

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 9:00 a.m. on Wednesday December 7, 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, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander and Corporate Initiatives Officer Meaghan Vader.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH brought mention of the new digital online history of Oxford County Council, as put together by Oxford County Archives. Councillor SMITH also noted some upcoming Christmas events in both Innerkip and Tavistock, as well as the Tavistock Royals Kid's Night, coming up on December 10<sup>th</sup>.

Approve  
Agenda

1. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that Council approve the agenda for the December 7, 2022, meeting as printed and circulated.

***CARRIED.***

**PECUNIARY INTERESTS:**

- Matthew GILLESPIE – Item #5(b) (Public Meeting for ZBA application 2-22-06 – Villages of Sally Creek)

Confirm  
Minutes -  
Council

2. Moved by: Scott RUDY  
Seconded by: Brad SMITH  
Resolved that Council confirm the Minutes of the November 16, 2022, Council Meeting, as printed and circulated.

***CARRIED.***

Confirm  
Minutes –  
Special Council

3. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that Council confirm the Minutes of the November 24, 2022, Special Council Meeting, as printed and circulated.

***CARRIED.***

**Correspondence & Reports – No Resolutions:**

- UTRCA – October 2022 FYI
- Margaret Lupton – Update from the Nov. 22, 2022, UTRCA Board Meeting
- Oxford County – Notice of Public Consultation (New Well Supply – Municipal EA)
- November 15, 2022 PSB Minutes
- Staff Report - #CBO2022 – 17 re: Building, Development & Drainage Reporting
- Staff Report - #PW2022 – 12 re: Public Works Reporting
- Staff Report - #FC2022 – 11 re: Fire Department Reporting
- Staff Report - #BCO2022 – 11 re: By-law Compliance Reporting
- Staff Report - #CSM2022 – 15 re: Corporate Services Reporting
- Staff Report - #CAO2022 – 19 re: CAO-Treasury Reporting

**Correspondence & Reports – Resolutions Following:**

UTRCA –  
October 2022  
FYI and Update  
from the  
November 22,  
2022 Board  
Meeting

Council reviewed the October 2022 FYI correspondence from the Upper Thames River Conservation Authority (UTRCA), as well as the correspondence from Margaret Lupton regarding the November 22, 2022 UTRCA Board Meeting.

ROMA – 2023  
Conference

4. Moved by: Matthew GILLESPIE  
Seconded by: Brad SMITH  
Resolved that Council authorizes the attendance of the following members at the ROMA 2023 Conference, being held January 22-24, 2023, in Toronto:
- Phil Schaefer
  - Jeremy Smith
  - Brad Smith
  - Steven Van Wyk

***CARRIED.***

Oxford County  
– Notice of  
Public  
Consultation  
(New Well  
Supply –  
Municipal EA)

Council reviewed the Notice from the County of Oxford regarding the upcoming public consultation for the new Tavistock Well Supply, as part of the Municipal EA process.

Oxford County  
– Resolution  
regarding  
Better Municipal  
Governance  
Act, 2022

5. Moved by: Jeremy SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that Council support the resolution from the County of Oxford opposing the "Better Municipal Government Act, 2022" and the "Better Homes Built Faster Act";

And that Township Staff, where necessary, assist County Staff in bringing forward a report that describes the potential impacts that could arise from the "Better Municipal Government Act, 2022" and the "Better Homes Built Faster Act".

***CARRIED.***

Public Meeting -  
Open

6. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:17 a.m.

***CARRIED.***

Public Meeting  
for ZN2-22-07  
(Mooney)

**PUBLIC MEETING – MOONEY ZONE CHANGE APPLICATION ZN2-22-07, PART LOT 17, CONCESSION 12 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2022-427, regarding the Zone Change Application on lands owned by Ralph and Rachel Mooney.

Council asked questions of the planner and Staff. The agent for the applicant was present and spoke favourably of the application. Council reviewed and considered the comments made in making its decision regarding this application.

Council  
Reconvene

7. Moved by: Matthew GILLESPIE  
Seconded by: Scott RUDY  
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:22 a.m.

***CARRIED.***

8. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that Council 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.

**CARRIED.**

County Council  
– Updates and  
Questions

Mayor SCHAEFER provided an update on Oxford County Council and advised that Council is in the middle of the 2023 budget process.

November 15,  
2022 PSB  
Minutes & EZT  
Police Services  
Board – Letter  
re: concerns  
with  
intersection of  
OR #59 and OR  
#33

Council reviewed the Minutes of the November 15, 2022, Police Services Board Meeting, as well as the correspondence from the Police Services Board regarding their concerns with the intersection of Oxford Road #59 and Oxford Road #33.

9. Moved by: Brad SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that Council direct staff to write a letter to the County of Oxford, supporting the letter sent to Oxford County by the Police Services Board, regarding concerns with the intersection of Oxford Road #59 and Oxford Road #33.

**CARRIED.**

Staff Report  
#CIO2022 – 12  
re: Witzel Drain  
Bid Award

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the recent tender process for the Witzel Drain.

10. Moved by: Scott ZEHR  
Seconded by: Scott RUDY  
Resolved that Council accept the bid from A.G. Hayter Contracting Ltd. in the amount of \$360,146.00 including provisional work and contingency;

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.

**CARRIED.**

Having declared a pecuniary interest, Matthew GILLESPIE left the meeting at 9:31 a.m.

Public Meeting -  
Open

11. Moved by: Jeremy SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:32 a.m.

***CARRIED.***

Public Meeting  
for ZN2-22-06  
(The Villages of  
Sally Creek  
Inc.)

**PUBLIC MEETING – THE VILLAGES OF SALLY CREEK INC. ZONE CHANGE APPLICATION ZN2-22-06, PART LOT 6, CONCESSION 10 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2022-426, regarding the Zone Change Application on lands owned by the Villages of Sally Creek Inc.

Council asked questions of the planner and Staff. The agent for the applicant was present and spoke favourably of the application. Letters of opposition were received, and members of the public who were present asked questions and spoke in opposition to the application. Council reviewed and considered the comments made in making its decision regarding this application.

Council  
Reconvene

12. Moved by: Scott ZEHR  
Seconded by: Brad SMITH  
Resolved that the Public Meeting does now adjourn and Council reconvenes at 10:06 a.m.

***CARRIED.***

13. Moved by: Jeremy SMITH  
Seconded by: Scott RUDY  
Resolved that Council 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.

***DEFEATED.***

Matthew GILLESPIE returned to the meeting at 10:12 a.m.

At 10:13 a.m., Wayne and Jane Uncer attended the meeting to discuss their desire to have the Township hard surface a portion of the 13<sup>th</sup> Line, between Oxford Road #33 and Oxford Road #8.

Staff Report  
#CBO2022 – 17  
re: Building,  
Development &  
Drainage  
Reporting

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

Staff Report  
#PW2022 – 12  
re: Public Works  
Reporting

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

Staff Report  
#FC2022 – 11  
re: Fire  
Department  
Reporting

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

Staff Report  
#FC2022 – 12  
re: Driver  
Certification  
Program

Fire Chief Scott Alexander reviewed his report with Council regarding the Township entering into an Agreement with the Township of Norwich for Driver Certification.

14. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved 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 Staff Report #FC2022-12.

***CARRIED.***

Staff Report  
#BCO2022 – 11  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2022 – 15  
re: Corporate  
Services  
Reporting

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

Council observed a recess between 11:29 a.m. and 11:39 a.m.

Staff Report  
#CAO2022 – 19  
re: CAO-  
Treasury  
Reporting

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

15. Moved by: Scott RUDY  
Seconded by: Scott ZEHR  
Resolved that Council authorize the CAO/Treasurer to sign the Saputo Legacy Agreement for their \$35,000.00 contribution to the Tavistock Spray Pad Project.

**CARRIED.**

Staff Report  
#CSM2022 – 16  
re:  
Appointments  
to Boards and  
Committees

Clerk Will Jaques reviewed his report with Council regarding the Appointment of individuals to the various Township Boards and Committees. Following discussion, individual resolutions were considered for the appointment of members to the Township's Boards and Committees.

16. Moved by: Matthew GILLESPIE  
Seconded by: Steven VAN WYK  
Resolved that the Township of East Zorra-Tavistock Recreation Advisory Committee Terms of Reference be amended to remove the Mayor as ex-officio, and that membership on the Committee shall include 3 members of Council.

**CARRIED.**

ERTH Power  
Board

17. Moved by: Jeremy SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that Council appoint the following person to ERTH Power Board of Directors:
- Donald McKay

**CARRIED.**

East Zorra-  
Tavistock  
Recreation  
Advisory  
Committee

18. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that Council appoint the following Council members to the East Zorra-Tavistock Recreation Advisory Committee for the 2022-2026 Council Term:
- Matthew Gillespie
  - Steven Van Wyk
  - Scott Rudy

**CARRIED.**

- |   |   |
|---|---|
| UTRCA<br>Appointment                                      | 19. Moved by: Matthew GILLESPIE<br>Seconded by: Steven VAN WYK<br>Resolved that Council recommend to the County of Oxford that the following person be appointed to the Upper Thames River Conservation Authority as the representative for the Townships of East Zorra-Tavistock and Blandford-Blenheim: <ul style="list-style-type: none"><li>• Scott Zehr</li></ul>  |
|   | <b><i>CARRIED.</i></b>  |
| GRCA<br>Appointment                                       | 20. Moved by: Matthew GILLESPIE<br>Seconded by: Scott ZEHR<br>Resolved that Council recommend to the County of Oxford that the following person be appointed to the Grand River Conservation Authority as the representative for the Townships of East Zorra-Tavistock, Blandford-Blenheim and Norwich: <ul style="list-style-type: none"><li>• Bruce Banbury</li></ul>   |
|   | <b><i>CARRIED.</i></b>  |
| ROEDC Board of Directors –<br>Council Member<br>Appointee | 21. Moved by: Matthew GILLESPIE<br>Seconded by: Jeremy SMITH<br>Resolved that Council appoint the following Council Member to the ROEDC Board of Directors for the 2022-2026 Council Term, commencing in May 2023: <ul style="list-style-type: none"><li>• Brad Smith</li></ul>   |
|   | <b><i>CARRIED.</i></b>  |
| Police Services<br>Board –<br>Council Member<br>Appointee | 22. Moved by: Scott ZEHR<br>Seconded by: Jeremy SMITH<br>Resolved that Council appoint the following member of Council to the Police Services Board for the 2022-2026 Council Term: <ul style="list-style-type: none"><li>• Matthew Gillespie</li></ul>   |
|   | <b><i>CARRIED.</i></b>  |
| Police Services<br>Board –<br>Public Member<br>Appointee  | 23. Moved by: Brad SMITH<br>Seconded by: Scott ZEHR<br>Resolved that Council appoint the following member of the public to the Police Services Board for the 2022-2026 Council Term, or until such time as the OPP Detachment Board Model is in place and the services of the member of the public are no longer required, at the discretion of the Township: <ul style="list-style-type: none"><li>• Robert Rudy</li></ul> |
|   | <b><i>CARRIED.</i></b>  |

- By-law: 24. Moved by: Matthew GILLESPIE  
1<sup>st</sup> & 2<sup>nd</sup> Seconded by: Scott RUDY  
Reading Resolved that the following by-laws be read a first and second time:
- 2022-41 – Borrowing By-law
  - 2022-42 – Interim Tax Levy By-law
  - 2022-43 – Appointment of Committee of Adjustment By-law
  - 2022-44 – ZBA Application 2-22-07 (Mooney)
  - 2022-45 – Driver Certification Program Agreement with Norwich
- CARRIED.**
- By-law: 25. Moved by: Jeremy SMITH  
3<sup>rd</sup> & Final Seconded by: Scott ZEHR  
Reading Resolved that the following by-laws be read a third and final time:
- 2022-41 – Borrowing By-law
  - 2022-42 – Interim Tax Levy By-law
  - 2022-43 – Appointment of Committee of Adjustment By-law
  - 2022-44 – ZBA Application 2-22-07 (Mooney)
  - 2022-45 – Driver Certification Program Agreement with Norwich
- CARRIED.**
- Other and Unfinished Business Councillor SMITH brought forward discussion regarding the Township having a Land Acknowledgement statement, as part of the Truth and Reconciliation process. Staff will reach out to the County of Oxford, as it is understood that they are currently undertaking work in this regard.
- Adjourn to Closed to the Public Session 26. Moved by: Brad SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn to a Closed to the Public Session, at 1:02 p.m., to consider the following matters:
- November 2, 2022, Closed to the Public Session Minutes (s. 239 (2) (e))
  - Potential Land Acquisition - Hickson (s. 239 (2) (c))
- CARRIED.**
- Rise from Closed to the Public Session 27. Moved by: Jeremy SMITH  
Seconded by: Scott RUDY  
Resolved that Council does now rise from its Closed to the Public Session at 1:11 p.m.
- CARRIED.**

28. Moved by: Matthew GILLESPIE  
Seconded by: Scott RUDY  
Resolved that Council confirms its support of the recommendations from the report discussed in the Closed to the Public Session, regarding Potential Land Acquisition – Hickson.

***CARRIED.***

29. Moved by: Matthew GILLESPIE  
Seconded by: Scott RUDY  
Resolved that Council suspend the rules of procedure under Procedural By-law #2018-01 and extend the meeting of December 7, 2022 until 4:00 p.m.

***CARRIED.***

Council observed a recess between 1:14 p.m. and 1:54 a.m.

Commencing at 1:55 p.m., Staff conducted an orientation session with Council.

Confirming  
By-law

30. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that By-law #2022-46 being a by-law to confirm the proceedings of Council held Wednesday December 7, 2022, be read a first, second and third time this 7<sup>th</sup> day of December, 2022;

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

***CARRIED.***

Adjourn

31. Moved by: Matthew GILLESPIE  
Seconded by: Scott RUDY  
Resolved that Council does now adjourn at 3:57 p.m.

***CARRIED.***

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Will Jaques, Clerk

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Phil Schaefer, Mayor