

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

**AGENDA**

**for the Meeting to be held on Wednesday December 15, 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.

---

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm December 1, 2021 Meeting Minutes
  - b) ROEDC – September to November, 2021 Activity Report
5. Delegations & Appointments:
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) November 25, 2021 PSB Minutes
  - e) Staff Report - #CBO2021 – 15 re: Settlement Drain Inspection Program
  - f) Staff Report - #PW2021 – 15 re: Dust Suppressant Tender Results
7. By-laws:
  - a) By-law #2021-44 – 2022 Borrowing By-law
  - b) By-law #2021-45 – 2022 Interim Tax Levy By-law
  - c) By-law #2021-46 – Appointment of Committee of Adjustment (2022)
  - d) By-law #2021-47 – Actual Cost By-law (Tavistock Drain 1974)
  - e) By-law #2021-48 – Actual Cost By-law (Tavistock Drain 1987)
8. Other and Unfinished Business:
  - a) Councillor Rudy – Further discussion regarding Road Needs Study
9. Closed to the Public Session \*as authorized under s. 239 of the Municipal Act\*:
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 December 1, 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 Manager Tom Lightfoot, CBO John Scherer, Fire Chief Scott Alexander and Human Resources/Safety Coordinator Jennifer Albrecht.

Mayor MCKAY welcomed everyone to the meeting. Councillor SMITH offered condolences on the recent passing of Innerkip community member Gordon Arnott. Further, Councillor SMITH provided a reminder of the upcoming Innerkip Santa Claus Parade. Councillor LUPTON enquired as to whether others had knowledge of coyote issues in the Township. Mayor MCKAY provided Council with an update on the recent hosting of Director General Jin-Ling Chen of the Taipei Economic and Cultural Office.

Approve  
Agenda

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

*CARRIED.*

PECUNIARY INTERESTS:

- N/A

Confirm  
Minutes -  
Council

2. Moved by: Matthew GILLESPIE  
Seconded by: Don EDMISTON  
Resolved that Council confirm the Minutes of the November 17, 2021 Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- UTRCA – November 2021 FYI
- October 25, 2021 TDRFB Minutes
- Staff Report - #CBO2021 – 14 re: Building, Development & Drainage Reporting
- Staff Report - #PW2021 – 14 re: Public Works Reporting
- Staff Report - #BCO2021 – 10 re: Fire Department Reporting
- Staff Report - #BCO2021 – 11 re: By-law Compliance Reporting
- Staff Report - #CSM2021 – 17 re: Corporate Services Reporting
- Staff Report - #CAO2021 – 16 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

Staff Report  
#HRSC2021-03  
re:  
Organizational  
Chart Policy

Human Resources/ Safety Coordinator Jennifer Albrecht presented her report to Council regarding **updates to the Township’s Organizational Chart.**

3. Moved by: Matthew GILLESPIE  
Seconded by: Margaret LUPTON  
Resolved that Council approve the updated Policy #1.01 - Organizational Chart Policy, as attached to Staff Report #HRSC2021-03.

*CARRIED.*

UTRCA –  
November 2021  
FYI

Council reviewed the November 2021 FYI from the UTRCA. Councillor LUPTON provided an update on ongoing UTRCA business.

Oxford County-  
Consent App.  
B21-68-69-2  
(Fieldhouse)

4. Moved by: Jeremy SMITH  
Seconded by: Don EDMISTON  
Resolved that Council voice no objection to consent application B21-68-69-2/ A21-19-20-2 (Fieldhouse).

*CARRIED.*

Public Meeting -  
Open

5. Moved by: Matthew GILLESPIE  
Seconded by: Margaret LUPTON  
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:18 a.m.

*CARRIED.*

Public Meeting  
for ZN2-21-09  
(Lazenby) &  
ZN2-21-10  
(Shuster)

PUBLIC MEETING – DONALD & MARC LAZENBY ZONE CHANGE APPLICATION ZN2-21-09, AND TED & BESS SHUSTER ZONE CHANGE APPLICATION, PART LOT 6, CONCESSION 14 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2021-407, regarding Zone Change Applications on lands owned by Donald & Marc Lazenby, and Ted & Bess Shuster.

Council asked questions of the planner and Staff. The applicants were both represented at the Public Meeting. Council reviewed and considered the comments made in making its decision regarding this application.

Council  
Reconvene

- 6. Moved by: Matthew GILLESPIE  
Seconded by: Don EDMISTON  
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:24 a.m.

*CARRIED.*

- 7. Moved by: Jeremy SMITH  
Seconded by: Margaret LUPTON  
Resolved that Council approve-in-principle Zone Change Application ZN 2-21-09 submitted by Marc & Donald Lazenby, whereby the lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock are to be rezoned from **'General Agricultural Zone (A2)' to 'Residential Existing Lot Zone (RE-1)'** to recognize the use of the lands for non-farm rural residential purposes.

*CARRIED.*

- 8. Moved by: Matthew GILLESPIE  
Seconded by: Jeremy SMITH  
Resolved that Council approve-in-principle Zone Change Application ZN 2-21-10 submitted by Ted & Bess Shuster, whereby the lands described as Part Lot 6, Concession 14 (East Zorra), Township of East Zorra-Tavistock to amend the **'Special Residential Existing Lot Zone (RE-1)'** to permit an animal kennel use within a new accessory building with a maximum gross floor area of 192.4 m2 (2,070.9 ft2).

*CARRIED.*

County Council  
- Updates and  
Questions

Mayor MCKAY provided an update on the County of  
**Oxford's budget process.**

Staff Report  
#CBO2021 - 14  
re: Building,  
Development &  
Drainage  
Reporting

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

October 25,  
2021 TDRFB  
Minutes

Council reviewed the October 25, 2021 Tavistock  
District Recreation & Facilities Board Minutes.

Staff Report  
#PW2021 - 14  
re: Public Works  
Reporting

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

Staff Report  
#FC2021 - 10  
re: Fire  
Department  
Reporting

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

Public Meeting -  
Open

9. Moved by: Margaret LUPTON  
Seconded by: Scott RUDY  
Resolved that Council does now adjourn to a Public  
Meeting in accordance with the provisions of the  
Planning Act at 9:47 a.m.

*CARRIED.*



Public Meeting  
for ZN2-21-12  
(Douglas)

PUBLIC MEETING – DOUGLAS ZONE CHANGE  
APPLICATION ZN2-21-12, PART LOT 15, PLAN  
41M-115, TOWNSHIP OF EAST ZORRA-  
TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2021-397, regarding a Zone Change Application on lands owned by Johnathan Edward Douglas.

Council asked questions of the planner and Staff. The applicant was present and spoke favourably of the application. Neighbour Jeff Rodger was present for the meeting. Written comments from the public received prior to December 1, 2021 were read aloud. Council reviewed and considered the comments received in making its decision regarding this application.

Council  
Reconvene

- 10. Moved by: Jeremy SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:56 a.m.

*CARRIED.*

- 11. Moved by: Scott RUDY  
Seconded by: Don EDMISTON  
Resolved that Council approve the zone change application submitted by Johnathan Edward Douglas whereby the lands described as Part Lot 15, Plan 41M-115, in the Township of East Zorra-Tavistock, are to be **rezoned from 'Residential Type 1 Zone (R1)' to 'Residential Type 1 Converted Dwelling Zone (R1-C)' to permit a converted dwelling.**

*CARRIED.*

Public Hearing -  
Minor Variance  
Application  
A-3-2021  
(McClay)

PUBLIC HEARING - MINOR VARIANCE  
APPLICATION #A-3-2021 (MCCLAY),  
DESCRIBED AS LOT 1, PLAN 41M-277,  
TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 10:01 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-3-2021 for McClay. Planner Dustin Robson presented Planning Report #CP2021-395.

Members of the Committee asked questions of the Planner and Staff. The Committee reviewed and considered the comments made in making its decision regarding this application.

- 12. Moved by: Matthew GILLESPIE  
Seconded by: Jeremy SMITH  
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-3-2021, submitted by Brandon and Nicole McClay, for lands described as Lot 1, Plan 41M-277, Township of East Zorra-Tavistock, as it relates to:

- 1. Relief from Section 5.1 - Table 5.1.1.3 - Regulations for Accessory Buildings and Structures, to permit an accessory structure within an exterior side yard; and,
- 2. Relief from Section 12.5.10.2.3 – R1 Zone Provisions - Exterior Side Yard, to reduce the minimum required exterior side yard width from 7 m (23 ft) to 2.7 m (9 ft) to facilitate the construction of an accessory structure.

Subject to the following condition:

- I. That the proposed relief shall only apply to an accessory structure (in-ground pool) of the approximate size and location as depicted on Plate 3 of Report CP 2021-395.

As the proposed variances are:

- i. deemed to be 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;
- 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.

*CARRIED.*

Council observed a short recess between 10:11 a.m. and 10:16 a.m.

Staff Report  
#BCO2021 – 11  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2021 – 17  
re: Corporate  
Services  
Reporting

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

Staff Report  
#CAO2021 – 16  
re: CAO-  
Treasury  
Reporting

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

By-law:  
  
1st & 2nd  
Reading

- 13. Moved by: Don EDMISTON  
Seconded by: Scott RUDY  
Resolved that the following by-law be read a first and second time:
  - 2021-42 – ZBA Application ZN2-21-12 (Douglas)

*CARRIED.*

By-law:  
  
3rd & Final  
Reading

- 14. Moved by: Jeremy SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that the following by-law be read a third and final time:
  - 2021-42 – ZBA Application ZN2-21-12 (Douglas)

*CARRIED.*

At 10:30 a.m., Dave Hein and Afnan Iqbal from Applied Research Associates Inc. (ARA) presented the Municipal Road Inventory Condition Assessment and Capital Improvement Plan (Road Needs Study) to Council.

Confirming  
By-law

- 15. Moved by: Margaret LUPTON  
 Seconded by: Jeremy SMITH  
 Resolved that By-law #2021-43 being a by-law to confirm the proceedings of Council held Wednesday December 1, 2021 be read a first, second and third time this 1<sup>st</sup> day of December, 2021;

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

*CARRIED.*

Adjourn

- 16. Moved by: Scott RUDY  
 Seconded by: Matthew GILLESPIE  
 Resolved that Council does now adjourn at 12:01 p.m.

*CARRIED.*

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

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

## September-November 2021 Economic Development Activity

### Enhanced Business Support:

- a. General Inquiries & Marketing Support: 23
- b. Expansion Inquiries/Support: 8
- c. Land Inquiries/Development Support: 5
- d. Co-op Program Outreach to Employers: 55
- e. Business Site Visits: 4

**Expansion/Land Inquiries by Industry:** Trucking, Animal Bedding, Ag Equipment Manufacturing, Food Processing, Large Construction, BBQ Products, Childcare

### Enhanced Partner Collaboration:

#### *Local Projects:*

- a. Shop Local this Holiday Season Campaign
  - Community Futures Oxford, Tourism Oxford and Rural Oxford EDC are partnering on a marketing campaign to encourage residents to Shop Local this Holiday Season. The program includes a 2-week Postmedia digital campaign shared by all partners, a 4-week HeartFM web and radio ads, print ads in Oxford Review, Village Voice and Zorra Now. The article describes Why You Should Shop Local and even features a number of the Oxford Shopping Channel – Rural Oxford Series business videos. Read More: <https://ruraloxford.ca/skip-the-lines-and-discover-the-magic-of-local-gift-giving-in-oxford-county>
- b. Oxford Evolved - For the Love of Local Campaign
  - Oxford Evolved is a new initiative that extends across all 8 municipalities and offers a unique collaborative program through social media & multi-dimensional promotional campaigns to bring awareness to the valuable businesses within our borders. The Tillsonburg Chamber is the lead organization working in partnership with area Chambers and BIA's to deliver this Shop Local marketing program.
  - They are looking for businesses who are interested in getting their message out to a wider audience **at no cost to them**. Program ends January 31<sup>st</sup>, 2022.
- c. We Grow Together – Part 2 Video Series
  - 16 videos to be delivered on December 1<sup>st</sup> for final editing/approval
  - Digital media rollout for the series will begin in 2022 Q1

- d. Community Employment Services – High School Co-operative Program
  - ROEDC is supporting this youth engagement and retention strategy
  - T. Roschkow has conducted over 100 phone calls to reach 55 employers to raise awareness and post co-op opportunities to <https://www.workinoxford.ca/co-op>
  - Currently, 113 co-op placements are listed, with 35 listings being rural
  
- e. Oxford County Official Plan Review – Draft Ag Policies
  - Researched the County’s proposed Ag Policy changes, the Provincial Policy Statement and attended multiple public engagement sessions.
  - Met with 5 rural CAO’s, the Board & Chair, Policy Planning Staff to discuss the process as well as the concerns, opportunities, and findings in the draft.
  - Drafted written response on behalf of Rural Oxford Economic Development
  
- f. My Main Street Research & Draft Application
  - T. Roschkow is providing strategy and grant writing support to the Tavistock Chamber for their Application to My Main Street’s Community Activator Program. <https://mymainstreet.ca/activator-program>
  - R. Stewart drafted an application to My Main Street’s Local Business Accelerator Program for \$50,000 toward a 12-month full-time Ambassador and \$7500 toward administration costs required to deliver the program’s business development services to downtown commercial businesses in three of our rural Townships.
  - Rural Oxford’s application proposes the following downtowns for this intake: Thamesford, Embro, Tavistock, Innerkip and Drumbo.
  - The program allows the Ambassador to support existing businesses and work to attract new businesses to the downtown commercial areas and has ten \$10,000 grants to award to eligible business participants.
  - Read the Program Guidelines and 12-month workplan here: [https://mymainstreet.ca/assets/images/MyMainStreet\\_AcceleratorApplicantGuide\\_ENG\\_21.09.30.pdf](https://mymainstreet.ca/assets/images/MyMainStreet_AcceleratorApplicantGuide_ENG_21.09.30.pdf)

**Regional Projects:**

- a. Virtual FAM Tour video series for Oxford Connection & SCOR
  - 11 videos to be delivered on December 15th for final editing/approval
  - Digital media rollout for the series will be planned in 2022 Q1
  
- b. Western Ontario Wardens Caucus
  - Reviewed and provided comment on the Western Ontario Workforce Strategy

- c. South Central Ontario Region Economic Development
  - Attended SCOR EDC Board & Resource Advisory Committee Meetings

### **Engaging Marketing & Communications:**

- a. Website & Digital Media Update
  - The website transition to Creative Atmosphere was seamless
  - R. Stewart to provide content updates for the redesigned/enhanced website that is scheduled go live in December/January
  - The digital media transition to The Social Factory was seamless
  - R. Stewart setup ROEDC's own social media dashboard and email newsletter tools and provided account access to service providers
- b. Rogers What's Up Oxford – Rural Video Interviews: 5
  - Creekside Wedding Venue, Soulful Spoon, Oxford Shopping Channel – Rural Oxford Series, University of Guelph Study on Oxford's Response to Covid-19, Highschool Co-operative Program
- c. Local Business Features & News Releases: 6
  - Skip the Lines and Discover the Magic of Local Gift Giving in Oxford County
  - Oxford County & Area Expos – A Small Idea Turned Big!
  - Oxford County's Scenic Wedding Ceremony Destination
  - A PTSD Diagnosis Leads to New Zorra Home-based Business
  - Taste the Difference Quality Makes at 15<sup>th</sup> Line Meats
  - Norwich Feeds Country Store, A Family Affair
    - o Read These Great Stories: <https://ruraloxford.ca/whats-new>
- d. What's New Resources, Community & Covid Related Updates: 8
  - Government Investing \$7M to Improve Meat Processing Capacity in Ontario
  - New Funding Program for Industrial Land Owners
  - Ontario Raises Minimum Wage to \$15/hour
  - Ontario Release Plan to Safely Reopen & Manage COVID for the Long-Term
  - Government Advancing Career Choice in Ontario's Agri-Food Sector
  - How Has the COVID-19 Pandemic Affected Your Life?
  - University of Guelph Survey will Contextualize Mental Health Needs of Rural Communities and their Residents
  - Ontario Investing \$100M to Help Tourism Sector Rebound from COVID-19
    - o Learn More: <https://ruraloxford.ca/whats-new>

**Effective Governance & Administration:**

- a. Onboarded T. Roschkow as p/t contract Economic Development Officer
- b. Board Meeting on September 24<sup>th</sup>
- c. Strategic Action Planning Session on September 24<sup>th</sup>
- d. Met with each rural CAO and hosted a CAO roundtable
- e. Special Board Meeting on October 28<sup>th</sup> (Draft Ag Policies)
- f. Audit & Finance Committee Meeting on November 12<sup>th</sup>
- g. Training & Capacity Building:
  - o Weekly team building and information sharing meetings.
  - o Staff attended My Main Street's Grant Application Information Session
  - o C. van Roekel coordinated team meeting with My Main Street
  - o T. Roschkow attended Fill the Gaps - Recruiting in an Employees Market
  - o T. Roschkow and R. Stewart attended Welcoming Newcomers to Teeny Tiny Places webinar
  - o R. Stewart attended FedDev Ontario's Jobs & Growth Fund webinar to learn about this \$700M Grant Program



#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

November 25, 2021



The Police Services Board met at the Innerkip Community Centre at 10:00 a.m. on Thursday November 25, 2021.

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

Regrets: N/A

Confirm Agenda Moved by: Liam McCreery  
Seconded by: Matthew Gillespie  
Resolved that the Board approves the agenda for the November 17, 2021 meeting, as printed and circulated.

**CARRIED**

Pecuniary Interest None declared.

Confirm Minutes Moved by: Liam McCreery  
Seconded by: Matthew Gillespie  
Resolved that the Board approves the minutes of the September 15, 2021 meeting, as printed and circulated.

**CARRIED**

### Correspondence

- OAPSB Zone 4 - October 6, 2021 Meeting

Delegations &  
Appointments

- N/A

**Reports**

- OPP Policing Reports
- September 2021 Police Reports
  - October 2021 Police Reports
    - Oxford OPP Detachment Commander Tony Hymers presented the September and October, 2021, police reports to the Board.

**Other Business**

- N/A

Adjourn

Moved by: Liam McCreery  
Seconded by: Matthew Gillespie  
Resolved that the Board does now adjourn at 10:34 a.m.

**CARRIED**

---

Will Jaques, Secretary

---

Robert Rudy, Chairperson

# STAFF REPORT

Report #CBO2021-15

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Settlement Drain Inspection Program

Date: December 8, 2021

## Background:

Over the last few years, the Drainage Department has focused on becoming more proactive in its approach to municipal drain maintenance. This work has been focused in rural areas and employed traditional land surveying techniques to identify areas requiring improvement. Within the urban boundaries of Innerkip and Tavistock, there are numerous municipal drains which have not yet been included in any proactive maintenance projects.

These urban municipal drains serve both low density rural areas, and higher density residential areas. Within Innerkip and Tavistock, these drains are located on public and private property and cross numerous roadways. Many of these urban municipal drains have been in use for approximately 50 years.

Industry wide it is now considered a best practice to routinely inspect buried stormwater infrastructure in urban areas. Inspections allow for proactive responses to issues within the system, rather than reactive responses. As these urban municipal drains are predominantly all enclosed systems (buried pipes), CCTV inspection is the most typical inspection method used.

## Information:

Staff estimates that there are approximately 14.5 km of municipal drains and 24.0 km of storm sewers in the ground in settlement areas that the Township is responsible for maintaining. With every new development, this number grows, and will continue to grow as development continues.

Since these assets are underground and not visible, staff are typically only notified of an issue when a failure occurs. Failure typical occurs by way of a collapsed pipe, sediment buildup, or root blockage. The periodic inspection of these assets can help staff identify future problem areas and plan accordingly.

After some internal discussions regarding this initiative, staff's goal would be to camera the drains on a schedule where each pipe would be inspected at a maximum interval of 7 years. Staff envision splitting the infrastructure into 3 classes based on several criteria including, but not limited to, items such as age of the pipe, type of pipe installed, type of house connection to pipe and the magnitude of risk based on failure. While some sections of pipe may be inspected annually or bi-annually, others may only need to be inspected every 5 years.

Prior to using a camera, staff feel it would be prudent to first flush the drains as the camera's vision can be hindered if a large amount of sediment is encountered. If the contractor notices a large amount of sediment during the initial flushing, staff are typically notified.

### Financial Impact:

Quotes for camera work are typically provided on cost per meter basis. This will allow staff to closely control the costs of inspection. Staff will follow proper procurement in obtaining quotes or tendering.

When reviewing surrounding communities who have implemented similar programs and talking with an area company, an initial budget of \$3.00/meter (2021 cost) was estimated. Based on this figure, staff feel an initial budget of \$25,000.00 should be set aside for 2022.

### Attachments:

1. Appendix 'A' – Settlement Stormwater Map (Tavistock)
2. Appendix 'B' – Settlement Stormwater Map (Hickson)
3. Appendix 'C' – Settlement Stormwater Map (Innerkip)

Recommendation:

1. That Council approves the initiation of the Settlement Drain Inspection Program; and,
2. That the funding of the Settlement Drain Inspection Program be deferred to budget.

Reviewed by C.A.O.:



---

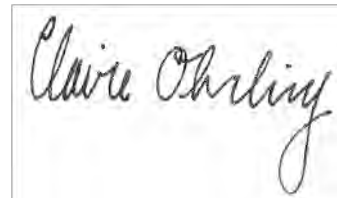
Karen DePrest  
Chief Administrative Officer

Report prepared and  
submitted by:



---

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

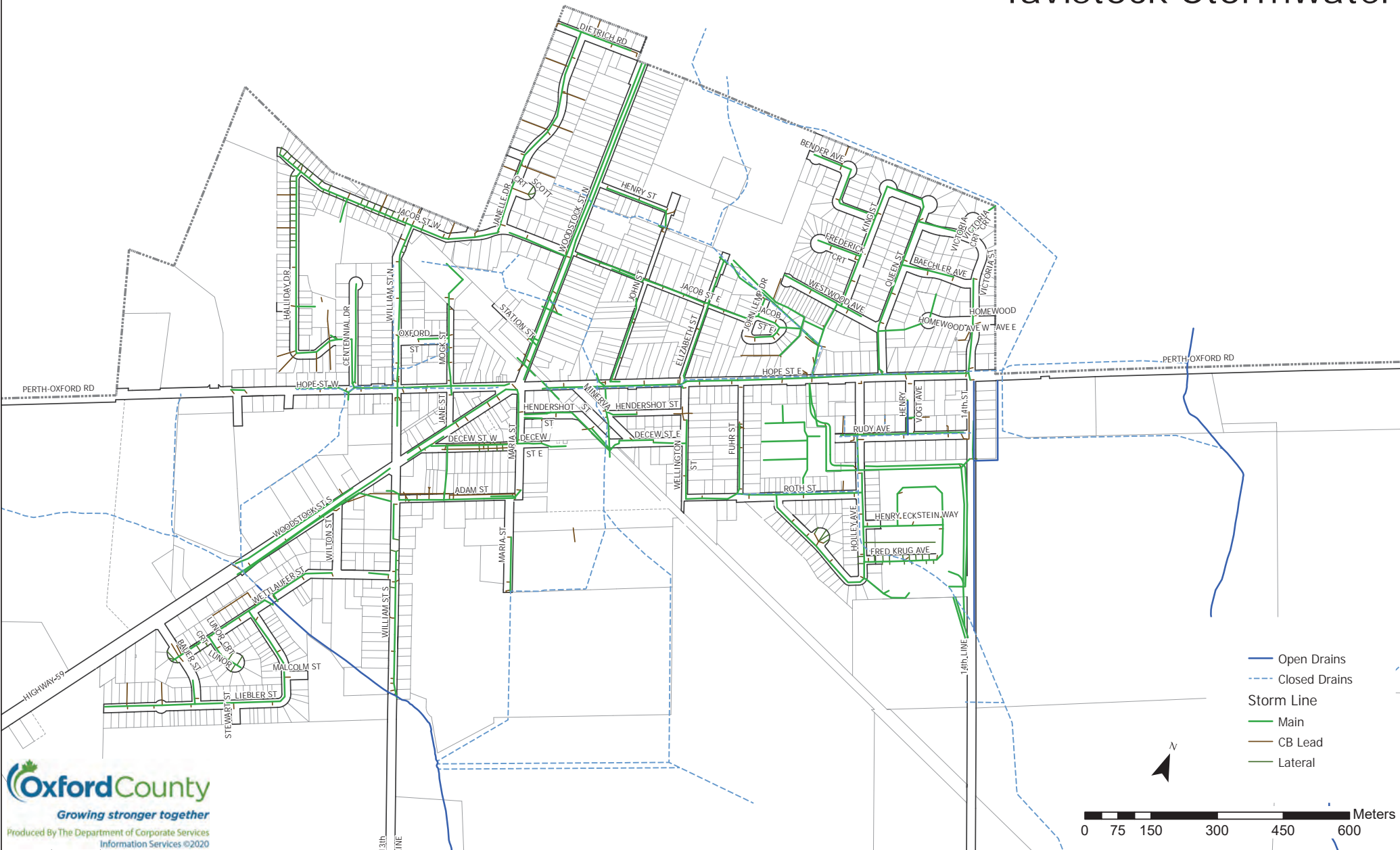


---

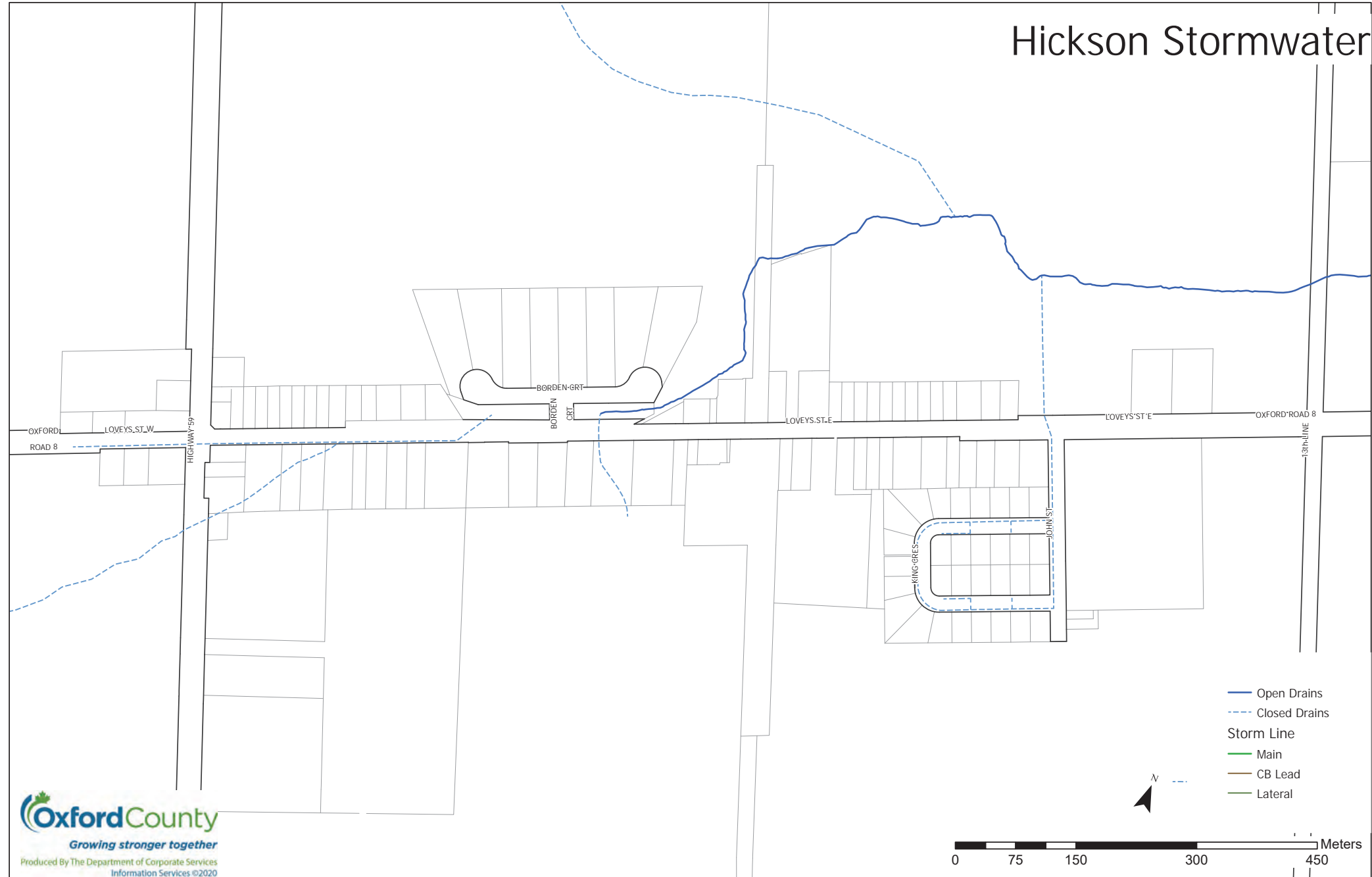
Claire Ohrling  
Operations Technologist









# Tavistock Stormwater




# Hickson Stormwater

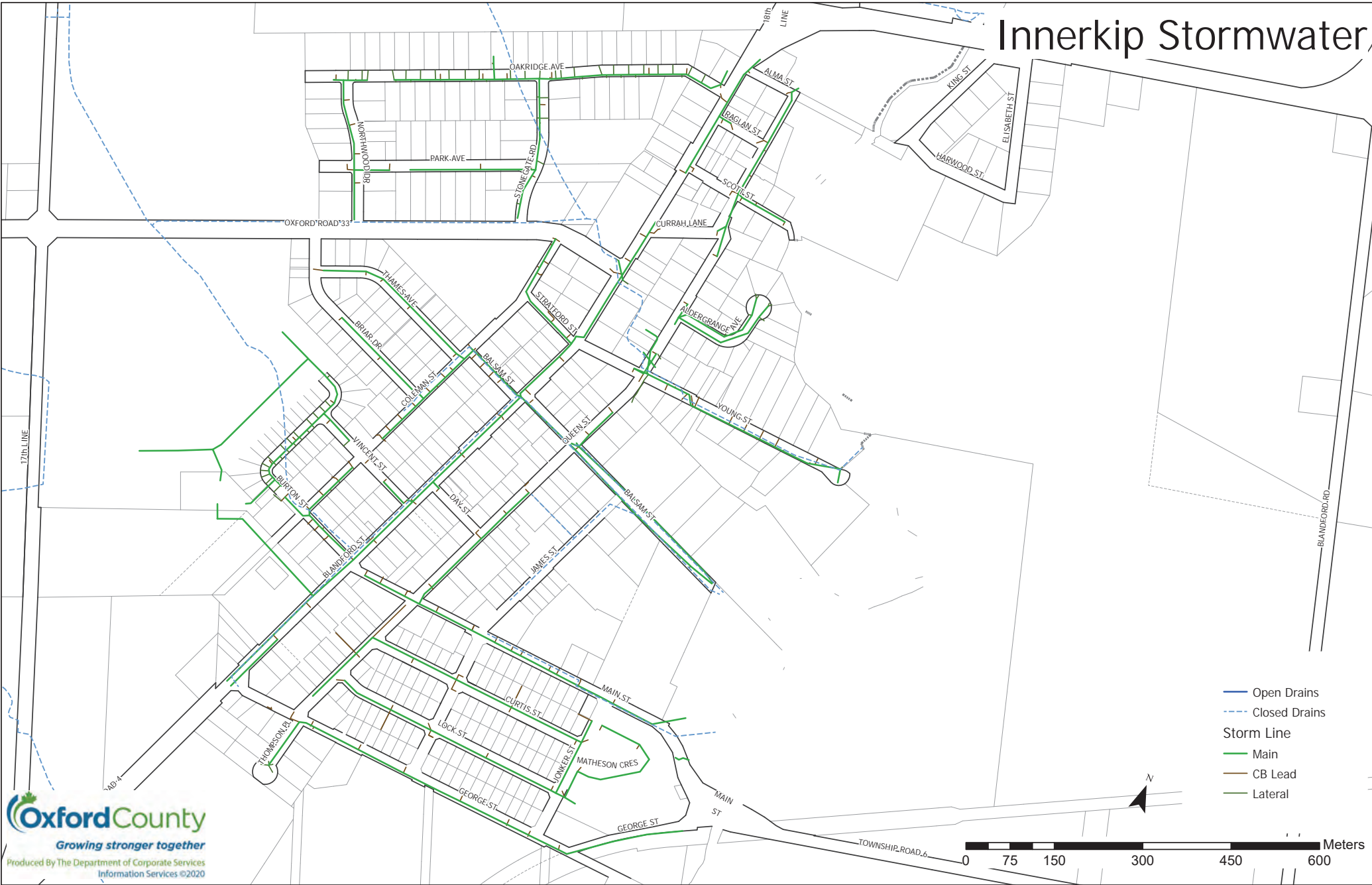


-  Open Drains
-  Closed Drains
- Storm Line**
-  Main
-  CB Lead
-  Lateral

 N

 0 75 150 300 450 Meters

# Innerkip Stormwater



#6.f

# STAFF REPORT

---

 Report #PW2021-15

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Subject: Dust Suppressant Tender Results

Date: December 8, 2021

## Background:

The Township has been involved with the tendering of dust suppressant applications with the Oxford County Service Sharing Committee for several years. Staff believes that there are considerable savings realized through this service being tendered as a County-wide group. The last tender completed by the Committee covered three years of service, and Staff believe that this has been beneficial for cost and budgeting purposes. For this reason, the most recent tender also proposes pricing for the next three years.

## Discussion:

Two companies submitted a bid for the tender, with results as follows:

	YEAR	Price per Liter	Total (excluding tax)
POLLARD Distribution Inc. (S/B)	2022	\$0.099	\$118,800.00
	2023	\$0.109	\$130,800.00
	2024	\$0.119	\$142,800.00
DA-LEE DUST CONTROL (C/C)	2022	\$0.270	\$162,000.00
	2023	\$0.280	\$168,000.00
	2024	\$0.290	\$174,000.00

Note:

1. Prices are in cents/liter
2. S/B = Salt Brine
3. C/C = Calcium Chloride

As highlighted above, Pollard Distribution Inc. was the low bidder for all three years. The bid from Pollard is **for the supply and application of "Salt Brine"**, which the Township has been using for several years with good results. The bid from Da-Lee Dust Control is for the supply and application of "Calcium **Chloride**", a 35% product, which is more concentrated than salt brine and has been used in the past by the Township. All things considered, the salt brine solution with 20% concentrate @ \$0.099 per litre is much more economical than the 35% concentrate calcium chloride at \$0.270 per litre.

The Township generally uses 1,200,000 litres of product per year which in 2022 would cost approximately \$118,800.00. However, the Township will be invoiced by the litre for our actual usage. There is the opportunity to increase this volume if we use over our tendered amount.

Last year's price was \$0.087 per litre for the very same product. As such, the tender provided represents an increase of approximately 12%. This increase will be reflected in the 2022 operating budget.

### Recommendation:

1. That Council accept the bid from Pollard Distribution Inc. to supply and apply S/B dust suppressant to Township roads as required for 2022, 2023, 2024, for the bid prices as stated in the tender documents, through the Service Sharing Committee and administered by the Township of South-West Oxford.

Reviewed by C.A.O.:



---

Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



---

Tom Lightfoot  
Public Works Manager

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

**COUNTY OF OXFORD**

**BY-LAW #2021 - 44**

---

**BEING A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO  
TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL  
YEAR ENDING DECEMBER 31, 2022**

**WHEREAS** Section 407 of the Municipal Act, S.O. 2001 provides authority for a municipality to borrow from time to time, by way of promissory note, such sums as the Council considers necessary to meet, until taxes are collected, the current expenditures of the Corporation for the year;

**AND WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by Section 407(2) of the Municipal Act;

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

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note during the year 2022 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Canadian Imperial Bank of Commerce (CIBC)** and such other lender(s) as may be determined from time to time by resolution of Council.
3. The total amount, which may be borrowed at any one time under this by-law, shall be in accordance with Section 407(2), Section 407(3) and Section 407(4) of the Municipal Act.
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law.

5. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
6. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
7. Promissory Notes made under Section 1 shall be sealed with the seal of the Corporation and signed by the head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.
8. This by-law shall take effect on January 1, 2022.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

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

seal

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

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

**COUNTY OF OXFORD**

**BY-LAW #2021 - 45**

---

**Being a by-law to establish an Interim Tax Levy for the year 2022.**

**WHEREAS** Section 317 (1) of the Municipal Act S.O. 2001, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes.

**AND WHEREAS** Section 317 (3) of the Municipal Act S.O. 2001 states that the amount levied on a property shall not exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

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

1. That for the year 2022 the interim levy shall be levied raised and calculated on all real property taxable and liable to pay the same according the last revised assessment roll in an amount not to exceed 50% of the total amount of the taxes for municipal and school purposes on the property for the previous year.
  
2. The said interim tax levy shall be due and payable in two instalments on or before the following dates:

First Instalment	February 28, 2022
Second Instalment	May 31, 2022
  
3. That a charge as a penalty of one and one-quarter per cent on the amount of any outstanding taxes levied in 2022 shall be made on the first day of default and on the first day of each calendar month thereafter in which default continues until December 31, 2022, and any such additional amount shall be levied and collected in the same manner as if it had been originally imposed with and formed part of such levy.
  
4. That interest of one and one-quarter per cent on the amount of any taxes due and unpaid after December 31, 2022, shall be charged on the first day of each calendar month thereafter in which the default continues.



5. That all taxes payable under the Pre-Authorized Monthly Payment Plan, shall be due and payable on the fifteenth day of each calendar month, beginning in January and ending in October or December of 2022 dependent upon plan enrolment.
6. That all taxes payable under the Pre-Authorized Due Date Payment Plan, shall be due and payable on the 28<sup>th</sup> day of February, 2022, and 31<sup>st</sup> day of May, 2022.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.**

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

seal

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

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

**COUNTY OF OXFORD**

**BY-LAW #2021 - 46**

**Being a by-law to appoint a Committee of Adjustment for  
the Township of East Zorra-Tavistock for the year 2022.**

**WHEREAS** Section 44(1) of the Planning Act, R.S.O. 1990 Chapter P.13 authorizes the Council of a local municipality to constitute and appoint a committee of adjustment;

**AND WHEREAS** Section 44(3) of the Planning Act provides that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

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

1. That the Committee of Adjustment for the Corporation of the Township of East Zorra-Tavistock is hereby constituted and the following persons are hereby appointed as its members for the year 2022 or until their successors are appointed.

(1) Don McKay (Chairperson)	(5) Scott Rudy
(2) Don Edmiston	(6) Philip Schaefer
(3) Matthew Gillespie	(7) Jeremy Smith
(4) Margaret Lupton	
2. That all by-laws inconsistent with the provisions of this by-law are hereby repealed.
3. That this by-law comes into full force and effect as of January 1, 2022.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15<sup>th</sup> DAY  
OF DECEMBER, 2021.**

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

seal

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

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

**BY-LAW #2021 - 47**

---

Being an Actual Cost By-law on the Tavistock Drain 1974 Reconstruction 2019

**WHEREAS** the construction of the Tavistock Drain 1974 Reconstruction 2019 project has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

**AND WHEREAS** the total estimated cost of the Tavistock Drain 1974 Reconstruction 2019 was \$253,385.00;

**AND WHEREAS** the actual cost of construction was \$30,519.08, or 12% of the estimate;

**AND WHEREAS** the Provincial Grants on agricultural lands were \$0.00;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "A" attached hereto and forming part of this by-law.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.***

\_\_\_\_\_  
DON MCKAY, MAYOR

(SEAL)

\_\_\_\_\_  
WILL JAQUES, CLERK

Orig: Mar. 4, 2019  
Actual: Nov. 5, 2021

**SCHEDULE A-2 - SCHEDULE FOR ACTUAL COST BYLAW  
TAVISTOCK DRAIN 1974 RECONSTRUCTION 2019  
Twp of East Zorra-Tavistock**

File No. 18-269

Plan	Lot	Roll No.	Owner/Address	Report	Actual
				Estimated Special Benefit (Sec. 24)	Special Benefit (Sec. 24)
		(32-38-)			
307	Pt 28	020-020-07700	Gateman Homes Inc.	126,693	0.00
307	Pt 28	020-020-16800	Gateman Homes Inc.	126,692	0.00
--	--	--	Gateman Homes Inc.	0	30,519.08
<b>TOTAL ASSESSMENTS TAVISTOCK DRAIN 1974 RECONSTRUCTION 2019:</b>				253,385	30,519.08

Notes:

1. The lands shown above are considered as non-agricultural.
2. The lands shown above are in the Township of East Zorra-Tavistock.
3. Section 21 of the Drainage Act, RSO 1990 requires that assessments be made to the affected parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.

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

**BY-LAW #2021 - 48**

---

Being an Actual Cost By-law on the Tavistock Drain 1987 Reconstruction 2015

**WHEREAS** the construction of the Tavistock Drain 1987 Reconstruction 2015 project has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

**AND WHEREAS** the total estimated cost of the Tavistock Drain 1987 Reconstruction 2015 was \$273,900.00;

**AND WHEREAS** the actual cost of construction was \$83,69542, or 30.6% of the estimate;

**AND WHEREAS** the Provincial Grants on agricultural lands were \$0.00;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "A" attached hereto and forming part of this by-law.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF DECEMBER, 2021.***

\_\_\_\_\_  
DON MCKAY, MAYOR

(SEAL)

\_\_\_\_\_  
WILL JAQUES, CLERK

**SCHEDULE A2 - SCHEDULE FOR ACTUAL COST BYLAW  
 TAVISTOCK DRAIN 1987 RECONSTRUCTION 2015  
 TOWNSHIP OF EAST ZORRA-TAVISTOCK**

Con/ Plan	Lot	Roll No. (32-38-)	2015 Owner	ESTIMATED				ACTUAL			
				Estimated Assessment (Phase 1)	Estimated Assessment (Phase 2)	Gross Estimated Total	Less Allowances	Estimated Net	Actual Cost	Less Allowances	ACTUAL NET
13	Pts 35-36	020-010-22400	BLZ Developments Inc.	210,000	63,850	273,900	0	273,900	83,695.42	0	83,695.42
13	Pt E½ 35	010-050-15100	D. & K. Roth	0	0	0	850	(850)	0	850	(850.00)
14	Pt W½ 35	010-050-17100	J. McKay	0	0	0	100	(100)	0	100	(100.00)
<b>TOTALS:</b>				<b>210,000</b>	<b>63,850</b>	<b>273,900</b>	<b>950</b>	<b>272,950</b>	<b>83,695.42</b>	<b>950</b>	<b>82,745.42</b>

Notes:

- The lands shown above are in the Township of East Zorra-Tavistock.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be made to the affected parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.
- The amounts in brackets ( ) are to be paid by the Township to the respective landowners.

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2021 - 49**

---

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 15<sup>th</sup> day of December, 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 15<sup>th</sup> DAY OF DECEMBER, 2021.**

---

Don McKay, Mayor

seal

---

Will Jaques, Clerk