

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

AGENDA

**for the Meeting to be held on Wednesday April 17, 2024 at the
Township Administration Building, 89 Loveys Street E., Hickson, Ontario, at 7:00 p.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 April 3, 2024, Council Meeting Minutes
 - b) Tavistock Minor Ball Association – Municipal Significance Request
 - c) Oxford County Pride – Flag Raising Request
 - d) ERTH Corporation – Annual General Meeting
 - e) Oxford County – 2023 Annual Waste Management Report
 - f) ROEDC – 10th Anniversary & Awards Event
 - g) Stratford General Hospital Foundation – Tour of New Building Project
5. Delegations & Appointments:
 - a) 7:30 p.m. – MVA Application A-1-2024 (Zehr)
 - b) 7:40 p.m. – ROEDC – 2023 Year in Review
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #CIO2024-04 re: Booking Requirements at Twp. Facilities - Update
 - e) Staff Report - #CIO2024-05 re: Commemorative Tree/Bench Program - Update
 - f) Staff Report - #CIO2024-06 re: Procurement Policy - Update
 - g) Staff Report - #CBO2024-01 re: 2023 Year-End Building Report
 - h) Staff Report - #PW2024-01 re: Surface Treatment Tender Results
7. By-laws:
 - a) By-law #2024-16 – ZBA Application ZN2-23-06 (Leslie)
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
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 9:00 a.m. on Wednesday April 3, 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 that April is **“National Organ and Tissue Donation Month”**, with **“Green Shirt Day”** being held on April 7. Green Shirt Day is in honour of the Logan Boulet Effect, supporting organ donation awareness/ registration across Canada.

Approve
Agenda

1. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that Council approve the agenda for the April 3, 2024, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

2. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council confirm the Minutes of the March 20, 2024, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Safe and Well Oxford – Priorities and Initiatives
- March 20, 2024 Police Services Board Minutes

Correspondence & Reports – Resolutions
Following:

Safe and Well
Oxford –
Priorities and
Initiatives

Council reviewed the correspondence from the Safe and Well Oxford Steering Committee, including **Minutes from the Committee’s previous meetings.**

County Council–
Updates &
Questions

Mayor SCHAEFER provided an update on County Council activities.

March 20, 2024
Police Services
Board Minutes

Council reviewed the Minutes from the March 20, 2024, Police Services Board meeting.

By-law:

1st & 2nd
Reading

- 3. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that the following by-law be read a first and second time:
 - 2024-14 – Actual Cost By-law (Witzel Drain)

CARRIED.

By-law:

3rd & Final
Reading

- 4. Moved by: Brad SMITH
Seconded by: Matthew GILLESPIE
Resolved that the following by-law be read a third and final time:
 - 2024-14 – Actual Cost By-law (Witzel Drain)

CARRIED.

Council observed at recess between 9:12 a.m. and 9:15 a.m.

Public Meeting -
Open

- 5. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:15 a.m.

CARRIED.

Public Meeting
for ZN2-23-07
(Village Manor
Tavistock Inc.)

PUBLIC MEETING – VILLAGE MANOR
TAVISTOCK INC. ZONE CHANGE APPLICATION
ZN2-23-07, PART LOT 126, PLAN 307,
TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2024-110, regarding the Zone Change Application on lands owned by Village Manor Tavistock Inc.

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

Council
Reconvene

- 6. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:19 a.m.

CARRIED.

- 7. Moved by: Steven VAN WYK
Seconded by: Scott ZEHR
Resolved Council approve-in-principle the zone change application submitted by Village Manor Tavistock Inc., whereby the lot to be retained resulting from Consent Application B23-83-2, described as Part Lot 126, Plan 307, is to be **rezoned from 'Residential Type 1 Zone (R1)' to 'Residential Type 3 Zone (R3).'**

CARRIED.

Council observed at recess between 9:21 a.m. and 9:30 a.m.

At 9:30 a.m., Scott Patterson (Patterson Planning Consultants Inc.) and Angela Kroetsch (GM BluePlan Engineering Ltd.), representing Apple Homes, attended the meeting to present their request to have further lands brought into the Tavistock Settlement Area Boundary Expansion (SABE) area, as part of the Secondary Plan project. Council confirmed that it was satisfied with the current SABE areas determined by the **Township's** project consultant for Tavistock and Innerkip, and as approved by Council at their meeting of December 20, 2023.

Confirming
By-law

8. Moved by: Scott ZEHR
Seconded by: Jeremy SMITH
Resolved that By-law #2024-15 being a by-law to confirm the proceedings of Council held Wednesday April 3, 2024, be read a first, second and third time this 3rd day of April, 2024;

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: Brad SMITH
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn at 9:53 a.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

Monday April 8, 2024

Township of East Zorra-Tavistock

90 Loveys Street

Box 100

Hickson, ON N0J 1L0

Attention: All Departments

Hello,

Tavistock Minor Ball is once again hosting the annual Cephas Roth Men's Fastball tournament. This tournament is our major fundraiser for the Association.

The tournament will run from Thursday July 18 until Sunday July 21, 2023. Both Queen's park (2 Adam st) and Optimist Park (198 Woodstock St S) in Tavistock will be hosting games, and the beer tent will be at the Queen's Park pavilion. We have applied for the liquor license to operate from 7:00pm to 1:00am Thursday, 5:00pm-1:00am Friday, 11:00am-12:00am Saturday and 11:00am-8:00 pm Sunday.

We asking Council that our event be considered 'Municipally Significant'. This will be the 9th year for the tournament, and it has become one of the Premier Tournaments in North America, bringing in teams and players from around the world, not to mention hundreds of fans to our community.

If you have any questions, please contact me anytime.

Thanks

Dave Nahrgang

President, Tavistock Minor Ball Association

519-504-1446

davenahrgang@hotmail.com

Will Jaques

Subject: Pride flag raising

From: Tami Murray
Sent: Monday, April 8, 2024 12:39 PM
To: EZT <ezt@ezt.ca>
Subject: Pride flag raising

Good day,
I am attaching the community flag pool request form completed by Oxford County Pride. We are formally requesting to raise the progress pride flag initiating May 31st and 7 days thereafter. If you have any questions or concerns please feel free to reach out to me at any time.

Thank you

Tami Murray
President, Oxford Pride Committee

Community Flag Pole Request

GP Policy 2.15

Requests must be received a minimum of four (4) weeks prior to the date the flag is to be flown. Please refer to the Flag Policy, GP 2.15 for related guidelines. Requests shall be directed to 89 Loveys Street East, PO Box 100, Hickson, ON N0J 1L0 or emailed to ezt@ezt.ca. Telephone enquiries should be directed to the Clerk's office (519) 462-2697, ext. 7825. Please Refer to Community Flag Pole protocols on reverse.

Name of Organization	Oxford County Pride	
Name of Primary Contact	Tami Murray	
Contact Email Address	President@Oxfordpride.ca	
Contact Phone Number	226 238 0464	
Contact Mailing Address	209 Sydenham St. W. Wskok	
Nature of Organization	<input type="radio"/> Charitable Organization	Reg. # _____
	<input checked="" type="radio"/> Not-For-Profit Organization	Reg. # _____
	<input type="radio"/> Other	
Jurisdiction of Organization	<input type="radio"/> International	
	<input type="radio"/> National	
	<input type="radio"/> Provincial	
	<input checked="" type="radio"/> Local	
Name and Description of Associated Event	In celebration of Pride Month. Recognizing diversity, inclusion & equity.	
Date Community Flag to be Raised	May 31 -	
Number of Days to be Flown (maximum of 7)	7 days.	
Flag Details (Please include photo or diagram of the flag)		

Notice of Collection

The personal information collected on this form is collected, used and disclosed in accordance with of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. We will not sell, share, or rent your personal information to any third party. The Township will only use or disclose your personal information in accordance with what is permitted under MFIPPA.



SAVE THE DATE

ANNUAL GENERAL MEETING

The Annual General Meeting of ERTH Corporation will be held as follows:

Date: Thursday, May 30, 2024

Meet & Greet 6:45 PM

AGM: 7:00 PM

LOCATION: **Elmhurst Inn**

415 Harris Street
Ingersoll, ON
N5C 3J8

Grand Ballroom

An official notice will be forwarded to you at a later date, providing you with a full meeting package and requesting your list of attendees and voting delegate. In the interim, please contact us with any questions you may have.

Please note that attendance at the meeting is restricted to members of council, clerks/CAOs/Treasurers of each Shareholder as well as officers and directors of the Company and guests expressly invited by the Board.

Contact:

Eustacia Young
ERTH Corporation
Phone: (519) 518-6117 x 255
Cell: (519) 521-9065
Eustacia.Young@ERTHCorp.com

REPORT TO COUNTY COUNCIL

2023 Annual Waste Management Reports

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATION

1. That County Council receive Report PW 2024-15 entitled “2023 Annual Waste Management Reports” as information.

REPORT HIGHLIGHTS

- This report summarizes the annual performance of Oxford County’s waste management facilities and programs in 2023.
- Based on the County’s current waste diversion activities, the County achieved an overall landfill waste diversion rate (residential and Industrial, Commercial and Institutional (ICI) waste material handled by Oxford County) of approximately 45% in 2023 and has an estimated remaining landfill service life of approximately 27 to 32 years.
- 2023 waste diversion achievements include the diversion of 34,440 tonnes of material received at the Oxford County Waste Management Facility (OCWMF) and includes brush, leaf and yard waste, construction and demolition waste, blue box material, biosolids, electronic waste, scrap metal, and film plastic.
- Other 2023 accomplishments include construction of the Compost Pad and Storm Water Management (SWM) system expansion, implementation of an agricultural plastic waste diversion drop-off program, curbside large article collection (LAC) in Tillsonburg, and expanded access to the Tillsonburg Transfer Station to all County residents.

Implementation Points

The “2023 Annual Waste Management Reports” will be submitted to the MECP in accordance with regulatory requirements and posted on the County’s website for public access.

Source Separated Organics (Green Bin) Program

In Q2 2024, staff will report to County Council with proposed terms of reference for curbside waste collection procurement documents and will include potential Source Separated Organics (SSO) as presented in Report [PW 2023-42](#). The new curbside collection program would be implemented in 2026 to align with expiration of the current curbside collection contract, legislative requirements for organic waste diversion, and changes to the Blue Box regulation.

The proposed terms of reference will be based on public feedback received on key questions such as extent of SSO or 'Green Bin' program (urban vs rural areas) and will be incorporated in the draft procurement documents, subject to Council approval, before being released to market. Vendor submissions will be evaluated and presented to County Council in Q3 2024 for award and implementation in 2026.

Landfill South Fill Area (SFA) Expansion

In 2024, a design and operation plan will be completed and submitted to the MECP for the SFA expansion that will be required by 2028 for landfilling operations. MECP approvals are anticipated by 2026 at which time detailed design and construction will be initiated.

Landfill Gas Collection and Flaring System Upgrades

An expansion of the LFCFS wellfield is required to capture methane within the areas that have been filled since the LFCFS was originally installed. In 2024, approval documents (design brief and drawings) for wellfield expansion will be prepared and submitted to the MECP for approval and construction in 2024 at an estimated cost of \$350,000. Lifecycle replacement of some of the LFCFS equipment will also be required in 2025 and will be included as part of the expansion project, subject to budget approval.

Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2024 Operating or Capital Budget for Waste Management.

Communications

The 2024 Waste Management Annual Reports will be available for public viewing on the County's website on March 28, 2024, at <https://www.oxfordcounty.ca/en/your-government/reports-and-publications.aspx#Public-Works-Annual-Reports>. This Council report will also be circulated to Area Municipalities and Zero Waste Oxford.

The County communicates the performance of key Public Works systems (Waste Management, Water and Wastewater) annually to the public through an annual social media campaign after the last performance report has been submitted to Council.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendation in this report supports the following Strategic Plan pillars and goals:

		
<p>Promoting community vitality</p>	<p>Enhancing environmental sustainability</p>	<p>Fostering progressive government</p>
	<p>Goal 2.1 – Climate change mitigation and adaptation Goal 2.2 – Preserve and enhance our natural environment</p>	<p>Goal 3.1 – Continuous improvement and results-driven solutions</p>

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Waste Management Services

As the Waste Management Authority, the County is responsible for residential curbside waste collection (garbage, recycling, large items) and management of waste generated within the County through landfill disposal, waste diversion, and resource recovery programs. The Oxford County Waste Management Facility (OCWMF) is operated by County staff and receives solid waste from residential and ICI sources within the County. Residential waste collection services are managed by the County through various contracts with third-party contractors and municipal service agreements with Area Municipalities (City of Woodstock and Township of South-West Oxford).

Curbside collection of residential garbage, recycling (Blue Box) and large items is further supplemented by convenience depots located throughout the County where residents can drop off various waste materials (yard waste, film plastic, bulky Styrofoam, large items, recyclables, household hazardous waste, electronics, tires, scrap metal, and agricultural plastics). Convenience depots are operated by Area Municipalities on behalf of the County and are funded through the County’s Waste Management budget.

A summary of the County-wide residential waste collection services and associated County service providers is provided in Table 1.

Table 1: Residential Waste Management Collection Services/County Service Providers

Waste Collection Services		Ingersoll, Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra	Tillsonburg	South-West Oxford	Woodstock
Garbage and Blue Box Service Providers	Curbside Collection	County Contractor <i>(weekly co-collection garbage and single stream recycling)</i>		South-West Oxford * <i>(six day co-collection garbage and single stream recycling)</i>	Woodstock * <i>(weekly garbage and bi-weekly two stream recycling collection)</i>
	Garbage Disposal	Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
	Blue Box Processing	County Contractor			Woodstock Contractor *
Convenience Depots Service Providers <i>(includes Blue Box, Cardboard, Film Plastic and Bulky Styrofoam, Agricultural Bale Wrap, Scrap Metal, Household Hazardous Waste, Cooking Oil (FOG), Tires, Electronics, and Construction and Demolition)</i>		Woodstock Enviro Depot * <i>(Excludes agricultural bale wrap)</i> <i>(User Fees Apply for Non-Woodstock Residents)</i>			
		South-West Oxford - Beachville Fire Hall * <i>(Film Plastic Only)</i>			
		Tillsonburg Transfer Station * <i>(Excludes collection of blue box, household hazardous waste, tires, electronics, and agricultural bale wrap)</i> <i>(Open to all County residents in 2023, User Fees for Non-Tillsonburg Residents)</i>			
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees for Some Materials May Apply)</i>			
Leaf and Yard Waste Depots Service Providers	Collection	Ingersoll, Zorra, East Zorra-Tavistock, Blandford-Blenheim, Tillsonburg and Norwich Leaf and Yard Waste Depots	OCWMF Leaf and Yard Waste Depot	City of Woodstock Leaf and Yard Waste Depot *	
	Processing	Oxford County Compost Facility			
Large Items Service Providers	Collection	County Contractor <i>(once annual curbside collection)</i> <i>(NEW – once annual curbside collection in Tillsonburg)</i>			Woodstock * <i>(once annual curbside collection)</i>
	Convenience Depots	Woodstock Enviro Depot * <i>(User Fees Apply)</i>			
		Tillsonburg Transfer Station * <i>(Open to all County residents in 2023 with User Fees)</i>			
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
Processing	Oxford County Waste Management Facility (OCWMF)				

* Services provided by the Area Municipality under contract to the County

Curbside Waste Collection Services

As shown in Table 1, residential curbside waste (garbage, recycling, large items) collection service is provided by South-West Oxford (except large items) and Woodstock by their municipal staff, and by the County's contractor (Emterra Group) in the remaining six Area Municipalities. Collection of garbage and recycling is offered to all households, including some multi-residential and commercial properties, provided they meet collection program requirements and are situated within an existing residential curbside collection route.

Blue Box Material Processing and Marketing

The County's waste management responsibilities include processing and marketing of Blue Box material from curbside collection and convenience depots. The County is currently under a five-year contract (2020-2025) with Emterra for the processing of Blue Box material collected from both the County and South-West Oxford's curbside collection programs and the OCWMF convenience depot. Material is transported to Emterra's Material Recycling Facility (MRF) where it is processed for end-markets, with the County receiving 85% of revenue generated recycled material sales.

Similarly, the City of Woodstock is currently under contract with GFL Environmental (GFL) for processing of Blue Box material from their curbside collection program and convenience depot. Under this contract, the City receives 85% of revenue generated from recycled material sales. This revenue is remitted back to offset net operating costs by Woodstock which are billed back to the County under the contract service agreement.

Both the County and Woodstock's Blue Box processing contracts include requirements for semi-annual external third-party audits of curbside collection material streams. The audits are used for revenue calculations and to determine material contamination rates as an indicator of program efficiency. Similarly, the County's service agreement with South-West Oxford requires semi-annual third-party audits of Blue Box material from their curbside collection program.

Oxford County and its eight Area Municipalities are scheduled to transition to the Provincial common collection system and Extended Producer Responsibility (EPR) on December 31, 2025. With the transition to full EPR, Ontario municipalities will no longer be responsible for managing and financing the traditional Blue Box program (collection and processing).

Environmental Regulatory Compliance

Operation of waste management facilities and waste diversion programs are regulated by the MECP through applicable legislation and issuance of Environmental Compliance Approvals (ECAs). Submission of annual reports to the MECP for various waste management services and activities is a regulatory requirement to demonstrate environmental compliance with associated legislation and specific ECA terms and conditions.

Annual reporting requirements must comply with the guidelines set out in the MECP's Technical Guidance Document: Monitoring and Reporting for Waste Disposal Sites Groundwater and Surface Water. This document provides a general framework for completing technical reports, as well as a report structure to ensure that all necessary information is provided for the MECP to

complete a technical review of monitoring performed at both active and closed waste disposal sites.

In accordance with regulatory requirements, the 2023 Annual Waste Management Reports, prepared for submission to the MECP, provide performance data on Oxford County's waste management facilities, operations and programs. The pertinent regulatory requirement is referenced in each Annual Waste Management Report.

Closed Landfill Sites

Oxford County owns the following eight closed landfill sites that were historically owned and operated at the lower-tier level and were transferred to the County in the early 1980s:

- Lakeside (East Nissouri) Landfill
- Embro (West Zorra) Landfill
- Thamesford (North Oxford) Landfill
- Blandford-Blenheim (Drumbo) Landfill
- Gunn's Hill (East Oxford) Landfill
- Otterville (South Norwich) Landfill
- Tillsonburg Industrial Landfill
- Holbrook Landfill

The local landfill sites noted above were closed prior to being transferred to the County, with the exception of the Tillsonburg and Holbrook sites that remained open and were operated by the County for a period of time until the OCWMF was opened in 1986.

With the exception of the Holbrook Landfill Site, annual reporting to the MECP for the County-owned closed landfills is not a regulatory requirement. However, monitoring programs for landfill gas, groundwater and surface water have been implemented at these sites as a due diligence exercise to identify any adverse environmental impacts and mitigate the County's risk and potential liability.

Comments

Summary of County-Wide Waste Generation

Approximately 112,780 tonnes of waste (3% increase over 2022) was generated in Oxford County in 2023. Of the total amount of waste generated, 83,355 tonnes (4% increase over 2022) was processed at the OCWMF.

About 29,425 tonnes of waste was exported out-of-County (without direct handling at the OCWMF). This includes an estimated 26,515 tonnes of waste from the ICI sector (disposed of by private haulers) and 2,910 tonnes of Blue Box material from the City of Woodstock's curbside collection program exported directly to an out-of-County processing facility. Overall, approximately 26% (2% decrease over 2022) of the total waste generated is being exported out of County.

A summary of County-wide waste generation in 2023 is depicted in Figure 1 with a historical summary of County-wide waste generation illustrated in Table 2. The total waste and large item generation tonnage per household (hh) for 2023 was 360 kg/hh for the entire County, representing an 8% decrease over 2022.

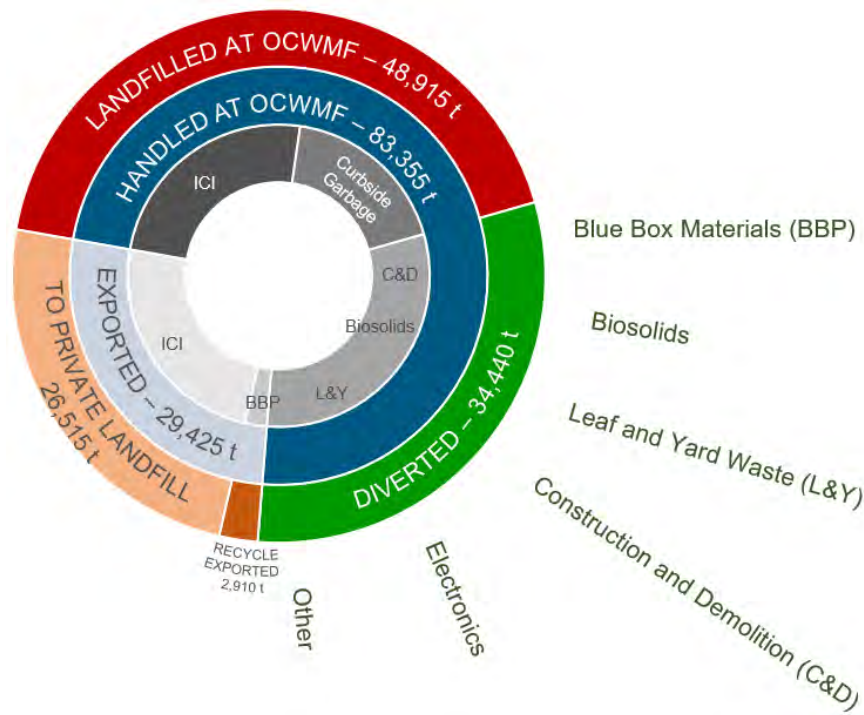


Figure 1: 2023 County-wide Waste Generation

Table 2: Historical County-Wide Waste Generation Summary (2018-2023)

Year	Total Waste Generated in Oxford County (tonnes)	Waste Exported out of County (tonnes)	Waste Processed at OCWMF (tonnes)	Waste Diverted & Recycle Exported (tonnes)	Landfill Diversion Rate
2023	112,780	29,425	83,355	37,350	45%
2022	109,454	29,232	80,222	36,280	45%
2021	115,195	29,040	86,155	40,095	47%
2020	122,610	26,025	96,585	40,320	42%
2019	104,520	29,355	75,165	32,405	43%

2023 Annual Waste Management Reports

The 2023 Annual Waste Management Reports have been generated to satisfy ECA terms and conditions, regulatory requirements, and Ministry technical reporting guidance documents, and will be submitted to the MECP by March 31, 2024.

The annual reports are linked below, followed by a summary section for each:

- [2023 Oxford County Waste Management Facility, Salford Operations and Monitoring Report](#)
- [2023 Oxford County Waste Management Facility, Annual Monitoring Report, Landfill Gas Collection and Flaring System](#)
- [2023 Oxford County Holbrook Landfill, Water Monitoring Report](#)
- [2023 Oxford County Stormwater Pond Results - Summary and Interpretation](#)
- [2023 Oxford County Waste Management Facility, HHW Annual Report](#)
- [2023 Oxford County Leaf and Yard Waste System Annual Report](#)
- [2023 Oxford County Blue Box System Annual Report](#)
- [2023 Oxford County Closed Landfill Sites, Due Diligence Monitoring](#)

With the exception of the non-compliance order issued by the MECP regarding the LFGCS further detailed below, staff are pleased to inform County Council that, in 2023, the County's waste management facilities and programs operated within environmental regulatory compliance and that no adverse environmental impacts were observed.

Oxford County Waste Management Facility, Salford 2023 Operations and Monitoring Report

- Approximately 83,355 tonnes of waste was handled at the site with approximately 34,440 tonnes being diverted and recovered as material resources. Overall resource recovery material brought to the OCWMF in 2023 increased by 4% and landfilled material increased by 4%.
- The total trips by all vehicles using the facility averaged about 3,980 per month in 2023, an increase of 9% compared to 2022.
- The film plastic drop-off program generated 9 tonnes of material in 2023, a 29% increase over 2022.
- The bulky Expanded Polystyrene (Styrofoam) program generated 11 tonnes of recycled packaging material for reuse in product manufacturing, representing a 27% decrease over 2022 tonnages.
- The remaining landfill site service life in 2023 is calculated to be approximately 27 to 32 years based on the current landfilling rate and waste diversion rate (approximately 45%).
- There were no influences of leachate in the groundwater at the site boundaries.
- Private well monitoring showed no landfill influence.

Annual Monitoring Report, Landfill Gas Collection and Flaring System (LGCFS) January 2023 – December 2023, Oxford County Waste Management Facility

- The LGCFS operated as intended in 2023 and successfully controlled emissions even though volumes and concentrations of methane gas continue to remain low. The flare ran at an average flow of 107 cubic feet of gas volume per minute (cfm), down from 110 cfm in 2022 and an average 48% methane by volume, up from 42% in 2022.

An Air ECA onsite inspection was completed by the MECP at the OCWMF in July 2023. Following the inspection, one non-compliance order was issued as the County had failed to notify the Spills Action Centre (SAC) in addition to the MECP when the LGCFS was offline for more than 48 hrs. This was an oversight by County staff and a misinterpretation of the Air ECA terms and conditions. The MECP also noted a missing entry in the LGCFS inspection and maintenance log as completed by the County's service provider.

The MECP was satisfied with staff's response to fully address the MECP non-compliance order, which included revised reporting protocol and procedures to review inspection and maintenance records on a regular basis.

In 2023, MECP also utilized drone technology to evaluate fugitive methane emissions at the OCWMF as a test site and identified several hot spots where methane was potentially escaping from leachate manholes. Although no orders were issued, it was agreed with the MECP that the County would implement measures to seal the manholes in 2024 and have the MECP conduct a follow up air survey.

2023 Water Monitoring Report, Holbrook Closed Landfill

- There was no clear indication of leachate influence in the deeper groundwater system at the property boundaries and no landfill influence at the private well monitoring locations.
- No methane was detected in 2023.
- Staff will continue to perform inspections at this facility to ensure the site is secure and to assess for any potential environmental concerns.

2023 Due Diligence Monitoring Program, Oxford County Closed Landfill Sites

Monitoring programs for landfill gas, surface water and ground water were undertaken at County-owned closed landfill sites as a due diligence exercise and to identify any offsite adverse environmental impacts. The findings and recommendations of the 2023 Due Diligence Monitoring Program are highlighted below:

- No landfill impacts were identified at the Lakeside, Embro, Thamesford, Gunn's Hill and Otterville Closed landfill sites and therefore further annual monitoring is not required.
- Continued annual monitoring is recommended to observe parameter concentration trends of potential historic impacts to the surface water and shallow groundwater to the east of the Blandford-Blenheim site.
- Continued monitoring at the Tillsonburg site is recommended to observe parameter concentration and flow rate trends at surface water monitoring locations to the east and southeast of the site.

Oxford County 2023 Compost Facility Storm Water Management (SWM) System Annual Report

In 2023, the County expanded the compost pad and SWM system. An Amended ECA was issued by the MECP for the SWM system with additional monitoring and reporting requirements.

SWM system monitoring results indicated acceptable effluent concentrations, consistent with historical trends prior to the 2023 expansion.

Oxford County 2023 Household Hazardous Waste (HHW) Depot Annual Report

- The depot serviced approximately 5,145 vehicles, an 11% decrease from 2022.
- Approximately 170 tonnes of HHW material was collected, a 15% increase over 2022.
- The City of Woodstock's HHW Depot was open 153 days in 2023 and collected 62 tonnes of HHW /decrease of 9% from 2022).

Oxford County 2023 Leaf and Yard Waste System Annual Report

- Over 16,710 tonnes of material was received, representing an 11% increase over 2022.
- Approximately 15,820 tonnes of finished compost was sold to the end market in 2023 and generated over \$328,400 in County revenue. The tonnage represents carry over material received late in 2022, which was processed in 2023 along with new received material in 2023.
- A total of 170 composters and 217 green cones were sold to residents, a decrease of 24% from 2023.
- Home composters and green cones are sold throughout the County at a subsidized rate of \$10 and \$50 each, respectively.

Oxford County continues to undertake backyard composting program education and outreach to help reduce the quantity of organics currently black bagged/landfilled. Also, as aforementioned, implementation of a County-wide SSO program will be considered as part of proposed terms of reference for contract renewal of County curbside waste collection services, 2026 – 2030, to be presented to County Council in Q2 2024 before being released to market.

Oxford County 2023 Year-End Blue Box Waste Management System Annual Report

- The recycling collection tonnage per household (hh) for 2023 was 154 kg/hh for the entire County, representing a 6% decrease from 2022 even though there was a 3% increase in households. A contributing factor to the decrease in collected tonnes is due to material weight; Blue Box materials (e.g. paper products and packaging products) continues to be made lighter.
- 7,910 tonnes of residential curbside Blue Box material was collected (2% decrease from 2022). Following the removal of contaminated material (residual waste) during processing, approximately 7,000 tonnes of processed material was sent to end markets.
- The contamination rate of the 2023 County single stream recycling program is estimated at 12% and the South-West Oxford single stream recycling program is estimated at 3.5% based on third-party audit data. The average contamination rate for single-stream recycling programs is 11% based on industry audit data, placing the South-West Oxford's contamination rate below and the County on par with the industry average.

- The contamination rate for the two-stream recycling program in Woodstock was estimated at 10% based on third-party audit data, placing the contamination rate above the industry average of 7%.

Contamination rates of Blue Box material streams identify the amount of unacceptable material and/or material contaminated from food waste or other materials. High contamination rates can affect the quality of other processed material resulting in reduced market rates or potential rejection by end markets, which in turn reduces revenue and overall landfill waste diversion. High contamination rates need to be addressed through targeted promotion and education campaigns and increased curbside screening efforts to improve program efficiencies.

Film Plastics and Bulky Styrofoam Depots Pilot Programs

Over the last three years, participation levels and the volume of material collected by the pilot programs for the collection of film plastic and bulky Styrofoam have remained strong. This is in part due to public awareness of the importance of diverting this waste from landfill and partnerships with the Area Municipalities who operate convenience depots.

There are five drop-off depots for film plastics and three drop-off depots for bulky Styrofoam located across the County, as shown in Table 3 below. It is recommended that the County not implement additional convenience depots until the Producers notify the County whether they plan on financially supporting depot operations for Blue Box material. The County will know more on this issue in 2025 when negotiations on the operation of convenience depots will occur. Staff will report back to Council on the status of operating these convenience depots.

Table 3: Film Plastic, Bulky Styrofoam Pilot Programs (2021-2023)

Depot Location	Film Plastic	Bulky Styrofoam
OCWMF – Transfer Station	✓	✓
South-West Oxford – Beachville Fire Hall	✓	
South-West Oxford – Municipal Office	✓	
Woodstock – Enviro Depot	✓	✓
Tillsonburg Transfer Station	✓	✓

Curbside Waste Collection Contract Performance

In 2023, staff monitored and tracked performance issues and any occurrences of missed / incomplete collections over the course of the year. Detailed contract performance metrics in 2023 are summarized in Table 4.

Table 4: 2023 County Curbside Collection Contractor Annual Completion Rate

Collection Performance		Ingersoll	Tillsonburg	Blandford-Blenheim	Norwich	East Zorra-Tavistock	Zorra	Total
Successful Route Completion Rate *	Q1	100%	98%	100%	99%	100%	100%	100%
	Q2	99%	98%	100%	99%	100%	99%	99%
	Q3	97%	96%	97%	100%	100%	100%	98%
	Q4	98%	99%	99%	99%	100%	98%	99%
Average Annual Completion Rate		99%	98%	99%	99%	100%	99%	99%

* Successful route completion indicates where the planned route curbside collection was completed on the designated pick-up day (no missed collections).

Staff regularly addressed contract performance issues with its collection contractor (Emterra) to ensure that any curbside collection customer service issues or incomplete collections were either resolved on the same collection pickup day (in most cases) or carried over to the next calendar day.

2023 Accomplishments

As part of the Goals and Objectives of the 2023 Waste Management Business Plan and Budget, the following initiatives were implemented:

Residential (Curbside) Diversion Rate

The residential diversion rate (from curbside, depots, brush, leaf and yard waste depots, and OCWMF) was estimated to be 51% in 2023 and will be confirmed when the 2023 Datacall is verified in November 2024. The residential diversion rate has plateaued in recent years ranging between 47-51%.

Landfill Diversion Rate

The County's landfill diversion rate is currently 45% and takes into consideration all waste managed through County Waste Management services (residential and ICI). It is important to note that this diversion rate differs from what is published by the Resource Productivity and Recovery Authority, known as the residential diversion rate, which only takes into consideration residential generated waste.

Agricultural Plastic Diversion Program

An Agricultural Plastics drop-off program was established at the OCWMF and initiated in Q2 2023, generating approximately 5 tonnes of material diverted from landfill and shipped to local end markets for reuse in product manufacturing. As a result of successful participation, this program is expected to see an increased capture rate in 2024.

Large Item Collection in the Town of Tillsonburg

The Town of Tillsonburg was included in the County's annual curbside large article collection program in 2023, generating approximately 100 tonnes of curbside large articles, which is expected to increase as residents become more familiar with the program.

As part of this initiative, access to the Tillsonburg Transfer Station was expanded to all County residents in 2023, with the operation fully funded by the County. Operational costs were offset with the introduction of transfer station user fees for drop-off of large articles and construction and demolition waste, which resulted in approximately 50% reduction in the number of vehicles received in 2023, compared to previous years.

Compost Facility Expansion

As previously noted, construction of the compost pad and SWM system expansion was completed in 2023 and is now fully operational. This expansion doubled the size of the yard waste processing and finished compost storage area and is expected to result in increased compost production.

Advancing to Zero Waste

To achieve the goals and objectives in the County's *Zero Waste Plan*, as well as address provincial and federal regulatory requirements, the County will need to further increase waste diversion efforts through innovative programs and technologies.

Upcoming industry activities will impact waste diversion in Ontario, such as the implementation of the Producer Responsibility model which will place end of life management responsibilities on the Producers to encourage innovative product design, strengthen end markets and standardize recycling across the Province. Evidence of such innovation has already been observed by major Producers, such as McDonalds and Heinz. Until this transition occurs, the County will continue to look for ways to divert more hard-to-recycle material from the landfill through ongoing pilot projects for film plastic, bulky Styrofoam and agricultural bale wrap.

Consideration of a green bin (SSO) program is the next potential step to increasing the life of the County's landfill site. Both the federal and provincial governments, through policy implementation, support the diversion of organics from landfill and it is anticipated that landfill bans on organic waste will occur within the decade.

Another trend that the County will be closely monitoring is the implication of increased tipping fees at cross border landfills. To date, cross border landfills have provided a low cost disposal option for much of the Ontario private waste sector; however, if cross border tipping rates increase, municipal landfills in Ontario may be forced to accept this waste, which would impact their remaining capacity.

CONCLUSIONS

The 2023 Annual Waste Management Reports demonstrate that Oxford County's waste management programs and facilities continue to operate in general compliance with regulatory requirements.

Residents and businesses across Oxford County continue to receive convenient access to curbside and waste management facility diversion programs.

Notable changes to management of waste across Oxford County will continue over the next decade and will contribute to the collective goals of a circular economy and recognizing waste as a resource.

SIGNATURES

Report author:

Original signed by

Andrea Coverdale
Coordinator of Waste Management

Departmental approval:

Original signed by

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

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

Will Jaques

Subject: Complimentary Dinner Tickets per Township (RSVP for May 23rd 10th Anniversary Event)

From: Ronda Stewart

Sent: Tuesday, April 9, 2024 6:01 PM

To: Mary Ellen Greb <cao@swox.org>; Julie Middleton <clerk@swox.org>; Don Macleod <dmacleod@zorra.ca>; Karen Martin <kmartin@zorra.ca>; Lee Robinson <lrobinson@norwich.ca>; Kim Armstrong <karmstrong@norwich.ca>; Karen DePrest <kdepres@ezt.ca>; Will Jaques <wjaques@ezt.ca>; Josh Brick <jbrick@blandfordblenheim.ca>; Sarah Matheson <smatheson@blandfordblenheim.ca>

Subject: 3 Complimentary Dinner Tickets per Township (RSVP for May 23rd 10th Anniversary Event)

Good evening Rural CAO's & Clerks!

I hope this email finds you well. I wanted to take a moment to send this followup email to our initial 10th Anniversary & Awards Event invitation that was sent to Rural Oxford's Board, CAOs and Mayors last week. We wanted to let you know that:

Each Township is receiving 3 complimentary dinner tickets which may be claimed by Staff and/or Council Members.

For quick reference: Initial invitations went to Rural CAO's and Mayors and all 5 Mayors have confirmed so that leaves 2 complimentary dinner tickets available for each Township.

We hope you will join us in the celebration on May 23rd at Otter Creek Golf Club. Please take a moment to confirm which representatives from your Township's will receive the complimentary dinner tickets **by April 15th** using this link: <https://ruraloxford.ca/celebrate>.

And if there is interest from others to attend, dinner tickets can also be purchased for \$56.50 per person. Please RSVP additional dinner tickets **by April 15th** using this link: <https://www.eventbrite.ca/e/852574502287?aff=oddtcreator>

Please reach out with any questions. We are excited to share this special occasion with you.

Lastly, we have incorporated an Awards element into our special evening. If there are any businesses in your townships that you would like to nominate (anonymously), please participate in the fun! Here's the link to the criteria and quick online nomination form: <https://ruraloxford.ca/awards>

Thank you in advance!

Ronda Stewart
Economic Development Director
Rural Oxford Economic Development
<https://ruraloxford.ca>
519.619.6895

Will Jaques

Subject: Invitation from SGH Foundation

From: MERLE.CLARKSON
Sent: March 14, 2024 10:24 AM
To: 'ezt@ezt.ca' <ezt@ezt.ca>
Subject: Invitation from SGH Foundation

Good Morning **Karen,**

The following invitation has been sent on behalf of Cheryl Hunt, Executive Director for the Stratford General Hospital Foundation.

Please ensure your RSVP is sent to Merle Clarkson, Social Media and Development Coordinator at Merle.Clarkson@hpha.ca by **Friday, April 19th**.



We are excited to welcome the Municipalities to the Stratford General Hospital.

.....

Dear Karen DePrest, CAO;

We are excited to invite you in to see what the Stratford General Hospital has accomplished to date on the NEW Cancer & Medical Care Unit and Pharmacy project!

*We believe seeing is believing... and we want to invite the **Township of East Zorra-Tavistock** to a guided tour of our construction site so you can see firsthand the amazing progress that has been accomplished thus far, and learn about the importance of this project and how it will impact our community.*

We look forward to hosting your councillors, senior municipal staff, and special guests on the date that best suits their schedule- dates listed below. We enjoy the opportunity to engage with them on a personal level to discuss our Hospital and the SGH Foundation's current In Our Hands capital campaign.

Day-of details:

- *Participants must wear a hardhat and steel-toed boots to comply with Health and Safety regulations for an active construction site. Those who have personal safety equipment are welcome to use it. For those who do not, the Foundation will supply it.*
- *We will be focusing on physician recruitment and retention, the impact of past municipal support, economic impact and patient impact. The tours will be led by the HPHA director, and the project manager beginning at 5:30 pm and will take approximately 1.5 hours.*
- *The evening will include: a welcome from our Hospital CEO, tours, a video, a short presentation, Q and A, refreshments, and a thank you.*

Dates your councillors can choose from include:

Tuesday, April 23rd at 5:30 pm – please meet at the SGH Foundation Office

Tuesday, April 30th at 5:30 pm – please meet at the SGH Foundation Office

Please RSVP to merle.clarkson@hpha.ca as indicated above.

If you have any questions, please feel free to call me. We will provide free parking tokens for all guests, and meet-up location directions will be provided to confirmed attendee.

If there is a demand for it, we can also schedule a few more evenings and noon-hour tours. Thanks so much for your help.

Best regards,

Cheryl Hunt, CVA | Executive Director | (519) 272-8210 ext 2627 |

cheryl.hunt@hpha.ca | www.sghfoundation.org

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: **A01-24**

APPLICATION FOR MINOR VARIANCE

TO: Township of East Zorra-Tavistock Committee of Adjustment

MEETING: April 17, 2024

REPORT NUMBER: CP 2024-115

OWNER: Greg and Dawn Zehr
657173 15th Line, Tavistock, ON N0B 2R0

AGENT: Daryl Bender
656951 15th Line, Tavistock, ON N0B 2R0

VARIANCES REQUESTED:

1. Relief from **Section 10.5.2.2.1**, to increase the maximum gross floor area for residential accessory buildings from 293 m² (3,154 ft²) to 461 m² (4,960 ft²); and,
2. Relief from **Section 10.5.2.2.1**, to increase the maximum height for a residential accessory building from 5.8 m (19 ft) to 7.6 m (25 ft).

LOCATION:

The subject lands are described as Part Lot 36, Concession 14 in the former Township of East Zorra, now in the Township of East Zorra-Tavistock. The lands are located on the west side of 15th Line, lying between Perth-Oxford Road and Maplewood Sideroad. The lands are municipally known as 657173 15th Line.

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:

'Special Residential Existing Lot (RE-2)'

COMMENTS:

(a) Purpose of the Application:

The subject Variance Application has been submitted to facilitate the construction of an accessory building, approximately 367.8 m² (3,960 ft²) in size, which includes a 33.4 m² (360 ft²) mezzanine. The building would be approximately 7.6 m (25 ft) in height and would be utilized as a detached garage that will be accessory to an existing single detached dwelling on the subject lands. The applicants have advised that the requested size and height are to accommodate a travel trailer and for personal storage purposes.

The subject lands are approximately 0.5 (1.4 ac) in size and are currently zoned 'Special Residential Existing Lot Zone (RE-2).' The subject lands currently contain a single detached dwelling, which is approximately 139.3 m² (1,500 ft²) in terms of gross floor area, and an existing detached garage that is approximately 92.9 m² (1,000 ft²) in size.

The applicants have indicated that it is their desire to maintain the existing detached garage for the time being. The structure would be removed one year after the completion of the proposed detached garage. As the existing detached garage will remain for now, the cumulative gross floor area for both structures (existing and proposed) will need to be recognized as being permitted. As such, the request to increase the maximum gross floor area for accessory buildings would be required to be approximately 461 m² (4,960 ft²).

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

Plate 2, Aerial Photography (2020), provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants' Sketch – Site Plan, shows the configuration and dimensions of the existing buildings on the subject lands and the proposed accessory building.

Plate 4, Applicants' Sketch - Elevations, shows the elevation drawings of the proposed accessory building.

(b) Agency Comments

The Township Chief Building Official has indicated no objection but did note that areas accessed by permanent/fixed stairs are to be included in the gross floor area calculations.

The Township Fire Chief, and the Township Public Works Manager have indicated that they had no objections or concerns with the subject application.

(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 principal 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:

For the Committee's information the subject lands were subject to a Zone Change Application in 2012 (ZN2-12-03) to permit an increase to the permitted height and size of accessory buildings. In 2012, the RE zone restricted accessory buildings to a maximum size of 100 m² (1,076 ft²) and a maximum height of 4 m (13.1 ft). ZN2-12-03 was approved to permit a maximum height of 5.8 m (19 ft) and a maximum size of 293 m² (3,154 ft²). The structure that was proposed in 2012 was not built and the applicants are currently looking to further increase the permitted maximum height and size of accessory buildings.

Maximum height and size provisions in the Zoning By-law are intended to ensure that accessory uses and structures remain clearly secondary to the main residential use of the property and have minimal impact on neighbouring properties. Further, these provisions assist in ensuring that sufficient space is maintained on the property to accommodate for off-street parking, grading and drainage, private services and to allow for the provision of private 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.

The coverage and height standards contained in the Township's Zoning By-law have been adopted by Council and are considered to be both reasonable and acceptable for buildings and structures accessory to a residential use. In this case, the gross floor area for the proposed accessory building appears to represent more than 2.5 times the size of the existing single detached dwelling. When accounting for the existing accessory building's size, the total gross floor area for accessory buildings would represent more than 3 times the size of the single detached dwelling. In the opinion of staff, the size of the proposed accessory building would mean that the building would not be considered secondary to the residential use.

Planning staff are of the opinion that an increase of this size and height goes beyond the provisions of the Zoning By-law such that it is not considered to be 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 and height provisions are 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 rural residential development intended for the area. An accessory structure of this scale could potentially be used for a commercial business in the future, which is not permitted in the 'RE' zone and could have a negative impact on neighbouring properties. Additionally, the requested height increase and lot coverage increase would facilitate an accessory structure that will no longer appear secondary to the single detached dwelling on the subject lands.

Further, approval of the requested variances may result in the establishment of an undesirable precedent for similar proposals in the future. Given that the proposal represents an increase of 168 m² (1,806 ft²) to the permitted lot coverage allowance and an increase of 1.8 m (5.9 ft) to the permitted height allowance, Planning staff are of the opinion that the proposal does not represent minor deviations 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 and height provisions 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 A01-24, submitted by Daryl Bender on behalf of Greg and Dawn Zehr for lands described as Part Lot 36, Concession 14 (East Zorra) in the Township of East Zorra-Tavistock as it relates to:

1. Relief from **Section 10.5.2.2.1**, to increase the maximum gross floor area for residential accessory buildings from 293 m² (3,154 ft²) to 461 m² (4,960 ft²); and,
2. Relief from **Section 10.5.2.2.1**, to increase the maximum height for a residential accessory building from 5.8 m (19 ft) to 7.6 m (25 ft).

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:

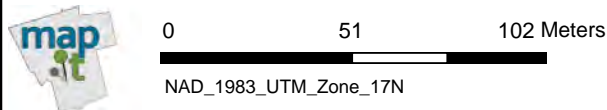
- i) in keeping with the general intent and purpose of the Official Plan;
- ii) minor variances from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;



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



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

April 1, 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 26 51 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

April 1, 2024



1 SITE PLAN
1" = 50'-0"

*APPLY ZEHRS PROPOSED SHED
657173 15TH LINE, TAVISTOCK*

DATE:

COVER SHEET

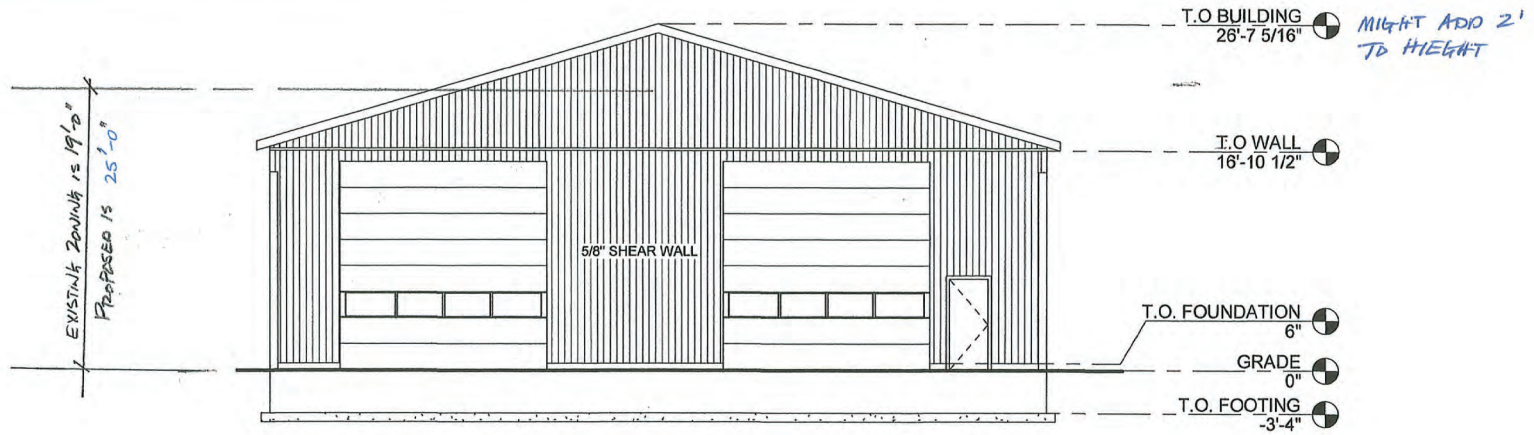
Project number	001	A1
Date	02/01/24	
Drawn by	B.B.	
Checked by	D.B.	
Scale (ARCH)		1" = 50'-0"

✱

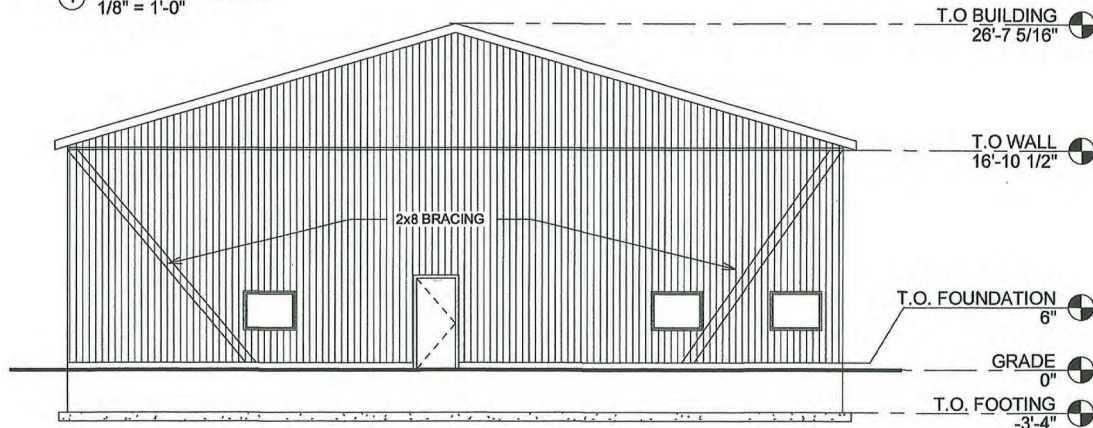
Plate 4: Applicant's Sketch - Elevations

File No. A01-24 (Zehr)

Pt Lot 36, Concession 14 (East Zorra), Township of East Zorra-Tavistock - 657173 15th Line



① SOUTH ELEVATION
1/8" = 1'-0"



② NORTH ELEVATION
1/8" = 1'-0"

BENDER CONTRACTING
PROJECT MANAGEMENT
DESIGN BUILD

GREG ZEHR SHOP
657173 15TH LINE N0B 2R0
TAVISTOCK, ON

NO.	STATUS:	DATE:

ELEVATIONS

Project number	001
Date	02/01/24
Drawn by	B.B.
Checked by	D.B.

A4

Scale (ARCH) 1/8" = 1'-0"

Rural Oxford
Economic Development

PEOPLE • PROXIMITY • PROSPERITY

2023 Year in Review

ruraloxford.ca



Your Rural Economic Development Team



CRYSTAL VAN ROEKEL
Economic Development
Officer

RONDA STEWART
Economic Development
Director

Business Support

338

GENERAL & MARKETING INQUIRIES + OUTREACH CALLS TO BUSINESS

37

EXPANSION SUPPORT INQUIRIES

56

LAND & DEVELOPMENT INQUIRIES

28

BUSINESS SITE VISITS

24

EVENTS ATTENDED

\$7.5M+

INVESTED BY 14 PRIVATE SECTOR COMPANIES

13

BUSINESS FEATURES ON THE RURAL OXFORD SHOPPING CHANNEL

8

RURAL BUSINESS GRAND OPENINGS & ANNOUNCEMENTS

201,550

PERSON REACH ACROSS OUR SOCIAL MEDIA CHANNELS

Impact & Engagement

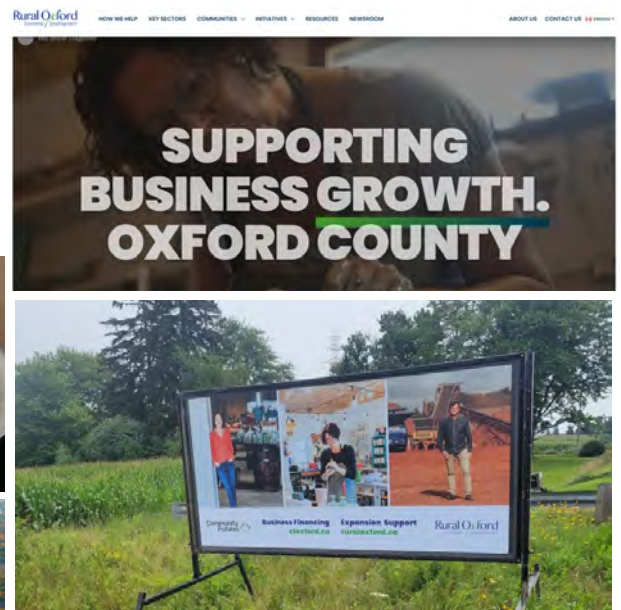
Local Marketing & Communications



24 Rural Business Stories
20 Community & Program Updates



201,550 Reach
+ 1150 New Followers



ruraloxford.ca/networking

8 Rural Networking Events Hosted

5 Business-to-Business. 3 Volunteer Appreciation Events.
125 Attendees.



ruraloxford.ca/networking

2023 Rural Oxford Economic Development Year in Review

Grand Openings & Announcements

Rising Roots & Embro Family Pharmacy in Zorra Township
Makkink's Flower Farm Cafe in Norwich Township



2023 Rural Oxford Economic Development Year in Review

Grand Openings & Announcements

The Butcher Barn & The Bright Garden in Blandford-Blenheim Township



THE BRIGHT GARDEN



2023 Rural Oxford Economic Development Year in Review

Grand Openings & Announcements

The Hot Oven, Orange Door Acres & New Galma Dairy in South-West Oxford Township



2023 Rural Oxford Economic Development Year in Review

Collaborative Community Partners



2023 Rural Oxford Economic Development Year in Review

**CANADA'S
OUTDOOR
FARM SHOW**

Bringing crops to
life in the field

September 12 - 14, 2023
outdoorfarmshow.com

FIND US @ **DISCOVERY FARM**
WOODSTOCK

Working Together

2023 Rural Oxford Economic Development Year in Review

Workforce Development

WorkinOxford.ca. Local Career Expos. EmployerONE Survey.



2023 Rural Oxford Economic Development Year in Review

Tourism Innovation Grant Winners

Combined \$85K Invested. 7 Jobs Created.
11,480+ Visitors Welcomed!



TOURISM INNOVATION GRANT RECIPIENT

Gunn's Hill Artisan Cheese



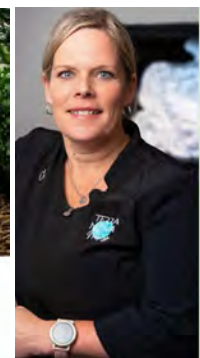
TOURISM INNOVATION GRANT RECIPIENT

Sixthirtynine Restaurant



TOURISM INNOVATION GRANT RECIPIENT

Berrylicious Fruit Farm



TOURISM INNOVATION GRANT RECIPIENT

Terra Nova Nordic Spa



Rural Oxford

Tourism Oxford

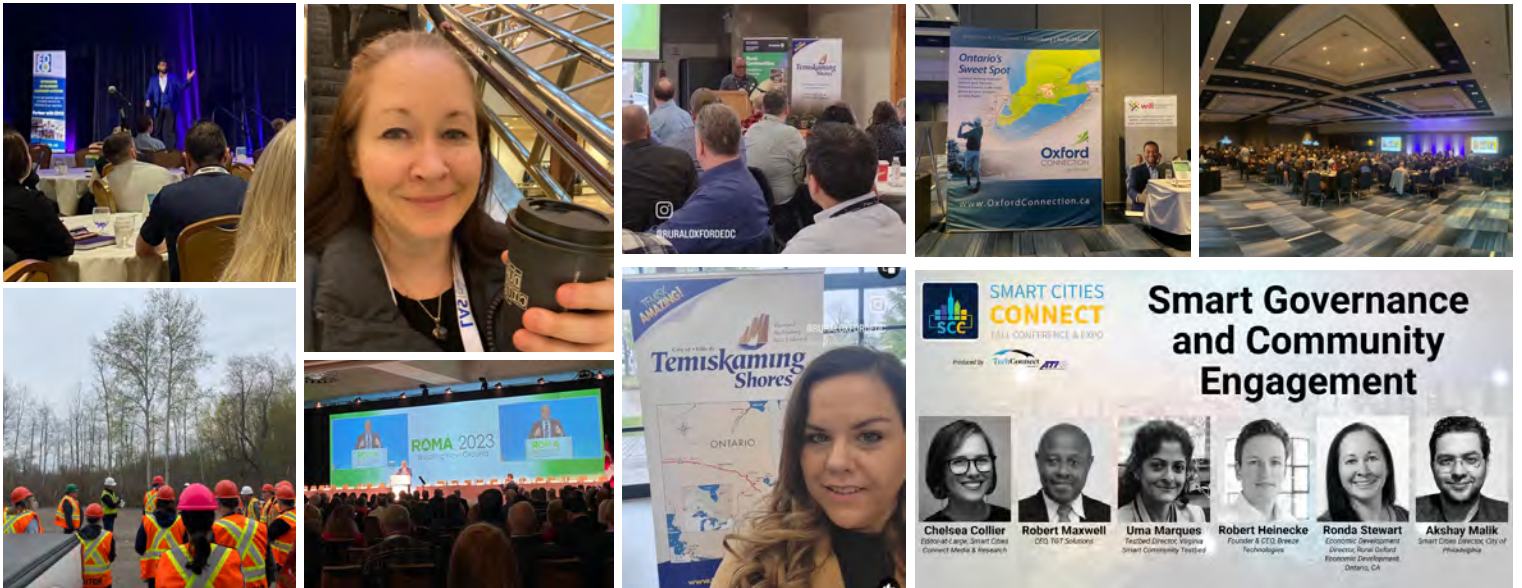
2023 Rural Oxford Economic Development Year in Review

Welcome to Oxford County - FAM Tour Award



2023 Rural Oxford Economic Development Year in Review

Continuous Learning & Development



2023 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.



Thank You to Our Member Municipalities





AGM

& BOARD MEETING

Rural Oxford
Economic Development

Friday, June 21st, 2024

EZT Council Chambers

10 am - 1 pm

Proudly Serving Rural Oxford for 10 Years!

#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



EZT

EAST ZORRA-TAVISTOCK

To: His Worship the Mayor and Members of Council
From: Meaghan Vader, Corporate Initiatives Officer
Report Number: CIO2024-04
Subject: Booking Requirements at Township Facilities Update
Meeting Date: April 17, 2024

Recommendation:

THAT Council adopt the updated Booking Requirements at Township Facilities, as attached to Staff Report CIO2024-04;

AND THAT Council authorizes the updated Booking Requirements at Township Facilities be effective as of April 18, 2024.

AND FURTHER THAT Council authorizes a fee for Same Day Ice be added to the User Fee Schedule in the amount of \$84.00 plus HST.

Report:

At its meeting of March 20, 2024, Council directed staff to prepare an update to the Booking Requirements at Township Facilities to include procedures for same day ice rentals and the inclusion of no cost rentals.

Staff have made updates to the Booking Requirements at Township Facilities that provides a framework to manage requests for same day ice rental requests and no cost rentals of the community halls and pavilions.

Financial Implications:

None.

Attachments:

- **Attachment 'A'** – Booking Requirements at Township Facilities

Respectfully Submitted by:



Meaghan Vader
Corporate Initiatives Officer

Approved for Submission:



Karen DePrest
CAO/Treasurer



EAST ZORRA-TAVISTOCK

Booking Requirements at Township Facilities

Effective Date: September 8, 2022.
Revision Date/s: April 11, 2024

Please review the following information before booking your event, and sign that you have received and understood the policy.

1. Bookings

1.1 Reservation of Space

To make a reservation, please contact the Parks and Recreation Operations Supervisor or Township Office at 519-462-2697.

A confirmation email will be sent to you, which includes an invoice, a client PIN number, and digital signature request. Twenty-five percent of the fee is due when booking, and the remainder must be paid before the event. For details, see "Fees".

All recreational facilities will be closed on Christmas Day, Boxing Day, and New Year's Day; and closed at 12:00pm on Christmas Eve and New Year's Eve.

1.2 Timing

External organizations with an ongoing event may be able to book up to two years in advance. Pricing will be at the prevailing rate at the time of booking.

2. Financial Information

2.1 Damages and Deposit

The event organizer or facility renter is liable for any loss or damage to the Township of East Zorra-Tavistock property or equipment.

A location audit will be performed pre and post event, and should there be any damages found, the event organizer/applicant will be responsible for any costs related to repairing the damage.

A \$500.00 damage deposit will be held for licensed events, and, if damage to the building or its contents occurs during the function, the user group will forfeit all or part of the damage deposit, at the discretion of the Manager of Public Works. Damages less than \$500.00 will be taken from that deposit; damages in excess

of \$500.00 will be invoiced.

These costs are payable to the Township of East Zorra-Tavistock by the event organizer immediately upon receipt of the invoice.

2.2 Fees

Event organizers are subject to fees listed in the User Fee document, found at www.ezt.ca

Twenty-five percent of the fee is due when booking, with a minimum deposit of \$50.00. The remainder must be paid thirty (30) days prior to the event, payments are due in full at the time of booking.

For recurring group bookings, payments are due the month prior to date of usage. For bookings taken less than thirty (30) days prior to event, payments are due at time of booking.

2.3 Insurance

The organizer of the event is responsible for obtaining the necessary Comprehensive General Liability Insurance coverage. The following provisions must be included:

- Minimum liability of \$2,000,000.00;
- The Corporation of the Township of East Zorra-Tavistock be named as an additional insured; and
- Cross liability/severability of interest clause.

Please provide a copy of the Certificate of Insurance, 72 hours prior to the event. Participants in your event may require waivers if the event activity is deemed risk sensitive.

2.4 Refunds and Administrative Fees

All monies paid, minus a \$50 administrative fee, are refundable, provided two weeks notice if given.

Changes to bookings made less than two weeks prior to an event will also be subject to a \$50.00 administrative fee.

2.5 Staffing Costs

Additional Township staff may be required to support an event, at a cost to the organizer or facility renter.

3. Safety Information

For safety and security reasons, all exits, stairwells and security/reception desks must remain accessible at all times.

Signed fire doors shall not be obstructed or propped open.

Should the event organizer(s), or the Township deem it is necessary that a third

party security guard provide security services upon Township property, only a security service as outlined under the Private Security and Investigative Services Act may be contracted.

- a. The Security Company must be the holder of a licence to engage in the business of selling the services of security guards.
- b. The Security Guards must be the holder a licence to act as a security guard.
- c. The Security Guard must have successfully complied with all required training.
- d. The Security Guard, or every person who is acting as a security guard, or holding themselves out as one shall wear a uniform that complies with the regulations.

3.1 Alcohol

No alcoholic beverages will be allowed or consumed anywhere within the facility or on the premises unless the required licensing is obtained from the Alcohol and Gaming Commission of Ontario.

Event organizers need to ensure that the responsible persons of the event, as listed on the S.O.P/liquor license, have read, understood, dated and signed each page of the municipal alcohol policy, and completed Appendix A and B. This needs to be submitted two weeks prior to the event date. Copies of the Alcohol Policy will be provided.

All tables must be clear of all alcoholic beverages by 1:30 am and Patrons of the event must be out of the premises. The Lessee and event staff must vacate the premises by 2:00 am. The Lessee will be charged at a rate of \$50 per hour for any time the premises are not vacant after 2:00 am.

3.2 Occupancy Loads

All public spaces have individual maximum occupancy capacities and loads based on the Fire and Building Code Regulations and are not to be exceeded.

Facility	Maximum Occupancy
Innerkip Community Centre	250
Memorial Hall – Main Hall	320
Memorial Hall – Upper Hall	85
Tavistock Arena Upper Hall	120

4. General Information

4.1 Anti-Hate

Public space, facilities, and properties within the jurisdiction of the Township of East Zorra-Tavistock will not be available or accessible to any individual or group that promotes views and ideas which are likely to promote discrimination, contempt or hatred for any person on the basis of race, national or ethnic origin, ancestry, color, citizenship, religion, age, sex, marital status, family status, sexual

orientation, gender identity, disability, political affiliation, receipt of public assistance or level of literacy, as defined by the Criminal Code of Canada - hate propaganda laws and human rights act.

4.2 Compliance with Township Policies

If at any time an organization or an organization's meetings, events, displays, or other activities do not comply with any municipal policy, the Township may at its sole discretion:

- a. Refuse the organization's ability to request any municipal space, until the organization complies with all municipal policies;
- b. Cancel any meeting or event, remove any displays, signage, information or any materials erected in a municipal space without notice.

Please be advised that due to legislative requirements and/or emergencies, scheduled meetings/events may be cancelled and/or moved to an alternate date or location via last minute notification.

The organization agrees that decisions made are final, and shall save and hold harmless the Township, its officers, employees, agents, members of Council and the Mayor of any loss or damage.

4.3 Smoke Free Facility

The entire facility is a smoke free facility, in accordance with By-law #2015-36. Renters are responsible for ensuring that this condition is met.

4.4 Equipment

Items provided by the organizer for an event are to be removed immediately upon completion of the event, unless arrangements are made prior to the event. All articles left on Township property will be disposed of within 24 hours after the event. Event organizer may incur additional costs for disposal.

4.5 Lost, Stolen, or Misplaced Articles

The Township of East Zorra-Tavistock is not responsible for any stolen or misplaced items left on the property.

4.6 Waste and Recycling Management

Event organizers are encouraged to recycle whenever possible.

4.7 Confetti

No confetti is permitted, including metallic table confetti. If confetti is used, the renter will be charged the hourly staff rate to complete cleanup.

5. Ice Rental Rules and Regulations

- a. One hour of ice rental is 50 minutes, and will be strictly adhered to. Curfew restrictions will apply in most cases, excepting Association play-downs, JR hockey, and special ice events.
- b. One hour of ice rental is 40 minutes where half ice boards are required to be

- set up, and will be strictly adhered to.
- c. No one is allowed on the ice until the back ice doors are closed by the arena attendant on duty.
 - d. People or groups renting the arena facilities are responsible for all willful damages that occur to the arena property by any member of the group.
 - e. No alcoholic beverages are allowed on the arena property at any time, unless licensed.
 - f. An organization may occasionally return ice back to by providing one (1) week written/verbal notice. The Township will do their best to re-sell this cancelled time; however, if this is not possible, the original permit holder will be responsible to pay for any ice time that has not been re-booked. The Township will provide a list of available ice time at each arena to assist with the re-selling of cancelled ice time.
 - g. If the ice rental goes 10 minutes over the time allotted, the person(s) or groups renting the ice will be charged for an extra ½ hour of ice time.
 - h. If cancellation is caused by an act of God, equipment failure/breakdown, power interruption, etc., the Township will absorb the loss.
 - i. Dressing rooms are available 30 minutes before a rental and a maximum of 30 minutes after.
 - j. Dressing rooms must be vacated 30 minutes after the completion of an ice rental. If players are still in the room after 30 minutes, the rental will be billed 30 minutes at the ice rental rate until the room is vacated.
 - k. Team management will be responsible for the dressing room cleanliness.
 - l. Arena management reserves the right to schedule ice time for special events, play-off dates, tournaments, etc. or circumstances as warranted. Efforts to reschedule any affected ice time will be made, where possible.
 - m. Renters may not trade their allotted ice time, unless approved by the Township.
 - n. The Township of East Zorra-Tavistock will not be held responsible for loss or theft of articles of clothing or equipment belonging to the applicant.

6. **Same Day Ice**

- a. The Township offers same day ice bookings. Same Day Ice is considered ice available on the same calendar day, between the hours of 8:00am to 4:00pm, from Monday to Friday.
- b. Same Day Ice bookings are for a minimum for one (1) hour increments. Same Day Ice is booked on a first-come, first-serve basis. These bookings cannot be used to replace regular bookings. Bookings cannot be cancelled to book Same Day Ice. These bookings are final and non-refundable.
- c. The Township reserves the right to cancel Same Day Ice bookings when it is considered to be used for profit or gain or is being abused to replace in the place of regular ice bookings. Time will not be added to an existing contract.
- d. The Township reserves the right to cancel or amend the implementation of Same Day Ice at any time at its discretion.

7. No Cost Rentals

- a. The Township offers No Cost Rentals for community hall or pavilion rentals only, that are open to all members of the public, with no fee being charged to the attendees.
- b. No Cost Rentals are open to residents of East Zorra-Tavistock.
- c. No Cost Rentals are available during the hours of 8:00am to 4:00pm from Monday to Friday.
- d. No Cost Rentals are booked on a first-come, first serve basis. These bookings cannot be used to replace regular bookings.
- e. The Township reserves the right to cancel No Cost Rental bookings when it is considered to be used for profit or gain or due to conflict with a paid rental request.
- f. For profit organizations are not eligible for No Cost Rentals.
- g. The Township reserves the right to cancel or amend the implementation of No Cost Rentals at any time at its discretion.

8. Pavilion Rentals

- a. The Township does not assume responsibility for weather conditions and temperature. Pavilion rentals are rain or shine.
- b. If an event is cancelled by the Township due to severe or inclement weather and cannot be rescheduled, a credit or refund will be issued.

9. Set up and Removal Days

Set up and removal days can be booked for the day(s) before or after a rental. No event activities are permitted to take place on these days. Set up and removal days can be booked at the time of event booking.

10. Clean Up

Clean up is to be carried out by the renter at the end of the rental. The renter is responsible for leaving the facility in the same condition as it was then they entered onto it, including the proper disposal of all litter. If cleanup is not completed, the renter will be charged the hourly staff rate required to complete cleanup.

The following clean up is required before leaving:

- a. All decorations, wrapping, or outside equipment brought into the space is removed.
- b. Chairs and table surfaces are wiped clean.
- c. Kitchen and bar counters are wiped cleaned.

Before leaving the building, ensure the following:

- a. All water taps are turned off.
- b. All appliances are turned off.
- c. All lights are turned off.
- d. All doors are locked.
- e. All garbage placed in bags.

11. Storage Space Rentals

- a. Renters are required to provide their own lock for their storage area, and to provide the Township with a means of opening the lock.
- b. Any work done on these storage areas must be approved by the Township.
- c. It is the responsibility of the renter to clean their storage area.
- d. There are to be no hazardous materials or items causing a foul odor to be stored in storage areas.
- e. Storage fees are paid annually, and invoiced at the beginning of the ice season.
- f. Any issues arising in a storage area will be given seven (7) days to rectify. Failure to do so will result in loss of the storage area.

12. Respecting Staff

The Township of East Zorra-Tavistock has a zero-tolerance policy for violence, vandalism and inappropriate behaviour at recreational facilities, community centre, parks, and programs. This applies to everyone – coaches, parents, players, performers, audiences, and visitors.

No form of violence, vandalism or inappropriate behaviour is acceptable on Township properties or facilities. Failure to abide by the standards will lead to immediate removal from the premise and/or trespass for up to three years and/or escalation to the OPP.

My signature below certifies that I have read and understood Booking Requirements at Township Facilities, and agree to abide by these conditions. I, the applicant and/or the represented organization hereby agree to indemnify and save harmless the Township of East Zorra-Tavistock and all affiliated groups and organizations, employees and officers from and against all claims, demands, losses, damages, actions, suits, or proceedings arising out of the use of the facility rented.

Name: _____

Signature: _____

Date: _____



EZT

EAST ZORRA-TAVISTOCK

To: His Worship the Mayor and Members of Council
From: Meaghan Vader, Corporate Initiatives Officer
Report Number: CIO2024-05
Subject: Commemorative Tree and Bench Program Update
Meeting Date: April 17, 2024

Recommendation:

THAT Council authorizes the fee for commemorative trees, in the amount of \$500.00 be added to the 2024 User Fee Schedule;

AND THAT Council authorizes the fee for commemorative benches, in the amount of \$3,000.00 be added to the 2024 User Fee Schedule.

Report:

At its meeting of January 17, 2024, Council adopted the Commemorative Bench and Tree Program policy. At that time, staff also committed to complete an assessment of the program costs and return with recommended User Fees for 2024.

Staff have completed an assessment of the program costs and the applicable user fees. Based on this assessment, commemorative trees will cost \$500.00. This cost includes the costs of the tree, installation, and maintenance for the duration of the lifetime of the tree.

Commemoratives Benches will cost \$3,000.00. This cost includes the bench, plaque, installation, maintenance, and repair of the bench for a duration of the lifetime of the bench (which is estimated at about 10 years).

Financial Implications:

None.

Attachments:

None.

Respectfully Submitted by:



Meaghan Vader
Corporate Initiatives Officer

Approved for Submission:



Karen DePrest
CAO/Treasurer



EZT

EAST ZORRA-TAVISTOCK

To: His Worship the Mayor and Members of Council
From: Meaghan Vader, Corporate Initiatives Officer
Report Number: CIO2024-06
Subject: Procurement Policy Update
Meeting Date: April 17, 2024

Recommendation:

THAT Council approve General Policy #2.04 Procurement Policy, as updated and attached to Report #CIO2024-06.

Report:

Section 270(1) of the Municipal Act requires municipalities to have and maintain a policy with respect to the procurement of goods and services. The **Township's Procurement Policy was last reviewed and updated in November of 2020.**

As part of **staff's general review of policies and procedures, the Procurement Policy** was identified for updates. Staff are pleased to provide an updated **procurement policy for Council's consideration.** The primary changes from the 2020 Policy center around further defining procurement processes, best practices, adjustments to insurance and risk management processes, and adjusting thresholds in line with the current market.

Financial Implications:

None.

Attachments:

- **Attachment 'A'** – GP #2.04 Procurement Policy

Respectfully Submitted by:



Meaghan Vader
Corporate Initiatives Officer

Approved for Submission:



Karen DePrest
CAO/Treasurer

Attachment 'A'



Township of East Zorra-Tavistock

General Policy Manual

Title: Procurement Policy	
Section: Corporate Policies	Number: GP 2.04
Version: 1.0	Review Frequency: As required
Approved by: Council	Approval Date:
Application: Provides policy framework and direction to staff with respect to Procurement	
Notes:	

1.0 PURPOSE

- 1.1 This policy outlines the processes to be followed in order to obtain the best value when purchasing goods, or contracting services for the Township of East Zorra-Tavistock. The guiding principle is that procurement decisions will be made using a competitive process that is open, honest, fair and impartial.
- 1.2 The Procurement Policy will promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities. The procedures described in this Policy shall be followed to make a contract award or to make a recommendation of a contract to the Council of the Township of East Zorra-Tavistock.
- 1.3 The Council of the Corporation of the Township of East Zorra-Tavistock recognizes its responsibility for reviewing and updating the existing Procurement Policy to ensure compliance with respect to The Municipal Act, 2001, Part VI, Section 270, as amended.

2.0 PURCHASING RESPONSIBILITIES/AUTHORITY**General Responsibilities**

- 2.1 To protect Council and the integrity of the Procurement process, the procurement process will be free from political influence or interference. Council will appoint staff to ensure the procurement process remains open, fair and transparent.
- 2.2 The Council of the Township of East Zorra-Tavistock has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. Payment for any item that has not been authorized by Council through budget appropriation or specific resolution will not be permitted. This procurement policy provides guidelines outlining how spending authority is to be used. Levels of contract approval authority are summarized in Appendix "A".

- 2.3 Budget approvals by Council, of capital works and operating expenditures, shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved cost of an approved project, provided such purchases are made in accordance with this Procurement Policy.
- 2.4 Any person delegated authority pursuant to this Policy shall ensure that an approved budget (or approved budget amendment) exists for the proposed procurement.
- 2.5 No employee of the Township shall divide a purchase or a contract to avoid the requirements of the Tender, Proposal, Quotation procedures. Nor shall purchases be split in order to circumvent prescribed spending authority dollar limits as outlined in this Policy.
- 2.6 Where expenditures estimates approved in the budget have been subject to Quotations, Tenders or Request for Proposals which subsequently quote an amount greater than the estimated expenditure for that item, notice of a staff report regarding such amendment to the budget shall be included in the Report to Council.
- 2.7 New projects that have not been included in the annual budget shall be detailed in a staff report regarding amendment to the budget shall be included in a Report to Council.
- 2.8 Normal operating costs incurred prior to the adoption of the annual budget shall not require approval of such expenditures and shall be deemed ratified upon the adoption of the annual budget.
- 2.9 It is the responsibility of the User Department to enforce any terms, conditions and specifications from the award of any Contract resulting from the purchasing process. Where terms, conditions or specifications are not being adhered to, the user Department may request Financial Services to contact the supplier and attempt to negotiate to have said deficiencies corrected.
- 2.10 Prior to Council's approval of the current Budget a Department may incur normal operating expenditures up to 40% of the previous year's Budget. Managers will have the authority to solicit bids prior to the approval of Council.
- 2.11 Resolutions approving budget amendments, capital expenditures or special appropriations shall contain purpose of expenditure, cost estimates or expenditure limitation, and the fund in which an appropriation has been provided.
- 2.12 The CAO or Treasurer may appoint a Purchasing Designate to exercise any or all of their responsibilities assigned in this policy.
- 2.13 The signatures of the Mayor and Chief Administrative Officer, when legally required, are necessary on all Agreements to purchase, lease or Contract for Goods or Services.
- 2.14 During the public procurement process, in-house bids will not be considered.
- 2.15 The Treasurer may review departmental purchases on an ongoing basis to review the effectiveness and integrity of the process and policy adherence. This Policy will be reviewed and revised on a periodic basis. It is anticipated that reviews will be conducted every five years or more frequently as required.

- 2.16 Goods and Services that are not subject to this By-Law are listed in “Appendix B”.
- 2.17 Despite any other provision of this Policy, the following contracts are subject to the Council of the Corporation of the Township of East Zorra-Tavistock approval;
- a. any contract requiring approval from the Ontario Municipal Board,
 - b. any contract prescribed by Statute to be made by Council,
 - c. where the cost amount proposed for acceptance is 10% greater than the Council of the Corporation of the Township of East Zorra-Tavistock approved budget for that expenditure or where the expenditure would result in insufficient remaining funds in the project budget to complete the project as budgeted,
 - d. where the net revenue amount proposed for acceptance is lower than the Council of the Corporation of the Township of East Zorra-Tavistock approved budget,
 - e. where a substantive objection emanating from the bid solicitation has been filed with a Manager,
 - f. where a major irregularity precludes the award of a tender to the supplier submitting the lowest bid.

Change Orders

The approval authority for contract awards and for cumulative change orders that exceed the project budget shall follow the approval process outlined below:

Description	Value	Approval Authority
Contract Award Value	Less than or equal to 10% over project budget and within approval authority limits.	Purchasing Designate and/or Treasurer.
Cumulative Change Orders	Less than or equal to 10% of contract value and within approval authority limits.	
Contract Award Value	Greater than 10% over budget	CAO and/or Treasurer.
Cumulative Change Orders	Greater than 10% of contract value	

For contract award or cumulative change order values equal to or greater than 10% of the budget, the department shall prepare a report to request authorization for a transfer of funds identifying account(s) and the background information for the request. The report must be signed off by Treasury Services confirming that funds are available within the same funding source. All transfers must be approved by the Manager, CAO and the Treasurer. If funds are not available from the same funding source, Council approval is required.

Where a contract contains an option for renewal, the contract renewal term may be executed by the approval authority if the Supplier performance is satisfactory and the extension is in the Township’s best interests.

3.0 METHODS OF PROCUREMENT

3.1 THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

3.1 (1) In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the Council of the Corporation of the Township of East Zorra-Tavistock, to the extent possible, shall have regard to the accessibility for persons with disabilities to the goods or services. (Ontario Regulation 191/11).

3.2 ENVIRONMENTAL CONSIDERATIONS

3.2 (1) In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, acquisitions of goods and services, specifications will provide for expanded use of durable products, reusable products and products (including those used in services) that contain the minimum level of post-consumer waste and/or maximum level of recyclable content without significantly affecting the intended use of the product or service.

3.3 LOW DOLLAR VALUE PROCUREMENTS (Up to \$15,000)

3.3 (1) Procurements up to \$15,000 shall be considered low dollar value procurements.

3.3 (2) All low dollar value procurements shall utilize applicable Township contracts and shall otherwise be in accordance with this policy.

3.3 (3) A corporate purchasing card may be used for low dollar procurements provided the user complies with GP 2.19 Purchasing Card Policy.

3.3 (4) A Manager may delegate approval authority to their staff for low dollar value procurements. It is the responsibility of the respective Manager to ensure that the Procurement Policy is adhered to.

3.3 (5) All information on low dollar value procurements must be documented and maintained on file.

3.3 (6) Low dollar value procurements do not require a Request for Quotation (RFQ), Request for Proposal (RFP) or Request for Tender (RFT). Obtaining competitive quotes is considered a good business practice and should be exercised.

3.3 (7) The Treasurer may conduct reviews to ensure the requirements of this section and all other applicable sections of this Policy have been met.

3.4 INFORMAL QUOTATION (Greater than \$15,000 but not greater than \$50,000)

3.4 (1) Procurements greater than \$15,000 but not exceeding \$50,000 are eligible to be completed through an Informal Quotation process. The Manager or employee exercising delegated authority is authorized to award the contract.

3.4 (2) All Informal Quotations shall utilize standard applicable corporate contracts and shall otherwise be in accordance with the Purchasing Policy.

3.4 (3) For procurements where there a no applicable corporate contracts, informal quotations shall be obtained in the following manner:

- Three (3) written bids obtained from three (3) separate potential suppliers;
- A “No Bid” response shall not be considered a valid bid;
- All suppliers shall receive the same informal quotation written information;
- The Informal Quotation shall be awarded to the lowest compliant bid; and
- Documentation on all bids, including but not limited to, bidder information, bid document, bid responses, and decision making rationale shall be retained in accordance with the Township’s record retention policy, or a minimum of two (2) years.
- If staff have exhausted all efforts to obtain three (3) bids and can support this with documented evidence, a minimum of two (2) bids is acceptable.

3.5 FORMAL QUOTATION (RFQ) (Greater than \$50,000 but not greater than \$100,000)

3.5 (1) The RFQ procedures shall be used where:

- The item is greater than \$50,000 but does not exceed \$100,000.
- The requirement can be fully defined; and
- The best value for the Township will be achieved by an award selection made based on the total lifecycle cost that meets all terms, conditions, and specifications.
- The Manager or any employee exercising delegated authority approval shall provide in writing the relevant specifications, budget authorization, terms and conditions for the purchase of the good, services or construction.
- The Manager or any employee exercising delegated authority approval and the Treasurer must jointly approve the award.

3.6 REQUEST FOR TENDER (RFT) (Greater than \$100,000)

3.6 (1) For goods and services for estimated expenditures **greater than \$100,000** the Manager or designate and the Treasurer shall be authorized to solicit tenders and the Council of the Corporation of the Township of East Zorra-Tavistock may award such Tenders provided:

- i. Tender documents are to be provided to Bidders in written format and must close using a formal sealed bid process,
- ii. Bids must be submitted to Corporate Services at a specified location on a specified weekday at a specified time,
- iii. The Corporate Services Department shall be responsible for arranging for the public opening of the Tender Bids at the time and date specified by the tender call. There shall be in attendance at that time a minimum of:

The Treasurer or designate
The Manager of the issuing department or designate

- iv. The Treasury Services Department shall forward to the issuing Department a summary of the bids subject to review by the Manager,

- v. The project is specifically included within the approved budget and the total submitted price does not exceed the approved budget allocation by more than 10% for the project,
- vi. With respect to all reports initiated for tenders, there shall be a recommendation report to the Council of the Corporation of the Township of East Zorra-Tavistock containing the sources of financing, allocation of revenues, and other financial commentary as considered appropriate.

3.7 REQUESTS FOR PROPOSALS (RFP)

3.7 (1) The Request for Proposal procedure shall be used where:

- i. The requirement is best described in a general performance specification,
- ii. Innovative solutions are sought,
- iii. To achieve best value, the award selection will be made on an evaluated point per item or other method involving a combination of mandatory and desirable requirements.

3.7 (2) Awards under the RFP process require the following approval:

- i. Managers or any employee exercising delegated authority approval **and** Financial Services must **jointly** approve and award the RFP for purchases **up to \$100,000,**
- ii. The Council of the Corporation of the Township of East Zorra-Tavistock must approve and award the RFP for purchases **greater than \$50,000.**

3.7 (3) The RFP process is a competitive method of procurement that may or may not include supplier pre-qualification.

3.7 (4) A Request for Information or a Request for Qualifications may be issued in advance of an RFP to assist in the development of a more definitive set of terms and conditions, scope of work/service and the selection of qualified suppliers.

3.7 (5) A Request for Information and a Request for Qualifications shall follow the same award approvals as an RFP, if applicable.

3.7 (6) Corporate Services shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation method for use in an RFP. This may include but is not limited to factors such as qualifications and experience, strategy, approach, methodology, scheduling and past performance, facilities, equipment, pricing, life cycle costing, standardization of product and aspects that would support environmental procurement.

3.7 (7) Managers or any employee exercising delegated authority approval shall identify appropriate evaluation criteria from the list maintained by Corporate Services for use in an RFP but are not limited to criteria from the list. Cost will always be included as a significant factor, as best value includes but is not limited to quality and cost.

3.7 (8) The Manager or any employee exercising delegated authority approval shall provide to Corporate Services in writing the budget authorization, approval authority, terms of reference and evaluation criteria to be applied in evaluating the proposals submitted.

- 3.7 (9) Treasury Services will be the lead in the RFP process. A selection committee will be formed with a minimum of three evaluators and be comprised of at least one representative from the client department and one representative from the Department and the Treasurer or designate shall review all proposals against the established criteria, reach consensus on the final rating results, and ensure that the final rating results, with supporting documents, are kept in the procurement file. Corporate Services may or may not participate in the scoring of the proposals.
- 3.7 (10) During the proposal process all communication with bidders shall be through Corporate Services.
- 3.7 (11) The Treasury Services Department shall forward to the Manager an evaluation summary of the procurement, as well as the Evaluation Committee's recommendation for award of contract to the proponent meeting all mandatory requirements and providing best value as stipulated in the RFP. Finance is responsible for documenting the determination of best value. The criteria and analysis to determine best value will be included (if applicable) in the report to the Council of the Corporation of the Township of East Zorra-Tavistock.
- 3.7 (12) With respect to all reports initiated for the RFP, a report on the sources of financing, allocation of revenues, and other financial commentary as considered appropriate shall be prepared.
- 3.7 (13) Reporting will not include summaries of prices, as this information will remain confidential. Any disclosure of information shall be made by the appropriate officer in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990), as amended.
- 3.7 (14) Unsuccessful proponents may, upon request, attend a debriefing session with Finance to review the competitive bid. Any discussion relating to any submissions other than that of the proponent will be as required with the Treasurer or designate as well as the Manager to review their bid submission. Discussions relating to any bid submissions other than that of the proponent present will be strictly prohibited. This debriefing session is intended to provide general feedback regarding the proponent's rating on various criteria in order to allow the proponent to understand where future improvements might be applicable.
- 3.7 (15) The Township reserves the right at its sole discretion to accept or reject any submission.

3.8 ROSTER LISTS

- 3.8 (1) The Township may elect to maintain a list of pre-qualified vendors on a roster list when it is in the Township's best interest to do so. The roster shall define the type of services included as part of the process.
- 3.8 (2) Roster lists shall be valid for a maximum term of three (3) years after which a procurement shall be issued to establish a new roster. The term of roster must be stated at the time the procurement is issued and that further notices will be published.

- 3.8 (3) The procurement document shall identify how the projects will be awarded to the rostered vendors.
- 3.8 (4) Purchasing Designates are required to determine if a roster list is available for any goods or services they require prior to making a purchase.

3.9 NON-COMPETITIVE PURCHASES
(Blanket Contract Purchases, Emergency, Sole Source, Single Source)

- 3.9 (1) The requirement for a competitive bid process for the selection of a supplier for goods, services and construction (except for Emergencies) may be waived under joint authority of the appropriate Manager and Treasurer and replaced with direct negotiations by the Manager (or delegate) and Finance under the following circumstances;
- 3.9 (2) The procurement qualifies as a Blanket Order Purchase, Sole Source or Single Source purchase.

3.9 (3) Blanket Contract Purchases

A Blanket Order may be used where:

- a. one or more department repetitively order the same goods or services and the actual demand is not known in advance,
- b. a need is anticipated for a range of goods and services for a specific purpose, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises,
- c. Corporate Services shall establish and maintain Blanket Order Contracts that define source and price where available with selected suppliers for all frequently used goods or services,
- d. Blanket Orders may be issued as the result of a bid process such as Request for Quotation, Request for Tender, Request for Proposal and from Co-operative Purchasing consortium,
- e. To establish prices and select sources, the Manager in consultation with Corporate Services shall employ the provisions contained in this Policy for the acquisition of goods, services, labour, materials and construction,
- f. More than one supplier may be selected where it is in the best interest of the Township and the bid solicitation allows for more than one,
- g. Where procurement action is initiated by a department for frequently used goods or services, it is to be made with the supplier or suppliers listed in the Blanket Order Contract,
- h. In a Request for Blanket Order, the expected quantity of the specified goods or services to be purchased over the time period of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change said usage,
- i. Blanket Orders shall be issued for a specific time period with all ordering departments responsible for maintaining purchases within budget allocations.

3.9 (4) Procurement in Emergencies

An “Emergency” includes immediate threat to:

- a. Public health,
- b. the maintenance of essential Township services; and,
- c. the welfare and protection of persons, property or the environment; and the event or occurrence necessitates the immediate need for goods or services to mitigate the emergency and time does not permit for a competitive procurement process.

In the event of an Emergency, the Chief Administrative Officer, Managers and their respective delegates are authorized to enter into a purchase agreement without the requirement of a formal competitive process.

A list of pre-qualified suppliers will be used to select the suppliers, whenever possible.

Where the procurement cost to mitigate the Emergency is anticipated to exceed \$25,000, there must be a notification sent (email contact is acceptable) to the Treasurer or delegate.

The steps taken to mitigate the Emergency must always be clearly documented regardless of amount and where the aggregate cost for a single supplier are in excess of \$25,000, the emergency procurement shall be reported to the Council of the Corporation of the Township of East Zorra-Tavistock (including the source of financing) at the next scheduled meeting following the event. The Manager responsible for the area leading the emergency procurement must forward copies of invoices associated with the Emergency to the Treasurer or designate once the Emergency event has been terminated.

3.9 (5) Sole Source

The Procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of;

Statutory or market-based monopoly.

Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material; or the complete item, service or system is unique to one supplier and no alternative or substitute exists.

3.9 (6) Single Source

Single Source means that there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications.

The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows:

An attempt to acquire the goods and/or services by soliciting competitive bids has been made in good faith, but has failed to identify more than one willing and compliant supplier.

The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids.

There is a need for compatibility with goods and/or services previous acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e. contract extension or renewal).

It is advantageous to the Township to acquire the goods or services directly from another public body or public service body.

Another organization is funding or substantially funding the acquisition and has determined the supplier and the terms and conditions of the commitment into which the Township will enter are acceptable to the Township.

Where due to abnormal market conditions, the goods, services or construction required are in short supply.

3.9 (7) Sole Source and Single Source – Approval and Reporting

Awards which qualify to be considered as a Sole Source or Single Source process require the following approval;

The Manager and the Treasurer must **jointly** approve the award not exceeding \$50,000 and if it is within the approved budget allocation;

The Council of the Corporation of the Township of East Zorra-Tavistock must approve the award greater than \$50,000. The Report to Council must contain detailed rationale supporting the decision.

4.0 PURCHASE OF USED FLEET EQUIPMENT

4.0 (1) The Manager of Public Works or designate is authorized to purchase used fleet equipment that is sold by other municipalities, by private sale or public auction, sold through a vendor licensed to sell equipment, by sealed bid or by negotiation, providing that:

- a. The equipment meets or exceeds the departments equipment requirements.
- b. If the total expenditure per piece of equipment exceeds \$50,000, a report will be forwarded to Council detailing the purchase information and expenses.

4.0 (2) The Manager of Public Works or designate is exempt from the Township's formal quotation/tender/proposal process when purchasing used fleet equipment by any of the methods detailed in 4.0.

5.0 LEASING

5.0 (1) The Council of the Corporation of the Township of East Zorra-Tavistock may enter into a leasing agreement in accordance with the Municipal Act, 2001, O.Reg.46/94, O.Reg. 266/02.

- 5.0 (2) In certain circumstances, it may be economically advisable for the Township to enter into a Financing Lease to acquire the right to use capital property and equipment rather than an outright purchase.
- 5.0 (3) Leasing is approved as an acceptable means to acquire Township capital facilities when one or more of the following conditions (goals) are met:
- a. The Township capital facility cannot be purchased,
 - b. The lease arrangement provide financially attractive interest rates over the entire life of the lease,
 - c. The risk of obsolescence on the leased asset rests with the lessor,
 - d. The leased asset has a high purchase value and is not required on an ongoing basis,
 - e. Short-term revenues versus capital needs.
- 5.0 (4) A by-law is required for all lease agreements with the exception of leases made in emergency situations. These leases will be reported to Council at the first available opportunity. A by-law is not required for leases that are short term in nature of 120 days or less.
- 5.0 (5) Once each fiscal year the Treasurer shall provide a report to Council outlining all current leasing arrangements.

6.0 DISPUTE RESOLUTION

6.1 Disputes shall be resolved as follows:

- a. meeting between the bidder, the Manager of the Department and Finance,
- b. if (i) does not lead to a resolution, the decision can be appealed to the Treasurer and the Chief Administrative Officer.

7.0 EXCEPTIONS

7.1 A Department may request exemption from any or all the purchasing methods outlined in this policy by submission of a report requesting the same to the Council of the Corporation of the Township of East Zorra-Tavistock. Such one-time exemption may be granted by resolution.

8.0 PERFORMANCE SECURITY

- 8.1 Performance Bonds and Labour and Material Bonds are required for all bids exceeding \$250,000 unless other securities are deemed appropriate as determined by the Manager. The cost for bonding is to be included in the bid submission price.
- 8.2 Performance security to guarantee the completion of the Contract is required for the supply and installation of equipment and materials and all services/construction involving Township property. Where performance security is deemed necessary, it shall take the form of one or a combination of one or more of the following;
- a. performance bond valued at 100% of the amount of the Tender bid,
 - b. labour and materials bond valued at 50% of the amount of the Tender bid,

- c. bid bond or bid deposit (certified cheque),
- d. irrevocable letter of credit.

8.3 The above noted security will be required with respect to the following;

- a. renovation contracts,
- b. construction contracts,
- c. new buildings,
- d. demolition of buildings,
- e. service contracts where the work involves contractors working on/with Township-owned property,
- f. supply and installation of equipment and materials and all service/construction involving Township-owned property.

8.4 Contracts valued at less than \$100,000 may include guarantees at the discretion of the Treasurer.

8.5 The Bid Bond or Bid Deposit amount shall be as specified in the following table:

Total Tender Amount	Bid Deposit Required
\$100,000 to \$250,000	\$10,000
\$250,000 to \$500,000	\$20,000
\$500,000 to \$1,000,000	\$40,000
\$1,000,000 to \$2,000,000	\$75,000
\$2,000,000 and Over	\$150,000

8.6 The Township is authorized to cash and deposit any bid deposit cheques in the Township's possession which are forfeited as a result of non-compliance with the terms, conditions and/or specifications of a sealed bid.

9.0 WSIB CLEARANCE CERTICATES

9.1 Clearance certificates from the Workplace Safety & Insurance Board (WSIB) must be obtained for all contractors before work begins to verify that they are registered with WSIB and have an account in good standing if applicable (some exemptions apply). Renewals shall be received when the duration of the work exceeds beyond the expiry date of the clearance certificate. Independent operators shall provide a letter from WSIB confirming their status as an independent operator.

10.0 INSURANCE REQUIREMENTS

10.1 The successful bidder, contractor or consultant shall, at its sole expense, obtain and keep in force, insurance satisfactory to the Township and issued by an insurance company licensed to conduct business in the Province of Ontario.

10.2 The bid document and the resulting contract with the successful bidder shall clearly identify the Township's insurance requirements and the liability limits.

10.3 The Purchasing Designate will be responsible to obtain the necessary Insurance Documents and ensure they are filed with the Township.

10.4 The insurance policies and coverages will be required as stated in the bid document and may include but are not limited to the following:

10.4 (1) Commercial General Liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage. The policy should include the following clauses:

- a. the Township of East Zorra-Tavistock (and any other affiliated parties) as additional insured with respect to liability arising in the course of, or in connection with, work performed under the Contract;
- b. cross-liability and severability of interest clause;
- c. non-owned auto coverage (only applicable if consultants are using personal vehicles to perform duties under contract);
- d. contractual liability (both oral and written); and
- e. thirty (30) day written notice of cancellation, termination or material change.

10.4 (2) Auto Liability

10.4 (3) Professional Liability and Errors & Omissions (E&O) insurance – applicable when purchasing specialized services such as consulting and professional advice. The policy shall be renewed for three (3) years after project completion. In specific cases, the Township may consider alternative insurance requests based on a risk management assessment by the Manager of the particular department;

10.4 (4) Environmental Impairment – depending on the nature of the work being performed (producing, processing, transporting, storing or otherwise handling potential contaminants), this coverage may be warranted and the form and amount of coverage shall be determined on a project by project basis by the Manager;

10.4 (5) Asbestos Abatement – when this issue is applicable, specific wording should be obtained from the Township’s insurance broker except in the case of emergency;

10.4 (6) (6) Builder’s Risk – the form and amount of coverage shall be determined on a project by project basis by the Manager but not any less than the anticipated cost of the project;

10.5 Before commencement of a project, the successful bidder, contractor or consultant must furnish the Township with a valid certificate of insurance (as well as renewal replacement certificates as may be necessary throughout the project) that references the project and confirms that the applicable requirements are in force for the entire contract period from commencement until twelve (12) months following substantial completion of the project. The certificate of insurance shall be provided to the Township in the manner prescribed in the Contract documents.

10.6 The contractor shall provide proof that their liability policy contains no exclusions for Explosion, Collapse or Underground Hazards coverages, as applicable, where the contracted work requires:

10.6 (1) the removal or weakening of support of any property, building or land whether such support be natural or otherwise;

10.6 (2) the use of explosives for blasting; or

10.6 (3) vibration from pile driving or caisson work.

10.7 The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the agreement as the Township may reasonably require from time to time.

11.0 EXCLUSION OF BIDDERS

11.1 EXCLUSION OF BIDDERS IN LITIGATION

11.1 (1) No Tender, Proposal or Quotation will be accepted from any company inclusive of its subcontractors, which has a claim or instituted a legal proceeding against the Township or against whom the Township has a claim or instituted a legal proceeding with respect to any previous Contract, without prior approval by Council.

11.2 VENDOR PERFORMANCE PROGRAM

11.2 (1) The Vendor Performance Program is a standard process for assessing and recording contractor performance. It is designed to serve as a permanent record for the Township and a means of evaluating and comparing contractor performance on an ongoing basis throughout the project.

11.2 (2) The Vendor Performance Program will be used to evaluate all contracts regardless of value. The implementation of the Vendor Performance Program will be at the discretion of the Project Manager and/or Financial Services.

11.2 (3) If issues arise, under the direction of the Treasurer, the Township's Project Manager will be asked to record their concerns using the Vendor Incident Reporting Form. Results will be shared with the Vendor/Contractor/Consultant and a verbal warning may be issued by Financial Services. If performance does not improve, a second Vendor Incident Reporting Form will be issued and results will be shared with the Vendor/Contractor/Consultant. The Treasurer will issue a written warning to the Vendor/Contractor/Consultant. If performance does not improve a third Vendor Incident Reporting Form will be initiated by the Project Manager and the results will be shared with the Vendor/Contractor/Consultant. Upon completion of the project, if a third Vendor Incident Reporting Form is issued, under the direction of Financial Services, the Project Manager will complete the applicable Performance Report.

11.2 (4) Once the ranking on the applicable Performance Report has been completed, the results will be shared with the Vendor/Contractor/Consultant to discuss the overall ranking for the project.

11.2 (5) The performance evaluation shall determine whether a vendor, contractor or consultant will be allowed:

- a. to bid on future projects,
- b. the Vendor/Contractor/Consultant be placed on a probationary list for two years to closely monitor future work, (fees required to monitor future work may be added to the project); or,

- c. may not be recommended for future work for a maximum period of three years.

11.2 (6) The final appeal shall be conducted by a Dispute Committee which will hear from both Township staff and the Vendor/Contractor/Consultant at a time and place appointed in writing by the Committee. The Dispute Committee shall be comprised of the Treasurer, a Financial Services staff representative and two representatives of the relevant Standing Dispute Resolution Committee of Council. The decision of the Dispute Committee shall be in writing, a copy of which shall be provided to the Vendor/Contractor/Consultant, and the decision of a majority of the Dispute Committee shall be final.

12.0 REPORTING TO THE SENIOR MANAGEMENT TEAM AND THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK

12.(1) The Treasurer or designate shall submit to the Senior Management Team and the Council of the Corporation of the Township of East Zorra-Tavistock an information report (quarterly) containing the details relevant to the exercise of delegated authority for all contracts awarded that exceed \$25,000 including amendments and renewals. The Treasurer shall certify in the report that the awards are in compliance with the Purchasing Policy.

13.0 ACCESS TO INFORMATION

13.(1) The disclosure of information received relevant to the issue of bid solicitations or the award of contracts emanating from bid solicitations shall be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Privacy Act., R.S.O. 1990, as amended.

13.(2) All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information, supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- i. prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations,
- ii. result in similar information no longer being supplied to the Township where it is in the public interest that similar information continue to be so supplied,
- iii. result in undue loss or gain to any person, group, committee or financial institution or agency; or,
- iv. result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Township.

14.0 ADVERTISING

14.1(1) To ensure access to all vendors, advertising for Quotations, Tenders, Proposals, Expression of Interest estimated to exceed \$50,000 excluding taxes and freight shall be posted on the Township's website and one or more public tendering website.

14.1(2) The Township will post a notice annually in the local papers advising the public that all Proposals/Tenders/Quotations will be advertised electronically on the Township's website and any other applicable public tendering website.

15.0 RETENTION OF DOCUMENTATION

15.1 All documents for successful bidders shall be retained in accordance with the Township of East Zorra-Tavistock's Records Retention Policy.

15.2 All pertinent information, for reporting and auditing purposes should be retained. Some examples of records include approvals, procurement documents, addenda, award letters, notices, evaluation forms, agreements, and supplier performance.

16.0 DISPOSAL OF SURPLUS OR SCRAP GOODS, MATERIALS AND EQUIPMENT

16.1(1) All departments shall notify the CAO when items become obsolete or surplus to their requirements.

16.1(2) The CAO shall be responsible for ascertaining if the items can be of use to another Township department rather than disposed of.

16.1(3) Surplus items that are not claimed by another department may be offered for sale by

- a. general advertising to secure sealed bids;
- b. public auction;
- c. public sale; or
- d. other methods as authorized by Council.

The recommended method of sale of the surplus item will be contingent upon the value of the item and the most appropriate method for said item in the opinion of the relevant Manager.

16.1(4) Where scrap material is available for disposal, the relevant Manager shall determine the value and possible alternate use of the scrap material, and may dispose of the material by:

- a. general advertising to secure sealed bids;
- b. direct contact with the appropriate dealers to view the scrap and submit offers to purchase;
- c. public auction; or
- d. other methods as deemed appropriate.

16.1(5) Revenue from the sale of obsolete, surplus or scrap shall be credited to the appropriate account or reserve/reserve fund of original purchase where applicable.

16.1(6) Bids for the sale of items considered obsolete or surplus will be accompanied by certified cheque made out to the Township of East Zorra-Tavistock for the full amount of the bid, or other amount as authorized by Council. Payment for scrap material shall be in the form of cash or certified cheque made out to the Township as above.

- 16.1(7) When three (3) attempts have been made to dispose of a surplus item using one of the approved disposal methods, staff shall be authorized to dispose of the item by the best means suitable.
- 16.1(8) The department responsible for the asset shall inform Treasury Services of the asset affected and the date to be removed.

APPENDIX "A"
LEVELS OF CONTRACT APPROVAL AUTHORITY

In the case of multi-year supply and/or service contracts, the pre-authorized expenditure limit shall refer to the estimated annual expenditure under the contract.

Dollar Value (excluding taxes)	Procurement Process	Approval Authority	Report to Council Required	Policy Section
Up to \$15,000	Purchase Order or Invoice Charge to the Township	Manager or any employee exercising delegated authority approval	No	3.3
Greater than \$15,000 but less than \$50,000	Informal RFQ	Manager or any employee exercising delegated authority approval and Treasurer (jointly)	No	3.4
Greater than \$50,000 but less than \$100,000	RFQ	Manager or any employee exercising delegated authority approval and Treasurer (jointly)	No	3.5
Up to \$50,000	RFP	Manager or any employee exercising delegated authority approval and Treasurer (jointly)	No	3.7
Greater than \$50,000	RFT / RFP	Council	Yes	3.6/ 3.7
Up to \$25,000	Single Source or Sole Source	Manager and Treasurer (jointly)	No	3.9
Greater than \$25,000	Single Source or Sole Source	Council	Yes	3.9

APPENDIX B
GOODS AND SERVICES NOT SUBJECT TO THIS POLICY

Exclusions

Competitive Bids shall not be required for the following Goods and Services;

- a) Petty Cash Items
- b) Advertising services (radio, television, newspaper, magazine)
- c) Government Agencies
- d) Travel Expenses including meals, conferences, seminars, conventions, trade shows, and accommodations
- e) Courses
- f) Staff development/Workshops
- g) Memberships
- h) Magazines, Books, Periodicals
- i) Licenses, Certificates (including hardware and software licenses)
- j) Ongoing maintenance for existing computer hardware and software
- k) Professional and skilled services provided to individuals as part of an approved program(s) within the Corporation including but not limited to medical services and counselling services
- l) Postage
- m) Utilities (Water, Sewage, Hydro, Gas, Telephone and Cable TV)
- n) Legal Services
- o) Realty Services for Lease, Acquisition, Demolition, Sale and Appraisal of Land and Property, including Appraisal and Consulting Services relation to matters of Expropriation.
- p) Integrity Commissioner Services
- q) Council approved Grants

**APPENDIX “C”
IRREGULARITIES CONTAINED IN BIDS**

IRREGULARITY	RESPONSE
Late Bids	Automatic Rejection, returned unopened to the bidder.
Unsealed Envelopes.	Automatic Rejection.
Incomplete, illegible or obscure bids or bids which contain additions not called for, erasures, alterations, errors or irregularities of any kind.	May be rejected as informal.
Bids not completed in ink.	Automatic Rejection.
Documents, in which all necessary Addenda have not been acknowledged.	Automatic Rejection.
Failure to attend mandatory site visit.	Automatic Rejection.
Bids received on documents other than those provided by the Council of the Corporation of the Township of East Zorra-Tavistock.	Automatic Rejection.
Failure to insert the Tenderer's business name in spaces provided in the Form of Tender.	Automatic Rejection.
Failure to include signature of the person authorized to bind the Tenderer in the space provided in the Form of Tender.	Automatic Rejection.
Conditions placed by the Tenderer on the Total Contract Price.	Automatic Rejection.
Bids Containing Minor Mathematical Errors.	<ul style="list-style-type: none"> a) If the amount tendered for a unit price item does not agree with the extension of the estimated quantity and the tendered unit price, or if the extension has not been made, the unit price shall govern and the total price shall be corrected accordingly. All corrections by Financial Services will be made in red ink and initialed. b) If both the unit price and the total price are left blank, then both shall be considered as zero. c) If the unit price is left blank but a total price is shown for the item, the unit price shall be established by dividing the total price by the estimated quantity. d) If the total price is left blank for a lump sum item, it shall be considered zero. e) If the Tender contains an error in addition and/or subtraction and/or transcription <u>in the approved tender documentation format requested (i.e. not the additional supporting documentation supplied)</u>, the error shall be corrected and the corrected total contract price shall govern. f) Tenders containing prices which appear to be as unbalanced as to likely affect the interest of the Township adversely may be rejected.

APPENDIX "C"
IRREGULARITIES CONTAINED IN BIDS

IRREGULARITY	RESPONSE
<u>Bid Security</u>	
a) Insufficient Financial Security (no bid deposit or insufficient bid deposit).	Automatic Rejection.
b) Failure to insert name of bonding company.	Automatic Rejection.
c) Signature of bidder and/or bonding company missing when bid bond requested.	Automatic Rejection.
Agreement to provide Performance Security is not provided or is not in the form specified.	Automatic Rejection.
Part bids (all items not bid).	Automatic Rejection unless allowed for in the request.
Withdrawal of Bids	Withdrawal of bids received after the closing time will not be allowed.
Tie Bids	The designated official may use one of the following methods of dealing with tie bids, based upon the specific situation, * use a coin toss to select a recommended bid, * request the tie bidders to submit new bids, * negotiate with the tied bidders to break the tie.

APPENDIX “D” DEFINITIONS

In this policy, unless a contrary intention appears:

“**Agreement**” means a formal or deliberate written legal agreement or contract, or purchase order for the supply of goods, services, equipment or construction.

“**Addendum**” means additional information supplied by the Corporation after an original Tender, Quotation or Proposal call has been issued.

“**Authority or Authorized**” means the legal right to conduct the tasks outlined in this policy as directed by Council and delegated through the Township’s Treasurer to staff.

“**Award**” means the approval given by the authorized person to enter into a contract/agreement and occurs when a Bid submission is formally accepted by the Township, either by Council or by delegated authority as permitted by this policy.

“**Blanket Order**” shall mean the agreement wherein a vendor will sell certain items to the Township for an agreed period of time with established terms and conditions.

“**Bid**” shall mean a submission from a prospective vendor in response to a request for the purchase of goods or services issued by the Township.

“**Bid Document**” means any document issued by the Township pursuant to this policy and used in connection with a procurement process.

“**Bidder**” means supplier or contractor from whom the Corporation has received a Tender or Quotation, that is subject to acceptance or rejection.

“**Bid Irregularity**” shall mean a deviation between the requirements of the Bid and the information provided or received in the Bid response.

“**Bidding System**” shall mean the Online Web-based Solution for issuing solicitations and/or receiving online submissions and posting bid results.

“**Bid Deposit**” shall mean a financial guarantee to ensure the successful bidder will enter into an agreement.

“**CAO**” shall mean the Chief Administrative Officer appointed by Council to exercise general control and management of the affairs of the Township.

“**Change Order**” shall mean extra work, additional work, change in work as part of the intended scope that results in a change to the original contract value.

“**Consultant**” means the person or firm, who by virtue of a particular expertise is selected by the Corporation to undertake a specific task or assignment that may include designing specifications and preparing plans or programs.

“Contract” means a formal or deliberate written agreement or contract, or purchase order between the Township and another party for the purchase of goods, services, or construction pursuant to this Policy. Herin also known as an Agreement.

“Corporation” or **“Township”** means the Corporation of the Township of East Zorra-Tavistock.

“Cooperative Purchasing” means the participation of two or more public agencies in a request for Quotation, Tender or Request for Proposal call.

“Council” shall mean the elected Township Council of the Corporation of the Township of East Zorra-Tavistock.

“Certificate of Clearance” means a declaration that a bidder has paid all assessments or compensation payable and has otherwise complied with all requirements of the Workplace Safety and Insurance Board and that the bidder has paid all taxes and/or penalties imposed on it pursuant to the Corporation Tax Act, (R.S.O. 1990).

“Designate” means a person authorized by the Department Head to act on their behalf for the purposes of this policy.

“Electronic Bidding” shall mean a method issuing solicitations and/or receiving bids through a system over the internet.

“Emergency” means an occurrence resulting from an unforeseen action or consequence of an unforeseen event, (trigger event) which must be remedied on a time-sensitive basis to avoid a material financial risk, serious delays, injury, further damage or to restore or maintain services.

“Executed Agreement” means a form of agreement, either incorporated in the bid documents or prepared by the Township, to be executed by the successful bidder and the Township.

“Expression of Interest” means a focused market research tool used to determine vendor interest in a proposed project, not directly leading to the acquisition of goods and services.

“Goods” shall mean moveable property including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form.

“In-House Bids” also known as “Managed Bids” shall mean that during the Public Procurement Process, an agency within the Corporation of the Township of East Zorra-Tavistock is not permitted to submit a bid.

“Informal Request for Quotation” shall mean a type of procurement for goods or services that is conveyed and received from Bidders in a written format by email, mail, or fax.

“Insurance Documents” shall mean certified documents issued by an insurance company licensed to operate by the Government of Canada or the Province of Ontario certifying that the bidder is insured in accordance with the Township’s insurance requirements as contained in the bid document.

"Labour and Material Bond" means a bond issued by a surety company licensed to operate in the Province of Ontario, to ensure the contractor will fulfill its obligations to its employees, subcontractors and suppliers and thereby protects the Township against claims which might be pursued by a supplier to the contractor should the contractor not make proper payments.

"Letter of Agreement to Bond" means a letter or other form issued by a bonding agency licensed to operate by the Government of Canada or the Province of Ontario advising that, if the bidder is successful, the bonding agency will issue the required bonds.

"Lifecycle Cost" shall mean an assessment of the complete costs of an item including initial engineering, design, construction costs, as well as ongoing operation and maintenance costs over the lifespan of the item.

"Litigation" shall mean a situation where a person has commenced an application, action, or other legal proceeding against the Township, or the Township has commenced an action, application or other legal proceeding against a person.

"Lowest Compliant Bidder" shall mean the Bidder who meets the specifications, terms and conditions and provides the required documentation and bid securities outlined in the Bid document at the lowest price.

"Manager" refers to a head of a Township department operating within the Township of East Zorra-Tavistock.

"Normal Operating Expenditure" means expenditure of an operational recurring nature and does not include one-time special or Capital expenditure.

"Performance Bond" means a bond issued by a surety company licensed to operate in the Province of Ontario, executed in connection with a contract and which secures the performance and fulfillment of the undertakings, covenants, terms, conditions and agreements contained in the contract.

"Procurement" shall mean any and all forms of the purchase of goods and/or services by the County, including but not limited to requests for tenders, requests for quotations, requests for proposal, requests for information, requests for pre-qualification or expression of interest.

"Purchase Order" shall mean the document used to formalize a purchasing transaction with a vendor.

"Purchasing Designate" shall mean a person designated by the CAO or Treasurer to exercise any or all of the responsibilities of the CAO or Treasurer with respect to this policy.

"Request for Expression of Interest (RFEI)" is a focused market research tool used to determine vendor interest in a proposed procurement. It may be issued simultaneously with a Request for Qualifications when the proposed procurement is well defined and the purchaser has clear expectations for the procurement.

"Request for Information (RFI)" is used prior to issuing a tender call as a general market research tool to determine what products and services are available, scope-out business requirements, and/or estimate project costs.

“Request for Proposal (RFP)” means a process where a need is identified, but the method by which it will be achieved is unknown at the outset. This process allows vendors to propose solutions or methods to arrive at the desired result, and each proposal is evaluated based on defined criteria.

“Request for Tender (RFT)” shall mean a document, which sets out particular specifications for the commodity or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.

“Request for Quotation (RFQ)” shall mean a document, which requests prices on specific goods and/or services as specified within the document.

“Roster” shall mean a list of vendors that have pre-qualified to participate in specific procurement anticipated to be required on a regular basis.

“Sealed Bid” means a formal sealed response received as a part of a procurement through a designated Bidding System in accordance with the method as specified in the bid document.

“Services” shall mean intangible products that do not have a physical presence. Such as, without limitation, telephone, gas, water, hydro, janitorial and cleaning services, consultant services, legal surveys, medical and related services, leases for grounds, buildings, office or other space required by the Township and the rental, repair or maintenance of equipment, machinery, or other personal and real property.

“Single Source” means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular goods and/or services.

“Sole Source” means there is only one source of supply of particular goods and services.

“Supplier” or **“Vendor”** shall mean any person or enterprise providing goods or services to the Township.

“Value Analysis” typically refers to a life cycle costing approach to valuing a given alternative, which calculates the long-term expected impacts of implementing the particular option.



EZT

EAST ZORRA-TAVISTOCK

To: His Worship the Mayor and Members of Council
 From: John Scherer, Building, Development and Drainage
 Manager, CBO
 Report Number: CBO2024-01
 Subject: Building Department Annual Report - 2023
 Meeting Date: April 17, 2024

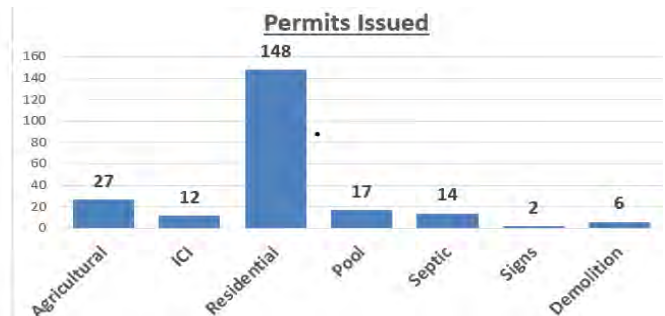
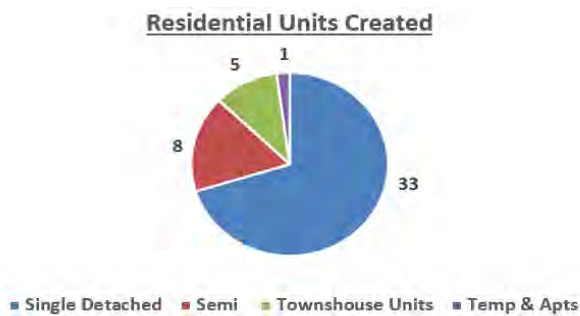
Recommendation:

That Council accept the Building Department Annual Report for 2023, as required to be prepared under Section 7(4) of the Ontario Building Code, as information.

Report:

Section 7(4) of the Ontario Building Code Act requires that an annual report be prepared and presented to Council on building permit fees collected and the cost to run the department.

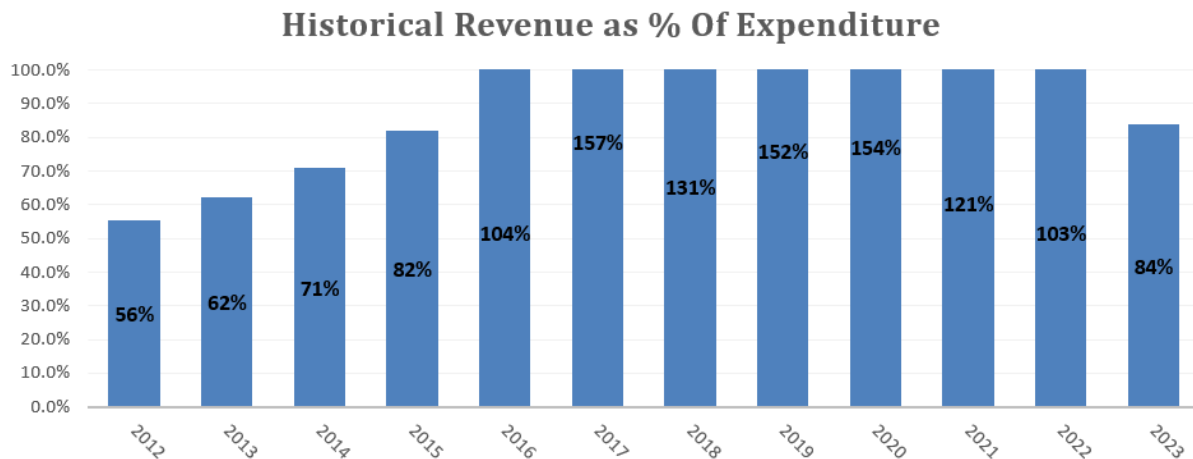
The total fees collected in 2023 was \$370,595.84. The total number of permits issued was 226, with an estimated construction value of \$67,304,537.00.



In 2023, 47 residential unit permits were issued. Breakdown above.

Revenue	
Permit Fees	\$ 292,263.20
Admin Fees	\$ 32,681.50
Service Share	\$ 42,701.14
Zoning Orders	\$ 2,950.00
Total Revenue	\$ 370,595.84
Expenditures	
Staffing Costs	\$ 392,626.03
Health & Safety	\$ 533.81
Admin Items	\$ 13,972.25
Staff Development	\$ 1,103.57
Professional Services	\$ 2,823.02
Insurance	\$ 18,432.55
Communications/Tech	\$ 2,498.55
Fleet Costs	\$ 7,701.33
Trans to Reserves	\$ -
Total Expenditure	\$ 439,691.11
Net Deficit/Surplus	-\$ 69,095.27
Revenue as % of Expenditure	84%

Below is a historical review of the revenue recovery for the last 12 years.



As outlined in this report, the Township has recovered approximately 84% of the expenses to operate the building department in 2023. As required by **Section 7(2) of the Ontario Building Code**, the building department’s fees have NOT exceeded the anticipated reasonable cost of administration and enforcement of the Ontario Building Code Act. No transfer is required. The reserve fund is still existent, and the fund is to only be used as part of the enforcement of the Building Code Act.

Financial Implications:

- None in this report.

Respectfully Submitted by:

A handwritten signature in black ink, appearing to read "John Scherer", enclosed in a thin black rectangular border.

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

Approved for Submission:

A handwritten signature in black ink, appearing to read "Karen DePrest", written in a cursive style.

Karen DePrest
CAO/Treasurer



To: His Worship the Mayor and Members of Council
From: Tom Lightfoot, Public Works Manager
Report Number: PW2024-01
Subject: Surface Treatment Tender Results
Meeting Date: April 17, 2024

Recommendation:

THAT Council accept the tender bid submitted by Walker Construction Limited, for the works proposed in contract #Tender-Eng-2024-504, for the submitted tender price of \$261,710.00, excluding taxes.

Report:

As part of the 2024 Capital budget, the Braemar Sideroad is scheduled to have a surface treatment application from the Zorra/East Zorra-Tavistock Line to approximately 900m east of County Road #59. Staff participated in the joint surface treatment tender issued by Oxford County, known as "Joint Surface Treatment #Tender-Eng-2024-504". The tender closed on April 2, 2024.

The work included in the tender is as follows:

- Supplying and applying a single surface treatment & stress absorbing material trap rock;
- Asphalt padding;
- Line painting in the work area; and,
- All traffic control, as per Book 7 requirements.

This asphalt surfacing treatment is commonly referred to as a "FiberMat surface treatment". The FiberMat surface treatment is designed to be a wearing surface to protect the existing road base. The work will be in the summer of 2024 and is tentatively scheduled for mid-August. Staff will be attending a pre-construction meeting and will have a better timeline for the project after that meeting.

This tender is one of many tenders that is released through the Service Sharing group. By joining in with other municipalities' tenders, staff believe there is more interest and better pricing with larger projects and bulk purchasing.

Two tender submissions were received, with results as follows:

Supplier	Contract Price (excluding taxes)
Walker Construction Limited	\$261,710.00
Miller Paving Limited	\$286,350.00

Walker Construction Limited has worked with the Township in the past, with good results. The tender price is based on approximate m2 for the surface treatment, asphalt padding is by the tonne and per metre for the line painting, but will be paid out on the actual measurements, by unit prices.

Financial Implications:

This work was included in the 2024 Capital budget. The original budget for this project was \$345,000.00. This budget also covers Township staff time to this project, construction funding signs, and taxes.

Respectfully Submitted by:



Tom Lightfoot
Public Works Manager

Approved for Submission:



Karen DePrest
CAO/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW #2024-16**

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

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

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

1. That Schedule "A" to By-law Number 2003-18, as amended, is hereby further amended by changing to 'RR' the zone symbol of the lands so designated 'RR' on Schedule "A" attached hereto.
2. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 17th day of April, 2024.

READ a third time and finally passed this 17th day of April, 2024.

Phil Schaefer – Mayor

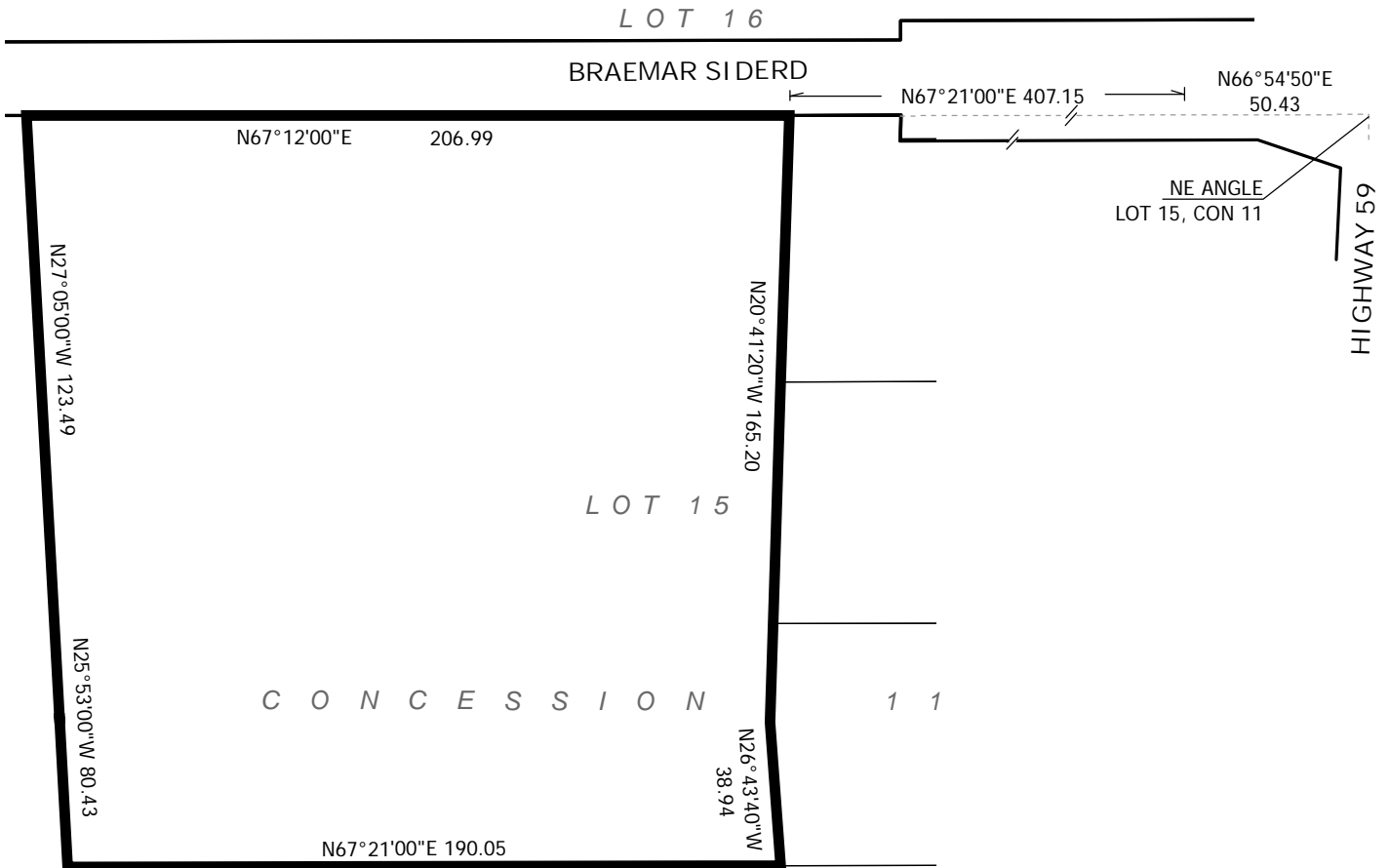
(SEAL)

Will Jaques - Clerk

SCHEDULE "A"

TO BY-LAW No. 2024-16

PART LOT 15, CONCESSION 11 (EAST ZORRA)
TOWNSHIP OF EAST ZORRA-TAVISTOCK



AREA OF ZONE CHANGE TO RR

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. 2024-16, PASSED

THE 17 DAY OF April, 2024

MAYOR

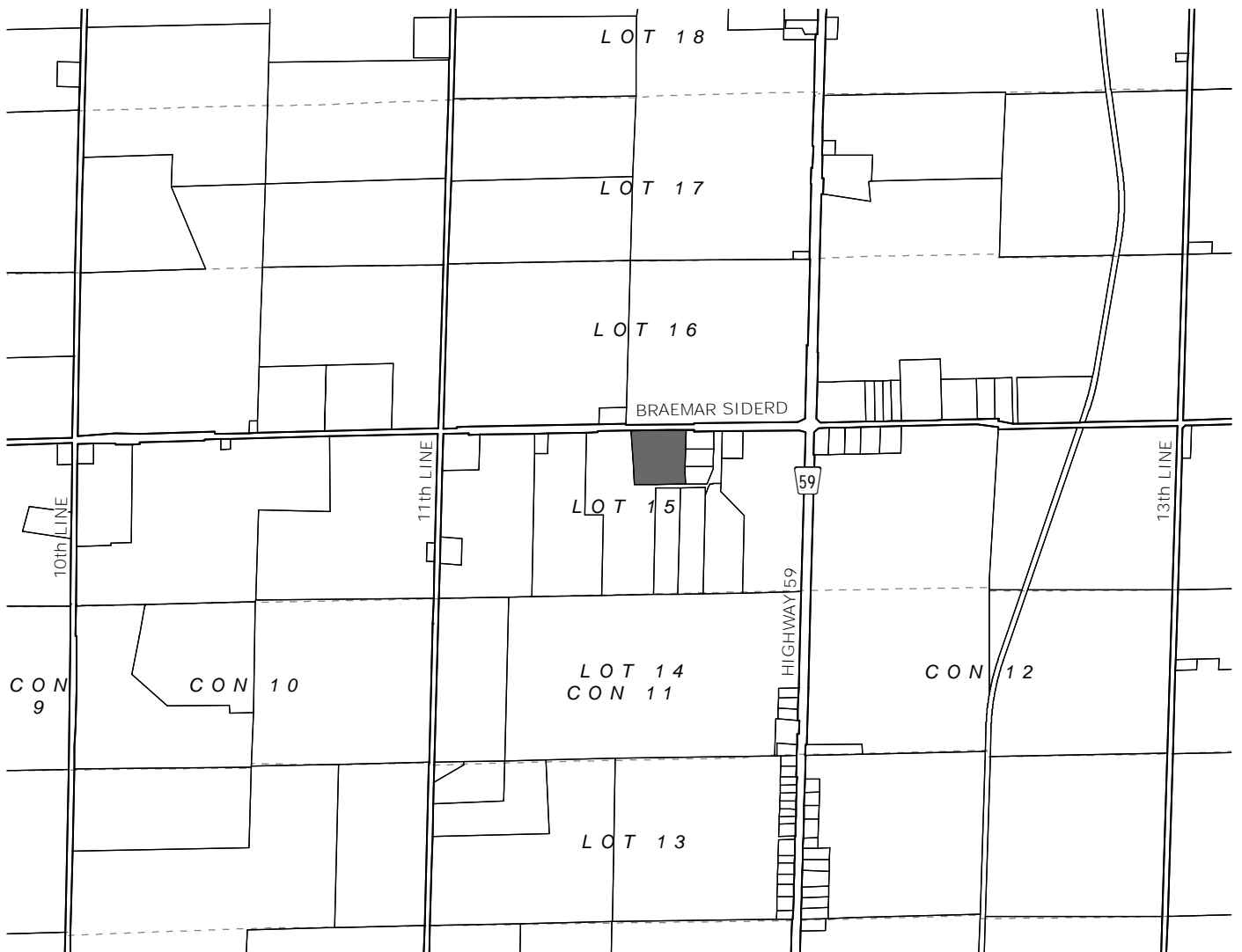
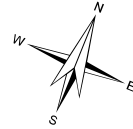
CLERK/ADMINISTRATOR



Growing stronger together

Produced By The Department of Corporate Services
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KEY MAP



 LANDS TO WHICH BYLAW #2024-16 APPLIES

ZN2-23-06

TOWNSHIP OF EAST ZORRA-TAVISTOCK

BY-LAW #2024-16

EXPLANATORY NOTE

The purpose of By-law #2024-16 is to rezone the subject property from 'Estate Residential Zone (ER)' to 'Rural Residential Zone (RR)' to facilitate Severance B22-95-2, which was approved by the Land Division Committee on April 6, 2023. The severance was to create one new non-farm rural residential lot.

The subject lands are described as Pt Lot 15, Concession 11 (East Zorra). The lands are located on the south side of Braemar Sideroad. The subject lands are municipally addressed as 844944 Braemar Sideroad and are located within the Braemar Sideroad Rural Cluster.

The Township of East Zorra-Tavistock, after conducting the public hearing necessary to consider the application, adopted the amending By-law #2024-16. The public hearing was held on September 20, 2023, and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law #2024-16 may contact the undersigned.

Mr. Will Jaques
Corporate Services Manager/Clerk
Township of East Zorra-Tavistock
89 Loveys Street
Hickson, Ontario
NOJ 1L0

Telephone: (519) 462-2697

File: ZN 2-23-06 (Leslie)
Report No: 2023-285

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2024 - 17**

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 17th day of April, 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 17th DAY OF APRIL, 2024.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk