

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

AGENDA

**for the Meeting to be held on Wednesday January 18, 2023 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 7:00 p.m.**

1. Call to order
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm December 21, 2022 Council Meeting Minutes
 - b) OGRA – 2023 Annual Conference
 - c) AMO – 2023 Annual Conference
 - d) ROEDC – September to November 2022 Activity Report
 - e) Oxford County – Response to concerns at intersection of CR #59 and CR #33
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 - #HRSC2023 – 01 re: Travel Allowance Policy
 - e) Staff Report - #CSM2023 – 01 re: Integrity Commissioner/Closed Meeting Investigator Services
7. By-laws:
 - a) By-law #2023-01 – Integrity Commissioner/Closed Meeting Investigator Services
8. Other and Unfinished Business:
 - a) EZT Recreation Advisory Committee – Update
 - b) Councillor Smith – Holiday Overnight Parking Exemption
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
10. Confirming By-law
11. Adjourn

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

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

2.

Placeholder Page for Agenda Item 2 – Approval of the Agenda

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

3.

Placeholder Page for Agenda Item 3 – Disclosure of Pecuniary Interest

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

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 7:00 p.m. on Wednesday December 21, 2022.

Members Present: Mayor Phil SCHAEFER, Deputy Mayor Brad SMITH and Councillors Matthew GILLESPIE, Scott RUDY (arrived at 7:14 p.m.), Jeremy SMITH, Steven VAN WYK and Scott ZEHR.

Members Absent: N/A.

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

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that Oxford Member of Parliament Dave McKenzie has recently announced his retirement from Federal politics.

Approve
Agenda

1. Moved by: Scott ZEHR
Seconded by: Matthew GILLESPIE
Resolved that Council approve the agenda for the December 21, 2022, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- Phil Schaefer – Item #5(b) (Public Hearing for MVA application A-11-2022 (Bickle Farms Ltd.))

Confirm
Minutes -
Council

2. Moved by: Steven VAN WYK
Seconded by: Brad SMITH
Resolved that Council confirm the Minutes of the December 7, 2022, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Staff Report - #CBO2022 – 19 re: Bill 23 – More Homes Built Faster Act, 2022
- Staff Report - #CAO2022 – 20 re: Budget Planning/Dev. Timetable 2023

Correspondence & Reports – Resolutions
Following:

Ontario Trillium
 Foundation –
 Grant Contract

3. Moved by: Matthew GILLESPIE
 Seconded by: Scott ZEHR
 Resolved that Council authorizes the CAO/
 Treasurer to electronically sign the grant funding
 contract between the Ontario Trillium Foundation
 and the Township of East Zorra-Tavistock.

CARRIED.

Staff Report
 #CBO2022 – 19
 re: Bill 23 –
 More Homes
 Built Faster Act,
 2022

CBO John Scherer presented his report to Council
 showing a summary of the new and amended
 legislation resulting from the implementation of Bill
 23 – More Homes Built Faster Act, 2022

Scott Rudy joined the meeting at 7:14 p.m.

Public Hearing -
 Minor Variance
 Application
 A-10-2022
 (McMahon)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-10-2022 (MCMAHON),
DESCRIBED AS LOT 16, PLAN 41M-114
(VILLAGE OF TAVISTOCK), TOWNSHIP OF
EAST ZORRA-TAVISTOCK.

At 7:15 p.m., Council, constituted as the
 Committee of Adjustment, considered Minor
 Variance Application #A-10-2022 for William and
 Bill McMahon. Planner Dustin Robson presented
 Planning Report #CP2022-444.

Members of the Committee asked questions of the
 Planner and Staff. The applicant was present for
 the hearing and spoke favourably of their
 application. Letters of objection to the application
 were received and included in the planning report,
 and residents present spoke against the
 application. The Committee reviewed and
 considered the comments made in making its
 decision regarding this application.

4. Moved by: Matthew GILLESPIE
 Seconded by: Scott ZEHR
 Resolved that Council, constituted as the Committee of Adjustment, approve Application A-10-2022, submitted by William and Bill McMahon, for lands described as Lot 16, Plan 41M-114, Township of East Zorra-Tavistock, as it relates to:
 1. Relief from Section 12.2. – Residential Type 1 Zone (R1) to reduce the required minimum westerly interior side yard width from 1.2 m (3.9 ft) to 0.7 m (2.2 ft) to facilitate the construction of an addition to an existing single detached dwelling.

As the variance requested is considered to be:

- i. a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- ii. desirable for the appropriate development or use of the land, building or structure; and,
- iii. in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18

DEFEATED.

Having declared a pecuniary interest, Phil Schaefer left the meeting at 7:36 p.m.

Public Hearing -
 Minor Variance
 Application
 A-11-2022
 (Bickle Farms
 Ltd.)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-11-2022 (BICKLE FARMS
LTD.), DESCRIBED AS PART LOT 25,
CONCESSION 13 (EAST ZORRA), TOWNSHIP
OF EAST ZORRA-TAVISTOCK.

At 7:37 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-11-2022 for Bickle Farms Ltd. Planner Dustin Robson presented Planning Report #CP2022-440.

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

5. Moved by: Steven VAN WYK
 Seconded by: Matthew GILLESPIE
 Resolved that Council, constituted as the
 Committee of Adjustment, approve Application
 A-11-2022, submitted by Bickle Farms Ltd., for
 lands described as Part Lot 25, Concession 13
 (East Zorra), Township of East Zorra-Tavistock, as
 it relates to:
 1. Relief from Section 7.2.1 – Minimum Distance
 Separation Requirement for Livestock Barns and
 Structures to reduce the required Minimum
 Distance Separation II calculation from 433 m
 (1,420 ft) to 310 m (1,017 ft) from a Type A
 Land Use.
 2. Relief from Section 7.2.2 – Minimum Distance
 Separation Requirement for Manure Storage
 Structures to reduce the required Minimum
 Distance Separation II calculation from 433 m
 (1,420 ft) to 310 m (1,017 ft) from a Type A
 Land Use.

As the variances requested are considered to be:

- i. in keeping with the general intent and
purpose of the Official Plan;
- ii. minor variances from the provisions of the
Township of East Zorra-Tavistock Zoning
By-Law No. 2003-18;
- iii. desirable for the appropriate development or
use of the land, building or structure; and,
- iv. in keeping with the general intent and
purpose of the Township of East Zorra-
Tavistock Zoning By-Law No. 2003-18

CARRIED.

Phil Schaefer returned to the meeting at 8:04 p.m.

Staff Report
 #CAO2022 – 20
 re: 2023
 Budget
 Planning/
 Development
 Timetable

CAO-Treasurer Karen DePrest presented her report
 to Council regarding planning and development
 timing of the 2023 Township budget.

Public Hearing -
Minor Variance
Application
A-12-2022
(Mill-Gate
Homes Inc.)

PUBLIC HEARING - MINOR VARIANCE
APPLICATION #A-12-2022 (MILL-GATE
HOMES INC.), DESCRIBED AS PART LOT 46,
AS CONTAINED IN DRAFT PLAN OF
SUBDIVISION SB19-04-2.

At 8:05 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-12-2022 for Mill-Gate Homes Inc. Planner Dustin Robson presented Planning Report #CP2022-439.

Members of the Committee asked questions of the Planner and Staff. The Committee reviewed and considered the comments made in making its decision regarding this application.

6. Moved by: Scott RUDY
Seconded by: Brad SMITH
Resolved that Council, constituted as the Committee of Adjustment, approve Application A-12-2022, submitted by Mill-Gate Homes Inc. for lands described as Part Lot 46 of Draft Plan of Subdivision SB19-04-2 in the Village of Tavistock, as it relates to:
 1. Relief from Section 12.2, Table 12.2 – Residential Type 1 Zone (R1), to reduce the minimum lot depth from 30 m (98.4 ft) to 26 m (85.3 ft);

subject to the following condition:

- a) That the relief granted by the Committee of Adjustment apply only to those lands identified as Lot 46 of the Draft Approved Plan of Subdivision on the lands at such time as the lands are registered, at which time the registered description of the lands will apply for the purpose of the relief granted by this minor variance.

As the variance requested is considered to be:

- i. in keeping with the general intent and purpose of the Official Plan;
- ii. a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii. desirable for the appropriate development or use of the land, building or structure; and,
- iv. in keeping with the general intent and purpose of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18

CARRIED.

Other and
Unfinished
Business

Council briefly discussed the upcoming recruitment process for the East Zorra-Tavistock Recreation Advisory Committee.

Confirming
By-law

7. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that By-law #2022-47 being a by-law to confirm the proceedings of Council held Wednesday December 21, 2022, be read a first, second and third time this 21st day of December, 2022;

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

CARRIED.

Adjourn

8. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that Council does now adjourn at 8:37 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor



Good Roads

The Good Roads
Annual Conference
April 16 - 19, 2023



January 9, 2023

Book your Accommodations for the 2023 AMO Conference – 10 A.M. January 10, 2023

AMO is excited to announce the release of hotel rooms for its 2023 Annual General Meeting and Conference, hosted by the City of London from August 20th to the 23rd, 2023.

Hotel rooms for the AMO Conference tend to sell out very quickly, often within an hour of release!

Following is information that will assist you in managing your accommodation needs for the 2023 AMO Conference.

Hotels and Rates

A full list of hotels and conference rates is available [here](#). You will be able to take advantage of reservation rates as of **10:00 A.M. EST on January 10, 2023**.

Things to consider before booking at 10 A.M. on January 10th:

- **We strongly encourage booking online.** Many hotels use centralized telephone booking. For those who choose to book over the phone, calling in your reservation will delay your ability to make a reservation as you wait for an available operator and remain on hold. The online system manages simultaneous bookings without delay.
- A deposit must be made at the time of booking to confirm your reservation. For reservations of three or more nights, you will be charged three nights at the time of booking.
- If a reservation is cancelled more than 44 days prior to your arrival, a one-night non-refundable cancellation fee will be applied.
- Full deposits will be kept if a reservation is cancelled within 44 days of arrival.
- As of July 7, 2023, conference rates no longer apply.

Registration for the 2023 event opens January 17, 2023. Check [here](#) for rates and to register

Contact: events@AMO.on.ca

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

September-November 2022 Economic Development Activity

Enhanced Business Support:

- a. General Business Support Inquiries: 80
- b. Outreach to Business re: Career Expo: 20
- c. Land Inquiries/Development Support: 12
- d. Business Visits: 30

Land Inquiries by Industry:

Truck Terminal, Commercial Retail Spaces for Lease, Printing & Distribution, Agri-Business Product Sales & Services, Construction Material Production Facility, Attainable Housing/Commercial Mix, Ag to Industry/Commercial Exploration in Blandford-Blenheim, South-West Oxford and East Zorra-Tavistock.

Enhanced Partner Collaboration:

- a. Oxford Rural Entrepreneurs Travelling Networking Event Series
 - September: Creekside Wedding Ceremony Venue: 24 attendees
 - October: Snyder's Family Farm: 28 attendees
 - November: Ingersoll Public Library 32 attendees
 - No further events planned in 2022.
 - Next Steps: We will send out a post-season survey to attendees and organize a post-season zoom call with the committee partners to discuss what we would like to Start, Stop, or Continue doing for future events.
- b. Oxford County FAM Tour on September 21st & 22nd
 - The Oxford Connection partnership delivered its traditional bi-annual 2-day FAM Tour. There were 50 attendees including Industrial Realtors, Site Selectors, Elected Officials and Staff enjoyed networking and showcasing Oxford County.
 - Next Steps: Oxford Connection partners are discussing a refresh on format and the value of hosting a scaled back version of this event more frequently.
- c. Shop Local This Holiday Season – Post Media Campaign
 - Community Futures Oxford, Tourism Oxford and Rural Oxford EDC are again partnering to deliver a multi-media campaign to promote shopping local this holiday season. Visit: <https://ruraloxford.ca/slow-down-for-the-season-small-town-shopping-and-experiences-in-oxford-county/>

Regional Collaboration:

- a. C. van Roekel attended the SCOR EDC facilitated meeting to hear EcoStrat present on the opportunity for the region to explore the BDO Zone Initiative
 - The BDO Zone Initiative (www.bdozone.org) is a certification and regional risk rating program that identifies and scores prime areas for biobased project development; accelerating the clean energy transition and creating jobs.
 - A BDO Zone Rating is a powerful economic development tool that de-risks project finance and helps get clean energy plants built in areas where they are most likely to succeed.
- b. Canada's Outdoor Farm Show, Sept 13th – 15th at the Discovery Farm
 - Rural Oxford EDC team rallied volunteers and directly supported the event by staffing all four information booths on September 14th.
 - Several Rural Oxford EDC Board Members volunteered in various capacities during this event and over 17,000 people attended on that second day.
- c. Economic Developer's Council of Ontario (EDCO)
 - R. Stewart is on the EDCO Stakeholder Relations Committee and the group has finalized the plans for EDCO's Queen's Park Day on November 30th.
 - There are over 85 people registered to attend including MP's, Sponsoring Community Partners and Committee Members.
- d. EDAC Award Application
 - Rural Oxford's Collaborative 3-Part Video Series was submitted for Marketing Award consideration but did not receive an award, nor any submission feedback from the review panel.

Workforce Update: (T. Roschkow Update)

- a. Community Employment Services – Career Expo on September 30th
 - Rural Oxford promoted and attended the Career Expo in Ingersoll.
 - 84 Employers registered, with 11 being rural, 400 job seekers attended.
- b. Community Employment Services – RED grant initiative
 - Significant enhancements to workinxford.ca and welcometooxford.ca.
 - Rural Oxford is following through on its commitment to contribute \$1000 and in-kind staff support for this workforce initiative.
 - T. Roschkow is leading the Job Seeker Attraction & Retention committee.

- c. The Newcomer Talent Retention Network (NTRN) is a new program that equips employers to take advantage of immigrant talent needed to sustain our economy and workforce.
- Through an online needs assessment, companies will receive recommendations to support retention of newcomers in their workplace and will be connected to NTRN experts to develop personalized action plans, making their company newcomer ready in just 6 months!
 - Areas of expertise that the company will have access to include:
 - o Equitable and Inclusive Onboarding Strategies
 - o Intercultural Communication
 - o Equity and Inclusion
 - o Human Resources
 - o Immigration Law
 - o Community Settlement

Engaging Marketing & Communications:

- a. Oxford County Familiarization Tour Video Series
- R. Stewart developed a 3-week digital communication roll-out plan for the partners that runs from November 15th to December 7th.
 - Oxford Connection submitted for EDCO Marketing Award consideration the combined collaborative effort of the In-Person & Digital FAM Tour.
- b. What's New in Rural Oxford Feature Articles/Blog Posts: 6
- C. Van Roekel coordinates the quality rural business features and provides supportive connections for rural business owners marketing efforts.
 - 2 Business Features: Small town shopping and experiences in Oxford County; Oxford County Women Open Mental Health & Family Support Centre
 - 4 Community Updates: Ontario Launches Skilled Trades Career Fairs for Students; Zorra to build new Municipal office and 88 Space Child Care Centre; Saputo's Donation to Tavistock Spray Pad Project; Licensed child care providers can opt-in to Canada-Wide Early Learning & Child Care program
 - <https://ruraloxford.ca/whats-new>
- c. Rural Oxford became members of the Tavistock and Norwich Chambers of Commerce, sponsored/participated in the Norwich Chamber's annual Golf tournament on October 4th, and sponsored gifts/draw prizes for the annual Tavistock Chamber Holiday lunch on December 8th at Quehl's Restaurant.
- d. [The Oxford County Job Board Facebook Group](#) has now grown from roughly 500 to 6200 members since we began in December 2020 (up 1000 new

members this month alone. Employers, Job Seekers and Community Partners are sharing job postings; schedule availability, and resources. Local employment agencies are actively leveraging this tool. This group grows daily and engagement is high.

- e. Rural Oxford “Development Opportunity” Roadside Signs refreshed/reinstalled.
- f. Quality Monthly Newsletter to share business resources, announcements, community partner events, Rural Oxford updates, Job postings and more!

Effective Governance & Administration:

- a. November Board Meeting preparation
- b. Renewed annual Directors & Officers Insurance
- c. Audit & Finance Committee meeting preparation
- d. Follow up with J. Albrecht regarding Bylaw to Enact OMERS
- e. Professional Economic Development Education:
 - T. Roschkow attended the 3rd Collingwood World Summit – Habitat in Towns, and the Rural 2 Rural Symposium where Mayor Ryan co-presented a keynote on ‘Bias toward action’ during the day of Housing discussions.
 - T. Roschkow gathered additional knowledge and Housing Resources from ROMA, Home Builders Association, Oxford County My Second Home, etc.
 - C. van Roekel attended the Agri-Food Forum in Brant County.
 - R. Stewart attended the EDAC 2022 Conference in Kingston and gained insights from sessions on understanding mental health, why an ECE is likely to be an EDO’s best friend in 2022 and beyond, state of the economy, etc. Watch some session replays: <https://edacconference.ca/sessions/sessions/>

**PUBLIC WORKS**

21 Reeve Street, PO Box 1614
Woodstock, ON N4S 7Y3
519.539.9800 | 1.800.755.0394
oxfordcounty.ca

December 21, 2022

Township of East Zorra-Tavistock
Box 100 / 90 Loveys Street
Hickson, ON
N0J 1L0

Attention: Will Jaques
Corporate Services Manager/Clerk

**RE: Request for Traffic Calming Measures –
Intersection of Oxford Roads 59 & 33**

Dear Mr. Jaques,

This letter is in response to the motion carried at the November 15, 2022 meeting of the Township of East Zorra-Tavistock Police Services Board requesting appropriate traffic calming measures be implemented at the intersection of Oxford Roads 59 and 33. Similarly, we acknowledge the December 7, 2022 resolution from Township of East Zorra-Tavistock Council which was received by the County on December 9, 2022

Oxford County carried out an intersection control feasibility review at this intersection in 2021. This intersection was evaluated and assessed for enhanced intersection control and roundabout feasibility however the Ontario Traffic Manual (OTM) warrants (traffic volume or annual average collisions) were not met for an all-way stop or signalization/roundabout. An intersection capacity analysis was also undertaken and found that the intersection would operate acceptably under the current configuration within a 20-year (2041) horizon.

The County also carried out an all-way stop warrant analysis in December 2022 based on collision occurrences. The findings from this analysis identified an average of four collisions annually over the study period which meets the OTM collision warrants for an all-way stop (AWS) at the intersection of Oxford Roads 59 and 33.

The feasibility review and AWS warrant analysis recommended the following intersection improvements for future implementation as follows:

- speed reduction to 60km/hr on all four approaches to Oxford Road 33/Oxford Road 59,
- speed feedback signs on all four approaches to Oxford Road 33/Oxford Road 59,
- AWS with oversized stops signs and red flashing lights on all four approaches to Oxford Road 33/Oxford Road,
- flashing red lights (all four approaches to Oxford Road 33/Oxford Road 59) on overhead span wire,
- auxiliary northbound/southbound left turn lanes on Oxford Road 59 and elimination of existing northbound right turn auxiliary lane (auxiliary left turn lanes on OR 33 not warranted),
- transverse rumble strips on all approaches to Oxford Road 33/Oxford Road 59.

These immediate intersection improvements are currently in design. Construction for these intersection improvements has been included as part of the 2023 budget submission for County Council deliberation.

In addition to the study recommendations, the vertical curve on Oxford Road 59 south of the intersection may be considered for reduction in conjunction with resurfacing work that is scheduled within the next 5 to 10 years.

Yours truly,



Frank Gross, C.Tech
Manager of Transportation and Waste Management Services

cc Phil Schaefer, Mayor, Township of East Zorra-Tavistock
Members, Township of East Zorra-Tavistock Police Services Board
Tom Lightfoot, Public Works Manager, Township of East Zorra-Tavistock
David Simpson, P.Eng., PMP, Director of Public Works
Chloe Senior, Clerk, Oxford County

Will Jaques

Subject: Implementation actions - Oxford Road 33/Oxford Road 59 intersection

From: David Simpson <dsimpson@oxfordcounty.ca>

Sent: January 12, 2023 11:22 AM

Subject: Implementation actions - Oxford Road 33/Oxford Road 59 intersection

Hi all,

Just a short note to everyone to provide a status update regarding County actions pertaining to Oxford Road 33/Oxford Road 59 intersection.

Yesterday, County Council adopted the 2023 Business Plan & Budget, which included construction funding to carry out the following road improvements at the Oxford Road 33/Oxford Road 59 intersection:

- new all-way stop with oversized stops signs and red flashing lights on all four approaches,
- new 4-way flashing red lights on overhead span wire,
- new transverse rumble strips and pavement markings on all approaches,
- speed reduction to 60 km/hr on all four approaches to Oxford Road 33/Oxford Road 59, and
- new speed feedback signs on all four approaches to notify road users of the speed reduction as they approach the all-way stop.

The flashing red lights have already been mounted on the existing oversized stop signs for the eastbound and westbound approaches (see attached pictures) as of January 11, 2023. The speed reduction by-law is planned to go to Council in February, which is a necessary step, prior to the implementation of the remaining above improvements which are targeted for completion in Q2, 2023.

In addition to these intersection improvements, the vertical curve on Oxford Road 59 south of the intersection may be considered for reduction in conjunction with resurfacing work that is scheduled by the County within the next 5 to 10 years.

Again, we really appreciate all of your feedback regarding road safety concern at this intersection. Feel free to reach out to me regarding the planned roadworks at anytime.

Regards,

David

DAVID SIMPSON, P.Eng., PMP (HE/HIM) | Director of Public Works

OXFORD COUNTY | 21 Reeve St., PO Box 1614, Woodstock, ON, N4S 7Y3

WWW.OXFORDCOUNTY.CA | T 519.539.9800 / 1-800-755-0394, ext 3100



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#6.a

Placeholder page for Agenda Item 6.a –
Conferences & Seminars

#6.b

Placeholder page for Agenda Item 6.b - County
Council – Update & Questions

#6.c

Placeholder page for Agenda Item 6.c –
Staff Reports and Questions for Staff

STAFF REPORT

Report #HRSC2023-01

To: His Worship the Mayor and Members of Council

From: Jennifer Albrecht, Human Resources and Safety Coordinator

Subject: HR Update - Travel Allowance Policy

Date: January 11, 2023

Background:

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

Discussion:

Included in this report is the updated Travel Allowance Policy #2.12. The 2023 CRA mileage rate has increased to \$0.68 per km. Historically the Township has always followed the recommended guidelines of the CRA for mileage.

Attachment:

1. Appendix 'A' - Policy #2.12 – Travel Allowance Policy

Recommendations:

1. That Council approve the updated Policy # 2.12 Travel Allowance Policy, as attached to Staff Report #HRSC2023-01

Reviewed by:



Karen DePrest
Chief Administrative Officer

Report Prepared and Submitted by:



Jennifer Albrecht
Human Resources and Safety Coordinator

Appendix 'A'



Township of East Zorra-Tavistock

Human Resources Manual

Title: Travel Allowance Policy	
Section: Personnel Policies	Number: 2.12
Version: 1.12	Review Frequency: as required
Approved by: Council	Approval Date: 2006-01-01
Application: Employees, Council and Police Services Board	
Notes: June 1, 2019 updated 2019 rate March 4, 2020 updated 2020 rate Jan 18, 2021 no change to rate February 3, 2022 updated 2022 rate January 11, 2023 updated 2023 rate	

PURPOSE

The purpose of the Travel Allowance Policy is to set out the travel allowance rate and provisions for Council, Police Services Board and Staff.

PROCEDURE

1. The Township uses the federal government travel allowance rate. The rate is to be updated each January for the current year.

2023 Rate is \$0.68/km as per**Historical Rate Information**

2022 Rate is \$0.61/km

2020/2021 Rate is \$0.59/km

2019 Rate is \$0.58/km

2018 Rate is \$0.55/km

2. The per km rate is applied as follows:
 - a. For Township employees while attending to Township business that requires use of their personal vehicle.
 - b. Employees must log the date, distance travelled, location travelled to and reason for the travel.
 - c. Parking or toll charges are to be reimbursed upon presentation of receipts.
 - d. Re-imbursement is made through payroll processing, upon submission of appropriate documentation
3. This policy does not apply to those provided with a Township vehicle.
4. The per km rate does not apply to Councillors for travel to/from Council, Committee Meetings and other meetings, events, seminars, etc. inside the Township. Travel outside the Township would be calculated from the Councillors residence and must exceed 30 km (one way) before being eligible for payment.
5. Tickets due to violation of any traffic or parking regulations will not be reimbursed.
6. The travel allowance applies while attending conferences, seminars, training courses or meetings. Employees with a Township vehicle shall be eligible for the per km rate if using a personal vehicle to attend these events.
7. For modes of transportation other than driving, cost and time shall be the primary consideration. The maximum payable under this policy would be the per km rate if another mode is utilized.
8. If a Township vehicle becomes unsuitable or unavailable for use the employee shall immediately notify their immediate supervisor. Should it become necessary for the employee to use another vehicle "ie" a rental vehicle or their own personal vehicle, the employee must obtain approval from their supervisor and/or Council prior to incurring any expenses for mileage and/or rental, if the expenses are to be reimbursed to the employee.
9. The above provision in Step 8 does not apply when an employee is having their Township Vehicle serviced or repaired. When having a vehicle serviced or repaired the employee must make arrangements to use another Township vehicle, have another employee pick them up and/or drop them off or if feasible and logical bring some work with them.
10. When a Township Business Trip is incorporated into travelling to and/or from work, only the additional distance traveled above and beyond what is normally traveled shall be eligible for payment.

Example 1: Employee lives in Woodstock, goes straight to a morning meeting in Woodstock and then comes into the office. Only the extra distance travelled above a normal trip to work would be eligible for payment.

Example 2: Employee lives in Woodstock, goes straight to a meeting in Tillsonburg then comes into the office. Only the portion of the trip to Tillsonburg and back to Woodstock would be eligible for payment.

STAFF REPORT

Report #CSM2023-01

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Subject: Integrity Commissioner/Closed Meeting Investigator Services

Date: January 11, 2023

Background:

In 2022, the Township was advised that the current Integrity Commissioner/Closed Meeting Investigator would be retiring from this service area within their law practice. For a number of years, the area municipalities within Oxford County, as well as the County itself, had all been using the services of the current Integrity Commissioner/Closed Meeting Investigator. While some decided at this juncture to seek a service provider on their own, the County of Oxford conducted a search process for a new service provider, and the Township decided to piggy-back on this work completed by the County. Some other Oxford County municipalities have also decided to do the same.

The purpose of an Integrity Commissioner and Closed Meeting Investigator requires some background. In 2006, the *Municipal Act, 2001* (Act) was **amended to include a new section titled "Accountability and Transparency"**. The provisions in this section authorized a municipal council to establish codes of conduct for members of both council and local boards. Municipal councils were also provided with the power to pass by-laws respecting accountability and transparency of the municipality and its operations, which could result in council requirements affecting the ethical behaviour of members.

In section 223.3 of the Act, municipalities are authorized to appoint an Integrity Commissioner who reports to council and who is responsible for performing, in an independent manner, the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.

2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1 and 5.2 of the Municipal Conflict of Interest Act to members of council and of local boards. (refers to **member's presence during a closed meeting**)
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the Municipal Conflict of Interest Act.
7. The provision of educational information to members of council, members **of local boards, the municipality and the public about the municipality's** codes of conduct for members of council and members of local boards and about the Municipal Conflict of Interest Act.

In carrying out their duties, the Integrity Commissioner is authorized to delegate in writing to any person, other than a member of council, any of their powers or duties.

Lastly, the Act states that if a municipality has not appointed an Integrity Commissioner, the municipality shall make arrangements for those responsibilities to be provided by a Commissioner of another municipality.

Similar to Integrity Commissioners, municipalities are required to appoint an investigator to consider complaints about closed meetings, which could be the Ombudsman or another investigator. In the event that a municipality has not appointed a Closed Meeting Investigator, the Ombudsman will by default deal with complaints that arise.

Discussion:

As noted above, in response to the retirement of the current Integrity Commissioner/ Closed Meeting Investigator, the County of Oxford conducted a search for an appropriate candidate. The search included research and reviewing connections made with other municipalities who have recently conducted a search themselves, as well as those having long-standing agreements with Integrity Commissioners and Closed Meeting Investigators. After the **County's review, it was determined that** Mr. Robert Swayze would be the best candidate to provide this service.

Mr. Swayze has specialized in municipal law for the entirety of his career, both as an employee of two municipalities (Markham and Vaughan) and in private practice. This experience provided Mr. Swayze with expertise in interpreting all aspects of municipal law. As an Integrity Commissioner since 2008, he has served more than 60 municipalities. He has advised councils and councillors extensively and interpreted Ontario municipal codes of conduct and all municipal statutes including, the Municipal Act, 2001, the Municipal Conflict of Interest Act and the Public Enquiries Act. Further, Mr. Swayze is a founding member of the Municipal Integrity Commissioners of Ontario and during his tenure as an Integrity Commissioner, has conducted at least 150 investigations and writing more than 100 reports to Councils.

Mr. Swayze has expressed that he has the time and interest in serving the Township as Integrity Commissioner and Closed Meeting Investigator. It is also understood that Council education and access to advice is important to Mr. Swayze, which will be a benefit to Council.

The proposed appointment would be from February 1, 2023, to December 26, 2026, and as such, would be for the full term of the present Council.

Financial:

In addition to a \$1,000 annual retainer, Mr. Swayze's hourly fees are \$280. It should be noted that the \$1,000 annual retainer includes 3 hours of docketed time. **While it is unknown when or if Mr. Swayze's services will be** required, it is suggested that \$4,000 be budgeted for 2023.

Attachments:

- **Appendix 'A'** – Agreement with Robert J. Swayze for Integrity Commissioner and Closed Meeting Investigator services.

Recommendation:


1. That Council endorse the appointment of Robert J. Swayze as Integrity Commissioner and Closed Meeting Investigator for the Township of East Zorra-Tavistock;
2. That the Mayor and Clerk be authorized to sign the agreement with Robert J. Swayze for Integrity Commissioner and Closed Meeting Investigator services.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

Appendix 'A'

INTEGRITY COMMISSIONER & CLOSED MEETING INVESTIGATOR

DATED: as of February 1, 2023.

BETWEEN:

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

(hereinafter referred to as the "Municipality")

-and-

ROBERT J. SWAYZE, INTEGRITY COMMISSIONER

(hereinafter referred to as the "Independent Contractor")

WHEREAS:

- (A) Section 223.3 as amended, of the *Municipal Act, 2001*, S.O. 2001, c.25 (the "Act"), authorizes a Municipality to appoint an Integrity Commissioner, hereinafter referred to as Integrity Commissioner, who reports to Council, to investigate in an independent manner the functions assigned by the municipality with respect to
 - a. the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them;
 - b. the application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them; or
 - c. both of clauses (a) and (b).
- (B) The *Modernizing Ontario's Municipal Legislation Act, 2016* (Bill 68) was enacted and includes amendments to the *Municipal Act* and the *Municipal Conflict of Interest Act* which came into force on March 1, 2019;
- (C) In appointing an Integrity Commissioner and a Closed Meeting Investigator and assigning powers and duties to him/her, the Municipality shall have regard to, among other things:
 - a. the investigators independence and impartiality;
 - b. confidentiality with respect to the investigator's activities;
 - c. the creditability of the investigator's investigative process;
- (D) The Municipality is satisfied that the Independent Contractor has the skills and ability to meet the foregoing criteria;

NOW THEREFORE the parties agree as follows:

1. Services - The Municipality hereby retains and appoints the Independent Contractor as an Integrity Commissioner for the purposes of Section 223.3 of the *Act* and a Closed Meeting Investigator. The Independent Contractor agrees to provide such services for and at the request of the Municipality and accepts such appointment.
2. Duties - The duties of the Independent Contractor shall be:
 - (a) To provide written and oral advice to individual members of Council, members of local boards and municipal staff about their situation under the Code of Conduct and other procedures, rules and policies governing the ethical behaviour of members.
 - (b) To provide Council, its local boards and staff with specific and general opinions and advice on the Municipality's procedures, rules and policies regulating the conduct of members and issues of compliance with such regulations.
 - (c) To conduct inquiries into a request made by County Council, a member of Council, a local board, a member of a local board or a member of the public or staff, into whether a member of Council or a member of a local board has contravened any applicable code of conduct, procedures, rules and policies governing the ethical behaviour of members.
 - (d) To determine whether a member of Council or a member of a local board has violated any County procedures, rules and policies governing ethical behaviour and report any violation with any recommendation for sanction to Council.
 - (e) To provide an annual report to Council on issues addressed, including examples in general terms of advice rendered and complaints received and disposed of.
 - (f) To provide, as requested, outreach programs to Council and local boards on issues of ethics and integrity.
 - (g) To provide, as required, recommended policies and procedures to govern the ethical behaviour of Members of Council and local boards.
 - (h) To provide all duties of a Closed Meeting Investigator as required by law.

In performing such duties, the Integrity Commissioner shall have the powers set out in Subsection 223.4 and 239 of the *Act*.

3. Fees
 - (a) Retainer - The Independent Contractor shall be paid an annual retainer of \$1000.00, payable in advance, which includes 3 hours of time spent by the Independent Contractor during each year while this agreement remains in force. In the event that a part year is required to be calculated, such retainer and time to be credited, shall be prorated.

- (b) Hourly Rate - In any month, the Independent Contractor shall be paid a fee at the rate of \$280.00 per hour for his/her time spent which exceeds in any year 3 hours. The Independent Contractor agrees that such fee shall be charged only for such time that the Independent Contractor is actively investigating an inquiry, preparing and presenting his/her report with respect thereto or addressing a request for advice or information from the municipality. It is understood that all attendances will be by Zoom.
 - (c) Detailed Invoices - The Independent Contractor further covenants and agrees to provide detailed dockets of his time spent and to identify each matter separately. The Independent Contractor shall invoice the Municipality quarterly or as otherwise required by the Clerk.
4. Term -
The term of this Agreement (the "Term") is for a period commencing on February 1, 2023 and ending on December 21, 2026. This agreement may be terminated by either party on thirty (30) days' notice to the other provided that if the Independent Contractor has commenced an investigation, he/she will be allowed to complete such investigation and report to Council if required. Any such termination by the Municipality shall be accomplished by resolution of Council.
5. Taxes-
All amounts payable to the Independent Contractor shall be paid without deduction. The Independent Contractor shall be responsible for any contributions imposed or required under employment insurance, health tax, social insurance, income tax laws, Worker's Compensation (if elected to enrol), pension with respect to any amounts paid to the Independent Contractor. The Municipality assumes no obligation or liability as between the parties to this Agreement to deduct or remit any statutory or government remittances.
6. Independent Contractor - The Independent Contractor is a contractor independent of the Municipality. Nothing herein shall be interpreted to create a relationship of employer/employee, partnership, franchise, agency or joint venture or other like arrangement.
7. Delegation - In the event the Independent Contractor determines it to be necessary to delegate some or all of his powers and duties, then he may do so in writing to any person other than a member of council, provided that the person to whom such delegation is made agrees in writing to be governed by the same duties of secrecy as the Independent Contractor and to abide by the terms and conditions of this Agreement. Such person shall always be under the supervision and direction of the Independent Contractor. Invoices shall be rendered by the Independent Contractor including the cost of such delegation without mark up and the Independent Contractor shall otherwise be responsible for the fees and disbursements of any his delegates.

8. Binding - This Agreement shall enure to the benefit of and bind the parties and their respective heirs, successors and permitted assigns.
9. Indemnification - The Municipality agrees to indemnify and save harmless the Independent Contractor, its agents and assigns, from and against any and all liabilities, losses, suits, claims, demands, damages, expenses, costs (including all legal costs), fines and actions of any kind or nature whatsoever arising out of or in connection with the Independent Contractor's provision of services and carrying out of its duties including, but not limited to, any alleged breach of this agreement, any procedural defect or other breach of relevant statutory provisions.
10. Entire Agreement - This Agreement contains the entire agreement between the parties and supersedes all previous negotiations, understandings and agreements, verbal or written with respect to any matters referred to in this agreement.

IN WITNESS WHEREOF each of the parties hereto have set their hand and seal
as of the 1st day of February, 2023.

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

Phil Schaefer - Mayor

Will Jaques - Clerk

WITNESS

Robert J. Swayze, Integrity Commissioner

TOWNSHIP OF EAST ZORRA-TAVISTOCK

COUNTY OF OXFORD

BY-LAW #2023 - 01

**BEING A BY-LAW TO APPOINT AN INTEGRITY COMMISSIONER AND
CLOSED MEETING INVESTIGATOR**

WHEREAS Section 223.3 of the Municipal Act, 2001, as amended, authorizes the municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the functions found in that Section of the Act;

AND WHEREAS Section 239.2 of the Municipal Act, 2001, as amended, authorizes the municipality to appoint an investigator who has the function to investigate in an independent manner, on a complaint made to him or her by any person, whether the municipality or a local board has complied with Section 239 and other applicable provisions of the Act;

AND WHEREAS it is deemed advisable by the Council of the Township of East Zorra-Tavistock to appoint an Integrity Commissioner and Closed Meeting Investigator.

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

1. That the Council does hereby appoint Robert J. Swayze as Integrity Commissioner and Closed Meeting Investigator for the Township of East Zorra - Tavistock.
2. The Robert J. Swayze shall perform the duties outlined in the agreement, attached as Schedule 'A' and forming part of this By-law.
3. That this By-law shall come into force and be effective commencing February 1, 2023, and shall replace By-law #2019-02 and By-law #2019-05.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 18th DAY
OF JANUARY, 2023.**

seal

Phil Schaefer, Mayor

Will Jaques, Clerk

INTEGRITY COMMISSIONER & CLOSED MEETING INVESTIGATOR

DATED: as of February 1, 2023.

BETWEEN:

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

(hereinafter referred to as the "Municipality")

-and-

ROBERT J. SWAYZE, INTEGRITY COMMISSIONER

(hereinafter referred to as the "Independent Contractor")

WHEREAS:

- (A) Section 223.3 as amended, of the *Municipal Act, 2001*, S.O. 2001, c.25 (the "Act"), authorizes a Municipality to appoint an Integrity Commissioner, hereinafter referred to as Integrity Commissioner, who reports to Council, to investigate in an independent manner the functions assigned by the municipality with respect to
 - a. the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them;
 - b. the application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them; or
 - c. both of clauses (a) and (b).
- (B) The *Modernizing Ontario's Municipal Legislation Act, 2016* (Bill 68) was enacted and includes amendments to the *Municipal Act* and the *Municipal Conflict of Interest Act* which came into force on March 1, 2019;
- (C) In appointing an Integrity Commissioner and a Closed Meeting Investigator and assigning powers and duties to him/her, the Municipality shall have regard to, among other things:
 - a. the investigators independence and impartiality;
 - b. confidentiality with respect to the investigator's activities;
 - c. the creditability of the investigator's investigative process;
- (D) The Municipality is satisfied that the Independent Contractor has the skills and ability to meet the foregoing criteria;

NOW THEREFORE the parties agree as follows:

1. Services - The Municipality hereby retains and appoints the Independent Contractor as an Integrity Commissioner for the purposes of Section 223.3 of the *Act* and a Closed Meeting Investigator. The Independent Contractor agrees to provide such services for and at the request of the Municipality and accepts such appointment.
2. Duties - The duties of the Independent Contractor shall be:
 - (a) To provide written and oral advice to individual members of Council, members of local boards and municipal staff about their situation under the Code of Conduct and other procedures, rules and policies governing the ethical behaviour of members.
 - (b) To provide Council, its local boards and staff with specific and general opinions and advice on the Municipality's procedures, rules and policies regulating the conduct of members and issues of compliance with such regulations.
 - (c) To conduct inquiries into a request made by County Council, a member of Council, a local board, a member of a local board or a member of the public or staff, into whether a member of Council or a member of a local board has contravened any applicable code of conduct, procedures, rules and policies governing the ethical behaviour of members.
 - (d) To determine whether a member of Council or a member of a local board has violated any County procedures, rules and policies governing ethical behaviour and report any violation with any recommendation for sanction to Council.
 - (e) To provide an annual report to Council on issues addressed, including examples in general terms of advice rendered and complaints received and disposed of.
 - (f) To provide, as requested, outreach programs to Council and local boards on issues of ethics and integrity.
 - (g) To provide, as required, recommended policies and procedures to govern the ethical behaviour of Members of Council and local boards.
 - (h) To provide all duties of a Closed Meeting Investigator as required by law.

In performing such duties, the Integrity Commissioner shall have the powers set out in Subsection 223.4 and 239 of the *Act*.

3. Fees
 - (a) Retainer - The Independent Contractor shall be paid an annual retainer of \$1000.00, payable in advance, which includes 3 hours of time spent by the Independent Contractor during each year while this agreement remains in force. In the event that a part year is required to be calculated, such retainer and time to be credited, shall be prorated.

- (b) Hourly Rate - In any month, the Independent Contractor shall be paid a fee at the rate of \$280.00 per hour for his/her time spent which exceeds in any year 3 hours. The Independent Contractor agrees that such fee shall be charged only for such time that the Independent Contractor is actively investigating an inquiry, preparing and presenting his/her report with respect thereto or addressing a request for advice or information from the municipality. It is understood that all attendances will be by Zoom.
 - (c) Detailed Invoices - The Independent Contractor further covenants and agrees to provide detailed dockets of his time spent and to identify each matter separately. The Independent Contractor shall invoice the Municipality quarterly or as otherwise required by the Clerk.
4. Term -
The term of this Agreement (the "Term") is for a period commencing on February 1, 2023 and ending on December 21, 2026. This agreement may be terminated by either party on thirty (30) days' notice to the other provided that if the Independent Contractor has commenced an investigation, he/she will be allowed to complete such investigation and report to Council if required. Any such termination by the Municipality shall be accomplished by resolution of Council.
5. Taxes-
All amounts payable to the Independent Contractor shall be paid without deduction. The Independent Contractor shall be responsible for any contributions imposed or required under employment insurance, health tax, social insurance, income tax laws, Worker's Compensation (if elected to enrol), pension with respect to any amounts paid to the Independent Contractor. The Municipality assumes no obligation or liability as between the parties to this Agreement to deduct or remit any statutory or government remittances.
6. Independent Contractor - The Independent Contractor is a contractor independent of the Municipality. Nothing herein shall be interpreted to create a relationship of employer/employee, partnership, franchise, agency or joint venture or other like arrangement.
7. Delegation - In the event the Independent Contractor determines it to be necessary to delegate some or all of his powers and duties, then he may do so in writing to any person other than a member of council, provided that the person to whom such delegation is made agrees in writing to be governed by the same duties of secrecy as the Independent Contractor and to abide by the terms and conditions of this Agreement. Such person shall always be under the supervision and direction of the Independent Contractor. Invoices shall be rendered by the Independent Contractor including the cost of such delegation without mark up and the Independent Contractor shall otherwise be responsible for the fees and disbursements of any his delegates.

8. Binding - This Agreement shall enure to the benefit of and bind the parties and their respective heirs, successors and permitted assigns.
9. Indemnification - The Municipality agrees to indemnify and save harmless the Independent Contractor, its agents and assigns, from and against any and all liabilities, losses, suits, claims, demands, damages, expenses, costs (including all legal costs), fines and actions of any kind or nature whatsoever arising out of or in connection with the Independent Contractor's provision of services and carrying out of its duties including, but not limited to, any alleged breach of this agreement, any procedural defect or other breach of relevant statutory provisions.
10. Entire Agreement - This Agreement contains the entire agreement between the parties and supersedes all previous negotiations, understandings and agreements, verbal or written with respect to any matters referred to in this agreement.

IN WITNESS WHEREOF each of the parties hereto have set their hand and seal
as of the 1st day of February, 2023.

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

Phil Schaefer - Mayor

Will Jaques - Clerk

WITNESS

Robert J. Swayze, Integrity Commissioner

#10

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 02**

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 18th day of January, 2023 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 18th DAY OF JANUARY, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk