

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

**AGENDA**

**for the Meeting to be held on Wednesday February 2, 2022 at the  
Innerkip Community Centre, 695566 17<sup>th</sup> Line, Innerkip, Ontario, at 9:00 a.m.**

**PLEASE NOTE:** As Social Distancing must be maintained, should you wish to attend the meeting, please contact Clerk Will Jaques via email ([wjaques@ezt.ca](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 January 19, 2022 Council Meeting Minutes
  - b) UTRCA – January 2022 FYI
5. Delegations & Appointments:
  - a) 9:15 a.m. – MVA Application A-5-2021 (Wettlaufer/ Patrick)
  - b) 9:30 a.m. – ZBA Application ZN2-21-13 (Faircrest Farms Ltd.)
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) January 19, 2022 PSB Minutes
  - e) Staff Report - #CIO2022 – 01 re: Innerkip Pavilion Renovation
  - f) Staff Report - #CIO2022 – 02 re: Emergency Purchase – Hickson Pumper Truck
  - g) Staff Report - #CBO2022 – 01 re: Building, Development & Drainage Reporting
  - h) Staff Report - #PW2022 – 01 re: Public Works Reporting
  - i) Staff Report - #BCO2022 – 01 re: Fire Department Reporting
  - j) Staff Report - #BCO2022 – 01 re: By-law Compliance Reporting
  - k) Staff Report - #CSM2022 – 01 re: Corporate Services Reporting
  - l) Staff Report - #CSM2022 – 02 re: 2022 Council Meeting Schedule
  - m) Staff Report - #CAO2022 – 01 re: CAO-Treasury Reporting
7. By-laws:
8. Other and Unfinished Business:
9. Closed to the Public Session \*as authorized under s. 239 of the Municipal Act\*:
  - a) November 3, 2021 Closed to the Public Session Minutes (s. 239 (2) (c))
  - b) Land Acquisition (Tavistock) (s. 239 (2) (c))
10. Confirming By-law
11. Adjourn

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

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

2.

## Placeholder Page for Agenda Item 2 – Approval of the Agenda

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

3.

### Placeholder Page for Agenda Item 3 – Disclosure of Pecuniary Interest

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

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 7:00 p.m. on Wednesday January 19, 2022.

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

Members Absent: Councillors Matthew GILLESPIE and Scott RUDY.

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

Mayor MCKAY welcomed everyone to the meeting. Council members acknowledged looking forward to working together for the last year of the 2018-22 term. Councillor SMITH brought forward the playground fundraising efforts of the Innerkip Public School Home & School Association. Council discussed its appreciation of Public Works staff, given their response to the snow event of January 17, 2022.

Approve  
Agenda

1. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that Council approve the agenda for the January 19, 2022 meeting, as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm  
Minutes -  
Council

2. Moved by: Margaret LUPTON  
Seconded by: Don EDMISTON  
Resolved that Council confirm the Minutes of the December 15, 2021 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- November 22, 2021 TDRFB Minutes

Correspondence & Reports – Resolutions  
Following:

**Engineer's  
Report –  
Tavistock Drain  
1979  
(Reconstruction  
2021)**

At 7:19 p.m., Curtis MacIntyre of K. Smart and **Associates Ltd. presented the engineer's report for the Tavistock Drain 1979 (Reconstruction 2021) project.**

Questions and comments were made by Council to the Engineer.

Accept  
**Engineer's  
Report –  
Prepare for  
Court of  
Revision**

3. Moved by: Don EDMISTON  
Seconded by: Phil SCHAEFER  
**Resolved that the Engineer's Report on the Tavistock Drain 1979 (Reconstruction 2021), having been presented and considered, be provisionally adopted as received;**

And further that the Clerk be instructed to prepare and circulate the necessary By-law and Notice of Court of Revision to each ratepayer assessed.

*CARRIED.*

Public Hearing -  
Minor Variance  
Application  
A-6-2021  
(Apple Home  
Builders)

PUBLIC HEARING - MINOR VARIANCE  
APPLICATION #A-6-2021 (APPLE HOME  
BUILDERS), DESCRIBED AS LOT 15, PLAN  
41M-371, TOWNSHIP OF EAST ZORRA-  
TAVISTOCK.

At 7:32 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-6-2021 for Apple Home Builders. Planner Dustin Robson presented Planning Report #CP2022-020.

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

4. Moved by: Jeremy SMITH  
 Seconded by: Phil SCHAEFER  
 Resolved that Council, constituted as the Committee of Adjustment, approve Application A-6-2021, submitted by Apple Home Builders for lands described as Lot 15, Plan 41M-371 in the Village of Tavistock, being municipally known as 76 Fred Krug Avenue, as it relates to:
  1. Relief from Section 12.2, Table 12.2 – Residential Type 1 (R1) Zone Provisions, to increase the maximum lot coverage allowance from 40% to 42.5%.

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.*

Public Hearing -  
 Minor Variance  
 Application  
 A-7-2021  
 (Hunt Homes  
 Inc.)

PUBLIC HEARING - MINOR VARIANCE  
 APPLICATION #A-7-2021 (HUNT HOMES  
 INC.), DESCRIBED AS LOTS 1, 12, 13 AND 16  
 PLAN 41M-373, TOWNSHIP OF EAST ZORRA-  
 TAVISTOCK.

At 7:45 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-7-2021 for Hunt Homes Inc. Planner Dustin Robson presented Planning Report #CP2022-021. Following submission of the application, the applicant requested a further reduction to the lot area (new request of 415 sq. m., or 4,467.02 sq. ft.).

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

5. Moved by: Don EDMISTON  
 Seconded by: Jeremy SMITH  
 Resolved that Council, constituted as the Committee of Adjustment, approve Application A-7-2021, submitted by Hunt Homes Inc. for lands described as Lots 1, 12, 13, and 16, Plan 41M-373 in the Village of Innerkip, as it relates to:

1. Relief from Section 13.2, Table 13.2 – Residential Type 2 Zone (R2) Lot Area Provision, to decrease the minimum lot area for a corner lot containing a semi-detached dwelling from 450 m<sup>2</sup> (4,843.9 ft<sup>2</sup>) to 415 m<sup>2</sup> (4,467.02 ft<sup>2</sup>).

As the proposed variances are:

- v. deemed to be minor variances from the provisions of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18;
- vi. desirable for the appropriate development or use of the land;
- vii. in-keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18; and,
- viii. in-keeping with the general intent and purpose of the Official Plan.

*CARRIED.*

November 22,  
 2021 TDRFB  
 Minutes

Council reviewed the November 22, 2021 Tavistock & District Recreation and Facilities Board (TDRFB) Minutes.

By-law:

6. Moved by: Margaret LUPTON

Seconded by: Jeremy SMITH

1st & 2nd  
 Reading

Resolved that the following by-law be read a first and second time:

- 2022-01 – Tavistock Drain 1979 - Reconstruction 2021 (Provisional By-law)

*CARRIED.*



Confirming  
By-law

7. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that By-law #2022-01 being a by-law to confirm the proceedings of Council held Wednesday January 19, 2022 be read a first, second and third time this 19<sup>th</sup> day of January, 2022, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.

*CARRIED.*

Adjourn

8. Moved by: Don EDMISTON  
Seconded by: Jeremy SMITH  
Resolved that Council does now adjourn at 8:32 p.m.

*CARRIED.*

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Will Jaques, Clerk

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Don McKay, Mayor

UPPER THAMES RIVER  
CONSERVATION AUTHORITY

*fyi*

January 2022



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## Protecting Conservation Area Infrastructure

UTRCA Conservation Services staff carried out a small project in mid-November to protect the Munro Pedestrian Bridge at Wildwood Conservation Area (CA). Park staff had noticed that bank erosion had undercut adjacent trees and was impacting the bridge abutment.

To help stabilize the severely eroded and undercut stream bank, several tonnes of river stone were placed upstream of and under the bridge. A step-pool sequence was also



*Upstream of the bridge (before): Bank erosion was undercutting trees and impacting the bridge abutment.*

constructed along the reach, due its dynamic characteristics and steep grade. The bank is now shaped to a gentler slope with a stone and filter cloth underlay.



*Downstream of the bridge (after): The bank has been shaped to a gentler slope and stone with filter cloth underlay was added.*

This work will improve the area for visitors as well as the stream itself. Some further hand-shuffling of the rock steps may be carried out next spring to best fit the stream's needs.

**Contact:** [Brad Glasman](#), Manager, Conservation Services/Watershed Planning, Research and Monitoring



## Specialized Tool Required to Measure Extreme Flows

In the Upper Medway Creek subwatershed, a late September 2021 rainfall event of 75 mm produced higher-than-normal stream flows for the time of year. UTRCA Conservation Services staff are monitoring the creek as part of a [targeted subwatershed project](#) that is studying the impacts of Best Management Practices, such as [cover crops](#), on water quality.

To calculate the amount of nutrient runoff from the watershed, staff need to take measurements to correlate water levels to flow rates under a range of conditions. This level-flow relationship is called a rating curve, and is site-specific.

Typically, staff are able to wade into the creek and measure flow using a handheld unit. However, when streams rise to the levels seen in September, a different method is needed to safely measure flows. In these conditions, an Acoustic Doppler Current Profiler (ADCP) boat is pulled back-and-forth across the watercourse to capture a flow profile.



*During high flows, the ADCP boat is used to capture flow data when stream levels are too high to safely enter the water.*

It is crucial to capture accurate data during high flow events, as they are important drivers of annual nutrient losses from farming watersheds. Check out the [photos](#) and [video](#) from the September 2021 event.

Monitoring in the Upper Medway subwatershed is funded in part by the On-Farm Applied

Research and Monitoring (ONFARM) program, a four-year, applied research initiative that began in 2019, which supports soil health and water quality research on farms across Ontario. The ONFARM program is funded by the Canadian Agricultural Partnership, a five-year federal-provincial-territorial initiative. The project was also undertaken with the financial support of the Government of Canada through the federal Department of Environment and Climate Change.

**Contact:** [Mike Funk](#), Agricultural Soil and Water Quality Technician

## Seeding Cover Crops by Helicopter in a Wet Fall

Cover cropping is gaining popularity in the region but, just like in the rest of farming, Mother Nature can sometimes throw a curve ball. Wet weather last fall prevented the timely planting of cover crop seed, which is important for the plants to get established before the winter. Traditional seeding methods with a planter or spreader can cause soil compaction when the fields are wet. To avoid damage, one farmer near London was able to spread his cover crop seed using a helicopter.



*Cover crop seed was applied by helicopter this fall to avoid driving on wet soils*



This site is a part of the On-Farm Applied Research and Monitoring (ONFARM) project, where side-by-side trials are comparing the soil health benefits of cover crops, along with the water quality implications. This program is funded by the Canadian Agricultural Partnership, a five-year federal-provincial-territorial initiative. **Contact: [Mike Funk](#), Agricultural Soil and Water Quality Technician**  
[See more photos.](#)

## Climate Change Challenges UTRCA Reforestation Efforts



*UTRCA's Jay Ebel applies herbicide over seedlings on November 24 at the Wilson Property north of London. Note how well the Wilson's have mowed between the rows of seedlings in the background.*

While spring tree planting activities often get all the attention, summer and fall maintenance is just as important to ensure newly planted trees survive. Planting a seedling is just the start — vegetation control over the next two to three years is critical to ensure planting success. With tree and planting costs on the rise, maintenance becomes that much more important. Each year, UTRCA forestry staff work closely with landowners to ensure this happens.

If vegetation control isn't done after planting, newly planted seedlings would not survive. Vegetation growing over top of seedlings can smother the young trees, robbing them of sunlight, moisture, and nutrients. To assist with vegetation control, the UTRCA applies herbicide at the time of planting and again in the fall of the first year. The fall application provides vegetation control into the second growing season.

The landowner's contribution is to mow between the rows of seedlings, three to four times a year for the first few years. This makes it easier for staff to find the rows for the fall herbicide application, and reduces cover for rodents such as mice and voles, which will girdle hardwood seedlings during the winter.

Over the past years, our window of opportunity for the fall application of herbicide has been shrinking due to climate change. For the fall application of herbicide to be effective, we need to ensure the seedlings are dormant and the temperatures warm enough for the herbicide to work. The issue is our fall seasons are now warmer, preventing the seedlings from entering dormancy in a timely manner and, by the time



*This bur oak seedling is only beginning to show signs of going into fall dormancy on November 9. The lack of fall frosts in 2021 really prolonged the growing season for tree seedlings.*



they do, we are into winter conditions. Thirty years ago we would have completed all of our fall herbicide work by November 4, at the very latest. In 2021, species such as bur oak, white oak, swamp white oak, and tamarack remained green and active until the third week of November, which is a month longer than they would have three decades ago. As a result, our last available day to apply herbicide was November 24 and we still did not get to all of the sites. We will be watching closely next spring to see how effective the herbicide was when applied this late in the season.

**Contact:** [John Enright](#), Forester

## Applications of Survey123 for Data Collection

On December 14, UTRCA Agricultural Soil and Water Quality Technician, Craig Irwin, was invited to present as part of a virtual two-day Geographic Information Systems (GIS) professional development workshop for Masters of Environment and Sustainability (MES) students at Western University. The workshop organizers, Western Libraries, reached out to the



UTRCA to showcase real-life GIS data collection applications through a conservation and environmental lens.

The 43 students enrolled in the MES workshop learned how the Survey123 and Field Maps mobile applications have been integrated into data collection workflows to increase efficiency and decrease data entry errors. UTRCA staff use the mobile GIS collection apps to collect agricultural and land use data for various projects.

**Contact:** [Craig Irwin](#), Agricultural Soil and Water Quality Technician

## Wildwood Nature Nearby



*Collecting ingredients for "soup."*

Wildwood Community Education staff are excited to share a new program called Nature Nearby, which aims to provide families with opportunities to spend time together in-and-with nature in their local community. Using the principles of Forest and Nature School, all sessions are planned to include seasonally appropriate activities and explorations of the natural world, while allowing for flexibility to support participant inspired learning and direction.



Thanks to the generous financial support of the Rotary Club of Mitchell, Rotary Club of St. Marys, and Rotary Club of Festival City (Stratford), Nature Nearby is being offered several times throughout the year. These opportunities are being provided in natural spaces in each community, encouraging residents to access and experience more of where they live.

After several successful fall offerings, staff are looking forward to spending time outside this winter and spring, with families from across the north end of the watershed!

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

## Forest and Nature School Practitioners Course

In the fall of 2020, UTRCA Community Education staff began discussions with the Child and Nature Alliance of Canada (Forest School Canada) to host a year-long Forest and Nature School Practitioners course at Wildwood CA. Due to increasing demand in the area for this type of programming, it seemed like the right time to take this Professional Development course.



*The participants learn about story time during the in-person session.*

After working out the logistics, the course was opened up to the public and sold out in two minutes! As a result of the pandemic, course work moved on-line from May to September. On-line sessions included topics such as the

relationship to land, trust, risky play, story, power, and the role of the Educator.

The four day in-person session was held at Wildwood CA in October 2021 with 25 participants enjoying the facilities of Campground C and the surrounding forest. We were joined throughout the in-person session by Indigenous Knowledge Keeper Patsy Ann Day, for teachings about Haudenosaunee culture and the land that Wildwood sits upon.

It was a wonderful experience to bring our on-line sessions to life and to spend four days with like-minded peers and colleagues. By the spring of 2022, all UTRCA education staff will be certified Forest and Nature School Practitioners after completing the final course work and assignments. We look forward to incorporating our learning into the Wildwood and Fanshawe Nature Schools!

Find out more about [Forest and Nature School](#).  
**Contact: [Erin Dolmage](#), Community Education Technician (Wildwood)**

## Seasonal Family Fun

The UTRCA got into the spirit of the season by offering free family events on Saturday, December 4 at both Fanshawe and Wildwood CAs. "Let's Get Ready for Winter!" at Fanshawe saw families enjoy feeding birds from their hands, building shelters for stuffed animal friends, reading a story, and roasting marshmallows by the fire.



*Marshmallow time at the Fanshawe winter program.*



"Sharing Christmas with the Animals" at Wildwood invited families to share seeds with the birds, leave natural presents for the animals, enjoy a story by the fire, and take home their own present from the Candy Cane Tree.

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



Big thanks go out to the Thames Valley District School Board for supporting this project and to the staff and students at the school!

**Contact:** [Linda Smith](#), Community Partnership Specialist

## Fanshawe Community Education Updates

### Fanshawe Nature School

Fanshawe Community Education staff were thrilled to be able to run our first session of Nature School out of Fanshawe Conservation Area last October and November. We offered the Owls and Owlets program for children ages 2-5 years and their caregivers, along with the Sparrows program for 5-8 year olds.



Nature School took place in a beautiful forest with spruce and pine trees, where we could hear black-capped chickadees and watch red squirrels. Staff created different areas such as a "Gathering Spot" with a firebowl, where we had Opening and Closing Circles, sang songs, listened to stories, and shared gratitude around a fire.

## Stream of Dreams is back!



UTRCA staff were excited to be able to be back in schools and deliver the Stream of Dreams program to students at AJ Baker Public School on November 26. This was the first Stream of Dreams program held since the pandemic began.





Our other free play areas included an outdoor kitchen, an obstacle course made out of logs and rocks, a natural loose parts area, an area for the creation of nature-inspired art, and “The Nest”- a cozy shelter with blankets and books.

Each day we add a few new invitations for the children, bringing in items such as nature storybooks, craft materials, story stones, puppets, magnifying glasses, and ropes to spark curiosity. What actually happened each day was child-directed and changed day-to-day based on the participants’ curiosity and what was happening in nature. We also spent time observing our surroundings and went on many exploratory hikes. At the end of each session, we had a Closing Circle around the campfire to share what we enjoyed about the day and discussed what we might want to do the next time we were together.

Nature School is land-based education that is centred on giving children access to the same outdoor space over an extended period of time so that they can build a relationship with the land. Children have the opportunity to learn and

grow through play and exploration outdoors with educators who support inquiry-based learning led and inspired by the children.

The three pillars of Nature School are Trust, Reciprocal Relationships, and Freedom. Our goals for Fanshawe Nature School include providing a space for children to deepen their connection with nature, nurturing their healthy development and improving their well-being, as well as hopefully inspiring them to engage in a lifetime of environmental stewardship.



We are very thankful to Wildwood Community Education staff for not only starting Wildwood Nature School first but for generously sharing their Nature School knowledge and experience with us as we started our own. We would also like to extend a huge thank you to all the Fanshawe CA staff who helped us with the preparation and site maintenance for this new exciting program.

### **Winter School Programs**

In December, Fanshawe Community Education staff were very excited to be one of the first external guests invited and permitted to enter Thames Valley District School Board (TVDSB) schools and schoolyards again.

We were able to teach an in-person Winter for the Animals school program for nearly 400 K-1 students before the holiday season. This program included playing active games in the schoolyard to learn all about the winter adaptations of local animals, followed by a session in the school



library where students had the opportunity to interact with nature artifacts, listen to a story, and sing a song.

Community Education staff also led virtual versions of our Winter for the Animals and Christmas for the Animals school programs for the London District Catholic School Board (LDCSB) in December. We reached over 1100 K-1 students virtually with these seasonal and engaging, curriculum-based virtual sessions.

### **WIN Innovation Award**

We are very pleased to share that Community Education staff are the recipients of this year's Watershed Interpreters' Network (WIN) Innovation Award! WIN brings together interpreters from Conservation Authorities across Ontario and organizes an annual Rekindle the Sparks Conference, which was held virtually on November 25.



The 2021 Innovation Award had a focus on accessibility and we received it based on developing and delivering programs such as our recent accessible birding event, virtual programming for Community Living London and adults with developmental disabilities, interpretive hike for the CNIB Deafblind Community Services community, and summer programs for English Language Learners, along with our participation in UTRCA Team for Inclusion, Diversity and Equity (TIDE).

Thank you to our Conservation Authority colleagues for this honour and for the beautiful bird-themed award, which will be displayed at the WCC!

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

### **On the Board Agenda**

The next UTRCA Board of Directors meeting will be held virtually on January 25, 2022. The following items are on the draft agenda:

- By-Passes and Overflows in the Upper Thames River Watershed
- Letter of Thanks from Minister Rickford Regarding Flooding in British Columbia
- Species at Risk Stewardship Program Funding Concern - Letter to the Minister of the Environment, Conservation and Parks
- Administration and Enforcement - Section 28 Status Report
- 2022 Draft Budget and Municipal Feedback
- Harrington and Embro Conservation Areas Heritage Studies and Other Updates
- Inventory of Programs and Services Presentation
- Annual Meeting Details Verbal Update
- 2022 Elections - Chair, Vice-Chair, Hearings Committee (2 positions), Finance and Audit Committee (2-4 positions), Source Protection Striking Committee/Committee Liaison (1 position)

Please visit the "Board Agendas & Minutes" page at [www.thamesriver.on.ca](http://www.thamesriver.on.ca) for agendas, reports, audio/video links and recordings, and minutes.

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

Our Files: **A05-21**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of East Zorra-Tavistock Committee of Adjustment  
**MEETING:** February 2, 2022  
**REPORT NUMBER:** 2022-42

**OWNER:** Charles Wettlaufer & Christina Patrick  
 10 Homewood Avenue East, Tavistock, ON NOB 2R0

**REQUESTED VARIANCE:**

1. Relief from **Table 5.1.1.3 – Regulations for Accessory Buildings and Structures**, to reduce the required rear yard setback for a residential accessory structure from 1.2 m (3.9 ft) to 0.6 m (1.9 ft).

**LOCATION:**

The subject lands are described as Lot 15, Plan M31, in the Village of Tavistock. The subject property is located on the southeast corner of the intersection of Homewood Avenue East and Victoria Street, and is municipally known as 10 Homewood Avenue East.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Serviced Village
Schedule 'E-1'	Township of East Zorra-Tavistock Land Use Plan	Settlement
Schedule 'E-2'	Village of Tavistock Land Use Plan	Low Density Residential

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

Residential Type 1 Zone (R1)

**COMMENTS:**

(a) Purpose of the Application:

The applicants are requesting relief from the above-noted provision of the Township Zoning By-law to permit a new accessory building that is to be accessory to the residential use on the subject lands. The applicant is proposing to erect a 26.7 m<sup>2</sup> (288 ft<sup>2</sup>) accessory building in the rear yard with an additional 6.6 m<sup>2</sup> (72 ft<sup>2</sup>) overhang on the southern portion of the building. Given the configuration of the lot and the existing single detached dwelling, the applicant is requesting a reduction in the minimum rear yard setback for an accessory building from 1.2 m (3.9 ft) to 0.6 m (1.9 ft).

The subject property is approximately 833.9 m<sup>2</sup> (8,976 ft<sup>2</sup>) in size and contains an existing single detached dwelling and a garden shed. Surrounding uses are predominately single detached dwellings with the exception of a farm implement dealership to the east, which is located within the administrative boundaries of Perth County.

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

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

Plate 3, Applicants' Sketch, shows location and setbacks of the proposed accessory building, as well the existing dwelling.

(b) Agency Comments

The application was circulated to a number of public agencies considered to have an interest in the proposal.

The Township Fire Chief, the Township Chief Building Official, and the Township Public Works Manager have indicated no concerns.

(c) Public Consultation

Public Notice was mailed to surrounding property owners in accordance with the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated Low Density Residential according to the Official Plan. Within the Low Density Residential designation, permitted land uses are primarily low density housing forms including single detached dwellings, duplexes and street fronting town houses and accessory uses. The use of the lands for a single detached dwelling and accessory uses thereto conforms to the Low Density Residential policies of the Official Plan.

(e) Intent and Purpose of the Zoning By-law:

The subject property is zoned 'Residential Type 1 Zone (R1)' in the Township's Zoning By-law, which permits single detached dwellings, as well as their associated accessory structures.

Provisions respecting accessory buildings and structures on residentially zoned lots are outlined in Table 5.1.1.3, and stipulate that a minimum interior and rear yard setback of 1.2 m (3.9 ft) is to

be maintained. These provisions are intended to ensure that such structures are wholly located within the confines of the lot and have minimal impact on neighbouring property owners. These provisions also assist in allowing for typical yard maintenance between buildings and property lines.

Given the location of the existing single detached dwelling on the subject lands, the designated rear yard is deficient the current zoning standards. As such, the designated exterior side yard acts as the defacto rear yard when it comes to amenity space, which Staff believe is of sufficient size. Given this, Staff are of the opinion that the placement of the accessory building in the rear yard is appropriate as it will not be removing actively used amenity space. Further, Staff note that sufficient off-street parking exists on the site.

Planning staff are satisfied that the proposal, which will be located wholly within the confines of the subject lands, allows for sufficient space for general maintenance, and that adequate space exists on the subject lands for parking, amenity and drainage.

(f) Desirable Development/Use:

Planning staff are satisfied that the proposed accessory structure is in keeping with the general purpose and intent of the Official Plan and Zoning By-law, and is desirable for the development of the subject lands.

As the applicant will be required to install eaves troughs and downspouts to prevent rainwater run-off from draining onto abutting properties, the presence of the accessory building is unlikely to negatively impact any adjacent properties.

In light of the foregoing, it is the opinion of this Office that the requested relief maintains the general intent of the Official Plan and the Zoning By-law and can be given favorable consideration.

**RECOMMENDATION:**

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application File A5-21, submitted by Charles Wettlaufer and Christina Patrick, for lands described as Lot 15, Plan M31 in the Village of Tavistock, being municipally addressed as 10 Homewood Avenue East, as it relates to:

1. Relief from **Table 5.1.1.3 – Regulations for Accessory Buildings and Structures**, to reduce the required rear yard setback for a residential accessory structure (a shed) from 1.2 m (3.9 ft) to 0.6 m (1.9 ft).

As the variance requested is considered to be:

- i) in keeping with the general intent and purpose of the County's Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-Law No.2003-18

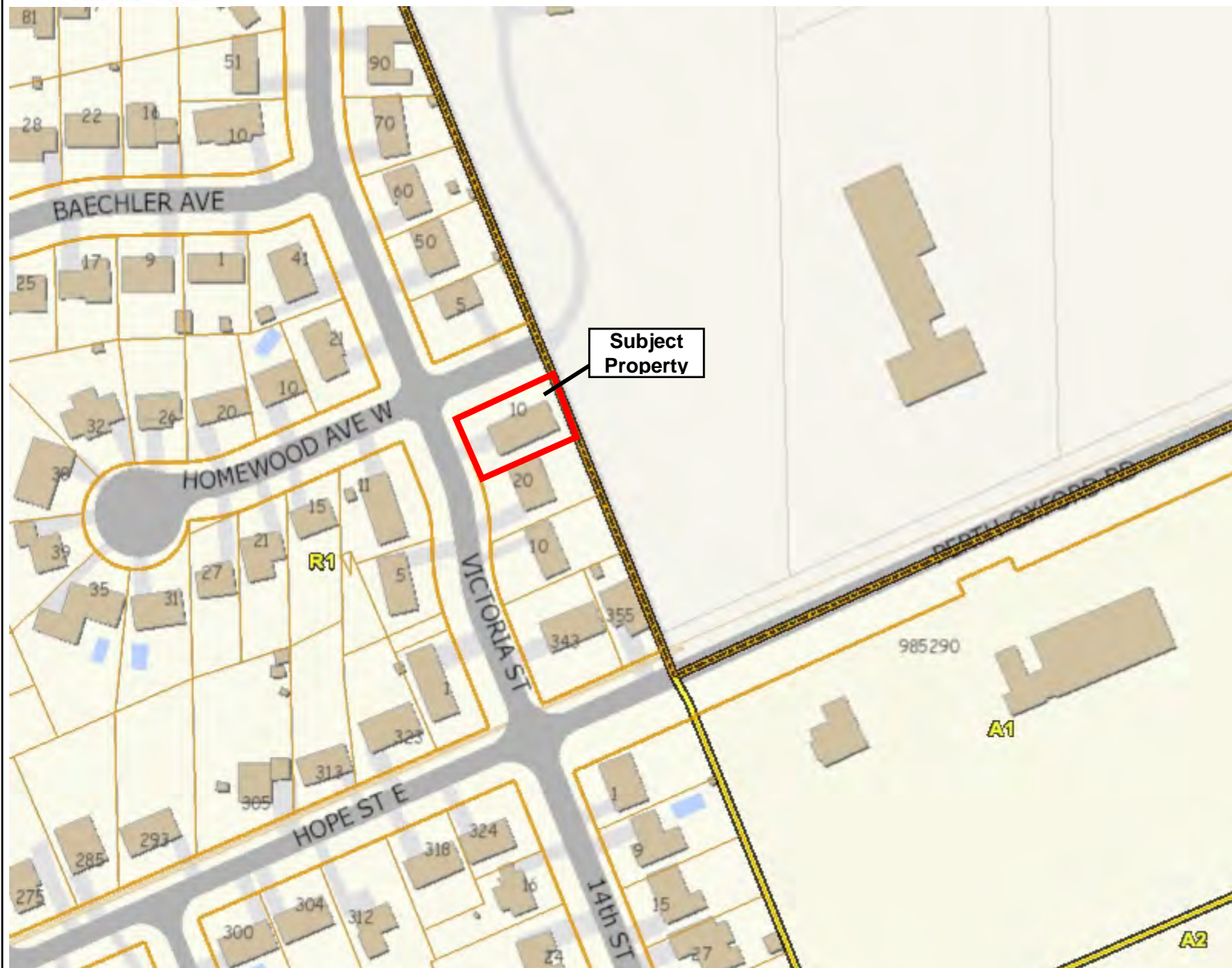
Authored by:

Dustin Robson, MCIP RPP  
Development Planner

Approved by:

Eric Gilbert, MCIP, RPP  
Senior Planner

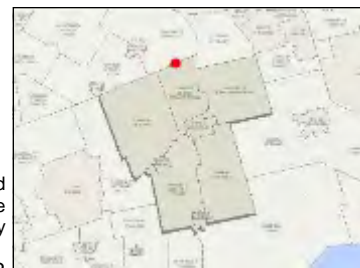




### Legend

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  - 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 51 102 Meters

NAD\_1983\_UTM\_Zone\_17N



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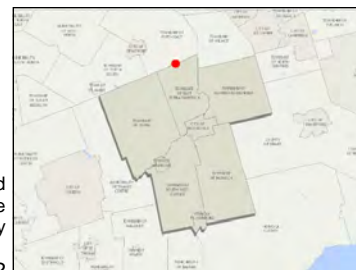
January 14, 2022



### 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 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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January 21, 2022



# Untitled Map

Write a description for your map.

Page 24

Homewood Ave East

Victoria St.

Distance to Rd 50'

Shed 12x24'

Variance to Neighbours 2'

Overhang 12x4'

Distance from House to property line 20'

Distance to South property line 13'

EXISTING SHED  
T.B.D.

property line

30'

70'

4 feet to House





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

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

## **Applications for Zone Change ZN 2-21-13 – Faircrest Farms Ltd.**

### **REPORT HIGHLIGHTS**

---

- Zone Change Application ZN 2-21-13 proposes to rezone the severed lot resulting from Severance Application B21-79-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the use of the subject lands for non-farm rural residential purposes. The related severance application was approved by the Oxford County Land Division Committee on January 13, 2022. The zone change application is required to fulfill a condition of the consent.
- Staff noted that a special provision to recognize the deficient lot depth of 55 m (180.4 ft) is required.
- Planning staff are recommending that the proposal be approved-in-principle as it is generally consistent with the Provincial Policy Statement and the County Official Plan.

### **DISCUSSION**

---

#### **Background**

OWNERS: Faircrest Farms Ltd.  
455017 45 Line, Woodstock, ON, N4S 7V7

APPLICANTS: Amanda Shinniman & Shane Paulini  
744806 Oxford Road 17, Woodstock, ON, N4S 7V7

AGENT: Paul Barron c/o Barron Planning Consulting  
628 Lakeview Drive, Woodstock, ON, N4T 0A5

#### LOCATION:

The subject lands are described as Part Lot 5, Concession 10 (East Zorra). Both 744772 Oxford Road 17 and 744806 Oxford Road 17 are located on the south side of Oxford Road 17, lying between 10<sup>th</sup> Line and 11<sup>th</sup> Line.

COUNTY OF OXFORD OFFICIAL PLAN:

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

Existing Zoning: 'General Agricultural Zone (A2)'

Proposed Zoning: 'Special Rural Residential Zone (RR-sp)'

PROPOSAL:

Severance Application B21-79-2 was approved at the January 13, 2022 Land Division Committee Meeting to permit a lot boundary adjustment. The lot to be severed by B21-79-2 is to be conveyed to the existing non-farm rural residential lot municipally known as 744806 Oxford Road 17 to the immediate northeast. The purpose of the lot boundary adjustment approved through B21-79-2 is to facilitate the replacement of an existing and failing private septic system.

Zone Change Application ZN 2-21-13 proposes to rezone the severed lands resulting from Severance Application B21-79-2 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' in order to match the existing zoning of 744806 Oxford Road 17.

During the review of the application, Staff noted that the existing residential lot is currently deficient the required 80 m (262.4 ft) lot depth. It was further noted that following the proposed lot addition, that the reconfigured lot will still be deficient the lot depth as the lot would be 55 m (180.4 ft). As such, a special provision is required to identify the deficient lot depth. The need to recognize the deficient lot depth was noted in the Notice of Public Meeting.

The subject lands that are proposed to be rezoned through ZN 2-21-13 are approximately 0.18 ha (0.44 ac) in size. Currently, the subject lands are vacant of structures and have previously been used for agricultural use (cash crop). Surrounding land uses are a mix of existing agricultural operations and non-farm rural residential lots.

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

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

Plate 2B, Close-Up of Subject Lands, illustrates the existing buildings on the lot to be enlarged.

Plate 3A, Applicant's Sketch, illustrates the proposed configuration of the subject lands, as well as the location of the existing structures, as provided by the applicant.

Plate 3B, Applicant's Sketch – Close-Up of Lots to be Severed and Enlarged, illustrates the proposed configuration of the subject lands, as well as the location of the existing structures, as provided by the applicant.

## **Application Review**

### PROVINCIAL POLICY STATEMENT:

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

Section 2.3 (Agriculture) of the Provincial Policy Statement (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 property is 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 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 lots to be severed and retained are currently zoned as 'General Agricultural Zone (A2)' in the Township of East Zorra-Tavistock Zoning By-law.

The 'A2' zone establishes 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.

The lot to be enlarged is zoned as 'Rural Residential Zone (RR)' in the Township Zoning By-law. The 'RR' zone allows for single detached dwellings and requires a minimum lot area and frontage of 2,800 m<sup>2</sup> (30,139 ft<sup>2</sup>) and 35 m (114.8 ft), respectively. The RR zone also requires a lot depth of 80 m (262.4 ft).

Once merged, the lot to be enlarged will be approximately 0.4 ha (0.98 ac) in area and will have approximately 73 m (239.5 ft) of frontage on Oxford Road 17, which is in keeping with the development provisions of the 'RR' zone in the Township of East Zorra-Tavistock Zoning By-law. Following the lot addition, however, the lot depth will be 55 m (180.4 ft) which is deficient the required 80 m (262.4 ft). A special provision will be required.

It is proposed that the lot to be retained will be 49.14 ha (121.42 ac) in size, with approximately 611 m (2,004.5 ft) of frontage along 10<sup>th</sup> Line and 651 m (2,135.8 ft) of frontage along Oxford Road 17, which is consistent with the development provisions of the 'A2' zone in the Township Zoning By-law.

AGENCY COMMENTS:

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

Enbridge Union Gas has commented that they do have service lines in 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, which would be at the expense of the owner.

The Township Chief Building Official has commented that a drainage assessment reapportionment and a severance agreement will be required. The applicants will also be required to provide a surveyor's real property report showing existing structures and the well.

Bell Canada, Canada Post, Hydro One, the Upper Thames River Conservation Authority (UTRCA), the Oxford County Public Works Department, the Township Fire Chief, and the Township Public Works Manager have indicated they have no comments or concerns with this proposal.

PUBLIC CONSULTATION:

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

**Planning Analysis**

Zone Change Application ZN 2-21-13 proposes to rezone the severed lands from Severance Application B21-79-2 from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp)' to recognize the use of the lands for non-farm rural residential use.

The use of the lands for non-farm rural residential and accessory buildings thereto, on an existing non-farm rural residential lot located within a Prime Agricultural Area, are generally consistent with the policy criteria of the Provincial Policy Statement and Official Plan.

Planning staff reviewed the applicant's request and are of the opinion that the proposal to sever 0.18 ha (0.44 ac) of land and add it to the existing non-farm rural residential lot to the immediate north represents a minor boundary adjustment that will not result in the creation of a new lot and can therefore be considered appropriate in this instance.

Once merged, the lot to be enlarged will be approximately 0.4 ha (0.98 ac) in area, which is in keeping with the policy direction of the Official Plan with respect to lot sizes for non-farm rural residential development. The retained lands will be approximately 49.14 ha (121.42 ac) in size, and will continue to be used for agricultural (cash cropping) purposes. Staff are satisfied that the conveyance of approximately 0.18 ha (0.44 ac) for residential purposes will not significantly impact the use of the retained lands for agricultural purposes.

As previously noted, the applicant has indicated that the proposed lot addition has been requested in order to replace a failing private septic system with a larger new one. There is a watercourse that traverses both the lot to be severed and the lot to be retained. By allowing the existing non-farm rural residential lot to be expanded, it will provide flexibility to locate the new septic system further away from the watercourse. The Upper Thames River Conservation Authority (UTRCA) has reviewed the proposal and has indicated that they have no objections.

A special provision will need to be included in order to permit a reduced lot depth for the 'new' residential parcel. Currently, the existing residential lot has a lot depth of 30 m (98.4 ft), which is deficient the required 80 m (262.5 ft) in the RR zone. Following the proposed lot addition, the residential lot would still be deficient the required lot depth as it would be 55 m (180.4 ft). Staff have reviewed the lot depth and do not have concerns with the proposal as sufficient space will be provided to ensure proper grading and drainage, adequate off-street parking, and amenity space is available. As such both the lot to be severed and the lot to be enlarged shall be rezoned to RR-sp.

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 approved-in-principle. The proposed

amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

## RECOMMENDATION

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It is recommended that the Council of the Township of East Zorra-Tavistock approve-in-principle Zone Change Application ZN 2-21-13 submitted by Faircrest Farms Ltd., whereby the lands described as Part Lot 5, Concession 10 (East Zorra), Township of East Zorra-Tavistock are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp)' to recognize the use of the lands for 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'*                    Eric Gilbert, MCIP, RPP  
Senior Planner





## Legend

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  - 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)**
- Watermain Breaks**
- Service Breaks**
- Watermain**
  - Watermain
  - Raw Watermain
  - Gravity Watermain
- Production Well**
- Active Monitoring Well**
- Sanitary Pipe Break**
- Sanitary Gravity Main**
  - <all other values>
  - Collector
  - Drain
  - Interceptor
  - Overflow
  - Trunk
  - Vent
- Sanitary Force Main**
- Sanitary Low Pressure Main**

## Notes



0 205 409 Meters

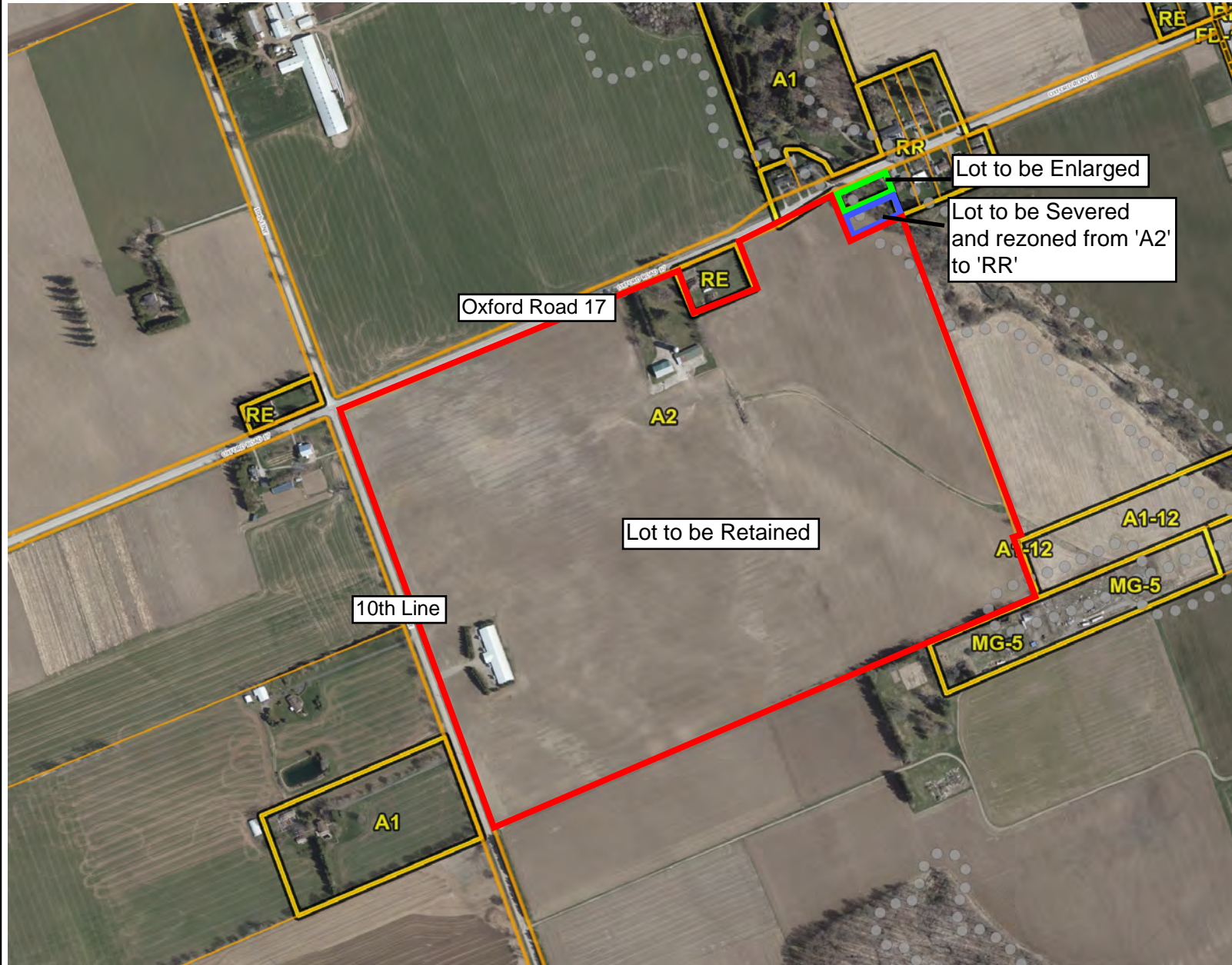
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October 29, 2021

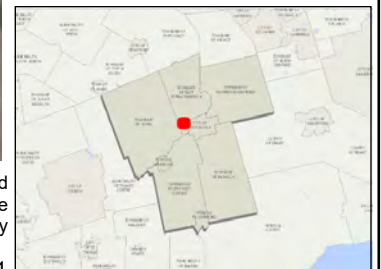




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### Notes



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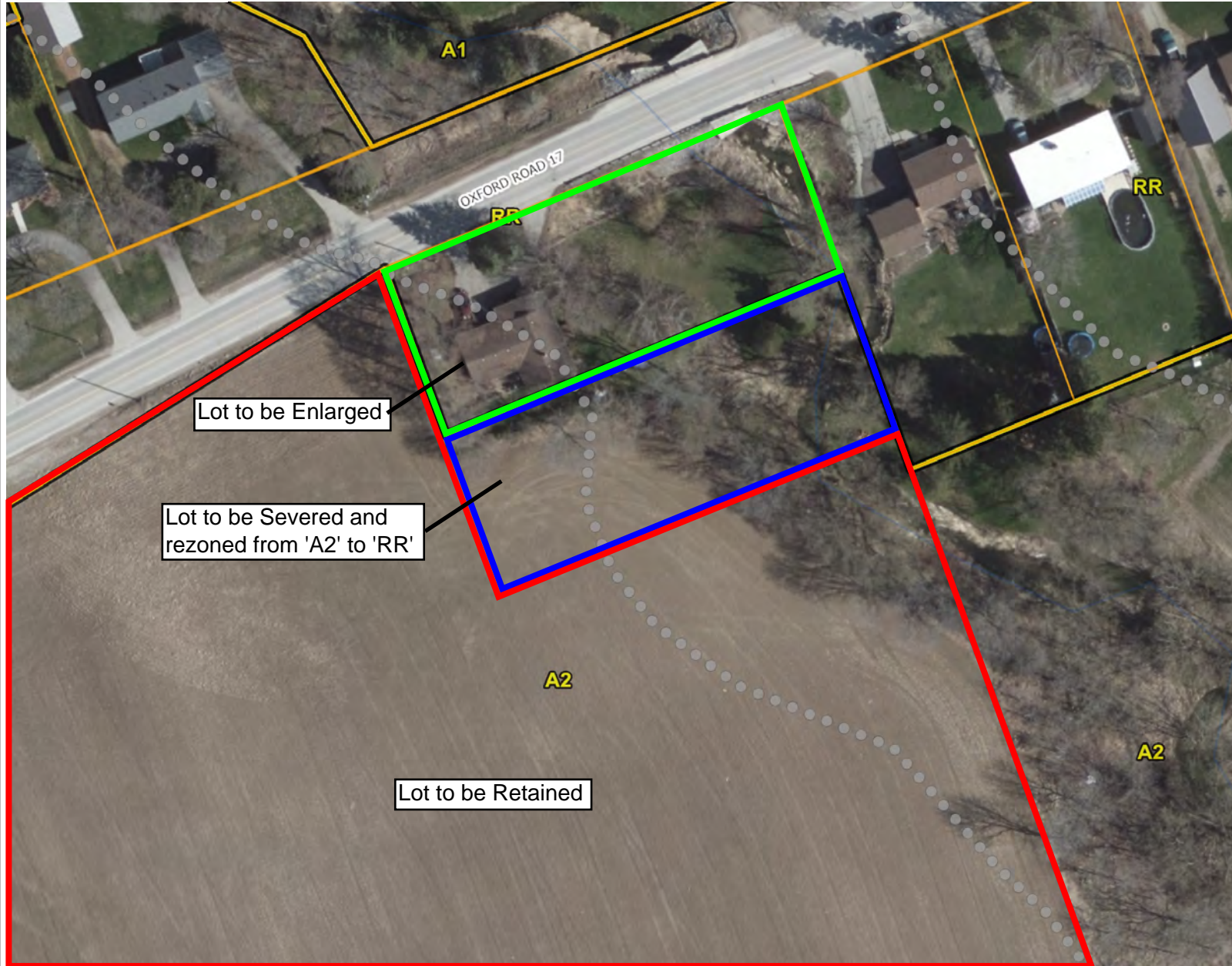
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December 8, 2021





## Legend

### Parcel Lines

- Property Boundary
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- 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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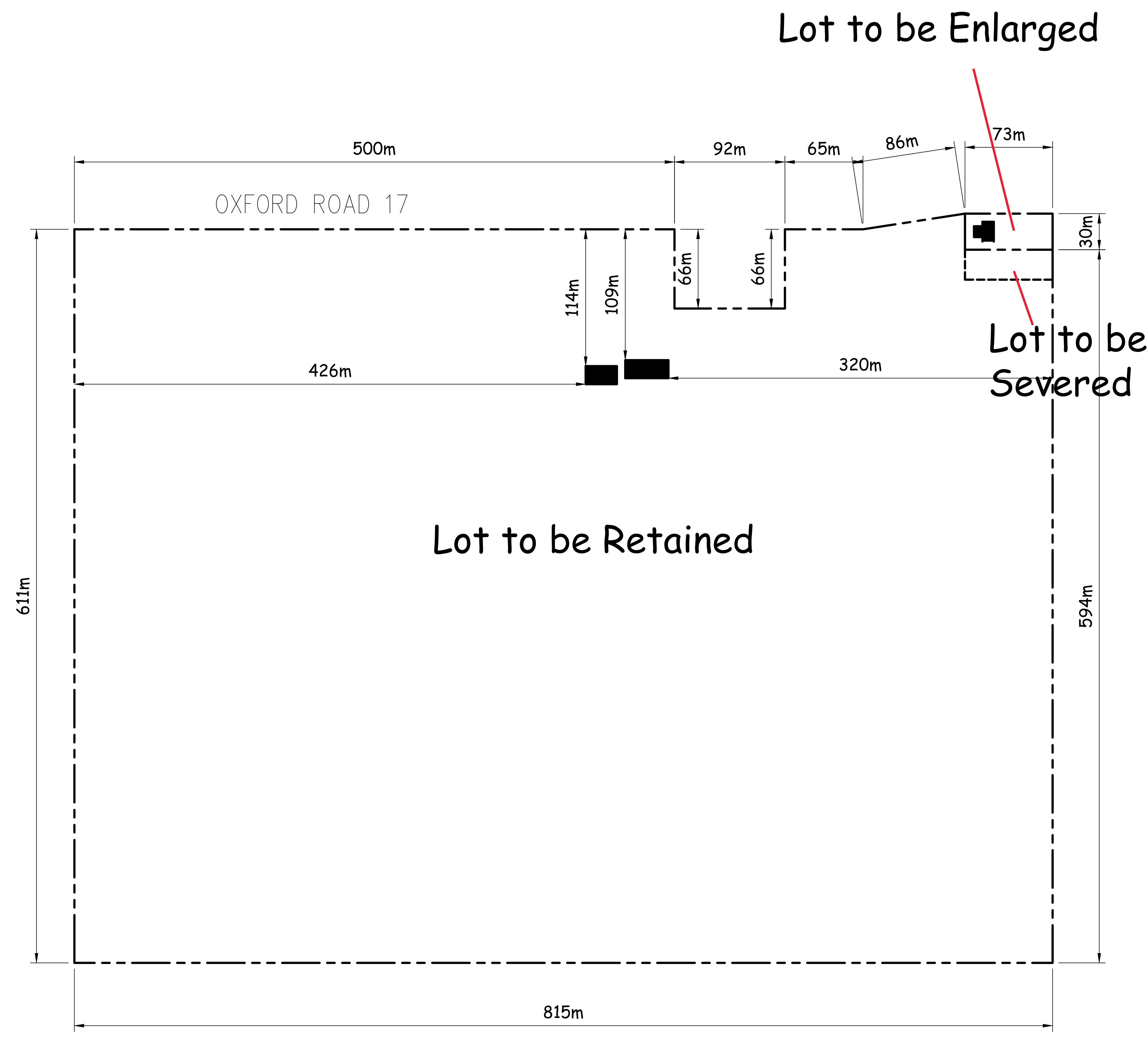
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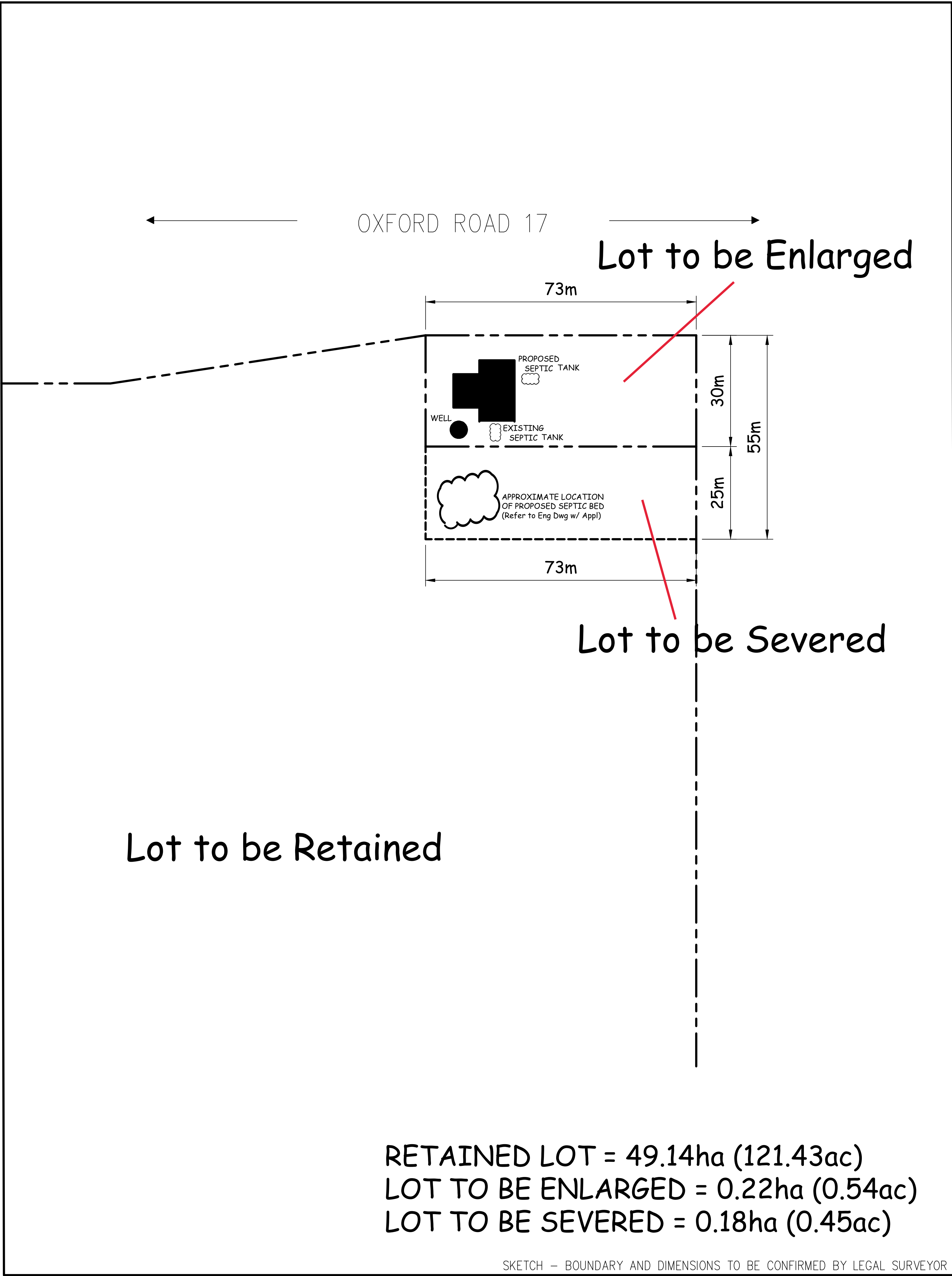
December 8, 2021

Plate 3A: Applicant's Sketch  
File No. B21-79-2 & ZN2-21-13 (Faircrest Farms Ltd.)  
Part Lot 5, Concession 10 (East Zorra), Township of East Zorra-Tavistock, 744772 Oxford Road 17



PROJECT
744772 OXFORD ROAD 17

Plate 3B: Applicant's Sketch - Close-Up of Lands to be Severed and Enlarged  
File No. B21-79-2 & ZN2-21-13 (Faircrest Farms Ltd.)  
Part Lot 5, Concession 10 (East Zorra), Township of East Zorra-Tavistock, 744772 Oxford Road 17



PROJECT

744772 OXFORD ROAD 17  
CLOSE UP PROPOSED SEVERED AREA

## #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

January 19, 2022



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The Police Services Board met at the Innerkip Community Centre at 1:15 p.m. on Wednesday January 19, 2022.

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

Regrets: Matthew Gillespie

PSB Secretary Will Jaques opened the meeting.

Board Chair Moved by: Liam McCreery  
Seconded by: Robert Rudy  
Resolved that Robert Rudy be nominated as Chairperson of the Police Services Board for 2022.

**CARRIED**

Board Vice Chair Moved by: Liam McCreery  
Seconded by: Robert Rudy  
Resolved that Matthew Gillespie be nominated as Vice Chairperson of the Police Services Board for 2022.

**CARRIED**

Robert Rudy assumed the Chair.

Confirm Agenda Moved by: Liam McCreery  
Seconded by: Robert Rudy  
Resolved that the Board approves the agenda for the January 19, 2022 meeting, as printed and circulated.

**CARRIED**

Pecuniary Interest None declared.

**Confirm Minutes**

Moved by: Liam McCreery  
Seconded by: Robert Rudy  
Resolved that the Board approves the minutes of the November 25, 2021 meeting, as printed and circulated.

**CARRIED****Correspondence**

- N/A

**Delegations & Appointments**

- N/A

**Reports****OPP Policing Reports**

- November 2021 Police Reports
- December 2021 Police Reports
  - Oxford OPP Detachment Commander Tony Hymers presented the November and December, 2021, policing reports to the Board.
- Verbal Reports from Meetings/Conferences/Seminars etc.
  - N/A

**Other Business****OAPSB Membership**

Moved by: Liam McCreery  
Seconded by: Robert Rudy  
Resolved that the Board approves a membership in the OAPSB, for 2022.

**CARRIED****OAPSB – Zone 4 Membership**

Moved by: Liam McCreery  
Seconded by: Robert Rudy  
Resolved that the Board approves a membership in Zone 4 of the OAPSB, for 2022.

**CARRIED****OAPSB Zone 4 Meeting attendance**

Moved by: Liam McCreery  
Seconded by: Robert Rudy  
Resolved that members of the Police Services Board are authorized to attend the OAPSB Zone 4 meetings to be held in 2022.

**CARRIED**



Adjourn

Moved by: Liam McCreery

Seconded by: Robert Rudy

Resolved that the Board does now adjourn at 1:53 p.m.

**CARRIED**

---

Will Jaques, Secretary

---

Robert Rudy, Chairperson

# STAFF REPORT

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Report #CI O2022-01

To: His Worship the Mayor and Members of Council

From: Meaghan Vader, Corporate Initiatives Officer

Re: EZT-RFT-21-04 Innerkip Pavilion Renovation

Date: January 26, 2022

## Background:

As part of the 2021 Capital budget, project EZT CPR-21-09 Innerkip Park Covered Walkway for Pavilion, was approved. A Request for Tender, EZT-RFT-21-04 Innerkip Pavilion Renovation, was issued on Bids and Tenders on December 1, 2021, with a closing date of Thursday January 6, 2022, at 2:00 pm.

There were 21 registered plan takers. Seven bid submissions were received and verified for compliance and mathematical accuracy by staff. All bids were deemed compliant. The lowest compliant bid was received from Jon Witzel Contracting Ltd. in the amount of \$102,950.22, exclusive of taxes. **A copy of the Compliant Bid Summary is attached for Council's reference.**

## Discussion:

The project includes the construction of a covered walkway, the replacement of the existing concrete pads, the replacement of the existing concrete slabs in the ball diamond area, the building paint refinish, and roof refinishing.

The RFT also requested the submission of pricing for the Provisional Item of Exterior Pavilion lighting. Pricing was received in the amount of \$5,892.50, exclusive of taxes.

## Financial Implications:

This project was previously included in the 2021 capital budget as Phase 2 to the Innerkip Pavilion Washroom Project. The original budget for this Phase was \$100,000. The recommended award including the provisional lighting as noted above is within the 10% allowance to award as authorized by **Council's existing Procurement Policy.**

Attachments:

- **Appendix 'A'** - EZT-RFT-21-04 Compliant Bid Summary
- **Appendix 'B'** - EZT CPR-21-09 Innerkip Park Covered Walkway for Pavilion Renovation

Recommendation:

1. That Council accept the bid from Jon Witzel Contracting Ltd. in the amount of \$108,842.72, including the provisional pricing;
2. And further that Council authorizes the CAO/Treasurer to sign the contractual agreement with Jon Witzel Contracting Ltd. as provided in the tender bid document package EZT-RFT-21-04.

Reviewed by C.A.O:



---

Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



---

Meaghan Vader  
Corporate Initiatives Officer



EZT-RFP-21-04  
Innerkip Pavilion Renovation  
Opening Summary  
Closing Date: Thursday, January 6, 2021 at 2:00:00 PM

	Company Name	Date/Time of Submission	Summary Table - Subtotal	Provisional Items Cost	Submission Form - Appendix B	Schedule of Items and Prices - Appendix C	Proof of Ability and Reference Form - Appendix E	Senior Staff Qualifications - Appendix E	Proposed Subcontractors - Appendix E	Compliant? Y/N	Special Notes
1	Hamilton fence company Ltd.	Submitted Wed Jan 5, 2022 6:56:51 PM	\$580,088.00	\$45,987.00	Y	Y	Y	Y	Y	Y	
2	MCI Design-Build Corporation	Submitted Thu Jan 6, 2022 9:52:49 AM	\$187,151.00	\$7,505.00	Y	Y	Y	Y	Y	Y	
3	Hoskin Construction Inc.	Submitted Thu Jan 6, 2022 12:51:33 PM	\$117,660.00	\$2,850.00	Y	Y	Y	Y	Y	Y	
4	Mega Group Construction Limited	Submitted Thu Jan 6, 2022 12:32:50 PM	\$224,500.00	\$10,000.00	Y	Y	Y	Y	Y	Y	
5	Jon Witzel Contracting Ltd	Submitted Thu Jan 6, 2022 1:06:20 PM	\$102,950.22	\$5,892.50	Y	Y	Y	Y	Y	Y	
6	Direk Construction Inc.	Submitted Thu Jan 6, 2022 1:30:41 PM	\$490,900.00	\$6,900.00	Y	Y	Y	Y	Y	Y	
7	Dakon Construction Ltd.	Submitted Thu Jan 6, 2022 1:37:55 PM	\$172,624.00	\$7,380.00	Y	Y	Y	Y	Y	Y	

Proposals Opened by: Meaghan Vader  
Witness: Karen DePrest  
Witness:  
Witness:



## Finance Input Only

CPR Number: EZT CPR-21-09

Project Number:

WT Job Number:

<b>Project Name:</b>	<b>Covered Walkway for Pavilion</b>	<b>Project Lead:</b> John Scherer
<b>Project Description:</b>	Innerkip Park Covered Walkway for Pavilion	
<b>Project Justification:</b> (select all that apply)	Currently unavailable	<b>Department:</b> Parks & Recreation

### Financial Summary:

[illegible]



# STAFF REPORT

Report #CI O2022-02

To: His Worship the Mayor and Members of Council

From: Meaghan Vader, Corporate Initiatives Officer Emergency

Re: Hickson **Pumper** Emergency Procurement

Date: January 26, 2022

## Background:

As Council is aware, the Hickson Fire Department's pumper truck was involved in a collision that resulted in the pumper truck being removed from operation. The pumper truck was scheduled for replacement and staff were in the process of issuing a Request for Proposal when the collision occurred. The current fire apparatus market from the award of an RFP requires approximately 24 months for delivery. To prioritize public safety, staff were able to secure a new 2021 Freightliner M2 from Commercial Emergency Equipment Co. in the amount of \$528,860.00, exclusive of taxes.

## Discussion:

In accordance with GP2.04 Purchasing Policy, in the event of an Emergency, the Chief Administrative Officer, Managers and their respective delegates are authorized to enter into a purchase agreement without the requirement of a formal competitive process. An emergency includes "immediate threat to public health, the maintenance of essential Township services; and the welfare and protection of persons, property, or the environment; and the event or occurrence necessitates the immediate need for goods or services to mitigate the emergency and time does not permit for a competitive procurement process".

## Recommendation:

1. That Council accept Council Report COI2022-02 as information.

Reviewed by C.A.O:



Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



Meaghan Vader  
Corporate Initiatives Officer

# STAFF REPORT

Report #CBO2022-01

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – February 2022 Council Report

Date: January 26, 2022

## Departmental Highlights:

- None

## Legislative Updates:

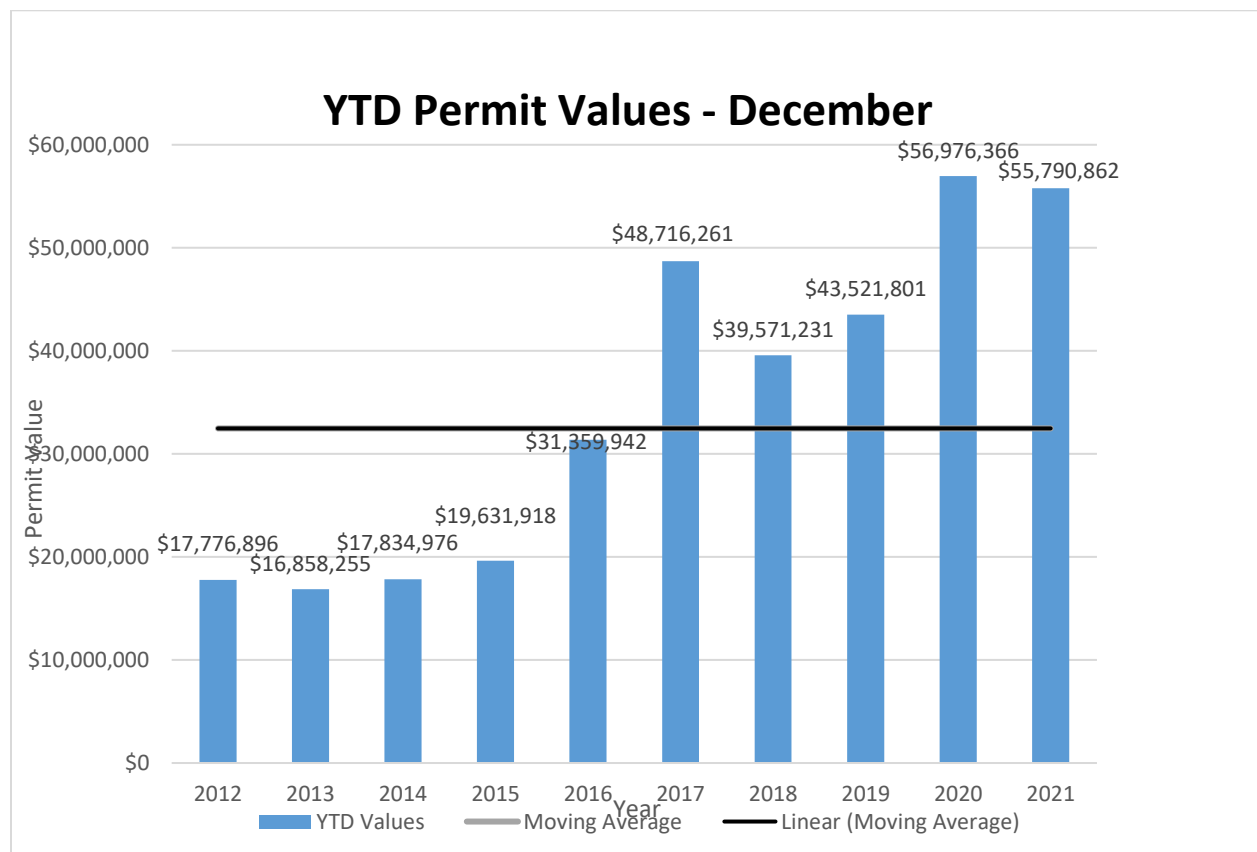
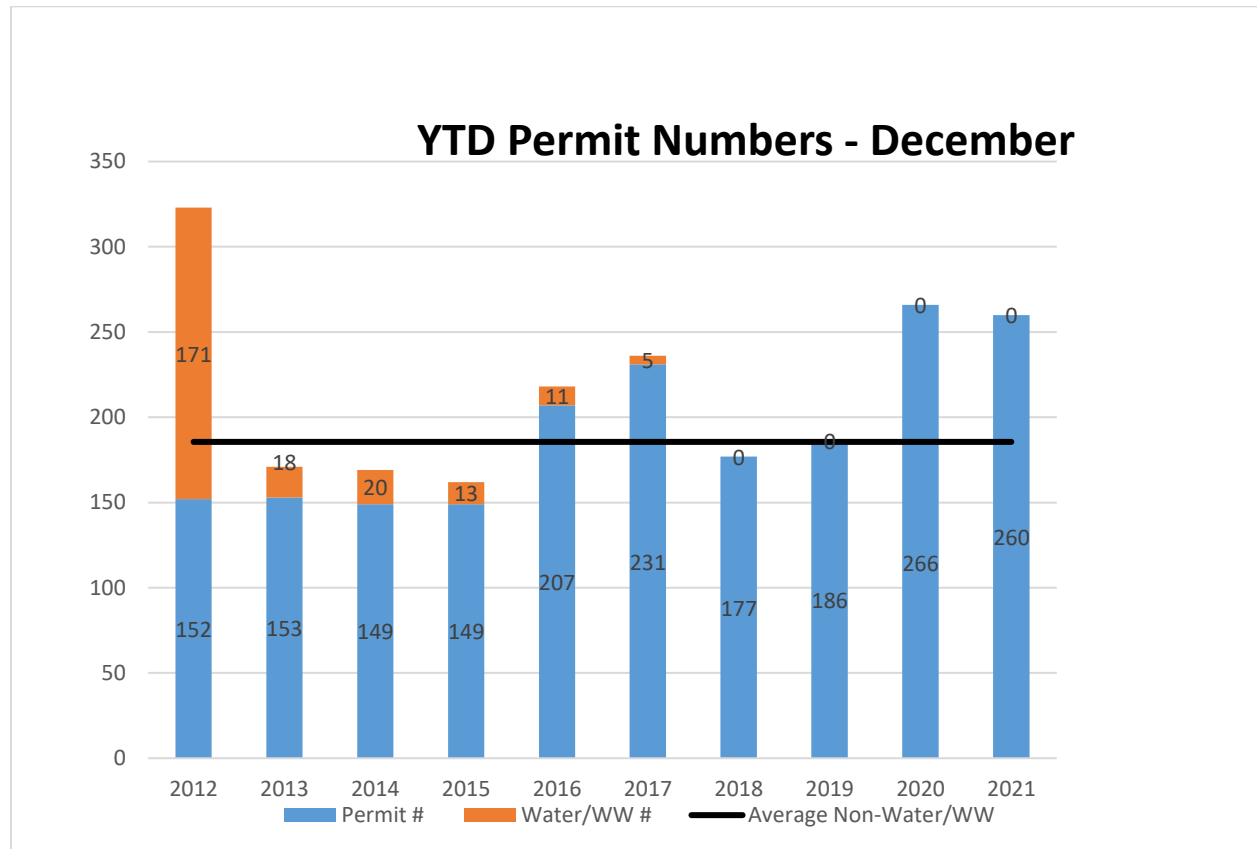
- Building Code Updates
  - Stair Revisions
  - Tiny Homes
  - Remote Inspections

## Monthly Permit Activity:

	No. of Permits	Permit Value	Permit Fees
December 2021	4	\$978,400.00	\$7,955.02
Year to Date – December 31, 2021	260	\$55,790,862.85	\$324,646.92

## Number of Permits and Values

Description	Permit Value	Building Fees
SFD	\$460,000.00	\$4,510.00
Addition of covered porch	\$18,400.00	\$150.00
SFD	\$420,000.00	\$2,638.67
Ag shipping room	\$80,000.00	\$656.35
	<b>\$978,400.00</b>	<b>\$7,955.02</b>



Status of Development Matters:Ward 1 - TAVISTOCK

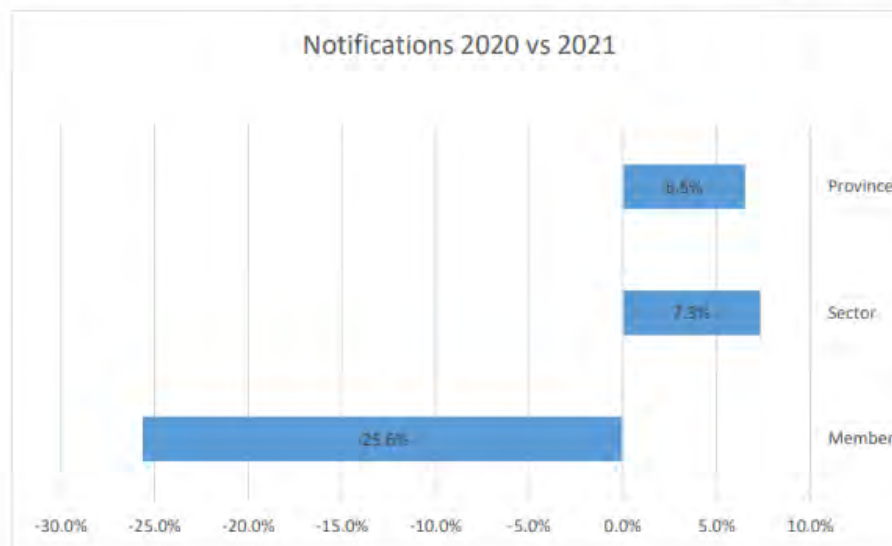
*The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68
The Orchards (Phase 1)	16 SFD 6 Semi Units 39 Condo Towns	Plan 41M-321 Warranty item identified for developer.
The Orchards (Phase 2)	48 SFD 2 Semi Units	Plan 41M-353 Construction started on all lots
The Orchards (Phase 3)	52 SFD 6 Semi Units	Plan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

Ward 3 - INNERKIP

Innerkip Meadows (P3 – Curtis St)	24 SFD + Semi detached units now proposed.	Plan 41M-313 Singles Completed.
Innerkip Meadows (P4– Lock St)	24 SFD	Plan 41M-325
Innerkip Meadows (P5 -Queen/Curtis)	25 SFD	Plan 41M-339
Innerkip Meadows (P6 - Lock)	19 SFD	Plan 41M-355
Innerkip Meadows (P7 - Matheson)	32 Semi detached units 1 SDD Unit	Plan 41M-313 Permits issued.
*Majestic Homes Development (James/Main St)	Condo Block on Main St (25 units)	Plan 41M-322 Unit construction underway.
Oxford Road Developments 5 Inc.	29 SFD + 1 Block for Future Dev.	Plan 41M - 352 Construction started on 95% of available lots. Revised Grading Plan approved.

Drain & Streetlight Locate Summary:

Member	MUNICIPALITY OF EAST ZORRA TAVISTOCK (EZRTVS01)				
Sector	Government	2020	2021		
Month	12	Notifications	Notifications	Change	
		Member	1,272	946	-25.6%
		Sector	1,772,539	1,902,622	7.3%
		Province	5,898,192	6,283,360	6.5%
		CB Clear	106	59	
		ALA	0	0	
		Suppressed	59	43	

Status of Drainage Matters:

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



Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and  
submitted by:



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

# STAFF REPORT

Report #PW2022-01

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – February 2022 Council Report

Date: January 26, 2022

## Departmental Highlights:

- Public Works staff have been busy with winter control over the past few weeks. Public works is continuing the transition of bringing all municipal sidewalk winter maintenance in-house. Currently Township staff are completing maintenance in Hickson and Innerkip, while the Contractor is maintaining Tavistock. As of February 15<sup>th</sup>, Township staff will take over maintenance in Tavistock as well. Public Works has also been utilizing the Township's sidewalk plow to remove snow from the downtown in Tavistock.
- As a result of COVID-19 regulations, the **"Open House" for the John Street and Henry Street reconstruction project** has had to be cancelled. In place of the Open House, staff hand delivered a notice (including a brief description and map) to all houses in the work area. Contact information was included for residents to comment or ask any questions. The tender for this project is expected to be released in early February to allow for an early start in the construction season.
- Capital bridge projects included in the 2021 budget are expected to be tendered for the end of January. The 2012 box culvert replacement tender is expected to close February 18, 2022, with a report being brought to Council on March 2<sup>nd</sup> with results of the tender. The joint bridge rehabilitation project on the Zorra bridge #28, located on the Zorra/East Zorra-Tavistock Townline south of Braemar Sideroad, is expected to close on March 3, 2022, with a report being brought to Council on March 16<sup>th</sup> with results of the tender.
- Staff will be finalizing the annual tree removal list, to release for quotes in February.

- Public Works staff has been doing some tree removal and trimming within the Township's parks, **when winter maintenance hasn't been required.** In the coming weeks, staff plan on starting to trim trees on the rural roads.
- The annual granular application tender is expected to be released early in February. The tender will be released for the supply and application of **18,000 tonne of granular "A" to meet the OPSS 1010 specifications.** This includes a minimum 60% crush count. **This year's application is on the north half of the Township.** The tender will be released with a provisional pricing option for the 2023 supply and application on the south gravel roads.
- Staff will be allocating time to the 2022 budget creation over the next month.
- As directed by Council in the spring of 2021, Staff procured 2 accessible swings for Township playgrounds. Currently, we are still awaiting the delivery of the swings. Staff has heard from the supplier that the swings are to be shipped direct from the manufacturer to the Township. The expected arrival date is the first week of March 2022. Once received, Staff will be installing one of the accessible swings in the Stonegate Park in Innerkip, and the remaining swing will be installed in the Hickson Park. In Tavistock, Queens Park currently has an accessible swing at the playground.

### Status of Significant Capital Projects:

Capital Project	Current Status
Box Culvert #2012 replacement	Tender to be released January 2022.
Zorra/EZT Bridge Maintenance	Tender to be released February 2022.
John/Henry Streets in Tavistock engineering	Tender to be released February 2022.

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Tom Lightfoot  
Public Works Manager



#6.i

# STAFF REPORT

Report #FC2022-01

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – February 2022 Council Report

Date: January 26, 2022

## Departmental Highlights:

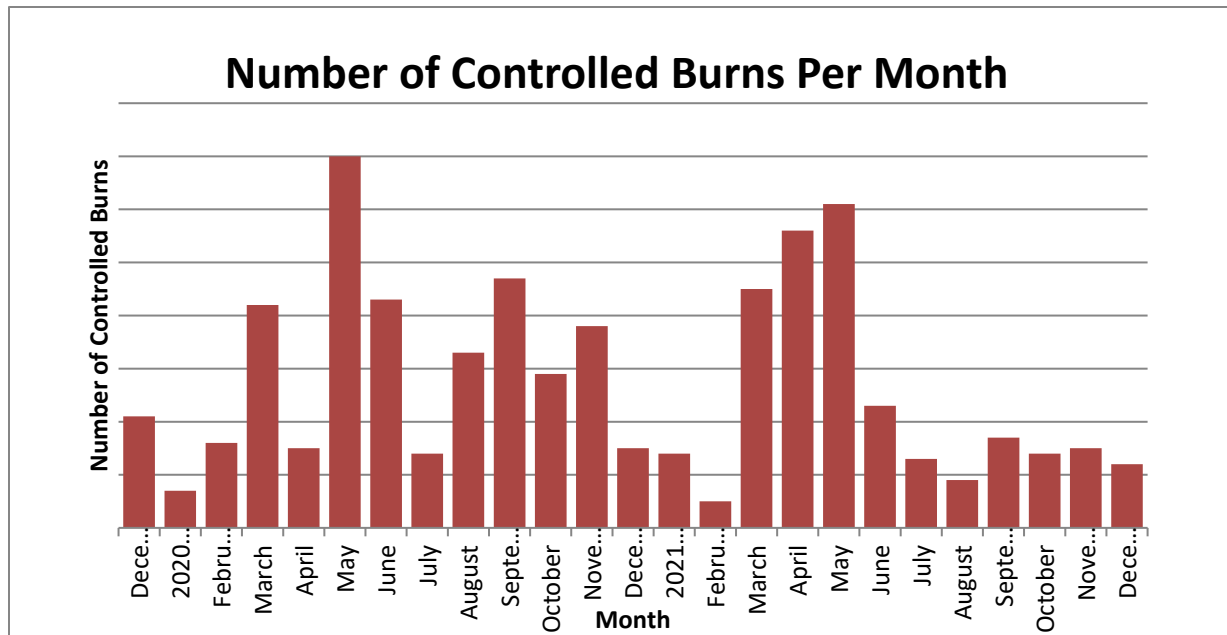
### Fire Department:

- The 2022 recruit class has again being affected by COVID restrictions. Due to the latest guidelines, classes have not formally met but did continue with the online training portion of the program. In-person training will resume on February 9<sup>th</sup> with safety precautions strictly enforced. East Zorra-Tavistock now has twelve new firefighters enrolled.
- The five rural Fire Chiefs met and discussed the capability of continuing RFSOC training during the latest COVID guidelines. As an exemption for training for emergency services exists, it was decided to continue with regular scheduled courses while respecting each **municipality's** specific COVID policies. As a result, some courses are now being offered with full vaccination requirements and some are vaccination optional. Also, each firefighter that has enrolled has an option to withdraw from a course at any time, without penalty, if they are not comfortable attending.
- Due to the latest COVID restrictions introduced by the Province on January 3rd, it was decided to again suspend station training for the month of January. Training will resume in the station on February 1st as the restrictions are eased. RFSOC courses were scheduled to be held in Tavistock in January but were either suspended or relocated during this time.

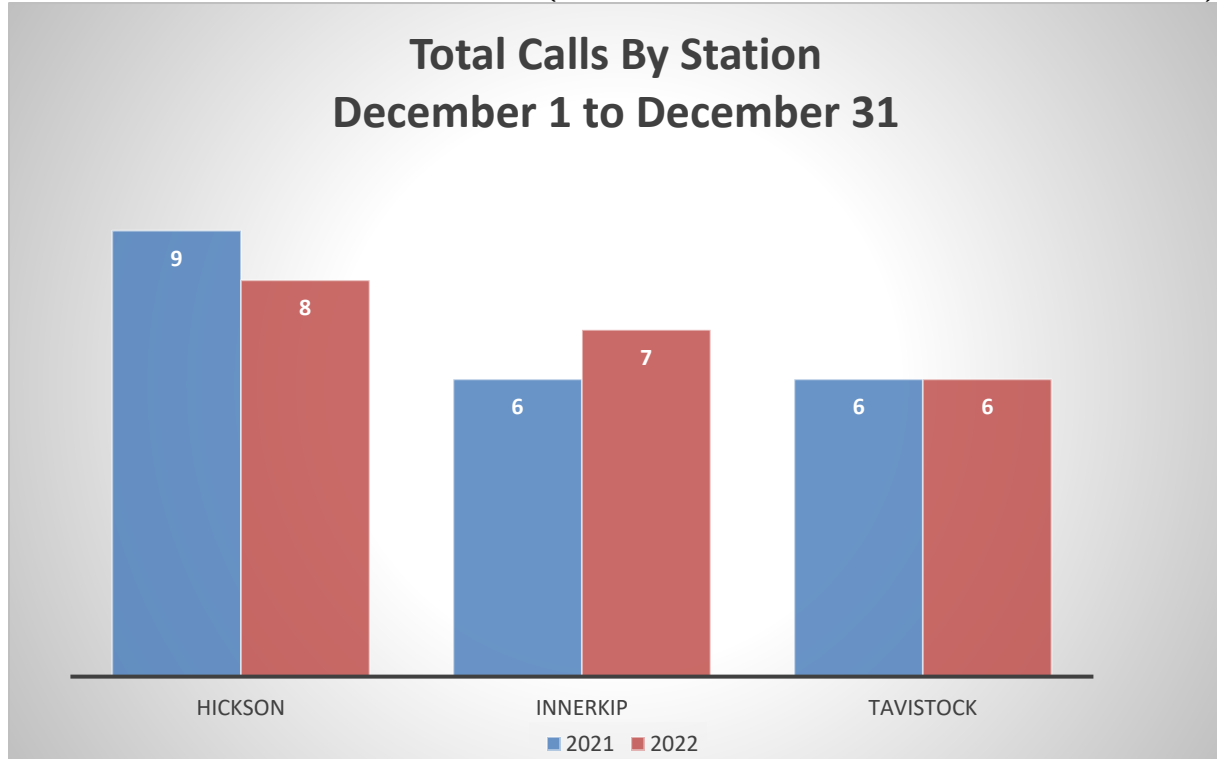
- RFSOC has chosen a new Training Officer, Jackie Mussel. Jackie brings 10 years of volunteer firefighter experience, emergency management training, is a Red Cross instructor and has military experience. She assumed her position during the first week of January, 2022.
- Officer selection continues in the fire department. Interviews for Deputy District Chief in Innerkip were held on January 27<sup>th</sup>, with a final selection to be made before February 1<sup>st</sup>. Applications are currently being taken for a Captain in Innerkip that closes on February 11<sup>th</sup>. Hickson also has a new Captain with Tom Lightfoot officially taking the position effective December 1/21.
- Hickson Station has found a replacement pumper very similar to the truck that they were in the process of designing. Some modifications are being made **while it's** still on the assembly line and early indications are that it may be available as early as March. **Innerkip's** rescue van is currently out for RFP which closes on February 15<sup>th</sup>.
- The new FIT tester arrived in EZT early in January, and the firefighters should be completed testing by the end of the week of January 31<sup>st</sup>. This allows our firefighters to now properly wear N95 masks for all calls and practices, as well continuing with our regular SCBA masks. We currently have a good supply of N95 and surgical masks, as well as P100 cartridges that can be worn with the full facepiece masks.

## Controlled Burn Approvals:

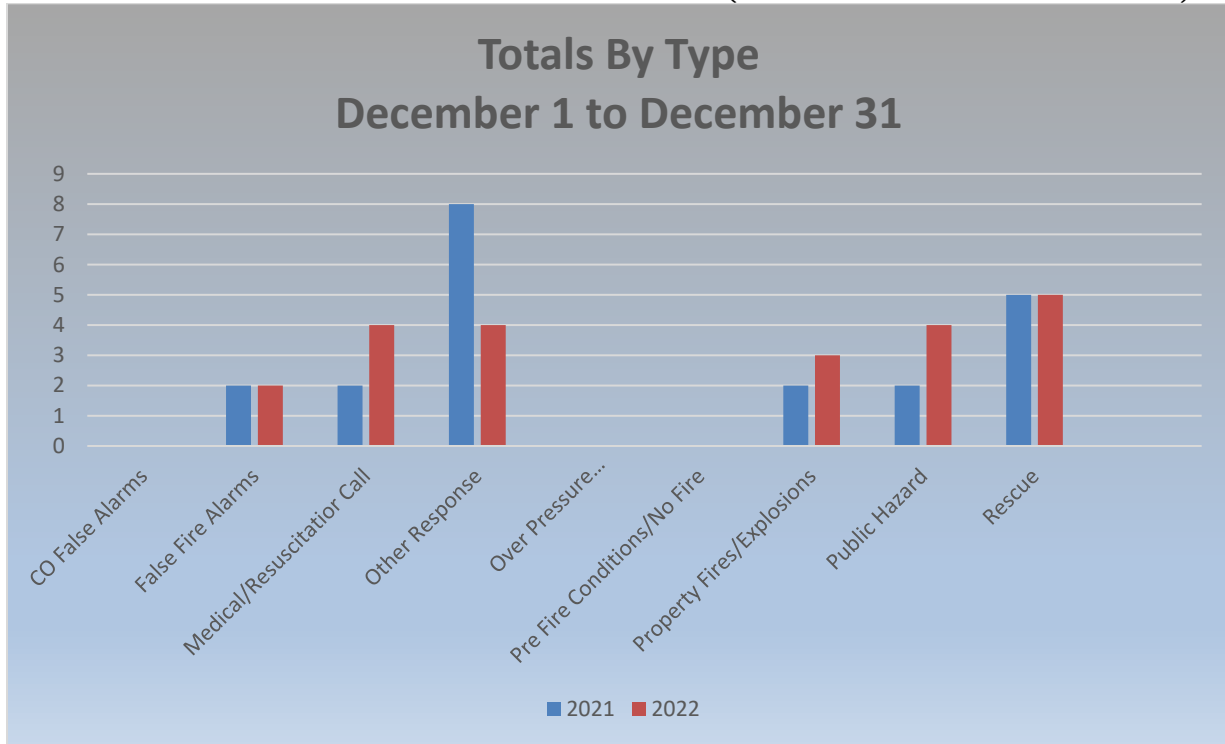
- December (2021): 12
- Year to Date (2021): 284



## TOTAL FIRE CALLS FOR 2022 (December 1/21 to December 31/21)

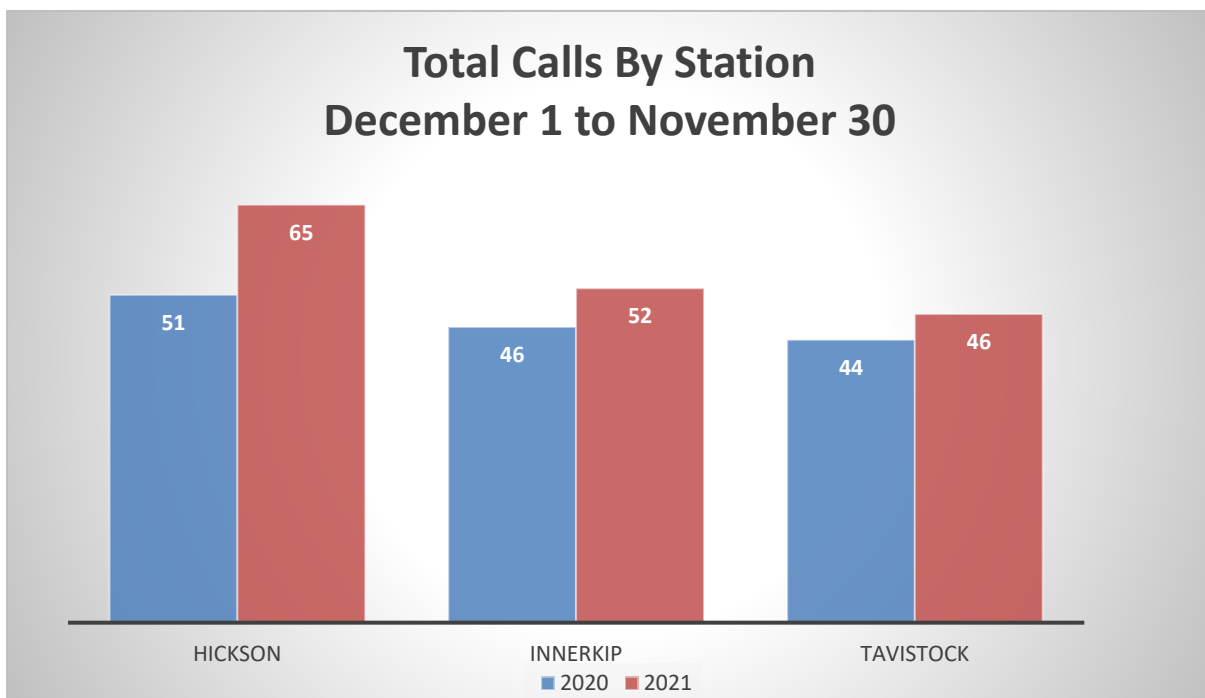


## TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to Dec. 31/21)



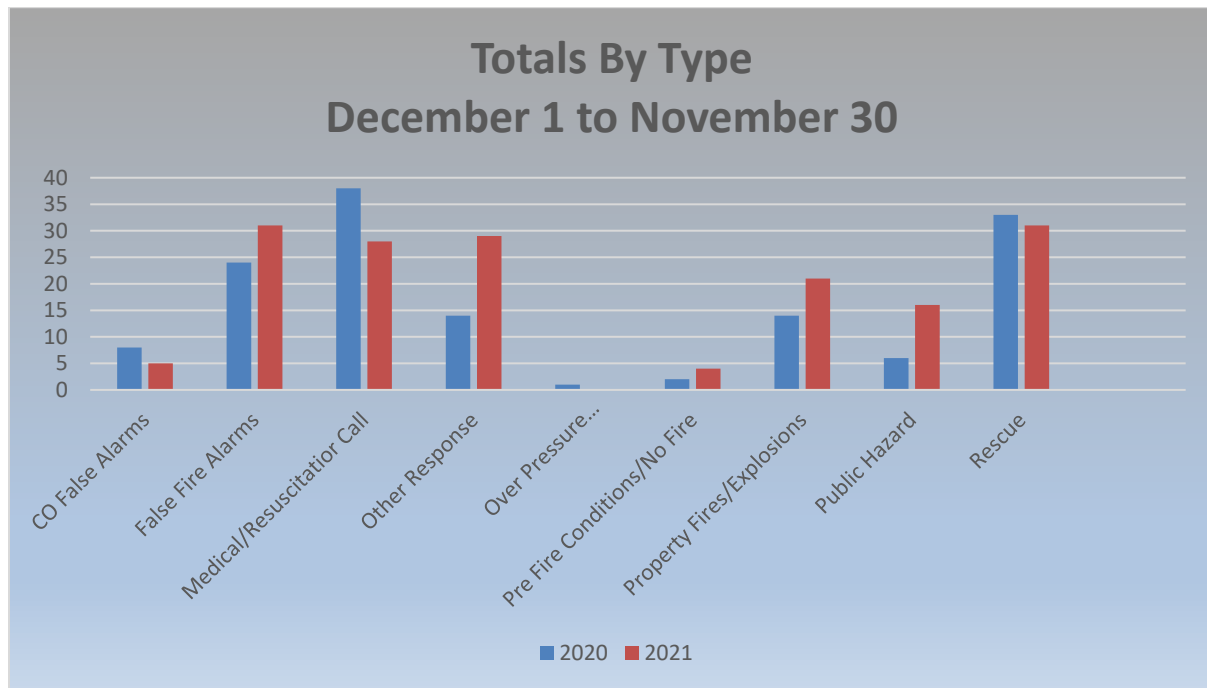
For Council's information, below are the total numbers for the 2021 Fire Year:

## TOTAL FIRE CALLS FOR 2021 (December 1/20 to November 30/21)





## TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/20 to Nov. 30/21)



## Emergency Management:

- Staff submitted the annual compliance information in early December, 2021 and are currently waiting for both confirmation and approval of the yearly report.

## Legislation

- On January 19<sup>th</sup>, the Province announced that it would be re-introducing legislation relating to "Mandatory Firefighter Certification." The regulation is to be posted for public consultation on January 28<sup>th</sup>. The OAFCA is arranging zone meetings to gather feedback from the Fire Chiefs to collect and prepare key messages to respond to the province before they formally implement the regulation.
- On January 18<sup>th</sup>, the Province announced that firefighters were again eligible for PCR testing, as they were left off the list that the Province announced new guidelines on January 3<sup>rd</sup>.

Recommendation:

1. None. For Council information only.

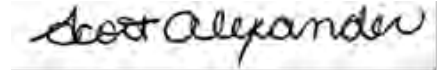
Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Scott Alexander  
Township Fire Chief

## STAFF REPORT

Report #BCO2022-01

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – February 2022 Council Report

Date: January 26, 2022

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for November/December 2021

OCCURRENCE TYPE	NUMBER OF NEW OCCURRENCES (Commenced this Month)		NUMBER OF ON-GOING OCCURRENCES (Commenced prior to this Month)	YEAR TO DATE OCCURRENCES	
	Open	Closed		Open	Closed
Property Standards	3	2	3	4	16
Clean Yard					
Animal Control	2	2	1	1	4
Parking	1	1			7
Noise	2	2			8
Zoning	2	1	1	2	2
Illegal Dumping					
Inquiry	4	4			26
Canine					12
Other (Pool)					4
TOTAL	14	12	5	7	79

Attachments:

- None

Recommendation:

1. None. For Council information only.

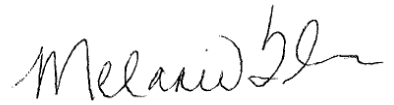
Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

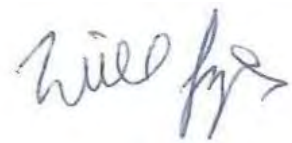
Report prepared  
and submitted by:



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Melanie Shiell  
By-law Compliance Officer

Department Approval:



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Will Jaques  
Corporate Services Manager/Clerk



# STAFF REPORT

Report #CSM2022-01

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – February 2022 Council Report

Date: January 26, 2022

## Departmental Highlights:

## Legislative Updates:

- After a recent review of **Council's** Procedural By-law #2008-01 (as amended), Staff are looking for confirmation/ direction from Council on two items:

- Meeting Location – currently section 3.20 reads:

*"Regular meetings of Council shall be held on the first Wednesday of the month at 9:00 a.m. and on the third Wednesday of the month at 7:00 p.m. in the Oxford County Council Chambers, Oxford County Administration Building, Woodstock, Ontario, unless Council by resolution directs otherwise."*

Staff would suggest maintaining the current wording at this time as although it provides a meeting location which Council is currently not using, Council can direct an alternate location be selected by resolution at any time (as it has done in order to meet at the Innerkip Community Centre).

- Inaugural Meeting – currently section 3.27 reads:

*"The inaugural meeting of Council shall take place at 9:00 a.m. on the first Wednesday of December following the election. The Agenda shall be modified for the inaugural meeting to make provisions for officially commencing the office of the members of Council."*

Legislative amendments have changed the date for the new Council term commencing in an election year from December 1<sup>st</sup>, to November 15<sup>th</sup>. Under the provisions of the Municipal Act, the new Council must take office no more than 31 days after the term commences.

Given this, the new Council would be legislatively fine to take office under the provisions currently found within the Procedural By-law as the first Wednesday in December is well with 31 days of November 15<sup>th</sup>. However, staff would suggest that this seems like a long period of time between the term commencing and Council taking office. As such, staff would suggest the following wording amendment be made to the Procedural By-law:

*"The inaugural meeting of Council shall take place at 7:00 p.m. on the first Wednesday following November 15<sup>th</sup>, in the year of the election. The Agenda shall be modified for the inaugural meeting to make provisions for officially commencing the office of the members of Council."*

The earliest date that the third Wednesday of November could be is the 15<sup>th</sup> and as such, it would seem that this would be the most straightforward **way of attempting to maintain Council's** previous inaugural meeting process, while also aligning with the standard third Wednesday of the month meeting time that Council has been accustomed to.

Once Council confirms/directs staff on these matters, a by-law would be brought forward to amend the current Procedural By-law, if amendments are desired.

### Status of Land Use Planning Matters:

Applicant	Location	Application Type	Nature of Application	Status of Applications
2796427 Ontario Ltd.	162 Blandford St., Innerkip	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning, to construct a 5-unit Townhouse.	Severance application approved and conditions being fulfilled. ZBA approved in principle.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Musselman	Con. 16, Part Lot 30	ZBA	Rezoning to allow development on undersize ag. parcel, on a lot that does not have road frontage.	Application deferred, pending applicant providing further information.
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
1474526 Ontario Ltd.	715943 18 <sup>th</sup> Line	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Howe Farms (Ont.) Inc.	636447 14 <sup>th</sup> Line	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning.	Severance application approved and conditions being fulfilled. ZBA approved
Canada Farm Distributors Ltd.	165 Hope Street W.	Severance OPA ZBA	Severance of an existing parcel of land.	Severance process complete. OPA & ZBA applications received.
Brenneman	616595 13 <sup>th</sup> Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA approved in principle.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Donron Farms Ltd.	616583 13 <sup>th</sup> Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Oxford Road Developments 5 Inc.	Extension of Phase #1 subdivision (Innerkip)	SDA OPA ZBA	OPA and ZBA required as part of the application for subdivision.	Applications received.
Lazenby & Shuster	745393 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA Public Meeting held Dec. 1/21.
Shuster	745349 Oxford Rd. #17	ZBA	Rezoning to increase the permitted maximum gross floor area for an animal kennel.	Public Meeting held Dec. 1/21.
Fieldhouse	107 Blandford St., Innerkip	Severance MVA	Severance of an existing parcel of land (creation of 2 additional lots) with a reduction in lot frontage.	Severance application approved and conditions being fulfilled.
Canada Farm Distributors Ltd.	165 Hope Street W., Tavistock	Severance MVA	Severance of an existing parcel of land with a reduction in lot area and frontage.	Process complete.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Douglas	218 Northwood Dr., Innerkip	ZBA	Rezoning to permit a converted dwelling.	Process complete.
Faircrest Farms Ltd.	744772 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled.
Wettlaufer	10 Homewood Ave. E, Tavistock	MVA	Relief to reduce rear yard setback requirements for a new shed.	Public hearing to be held Feb. 2/22.
Apple Home Builders	76 Fred Krug Ave., Tavistock	MVA	Relief to increase lot coverage for a new home build to 42.5% from 40%.	Public hearing held Jan. 19/22, Application approved.
Hunt Homes Inc.	Lots 1, 12, 13 and 16, Plan 41M-373, Innerkip	MVA	Relief to reduce the minimum lot area from 450 sq. m., to the proposed 424.7 sq. m, for the specified lots.	Public hearing held Jan. 19/22, Application approved.
Stevenson	201 Stonegate Rd., Innerkip	Severance	Severance of an existing parcel of land.	Application received.
2825085 Ontario Inc.	32 Jacob St. E. Tavistock	Severance	Severance of an existing parcel of land (2 new lots).	Application received.
Zehr (U-turn Ranch)	537097 Oxford Rd. #34	ZBA	Amendment to allow for year-round camp and retreat centre.	Application received.



Applicant	Location	Application Type	Nature of Application	Status of Applications
Wettlaufer	516930 11 <sup>th</sup> Line	ZBA	Amendment to allow for second permanent dwelling on property (10 year period).	Application received.
Reyneveld	496953 10 <sup>th</sup> Line	MVA	Relief to permit a second dwelling, as well as relief from MDS 1 requirements.	Application received.
Majestic Homes Ltd.	44 Main St. Innerkip	ZBA	Amendment to allow for 55% garage width (vs. current permitted width of 50%).	Application received.

Attachments:

- None.

Recommendation:

1. None. For Council Information.

Reviewed by C.A.O:




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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:




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Will Jaques  
Corporate Services Manager

# STAFF REPORT

Report #CSM2022-02

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Subject: 2022 Council Meeting Schedule

Date: January 26, 2022

## Background:

This report examines a few meeting schedule items for the upcoming year:

- 1) The 2022 Summer meeting schedule. Over the past number of years, Council has met only once per month during the months of July and August. Additionally, Council has usually maintained the first meeting of the month (daytime), while foregoing the second meeting of the month (evening), for those respective months.
- 2) October 19, 2022 Council Meeting. Municipal Election Day is October 24, 2022. Is there continued interest in maintaining this scheduled meeting?
- 3) First Council meeting in January, 2023. The first (daytime) Council meeting in 2022 is scheduled for Wednesday January 5<sup>th</sup>. Is there interest in maintaining this scheduled meeting?

## Discussion:

- 1) As with previous years, should Council wish to have only one meeting per month during the months of July and August, 2022, Staff would suggest that the respective first (daytime) meetings of the month be maintained. If so, the dates would be:
  - a. Wednesday July 6<sup>th</sup> (forego the evening meeting of July 20<sup>th</sup>)
  - b. Wednesday August 3<sup>rd</sup> (forego evening meeting of August 17<sup>th</sup>)

- 2) Staff would **like to confirm Council's continued interest in holding the** October 19, 2022 Council meeting, given the meeting falls in close proximity to Municipal Election Day (October 24, 2022). If Council wishes to maintain this meeting date, Staff would attempt to avoid any public meetings or delegations at this meeting, if possible, and would only schedule more emergent information/reports. It should also be noted that as a result of changes to the legislation, the 2022-2026 Council term begins on November 15<sup>th</sup>, as opposed to the previous legislation which had the term of Council commencing on December 1<sup>st</sup> of the respective election year. In any event, Staff would respectfully suggest that the November 2, 2022 meeting continue to be held, as scheduled, as an opportunity for non-returning members to participate in the final Council meeting of the 2018-2022 term.
- 3) Staff would suggest foregoing the January 4, 2023 regular Council meeting. This meeting is very close to the Christmas holiday period, and the first meeting in January of each year is typically rather light in terms of content. As such, Staff would recommend holding the only meeting for January, 2023, on January 18<sup>th</sup>. Many municipalities tend to forego a meeting leading up to the Christmas holiday period, or immediately after. **Based on the Township's** meeting schedule, the first meeting in January tends to make more sense.

### Recommendations:

1. That Council approve meeting only once per month during the months of July and August, 2022 (Wednesday July 6<sup>th</sup> and Wednesday August 3<sup>rd</sup> – Daytime meetings).
2. That Council provide direction on whether it wishes to continue to hold the October 19, 2022 Council meeting.
3. That Council forego the January 4, 2023 regular Council meeting.

Reviewed by C.A.O:

Report prepared and submitted by:



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Karen DePrest  
Chief Administrative Officer



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Will Jaques  
Corporate Services Manager

## STAFF REPORT

Report #CAO2022-01

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Treasury – February 2022 Council Report

Date: January 26, 2022

Departmental Highlights:

- The December 31<sup>st</sup> month-end budget monitoring report has been compiled and presented below with the projected overall Departmental over/under spending for the year. These figures do not include year-end accruals and/or adjustments for the upcoming audit. The information is in summary only, and detailed actuals are available from staff for discussion at any time with Council.

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

as at 2021-12-31 100.00%  
2022-01-28

Net Budgets by Department	2020 Approved Budget	2020 Audited Actuals	2020 Budget - Actual	2021 Approved Budget	2021 Actuals to Date	2021 Budget - Actual	% of Actuals / Budget	
Building, Locates and Drainage	134,199	67,800	66,399	31,310	63,973	(32,663)	204.32%	includes acquisition of GMC Canyon funded through operations
Corporate Services	2,229,570	2,305,282	(75,712)	2,398,005	2,428,683	(30,678)	101.28%	includes capital spending on 89 Loveys to date
Fire and Protective Services	1,266,192	973,918	292,274	1,225,771	994,934	230,837	81.17%	lower than anticipated call volume and training costs due to COVID
General Government	(1,159,919)	(1,115,120)	(44,799)	(1,203,437)	(1,287,969)	84,532	107.02%	includes higher than anticipated supplemental taxations from growth
Parks and Recreation	493,990	402,923	91,067	489,752	541,973	(52,221)	110.66%	anticipate higher 4th quarter expenses related to COVID requirements
Public Works	3,186,663	2,890,077	296,586	3,429,961	3,464,813	(34,852)	101.02%	capital projects for 2021 completed - not fully funded to date
<b>Tax-Supported Budget Summary</b>	<b>6,150,695</b>	<b>5,524,880</b>	<b>625,815</b>	<b>6,371,362</b>	<b>6,206,407</b>	<b>164,955</b>	<b>97.41%</b>	

- The 2022 interim tax bills were issued on January 25<sup>th</sup>. Sherry Matheson led the team of staff who had the bills printed, stuffed, and mailed within a couple days.
- 2022 budget preparations are underway, while awaiting the outcome of the Parks and Recreation Master Plan. Finance is providing departmental staff with their draft templates by the end of day on February 4<sup>th</sup>. The first senior staff consideration meeting will be held on February 9<sup>th</sup> where staff will submit their changes, needs, etc. to the Finance team for incorporation into the document. The budget will include information from the Asset Management Plan, the Development Charges Study, and Capital and Reserve/Reserve Fund forecasting.

- The 2021 Township general audit has been scheduled for the third week in April (April 19<sup>th</sup> and 20<sup>th</sup>). The ROEDC audit will be conducted on March 11<sup>th</sup> prior to the consolidated audit, so staff will be working on year-end transactions leading up to those dates.
- Appendix A confirms that East Zorra-Tavistock was successful in our grant application for funding under the Municipal Modernization Program, Phase 3, with an award of \$26,012. This grant will be used for our Cloud Permitting Software for our Building Department and the Planning Department of the County of Oxford.
- Staff have attached in Appendix B and Appendix C the 2020 assessment reports on the Township's financial health and performance. Appendix B represents the Township's Risk Profile. As you can see all indicators are well below the provincial average and all are in the "LOW" category. Appendix C provides historical financial data for the Township. East Zorra-Tavistock continues to maintain above average financial health in all areas.

Legislative Updates:

- None

Attachments:

1. Appendix A – Municipal Modernization Fund – Intake 3
2. Appendix B – Financial Indicator Review
3. Appendix C – Municipal Financial Profiles
4. Appendix D – 2021 Census Release Dates

Recommendation:

1. None. For Council Information.

Respectfully submitted by:



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Karen DePrest  
Chief Administrative Officer/Treasurer



**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

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

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2021-5311

January 25, 2022

Your Worship  
Mayor Donald McKay  
Township of East Zorra-Tavistock

Dear Mayor McKay:

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

Under the implementation project stream, I am pleased to inform you that the Ford government will provide funding of up to \$26,712 towards:

- Township of East Zorra-Tavistock Joint Cloud Permitting Software Implementation

The provincial funding is for up to 75% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by February 28, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

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

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

Sincerely,



Steve Clark  
Minister

- c. Karen DePrest, CAO/Treasurer  
Stephanie Mitchell, Deputy Treasurer  
Ernie Hardeman, MPP, Oxford  
Larry Martin, Warden, County of Oxford  
Michael Duben, CAO, County of Oxford  
Larry Martin, Mayor, Township of Norwich  
Kyle Kruger, CAO/Clerk, Township of Norwich  
Stephen Molnar, Mayor, Town of Tillsonburg  
Kyle Pratt, Chief Administrative Officer, Town of Tillsonburg  
David Mayberry, Mayor, Township of South-West Oxford  
Mary Ellen Greb, CAO, Township of South-West Oxford  
Ted Comiskey, Mayor, Town of Ingersoll  
Michael Graves, CAO, Town of Ingersoll  
Marcus Ryan, Mayor, Township of Zorra  
Don MacLeod, CAO, Township of Zorra  
Trevor Birtch, Mayor, City of Woodstock  
David Creery, CAO, City of Woodstock  
Mark Peterson, Mayor, Township of Blandford-Blenheim  
Rodger Mordue, CAO/Clerk, Township of Blandford-Blenheim

## FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

## East Zorra - Tavistock Tp

Date Prepared:	20-Dec-21
MSO Office:	Western
Prepared By:	Lisa Harvey
Tier	LT

2020 Households:	2,991
2020 Population	6,195
2021 MFCI Index	1.1

Median Household Income:	80,674
Taxable Residential Assessment as a % of Total Taxable Assessment:	65.3%
Own Purpose Taxation:	6,177,501

## SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Regions - Rural		Level of Risk
			Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2016	6.7%	7.5%	LOW
		2017	6.4%	7.4%	LOW
		2018	3.7%	7.9%	LOW
		2019	3.3%	7.3%	LOW
		2020	2.3%	7.6%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2016	45.0%	45.0%	LOW
		2017	76.5%	56.4%	LOW
		2018	99.7%	42.4%	LOW
		2019	132.6%	56.8%	LOW
		2020	173.9%	86.8%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2016	56.8%	48.3%	LOW
		2017	80.9%	56.0%	LOW
		2018	86.9%	50.8%	LOW
		2019	129.8%	61.8%	LOW
		2020	174.3%	74.0%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2016	2.81:1	2.43:1	LOW
		2017	4.01:1	2.92:1	LOW
		2018	4.91:1	3.27:1	LOW
		2019	5.34:1	3.25:1	LOW
		2020	6:1	3.49:1	LOW

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2016	3.9%	3.0%	3.5%	LOW
		2017	3.4%	2.8%	3.3%	LOW
		2018	3.0%	2.8%	3.4%	LOW
		2019	2.7%	2.8%	4.1%	LOW
		2020	2.4%	3.4%	3.7%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2016	28.1%	47.7%	47.6%	LOW
		2017	29.5%	49.9%	49.7%	LOW
		2018	31.4%	51.4%	50.2%	LOW
		2019	32.4%	53.6%	50.7%	LOW
		2020	33.0%	53.4%	50.4%	LOW
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2016	9.5%	9.3%	7.1%	LOW
		2017	25.1%	14.8%	13.9%	LOW
		2018	22.8%	14.1%	11.6%	LOW
		2019	47.2%	16.4%	21.3%	LOW
		2020	52.9%	18.4%	21.2%	LOW

\*\*\*\*\*  
 The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.  
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## FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

## NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

## Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.  
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

*Additional Notes on what Financial Indicators may indicate:*

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - *Shows how much of the taxes billed are not collected.*

Net Financial Assets or Net Debt as % of Own Source Revenues - *Indicates how much property tax and user fee revenue is servicing debt.*

Reserves and Reserve Funds as a % of Municipal Expenses - *Indicates how much money is set aside for future needs and contingencies.*

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - *Indicates how much cash and liquid investments could be available to cover current obligations.*

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - *Indicates how much of each dollar raised in revenue is spent on paying down existing debt.*

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - *Indicates how much of the assets' life expectancy has been consumed.*

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - *Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)*

The Northern and Rural Municipal Fiscal Circumstances Index (MFICI) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFICI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFICI corresponds to relatively positive fiscal circumstances, whereas a higher MFICI corresponds to more challenging fiscal circumstances. (Note: the MFICI index is only available for northern and rural municipalities)

## FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)



MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Accepted Clean
Last Updated:	December 17, 2021

2020 Households:	2,991
2020 Population:	6,195
2021 MFCI Index: <sup>*8</sup>	1.1

Median Household Income (2016) : <sup>*4</sup>	80,674
2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

STATISTICAL INFORMATION

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Regions Rural	PROVINCE				
Population <sup>*3</sup>	6,077	5,970	6,044	6,021	6,195	9,685	36,236	2.9%	-0.4%	1.2%	-1.8%
Households <sup>*3</sup>	2,743	2,782	2,907	2,967	2,991	5,757	14,677	0.8%	2.1%	4.5%	1.4%
Municipal Expenses <sup>*7</sup>	\$ 6,951,514	\$ 6,175,251	\$ 6,741,910	\$ 6,315,610	\$ 6,438,582	\$ 12,787,065	\$ 113,952,698	1.9%	-6.3%	9.2%	-11.2%
Own Source Revenues	\$ 6,419,582	\$ 6,900,862	\$ 6,839,675	\$ 7,649,067	\$ 7,459,208	\$ 12,236,059	\$ 93,275,817	-2.5%	11.8%	-0.9%	7.5%
Own Source Revenue per Household	\$ 2,340	\$ 2,481	\$ 2,353	\$ 2,578	\$ 2,494	\$ 2,208	\$ 3,642	-3.3%	9.6%	-5.1%	6.0%
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	81.6%	85.3%	79.9%	75.1%	69.4%	78.7%	73.5%	-7.5%	-6.0%	-6.2%	4.5%
Total Revenues	\$ 7,868,417	\$ 8,094,741	\$ 8,556,868	\$ 10,184,294	\$ 10,741,477	\$ 15,965,856	\$ 136,985,641	5.5%	19.0%	5.7%	2.9%
Annual Repayment Limit	\$ 975,880	\$ 1,179,219	\$ 1,347,914	\$ 1,478,955	\$ 1,471,572	\$ 2,792,117	\$ 17,977,107	-0.5%	9.7%	14.3%	20.8%
Own Purpose Taxation	\$ 4,606,870	\$ 5,448,324	\$ 5,385,613	\$ 5,780,604	\$ 6,177,501	\$ 9,198,744	\$ 55,214,210	6.9%	7.3%	-1.2%	18.3%
Direct Water Billings as % of Gross Water Expenditures	0.0%	0.0%	0.0%	0.0%	0.0%	6.9%	66.1%				
Taxable Res. Assessment as a % of Total Taxable Assessment	68.0%	66.3%	65.5%	64.1%	65.3%	79.3%	78.6%				

DISCOUNTED WEIGHTED ASSESSMENT <sup>\*1</sup> (Source: Financial Information Return)

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:	
						South - LT - Regions Rural	PROVINCE
Taxable	954,578,170	1,018,690,979	1,102,959,418	1,183,944,255	1,273,580,277	2,935,384,517	8,150,913,171
PIL	6,472,925	7,455,929	8,568,539	9,682,102	11,209,019	19,285,171	106,799,299
Total	961,051,094	1,026,146,908	1,111,527,957	1,193,626,357	1,284,789,296	2,954,669,688	8,257,712,470

MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Accepted Clean
Last Updated:	December 17, 2021

2020 Households:	2,991
2020 Population:	6,195
2021 MFCI Index: <sup>*8</sup>	1.1

Median Household Income (2016) : <sup>*4</sup>	80,674
2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

RESIDENTIAL TAXES

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Regions Rural	PROVINCE				
# of Residential Households	2,494	2,507	2,580	2,635	2,694	5,564	11,595	2.2%	2.1%	2.9%	0.5%
Avg Municipal Property Taxes Per Avg Residential Household	\$ 2,231	\$ 2,412	\$ 2,385	\$ 2,429	\$ 2,612	\$ 2,967	\$ 2,477	7.5%	1.8%	-1.1%	8.1%
Avg Total Property Taxes per Avg Residential Household	\$ 2,699	\$ 2,873	\$ 2,840	\$ 2,872	\$ 3,061	\$ 3,549	\$ 2,861	6.6%	1.1%	-1.1%	6.4%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	3.3%	3.6%	3.5%	3.6%	3.8%	4.6%	4.3%				
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	2,444	2,457	2,530	2,585	2,644	3,995	11,127	2.3%	2.2%	3.0%	0.5%
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	\$ 2,267	\$ 2,452	\$ 2,424	\$ 2,468	\$ 2,653	\$ 2,690	\$ 2,456	7.5%	1.8%	-1.1%	8.2%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	\$ 2,742	\$ 2,920	\$ 2,886	\$ 2,918	\$ 3,110	\$ 3,190	\$ 2,833	6.6%	1.1%	-1.2%	6.5%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	3.4%	3.6%	3.6%	3.6%	3.9%	4.1%	4.3%				

RESIDENTIAL TAX RATES <sup>\*2</sup> (Source: Financial Information Return)

	2016	2017	2018	2019	2020	20/19 %	19/18 %	18/17 %	17/16 %
Lower / Single-Tier General Rate	0.0047915	0.0052032	0.0048877	0.0047760	0.0048300	1.1%	-2.3%	-6.1%	8.6%
Upper-Tier General Rate	0.0041663	0.0041744	0.0040289	0.0040474	0.0040655	0.4%	0.5%	-3.5%	0.2%
Education Rate	0.0018800	0.0017900	0.0017000	0.0016100	0.0015300	-5.0%	-5.3%	-5.0%	-4.8%

TAXES RECEIVABLE

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Regions Rural	PROVINCE				
Total Taxes Receivable less Allowance for Uncollectibles	\$ 798,418	\$ 812,981	\$ 461,824	\$ 455,053	\$ 338,012	\$ 2,126,036	\$ 4,740,311	-25.7%	-1.5%	-43.2%	1.8%
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	6.7%	6.4%	3.7%	3.3%	2.3%	7.1%	9.3%				
Current Year Taxes Receivable as % of Total Taxes Receivable	54.2%	70.5%	46.9%	61.6%	71.8%	55.5%	56.9%				
Working & Contingency Reserves and Discretionary Reserve Funds as % of Current Yr Taxes Rec.	301.7%	43.6%	115.4%	89.1%	103.0%	108.1%	310.1%				
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	32.6%	23.0%	40.1%	29.4%	22.6%	34.4%	33.0%				

MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Accepted Clean
Last Updated:	December 17, 2021

2020 Households:	2,991
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2021 MFCI Index: <sup>*8</sup>	1.1

Median Household Income (2016) : <sup>*4</sup>	80,674
2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

GRANTS

						2020 AVERAGES FOR:					
						South - LT - Regions Rural	PROVINCE				
								20/19 %	19/18 %	18/17 %	17/16 %
Total Unconditional Grants	2016	2017	2018	2019	2020						
	\$ 793,900	\$ 679,500	\$ 662,000	\$ 1,240,330	\$ 704,751	\$ 1,361,115	\$ 6,093,051	-43.2%	87.4%	-2.6%	-14.4%
Ontario Municipal Partnership Fund	\$ 793,900	\$ 679,500	\$ 662,000	\$ 667,700	\$ 680,300	\$ 1,018,307	\$ 1,163,176	1.9%	0.9%	-2.6%	-14.4%
As % of Municipal Expenses	11.4%	11.0%	9.8%	10.6%	10.6%	8.4%	9.7%				
Other	\$ -	\$ -	\$ -	\$ 572,630	\$ 24,451	\$ 342,808	\$ 4,929,875	-95.7%	0.0%	0.0%	0.0%
Total Ontario Conditional Grants	\$ 201,426	\$ 247,535	\$ 159,940	\$ 140,982	\$ 137,570	\$ 573,053	\$ 21,613,909	-2.4%	-11.9%	-35.4%	22.9%
As a % of Municipal Expenses	2.9%	4.0%	2.4%	2.2%	2.1%	4.6%	10.2%				
Total Ontario Conditional and Unconditional Grants											
As a % of Municipal Expenses	14.3%	15.0%	12.2%	21.9%	13.1%	15.1%	24.3%				

TOTAL DEBT BURDEN

						2020 AVERAGES FOR:					
						South - LT - Regions Rural	PROVINCE				
								20/19 %	19/18 %	18/17 %	17/16 %
Total Debt Burden	2016	2017	2018	2019	2020						
	\$ 1,664,260	\$ 1,618,162	\$ 1,636,299	\$ 1,424,690	\$ 1,183,753	\$ 3,698,688	\$ 59,020,529	-16.9%	-12.9%	1.1%	-2.8%
Per Household	\$ 607	\$ 582	\$ 563	\$ 480	\$ 396	\$ 671	\$ 1,355	-17.6%	-14.7%	-3.2%	-4.1%
Debt Servicing Cost	\$ 304,211	\$ 274,241	\$ 254,391	\$ 271,239	\$ 262,148	\$ 569,280	\$ 5,813,598	-3.4%	6.6%	-7.2%	-9.9%
Per Household	\$ 111	\$ 99	\$ 88	\$ 91	\$ 88	\$ 109	\$ 181	-4.1%	4.5%	-11.2%	-11.1%
As a % of Municipal Expenses	4.4%	4.4%	3.8%	4.3%	4.1%	4.6%	4.0%				
As a % of Own Purpose Taxation	6.6%	5.0%	4.7%	4.7%	4.2%	6.4%	7.4%				
As a % of Own Source Revenue	4.7%	4.0%	3.7%	3.5%	3.5%	4.8%	4.7%				
As a % of Total Revenues (Less Donated TCAs)	3.9%	3.4%	3.0%	2.7%	2.4%	3.7%	3.4%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	6	11	11	18	20	16	46				

MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Accepted Clean
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2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

LIABILITIES (Including Post-Employment Benefits)

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Regions Rural	PROVINCE				
Temp. Loans for Current Purposes as % of Municipal Expenses	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%				
Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,720	\$ 22,769,626	0.0%	0.0%	0.0%	0.0%
Total Reserves and Reserve Funds for Post-Employment Benefits	\$ 60,069	\$ 60,069	\$ 60,069	\$ 60,069	\$ 63,118	\$ 102,923	\$ 4,190,582	5.1%	0.0%	0.0%	0.0%

RESERVES AND RESERVE FUNDS

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:		20/19 %	19/18 %	18/17 %	17/16 %
						South - LT - Regions Rural	PROVINCE				
Total Reserves	\$ 3,950,573	\$ 4,993,818	\$ 5,857,675	\$ 8,200,139	\$ 11,223,978	\$ 8,024,905	\$ 29,748,849	36.9%	40.0%	17.3%	26.4%
Total Discretionary Reserve Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,502,676	\$ 37,655,175	0.0%	0.0%	0.0%	0.0%
Total Reserves and Discretionary Reserve Funds	\$ 3,950,573	\$ 4,993,818	\$ 5,857,675	\$ 8,200,139	\$ 11,223,978	\$ 9,527,581	\$ 67,404,024	36.9%	40.0%	17.3%	26.4%
Per Household	\$ 1,440	\$ 1,795	\$ 2,015	\$ 2,764	\$ 3,753	\$ 1,757	\$ 2,990	35.8%	37.2%	12.3%	24.6%
As a % of Total Taxes Receivable	494.8%	614.3%	1268.4%	1802.0%	3320.6%	716.2%	1065.7%				
As a % of Municipal Expenses	56.8%	80.9%	86.9%	129.8%	174.3%	77.5%	73.4%				
As a % of Own Purpose Taxation	85.8%	91.7%	108.8%	141.9%	181.7%	105.3%	126.9%				

FINANCIAL ASSETS

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:	
						South - LT - Regions Rural	PROVINCE
Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	36.7%	65.2%	79.7%	99.6%	120.8%	70.4%	40.7%
Net Financial Assets or Net Debt as % of Own Source Revenues	45.0%	76.5%	99.7%	132.6%	173.9%	90.8%	55.9%
Net Working Capital as a % of Municipal Expenses	57.8%	116.3%	127.8%	188.3%	227.7%	100.3%	75.2%
Net Book Value of Capital Assets as a % of Cost of Capital Assets	71.2%	69.2%	67.5%	66.1%	65.5%	49.4%	53.7%
Asset Sustainability Ratio (Target: > 90%)	129.0%	153.0%	94.7%	104.8%	200.7%	157.3%	152.6%
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	28.1%	29.5%	31.4%	32.4%	33.0%	50.4%	46.8%

MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Accepted Clean
Last Updated:	December 17, 2021

2020 Households:	2,991
2020 Population:	6,195
2021 MFCI Index: <sup>*8</sup>	1.1

Median Household Income (2016) : <sup>*4</sup>	80,674
2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

SURPLUS / DEFICIT

						2020 AVERAGES FOR:					
						South - LT - Regions Rural	PROVINCE				
	2016	2017	2018	2019	2020			20/19 %	19/18 %	18/17 %	17/16 %
Annual Surplus / (Deficit) (Less Donated TCAs)	\$ 607,053	\$ 1,734,167	\$ 1,562,845	\$ 3,612,485	\$ 3,944,839	\$ 2,674,863	\$ 18,348,427	9.2%	131.1%	-9.9%	185.7%
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	\$ 1,484,105	\$ 2,671,026	\$ 2,539,193	\$ 4,592,921	\$ 4,967,071	\$ 5,276,939	\$ 31,206,380	8.1%	80.9%	-4.9%	80.0%
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	9.5%	25.1%	22.8%	47.2%	52.9%	21.2%	19.4%				
Current Ratio (Target: >= 100%)	432.4%	623.0%	611.8%	620.1%	675.3%	466.4%	677.1%				

OTHER INDICATORS

						2020 AVERAGES FOR:					
						South - LT - Regions Rural	PROVINCE				
	2016	2017	2018	2019	2020						
Rates Coverage Ratio (Target: >=40%)	72.1%	96.4%	87.6%	97.8%	98.8%	82.7%	76.1%				
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	2.81:1	4.01:1	4.91:1	5.34:1	6:1	3.62:1	5.03:1				
Operating Balance as a % of Total Revenues (Less Donated TCAs) <sup>*5</sup>	7.7%	21.4%	18.3%	35.5%	36.7%	17.3%	14.1%				
Cumulative Annual Growth Rate <sup>*6</sup>	-4.3%	5.2%	3.0%	12.3%	7.7%	1.8%	1.6%				
Interest Payments as a % of Total Revenues (Less Donated TCAs)	0.8%	0.8%	0.7%	0.6%	0.5%	0.8%	0.8%				

MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

Date Prepared:	
MSO Office:	Western
Prepared By:	

2020 FIR Load Status:	Accepted Clean
Last Updated:	December 17, 2021

2020 Households:	2,991
2020 Population:	6,195
2021 MFCI Index: <sup>*8</sup>	1.1

Median Household Income (2016) : <sup>*4</sup>	80,674
2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

VULNERABILITY MEASURES

	2016	2017	2018	2019	2020	2020 AVERAGES FOR:					
						South - LT - Regions Rural	PROVINCE				
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)	81.6%	85.3%	79.9%	75.1%	69.4%	78.7%	73.5%	-7.5%	-6.0%	-6.2%	4.5%
Own Source Revenue per Household	\$ 2,340	\$ 2,481	\$ 2,353	\$ 2,578	\$ 2,494	\$ 2,208	\$ 3,642	-3.3%	9.6%	-5.1%	6.0%
Avg Municipal Property Taxes Per Avg Residential Household as a % of Median Household Income (Tax Effort)	\$ 2,231	\$ 2,412	\$ 2,385	\$ 2,429	\$ 2,612	\$ 2,967	\$ 2,477	7.5%	1.8%	-1.1%	8.1%
	3.3%	3.6%	3.5%	3.6%	3.8%	4.6%	4.3%				

SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

Own Source Revenue as a % of Total Revenues (Less TCAs)  
*Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.*

Own Source Revenue per Household  
*Indicates the demand for resources and the municipality's ability and willingness to provide resources.*

Average Municipal Property Taxes per Average Residential Household  
*Indicates the level of taxes on residential households for municipal purposes.*

Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income  
*Indicates the portion of a ratepayer's income used to pay municipal property taxes.*



MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

Date Prepared:		2020 FIR Load Status:	Accepted Clean	2020 Households:	2,991	Median Household Income (2016) : <sup>*4</sup>	80,674
MSO Office:	Western	Last Updated:	December 17, 2021	2020 Population:	6,195	2021 Annual Repayment Limit:	1,672,910
Prepared By:				2021 MFCI Index: <sup>*8</sup>	1.1	Borrowing Capacity 7% over 10 yrs:	11,749,822

The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.  
This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.

NOTES

- 1\* 2016 assessment use phase-in assessment based on 2012 property values. 2017 , 2018 , 2019 and 2020 assessment uses phase-in assessment based on 2016 property values.
- 2\* Average tax rates are calculated where necessary when amalgamations occur.
- 3\* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.
- 4\* Median Household Income - Source: Statistics Canada - 2016 Census - File: 98-402-X2016006-t1-CSD-ENG.
- 5\* Total Revenues include revenues from other municipalities.
- 6\* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
- 7\* Total Municipal Expenses exclude amounts for other municipalities
- 8\* MFCI index - Source: Ministry of Finance. This index is available for northern and rural municipalities only.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	South - LT - Regions Rural	Province
2016	16	444
2017	16	444
2018	16	444
2019	15	442
2020	14	403

MUNICIPAL FINANCIAL PROFILES

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East Zorra - Tavistock Tp

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2021 MFCI Index: <sup>*8</sup>	1.1

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2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

CALCULATIONS

STATISTICAL INFORMATION

Population <sup>\*3</sup>  
Households <sup>\*3</sup>  
Municipal Expenses <sup>\*7</sup>  
Own Source Revenues

SLC 02 0041 01  
SLC 02 0040 01  
SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07  
SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01  
- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04  
Own Source Revenues / SLC 02 0040 01  
Own Source Revenues / (SLC 10 9910 01 - SLC 10 1831 01)  
SLC 10 9910 01

Own Source Revenue per Household  
Own Source Revenue as a % of Total Revenues (Less Donated TCAs)  
Total Revenues  
Annual Repayment Limit

The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website.  
<https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm>  
ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.  
SLC 10 0299 01  
(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11)  
SLC 26 0010 17 / SLC 26 9199 17

Own Purpose Taxation  
Direct Water Billings as % of Gross Water Expenditures  
Taxable Res. Assessment as a % of Total Taxable Assessment

DISCOUNTED WEIGHTED ASSESSMENT <sup>\*1</sup> (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

RESIDENTIAL TAXES

# of Residential Households  
Avg Municipal Property Taxes Per Avg Residential Household  
Avg Total Property Taxes per Avg Residential Household  
Avg Total Property Taxes per Avg Residential Household  
as a % of Median Household Income (Tax Effort)

Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:  
Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.

If labeled (Excl. RDUs) Recreational units are excluded.

An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.

# of Residential Households Excluding Recreational Properties (Excl. RDUs)  
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)  
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)  
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)  
as a % of Median Household Income (Tax Effort)

An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier.  
(the estimated tax rates are provided by OPTA).

MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

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2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

RESIDENTIAL TAX RATES <sup>\*2</sup> (Source: Financial Information Return)

Lower / Single-Tier General Rate	SLC 22 0010 12 / SLC 22 0010 16
Upper-Tier General Rate	SLC 22 0010 13 / SLC 22 0010 16
Education Rate	SLC 22 0010 14 / SLC 22 0010 16

TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles	SLC 70 0699 01
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Current Year Taxes Receivable as % of Total Taxes Receivable	SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	(SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	(SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

GRANTS

Total Unconditional Grants	SLC 10 0699 01
Ontario Municipal Partnership Fund	SLC 10 0620 02
As % of Municipal Expenses	SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Other	SLC 10 0699 01 - SLC 10 0620 01
Total Ontario Conditional Grants	SLC 10 0810 01 + SLC 10 0815 01
As a % of Municipal Expenses	(SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Total Ontario Conditional and Unconditional Grants	
As a % of Municipal Expenses	(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

TOTAL DEBT BURDEN

Total Debt Burden	SLC 74 9910 01
Per Household	SLC 74 9910 01 / SLC 02 0040 01
Debt Servicing Cost	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01
As a % of Municipal Expenses	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
As a % of Own Source Revenue	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
As a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Debt Service Coverage Ratio (Target: Ratio >= 2)	(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

MUNICIPAL FINANCIAL PROFILES

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(Based on 2020 Financial Information Return)

East Zorra - Tavistock Tp

Oxford Co

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2020 FIR Load Status:	Accepted Clean
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2021 MFCI Index: <sup>*8</sup>	1.1

Median Household Income (2016) : <sup>*4</sup>	80,674
2021 Annual Repayment Limit:	1,672,910
Borrowing Capacity 7% over 10 yrs:	11,749,822

LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses	SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Post-Employment Benefits	SLC 70 2899 01
Total Reserves and Reserve Funds for Post-Employment Benefits	SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

RESERVES AND RESERVE FUNDS

Total Reserves	SLC 60 2099 03
Total Discretionary Reserve Funds	SLC 60 2099 02
Total Reserves and Discretionary Reserve Funds	SLC 60 2099 02 + SLC 60 2099 03
Per Household	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
As a % of Total Taxes Receivable	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
As a % of Municipal Expenses	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues (Less Donated TCAs)	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 1831 01)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Net Working Capital as a % of Municipal Expenses	(SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Net Book Value of Capital Assets as a % of Cost of Capital Assets	(SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
Asset Sustainability Ratio (Target: > 90%)	SLC 51 9910 03 / SLC 51 9910 08
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06

SURPLUS / DEFICIT

Annual Surplus / (Deficit) (Less Donated TCAs)	SLC 10 2099 01 - SLC 10 1831 01
Annual Surplus / (Deficit) (Less Donated TCAs) Adjusted for Ontario Budget Reg. 284/09)	SLC 10 2099 01 - SLC 10 1831 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY - PREVIOUS YEAR)
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01- SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Current Ratio (Target: >= 100%)	(SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%)	(SLC 10 0299 01 + SLC 10 1299 01 + SLC 10 1880 01 + SLC 10 1885 01) / SLC 40 9910 01
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Operating Balance as a % of Total Revenues (Less Donated TCAs) <sup>*5</sup>	(SLC 10 9910 01 - SLC 40 9910 07) / (SLC 10 9910 01 - SLC 10 1831 01)
Cumulative Annual Growth Rate <sup>*6</sup>	((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY -3) ^ (1/3) - 1)
Interest Payments as a % of Total Revenues (Less Donated TCAs)	SLC 74 2099 02 / (SLC 10 9910 01 - SLC 10 1831 01)

**From:** Statistics Canada / Statistique Canada <[statcan.census-recensement.statcan@canada.ca](mailto:statcan.census-recensement.statcan@canada.ca)>

**Date:** January 27, 2022 at 11:59:44 AM EST

**Subject:** Findings from the 2021 Census are coming soon

Hello,

Thank you for your unwavering support which enabled us to achieve an overall collection response rate of 98.0% for the 2021 Census.

I am writing to let you know that Statistics Canada will start releasing 2021 Census data on February 9, 2022, with subsequent releases throughout the year. These data are key to telling Canada's story and tracking how the country has changed and continues to grow. They will help your municipality make informed decisions and plan for schools, daycare services, housing, hospitals, emergency services, roads, public transportation and employment skills training.

The first census release, on February 9, 2022, will explore how population growth and international and internal migration patterns have changed the fabric of Canada's provinces and territories, as well as its cities, towns and rural areas. This release will show their evolution since 2016 and impacts of the COVID-19 pandemic.

Subsequent releases throughout 2022 will focus on Canada's shifting demographic profile; families and households; military experience; income; linguistic diversity; First Nations people, Métis and Inuit; housing; citizenship and immigration; the ethnocultural and religious composition of the population; education; and the labour force. For more information about data release topics and timelines, visit the [2021 Census dissemination planning](#) web page.

I would appreciate your help in spreading the word. To make it easier to share this information with your networks, we created the [Community Supporter Toolkit](#), which brings together web images, email templates, social media content, articles and newsletter content in one convenient location.

We will also soon have a mobile application to provide you with our latest statistical news throughout the day. The **StatsCAN** app will be available for download in the Apple and Google app stores in time for the first 2021 Census release.

If you have any questions, please contact Census Communications at [statcan.census-recensement.statcan@statcan.gc.ca](mailto:statcan.census-recensement.statcan@statcan.gc.ca).

We look forward to working with you to ensure that you have the information you need for each data release.

Sincerely,

Anil Arora  
Chief Statistician of Canada  
Statistics Canada / Government of Canada

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**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2022 - 03**

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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 2<sup>nd</sup> day of February, 2022 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 2<sup>nd</sup> DAY OF FEBRUARY, 2022.**

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

seal

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