

**CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK COUNCIL  
2022 - 2026**

**AGENDA**

**for the Meeting to be held on Wednesday December 7, 2022 at the  
Innerkip Community Centre, 695566 17<sup>th</sup> Line, Innerkip, Ontario, at 9:00 a.m.**

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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 November 16, 2022, Council Meeting Minutes
  - b) Confirm November 24, 2022, Special Council Meeting Minutes
  - c) UTRCA – October 2022 FYI
    - i. Margaret Lupton – Update from the Nov. 22, 2022, UTRCA Board Meeting
  - d) ROMA – 2023 Conference
  - e) Oxford County – Notice of Public Consultation (New Well Supply – Municipal EA)
  - f) Oxford County – Resolution regarding Better Municipal Governance Act, 2022
5. Delegations & Appointments:
  - a) 9:15 a.m. – ZBA Application 2-22-07 (Mooney)
  - b) 9:30 a.m. – ZBA Application 2-22-06 (Villages of Sally Creek)
  - c) 9:45 a.m. – Wayne & Jane Unger – Paving of 13<sup>th</sup> Line
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) November 15, 2022 PSB Minutes
    - i. EZT Police Services Board – Letter re: concerns with intersection of OR #59 and OR #33
  - e) Staff Report - #CIO2022 – 12 re: Witzel Drain Bid Award
  - f) Staff Report - #CBO2022 – 17 re: Building, Development & Drainage Reporting
  - g) Staff Report - #PW2022 – 12 re: Public Works Reporting
  - h) Staff Report - #FC2022 – 11 re: Fire Department Reporting
  - i) Staff Report - #FC2022 – 12 re: Driver Certification Program
  - j) Staff Report - #BCO2022 – 11 re: By-law Compliance Reporting
  - k) Staff Report - #CSM2022 – 15 re: Corporate Services Reporting
  - l) Staff Report - #CSM2022 – 16 re: Appointments to Boards and Committees
  - m) Staff Report - #CAO2022 – 19 re: CAO-Treasury Reporting
7. By-laws:
  - a) By-law #2022-41 – Borrowing By-law
  - b) By-law #2022-42 – Interim Tax Levy By-law
  - c) By-law #2022-43 – Appointment of Committee of Adjustment By-law
  - d) By-law #2022-44 – ZBA Application 2-22-07 (Mooney)
  - e) By-law #2022-45 – Driver Certification Program Agreement with Norwich

8. Other and Unfinished Business:
  - a) Councillor Smith – Land Acknowledgement (Truth & Reconciliation)
9. Closed to the Public Session \*as authorized under s. 239 of the Municipal Act\*:
  - a) November 2, 2022, Closed to the Public Session Minutes (s. 239 (2) (e))
  - b) Potential Land Acquisition - Hickson (s. 239 (2) (c))
10. Council Orientation Session
11. Confirming By-law
12. 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 November 16, 2022 for the Inaugural Meeting of the 2022-2026 term of Council.

Members Present: Mayor Phil Schaefer, Deputy Mayor Brad Smith and Councillors Matthew GILLESPIE, Scott RUDY, Jeremy SMITH, Steven VAN WYK and Scott ZEHR.

Members Absent: N/A.

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

Clerk Will Jaques called the meeting to order at 7:00 p.m. Each member of Council took the Declaration of Elected Office. Following the Declarations, Mayor SCHAEFER assumed the Chair.

Pastor Mike Wasyluk, of Innerkip Presbyterian Church, delivered the inaugural message. Mayor SCHAEFER thanked Pastor Wasyluk for his inspirational words.

Members of Council were provided with the opportunity to add their remarks regarding the upcoming term of Council. Councillor SMITH and Mayor SCHAEFER shared their remarks.

Approve  
Agenda

1. Moved by: Matthew GILLESPIE  
Seconded by: Brad SMITH  
Resolved that Council approve the agenda for the November 16, 2022, meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- N/A

Confirm  
Minutes -  
Council

2. Moved by: Matthew GILLESPIE  
Seconded by: Scott RUDY  
Resolved that Council confirm the Minutes of the November 2, 2022 Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- N/A

Correspondence & Reports – Resolutions  
Following:

Staff Report -  
#CIO2022 – 11  
re: East Zorra-  
Tavistock Rec.  
Advisory  
Committee

Corporate Initiatives Officer Meaghan Vader reviewed her report with Council regarding the creation of an East Zorra-Tavistock Recreation Advisory Committee.

3. Moved by: Matthew GILLESPIE  
Seconded by: Steven VAN WYK  
Resolved that Council dissolve the Innerkip Community Centre Board of Management (ICCBOM), the Tavistock and District Recreation Facilities Board (TDRFB), and Hickson Recreation Committee (HRC);

And further that Council establishes the East Zorra-Tavistock Recreation Advisory Committee (EZTRAC), with the Terms of Reference as provided in Appendix 'A' of **Staff Report #CIO2022-11**.

*CARRIED.*

November 24,  
2022 –  
Special Meeting

4. Moved by: Scott RUDY  
Seconded by: Jeremy SMITH  
Resolved that Council hold a Special Meeting for the purpose of Council Orientation, commencing at 9:00 a.m. on Thursday November 24, 2022, at the Innerkip Community Centre.

*CARRIED.*

Other and  
Unfinished  
Business

Councillor GILLESPIE brought forward discussion from the Police Services Board meeting of November 15<sup>th</sup> regarding concerns with the intersection of County Road #59 and County Road #33. A letter from the Police Services Board to Oxford County will be brought forward to Township Council at the December 7, 2022 Regular Meeting.

Confirming  
By-law

5. Moved by: Jeremy SMITH  
Seconded by: Scott RUDY  
Resolved that By-law #2022-39 being a by-law to confirm the proceedings of Council held Wednesday November 16, 2022, be read a first, second and third time this 16<sup>th</sup> day of November, 2022;

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

*CARRIED.*

Adjourn

6. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council does now adjourn at 8:01 p.m.

*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor



The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 9:00 a.m. on Thursday November 24, 2022.

Members Present: Mayor Phil Schaefer, Deputy Mayor Brad Smith and Councillors Matthew GILLESPIE, Scott RUDY, Jeremy SMITH, Steven VAN WYK and Scott ZEHR.

Members Absent: N/A.

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

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH brought mention of a few upcoming Christmas related items in Ward 3 including the installation of the Christmas lights by the Innerkip Firefighters on Blandford Street in Innerkip, the upcoming Parade and Food Drive in Innerkip, the United Church **'Wonder Night' in Innerkip, and the Holiday Market at Thames River Melons.** Councillor RUDY brought mention of the upcoming Hickson Firefighters Parade in Hickson and Strathallan. Mayor Schaefer brought mention of the Inaugural meeting of Oxford County Council.

Approve  
Agenda

1. Moved by: Scott RUDY  
Seconded by: Jeremy SMITH  
Resolved that Council approve the agenda for the November 24, 2022, special meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- N/A

Staff members made presentations to Council regarding the operations of their respective **departments, as part of the Township's Council Orientation program.**

Council observed a lunch break between 12:20 p.m. and 12:50 p.m.

2. Moved by: Brad SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council suspend its rules of procedure under Procedural By-law #2018-01, as amended, to extend the meeting until 4:00 p.m.

CARRIED.

Confirming  
By-law

3. Moved by: Jeremy SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that By-law #2022-40 being a by-law to confirm the proceedings of Council held Thursday November 24, 2022, be read a first, second and third time this 24<sup>th</sup> day of November, 2022;

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

CARRIED.

Adjourn

4. Moved by: Brad SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that Council does now adjourn at 3:15 p.m.

CARRIED.

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Will Jaques, Clerk

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Phil Schaefer, Mayor

UPPER THAMES RIVER  
CONSERVATION AUTHORITY

*fyi*

November 2022

[www.thamesriver.on.ca](http://www.thamesriver.on.ca)  
Twitter [@UTRCAMarketing](https://twitter.com/UTRCAMarketing)  
Facebook

[@UpperThamesRiverConservationAuthority](https://www.facebook.com/UpperThamesRiverConservationAuthority)



Celebrating Natural Connections at the Dorchester Mill Pond with a drumming circle.

## Thank you for Inspiring a Healthy Environment!

With the November municipal elections over and the new requirements of the Conservation Authorities Act, there will be many changes in the membership of the UTRCA's Board of Directors in the New Year. We wish to thank all of our Board members for the time and effort they have put into this organization. Their contributions and dedication have been instrumental in the success of the UTRCA and are sincerely appreciated.

## Celebrating Natural Connections

The UTRCA is "Celebrating Natural Connections" with free public events across the watershed, thanks to funding from the Canadian Heritage Celebration and Commemoration Program Reopening Fund!

The [Celebrating Natural Connections \(CNC\)](#) project commemorates front line workers and celebrates the natural spaces that became so important for physical and mental health during the pandemic.

The UTRCA has hosted seven in person CNC events across the watershed so far, including:

- [Burgess Park, Woodstock](#) (August 27)
- [Wildwood Conservation Area](#) (September 24)
- [Dorchester Mill Pond](#) (September 25)
- [Hodges Pond, Woodstock](#) (October 15)
- [Mitchell Lions Park](#) (October 22)
- [TJ Dolan Natural Area, Stratford](#) (October 29)
- [Fanshawe Conservation Area](#) (November 5)



The new commemorative bench at Mitchell Lions Park, with (from left): Mayor Walter McKenzie, UTRCA Chair Alan Dale, and MP John Nater with a family member.



Many amazing community partnerships have been forged from these events with local organizations, businesses, municipalities, Indigenous educators, health units, libraries, local artists, and newcomers to Canada.



From top to bottom: Learning about local fish and stream health; enjoying a beautiful fall day in Stratford's TJ Dolan Natural Area; and UTRCA Chair Alan Dale (at podium) introduces MP Peter Fragiskatos (to his right) at Fanshawe CA.

Most of the CNC events have had 150 to 250 people in attendance, but the most recent event at Fanshawe CA drew more than 1000 participants!

Each event featured hikes and activities focused on the outdoors and wildlife, and involved local organizations, community groups, and artists. Each event also unveiled a permanent commemorative item, such as a bench or accessible picnic table, to commemorate frontline workers' on-going efforts throughout the Covid-19 pandemic.

Thank you to the UTRCA Board members who have come to these events. Big thanks

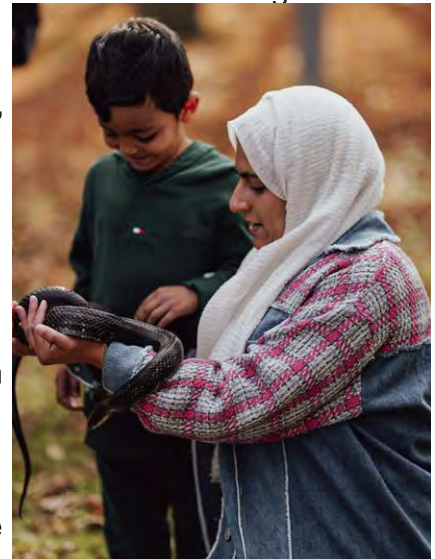
also to the staff team that has organized them, and the other staff members who have given up their Saturdays to work at them.

Three more in person events are planned for the New Year, as well as some virtual hikes.

Contact:

[Linda Smith](#),

Community Partnerships Specialist



The live snake shows were a hit with all ages!

## Stream Surveying Season Wraps Up

With cold weather approaching, we are down to the last couple weeks of the 2022 surveying season. The UTRCA field surveyors have had a successful year collecting information on stream depth, shape, and bank heights, while also measuring the size and shape of bridges and culverts. The crew has measured more than 15,000 elevation points and surveyed 400 bridges across our watershed since the season began in early June, and are on pace to collect more than 20,000 points by the end of the season.





We were fortunate to have another excellent crew this year. Ryan Queenan and Will Morrow returned for a second season, while Morgan Walmsley and Robyn Whaley were first timers who hit the ground running. Bailey Arnold joined us for the fall to help us finish the season strong.

The data this crew collected is an integral part of UTRCA flood models and is the first

component used to create a new model. A flood model is used to simulate various flows in a river and then determine where a flood could occur along the river. The information collected by the surveyors helps us know how much water could flow through a bridge opening during a flood event and how much water a stream can contain before it starts to spill over its banks.

The information the surveyors collect needs to be accurate and thorough to ensure a good final product and the team endured some tough field conditions while meeting this high standard. Heat, cold, bugs, dense bush – this crew worked in it all!

Contact: [Collin Branton](#), GIS Water Resources Project Specialist

## Highlighting Outdoor Learning for our Youngest Students



This fall, 29 kindergarten teachers applied for and received Outdoor Learning Kits from the Thames Valley District School Board (TVDSB) as part of an exciting pilot program centred on outdoor education. The kits are packed with a variety of materials, equipment, and resources that teachers can use to facilitate outdoor learning, including magnifiers, binoculars, bug catchers, environmental books, and much more.





Fanshawe Community Education staff are supporting this primary outreach program and modeling some ways teachers can use the kit items in their schoolyards, by visiting each kindergarten teacher and class three times in the school year to deliver programming geared to the season.

For the fall, staff led activities featuring squirrels, fall colours, and butterflies, with games on nut caching, leaf sorting, and natural symmetry. For the winter and spring visits, staff will highlight new kit items and explore the seasonal changes.

The TVDSB plans to collect teacher feedback on the usefulness of the kit and hopes the kit will be shared among all the kindergarten teachers at each school. This will give more students the chance to enjoy outdoor learning in their schoolyard, in new ways and in all seasons.

Contact: [Kim Gilbert](#) or [Heather Hawkins Jensen](#), Community Education Technicians

## Treed Buffer Planted on Pittock Conservation Area's South Shore

Pittock Reservoir's south shore has a new treed buffer, planted by UTRCA staff and school students over the past four years. The buffer is approximately 50 metre wide and 600 m long, and flanks Pittock's South Shore Trail and the Lampman-Lock Drain on UTRCA land. The buffer roughly follows the regulation



limit, meaning all flood susceptible land is now retired and protected.

Buffering watercourses with native plants helps to filter pollutants in runoff, prevent erosion, and provide wildlife corridors.

In 2019, two local school groups planted the first section of the buffer through the [UTRCA's Communities for Nature program](#). In 2020-2022, UTRCA forestry staff machine planted the remainder of the buffer. Staff's family members helped with some of the tree planting during the pandemic.

The species planted include oaks, hickories, White Pine, Sycamore, Tamarack, Black Cherry, and Tulip Tree. In 2021, eight Butternut seedlings were added. The tree survival rate in this light soil has been very good so far. Staff will maintain the site with mowing and spraying for another couple of years until the trees are tall enough to out-compete the weeds.

This project increases the area's biodiversity and assists the UTRCA with its [environmental target](#) of planting and restoring 1500 hectares of vegetation by 2037. The project was funded by a private donor as well as grants from [Forests Ontario](#) and the [Clean Water Program](#).

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

## Tree Planting along Medway Creek

Over the course of three mostly sunny, warm October days, hundreds of native trees and shrubs were planted along Medway Creek near 13 Mile Road. Two elementary school classes (Princess Elizabeth Public School and Masonville Public School) and two secondary school classes (Medway High School and H.B. Beal Secondary School) each spent a half day along the creek. The [Friends of Medway Creek](#) and other community members also enjoyed a sunny Saturday of tree planting.

Funding through Eco-Action and the hard work of all the participants made this project



possible. Thank you to the Friends of Medway Creek, Medway High School Eco-Club, and the other teachers, students, and community members who made this project a success. Contact: [Jessica Penz](#), Water Resources Assistant/Community Partnership Specialist

### Source Water Protection: the Plan

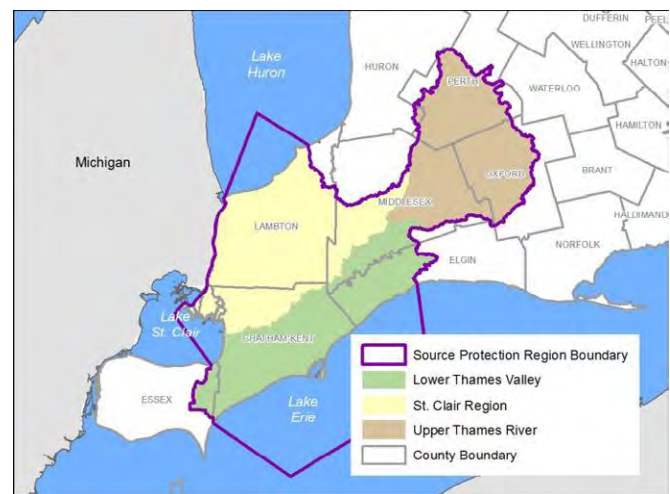
Water is critical to all aspects of our lives. It's important to ensure there is a safe and reliable source of water for all our uses - now and in the future. The *Clean Water Act (2006)* is part of the Ontario government's commitment to ensure the sustainability of clean, safe drinking water for all Ontarians. The purpose of the Act is to protect sources of municipal drinking water including lakes, rivers, and well water.

Under the *Clean Water Act*, local Source Protection Plans (SPPs) were developed by 19 multi-stakeholder Source Protection Committees across the province. In this area, the Upper Thames River, Lower Thames Valley, and St. Clair Region Conservation Authorities have partnered watersheds together as the [Thames-Sydenham and Region Source Protection Region](#).

The local Committee includes members of the general public as well as representatives

of municipalities, the aggregate/oil and gas industry, agriculture, and First Nations from across the region. The Conservation Authorities provide administrative and technical support for the Committee.

Local Source Protection Plans contain policies to protect sources of municipal drinking water. The process includes consulting with owners of residential, agricultural, industrial, commercial, and institutional properties located within vulnerable areas, to inform them that activities identified as significant drinking water threats are subject to local SPP policies that regulate or prohibit those activities. Examples of activities that could be considered a "significant threat" in a vulnerable area include septic systems, fuel storage, and application of pesticides.



SPP policies use tools to reduce threats to drinking water. These tools range from voluntary action to prohibiting an activity. Some threats can be reduced through education to encourage different ways of doing things. Some threats are addressed through existing regulatory processes, such as permits and land use planning (e.g., zoning bylaws).

For most existing significant threats, the Committee chose to use a new tool, the Risk Management Plan, which allows the municipality's risk management official and



the landowner to negotiate a risk reduction strategy that satisfies the Source Protection Plan.

When it comes to protecting our drinking water, we need to start at the source. Local source protection plans aim to do just that, with the commitment and cooperation of the communities that rely on municipal drinking water systems.

Contact: [Katie Ebel](#), Source Protection Policy and Risk Management Advisor

### Take Our Kids to Work

Take Our Kids to Work Day is a national initiative that allows Grade 9 students to explore the world of work by spending a day with a parent, relative, or friend at their place of employment. On November 2, Jack McNaughton and Sam MacKean, both



Walking the planks: Jack had an awesome day working outside at Sifton Bog Environmentally Significant Area, learning new skills and the importance of protecting nature.

children of current employees, spent the day working at the UTRCA learning about different aspects of the organization and tasks involved.



Leading the charges: Sam spent the day at Wildwood CA helping to lead education programs while getting a glimpse into how any topic can be made fun and relevant to taking care of the environment.

### Mitchell TD Tree Day

Grade seven and eight students from Mitchell planted 150 trees and shrubs along Whirl Creek on November 9. The project was happily completed on a sunny, mild day, after being delayed twice due to rain and once due to fog.



Students from Mitchell District High School (yes, the 7's and 8's go to the high school).



The native species planted included White Cedar, White Spruce, Serviceberry, Red Oak, Sugar and Red Maples, and Nannyberry. The students also learned about the connection between trees and improved water quality.

Thank you to [TD Tree Days](#) for funding this project.

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

## 2022 Watershed Reports Coming Soon

Work on the 2022 edition of the [Upper Thames River Watershed Report Cards](#) is nearing completion, with an expected launch in early 2023. The report cards are produced every five years and summarize a great deal of environmental information on the health of the 28 subwatersheds within the Upper Thames River watershed.

The new report cards will be similar in content to the 2017 version, with letter grades for surface water quality and forest conditions as well as information on groundwater resources. In addition, there is information on current watershed features, recommended actions, and highlights of progress since the last report cards.



The watershed report cards allow staff to track environmental changes over time and give an indication of program needs in light of current stressors. They also help to track progress towards the UTRCA's [Environmental Targets](#).

The report cards are well used by our municipal partners, agency staff, community groups, individuals, educators, and others.

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

## On the Board Agenda

The next Board of Directors meeting will be held virtually on November 22, 2022.

Please visit [Board Agendas and Minutes](#) for agendas, reports, audio/video links and recordings, and approved minutes.

- 2023 Fees Policy and Fee Schedules
- 2023 Board of Directors Meeting Schedule, Transition, and Orientation Plan
- Omnibus Bill 23: More Homes Built Faster Act
- 2023 Draft Budget Approval
- Administration and Enforcement – Section 28 Status Report

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

**Upper Thames River Conservation Authority November 22, 2022, Board meeting**

From the time members began signing into this Zoom meeting it was obvious that they were concerned about the recent Bill 23. I think that just the realization that it had been “posted” the day after the recent municipal election and that there were restrictions on comments and responses caught members’ attention even before they read the document.

I have to note that before we began dealing with the agenda items listed for this meeting a resolution was put forward that we move the item “Omnibus Bill 23: Homes Built Faster Act” up on the agenda so that it was the first item to be discussed. The resolution was passed and discussion followed. Most members were anxious that the letter prepared to be sent to various MPs. and MPPs. as well as many appropriate government departments, be rewritten using much stronger language (“as strong as possible”) as to indicate our level of concern as well as requesting an extension of time and a full face to face hearing.

I cannot possibly list all the questions asked and concerns presented. It is our belief that the actions proposed would be done the expense of extensive land protection; will not solve the problem; will limit local Councils from getting the information they require to make valid decisions on such matters; cause huge new expenses to Counties who would have to set up new departments to replace the loss of such assistance now provided by Conservation Authorities (which would also mean they would each be hiring many new employees such as ecologists ( and other “ologists”. I could not make notes quickly enough as the lists were reviewed!) etc. Members are curious why such sweeping changes are being proposed but seemingly no thought has been given to the availability, costs etc.

Since the meeting I have noticed many write-ups, TV news presentations etc. are discussing this topic and protests are underway and I am sure Councillors are increasingly aware of this issue and are learning about the concerns of other local governments. It is to be hoped that all municipal governments will take time to discuss this issue and will then forward letters of concern to the Provincial Government and any other individuals and/or government departments involved.

At this meeting we also discussed the 2023 Fees Policy and Fee Schedules. It is always amazing to me the various factors considered for each item listed. The main goal is always “user pay” and it was good to see some fees reduced because of efficiencies realized. It was noted that climate change seems to have had an effect on camping requests as later in the year with the warmer weather now being experienced there are now many requests for such services as day camping.

The 2023 Draft Budget was given approval although there is still great uncertainty what the changes proposed by Bill 23 could cause. The Compensation Review was completed. Staff believe that the usual cost of living increase for next year would have a serious negative effect on the overall budget so a wage increase of 3% is being proposed.

The 2023 Board of Directors' meeting schedule and the Transition and Orientation Plan were both reviewed and dates for them and the AGM were decided. There will be no meeting in December: the January meeting will be mainly Orientation training and the February meeting will be the AGM at which the new Board will assume their positions.

The Administration and Enforcement Section 28 Status Report showed that in 2021 153 permits were dealt with while the number for 2022 rose to 175. Tracy Annett, General Manager commented that while there was some disappointment that although the goals for a healthy environment that had been proposed to this term's Board had not all been achieved they will not be abandoned but will continue to be considered and that Upper Thames Staff and Boards will continue to work toward inspiring a healthy environment.

Margaret Lupton

Board Member

Township of East Zorra-Tavistock & Township of Blandford-Blenheim

## ROMA Conference

[Delegation Meetings](#)[Hotel Information](#)[Program](#)[Registration](#)[Sponsorship/Exhibitors](#)[Call for Nominations: 2023 - 2027](#)[ROMA Board of Directors](#)

## ROMA 2023: Breaking New Ground

Sunday, January 22 - Tuesday, January 24

Sheraton Centre Hotel - 123 Queen Street West, Toronto

The 2023 ROMA Annual General Meeting and Conference is back live and in person for the first time in 2 years. Gather in downtown Toronto with over 1,000 municipal colleagues, provincial and federal elected officials and senior staff for this much anticipated event. The 2023 Conference will have all of the critical rural municipal issues front and centre for you to engage, learn, network and bring innovative solutions to your community.

The 2023 Conference also brings delegation meetings with provincial ministers back to you in-person. As well, the Ministers' Forum and addresses by provincial leaders will give you insight into the coming year and what your municipality can anticipate.

The ROMA Board is looking forward to meeting with you again in-person!

### CONTACT

ROMA Conference Coordinator - Victoria Van Veen

[events@roma.on.ca](mailto:events@roma.on.ca)

T 416.971.9856 x315

## Public Works MEMORANDUM

**TO:** East Zorra-Tavistock Council

**FROM:** David Simpson, Director of Public Works

**DATE:** November 28, 2022

**RE:** **Tavistock New Well Supply Municipal Class EA Study  
Notice of Public Consultation Centre #1 (Virtual), Oxford County**

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Oxford County has commenced the Tavistock New Well Supply Class Environmental Assessment (EA) Study to explore potential opportunities for the development of a new well supply that will improve the security and supply of drinking water for the community of Tavistock. Public and review agency consultation is a key element of the Study process.

Public Consultation Centre (PCC) #1 will be in virtual meeting format, and will include a presentation by the County's project Consultant (Stantec Consulting Ltd.) followed by a Q/A period. The presentation will provide background information regarding the Study, and seek input on the evaluation process and identification of the preliminary preferred alternative.

The PCC #1 presentation materials will be available through the Speak-Up! Oxford (SUO) project web page and remain active 3 weeks after the Virtual PCC date. As detailed in the attached Notice, the PCC #1 date and registration information are as follows:

**Date: Thursday, December 15, 2022**

**Time: 6:00 pm – 8:00 pm**

**Register:** [www.speakup.oxfordcounty.ca/new-well-supply-tavistock](http://www.speakup.oxfordcounty.ca/new-well-supply-tavistock)

Notice of the Virtual PCC #1 and the in-person engagement opportunities will be advertised in local newspapers and social media in advance of these events.



David Simpson, P.Eng., PMP  
Director of Public Works

Encl. *Notice of Public Consultation Centre #1*



## Notice of Public Consultation Center #1

# New Well Supply - Village of Tavistock

## Municipal Class Environmental Assessment Study

Oxford County has initiated a Municipal Class Environmental Assessment (Class EA) Study to explore potential opportunities for a new well supply to improve the security and supply of drinking water for the community.



### What is the New Well Supply Study?

The Village of Tavistock currently receives water services from three wells located within the centre of the Village, near Queen's Park. The Study will define needs, identify and evaluate alternative solutions, and develop a preferred design and location for a new well supply in consultation with adjacent property owners, regulatory agencies, Indigenous communities, the local business community and the public.

The Class EA Study is being planned in accordance with the planning and design process for Schedule C projects as outlined in the Municipal Engineers Association Municipal Class Environmental Assessment Document (2000, as amended 2007, 2011, 2015), which is an approved process under Ontario's *Environmental Assessment Act*.

*Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.*

### We want to hear from you

Consultation with stakeholders is a key component of the study process, and input will be sought throughout the study.

A virtual Public Consultation Centre (PCC1) is being held to provide background regarding the project, review the list of alternative solutions, and seek input on the evaluation and the preliminary preferred alternative.

**Thursday, December 15, 2022  
6:00 PM to 8:00 PM (online)**

Please check the project website for log-in details to join. Materials will be available on the project website following the meeting.

Comments are welcome and should be submitted **by Wednesday, January 4, 2023.**

- Submit your comments online on the project website at [www.speakup.oxfordcounty.ca/new-well-supply-tavistock](http://www.speakup.oxfordcounty.ca/new-well-supply-tavistock).
- Subscribe to the study mailing list to receive project updates by contacting one of the key contacts below.

Comments received during the study will be considered and documented in the Environmental Study Report.

### Contacts

Don Ford, BA, CMM III, C.Tech.  
 Manager of Water & Wastewater Services,  
 Oxford County  
 519-539-9800 ext. 3191 | [dford@oxfordcounty.ca](mailto:dford@oxfordcounty.ca)

David Kielstra, MA, EP, MCIP, RPP  
 Environmental Planner, Stantec Consulting Ltd.  
 905-381-3247 | [David.Kielstra@stantec.com](mailto:David.Kielstra@stantec.com)

This notice issued November 24, 2022

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

Date: Wednesday, November 23, 2022

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Moved By: David Mayberry

Seconded By: Brian Petrie

Whereas on November 16 2022, the Province of Ontario announced the “Better Municipal Governance Act, 2022”;

And whereas in the November 16<sup>th</sup> announcement the Minister of Municipal Affairs and Housing justified the introduction of Bill 39 by stating that this would help with the “housing crisis” and included The Better Homes Built Faster Act (Bill 23) in this news release;

And whereas the Government of Ontario’s Memorandum of Understanding with the Association of Municipalities of Ontario states that “Ontario recognizes municipalities as responsible and accountable governments with respect to matters within their jurisdiction”;

And whereas the powers of a Head of Council, the appointment of a Chair, and bylaws are, and have always been, both under the Municipal Act and as a matter of democratic principle, the responsibility of democratically elected representative councils;

And whereas Oxford County values its councils and principles of democracy and has not asked for any of these changes;

And whereas residents of Oxford were not afforded any opportunity to discuss these changes in the forums of either the previous Provincial, or just completed Municipal, elections;

Therefore be it resolved that Oxford County Council ask staff, (in conjunction with area municipal staff where necessary) to bring forward a report to the December 14, 2022 meeting of Council that describes the potential impacts for both finances and staffing requirements that could arise from the introduction of Bills 39 and 23 for the 2023 and future budgets and work plans, to, at a minimum, include the impacts of announced changes to Developmental Charges Act, the timing, financial and staffing implications for planning reports, the implications for announced changes to the Conservation Act and the Heritage Act, and any other financial and staffing implications for the county, and where possible, for the area municipalities;

And further that Oxford County Council opposes the “Better Municipal Governance Act, 2022” in the strongest terms possible and hereby request the Warden to meet with our MPP as soon as possible to express our very serious concerns about both Bill 39 and Bill 23;

And further, that this resolution be forwarded to all Oxford area municipalities, WOWC, ROMA, AMO, Oxford MPP, Minister of Municipal Affairs & Housing, and the Premier of Ontario.

**DISPOSITION: Motion Carried**

*Chloe Senior*



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

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

## **Application for Zone Change ZN 2-22-07 – Ralph & Rachel Mooney**

### **REPORT HIGHLIGHTS**

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- The Application for Zone Change proposes to rezone the subject property from 'Residential Existing Lot Zone (RE)' to 'Residential Existing Lot Zone (RE-6)' to permit a two-unit residential dwelling.
- A special provision will be required to recognize the deficient lot area.
- Planning staff are recommending the application be approved as the proposal is consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan.

### **DISCUSSION**

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#### **Background**

APPLICANT/OWNER: Ralph & Rachel Mooney  
 615411 13<sup>th</sup> Line, Woodstock, ON N4S 7W1

APPLICANT: Zachary Jancsar  
 825946 Township Road 8, Innerkip, ON N0S 1M0

LOCATION:

The subject lands are described as Part Lot 17, Concession 12 in the former Township of East Zorra, now in the Township of East Zorra-Tavistock. The lands are located on the west side of 13<sup>th</sup> Line, between Oxford Road 17 and Oxford Road 33, and are municipally known as 615411 13<sup>th</sup> Line.

COUNTY OF OXFORD OFFICIAL PLAN:

|                |   |                      |
|----------------|---|----------------------|
| Schedule "E-1" | Township of East Zorra-Tavistock<br>Land Use Plan | Agricultural Reserve |
|----------------|---|----------------------|



TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW 2003-18:

Existing Zoning: Residential Existing Lot Zone (RE)

Proposed Zoning: Special Residential Existing Lot Zone (RE-6)

PROPOSAL:

The Application for Zone Change proposes to rezone the subject property from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-6)' to permit a two-unit dwelling. The existing single detached dwelling on the lands would be removed and a new two-unit residential dwelling would be constructed on the lands.

While the proposed two-unit dwelling would not qualify under the current definition of a converted dwelling, staff are of the opinion that it would be appropriate to apply the converted dwelling zoning provisions when reviewing the proposal. A minimum lot area of 0.4 ha (1 ac) is required for a converted dwelling and therefore a special provision is required to recognize the deficient lot area of the existing lot, which is 0.3 ha (0.8 ac).

The subject lands are predominately surrounded by agricultural operations in addition to a group of non-farm rural residential uses to the south.

Plate 1 – Location Map and Existing Zoning, indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2020), provides an aerial view of the subject property.

Plate 3 – Applicant's Sketch, shows the location of the proposed dwelling and the existing location of an accessory building.

## **Application Review**

### 2020 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 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs. Section 1.1.1 also recognizes that accommodating an appropriate affordable and market-based range and mix of residential types, which includes additional residential units, is required for sustaining healthy, liveable and safe communities.

Section 2.3 of the Provincial Policy Statement (PPS) directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses.

Proposed agricultural-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations and new land uses in prime agricultural areas shall comply with the minimum distance separation formulae.

#### Official Plan

The subject lands are designated 'Agricultural Reserve' according to the County Official Plan. In the Agricultural Reserve, lands are to be developed for a wide variety of agricultural land uses, such as 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.

Pursuant to Section 4.2.2.1, converted dwellings are permitted to a maximum of two (2) units per dwelling on a farm unit or a non-farm rural residential lot in the Agricultural Reserve. In this case, the property is a non-farm rural residential lot.

#### Zoning By-law

While the proposed two-unit dwelling would not qualify under the current definition of a converted dwelling (as contained in the Township Zoning By-law), staff are of the opinion that it is appropriate to apply the converted dwelling zoning provisions when reviewing the proposal.

The subject property is currently zoned 'Residential Existing Lot Zone (RE)' according to the Township of East Zorra-Tavistock Zoning By-law. The 'RE' zone permits a single detached dwelling and a converted dwelling, provided that it meets the provisions outlined in Section 5.5 of the Zoning By-law. The intent of the converted dwelling definition is to allow for existing single detached dwellings to be converted to permit up to two (2) residential units.

Section 5.5 of the Zoning By-law (General Provisions), contains provisions related to converted dwellings. The provisions require a minimum lot area, where sanitary sewers are not available, of 0.4 ha (1 acre), a minimum gross floor area for the existing dwelling of 140 m<sup>2</sup> (1,508 ft<sup>2</sup>), and compliance with all the other zoning provisions of the zone in which the converted dwelling is located. Further, alterations to an existing single detached dwelling shall not have the effect of increasing the gross floor area of the existing dwelling by more than 25% to facilitate the conversion and there shall be no exterior stairways, except for one open fire escape located in the rear yard or interior side yard.

The proposal will require a special provision to recognize the undersized lot area of 0.3 ha (0.8 ac) to permit the proposed two-unit dwelling.

#### Agency Comments

The Township's Public Works Manager has indicated that changes to the location of the driveway entrance from the roadway must meet Township standards and be approved by Public Works. It was also indicated that only one (1) driveway entrance shall be permitted.

The Township's Fire Chief, the Township's Chief Building Official, the Oxford County Public Works Department, Canada Post, and the Upper Thames River Conservation Authority (UTRCA) have indicated they have no comments respecting the application.

## Public Consultation

Notice of the proposed application 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**

It is the opinion of staff that the proposal is consistent with the policies of Sections 1.1.1 and 1.1.4.1 of the PPS. The proposed development promotes redevelopment of the existing housing stock in rural areas as it would create one (1) additional housing unit.

The *Planning Act* provides, through Section 16(3), that Official Plans shall contain policies authorizing additional residential units by permitting the use of two (2) residential units within a detached dwelling, semi-detached dwelling or a rowhouse. Converted dwellings are permitted in the Agricultural Reserve designation, and is supported by the policies of the Official Plan.

As previously outlined, while the proposal does not meet the definition of a converted dwelling, the zoning standards for converted dwellings is an appropriate measure to apply when reviewing the proposed two-unit dwelling. Generally, converted dwellings are intended to be established within an existing single detached dwelling with a maximum of two (2) residential units. In this instance, the intent is to replace the existing single detached dwelling with a two-unit residential dwelling. While the proposal strays from the traditional 'path' of establishing a converted dwelling (single detached dwelling built first then an application for a second unit later on) it is staff's opinion that the end result will ultimately be the same. Further, the proposal will meet all other provisions in the Zoning By-law (setbacks, height, etc.) and will conform to the required Minimum Distance Separation I (MDS) setbacks from surrounding livestock operations.

The gross floor area of the existing single detached dwelling is 178.5 m<sup>2</sup> (1,922 ft<sup>2</sup>). Once the existing dwelling is removed, it would be replaced by a new two-unit dwelling consisting of a total of 597.2 m<sup>2</sup> (6,429 ft<sup>2</sup>) of gross floor area. Within the proposed two-unit dwelling the main dwelling unit would comprise approximately 373.6 m<sup>2</sup> (4,022 ft<sup>2</sup>) while the secondary residential unit would comprise of 223.6 m<sup>2</sup> (2,407 ft<sup>2</sup>), or the equivalent of 37.4% of the total gross floor area.

The minimum lot size for a converted dwelling when sanitary sewers are not available is 0.4 ha (1 ac). The purpose of the minimum lot area is largely to ensure that there is sufficient space to accommodate the necessary private services. The subject lands are approximately 0.3 ha (0.8 ac) in size and as such, the applicant was required to submit a septic review report to the Chief Building Official (CBO) for consideration. The CBO has indicated that the submitted septic review demonstrates the ability for the lot to accommodate the required private services for a two-unit dwelling and there are no concerns with the proposal in this regard.

Staff are also satisfied that the character, spacing, and setbacks of the proposed dwelling will continue to be in keeping with the character of the surrounding area. In addition, sufficient off-street parking and amenity area will be provided for both units.

In light of the foregoing analysis, Planning staff are satisfied that the proposed zone change is consistent with the policies of the Provincial Policy Statement and maintains the intent and purpose of the Official Plan respecting the development of a two-unit dwelling and can be supported from a planning perspective. As such, staff recommend approval of the application.

## RECOMMENDATION

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1. It is recommended that the Council of the Township of East Zorra-Tavistock approve the zone change application submitted by Ralph & Rachel Mooney, whereby the lands described as Part Lot 17, Concession 12 (East Zorra), in the Township of East Zorra-Tavistock, are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-6)' to permit a two-unit dwelling.

## SIGNATURES

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**Authored by:**                      *original signed by*                      Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission:**    *original signed by*                      Gordon K. Hough, RPP  
Director



### Legend

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

### Notes



0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N



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October 31, 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 26 51 Meters

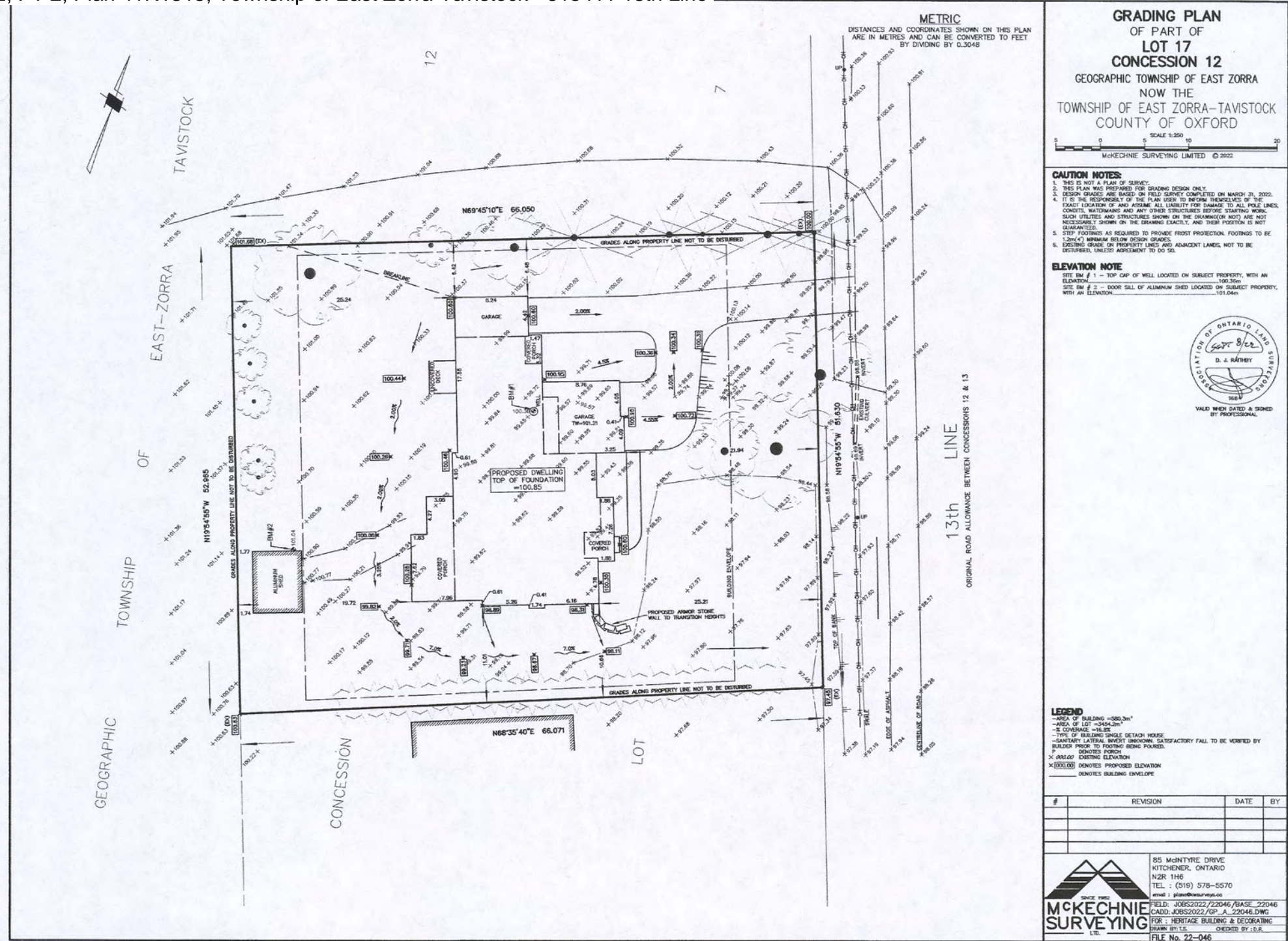
NAD\_1983\_UTM\_Zone\_17N



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October 31, 2022







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

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

## **Application for Zone Change ZN2-22-06 – The Villages of Sally Creek Inc.**

### **REPORT HIGHLIGHTS**

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- The Zone Change Application proposes to amend the zoning on a portion of the subject lands to permit a driving range for a temporary period of time.
- Special provisions will be required in the temporary zoning to facilitate reduced minimum lot frontage and minimum lot area.
- Planning staff are recommending the application be approved as the proposal is consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan.

### **DISCUSSION**

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#### **Background**

APPLICANT/OWNER: The Villages of Sally Creek Inc.  
 1193 Dundas St., Woodstock, ON N4S 7V9

AGENT: Stephen Cornwell  
 1193 Dundas St., Woodstock, ON N4S 7V9

LOCATION:

The subject lands are described as Part Lot 6, Concession 10, in the former Township of East Zorra, now in the Township of East Zorra-Tavistock. The lands are located on the north side of Oxford Road 17, west of 11<sup>th</sup> Line, and are municipally known as 515353 11<sup>th</sup> Line.

COUNTY OF OXFORD OFFICIAL PLAN:

|                |   |                      |
|----------------|---|----------------------|
| Schedule "E-1" | Township of East Zorra-Tavistock<br>Land Use Plan | Agricultural Reserve |
|----------------|---|----------------------|

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW 2003-18:

Existing Zoning: General Agricultural Zone (A2)

Proposed Zoning: Special General Agricultural Zone (A2-sp(T))



### PROPOSAL:

The purpose of the subject Zone Change Application is to implement a Temporary Use By-law on a portion of the subject lands to permit the use of the lands for a temporary driving range. The driving range would comprise a parking lot, the tee blocks, and a trailer for maintenance/operation matters.

The subject lands comprise of 24.1 ha (59.7 ac) and currently contain a single detached dwelling and numerous agricultural accessory buildings. The portion of land proposed to be rezoned to permit the driving range is agricultural land that is vacant of any buildings and structures and is approximately 3.3 ha (8.1 ac) in size.

Surrounding land uses are predominantly agricultural to the east, west, south, and north. Existing non-farm rural residential uses exist to the east and west of the subject lands as well.

Plate 1 – Location Map and Existing Zoning, indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2020), provides an aerial view of the subject property.

Plate 3 – Applicant's Sketch, shows the location of the proposed driving range.

Plate 4 – Applicant's Sketch (Zoomed In), shows the proposed layout of the driving range including parking, the tee blocks, and trailer on-site.

## **Application Review**

### 2020 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 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses. All types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

Further, according to Section 2.3.6, planning authorities may only permit non-agricultural uses in a prime agricultural area for the extraction of minerals, petroleum resources and mineral aggregate resources and limited non-residential uses, provided that all of the following are demonstrated:

- the land does not comprise a specialty crop area;
- the proposed use complies with the minimum distance separation formulae;
- there is an identified need within the planning horizon for additional land to be designated to accommodate the proposed use; and

- alternative locations have been evaluated, and it has been determined that there are no reasonable alternative locations which avoid prime agricultural areas; and no alternative locations with lower priority agricultural lands.

Section 2.3.6.2 also directs that impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

#### Official Plan

The subject lands are currently designated 'Agricultural Reserve' according to the County Official Plan. The policies of the Official Plan direct that the primary use of lands designated Agricultural Reserve is farming, which may include general farming, animal or poultry operations, including regulated farms, cash crop farming, specialty cropping, woodlands, market gardening, tobacco farming, ginseng, nurseries, aquaculture, orchards, greenhouses, apiaries, mushroom production, horticulture, agro-forestry, animal breeding and agricultural research, together with agricultural residential uses required for farm and farm buildings and structures necessary to the farming operation.

Section 3.1.5.2 – Recreational Uses, directs that, subject to an Official Plan amendment in accordance with the policies of Section 3.1.6 of the Official Plan, land extensive recreational uses that require a rural location with unique physical features may be permitted within prime agricultural areas.

Notwithstanding the requirement for zoning by-laws to comply with the Official Plan, County Council recognizes that the Official Plan represents the long-term direction to the development of the municipality. As such, the Area Council may permit uses for specific temporary periods, up to a maximum of three (3) years, as set out in the Planning Act, which would otherwise not conform to the Official Plan and/or the comprehensive zoning by-law, subject to re-application at 3-year intervals thereafter.

Such uses may be permitted upon individual application and careful consideration by the Area Council of the need and appropriateness of a temporary use by-law and to ensure that the objectives and policy direction of the Official Plan are not adversely affected by the temporary use. The Area Council shall also take into consideration the following matters:

- Compatibility of the proposed use with surrounding land uses;
- Any requirement for temporary buildings or structures in association with the proposed use;
- Any requirement for temporary connection to municipal services and utilities;
- The potential impact of the proposed use on transportation facilities and traffic in the immediate area;
- Access requirements for the proposed use; and
- Parking required for the proposed use, and the ability to provide adequate parking on site.

#### Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' according to the Township of East Zorra-Tavistock Zoning By-law. The A2 Zone permits a wide variety of agricultural uses and uses that are common in the agricultural area that do not conflict with agricultural uses. The applicant proposes to rezone a portion of the lands to 'Special General Agricultural Zone (A2-sp(T))' in order to permit a driving range on a temporary basis.

The A2 zone requires a minimum lot frontage of 100 m (328.1 ft) and a minimum lot area of 30 ha (74.1 ac). The subject lands maintain approximately 432 m (1,417.3 ft) of frontage on 11<sup>th</sup> Line and approximately 296 m (971.1 ft) on Oxford Road 17 and are approximately 24.1 ha (59.7 ac) in lot area. While the lands are deficient 30 ha (74.1 ac), Section 5.9.2 of the Zoning By-law outlines that existing A2 lots having a lot area of at least 16 ha (39.5 ac) while being in separate ownership and registered by August 17, 1988 may be used to for development provided all other Zoning By-law requirements are complied with.

#### Agency Comments

The Oxford County Federation of Agriculture (OCFA) has provided a letter of objection to the proposal. A copy of said letter has been attached to this report for Council's consideration.

The Township's Chief Building Official has indicated that Site Plan Control will be required prior to any development or use of the property. It was also noted that portions of the property are within the regulated area of Upper Thames River Conservation Authority (UTRCA).

The Township's Fire Chief, the Township's Public Works Manager, the Oxford County Public Works Department, and the Upper Thames River Conservation Authority (UTRCA) have indicated they have no comments respecting the application.

#### Public Consultation

Notice of the proposal was provided to the public and surrounding land owners in accordance with the requirements of the Planning Act. At the time of writing this report a letter of support has been received from the homeowner of 744855 Oxford Road 17, which is the adjacent property to the east of the subject lands. A letter of opposition has also been received from the homeowner of 515275 11<sup>th</sup> Line, which is the property south of the subject lands. A copy of both letters have been attached to this report for Council's consideration.

### **Planning Analysis**

Section 39(2) of the Planning Act permits the approval of temporary uses for a period not exceeding three (3) years from the day of the passing of the by-law. In the event that additional time is desired for the use by the applicant, the Planning Act allows Township Council to grant further periods of not more than three (3) years.

In staff's assessment, the proposal would not conform with the intent of the Official Plan when it comes to development within the Agricultural Reserve designation. The intent of the Agricultural Reserve is to preserve lands for food production while promoting uses that are supportive and complementary of agriculture. The proposed driving range is not an agricultural use nor is it required to be located within close proximity to agricultural uses.

While such a use does not conform with the intent of the Agricultural Reserve policies, it can be considered under the Temporary Use policies within the Official Plan. The applicant's proposal to implement a Temporary Use By-law to permit the use of the lands as a driving range for a period of three (3) years is considered to be appropriate and consistent with the intent of the Official Plan as it pertains to temporary uses. In staff's opinion, the proposed use would not have adverse impacts on surrounding agricultural operations.

In addition to not impacting agricultural operations in the immediate vicinity, staff are of the opinion that the proposed driving range is an appropriate use on the lands for a temporary basis as the required infrastructure is minimal (single trailer, tee blocks, parking lot, etc.). With minimal infrastructure being required for the driving range it will allow a quicker transition back to an agricultural use, once the driving range's time period has expired. In terms of access, both the Oxford County Public Works Department and the Township's Public Works Manager has reviewed the proposal and have indicated no concerns when it comes to both generated traffic and vehicle access to and from the site. Further, the plan as shown would not require connection to municipal water and wastewater services.

Section 2.3 of the Township's Zoning By-law outlines that where a lot is divided into more than one zone that each portion that is separately zoned shall be considered a separate lot for the purposes of zoning provisions (setbacks, lot coverage, etc.). In terms of the A2 zoning, the lands proposed to be rezoned to be used for a temporary driving range would have a lot area of 3.3 ha (8.1 ac) and frontage of 88 m (288.7 ft) which is deficient the required lot area minimum of 30 ha (74.1 ac) and frontage minimum of 100 m (328.1 ft). While staff recognize that the rezoned lands would be deficient the required zoning provisions, staff do not believe that the undersized nature of the lands will adversely impact surrounding uses nor would it impact the ability for the temporary driving range to function adequately. As such, a special provision would be included in the amending zoning by-law indicating that Section 2.3 would not apply in this instance.

Should the proposal to rezone a portion of the subject lands to permit a temporary driving range be approved, the amending zoning by-law would contain a provision indicating that the driving range is permitted for a maximum timeframe of three (3) years. The timeframe may only be extended through a subsequent Zone Change Application requesting an extension and it being approved by Township Council. Once the identified three (3) year timeframe expires, the provision would state that the driving range is no longer a permitted use and the list of permitted uses would revert to the standard list of permitted uses found in the A2 zoning found in Section 7.1 of the Township's Zoning By-law.

In light of the foregoing, staff are of the opinion that the proposed zone change to permit a driving range on the subject lands for a period of three (3) years is in keeping with the temporary use policies of the Official Plan and can be approved-in-principle. The proposed amending Zoning By-Law will be brought forward for Council's consideration once a survey for the lands to be rezoned has been received to generate the necessary by-law schedules.

## RECOMMENDATION

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1. **It is recommended that the Council of the Township of East Zorra-Tavistock approve-in-principle the zone change application submitted by The Villages of Sally Creek Inc., whereby a portion of the lands described as Part Lot 6, Concession 10 (East Zorra), in the Township of East Zorra-Tavistock, is to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a driving range for a temporary period of three (3) years.**

## SIGNATURES

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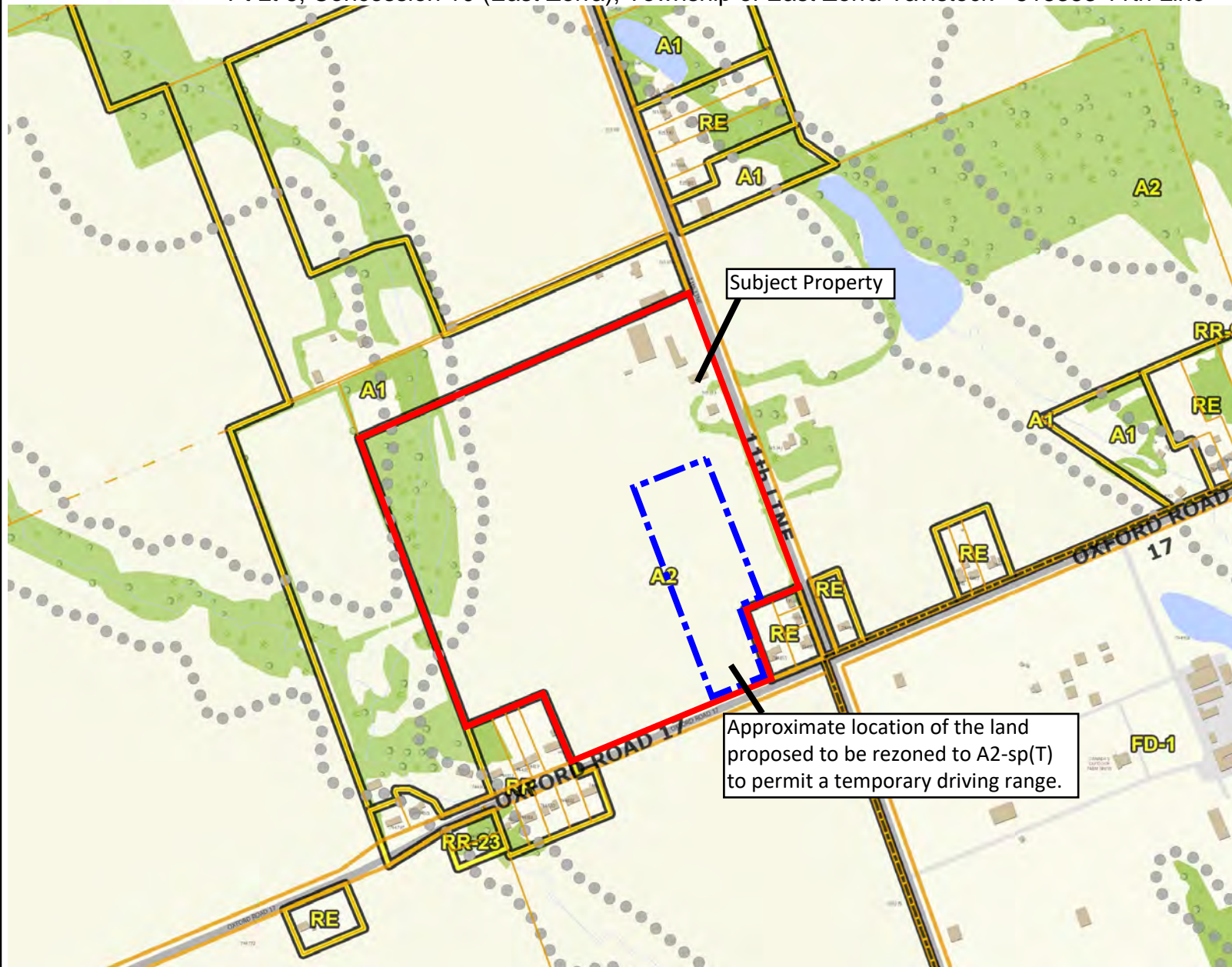
**Authored by:** *original signed by*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission:** *original signed by*

Gordon K. Hough, RPP  
Director





### Legend

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
  - Regulation Limit
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

### Notes



0 205 409 Meters

NAD\_1983\_UTM\_Zone\_17N



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October 11, 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



0 205 409 Meters

NAD\_1983\_UTM\_Zone\_17N



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October 17, 2022



Pt Lt 6, Concession 10 (East Zorra), Township of East Zorra-Tavistock - 515353 11th Line



**SIERRA**  
GROUP OF COMPANIES

Driving Range Area  
3.3 ha (8.1 ac)

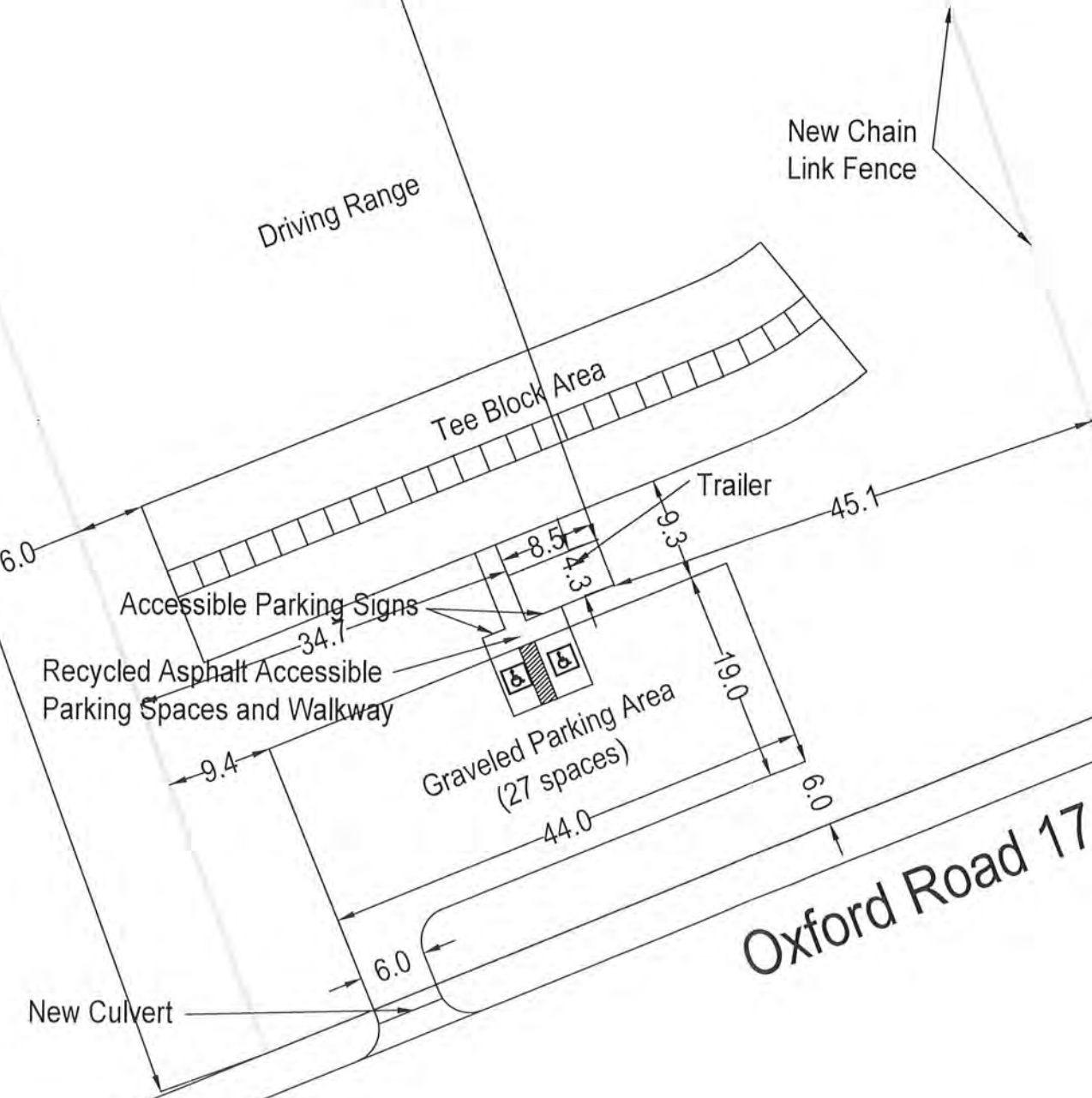
A close-up photograph of a white rectangular road sign with black text that reads "OXFORD ROAD 17". The sign is mounted on a metal post. Above the sign, a yellow rectangular sign with black text is partially visible, showing the word "Oxford". The background shows a paved road and a green grassy area.



Plate 4: Applicant's Sketch (Zoomed In)  
File No: ZN 2-22-06 - The Villages of Sally Creek Inc.  
Pt Lt 6, Concession 10 (East Zorra), Township of East Zorra-Tavistock - 515353 11th Line

Driving Range Site Plan  
July 2022







**Request to deny proposed Zone Change File ZN 2-22-06 – The Villages of Sally Creek Inc.**

11/24/2022

Dear Township of East-Zorra-Tavistock Council:

I am a neighbouring farm owner. I wish to provide these comments for your consideration.

**This zone change application is not consistent with the Official Plan of Oxford**

The Oxford plan states “in order to ensure Oxford’s agricultural industry remains healthy and sustainable for the long term and maintains the flexibility to respond to these challenges, County Council and Area Councils are committed to protecting and preserving the prime agricultural area of the County for agricultural uses for the long term. This is to be accomplished by designating all lands that are located outside of settlements in Oxford County as a prime agricultural area...”. The prime agricultural land in this application is outside any settlement area and therefore should be afforded the protections that are directed by the plan. Dismissal of this application would demonstrate that Council will uphold the intent of the plan.

**Approval of this application will forever remove this land from agricultural use and significantly alters the agricultural productivity of the remaining land on the property**

The current owner purchased the land recently for above agricultural market rate. While the owner has requested that the scope of this change is temporary, as the owner is a home builder, we can infer that this application also seeks to gradually remove the land from agricultural protection. Therefore, if this zone change is permitted, the affected acres of this prime agricultural land will most likely be permanently removed from agricultural production in the township. Further this application also significantly erodes the agricultural value of the remaining land on the property by cutting a large section out of the centre of the field. This introduces many more turns for field equipment and makes the remaining area much less efficient for agricultural crop production.

**The applicant has not proved to be respectful of the planning protections of agricultural land and farm neighbours**

The proposed zone change area has already been removed from agricultural production ahead of Council’s consideration of this application. Also, in 2022, the applicant did not maintain the area at the south end of the proposed zone change location near the road and undesirable weeds from this area spread to our field across the road. This area was always well maintained by the previous owner as a normal farm practice.

With these comments, I would request that Council denies this zone change application.

Valerie Hobbs, property owner, 515275 11<sup>th</sup> Line

November 7th, 2022

Susanne Hughes

The Villages of Sally Creek Inc.,  
190 Fairway Rd,  
Woodstock, ON,  
N4T 1W3

Dear Graham:

It has been a distinct pleasure to speak directly with you on occasion concerning the prospect of a driving range to be constructed by Sally Creek next to my property, Lot 6 Con. 10. To be notified of this prior to the application is much appreciated.

On Friday November 4, 2022 I received in the mail a notice of the application from Oxford County Community Planning Office of your application for Zone Change to permit a driving range for a temporary period of time.

Let it be known – personally at this time, I'm not opposed to this application.

Regards,  
Susanne Hughes

---

**Oxford County Federation of Agriculture**

275789 27th Line  
Lakeside, Ontario N0M 2G0

**Dustin Robson, RPP, MCIP**

Development Planner  
Community Planning  
County of Oxford  
21 Reeve Street  
Woodstock, Ontario N4S 3G1  
(519) 539-9800 x3211  
[drobson@oxfordcounty.ca](mailto:drobson@oxfordcounty.ca)



---

November 9, 2022

The Oxford County Federation of Agriculture would like to respond to the following application:

Application for Zone Change  
File No. ZN2-22-06  
The Villages of Sally Creek Inc.  
E Pt Lot 6, Concession 10 (East Zorra)  
515353 11<sup>th</sup> Line  
Township of East Zorra-Tavistock

Dear Mr. Robson and the Land Planning Committee,

The Oxford County Federation of Agriculture (OCFA) represents over 1,400 farm businesses in Oxford County. We are the local affiliate of the Ontario Federation (OFA), Canada's largest voluntary general farm organization which represents more than 38,000 farm family businesses across Ontario. These farm businesses form the backbone of a robust food system and rural communities with the potential to drive the Ontario economy forward.

Based on census data and new research gathered, it shows that Southwestern Ontario lost more than 72,000 acres of prime agricultural land to urban development between the years 2000 to 2021, Ontario's agricultural land declined from 12.6 million acres in 2011 to 12.4 million acres in 2016 to 11.7 million acres in 2021, a rate

of loss equal to 116,478.4 acres per year, which in turn computes to **a loss equal to 319.12 acres per day**. Ontario agricultural lands occupy less than 5% of the province's overall land area. More specifically, approximately 50% of Class 1 prime agricultural land is located in Ontario alone. Our agricultural lands are a finite and shrinking resource that all Ontarians benefit from, not only for the ability of these lands to provide us with a secure supply of safe, affordable and environmentally sustainable food, fibre and fuel but also for the concurrent environmental and ecological goods and services that all Ontarians derive from our agricultural lands.

Despite occupying less than 5% of Ontario's overall area, agriculture and agri-food processing are Ontario's number one economic drivers. In 2019, Ontario's agriculture and agri-food sector, from field to fork, contributed \$47.28 billion to Ontario's economy and supported 860,494 jobs. Decision makers must never lose sight of this reality when making decisions about future agricultural land loss to development for population and employment growth.

OCFA would like to provide input on the proposed rezoning of agricultural land to low density, and instead encourage medium to high-density residential, should any development take place, as well as to rezone it to commercial recreation. To quote from the Ontario Federation of Agriculture, "Agriculture is Southern Ontario's principle resource-based land use. Protecting Ontario's prime agricultural areas for their long-term agricultural use is a key provincial policy objective, noted not only in the Planning Act [section 2.(b)], but also in the Provincial Policy Statement. Retaining our finite and shrinking agricultural lands for the production of food, fibre and fuel is critical, and supportive of Ontario's family farm businesses, farm input supply businesses and food processing businesses."

The OCFA **does not support** the proposed rezoning application. Put simply, agriculture in this area has always been the backbone of our economy. Agriculture will always be here, because people will always need to eat, and we are so fortunate to have the best farmland in North America. The requirement for quality farmland has never been clearer in the past 18 months, as the world navigates through the pandemic. We need Ontario farms to give consumers the opportunity to fill their plates with high-quality provincially grown food. We know that where our food is grown holds significant importance and consumers are looking for locally grown produce, meats, dairy and other agri-food products. We saw supply chain challenges between our trading partners at the outset of the COVID-19 pandemic. Farmers across Ontario have stepped up to the plate to keep the most vulnerable in our communities fed during this time of uncertainty.

We ask you to consider these points and join us in the call for a managed growth plan that protects prime agricultural lands in the County of Oxford. When these lands are left in agricultural production, they have the potential to continue to produce food,

jobs, and environmental benefits in perpetuity. That is not a potential that should be overlooked hastily.

Oxford County Federation of Agriculture (OCFA) Board of Directors would like to thank you for your consideration of this matter, and we request to be notified of any opportunities to provide input, receive staff reports, or additional information about this proposal.

Sincerely,

***Dirk Boogerd***

(Dirk Boogerd)

President

Member of the OCFA Land Use Committee

Oxford County Federation of Agriculture

<https://www.oxfordag.ca/>

<https://www.facebook.com/oxfordagriculture/>

<https://www.instagram.com/oxfordcountyfederationofag/>

[https://twitter.com/county\\_oxford](https://twitter.com/county_oxford)



"We are a local, general farm organization affiliated with the Ontario Federation of Agriculture (OFA) and are dedicated to uniting the farming community through grassroots leadership and co-operation to address rural concerns."



East Zorra Tavistock Letter to Council

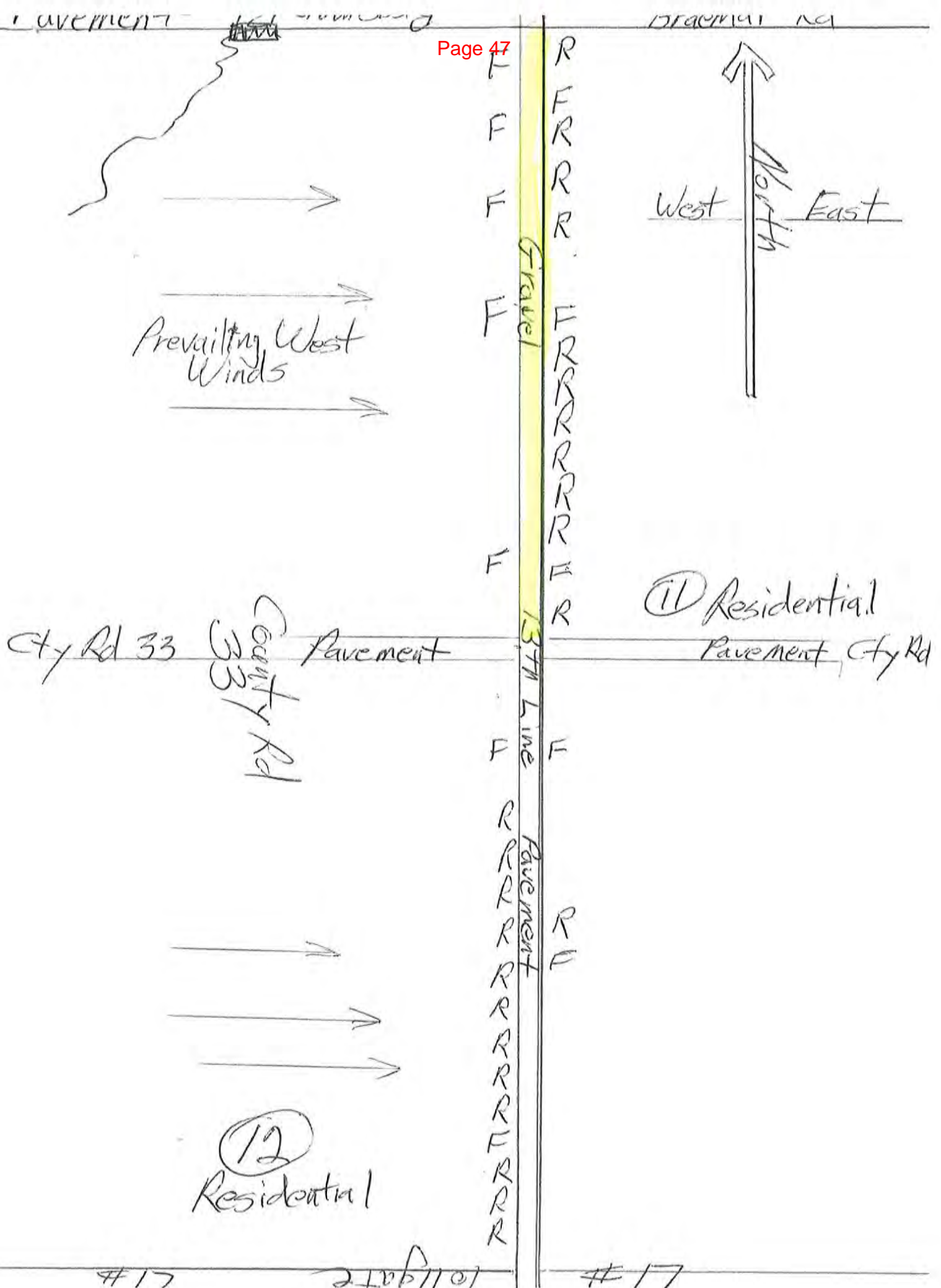
November 9, 2022

It's way over due for the Township to make some improvements on our road. We petitioned of the residents, as I'm sure you share the same thoughts as I do. The dust control on our section of road from County Road 33 to the Bramaer Road, are to say the least unacceptable. This isn't just my complaining as I have heard from others as well on this section of the 13th Line. Over the past several months the dust control has never really done the job. In the late spring they grade the road and apply chemicals to help settle the fines and compact the road gravel. The first time the grader grades the road again, should it get bumpy, we are back to the dust. They graded the road again last week and wow you can't do anything outside and your vehicle is now road dust grey instead of the factory colour you picked. I have taken the time to do a small study on the problem taking into consideration of the health issues, the environmental impacts, the loss of the opportunity to enjoy outdoor activities, and a dirty everything in our yard including the house, buildings, vehicles etc. We can't even open our windows, enjoy the fresh air on our front porch, or work in the garden.

So here's my proposal. I have looked at the section of the 13<sup>th</sup> Line from Tollgate Road #17 to County Road 33 already paved. I counted twelve residential dwellings on the West side of the road, and one on the East. It has been paved or Tar and Chip Gravel for many years. The West side would get no dust to speak of as the prevailing winds here are from the West. Our section however, all gravel has eleven residential homes on the East side and none on the West side, so we endure all the dust. It's about time that we as tax payers see a much needed paved road out front. This will improve property values, life styles, and enjoyment of our homes and personal property. The section of the 13<sup>th</sup> to the north have in the past agreed with my views. It may be a suggestion to have the rest paved right up to #8 at Hickson at the same time or as a phase two of Township enhancement. There are not as many residential homes there.

Wayne and Jane Uncer and the Residents of the 13<sup>th</sup> Line.

Please find attached the signed petition and other comments etc.





## **East Zorra Tavistock Township**

### **13<sup>th</sup> Line Appeal for Better Road Conditions and Improvements**

The residents of the 13<sup>th</sup> Line from County Rd. 33 north to County Rd. 8 are requesting the Township Council take the necessary steps for better dust control at a very minimum. It would however be more feasible to consider paving the 5.8 kilometer distance. Several residential properties are on the east side of the road and with the prevailing winds from the west, dust is a constant issue. The crops as well, be it market garden or livestock feed, are heavily coated with road dust. It is a wasted effort to wash our vehicles as the next day they are covered in road dust. Most residential residences are fairly close to the road due to standard setbacks. Keeping them looking good is impossible. The air quality for outdoor activities is fairly restricted. Simply enjoying any outdoor activity is not only thought of as a dirty dusty adventure but a health hazard. If you live in the country you expect country air, including farm smells from time to time but dust doesn't have to be a daily pollutant.

There are 19 properties on the downwind side or east side of the 13<sup>th</sup> Line of which 12 are residential only and the others are farm residences. There are 8 on the upwind or west side and they are all farm residences. I suspect a fairly healthy tax is gathered from the 27 related properties and we feel a need for improvement is well justified.



## East Zorra Tavistock Township

13<sup>th</sup> Line Appeal for Better Road Conditions and Improvements

Property #

Land Owner

615840

ref 11 10 20

615840

B McDonald

615852

Don Mayne

615834

Sodill

615694

Heathley Genter

615628

Pat Gilman

615659

Clare West

616146

Merkey

615920

Chapin Clum

615682

Don Dr.

615636

The Queen

615706

for bank

615996

Lorry Odell

615918

Conna Wilson

615760

Ellen Gregory

615664









## #6.a

Placeholder page for Agenda Item 6.a –  
Conferences & Seminars



#6.b

Placeholder page for Agenda Item 6.b - County  
Council – Update & Questions

#6.c

Placeholder page for Agenda Item 6.c –  
Staff Reports and Questions for Staff



## EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD

### MINUTES of the Meeting held

**November 15, 2022**



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

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

Regrets: N/A

Confirm Agenda Moved by: Liam McCreery  
Seconded by: Matthew Gillespie  
Resolved that the Board approves the agenda for the November 15, 2022 meeting, as printed and circulated.

**CARRIED**

Pecuniary Interest None declared.

Confirm Minutes Moved by: Liam McCreery  
Seconded by: Matthew Gillespie  
Resolved that the Board approves the minutes of the September 21, 2022 meeting, as printed and circulated.

**CARRIED**

### Correspondence

- OPP – 2023 OPP Billing Package
- Solicitor General – CSPA 2019 & OPP Detachment Board Update
- OAPSB Zone 4 – September 28, 2022 Minutes

Delegations & Appointments

- N/A

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**Reports**

## OPP Policing Reports

- September 2022 Police Reports
- October 2022 Police Reports
  - Oxford OPP Detachment Commander Tony Hymers presented the September and October, 2022, policing reports to the Board.
- Verbal Reports from Meetings/Conferences/Seminars etc.
  - N/A

**Other Business**

- Discussion regarding OAPSB and OAPSB Zone 4 memberships for 2023. This will be discussed at the January, 2023 Police Services Board Meeting.
- Discussion regarding safety concerns with the intersection of County Road #59 and County Road #33, given the number of automobile collisions at that location.

Moved by: Liam McCreery

Seconded by: Matthew Gillespie

Resolved that the Board recommend to the County of Oxford and the Township of East Zorra-Tavistock that appropriate traffic calming measures be implemented at the intersection of County Road #59 and County Road #33;

And that a letter be sent to both the County of Oxford and Township of East Zorra-Tavistock in this regard.

**CARRIED**

## Adjourn

Moved by: Liam McCreery

Seconded by: Matthew Gillespie

Resolved that the Board does now adjourn at 1:46 p.m.

**CARRIED**

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Will Jaques, Secretary

---

Robert Rudy, Chairperson





*EAST ZORRA-TAVISTOCK  
POLICE SERVICES BOARD*

Box 100 / 90 Loveys Street  
Hickson ON N0J 1L0



Email: [psb@ezt.ca](mailto:psb@ezt.ca)

Phone: 519-462-2697

Web: [www.ezt.ca](http://www.ezt.ca)

Fax: 519-462-2961

November 16, 2022

Mr. Frank Gross, C.Tech  
Manager of Transportation & Waste Management Services, County of Oxford  
21 Reeve Street, PO Box 1614  
Woodstock, ON N4S 7Y3

**Re: Request for further Traffic Calming Measures – Intersection of Oxford County Roads #59 & #33**

Dear Mr. Gross:

At its November 15, 2022, Meeting, the Township of East Zorra-Tavistock Police Services Board considered and passed the following resolution:

*Moved by: Liam McCreery*

*Seconded by: Matthew Gillespie*

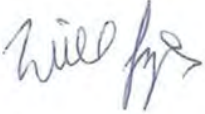
*Resolved that the Board recommend to the County of Oxford and the Township of East Zorra-Tavistock that appropriate traffic calming measures be implemented at the intersection of County Road #59 and County Road #33;*

*And that a letter be sent to both the County of Oxford and Township of East Zorra-Tavistock in this regard. **CARRIED.***

As background, the Board wrote to the County of Oxford in September, 2020, requesting that a traffic study be completed for the intersection of County Road #59 and County Road #33. The Board appreciates the County's efforts in completing a traffic study, and understands that there will be some improvements coming shortly to this intersection as a result of the study. However, in the Board's opinion, the proposed improvements continue to fall short of ensuring that the eastbound/westbound traffic on County Road #33 can safely cross County Road #59, and feel that the only safe way for this to occur would be by fully stopping the traffic (through an all-way stop) or by significantly slowing down the speed of traffic (through a round-about etc.) on County Road #59, given the number of high speed collisions that continue to occur at this intersection. As such, the Board feels that further investigation into traffic calming methods on County Road #59 is warranted, beyond the proposed improvements that are to be implemented.

Please do not hesitate to contact me should you require any further clarification at all.

Yours truly,

A handwritten signature in blue ink, appearing to read "Will Jaques", with a stylized flourish at the end.

Will Jaques  
Board Secretary

Cc: Mayor and Council, Township of East Zorra-Tavistock  
Warden and Council, County of Oxford  
Robert Rudy, Chair (East Zorra-Tavistock Police Services Board)

# STAFF REPORT

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Report #CI O2022-12

To: His Worship the Mayor and Members of Council

From: Meaghan Vader, Corporate Initiatives Officer

Re: EZT-RFT-22-08 Witzel **Drain** Bid Award

Date: November 30, 2022

## Background:

In accordance with By-law 2022-024 – Witzel Drain 2022, a Request for Tender, EZT-RFT-22-08 Witzel Drain, was issued on Bids and Tenders on Tuesday November 10, 2022, with a closing date of Tuesday November 29, 2022, at 2:00 pm.

There were 11 registered plan takers. Three 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 A.G. Hayter Contracting Ltd. in the amount of \$309,746.00, exclusive of taxes. A **copy of the Compliant Bid Summary is attached for Council's reference.**

## Discussion:

The RFT also requested the submission of pricing for provisional items, for upsizing tile if deemed necessary through consultation with the drain property owners. Provisional pricing was received in the amount of \$32,650.00. A stakeholder meeting will be held with each of the drain property owners and the Township to determine if any provisional items will be used. The cost will be borne by the drain property owners as part of the drain billing costs.

All Bidders were also required to include contingency pricing. Contingency pricing was received in the amount of \$17,750.00.

## Financial Implications:

The budget for the construction of the Witzel Drain 2022 was \$325,500. The recommended award including the contingency and provisional pricing as noted above is \$360,146.00, and is within the 33% allowance to award as authorized by the Drainage Act, R.S.O 1990.



Attachments:

- **Appendix 'A'** - EZT-RFT-22-08 Compliant Bid Summary

Recommendation:

1. That Council accept the bid from A.G. Hayter Contracting Ltd. in the amount of \$360,146.00 including provisional work and contingency;
2. And further that Council authorizes the CAO/Treasurer to sign the contractual agreement with A.G. Hayter Contracting Ltd., as provided in the bid document package EZT-RFT-22-08.

Reviewed by C.A.O:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Meaghan Vader  
Corporate Initiatives Officer



**EZT-RFT-22-08**  
**Witzel Drain**  
**Opening Summary**

Closing Date: Tuesday, November 29, 2022 at 2:00:00 PM

|   | Company Name                             | Date/Time of Submission                   | Schedule of Items and Prices - Appendix C | Compliant? Y/N | Special Notes |
|---|--|---|---|----------------|---------------|
| 1 | Van Bree Drainage and Bulldozing Limited | Submitted<br>Mon Nov 28, 2022 4:14:20 PM  | \$390,385.00                              | Y              |               |
| 2 | Robinson Farm Drainage                   | Submitted<br>Tue Nov 29, 2022 9:43:28 AM  | \$367,767.00                              | Y              |               |
| 3 | A.G. HAYTER CONTRACTING LTD.             | Submitted<br>Tue Nov 29, 2022 12:09:05 PM | \$360,146.00                              | Y              |               |

Proposals Opened by: Meaghan Vader  
Witness: Andrea Rice

# STAFF REPORT

Report #CBO2022-17

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

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

Date: November 30, 2022

## Departmental Highlights:

- None

## Legislative Updates:

- Proposed update to the OBC received.

## Monthly Permit Activity:

### Permit Summary

|                                 | No. of Permits | Permit Value    | Permit Fees  |
|---------------------------------|----------------|-----------------|--------------|
| October 2022                    | 26             | \$5,061,709.60  | \$39,013.96  |
| Year to Date – October 31, 2022 | 212            | \$53,493,569.92 | \$264,349.49 |

### Permit Values and Fees

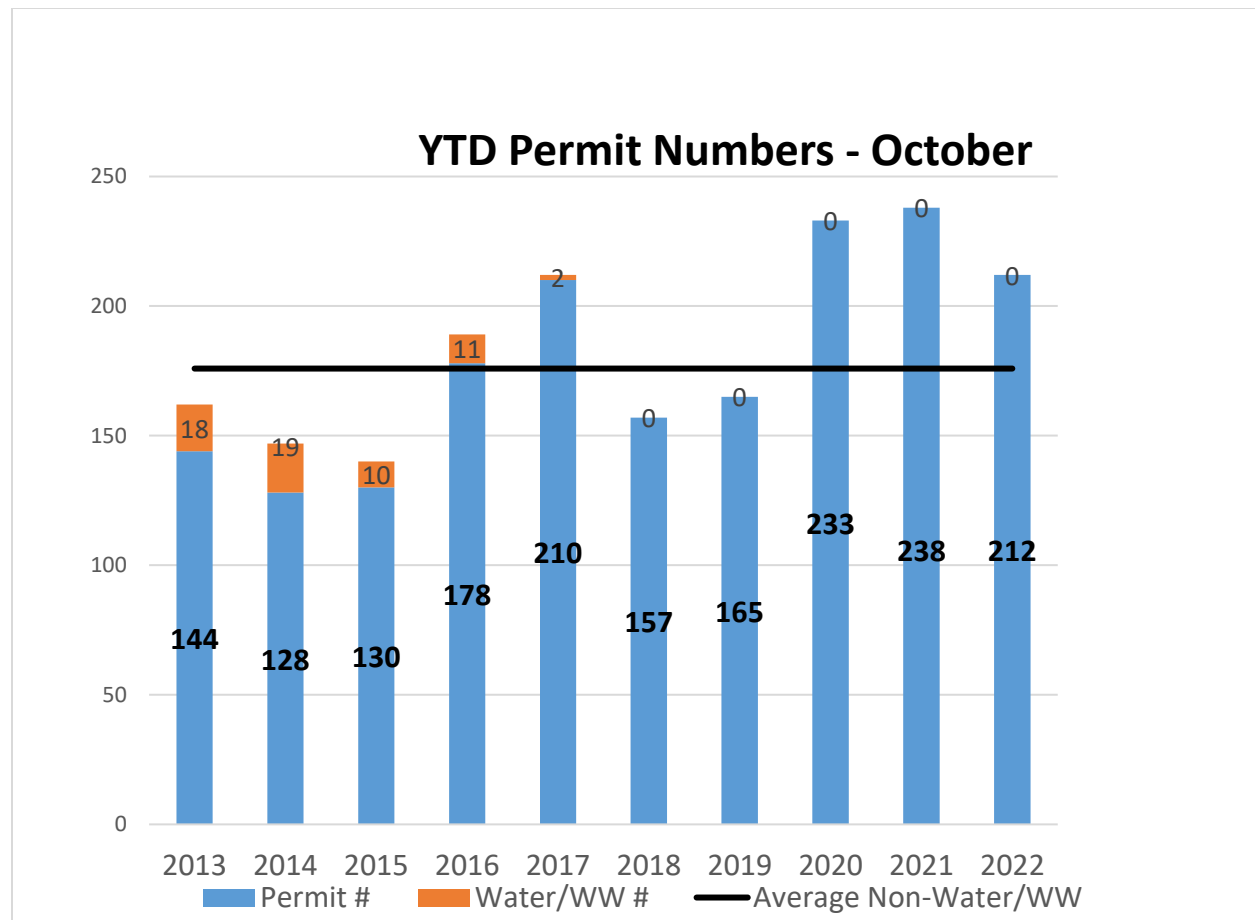
| Project                 | Cost of construction | Permit fees total |
|-------------------------|----------------------|-------------------|
| Garage addition         | 75,000               | 909.65            |
| Reno kit, bath, walls   | 120,000              | 520.00            |
| Dental office           | 112,000              | 1,669.48          |
| SFD                     | 720,000              | 3,166.23          |
| SFD                     | 800,000              | 4,676.25          |
| Covered deck            | 35,000               | 174.00            |
| SFD                     | 850,000              | 5,478.25          |
| SFD                     | 600,000              | 4,062.42          |
| Septic system           | 40,000               | 577.00            |
| Demolition              | 5,000                | 116.00            |
| Res addition            | 200,000              | 1,616.09          |
| Multi family dwelling   | 1,182,249            | 9,566.42          |
| Finish basement         | 30,000               | 347.00            |
| Sprinkler system        | 800                  | 347.00            |
| Attached garage & porch | 12,000               | 924.00            |

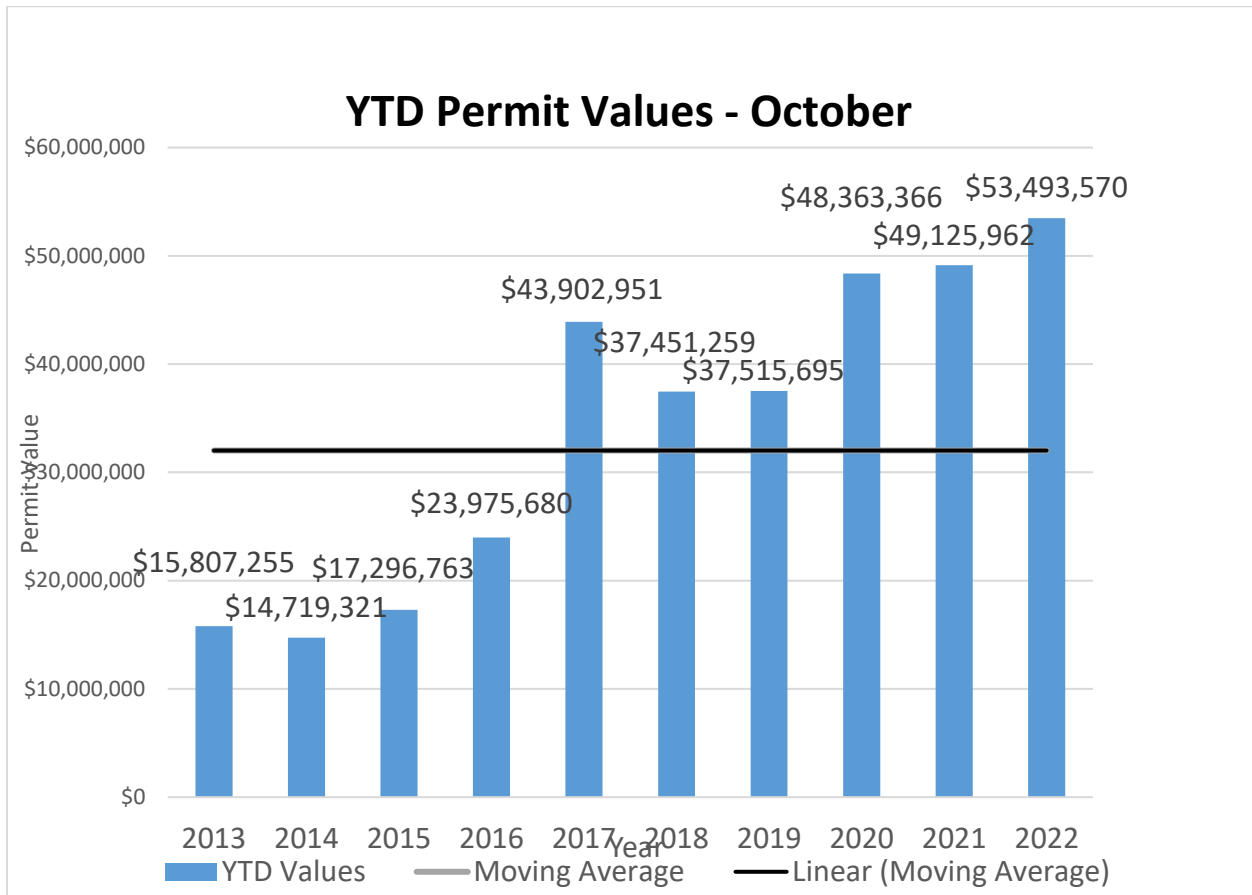


Staff Report – Building, Development and  
Drainage Monthly Report

Page 2

|                              |                     |                  |
|------------------------------|---------------------|------------------|
| Renovation                   | 40,000              | 1,560.00         |
| Attached garage breezeway    | 88,000              | 1,189.17         |
| Above ground pool            | 9,000               | 116.00           |
| Deck                         | 9,000               | 174.00           |
| Foundation only (drive shed) | 11,000              | 202.00           |
| Pool house                   | 18,000              | 349.00           |
| Deck                         | 11,661              | 174.00           |
| Commodity bunk               | 60,000              | 578.00           |
| Covered porch                | 10,000              | 174.00           |
| Deck                         | 15,000              | 174.00           |
| Deck extension               | 8,000               | 174.00           |
|                              | <b>5,061,709.60</b> | <b>39,013.96</b> |





### Status of Development Matters:

#### Ward 1 - TAVISTOCK

|                               |  |  |
|-------------------------------|--|--|
| *The Ponds<br>(Phase 3)       | 33 SFD                                   | Plan 41M-335<br>Plan 44M-68<br>Minor Items remain outstanding.     |
| The Orchards<br>(Phase 1)     | 16 SFD<br>6 Semi Units<br>39 Condo Towns | Plan 41M-321<br>Warranty item identified for developer.            |
| The Orchards<br>(Phase 2)     | 48 SFD<br>2 Semi Units                   | Plan 41M-353<br>Permits Issued.                                    |
| The Orchards<br>(Phase 3)     | 52 SFD<br>6 Semi Units                   | Plan 41M-371<br>Permits Issued.                                    |
| Gateman Homes<br>(Jacob St E) | 13 SFD<br>10 Semi Units                  | Plan 41M-363<br>Permits Issued.                                    |
| Mill-Gate Homes<br>(Phase 1)  | 61 SFD<br>1 Infill Lot                   | Site Servicing progressing. Waiting on Hydro and Gas installation. |

Staff Report – Building, Development and  
Drainage Monthly Report

Page 4

Ward 3 - INNERKIP

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

Drain & Streetlight Locate Summary:

Status of Drainage Matters:

| Drain Name                      | Status  |
|---------------------------------|---|
| McLean Drain                    | Section 78 received, and Section 40 received.<br>Petition restarted – Section 4 Proposed (New Drain).<br>Report and design work underway.     |
| Tavistock 1974 &<br>1979 Drains | Relocation of drains proposed for new residential<br>developments. Walkthrough complete, minor<br>deficiencies noted. Waiting on camera work. |
| Parker Drain                    | Tender process complete. Construction to begin Fall<br>2023   |
| Witzel Drain                    | Report complete.  |



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 #PW2022-12

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – December 2022 Council Report

Date: November 30, 2022

## Departmental Highlights:

- The Township graders have been out shaping the roads as weather has permitted, over the last few weeks. With the roads still being soft, the moisture from the November snow caused our gravel roads to lose their shape and we had an increase in the number of potholes. The roads have now been re-graded and re-shaped. Staff will continue to work on the roads until they freeze up.
- Public Works staff have attended additional training over the last couple weeks. Staff has attended online snowplow training, and the Township hosted a chainsaw course on December 1<sup>st</sup> and 2<sup>nd</sup>. The practical chainsaw training was completed at the W. Leslie Dickson Arboretum. I would like to thank Upper Thames River Conservation Authority for allowing us to use the site for the training. Staff removed hazard trees that were identified by the UTRCA.
- Final street sweeping for the year in Tavistock and Innerkip is currently being completed. The early snow falls in November pushed the sweeping back a couple weeks.
- Public Works staff has completed preparation for the upcoming season. Fire hydrant markers, salt boxes and snow fence have been installed for the winter. All plows are harnessed and ready for winter control.
- Public Works staff will be starting to trim trees along the roadways in the coming weeks, unless winter control is required.
- Township Staff will be allocating time to the 2023 budget creation over the next month for both Roads and Parks and Recreation.

- Oxford County has provided an update on the Automatic Speed Enforcement (ASE) program (photo radar), which is attached as Appendix 'A'.

### Parks and Recreation

- Over the last couple months, the facilities have been busy with asset management and annual inspections. These inspections have come with some recommendations for upgrades to our facilities. Some items are for future budget considerations, and some are more immediate. Staff will be planning for these items during the budget process. Some of the items for budget consideration over the next couple years will be the replacement of the chiller and compressors in the Arena. The lift (elevator) in the Arena will be getting upgraded to meet current standards, and we will be installing an accessible door control for the upper door leading to the viewing stands. The plan is to install the door control and complete the lift upgrade this year, or early in January 2023. The lift retrofit could take 3 weeks to complete and the lift will be out of service during that time.
- Starting Monday December 5, 2022, Community Social and Walking will be available at the Memorial Hall on Monday and Wednesday mornings from 8:00 am to 12:00 pm., excluding December 7<sup>th</sup> and December 21<sup>st</sup> due to previous rentals.
- A few additional dying trees in Tavistock Queen's Park will be removed in the coming weeks.
- All Parks and Facilities have now been winterized for the winter season.

### Status of Significant Capital Projects:

| Capital Project                                 | Current Status          |
|---|-------------------------|
| Box Culvert #2012 replacement                   | Substantially complete. |
| Zorra/EZT Bridge Rehabilitation                 | Substantially complete. |
| John/Henry Streets re-construction in Tavistock | Substantially complete. |



| Capital Project   | Current Status  |
|-------------------|---|
| Capital Equipment | Pickup truck plow- received<br>Grader roller-received<br>Utility tractor- received<br>Pick up truck- received<br>Retriever (Claw)- received |

Attachments:

1. **Appendix 'A'** - Oxford County Automated Speed Enforcement (ASE) update.

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

## Public Works MEMORANDUM

**TO:** Oxford County Area Municipal Councils

**FROM:** David Simpson, Director of Public Works

**DATE:** November 11, 2022

**RE:** **Automated Speed Enforcement (ASE) Update**

---

In May 2017, the Legislative Assembly of Ontario passed Bill 65, the Safer School Zones Act. This bill included provisions such as authorizing municipal use of the automated speed enforcement (photo radar) in school zones and community safety zones.

While the province enacted Ontario Regulation 398/19 - Automated Speed Enforcement under the Highway Traffic Act (HTA) in 2019, a 180 Day Parliamentary review of ASE implementation by other municipalities (i.e. City of Toronto, City of Ottawa) was subsequently planned to be undertaken by the Ministry of Transportation in 2020, but was then postponed due to COVID. Oxford County, like many municipalities, has been awaiting the outcome of this review in order to assess overall ASE program viability and inform their planning, violation processes and business case development for potential ASE program implementation.

Our ongoing liaison has recently confirmed that the province is no longer planning to undertake the noted Parliamentary review, rather they have started to carry out preliminary analysis of ASE program implementation by a number of municipalities to date. However, given the recency of implementation of the provincial ASE program, the province has confirmed that they still have relatively little data from many of the participating municipalities who have chosen to implement and/or pilot ASE to date. They have indicated that further work is required to ensure the preliminary results are robust enough to share with stakeholders and have not committed to a specific timeframe for release at this time.

It is also recognized that the ASE program was originally envisioned to operate with the municipal application of Provincial Offences Act (POA) processes; however, several municipalities who have proceeded with ASE implementation are experiencing significant backlogs within their Provincial Offences Courts. Currently, the province is now shifting towards the application of an administrative monetary penalty system (AMPS) for ASE violations, which once fully developed, will ultimately facilitate the administration process and enable municipalities to expand the program to other areas, such as red-light camera (RLC) and automated school bus camera offenses (ASBC).

The ASE evaluation results, alongside municipal feedback, will help inform recommendations towards the future of Ontario's automated speed enforcement framework and associated speed violation processing. Once there is sufficient certainty around ASE legislation and overall program viability, responsible detailed financial implications, violation processes (AMPS) and proposed funding sources required for potential ASE implementation may be included in future County Business Plan and Budgets as a new initiative for Council's review and consideration.

In the interim, County staff are currently working on County-wide Community Safety Zone (CSZ) assessment based on the CSZ criteria and warrant process that was adopted by County Council in September, 2021. Following County-wide application of the CSZ criteria, the eligible areas for CSZ will be identified and presented to County Council in Q1, 2023. This information will subsequently be shared with Oxford County's Area Municipalities.

Oxford County staff participated on Ontario Traffic Council (OTC) ASE Municipal Working Group and have helped to inform OTC's development of Guidelines for municipal ASE (<https://www.aseontario.com/about-ase>), and continue to participate on the OTC AMPS Municipal Working Group. Like the Township of South-West Oxford, the County has been active in advocacy and building municipal support for the potential ASE program implementation.

A handwritten signature in black ink, appearing to read 'David Simpson', with a stylized flourish at the end.

David Simpson, P.Eng., PMP  
Director of Public Works

# STAFF REPORT

Report #FC2022-11

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – December 2022 Council Report

Date: November 30, 2022

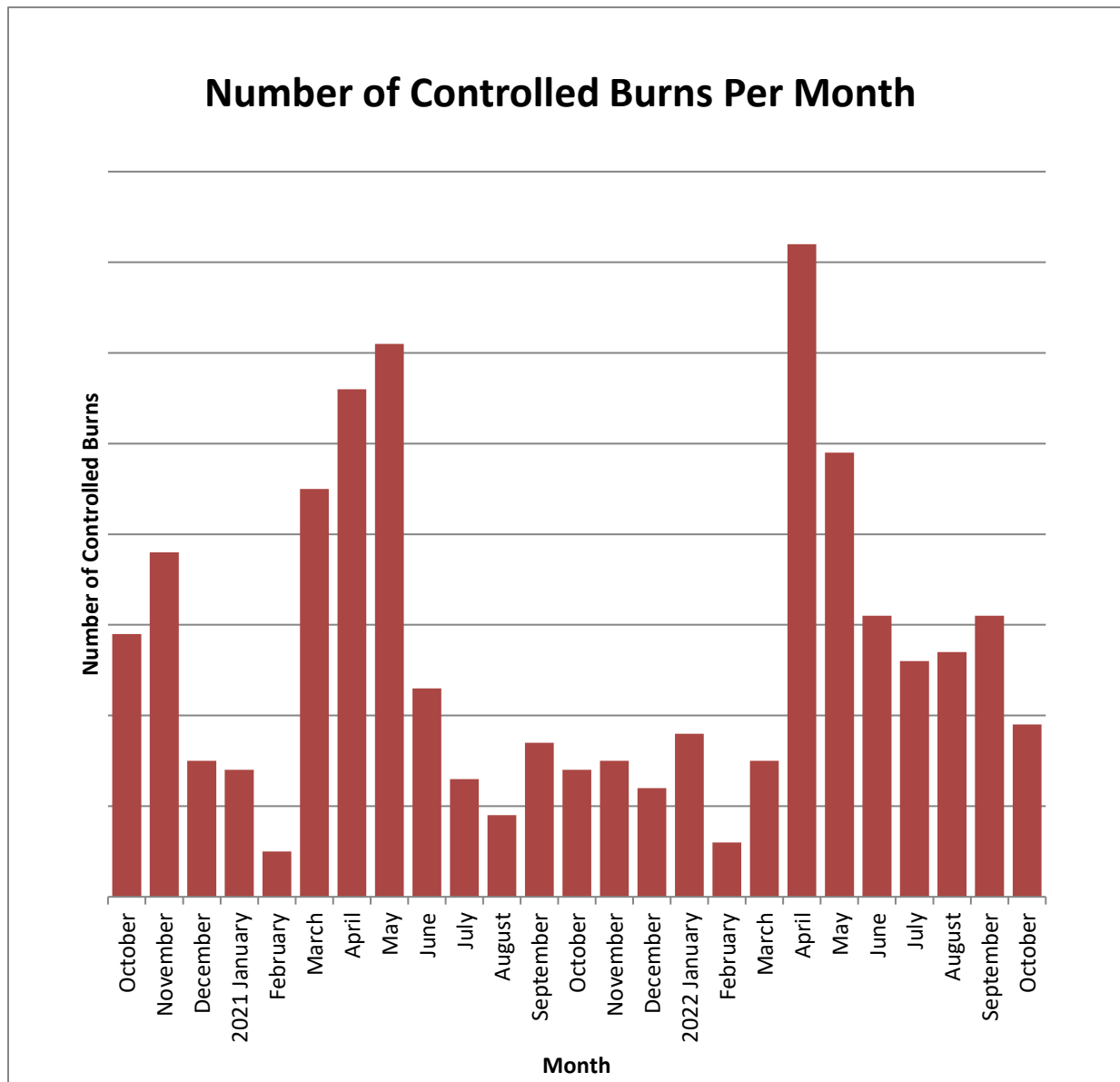
## Departmental Highlights:

### Fire Department:

- Both Hickson and Innerkip Stations have chosen new firefighters for the 2023 year, sending 5 recruits. Tavistock will be doing their interviews for future firefighters in January, which will make them part of the 2024 recruit class.
- Recruit graduation ceremony will be on November 16<sup>th</sup>. At this point, barring any unforeseen retirements, we will be looking for 5-6 new firefighters for the 2023 RFSOC recruit class.
- December tends to be a quiet month for attending training, but there are 8 firefighters enrolled to take NFPA 1072 Haz Mat Awareness training early in January, with the new recruit class starting on January 4<sup>th</sup>. We have 1 other firefighter registered to take NFPA 1021 Fire Officer 1 in January, as well.
- FPO Hayman has been in contact with PeopleCare in Tavistock and they have completed their mandatory fire drill, with only the inspection to be finalized. The Maples has completed both their mandatory inspections and fire drills. FPO Hayman is in the process of following up on a property related to a fire call, contacting the new school in Innerkip, and he also did an inspection of a home seeking to becoming a licensed home daycare.
- For the coming holidays, staff will be providing the 12 Tips of Holiday Fire and CO safety messages to the public, via social media. As well, the stations will be providing holiday safety messages, via their electronic signs.

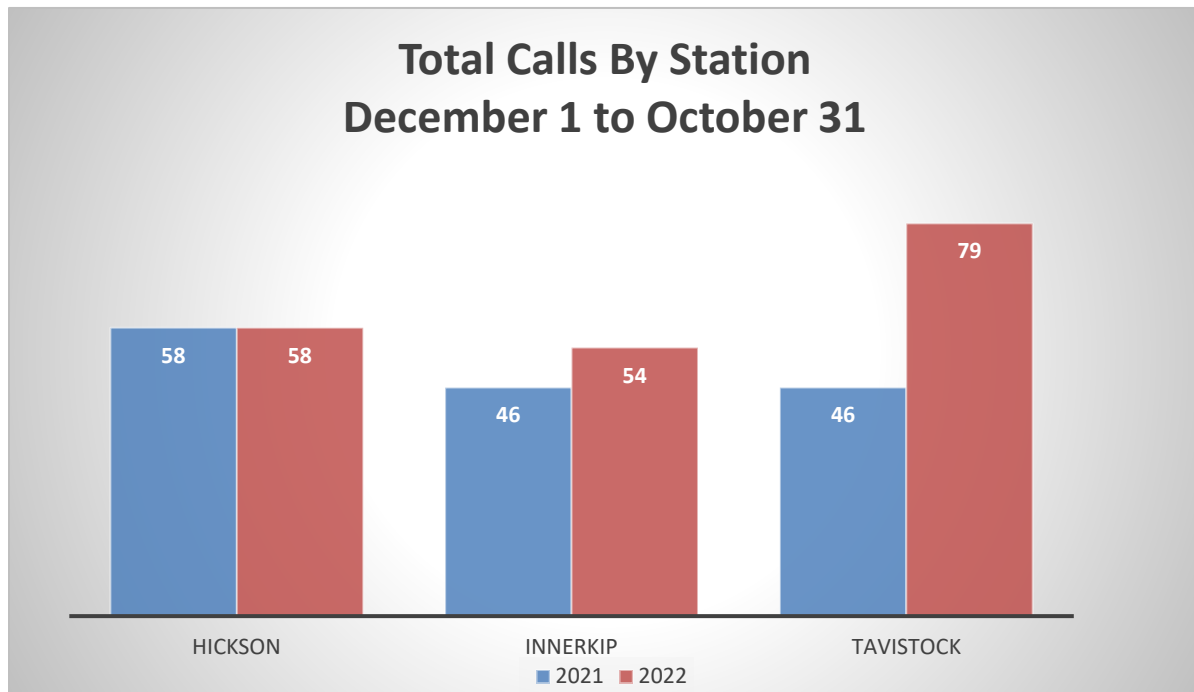


Controlled Burn Approvals:

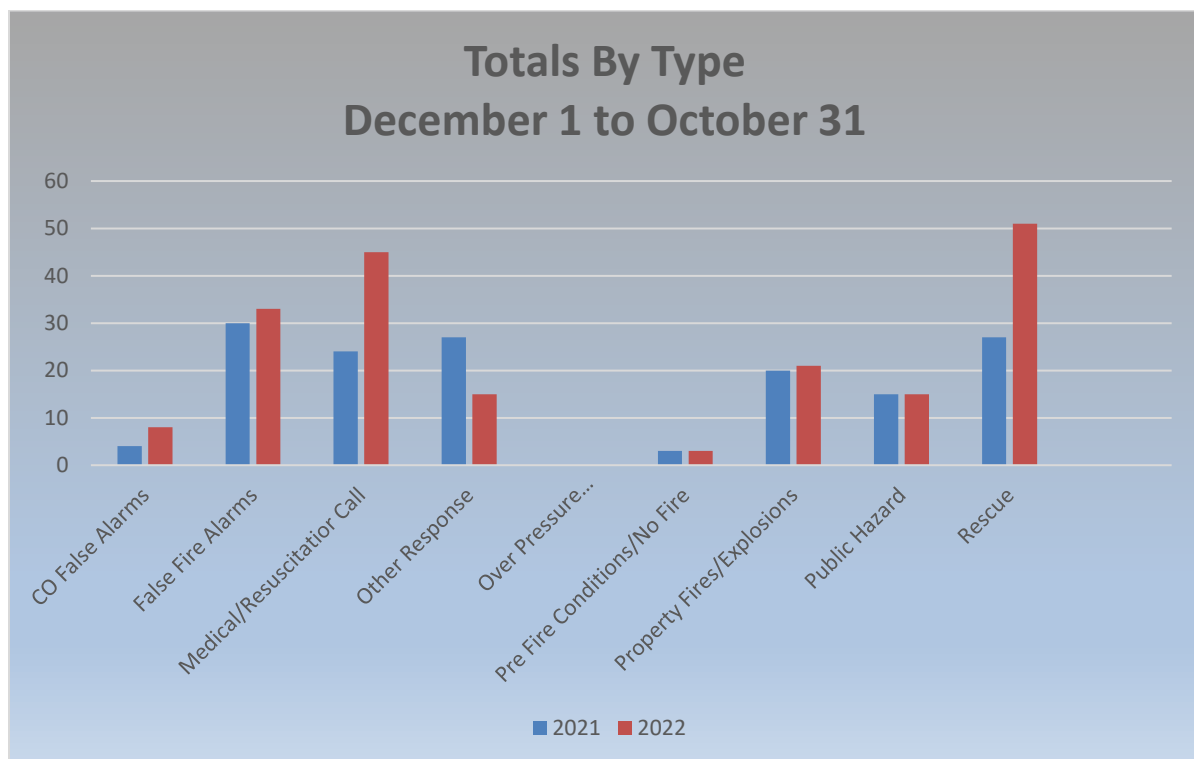


- October (2022): 19
- Year to Date (2022): 294

TOTAL FIRE CALLS FOR 2022 (December 1/21 to October 31/22)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to Oct. 31/22)



Emergency Management:

- Staff continues to meet with Saputo to adjust and upgrade our response protocols in response to their new emergency guidelines. The goal is still to hold full scale training session before the New Year, and work with the 3<sup>rd</sup> party response company to provide ammonia awareness training to the firefighters during the winter months.

Legislation

- None to report.

Recommendation:

1. None. For Council information only.

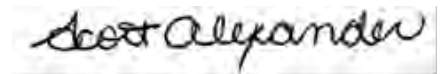
Reviewed by C.A.O.:



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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

Staff Report #FC2022-12

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Driver Certification Program

Date: November 30, 2022

## BACKGROUND:

The purpose of this report is to request Council's support to enter into an agreement with the Township of Norwich to provide driver certification which will ensure adequate training and DZ driver licensing for our firefighters.

In 2015, the Oxford County Rural Municipal Fire Services (known as the Rural Fire Services of Oxford County, or 'RFSOC') commenced their own partnership to provide volunteer firefighter training to its members.

The RFSOC partnership consists of the fire services of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford and Zorra townships. The RFSOC partnership provides community fire and life safety programs such as fire protection, fire prevention, inspections, and public education to their respective communities from five departments, as well as training to thirteen fire stations and approximately 330 volunteer firefighters.

Since its 2015, RFSOC has successfully commenced a shared service agreement with a Joint Training Officer position which has been very successful at coordinating all training for the five rural municipalities. The RFSOC participating municipalities have further identified a need to expand the training provided to include training and testing to Ministry of Transportation Driver Certification for Class DZ driver licensing to volunteer firefighters within the County.

Further, as part of the new legislated firefighter certification which must be completed before 2 years after hire, NFPA 1002 - Apparatus Equipped With A Fire Pump, will become a mandatory course for all new firefighters. A pre-requisite for this course is a having a DZ license.



DISCUSSION:

Staff is seeking Council's support to authorize the execution of an agreement with the Township of Norwich to provide the driver certification training and testing. The responsibilities of each party in the proposed agreement are summarized within the Agreement, which is attached to this report as Appendix 'A'.

All five participating rural municipalities will share the cost of the required audit in the amount of approximately \$4,500. Each municipality will also be responsible for their own instructor costs.

ATTACHMENT:

1. **Appendix 'A'** – Driver Certification Program Agreement with the Township of Norwich.

RECOMMENDATION:

THAT Council authorize the execution of a Fire Department Driver Certification Program (DCP) agreement between the Township of Norwich and the Township of East Zorra-Tavistock, as attached to this report.

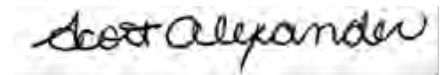
Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Scott Alexander  
Township Fire Chief

**Appendix 'A'**

Fire Services Driver Certification Agreement

BETWEEN:

The Corporation of the Township of Norwich, hereinafter called Township of Norwich, of the First Part

AND

The Corporation of the Township of East Zorra-Tavistock, hereinafter called East Zorra-Tavistock, of the Second Part.

WHEREAS pursuant to the provisions of the Municipal Act, 2001, S. O. 2001, c. 25, s. 20(1) as amended, the parties have enacted By-laws to authorize an agreement between the parties:

AND WHEREAS the above parties wish to exercise a shared services approach to the respective needs for fire service training and testing, specifically Ministry of Transportation Driver Certification for Ontario Class DZ driver licensing;

AND WHEREAS it is deemed expedient to share services between the municipalities to ensure adequate training and testing for Ministry of Transportation Driver Certification for Ontario Class DZ driver licensing to volunteer firefighters is available in each community:

NOW THEREFORE the parties here unto agree as follows:

Services Provided:

1. The Township of Norwich agrees to maintain, in so far as possible, an approved Ministry of Transportation Driver Certification Program for the certification of Class DZ driver licensing and renewals of Class AZ and DZ driver licensing in accordance with Ministry of Transportation Driver Certification Program policies and guidelines.

2. The Township of Norwich agrees to administer the Driver Certification Program on behalf of the above party(s), and maintain all records as prescribed under the Program.
3. The Township of Norwich agrees to maintain a minimum of one approved Signing Authority for training and testing services for Class D licencing, and a minimum of one approved person for training and certifying drivers in Air Brake Endorsement under the Driver Certification Program.

Consideration:

4. The Township of East Zorra-Tavistock agrees to provide the items and personnel as prescribed under Appendix B as part of their participation in the Driver Certification Program.
5. The Township of East Zorra-Tavistock agrees to purchase one share of the total number of municipalities participating in the program of the cost of all expenses incurred by the Township of Norwich for maintaining the Driver Certification Program as outlined under Appendix A of this Agreement.
6. The Township of Norwich will invoice each participating municipality on a quarterly basis, for one share of the total number of municipalities participating in the Program of the estimated cost for the months of March, June, and September. The December invoice will reflect the reconciliation for actual expenses incurred by the Township of Norwich for the calendar year.

Term:

7. The Agreement shall remain in effective for a period of three (3) years from the date of signature. If not expressly renewed in writing or supplanted by a succeeding agreement, this Agreement shall be deemed to have been automatically renewed for a period of indefinite duration unless and until one of the parties provides written notice of termination as contemplated in paragraph eight (8).
8. Notwithstanding the provisions of paragraph seven (7) above, any of the parties may withdraw from the Agreement upon providing 30 days written notice to the other party.

9. In the event that a notice of withdrawal from the Agreement is provided by one or more of the total number of municipalities participating in the Program, the Township of Norwich shall continue to provide the services described in the Agreement to the party or parties withdrawing until the expiry of the 30 days notice period, unless the provision of these services is waived by the party withdrawing from this Agreement.
10. In the event that the notice of termination is provided by one or more of the participating municipalities, the withdrawing municipality or municipalities shall continue to remit and shall be liable to pay to the Township of Norwich the consideration described in Appendix A until the expiry of the 30-day period.

Service Commencement Date:

11. This Agreement shall come into force on the date that all signatories have signed and placed their corporate seals unto.

Indemnity and Limitation of Liability:

12. The parties agree to indemnify and save each other harm, along with their respective councillors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fee, fine surcharge, recovery of expense, including assessable legal fees arising out of the performance of their respective obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, pay, cost, fee, fine surcharge, recovery of expense, including assessable legal fees, directly attributed to, arising from, or caused by the negligence or breach of contractual obligation hereunder by any party hereto.
13. Notwithstanding that set forth in paragraph twelve (12) above, the parties agree that no party or parties shall be held responsible for damages caused by delay or failure to perform its or their undertakings under the terms of this agreement when the delay or failure is due to fires, strikes, floods, acts of God or the King's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers which cannot reasonably be foreseen or provided against.



14. Notwithstanding any other provision in this agreement or any applicable statutory provisions, none of the parties shall be liable to any other party for special or consequential damages or damages for loss of use arising directly or indirectly from any breach of this contract, fundamental or otherwise, or from omissions of their respective employees or agents. Without limiting the generality of the foregoing, the parties specifically agree that the Township of Norwich shall not be liable for any damages arising as a result of injury or damage caused or sustained by personnel, apparatus, or equipment of the fire departments of the parties while engaged in the provision of driver licensing certification services by the parties.
15. The parties hereto agree that no provision herein, or any part thereof, shall be interpreted or act so as to affect, restrict, prohibit, or interfere with the right of any party or parties hereto, either individually or in combination, to demand or otherwise take action or commence proceedings to enforce the terms of this Agreement.

Amendment:

16. The parties may amend this Agreement from time to time by further written memorandum.
17. Should any of the parties wish to amend the terms of this Agreement, they shall provide a minimum of ninety days written notice to the other party of the proposed terms of this Agreement.

Dispute Resolution:

18. In the event that a dispute arises or disputes arise between the parties which cannot be resolved, the parties shall submit the dispute or disputes to arbitration using the procedure set out in the Municipal Arbitrations Act, R.S.O. 1990, c. M-48, as amended.
19. In the event that a dispute or disputes is submitted for arbitration, the decision or decisions of the arbitrator shall be final and binding upon all the parties to this agreement.
20. In the event that arbitration cannot be conducted using the procedures set out in the Municipal Arbitrations Act, the parties shall select a single arbitrator, and in the absence of agreement on an arbitrator, the arbitrator shall be nominated by a justice of the Superior Court of Justice of the Ontario Courts under the procedure set out in the Arbitration Act, S.O. 1991, c. 17, as amended.

General Provisions:

21. This Agreement is not assignable without the written consent of the parties. Any attempt to assign any rights, duties or obligations of this Agreement without the written consent is void.
22. This Agreement shall not be in force, or bind any of the parties, until executed by all parties named in it, and shall take effect upon its execution by the authorized representative or representatives of the Township of Norwich.
23. Any notice under this Agreement shall be sufficiently given by personal delivery or by registered letter, postage prepaid and mailed in Canada post office, addressed, in the case of notice to the Township of Norwich and, in the case of notice to any of the parties, or to any other address as may be designated in writing by the parties, and the date of receipt of any notice by mailing shall be deemed conclusively to be ten days after the mailing.
24. The parties agree that each of them shall, upon reasonable written request of the other, do or cause to be done all further lawful acts, deed, and assurances whatever for the better performance to be expressed in modification of this agreement.
25. It is intended that all provisions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or part of one is found to be void, voidable or unenforceable for any reason whatever, then the particular provision or provisions or part of the provision shall be deemed severed from the remainder of the Agreement and all other provisions shall remain in full force.
26. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
27. Subject to the restrictions on transfer and assignment, this Agreement shall ensure to the benefit of and be binding on the parties and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have affixed the Corporate Seals attested by the hands of their proper officers and further this agreement shall be signed in counterpart with the parties named below and a copy of each counterpart shall remain attached to and form part of this Agreement.

SIGNED, SEALED AND DELIVERED

In the presence of:

The Corporation of the Township of Norwich

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Mayor: Jim Palmer

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CAO/Clerk: Kyle Kruger

The Corporation of the Township of East Zorra-Tavistock

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Mayor: Phil Schaefer

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CAO-Treasurer: Karen DePrest

## Appendix 'A' – Share Cost of Audit as Required

The Participating Municipal Fire Department agrees to pay an equal share of the total number of participating fire departments for the costs associated with the administration of the Township of Norwich Fire Service Driver Certification Program, including but not limited to the following:

1. Share all costs of fees for a third-party auditor to complete an audit of the Norwich Fire Service Driver Certification Program as required by the Ministry of Transportation;
2. Share cost of maintaining two Norwich Fire Service Air Brake Lead Instructors (for training and testing purposes)
3. Agree to pay fees for MTO written tests and on-road tests as well as testing costs as per the Norwich Fire Service Volunteer Firefighter Payroll Schedule as follows:
  - a. Class D written tests, including D, air brake renewal, and sign tests – one hour minimum and maximum regardless of number of test(s) challenged;
  - b. All Classes A and D Licence Renewal tests, one hour minimum and maximum regardless of number of test(s) challenged providing tests are administered at one location;
  - c. Class D On-road testing – two hours, and;
  - d. Mileage, as per the Township of Norwich employee mileage compensation rate, where the testing Signing Authority travels outside of the Township of Norwich to perform any tests, if necessary.
4. Agrees to pay all training course costs on a per student cost recovery basis, either through the Rural Fire Services of Oxford County training programs or through a different delivery method and training provider (e.g. Township of Norwich).



## Appendix 'B' – Partner Municipality Responsibilities

1. Participating municipal fire departments shall maintain their own MTO Approved Signing Authorities for on-road practical training of their own members;
2. Participating municipal fire departments shall only use MTO Approved Signing Authorities as in-vehicle/on-road trainers for the required number of hours that each driver trainee is required to perform practical training as per the Township of Norwich Driver Certification Program approved requirements;
3. All Signing Authorities shall be registered as a Signing Authority under the Norwich Fire Service Driver Certification Program in accordance with MTO policies and procedures, and all Signing Authorities shall agree to and submit the necessary documentation as required by the MTO, including but not limited to a criminal record check, MTO Signing Authority Declaration and copy of driver abstract and driver license, as required;
4. Participating municipal fire departments shall agree that their MTO Approved Signing Authorities may be asked to assist with instructing Class D Training Courses, and Air Brake Endorsement Courses where the MTO Approved Signing Authority has the required instructor certification and is approved by the MTO to instruct and train in Air Brakes.
5. Agree that the Township of Norwich Fire Service is the approved MTO Driver Certification Program Recognized Authority and will be responsible for administering all aspects of the Driver Certification Program as per the Ministry of Transportation of Ontario rules, policies and guidelines.
6. The participating municipal fire department agrees to submit a list of their fire apparatus to the Township of Norwich Fire Service, and that their fire apparatus shall be used for on-road training and testing purposes of their members;
7. The participating municipal fire department agrees to provide the Township of Norwich Fire Service a copy of their municipalities fleet insurance policy annually;

8. The participating municipal fire department agrees that all on-road testing will be as per the MTO approved Norwich Fire Service on-road testing routes. Further, the Township of Norwich Fire Service agree to submit to the MTO at least one route for approval that is at least partially located within the participating municipalities geographical boundaries;
9. The participating municipal fire department agrees the Norwich Fire Service will be responsible for maintaining confidential driver files as per the MTO Driver Certification Program policies and procedures;
10. The participating municipal fire department agrees that all Norwich Fire Service Driver Certification Program training programs will be delivered within the Township of Norwich;
11. The participating municipal fire department agrees that only appointed fire service members shall only be allowed to train and test under the Norwich Fire Service Driver Certification Program.

# STAFF REPORT



Report #BCO2022-11

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – December 2022 Council Report

Date: November 30, 2022

## Departmental Highlights:

- None to report

## Legislative Updates:

- None to report

## By-law Compliance Activity for October 2022

| 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 | 2  | 2      | 4  | 4                        | 13     |
| Clean Yard         |  |        |  |                          |        |
| Animal Control     |  |        |  |                          | 11     |
| Parking            | 6  | 3      | 1  | 4                        | 18     |
| Noise              |  |        |  |                          | 4      |
| Zoning             |  |        |  |                          | 5      |
| Illegal Dumping    |  |        |  |                          |        |
| Inquiry            | 1  | 1      |  |                          | 11     |
| Canine             | 2  | 2      | 1  | 1                        | 15     |
| Other              |  |        |  | 2                        | 9      |
| TOTAL              | 11   | 8      | 6  | 11                       | 86     |

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 #CSM2022-15

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – December 2022 Council Report

Date: November 30, 2022

## Departmental Highlights:

- Election complete. In addition to the information included in Staff Report #CSM2022-14, additional election statistical reporting is attached to this report as Appendix 'A'.

## Legislative Updates:

- N/A

## Status of Land Use Planning Matters:

| Applicant                       | Location                                     | Application Type  | Nature of Application  | Status of Applications   |
|---------------------------------|--|-------------------|--|--|
| Engberts                        | 21 Burton St., Innerkip                      | Severance         | Severance of an existing parcel of land.                         | Severance application approved and conditions being fulfilled. |
| Oxford Road Developments 5 Inc. | Extension of Phase #1 subdivision (Innerkip) | SDA<br>OPA<br>ZBA | OPA and ZBA required as part of the application for subdivision. | Applications received.   |
| Stevenson                       | 201 Stonegate Rd., Innerkip                  | Severance         | Severance of an existing parcel of land.                         | Severance application approved and conditions being fulfilled. |

| Applicant                | Location   | Application Type | Nature of Application  | Status of Applications   |
|--------------------------|--|------------------|--|--|
| 2825085 Ontario Inc.     | 32 Jacob St. E. Tavistock  | Severance        | Severance of an existing parcel of land (2 new lots).  | Severance application approved and conditions being fulfilled. |
| Nemeth                   | 177 Coleman St. Innerkip   | Severance        | Severance of an existing parcel of land.   | Severance application approved and conditions being fulfilled. |
| Jawitz Holdings Inc.     | 285 Hope St. East, Tavistock   | ZBA              | Re-zoning to allow for the construction of a new semi-detached dwelling.                           | Process complete.  |
| Villages of Sally Creek. | 515353 11 <sup>th</sup> Line (proposed entrance off Oxford Road #17) | ZBA              | Re-zoning to allow for the establishment of a temporary golf driving range.                        | Public Meeting to be held Dec. 7/22                            |
| Mooney                   | 615411 13 <sup>th</sup> Line   | ZBA              | Rezoning to allow for the construction of a new residence, with in-law suite (converted dwelling). | Public Meeting to be held Dec. 7/22                            |
| McMahon                  | 44 Dietrich Rd. Tavistock  | MVA              | Relief from side yard setback requirements.  | Application received.  |

| Applicant            | Location   | Application Type | Nature of Application  | Status of Applications |
|----------------------|--|------------------|--|------------------------|
| Bickle Farms Ltd.    | 616536<br>13 <sup>th</sup> Line                                | MVA              | Relief from MDS II requirements for proposed new livestock barn and manure storage – setback from existing residential dwelling. | Application received.  |
| Mill-Gate Homes Inc. | Lot 46,<br>Draft Plan of<br>Subdivision<br>File #<br>SB19-04-2 | MVA              | Relief from Minimum Lot Depth requirements.  | Application received.  |

Attachment:

- **Appendix 'A'** – Additional election statistical reporting.

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



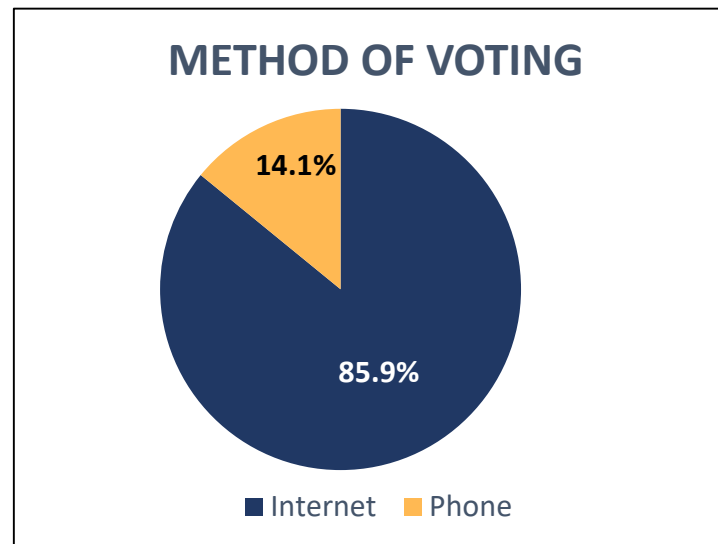
# Township of East Zorra-Tavistock 2022 MUNICIPAL & SCHOOL BOARD ELECTIONS

## ELECTION STATISTICS

Prepared by: Intelivote Systems Inc.  
Date: November 7, 2022



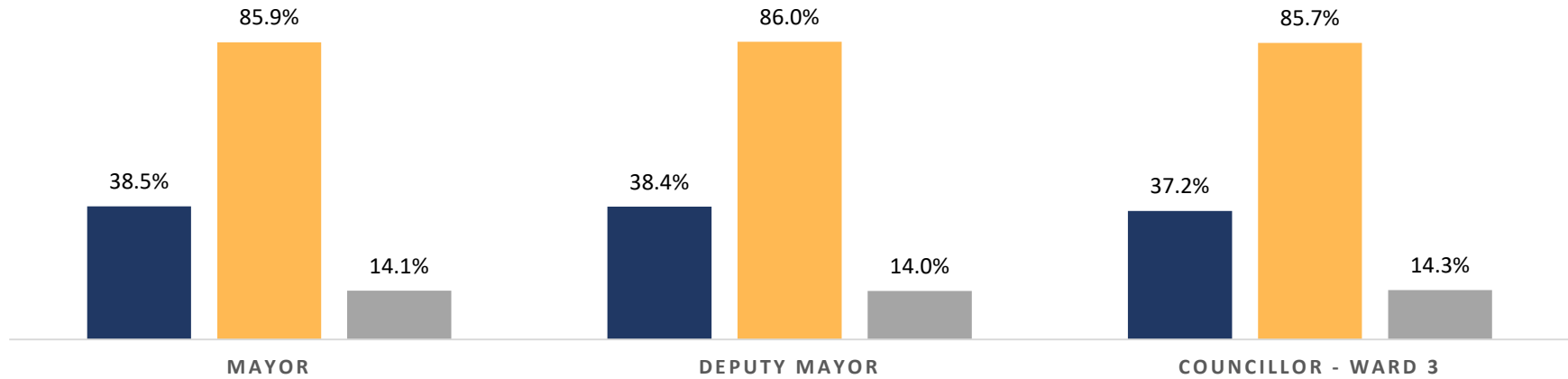
|    | Information Base   | Number       | %     |
|----|--|--------------|-------|
| 1  | Number of eligible electors in system.                           | 5,771        |       |
| 2  | Number of electors who cast at least one ballot.                 | 2,222        |       |
| 3  | Participation rate.  | 38.5%        |       |
| 4  | Voters who used the Internet to vote.                            | 1,909        | 85.9% |
| 5  | Voters who used the phone to vote.                               | 313          | 14.1% |
| 6  | Internet votes cast at a kiosk computer                          | 108          | 5.7%  |
| 7  | Average amount of time a voter spent voting using the Internet.  | 1 min 45 sec |       |
| 8  | Average amount of time a voter spent voting using the telephone. | 2 min 44 sec |       |
|    | Residency Status   | Number       | %     |
| 9  | Total eligible electors with "Resident" status.                  | 5,528        | 95.8% |
| 10 | Voters casting ballots with "Resident" status.                   | 2,147        | 96.6% |
| 11 | Total eligible electors with "Non-Resident" status.              | 240          | 4.2%  |
| 12 | Voters casting ballots with "Non-Resident" status.               | 72           | 3.2%  |
| 13 | Total eligible electors with N/A status.                         | 3            | 0.1%  |
| 14 | Voters casting ballots with N/A status.                          | 3            | 0.1%  |
|    | Occupancy Status   | Number       | %     |
| 15 | Total eligible electors with "Owner" status.                     | 3,818        | 66.2% |
| 16 | Voters casting ballots with "Owner" status.                      | 1,691        | 76.1% |
| 17 | Total eligible electors with "Spouse" status.                    | 177          | 3.1%  |
| 18 | Voters casting ballots with "Spouse" status.                     | 86           | 3.9%  |
| 19 | Total eligible electors with "Tenant" status.                    | 840          | 14.6% |
| 20 | Voters casting ballots with "Tenant" status.                     | 294          | 13.2% |
| 21 | Total eligible electors with "Boarder/Other" status.             | 934          | 16.2% |
| 22 | Voters casting ballots with "Boarder/Other" status.              | 149          | 6.7%  |
| 23 | Total eligible electors with N/A status.                         | 2            | 0.0%  |
| 24 | Voters casting ballots with N/A status.                          | 2            | 0.1%  |



[illegible]

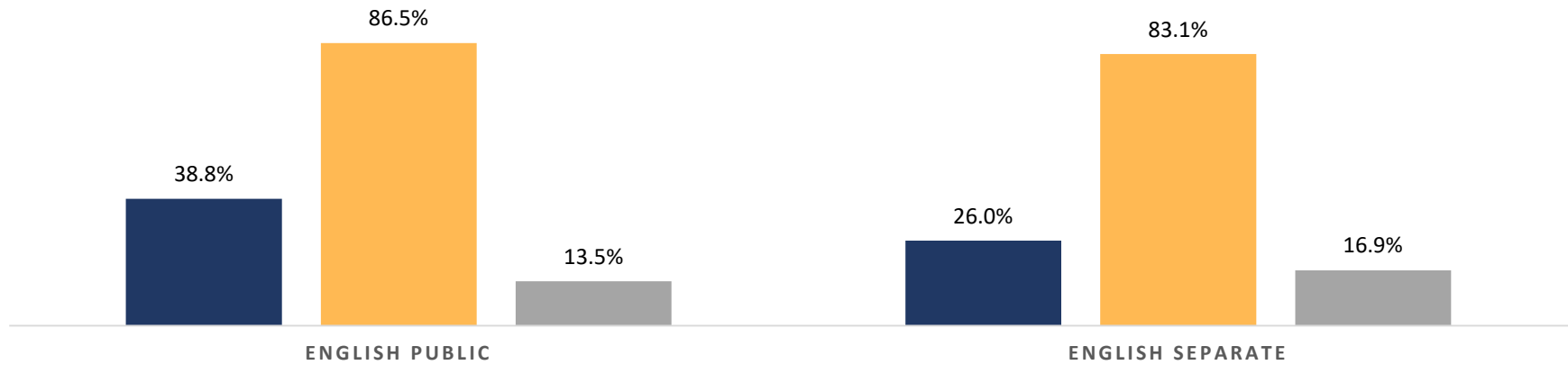
### MUNICIPAL ELECTION PARTICIPATION STATISTICS

■ Total % ■ Internet % ■ Phone %



### SCHOOL BOARD ELECTION PARTICIPATION STATISTICS

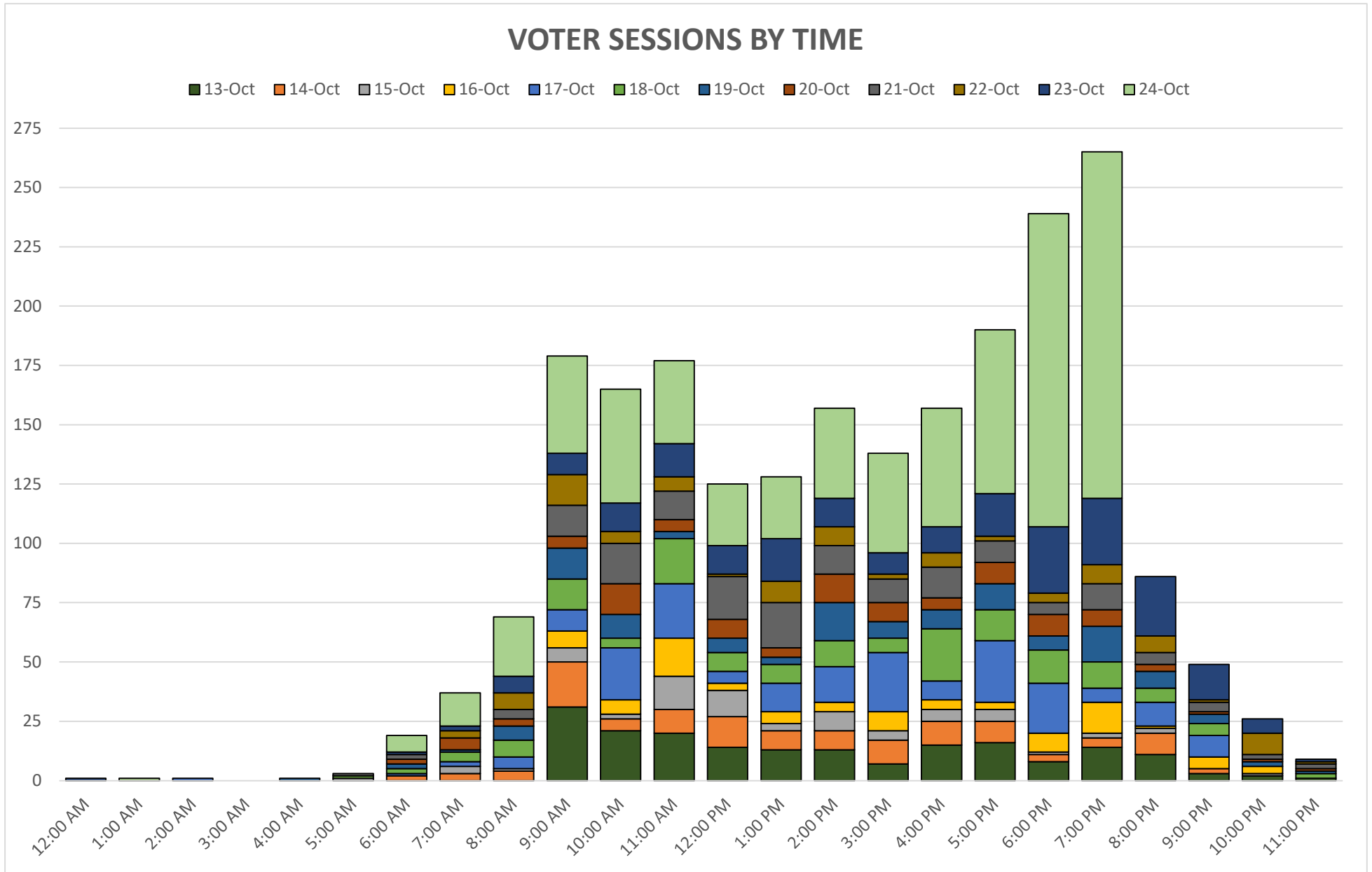
■ Total % ■ Internet % ■ Phone %



### Voting Time Breakdown

| Date & Time        | 13-Oct      | 14-Oct      | 15-Oct      | 16-Oct      | 17-Oct      | 18-Oct      | 19-Oct      | 20-Oct      | 21-Oct      | 22-Oct      | 23-Oct       | 24-Oct       | Grand Total  | %/Hr. |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|-------|
| 12:00 AM           |             |             |             |             |             |             |             |             |             |             | 1            |              | 1            | 0.0%  |
| 1:00 AM            |             |             |             |             |             |             |             |             |             |             |              | 1            | 1            | 0.0%  |
| 2:00 AM            |             |             |             |             | 1           |             |             |             |             |             |              |              | 1            | 0.0%  |
| 3:00 AM            |             |             |             |             |             |             |             |             |             |             |              |              | 0            | 0.0%  |
| 4:00 AM            |             |             |             |             |             |             | 1           |             |             |             |              |              | 1            | 0.0%  |
| 5:00 AM            |             |             | 1           |             |             | 1           |             |             | 1           |             |              |              | 3            | 0.1%  |
| 6:00 AM            |             | 2           |             |             | 1           | 2           | 2           | 2           | 2           |             | 1            | 7            | 19           | 0.9%  |
| 7:00 AM            |             | 3           | 3           |             | 2           | 4           | 1           | 5           |             | 3           | 2            | 14           | 37           | 1.7%  |
| 8:00 AM            |             | 4           | 1           |             | 5           | 7           | 6           | 3           | 4           | 7           | 7            | 25           | 69           | 3.1%  |
| 9:00 AM            | 31          | 19          | 6           | 7           | 9           | 13          | 13          | 5           | 13          | 13          | 9            | 41           | 179          | 8.1%  |
| 10:00 AM           | 21          | 5           | 2           | 6           | 22          | 4           | 10          | 13          | 17          | 5           | 12           | 48           | 165          | 7.4%  |
| 11:00 AM           | 20          | 10          | 14          | 16          | 23          | 19          | 3           | 5           | 12          | 6           | 14           | 35           | 177          | 8.0%  |
| 12:00 PM           | 14          | 13          | 11          | 3           | 5           | 8           | 6           | 8           | 18          | 1           | 12           | 26           | 125          | 5.6%  |
| 1:00 PM            | 13          | 8           | 3           | 5           | 12          | 8           | 3           | 4           | 19          | 9           | 18           | 26           | 128          | 5.8%  |
| 2:00 PM            | 13          | 8           | 8           | 4           | 15          | 11          | 16          | 12          | 12          | 8           | 12           | 38           | 157          | 7.1%  |
| 3:00 PM            | 7           | 10          | 4           | 8           | 25          | 6           | 7           | 8           | 10          | 2           | 9            | 42           | 138          | 6.2%  |
| 4:00 PM            | 15          | 10          | 5           | 4           | 8           | 22          | 8           | 5           | 13          | 6           | 11           | 50           | 157          | 7.1%  |
| 5:00 PM            | 16          | 9           | 5           | 3           | 26          | 13          | 11          | 9           | 9           | 2           | 18           | 69           | 190          | 8.6%  |
| 6:00 PM            | 8           | 3           | 1           | 8           | 21          | 14          | 6           | 9           | 5           | 4           | 28           | 132          | 239          | 10.8% |
| 7:00 PM            | 14          | 4           | 2           | 13          | 6           | 11          | 15          | 7           | 11          | 8           | 28           | 146          | 265          | 11.9% |
| 8:00 PM            | 11          | 9           | 2           | 1           | 10          | 6           | 7           | 3           | 5           | 7           | 25           |              | 86           | 3.9%  |
| 9:00 PM            | 3           | 2           |             | 5           | 9           | 5           | 4           | 1           | 4           | 1           | 15           |              | 49           | 2.2%  |
| 10:00 PM           | 2           |             | 1           | 3           |             |             | 2           | 1           | 2           | 9           | 6            |              | 26           | 1.2%  |
| 11:00 PM           | 1           |             |             |             |             | 2           | 1           | 1           | 2           | 1           | 1            |              | 9            | 0.4%  |
| <b>Grand Total</b> | <b>189</b>  | <b>119</b>  | <b>69</b>   | <b>86</b>   | <b>200</b>  | <b>156</b>  | <b>122</b>  | <b>101</b>  | <b>159</b>  | <b>92</b>   | <b>229</b>   | <b>700</b>   | <b>2,222</b> |       |
| <b>%/Day</b>       | <b>8.5%</b> | <b>5.4%</b> | <b>3.1%</b> | <b>3.9%</b> | <b>9.0%</b> | <b>7.0%</b> | <b>5.5%</b> | <b>4.5%</b> | <b>7.2%</b> | <b>4.1%</b> | <b>10.3%</b> | <b>31.5%</b> |              |       |

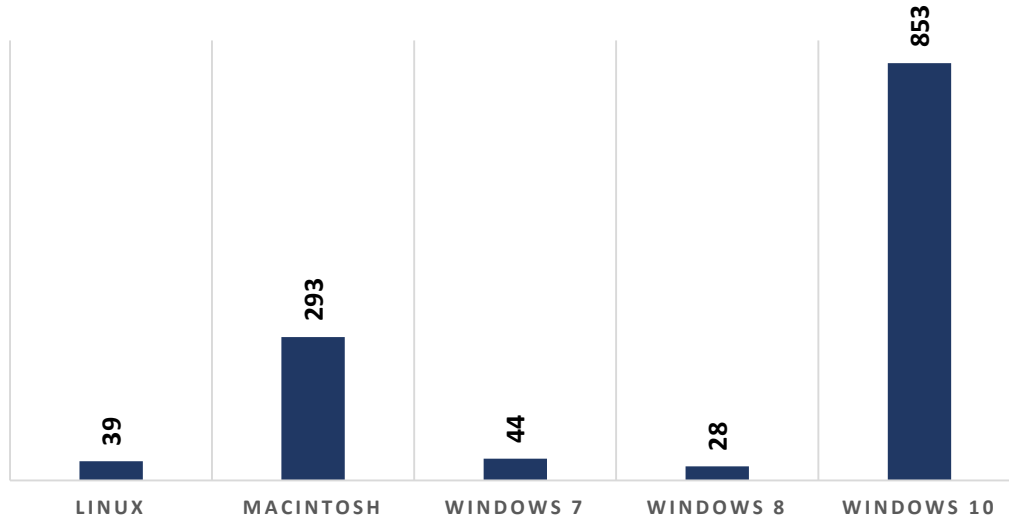




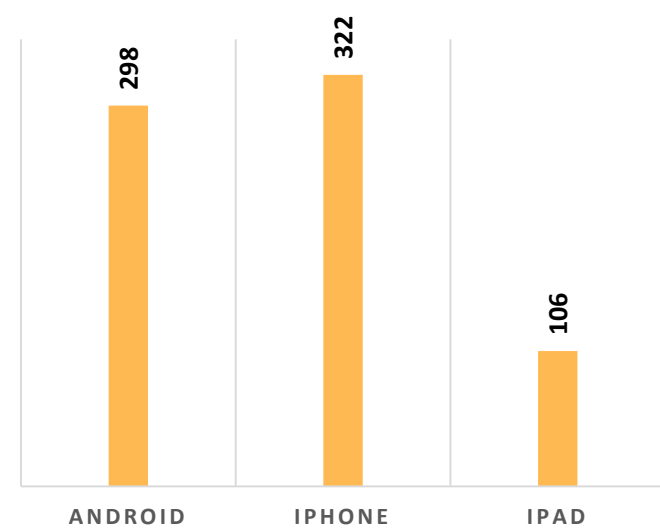


| Device      | Operating System | Voter Sessions | %     |
|-------------|------------------|----------------|-------|
| Computer    | Linux            | 39             | 63.4% |
|             | Macintosh        | 293            |       |
|             | Windows 7        | 44             |       |
|             | Windows 8        | 28             |       |
|             | Windows 10       | 853            |       |
| Smart Phone | Android          | 298            | 36.6% |
|             | iPhone           | 322            |       |
| Tablet      | iPad             | 106            |       |
| Total       |                  | 1,983          |       |

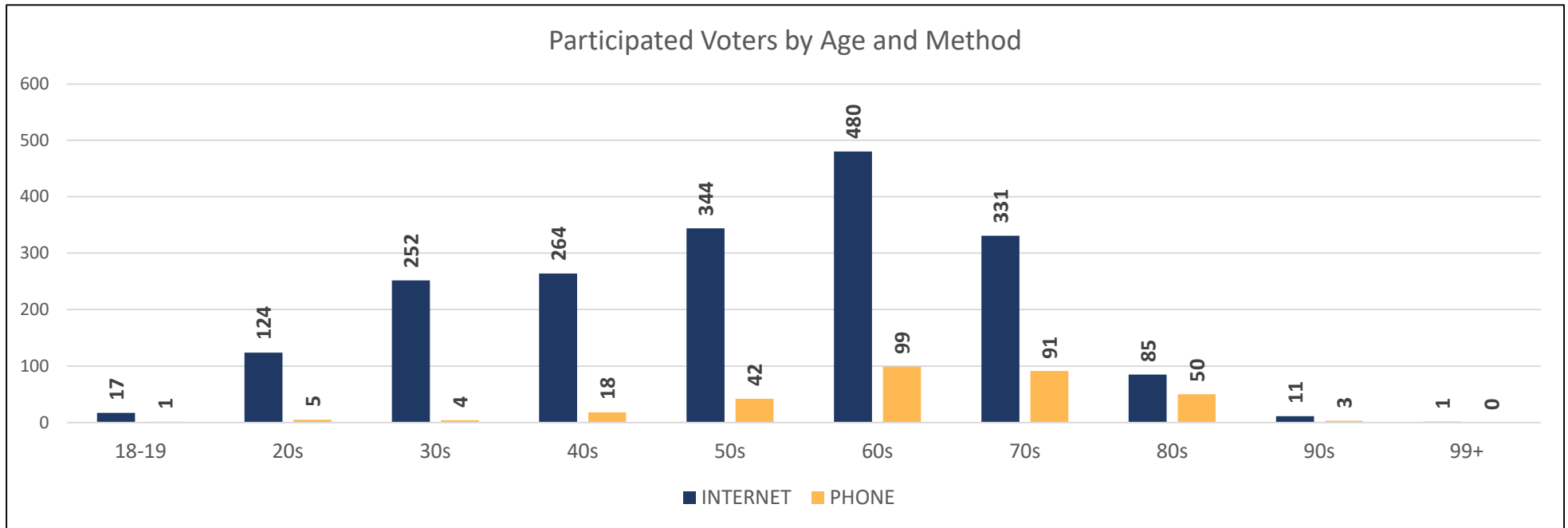
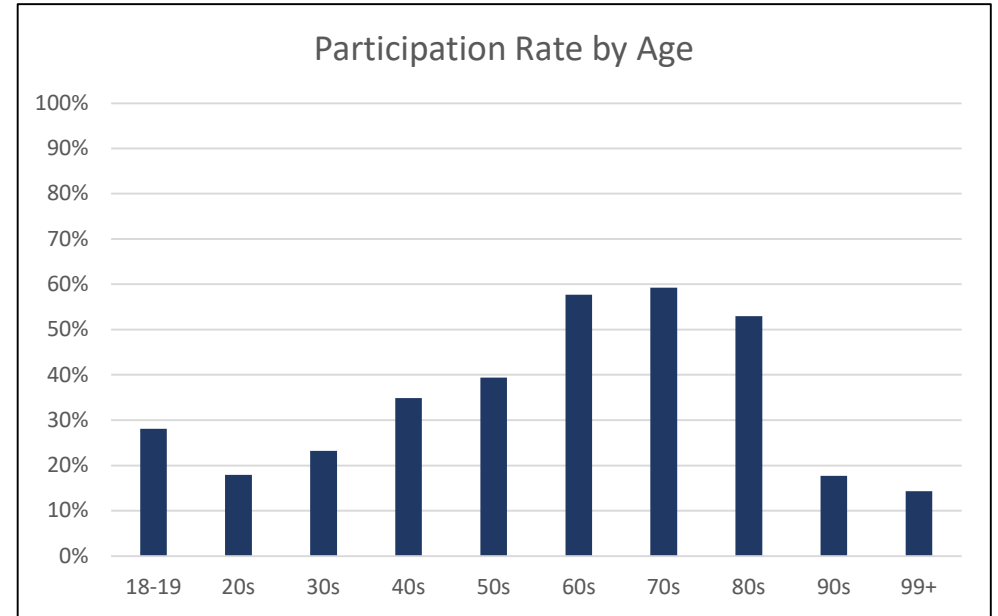
INTERNET VOTER SESSIONS BY  
COMPUTER



INTERNET VOTER SESSIONS  
BY SMART DEVICES



| Age Breakdown of Who Voted |              |              |              |            |              |
|----------------------------|--------------|--------------|--------------|------------|--------------|
| Age                        | ELIG.        | VOTED        | INTERNET     | PHONE      | % Part.      |
| 18-19                      | 64           | 18           | 17           | 1          | 28.1%        |
| 20s                        | 719          | 129          | 124          | 5          | 17.9%        |
| 30s                        | 1,102        | 256          | 252          | 4          | 23.2%        |
| 40s                        | 808          | 282          | 264          | 18         | 34.9%        |
| 50s                        | 979          | 386          | 344          | 42         | 39.4%        |
| 60s                        | 1,003        | 579          | 480          | 99         | 57.7%        |
| 70s                        | 712          | 422          | 331          | 91         | 59.3%        |
| 80s                        | 255          | 135          | 85           | 50         | 52.9%        |
| 90s                        | 79           | 14           | 11           | 3          | 17.7%        |
| 99+                        | 7            | 1            | 1            | 0          | 14.3%        |
| UK*                        | 43           | 0            | 0            | 0          | 0.0%         |
| <b>Total</b>               | <b>5,771</b> | <b>2,222</b> | <b>1,909</b> | <b>313</b> | <b>38.5%</b> |



# STAFF REPORT

Report #CSM2022-16

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager/Clerk

Re: Council Appointments to Boards and Committees

Date: November 30, 2022

## Background:

Council members have traditionally served on various Boards and Committees related to both Township operations, as well as for Boards from a wider jurisdiction. The following chart outlines the current Boards and Committees, membership, and meeting frequency/time of day.

| Board/Committee                                    | Council Members                        | Other Members  | Meeting Frequency  |
|--|--|--|--|
| East Zorra-Tavistock Recreation Advisory Committee | 2 Members of Council, Mayor Ex-Officio | 6 Members from the Public (2 per election Ward)<br>Appointed by Council  | Quarterly<br>(4 meetings per year)<br><br>Likely Evening |
| Erie Thames Power Corporation                      | 1 Rep.<br>appointed by Council         | Appointments from 7 other shareholders   | Monthly<br><br>Daytime or Evening                        |
| Upper Thames River Conservation Authority          | 1 Member to represent EZT and BB       | Normally an EZT representative is appointed by the County  | 10 meetings per year<br><br>Daytime                      |
| Grand River Conservation Authority                 | 1 Member to Represent EZT, BB, Norwich | Normally a representative from BB or Norwich is appointed by the County<br><br>Bruce Banbury (BB) is currently serving in this role, and is interested in continuing to serve. | N/A  |
| Rural Oxford Economic Development Corporation      | 1 Member of Council                    | 1 member of the public from EZT<br><br>Also Representatives from SWOX, Norwich, BB & Zorra   | 5 meetings per year<br><br>Daytime                       |

| Board/Committee                            | Council Members                                  | Other Members   | Meeting Frequency   |
|--|--|---|---|
| East Zorra-Tavistock Police Services Board | 1 Member of Council<br><br>(Mayor, or Designate) | 1 Community Representative appointed by Council – Term coincides <b>with Council's term</b><br><br>1 Provincial Appointee – term based on Provincial appt.<br><br><u>NOTE:</u> OPP policed municipalities with Police Services Boards are currently under review. New Detachment Board model is likely to change current Board structure. | Bi-Monthly<br>(3 <sup>rd</sup> Wednesday of January, March, May, July, September and November)<br><br>Daytime |

In addition to the above Boards and Committees, Council will also appoint ad hoc committees from time to time to deal with a specific matter or project. The composition of these ad hoc committees is quite variable and depends on the issue.

The Mayor will be an ex-officio member on the new East Zorra-Tavistock Recreation Advisory Committee. Under present practice, ex-officio means the member may attend the meetings, participate in discussion and vote; however, they are not counted when determining a quorum.

Further, Council also needs to consider the appointment of a member of the public to both the Police Services Board and the ROEDC. For Police Services Board, Robert Rudy is currently serving in this role (and has since 2009) – a letter of interest is attached from Mr. Rudy, as well as one from Doug Vincent, who is also interested in serving in this role. As noted, the new Detachment Board model is anticipated soon, and will likely affect the current Board structure. For ROEDC, Keith Stevens is currently the member of the public serving in this role for the Township, and his term is still in effect.

Lastly, while appointments to certain Boards (ERTH and UTRCA, in particular) have been typically filled by members of Council, Council may choose to appoint a member of the public, if desired. At **Council's discretion**, where members of the public are required to be appointed, they can be selected directly by Council themselves, or Council may advertise to see if there is interest from members in the community.



Discussion:

With the new Council being sworn in on November 16, 2022, it is necessary to appoint members to the existing Boards and Committees. Since some of these groups will be meeting shortly or may impact the selection process for other municipalities, it is important that appointments be made as soon as possible. Most Council appointments to the Committees and Boards are at **the "pleasure of Council", which means Council can make changes before the end of the term.** Some appointments, on the other hand, need to be made for the entire term of Council.

After members discuss this report at the meeting and confirm desired appointments, Staff will have resolutions prepared with blanks to insert names.

Attachments:

1. Letter of Interest (Police Services Board) – Robert Rudy
2. Letter of Interest (Police Services Board) – Doug Vincent

Recommendations:

1. That Council make the appointments to the various Boards and Committees identified in this report.

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

# Robert Rudy

20 Holley Avenue P.O. Box 578  
Tavistock ON N0B 2R0  
519 655 2691 [robertrudy@rogers.com](mailto:robertrudy@rogers.com)

November 24, 2022

Mayor, Deputy Mayor and Councillors  
Township East Zorra-Tavistock  
P. O. Box 100, 90 Loveys Street  
Hickson ON N0J 1L0

Dear Members of Council,

On December 5, 2018, I was appointed to the East Zorra -Tavistock Police Services Board as the Community Representative. The Council appointee's term corresponds with the term of Council.

Since my appointment I have been chairperson of the Board. During the past four years I have attended Ontario Association Police Services Board Conferences and Zone 4 District Meetings. Most of these meetings were virtual due to Covid-19. On November 20, 2019 Insp. Tony Hymers and Sgt. Peter Marshall (OPP) attended council meeting to discuss the Enhanced Officer Position. As Chairperson of Police Service Board I accompanied them in support of an additional officer.

From my original appointment on October 9, 2009. I have familiarized myself with the issues of the Police Services Board and have developed a significant understanding of local issues as well as the efficient running of the Board. Some of these issues are enforcing the Highway Traffic Act, suggesting methods to reduce speeding and other violations, crime investigation and prevention just to mention a few items.

My time on the East Zorra-Tavistock Police Services Board has been very rewarding. It is my hope that council will reaffirm my appointment to the Police Service Board until the Community Safety and Policing Act (CSPA) comes in- force. The ministry will provide update on the timelines for the CSPA as they become available and will give partners as much time as possible before the in-force dates so police services and municipalities have time to prepare.

Sincerely



Robert G. Rudy

## Will Jaques

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**Subject:** Police Service Board appointees?

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**From:** DougV

**Sent:** November 18, 2022 4:32 PM

**To:** EZT <ezt@ezt.ca>

**Subject:** Police Service Board appointees?

Hi folks.

I'm just wondering if council will be appointing new people for the Police Service Board this term.

I am a recently retired Police advisor for the RCMP and have past experience on the OAPSB.

I would consider putting my name forward if it is appropriate.

Yours truly.

Doug V

Doug Vincent, PDG 7080

R 3, Woodstock, ON

United Nations Rep, Rotary Z24

Woodstock-Oxford Rotary, ON Canada

RCMP Federal Police Advisor

# STAFF REPORT

Report #CAO2022-19

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – December 2022 Council Report

Date: November 30, 2022

## Departmental Highlights:

- Staff continue to work on the preparation and release of RFPs for the Tavistock Spray Pad Project, municipal banking services and municipal insurance. Signage has been erected at the location of the Spray Pad and recognizes 2 of the 3 major donors - Saputo and the Tavistock Optimist Club. Staff also received a \$10,000 donation from South Easthope Mutual Insurance and will have their logo added to the sign. Staff have attached the donation agreement with Saputo to this report requesting Council's authorization to sign.
- Staff are preparing documentation and reports for the 2022 interim audit by Scrimgeour and Company, which will take place at the Township Office on December 6<sup>th</sup>. This audit will cover all financial transactions to date.
- 2023 budget preparations and a comprehensive user fee review have begun. Staff are on track to present the budget to Council in March of 2023. A budget timeline report will be presented to the Council at its final meeting of this year detailing the intended presentation of user fee rates and any capital requests will be presented to Council for pre-budget approval in January.
- Our 2023 OMPF Allocation notification has been received and is **attached for Council's information**. Our 2023 allocation represents a \$66,200 increase over our 2022 Allocation.

## Legislative Updates:

- **Bill 23 (More Homes Built Faster Act) – Has now received Royal Assent**

Financial Highlights:

Township of East Zorra-Tavistock  
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS  
2022 Proposed Operating and Capital Budgets Summary

Revised Date: 01-12-2022  
 % Budget Period: 91.51%

| Net Budgets<br>By Department    | 2022<br>Approved | 2022<br>Actual to Date* | Difference<br>(Budget - Actual) | %<br>Actual/Budget | Remarks                                 |
|---------------------------------|------------------|-------------------------|---------------------------------|--------------------|---|
| Building, Locates and Drainage* | 428,353          | 426,565                 | (1,788)                         | 99.58%             | no drawdown from Building Reserve yet   |
| Corporate Services*             | 2,202,772        | 2,039,039               | (163,733)                       | 92.57%             |   |
| Fire and Protective Services*   | 1,292,954        | 719,343                 | (573,611)                       | 55.64%             | annual fire pay to be added in December |
| Parks and Recreation            | 515,178          | 403,006                 | (112,172)                       | 78.23%             | no annual transfers completed to date   |
| Public Works                    | 3,158,117        | 2,033,195               | (1,124,922)                     | 64.38%             | no annual transfers completed to date   |
| Treasury Services               | (944,423)        | (1,324,097)             | (379,674)                       | 140.20%            | excess supplemental revenue experienced |
|                                 | 6,652,951        | 4,297,051               | -2,355,900                      | 64.59%             |   |

\* all Reserve Contributions have been allocated based on a full year budget

Attachments:

1. Appendix 'A' – 2023 OMPF Allocation Package
2. Appendix 'B' – Saputo Spray Pad Donation Contribution Agreement
3. Appendix 'C' – Watson & Associates - Bill 23 (More Homes Built Faster Act)

Recommendation:

1. That Council authorize the CAO/Treasurer to sign the Saputo Legacy Agreement for their \$35,000 contribution to the Tavistock Spray Pad Project.

Respectfully submitted by:



Karen DePrest  
 Chief Administrative Officer/Treasurer



Appendix 'A'

# Ontario Municipal Partnership Fund 2023 Workbook

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Ministry of Finance  
Provincial-Local Finance Division



**Township of East Zorra-Tavistock**

**November 2022**

## OMPF 2023 Workbook

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### Section I - 2023 OMPF Calculations

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#### Overview

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Overview - 2023 OMPF Allocation

#### 2023 OMPF Grant Components and Transitional Assistance

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|          |   |
|----------|---|
| Table 1  | - Assessment Equalization Grant Component                 |
| Table 2  | - Northern Communities Grant Component                    |
| Table 3  | - Rural Communities Grant Component                       |
| Table 4  | - Northern and Rural Fiscal Circumstances Grant Component |
| Table 5a | - Transitional Assistance Funding Level                   |
| Table 5b | - Transitional Assistance Enhancement                     |

### Section II - Summary of OMPF Data

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#### Northern and Rural Municipal Fiscal Circumstances Index

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Table 1 - Northern and Rural Municipal Fiscal Circumstances Index Data

#### Weighted Assessment

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|          |                                      |
|----------|--------------------------------------|
| Table 2a | - Taxable Weighted Assessment        |
| Table 2b | - PIL Equivalent Weighted Assessment |
| Table 2c | - Total Weighted Assessment          |

#### Farm Area Measure

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|          |                                 |
|----------|---------------------------------|
| Table 3a | - Farm Area Measure Calculation |
| Map 3b   | - Farm Area Map                 |

#### Rural and Small Community Measure

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|          |   |
|----------|---|
| Table 4a | - Rural and Small Community Measure Calculation |
| Table 4b | - Urban and Small Community Area Profile        |

*Please Note: Due to rounding, some calculations may vary from the result shown. If there are any questions regarding these calculations, please contact [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca).*

**Township of East Zorra-Tavistock**  
 Lower Tier (County of Oxford)

3238

**Overview****2023 OMPF Allocation**

|          |  |                  |
|----------|--|------------------|
| <b>A</b> | <b>Total 2023 OMPF</b>                                     | <b>\$792,700</b> |
|          | 1. Assessment Equalization Grant Component                 | -                |
|          | 2. Northern Communities Grant Component                    | -                |
|          | 3. Rural Communities Grant Component                       | \$762,300        |
|          | 4. Northern and Rural Fiscal Circumstances Grant Component | \$30,400         |
|          | 5. Transitional Assistance                                 | -                |

**Notes and Data Sources****Notes**

- Grant components and Transitional Assistance are rounded up to multiples of \$100.
- Line A1 to A5: For further information on the determination of 2023 grant component allocations and transitional assistance funding, see Section I, Tables 1 to 5b.

## OMPF 2023 Workbook

## Section I

**Township of East Zorra-Tavistock**  
 Lower Tier (County of Oxford)

3238

## 2023 OMPF Grant Components

Table 1 - Assessment Equalization Grant Component

|          |  |                 |                  |
|----------|--|-----------------|------------------|
| <b>A</b> | <b>Total Weighted Assessment per Household (A1 ÷ A2)</b>                 |                 | <b>\$445,588</b> |
|          | 1. Total Weighted Assessment   | \$1,351,022,998 |                  |
|          | 2. Number of Households  | 3,032           |                  |
| <b>B</b> | <b>Assessment per Household Below Threshold (B1 - A, if positive)</b>    |                 | <b>-</b>         |
|          | 1. Grant Threshold (Provincial Median Weighted Assessment per Household) | \$304,500       |                  |
| <b>C</b> | <b>Total Assessment Differential (B × A2)</b>                            |                 | <b>-</b>         |
|          | 1. Funding per \$10,000 in Assessment Differential                       | \$28.80         |                  |
| <b>D</b> | <b>Grant Amount (C × C1 ÷ \$10,000)</b>                                  |                 | <b>-</b>         |

## Notes and Data Sources

**Notes**

- Line A1: For detailed calculation, see Section II, Tables 2a-2c.

**Data Sources**

- Household figures based on the 2022 returned roll from the Municipal Property Assessment Corporation (MPAC).

**Township of East Zorra-Tavistock**  
Lower Tier (County of Oxford)

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**2023 OMPF Grant Components**

**Table 2 - Northern Communities Grant Component**

This grant component is only provided to northern municipalities.



## OMPF 2023 Workbook

## Section I

**Township of East Zorra-Tavistock**  
**Lower Tier (County of Oxford)**

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## 2023 OMPF Grant Components

Table 3 - Rural Communities Grant Component

|          |  |                  |
|----------|--|------------------|
| <b>A</b> | <b>Rural and Small Community Measure (RSCM)</b>  | <b>100.0%</b>    |
| <b>B</b> | <b>Farm Area Measure (FAM) in Excess of Minimum Threshold (B1 - B2)</b>                      | <b>19.9%</b>     |
|          | 1. Farm Area Measure   | 89.9%            |
|          | 2. Farm Area Measure Minimum Threshold   | 70.0%            |
| <b>C</b> | <b>Per-Household Funding Adjusted for FAM (<math>B \times C1 \times 100 + \\$132</math>)</b> | <b>\$251.40</b>  |
|          | 1. FAM Adjustment Increment  | \$6.00           |
| <b>D</b> | <b>Number of Households</b>  | <b>3,032</b>     |
| <b>E</b> | <b>Grant Amount (<math>C \times D</math>)</b>  | <b>\$762,300</b> |

## Notes and Data Sources

**Notes**

- Line A: For detailed calculation of the Rural and Small Community Measure (RSCM), see section II, Table 4a.
- Line B1: For detailed calculation of the Farm Area Measure (FAM), see Section II, Table 3a.
- Line C: Municipalities with an RSCM of 75% or more are eligible for a minimum of \$132 per household in funding.
- Line C1: Municipalities with a FAM greater than 70% receive an enhancement of the per-household funding amount adjusted on a sliding scale. Every 1 percentage point increase in the FAM between 70 per cent and 90 per cent results in an additional \$6.00 per household.

**Data Sources**

- Household figures based on the 2022 returned roll from the Municipal Property Assessment Corporation (MPAC).

**Township of East Zorra-Tavistock**  
**Lower Tier (County of Oxford)**

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**2023 OMPF Grant Components**

**Table 4 - Northern and Rural Fiscal Circumstances Grant Component**

|          |   |                 |
|----------|---|-----------------|
| <b>A</b> | <b>Northern and Rural Municipal Fiscal Circumstances Index (MFCI)</b> | <b>1.0</b>      |
| <b>B</b> | <b>Number of Households</b>   | <b>3,032</b>    |
| <b>C</b> | <b>Per-Household Funding Amount based on MFCI of 1.0</b>              | <b>\$10.00</b>  |
| <b>D</b> | <b>Grant Amount (B × C)</b>   | <b>\$30,400</b> |

**Notes and Data Sources**

**Notes**

- Line A: For further information on the calculation of the Northern and Rural Municipal Fiscal Circumstances Index (MFCI), see the OMPF 2023 Northern and Rural MFCI Workbook.

**Data Sources**

- Household figures based on the 2022 returned roll from the Municipal Property Assessment Corporation (MPAC).

**Township of East Zorra-Tavistock**  
Lower Tier (County of Oxford)

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**2023 OMPF Transitional Assistance**

**Table 5a - Transitional Assistance Funding Level**

|          |  |                  |
|----------|--|------------------|
| <b>A</b> | <b>2023 Guaranteed Level of Support</b>                                      | <b>85.0%</b>     |
| <b>B</b> | <b>2023 Guaranteed Support (A × B1)</b>                                      | <b>\$617,600</b> |
|          | 1. 2022 OMPF Allocation  | \$726,500        |
| <b>C</b> | <b>Sum of 2023 OMPF Grant Components (excluding Transitional Assistance)</b> | <b>\$792,700</b> |
| <b>D</b> | <b>2023 OMPF Transitional Assistance (B - C if positive)</b>                 | <b>-</b>         |

**Notes and Data Sources**

**Notes**

- Line B1: Equal to Line A of the 2022 OMPF Allocation Notice.

**Township of East Zorra-Tavistock**  
Lower Tier (County of Oxford)

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**2023 OMPF Transitional Assistance**

**Table 5b - Transitional Assistance Enhancement**

The Transitional Assistance enhancement is only provided to municipalities with an MFCl greater than 2.

**Township of East Zorra-Tavistock**  
Lower Tier (County of Oxford)

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**Northern and Rural Municipal Fiscal Circumstances Index**

**Table 1 - Northern and Rural Municipal Fiscal Circumstances Index Data**

|   | Township of East<br>Zorra-Tavistock | Median     |
|---|-------------------------------------|------------|
| <b>A Primary Indicator Values</b>                                       |                                     |            |
| 1. Weighted Assessment per Household                                    | \$445,588                           | \$289,000  |
| 2. Median Household Income  | \$100,000                           | \$82,000   |
| <b>B Secondary Indicator Values</b>                                     |                                     |            |
| 3. Average Annual Change in Assessment (New Construction)               | 3.0%                                | 1.1%       |
| 4. Employment Rate  | 69.8%                               | 56.0%      |
| 5. Ratio of Working Age to Dependent Population                         | 162.6%                              | 152.0%     |
| 6. Per cent of Population Above Low-Income Threshold                    | 92.0%                               | 88.0%      |
| <b>C Northern and Rural Municipal Fiscal Circumstances Index (MFCI)</b> |                                     | <b>1.0</b> |

**Notes and Data Sources**

**Notes**

- The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.
- The MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.
- The table above allows municipalities to see how their indicator values compare to the median.

**Data Sources**

- Line A1: Weighted Assessment is based on the final 2021 Market Change Profile (MCP), 2020 phased-in assessment values and 2023 starting tax ratios. The Payments-in-Lieu (PIL) portion of Weighted Assessment is based on the most recent available data, using the Financial Information Return (FIR) available as of September 30, 2022.
- Household figures based on the 2022 returned roll from the Municipal Property Assessment Corporation (MPAC).
- Line A2: Statistics Canada's measure of median total income for all private households in 2020.
- Line B3: Five-year (2017-2022) average annual change in weighted assessment - excluding the impact of reassessment - provided by the Online Property Tax Analysis System (OPTA).
- Line B4: Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over in 2016.
- Line B5: Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over) in 2021.
- Line B6: Statistics Canada's measure of the percentage of the population in private households above the low-income threshold, after tax, for Ontario in 2020.



## OMPF 2023 Workbook

## Section II

**Township of East Zorra-Tavistock**  
**Lower Tier (County of Oxford)**

3238

**Weighted Assessment****Table 2a - Taxable Weighted Assessment**

|                                | Col.1                  | Col.2       | Col.3  | Col.4                                 |
|--------------------------------|------------------------|-------------|--|---------------------------------------|
| Property Tax Class             | Taxable Assessment     | Tax Ratio   | Taxable Weighted Assessment<br>(Col. 1 × Col. 2) | Per Cent of Total Weighted Assessment |
| <b>A Residential</b>           | <b>\$867,343,150</b>   | <b>1.00</b> | <b>\$867,343,150</b>                             | <b>65.1%</b>                          |
| <b>B Multi-Residential</b>     | <b>\$13,891,171</b>    |             | <b>\$27,782,342</b>                              | <b>2.1%</b>                           |
| Multi-Residential              | \$13,891,171           | 2.00        | \$27,782,342                                     | 2.1%                                  |
| New Multi-Residential          | -                      | -           | -  | -                                     |
| <b>C Broad Commercial</b>      | <b>\$40,623,898</b>    |             | <b>\$77,258,530</b>                              | <b>5.8%</b>                           |
| Commercial Residual            | \$40,391,798           | 1.90        | \$76,817,122                                     | 5.8%                                  |
| Office Buildings               | -                      | -           | -  | -                                     |
| Parking Lots                   | \$232,100              | 1.90        | \$441,408  | 0.0%                                  |
| Shopping Centres               | -                      | -           | -  | -                                     |
| Professional Sports Facilities | -                      | -           | -  | -                                     |
| Large Theatre                  | -                      | -           | -  | -                                     |
| Condominium Resorts            | -                      | -           | -  | -                                     |
| <b>D Broad Industrial</b>      | <b>\$17,402,210</b>    |             | <b>\$45,767,812</b>                              | <b>3.4%</b>                           |
| Industrial Residual            | \$10,723,210           | 2.63        | \$28,202,042                                     | 2.1%                                  |
| Large Industrial               | \$6,679,000            | 2.63        | \$17,565,770                                     | 1.3%                                  |
| <b>E Other</b>                 | <b>\$1,207,342,650</b> |             | <b>\$314,508,990</b>                             | <b>23.6%</b>                          |
| Pipelines                      | \$49,552,000           | 1.26        | \$62,400,834                                     | 4.7%                                  |
| Landfills                      | -                      | -           | -  | -                                     |
| Farmlands                      | \$1,156,021,850        | 0.22        | \$251,665,957                                    | 18.9%                                 |
| Managed Forests                | \$1,768,800            | 0.25        | \$442,200  | 0.0%                                  |
| <b>F Total (Sum of A to E)</b> | <b>\$2,146,603,079</b> |             | <b>\$1,332,660,824</b>                           | <b>100.0%</b>                         |

**Notes and Data Sources****Notes**

- Taxable assessment has been adjusted for discounted tax rates where applicable.
- Exempt properties are not included in the calculation of Taxable Weighted Assessment.

**Data Sources**

- Final 2021 Market Change Profile (MCP) and 2020 phased-in assessment values provided by the Municipal Property Assessment Corporation (MPAC).
- 2023 starting tax ratios based on 2022 municipal tax rate bylaws.

**Township of East Zorra-Tavistock**  
**Lower Tier (County of Oxford)**

3238

**Weighted Assessment****Table 2b - PIL Equivalent Weighted Assessment**

|   | 2020                |
|---|---------------------|
| <b>A Net PIL Entitlement (A1 - A2)</b>                            | <b>\$88,690</b>     |
| 1. PIL Entitlement  | \$88,690            |
| 2. Special Area PILs and Municipal Enterprises                    | -                   |
| <b>B PIL Equivalent Weighted Assessment (A ÷ B1)</b>              | <b>\$18,362,174</b> |
| 1. Residential Tax Rate   | 0.48%               |
| <b>C PIL Equivalent Weighted Assessment used in the 2023 OMPF</b> | <b>\$18,362,174</b> |

**Notes and Data Sources****Notes**

- Total Weighted Assessment per Household includes the Payments-in-Lieu (PIL) Equivalent Weighted Assessment on Line C. This is calculated based on the most recent available data, using the Financial Information Return (FIR) available as of September 30, 2022.

**Data Sources**

- PIL entitlement from FIR, Schedule 10, Line 0499, Column 1. For lower- and single-tier municipalities, PIL entitlement also includes figures from FIR, Schedule 22, Line 7010, Column 12.
- For lower- and single-tier municipalities, special area PILs from FIR, Schedule 24, Line 9499, Column 12; municipal enterprise figures from FIR, Schedule 26, Line 5610, Column 8.
- Residential tax rate is from municipal bylaws for the tax year.

**Township of East Zorra-Tavistock**  
**Lower Tier (County of Oxford)**

3238

**Weighted Assessment****Table 2c - Total Weighted Assessment**

|          |  |                        |
|----------|--|------------------------|
| <b>A</b> | <b>Total Weighted Assessment (A1 + A2)</b>             | <b>\$1,351,022,998</b> |
|          | 1. Total Taxable Weighted Assessment                   | \$1,332,660,824        |
|          | 2. Total PIL Equivalent Weighted Assessment            | \$18,362,174           |
| <b>B</b> | <b>Number of Households</b>                            | <b>3,032</b>           |
| <b>C</b> | <b>Total Weighted Assessment per Household (A ÷ B)</b> | <b>\$445,588</b>       |

**Notes and Data Sources****Notes**

- Line A1: For detailed calculation, see Section II, Table 2a.
- Line A2: For detailed calculation, see Section II, Table 2b.

**Data Sources**

- Household figures based on the 2022 returned roll from the Municipal Property Assessment Corporation (MPAC).

**Township of East Zorra-Tavistock**  
**Lower Tier (County of Oxford)**

3238

**Farm Area Measure****Table 3a - Farm Area Measure Calculation**

|                                      |        |              |
|--------------------------------------|--------|--------------|
| <b>A Farm Area Measure (A1 ÷ A2)</b> |        | <b>89.9%</b> |
| 1. Farm Land Area (acres)            | 53,693 |              |
| 2. Municipal Land Area (acres)       | 59,790 |              |

**Notes and Data Sources****Notes**

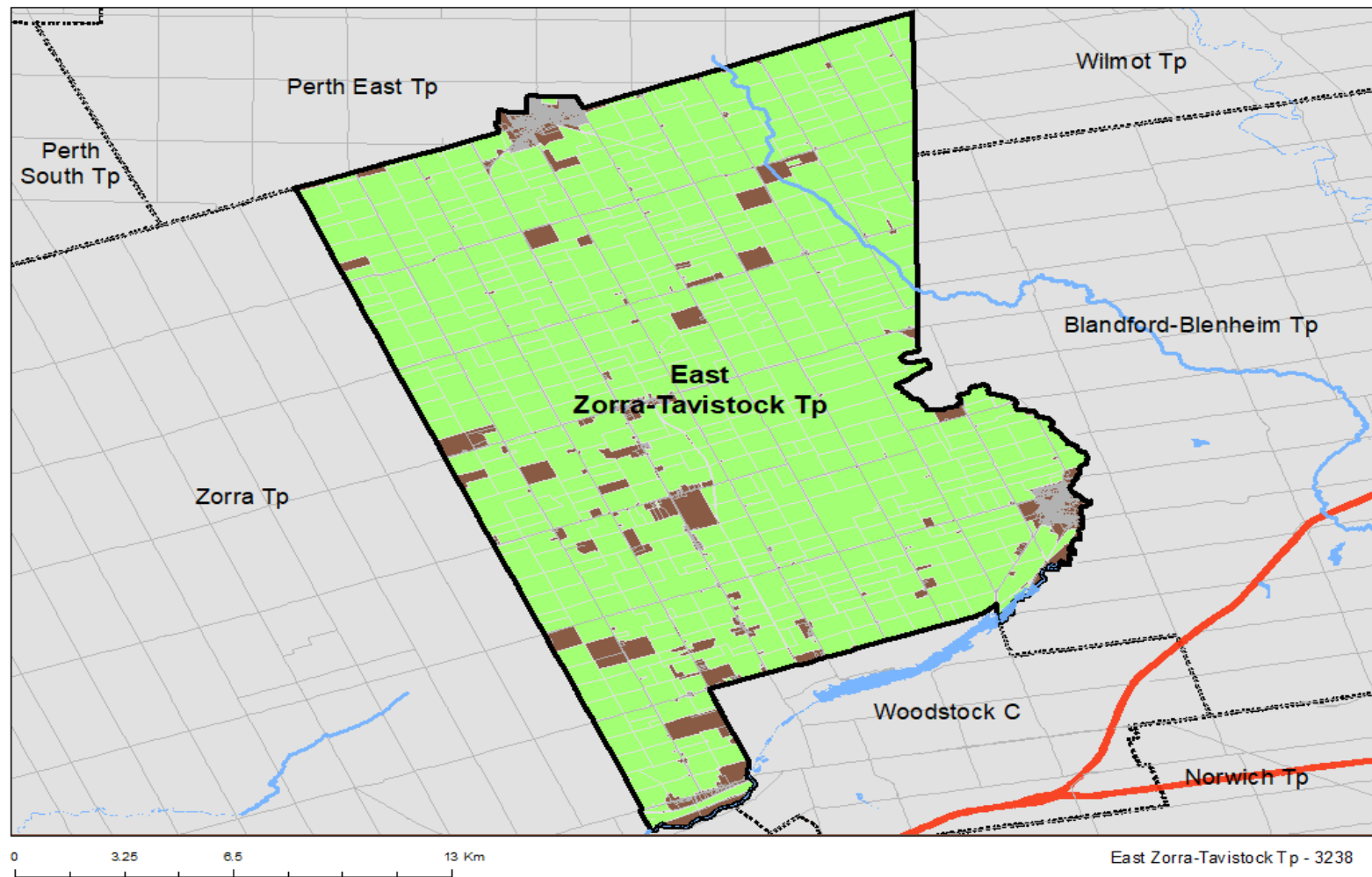
- Line A: Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure (FAM) are provided in the 2023 OMPF Technical Guide.
- Line A1: The Farm Land Area for the Township of East Zorra-Tavistock is comprised of 626 properties in the farm property tax class.
- Line A2: The total number of acres of land in the municipality.

**Data Sources**

- Farm Land Area is determined using the Ontario Parcel database.
- Municipal Land Area is based on Statistics Canada data.

Farm Area Measure  
Map 3b - Farm Area Map

Township of East Zorra-Tavistock  
County of Oxford





**Township of East Zorra-Tavistock**  
**Lower Tier (County of Oxford)**

3238

**Rural and Small Community Measure**

**Table 4a - Rural and Small Community Measure Calculation**

|   |               |
|---|---------------|
| <b>A Population</b>                                     | <b>7,841</b>  |
| 1. Rural  | 3,347         |
| 2. Small Community                                      | 4,494         |
| 3. Urban  | -             |
| <b>B Rural and Small Community Population (A1 + A2)</b> | <b>7,841</b>  |
| <b>C Rural and Small Community Measure (B ÷ A)</b>      | <b>100.0%</b> |

**Notes and Data Sources**

**Notes**

- Line A2, A3: For the urban and small community area profile, see Section II, Table 4b.
- Areas are classified by Statistics Canada as rural or small community if they meet one of the following conditions:
  1. The area has a population density less than 400 people per square kilometre;
  2. The area has a population density greater than 400 per square kilometre but it cannot be grouped with adjacent areas (each with a population density greater than 400 per square kilometre), to produce a total population concentration greater than 1,000; or
  3. The area is not economically integrated with a population centre of greater than 10,000 people, as measured by labour force commuter flow.

**Data Sources**

- Rural and Small Community Measure (RSCM) based on information from Statistics Canada Census.

**Township of East Zorra-Tavistock**  
 Lower Tier (County of Oxford)

3238

**Rural and Small Community Measure**

**Table 4b - Urban and Small Community Area Profile**

|   | Population | Area | Density |
|---|------------|------|---------|
| <b>Municipal Share of Urban Areas</b>         |            |      |         |
| There are no Urban Areas in this Municipality |            |      |         |

|   |              |
|---|--------------|
| <b>Municipal Share of Small Community Areas</b> | <b>4,494</b> |
| Tavistock                                       | 3,152        |
| Innerkip  | 1,342        |

|  |
|--|
| <b>Large Population Centres</b>                            |
| There are no Large Population Centres in this Municipality |

**Notes and Data Sources**

**Notes**

- Area in square kilometres, density in number of people per square kilometre.
- Municipalities may not enclose a large urban area completely. For example, Mississauga contains part of the large urban area of Toronto, but does not contain the entire urban area of Toronto.

## Appendix 'B'

### SPONSORSHIP AGREEMENT

**BETWEEN:** **SAPUTO INC.**, a corporation having its head office at 6869  
Metropolitain Boulevard East, Saint-Léonard, Québec,  
H1P 1X8;

(hereinafter, "**Saputo**")

**AND:** **THE CORPORATION OF THE TOWNSHIP OF EAST  
ZORRA-TAVISTOCK**, having a place of business at 90  
Loveys Street, Hickson Ontario, N0J 1L0;

(hereinafter, "**Township**")

(individually, a "**Party**" and, collectively, the "**Parties**")

### PREAMBLE

**WHEREAS** the Township wishes to develop and operates a building of a spray pad (the "**Spray pad**") located in Queen's Park, Tavistock;

**WHEREAS** Saputo manufactures, distributes, sells and/or supplies a wide variety of dairy products and other products;

**WHEREAS** Saputo wishes to support Township in the construction of the Spray pad as set out in this sponsorship agreement (the "**Agreement**");

**NOW THEREFORE** in consideration of the mutual promises, conditions and covenants herein, the Parties agree as follows:

#### 1. PREAMBLE

The preamble of this Agreement forms an integral part hereof.

#### 2. PROJECT DESCRIPTION

Township undertakes to develop and operate the Spray pad which will be publicly available and designed for kids up to the age of 12 years old, the whole in accordance with the attached Schedule 1 (the "**Project**"), being understood that Township shall be solely responsible for carrying out the Project and for all costs and expenses incurred in connection with the Project, except as expressly provided in the Agreement. Township will also assume the maintenance of the Spray pad upon completion of the Project.

#### 3. SPONSORSHIP FEE

In consideration for the execution of the Project by Township, Saputo has offered to pay to Township an aggregate sum of thirty-five thousand dollars (\$35,000) (the "**Sponsorship Fee**"). The Sponsorship Fee shall be payable by Saputo to the Township within thirty (30) days following execution of the Agreement by both Parties.

#### **4. EXCLUSIVITY**

For as long as this Agreement is in effect, Saputo will be granted exclusivity in the dairy category (including but not limited to, for milk, cream, cheese, butter and yogurt) and plant-based category for all visibility within the Spray pad and in connection with the Project. Accordingly, Township undertakes that no other dairy processor and/or plant-based processor or dairy product and/or plant-based product will be associated with the Project, the Spray pad in any manner during the Term.

#### **5. OBLIGATIONS OF SAPUTO**

In consideration of the benefits set out in this Agreement, Saputo shall:

- a) Support Township with payment of the Sponsorship Fee, as set out in the Agreement;
- b) Subject to Section 9, provide a limited, non-exclusive, non-transferable, revocable license to the Saputo Marks (as such term is hereinafter defined) exclusively for use by Township in communication and promotional materials for the duration of the Term in connection with the Project, as set forth herein;
- c) Provide all necessary visuals and materials to Township for the purposes of promoting Saputo in accordance with this Agreement; and
- d) Provide approval and/or comments to Township regarding communication and promotional material developed by Township concerning Saputo within five (5) days of reception or any other delay mutually agreed by the Parties.

#### **6. OBLIGATIONS OF TOWNSHIP**

In consideration of the benefits set out in this Agreement, Township shall:

- a) Provide all visuals and materials necessary for purposes of promoting Saputo as may be agreed to from time to time by the Parties in writing;
- b) Subject to Section 9.3, ensure the recognition of Saputo as a contributor to the Project by having Saputo's name prominently displayed at the Spray pad throughout the Term;
- c) Subject to Section 9.3, ensure the recognition of Saputo's contribution during a ceremony hosted to announce the completion of the Project, as well as the opportunity for Saputo representatives to attend the Spray pad opening ceremony and to deliver a speech;
- d) Subject to Sections 9 and 10, provide Saputo with access to Township's Marks for purposes of use by Saputo on promotional materials for the duration of the Term;
- e) Authorize Saputo to communicate the partnership provided hereunder through various internal and external communications tools, including but not limited to its website ([www.saputo.com](http://www.saputo.com));
- f) Provide approval and/or comments to Saputo regarding communication and promotional material concerning Township within five (5) days of reception or any other delay mutually agreed by the Parties;

- g) Subject to Section 9, ensure the recognition of Saputo's contribution by featuring it through the Project press release;
- h) At all times, the representatives and members of Township shall conduct themselves in a professional and upstanding manner so as to support and maintain the good name, reputation and the image of Saputo and of each and every corporation, partnership, limited partnership and any other entity that is controlled, directly or indirectly, by Saputo ("**Affiliates**") and its and their products.

## 7. TERM OF THE AGREEMENT

- 7.1 This Agreement will be effective as of the signature of this Sponsorship Agreement (the "**Effective Date**") and terminate on [10 years post grand opening of the Spray Pad] (the "**Term**").

## 8. TERMINATION

- 8.1. Subject to any other terms and conditions of this Agreement, either Saputo or Township (the "**Terminating Party**") may terminate this Agreement upon providing to the other Party (the "**Defaulting Party**") written notice of termination (the "**Termination Notice**") if the Defaulting Party is in breach of a material obligation under this Agreement; however, if such breach can be remedied and does not cause material prejudice to the Terminating Party, then the Termination Notice shall stipulate that the Defaulting Party shall have ten (10) days following receipt of the Termination Notice (the "**Remedy Period**") to remedy the said breach, failing which this Agreement shall automatically terminate at the end of the Remedy Period.
- 8.2. The Agreement terminates immediately upon notice by one Party to the other Party should the latter Party become bankrupt, take any step or proceeding available to it for the benefit of insolvent debtors, become insolvent or take any step or proceeding for its liquidation, dissolution or winding up.
- 8.3. Upon expiration or termination of this Agreement, for any reason whatsoever, each Party must promptly destroy all material which displays the other Party's name, logo, trade names, trade-marks, brands, artwork or other distinct marks or symbols (the "**Marks**") and shall immediately cease all future reproduction or display of the other Party's Marks.
- 8.4. If, for any reason, this Agreement is terminated prior to the end of the Term, then Township shall be deemed to have waived its right to claim any unpaid portion of the Sponsorship Fee. Notwithstanding the foregoing, if Township is unable to substantially execute the Project within the prescribed delays, for any reason whatsoever, Township shall forthwith reimburse to Saputo the Sponsorship Fee upon request by Saputo. Saputo reserves all of its legal rights in such circumstances.

## 9. USE OF MARKS

- 9.1. Township and Saputo agree, subject to Sections 9.2 and 9.3, to use each other's logo to promote Saputo in connection with the Project throughout the Term of this Agreement. For clarity, as referred to in this Agreement, Saputo's logos include its corporate logo, as well as the logos of all its products.
- 9.2. Any material, in any format, including print or web advertisement, brochures, promotional documentation, where any of Township's Marks are displayed or otherwise used, shall be submitted to Township for its prior written approval before it is made available to the public or circulated.



- 9.3. Any material, in any format, including print or web advertisement, brochures, promotional documentation, where any of Saputo's Marks are displayed, mentioned or otherwise used, shall be submitted to Saputo for its prior written approval before it is made available to the public or circulated.

## 10. LICENCE ON MATERIALS

- 10.1. Township hereby grants to Saputo a perpetual, royalty-free and assignable license (the "**License**") on any and all works of every nature and kind (the "**Works**"), including, without limitation, pictures, videos and other materials that Township, its employees or other agents, including, without limitation, independent third-party contractors, create in connection with this Agreement or any other agreement between Township and Saputo and provide from time to time to Saputo in connection with the Agreement or any other agreement between the Parties.
- 10.2. Township further confirms, acknowledges and agrees to the following with respect to the License:
- a) at the request of Saputo, Township will immediately execute any and all documents that may be required by Saputo or its counsel to give full effect to this License; and
  - b) none of the Works will infringe upon any rights of third parties, including, without limitation, such rights relating to intellectual and industrial property, such as copyright or trade-marks.
- 10.3. Township confirms, acknowledges and agrees that all persons under its control, including, without limitation, Township's members, shareholders, directors, officers, employees and other agents, including, without limitation, independent third-party contractors, shall comply with all of the foregoing obligations relating to the Works and the License. For greater certainty, Township agrees and confirms that: (i) it has obtained all requisite consents and assignment of rights from its employees and agents involved in the production of the Works; (ii) all individuals featured in any of the Works have provided their consent; and (iii) upon request from Saputo, Township shall provide any and all documentation it has in its possession to evidence the foregoing.
- 10.4. The License shall survive the termination or expiration of this Agreement, shall enure to the benefit of Saputo's successors and assigns, and shall be binding on any and all of Township's successors and assigns.

## 11. INDEMNITIES

- 11.1. Township will, and hereby, agrees to indemnify, defend and hold harmless Saputo and its Affiliates, and its and their directors, officers, employees and agents (the "**Indemnified Parties**"), from and against all claims, damages, losses and expenses which any of the Indemnified Parties may incur, including injury to, or death of, any person or on account of damage to real or personal property, or any other claim directly arising from or relating to the acts or omissions of Township and its agents, or others performing any of its obligations under this Agreement.
- 11.2. Under no circumstances shall Saputo or Township be responsible for any consequential, incidental, indirect or contingent damages whatsoever, whether based on contract, tort, strict liability or other theory of law, all such damages and claims being specifically disclaimed.

## 12. INSURANCE

Township shall have and keep in force, at its own expense, for the Term, comprehensive commercial general liability insurance with a minimum limit of not less than two million dollars (\$2,000,000) per occurrence and per year, including general liability/commercial, personal injury, including death, and

property damage. Within thirty (30) days from the execution of this Agreement, Township will provide to Saputo a completed certificate of insurance reflecting: (i) the required coverage; (ii) that such policy or policies will not be changed or cancelled by the insurer without at least thirty (30) days' prior written notice to Saputo; (iii) adding Saputo, the Affiliates and their respective employees, directors, officers and agents as additional insured; (iv) be primary to and non-contributing with any other insurance carried by or for the benefit of Saputo; and (v) be placed with an insurer that has an AM Best rating of no less than "A-" at all time.

### 13. CONFIDENTIAL INFORMATION

- 13.1. Township agrees that prior to and/or during the Term of this Agreement certain confidential information not generally available to the public (the "**Confidential Information**") including but not limited to, product recipes, specifications and formulations and/or information relating to assets, suppliers, clients, pricing, marketing strategies, business strategies, operations' strategies, and sales information regarding Saputo and/or its Affiliates, may have been and/or will be provided by Saputo and/or its Affiliates (the "**Disclosing Party**") to Township or its respective employees, agents, directors or representatives (collectively, the "**Recipient**") regarding the Disclosing Party. The Recipient hereby agrees to maintain in confidence and not use or disclose the Confidential Information to any third party other than as agreed to in writing by the Disclosing Party.
- 13.2. These restrictions will not apply to the disclosure of Confidential Information by the Recipient which is required by law; was already known to the Recipient through lawful means prior to disclosure; was in the public domain at the time it was disclosed or becomes publicly available to the Recipient after disclosure through lawful means; was independently developed by the Recipient; or, was disclosed to the Recipient by a third party who had the right to make disclosure. The Recipient agrees that the obligation to keep the Confidential Information confidential will continue after the termination of this Agreement.

### 14. COMPLIANCE WITH SAPUTO SUPPLIER CODE OF CONDUCT

In the performance of Township's obligations under this Agreement and with respect to any other dealings Township has or may in the future have with Saputo, its Affiliates and their respective employees, officers, directors, third-party subcontractors and each of their predecessors, successors and assigns (collectively, together with Saputo, the "**Saputo Group**"), Township shall, and shall cause its affiliates and their respective employees, officers, directors, third-party subcontractors and each of their predecessors, successors and assigns (collectively, together with Township, the "**Township Group**") to, at all times, comply with the provisions of the Saputo Supplier Code of Conduct ("**SSCOC**"). The full text of the SSCOC is available at [www.saputo.com/en/our-promise/responsible-sourcing/](http://www.saputo.com/en/our-promise/responsible-sourcing/) and may be updated or amended from time to time by Saputo, in its sole discretion. Township shall promptly report any actual or suspected violations of the SSCOC, including violations by any employee, officer, director, agent or third-party contractor acting on behalf of either the Township Group or the Saputo Group, to Saputo's internal auditors at the following email address: [internal.audit@saputo.com](mailto:internal.audit@saputo.com). Such reporting will remain confidential.

### 15. GENERAL TERMS.

- 15.1. Interpretation. The preamble to this Agreement and Schedule 1 and 2, attached hereto, form an integral part of this Agreement as if herein recited at length in full.
- 15.2. Amendments. The Agreement constitutes the entire understanding between the Parties and may

only be modified by a written document signed by both Parties.

- 15.3. Relationship of the Parties. The Parties agree their relationship shall under no circumstance be considered that of partner, joint venture or employee and that neither Party may make any representations or warranties on behalf of or bind the other Party.
- 15.4. Notices. Any notice or other communication required under this Agreement shall be in writing and shall be delivered personally, by fax, by email with proof of receipt or by prepaid registered or certified mail, addressed:

In the case of notice to Township:

**The Corporation of the Township of East Zorra-Tavistock**  
90 Loveys Street,  
Hickson Ontario,  
N0J 1L0  
Attention:  
Email:

And in the case of notice to Saputo as follows:

**Saputo Inc.**  
6869 Metropolitain Boulevard East  
St. Leonard, Quebec  
H1P 1X8  
Email: helene.morissette@saputo.com  
Attention: Vice President, Corporate Responsibility

With a copy to:

**Saputo Inc.**  
6869 Metropolitain Boulevard East  
St. Leonard, Quebec  
H1P 1X8  
Fax: 514-328-3322  
Attention: Senior Vice President, Legal Affairs – Operating Divisions

Notwithstanding the foregoing, the Parties may, in the normal course of business, communicate by email with respect to matters related to the Project.

- 15.5. Assignment. The Parties will not assign their interests under this Agreement without the prior written consent of the other Party, which may not be unreasonably withheld, except that Saputo may assign its interests under this Agreement without the prior written consent of Township, provided such assignment is made to an Affiliate. For purposes of this Agreement, a transfer of control of either Party will be deemed to constitute an assignment of such Party's interests under this Agreement. This Agreement shall enure to the benefit of each of the Parties hereto, and to their respective successors and permitted assigns.
- 15.6. Governing Laws and Jurisdiction. This Agreement shall be governed by and construed exclusively in accordance with the laws of the province of Quebec, as well as the laws of Canada, applicable

therein. Further, the Parties elect as venue for any claim or litigation arising out of or in connection with this Agreement, the courts having jurisdiction over the City of Montreal, Quebec, and the Parties specifically exclude any other courts or jurisdictions which could have authority over the same subject matter.

- 15.7. Authority to Bind. Township hereby represents and warrants to Saputo that: (a) it has the full right, power, and authority to enter into this Agreement and each agreement, document, and instrument to be executed and delivered by Township pursuant to this Agreement and to carry out the transactions contemplated hereby and thereby; and (b) the execution of this Agreement by Township will not result in conflict with or breach any contractual obligations of Township with third parties.

**IN WITNESS THEREOF**, the Parties hereto have executed this Agreement with effect on the Effective

Date:

**SAPUTO INC.**

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

\_\_\_\_\_  
Per: Helene Morissette  
Title: Vice President, Corporate  
Responsibility

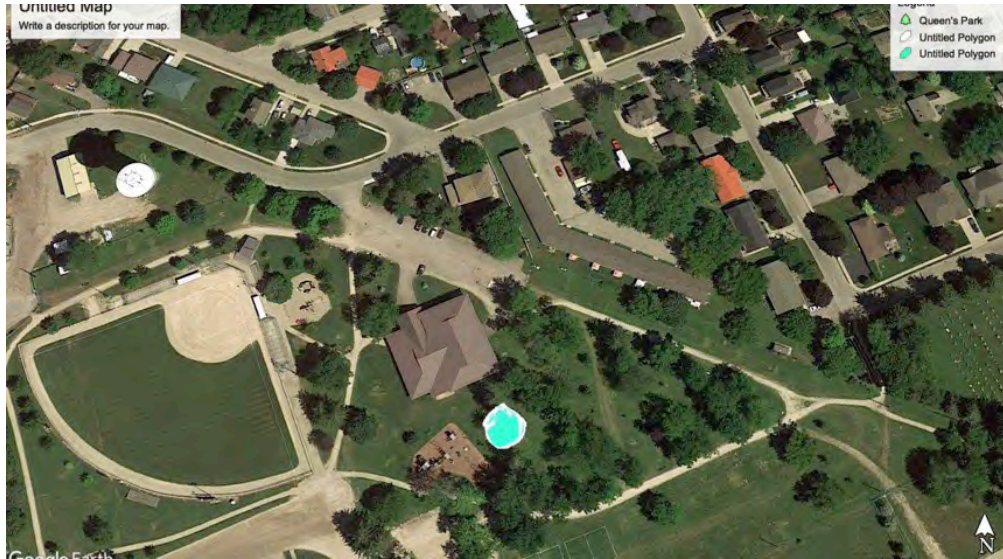
\_\_\_\_\_  
Per: \_\_\_\_\_  
Title: \_\_\_\_\_

**SCHEDULE 1****PROJECT PLANS AND SCHEDULE****Project Duration Estimates**

| Project Milestone  | Date Estimate   |
|--|---|
| <ul style="list-style-type: none"> <li>Project plan development</li> <li>Approval by city</li> </ul> | <ul style="list-style-type: none"> <li>Summer 2022</li> </ul> |
| <ul style="list-style-type: none"> <li>Secure funding</li> <li>Sign contract</li> </ul>              | <ul style="list-style-type: none"> <li>Fall 2022</li> </ul>   |
| <ul style="list-style-type: none"> <li>Start construction phase</li> </ul>                           | <ul style="list-style-type: none"> <li>Fall 2022</li> </ul>   |
| <ul style="list-style-type: none"> <li>Construction finalized</li> </ul>                             | <ul style="list-style-type: none"> <li>Spring 2023</li> </ul> |
| <ul style="list-style-type: none"> <li>Opening ceremony</li> </ul>                                   | <ul style="list-style-type: none"> <li>Summer 2023</li> </ul> |

**Project plans or graphics**

**Photos of current facility/location**





## Appendix 'C'

November 29, 2022

Dear Clients:

Re: *More Homes Built Faster Act*

In our continued efforts to keep our clients up to date on the legislative amendments resulting from Bill 23 (*More Homes Built Faster Act*), we are writing to inform you that Bill 23 received Royal Assent on November 28, 2022. This letter highlights the changes that were introduced with the Second Reading of the Bill and identifies the amendments that are currently in effect for the *Development Charges Act* (D.C.A.), as well as section 37 (community benefits charges (C.B.C.s)) and section 42 (parkland dedication) of the *Planning Act*.

### ***Development Charges Act***

- Second Reading of the Bill introduced two substantive modifications to the proposed changes, including:
  - For the phase-in of the charges over the first four years of a development charges (D.C.) by-law, under First Reading the transition provisions only applied to existing D.C. by-laws passed on or after June 1, 2022. These rules now apply to a D.C. by-law passed on or after January 1, 2022.
  - The discount for rental housing developments is applicable to a D.C. payable under a section 27 agreement, for prescribed developments that were entered into before the *More Homes Built Faster Act* received Royal Assent. These discounts do not apply to payments made under the agreement prior to this date.
- All sections of Schedule 3 of the *More Homes Built Faster Act* are in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
  - Subsection 4.1 of the D.C.A., which provides exemptions for affordable and attainable residential units;
  - Rules under front-ending agreements with respect to affordable and attainable residential units; and
  - Regulation powers related to defining attainable housing and criteria for arm's length transactions.

These exceptions will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

### **Section 37 of the *Planning Act* – Community Benefits Charges**

- Second Reading of the Bill introduced an additional change to the proposed C.B.C. amendments under section 37 of the *Planning Act*. The change allows a municipality to enter into an agreement with a landowner for the provision of in-



kind contributions. It also allows for this agreement to be registered on title of the land to which the charge applies.

- Section 10 of Schedule 9 of the *More Homes Built Faster Act* is in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
  - Subsection 37 (32.1) of the *Planning Act*, which provides reductions in the maximum charge for developments containing affordable and attainable residential units.

This subsection of the *Planning Act* will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

### **Section 42 of the *Planning Act* – Parkland Dedication**

- No additional changes or modifications were made since First Reading of the Bill with respect to the parkland dedication amendments under section 42 of the *Planning Act*.
- Section 12 of Schedule 9 of the *More Homes Built Faster Act* is in effect as of November 28, 2022 (date of Royal Assent) with the exception of:
  - Subsections 42 (1.1) and 42 (3.0.3) of the *Planning Act*, which provide reductions in the standard and alternative parkland dedication requirements for affordable and attainable residential unit developments; and
  - Subsections 42 (4.30) through 42 (4.39) of the *Planning Act* which allow a landowner to identify the land for parkland conveyance under the by-law.

These subsections of the *Planning Act* will come into effect on the date of proclamation. As of the date of this letter, proclamation has not been given.

We would be pleased to discuss the changes resulting from the *More Homes Built Faster Act* with you in further detail at your convenience.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, Principal

Gary Scandlan, BA, PLE, Managing Partner

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner

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

**COUNTY OF OXFORD**

**BY-LAW #2022 - 41**

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**BEING A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO  
TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL  
YEAR ENDING DECEMBER 31, 2023**

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

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

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

1. The Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note during the year 2023 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected, the current expenditures of the Corporation and the other amounts that are set out in Section 407 of the Municipal Act.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Canadian Imperial Bank of Commerce (CIBC)** and such other lender(s) as may be determined from time to time by resolution of Council.
3. The total amount, which may be borrowed at any one time under this by-law, shall be in accordance with Section 407(2), Section 407(3) and Section 407(4) of the Municipal Act.
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law.

5. All or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
6. The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
7. Promissory Notes made under Section 1 shall be sealed with the seal of the Corporation and signed by the head of Council or such other person as is authorized by by-law to sign it and by the Treasurer.
8. This by-law shall take effect on January 1, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7<sup>th</sup> DAY OF DECEMBER, 2022.**

\_\_\_\_\_  
Phil Schaefer, Mayor

seal

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

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

**COUNTY OF OXFORD**

**BY-LAW #2022 - 42**

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**Being a by-law to establish an Interim Tax Levy for the year 2023.**

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

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

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

1. That for the year 2023 the interim levy shall be levied raised and calculated on all real property taxable and liable to pay the same according the last revised assessment roll in an amount not to exceed 50% of the total amount of the taxes for municipal and school purposes on the property for the previous year.
2. The said interim tax levy shall be due and payable in two instalments on or before the following dates:

|                   |                   |
|-------------------|-------------------|
| First Instalment  | February 28, 2023 |
| Second Instalment | May 31, 2023      |
3. That a charge as a penalty of one and one-quarter per cent on the amount of any outstanding taxes levied in 2023 shall be made on the first day of default and on the first day of each calendar month thereafter in which default continues until December 31, 2023, and any such additional amount shall be levied and collected in the same manner as if it had been originally imposed with and formed part of such levy.
4. That interest of one and one-quarter per cent on the amount of any taxes due and unpaid after December 31, 2023, shall be charged on the first day of each calendar month thereafter in which the default continues.

5. That all taxes payable under the Pre-Authorized Monthly Payment Plan, shall be due and payable on the fifteenth day of each calendar month, beginning in January and ending in October or December of 2023 dependent upon plan enrolment.
6. That all taxes payable under the Pre-Authorized Due Date Payment Plan, shall be due and payable on the 28<sup>th</sup> day of February, 2023, and 31<sup>st</sup> day of May, 2023.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7<sup>th</sup> DAY OF DECEMBER, 2022.**

\_\_\_\_\_  
Phil Schaefer, Mayor

seal

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



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

**COUNTY OF OXFORD**

**BY-LAW #2022 - 43**

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**Being a by-law to appoint a Committee of Adjustment for  
the Township of East Zorra-Tavistock for the year 2023.**

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

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

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

1. That the Committee of Adjustment for the Corporation of the Township of East Zorra-Tavistock is hereby constituted and the following persons are hereby appointed as its members for the year 2023 or until their successors are appointed.

|                                 |                    |
|---------------------------------|--------------------|
| (1) Phil Schaefer - Chairperson | (5) Jeremy Smith   |
| (2) Matthew Gillespie           | (6) Steven Van Wyk |
| (3) Scott Rudy                  | (7) Scott Zehr     |
| (4) Brad Smith                  |                    |
2. That all by-laws inconsistent with the provisions of this by-law are hereby repealed.
3. That this by-law comes into full force and effect as of December 7, 2022, and shall expire on January 1, 2024.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7<sup>th</sup> DAY OF  
DECEMBER, 2022.**

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Phil Schaefer, Mayor

seal

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Will Jaques, Clerk

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2022-44**

A By-law to amend Zoning By-Law Number 2003-18, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of East Zorra-Tavistock deems it advisable to amend By-Law Number 2003-18 as amended.

THEREFORE, the Municipal Council of the Corporation of the Township of East Zorra-Tavistock, enacts as follows:

1. That Schedule "A" to By-Law Number 2003-18, as amended, is hereby amended by changing to 'RE-6' the zone symbol of the lands so designated 'RE-6' on Schedule "A" attached hereto.
2. That Section 10.5 to By-Law Number 2003-18, as amended, is hereby further amended by adding the following subsection at the end thereof:

"10.5.6 **LOCATION: PART LOT 7, CONCESSION 12 (EAST ZORRA) RE-6 (KEY MAP 42)**

- 10.5.6.1 Notwithstanding any provision of this Zoning By-Law to the contrary, no person shall within any RE-6 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

*All uses permitted* in Section 10.1 of this Zoning By-law;  
*A two-unit residential dwelling.*

- 10.5.6.2 Notwithstanding any provision of this Zoning By-law to the contrary, no person shall within any RE-6 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except in accordance with the following provisions:

10.5.6.2.1 SPECIAL PROVISIONS FOR A TWO-UNIT RESIDENTIAL  
DWELLING

10.5.6.2.1.1 Converted Dwelling Provision Shall Apply

For the purposes of this section, the provisions for Converted Dwellings contained in Section 5.5 of this Zoning By-law shall apply to a two-unit residential *dwelling*, except that subsection 5.5.6 shall not apply and the *lot area* required for a two-unit residential *dwelling* shall be as contained in subsection 10.5.6.2.1.2.

10.5.6.2.1.2 Lot Area

|         |                        |
|---------|------------------------|
| Minimum | <b>0.3 ha (0.8 ac)</b> |
|---------|------------------------|

10.5.6.3 That all the provisions of the RE Zone in Section 10.2 to this Zoning By-law, as amended, shall apply, and further that all the other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.

3. This By-law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 7<sup>th</sup> day of December, 2022.

READ a third time and finally passed this 7<sup>th</sup> day of December, 2022.

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Phil Schaefer - Mayor

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Will Jaques – Clerk

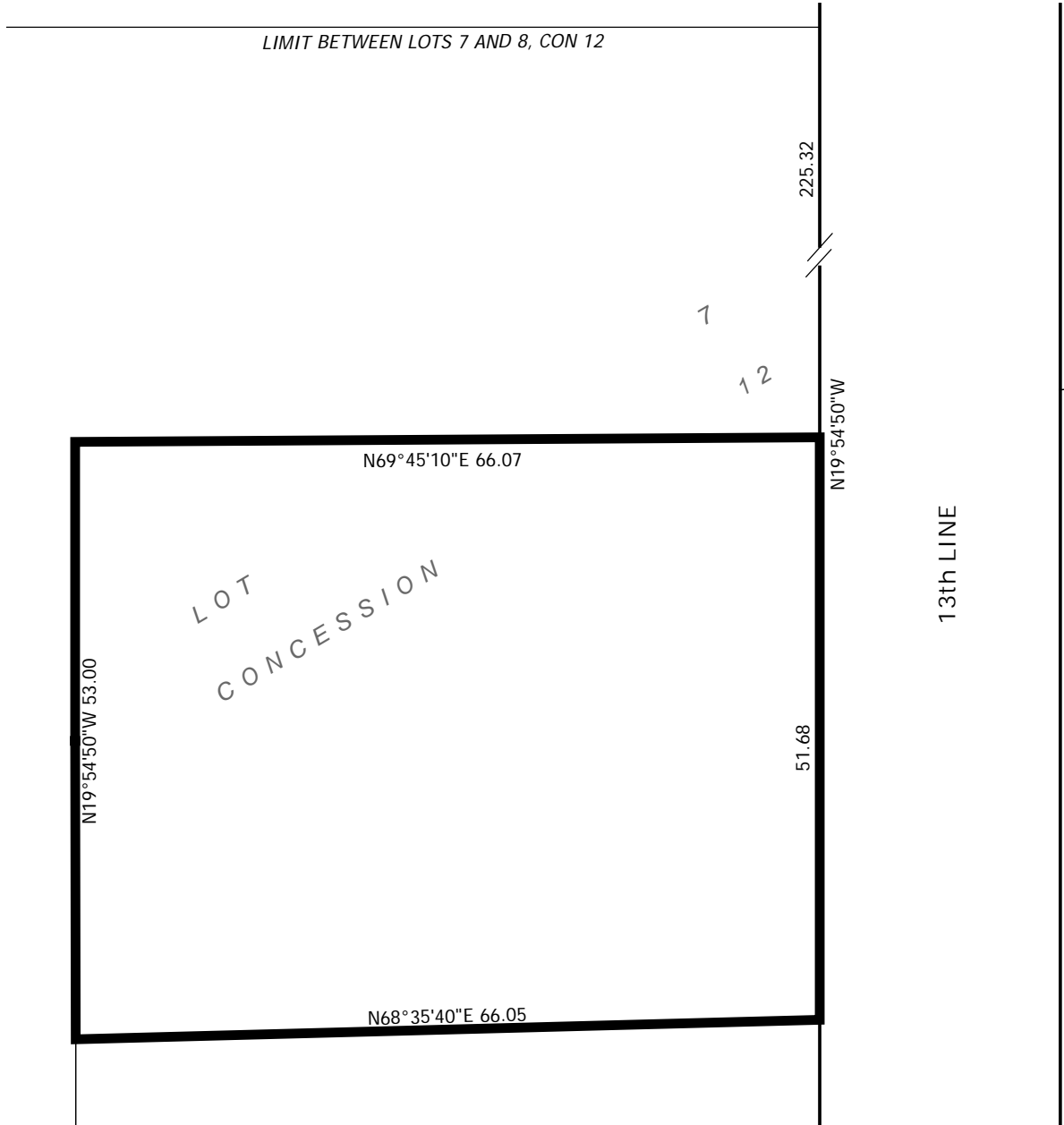
# SCHEDULE "A"

TO BY-LAW No. #2022-44

PT LOT 7, CONCESSION 12 (EAST ZORRA)

PART 2, REFERENCE PLAN 41R-1315

TOWNSHIP OF EAST ZORRA-TAVISTOCK



AREA OF ZONE CHANGE TO RE-6

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

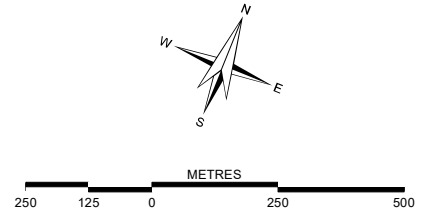
TO BY-LAW No. 2022-44, PASSED

THE 7 DAY OF December, 2022

\_\_\_\_\_  
MAYOR

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

# KEY MAP



 LANDS TO WHICH BYLAW #2022-44 APPLIES

## THE CORPORATION OF THE

#7.e

## TOWNSHIP OF EAST ZORRA-TAVISTOCK

## COUNTY OF OXFORD

## BY-LAW # 2022 - 45

**Being a By-law to authorize the execution of a Fire Department Driver Certification Program Agreement between the Township of East Zorra-Tavistock and the Township of Norwich.**

**WHEREAS** Section 20(1) of the Municipal Act, 2001, S. O. 2001, c. 25, as amended, provides that a municipality by enter into an agreement with one or more municipalities or local bodies, as defined in section 19, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

**AND WHEREAS** the above parties wish to exercise a shared services approach to the respective needs for Ministry of Transportation of Ontario Driver Certification for Ontario Class DZ driver licensing services;

**AND WHEREAS** it is deemed expedient to share services between the municipalities to ensure adequate training and testing to Ministry of Transportation Driver Certification for Class DZ driver licensing to volunteer firefighters is available in each community;

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

1. THAT the entering into a Fire Service Driver Certification Agreement between the Township of East Zorra-Tavistock and the Township of Norwich is hereby approved and authorized.
2. THAT the Mayor and the CAO-Treasurer are hereby authorized and directed to execute on behalf of the Corporation of the Township of East Zorra-Tavistock the said Fire Services Driver Certification Agreement in substantially the same for as the attached hereto as Schedule "A" and forming part of this By-law.
3. THAT the said Fire Services Driver Certification Agreement shall take effect and come into force upon the signing thereof by all parties thereto.
4. THAT this By-law shall come into force and take effect on the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7<sup>th</sup> DAY OF DECEMBER, 2022.**

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Phil Schaefer - Mayor

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Will Jaques - Clerk



**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2022 - 46**

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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 7<sup>th</sup> day of December, 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 7<sup>th</sup> DAY OF DECEMBER, 2022.**

---

Phil Schaefer, Mayor

seal

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Will Jaques, Clerk