

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

**AGENDA**

**for the Meeting to be held on Wednesday March 1, 2023 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
  - a) Changing the face of Recreation in East Zorra Tavistock
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm February 15, 2023, Council Meeting Minutes
  - b) ERTH Corporation – Notice of Special Shareholder’s Meeting
5. Delegations & Appointments:
  - a) 9:15 a.m. – ROEDC – 2022 Year in Review Presentation
  - b) 9:30 a.m. – MVA Application A-2-2023 (van de Camp)
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) Staff Report - #CBO2023 – 03 re: Building, Development & Drainage Reporting
  - e) Staff Report - #PW2023 – 02 re: Public Works Reporting
  - f) Staff Report - #FC2023 – 02 re: Fire Department Reporting
7. By-laws:
8. Other and Unfinished Business:
9. Closed to the Public Session \*as authorized under s. 239 of the Municipal Act\*:
  - a) December 7, 2022, Closed to the Public Session Minutes (s. 239 (2) (c))
  - b) ERTH Corporation Special Shareholder’s Meeting (s. 239 (2) (c))
10. Confirming By-law
11. Adjourn

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

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

#### Changing the face of Recreation in East Zorra Tavistock

In 1996, under the guidance of the EZT Tavistock Council and Staff at that time, it was determined that recreation facilities management and staffing in Tavistock would be provided by a private contractor who would report to a recreation facilities board. All maintenance costs and revenue generated would be assumed by the Township in consultation with the contractor via a detailed contract that was put in place. During all 26 years of that contract there were monthly meetings of the Tavistock and District Recreation Center Board. That Board consisted of three members of the public, two members of Council and the Mayor was often in attendance. The contract required that the contractor provide administrative and clerical support to the Board but would not hold a voting position. Minutes, rental rates, recommendations, etc. from those monthly meetings were sent to the Township office and put on the Agenda for the next Council meeting for approvals and to keep the EZT Council and staff apprised of recreation activities in Tavistock. At the conclusion of the contract on May 31<sup>st</sup>, 2022, Tavistock recreation facilities management and staffing shifted to the Township Public Works department. Responsibility for recreation and its facilities is, and has always been, the responsibility of the Township.

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 February 15, 2023.

Members Present: Mayor Phil SCHAEFER and Councillors Matthew GILLESPIE, Scott RUDY, Jeremy SMITH, Steven VAN WYK and Scott ZEHR.

Members Absent: Deputy Mayor Brad SMITH.

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

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted the upcoming Tavistock Royals **Pork BBQ, as well as the "Coldest Night of the Year" event** being held in Woodstock.

Approve  
Agenda

1. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that Council approve the agenda for the February 15, 2023, meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- None.

Confirm  
Minutes -  
Council

2. Moved by: Jeremy SMITH  
Seconded by: Scott RUDY  
Resolved that Council confirm the Minutes of the February 1, 2023, Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- 2022 Council and PSB Pay & Expenses
- Margaret Lupton – January 31, 2023 UTRCA Board Meeting Highlights
- Oxford County – AWS and Speed Reduction – OR 59 & OR 33
- Oxford County – Community Safety Zone Implementation

Correspondence & Reports – Resolutions  
Following:

2022 Council  
and PSB Pay &  
Expenses

Council reviewed the 2022 Council and PSB Pay & Expenses report.

Margaret  
Lupton –  
January 31,  
2023 UTRCA  
Board Meeting  
Highlights

Council reviewed the January 31, 2023, Upper Thames River Conservation Authority Board Meeting highlights, as submitted by Margaret Lupton. Councillor ZEHR also attended the meeting and provided additional meeting highlights.

Oxford County-  
AWS and Speed  
Reduction – OR  
59 & OR 33

Council reviewed the correspondence from the County of Oxford regarding improvements to the intersection of Oxford Road #59 and Oxford Road #33.

Oxford County-  
Community  
Safety Zone  
Implementation

Council reviewed the correspondence from the County of Oxford regarding the implementation of Community Safety Zones on specific Oxford County roads.

Public Hearing -  
Minor Variance  
Application  
A-1-2023  
(Bender)

PUBLIC HEARING - MINOR VARIANCE  
APPLICATION #A-1-2023 (BENDER),  
DESCRIBED AS PART LOT 26, CONCESSION 12  
(EAST ZORRA), TOWNSHIP OF EAST ZORRA-  
TAVISTOCK.

At 7:15 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-1-2023 for Luke and Joanna Bender. Planner Dustin Robson presented Planning Report #CP2023-45.

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

3. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council, constituted as the Committee of Adjustment, approve Application A-1-2023, submitted by Luke and Joanna Bender for lands described as Part Lot 26, Concession 12 (East Zorra), as it relates to:

1. Relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses, to increase the maximum height of a building accessory to a residential use from 5.5 m (18 ft) to 6.6 m (21.8 ft).

Subject to the following conditions:

1. That the proposed relief shall only apply to a detached garage of the approximate size and location as depicted on Plate 3 of Report CP 2023-45.
2. That the proposed relief shall only apply once the subject lands are in the ownership of the applicants.

As the variance requested is considered to be:

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

*CARRIED.*

County Council-  
Updates &  
Questions

Mayor SCHAEFER provided an update on County Council business, adding that the CAO recruitment process has begun.

Staff Report  
#CBO2023 – 02  
re:  
Municipal Drain  
Inspection –  
2022 Results

CBO John Scherer presented his report to Council regarding the 2022 results of the Municipal Drain Inspection program.



4. Moved by: Matthew GILLESPIE  
 Seconded by: Steven VAN WYK  
 Resolved that Council support the recommendation in Staff Report #CBO2023-02.

*CARRIED.*

**Engineer's**  
 Report –  
 Tavistock  
 Drain 1985  
 Reconstruction  
 2023 project

At 7:30 p.m., Curtis MacIntyre of K. Smart and **Associates Ltd. presented the engineer's report for the Tavistock Drain 1985 – Reconstruction 2023 project.**

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

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

5. Moved by: Jeremy SMITH  
 Seconded by: Scott ZEHR  
**Resolved that the Engineer's Report on the Tavistock Drain 1985 – 2023 project, having been presented and considered, be provisionally adopted as received;**

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

*CARRIED.*

Staff Report  
 #HRSC2023-02  
 re: Rec.  
 Advisory Board  
 Appointments

Human Resources and Safety Coordinator Jennifer Albrecht presented her report to Council regarding appointments to the East Zorra-Tavistock Recreation Advisory Board.

6. Moved by: Jeremy SMITH  
 Seconded by: Matthew GILLESPIE  
 Resolved that Council appoint the following community members to the East Zorra-Tavistock Recreation Advisory Committee:
- Neil Butler
  - Kristen Cook
  - Erica Hawkins
  - Meagan Lichti
  - Holly Powell
  - Kyle Smith

*CARRIED.*

By-law: 7. Moved by: Scott RUDY  
Seconded by: Scott ZEHR  
1<sup>st</sup> & 2<sup>nd</sup> Resolved that the following by-law be read a first  
Reading and second time:  
• 2023-04 – Tavistock 1985-Reconstruction 2023  
(Provisional By-law)  
*CARRIED.*

Other and Mayor SCHAEFER brought forward discussion  
Unfinished regarding entrance and historical hamlet signage,  
Business in the Township. Staff will review this matter and  
bring a report forward to Council.  
  
Discussion occurred regarding providing for a free  
Family Day public skating event at the Tavistock  
Arena. Council was agreeable to this, with Staff to  
report back regarding attendance at the event.

Confirming 8. Moved by: Jeremy SMITH  
By-law Seconded by: Steven Van Wyk  
Resolved that By-law #2023-05 being a by-law to  
confirm the proceedings of Council held  
Wednesday February 15, 2023, be read a first,  
second and third time this 15<sup>th</sup> day of February,  
2023;  
  
And further that the Mayor and Clerk are hereby  
authorized to sign the same and affix the corporate  
seal thereto.  
*CARRIED.*

Adjourn 9. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn at  
8:21 p.m.  
*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor

**NOTICE OF ANNUAL MEETING OF SHAREHOLDERS**

**NOTICE IS HEREBY GIVEN** that a special meeting of the shareholders of EARTH Corporation (the "Company") will be held in the Grand Ballroom of the Elmhurst Inn on Thursday the 23<sup>rd</sup> day of March, 2023, at the hour of 10:00 A.M. for the purpose of:

- (a) approving a land purchase for the purposes of a new operations centre for EARTH Power Corporation;
- (b) transacting such further and other business as may properly come before the meeting or any adjournment thereof.

Please complete and forward the attached forms indicating delegates and designated representative who will cast votes on behalf of the shareholder, to the undersigned.

**PLEASE NOTE THAT ATTENDANCE AT THE MEETING IS RESTRICTED TO MEMBERS OF COUNCIL AND CLERKS/CAOs/TREASURERS OF EACH SHAREHOLDER AS WELL AS OFFICERS, DIRECTORS OF THE COMPANY AND GUESTS EXPRESSLY INVITED BY THE BOARD.**

DATED this 23th day of February, 2023.

BY ORDER OF THE BOARD

*Nicholas Vink*

**Nicholas Vink**  
Chair

Contact: Eustacia Young  
Email: [Eustacia.Young@ERTHCorp.com](mailto:Eustacia.Young@ERTHCorp.com)  
Phone: (519) 518-6117 x 255  
Cell: (519) 521-9065

**ERTH CORPORATION  
SPECIAL SHAREHOLDER MEETING**

THURSDAY, March 23, 2023

**Elmhurst Inn & Spa**

415 Harris Street

Ingersoll, ON

**Grand Ballroom – Lower Level**

**DESIGNATED REPRESENTATIVE**

NAME OF SHAREHOLDER:

\_\_\_\_\_

NAME OF DESIGNATED REPRESENTATIVE  
FOR PURPOSE OF CASTING VOTE:

\_\_\_\_\_

Date:

\_\_\_\_\_

Clerk:

\_\_\_\_\_

(Signature)

**ERTH CORPORATION  
SPECIAL SHAREHOLDER MEETING**

THURSDAY, March 23, 2023

**Elmhurst Inn & Spa**

415 Harris Street

Ingersoll, ON

**Grand Ballroom – Lower Level**

**LIST OF ATTENDEES**

SHAREHOLDER: \_\_\_\_\_

NAME OF ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

NAME OF ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

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NAME OF ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

**Rural Oxford**  
Economic Development

PEOPLE • PROXIMITY • PROSPERITY

# 2022 Year in Review

ruraloxford.ca



**272**

GENERAL & MARKETING  
INQUIRIES + OUTREACH  
TO BUSINESS CALLS

**23**

EXPANSION SUPPORT  
INQUIRIES

**\$275M+**

INVESTED AMONG 12 PRIVATE  
SECTOR COMPANIES

**\$5.5M**

INVESTMENT GRANT  
APPLICATIONS SUPPORTED

**53**

LAND & DEVELOPMENT  
INQUIRIES

**111**

BUSINESS  
SITE VISITS

**2**

TRADE EVENTS  
ATTENDED

**7**

GRAND OPENING  
ANNOUNCEMENTS

**7**

OXFORD RURAL ENTREPRENEURS  
NETWORKING EVENTS HOSTED

**Impact  
Measured**

**Business  
Support**



# Oxford Rural Entrepreneurs Networking

7 rural events, 240 guests, 100+ businesses connected!



2022 Rural Oxford Economic Development Year in Review

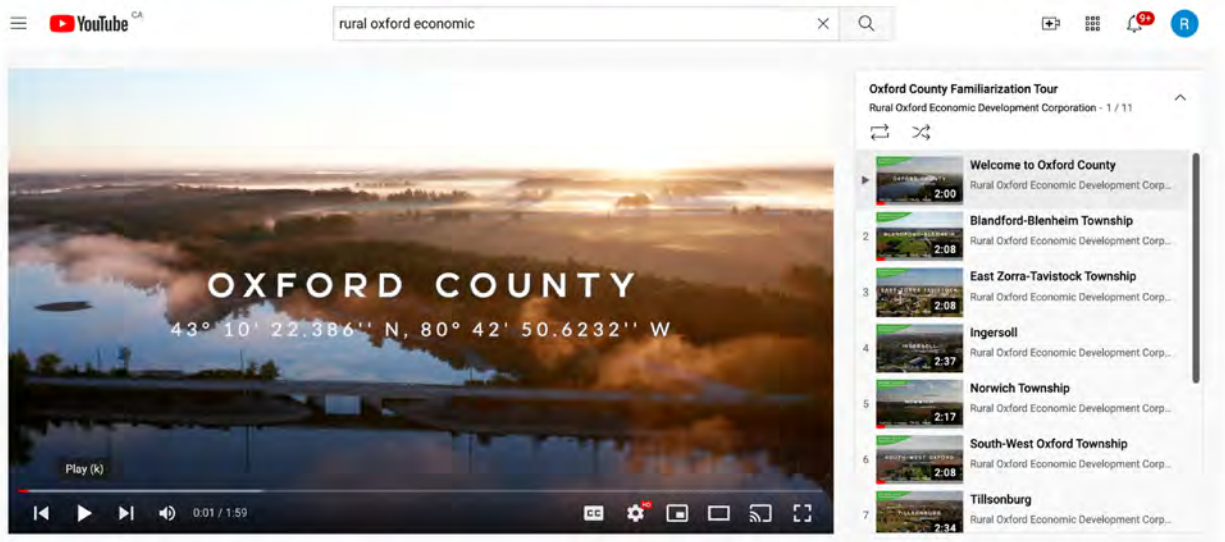


2022 Rural Oxford Economic Development Year in Review





# Welcome to Oxford County - FAM Tour



2022 Rural Oxford Economic Development Year in Review

# Welcome to Oxford County - FAM Tour



Return to In-Person Tour  
50 Guests from Realtors,  
Developers, Site Selectors, and  
Ministry Investment Partners.



2022 Rural Oxford Economic Development Year in Review





Agri-Food Trade Show  
with 1000 Canadian and  
International Exhibitors  
across Retail, Food  
Service, and Food  
Processing Industries.



2022 Rural Oxford Economic Development Year in Review

## Grand Acquisition Announcement

Linamar Invests \$260M to Acquire Salford Group



2022 Rural Oxford Economic Development Year in Review

## Grand Opening Announcements

CommYOUunity Counselling & Family Support in Thamesford.

Red Dragon Dairy in Salford. Jordan's Divine Dish Restaurant & Catering in Norwich.



2022 Rural Oxford Economic Development Year in Review

## Grand Opening Announcements

Premier Equipment in Norwich.



**NOW OPEN IN NORWICH!**

**Announcement:**  
Premier Equipment merged it's Simcoe and Courtland teams together at its new facility in Norwich!  
For assistance please call 519-688-1011.



Courtland Simcoe

**We've Moved!**

**NOW OPEN**  
Premier Equipment Ltd  
265721 Maple Dell Road, NOJ 1P0  
(1 corner south of Norwich on Hwy#59)

2022 Rural Oxford Economic Development Year in Review



## Grand Opening Announcements

Terra Nova Nordic Spa & County-Line in Hickson. Raja Thai & Indian Cuisine in Tavistock.



2022 Rural Oxford Economic Development Year in Review

## Tourism Innovation Grant Winners

\$1.5M invested, 13 jobs created, 5000+ visitors!!



Community  
Futures  
Oxford

Tourism Oxford  
Embrace our rural routes

Rural Oxford  
Economic Development

2022 Rural Oxford Economic Development Year in Review



## Supporting Our Rural Employers



2022 Rural Oxford Economic Development Year in Review

## Supporting Workforce Development Programs



2022 Rural Oxford Economic Development Year in Review





*Working Together*



Bringing technology to

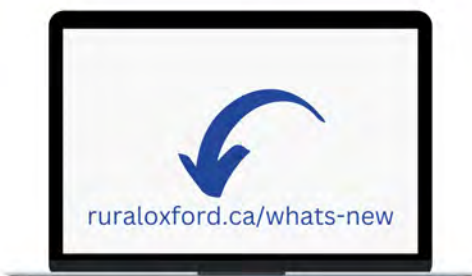
**life in the field**

outdoorfarmshow.com



2022 Rural Oxford Economic Development Year in Review

## Local Marketing & Communications



16 Rural Business Stories  
24 Community & Program Updates  
5 What's Up Oxford Rural Features



**WHAT'S UP OXFORD**



2022 Rural Oxford Economic Development Year in Review



# About Rural Oxford Economic Development

## 1 PROUDLY SERVING YOU

In 2014, a Rural Oxford Prosperity Committee proactively formalized itself as Rural Oxford Economic Development - a non-profit corporation with a clear mission to support business growth and development across Rural Oxford.

## 2 WE'RE IN THIS TOGETHER

Each Member Municipality appoints two community representatives to serve on our governance Board to help set strategy, oversee operations, and ensure fiduciary accountability.

Our Board & Staff teams work together in our shared commitment to support Rural Oxford as a whole.

## 3 ACCOUNTABILITY

The financial and governance commitment of the five Member Municipalities has provided a solid foundation for the organization since establishing in 2014. The Township of EZT provides additional support by way of Financial & HR Administration.



Rural Oxford... where people and business can prosper.





# Your Rural Economic Development Team



**RONDA STEWART**  
Economic Development  
Director



**CRYSTAL VAN ROEKEL**  
Economic Development  
Officer



**TIFFANY ROSCHKOW**  
Economic Development  
Officer

2022 Rural Oxford Economic Development Year in Review



## Economic Development for Elected Officials

### 1 INTRODUCTION TO ECONOMIC DEVELOPMENT FOR ELECTED OFFICIALS

Learn about economic development and the importance of your role as a municipal leader, First Nations council member, or provincial, territorial, or federal member of the legislature.

<https://youtu.be/7JliZZliZpU>



### 2 WHAT IS ECONOMIC DEVELOPMENT?

It's a question posed to many organizations tasked with growing the economy of a city or province. This video explains how to create a stronger city in a simple and easy way using everyone's favourite childhood medium, LEGO. Learn what it takes to be a city builder!

<https://youtu.be/DRPioDFGWRQ>



### 3 WHY INVEST IN ECONOMIC DEVELOPMENT?

Economic Development is at the heart of every great community. Economic developers have a common objective: building stronger, more resilient, inclusive economies. We are here for you- so we can build a stronger community together.

<https://economicdevelopmentmatters.com>



Ronda Stewart, Ec. D, [ronda@ruraloxford.ca](mailto:ronda@ruraloxford.ca)

## Thank You to Our Member Municipalities



# Rural Oxford

Economic Development

Confidential Site Selection • Expansion Support  
Advocacy • Resources • Connections



[ruraloxford.ca](http://ruraloxford.ca)



**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)Our File: **A02-23****APPLICATION FOR MINOR VARIANCE****TO:** Township of East Zorra-Tavistock Committee of Adjustment**MEETING:** March 1, 2023**REPORT NUMBER:** CP 2023-54**OWNER:** Benedictus (Dick) & Marina van de Camp  
475214 Zorra/East Zorra-Tavistock Line, Woodstock, ON N4S 7Y1**VARIANCE REQUESTED:**

1. Relief from the provisions of **Section 7.2.4 - Number of Accessory Dwellings and Garden Suites Per Lot**; to permit the establishment of a second accessory single detached dwelling.

**LOCATION:**

The subject lands are described as Lot 4. Concession 9 (East Zorra), in the Township of East Zorra-Tavistock. The lands are located on the east side of Zorra/East Zorra-Tavistock Line, between Oxford Road 17 and Highway 2, and municipally known as 475214 Zorra/East Zorra-Tavistock Line

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

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

General Agricultural Zone (A2)

**COMMENTS:**(a) Purpose of the Application:

The applicants are requesting relief from the above-noted provision of the Township Zoning By-law to permit the construction of a second permanent single detached dwelling accessory to an

existing cash crop and poultry/livestock operation. The existing single detached dwelling on the lands is proposed to be occupied by the landowners while the second single detached dwelling would be occupied by the landowners' son and family, whom are involved with the on-going farm operations. The provided site plan outlines two (2) proposed options for the location of the second single detached dwelling.

The current livestock operation consists of both poultry and goats. The poultry portion of the operation consists of 14,721 layers for table eggs and approximately 28,000 broilers. The goat portion of the operation consists of 400 milking goats plus an unspecified number of young goats.

The subject lands are approximately 42 ha (104 ac) in area, with approximately 612 m (2,008 ft) of frontage along Zorra/East Zorra-Tavistock Line. In addition to the existing single detached dwelling accessory to the farm, the subject lands contain numerous sheds and barns associated with the poultry/livestock and cash crop operations. Surrounding uses are generally agricultural in nature.

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

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, illustrates the existing buildings and structures on the subject land and two (2) proposed locations for a second single detached dwelling.

(b) Agency Comments

The Township Chief Building Official has indicated that separate services (septic and well) shall be provided as the units will be permanent and separate.

The Township Fire Chief and the Township Public Works Manager have indicated they have no comments or concerns with the proposal.

(c) Public Comments

Public Notice was provided to 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.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated as Agricultural Reserve, according to the Land Use Plan for the Township of East Zorra-Tavistock, as contained in the Official Plan.

Within the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming and cash crop farms, together with farm buildings and structures necessary to the farming operation, including accessory residential uses required for the farm.

It is an objective of the Official Plan to permit the development of on-farm dwellings only where they are required to support the farm activity and to ensure that new dwellings will only be established for people associated with the farm activity.

The Official Plan does permit additional residential units associated with a farm operation in the form of temporary dwellings (such as mobile or modular homes) and permanent detached dwellings, provided they satisfy a number of criteria outlined in Section 3.1.4.5 of the Plan.

Specifically, this Section provides that Township Council shall be satisfied of the following;

- The type of farm warrants the need for an additional dwelling unit in terms of requiring close proximity for farm personnel for the farm operations;
- The size and scale of the farm unit in terms of land area and livestock or poultry currently warrants the need for an additional dwelling unit;
- The size of the farm parcel is in keeping with the policies of the Official Plan and the provisions of the Township Zoning By-law;
- The number of existing farm-related dwellings already on the farm unit cannot adequately serve the needs of the farm operation;
- The principal farm dwelling unit is occupied by the farmer, a retired farmer, or hired help or family members directly involved with the farming activity, and;
- The additional dwelling unit is demonstrated to be necessary for hired help or family members directly involved with the farming activity or is required for farm retirees.

The Official Plan further states that where a proposed additional farm dwelling is intended to be a permanent dwelling unit, the new dwelling will be located in close proximity to the existing dwelling unit and farm buildings, and will be encouraged to use the existing driveway for access, except in instances where farm safety issues would be better addressed by a separate access. Further, permanent dwellings are required to satisfy the Minimum Distance Separation I (MDS I) requirement.

The current livestock operation consists of both poultry and goats. The poultry portion of the operation consists of 14,721 layers for table eggs and approximately 28,000 broilers. The goat portion of the operation consists of 400 milking goats plus an unspecified number of young goats. Planning staff are of the opinion that the current farm operation (type, size, and scale) appears to be of a nature and scale so as to warrant the second accessory single detached dwelling.

As noted, the applicants have provided two (2) locational options on the subject site plan (Plate 3). Staff have reviewed both options on the site plan and believe that Option 2 to be the most appropriate based on the review criteria. Option 2 would be located within the existing cluster of buildings and would be in closer proximity to the existing single detached dwelling. Further, while working farmland would be removed for both Options 1 and 2, it would appear that less farm land would be removed to accommodate Option 2.

It is the opinion of Planning staff that the application generally complies with the criteria outlined in Section 3.1.4.5 of the Official Plan as the applicants have demonstrated that the farming operation warrants a second dwelling, the proposed dwelling will be occupied by a family member involved with the farming operation, and the proposed dwelling will be located in close proximity to the existing buildings on the property and will be accessed by a shared driveway. Given this, staff are of the opinion that the proposal is in keeping with the policy direction of the Official Plan.

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

The subject lands are zoned 'General Agricultural Zone (A2)' in the Township of East Zorra-Tavistock Zoning By-Law. The 'A2' zone permits a range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto.

Section 7.2.4 of the Zoning By-Law states that a maximum of one (1) single detached dwelling is permitted on an 'A2' zone, except that a maximum of two (2) accessory single detached dwellings may be permitted on a farm or regulated farm, subject to approval of the Committee of Adjustment. The intent of this provision is to ensure that dwellings located on a farm or regulated farm are necessary for the scale and type of operation and will be directly associated with the farming operation.

As the proposed dwelling will be occupied by a family member that is directly involved in the farming operation and the scale and size of the farming operation appears to warrant a second dwelling, staff are of the opinion that the proposal complies with the intent of the Zoning By-law in this regard.

In addition, Section 7.2.6 - Location of New or Enlarged Farm Dwellings, ensures that new farm dwellings, including temporary dwellings, shall be required to satisfy the Minimum Distance Separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I). It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible. The Township Chief Building Official has reviewed the proposal and has not indicated any concerns regarding the second dwelling's location in relation to MDS I.

Planning staff are generally of the opinion that approval of the applicants' request to construct a new single detached dwelling is not anticipated to create additional land use conflicts and as such the application is in keeping with the overall intent of the Township Zoning By-law.

(f) Desirable Development/Use:

The Official Plan provides in Section 10.3.6 that the Committee of Adjustment shall take the following into account when considering if a variance is desirable;

- whether constraints and/or restrictions to meeting the requirements of the Zoning By-law due to the physical or inherent conditions of the site are involved;
- whether alternative designs of the proposal which would be in conformity with the relevant By-law are clearly not feasible or appropriate for the site;
- the concerns of the effect on adjacent owners, residents and community in general have been considered;
- the approval of the minor variance would not create an undesirable precedent, and;
- that compliance with the standards of the relevant By-law would be unreasonable or impossible and would impose an undue hardship on the applicant.

Given the size of the operation, as outlined by the applicants, staff are of the opinion that the proposed second dwelling will address a legitimate need for additional farm help. The dwelling location will be in proximity to the existing farm infrastructure (including the existing single detached dwelling) and there will be no discernable impacts on abutting landowners or other area residents.

In light of the foregoing, Planning staff are satisfied that the requested relief to permit a second permanent single detached dwelling is in-keeping with the general intent and purpose of the Official Plan and Township Zoning By-Law, is minor in nature, is desirable for the development of the land, and can be given favourable consideration.

**RECOMMENDATION:**

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application File A02-23, submitted by Benedictus (Dick) and Marina van de Camp for lands described as Lot 4. Concession 9 (East Zorra), and municipally addressed as 475214 Zorra/East Zorra-Tavistock Line, in the Township of East Zorra-Tavistock as it relates to:

1. Relief from the provisions of **Section 7.2.4 - Number of Accessory Dwellings and Garden Suites Per Lot**; to permit the establishment of a second accessory single detached dwelling.

Subject to the following conditions:

- i. The requested relief shall apply to permit the construction of a single detached dwelling that is generally consistent with the location and size of 'Option 2' shown on Plate 3 of Report No. 2023-54; and,
- ii. The granting of this application in no way sanctions the future severance of either residence by the County of Oxford Land Division Committee.

As the proposed variance is considered to be:

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

Authored by: *original signed by:*

Dustin Robson, MCIP, RPP  
Development Planner

Approved by: *original signed by:*

Gordon K. Hough, RPP  
Director





### Legend

#### Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

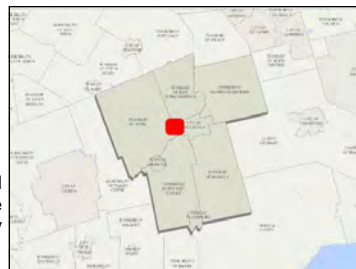
#### Zoning Floodlines

##### 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



0 409 818 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

January 27, 2023





## Legend

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- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

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## Notes



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NAD\_1983\_UTM\_Zone\_17N



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January 27, 2023





Plate 3: Applicant's Sketch

File No.: A02-23 - van de Camp

W 1/2 Lot 4, Concession 9 (East Zorra), Township of East Zorra-Tavistock - 475214 Zorra/East Zorra-Tavistock Line



#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

# STAFF REPORT

Report #CBO2023-03

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – March 2023 Council Report

Date: February 21, 2023

## Departmental Highlights:

- None

## Legislative Updates:

- None.

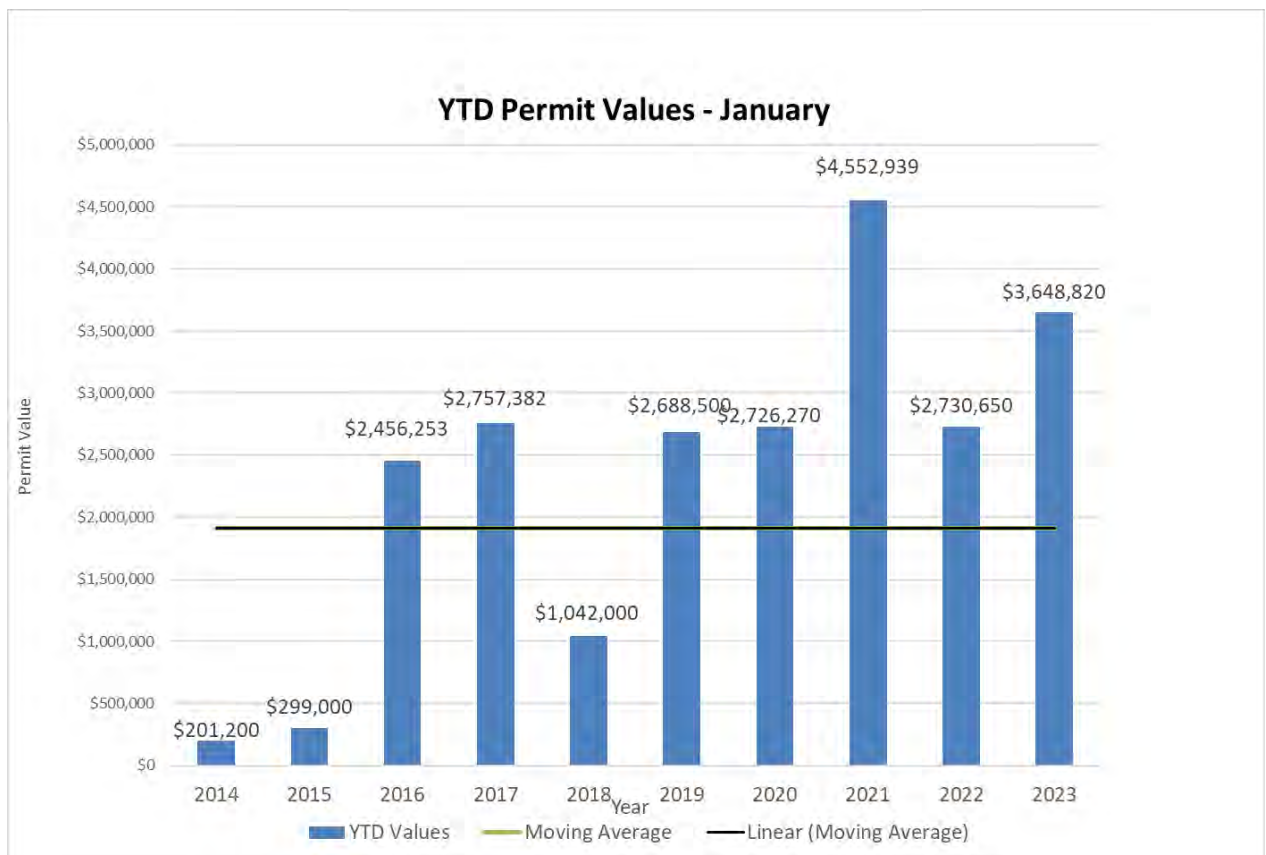
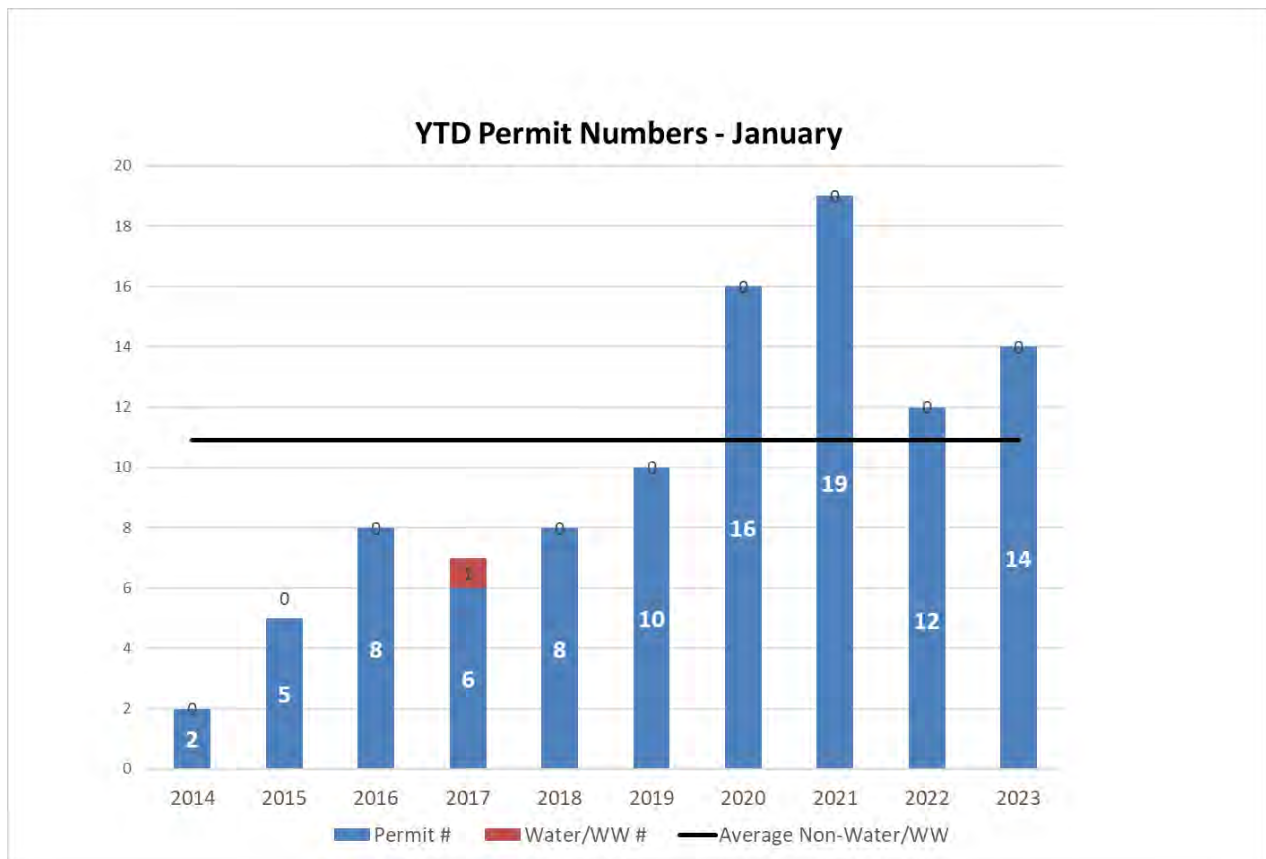
## Monthly Permit Activity:

### Permit Summary

	No. of Permits	Permit Value	Permit Fees
January 2023	14	\$3,198,730.00	\$24,084.14
Year to Date – January 31, 2023	14	\$3,198,730.00	\$24,084.14

### Permit Values and Fees

Project	Project Value	Building Fees
Shed reno	500	347.00
Row house	400,000	3,194.37
Row house	400,000	2,253.00
Row house	400,000	2,855.06
Row house	400,000	2,802.77
Row house	400,000	3,194.37
Solar panel	20,000	652.91
Ag storage shed	150,000	1,099.28
Res garage addition	200,000	1,068.00
Finish basement	10,000	347.00
Ag shop	300,000	1,586.86
Detached garage	118,320	347.00
New SFD	800,000	4,220.52
On ground pool	50,000	116.00
	<b>3,648,820</b>	<b>24,084.14</b>



Status of Development Matters:Ward 1 - TAVISTOCK

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

Ward 3 - INNERKIP

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

Drain & Streetlight Locate Summary:

Updated quarterly – Next update March/April

Status of Drainage Matters:

Drain Name	Status
McLean Drain	Section 78 received, and Section 40 received. Petition restarted – Section 4 Proposed (New Drain). Report and design work underway.
Tavistock 1974 & 1979 Drains	Relocation of drains proposed for new residential developments. Walkthrough complete, minor deficiencies noted and will be corrected in Spring 2023.
Parker Drain	Tender process complete. Construction to begin Fall 2023
Witzel Drain	Report complete.

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest  
Chief Administrative Officer

Report prepared and  
submitted by:



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

# STAFF REPORT

Report #PW2023-02

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – March 2023 Council Report

Date: February 22, 2023

## Departmental Highlights:

- As part of the Township's annual gravel application program, staff released a tender in 2022 for the supply and application of 18,000 tonnes of granular 'A'. Included in the tender was an option for the Township to extend the contract for an additional year, with pricing to be negotiated in 2023. This change was due to fluctuating cost of fuel and uncertainty of the market. **This year's application is** on the south half of the Township's gravel road network, and a few of the north roads. As per the Township's Purchasing Policy, staff has **accepted this year's price** of \$13.85 per tonne to supply and apply approximately 18,000 tonne to our roads from Ross Roth Sand and Gravel. This is a 3.7% (\$0.50 per tonne) increase over last year's price. Depending on weather and road conditions, gravel application will be starting on May 1<sup>st</sup>.
- Staff has met with the Township's dust suppressant contractor and are planning to do a trial this year for the dust suppressant application. The Township will be trying different application rates, as well as trying a different product in one location. Staff will report back to Council in the fall with the results.
- Public Works staff have been out grading the gravel roads over the last couple of weeks. The fluctuating temperatures and weather patterns have led to an increased amount of potholes on the roads. As of now all gravel roads have been brought back to standard condition. Staff have been out patching potholes on the paved roads and will continue to monitor and repair any spots as weather permits.
- The outside parks crew has been busy clearing trees from the walking trails, and performing building maintenance and general maintenance around the parks on days when parking lot and sidewalk winter control has not been required.



- Winter control will remain the primary job for Public Works staff over the next couple of months.
- Weather permitting, Public Works staff will be out in March trimming trees within the right-of-way. Staff has now completed the annual tree removal list, with the goal of releasing the list for quotes in March.
- The reduced load period comes into affect on March 1<sup>st</sup> and continues until April 30<sup>th</sup>. The reduced load period is in place to protect the roads during the spring thaw and the hardening of the road base.
- Staff will continue allocating time to the creation of the 2023 budget over the next month for both Public Works and Parks and Recreation. As procurement of fleet vehicles continues to be a challenge, staff will be looking at procuring a low milometer used utility truck (landscape dump truck) in 2023 to replace the current landscape dump truck. This item will be included in the draft 2023 budget with funding to come from the vehicle reserve.

### Status of Significant Capital Projects:

Capital Project	Current Status
Tavistock Arena Chiller	ordered

### Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot  
Public Works Manager

# STAFF REPORT

Report #FC2023-02

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – March 2023 Council Report

Date: February 22, 2023

## Departmental Highlights:

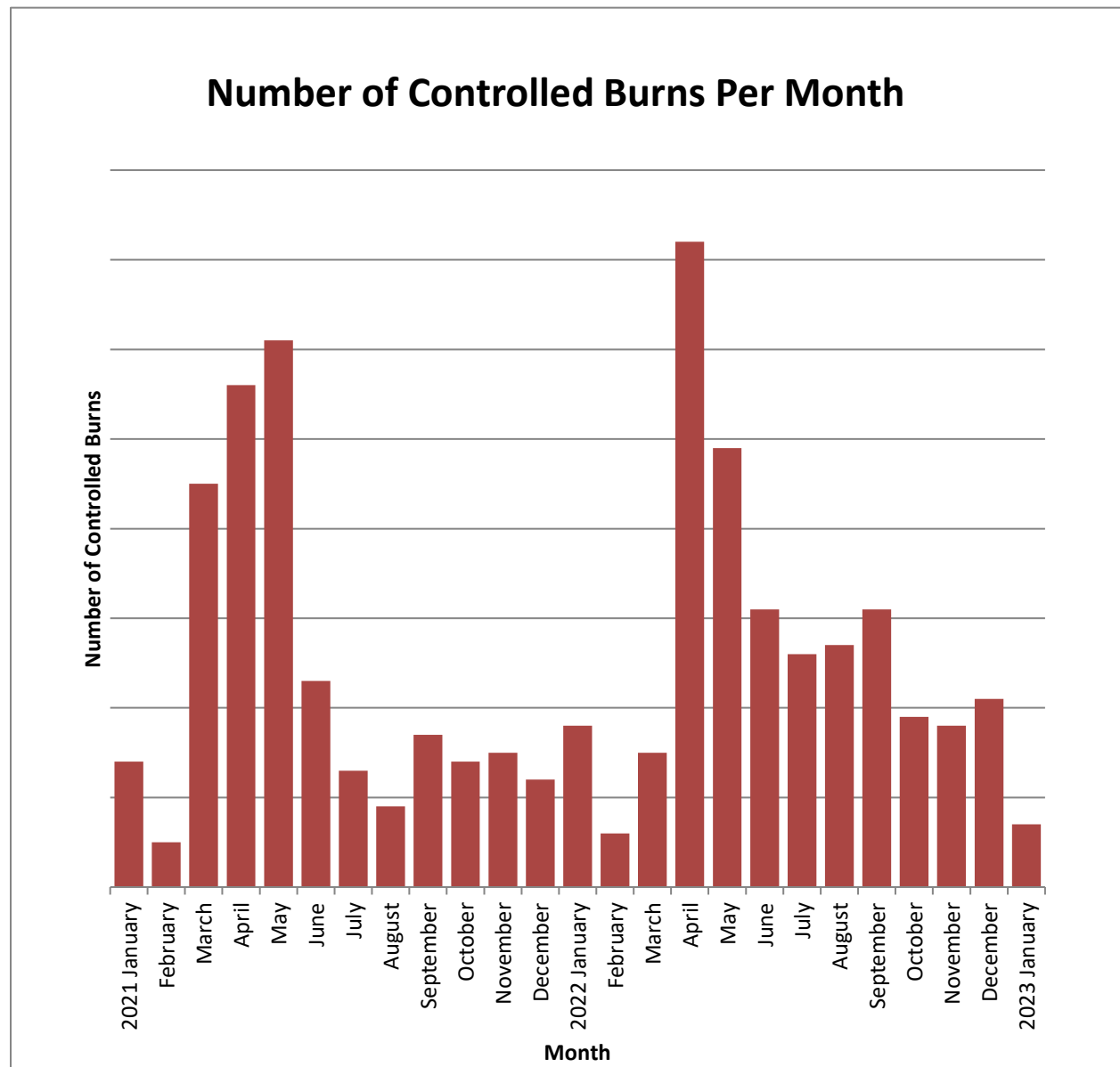
### Fire Department:

- The 2023 recruit class has now completed their building construction, fire dynamics, building materials, structural collapse, effects of fire suppression and search and rescue training modules. As well, they will have completed forcible entry and auto extrication this past weekend in Bright. The Township will be hosting our training responsibilities for fire control, foam firefighting, and liquid, and gas fires, on March 4<sup>th</sup>.
- Firefighters were also enrolled in an NFPA 1021 Fire Officer 1 class in February, while four firefighters are registered in a newly announced DZ course, which begins in late March.
- Staff will be attending an **Ontario Fire Marshall's Town Hall Meeting** on February 28<sup>th</sup> for updates regarding the Ontario Fire Code development updates, SIR data, municipal profiles, the new directive on notification of fires and explosions, the Major Incident Response Team deployment pilot project, fire protection services in unincorporated Ontario (reimbursement program) and finally firefighter certification.
- Staff attended an Oxford County **Chief's** Meeting on February 9<sup>th</sup> to discuss amendments to the Oxford County Mutual Aid plan, potential alignment of municipal tiered response plans, updates from the OFM, and EOC notification possibilities through Everbridge and Tillsonburg dispatch services.

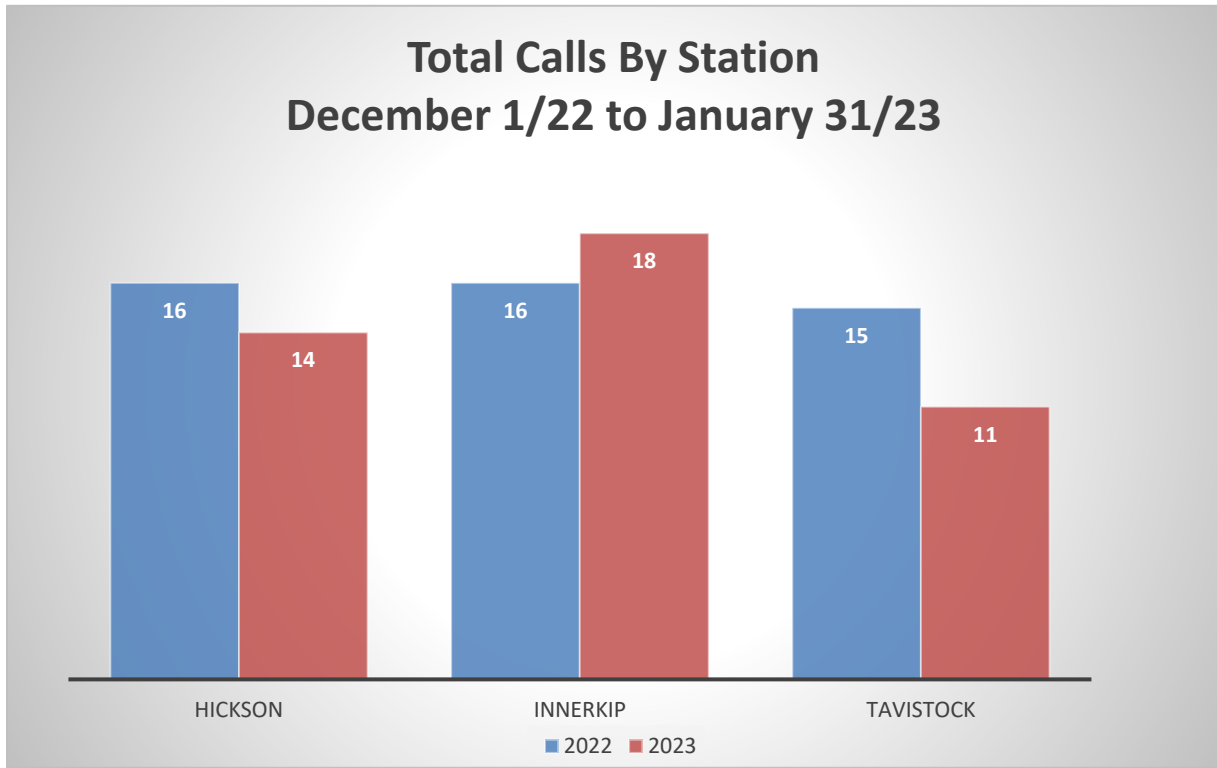
- FPO Hayman reviewed one propane facility application and conducted inspections at three public and two private schools. Inspections were also conducted at one apartment building with orders being laid, and consulted with a new business for fire extinguisher installations. The smoke/CO alarm exchange program will formally be announced on March 1, with a media opportunity and dates announced to hold the exchange program.

#### Controlled Burn Approvals:

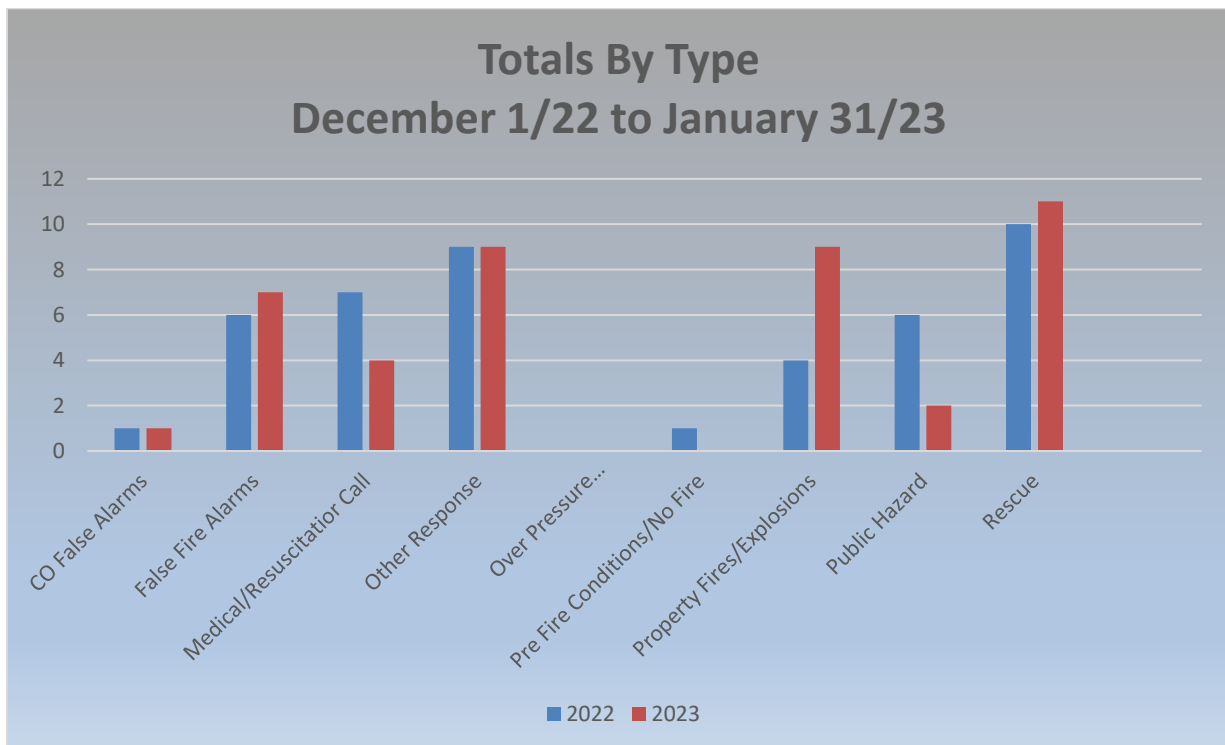
- January (2023): 7
- Year to Date: 7



TOTAL FIRE CALLS FOR 2022 (December 1/22 to January 31/2)



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



Staff Report – Fire & Protective Services Monthly Reporting Page 4

Emergency Management:

- The St. Clair sector has been assigned a new permanent field officer, Darrin Dees. Mr. Dees will be involved in reviewing the Township's 2022 annual municipal compliance submission.
- The Province released the new Provincial Emergency Management Strategy & Action Plan. Please see here for more information:

<https://www.ontario.ca/page/a-safe-practiced-and-prepared-ontario>

- Staff participated in the GRCA's **annual flood co-ordinators** webinar meeting on February 22<sup>nd</sup>.

Legislation

- None to report.

Recommendation:

1. None. For Council information only.

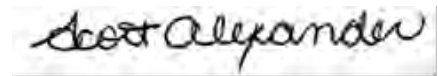
Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Scott Alexander  
Township Fire Chief

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2023 - 06**

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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 1<sup>st</sup> day of March, 2023 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 1<sup>st</sup> DAY OF MARCH, 2023.**

---

Phil Schaefer, Mayor

seal

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Will Jaques, Clerk