

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

AGENDA

**for the Meeting to be held on Wednesday October 5, 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 September 21, 2022 Council Meeting Minutes
 - b) Memo - Township Secondary Plan Project Update
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) UTRCA Activities Update – Councillor Lupton
 - e) September 21, 2022 Police Services Board Minutes
 - f) Staff Report - #HRSC2022 – 06 re: Electronic Monitoring Policy
 - g) Staff Report - #CBO2022 – 15 re: Building, Development & Drainage Reporting
 - h) Staff Report - #PW2022 – 10 re: Public Works Reporting
 - i) Staff Report - #FC2022 – 09 re: Fire Department Reporting
 - j) Staff Report - #BCO2022 – 09 re: By-law Compliance Reporting
 - k) Staff Report - #CSM2022 – 12 re: Corporate Services Reporting
 - l) Staff Report - #CAO2022 – 17 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2022-33 – Employee Appointment By-law (Deputy Treasurer)
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 7:00 p.m. on Wednesday September 21, 2022.

Members Present: Mayor Don MCKAY, Deputy Mayor Don EDMISTON and Councillors Matthew GILLESPIE, Scott RUDY, Phil SCHAEFER and Jeremy SMITH.

Members Absent: Councillor Margaret LUPTON.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot and Human Resources/Safety Coordinator Jennifer Albrecht.

Mayor MCKAY welcomed everyone to the meeting.

Approve
Agenda

1. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council approve the agenda for the September 21, 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 September 7, 2022 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Oxford County – Water/Wastewater Master Plan Memo

Correspondence & Reports – Resolutions
Following:

Oxford County
 Road Super.
 Assoc. – Trade
 Show 2025
 Support Letter

3. Moved by: Don EDMISTON
 Seconded by: Matthew GILLESPIE
 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 be it resolved that the Council of the Township of East Zorra-Tavistock 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.

CARRIED.

Oxford County
 Water/
 Wastewater
 Master Plan
 Memo

Council reviewed the memo from Oxford County regarding the Water/Wastewater Master Plan, including the upcoming virtual public consultation session.

Staff Report#
 HRSC2022 – 05
 re: HR Policy
 Updates

Human Resources/ Safety Coordinator Jennifer Albrecht presented her report to Council regarding amendments to various human resources policies.

4. Moved by: Jeremy SMITH
 Seconded by: Scott RUDY
 Resolved that Council approve the recommended human resources policy updates in Staff Report #HRSC2022-05.

CARRIED.

At 7:15 p.m., Ms. Tara Parker made a presentation to Council regarding childcare within the Township and surrounding area.

At 7:44 p.m., a hearing was held, at the request of Mr. Michael Pearson, under section 4.a(iii) of By-law #2008-35 (as amended) – Dangerous Dog Designation. Mr. Pearson is the owner of the subject dog.

Mr. Pearson presented his position as to why his dog should not be designated as dangerous.

By-law Compliance Officer Melanie Shiell presented her position and recommendation that Mr. Pearson's dog be designated as dangerous.

Written correspondence was received from complainants and neighbours supporting the designation.

Council considered the information presented and received in making its decision on the matter.

5. Moved by: Scott RUDY
 Seconded by: Matthew GILLESPIE
 Resolved that Council sustain the Order of the By-law Compliance Officer deeming the dog belonging to Mr. Michael Pearson as dangerous.

CARRIED.

Confirming
 By-law

6. Moved by: Jeremy SMITH
 Seconded by: Phil SCHAEFER
 Resolved that By-law #2022-32 being a by-law to confirm the proceedings of Council held Wednesday September 21, 2022, be read a first, second and third time this 21st 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

7. Moved by: Scott RUDY
Seconded by: Don EDMISTON
Resolved that Council does now adjourn at
8:15 p.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor

MEMO

TO: Township of East Zorra-Tavistock
FROM: WSP
SUBJECT: EZT Secondary Plan Project Summary
DATE: September 28, 2022

1.0 INTRODUCTION

The Township of East Zorra-Tavistock (EZT) is undertaking a technical evaluation project (the “Technical Evaluation”) to consider potential Settlement Area Boundary Expansion(s)(SABE) to the Villages of Tavistock and Innerkip. The goal of the Technical Evaluation is to identify locations to expand the settlement boundaries of Tavistock and Innerkip to accommodate the forecasted residential and employment growth identified through the County’s Phase 1 Comprehensive Review.

This memo summarizes the work completed to date for the East Zorra-Tavistock Secondary Plan Project since the previous update to Council at the June 15th meeting.

2.0 WORK COMPLETED TO DATE**2.1 PHASE 1**

Phase 1 included a review and analysis of background documents and data and the development of evaluation criteria for identifying the Focused Study Areas (FSA). The outcome of Phase 1 was the selection of preliminary Focused Study Areas for both Tavistock and Innerkip which were presented to Council during the June 15th meeting (Maps showing FSAs are provided in Appendix A attached).

2.2 PHASE 2

Phase 2 involves the analysis of the preliminary Focused Study Areas, which includes a series of technical evaluations intended to identify the most appropriate lands for inclusion in the SABE(s). A brief summary of the status and findings so far (if applicable) for each of the technical evaluations is included below:

**TECHNICAL
ASSESSMENT****SUMMARY**

Agricultural Impact Assessment (AIA)	<ul style="list-style-type: none"> - Preliminary findings indicate there will be impacts on the agricultural system. - Full AIA will provide a more detailed analysis and offer recommendations to reduce impacts on agricultural operations.
Natural Heritage System Assessment	<ul style="list-style-type: none"> - Evaluations have been prepared for Tavistock and Innerkip FSAs. - Results have identified high, moderate, and potential constraints to development within the FSAs.
Public Facility Assessment Review	<ul style="list-style-type: none"> - Focus is on the serving capacity of parks, recreation, schools, and library system. - Findings will highlight any gaps or recommendations for integrating the expansion area into the existing system.
Fiscal Analysis	<ul style="list-style-type: none"> - To be conducted during Secondary Planning exercise (Phase 3).
Cultural Heritage and Archeological Resources Desktop Review	<ul style="list-style-type: none"> - Review involves identifying any culturally significant heritage or archaeological resources within the FSAs. - A total of 12 resources with no known official designation (8 in Tavistock and 4 in Innerkip) and 1 local designation in Tavistock based on the Oxford County Heritage Resources Inventory. - All resources are located within existing settlement boundaries (i.e. not within FSAs). - Both FSAs have high potential for the presence of archaeological resources.
Infill and Intensification Study	<ul style="list-style-type: none"> - Study is focused on verifying and updating growth management and land supply information provided by the County. - Outcome will confirm the remaining land supply within the existing settlement boundaries, and the required land needs for the expansion area.
Multi-modal Transportation Study Review	<ul style="list-style-type: none"> - Includes a review of existing and planned transportation facilities and infrastructure, and provides recommendations on integrating the expansion lands into the broader transportation system.

Water Resources Evaluation	<ul style="list-style-type: none"> - Study is intended to evaluate, identify, and mitigate any impacts on water resources. - Portions of the Thames-Sydenham & Region Highly Vulnerable Aquifers and Significant Groundwater Recharge Areas are located within both the Tavistock and Innkerip FSAs. - Portions of the Tavistock FSA are located within the Wellhead Protection Area for the Tavistock Municipal Water Well.
Water-Wastewater Servicing Assessment	<ul style="list-style-type: none"> - Awaiting updated water-wastewater modelling for both Tavistock and Innerkip to ensure the most recent data is used in the assessment.

2.2.1 PROJECT SCHEDULE

The project schedule has shifted due to delays in receiving the updated water-wastewater modelling for Tavistock and Innerkip, which will be used to complete the Water-Wastewater Servicing Assessment. This assessment will establish the existing system capacity, study the impact of growth on the existing systems and propose any required upgrades to support growth.

The modelling is a vital component of this analysis, as it is used to determine the system capacity based on current conditions. The modelling data is currently being updated by the County's consultant C3 Water for both Tavistock and Innerkip. While previous models do exist, they do not represent the most up-to-date information. The project team has determined that the best approach is to wait for the updated models before conducting the Water-Wastewater Servicing Assessment, to ensure that the most current data is used for the SABE and Secondary Planning process.

The project team will continue to work on the other technical evaluations identified in section 2.2. It is anticipated at this time that the proposed SABE lands will be brought forward to Township Council for endorsement in late Fall 2022 or early 2023. Once the SABE lands have been endorsed by Council, the project team will then proceed with the Secondary Planning exercise.

2.2.2 CONSULTATION UPDATE

In addition to the technical evaluations, the project has proceeded with the public consultation program, which includes both online and in-person consultations. A Public Open House was held at Hickson Park on September 8th to discuss the project and receive feedback from the public. The Public Open House was well attended, with over 90 residents in attendance. An Engagement Summary Report has been prepared detailing the feedback and outcomes of the Public Open House and has been submitted alongside this memo.

3.0 NEXT STEPS

The next steps in the process for the East Zorra-Tavistock Secondary Plan project include:

Town of East Zorra-Tavistock | **Technical Evaluation for Settlement Area Boundary Expansion**

- Finalizing the technical evaluations and consolidating the findings in an overall summary report.
- Identifying the SABE(s) lands based on the technical evaluations and consultation completed in Phase 2.
- Bringing the proposed SABE lands forward to Township Council for endorsement.
- Undertaking the Secondary Planning exercise for the SABE lands (Phase 3).
- Additional consultation and visioning for the Secondary Plan area.
- Bringing the Secondary Plan forward to Township Council for endorsement.
- Bringing the Secondary Plan forward to County Council for approval of the associated Official Plan Amendment (OPA).

APPENDIX A:

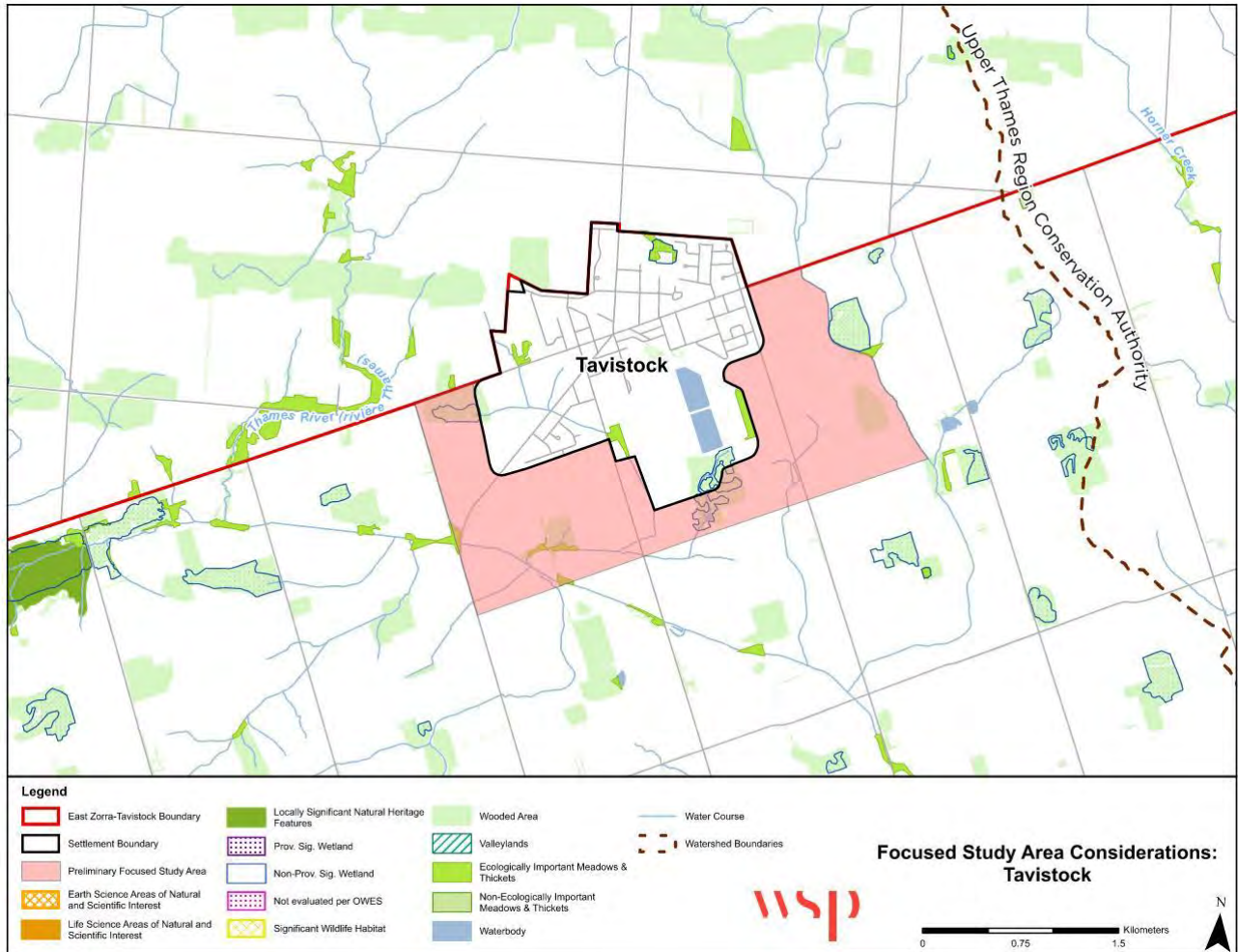


Figure 1: Map showing the Focused Study Area for Tavistock. The Focused Study Area includes lands that are being considered for expansion and does **not** represent the final expansion area.

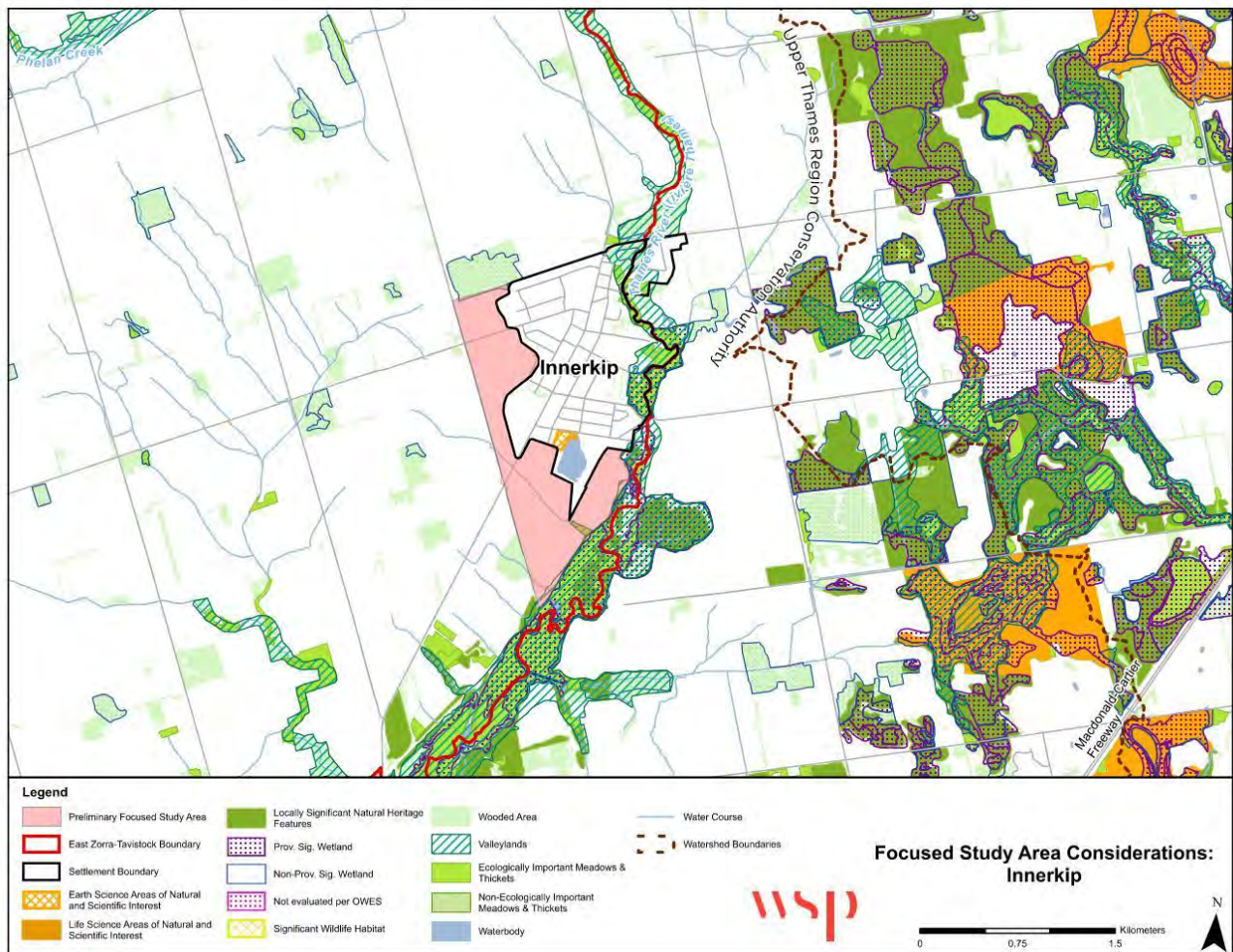


Figure 2: Map showing the Focused Study Area for Innerkip. The Focused Study Area includes lands that are being considered for expansion and does **not** represent the final expansion area.

Appendix 'A'



East Zorra-Tavistock Secondary Plan Engagement Summary Report

September 20, 2022



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1 Introduction

Oxford County forecasts have identified that East Zorra-Tavistock (EZT) is expected to grow to about 2,500 additional people and 500 employees by 2047. This project is being undertaken to identify a Settlement Area Boundary Expansion (SABE) area to accommodate this growth. The Township of East Zorra-Tavistock has engaged the services of WSP to assist in the creation of a Secondary Plan and Servicing Strategy for the Villages of Tavistock and Innerkip. At present, the project is in Phase 2 (**Figure 1**).



Figure 1: Project Phases and Status

1.1 Engagement Program

As part of this project, several criteria have been established, as shown in **Figure 2**. This Engagement Summary Report documents the engagement activities completed during Phase 2 of this project that support the community engagement criteria. The activities summarized in this report include a Public Open House (POH), and both online and Indigenous engagement.



Figure 2: Project Evaluation Criteria

Public Open House 1 | Engagement Summary

1.2 Public Open House

1.2.1 Purpose

A Public Open House was held on Thursday, September 8th, 2022, to inform the community about the East Zorra-Tavistock Settlement Area Boundary Expansion, as part of the Secondary Plan project. The purpose of the meeting was to introduce the Technical Evaluation process, discuss project timelines in greater detail, and engage the public in identifying suitable expansion areas, using the preliminary Focused Study Areas (FSAs) as a guide.

As per Phase 2 of the project and the evaluation criteria presented in **Figure 2**, engaging the community is a core pillar of the work being completed. Feedback obtained from the POH will inform subsequent technical work, and the open house served as an opportunity to address questions from the public and project stakeholders.



Figure 3: Hickson Park Pavilion

1.2.2. Meeting Overview

On September 8th, a drop-in event was held from 5:00pm to 7:00pm at the Pavilion at Hickson Park (**Figure 3**) to provide individuals an opportunity to learn more about the project and provide input. The POH had approximately 90+ attendees.

Comments were received during the session through a mapping exercise (see example of Tavistock comment map in **Figure 4**), comment sheets, and direct oral feedback to the Project Team. The comments acquired during the POH are integrated into **Appendix A and B**. **Appendix C** shows the engagement materials provided to attendees.

A range of stakeholders including residents, landowners, developers, planning consultants, realtors, local politicians, and local planning staff were represented during the open house.

1.2.3 Outreach

The first open house was advertised through the following outlets:

- Township of East Zorra-Tavistock Website
- Project Website
- Social Media Platforms:
 - Facebook
 - Twitter
 - Instagram
- Local News Outlet: Wilmot-Tavistock Gazette & the Oxford Review
- Notice Mailouts



Figure 4: Tavistock Comment Map

1.3 Online Engagement

Online engagement has been a necessary tool for providing stakeholders information pertaining to the project. As of September 16, 2022, the project website has engaged a total of 348 views, which have been categorized as 64 glances, 106 quick reads, and 178 deep reads.

The project webpage can be visited using the following link:

<https://sway.office.com/GWPGEWJUeXewNJMC?ref=Link>

1.4 Indigenous Engagement

The Crown has a Duty to Consult with Indigenous communities on issues that may affect treaty rights, Aboriginal rights, and land claims. Although the Duty to Consult is ultimately the responsibility of the Province, procedural aspects of this duty have been delegated to municipalities in infrastructure and land use planning matters where the use of land or natural resources could be impacted.

The Provincial Policy Statement (2020) recognizes, “the importance of consulting with Aboriginal communities on planning matters that may affect their section 35 Aboriginal or treaty rights.”

Indigenous communities are not stakeholders nor are they a “diverse audience”, rather they are rights holders who must be engaged and involved in planning matters in a thoughtful and context-specific way. Recognizing the important relationships Indigenous communities have with governing bodies is critical to ensuring conversations are conducted in a way that honours tradition, treaty rights, and inherent rights.

A government-to-government letter was sent to the identified Indigenous communities by the County/Township on May 6, 2022.

On May 31, 2022, a virtual meeting was held with the Mississaugas of the Credit First Nation (MCFN) and the Project Team. The project was introduced, as well as the approach to consultation for this work.

2 Feedback

Input, comments, and questions received to date on the Settlement Area Boundary Expansion have been organized thematically in Section 2.1 of this report. The feedback includes comments from the POH in addition to email correspondences that have been received by the Township of East Zorra-Tavistock and Oxford County. These have been incorporated into the **Appendix A, B and C**. Summary materials will be available on the East Zorra-Tavistock project webpage.

2.1 What We Heard

This section documents the results of the feedback collected through the open house and correspondences received by the Project Team. It includes an analysis of the feedback and highlights core themes. The input described in this report will be reviewed and considered by the Project Team.

Agriculture

The comments related to agriculture highlighted the importance of preserving existing agricultural resources:

- Think carefully about impact of development on prime agricultural land from a food, environmental, and labour perspective.
- Ensure farmers' livelihood and interests are considered when establishing the SABE. Farming is a time sensitive activity and development can interrupt this. Should be managed accordingly by minimizing impacts on established livestock operations.
- Sustainable agriculture is important.
- Balance between growth in the community while preserving enough farmland to produce food required to ensure food security.



Figure 5: Agricultural areas in Oxford County

Public Open House 1 | Engagement Summary

Natural Environment and Water Resources

Comments regarding the natural environment and water resources discussed expansion of water management system capacity, drainage problems and the need to manage ecosystem health:

- Capacity of sewage services is not sufficient at present. More servicing will be required to accommodate growth and existing residents.
- Ability of lagoon to accommodate growth is a concern.
- Drainage issues have been apparent since construction of the Apple Tavistock Subdivision (2017).
- Need to protect existing wetlands. Development should emphasize setbacks and standards for the safeguarding of these natural resources.
- Consider lands that are flood proof and have high pumping station which allow for appropriate water resource management for supporting future growth

Parks and Recreation

Maintaining recreation and programming opportunities that support individuals of all ages in the community was a core aspect of the comments:

- Adult day programs should be established alongside recreation for seniors and youth.
- Existing recreation centres cannot accommodate growth in the community, suggesting the need for expansion.
- Mix of natural and built recreation opportunities is important. Wanting to be able to enjoy social and nature-based programming.



Figure 6: Hickson Park Pavilion and Baseball Diamond

Economic Development

Comments relating to economic development highlighted the importance of understanding implications for community members' wellbeing:

- Concerns arose about the cost of additional services in the community:
- Specifically, potential expansion of roadways, water, septic, hydro, and education-related services will have implications for taxation. More clarity is needed on specific impacts through technical work.
- Project materials and outcomes must demonstrate a net gain and community benefit.
- Consider lands which are already serviced, making them advantageous for growth and economic development.

Public Open House 1 | Engagement Summary

Cultural Heritage and Archaeological Resources

Working to maintain the character of the existing villages and cultural resources while balancing new growth was a major theme:

- Concerns pertaining to Tavistock and Innerkip becoming 'commuter' towns amidst growth.
- Important to maintain recognition of background in agriculture ("Dairy Capital of Canada") while accommodating changing cultural dynamics.
- Continue carrying out and properly preserving cultural heritage and archaeological resources as per local policies.

Intensification/New Development

Comments regarding intensification and new development framed the need to recognize implications for agricultural operations, while contributing new development ideas:

- Moving larger equipment and increasing food production capacity in villages will be difficult with more growth. Need to accommodate this.
- Growth should be concentrated in urban centres including Woodstock, Ingersoll and Tillsonburg.
- Curiosity as to the cost of new development and costs for existing residents.
- Concerns about drastic changes in Tavistock and Innerkip's residential density.
- Find a way to accommodate accessible housing for persons with disabilities.
- Consider lands which have been zoned for development and may be advantageous for intensification purposes.

Transportation

Comments regarding transportation expressed concern about flow of traffic and movement of agricultural goods:

- Bottlenecks could result from potential growth in commuter populations. This emphasizes the need to redirect traffic.
- Integration of enforced truck routes.
- Consider educating individuals on how to navigate existing routes through a campaign.
- Work to improve existing and major intersections in Tavistock and provide detailed information about how expansion of transportation network impacts taxation.

3 Next Steps

This Engagement Summary documents what was heard over the course of Phase 1 and 2 of the Townships SABE study. The feedback received will be reviewed by the Project Team and used to support the SABE, along with the technical studies being undertaken as part of Phase 2 (these studies can be viewed in **Figure 7**).

Public Open House 1 | Engagement Summary

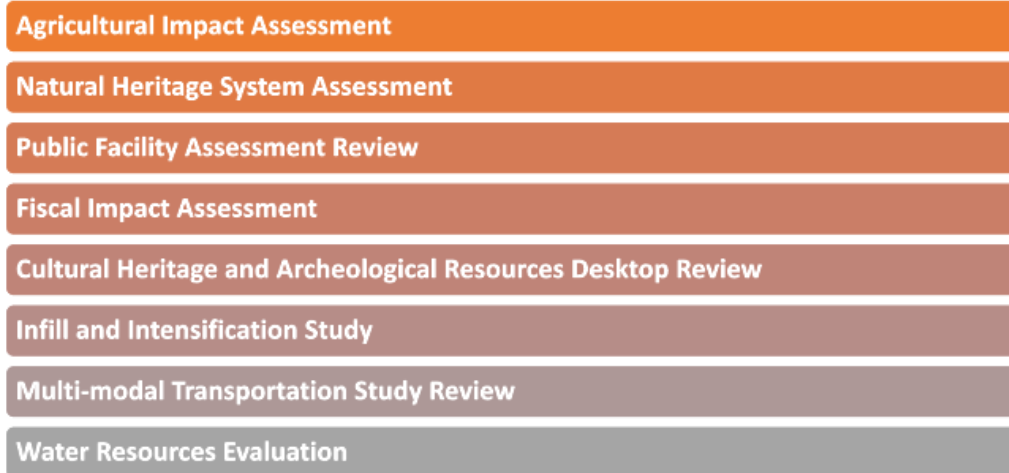


Figure 7: Phase 2 Technical Studies & Evaluation

Emphasised earlier, engaging the community remains a crucial evaluation criterion of this project. Ensuring that the information provided by residents and stakeholders is integrated into Phase 2 will help advance the project, allowing for the creation of appropriate and context-specific recommendations in Phase 3. More detail pertaining to project phases has been set out in provided in **Figure 1**.

Additional engagement activities will take place throughout Phase 3. These engagement opportunities include a visioning workshop and a second POH. The Project Team will work to integrate the information collected during this phase into the creation of a Secondary Plan.

To share additional comments and feedback regarding the project, please contact the Project Lead, Dustin Robson (Development Planner at the County of Oxford) at: drobson@oxfordcounty.ca.

Additional contact information can be found on the East Zorra-Tavistock page: <https://www.ezt.ca/en/business-and-development/settlement-area-boundary-expansion-and-secondary-plan-study.aspx>

Appendix A – Transcribed Comments: Maps

Map Exercise – Tavistock

Theme	Transcription
Agriculture	<ul style="list-style-type: none"> • Preserve all agriculture lands.
Natural Environment and Water Resources	<ul style="list-style-type: none"> • Sewage plant needed to serve Tavistock and surrounding areas: e.g., Hickson. • Concern over capacity for servicing sewage. • Source water protection is critical. Water springs on Elisabeth St. • Studies on the lagoon areas. Concern that servicing needs to be studied. • How will lagoon accommodate any more growth? • New development (Apple subdivision) started in 2017 is experiencing drainage issues w/ constant sump pump issues.
Parks and Recreation	<ul style="list-style-type: none"> • Adult day programs and recreation for seniors/youth. • Recreation cannot accommodate the growth of the community. • Bigger recreation centre in Tavistock if increased land is used for settlement.
Economic Development	<ul style="list-style-type: none"> • Demonstrate net gain and community benefit as a result of the project. • Population overload in schools?
Intensification/New Development	<ul style="list-style-type: none"> • Use vacant or underutilized properties inside the existing settlement areas. • Major concern overpaying for services. • Tavistock has already been developed rapidly (e.g., Queen Street 12 years ago is NOT what it is today). • One floor living (age friendly) housing for persons with disabilities.
Transportation	<ul style="list-style-type: none"> • Transportation, we need a private/public partnership. • Concern over bottleneck with transportation/traffic.

Public Open House 1 | Engagement Summary

Map Exercise – Innerkip

Theme	Transcription
Agriculture	<ul style="list-style-type: none"> • East Zorra-Tavistock farmland is the most productive land in this province. Stop the sprawl! • Preserve all agricultural lands. • Why use prime farmland for housing development? • Ontario's superior farmland does not deserve development.
Natural Environment and Water Resources	<ul style="list-style-type: none"> • Protect our wetlands.
Parks and Recreation	<ul style="list-style-type: none"> • Need forest if more houses get built. Conserving forested park lands.
Economic Development	<ul style="list-style-type: none"> • Areas adjacent to the new settlement areas will raise taxes.
Cultural Heritage and Archaeological Resources	<ul style="list-style-type: none"> • The villages should not grow because they are losing their status.
Intensification/New Development	<ul style="list-style-type: none"> • Build up – density and intensification of Woodstock instead. • Want to know the disadvantages of growth. • Moving larger agricultural equipment is more difficult & more dangerous with more growth.
Transportation	<ul style="list-style-type: none"> • What servicing is going to be required. We don't have any way to redirect traffic. • Enforced truck routes. • Traffic from truck routes is too much, people need to be educated on how to drive on agricultural roads.

Appendix B – Transcribed Comments: Comment Sheets

Comment Sheet – Tavistock

Theme	Transcription
Agriculture	<ul style="list-style-type: none"> • Don't take prime agricultural land for development. • Food supply should be prioritized! • Once agriculture land is gone, it's gone. • Sick of farmland being sold off for some Politicians agenda. • Protect farmland for food security. • Increasing difficulty for agricultural equipment to get around. • Farmers always take the brunt. • What about the farmers who want to expand? • The inconvenience to the farmers during construction. • Farming crops is time sensitive. • Maintain as much farmland as possible.
Natural Environment and Water Resources	<ul style="list-style-type: none"> • Do we have adequate septic (lagoon) and storm water management? • What is the sewage capacity of Tavistock's outdated lagoon system? You need to accommodate this! • How deep will the new well be? What will the ground water potential consumption become? • Septic infrastructure (money requirements high). • Replace septic servicing. • Install proper water treatment facilities. • Need lagoons that take less land and therefore more and closer ability to build houses on previous lagoon land.
Parks and Recreation	<ul style="list-style-type: none"> • For all ages. • These are supported by local community groups. Will that continue by the people who are just purchasing for an affordable housing option? • Proper water treatment needed to decrease smell and bugs in park. • Torontonians stick to there own. They do nothing for locals e.g., Arenas, Schools, Community Centres.

Public Open House 1 | Engagement Summary

Economic Development	<ul style="list-style-type: none"> • Economic development already occurring. Add there. • How much will the taxes go up for the community?
Intensification/New Development	<ul style="list-style-type: none"> • Who decided on 2500 new residents? Where did this number come from? • Put them up in the air high-rises. • East Zorra-Tavistock has unfinished business with existing residents e.g., paving backroads, water, sewer. • Do we have adequate schools? • Will the projects be high-rises or single dwellings by apple home?
Transportation	<ul style="list-style-type: none"> • Need to fix the lights in the main intersection in Tavistock. • Install motion sensors that will “stay green” as traffic is moving. • Improve traffic flow through Tavistock.

Public Open House 1 | Engagement Summary

Comment Sheet – Innerkip

Theme	Transcription
Agriculture	<ul style="list-style-type: none"> • How will we feed future population if we take agricultural land away? • Great concern over the loss of any more farmland. The future is “up” (apt. and condo bldgs.). We have the best land in the world, and we can’t keep paving it over. • Need food security. Stop farmland grab. • Please conserve the farmland as it is the best land in the country. • Ontario loses roughly 200 acres per day to growth of population. I understand growth needs to happen, but what does sustainable agriculture look like here? We are in a food crisis already.
Natural Environment and Water Resources	<ul style="list-style-type: none"> • Protect with setbacks. • H2O – chemicals from lawns + pools are not good for watershed. • Stormwater ponds are not parkland. • What will the sewage growth look like? What is recommended for farmers, manure handling that will lose land base?
Parks and Recreation	<ul style="list-style-type: none"> • Need all ages recreation, not just baseball diamonds.
Economic Development	<ul style="list-style-type: none"> • Need to build the schools and infrastructure at the same time. • Roadways, water, septic, and hydro all need to increase. What does this mean for taxpayers? 100 more people per year won’t cover their own growth.
Cultural Heritage and Archaeological Resources	<ul style="list-style-type: none"> • Protect.
Intensification/New Development	<ul style="list-style-type: none"> • How is expansion being paid for? • What is the servicing capacity for growth in Innerkip? • Only where there is public transit. Need Master Plan approval – sidewalks, paths, parks, etc. • Hickson, Tavistock, Innerkip and Woodstock schools are all over capacity. Does this mean expansion of those facilities? If so, what does that mean for their surrounding agricultural zones.

Public Open House 1 | Engagement Summary

Transportation	<ul style="list-style-type: none"> • Roads already full. All Innerkip will be is commuter towns for Toronto, Hamilton, cheaper real estate. • Who pays for future expansion of transportation networks? • During the expansion of Woodstock, our road's traffic dramatically increased, where there is large agricultural machinery, heavy over sided travelling. Please direct future traffic onto already established main roads.
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General Comments – Comment Sheet

- Next open house should be different hours. 5-7 not ideal. Earlier in day or online.
- Province needs to provide more direction and specific support.
- Do we have an opportunity to hear everyone's concerns?
- Where does this information go?
- How is this project happening when the political candidates had preserving agricultural farmland as a platform?

Appendix C – Engagement Materials

Comment Sheet – Tavistock



Using the table below, what comments do you have about the future of Innerkip and Tavistock? Please tell us which of the 7 themes are most important to you and why?

Your Name: _____

Your Email* _____

*Providing your email helps the County and Township with understanding your needs. By providing your email, you consent to being contacted on these comments if clarity is required.

	AGRICULTURE	NATURAL ENVIRONMENT AND WATER RESOURCES	PARKS AND RECREATION	ECONOMIC DEVELOPMENT	CULTURAL HERITAGE AND ARCHEOLOGICAL RESOURCES	INTENSIFICATION/NEW DEVELOPMENT	TRANSPORTATION
TAVISTOCK							

Comment Sheet – Innerkip



	AGRICULTURE	NATURAL ENVIRONMENT AND WATER RESOURCES	PARKS AND RECREATION	ECONOMIC DEVELOPMENT	CULTURAL HERITAGE AND ARCHEOLOGICAL RESOURCES	INTENSIFICATION/NEW DEVELOPMENT	TRANSPORTATION
INNERKIP							

Public Open House 1 | Engagement Summary

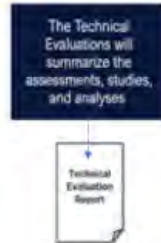
Open House Handout – Page 1

East Zorra-Tavistock Project (Secondary Plan and Settlement Area Boundary Expansion)



The following work is underway:

Agricultural Impact Assessment
Natural Heritage System Assessment
Public Facility Assessment Review
Fiscal Impact Assessment
Cultural Heritage and Archaeological Resources Desktop Review
Wild and Identification Study
Multi-modal Transportation Study Review
Water Resource Evaluation



Oxford County forecasts indicate that East Zorra Tavistock is expected to grow to about 2,500 additional people and 500 employees by 2047. The Township is undertaking a Settlement Area Boundary Expansion (SABE), a Secondary Plan and Servicing Strategies for the Villages of Tavistock and Innerkip.

A Settlement Area Boundary Expansion (SABE) involves strategically expanding the development boundary of a settlement to accommodate future growth while considering the natural environment and agricultural system, fiscal impact, heritage resources, infrastructure, and sustainable development.

The Technical Evaluation will determine the most appropriate location for this expansion and this process of the SABE will identify locations where a Settlement Boundary could occur. Implementation policies (through a Secondary Plan) will occur separately, following the completion of this Technical Evaluation Study.

This project is completed in three phases

- Phase 1** of the project involved a background review of applicable Township policies and the establishment of a Focused Study Area (FSA). The FSA was identified using criteria and will be subject to various **technical evaluations** to identify lands most suitable for the SABE.
- Phase 2** of the project involves the preparation of a number of **technical evaluations** that support the selection of the future growth areas within the FSA.
- Phase 3** is the final phase of this project and will involve the identification of the SABE lands, a planning justification report, and the implementation of a Secondary Plan and its policies to guide future planning of these potential lands.

wsp

Open House Handout – Page 2

The study involves a set of evaluation criteria based on 4 principles:



Protecting Important Resources



Building Complete Communities



Planning for Infrastructure



Engaging the Community



The study involves identifying a Focused Study Area (FSA). The FSA was delineated based on Evaluation Criteria, Natural Heritage & Agricultural features with input from Township and County Staff, and contains lands adjacent to both Tavistock and Innerkip. The FSA will be further refined during future phases of the project after studies are completed.



wsp

#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

UTRCA Update

UTRCA Board Meeting August 23, 2022:

My apology for the delay in reporting this meeting. The majority of time was spent In Camera. The Board did receive the Mid-Year Financial Report and Budget revisions. The recommendations were printed in the agenda for your review. Mileage rates were reviewed with an increase from \$.50 to \$.61 as there had not been a review in quite some time. Honorarium and Per Diem rates have been reviewed yearly.

UTRCA Board meeting September 27, 2022:

Correspondence included notice from The Ministry of Natural Resources and Forestry (MNR) of the change approved by the Lieutenant Governor of Council making them now responsible for administering the Authorities Act (CAA). From now on the Ministry of Environment, Conservation and Parks (MECP) no longer has duties, functions or responsibilities under the CAA.

The 2023 Draft Budget Concept memo was reviewed. This is the first step in the new budget process. Board comments indicated agreement with continuing with the present level of service and it would seem the few changes suggested were considered to be reasonable and cautious. The Strathroy-Caradoc Boundary Adjustment has finally been completed and representation from there will be part of the next term Board membership.

The Quarterly progress report with and inventory of programs and services showed a substantial increase in permits approved. A very interesting report on Organization Modernization included a chart of the Staff positions. It certainly illustrates the wide variety of departments and their responsibilities.

Councillor Margaret Lupton
UTRCA Board Member
Township of East Zorra-Tavistock



EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD

MINUTES of the Meeting held

September 21, 2022



The Police Services Board met at the Innerkip Community Centre at 1:15 p.m. on Wednesday September 21, 2022.

Present: Robert Rudy
Matthew Gillespie
Liam McCreery
Tony Hymers, Detachment Commander (Oxford OPP)
Will Jaques, Secretary

Regrets: N/A

Confirm Agenda Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the agenda for the September 21, 2022 meeting, as printed and circulated.

CARRIED

Pecuniary Interest None declared.

Confirm Minutes Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the minutes of the July, 20 2022 meeting, as printed and circulated.

CARRIED

Correspondence

- N/A

Delegations &
Appointments

- N/A

Reports

OPP Policing Reports

- July 2022 Police Reports
- August 2022 Police Reports
 - Oxford OPP Detachment Commander Tony Hymers presented the July and August, 2022, policing reports to the Board.
- Verbal Reports from Meetings/Conferences/Seminars etc.
 - N/A

Other Business

- The next regular meeting will be held Tuesday November 15, 2022.

Adjourn

Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board does now adjourn at 1:47 p.m.

CARRIED

Will Jaques, Secretary

Robert Rudy, Chairperson

STAFF REPORT

Report #HRSC2022-06

To: His Worship the Mayor and Members of Council

From: Jennifer Albrecht, Human Resources and Safety Coordinator

Subject: Electronic Monitoring Policy

Date: September 28, 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.

Discussion:

On February 28, 2022, the Provincial government passed Bill 88, *Working for Workers Act, 2022*. A portion of this Act mandates that employers with more than 25 employees must now have an **"Electronic Monitoring Policy"**. This policy is to be in place by October 11, 2022.

The attached policy (attached as Appendix 'A') has been developed by the Township's lawyer to explain the circumstances under which the Township may engage in electronic monitoring of its employees, and the reasons why it may do so. This policy is also intended to ensure transparency about how the Township tracks its employees' use of Township electronic systems and devices.

It has never been the practice of the Township to engage in the practice of electronic monitoring of its employees. It is not felt that this will change but, as required now by the Province, we must have a policy in place that clearly states that should a situation arise where it is necessary, then this policy will be followed.

There is no assumption of privacy for staff when using electronic equipment that is owned by the Township and this is addressed further in the policy.

As per the directive in the Act, all employees will receive a copy of this new policy, **upon Council's approval**. The Township is then also required to inform all staff should any revisions be made to the original document.

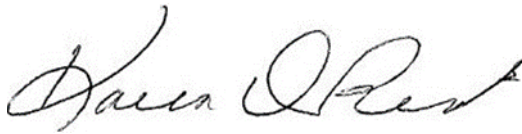
Attachments:

1. **Appendix 'A'** - Policy #2.33 – Electronic Monitoring Policy

Recommendations:

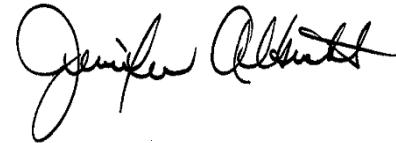
1. That Council approve the Policy #2.33 - Electronic Monitoring Policy, as attached to Staff Report #HRSC2022-06.

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: Electronic Monitoring Policy	
Section: Personnel Policies	Number: 2.33
Version: 1.0	Review Frequency: As required
Approved by: Council	Approval Date: 2022-10-05
Application: For all Township employees	

PURPOSE :

The Township of East Zorra-Tavistock has developed this policy to: (a) explain the circumstances under which the Township may engage in electronic monitoring of its employees and the reasons why it may do so; and (b) be transparent about how the Township tracks its employees use of Township electronic systems and devices.

DEFINITIONS:

“Electronic monitoring” means collecting, recording, and reviewing electronic data.

“Technology” includes all computer equipment, personal computers, laptops, PDAs, tablet computers, voice messaging systems, servers, and mainframes that are owned or leased by the Township, including without limitation, any and all communications, content, documents, data, information, and messages accessed, created, stored, sent, received or viewed using such equipment.

“Worker” includes all employees of the Township, whether on a full-time, part-time, seasonal, temporary, or casual basis, and any assignment employee who is employed by a temporary help agency that has been assigned to perform work for the Township.

The Township may engage in any of the following forms of electronic monitoring, from time to time:

What data/systems may be monitored?	Why is this data being monitored?	When may the Township monitor this data?	What purpose will the Township use this data?
Emails sent from and to a Township email address.	(a) Network security and integrity. (b) Ensure compliance with: applicable Township policies including, but not limited to, those related to workplace harassment, bullying, and appropriate workplace communications; and/or contractual obligations.	(a) If the Township suspects there has been a breach of its network/systems. (b) If the Township suspects the worker has or is violating applicable Township policies and/or contractual obligations.	(a) Identify and remedy suspected security breaches. (b) Discipline up to and including termination of employment for cause.
Digital files created and/or stored on the Township's network/systems.	(a) Network security and integrity. (b) Ensure compliance with: applicable Township policies, including but not limited to, those related to workplace harassment, bullying and information technology use; and/or contractual obligations.	(a) If the Township suspects there has been a breach of its network/systems. (b) If the Township suspects the worker has or is violating applicable Township policies and/or contractual obligations.	(a) Identify and remedy suspected security breaches. (b) Discipline up to and including termination of employment for cause.
All internet traffic on the Township's internet networks and/or systems, including internet browsing history on Township owned devices.	(a) Network security and integrity. (b) Ensure compliance with: applicable Township policies, including but not limited to those related to workplace harassment, bullying and appropriate internet use; and/or contractual obligations.	(a) If the Township suspects there has been a breach of its network/systems. (b) If the Township suspects the worker has or is violating applicable Township policies and/or contractual obligations.	(a) Identify and remedy suspected security breaches. (b) Discipline up to and including termination of employment for cause.

What data/systems may be monitored?	Why is this data being monitored?	When may the Township monitor this data?	What purpose will the Township use this data?
GPS tracking system in Township owned Public Works vehicles.	(a) Security of Township owned resources. (b) Ensure compliance with: applicable Township policies; and/or contractual obligations.	(a) Continuously. (b) If the Township suspects the worker has or is violating applicable Township policies and/or contractual obligations.	(a) Security of the Township's Public Works vehicles and the safety of employees while driving these vehicles (b) Discipline up to and including termination of employment for cause.
Key card scans	(a) Maintain a record of what workers are in the workplace and at what times	(a) If the building must be evacuated due to fire, gas leak, etc.; and/or if items go missing/are suspected to have been diverted.	a) Security and fact-finding purposes; health and safety; asset management; and discipline up to and including termination of employment.

Although every effort has been made by the Township to make an exhaustive list of the circumstances and purposes that the Township may engage in electronic monitoring of workers, there may be circumstances when the Township may, from time to time, engage in monitoring not listed above and/or use the data collected under reasons and purposes not listed above.

The Township does not provide workers a guarantee to, or right of, privacy or confidentiality in connection with the use of any of the Township's technology including, but not limited to email, Teams messaging, voicemail, internet connectivity, files created and stored. Workers should have no expectation of privacy in these communications.

Anything created, stored, accessed, sent or received is the property of the Township and, therefore, may be accessed or reviewed at any time by the Township, at its sole discretion, without further notice.

The Township reserves the right to examine or monitor any and all uses of our technology including, but not limited to, the right to monitor, access, use and/or disclose all messages sent over email and/or other electronic communications for any purpose; all Internet addresses visited, and all material downloaded, uploaded or viewed by workers. Again, no notice will be given to any worker before or after such access.

ACCESSING AND CORRECTING PERSONAL INFORMATION

The Township may unintentionally collect personal information, as defined in the *Municipal Freedom of Information and Protection of Privacy Act* (the “*MFIPPA*”), through electronic monitoring.

A worker may make a written request to the Township Clerk requesting access to any records containing their personal information. The Township will provide the requesting worker access to such records subject to and in accordance with the *MFIPPA*. For greater certainty, the Township will not provide access to records, including records containing a worker’s personal information, if such records fall outside of the application of the *MFIPPA* or the Township is otherwise entitled to refuse such access under the *MFIPPA*.

After having been given access to such records, the worker may, if they believe there is an error or omission in those records, make a written request to the Township Clerk requesting that the information be corrected in accordance with the *MFIPPA*.

A copy of this Policy will be provided to all new employees within 30 days of the employee’s start date.

RETENTION

This Policy will be retained by the Township for three years following the date it, or any version of it, ceases to be in effect.

AMENDMENTS

The Township reserves the right to amend this Policy whenever it deems it to be appropriate or required.

STAFF REPORT

Report #CBO2022-15

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

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

Date: September 28, 2022

Departmental Highlights:

- None

Legislative Updates:

- None

Monthly Permit Activity:

Permit Summary

	No. of Permits	Permit Value	Permit Fees
August 2022	29	\$4,491,500.00	\$52,186.34
Year to Date – August 31, 2022	173	\$40,557,860.32	\$220,510.06

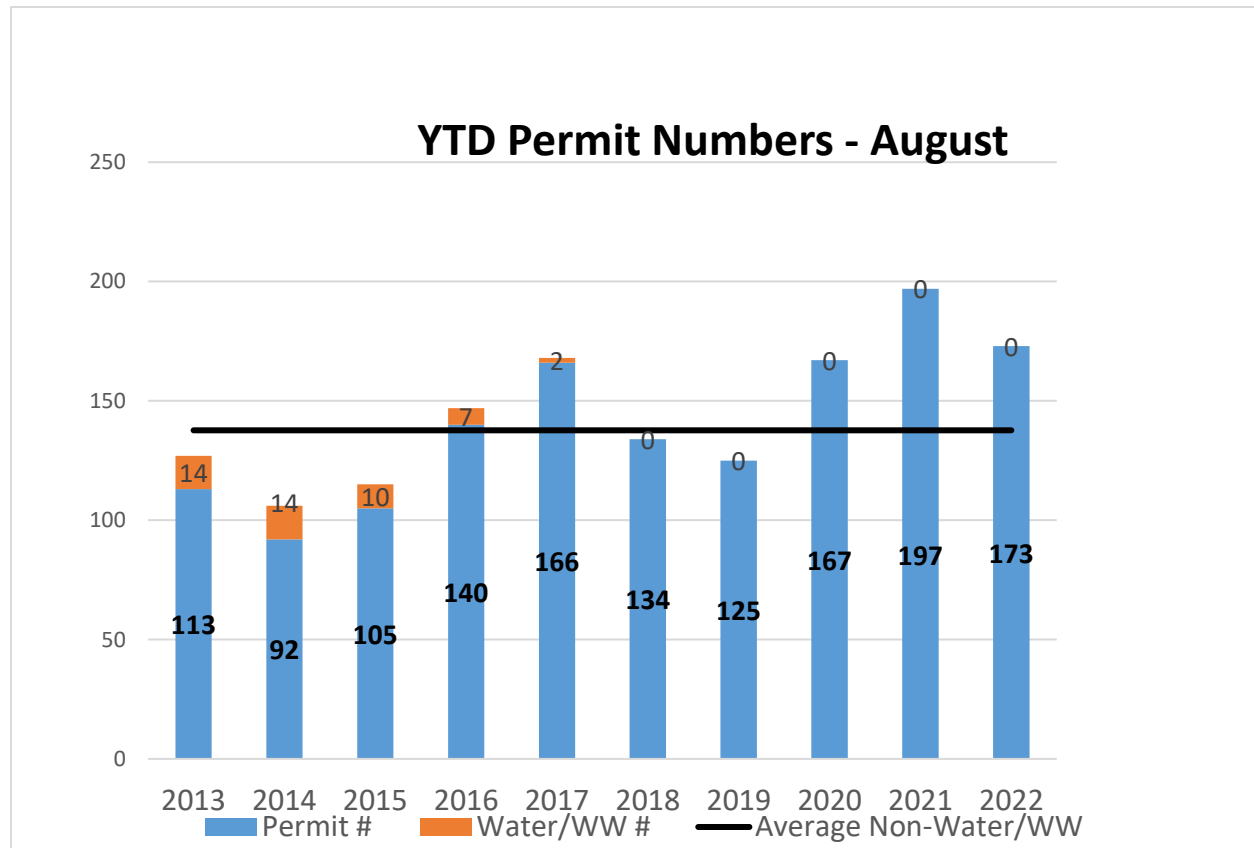
Permit Values and Fees

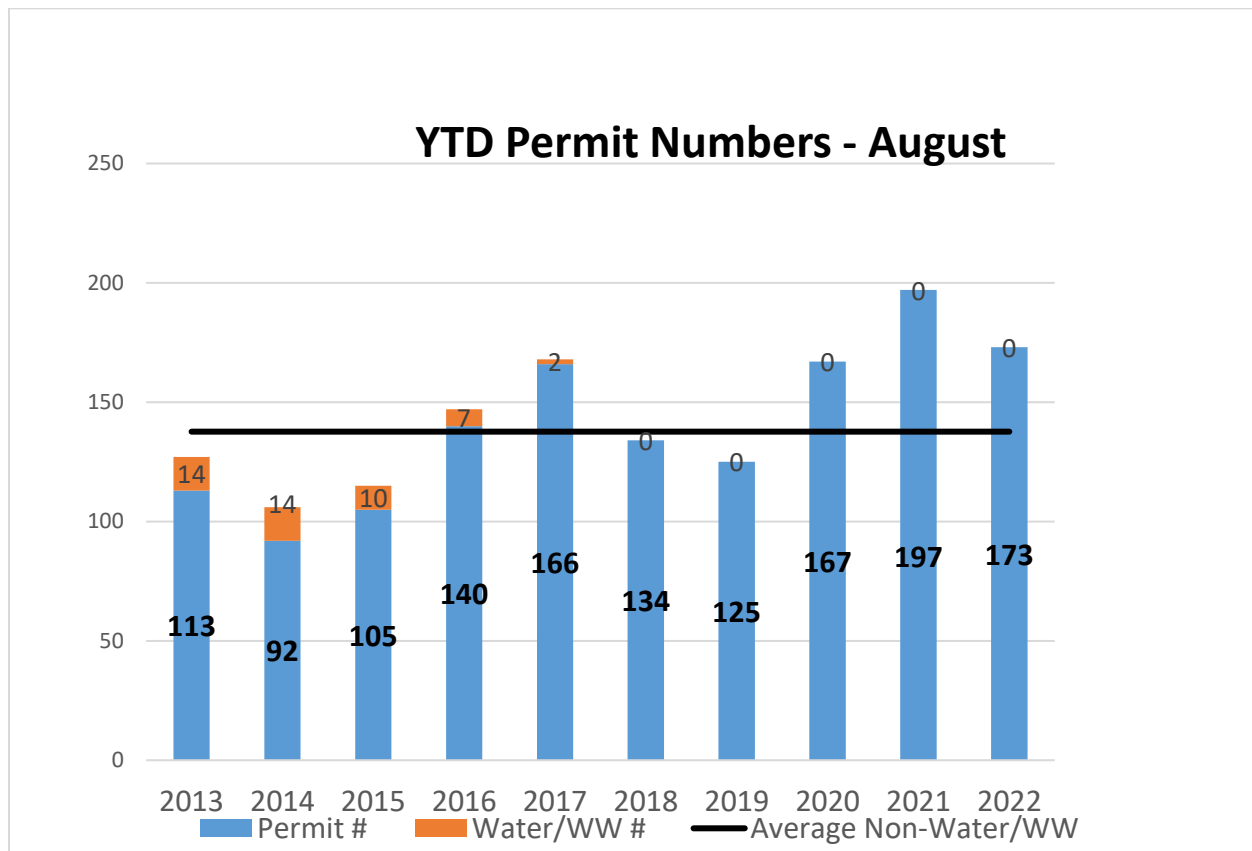
Project	Cost of construction	Permit fees total
Deck	22,000.00	174.00
Deck	15,000.00	174.00
Septic	5,000.00	577.00
Pool house	35,000.00	347.00
New SFD	1,000,000.00	17,725.58
Septic system	26,000.00	635.00
Ag shop	650,000.00	4,816.86
Bunker Silo	47,000.00	578.00
Equipment shed/shop	950,000.00	5,862.22
Porch	10,000.00	174.00
Convert res to private school	25,000.00	674.76
Shed	20,000.00	347.00
Shop	60,000.00	2,100.43
Shed	30,000.00	347.00

Staff Report – Building, Development and
Drainage Monthly Report

Page 2

Inground pool	130,000.00	116.00
Deck	30,000.00	174.00
Demolition	5,000.00	116.00
Club house	20,000.00	433.00
Broiler barn	900,000.00	11,294.48
Bunker silo	60,000.00	578.00
Shop - foundation only	300,000.00	2,723.05
Replace water service	2,500.00	0.00
Deck	20,000.00	174.00
Deck	10,000.00	174.00
Service replacement	5,000.00	0.00
SFD foundation only	50,000.00	928.75
Deck	4,000.00	174.00
Covered deck	10,000.00	174.00
Admin building (foundation only)	50,000.00	594.21
	4,491,500.00	52,186.34





Status of Development Matters:

Ward 1 - TAVISTOCK

*The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68 Minor Items remain outstanding.
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 Permits Issued.
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)	61 SFD 1 Infill Lot	Site Servicing progressing.

Staff Report – Building, Development and
Drainage Monthly Report

Page 4

Ward 3 - INNERKIP

Innerkip Meadows (P3 – Curtis St)	24 SFD + Semi detached units now proposed.	Plan 41M-313
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.

Drain & Streetlight Locate Summary:

Quarterly Update – Next update November/December

Status of Drainage Matters:

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. Currently underway and nearing completion.
Parker Drain	Tender process complete. Construction to begin Fall 2023
Witzel Drain	Report complete.

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 #PW2022-10

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – October 2022 Council Report

Date: September 29, 2022

Departmental Highlights:

- As part of the 2021 Capital Projects, Culvert #2012 was removed and a new cast-in-place culvert was built to replace it. This project started on July 11, 2022. Currently the project is substantially complete. The 11th Line has been re-opened to traffic.



- The joint bridge rehabilitation project with Zorra Township on the Zorra/East Zorra-Tavistock Line is now substantially complete. The roadway has been re-opened to traffic.
- The annual tree removal work is nearing completion. Public Works staff has been out removing unwanted wood from the right-of-way as the contractor works. The contractor has also started grinding stumps. Public works staff will be cleaning the grindings up this fall.

- Public Works has been working with Oxford County staff to install a new water main through the Hickson park, to the 89 Loveys Street property. This main will be supplying water to the new Municipal office. I would like to thank Oxford County for their assistance with this project. Completion of this work is scheduled for the week of October 3rd.
- Public Works will be completing the last pass of roadside grass cutting and string trimming of guiderails in the coming weeks.
- **The Township's** graders have been out repairing the roads from the rains this past week. Staff will continue to work on the roads as weather permits and as repairs are required. We plan to do some shoulder retrieving on our gravel roads in October, and shoulder grading on our paved roads. Staff will also be utilizing the third grader to do some further training with staff.
- The annual **inspection of the Township's** sidewalks has been completed. This inspection is required as part of the Provincial Minimum Maintenance Standards (MMS). Staff has ground down joints that were noted to be over 20mm, as per the standard. Some sidewalk panels will be replaced in the coming month.
- Staff has met with Oxford County staff to review some Capital work still scheduled for completion this year in the Township. A pedestrian crossing is scheduled to be installed on Loveys Street in the area of Hickson Public School. As part of this project, the Township will be sharing in the cost to extend the sidewalk on the north side of Loveys Street (east of John Street), to the new crossing. A pedestrian crossing is also scheduled to be installed in Tavistock at the intersection of Woodstock Street North and Jacob Street. Some intersection updates for pedestrian crossing will be completed at the five-way main intersection in Tavistock. These improvements will include AODA accessibility upgrades such new crossing controls and tactile plates.
- Public Works staff will be attending winter control training on October 25th and 26th. This is a joint training session for all public works staff within the County. This **year's** training will be held at the Embro Community Center.

Parks and Recreation:

- Grass cutting has slowed down in the parks. This has allowed the grass cutting crew time to do some repairs around the parks and facilities.

- Over the month of October, we will be starting to winterize the outside waterlines in the parks. We will also be winterizing the park washrooms in Hickson and Innerkip.
- Staff will be completing further removal of dying trees within Queen's Park in Tavistock. The Township will be re-planting new trees in the spring.
- I have met with a landowner adjacent to the Hickson trail over possible improvements to the Hickson trail, to improve safety and conflicts between trail users and farm traffic. These improvements will be included in the draft 2023 budget for Council consideration.

Status of Significant Capital Projects:

Capital Project	Current Status
Box Culvert #2012 replacement	Substantially complete.
Zorra/EZT Bridge Rehabilitation	Substantially complete.
John/Henry Streets re-construction in Tavistock	Substantially complete.
Capital Equipment	Pickup truck plow- received Grader roller-received Utility tractor- ordered Pick up truck- received Retriever (Claw)- received

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 #FC2022-09

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – October 2022 Council Report

Date: September 28, 2022

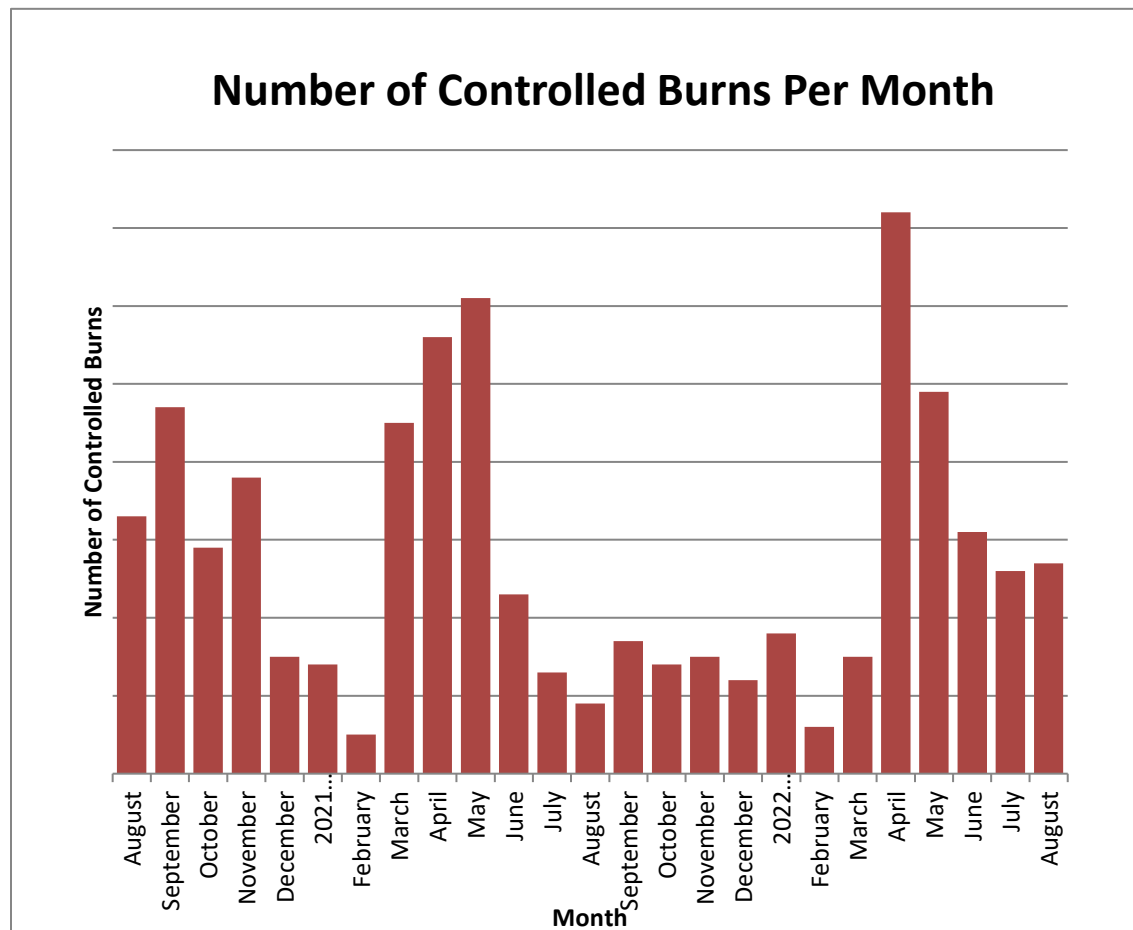
Departmental Highlights:

Fire Department:

- The 2022 recruit class training will be coming to an end in October. Live fire training was conducted on September 17th & 24th, and a year end course review is scheduled for October 21st, with final practical testing on the 29th. The 2023 RFSOC course calendar and recruit schedule is now complete and has been circulated among the stations.
- FPO Hayman has scheduled inspections for all four schools in the Township during Fire Prevention Week, and has contacted our station FPOs to provide any assistance to them during the week as well. Innerkip is planning a door-to-door campaign, and the Hickson Station will be in the Hickson school on Oct 14th. We have received the CO/smoke alarms that were awarded to us from the Project Zero Campaign and staff will be meeting to create a program for distribution. The fire safety plan for the Renaissance has been reviewed and approved and FPO Hayman is working with them to conduct an inspection and fire drill. He has contacted our LTC facilities and is in the process of booking dates for the mandatory drills and inspections. He has also registered for Community Risk Assessment training in December.
- The RFSOC group had an excellent response at **Canada's Outdoor Farm Show**. With over 44,000 in attendance, our booth had to gather additional fire prevention material to satisfy the demand. Staff also assisted with locating missing children and medical incidents at the show. Additionally, the firefighters managed to raise \$242.85 for Muscular Dystrophy Canada.

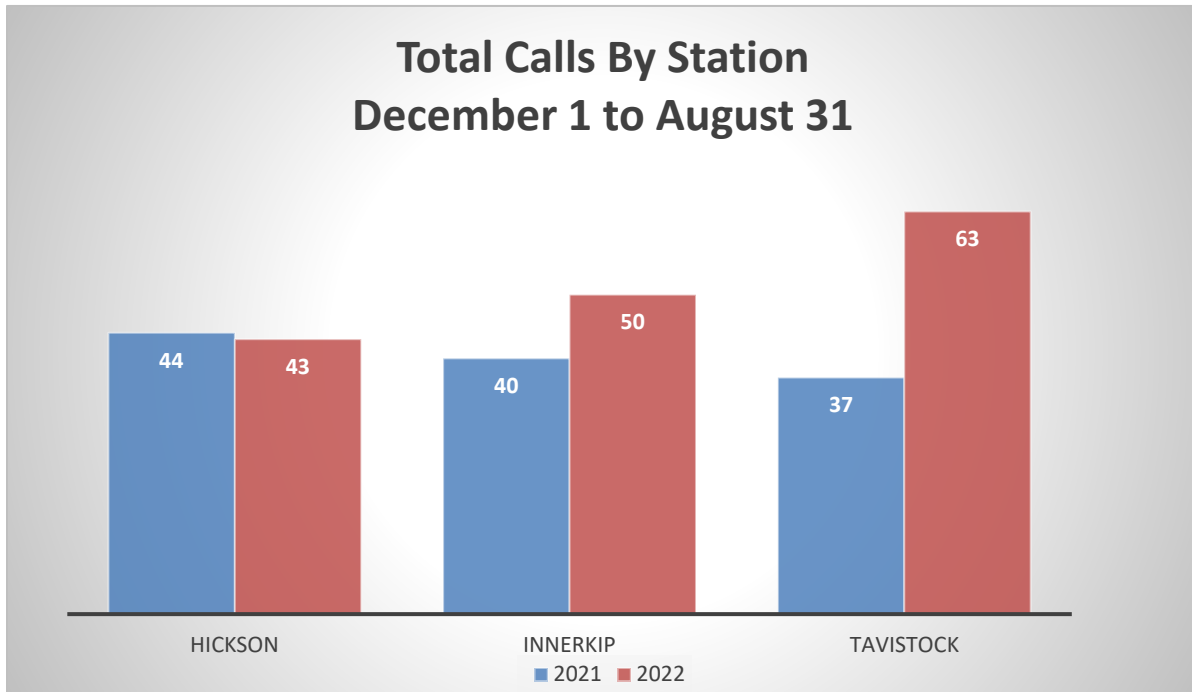
- Regarding capitol projects, Hickson's new digital sign has now been installed, **and Innerkip's storage container and pad** project are nearing completion. Staff contacted representatives from Metalfab and they are still in the process of creating the shop drawings, delaying the pre-construction meeting **for Innerkip's rescue van**.
- Several maintenance projects were conducted during September. Our auto extrication equipment received its annual servicing, and several truck recalls were conducted on 3 of the emergency vehicles. The Tavistock tanker is scheduled for a final recall campaign to be performed on Oct. 3rd. As well, outstanding repairs from the annual pump testing have been completed and all trucks now have passed both pump and vacuum testing. Due to an industry shortage of radio batteries, it was decided to be pro-active and test all radios for battery strength and performance.

Controlled Burn Approvals:

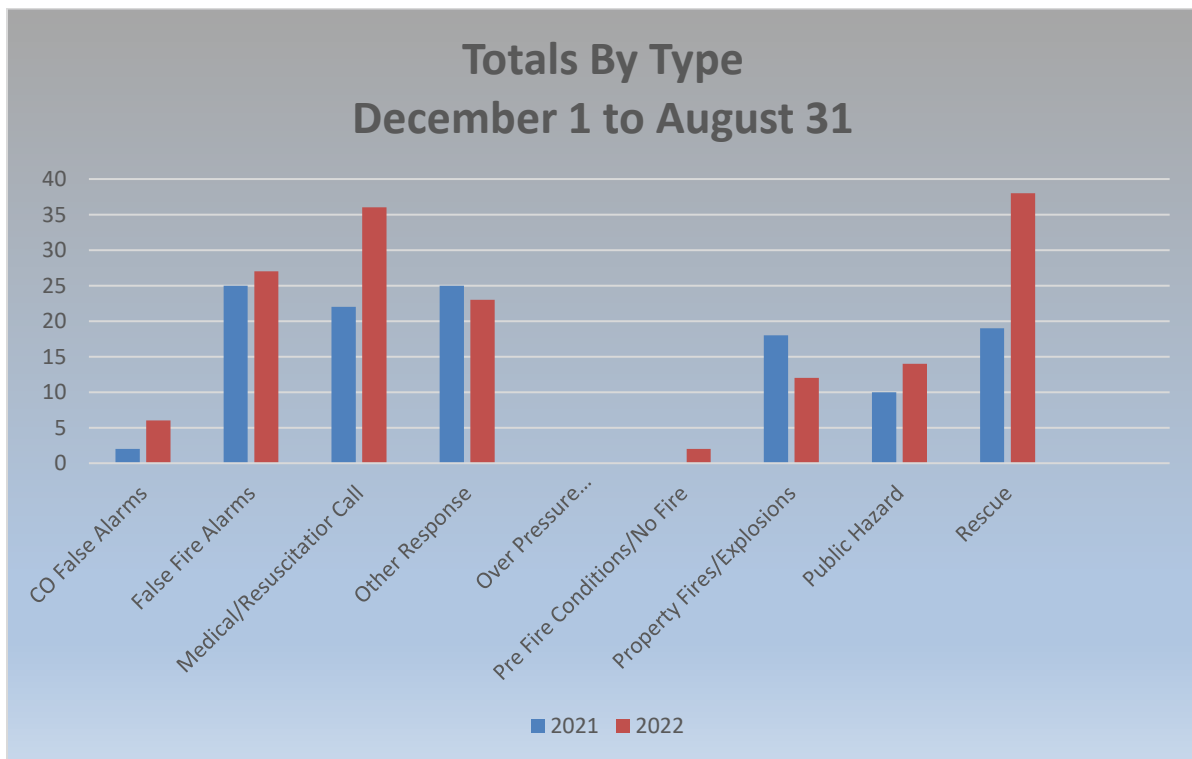


- August (2022): 27
- Year to Date (2022): 244

TOTAL FIRE CALLS FOR 2022 (December 1/21 to August 31/22)



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



Emergency Management:

- With the resurgence of avian flu, the Chief Veterinarian for Ontario issued an order prohibiting events where birds are assembled, such as “bird shows, bird sales and swaps, portions of fairs where birds are exhibited, sport and educational displays where birds are brought from multiple locations, and vaccination gatherings for birds from multiple locations, and further prohibits the movement of birds to those events.” The order is set to expire on October 22nd, but can be extended if necessary.

Legislation

- On September 28th, the Office of the Fire Marshal released a controversial new video meant to stimulate discussion regarding the need for smoke alarms in all homes. Further details and the video can be found in the following Toronto Star article:

[OFM releases 'disturbing' fake 911 call as part of safety campaign | The Star](#)

Recommendation:

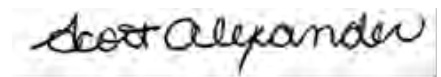
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

STAFF REPORT

Report #BCO2022-09

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – October 2022 Council Report

Date: September 28, 2022

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for August 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	4	4	2	2	9
Clean Yard					
Animal Control	1	1			11
Parking					15
Noise					4
Zoning			1	1	2
Illegal Dumping					
Inquiry	3	3			9
Canine	4	4	1	1	12
Other	4	2		2	6
TOTAL	16	14	4	6	68


Attachments:

- None

Recommendation:

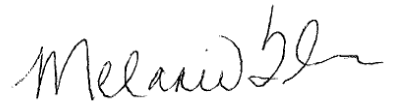
1. None. For Council information only.

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 #CSM2022-12

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – October 2022 Council Report

Date: September 28, 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
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
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.
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. ZBA process complete.

Applicant	Location	Application Type	Nature of Application	Status of Applications
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.
Nemeth	177 Coleman St. Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Mooney	615411 13 th Line	ZBA	Rezoning to allow for the construction of a new residence, with in-law suite (converted dwelling).	Application received.
Witzel	985920 Perth-Oxford Rd.	ZBA	Re-zoning to allow for a contractor's shop on the property.	Process complete.
Apple Home Builders	92 Fred Krug Ave., Tavistock	MVA	Relief to allow for an increase in the maximum permitted lot coverage	Process complete.
Benbow	684780 County Road #2	MVA	Relief to allow for a reduction in the required setback from the front yard property line.	Process complete.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Jawitz Holdings Inc.	285 Hope St. East, Tavistock	ZBA	Re-zoning to allow for the construction of a new semi-detached dwelling.	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 #CAO2022-17

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – October 2022 Council Report

Date: September 28, 2022

Departmental Highlights:

- Staff continue to work on the Financial Information Return (FIR) for the Township, resulting from the 2021 Audit. Work was delayed with vacations and conflicting priorities, so the revised timeline will see the FIR prepared and submitted to the Ministry by October 14th.
- Staff continue to work on the preparation and release of RFPs for the Tavistock Spray Pad Project, municipal banking services and municipal insurance, before the end of November.
- **Council will be doing a “photo op”** in front of the sign for the new Township administration building on Wednesday, October 5th, following the regular meeting of Council. It is anticipated that site compaction and concrete work will be performed during the month of October.
- 2023 budget preparations and a comprehensive user fee review are set to begin during the month of October. Staff are hoping to present the budget to the new Council in February of 2023. Updated user fee rates will be proposed to come into effect June 1st, 2023, to allow for ice user budget preparations for minor hockey, the Braves, etc.
- Recruitment for a new Township Revenue Coordinator/Tax Collector is currently under way, with interviews to be conducted the week of October 11th. The hope is to have a new individual in place by the end of October.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock

SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS

2022 Proposed Operating and Capital Budgets Summary

Revised Date: 29-09-2022

% Budget Period: 74.52%

Net Budgets By Department	2022 Approved	2022 Actual to Date*	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, Locates and Drainage*	428,353	402,964	25,389	94.07%	
Corporate Services*	2,202,772	1,942,668	260,104	88.19%	
Fire and Protective Services*	1,292,954	667,648	625,306	51.64%	
Parks and Recreation	515,178	328,998	186,180	63.86%	no annual transfers completed to date
Public Works	3,158,117	1,783,752	1,374,365	56.48%	no annual transfers completed to date
Treasury Services	(944,423)	(1,001,451)	57,029	106.04%	
	6,652,951	4,124,580	2,528,371	62.00%	

* all Reserve Contributions have been allocated based on a full year budget


Attachments:

- None

Recommendation:

- For Council's information only.

Respectfully submitted by:



Karen DePrest

Chief Administrative Officer/Treasurer

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

COUNTY OF OXFORD

BY-LAW #2022 – 33

**BEING a by-law to appoint Township employees to
Statutory Positions under the Municipal Act.**

WHEREAS the Council of the Township of East Zorra-Tavistock has passed By-law #2010-21, being a by-law to appoint various Township employees to Statutory Positions under the Building Code Act, Municipal Act and other positions as required by Municipal By-laws;

WHEREAS Section 286 of the Municipal Act, 2001, S.O. 2001 Chapter 25, provides for the appointment of a Treasurer and Deputy Treasurer;

AND WHEREAS it is deemed necessary to appoint certain Township Employees in accordance with certain legislative requirements.

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

1. That as per By-law #2019-31, the names Sherry Matheson and Stephanie Mitchell are hereby deleted from Section 1 and the name Andrea Rice be substituted therefor, being appointed as a Deputy Treasurer as per Section 286(2) of the Municipal Act, 2001, S.O. 2001 Chapter 25.
2. That this By-law shall come into force and take effect on the date of passage.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 5th
DAY OF OCTOBER, 2022.**

Don McKay, Mayor

seal

Will Jaques, Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022 - 34**

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 5th day of October, 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 5th DAY OF OCTOBER, 2022.

seal

Don McKay, Mayor

Will Jaques, Clerk