

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

AGENDA

**for the Meeting to be held on Wednesday February 1, 2023 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 9:00 a.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm January 18, 2023, Council Meeting Minutes
 - b) Oxford County – Backflow Prevention Program (Public Consultation Centres)
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) January 18, 2023 PSB Minutes
 - e) Staff Report - #CBO2023 – 01 re: Building, Development & Drainage Reporting
 - f) Staff Report - #PW2023 – 01 re: Public Works Reporting
 - g) Staff Report - #FC2023 – 01 re: Fire Department Reporting
 - h) Staff Report - #BCO2023 – 01 re: By-law Compliance Reporting
 - i) Staff Report - #CSM2023 – 02 re: Corporate Services Reporting
 - j) Staff Report - #CSM2023 – 03 re: Overnight On-Street Winter Parking Exemption
 - k) Staff Report - #CAO2023 – 01 re: CAO-Treasury Reporting
 - l) Staff Report - #CAO2023 – 02 re: Parks & Recreation Staffing
7. By-laws:
8. Other and Unfinished Business:
 - a) Mayor Schaefer – Alternate County Council member
 - b) Mayor Schaefer – Overnight Camping – Township Parks
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
10. Council Orientation Session
11. Confirming By-law
12. 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 January 18, 2023.

Members Present: Mayor Phil SCHAEFER, Deputy Mayor Brad SMITH and Councillors Matthew GILLESPIE, Jeremy SMITH, Steven VAN WYK and Scott ZEHR.

Members Absent: Councillor Scott RUDY.

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

Mayor SCHAEFER welcomed everyone to the meeting. Mayor SCHAEFER also noted the Kraft Hockeyville application that has been submitted, as well as the strong community support for the recreational activities that have been taking place on Mondays and Wednesdays at the Memorial Hall. Councillor SMITH noted that registration is now open for the three minor ball organizations in the Township, and that three local **residents are part of Team Canada’s softball team heading to the World Championships.**

Approve
Agenda

1. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council approve the agenda for the January 18, 2023, meeting as printed and circulated.
- CARRIED.

PECUNIARY INTERESTS:

- N/A

Confirm
Minutes -
Council

2. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that Council confirm the Minutes of the December 21, 2022, Council Meeting, as printed and circulated.
- CARRIED.

Correspondence & Reports – No Resolutions:

- ROEDC – September to November 2022 Activity Report
- Oxford County – Response to concerns at intersection of CR #59 and CR #33

Correspondence & Reports – Resolutions Following:

OGRA –
2023 Annual
Conference

3. Moved by: Matthew GILLESPIE
Seconded by: BRAD SMITH
Resolved that Council authorizes the attendance of the following members at the OGRA 2023 Conference, being held April 16-19, 2023, in Toronto:
- Jeremy Smith
 - Brad Smith
 - Matthew Gillespie

CARRIED.

AMO –
2023 Annual
Conference

4. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that Council authorizes the attendance of the following members at the AMO 2023 Conference, being held August 20-23, 2023, in London:
- Jeremy Smith
 - Phil Schaefer
 - Steven Van Wyk

CARRIED.

ROEDC –
September to
November 2022
Activity Report

Council reviewed the September to November 2022 Activity Report from the Rural Oxford Economic Development Corporation.

Oxford County-
Response to
concerns at
intersection of
CR #59 and CR
#33

Council reviewed the correspondence from the County of Oxford regarding improvements to the intersection of County Road #59 and County Road #33.

Conferences
and Seminars

The ROMA conference is being held January 22 to 24, 2023.

County Council–
Updates and
Questions

Mayor SCHAEFER advised that the Oxford County budget process is now complete.

Staff Report
#HRSC2023-01
re: Travel
Allowance Policy

Human Resources and Safety Coordinator Jennifer Albrecht presented her report to Council regarding updates to Township Policy #2.12 - Travel Allowance Policy.

5. Moved by: Scott ZEHR
Seconded by: Matthew GILLESPIE
Resolved that Council approve the updated Policy #2.12 - Travel Allowance Policy, as attached to Staff Report #HRSC2023-01.

CARRIED.

Staff Report
#CSM2023 – 01
re: Integrity
Commissioner/
Closed Meeting
Investigator
Services

Clerk Will Jaques presented his report to Council regarding retaining the services of an Integrity Commissioner/ Closed Meeting Investigator.

6. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council endorse the appointment of Robert J. Swayze as Integrity Commissioner and Closed Meeting Investigator for the Township of East Zorra-Tavistock;

And that the Mayor and Clerk be authorized to sign the agreement with Robert J. Swayze for Integrity Commissioner and Closed Meeting Investigator services.

CARRIED.

By-law:

1st & 2nd
Reading

7. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that the following by-law be read a first and second time:
- 2023-01 – Integrity Commissioner/ Closed Meeting Investigator Services

CARRIED.

By-law:

3rd & Final
Reading

8. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that the following by-law be read a third and final time:
- 2023-01 – Integrity Commissioner/ Closed Meeting Investigator Services

CARRIED.

Other and
Unfinished
Business

Staff provided an update on the recruitment process for the EZT Recreation Advisory Committee.

Councillor SMITH brought forward discussion regarding the potential of having an exemption for on-street parking during the Christmas Holiday season. Staff will prepare a report for Council in this regard.

Confirming
By-law

9. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that By-law #2023-02 being a by-law to confirm the proceedings of Council held Wednesday January 18, 2022, be read a first, second and third time this 18th day of January, 2023;

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

CARRIED.

Adjourn

10. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council does now adjourn at 8:05 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

Public Works MEMORANDUM

TO: All Oxford County Area Municipal Councils

FROM: David Simpson, Director of Public Works

DATE: January 16, 2023

RE: **Oxford County Proposed Backflow Prevention Program
Notice of Public Consultation Centres, Oxford County**

Oxford County is seeking feedback on a proposed backflow prevention program and draft bylaw. In Report No. [PW 2022-35](#), County Council authorized staff to undertake a public consultation and engagement campaign to seek input on the proposed Backflow Prevention Program and draft By-law in 2023. Public and stakeholder consultation is a key element of the program development and review process.

In keeping with these commitments, Public Consultation Centres (PCCs) are to be held in each Area Municipality as noted below. The PCCs will consist of a presentation by the County project team followed by a question and answer period.

Tuesday, January 31	Woodstock
Tuesday, February 7	East Zorra-Tavistock
Thursday, February 16	South-West Oxford
Thursday, February 23	Ingersoll
Tuesday, February 28	Norwich
Tuesday, March 7	Blandford-Blenheim
Tuesday, March 14	Tillsonburg
Thursday, March 23	Zorra

Notice of the PCCs will be advertised to commercial, industrial, institutional, and select multi-residential property owners in advance through local newspapers and social media. In addition, mail outs were delivered to industrial, institutional, and commercial users that may be impacted by the proposed by-law making them aware of their ability to comment on the program during this review period.

Further to the PCCs, public opportunities to leave comments and ask questions will be available through the [Speak-Up, Oxford!](#) project web page and remain active until the public consultation period closes on April 6, 2023.

Original Signed by:

David Simpson, P.Eng., PMP
Director of Public Works
Encl. *Notice of Public Consultation Centre*

Notice of Public Consultation Centre

Oxford County Proposed Backflow Prevention By-law

Oxford County is seeking feedback on a proposed Backflow Prevention Program (BPP). The BPP will further protect the municipal drinking water from potential contamination (backflow event) by private side businesses and properties that are connected to the water distribution system. Backflow events can significantly impact residents, businesses, water quality and pose a health risk to consumers. Implementing a BPP will further strengthen the multi-barrier approach the County uses to protect its municipal drinking water system.

Why do we need backflow prevention?

Under normal operating conditions water flows from the municipal drinking water system into businesses and homes through private service connections. Backflow can occur when changes in pressure cause water to reverse this normal direction of flow-- pushing or pulling water from within a private-service back into the municipal drinking water system.

A cross connection is any connection between the municipal drinking water system and a source of contamination. Water that backflows through a cross connection poses a hazard to the municipal drinking water system. This risk is mitigated through the installation of a backflow prevention device (BPD), which isolates the water supply of private services to prevent the reversal of flow.

About the Backflow Prevention Program

While the Ontario Building Code may require some properties to install a backflow prevention device (BPD) at the time of construction, the OBC has limitations that may exclude some properties that pose a risk to the municipal drinking water system. A formalized BPP will address these concerns and further guide:

- Which properties will require a BPD
- Types of acceptable BPD
- Testing and inspection frequency of BPD
- Qualifications for inspectors of BPD
- Requirements to submit test reports to the County
- Non-compliance infractions

Oxford County is taking a proactive approach to safeguard its municipal drinking water systems. The proposed by-law will apply to select industrial, commercial, and institutional properties, as well as select multi-residential properties, based on their moderate or high risk hazard classification under the CSA B64 series standard.

We want to hear from you

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

A copy of the proposed Backflow Prevention By-law is available at www.oxfordcounty.ca/backflow.

The Project Team is hosting in person Public Consultation Centres (PCCs) in each area municipality between January 31 and March 23, 2023. PCCs will be advertised through local media, social media, and Speak Up, Oxford! at www.oxfordcounty.ca/backflow prior to the event.

The comment period for the Backflow Prevention Program PCC closes on Thursday April 6, 2023.

Contacts for information

Scott Alexander
 By-law Compliance Officer, Backflow Prevention
 Oxford County
 519-539-9800 ext. 3103 | Toll-free 1-800-755-0394
slalexander@oxfordcounty.ca

Don Ford, BA, CMM III, C.Tech.
 Manager of Water & Wastewater Services
 Oxford County
 519-539-9800 ext. 3191 | Toll-free 1-800-755-0394
dford@oxfordcounty.ca

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

Posted January 11, 2023

#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



EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD

MINUTES of the Meeting held

January 18, 2023



The Police Services Board met at the Innerkip Community Centre at 1:15 p.m. on Wednesday January 18, 2023.

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

Regrets: N/A

PSB Secretary Will Jaques opened the meeting.

Board Chair Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that Robert Rudy be nominated as Chairperson of the Police Services Board for 2023.

CARRIED

Board Vice Chair Moved by: Matthew Gillespie
Seconded by: Robert Rudy
Resolved that Liam McCreery be nominated as Vice Chairperson of the Police Services Board for 2023.

CARRIED

Robert Rudy assumed the Chair.

Confirm Agenda Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the agenda for the January 18, 2023 meeting, as printed and circulated.

CARRIED

Pecuniary Interest None declared.

Confirm Minutes

Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the minutes of the November 15, 2022 meeting, as printed and circulated.

CARRIED**Correspondence**

- The Board reviewed the correspondence from Oxford County regarding upgrades to the intersection of County Road #59 & County Road #33.

Delegations & Appointments

- N/A

Reports**OPP Policing Reports**

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

Other Business**OAPSB Membership**

Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves a membership in the OAPSB, for 2023.

CARRIED**OAPSB – Zone 4 Membership**

Moved by: Matthew Gillespie
Seconded by: Liam McCreery
Resolved that the Board approves a membership in Zone 4 of the OAPSB, for 2023.

CARRIED**OAPSB Zone 4 Meeting attendance**

Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that members of the Police Services Board are authorized to attend the OAPSB Zone 4 meetings to be held in 2023.

CARRIED

Adjourn

Moved by: Liam McCreery

Seconded by: Matthew Gillespie

Resolved that the Board does now adjourn at 1:46 p.m.

CARRIED

Will Jaques, Secretary

Robert Rudy, Chairperson

STAFF REPORT

Report #CBO2023-01

To: His Worship the Mayor and Members of Council

From: John Scherer, Chief Building Official

Re: Building, Development & Drainage – February 2023 Council Report

Date: January 25, 2023

Departmental Highlights:

- Staff are now rotating after hours emergency locate duties (Connor, Claire and myself).

Legislative Updates:

- None.

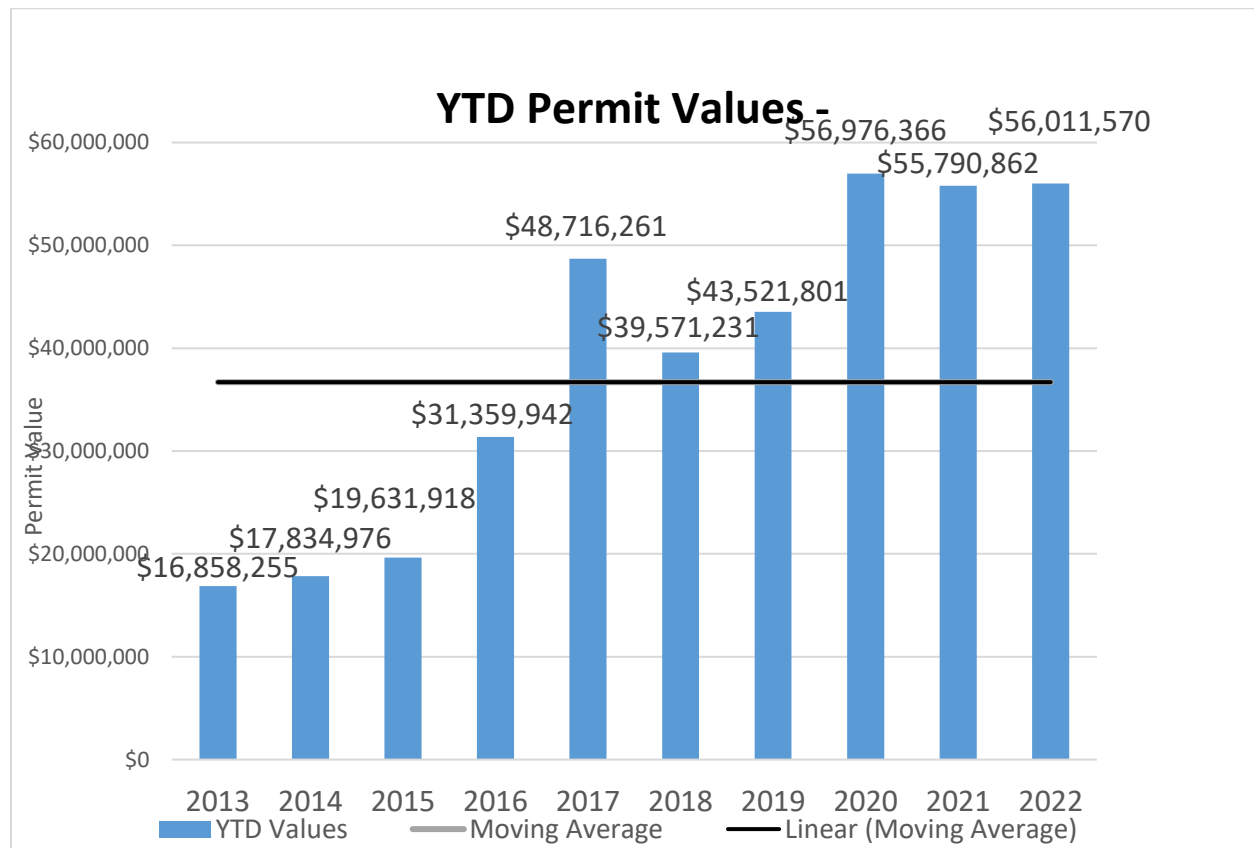
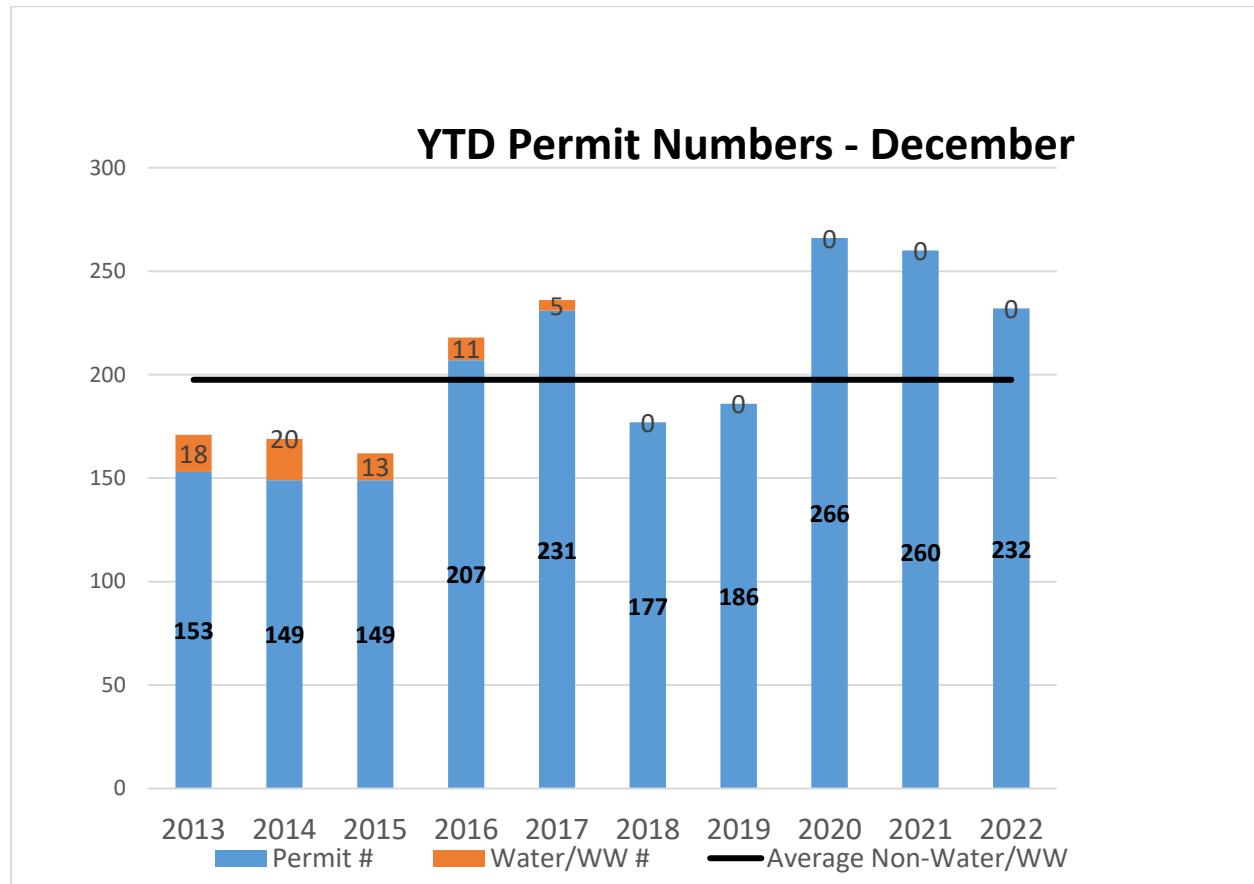
Monthly Permit Activity:

Permit Summary

	No. of Permits	Permit Value	Permit Fees
December 2022	6	\$968,000.00	\$5,735.99
Year to Date – December 31, 2022	232	\$56,011,569.92	\$280,265.26

Permit Values and Fees

Project	Cost of construction	Permit fees total
Septic	7,000.00	174.00
Septic	6,000.00	635.00
Retail Store	45,000.00	520.00
Workshop	50,000.00	144.00
SFD	800,000.00	3,915.99
Finished basement	60,000.00	347.00
	968,000.00	5,735.99



Status of Development Matters:Ward 1 - TAVISTOCK

*The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68 Minor Items remain outstanding.
The Orchards (Phase 1)	16 SFD 6 Semi Units 39 Condo Towns	Plan 41M-321 Warranty item identified for developer.
The Orchards (Phase 2)	48 SFD 2 Semi Units	Plan 41M-353 Permits Issued.
The Orchards (Phase 3)	52 SFD 6 Semi Units	Plan 41M-371 Permits Issued.
Gateman Homes (Jacob St E)	13 SFD 10 Semi Units	Plan 41M-363 Permits Issued.
Mill-Gate Homes (Phase 1)	61 SFD 1 Infill Lot	Site Servicing progressing. Waiting on Hydro and Gas installation.

Ward 3 - INNERKIP

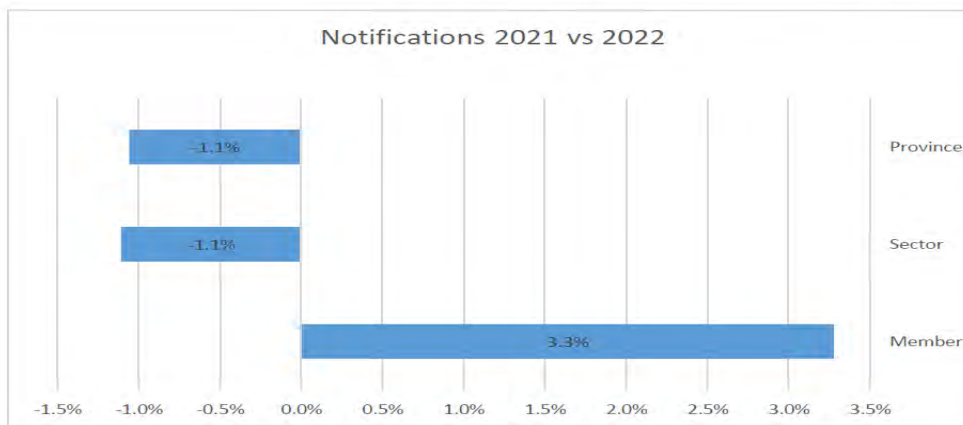
Innerkip Meadows (P3 – Curtis St)	24 SFD + Semi detached units now proposed.	Plan 41M-313
Innerkip Meadows (P4– Lock St)	24 SFD	Plan 41M-325
Innerkip Meadows (P5 -Queen/Curtis)	25 SFD	Plan 41M-339
Innerkip Meadows (P6 - Lock)	19 SFD	Plan 41M-355
Innerkip Meadows (P7 - Matheson)	32 Semi detached units 1 SDD Unit	Plan 41M-313 Permits issued.
*Majestic Homes Development (James/Main St)	Condo Block on Main St (25 units)	Plan 41M-322 Unit construction underway.
Oxford Road Developments 5 Inc.	29 SFD + 1 Block for Future Dev.	Plan 41M - 352 Revised Grading Plan.

Staff Report – Building, Development and Drainage Monthly Report

Page 4

Drain & Streetlight Locate Summary:

Member	MUNICIPALITY OF EAST ZORRA TAVISTOCK (EZRTVS01)			
Sector	Government	2021	2022	
Month	12	Notifications	Notifications	Change
Member		946	977	3.3%
Sector		1,969,804	1,947,934	-1.1%
Province		6,283,814	6,217,281	-1.1%
CB Clear		59	44	-25.4%
ALA		0	0	N/A
Suppressed		43	45	4.7%



Status of Drainage Matters:

Drain Name	Status
McLean Drain	Section 78 received, and Section 40 received. Petition restarted – Section 4 Proposed (New Drain). Report and design work underway.
Tavistock 1974 & 1979 Drains	Relocation of drains proposed for new residential developments. Walkthrough complete, minor deficiencies noted and will be corrected in Spring 2023.
Parker Drain	Tender process complete. Construction to begin Fall 2023
Witzel Drain	Report complete.

Attachments:

- None

Recommendation:


1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and
submitted by:



John Scherer
Building, Drainage and
Development Manager
(Chief Building Official)

STAFF REPORT

Report #PW2023-01

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – February 2023 Council Report

Date: January 25, 2023

Departmental Highlights:

- After the snow at Christmas and then rain early in the new year, the Township's gravel roads required significant attention to bring them back to our standard of maintenance. The graders were out as weather permitted. With the roads being so wet, staff had to take multiple passes so as not to create slop on the roads. Staff also applied some granular in spots to assist with reshaping the roads. As weather patterns are changing, staff are starting to see more events that affect the roads, with minimal time to repair them before they refreeze. This situation is not unique to East Zorra-Tavistock, but it is an issue we have to try to manage in the future. The Township's paved roads also have seen an increase in potholes over the same period, and staff were out repairing those issues as well. Staff will continue to monitor the roads, as required under the Provincial Minimum Maintenance Standards.
- Public Works staff have been out marking roadside trees that require removal under **this year's tree removal tender**. In the coming weeks, staff plan to finalize the list and release it for quoting.
- Public Works staff has been out trimming roadside trees over the last couple of weeks when winter control was not required and will be continuing to do so throughout the winter. With the focus of removing dead ash trees over the last 5 years, the Township has fallen behind on trimming of trees, which prevents them from encroaching on our roadways. It will take some time to catch back up. Staff is investigating attachments that can be added to existing equipment to help maintain the trees along the roadsides. Hopefully this equipment will require less operator time, while increasing efficiency.
- Winter control will remain the primary job for the public works crew over the next couple months.

- Staff will continue allocating time to the creation of the 2023 budget over the next month for both Public Works and Parks and Recreation.
- The Township has provisionally joined the Oxford County surface treatment tender for installing a fibremat treatment on the 16th Line north of Oxford Road #8, to the Perth-Oxford Road. This is a treatment the Township has used for many roads previously, with good results. This item will be in the draft 2023 budget, for Council's consideration.

Parks and Recreation

- Staff has been continuing with accessible upgrades at the Tavistock Arena. To date, the accessible door in the upper hallway has been installed. The lift (elevator) retrofit is still pending, awaiting parts to be delivered. The hope is to get the retrofit completed in February once all parts are available, and will take approximately three weeks to complete. The lift will be out of service for this period. Staff is also investigating an accessible ramp leading from the viewing area to the curling club ice side door. This will allow better accessibility to the curling rink.



- Through the Canoe (LAS) procurement group, staff has procured a replacement chiller for the Tavistock Arena. Staff signed the agreement in December so that we would be ready to start with the replacement of our current chiller once the ice is removed at the end of the season. The current chiller is over 26 years old and has reached the end of its useful life cycle. By starting the project at the beginning of June, the work will be completed and the ice can go back in on schedule.
- The Community Social and Walking pilot program at the Memorial Hall on Monday and Wednesday mornings, from 8:00 am to 12:00 pm., has been well received. It has now expanded to include pickleball as well, following the morning events. Shuffleboard is now being played in the Upper Hall of the Arena on Wednesdays and Thursdays.

Status of Significant Capital Projects:

Capital Project	Current Status
Tavistock Arena Chiller	ordered

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot
Public Works Manager

STAFF REPORT

Report #FC2023-01

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – February 2023 Council Report

Date: January 25, 2023

Departmental Highlights:

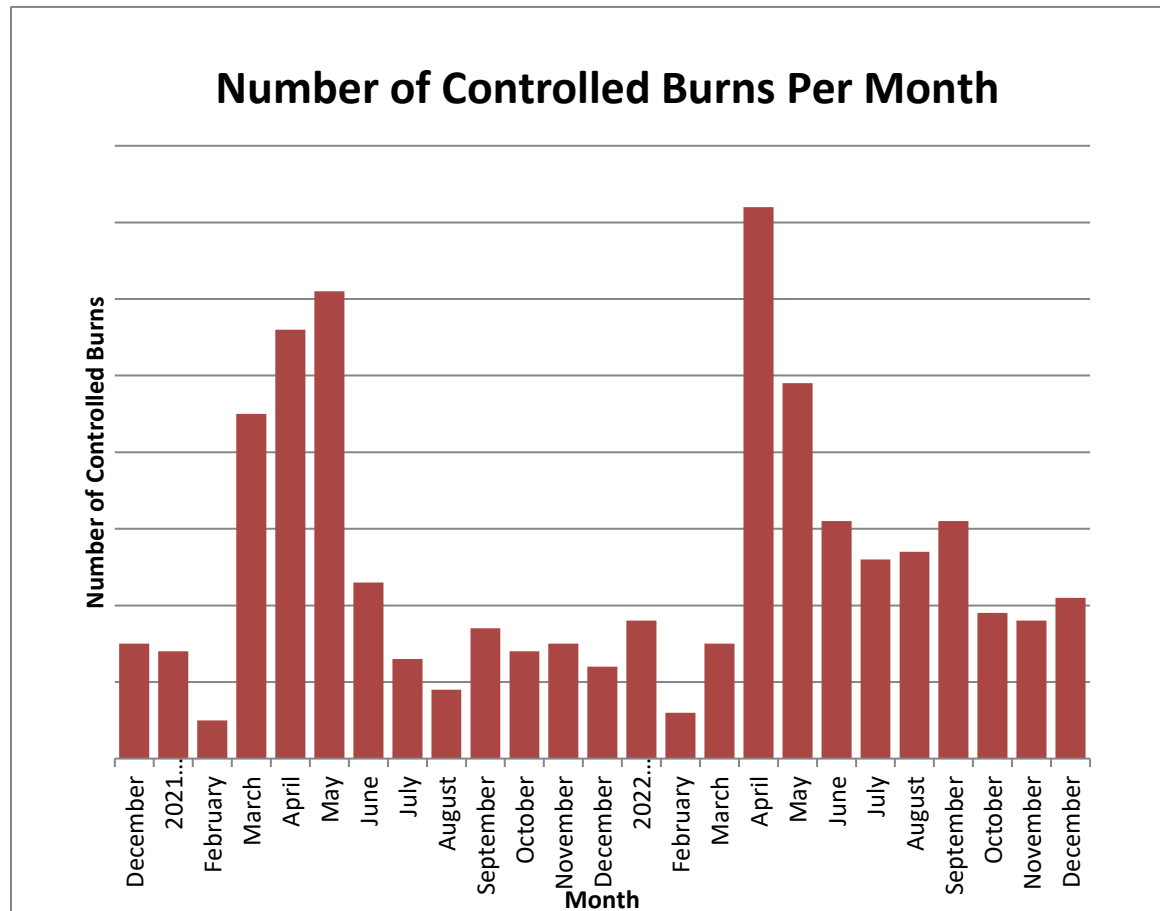
Fire Department:

- The 2023 recruit class is underway with the students already having completed their initial orientation, first aid/CPR/defibrillator training, PPE & SCBA use and will also have completed communications, ropes & knots, ladders, overhaul and scene preservation before the end of January. East Zorra-Tavistock will again be assisting the Blandford-Blenheim Fire Department in February as they host vehicle extrication and forcible entry training, and in turn they will assist the Township when we host our training for fire control, foam firefighting, liquid and gas fires in March.
- Staff was advised in December that we were successful with our **application for the Fire Marshal's Public Safety Council Certification** Grant. We were awarded \$2,297.46 which was used to purchase textbooks that were donated to the shared RFSOC library for use by all the rural municipalities operating our school.
- **Staff took part in the OFM's Essentials** of Municipal Fire Protection webinar on January 24th. This seminar is recommended by the OFMEM for new members of both Council and the fire service and can be attended in person, as well as virtually. These seminars can be scheduled at the convenience of any participating member.
- Innerkip Station finally held their rescue apparatus pre-construction meeting on January 18th. The original specs for the vehicle were reviewed with some minor modifications required. Subject to unforeseen circumstances, the chassis should arrive in April, with completion and delivery of the unit in the fall of 2023.

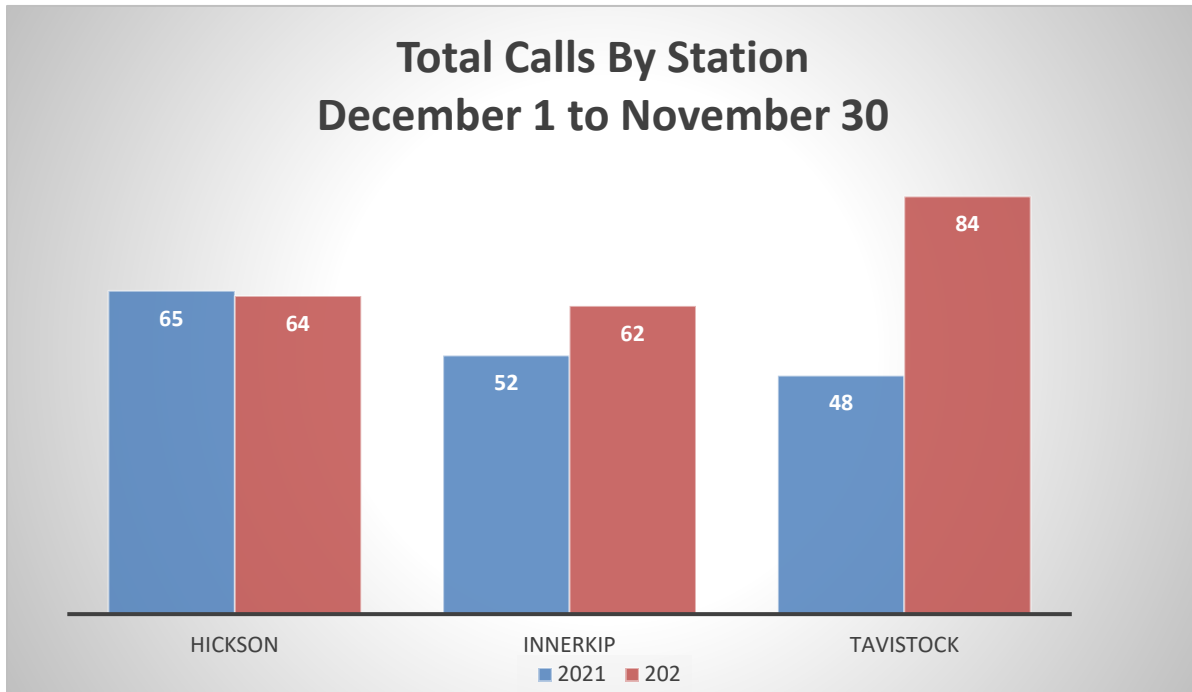
- Tavistock Station, Saputo and their new emergency response agency participated in a mock ammonia disaster on December 12th. Staff is planning on continuing to work with Saputo's emergency response agency for ammonia awareness training during the winter months.
- FPO Hayman continues to work with the long-term care facilities in Tavistock to complete any outstanding items from their inspections last fall. He also conducted a home day care inspection in Innerkip and provided two fire prevention presentations to the residents of the Renaissance. Following a structure fire in Tavistock, FPO Hayman personally visited several properties in the vicinity to leave smoke & CO alarm information. Finally, he is in the process of implementing a smoke/CO alarm exchange program using the alarms received from the Project Zero grant. This program will coincide with the "change your clock change your batteries" campaign typically run in the spring and the fall seasons.

Controlled Burn Approvals:

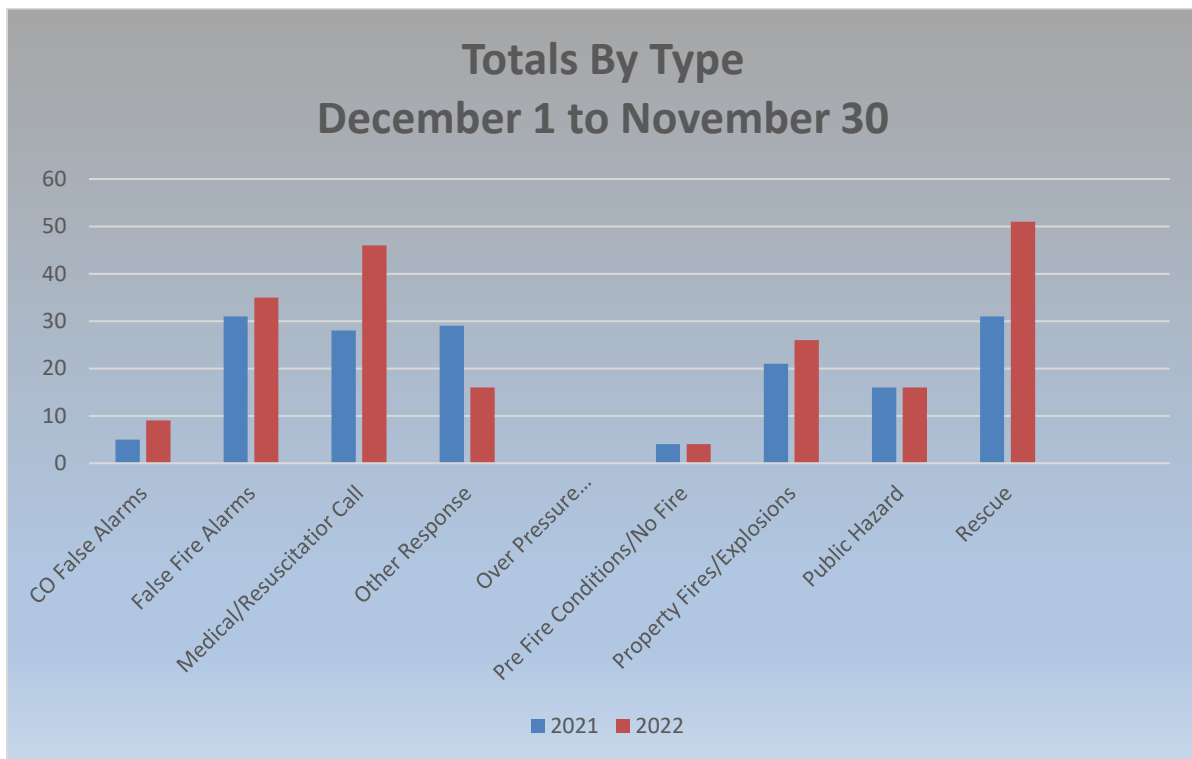
- November (2022): 19
- December (2022): 21
- Year to Date: 333

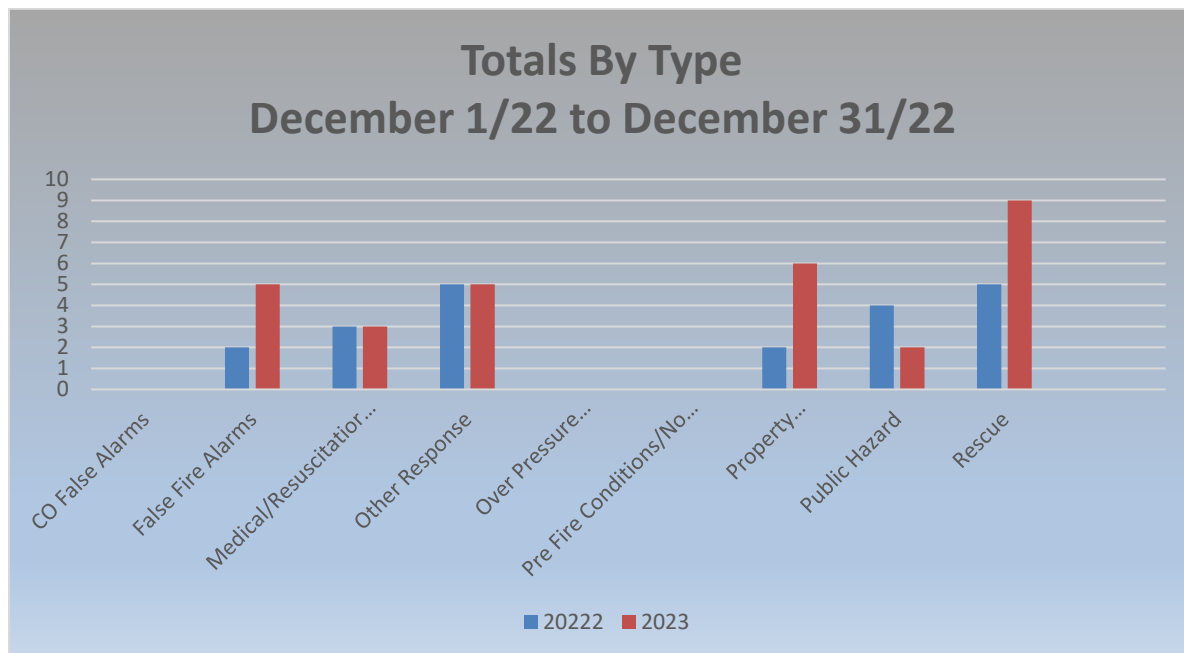
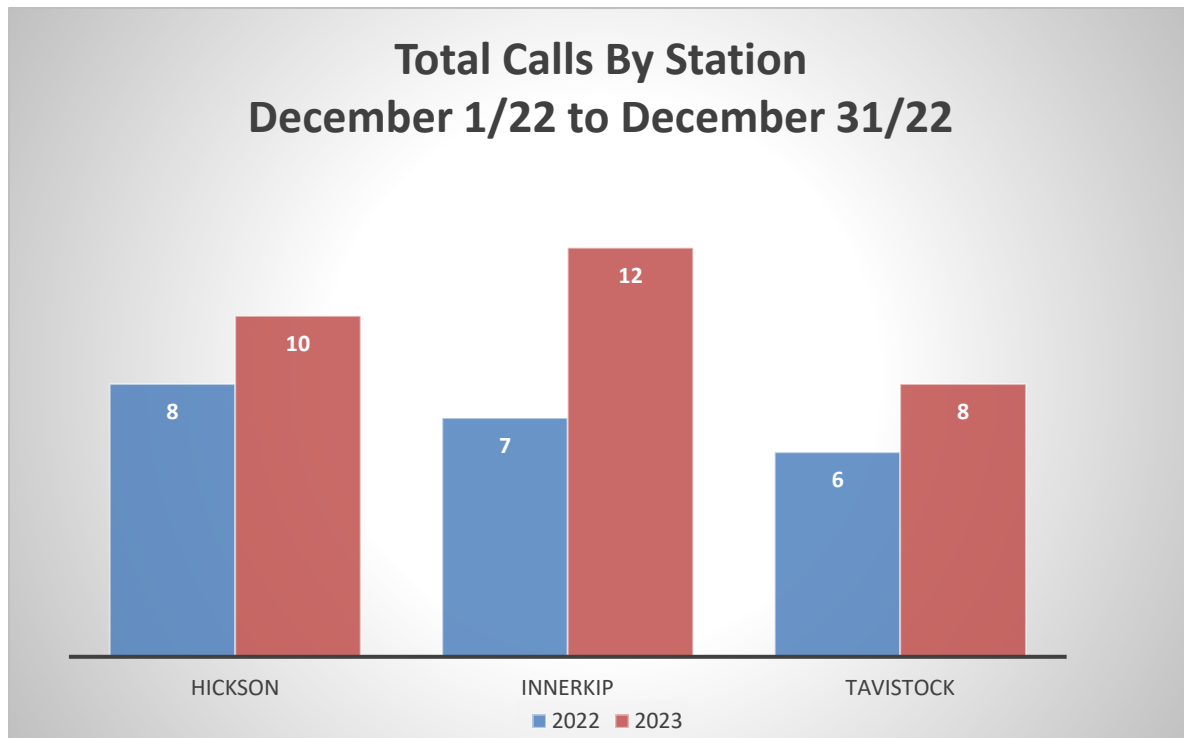


TOTAL FIRE CALLS FOR YEAR END 2022 (Dec. 1/21 to Nov.30/22)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to Nov. 30/22)
YEAR END





Emergency Management:

- Staff submitted all the required material before the December 31st **deadline for the OFMEM's** annual compliance and is currently awaiting review and approval.

Staff Report – Fire & Protective Services Monthly Reporting Page 5

- The OFMEM has decided to review their annual Compliance Review and Evaluation Process. As part of the review, each municipality has an opportunity to participate by completing a survey by the end of January. Selected municipalities will also be chosen for interviews by the consulting agency conducting the review.
- Staff participated in **the UTRCA's annual flood co-ordinators** webinar meeting on January 26th.

Legislation

- None to report.

Recommendation:

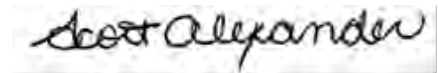
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

STAFF REPORT



Report #BCO2023-01

To: His Worship the Mayor and Members of Council

From: Melanie Shiell, By-law Compliance Officer

Re: By-law Compliance – February 2023 Council Report

Date: January 25, 2023

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for December 2022

OCCURRENCE TYPE	NUMBER OF NEW OCCURRENCES (Commenced this Month)		NUMBER OF ON-GOING OCCURRENCES (Commenced prior to this Month)	YEAR TO DATE OCCURRENCES	
	Open	Closed		Open	Closed
Property Standards	2	1	1	2	16
Clean Yard					
Animal Control	1			1	11
Parking	2	1	1	2	21
Noise					4
Zoning			1	1	5
Illegal Dumping					
Inquiry	2	2			17
Canine			1	1	17
Other				2	9
TOTAL	7	4	4	9	100

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



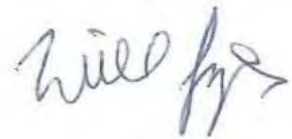
Karen DePrest
Chief Administrative Officer

Report prepared
and submitted by:



Melanie Shiell
By-law Compliance Officer

Department Approval:



Will Jaques
Corporate Services Manager/Clerk

STAFF REPORT

Report #CSM2023-02

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – February 2023 Council Report

Date: January 25, 2023

Departmental Highlights:

- None

Legislative Updates:

- None

Status of Land Use Planning Matters:

Applicant	Location	Application Type	Nature of Application	Status of Applications
Engberts	21 Burton St., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Oxford Road Developments 5 Inc.	Extension of Phase #1 subdivision (Innerkip)	SDA OPA ZBA	OPA and ZBA required as part of the application for subdivision.	Applications received.
Stevenson	201 Stonegate Rd., Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.

Applicant	Location	Application Type	Nature of Application	Status of Applications
2825085 Ontario Inc.	32 Jacob St. E. Tavistock	Severance	Severance of an existing parcel of land (2 new lots).	Severance application approved and conditions being fulfilled.
Nemeth	177 Coleman St. Innerkip	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Villages of Sally Creek.	515353 11 th Line (proposed entrance off Oxford Road #17)	ZBA	Re-zoning to allow for the establishment of a temporary golf driving range.	Application denied.
Mooney	615411 13 th Line	ZBA	Rezoning to allow for the construction of a new residence, with in-law suite (converted dwelling).	Process complete.
McMahon	44 Dietrich Rd. Tavistock	MVA	Relief from side yard setback requirements.	Application denied.
Mill-Gate Homes Inc.	Lot 46, Draft Plan of Subdivision File # SB19-04-2	MVA	Relief from Minimum Lot Depth requirements.	Process complete.

Applicant	Location	Application Type	Nature of Application	Status of Applications
Bickle Farms Ltd.	616536 13 th Line	MVA	Relief from MDS II requirements for proposed new livestock barn and manure storage – setback from existing residential dwelling.	Process complete.
Bender	616595 13 th Line	MVA	Relief from maximum height requirements for an accessory building.	Application received.
Leslie	844944 Braemar Side Road	Severance	Severance of an existing parcel of land.	Application received.
Township of East Zorra-Tavistock	Adjacent to 89 Loveys St., Hickson	ZBA	Re-zoning from V (Village) to R1 (Residential Type 1)	Application received.
van de Camp	475214 Zorra-EZT Line	MVA	Relief to allow for a second dwelling on the property, for family farm help.	Application received.

Attachment:

- None

Recommendation:

1. None. For Council Information.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

STAFF REPORT

Report #CSM2023-03

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Subject: Overnight On-Street Winter Parking Exemption

Date: January 25, 2023

Background:

At the January 18, 2023, meeting of Council, discussion occurred regarding **implementing an exemption to the Township's winter parking regulations** and allowing vehicles to park on Township streets over the Christmas holiday period. As was noted at the meeting, the primary purpose for restricting overnight on-**street winter parking is to ensure that the Township's public** works team can efficiently and effectively clear the streets of snow and ice.

Currently, **the Township's Comprehensive Road By-law #2019-44** does not permit overnight on-street parking from the 1st day of November to the 15th day of April (inclusive), between the hours of 1:30 a.m. and 6:00 a.m. It should also be noted that on a year-round basis, there is no overnight on-street parking on a portion of Blandford Street (Oxford Road #4) in Innerkip, and on portions of both Woodstock Street (North and South) and Hope Street (East and West) in Tavistock, as directed by Oxford County.

Staff were directed at the meeting to bring back a report to Council regarding this matter.

Review:

In preparing this report, various Township staff members were consulted (in particular, public works and by-law compliance), online research regarding the practices of other Ontario municipalities was completed, and staff consulted other municipalities directly as to their practices and procedures regarding this matter.

Staff Report – Overnight On-Street Winter Parking Exemption Page 2

After consultation and research, it is apparent that there are various approaches to overnight on-street winter parking in Ontario. It should be noted that while the dates and time of day periods for overnight on-street winter parking appear to vary slightly amongst municipalities, the **Township's dates/time of day periods in its** own By-law remain consistent with the vast majority of other municipalities.

For the majority of rural municipalities, such as East Zorra-Tavistock, it would appear that no overnight on-street winter parking is permitted, and vehicles would be ticketed and/or towed if there is a violation.

For most urban municipalities, it would appear that various approaches to overnight on-street winter parking are employed. It should also be noted that some urban municipalities have parking limits and/or may not permit overnight on-street parking on a year-round basis, not just during the winter months. Nonetheless, some of the examples of approaches that urban municipalities have employed for overnight on-street winter parking are as follows:

- No on-street parking is permitted during the winter at any time – day or overnight.
- No overnight on-street winter parking is permitted and vehicles will be automatically ticketed and/or towed.
- No overnight on-street winter parking is permitted, however, residents may park vehicles that do not fit in their driveway in select municipal parking lots. Some municipalities charge a fee for parking in such lots, and some have a set time that the vehicle must be removed each day, or the vehicle will be towed.
- No overnight on-street winter parking is permitted, however, during the winter months (only), residents may use the 'boulevard portion' of their driveway (the portion of driveway on municipal property, between the street and the sidewalk) for parking, provided that their vehicle is completely off the street and is also not overhanging the sidewalk.
- No overnight on-street winter parking is permitted, however, during November/first half of December, and for second half of March/April, on-street overnight winter parking is permitted if no snow or ice conditions are forecasted.

Staff Report – Overnight On-Street Winter Parking Exemption Page 3

- Overnight on-street winter parking MAY be permitted as an exemption to the By-law, under some/all of the following conditions:
 - For some, an exemption application is required, including the personal and specific vehicle/plate information of the resident looking for the exemption;
 - For some, a fee is collected as part of the exemption application process for the entirety of the winter season. For others, a fee is applied on a daily basis when a resident may be select to employ the exemption;
 - For some, exemptions will not be granted for certain streets/certain areas of the municipality. For example, some areas are more densely populated with limited on-street parking already, and/or some older neighbourhoods have narrower streets where overnight on-street parking may cause additional complications for safe travel of vehicles year-round, let alone during the winter months;
 - For some, parking is only permitted on one side of the street during the winter months to ensure that at least one travel lane with clear passage can be utilized by vehicles, and proper maintenance of that one lane can be properly completed at all times;
 - For some, an exemption will only be granted if the property has two or less parking spaces. It should be noted that for some, the garage is considered a parking space and would need to be used for parking prior to an exemption being granted and for others, the resident would not be granted an exemption if a second parking spot can physically be created (while still complying with zoning and other municipal regulations);
 - For some, limitations are employed on the number of times the exemption may be used during the winter season (varied for those that used this approach – research showed somewhere between a low of 3 and a high of 20 times). As well, some employ limitations on how many consecutive days an exemption may be used. Lastly, some employ limitations on the number of vehicles each property may qualify for under an exemption;
 - For only a couple of municipalities that could be found, exemptions may be granted for December 25, 26 and January 1.

- o For most, an exemption would not apply to commercial motor vehicles, moving trucks/trailers, buses etc.;
- o For most, while an exemption may be granted, should a **'snow event' be declared at the sole discretion of the municipality**, exemptions will be deemed void during that period and residents would be required to find alternate parking arrangements, or be subject to their vehicle being ticketed and/or towed. Notice of the snow event would be provided to residents via social media **and/or the municipality's website, with the onus being on the resident** to ensure they have received the message. As weather patterns are often unpredictable, the majority of municipalities with this approach simply offer that they will provide as much notice as possible to residents, but cannot guarantee specific timing for the notice;

It should be noted that there are mixes and combinations to the above approaches that some municipalities have employed, further defining their respective exemption approach.

Discussion:

As previously noted, the primary purpose for restricting overnight on-street winter parking is to ensure that the Township's **public works team can** efficiently and effectively undertake winter control operations on its streets. By properly clearing the streets, snow and ice hazards are removed or significantly reduced, which allows for the Township to undertake its maintenance responsibilities in accordance with the Provincial Minimum Maintenance Standards, and ultimately limit its liability. When cars are parked on the street, proper snow clearing is not possible and some snow may be left on the street in windrows etc., impeding or causing damage to vehicles. As well, when vehicles are parked on the street during winter control operations, especially on some of the Township's **narrower streets**, there is a greater potential for winter control equipment to cause damage to those vehicles **and/or that the Township's winter control equipment is simply** impeded from being able to conduct its operations. Lastly, by ensuring that streets are properly maintained during the winter months, emergency vehicle (police, fire and ambulance) can properly access all addresses. In essence, by providing any permission or exemption for residents to park overnight on Township streets during the winter months is entirely incongruent with the winter control requirements that the Township must complete.

Staff Report – Overnight On-Street Winter Parking Exemption Page 5

Given this, and the information obtained through the research, staff recommend that should Council wish to provide for additional overnight winter parking options for residents who cannot park all of their vehicles in their respective driveway, that it provide for such parking in existing municipal parking lots.

In doing so, the Township can continue to properly maintain its streets, while still providing residents an alternative to parking on the street overnight and risking being ticketed and/or towed. In Tavistock, the overflow parking could be in the Arena/Memorial Hall parking lot. In Hickson, the overflow parking could be at the Park and possibly in the future, in the new Township Office parking lot. In Innerkip, the overflow parking could be in the main village Park (baseball end) parking lot. Some further provisions staff would recommend would be as follows:

- No exemption application or fee would be in effect – this would limit any administrative burden for staff;
- All parking would be on a first come, first served basis – as there is ample parking in all of these locations, this should not be an issue;
- Residents parking in these areas would be doing so at their own risk, and signage would be posted to that effect;
- Should a vehicle remain in a parking lot for an extended period of time (well into the day, following it being parked overnight), efforts would be made to contact the owner to remove it and if that is unsuccessful, the vehicle be towed;

Staff fully appreciates that the discussion commenced only surrounding providing an exemption to allow for on-street overnight parking for certain day(s) during the Christmas/ New Year holiday period. However, staff would suggest that pre-determining which day(s) residents may choose to celebrate this time with family and friends may lead to requests for exemptions to the exemption, and lead to further staff resources being required to regulate this matter.

In terms of costs, some additional signage and potentially some additional lighting may need to be installed upon implementation of the program. As well, additional plowing and/or less efficient scheduling for plowing these particular parking lots (having to wait until later in the morning to plow the parking lot, until all vehicles have been removed) may be required going forward, which could also lead to additional costs.

Recommendation:


1. That should Council wish to provide for additional options for overflow overnight parking for residents during the winter months, that this be provided for using existing Township parking lots.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

STAFF REPORT

Report #CAO2023-01

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – February 2023 Council Report

Date: January 26, 2023

Departmental Highlights:

- The December 31st month and year-end budget monitoring report will be compiled and presented to Council as part of the April 2023 Monthly Update report. Staff will be completing accrual and adjusting entries to the 2022 year throughout the months of January and February, for the upcoming audit.
- The 2023 interim tax bills will be issued the week of January 30th with installment due dates of February 28th and May 31st. These bills are for 50% of last year's total taxes, as prescribed by the Municipal Act.
- 2023 budget preparations have begun. Finance will be providing departmental staff with their draft templates by the end of February. The first senior staff consideration meeting will be held in the first part of March where staff will submit their changes, needs, etc. to the Finance team for incorporation into the document. The budget will include information from the Asset Management Plan, the Development Charges Study, and Capital and Reserve/Reserve Fund forecasting.
- The 2022 Township general audit has been scheduled for the fourth week in April (April 27th and 28th). The ROEDC audit will be conducted on March 6th prior to the consolidated audit, so staff will be working on year-end transactions leading up to those dates.
- Staff continue to work on the preparation and release of a bid document for the Tavistock Spray Pad Project. The CAO will be meeting with Mr. Roth regarding fundraising targets so that timing can be planned. The RFP for municipal insurance will be delayed until the Fall of 2023 so that staff and Council can have a fulsome discussion on implications and parameters for that bid.

Legislative Updates:

- None

Attachments:

- None

Recommendation:

1. None. For Council Information.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Karen DePrest", written over a horizontal line.

Karen DePrest
Chief Administrative Officer/Treasurer

STAFF REPORT

Report #CAO2023-02

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Updated Service Delivery - Parks and Recreation Staffing

Date: January 25, 2023

Background:

During the previous Council term, several reports were prepared regarding the staffing and service delivery aspects of recreation. Through experience over the first half of the arena season, the Parks and Recreation Supervisor, the Public Works Manager, as well as the Human Resources Coordinator have determined that in order to adequately staff and provide coverage for absences, illnesses and bookings in both Tavistock and Innerkip, staff believe the best complement of Operators should be increased from the original three (3) full-time facility operators to four (4) full-time facility operators. The existing complement of four (4) casual support staff has worked well in assisting with cleaning, set-up/tear-down, and support for events and rentals of all types.

This proposed revised staff complement is like that of the previous **contractor model as he had a number of "part-time" operators that** would attend the facility to provide coverage for absences or extra staff for events, as required. The plan for staffing includes 40-hour work weeks for the facility operator position(s), while working a 3-week rotation varying between days, evenings, and weekends. The Parks and Recreation Supervisor continues to cover operational hours as well, however, due to the 100% allocation of hours for the existing (3) operators, the Supervisor is being called out on weekends and evenings over and above his regular 40 hours to cover the extra bookings or illnesses.

As well, staff are also proposing the addition of an FTE position that would assist between the main office and the arena office in providing administrative support to the Supervisor as well as the Manager of Public Works. Facility booking itself is a time-consuming duty, but there are other tasks such as receipting payments, balancing the concession, etc. that also take significant time. These tasks align themselves with the type of service provided currently by the Corporate Services Support Staff person, so ideally this position would report to the Corporate Services Manager, while supporting Parks and Recreation and Public Works. This is not unlike the current administrative support arrangements with Building and Fire Services.

Discussion:

The approach described in this report is consistent with recommendations from the Parks and Recreation Master Plan regarding the Township getting “into the business of Parks and Recreation” and taking a departmental approach to providing those services.

Staff would pursue retaining these two positions through the regular hiring policy process, and would consider both to be new recruitments for 2023. Staff may also consider some realignment of job responsibilities internally prior to posting externally, based on skillset and interest of existing staff.

Financial Implications:

The addition of these new full-time permanent positions would see an additional salary of approximately \$55,000 to \$60,000, plus benefits of approximately 28% of salary (therefore, a total cost of \$70,400 to \$76,800, including benefits) each for the additional Facility Operator and the Customer Service Support Person depending upon start date and experience.

Attachments:

1. Appendix 'A' – Parks and Recreation Department Organizational Chart

Recommendation:

1. That Council endorse the recruitment of an additional Facility Operator and a Support Staff Position, as per Staff Report #CAO2023-02.

Respectfully submitted by:

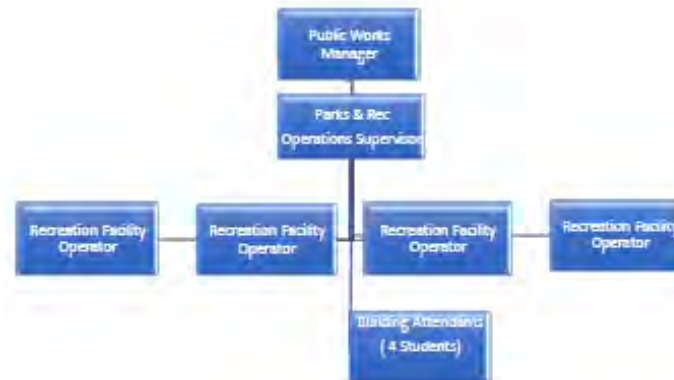


Karen DePrest
Chief Administrative Officer/Treasurer

Appendix 'A'

TOWNSHIP OF EAST ZORRA-TAVISTOCK

proposed Parks & Rec structure



The fourth operator position would allow for a staffing presence for late night events (after 11 pm) at the Tavistock Memorial Hall and the Innerkip Community Centre This would ensure that vacating property and lock up procedure are followed.

We would have one Rec Facility Operator and 1 Building Attendant present when these facilities have a late night event.

In addition, the additional Corporate Support Services Clerk would report to the Manager of Corporate Services while supporting all members of this team.

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 03**

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 1st day of February, 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 1st DAY OF FEBRUARY, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk