

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

AGENDA

**for the Meeting to be held on Wednesday October 6, 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 September 1, 2021 Council Meeting Minutes
 - b) Oxford County – COVID-19 Workplace Vaccination Policy Resolution
 - c) UTRCA – September 2021 FYI
5. Delegations & Appointments:
 - a) 9:15 a.m. – ZBA Application ZN2-21-11 (Stiek Farms Inc. & Rotteveel)
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) September 15, 2021 PSB Minutes
 - e) Drainage Act Petition – Tavistock Drain 1985
 - f) Staff Report - #CBO2021 – 10 re: Building, Development & Drainage Reporting
 - g) Staff Report - #PW2021 – 11 re: Public Works Reporting
 - h) Staff Report - #FC2021 – 09 re: Fire Department Reporting
 - i) Staff Report - #BCO2021 – 09 re: By-law Compliance Reporting
 - j) Staff Report - #CSM2021 – 15 re: Corporate Services Reporting
 - k) Staff Report - #CAO2021 – 12 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2021-34 – Authorize Internet/Telephone Voting Methods
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) September 1, 2021 Closed to the Public Session Minutes (s. 239 (2) (b))
 - b) Human Resources Matters (s. 239 (2) (b))
 - c) CAO Performance Review (s. 239 (2) (b))
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 9:00 a.m. on Wednesday September 1, 2021.

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

Members Absent: Deputy Mayor Don EDMISTON.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot, CBO John Scherer, Fire Chief Scott Alexander, Deputy CBO/ Drainage Superintendent Connor Occleston and Human Resources/ Safety Coordinator Jennifer Albrecht.

Mayor MCKAY welcomed everyone to the meeting.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Margaret LUPTON
Resolved that Council approve the agenda for the September 1, 2021 meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm
Minutes -
Council

2. Moved by: Scott RUDY
Seconded by: Phil SCHAEFER
Resolved that Council confirm the Minutes of the August 4, 2021 Council Meeting, as printed and circulated.

CARRIED.

Staff Report
#BIDS2021 –
01 re:
Tavistock
Drain 1985
(Petition &
Appointment)

Deputy CBO/ Drainage Superintendent Connor Occleston presented his report to Council regarding the petition received for relocation and improvements to the Tavistock 1985 Drain.

3. Moved by: Scott RUDY

Seconded by: Matthew GILLESPIE

Resolved that Council accept the petition received under Section 4 of the Drainage Act from Canada Farm Distributors Limited for improvements and relocation of the Tavistock Drain 1985;

And that Council instruct the Clerk to notify the Upper Thames River Conservation Authority of the **Township's intention to appoint an engineer under** Section 4 of the Drainage Act to prepare a survey plan and report on the improvement and relocation of Tavistock Drain 1985;

And further that Council appoint K. Smart & Associates Limited as the engineer to prepare a report under Section 4 of the Drainage Act for improvements and relocation of the Tavistock Drain 1985.

CARRIED.

Correspondence & Reports – No Resolutions:

- ROEDC – June/July 2021 Activity Report
- Oxford County – Report CP2021-234 (CAA Regulations)
- UTRCA – August 2021 FYI
- Staff Report - #CBO2021 – 09 re: Building, Development & Drainage Reporting
- Staff Report - #PW2021 – 10 re: Public Works Reporting
- Staff Report - #FC2021 – 08 re: Fire Department Reporting
- Staff Report - #BCO2021 – 08 re: By-law Compliance Reporting
- Staff Report - #CSM2021 – 14 re: Corporate Services Reporting
- Staff Report - #CAO2021 – 11 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

ROEDC –
June/July 2021
Activity Report

Council reviewed the Rural Oxford Economic Development Corporation June/July 2021 Activity Report.

Oxford County-
Report CP2021-
234 (CAA
Regulations)

Council reviewed the report from Oxford County regarding the proposed Regulations under the Conservation Authorities Act.

UTRCA – August
2021 FYI

Council reviewed the August 2021 FYI from the UTRCA.

Public Hearing -
Minor Variance
Application
A-4-2021
(Hunt Homes
Inc.)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-4-2021 (HUNT HOMES
INC.), DESCRIBED AS LOT 17, PLAN 41M-313
(EAST ZORRA), TOWNSHIP OF EAST ZORRA-
TAVISTOCK.

At 9:15 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-4-2021 for Hunt Homes Inc. Planner Dustin Robson presented Planning Report #CP2021-268.

Members of the Committee asked questions of the Planner, Staff and the applicants. The applicant was present and spoke favourably of the application. The Committee reviewed and considered the comments made in making its decision regarding this application.

4. Moved by: Scott RUDY
Seconded by: Matthew GILLESPIE
Resolved that Council, constituted as the Committee of Adjustment, approve Application A-4-2021, submitted by Hunt Homes, for lands described as Lot 17, Plan 41M-313, in the Township of East Zorra-Tavistock, as it relates to:

1. Relief from Section 13.2, Table 13.2 – R2 Zone Provisions to reduce the minimum lot depth from 30 m (98.4 ft) to 28.8 m (94.5 ft), to facilitate the construction of a single detached dwelling.

Subject to the following condition:

- a. The requested relief shall only apply to permit the construction of a single detached dwelling on those lands identified as Lot 17, Plan 41M-313.

As the variances requested are deemed to be:

- I. minor variances from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- II. desirable for the appropriate development or use of the land, building or structure;
- III. in-keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18; and,
- IV. in-keeping with the general intent and purpose of the Official Plan of the County of Oxford.

CARRIED.

Oxford County-
Report
PW2021-29
(Road
Rationalization)

Council reviewed the report from the County of Oxford regarding road rationalization. In addition, Staff were directed to correspond with the County of Oxford regarding the commencement of maintenance.

5. Moved by: Jeremy SMITH
Seconded by: Phil SCHAEFER
Resolved that subject to a by-law being brought forward for consideration at the September 15, 2021 meeting, Council agrees in principle to the following road transfers:

- Transfer of Maplewood Sideroad (Oxford Road 59 to Oxford Road 5) from the Township of East Zorra-Tavistock to the County of Oxford;
- Transfer of 16th Line (Oxford Road 4 to Oxford Road 8) from the Township of East Zorra-Tavistock to the County of Oxford;
- Accept Oxford Road 2 Access Road by the Township of East Zorra-Tavistock from the County of Oxford.

CARRIED.

Oxford County -
Consent
Application
B21-33-2
(Howe Farms
(Ont.) Inc.)

6. Moved by: Scott RUDY
Seconded by: Jeremy SMITH
Resolved that Council voice no objection to consent application B21-33-2 (Howe Farms (Ont.) Inc.)

CARRIED.

Oxford County -
Consent
Application
B21-37-38-2
(Brenneman/
Donron Farms
Ltd.)

7. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council voice no objection to consent application B21-37-38-2 (Brenneman/ Donron Farms Ltd.)

CARRIED.

Staff Report
#CBO2021 – 10
re: Building,
Development &
Drainage
Reporting

CBO John Scherer reviewed the Monthly Building, Development & Drainage Report with Council.

Staff Report
#PW2021 – 10
re: Public Works
Reporting

Public Works Manager Tom Lightfoot reviewed the Monthly Public Works Report with Council.

Staff Report
#FC2021 – 08
re: Fire
Department
Reporting

Fire Chief Scott Alexander reviewed the Monthly Fire Department Report with Council.

Staff Report
#BCO2021 – 08
re: By-law
Compliance
Reporting

Council reviewed the Monthly By-law Compliance Report from By-law Compliance Officer Melanie Shiell.

Staff Report
#CSM2021 – 14
re: Corporate
Services
Reporting

Clerk Will Jaques reviewed the Monthly Corporate Services Report with Council.

Staff Report
#CAO2021 – 11
re: CAO-
Treasury
Reporting

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

Adjourn to
Closed to the
Public Session

8. Moved by: Phil SCHAEFER
Seconded by: Matthew GILLESPIE
Resolved that Council does now adjourn to a Closed to the Public Session, at 10:28 a.m., to consider the following matters:

- August 4, 2021 Closed to the Public Session Minutes (s. 239 (2) (c))
- Human Resources Matters (s. 239 (2) (b))

CARRIED.

Rise from
Closed to the
Public Session

9. Moved by: Scott RUDY
Seconded by: Phil SCHAEFER
Resolved that Council does now rise from its Closed to the Public Session at 10:58 a.m.

CARRIED.

Confirming
By-law

10. Moved by: Matthew GILLESPIE
Seconded by: Scott RUDY
Resolved that By-law #2021-33 being a by-law to confirm the proceedings of Council held Wednesday September 1, 2021 be read a first, second and third time this 1st day of September, 2021;

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

CARRIED.

Adjourn

11. Moved by: Margaret LUPTON
Seconded by: Jeremy SMITH
Resolved that Council does now adjourn at 10:59 a.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor

Municipal Council of the County of Oxford
Council Meeting - Oxford County

Date: Wednesday, September 8, 2021

Moved By: Marcus Ryan

Seconded By: Don McKay

Whereas the health and safety of our employees and the residents directly served by Oxford County is paramount; and

Whereas as an employer we have a legal obligation to provide every reasonable precaution to protect the health and safety of our employees; and

Whereas Public Health direction is that the best way to prevent COVID-19 infections, hospitalizations and deaths in Canada is to increase population immunity through vaccination; and

Whereas the prevalence of new variants has increased transmissibility and disease severity significantly more than previous COVID-19 virus strains; and

Whereas the Province of Ontario has already directed that certain high-risk settings implement COVID-19 vaccination policies.

Therefore be it resolved that staff is directed to implement a COVID-19 Workplace Vaccination Policy that requires:

- All active County staff, contractors, volunteers and members of County Council to provide proof of vaccination status against COVID-19; OR
- As an alternative to vaccination in the short term, complete mandatory education and undertake regular antigen testing providing proof of a negative result prior to attending any Oxford County work location; AND
- Notwithstanding the above, that all County staff, contractors, essential caregivers, volunteers and visitors to the Woodingford Lodge Long-Term Care facilities must be fully vaccinated as of October 15, 2021; AND
- Makes COVID-19 vaccination a condition of employment for all new employees.

All in a manner that complies with applicable privacy and human rights legislation;

And that staff are directed to report back to County Council regarding vaccination data;

And that this resolution be sent to all area municipalities and each are encouraged to adopt a similar policy given frequent staff interaction amongst the County and area municipalities.

Motion Carried *Chloe Senior*

UPPER THAMES RIVER
CONSERVATION AUTHORITY

fyi

September 2021



Dog-day Cicada

www.thamesriver.on.ca

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Tree Power Comes to Perth South

London Hydro, Festival Hydro (Stratford), and now Perth South have all adopted the Tree Power program! The Tree Power concept was initiated in 2011 by Bill Kunz, an employee of London Hydro. The goal was to encourage homeowners to plant shade trees to reduce energy consumption and fight climate change. Today, this goal is more important than ever.

On Tuesday, September 14, the [Perth South Tree Power website](http://www.thamesriver.on.ca) opened for ordering.

Residents of Perth South are going online to order one of five native hardwood tree species: American sycamore, basswood, red maple, swamp white oak, and river birch. These 150 cm potted trees range in price from \$20-25. A total of 300 trees were available. As of mid-September, the maples and oaks have sold out!

CLICK ON A SPECIES TO ORDER

5 species of native hardwood trees in pots available:

*Please refresh page if order form does not show



American Sycamore



Native Red Maple



Swamp White Oak



Basswood



River Birch (multi-stem)

Residents who purchase trees can pick them up on Saturday, October 2, from 8 am to 3 pm, at the Perth South Township Office in St. Pauls. Township Councillors and UTRCA staff will be on hand to help homeowners load their trees, using COVID-19 protocols.

Contact: [John Enright](#), Forester



St Marys Memorial Forest

On Saturday, September 11, a local St. Marys family planted 200 trees in memory of Dan Hoodless, who passed away just over a year ago. The large family, now all fully vaccinated, was able to get together for the first time to honour Dan's memory and chose to do so by improving our local environment, in partnership with Tree Canada and the UTRCA.



Thank you to the Hoodless and Reinhart families, from generations to come.

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

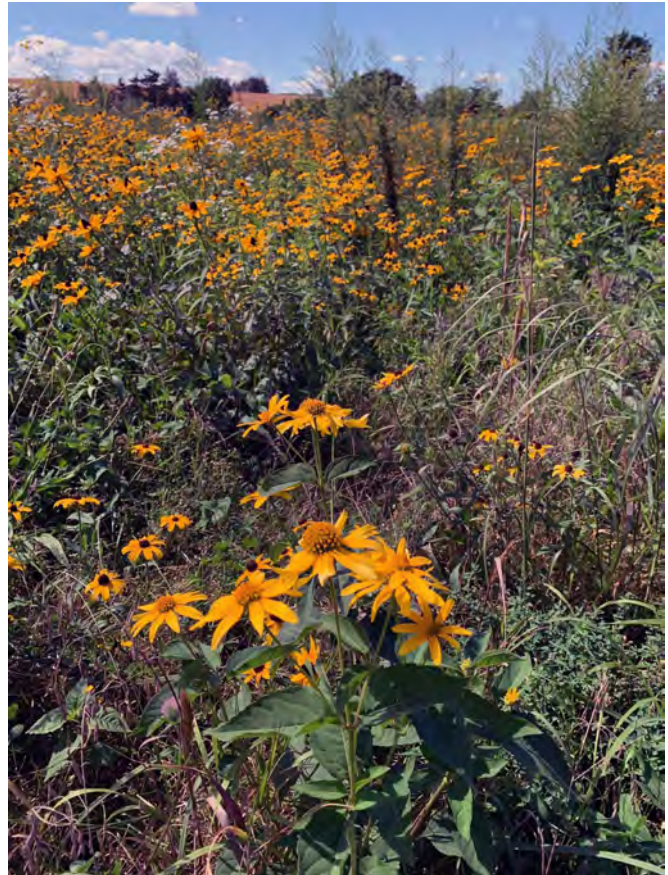
Prairie Flowers Emerging at Cade Tract

Staff's efforts to convert two hay fields at the [Cade Tract](#) to tallgrass prairie are starting to show results! This UTRCA property is located west of the Town of St. Marys, at 4695 Perth Road Line 5.

[The fields were seeded with a native tallgrass prairie mix in September 2020.](#) Many prairie grasses and flowers concentrate their energy into root growth for the first year or two, so annual weeds are often seen first.

In early September 2021, the field in the southwest corner of Cade Tract was a sea of

yellow; the faster growing Black-eyed Susan, Sweet Ox-eye, and Tall Sunflower were already blooming and attracting pollinators. Other prairie species, especially the tall grasses, should start showing themselves in the next year or two. These heat-loving, warm season perennial grasses need extra time to put down roots that can reach 4 metres in depth!



Sweet Ox-eye (foreground) and Black-eyed Susan are flourishing at the Cade Tract.

The second field in the northeast corner of the Cade Tract is not as successful so far, so continued management (e.g., mowing the weeds) is needed.

Funding for this restoration project was provided by Nature London, a private funder, and UTRCA. Once established, the prairies should provide habitat for grassland birds such as Bobolink and Eastern Meadowlark in the spring, and bees and butterflies in late summer.

The Cade Tract is open to the public for walking and is a great opportunity to explore nature



Bees visit a Tall Sunflower in the Cade Tract.

close to home. Please enter the property at the small parking lot by the address sign. There are no formal trails and the vegetation can be dense, so dress appropriately. Please take garbage and pet waste back home with you. ATVs and other motorized vehicles are prohibited.

Providing natural spaces and passive recreational opportunities at properties such as the Cade Tract supports the UTRCA's Environmental Target of instilling conservation values by supporting outreach to 1 million people annually through visits to UTRCA owned and managed lands, as well as hands-on environmental experiences.

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

Native Sunflowers

When we think of sunflowers, we often picture the domesticated Common Sunflower (*Helianthus annuus*) with its huge nodding flowers, growing in gardens or farm fields, prized for its edible seeds and oil.

The wild *Helianthus annuus* is native to the USA west of the Mississippi, but there are several other sunflowers native to the tallgrass prairies and savannas of southern Ontario. These sunflowers are also very tall, but they produce numerous, smaller flowers per plant.



Tall Sunflower (*Helianthus giganteus*)

Woodland Sunflower (*Helianthus divaricatus*) is a species that grows in dry open woods to a height of 6 feet tall (3m) with flowers up to 3 inches wide. Tall or Giant Sunflower (*H. giganteus*) grows to 10 feet tall in damp to moist thickets with flowers up to 2½ inches wide.

Our local sunflowers are not only beautiful, but are an important source of pollen for bees and butterflies in late summer. Look closely to see the unique flower structure: large, yellow rays surround a central disc containing some 60 small disc florets, visible in the photo below.



Tall Sunflower (*Helianthus giganteus*)

The UTRCA often includes native sunflowers in its prairie and pollinator projects. Sunflowers can spread by rhizomes, forming dense vegetative colonies that provide good ground cover for many kinds of wildlife. The seeds are eaten by Bobwhite, American Goldfinch, and other birds and mammals.

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

On the Agenda

The next UTRCA Board of Directors meeting will be held virtually on September 28, 2021. The following items are on the draft agenda:

- 2022 Budget Concepts
- Administration and Enforcement: Section 28 Status Report – Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation
- *Conservation Authorities Act* - Inventory and Transition Plans
- Team for Inclusion, Diversity and Equity

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

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

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 2-21-11 – Stiek Farms Inc. & Mirjam and Eric Rotteveel

REPORT HIGHLIGHTS

- The zone change application proposes to rezone the retained lot resulting from consent application B21-06-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the subject lands for non-farm rural residential purposes. The related consent application was approved by the Oxford County Land Division Committee on May 6, 2021. The zone change application is required to fulfill a condition of the consent.
- Planning staff are recommending support of the proposal as it is generally consistent with the Provincial Policy Statement and the County Official Plan respecting the consolidation of agricultural lands and the retention of a surplus dwelling.

DISCUSSION

Background

OWNERS: Stiek Farms Inc. and Mirjam and Eric Rotteveel
884891 Oxford Road 8, RR2
Tavistock, ON N0B 2R0

LOCATION:

The subject lands are described as Part Lot 20, Concession 10 (East Zorra), Township of East Zorra-Tavistock. The property is located on the east side of 10th Line, between Oxford Road 8 and Braemar Sideroad and is municipally known as 496198 10th Line.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "E-1"	Township of East Zorra-Tavistock Land Use Plan	'Agricultural Reserve'
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TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

Existing Zoning: 'General Agricultural Zone (A2)'

Proposed Zoning: 'Rural Residential Zone (RR)'

PROPOSAL:

The application for zone change proposes to rezone the retained lands resulting from Consent Application B21-06-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the lands for non-farm rural residential purposes.

The subject lands are approximately 0.81 ha (2 ac) in size. The property contains an existing single-detached dwelling (circa 1900), a private well, and septic system. Surrounding uses are predominately agricultural.

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

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

Plates 3 & 4, Applicant Sketches, show the configuration and dimensions of the lands to be severed, retained and enlarged as proposed by the applicants.

Application Review

PROVINCIAL POLICY STATEMENT (PPS):

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses, and on-farm diversified uses. All types, sizes, and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. New land uses, including the creation of new lots, shall comply with the Minimum Distance Separation formulae (MDS I).

Furthermore, Section 2.3.4 (Lot Creation and Lot Adjustments) 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 in adapting the operation in the future;
- For agricultural-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.

The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c), which permits a lot for a surplus residence subject to the area of the new lot being limited to a minimum size needed to accommodate the uses and appropriate sewage and water services.

OFFICIAL PLAN:

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of East Zorra-Tavistock Land Use Plan in the County of Oxford Official Plan.

According to Section 3.1.1, the goal of the Agricultural Reserve policies is to ensure prime agricultural lands are preserved for food and fibre production by avoiding the fragmentation of the land base, by minimizing conflict between agricultural and non-agricultural uses, and by supporting the needs of the agricultural community by permitting land uses which are complementary to, and supportive of, agriculture. The ongoing goal of the Agricultural Reserve designation is to minimize conflict with farm operations, including commercial, industrial, and residential.

Further, a strategic aim of the Agricultural Reserve policies is to prevent situations of land use conflict in the agricultural designations by careful management of non-farm uses, including rural residential development, recreational uses, commercial and industrial uses, and aggregate resource extraction.

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 formulae II (MDS II); and,
- Compliance with Section 3.2 Environmental Resource policies.

In addition to the above farm consolidation policies, an evaluation system has been included in the County Official Plan under Section 3.1.5.4 (Rural Residential Uses) to provide an impartial and consistent method of evaluating proposals which would result in non-farm rural residential development within the Agricultural Reserve designation. The system is designed to evaluate proposals on the basis of criteria such as agricultural land preservation, location, land use compatibility, and environmental compatibility. Points are assigned to each factor to reflect that particular factor's level of importance in supporting the goal for agricultural policies.

According to the policies of the Official Plan, proposals for non-farm residential development which accumulate less than +12 points may be considered for approval, provided that the proposal conforms to the general policies for such consent applications.

On-farm dwellings are to be considered as part of the farm unit and consent to sever any surplus farm dwellings will not be permitted by the Land Division Committee unless the proposal involves a farm consolidation in accordance with the above policies.

In this case, the proposal to retain approximately 0.81 ha (2 ac) for non-farm rural residential purposes would accumulate +8 points, as follows:

<u>Site Assessment Factors</u>	<u>Points</u>
Land Capability for Agriculture	N/A
Surrounding Agricultural Land Use	+10
Compliance with the Minimum Distance Separation I	0
Surrounding Extractive Resource Land Use	0
Access to Major Roads	0
Traffic Safety	0
Surplus Farm Dwelling	-2
Heritage	0
Total	+ 8

The final step of the evaluation system consists of general policies for the consideration of non-farm rural residential severance proposals. It is the intent that new or expanded non-farm rural residential lots will be as small as is practical in order to preserve the County's agricultural land base.

Severance proposals to create new or expanded lots for non-farm rural residential development will generally not exceed 0.81 ha (2.0 ac) in area. Proposals seeking to sever parcels larger than this limit will only be permitted where it can be demonstrated that the additional area is required to accommodate private services, where the topography of the area has limitations for agriculture, or where the proposed lots are physically isolated by natural features such as streams.

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

The subject property is zoned 'General Agricultural Zone (A2)' in the Township of East Zorra-Tavistock Zoning By-Law. The 'A2' zone permits a variety of agriculture-related uses, including a farm, a regulated farm, and a single-detached dwelling if accessory to a farm or a regulated farm. The 'A2' zone requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft). It is proposed that approximately 20.1 ha (49.7 ac) of agricultural land will be severed and added to the existing farm parcel to the immediate south, which is approximately 30.4 ha (75 ac) in size, for a total farm parcel size of approximately 50.5 ha (124.7 ac). The resulting agricultural lot size and configuration is consistent with the Provincial Policy Statement's direction of maintaining farm parcels of adequate size to adapt to changing agricultural conditions.

The subject lands, being the lot to be retained resulting from the previously noted consent application, is proposed to be used for non-farm rural residential purposes and is required to be rezoned to recognize the use of the lands as such. The 'Rural Residential Zone (RR)' requires a minimum lot area of 2,800 m² (30,139 ft²), a minimum lot frontage of 35 m (114.8 ft), and a minimum lot depth of 80 m (262.5 ft). The lot to be retained is proposed to have an area of 0.81 ha (2.0 ac), frontage of approximately 60.9 m (200 ft) on 10th Line, and a depth of 132.8 m (435.6 ft).

AGENCY COMMENTS:

The application was circulated to various agencies considered to have an interest in the proposal. The following comments were received.

The County of Oxford Public Works Department, Upper Thames River Conservation Authority, Southwestern Public Health, Enbridge Gas, and Canada Post have indicated no objections.

PUBLIC CONSULTATION:

Notice of the consent and zone change applications was provided to the public and surrounding property owners in accordance with the requirements of the *Planning Act*. At the time of writing this report, no comments or concerns had been received from the public.

Planning Analysis

The application for zone change proposes to rezone the retained lands resulting from Consent application B21-06-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the lands for non-farm rural residential use.

As the proposal will create a non-farm rural residential lot resulting from a farm consolidation, Planning staff are satisfied that the proposal is consistent with the policies of the PPS regarding agricultural uses and lot creation in prime agricultural areas.

The proposal also appears to maintain the general intent of the Official Plan. The newly enlarged parcel will continue to be used for agricultural purposes and the proposal complies with the Official Plan point system used to determine acceptability for proposals for farm consolidation, resulting in compliance with the non-farm rural residential policies of the Plan.

As previously indicated, the subject lands require a zone change from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the lands for non-farm rural residential purposes. The subject lands would have a lot size of 0.81 ha (2.0 ac), frontage of approximately 60.9 m (200 ft) on 10th Line, and a depth of 132.8 m (435.6 ft) and would appear to comply with the relevant provisions of the Zoning By-law.

In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration. The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

RECOMMENDATION

It is recommended that the Council of the Township of East Zorra-Tavistock approve in principle the zone change application submitted by Stiek Farms Inc. & Eric and Mirjam Rotteveel, whereby the lands described as Part Lot 10, Concession 20 (East Zorra), Township of East Zorra-Tavistock are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the lands for non-farm rural residential purposes.

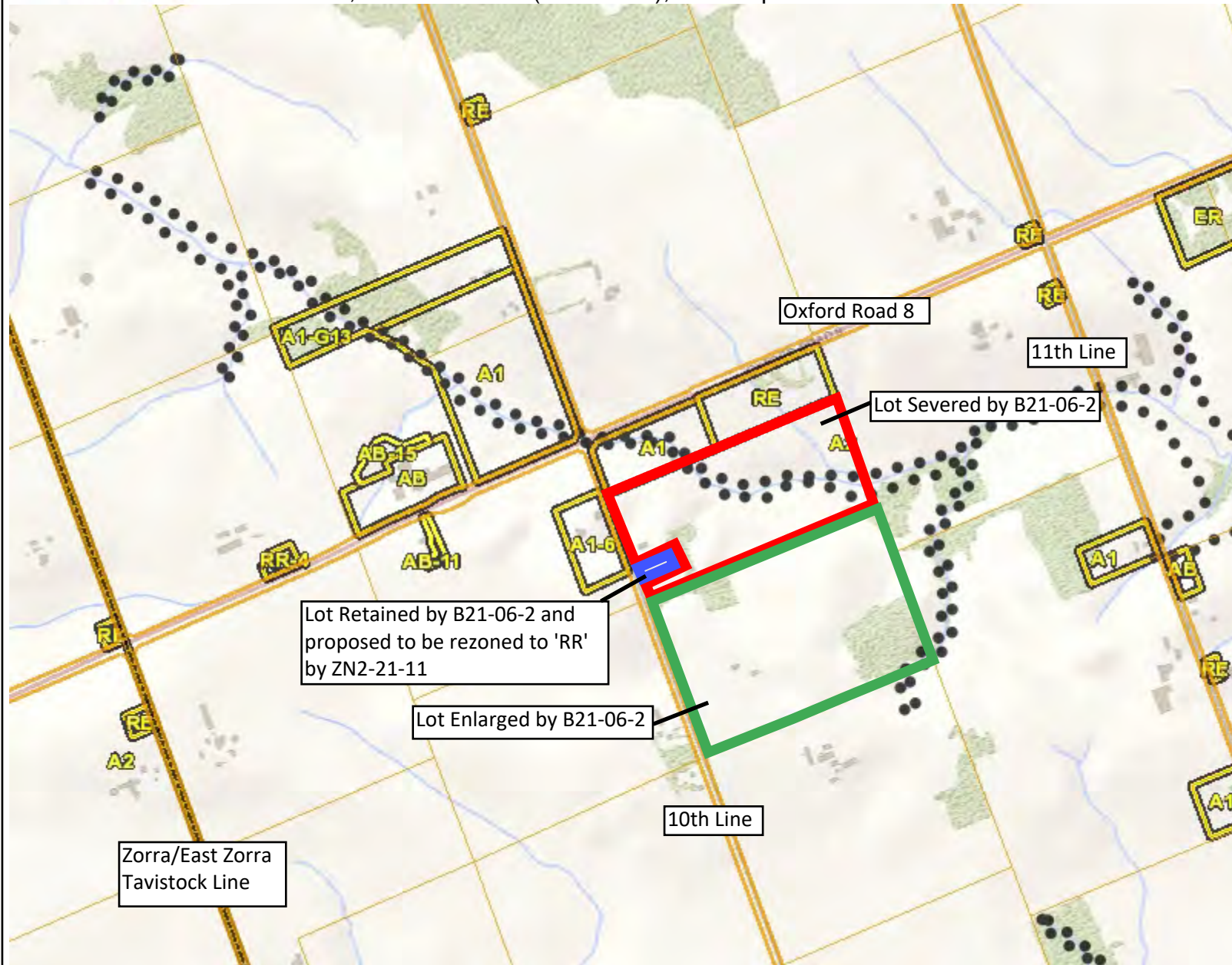
SIGNATURES

Authored by: *'original signed by'*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *'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

March 24, 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



0 205 409 Meters

NAD_1983_UTM_Zone_17N



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

April 23, 2021

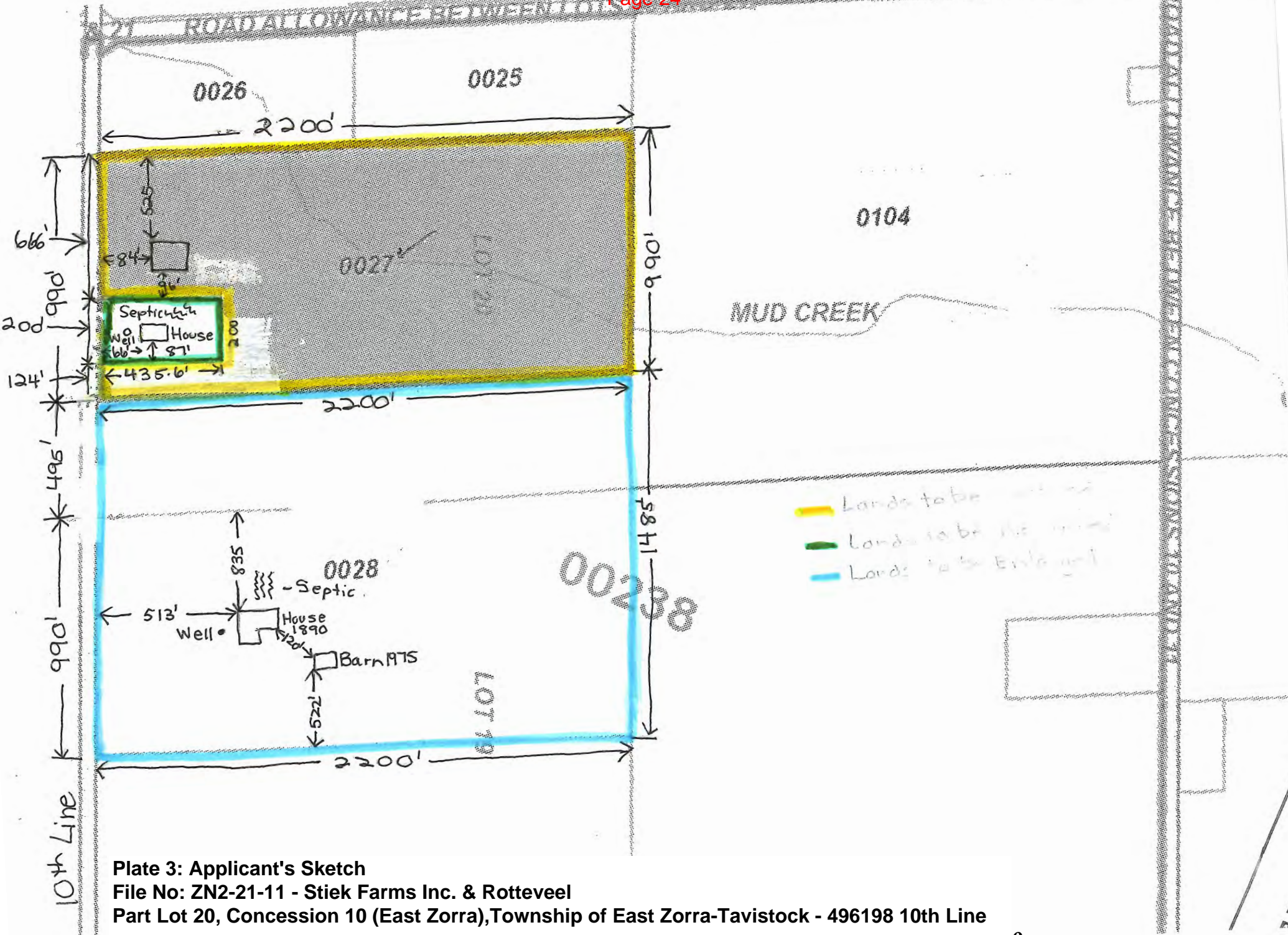


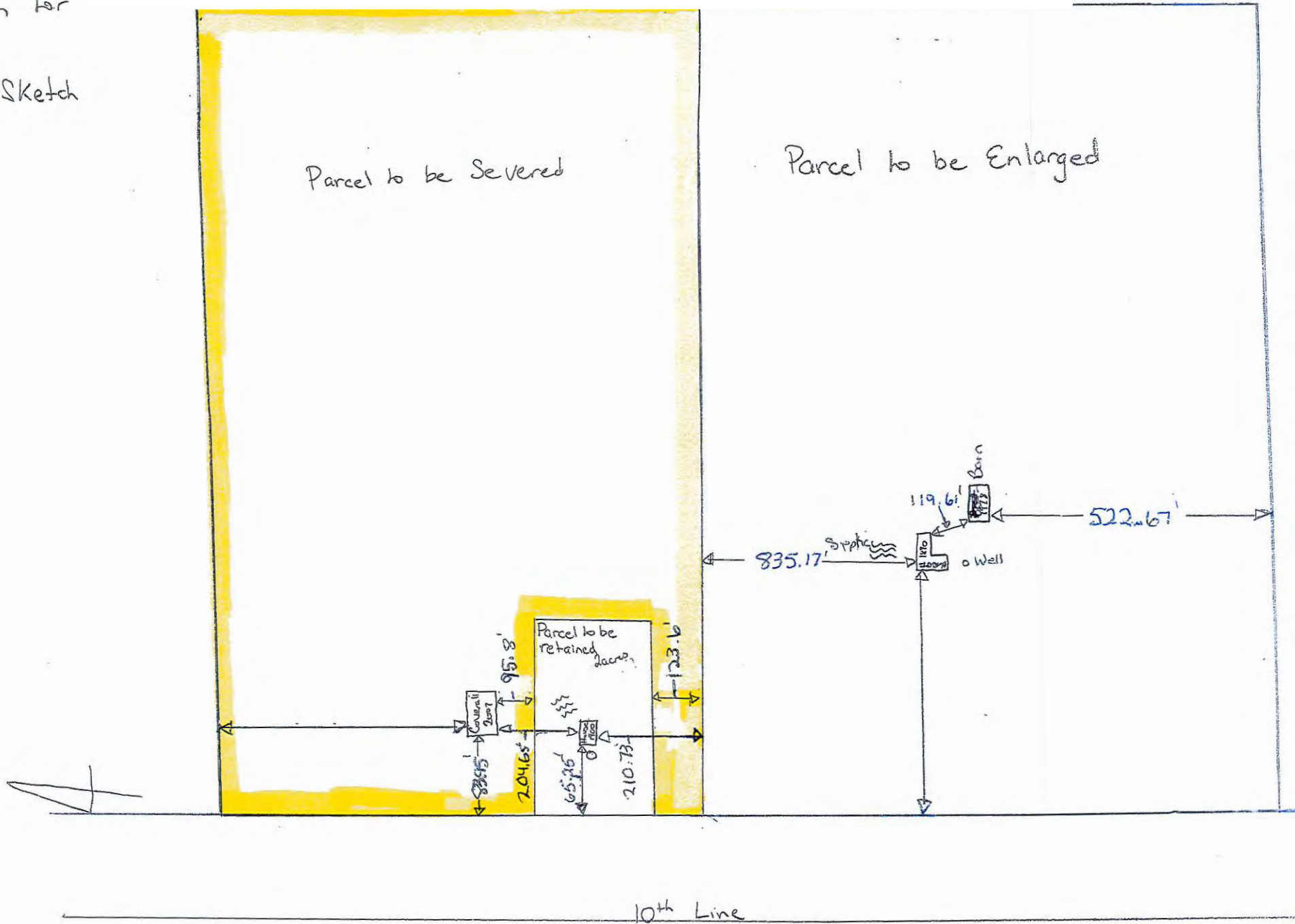
Plate 3: Applicant's Sketch
File No: ZN2-21-11 - Stiek Farms Inc. & Rotteveel
Part Lot 20, Concession 10 (East Zorra), Township of East Zorra-Tavistock - 496198 10th Line

Plate 4: Applicant's Sketch

File No: ZN2-21-11 - Stiek Farms Inc. & Rotteveel

Part Lot 20, Concession 10 (East Zorra), Township of East Zorra-Tavistock - 496198 10th Line 1e

Application for
Consent
Sample Sketch



#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

September 15, 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 1:15 p.m. on Wednesday September 15, 2021.

Present:	Robert Rudy Matthew Gillespie Liam McCreery Jennifer Ormsby, Staff Sergeant (Oxford OPP) Will Jaques, Secretary
Regrets:	N/A
Oath of Office & Oath of Secrecy – Liam McCreery	As a new member of the Police Services Board, Liam McCreery took his Oath of Office & Oath of Secrecy.
Confirm Agenda	Moved by: Liam McCreery Seconded by: Matthew Gillespie Resolved that the Board approves the agenda for the September 15, 2021 meeting, as printed and circulated.
Pecuniary Interest	None declared.
Confirm Minutes	Moved by: Matthew Gillespie Seconded by: Robert Rudy Resolved that the Board approves the minutes of the June 21, 2021 meeting, as printed and circulated.

CARRIED

CARRIED

Correspondence

	• N/A
Delegations & Appointments	• N/A

Reports

OPP Policing Reports

- June 2021 Police Reports
- July 2021 Police Reports
- August 2021 Police Reports
 - Oxford OPP Staff Sergeant Jennifer Ormsby presented the June, July and August, 2021, policing reports to the Board.
 - Discussion regarding the new enhanced officer, who commenced active duty on August 8, 2021. The enhanced officer has already laid a host of traffic related Provincial Offence Notices and Criminal Code violations, throughout the Township.

Other Business

- N/A

Adjourn

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

CARRIED

Will Jaques, Secretary

Robert Rudy, Chairperson

Petition for Drainage Works by Owners
Form 1

****See Staff Notes following petition****

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of East Zorra-Tavistock

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

The existing municipal drain through 28 William St. S. requires realignment to accommodate the development of a new long term care facility which is to be constructed west of the existing facility. The contributing area to the existing municipal drain is outlined on the figure attached to this petition (Figure 2). It consists of a combination of agricultural and residential land. Catchments 103 (residential) and 104 (agricultural) combine and flow through the rear of the 28 William St. S. property (major and minor events). The total area of these catchments is approximately 47.2 ha.

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>Stever</u>	(First Name) <u>Wade</u>	Telephone Number <u>519 998-2394</u> ext
Address		
Road/Street Number <u>28</u>	Road/Street Name <u>William</u>	

Location of Project

Lot <u>126-128</u>	Concession <u>12</u>	Municipality <u>Township of East Zorra-Tavistock</u>	Former Municipality (if applicable) <u>East Zorra</u>
-----------------------	-------------------------	---------------------------------------------------------	----------------------------------------------------------

What work do you require? (Check all appropriate boxes)

- ☒ Construction of new open channel
☐ Construction of new tile drain
☐ Deepening or widening of existing watercourse (not currently a municipal drain)
☐ Enclosure of existing watercourse (not currently a municipal drain)
☒ Other (provide description ▼)

Re-routing existing municipal storm drain.

Name of watercourse (if known)

Estimated length of project

170 m of drain realignment (estimated)

General description of soils in the area

Clay

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only ☐ Surface water drainage only ☒ Both

Petition filed this _____ day of _____, 20__

Name of Clerk (Last, first name)

Signature

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number 165 Property Description Hope Street

Ward or Geographic Township Township of East-Zorra Tavistock

Parcel Roll Number 323802001018800

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Patrick Sommers

Signature

Date (yyyy/mm/dd)

08 / 18 / 2021

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Number Property Description

Ward or Geographic Township

Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 8(1).*
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act, R.S.O. 1990, c. D. 17 subs. 10(4).*
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act, R.S.O. 1990, c. D. 17 s. 43.*
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act, R.S.O. 1990, c. D. 17 s. 61.*

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act, R.S.O. 1990, c. D. 17* and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

****Staff Notes:**

As noted, the attached petition is for drainage works associated with the proposed severance/ development of the PeopleCare expansion project. While the severance has not been finalized and as such, is signed by the current property owner, an agreement is in place for the new owners of the lands to pay for all associated works.

As discussed with Council at the September 1, 2021 meeting, where a similar drainage petition was presented to Council, given that both petitions are related to the same drainage works (Tavistock Drain 1985), it is recommended that the attached petition, as well as the petition considered at the September 1, 2021 meeting, be considered in the same Drainage Report for efficiency and consistency purposes. Therefore, and should Council accept the attached petition, it is recommended that K. Smart & Associates Ltd. be appointed as engineer for this petition as well.

STAFF REPORT

Report #CBO2021-11

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

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

Date: September 29, 2021

Departmental Highlights:

Secondary Planning Report Progress:

- Reposted.

Innerkip Pavilion:

- Work is complete. Minor items being corrected (Plexiglass under hand dryers)
- Staff working on tender documents for next phase (covered walkway, painting exterior and roof).

Legislative Updates:

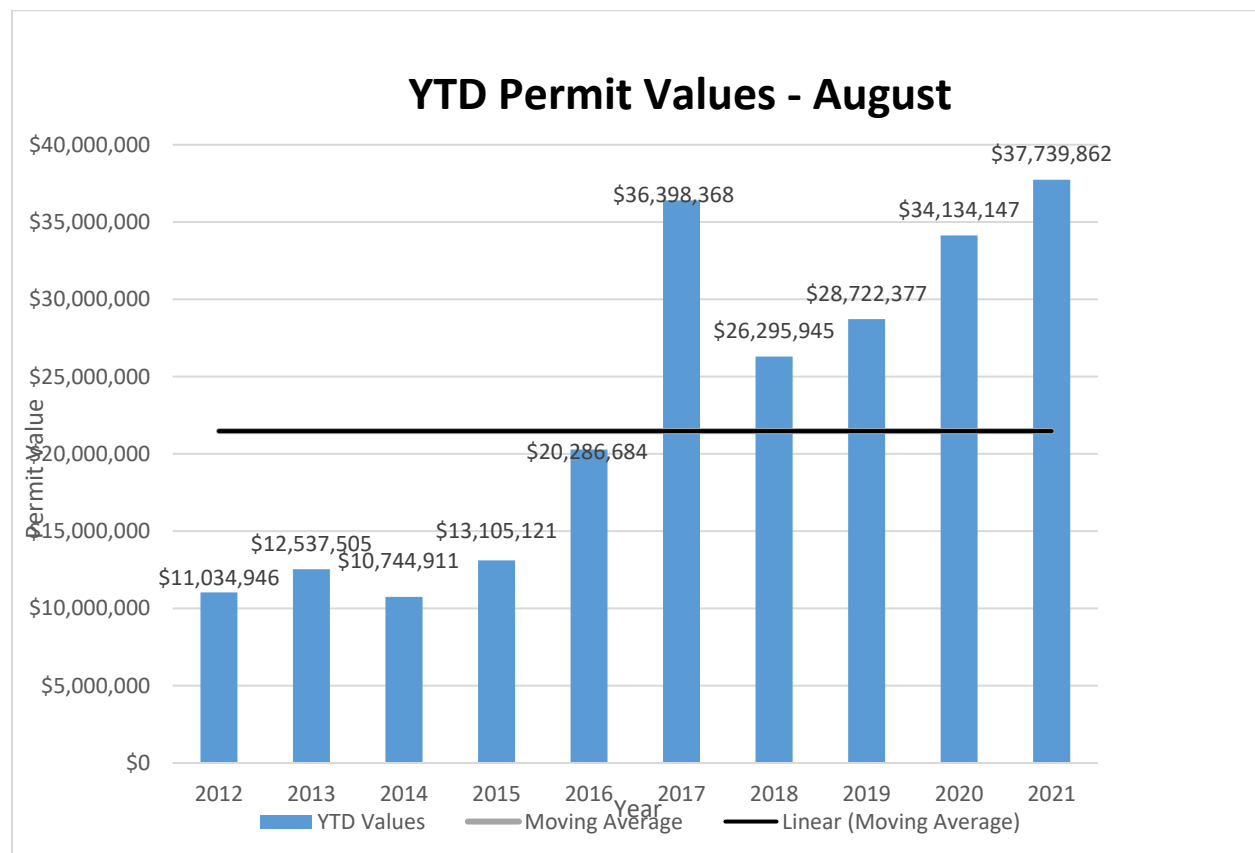
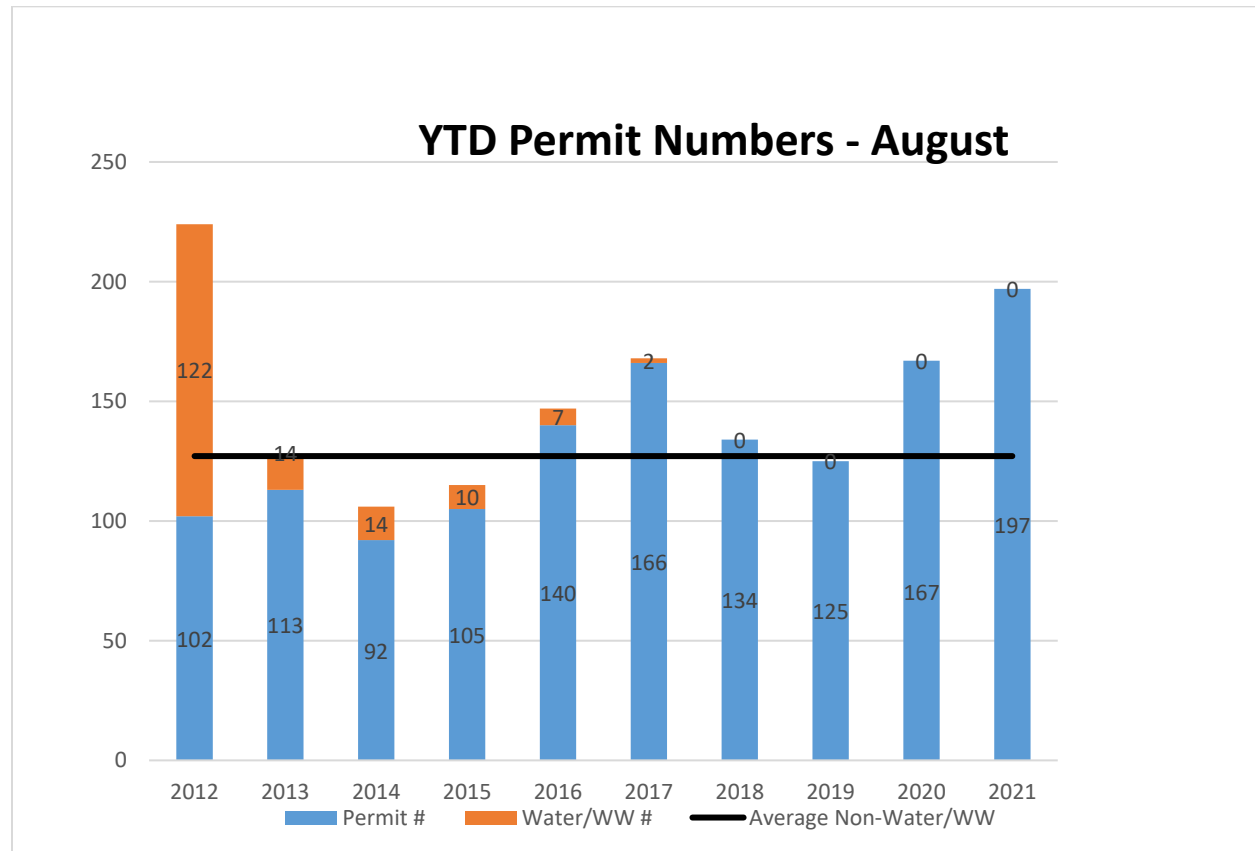
- Two regulatory proposals presented. The first is regarding “tiny homes”, and the second is regarding remote inspections (alternative to physically attending the construction site). If approved, the BCA would be amended to include these provisions for January 1, 2022.

Monthly Permit Activity:

	No. of Permits	Permit Value	Permit Fees
August 2021	28	\$7,020,600.00	\$47,397.20
Year to Date – August 31, 2021	197	\$37,739,862.85	\$234,840.55

Number of Permits and Values

Description	Value	Fees
SDD	\$ 650,000.00	\$ 1,976.25
SDD	\$ 650,000.00	\$ 1,976.25
Modular home (3 Center)	\$ 130,000.00	\$ 1,370.00
Horse Barn	\$ 500,000.00	\$ 1,030.00
SFD	\$ 390,000.00	\$ 2,583.75
Deck extension	\$ 25,000.00	\$ 150.00
SFD	\$ 780,000.00	\$ 2,958.75
SFD	\$ 420,000.00	\$ 1,891.25
SFD	\$ 420,000.00	\$ 3,410.00
Event tent	\$ 2,300.00	\$ 100.00
SFD	\$ 450,000.00	\$ 2,448.75
SFD	\$ 190,000.00	\$ 3,011.25
SFD	\$ 190,000.00	\$ 3,011.25
Event tent	\$ 2,300.00	\$ 100.00
Silo - feed storage	\$ 225,000.00	\$ 500.00
Storage shed	\$ 140,000.00	\$ 671.20
SFD	\$ 410,000.00	\$ 2,777.50
Garage addition	\$ 75,000.00	\$ 600.00
Renovation & addition	\$ 60,000.00	\$ 841.00
Deck	\$ 6,000.00	\$ 150.00
Manure storage	\$ 33,000.00	\$ 750.00
SFD	\$ 360,000.00	\$ 2,608.75
Storage Garage	\$ 137,000.00	\$ 600.00
Shed	\$ 15,000.00	\$ 250.00
SFD	\$ 190,000.00	\$ 3,011.25
SFD	\$ 190,000.00	\$ 3,011.25
SFD	\$ 190,000.00	\$ 3,011.25
SFD	\$ 190,000.00	\$ 2,597.50
	\$ 7,020,600.00	\$ 47,397.20



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 item 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 James St Top Coat – Extended Warranty.
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 detached units 1 SDD Unit	Plan 41M-313 Permits 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 95% of available lots. Revised Grading Plan approved.

Drain & Streetlight Locate Summary:

Updated quarterly – Next update November/December

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 & Design.

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 #PW2021-11

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – October 2021 Council Report

Date: September 29, 2021

Departmental Highlights:

- On August 20th, the current sand/salt storage building at the Hickson shop was removed. During September, Britespan Building Systems installed a new temporary fabric structure over top of the current building foundation. This structure will be able to be repurposed after the new storage facility is constructed. Staff have hauled our salt and sand back **from Oxford County's Highland yard**, and will be topping the material up in the coming month in preparation for the upcoming winter season. I would like to thank Oxford County for storing our material over the summer.



- Public Works staff will be attending in-person winter control training in Ingersoll, on October 27th and 28th. This is annual training that all operators within Oxford County attend. The facility will be arranged to allow for social distancing and all COVID-19 protocols to be adhered to.

- Public Works has started grading the gravel roadways and pulling in the loose stone along the edges. Staff will be continuing with full cuts of the gravel roads through October, as weather permits. We have seen some good preliminary results from the use of the new roller after completing some spot grading. With the heavy rainfall we saw in the past couple of weeks, we only had minor washing of the road on the 17th Line, south of Cassel. Our hills that had been touched up prior to the rains held up well, with minimal signs of washing.
- Oxford County staff has completed the repainting of the center lines on our rural roadways, with the exception of the areas where crack sealing will be completed. They will paint those areas after the crack sealing has been completed.
- The annual crack sealing road maintenance program was delayed due to material supply in September. The material has now arrived and the work is scheduled to begin in the coming weeks. This work was tendered as a group procurement, administered by Oxford County, and was awarded to Niagara Crack Sealing. The Township will be crack sealing approximately 8,000 metres this year at a cost of \$1.8730 per metre.
- Woodstock Tree and Stump Removal will be completing some additional tree removal and trimming within our parks in mid-October. There are also a few stumps left to grind from the tree tender, which will be completed once they receive locates for those areas. Public Works staff will continue to clean up left over wood and stump grindings, as scheduling allows.
- Public Works staff will be completing the final pass of roadside ditch mowing in October. Staff will also be continuing with park and other Township property grass mowing.
- The annual sidewalk inspection will be completed in October. This is completed by Public Works staff walking all the municipal sidewalks to assess condition and to look for any surface discontinuities of 20mm or greater. These discontinuities are the painted orange to mark the hazard, with staff returning to grind the area after all sidewalks have been inspected. This inspection is part of the Minimum Maintenance Standards and must be completed every year.
- Catch basin cleaning is expected to be completed in October. This usually takes a week for the contractor to complete Tavistock and Innerkip.

- The Tavistock yard waste depot will be closing temporarily on October 7th. Oxford County will be completing a full reconstruction of the depot. Some of the work included will be base repair, concrete floors to the bins and the parking lot will be paved. It is anticipated that the work will take a few weeks to complete.

Status of Significant Capital Projects:

Capital Project	Current Status
Box Culvert #2012 replacement	Tender awaiting UTRCA approval for release. Project postponed until 2022.
Zorra/EZT Bridge Maintenance	Tender awaiting UTRCA approval for release. Project postponed until 2022.
Sand shed	New temporary structure installed at Hickson shop.
Road Needs Study	RFP closed November 20/20. Staff has received final report for review.
Surface Treatment (10 th Line and Cassel Sideroad)	Project has been completed.
John Street/King Crescent in Hickson Mill/Paving	Project has been completed.
John/Henry Streets in Tavistock engineering	Surveying completed and engineering underway.

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

STAFF REPORT

Report #FC2021-09

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – October 2021 Council Report

Date: September 29, 2021

Departmental Highlights:

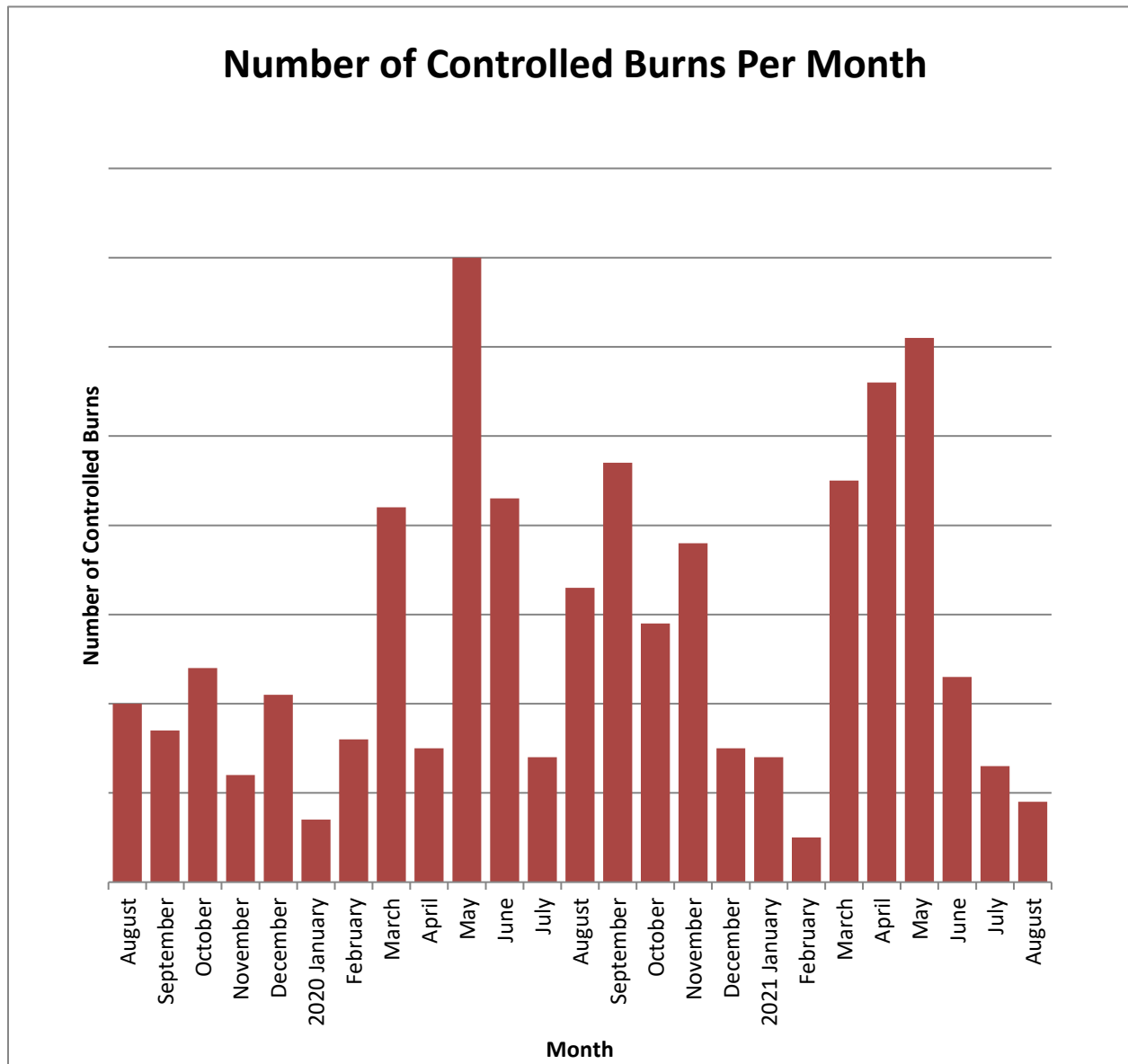
Fire Department:

- October will be a busy month for RFSOC training with two firefighters enrolled in NFPA 1041 Fire Instructor 2, and three firefighters registered for NFPA 1021 Fire Officer 1. The 2022 course calendar has been released as well.
- Fire Prevention activities for September included a combined live/virtual inspection for a new diner, two fires safety plans submitted for review, and one long-term care facility has scheduled both the annual mandatory inspection and fire drill.
- Fire Prevention Week activities have again been affected by COVID-19 restrictions this year. Our Fire Prevention Officers are not permitted to enter the public schools at this time, but instead are providing grab bags to be distributed among the students. Some stations will be sharing information through social media, as is the Township. The Township will also be **supporting the Ontario Fire Marshal's "Get Loud" campaign** through social media and the Tavistock Gazette will also be including fire **prevention information in this week's edition.**
- The East Zorra-Tavistock Community Verification Report for 2020 has been submitted and approved.
- Through the Perth East Fire Agreement, Tavistock Station provided coverage for the Shakespeare Fire Department while they assisted with the Snowbirds and the Stratford air show.

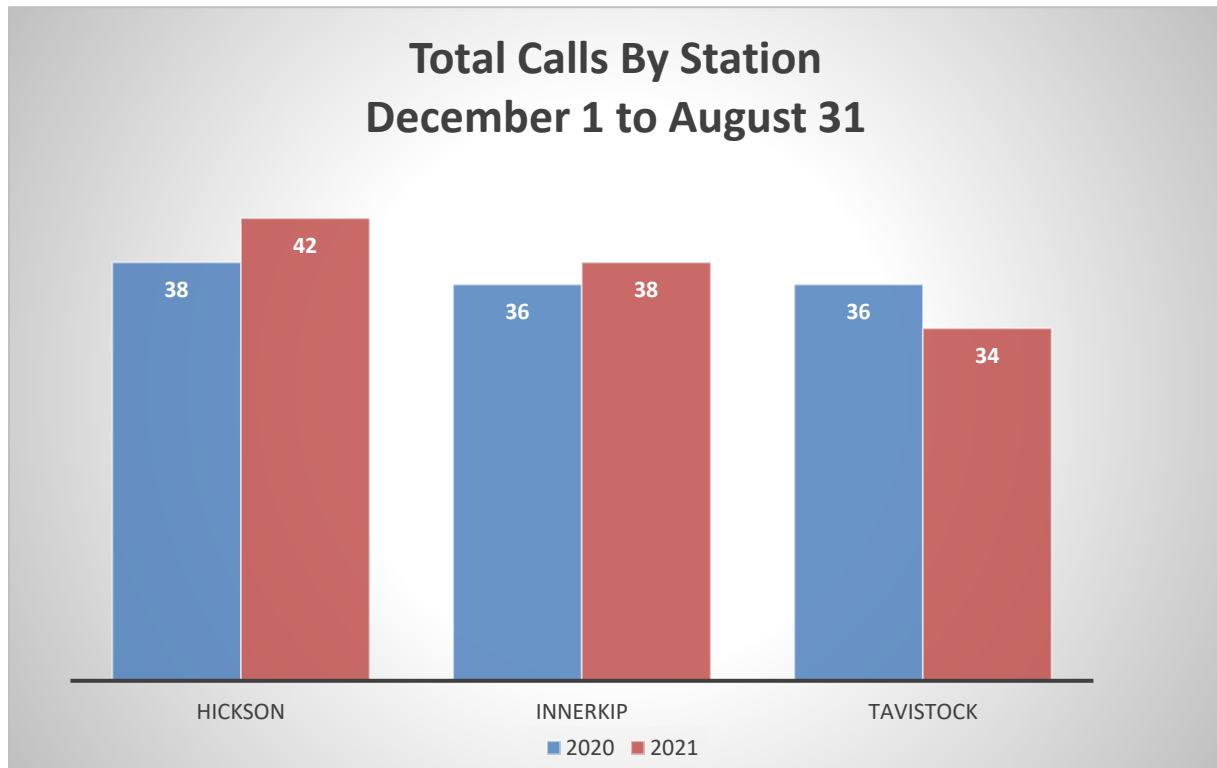
- The 2021 Ontario Fallen Firefighter Memorial scheduled for October 3rd has been cancelled due to COVID-19. It is hoped that next year the event will resume and honour our fallen firefighters from 2020 and 2021 at that time.

Controlled Burn Approvals:

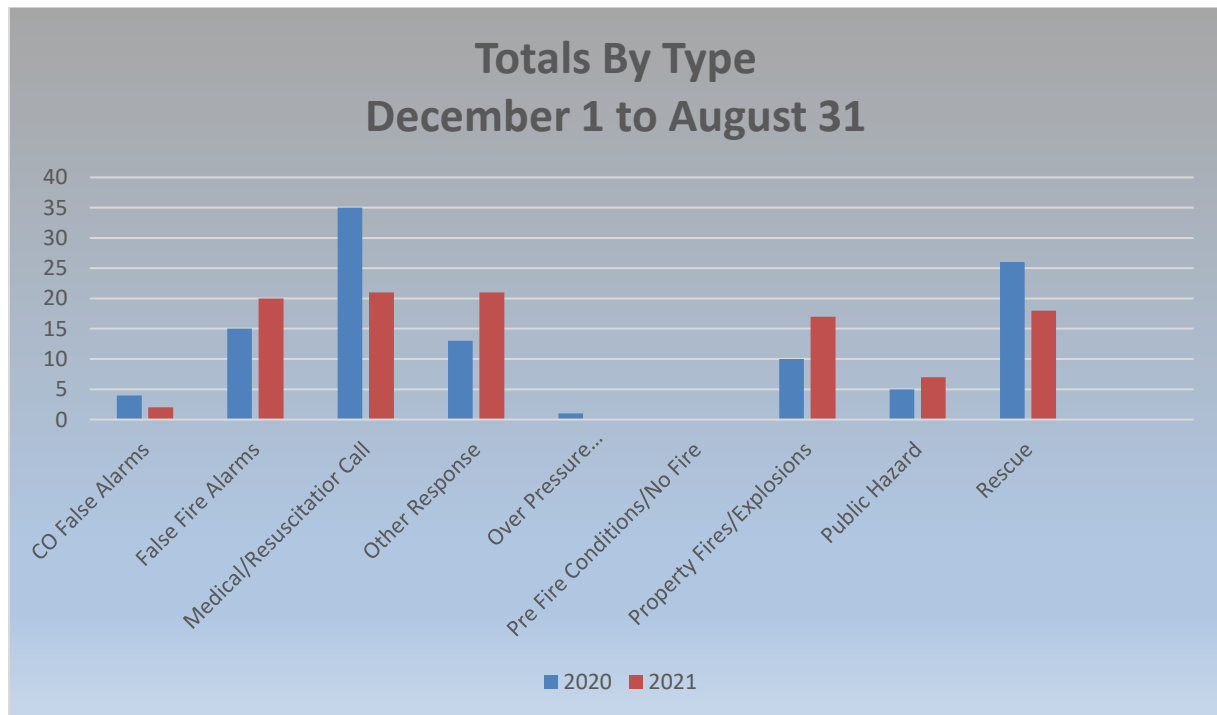
- August (2021): 9
- Year to Date (2021): 226



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



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



Staff Report – Fire & Protective Services Monthly Reporting Page 4

Emergency Management:

- Staff was notified by UTRCA on September 23rd about impending flooding issues within the Township. Staff advised the potential affected areas and continued to monitor until the event ended on September 24th.
- Staff submitted a plan to our area officer on September 9th for pre-approval for 2021 compliance and are awaiting a response to the proposal.
- 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

Legislative Updates:

- Please see the following link for all legislative updates and provincial information regarding COVID-19:

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

Recommendation:

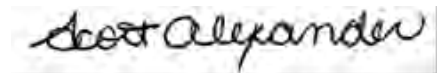
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

STAFF REPORT



Report #BCO2021-09

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – October 2021 Council Report

Date: September 29, 2021

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for August 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			3	4	12
Clean Yard					
Animal Control				2	1
Parking					5
Noise	1	1			4
Zoning					1
Illegal Dumping					
Inquiry					17
Canine			2		7
Other (Pool)	1	1			4
TOTAL	2	2	5	6	51

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 #CSM2021-15

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – October 2021 Council Report

Date: September 29, 2021

Departmental Highlights:

- Work on the 2022 Municipal Election has begun. Along with the Township of East Zorra-Tavistock, the Townships of South-West Oxford and Zorra, and the Town of Tillsonburg, will also be using Internet/Telephone voting methods. After receiving service descriptions and associated quotes from three companies, the preferred company selected by the Oxford County municipalities is Intelivote Systems Inc., who had previously provided the same services to the Township for the 2018 election.

The By-law to authorize Internet/Telephone voting methods (previously approved by resolution of Council at the May 5, 2021 **Council Meeting**) is included for Council's consideration on the agenda for the October 6, 2021 meeting.

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 first in order to consider proposed severance application.	County Council approved. LPAT appeal submitted by the Province.
Stiek Farms Inc./ Rotteveel	496198 10 th Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Severance application approved and conditions being fulfilled. ZBA application received.
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.
Zilke Farms Inc.	515462 11 th Line	Severance	Severance of an existing parcel of land.	Process complete.
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.
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.

Applicant	Location	Application Type	Nature of Application	Status of Applications
1474526 Ontario Ltd.	715943 18 th Line	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Howe Farms (Ont.) Inc.	636447 14 th Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Severance application approved and conditions being fulfilled.
Canada Farm Distributors Ltd.	165 Hope Street W.	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
McClay	29 Main St., Innerkip	MVA	Relief to permit an accessory structure (in-ground pool) in the exterior side yard.	Application deferred.
Brenneman	616595 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Severance application approved and conditions being fulfilled.
Donron Farms Ltd.	616583 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Severance application approved and conditions being fulfilled.
Hunt Homes	87 Matheson Cres.	MVA	Relief from minimum lot depth.	Process complete.
Oxford Road Developments 5 Inc.	Extension of Phase #1 subdivision (Innerkip)	SDA OPA ZBA	OPA and ZBA required as part of the application for subdivision.	Applications received.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Lazenby & Shuster	745393 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Applications received.
Shuster	745349 Oxford Rd. #17	ZBA	Rezoning to increase the permitted maximum gross floor area for an animal kennel.	Application received.
Majestic Homes Ltd.	44 Main St. Innerkip	ZBA	Amendment to allow for 55% garage width (vs. current permitted width of 50%).	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 #CAO2021-12

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – October 2021 Council Report

Date: September 29, 2021

CAO/Finance Departmental Highlights:

- We received notification that our application for the Healthy Community Initiatives Grant Program (Attachments: Appendix A) was unsuccessful for the Tavistock Spray Pad. Staff will continue to monitor alternative programs for future application.
- The RFP for an architect/engineer to design a plan for the new administration building at 89 Loveys Street was released. The closing date for the RFP is set for October 20th. Staff will be providing an award recommendation report to Council at its meeting of November 3rd.
- Software implementations have resumed during the months of September and October with the new recreation software, ActiveNet, set to go live on October 6th and the Property Tax module of iCity to be launched October 8th. County and Township staff are also working to have our Laserfiche Records Management system up and running fully by the end of the year.
- Recruitment for a Financial Services Clerk has been extended to October 4th; however, interest and applicants have been limited.

Parks and Recreation Master Plan:

- A day of individual consultation meetings were held with the primary groups or agencies responsible for administering, maintaining and/or coordinating use of Township facilities. The information gained during these sessions was invaluable to the consultants and should allow them to prepare draft recommendations for staff review during the month of October. A presentation to Council of the findings to date will follow, in November.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock

as at 2021-09-30 74.79%

SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS

2021-10-01

2021 Approved Operating and Capital Budgets Monitoring

Net Budgets by Department	2020 Approved Budget	2020 Audited Actuals	2021 Approved Budget	2021 Actuals to Date	% of Actuals / Budget
Building, Locates and Drainage	134,199	67,800	59,090	15,276	25.85% <i>at 3rd Quarter - no drawdown projected for Building Reserve</i>
Corporate Services	2,229,570	2,305,282	2,370,225	1,812,889	76.49% <i>includes capital spending on 89 Loveys to date - not fully funded to date</i>
Fire and Protective Services	1,266,192	973,918	1,225,771	648,658	52.92% <i>Firefighter payroll not recorded until December annually</i>
General Government	(1,159,919)	(1,115,120)	(1,203,437)	(921,274)	76.55% <i>includes supplementals and tax write offs to date and final billing</i>
Parks and Recreation	493,990	402,923	489,752	444,779	90.82% <i>anticipate higher 4th quarter expenses related to COVID requirements</i>
Public Works	3,186,663	2,890,077	3,429,961	2,694,803	78.57% <i>capital projects for 2021 completed - not fully funded to date</i>
Tax-Supported Budget Summary	6,150,695	5,524,880	6,371,362	4,695,129	73.69%

75% of Reserve Transfers accounted for in expenses to date

Attachments:

1. Appendix 'A' – Healthy Communities Initiative Letter

Recommendation:

1. None. For Council Information Only.

Respectfully submitted by:



Karen DePrest

Chief Administrative Officer/Treasurer

CFC Portal / Portail de FCC

le français suit

Hello Karen,

Thank you for taking time to submit an application for the Healthy Communities Initiative.

We know the impact of COVID-19 is significant and the needs of communities are great. The Healthy Communities Initiative generated significant interest across the country and the first round of the Healthy Communities Initiative was highly competitive. As communities continue to see the impact of the pandemic, we received a combined total of over \$600M in funding requests in both rounds of the Healthy Communities Initiative.

The review team received a high volume of applications in your region and the selection process was highly competitive. Unfortunately, your application for Tavistock Spray Pad has not been approved for funding. For your reference, your application is 2--0000008475.

Community Foundations of Canada and community foundations were unable to fund all eligible applications, given that funding is limited. Community foundations and Community Foundations of Canada made funding decisions based on the relative strength of all applications received according to the program-wide evaluation criteria.

Our partner, Canadian Urban Institute, invites you to join their national network of creative leaders, community-builders and placemakers. The Canadian Urban Institute supports Canadian communities and community groups by sharing best practices, building communities of practice, and helping organizations build their capacity. Learn about funding opportunities, resources, and innovative place-based work. Join the network [here](#).

The full list of funded Healthy Communities Initiative projects will be available on CFC's website in the near future.

Thank you for taking the time to apply to the Healthy Communities Initiative and your work to support communities throughout the pandemic.

Thank you,

Support Team
Healthy Communities Initiative
chci@communityfoundations.ca

Bonjour Karen,

Merci d'avoir déposé une demande à l'Initiative pour des collectivités en santé.

Nous savons que la COVID-19 a des impacts importants, et que les besoins des collectivités sont grands. L'Initiative pour des collectivités en santé a suscité beaucoup d'intérêt au pays et le premier cycle de cette initiative a été très compétitif. Alors que les collectivités continuent de constater les conséquences de la pandémie, nous avons reçu des demandes de financement totalisant plus de 600 M\$ pour les deux cycles combinés de l'ICS.

L'équipe d'évaluation a reçu un volume élevé de demandes en provenance de votre région, et le processus de sélection a été très compétitif. Malheureusement, votre demande de financement pour Tavistock Spray Pad n'a pas été approuvée. À titre de référence, l'identifiant de votre demande est 2--0000008475.

Fondations communautaires du Canada et les fondations communautaires n'ont pas été en mesure de financer toutes les demandes de projet admissibles, car le financement est limité. Les fondations communautaires et Fondations communautaires du Canada ont pris les décisions de financement en se basant sur la force relative de toutes les demandes reçues, et en respectant les critères d'évaluation pour tout le programme.

Notre partenaire, l'Institut urbain du Canada, vous invite également à vous joindre à son réseau national de leaders, bâtisseurs communautaires et professionnels de l'aménagement (« placemakers ») créatifs. L'Institut urbain du Canada aide les collectivités et les groupes communautaires au pays en partageant des pratiques exemplaires, en formant des communautés d'échange de pratiques et en renforçant les capacités organisationnelles. Découvrez ses possibilités de financement, ses ressources et son travail novateur, ancré dans la cocréation. Joignez-vous au réseau [ici](#).

La liste complète des projets financés dans le cadre de l'Initiative pour des collectivités en santé sera diffusée très prochainement sur le site internet de FCC.

Nous vous remercions pour votre participation et pour votre travail quotidien, qui vise à soutenir nos communautés face à la pandémie. Merci,

Merci,

Équipe de soutien
Initiative pour des collectivités en santé
chci@communityfoundations.ca

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

COUNTY OF OXFORD

BY-LAW # 2021 – 34

**BEING A BY-LAW TO AUTHORIZE THE USE OF INTERNET AND TELEPHONE
VOTING METHODS FOR THE 2022 MUNICIPAL ELECTION.**

WHEREAS Section 42 of the Municipal Elections Act, S.O. 1996, provides that the Council of a municipality may, by by-law, authorize electors to use an alternative voting method, that does not require electors to attend at a voting place in order to vote;

AND WHEREAS the Council of the Corporation of the Township of East Zorra - Tavistock considers it desirable to use Internet and Telephone as the preferred methods of voting for the 2022 Municipal Election;

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA – TAVISTOCK ENACTS AS FOLLOWS:

1. That the alternative voting method of “Internet/ Telephone” is hereby authorized for the Municipal Election to be held in 2022.
2. In this By-law words shall have the same meaning as defined or set out in the Municipal Elections Act 1996, as amended.
3. Voting Package means the set of documents mailed to each elector at the elector’s address on the revised voters list of such revised address as is authorized by the elector in writing to the Clerk on or before Nomination Day, and shall include:
 - a) a voting instruction sheet;
 - b) a list of candidates for office;
 - c) a secure PIN;
 - d) such other materials as the Township Clerk may determine necessary.
4. Every elector has the responsibility of completing the ballot in accordance with the Municipal Elections Act 1996, as amended, and the procedures authorized by this By-law.
5. No proxy voting provisions are applicable at Municipal Elections conducted in accordance with this By-law.
6. The Clerk’s procedures and rules for municipal elections authorized by Section 11, 12, 13, and 42 of the Municipal Elections Act 1996, as amended, shall be found in the Municipality’s election procedural manual as compiled by the Clerk and as amended when appropriate.
7. Any person, corporation or trade union guilty of corrupt practice or contravention of the provisions of the Municipal Elections Act 1996, as amended, may be prosecuted pursuant to the provisions of the Municipal Elections Act 1996, as amended, Sections 89 to 94 inclusive.
8. This By-law shall repeal By-law #2017-14.

READ A FIRST AND SECOND TIME THIS 6th DAY OF OCTOBER, 2021.

READ A THIRD AND FINAL TIME AND PASSED THIS 6th DAY OF OCTOBER, 2021.

Seal

Don McKay, Mayor

Will Jaques, Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2021 - 35**

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 6th day of October, 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 6th DAY OF OCTOBER, 2021.

seal

Don McKay, Mayor

Will Jaques, Clerk