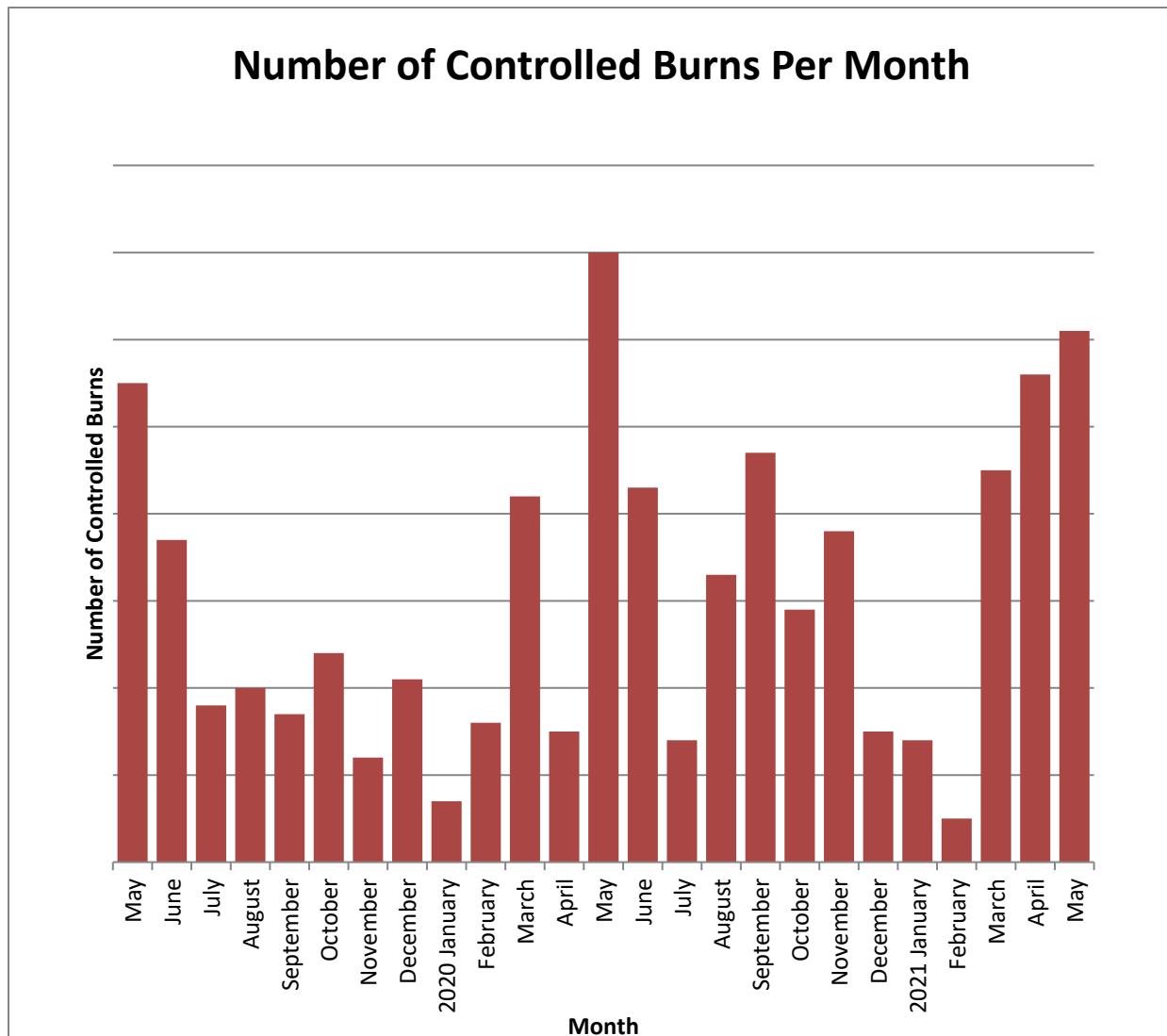
Fire Department:

- Recruit training for the Township's firefighters is now complete. All candidates have completed their written and practical skills testing and are awaiting final results.
- Regular and ongoing maintenance has resumed in the stations as all trucks were pump tested along with ladder testing on June 24th. Annual SCBA servicing is scheduled to be conducted the week of July 5th.
- The Stations resumed regular training the first week of June with enhanced safety measures in place.
- Staff sat in on presentations from the OAFB regarding mandatory vaccine policies and the **OFMEM's** mandatory risk assessment reporting which must be completed before 2024. Staff is scheduled to attend the virtual class session of Online Learning Fire Truck Purchasing 101 on July 13th.
- While there have been some staffing changes in the departments within the last month, the stations remain at full roster compliments due to the auxiliary program. Pre-trained auxiliary firefighters have stepped into the vacated roster positions, and although there are now openings for new auxiliaries, it also demonstrates the effectiveness of the auxiliary program.
- Fire Prevention Week had been announced for the week of October 3rd to 9th. **This year's theme is Learn the Sounds of Fire Safety.** FPW supplies have already been ordered and distributed to the stations.

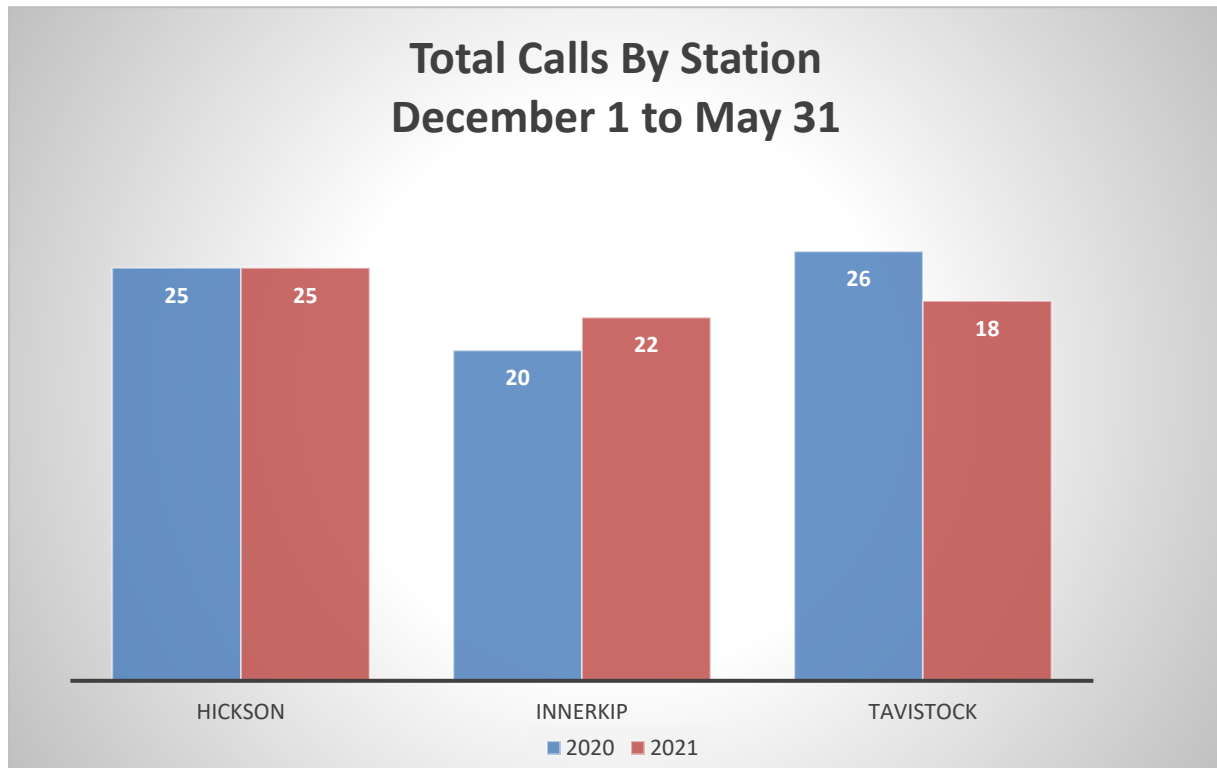
- Staff has enrolled in a provincially supported program to provide N95 masks to emergency services for 1 year. We have received our first shipment of masks, and staff is working with surrounding municipalities to replace our aging FIT tester with one capable of fit testing both our SCBA masks and now N95 masks. A demonstration of a new fit tester is scheduled for July 12th, at which time a decision will be made by the participating municipalities on whether to move forward. The monthly PPE inventory has been submitted to the province, which works in conjunction with this program.

Controlled Burn Approvals:

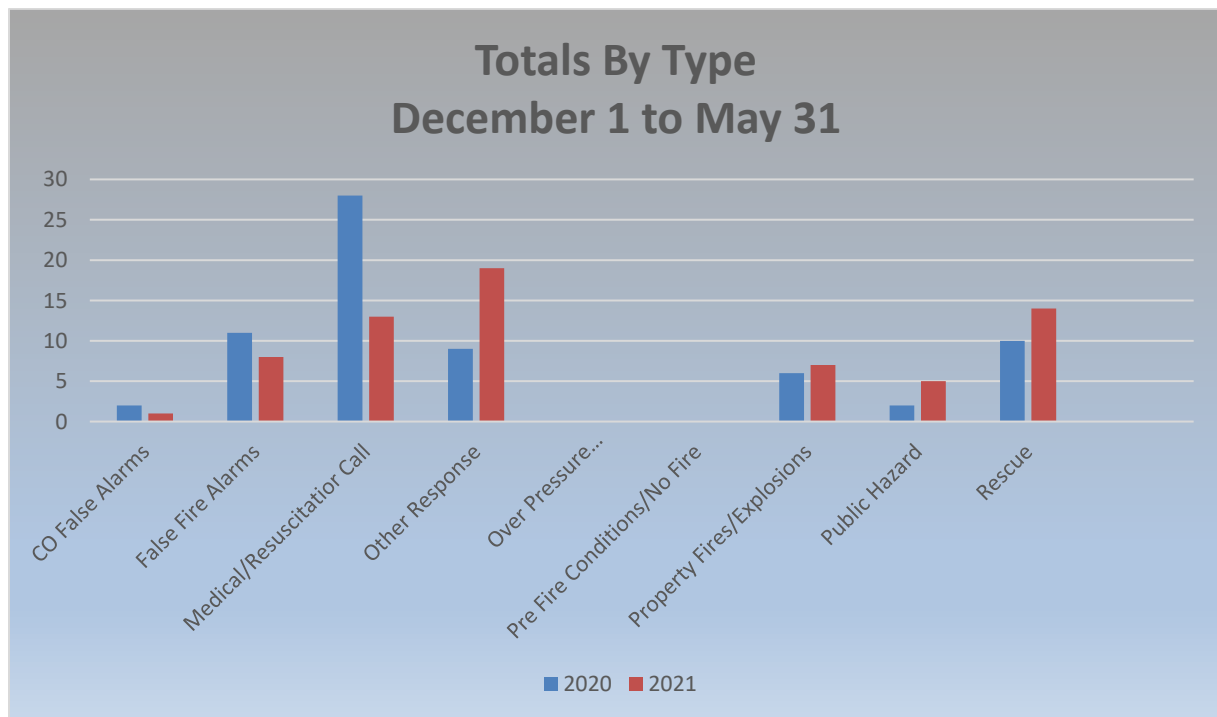
- May (2021): 61
- Year to Date (2021): 181



TOTAL FIRE CALLS FOR 2021 (December 1/20 to May 31/21)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/20 to May 31/21)



Emergency Management:

- Staff participated in **EMO's spring 2021 Bruce, St. Clair and Golden Horseshoe Sectors** virtual meeting on June 9th.
- No decision has yet been made by the Province regarding annual municipal compliance requirements. While they have indicated actual events such vaccine clinics would qualify as acceptable in place of tabletop exercises, they have yet to release firm guidelines for 2021.
- The **July issue of EMO's ONReady** newsletter has been released. The newsletter is attached to the end of the report as an FYI.
- Please see the following link for the latest updates regarding the Covid-19 vaccination plan for Ontario:

[COVID-19 vaccines for Ontario | COVID-19 \(coronavirus\) in Ontario](#)

- Please see the following link for the latest updates regarding the Covid-19 vaccination status for SouthWestern Public Health:
- [swpublichealth.ca/en/my-health/covid-19-vaccine.aspx](#)
- Staff continues to participate in teleconferences with updates from South-Western Public Health and updates from the Provincial COVID-19 Municipal & Ministries table.

Legislative Updates:

- Details for Step 2 in Reopening Ontario can be found here:
- [https://www.ontario.ca/page/reopening-ontario](#)
- Please see the following link for all legislative updates and provincial information regarding Covid-19:

[COVID-19 \(coronavirus\) in Ontario](#)

Attachment:

1. Appendix 'A' – EMO ONReady Newsletter (July 2021)

Recommendation:

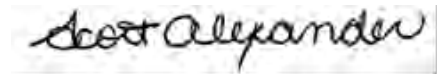
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

ONREADY



by Emergency Management Ontario
A Division of Ontario's Ministry of the Solicitor General
Connecting Ontario's Emergency Management Community

JULY 2021



Highlights

IMS 2.0 Update **2**

Emergency Response &
Responder Safety Consolidation
Project **3**

Fire Science Resource Centre
5

How York Region Prioritized
Business Functions During
COVID-19 **9**

Snapshots **11**

EMO Summer Student **13**

Important Dates

EPBC Conference	Oct. 27/28
Ontario DEMCON	Dec. 1/2
ICDEM 2022	June 15/16

Chief's Message

Welcome to another edition of ONReady. I am sure we are all pleased to see the continually improving trends in COVID-19 case counts, positivity rates, and vaccination distribution.

Some additional recent highlights from my perspective as Chief include:

- Appearing at the Standing Committee on Public Accounts related to the Office of Auditor General of Ontario's 2020 Special COVID-19 Report and the Chapter specific to EMO
- EMO's ongoing support of the government's COVID-19 response including VX efforts such as deploying staff to provincial hot-spot mobile VX clinics and supporting Operation Remote Immunity 2.0 which is led by Ornge and intended to vaccinate 12-17 year olds in 31 remote fly-in First Nation communities
- Supporting a number of concurrent, and ongoing, First Nation emergency response efforts due to increasing COVID-19 cases in their communities
- Participating in a couple of the sector meetings and having a productive introductory meeting with IAEM in addition to an earlier meeting I had with OAEM

I feel it is very important to end by acknowledging the very difficult last couple of months that I am sure weigh on us heavily. The one-year anniversary of the George Floyd killing in the US, the spike in reported violence against Asians, the discovery of Indigenous remains at unmarked burial sites near former residential schools in Kamloops, B.C. and Saskatchewan, and finally the murder of four family members of a Muslim family in London, ON, are heavy reminders of the pervasiveness of hate and intolerance in Canada and Ontario. Because, beyond our personal efforts as Canadians to combat hate and intolerance, we as EM professionals have an opportunity and responsibility to ensure we consider inclusion, anti-racism and accessibility lenses in how we plan and execute each of the Pillars of EM and when supporting all members of communities impacted by emergencies. Stay safe.

Teepu Khawja
Chief, Emergency Management

IN FOCUS

Updates from EMO

IMS 2.0 Update

By: Brandon Rad, EMO

Incident Management System (IMS)



Emergency Management Ontario (EMO) is pleased to announce the update to Ontario's Incident Management System (IMS) Guidance Version 2.0, available online in English and French on the EMO website.

Building on the standardized organizational structures, functions, processes and terminology of IMS 1.0, IMS 2.0 provides communities and organizations with an updated framework to coordinate a structured incident response or planned event and communicate and collaborate in an efficient and effective manner. The fundamentals of IMS remain the same and significant improvements have been made including:

- Making it simpler to understand and increasing its flexibility and interoperability
- More choices for Emergency Operations Centre (EOC) incident response structures by offering three EOC options
- Emphasis on the role of coordination
- Recognizing the importance of communication with the public by adding Public Information Management as an additional (6th) core function
- Additional and more specific guidance around the limited use of Unified Command and a checklist for its effective use
- A new section outlining response escalation guidelines to help determine the need for additional support and resources necessary to meet the escalation of incident response
- Incorporating the title of EOC director (as an alternate to EOC commander) for the coordination and command function within an EOC to maintain interoperability and alignment with common practices.



Overall, IMS 2.0 reflects international best practices and lessons learned by Ontario's emergency management community. The guidance document was developed in collaboration with more than 30 stakeholder organizations including ministries, municipalities, first responder organizations, nongovernmental organizations and others.

Following this update, work will begin in consultation with stakeholders to develop supporting tools and updates to IMS training courses. This work will be critical to further support incident response efforts in the future and to continuously improve the IMS program in Ontario.

If you have any questions about IMS 2.0, please direct them to Brandon Rad, EMO Program Development Officer, at Brandon.Rad@ontario.ca.

Emergency Preparedness Week 2021

By: Trevor Sinker, EMO



The SOLGEN Emergency Management Unit in EMO hosted a virtual learning event as part of Emergency Preparedness Week on May 6, 2021. Peter Kimbell, a Warning Preparedness Meteorologist with the Meteorological Service of Canada spoke about severe weather in the province. He covered several emergencies that have impacted the province in the last decade including the tornados in the Ottawa area in 2018, and the GTA ice storm in 2013. He also spoke about the role of the Meteorological Service of Canada and the evolving technology used to track severe weather. The session also featured an interactive emergency management trivia game

Take-aways for the participants included greater awareness about climate trends and how severe weather has impacted the province. They also gained an appreciation for the services that Environment and Climate Change Canada provides to Canadians to keep them informed about weather conditions.

Emergency Response and Responder Safety Consolidation Project

By: Lorraine Webb, EMO



NATIONAL FIRE PROTECTION ASSOCIATION
The leading information and knowledge resource on fire, electrical and related hazards

Background:

During the April 2019 meetings, the National Fire Protection Association (NFPA) Standards Council reviewed a consolidation plan for the Emergency Response & Responder Safety (ERRS) standards and voted to support it.

This plan will help NFPA better serve ERRS stakeholders and create better efficiencies for the Technical Committee members that volunteer to serve this audience. This consolidation effort pertains to all NFPA Standards that the ERRS team is responsible for, including various guides and best practices that will be combined, by topic, into consolidated standards over the next five years.



Overview:

The consolidation plan is being undertaken to improve the overall experience of the ERRS standards development process. This effort applies to 114 standards that cover everything from operational concerns; professional qualifications for responders, and the care, selection and maintenance of personal protective equipment. The transition began in January 2020 and will take place over the next five years.

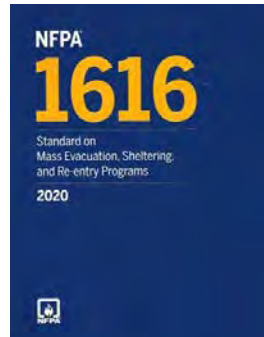
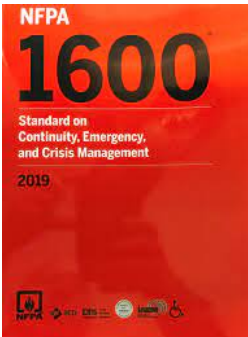
It is planned that by 2025, all the ERRS standards will be in their proper cycle and will reflect a well-rounded view of topics. This project will benefit anyone who uses NFPA ERRS standards, as well as the thousands of volunteers who work to develop these key documents.

Implications for the NFPA 1600 standard on Continuity, Emergency and Crisis Management?

As indicated above, individual ERRS standards will be moved into appropriate development cycles. The current standards will serve as different chapters within an “umbrella” standard.

The NFPA 1600 standard is being consolidated into NFPA 1660 to include:

- NFPA 1600: Standard on Continuity, Emergency and Crisis Management
- NFPA 1616: Standard on Mass Evacuation, Sheltering and Re-entry Programs
- NFPA 1620: Standard for Pre-Incident Planning



Members are working to consolidate these three standards into NFPA 1660. The NFPA understands and appreciates that change is not easy and have taken steps to minimize any potential concerns that may accompany these changes.

Stakeholders interested in learning more about the consolidation into NFPA 1660, or participating in the review process themselves, may visit nfpa.org/1660 and nfpa.org/ERRS. All inquiries may be sent to Barry Chase, Senior Fire Protection Engineer @ BChase@nfpa.org, and Ken Holland, Senior Specialist @ KHolland@nfpa.org.

Mental Health Week – Name It, Don’t Numb It

By: Sharon Bak, EMO

Each year, the first full week of May is Mental Health Week and is a time to reflect on the importance of our mental health and wellness. This year Mental Health Week was recognized from May 3 to 9, and the theme was “Get Real About How you Feel. Name it. Don’t Numb It.”



The EMO wellness swag bag (journal, water bottle, stress ball, bookmark).

Mental Health Week aims to shift societal misconceptions while promoting behaviours that support good mental health and create a culture of understanding and acceptance.

Over the past year, the pandemic has created unprecedented levels of stress and anxiety. As a show of support, during Mental Health Week, the EMO Mental Health Working Group provided all staff with a little something special to help them along the way.

Everyone received a “swag bag” which contained items that could be used to assist in wellness:

- A water bottle to hydrate
- A journal to record thoughts and feelings
- A stress ball to squeeze when things get tough
- A bookmark with info on boxed breathing as well as numbers to call for support
- A reusable bag to keep it green!

Many staff sent photos and expressed thanks to the working group members. EMO is thrilled that staff found the items helpful and hope they continue to contribute to overall wellness during these times.

COMMUNITY HUB

External News

Municipal Services Office Joint Training

By: Lisa Harvey, Ministry of Municipal Affairs and Housing



On Apr. 19, 2021, the EM 200 Basic Emergency Management course was offered to 15 Ministry of Municipal Affairs and Housing (MMAH) municipal advisors from five municipal services offices across Ontario.

The facilitation of this course was a joint effort between EMO and MMAH. The instructors were Simone Stawicki, EMO Field Officer; Roderick Peters MMAH Ministry Emergency Management Coordinator; and Lisa Harvey, MMAH Municipal Advisor.

The course was offered virtually by logistics coordinator Benoit Lafleche. Learners were engaged, using break out rooms, chat function, audio conferencing and screen sharing. Learners also interacted with a knowledge check at the end of each module and completed an exam and evaluation online using the same platform.

Learning about the key provisions of the *Emergency Management and Civil Protection Act*, the roles and responsibilities of various levels of government and other key organizations involved in emergency management will enhance MMAH – Municipal Services Offices’ ability to liaise and work in partnership with EMO and community emergency management coordinators in local municipal emergencies.

Fire Sciences Resource Centre

By: Ginette McCoy, OFMEM



An exterior shot of the Fire Services Resource Centre.

With the amalgamation of the Fire Sciences Library and Ontario Fire College Resource Centre, we have renamed this essential entity the Fire Sciences Resource Centre (FSRC).

Ensuring the valued collection has a continued presence and remains accessible is at the forefront of our work going forward.

Not only are we excited about the new name, but we have a new location. What was commonly known as the White Pines at the Midhurst Office of the Office of the Fire Marshal location will now

house the FSRC. With this new location comes new growth opportunities and modernized services to support our Office of the Fire Marshal and Emergency Management team and the broader stakeholder community.

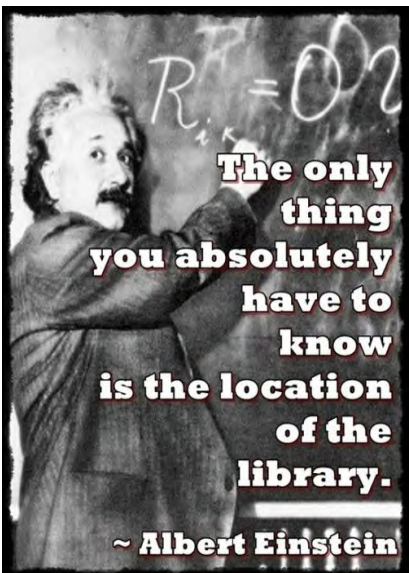
This new space has the potential for small group gatherings with network necessities including Wi-Fi, large screen display, projector, poly-con, hotel desk availability, small conference table, and a comfortable seating area to conduct your research.

The specialized areas of the collection include a variety of formats on fire engineering, fire investigations, firefighter training and education, public fire safety and prevention, hazardous materials, emergency management, and Ontario Legislative materials. Within this unique collection are decades of reports, literature, fire service journals, and citations on fire and emergency services going back to the early 1900s.

As the space evolves during the next couple of months, updates will be provided. Until the grand opening of the Fire Science Resource Centre, be assured that essential services are still ongoing.

Current Services:

- Reference and request services
- Research and data collection of relevant materials
- Clauses of standards and codes cited in the Ontario Fire Code and Ontario Building Code
- Support to fire departments in policy and procedure development
- Subscriptions to several journal journals and periodicals (soon to be digital)
- Student loan of materials and research support
- Academic support with assessing appropriate learning resources for course development, material acquisitions, and copyright initiatives
- Academic Standards & Education professional support with accessing and procuring up-to-date resources in training and development, and academic testing



What's New:

- Moved to 2284 Nursery Rd., Midhurst ON
- Centre Hours: TBD
- Librarian Hours: Monday – Friday; 8:30 a.m. – 4:30 p.m.
- Contact Information: Ginnette McCoy, Librarian
(705) 571-1560
Ginnette.McCoy@ontario.ca
- General Email: library.OFMEM@ontario.ca

What's Next?

In the next few months, the FSRC will be migrating into a new software platform called GeniePlus. This will allow the use and access to multiple forms of resources and specialized functions for viewing and acquiring information.

This new web-based platform of the collection will enable:

- Accessibility from any location
- The ability to place holds, preview materials, request materials, submit reference request forms.
- eBooks, digital periodicals, webinars, podcasts, and audiobooks will be integrated whenever possible to allow for diverse and accessible learning needs.

- Digitizing of the collection will be at the forefront of the modernization of the resource centre. This will enable a more efficient means for accessing resources for users, as well as ensuring resources are current, maintained and historically protected.
- Archives will be copied and digitized where permissions allow, without harming the original and within copyright.
- Frequently requested research topics surrounding fire, fire services, EMS and emergency management topics will be available on the new web-based platform for easier and efficient searching.
- Formidable partnerships with libraries alike to share and build on resources.
- FSRC monthly email updates of newly acquired materials, periodical links, and topics of interest for specific departments and relevant tips for researching.
- Ontario Fire College quarterly newsletter will include academic updates, assistant deputy fire marshal's post, introduction to new materials, student experiences and more!

Exercise Blue Light

By: Andre Beauregard, City of London



On June 17th, the City of London and Labatt Brewery conducted an emergency exercise based on an anhydrous ammonia leak scenario that involved three different sites: The Labatt Facility (primary response with the City of London Fire Department Hazmat and the Labatt Hazmat Teams), Carfrae Park (Paramedic response with London Police Auxiliary Officers playing members of the public impacted by the ammonia leak), and Harris Park (the Incident Command Post).

Representatives from fire, police, paramedics and Labatt worked out of the Incident Command Post. The Salvation Army Canteen vehicles supported the Labatt site and the Incident Command Post. The London Fire Department and the Labatt Hazmat Teams worked side by side to determine the location of the ammonia leak. The London Fire Department also completed a search and rescue and decontamination of an employee (dummy) inside the Labatt brewery.

As part of the exercise, Labatt Brewery tested their emergency notification siren. The fluctuated emergency tone lasted for approximately three minutes and was heard within a two kilometer radius of the brewery. Residents and businesses within the two kilometer radius were advised ahead of the testing of the emergency notification siren.

A virtual Emergency Operations Centre policy group (MECG) was activated to support the exercise and ensure essential services were maintained in the rest of the community not impacted by the mock emergency. The policy group was supported by the Operations Section working in the Emergency Operations Centre (EOC).

Key exercise objectives included:

- Working in collaboration with and ensuring interoperability between first response agencies, City of London staff and community partners
- Testing of the emergency notification siren
- Testing the response of first response agencies to a hazardous material incident
- Coordination between the site (e.g., Incident Command Post) and the EOC
- Policy Group discussion and determination of maintenance of essential services

The mock exercise proved to be a valuable experience for everyone involved.

FEATURE ARTICLE

Major News Events

How York Region Prioritized Business Functions During COVID-19

By: Tammy Popper, York Region



During these changing and unprecedented times, The Regional Municipality of York continues to take decisive and meaningful action to protect residents, businesses and staff from COVID-19.

Many employees across the organization have been redeployed — to best support York Region in its continued response to the ever-changing demands created by the COVID-19 global pandemic.

Redeployment occurs when there is a need for additional employee support in an area of the organization requiring help to address an urgent situation (i.e., pandemic response or continuing to provide York Region's residents and businesses with the essential services and supports).

York Region needed to quickly identify less time-sensitive business functions that could be reduced or ceased to allow for the redeployment of staff to support the Public Health COVID-19 response. The Region's Emergency Management team worked with the Data Analytics and Visualization Services branch to develop the Business Continuity Planning – Function Status Tracker using PowerBI software. The Tracker provides situational awareness regarding the status of York Region's business functions and services. It is used by the Senior Management Team, Regional Emergency Control Group and departmental Business Continuity Planning leads to inform decision making.

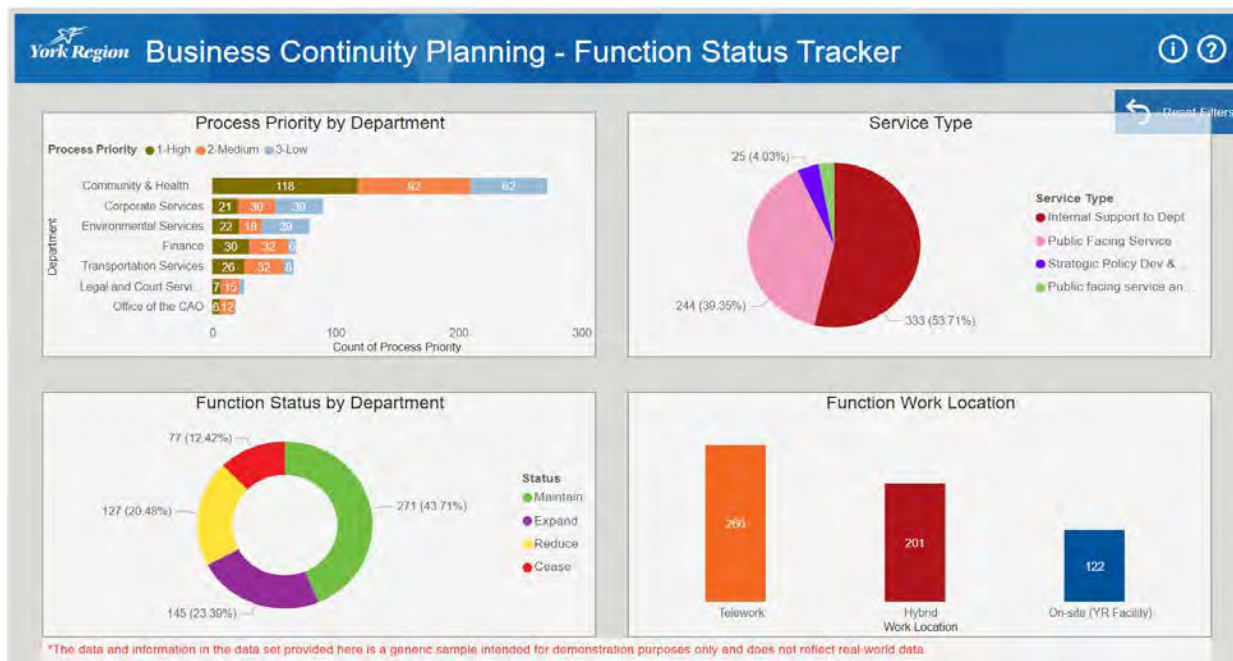


Figure 1: The data provided is a sample intended for demonstration purposes and does not reflect real-world data.

The tracker draws from data already contained in the departmental business impact analyses and, on a monthly basis, adds new information on the status of operations. the tool demonstrates priority classification of business functions and shows whether functions are being maintained, reduced, ceased, or in some cases expanded to support the COVID-19 response. Working locations of staff (working from home, in an office, or a hybrid of both) are also shown in this tool. Over time, the tool will enable a historical view of when departmental business functions resume to business as usual.

For more information on York Region's Business Continuity Program, please contact Morris Faccin, Manager, Emergency Management, at Morris.Faccin@york.ca

SNAPSHOTS

Life as Emergency Managers & Emergency Responders



Scugog Fire and Durham Regional Police Service (DRPS) conduct training on Lake Scugog.



DRPS Tactical Support Unit on scene in Oshawa.



Oshawa Fire help Ornge after a multi-vehicle collision.



DRPS Tactical Support Unit and K9 Unit search for a suspect.



A firefighter suffering from heat exhaustion is checked out by EMS.

STAFF PROFILES

New EMO Staff Members

Sarah Goertz

On Mar. 29, Sarah joined EMO's Public Education Unit as a program specialist. Sarah joined EMO as a training development officer in June 2020. She studied biology at the University of Toronto and her background is in online adult learning, stakeholder management, social media campaign management and designing education products.

Mahdi Mahira

On May 3, Mahdi joined the Data, Applications and Technical Support unit that supports EMO as an IT systems assistant summer student. Mahdi is currently pursuing a Bachelor of Computer Science degree at Ryerson University. She has experience in web application development, database management and business analytics and has completed an internship with the Canada Revenue Agency.

Eric Thibaudeau

On May 21, Eric joined EMO's Field and Advisory Unit as a field officer for the Killarney Sector. Eric worked at the Ministry of Municipal Affairs and Housing as municipal advisor, and was involved in the Municipal Disaster Recovery Assistance Program and the Disaster Recovery Assistance for Ontarians Program. Eric also helped conduct many provincial disaster assessments. He has a graduate certificate in emergency management from Algonquin College.

Inna Kisliakova

On May 31, Inna joined EMO's Field and Advisory Unit as a field officer for the Bruce Sector on a temporary basis. Inna worked for EMO as a duty officer and holds a master's degree in mechanical engineering and a bachelor's degree in emergency management. While at EMO she has been active in preparing the nuclear portfolio for operations and assisting in the implementation of DLAN software.

EMO SUMMER STUDENT

Training Tomorrow's Ontario Public Service

Siobhan Pickering



On Apr. 26, Siobhan joined EMO's Ministry and First Nations Unit as an emergency management program assistant summer student. Siobhan has a master's degree in science in crisis and disaster management from the University of Portsmouth and a bachelor's degree in environmental studies from the University of Waterloo. She is currently enrolled at Centennial College in a post graduate diploma course for project management. Siobhan has worked as a disaster management intern in Jamaica, a communication and documentation officer in Nepal and a water search and rescue volunteer in the United Kingdom.

JOIN THE COMMUNITY

- To join our distribution list, send an email to AskOFMEM@ontario.ca

ARTICLE SUBMISSION GUIDELINES

Articles topics of interest to emergency management professionals are welcome. Articles should be 500 – 1,500 words in length. Articles should be sent as Microsoft Word documents, or in the body of an email (no pdf submissions). Photos are encouraged. Photos must be sent in jpg or png format. You must indicate you have authority/approval to use the image(s). Please provide a caption for photos (including persons names, company names, description, etc.). Send files to ONReady Editor, Melissa Turner: melissa.turner@ontario.ca. The editor has discretion to edit articles, but any substantive changes will be sent to the author for review before publication.

2021 PUBLICATION CALENDAR

Schedule: March ☒
June ☒
October ☐

Next Issue: October 2021

Deadlines: The deadline is the 1st of the month of publication.
(e.g., the deadline for the October issue is Oct. 1)

ABOUT US

The ONReady newsletter was created in December 2016 and is intended to update subscribers on government actions affecting emergency management and industry news, and as a way to share ideas and program information. More than 1,400 people, representing all levels of government, ministries, non-government organizations, private sector, non-profit and volunteer organizations in Ontario and Canada, currently subscribe to ONReady.



STAFF REPORT

#6.i

Report #BCO2021-06

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – July 2021 Council Report

Date: June 30, 2021

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for May 2021

OCCURRENCE TYPE	NUMBER OF NEW OCCURRENCES (Commenced this Month)		NUMBER OF ON-GOING OCCURRENCES (Commenced prior to this Month)	YEAR TO DATE OCCURRENCES	
	Open	Closed		Open	Closed
Property Standards	4	4	4	4	5
Clean Yard					
Animal Control	1	1			1
Parking	1			1	1
Noise	1			1	
Zoning					1
Illegal Dumping					
Inquiry	2	2			17
Canine					5
Other (Pool)	1	1			2
TOTAL	10	8	4	6	32


Attachments:

- None

Recommendation:

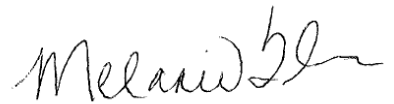
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared
and submitted by:



Melanie Shiell
By-law Compliance Officer

Department Approval:



Will Jaques
Corporate Services Manager/Clerk

STAFF REPORT

Report #CSM2021-12

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – July 2021 Council Report

Date: June 30, 2021

Departmental Highlights:Legislative Updates:

- There are various COVID-19 information sources. Solely from a municipal (and not a public health or other government related) perspective, the following websites contain additional valuable information for **Ontario's** municipalities:
 - Association of Municipalities of Ontario (AMO):
 - <http://www.amo.on.ca/AMO-Content/Health/COVID19Resources>
 - Association of Municipal Managers, Clerks & Treasurers (AMCTO)
 - <https://www.amcto.com/COVID-19-Resources>

Status of Land Use Planning Matters:

Applicant	Location	Application Type	Nature of Application	Status of Applications
Feairs	595714 Hwy. #59	OPA	OPA required in order for consideration of proposed severance application.	County Council approved. LPAT appeal submitted by the Province.

Applicant	Location	Application Type	Nature of Application	Status of Applications
McIntyre	655723 15 th Line	Severance ZBA	Severance of an existing parcel of land, as well as associated ZBA.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Hilderley's Garage Ltd.	Queen St. (Between Main St. and Balsam St.), Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Stiek Farms Inc./ Rotteveel	496198 10 th Line	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
2796427 Ontario Ltd.	162 Blandford St., Innerkip	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning, to construct a 5-unit Townhouse.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Veranda Property Investments Inc.	91-95 Blandford St Innerkip	MVA	Relief from Total Lot Depth, as well as number of proposed parking spaces.	Application deferred.
Zilke Farms Inc.	515462 11 th Line	Severance	Severance of an existing parcel of land.	Application received.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Musselman	Con. 16, Part Lot 30	ZBA	Rezoning to allow development on undersize ag. parcel, on a lot that does not have road frontage.	Application deferred.
Gateman Homes Inc.	Lot 16, 41M-363 (left & right side of semi-detached)	MVA	Relief for garage width of house, and driveway width of front yard.	Process complete.
Majestic Homes Ltd.	44 Main St. Innerkip	ZBA	Amendment to allow for 55% garage width (vs. current permitted width of 50%).	Application received.
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Application received.
1474526 Ontario Ltd.	715943 18 th Line	Severance	Severance of an existing parcel of land.	Application received.
Howe Farms (Ont.) Inc.	636447 14 th Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Application received.
Canada Farm Distributors Ltd.	165 Hope Street W.	Severance	Severance of an existing parcel of land.	Application received.

Applicant	Location	Application Type	Nature of Application	Status of Applications
McClay	29 Main St., Innerkip	MVA	Relief to permit an accessory structure (in-ground pool) in the exterior side yard.	Application received.

Attachments:

- None.

Recommendation:

1. None. For Council Information.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

STAFF REPORT

Report #CAO2021-10

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Treasury – July 2021 Council Report

Date: June 30, 2021

Finance Departmental Highlights:

- The 2020 year-end Financial Audit is being presented to Council July 7th by our auditor Christene Scrimgeour. The 2020 final audited operating surplus was \$625,815 and is recommended to be contributed to the Rate Stabilization Reserve which will bring the total balance in that reserve to \$4,287,594.82 prior to the completion and funding of the new Admin building.
- Staff are pleased to report that the Township has been awarded \$112,500 of Municipal Modernization Funding from Intake 2 of the program. Deputy Treasurer Stephanie Mitchell did an excellent submission report indicating the projected savings from the new software systems that we are implementing this year, including iCity for finance and building, ActiveNet for recreation and Laserfiche for corporate records management as well as our new website. The proposal evaluation team looked favourably upon the application and awarded us the full 75% of the project costs. The award letter is attached for Council's information as Appendix 'A'.
- Our office will be fully re-opened, and all staff are able to return to their normal work arrangements beginning Monday, July 5th at 8:30 a.m. Staff will be holding a full staff meeting at the Hickson Pavilion at noon that day to bring the team back together again and discuss any and all issues that have been unaddressed due to the lack of in-person connectivity as part of the pandemic.
- Software implementations by module and by program have continued throughout the month of June, with all implementations to be completed by the end of August 2021. Staff are also pleased to add the Building Department to our iCity implementation. They will be launching that module on October 1st.

- The ‘Go-live’ date for the new website is set for Monday, July 12th. Staff spent two full days on training for content management in the last week of June.

Parks and Recreation Master Plan:

- Onsite facility tours for the Parks and Recreation have been completed and the consultant, Stantec, has prepared a draft inventory compilation for staff’s review and comment.
- The public consultation site has been set up in a test environment for staff’s consideration. The intent would be for the site to be a “link-off” from the Township website.
- The draft listing of “tiered” consultation groups has been provided to staff. Stantec is now working on the methods of communication and interaction feasible under the newly implement re-opening plan.
- Details on the project were posted to Township’s website on Tuesday, June 22nd and attached here for Council’s information in Appendix ‘B’.
- In conjunction with these general notes, staff also want to advise that the Innerkip Community Centre Hall Manager, Barb Kelso, has retired from the Township’s contractual employment as of July 1st. We wish Barb the best in her retirement.
- In addition, Tavistock Spray Pad Fundraising Committee Chair, Danny Roth has stepped away from the project due to the recent announcement that the Township of Wellesley will be building a new recreational facility. Danny expresses his hope that Council will continue on with the project in his absence.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock
SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS
2021 Approved Operating and Capital Budgets Monitoring

as at 2021-06-30 49.59%
 2021-07-02

Net Budgets by Department	2020 Approved Budget	2020 Unaudited Actuals	2021 Approved Budget	2020 Actuals to Date	% of Actuals / Budget
Building, Locates and Drainage	134,199	67,800	59,090	62,912	106.47% <i>drawdown from Building Reserve is a year end entry</i>
Corporate Services	2,229,570	2,305,282	2,370,225	1,104,999	46.62% <i>includes capital spending on 89 Loveys remediation</i>
Fire and Protective Services	1,266,192	973,918	1,225,771	138,619	11.31% <i>Firefighter payroll not recorded until December annually</i>
General Government	(1,159,919)	(1,115,120)	(1,203,437)	(647,444)	53.80% <i>includes supplementals and tax write offs to date</i>
Parks and Recreation	493,990	402,923	489,752	133,774	27.31% <i>limited recreational activities due to COVID shutdown</i>
Public Works	3,186,663	2,890,077	3,429,961	1,029,077	30.00% <i>lighter than anticipated winter control activities for 2021</i>
Un-Supported Budget Summary	6,150,695	5,524,880	6,371,362	1,821,937	28.60%
		625,815			

Attachments:

1. **Appendix 'A'** – Municipal Modernization Program – Intake 2
2. **Appendix 'B'** – Parks and Recreation Master Plan – Township website

Recommendation:

1. None. For Council Information Only.

Respectfully submitted by:



Karen DePrest
 Chief Administrative Officer/Treasurer

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-3044

June 30, 2021

Your Worship
Mayor Donald McKay
Township of East Zorra-Tavistock

Dear Mayor McKay,

Thank you for your application to the second intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the implementation stream, I am pleased to inform you that the Ford government will provide funding of up to \$112,500 towards:

- Township of East Zorra-Tavistock Software and Technology Modernization

The provincial funding is for up to 75% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by September 30, 2022.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects selected for funding under the second intake of the Municipal Modernization Program will further support municipalities' efforts to implement efficiencies, with a focus on digital modernization, service integration, streamlining development approvals and alternative service delivery.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister

- c. Karen DePrest, CAO/Treasurer, Township of East Zorra-Tavistock
- Stephanie Mitchell, Deputy Treasurer, Township of East Zorra-Tavistock
- Ernie Hardeman, MPP, Oxford

search

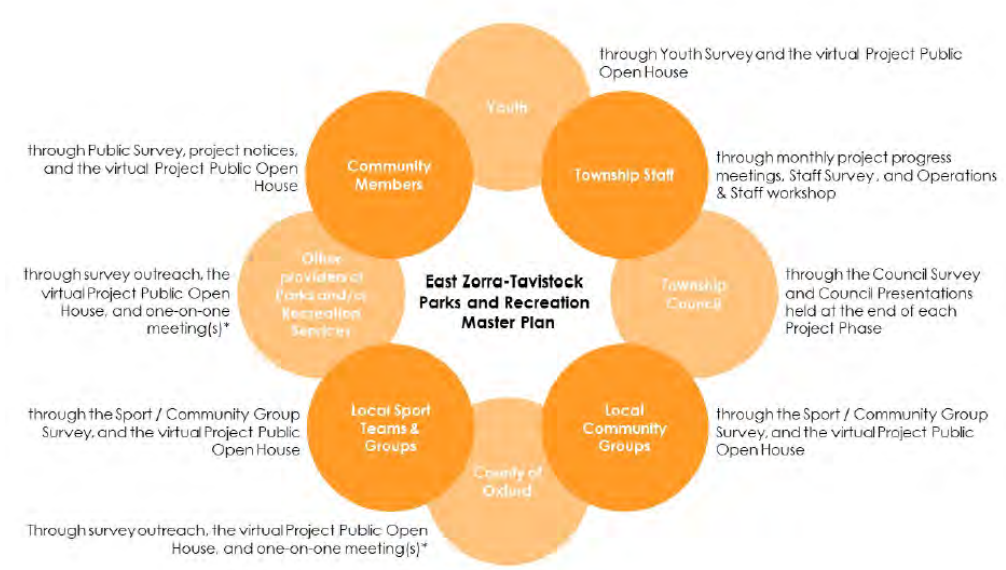
Q

View Details

[Home](#) | [Newsroom](#) | [View Details](#)

Parks and Recreation Master Plan

Posted in the [Announcements](#) page 9 days ago on Tuesday, June 22, 2021.



Did you know?

The Township is currently undergoing a Parks and Recreation Master Plan. Our consultant is currently in stage one of the project collecting background information and research.

As they move through each phase of stage one, they are getting closer to being ready to hear from you! This graphic illustrates how various stakeholders are expected to be engaged during the project.

Keep your eye out on our webpage and social media for the official kick off and more updates on how you can get involved and participate.

We'll be sure to continue to share updates and link to surveys and virtual public open houses.

[Click here to return to the previous page.](#)

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW #2021-29**

A By-law to amend Zoning By-Law Number 2003-18, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of East Zorra-Tavistock deems it advisable to amend By-Law Number 2003-18 as amended.

THEREFORE, the Municipal Council of the Corporation of the Township of East Zorra-Tavistock, enacts as follows:

1. That Schedule "A" to By-Law Number 2003-18, as amended, is hereby amended by changing to 'RR-22' the zone symbol of the lands so designated 'RR-22' on Schedule "A" attached hereto.
2. That Section 9.5 to By-Law Number 2003-18, as amended, is hereby further amended by adding the following subsection at the end thereof:

9.5.22 LOCATION: PART LOT 12, CONCESSION 14 (EAST ZORRA), RR-22 (KEY MAP 37)

- 9.5.22.1 Notwithstanding any provision of this Zoning By-Law to the contrary, no person shall within any RR-22 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

All uses permitted in Section 9.1 of this Zoning By-law

- 9.5.22.2 Notwithstanding any provision of this Zoning By-law to the contrary, no person shall within any RR-22 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except in accordance with the following provisions:

- 9.5.22.2.1 LOT FRONTAGE

Minimum

24 m (78.7 ft)

9.5.22.3 That all the provisions of the RR Zone in Section 9.2 to this Zoning By-law, as amended, shall apply, and further that all the other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.

3. This By-law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 7th day of July, 2021.

READ a third time and finally passed this 7th day of July, 2021.

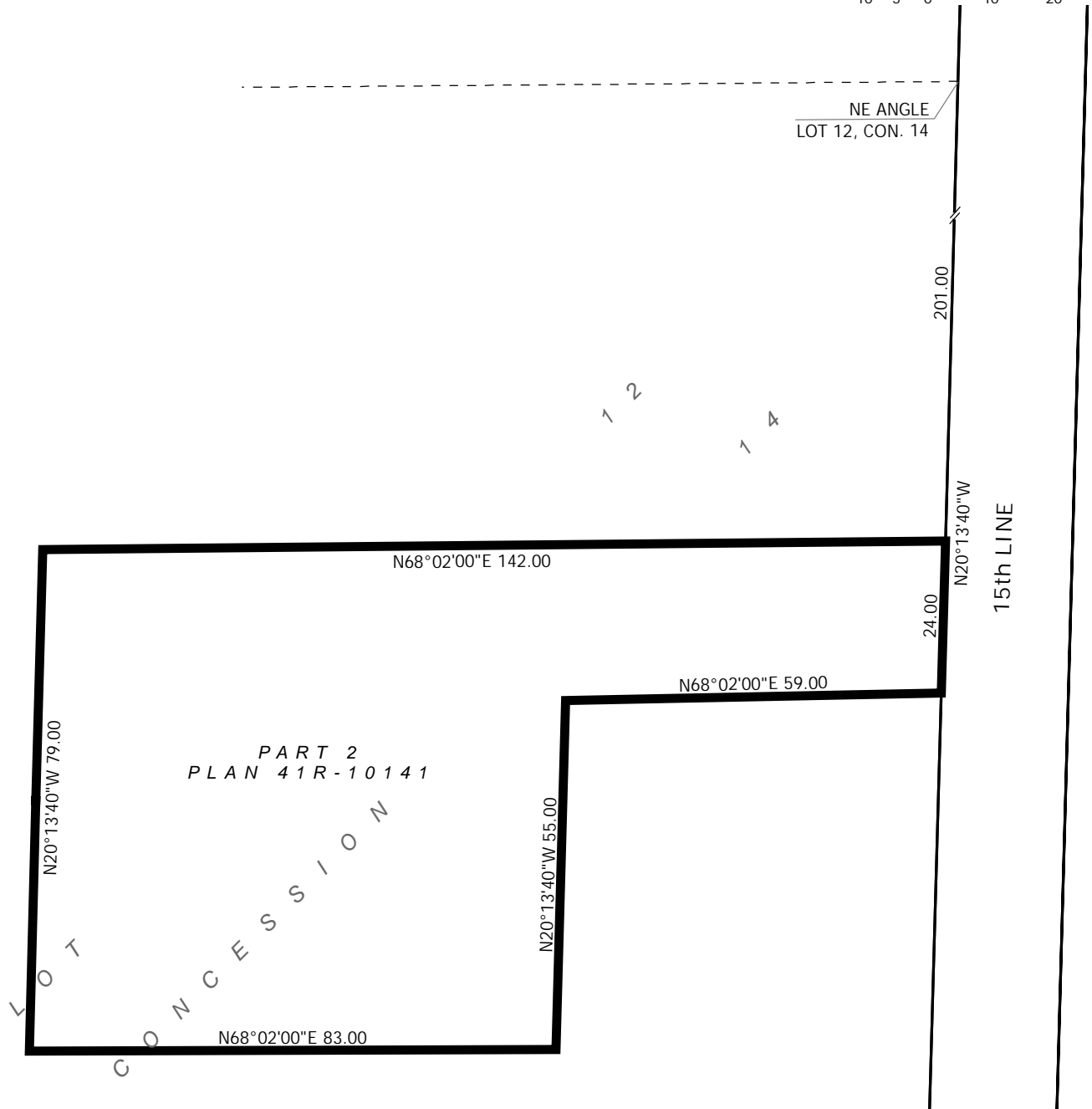
Don McKay - Mayor

Will Jaques - Clerk

SCHEDULE "A"

TO BY-LAW No. 2021-29

PT LOT 12, CONCESSION 14 (EAST ZORRA)
PART 2, REFERENCE PLAN 41R-10141
TOWNSHIP OF EAST ZORRA-TAVISTOCK



AREA OF ZONE CHANGE TO RR-22

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services
Information Services ©2021

THIS IS SCHEDULE "A"

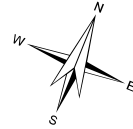
TO BY-LAW No. 2021-29, PASSED

THE 7 DAY OF July, 2021

MAYOR

CLERK/ADMINISTRATOR

KEY MAP



 LANDS TO WHICH BYLAW #2021-29 APPLIES

ZN 2-20-05

TOWNSHIP OF EAST ZORRA-TAVISTOCK

BY-LAW #2021-29

EXPLANATORY NOTE

The purpose of By-law #2021-29 is to rezone the lot to be retained from Consent Application B20-50-2 from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-22)' to recognize the new use of the subject lands as non-farm rural residential that will result from the proposed farm consolidation. The said rezoning will also permit a reduced lot frontage of 24 m (78.7 ft).

The subject lands are described as Part Lot 12, Concession 14 (East Zorra), in the Township of East Zorra-Tavistock. The lands are located on the west side of 15th Line, between Braemar Sideroad and Oxford Road 33, and are municipally known as 655723 15th Line.

The Township of East Zorra-Tavistock, after conducting the public hearing necessary to consider the application, adopted the amending By-law #2021-29. The public hearing was held on December 16, 2020. No comments of concern were received from the public.

Mr. Will Jaques
Corporate Services Manager/Clerk
Township of East Zorra-Tavistock
90 Loveys Street
Hickson, Ontario
NOJ 1L0

Telephone: 519 462-2697

File: ZN 2-20-05 (David & Patricia McIntyre)
Report No: 2020-331

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2021 - 30**

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

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

All actions and proceedings of the Council taken at its meeting held on the 7th day of July, 2021 except those taken by By-law and those required by law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out herein provided, however, that any member of this Council who has dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect of this By-law as it applies to such action or proceeding.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7th DAY OF JULY, 2021.

seal

Don McKay, Mayor

Will Jaques, Clerk