

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

AGENDA

**for the Meeting to be held on Wednesday February 7, 2024 at the
Township Administration Building, 89 Loveys Street E., Hickson, Ontario, at 9:00 a.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm January 17, 2024, Council Meeting Minutes
 - b) 2023 Council and PSB Pay & Expenses
5. Delegations & Appointments:
 - a) 9:15 a.m. – MVA Application A-9-2023 (Cowan & Morrison)
 - b) 9:30 a.m. – Valerie Hobbs – Changing the name of the Zorra/EZT Line
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) January 17, 2024, Police Services Board Meeting Minutes
 - e) Staff Report - #HRSC2024 – 01 re: HR Updates – Travel Allowance Policy
 - f) Staff Report - #CAO2024 – 02 re: 2024 Proposed Operating & Capital Budgets
7. By-laws:
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) January 17, 2024, Closed to the Public Session Minutes (s. 239 (2) (b), (c))
 - b) ERTH Special Shareholder's Meeting (s. 239 (2) (i) (j))
 - c) Proposed Disposition of Land – 90 Loveys Street, Hickson (s. 239 (2) (c))
10. Confirming By-law
11. Adjourn

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

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

2.

Placeholder Page for Agenda Item 2 –
Approval of the Agenda

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

3.

Placeholder Page for Agenda Item 3 –
Disclosure of Pecuniary Interest

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

The Council of the Township of East Zorra-Tavistock met in the Council Chambers at the Township Administration Building, Hickson, Ontario at 7:00 p.m. on Wednesday January 17, 2024.

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

Members Absent: Councillor Scott Rudy.

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

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted the passing of Bill C-224 in the summer of 2023, which established a national framework for the prevention and treatment of cancers related to firefighting. Councillor SMITH also noted that the month **of January is now declared to be "Firefighter Cancer Awareness Month"**.

Approve
Agenda

1. Moved by: Steven VAN WYK
Seconded by: Brad SMITH
Resolved that Council approve the agenda for the January 17, 2024, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

2. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that Council confirm the Minutes of the December 20, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Woodstock – UNESCO CIM Membership

Correspondence & Reports – Resolutions
Following:

Woodstock –
UNESCO CIM
Membership

Council reviewed the correspondence from the City of Woodstock regarding membership in the UNESCO Coalition of Inclusive Municipalities (CIM).

AORS –
Potential
Municipal
Equipment
Operator
Course

Council reviewed the correspondence from the Association of Ontario Road Supervisors requesting support for a Municipal Equipment Operator Course.

- 3. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that the Township of East Zorra-Tavistock supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;

AND THAT, the Township of East Zorra-Tavistock **calls on the Province of Ontario’s Ministry of Labour, Training, Immigration and Skilled Trades** to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccinni, Member of Provincial Parliament Ernie Hardeman and the Association of Ontario Road Supervisors.

CARRIED.

Conferences and Seminars

The ROMA Conference is being held in Toronto, starting on January 21, 2024.

County Council– Updates & Questions

Mayor SCHAEFER provided an update on County Council activities.

Staff Report #CIO2024 – 01 re: Comm. Bench and Tree Program

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the Commemorative Bench and Tree Program.

- 4. Moved by: Matthew GILLESPIE
 Seconded by: Scott ZEHR
 Resolved that Council adopt the Commemorative Bench and Tree Program policy, as attached to Staff Report CIO2024-01;

And further that Council authorizes the Commemorative Bench and Tree Program be effective as of March 1, 2024.

CARRIED.

Public Hearing -
Minor Variance
Application
A-8-2023
(King)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-8-2023 (KING),
DESCRIBED AS LOT 24 & PART LOT 39, PLAN
820, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 7:15 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-8-2023 for Brian King. Planner Dustin Robson presented Planning Report #CP2024-12.

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

- 5. Moved by: Matthew Gillespie
Seconded by: Scott ZEHR
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-8-2023, submitted by Brian King for lands described as Lot 24 & Part Lot 39, Plan 820 in the Township of East Zorra-Tavistock as it relates to:

- 1. Relief from Section 7.1 to allow an additional residential unit (ARU) within a detached accessory building or structure.

Subject to the following condition:

- i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 4 of Report CP 2024-12.

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.

Staff Report
#CAO2024 – 01
re: CAO-
Treasury
Reporting

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

6. Moved by:
Seconded by:
Resolved that Council hold a Special Meeting of
Council on February 15, 2024 at 9:00 a.m. to
review and discuss the 2024 budget;

And further that an exception to the Procedural
By-law be made for the February 15th Special
Meeting and February 21st Regular Meeting,
allowing Council members to attend virtually, if
necessary.

CARRIED.

By-law:

1st & 2nd
Reading

7. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that the following by-laws be read a first
and second time:
- 2024-01 – Actual Cost By-law
(Tavistock Drain 1985 - Recon. 2023)
 - 2024-02 – Actual Cost By-law
(Parker Drain 2022)

CARRIED.

By-law:

3rd & Final
Reading

8. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that the following by-laws be read a third
and final time:
- 2024-01 – Actual Cost By-law
(Tavistock Drain 1985 - Recon. 2023)
 - 2024-02 – Actual Cost By-law
(Parker Drain 2022)

CARRIED.

Other and
Unfinished
Business

Council enquired, and was provided with an
update, regarding both the Strategic Planning
process and the launch of the EZTransit bus.

Adjourn to
Closed to the
Public Session

9. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn to a
Closed to the Public Session, at 7:53 p.m., to
consider the following matters:

- November 15, 2023, Closed to the Public Session Minutes (s. 239 (2) (e))
- Personal Matters about an Identifiable Individual – HR Matter (s. 239 (2) (b))
- Proposed Disposition of Land – Property in Hickson (s. 239 (2) (c))

CARRIED.

Rise from
Closed to the
Public Session

10. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that Council does now rise from its
Closed to the Public Session at 9:04 p.m.

CARRIED.

11. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council declares the property located
at 90 Loveys Street in Hickson surplus to the
Township’s needs.

CARRIED.

Confirming
By-law

12. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that By-law #2024-01 being a by-law to
confirm the proceedings of Council held
Wednesday January 17, 2024, be read a first,
second and third time this 17th day of January,
2024;

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

CARRIED.

Adjourn

13. Moved by: Matthew GILLESPIE
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn at
9:20 p.m.

CARRIED.

Township of East Zorra-Tavistock

2023 Council & PSB Pay and Expenses

Prepared in accordance with the Municipal Act 2001, Section 284

Council		Honorarium + Per Meeting & Conference Pay	Re-imbursed Expenses	2023 Total
Phil Schaefer	Mayor	\$23,419.68	\$1,193.75	\$24,613.43
Brad Smith	Deputy Mayor	\$18,868.72	\$0.00	\$18,868.72
Scott Rudy	Councillor	\$15,655.64	\$0.00	\$15,655.64
Scott Zehr	Councillor	\$15,655.64	\$0.00	\$15,655.64
Steven VanWyk	Councillor	\$16,741.65	\$1,222.32	\$17,963.97
Matthew Gillespie	Councillor	\$15,655.64	\$0.00	\$15,655.64
Jeremy Smith	Councillor	\$18,083.18	\$2,250.73	\$20,333.91
Police Services Board				
Bob Rudy	Chairperson	\$2,508.52	\$2,405.68	\$4,914.20
Matthew Gillespie	Board Member	\$2,038.36	\$0.00	\$2,038.36
Liam McCreery	Board Member	\$2,038.36	\$0.00	\$2,038.36

Payments made in accordance with approved wage rates, and applicable Township by-laws and policies

Will Jaques
Corporate Service Manager

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

Our File: **A09-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of East Zorra-Tavistock Committee of Adjustment

MEETING: February 7, 2024

REPORT NUMBER: CP 2024-43

OWNER: Janine Morrison & Matt Cowan
744927 Oxford Road 17, Woodstock, ON N4S 7W1

VARIANCE REQUESTED:

1. Relief from **Section 5.1.1.3 – Accessory Use Provisions**, to increase the maximum permitted lot coverage for a residential accessory building from 280 m² (3,014 ft²) to 341.8 m² (3,680 ft²).

LOCATION:

The subject lands are described as Part Lot 6, Concession 11, 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, lying between 11th Line and Highway 59, and municipally known 744927 Oxford Road 17.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “E-1” Township of East Zorra-Tavistock Land Use Plan ‘Agricultural Reserve’

TOWNSHIP ZONING BY-LAW 2003-18:

‘Limited Agricultural Zone (A1)’

COMMENTS:

(a) Purpose of the Application:

The application for variance has been submitted to facilitate the construction of a residential accessory building, approximately 341.8 m² (3,680 ft²) in size, to be utilized as a detached garage

that will be accessory to a proposed single detached dwelling on the subject lands. The detached garage would also contain an additional residential unit (ARU). The ARU would be approximately 132.8 m² (1,429.6 ft²) in size while the remainder of the accessory building would be approximately 209 m² (2,250.3 ft²) in size and function as a shop.

The subject lands are approximately 0.8 (2 ac) in size and are currently zoned 'Residential Existing Lot Zone (RE).' The subject lands currently contain a single detached dwelling, which is approximately 329.1 m² (3,543 ft²) in terms of gross floor area, a garden shed, and a sea can. Both the sea can and the shed will be removed from the lands as per the provided site plan.

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

Plate 2, Aerial Photography (2020), provides an aerial view of the vacant subject lands, as they existed in 2020.

Plate 3, Applicants' Sketch – Site Plan, identifies the location of the existing buildings/structures and the location of the proposed accessory building.

Plate 4, Applicants' Sketch – Elevations, shows the elevations of the proposed accessory building.

(b) Agency Comments

The Township Chief Building Official has indicated the following:

- A septic review is required if combining units to a single system;
- Adequate potable water supply verification is required; and,
- Ensure adequate emergency vehicle clearance to rear unit.

The Township Manager of Public Works, the Township Fire Chief, and the Grand River Conservation Authority (GRCA) had no comments or concerns regarding the proposal.

(c) Public Consultation:

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

(d) Intent and Purpose of the Official Plan:

The subject lands are designated Agricultural Reserve in the County Official Plan. In the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation as well as accessory residential uses required for the farm.

Generally, staff are of the opinion that the construction of a building accessory to a residential use is in keeping with the Agricultural Reserve designation policies of the Official Plan, however, Planning staff are of the opinion that the size and scale of the proposed detached accessory structure is larger than what might typically be considered appropriate for the residential use of the lands. As such, it is the opinion of the Community Planning Office that the proposal does not maintain the intent of the Official Plan in terms of residential accessory buildings within the Agricultural Reserve designation.

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

The subject lands are zoned as 'Residential Existing Lot Zone (RE)' in the Township Zoning By-law, which permits a single detached dwelling and accessory structures thereto. Additionally, ARUs within a detached structure are permitted within the RE zone. Table 5.2.2 of the Township's Zoning By-law outlines the provisions for ARUs which include:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,507 ft²);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m² (807 ft²) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

Staff have reviewed the proposal in the context of the ARU and the proposal appears to comply with the relevant provisions of the Township's Zoning By-law pertaining to ARUs. Staff do not have any concerns with the proposed ARU and note that the subject variance is in relation to the proposed accessory building as a whole.

The provisions for residential accessory buildings are contained in Table 5.1.1.3 of the Township's Zoning By-law. These provisions require that accessory buildings on lands zoned 'RE' are subject to either a maximum lot coverage of 10% of lot area, or 280 m² (3,014 ft²) of gross floor area, whichever is less. The applicants are proposing a maximum lot coverage of 341.8 m² (3,680 ft²). If approved, the proposal would represent an increase in size of approximately 61.8 m² (666 ft²).

The lot coverage provision is intended to ensure that residential accessory structures remain clearly secondary and ancillary to the main residential use of the lands and have minimal impact on neighbouring properties. Further, the lot coverage provision assists in ensuring that sufficient space is maintained on the lands to accommodate for off-street parking, grading and drainage and to provide for adequate amenity space.

While it is recognized that sufficient area exists on the subject lands to accommodate for drainage, private services and amenity space, it is also the intent of the Zoning By-law to limit the size of these accessory structures to ensure they are reasonable for the residential needs of the lands and have minimal impact on adjacent land uses. Planning staff are of the opinion that an increase of this size goes beyond the intent of the Zoning By-law to be considered appropriate for the residential use needs of the lands and as such the proposal is not in-keeping with the intent of the Zoning By-law.

(f) Desirable Development/Use:

In determining whether a variance is desirable, the Official Plan provides that the following factors be considered:

- Whether there are constraints and/or restrictions due to physical or inherent conditions of the site;
- Whether alternative designs of the proposals are clearly not feasible or appropriate;
- Whether approval would create an undesirable precedent;
- Concerns of adjacent owners and residents, and community in general; and,
- Whether compliance with the By-law would be unreasonable or impossible and impose undue hardship on the applicant.

Planning staff are of the opinion that the proposed increase to the accessory building lot coverage provision is not desirable development for the subject lands.

While it is noted that the subject lands are sufficiently large enough to accommodate the proposed structure size without resulting in typical lot coverage issues, the concern with an increase to lot coverage of this magnitude is the use of such structures for purposes that are not compatible or in-keeping with the residential development intended for the area. Further, approval of the requested variance may result in the establishment of an undesirable precedent for similar proposals in the future and Planning staff are of the opinion that the proposal does not represent a minor deviation from the provisions of the Zoning By-law.

As such, Planning staff are of the opinion that the proposal to obtain relief from the maximum lot coverage provision for a residential accessory structure is not considered to be minor or desirable for the development of the subject lands and should not be given favourable consideration.

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **not approve** Application File A09-23, submitted by Janine Morrison & Matt Cowan for lands described as Part Lot 6, Concession 11 (East Zorra) in the Township of East Zorra-Tavistock as it relates to:

1. Relief from **Section 5.1.1.3 – Accessory Use Provisions**, to increase the maximum permitted lot coverage for a residential accessory building from 280 m² (3,014 ft²) to 341.8 m² (3,680 ft²).

The proposed relief does not meet the four tests of a minor variance as set out in Section 45(1) of the Planning Act as the requested variances are not 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 for submission by: *original signed by*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



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



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 26, 2024



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 51 102 Meters

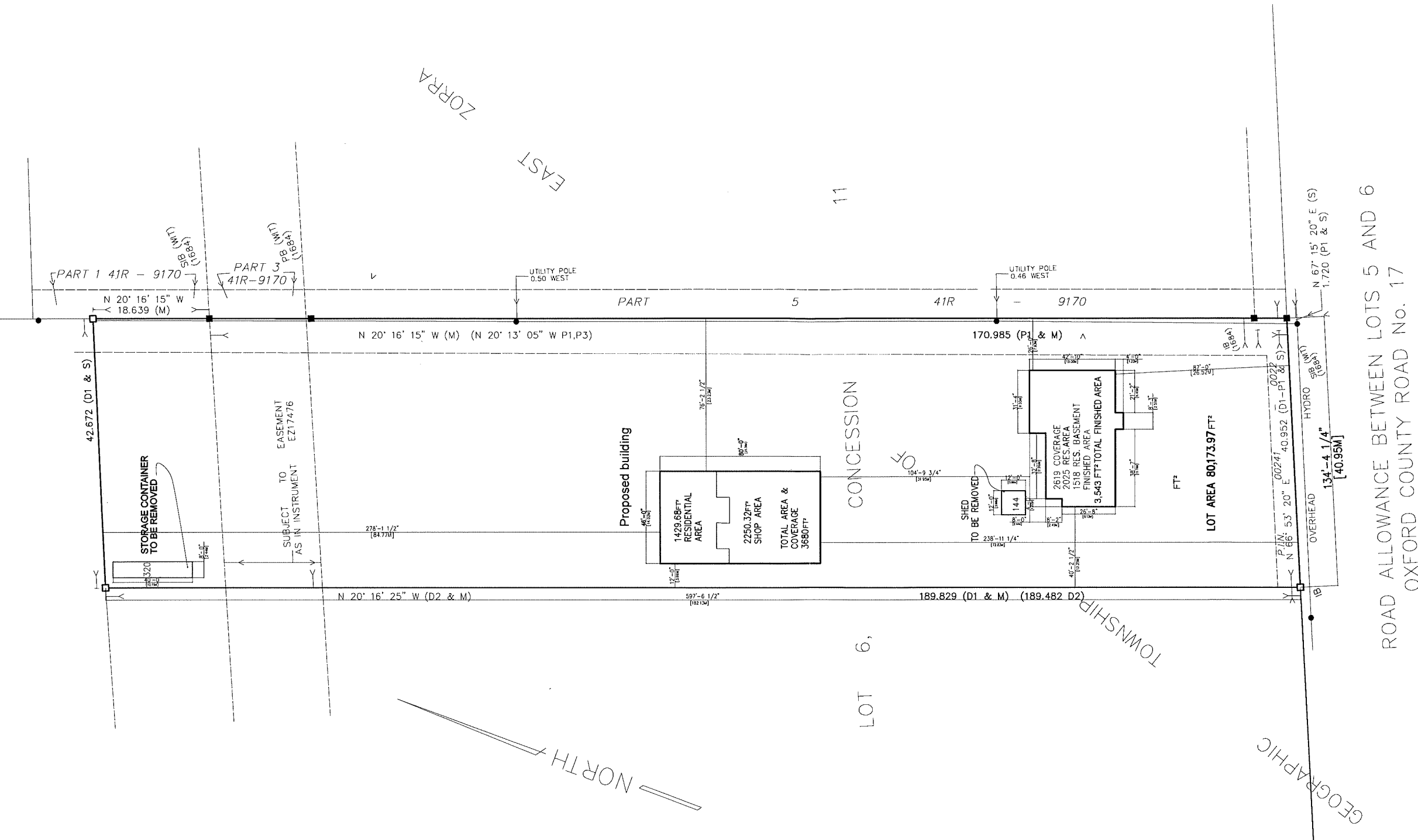
NAD_1983_UTM_Zone_17N



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 26, 2024

Plate 3: Applicants' Sketch - Site Plan
 File No. A09-23 (Cowan & Morrison)
 Part Lot 6, Concession 11 (East Zorra), Township of East Zorra-Tavistock - 744927 Oxford Road 17



NO.	REVISIONS	DATE
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 DRAWINGS SHALL NOT BE SCALED.

CONTRACTOR MUST CHECK AND VERIFY ALL DIMENSIONS ON THE JOB.

GRAY
 RESIDENTIAL COMMERCIAL DESIGN INC.
 BEVON GRAY 416-825-3910
 210 HIGH PARK AVE.
 TORONTO, ON
 M6S 2S9

PROJECT:
ARU / Shop
744927 OXFORD ROAD 17
EAST ZORRA-TAVISTOCK

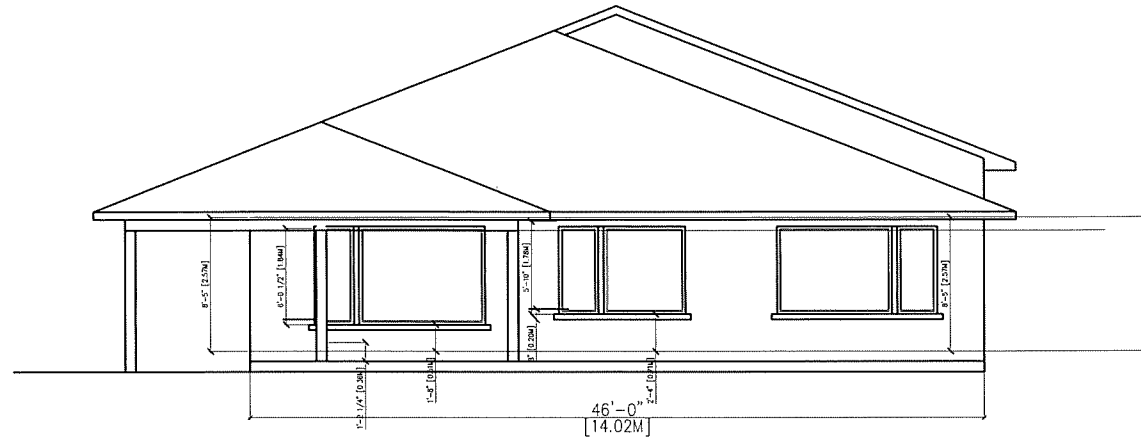
DRAWING:
SITE PLAN

THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNLESS COVERED BY:

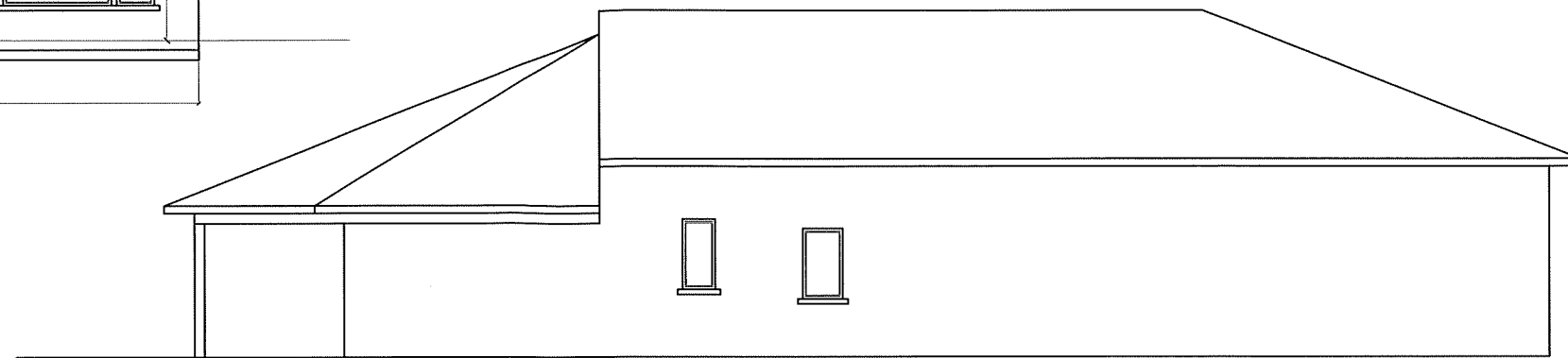
DRAWN BY: BG	CHECKED BY: BG
DATE: NOV 22 2023	SCALE: AS SHOWN
PROJECT NO.:	DRAWING NO.:
23-04	A1

1
A1 SITE PLAN
SCALE: N.T.S.

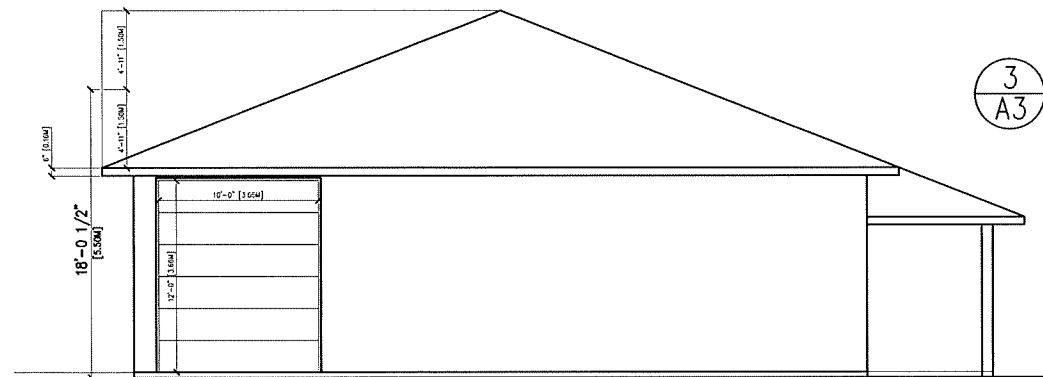
Plate 4: Applicants' Sketch - Elevations
 File No. A09-23 (Cowan & Morrison)
 Part Lot 6, Concession 11 (East Zorra), Township of East Zorra-Tavistock - 744927 Oxford Road 17's



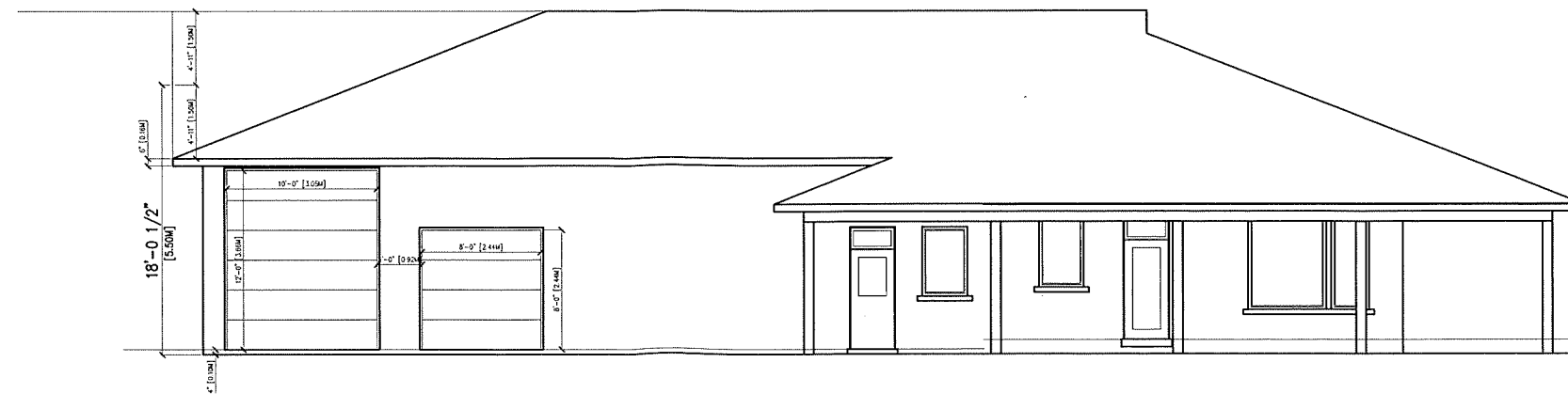
1 NORTH ELEVATION
 A3 SCALE: 3/16"=1'



3 WEST ELEVATION
 A3 SCALE: 3/16"=1'



2 SOUTH ELEVATION
 A3 SCALE: 3/16"=1'



4 EAST ELEVATION
 A3 SCALE: 3/16"=1'

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NO.	REVISIONS	DATE

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GRAY
 RESIDENTIAL COMMERCIAL DESIGN INC.
 BEVEN GRAY 416-825-3910
 210 HIGH PARK AVE.
 TORONTO, ON
 M6S 2S9

PROJECT:
ARU / Shop
744927 OXFORD ROAD 17
EAST ZORRA-TAVISTOCK

DRAWING:
FLOOR PLANS

THIS DRAWING SHALL NOT BE USED FOR CONSTRUCTION PURPOSES UNLESS COVERED BY:

DRAWN BY: BG	CHECKED BY: BG
DATE: NOV 22 2023	SCALE: AS SHOWN
PROJECT NO.: 23-04	DRAWING NO.: A3

Will Jaques

Subject: Road Name Change Request

From: noreply@esolutionsgroup.ca <noreply@esolutionsgroup.ca> On Behalf Of Valerie Hobbs
Sent: Monday, January 8, 2024 4:48 PM
To: Will Jaques <wjaques@ezt.ca>
Subject: Road Name Change Request

I would like to appear before council to request a renaming of the Zorra/East Zorra-Tavistock Line.

Formerly known as the "9th Line", the 22 km road that separates Zorra and East Zorra-Tavistock townships in Oxford County is currently named the "Zorra/East Zorra-Tavistock Line". The road is jointly maintained by the two municipalities.

Many neighbours share frustration at this very long name. It makes it difficult for both couriers and emergency services to locate our homes and businesses. It is further confusing as the word Zorra appears on signs throughout the townships. Also, Canada Post still officially calls the road 9th Line and does not recognize the current name.

The residents of Zorra and East Zorra-Tavistock township request that the "Zorra/East Zorra-Tavistock Line" is renamed to "9th Line" or "47th Line" or some other short and distinct name. A link to the petition is here:

<https://www.change.org/p/rename-the-zorra-east-zorra-tavistock-line>

In support of this request, I have also attached a copy of the petition signatures.

Rename the Zorra East Zorra Tavistock Line Petition Signatures, Change.org, 1/08/2024

Name	Signed On	Name	Signed On	Name	Signed On	Name	Signed On	Name	Signed On
Valerie Hobbs	12/19/23	Natalie Geerlinks	12/20/23	Dyann Birtch	12/20/23	Victoria Murray	12/21/23	David Vander Spek	12/27/23
Julia Hobbs	12/20/23	Shanyn Rose	12/20/23	Roxanne Miles	12/20/23	Hendrika Matheson	12/22/23	Tom Walton	12/27/23
Emily Bertens	12/20/23	Kennedy Kaufman	12/20/23	Leroy Van Ryswyck	12/20/23	JEFFREY STEPHENSON	12/22/23	Kaitland Miller	12/28/23
Dyann Birtch	12/20/23	Ed Horinga	12/20/23	Bob Birtch	12/20/23	Peter Fleming	12/22/23	Leah VanderSpek	12/28/23
Steven Mackay	12/20/23	Elaine Wesselson	12/20/23	DEBORAH W	12/20/23	Terry Lupton	12/22/23	Margaret Walton	12/28/23
James Sykes	12/20/23	Tasia Ward	12/20/23	Owen Smelski	12/20/23	Helen Haanstra	12/22/23	Emily Anne Walton	12/30/23
Willard Mackay	12/20/23	Robin Rotteveel	12/20/23	Bonnie Guthrie	12/20/23	Barb McIntosh	12/22/23	Anne Walton	12/30/23
Dave Harris	12/20/23	Hans van Lith	12/20/23	Paul Stewart	12/20/23	Don Edmiston	12/22/23		
Sander Van de camp	12/20/23	Vincent Doug	12/20/23	Teralyn Roloson	12/20/23	Craig Gillis	12/23/23		
Jane Fleming	12/20/23	Melanie Lisle-Gilchrist	12/20/23	Bridgette White	12/20/23	Carol Killing	12/23/23		
Katelyn Sykes	12/20/23	Robyn bay	12/20/23	Cassie Thompson	12/20/23	Lynne Ross	12/23/23		
Josh Birtch	12/20/23	Kristen Tomen	12/20/23	S.S. Reynolds	12/20/23	Jessica Ross	12/23/23		
Tammy Clayton	12/20/23	Cara renkema	12/20/23	Becky Byerlay	12/20/23	Leanne Lupton	12/23/23		
Tracey Arts	12/20/23	karen guthrie	12/20/23	Mike Rotteveel	12/20/23	Nicole Shewan	12/23/23		
Tracie Boogerd	12/20/23	Jonathan Dennis	12/20/23	David Huffman	12/21/23	Mary Mackay	12/23/23		
Craig Renkema	12/20/23	Kathy Dodd	12/20/23	Evelyn Tilstra	12/21/23	Alison King	12/23/23		
Derek Vanderspek	12/20/23	William Clark	12/20/23	Dean Schwarz	12/21/23	Teresa MacKay	12/23/23		
MaryAnn McFeeters	12/20/23	Yvonne Vanlith	12/20/23	Daniel Batchilder	12/21/23	Hinny Haanstra	12/23/23		
Brian Renkema	12/20/23	Nancy Weicker	12/20/23	Alison MacKay	12/21/23	Julia Evangelisto	12/24/23		
Lisa Vandersar	12/20/23	Donna Stere	12/20/23	Brent Hartman	12/21/23	Linda Van den Berg- van der Eijk	12/24/23		
Sara Renkema	12/20/23	Terry Sol	12/20/23	David Byerlay	12/21/23	Alex Hislop	12/24/23		
Wes DeGier	12/20/23	Andrea Ellefson	12/20/23	Lauren Scherpenzeel	12/21/23	Scott McLeod	12/26/23		
Jocelyn Zevenbergen	12/20/23	Ashley Schwarz	12/20/23	Sharon Hart	12/21/23	Kristina Barranca	12/26/23		
Jill Kish	12/20/23	Jayde Matheson	12/20/23	Cody Hayward	12/21/23	Judy Turner	12/26/23		
April Sackrider	12/20/23	Ad van Lith	12/20/23	Lynn Hayward	12/21/23	Ryan Pullar	12/27/23		

Will Jaques

Subject: Zorra/East-Zorra Tavistock Line Name Change

From: Maggie McLaughlin <mmclaughlin@zorra.ca>
Sent: Thursday, January 18, 2024 4:20 PM
To: Will Jaques <wjaques@ezt.ca>
Cc: Lisa Teeple <lteeple@zorra.ca>
Subject: Zorra/East-Zorra Tavistock Line Name Change

EZT Staff and Council,

Please see the resolution passed by Zorra Council at the January 17, 2024 Council Meeting re: Delegation Request to Rename the Zorra/East-Zorra Tavistock Line

09-01-2024

Moved by Katie Grigg
Seconded by Crystal Finch

THAT Council direct staff to undertake consultation with residents of Zorra/East Zorra-Tavistock Line as well as Emergency Services to solicit feedback and concerns related to potential name change;

AND THAT Zorra collaborate with EZT staff;

AND THAT staff bring a report back to Council Fall 2024.

Carried

Thanks,



Maggie McLaughlin
Policy Analyst/Deputy Clerk
274620 27th Line, PO Box 306
Ingersoll, ON N5C 3K6
Office: 519-485-2490 x 7250 | Toll Free 888-699-3868
Fax: 519-485-2520
mmclaughlin@zorra.ca | www.zorra.ca



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My office hours are Monday - Thursday from 8:00 a.m. - 5:00 p.m.

#6.a

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

#6.b

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

#6.c

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



EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD

MINUTES of the Meeting held

January 17, 2024



The Police Services Board met at the Township Administration Building in Hickson at 1:15 p.m. on Wednesday January 17, 2024.

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

Regrets: N/A

PSB Secretary Will Jaques opened the meeting.

Board Chair Moved by: Matthew Gillespie
Seconded by: Liam McCreery
Resolved that Liam McCreery be nominated as Chairperson of the Police Services Board for 2024, or until the OPP Detachment Board model is in place.

CARRIED

Board Vice Chair Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that Robert Rudy be nominated as Vice Chairperson of the Police Services Board for 2024, or until the OPP Detachment Board Model is in place.

CARRIED

Liam McCreery assumed the Chair.

Confirm Agenda Moved by: Matthew Gillespie
Seconded by: Robert Rudy
Resolved that the Board approves the agenda for the January 17, 2024 meeting, as printed and circulated.

CARRIED

Pecuniary Interest None declared.

Confirm Minutes Moved by: Robert Rudy
 Seconded by: Matthew Gillespie
 Resolved that the Board approves the minutes of the
 November 15, 2023 meeting, as printed and circulated.

CARRIED**Correspondence**

- None.

Delegations &
Appointments

- None.

Reports

OPP Policing Reports

- November 2023 Police Reports
- December 2023 Police Reports
 - Oxford OPP Detachment Commander Tony Hymers presented the November and December, 2023, policing reports to the Board.
- Verbal Reports from Meetings/Conferences/Seminars etc.
 - None.

Other Business

OAPSB Membership

The Secretary was directed to contact OAPSB to clarify 2024 memberships, given the anticipated transition to OPP Detachment Boards at some point in 2024.

OAPSB – Zone 4
Membership

Moved by: Matthew Gillespie
 Seconded by: Robert Rudy
 Resolved that the Board approves a membership in Zone 4 of the OAPSB, for 2024.

CARRIED

OAPSB Zone 4 Meeting
attendance

Moved by: Matthew Gillespie
 Seconded by: Robert Rudy
 Resolved that members of the Police Services Board are authorized to attend the OAPSB Zone 4 meetings to be held in 2024, or until the OPP Detachment Board Model is in place.

CARRIED

Detachment
Commander Evaluation

Moved by: Robert Rudy
Seconded by: Matthew Gillespie
Resolved that the Board does now adjourn to a Closed to the
Public Session, at 2:08 p.m., to consider the following matter:

- Detachment Commander Evaluation (s. 35(4)(b))

CARRIED

Moved by: Matthew Gillespie
Seconded by: Robert Rudy
Resolved that the Board does now rise from its Closed to the
Public Session at 2:15 p.m.

CARRIED

Adjourn

Moved by: Robert Rudy
Seconded by: Matthew Gillespie
Resolved that the Board does now adjourn at 2:16 p.m.

CARRIED

Will Jaques, Secretary

Liam McCreery, Chairperson



EAST ZORRA-TAVISTOCK

To: His Worship the Mayor and Members of Council
From: Jennifer Albrecht, Human Resources, Health and Safety Officer
Report Number: #HRSC2024-01
Subject: HR Update - Travel Allowance Policy
Meeting Date: February 7, 2024

Recommendation:

THAT Council approve the updated Policy #2.12 - Travel Allowance Policy, as attached to Staff Report #HRSC2024-01.

Report:

The Township's Human Resources (HR) policies are updated and reviewed from time to time and when new regulations or situations arise then, if needed, a policy is brought forth to be added or reviewed for updates.

Included in this report is the updated Travel Allowance Policy #2.12. The 2024 CRA mileage rate has increased to \$0.70 per km. Historically the Township has always followed the recommended guidelines of the CRA for mileage.

Attachment:

- **Appendix 'A' - Policy #2.12 – Travel Allowance Policy**

Respectfully Submitted by:

Jennifer Albrecht
Human Resources, Health and Safety Officer

Approved for Submission:

A handwritten signature in black ink, appearing to read "Karen DePrest". The signature is fluid and cursive, written over a horizontal line.

Karen DePrest
CAO/Treasurer



Township of East Zorra-Tavistock

Human Resources Manual

Title: Travel Allowance Policy	
Section: Personnel Policies	Number: 2.12
Version: 1.13	Review Frequency: as required
Approved by: Council	Approval Date: 2006-01-01
Application: Employees, Council and Police Services Board	
Notes: March 4, 2020 updated 2020 rate January 18, 2021 no change to rate February 3, 2022 updated 2022 rate January 12, 2023 updated 2023 rate February 7, 2024 updated 2024 rate	

PURPOSE

The purpose of the Travel Allowance Policy is to set out the travel allowance rate and provisions for Council, Police Services Board and Staff.

PROCEDURE

1. The Township uses the federal government travel allowance rate. The rate is to be updated each January for the current year.

2024 Rate is \$0.70/km as per the Canada Revenue Agency rate

Historical Rate Information

2023 Rate is \$0.68/km

2022 Rate is \$0.61/km

2020/2021 Rate is \$0.59/km

2. The per km rate is applied as follows:
 - a. For Township employees while attending to Township business that requires use of their personal vehicle.
 - b. Employees must log the date, distance travelled, location travelled to and reason for the travel.
 - c. Parking or toll charges are to be reimbursed upon presentation of receipts.
 - d. Re-imburement is made through payroll processing, upon submission of appropriate documentation
3. This policy does not apply to those provided with a Township vehicle.
4. The per km rate does not apply to Councillors for travel to/from Council, Committee Meetings and other meetings, events, seminars, etc. inside the Township. Travel outside the Township would be calculated from the Councillors residence and must exceed 30 km (one way) before being eligible for payment.
5. Tickets due to violation of any traffic or parking regulations will not be reimbursed.
6. The travel allowance applies while attending conferences, seminars, training courses or meetings. Employees with a Township vehicle shall be eligible for the per km rate if using a personal vehicle to attend these events.
7. For modes of transportation other than driving, cost and time shall be the primary consideration. The maximum payable under this policy would be the per km rate if another mode is utilized.
8. If a Township vehicle becomes unsuitable or unavailable for use the employee shall immediately notify their immediate supervisor. Should it become necessary for the employee to use another vehicle "ie" a rental vehicle or their own personal vehicle, the employee must obtain approval from their supervisor and/or Council prior to incurring any expenses for mileage and/or rental, if the expenses are to be reimbursed to the employee.
9. The above provision in Step 8 does not apply when an employee is having their Township Vehicle serviced or repaired. When having a vehicle serviced or repaired the employee must make arrangements to use another Township vehicle, have another employee pick them up and/or drop them off or if feasible and logical bring some work with them.
10. When a Township Business Trip is incorporated into travelling to and/or from work, only the additional distance traveled above and beyond what is normally traveled shall be eligible for payment.

Example 1: Employee lives in Woodstock, goes straight to a morning meeting in Woodstock and then comes into the office. Only the extra distance travelled above a normal trip to work would be eligible for payment.

Example 2: Employee lives in Woodstock, goes straight to a meeting in Tillsonburg then comes into the office. Only the portion of the trip to Tillsonburg and back to Woodstock would be eligible for payment.



EAST ZORRA-TAVISTOCK

To: His Worship the Mayor and Members of Council
 From: Karen DePrest, Chief Administrative Officer
 Report Number: #CAO2024-02
 Subject: 2024 Proposed Draft Operating & Capital Budgets
 Meeting Date: February 7, 2024

Recommendation:

THAT the Notice for a Special Meeting of Council, be AMENDED to reflect a revised date of Tuesday, February 13th, beginning at 9:00 a.m. for said meeting;

AND THAT the exception to the Procedural By-law to allow Council members to attend virtually also be AMENDED to reflect the revised date.

Report:

Below is a summary of key items, by Department, in the 2024 Draft Operating and Capital Budgets. An electronic copy of the complete budget package will be provided in PDF form after the meeting on Wednesday, February 7th. Council should review the document and prepare for the special budget working session, to be held on Tuesday, February 13th.

In summary, the 2024 Draft Operating and Capital Budgets proposes a total overall levy increase of 7.37% or \$533,758 with 0.74% (\$53,415) coming from assessment growth and the remaining 6.63% (\$480,373) coming from a tax rate increase.

Township of East Zorra-Tavistock
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS
 2024 Proposed Operating and Capital Budgets Summary

Net Budgets By Department	2023 Approved	2023 Actuals	2024 Proposed	Difference (2024 - 2023)	% Change (2024-2023)	Remarks
Building, Locates and Drainage	369,280	387,737	498,516	129,235	1.78%	no building code drawdown included in for 2024
Corporate Services	2,492,172	2,598,347	2,531,274	39,102	0.54%	new technology and blinds for new admin building
Fire and Protective Services	1,311,282	1,305,927	1,473,990	162,708	2.25%	SCBA purchases primary focus for 2024
Parks and Recreation	857,837	740,435	1,078,628	220,792	3.05%	arena furnace replacements and set up of P&R vehicle and equipment reserve
Public Works	3,102,278	2,945,709	3,163,170	60,892	0.84%	public works facility planning for 2024
Treasury Services	(889,653)	(1,381,312)	(968,624)	(78,971)	-1.09%	increased investment income revenue for 2024 less new transfer to AM Reserve
Net Tax-Supported Budget Summary	7,243,196	6,596,843	7,776,954	533,758	7.37%	
2024 Assessment @ 2023 Tax Rates		7,296,611	53,415	0.74%	Levy Change due to Assessment Growth	
Assessment Change over prior year Levy		53,415	480,343	6.63%	Levy Change due to Tax Rate Increase (Decrease)	
2023 Required Levy Change over Prior Year Levy (based on budget)		533,758	533,758	7.37%	Total Levy Change	

Building, Locates and Drainage + \$129,235 (2024-2023)

- Permit revenue is projected to sustain at 2023 actual levels.
- No drawdown from the Building Code Act reserve being utilized for 2024.
- *Capital projects for 2024 include two replacement laptops for staff and plantings for Storm Water Management facilities.*

Corporate Services + \$39,102 (2024-2023)

- Strategic Master Plan work from 2023 to occur in 2024.
- Finalization of the County-wide DC Study Update from 2023.
- Final 1/3 reduction in the funding from the Policing Reserve for the Enhanced Officer position.
- *Capital projects for 2024 include Audio-Visual equipment purchase and installation in Council Chambers and Township Office plus parking lot paving and window blind installation.*

Fire and Emergency Management Services + \$162,708 (2024-2023)

- Update to Fire Equipment Reserve planning and contribution.
- Planned Basic Emergency Management Training for staff.
- *Capital projects for 2024 include a full purchase of SCBA's for all 3 stations as well as parking lot planning and signage upgrades for the Tavistock Station.*

Parks and Recreation + \$220,792 (2024-2023)

- Consolidation of individual Parks and Community Hall reserves.
- Full separation of staff, vehicles, and equipment from Public Works staff to Parks and Recreation with a charge back to Public Works for winter control support on parking lots and sidewalks.
- Establishment of a separate Parks and Recreation Vehicles and Equipment Reserve with contribution amount set to fully fund lifecycles of all vehicles and equipment.
- *Capital projects for 2024 include full furnace replacements at the Tavistock Arena, renovation and retrofit work at Innerkip Community Centre, park furnishings and equipment updates at several parks and the introduction of the first year of the Memorial Tree and Bench Program and a trail bridge replacement on the Hickson Trail.*

Public Works + \$60,892 (2024-2023)

- As noted above a full separation of staff, vehicles, and equipment from Public Works staff to Parks and Recreation has been completed with a charge back to Public Works being done for winter control support on parking lots and sidewalks.
- Inflationary impacts on sand, salt, dust suppressant and gravel resurfacing work.
- Pilot program of the EZTransit program funded from the reserved funding from the 2021 budget.
- *Capital projects for 2024 include equipment purchases, pre-approval for a 2025 roll off truck to get on the backlogged “order list”, fibre mat on the Braemar, Bridge #5 repair work, 4 additional entrance signs, design, and engineering work for William Street and the 2021 box culvert and the design/build of a new Public Works campus including the build of an appropriately sized deferred Salt/Sand storage facility.*

Treasury Services - \$78,971 (2024-2023)

- Increased bank interest revenue based on actual experience with new bank.
- OMPF Funding increased over prior year.
- Introduction of a contribution to the Asset Management Reserve to replenish usage on the Administration Building.
- *No capital budgets.*

Attachment:

- PDF Budget Package to be provided electronically after the meeting.

Respectfully Submitted by:



Karen DePrest
CAO/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2024 - 04**

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 7th day of February, 2024 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 7th DAY OF FEBRUARY, 2024.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk