

**CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK COUNCIL
2018 - 2022**

AGENDA

**for the Meeting to be held on Wednesday May 4, 2022 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 9:00 a.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm April 20, 2022 Council Meeting Minutes
 - b) UTRCA – April 2022 FYI
 - c) South-West Oxford – Letter to Oxford County (Broadband Internet Funding)
5. Delegations & Appointments:
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #HRSC2022 – 03 re: Right to Disconnect Policy/ Hiring Policy
 - e) Staff Report - #CBO2022 – 06 re: Building, Development & Drainage Reporting
 - f) Staff Report - #PW2022 – 06 re: Public Works Reporting
 - g) Staff Report - #FC2022 – 05 re: Fire Department Reporting
 - h) Staff Report - #BCO2022 – 04 re: By-law Compliance Reporting
 - i) Staff Report - #CSM2022 – 05 re: Corporate Services Reporting
 - j) Staff Report - #CAO2022 – 07 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2022-07 – Parker Drain 2022 (Prov. By-law, As Amended) - 3rd Reading
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) April 20, 2022 Closed to the Public Session Minutes (s. 239 (2) (b))
 - b) Recreation Services staffing (s. 239 (2) (b))
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 at the Innerkip Community Centre, Innerkip, Ontario at 7:00 p.m. on Wednesday April 20, 2022.

Members Present: Deputy Mayor Don EDMISTON and Councillors Matthew GILLESPIE, Margaret LUPTON, Phil SCHAEFER and Jeremy SMITH.

Members Absent: Mayor Don MCKAY and Councillor Scott RUDY.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Deputy Treasurer Sherry Matheson, Engineering Technologist Claire Ohrling, Corporate Initiatives Officer Meaghan Vader and Human Resources/ Safety Coordinator Jennifer Albrecht.

Deputy Mayor EDMISTON welcomed everyone to the meeting, and brought positive comments regarding the recent Innerkip Community Easter Egg Hunt.

Approve
Agenda

1. Moved by: Margaret LUPTON
Seconded by: Matthew GILLESPIE
Resolved that Council approve the agenda for the April 20, 2022 meeting, as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- Jeremy SMITH – Item #7(a) (By-law - ZBA Application ZN2-21-14 (peopleCare Inc.))

Confirm
Minutes -
Council

2. Moved by: Jeremy SMITH
Seconded by: Phil SCHAEFER
Resolved that Council confirm the Minutes of the April 6, 2022 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Woodstock – Review of Oxford County Council Composition (Resolution)

Correspondence & Reports – Resolutions
Following:

Woodstock –
 Review of
 Oxford County
 Council
 Composition
 (Resolution)

Council reviewed the resolution from the City of Woodstock regarding review of Oxford County Council's Composition.

Staff Report
 #CIO2022 – 05
 re: Hybrid
 Pickup Truck
 Tender Results

Council reviewed the report prepared by Corporate Initiatives Officer Meaghan Vader regarding the recent hybrid pickup truck tender results.

3. Moved by: Matthew GILLESPIE
 Seconded by: Phil SCHAEFER
 Resolved that Council accept the bid from St. **Mary's Ford Ltd. in the amount of \$63,133.00**, exclusive of HST;

And further that Council authorizes staff to issue a Purchase Order to **St. Mary's Ford Sale Ltd.**

CARRIED.

Staff Report
 #CIO2022 – 06
 re: Hybrid
 Pickup Truck
 (Single Source
 Exemption)

Council reviewed the report prepared by Corporate Initiatives Officer Meaghan Vader regarding the single source exemption process for the purchase of a hybrid pickup truck.

4. Moved by: Jeremy SMITH
 Seconded by: Matthew GILLESPIE
 Resolved that Council permit a single source process as outlined in GP2.04 Purchasing Policy, Section 3.9 (6) for the supply and delivery of one (1) new hybrid pick-up truck.

CARRIED.

Staff Report
 #CIO2022 – 07
 re: 2022-26
 External Audit
 Services RFP
 Results

Council reviewed the report prepared by Corporate Initiatives Officer Meaghan Vader regarding the recent external audit services RFP results.

5. Moved by: Jeremy SMITH
 Seconded by: Matthew GILLESPIE
 Resolved that Council accept the bid from
 Scrimgeour & Company CPA Professional
 Corporation in the amount of \$137,500.00;

And further that Council authorizes the CAO/
 Treasurer to sign the contractual agreement with
 Scrimgeour & Company CPA Professional
 Corporation, as provided in the bid document
 package.

CARRIED.

Public Meeting -
 Open

6. Moved by: Matthew GILLESPIE
 Seconded by: Margaret LUPTON
 Resolved that Council does now adjourn to a Public
 Meeting in accordance with the provisions of the
 Planning Act at 7:15 p.m.

CARRIED.

Public Meeting
 for ZN2-22-01
 (Zehr)

PUBLIC MEETING – ZEHR ZONE CHANGE
 APPLICATION ZN2-22-01, PART LOT 34,
 CONCESSION 11 (EAST ZORRA), TOWNSHIP
 OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning
 Department was present to comment on his report
 #CP2022-151, regarding a Zone Change
 Application on lands owned by Scott & Jodie Zehr.

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

Council
 Reconvene

7. Moved by: Matthew GILLESPIE
 Seconded by: Margaret LUPTON
 Resolved that the Public Meeting does now adjourn
 and Council reconvenes at 7:21 p.m.

CARRIED.

8. Moved by: Phil SCHAEFER
 Seconded by: Matthew GILLESPIE
 Resolved that Council approve the zone change
 application submitted by Scott & Jodie Zehr
 whereby the lands described Pt Lot 34, Concession
 11 (East Zorra), in the Township of East Zorra-
**Tavistock to amend the 'Special Agricultural Zone
 (A2-7)' to permit a year-round camp with a central
 camp building with a gross floor area of 1,586 m²
 (17,071.5 ft²).**

CARRIED.

Having declared a pecuniary interest, Jeremy Smith left the meeting at 7:22 p.m.

- | | |
|-------------------|---|
| By-law: | 9. Moved by: Matthew GILLESPIE |
| | Seconded by: Phil SCHAEFER |
| 1st & 2nd Reading | Resolved that the following by-laws be read a first and second time: |
| | <ul style="list-style-type: none"> • 2022-13 – ZBA Application ZN2-21-14 (peopleCare Inc.) |

CARRIED.

- | | |
|---------------------------------|---|
| By-law: | 10. Moved by: Phil SCHAEFER |
| | Seconded by: Margaret LUPTON |
| 3 rd & Final Reading | Resolved that the following by-laws be read a third and final time: |
| | <ul style="list-style-type: none"> • 2022-13 – ZBA Application ZN2-21-14 (peopleCare Inc.) |

CARRIED.

Jeremy Smith returned to the meeting at 7:24 p.m.

- | | |
|-------------------|--|
| By-law: | 11. Moved by: Matthew GILLESPIE |
| | Seconded by: Margaret LUPTON |
| 1st & 2nd Reading | Resolved that the following by-laws be read a first and second time: |
| | <ul style="list-style-type: none"> • 2022-14 – ZBA Application ZN2-22-01 (Zehr) • 2022-15 – 2022 Budget & Tax Rates By-law |

CARRIED.

- | | |
|---------------------------------|--|
| By-law: | 12. Moved by: Jeremy SMITH |
| | Seconded by: Phil SCHAEFER |
| 3 rd & Final Reading | Resolved that the following by-laws be read a third and final time: |
| | <ul style="list-style-type: none"> • 2022-14 – ZBA Application ZN2-22-01 (Zehr) • 2022-15 – 2022 Budget & Tax Rates By-law |

CARRIED.

- | | |
|---|--|
| Adjourn to Closed to the Public Session | 13. Moved by: Phil SCHAEFER |
| | Seconded by: Margaret LUPTON |
| | Resolved that Council does now adjourn to a Closed to the Public Session, at <u>7:50 p.m.</u> , to consider the following matters: |
| | <ul style="list-style-type: none"> • February 2, 2022 Closed to the Public Session Minutes (s. 239 (2) (c)) • April 6, 2022 Closed to the Public Session Minutes (s. 239 (2) (b)) • Recreation Services staffing (s. 239 (2) (b)) |

CARRIED.

Rise from
Closed to the
Public Session

14. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council does now rise from its
Closed to the Public Session at 8:33 p.m.

CARRIED.

15. Moved by: Phil SCHAEFER
Seconded by: Matthew GILLESPIE
Resolved that Council adopt the recommendations
in Staff Report #CAO2022-06.

CARRIED.

Confirming
By-law

16. Moved by: Jeremy SMITH
Seconded by: Phil SCHAEFER
Resolved that By-law #2022-16 being a by-law to
confirm the proceedings of Council held
Wednesday April 20, 2022, be read a first, second
and third time this 20th day of April, 2022;

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

CARRIED.

Adjourn

17. Moved by: Margaret LUPTON
Seconded by: Matthew GILLESPIE
Resolved that Council does now adjourn at
8:35 p.m.

CARRIED.

Will Jaques, Clerk

Don Edmiston, Deputy Mayor

UPPER THAMES RIVER
CONSERVATION AUTHORITY

fyi

April 2022



www.thamesriver.on.ca Twitter [@UTRCAMarketing](https://twitter.com/UTRCAMarketing)
Facebook [@UpperThamesRiverConservationAuthority](https://www.facebook.com/UpperThamesRiverConservationAuthority)



Thames River Clean Up Returns!

After a two-year break due to COVID-19, the [Thames River Clean Up](http://www.thamesrivercleanup.ca) is a go for 2022! Everyone is encouraged to join in on Saturday, April 23, to clean up along streams and rivers throughout the Thames watershed.

New participants are welcome throughout the watershed. Local clean up coordinators are needed in Embro, Tavistock, Innerkip, Fullarton, Avonton, Muncey, Middlemiss, Wardsville, and Louisville. Gloves and garbage bags will be available and students can earn community service hours.

Participants can enter a draw to win a new canoe donated by Nova Craft Canoe, or a pair of Muskoka chairs donated by CR Plastics of Stratford. These chairs are made from 100% recycled plastic, reflecting the most

common material that volunteers find.

Todd Sleeper is the Coordinator of the Thames River Clean Up. This year marks the 21st year that Todd has organized the event, which he began in 2000 when the Thames was designated as a [Canadian Heritage River](https://www.parks.ca.gov/index.do?id=11&cid=343). Since then, Todd has organized thousands of people up and down the Thames for an annual spring clean up around Earth Day.

In 2019, [Todd received the UTRCA's Community Conservation Award](https://www.thamesrivercleanup.ca) for his years of dedication to improving the health of the Thames River.

Visit www.thamesrivercleanup.ca for more information and to register.

Festival Hydro Tree Power Program

The second year of offering native trees to Festival Hydro customers was a success! On a snowy, cold Saturday, April 9, tree planting was not top of mind but community members were happy to receive the trees they had ordered on-line in March. There were 300 trees available, including native red maple, serviceberry, hackberry, river birch, paper birch, red oak, ironwood, and "autumn fantasy" maple.



The crew ready to hand out trees.

The trees will help to moderate local climate by providing shade in the hot summer months, eventually reducing energy consumption. The trees are also a source of food and habitat for birds, and help to mitigate climate change by storing carbon.

Thank you to Festival Hydro for supporting the Tree Power program, and to the volunteers from Stratford's Energy and Environment Committee. Three students also gained volunteer hours. We hope to continue the program in 2023.

Contact: [Karen Pugh](#), Resource Specialist

Bioengineering Workshop

In March, UTRCA Conservation Services staff spent a day with Signal Boost - Reforest London, teaching their staff and members of the public the in's-and-out's of a bioengineering technique called live staking.

Bioengineering is a restoration approach that uses living and dead materials to protect and restore disturbed and eroded landscapes. Eroded stream banks and bare steep slopes are areas where bioengineering methods may be a preferred, more natural solution, rather than hard revetment, such as concrete, gabion baskets, or cap rock.

On this day, volunteers collected cuttings (stakes) from dormant red



Volunteers collect red osier dogwood cuttings from Parkwood Hospital grounds.



UTRCA's Jay Ebel sharpens an axe and instructs community volunteers how to live stake this Dingman Creek corridor property.

osier dogwood shrubs and transported them to City of London lands along Dingman Creek. Once at the "planting" site, participants were shown how to sharpen the end of the dormant stakes and drive them into the soil.

All-in-all it was a very good day as about 25 people braved the cool weather to help restore this property while learning a new way to do so.

Contact: [Brad Glasman](#), Manager, Integrated Watershed Management

Friends of Stoney Creek 30th Anniversary Events

2022 marks the Friends of Stoney Creek's (FOSC) 30th anniversary of doing amazing work in the Stoney Creek watershed! You're invited to join the Friends at this year's events, to celebrate Stoney Creek and increase awareness of this community treasure:

- April 24 - Thames River Clean Up
- May 28 - Community Pollinator Garden Planting
- June 26 - Barn Swallow Birding Hikes
- October 15 - Get To Know Your Creek Family Event

Please check out the [FOSC Facebook page](#) for locations, times, and details.



Community volunteers at the 2017 FOSC Spring Clean Up.

Contact: [Linda Smith](#), Community Partnerships Specialist

There's a List for That!

Are you wondering which locally native flowers, grasses, or trees to plant, or which ones are invasive, non-native species? We've got a list for that! The [UTRCA website](#) has several helpful and informative lists to assist homeowners, landowners, community groups, consultants, and others in choosing the best species to plant (or avoid).

In 2010, staff compiled the first list of [recommended native trees and shrubs](#)

for the watershed (Middlesex, Oxford, and Perth Counties). Due to popular demand, we expanded this information into a series of lists to include:

- [Recommended native wildflowers and grasses for naturalization projects](#),
- [Tallgrass prairie plants native to Middlesex, Oxford, and Perth Counties](#),
- [Invasive non-native plants to avoid](#), and
- [Southwestern Ontario nurseries that sell native plants](#).

In 2021, staff updated these lists, and added three more to assist [Environmental Education programs](#):

- [Exotic \(non-native\) wildlife](#),
- [Species at Risk](#), and
- [Butterfly larvae host food plants](#).



The lists are in print-ready pdf format, making it easy to spread the word about the importance of native plants and animals in our watershed.

Contact: [Cathy Quinlan](#), Terrestrial Biologist

OMAFRA/COA Project Wraps Up

The UTRCA has maintained a long-standing tradition of working with agricultural partners including farmers, agency staff, and industry. For a number of years, we have been working under the auspices of the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) to help deliver the Canada-Ontario Agreement on Great Lakes Water Quality and Ecosystem Health (COA). COA is an agreement between the Government of Canada and Province of Ontario to restore, protect, and conserve Great Lakes water quality and ecosystem health.

The past couple of years have seen a number of very positive and innovative projects stemming from this relationship. Among them are:

- Cover crop demonstrations including studying their effectiveness and identifying cover crops through satellite imagery, as well as beginning work around profitability;
- Rural green infrastructure, such as the use of water control structures along municipal drainage systems and wetlands, to help offset high flow events and improve water quality;



UTRCA staff present project information to staff from OMAFRA's Environmental Management Branch in 2017.

- Promoting best management practices;
- Saturated buffer demonstrations that continue to monitor a 2018 installation in partnership with Western University and a new 2021 installation on UTRCA lands;
- UTRCA Demonstration Farm where OMAFRA is supporting many of the activities such as pollinator gardens, a blind inlet, and knowledge transfer opportunities.

UTRCA staff continue to work with OMAFRA management and field staff at the local level to share technical expertise, demonstrate and test new ideas, and deliver stewardship advice to area farmers. It is a win-win for all.

Contact: [Brad Glasman](#), Manager, Integrated Watershed Management

Stream of Dreams

As April draws to a close, so, too, do the 2021-2022 Stream of Dreams in-school programs. With support from the Thames Valley District School Board, UTRCA staff were excited to involve seven schools and teach more than 3,000 students how to better protect our waterways!





Stream of Dreams students painting their Dream Fish, which will be installed in a mural on their schoolyard fence.



Stream of Dreams murals will be installed in April and May at AJ Baker, Byron Southwood, Cedar Hollow, Cleardale, Lord Nelson, Tecumseh, and West Oaks Public Schools. Many thanks to all the wonderful school communities that welcomed us and provided support for their students to participate.

Contact: [Linda Smith](#), Community Partnerships Specialist

On the Board Agenda

The next Board of Directors meeting will be held virtually on April 26, 2022. The following items are on the draft agenda:

- Species at Risk Stewardship Program Funding Update
- Workplace Safety and Insurance Board Rebate
- Site Alteration By-Law Report
- Provincial Offences Act Officer Designation for Aaron Brooker
- Administration and Enforcement - Section 28 Status Report
- Water Management Spring Update and Reservoir Status
- First Quarter 2022 Financial Update

Visit the "Board Agendas & Minutes" page at www.thamesriver.on.ca for agendas, reports, audio/video links and recordings, and approved minutes.

Contact: [Michelle Viglianti](#), Administrative Assistant



TOWNSHIP OF SOUTH-WEST OXFORD
R. R. # 1, Mount Elgin, ON N0J 1N0
312915 Dereham Line
Phone: (519) 877-2702; (519) 485-0477
Fax: (519) 485-2932

April 20th, 2022

Oxford County Council
c/o Chloe Senior
County of Oxford
21 Reeve Street
Woodstock, Ontario N4S 3T9

Dear Ms. Senior:

Re: Broadband Internet Funding

The Township of South-West Oxford is working with local Internet Service Providers to bring fiber optic broadband service to every premise in our Township over the next few years. We believe that for the future proofing of our broadband service and given the ever-increasing demand and service quality expectations of our homes and businesses, that we must provide fiber optics to remain competitive in the near future.

To support this initiative, I am writing on behalf of the Council of the Township of South-West Oxford to request County Council's commitment to extend the special levy funding for fiber optic installations within the County in the amount of 2% of the annual tax levied by the County for at least an additional two years.

Thank you for your consideration of our request.

Sincerely,

Mayor David Mayberry
Township of South-West Oxford

cc. Council of the Township of Zorra
Council of the Township of Norwich
Council of the Township of Blandford-Blenheim
Council of the Township of East Zorra-Tavistock

#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

STAFF REPORT

Report #HRSC2022-03

To: His Worship the Mayor and Members of Council

From: Jennifer Albrecht, Human Resources and Safety Coordinator

Subject: Human Resources Update –
Right to Disconnect Policy/Hiring Policy

Date: April 27, 2022

Background:

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

Discussion:

On November 30, 2021, the Provincial government passed Bill 27, *Working for Workers Act, 2021*. Part of this Act mandates that employers with more than 25 employees must now have a "Disconnecting from Work" policy. This policy is to be in place by May 30, 2022.

This policy is intended to address the issue of limiting the demands that an employer might impose on its employee in order to be accessible to emails, calls and other communication, after regular business hours.

This policy does not include any employees that are in first responder roles, or for whom an after-hours response could be necessary in an emergency situation (e.g. CAO, CBO, Public Works Manager/Foreman)

Staff does not feel that this matter has ever been an issue for East Zorra-Tavistock. There are no expectations from Senior Management that staff must reply to an after-hours communication. However, due to this new Provincial mandate, the Township must now have a Disconnecting from Work policy in place, and staff has developed the attached policy (Appendix 'A') for Council's consideration and approval.

As per the directive in the Act, all employees will receive a copy of this new policy, upon Council's approval.

Also included in this report is Policy #2.05 - Hiring Policy (**Appendix 'B'**). Staff has brought this policy forward in order to revise item # 3, which presently does not allow for the hiring of relatives of current Township employees. Staff is proposing that this clause be amended to allow for the hiring of relatives, thus changing item # 3 to read as follows, "the relative of a Township employee or Councillor may be hired into a full-time, part time or casual position when said position is not directly supervised by the Township employee".

Staff has done a survey of all Oxford County municipalities and have found that we are the only organization that does not allow for the hiring of relatives. The criteria of non-supervisory reporting is a standard theme across the County, and one that Staff would also propose.

Also included in the revisions to Policy #2.05 are some housekeeping updates to the recruitment section (item # 7), whereby the Tavistock newspaper has been changed to reflect their new name, and item #10 has been amended to reflect **current Township interview practices**.

Attachment:

1. **Appendix 'A'** - Policy #2.31 - Right to Disconnect Policy
2. **Appendix 'B'** – Policy #2.05 – Hiring Policy

Recommendations:

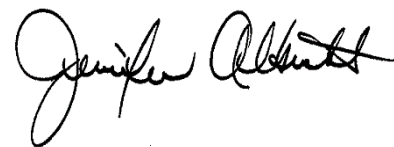
1. That Council approve the Policy#2.31 - Right to Disconnect Policy, as attached to Staff Report #HRSC2022-03.
2. That Council approve the revisions to Policy#2.05 - Hiring Policy, as attached to Staff Report #HRSC2022-03.

Reviewed by:



Karen DePrest
Chief Administrative Officer

Report Prepared and Submitted by:



Jennifer Albrecht
Human Resources and Safety Coordinator



Township of East Zorra-Tavistock

Human Resources Manual

Title: Right to Disconnect Policy	
Section: Personnel Policies	Number: 2.32
Version: 1.0	Review Frequency: As required
Approved by: Council	Approval Date: 2022-05-03
Application: For all Township employees and Council	
Notes:	

PURPOSE:

The Township of East Zorra-Tavistock understands that due to work-related pressures, the current landscape of work, or an employee's work environment or location, employees may feel obligated or choose to continue to perform their job duties outside their normal working hours. Work-related pressure and the inability to disconnect from the job can lead to stress and deterioration of mental health and overall well-being. This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their regularly scheduled hours.

GUIDELINES:

At the Township of East Zorra-Tavistock we strive to create an inclusive culture in which difference is recognized and valued. Equality and inclusion are fundamental human rights for every individual, as prescribed by the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.

An employee's time outside working hours is meant for employees to recharge and spend time as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect. Because work is more accessible, employees may end up continuing to work even after their workday is done. Using personal time to work can make an employee feel as though they are "always on" or obligated to continue working or respond to communication.

Employees who do not fully disconnect from their work at the end of the day may experience stress and other mental health issues. Stress and poor mental health are associated with many of the leading causes of disease and disability, can lead to burnout, negatively affect performance, mood, and attendance, and personal and professional relationships.

Employee health and well-being are priorities while working and away from work. The Township of East Zorra-Tavistock is committed to increasing overall employee health and wellness and providing employees with a better work–life balance.

The Right to Disconnect

Employees have the right to disconnect from their job and any work-related tasks or communication outside of working hours without fear of reprisal. Employees are encouraged to set clear boundaries between work and their personal lives.

The right to disconnect means that employees:

- Can and should stop performing their job duties and work-related tasks when they are not expected to work
- Are not required to take work home with them to complete outside of regular working hours
- Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off
- Should take and use all of their scheduled breaks and time off entitlements for non-work related activities; and
- Will not face repercussion or be penalized for not communicating or continuing to work outside of their regular working hours.

Employees must also be respectful of others' right to disconnect and should not expect their co-workers to respond, communicate, or complete work when not working.

Workload and Productivity

The Township of East Zorra-Tavistock understands that employees may want or need to work outside their normal hours to meet a time-sensitive deadline, to attend to an urgent matter, or due to unforeseen circumstances; however, employees should not regularly or frequently work outside their scheduled hours to complete or catch up on work.

Employees who cannot manage their workload during their regularly scheduled hours should meet with their direct manager to evaluate the current workload, priorities, and due dates.

Managers will work with employees to come up with a solution to ensure:

- The current workload does not result in the employee working excess hours or contribute to additional stress and burnout
- Normal job duties can be completed during working hours; and
- Employees can remain productive and meet company goals and objectives.

Working additional hours does not always equate to higher productivity. Employees can maximize their productivity during their workday by using time management tactics, such as:

- Blocking off periods in their schedule and calendar to complete specific tasks or address communication
- Working with their manager to organize work in order of priority or importance
- Breaking down projects and tasks into manageable workloads
- Minimizing interruptions by setting their online status to “busy” or “do not disturb;”
- Trying to have at least one dedicated workday per week without meetings (where possible); and
- Setting goals to work continuously for a specified period before taking a break or responding to communication (for example, the Pomodoro technique).

Communication

Employees may feel obligated to send or respond to messages when not working. The Township may on occasion send general communication to employees when they are not working, such as on an employee’s day off or scheduled vacation but will do their best to ensure that they are not sending communication that requires an immediate response from employees. Employees are not expected to respond to any company communication when not at work, with the exception of unforeseen circumstances, such as an emergency.

Employees should attempt, where possible, to avoid direct communication like sending e-mails, messages (through their phone or other communication and messaging apps) or calling other employees or clients outside their regularly scheduled working hours, during breaks, or during an employee’s time off, such as their regular day off or vacation time.

The Township of East Zorra-Tavistock understands that it may be necessary to send communication to a group of employees, such as an entire department, or forward important information to an employee who is not working.

If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. If the matter is urgent or an emergency and requires an immediate response, employees must reach out to their manager.

Employees who do not reply to work-related communications outside normal working hours will not face negative effects on their employment.

Set communication boundaries by:

- Setting clear expectations for e-mail response time
- Logging off for the day or setting your online status to “away,” “out of office,” “do not disturb,” or “offline” when not working
- Scheduling any breaks or time off in your calendar; and
- Avoiding using work e-mail for unrelated communication, such as newsletters, coupons, or personal correspondence.

This policy does not include any employees that are in first responder roles or for whom an after hours response could be necessary in an emergency situation (e.g CAO, CBO, Public Works Manager or Foreman)



Township of East Zorra-Tavistock

Human Resources Manual

Title: Hiring Policy	
Section: Personnel Policies	Number: 2.05
Version: 3.0	Review Frequency: as required
Approved by: Council	Approval Date: 2022-05-04
Application: General organizational structure of the Township. Applies to all employees.	
Notes: Required by Municipal Act, 2001, Section 270(1). Several staff changes to incorporate accessibility requirements, reflect other policies and procedures.	

Excerpt from the Municipal Act

- 270. (1)** A municipality shall adopt and maintain policies with respect to the following matters:
2. Its hiring of employees.

Purpose

1. The Municipal Act, 2001 (the "Act") requires that all municipalities adopt and maintain a policy with respect to hiring of employees. This policy provides direction to staff and information to the public about the process that will be followed with respect to the recruitment and hiring of employees. This policy has been developed to comply with the provisions of Section 270 of the Act.

Definitions

2. Relative includes spouse, father, mother, son, daughter, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law and sister-in-law and step-relations thereof.

Hiring of Relatives

3. The relative of a Township employee or Councillor may be hired into a full-time, part time or casual position when said position is not directly supervised by the Township employee.

4. A relative of any employee or Councillor may be hired into a volunteer firefighter position with the Township.
5. The relative of a part-time, temporary or volunteer firefighter may be hired into a full-time, part-time, temporary or volunteer firefighter position with the Township provided they do not directly supervise or are supervised by a relative, with the exception of volunteer firefighter positions in which the supervision provisions do not apply.

Recruitment and Placement of Employees

6. All applicants for employment will be recruited, hired and thereafter assigned, transferred, up-graded, promoted or compensated solely on the basis of merit, ability and length of service without regard to race, creed, colour, age, sex, marital status, nationality, ancestry or place of origin. Every reasonable effort is to be made to place an employee in an assignment which will make the best possible use of the employee's abilities and in which the employee will find personal satisfaction and opportunity. In filling recurring or seasonal vacancies, preference shall be given to employees with previous work experience with the Township.

Method of Recruitment

7. The following guidelines may be used for recruiting of various classes of employees.
 - a. Senior Staff – Municipal World Magazine, Association of Municipal Clerks and Treasurer of Ontario Fax Service and London Free Press, Woodstock Sentinel Review, Stratford Beacon Herald, Wilmot-Tavistock Gazette.
 - b. Full Time Support Staff – Woodstock Sentinel Review, Stratford Beacon Herald, Wilmot-Tavistock Gazette, College/University Placement Services, Online Job Services, Canada Employment Centre.
 - c. Part Time or Seasonal Staff – Woodstock Sentinel Review, Stratford Beacon Herald, Wilmot-Tavistock Gazette, College/University Placement Services, Online Job Services, Canada Employment Centre.

Confirmation of Vacant Position

8. When a full time senior staff position becomes vacant the Chief Administrative Officer shall immediately advise Council. Council, in consultation with the appropriate Department Head and Chief Administrative Officer, shall determine the course of action to fill the vacancy.
9. When a part time position becomes vacant the Department Head shall immediately advise the Chief Administrative Officer of the vacancy. The Department Head and

Chief Administrative Officer will determine whether the vacancy shall be filled and present a written report to Council for confirmation.

Interview Process

10. The following guidelines are to be used in conducting interviews with prospective employees.

- a. Chief Administrative Officer Position – The initial interview shall be conducted by the Mayor, Deputy Mayor, Recruiter and/or Human Resources professional specializing in Chief Administrative duties. A short list of candidates will then be interviewed by the entire Council.
- b. Senior Staff/Management Positions – The initial interview shall be conducted by the Mayor or Deputy Mayor, Chief Administrative Officer and Human Resources. A short list of candidates will then be interviewed by the entire Council if deemed necessary.
- c. Supervisory Staff Positions – The Chief Administrative Officer, Human Resources, and Department Head shall conduct the interview(s) and be authorized to engage an appropriate candidate subject to Council approval of the position, job description and terms of employment.
- d. Full Time Staff Positions – The Chief Administrative Officer, Human Resources and the Department Head shall conduct the interview(s) and be authorized to engage an appropriate candidate subject to Council approval of the position, job description and terms of employment.
- e. Part Time or Seasonal Staff Positions – The appropriate Department Head, Human Resources and Supervisor shall conduct the interview(s) and be authorized to engage an appropriate candidate subject to Council approval of the position, job description and terms of employment.

11. January 1, 2015 AODA Requirements

22. Recruitment, General

The intent of this requirement is that all employers will notify internal and external job applicants that, where needed, accommodations for disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Policy:

Include statement in each job ad: “The Township of East Zorra-Tavistock is an Equal Opportunity Employer. Accommodations are available for all parts of the

recruitment process, upon request.”

23. Recruitment, Assessment or Selection Process

The intent of this requirement is that all employers will notify job applicants who have been invited to participate in a recruitment, assessment or selection process that, where needed, accommodations for disabilities are available, on request, to support their participation in the process.

In addition, employers are required to consult with job applicants who request accommodations to support them during the process.

Policy:

Applicants who are individually selected for an interview shall be notified that accommodations for the interview process are available, upon request. The Township shall consult with any applicant who requests an accommodation in the interview process in a manner that takes into account the applicant’s disability.

24. Notice to Successful Applicants

The intent of this requirement is that all employers will notify successful applicants of their policies for accommodating employees with disabilities when offering employment.

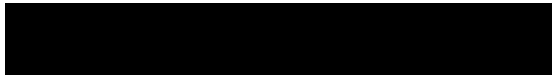
Policy:

The successful candidate shall then be advised of Council’s decision and asked to confirm their willingness to accept the position. The Candidate shall also be advised of the Township’s policies on accommodating employees with disabilities.

Sample wording for Employment Advertising:

The Township of East Zorra-Tavistock is committed to providing accommodation for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Township if you require accommodation.

STAFF REPORT



Report #CBO2022-06

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – May 2022 Council Report

Date: April 27, 2022

Departmental Highlights:

- None

Legislative Updates:

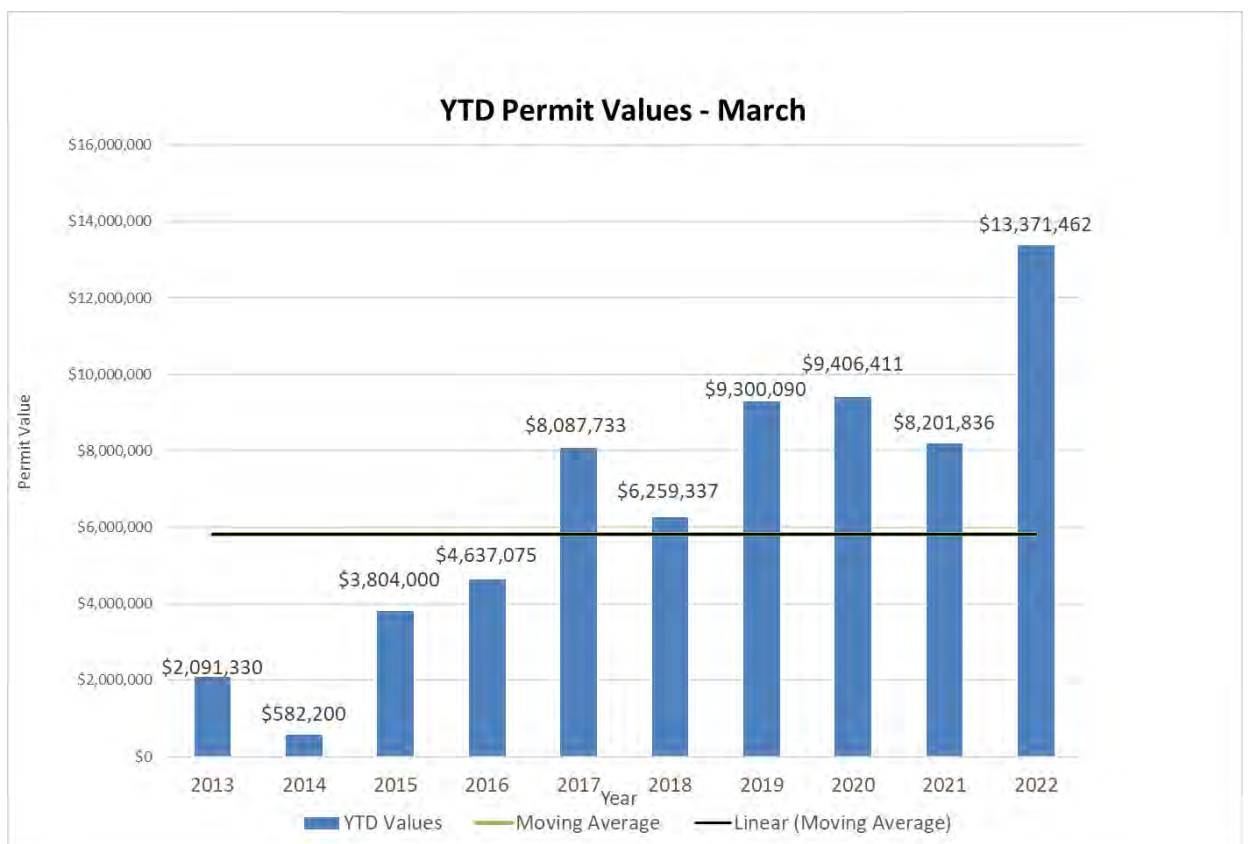
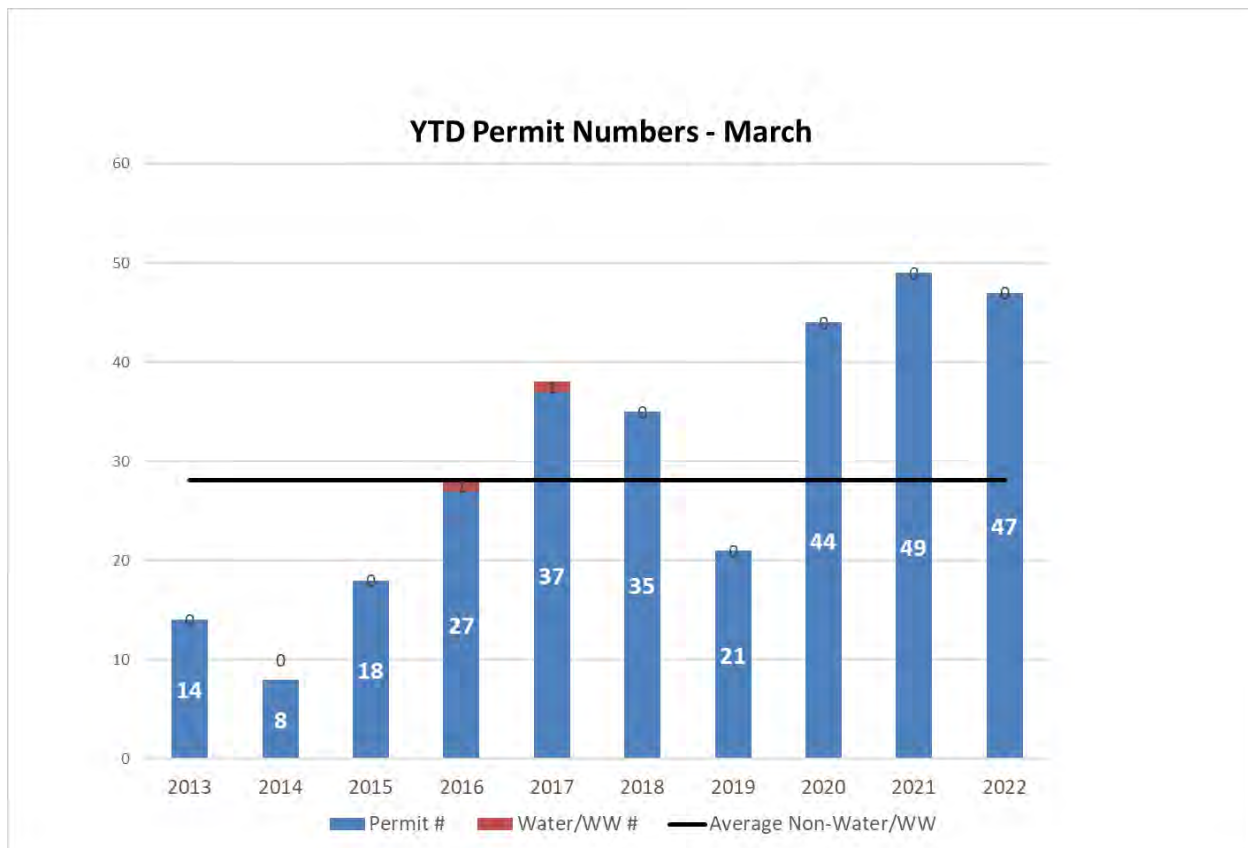
- None

Monthly Permit Activity:

	No. of Permits	Permit Value	Permit Fees
March 2022	20	\$5,477,276	\$18,937.27
Year to Date – March 31, 2022	47	\$13,371,462	\$53,843.27

Number of Permits and Values

Project	Cost of	Building Fees
SFD	350,000	2,338.98
SFD	350,000	2,338.98
Septic	21,000	550.00
Addition to SFD	40,000	856.25
Inground pool	95,676	100.00
New Semi-detached	600,000	1,976.78
New Semi-detached	650,000	1,976.78
New Semi-detached	650,000	1,976.78
New Semi-detached	650,000	1,978.78
Replace load out bins	1,500,000	1,750.00
Garage extension	25,000	250.00
Office space	5,000	350.00
Commodity bunk	150,000	500.00
Deck	8,000	150.00
Garage	20,000	250.00
Overhead bins	120,000	50.00
Covered walkway	120,000	393.94
Manure storage	94,600	750.00
Garage	20,000	250.00
Covered porch	8,000	150.00
Total	5,477,276	18,937.27



Status of Development Matters:Ward 1 - TAVISTOCK

*The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68
The Orchards (Phase 1)	16 SFD 6 Semi Units 39 Condo Towns	Plan 41M-321 Warranty item identified for developer.
The Orchards (Phase 2)	48 SFD 2 Semi Units	Plan 41M-353 Construction started on all lots
The Orchards (Phase 3)	52 SFD 6 Semi Units	Plan 41M-371 Permits Issued.
Gateman Homes (Jacob St E)	13 SFD 10 Semi Units	Plan 41M-363 Permits Issued.
Mill-Gate Homes (Phase 1)		Subdivision details submitted.

Ward 3 - INNERKIP

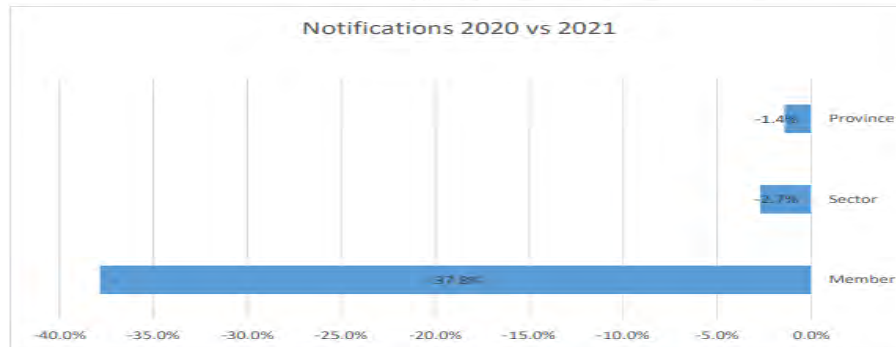
Innerkip Meadows (P3 – Curtis St)	24 SFD + Semi detached units now proposed.	Plan 41M-313 Singles Completed.
Innerkip Meadows (P4– Lock St)	24 SFD	Plan 41M-325
Innerkip Meadows (P5 -Queen/Curtis)	25 SFD	Plan 41M-339
Innerkip Meadows (P6 - Lock)	19 SFD	Plan 41M-355
Innerkip Meadows (P7 - Matheson)	32 Semi detached units 1 SDD Unit	Plan 41M-313 Permits issued.
*Majestic Homes Development (James/Main St)	Condo Block on Main St (25 units)	Plan 41M-322 Unit construction underway.
Oxford Road Developments 5 Inc.	29 SFD + 1 Block for Future Dev.	Plan 41M - 352 Revised Grading Plan approved.

Staff Report – Building, Development and Drainage Monthly Report

Page 4

Drain & Streetlight Locate Summary:

Member	MUNICIPALITY OF EAST ZORRA TAVISTOCK (EZRTVS01)				
Sector	Government	2021	2022		
Month	3	Notifications	Notifications	Change	
		Member	222	138	-37.8%
		Sector	311,519	303,054	-2.7%
		Province	1,031,662	1,017,075	-1.4%
		CB Clear	3	1	
		ALA	0	0	
		Suppressed	16	17	



Drain Name	Status
McLean Drain	Section 78 received, and Section 40 received. Petition restarted – Section 4 Proposed (New Drain). Report and design work underway.
Tavistock 1974 & 1979 Drains	Relocation of drains proposed for new residential developments. Tavistock 1974 Completed. Tavistock 1979 awaiting approval.
Parker Drain	Court of Revision outcome with 1 modification.
Kuntze Drain	Large cleanout, weather pending. Finished by end of year.
Unnamed Drain	Pending. Waiting Report & Design.
Oxford Rd #33	Cleanout completed. Planting still to be completed.

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and
submitted by:



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

STAFF REPORT

Report #PW2022-06

To: His Worship the Mayor and Members of Council

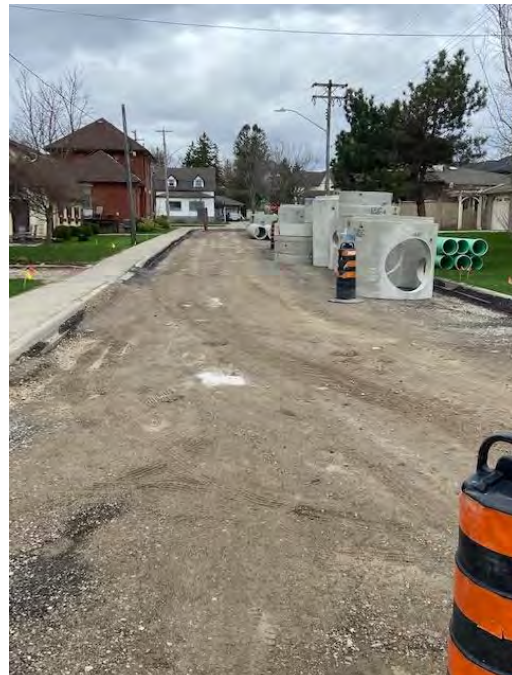
From: Tom Lightfoot, Public Works Manager

Re: Public Works – May 2022 Council Report

Date: April 27, 2022

Departmental Highlights:

- The John and Henry Streets reconstruction project began on April 11th, and is progressing well. To date, the asphalt roadway has been milled out and hauled to our Tavistock shop. As well, some soil has been taken to the Tavistock shop temporarily until we can get approval to haul it to an accepting site. Further, curb and sidewalks have been removed, and sanitary repairs and water main work have begun. The project is expected to be completed for the beginning of July.



- Public Works staff has completed our annual tree planting. Over the last couple of weeks, 205 bare root trees were planted within the road right-of-way, and 84 shrubs/seedlings were planted within the Storm Water Management areas.

- Concrete crushing at the 89 Loveys Street property has begun and is expected to be completed in the coming weeks.
- Public Works staff have been grading our roads as weather permits in preparation for our annual granular application and dust suppressant application. Granular application is scheduled to begin on May 2nd, and dust suppressant is scheduled to begin on May 10th. Dust suppressant was pushed back to allow staff more time to fine grade the roads before the application.
- The spring street sweeping in Tavistock and Innerkip is tentatively scheduled for the week of May 16th.
- Staff have started clean up within the parks, in preparation for lawn mowing. We will be utilizing our summer students to help get the parks cleaned up for spring activities.
- Public Works staff will be attending the pre-construction meetings for EZT box culvert 2012 and Zorra bridge 0280, on May 5th.
- The Public Works and Asset Management summer students will be starting on May 2nd. I would like to take this opportunity to welcome them to the EZT team.

Status of Significant Capital Projects:

Capital Project	Current Status
Box Culvert #2012 replacement	Tender awarded March 2, 2022.
Zorra/EZT Bridge Rehabilitation	Tender awarded
John/Henry Streets re-construction in Tavistock	Construction started
Capital Equipment	Pickup truck plow- received Grader roller-awaiting delivery Utility tractor- in procurement process Pick up truck-awaiting delivery Retriever (Claw)- awaiting delivery

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot
Public Works Manager

STAFF REPORT

Report #FC2022-05

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – May 2022 Council Report

Date: April 27, 2022

Departmental Highlights:

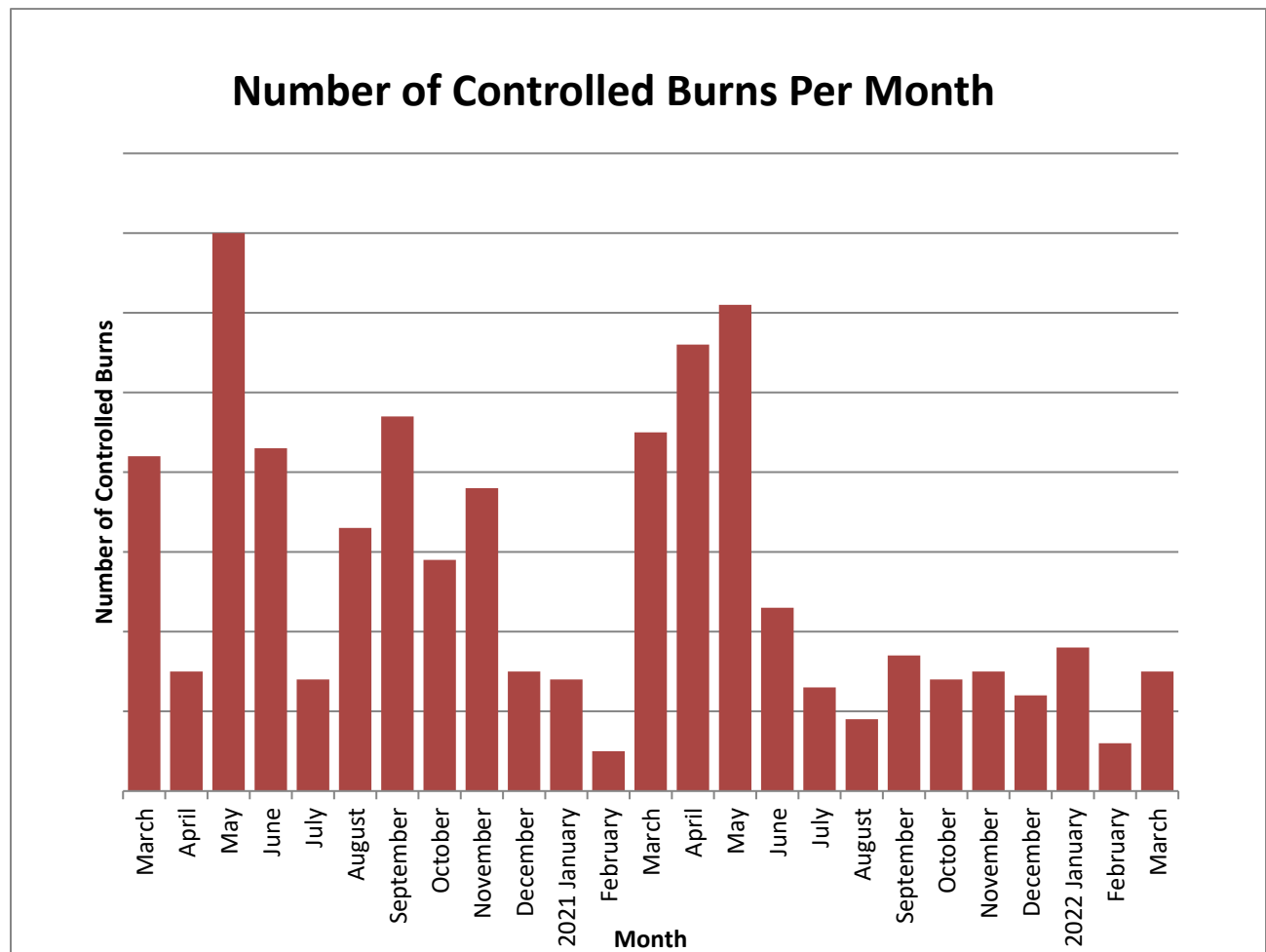
Fire Department:

- The 2022 recruit class completed the following subjects during their April training: search and rescue, building construction, fire dynamics, building materials, structural collapse and fire suppression. East Zorra-Tavistock firefighters, along with assistance from the Blandford-Blenheim Fire Department, will be hosting recruit training in Hickson on May 14th at the 89 Loveys St. property and the Hickson ballpark. Topics that will be covered include: controlling utility services, extinguishing vehicle fires, extinguishing class A fires, attacking interior fires, attacking a ground cover fire, operation of a foam stream, extinguishment of an ignitable liquid fire, and controlling a flammable gas cylinder fire.
- The three stations met April 28th on site to preplan the live burn training session scheduled for May 1st. As well as several burn **scenarios, Hickson's new pumper will be on site for additional training** before it goes in service the first week of May.
- During April, two firefighters attended NFPA 1072 HazMat Operations training, three attended driving training/testing and on May 7th, twenty-four firefighters are scheduled to receive First Aid/ CPR / defibrillator training.
- As the MTO increases the regulations for obtaining a DZ licenses in the Province, the RFSOC group has developed courses to educate and train our firefighters within our county school group. Recently, Blandford- Blenheim Township hosted a practical drive test session and sent an instructor to one of our stations to help our recruits prepare for their drive testing. This past weekend saw three

firefighters attend road testing, and all were successful. Earlier in April, EZT had two firefighters attend MTO driver instruction courses and will now be able to deliver the MTO driver program and mentor while the firefighters do their mandatory driving hours. The RFSOC group will soon have approved driving courses within each Township and we will be able to do our own testing within our own municipality.

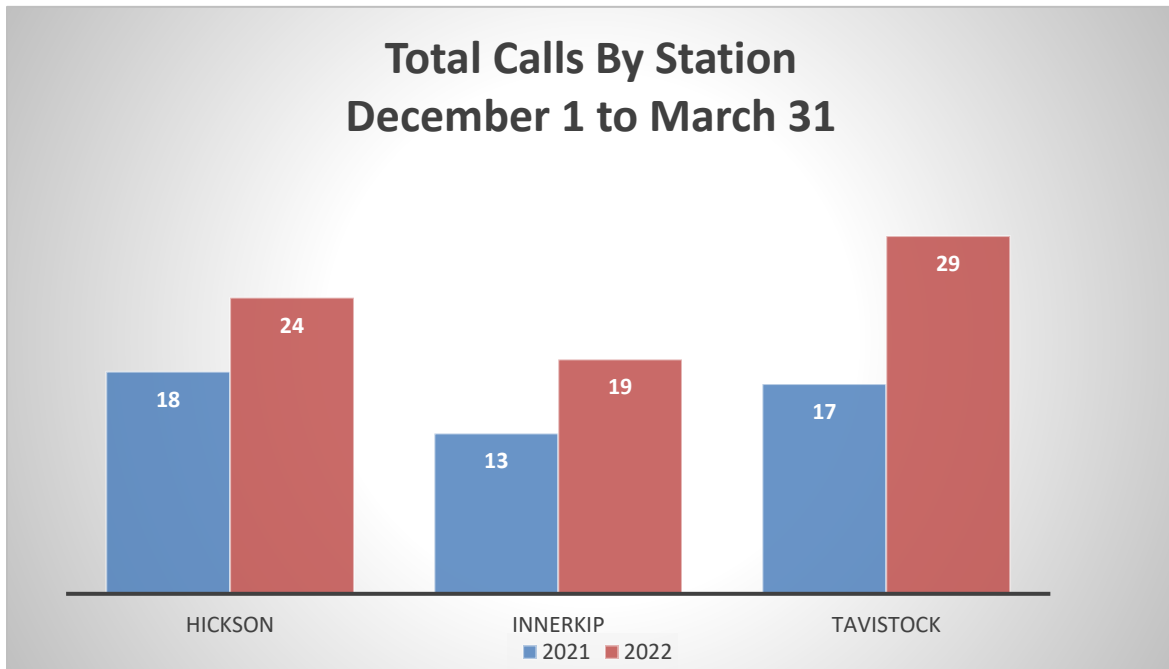
- The RFP for the Innerkip Rescue Van has again been amended and was re-issued on April 26th with a new closing date of May 10th.
- The shared Fire Prevention Officer position has been advertised with applications closing on May 11th. The applicants will be short listed and interviews hopefully to be completed by the end of May.

Controlled Burn Approvals:

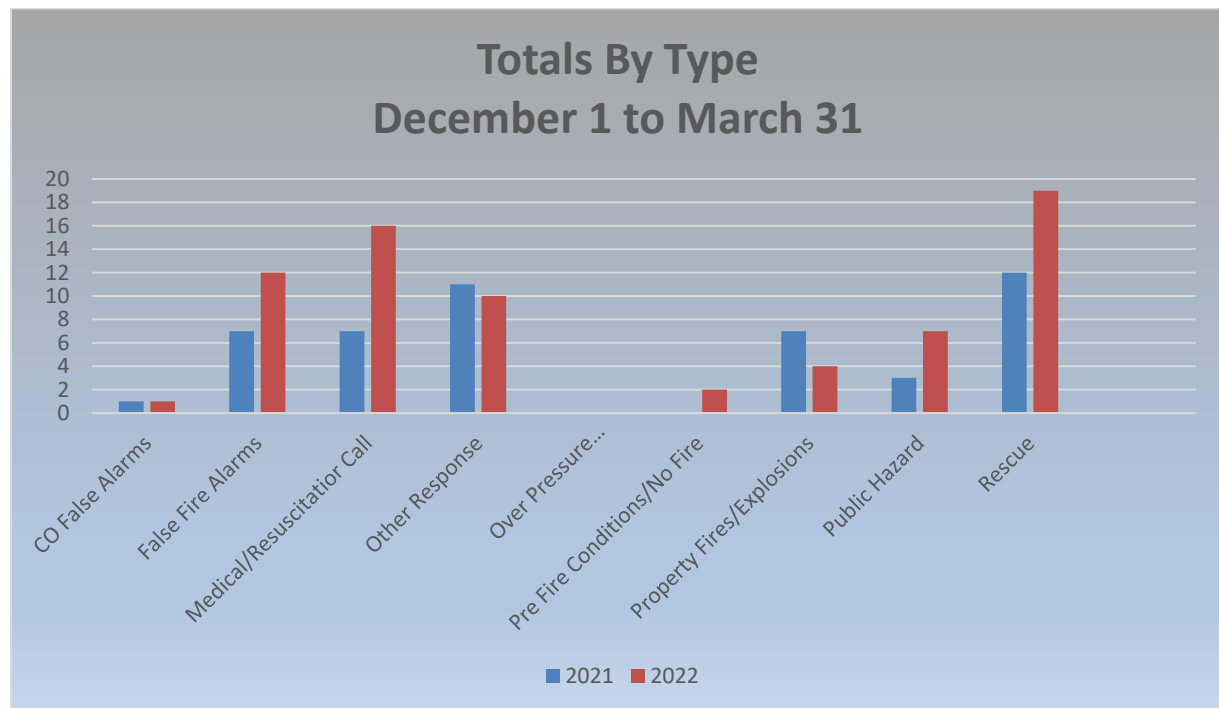


- March (2022): 15

- Year to Date (2022): 39
- TOTAL FIRE CALLS FOR 2022 (December 1/21 to March 31/22)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to Mar. 31/22)



Emergency Management:

- Staff continues to monitor the Avian Flu situation in Ontario. As of April 26th, there have now been 18 flocks affected in the Province. At the time of this report, East Zorra-Tavistock continues have an area within the primary control zone. For more information on Avian Flu in Ontario, please go to:

<https://www.fbcc.ca/file.aspx?id=20c97516-8361-46d5-8e32-096aad38be9f>

- Emergency Preparedness Week has been announced from May 1st to 7th. **This year's** theme is **"Emergency Preparedness: Be Ready for Anything"**. **Staff will be providing information via social media** and the Township website. As well, the OAFRC has partnered with the Ontario SPCA to provide information for people on how to include pets in their emergency plans. For more information, please go to:

www.ontariospca.ca/ep

Legislation

- The Ontario Fire College has released the new 2019 NFPA 1001 Level 1 Firefighter 1 standard which takes effect on September 1, **2022. It's expected that feedback from the new standard will result** in some revisions before final implementation.
- On April 14th, O. Reg. 343/22: Firefighter Certification was filed by the province. Details on the regulation can be found at:

<https://www.ontario.ca/laws/regulation/r22343?search=343%2F22>

Recommendation:

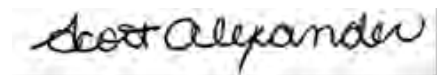
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

STAFF REPORT

Report #BCO2022-04

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – May 2022 Council Report

Date: April 27, 2022

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for March 2022

OCCURRENCE TYPE	NUMBER OF NEW OCCURRENCES (Commenced this Month)		NUMBER OF ON-GOING OCCURRENCES (Commenced prior to this Month)	YEAR TO DATE OCCURRENCES	
	Open	Closed		Open	Closed
Property Standards	3	2	3	4	2
Clean Yard					
Animal Control	4	3	1	2	3
Parking	2	2			6
Noise					
Zoning			2	2	
Illegal Dumping					
Inquiry	2	2			3
Canine	1	1			3
Other	1	1			1
TOTAL	13	11	6	8	18

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared
and submitted by:



Melanie Shiell
By-law Compliance Officer

Department Approval:



Will Jaques
Corporate Services Manager/Clerk

STAFF REPORT

Report #CSM2022-05

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – May 2022 Council Report

Date: April 27, 2022

Departmental Highlights:

- Continued work on the 2022 election.

Legislative Updates:

- N/A

Status of Land Use Planning Matters:

Applicant	Location	Application Type	Nature of Application	Status of Applications
2796427 Ontario Ltd.	162 Blandford St., Innerkip	Severance ZBA	Severance of an existing parcel of land, and associated re-zoning, to construct a 5-unit Townhouse.	Severance application approved and conditions being fulfilled. ZBA approved.
Musselman	Con. 16, Pt. Lot 30	ZBA	Rezoning to allow development on undersize ag. parcel, on a lot that does not have road frontage.	Application deferred, pending applicant providing further information.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Canada Farm Distributors Ltd.	165 Hope Street W.	Severance OPA ZBA	Severance of an existing parcel of land.	Severance process complete. OPA approved. ZBA approved, appeal period in effect.
Brenneman	616595 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Donron Farms Ltd.	616583 13 th Line	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA approved in principle.
Oxford Road Developments 5 Inc.	Extension of Phase #1 subdivision (Innerkip)	SDA OPA ZBA	OPA and ZBA required as part of the application for subdivision.	Applications received.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Lazenby & Shuster	745393 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled. ZBA approved, appeal period in effect.
Shuster	745349 Oxford Rd. #17	ZBA	Rezoning to increase the permitted maximum gross floor area for an animal kennel.	ZBA approved, appeal period in effect.
Faircrest Farms Ltd.	744772 Oxford Rd. #17	Severance ZBA	Severance of an existing parcel of land, and associated rezoning.	Severance application approved and conditions being fulfilled.
Stevenson	201 Stonegate Rd., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
2825085 Ontario Inc.	32 Jacob St. E. Tavistock	Severance	Severance of an existing parcel of land (2 new lots).	Severance application approved and conditions being fulfilled.
Zehr (U-turn Ranch)	537097 Oxford Rd. #34	ZBA	Amendment to allow for year-round camp and retreat centre.	Application approved. Appeal period in effect.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Wettlaufer	516930 11 th Line	ZBA	Amendment to allow for second permanent dwelling on property (10 year period).	Public meeting scheduled for May 18/22.
Nemeth	177 Coleman St. Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Thoms	86 Lock St. Innerkip	MVA	Relief to permit an accessory structure within an exterior side yard, as well as relief to reduce the minimum interior and exterior side yard setbacks.	Process complete.
Major	615411 13 th Line	ZBA	Rezoning to allow for the construction of a new residence, with in-law suite (converted dwelling).	Application received.
Collins	39 Lock St., Innerkip	MVA	Relief to permit an accessory structure within an exterior side yard, as well as relief to reduce the minimum interior and rear yard setbacks.	Application received.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Schurink	122 William St., South Tavistock	MVA	Relief to permit a reduction of the minimum rear yard setback.	Application received.
Minielly	132 Fred Krug Ave., Tavistock	MVA	Relief to permit an accessory structure within an exterior side yard, as well as relief to reduce the minimum exterior yard setback.	Application received.

Attachments:

- None.

Recommendation:

1. None. For Council Information.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

STAFF REPORT

Report #CAO2022-07

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Treasury – May 2022 Council Report

Date: April 27, 2022

Departmental Highlights:

- All final entries have been completed for both the ROEDC and the Township in preparation for the on-site work to be completed. The date for that work was pushed back to Thursday, May 12th, with the intent of the presenting the 2021 Draft Financial Statements to Council at the June 15th meeting.
- Deputy Treasurer Andrea Rice started with the Township on Monday, April 25, 2022. She has been training through the TEAMS application daily in the mornings with former Deputy Stephanie Mitchell, to ensure a smooth transition for the Township.
- The second tax installment for 2022 is due Tuesday, May 31st. The office will remain open an extra half hour at the end of the day to allow for in-person payments.

Parks and Recreation Master Plan:

- Council received the draft addendum report on Service Delivery for the forthcoming Parks and Recreation Master Plan via confidential email last week. Stantec is currently completing their Phase 3 work on the plan which should be presented for Council's consideration in June 2022.

Legislative Updates:

- None

Attachments:

- None

Financial Highlights:

- Staff will return to providing monthly financial updates on the next monthly report to Council for the first meeting in June since Council approved the 2022 Operating and Capital Budget By-law at its last meeting in April.

Recommendation:

1. None. For Council Information.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Karen DePrest", written over a horizontal line.

Karen DePrest
Chief Administrative Officer/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
PARKER DRAIN 2022
BY-LAW #2022 - 07**

BEING a by-law to provide for drainage works in the Township of East Zorra-Tavistock, in the County of Oxford.

WHEREAS in accordance with the provisions of The Drainage Act, R.S.O. 1990, certain drainage works has been requested on the following lands:

Pt. Lots 17-20, Concessions 9 & 10

AND WHEREAS the Council of the Township of East Zorra-Tavistock in the County of Oxford has procured a report by Mr. Curtis MacIntyre of the firm of K. Smart & Associates Ltd. of Kitchener, Ontario and the report shall be attached hereto and form part of this by-law;

AND WHEREAS the estimated total cost of constructing the drainage works is \$725,000.00;

AND WHEREAS the Council is of the opinion that drainage of the area is desirable;

THEREFORE the Council of the Township of East Zorra-Tavistock, pursuant to The Drainage Act, R.S.O. 1990 ENACTS AS FOLLOWS:

1. The report dated February 3, 2022, is hereby adopted and the drainage works as therein set forth is hereby authorized, and shall be completed in accordance therewith. and as amended by the Court of Revision on April 6, 2022. Revised schedules attached.
2. (1) The Corporation of the Township of East Zorra-Tavistock may borrow on the credit of the Corporation the amount of \$725,000.00 being the amount necessary for construction of the drainage works.

- (2) The Corporation may arrange for the issue of debentures in the name of the County of Oxford for the amount borrowed less the total amount of
- (a) grants received under Section 85 of The Act;
 - (b) commuted payments made in respect of lands and roads assessed within the municipality;
 - (c) moneys paid under Subsection 61(3) of The Act; and
 - (d) moneys assessed in and payable by another municipality

and such debentures shall be made payable within five (5) or ten (10) years from the date of the debenture and shall bear interest at the prevailing rates at the time the said debenture is sold by the County of Oxford.

3. For paying the amount of ~~\$456,419.00~~ being \$455,693.00 (as amended by Court of Revision April 6, 2022.)
- (a) the amount assessed upon the lands and roads in the Township of East Zorra-Tavistock, except the lands and roads belonging to or controlled by the Municipality and
 - (b) the amount required to pay interest on the portion of the amount borrowed represented by the amount in Clause (a)

Less the total amount of

- (c) grants under Section 85 of The Act
- (d) commuted payments made in respect of the lands and roads assessed

4. For paying the amount of ~~\$34,376.00~~ being \$35,102.00 (as amended by Court of Revision April 6, 2022.)
- a) the amount assessed upon the lands and roads belonging to or controlled by the Municipality
 - b) the amount required to pay interest on the portion of the amount borrowed represented by the amount in Clause (a)

A special rate shall be levied upon lands and roads as set forth in "Schedule of Assessments" to be collected in the same manner and at the same time as other taxes are collected.

The amount of the special rate levied upon each parcel of land or part thereof shall be divided into five (5) or ten (10) equal amounts and one such amount shall be collected in each year for five (5) or ten (10) years after the passing of this by-law.

By-law #2022-07

Page 3

5. This by-law shall come into force on the passing thereof, and may be cited as the PARKER DRAIN 2022.

READ A FIRST AND SECOND TIME THIS 2nd DAY OF MARCH, 2022.



Will Jaques, Clerk



Don McKay, Mayor

READ A THIRD TIME AND FINALLY PASSED THIS ____ DAY OF _____, 2022.

Clerk

Mayor

NOTICE OF COURT OF REVISION PARKER DRAIN 2022

You are hereby advised that the Drainage Court of Revision for the PARKER DRAIN 2022 will be held on Wednesday, April 6, 2022, at the Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario at 9:15 a.m. Any owner may appeal his/her assessment to the Court of Revision by giving written notice to the undersigned on or before Monday March 28, 2022, at 4:30 p.m.

Will Jaques, Clerk
Township of East Zorra-Tavistock
Hickson, Ontario N0J 1L0

Also take notice that in accordance with The Drainage Act any owner or public utility affected by the drainage works, if dissatisfied with the report of the Engineer on the grounds that:

- (a) the benefits to be derived from the drainage work are not commensurate with the estimated cost thereof;
- (b) the drainage works should be modified on the grounds to be stated;
- (c) the compensation or allowances as provided by the Engineer are inadequate or excessive;

may appeal to the Tribunal. In every case, a written notice of appeal shall be served upon the Council of the initiating municipality within forty (40) days after the mailing of this notice.

DATED: March 2, 2022

February 3, 2022

Revised by Court of Revision: April 6, 2022

**SCHEDULE A - SCHEDULE OF ASSESSMENTS FOR CONSTRUCTION
PARKER DRAIN 2022
TOWNSHIP OF EAST ZORRA - TAVISTOCK**

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File No. 20-150

			Main Drain					Branch A				
Con	Lot	Roll Number (Owner)	Total ha affected	Benefit (Sec. 22)	Special (Sec. 26)	Outlet (Sec. 23)	Total	Total ha affected	Benefit (Sec. 22)	Special (Sec. 26)	Outlet (Sec. 23)	Total
<i>Twp of East Zorra-Tavistock (Roll No. 32-38-010)</i>												
F 9	Pt. Lots 17 & 18	040-00800 (Spero Holsteins Ltd)	16.5	30,200	0	9,004	39,204	0.0	0	0	0	0
F 9	Pt. Lots 18 & 19	040-01000 (L. & K. VanRyswyck)	5.6	0	0	2,248	2,248	0.0	0	0	0	0
F 9	Pt. Lot 19	040-01001 (J. & B. Walton)	4.4	5,700	0	7,533	13,233	0.0	0	0	0	0
F 9	Pt. Lot 20	040-01100 (Killcrest Farms Inc)	28.3	28,900	0	49,169	78,069	0.0	0	0	0	0
F 9	Pt. Lot 17	040-01900 (Douglas and Jean Leiper)	18.6	32,400	0	6,801	39,201	0.0	2,250	0	0	2,250
9	Lot 18 Part 1	040-02000 (C. & C. Lightfoot)	0.4	0	0	146	146	0.0	0	0	0	0
F 9	Pt. . Lots 18 & 19	040-02100 (Townsend Farms Inc)	30.0	62,700	0	29,871	92,571	0.0	0	0	0	0
F 9	Pt. Lots 19 & 20	040-02200 (Stiek Farms Inc)	30.4	10,400	0	44,250	54,650	0.0	0	0	0	0
F 9	Pt Lot 20	040-02300 (D. & K. Dodd)	16.2	5,600	0	28,231	33,831	0.0	0	0	0	0
F 10	Pt. Lots 16 & 17	040-03400 (S. & H. Alexander)	3.1	0	0	336	336	3.1	0	0	1,916	1,916
F 10	Pt. Lot 17	040-03500 (S., L., & S. Killing & J. VanRyswyck)	9.0	0	0	974	974	9.0	5,600	0	5,562	11,162
F 10	Pt. Lots 17 & 18	040-03600 (S. & L. Killing)	1.2	0	0	130	130	1.2	0	0	741	741
F 10	Pt. Lots 18 & 19	040-03700 (F. & B. Killing)	2.1	0	0	2,545	2,545	0.0	0	0	0	0
F 10	Pt. Lots 19 & 20	040-03800 (Stiek Farms Inc)	9.0	0	0	10,909	10,909	0.0	0	0	0	0
Subtotal (Lands):			174.8	175,900	0	192,147	368,047	13.3	7,850	0	8,219	16,069
10th Line (Township of East Zorra-Tavistock)			2.3	0	0	2,523	2,523	1.0	3,750	10,520	1,236	15,506
Enbridge Gas Inc. (Special Assessment)				0	143,440	0	143,440		0	0	0	0
Enbridge Pipelines Inc. (Special Assessment)				0	18,215	0	18,215		0	0	0	0
Subtotal (Roads & Utilities):			2.3	0	161,655	2,523	164,178	1.0	3,750	10,520	1,236	15,506
TOTAL ASSESSMENT PARKER DRAIN 2022:			177.1	175,900	161,655	194,670	532,225	14.3	11,600	10,520	9,455	31,575

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant.
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience the owner's names as shown by the last revised assessment roll have also been included.

February 3, 2022

Revised by Court of Revision: April 6, 2022

**SCHEDULE A - SCHEDULE OF ASSESSMENTS FOR CONSTRUCTION
PARKER DRAIN 2022
TOWNSHIP OF EAST ZORRA - TAVISTOCK**

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File No. 20-150

			Branch B					Branch C					Gross Total Assessment
Con	Lot	Roll Number (Owner)	Total ha affected	Benefit (Sec. 22)	Special (Sec. 26)	Outlet (Sec. 23)	Total	Total ha affected	Benefit (Sec. 22)	Special (Sec. 26)	Outlet (Sec. 23)	Total	(\$)
<i>Twp of East Zorra-Tavistock (Roll No. 32-38-010)</i>													
F 9	Pt. Lots 17 & 18	040-00800 (Spero Holsteins Ltd)	0.0	0	0	0	0	0.0	0	0	0	0	39,204
F 9	Pt. Lots 18 & 19	040-01000 (L. & K. VanRyswyck)	0.0	0	0	0	0	0.0	0	0	0	0	2,248
F 9	Pt. Lot 19	040-01001 (J. & B. Walton)	0.0	0	0	0	0	0.0	0	0	0	0	13,233
F 9	Pt. Lot 20	040-01100 (Killcrest Farms Inc)	0.0	0	0	0	0	0.0	0	0	0	0	78,069
F 9	Pt. Lot 17	040-01900 (Douglas and Jean Leiper)	0.0	0	0	0	0	0.0	0	0	0	0	41,451
9	Lot 18 Part 1	040-02000 (C. & C. Lightfoot)	0.0	0	0	0	0	0.0	0	0	0	0	146
F 9	Pt. . Lots 18 & 19	040-02100 (Townsend Farms Inc)	0.0	0	0	0	0	0.0	0	0	0	0	92,571
F 9	Pt. Lots 19 & 20	040-02200 (Stiek Farms Inc)	10.6	28,900	0	4,068	32,968	20.1	7,800	0	8,730	16,530	104,148
F 9	Pt Lot 20	040-02300 (D. & K. Dodd)	0.0	0	0	0	0	0.0	5,600	0	0	5,600	39,431
F 10	Pt. Lots 16 & 17	040-03400 (S. & H. Alexander)	0.0	0	0	0	0	0.0	0	0	0	0	2,252
F 10	Pt. Lot 17	040-03500 (S., L., & S. Killing & J. VanRyswyck)	0.0	0	0	0	0	0.0	0	0	0	0	12,136
F 10	Pt. Lots 17 & 18	040-03600 (S. & L. Killing)	0.0	0	0	0	0	0.0	0	0	0	0	871
F 10	Pt. Lots 18 & 19	040-03700 (F. & B. Killing)	2.1	0	0	1,680	1,680	0.0	0	0	0	0	4,225
F 10	Pt. Lots 19 & 20	040-03800 (Stiek Farms Inc)	9.0	7,600	0	7,199	14,799	0.0	0	0	0	0	25,708
Subtotal (Lands):			21.7	36,500	0	12,947	49,447	20.1	13,400	0	8,730	22,130	455,693
10th Line (Township of East Zorra-Tavistock)			0.8	3,000	12,820	1,253	17,073	0.0	0	0	0	0	35,102
Enbridge Gas Inc. (Special Assessment)				0	39,080	0	39,080		0	0	0	0	182,520
Enbridge Pipelines Inc. (Special Assessment)				0	0	0	0		0	33,470	0	33,470	51,685
Subtotal (Roads & Utilities):			0.8	3,000	51,900	1,253	56,153	0.0	0	33,470	0	33,470	269,307
TOTAL ASSESSMENT PARKER DRAIN 2022:			22.5	39,500	51,900	14,200	105,600	20.1	13,400	33,470	8,730	55,600	725,000

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant.
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience the owner's names as shown by the last revised assessment roll have also been included.

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
PARKER DRAIN 2022
TOWNSHIP OF EAST ZORRA-TAVISTOCK**

Con	Lot	Roll No. (Owner)	Ha. Affected	Gross Assessment	1/3 Grant	Allowances	NET
<i>Twp of East Zorra-Tavistock (Roll No. 32-38-010)</i>							
F	9	Pt. Lots 17 & 18 040-00800 (Spero Holsteins Ltd)	16.5	39,204	13,068	2,400	23,736
F	9	Pt. Lots 18 & 19 040-01000 (L. & K. VanRyswyck)	5.6	2,248	749		1,499
F	9	Pt. Lot 19 040-01001 (J. & B. Walton)	4.4	13,233	4,411	1,000	7,822
F	9	Pt. Lot 20 040-01100 (Killcrest Farms Inc)	28.3	78,069	26,023	4,100	47,946
F	9	Pt. Lot 17 040-01900 (Douglas and Jean Leiper)	18.6	41,451	13,817	5,000	22,634
	9	Lot 18 Part 1 040-02000 (C. & C. Lightfoot)	0.4	146	0		146
F	9	Pt. Lots 18 & 19 040-02100 (Townsend Farms Inc)	30.0	92,571	30,857	4,400	57,314
F	9	Pt. Lots 19 & 20 040-02200 (Stiek Farms Inc)	30.4	104,148	34,716	6,300	63,132
F	9	Pt Lot 20 040-02300 (D. & K. Dodd)	16.2	39,431	13,144	200	26,087
F	10	Pt. Lots 16 & 17 040-03400 (S. & H. Alexander)	3.1	2,252	751		1,501
F	10	Pt. Lot 17 040-03500 (S., L., & S. Killing & J. VanRyswyck)	9.0	12,136	4,045	400	7,691
F	10	Pt. Lots 17 & 18 040-03600 (S. & L. Killing)	1.2	871	290		581
F	10	Pt. Lots 18 & 19 040-03700 (F. & B. Killing)	2.1	4,225	1,408		2,817
F	10	Pt. Lots 19 & 20 040-03800 (Stiek Farms Inc)	9.0	25,708	8,569	100	17,039
Subtotal (Lands):			174.8	455,693	151,848	23,900	279,945
10th Line (Township of East Zorra-Tavistock)			2.3	35,102	0		35,102
Enbridge Gas Inc. (Special Assessment)				182,520	0		182,520
Enbridge Pipelines Inc. (Special Assessment)				51,685	0		51,685
Subtotal (Roads & Utilities):			2.3	269,307	0	0	269,307
TOTAL ASSESSMENT PARKER DRAIN 2022:			177.1	725,000	151,848	23,900	549,252

Notes:

1. Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
2. Actual assessment is levied to the owner of the parcel at the time the final cost is levied.

APPENDIX A - Calculation of Assessments
PARKER DRAIN 2022
TOWNSHIP OF EAST ZORRA-TAVISTOCK

		Main Drain																					
		Interval 1				Interval 2				Interval 3				Interval 4				Interval 5					
		Station	0+000	to	0+044	Station	0+044	to	0+511	Station	0+511	to	1+260	Station	1+260	to	1+833	Station	1+833	to	2+136		
ESTIMATED COST	Allowances		100				1,900				4,400				3,600				2,400				
	Construction		18,500				53,700				79,200				99,800				99,100				
	Engineering		3,900				11,000				16,000				20,500				21,200				
	Construction Supervision		1,800				4,300				7,000				9,000				10,000				
	Administration		695				1,900				2,800				3,600				3,600				
	Net HST		425				1,215				1,800				2,275				2,295				
	TOTAL		25,420				74,015				111,200				138,775				138,595				
Roll No. (Owner)	Total Ha Affected	Run-off Factor	Total ha Adjusted	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)				
Twp of East Zorra-Tavistock (Roll No. 32-38-010)																							
040-00800 (Spero Holsteins Ltd)	16.5	1.0	16.5			16.5	1,786	6,400		16.5	4,247	23,800		6.8	2,971		0.0	0		0.0	0		
040-01000 (L. & K. VanRyswyck)	5.6	0.5	2.8			2.8	303			2.8	721			2.8	1,224		0.0	0		0.0	0		
040-01001 (J. & B. Walton)	4.4	1.0	4.4			4.4	476			4.4	1,132			4.4	1,923		4.4	1,802	5,700	4.4	2,200		
040-01100 (Killcrest Farms Inc)	28.3	1.0	28.3			28.3	3,064			28.3	7,284			28.3	12,366		28.3	11,590	9,700	28.3	14,153		
040-01900 (Douglas and Jean Leiper)	18.6	1.0	18.6	6,300		18.6	2,014	26,100		18.6	4,787			0.0	0		0.0	0		0.0	0		
040-02000 (C. & C. Lightfoot)	0.4	1.0	0.4			0.4	43			0.4	103			0.0	0		0.0	0		0.0	0		
040-02100 (Townsend Farms Inc)	30.0	1.0	30.0			30.0	3,248			30.0	7,721	30,900		27.7	12,104	31,800	16.6	6,798		0.0	0		
040-02200 (Stiek Farms Inc)	30.4	1.0	30.4			30.4	3,291			30.4	7,824			30.4	13,284	10,400	30.4	12,450		14.8	7,401		
040-02300 (D. & K. Dodd)	16.2	1.0	16.2			16.2	1,754			16.2	4,170			16.2	7,079		16.2	6,634		16.2	8,101		
040-03400 (S. & H. Alexander)	4.1	1.0	4.1			3.1	336			0.0	0			0.0	0		0.0	0		0.0	0		
040-03500 (S., L., & S. Killing & J. VanRyswyck)	9.0	1.0	9.0			9.0	974			0.0	0			0.0	0		0.0	0		0.0	0		
040-03600 (S. & L. Killing)	1.2	1.0	1.2			1.2	130			0.0	0			0.0	0		0.0	0		0.0	0		
040-03700 (F. & B. Killing)	2.1	1.0	2.1			2.1	227			2.1	540			2.1	918		2.1	860		0.0	0		
040-03800 (Stiek Farms Inc)	9.0	1.0	9.0			9.0	974			9.0	2,316			9.0	3,933		9.0	3,686		0.0	0		
Subtotal (Lands):	175.8		173.0	6,300	0	172.0	18,620	32,500	0	158.7	40,845	54,700	0	127.7	55,802	42,200	0	107.0	43,820	15,400	0	63.7	31,855
10th Line (Township of East Zorra-Tavistock)	1.8	2.0	3.6			4.6	500			2.6	670			1.6	698			1.6	655		0.0	0	
Enbridge Gas Inc. (Special Assessment)																52,100				91,340			
Enbridge Pipelines Inc. (Special Assessment)																							
Subtotal (Roads & Utilities):	1.8		3.6	0	0	4.6	500	0	0	2.6	670	0	0	1.6	698	0	52,100	1.6	655	0	91,340	0.0	0
TOTAL ASSESSMENT PARKER DRAIN 2022:	177.6		176.6	6,300	0	176.6	19,120	32,500	0	161.3	41,515	54,700	0	129.3	56,500	42,200	52,100	108.6	44,475	15,400	91,340	63.7	31,855

APPENDIX A - Calculation of Assessments
PARKER DRAIN 2022
TOWNSHIP OF EAST ZORRA-TAVISTOCK

		Main Drain - Continued								Branch A													
		Interval 6				Main Drain				Interval 1				Interval 2				"A" Branch					
		Station	2+136	to	2+437	Total				Station	0+000	to	0+195	Station	0+195	to	0+345	Total					
ESTIMATED COST	Allowances				1,600	14,000							3,000				400	3,400					
	Construction				29,800	380,100							0				20,700	20,700					
	Engineering				6,700	79,300							0				4,300	4,300					
	Construction Supervision				4,300	36,400							0				2,000	2,000					
	Administration				1,100	13,695							0				700	700					
	Net HST				720	8,730							0				475	475					
	TOTAL					44,220	532,225							3,000				28,575	31,575				
Roll No. (Owner)	Total Ha Affected	Run-off Factor	Total ha Adjusted	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Total Benefit	Total Special	Total Outlet	Total	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Total Benefit	Total Special	Total Outlet	Total
Twp of East Zorra-Tavistock (Roll No. 32-38-010)																							
040-00800 (Spero Holsteins Ltd)	16.5	1.0	16.5			0.0	0	30,200	0	9,004	39,204			0.0	0			0.0	0	0	0	0	0
040-01000 (L. & K. VanRyswyck)	5.6	0.5	2.8			0.0	0	0	0	2,248	2,248			0.0	0			0.0	0	0	0	0	0
040-01001 (J. & B. Walton)	4.4	1.0	4.4			0.0	0	5,700	0	7,533	13,233			0.0	0			0.0	0	0	0	0	0
040-01100 (Killcrest Farms Inc)	28.3	1.0	28.3	19,200		23.4	712	28,900	0	49,169	78,069			0.0	0			0.0	0	0	0	0	0
040-01900 (Douglas and Jean Leiper)	18.6	1.0	18.6			0.0	0	32,400	0	6,801	39,201	1,500		0.0	0	750		0.0	0	2,250	0	2,250	
040-02000 (C. & C. Lightfoot)	0.4	1.0	0.4			0.0	0	0	0	146	146			0.0	0			0.0	0	0	0	0	0
040-02100 (Townsend Farms Inc)	30.0	1.0	30.0			0.0	0	62,700	0	29,871	92,571			0.0	0			0.0	0	0	0	0	0
040-02200 (Stiek Farms Inc)	30.4	1.0	30.4			0.0	0	10,400	0	44,250	54,650			0.0	0			0.0	0	0	0	0	0
040-02300 (D. & K. Dodd)	16.2	1.0	16.2	5,600		16.2	493	5,600	0	28,231	33,831			0.0	0			0.0	0	0	0	0	0
040-03400 (S. & H. Alexander)	4.1	1.0	4.1			0.0	0	0	0	336	336			3.1	203			3.1	1,713	0	1,916	1,916	
040-03500 (S., L., & S. Killing & J. VanRyswyck)	9.0	1.0	9.0			0.0	0	0	0	974	974	250		9.0	588	5,350		9.0	4,974	5,600	5,562	11,162	
040-03600 (S. & L. Killing)	1.2	1.0	1.2			0.0	0	0	0	130	130			1.2	78			1.2	663	0	741	741	
040-03700 (F. & B. Killing)	2.1	1.0	2.1			0.0	0	0	0	2,545	2,545			0.0	0			0.0	0	0	0	0	0
040-03800 (Stiek Farms Inc)	9.0	1.0	9.0			0.0	0	0	0	10,909	10,909			0.0	0			0.0	0	0	0	0	0
Subtotal (Lands):	175.8		173.0	24,800	0	39.6	1,205	175,900	0	192,147	368,047	1,750	0	13.3	869	6,100	0	13.3	7,350	7,850	0	8,219	16,069
10th Line (Township of East Zorra-Tavistock)	1.8	2.0	3.6			0.0	0	0	0	2,523	2,523	250		2.0	131	3,500	10,520	2.0	1,105	3,750	10,520	1,236	15,506
Enbridge Gas Inc. (Special Assessment)								0	143,440	0	143,440												
Enbridge Pipelines Inc. (Special Assessment)						18,215		0	18,215	0	18,215												
Subtotal (Roads & Utilities):	1.8		3.6	0	18,215	0.0	0	0	161,655	2,523	164,178	250	0	2.0	131	3,500	10,520	2.0	1,105	3,750	10,520	1,236.0	15,506
TOTAL ASSESSMENT PARKER DRAIN 2022:	177.6		176.6	24,800	18,215	39.6	1,205	175,900	161,655	194,670	532,225	2,000	0	15.3	1,000	9,600	10,520	15.3	8,455	11,600	10,520	9,455	31,575

APPENDIX A - Calculation of Assessments
PARKER DRAIN 2022
TOWNSHIP OF EAST ZORRA-TAVISTOCK

		Branch B										Branch C				Grand Total							
		Interval 1				Interval 2				"B" Branch Total				Branch C									
		Station	0+000	to	0+737	Station	0+737	to	0+757					Station	0+000	to	0+342						
ESTIMATED COST	Allowances	4,200				100				4,300				2,200				23,900					
	Construction	60,800				13,200				74,000				37,800				512,600					
	Engineering	13,000				2,900				15,900				8,700				108,200					
	Construction Supervision	5,500				1,500				7,000				4,600				50,000					
	Administration	2,200				500				2,700				1,400				18,495					
	Net HST	1,395				305				1,700				900				11,805					
TOTAL		87,095				18,505				105,600				55,600				725,000					
Roll No. (Owner)	Total Ha Affected	Run-off Factor	Total ha Adjusted	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Total Benefit	Total Special	Total Outlet	Total	Benefit (Sec. 22)	Special (Sec. 26)	Adj Ha	Outlet (Sec. 23)	Total Benefits	Total Special	Total Outlets	TOTAL
Twp of East Zorra-Tavistock (Roll No. 32-38-010)																							
040-00800 (Spero Holsteins Ltd)	16.5	1.0	16.5			0.0	0			0.0	0	0		0	0		0.0	0	30,200	0	9,004	39,204	
040-01000 (L. & K. VanRyswyck)	5.6	0.5	2.8			0.0	0			0.0	0	0		0	0		0.0	0	0	0	2,248	2,248	
040-01001 (J. & B. Walton)	4.4	1.0	4.4			0.0	0			0.0	0	0		0	0		0.0	0	5,700	0	7,533	13,233	
040-01100 (Killcrest Farms Inc)	28.3	1.0	28.3			0.0	0			0.0	0	0		0	0		0.0	0	28,900	0	49,169	78,069	
040-01900 (Douglas and Jean Leiper)	18.6	1.0	18.6			0.0	0			0.0	0	0		0	0		0.0	0	34,650	0	6,801	41,451	
040-02000 (C. & C. Lightfoot)	0.4	1.0	0.4			0.0	0			0.0	0	0		0	0		0.0	0	0	0	146	146	
040-02100 (Townsend Farms Inc)	30.0	1.0	30.0			0.0	0			0.0	0	0		0	0		0.0	0	62,700	0	29,871	92,571	
040-02200 (Stiek Farms Inc)	30.4	1.0	30.4	28,900	*	5.3	4,068			0.0	0	28,900		4,068	32,968	7,800	*	14.8	8,730	47,100	0	57,048	104,148
040-02300 (D. & K. Dodd)	16.2	1.0	16.2			0.0	0			0.0	0	0		0	0		5,600	0.0	0	11,200	0	28,231	39,431
040-03400 (S. & H. Alexander)	4.1	1.0	4.1			0.0	0			0.0	0	0		0	0		0.0	0	0	0	2,252	2,252	
040-03500 (S., L., & S. Killing & J. VanRyswyck)	9.0	1.0	9.0			0.0	0			0.0	0	0		0	0		0.0	0	5,600	0	6,536	12,136	
040-03600 (S. & L. Killing)	1.2	1.0	1.2			0.0	0			0.0	0	0		0	0		0.0	0	0	0	871	871	
040-03700 (F. & B. Killing)	2.1	1.0	2.1			2.1	1,612			2.1	68	0		1,680	1,680		0.0	0	0	0	4,225	4,225	
040-03800 (Stiek Farms Inc)	9.0	1.0	9.0	3,800		9.0	6,908	3,800		9.0	291	7,600		7,199	14,799		0.0	0	7,600	0	18,108	25,708	
Subtotal (Lands):	175.8		173.0	32,700	0	16.4	12,588	3,800	0	11.1	359	36,500	0	12,947	49,447	13,400	0	14.8	8,730	233,650	0	222,043	455,693
10th Line (Township of East Zorra-Tavistock)	1.8	2.0	3.6	1,500		1.6	1,227	1,500	12,820	0.8	26	3,000	12,820	1,253	17,073	0		0.0	0	6,750	23,340	5,012	35,102
Enbridge Gas Inc. (Special Assessment)					39,080							0	39,080	0	39,080					0	182,520	0	182,520
Enbridge Pipelines Inc. (Special Assessment)												0	0	0	0		33,470			0	51,685	0	51,685
Subtotal (Roads & Utilities):	1.8		3.6	1,500	39,080	1.6	1,227	1,500	12,820	0.8	26	3,000	51,900	1,253.0	56,153	0	33,470	0.0	0	6,750	257,545	5,012	269,307
TOTAL ASSESSMENT PARKER DRAIN 2022:	177.6		176.6	34,200	39,080	18.0	13,815	5,300	12,820	11.9	385	39,500	51,900	14,200	105,600	13,400	33,470	14.8	8,730	240,400	257,545	227,055	725,000

Note:

*10.6 hectares of Roll No. 040-02200 is to be subsurface connected to Branch B, Interval 1. No surface water admitted at this location, therefore assessed as half rate (5.3 hectares).
This amount removed from Branch C contribution (20.1 - 5.3 = 14.8 hectares).

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022 - 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 4th day of May, 2022 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 4th DAY OF MAY, 2022.

seal

Don McKay, Mayor

Will Jaques, Clerk