

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

**AGENDA**

**for the Meeting to be held on Wednesday October 20, 2021 at the  
Innerkip Community Centre, 695566 17<sup>th</sup> Line, Innerkip, Ontario, at 7:00 p.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](mailto: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.

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1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm October 6, 2021 Meeting Minutes
5. Delegations & Appointments:
  - a) 7:15 p.m. – ZBA Application ZN2-21-04 (Howe Farms (Ontario) Ltd.)
  - b) 7:20 p.m. – ZBA Application ZN2-21-05-06 (Brenneman/ DonRon Farms Ltd.)
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) Staff Report - #HRSC2021 – 02 re: COVID-19 Vaccination Policy
7. By-laws:
  - a) By-law #2021-36 – Roads Transfer with Oxford County
  - b) By-law #2021-37 – ZBA Application ZN2-21-04 (Howe Farms (Ontario) Ltd.)
8. Other and Unfinished Business:
9. Closed to the Public Session \*as authorized under s. 239 of the Municipal Act\*:
  - a) October 6, 2021 Closed to the Public Session Minutes (s. 239 (2) (b))
  - b) Human Resources Matter (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 October 6, 2021.

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

Members Absent: Councillor Phil SCHAEFER.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Foreman Rodney Ramseyer, CBO John Scherer, Fire Chief Scott Alexander and Human Resources/ Safety Coordinator Jennifer Albrecht.

Mayor MCKAY welcomed everyone to the meeting. Councillor SMITH brought forward acknowledgment of the recent Truth and Reconciliation Day. As well, Councillor SMITH provided words of appreciation to the Innerkip Firefighters Association on their recent drive-thru breakfast. Councillor RUDY provided an update on the Tavistock Braves’ season.

Approve  
Agenda

1. Moved by: Jeremy SMITH  
Seconded by: Margaret LUPTON  
Resolved that Council approve the agenda for the October 6, 2021 meeting, as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm  
Minutes -  
Council

2. Moved by: Don EDMISTON  
Seconded by: Scott RUDY  
Resolved that Council confirm the Minutes of the September 1, 2021 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- UTRCA – September 2021 FYI
- Staff Report - #CBO2021 – 10 re: Building, Development & Drainage Reporting
- Staff Report - #PW2021 – 11 re: Public Works Reporting
- Staff Report - #FC2021 – 09 re: Fire Department Reporting
- Staff Report - #BCO2021 – 09 re: By-law Compliance Reporting
- Staff Report - #CSM2021 – 15 re: Corporate Services Reporting
- Staff Report - #CAO2021 – 12 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

Public Meeting -  
Open

3. Moved by: Scott RUDY  
Seconded by: Margaret LUPTON  
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:16 a.m.

*CARRIED.*

Public Meeting  
for ZN2-21-11  
(Stiek Farms  
Inc. and  
Rotteveel)

PUBLIC MEETING – STIEK FARMS INC. & ROTTEVEEL ZONE CHANGE APPLICATION ZN2-21-11, PART LOT 20, CONCESSION 10 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2021-311, regarding a Zone Change Application on lands owned by Stiek Farms Inc. & Mirjam and Eric Rotteveel.

Council asked questions of the planner and Staff. Council reviewed and considered the comments made in making its decision regarding this application.

Council  
Reconvene

4. Moved by: Scott RUDY  
Seconded by: Jeremy SMITH  
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:19 a.m.

*CARRIED.*

5. Moved by: Scott RUDY  
Seconded by: Matthew GILLESPIE  
Resolved that Council 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.

CARRIED.

Oxford County-  
COVID-19  
Workplace  
Vaccination  
Policy  
Resolution

Council reviewed and discussed the resolution passed by Oxford County Council regarding having a mandatory COVID-19 workplace vaccination policy.

6. Moved by: Jeremy SMITH  
Seconded by: Margaret LUPTON  
Resolved that Council direct staff to draft and bring back a vaccination policy for Council consideration.

CARRIED.

Recorded Vote on Resolution #6 called by Councillor Smith.

NAME	YEA	NAY
Don EDMISTON	X	
Matthew GILLESPIE	X	
Margaret LUPTON	X	
Don MCKAY	X	
Scott RUDY	X	
Jeremy SMITH	X	
Total – CARRIED	6	0

UTRCA –  
September  
2021 FYI

Council reviewed the September 2021 FYI from the UTRCA.

September 15,  
2021 PSB  
Minutes

Council reviewed the September 15, 2021 Police Services Board Minutes. Discussion regarding the enhanced officer, who commenced duties on August 8, 2021.

Tavistock Drain  
1985 (Petition &  
Appointment)

7. Moved by: Matthew GILLESPIE  
Seconded by: Scott RUDY  
Resolved that Council accept the petition received under Section 4 of the Drainage Act from Patrick Sommers 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, to be completed jointly with and including the petition from Canada Farm Distributors Ltd., which was accepted at the September 1, 2021 Council meeting.

*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 – 11  
re: Public Works  
Reporting

Public Works Foreman Rodney Ramseyer reviewed the Monthly Public Works Report with Council.

Staff Report  
#FC2021 – 09  
re: Fire  
Department  
Reporting

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

Staff Report  
#BCO2021 – 09  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2021 – 15  
re: Corporate  
Services  
Reporting

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



Staff Report  
#CAO2021 – 12  
re: CAO-  
Treasury  
Reporting

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

By-law:

1st & 2nd  
Reading

8. Moved by: Jeremy SMITH  
Seconded by: Don EDMISTON  
Resolved that the following by-law be read a first  
and second time:
- 2021-34 – Authorize Internet/Telephone Voting  
Methods

*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:
- 2021-34 – Authorize Internet/Telephone Voting  
Methods

*CARRIED.*

Adjourn to  
Closed to the  
Public Session

10. Moved by: Matthew GILLESPIE  
Seconded by: Jeremy SMITH  
Resolved that Council does now adjourn to a  
Closed to the Public Session, at 11:26 a.m., to  
consider the following matters:
- September 1, 2021 Closed to the Public Session  
Minutes (s. 239 (2) (b))
  - Human Resources Matters (s. 239 (2) (b))
  - CAO Performance Review (s. 239 (2) (b))

*CARRIED.*

Rise from  
Closed to the  
Public Session

11. Moved by: Jeremy SMITH  
Seconded by: Margaret LUPTON  
Resolved that Council does now rise from its  
Closed to the Public Session at 12:35 a.m.

*CARRIED.*

Confirming  
By-law

12. Moved by: Don EDMISTON  
Seconded by: Matthew GILLESPIE  
Resolved that By-law #2021-35 being a by-law to confirm the proceedings of Council held Wednesday October 6, 2021 be read a first, second and third time this 6<sup>th</sup> day of October, 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: Scott RUDY  
Seconded by: Margaret LUPTON  
Resolved that Council does now adjourn at 12:36 p.m.

*CARRIED.*

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Will Jaques, Clerk

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Don McKay, Mayor

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

**From: Dustin Robson, Development Planner, Community Planning**

## **Application for Zone Change ZN 2-21-04 – Howe Farms (Ontario) Ltd.**

### **REPORT HIGHLIGHTS**

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- The zone change application proposes to rezone the retained lot resulting from consent application B21-33-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the new 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 September 9, 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**

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#### **Background**

OWNER: Howe Farms (Ontario) Ltd.  
415226 41<sup>st</sup> Line  
Embro, ON N0J 1J0

LOCATION:

The subject lands are legally described as Part Lot 24, Concession 13 (East Zorra). The lands are located on the west side of 14th Line, between Cassel Sideroad and Oxford Road 8 and are municipally known as 636447 14<sup>th</sup> Line in the Township of East Zorra-Tavistock.

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 lands to be retained resulting from Consent Application B21-33-2 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 0.6 ha (1.5 ac) in size. The property contains an existing single-detached dwelling (circa 1880), a private well, and septic system. Surrounding uses are predominately agricultural.

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

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

Plate 3, Applicant's Sketch, shows the configuration and dimensions of the lands to be retained 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 0.6 ha (1.5 ac) for non-farm rural residential purposes would accumulate +10 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	0
Heritage	0
<b>Total</b>	<b>+10</b>

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). Once merged, the newly enlarged lot will be approximately 50.4 ha (124.5 ac) in size, with approximately 694.4 m (2,278 ft) of frontage on 14<sup>th</sup> Line and will continue to meet the provisions of the 'A2' zone with respect to lot area, frontage, and depth.

The lot to be retained is proposed to be used for non-farm rural residential purposes and requires rezoning to recognize the use of the lands as such. The 'Rural Residential Zone (RR)' requires a minimum lot area of 2,800 m<sup>2</sup> (30,139 ft<sup>2</sup>), a minimum lot frontage of 35 m (114.8 ft), and a minimum lot depth of 80 m (262.5 ft). The subject lands are proposed to have an area of 0.6 ha (1.5 ac), frontage of approximately 65.8 m (215.8 ft) on 14<sup>th</sup> Line, and a depth of 92.4 m (303.5 ft).

AGENCY COMMENTS:

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

The Township's Public Works Manager has indicated additions of new or alterations to existing driveway entrances must meet the Township Entrance from Roadways Policy and be approved by Public Works.

The Township's Chief Building Official has indicated that a Surveyors Real Property Report is required and should include the location of septic components and well. The spatial separation issue pertaining to the driveway on the lot to be severed shall be addressed. A Drainage Assessment Reapportionment will be required. A new 911 number will be required when Public Works approves a new entrance. A Severance Agreement will be required for the newly created parcel.

Union Gas noted that they have 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 and that any service relocation required due to a severance would be at the cost of the property owner. Also, should future gas service be required to either the severed or retained parcel an application for gas service is to be submitted to Union Gas.

The Township's Fire Chief, the Oxford County Public Works Department, Southwestern Public Health, and Rogers have indicated no objections.

PUBLIC CONSULTATION:

Notice of the proposed Zoning By-law amendment 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 B21-33-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the proposed non-farm rural residential use of the lands.

As the proposal will result in a non-farm rural residential lot resulting from a farm consolidation, Planning Staff are satisfied that the proposal complies 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, being the lot to be retained resulting from the previously noted consent application, requires 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 will have a lot area of 0.6 ha (1.5 ac), frontage of approximately 65.8 m (215.8 ft) on 14<sup>th</sup> Line, and a depth of 92.4 m (303.5 ft) and appears 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.

## RECOMMENDATION

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It is recommended that the Council of the Township of East Zorra-Tavistock approve the zone change application submitted by Howe Farms (Ontario) Ltd., whereby the lands described as Part Lot 24, Concession 13 (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 non-farm rural residential purposes.

## SIGNATURES

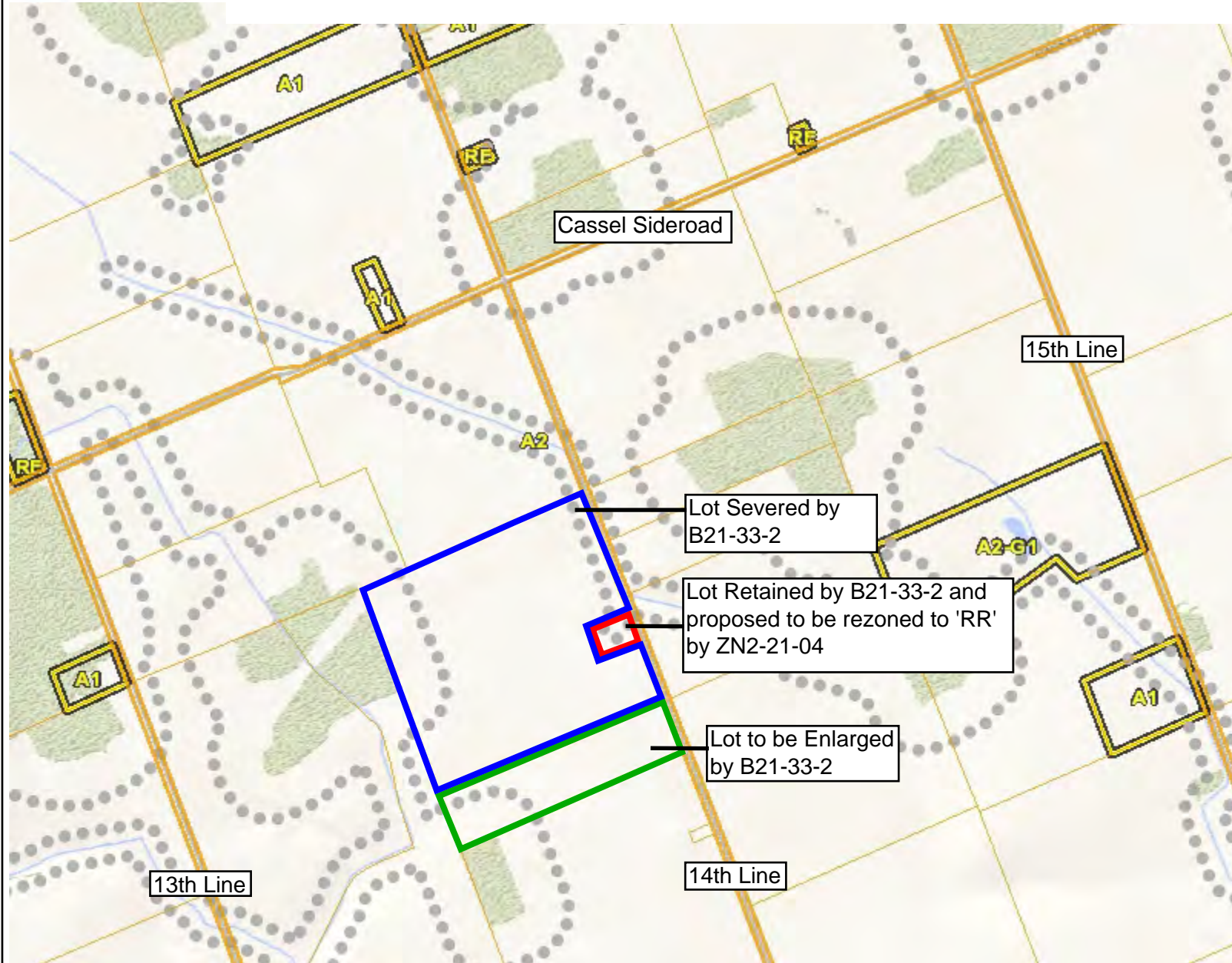
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**Authored by:** 'original signed by'

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

June 11, 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

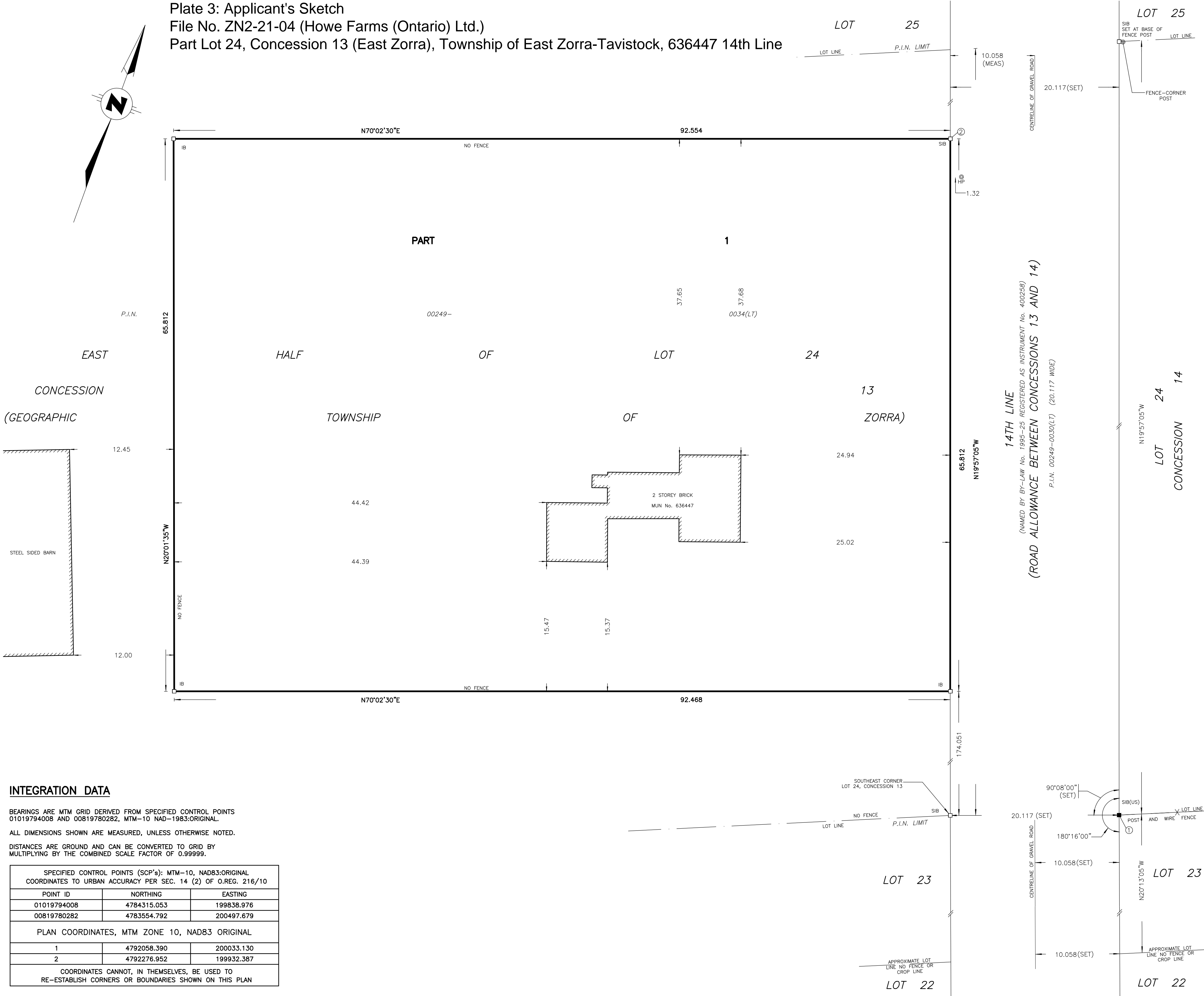
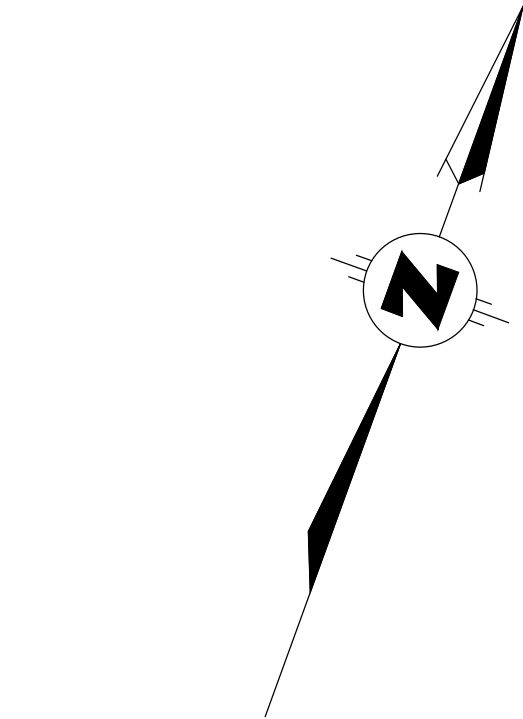


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

August 11, 2021



Plate 3: Applicant's Sketch  
File No. ZN2-21-04 (Howe Farms (Ontario) Ltd.)  
Part Lot 24, Concession 13 (East Zorra), Township of East Zorra-Tavistock, 636447 14th Line

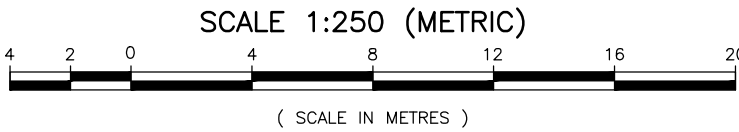


I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT		PLAN 41R-	
DATE		RECEIVED AND DEPOSITED	
DATE		DATE	
JAKE SURGENOR, O.L.S.		REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF OXFORD (No. 41)	

SCHEDULE			
PART	LOT	CONCESSION	P.I.N.
1	PART OF EAST HALF OF LOT 24	13	PART OF 00249-0034(LT)

PART 1 COMPRISES PART OF P.I.N. 00249-0034(LT)

PLAN OF SURVEY  
OF PART OF THE  
EAST HALF OF LOT 24, CONCESSION 13  
IN THE  
TOWNSHIP OF EAST ZORRA - TAVISTOCK  
(GEOGRAPHIC TOWNSHIP OF EAST ZORRA)  
COUNTY OF OXFORD



JAKE SURGENOR  
ONTARIO LAND SURVEYOR

LEGEND

- DENOTES SURVEY MONUMENT SET
- DENOTES SURVEY MONUMENT FOUND
- IB DENOTES IRON BAR
- OU DENOTES ORIGIN UNKNOWN
- SIB DENOTES STANDARD IRON BAR
- WIT DENOTES WITNESS
- 1017 DENOTES CALLON DIETZ, O.L.S.'s
- US DENOTES URE & SMITH O.L.S.'s
- P.I.N. DENOTES PROPERTY IDENTIFIER NUMBER
- M DENOTES MEASURED
- S DENOTES SET
- P1 DENOTES PLAN 41R-9933
- A.C. DENOTES AERIAL CABLE
- HP DENOTES HYDRO POLE

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT:
- (1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
  - (2) THE SURVEY WAS COMPLETED ON THE 10TH DAY OF AUGUST, 2021.

PRELIMINARY - NOT MONUMENTED

DATE JAKE SURGENOR  
ONTARIO LAND SURVEYOR

INTEGRATION DATA

BEARINGS ARE MTM GRID DERIVED FROM SPECIFIED CONTROL POINTS 01019794008 AND 00819780282, MTM-10 NAD-1983:ORIGINAL.  
ALL DIMENSIONS SHOWN ARE MEASURED, UNLESS OTHERWISE NOTED.  
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99999.

SPECIFIED CONTROL POINTS (SCP's): MTM-10, NAD83:ORIGINAL COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10		
POINT ID	NORTHING	EASTING
01019794008	4784315.053	199838.976
00819780282	4783554.792	200497.679
PLAN COORDINATES, MTM ZONE 10, NAD83 ORIGINAL		
1	4792058.390	200033.130
2	4792276.952	199932.387
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		

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

G:\\_CDvault\DWG\2020s\2021\21-24092\RPlan-(C-2437).dwg August 24, 2021

**Callon & Dietz** INCORPORATED

ONTARIO LAND SURVEYORS

CARLETON PLACE LONDON NORTH BAY

info@callondietz.com callondietz.com

SURVEY BY: CJ/JDS

DRAWN BY: DY

FILE No: 21-24092

PLAN No: C-2437

REGISTERED  
ISO 9001

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

**From: Dustin Robson, Development Planner, Community Planning**

## **Applications for Zone Change ZN 2-21-05 & ZN 2-21-06 – DonRon Farms Ltd. & Paul and Katherine Brenneman**

### **REPORT HIGHLIGHTS**

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- The zone change applications propose to rezone the severed lot resulting from consent application B21-37-2 from 'Rural Residential Zone (RR)' to 'General Agricultural Zone (A2)' and to rezone the severed lot resulting from consent application B21-38-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR).' The related consent applications were approved by the Oxford County Land Division Committee on September 9, 2021. The zone change applications are required to fulfill conditions of the consents.
- Planning staff are recommending support of the proposal as it is generally consistent with the Provincial Policy Statement and the County Official Plan respecting agricultural lot additions and rural residential lot additions.

### **DISCUSSION**

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#### **Background**

##### **ZN2-21-05**

OWNER: Paul & Katherine Brenneman.  
596883 Highway 59, Woodstock, ON N4S 7W1

APPLICANT: Luke Bender  
596957 Highway 59, Woodstock, ON N4S 7W1

##### **ZN2-21-06**

OWNER/APPLICANT: DonRon Farms Ltd.  
596883 Highway 59, Woodstock, ON N4S 7W1

#### LOCATION:

The subject lands are described as Part Lot 26, Concession 12 (East Zorra), Parts 1 & 2, Reference Plan 41R-9430. The lands are located on the west side of 13<sup>th</sup> Line, between Cassel Sideroad and Maplewood Sideroad. The smaller, residentially-zoned lot is municipally known as 616595 13<sup>th</sup> Line while the agricultural parcel does not currently have a civic address.

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:

**ZN2-21-05**

Existing Zoning: 'Rural Residential Zone (RR)'

Proposed Zoning: 'General Agricultural Zone (A2)'

**ZN2-21-06**

Existing Zoning: 'General Agricultural Zone (A2)'

Proposed Zoning: 'Rural Residential Zone (RR)'

PROPOSAL:

The zone change applications propose to rezone the lot to be severed resulting from consent application B21-37-2 from 'Rural Residential Zone (RR)' to 'General Agricultural Zone (A2)' and to rezone the lot to be severed via consent application B21-38-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)'. The related consent applications were approved by the Oxford County Land Division Committee on September 9, 2021. The zone change applications are required to fulfill conditions of the consents. The proposed consents and zoning amendments facilitate what is effectively a parcel swap between an agricultural holding and a non-farm residential use.

Both the lands to rezoned by ZN2-21-05 and the lands to be rezoned by ZN2-21-06 are approximately 0.3 ha (0.8 ac) in size. Neither of the subject lands contain any buildings or structures. The lands to be rezoned by ZN2-21-05 are proposed to be used for agricultural use while the lands to be rezoned by ZN2-21-06 are proposed to be used for non-farm rural residential development. Surrounding uses are predominately agricultural.

Plate 1A, Existing Zoning & Location Map (ZN2-21-05), indicates the location of the lands to be rezoned as well as the existing zoning in the immediate vicinity.

Plate 1B, Existing Zoning & Location Map (ZN2-21-06), indicates the location of the lands to be rezoned as well as the existing zoning in the immediate vicinity.

Plate 2A, Existing Zoning & Aerial Map (ZN2-21-05), provides an aerial view of the subject lands.

Plate 2B, Existing Zoning & Aerial Map (ZN2-21-06), provides an aerial view of the subject lands.

Plate 3A, Applicant Sketch (ZN2-21-05), provides the configuration and dimensions of the subject lands in greater detail.

Plate 3B, Applicant Sketch (ZN2-21-06), provides the configuration and dimensions of the subject lands in greater detail.

## **Application Review**

### PROVINCIAL POLICY STATEMENT (PPS):

Section 2.3 (Agriculture) of the PPS directs that prime agricultural areas shall be protected for long term agricultural use.

Further, 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 policies of the PPS also state that lot adjustments in prime agricultural areas may be permitted for legal or technical reasons, which are defined to mean severances for the purpose of easements, corrections of deeds, quit claims and minor boundary adjustments that do not result in the creation of a new lot.

### OFFICIAL PLAN:

The subject lands are located within the Agricultural Reserve designation in the County of Oxford 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, and accessory residential uses required for the farm.

The policies regarding boundary adjustments in areas designated for agriculture are outlined in Section 3.1.4.4.4 (Easements, Rights-of-Way, Correction of Title and Boundary Adjustments) in the Official Plan. Specifically, these policies permit minor adjustments to the legal boundaries of lots to conform to existing patterns of exclusive use and occupancy or to rectify problems created by the encroachment of buildings, structures, private water supply or private sewage disposal facilities on abutting lots.

Further, Section 3.1.5.4.6 of the Plan states that 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 expand lots for non-farm rural residential use will generally not exceed 0.8 ha (2 ac) in size.

Proposals seeking to sever or expand parcels larger than this limit will only be permitted where it can be demonstrated that the additional area is required to accommodate a private water supply or on-site sewage facilities, where the topography of the area has limitation 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 existing non-farm rural residential lot is currently zoned 'Rural Residential Zone (RR)' in the Township of East Zorra-Tavistock Zoning By-law. The 'RR' zone establishes minimum lot frontage, lot depth, and area requirements of 35 m (114.8 ft), 80 m (262.5 ft), and 2,800 m<sup>2</sup> (30,139 ft<sup>2</sup>), respectively, and permits residential uses such as a single detached dwelling or converted dwelling (the latter subject to a Zoning By-law amendment).

The existing agricultural lot is currently zoned 'General Agricultural Zone (A2)' in the Township of East Zorra-Tavistock Zoning By-law. The 'A2' zone establishes the minimum lot frontage and area requirements of 100 m (328.1 ft) and 30 ha (74.1 ac), respectively, and is intended for a wide range of agricultural uses.

Following the proposed reconfiguration, the non-farm rural residential lot will be 0.8 ha (2 ac) in size, 110.6 m (363 ft) deep, and have approximately 72.3 m (240.1 ft) of frontage on 13<sup>th</sup> Line, which is in keeping with the provisions of the 'RR' zone in the Township of East Zorra-Tavistock Zoning By-law.

It is proposed that following the proposed reconfiguration, the agricultural lot will be 38.7 ha (95.6 ac), with approximately 314.4 m (1,031.5 ft) of frontage on 13<sup>th</sup> Line, which is in keeping with the provisions of the 'A2' zone in the Township of East Zorra-Tavistock Zoning By-law.

AGENCY COMMENTS:

The applications were circulated to various agencies considered to have an interest in the proposal, together with the accompanying severance applications. The following comments were received.

The Township's Public Works Manager has indicated that changes to the existing driveway or additional driveways must meet the Township Entrance from Roadways Policy and be approved by the Public Works Manager.

The Township's Chief Building Official has indicated that a Severance Agreement will be required. A Surveyors Real Property Report will be required for the new lot showing the location of the existing (build in progress) house, septic and well in relation to property lines.

Union Gas noted that they have 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 and that any service relocation required due to a severance would be at the cost of the property owner. Also, should future gas service be required to either the severed or retained parcel an application for gas service is to be submitted to Union Gas.

The Township Fire Department, the Oxford County Public Works Department, Southwestern Public Health, Upper Thames River Conservation Authority (UTRCA), Hydro One, Bell Canada, and Canada Post indicated that they had no objections or concerns with the subject applications.

#### PUBLIC CONSULTATION:

Notice of the consent 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 zone change applications propose to rezone the lot to be severed resulting from consent application B21-37-2 from 'Rural Residential Zone (RR)' to 'General Agricultural Zone (A2)' and to rezone the lot to be severed via consent application B21-38-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR).'

The applicant indicated that the proposed lot reconfiguration was requested to widen the non-farm rural residential lot which would allow for a better layout for residential use. The existing non-farm rural residential lot currently consists of a lot size of approximately 0.8 ha (2 ac) with frontage of 44.9 m (147.1 ft) and a lot depth of 180.7 m (592.7 ft). The severance proposal intends to convey 0.3 ha (0.8 ac) from the rear of the non-farm rural residential lot to the abutting agricultural lot. Following this conveyance, 0.3 ha (0.8 ac) would then be conveyed from the agricultural lot to the north side of the non-farm rural residential lot to widen the residential property. The end result would be the non-farm rural residential lot maintaining a lot size of approximately 0.8 ha (2 ac) with a wider frontage of 72.3 m (240.1 ft) and depth of 110.6 m (363 ft), all of which complies with the provisions of the Zoning By-law. Oxford County's Land Division Committee reviewed the severance applications and approved said applications at the September 9, 2021 Committee meeting.

It is proposed that following the proposed reconfiguration, the agricultural lot will be 38.7 ha (95.6 ac), 620 m (2,034.1 ft) in depth, and have approximately 314.4 m (1,031.5 ft) of frontage on 13<sup>th</sup> Line. The A2 zone requires a minimum lot size of 30 ha (74.1 ac) and a minimum frontage of 100 m (328.1 ft). There is no minimum lot depth for the A2 zone.

Planning staff have reviewed the proposed zone change applications and are of the opinion that they maintain the minimum requirements in terms of minimum lot size, lot depth, and frontage for the subject lands.

In light of the foregoing, it is the opinion of this Office that the proposed zone change applications are consistent with the policies of the Provincial Policy Statement and maintain the intent and purpose of the County Official Plan and can therefore be given favourable consideration, subject to the following conditions.



## RECOMMENDATIONS

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It is recommended that the Council of the Township of East Zorra-Tavistock approve in principle the zone change application submitted by Paul and Katherine Brenneman, (File No. ZN2-21-05) whereby the lands described as Part Lot 26, Concession 12, Part 1, Plan 41R9430, Township of East Zorra-Tavistock are to be rezoned from 'Rural Residential Zone (RR)' to 'General Agricultural Zone (A2).'

It is recommended that the Council of the Township of East Zorra-Tavistock approve in principle the zone change application submitted by DonRon Farms Ltd., (File No. ZN2-21-06) whereby the lands described as Part Lot 26, Concession 12, Part 2, Plan 41R9430, Township of East Zorra-Tavistock are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR).'

## SIGNATURES

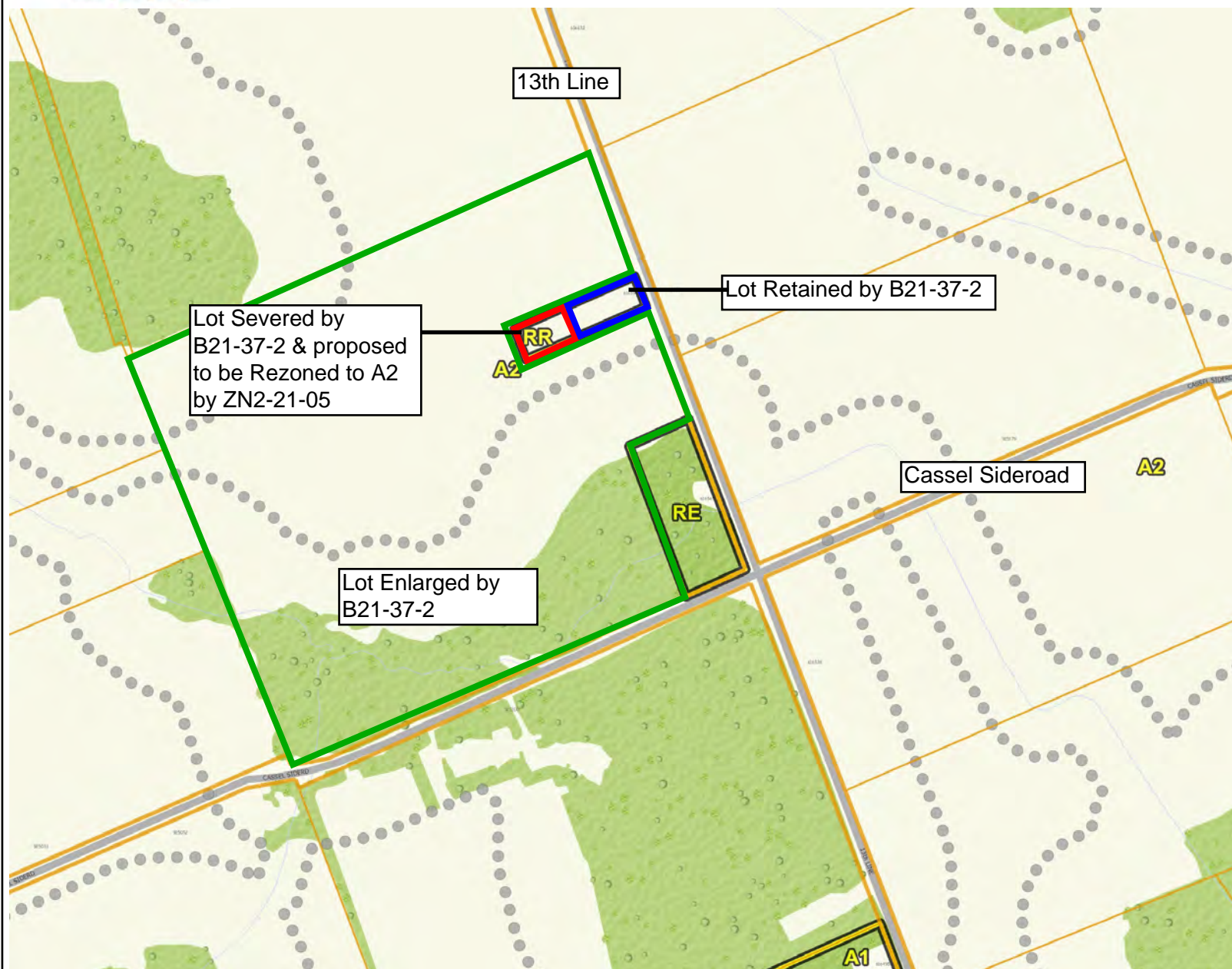
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**Authored by:** *'original signed by'*

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



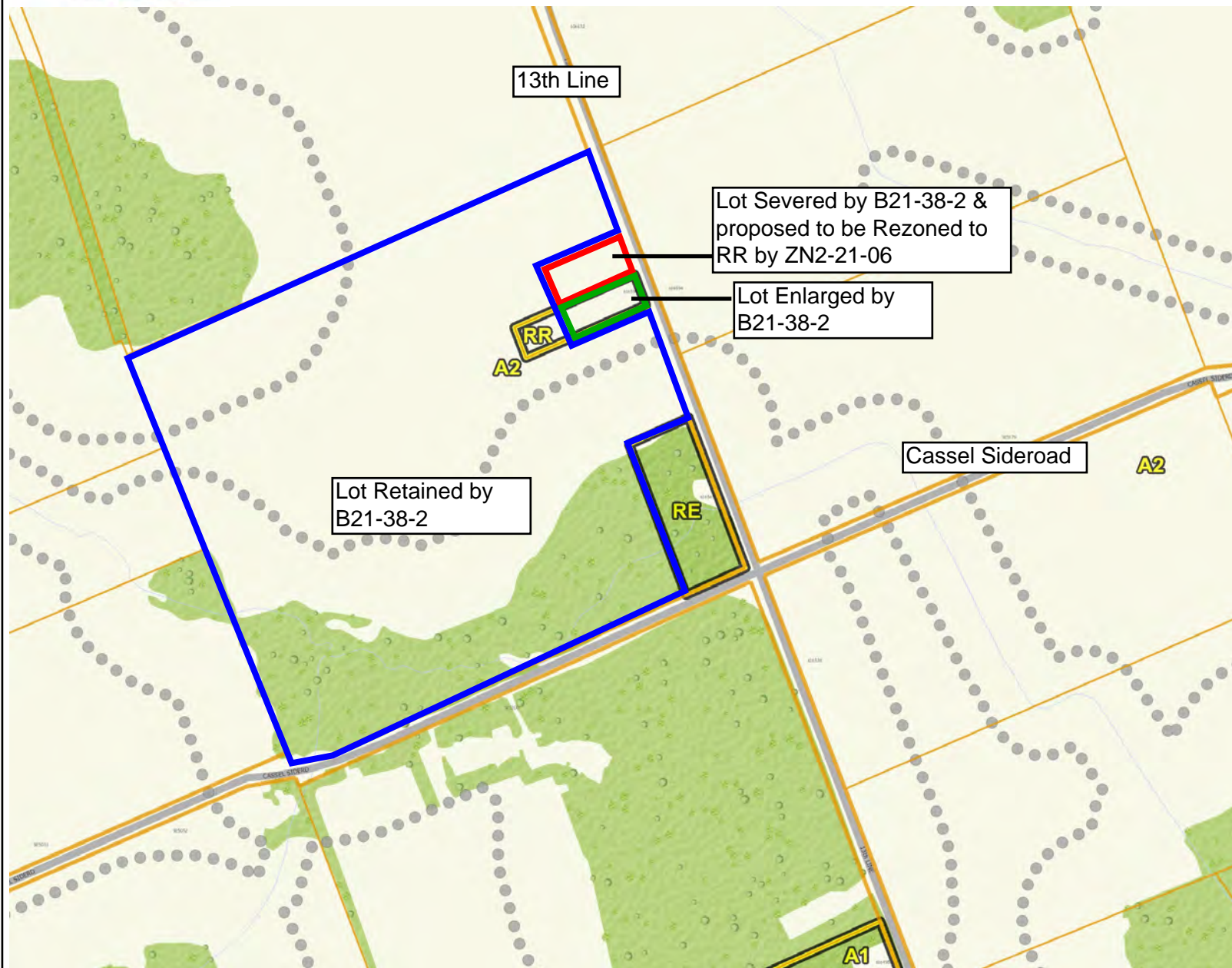
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NAD\_1983\_UTM\_Zone\_17N



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

July 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



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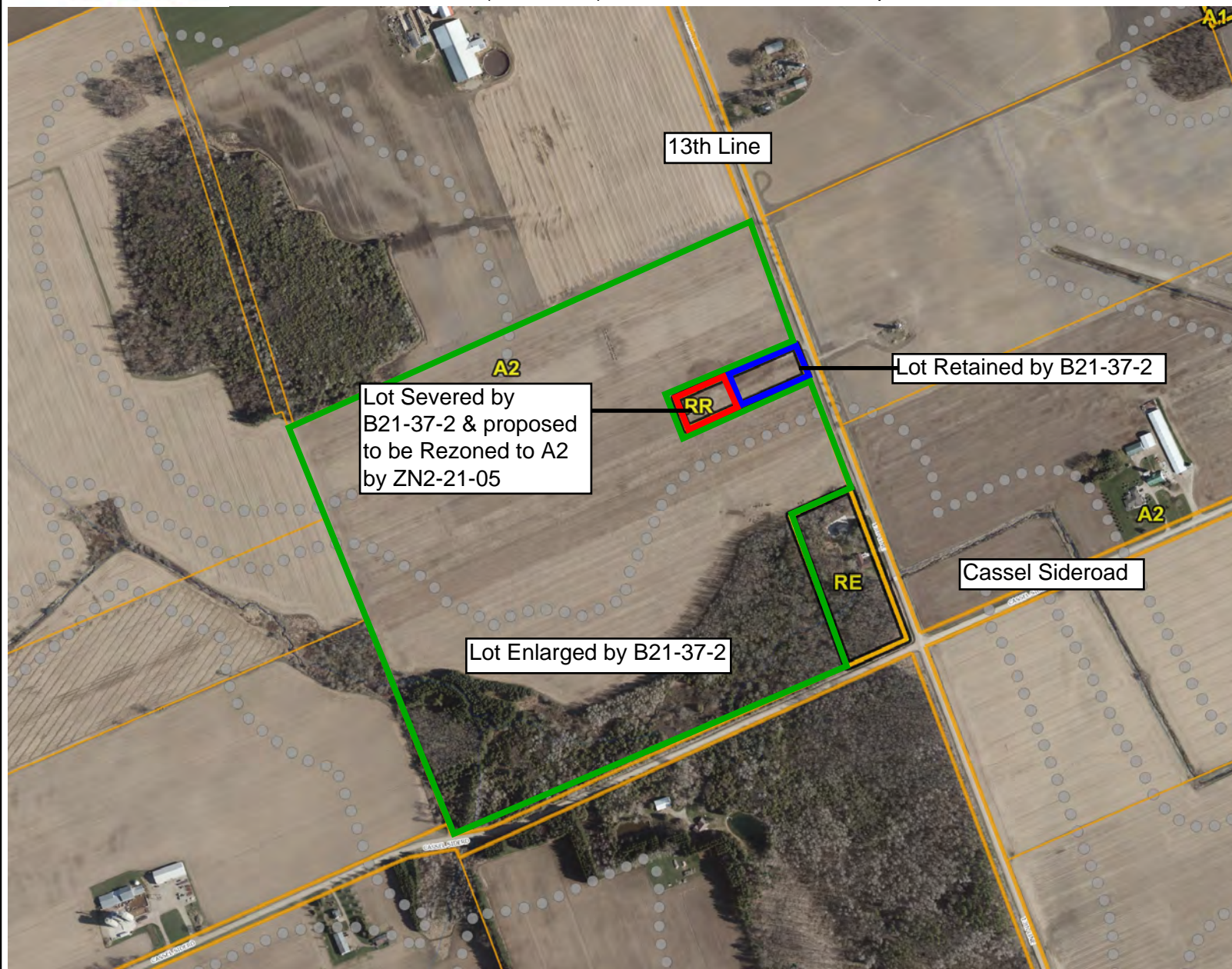
NAD\_1983\_UTM\_Zone\_17N



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July 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



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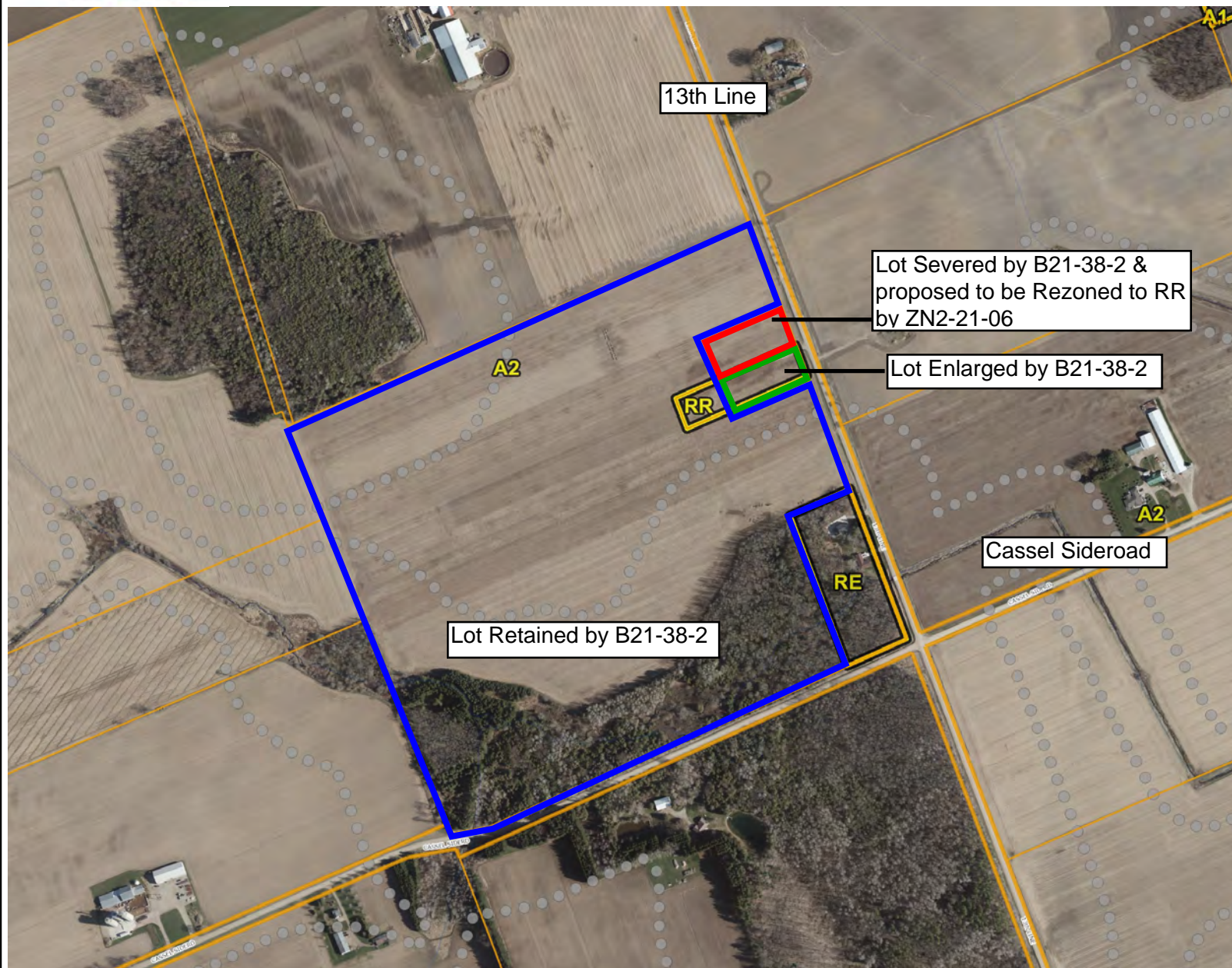
NAD\_1983\_UTM\_Zone\_17N



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

August 20, 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



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NAD\_1983\_UTM\_Zone\_17N



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August 20, 2021



Plate 3A: Applicant's Sketch

File No. ZN2-21-06 - DonRon Farms Ltd.

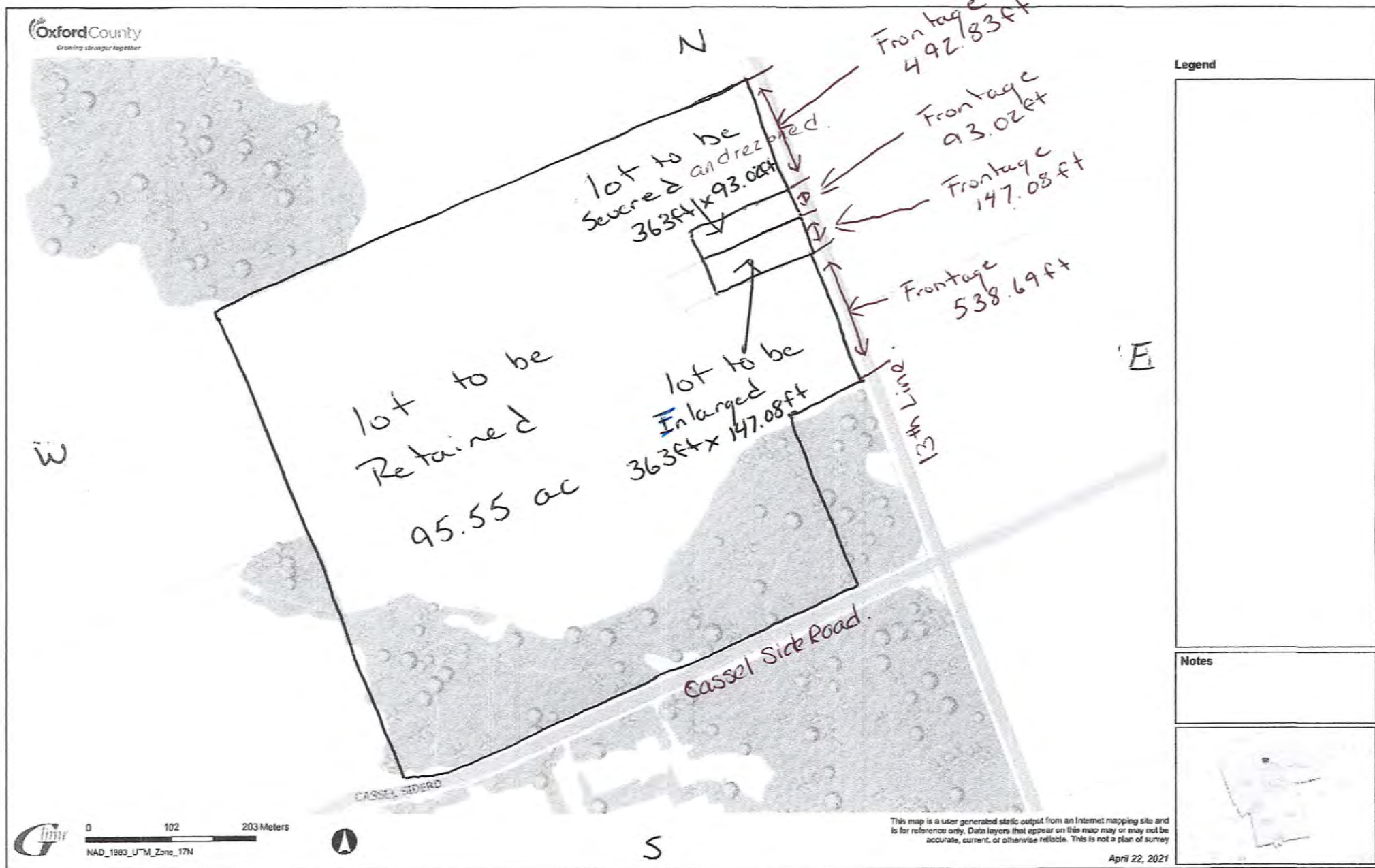
Pt Lot 26, Concession 12 (East Zorra), Part 1, 41R9430, Township of East Zorra-Tavistock



Plate 3B: Applicant's Sketch

File No. ZN2-21-06 - DonRon Farms Ltd.

Pt Lot 26, Concession 12 (East Zorra), Part 2, 41R9430, Township of East Zorra-Tavistock



#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

# STAFF REPORT

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Report #HRSC2021-02

To: His Worship the Mayor and Members of Council

From: Jennifer Albrecht, Human Resources and Safety Coordinator

Subject: Human Resources Update – COVID-19 Vaccination Policy

Date: October 13, 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:

At Council's request, staff has created a COVID-19 Vaccination Policy, attached as Appendix 'A'. This policy is based on the Provincial template, which has been adopted by many municipalities throughout the Province, while at the same time has been modified to meet the interests of East Zorra-Tavistock.

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements that the Township of East Zorra-Tavistock has for its employees, volunteers, students and elected officials, with respect to COVID-19 and vaccinations. The intent of the policy is to provide education and compliance, rather than disciplinary measures.

The education program that is included in this policy (attached as Appendix 'B') is also part of the Township's COVID-19 Safety Plan and would be mandatory reading for any employees, volunteers, students and elected officials that have declared a non-vaccinated status. The date of November 5th, 2021 has been selected as the due date for vaccination status declaration for those covered under this policy.

Attachments:

1. **Appendix 'A'** - Policy #2.31 - COVID-19 Vaccination Policy
2. **Appendix 'B'** – East Zorra-Tavistock Vaccine Education Program

Recommendations:

1. That Council approve the Policy #2.31 – COVID-19 Vaccination Policy.

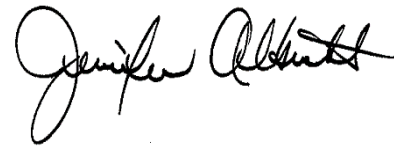
Reviewed by:



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Karen DePrest  
Chief Administrative Officer

Report Prepared and Submitted by:



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Jennifer Albrecht  
Human Resources and Safety Coordinator



## Township of East Zorra-Tavistock

### Human Resources Manual

<b>Title: COVID-19 Vaccination Policy</b>	
Section: Personnel Policy	Number: 2.31
Version: 1	Review Frequency: as required
Approved by: Council	Approval Date: 2021-10-20
Application: Applies to all employees, students, volunteers and elected officials	
Notes:	

#### **Purpose**

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements that the Township of East Zorra-Tavistock has for employees, students, volunteers and elected officials with respect to COVID-19 vaccinations.

#### Definition:

“Vaccinations” - means treatment with a vaccine to produce immunity against a disease, inoculation, immunization.

“Fully Immunized” - for the purposes of case/contact/outbreak management, an individual is defined as fully immunized once 14 days has passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID-19 vaccine series that is approved by Health Canada.

Vaccines approved by Health Canada are as follows:

Comirnaty - (formerly known as Pfizer-BioNTech) COVID-19 vaccine  
 Spikevax - (formerly known as Moderna) COVID-19 vaccine  
 Vaxzevria - (formerly known as AstraZeneca/COVISHIELD) COVID-19 vaccine  
 Janssen - (Johnson and Johnson) COVID-19 vaccine

## **Scope**

This policy applies to all Township of East Zorra-Tavistock employees, students (including those working on an unpaid placement or internship), volunteers and elected officials. Individuals may have Township-specific obligations in addition to this policy regarding COVID-19 vaccination, or under regulations, legislation or guidelines applicable to their duties. If the requirement under this policy reflects a higher requirement than any directive stipulates for a specific department, this policy will govern.

The Township of East Zorra-Tavistock reserves the right to amend this policy as the Township determines to be appropriate or required.

## **Support for Vaccinations - Employees**

The Township of East Zorra-Tavistock supports employees in obtaining their COVID-19 vaccinations. If an employee cannot work because of vaccine-related side effects, paid time is available as per provisions outlined in Policy 4.05 - Family Wellness Leave.

## **Continued Compliance with all Health and Safety Precautions**

Unless a legislated or regulatory exemption applies, all individuals are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when performing their duties or otherwise engaged in Township business. The applicable health and safety measures are outlined in the Township of East Zorra-Tavistock COVID-19 Safety Plan.

## **Responsibilities**

All levels of management are responsible for the administration of this Policy.

Managers/Supervisors are expected to lead by example and to declare their COVID-19 Vaccination status and meet the requirements outlined in this policy. They are to ensure employees declare their COVID-19 Vaccination Status, as outlined in this policy; and further ensure employees complete any Township required education or training about COVID-19, including vaccine education and safety protocols.

Employees, including students, as well as volunteers and elected officials are expected to follow all health and safety policies and protocols. They are to declare their COVID-19 vaccination status and meet the requirements outlined in this policy; and complete any Township required education or training about COVID-19, including vaccine education and safety protocols.

All Township employees, students, volunteers and elected officials are required to create and foster a work environment free from harassment and disrespectful behaviour, as outlined in Policy 2.02 Respect in the Workplace.

## **Procedure**

### **Proof of Vaccination Status**

The Township of East Zorra-Tavistock requires all employees, students, volunteers and elected officials to disclose their COVID-19 vaccination status through a confidential COVID -19 Vaccination Status Declaration Form.

For those individuals who have been vaccinated, the Township requires proof of vaccination to be provided to Human Resources. All COVID -19 Vaccination Status Declaration Forms are filed confidentially and restricted to Human Resources access. The only acceptable proof of vaccination is the receipt or other documentation provided by the Ministry of Health/Public Health, a treating physician (equivalent) or an out-of-province health body to the person who was vaccinated.

Individuals must disclose their vaccination status to the Township's Human Resource Officer in accordance with the established process by no later than Friday, November 5, 2021.

After Friday, November 5, 2021, individuals must participate in regular rapid antigen testing until such time as they are considered fully immunized, if any of the following apply:

- The individual has not received two doses of the COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), and it has not been 14 days past their final dose; or
- The individual has not disclosed their vaccination status as required; or
- The individual requires an exemption from receiving the vaccination, subject to limited exceptions in accordance with the Human Rights Code (Ontario), provided that all necessary documentation is submitted and kept updated to substantiate the exemption.

If an individual has chosen not to be vaccinated without an exemption (as noted above), the Township will not pay for each rapid antigen test. Testing will be conducted at interval frequency/locations and/or by means, as determined appropriate by the Township of East Zorra-Tavistock.

For employees, the time required to receive a rapid antigen test should be arranged by the employee for off work times before the beginning of the employees shift or may be unpaid time/personal time for the employee, subject to the employee's Supervisor's approval. All other individuals shall arrange for rapid antigen testing on their own time.

Mileage will not be paid for any individual if travel is required to receive a rapid antigen test.

The Township of East Zorra-Tavistock otherwise reserves the right to require reasonable rapid antigen testing of any individual at any time.

The Township of East Zorra-Tavistock will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation. This information will be retained by Human Resources and will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Individuals also may be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to their duties (e.g., after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

Individuals can download copies of their vaccination documentation at this link; [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca)

Please refer to Appendix 1: How to Download your Vaccination Documentation. If the individual has a red and white health card or no health card, call 1-833-943-3900



### Medical Exemption for COVID-19 Vaccination

If an individual has a medical reason for not being vaccinated now or in the future, it is the individual's responsibility to contact the Human Resources Officer to provide a letter to take to their attending physician. Each case will be considered on its own merits, in accordance with any applicable legal obligations under the Human Rights Code. The Township will require written proof of a medical reason that sets out at least the following:

- i. that the person cannot be vaccinated against COVID-19; and,
- ii. the general nature of the medical reason why the person cannot be vaccinated and confirmation that this is a genuine medical condition and not simply the patient's preference or self-evaluation; and,
- iii. the effective time period for the medical reason (i.e., permanent, or time-limited).

This medical information received is to be provided to and retained by Human Resources in a confidential file with restricted access.

The Township will work with the individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario). Without limitation, for employees, such measures may include changes to work assignments, work location, as well as regular rapid antigen testing.

### Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The Township of East Zorra-Tavistock will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace, students working on an unpaid placement or internship, volunteers, elected officials, and the public that they all serve.

To that end, and in consultation with Southwestern Public Health, the Township will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Township of East Zorra-Tavistock may decide to deploy new measures to protect employees, students, volunteers and elected officials and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted individuals.



## Township of East Zorra-Tavistock VACCINE EDUCATION PROGRAM

The Township of East Zorra-Tavistock has an obligation under Provincial legislation to take all necessary precautions to protect the health and safety of its workforce and is committed to providing excellent service to our community and to building trust and confidence in local government.

This course is an important measure to help reduce the risk of COVID-19 transmission that complements other workplace health and safety measures in place including COVID-19 safety planning, daily health screening, mandatory masking, physical distancing, hand hygiene and enhanced cleaning.

This course is in line with Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants.

Getting both doses of the COVID-19 vaccine is the best defense against the virus, including known variants, like the Delta variant. The Township is demonstrating its commitment to promoting vaccinations to ensure the health and safety of all staff members.

We recognize that getting vaccinated is a personal choice and you may be hesitant to receive the vaccine based on what you know and feel about the vaccine and the COVID-19 virus. This course will provide reliable information to help you make that decisions.

## Course Objectives

By the end of this course, you will be able to:

- Describe some of the impacts COVID-19 has had, including infection rates, mortality rates and societal impacts
- Describe how COVID-19 vaccines work
- Explain vaccine safety related to the development of the COVID-19 vaccines
- Describe the benefits of vaccination against COVID-19
- Identify risks of not being vaccinated against COVID-19
- Describe possible side effects of COVID-19 vaccination



## About COVID-19 Vaccines

Securing safe and effective COVID-19 vaccines was a turning point in our fight against COVID-19. Health Canada has authorized the Pfizer-BioNTech, Moderna, AstraZeneca and COVISHIELD COVID-19 vaccines. More vaccines will likely be authorized in the near future.

Health Canada only approved vaccines where the evidence and scientific data showed they were safe, effective, of good quality and demonstrated their benefits outweighed the risks.

Clinical trial details are available in the:

- Pfizer-BioNTech COVID-19 vaccine product monograph
- Moderna COVID-19 vaccine product monograph
- AstraZeneca COVID-19 vaccine product monograph
- COVISHIELD vaccine product monograph

Additional information on the use of COVID-19 vaccines is available in

**Recommendations on the use of COVID-19 vaccines** by the National Advisory Committee on Immunization (NACI).

<https://www.canada.ca/en/public-health/services/immunization/national-advisory-committee-on-immunization-naci/recommendations-use-covid-19-vaccines.html>

## How COVID-19 Vaccines Work

Vaccines work with the body's natural defences to develop protection against a disease. COVID-19 vaccines provide instructions to your body's immune system to recognize and fight off the virus that causes COVID-19. Currently, there are two types of approved vaccines, mRNA and viral vector.



### **Viral vector vaccines (AstraZeneca and COVISHIELD)**

Use a genetically modified virus that cannot cause disease, to deliver genetic instructions (DNA) to our cells to produce coronavirus protein that initiates an immune response in the body.


**Viral vector vaccines cannot cause infection in the host and cannot alter a person's DNA**



### **mRNA vaccines (Pfizer-BioNTech & Moderna)**


Use genetic instructions in molecules called mRNA delivered to our cells to produce coronavirus protein that initiates an immune response in the body. **mRNA vaccines cannot cause infection in the host and cannot alter a person's DNA**

## Impacts of COVID-19




**Infection Rate**

According to the World Health Organization (WHO), there are over 225 million people worldwide with confirmed cases of COVID-19.



**Death Rate**

According to the World Health Organization (WHO), there are over 4.5 million confirmed deaths from COVID-19 since the beginning of the pandemic.



**Societal Impact**

In addition to the tremendous impact on our healthcare system, COVID-19 has affected us on a personal and professional level. We have experienced restrictions on many daily activities, most importantly on our contact with friends and loved ones.

COVID-19 has had tremendous impacts globally.

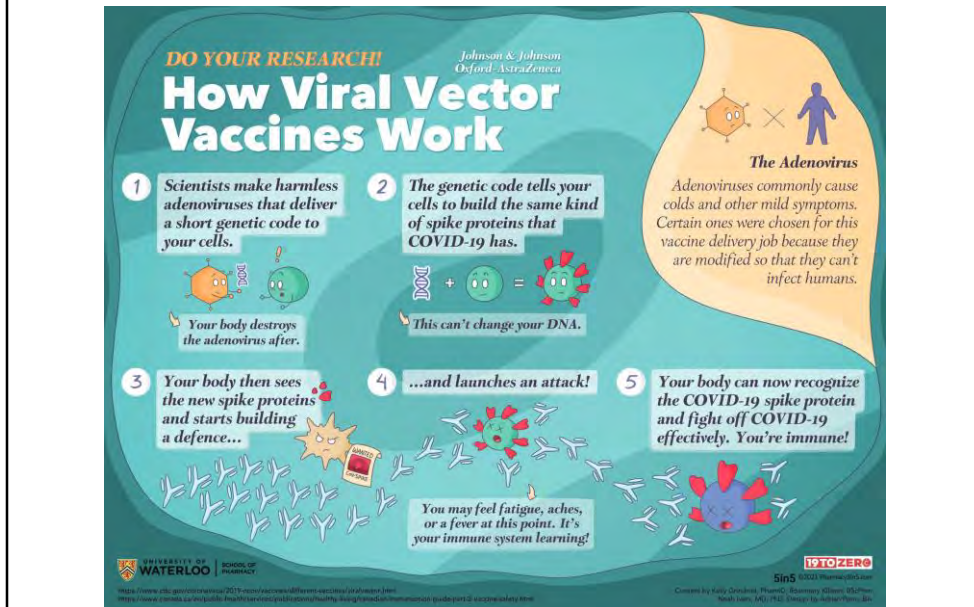
These statistics are also constantly increasing in number, therefore for the most up to date COVID-19 statistics worldwide, visit <https://covid19.who.int/>.

In the Southwestern Public Health Unit, as of September 23, 2021 there has been:

**4,243** total cases  
**217** hospitalizations  
**86** deaths

For the most up to date COVID-19 statistics for Southwestern Public Health <https://www.swpublichealth.ca>

## How Viral Vector COVID-19 Vaccines Work



A viral vector vaccine uses a harmless, weakened version of a different virus, called a “vector,” to deliver information to the body that helps it protect you. The vaccine teaches your body how to make copies of the spike proteins. If you are exposed to the real virus later, your body will recognize it and know how to fight it off.

Viral vector-based technology has been widely used for gene therapy and cancer therapeutics for several decades, and most recently for development of two human Ebola vaccines.

## Vaccine Safety

Creating a new vaccine typically takes years. However, it was possible to develop the COVID-19 vaccines in less time for the following reasons:

- Being informed by decades of research on other strains of coronavirus prior to COVID-19, such as Middle East Respiratory Syndrome (MERS) and Sars-CoV (SARS)
- Advances in science and technology
- International collaboration among scientists, health professionals, researchers, industry and governments
- Increased dedicated funding

Additional information on vaccine safety is available at <https://covid-19.ontario.ca/covid-19-vaccine-safety>

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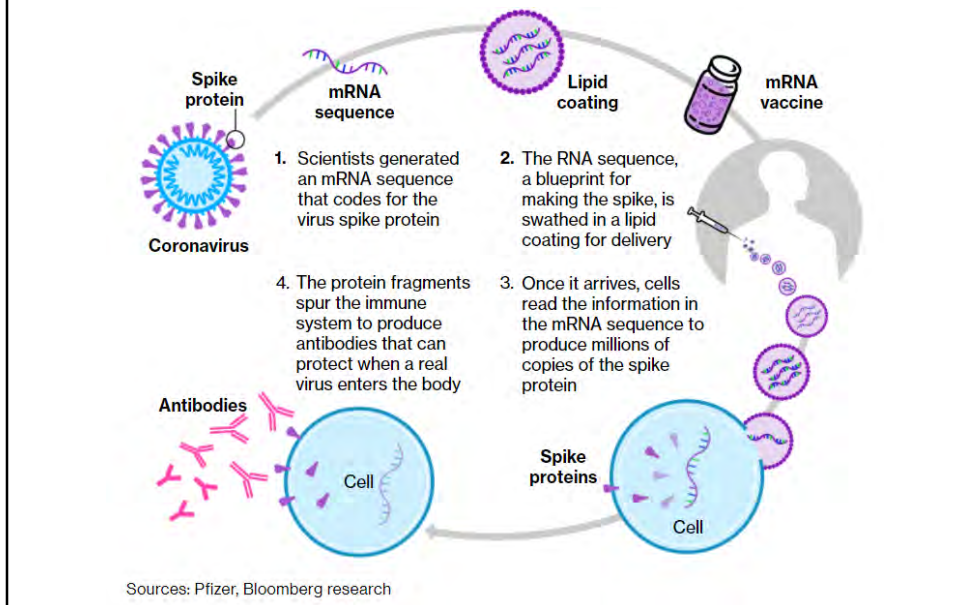
## Can I Mix Vaccines?

The National Advisory Committee on Immunization (NACI) has confirmed that a mixed vaccine schedule (receiving both Moderna and Pfizer) can be completed safely and is effective. All vaccines provide strong protection against COVID-19 and its variants. To ensure maximum protection against COVID-19 and the Delta variant, people are encouraged to get vaccinated as soon as they can and to receive their second dose within the recommended interval.

The federal government is working with the World Health Organization and the international community to make sure that individuals who are fully vaccinated in ways that Canadians recognize as safe and effective (mixing of vaccines) are also recognized around the world.



## How mRNA COVID-19 Vaccines Work



mRNA vaccines teach our cells how to make a protein that will trigger an immune response without using the live virus that causes COVID-19. Once triggered, our body then makes antibodies. These antibodies help us fight the infection if the real virus does enter our body in the future.

To watch a short video on how an mRNA vaccine works, visit [https://www.youtube.com/watch?v=TbaCxIJ\\_VP4](https://www.youtube.com/watch?v=TbaCxIJ_VP4).



## Vaccine Safety

In Canada, drugs, including vaccines, are regulated under the Food and Drugs Act and regulations. They must meet the regulatory requirements for safety, efficacy and quality before they can be approved for use and distribution in Canada. The federal government (Health Canada) is responsible for approving vaccines.

Before approving a vaccine, including COVID-19 vaccines, Health Canada assesses the:

- Scientific and clinical evidence - including results of clinical trials - to determine if a vaccine product is safe, effective and manufactured to the highest quality
- Safety and efficacy of the vaccine to determine that there are no concerns, the vaccine can trigger an adequate immune response to protect against disease and the benefits outweigh the risks
- Manufacturing process to make sure the manufacturer can carry out the necessary quality controls for the vaccine






## Vaccine Safety

In addition to the measures put in place by Health Canada, Ontario puts further measures in place to ensure vaccines are safe for Ontarians including:

- Securely and safely transporting and storing vaccines at required conditions and temperatures
- Establishing safe clinic spaces to give people immunizations, including providing the required training to those administering vaccines
- Monitoring for any adverse reactions or side effects that may occur after vaccination and taking appropriate measures, including working with the federal government and other provinces and territories

Once a vaccine is in use, Canada has a strong vaccine safety monitoring system to alert public health authorities of changing trends or unusual adverse reactions that were not previously reported.

## Vaccine Benefits

-  ■ Getting vaccinated substantially reduces your risk of becoming infected with COVID-19.
-  ■ If you do get COVID-19 after vaccination, it will be less severe.
-  ■ Getting vaccinated helps achieve community immunity within our population.
-  ■ It's your best defense to protect yourself and your loved ones, friends and other people you come into contact with.
-  ■ Your vaccine might stop COVID-19 from reaching someone who won't survive it.

Vaccine effectiveness is estimated to be 60-80% for preventing COVID-19 infection 3-4 weeks after receiving a single dose of vaccine. Following the second dose, vaccine effectiveness increases to greater than 85%. While vaccines provide a high degree of protection from COVID-19 infection, it is expected a small proportion of vaccinated individuals may become infected as no vaccine is 100% effective. When COVID-19 cases occur following vaccination, there is evidence that vaccines reduce symptomatic infection, the severity of illness, as well as transmission. The vaccine effectiveness for the prevention of serious outcomes such as hospitalizations and intensive care unit admissions ranges between 70-90%.

There are many benefits to getting vaccinated against COVID-19.

Additional information on vaccine safety is available at <https://www.publichealthontario.ca/-/media/documents/ncov/covid-wwksf/2021/04/wwksf-vaccine-effectiveness.pdf?la=en>

## Possible Side Effects

As of September 3, 2021, over 53 million doses of the COVID-19 vaccine have been administered across Canada and over 5.7 billion doses have been administered worldwide!

The vaccines cannot give you COVID-19 but, like all vaccines, they may cause side effects and rare reactions.

### Common Side Effects

As with most vaccines, some people can develop mild side effects like pain at the injection site; fatigue; headache chills; fever or muscle pain in the days following immunization. Side effects are more commonly reported after the second dose. These mild side effects typically resolved within 48 hours and are a sign of your body creating an immune response (and NOT a sign of infection).

### Rare Reactions

In Canada, only 3,967 serious side effects were reported - that means a serious adverse event rate of 0.007%. That is safer than commonly used medications like Advil and Tylenol.

## Risks of Not Being Vaccinated



**Variants of Concern (VOCs)**

According to the Ontario COVID-19 Science Advisory Table, new variants of concern (VOCs) now account for 67% of all Ontario infections. Compared with early variants, VOCs are associated with a 63% increased risk of hospitalization, a 103% increased risk of intensive care unit (ICU) admission and a 56% increased risk of death due to COVID-19. You are also 7 times more likely to contract COVID-19 without being vaccinated.



**Long Term Effects**

According to the Chief Public Health Officer of Canada, of those who contract COVID-19, 83% of people will have one or more symptoms longer than 4-12 weeks, and 56% of people will have one or more symptoms longer than 12 weeks. This is called "Long COVID"



**Not Returning to Normal Activities**

Travel restrictions, limitations on gatherings with family and friends, accessing schools, participating in some sports, eating in a restaurant, going to a movie, attending sporting events and further lockdowns. As of Sept 22, 2021, the government of Ontario will require patrons to be fully vaccinated and provide proof of their vaccination status and proof of ID to enter certain businesses and organizations, with a focus on higher-risk indoor public settings.


There are many risks to not getting vaccinated against COVID-19. Some of these include Variants of Concern (VOCs), long term effects, and not returning to our normal activities.

We are currently experiencing a fourth wave of COVID-19 in our community, with a number of active cases in our region and in other communities across Ontario, and we're seeing concerning trends with the Delta variant. Getting vaccinated offers the best protection against the severe disease and hospitalizations COVID-19 and the Delta variant can cause.

Getting vaccinated is a personal choice, and we know it's not always an easy one. It's important to get your information about the vaccine from reliable sources and make an informed choice that works best for you. There is a lot of misinformation available online these days, so we strongly encourage you to consult reliable sources or talk to trusted medical professionals, such as your family doctor or nurse practitioner, to learn more about safety and effectiveness of the COVID-19 vaccine.

Check out the document from Homewood Health called COVID-19: Vaccine Hesitancy: Separating the Facts from Fake News at <https://homewood-production.s3.amazonaws.com/attachments/606f5885bd0d5b7c49d9d0ec-original.pdf>

# Getting a COVID-19 vaccine in Ontario



Book or reschedule an appointmentBook online:  
[www.covidvaccineLM.ca](http://www.covidvaccineLM.ca)

Call: 1-800-922-0096 ext. 9 (8:30 a.m. - 4:30 p.m. Mon to  
Fri) or call the Provincial Vaccine Booking Line  
1-833-949-3900

## Recap

Now that you have completed this course, you should be able to:

- Describe some of the impacts COVID-19 has had, including infection rates, mortality rates and societal impacts
- Describe how COVID-19 vaccines work
- Explain vaccine safety related to the development of the COVID-19 vaccines
- Describe the benefits of vaccination against COVID-19
- Identify risks of not being vaccinated against COVID-19
- Describe possible side effects of COVID-19 vaccination



TOWNSHIP OF EAST ZORRA-TAVISTOCK

COUNTY OF OXFORD

BY-LAW # 2021 - 36

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**BEING a By-law to upload and download certain roads and portions of roads to the County of Oxford and Township of East Zorra-Tavistock roads systems.**

**WHEREAS** Section 52 (1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that an upper-tier municipality may add a lower-tier highway, including a boundary line highway, to its highway system from any of its lower-tier municipalities;

**AND WHEREAS** Section 52 (4) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that an upper-tier municipality may remove a highway, including a boundary line highway, from its system;

**AND WHEREAS** Section 52 (5) of the Municipal Act, 2001, S.O. 2001, Chapter 25, provides that if a highway is removed from an upper-tier highway system, it is under the jurisdiction of the lower-tier municipality in which the highway is located;

**AND WHEREAS** the Township of East Zorra-Tavistock and the County of Oxford have reached an agreement on both the uploading and downloading of certain highways.

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

1. That the Township of East Zorra-Tavistock's road system be amended by removing that part of the 16<sup>th</sup> Line from the northwest limit of Oxford Road 4 to the south limit of Oxford Road 8, to form part of Oxford Road 60, as part of the County of Oxford's road system;
2. That the Township of East Zorra-Tavistock's road system be amended by removing that part of the Maplewood Side Road from the east limit of Oxford Road 59 to the west limit of Oxford Road 5, to form part of Oxford Road 28, as part of the County of Oxford's road system;
3. That the Township of East Zorra-Tavistock's road system be amended by adding that part of Oxford Road 2 Access Road only (servicing civic addresses 684784, 684786, 684790, 684792, 684796, 684800 Highway 2), located off of the south limit of Oxford Road 2, commencing at a point 329 metres west of the west limit of Oxford Road 30, to the south limit of Oxford Road 2, from the County of Oxford's road system;

4. That the road transfers will have effect as of and after January 1, 2022;
5. That the Mayor and Clerk of The Corporation of the Township of East Zorra-Tavistock are hereby authorized and instructed to execute the required documents to effectively carry out the road transfers.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> DAY OF OCTOBER, 2021.**

\_\_\_\_\_  
Don McKay, Mayor

seal

\_\_\_\_\_  
Will Jaques, Clerk



**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2021-37**

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' the zone symbol of the lands so designated 'RR' on Schedule "A" attached hereto.
2. 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 20<sup>th</sup> day of October, 2021.

READ a third time and finally passed this 20<sup>th</sup> day of October, 2021.

(SEAL)

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Don McKay, Mayor

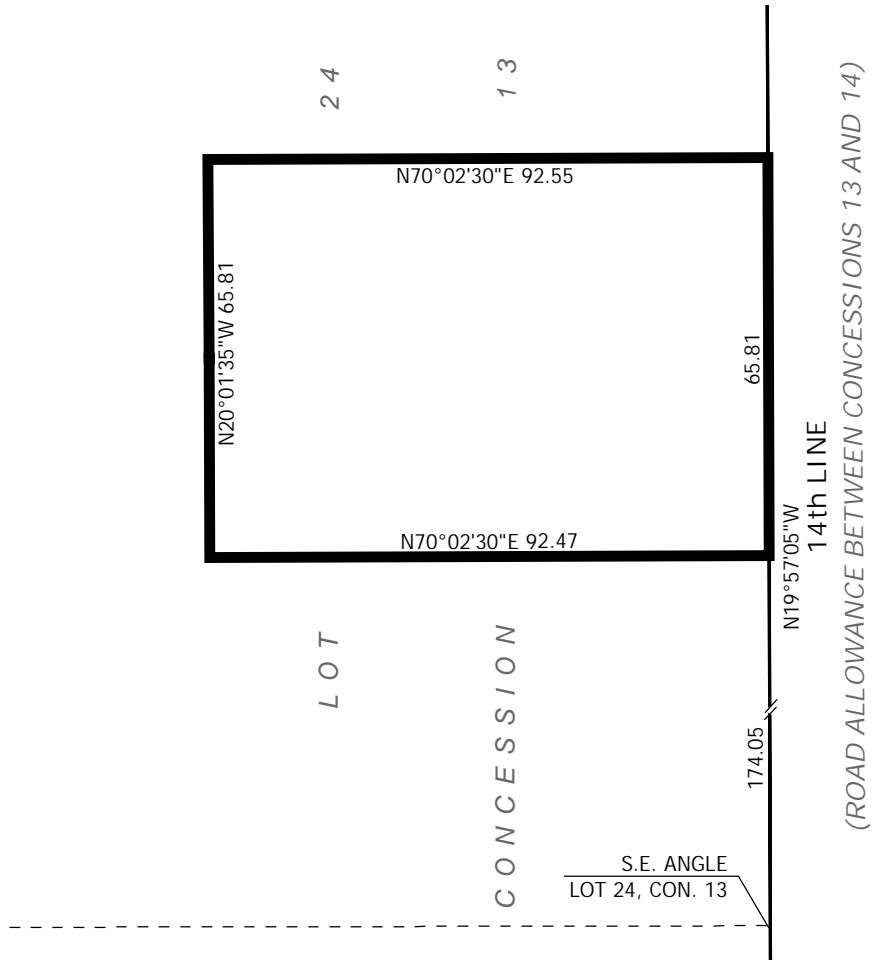
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Will Jaques, Clerk

# SCHEDULE "A"

TO BY-LAW No. 2021-37

PT LOT 24, CONCESSION 13 (EAST ZORRA)  
TOWNSHIP OF EAST ZORRA-TAVISTOCK



AREA OF ZONE CHANGE TO RR

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services  
Information Services ©2021

THIS IS SCHEDULE "A"

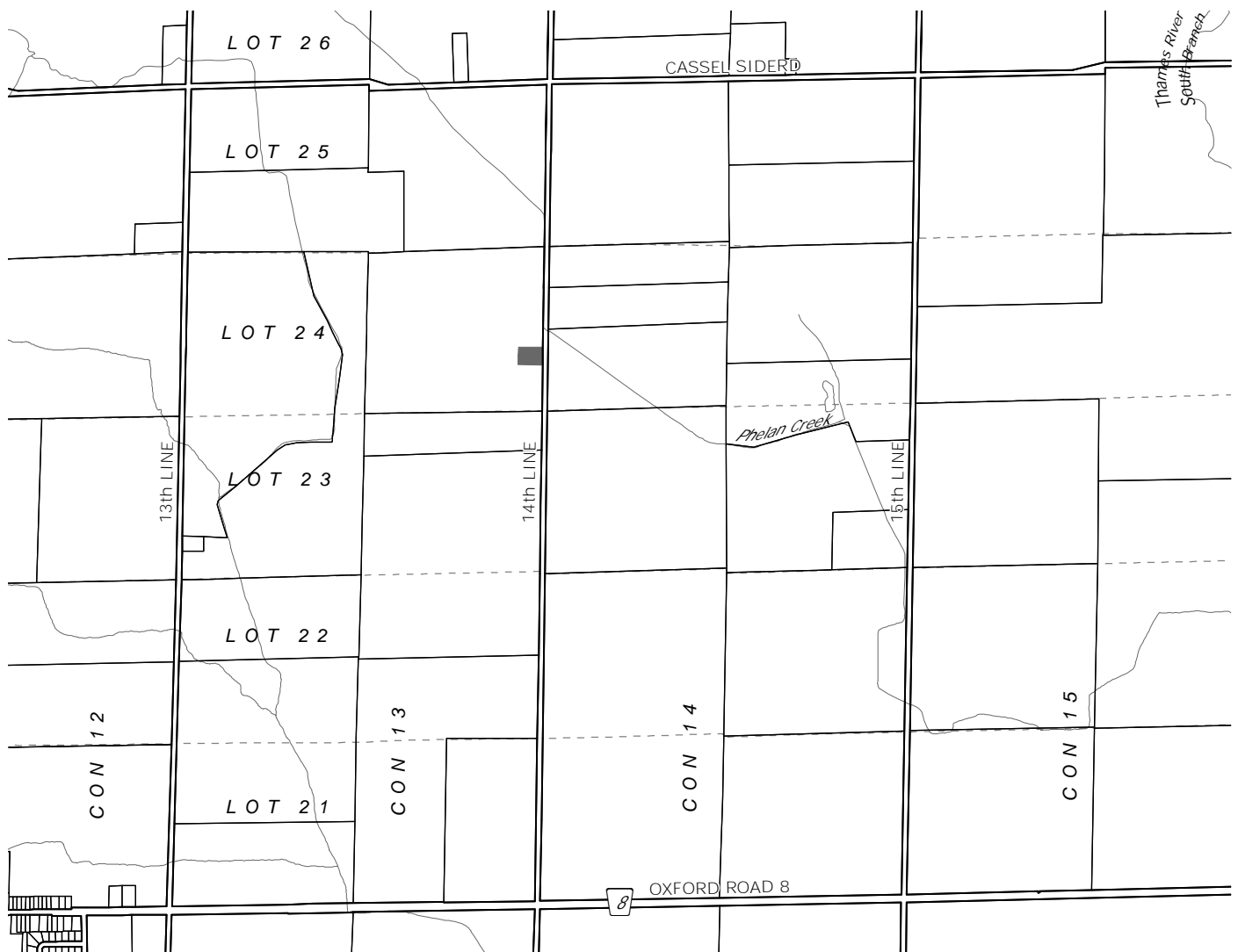
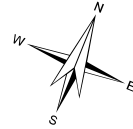
TO BY-LAW No. 2021-37, PASSED

THE 20 DAY OF October, 2021

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK/ADMINISTRATOR

# KEY MAP



LANDS TO WHICH BYLAW #2021-37 APPLIES

ZN 2-21-04

## **TOWNSHIP OF EAST ZORRA-TAVISTOCK**

### **BY-LAW # 2021-37**

### **EXPLANATORY NOTE**

The purpose of By-law #2021-37 is to rezone the lot to be retained resulting from Consent Application B21-33-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the subject lands for non-farm rural residential purposes as a result of a proposed farm consolidation.

The subject lands are legally described as Part Lot 24, Concession 13 (East Zorra). The lands are located on the west side of 14th Line, between Cassel Sideroad and Oxford Road 8 and are municipally known as 636447 14<sup>th</sup> Line in the Township of East Zorra-Tavistock.

The Township of East Zorra-Tavistock, after conducting the public hearing necessary to consider the application, adopted the amending By-law #2021-37. The public hearing was held on October 20, 2021. 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 2-21-04 (Howe Farms (Ontario) Inc.)  
Report No: 2021-314

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2021 - 38**

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

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

All actions and proceedings of the Council taken at its meeting held on the 20<sup>th</sup> 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 20<sup>th</sup> DAY OF OCTOBER, 2021.**

seal

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Don McKay, Mayor

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Will Jaques, Clerk