

**CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK COUNCIL  
2022 - 2026**

**AGENDA**

**for the Inaugural Meeting to be held on Wednesday November 16, 2022 at the  
Innerkip Community Centre, 695566 17<sup>th</sup> Line, Innerkip, Ontario, at 7:00 p.m.**

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1. Call to order by Clerk Will Jaques
  - a) Declaration of Office
  - b) Inaugural Address – Pastor Mike Wasyluk
  - c) Opening Remarks from Members of Council
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm November 2, 2022 Council Meeting Minutes
5. Delegations & Appointments:
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) Staff Report - #CIO2022 – 11 re: East Zorra-Tavistock Rec. Advisory Committee
  - e) November 24, 2022 – Special Meeting
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.

**The Clerk will call the meeting to order, and proceed with the Oath of Office process for members of Council. Following all members taking the Oath, the Mayor shall take the chair and the meeting would then proceed.**

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 November 2, 2022.

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

Members Absent: Councillor Scott RUDY.

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

Mayor MCKAY welcomed everyone to the meeting, offering his appreciation to those he served with over his 27 years as a member of Council. Mayor MCKAY also offered his encouragement, as well as insight, to the incoming Council members who were present. Councillor SMITH provided his perspective as a candidate of the election campaign period and offered his appreciation to his fellow Council members, and staff, for their work over the past four years.

Approve  
Agenda

1. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that Council approve the agenda for the November 2, 2022, meeting as printed and circulated.

***CARRIED.***

**PECUNIARY INTERESTS:**

- N/A

Confirm  
Minutes -  
Council

2. Moved by: Margaret LUPTON  
Seconded by: Matthew GILLESPIE  
Resolved that Council confirm the Minutes of the October 19, 2022 Council Meeting, as printed and circulated.

***CARRIED.***

**Correspondence & Reports – No Resolutions:**

- June 27, 2022 TDRFB Minutes
- UTRCA Update – October 26, 2022 Board Meeting
- Staff Report - #CBO2022 – 16 re: Building, Development & Drainage Reporting
- Staff Report - #PW2022 – 11 re: Public Works Reporting
- Staff Report - #FC2022 – 10 re: Fire Department Reporting
- Staff Report - #BCO2022 – 10 re: By-law Compliance Reporting
- Staff Report - #CSM2022 – 13 re: Corporate Services Reporting
- Staff Report - #CSM2022 – 14 re: Post Election Evaluation & Accessibility Reporting
- Staff Report - #CAO2022 – 18 re: CAO-Treasury Reporting

**Correspondence & Reports – Resolutions Following:**

June 27, 2022  
TDRFB Minutes

Council reviewed the June 27, 2022 TDRFB Minutes.

UTRCA Update-  
October 26,  
2022 Board  
Meeting

Councillor LUPTON provided a review of the October 26, 2022 Upper Thames River Conservation Authority (UTRCA) Board Meeting.

Staff Report  
#CBO2022 – 16  
re: Building,  
Development &  
Drainage  
Reporting

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

Staff Report  
#PW2022 – 11  
re: Public Works  
Reporting

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

Staff Report  
#FC2022 – 10  
re: Fire  
Department  
Reporting

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

Staff Report  
#BCO2022 – 10  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2022 – 13  
re: Corporate  
Services  
Reporting

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

Staff Report  
#CSM2022 – 14  
re: Post Election  
Evaluation &  
Accessibility  
Reporting

Clerk Will Jaques reviewed his report with Council regarding the evaluation of the recent municipal election, as well as the legislated accessibility reporting associated with the election.

Staff Report  
#CAO2022 – 18  
re: CAO-  
Treasury  
Reporting

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

Other and  
Unfinished  
Business

Outgoing Council members were presented with a certificate of appreciation for their time on Council and their service to the community.

Adjourn to  
Closed to the  
Public Session

3. Moved by: Don EDMISTON  
Seconded by: Matthew GILLESPIE  
Resolved that Council does now adjourn to a Closed to the Public Session, at 10:03 a.m., to consider the following matters:

- October 19, 2022 Closed to the Public Session Minutes (s. 239 (2) (b))
- Potential Litigation – Insurance Claim (s. 239 (2)(e))

***CARRIED.***

Rise from  
Closed to the  
Public Session

4. Moved by: Matthew GILLESPIE  
Seconded by: Don EDMISTON  
Resolved that Council does now rise from its Closed to the Public Session at 10:10 a.m.

***CARRIED.***

Confirming  
By-law

5. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that By-law #2022-38 being a by-law to confirm the proceedings of Council held Wednesday November 2, 2022, be read a first, second and third time this 2<sup>nd</sup> day of November, 2022;

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

***CARRIED.***

Adjourn

6. Moved by: Don EDMISTON  
Seconded by: Margaret LUPTON  
Resolved that Council does now adjourn at 10:11 a.m.

***CARRIED.***

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Will Jaques, Clerk

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Phil Schaefer, Mayor



## #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

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**Report #CIO2022-11**

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

**From:** Meaghan Vader, Corporate Initiatives Officer

**Re:** East Zorra-Tavistock Recreation Advisory Committee

**Date:** November 9, 2022

## **Background:**

As part of the Parks and Recreation Master Plan, Stantec Consulting provided a list of recommendations for Parks and Recreation in the Township. Included as a short-term priority, recommendation #63 advised that, *"The Chief Administrative Officer, together with the newly hired parks and recreation professional, immediately evaluate the discontinuation of the contractor model, and the current arrangement of service organizations managing and maintaining various facilities, including the financial implications, with the view to hire parks and facility operations staff and necessary field staff to operate and maintain the Township's parks and facilities."*

Short-term priority recommendation #64 also advised, *"That the Chief Administrative Officer together with the newly hired parks and recreation professional review, revamp and create and document the roles and responsibilities and reporting relationships and reporting protocol and responsibilities of: existing staff and new Parks and Recreation Staff, management boards, advisory committees, and service organizations."*

## **Discussion:**

The Township currently has three separate recreation board and committees located in Hickson, Innerkip and Tavistock. By establishing one committee across the Township, the Committee will be able to work cohesively together to promote recreation and provide recommendations to Council that meet the greater need of residents across East Zorra-Tavistock and its community user groups.

Staff have developed Terms of Reference to establish the East Zorra-Tavistock Recreation Advisory Committee. The Recreation Advisory Committee will advise and make recommendations to Council on matters relating to the utilization of East Zorra-Tavistock's parks, trails, green space, and recreation facilities. The Committee will consist of two members of Council, the Mayor (ex-officio), and 6 members of the public.

**Attachments:**

- Appendix 'A' – East Zorra-Tavistock Recreation Advisory Committee Terms of Reference

**Recommendation:**

1. That Council dissolve the Innerkip Community Centre Board of Management, the Tavistock and District Recreation Facilities Board, and Hickson Recreation Committee.
2. And further that Council establishes the East Zorra-Tavistock Recreation Advisory Committee with the Terms of Reference as provided in Appendix A – East Zorra-Tavistock Recreation Advisory Committee Terms of Reference.

Reviewed by C.A.O:



Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



Meaghan Vader  
Corporate Initiatives Officer



## **Township of East Zorra-Tavistock Recreation Advisory Committee Terms of Reference**

Effective Date: November 17, 2022.  
Revision Date/s:

### **Mandate:**

The Township of East Zorra-Tavistock's Recreation Advisory Committee has been established by Council, to advise and make recommendations to Council on matters related to East Zorra-Tavistock's parks, trails, green space, and recreational facilities. To assist with the implementation of the Parks and Recreation Master Plan recommendations.

The Advisory Committee shall endeavour to make recommendations that meet the greater need of the residents of the Township of East Zorra-Tavistock and community user groups.

### **1. Responsibilities of the Recreation Advisory Committee**

- a. Provide support and advice to Council, applicable Staff and other associated advisory committees relative to promoting recreation activities, programming, recreation facilities, recreation trails and parks.
- b. The Committee shall provide recommendations to Council on matters that have been referred by Council, to the Committee.
- c. Support Council and staff in the advancement of parks, sport and recreation planning and programming.
- d. Help identify to staff and/or Council recommendations regarding community parks, green space, trails, and recreation facilities or services that exist or may be needed.
- e. Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks and recreation opportunities.
- f. Provide a voice and forum for recreational organizations, agencies, and or community groups for the greater good of East Zorra-Tavistock.
- g. Encourage community involvement in matters and projects related to parks and recreation.

### **2. Appointment of Committee**

The Committee will be appointed by Council, following a municipal election. The Committee shall be appointed to serve for the term of Council.

The Committee shall consist of the following:

- a. 2 Council Members
- b. Mayor (ex-officio)
- c. 6 members of the public representing various communities (2 members each from Ward 1, Ward 2, and Ward 3).

At the Committee's first meeting of the term, one member will be appointed Chair, and Vice Chair.

Municipal staff will act in an advisory manner to the committee as designated by the Chief Administrative Officer.

**3. Meeting Protocol**

- a. The Committee will hold a minimum of four (4) meetings a year.
- b. The date and time of the regular meetings will be established at the first meeting of each term.
- c. Meetings shall follow a formal written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee.
- d. An agenda will be prepared by staff and distributed to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.
- e. Minutes shall be reported to Council. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.
- f. The Committee will make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.

**4. Role of the Chair**

The Chair is responsible for ensuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

- a. Calling the meetings to order.
- b. Encouraging an informal atmosphere to encourage the exchange of ideas.
- c. Creating an agenda in consultation with Township staff.
- d. Charing the meetings to ensure business is carried out efficiently and effectively.
- e. Acting as spokesperson.
- f. Representing the Committee on other committees when necessary.
- g. The Chair shall conduct meetings in accordance with the Township's Procedural By-law.
- h. In the absence of the Chair, these responsibilities will be undertaken by the Vice-Chair.

**5. Role of the Members**

- a. Attend all regularly scheduled meetings. Members shall notify the Chair or staff liaison if they are unable to attend a meeting.
- b. If a member has an unexplained absence for three (3) or more consecutive meetings, then their seat on the Committee shall be declared vacant.
- c. Review all information supplied to them.
- d. Offer input to Committee reports to Council.
- e. Attend training as required to effectively perform their role as a committee member.
- f. Committee Members are subject to the Municipal Conflict of Interest Act R.S.O. 1990, c. M50 and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting. The Municipal Conflict of Interest Act is available on-line at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca), or a copy can be obtained from the Township Office. It is up to individual members to determine if a potential for conflict exists.

**6. Role of Township Staff**

Assistance will be provided on an as required basis from various departments. Township staff will be responsible for carrying out the following functions with respect to the Committee:

- a. Act as an information resource.
- b. Orientation of Committee members at the first meeting after Council appointment.
- c. Assist the Committee in its' reporting to Council.
- d. Provide correspondence to the Committee.
- e. Maintain accurate and up to date Committee records and provide minutes to Council.

**7. Reports to Council**

The Committee may advise and make recommendation to Council in accordance with its' role. Reports may be submitted as follows:

- a. Verbally by a Council representative.
- b. Written report from the staff liaison and presented by the Chair or the designated representative to Council.

An annual report will also be submitted and presented to Council at the beginning of each new year outlining the Committee's accomplishments in the previous year.

**8. Resignation**

Any resignation of a member of the Committee shall be tendered to the Chairperson in writing who will advise Council through the minutes of the Committee. The name of a replacement member shall be obtained through the public appointment process. When approved by Council, the new appointee shall serve the remainder of the vacant term.



**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2022 - 39**

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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 16<sup>th</sup> day of November, 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 16<sup>th</sup> DAY OF NOVEMBER, 2022.**

\_\_\_\_\_  
Phil Schaefer, Mayor

seal

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Will Jaques, Clerk