

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

AGENDA

**for the Meeting to be held on Wednesday September 21, 2022 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 7:00 p.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) September 7, 2022 Council Meeting Minutes
 - b) Oxford County Road Super. Assoc. – Trade Show 2025 Support Letter
 - c) Oxford County – Water/Wastewater Master Plan Memo
5. Delegations & Appointments:
 - a) 7:15 a.m. – Tara Parker – Child Care Presentation
 - b) 7:30 a.m. – Hearing – Appeal of Dangerous Dog Designation (Pearson)
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 – 05 re: HR Policy Updates
7. By-laws:
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
10. Confirming By-law
11. Adjourn

Placeholder Page for Agenda Item 1 –
Call to order and opening remarks

Use this page to note any opening remarks
you wish to make.

2.

Placeholder Page for Agenda Item 2 – Approval of the Agenda

Use this page to note items you would like added to the agenda.

3.

Placeholder Page for Agenda Item 3 – Disclosure of Pecuniary Interest

Use this page to note any Pecuniary Interests
you wish to declare at the meeting.

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 9:00 a.m. on Wednesday September 7, 2022.

Members Present: Mayor Don MCKAY, Deputy Mayor Don EDMISTON and Councillors Matthew GILLESPIE, Margaret LUPTON, Scott RUDY (arrived at 9:28 a.m.), Phil SCHAEFER and Jeremy SMITH.

Members Absent: N/A

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander and Corporate Initiatives Officer Meaghan Vader.

Mayor MCKAY welcomed everyone to the meeting. Councillor SMITH noted the Innerkip Drop-In Centre’s monthly car shows, with the last show of the season coming up on September 28th.

- Approve
Agenda
1. Moved by: Jeremy SMITH
Seconded by: Margaret LUPTON
Resolved that Council approve the agenda for the September 7, 2022, meeting as printed and circulated.
- CARRIED.

PECUNIARY INTERESTS:

- N/A

- Confirm
Minutes -
Council
2. Moved by: Don EDMISTON
Seconded by: Phil SCHAEFER
Resolved that Council confirm the Minutes of the August 3, 2022 Council Meeting, as printed and circulated.
- CARRIED.

Correspondence & Reports – No Resolutions:

- Staff Report - #CBO2022 – 14 re: Building, Development & Drainage Reporting
- Staff Report - #PW2022 – 09 re: Public Works Reporting
- Staff Report - #FC2022 – 08 re: Fire Department Reporting
- Staff Report - #BCO2022 – 08 re: By-law Compliance Reporting
- Staff Report - #CSM2022 – 11 re: Corporate Services Reporting
- Staff Report - #CAO2022 – 16 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

Staff Report
#CIO2022 – 10
re: Booking
Requirements
at Twp.
Facilities Policy

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the establishment of a booking policy for users of the Township's recreation facilities.

3. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council authorizes the Booking Requirements at Township Facilities Policy, to be effective as of September 8, 2022.

CARRIED.

Public Hearing -
Minor Variance
Application
A-8-2022
(Apple Home
Builders)

**PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-8-2022 (APPLE HOME
BUILDERS), DESCRIBED AS LOT 11, PLAN
41M-371, TOWNSHIP OF EAST ZORRA-
TAVISTOCK.**

At 9:15 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-8-2022 for Apple Home Builders. Planner Dustin Robson presented Planning Report #CP2022-347.

Members of the Committee asked questions of the Planner and Staff. The applicant was present for the hearing and spoke favourably of their application. The Committee reviewed and considered the comments made in making its decision regarding this application.

4. Moved by: Phil SCHAEFER
 Seconded by: Matthew GILLESPIE
 Resolved that Council, constituted as the
 Committee of Adjustment, approve Application File
 A-8-2022, submitted by Apple Home Builders for
 lands described as Lot 11, Plan 41M371 in the
 Village of Tavistock, being municipally known as 92
 Fred Krug Avenue, as it relates to:
 1. Relief from Section 12.2, Table 12.2 –
 Residential Type 1 (R1) Zone Provisions, to
 increase the maximum lot coverage allowance
 from 40% to 41%;

As the proposed variance is:

- i. deemed to be 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.

CARRIED.

Public Hearing -
 Minor Variance
 Application
 A-9-2022
 (Benbow)

**PUBLIC HEARING - MINOR VARIANCE
 APPLICATION #A-9-2022 (BENBOW),
 DESCRIBED AS PART LOT 1, PLAN 259, PART
 LOT 29, CONCESSION 1, TOWNSHIP OF EAST
 ZORRA-TAVISTOCK.**

At 9:21 a.m., Council, constituted as the
 Committee of Adjustment, considered Minor
 Variance Application #A-9-2022 for Adrian and
 Brenda Benbow. Planner Dustin Robson presented
 Planning Report #CP2022-348.

Members of the Committee asked questions of the
 Planner and Staff. The applicant, and agent for the
 applicant were present for the hearing and spoke
 favourably of their application. The Committee
 reviewed and considered the comments made in
 making its decision regarding this application.

5. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-9-2022, submitted by Brenda & Adrian Benbow for lands described as Part Lot 1, Plan 259, Part Lot 29, Concession 1 in the Township of East Zorra-Tavistock, being municipally known as 684780 Highway 2, as it relates to:

1. Relief from Section 9.2, Table 9.2 – RR Zone Provisions to reduce the required minimum front yard depth from 10 m (32.8 ft) to 9 m (29.5 ft) to facilitate the construction of an attached garage.

Subject to the following condition:

- a) That the proposed relief shall only apply to an attached garage of the approximate size and location as depicted on Plate 3 of Report CP 2022-348.

As the proposed variance is:

- i. deemed to be 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.

CARRIED.

Councillor RUDY arrived at the meeting at 9:28 a.m.

Staff Report
#CBO2022 – 14
re: Building,
Development &
Drainage
Reporting

CBO John Scherer reviewed the Monthly Building, Development & Drainage Report with Council.

Staff Report
#PW2022 – 09
re: Public Works
Reporting

Public Works Manager Tom Lightfoot reviewed the Monthly Public Works Report with Council.

Staff Report
#FC2022 – 08
re: Fire
Department
Reporting

Fire Chief Scott Alexander reviewed the Monthly Fire Department Report with Council.

Staff Report
#BCO2022 – 08
re: By-law
Compliance
Reporting

Council reviewed the Monthly By-law Compliance Report from By-law Compliance Officer Melanie Shiell.

Staff Report
#CSM2022 – 11
re: Corporate
Services
Reporting

Clerk Will Jaques reviewed the Monthly Corporate Services Report with Council.

Staff Report
#CAO2022 – 16
re: CAO-
Treasury
Reporting

CAO-Treasurer Karen DePrest reviewed the Monthly CAO-Treasury Report with Council.

By-law:

1st & 2nd
Reading

6. Moved by: Margaret LUPTON
Seconded by: Don EDMISTON
Resolved that the following by-law be read a first and second time:
- 2022-30 – ZBA Application 2-22-04 (Witzel)

CARRIED.

By-law:

3rd & Final
Reading

7. Moved by: Phil SCHAEFER
Seconded by: Scott RUDY
Resolved that the following by-law be read a third and final time:
- 2022-30 – ZBA Application 2-22-04 (Witzel)

CARRIED.

Confirming
By-law

8. Moved by: Margaret LUPTON
Seconded by: Jeremy SMITH
Resolved that By-law #2022-31 being a by-law to confirm the proceedings of Council held Wednesday September 7, 2022, be read a first, second and third time this 7th day of September, 2022;

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

CARRIED.

Adjourn

9. Moved by: Don EDMISTON
Seconded by: Phil SCHAEFER
Resolved that Council does now adjourn at
10:13 a.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor



Mayor and members of Council
CAO/Clerk

RE: 2025 AORS Municipal Trade Show Proposal

The Oxford County Road Supervisor's Association is seeking support from Councils within the County of Oxford for a proposal to host the 2025 Association of Ontario Road Supervisor's (AORS) Municipal Trade Show at the Canada Outdoor Farm Show site in Woodstock.

Our Association last hosted a successful trade show in 1994 and recently submitted an Expression of Interest to host the Trade show in 2025.

This annual trade show typically draws more than 2,000 participants to share information and technical developments related to municipal roads and infrastructure with 200+ exhibitors (300 booths) of public works products and services.

The 2-day show is held the first week of June providing an opportunity to show case the County while providing support to the local economy through accommodations, meals and other related spinoffs that a show like this generates. Insurance coverage is provided by AORS for this show and there are no monetary requirements from the municipalities. There will be a need for public works staff time during the show to assist with parking, registration, etc along with association members time that may be on various committees planning and organizing leading up to the show.

Revenue generated from this show is shared on a 60/40 split between AORS and the host Association. Any profit from the 40% remains with the Local Association to utilize as they wish. It is anticipated that much of the profits will be given to local County beneficiaries. These may include school bursaries, local hospitals, and children aid programs to name a few.

The remainder of profits will assist our association with various activities and training that we provide to staff.

Some of the 1994 Trade Show proceeds were used to provide a bursary that is currently awarded annually to Oxford County students enrolled in a Civil Engineering program at Fanshawe College.

The Oxford County Road Supervisors Association has a very long history, established in 1960, and continues to have a very active membership both at the local and provincial level. We currently have 27 Municipal members, 28 Supplier members and 13 honorary retired members.

Many members have worked hard over the years to keep our association vibrant. The current membership is very active at our local level as well as through joint ventures. It is because of this commitment and geographical location, that we feel confident; Oxford County can host a very successful show.

We are asking that Council approve a motion:

- Endorsing the bid for the 2025 AORS Municipal Trade Show
- Endorsing the utilization of public works staff for the show

A suggested motion is attached for your consideration.

Respectfully submitted by:

Oxford County Road Supervisor's Association

Adam Prouse, President

Ken Farkas, Vice President

Tom Lightfoot, Past President

Jim Borton, AORS Board Representative, Secretary/Treasurer
C/O Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, ON N0J 1G0

Suggested Motion:

Whereas the Oxford County Road Supervisors Association is seeking to host the 2025 Association of Ontario Road Supervisor's (AORS) Municipal Trade Show;

And Whereas this event draws more than 2,000 participants to share information and technical developments related to municipal roads and infrastructure with 200+ exhibitors (300 booths) of public works products and services;

And Whereas this event provides an opportunity to show case the County and local municipalities while providing support to the local economy through accommodations, meals and other related spinoffs;

And Whereas municipal support for the show and public works staff involved in planning, organizing and running the Trade Show is required for it to be successful;

Now therefore the Council of the _____ hereby endorses the Oxford County Road Supervisors Association bid for the 2025 AORS Municipal Trade Show;

And further endorses the utilization of public works staff to assist with planning, organizing and running the 2025 AORS Municipal Trade Show.

Will Jaques

Subject: Memo for Area Municipal Councils - W/WWMP Notice of PCC

From: Chloe Senior <csenior@oxfordcounty.ca>

Sent: September 15, 2022 1:16 PM

To: Amy Humphries <ahumphries@cityofwoodstock.ca>; Ann Wright <awright@tillsonburg.ca>; Danielle Richard <danielle.richard@ingersoll.ca>; Julie Middleton <clerk@swox.org>; Karen Martin <kmartin@zorron.ca>; Kyle Kruger <kkruiger@norwich.ca>; Rodger Mordue <rmordue@blandfordblenheim.ca>; Will Jaques <wjaques@ezt.ca>

Cc: Travis Pawlick <tpawlick@oxfordcounty.ca>; Mackenzie Schultz <mschultz@oxfordcounty.ca>; Laura Hamulecki <lhamulecki@oxfordcounty.ca>

Subject: Memo for Area Municipal Councils - W/WWMP Notice of PCC

Good afternoon fellow Clerks;

County Council, at its meeting held September 14, 2022 received the attached memo re the Oxford County 2024 Water and Wastewater Master Plan Municipal Class Environmental Assessment Study – Phase 1 & 2 Notice of Public Consultation Centre. Would it be possible for you to include on your next Council agendas?

Let me know if you have any questions or concerns.

Thank you,

Chloé Senior | Clerk
(She/Her/Hers)

519.539.9800, ext. 3001 | 1.800.755.0394

www.oxfordcounty.ca

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 Think about our environment. Print only if necessary



Public Works MEMORANDUM

TO: Oxford County Area Municipal Councils

FROM: David Simpson, Director of Public Works

DATE: September 15, 2022

RE: **Oxford County 2024 Water and Wastewater Master Plan
Municipal Class Environmental Assessment Study – Phase 1 & 2
Notice of Public Consultation Centre #1 (Virtual), Oxford County**

Oxford County has commenced the 2024 *Water and Wastewater Master Plan (W/WWMP)* Class Environmental Assessment (EA) Study to provide the County with strategic long-term water and wastewater servicing strategies that will support existing servicing needs and accommodate further projected population and employment growth to the year 2046. Public and review agency consultation is a key element of the Master Plan process.

Public Consultation Centre (PCC) #1 will be in virtual meeting format, and will include a presentation by the County's project Consultant (R.V. Anderson Associates Ltd.) followed by a Q/A period. The presentation agenda will include an introduction to the W/WWMP, provide an overview of the Class EA Master Plan process, summarize the existing water and wastewater infrastructure of the County, and discuss next steps in the Master Plan Process.

A short survey to leave comments will be available through the Speak-Up! Oxford (SUO) project web page and remain active 3 weeks after the Virtual PCC date. As detailed in the attached Notice, the PCC #1 date and registration information are as follows:

Date: Thursday, September 29, 2022

Time: 5:00 pm – 7:00 pm

Register: www.oxfordcounty.ca/wwwmp

In addition to the virtual PCC #1, in-person opportunities for public engagement will also be available on Wednesday, September 14th in Woodstock at the Outdoor Farm Show, Friday, September 23rd in Tillsonburg at Tillsonburg Ribfest, and Monday, September 26th in Ingersoll at the Town Hall.

Notice of the Virtual PCC #1 and the in-person engagement opportunities will be advertised in local newspapers and social media in advance of these events.

A handwritten signature in black ink, appearing to read 'David Simpson', with a stylized flourish at the end.

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

Encl. *Notice of Public Consultation Centre #1*

Notice of Public Consultation Centre #1

Oxford County Water and Wastewater Master Plan

Oxford County has initiated the development of a Water and Wastewater Master Plan (W/WW MP) to provide the County with strategic long-term water and wastewater servicing strategies that will support existing servicing needs and accommodate further projected population and employment growth to the year 2046.

About the Water and Wastewater Master Plan

The 2024 Water and Wastewater Master Plan (W/WW MP) is a long-term planning document that identifies municipal water treatment, water supply, wastewater collection and wastewater treatment strategies to meet Oxford County's growth needs and service goals in existing serviced areas. The plan will:

- Consider population trends and servicing needs across the County;
- Provide infrastructure solutions that meet the County's level of service framework and objectives; and,
- Recognize water conservation measures and wastewater treatment efficiency optimization to support the County's commitment to environmental sustainability.

R.V. Anderson Associates Limited has been retained by Oxford County to complete the W/WW MP. Key objectives of the master plan include:

- Assess the current water and wastewater systems performance and deficiencies;
- Offer solutions that evaluate full lifecycle costs to understand overall financial implications and sustainability; and,
- Develop a system plan, which will ensure reliability, redundancy, and security of water resources for existing and future consumers through to the year 2046.

The W/WW MP is being conducted in accordance with the Master Plan requirements of Phases 1 and 2 of the *Municipal Class Environmental Assessment* (2000, as amended in 2007, 2011 & 2015), approved under the *Ontario Environmental Assessment Act*.

Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.

We want to hear from you

Public and technical agency consultation will be fundamental in developing the Master Plan, and members of the public are invited and encouraged to comment on the project at any time during the Study.

The Project Team is hosting the study's first Public Consultation Centre (PCC) to introduce the 2024 Water and Wastewater Master Plan. This will be a virtual (online) event held:

Thursday, September 29, 2022

5:00 PM – 7:00 PM

Log-in details at www.oxfordcounty.ca/wwwmp

Representatives from the County and its consultants will be available at the PCC to answer questions and discuss the next steps in the study.

In addition to PCC #1, the Project Team is attending local events to engage directly with members of the community. Pop-up events are planned for:

Wednesday, September 14: Canada's Outdoor Farm Show in Woodstock

Friday, September 23: Ribfest in Tillsonburg.

Events will be advertised via social media, *Speak Up Oxford!*, and local media prior to the event.

The comment period for the W/WW MP PCC#1 closes on **Wednesday, October 19, 2022**.

Contacts for information

Travis Pawlick, P.Eng.
 Supervisor, Water and Wastewater
 Oxford County
 1-800-755-0394 x3111 | tpawlick@oxfordcounty.ca

John Tyrrell, MSc (Eng.), P.Eng
 Senior Project Manager
 R.V. Anderson Associates Limited
 519-681-9916 x 5038 | jtyrrell@rvanderson.com

Posted September 9, 2022

**Help improve access to quality child care for EZT families
Please take action and help Linda Holst and Sadie Harrett open a
licensed day care facility in East Zorra-Tavistock**

Hi everyone, my name is Tara Parker, I am an East Zorra-Tavistock resident, a part time registered nurse at Woodstock Hospital, and a Mom of two 2 year old twin toddlers Andrew and Jamie. I am here to advocate for my family and the young families of Tavistock and surrounding areas who are in desperate need of additional, accessible, high quality child care spaces.

Why is quality child care important for the children of EZT?

Quality child care contributes to our preschool children's social, emotional, developmental and educational outcomes, especially for children living in lower income families and children with special needs. Quality child care is invaluable resource that helps families reach work-life balance and helps parents maintain/obtain employment.

What would licensed child care provide EZT that unlicensed child care does not?

The child care fee subsidy for low income families is only available for licensed child care spaces. Licensed child care provides special needs resourcing (unlicensed child care does not get special needs resourcing). And licensed child care is often more consistent and more reliable (unlicensed child care providers can remove children from their care for any reason).

The current child care situation in EZT

The town of Tavistock only has one licensed preschool that only operates in the morning. While there are some unlicensed home daycares in are Tavistock and in the other towns of EZT, supply is unable to keep up with current demand for child care locally (Tara Parker will speak about really long wait lists in the surrounding area). Through Linda and Sadie's discussions with Tavistock parents, the pair have discovered that a number of them are forced to go out of town to find daycare spots for their young children (1).

EZT and Ontario Demographics

In 2021 the EZT population was 7,841, up 10.2% from 2016 EZT population census (2). Today the population census is probably even higher. In 2016 EZT population for ages 0-4 was 380 (3). The population for ages 0-4 this year is likely more then this due to the many young families moving into new residential units provided from developers like Apple homes, Sunlight homes, etc. Research also supports the likelihood of increase in the population of young children. According to Ontario Public projections the number of children under 4 is projected to increase by 23% over the next two and a half decades (4).

Summary of licensed child care in Oxford County

In Oxford County, there is a **lower proportion of children from zero to 4 years of age for whom licensed, centre-based childcare is available (10.1%) than almost anywhere else in the province**. Across Ontario, about 1 in 5 pre-school children have access to such spaces (20.7%), and nationally, the percentage is even higher (24.1%). Clearly, more could be done to ensure that a greater number of spaces are available to pre-school children (5).

Why licensed child care in EZT is a smart economic investment

There are many parents from towns and cities close to EZT (such as Shakespeare, New Hamburg, Baden, Stratford, etc.) that are looking for licensed child care. There are obvious benefits of bring families (and money) into the township that would utilize our local businesses like our grocery store, pharmacy, restaurants, etc when coming to town to drop off and pick up their children.

My difficulties to find and maintain child care for my children

Tara shares her experience

Please help! Creative and innovative solutions can be found with a team approach

EZT is fortunate to have two knowledgeable, qualified, kind, and motivated ECEs who want to open a licensed day care in the town of Tavistock, please take action to support them.

- Set aside land for licensed day care? Land is available and is being used for residential development and the local government has power over land zoning
- Or could a licensed day care be connected to the Tavistock elementary school?
- Could municipal councillors and the mayor advocate for day care funding support from Oxford County?

In closing

“It takes a village to raise a child”

Please take action to help the young families of EZT and the surrounding area. Thank you.

References

- (1) The Wilmot-Tavistock Gazette. Bricks And Mortar Holding Up A New Tavistock Daycare.
By Lee Griffi July 14, 2022
<https://www.wilmotpost.ca/news/article.php?Bricks-and-Mortar-Holding-Up-a-New-Tavistock-Daycare-2114>
- (2) Wikipedia. East Zorra-Tavistock.
https://en.wikipedia.org/wiki/East_Zorra-Tavistock
- (3) Statistics Canada. Census Profile 2016 Census East Zorra-Tavistock Township
<https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=CSD&Code1=3532038&Geo2=PR&Code2=35&SearchText=East%20Zorra-Tavistock&SearchType=Begin&SearchPR=01&B1=All&GeoLevel=PR&GeoCode=3532038&TABID=1&type=0>
- (4) Ontario Population Projections Update: 2017-2041, Ontario Ministry of Finance, 2018.
- (5) University of Waterloo. A Profile of Well-Being in Oxford County with comparisons to Ontario and Canada (2018).
https://uwaterloo.ca/canadian-index-wellbeing/sites/ca.canadian-index-wellbeing/files/uploads/files/a_profile_of_wellbeing_in_oxford_county-2018.pdf

Dangerous Dog Designation - Hearing

Under the Township's Canine Control By-law #2008-35, as amended by By-law #2011-40, a "dangerous dog" means, *"a dog that, in the absence of any mitigating factors, has attacked, bitten or caused injury to a person or domestic animal or has made a real or substantial threat of attack on a person or a domestic animal provided that the dog shall not be deemed to be a dangerous dog if the bite, attack or threat of attack was sustained by a person who, at the time, was committing a wilful act of trespass or other tort upon the premise occupied by the owner or keeper of the dog, or was teasing, tormenting, abusing or assaulting the dog or has, in the past, been observed or reported to have teased, tormented, abused or assaulted the dog, or was committing or attempting to commit a crime."*

Prior to the placement of a dangerous dog designation by an Animal Control or By-law Enforcement Officer, the owner of the dog must be afforded the opportunity for a Hearing in front of Council, if they request such a hearing within three weeks of receiving notice of the designation placement.

Mr. Michael Pearson (98 Halliday Drive, Tavistock) has requested such a hearing.

At the Hearing, in addition to confirming the Officer's Order, Council may:

- 1) Rescind the Officer's deeming of the dog as a dangerous dog;
- 2) Substitute its own requirements of the owner of the dog under Section 4.a(i) of the By-law, which currently requires:
 - a) the dog to be confined within the owner's dwelling or located wholly within a properly secured (fenced) area on the owner's property and further, if the dog continues to leave the secured area, it must be restrained by a chain/leash in addition to the fenced area;
 - b) the owner to attach a muzzle and leash to the dog when not confined on the owner's property, and be under the care and control of a person 16 years of age or older;
 - c) the owner to post a sign in a conspicuous place on his/her property stating that there is a dangerous dog on the premises.

Council's decision on the matter is final.

Dangerous Dog Designation - Summary of Events

98 Halliday Drive, Tavistock (Pearson)

May 19, 2022 - Complainant Ms. Karen Crawford from 94 Halliday Drive advised that neighbour's dog at 98 Halliday Drive has bitten her three times. Called complainant and left her a message to return my call.

May 26, 2022 - Spoke with Ms. Crawford and asked her to send pictures of any injuries she sustained during the incidents. Incidents were verified by Southwestern Public Health.

June 1, 2022 – Ms. Crawford sent pictures showing injuries as the result of biting incidents that took place on March 20, 2019, April 30, 2021, and May 15, 2022. I was advised that Southwestern Public Health was contacted all three times, and the OPP was contacted for the May 15, 2022, incident. Ms. Crawford attended the doctor for the May 15, 2022, incident and received a tetanus shot and antibiotics. I spoke with PC Orville Beckford from the OPP – I advised that I would be dealing with the matter, and a dangerous dog designation was an option.

June 3, 2022 – A letter was sent to the owner of dog, Mr. Michael Pearson. Requested that Mr. Pearson contact me to discuss the incidents.

June 15, 2022 – I spoke with Mr. Pearson. He indicated that his dog has only bitten one neighbour two times, and the first biting incident did not injure Ms. Crawford. He advised that Ms. Crawford has a dog that aggravates his dog by running the fence line all day. He also advised that for some reason, his dog has only ever had an issue with Ms. Crawford, and no one else. I understood from Mr. Pearson that the dog had been escaping through a garage door when the incidents happen and Mr. Pearson advised that he has corrected that issue so it doesn't happen again, and also enrolled his dog in behaviour-based training. I indicated to Mr. Pearson that as long as the above noted provisions were met, a dangerous dog designation would not be placed on the dog.

September 2, 2022 - I received a call from PC Beckford who brought to my attention that a second incident had occurred that I was not aware of involving a second individual, Ms. Ashley Grigg, who lives at 82 Halliday Drive in Tavistock. PC Beckford also indicated that some of the incidents took place at a park and not along Mr. Pearson's/ Ms. Crawford's property boundary, as I had originally understood.

I called and spoke with Ms. Grigg who confirmed that on the day in question (she couldn't remember the date itself, but was in either September or October of 2021), she was getting her kids into the car for school. Mr. Pearson's dog ran at her and in an effort to protect her kids from the dog, she stuck her foot out to kick the dog and was bitten in the foot by Mr. Pearson's dog. I would also note that Ms. Grigg's name and address sounded familiar, so after further investigation, it was discovered that the Township received a complaint with regard to a dog-at-large on November 21, 2019. At that time, a letter was sent to the dog owner, Mr. Michael Pearson, advising of the by-law requirements and requesting that he keep his dog on his own property at all times. I also spoke with Mr. Pearson directly at that time and he indicated to me he was building a fence to rectify the issue.

Given the additional information received on September 2nd, a dangerous dog designation was made, and a letter was sent to Mr. Pearson. A call was placed with Mr. Pearson to advise that the designation letter would be arriving. Mr. Pearson indicated that he did not agree and would be appealing the designation.

September 9, 2022 – I received an email from Mr. Pearson indicating his desire to appeal the dangerous dog designation.

September 12, 2022 – I received an email from Mr. Pearson indicating the reasons he feels a dangerous dog designation should not be placed on his dog.

September 13, 2022 – I received an email from Mr. Pearson providing his dog trainers contact information - K9 Komfort Inn (Peterborough), 1-705-927-8053.

A handwritten signature in black ink, appearing to read 'Melanie Shiell', with a stylized flourish at the end.

Melanie Shiell
By-Law Compliance Officer
Township of East Zorra – Tavistock

Will Jaques

Subject: 98 Halliday drive tavistock

From: Michael Pearson

Sent: Friday, September 9, 2022 1:57 PM

To: Melanie Shiell <mshiell@ezt.ca>

Subject: Fwd: 98 Halliday drive tavistock

Sent from my iPhone

Begin forwarded message:

From: Michael Pearson <jvpfire@aol.com>

Date: September 9, 2022 at 1:45:07 PM EDT

To: msheill@ezt.ca, Mark Penny <mark@k9komfortinn.ca>

Subject: 98 Halliday drive tavistock

Dear ms shiell further to our conversation today I would like to lodge an Appeal against the dangerous dog order that has been placed upon our dog Chelsea

I will in due course forward my reasons and I also enclose the e-mail address of our dog training expert based near Peterborough Ontario, recommended by the organization we adopted Chelsea from (Standard Poodles in need) based in the Toronto area and who are also very concerned about her and who recommended the trainer too us.

Mark Penny k9komfortinn.ca

Many thanks

Michael Pearson

Sent from my iPhone

Will Jaques

Subject: RE: Chelsea 98 Halliday drive tavistock

-----Original Message-----

From: Michael Pearson

Sent: Monday, September 12, 2022 2:56 PM

To: Melanie Shiell <mshiell@ezt.ca>

Subject: Chelsea 98 Halliday drive tavistock

Dear ms Shiell further to our conversations on Friday the 9th September and my lodged appeal against a dangerous dog order being put on Chelsea I reply as follows

1. As PC Orville Beckford contacted you on the 9th may and was unhappy that you had not put a dangerous dog order on Chelsea after mrs Crawfords incident on the 15th may (and previous incidents I had informed you of) he then gave you yet another reported incident (not reported previously) and I was also not made aware of on the 15th may during his visit to me
2. This incident did not happen as reported as I was on the scene myself (from over a year ago). Chelsea ran out of my rear garden when the builders temporary fence fell down and on to the front road where she playfully ran up and down it.

She ran up to a neighbours car where the lady had just put her children in and then back to me and home. The lady was obviously concerned but at no time did Chelsea attempt to bite her.
3. The lady in question socializes with the other neighbours that reported the 15/9/22 incident and out of concern for themselves and their children (that are always out playing road hockey on a busy road) rang the police.
4. After we spoke about Chelsea towards the end of may you verbally told me that "Chelsea was not the type of dog that required a dangerous dog order putting on her" and until this late reported incident was brought to your attention on the 9/5/22 remained a normal dog and now an order has been put on her without any written notice prior to us speaking on the 9th may and no evidence to corroborate the ladies story.

5 I would therefore ask you to remove this notice as soon as possible

6. I have e-mailed the dog trainer we attend near Peterborough Ontario (a 3 1/2 hour journey each way) I will also try to reach him late afternoon when he gives his lessons (he is busy with the kennel side of things up to 2pm each day, I do carry out a lot of the training myself with other dogs (her main issue) under the instruction of mr Mark Penny

If you wish to contact him yourself please do so his number is on the k9komfortinn web site

7. Finally to say Chelsea has run through all these playing children previously and many groups of adults (none of which filed a complaint for her biting any of them on the 15th may) before she bit mrs Crawford (having seen her dog tied at the front of her house on a long lead many times) she must associate the dog with her, this is hopefully what the training will help with

Yours faithfully

Michael Pearson

Sent from my iPhone

Will Jaques

Subject: Dog Incident

From: Ashley Grigg
Sent: Wednesday, September 14, 2022 11:38 AM
To: Melanie Shiell <mshiell@ezt.ca>
Subject: Dog Incident

Good Morning,

As per our conversation I am following up with an email of the incident that occurred with the dog on my street. We had seen the dog (large white standard poodle I believe) out before and it was always barking and pulling the owner down the street on it's leach. It got out of their hands on two occasions that I witnessed and came charging at the other kids across the street and once it came towards my husband when he was outside and he had to jump on his car to get away from it as he didn't want to hurt the dog. We knew it was aggressive from what we had seen and so we always tried to avoid it when we could.

I don't remember the exact date but it would have been around September or October of 2021 and I was getting ready to take my daughter to school. We live in a raised two storey home so we have 8 steps up to our front door from the driveway. We went outside and my daughter said "mom that dog is out" and I looked and it was down the street closer to their house and so I said "it's okay it's down there don't worry." I turned around to lock the door and my daughter started screaming, I turned and the dog was running full force and barking straight towards her. I ran in front of her and was on about the 3rd step from the driveway and it was barking and charging towards me. I kicked the dog as hard as I could in the face to try and get it away. I thought it would go away after that but it came right back for me and bit my foot.

The owner was just walking slowly towards my house and told me not to yell at the dog because "it doesn't like that." We exchanged some words and then she finally caught the dog and took it back to her house. I took my daughter to school after I calmed her down and then called the township to report the incident.

I wasn't home during the last incident that happened but from what I hear it was even worse. I would 100% consider the dog to be dangerous and they do not have control over it.

Please reach out anytime if you have further questions or need anything further from me.

Thank you,

Ashley

#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 #HRSC2022-05

To: His Worship the Mayor and Members of Council

From: Jennifer Albrecht, Human Resources and Safety Coordinator

Subject: Human Resources Policy Updates

Date: September 14, 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, the policies are reviewed for updates and/or new policies put in place.

The three HR policies that are included in this report are ones for which some housekeeping amendments are being presented for Council approval.

Discussion:

1. Policy#1.01 – Organizational Charts

This policy has been updated to include the Parks and Recreation structure under the department of Public Works, and the position of the Fire Prevention Officer/Inspector under the department of Emergency Services.

2. Policy# 3.17 – Safety Equipment, Clothing & Boot Allowance Policy

This policy is being updated to include the positions of Parks & Recreation Supervisor of Operations, Recreation Facility Operators and the Fire Prevention Officer/Inspector.

3. Policy#4.03 – Statutory Holidays

This policy is being updated to reflect the addition of the Recreation Facilities staff and their provisions for Statutory Holiday wages.

Attachments:

1. Appendix 'A' - Policy #1.01 – Organizational Charts Policy
2. Appendix 'B' - Policy #3.17 – Safety Equipment, Clothing & Boot Allowance Policy
3. Appendix 'C' - Policy #4.03 - Statutory Holiday Policy

Recommendations:

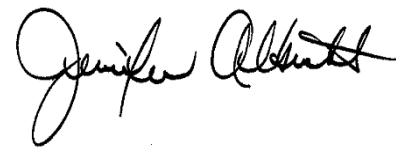
1. That Council approve the updated Policy #1.01 Organizational Charts Policy, as attached to Staff Report #HRSC2022-05.
4. That Council approve the updated Policy #3.17 Safety Equipment, Clothing & Boot Allowance Policy, as attached to Staff Report #HRSC2022-05.
2. That Council approve the updated Policy #4.03 Statutory Holiday Policy, as attached to Staff Report #HRSC2022-05

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: Statutory Holidays	
Section: Personnel Policies	Number: 4.03
Version: 4.0	Review Frequency: as required
Approved by: Council	Approval Date: 2022-03-02
Application: Applies to all Township employees	
Notes: 2022-09-12 Addition of section covering Recreation Facility staff	

PURPOSE

The following policy outlines the provisions for statutory holidays for Township employees.

PROCEDURE

1) Full-time Employees

- a) All full-time employees shall receive the following holidays with pay:
 - i) New Year's Day
 - ii) Family Day
 - iii) Good Friday
 - iv) Easter Sunday
 - v) Victoria Day
 - vi) Canada Day
 - vii) Civic Holiday
 - viii) Labour Day
 - ix) Thanksgiving Day
 - x) Remembrance Day
 - xi) Christmas Day
 - xii) Boxing Day
- b) Holiday pay will be computed on the basis of the number of hours the employee would otherwise have worked had there been no holiday at their regular straight time rate of pay.

- c) In order to qualify for the holiday pay the employee must work their full scheduled shift immediately preceding and immediately following the holiday concerned, unless absence is due to sickness, vacation or approved leave of absence.
- d) All of the above mentioned holidays shall be observed with the closure of the municipal office and public works shops.
- e) If any of the above holidays fall on a Saturday, the employer shall establish the Friday prior to the holiday as the day to be observed as the holiday. If the holiday should fall on a Sunday, the employer shall establish the Monday following the holiday to be observed.
- f) Employees shall be paid at their regular rate of statutory holiday pay for the afternoon of December 24th, and December 31st.
- g) Any employee required to work on a statutory holiday will be paid at the rate of time and one-half their regular straight time rate of pay for all authorized work performed on such a day in addition to whatever statutory holiday pay to which they may be entitled.

2) Recreational Facilities Employees

- h) Due to the nature of recreation facilities and hours of usage, recreation employees will work on statutory holidays if a facility is booked for an event, with the exception of Christmas Day, Boxing Day and New Year's Day, when all facilities will be closed.
- i) Recreation employees scheduled to work on a statutory holiday will be paid at the rate of time and one-half their regular straight time rate of pay for all authorized work performed on such a day, in addition to whatever statutory holiday pay to which they may be entitled.
- j) Employees shall be paid at their regular rate of statutory holiday pay for the afternoon of December 24th, and December 31st, as all recreation facilities will be closed at noon on these dates.

3) Part-time, Contract, Temporary Employees

- k) Part-time employees are eligible for payment for the Statutory Holidays as set out in the Employment Standards Act.
- l) Volunteer Firefighters are not eligible for Statutory Holiday Pay.



Township of East Zorra-Tavistock Human Resources Manual

Title: Safety Equipment, Clothing & Boot Allowance	
Section: Employee Benefits	Number: 3.17
Version: 1.5	Review Frequency: Annual
Approved by: Council	Approval Date: 2009-01-07
Application: Full-time Employees	
Notes: 2016-01-01 – Changed non-union amount to \$150 2019-08-07 – Changed union and non-union amount to \$200 2020-10-07 – Changed to include Operations Technologist 2020-11-01 – Removal of Union/CUPE References 2022-09-15 – Changed to include Parks & Rec staff, Fire Prevention/Inspector	

PURPOSE

This policy sets out the allowance paid for clothing and safety boots.

PROCEDURES

- 1) The Township provides employees with the safety equipment required pursuant to relevant legislation, including, without limiting the generality of the foregoing: safety hat, safety goggles, safety vest, protective vest and work gloves. The Township shall replace worn out equipment, as required.
- 2) The following Employees are eligible for a safety boot allowance of \$200 per year payable with the first pay in September each year:
 - a) Public Works Manager
 - b) Public Works Foreman
 - c) Public Works Equipment Operators
 - d) Chief Building Official
 - e) Building Inspector/ Drainage Superintendent
 - f) Operations Technologist
 - g) Fire Chief

-
- h) Fire Prevention Officer/Inspector
 - i) Parks & Recreation Supervisor of Operations
 - j) Recreation Facility Operators
- 3) Public Works Operators, Parks & Recreation Supervisor of Operations, Recreation Facility Operators and Fire Prevention Officer/Inspector are eligible for the additional allowances:
- a) Coverall allowance of \$92.50 per year, payable with the first pay in September

Township of East Zorra-Tavistock



Human Resources Manual

Title: Organizational Charts	
Section: Township Organization	Number: 1.01
Version: 6	Review Frequency: as required
Approved by: Council	Approval Date: 2016-10-19 Res. #13
Application: General organizational structure of the Township. Applies to all employees.	
Notes: Updated December 2021 Updated September 2022	

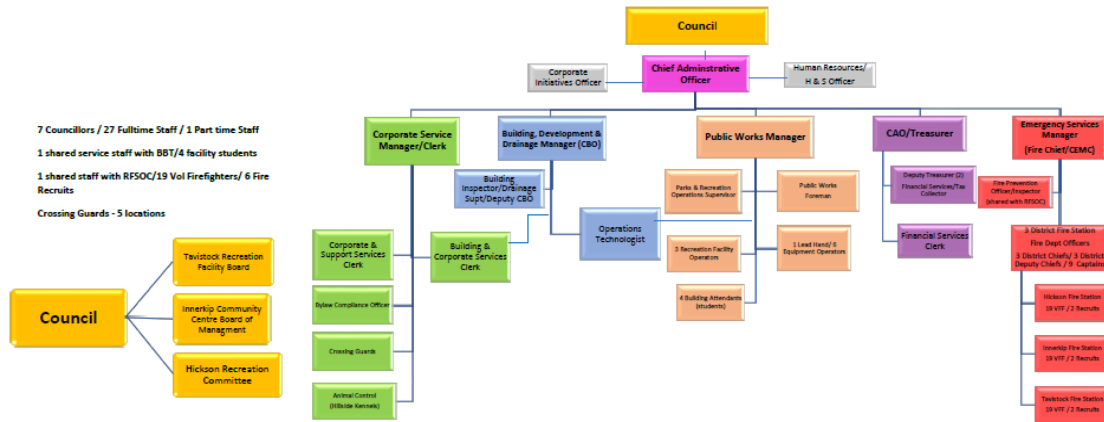
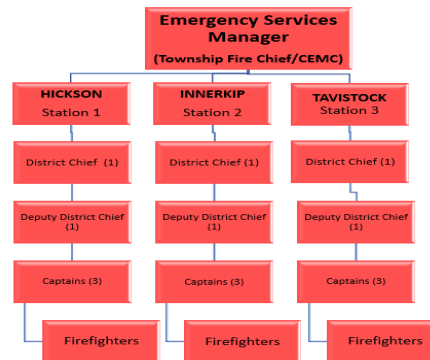
PURPOSE

This document sets out the organizational chart for the Township. Also included, is an organizational chart for the Township Fire Department.

Please see the following;

TOWNSHIP OF EAST ZORRA-TAVISTOCK

Organizational Chart – September 2022

Township of East Zorra-Tavistock
Fire Department
Organizational Chart

Total Complement – maximum of 57 Volunteer Firefighters/maximum 19 per station
Officer positions shown above are included in full complement
Auxiliary Program – maximum 6

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022 - 32**

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 21st day of September, 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 21st DAY OF SEPTEMBER, 2022.

seal

Don McKay, Mayor

Will Jaques, Clerk