

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 9:00 a.m. on Wednesday July 6, 2022.

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

Members Absent: Councillors Margaret LUPTON and Scott RUDY.

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

Mayor MCKAY welcomed everyone to the meeting. Councillor SMITH provided an overview of the recent Canada Day weekend celebrations in Innerkip. Councillor SMITH also made mention of the newly installed accessible swings in Innerkip, Hickson and Tavistock.

Approve  
Agenda

- 1. Moved by: Matthew GILLESPIE  
Seconded by: Jeremy SMITH  
Resolved that Council approve the agenda for the July 6, 2022, meeting as printed and circulated.

**CARRIED.**

**PECUNIARY INTERESTS:**

- N/A

Confirm  
Minutes -  
Council

- 2. Moved by: Don EDMISTON  
Seconded by: Phil SCHAEFER  
Resolved that Council confirm the Minutes of the June 15, 2022 Council Meeting, as printed and circulated.

**CARRIED.**

**Correspondence & Reports – No Resolutions:**

- South-West Oxford – Energy Performance Tiers (Resolution)
- UTRCA – June 2022 FYI
- Oxford County – 2021 Curbside Waste Audit and ORRT Review
- Xplornet – Proposed Telecommunications Tower (Site ON8341 Braemar North)
- Staff Report - #CBO2022 – 11 re: Building, Development & Drainage Reporting
- Staff Report - #PW2022 – 07 re: Public Works Reporting
- Staff Report - #BCO2022 – 06 re: By-law Compliance Reporting
- Staff Report - #CSM2022 – 08 re: Corporate Services Reporting
- Staff Report - #CAO2022 – 11 re: CAO-Treasury Reporting

**Correspondence & Reports – Resolutions Following:**

South-West  
Oxford – Energy  
Performance  
Tiers  
(Resolution)

Council reviewed the correspondence from the Township of South-West Oxford regarding Energy Performance Tiers.

UTRCA –  
June 2022 FYI

Council reviewed the June 2022 FYI from the Upper Thames River Conservation Authority. Council reviewed the information provided by Councillor LUPTON, from the recent UTRCA Board Meeting.

Oxford County–  
2021 Curbside  
Waste Audit  
and ORRT  
Review

Council reviewed the correspondence from the County of Oxford regarding the 2021 Curbside Waste Audit and Organics Resource Recovery Technology (ORRT) Review.

Xplornet –  
Proposed  
Telecomm.  
Tower  
(Site ON8341  
Braemar North)

Council reviewed the correspondence from VARCON, on behalf of Xplornet Communications Inc., regarding a proposed telecommunications tower to be located at 496313 10th Line, Tavistock, on lands owned by Wendy lee Walters and James Lloyd Walters.

Engineer's  
Report – Witzel  
Drain 2022

At 9:20 a.m., Curtis MacIntyre of K. Smart and Associates Ltd. presented the engineer's report for the Witzel Drain 2022 project.

Questions and comments were made by Council to the Engineer. No assessed landowners spoke during the presentation, nor was any correspondence from assessed landowners filed ahead of the meeting.

Accept  
Engineer's  
Report –  
Prepare for  
Court of  
Revision

3. Moved by: Phil SCHAEFER  
Seconded by: Don EDMISTON  
Resolved that the Engineer's Report on the Witzel  
Drain 2022, 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-7-2022  
(Phinney/  
Haesler)

**PUBLIC HEARING - MINOR VARIANCE  
APPLICATION #A-7-2022 (PHINNEY/  
HAESLER), DESCRIBED AS PART LOT 8, PLAN  
307, TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

At 9:27 a.m., Council, constituted as the  
Committee of Adjustment, considered Minor  
Variance Application #A-7-2022 for Aaron Phinney  
and Lauren Haesler. Planner Dustin Robson  
presented Planning Report #CP2022-252.

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

4. Moved by: Matthew GILLESPIE  
Seconded by: Jeremy SMITH  
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-7-2022, submitted by Aaron Phinney and Lauren Haesler for lands described as Pt Lot 8, Plan 307, being municipally known as 125 Hope Street East in the Township of East Zorra-Tavistock as it relates to:
  1. Relief from Section 12.2, Table 12.2 – R1 Zone Provisions to allow for a reduction to the minimum required setback from the centreline of a County Road from the required 22 m. (72.2 ft.) to the requested 12 m. (39.4 ft.); and,
  2. Relief from Section 5.32.1, Table 5.32.1 – Permitted Projections into Required Yards, to allow for a reduction of the minimum required setback from an uncovered deck/steps and a front lot line from the required 5 m. (16.4 ft.) to 3 m. (9.8 ft.).

Subject to the following condition:

- i. That the proposed relief shall only apply to a deck of the approximate size and location as depicted on Plate 3 of Report CP 2022-252.

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.***

At 9:35 a.m., Meghan House from the County of Oxford reviewed with Council the proposed Official Plan policies surrounding Additional Residential Units (ARUs).

Council observed a recess between 10:04 a.m. and 10:11 a.m.

At 10:12 a.m., Amelia Sloan and David Waverman from Stantec Consulting Inc. presented the Parks and Recreation Master Plan to Council.

5. Moved by: Don EDMISTON  
Seconded by: Matthew GILLESPIE  
Resolved that Council receive the Parks and Recreation Master Plan;

And that Council address the Plan and its various recommendations as matters arise.

**CARRIED.**

Staff Report  
#DT2022 – 01  
re: Tangible  
Capital Assets  
(TCA) Policy  
Update

Deputy Treasurer Andrea Rice presented her report to Council regarding updates to the Tangible Capital Assets (TCA) Policy.

6. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that Council adopt the amended Tangible Capital Asset Policy #GP 3.03, as attached to Staff Report #DT2022-01.

**CARRIED.**

Staff Report  
#CBO2022 – 11  
re: Building,  
Development &  
Drainage  
Reporting

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

Staff Report  
#CBO2022 – 12  
re: Pool Fencing  
By-law  
Amendment

CBO John Scherer presented his report to Council regarding amendments to the Township's Pool Fencing By-law #2008-24.

7. Moved by: Matthew GILLESPIE  
Seconded by: Don EDMISTON  
Resolved that Council approve the proposed amendments to the Pool Fencing By-law (#2008-24), as set out in Staff Report #CBO2022-12.

**CARRIED.**

Staff Report  
#PW2022 – 07  
re: Public Works  
Reporting

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

Staff Report  
#BCO2022 – 06  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2022 – 08  
re: Corporate  
Services  
Reporting

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

Staff Report  
#CSM2022 – 09  
re: Lane Duck  
and Delegation  
of Authority

Clerk Will Jaques presented his report to Council regarding the Lane Duck Period of Council and Delegation of Authority.

8. Moved by: Jeremy SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that Council adopt the recommendations in Staff Report #CSM2022-09.

**CARRIED.**

Staff Report  
#CAO2022 – 11  
re: CAO-  
Treasury  
Reporting

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

9. Moved by: Phil SCHAEFER  
Seconded by: Matthew GILLESPIE  
Resolved that Council authorize the grant application under the Ontario Trillium Fund (OTF) for a spray pad.

**CARRIED.**

By-law:  
  
1st & 2nd  
Reading

10. Moved by: Matthew GILLESPIE  
Seconded by: Don EDMISTON  
Resolved that the following by-laws be read a first and second time:
- 2022-24 – Witzel Drain 2022 Provisional By-law (1st & 2nd Reading)
  - 2022-25 – ZBA App. ZN2-21-05-06 (Brenneman/ DonRon Farms Ltd.)
  - 2022-26 – Lane Duck Period (Delegation of Authority)
  - 2022-27 – Pool Fencing By-law Amendment

**CARRIED.**

- By-law: 11. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
3<sup>rd</sup> & Final Resolved that the following by-laws be read a third  
Reading and final time:  
  - 2022-25 – ZBA App. ZN2-21-05-06  
(Brenneman/ DonRon Farms Ltd.)
  - 2022-26 – Lane Duck Period  
(Delegation of Authority)
  - 2022-27 – Pool Fencing By-law Amendment

***CARRIED.***

- Confirming 12. Moved by: Jeremy SMITH  
By-law Seconded by: Phil SCHAEFER  
Resolved that By-law #2022-28 being a by-law to  
confirm the proceedings of Council held  
Wednesday July 6, 2022, be read a first, second  
and third time this 6<sup>th</sup> day of July, 2022;

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

***CARRIED.***

- Adjourn 13. Moved by: Don EDMISTON  
Seconded by: Matthew GILLESPIE  
Resolved that Council does now adjourn at  
11:43 a.m.

***CARRIED.***

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Will Jaques, Clerk

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Don McKay, Mayor