

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 7:00 p.m. on Wednesday October 18, 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, Deputy CBO/ Drainage Superintendent Connor Occleston and Human Resources and Safety Coordinator Jennifer Albrecht.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that October 15-21, 2023, is local government week. As well, Councillor SMITH noted that October 18<sup>th</sup> is National Persons Day in Canada, which marks the day in 1929 when the historic decision to include women in the legal definition of “persons” was handed down by Canada’s highest court of appeal. Lastly, Councillor SMITH advised that the Innerkip Lions will be conducting their annual food drive on Sunday October 22<sup>nd</sup>.

Approve  
Agenda

1. Moved by: Scott ZEHR  
Seconded by: Brad SMITH  
Resolved that Council approve the agenda for the October 18, 2023, meeting as printed and circulated and further that the following be added to the agenda for this meeting:

- Update – Tree Policy
- Update – Municipal Alcohol Policy

***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 October 4, 2023, Council Meeting, as printed and circulated.

***CARRIED.***

**Correspondence & Reports – No Resolutions:**

- Oxford County – Increasing Residential Density
- Oxford County–Water/Wastewater Master Plan– Update
- Oxford County – Transportation Master Plan – Update
- Staff Report - #BCO2023 – 08 re: By-law Compliance Reporting
- Staff Report - #CSM2023 – 12 re: Corporate Services Reporting
- Staff Report - #CAO2023 – 13 re: Treasury Reporting

**Correspondence & Reports – Resolutions Following:**

Zorra – Road  
Authority  
Jurisdiction  
(Insurance  
Claims & Civil  
Court  
Proceedings)

Council reviewed the correspondence from the Township of Zorra regarding Road Authority Jurisdiction, relating to Insurance Claims and Civil Court Proceedings.

3. Moved by: Brad SMITH  
Seconded by: Scott ZEHR  
Resolved that Council support the resolution from the Township of Zorra regarding Road Authority Jurisdiction, relating to Insurance Claims and Civil Court Proceedings.

***CARRIED.***

Oxford County–  
Increasing  
Residential  
Density

Council reviewed the correspondence from the County of Oxford regarding increasing residential density in urban settlement areas and new developments in the County.

Oxford County–  
Water/  
Wastewater  
Master Plan –  
Update

Council reviewed the correspondence from the County of Oxford, which provided an update on the Water/ Wastewater Master Plan.

Oxford County–  
Transportation  
Master Plan –  
Update

Council reviewed the correspondence from the County of Oxford, which provided an update on the Transportation Master Plan.

County Council–  
Updates &  
Questions

Mayor SCHAEFER provided an update on County Council activities.

Staff Report  
#BIDS2023–03  
re: McLean  
Drain Bid Award

Deputy CBO/ Drainage Superintendent Connor Occleston presented his report to Council regarding the recent bid results for the McLean Drain.

4. Moved by: Jeremy SMITH  
Seconded by: Scott RUDY  
Resolved that Council accept the bid from A.G. Hayter Contracting Ltd. in the amount of \$229,795.00, including contingency;

And further that Council authorizes the CAO-Treasurer to sign the contractual agreement with A.G. Hayter Contracting Ltd., as provided in the bid document package EZT-RFT-23-01.

***CARRIED.***

Staff Report  
#HRSC2023–04  
re: Retiree  
Benefits &  
Working Alone  
Policies

Human Resources and Safety Coordinator Jennifer Albrecht presented her report to Council regarding updates to both the Retiree Benefits and Working Alone Township policies.

5. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that Council approve the recommendations in Staff Report #HRSC2023-04.

***CARRIED.***

Staff Report  
#BCO2023 – 08  
re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2023 – 12  
re: Corporate  
Services  
Reporting

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

Staff Report  
#CAO2023 – 13  
re: Treasury  
Reporting

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

By-law:

1<sup>st</sup> & 2<sup>nd</sup>  
Reading

6. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that the following by-law be read a first  
and second time:
- 2023-30 – Ross Drain 1894 Municipal Drain  
Abandonment By-law

***CARRIED.***

By-law:

3<sup>rd</sup> & Final  
Reading

7. Moved by: Jeremy SMITH  
Seconded by: Scott RUDY  
Resolved that the following by-law be read a third  
and final time:
- 2023-30 – Ross Drain 1894 Municipal Drain  
Abandonment By-law

***CARRIED.***

Other and  
Unfinished  
Business

Mayor SCHAEFER requested an update on both the  
Tree program report, as well as the report for the  
proposed updates to the Municipal Alcohol Policy.  
CAO-Treasurer Karen DePrest advised that staff is  
hoping to bring both of these items forward to the  
November 1, 2023, Council meeting.

Adjourn to  
Closed to the  
Public Session

8. Moved by: Jeremy SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn to a  
Closed to the Public Session, at 9:19 p.m., to  
consider the following matters:
- June 7, 2023, Closed to the Public Session  
Minutes (s. 239 (2) (b))
  - Annual CAO Performance Review (s. 239 (2)  
(b))

***CARRIED.***

Rise from  
Closed to the  
Public Session

9. Moved by: Scott ZEHR  
Seconded by: Jeremy SMITH  
Resolved that Council does now rise from its  
Closed to the Public Session at 9:56 p.m.

***CARRIED.***

Confirming  
By-law

10. Moved by: Jeremy SMITH  
Seconded by: Brad SMITH  
Resolved that By-law #2023-31 being a by-law to confirm the proceedings of Council held Wednesday October 18, 2023, be read a first, second and third time this 18<sup>th</sup> day of October, 2023;

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

***CARRIED.***

Adjourn

11. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that Council does now adjourn at 9:58 p.m.

***CARRIED.***

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Will Jaques, Clerk

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Phil Schaefer, Mayor