

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

**AGENDA**

**for the Meeting to be held on Wednesday May 3, 2023 at the  
Innerkip Community Centre, 695566 17<sup>th</sup> Line, Innerkip, Ontario, at 9:00 a.m.**

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1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm April 19, 2023, Council Meeting Minutes
  - b) ERTH Corp. – Notice of 2023 Annual General Meeting
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 - #CBO2023 – 05 re: Building, Development & Drainage Reporting
  - e) Staff Report - #PW2023 – 05 re: Public Works Reporting
  - f) Staff Report - #FC2023 – 04 re: Fire Department Reporting
  - g) Staff Report - #CAO2023 – 05 re: Proposed 2023 Operating & Capital Budgets
7. By-laws:
8. Other and Unfinished Business:
  - a) Councillor Van Wyk – Traffic Calming
  - b) Municipal Alcohol Policy
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 April 19, 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, CBO John Scherer, Corporate Initiatives Officer Meaghan Vader, and Human Resources and Safety Coordinator Jennifer Albrecht.

Mayor SCHAEFER welcomed everyone to the meeting. Deputy Mayor SMITH offered his appreciation to both the Hickson Firefighters, as well as the Pickleball group in Hickson, for their respective parts in cleaning the pavilion floor. Councillor SMITH noted that Earth Day is coming up on Saturday April 22<sup>nd</sup> and various groups in Innerkip are doing their part for the community that day. As well, with National Volunteer Week running from April 16-22, Councillor SMITH offered his appreciation to all of the volunteers in the Township.

Approve  
Agenda

1. Moved by: Scott ZEHR  
Seconded by: Brad SMITH  
Resolved that Council approve the agenda for the April 19, 2023, meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- None.

Confirm  
Minutes -  
Council

2. Moved by: Jeremy SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council confirm the Minutes of the April 5, 2023, Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- Staff Report - #BCO2023 – 03 re: By-law Compliance Reporting
- Staff Report - #CSM2023 – 05 re: Corporate Services Reporting
- Staff Report - #CAO2023 – 03 re: CAO-Treasury Reporting

Correspondence & Reports – Resolutions Following:

AORS –  
Enbridge Gas  
Utility Locate  
Fee

Council reviewed the correspondence from the Association of Ontario Road Supervisors (AORS) regarding the intent of Enbridge Gas to commence charging fees for utility locates.

3. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the Township of East Zorra-Tavistock strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

**AND THAT, the Province of Ontario’s Ministry of Public and Business Service Delivery** make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, MPP Ernie Hardeman, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

*CARRIED.*

Woodstock –  
Bill 5 Resolution

Council reviewed the resolution from the City of Woodstock regarding Bill 5 – Stopping Harassment by Local Leaders.

- 4. Moved by: Steven VAN WYK  
Seconded by: Jeremy SMITH  
Resolved that Council support the resolution from the City of Woodstock regarding Bill 5 – Stopping Harassment by Local Leaders.

*CARRIED.*

Staff Report  
#CIO2023 – 02  
re: Purchasing  
Card Policy

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the implementation of a Purchasing Card Policy.

- 5. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council adopt the Purchasing Card Policy, as attached to Staff Report #CIO2023-02;

And further that Council authorizes the Purchasing Card Policy be effective as of May 1, 2023.

*CARRIED.*

Public Meeting -  
Open

- 6. Moved by: Jeremy SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 7:15 p.m.

*CARRIED.*

Public Meeting  
for ZN2-23-02  
(VerKuyl Farms  
Ltd.)

PUBLIC MEETING – VERKUYL FARMS LTD.  
ZONE CHANGE APPLICATION ZN2-23-02,  
PART LOT 14, CONCESSION 12, (EAST  
ZORRA) TOWNSHIP OF EAST ZORRA-  
TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2023-118, regarding the Zone Change Application on lands owned by VerKuyl Farms Ltd.

Council asked questions of the planner and Staff. The applicant was present and spoke favourably of the application. Council reviewed and considered the comments made in making its decision regarding this application.

Council  
Reconvene

7. Moved by: Scott ZEHR  
Seconded by: Brad SMITH  
Resolved that the Public Meeting does now adjourn and Council reconvenes at 7:20 p.m.

*CARRIED.*

8. Moved by: Matthew GILLESPIE  
Seconded by: Jeremy SMITH  
Resolved that Council approve the zone change application submitted by VerKuyl Farms Ltd, whereby the lands described as Part Lot 14, Concession 12 (East Zorra) are to be rezoned from '**General Agricultural Zone (A2)**' to '**Special General Agricultural Zone (A2-sp)**' to **reduce the** Minimum Distance Separation II setback for a livestock operation and manure storage to a Type A land use from 631 m (2,070 ft) to 230 m (755 ft) and to a Type B land use from 1,262 m (4,140 ft) to 350 m (1,148.2 ft).

*CARRIED.*

Staff Report  
#BCO2023 – 03  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2023 – 05  
re: Corporate  
Services  
Reporting

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



Staff Report  
#CSM2023 – 06  
re: Innerkip  
Minor Ball  
Agreement

Clerk Will Jaques presented his report to Council regarding entering into a facility use and maintenance agreement with Innerkip Minor Ball.

9. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that Council approve the Township entering into an agreement with Innerkip Minor Ball, as set out in Staff Report #CSM2023-06.

*CARRIED.*

Staff Report  
#CAO2023 – 04  
re: CAO-  
Treasury  
Reporting

CAO-Treasurer Karen DePrest reviewed the Monthly CAO-Treasury Report with Council. The report also recommended rescinding policy #GP2.13 – Hickson Office Hours.

10. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council rescind policy #GP2.13 – Hickson Office Hours.

*CARRIED.*

At 7:32 p.m., Frank McKay presented to Council regarding the desire of he and his neighbours to have the 13<sup>th</sup> Line hard surfaced, between Oxford County Road #8 and Cassel Sideroad.

Staff Report  
#CIO2023 – 01  
re: Municipal  
Alcohol Policy

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the implementation of a Municipal Alcohol Policy. After discussion, Council requested that certain amendments be made to the draft policy and once complete, the policy is to be brought back to Council for consideration.

By-law:  
  
1<sup>st</sup> & 2<sup>nd</sup>  
Reading

11. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that the following by-laws be read a first and second time:
- 2023-11 – ZBA Application ZN2-23-02 (VerKuyl Farms Ltd.)
  - 2023-12 – Innerkip Minor Ball Agreement

*CARRIED.*

By-law: 12. Moved by: Brad SMITH  
 Seconded by: Jeremy SMITH  
 3<sup>rd</sup> & Final Resolved that the following by-laws be read a third  
 Reading and final time:  
 • 2023-11 – ZBA Application ZN2-23-02  
 (VerKuyf Farms Ltd.)  
 • 2023-12 – Innerkip Minor Ball Agreement

*CARRIED.*

Confirming 13. Moved by: Steven VAN WYK  
 By-law Seconded by: Jeremy SMITH  
 Resolved that By-law #2023-13 being a by-law to  
 confirm the proceedings of Council held  
 Wednesday April 19, 2023, be read a first, second  
 and third time this 19<sup>th</sup> day of April, 2023;

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

*CARRIED.*

Adjourn 14. Moved by: Jeremy SMITH  
 Seconded by: Matthew GILLESPIE  
 Resolved that Council does now adjourn at  
9:01 p.m.

*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor

**NOTICE OF ANNUAL MEETING OF SHAREHOLDERS**

**NOTICE IS HEREBY GIVEN** that an annual meeting of the shareholders of EARTH Corporation (the "Company") will be held via in the Grand Ballroom of the Elmhurst Inn on Thursday the 25<sup>th</sup> day of May, 2023, at the hour of 7:00 P.M. for the purpose of:

- (a) receiving the Company's audited financial statements for the year ended December 31, 2022, and the report of the auditors thereon;
- (b) appointing auditors for 2023;
- (c) transacting such further and other business as may properly come before the meeting or any adjournment thereof.

Please complete and forward the attached forms indicating delegates and designated representative who will cast votes on behalf of the shareholder, to the undersigned.

**PLEASE NOTE THAT ATTENDANCE AT THE MEETING IS RESTRICTED TO MEMBERS OF COUNCIL AND CLERKS/CAOs/TREASURERS OF EACH SHAREHOLDER AS WELL AS OFFICERS, DIRECTORS OF THE COMPANY AND GUESTS EXPRESSLY INVITED BY THE BOARD.**

DATED this 25th day of April, 2023.

BY ORDER OF THE BOARD

*Nicholas Vink*

**Nicholas Vink**  
Chair

Contact: Eustacia Young  
Email: [Eustacia.Young@ERTHCorp.com](mailto:Eustacia.Young@ERTHCorp.com)  
Phone: (519) 518-6117 x 255  
Cell: (519) 521-9065

**ERTH CORPORATION  
ANNUAL GENERAL MEETING**

THURSDAY, May 25, 2023

**Elmhurst Inn & Spa**

415 Harris Street  
Ingersoll, ON

**Grand Ballroom – Lower Level**

**DESIGNATED REPRESENTATIVE**

NAME OF SHAREHOLDER:

\_\_\_\_\_

NAME OF DESIGNATED REPRESENTATIVE  
FOR PURPOSE OF CASTING VOTE:

\_\_\_\_\_

Date:

\_\_\_\_\_

Clerk:

\_\_\_\_\_

(Signature)

**ERTH CORPORATION  
ANNUAL GENERAL MEETING**

THURSDAY, May 25, 2023

**Elmhurst Inn & Spa**

415 Harris Street  
Ingersoll, ON

**Grand Ballroom – Lower Level**

**LIST OF ATTENDEES**

SHAREHOLDER: \_\_\_\_\_

NAME OF ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

NAME OF ATTENDEE: \_\_\_\_\_ POSITION: \_\_\_\_\_

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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 #CBO2023-05

To: His Worship the Mayor and Members of Council  
 From: John Scherer, Chief Building Official  
 Re: Building, Development & Drainage – May 2023 Council Report  
 Date: April 26, 2023

## Departmental Highlights:

- None.

## Legislative Updates:

- None.

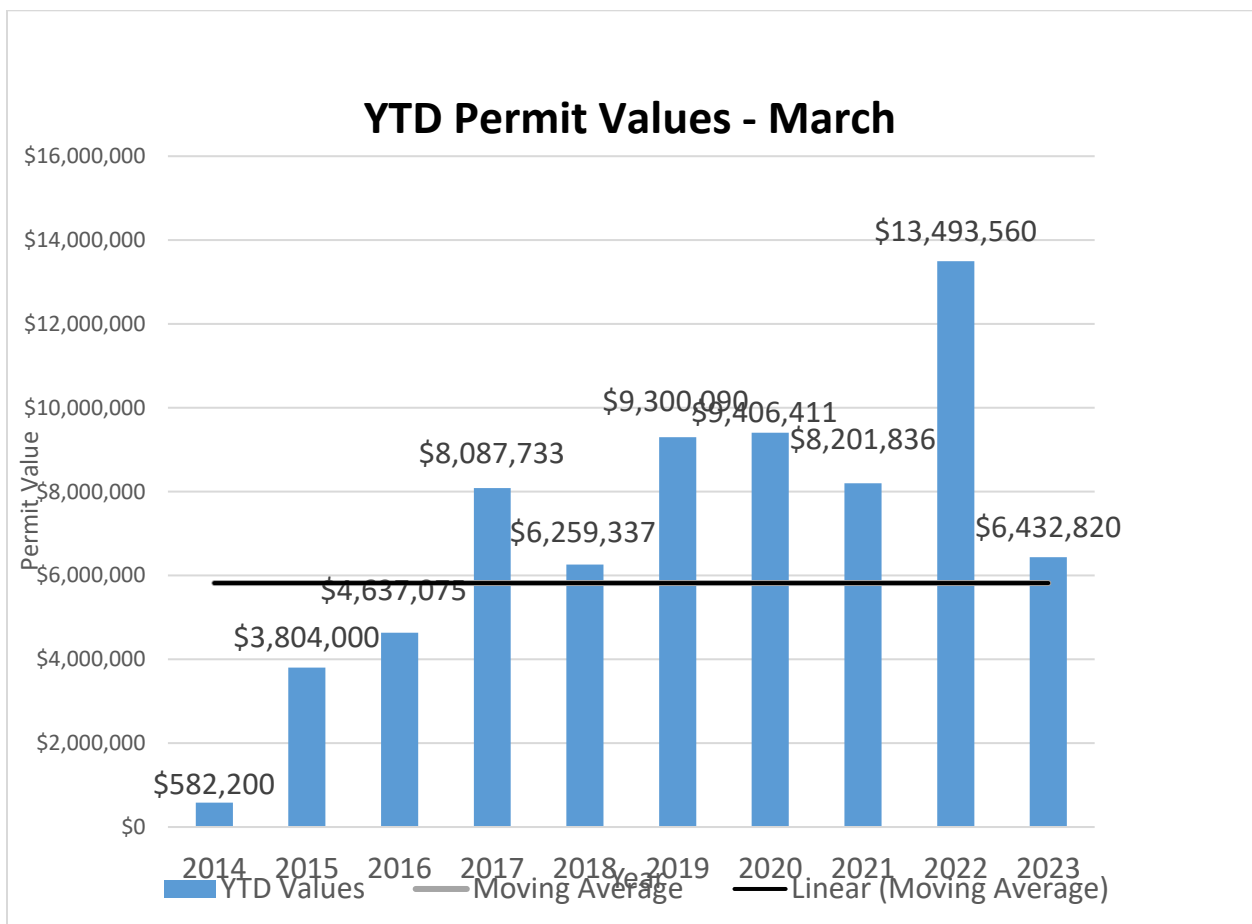
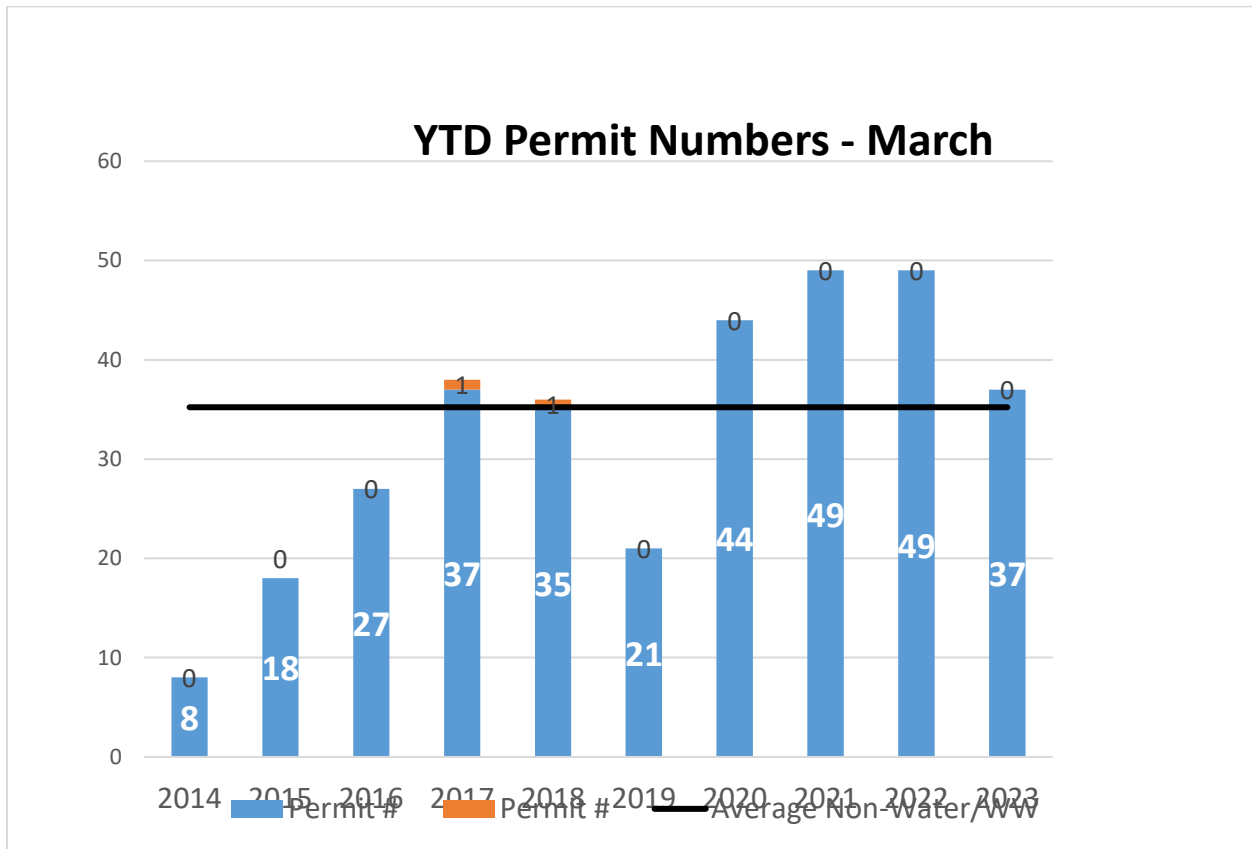
## Monthly Permit Activity:

### Permit Summary

	No. of Permits	Permit Value	Permit Fees
March 2023	14	\$2,190,000	\$13,298.12
Year to Date – March 31, 2023	37	\$6,432,820	\$43,296.26

### Permit Values and Fees

Project	Cost of construction	Building fees
Front porch	2,000	174.00
Demolition	5,000	116.00
Inground pool	100,000	116.00
Mobile home	200,000	1,246.05
Portable classroom #1	50,000	635.00
Portable classroom #2	50,000	635.00
Deck	2,000	290.00
Deck	35,000	174.00
New SFD & covered deck	890,000	2,381.66
Deck	4,000	174.00
Sanitary repair	36,000	202.00
Storage shed	100,000	924.00
Broiler barn	700,000	6,056.41
Deck	16,000	174.00
<b>Total</b>	<b>2,190,000</b>	<b>13,298.12</b>



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. Model Home Permit issued.

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.

Drain & Streetlight Locate Summary:

Updated quarterly.

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 be completed by Fall 2023. Pre-Construction Meeting attended.
Witzel Drain	Report complete.

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:

Report prepared and  
submitted by:



Karen DePrest  
Chief Administrative Officer

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

# STAFF REPORT

Report #PW2023-05

To: His Worship the Mayor and Members of Council

From: Tom Lightfoot, Public Works Manager

Re: Public Works – May 2023 Council Report

Date: April 26, 2023

## Departmental Highlights:

- Public Works staff has completed our annual roadside tree planting, with 197 trees being planted during the week of April 17<sup>th</sup>. Staff will do additional planting of plant plugs at the Pollinator habitat in the middle of May.
- Over the last couple of weeks, Public Works has completed some culvert repairs, driveway widenings, and a replacement of a road crossing culvert on the 15<sup>th</sup> Line.
- The Township graders have been out shaping the gravel roads throughout the spring thaw. The roads have firmed up and have been graded a couple times, with high edges of stone along the grass line pulled in to allow for better drainage. The roads will be graded a final time to give them their shape for the summer season before dust suppressant is applied.
- The annual gravel application is scheduled to begin on May 1<sup>st</sup>. **This year's** application covers the roads south of Oxford Road 8 and a few to the north. Staff have received test results from the granular pile and it meets **OPSS 1010 specifications for Granular "A"**. Application usually takes two weeks, depending on weather. The Township will be applying 18,000 tonnes of gravel to the roads.
- Dust suppressant application is scheduled to start on May 3<sup>rd</sup>. It usually takes a month to complete the application. We will be starting with the roads that are not receiving gravel this year and once they are done, we will start the fresh gravel roads. This allows time for the fresh gravel to settle in and be shaped, ahead of the dust suppressant application. Staff will be trying different spray techniques and we will also be doing a test area with different application volumes.

- Township staff has been working with the UTRCA and Innerkip Central School to organize the planting of trees, shrubs and native plants at the Innerkip Meadows subdivision storm water pond. The planting is scheduled to take place on May 2<sup>nd</sup> and 3<sup>rd</sup>. Students, as well as staff from the UTRCA and Township, will be planting approximately 400 trees/plants.
- Now that the winter weather is done, Staff will be utilizing our speed Armadillo in areas that residents have brought concerns forward, as well as areas that the Township proactively monitors. We will also continue to move our child speed signs around throughout the Township.
- As spring weather has arrived, volumes at the yard waste depots are increasing. Staff will be allocating time to keep the depots cleaned out on a regular basis.
- Street sweeping in Innerkip and Tavistock is scheduled for the middle of May.
- The Township's annual regulatory sign inspection has begun, and we should be receiving the report in the coming weeks. Advantage Data Collection is completing the inspection. The signs are inspected for overall condition, and each sign also has its reflectivity tested. This inspection is included in the Minimum Maintenance Standards.
- At the AORS annual general meeting it was announced that The Oxford County Road Supervisors Organization has been named as hosts for the 2025 AORS Trade Show. The Trade Show will be hosted on the Outdoor Farm Show grounds in Woodstock, and the Ross Mackenzie Golf Tournament will be hosted at Craigowan Golf Course.

### Parks and Recreation

- Staff will be starting removal of the arena ice on May 19<sup>th</sup>, in preparation for the Tavistock World Crokinole Championship. Ice installation will begin the week of July 24<sup>th</sup>.
- The replacement of the chiller for the Tavistock Arena is scheduled to begin the week of June 12<sup>th</sup>.

- All Township parks have been de-winterized. Cleanup in the parks is ongoing and grass cutting has begun.
- Staff will be applying crushed recycled asphalt to the gravel parking lot at the arena. We intend to complete this work near the end of May. The Township currently has the required material at the Tavistock shop, from past road rehabilitation projects.

Status of Significant Capital Projects:

Capital Project	Current Status
Tavistock Arena Chiller	Ordered
Utility Truck	Awaiting delivery
16 <sup>th</sup> Line FiberMat	Tender Awarded

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 #FC2023-04

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services – May 2023 Council Report

Date: April 26, 2023

## Departmental Highlights:

### Fire Department:

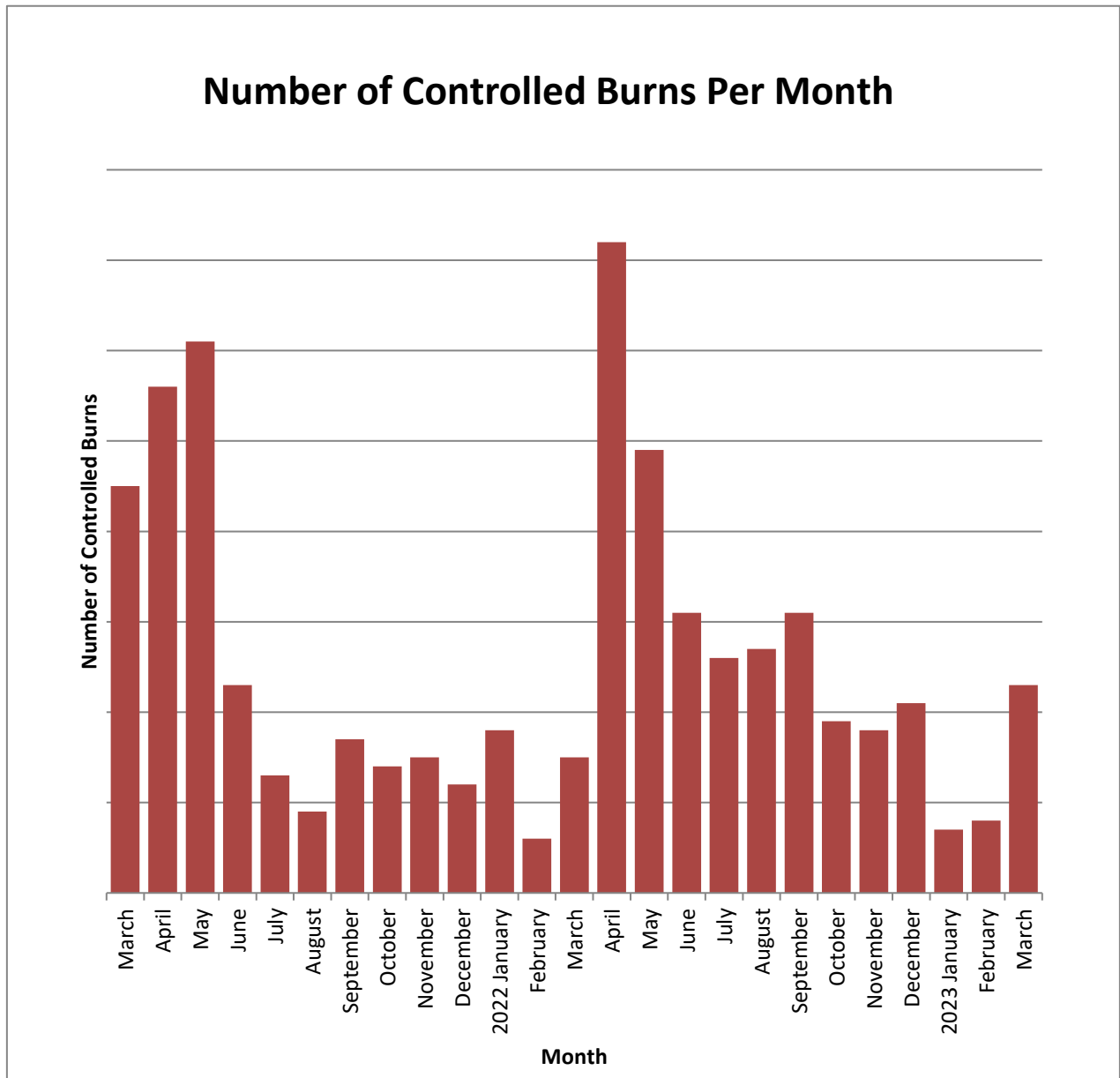
- The 2023 recruit class recently completed the written portion of their NFPA 1021 Firefighter 1 & 2 testing with a 100% pass rate. They will now be attending live fire training in Ingersoll on May 6<sup>th</sup> & 13<sup>th</sup>, followed by practical testing on May 27<sup>th</sup>.
- April was also a busy month for other training sessions for the Township's firefighters. There were three firefighters who attended NFPA 1041 Instructor 1, two attended NFPA 1072 Haz Mat Ops, and four enrolled in the DZ driver training now offered through RFSOC.
- The Tavistock Station recently organized a practice session on the new PeopleCare facility site to pre-plan for the upcoming construction scheduled to begin the week of May 1<sup>st</sup>.
- Innerkip Station will be holding another of its popular Firefighter Breakfasts at the firehall on May 7<sup>th</sup> from 8:30 am to 11:30 am.
- During April, FPO Hayman reviewed two fire safety plans, inspected the Oxford County Housing property and consulted with a business regarding a possible expansion to their production process. As well, FPO Hayman conducted fire extinguisher seminars for a local business and two sessions for a local church. He has also been approached by one of the private schools to assist in their "Community Helpers Project".
- The OAFCA Conference & Trade Show will be held from May 4<sup>th</sup> to May 6<sup>th</sup>. **While staff won't be attending the conference, several firefighters will be attending the Trade Show.**



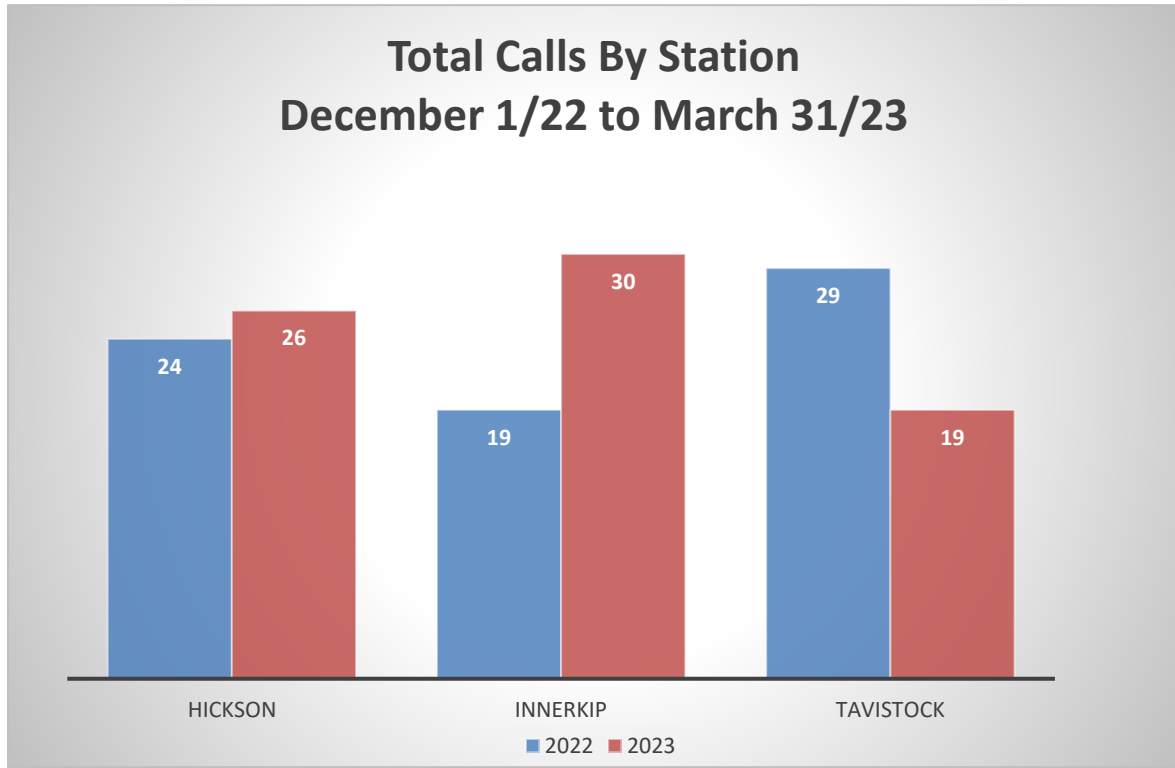
- April saw the conclusion of two very distinguished careers within our fire department. Innerkip is losing long time member Tim Moyer after over 27 years of duty and Tavistock Station Chief Greg Bender announced his retirement effective April 30<sup>th</sup>, concluding more than 22 years of service. Mike Donaldson has been selected as the next Tavistock Chief, and his replacement as captain will be announced the week of May 1<sup>st</sup>.

Controlled Burn Approvals:

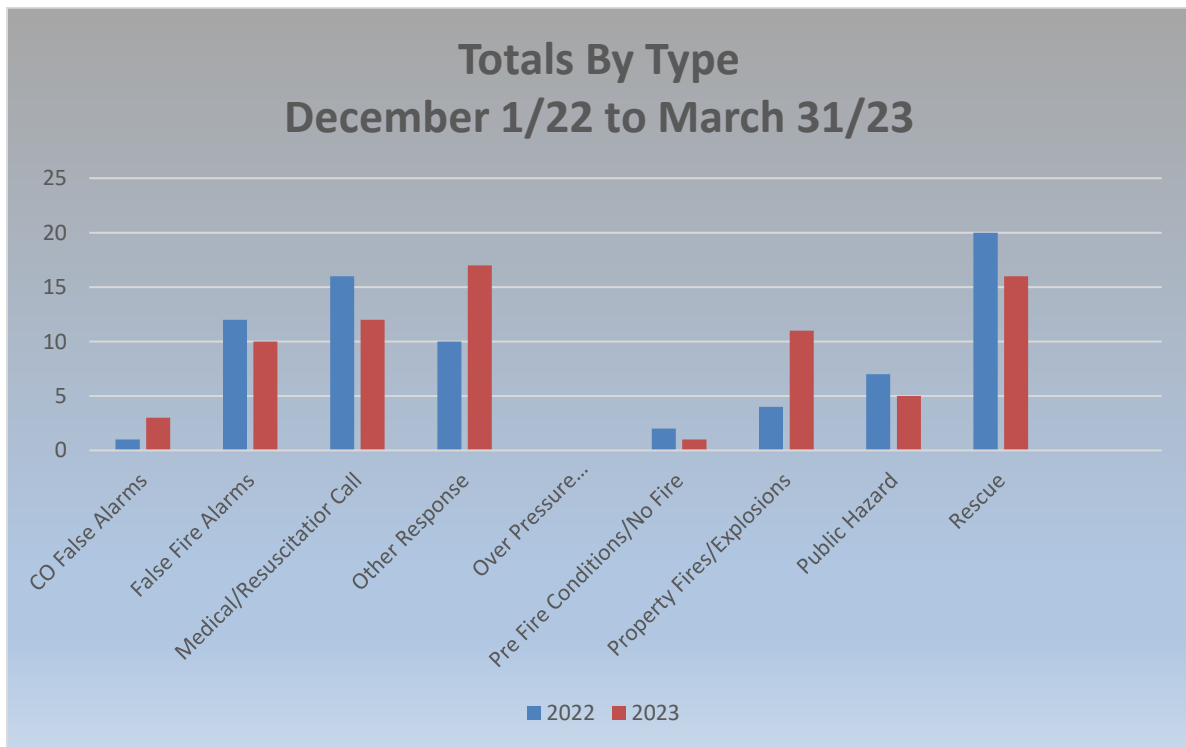
- March (2023): 23
- Year to Date: 38



TOTAL FIRE CALLS FOR 2023 (December 1/22 to March 31/23)



TOTALS BY TYPE-2 YEAR COMPARISON (Dec. 1/21 to March 31/23)



Emergency Management:

- The St. Clair Sector Regional Field Officer has announced that there will be an EMO Sector Meeting on June 8<sup>th</sup> in Sarnia that staff is scheduled to attend.

Legislation

- No updates to report.

Recommendation:

1. None. For Council information only.

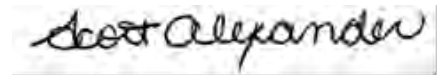
Reviewed by C.A.O.:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Scott Alexander  
Township Fire Chief

# STAFF REPORT

Report #CAO2023-05

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: 2023 Proposed Draft Operating and Capital Budgets

Date: April 26, 2023

## Background:

Staff would like to provide Council with a summary of key items, by Department, in the 2023 Draft Operating and Capital Budgets. Council will be receiving the Budgets on Wednesday, May 3<sup>rd</sup> after the Regular Meeting. The binders will be distributed in person on May 3<sup>rd</sup> to allow time for Council to review and prepare for the special budget working session, to be held on Thursday, May 11, 2023.

### Building, Locates and Drainage - \$70,091 (2023-2022)

- Permit revenue is projected to go down for 2023 causing a larger draw on the Building Code Act Reserve.
- Reduction in the contribution to the Storm Water Management Facilities Reserve based on revised projections.
- *Key capital project for 2023 - Purchase of a fully electric vehicle for trial in the Building Department from the Building Reserve and a reallocation of a pickup to the Fire Department for the FPO.*

### Corporate Services + \$300,416 (2023-2022)

- Funding for EZT's first ever Strategic Master Plan
- Funding for a required County-wide DC Study Update
- Reintroduction of funding for the North Oxford Transit initiative
- Reduction in the funding from the Policing Reserve for the Enhanced Officer position.
- Minor increase to allocations for cemetery grass cutting.
- *Key capital project for 2023 - Township Office reserve funded.*

### Fire Services + \$18,332 (2023-2022)

- Removal of discretionary spending budgets awaiting the AMP
- Innerkip Fire Station at full complement of staff.
- Active engagement at all stations in training programs.
- *Key capital project for 2023 - Purchase of SCBA's for all 3 stations (spanning a 3-year financing strategy 2021-2023.)*

- Parks and Recreation + \$319,654 (2023-2022)
- All recreation functions are now represented by budget business areas (trails, parks, community halls, pavilions, and the arena
  - Transfer of Public Works staff (3) previously supporting parks activities 50% of the time to Parks and Recreation
  - Transfer of vehicles and equipment for allocation and reserve
  - Capital planning and financing in preparation for the AMP.
  - *Key capital projects for 2023 – Tavistock Spray Pad and Tavistock Arena Chiller Replacement.*

- Public Works - \$28,728 (2023-2022)
- Staff (3) transferred to Parks and Recreation.
  - Inflationary impacts on Salt, Sand, Gravel, Dust Suppressant and Purchased Services
  - *Key capital project for 2023 – 16<sup>th</sup> Line Fibremat.*

- Treasury Services + \$54,770 (2023-2022)
- Reduced supplemental revenue projection from 2022, as 2022 was a catch-up year on outstanding assessment changes.
  - OMPF Funding increased over prior year.
  - Increased interest revenue anticipated from banking RFP.
  - *No capital budget.*

The 2022 approved budget resulted in a tax levy of \$6,652,953. The proposed 2023 budget would result in a tax levy of \$7,247,306. This is an increase of \$594,353, or 8.93%, on the tax levy. This increase is covered by increased assessments related to growth of \$291,666 (4.38%) and a tax rate change of 4.55%, resulting in the residual \$302,687. For Council's information, a 1% change in the levy results from a change of \$66,529.

### Recommendation:

1. **None.** For Council's information only.

Respectfully submitted by:




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Karen DePrest  
Chief Administrative Officer/Treasurer

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2023 - 14**

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Being a by-law to confirm all actions and proceedings of the Council.

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

All actions and proceedings of the Council taken at its meeting held on the 3<sup>rd</sup> day of May, 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 3<sup>rd</sup> DAY OF MAY, 2023.**

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Phil Schaefer, Mayor

seal

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Will Jaques, Clerk