

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

AGENDA

**for the Meeting to be held on Wednesday October 4, 2023 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 9:00 a.m.**

1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
 - a) Confirm September 20, 2023, Council Meeting Minutes
5. Delegations & Appointments:
6. Reports of Municipal Officers and Committees:
 - a) Conferences and Seminars
 - b) County Council – Updates & Questions
 - c) Staff Reports – Updates & Questions
 - d) September 20, 2023, Police Services Board (PSB) Minutes
 - e) Staff Report - #CBO2023 – 09 re: Building, Development & Drainage Reporting
 - f) Staff Report - #PW2023 – 10 re: Public Works Reporting
 - g) Staff Report - #FC2023 – 08 re: Fire Department Reporting
 - h) Staff Report - #CSM2023 – 11 re: Accessibility - IASR Policy & Multi-Year
Accessibility Plan
 - i) Staff Report - #CAO2023 – 11 re: CAO Reporting
 - j) Staff Report - #CAO2023 – 12 re: Tavistock Royals MAP Exception Request
7. By-laws:
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 7:00 p.m. on Wednesday September 20, 2023.

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

Members Absent: Deputy Mayor Brad SMITH and Councillor Scott RUDY.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Public Works Manager Tom Lightfoot, Deputy CBO/ Drainage Superintendent Connor Occleston, Human Resources and Safety Coordinator Jennifer Albrecht, Deputy Treasurer Andrea Rice and Supervisor of Parks and Recreation Operations Matt Lamers.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that Gender Equality Week 2023 is taking place from September 17-23. Councillor SMITH also noted that September 30th is National Day for Truth and Reconciliation, which coincides with Orange Shirt Day, and honours the children and their families that were part of the residential school system in Canada. Lastly, Councillor SMITH advised that September 27th will be the final classic car cruise night of the season, in Innerkip.

Approve
Agenda

1. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that Council approve the agenda for the September 20, 2023, meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

2. Moved by: Jeremy SMITH
Seconded by: Matthew GILLESPIE
Resolved that Council confirm the Minutes of the September 6, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- Oxford County–Memo re: Tavistock New Well Supply MCEA Public Consultation
- Staff Report - #PW2023 – 09 re: Parks & Recreation Reporting
- Staff Report - #BCO2023 – 07 re: By-law Compliance Reporting
- Staff Report - #CSM2023 – 10 re: Corporate Services Reporting
- Staff Report - #CAO2023 – 10 re: Treasury Reporting

Correspondence & Reports – Resolutions Following:

Oxford County–
Memo re:
Tavistock New
Well Supply
MCEA Public
Consultation

Council reviewed the correspondence from the County of Oxford regarding the upcoming Public Consultation Centre for the new Tavistock Well Supply Municipal Class Environmental Assessment (MCEA) Study.

County Council–
Updates &
Questions

Mayor SCHAEFER provided an update on Oxford County Council activities, including that the **County's new Strategic Plan has now been adopted.**

Staff Report
#BIDS2023 –
02 re: Ross
Drain 1894 –
Section 84
Abandonment

Deputy CBO/ Drainage Superintendent Connor Occleston presented his report to Council regarding abandonment of the Ross Drain 1894.

3. Moved by: Steven VAN WYK
Seconded by: Scott ZEHR
Resolved that Council receive the request for drain abandonment from Ken Wettlaufer;

And further that notice be sent to all landowners in the Ross Drain watershed of the intent to abandon the 1894 Ross Drain.

CARRIED.

Staff Report
#CIO2023 – 05
re: Strategic
Plan Bid Award

Council reviewed the report prepared by Corporate Initiatives Officer Meaghan Vader regarding the recent Strategic Plan Bid process.

4. Moved by: Matthew GILLESPIE
Seconded by: Jeremy SMITH
Resolved that Council accept the bid from Town Hall Consulting Inc. in the amount of \$40,747.50;

And further that Council authorizes the CAO/ Treasurer to sign the contractual agreement with Town Hall Consulting Inc., as provided in the bid document package EZT-RFP-23-04.

CARRIED.

Staff Report
#BCO2023 – 07
re: By-law
Compliance
Reporting

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

Public Meeting -
Open

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

CARRIED.

Public Meeting
for ZN2-23-04
(Donald McKay)

PUBLIC MEETING – MCKAY ZONE CHANGE APPLICATION ZN2-23-04, PART LOT 15, CONCESSION 12, (EAST ZORRA) TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2023-283, regarding the Zone Change Application on lands owned by Donald McKay.

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

Council
Reconvene

6. Moved by: Scott ZEHR
Seconded by: Jeremy SMITH
Resolved that the Public Meeting does now adjourn and Council reconvenes at 7:21 p.m.

CARRIED.

7. Moved by: Matthew GILLESPIE
 Seconded by: Jeremy SMITH
 Resolved Council approve-in-principle the zone change application submitted by Donald McKay, whereby the lands described as Part Lot 15, Concession 12 (East Zorra) are to be rezoned from '**General Agricultural Zone (A2)**' to '**Special General Agricultural Zone (A2-21)**' and '**Special General Agricultural Zone (A2-sp).**'

DEFEATED.

Staff Report
 #PW2023 – 09
 re: Parks &
 Recreation
 Reporting

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

Public Meeting -
 Open

8. Moved by: Scott ZEHR
 Seconded by: Steven VAN WYK
 Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 7:30 p.m.

CARRIED.

Public Meeting
 for ZN2-23-06
 (Greg and
 Brenda Leslie)

PUBLIC MEETING – LESLIE ZONE CHANGE APPLICATION ZN2-23-06, PART LOT 15, CONCESSION 11, (EAST ZORRA) TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Dustin Robson from the County of Oxford Planning Department was present to comment on his report #CP2023-285, regarding the Zone Change Application on lands owned by Greg and Brenda Leslie.

Council asked questions of the planner and Staff. The applicants were present for the Public Meeting. Council reviewed and considered the comments made in making its decision regarding this application.

Council
 Reconvene

9. Moved by: Scott ZEHR
 Seconded by: Jeremy SMITH
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 7:34 p.m.

CARRIED.

- 10. Moved by: Matthew GILLESPIE
 Seconded by: Scott ZEHR
 Resolved Council approve-in-principle the zone change application submitted by Greg and Brenda Leslie, whereby the lot to be retained and the lot to be severed resulting from Consent Application B22-95-2, described as Part Lot 15, Concession 11 **(East Zorra), are to be rezoned from 'Estate Residential Zone (ER)' to 'Rural Residential Zone (RR)' and 'Rural Residential Zone (RR-sp).'**

CARRIED.

Staff Report
#CSM2023 – 09
re: Corporate Services Reporting

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

Staff Report
#CAO2023 – 10
re: CAO Reporting

CAO-Treasurer Karen DePrest reviewed the Monthly Treasury Report with Council.

- 11. Moved by: Scott ZEHR
 Seconded by: Steven VAN WYK
 Resolved that Council authorizes the CAO/ Treasurer to distribute the 2022 Operating Budget surplus equally between the Tavistock Arena Reserve and the Tax Rate Stabilization Reserve.

CARRIED.

Public Hearing -
Minor Variance
Application
A-6-2023
(Chambers)

PUBLIC HEARING - MINOR VARIANCE APPLICATION #A-6-2023 (CHAMBERS), DESCRIBED AS LOT 28, PLAN 35, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 7:46 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-6-2023 for Kevin and Kailee Chambers. Planner Dustin Robson presented Planning Report #CP2023-294.

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

12. Moved by: Matthew GILLESPIE
 Seconded by: Jeremy SMITH
 Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-6-2023, submitted by Kevin & Kailee Chambers for lands described as Lot 28, Plan 35 in the Village of Innerkip, and municipally known as 182 Blandford Street, as it relates to:
1. Relief from Table 5.1.1.3, Regulations for Accessory Uses, to increase the maximum cumulative gross floor area of residential accessory buildings from 100 m² (1,076 ft²) to 134 m² (1,442.3 ft²); and,
 2. Relief from Table 5.1.1.3, Regulations for Accessory Uses, to increase the maximum height of a residential accessory building from 4 m (13.1 ft) to 4.3 m (14.1 ft).

Subject to the following conditions:

- i. That the proposed relief shall only apply to a detached garage of the approximate size and location as depicted on Plate 3 of Report CP 2023-294.
- ii. That the existing shed, as shown on Plate 3 of Report CP 2023-294, shall be removed or demolished to the satisfaction **of the Township's Chief Building Official.**

As the variances requested are considered to be:

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

CARRIED.

Staff Report
#CIO2023-06
re: Stormwater
Management
Master Plan Bid
Award

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding the recent Stormwater Management Master Plan Bid process.

- 13. Moved by: Matthew GILLESPIE
Seconded by: Scott ZEHR
Resolved that Council accept Option #3 in Staff Report #CIO2023-06;

And further that Council authorize the CAO/Treasurer to sign the contractual agreement with Aquafor Beech Ltd. in bid document EZT-RFP-23-03.

CARRIED.

At 8:09 p.m., Township Auditor Christene Scrimgeour (Scrimgeour & Company) presented Council with the draft 2022 consolidated Financial Statements and draft 2022 Trust Fund Statements.

- 14. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council approve the 2022 Draft Consolidated Financial Statements and 2022 Draft Trust Fund Statements, as presented by Scrimgeour & Company.

CARRIED.

At 8:25 p.m., Kyle Wynette, Ron Saunders and Heidi Danen made a presentation to Council on behalf of the Tavistock Royals regarding their desire for an exemption from **the Township's** Municipal Alcohol Policy for alcohol service areas, at the Tavistock Arena. Direction was provided to Staff to review the matter and bring a report back to the October 4, 2023, Council Meeting.

Confirming
By-law

- 15. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that By-law #2023-28 being a by-law to confirm the proceedings of Council held Wednesday September 20, 2023, be read a first, second and third time this 20th day of September, 2023;

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

CARRIED.

Adjourn

16. Moved by: Jeremy SMITH
Seconded by: Steven VAN WYK
Resolved that Council does now adjourn at
8:41 p.m.

CARRIED.

Will Jaques, Clerk

Phil Schaefer, Mayor

#6.a

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

#6.b

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

#6.c

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



EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD



MINUTES of the Meeting held

September 20, 2023

The Police Services Board met at the Innerkip Community Centre at 1:15 p.m. on Wednesday September 20, 2023.

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

Regrets: None.

Confirm Agenda Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the agenda for the September 20, 2023 meeting, as printed and circulated.

CARRIED

Pecuniary Interest None declared.

Confirm Minutes Moved by: Liam McCreery
Seconded by: Matthew Gillespie
Resolved that the Board approves the minutes of the May 17, 2023 meeting, as printed and circulated.

CARRIED

Correspondence

- None.

Delegations & Appointments

- None.

Reports

OPP Policing Reports

- May 2023 Police Reports
- June 2023 Police Reports
- July 2023 Police Reports
- August 2023 Police Reports
 - Oxford OPP Detachment Commander Tony Hymers presented the May, June, July and August, 2023, policing reports to the Board.
- Verbal Reports from Meetings/Conferences/Seminars etc.
 - Robert Rudy reported on the recent OAPSB Spring Conference and Annual General Meeting.

Other Business

- The Board will evaluate the performance of the Detachment Commander under section 10(9)(d) of the Police Services Act, at the November 15, 2023, Police Services Board meeting.

Adjourn

Moved by: Liam McCreery

Seconded by: Matthew Gillespie

Resolved that the Board does now adjourn at 1:56 p.m.**CARRIED**

Will Jaques, Secretary

Robert Rudy, Chairperson

STAFF REPORT

Report #CBO2023-09

To: His Worship the Mayor and Members of Council
 From: John Scherer, Chief Building Official
 Re: Building, Development & Drainage – August 2023 Council Report
 Date: September 27, 2023

Departmental Highlights:

- Tavistock Master Drainage Plan Update – Consultant preparing mapping and final report.
- Innerkip Master Drainage Plan – Awarded

Legislative Updates:

- None.

Monthly Permit Activity:

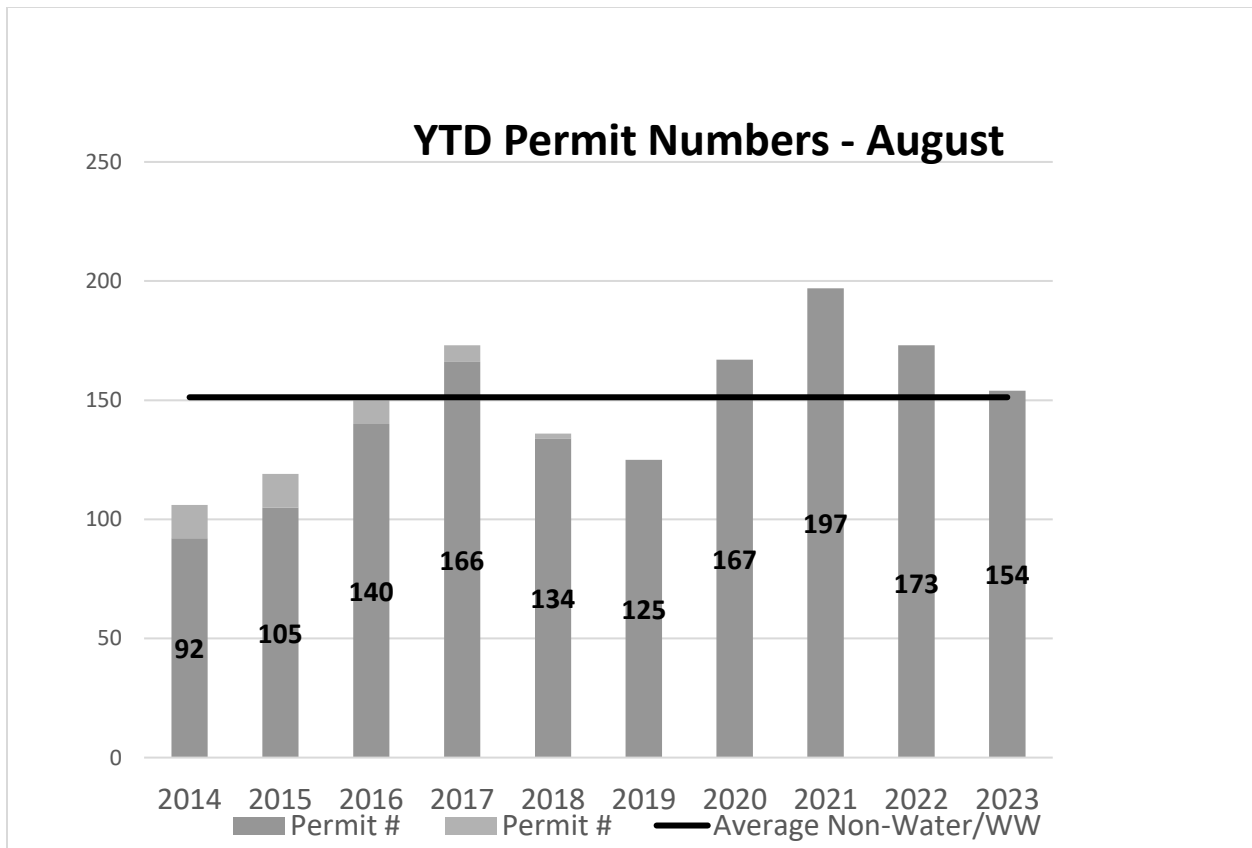
Permit Summary

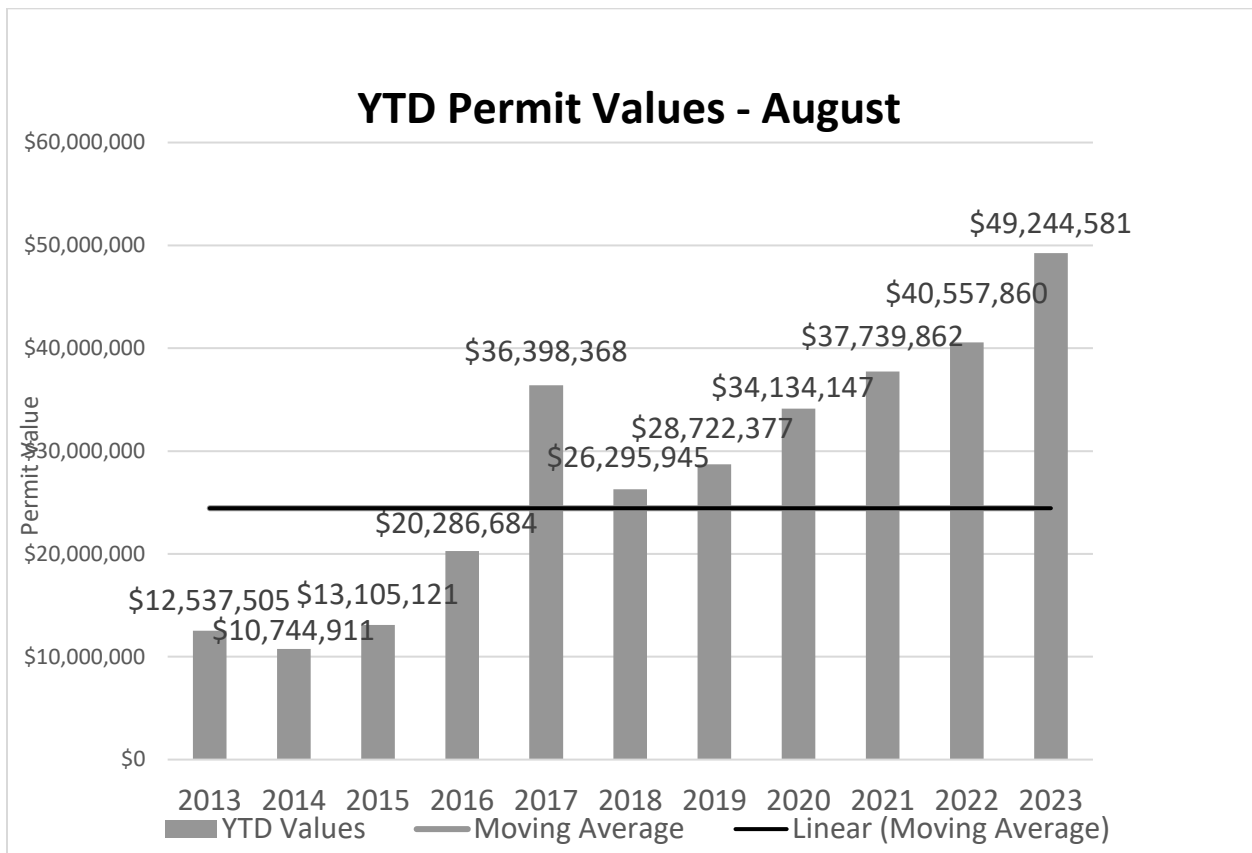
	No. of Permits	Permit Value	Permit Fees
August 2023	20	\$5,017,500	\$28,185.04
Year to Date – August 31, 2023	154	\$49,244,580.84	\$233,998.02

Permit Values and Fees

Project	Cost of Construction	Permit Fees Total
Storage shed	70,000	693.00
Covered deck	70,000	200.00
Tower silo	100,000	662.00
Detached garage	125,000	795.00
Pool house	10,000	398.00
Hog barn	800,000	3,246.92
New SFD (secondary res)	1,000,000	6,624.86
New SFD	700,000	3,230.89
Inground pool	80,000	133.00
Rooftop solar panels	5,500	349.70
Above ground pool	15,000	133.00
New SFD	560,000	3,242.93
New SFD	620,000	3,235.00
Connect water service	2,000	234.00

Above ground pool	10,000	133.00
Pool shed	15,000	398.00
Deck	12,000	200.00
Septic system	20,000	662.00
New SFD	800,000	3,413.74
Deck	3,000	200.00
	5,017,500.00	28,185.04





Status of Development Matters:

Ward 1 - TAVISTOCK

The Ponds (Phase 3)	33 SFD	Plan 41M-335 Plan 44M-68 Minor Items remain outstanding.
The Orchards (Phase 1)	16 SFD 6 Semi Units 39 Condo Towns	Plan 41M-321 Warranty item identified for developer.
The Orchards (Phase 2)	48 SFD 2 Semi Units	Plan 41M-353 Warranty items identified.
The Orchards (Phase 3)	52 SFD 6 Semi Units	Plan 41M-371 Permits Issued.
Gateman Homes (Jacob St E)	13 SFD 10 Semi Units	Plan 41M-363 Permits Issued.
Mill-Gate Homes (Phase 1)	61 SFD 1 Infill Lot	Plan 41M-390 Permits Issued

Ward 3 - INNERKIP

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

Drain & Streetlight Locate Summary:

Updated Quarterly – September/October

Status of Drainage Matters:

Drain Name	Status
McLean Drain	Section 78 received, and Section 40 received. Petition restarted – Section 4 proposed (new drain). Report to Council accepted and Court of Revision completed. 2024 project – Tender Closing end of September 2023.
Tavistock 1974 & 1979 Drains	Relocation of drains proposed for new residential developments. Walkthrough complete, minor deficiencies noted and will be corrected end of Summer 2023.
Parker Drain	Tender process complete. In process of installation. Construction to be completed by late summer 2023.
Witzel Drain	Report complete. Installation completed. Work to be completed by late summer 2023.
Ross Drain 1894	Drain abandonment proposed.

Attachments:

- None

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:

Report prepared and
submitted by:



Karen DePrest
Chief Administrative Officer



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

STAFF REPORT

Report #PW2023-10

To: His Worship the Mayor and Members of Council
From: Tom Lightfoot, Public Works Manager
Re: Public Works – October 2023 Council Report
Date: September 27, 2023

Departmental Highlights:

- Staff have received positive feedback regarding the new speed radar trailer. The trailer is currently in Innerkip, after being deployed in Hickson for a week. The unit will then be moving to Tavistock.



- The annual crack sealing program has been completed for the year. This **year's crack sealing was completed on the 13th Line**, north of Maplewood Sideroad.
- Roadside grass mowing is continuing. Staff will completing the final pass for the year in the coming weeks. Guiderail trimming has now been completed.

- Staff completed the annual sidewalk inspection process in September. Inspections are part of the Provincial Minimum Maintenance Standards requirements. Sidewalks are inspected for surface discontinuities of more than 2 cm., as well as any significant hazards within 45 cm. of the sidewalk edge. Areas with deficiencies were marked with orange paint during the inspection and will be ground down and repaired in October.
- The annual tree removal work is nearing completion. Staff have been out removing unwanted wood from the right-of-way as the contractor works. This cleanup should be finished in October.
- Staff plan to do some additional pavement repairs in conjunction with the new curb installed on Jacob Street West. This work will be completed once the concrete contractor is available.
- Grading of gravel roads will be ongoing throughout the fall season, as required. We will be start to pull the edges of the roads in later in October in preparing the roads for the winter season. Staff plan to use the retriever to assist with pulling in the high edges. The shoulder grader will also be out pulling in the edges of the paved roads.
- One Roads and two Parks Operators will be attending chainsaw training in Tillsonburg on Oct 3rd and 4th. Our appreciation is extended to the Town of Tillsonburg staff for arranging this training.
- Public Works Roads and Parks staff will be attending winter control training on October 11th and 12th. This is a joint training session for all public works staff within Oxford **County**. **This year's training will be held at the Embro Community Centre.**

Status of Significant Capital Projects:

Capital Project	Current Status
Speed Radar Trailer	In service
Jacob St. West Curb Install	Awaiting Concrete contractor availability
Utility Truck	In service
16 th Line FiberMat	Treatment applied, awaiting line painting

Recommendation:

1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Tom Lightfoot
Public Works Manager

STAFF REPORT

Report #FC2023-08

To: His Worship the Mayor and Members of Council

From: Scott Alexander, Township Fire Chief

Re: Fire & Protective Services –October Council Report

Date: September 27, 2023

Departmental Highlights:

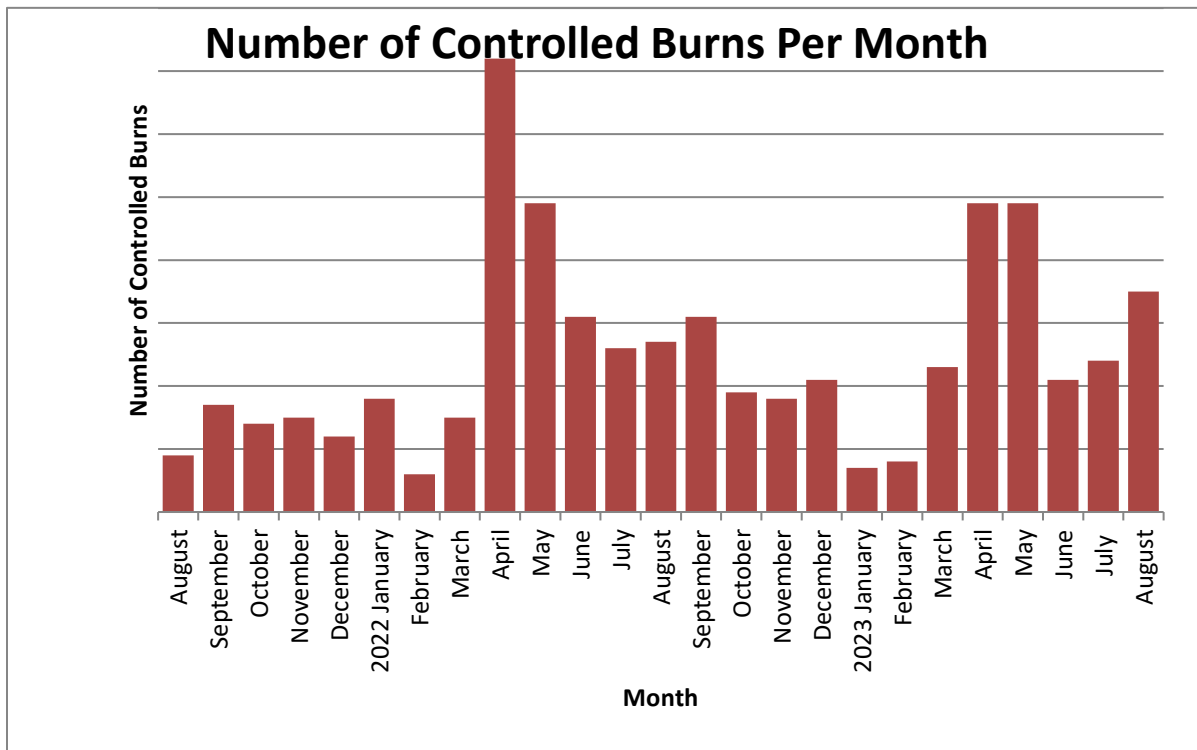
Fire Department:

- During September, Tavistock Station hosted our first NFPA 1006 Gen Rescue course, and the initial reports are that it was a very successful two weekends of training. To further add value to the course in the future, Public Works and our Operations Technologist are exploring if the storm water management pond at the station can be modified to add a more challenging evolution of rope rescue to the training. Our department sent three firefighters to the NFPA 1006 Gen Rescue training, and one to an NFPA 1041 Instructor 2 course. As well, two of our firefighters instructed at the Gen Rescue course and one assisted with Auto Ex. training during the month.
- Innerkip held their recruit night on September 12th with twelve potential candidates attending. Four possible applicants have been chosen to compete for the one open auxiliary firefighter position. There are no openings in the other stations currently.
- **Innerkip's new** Station Chief, Ken McIntyre, officially took over on September 1st creating an opening for the Deputy District Chief position. Applications for the position are now being received, with a closing date of October 11th. It is hoped that the position can be filled by October 31st.
- There were some significant capital improvements in two of the stations during September. The cistern pump has been replaced in Innerkip and the Tavistock Station has had an LED lighting upgrade. The ULC papers have been signed and returned for the coming Innerkip rescue van and we are waiting for a date for the on-site visit.

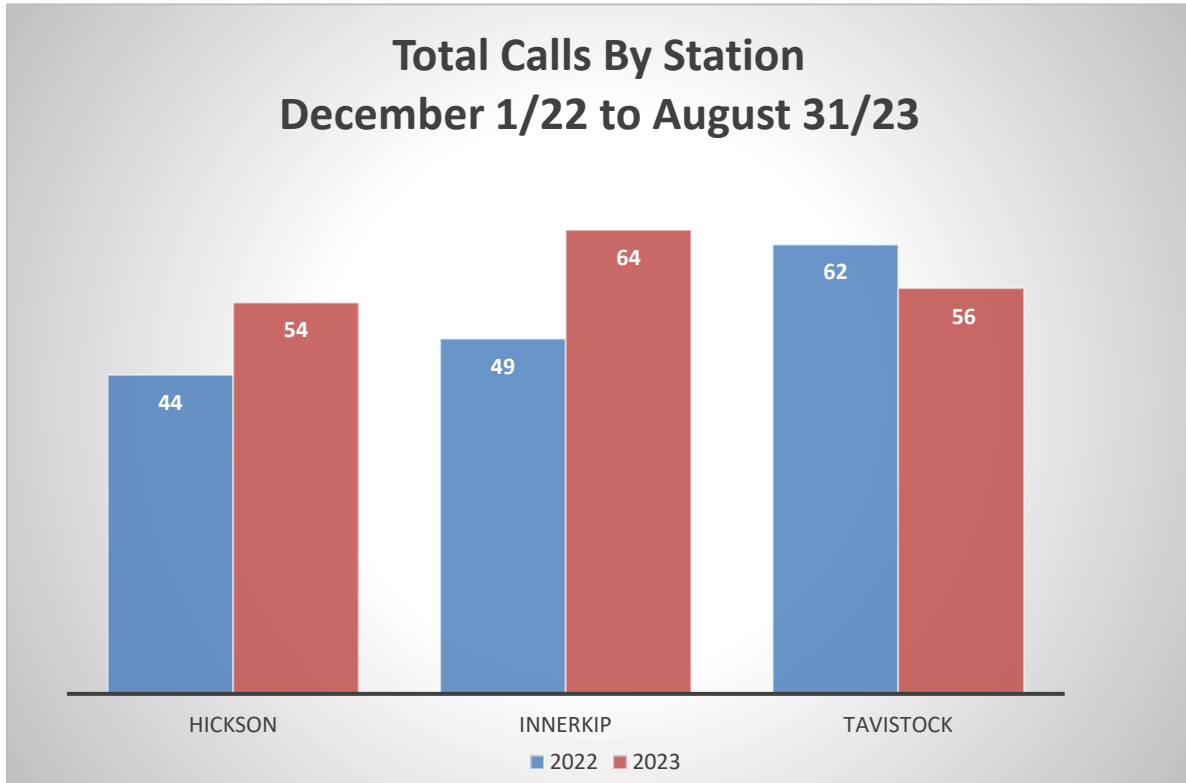
- The Rural Fire Services had a busy three **days at Canada’s Outdoor Farm Show** manning a booth, handing out educational materials, and patrolling the site. The OFM did attend on the Wednesday and assisted with handing out literature promoting the Saved by the Beep campaign. In all, the Show provided an opportunity to share safety information with almost 39,000 attendees.
- All three departments participated in the “Saved by the Beep” promotion by using banners, station signs and their association Facebook websites. At the Township, social media was the primary method of raising awareness.
- The Stations have been planning their Fire Prevention Week activities. Tavistock is conducting a door-to-door campaign on October 16th and are also planning on attending the school. Innerkip will have an information table set up for the school’s parent-teacher night on October 2nd. Finally, Hickson will be attending the school on October 12th & 13th, and has also been asked to participate in a Terry Fox Run “reward day” by allowing the teachers to attempt to pull a fire truck (providing the school raises enough money). Along with this, there will be a “Junior Fire Chief for a Day” competition for the child that helps raise the most money.

Controlled Burn Approvals:

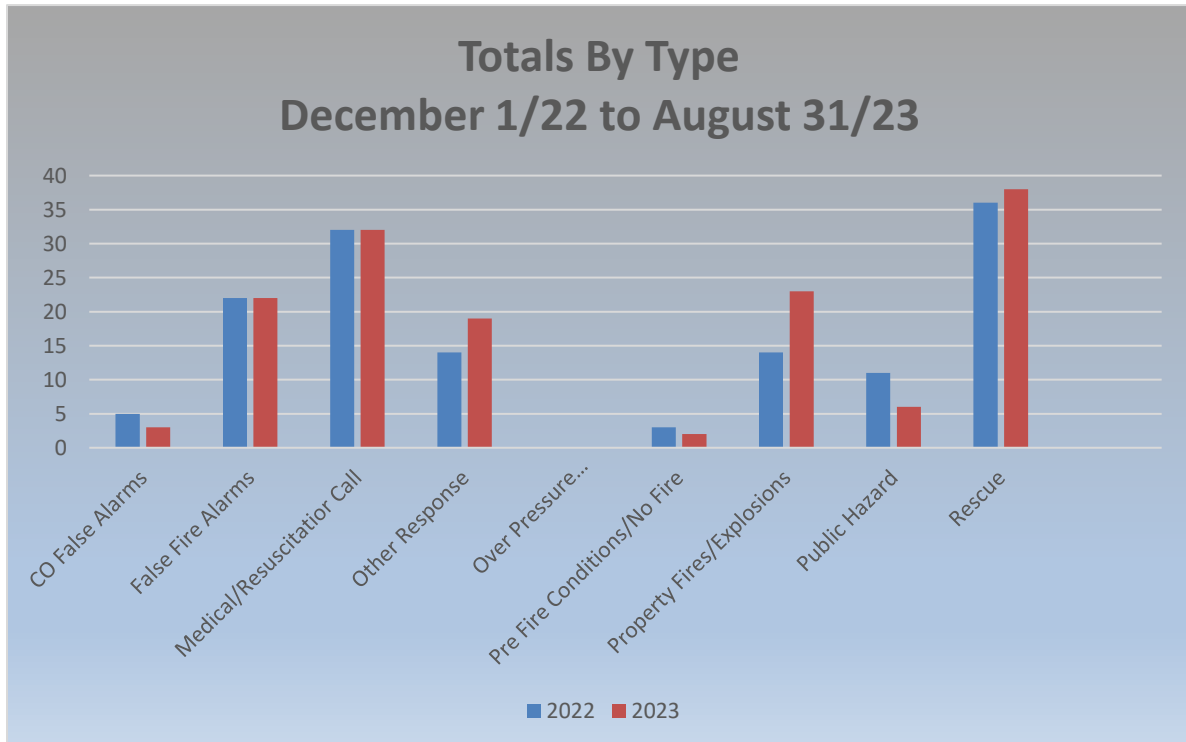
- August (2023): 35
- Year to Date: 216



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



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



Emergency Management:

- Staff will be registering for the upcoming Ontario Disaster and Emergency conference scheduled for October 24th & 25th.
- **The St. Clair sector has announced that it's next meeting will be held** both in person (Windsor) and remotely on October 6th. Topics on the agenda include livestock transportation emergencies, legacy gas wells and the information on emergency planning and construction status of the Gordie Howe International Bridge.

Legislation

- None to report.

Recommendation:

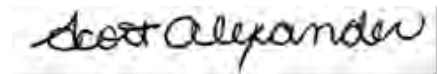
1. None. For Council information only.

Reviewed by C.A.O.:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Scott Alexander
Township Fire Chief

STAFF REPORT

Report #CSM2023-11

To: His Worship the Mayor and Members of Council

From: Will Jaques, Corporate Services Manager

Subject: Accessibility - IASR Policy and Multi-Year Accessibility Plan

Date: September 27, 2023

Background:

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) became law in 2005. Its stated goal is the creation of an accessible Ontario by 2025, through the development, implementation and enforcement of accessibility standards that apply to the public, private and not-for-profit sectors.

With the AODA, Ontario became the first province in Canada and one of the first jurisdictions in the world to establish a specific law with a goal and timeframe for achieving accessibility. It was also the first jurisdiction to legally require accessibility reporting, and one of the first to establish accessibility standards so that persons with disabilities have increased opportunities to participate in everyday life.

The accessibility standards under the AODA are laws that businesses and organizations with one or more employees in Ontario must follow so they can identify, remove and prevent barriers faced by persons with disabilities. Under the *Integrated Accessibility Standards Regulation, O. Reg. 191/11* (IASR) of the AODA, five accessibility standards that apply to key areas of day-to-day life for Ontarians were created, and came into force in 2011:

- Information and Communications
- Employment
- Transportation
- Design of Public Spaces
- Customer Service

The Township's accessibility related policies and plans have all been in force since legislatively required. It is important to periodically review all of the **Township's policies** and plans and recently, it became clear that amendments were required to **the Township's IASR** program, and the **Township's Multi-Year Accessibility Plan**.

Discussion:

IASR Policy:

The Township has had an IASR training program in place since early 2016. Since that time, all members of Council, Staff and volunteers acting on behalf of the Township have received training, appropriate to their required duties. While the training documents included all of the required information related to the IASR and the Human Rights Code, as required by the legislation, the Township did not have a stand-alone IASR policy. As such, one has now been drafted, and is attached to this report as Appendix **'A'**. The previous standalone training program has been maintained as an appendix within the newly drafted policy.

Multi-Year Accessibility Plan:

The Township's current Multi-Year Accessibility Plan required updating. A new Plan has now been drafted and is attached to this report as Appendix **'B'**. Multi-Year Accessibility Plans, once, implemented, must be reviewed every five years and as such, the newly drafted plan would run from 2022 to 2027.

With both the IASR Policy and Multi-Year Accessibility Plan updates being **proposed, the Township's accessibility policies and plans** would now be in compliance with the legislative requirements.

Attachments:

1. **Appendix 'A'** – Integrated Accessibility Standards Regulation (IASR) Policy
2. **Appendix 'B'** – Multi-Year Accessibility Plan

Recommendation:

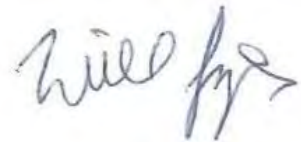
1. That Council approve Policy #2.28 Integrated Accessibility Standards Regulation (IASR) Policy, as attached to Staff Report #CSM2023-11.
2. That Council approve the Multi-Year Accessibility Plan, as attached to Staff Report #CSM2023-11.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Will Jaques
Corporate Services Manager

Appendix 'A'



Township of East Zorra-Tavistock

Human Resources Manual

Title: Integrated Accessibility Standards Regulation (IASR) Policy	
Section: Accessibility	Number: 2.28
Version: 1.12	Review Frequency: Every 5 years
Approved by: Council	Approval Date: 2023-10-__
Application: All Employees, Council, volunteers and service providers.	
Notes:	

POLICY STATEMENT

The Township of East Zorra-Tavistock is committed to providing equal treatment to people with disabilities with respect to the use and benefit of Township services, programs, goods and facilities in a manner that respects their dignity and that is equitable in relation to the broader public. This commitment extends to residents, visitors and employees with visible or non-visible disabilities.

PURPOSE

The purpose of this policy is to outline the requirements established under the Integrated Accessibility Standards, Ontario Regulation 191/11 of the Accessibility for Ontarians with Disabilities Act, 2005, as they relate to the General Requirements, Information and Communications, Employment, Transportation and Design of Public Spaces, to demonstrate how the Township will undertake to comply with these requirements.

APPLICATION

1. GENERAL REQUIREMENTS:

a. Establishment of Policies, Procedures and Best Practices

The Township shall develop, implement and maintain policies governing how it achieves, or will achieve accessibility through meeting the requirements referred to in the Regulation. Specifically, all policies shall include a corporate commitment for meeting the accessibility needs of persons with disabilities in a timely manner.

To fulfil the requirements set out in the policy, standard operating procedures/processes will be developed or amended accordingly.

These documents, where appropriate, will be made available to the public and provided in an accessible format upon request.

b. Accessibility Plan

The Township shall develop and implement a multi-year accessibility plan outlining the corporate strategy for identifying, removing and preventing barriers, and meeting the requirements set out in the Regulation.

The plan will be reviewed at least once every five years, will be posted on the Township's website and will be provided in an accessible format, upon request.

c. Procurement or acquiring goods, services or facilities

When procuring or acquiring goods, services or facilities, the Township shall incorporate accessibility guidelines or standards into relevant policies, procedures and by-laws.

d. Self Service Kiosks

The Township does not provide any services using self-service kiosks at this time. The Township shall incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

e. Training - Requirements of this Standard & Ontario Human Rights Code

The Township shall ensure that training is provided on the requirements of the Integrated Accessibility Standard and on Human Rights Code. See **Appendix 'A'** of this Policy for a copy of the IASR/ Human Rights Code Training Manual.

Training will be provided on an ongoing basis whenever there are changes made to the policies, practices and procedures.

The IASR and Human Rights Code training shall be appropriate to the duties of the employees, volunteers and other persons.

2. INFORMATION AND COMMUNICATION REQUIREMENTS:

a. Feedback

The Township shall ensure that its process for receiving and addressing feedback is accessible for persons with disabilities by providing, or arranging for the provision of any document related to this service in an accessible format and communication supports upon request. The Township shall consult with the person making the request in determining the suitability of an accessible format or communication support. This shall be done in a timely fashion and the Township shall not charge a cost that is more than the regular cost charged to other persons.

b. Accessible Formats and Communication Supports

The Township shall, upon request, provide or arrange for the provision of its documents, where appropriate, in an accessible format or communication support in a timely manner. When providing accessible formats, the Township shall take into account the person's disability and individual communication needs by consulting the person directly.

The Township shall notify the public about the availability of accessible formats and communication supports through its website. The Township shall not charge a cost that is more than the regular cost charged to other persons.

c. Emergency Procedure, Plans or Public Safety Information

The Township shall provide emergency procedures, plans or public safety information that are available to the public in an accessible format upon request.

The Township shall notify the public about the availability of this information being available in an accessible format through its website.

d. Accessible Websites and Web Content

The Township will make its website and web content conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA.

3. EMPLOYMENT STANDARDS

a. Recruitment (General, Selection Process)

The Township shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment process. This notification shall be included at the following stages of the recruitment process:

- Employment postings
- Selection process
- When an offer of employment is made

If an accommodation request is received, the Township will consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

b. Informing Employees of Supports

The Township shall inform its employees of its policies and procedures used to support employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.

c. Accessible Formats and Communication Supports for Employees

Upon request, the Township shall work with the employee with a disability when providing or arranging for the provision of accessible formats or communication supports for information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace.

d. Workplace Emergency Response Information

The Township shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that individualized information is necessary and the Township is aware of the need for accommodation due to the employee's disability.

The Township shall advise existing employees of this section of O. Reg. 191/11 and shall provide information on this matter for new employees.

e. Individualized Accommodations Plans

Upon request, the Township shall work with employees with disabilities to establish an individualized accommodation plan.

f. Return to Work Process

The Township shall work with employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

g. Performance Management

The Township shall take into consideration the accessibility needs of employees with disabilities, as well as individualized accommodations plan(s) when using its performance management process in respect of employees with disabilities.

Performance management refers to the activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

h. Career Development and Advancement

When providing career development and advancement opportunities, the Township shall take into consideration the accessibility needs of its employees with disabilities as well as any individual accommodation plan(s).

Career development and advancement includes providing additional responsibilities within an employee's current position and the movement of an employee from one job to another in an organization that may be higher in pay, provide greater responsibility or be at a higher level in the organization and is usually based on merit.

i. Redeployment

The Township shall take into consideration the accessibility needs of its employees with disabilities as well as individual accommodation plan(s) when redeploying employees with disabilities.

Redeployment means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

4. TRANSPORTATION

At this time, the Transportation Standard component of the Integrated Accessibility Standards does not apply to the Township.

5. DESIGN OF PUBLIC SPACES

The Township shall meet accessibility requirements when constructing and maintaining new or redeveloped elements of public spaces including:

- Recreational trails and beach access routes
- Outdoor eating areas for public use
- Outdoor play spaces (such as playgrounds)
- Exterior paths of travel (such as walkways across parks or between buildings)
- Accessible on and off street parking
- Service counters and waiting areas

When undertaking new construction or redevelopment in any of the above categories, the Township shall refer to and comply with the legislative requirements for that category. Depending on the project, consultation with the public may be required.

As per the legislation, the Township is not required to make changes to existing public spaces. The standard only applies when organizations build new or make major changes to existing elements of public spaces.

Appendix 'B'



Multi-Year Accessibility Plan 2022 - 2027

90 Loveys Street East
Hickson, Ontario
N0J 1L0

p. 519-462-2697
f. 519-462-2961

www.ezt.ca
ezt@ezt.ca

Table of Contents

Introduction	3
Commitment to Accessibility	3
Accessible Format	3
Background	3
Accessibility Legislation	4
About the Plan	6
AODA Progress and Accomplishments	6
General Requirements.....	6
Information and Communication Standard	7
Employment Standard	7
Transportation Standard	8
Design of Public Spaces Standard	9
Customer Service Standard.....	10
Leading the Way Forward: A Final Word	11
Contact Information	11
Appendix “A” - 2022-2027 Accessibility Goals.....	12

Introduction

The Township of East Zorra-Tavistock's Multi-Year Accessibility Plan outlines the policies, achievements and actions that the Township has put in place to remove barriers and improve opportunities for persons with disabilities. The Plan details the Township's approach to building an inclusive organization for all who live, work and visit the Township.

Commitment to Accessibility

The Township is committed to providing quality goods, services, and facilities that are accessible to all persons the Township serves. The Township will continue to work with the community and allocate appropriate resources toward the elimination of accessibility barriers in customer service, information and communication, employment and the design of public spaces and are committed to meeting the requirements of applicable legislation, including the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*. The Township is committed to eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

Accessible Format

This document is available in an accessible format at request. If you require this document to be in an accessible format, please contact the Township at ezt@ezt.ca or 519-462-2697.

Background

One in seven people in Ontario has a disability. By 2036, that number of persons with disabilities will rise to one in five as the population ages. As such, persons with disabilities represent a significant growing part of Ontario's and the Township's population. Enhancing the ability of people with disabilities to live independently and participate in the community will have positive effects on future prosperity in Ontario. The Township acknowledges that although it has made great strides, there is much that it can still do to eliminate barriers to persons with disabilities.

A disability is a physical or mental condition that limits a person's movements, senses, or activities. The *Accessibility for Ontarians with Disabilities Act, 2005* (the "AODA") defines disability as follows:

- (a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness, and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of

paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or in a wheelchair or other remedial appliance device;

(b) A condition of mental impairment or developmental disability;

(c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

(d) A mental disorder;

(e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Accessibility Legislation

There are currently two active pieces of legislation in Ontario that specifically address accessibility: the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontarians with Disabilities Act, 2001* (the “ODA”).

Regulated accessibility planning in Ontario began with the ODA. The purpose of the ODA is to improve the quality of life and experiences of persons with disabilities by identifying, preventing and removing any barriers that may limit opportunities for individuals with disabilities to fully participate in society. Under the ODA, municipalities were required to have annual accessibility plans that would report on the measures taken by the organization to identify, remove and prevent barriers for persons with disabilities.

The AODA, which became law in 2005, builds on the progress made under the ODA. The AODA does not replace the ODA, but advances the goals of the ODA and is more comprehensive and prescriptive. Furthermore, the requirements under the AODA now apply to the public, private, and not-for-profit sectors. The goal of the AODA is to identify, remove and prevent barriers to accessibility in order to make the Province of Ontario fully accessible for all persons with disabilities by 2025. The AODA is made up of five standards and a number of general requirements, including:

- (a) Information and Communication
- (b) Employment
- (c) Transportation
- (d) Design of Public Spaces
- (e) Customer Service

The AODA standards form part of the *Integrated Accessibility Standards Regulation* (“IASR”). These standards are rules that businesses and organizations in Ontario have to identify, remove and prevent barriers to improve accessibility for persons with disabilities.

Additionally, the IASR has general requirements for every obligated organization. The general requirements apply to all the standards of the regulation and are as follows:

- (a) To develop, implement and maintain accessibility policies, including a **multi-year accessibility plan and annual accessibility status reports**;
- (b) To incorporate accessibility design, criteria and features when **procuring or acquiring goods, services or facilities**, except where it is not practicable to do so; and
- (c) To provide **training** on the requirements of the AODA and on the *Human Rights Code* as it relates to persons with disabilities.

Both the standards and the general requirements of the *Integrated Accessibility Standards Regulation* must be complied with. There is a schedule that obligated organizations must follow in regards to meeting the IASR standards and requirements. The timelines for compliance are established in relation to the organization’s classification under the IASR.

According to the IASR classifications of obligated organizations, the Township of East Zorra-Tavistock is defined as a “small designated public sector organization,” as the Township is a designated public sector organization with “at least one but fewer than 50 employees.” Municipalities with less than 50 employees must meet the majority of requirements of the IASR by 2016, except for accessible websites and web content under the Information and Communication Standards with a compliance date set in 2021. However, endorsing accessibility is an ongoing process and the Township must work diligently to ensure accessibility legislation standards and requirements are continually complied with.

About the Plan

The Township's Multi-Year Accessibility Plan outlines how the Township intends to reach its goal of building an inclusive organization. This plan includes an overview of the Township's strategy to prevent and remove barriers and meet the requirements under the AODA, including the IASR.

Objectives identified within this plan are both long- and short-term, several of which being ongoing throughout the life of the plan. The phased-in strategy of the Plan aims to prevent and remove barriers and addresses the current and future requirements of the Act. The Township will report annually on the progress and implementation of the plan, post the information on its website and will provide it in alternative formats upon request. The Plan will be reviewed and updated at least once every 5 years.

AODA Progress and Accomplishments

The Township's first Multi-Year Accessibility Plan was approved by Council and introduced in December 2013. This plan laid the groundwork for how the Township would meet the obligations set out in the IASR.

Extensive work has been carried out since December 2013 to ensure that the Township was in compliance with the general requirements and each of the five standards of the IASR. The Township has taken many steps toward being an accessible community, with the following milestones being achieved:

General Requirements

- ✓ The Township introduced its first Multi-Year Accessibility Plan in 2013, with this new Plan building on the milestones achieved to date;
- ✓ The Township has implemented an **IASR Training Program** (August 2015) for all employees, volunteers and members of Council, and an **IASR Policy** (October 2023), which encompass the Township's commitment to adhering to the accessibility specifications, both the general requirements and the five standards, as put forward in the *Integrated Accessibility Standards Regulation*. The following policies were amended and/or established in order to adhere to the IASR regulations:

- **IASR Policy and Training Program #2.28**
 - **Hiring Policy #2.05**
 - **Employee Orientation Program 6.1.g-i**
 - **Emergency Response Information Policy #2.24**
 - **Performance Evaluations Policy #2.10**
 - **Early and Safe Return to Work Policy #12.1**
- ✓ The Township has incorporated accessibility criteria relating to the procurement of goods, services and facilities into its updated **Purchasing Policy** (December 2020).

Information and Communication Standard

- ✓ Accessible formats for information or communication supports are provided upon request and take into account the disability of the member of the public requesting the information. This includes information for emergency or public safety made available to the public. The alternate format request can be made by email (ezt@ezt.ca), by phone (519-462-2697) or in person at the Township Office (90 Loveys Street East, Hickson, ON);
- ✓ Accessible formats for information regarding formal complaints is available in accessible format upon request, as per the Township's **Formal Complaint Policy #GP2.14**.
- ✓ The Township's website conforms to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Township has committed to ensure website remains at Level AA on a go forward basis;

Employment Standard

- ✓ The Township has incorporated accessibility requirements into its recruitment process through its **Hiring Policy #2.05** (December 2007);

- ✓ The Township shall inform all new and current employees of its policies and procedures used to support employees with disabilities, including but not limited to, policies on the provision of job accommodations that take into account an employee's accessibility needs due to a disability.
- ✓ The Township shall, upon request, work with the employee with a disability when providing or arranging for the provision of accessible formats or communication supports for information that is needed in order to perform the employee's job and information that is generally available to employees in the workplace;
- ✓ The Township has implemented a **Workplace Emergency Response Information Policy #2.24** (December 2011). Through this policy, the Township shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that individualized information is necessary and the Township is aware of the need for accommodation due to the employee's disability;
- ✓ The Township has an established **Early and Safe Return to Work Policy #12.1** (September 2014). The Township shall work with employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work;
- ✓ The Township has incorporated performance management, career development, advancement and redeployment accessibility requirements into its **Performance Evaluations Policy #2.10** (October 2016).

Transportation Standard

- ✓ At this time, the Transportation Standard component of the Integrated Accessibility Standards does not apply to the Township.

Design of Public Spaces Standard

- ✓ The Chief Building Official ensures compliance with the Design of Public Spaces Standard and also all accessibility requirements within the Building Code Act, 1992;
- ✓ The Township shall meet accessibility requirements when constructing and maintaining new or redeveloped elements of public spaces including:
 - Recreational trails and beach access routes
 - Outdoor eating areas for public use
 - Outdoor play spaces (such as playgrounds)
 - Exterior paths of travel (such as walkways across parks or between buildings)
 - Accessible on and off street parking
 - Service counters and waiting areas
- ✓ When undertaking new construction or redevelopment in any of the above categories, the Township shall refer to and comply with the legislative requirements for that category. Depending on the project, consultation with the public may be required;
- ✓ The Township has procedures for preventative and emergency maintenance of the accessible elements in public spaces as well as procedures for dealing with temporary disruptions when accessible elements required under the Design of Public Spaces standard are not in working order. The procedures are as follows:

Departments that maintain accessible elements in public spaces shall:

- (a) Apply best practices in the preventative maintenance of accessible elements with periodic checks, such as annual inspections, or as deemed necessary, after storms or events that might affect accessible elements, or as part of any reports of vandalism or complaints
- (b) Apply best practices in the emergency maintenance of accessible elements with active response once notified
- (c) Repair as soon as possible

(d) Provide public notification of temporary disruptions. The notice of maintenance or disruption of accessible elements will follow the same principles as the notice of temporary disruption laid out in the **Accessibility Standards for Customer Service Policy #2.04**;

- ✓ As per the legislation, the Township is not required to make changes to existing public spaces. The standard only applies when organizations build new or make major changes to existing elements of public spaces.

Customer Service Standard

- ✓ The Township's **Accessibility Standards for Customer Service Policy #2.04** (January 2010) has been reviewed to ensure that it adheres to the requirements of the IASR.
- ✓ All Township staff have been trained in the provision of the Township's goods, services or facilities, as the case may be, to persons with disabilities as dictated under the Customer Service Standard of the IASR.
- ✓ Through its **Formal Complaints Policy #GP2.14** (September 2016) the Township has a feedback process in place for all residents to provide complaints and suggestions relating to the Township's provision of goods, services and facilities. Upon request, accessible formats and communication supports may be arranged or provided for under the Policy.

Leading the Way Forward: A Final Word

The Township of East Zorra-Tavistock is a government that is future-oriented and accountable. Accessibility planning and adhering to the requirements under the AODA will create a community that is accessible and inclusive for all residents throughout the various stages of their lives. The Multi-Year Accessibility Plan sets out the path to an accessible East Zorra-Tavistock by reducing and eliminating barriers, making East Zorra-Tavistock a community of choice, and a community where persons of all abilities can actively participate and have a sense of belonging.

Council, employees, volunteers and those providing a good, service, program or facility on the Township's behalf are responsible for adhering to the parameters of this Multi-Year Accessibility Plan and for ensuring that the needs of people with disabilities are addressed when accessing the Township's goods, services, programs and facilities. Ensuring an accessible East Zorra-Tavistock will be a team effort.

Contact Information

The Township is committed to ensuring accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would be pleased to hear from you. Please contact us with your questions, ideas or comments.

Township of East Zorra-Tavistock

90 Loveys Street E., Hickson, ON, N0J 1L0

P: 519-462-2697 // F: 519-462-2961 // E: ezt@ezt.ca

Appendix “A” - 2022-2027 Accessibility Goals

General Requirements Goals

- ✓ Monitor and update accessibility policies, as necessary;
- ✓ Monitor and update the accessibility plan, as required;
- ✓ Incorporate accessible design, criteria and features when procuring or acquiring goods, services and facilities, unless it is not practical to do so;
- ✓ Train new employees, Council members and volunteers on the requirements of the IASR and Human Rights Code, as it relates to people with disabilities;
- ✓ File an accessibility compliance report every two years.

Information and Communications Standard Goals

- ✓ Continue its work to ensure that the Township’s website and web content meet Web Content Accessibility Guidelines (WCAG) Level AA;
- ✓ Create a statement to be added to the Township’s website to inform the public that documents are available in an accessible format, upon request;
- ✓ Ongoing conversion of departmental templates to accessible formats;
- ✓ Continue to support and educate staff on creating accessible documents;
- ✓ Ensure that documents and content posted online are in accessible formats.

Employment Standard Goals

- ✓ Continue to regularly review its employment policies and practices to ensure applicants and employees with disabilities receive the supports they need;
- ✓ Ensure employees with disabilities are aware of the availability of accommodations and individual emergency response plans;

- ✓ Work with employees to regarding ergonomics in the workplace, addressing any accommodation or accessibility needs that employees may have;
- ✓ Consider accessibility means when completing emergency management mock sessions.

Transportation Standard Goals

- ✓ The requirements of the Transportation Standard will be implemented should they apply to the Township in the future.

Design of Public Spaces Standard Goals

The Township is committed to removing barriers and ensuring that all of its municipal facilities are accessible. This is achieved by ensuring industry best practices are met and identifying opportunities for improvement. Ongoing consultation with the public will assist staff in identifying and breaking down barriers.

- ✓ Continue to enhance the accessibility of new and redeveloped playgrounds;
- ✓ Continue to enhance the accessibility of new and redeveloped trails;
- ✓ Continue to enhance the accessibility of outdoor eating spaces;
- ✓ Enhance accessibility in outdoor spaces and improve access to nature, including infrastructure for recreation and active transportation;
- ✓ Explore community engagement opportunities during the project design phase
- ✓ Align accessible parking requirements with the Township's Zoning By-law. New line painting in parking lots to comply with all accessibility requirements;
- ✓ Ensure exterior paths of travel such as sidewalks, ramps, curb ramps and rest areas meet the AODA technical requirements.

Customer Service Standard Goals

- ✓ Ensure staff remain up-to-date on accessibility legislation, corporate policies and best practices for interacting with people with disabilities;
- ✓ Regularly review policies, procedures and practices to ensure accessibility;
- ✓ Enhance physical wayfinding, including improved signage through all buildings and increasing font size on posted signs, on an ongoing basis;
- ✓ Increasing self-serve options, including more online options for residents to perform tasks themselves through the use of various technologies;
- ✓ Continue to ensure that community groups providing programs are offered community spaces that are accessible to enable inclusion of all families who wish to participate.

STAFF REPORT

Report #CAO2023-12

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: CAO – October 2023 Council Report

Date: September 27, 2023

Departmental Highlights:

Transit Services

- Staff continue to work on the acquisition of the previously owned para-transit vehicle, as noted in my September CAO Monthly Report. Should the acquisition be finalized, staff would be providing a report to Council for consideration on ridership, service routes, timing, fees, etc. for the pilot program.

Municipal Alcohol Policy

- To date, staff have received the one exception request, as discussed in Staff Report #CAO2023-11. Staff will be continue to review the policy and will be providing suggestions for revision, with an update provided to Council at its October 18th meeting.

Camp Alliwannado

- Staff met with the Camp Alliwannado team on Wednesday, September 27th. An update was provided on the construction schedule for the new Tavistock Spray Pad, along with a layout of the available space and rental rates for the Camp to consider for its 2024 program. The proposed area would include the Tavistock Agricultural Pavilion and adjacent green space between it and the walking trail through Queen's Park. In addition, the kitchen space at the Memorial Hall would be available for use by the Camp on days when they prepare food. As well, the washrooms on the side of the arena would be updated and designated for use by the Camp and its patrons exclusively during the day on Camp weeks.

Strategic Plan

- Council awarded its, first ever, Strategic Master Plan to Town Hall Consulting at the September 20th meeting. Rob Adams, the lead consultant, has been in contact with me and will be scheduling a kickoff meeting some time in October to begin the work.

Township Administration Building

- The new Administration Building continues to be on target for the occupancy date on Friday, November 17th. Staff are beginning to discuss the migration plan for staff and services in the weeks that follow.

Legislative Updates:

- None.

Attachments:

- None.

Recommendation:

1. None. For Council Information.

Respectfully submitted by:



Karen DePrest
Chief Administrative Officer/Treasurer

STAFF REPORT

Report #CAO2023-12

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Tavistock Royals Municipal Alcohol Policy Exception

Date: September 27, 2023

Background:

The Tavistock Royals Hockey Club made delegation to Council at the September 20th meeting requesting an exception as per Section 3.1 of the Municipal Alcohol Policy, to allow the consumption of alcohol on the walkway along the top of the tiered seating area of the Tavistock Arena. Council directed staff at the meeting to review the request and provide Council with some options to consider at its meeting scheduled for October 4th, prior to the Royals first home game on October 7th.

Discussion:

Following the meeting, Staff visited the arena on two occasions in conjunction with staff meetings to discuss options that might be available. The following observations have been made in staff's preliminary assessment:

1. The upper walkway is required as a means of egress from the seating area to the emergency exits at either end of the arena, and congestion in the upper walkway prevents the flow and mobility of attendee traffic. Staff must still review the area in greater detail to ensure that congregating on the upper walkway is in fact possible and if so, what other measures may be required in order to ensure that pedestrian traffic can continue to flow at all times.
2. The upper walkway should not contribute to overall occupancy limits in the building as it is intended to be a "mobile" area in accordance with Fire and Building Codes. Tracking of occupancy numbers and limitations should be being conducted at all times, either using advanced and limited ticket sales or using a counter device at the entrance and exit of the building. These tracking requirements will be the responsibility of the user groups.

3. The upper walkway cannot be considered for licensing separate from the tiered seating area. Requirements of the AGCO identify that an area where alcohol is consumed must be delineated with a barrier physically separating it from areas where alcohol may not be consumed. Given the layout of the upper walkway, barricading it from the tiered seating area is not immediately possible as no barrier can be installed that would block the staircase access points. If the staircases were “gated”, the Building Code requires that the mechanisms have emergency responsive levers that allow two-way traffic flow.

Staff did not have an opportunity to conduct a site consultation with our insurer, Intact Insurance, nor was staff able to consult with the Township’s Fire Prevention Officer, as he was unavailable. It is staff’s intention to get advice from both of these parties. In addition, staff will be contacting similar sized municipalities with alcohol policies and who have organizations serving alcohol in their arenas, to see how they are addressing these types of concerns.

As a result of the foregoing, staff provide Council and the Royals with the following two options for in the interim:

Option 1 - The Tavistock Royals licence only the Arena Upper Hall in conjunction with the requirements in the existing Municipal Alcohol Policy until permanent updates and revisions and a more fulsome option list can be provided to Council, on or before November 1, 2023.

Option 2 - The Tavistock Royals be given an exception that allows alcohol to be consumed in the tiered seating area of the Tavistock Arena for a period up to, but not beyond, October 31, 2023. All requirements for security, monitors, bar tenders and ticket sellers in the current Municipal Alcohol Policy must be adhered to, resulting from the increased occupancy capacity. With the inclusion of the tiered seating area along with the upper hall, the revised total capacity would be 732 people. As such, the staffing requirements under Section 10.1 of the policy would be 3 Bartenders, 5 Floor Monitors, 3 Ticket Sellers and 3 Licensed Security (based on the requirements for 601-750 Attendees).

NOTE: the staffing numbers referenced above and included in the Municipal Alcohol Policy under section 10.1 are based on the licensable areas included in the Policy EXCLUSIVE of tiered seating. As such, the staffing numbers may be change through staff’s consultation with our municipal insurer and others, for any permanent change to the Policy.

Recommendation:

1. That Council authorizes the Tavistock Royals to license the tiered seating area of the Tavistock Arena in conjunction with their Special Occasion Permit for the month ending October 31, 2023, subject to the conditions and requirements under of the Township Municipal Alcohol Policy, and Option 2 of Report #CAO2023-12.

Respectfully submitted by:



Karen DePrest
Chief Administrative Officer/Treasurer

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 29**

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 4th day of October, 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 4th DAY OF OCTOBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk