

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

AGENDA

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

1. Call to Order & Opening Remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm May 3, 2023 Council Meeting Minutes
 - b) Confirm May 11, 2023 Special Council Meeting Minutes
 - c) AORS – 2023 Trade Show
 - d) Oxford County Pride Committee – Flag Raising & Sponsorship Request
 - e) Brian Middleton – Ban Non-Government and Special Interest Group Flags
5. Delegations & Appointments:
 - a) 7:15 p.m. – MVA Application A-4-2023 (Feltz)
 - b) 7:20 p.m. – Public Meeting (Proposed Draft 2023 Capital and Operating Budgets)
Follow Link to Proposed Draft Budget:
<https://www.ezt.ca/en/township-office/resources/Budget/Summary---023-EZT-Combined-Draft-Budgets-for-Website.pdf>
 - c) 7:30 p.m. – Oxford County – Bluebox Transition Update
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) Staff Report - #CIO2023 – 03 re: Municipal Alcohol Policy
 - e) Staff Report - #BCO2023 – 04 re: By-law Compliance Reporting
 - f) Staff Report - #CSM2023 – 07 re: Corporate Services Reporting
 - g) Staff Report - #CAO2023 – 06 re: CAO-Treasury Reporting
7. By-laws:
 - a) By-law #2023-16 – Hickson Sports and Recreation Inc. Agreement
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
10. Confirming By-law
11. Adjourn

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

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

2.

Placeholder Page for Agenda Item 2 – Approval of the Agenda

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

3.

Placeholder Page for Agenda Item 3 – Disclosure of Pecuniary Interest

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

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 9:00 a.m. on Wednesday May 3, 2023.

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

Members Absent: None.

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

Mayor SCHAEFER welcomed everyone to the meeting. Mayor SCHAEFER also noted that former Township Councillor Margaret Lupton was being honoured by Zorra Township on May 3, 2023, for her years of service to that municipality. Councillor SMITH noted that the first week of May is Canadian Mental Health Week, and that the Innerkip Firefighters Breakfast is coming up on May 7, 2023. Councillor SMITH also offered his congratulations **to the Canadian Men’s U23 Fastball team on their recent** participation in the Softball World Cup in Argentina, with local residents competing for Team Canada.

Approve
Agenda

1. Moved by: Brad SMITH
Seconded by: Scott ZEHR
Resolved that Council approve the agenda for the May 3, 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 19, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- ERTH Corp. – Notice of 2023 Annual General Meeting
- Staff Report - #CBO2023 – 05 re: Building, Development & Drainage Reporting
- Staff Report - #PW2023 – 05 re: Public Works Reporting
- Staff Report - #FC2023 – 04 re: Fire Department Reporting
- Staff Report - #CAO2023 – 05 re: Proposed 2023 Operating & Capital Budgets

Correspondence & Reports – Resolutions Following:

ERTH Corp. – Notice of 2023 Annual General Meeting

Council reviewed the correspondence from ERTH Corp. regarding the 2023 Annual General Meeting, and members advised as to whether they were able to attend. Mayor SCHAEFER will be the voting member on behalf of the Township.

Conferences and Seminars

Councillor SMITH provided an overview of his attendance at the recent Ontario Good Roads Association (OGRA) Conference.

County Council– Updates & Questions

Mayor SCHAEFER provided an update on Oxford County Council activities. In particular, Mayor SCHAEFER provided an overview of the Producer Responsibility Blue Box Program. Oxford County representatives will attend an upcoming Township meeting to discuss this new program.

Staff Report #CBO2023 – 05 re: Building, Development & Drainage Reporting

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

Staff Report #PW2023 – 05 re: Public Works Reporting

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

Staff Report #FC2023 – 04 re: Fire Department Reporting

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

Staff Report
#CAO2023 – 05
re: Proposed
2023 Operating
& Capital
Budgets

CAO-Treasurer Karen DePrest presented her report to Council regarding a summary of the proposed 2023 Operating and Capital Budgets. Council was also provided with a copy of the Budget for their review, in advance of the May 11, 2023, Special Council Meeting, where Council will review the Budget.

Other and
Unfinished
Business

Councillor VAN WYK brought forward discussion regarding traffic calming measures in the Township. Staff provided an overview of the current measures being employed in regards to speed monitoring.

CAO-Treasurer Karen DePrest provided an update on the amendments being made to the Municipal Alcohol Policy. Once complete, the Policy will be brought back to Council for consideration.

Confirming
By-law

- 3. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that By-law #2023-14 being a by-law to confirm the proceedings of Council held Wednesday May 3, 2023, be read a first, second and third time this 3rd day of May, 2023;

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

CARRIED.

Adjourn

- 4. Moved by: Steven VAN WYK
Seconded by: Scott ZEHR
Resolved that Council does now adjourn at 11:05 a.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 9:00 a.m. on Thursday May 11, 2023.

Members Present: Mayor Phil Schaefer, Deputy Mayor Brad Smith and Councillors Scott RUDY, Jeremy SMITH, Steven VAN WYK and Scott ZEHR.

Members Absent: Councillor Matthew GILLESPIE.

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

Mayor SCHAEFER welcomed everyone to the meeting. Councillor RUDY advised that the Recreation Advisory Committee meeting of May 10, 2023 went well, and that the next Recreation Advisory Committee meeting will be held Wednesday August 9, 2023 at the Innerkip Community Centre.

Approve
Agenda

1. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that Council approve the agenda for the May 11, 2023, special meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

CAO-Treasurer Karen DePrest led Council and Staff in review and discussion of the proposed 2023 Operating and Capital Budgets.

Council observed a lunch break between 12:09 p.m. and 12:40 p.m.

After the lunch break, review and discussion of the proposed Budgets continued.

Confirming
By-law

2. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that By-law #2023-15 being a by-law to confirm the proceedings of Council held Thursday May 11, 2023, be read a first, second and third time this 11th day of May, 2023;

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

CARRIED.

Adjourn

3. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that Council does now adjourn at 2:24 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor



AORS

PROMOTING **KNOWLEDGE**. PURSUING **EXCELLENCE**.

May 8, 2023

Dear Heads of Council and Council Members,

We would like to take the opportunity to remind you about the AORS Annual Trade Show being held on **June 7-8, 2023**, at the Gemini Sportsplex in Strathroy, Ontario hosted by the Middlesex County Public Works Association.

The trade show is a perfect opportunity for you to meet with public works professionals and municipal suppliers from across the province, and is open for you, and your public works staff, to attend. Additionally, the show is suitable for staff that work in your environmental, parks, recreation and/or facilities departments. We are excited to have over 200 exhibitors and expect over 2,000 attendees to the show. Best of all, it is free to attend.

We have included a social media graphic to your CAO/Clerk that we hope you will share amongst your municipal social platforms to spread the word in your communities. As well, please be sure to encourage any of your staff you believe may be interested to attend. Everyone is welcome!

For more information on the show, please visit here: <https://aors.on.ca/events/aors-trade-show/>.

If you are planning on attending, please consider pre-registering for the event and save time lining up waiting for your badge. Additionally, you will be entered in for door prizes only available to those who pre-registered: <https://www.surveymonkey.com/r/AORS2023TS>

Mark your calendars for this great event, and we look forward to seeing you.

Sincerely,

Jarett Hogle | Trade Show Committee Chair
Middlesex County Public Works Association

Kelly Elliott | Marketing and Communications Specialist
Association of Ontario Road Supervisors (AORS)

Association of Ontario Road Supervisors
268 Maiden Lane
St. Marys, ON N4X 1A4
Phone: (226) 661-2002 Fax: (226) 661-2003
www.aors.on.ca



Will Jaques

Subject: Flying Progressive Pride Flag June 2023 & Sponsorship

From: president@oxfordpride.ca <president@oxfordpride.ca>
Sent: Monday, April 3, 2023 4:01 PM
To: Phil Schaefer <pschaefer@ezt.ca>
Subject: Re: Flying Progressive Pride Flag June 2023 & Sponsorship

Good day, Mayor Schaefer

I hope you are well. I have attached the 2023 Progress Flag raising request for June 1st, 2023 and our sponsorship outline. As noted we request the flag be flown from June 1st to the end of the month. Please let us know how to coordinate timing with yourself. In light of the homophobic challenges we experienced in Oxford County throughout the past year it is vital our community leaders demonstrate unity against hate! Oxford County experienced a significant increase in hate crimes last June focused on the 2slgbtqai+ community putting people at risk. In raising a progressive pride flag you model equity, diversity and inclusion for all. Oxford County has made a commitment to safety and wellness of it's citizens specifically those who have been marginalize or oppressed. It is vital as a leader you demonstrate that hate has no place in your community, in doing so you prompt safety and security for everyone. Thank you for your time, attention and support for the 2slgbtqai+ community. I look forward to your prompt response to coordinate timing of the flag raising June 1, 2023. Thank you for your time and consideration and I look forward to your prompt response.

Sincerely,
Tami Murray (She/Her)
President, Oxford County Pride Committee



March 15, 2023

His Worship, Mayor, Phil Schaefer
Township East Zorra-Tavistock

Re: Raising the Progress Pride Flag June 1st, 2023

Dear: Mayor Schaefer

Oxford County Pride Committee would like to once again extend an invitation to the Township East Zorra -Tavistock to show support for the LGBTQ2S+ citizens in Oxford County by raising the Progressive Pride flag June 1st, 2023 for 30 days. Last year Oxford County experienced a significant increase in hate crimes targeted towards the LGBTQAI+ community. Discrimination and hate have no place in Oxford County and is contrary to the aim and purpose of our 2SLGBTQAI+ pride events. By raising the progress flag, the community demonstrates support, acceptance with a message of no tolerance for hate. In addition, it recognizes Oxford County's desire to be inclusive, diverse and safe for all who live, work and play in our community.

In closing, I also attached our sponsorship opportunities as we would happily welcome the Township of East Zorra-Tavistock in becoming a sponsor partner for our Oxford Pride June 2023. We look forward to your prompt response to our request and let us know if you require a Progressive Pride flag. Please contact Tami Murray president@oxfordpride.ca should you have any follow up questions.

Sincerely,

Tami Murray (She/Her Pronouns)
President, Oxford County Pride Committee

Pride Sponsor Advertising 2023



Greetings:

The Oxford County Pride committee brings together a diverse group representing the 2SLGBTQAI+ community. We celebrate, advocate and educate; providing opportunities for local residents to come participate and locate resources.

It is our pleasure to once again develop the Oxford County Pride guide as a forum for local business and community service providers to demonstrate their support and ally ship for the 2SLGBTQAI+ community. This is an amazing opportunity for you to show your diversity, equity and inclusion throughout the County of Oxford. It is full of resources, articles and ads from our sponsors. The Pride guide is available in print and electronically on our website, for all to share on their social media platforms.

This is a great opportunity to advertise your business/organization and also benefit by supporting Oxford County Pride events throughout our community. Please join us as a Sponsor for our 2023 Oxford County Pride Family Day! As a sponsor you ensure that we continue to provide 2slgbtqai+ social, leisure, and recreational opportunities that are safe and inclusive for all in Oxford County.

We do offer one Diamond sponsor position. This is decided by the committee and is a business or organization that has gone above and beyond for the 2SLGBTQAI+ community. An example would be the current "100 Women who care Oxford"; they raised over \$5000 for the installation of a Pride sidewalk in Ingersoll.

Contact Philip Vandermolen at 519-504-0506 or mail@oxfordpride.ca to become a sponsor. You can also register as a sponsor through our website at <https://oxfordpride.ca/community-partners/> or order purchase a package in our Pride shop <https://oxfordpride.ca/shop/> and a committee member will contact you for all the information we need.

Sponsor Levels	Platinum \$1000	Gold \$500	Silver \$300	Bronze \$150	Friend Silent auction item under \$150
Ad in Pride Guide Colour	Full Page colour Prime spot*	½ page colour	¼ Page colour	Logo listed	Names listed
Family Day Poster	Large logo	Small logo	no	no	no
Inclusion on Facebook/Instagram/ Twitter	Logo with optional message	Logo	Mention	Mention	Group mention
Inclusion on Oxfordpride.ca	Logo link to website	Logo link to website	Logo link to website	Listed under Bronze	Listed under Friends
Table at our Family day event	Yes	Yes	Yes	Yes	If value is over \$25
Recognition at event Sponsor boards	Large Logo	Medium Logo	Small Logo	Name large text	Name small text
Speak at Family Day event	Yes	No	No	No	No
Radio Interview mention	Yes	No	No	No	No

*inside front or back cover, back cover or choice of location excluding front cover. First come first come first serve basis.

Platinum Sponsors get preference of ad placement in guide. **Oxford County Pride Family Day Saturday June 17, 2023**

Will Jaques

Subject: Ban non government and special interest group flags.

From: Naturescapes RBM

Sent: Thursday, May 11, 2023 11:45 AM

To: EZT <ezt@ezt.ca>

Subject:

Ban non government and special interest group flags.

Attention Mayor and Council

I'm writing with regards to segregation, discrimination, inequality and discontent being created as a result of non-government flags and those of political and special interest groups, being displayed in government spaces such as schools, city halls, libraries etc.

According to section 15 (1) of the charter of rights and freedoms, citizens have the right to be treated equally under the law.

Every individual is equal before and under the law and has the right to the equal protection and equal benefits of the law without discrimination.

The duty of state neutrality stipulates that neutrality must be adhere to and upheld by elected officials and must be done so without favor and in respect of the law. Giving special rights to any one group is divisive and unlawful.

The Supreme court of Canada addressed this issue in *Mouvement laïque Quebecois V Saguenay, city* 2015 SCC16, 2015 2s.c.r.3 Para 72-74 it states

"73" when the state adheres to a belief it is not merely expressing an opinion on the subject. It is creating a hierarchy of beliefs and casting doubt on the value of those it does not share. It is also ranking the individuals that hold such beliefs.

"74" by expressing no preference, the state ensures that it preserves a neutral public space that is free of discrimination and in which true freedom to believe or not to believe is enjoyed by everyone equally given everyone is valued equally.

Therefore I request that only the Federal, Provincial and municipal flags be permitted to be raised in all public space, to maintain unity and peace and to respect the equal rights of all citizens according to the rule of law and the charter of rights and freedom.

Please join Townships of Norwich and South-west Oxford in banning non-government and special interest flags.

Brian Middleton.

Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A04-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of East Zorra-Tavistock Committee of Adjustment

MEETING: May 17, 2023

REPORT NUMBER: CP 2023-148

OWNERS: Steve & Gwen Feltz
636584 14th Line, Tavistock, ON N0B 2R0

VARIANCE REQUESTED:

1. Relief from **Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses**, to increase the maximum height of a building accessory to a residential use from 5.5 m (18 ft) to 6.1 m (20 ft).

LOCATION:

The subject lands are legally described as Part Lot 26, Concession 14 (East Zorra) in the Township of East Zorra-Tavistock. The subject lands are located on the east side of 14th Line, between Cassel Sideroad and Maplewood Sideroad, and are municipally addressed as 636584 14th Line.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'E-1' Township of East Zorra-Tavistock Agricultural Reserve
Land Use Plan

TOWNSHIP OF EAST ZORRA-TAVISTOCK ZONING BY-LAW:

Residential Existing Lot Zone (RE)

COMMENTS:

- (a) Purpose of the Application:

The applicants are requesting relief from the above noted provision of the Township's Zoning By-law to facilitate the construction of a residential accessory building to the northeast of the existing

single detached dwelling on the subject lands. The proposed accessory building would be approximately 278.7 m² (3,000 ft²) in size while proposing to increase the maximum height from 5.5 m (18 ft) to 6.1 m (20 ft). The purpose of the accessory building is for personal storage.

The subject lands comprise approximately 0.3 ha (0.9 ac) and are currently occupied by an existing single detached dwelling and attached garage comprising approximately 169.4 m² (1,824 ft²) in size. Surrounding uses are primarily agricultural operations.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the current zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch (Site Plan), illustrates the location of the existing single detached dwelling and the location of the proposed detached garage.

Plate 4, Applicant's Sketch (Elevations), illustrates the exterior of the proposed detached garage.

(b) Agency Comments

The Township Fire Chief, the Township Chief Building Official, Township Public Works Manager, and the Upper Thames River Conservation Authority (UTRCA) have indicated no concerns regarding the proposal.

(c) Public Consultation

Public Notice was provided to surrounding property owners in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are located within the 'Agricultural Reserve' designation, according to the Township of East Zorra-Tavistock Land Use Plan, as contained in the Official Plan. The Official Plan permits residential development in locations within the Agricultural Reserve designation which will not conflict with the general goals for agricultural development. The subject lands are zoned 'RE', which permits non-farm rural residential development. As such, the use of the lands for a structure accessory to existing residential development is in-keeping with the intent of the Official Plan.

(e) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'Residential Existing Lot Zone (RE)' according to the Township Zoning By-law, which permits a single detached dwelling and accessory buildings and structures thereto.

In accordance with the accessory use provisions of the Zoning By-law, accessory structures are permitted on an 'RE' zoned lot to a maximum lot coverage of 280 m² (3,014 ft²) of gross floor area or 10% of the lot area, whichever is less, and a maximum height of 5.5 m (18 ft). In this instance, the applicants are proposing the construction of a residential accessory building approximately 278.7 m² (3,000 ft²), with a height of 6.1 m (20 ft).

These provisions are intended to ensure such structures/buildings remain clearly secondary and ancillary to the main use of the property, while having minimal impacts on neighbouring properties.

In addition, these size limitations assist to ensure sufficient space is maintained on the property to accommodate private services, grading/drainage, amenity space and parking.

The subject property contains an existing single detached dwelling and attached garage comprising approximately 169.4 m² (1,824 ft²) in size. While the proposed detached garage would be larger than the existing dwelling on-site, Planning staff are satisfied that the construction of a residential accessory building as proposed by the applicants will remain ancillary to the main use of the subject lands for residential purposes. The proposed detached garage would be located in the rear of the property, away from the frontage, with the existing dwelling having the main street presence along 14th Line. Based on this, staff are satisfied that the proposed increase to height is in keeping with the intent of the Zoning By-law.

(f) Desirable Development/Use:

It is the opinion of this Office that the applicants' request can be considered minor and desirable for the development of the subject property.

Staff are satisfied that the proposed accessory building will maintain the character of the subject lands and given that the subject lands are of sufficient area to accommodate the proposed accessory structure, the requested variance can be considered minor. Further, staff are of the opinion that the proposed accessory building will remain clearly secondary to the main use of the property for residential purposes. As such, staff are satisfied that the proposed development can be considered desirable, as it will facilitate a form of development that is in-keeping with the intent of the policies of the Official Plan.

In light of the foregoing, it is the opinion of this Office that the requested relief is appropriate, minor, and in-keeping with the general intent and purpose of the Official Plan and Township Zoning By-law and should be given favourable consideration.

RECOMMENDATION:

That the Township of East Zorra-Tavistock Committee of Adjustment **approve** Application A04-23, submitted by Steve and Gwen Feltz for lands described as Part Lot 26, Concession 14 (East Zorra), as it relates to:

1. Relief from **Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses**, to increase the maximum height of a building accessory to a residential use from 5.5 m (18 ft) to 6.1 m (20 ft).
 - i. That the proposed relief shall only apply to a detached garage of the approximate size and location as depicted on Plates 3 & 4 of Report CP 2023-148.

As the variance requested is considered to be:

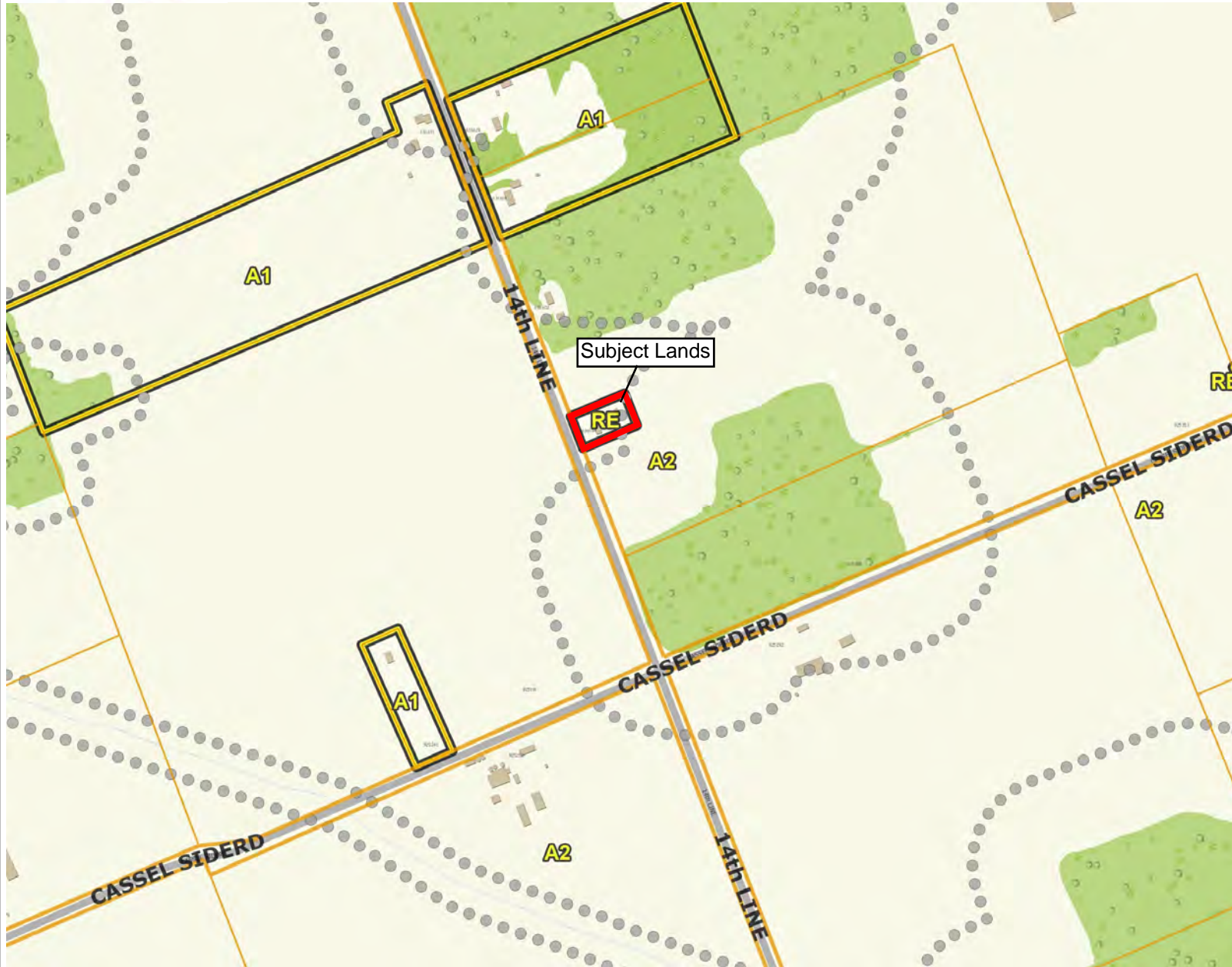
- i) in keeping with the general intent and purpose of the Official Plan;
- ii) a minor variance from the provisions of the Township of East Zorra-Tavistock Zoning By-Law No. 2003-18;
- iii) desirable for the appropriate development or use of the land, building or structure; and,
- iv) in keeping with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

Authored by: *Original Signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *Original Signed by*

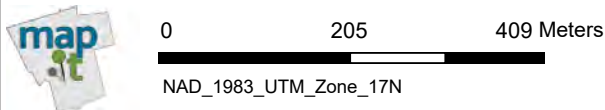
Gordon K. Hough, RPP
Director



Legend

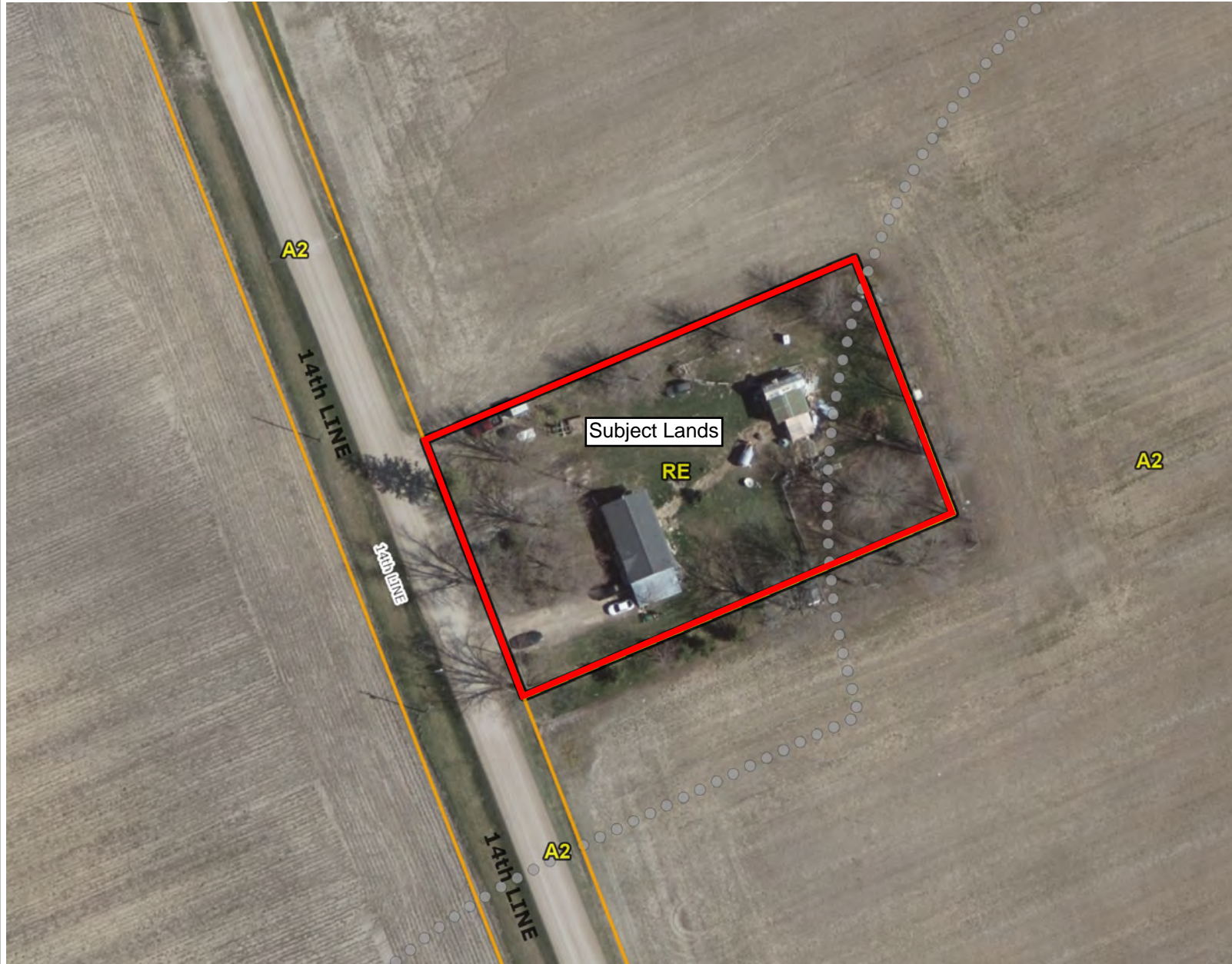
- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - 100 Year Flood Line
 - ▲ 30 Metre Setback
 - Conservation Authority Regulation Limit
 - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

May 5, 2023



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
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Notes



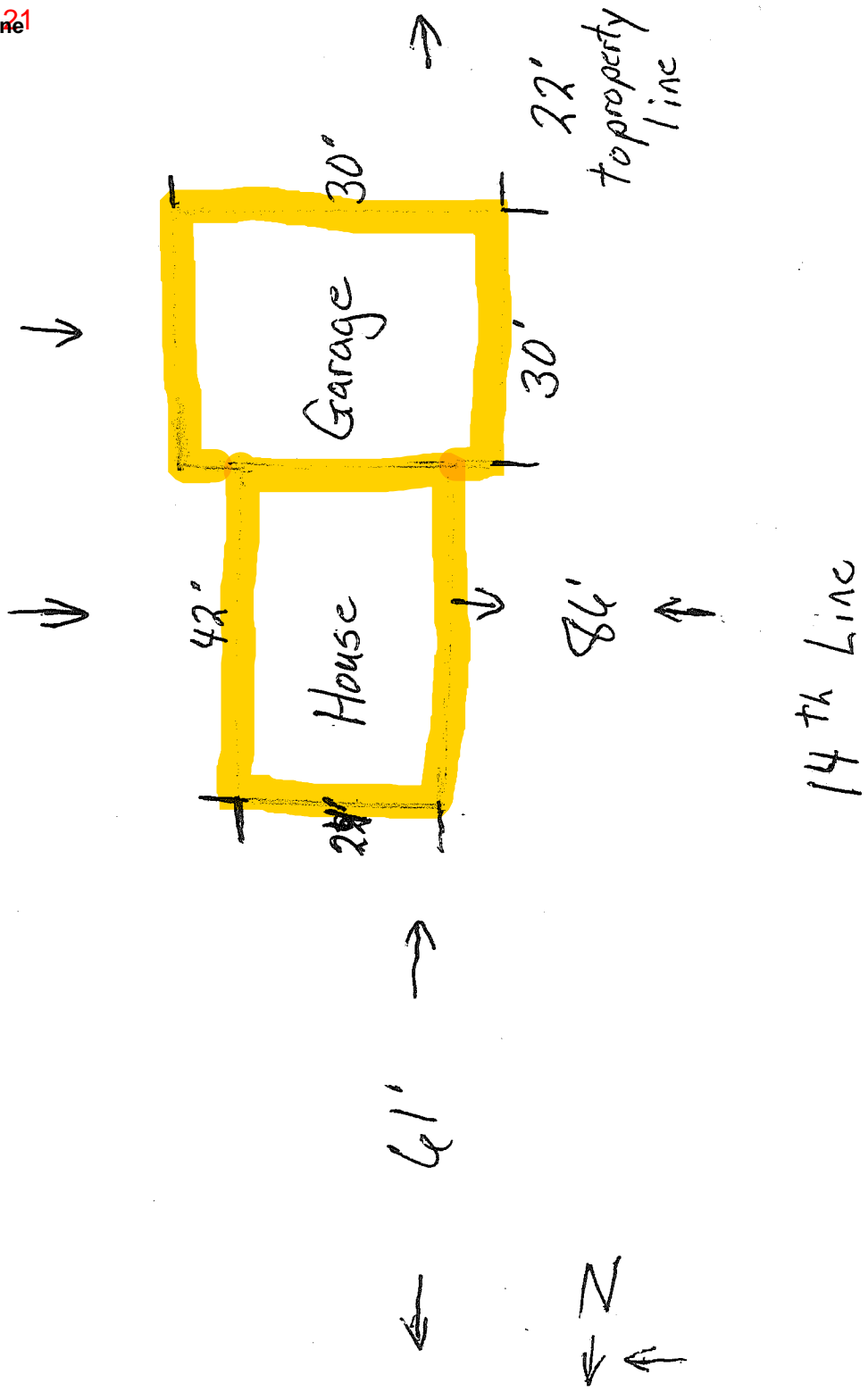
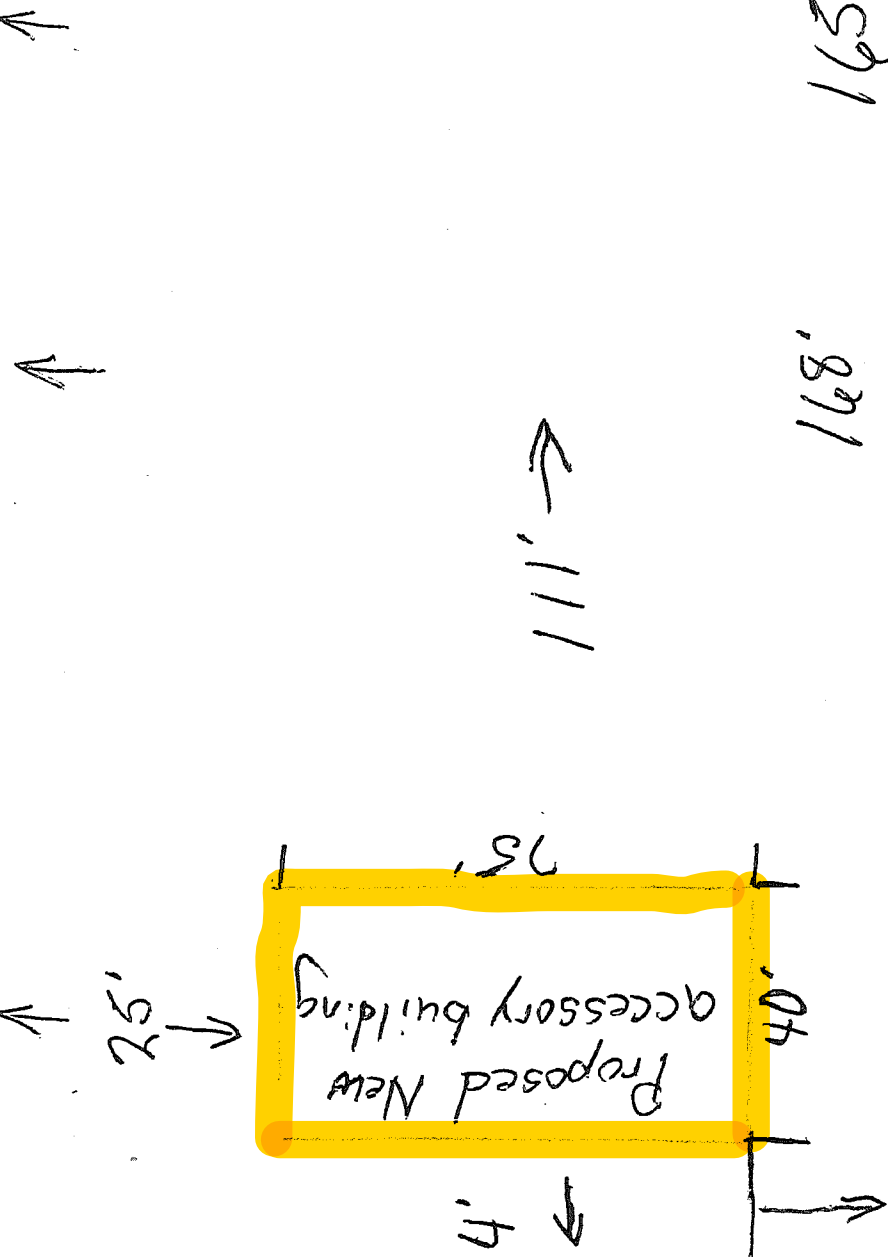
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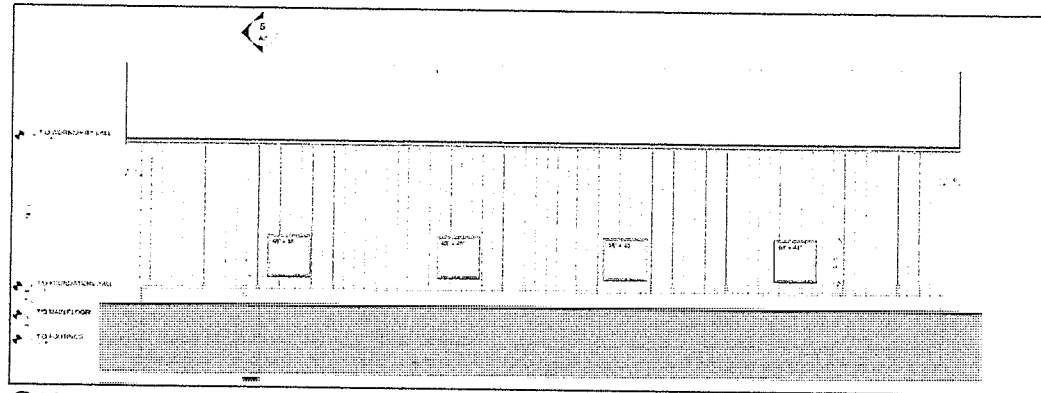
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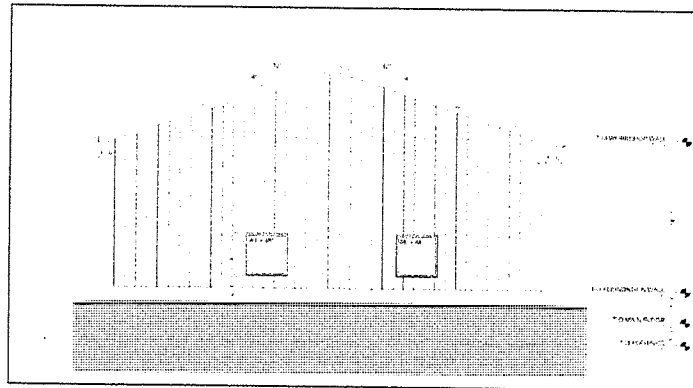
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May 5, 2023

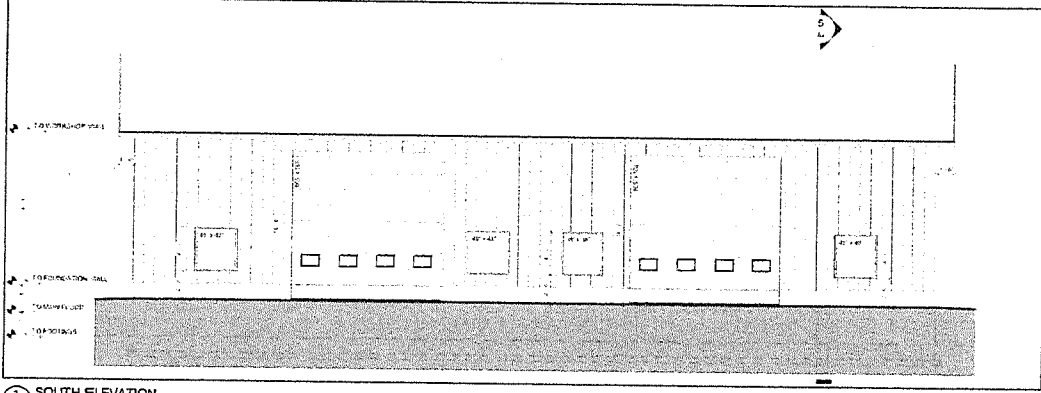




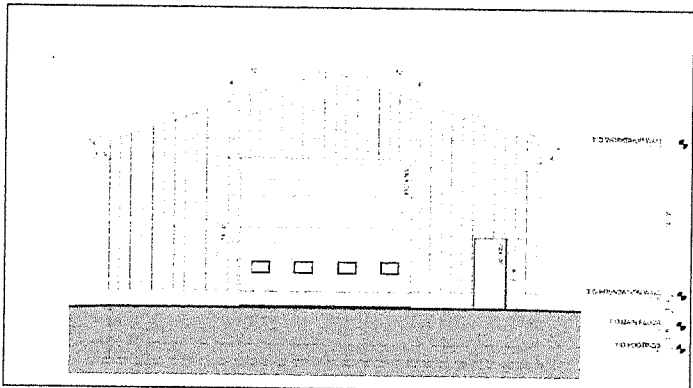
1 NORTH ELEVATION



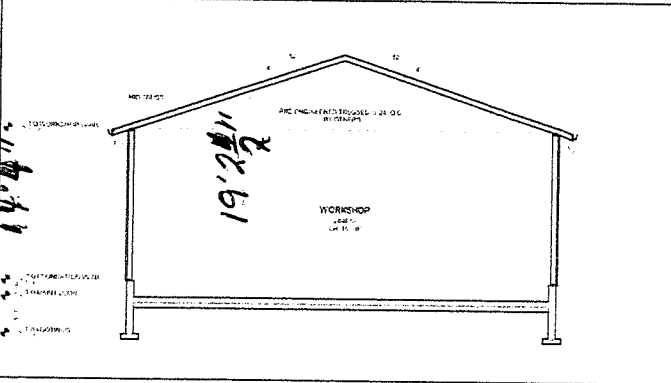
2 EAST ELEVATION



3 SOUTH ELEVATION



4 WEST ELEVATION



5 BUILDING SECTION 1

KEYNOTES	
TAB	CEMENT

PRELIMINARY
NOT FOR CONSTRUCTION
NOT FOR PERMIT

NO.	ISSUED FOR PERMIT	DESCRIPTION	DATE
ISSUE RECORD			

STEVE FELTZ

PROJECT TITLE:
DETACHED WORKSHOP

CLIENT TITLE:
ELEVATIONS AND BUILDING SECTION

DATE:	2023-07-11
SCALE:	AS SHOWN
PROJECT NO.:	0000
ISSUE NO.:	A2

Public Meeting: Proposed Draft 2023 Capital and Operating Budgets

Transitioning the Blue Box Program to Extended Producer Responsibility - Update

Township of East Zorra-Tavistock
Meeting of Council

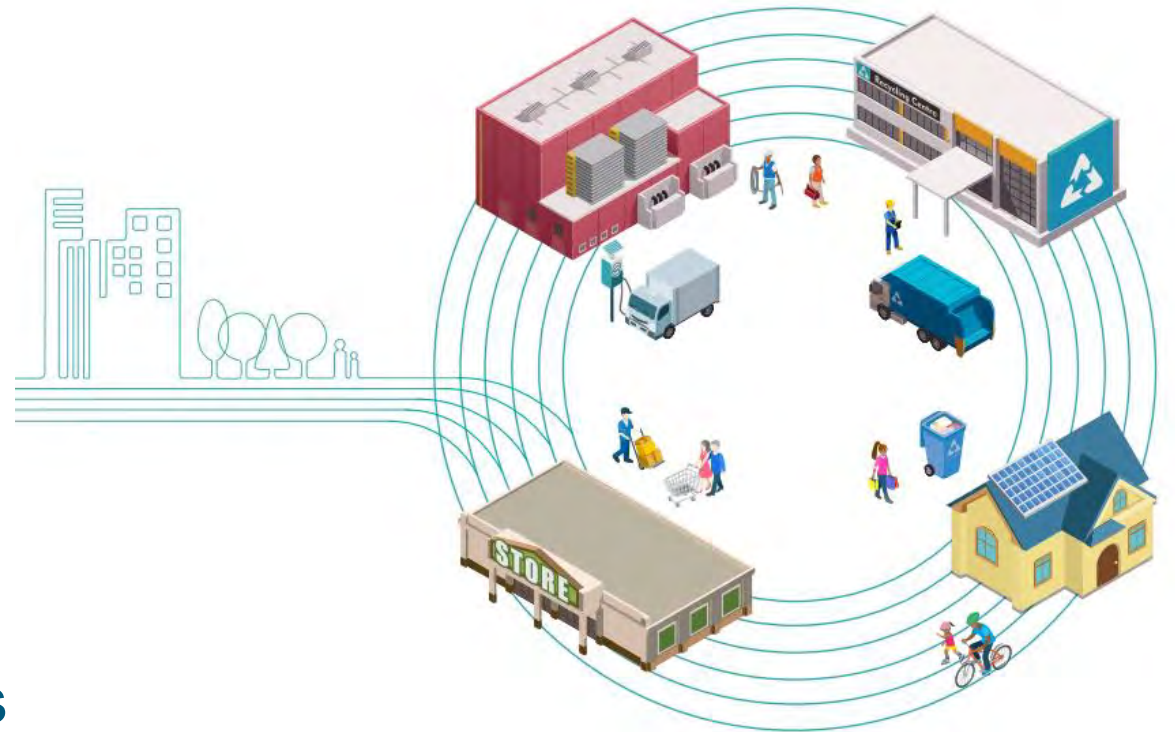
May 17, 2023



Transforming Waste in Ontario

Provincial Goals and Objectives

- Transform the existing waste diversion framework to support Ontario's vision of a **circular economy**
- **Circular Economy** aims to eliminate waste, not just from recycling processes, but throughout the lifecycles of products
- *Producers* will be fully responsible for end-of-life management of the paper products and packaging material produced

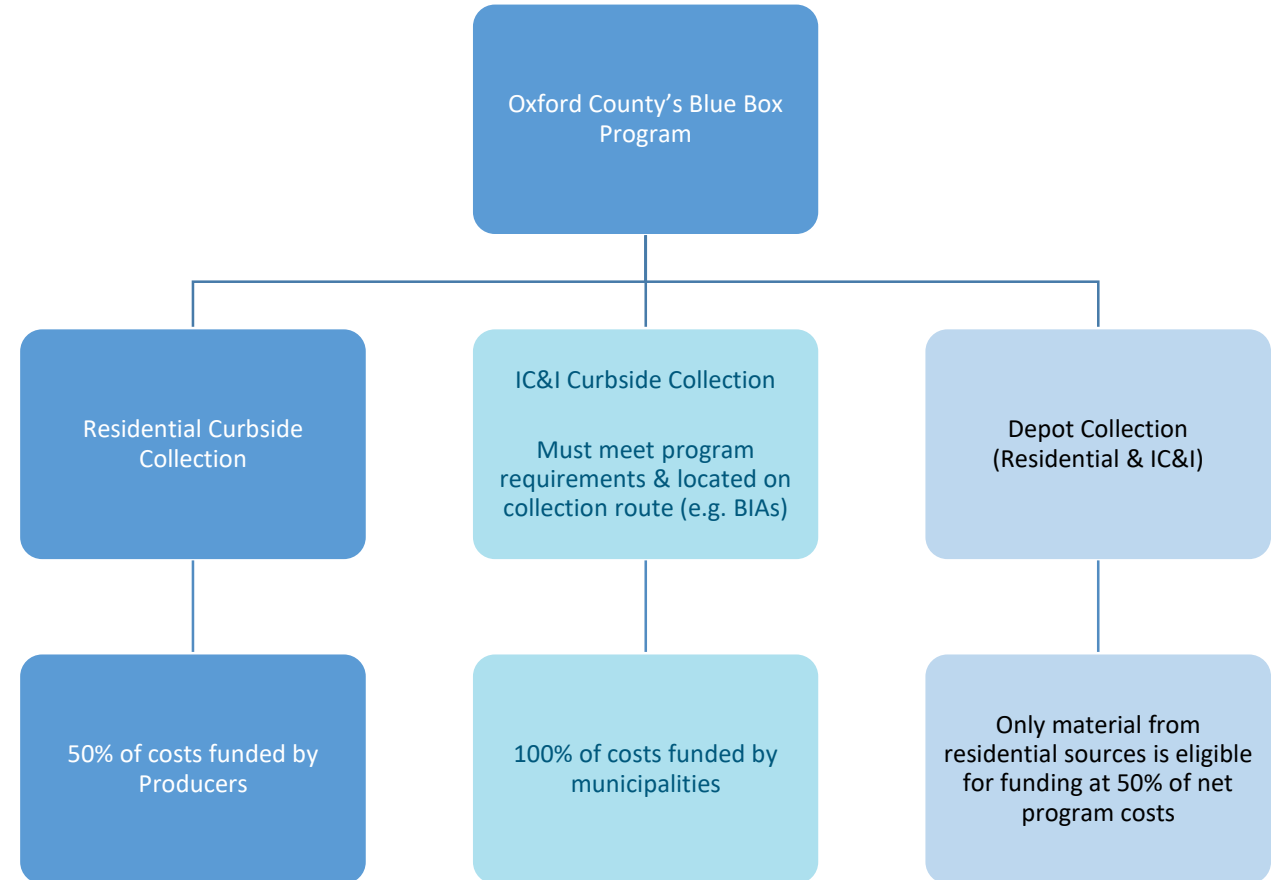


New Blue Box Regulation

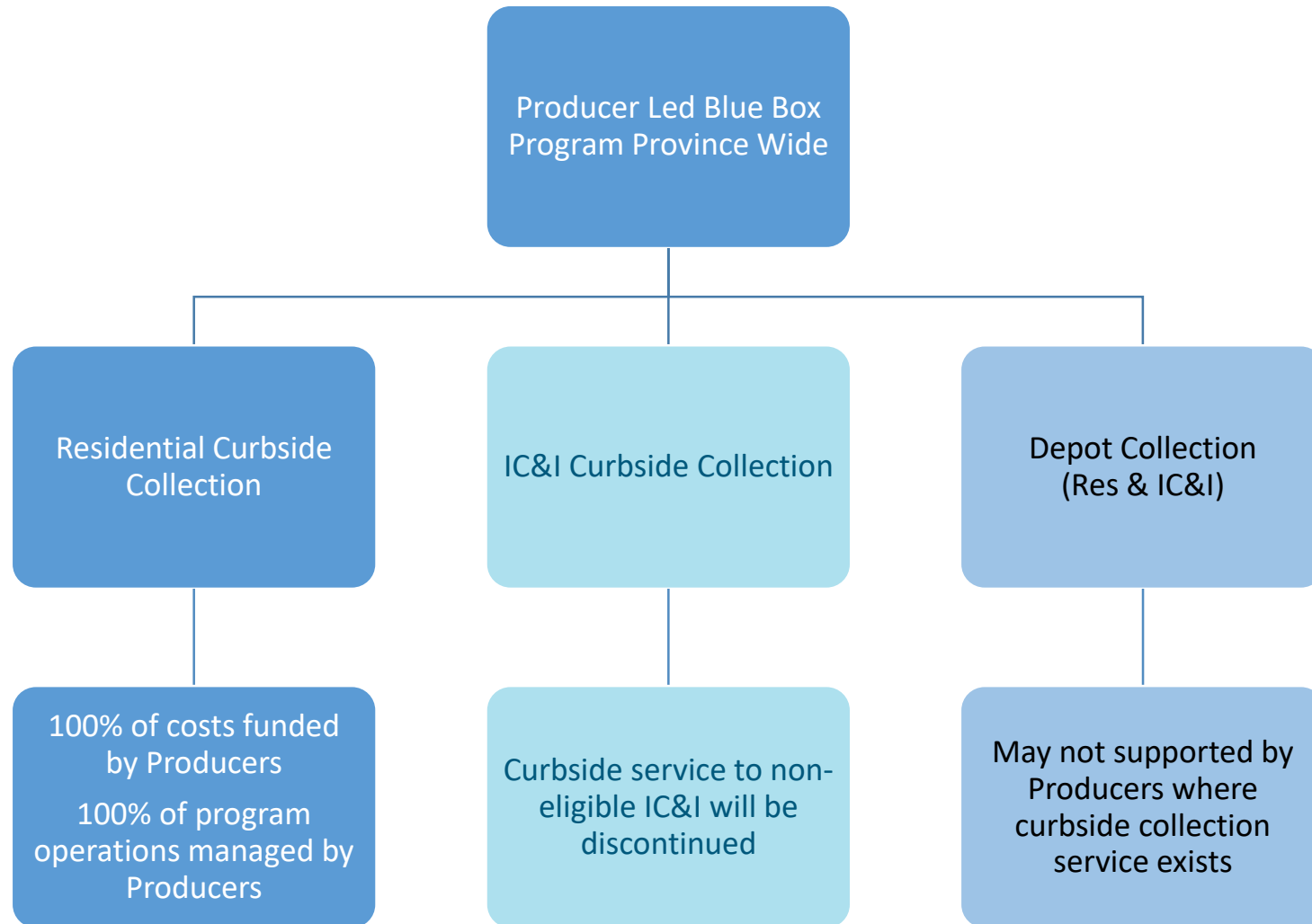
- As of January 1, 2026, *Producers* will become fully accountable and financially responsible for collecting and recycling their Blue Box materials when consumers discard them
- Province-wide common collection system for Blue Box Materials
- Municipalities and First Nation communities will start transitioning their Blue Box programs starting July 1, 2023 through to December 31, 2025
- As of January 1, 2026, municipalities are no longer be responsible for the Blue Box program
 - **Result = Net annual savings of ~\$2 million for the County**

Current Blue Box Program

- Mandates *municipalities* operate, and maintain a blue box waste management system for populations of at least 5,000
- **Provides service to residential sources** including multi-residential buildings
- 50% of municipal net Blue Box program costs funded by *Producers*
- The collection and processing of blue box materials from non-residential sources (IC&I) does not qualify for program funding – **100% of the costs incurred by the municipality**



Transitioned Blue Box Program (begins January 1, 2026)



- Only residential sources, public spaces and eligible IC&I sources (**schools, not-for profit long-term care and retirement facilities**) will receive collection
- 100% of all collection, processing, and program management costs for program eligible sources covered by the *Producers*
- *Producers* are required to meet reduction, reuse, and recycling targets as well as service standards and promotion and education requirements

Designated Materials



Pre-Transition: Shared Industry Funding

Post-Transition: Producer Responsibility

Designated Materials

All of these:



Aluminum cans



Glass bottles & cans



PET plastic bottles



Steel cans



Newsprint

for food and beverages

At least two of these:



Aluminum foil



Boxboard & paperboard



Cardboard



Polystyrene containers & packing materials



Office paper



Polycoat cartons



Magazines



Paper cups & plates



Plastic film



Rigid plastic containers (HDPE, PS)



Telephone Directories



Textiles

Varies by Municipality

(O. Reg 101/94: Schedule 1)

Packaging, Paper Products, & Packaging-like products:



✓ Typical "blue box packaging" items, made of paper, glass, metal or plastic



✓ Printed and un-printed paper (newspaper, magazines, flyers, office paper)



✓ Single-use products used for consumption (e.g., straws, cutlery, plates, coffee cups)

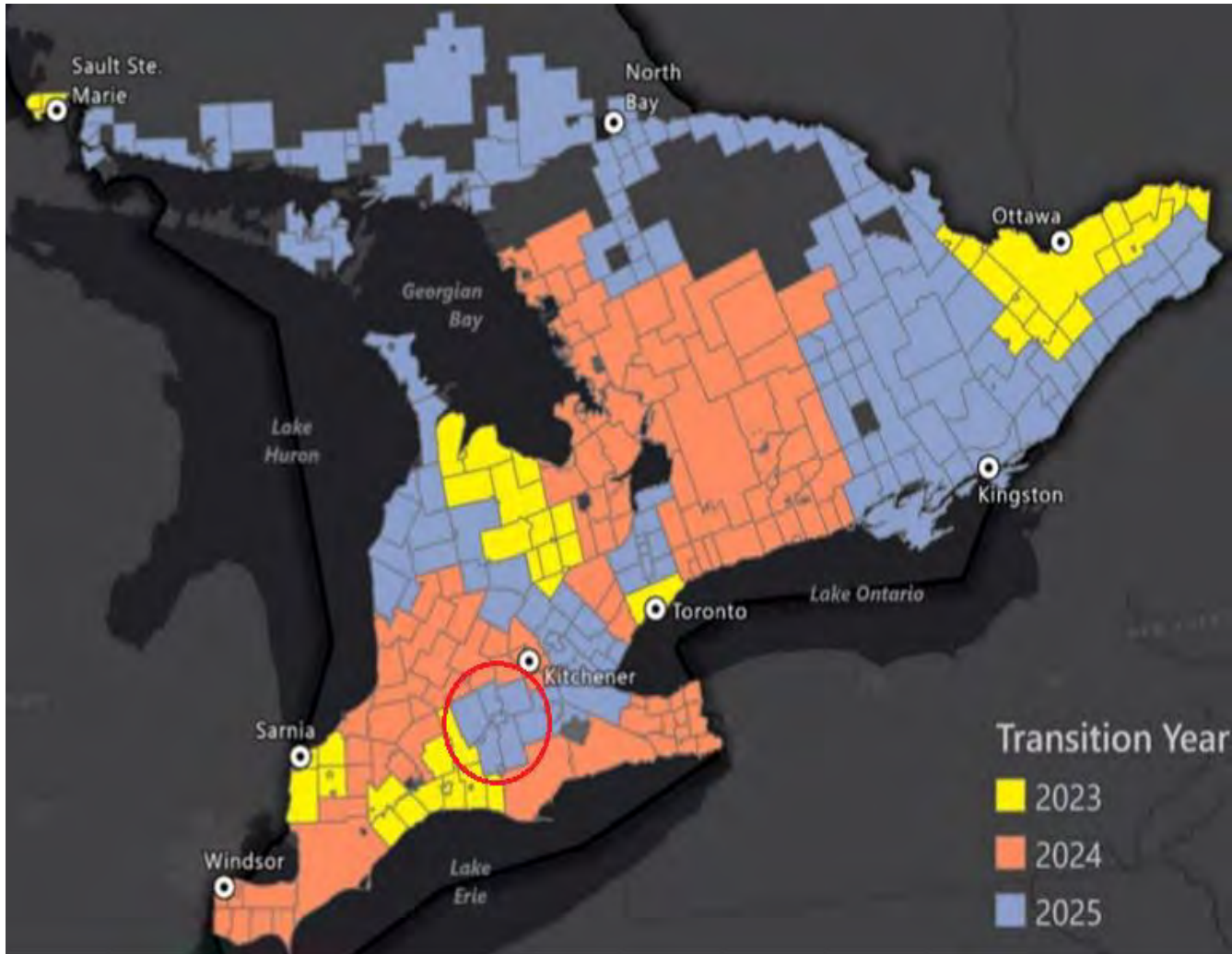


✓ Single-use products used for containment (e.g., aluminum foil, plastic bag)

Consistent across the Province

(O. Reg 391/21 s. 2)

EPR Blue Box Transition Timeline



First Group of Municipalities (67)

- Transition July 1, 2023

Second Group of Municipalities (127)

- Transition 2024

Third Group of Municipalities (182)

- Transition 2025
- **Oxford County – Dec 31, 2025 ***

* Includes recycling program services provided by SWOX and Woodstock under service contract to the County

During the Transition Period (July 1, 2023 to December 31, 2025)

- County continues as the Waste Management Authority for all Area Municipalities, coordinates and/or contracts out all eligible Blue Box Program services
- County will continue to receive Blue Box program funding of approximately 50% until the end of 2025
- County to continue to report to Resource Productivity & Recovery Authority (RPRA) on County and contracted Blue Box programs.



Transitioning the Blue Box Program to EPR

- *Producers* can independently fulfill their new EPR requirements or contract to a *PRO* to manage their blue box responsibilities under the New Blue Box Regulation
- A *PRO* represents one or more *Producers* and carries out Blue Box services such as:
 - Arranging, establishing or operating a promotion and education system
 - Arranging, establishing or operating a collection or management system
 - Provide customer service support for curbside collection operations
 - Provision of blue box containers
 - Representing producer(s) for other purposes related to O. Reg. 391/21

Circular Materials (CM)

- A national *PRO* supporting *Producers* to meet their EPR regulatory obligations
- CM was selected as the administrator of the common collection system
- Other *PROs* may come forward to oversee the common processing systems

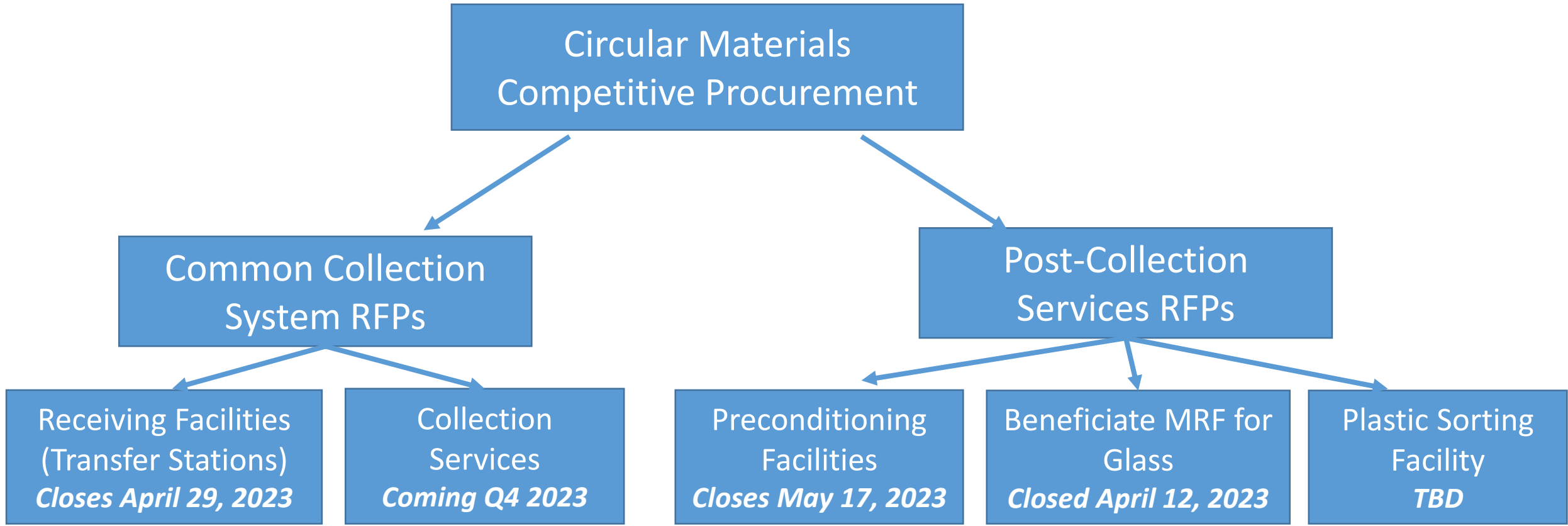
Founders

- Founded by 17 of Canada's leading food, beverage and consumer product manufacturers, restaurants and retailers
- Represents over 66% of Blue Box tonnage supplied to consumers in Ontario in 2020












Procurement Process During the Transition Period

(July 1, 2023 to December 31, 2025)



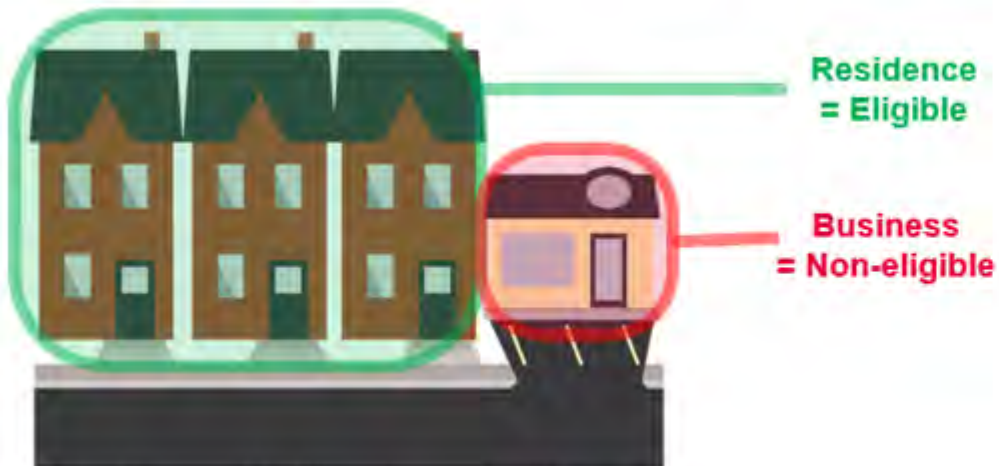
Transitioned Program: Non-Eligible Sources

CIF Existing Program	Transitioned Program
Sources	
	  Industrial or commercial properties  Not-for-profit organizations  Municipal buildings or facilities (e.g., libraries, arenas)  Daycare  Places of worship  Campgrounds and trailer-parks (without permanent or seasonal households)  Commercial Farms
<p>Select IC&I properties located on a route, meeting residential program requirements can participate in the curbside program</p> <p>Funding for this service = blue box revenue sales and tax levy (not eligible for Blue Box funding)</p>	

Transitioned Program - Non-Eligible Sources Embedded Along Collection Routes



Mixed Use Properties



Commercial buildings along residential

There are some properties that have both eligible and non-eligible materials. Non-eligible sources need to be separated from residential collection and serviced in an alternative way in 2026.

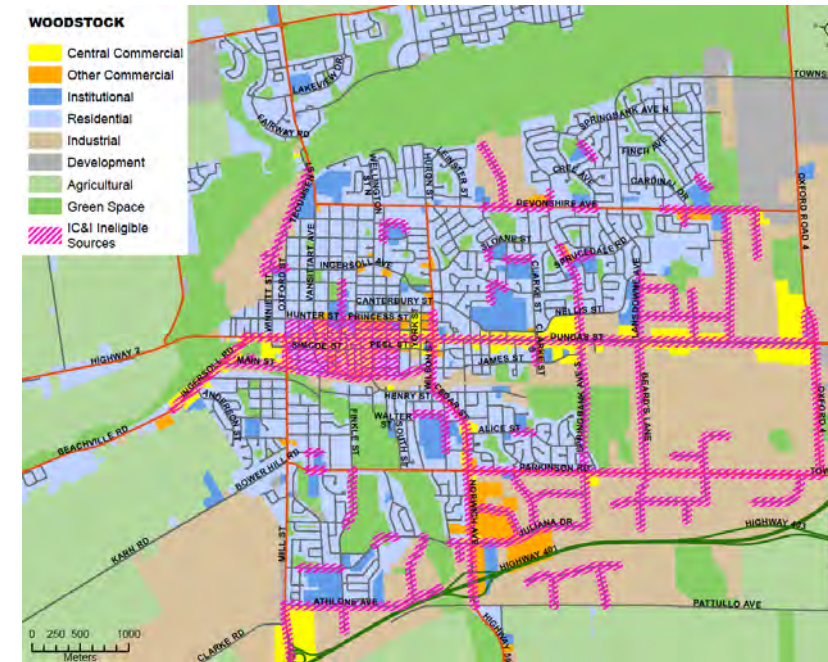
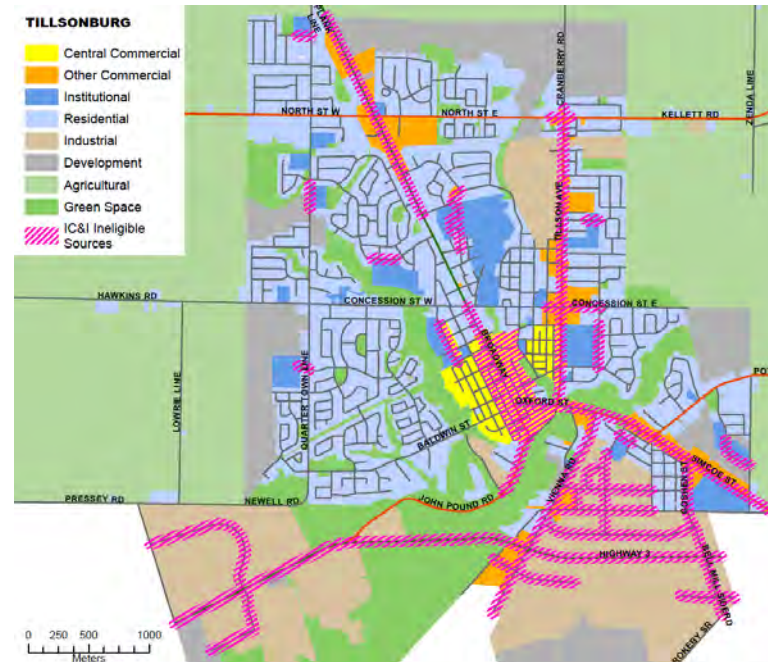
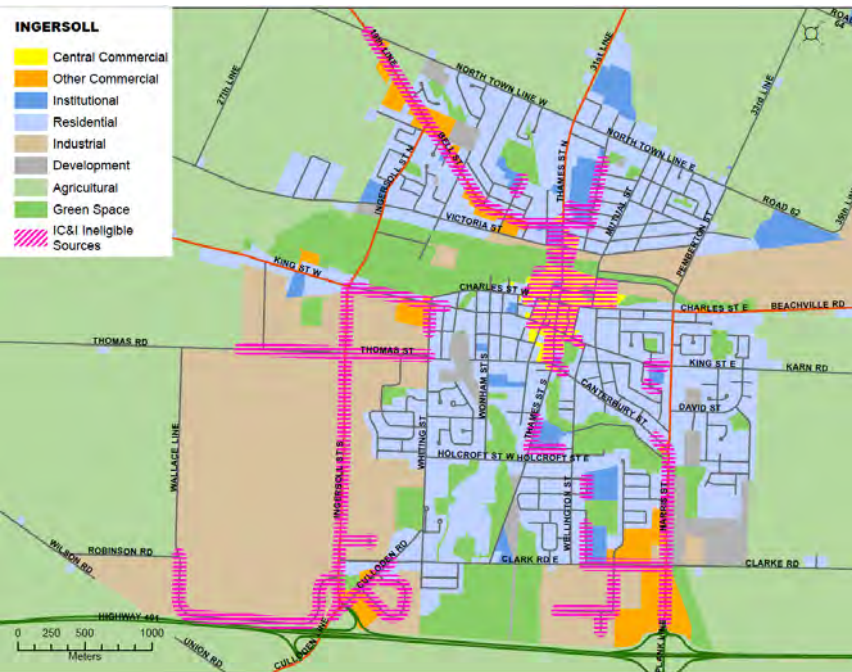
Mixed Use Properties:

- Residential apartments on top of a business are considered **eligible**
- Industrial or commercial property underneath the residential building are **non-eligible**

Commercial Buildings Along Residential Routes:

- Residential buildings (single family homes/multi-unit residential buildings) are **eligible**
- Industrial or commercial properties (e.g., coffee shop, convenience store) are **non-eligible**

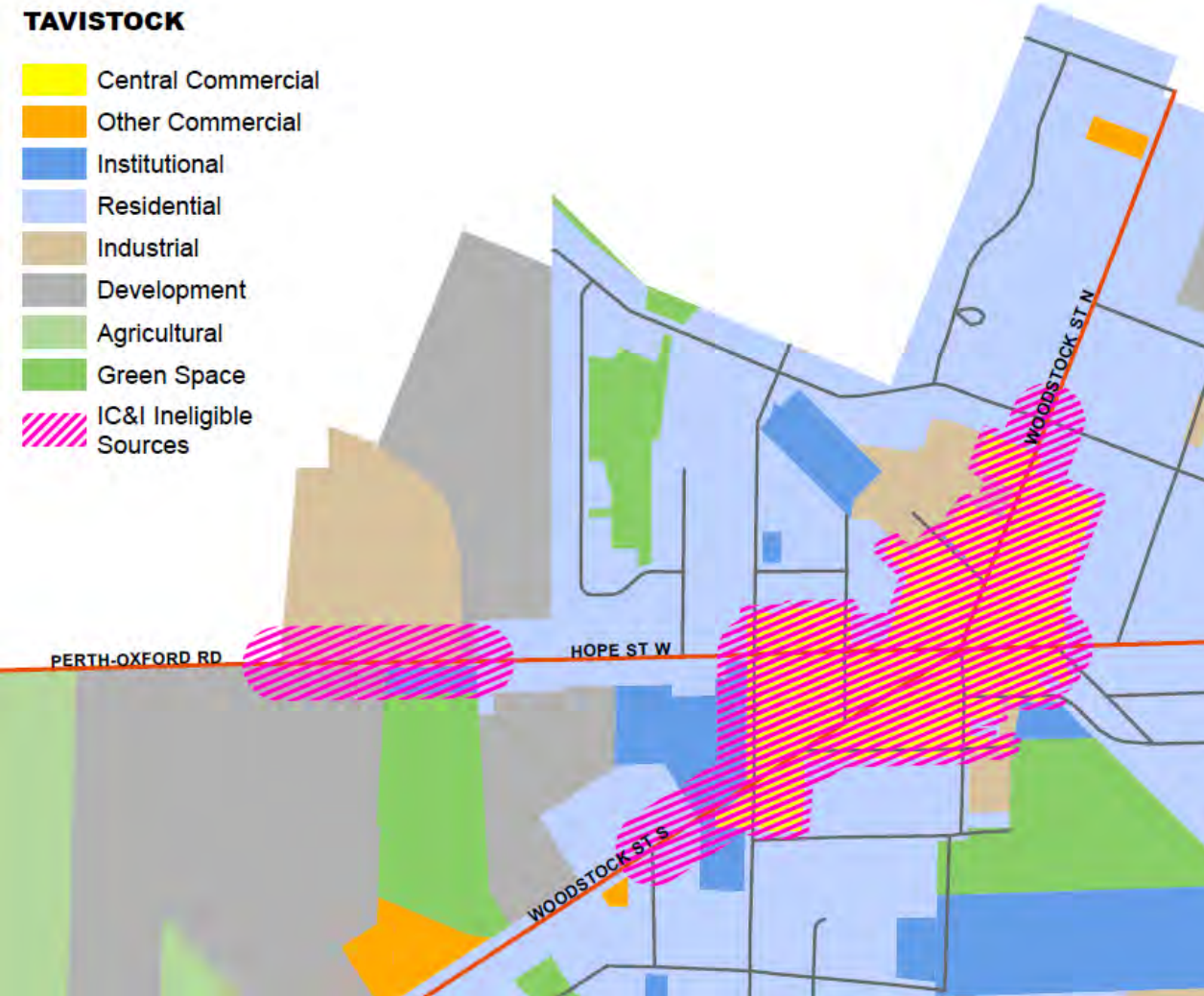
Transitioned Program. IC&I Non-Eligible Sources – Urban Areas



Transitioned Program. Non-Eligible Sources – Rural Areas

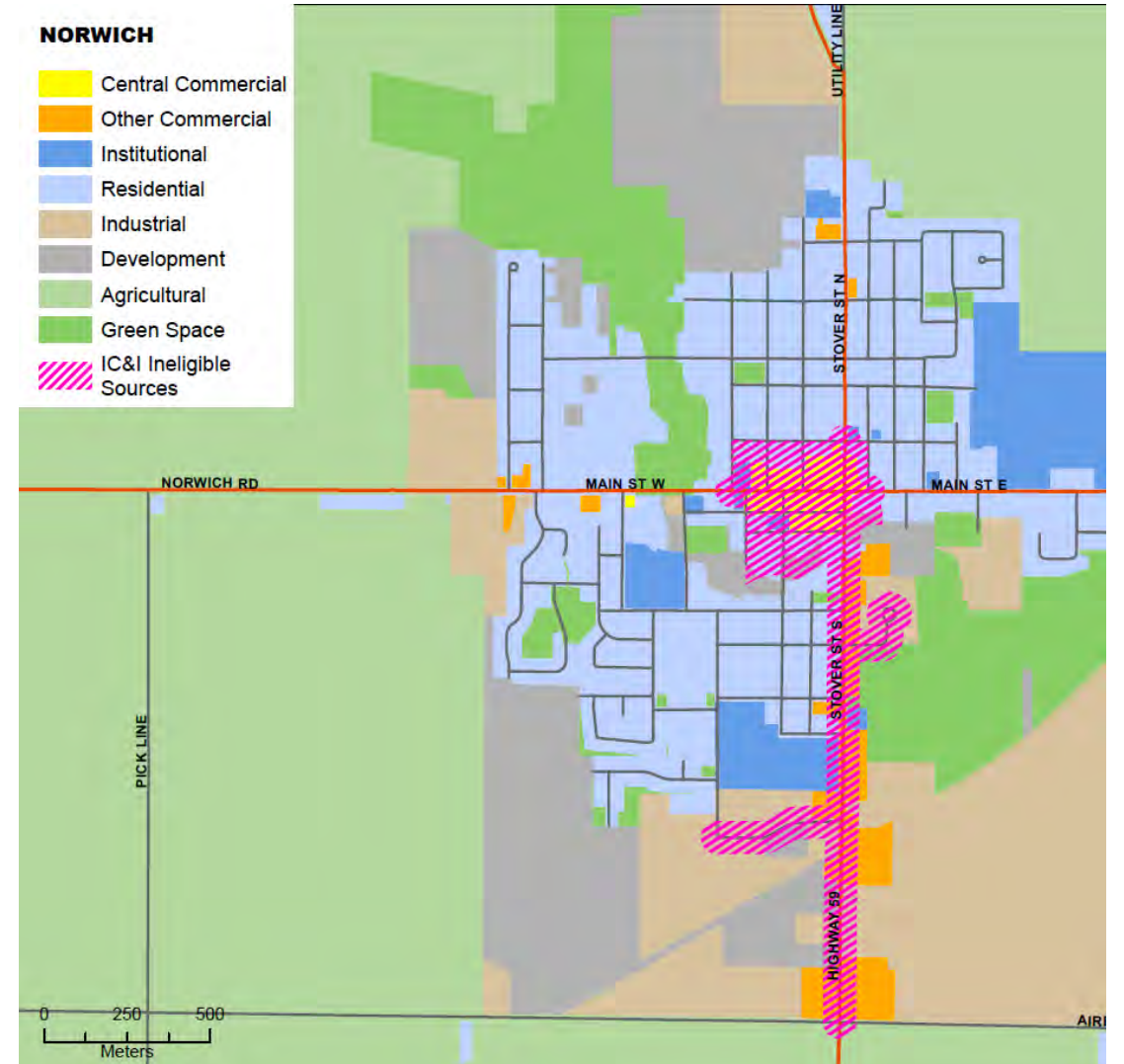
TAVISTOCK

- Central Commercial
- Other Commercial
- Institutional
- Residential
- Industrial
- Development
- Agricultural
- Green Space
- IC&I Ineligible Sources



NORWICH

- Central Commercial
- Other Commercial
- Institutional
- Residential
- Industrial
- Development
- Agricultural
- Green Space
- IC&I Ineligible Sources



Transitioned Program: Non-Eligible Sources Service Options

Municipality Arranges & Provides Stand Alone Service (collection or drop-off)	Non-Eligible Source Secures Stand Alone Service (hires contractor)
<ul style="list-style-type: none"> • Municipality Covers Cost • Municipality Charges Participating Non-Eligible Sources (User-Pay) 	<ul style="list-style-type: none"> • Non-Eligible Sources Pays Contractor Directly
<ul style="list-style-type: none"> ✓ Maintains service, less likely blue box materials end up in landfill ✓ Minimizes service disruption ✓ Drop-off depots may be cost efficient alternative 	<ul style="list-style-type: none"> ✓ Non-Eligible sources would procure contractor at their expense ✓ No municipal involvement
<ul style="list-style-type: none"> × Higher collection costs per stop due to loss of economies of scale achieved through residential program × Additional processing and transportation contracts required 	<ul style="list-style-type: none"> × Program participation may decrease = increased blue box material end up in landfill

Transitioned Program – Level of Curbside Service Impacts

Residents will continue to receive curbside collection but may see level of service impacts such as:


- Collection day and frequency (e.g. once/week, bi-weekly, etc.), which may not occur on the same day as curbside garbage collection
- Blue Box material streams (e.g. single stream vs dual stream, separate stream for certain material types i.e. cardboard)
- Customer service inquires/support will not be a municipal responsibility and managed by PRO(s) through their procurement contracts with Producers

Transitioned Program – Public Spaces & Convenience Depots Impacts

Public Spaces

- No obligation to use the same public space recycling sites currently used by municipalities
- Public space recycling sites will need to meet regulator requirements to be potentially eligible

Convenience Depots (Drop-off Depots)

- No obligation to maintain convenience depots (OCWMF Depot, Woodstock Enviro-Depot) but Producer / PROs may consider feasibility if materials are from eligible sources
- Plastic film and bulk Styrofoam packaging materials will be the responsibility of the Producer / PROs continuation of  **Oxford County** depots uncertain

Programming Considerations

- Comprehensive communication plan with early targeted communication for ineligible sources
- Should County provide collection services to non-eligible sources (e.g. BIAs, Daycares, Municipal Facilities, etc.) and how will it be funded (e.g. user fees, tax levy)?
- Will non-funded convenience depots continue to operate?
- Who will report to RPRA when new developments are ready for collection by the Producers / PRO?
- How will municipal stranded assets be utilized?
- Municipal participation in collection services through formal bid submissions or sub-contract services to primary bidder?

Next Steps

- Information delegations to all Area Municipalities
- Raise Area Municipality awareness of upcoming competitive procurement collection RFPs and other programming considerations (e.g. collection of non-eligible sources)
- Seek direction from County Council on whether the County is to partake in the competitive bid process for future Blue Box Collection Services
- Report to County Council Q2, 2023 – decision making approach going forward

#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 #CI O2023-03

To: His Worship the Mayor and Members of Council

From: Meaghan Vader, Corporate Initiatives Officer

Re: Municipal Alcohol Policy

Date: May 10, 2023

Background:

As part of the Parks and Recreation Master Plan, Stantec Consulting provided a list of recommendations for Parks and Recreation in the Township. Included as a short-term priority, recommendation #79 advised that, **"A municipal alcohol policy be developed."**

At its meeting of April 19, 2023, Council received the draft Municipal Alcohol Policy for review. Council requested staff to make some minor adjustments and return with the amended policy at a future meeting.

Discussion:

Staff have worked together to amend the draft 'Municipal Alcohol Policy' to incorporate the changes discussed by Council. Wording amendments have been made, and the capacity bands have been adjusted to be in line with the **Township's available facilities, as well** as accommodate for larger outdoor events.

Staff would also draw attention to and note that an additional Section has been added which contains definitions for clarity of interpretation.

Attachments:

- Appendix 'A' – Municipal Alcohol Policy

Recommendation:

1. That Council adopt the Municipal Alcohol Policy, as attached to Staff Report #CIO2023-03;
2. And further that Council authorizes the Municipal Alcohol Policy be effective as of September 1, 2023.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Meaghan Vader
Corporate Initiatives Officer



Municipal Alcohol Policy

Policy Number: GP 2.19
Approval Date:
Approval Authority: Council
Effective Date: September 1, 2023
Revision Date/s:

Purpose

To define the conditions for Special Occasion Permit (SOP) events and establish procedures to ensure a safe and managed approach for the consumption of alcohol at events held on municipal property and for enforcing violations of the Alcohol Policy and relevant procedure.

Goal Statement

The Township of East Zorra-Tavistock is committed to providing a safe environment to residents and visitors, and wants people to enjoy the various facilities and parks available. In order for the Township to ensure the health and safety of the public, and the protection of municipal staff and facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

Objectives

- a. To ensure proper operation and supervision of Special Occasion Permit events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Township and its staff.
- b. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
- c. To honour the decision of designated drivers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
- d. To provide a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function, rather than the reason for it.
- e. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately served and protected.

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1.0 Procedure

Any municipal property for which a licence has been obtained from the Alcohol and Gaming Commission of Ontario and for which the facility user/ permit holder of such event has signed a Booking Requirements at Township Facilities agreement with the Township, setting out the conditions of the municipality and the Alcohol and Gaming Commission of Ontario, is deemed suitable for Special Occasion Permit events, unless otherwise specified in this procedure.

The Manager of Public Works, or designate, having operational jurisdiction over a facility has the authority to approve or deny a proposed Special Occasion Permit event at a location(s) within or on the grounds of the municipal property under their jurisdiction.

Rules and conditions for the provision/consumption of alcohol may vary, and are dependent upon the type of facility or event as well as conditions that the Township of East Zorra-Tavistock may include from time to time. The Township reserves the right to vary or introduce additional conditions or restrictions at its absolute discretion.

2.0 Definitions

AGCO – Alcohol and Gaming Commission of Ontario. The AGCO is responsible for the administration of the Liquor Licence and Control Act.

Event – Any gathering held at municipal premises at which alcohol will be served and/or sold. The duration of the event includes event setup, operation and cleanup.

Event Organizer – A person, 19 years of age or over, seeking to hold an event involving the selling and/or serving of alcohol on municipal premises. For events under a Special Occasion Permit, the permit holder is the event organizer.

Event Worker – Any paid/volunteer person who is involved in safe alcohol service at an event. Event workers must be 18 years of age or over and either Smart Serve trained or Server Intervention Program (SIP) certified. Event workers may include the following positions related to safe alcohol service:

- a. **Floor Monitor** – Walks with participants, monitors patron behaviour, monitors for intoxication and underage drinkers, responds to problems and complaints, notified the event organizer and security personnel of any potential problems and of individuals showing signs of intoxication, assists door monitors when necessary, promotes safe transportation options, arranges safe transportation.
- b. **Door Monitor** – Monitors attendance and limits entry to the venue nearing capacity to ensure capacity is not exceeded, checks for signs of intoxication, denies admissions to troublesome individuals, denies admission to uninvited individuals for private events, monitors for those showing signs of intoxication when leaving the event and arranges for safe transportation, promotes safe

transportation options, notifies event organizer and security personnel of any potential problems and of individuals showing signs of intoxication. Will check identification as required. Will provide wrist bands as required.

- c. **Licensed Security** – Security Personnel must be licensed in accordance with the Private
- d. **Bartender** – Checks identification, accepts tickets for alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers non-alcoholic beverages as a substitute, and co-ordinates with event staff. Notifies a floor worker when patrons may need safe transportation options.
- e. **Bar Ticket Seller** – Sells drink tickets to guests and monitors for underage drinkers and intoxication and refuses to sell to patrons at or near intoxication. Shall check identification. May issue wrist bands at certain events.

Any worker roles may be amended or changes at the discretion of the Township based on the event risk assessment. Please note each of these roles represents an individual position.

Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22 means the law regarding the sale and service of alcohol. See <https://www.ontario.ca/laws/statute/19l15b> for more information.

Municipal Significance – means an event with a designation by the Township. Applications must be accompanied by a municipal letter from the Township Clerk advising that the Township of East Zorra-Tavistock Council has designated the event as municipally significant.

Smart Serve – the program offered by Smart Serve Ontario, designated to train staff and volunteers who work in areas where alcohol is sold and/or served. The Smart Serve training program is the only server training program recognized by the AGCO.

Special Occasion Permit – A type of liquor licence issued by the AGCO for one-time social events where alcohol will be sold and/or served. All Special Occasion Permits (SOPs) are managed and controlled by the AGCO and not the Township. SOPs may be issued for four types of events, as defined by the AGCO.

- a. **Private Event** – are limited to invited guests only and may not be publicly advertised such as on social media or through any other medium. There can be no intent to gain or profit from the sale of liquor at the event.
- b. **Public Event** – are open to the public. These events can be advertised and fundraising and/or profit from the sale of liquor at the event is permitted. Public events include events of provincial, national or international significance, or events designated by a municipal council or its delegate as an event of municipal significance.

3.0 Township Facilities Eligible for Special Occasion Permits

Tavistock Arena (Upper Hall; Curling Club Lounge; Arena Floor when ice is removed, not including stands)
Tavistock Memorial Hall (Main Hall)
Tavistock Queens Park Pavilion
Hickson Park Pavilion
Innerkip Park Pavilion
Innerkip Lions Pavilion
Innerkip Community Centre

3.1 Township Facilities Not Eligible for Special Occasion Permits or Consumption of Alcohol at Any Time

Arena Dressing Rooms

Rationale: Alcohol is not permitted in Arena Dressing Rooms as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. As well, drinking alcohol following the game increases the risk of impaired driving. Illegal consumption of alcohol will not be tolerated in these areas.

Curling Club and Arena Ice Surfaces

Rationale: The Curling Club and Arena Ice Surfaces are not suitable for a Special Occasion Permit event due to the obvious safety concerns. Permitting patrons under the influence of alcohol on the ice surface and in the seating area is a potential safety hazard. A Special Occasion Permit will only be considered if properly constructed boards are placed over the ice surface.

Areas with Tiered Seating

Rationale: The consumption of alcohol is prohibited in areas of municipal facilities with temporary or fixed tiered seating. Tiered seating such as bleachers and auditorium style seating increases the risk of injuries at events.

Exceptions: Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy must apply to Council for approval. From time to time the Township may allow for the service of alcohol in municipally owned parks, or other facilities at the discretion of Council and staff.

3.2 Events Not Eligible for Special Occasion Permits

Youth Events

In order to be eligible to rent a municipal facility for youth or minor sports events, including banquets, the sponsor(s) must agree that these will not be special occasion permit events. Alcohol is not allowed at events targeted exclusively to youth under 19 years of age on Township property.

Rationale: These events are intended for young people under the age of majority. Non-

consumption by participating adults provides a positive example for young people. Since adults supervise and drive young people to and from these events, alcohol consumption does not provide a positive example regarding drinking and driving.

4.0 Mandatory Signs

4.1 Statement of Intoxication

These signs will be provided by the Township in duplicate, to be placed in the bar area.

“It is against the Liquor Licence and Control Act (Ontario) and its regulations to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages.”

4.2 Accountability

This sign will be supplied in quadruplet by the Township. This sign will be posted at the bar and main entrance of all Special Occasion Permit functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the name, address, and telephone numbers of the East Zorra-Tavistock Parks and Recreation Department, local Ontario Provincial Police Detachment and Alcohol and Gaming Commission of Ontario.

Rationale: Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.

4.3 No Last Call

A sign stating “Last Call Will Not Be Announced”, to be placed in the bar area. This sign will be provided by the Township of East Zorra-Tavistock.

4.4 Ticket Sales

A sign shall be posted at the alcohol ticket sales table outlining the number of tickets sold at one time, when ticket sales end, and that any unused tickets can be redeemed for cash prior to the end of the event.

Rationale: This sign supports the ticket sellers, discourages large numbers of drinks (which can result in intoxication), prevents over drinking, reduces the buying of table rounds which can result in overdrinking, and having limits on the number of tickets purchased allows for greater observation of intoxication of guests. Refunding guests/patrons for unused tickets will decrease pressure to use their drink tickets which can increase the number of drinks consumed in a short period of time at the end of the night.

4.5 Legal Drinking Age

The only acceptable proof of age is valid government issued photo identification. Valid types of identification include:

- A driver's licence issued by the Province of Ontario with a photograph of the person to whom the licence is issued
- A Canadian passport
- A Canadian citizen ship card with a photograph of the person to whom the card was issued
- A Canadian Armed Forces identification card
- A secure certificate of Indian status issued by the Government of Canada
- A photo card issued by the Liquor Control Board of Ontario
- A permanent resident card issued by the Government of Canada
- A photo card issued under the Photo Card Act, 2008. O. Reg. 389/91, s. 29 (5); O. Reg. 561/96, s.1; O. Reg. 66/98, s. 7; O. Reg. 182/11, s. 13.

4.6 Alcohol Ineligible areas

"No alcohol beyond this point".

The Township will ensure that alcohol ineligible areas of municipal facilities are signed.

4.7 No Alcohol During Pregnancy, "Sandy's Law"

A sign stating that drinking alcohol during pregnancy can cause birth defects and brain damage to your baby. This sign will be posted at the bar.

4.8 Safe Transportation

A sign shall be posted indicating safe transportation alternatives available and indicating that RIDE programs are in our communities.

Rationale: This sign informs people that they have other means to get home safely if they have been drinking. Ensures participants are aware that police perform road side checks for drinking and driving. Supports non-drinking behavior and designated drivers.

5.0 Safe Transportation

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/ use privileges for Special Occasion Permit functions. The permit holder is responsible for promoting safe transportation options for all the drinking participants.

Possible Strategies:

- A designated driver provided by the sponsoring group
- Designated Drivers Program – to be advertised at the event so that all patrons are aware this program is available. The designated driver should be supplied with low cost or free soft drinks/coffee during this function.
- Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- A taxi paid either by the sponsoring group or the participant

- Inform patrons through advertising of the available Taxi service.

The sponsor is to decide which option of Safe Transportation will be provided during their event. Please indicate what strategy you are using on the “Checklist for Renters” form.

Rationale: The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

6.0 Youth Admission to Licensed Events

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases, the following guidelines must be adhered to:

- All identification must be checked before anyone is allowed into the event/facility if persons appear to be under 25 years of age.
- Two (2) extra floor monitors will be required if persons under the legal drinking age are allowed to enter the event.
- In the event of service or provision of alcoholic beverages to any person under the legal drinking age, the person serving or providing such alcoholic beverage will be required to leave the event.
- All participants over the legal drinking age will be identified (i.e. stamps, wristbands) before entering the event.

Rationale: To ensure that persons under the legal drinking age do not consume alcohol.

7.0 Security

The permit holder shall provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Act are observed.

- In determining whether security is sufficient, the permit holder shall consider the nature of the event, the size of the premises, and the age and number of persons attending the event in accordance with Section 10.
- At least one municipal representative with authority to demand correction and/or to shut down an event on behalf of the Corporation will be available for all Special Occasion Permit Events.
- Security measures will be determined on a case by case basis in consultation with the Municipality and the Ontario Provincial Police. The permit holder is responsible for any expenses incurred for security requirements.
- Licensed, paid security does not need to be Smart Serve trained.
- The Township of East Zorra-Tavistock reserves the right to approve or deny security that is hired.

8.0 Alcohol Services

8.1 Control of Alcohol Services

- a. A maximum of 2 drinks/tickets may be purchased by an individual at any one time. Alcohol shall not be left available for self service.
- b. The permit holder shall allow the redemption of unused tickets for cash at any time during the event.
- c. Bartenders reserve the right to refuse service and the permit holder has the right to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- d. There will be no "last call". Hours of operation of the bar must be posted.
- e. Alcohol can only be sold and served during the hours that are stated on the permit.
- f. All signs of sale and service must be cleared within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, and glasses that contain(ed) alcohol.
- g. Non-alcoholic beverages must be provided for designated drivers free of charge.
- h. All prices charged for alcohol must comply with the Liquor Licence and Control Act.
- i. Permit holders or municipal staff on duty will call police to report a driver who is suspected of being impaired.
- j. All facilities must be vacated by 2:00 a.m. unless otherwise negotiated with the Manager of Public Works or designate. If a later closing time is pre-approved, the closing time will be adjusted accordingly. A \$50 surcharge will be applied every hour that the facility is not vacated.
- k. All event workers must wear a form of identification as supplied by the event sponsor/permit holder.
- l. Marketing practices which encourage increased consumption, such as oversize drinks, double shots or spirits, drinking contests, and volume discounts are not permitted.
- m. Free alcoholic drinks shall not be advertised.
- n. All drinks to be served in plastic or paper cups and all bottles/cans to be retained in the bar area. For formal occasions, glass can be used until 10:00 p.m. Non-breakable containers can be used after 10:00 p.m. Bottles will be permitted on tables for weddings and other formal events at the discretion of the Township staff approving the event.
- o. Sufficient food shall be available and served throughout the duration of the event.

Rationale: By following the above guidelines we will reduce the risk that sponsor's automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

8.2 Alcohol and Non-Alcoholic Drinks

Non-alcoholic beverages shall be made available. The permit holder must ensure that only standard drinks will be served. A standard drink is: 12 oz. 5% beer; 5 oz. 12% wine; 1 ½ oz. 40% spirits. No extra strength beer shall be provided (i.e. beer that has

greater than 5% alcohol).

Rationale: These measures will help to prevent adverse consequences related to alcohol, such as intoxication, alcohol poisoning and impaired driving. Non-alcoholic beverages must be available for designated drivers and those who do not wish to drink alcohol. Event organizers are encouraged to offer low alcohol content beverages (i.e., beer that has less than 5% alcohol content). An individual consuming a regular beer (at 5% alcohol) could drink two “extra light beers” (2.5% alcohol) and ingest the same amount of alcohol. Similarly, “light beer” (at 4% alcohol) represents a 20% reduction of alcohol intake.

8.3 Prohibited Activities

The following activities are not permitted at Municipal Facilities:

- a. Alcohol raffles
- b. Drinking games
- c. Discounted Drinks
- d. Alcohol as a prize

Raffle Definition: RAFFLE means a lottery scheme where tickets are sold for a chance to win a prize at a draw and includes 50/50 draws, elimination draws, calendar draws, sports raffles and rubber duck races.

9.0 Controls Prior to the Event

9.1 Responsibilities of the Permit Holder

The permit holder must:

- a. Complete an ‘application for a Special Occasion Permit’ form to the Alcohol and Gaming Commission of Ontario and pay the applicable fee. This application must be completed at an LCBO SOP Service store. Applications need to be completed at least 2 weeks prior to a ‘Private SOP’, 30 days for a ‘Public SOP’ under 5000 people, and 60 days for a ‘Public SOP’ over 5000 people.
- b. Upon obtaining the required SOP, obtain the necessary Municipal Facility and Property Rental Agreement, Rules and Regulations from the Township.
- c. Sign and have witnessed the Agreement Form.
- d. 100% of Event Staff, as defined in “Section 9: Event Workers/Server Training”, must be Smart Serve trained.
- e. Attend the event and ensure the operation is in accordance with the rules of the Liquor Licence and Control Act, applicable regulations, policy and procedures.
- f. Be on duty to ensure the physical setting is safe at all times. Any unsafe condition must be reported to the facility representative and addressed appropriately. If permit holder has to leave, a designated back-up must sign the back of the permit to act as permit holder.
- g. Ensure that no-one under the age of 19 is served alcohol and that Government issued photo identification or identification in accordance with the Liquor Licence and Control Act is shown when requested.

- h. Remain sober and accountable, and ensure that bartenders abstain from consuming alcohol.
- i. In the event that attendees are able to walk around the event with alcohol, ensure that the event area where alcohol is being served from (i.e. bar) is secured on all sides by a single fence or wall of a minimum of three feet in height, so that no unauthorized person can access any stored alcohol.
- j. In the event of an approved outdoor 'beer garden', fencing is required for the outdoor designated area. It shall be a double row of fencing, four feet high, with six feet between fences, and be securely erected. Or, alternatively, one six foot high fence. The cost and set up of fencing is the responsibility of the event organizer. Materials and labor can be obtained by the Township if required at an additional cost. Location of the designated beer garden is to be pre-approved by the Manager of Public Works and/or designate prior to the Township Facility and Property Rental Agreement, Rules and Regulations being finalized.
- k. Ensure the guests at the event are properly supervised and also ensure no one consumes alcohol in an unauthorized location.
- l. Ensure that all entrances and exits to the event are supervised at all times.
- m. Ensure that food and non-alcoholic drinks are available at all times. The cost of non-alcoholic drinks must be significantly lower than alcoholic drinks.
- n. The permit holder shall post the levy receipt for the liquor purchased, if any, in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

The following original documentation and one copy must be provided to the appropriate Township representative, at least two (2) weeks prior to the event. Copies to be maintained by the appropriate Township representative for file purposes:

- a. Special Occasion Permit
- b. A list of Event Workers at the event, along with a photocopy of the "Smart Serve" certificates of all Event Workers, and assurance that there will be a minimum of one bartender for every 100 patrons.
- c. Proof of insurance in accordance with criteria outlined in "Section 13: Insurance".
- d. In the case of a Private Special Occasion Permit, a copy of the invited guest list.

Renters of Township facilities will be required to understand the municipal alcohol policy prior to renting.

- 1. A copy of the Municipal Alcohol Policy will be available online, and from the Parks and Recreation Department, at the time of booking. If any questions or concerns arise from this policy, contact the Parks Recreation Department at 519-462-2697 for clarification.
- 2. A "Checklist for Renters" form will be provided by the Township of East Zorra-Tavistock at the time of booking. This form is to be completed by the Renter and returned to the Parks and Recreation Department at least one (1) week prior to the event. Signatures from both the Renter and the Parks and Recreation Department are required on this form. Please see Appendix "B".

- The signatory of the Special Occasion Permit must attend the event, and be responsible for the decisions regarding the actual operation of the event and must not consume alcohol before and during the event.

Rationale: The above is to ensure that there are no misunderstandings of the regulations contained in the Policy. Also, be aware that any required information or assistance of the Renter is available through the Parks and Recreation Department.

9.2 Advertising Events

Private Events are for invited guests only and the event must not be advertised to the public, including by way of flyers, newspaper, internet, social media, or radio. The event cannot be open to the public.

10.0 Event Works/Server Training

10.1 Staffing Requirements

It is required that all event workers related to alcohol sales, service or monitoring be Smart Serve trained. Event workers are defined in Section 2.0: Definitions.

Event Staff must be appropriately identified using some method of visual identification (i.e. t-shirts, hats, vest, etc). A schedule of Event Staff, their roles, and the hours that they will be on duty must be provided to Township staff prior to the event. Event Staff, while on duty, are not to consume alcohol while working at an event.

Attendees	Bartenders	Door Monitors	Floor Monitors	Ticket Sellers	Licensed Security
Up to 150	1	Monitor at each access point	1	0	0
151-300	2	Monitor at each access point	2	1	1
301-450	2	Monitor at each access point	3	2	1
451-600	3	Monitor at each access point	4	2	2
601-750	3	Monitor at each access point	5	3	3
751-900	4	Monitor at each access point	6	3	3
901-1000	5	Monitor at each access point	7	4	4

For every additional 150 guests over 1,000, an additional bartender and floor monitor are required. For every 300 guests over 1,000 an additional ticket seller is also required.

Rationale: In order to provide a safe environment and control behaviour, Event Organizers must supervise entrances and exists of their rented space. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will reduce the likelihood of problem occurring.

11.0 Controls During the Event

All controls and service must comply with the provisions of the Liquor Licence and Control Act (Ontario) and its regulations.

1. All entrance and exits to the event must be monitored by at least one responsible person meeting the legal drinking age requirement.
2. Only identification bearing a photograph, and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as a bona-fide proof of age.
3. The holder of the Special Occasion Permit and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.
4. In the event of a masquerade party taking place in any premise owned by the Township of East Zorra-Tavistock the permit holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the legal drinking age will not be allowed into a masquerade event.
5. The type of identification to be worn by event workers must be stated in the "Checklist For Renters" form. See Appendix "A".
6. All entertainment within the facility shall cease at 1:00a.m.
7. All signs of consumption and service of alcohol including empty glasses shall be removed from sight in a prompt and orderly fashion, but no later than 45 minutes after the permit ends.
8. To assist municipal staff and ensure that no incidents occur within the premises, the facility must be vacated by 2:00a.m. Event attendees must vacate the premises by 1:30 a.m., and event organizers must be gone by 2:00a.m. A \$50.00 surcharge will be charged to the event organizer every hour that the facility is not vacated.
9. Failure to comply with the above requirements may result in disqualification of the renter, permittee, or related organization from future rental of any municipal facility and, where appropriate, police authorities may be contacted and appropriate charges laid.

Rationale: To ensure the safety of all persons and to promote orderly conduct during events.

11.1 Advertising Alcohol at Events

Facility renters must comply with all regulations and terms and conditions applicable to Special Occasion Permits, including but not limited to the prohibition against advertising of liquor or the availability of liquor except with the approval of the Registrar of Alcohol and Gaming Commission. This includes, but not limited to, advertising on banners, cups, coasters, etc.

Rationale: Alcohol advertising is designed to encourage and promote the consumption of alcohol. It is illegal for people under the age of 19 to consume these products. It is also the desire of the Township of East Zorra-Tavistock to provide a positive example to underage patrons.

11.2 Games of Chance

Games of chance or mixed chance and skill (raffles, 50/50 draws, etc) are not permitted

unless the proper licence has been obtained from the province or municipality. Licences are only issued to eligible organizations with charitable, non-profit, or religious purposes.

12.0 Storage of Alcohol in Municipal Facilities

Storage of alcohol in Township facilities is not permitted at any time outside of the hours stated on the permit. This includes early delivery of alcohol for an event. Facility users must hold a multiple day Special Occasion Permit and keep alcohol secured.

12.1 Multiple Day Events

Facility users may apply for a Special Occasion Permit identifying multiple events if:

- a. Each event is one in a series of events
- b. The application for the permit is for all of the events (dates)
- c. The nature, purpose, location and target audience of each of the events (dates) are the same (e.g. service club monthly meeting); and
- d. As a result of doing so, the permit holder is not operating an ongoing business, or does not appear to be doing so.

Alcohol may be stored between event days under certain circumstances. Police and AGCO Inspectors must have full, authorized access to the location.

Rationale: To protect the Township and user from liability, and prevent unauthorized alcohol consumption.

13.0 Insurance

The event organizer must submit an original Certificate of Insurance to the Township representative at least fourteen (14) days prior to the event.

The certificate of Liability Insurance shall include proof of a minimum of five million dollars in Commercial General Liability Insurance.

The Certificate of Insurance must be in effect for the date(s) where municipal premises are being used or occupied by the event organizer including, without limitation, the time period for set-up and take-down. Failure to provide the proof of insurance will void the rental.

The Certificate of Liability insurance provided to the municipal representative must include the following:

- a. Policy number
- b. Company name and broker contact information
- c. Expiry date
- d. Coverage type and amount of Insurance coverage
- e. The Corporation of the Township of East Zorra-Tavistock shown as an additional insured to the Policy
- f. Coverage for bodily injury and property damage liability
- g. A Liquor Liability endorsement

- h. Tenants Liability endorsement
- i. Products and Completed Operations Liability
- j. Personal Injury Liability
- k. Advertiser's Liability
- l. Cross Liability and Severability of Interest Provision
- m. 30 Day Notice of Cancellation Provision

The Sponsor shall indemnify and save harmless the Corporation of the Township of East Zorra-Tavistock from any and all claims, in connection with the holding of an event involving the serving of alcohol at Township properties. Such claims include but are not limited to demands, causes of action, losses, costs or damages that the Township of East Zorra-Tavistock would otherwise suffer, incur or be liable for, resulting from the Sponsors', event workers', and agents' performance, actions, negligent acts or omissions.

Rationale:

1. Special Occasion Permit holders, hall owners, club executives and volunteers could all be named in a law suit.
2. Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

14.0 Policy Monitoring and Provisions

The Municipal Alcohol Policy will be reviewed yearly from the date initially approved by Council. After reviewing the Policy each year, the Parks and Recreation Department, if necessary will provide recommended changes to Council.

Rationale:

1. Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
2. This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

15.0 Consequences for Failure to Comply

1. If the Municipal Alcohol Policy is violated, or any law is broken, there will be consequences for the permit holder, up to and including withdrawal of privileges to hold future events at municipal facilities or properties. Municipal staff may at their discretion close down the event immediately and/or refuse to issue future facility permits to the event organizers.
2. A violation occurs when the Special Occasion Permit holder fails to comply with the conditions of the Liquor Licence and Control Act and its regulations, or the Municipal Alcohol Policy and Procedure
3. Intervention can be initiated by the Township of East Zorra-Tavistock staff designate, event staff, a member of the Ontario Provincial Police, or AGCO Inspector.
4. As a member of the organizing group, the permit holder is encouraged to intervene by informing the offending individuals of the policy violation and ask

that it stop.

5. Contravention of the Municipal Alcohol Policy and Procedures may result in prohibition of future use of Municipal property.
6. Should a violation of the policy or procedure occur, municipal staff will follow the procedures as listed below:
 - a. First Minor Offence: The Manager of Public Works or designate will advise the event sponsor in writing of the violation and that no further violation shall be tolerated and that charges/costs may be incurred (i.e. loss of security deposit)
 - b. First Serious Offence: Rental privileges shall be revoked immediately for any serious altercations (i.e. serving without a proper license, loss of control, total neglect of the facility, etc.) An investigation will also take place to gather all information.
 - c. Second Offence: Should the Special Occasion Permit holder violate the policy a second time, the organizers and/or organization will be suspended for a minimum of one year at the discretion of the Township. The Special Occasion Permit holder will be advised in writing of the suspension.
7. It is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event. Permit holder must be present for duration of any event. If a designate must be assigned, the permit must be signed by the designate and municipal staff on duty must be notified of the change.
8. Facility staff will report any infraction of this policy to their supervisor whenever they believe such action is required.
9. Should a situation arise where an event may have to be shut down, the Recreation Department or designate will evaluate the situation on behalf of the Township of East Zorra-Tavistock in consultation with the Special Occasion Permit Holder. Police will be called by staff if a situation deems necessary to do so.
10. Any infraction of the Municipal Alcohol Policy will be reviewed by the Recreation Department. A registered letter describing the problem will be sent by the Recreation Department to the sponsor. The Department may refuse future rental privileges to the sponsor.
11. Where adults and/or youth engages in disruptive behavior as a result of consumption of alcohol at social events, authorities may be called and/or the following procedure will be followed:
 - a. First Infraction: A verbal warning will be given to the individual(s) by staff in charge or head of the function. Individual(s) may be banned at the discretion of Township staff. If individual(s) do not adhere to this warning the Authorities will be called. A registered letter will be sent to the individual(s) by the Township.
 - b. Second Infraction: Individual(s) will be banned from attending all functions held in any Township facility for a period of 3 months, or indefinitely, at the discretion of Township staff. A registered letter will be sent by the Township.
 - c. A registered letter will be sent by the Township notifying the individual(s)

that they are banned indefinitely from the facility. The individual(s) must appeal to the Township for written reinstatement.

12. Where an infraction of this policy has occurred, the Township of East Zorra-Tavistock may require the sponsor to supply municipally approved, additional security at their next function.

15.1 Consequences Alcohol Consumption in Arena Dressing Rooms

The following steps will be taken if any person or groups are found in the possession, or consumption of alcoholic beverages in the above noted areas.

1. First Infraction: The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their organization to inform them of this violation.
2. Second Infraction: A second violation within the same ice season will result in immediate cancellation of their ice time for the remainder of the season. The group will have an opportunity to appeal their case to the Township.

15.2 Consequences for Unauthorized Storage of Alcohol in Township Facilities

The following steps will be taken if any person or groups are found storing alcoholic beverages in the Township facilities.

1. First Infraction: The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their organization to inform them of this violation.
2. Second Infraction: A second violation will result in permission to use the facilities being revoked, and future bookings cancelled. The group will have an opportunity to appeal their case to the Township.

Appendix 'A'

Township of East Zorra-Tavistock
Municipal Alcohol Policy

Special Occasion Permit Holder Agreement

1. have received and reviewed a copy of the Township of East Zorra-Tavistock's "Municipal Alcohol Policy and Procedure" (attached).
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and Procedure, and the Liquor Licence Act of Ontario and its Regulations.
3. I understand that if I or other individuals at the event fail to adhere to the Township of East Zorra-Tavistock's "Municipal Alcohol Policy and Procedures", Township staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of Police or Alcohol Gaming Commission of Ontario Authorities.
4. I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.
5. I understand that the Ontario Provincial Police may lay charges for infractions of the Liquor Licence Act and its regulations.

Date of Event _____

Event Location _____

Name _____

Signature _____

Date _____

Staff Signature _____

Appendix 'B'

Township of East Zorra-Tavistock
Municipal Alcohol Policy

"Checklist for Renters"

Date of Event(s): _____

1. Will persons under 19 years of age be attending this event? (please circle)
- a. Yes
 - b. No

2. How will persons under 19 years of age be identified (stamps, arm band, etc)?

3. Name of person and/or group sponsoring this event?

4. Type of identification to be worn for event workers:

5. Has proof of Special Occasion Permit been provided? (please circle)

- a. Yes
- b. No

6. Has proof of Insurance been provided? (please circle)

- a. Yes
- b. No

7. The safe transportation strategy(s) that will be used at this function are (please check appropriate strategy(s):

- a. Designated Driver Program
- b. Driven Home by Friend, Relative, Taxi Service
- c. Inform Patrons of Taxi Service
- d. Other, please explain:

8. The name and certification numbers of our Smart Serve trained event workers are:

Name	Smart Serve Certificate Number	Event Role

A photocopy of all Smart Serve cards and a schedule of Event Workers must be provided.

- 9. Is security being utilized? (please circle)
 - a. Yes
 - b. No

10. Method of counting patrons (clicker, tickets) to ensure maximum allowed?

- 11. Non-alcoholic beverages available at no charge to designated drivers (please circle)
 - a. Yes
 - b. No

12. Will sufficient food be available? (please circle)

- a. Yes
- b. No

13. In the case of a private Special Event Permit, a copy of the guest list will be provided two weeks before the event.

I have reviewed the Municipal Alcohol Policy with a Township representative, and I understand all the policy regulations.

Signature of Special
Occasion Permit Holder

Signature of
Township Representative

Date

Date

STAFF REPORT

Report #BCO2023-03

To: His Worship the Mayor and Members of Council
 From: Melanie Shiell, By-law Compliance Officer
 Re: By-law Compliance – May 2023 Council Report
 Date: May 10, 2023

Departmental Highlights:

- None to report

Legislative Updates:

- None to report

By-law Compliance Activity for March 2023

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	1	1	2	2	3
Clean Yard					
Animal Control					1
Parking					
Noise					
Zoning			1	1	
Illegal Dumping					
Inquiry	5	5			
Canine	1	1			1
Other					
TOTAL	7	7	3	3	5

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 #CSM2023-07

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Re: Corporate Services – May 2023 Council Report

Date: May 10, 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.
Leslie	844944 Braemar Side Road	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
VerKuyl Farms Ltd.	615841 13 th Line	ZBA	Relief from MDS requirements for proposed livestock barn addition	Process complete.
peopleCare Inc.	28 William St. S., Tavistock	Severance	Severance of an existing parcel of land.	Severance application approved and conditions being fulfilled.
Feltz	636584 14 th Line	MVA	Relief to allow for an increase in the max. height of an accessory building.	Public Hearing to be held May 17/23.
Maurer	65 Young Street, Innerkip	MVA	Relief to allow for an increase in the max. size of an accessory building.	Application received.
Township of East Zorra-Tavistock	Township-wide	ZBA	ZBA to recognize ARU policies in the Zoning By-law.	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 #CAO2023-06

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO/Treasury – May 2023 Council Report

Date: May 10, 2023

Departmental Highlights:

- The draft year-end budget to actual monitoring report is shown below, under “Financial Highlights”. Several adjusting entries and accruals have been completed for the upcoming 2022 audit, so numbers have changed since last month’s report. This summary report also shows the year-to-date spending for 2023 by department as a benchmark % to date, versus time elapsed on the budget year.
- The 2023 budget has now been tabled, including one review meeting with Council, with some minor typographical and revenue recognition revisions. Council will be hosting its next budget review meeting as part of the evening meeting on May 17th, at which time the public is welcome to provide feedback and comment on items within the budget.
- The RFP for the Tavistock Spray Pad Project was released on Friday, May 5th, with a closing date of Tuesday, May 30th. Construction is proposed to begin after the Fall Fair, in September. At the time of the writing of this report, nine plan takers have registered for the bid document. The Township is hosting a site visit on Tuesday, May 16th for interested bidders to view the area, as part of their possible bid.
- The Treasury Department has reached full complement. The backlog of financial process items is being addressed including outstanding year-end entries and reconciliations. As a result, staff were able to meet the adjusted budget delivery date and will be hosting the Township auditor from June 5th through the 7th, for the 2022 audit.

Legislative Updates:

- None

Financial Highlights:

Township of East Zorra-Tavistock
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS
 Operating and Capital Budgets Monitoring Summary

Revised Date: 11-05-2023
 % Budget Period: 35.89%

Net Budgets By Department	2022 Approved	2022 Actual to Date*	2022 Difference (Budget - Actual)	2023 Actuals To Date	% 2023 Actual/ 2022 Budget	Remarks
Building, Locates and Drainage	428,353	602,621	174,268	81,859	19.11%	
Corporate Services	2,202,772	2,346,960	144,188	1,572,135	71.37%	Admin Building construction invoicing
Fire and Protective Services	1,292,954	1,190,743	(102,211)	150,719	11.66%	Fire payroll only billed once annually
Parks and Recreation	515,178	425,719	(89,459)	227,104	44.08%	2023 actuals based on budget reallocation PW
Public Works	3,158,117	3,196,147	38,030	366,987	11.62%	2023 actuals based on budget reallocation PR
Treasury Services	(944,423)	(1,510,847)	(566,424)	(583,881)	61.82%	1/2 year OMPF received to date
	6,652,951	6,251,344	-401,608	1,814,922	27.28%	


Attachments:

- None

Recommendation:

- None

Respectfully submitted by:



Karen DePrest
 Chief Administrative Officer/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 16**

Being a by-law to enter into an Agreement with Hickson Sports and Recreation Inc.

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, S. 8 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Township of East Zorra-Tavistock and Hickson Sports and Recreation Inc. deem it appropriate to enter into agreement for the purpose of establishing rights and responsibilities related to use, operation and maintenance of various Facilities at Hickson Park;

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

1. That Schedule "A" attached hereto and forming part of this by-law, being an agreement between the Corporation of the Township of East Zorra-Tavistock and Hickson Sports and Recreation Inc., is hereby approved.
2. That the Mayor and Clerk are hereby authorized to sign, on behalf of the Township of East Zorra-Tavistock, the agreement, attached hereto as Schedule "A".

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 17th DAY OF MAY, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk

Agreement

Made in duplicate and entered into this ___ day of _____, 2023

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF EAST ZORRA-TAVISTOCK
(Hereinafter called the "Township")

AND

HICKSON SPORTS AND RECREATION INC.
(Hereinafter called "HSR")

1. PURPOSE

- 1.1 The "Township" owns the lands, structures, buildings and facilities located at and on lands known as 99 Loveys Street E., Hickson, Township of East Zorra-Tavistock, more commonly known as the "Hickson Park", and is hereinafter called the "Premises" (see Schedule 'A').
- 1.2 "HSR" desires to use, operate and maintain certain structures, buildings and facilities located on the Premises and is hereinafter called the "Facilities" (see Schedule 'B').
- 1.3 In consideration of the desire of HSR to use, operate and maintain the "Facilities", the Township agrees to enter into this Agreement with HSR, subject to the terms and conditions herein.

2. TERM

- 2.1 The term of this Agreement shall be from January 1, 2023, to December 31, 2023.

3. USE

- 3.1 HSR shall have the right and responsibility to use, operate and maintain the Facilities for any baseball related event, provided that they use, operate and maintain the Facilities in a sound and professional manner.

- 3.2 Diamond #1 and Diamond #2, as shown on Schedule 'B', are to remain available for unrestricted use by the general public, when not in use by HSR.
- 3.3 The Premises shall always remain a public facility and be open to the general public.
- 3.4 HSR recognizes the use of the Facilities for the annual Hickson Lions Daze community event and shall permit the Hickson & District Lions Club to use the Facilities and entire Premises, unimpeded, to conduct their event.
- 3.5 As owner of the Facilities, the Township shall be able to use the entire Premises at any time, including the Facilities, provided there is not an event already scheduled.
- 3.6 The Township has the right to enter into additional rental agreements for use of the Premises and its various facilities, so long as such rental does not conflict or compromise HSR rental agreement provisions.

4. FEES AND REVENUE

- 4.1 HSR shall be able to use the Facilities free of charge for any baseball related events operated or sponsored by HSR. Any fees payable for baseball events not operated or sponsored by HSR shall be provided to the Township.
- 4.2 All fees obtained for use of the Facilities for non-baseball related events shall be payable to, and collected by, the Township.
- 4.3 HSR may provide for admission or gate fees to the Premises for events they directly operate, with any fees received for such admission or gate fees payable to, and collected by, HSR. HSR shall not charge admission or gate fees to those using the Premises for purposes other than attendance at the event being directly operated or sponsored by HSR.
- 4.4 All booking and scheduling for structures, buildings and facilities on the Premises, other than the Facilities subject to this Agreement, shall be the responsibility of the Township. Any applicable fees for the usage any of the other structures, buildings, facilities and signs located on the Premises shall be payable to, and collected by, the Township.
- 4.5 HSR shall be responsible to book the use of any structures, buildings and facilities on the Premises, other than the Facilities subject to this Agreement, for any events that they directly operate or sponsor. Booking shall be done directly through the Township, and HSR shall be responsible for paying all applicable fees to the Township for using such buildings, structures and facilities.

5. MAINTENANCE AND OPERATIONS

- 5.1 The Township shall be responsible for maintenance and repairs on the Premises which are not related to the Facilities subject to this Agreement. For clarification, this shall include: grass cutting outside the baseball diamond fences, all tree maintenance, all parking lot maintenance, parking lot and trail lighting, all property boundary fences/ gates, supplies/maintenance/repairs related to the permanent washrooms, garbage collection/ removal on the Premises generally, maintenance of the pavilion(s), exterior maintenance of all buildings and structures, maintenance of the picnic tables and benches, maintenance of the playground(s)/ play structure(s), maintenance of the walking trail(s), maintenance of the sports court(s), and maintenance of any general park signage, monuments or other landscaping features. The Township shall also be responsible for the supply and costs for any large garbage disposal container(s) that may be placed on the property, notwithstanding that the HSR shall be responsible for the supply and costs for any additional large garbage disposal containers that may be required for any events that HSR directly operates or sponsors.
- 5.2 The Township shall be responsible for maintenance of, and repairs to, the infrastructure components of the Facilities subject to this Agreement. For clarification, the Township shall repair and maintain the backstops, diamond fencing, dugouts, diamond lighting/ lighting standards, scoreboards, foul marker posts and bleachers.
- 5.3 HSR shall be responsible for maintenance of, and repairs to, the baseball diamond playing surfaces. For clarification, this shall include all labour, materials, supplies and payment necessary related to grass cutting, weed control and grass seeding inside the baseball diamond fences over and above the grass cutting provided by the Township, diamond dragging, base placement/moorings, line marking, diamond dry, clay repair etc. to provide a safe environment for all baseball related events on the baseball diamond playing surfaces. HSR shall also provide for garbage collection inside the baseball diamond fencing and in the dugouts, as well as the Premises generally (including all garbage cans) during and following weekend and multiple-day events that HSR directly operates or sponsors. Further, HSR shall provide for maintenance of the permanent washrooms (cleaning, topping up supplies etc.) during weekends and multi-day events that HSR directly operates or sponsors.
- 5.4 HSR shall be responsible for all costs related to the maintenance of, and repairs to, the batting cage. For clarification, the Township shall complete the work associated with maintenance of, and repairs to, the batting cage, with the cost of said maintenance or repairs billed to HSR by the Township.

- 5.5 HSR shall be responsible for all operations, and interior maintenance and repairs, related to the Concession Booth, Storage Room and Storage Building, as shown on Schedule "B". For clarification, the Township shall be responsible for external maintenance and associated Capital Improvements/ Alterations, while HSR shall be responsible for all internal maintenance and associated Capital Improvements/ Alterations, related to these Facilities. All Capital Improvements/ Alterations shall comply with the associated provisions of this Agreement. For further clarification, the Township shall be responsible for all repairs related to electrical, natural gas or plumbing infrastructure, related to these Facilities. For further clarification, HSR is responsible for the maintenance, repair and replacement of all existing equipment and appliances in the Concession Booth and shall provide for all supplies and staff to operate the Concession Booth. HSR may retain all revenues derived from the Concession Booth.
- 5.6 HSR shall be responsible for all organizing, booking and scheduling of the baseball diamonds, for the entire baseball season. For clarification, this shall include scheduling of youth, adult and general community baseball games, tournaments and events that are using the baseball diamonds, as well as any non-baseball events using the baseball diamonds.
- 5.7 HSR shall maintain a listing of all public requests for using the baseball diamonds and whether or not the request was granted. If the request was not granted or granted with certain modifications or conditions, these shall be noted. The listing shall be provided by December 31st each year and will be used by the Township to determine whether appropriate public access to the baseball diamonds is being provided.
- 5.8 Any temporary banners or signage placed by HSR on the Premises, other than on the fencing of the Facilities, must receive prior approval from the Township.

6. UTILITIES

- 6.1 The Township shall pay all fees and charges upon or in respect of the Premises for public and private utilities including water, sewage, electric power or energy, steam or hot water uses and telephone charges. Care should be taken by HSR to monitor and keep utility consumption as low as possible so that unnecessary additional charges are not incurred, especially with regard to Ball Diamond lighting. The Township shall also be responsible for any fittings, fixtures, machines, apparatus, meters or other things used in respect of any private or public utilities and for all work and services performed by any corporation or commission in connection with the public and private utilities supplied to the Premises.

- 6.2 HSR shall pay all fees and charges associated with natural gas, with respect to the Concession Booth Facility. HSR shall also be responsible for any applicable fees and charges for fittings, fixtures, machines, apparatus, meters or other things used in respect of any natural gas and for all work and services performed by any corporation or commission in connection with the propane and/or natural gas supplied to the Concession Booth Facility.

7. CAPITAL IMPROVEMENTS OR ALTERATIONS

- 7.1 In this Agreement, Capital Improvements or Alterations are considered to be improvements to the Facilities beyond general maintenance and repair, as well as projects beyond what the Township, in its sole discretion, deems to be required or considers necessary. For clarification, Capital Improvements or Alterations are not projects that the Township is required to complete, or desires to be completed.
- 7.2 HSR may make a suggestion or request, in writing, to the Township for a Capital Improvement/ Alteration project, however, the Township shall maintain sole discretion as to whether or not such project requests are approved. Further, should another organization or group wish to complete a Capital Improvement/ Alteration project on the Premises, HSR will be consulted; however, the Township, in its sole discretion, shall have a right to approve any such project requests.
- 7.3 All Capital Improvements or Alterations will not be of such a kind or extent as to in any manner weaken any structure, building, facility or sign after the Capital Improvements or Alterations are completed, or reduce the useable public space on the Premises.
- 7.4 HSR shall be responsible for all expenses related to Capital Improvements or Alterations they desire to make to the Facilities.
- 7.5 Before considering any Capital Improvements or Alterations, HSR shall supply to the Township a detailed plan showing the proposed improvements or alterations, for approval. Depending on the scope of the Improvements or Alterations, approval may be subject to the ratification of Township Council.
- 7.6 Upon approval, all purchases of labour, supplies and materials, as well as all project management for Capital Improvements or Alterations shall be undertaken entirely by the Township, with input from HSR.
- 7.7 All Capital Improvements or Alterations shall conform to all Building By-laws and Regulations, if any, then in force affecting the Facilities.

- 7.8 The Township shall be responsible to provide for any applicable building permit fees or other development related charges associated with any Capital Improvements or Alterations to the Facilities.
- 7.9 Upon completion, all Capital Improvements or Alterations shall become the property of the Township.

8. ACCESS

- 8.1 The Township, its employees, servants or agents shall, at all times and for any and all purposes, have unimpeded access to any and every area of the Premises, including the Facilities, while acting in the scope of their duties or employment.
- 8.2 HSR shall provide keys and/or access codes to the Township for access to all of the Facilities subject to this Agreement on the Premises that may be secured by HSR.

9. COMPLIANCE WITH THE LAW AND NUISANCE

- 9.1 HSR may not use the Facilities or permit any other person or entity to use the Facilities, for events that they directly organize or sponsor, for any improper, immoral or unlawful purpose, for a use or purpose inconsistent with applicable zoning or Township by-laws.
- 9.2 HSR shall ensure that for any event that they organize or sponsor that they do not do, cause or permit to be done, any act or thing in or upon the Facilities which shall or may be, or might become, an annoyance, nuisance or disturbance to the occupiers of any lands or properties adjoining or in the vicinity of the said Premises and of which matters the Township shall be the sole judge and its decision thereon binding on HSR.

10. PROTECTIVE INSTALLATIONS

- 10.1 The Township shall pay the cost of any installations, additions or alterations (and repairs and maintenance thereto) on the Premises generally, and to the Facilities subject to this Agreement (with the exception of the Concession Booth Facility), that may be required by any Municipal, Provincial or other governing authority for the health and safety, protection or security of any employees, invitees and guests, and his or her affects. All such installations, additions or alterations shall forthwith become the property of the Township, with the responsibility for maintenance also being that of the Township.

- 10.2 HSR shall pay the cost of any installations or alterations (and repairs and maintenance thereto) for the Concession Booth Facility for any cooking or food preparation equipment that may be required by any Municipal, Provincial or other governing authority for the health and safety, protection or security of any employees, invitees and guests, and his or her affects. All such installations or alterations shall forthwith become the property of the Township.

11. ALCOHOL LICENSING

- 11.1 HSR covenants and agrees for itself, its members, employees, invitees and guests for any activities, events or programs it directly organizes or sponsors to abide by any and all regulations, policies and best practices (Municipal, Provincial or Federal) associated with the consumption of alcohol on the Premises generally. The Township may have additional requirements for alcohol related events, depending on the nature of the subject event. HSR shall ensure that appropriate Licenses and/or Special Occasions Permits (SOPs) are obtained for all events that they directly operate or sponsor where alcohol is served on the Premises and that appropriate insurance is in place for liquor events, naming the Township as an additional insured.
- 11.2 HSR covenants and agrees for itself, its members, employees, invitees and guests for any activities, events or programs it directly organizes or sponsors to ensure that no alcohol is consumed on the Premises outside of any designated licensed area.

12. SMOKING OR VAPING

- 12.1 HSR covenants and agrees for itself, its employees, invitees and guests, at events that it directly organizes or sponsors, that in accordance with the Smoke Free Ontario Act 2017, as amended, and all associated Regulations, as well as any Township By-laws, that no smoking or vaping will be permitted anywhere on or in the Facilities. The Township shall be responsible to ensure no smoking or vaping occurs on the Premises.

13. INSPECTIONS OF THE PREMISES AND FACILITIES

- 13.1 The Township shall conduct regular inspections of the Premises, as well as the Facilities subject to this Agreement.
- 13.2 HSR shall conduct regular inspections of the Facilities subject to this Agreement, as well as regular inspections of the Premises during events that they organizes or sponsors.
- 13.3 Both parties will respond to required maintenance, repairs and items of non-compliance expeditiously.

14. HEALTH AND SAFETY

- 14.1 HSR shall use, operate and maintain the Facilities at all times in a safe and healthy manner, and in compliance with all Federal, Provincial and Township Health and Safety legislation, regulations, policies and best practices.

15. INSURANCE

- 15.1 The Township shall be responsible to pay for all standard property and general liability insurance premiums associated with the property itself including all buildings, structures and facilities located on the Premises, including the Facilities subject to this Agreement, including all standard property and general liability coverage.

- 15.2 HSR covenants with the Township that the events, activities or programs to be so carried on or at the Facilities will not be of such a nature as to Township having to pay an increased rate of insurance premiums on the Premises or by reason thereof. Further, HSR covenants to not carry on or permit to be carried on any events, activities or programs on the said Premises which may make void or voidable any insurance held by the Township or the other actual or potential occupants of the Premises.

- 15.3 HSR shall carry, at minimum, the following insurance coverage related to the Facilities, as well as events, activities or programs that they organize or sponsor on or at the Facilities, or the Premises generally:

- \$5,000,000 Comprehensive General Liability Coverage, with specific endorsements for:
 - Director/Officer Coverage
 - Participant/ Spectator Injury and/or death
 - Liquor Event Liability
 - Non-owned automobile
 - \$20,000 Tenants Liability (for items owned by HSR and stored on the Premises);
- The Corporation of the Township of East Zorra-Tavistock shall be added as an additional insured to HSR's insurance policy;
- Insurance coverage is to contain a cross-liability endorsement.

- 15.4 HSR shall ensure that the Township is provided, at all times, with an up to date certificate of insurance. Proof of new or renewed insurance coverage shall be filed with the Township thirty (30) days before termination of the existing insurance. Thirty (30) days written notice shall also be delivered to the Township should HSR's insurance policy be cancelled.
- 15.5 Issuance of any insurance policy shall not be construed as relieving HSR from responsibility for other or larger claims, if any, for which they may be held responsible.
- 15.6 HSR agrees to release the Township from any and all claims for damages arising from any accident or injury, which is caused by, or arising from events, programs or activities that they directly organize or sponsor on the Facilities subject to this Agreement, or the Premises generally.

16. ENTITLEMENT TO DAMAGES

- 16.1 HSR shall not be entitled to damages, losses, costs or disbursements from the Township for personal property during the term hereby created on, caused by or on account of theft, fire, water, sewage, sprinkler systems, partial or temporary failure or stoppage of heat, light, elevator, live steam or plumbing services in or to the said Premises or building, whether due to acts of God, strikes, accidents, the making of alterations, repairs, renewals, improvements, structural changes on the said Premises or the equipment or systems supplying the said services, or from any cause whatsoever, provided that the said failure or stoppage be remedied within a reasonable time.

17. CONTACT

- 17.1 Annually, a member of both HSR and the Township will be identified as the respective points of contact for any matters related to the Facilities, and Premises generally.

18. NOTICE

- 18.1 Any notice which any of the parties is required or permitted to give pursuant to any provision of this Agreement may be delivered or mailed by registered mail addressed to:

HSR at:

**14 King Crescent, Hickson, ON, N0J 1L0
ATTN: Dave McLaren**

The Township at:

**90 Loveys Street, PO Box 100, Hickson, ON, N0J 1L0
ATTN: CAO**

Such notices shall be deemed to have been given at the time it was delivered or mailed, as the case may be.

19. NON-ASSIGNMENT OF RIGHTS

- 19.1 The parties agree that this Agreement cannot be assigned by HSR without the prior written consent of the Township, which in view of the special purpose nature of this Agreement, may be arbitrarily withheld by the Township.

20. GENERAL

- 20.1 The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.

21. BINDING EFFECT

- 21.1 This Agreement and everything contained in it shall extend to, bind and enure to the benefit of the heirs, executors, administrators, successors and assigns of each of the parties to it. All covenants contained in this Agreement shall be deemed joint and several and all rights and powers reserved to the Township may be exercised by either the Township or his agents or representatives.

22. SEVERABILITY

- 22.1 If any term, covenant or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement and/or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall be affected thereby and each term, covenant or condition of this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

23. ENTIRE AGREEMENT

23.1 This Agreement and the Schedule(s) attached hereto and forming a part hereof, set forth all the covenants, promises, Agreements, condition and undertakings between the Township or HSR concerning the Facilities and Premises generally, and there are no covenants, promises, Agreements, conditions or representations either oral or written between them other than herein and in the said Schedule(s) set forth. Except as herein provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the Township or HSR unless reduced to writing and signed by each of them.

SIGNED, SEALED AND DELIVERED

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

)
)
) _____
) Mayor

)
) _____
) Clerk

) **HICKSON SPORTS AND RECREATION INC.**

)
)
) _____
) President

)
) _____
) Secretary

Schedule "A"
"The Premises"



Schedule "B"

"The Facilities"



Schedule “B”

“Legend”

- 1. Diamond #1:**
- 2. Diamond #2:**
- 3. Batting Cage**
- 4. Storage Building**
- 5. Concession Booth**
- 6. Storage Room**

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 17**

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 17th 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 17th DAY OF MAY, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk