

**CORPORATION OF THE TOWNSHIP OF EAST  
ZORRA-TAVISTOCK COUNCIL 2006-2010**

## **AGENDA**

**for the Meeting to be held on Wednesday, December 17, 2008 in the  
Council Chambers of the Township Hall, Hickson, Ontario at 7:00 p.m.**

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1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm Minutes of Previous Meeting
  - b) Grand River Conservation Authority – December 2008 Minutes
  - c) Tourism Oxford re: Cultural Think Tank Presentation
  - d) Oxford Community Police Services Board – November 10, 2008 Minutes
  - e) Oxford Community Police Service – Calls for Service Report
  - f) City of Cornwall – Invitation to 2009 OSUM Conference
  - g) Murray & Susan Strauss – re: Tavistock Drainage Disconnect Program
5. Delegations & Appointments:
  - a) 7:15 p.m. Rebate & Write-off Court
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Update & Questions
  - c) Staff Reports – Updates & Questions
  - d) Staff Report re: Extend Tavistock Drainage Disconnect Program
  - e) Staff Report re: Cash-in-Lieu of Parkland on Severance Applications
  - f) Staff Report - re: Development Charges Contribution Adjustments – **2008 BUDGET AMENDMENT**
7. By-laws
  - a) 2008-56 By-law to Appoint a Committee of Adjustment for 2009
8. Other and Unfinished Business
9. Legal & Personnel
10. Confirming By-law
11. Adjourn



**COUNCIL MEETING OF WEDNESDAY, DECEMBER 3, 2008**

The Council of the Township of East Zorra-Tavistock met in the Council Chambers of the Hickson Municipal Office, Hickson, Ontario at 10:00 a.m. on Wednesday, December 3, 2008.

Members present: Mayor Don MCKAY, Deputy Mayor Maureen RALPH and Councillors Don MACDONALD, Dave OLIPHANT (*left the meeting at 12:00 p.m.*), Jeremy SMITH and Betty YEOMAN

Members absent: Councillor Clive LAWRY

Staff present: C.A.O Jeff Carswell and Tax Collector Brenda Junker

Approve Agenda

1. Moved by Maureen RALPH  
Seconded by Jeremy SMITH  
Resolved that Council approve the agenda for the December 3, 2008 meeting as printed and circulated and further that the following be added to the agenda for this meeting:
  - Update from Police Disbandment Committee

***CARRIED.***

**PECUNIARY INTEREST:**

None

Confirm Minutes

2. Moved by Betty YEOMAN  
Seconded by Dave OLIPHANT  
Resolved that Council confirm the minutes of the November 19, 2008 meeting as printed and circulated.

***CARRIED.***

November 2008 Pay Voucher

3. Moved by Don MACDONALD  
Seconded by Maureen RALPH  
Resolved that Council adopt the November 2008 Pay Voucher in the amount of \$374,611.00.

***CARRIED.***

**Correspondence & Reports – No Resolutions**

Grand River Conservation Authority – November 2008 Minutes

Thames Valley Museum School Winter Newsletter

Staff Report re: Financial Indicator Review

Innerkip Community Centre & Board of Management – November 24, 2008 Minutes

**Correspondence & Reports – Resolutions Following**

GrandActions – November/December Newsletter

Attend Rural Routes-  
Rural Roots Workshop

4. Moved by Maureen RALPH  
Seconded by Dave OLIPHANT  
Resolved that Council authorize attendance of the following persons at the Rural Routes-Rural Roots event on February 16, 2009: Councillor Betty YEOMAN

***CARRIED.***

The Mayor informed Council of recent County Council meetings and various related issues.

Proposed Subdivision  
Development,  
Innerkip

At 10:30 a.m., Ian Seddon, of Ian Seddon Planning Services; Rick Dykstra of AGM Engineering and Jay McGuffin of Monteith Brown Planning Consultants presented their proposal for a subdivision development on lands owned by William VanHaeren in the Village of Innerkip. Mr. VanHaeren was also in attendance.

At 11:20 a.m., Chief Building Official/Drainage Superintendent James Harmer attended Council to report on the following matters:

- Building Permit Report
- Answer various questions of Council

Adopt November  
Building Permit  
Report

5. Moved by Jeremy SMITH  
Seconded by Don MACDONALD  
Resolved that Council adopt the November 2008 Building Permit Report of C.B.O. James Harmer showing 13 permits issued at an estimated value of \$980,299.00.

***CARRIED.***

PW Monthly Report

At 11:25 a.m., Public Works Manager Dennis O'Neil attended Council to report on the following matters:

- Monthly Roads Activity Report
- Answer various questions of Council

Staff Report re: Animal Control Agreement

Protective Services Co-ordinator Jennifer Albrecht spoke to her report regarding renewal of the animal control agreement with Hillside Kennels.

Renew Agreement  
with Hillside Kennels

6. Moved by Dave OLIPHANT  
Seconded by Betty YEOMAN  
Resolved that Council approve the agreement with Hillside Kennels Animal Control Limited to provide animal control services in the Township of East Zorra-Tavistock for 2009/2010.

***CARRIED.***

Ward Boundary  
Adjustment / Council  
Composition

Staff Report re: Ward Boundary/Council Composition

Accounting Clerk Stacey Wilker presented her report regarding ward boundary adjustments and Council composition. The report had been prepared at the request of Council to provide information regarding timelines, options, etc. on changes to ward boundaries and/or composition of Council. Staff will further investigate creating a fourth ward to provide representation from Innerkip and realignment of the two rural wards for a future report to Council.

### **BY-LAWS**

1<sup>st</sup> & 2<sup>nd</sup> Reading

7. Moved by Dave OLIPHANT  
Seconded by Betty YEOMAN  
Resolved that the following by-law be read a first and second time:  
2008-54 Tile Loan Rating By-law (Faircrest Farms Ltd.)

***CARRIED.***

3<sup>rd</sup> Reading

8. Moved by Maureen RALPH  
Seconded by Don MACDONALD  
Resolved that the following by-law be read a third and final time:  
2008-54 Tile Loan Rating By-law (Faircrest Farms Ltd.)

***CARRIED.***

Police Disbandment  
Committee

CAO Jeff Carswell and Councillor Betty Yeoman updated Council on the Police Disbandment Committee meeting held December 2, 2008.

Committee of the  
Whole, in Camera

9. Moved by Jeremy SMITH  
Seconded by Maureen RALPH  
Resolved that Council does now adjourn to Committee of the Whole, in camera, at 12:03 p.m. to consider a matter pertaining to:
- the security of the property of the municipality or local board;
  - personal matters about an identifiable individual, including municipal or local board employees;
  - a proposed or pending acquisition or disposition of land by the municipality or local board.

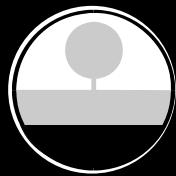
***CARRIED.***

Council Reconvene

10. Moved by Maureen RALPH  
Seconded by Jeremy SMITH  
Resolved that the Committee of the Whole does now rise and Council reconvenes at 12:15 p.m.

***CARRIED.***





# GRCA Minutes

Grand River Conservation Authority, 400 Clyde Road, Cambridge, Ontario N1R 5W6  
Tel: (519) 621-2761 Fax: (519) 621-4844 Internet: [www.grandriver.ca](http://www.grandriver.ca)

## December 2008 Volume 13 - No. 12

### GRCA General Membership

**Chairman** - Alan Dale  
**1st Vice-Chairman** - Jane Mitchell  
**2nd Vice-Chairman** - Vic Prendergast  
**Townships of Amaranth, East Garafraxa, East Luther Grand Valley, Melancthon and Southgate** - Tom Nevills  
**Townships of Mapleton and Wellington North** - Pat Salter  
**Township of Centre Wellington** - Shawn Watters  
**Town of Erin, Townships of Guelph/Eramosa and Puslinch** - Brad Whitcombe  
**City of Guelph** - Vicki Beard, Mike Salisbury  
**Region of Waterloo** - Jane Brewer, Kim Denouden, Jean Haalboom, Ross Kelterborn, Claudette Millar, Jane Mitchell, Wayne Roth, Jake Smola, Bill Strauss, Sean Strickland  
**Town of North Perth and Township of Perth East** - George Wicke  
**Region of Halton** - J. Barry Lee  
**City of Hamilton** - Jeanette Jamieson  
**County of Oxford** - Alan Dale  
**County of Brant** - Robert Chambers, Brian Coleman  
**City of Brantford** - Robert Hillier, Vic Prendergast  
**Haldimand and Norfolk Counties** - Lorne Boyko, Craig Grice

### Shand Dam turbine now repaired to produce hydro in January

After being shut down for two and a half years, the Shand Dam turbine is expected to once again generate hydro electricity.

This generator has not been in service since July 2006 due to mechanical failure. Since that time, a new turbine has been installed along with many improvements at a cost of \$1.3 million.

The peak generating capacity at Shand Dam remains at 600 kW. With the upgrades, it is expected that the average output from the new turbine will be higher than the unit it replaced.

Funding for this upgrade has come from the reserves. Revenue from the sale of electricity will be used to pay back the reserves over a number of years. The revenue from the Shand generator is expected to be \$195,000 a year. The payback will be 6.8 years.

The generator is expected to be tested in January and will then go back into production.

### 2008 water quality report

Wet weather this year has led to high levels of nitrogen and phosphorus in the waterways of the Grand River watershed, yet dissolved oxygen was at a relatively good level.

High levels of these two nutrients means prolific growth of aquatic plants. This is the water quality issue of primary concern in the Grand River watershed.

Wet weather takes the water quality issues from the river and transfers these into Lake Erie.

Recently, the Provincial Water Quality Monitoring Network was

expanded to 36 long-term monitoring sites - up from 28 sites in 2002. At the same time, laboratory costs were reduced by 20 per cent, to make this program more efficient.

The 2008 water quality report was presented to the board at the November meeting and is posted in the Water section of [www.grandriver.ca](http://www.grandriver.ca).

### 2008 Grand Actions Registry

The 13th edition of the Grand Actions Registry is complete and has been posted on the GRCA website.

This edition describes a wide array of actions undertaken in 2007 to improve the Grand River watershed, increase heritage appreciation and support the designation of the Grand River as a Canadian Heritage River. The registry has grown from 168 entries in 1994-95 to 235 entries currently. It is assembled to find out who is actively involved in improving the health and heritage of the watershed, to commend these efforts and encourage new partnerships.

The Registry is available on [www.grandriver.ca](http://www.grandriver.ca) and is searchable based on year and categories of work. One organization working on tree stewardship in one community, for example, can use it to link up with similar organizations in other communities.

Wet weather continued in November with snow and rain

November brought more rain and snow than usual, leaving the ground saturated as winter weather approaches.

The resulting saturated ground means there is more runoff to watercourses when it rains. If the snow



pack forms before it gets extremely cold, the frost penetration will be reduced. This would result in less runoff during winter thaws, as water more readily soaks into the ground. The first half of November was a little warmer than average, with an early onset of winter snows later in the month.

River flows are high and most reservoirs are above the normal operating range, as a result of recent precipitation. The reservoirs will be drawn down to their normal winter level over the following weeks.

#### 10th anniversary events for fisheries management plan

The 10th anniversary of the Grand River Fisheries Management plan is being celebrated with a Grand Fish Grand Waters Banquet and Symposium at the German Canadian Club in Brantford, Saturday, Jan. 31, starting at 1 p.m.

The afternoon symposium will feature several speakers and be followed by dinner and silent and live auctions to raise funds for fisheries projects in the Grand River. This is a special event since it is linked with the 10th anniversary of the Grand River Fisheries Management Plan, the first river plan of its kind in the province.

In addition, there will also be several open house meetings in communities along the Grand River to provide information on the progress of the plan and seek feedback on the next steps to be undertaken to improve the fisheries.

Two meetings are scheduled in January: Jan. 7 at the Wellington County Museum, County Rd. 18 between Fergus and Elora at 7 p.m. and Jan. 21 at the GRCA auditorium, 400 Clyde Rd., Cambridge. Later meetings will take place: Feb. 3, Brant Artillery Club; Feb. 16, Dunnville District Hunters and Anglers Clubhouse; and March 18, Six Nations Tourism Building, Ohsweken. All meetings begin at 7 p.m.

For more information, see the Fisheries section of [www.grandriver.ca](http://www.grandriver.ca).

Classroom to be renamed

#### in memory of Bruce Duncan

The downstairs classroom at the Taquanyah Nature Centre will be named in honour of former GRCA employee Bruce Duncan.

Bruce died Nov. 11 2006 from injuries he sustained in a car accident. He was 60 years old and the general manager of the Hamilton Region Conservation Authority at the time of his death. He worked at the GRCA for 15 years as a nature interpreter based at the Taquanyah Nature Centre. Bruce left the GRCA in 1988 to work at the Hamilton Region Conservation Authority.

While he was with the GRCA, Bruce initiated environmental day camps at the GRCA and under his direction four bald eagle chicks were raised and released at Taquanyah. This year eagles were breeding again in the southern Grand after an absence of many years.

#### Heritage Workshop in 2009 to focus on rural roots

The 12th Annual Heritage Day Workshop and Celebration takes place Heritage Day, Feb. 16 and the theme is Rural Routes ~ Rural Roots: A Heritage View of the Countryside.

The workshop will be held at the Wilmot Recreation Complex in Baden, 8:30 a.m. to 4 p.m. The program includes many speakers, a launch of the heritage river inventory and a tour of Castle Kilbride National Historic Site. It is free, but donations are welcome.

This event is organized by the Heritage Working Group. Registration and program information is posted in the Conferences section on [www.grandriver.ca](http://www.grandriver.ca).

#### New air conditioning system for GRCA Administration Centre

The administration centre of the GRCA will get a new air conditioning system.

This item was approved by the GRCA board and put into the 2009 budget. The current air conditioning and ventilation system is 35 years old and was installed in 1973 when the

building was constructed. It is not expected to be able to function another summer.

The \$204,000 contract was awarded to Conestogo Mechanical Inc. of Kitchener, the lowest of four bidders on this proposal.

#### Trees available for purchase

Landowners with 2.5 acres or more of land (exclusive of buildings) can order trees from the GRCA by March 31.

The list of available trees, a price list and an order form are on [www.grandriver.ca](http://www.grandriver.ca) in the Forestry section. The list is updated periodically. Orders for these trees must be for a minimum of 200 seedlings or 20 saplings.

Tree planting in the watershed is expected to grow from 180,000 in 2008 to more than 230,000 in 2009, but this is nowhere near the rate of one million in the 1980's, before government funding cutbacks.

For more information see the Forestry section of [www.grandriver.ca](http://www.grandriver.ca).

**This issue of "GRCA Minutes" was published in December 2008.**

**It is a summary of the November 2008 business conducted by the Grand River Conservation Authority board and committees. Space permitting, other noteworthy happenings and topics of interest have been included. The Grand River Conservation Authority welcomes the photocopying and distribution of "GRCA Minutes" or visit our website at [www.grandriver.ca](http://www.grandriver.ca), where back issues are also available.**



# Cultural Think Tank....

*Keynote Speaker: Gord Hume - Chair, Ontario  
Municipal Cultural  
Planning Partnership*

*February 26, 2009  
3:00 pm to 5:30 pm  
Location: Quality Hotel  
Woodstock*

*This keynote presentation  
is of particular interest to;*

- local politicians*
- municipal staff*
- planners*
- the creative and  
tourism communities*

*Tourism @ Oxford  
our rural roots are showing*



## **Topics:**

- Big Picture Thinking*
- innovative planning concepts*
- rebuilding downtowns*
- how recession can impact the creative community*
- the shift from the industrial economy to the knowledge economy*

## **Sponsored by Tourism Oxford**

*Partners: Oxford Small Business Support Centre,  
Oxford Creative Connections Inc., Oxford Community Foundation*

## **Advance Registration is Recommended:**

*Tourism Oxford 519-539-9800, Ext. 3355 or 1-866-801-7368, Ext. 3355 or  
by email [tourism@county.oxford.on.ca](mailto:tourism@county.oxford.on.ca)*

## OXFORD COMMUNITY POLICE SERVICES BOARD MINUTES

The Oxford Community Police Services Board met on November 10, 2008 at the Oxford Community Police Service Headquarters, 615 Dundas Street Woodstock at 5:00 p.m. Present were Nelson Simard, Chairperson, Councillor Connie Lauder, Vice Chairperson, Councillor Larry Martin, Member, Andrew Szasz, Community Member, Mary Anne Silverthorn, Member, and Advisors Councillor Betty Yeoman and Councillor Marion Wearn. Also in attendance were Chief Ron Fraser, Deputy Chief Rod Freeman and Marilyn Pearson, Executive Assistant and Guest Mr. Dave Preston, Police Services Advisor.

Nelson Simard called the meeting to order at 5:00 p.m. and welcomed special guests to the meeting.

### Presentation of the Hardie Family bursary in honor of Jeffrey Pincombe

Constable Nathan Hergott was presented with the Hardie Family Foundation's bursary of \$1,500.00 and memorial plaque by Anne Pincombe, mother of the late Constable Jeffrey Pincombe. The award honors a member who best exemplifies the skills needed to be an outstanding member of the police service – Enthusiasm, Respect, Professionalism, Sense of Humor, Sensitivity to Victims of Crime and "Joy in Life." In attendance for the presentation were Nathan Hergott, his wife Kathryn, their son Brendon, and Kathryn's parents Glen and Margo White. Representatives from the Pincombe family included Bob and Anne Pincombe, Bob Hardie, and Kathryn Lamb, fiancé of the late Jeffrey Pincombe. Constable Hergott's Coach Officer Sean Kelly who nominated Constable Hergott was also in attendance. Constable Hergott was congratulated by all in receiving this award and honor.

### 1. APPROVAL OF AGENDA

Moved by Mary Anne Silverthorn

Seconded by Connie Lauder

resolved that the Board approves the Agenda as circulated. CARRIED

### 2. ADOPTION OF MINUTES – October 06, 2008

Moved by Andrew Szasz

Seconded by Larry Martin

resolved that the Board approves the Minutes of October 06, 2008 as typed and circulated. CARRIED

### 3. HARDIE FOUNDATION BURSARY AWARD

Moved by Mary Anne Silverthorn

Seconded by Connie Lauder

resolved that the Board presents the Hardie Family Foundation with the Police Services Board selection for the 2<sup>nd</sup> Hardie Family bursary in honor of Jeffrey Pincombe. The selected member being Constable Nathan Hergott. CARRIED

### 4. COMMITTEE OF THE WHOLE

Moved by Andrew Szasz

Seconded by Larry Martin

resolved that the Board adjourn to Committee of the Whole in Camera at 5:30 p.m. CARRIED

### 5. COMMITTEE RISES

Moved by Andrew Szasz

Seconded by Mary Anne Silverthorn

resolved that the Committee of the Whole does now rise and the Board reconvene at 7:50 p.m.  
CARRIED

Oxford Community Police Services Board -2-  
November 10, 2008

MOTIONS ARISING FROM LEGAL AND PERSONNEL- #6 - #11

6. STAFFING REPORT

Moved by Larry Martin

Seconded Andrew Szasz

resolved that the Staffing Report as of November 03, 2008 be received by the Board. CARRIED

7. SECONDMENT ONTARIO POLICE COLLEGE

Moved by Mary Anne Silverthorn

Seconded by Connie Lauder

resolved that the Board authorizes the Board Chair and the Chief of Police to sign the agreements with the Ontario Police College for the Secondment of Constable Bob McDonald and Constable Dianne Ruppert to the Ontario Police College for two years. CARRIED

8. FEDERAL GOVERNMENT POLICE OFFICERS RECRUITMENT FUND

Moved by Andrew Szasz

Seconded by Larry Martin

resolved that the Board authorizes the Chair and the Chief of Police to sign the Federal Governments Police Officers Recruitment Fund Confirmation form for submission. CARRIED

9. LETTER OF UNDERSTANDING EXTENSION OF 911 CALL ANSWERING SERVICE - COUNTY OF OXFORD

Moved by Connie Lauder

Seconded by Larry Martin

resolved that the Board authorizes the Board Chair to sign the Letter of Understanding with the County of Oxford for the extension of the 9-1-1 Call Answering Service for the County of Oxford to January 14<sup>th</sup> 2009. CARRIED

10. 911 REPORT TO CITY OF WOODSTOCK

Moved by Andrew Szasz

Seconded by Mary Anne Silverthorn

resolved that the Board authorizes the Chief to submit a report to the City of Woodstock outlining the capabilities and availability of the City of Woodstock developing its own 9-1-1 Service utilizing the O.C.P.S and future Woodstock Police Service as its call answer service and contractual obligations with Bell Canada. CARRIED

11. TRANSFER OF FUNDS RESERVE FOR OFFICE EQUIPMENT AND FURNITURE TO OPERATING BUDGET

Moved by Mary Anne Silverthorn

Seconded by Connie Lauder

resolved that the Board authorizes the transfer of money to a maximum of \$20,000.00 from the Reserve for Office Equipment and Furniture to the Operating Budget Revenue Account #5000-69233-0000. CARRIED

Oxford Community Police Services Board -3-  
November 10, 2008

12. COMMUNICATIONS – NOTE AND FILE

Moved by Andrew Szasz

Seconded by Larry Martin

resolved that the following correspondence be noted and filed:

Correspondence/Newsletters

- a) City of Woodstock, Louise Gartshore, City Clerk, dated October 17, 2008 re: Resolution Approving OCPS to be included in the City of Woodstock Employee Computer Program
- b) City of Woodstock, Louise Gartshore, City Clerk, dated October 15, 2008 re: Downtown Public Safety Report
- c) City of Woodstock, Louise Gartshore, City Clerk, dated October 3, 2008 re: City of Woodstock Support of Provincial Sales Tax Exemption for Police
- d) Lilian Nolan CAO/City Clerk, Municipality of Whitestone dated October 24, 2008 re: Supporting Resolution Provincial Sales Tax Exemption for Police

Note of Thanks

- e) Ann Ash and Family – Memorial floral tribute CARRIED

13. OPERATING STATEMENT

Moved by Andrew Szasz

Seconded by Mary Anne Silverthorn

resolved that the Operating Statement dated Nov. 05, 2008, be received by the Board. CARRIED

14. STATISTICS

Moved by Larry Martin

Seconded by Andrew Szasz

resolved that the Board receives the July 1 – September 30, 2008 Traffic Report, and Revenues Report for September 2008. CARRIED

15. MEETING AND CONFERENCE REPORTS

Moved by Mary Anne Silverthorn

Seconded by Connie Lauder

resolved that the Board receives the verbal report from Members attending the October 7&8 Meth Summit Seminar, OAPSB Conference October 23&24, the Zone 4 meeting Hosted by OCPS on November 4<sup>th</sup> and the Crime Stopper Fundraiser on November 06, 2008. CARRIED

OAPSB CERTIFICATE OF COMPLETION – CONNIE LAUDER

Chair Nelson Simard presented Connie Lauder with the OAPSB Certificate of Completion on Board Governance Learning Module 4 Labour Relations. Congratulations Connie!

NEXT MEETING

The next regular meeting date of the Oxford Community Police Services Board will be held on Monday, December 08, 2008, at the Police Headquarters in the Board Room at 5:00 p.m.

Oxford Community Police Services Board  
November 10, 2008


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16. ADJOURNMENT

Moved by Mary Anne Silverthorn


Seconded by Andrew Szasz

resolved that the Board does now adjourn at 9:00 p.m. CARRIED



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Nelson Simard, Chairperson  
Oxford Community Police Services Board



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Marilyn Pearson, Executive Assistant  
Oxford Community Police Services Board

# *Oxford Community Police Service*

## *Calls for Service*



*Prepared By: Karen Manicom*

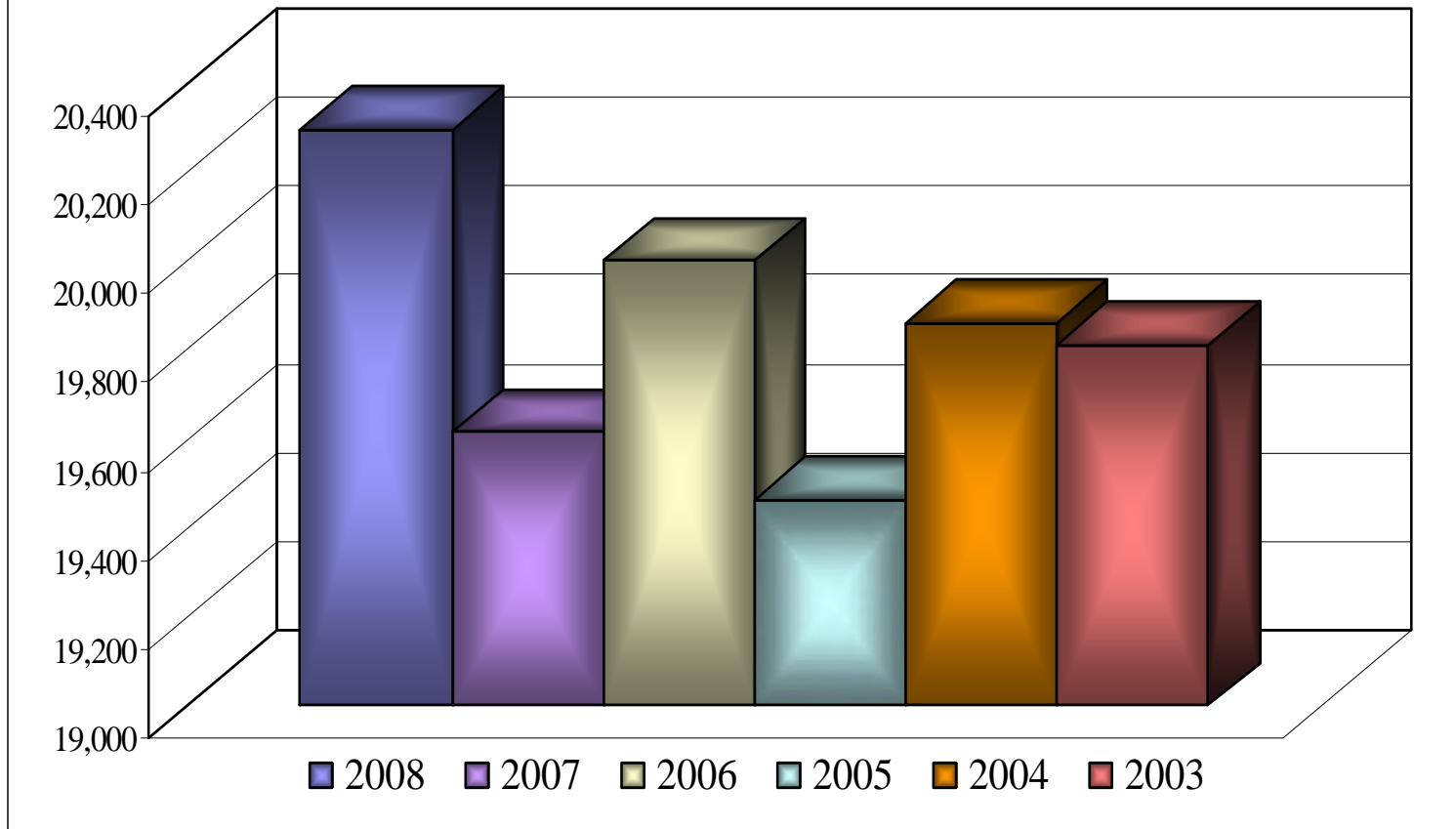
*Intelligence Section, Criminal Investigation Branch*

*Crime Analyst*

*Calls for Service*

	<b>2008 - Projected</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>
<b>Total</b>	20,297	19,615	20,000	19,464	19,863	19,813

*Total Calls for Service*



*Note: 2008 total is a projected figure based on an average of calls for service of previous 5 years*



## ONTARIO SMALL URBAN MUNICIPALITIES ASSOCIATION OF MUNICIPALITIES OF ONTARIO

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December 5, 2008

Dear Head of Council, Members of Council and Municipal Employees:

**RE: 56th ANNUAL OSUM (ONTARIO SMALL URBAN MUNICIPALITIES)  
CONFERENCE AND TRADE SHOW**

The City of Cornwall takes great pride in hosting the OSUM Conference and Trade Show in 2009. This letter is your official invitation to be a Delegate at our 56<sup>th</sup> Annual OSUM Conference being held from Wednesday, May 6, to Friday, May 8, 2009. This year's theme is "Staying Strong in Challenging Times" and some of the sessions and workshops will include Cultural Planning, Energy Matters, Regional Branding / Economic Clusters, Human Resources Matters, Infrastructure, The Auto Industry in Canada, Hospitality and Tourism Management and Conflict of Interest. We are expecting approximately 200 delegates and companions and 60 exhibitors to attend as well as other civic leaders from the Cornwall area.

This information is being sent to you at an early date as many of you will already be working on 2009 budgets and schedules.

The Trade Show and Conference will be held at the state-of-the-art NAV Canada Training Institute and Conference Centre at 1950 Montreal Road in Cornwall, Ontario, K6H 6L2. The Conference, Trade Show and accommodations will all be at the same venue.

The 56<sup>th</sup> Annual Conference will be launched with a Welcome Reception of Wine and Cheese with heavy hors d'oeuvres and action stations in the Trade Show area on Wednesday evening from 6:00 p.m. to 9:00 p.m. for all participants. The evening will continue in the Irish Jet Set Pub for Wet Wednesday with entertainment and complimentary snacks and alcoholic and non-alcoholic drinks for all participants.

The Conference will continue on Thursday with breakfast for all Delegates, Companions and Exhibitors followed by workshops before and after lunch and visits to the Trade Show. Dinner on Thursday will be organized so that transportation and reservations are provided to you for a "Dine Around Town" tour. The Participants will then have the opportunity to gather in the Irish Jet Set Pub for McThirsty Thursday at 9:00 p.m. to enjoy the entertainment and complimentary snacks and alcoholic and non-alcoholic drinks.

*Ted Blowes, Annual Conference & Trade Show Coordinator*  
519-271-0250 ext. 241 (Office phone) - 519-393-5877 (Home office phone - 519-393-5218 (Fax)  
ted.b@quadro.net (home email) and/or l.wolfe@town.bluewater.on.ca (email)  
P.O. Box 818, Stratford, Ontario N5A 6W1

The Conference will resume on Friday morning with breakfast and workshops and will end with the Annual Chairman's Luncheon. All this to say that we are planning for plenty of learning opportunities through our workshops, plenty of networking with visits to the Trade Show and plenty of diversion with social activities!

The Registration Fee is \$375.00 plus GST \$18.75 for a total of \$393.75. Each Delegate will receive access to all workshops, a registration kit, Welcome Reception, two breakfasts, two lunches, daily refreshment, and complimentary beverage tickets for alcoholic or non-alcoholic drinks at the Jet Set Pub.

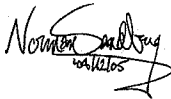
The fee for a Companion is \$85.00 plus GST \$4.25 for a total of \$89.25. Each Companion will receive a registration kit, two breakfasts, one lunch, complimentary beverage tickets for alcoholic or non-alcoholic drinks at the Jet Set Pub and scheduled companion activities. These activities include a Downtown Shopping Excursion and Historic Walking Tour on Thursday and all drop-in group fitness classes during your stay at the NAV Canada and Conference Centre namely Aquafit, Tone & Stretch, Pilates, Stepaerobics and Yoga.

Delegates and Companions are invited to join in on the early bird activities. The annual Golf Day will be held at the Cornwall Golf and Country Club. This activity will include 18 holes of golf, cart and lunch and tee times will be available throughout the morning. This event is limited to the first 60 registrants. All registrants will be contacted directly during the organization of this event. A Waterfront Bike Tour will be offered from NAV Canada, the host conference centre. You may choose to bring your own bicycle or borrow a complimentary one from NAV Canada. These early bird activities are included on the enclosed Registration Form.

If you would like further information regarding the Conference and the Trade Show, please feel free to visit our websites [www.amo.ca](http://www.amo.ca) or [www.cornwall.ca](http://www.cornwall.ca). You can also contact the OSUM Annual Conference & Trade Show Coordinator, Ted Blowes, by telephone at 519-271-0250 ext 241 (Office) 519-393-5877 (Home Office) or by email [ted.b@quadro.net](mailto:ted.b@quadro.net) or the Conference and Trade Show Coordinator for the City of Cornwall, Manon L. Poirier, Deputy Clerk, by telephone at 613-930-2787 ext 2316 or by email [mpoirier@cornwall.ca](mailto:mpoirier@cornwall.ca).

OSUM wishes to thank all of those who have lent their support in the past. We can assure you that you will be more than pleased with the marvelous facilities at the NAV Training Institute and Conference Centre in Cornwall.

Most Sincerely,



**NORM SANDBERG  
COUNCILLOR TOWN OF COLLINGWOOD AND  
OSUM CHAIR**

Enclosures

P.S. For your information, the City of Cornwall is served by VIA Rail and is only one hour away from both of the Ottawa and Montreal airports.



May 6 to 8, 2009

A city with a world of possibilities  
Un monde de possibilités[www.cornwall.ca/OSUM](http://www.cornwall.ca/OSUM)

**56<sup>th</sup> Annual OSUM Conference  
and Trade Show  
"STAYING STRONG IN CHALLENGING TIMES"  
Delegate Registration Form**

Delegate Name: \_\_\_\_\_

Position \_\_\_\_\_ Municipality \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Companion Name: \_\_\_\_\_

**Delegate Package**Fee \$375.00 plus GST \$18.75  \$393.75

All Delegates must book their own accommodations

NAV Canada and Conference Centre  
1950 Montreal Road  
Cornwall, Ontario K6H 6L2

Each Delegate will receive access to all workshops, a registration kit, Welcome Reception, two breakfasts, two lunches, daily refreshment, complimentary beverage tickets for alcoholic or non-alcoholic drinks at the Jet Set Pub.

**Companion Package**Fee \$85.00 plus GST \$4.25  \$89.25

Each Companion will receive a registration kit, two breakfasts, one lunch, complimentary beverage tickets for alcoholic or non-alcoholic drinks at the Jet Set Pub and scheduled companion activities.

Downtown Shopping Excursion and Historic Walking Tour on Thursday, May 7

The Companion Package includes all drop-in group fitness classes during your stay at the NAV Canada and Conference Centre, namely:

- |                |                  |           |
|----------------|------------------|-----------|
| ✈ Aquafit      | ✈ Tone & Stretch | ✈ Pilates |
| ✈ Stepaerobics | ✈ Yoga           |           |

OSUM collects, uses and discloses the information requested to promote the interests of the municipal sector. It may also be shared with selected third parties to generate operating revenues for OSUM. Under the Federal Personal Information Protection and Electronic Documents Act (PIPEDA) some of the information may constitute personal information. By filling out this form you agree that all personal information provided by you on the form may be collected, used and disclosed by OSUM for all purposes described above. Please note as an attendee at the conference your likeness may be used in promotional materials and on our website for subsequent conferences.

**Early Bird Activities**

on Wednesday, May 6  
for Delegates, Companions and Exhibitors

**Golf Day at the Cornwall Golf and Country Club**

- \$75.00 (including tax) per person
- 18 holes
- Cart
- Lunch
- Tee times starting late morning
- Limited to the first 60 registrants

All registrants will be contacted during the organization of this event.

Name: \_\_\_\_\_  \$75.00

Name: \_\_\_\_\_  \$75.00

Name: \_\_\_\_\_  \$75.00

Name: \_\_\_\_\_  \$75.00

**Waterfront Guided Bike Tour**

- \$15.00 per person
- Complimentary bicycle (or bring your own)
- Health snack

Name: \_\_\_\_\_  \$15.00

Name: \_\_\_\_\_  \$15.00

**New this Year**

- ✈ Welcome reception Wine and Cheese with heavy hors d'oeuvres and action stations in the Trade Show area on Wednesday evening from 6:00 p.m. to 9:00 p.m. for all participants.
- ✈ Refreshments and special visits during the Conference in the Trade Show area.
- ✈ Entertainment and complimentary refreshments for all participants in the Irish Jet Set Pub for Wet Wednesday and McThirsty Thursday starting at 9:00 p.m.

**Payment Method**

Visa       MasterCard       Cheque

Delegate Package      \$393.75

Companion Package      \$

Golf Day      \$

Waterfront Guided Bike Tour      \$

**Total: \$** \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please make cheque payable to the "City of Cornwall".

**Refund Policy:** Cancellation must be made in writing before April 15, 2009. An administration charge of \$50.00 plus GST will apply. Any cancellations made after April 15, 2009, will not be refunded.

**Registration**

Please send this registration form and your payment to:

The Corporation of the City of Cornwall  
P.O. Box 877  
360 Pitt Street  
Cornwall, Ontario K6H 5T9

Attention:      Manon L. Poirier, Deputy Clerk and  
Conference Coordinator for the  
City of Cornwall

Phone 613.930.2787 ext 2316  
Fax 613.933-18600  
E-Mail [mpoirier@cornwall.ca](mailto:mpoirier@cornwall.ca)

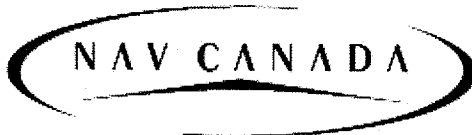
**Enquiries**

All enquiries are to be directed to Ted Blowes, OSUM Annual Conference and Trade Show Coordinator:

Phone 519.393.5877  
[ted.b@quadro.net](mailto:ted.b@quadro.net)

Manon L. Poirier, Deputy Clerk and  
Conference Coordinator for the City of Cornwall

Phone 613.930.2787 ext 2316  
E-Mail [mpoirier@cornwall.ca](mailto:mpoirier@cornwall.ca)



1950 Montreal Road - 1950 chemin Montreal, Cornwall, Ontario K6H 6L2

**GUESTROOM REGISTRATION CARD /  
FORMULAIRE DE RÉSERVATION DE CHAMBRE**  
*Annual Ontario Small Urban Municipalities (OSUM)  
Conference 2009 – May 6 to 8, 2009*

<b>GROUP – GROUPE</b> <b>VOSUM3308</b>	<b>CODE</b> Booking ID#3308	<b>ROOM RATE/per night plus tax -TARIF DE CHAMBRE/ par nuit plus taxes</b> \$ 138.55 Standard Room including taxes (\$125.95 plus GST & PST) \$ 182.55 Junior Suite including taxes (\$165.95 plus GST & PST)	
<b>ARRIVAL / ARRIVÉE</b>	<b>DEPARTURE / DÉPART</b>	# of adults / # d'adultes :	
		Approx. arrival time	
<b>GUEST NAME / NOM COMPLET:</b>			
<b>ADDRESS / ADRESSE:</b>			
<b>HOME TELEPHONE NO. NO DE TÉL. A DOMICILE</b>		<b>OFFICE TEL. NO NO. DE TÉL. BUREAU</b>	
<b>EMAIL / COURRIEL:</b>			
<b>SPECIAL REQUIREMENTS - BESOINS SPÉCIAUX</b>			
<b>CREDIT CARD/ CARTE DE CRÉDIT</b>			
<b>CARD TYPE / TYPE DE CARTE</b>	<b>NUMBER/ NUMÉRO</b>	<b>EXPIRY DATE / DATE D'EXPIRATION</b>	
<b>MASTER CARD / VISA / AMEX / EN ROUTE</b>			
<b>SIGNATURE</b>			

Please fax this to 613-936-5046 or e-mail [reservations@navcanada.ca](mailto:reservations@navcanada.ca) prior to April 1, 2009 to secure your reservation.

**This rate includes: Accommodation**

NAV CANADA Training & Conference Centre requires that all reservations be guaranteed by credit card. Please note that special requests are noted, not guaranteed. Cancellation within 48 hours of expected arrival will result in full stay fee and taxes.

Le Centre de formation et de conférences de NAV CANADA ne pourra accepter votre réservation, si elle n'est pas préalablement garantie avec une carte de crédit. Veuillez prendre note que vos besoins spéciaux sont notés, non garantis. Si nous recevons votre annulation moins de 48 heures avec votre date d'arrivée, les frais du séjour complet seront applicables, taxes en sus.

Susan &amp; Murray Straus

Tavistock, Ontario

NOB 2R0

Oct. 15, 2008

Township of East Zorra Tavistock  
 Lovey St.  
 HICKSON, Ont.

Dear Council Members:

Re: Tavistock Drain Grant Program

We enclose the required completed documents to apply for reimbursement of expenses under this program.

We also enclose:

- 1) Invoice from Western Plumbing for a Sanibest Combination Toilet and Macerating Pump \_\_\_\_\_
- 2) Invoice from Tim-Br Mart for Wire Grid and Drywall for repairs to Cement floor, and bottom of wall where it meets the floor \_\_\_\_\_  
\_\_\_\_\_
- 3) Invoice from Castle Building Supply for Concrete Mix \_\_\_\_\_  
\_\_\_\_\_
- 4) Invoice from Ramseyer Plumbing for waterline pipe, fittings, labour etc. \_\_\_\_\_
- 5) Invoice from Ramseyer Plumbing to set up toilet and macerating pump, etc. \_\_\_\_\_

These amounts total to \$2837.56. This figure does not include smaller invoices for caps and fittings and other miscellaneous expenses, nor does it include our labour – “sweat equity”. Originally, we were told by council that there would be no compensation for any repairs/disconnects undertaken by the homeowner, and did not keep all receipts.

We began our disconnect after discussions and on-site visits with Jim Harmer. Mr. Harmer advised us to put in a pumping system, such as a sewage pit, thereby guaranteeing a gravity connection to the sanitary sewer. Also, it should be noted that Mr. Paul McIntyre, of Burnside & Associates, inspected our problem, and made similar recommendations.

We purchased the Sanibest system as a method to pump waste water to the main level, thereby guaranteeing our gravity connection.

Before installing this system, however, we proceeded to break up, and dispose of, the cement floor in our basement, involving several square feet. This also involved using various rented equipment (cement saw etc.) We capped off our four existing floor drains; cut and capped any drains for laundry tub, sink, etc. We then repaired our cement floor, and connecting walls. This process required our own labour, and time.

Due to our early action to take measures to disconnect from the system, we are requesting that you approve to compensate our expenses in excess of your grant program.

We are able to report that our disconnect is effective, as we have not had any sewage in our basement during recent storms, when, unfortunately, our neighbours did. .

Our disconnect method and system is available for inspection.

Sincerely,

*Susan Straus*

*Murray Straus*

Susan Straus  
Murray Straus

Staff Comments:

This is the first written request to Council to pay in excess of the Program amount. Each location that undertakes a disconnect is very unique and the costs are varying widely. So far the cost range for applications approved under the program is \$667 to \$5,042.

Staff believe the structure of the program has been providing an appropriate level of compensation to applicants and is covering at least 50% of the costs for 90% of the applicants.

As such, staff would not recommend any changes to the program at this time.

# STAFF REPORT

Report #TC2008-07

**To:** His Worship the Mayor and Members of Council  
**From:** Brenda Junker, Tax Collector  
**Re:** 2008 Tax Rebates/Write-offs and Supplementary Taxes  
**Date:** December 11, 2008

## Information:

### 2008 Levy

Taxes levied in 2008 based on \$850,162,035 assessment = \$9,525,205.52

### Supplementary Taxes

During 2008, we levied \$111,066.31 taxes on supplementary and omitted assessment, an increase of 84% over 2007 due, in most part, to residential development in Fiddlers Glen. An additional \$10,039,300 assessment was added to the 2008 roll, \$8,951,300 of which was residential.

Breakdown of total supplemental revenue is as follows:

Non-Capped Omitted Taxes (2005 & 2006)	\$18,907.31
Non Capped Supplementary Taxes	\$78,530.73
Commercial/Industrial Omitted Taxes (2006)	\$13,431.14
Commercial/Industrial Supplementary Taxes	\$197.12
<b>Total Supplementary/Omits</b>	<b>\$111,066.31</b>

We also collect payments-in-lieu from various government agencies "ie" Canada Post, CNR, CPR, etc. Those totalled \$55,943.25.

### Rebates and Write-offs

Overall, the amount of taxes written off decreased by approximately 30% over 2007 – from \$60,371.81 to \$42,876.67 in 2008. Rebates to properties in the capped class were substantially lower; the vacancy rebates are approximately half of what they were last year, but there were more Section 357 applications to reduce assessment because buildings were damaged or demolished during the year.

**Staff Report – Tax Rebates & Writeoffs****Page 2**

Breakdown of the various rebates is as follows:

2006 & 2008 Minutes of Settlement (MOS)	\$3,241.49
2006 & 2008 Sec. 357's (ex. bldgs removed)	\$8,010.06
Change Res to Farm (farmland class issues)	\$18,857.05
Grant to the Legion	\$1,871.59
Rebates to Capped Classes	\$122.40
Vacancy Rebates	\$4,110.18
New Construction Rebates	\$60.65
Rebate to Charitable Organization	\$6,603.25
<b>Total Rebates/Write-offs</b>	<b>\$42,876.67</b>

**Municipal Portion**

As you are aware, we share a portion of both the supplementary taxes and the rebates/write-offs with the upper tier and education. A brief example is shown in the table below:

	<b>Supplementaries</b>	<b>P.I.L.</b>	<b>Rebates / Write-offs</b>
Municipal Portion	\$38,447.78	\$22,037.80	\$14,017.33
County Portion	\$44,748.93	\$20,895.46	\$16,329.18
Education	\$27,869.59	\$13,009.99	\$12,530.16

Net benefit to the municipality this year is \$46,468.25.

**Recommendation:**

1. That Council authorize rebate and/or write-off of taxes in the amount of \$42,876.67 for 2008, with the appropriate amounts being charged back to the County and Boards of Education.

C.A.O. Comments  
I agree.

Report prepared and submitted by:





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Jeff Carswell  
Chief Administrative Officer

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Brenda Junker  
Tax Collector

# STAFF REPORT

Report #CAO2008-32

**To:** His Worship the Mayor and Members of Council  
**From:** Jeff Carswell, Chief Administrative Officer  
**Re:** Extend Tavistock Drainage Disconnect Program  
**Date:** December 9, 2008

## Background:

In the spring of 2008, Council approved the Tavistock Drainage Disconnect Program. The program was rolled out in June 2008. Information on the program is available at <http://www.twp.ezt.on.ca/tfpwg/default.asp>. Uptake of the program has been slow, but consistent. To date, there have been 26 applications. 13 applications have been completely processed, paid and closed. 4 applications have been processed and paid. 8 applications have been submitted and are being reviewed. The majority of the 8 applications being reviewed were submitted in October, November and December.

The average payment amount under the program is currently \$1,134. Almost all applications have been for pre 2008 disconnects which are being funded 100% by the County. A financial report showing the costs to date is attached.

## Discussion:

The program was approved to run until the end of 2008. While uptake of the program has been slower than anticipated, there have been positive comments about the program. Operation of the program is relatively streamlined and it does not take a significant amount of staff time to administer. Due to the small number of applications and the attempt by staff to batch applications for processing, turn-around time on the applications can be greater than the 4 – 6 weeks originally envisioned. As well, there have been fewer than anticipated disputes or challenges on what should be covered by the program which has contributed to the efficient operation of the program.

Based on the program operation to date, staff would recommend extending the program into 2009. A cut-off date for applications of September 2009

**Staff Report – Extend Tavistock Drainage Disconnect Program Page 2**

would allow plenty of time for more applications in 2009 and permit the program to be wrapped up by the end of 2009. I have consulted the County Public Works Department and it would be agreeable to extending the program into 2009, subject to the Township also agreeing to the extension.

Based on the operation of the program in 2008, the Township and County will have to allocate budget funds in 2009. The Township has budgeted for drainage works over the last several and it is anticipated the continuation of this program can continue to be supported.

If approved, there will be additional promotion and advertising over 2009 to make residents aware of the program and give everyone an opportunity to apply. Hopefully, the extension will also encourage additional new disconnects which haven't been as common as anticipated.

**Recommendation:**

1. That Council approve extending the Tavistock Drainage Disconnect Program until September 30, 2009.

Report prepared  
and submitted by:



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Jeff Carswell, AMCT  
Chief Administrative Officer

Township Of East Zorra-Tavistock  
Tavistock Drainage Disconnect Program  
For the Twelve Months Ending 2008/12/31

	2007	2008
<b>Township Expenses</b>		
Engineering		\$2,475.68
50% Disconnect Costs (2008+)		449.40
<b>Total Township Costs</b>		<b>2,925.08</b>
<b>County Costs</b>		
Engineering		2,475.66
50% Disconnects (2008+)		449.40
100% Disconnects (Pre 2008)		19,076.13
<b>Total County Costs</b>		<b>22,001.19</b>
<b>Total Program Costs</b>		<b>24,926.27</b>

# STAFF REPORT

Report #CAO2008-33

**To:** His Worship the Mayor and Members of Council  
**From:** Jeff Carswell, Chief Administrative Officer  
**Re:** Cash-in-Lieu of Parkland on Severances  
**Date:** December 9, 2008

## Background:

The Township has the ability to accept a parkland dedication or cash-in-lieu of parkland when land is being developed. With the most recent development proposals, the Township has taken cash-in-lieu of parkland. Normally this has taken place when subdivisions have been developed. The Township can also require the dedication of parkland or cash-in-lieu of parkland in other development situations such as severances.

Other municipalities in the County, including Blandford-Blenheim and Zorra collect a cash-in-lieu of parkland fee as a condition of severance. The fee is typically \$750 per residential lot created (\$15,000 lot value). This amount is directed to the Cash-in-lieu of Parkland Account for future parkland expansion and improvement requirements. \$750 per lot is based on a lot value of \$15,000 (5% of \$15,000). Based on property values a higher amount could likely be justified; however, it would likely be beneficial to remain consistent with the neighbouring municipalities.

Applying this fee on severances, will generate additional funds for the Township and be more equitable for the various developers of residential lots. While commercial and industrial development can be included, the percentage in the Planning Act is 2% vs. 5% for residential. As well, commercial and industrial development does not typically result in an increased need for parkland.

With the potential for significant infilling in Innerkip and additional infilling in Tavistock, staff believes it would be appropriate to approve a policy to apply a cash-in-lieu of parkland fee on all future severances for residential lots. The severance would have to be for a new residential lot that results in the possibility of building a residence. Situations where property boundaries are being adjusted or corrected would not be applicable.

This proposal will not generate significant funds immediately; however, over the coming years it is anticipated there could be a significant number of severances and in-filling lots created in Innerkip. As well, there may be additional in-filling lots created in Tavistock. While creation of building lots in the rural area is rare, there could be the occasional lot created that would result in an additional permanent dwelling unit. It would be appropriate for all of these possible developments to also contribute to the Cash-in-Lieu of Parkland Account in a manner consistent with a subdivision development.

While creation of a single lot does not appear to create additional parkland need, over many years there could be addition of 50 lots which may create the need for parkland expansion or improvement. As these developments contributed to the need in a similar manner as a subdivision proposal, it is only fair that they also contribute to fund parkland expansion and improvements.

If approved, Council should pass a by-law to bring policy into effect starting in 2009 on any new severance applications. Any severances currently applied for or applied for by the end of the year would not be subject to this policy.

### **Recommendation:**

1. That Council approve adding a \$750 Cash-in-Lieu of Parkland Fee as a condition of severance for the creation of each new residential building lot, as set out in this report and further staff be instructed to prepare the necessary by-law.

Report prepared  
and submitted by:



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Jeff Carswell, AMCT  
Chief Administrative Officer

# STAFF REPORT

Report #CAO2008-34

**To:** His Worship the Mayor and Members of Council

**From:** Jeff Carswell, Chief Administrative Officer

**Re:** 2008 Development Charges Contribution Adjustment –  
**Amendment to Budget**

**Date:** December 9, 2008

## Background:

In light of the background study being completed for Development Charges, staff have reviewed the upcoming capital forecasts and provided information to the consultant. The proposed capital projects that could be partially funded by Development Charges are attached for Council's information.

As part of this study, the existing Development Charges Reserves are reviewed and must be taken into consideration when developing projections for future funding. The projected DC Reserve Balances, with the proposed adjustments are attached. Staff is recommending that in light of the costs associated the improvements to Tavistock Park in 2008 and likely costs for land acquisition related to replacement of the Tavistock Library, that there be some adjustments with respect to sources of financing. As well, these proposals will help provide direction as staff prepares the 2009+ budget.

It is also important that Development Charge Funds be utilized in a manner consistent with the study under which they were raised. Tavistock Park improvements were identified in the Capital Forecast when the last Development Charges study was completed so it would be appropriate to utilize those funds. One possibility to examine is using the DC Funds for the park expansion for the library; however, at the time of the last study this was not contemplated or identified, which makes use of the DC funds inappropriate.

The Northwest Stormwater Study could also be funded from the General Government DC which is intended for Growth Related Studies. The specifics of the growth related studies aren't clearly identified and there are excess funds in that account.

These proposed adjustments do not have an impact on overall finances or future tax requirements, but will better align sources of financing with a corresponding expense. As well, utilizing the DC Reserve will lower the reserve balance which is taken into consideration when determining future DC rates. Thus, these proposals will permit the most flexibility for Council when considering a new Development Charges By-law in 2009.

**Proposed adjustments:**

Utilize \$10,000 from the General Government DC Reserve for the Northwest Stormwater Study rather than funds from the Contingency Reserve. There is much more flexibility with using funds from the Contingency Reserve and it would be appropriate to utilize funds from the General Government DC Reserve for this study. This reserve is also used to fully fund the current DC Study.

Utilize \$50,000 from the Parks and Recreation DC Reserve for the 2008 Major Upgrades to Tavistock Park. This would decrease the DC Reserve Fund balance and permit some of the existing Tavistock Park Reserve along with the Grant-in-Lieu of Parkland Reserve to be utilized for purchasing land for the Tavistock Library in 2009. This proposal would also leave an appropriate balance in 2009 to fund a possible compressor upgrade at the Arena which has been identified in past studies as growth related.

**Recommendation:**

1. That Council approve the proposed Development Charge Reserve Adjustments as set out in this report.

Report prepared  
and submitted by:



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Jeff Carswell, AMCT  
Chief Administrative Officer

**APPENDIX B.1  
TABLE 2**

**TOWNSHIP OF EAST ZORRA-TAVISTOCK  
GROWTH-RELATED CAPITAL PROGRAM**

<b>Service</b>	<b>Project Description</b>	<b>Timing</b>	<b>Total Project Cost</b>	<b>Less Grants /Subsidies</b>	<b>Total Municipal Cost</b>	<b>Replacement and Benefit To Existing</b>
<b>1.00</b>	<b>FIRE PROTECTION SERVICES</b>					
	<b>1.1 Buildings, Land &amp; Furnishings</b>					
	Tavistock Firehall Debenture Payment	2008	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Tavistock Firehall Debenture Payment	2009	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Tavistock Firehall Debenture Payment	2010	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Tavistock Firehall Debenture Payment	2011	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Tavistock Firehall Debenture Payment	2012	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Tavistock Firehall Debenture Payment	2013	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Tavistock Firehall Debenture Payment	2014	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Tavistock Firehall Debenture Payment	2015	\$ 46,163	\$ -	\$ 46,163	\$ 37,000
	Hickson Firehall Expansion	2015	\$ 200,000	\$ -	\$ 200,000	\$ -
	Subtotal Tavistock Firehall Debenture Payment		\$ 569,304	\$ -	\$ 569,304	\$ 296,000
	<b>1.2 Vehicles and Equipment</b>					
	Tavistock Tanker	2011	\$ 175,000	\$ -	\$ 175,000	\$ 125,000
	Tavistock Tanker	2012	\$ 175,000	\$ -	\$ 175,000	\$ 125,000
	Subtotal Vehicles and Equipment		\$ 350,000	\$ -	\$ 350,000	\$ 250,000
	<b>TOTAL FIRE PROTECTION SERVICES</b>		<b>\$ 919,304</b>	<b>\$ -</b>	<b>\$ 919,304</b>	<b>\$ 546,000</b>

**APPENDIX B.2  
TABLE 2**

**TOWNSHIP OF EAST ZORRA-TAVISTOCK  
GROWTH-RELATED CAPITAL PROGRAM**

<b>Service</b>	<b>Project Description</b>	<b>Timing</b>	<b>Total Project Cost</b>	<b>Less Grants /Subsidies</b>	<b>Total Municipal Cost</b>	<b>Replacement and Benefit To Existing</b>
<b>2.00</b>	<b>PARKS AND RECREATION</b>					
	<b>2.1 Buildings, Land &amp; Furnishings</b>					
	Various Tavistock Park Improvements	2008	\$ 196,500	\$ 75,000	\$ 121,500	\$ -
	Tavistock & District Recreation Centre Refrigeration compressors	2009	\$ 50,000	\$ -	\$ 50,000	\$ -
	Park Expansion	2009	\$ 60,000	\$ -	\$ 60,000	\$ -
	Park Booth Replacement/Expansion	2010	\$ 100,000	\$ -	\$ 100,000	\$ 50,000
	Tavistock Pavillion Upgrade/Expansion	2010	\$ 100,000	\$ -	\$ 100,000	\$ -
	Hickson Pavilion Expansion/Upgrade	2012	\$ 100,000	\$ -	\$ 100,000	\$ 50,000
	Innerkip Community Centre Storage Expansion	2015	\$ 100,000	\$ -	\$ 100,000	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
	<b>TOTAL PARKS AND RECREATION</b>		<b>\$ 706,500</b>	<b>\$ 75,000</b>	<b>\$ 631,500</b>	<b>\$ 100,000</b>

**APPENDIX B.3  
TABLE 2**

**TOWNSHIP OF EAST ZORRA-TAVISTOCK  
GROWTH-RELATED CAPITAL PROGRAM**

<b>Service</b>	<b>Project Description</b>	<b>Timing</b>	<b>Total Project Cost</b>	<b>Less Grants /Subsidies</b>	<b>Total Municipal Cost</b>	<b>Replacement and Benefit To Existing</b>
<b>3.00</b>	<b>PUBLIC WORKS: BUILDINGS AND FLEET</b>					
	<b>3.1 Buildings, Land &amp; Furnishings</b>					
	Tavistock PW Shed Expansion/Relocation	2010	\$ 500,000	\$ -	\$ 500,000	\$ 250,000
	Innerkip PW Shed	2013	\$ 200,000	\$ -	\$ 200,000	\$ -
	Subtotal Buildings, Land & Furnishings		\$ 700,000	\$ -	\$ 700,000	\$ 250,000
	<b>3.2 Equipment</b>					
	Additional Tractor/Loader	2013	\$ 200,000	\$ -	\$ 200,000	\$ -
	Subtotal Equipment		\$ 200,000	\$ -	\$ 200,000	\$ -
	<b>TOTAL PUBLIC WORKS: BUILDINGS AND FLEET</b>		<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ 250,000</b>

APPENDIX B.4  
TABLE 1

TOWNSHIP OF EAST ZORRA-TAVISTOCK  
GROWTH-RELATED CAPITAL PROGRAM

Service	Project Description	Timing	Total Project Cost	Less Grants /Subsidies	Total Municipal Cost	Replacement and Benefit To Existing
<b>4.00 GENERAL GOVERNMENT</b>						
	<b>3.1 Buildings, Land &amp; Furnishings</b>					
	Development Charges and Growth Studies	2008	\$ 15,000		\$ 15,000	
	Development Charges and Growth Studies	2012	\$ 20,000	\$ -	\$ 20,000	\$ -
	Development Charges and Growth Studies	2017	\$ 20,000	\$ -	\$ 20,000	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
	<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>

**APPENDIX B.5  
TABLE 3**

**TOWNSHIP OF EAST ZORRA-TAVISTOCK  
GROWTH-RELATED CAPITAL PROGRAM**

<b>Service</b>	<b>Project Description</b>	<b>Timing</b>	<b>Total Project Cost</b>	<b>Less Grants /Subsidies</b>	<b>Total Municipal Cost</b>	<b>Replacement and Benefit To Existing</b>
<b>5.00</b>	<b>ROADS AND RELATED</b>					
	Finish William St Project	2008	\$ 500,000	\$ -	\$ 500,000	\$ 424,177
	Pave Maplewood 13th to 14th	2009	\$ 75,000	\$ -	\$ 75,000	\$ 63,627
	Gravel Road Improvements Maplewood 14-16	2009	\$ 350,000	\$ -	\$ 350,000	\$ 296,924
	Coleman Street & Side Streets	2009	\$ 900,000	\$ -	\$ 900,000	\$ 763,518
	Innerkip Streets East of Blandford	2009	\$ 275,000	\$ 200,000	\$ 75,000	\$ 63,627
	Pave Maplewood 14 to 16	2010	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2010	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2011	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2012	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2013	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2014	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2015	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2016	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2017	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Innerkip Queen St +	2018	\$ 150,000	\$ -	\$ 150,000	\$ 127,253
	Urban Reconstruction - Centennial	2011	\$ 250,000	\$ 250,000	\$ -	\$ -
	Reconstruct 15th from Perth to Maplewood	2011	\$ 300,000	\$ -	\$ 300,000	\$ 254,506
	Gravel Road Improvements	2012	\$ 450,000	\$ 75,000	\$ 375,000	\$ 318,133
	Gravel Road Improvements	2013	\$ 450,000	\$ -	\$ 450,000	\$ 381,759
	Gravel Road Improvements	2014	\$ 450,000	\$ 200,000	\$ 250,000	\$ 212,088
	Gravel Road Improvements	2015	\$ 450,000	\$ 200,000	\$ 250,000	\$ 212,088
	Gravel Road Improvements	2016	\$ 450,000	\$ 200,000	\$ 250,000	\$ 212,088
	Gravel Road Improvements	2017	\$ 450,000	\$ 200,000	\$ 250,000	\$ 212,088
	Road Resurfacing Projects	2014	\$ 250,000	\$ -	\$ 250,000	\$ 212,088

Road Resurfacing Projects	2015	\$ 250,000	\$ -	\$ 250,000	\$ 212,088
Road Resurfacing Projects	2016	\$ 250,000	\$ -	\$ 250,000	\$ 212,088
Road Resurfacing Projects	2017	\$ 250,000	\$ -	\$ 250,000	\$ 212,088
<b>TOTAL ROADS AND RELATED</b>		<b>\$ 7,850,000</b>	<b>\$ 1,325,000</b>	<b>\$ 6,525,000</b>	<b>\$ 5,535,507</b>

Note: The Roads and Road Related and new under this current study. The Consultant believes it is appropriate and can be argued that a portion of the capital projects listed can be attributed to growth. Doing so will generate the maximum funding that can be generated

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

**COUNTY OF OXFORD**

**BY-LAW #2008 - 56**

**Being a by-law to appoint a Committee of Adjustment for  
the Township of East Zorra-Tavistock for the year 2009.**

**WHEREAS** Section 44(1) of the Planning Act, R.S.O. 1990 Chapter P.13 authorizes the Council of a local municipality to constitute and appoint a committee of adjustment;

**AND WHEREAS** Section 44(3) of the Planning Act provides that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK ENACTS AS FOLLOWS:**

1. That the Committee of Adjustment for the Corporation of the Township of East Zorra-Tavistock is hereby constituted and the following persons are hereby appointed as its members for the year 2009 or until their successors are appointed.
 

(1) Don McKay (Chairperson)	(5) Dave Oliphant
(2) Maureen Ralph	(6) Jeremy Smith
(3) Clive Lawry	(7) Betty Yeoman
(4) Don MacDonald	
2. That all by-laws inconsistent with the provisions of this by-law are hereby repealed.
3. That this by-law comes into full force and effect as of January 1, 2009.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17TH DAY OF DECEMBER, 2008.***

\_\_\_\_\_  
Don McKay, Mayor

seal

\_\_\_\_\_  
Jeff Carswell, Clerk