

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

AGENDA

**for the Meeting to be held on Wednesday November 15, 2023 at the
Innerkip Community Centre, 695566 17th Line, Innerkip, Ontario, at 7:00 p.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 November 1, 2023, Council Meeting Minutes
 - b) Tavistock Royals – Request for Municipal Alcohol Policy Exception
 - c) Safe & Well Oxford – Intimate Partner Violence (Support Request)
5. Delegations & Appointments:
 - a) 7:15 p.m. – Oxford County – Official Plan Review (Environmental Policies)
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 – 08 re: Memorial Program
 - e) Staff Report - #CAO2023 – 14 re: Treasury Reporting
 - f) Staff Report - #CAO2023 – 15 re: Vacancy Rebate Program Opt-Out
7. By-laws:
 - a) By-law #2023-33 – Tavistock Minor Ball Association Agreement
 - b) By-law #2023-34 – Vacancy Rebate Program Opt-Out
8. Other and Unfinished Business:
9. Closed to the Public Session *as authorized under s. 239 of the Municipal Act*:
 - a) October 18, 2023, Closed to the Public Session Minutes (s. 239 (2) (b))
 - b) Zoning Application ZN2-23-04 (s. 239 (2) (e))
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 November 1, 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, CBO John Scherer, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander and Corporate Initiatives Officer Meaghan Vader.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH advised that Southwestern Public Health is now offering the latest COVID-19 vaccine to everyone over the age of six months. Councillor SMITH also advised that the "Great Pumpkin Rescue" (collection of pumpkins, gourds and squash) is happening between November 1-6, with these collected items from the public being repurposed for community meals and feed for livestock. Lastly, Councillor SMITH noted that the community Remembrance Day ceremony in Innerkip is being held on November 10th at the cenotaph, at the Innerkip Cemetery.

Approve
Agenda

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

CARRIED.

PECUNIARY INTERESTS:

- None.

Confirm
Minutes -
Council

2. Moved by: Jeremy SMITH
Seconded by: Scotty RUDY
Resolved that Council confirm the Minutes of the October 18, 2023, Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- ROEDC – July-September 2023 Activity Report
- Oxford County – Organics Feasibility Study
- Oxford County – William St. SPS Study Public Consultation Centre
- Staff Report - #PW2023 – 11 re: Dust Suppressant Trial Results

Correspondence & Reports – Resolutions

Following:

ROEDC –
July-September
2023 Activity
Report

Council reviewed the July–September 2023 Activity Report from the Rural Oxford Economic Development Corporation (ROEDC).

Oxford County–
Organics
Feasibility
Study

Council reviewed the correspondence from the County of Oxford regarding Organics Resource Recovery Technologies Feasibility.

Oxford County–
William St. SPS
Study Public
Consultation
Centre

Council reviewed the correspondence from the County of Oxford regarding the Public Consultation Centre in Tavistock for the William Street Sanitary Pumping Station. The Public Consultation Centre has been subsequently postponed until early 2024.

At 9:15 a.m., Gord Hough from the County of Oxford made a presentation to Council regarding service agreements with the Upper Thames River Conservation Authority (UTRCA), as well as the Grand River Conservation Authority (GRCA).

3. Moved by: Scott ZEHR
Seconded by: Steven VAN WYK
Resolved that Council advise the County that the Township supports entering into MOU/agreements with the Upper Thames River Conservation Authority and the Grand River Conservation Authority for Programs and Services, as outlined in County Report CP 2023-358.

CARRIED.

Conferences
and Seminars

Mayor SCHAEFER and Deputy Mayor SMITH spoke to their recent attendance at the Small Business Centre’s “Bridges to Better Business” event, at Craigowan Golf Course.

County Council–
Updates &
Questions

Mayor SCHAEFER provided an update on County Council activities.

Staff Report
#CIO2023 – 07
re: Municipal
Alcohol Policy
Updates

Corporate Initiatives Officer Meaghan Vader presented her report to Council regarding various **proposed updates to the Township’s Municipal Alcohol Policy (MAP).**

- 4. Moved by: Scott ZEHR
Seconded by: Brad SMITH
Resolved that Council approve the changes to the Municipal Alcohol Policy, as included in and attached to Staff Report #CIO2023-07;

And further that the Tavistock Royals Hockey Club be instructed to apply for delegation for their requested exception event dates.

CARRIED.

Staff Report
#PW2023 – 11
re: Dust
Suppressant
Trial Results

Public Works Manager Tom Lightfoot presented his report to Council regarding the results from various dust suppressant trials that were **completed on the Township’s gravel roads, in 2023.**

Other and
Unfinished
Business

Councillor RUDY brought forward discussion regarding future Township owned building projects, including public works and fire department facilities. An opportunity will be dedicated at a future meeting for Council to continue to discuss this matter.

Confirming
By-law

- 5. Moved by: Jeremy SMITH
Seconded by: Scott ZEHR
Resolved that By-law #2023-32 being a by-law to confirm the proceedings of Council held Wednesday November 1, 2023, be read a first, second and third time this 1st day of November, 2023;

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

CARRIED.

Adjourn

- 6. Moved by: Brad SMITH
Seconded by: Scott RUDY
Resolved that Council does now adjourn at 11:51 a.m.

CARRIED.



11/7/2023

RE: Request for Exemption from Municipal Alcohol Policy

Greetings EZT Council,

The Tavistock Royals Hockey Club wish to apply for delegation at the next council meeting to request an exemption to allow us to continue to serve in or behind the seated area at our upcoming regular season home games.

Our regular season home dates are as follows:

Sat November 11th 7pm-10pm (estimated attendance 230)

Sat Nov 18th 7pm-10pm (estimated attendance 230)

Sat Nov 25th 7pm-10pm (estimated attendance 230)

Sat Dec 2nd 7pm-10pm (estimated attendance 230)

Sat Dec 16th 7pm-10pm (estimated attendance 150)

Sun Dec 17th 12pm-3pm (estimated attendance 230)

Sun Jan 7th 12pm-3pm (estimated attendance 275)

Our playoff schedule will not be known to us until early February but our intent is to apply for the same exemption during our playoff home games. That schedule may not be known to us until February 7th with a possibility we will be hosting a home game as early as Feb 9th 2024.

Sincerely,

Kyle Wynette

President

Tavistock Royals Hockey Club

taviroyals@gmail.com



Will Jaques

Subject: Update/Request: Safe & Well Oxford - New Priority Risk Area - Gender-Based Violence

Good Afternoon, Everyone.

Please see the attached correspondence sent on behalf of the Safe and Well Oxford Steering Committee. The Safe and Well Oxford Steering Committee is seeking endorsement from all area municipalities to include goals and objectives within the Safe and Well Oxford Community Safety and Well-being plan to address gender-based violence within the County as an additional priority risk area. Will you please share the attached with your Council on an upcoming meeting agenda and advise me of the date that this request will be received/considered?

Thank you for your consideration and I look forward to hearing from you.

Julie

Please note: My working hours may not reflect yours. Please do not feel obligated to answer outside of your normal work hours.

Julie Middleton (she/her)

Manager Legislative Services (Clerk)/Deputy CAO

312915 Dereham Line, Mount Elgin ON N0J 1N0

P: 519-485-0477 x 7023 | F: 519-485-2932

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[Website](#) | [Facebook](#) | [Twitter](#)

****NEW**** Township Office hours: Monday to Friday ~ 8:00am – 5:00pm



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November 3rd, 2023

Oxford County Council
Oxford County Area Municipalities and Councils

Re: Safe and Well Oxford Community Safety and Well-being Plan: Gender Based Violence

At the July 31st, 2023 Safe and Well Oxford Steering Committee meeting, the committee considered a resolution passed by County Council as follows:

RESOLVED that the information provided in the delegation from Ingamo Homes be received as information;

AND FURTHER, that the County of Oxford declare intimate partner violence an epidemic;

AND FURTHER, that the County refer the presentation to the Safe and Well Oxford Steering Committee for consideration throughout the implementation of the Oxford Community, Safety, and Well-being plan to address the recommendations made by the delegation.

The Safe and Well Oxford Steering Committee received a presentation from Diane Harris, Executive Director, Domestic Abuse Services Oxford (DASO) at their June 19th meeting. Diane shared the following information with the committee in relation to intimate partner violence within Oxford County:

- Domestic Abuse Services Oxford is the first stage emergency 24/7 shelter for women fleeing intimate partner violence, which offers short term shelter which usually can be from 2 weeks to 6 months, depending on the needs and risk levels of the individuals. Stats indicate that women often stay an average of 42 days in shelter. DASO also operates the only 24/7 crisis line in Oxford County.
- Ingamo Homes is second-stage transitional support and housing program assisting women who leave the shelter, or who side-step the shelter after leaving a violent relationship. Applications are received from community agencies, support, and self-referrals. The current length of stay is 1 year to 4 years, with an average of 20 months. Both facilities offer one-to-one counselling, group work,



court support and advocacy, children and youth programs, and recreational activities.

- Intimate partner violence/gender-based violence contributes negatively to all aspects of health, whether it is physical, emotional, mental and shows up in several different ways. Violence can lead to mental health problems such as Depression and Anxiety, Eating Disorders, PTSD, Suicide Ideation, and death. Violence can lead to physical disease in the body, which may present itself in a variety of ways, including stroke, heart disease, cancer, alcohol disorders as well as a myriad of other serious health consequences. It can lead to risky behaviours in youth and adulthood and lead to missing important life opportunities like unemployment, education dropouts, poverty, and homelessness. And finally, violence against women can lead to femicide, which is broadly defined as the killing of women and girls due to their gender by an intimate partner or another man known to them.
- The 401 corridor has been well documented as a primary route for sex traffickers to transport and sell victims of commercial sexual exploitation. Oxford County is situated at the intersection between highways 401 and 403, with a large number of hotels and motels based on servicing the 401 corridor. The combination of Oxford's rurality and isolation, along with significant traffic along the 400 series highways, make Oxford County particularly vulnerable.
- The OPP and Woodstock Police receive over 1,500 calls annually regarding domestic related disturbances.
- Oxford County Community Health Centre has identified 796 individuals that required/could have benefited from specialized sexual violence supports. Waitlists are expected to continue to grow as current capacity within Oxford does not come close to servicing the population needs.

With respect to challenges that Domestic Abuse Services Oxford faces, Diane Harris advised as follows:

- DASO operates a 17-bed facility which is full mostly every night (17-bed means "heads in beds" – so maximum 7 families with children and 2 singles). They housed 63 women and 56 children in the 2022-23 fiscal year. They receive 2881 calls for help on the crisis line, which translates to 7 calls a day. They must turn away women with or without children every day.
- Women are not having the choice to leave abuse due to the on-going housing crisis. There is a serious lack of adequate, affordable housing – no one has the option of moving out and starting anew in apartments or townhomes. Most women must face homelessness to leave an abusive relationship. The housing crisis means longer stays at the shelter and second stage resulting in a lack of hope for families for a better future when financial barriers don't allow for shelter, clothing and food.
- There is a serious lack of transportation between the different municipalities within Oxford. Isolation on farms and rural areas make it difficult to reach out due to poor or no internet or cell phones.



- There is a lack of specialized supports in our agencies for mental health, addictions, and human trafficking/exploitation, as well as in our community.
- Lack of legal support for women who must enter the family law system. Only one lawyer in the county takes legal aid certificates, leaving women to self-represent in court. Now that court has opened in-person appearance from virtual, means that women can no longer find representation from another county/jurisdiction.
- Education systems (boards of education) do not allow for prevention programs by their sector for youth to work on recognizing and establishing healthy relationships.
- Human trafficking and sexual exploitation cases are on the rise and the community does not have the capacity for these required specialized supports.
- Violence against women agencies are grossly under-funded. They must fundraise between \$100,000 and 200,000 to maintain current programs. The shelter operates 24/7 with one staff in the house on weekends and evenings. This is unheard of in any other 24/7 support agency in other communities.

The requests made by the delegation at County Council on July 12th included:

1. To push the Province of Ontario to officially recognize intimate partner violence as an epidemic;
2. That an epidemic of intimate partner violence be declared at the federal level;
3. Advocate for femicide to be added as a term to the Criminal Code of Canada;
4. Advocating to the provincial and federal government to provide the appropriate supports necessary to address the epidemic;
5. That this request be circulated to all municipalities within Ontario.

The Safe and Well Oxford Steering Committee is seeking endorsement from all area municipalities to include goals and objectives within the Safe and Well Oxford Community Safety and Well-being plan to address gender-based violence within the County as an additional priority risk area. Support in relation to advocacy, education and awareness is required. The Safe and Well Oxford Steering Committee received a presentation from the Domestic Abuse Response Team Oxford at their meeting held on September 14th, 2023. The following are recommended changes to the Safe and Well Oxford Community Safety and Well-being Plan:

- Establish Gender-Based Violence as an additional priority risk area within the Safe and Well Oxford Community Safety and Well-being Plan;



- Identify specific goals and objectives as outlined below, to be included in the Safe and Well Oxford Community Safety and Well-being Plan;
- Designate the Domestic Abuse Response Team (DART) Oxford as the Gender-Based Violence Action Coalition under the Safe and Well Oxford Steering Committee.

Goal #1- Strengthening Prevention Opportunities Through Training

Objectives

1. Explore expanding current programs that offer support to survivors and perpetrators.
2. Conduct a reassessment of current training models to identify gaps and opportunities for more specific education needs which are survivor centered and trauma informed.
3. Partner with stakeholders and service providers to assess existing training for justice system personnel, as well as any personnel who provide support to individuals who have experienced or are perpetrating gender-based violence. This would also include a review and enhancement of training for medical professionals including hospitals, midwife services, clinics, etc. to offer education on spotting and addressing instances of violence.
4. Explore and facilitate further training and public education opportunities. Leverage and expand early detection and prevention programs to promote a community where families can live free from violence. These include educational programs for youth, training opportunities for justice partners, and increased membership within the DART committee.

Goal # 2: Social Development Focus and Awareness

Objectives:

1. Promote participation in authentic conversations by listening to the voices of survivors and establishing a survivor network, to inform solutions and actions.
2. Leverage a variety of mediums (including social media) to disseminate key messages about gender-based violence and its risk factors.
3. Promote an inclusive, empathetic community that understands the intersections of gender-based violence as a public health issue.
4. Engage justice and children's mental health members in enhancing community understanding and responses to high-risk youth.
5. Engage in broad, multisector public education initiatives.



Thank you for your consideration and support.

Yours truly,

Marcus Ryan
Chair, Safe and Well Oxford Steering Committee
Warden, Oxford County

cc. Premier Doug Ford
Oxford MP Arpan Khanna
Oxford MPP Ernie Hardeman
Ministry of Community and Social Services
All Oxford Municipalities
All Ontario Municipalities



OXFORD COUNTY

OFFICIAL PLAN REVIEW

ENVIRONMENTAL POLICIES

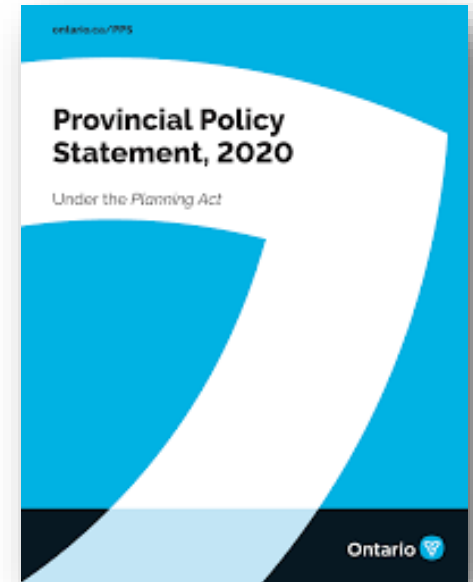
Suggested
Policy Directions

Fall 2023



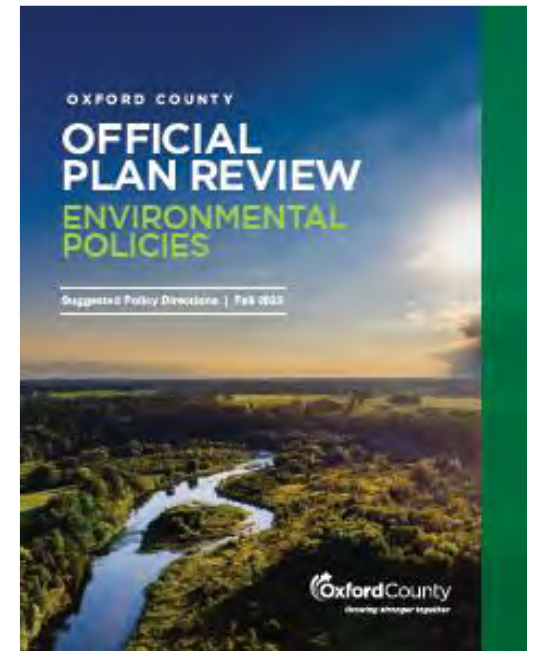
Project Overview

- Focus is on the topics within Section 3.2 of the Official Plan
- Many existing policies are still relevant but may also benefit from updated terminology, greater clarity and/or revised standards for implementation
- Legislative context includes focus on the Planning Act, Provincial Policy Statement (PPS), related Provincial guidance as well as other Provincial and Federal legislation and requirements



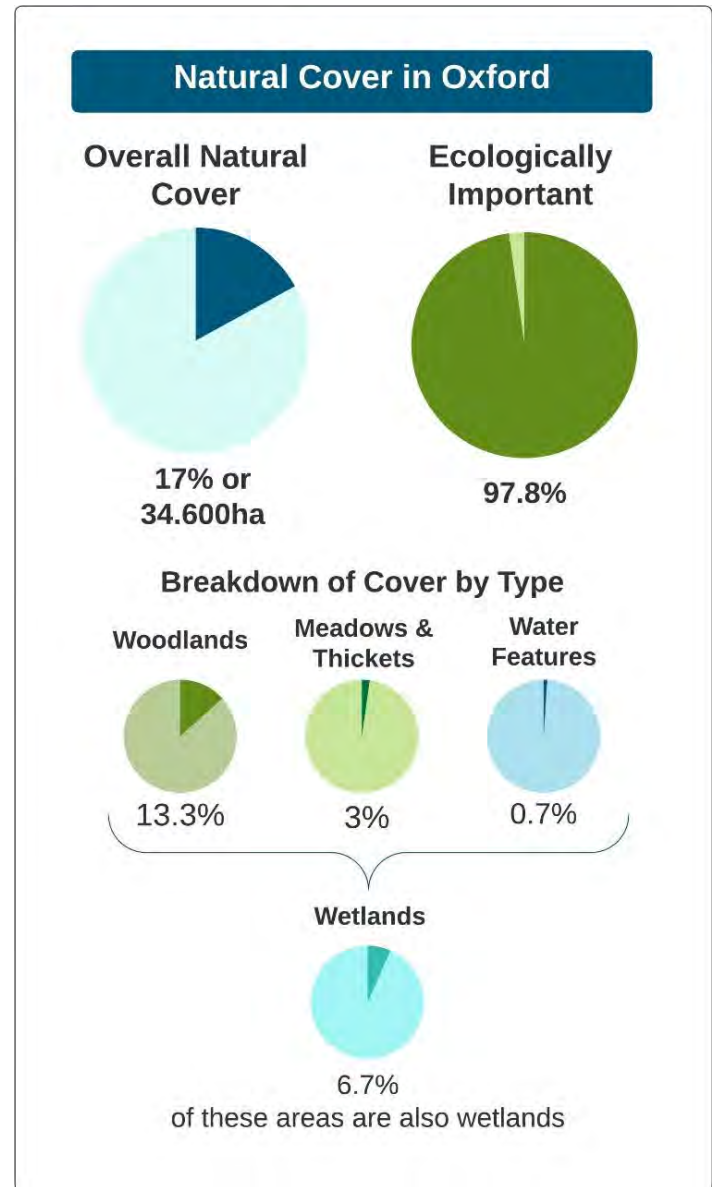
Suggested Policy Directions

- Policy paper provides suggested directions for each of the environmental topic areas along with related discussion and rationale
- Directions are intended to help provide a sense of potential intent and scope that could be included in draft policies and mapping
- Feedback received will be used to help refine policy directions



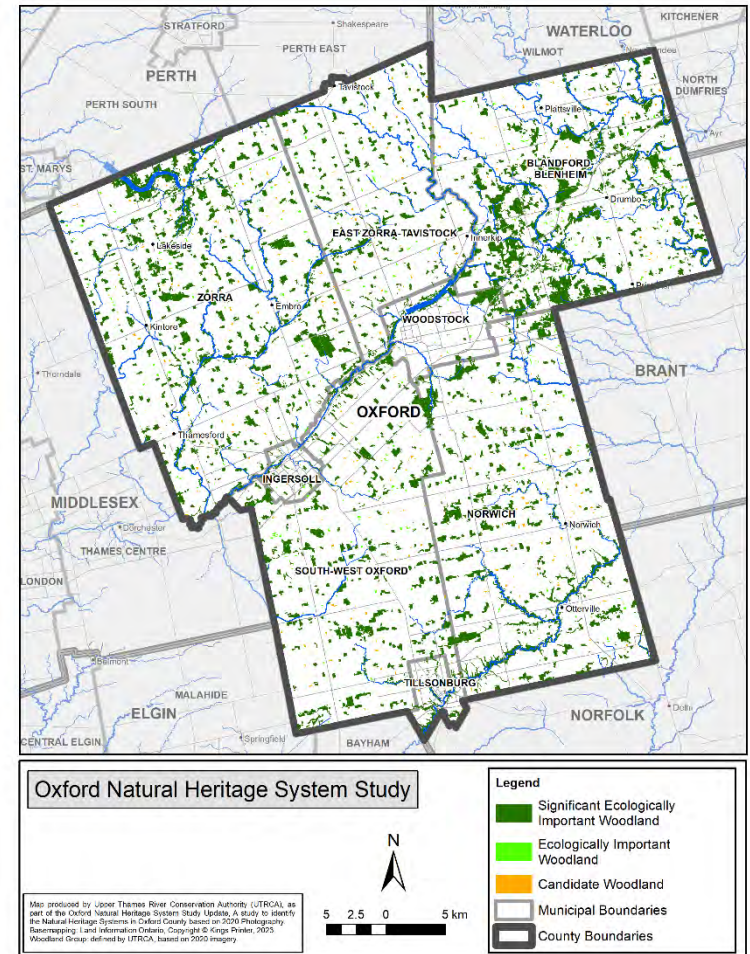
Natural Heritage

- Creating a new natural heritage system in the OP
- Using the draft Oxford Natural Heritage System Study (ONHSS, 2023) as a source of background information
- Virtually all remaining natural cover is important



Natural Heritage - Directions Page 19

- Establishing a new natural heritage system and related policies to protect all ecologically important features, not just those that are 'provincially significant'
- Support the identification of opportunities to restore and enhance natural areas and connectivity throughout Oxford
- Incorporate policies to support environmental/nature related opportunities
- Support the ability of agricultural land uses to continue (e.g. policies would not apply to drainage works, woodlot management, maple syrup production, etc.)
- Updating environmental study (e.g., EIS) requirements to help provide greater clarity and consistency



Water Resources

- PPS requires municipalities to plan for ‘water resource systems’:
 - Includes using watersheds/sub-watershed planning as part of the basis for the system
 - Includes requirements for protection of water quality and quantity for surface water and groundwater features
 - Policies will need to address current provincial direction on stormwater management
 - Also includes water conservation and efficiency and source water protection

Water Resources - Directions

- Focus is on identifying areas around water quality and quantity protection that are ‘gaps’ with other regulatory/legislative tools
 - Looking at recognizing specific types of water features (e.g., ground water recharge areas) as part of a water resource system
 - Incorporate existing source water protection requirements
 - Encouraging education, outreach and stewardship to help support maintaining and improving water quality and water quantity
 - Encouraging the consideration of water conservation and efficiency as part of various municipal programs

Stormwater Management - Directions

- Updates will build from the existing policies including those which currently speak to requirements for stormwater management (SWM) reports, design and location of retention/detention ponds.
- Recognizing Asset Management for ensuring that systems are optimized, feasible and financially viable over the long term
- Encourage maximizing the extent and function of vegetative and pervious surfaces, as well as the use of Low Impact Development (LID), as part of SWM design
 - LID measures would need to consider and be designed to suit the specific site conditions (e.g., soils) and should be informed by appropriate studies and standards
- Encourage consideration of stormwater management master planning and secondary planning processes as a means of enhancing standards and identifying areas for improvement and opportunities to incorporate green infrastructure.

Open Space

Parks

- OP policies already establish a park hierarchy and minimum parkland dedication requirements per Planning Act
- Open Space designation helps implement these policies

Directions:

- Encourage use of park master planning and secondary planning to help inform park locations, types and facility needs
- Encourage consideration of opportunities for urban agriculture, gardens, and other forms of using open space to help address food security, where appropriate
- Encourage green infrastructure in facility design and maintenance when managing areas of open space and parks

Open Space

Trails

- Limited recognition of trails and the role of trails in OP currently
- Many forms and levels of trail planning happening in the community

Directions:

- Encourage master planning for trails/secondary plans and recognize the role and importance of the existing trail networks to the community
- Clarify how trails are to be addressed from a land use perspective (i.e., land use designations, including those for natural heritage and open space)
- Providing greater emphasis on the role of and planning for trails, including recognition of County and Area Municipal standards and studies and the role of trails as part of an active transportation network
- Recognize how local trails interconnect with trails in Provincial Parks and Conservation Areas and other community destinations,

Soils - Directions

- Focus of policy updates will be on incorporating/aligning with legislative changes, including:
 - Recognize best management practices and stewardship opportunities, including the existing Clean Water Program
 - Reflect the Provincial regulatory requirements for excess soil in accordance with Ontario Regulation 406/19 under the Environmental Protection Act
 - Encourage best management practices for excess soil generated and fill received during development, site alteration, and infrastructure projects, surrounding land uses and cultural heritage resources
 - Encourage Area Municipalities to develop or update municipal site alteration and fill by-laws

Natural Hazards

PPS includes multiple types of natural hazards:

- Flooding
- Hazardous Forest Types
- Unstable Soils and Unstable Bedrock
- Erosion hazards and steep slopes



Natural Hazards - Directions

- Clarify policies for unstable soils, erosion hazards and steep slopes and flood prone areas to reflect the PPS, as well as other applicable legislative requirements.
- Establish new policies and mapping which address areas of unstable bedrock building from the existing policies framework for unstable soils.
- Update permitted uses in floodplains to reflect PPS requirements
- Maintain the existing flood policy framework (mostly one-zone with area specific two zone flood policies, where applicable), incorporating updates based on revised natural hazard information from Conservation Authorities.
- Establish policy requirements based on the PPS and the Provincial Wildland Fire Risk Assessment and Mitigation Reference Manual with regards to the identification of areas of known and potential hazardous forest types for wildland fire and establish clear and reasonable mechanisms for assessing and mitigating risks at the secondary planning and/or development application stage.

Air Quality, Energy Efficiency and Climate Change

PPS, 2020 speaks to mitigating and adapting to a changing climate, this includes:

- Requiring municipalities to plan to reduce greenhouse gas emissions and prepare for the impacts of a changing climate,
- Supporting achievement of compact, transit-supportive, walkable communities,
- Supporting energy conservation and efficiency,
- Promoting green infrastructure, low impact development and active transportation,
- Protecting the environment and air quality, and
- Considering any additional approaches that help reduce greenhouse gas emissions and build community resilience to the impacts of a changing climate.

Air Quality, Energy Efficiency and Climate Change - Directions

- Encouraging increased density and promoting compact urban form, mix of uses (e.g. residential, employment and recreation/open space) and efficient design and building orientation to facilitate:
 - transit-supportive development and intensification and improve the mix of employment and housing uses
 - Improve walkability, encourage more efficient use of hard and soft services, improve energy conservation, promote net zero development, and reduce development pressure on surrounding agricultural and environmental features
 - reduce the production and release of carbon dioxide and other greenhouse gases as part of the development process
- Encouraging the development of 'green development standards' to support sustainable building and community design and provide a consistent evaluation framework for assessing the sustainability of development proposals

Next Steps



Suggested Directions

County Council Direction
October 25, 2023

Area Municipal Council
Meetings (Nov-Dec)

Community Open House
November, 23 2023, per
Planning Act requirements

Committee and Community
Group meetings/discussion

First Nations Engagement
(ongoing)

Draft Policies

Presentation of draft
policies to County Council
(2024)

Engagement on draft
policies will also include
draft mapping.

Events and opportunities to
participate will build from
suggested directions
engagement.

Revised Policies

Presentation of Revised
policies to County Council
(Q4 2024)

Will include statutory public
meeting per Planning Act
requirements

Adoption of official plan
amendment

Questions

#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 O2023-08

To: His Worship the Mayor and Members of Council

From: Meaghan Vader, Corporate Initiatives Officer

Re: Memorial Program Options

Date: November 8, 2023

Background:

At its meeting of April 5, 2023, a delegation was presented to Council by Shirley McCall-Hanlon requesting that Council consider a Memorial Forest. Council requested that staff investigate options for this request and return to Council at a later date.

Discussion:

Staff consulted with the Upper Thames River Conservation Authority (UTRCA) on their involvement with tree planting and memorial tree forest programs within Oxford County. The current programs run by the UTRCA involve plantings exclusively at various conservation areas, and in the case of Zorra Township, plantings are in a municipal park as a one-off exception, **pending a donor's request.**

Currently, East Zorra-Tavistock does not have a conservation area within the Township borders. Staff would note that the UTRCA does operate the Arboretum in Innerkip, however, there may be limited space for a program.

Staff have worked together to present three Township run options for Council to consider for a memorial program moving forward.

Option 1

The Township run a memorial tree and bench program throughout the Township, in various Township parks and greenspaces. Donors would have the choice to select from a map of available memorial benches on a first come, first served, basis. Benches would be standardized throughout Township parks and greenspaces. Benches would include a memorial plaque.

The Township would indicate the number of trees available each year, with the option for available parks and greenspaces. Memorial trees would not be individually identified with a memorial plaque.

Option 2

The Township run a memorial tree program in Township parks and greenspaces. The Township would indicate the number of trees available each year, with the option for available parks and greenspaces. Memorial trees would not be individually identified with a memorial plaque.

Option 3

The Township dedicate a piece of parkland for a memorial forest. The Township would indicate the number of trees available each year until the forest was full. Memorial trees would not be individually identified with a memorial plaque. A memorial wall could be considered for memorial recognition.

Pending Council’s acceptance of one of the three options provided, staff would bring back a policy in conjunction with that option for implementation in 2024. A policy would include an application form, costs, warranty periods, etc.

Recommendation:

1. That Council provide direction on a memorial program option, and further that they direct staff to bring back a policy in conjunction with that option for implementation for 2024, to the December 20, 2023 Council meeting.

Reviewed by C.A.O:



Karen DePrest
Chief Administrative Officer

Report prepared and submitted by:



Meaghan Vader
Corporate Initiatives Officer

STAFF REPORT



Report #CAO2023-14

To: His Worship the Mayor and Members of Council

From: Karen DePrest, CAO/Treasurer

Re: Treasury – November 2023 Council Report

Date: November 8, 2023

Recommendation:

None. For information only.

Report:

2023 Budget Monitoring Notes:

- Staff were able to secure a previously owned Para-Transit bus for use in a pilot program within the 2023 operating budget allocation of \$33,750 for the program. A report with proposed dates, times, locations, and fees will be coming to the December 6th meeting of Council for consideration and comment. Capital funding from the Vehicle and Equipment Reserve will be used in place of County funding in the short-term.
- At the time of adoption, the 2023 capital budget for recreation did not include funding for a laser levelling system for the Tavistock Arena. However, staff did investigate options and the costs associated with the system for potential inclusion in the 2024 budget. Alternatively, given the possibility of a surplus in the 2023 budget, Council could provide direction to fund a purchase of the system before the end of the 2023 budget cycle based on the surplus projection at this time.
- Staff are recommending the discontinuation of the Vacant Unit Rebate Program in the Township (Report #CAO2023-15) in conjunction with the other lower-tier Oxford County partners, as the program has not been utilized in the Township by commercial or industrial properties for the past 4 years.

- Final supplemental tax bills will be going out for 2023 with a single due date of December 21st. This is to accurately reflect the bills for the 2024 interim cycle and to allow residents to make payments in person before the office is closed for the holidays.

2024 Budgetary Notes:

- Township staff have received notification of our 2024 OMPF allocation. Our funding will be increasing by \$16,700, from \$792,700 in 2023 to \$809,400 in 2024 (please see Appendix “A”).
- The September 2023 CPI was released, which allows the calculations under the Wage Grid Administration Policy (attached as Appendix “B”) to be completed. The calculations lead to a 4.52% indexing increase of salary accounts, for 2024.

Consumer Price Index, monthly, not seasonally adjusted 1 2 3																
Frequency: Monthly																
Table: 18-10-0004-01 (formerly CANSIM 326-0020)																
Release date: 2023-09-19																
Geography: Canada, Province or territory, Census subdivision, Census metropolitan area, Census metropolitan area part																
														2024		
														Increase		
Geography	Ontario														2023/2022	
Products and product groups 3 4	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Count	Sum	Average	
	2002=100														Average	
All-items	155.2	155.4	154.8	155.7	156.4	157.3	157.9	158.5	158.4	159.6	159.9	159.7	12	1888.8	157.4	4.52%
Food 5	176.4	178.8	180.4	183.5	184.6	185.2	185.3	187	186.5	187.2	187	186.7				
Shelter 6	170.7	171.6	172	172.8	173.1	173.8	174	174.6	175.4	176.3	177.2	177.7				
Household operations, furnishings and equipment	136	135.8	135.5	134.7	136.2	136.6	137.1	136.8	135.4	135.2	135.5	134.8				
Clothing and footwear	95.4	94.2	91.5	90.9	92.9	93.8	93.8	94.4	93.1	93.5	93.9	95				
Transportation	167.6	166.9	163	164.3	163.2	164.1	167.1	166.8	168.9	171.6	172.6	170.8				
Gasoline	240	235.8	205.5	216.6	211.7	213.1	228.5	227.2	231.6	236.1	246.6	241.3				
Health and personal care	141.7	142.9	143.4	143.6	144.8	145.9	147.6	147.7	148.2	148.4	149	149.4				
Recreation, education and reading	125.2	123.6	121.6	122.7	124	126.2	126.1	128.1	125.5	128.4	127	126.9				
Alcoholic beverages, tobacco products and recreational cannabis	182.6	183.1	182.9	186.2	188.2	189.4	189.1	189.6	189.3	190.9	191.3	191.1				
All-items excluding food and energy 7	146.8	146.9	146.8	147	147.8	148.8	149.5	150	149.7	150.9	150.9	150.9				
All-items excluding energy 7	151.5	151.9	152	152.7	153.5	154.5	155	155.7	155.4	156.5	156.5	156.4				
Energy 7	216.4	214.3	197.6	203.8	200.7	201	203.6	202.7	205	208.2	214.4	211.9				
Goods 8	139.4	139.7	137.8	139.5	140.1	140.9	141.5	141.7	141.9	142.5	143.2	142.9				
Services 9	168.9	169.1	169.7	169.7	170.5	171.5	172.2	173.3	172.7	174.5	174.5	174.3				

For Council’s background reference, below is a table comparing the CPI to salary increases over the past 6 years. Please note: the CPI Method was adopted for the 2021 budget based on the 2020 rates, and following the decertification of the CUPE union at the Township.

	CPI Method	Actual
2024	4.52%	4.52%
2023	6.49%	6.49%
2022	2.41%	2.41%
2021	0.91%	0.91%
2020	1.94%	2.00%
2019	2.20%	1.75%
Average	3.08%	3.01%

- The 2024 OPP Billing estimate has been received for inclusion in the 2024 budget. The annual cost of policing is increasing slightly from the 2023 estimated cost of \$1,121,289, to \$1,142,052, prior to year end adjustments. Overall, our monthly billing will be decreasing from \$95,218 to 92,522, leading to a savings of \$32,352 in the policing budget (please see Appendix “C”)

Financial Highlights:

Township of East Zorra-Tavistock
 SUMMARY OF NET DEPARTMENTAL BUDGETARY TAX IMPACTS
 2023 Approved Operating and Capital Budgets

Revised Date: 09-11-2023
 % Budget Period: 85.75%

Net Budgets By Department	2023 Approved	2023 Actual to Date	Difference (Budget - Actual)	% Actual/Budget	Remarks
Building, Locates and Drainage	358,264	333,465	24,799	93.08%	no drawdown to date for Building Departmental expenses
Corporate Services	2,503,187	2,022,859	480,328	80.81%	new building construction cash flow hitting 2023 versus most budget in 2022 (netted out)
Fire and Protective Services	1,311,282	859,805	451,477	65.57%	fire payroll to be processed first pay in December
Parks and Recreation	832,686	646,714	185,973	77.67%	ERTH solar panel revenue catch-up from 2021-2023
Public Works	3,127,429	2,456,813	670,616	78.56%	major capital projects completed with funding
Treasury Services	(889,654)	(1,317,553)	427,899	148.10%	most revenue areas are fully funded for 2023
	7,243,194	5,002,103	2,241,091	69.06%	

Attachments:

1. Appendix “A” – OMPF 2024 Workbook
2. Appendix “B” – Wage Grid Administration Policy
3. Appendix “C” – 2024 OPP Budget Information

Respectfully submitted by:



Karen DePrest
 Chief Administrative Officer/Treasurer

Appendix "A"

Ontario Municipal Partnership Fund 2024 Workbook

**Ministry of Finance
Provincial-Local Finance Division**



Township of East Zorra-Tavistock

November 2023

OMPF 2024 Workbook

Section I - 2024 OMPF Calculations

Overview

Overview - 2024 OMPF Allocation

2024 OMPF Grant Components and Transitional Assistance

- Table 1 - Assessment Equalization Grant Component
- Table 2 - Northern Communities Grant Component
- Table 3 - Rural Communities Grant Component
- Table 4 - Northern and Rural Fiscal Circumstances Grant Component
- Table 5a - Transitional Assistance Funding Level
- Table 5b - Transitional Assistance Enhancement

Section II - Summary of OMPF Data

Northern and Rural Municipal Fiscal Circumstances Index

Table 1 - Northern and Rural Municipal Fiscal Circumstances Index Data

Weighted Assessment

- Table 2a - Taxable Weighted Assessment
- Table 2b - PIL Equivalent Weighted Assessment
- Table 2c - Total Weighted Assessment

Farm Area Measure

- Table 3a - Farm Area Measure Calculation
- Map 3b - Farm Area Map

Rural and Small Community Measure

- Table 4a - Rural and Small Community Measure Calculation
- Table 4b - Urban and Small Community Area Profile

Please Note: Due to rounding, some calculations may vary from the result shown. If there are any questions regarding these calculations, please contact info.ompf@ontario.ca.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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Overview**2024 OMPF Allocation**

A	Total 2024 OMPF	\$809,400
	1. Assessment Equalization Grant Component	-
	2. Northern Communities Grant Component	-
	3. Rural Communities Grant Component	\$780,700
	4. Northern and Rural Fiscal Circumstances Grant Component	\$28,700
	5. Transitional Assistance	-

Notes and Data Sources**Notes**

- Grant components and Transitional Assistance are rounded up to multiples of \$100.
- Line A1 to A5: For further information on the determination of 2024 grant component allocations and transitional assistance funding, see Section I, Tables 1 to 5b.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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2024 OMPF Grant Components**Table 1 - Assessment Equalization Grant Component**

A Total Weighted Assessment per Household (A1 ÷ A2)		\$442,823
1. Total Weighted Assessment	\$1,408,620,661	
2. Number of Households	3,181	
B Assessment per Household Below Threshold (B1 - A, if positive)		-
1. Grant Threshold (Provincial Median Weighted Assessment per Household)	\$303,500	
C Total Assessment Differential (B × A2)		-
1. Funding per \$10,000 in Assessment Differential	\$28.90	
D Grant Amount (C × C1 ÷ \$10,000)		-

Notes and Data Sources**Notes**

- Line A1: For detailed calculation, see Section II, Tables 2a-2c.

Data Sources

- Household figures based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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2024 OMPF Grant Components

Table 2 - Northern Communities Grant Component

This grant component is only provided to northern municipalities.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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2024 OMPF Grant Components

Table 3 - Rural Communities Grant Component

A	Rural and Small Community Measure (RSCM)	100.0%
B	Farm Area Measure (FAM) in Excess of Minimum Threshold (B1 - B2)	18.9%
	1. Farm Area Measure	88.9%
	2. Farm Area Measure Minimum Threshold	70.0%
C	Per-Household Funding Adjusted for FAM ($B \times C1 \times 100 + \\132)	\$245.40
	1. FAM Adjustment Increment	\$6.00
D	Number of Households	3,181
E	Grant Amount ($C \times D$)	\$780,700

Notes and Data Sources

Notes

- Line A: For detailed calculation of the Rural and Small Community Measure (RSCM), see section II, Table 4a.
- Line B1: For detailed calculation of the Farm Area Measure (FAM), see Section II, Table 3a.
- Line C: Municipalities with an RSCM of 75% or more are eligible for a minimum of \$132 per household in funding.
- Line C1: Municipalities with a FAM greater than 70% receive an enhancement of the per-household funding amount adjusted on a sliding scale. Every 1 percentage point increase in the FAM between 70 per cent and 90 per cent results in an additional \$6.00 per household.

Data Sources

- Household figures based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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2024 OMPF Grant Components**Table 4 - Northern and Rural Fiscal Circumstances Grant Component**

A	Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	0.9
B	Number of Households	3,181
C	Per-Household Funding Amount $(C1 + (C2 - C1) \times (A - 0.0))$	\$9.00
	1. Funding Amount based on MFCI of 0.0	\$0
	2. Funding Amount based on MFCI of 1.0	\$10
D	Grant Amount $(B \times C)$	\$28,700

Notes and Data Sources**Notes**

- Line A: For further information on the calculation of the Northern and Rural Municipal Fiscal Circumstances Index (MFCI), see the OMPF 2024 Northern and Rural MFCI Workbook.
- Line C: The MFCI of your municipality falls between 0 and 1. As a result, the per-household funding amount has been scaled between the values on line C1 and line C2.

Data Sources

- Household figures based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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2024 OMPF Transitional Assistance**Table 5a - Transitional Assistance Funding Level**

A	2024 Guaranteed Level of Support	85.0%
B	2024 Guaranteed Support (A × B1)	\$673,800
	1. 2023 OMPF Allocation	\$792,700
C	Sum of 2024 OMPF Grant Components (excluding Transitional Assistance)	\$809,400
D	2024 OMPF Transitional Assistance (B - C if positive)	-

Notes and Data Sources**Notes**

- Line B1: Equal to Line A of the 2023 OMPF Allocation Notice.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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2024 OMPF Transitional Assistance

Table 5b - Transitional Assistance Enhancement

The Transitional Assistance enhancement is only provided to municipalities with an MFCI greater than 2.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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Northern and Rural Municipal Fiscal Circumstances Index

Table 1 - Northern and Rural Municipal Fiscal Circumstances Index Data

	Township of East Zorra-Tavistock	Northern and Rural Median
A Primary Indicator Values		
1. Weighted Assessment per Household	\$442,823	\$290,000
2. Median Household Income	\$100,000	\$82,000
B Secondary Indicator Values		
3. Average Annual Change in Assessment (New Construction)	3.1%	1.2%
4. Employment Rate	67.0%	53.0%
5. Ratio of Working Age to Dependent Population	162.6%	152.0%
6. Per cent of Population Above Low-Income Threshold	92.0%	88.0%
C Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	0.9	

Notes and Data Sources

Notes

- The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.
- The MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.
- The table above allows municipalities to see how their indicator values compare to the northern and rural median.

Data Sources

- Line A1: Weighted Assessment is based on the final 2022 Market Change Profile (MCP), 2020 phased-in assessment values and 2024 starting tax ratios. The Payments-in-Lieu (PIL) portion of Weighted Assessment is based on the most recent available data, using the Financial Information Return (FIR) available as of September 15, 2023.
- Household figures based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.
- Line A2: Statistics Canada's measure of median total income for all private households in 2020.
- Line B3: Five-year (2018-2023) average annual change in weighted assessment - excluding the impact of reassessment - provided by the Online Property Tax Analysis System (OPTA).
- Line B4: Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over in 2021.
- Line B5: Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over) in 2021.
- Line B6: Statistics Canada's measure of the percentage of the population in private households above the low-income threshold, after tax, for Ontario in 2020.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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Weighted Assessment**Table 2a - Taxable Weighted Assessment**

Property Tax Class	Col.1 Taxable Assessment	Col.2 Tax Ratio	Col.3 Taxable Weighted Assessment (Col. 1 × Col. 2)	Col.4 Per Cent of Total Weighted Assessment
A Residential	\$924,519,750	1.00	\$924,519,750	66.4%
B Multi-Residential	\$13,793,474		\$27,586,948	2.0%
Multi-Residential	\$13,793,474	2.00	\$27,586,948	2.0%
New Multi-Residential	-	-	-	-
C Broad Commercial	\$42,354,196		\$80,549,210	5.8%
Commercial Residual	\$42,122,096	1.90	\$80,107,802	5.8%
Office Buildings	-	-	-	-
Parking Lots	\$232,100	1.90	\$441,408	0.0%
Shopping Centres	-	-	-	-
Professional Sports Facilities	-	-	-	-
Large Theatre	-	-	-	-
Condominium Resorts	-	-	-	-
D Broad Industrial	\$17,331,570		\$45,582,029	3.3%
Industrial Residual	\$10,652,570	2.63	\$28,016,259	2.0%
Large Industrial	\$6,679,000	2.63	\$17,565,770	1.3%
E Other	\$1,200,527,950		\$313,119,236	22.5%
Pipelines	\$49,642,000	1.26	\$62,514,171	4.5%
Landfills	-	-	-	-
Farmlands	\$1,149,115,250	0.22	\$250,162,390	18.0%
Managed Forests	\$1,770,700	0.25	\$442,675	0.0%
F Total (Sum of A to E)	\$2,198,526,940		\$1,391,357,173	100.0%

Notes and Data Sources**Notes**

- Taxable assessment has been adjusted for discounted tax rates where applicable.
- Exempt properties are not included in the calculation of Taxable Weighted Assessment.

Data Sources

- Final 2022 Market Change Profile (MCP) and 2020 phased-in assessment values provided by the Municipal Property Assessment Corporation (MPAC).
- 2024 starting tax ratios based on 2023 municipal tax rate bylaws.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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Weighted Assessment**Table 2b - PIL Equivalent Weighted Assessment**

	2021
A Net PIL Entitlement (A1 - A2)	\$84,116
1. PIL Entitlement	\$84,116
2. Special Area PILs and Municipal Enterprises	-
B PIL Equivalent Weighted Assessment (A ÷ B1)	\$17,263,488
1. Residential Tax Rate	0.49%
C PIL Equivalent Weighted Assessment used in the 2024 OMPF	\$17,263,488

Notes and Data Sources**Notes**

- Total Weighted Assessment per Household includes the Payments-in-Lieu (PIL) Equivalent Weighted Assessment on Line C. This is calculated based on the most recent available data, using the Financial Information Return (FIR) available as of September 15, 2023.

Data Sources

- PIL entitlement from FIR, Schedule 10, Line 0499, Column 1. For lower- and single-tier municipalities, PIL entitlement also includes figures from FIR, Schedule 22, Line 7010, Column 12.
- For lower- and single-tier municipalities, special area PILs from FIR, Schedule 24, Line 9499, Column 12; municipal enterprise figures from FIR, Schedule 26, Line 5610, Column 8.
- Residential tax rate is from municipal bylaws for the tax year.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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Weighted Assessment**Table 2c - Total Weighted Assessment**

A	Total Weighted Assessment (A1 + A2)	\$1,408,620,661
	1. Total Taxable Weighted Assessment	\$1,391,357,173
	2. Total PIL Equivalent Weighted Assessment	\$17,263,488
B	Number of Households	3,181
C	Total Weighted Assessment per Household (A ÷ B)	\$442,823

Notes and Data Sources**Notes**

- Line A1: For detailed calculation, see Section II, Table 2a.
- Line A2: For detailed calculation, see Section II, Table 2b.

Data Sources

- Household figures based on the 2023 returned roll from the Municipal Property Assessment Corporation (MPAC), including applicable updates.

Township of East Zorra-Tavistock
 Lower Tier (County of Oxford)

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Farm Area Measure**Table 3a - Farm Area Measure Calculation**

A Farm Area Measure (A1 ÷ A2)		88.9%
1. Farm Land Area (acres)	53,127	
2. Municipal Land Area (acres)	59,790	

Notes and Data Sources**Notes**




- Line A: Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure (FAM) are provided in the 2024 OMPF Technical Guide.
- Line A1: The Farm Land Area for the Township of East Zorra-Tavistock is comprised of 618 properties in the farm property tax class.
- Line A2: The total number of acres of land in the municipality.

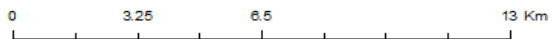
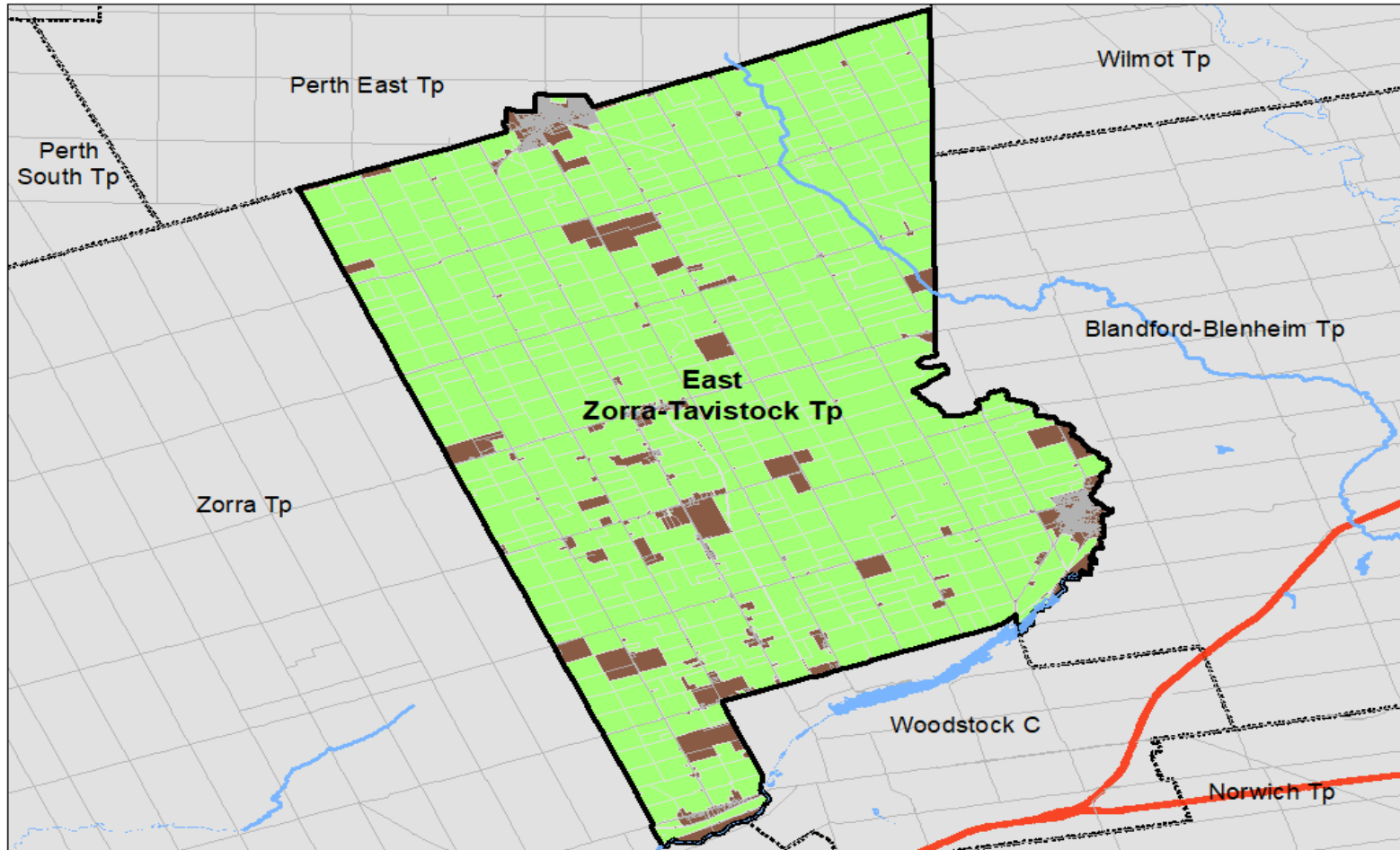
Data Sources

- Farm Land Area is determined using the Ontario Parcel database.
- Municipal Land Area is based on Statistics Canada data.

Farm Area Measure
Map 3b - Farm Area Map

Township of East Zorra-Tavistock
County of Oxford

 Municipal Boundary	 Other Properties
 Properties in the Farm Tax Class	



East Zorra-Tavistock Tp - 3238

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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Rural and Small Community Measure

Table 4a - Rural and Small Community Measure Calculation

A Population	7,841
1. Rural	3,347
2. Small Community	4,494
3. Urban	-
B Rural and Small Community Population (A1 + A2)	7,841
C Rural and Small Community Measure (B ÷ A)	100.0%

Notes and Data Sources

Notes

- Line A2, A3: For the urban and small community area profile, see Section II, Table 4b.
- Areas are classified by Statistics Canada as rural or small community if they meet one of the following conditions:
 1. The area has a population density less than 400 people per square kilometre;
 2. The area has a population density greater than 400 per square kilometre but it cannot be grouped with adjacent areas (each with a population density greater than 400 per square kilometre), to produce a total population concentration greater than 1,000; or
 3. The area is not economically integrated with a population centre of greater than 10,000 people, as measured by labour force commuter flow.

Data Sources

- Rural and Small Community Measure (RSCM) based on information from Statistics Canada Census.

Township of East Zorra-Tavistock
Lower Tier (County of Oxford)

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Rural and Small Community Measure

Table 4b - Urban and Small Community Area Profile

	Population	Area	Density
Municipal Share of Urban Areas			
There are no Urban Areas in this Municipality			

Municipal Share of Small Community Areas	4,494		
Tavistock	3,152		
Innerkip	1,342		

Large Population Centres			
There are no Large Population Centres in this Municipality			

Notes and Data Sources

Notes

- Area in square kilometres, density in number of people per square kilometre.
- Municipalities may not enclose a large urban area completely. For example, Mississauga contains part of the large urban area of Toronto, but does not contain the entire urban area of Toronto.



Appendix "B"

Township of East Zorra-Tavistock

Human Resources Manual

Title: Wage Grid Administration Policy	
Section: Township Organization	Number: 1.06
Version: 3.0	Review Frequency: 5 Yrs
Approved by: Council	Approval Date: 2016-10-05
Application: All staff.	
Notes: Reviewed and Job Evaluation System confirmed September 2016. 2019-08-07 Revision to Section 4.12 – Appointments to “Acting” Positions 2020-11-18 Revise Section 4.6 – Pay Band Annual Adjustment, Minor Administrative changes	

1. PURPOSE

The purpose of this policy is:

- To attract and retain qualified employees through an internally equitable (fair & consistent) and externally competitive pay program.
- To comply with the Ontario Pay Equity Act and promote the concept of equal pay for work of equal value.
- To ensure pay equity.
- To comply with all applicable employment statutes.
- To establish and maintain annual pay bands.
- To set out how staff can earn annual pay increase through step movements and the annual adjustment through annual performance reviews.
- To establish and maintain a consistent job evaluation process.
- To describe all significant pay administration procedures.

2. SCOPE

This policy applies to all employees immediately upon hire.

3. RESPONSIBILITY

The CAO will implement, administer & monitor this policy. Council has approved this policy. All future amendments to this policy must be approved by Council.

4. POLICY

4.1 Pay Band System

- Most positions are included in the pay band system, however this does not include the position of Township Chief Administrative Officer, Council, Volunteer Firefighters, Certain Contract, Seasonal & Student positions are also excluded.
- All positions included in the pay band system are evaluated and scored out of 740 based on the criteria in the Job Evaluation Plan (Policy HR1.05).
- There are 22 pay bands, in 25 point increments
- Based on the score out of 740 each position is assigned to a certain pay band.
- Each step on the pay grid is expressed as an hourly rate which excludes all benefits.
- Each pay band has 6 steps (expressed as a % of the job rate) as follows:
 - Probationary Base (85%)
 - Step 1 (88%)
 - Step 2 (91%)
 - Step 3 (94%)
 - Step 4 (97%)
 - Job rate (highest rate 100%)
- All hourly staff are paid the rate at their assigned step
- All salary staff are paid an annual salary equal to the rate at their assigned step times the standard hours per their employment agreement.
- Placement at partial steps are not allowed.
- New staff will normally be hired at the base rate. If the new hire has experience and qualifications in the position, the person can be hired at a higher step. No staff should be hired at a rate below the base rate.

4.2 Shift Premiums, Call In Pay, Overtime, Etc.

Special rules concerning call in pay, on call, overtime, etc. are included in the Human Resources Policy Manual.

4.3 The Job Evaluation Process

If a new job is created or the duties of an existing job change substantially the following procedures are followed:

- Update or create a Job Description in the standard format.
- Update or create a job evaluation score out of 740
- Place the new or revised position in the appropriate pay band based on the new score.

Job evaluations are done as follows;

Chief Administrative Officer - done by Council

Department Managers - done by CAO

Staff members - done by Department Manager

Employees will then sign their evaluation and a copy be given to them and also to HR for retention in their personnel file.

4.4 The Job Description Ongoing Maintenance

- A complete and accurate Job Description in the standard format will be maintained for all positions.
- The Job Description will be reviewed & updated each year during the annual performance review.
- All changes to a Job Description will be approved by the appropriate supervisor, and Human Resources
- Council will be involved with significant changes to the CAO and Manager Level Job Descriptions.
- Current approved job descriptions will be used to evaluate all positions for statutory pay equity and pay banding purposes.

4.5 Performance Reviews

- Performance reviews are conducted annually starting in October for the CAO, November for Department Managers and by December 15th for staff members, to determine eligibility for a potential January 1st step increase and annual adjustment. Pay reviews are conducted at same time as annual performance reviews.
- All pay increases (either a step movement or annual adjustment) require at least satisfactory performance. Employees with performance issues may have their pay increase (step movement or annual adjustment) held back and a performance improvement plan (PIP) implemented. PIP are usually for three months. The affected employee will not receive their pay increase until their performance improves. Any subsequent pay increase will not be retroactive. See performance review policy for more details.

4.6 Pay Band Annual Adjustment

- Each year on January 1 the entire pay grid shall be adjusted based on the Ontario Consumer Price Index (CPI) October 1 – September 30 reporting
- The steps for all grades will increase by the Ontario Consumer Price Index (CPI) October 1 – September 30 reporting for the annual adjustment
- The annual adjustment pay band increase is automatic each year.

- If the formula in a given year, results in a negative % the pay band grid will remain the same as the previous year. In the following year the negative % will be netted against a positive %.
- All staff with at least satisfactory performance will have their pay increase by the amount of the increase in their step.

4.7 Pay Band Step Movements

- In addition to the Pay Band Annual Adjustment discussed above, staff are eligible for Step Movements through the pay grid for their position.
- Standard practice is a step movement per year until the staff member reaches job rate, subject to satisfactory performance.
- Once a staff member has reached their job rate they are frozen
- Normally all step movements take place January 1 of each year except for staff on probation or where provisions have been included to grant a step movement for a certain accomplishment or certification.
- After probation, to be eligible for the next step movement, the staff member must have at least six months employment in old step. If a staff member gets a step movement during the year normally they will have to wait until the January 1 of the next following year to be eligible for a step movement.
- All step movements require at least satisfactory performance.
- If a new staff member is hired at a rate higher than base rate the number of years required can include equivalent work experience for movement through the grid.

4.8 Market Check

- Normally every five years the entire pay band grid will be compared to “the market” to ensure the Municipality is paying employees fairly and achieving external equity. Approval to proceed with a market check is subject to Council approval and inclusion of the project in the annual budget.
- The median or 50th percentile of the job rate of the comparators will be used. This comparison may involve using a purchased pay survey of the compensation of benchmark positions at comparable municipalities in the area or other methods. Council will approve the selection of comparators.
- The overall pay band grid may increase, decrease or remain the same as the result of this comparison.
- No employee’s pay will be reduced as a result of this exercise. However individual pays may be frozen until the pay band for their position catches up to their current pay.
- Council will approve the market check and the implementation of the results.

- If the market check results in substantial pay increases these may be phased in over more than one year.

4.9 Temporary Market Adjustments

- Occasionally, due to extraordinary labour market conditions for certain skilled positions, a temporary market adjustment in addition to the pay at the appropriate step may be required.
- Temporary market adjustments will be awarded for one year only. All temporary market adjustments will be reviewed annually to see if they are still appropriate.
- The temporary nature & related procedures of these market adjustments will be clearly communicated in writing to any staff member receiving such a pay award.

4.10 Promotions

- Employees promoted to a different position that is evaluated at a higher pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by the Supervisor and HR and approved by the CAO.
- The employee's new pay will not be less than their pay at the old position.
- After 180 days, an employee in a new position will have their job performance reviewed and further step movement considered.

4.11 Demotions

- Employees demoted to a different position that is evaluated at a lower pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by the Supervisor and approved by HR and the CAO
- The employee's new pay may be less than their pay at the old position however sufficient working notice at the old rate of pay will be required before the lower rate of pay is implemented.
- After 180 days, an employee in a new position will have their job performance reviewed and a step movement considered.

4.12 Appointments to "Acting" Positions

- Employees temporarily appointed by the CAO and/or Council to a position with responsibilities higher than those of their present job for more than an anticipated time frame in excess of 30 days, may receive an increase of their regular pay for the duration of the temporary appointment. The pay increase would be effective the date of the responsibility change.
- Employees assuming an acting position for more than 60 days may receive, on the 61st day, a further increase. This rate will continue for

the duration of the appointment, subject to the approval of the CAO and/or Council.

- The increase shall be added to the employee current wage for the duration of the acting appointment.
- At the end of the acting appointment, the employee will resume their previous position at the step and pay rate existing at the time of the appointment plus any annual adjustments or merit adjustments due.

4.13 Contract, Seasonal And Student Employees

- Contract, seasonal and student employees are not part of the pay banding system.
- Contract employees will receive pay increases according to the terms of their contract.
- Attempts will be made to make these dates and pay increases consistent with other pay administration procedures when practical.

5. RELATED POLICIES AND PROCEDURES

- Human Resources Policy Manual
- Employment Agreements
- Ontario Employment Standards Act and Regulations

Appendix "C"

OPP 2024 Annual Billing Statement

East Zorra-Tavistock Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

		<u>Cost per Property \$</u>	<u>Total Cost \$</u>
Base Service	Property Counts		
	Household	3,181	
	Commercial and Industrial	<u>147</u>	
	Total Properties	<u><u>3,328</u></u>	
		165.59	551,072
Calls for Service	(see summaries)		
	Total all municipalities	183,003,471	
	Municipal portion	0.2011%	110.59
			368,043
Overtime	(see notes)	9.73	32,370
Contract Enhancements	(see summary)	56.14	186,840
Prisoner Transportation	(per property cost)	<u>1.12</u>	<u>3,727</u>
Total 2024 Estimated Cost		<u><u>343.16</u></u>	<u>1,142,052</u>
2022 Year-End Adjustment	(see summary)		(31,786)
Grand Total Billing for 2024			<u><u>1,110,266</u></u>
2024 Monthly Billing Amount			92,522

OPP 2024 Annual Billing Statement

East Zorra-Tavistock Tp

Estimated costs for the period January 1 to December 31, 2024

Notes to Annual Billing Statement

- 1) Municipal Base Services and Calls for Service Costs - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) Base Services - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) Calls for Service - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) Overtime - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) Court Security and Prisoner Transportation (CSPT) - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.

There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) Year-end Adjustment - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Salaries and Benefits	Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
		FTE	%			
Uniform Members	Note 1					
Inspector	26.21	100.0	170,155	4,459,769	4,459,769	-
Staff Sergeant-Detachment Commander	9.14	100.0	152,475	1,393,620	1,393,620	-
Staff Sergeant	36.76	100.0	142,419	5,235,312	5,235,312	-
Sergeant	222.37	50.4	127,275	28,302,242	14,275,214	14,027,027
Constable	1,613.61	50.4	108,173	174,548,615	88,038,548	86,510,067
Part-Time Constable	15.08	50.4	86,989	1,311,789	661,984	649,805
Total Uniform Salaries	1,923.17			215,251,347	114,064,447	101,186,900
Statutory Holiday Payout			5,132	9,792,492	5,122,546	4,669,947
Shift Premiums			1,130	2,091,727	1,055,028	1,036,699
Uniform Benefits - Inspector			26.47%	1,180,501	1,180,501	-
Uniform Benefits - Full-Time Salaries			32.44%	67,955,243	35,341,010	32,614,233
Uniform Benefits - Part-Time Salaries			15.71%	206,082	103,998	102,084
Total Uniform Salaries & Benefits				296,477,393	156,867,530	139,609,863
Detachment Civilian Members	Note 1					
Detachment Administrative Clerk	168.12	50.4	68,433	11,505,025	5,803,153	5,701,872
Detachment Operations Clerk	2.08	50.4	64,421	133,996	67,642	66,354
Detachment Clerk - Typist	1.06	50.4	56,545	59,938	29,969	29,969
Court Officer - Administration	25.63	50.4	69,834	1,789,843	902,952	886,891
Crimestoppers Co-ordinator	0.83	50.4	65,987	54,769	27,715	27,055
Cadet	0.68	50.4	46,454	31,588	15,794	15,794
Total Detachment Civilian Salaries	198.40			13,575,160	6,847,226	6,727,934
Civilian Benefits - Full-Time Salaries			33.98%	4,612,839	2,326,687	2,286,152
Total Detachment Civilian Salaries & Benefits				18,187,999	9,173,913	9,014,086
Support Costs - Salaries and Benefits						
Communication Operators			6,228	11,977,503	6,263,811	5,713,692
Prisoner Guards			1,996	3,838,647	2,007,477	1,831,170
Operational Support			6,080	11,692,874	6,114,960	5,577,914
RHQ Municipal Support			2,751	5,290,641	2,766,818	2,523,822
Telephone Support			141	271,167	141,811	129,356
Office Automation Support			875	1,682,774	880,031	802,743
Mobile and Portable Radio Support			282	546,587	285,768	260,819
Total Support Staff Salaries and Benefits Costs				35,300,192	18,460,676	16,839,516
Total Salaries & Benefits				349,965,584	184,502,118	165,463,465
Other Direct Operating Expenses	Note 2					
Communication Centre			155	298,091	155,891	142,200
Operational Support			1,018	1,957,787	1,023,854	933,934
RHQ Municipal Support			212	407,712	213,219	194,493
Telephone			1,582	3,042,455	1,591,097	1,451,358
Mobile Radio Equipment Repairs & Maintenance			147	284,923	148,964	135,959
Office Automation - Uniform			3,019	5,806,050	3,036,359	2,769,691
Office Automation - Civilian			1,154	228,954	115,088	113,865
Vehicle Usage			9,975	19,183,621	10,032,356	9,151,265
Detachment Supplies & Equipment			548	1,053,897	551,151	502,746
Uniform & Equipment			2,305	4,467,666	2,335,795	2,131,871
Uniform & Equipment - Court Officer			994	25,476	12,852	12,624
Total Other Direct Operating Expenses				36,756,632	19,216,626	17,540,006
Total 2024 Municipal Base Services and Calls for Service Cost				\$ 386,722,216	\$ 203,718,745	\$ 183,003,471
Total OPP-Policed Municipal Properties					1,230,286	
Base Services Cost per Property					\$ 165.59	

OPP 2024 Estimated Base Services and Calls for Service Cost Summary**Estimated Costs for the period January 1, 2024 to December 31, 2024****Notes:**

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

OPP 2024 Calls for Service Billing Summary

East Zorra-Tavistock Tp

Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	3	3	1	0	2	6.9	12	0.0007%	1,216
Drugs	1	0	0	0	0	80.6	20	0.0011%	2,028
Operational	411	449	401	363	406	3.8	1,543	0.0849%	155,310
Operational 2	284	108	110	77	145	1.5	217	0.0119%	21,857
Other Criminal Code Violations	11	16	21	6	14	7.3	99	0.0054%	9,921
Property Crime Violations	147	114	105	124	123	6.3	772	0.0425%	77,690
Statutes & Acts	53	47	52	49	50	3.5	176	0.0097%	17,705
Traffic	120	109	81	109	105	3.8	398	0.0219%	40,071
Violent Criminal Code	33	34	25	17	27	15.4	420	0.0231%	42,245
Municipal Totals	1,063	880	796	745	871		3,656	0.2011%	\$368,043

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
Provincial Totals	446,674	370,147	378,776	378,669	393,567		1,817,899	100%	\$183,003,471

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

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OPP 2024 Calls for Service Details
East Zorra-Tavistock Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Grand Total	1,063	880	796	745	871.00
Drug Possession	3	3	1	0	1.75
Drug Related Occurrence	2	3	0	0	1.25
Possession - Cocaine	0	0	1	0	0.25
Possession - Methamphetamine (Crystal Meth)	1	0	0	0	0.25
Drugs	1	0	0	0	0.25
Cultivate/Propagate/Harvest cannabis by adult	1	0	0	0	0.25
Operational	411	449	401	363	406.00
Accident - non-MVC - Industrial	0	0	1	0	0.25
Accident - non-MVC - Residential	1	0	0	0	0.25
Alarm - Others	7	0	2	0	2.25
Animal - Bite	2	1	0	5	2.00
Animal - Dog Owners Liability Act	1	3	1	2	1.75
Animal - Injured	3	9	4	9	6.25
Animal - Left in Vehicle	1	0	0	0	0.25
Animal - Master Code	1	0	0	0	0.25
Animal - Other	21	5	0	3	7.25
Animal - Rabid	2	0	0	0	0.50
Animal - Stray	8	3	6	8	6.25
Assist Fire Department	7	3	6	3	4.75
Assist Public	95	108	107	83	98.25
By-Law - Master Code	0	0	0	1	0.25
Distressed / Overdue Motorist	2	0	1	0	0.75
Dogs By-Law	1	0	0	1	0.50
Domestic Disturbance	25	56	38	28	36.75
Family Dispute	30	45	39	29	35.75
Fire - Building	11	1	6	9	6.75
Fire - Master Code	0	0	1	0	0.25
Fire - Other	2	1	0	1	1.00
Fire - Vehicle	4	1	1	1	1.75
Found - Bicycles	3	0	0	0	0.75
Found - Household Property	0	1	0	0	0.25
Found - Others	5	1	0	0	1.50
Found - Personal Accessories	7	0	0	1	2.00
Found - Radio, TV, Sound-Reprod. Equip.	0	1	0	0	0.25
Found Property - Master Code	4	7	9	5	6.25
Insecure Condition - Building	1	0	0	0	0.25
Insecure Condition - Master Code	1	2	3	2	2.00
Insecure Condition - Others	0	0	0	1	0.25
Insecure Condition - Vehicle	0	0	0	1	0.25
Lost - Household Property	1	0	0	0	0.25
Lost - License Plate	0	1	3	0	1.00
Lost - Others	1	0	1	2	1.00
Lost - Personal Accessories	0	0	3	2	1.25
Lost Property - Master Code	2	2	4	1	2.25

OPP 2024 Calls for Service Details
East Zorra-Tavistock Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Medical Assistance - Other	2	0	0	1	0.75
Missing Person - Master Code	0	0	0	1	0.25
Missing Person 12 & older	1	1	1	0	0.75
Missing Person Located 12 & older	2	1	2	1	1.50
Missing Person Located Under 12	0	1	1	1	0.75
Missing Person under 12	0	0	2	0	0.50
Neighbour Dispute	25	41	29	26	30.25
Noise By-Law	1	2	2	0	1.25
Noise Complaint - Animal	2	3	0	2	1.75
Noise Complaint - Business	0	1	0	0	0.25
Noise Complaint - Master Code	1	13	19	23	14.00
Noise Complaint - Others	2	1	0	2	1.25
Noise Complaint - Residence	9	1	5	0	3.75
Other Municipal By-Laws	8	7	7	9	7.75
Overdose/Suspected Overdose	0	0	1	0	0.25
Phone - Master Code	0	0	1	0	0.25
Phone - Nuisance - No Charges Laid	5	5	4	0	3.50
Phone - Other - No Charges Laid	1	0	1	3	1.25
Phone - Threatening - No Charges Laid	0	1	1	0	0.50
Sudden Death - Accidental	1	1	0	0	0.50
Sudden Death - Natural Causes	3	2	6	9	5.00
Sudden Death - Others	1	0	3	0	1.00
Sudden Death - Suicide	2	1	0	0	0.75
Suspicious Package	1	0	0	0	0.25
Suspicious Person	43	36	29	38	36.50
Suspicious vehicle	21	41	24	27	28.25
Text- related Incident (Texting)	1	0	2	0	0.75
Traffic By-Law	2	3	2	5	3.00
Trouble with Youth	12	17	13	9	12.75
Unwanted Persons	6	6	6	5	5.75
Vehicle Recovered - All Terrain Vehicles	2	2	0	0	1.00
Vehicle Recovered - Automobile	4	4	3	2	3.25
Vehicle Recovered - Farm Vehicles	1	0	0	0	0.25
Vehicle Recovered - Master Code	0	2	0	0	0.50
Vehicle Recovered - Motorcycles	1	2	0	0	0.75
Vehicle Recovered - Other	2	0	0	1	0.75
Vehicle Recovered - Trucks	0	3	1	0	1.00
Operational 2	284	108	110	77	144.75
911 call - Dropped Cell	89	9	6	8	28.00
911 call / 911 hang up	88	17	27	13	36.25
911 hang up - Pocket Dial	29	0	0	0	7.25
False Alarm - Accidental Trip	9	0	0	0	2.25
False Alarm - Cancelled	18	0	0	0	4.50
False Alarm - Malfunction	6	0	1	0	1.75
False Alarm - Others	29	63	53	40	46.25

OPP 2024 Calls for Service Details
East Zorra-Tavistock Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
False Holdup Alarm - Accidental Trip	0	4	6	1	2.75
Keep the Peace	16	15	17	15	15.75
Other Criminal Code Violations	11	16	21	6	13.50
Animals - Cruelty	0	1	0	1	0.50
Animals - Kill or injure	0	0	1	0	0.25
Bail Violations - Breach of Recognizance	0	2	0	1	0.75
Bail Violations - Fail To Comply	1	4	8	1	3.50
Bail Violations - Others	0	0	1	0	0.25
Breach of Firearms regulation - Unsafe Storage	0	0	1	0	0.25
Breach of Probation	1	1	3	1	1.50
Breach of Probation - In relation to children	1	0	0	0	0.25
Child Pornography - Possess child pornography	0	0	1	0	0.25
Common nuisance	0	0	1	0	0.25
Counterfeit Money - Others	1	0	0	0	0.25
Disturb the Peace	2	4	2	0	2.00
Indecent acts - Master Code	1	0	0	0	0.25
Indecent acts - Other	1	0	1	1	0.75
Nudity - public/private property	0	2	0	0	0.50
Obstruct Public Peace Officer	1	0	0	0	0.25
Offensive Weapons - Careless use of firearms	0	0	0	1	0.25
Offensive Weapons - Other Offensive Weapons	1	0	1	0	0.50
Public Mischief - mislead peace officer	0	0	1	0	0.25
Trespass at Night	1	1	0	0	0.50
Utter Threats to Property / Animals	0	1	0	0	0.25
Property Crime Violations	147	114	105	124	122.50
Break & Enter	23	18	9	16	16.50
Break & Enter - Firearms	1	0	2	1	1.00
Break & Enter - steal firearm from motor vehicle	0	0	1	0	0.25
Fraud - False Pretence Over \$5,000	0	0	1	1	0.50
Fraud - False Pretence Under \$5,000	2	0	2	0	1.00
Fraud - Forgery & Uttering	0	0	2	0	0.50
Fraud - Fraud through mails	0	1	0	0	0.25
Fraud - Master Code	1	0	1	1	0.75
Fraud - Money/property/security Over \$5,000	1	0	7	3	2.75
Fraud - Money/property/security Under \$5,000	16	6	8	10	10.00
Fraud - Other	6	7	5	4	5.50
Fraud - Steal/Forge/Poss./Use Credit Card	1	3	1	1	1.50
Fraud - Transportation	0	0	0	1	0.25
Identity Fraud	1	1	2	1	1.25
Interfere with lawful use, enjoyment of property	0	1	1	3	1.25
Mischief	18	17	19	15	17.25
Mischief Graffiti - Non-Gang Related	4	2	0	0	1.50
Possession of Stolen Goods over \$5,000	1	2	2	2	1.75
Possession of Stolen Goods under \$5,000	1	0	0	1	0.50
Property Damage	5	1	5	8	4.75

OPP 2024 Calls for Service Details
East Zorra-Tavistock Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Theft Over - Master Code	0	0	1	0	0.25
Theft from Motor Vehicles Over \$5,000	0	0	1	1	0.50
Theft from Motor Vehicles Under \$5,000	13	11	6	19	12.25
Theft of - All Terrain Vehicles	1	0	0	0	0.25
Theft of - Automobile	2	1	1	1	1.25
Theft of - Construction Vehicles	0	2	0	0	0.50
Theft of - Farm Vehicles	1	0	0	0	0.25
Theft of - Mail	0	0	0	1	0.25
Theft of - Motorcycles	1	0	0	1	0.50
Theft of - Other Motor Vehicles	0	0	1	1	0.50
Theft of - Trucks	3	4	0	1	2.00
Theft of Motor Vehicle	5	7	3	6	5.25
Theft Over \$5,000 - Bicycles	0	1	0	0	0.25
Theft Over \$5,000 - Farm Agricultural Livestock	1	0	0	0	0.25
Theft Over \$5,000 - Farm Agricultural Produce	0	1	0	0	0.25
Theft Over \$5,000 - Farm Equipment	0	0	1	2	0.75
Theft Over \$5,000 - Other Theft	2	1	1	0	1.00
Theft Over \$5,000 - Trailers	2	1	1	2	1.50
Theft Under \$5,000 - Bicycles	1	2	0	0	0.75
Theft Under \$5,000 - Boat (Vessel)	0	0	0	1	0.25
Theft Under \$5,000 - Building	1	1	0	0	0.50
Theft Under \$5,000 - Construction Site	0	1	2	1	1.00
Theft Under \$5,000 - Farm Agricultural Produce	1	0	0	0	0.25
Theft Under \$5,000 - Farm Equipment	1	0	0	0	0.25
Theft Under \$5,000 - Gasoline Drive-off	12	5	3	7	6.75
Theft Under \$5,000 - Master Code	0	2	0	2	1.00
Theft Under \$5,000 - Other Theft	15	11	10	9	11.25
Theft Under \$5,000 - Persons	1	0	0	0	0.25
Theft Under \$5,000 - Trailers	0	3	2	0	1.25
Theft Under \$5,000 Shoplifting	3	1	3	1	2.00
Willful act / Omission likely to cause mischief	0	0	1	0	0.25
Statutes & Acts	53	47	52	49	50.25
Children's Law Reform Act - Other	1	0	0	0	0.25
Custody Dispute	0	2	0	0	0.50
Family Law Act - Custody/Access order	1	0	0	0	0.25
Landlord / Tenant	20	11	5	8	11.00
Mental Health Act	10	13	19	16	14.50
Mental Health Act - Apprehension	0	2	1	5	2.00
Mental Health Act - Attempt Suicide	1	2	1	2	1.50
Mental Health Act - No contact with Police	1	1	0	3	1.25
Mental Health Act - Placed on Form	1	3	3	1	2.00
Mental Health Act - Threat of Suicide	5	6	7	6	6.00
Mental Health Act - Voluntary Transport	2	1	1	1	1.25
Trespass To Property Act	11	6	15	7	9.75
Traffic	120	109	81	109	104.75

OPP 2024 Calls for Service Details
East Zorra-Tavistock Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
MVC - Fatal (Motor Vehicle Collision)	3	1	1	0	1.25
MVC - Others (Motor Vehicle Collision)	0	1	0	1	0.50
MVC - Pers. Inj. Failed to Remain (Motor Vehicle Collision)	0	2	0	0	0.50
MVC - Personal Injury (Motor Vehicle Collision)	16	13	4	9	10.50
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	8	5	1	5	4.75
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	33	28	28	26	28.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	60	59	47	67	58.25
MVC (Motor Vehicle Collision) - Master Code	0	0	0	1	0.25
Violent Criminal Code	33	34	25	17	27.25
Assault - Level 1	19	18	12	5	13.50
Assault Peace Officer	0	1	0	0	0.25
Assault With Weapon or Causing Bodily Harm - Level 2	1	4	6	3	3.50
Criminal Harassment	3	1	3	1	2.00
Indecent / Harassing Communications	1	0	0	0	0.25
Robbery - Other	0	0	0	1	0.25
Sexual Assault	2	3	1	5	2.75
Sexual Interference	0	1	0	0	0.25
Utter Threats - Master Code	0	1	0	0	0.25
Utter Threats to Person	7	5	3	2	4.25

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OPP 2024 Estimated Contract Enhancement Cost Summary

East Zorra-Tavistock Tp

Estimated cost for the period January 1 to December 31, 2024

2023 Cost Recovery Formula

Salaries and Benefits

	Positions	\$/FTE	\$ Total
Uniform Members			
Constable.	1.00	108,173	108,173
Total Uniform Salaries	1.00		108,173
Statutory Holiday Payout		5,132	5,132
Shift Premiums		1,130	1,130
Uniform Benefits - Full-Time Salaries		32.44%	35,091
Total Uniform Salaries & Benefits			149,526
Support Costs - Salaries and Benefits			
Communication Operators		6,228	6,228
Prisoner Guards		1,996	1,996
Operational Support		6,080	6,080
RHQ Municipal Support		2,751	2,751
Telephone Support		141	141
Office Automation Support		875	875
Mobile and Portable Radio Support		282	282
Total Support Staff Salaries and Benefits Costs			18,353
Total Salaries & Benefits			167,879
Other Direct Operating Expenses			
Communication Centre		155	155
Operational Support		1,018	1,018
RHQ Municipal Support		212	212
Telephone		1,582	1,582
Mobile Radio Equipment Repairs & Maintenance		147	147
Office Automation - Uniform		3,019	3,019
Vehicle Usage		9,975	9,975
Detachment Supplies & Equipment		548	548
Uniform & Equipment		2,305	2,305
Total Other Direct Operating Expenses			18,961
Total 2024 Estimated Enhancement Cost			\$ 186,840
Total OPP-Policed Properties			3,328
Cost Per Property			\$ 56.14

Note 1

East Zorra-Tavistock Tp

Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.

OPP 2022 Reconciled Year-End Summary
East Zorra-Tavistock Tp
Reconciled cost for the period January 1 to December 31, 2022

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
Base Service	Property Counts				
	Household	2,991			
	Commercial and Industrial	<u>144</u>			
	Total Properties	<u><u>3,135</u></u>	172.74	541,548	539,444
Calls for Service					
	Total all municipalities	177,916,859			
	Municipal portion	0.2210%	125.40	393,144	390,911
Overtime			12.50	39,201	24,640
Contract Enhancements	(see summary)		41.54	130,223	178,934
Prisoner Transportation	(per property cost)		<u>1.08</u>	<u>3,386</u>	<u>5,361</u>
Total 2022 Costs			<u><u>353.27</u></u>	<u>1,107,501</u>	<u>1,139,290</u>
2022 Billed Amount				<u>1,139,287</u>	
2022 Year-End-Adjustment				<u><u>(31,786)</u></u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2024.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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OPP 2022 Reconciled Contract Enhancement Cost Summary

East Zorra-Tavistock Tp

Reconciled cost for the period January 1 to December 31, 2022

2021 Cost Recovery Formula

Salaries and Benefits

	Positions	\$/FTE	Total \$
Uniform Members			
Constable.	1.00	106,938	106,938
Total Uniform Salaries	1.00		106,938
Statutory Holiday Payout		5,018	5,018
Shift Premiums		1,126	1,126
Uniform Benefits - Full-Time Salaries.		31.57%	33,760
Total Uniform Salaries & Benefits			146,842
Support Costs - Salaries and Benefits			
Communication Operators		6,832	6,832
Prisoner Guards		2,016	2,016
Operational Support		5,154	5,154
RHQ Municipal Support		2,720	2,720
Telephone Support		119	119
Office Automation Support		673	673
Mobile and Portable Radio Support		312	312
Total Support Staff Salaries and Benefits Costs			17,826
Total Salaries & Benefits			164,668
Other Direct Operating Expenses			
Communication Centre		178	178
Operational Support		802	802
RHQ Municipal Support		118	118
Telephone		1,615	1,615
Mobile Radio Equipment Repairs & Maintenance		39	39
Office Automation - Uniform		2,545	2,545
Vehicle Usage		8,750	8,750
Detachment Supplies & Equipment		456	456
Uniform & Equipment		2,178	865
Total Other Direct Operating Expenses			15,368
Sub-Total Enhancement Cost			\$ 180,036
Contractual Hours Reduction, If Applicable	Note 3		(49,813)
Total 2022 Reconciled Enhancement Cost			\$ 130,223

OPP 2022 Reconciled Contract Enhancement Cost Summary**East Zorra-Tavistock Tp**

Reconciled cost for the period January 1 to December 31, 2022

Notes:

- 1) Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2022 salaries incorporate the 2022 general salary rate increases set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, (uniform staff - 1.85%, civilian staff - 1.0%). The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2022-23).
- 2) Uniform & Equipment annual cost is \$2,102 per uniformed member. A credit is applied for the first full year for each new enhancement officer, as initial costs are charged in the first year. This position was filled August 9, 2021. Uniform & Equipment annual cost is pro-rated in 2022 for the period from August 9, 2022 onward.
- 3) The municipality receives an under hours credit in the amount of \$49,813. This credit is calculated using the number of hours below as follows: minimum hours required in contract, 1,417 contractual hours less 1,025 hours provided = shortfall of 392 hours, divided by the total contractual hours multiplied by the total uniform policing costs exclusive of overtime: \$180,036.

Contractual Hours Calculation

Billable Uniform Contract Enhancement Hours Worked			1,112
Calls For Service Hours Removed			(87)
Total Uniform Enhancement Hours Worked In Contract			<u>1,025</u>
Minimum Hours Required in Contract	1.00	FTEs x 1417	1,417
Total Hours Below Minimum Hours Required			(392)
Total Percentage Reduction (392 / 1417)			27.67%
X (Uniform Salaries + Uniform related ODOE)		X	<u>180,036</u>
Reduction Applied:			<u>\$ (49,813)</u>

STAFF REPORT

Report #CAO2023-15

To: His Worship the Mayor and Members of Council
From: Karen DePrest, CAO/Treasurer
Re: Vacant Unit Rebate Program Opt-Out
Date: November 8, 2023

Recommendation:

1. That Council receives CAO2023-14 as information.
2. That By-Law #2023-34, "A By-law to Opt-Out of the Vacant Unit Rebate Program", be approved.

Report:

The application-based vacant unit rebate for commercial and industrial properties was introduced, by the Province, in 2001. This is a tax rebate program that allows for vacant or partially vacant properties, meeting certain conditions, to receive some tax relief based on the length of the vacancy. The application deadline is February 28th of the year following the taxation year for which relief is sought. This program has been problematic in that proof of the vacancy is difficult to establish after the fact, applications are often filed repeatedly for properties despite the "temporary" nature of program and finally, some property owners obtain permanent reductions in their assessment based on the ongoing occupancy status, while still qualifying for the vacancy rebate as well.

In 2017, changes were announced to the program allowing municipalities to opt-out, phase-out or alter the terms of the vacant unit rebate program. Rather than provide legislative options, the Province required municipalities to design their own local policies followed by a submission to the Province for a special, locally specific regulatory provision. At that time, the Oxford-area municipalities chose to maintain the program with the following change which was authorized in O. Reg. 325/01, subsection 20 and applies only to local municipalities in the County of Oxford for the 2018 taxation year and subsequent taxation years:

"No rebate is payable under section 364 of the Act for a taxation year in respect of a building, structure or portion of a building if the municipality paid or credited a rebate in respect of the building, structure or portion, as the case may be, for any five previous taxation years."

Earlier in 2023, the area municipal finance group revisited the vacant unit rebate decision. Since the program is now an area municipal decision, each lower tier can opt-out of the vacant unit rebate program by by-law with no requirement to consult with or notify the Ministry of Finance. Should the Township of East Zorra-Tavistock choose not to opt-out, O. Reg. 325/01 would continue to apply.

Since the changes to the provincial program were introduced in 2017, many municipalities eliminated or phased out the program. Within Oxford County, most of our lower-tier partner municipalities have already passed by-laws to opt-out of the program.

In the last four years, the Township of East Zorra-Tavistock has received zero applications and provided \$0 in tax relief.

Given the lack of activity within the vacant unit rebate program over the last four years, elimination of this program should not have significant impact on any single ratepayer.

Financial Implications:

As mentioned above, there has been no activity within the Vacant Unit Rebate Program over the last four years.

Attachments:

1. Appendix "A" - MTE Background Study

Respectfully submitted by:



Karen DePrest
Chief Administrative Officer/Treasurer

VACANT UNIT REBATE AND SUBCLASS TREATMENT

Prepared For:
MTE CLIENT MUNICIPALITIES

Prepared By:
MUNICIPAL TAX EQUITY (MTE) CONSULTANTS INC.
GEORGETOWN, ONTARIO
WWW.MTE.CA

Published On:
SPRING, 2021

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General Background and Context

1998: Tax Classes and Subclasses Replaced Business Occupancy Tax

In 1998 the Province of Ontario instituted a complete overhaul of the property assessment and taxation system and while the overall scope of reform was wide-ranging, the fundamental basis of change was ultimately two-fold. First, property assessments were to be reset across the province and kept up-to-date through a regular reassessment schedule; on the taxation side, the cumbersome system that relied on base taxes, Business Occupancy Tax (BOT) and retroactive rebates for farm property was replaced with multiple tax classes and variable rates. The simplified system included a set of tax ratios to maintain the general balance of taxation among broad groups, or classes of taxpayers.

For example, if a municipality had been raising \$1 million in property tax from its commercial taxpayers, and an additional \$500,000 via BOT on those same taxpayers, a tax ratio of 1.50 was expected to maintain the relative net tax burden borne by the residential and the commercial taxpayer.

Fairly early on in the planning process the architects of this new system were confronted with concerns that the precision afforded by the BOT to address actual property use, was going to be lost under a system that relied on classification and value alone without regard to property specific circumstances. Because the BOT was levied against the business operator (who may or may not be the property owner), properties zoned or designed for business purposes, but that were not host to an actual enterprise would not carry the same net tax burden as those where businesses were actively operating. To address this within the context of the new system, the Province established subclasses of property within the commercial and industrial classes to facilitate the application of reduced tax rates against unimproved land and vacant buildings.

For 1998 through 2000, there were two subclasses of commercial and industrial property, which may be summarized as follows:

The ***Vacant Land*** subclasses captured properties that have been included in one of the commercial or industrial property classes as a result of zoning or planning details, but which has no assessable improvement (building).

The ***Vacant Unit and Excess Land*** subclasses captured properties, or portions of improved property that met one of the following criteria:

- A portion of land that has not been improved and that is in excess of the amount of land required to support the improved portions of the land under municipal planning rules; or
- A property building, or portion of a building that was vacant from July 1st to September 30th of the previous year.

In addition to these core criteria, certain properties used for marshalling, parking and switching of rail cars are also captured by the vacant and excess subclasses depending on whether they are stand-alone properties (vacant) or portions of larger properties (excess). Most mine tailing sites are also included in the vacant land subclass.

2001: Introduction of Application Based Vacant Unit Rebates

The treatment of vacant buildings and units was very crude under this original approach due to the fact that it relied on a snapshot of the previous year's property circumstances to dictate the tax treatment for the entirety of the current year. It was just as likely for a property to be receiving the benefit of the vacant classification when in fact it was occupied as it was for vacant property to be taxed as if it were occupied.

In response to this deficiency, the Province removed vacant units from the subclass definitions as of 2001 and introduced an application based retroactive rebate program that was intended to offset a taxpayer's burden based on actual, real-time vacancies. The vacant land subclass remained largely unchanged while the second subclass was redefined to capture only excess land.

From 2001 through the end of 2016, the tax treatment of vacant and excess land and the vacant unit rebate program has remained largely unchanged and the ability of municipalities to adapt the programs locally has been rigidly prescribed by the content of the *Municipal Act, 2001* and supporting Regulations. Municipalities have been able to alter the tax rate reduction percentages they apply to the subclasses but only within the limited range of 30 to 35 per cent. The percentage set for a subclass also applies to any vacant unit rebates granted to properties within the class.

For the most part, no significant concerns have arisen in respect of vacant and excess land subclasses, but the vacant unit rebate program has become increasingly problematic. Although the program has generally functioned as intended, it has been marked by some critical weaknesses since its inception. Some of the most notable issues that have led to this program being difficult to manage, budget for and administer include, but are not limited to:

- While conceived as a program to address temporary and sporadic conditions, many properties remain *eligible* for years at a time or indefinitely;
- It has proven difficult for municipalities to compel applicants to provide complete information and evidence in a timely manner;
- In areas with high commercial vacancy rates property owners have been increasingly successful in challenging their assessed values on the basis of their occupancy; this has in many ways led to a *double-dip* effect whereby base taxes are being reduced due to vacancy rates and then a portion of what is left is subject to further rebate; and
- Inconsistent treatment of matters before the Assessment Review Board (ARB) have led to a *slippage* in terms of eligibility and made it difficult for municipalities to defend their decisions to deny applications.

2017: Request Based Opt-Out and Program Modifications

Until recently municipalities had very little latitude to make any meaningful local enhancements to these programs. In the absence of any Provincial policy attention, the weaknesses and problems related to the vacant unit rebate in particular have grown over time along with the administrative burden and cost to municipalities. It was not until 2017 that municipalities were given the opportunity to assume more responsibility and control over how these programs function locally making it possible for them to consider changes in respect of:

- The Percentages used for Vacant and Excess Land Subclasses,
- The Percentage(s) used for Vacant Unit Rebates;
- Administrative Policies, Application Procedures and Information Requirements;
- Enhanced and Refined Eligibility Requirements; and
- Elimination of one or more of these programs altogether.

This opportunity was not presented in the traditional manner whereby additional regulatory flexibility or legislative options were set out as a “menu” from which municipalities could choose, as was the case with business tax capping and other programs. This was presented more along the lines of an invitation for municipalities to craft their own local policies and submit their requests for special, locally specific regulatory provisions.

While the Province’s invitation was fairly vague in terms of form and content of these submissions, there were some basic requirements or expectations outlined. MTE had suggested that a robust submission to the Minister should, at a minimum, document the following:

- 1) The policy goals and objectives being pursued (i.e. anticipated proactive gains and/or remediation of existing problems);
- 2) The details of the specific policy updates/changes being requested and how they were expected to satisfy the stated goals;
- 3) A summary of the municipality’s efforts to engage the taxpayers and direct stakeholders including an indication as to the nature of the input and feedback received; and
- 4) The considerations weighed by Council, including the policy goals and stakeholder positions within the decision-making process.

Reform Uptake

A significant number of municipalities took advantage of this opportunity as soon as it was announced and requested changes as of 2017. Many more followed suit in the ensuing years, resulting in almost half of the Province’s single and two-tier jurisdictions having had program changes regulated by the Province.

The majority of these municipalities chose immediate opt-out or phase-out of the vacant unit rebate program. Only a small minority implemented changes to ongoing programs. Fewer, but still a significant number of single and upper-tiers sought regulatory authority to eliminate or significantly alter their subclass treatment.

In addition to the municipal level changes that have occurred since 2017, the Province stopped participating in the vacant unit rebate program in regard to education tax as of 2020 and no longer applies any discount to the education tax rates for vacant or excess land.

2021: Increased Municipal Autonomy Subclasses

As part of the Province's 2020 Budget Bill, changes were made to the *Municipal Act* to allow municipalities to change, update, tailor or eliminate discounts for excess/vacant land subclasses. Municipalities that want to maintain subclass discounts can set them at any level up to 35%.

For municipalities that intend to eliminate subclass discounts for vacant and excess land, the Act requires a specific approach to ratifying this via by-law. Clients are asked to reach out to Peter Frise, who will assist with the necessary adjustments to your annual levy by-law. Alternatively, a stand-alone on-time by-law could be utilized, however, this is not recommended as it does not provide the same level of explicit confirmation and transparency on an annual basis.

Farmland Awaiting Development Subclasses

Municipalities that have, or may have, properties classified in either of the Farmland Awaiting Development subclasses, must continue to maintain those discounts within the confines of traditional limits unless they seek a special regulation from the Minister Finance.

Vacant Unit Rebate Opt-Out

The Province has also amended the *Municipal Act* to allow municipalities to tailor or opt-out of the Vacant Unit Rebate program via local by-law with no requirement to consult with or notify the Ministry of Finance.

The language on the following page has been prepared as an example of how the new opt-out provision for vacant unit rebates may be incorporated into a municipal by-law.

NOTE: This is a Local Municipal Option

It is critical to note that while sub-class treatment falls under the purview of upper and single-tiers, vacant unit rebate programs are a local municipality. And, while it was convention, and the Ministry of Finance's preference for special regulatory provisions to be made at the upper-tier level, the statutory opt-out provisions set out under subsection 364(1.1) provide for local municipal by-laws only.

MTE does recommend that consensus be sought for consistency and ease of understanding for taxpayers, there is no requirement for all municipalities to make the same decision. Each local area Council in an two-tier system must exercise this opt-out provision in order to eliminate the vacant unit rebate program. In the event that any local municipality chooses not to proceed, the default program, or any special regulated program that applies to the upper-tier as whole, will continue to apply.

THE CORPORATION OF THE MUNICIPALITY OF SAMPLE

By-Law No. _____ of 202X

“A By-Law to Opt-Out of the Vacant Unit Rebate Program

Under Section 364 of the *Municipal Act, 2001*”

WHEREAS section 364 of the *Municipal Act, 2001, S.O. 2001*, as amended (hereinafter referred to as the “*Municipal Act*”) sets out the program by which tax rebates may be provided for property in respect of eligible vacant portions for properties within the commercial, industrial or other prescribed property class;

ANDWHEREAS a local municipality, pursuant to subsection 364(1.1) of the *Municipal Act*, may choose that it will not maintain a program to provide rebates under section 364;

ANDWHEREAS for the purposes of this by-law the Commercial classes shall be considered a single property class and the Industrial classes shall be deemed to be a single property class;

ANDWHEREAS the Minister of Finance may by regulation under paragraph 364(a.0.1) identify property classes other than the commercial and industrial property classes to be *Prescribed Classes* for the purposes of Section 364;

ANDWHEREAS the Council of the Corporation of the **Municipality of Sample** deems it appropriate to end the application of section 364;

NOWTHEREFORE the **Municipality of Sample** enacts as follows:

1. **THAT** in accordance with subsection 364(1.1) of the *Municipal Act*, no program will be maintained, and no rebates will be made under Section 364 of that Act for 2021 or any subsequent taxation years; and
2. **THAT** this by-law shall apply to property in the commercial property class, the industrial property class, and to property in any other class identified as a prescribed class, including but not limited to the landfill property class.

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 33**

Being a by-law to enter into an Agreement with Tavistock Minor Ball Association

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 Tavistock Minor Ball Association 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 Tavistock Queen's 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 Tavistock Minor Ball Association, 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 15th DAY OF NOVEMBER, 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

Tavistock Minor Ball Association
(Hereinafter called "TMBA")

1. PURPOSE

- 1.1 The "Township" owns the lands, structures, buildings and facilities located at and on lands known as 2 Adam Street, Tavistock, Township of East Zorra-Tavistock, more commonly known as "Queen's Park", and is hereinafter called the "Premises" (see Schedule 'A').
- 1.2 "TMBA" 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 TMBA to use, operate and maintain the "Facilities", the Township agrees to enter into this Agreement with TMBA, subject to the terms and conditions herein.

2. TERM

- 2.1 The term of this Agreement shall be from January 1, 2024, to December 31, 2024.

3. USE

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

- 3.2 The Baseball Diamond, as shown on Schedule 'B', is to remain available for unrestricted use by the general public, when not in use by TMBA.
- 3.3 The Premises shall always remain a public facility and be open to the general public.
- 3.4 TMBA recognizes the use of the Facilities for the annual Tavistock Agricultural Society's annual Fall Fair and shall permit the Tavistock Agricultural Society to use the Baseball Diamond 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 TMBA rental agreement provisions.

4. FEES AND REVENUE

- 4.1 TMBA shall be able to use the Facilities free of charge for any baseball related events operated or sponsored by TMBA. Any fees payable for baseball events not operated or sponsored by TMBA 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 TMBA 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, TMBA. TMBA 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 TMBA.
- 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 TMBA 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 TMBA 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 TMBA shall be responsible for the supply and costs for any additional large garbage disposal containers that may be required for any events that TMBA 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 backstop, diamond fencing, dugouts, diamond lighting/ lighting standards, scoreboard(s), foul marker posts and bleachers.
- 5.3 TMBA shall be responsible for maintenance of, and repairs to, the Baseball Diamond playing surface. 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 surface repair etc. to provide a safe environment for all baseball related events on the baseball diamond playing surfaces. TMBA 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 TMBA directly operates or sponsors. Further, TMBA shall provide for maintenance of the permanent washrooms (cleaning, topping up supplies etc.) during weekends and multi-day events that TMBA directly operates or sponsors.
- 5.4 TMBA shall be responsible for all costs related to the maintenance of, and repairs to, the Batting Cage, as shown on Schedule “B”. 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 TMBA by the Township.

- 5.5 TMBA shall be responsible for all operations, and interior maintenance and repairs, related to the Announcer's Booth and Storage Building, as shown on Schedule "B". For clarification, the Township shall be responsible for external maintenance and associated Capital Improvements/ Alterations, while TMBA shall be responsible for all internal maintenance and associated Capital Improvements/ Alterations (including costs), 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 this Facility.
- 5.6 TMBA shall be responsible for all organizing, booking and scheduling of the Baseball Diamond, 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 Diamond, as well as any non-baseball events using the baseball diamonds.
- 5.7 TMBA shall maintain a listing of all public requests for using the Baseball Diamond 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 Diamond is being provided.
- 5.8 Any temporary banners or signage placed by TMBA 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 TMBA to monitor and keep utility consumption as low as possible so that unnecessary additional charges are not incurred, especially with regard to the Baseball 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.

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 TMBA 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, TMBA 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 TMBA 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, TMBA 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 TMBA.
- 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 TMBA 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 TMBA.

9. COMPLIANCE WITH THE LAW AND NUISANCE

- 9.1 TMBA 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 TMBA 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 TMBA.

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, 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.

11. SMOKING OR VAPING

- 11.1 TMBA 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.

12. ALCOHOL LICENSING

- 12.1 TMBA 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. TMBA 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.
- 12.2 TMBA 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.

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 TMBA 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 TMBA 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 TMBA 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, TMBA 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 TMBA 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 TMBA and stored on the Premises);
- The Corporation of the Township of East Zorra-Tavistock shall be added as an additional insured to TMBA's insurance policy;
- Insurance coverage is to contain a cross-liability endorsement.

15.4 TMBA 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 TMBA's insurance policy be cancelled.

15.5 Issuance of any insurance policy shall not be construed as relieving TMBA from responsibility for other or larger claims, if any, for which they may be held responsible.

- 15.6 TMBA 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 TMBA 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 TMBA 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:

TMBA at:

***PO Box 292, Tavistock, ON, N0B 2R0
ATTN: Tavistock Minor Ball***

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 TMBA 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 TMBA 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 TMBA 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

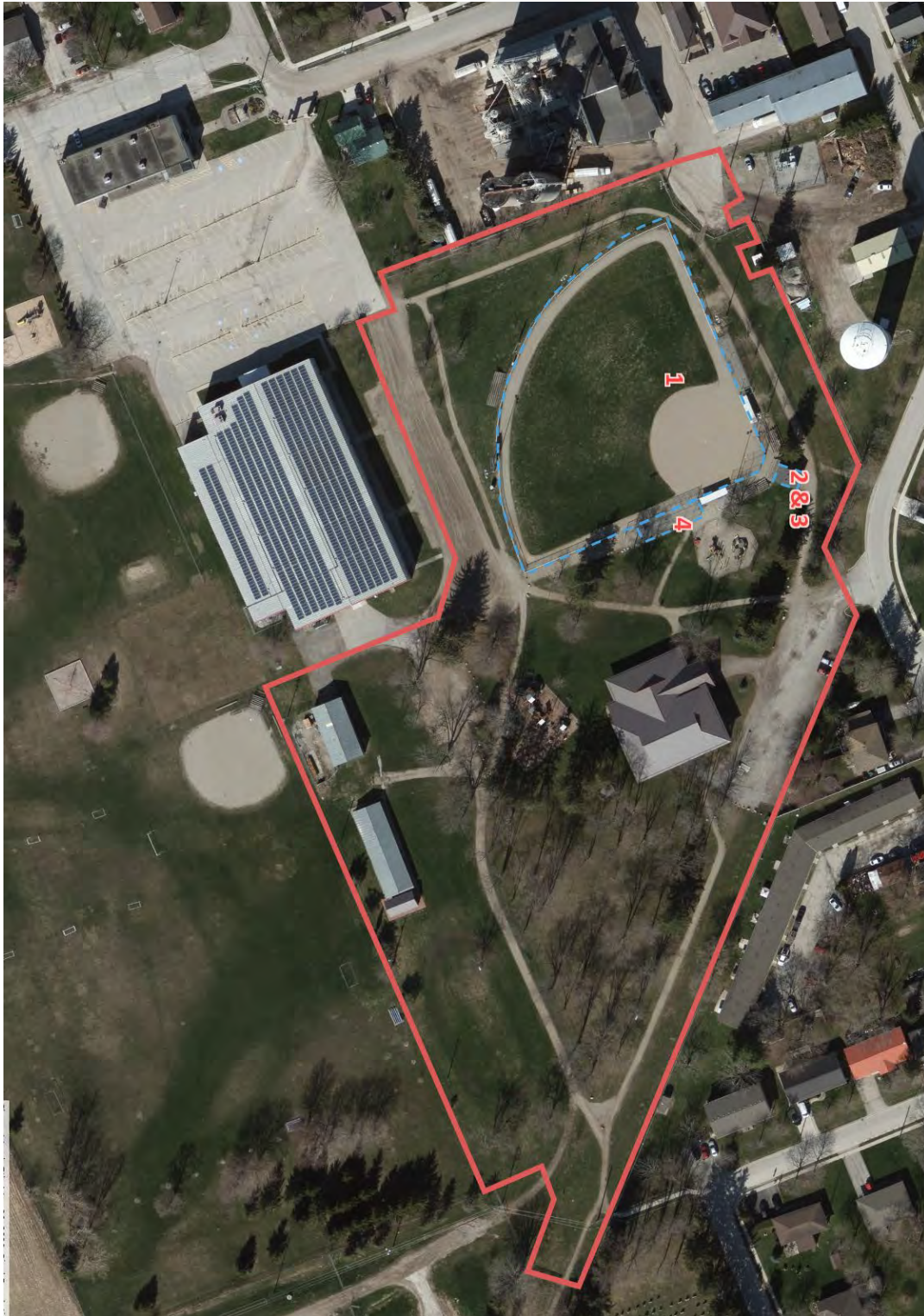
) **TAVISTOCK MINOR BALL ASSOCIATION**
)
)
) _____
) President
)
) _____
) Secretary

Schedule "A"
"The Premises"



Schedule "B"

"The Facilities"



Schedule “B”

“Legend”

- 1. Baseball Diamond**
- 2. Storage Building**
- 3. Announcer’s Booth**
- 4. Batting Cage**

THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 34

**Being a By-Law to Opt-Out of the Vacant Unit Rebate Program
Under Section 364 of the Municipal Act, 2001.**

WHEREAS section 364 of the *Municipal Act, 2001*, S.O. 2001, as amended (hereinafter referred to as the "*Municipal Act*") sets out the program by which tax rebates may be provided for property in respect of eligible vacant portions for properties within the commercial, industrial or other prescribed property class;

AND WHEREAS a local municipality, pursuant to subsection 364(1.1) of the *Municipal Act*, may choose that it will not maintain a program to provide rebates under section 364;

AND WHEREAS for the purposes of this by-law the Commercial classes shall be considered a single property class and the Industrial classes shall be deemed to be a single property class;

AND WHEREAS the Minister of Finance may by regulation under paragraph 364(a.0.1) identify property classes other than the commercial and industrial property classes to be *Prescribed Classes* for the purposes of Section 364;

AND WHEREAS the Council of the Corporation of the Township of East Zorra-Tavistock deems it appropriate to end the application of section 364;

NOW THEREFORE the Township of East Zorra-Tavistock enacts as follows:

1. **THAT** in accordance with subsection 364(1.1) of the *Municipal Act*, no program will be maintained, and no rebates will be made under Section 364 of that Act for 2023 or any subsequent taxation years; and
2. **THAT** this by-law shall apply to property in the commercial property class, the industrial property class, and to property in any other class identified as a prescribed class, including but not limited to the landfill property class.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15th DAY
OF NOVEMBER, 2023.**

seal

Phil Schaefer, Mayor

Will Jaques, Clerk

**THE CORPORATION OF THE
TOWNSHIP OF EAST ZORRA-TAVISTOCK
COUNTY OF OXFORD
BY-LAW # 2023 - 35**

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 15th day of November, 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 15th DAY OF NOVEMBER, 2023.

Phil Schaefer, Mayor

seal

Will Jaques, Clerk