

The Council of the Township of East Zorra-Tavistock met in the Council Chambers at the Township Administration Building, Hickson, Ontario at 9:00 a.m. on Wednesday February 7, 2024.

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

Members Absent: Deputy Mayor Brad SMITH and Councillor Steven VAN WYK.

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

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that the first Wednesday in February is "Winter Walk Day", as part of Ontario Active School Travel. As well, Councillor SMITH noted that the Big Brothers Big Sisters of Oxford County "Play For Kids Sake" event is being held throughout the month of February, at various locations in Oxford County. Councillor ZEHR noted that at the most recent Upper Thames River Conservation Authority (UTRCA) meeting, the Board agreed to plant a tree in honour of Shirley McCall-Hanlon.

Approve  
Agenda

1. Moved by: Scott ZEHR  
Seconded by: Scott RUDY  
Resolved that Council approve the agenda for the February 7, 2024, meeting as printed and circulated.

***CARRIED.***

**PECUNIARY INTERESTS:**

- None.

Confirm  
Minutes -  
Council

2. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that Council confirm the Minutes of the January 17, 2024, Council Meeting, as printed and circulated.

***CARRIED.***

**Correspondence & Reports – No Resolutions:**

- 2023 Council and PSB Pay & Expenses
- January 17, 2024, Police Services Board Meeting Minutes

**Correspondence & Reports – Resolutions Following:**

2023 Council and PSB Pay & Expenses

Council reviewed the 2023 Council and PSB Pay & Expenses report.

Conferences and Seminars

Members who attended the recent ROMA Conference provided a review of the conference.

County Council– Updates & Questions

Mayor SCHAEFER provided an update on County Council activities.

January 17, 2024, Police Services Board Meeting Minutes

Council reviewed the January 17, 2024 Police Services Board Meeting Minutes.

Staff Report #HRSC2024 – 01 re: HR Updates – Travel Allowance Policy

Human Resources/ Health and Safety Officer Jennifer Albrecht presented her report to Council regarding updates to the Travel Allowance Policy, specifically related to the 2024 mileage rate.

3. Moved by: Scott ZEHR  
Seconded by: Scott RUDY  
Resolved that Council approve the updated Policy #2.12 - Travel Allowance Policy, as attached to Staff Report #HRSC2024-01.

***CARRIED.***

Staff Report #CAO2024 – 02 re: 2024 Proposed Draft Operating & Capital Budgets

CAO-Treasurer Karen DePrest presented her report to Council regarding the 2024 Proposed Draft Operating & Capital Budgets.

4. Moved by: Matthew GILLESPIE  
 Seconded by: Scott ZEHR  
 Resolved that the Special Meeting of Council be amended to reflect a revised date of Tuesday, February 13, 2024, 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.

**CARRIED.**

Public Hearing -  
 Minor Variance  
 Application  
 A-9-2023  
 (Cowan/  
 Morrison)

**PUBLIC HEARING - MINOR VARIANCE  
 APPLICATION #A-9-2023 (COWAN/  
 MORRISON), DESCRIBED AS PART LOT 6,  
 CONCESSION 11, TOWNSHIP OF EAST  
 ZORRA-TAVISTOCK.**

At 9:20 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-9-2023 for Matt Cowan and Janine Morrison. Planner Dustin Robson presented Planning Report #CP2024-43.

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: Jeremy SMITH  
 Seconded by: Matthew GILLESPIE  
 Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-9-2023, 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 m<sup>2</sup> (3,014 ft<sup>2</sup>) to 341.8 m<sup>2</sup> (3,680 ft<sup>2</sup>).

Subject to the following condition:

- i. That the proposed relief shall only apply to an Accessory Building of the approximate size and location as depicted on Plate 3 of Report CP 2024-43.

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.**

At 9:47 a.m., Valerie Hobbs made a presentation to Council regarding changing the name of the Zorra/East Zorra Tavistock Line.

- 6. Moved by: Jeremy SMITH  
Seconded by: Matthew GILLESPIE  
Resolved 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 East Zorra-Tavistock collaborate with Zorra staff;

And further that staff bring a report back to Council Fall 2024.

**CARRIED.**

CAO-Treasurer Karen DePrest continued presenting her report (#CAO2024-02 - 2024 Proposed Draft Operating & Capital Budgets) to Council.

Other and  
Unfinished  
Business

Staff provided an update to Council on the municipal flag policy, as well as EZTransit.

Adjourn to  
Closed to the  
Public Session

7. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council does now adjourn to a  
Closed to the Public Session, at 10:45 a.m., to  
consider the following matters:

- January 17, 2024, Closed to the Public Session Minutes (s. 239 (2) (b), (c))
- EARTH Special Shareholder's Meeting (s. 239 (2) (i), (j))
- Proposed Disposition of Land – 90 Loveys Street, Hickson (s. 239 (2) (c))

**CARRIED.**

Rise from  
Closed to the  
Public Session

8. Moved by: Scott ZEHR  
Seconded by: Scott RUDY  
Resolved that Council does now rise from its  
Closed to the Public Session at 11:13 a.m.

**CARRIED.**

Confirming  
By-law

9. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that By-law #2024-04 being a by-law to  
confirm the proceedings of Council held  
Wednesday February 7, 2024, be read a first,  
second and third time this 7<sup>th</sup> day of February,  
2024;

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

**CARRIED.**

Adjourn

10. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that Council does now adjourn at  
11:14 a.m.

**CARRIED.**

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Will Jaques, Clerk

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Phil Schaefer, Mayor