



EAST ZORRA-TAVISTOCK

**Regular Meeting of Council**

**Minutes**

April 2, 2025, 9:00 a.m.  
Council Chambers  
89 Loveys Street East  
Hickson, Ontario, N0J 1L0

Members Present: Mayor Phil Schaefer  
Deputy Mayor Brad Smith  
Councillor Steven Van Vyke  
Councillor Scott Zehr  
Councillor Scott Rudy  
Councillor Matthew Gillespie  
Councillor Jeremy Smith

Staff Present: CAO-Treasurer Karen DePrest  
Corporate Initiatives Manager/Clerk Meaghan Vader  
Fire Chief Scott Alexander  
CBO John Scherer  
Corporate and Building Services Clerk Ashley Gerencser

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1. Call to Order and Opening Remarks

Mayor Schaefer welcomed everyone to the meeting.

Mayor Schaefer presented certificates of recognition to Chee Peng Tan and Mert McMahon, in recognition of their King Charles III Coronation Medal Awards.

Deputy Mayor Smith noted that he has been out of the County and acknowledged the technology that has allowed him to attend meetings in a hybrid format, as well as connect with staff and community members.

Councillor Smith shared Mayor Schaefer's recognition of Mert McMahon and acknowledged her contributions to the community.

Councillor Smith shared that on June 8, the Ontario Agricultural Hall of Fame will posthumously induct Don Hart. Councillor Smith shared the contributions to the agricultural community Mr. Hart made and congratulated the Hart Family.

Councillor Smith noted that April is Organ and Tissue Donation month. Green Shirt Day is Monday April 7th, in memorial of the Humbolt Broncos tragedy. The day pays tribute to Logan Boulet's organ donation and enduring legacy.

Mayor Schaefer presented a certificate of recognition to Hira Dhariwal in recognition of his success as a singer and actor across Canada and the world.

2. Approval of Agenda

Moved by: Brad Smith  
Seconded by: Matthew Gillespie

**THAT** Council approve the agenda for the April 2<sup>nd</sup>, 2025 meeting as printed and circulated.

**CARRIED**

3. Disclosure

4. Minutes

a. March 19, 2025 Council Meeting Minutes

Moved by: Scott Zehr  
Seconded by: Scott Rudy

**THAT** Council confirm the Minutes of the March 19<sup>th</sup>, 2025, Council Meeting, as printed and circulated.

**CARRIED**

5. Public Meetings

a. Building By-law Amendment, Building Fees - Public Meeting

Building, Development and Drainage Manager/Chief Building Official John Scherer presented his report regarding an amendment to the Building By-law and proposed building fee amendments.

Council asked questions of staff.

No members of the public commented on the proposed building fees amendments.

Moved by: Brad Smith  
Seconded by: Scott Rudy

**THAT** the Council meeting be adjourned at 9:15 a.m. for the purpose of holding a Public Meeting pursuant to Subsection 7(6) of the Building Code Act, R.S.O 1992, as amended.

**CARRIED**

Moved by: Steven Van Vyk  
Seconded by: Jeremy Smith

**THAT** pursuant to the Building Code Act, the public meeting be adjourned at 9:20 a.m. and the regular meeting of Council be called back to order.

**CARRIED**

Moved by: Jeremy Smith  
Seconded by: Steven Van Vyk

**THAT** report CBO-2025-04 be accepted as information;

**AND THAT** Council direct staff to prepare the necessary bylaw amendments for approval at a future council meeting.

**CARRIED**

b. Minor Variance Application A01-25 - Bruce

Oxford County Community Development Planner, Dustin Robson presented Minor Variance Application A01-25 (Bruce). Members of the Committee asked questions of the Planner and Staff.

The applicant was present for the hearing application. The Committee considered the comments made in making its decision regarding this application.

Moved by: Scott Zehr  
Seconded by: Scott Rudy

**THAT** the Council meeting be adjourned at 9:23 a.m. for the purposes of holding a public meeting pursuant to the provisions of the Planning Act.

**AND THAT** Council move into the Committee of Adjustment for the purpose of hearing Minor Variance Applications.

**CARRIED**

Moved by: Jeremy Smith  
Seconded by: Scott Zehr

**THAT** the Township of East Zorra-Tavistock Committee of Adjustment approve Application File A01-25, submitted by Alan Bruce for lands described as Part Lots 8-9, Concession 12 (East Zorra) in the Township of East Zorra-Tavistock as it relates to:

1. Relief from Section 7.2 – A2 Zone Provisions; to decrease the minimum front yard depth from 15 m (49.2 ft) to 13.4 m (44 ft).

Subject to the following condition:

- i. That the proposed relief for the front yard depth shall only apply to an agricultural accessory building of the approximate size and location as depicted on Plate 4 of Report CP 2025-106.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i. deemed to be a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18;
- ii. desirable for the appropriate development or use of the land;
- iii. in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-law No. 2003-18, and;

- iv. in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

**CARRIED**

Moved by: Brad Smith  
Seconded by: Matthew Gillespie

**THAT** Council move out of the Committee of Adjustment, and pursuant to the Planning Act that the public meeting be adjourned at 9:29 a.m. and the regular meeting of Council be called back to order.

**CARRIED**

6. Delegations and Appointments  
7. Correspondence for Information

Moved by: Matthew Gillespie  
Seconded by: Scott Rudy

**THAT** Correspondence for Information items 7.a., 7.b., 7.c., and 7.d., be received as information.

**CARRIED**

- a. ERTH Corporations Annual General Meeting - Save the Date  
b. Oxford O.P.P Detachment Board 2 Chair, Kevin Stewart - Introductory Letter  
c. Oxford County - 2024 Annual Wastewater Reports  
d. Upper Thames River Conservation Authority - 2025 Approved Budget
8. Correspondence for Action  
a. Noise Exemption Request - 985704 Perth-Oxford Road

**AND THAT** the applicant informs surrounding neighbours of the event by August 1, 2025.

Moved by: Scott Zehr  
Seconded by: Steven Van Vyke

**THAT** the Council of the Township of East Zorra-Tavistock approve Exemption to the Noise Control By-law submitted by Sean Ulmer for an event located at 985704 Perth Oxford Road on August 16<sup>th</sup>, 2025, to allow amplified music from 5:00 p.m. to 11:00 p.m.

**CARRIED**

9. Reports  
a. CIM-2025-04 - 2026 Municipal Election Voting Method

Corporate Initiatives Manager/Clerk Meaghan Vader presented her report on the 2026 Municipal Election Voting Method.

Moved by: Jeremy Smith  
Seconded by: Matthew Gillespie

**THAT** Report CIM-2025-04 be received as information;

**AND THAT** Council endorse the use of internet and telephone voting for the 2026 Municipal Election;

**AND FURTHER THAT** staff be directed to develop the 2026 Election Work Plan based on this voting method.

**CARRIED**

b. OT-2025-01 - Russel Branch Drain Petition

Building, Development and Drainage Manager/Chief Building Official John Scherer presented the report on the Russel Branch Drain Petition.

Moved by: Jeremy Smith

Seconded by: Scott Rudy

**THAT** Report OT-2025-01 be accepted as information,

**AND THAT Council** accept the signed drainage petition for construction of a new tile drain, under Section 4 of the Drainage Act,

**AND FURTHER THAT** Council instruct the Clerk to notify the Upper Thames River Conservation Authority of the Township's intention to appoint an engineer under Section 4 of the Drainage Act to prepare a survey plan and report on the construction of a new municipal drain,

**AND FURTHER THAT** Council appoint K. Smart & Associates Limited as the engineer to prepare a report under Section 4 of the Drainage Act for construction of a new municipal drain.

**CARRIED**

10. By-laws

11. Notice of Motion and New Business

Councillor Smith provided an update and summary of his attendance at the Ontario Good Roads Association Conference.

12. Unfinished Business

13. Adjourn to Closed to the Public Session

14. Reconvene to Open to the Public Session

15. Confirming and Adjournment

Moved by: Brad Smith

Seconded by: Jeremy Smith

**THAT** By-law #2025-13 being a by-law to confirm the proceedings of Council held April 2<sup>nd</sup>, 2025, be read a first, second and third time this 2<sup>nd</sup> day of April, 2025;

**AND THAT** the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.

**AND FURTHER THAT** the Meeting does now adjourn at 9:48am.

**CARRIED**

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Meaghan Vader, Clerk

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Phil Schaefer, Mayor