

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

AGENDA

**for the Special Meeting to be held on Thursday November 24, 2022 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 9:00 a.m.**

1. Call to order
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Reports of Municipal Officers and Committees – Council Orientation:
 - a) Orientation Introduction – CAO-Treasurer Karen DePrest
 - b) Corporate & Clerks Services – Corporate Services Manager/Clerk Will Jaques
 - c) Finance Department – CAO-Treasurer Karen DePrest
 - i. Asset Management Planning
 - ii. Development Charges
 - d) Building, Development & Drainage Services – CBO John Scherer
 - e) Land-Use Planning – Planner Dustin Robson
 - f) Public Works Department – Public Works Manager Tom Lightfoot
 - g) Parks & Recreation Services – Public Works Manager Tom Lightfoot
 - h) Fire & Emergency Services – Fire Chief Scott Alexander
5. Other and Unfinished Business:
6. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
7. Confirming By-law
8. 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.

Council Orientation 2022-2026



Agenda

- Overview of Municipality
- Presentations by each Department:
 - Corporate & Clerks Services
 - Finance
 - Asset Management & Development Charges
 - Public Works
 - Building, Development & Drainage
 - Land-Use Planning
 - Public Works
 - Parks & Recreation
 - Fire
 - Emergency Planning

Overview

- Population 7,841
- 242.30 sq.km (60,000 acres)



Staffing Overview

- 5 Senior, 12 Administration Staff
- 1 Lead Hand, 5 Operators – Public Works
- 1 Lead Hand, 3-4 Operators, 4 Part-Time staff – Parks and Recreation
- 3 Firehalls, 57 volunteers
- Crossing Guards
- OPP Contract
- Recreation Advisory Committee

COUNCIL/CAO RELATIONSHIP





Council Governs

CAO Only staff person of Council

Staff Manages/implements

COUNCIL / CAO RELATIONSHIP



COUNCIL

Acting as a Whole

STEERS

- ☐ Determines strategic direction
- ☐ Adopts financial plans and
- ☐ Approves budgets
- ☐ Adopts service policies and levels
- ☐ Evaluates performance

CAO

Working with Staff



ROWS

- ☐ Provides counsel, information and professional advice
- ☐ Implements Council decisions, strategies, financial plans and budgets
- ☐ Provides services at levels determined by Council

One Key to Good Governance

The relationship of the Council to its CAO is one of the most significant keys to any system of governance. This relationship must be founded on respect, trust, role clarity, open communication, transparency of decision-making and no surprises.

George B. Cuff

Council-CAO Covenant

Council Will:

- ❖ Carry out its responsibilities as set out in the applicable legislation to the best of its abilities.
- ❖ Make decisions which it believes to be in the best interests of the citizens of its jurisdiction.
- ❖ Review the background information and advice made available by the administration prior to rendering a decision.
- ❖ Seek further input from the CAO when unsure of the issues or uncertain as to the preferred course of action.

- ❖ Refer any complaints, either written or verbal, about the decisions of the Council or the actions of administration, to the CAO for review, comment and follow-up (as appropriate).
- ❖ Refrain from making any commitments on behalf of the Council to individual citizens or groups other than to take the request up with the Council or CAO and to respond appropriately.
- ❖ Seek to participate actively in the decision-making process as it occurs at the Council table; make decisions at the table and not away from the table.
- ❖ Refrain from any public or private criticism of administration wherein individual employees are identified.
- ❖ Act as good stewards of the County and as public servants of its citizens through ethical conduct.

- ❖ Provide effective leadership through guiding the Township through annual or longer-term goals and priorities (the Council's Business Plan), through the budget approval process and by agreeing to reasonable policies which reflect, in its views, the best interests of a majority of our citizens.
- ❖ Ensure that it formally evaluates the performance of the CAO at least once annually and involve the CAO in this process so as to ensure a full understanding of the Council's candid assessment.

THE CAO WILL:

- ❖ Act as Council's chief policy advisor in an honest and ethical manner.
- ❖ Ensure that the Mayor and Councillors are accorded respect in all personal and public comments.
- ❖ Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance to the policies and objectives of Council.
- ❖ Guide the actions of the administration so that they are in accordance with the policies and objectives of Council.
- ❖ Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Council.

- ❖ Forward any complaints or concerns of Council to the appropriate department and individual so that reasonable and prompt follow-up is assured.
- ❖ Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as the CAOs recommendation
- ❖ Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.
- ❖ Maintain a current understanding of the applicable legislation as well as relevant programs, policies and initiatives of other levels of government.

- ❖ Admit to any mistakes of substance made by herself/himself or staff and take corrective action.
- ❖ Listen carefully to the concerns of Council vis-à-vis performance and seek to improve any deficiencies on an ongoing basis.
- ❖ Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.

George B. Cuff

Critically important for both the Council and the CAO is to respect each other's roles.

Councillors should not attempt to interfere in the management of staff
The CAO should not attempt to direct their Councils.

Council focuses on the "WHAT" and the CAO focuses on the "HOW".

- ❖ Open communication between the CAO and the Mayor is key.
- ❖ Councillors should feel empowered to ask questions.
- ❖ CAOs should be able to trust the intent behind a Councillor's questions.
- ❖ An annual performance review of the CAO is essential as an ongoing learning and improvement tool.

Some of the Challenges Facing Us

- Asset Management Requirements
- Parks and Recreation Master Plan
- Succession Planning
- Growth Expectations
- EZT Strategic Plan and Direction
- Staffing

Questions?

Corporate & Clerks Services



Outline:

- Department Structure
- Key Services and Activities
- Municipal Clerk – Roles & Responsibilities
- Council Services
 - Meetings
 - Procedural By-law
 - Other Key Policies – Overview
 - Boards and Committees
 - Police Services Board
- Other Items:
 - Website Newsroom signup

Department Structure:

- 3 FTE Staff
 - Corporate Services Manager/ Clerk
 - Corporate Services Clerk
 - Building Services Clerk
- 1 Part-Time Staff
 - By-law Compliance Officer
- Crossing Guards
 - Tavistock
 - Innerkip
- Strong working relationship with all Departments

Key Services and Activities:

- Core customer service team/ initial point of Township contact
- All customer reception/ in-person payments/ document processing/ general management of office supplies and functions
- Management of Council related activities (ie) Meetings/ Resources
- By-law Compliance
- Crossing Guard Program
- General assistance to all Township Departments.

Municipal Clerk:

- Pursuant to section 228 of the Municipal Act, the municipal Clerk has a duty to perform a number of functions:
 - “228. A municipality shall appoint a Clerk whose duty it is,
 - to record, without note or comment, all resolutions, decisions and other proceedings of the Council;
 - if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
 - to keep the originals or copies of all by-laws and of all minutes of the proceedings of the Council;
 - to perform the other duties required under this Act or under any other Act; and,
 - to perform such other duties as are assigned by the municipality.”

Municipal Clerk Roles & Responsibilities:

- In addition to the responsibilities under the Municipal Act, the Clerk also has legislative responsibilities under the following Acts:
 - *Municipal Act*
 - *Planning Act*
 - *Municipal Freedom of Information and Protection of Privacy Act*
 - *Marriage Act*
 - *Municipal Elections Act*
 - *Heritage Act*
 - *Provincial Offences Act*
 - *Drainage Act*
 - *And more!!!*

Municipal Clerk Roles & Responsibilities (cont'd):

- Secretariat support to Council and Committees of Council
- Documents the official record of the actions of Council; preparation of agendas, minutes and by-laws
- Ensures transparency and accountability in Council process
- Managing notice provisions related to public meetings, in accordance with legislative requirements
- Managing the municipal records and information
- Processing of Freedom of Information requests
- Managing the Municipal Election as Returning Officer
- Lottery Licensing
- Respond to and provide support services to external and internal requests
- Ensures compliance with Accessibility for Ontarians with Disabilities Act (AODA)

Council Meetings

- Regular Meetings = 1st (9:00 a.m.) and 3rd (7:00 p.m.) Wednesday of each month
- Usually only 1 meeting per month for January, July, August
- All meetings are “open to the public” (unless authorized to be “closed session”)
- Meetings held at...
 - Innerkip Community Centre (until new Township Office is built)
 - New Council Chambers to be part of new Township Office in Hickson
- Special Council Meetings may be called at any time by Mayor, or by petition of the majority of Council Members
- 5 hour meeting curfew

Council Meetings (cont'd):

- **Procedural By-law (Township By-law #2018-01):**
 - Most recently overhauled in 2018
 - Amendments since 2018 (COVID Remote Meetings & Amend Inaugural Meeting date/time)
 - Primary document for regulating Council meetings
 - Mayor Chairs all meetings. If not available, first replacement is Deputy Mayor. If Deputy Mayor not available, a member of Council is appointed by the members present at the meeting
 - Role of Chair is to ensure the business of the meeting is facilitated through discussion amongst the members, and preserve meeting decorum/ civility (although, all attendees must do their part as well!)

Council Meetings (cont'd):

- **Agenda Management:**

- Agenda item deadline - Thursday before meeting at 3:00 p.m.
 - Item can be brought forward to Clerk to be added prior to deadline
 - **After Agenda posted, unless emergency or extremely time sensitive, additions HIGHLY discouraged!**
 - Agenda released to Council, then shortly after to the public (website)
 - Released on Friday before meeting
- Form of Agenda – Electronic/ PDF (no paper copies)
- IT issues?? Let staff know ASAP – may need assistance from Oxford County IT Department.

Council Meetings (cont'd):

- **Municipal Conflict of Interest Act, RSO 1990:**
 - Members of Council need to decide if they have a **pecuniary interest** (or financial interest) on the agenda
 - Requirements - At meeting, file a written statement of the interest and its general nature with the Clerk declaring the interest (standard form available from Clerk)
 - If after considering the matter themselves any Member of Council is still in doubt as to whether they have an interest, they should consult a lawyer (staff/ other members of Council cannot assist!)

Council Meetings (cont'd):

- Municipal Conflict of Interest Act – Written Statement:

Pecuniary Interest Disclosure Form

(to be completed for each Pecuniary Interest item declared)

I, John/Jane Smith, declare a Pecuniary Interest related to item
#4.a on the open / closed meeting agenda of January 1, 2017
because of the following reason(s): Provide Reason(s)

Signature
Signature of Member

Council Meetings (cont'd):

- **Voting:**

- Majority vote by members present will 'carry' the motion (allow for it to pass)
- Members must vote, unless disqualified from doing so under the Municipal Conflict of Interest Act:
 - If no vote is provided by the member when the vote is called, vote will be deemed to be in the negative (opposed to the stated motion)
- Chair may vote (but is not required to)
- "Unrecorded" vote – Chair calls for the vote, show of hands (in favour/ opposed). Prevailing side carries the vote.
- "Recorded" vote – Chair calls for the vote, a member must request "recorded vote" (prior to vote being taken), alphabetical order starting with member who called for the recorded vote – respond "yes" or "no" to the stated motion.

Council Meetings (cont'd):

- **Public Meetings/Hearings, Delegations & Appointments:**
 - Public Meetings/ Hearings – scheduled under the legislation (Planning Act, Drainage Act etc.). No time limit.
 - Delegations – requests by members of the public to address Council. 10 minute time limit (10 minute X 2 = 20 minutes if more than 5 people attending the meeting together to speak to the same matter).
 - Appointments – invited presentations by Council or Staff. No time limit.
- All public meetings/ hearings, delegations & appointments are scheduled during the preparation of the meeting agenda (no additions at the meeting itself).

Council Meetings (cont'd):

- **Reports:**

- Council can report verbally or in writing as to their attendance at seminars/ meetings/ events etc.
- Staff Reports:
 - All Staff Reports are submitted through the Chief Administrative Officer
 - Monthly reports from all Department Managers – first meeting of the month
 - Separate reports for any items requiring Council direction or otherwise worthy of being a stand-alone report
- **All reports must be submitted by the Agenda deadline!**

Council Meetings (cont'd):

- **Closed to the Public Session ("In-Camera") Meetings:**

- All meetings must be open to the public, however, Council MAY go into a Closed to the Public Session for the following items under the Municipal Act (s. 239 (1)):
 - (a) the security of the property of the municipality or local board;
 - (b) personal matters about an identifiable individual, including municipal or local board employees;
 - (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (d) labour relations or employee negotiations;
 - (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
 - (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Council Meetings (cont'd):

- **Closed to the Public Session (“In-Camera”) Meetings:**
 - (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
 - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Council Meetings (cont'd):

- **Closed to the Public Session (“In-Camera”) Meetings:**
 - Other Criteria (s. 239 (3)) – SHALL be closed for:
 - a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).
 - Educational or Training Sessions (s. 239 (3.1)) – MAY be closed for:
 - A meeting held for the purpose of educating or training the members, if;
 - At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Council Meetings (cont'd):

- **Closed to the Public Session ("In-Camera") Meetings:**
 - "Closed Meeting Investigator" – *in process of retaining a new Investigator*
 - Separate agenda sent out to members via email, after public portion of the agenda is sent
 - All information and discussion for/ in the Closed to the Public Session are **STRICTLY CONFIDENTIAL!**
 - *"Sharing information related to a Closed Session meeting in an open public forum could bring about liability, loss of competitive advantage, and embarrassment to the Township. Use of discretion with all confidential information received for and at Closed Session meetings is of the utmost importance."*
 - Must adjourn to Closed to the Public Session by resolution, which states the general nature of the matter to be considered

Council Meetings (cont'd):

- **R-E-S-P-E-C-T:**

At meetings, members can disagree with an idea or recommendation, but are not to speak disrespectfully of:

- Reigning Sovereign, or of any of the Royal Family
- Governor-General, the Lieutenant-Governor of any province, or any Member of the Senate, the House of Commons of Canada, the Legislative Assembly of the Province of Ontario
- Oxford County Council as a whole, or against any member of County Council
- Township Council as a whole, or against any member of Township Council
- Township Staff
- Members of the public

Council Meetings (cont'd):

- **Minutes:**
 - Minutes shall record:
 - Place, date and time of the meeting
 - Names of present/ absent Members, and Staff present
 - Confirmation of the Minutes of prior meetings
 - NOT a recording of “who said what” – only DECISIONS!
 - Minutes are to be written “without note or comment”
 - Separate Public/ Closed to the Public Session meeting Minutes

Other Important Council Documents:

- In addition to the Procedural By-law:
 - Policy 1.06 - Council Code of Conduct
 - “A written Code of Conduct helps to ensure that members of Council, advisory committees and local boards of the municipality (as defined in the Municipal Act, 2001) share a common understanding of acceptable conduct.”
 - “Integrity Commissioner” – *in process of retaining a new Commissioner*
 - Policy 1.08 - Council-Staff Relations Policy
 - “The intent of this Policy is to ensure that the relationship between Members of Council and the Officers and Staff of the Township is cooperative and supportive, with a clear understanding of the respective roles and responsibilities.”
 - Policy 1.09 - Council Pregnancy-Parental Leave Policy
 - “This policy provides guidance on how the Township of East Zorra-Tavistock addresses a Member’s pregnancy or parental leave in a manner that respects a Member’s statutory role as an elected representative.”

Other Important Council Documents:

- **In addition to the Procedural By-law (cont'd):**
 - Policy 2.02 - Respect in the Workplace Policy (Violence & Harassment)
 - *"The Township of East Zorra-Tavistock is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the Township's goal to provide a healthy, safe work environment that is free of any form of harassment or violence."*
 - Policy 2.07 - Accountability & Transparency Policy
 - *"Accountability, transparency and openness are standards of good government that enhance public trust."*
 - Policy 2.08 - Delegation Policy
 - *"At the discretion of Council, within the perimeters of the Municipal Act, Council shall by resolution, policy or by-law approve the delegation of a power or duty. Such delegation shall be limited to administrative or routine operational matters."*

Council HR Policies

- Discussion and Questions...

Boards and Committees:

- East Zorra-Tavistock Rec. Advisory Committee (EZTRAC)
 - Three Council reps. (2 members of Council, Mayor ex-officio), 6 community members
- Upper Thames River Conservation Authority Board (UTRCA)
 - One rep. combined for EZT and B-B (typically EZT rep.)
- Grand River Conservation Authority Board (GRCA)
 - One rep. combined for EZT, B-B and Norwich (typically B-B or Norwich rep.)
- Rural Oxford Economic Development Corporation (ROEDC)
 - One Council rep., one Community rep.
- Erie Thames (ERTH)
 - One Township rep.
- **EZT Police Services Board (PSB)**
 - One Council rep. (Mayor, or designate), one Community rep., one Provincial rep.

Boards and Committees (cont'd):

- **Police Services Board:**

- All municipalities in Ontario must be policed – either municipal service, or Ontario Provincial Police (OPP)
- If OPP, municipalities currently have two options:
 - Section 5.1 – No contract with OPP
 - Section 10 – Contract with OPP
- The Township currently has a contract (Section 10 agreement) with the OPP. Estimate provided by Ministry for 2023 = \$1,121,289.
- Overall Level of Service and Cost for policing under Section 5.1 or Section 10 arrangements are similar, but there are some differences.

Boards and Committees (cont'd):

	S. 10 (Contract)	S. 5.1 (No Contract)
Civilian Governance	Police Service Board – Mandatory Cost approx. \$14,000 (2022)	Community Policing Advisory Committee - Discretionary
NOTE: Civilian governance within OPP policed municipalities is currently under review. The East Zorra-Tavistock's Police Services Board will likely merge with one or more other municipalities within Oxford County. It is anticipated that direction will be provided on the future of the East Zorra-Tavistock Police Services Board around the end of November, 2022.		
Local Detachment Participation	Selection of Detachment Commander process; Evaluation of Detachment Commander; Objectives & Priorities of the municipality, in consultation with the Detachment Commander.	No defined role
Reporting from Local Detachment	Monitoring of Complaints System; Monitoring Secondary Activities of police force members	No defined role
Ministry Support Funding	"Community Safety and Policing" grant (CSP) – ~\$400,000 (2022) Funds received were pooled with other OPP contract municipalities in Oxford County to support new officer initiatives within the detachment. "Reduce Impaired Driving Everywhere" grant (RIDE) – ~ \$7,500 (2022) Provides for RIDE program initiatives within the Township.	Not eligible
By-law Enforcement	Certain By-laws, as specified in contract (some parking, & noise)	OPP have no responsibility
Purchase additional Services	Available – the Township has purchased the services of an additional 'enhanced officer' for traffic related patrol duties.	Not available

Additional Services – Enhanced Officer:

- **Discussion started in 2020 at the time of OPP Contract renewal (included community feedback)**
- **Service to the Township started August 2021:**
 - Primary duties involve enforcement of the Highway Traffic Act
 - Also provides some general patrol and community engagement
- **Cost:**
 - Initial Year (includes start-up costs) = \$195,817
 - 2023 = \$182,342 (final amount calculated annually)
- **Expires December 31, 2024 (along with OPP contract)**

Township Website News Items – Sign up

- Go to the Township website: www.ezt.ca
- Go to “I Want To” – top right-hand corner of homepage
- Click on “Subscribe for Updates”
- Fill out Subscribe Form, including items which you wish to receive notification of – includes news items, alerts, community events, Council events etc.



QUESTIONS ?

FINANCE



Department Structure and Responsibilities

- 3 FTE: Deputy Treasurer, Tax Collector/Revenue Coordinator and Financial Services Clerk
- Financially Support all Departments
- Municipal Asset Management
- Provide Service to General Public
- Responsible for Overall Municipal Finance

Responsibilities Includes

Deputy Treasurer

- Annual Budget
- Managing Reserves and Reserve Funds
- Debt Management and Investment Strategies
- Financial Statements, Financial Information Return and Other Financial Reports
- Financial Reports to Senior Level of Governments and Funding Applications
- Ensure all Financial Transactions meet professional standards and Municipal Act.

Tax Collector/Revenue Coordinator

- Property Tax Collection and Billing
- Taxes Sub-ledger reconciliations
- Assist Deputy Treasurer in financial functions
- Provide general customer service
- Ensure all municipal taxation practices comply with the Federal and Provincial Legislation

Professional Standards and Regulations

- Public Sector Accounting Standard Established by Public Sector Accounting Board (PSAB)
- Federal Legislation such as: Payments in Lieu of Taxes Act; Farm Debt Mediation Act
- Provincial Legislation including Municipal Act, Assessment Act, Cemetery Act. Development Charge Act. Recent O. Reg. 588/17: Asset Management Planning For Municipal Infrastructure

Annual Mandatory Financial Reports

- Financial Information Returns
- Financial Statements
- Overall Reserve Fund Balances
- Building Reserve Fund Statement
- Development Charge Reserve Fund Statement
- Tax-Rate By-Laws
- Federal and Provincial Funding Project Reports
- Other Financial Reports

Budget

Budget

Municipality's Financial Plan

Provides the financial resources to provide services and resources to meet objectives of Municipality

Municipal budget must be balanced

The estimated revenues must balance with estimated expenditures

Tax Levy

Operating Expenditure (Including Appropriation to Reserve)

- + Capital Expenditure (Including Appropriation to Reserve)
 - Revenue (Including User Fees, Grants and Contributions from Reserve)
-

Tax Levy Required = Assessment X Tax Rate

Tax Levy + Other Revenue = Total Expenditures

Balanced Budget



Assuming Tax Levy Same.



Components of Budget

Operating Budget

- Normal operating expenditures and revenues associated with the day to day provision of services.
- Methods of budgeting include:
 - Cash basis of budget
 - Accrual basis of budget

Capital Budget

- Significant expenditures to acquire, construct or improve municipal assets to provide services with benefit lasting beyond one year.
- Provide investments in infrastructure assets that have long-term benefit.
- Require long-term capital plans

Budget Drivers



2022 Budget Highlights

- Total Expenditure Budget: \$14.575 Million
 - Tax Supported: \$6.652 Million
- OMPF Revenue: \$726,500
- Gas Tax Revenue: \$593,681

Relationship Between the Township, County and School boards

- Township collects the taxes for the County and the School Boards
- County sets the County tax rates
- Province sets the education tax rates
- 2022 total tax levy for the County and School Boards:
 - County \$4,465,965
 - Education \$2,729,690
- Total tax need to be collected by the Township is:
 - \$12,613,572= \$5,417,917 (Township)
 - +\$4,465,965 (County)
 - +2,729,690 (Education)

Municipal Funds

- General Fund
 - Reserves
- Reserve Funds
- Trust Funds
- Deferred Revenue
- Capital Fund

Projected 2022 Reserve Balance

\$8,231,926.80

Reserve and Reserve Fund Projections (Unaudited)						
2022 Budget Background Schedule						
Reserves	GL Account #	Projected December 31, 2021 Balance	Prior Year (<=2021) Commitments	Projected 2022 Contributions	Projected 2022 Drawdowns	Projected December 31, 2022 Balance
Description						
Corporate Services						
Rate Stabilization	11-3-006420-9802	4,292,788.96	-1,550,000.00		-2,325,000.00	417,788.96
Economic Development	11-3-006420-9803	0.00				0.00
Rural Fibre Technology	11-3-006420-9804	378,000.00	-7,333.00	145,000.00		515,667.00
Service Modernization	11-3-006420-9805	164,134.27	-237,259.00	99,837.00	-26,712.27	0.00
Admin Office	11-3-006420-9806	510,350.30	-510,350.30			0.00
Admin Office Equipment	11-3-006420-9807	132,529.12	-7,016.00	31,526.00	-125,000.00	32,039.12
Council Computer Reserve	11-3-006420-9808	11,685.22		3,980.00	-15,154.00	511.22
Self Insurance	11-3-006420-9809	63,118.19				63,118.19
Election	11-3-006420-9857	19,128.00			-19,128.00	0.00
Police	11-3-006420-9859	501,910.00		0.00	-195,817.00	306,093.00
Fire Services						
Fire Department Vehicles	11-3-006420-9812	929,838.72	-891,000.00	260,100.00		298,938.72
Fire Facilities	11-3-006420-9815	318,419.91	-42,500.00	52,020.00	-2,000.00	325,939.91
Fire Department Equipment	11-3-006420-9816	203,063.24	-180,000.00	55,661.00	-75,000.00	3,724.24
COVID Pandemic Funding	11-3-006420-9818	224,159.93	-70,000.00		-140,000.00	14,159.93
Hickson FD (Assoc)	11-3-006420-9854	33,932.60				33,932.60
Tavistock FD (Assoc)	11-3-006420-9855	16,923.05				16,923.05
CEMC/Field Exercise	11-3-006420-9858	21,100.00		5,202.00		26,302.00
Innerkip FD (Assoc)	11-3-006420-9860	1,540.00				1,540.00
Parks & Recreation						
Hickson Park	11-3-006420-9841	177,320.50	-1,500.00	21,224.00	-25,000.00	172,044.50
Innerkip Park	11-3-006420-9842	160,192.87	-1,500.00	37,142.00		195,834.87
Tavistock Park	11-3-006420-9843	176,033.17		53,060.00	-87,000.00	142,093.17
Tavistock Memorial Hall	11-3-006420-9844	136,200.00	-23,500.00	10,404.00	-10,000.00	113,104.00
Tavistock Arena	11-3-006420-9845	137,737.55	-37,000.00	52,020.00	-35,000.00	117,757.55
Innerkip Community Centre	11-3-006420-9846	53,701.30		15,918.00		69,619.30
Tavistock Spray Pad	11-3-006420-9849	600.00				600.00
Parks Admin	11-3-006420-9853	22,706.97			-20,000.00	2,706.97
Public Works						
PW Sidewalk	11-3-006420-9810	151,314.20		26,530.00		177,844.20
Property Acquisitions/Disposals	11-3-006420-9811	44,365.01			-35,000.00	9,365.01
PW Facility	11-3-006420-9826	620,947.63		208,080.00		829,027.63
PW Equipment	11-3-006420-9827	40,495.31	-5,000.00	26,010.00		61,505.31
Bridge	11-3-006420-9831	772,130.05	-183,169.00	226,440.00		815,401.05
Roads Capital Projects	11-3-006420-9832	214,783.50			-117,875.00	96,908.50
Roads Vehicles	11-3-006420-9833	795,844.69		275,000.00	-198,000.00	872,844.69
Streetlights	11-3-006420-9834	128,047.49		26,530.00		154,577.49
Gravel to Hardtop	11-3-006420-9837	1,222,089.20		265,302.00		1,487,391.20
Building						
Building Department Equipment	11-3-006420-9822	27,445.66		12,194.00		39,639.66
Building Department Vehicle	11-3-006420-9823	52,520.00		27,050.00	-52,000.00	27,570.00
Storm Water Network	11-3-006420-9835	115,000.00		117,300.00		232,300.00
Roads Drainage	11-3-006420-9836	84,263.45		26,530.00	-81,625.00	29,168.45
Storm Water Management	11-3-006420-9838	357,945.31		180,000.00	-10,000.00	527,945.31
Total Reserves		13,314,305.37	-3,747,127.30	2,260,060.00	-3,595,311.27	8,231,926.80

Projected 2022 Obligatory Reserve Fund Balance

\$2,519,482.92

Obligatory Reserve Funds	GL Account #	Projected December 31, 2021 Balance	Prior Year (≤2021) Commitments	Projected 2022 Contributions	Projected 2022 Drawdowns	Projected December 31, 2022 Balance	Description
Development Charges:							
Fire	42-3-002499-9702	221,770.25		90,000.00		311,770.25	
Recreation	43-3-002499-9703	113,031.42		5,500.00		118,531.42	
Administration	44-3-002499-9704	41,738.45		20,000.00	-33,375.00	28,363.45	Drainage Master Plan
Roads	45-3-002499-9705	763,772.45		250,000.00		1,013,772.45	
Federal Gas Tax	47-3-002499-9707	526,525.22	-216,287.00	593,680.87	-593,681.00	310,238.09	2012 Culvert (2021 Budget), John/ Henry Resurface (2022)
OCIF	41-3-002499-9701	68,343.72	-65,467.43	213,444.00	-213,444.00	2,876.29	2012 Culvert (2021 Budget), John/ Henry Resurface (2022)
Building Department Surplus	48-3-002499-9708	449,707.48	-21,496.00	6,414.00		434,625.48	DCBO Truck
Cash-in-Lieu of Parkland							
Cash-in-Lieu of Parkland	49-3-002499-9709	260,124.93				260,124.93	
Other							
Brickyard Cemetery	70-3-002499-9691	6,618.32				6,618.32	
Stone Gates	79-3-002499-9692	1,041.44				1,041.44	
Hickson Pavilion (Lions Club)	80-3-002499-9693	6,900.27				6,900.27	
Hickson Trail	81-3-002499-9694	17,067.94				17,067.94	
Hickson Recreation	72-3-002499-9696	7,552.59				7,552.59	
Total Obligatory Reserve Funds		2,484,194.48	-303,250.43	1,179,038.87	-840,500.00	2,519,482.92	

Municipal Assets

Closing 2021 Net Book Value of \$31,181,216

Asset Type	Opening Balance*	Additions	Disposals	Writedowns	Closing Balance	Opening Amortization*	Annual Amortization	Amortization Disposal	Closing Balance	Closing Net Book Value
<i>General Capital Assets</i>										
Land	2,117,834	0	0	0	2,117,834	0	0	0	0	2,117,834
Land Improvements	982,861	0	0	0	982,861	348,437	30,884	0	379,321	603,540
Buildings	7,115,024	273,755	5,758	0	7,383,021	2,163,642	126,241	4,735	2,285,149	5,097,872
Machinery & Equipment	1,798,171	108,835	0	0	1,907,006	1,017,740	117,035	0	1,134,775	772,231
Vehicles	4,804,534	110,567	161,807	0	4,753,294	2,333,181	301,061	161,807	2,472,435	2,280,859
Total General Capital Assets	16,818,424	493,157	167,565	0	17,144,016	5,863,000	575,221	166,542	6,271,680	10,872,336
<i>Infrastructure Assets</i>										
Land	0	0	0	0	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0	0	0	0	0
Buildings	0	0	0	0	0	0	0	0	0	0
Machinery & Equipment	0	0	0	0	0	0	0	0	0	0
Vehicles	0	0	0	0	0	0	0	0	0	0
Linear Assets	30,136,109	361,003	11,784	0	30,485,328	9,666,049	720,659	11,784	10,374,924	20,110,404
Total Infrastructure Assets	30,136,109	361,003	11,784	0	30,485,328	9,666,049	720,659	11,784	10,374,924	20,110,404
Construction-in-Progress	48,824	251,529	101,877	0	198,476	0	0	0	0	198,476
TOTALS	47,003,357	1,105,690	281,227	0	47,827,820	15,529,049	1,295,881	178,326	16,646,604	31,181,216

Challenges

- How do we pay for required municipal services
- How to maintain the current level of the services
- Reduced Federal and Provincial funding
- Aging infrastructure, such as roads and bridges need funding
- Where to find the money to fund infrastructure
- Succession planning – particularly in municipal finance

Approach Towards Balanced Budget

- Council, municipal staff and public working together to build our community for future generations
- Encourage innovation
- Financial planning
- Proper asset management strategies
- Sustainable/sustaining Reserve/Reserve Fund contributions

Restricted local government budgets are reflected in potholes and damaged roads



QUESTIONS ?

Asset Management Planning



What is An Asset Management Plan

An asset management plan (AMP) is a strategic planning document that outlines key asset data and identifies the resources and funding required to meet organizational objectives.

Why Asset Management Is Important

- Ensures community sustainability through effective management of the municipality's assets.
- Assures compliance with federal and provincial regulations.
- To be eligible for capital grants, municipalities must have an Asset Management Plan

Content of Asset Management Plan

- State of infrastructure
- Desired level of service
- Lifecycle management strategy
- Financial strategy

Asset Management Plan Recommendations

The Township's current asset management plan was updated in 2021 for its "core" assets.

- Core assets for EZT are our roads, bridges and culverts and storm water management assets.
- Non-core assets (facilities, fire, vehicles, parks and recreation assets) must be added to the plan by July 1, 2024.
- EZT is currently undertaking the data compilation and refinement work in preparation for the addition of our non-core assets in 2023.

O.Reg. 588/17 Timelines



Completed Steps

- Roads Needs Study – completed and adopted in 2021/22
- Asset Management Policy – completed and adopted in 2022
- Data Compilation and in-house condition assessments – completed in 2021 and 2022

Funding Sources

- Federal Gas Tax Fund
- Ontario Municipal Partnership Fund
- Ontario Community Infrastructure Fund
- Infrastructure Ontario Loan Program

Moving Forward to Achieve Goals

Team Work

Council, the management team, and staff work together to achieve goals. Asset management plan is a journey, not a destination.



Development Charges



What are Development Charges?

Development charges are fees imposed on land development and redevelopment projects to help pay for the capital costs of infrastructure that is needed to service new development as a result of growth

Principle is “growth pays for growth” so that financial burden is not borne by existing taxpayers

Development Charges Act, 1997

Development Charges Act, 1997 Sets Out:

- What new development can be charged for
- Ineligible services that development charges cannot be imposed on
- In what areas development charges are exempted
- The requirements of the development charge study and financial reporting

Development Charge Background Study

- To determine a development charge, a municipality must first do a background study
- The study is required every 5 years
- It provides a detailed overview of a municipality's anticipated growth
- It Identifies the capital projects needed to meet the demands of growth
- It determines the development charges based on the population growth and capital costs

Development Charge By-Law Requirement

- Municipalities must pass a development charge by-law within one year of the completion of a Background Study
- Before passing the by-law, a municipality is required to hold at least one public meeting
- Both the by-law and background study publicly must available at least two weeks before the meeting

Development Charge Reserve Funds

- Municipalities must establish reserve funds for the development charges collected
- An annual financial statement of development charge reserve fund balances and transactions is required
- The annual Financial Information Return must include the development charge financial statement

Township DC Background Study

- The Oxford County municipalities jointly retained Watson & Associates Economists Ltd to undertake the development background study
- The Township's last development charge background study update was done in 2021, by-law was passed on March 17, 2021 with an effective date of April 1, 2021
- Changes resulting from the More Homes Built Faster Act, 2022 (Bill 23) will have an impact on future development charge by-laws likely requiring an update to our Development Charges Study for 2023.

Township's Development Charge Reserve Funds (as at December 31, 2021)

Development Charges - Fire	\$221,770.25
Development Charges - Roads and Related	\$821,609.25
Development Charges – Gen. Government	\$11,700.95
Development Charges – Recreation	\$156,373.81
Total	\$1,211,454.26

2022 Township Development Charges

Effective April 1, 2022						
Service	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedrooms	Other Multiples	(per m ² of Gross Floor Area)	(per wind turbine)
Municipal Wide Services:						
Fire Services	1,472	785	532	926	6.16	1,472
Roads and Related	4,376	2,333	1,467	2,749	18.28	4,376
Parks & Recreation	80	43	-	50	0.14	-
Growth-Related Studies	302	161	90	190	1.26	302
Total Municipal Wide Services	6,230	3,322	2,088	3,914	25.83	6,150

Index based on Q4 2021 Residential 15.30%

Index based on Q4 2021 Non - Residential 15.30%

Collecting Development Charges

- The Township collects all the development charges at the time that building permits are issued.
- The Township then transfers the County's portion to the County quarterly
- In 2021, the Township collected a total of \$467,659 in development charges that were put into the respective DC reserve funds.



QUESTIONS ?

#4.d

BUILDING, DEVELOPMENT & DRAINAGE



Duties Covered

- Locates
- Ontario Building Code
- Development
- Municipal Drains
- Storm Water Management Ponds
- Drainage Reinspection Program
- Zoning

BUILDING

Highlights

- Blandford-Blenheim
 - 125+ permits issued per year
 - 40+ Zoning & Building Compliance letters issued every year
 - Responsible for Property Standards
- East Zorra-Tavistock
 - 160+ permits issued per year
 - 50+ Zoning & Building Compliance Letters issued every year
 - 500+ locate clearances every year

Building Code Act 101

- The Building Code Act enables the enforcement of the Ontario Building Code.
- The Department ensures buildings meet the minimum requirements under the Ontario Building Code.
- We reduce risk since the Department is REQUIRED to issue building permits.
- All sections of the Ontario Building Code are enforced by the Building Department.
 - Farm Building Code of Canada
 - National Building Code of Canada
 - CSA/ULC/NFPA/HVAC documents are referenced

The Building Code is not retroactive. Any retroactivity is handled through the Fire Code.

Inspectors, CBO's, RCA's...CA's, PH...

- Council must appoint a Chief Building Official and as many inspectors as necessary.
- All inspectors must meet certain requirements set forth in the Ontario Building Code.
- Inspectors must register with the MMAH and pay yearly dues.
- Areas of qualification:
 - House
 - Small Buildings
 - Plumbing House
 - Plumbing All Buildings
 - HVAC House
 - Building Services
 - Septic
 - Large Buildings
 - Complex Buildings
 - Structural
 - General Legal
 - CBO Legal

Not Just Building Code

- The Building Department is also responsible for the application of;
 - Zoning Bylaw
 - Site Plan Control Bylaw
 - Minimum Distance Separation
 - Nutrient Management Requirements
 - Record of Site Condition
 - Other applicable law as defined under the OBC (more than 20 items under the act such as the Milk Act, Day Nurseries Act etc)

What about inspections?

- Service
- Underground Plumbing
- Above Ground Plumbing
- Final Plumbing
- HVAC RI
- HVAC Final
- Footing
- Backfill
- Framing
- Insulation/VB
- Air Barrier
- Occupancy
- Final
- Fire Separation
- Fire Stopping
- Septic Soil
- Septic Pipe prior to backfill
- Septic Final

In addition to the required inspections listed above, Council can require the building department to complete an additional 10 inspections such as a pre construction and interior finish inspection.

Here's my application, I want to start tomorrow...

- The Building Department has 2 days to determine if an application is complete
- The Building Department has 10-30 days total, depending on the building type, to either issue a permit or provide a list with deficiencies.
- In order to issue a permit the following must be met:
 1. Proposed building must meet the act, the code and any other applicable law
 2. TARION builder (if required)
 3. Must meet the Architects & Professional Engineers Act
 4. Person who prepared drawings, plans, specs or other documents must be qualified under the OBC and have insurance (if required)
 5. Correct plans review certificate
 6. Any fees must be paid (fees auto indexed to inflation April 1 each year)

Deposits

- In addition to building permit fees, the Township also collects deposits on most permits.
 - Final Building Deposit (released when final is approved)
 - Grading Deposit (collected to ensure grading is as approved. Used to pay Township Engineer review fees). Leftover fees refunded.
 - Public Works Deposit (cover costs to repair damaged items as a result of construction)
- Deposits are paid back to the person who paid for the permit/deposit.

Building a Building Budget

- Mainly Operating, Capital is limited to IT items and Automobiles.
- Currently the Building Department has a reserve fund of \$200,000+
- Sample 2018 Budget

Revenue			Expense		
11-271-021-0513	Misc Revenue	-\$ 3,500.00	11-271-121-1110	Distributed Salaries & Wages	\$ 107,450.00
11-271-021-0721	Building Permits	-\$ 206,500.00	11-271-121-1150	Vacation, Stats, Sick & Holidays	\$ 16,000.00
		-\$ 210,000.00	11-271-121-1210	Overhead	\$ 33,760.00
			11-271-121-2380	Departmental Equipment	\$ 1,500.00
			11-271-121-2510	Uniforms	\$ 500.00
			11-271-121-2610	Office Supplies	\$ 1,500.00
			11-271-121-2910	Miscellaneous Expense	\$ 500.00
			11-271-121-3110	Travel/Meals/Conference/Seminars	\$ 2,500.00
			11-271-121-3120	Training & Staff Development	\$ 2,000.00
			11-271-121-3170	Memberships & Publications	\$ 1,300.00
			11-271-121-3210	Postage & Courier	\$ 1,000.00
			11-271-121-3260	Telecommunications	\$ 1,750.00
			11-271-121-3310	Professional Services	\$ 5,000.00
			11-271-121-3810	Insurance & Licences	\$ 10,500.00
			11-271-121-5390	Appropriation to Reserve	\$ 11,640.00
			11-271-121-5110	Capital Equipment	\$ 9,000.00
			11-271-812-2210	Fuels/Lubricants	\$ 2,000.00
			11-271-812-2370	Repairs - Parts & Labour	\$ 1,000.00
			11-271-812-3810	Insurance & Licences	\$ 1,100.00
					\$ 210,000.00

Admin Fees & Permit Fees
together make up Building Permit
Fees

Reporting, who needs to know what

- Tarion (Permits issued that fall under warranty)
 - Most new houses require a TARION builder. TARION covers home against various defects for up to 7 years
- Stats Canada (number and value of permits issued)
- MPAC (issued and closed permits)
- CMHC (typically new housing starts)
- Council (Monthly report geared to council's needs)
- Financial Information Return (yearly, information provided to Finance who provides to Province)
- Oxford County – (New Home Permits used by other departments within the County)

What if we don't all agree?

- **Ontario Land Tribunal (OLT)**
 - Planning disputes where a planning application is made.
- **Building Code Commission**
 - Deals with issues of a technical nature, actual disputes with the Building Code. No appeal body.
- **Small Claims Court**
 - Where the decision or action of a building official caused direct financial loss.
- **Superior Court of Justice**
 - Disagreements under the Act such as denial of permit issuance (does not include the denial of a conditional permit), the actual issuance of a permit, revoking a permit, if a person feels aggrieved by an order etc.
 - The decision not to issue a permit based on zoning would be heard here. Application must be made within 20 days of the decision by the CBO.
- **Department Staff cannot be sued personally as long as they act in good faith.**

So what is a Council to do?

A Council Can...

- Appointment & Staffing Levels
- Fee Setting
- Delegate certain appointment authorities to the CBO
- Enter into enforcement agreements
- Establish a Building Bylaw

A Council Cannot...

- Force permit issuance or denial
- Supersede the building code or act
- Force Conditional permit issuance
- Attach Conditions to occupancy or permit issuance outside of the requirements in the Act and Code

Agreements

Blandford Blenheim Agreement

- Started March 2017.
- Blandford Blenheim transfers money to East Zorra-Tavistock yearly for the amount of half the difference between the CBO and DCBO salary.
- The DCBO becomes the CBO when the CBO is absence.

Northern CBO Agreement

- May 2015, a bylaw (2015-16) was passed appointing Mike Hughes from Zorra Township and Paul Gabara from Blandford Blenheim Township as CBO's effectively creating the ability to cover the northern Townships in the event the home CBO was not available.

Workload is split between 4 inspectors (including CBO). Each inspector is designated an area to cover for both plans review and inspections. Admin Staff provides support to the department.

Is there anything else of interest?

- CBO's, Inspectors and RCA are to exercise powers and perform duties in an independent manner and in accordance with the standards established by the applicable code of conduct and to exercise powers
- Code of Conduct for Building Officials is separate from a municipal code of conduct and is included on the Township Building Bylaw.
- A building in the OBC is not the same as a structure in the Township Zoning Bylaw.
- EZT does not have a Sign Bylaw, signs are structures under the Zoning Bylaw and governed by the OBC
- We enforce the minimum under the Ontario Building Code (supersede rule)
- In the future, certain types of buildings may require periodic and ongoing inspections



QUESTIONS ?

DEVELOPMENT

What is Land Development and who's involved?

- Typically anything from a proposed change of use to a full scale subdivision would be considered development. Redevelopment = development
- An application would initiate the formal process (planning application is the most common)
- A number of individuals and agencies are consulted during the process:
 - Senior Management Team, Council
 - Engineer's, Planners, Developers, Lawyers
 - Various Government Agencies (MOE, MMAH)

Securities and Purpose

- During the development process, the Township takes various securities to ensure work is complete and any costs associated with the development are covered.
 - Letter of Credit
 - Usually taken with subdivisions. 100% of uncompleted works, 10% of completed works
 - Application Deposits
 - Usually taken with Site Plan Applications. Covers items such as registration and Township Engineer costs.
 - Other typical fees and charges
 - Cash in Lieu of Parkland, application fees, road frontage fees, culvert fees
 - Area Specific Fees (Woodstock Wastewater Treatment Plant Upgrades, Water Meters)
 - Some deposits collected at building permit (Building, Engineering, Public Works, Driveway)

Servicing and Development Standards

- Township currently has Municipal Servicing Standards for both urban and rural
- Servicing Standards include items such as;
 - Development procedures
 - Stormwater management design standards
 - Road construction details
 - Tree planting species
 - Streetlighting
 - Drawing requirements
- Last updated 2016. Next update 2023

What's going on in.....

Tavistock

Apple Homes – The Orchards Phase 3 (Final)

Only a handful of lots remain
Southeast corner of the Township



What's going on in.....

Tavistock

Gateman Homes - Phase 1

Approx 5 Lots remain

Single & Semi Dwellings

Infill subdivision at the end of Jacob Street



What's going on in.....

Tavistock

'Loggan Lands'

Approx 250 units proposed (total)

****Map Shows Proposed Layout****

Single, Semi, Towns & Condo Towns Proposed
Southern Township, South of Tavistock School



What's going on in.....

Innerkip

'Innerkip Meadows' – Hunt Homes

Phase 7 – Condo Block mostly complete

Bordered by George/Main/Blandford



What's going on in.....

Innerkip

Oxford Road 5 Developments

Approx 29 units Phase 1

Singles

Northwest Corner of Innerkip



What's going on in.....

Innerkip

Majestic Homes

Townhouse Condo Subdivision

Access north off Main Street



What's in progress?

- Development Standards (2023)
 - Expanding the servicing standards to include other items as accessibility standards, private street naming and numbering, landscape design and natural features.
- Stormwater Master Plan (Tavistock update, Innerkip initial) (2023)
- Updating the Zoning Bylaw (2023)
- Updating the Site Plan Control Bylaw
- Historical Permits & Deposits (plan to clean up)
- SWM Pond ministry compliance

DRAINAGE

Types of Drainage

A Natural Watercourse

- Is maintained by riparian landowners
- Is governed by Conservation Authorities (CA'S)
- Can serve as a sufficient outlet for a municipal drain under the drainage act
- Riparian landowners have the right to drain into a natural watercourse.



Types of Drainage

Award Drains

- Drains which were installed prior to the Drainage Act and responsibility of cost and maintenance was “Awarded” to each landowner that benefited.
- Is governed by Conservation Authorities (CA’S)
- Is not currently maintained by the Drainage Act nor can provincial grants be claimed for maintenance or improvements.
- No new Award Drains can be constructed



Types of Drainage

Private Agricultural Tiling

- Privately owned and installed tiling for individual use.
- Landowners can apply for “Tile Loan” loans are levied through OMAFRA at a set yearly interest rate.
- Has the right to tie into Municipal drains and natural watercourses located on property.



Types of Drainage

Municipal Drains

- Constructed through public process under the Drainage Act and controlled under By-Law
- Landowners can request improvements to existing drain or new drainage work through a petition process or through a request for improvement from the Municipality
- Municipal Drains are Engineered and cost are assessed to every owner in the upstream watershed

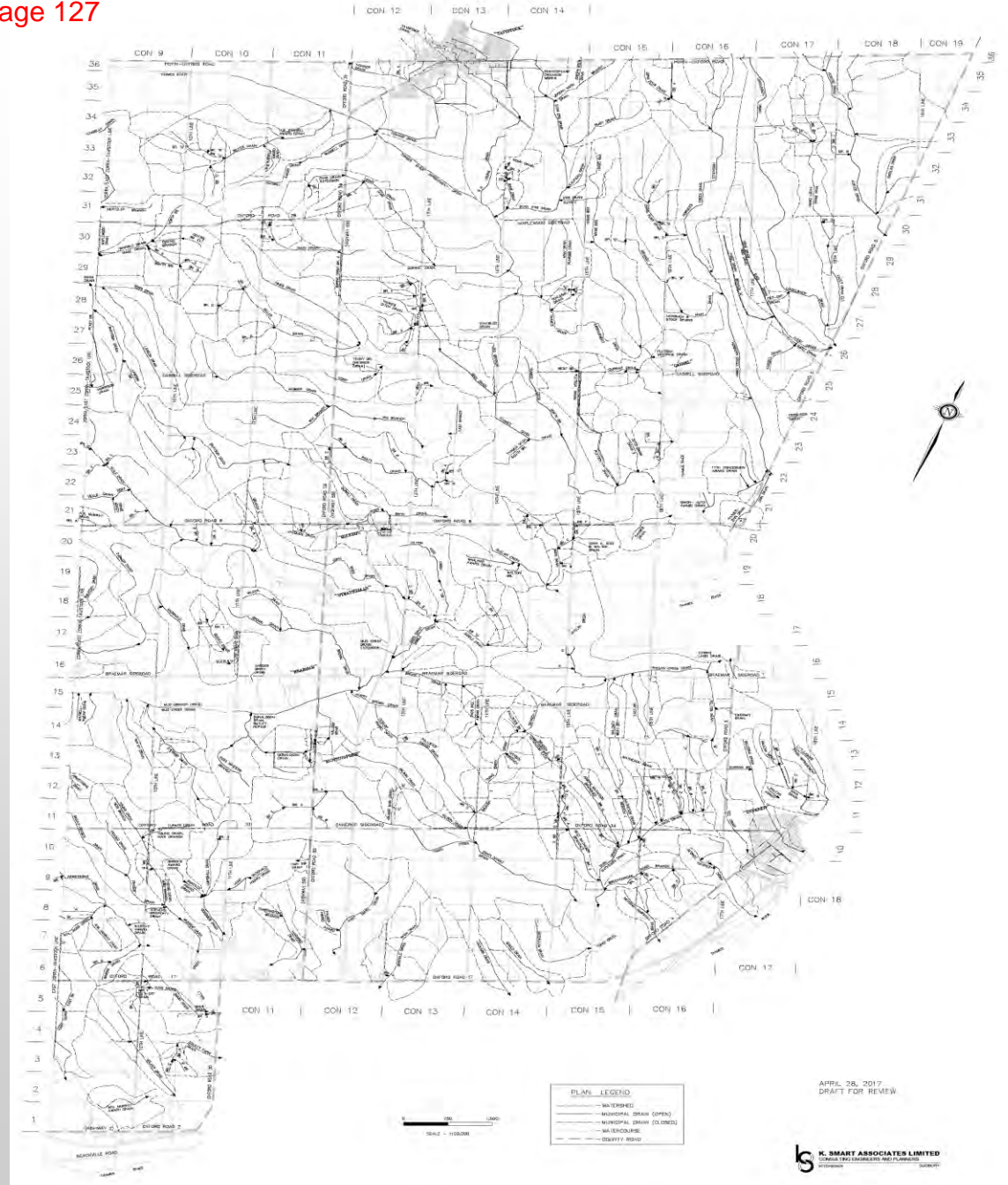


Why have a Drainage Act?

- Ontario has a surplus of annual precipitation
 - this advantage can also be a disadvantage
- Without the Drainage Act, drainage issues are resolved through the courts, whose views are:
 - Surface water has no right of drainage
 - A lower landowner can protect their property by building berms or dykes
 - Owners can be held liable for damages for modifying natural watercourses

Drainage in EZT

- Municipal Drains – 180 total Drains
 - 50 open ditch
 - 130 closed/tiled drains



New Drains: The Petition Process

- All new drains must be initiated by Petition:
 - Petition is a legal document
 - Petitioners become financially responsible as soon as the petition is signed and submitted
 - Council receives the Petition and can approve or reject.
 - Council may request an environmental appraisal or Benefit/cost statement
 - Some agencies may request an environmental appraisal (CA's, MNR, Fisheries & Oceans)

Appointment of Engineer:

- Council appoints independent engineer (s.8)
 - Engineer must be fair and impartial (s.11)

- Appointment by by-law or resolution (s.8)
 - Appointed engineer has right of entry onto private property (s.12)

- Working with the engineer, the clerk sends notice of an “on-site meeting” (meeting to determine validity of petition and landowner/agency needs and concerns)

Field Survey

Survey would:

- Identify drainage features
- Record soil details
- Record tile outlets
- Record other features e.g. fences, pipelines
- Opportunity to discuss project with owners

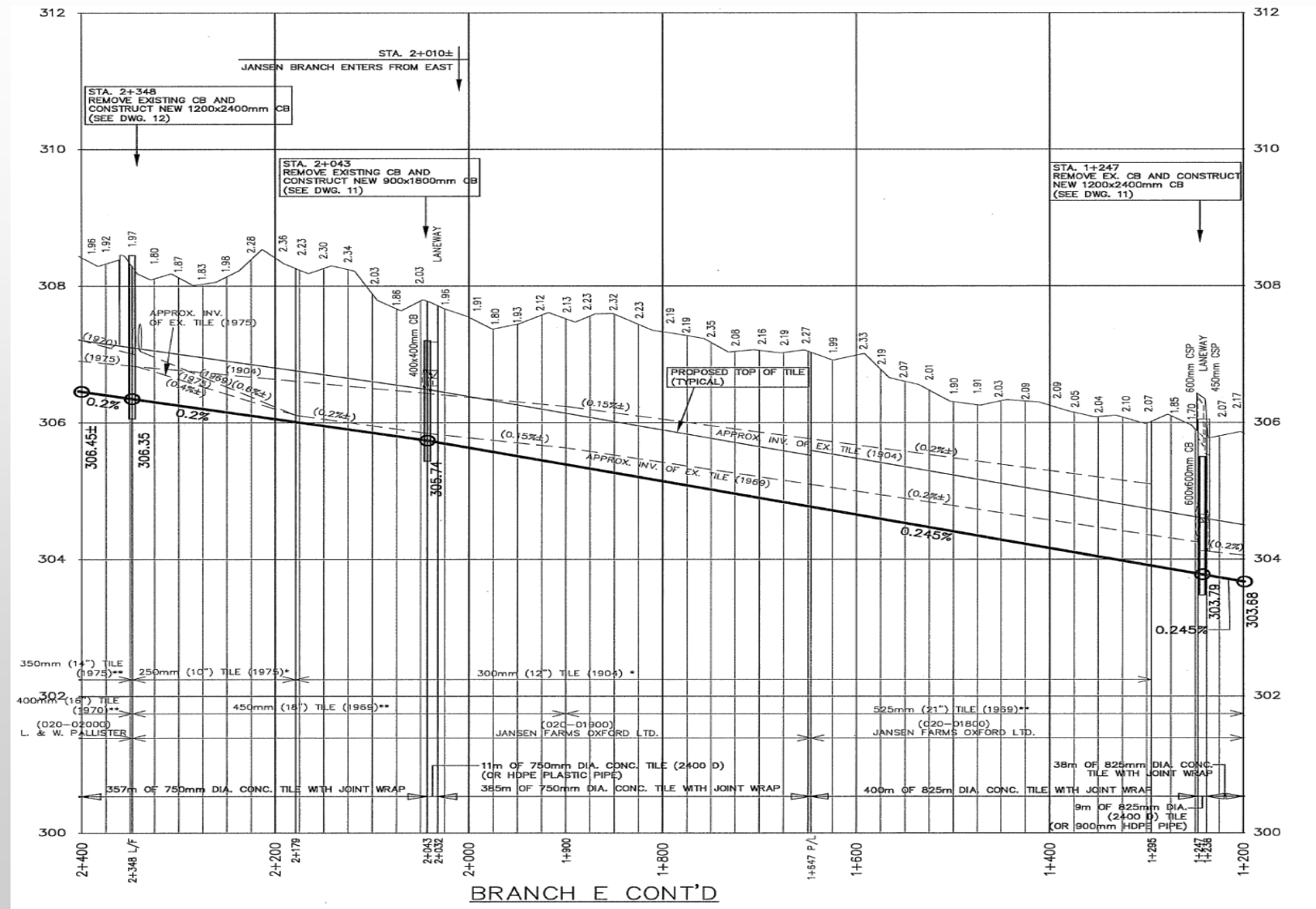


Plan shows:

- Watershed boundary
- Location of drain
- Property boundaries including lot/conc.
- Other features (e.g. roads, railways)

Drain Profile

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Final Report

Page 133

- Final Report must include:
 - plans, profiles, specifications
 - total cost estimate
 - assessment schedule
 - allowances
 - other matters
- Must consider individual property owner needs
- Along with report, a key component of the engineer's responsibilities is to obtain necessary permits/approvals
- Final report submitted to council for consideration, council conducts a Meeting to Consider Report with parties
- At the Meeting to Consider Report:
 - if Petitioners decide not to proceed, costs levied and project stops. Or
 - Continues to first and second reading of the bylaw

The Final Report:

- Report submitted to council
- Council considers report
- Council conducts a “Meeting to Consider Report” with landowners, agencies and other interested parties
- At Meeting to Consider Report: If Petitioners decided not to proceed: Costs levied & project stops
- If Petitioners decide to continue: First & Second Reading of By-law

Council's Role: Meeting To Consider Report

Council can:

- Chose to accept report – gives two readings to by-law (s.44 & 45)
- Refer report back to engineer for changes (s.57)
- Do nothing - Petitioners have right of appeal to Tribunal (s.45)

Council cannot:

- Modify the report of the engineer

Appeals:

Court of Revision (COR) (Municipality)

- Hears appeals on assessments only
- Appointed by Municipality
 - Must be eligible to be elected to Council
 - If Council appoints members of Council to serve on COR, separate the two responsibilities

Drainage Assessments Review

- Benefit Assessment
- Outlet & Injuring Liability Assessment
- Special Benefit Assessment
- Special Assessment (s. 26):
 - "...the public utility or road authority shall be assessed for and shall pay all the increase of cost of such drainage works caused by the existence of the works of the public utility or road authority."

Assessment Schedule

SCHEDULE A - SCHEDULE OF ASSESSMENTS TIMMS CREEK DRAIN, BRANCHES D AND E 2014 Twp of East Zorra-Tavistock

Con	Lot	Roll No. (32-38-010)	Owner	TIMMS CREEK DR, BR D 2014				TIMMS CREEK DR, BR E 2014 (incl. Main Drain Ditch Work)				Gross Total
				Approx Ha Affected	Benefit	Outlet	Total	Approx Ha Affected	Benefit	Outlet	Total	
F	12	Pt W½ 13	-010-18100 K. & M. Yeoman	0	0	0	0	14.6	0	6,486	6,486	6,486
F	12	E½ 12	-010-20700 D. & E. Kaufman	0	0	0	0	15.8	0	7,058	7,058	7,058
F	12	E½ 13	-010-20800 Kaufman Agrico Ltd.	0	0	0	0	29.2	0	12,590	12,590	12,590
F	13	Pt W½ 11	-010-22301 T. & M. Porchak	0	0	0	0	2.0	0	954	954	954
*	13	Pt W½ 11	-010-22400 N. & A. Bates	0	0	0	0	0.2	0	96	96	96
F	13	Pt W½s 11&12	-010-22600 584069 Ontario Ltd.	0	0	0	0	22.7	0	10,253	10,253	10,253
F	13	Pt W½ 12	-010-22900 J. Parciak	9.3	0	1,817	1,817	31.2	0	16,208	16,208	18,025
F	13	W½ 13	-010-23000 D. & D. Wilson	36.5	0	6,966	6,966	40.5	0	24,020	24,020	30,986
F	13	Pt SW¼ 14	-010-23100 J. & M. Jerome	6.1	0	659	659	6.1	0	2,091	2,091	2,750
F	13	Pt 10	-010-24300 R. & D. Pullen	0	0	0	0	6.8	18,000	1,098	19,098	19,098
F	13	SE¼ 11	-010-24400 L. & A. Geerlinks	0	1,000	0	1,000	20.2	40,500	11,261	51,761	52,761
F	13	NE¼ 11	-010-24500 A. Visser & J. Visser-Hoeksma	14.8	29,000	2,715	31,715	20.2	11,500	11,049	22,549	54,264
F	13	E½ 12	-010-24700 S. Pullen	27.4	2,000	5,091	7,091	40.5	2,000	23,897	25,897	32,988
F	13	E½ 13	-010-24800 S. Pullen	22.3	0	4,392	4,392	32.4	0	20,340	20,340	24,732
F	13	E½ 14	-010-24900 H. & V. Robertshaw & N. Hutchinson	1.3	0	140	140	1.3	0	444	444	584
F	14	W½ 10	-020-01400 V. & W. Cole	0	0	0	0	0.0	2,000	0	2,000	2,000
F	14	W½ 11	-020-01600 Beyond Belief Farms Inc.	0	0	0	0	40.3	73,000	29,484	102,484	102,484
F	14	W½ 12	-020-01800 Jansen Farms Oxford Limited	0	0	0	0	40.5	76,500	38,018	114,518	114,518
F	14	W½ 13	-020-01900 Jansen Farms Oxford Limited	0	0	0	0	38.1	66,750	43,687	110,437	110,437
F	14	W½ 14	-020-02000 L. & W. Pallister	0	0	0	0	21.9	31,000	24,396	55,396	55,396
F	14	W½ 15	-020-02100 Vonburg Farms Ltd.	0	0	0	0	3.6	0	4,144	4,144	4,144
F	14	E½ 11	-020-03400 J. Williams	0	0	0	0	18.0	0	13,673	13,673	13,673
F	14	SE¼ 12	-020-03500 J. Williams	0	0	0	0	7.7	0	6,168	6,168	6,168
F	14	NE¼ 12	-020-03600 D. & P. McIntyre	0	0	0	0	14.9	0	15,984	15,984	15,984
F	14	E½ 13	-020-03700 Jansen Farms Oxford Limited	0	0	0	0	40.5	9,250	46,735	55,985	55,985
F	14	Pt E½ 14	-020-03800 Marstou Farms Ltd.	0	0	0	0	39.7	52,750	45,720	98,470	98,470
F	14	E½ 15	-020-04000 J. & K. Bredenoort	0	0	0	0	14.2	0	16,348	16,348	16,348
F	15	Pt W½ 12	-020-05200 Zil-Kay Farms Inc.	0	0	0	0	6.1	0	7,057	7,057	7,057
F	15	W½ 13	-020-05300 Verkuyl Farms Ltd.	0	0	0	0	13.0	0	15,017	15,017	15,017
F	15	W½ 14	-020-05400 D. Boer & H. Boer-Wolf	0	0	0	0	4.5	0	3,799	3,799	3,799
*	13	Pt 13	-040-27200 Ministry of Govt Services (Abandoned CNR)	0	0	0	0	0.9	0	667	667	667
Total Assessments on Lands:				117.7	32,000	21,780	53,780	587.6	383,250	458,742	841,992	895,772
Oxford Road 33 - County of Oxford				0	0	0	0	3.8	0	4,069	4,069	4,069
Special Assessment to Oxford Road 33				0	0	0	0		71,995	0	71,995	71,995
13th Line - Twp of East Zorra-Tavistock				0.7	0	220	220	1.7	0	1,428	1,428	1,648
14th Line - Twp of East Zorra-Tavistock				0	0	0	0	3.8	3,000	4,300	7,300	7,300
Special Assessment to 14th Line				0	0	0	0		73,780	0	73,780	73,780
15th Line - Twp of East Zorra-Tavistock				0	0	0	0	2.4	0	4,154	4,154	4,154
Special Assessment to 15th Line				0	0	0	0		0	0	0	0
Braemar Sideroad - Twp of East Zorra-Tavistock				0.0	0	0	0	1.6	0	2,762	2,762	2,762
Total Assessments on Roads:				0.7	0	220	220	13.3	148,775	16,713	165,488	165,708
TOTAL TIMMS CREEK DRAIN, BRANCHES D & E 2014:				118.4	32,000	22,000	54,000	600.9	532,025	475,455	1,007,480	1,061,480

Appeals:

Agriculture, Food & Rural Affairs
Appeal Tribunal (Province)

- Appeals from Court of Revision
- Technical appeals

Drainage Referee (Province)

- Legal or procedural appeals

Final Authorization:

- After all appeals have been dealt with and a by-law adopting the engineer's report is passed:
 - Construction of the project is authorized, even across properties opposed to the drain
 - Costs can be assessed to the lands
 - Drain now has legal existence and becomes part of the municipality's infrastructure

Drainage Superintendent's Responsibilities

- Manages municipal drains on behalf of Council
- From s.93(3) of the Drainage Act:
 - Inspect every drainage works initiate and supervise the maintenance and repair of municipal drains
 - Assist in the construction or improvement of municipal drains
 - Report to Council on the Superintendent's activities

Maintenance & Repair:

SECTION 74:

Any drainage works constructed under a by-law passed under this Act ...

...shall be maintained and repaired by each local municipality through which it passes...

...at the expense of all the upstream lands and roads ... in the proportion determined by the then current by-law pertaining thereto...

s. 79: Potential liability if notice given by an affected property owner.

"Maintenance" means the preservation of a drainage works.

"Repair" means the restoration of a drainage works to its original condition.

Improvements:

SECTION 78:

- To make improvements/changes to the “communally accepted” standards for a drain, must have new communal acceptance
- New engineer’s report using the same general process as for a new drain, but no petition required
- Note: Landowners may request improvements, but this is not a petition; it is still Council’s decision to proceed
- *“Improvement” means any modification of or addition to a drainage works intended to increase the effectiveness of the system.*

Enforcement:

- On drainage systems constructed under the Drainage Act, the municipality has ability to take action against:
 - Any owner or occupant for obstructing a drain (s.80)
 - Any person for damaging a drain (s.82)

Grants:

OMAFRA provides grants:

1. Towards the share of the cost of drain construction that is assessed to agricultural property owners: 1/3 south; 2/3 north
2. Towards the share of the cost of drain repair or maintenance assessed to agricultural property owners: 1/3 south; 2/3 north
3. To municipalities towards the cost of employing a Drainage Superintendent (50%)



QUESTIONS ?



East Zorra-Tavistock Council Orientation

Community Planning Office
November 24, 2022

Planning in Oxford County

- The County is granted authority for planning matters by the Planning Act.
- Planning is administered at the County level through the Community Planning (CP) Office.
- The County is the approval authority for Official Plan policy, subdivisions, consents and condominiums with advice from Township Council and staff.
- Implementation of Official Plan policy through the Zoning By-Law and Site Plan Approval Guidelines are the direct responsibility of Township Council.

Community Planning Office

- Planning advisory and related administrative service is provided to the Township under a service contract.
- The planner assigned to each Township provides day-to-day planning services for the public, applicants, Township staff and government agencies.
- Staff is generally available at the County Administration Building Monday to Thursday. I works from home on Fridays but am available by email and phone.
- Provide reports and recommendations to Council on planning applications and policy changes

Community Planning Staff

- Gord Hough – Director
 - Administrative staff
 - Development Planning:
 - seven Development Planners including one assigned to EZT and Blandford-Blenheim (Dustin Robson)
 - Policy Planning:
 - Paul Michiels - Manager of Planning Policy
 - two policy planners

Planning Hierarchy

Planning Act



2020 Provincial Policy Statement



County of Oxford Official Plan



Township Zoning By-law



Development Applications (e.g. Draft Plan of Subdivision, Draft Plan of Condominium, Zone Change, Minor Variance, Consent, Site Plan Approval, Part Lot Control)

Provincial Policy Statement 2014

- The PPS provides policy direction on matters of provincial interest related to land use planning and development and current version came into effect on May 1, 2020.
- Municipal approval decisions “shall be consistent with” policy statements issued under the Planning Act.
- Provides policy basis for Official Plan policies and for making decisions on other planning matters.

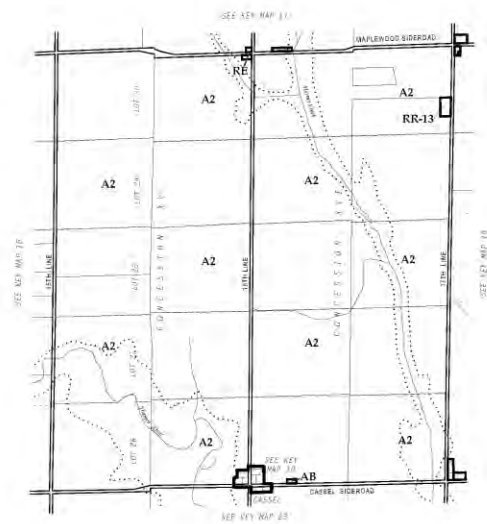
County of Oxford Official Plan

- The Official Plan provides a land use strategy for both the urban and rural municipalities of the County.
- The current Official Plan adopted by County Council in December of 1995 and approved by the Province in August of 1996.
- The Official Plan provides policies and criteria for assessing development applications received by the County and the Township.
- Chapter 3 - policies related to agricultural, environmental/natural heritage, cultural heritage and mineral/petroleum resources.
- Chapter 6 – settlement strategy policies for Rural Clusters, Villages and Serviced Villages

Township Zoning By-law

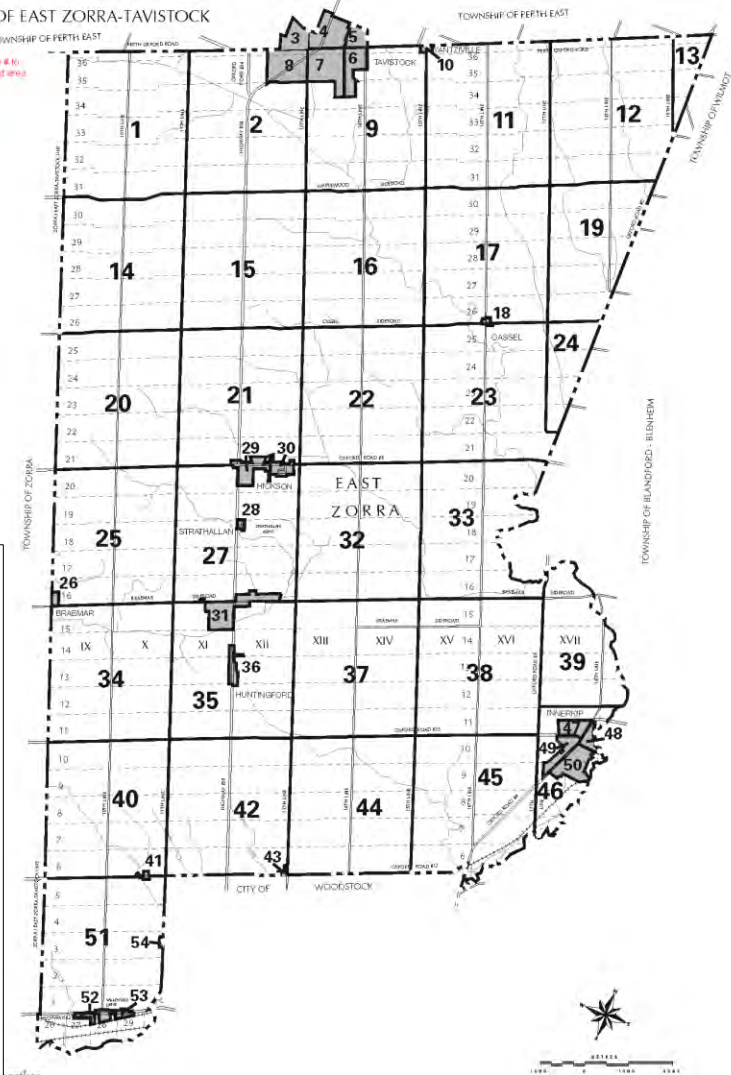
- Zoning By-law implements the Official Plan and provides for the day-to-day administration of land use.
- By-law specifies the permitted uses (e.g. commercial or residential) and the required standards (e.g. building size and location) in each zone.
- Existing By-law (2003-18) was approved in April 2003, replacing the previous By-law, which had been in effect since 1983.
- Zoning By-law is administered and interpreted by the Township's Chief Building Official.
- Building permit applications for construction and new development must comply with the zoning by-law

Zoning Schedules (Key Maps)



SCHEDULE "A" INDEX MAP TOWNSHIP OF EAST ZORRA-TAVISTOCK

Click on a Key Map # to
view a closeup of that area



Development Planning

- Planning policies and regulations are not intended to be ‘absolute’ and there are processes provided by the Planning Act to consider amendments for a particular property, area, or proposal.
- The following applications require County approval:
 - Official Plan Amendments
 - Plans of Subdivision or Condominium
 - Consent or Consent and Minor Variance (Land Division Committee appointed by County Council)
 - Part Lot Control
 - Conversion of existing rental units to condominium ownership

Development Planning Cont'd

- Other applications processed by CP, but require approval by Township Council are:
 - Zone Change
 - Minor Variance
- Minor Variance applications are processed by the Township, however, CP serves as a commenting agency and generates reports and recommendations to the Township's Committee of Adjustment. In EZT the Committee is made up of members of Council.

Research and Special Projects

- CP also undertakes a variety of research and special projects in support of land use planning within the Township as well as the County.
- Examples of such projects are:
 - Census Data and Statistical Profiles
 - Population and Household Projections
 - Vacant Lands Study
 - Growth Management
 - Ground Water Protection Study
- CP also assists the Townships with special projects and studies, such as Secondary Plans.

Ontario Land Tribunal (OLT)

- OLT hears cases in relation to land use matters, heritage conservation, and municipal governance.
- Independent administrative tribunal that hears appeals on land use planning matters and a variety of other municipal issues.
- Tribunal members are appointed by the Ontario Cabinet and include lawyers, public administrators, planners, and other professionals that have extensive experience with planning policies and processes.
- Has rules of procedure that are similar to a court of law, but hearings are generally conducted less formally.

Bill 23 – What is proposed?

- 3 residential units on urban residential lots
 - 2 units in the dwelling and 1 in an ancillary building; or,
 - 3 units in the dwelling
- Municipalities may only require 1 parking stall per ARU
- Municipalities would not be able regulate minimum unit size
- ARUs exempt from Development Charges and parkland levies

Bill 23 – What is proposed?

- Appeals
 - Third party appeals would be removed
 - Only applicant, municipality, and public body could appeal
 - More ability to dismiss appeals and award cost by OLT
- Site Plan
 - Exempt development of 10 or fewer units
 - Exterior design exempted from site plan control
- Public Meeting
 - Public meetings for subdivision applications would no longer be required to be held

Questions? Comments?

Contacts:

Dustin Robson – Development Planner
drobson@oxfordcounty.ca

Gord Hough – Director
ghough@oxfordcounty.ca

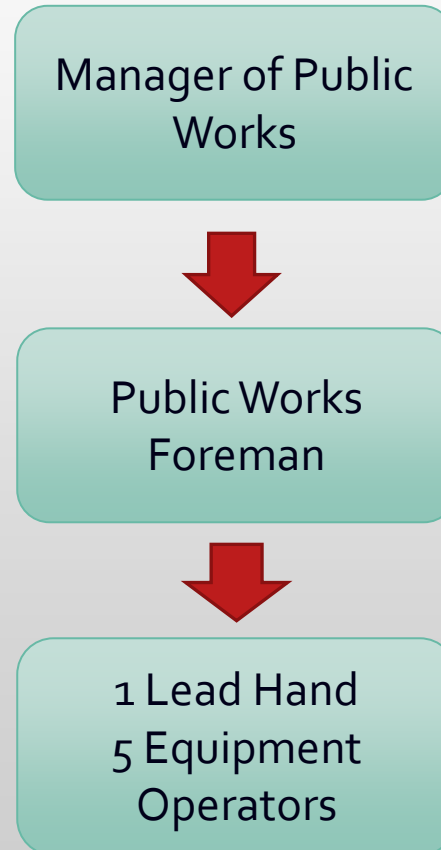
Paul Michiels
Manager of Planning Policy
pmichiels@oxfordcounty.ca



Public Works Department



Organizational Structure



Responsibilities

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Roads:

- Over 200 kilometers of roads
- Includes Subdivision roads
- 2 Patrol Yards
 - Hickson
 - Tavistock
- Roadside Grass Mowing
- Roadside Ditching
- Bridges & Culverts (27 Bridges & 16 Culvert's)
- Shoulder & Road grading
- Gravel Road Maintenance
 - Annual Gravel Application
 - Annual Dust Suppressant Application



Responsibilities cont'd

- Sidewalks – approximately 27 km in length
- Litter Pickup
- Street Lights
- Sidewalk Repairs & Replacements
- Street Sweeping
- Line Stripping
- Asphalt Maintenance
- Winter Maintenance
 - Snow Fence
 - Plowing snow & application of salt/sand to roadways and sidewalks

Responsibilities Cont'd

- Tree Maintenance, Annual Tree Planting Program
- Park Maintenance
- Signs Maintenance & Inspection
- Drainage
- Storm Drain & Catch Basin Maintenance
- Yard Waste / Leaf Depots
- Oversee grass cutting on Township Properties

Winter Control

- Level of Service / Minimum Maintenance Standards
- Patrols start at 3:00 am (Monday – Saturday)
 - 4:00 am on Sundays
- 1 Hr Patrol, Crew called in as required
- Trucks begin maintenance operations at 5:00 am
- Sidewalks are cleared as required
- Each route takes approximately 5.5 hours to complete, this can be longer due to snow volume.

Public Works Fleet

- 3 Dump Trucks / Snow Plows
- 3 Graders
- 1 Utility Truck
- 1 Pay loader
- 1 Backhoe
- 1 Tractor
- 1 Trackless unit
- 3 Pickup Trucks
- Small Equipment



Roads Need Study

- Study completed in 2021
- Mean condition rating on roads of 80 out of 100
- Recommended in the study to focus on pavement preservation of existing hard top roads. Also suggested by Engineer not to complete further gravel to hard top conversion.
- If Council decided to do further gravel to hardtop conversion, the study has a rating system to show roads that could be considered.

Legislation, By-laws and Policies

- Comprehensive Road By-law
- Minimum Maintenance Standards
- Municipal Act
- Highway Traffic Act
- Ontario Traffic Manuals
- Sidewalk Snow Removal By-law
- Protocol for Hours of Work Exemption
- Level of Service Objectives By-law

Legislation, By-laws and Policies Con't

- Mailbox Policy
- Entrances from Roadways Policy
- Civic Addressing By-Law
- Consolidated Road Naming By-Law

Capital Projects

John St, Henry St Reconstruction
2022 Construction



Culvert 2012 Reconstruction
2022 Construction



Operating Budget

- Roads & PW
 - Facilities \$50,658
 - Vehicles and Equipment \$198,323
 - Road Maintenance \$847,164
 - Winter Maintenance \$195,874
 - Sidewalks \$34,902

Operating Budget cont'd

- Leaf & Yard Waste Program neutral
- Streetlighting \$138,217

Net Public Works Budget Operating and Capital \$3,127,954

Capital Budget



• Facilities (to reserve)	\$208,080
• Equipment & Vehicles	\$198,000
• Road stub Acquisition	\$35,000
• Culvert 2012	\$425,00
• John St, Henry St reconstruction	\$1,300,000
• Engineering Services	\$30,000



Questions?

Parks & Recreation



Parks and Recreation Staff

- PW Manager
- Parks and Recreation Operations Supervisor
- Parks and Recreation Lead Hand
- 3-4 Facility Operators
- 4 Part time facility Operators (students)

Tavistock Queen's Park

- Township owned and managed facility
- Includes the Tavistock Arena as well as the Tavistock Memorial Hall
- The Tavistock Curling Club is under lease of an ice pad in the Tavistock Arena
- Site of the annual Tavistock Fall Fair
- Future site of the Tavistock Spray Pad



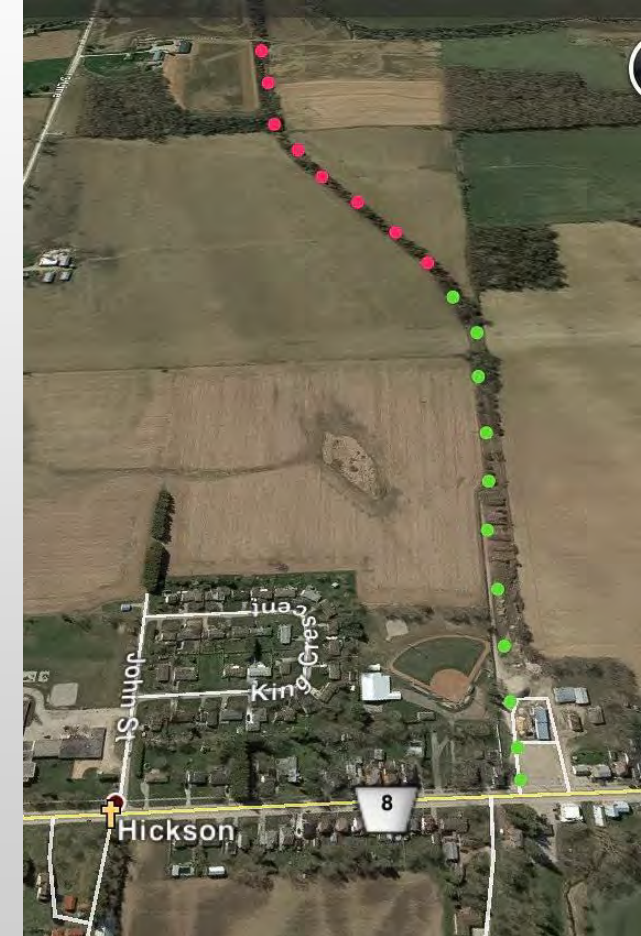
Hickson Park

- Township owned and managed facility
- Hickson Lion's Club and the former Hickson Recreation Committee are the key user groups and supporters



Hickson Trail

- 10 km in length
- Township owned and managed facility



Innerkip Park

- Township owned and managed facility
- Innerkip Lion's Club and the former Innerkip Community Centre Board of Management as well as Innerkip Minor Ball are the key user groups and supporters
- Innerkip Community Centre includes a County Library Branch site under lease.



Parks and Recreation Master Plan

- Approved by Council in 2022, for future action recommendations
- Contains short-term (1-3 years), mid-term (4-6 years) and long-term (7-10 years) recommendations
- Council is now “in the business” of recreation
- Staff will continue to bring each recommendation and outcome forward for Council’s consideration
- Staff will provide Council quarterly with a status update on the recommendation progress.

Questions ?

Fire & Emergency Services



Outline:

- Background
- Structure
- Equipment and Facilities
- Department Statistics
- Training Requirements
- Legislated Requirements
- Emergency Management

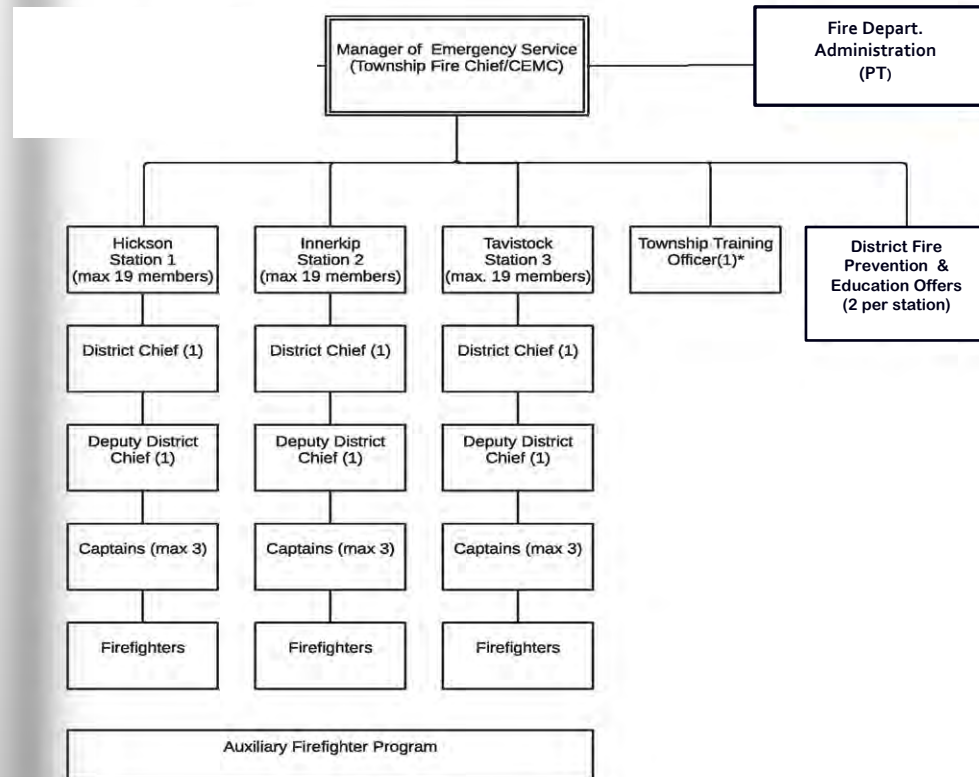
Background:

- 3 Stations cover approximately 250 sq. km
 - Hickson (1956)
 - Innerkip (1950)
 - Tavistock(1911)
- 57 Firefighters, 6 Auxiliary Firefighters

Structure:



Page 190 Township of East Zorra-Tavistock Fire Department



Organizational Notes:

Total Complement – maximum of 57 Volunteer Firefighters/ maximum 19 per department

Officer positions shown above are included in total complement

Auxiliary Program – maximum 6 Auxiliaries

* A member of the Fire Department

Station 1
Hickson 1992



Station 2
Innerkip 1995



Station 3
Tavistock
2004



Fleet:

- Each Station has:
 - Pumper
 - Tanker
 - Rescue
- 1 Township Pickup Truck
- 1 Pub Ed/Equipment Trailer
- Side by Side Rescue Vehicle & Trailer
- Specialties
 - Hickson Farm Rescue
 - Innerkip Water Rescue
 - Tavistock Ammonia/Saputo

Fleet: Pumper

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Hickson-2021

Innerkip-2005

Tavistock-2018

Fleet: Tanker



Hickson-2007

Innerkip-2016

Tavistock-2013

Fleet: Rescue Van



Hickson-2006

Innerkip-1999

Tavistock-2006

Duties:

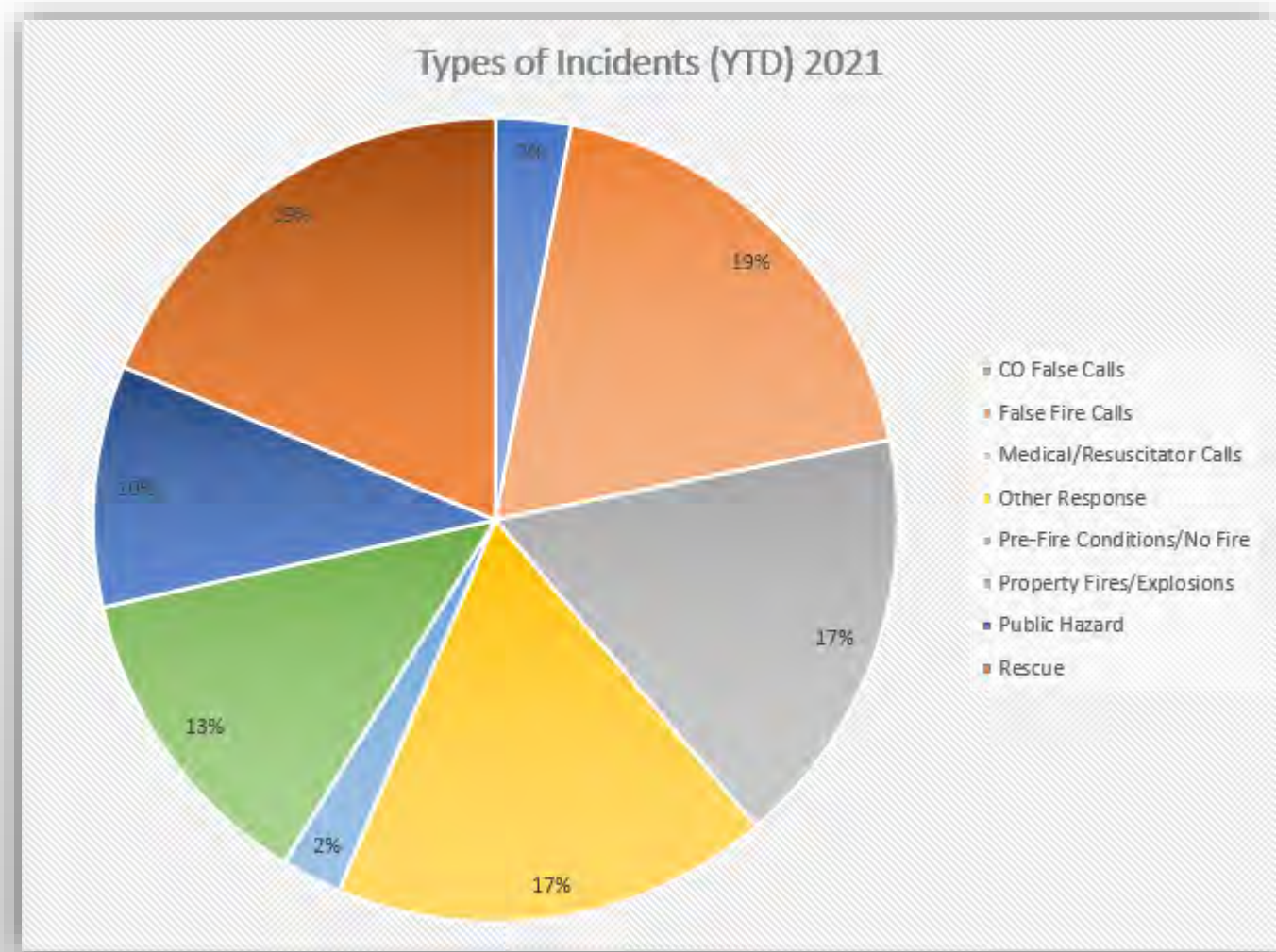
- Responds to alarms as promptly and safely
- Maintains firefighting equipment, especially personal protective equipment
- Must be able to perform duties wearing Self-Contained Breathing Apparatus (SCBA)
- Perform rescues for people in fires, motor vehicle accidents, or other dangerous situations
- Must be able to utilize department assigned tools for forcible entry, ventilation, extrication, and mitigation for various hazardous situations
- Must be able to perform extinguishment of structure fires, vehicle fires, and ground cover fires
- Conduct overhaul operations at fire scenes
- Administer basic life support, CPR, first aid and defibrillation assistance
- Provide fire prevention and protection information to the community

Duties:

- Inspections upon complaint or request
- Mandatory Annual Inspections (eg. Long Term Care Facilities)
- Mandatory Annual Fire Drills
- Plans review
- Public education/consulting
- Assist the OFMEM with investigations
- Implement Provincial specialty programs (eg. Propane Storage facilities, mandatory Community Risk Assessments)

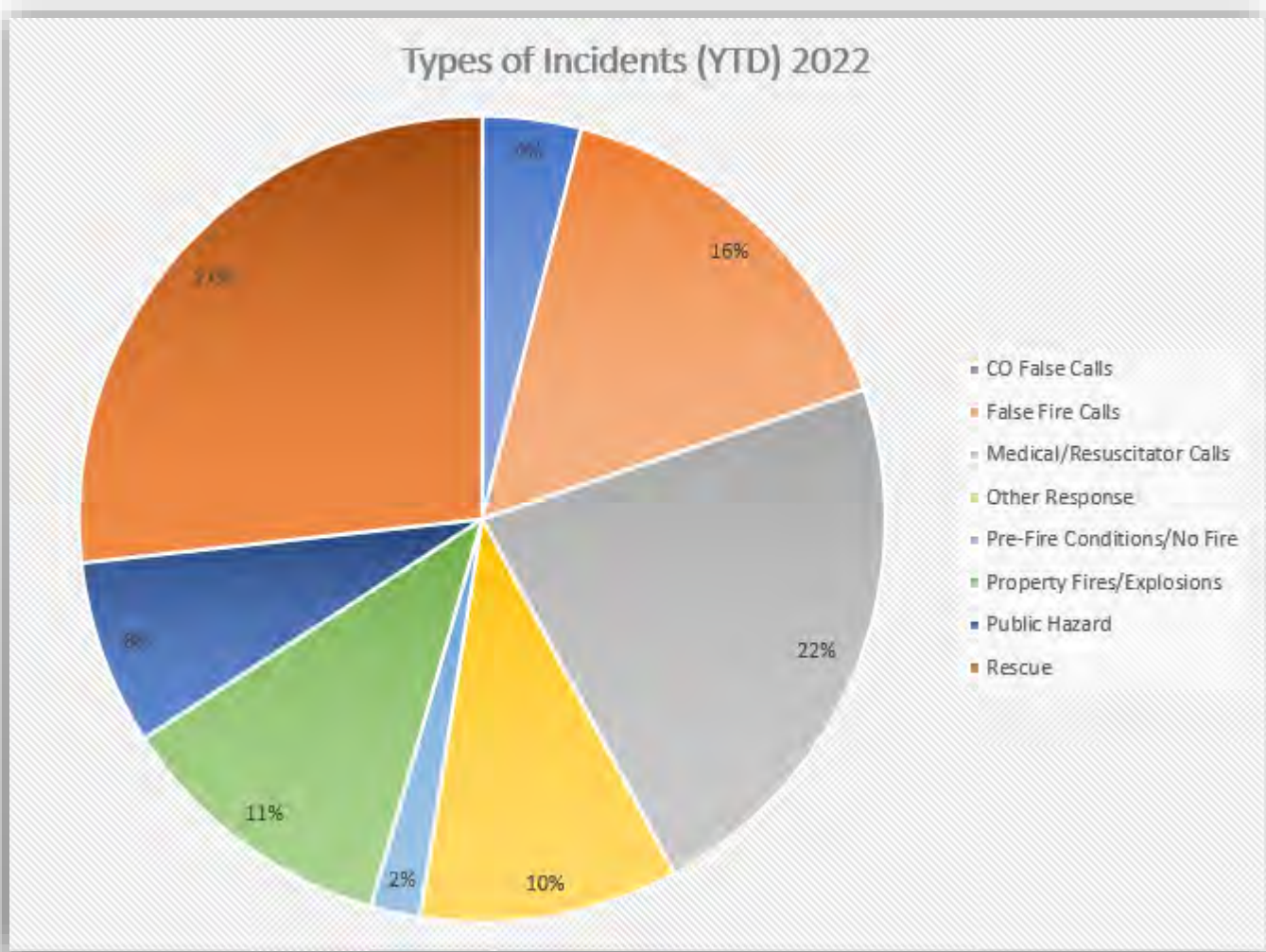
Statistics

Year	# of Calls
2017	328
2018	297
2019	242
2020	141
2021	165



Statistics

Year	Calls As of Nov. 21/22
2022	200



Tiered Response

- Fire Department response only for life threatening conditions (Code 4)
- 35 different criteria or symptoms that can be tiered to the fire department
- Township can dictate its level of service and decide which criteria they will respond for
- Township can then further decide how soon they will respond depending upon ambulance availability (range of 0 to 15 minutes)
- Greater threat to life, and greater chance for successful intervention, the lower the fire department tiered response time
- Township responds to all MVC's, farm accidents and industrial accidents

Training:

Mandatory provincial certification in effect since July 1, 2022

- New Recruits: Trained to industry standard of NFPA 1001
Level 1 and Level 2
- Officers: will be trained to industry standard of NFPA 1021
Fire Officer Level 1 minimum
- Instructors: will be trained to industry standard of NFPA 1041
Instructor Level 1 minimum
- Inspectors: will be trained to industry standard of NFPA 1031
Fire Inspector Level 1

Legislation:

Municipal

- Establishing & Regulating (E&R) Bylaw
- Township Bylaws & Policies
- Fire Protection Agreements
- Various Municipal Bylaws (eg. Property Standards, or Open Air Burning Bylaw)
- Partnerships (eg. Rural Fire Service of Oxford County)
- East Zorra-Tavistock Fire Department Operating Guidelines and Policies

Legislation:

Provincial

- Fire Protection and Prevention Act (FPPA)
- Ontario Fire Code
- Provincial Offenses Act
- Municipal Act
- Provincial H&S Section 21
- Occupational H&S Act
- Environmental Protection Act
- Dangerous Goods Transportation Act
- Emergency Management and Civil Protection Act
- Ontario Building Code
- Technical Standards and Safety Act, 2000 (TSSA)
- Highway Traffic Act

Legislation:

Federal

- Criminal Code (Bill C-45)
- Canada Shipping Act
- Transportation Of Dangerous Goods
- Canada Labour Code
- Charter of Rights and Freedoms

Emergency Management



Emergency Management

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Emergency Management

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Emergency Management

Every municipality shall:

- Designate an employee of the municipality or a member of Council as its emergency management program coordinator (CEMPC)
- Have an emergency management program committee (EMPC)
- Have a municipal emergency control group (MECG)
- Establish an emergency operations centre (EOC)
- Designate an employee of the municipality as its emergency information officer
- Formulate an emergency response plan

Emergency Management

For Provincial Compliance, each municipality must annually:

- Appoint an Emergency Management Program Co-Ordinator (CEMC)
- Appoint and Emergency Management Program Committee (EMPC)
- Hazard Identification and Risk Assessment (HIRA)
- Critical Infrastructure List (CI)
- Municipal Emergency Plan
- Municipal Emergency Control Group (MECG)

...1

Emergency Management

For Provincial Compliance, each municipality must annually:

- Emergency Operations Centre (EOC)
- Emergency Information Officer (EIO)
- Provide Public Education
- Emergency Management Program Annual Review
- Annual Exercise
- Emergency Management Program By-law

...2

Questions?

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2022 - 40**

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 24th 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 24th DAY OF NOVEMBER, 2022.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk