

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

**AGENDA**

**for the Meeting to be held on Wednesday December 6, 2023 at the  
Township Administration Building, 89 Loveys Street E., Hickson, Ontario, at 9:00 a.m.**

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1. Call to order and opening remarks
2. Approve Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. General Business:
  - a) Confirm November 15, 2023, Council Meeting Minutes
  - b) Safe & Well Oxford Steering Committee – Updates and Minutes
  - c) Oxford County – Punkeydoodles Corner Intersection Improvements
5. Delegations & Appointments:
  - a) 9:15 a.m. – Thames Valley District School Board – Oxford County Update
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) November 15, 2023 PSB Minutes
  - e) Staff Report - #CBO2023 – 10 re: Municipal Drains Inspection (2023 Results)
  - f) Staff Report - #CAO2023 – 16 re: Proposed 2024 User Fee Schedule
  - g) Staff Report - #CAO2023 – 17 re: EZTransit Update
7. By-laws:
  - a) By-law #2023-36 – Tavistock Agricultural Society Agreement
8. Other and Unfinished Business:
9. Closed to the Public Session \*as authorized under s. 239 of the Municipal Act\*:
10. Strategic Planning Session
11. Confirming By-law
12. Adjourn

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

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

2.

Placeholder Page for Agenda Item 2 –  
Approval of the Agenda

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

3.

Placeholder Page for Agenda Item 3 –  
Disclosure of Pecuniary Interest

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

The Council of the Township of East Zorra-Tavistock met at the Innerkip Community Centre, Innerkip, Ontario at 7:00 p.m. on Wednesday November 15, 2023.

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

Members Absent: Councillor Scott RUDY.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, Public Works Manager Tom Lightfoot and Human Resources/Safety Coordinator Jennifer Albrecht.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH advised that November 15<sup>th</sup> is "National Philanthropy Day", while recognizing former Innerkip residents Carl and Helen Matheson for their many years of service and contributions to the community.

Approve  
Agenda

1. Moved by: Brad SMITH  
Seconded by: Scott ZEHR  
Resolved that Council approve the agenda for the November 15, 2023, meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- None.

Confirm  
Minutes -  
Council

2. Moved by: Jeremy SMITH  
Seconded by: Steven VAN WYK  
Resolved that Council confirm the Minutes of the November 1, 2023, Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- Staff Report - #CAO2023 – 14 re: Treasury Reporting
- Staff Report - #CAO2023 – 15 re: Vacancy Rebate Program Opt-Out

Correspondence & Reports – Resolutions  
Following:

Tavistock  
Royals –  
Request for  
Municipal  
Alcohol Policy  
Exception

Council reviewed the correspondence from the Tavistock Royals Hockey Club regarding their request for an exception to the Municipal Alcohol Policy to allow for alcohol to be consumed in the tiered seating area of the Tavistock Arena, during various games.

3. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that Council approve the request from the Tavistock Royals Hockey Club for an exception to the Municipal Alcohol Policy, to allow for alcohol to be consumed in the tiered seating area of the Tavistock Arena during their hockey games on the following dates:
- Friday November 3<sup>rd</sup>, 2023
  - Saturday November 11<sup>th</sup>, 2023
  - Saturday November 18<sup>th</sup>, 2023
  - Saturday November 25<sup>th</sup>, 2023
  - Saturday December 2<sup>nd</sup>, 2023
  - Saturday December 16<sup>th</sup>, 2023
  - Sunday December 17<sup>th</sup>, 2023
  - Sunday January 7<sup>th</sup>, 2024

*CARRIED.*

At 7:19 p.m., April Nix from the County of Oxford made a presentation regarding the draft Environmental Policies, as part of the Official Plan review process.

4. Moved by: Matthew Gillespie  
Seconded by: Scott ZEHR  
Resolved that Council advise the Oxford County Planning Department to proceed with preparing the consultation draft of the environmental policies based on consideration of the comments received, and initiating the formal Official Plan Amendment process and related public and agency consultation.

*CARRIED.*

Safe & Well  
Oxford –  
Intimate  
Partner Violence  
(Support  
Request)

Council reviewed the correspondence from the Safe & Well Oxford Committee regarding their request to have Intimate Partner Violence (IPV) included within the goals and objectives of 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.

5. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Whereas Oxford County Council approved a request to establish a Safe and Well Oxford Steering Committee as recommended in the joint Safe and Well Oxford: Community Safety and Well-being Plan, on behalf of area municipalities, to oversee the implementation of the goals and objectives established in the Plan on July 14<sup>th</sup>, 2021;

And whereas the key priority risk themes identified within the Safe and Well Oxford Plan include:

- Mental Health;
- Affordable Housing;
- Substance Misuse;
- Equity, Diversity and Inclusion.

And whereas the purpose of Safe and Well Oxford: Community Safety and Well-being Plan is to improve the safety and well-being of community members, by defining and addressing priority risks through proactive, integrated system-wide strategies, the responsibility of which falls within the jurisdiction of the County within Oxford;

And whereas the Safe and Well Oxford Steering Committee considered a resolution passed by County Council at their July 13<sup>th</sup>, 2023 meeting to refer a presentation received by County Council from Ingamo Homes in relation to gender-based violence locally for consideration throughout the implementation of the Safe and Well Oxford: Community Safety and Well-being Plan;

And whereas the Safe and Well Oxford Steering Committee received a presentation and request from the Domestic Abuse Response Team Oxford at their meeting held on September 14<sup>th</sup>, 2023 in relation to the need for support with resources, advocacy, education and awareness to address gender-based violence locally;

And whereas gender-based violence has been highlighted and acknowledged as a significant concern within Oxford County;

Be it hereby resolved that the Council of the Township of East Zorra-Tavistock approve an amendment to the Safe and Well Oxford: Community Safety and Well-being Plan to recognize gender-based violence as an additional priority risk area in the Safe and Well Oxford Community Safety and Well-being Plan and endorse the goals and objectives as outlined in the **Safe and Well Oxford Steering Committee’s** correspondence, dated November 3<sup>rd</sup>, 2023.

*CARRIED.*

County Council-  
Updates &  
Questions

Mayor SCHAEFER provided an update on County Council activities, including the ongoing budget development process.

Staff Report  
#CIO2023 – 08  
re: Memorial  
Program

CAO-Treasurer Karen DePrest presented the report to Council prepared by Corporate Initiatives Officer Meaghan Vader, regarding various options for a **“Memorial Program” for the Township of East Zorra-Tavistock.**

- 6. Moved by: Matthew GILLESPIE  
Seconded by: Steven VAN WYK  
Resolved that Council approve Option #1 as the **preferred direction for a “Memorial Program”**, with consideration of donor recognition as part of the program;

And further that staff be directed to bring back a proposed policy, in conjunction with this preferred option, to the January 17, 2024 meeting, with implementation of the Memorial Program to commence in 2024.

*CARRIED.*

Staff Report  
#CAO2023 – 14  
re: Treasury  
Reporting

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

Staff Report  
#CAO2023 – 15  
re: Vacancy  
Rebate Program  
Opt-Out

CAO-Treasurer Karen DePrest presented her report **to Council regarding Staff’s recommendation to opt out of the Vacancy Rebate Program.**



- By-law: 7. Moved by: Scott ZEHR  
Seconded by: Jeremy SMITH  
1<sup>st</sup> & 2<sup>nd</sup> Resolved that the following by-laws be read a first  
Reading and second time:  
  - 2023-33 – Tavistock Minor Ball Association Agreement
  - 2023-34 – Vacancy Rebate Program Opt-Out

*CARRIED.*

By-law: 8. Moved by: Matthew GILLESPIE  
Seconded by: Steven VAN WYK  
3<sup>rd</sup> & Final Resolved that the following by-laws be read a third  
Reading and final time:  
  - 2023-33 – Tavistock Minor Ball Association Agreement
  - 2023-34 – Vacancy Rebate Program Opt-Out

*CARRIED.*

Adjourn to 9. Moved by: Brad SMITH  
Closed to the Seconded by: Steven VAN WYK  
Public Session Resolved that Council does now adjourn to a  
Closed to the Public Session, at 9:28 p.m., to  
consider the following matters:  
  - October 18, 2023, Closed to the Public Session Minutes (s. 239 (2) (b))
  - Zoning Application ZN2-23-04 (s. 239 (2) (e))

*CARRIED.*

Rise from 10. Moved by: Scott ZEHR  
Closed to the Seconded by: Matthew GILLESPIE  
Public Session Resolved that Council does now rise from its  
Closed to the Public Session at 9:41 p.m.

*CARRIED.*

Confirming 11. Moved by: Jeremy SMITH  
By-law Seconded by: Scott ZEHR  
Resolved that By-law #2023-35 being a by-law to  
confirm the proceedings of Council held  
Wednesday November 15, 2023, be read a first,  
second and third time this 15<sup>th</sup> 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

12. Moved by: Brad SMITH  
Seconded by: Matthew GILLESPIE  
Resolved that Council does now adjourn at  
9:43 p.m.

*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor

**Will Jaques**

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**Subject:** Update: Safe and Well Oxford Steering Committee and Diversity, Equity and Inclusion (DEI) Action Coalition

**From:** Julie Middleton <clerk@swox.org>

**Sent:** Thursday, November 16, 2023 3:44 PM

**To:** Amy Humphries <ahumphries@cityofwoodstock.ca>; Danielle Richard <danielle.richard@ingersoll.ca>; tdaniels@tillsonburg.ca; Karen Martin <kmartin@zorra.ca>; Kim Armstrong <karmstrong@norwich.ca>; Rodger Mordue <rmordue@blandfordblenheim.ca>; Sarah Matheson <smatheson@blandfordblenheim.ca>; Will Jaques <wjaques@ezt.ca>; Chloe Senior <csenior@oxfordcounty.ca>; Mary Ellen Greb <cao@swox.org>

**Cc:** Sarah Hamulecki <shamulecki@oxfordcounty.ca>; Ayesha Sajid <asajid@oxfordcounty.ca>; Marcus Ryan <mryan@oxfordcounty.ca>

**Subject:** Update: Safe and Well Oxford Steering Committee and Diversity, Equity and Inclusion (DEI) Action Coalition

Good Afternoon, Everyone.

If you would please share this email and the attached approved minutes on one of your upcoming Council meeting agendas as information that would be greatly appreciated.

**Update: Safe and Well Oxford Steering Committee – Current Priorities:**

- The Safe and Well Oxford Committee has heard from Safe and Well Oxford Action Coalitions that funding and resources are a significant concern in working to achieve their goals and objectives – organizations are underfunded and lack resources and space. The Steering Committee will be brainstorming ways to address these concerns in the New Year. The Safe and Well Oxford Steering Committee welcomes input from area municipalities in relation to funding supports that may be available to address some of these challenges locally.
- The Safe and Well Oxford Summit is coming up in the afternoon on Friday, November 24<sup>th</sup>, 2023 at the Cowan Park Sportsplex in Woodstock. Leadership from stakeholders and all Mayors and CAOs from area municipalities have been invited. The purpose of the summit is intended to provide an update on the goals and objectives of the Safe and Well Oxford Steering Committee and Action Coalitions. A couple of years have now passed since the Safe and Well Oxford Community Safety and Well-being Plan was approved and endorsement by area municipalities. The committee is working to move forward and to provide a good understanding to all stakeholders in relation to who is doing what in connection with Safe and Well Oxford.
- The Committee has recently circulated a request to all area municipalities to approve an amendment to the joint community safety and well-being plan to recognize gender-based violence as a priority risk area within Oxford.

**Update: Diversity, Equity and Inclusion (DEI) Action Coalition – Current Priorities:**

- The action coalition is currently working on drafting a community agreement/code of conduct for the Committee;
- They are also working on drafting an Inclusion Charter for Oxford. They intend to circulate this to all area municipalities for endorsement and support once it has been completed. The Inclusion Charter will be developed from a human rights perspective and focus consistent with the requirements of the Ontario Human Rights Code. It is anticipated that the Inclusion Charter

will include recommendations in relation to DEI training opportunities, education and awareness campaigns, proclamation and flag raising ceremonies in support of marginalized communities;

- The Committee is providing input into an Oxford County Diversity, Equity and Inclusion webpage which may be referenced by area municipalities as well once completed.

Thank you for sharing this information and we welcome your comments and input.

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

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



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## STEERING COMMITTEE MEETING MINUTES

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Thursday, September 14<sup>th</sup>, 2023

10:00 a.m. to 12:00 noon

Oxford County Administration Building  
(Room 129)

### 1. Call the Meeting to Order (10:00 a.m.)

The meeting was called to order by Chair Marcus Ryan at 10:00 a.m. and a quorum was present.

### 2. Review of Agenda for meeting of September 14<sup>th</sup>, 2023

Resolution No. 1      Moved by: Bernia Wheaton  
                                    Seconded by: Randy Peltz

RESOLVED that the agenda for the Safe and Well Oxford Steering Committee meeting of September 14<sup>th</sup>, 2023 be approved.

DISPOSITON: Motion Carried

### 3. Review of Minutes of July 31<sup>st</sup>, 2023 meeting

Resolution No. 2      Moved by: Bernia Wheaton  
                                    Seconded by: Randy Peltz

RESOLVED that the minutes of the Safe and Well Oxford Steering Committee meeting of July 31<sup>st</sup>, 2023 be approved as presented.

DISPOSITON: Motion Carried

## 4. Appointments:

- 10:00 a.m. – DART – Oxford, Amy Maddess and Joanna Piatkowski: Domestic Abuse Services Oxford (25 mins)
  - Amy Maddess and Joanne Piatkowski addressed committee in relation to intimate partner violence within the County. They presented the following requests to the Steering Committee in relation to the Safe and Well Oxford Community Safety and Well-being Plan:
    - Requested that the following recommendations from the County of Renfrew be incorporated into the Safe and Well Oxford community Safety and Well-being Plan:
    - #8: Require that all justice system participants who work with IPV survivors and perpetrators are trained and engage in a trauma-informed approach to interacting and dealing with survivors and perpetrators;
    - #29: Provide professional education and training for justice system personnel on IPV related issues, which should include:
      - a. Annual refresher courses,
      - b. Risk assessment training with the most up-to-date research on tools and risk factors,
      - c. Trauma-informed practices, including an understanding of why survivors may recant or may not cooperate with criminal investigations, best practices for managing this reality, and investigation and prosecution of perpetrators,
      - d. Crisis management training,
      - e. The availability and use of weapons prohibition orders in IPV cases,
      - f. Meaningful screening of sureties,
      - g. Greater use of court-ordered language ensuring alleged and convicted offenders will not reside in homes that have firearms,
      - h. Indicators of IPV including coercive control, and awareness of risk factors for lethality (including destruction of property, especially by fire, harm to pets, strangulation, criminal harassment, stalking, sexual violence, and threatening police),
      - i. Unique rural factors,
      - j. Firearm risks, including the links between firearm ownership and IPV,

- k. Opportunities for communities, friends, and families to play a role in the prevention and reporting of IPV.
- #30: Provide specialized and enhanced training of police officers with a goal of developing an IPV specialist in each police detachment.
  - #3: Engage in meaningful consultation with IPV stakeholders and experts in the field, to determine the mandate and responsibilities of the IPV Commission, which may include evaluating the effectiveness of existing IPV programs and strategies, including the adequacy of existing funding;
  - #10: Encourage that intimate partner violence be integrated into every municipality's community safety and well-being plan;
  - #18: Recognize that the implementation of the recommendations, including the need for adequate and stable funding for all organizations providing IPV support services, will require a significant financial investment and commit to provide such funding.
  - #19: Create an emergency fund, such as the "She C.A.N. Fund", in honour of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam to support women living with IPV who are taking steps to seek safety. This fund should include the following:
    - a. Easy, low-barrier access for IPV survivors seeking to improve their safety,
    - b. Referral to the fund through IPV service providers,
    - c. Small grants of up to \$7000,
    - d. It should have no impact on Ontario Works or Ontario Disability Support Plan payments,
    - e. Consideration for the needs of rural and geographically remote survivors of IPV, Culleton, Kuzyk & Warmerdam Inquest,
    - f. Funding to be provided on an annualized basis, with adequacy assessed and considered after the first three years,
    - g. Inject a significant one-time investment into IPV related support services.
  - #20: Realign the approach to public funding provided to IPV service providers with a view to removing unnecessary reporting obligations with a focus on service. Draw on best practices in Canada and internationally, and adopt and implement improved, adequate, stable, and recurring funding that incorporates the following:
    - a. Recognition that, in remote and rural areas, funding cannot be the per-capita equivalent to funding in urban settings as this does not take into account rural realities, including that:

- i. IPV is more prominent in rural areas,
  - ii. Economies of scale for urban settings supporting larger numbers of survivors,
  - iii. The need to travel to access and provide services where telephone and internet coverage is not available,
  - iv. The lack of public transit,
  - v. The cost of transportation for survivors and service providers.
- b. Consideration of the remoteness quotient used to calculate funding in other social services, such as education and policing,
  - c. Enhanced funding for IPV service providers, including shelters, sexual assault support centres, victim services, and counselling services, considering urban and rural realities,
  - d. Designated funding for transportation for those receiving IPV-related support services where public transportation is inadequate or unavailable, such as in Renfrew County,
  - e. Funding to ensure mental health supports for IPV service providers, as well as timely access to trauma supports immediately following a traumatic event,
  - f. Funding for services provided to survivors that allows for the hiring and retention of skilled and experienced staff so that they are not required to rely on volunteers and fundraisers,
  - g. Funding for mobile tracking system alarms and other security supports for survivors of intimate partner violence,
  - h. Funding for counselling for intimate partner violence,
  - i. Funding for services dedicated to perpetrators of intimate partner violence.
- Intimate partner violence has been declared an epidemic in the City of Woodstock and the County of Oxford.
  - Require that all justice system participants who work with intimate partner violence survivors and perpetrators be trained and engaged in a trauma-informed approach to interacting and dealing with survivors and perpetrators. It is also suggested that a review of existing training take place first.
  - Require that a trained individual (trained in gender-based violence) engage with families before charges are laid against an individual. The goal would be to provide the family with resources to minimize risk – similar model in Halton Region; police contract.
  - Financial support for organizations and survivors to cover transportation



costs, temporary hotel stays, groceries, etc. while individuals are trying to leave the situation. Funding is also required to hire additional staff support and outreach support. Office space is required in other areas of the County – not just within the City of Woodstock. It was discussed that a mobile unit may be appropriate. Discussion took place regarding the possibility of using Oxford County libraries – with library staff there already during regular open hours, only one additional support staff would be needed.

- The annual cost of one support worker is estimated at \$70,000 to \$100,000.
- Additional transitional units are required. Current shelter units are consistently full.
- More public education and awareness are needed to help people spot the signs of intimate partner violence.
- It is recommended that a third-party review committee be established (Renfrew recommendation #85). The committee would review actions within one year of implementation and report back to DART and the Safe and Well Oxford Steering Committee.
- It is recommended that Gender Based Violence be added as a fifth pillar within the Safe and Well Oxford Plan.
- Current DART goals may be summarized as follows:
  - Engagement with youth (public education and awareness);
  - Enduring support organization are collectively mindful of risk tools available;
  - Reviewing current brand and terms of reference.
- It is recommended that a sexual assault center for Oxford be established. A submission was made to Ministry of Community and Social Services months ago. Seeking endorsement of this submission by the Safe and Well Oxford Steering Committee.
- Brant County has 4 to 5 full-time support staff for individuals experiencing intimate partner violence – the base funding for this comes from Ontario Health West. Most sexual assault centers have a crisis line – Oxford County does not.
- More investment in prevention and education is needed.
- 10:35 a.m. – Kelly Baker, Executive Director and Christina Neilsen – Youth Wellness Hub (25 mins)

Executive Director, Kelly Baker, on behalf of Brightside Youth Hub address the Safe and Well Oxford Steering Committee to update them on their current initiatives as follows:

- The province has announced funding for Youth Wellness Hubs within

Ontario, with eight new centres already approved – Oxford is on their list. Centres will provide rapid access for youth to mental health supports aged 12 to 25.

- Evidence based interventions are provided at each centre which integrate mental health, substance use and primary care for youth in a youth friendly space. The goal is to reduce transitions and waitlists for youth requiring support.
- Centers are being created with youth and families in mind. Chatham Youth Hub was shown to the committee as an example. More youth advocates are needed.
- Currently Brightside Youth Hub is using in-kind space from CMHA Oxford in Woodstock. Activities and games room is available, snacks and drinks are also available. The space is a welcoming and casual environment. Welkin is working with them as a community partner. The space is open on Wednesdays from 2 p.m. to 5 p.m. Photos were shown to the committee of the existing space. Private therapy rooms are also available.
- More support is needed – the Youth Hub in Woodstock is not currently offering crisis support; substance use and primary care support at this point. No housing supports are available. In-person and virtual counselling is available.
- They are working hard to share information about the Youth Hub in Woodstock. They have been attending local events and festival and making games and information at their community booth.
- All stakeholders are encouraged to follow Brightside Youth Hub on social media to share information about the space, supports and events. Game time, crafting and drop-in time takes place every week. Pizza is provided every Wednesday as well.
- The Youth Hub has been in operation for a year now and use and attendance at the facility is increasing. Numbers would be higher if they had space and resources to be open more than one afternoon each week. Youth are primarily coming in for skills and well-being supports.
- Some of the Youth Hub's current challenges are as follows:
  - More funding is needed;
  - Dedicated and more long-term location/space is needed. The Committee was asked to keep them in mind if anyone hears of any space that become available so that they can explore it. They are desperate to find a space. There is some concern that provincial funding will come and they will not have a space to use the capital investment. The location needs to be safe and accessible;
  - Limited commitment/capacity of service providers;

- Limited communication with local schools;
- Challenging to get into schools to provide them with information in relation to the supports that are available – more functional relationships with local schools is needed.
- Ultimately, the goal is to have multiple hubs throughout the County. They need to have one running well before they can open more spaces. Transportation is a factor and there are some options available for youth that live outside of Woodstock (i.e., taxi).
- Current priority is to find a permanent space for the Youth Hub, and extend the hours of operation to provide more wrap around service for attendees and continue to grow partnerships within the community.
- Food insecurity among youth is a concern. Finding that youth are using marijuana, vaping and cigarettes. Many youth come to the space and don't know what they are coming in for – they being to talk to staff and then supports are identified through these conversations. Some youth are coming in specifically for therapy sessions.
- In the future, micro hubs in Norwich and Tillsonburg, utilizing library and community centre space may be a possibility.
- 11:05 a.m. – Shawn Shapton, Executive Director – Operation Sharing (25 mins)
  - Executive Director Shawn Shapton, on behalf of Operation Sharing, address the Safe and Well Oxford Steering Committee in relation to the current goals, objectives and challenges of Operation Sharing as follows:
    - Operation Sharing assists those experiencing food and shelter insecurity within Oxford. They provide for up to 32 guests each night, they provide meals and day space for the homeless community several days a week.
    - He advised that he community that they serve are sick, struggling and have little to no hope. He wants to move forward to help change that locally.
    - He commented on the loss of Zachary last week at only 19 years of age.
    - Operation Sharing provides for Oxford County residents. There is a procedure in place to return individuals to communities that support them if they are not local. They operate as a harm reduction supply facility – they do not hand out drugs freely and willingly.
    - The Sharing Table works with Operation Sharing, and is a volunteer-run program that provides home cooked meals, take out and dine-in is available. The Sharing Table welcomes many that are on a thin line. Many seniors volunteer their time at the Sharing Table. They also rely on donations and community partners to provide home-

cooked meals for guests.

- Annual expenses are up 41%.
- Food for Friends allows individuals to grocery shop for food and personal care items – gift cards are provided to clients. There is an income qualifying formula to determine eligibility and proof that they are Oxford County residents is also required. This service helps to take the stress off families that are on the thin line. Last week 493 rolls of toilet paper were handed out. They hope to expand into Tillsonburg.
- In August, 24 new families were welcomed. It costs \$2,000 a month to keep Food for Friends stocked.
- Operation Sharing is in support of a 24/7 shelter model locally and they have been working with the County to increase the available space. Over 50-55 guests are welcomed each day. Most are suffering from significant mental health and addiction issues.
- Increased violence and security concerns were discussed. Guests have become very sick. Funding is not currently available for the necessary security. The day space is currently closed until funding can be secured. Guests are begging for them to re-open.
- The Inn (emergency shelter) has capacity for 32 beds a night. They are working to increase this space to add another 20-25 beds. This is a co-ed facility. The shelter is full every night. This space provides a bed, two meals, shower facilities and mental health and addiction support. The space provides guests with a place to gather and feel safe. The mobile outreach bus from Oxford County Community Centre comes twice a month.
- Ages of guests vary from 25-30. They are maximum capacity permanently. In June they welcomed 14 new guests, in July they welcomed 11 and in August they welcomed 9 new members. Not all members stay – some become inactive.
- Operation sharing is hoping to expand into Tillsonburg – there is estimated to be 5-55 individuals experiencing homelessness in Tillsonburg. They have reached out to Thames Valley Family Health Team to work together. The Mill has provided a snack and meal to those experiencing homelessness and food insecurity.
- Main challenges are a lack of funding and resources. A plan for Oxford County specifically is needed to identify roles of each partner and funding required. Each community within the County needs to be evaluated to determine local need.

*\*Randy Peltz Left at 11:37 a.m.*

## 5. Next Steps:

- a. Draft Letter to all Oxford Municipalities re: Changes to the Safe and Well Oxford Plan to include goals and objectives in relation to Intimate Partner Violence (attached)
  - i. Letter to all area municipalities will be finalized based on the presentation heard today and brought back to the committee at next meeting for review and endorsement.
- b. Diversity, Equity and Inclusion Action Coalition – update
  - i. First meeting will take place on Monday evening. There was difficulty finding a date that worked for all committee members. This will be discussed at the first meeting on Monday evening.
- c. Proposed Safe and Well Oxford Summit (November, 2023)
  - i. Proposed summit is intended to focus consistent communication and messaging to all stakeholders, area municipalities about the role of the Safe and Well Oxford Steering Committee and progress made to date.
  - ii. It is intended that this update will be given to all community stakeholders. There has been a lot of change on local councils over the past year. It is noted that many community groups are doing the same preventative work that are also doing the crisis work. It is hoped that Safe and Well Oxford with connect community partners to understand who is doing what and how they can best support each other.
  - iii. A location within the City of Woodstock has been secured for early November for the summit to take place. It is intended that this will be a half day session.
- d. Future Invitations/Requests for Presentations from Stakeholders
  - i. This item will be considered further by the Committee following the November Safe and Well Oxford summit.

## 6. For Information:

- a. Email circulation to Oxford County Municipalities (attached)
- b. Ontario News: Affordable Housing Project in Kitchener

7. **Next Meeting Date:**

Monday, October 16<sup>th</sup>, 2023 at 10:00 a.m. Oxford County Administration Building.

8. **Adjournment**

The meeting adjourned at 12:03 p.m.



#### 4. Next Steps:

##### a. Draft Letter to all Oxford Municipalities re: proposed changes to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence (attached)

The Committee reviewed the draft letter prepared to send to all Oxford Municipalities to request that the Safe and Well Oxford plan be amended to include goals and objective in relation to gender-based violence. The Committee also reviewed draft content for the amended plan for this risk area.

Resolution No. 3     Moved by: Randy Peltz  
                                      Seconded by: Bernia Wheaton

RESOLVED that the Safe and Well Oxford Steering Committee approve-in-principle the draft letter to all Oxford Municipalities regarding proposed changes to the Safe and Well Oxford Plan to include goals and objectives in relation to gender-based violence as amended and as in consultation with the Domestic Abuse Response Team.

DISPOSITON: Motion Carried

##### b. Diversity, Equity and Inclusion Action Coalition – update

Ayesha Sajid provided the Committee with an update following the first meeting of the DEI Action Coalition that was held in September. The Committee will meet again on October 23<sup>rd</sup>, 2023. The Committee has reviewed their Terms of Reference and are in the planning stages of developing a community agreement and an inclusion charter for Oxford County. More discussion regarding the committee's action plan will follow.

Discussion took place regarding police services attendance and involvement on the DEI Action Coalition. Marcus Ryan and Julie Middleton will reach out to local police services to discuss in more detail.

##### c. Town of Ingersoll Resolution re: Local Encampment Protocol (attached)

Julie Middleton advised the Committee that a resolution from the Town of Ingersoll was received regarding the development of a local encampment protocol. It was requested that the resolution be shared with the Safe and Well Oxford Steering Committee for comment.



Discussion took place regarding existing organizations that provide response and support to local encampments. The Town is encouraged to continue open dialogue and consultation with these organizations and individuals through the development of their encampment protocol. It was agreed that a local approach is appropriate. Different communities will have various needs when providing response and support – each municipality may wish to address these policy needs for their own areas. A partnership between county supports and the local municipality is encouraged when it comes to encampments.

Resolution No. 3      Moved by: Randy Peltz  
                                    Seconded by: Kelly Black

RESOLVED that the Safe and Well Oxford Steering Committee refer the Town of Ingersoll Resolution re: local encampment protocol to the Oxford Housing Action Collaborative for further comment and input.

DISPOSITON: Motion Carried

#### d. [Safe and Well Oxford Summit: November 24th, 2023 – Cowan Park Sportsplex Gymnasium](#)

Sarah Hamulecki provided an update for the Safe and Well Oxford Steering Committee regarding the proposed Safe and Well Oxford Summit scheduled on November 24<sup>th</sup>, 2023. She advised that individuals will be required to register in advance and advise which organization they are coming from – it is hoped that one individual from each organization will attend – capacity is limited. The invitation will go out this week.

The goal of the Safe and Well Oxford Summit is to refocus individuals and organizations that are engaged in work related to Safe and Well Oxford to have a better understanding of who is doing what to avoid duplication and to provide clarity about the role of the Safe and Well Oxford Steering Committee when it comes to challenges and additional support that may be required. Following the Summit, a survey will be issued to gather feedback about whether attendees find the event valuable or not.

Each of the existing Action Coalitions will prepare and present an update in terms of what they have been working on. A breakout session will follow for networking and to brainstorm needs within the community in terms of prevention. The Committee will meet again in advance of the Safe and Well Oxford Summit to discuss final details. Sarah will provide a draft agenda for the committee's review.

Sarah, Randy and Tina will meet to finalize the invitation list.

#### e. Safe and Well Oxford Resources and Funding

The Committee discussed the fact that several organizations have come forward with request for additional funding and office/work space. A potential Safe and Well Oxford funding/grant application process was discussed – discussion also took place regarding how this may be funded in partnership with area municipalities.

It was noted that the province requires municipalities, by legislation, to prepare a Community Safety and Well-Being Plan; however, this requirement does not come with any additional funding. The ultimate goal of the Community Safety and Well-being Plan being to reduce the need for police and emergency service intervention and response. The Community Safety and Well-being Plan is intended to focus on preventative measures.

The Committee needs to obtain a better understanding of what the Action Coalitions (and other community partners) need in terms of funding and for what purpose. This would help the Steering Committee identify gaps in service. Oxford municipalities have asked the County of Oxford to take the lead on implementation of the Safe and Well Oxford plan; however, this is still a partnership to move towards achieving the goals contained within the Plan.

Discussion took place regarding how other municipalities that have approved a joint Community Safety and Well-being Plan are working towards implementation together in partnership. Sarah will look into this in more detail (Perth County, Middlesex County as local examples) to gather more information.

#### 5. Next Meeting Date:

Monday, November 13<sup>th</sup>, 2023 at 10:00 a.m. Oxford County Administration Building.

#### 6. Adjournment

The meeting adjourned at 12:03 p.m.

**Diversity, Equity and Inclusion (DEI) Action Coalition**

**Sept 18<sup>th</sup>, 2023**

**5:30 pm - 7:30 pm**

**OCAB Council Chambers Lounge**

**Minutes**

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Members in Attendance:	Joanne Mitchell, Patricia Marshal, Kashif Afsar Siddiqui, Tami Murray, Pauline Janke
Regrets:	Shawn Simpson (OPP), Heidi Becks (Woodstock Police)
Staff Support:	Ayesha Sajid (Oxford County – staff support), Julie Middleton (South-West Oxford – staff support)

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**1. Welcome**

Ayesha Sajid called the meeting to order at 5:36 p.m. and a quorum was present (5 members). She thanked all members in attendance for taking the time to there. She provided the committee with a brief explanation regarding the recruitment and selection process for the Committee. The selection process for this committee introduced and included self-identification surveys at the County for the first time. All applicants completed the self-identification portion of the application process.

All members in attendance introduced themselves.

**2. Ground rules**

The Committee was asked to comment on any expectations and ground rules that they would like to see as part of meetings moving forward. It was suggested that the Committee consider and implement a ‘community agreement’ to provide guidelines and expectations moving forward with the Committee’s work. **Pauline will provide the Committee with examples of a ‘community agreement’ for the next meeting for review and consideration.**

**3. Electing the Chair & Vice-Chair**

Members were asked if they had interest in acting as the Chair and Vice-Chair of the Committee as their work begins. Patricia Marshall expressed interest in acting as the Vice-Chair – Patricia is the Chair of the Town of Ingersoll DEI Committee. Julie Middleton advised that she would be willing to act as Chair until the end of 2023, to get the Committee started. This would allow other committee members to have more involvement in discussion items surrounding the committee’s work. Julie is one of the staff supports to the DEI Action Coalition and one of the current co-leads for the Safe and Well Oxford Steering Committee (staff support).

Resolution No. 1            Moved by Tami Murray  
                                      Seconded by Pauline Janke

RESOLVED that the Diversity, Equity and Inclusion Action Coalition appoint Julie Middleton as the Chair until January, 2024 in accordance with the Committee's Terms of Reference.

DISPOSITION: Motion Carried

Resolution No. 2            Moved by Tami Murray  
                                      Seconded by Joanne Mitchell

RESOLVED that the Diversity, Equity and Inclusion Action Coalition appoint Patricia Marshall as the Vice-Chair until January, 2024 in accordance with the Committee's Terms of Reference.

DISPOSITION: Motion Carried

#### **4. Review Terms of Reference (TOR)**

The Committee spent ten minutes reviewing the DEI Action Coalition Terms of Reference. Ayesha led the Committee through a review of the Terms of Reference. Discussion took place and comments were made as follows:

- Discussion took place regarding what is meant by an "Inclusion Charter". **Julie will bring samples of other 'inclusion charters' that have been developed and adopted by other regional municipalities to the next meeting for the Committee to review and discuss.**
- It was noted that some terms were left out of the Committee's mandate, specifically: safety, human rights lens, impoverished, economically imbalanced, people with disabilities, gender, ableism, anti-racism strategy (provincial).
- Julie will follow up with the Town of Ingersoll to share information provided from the Human Rights Commission in relation to committee work from a human rights perspective.
- Training opportunities were discussed by the Committee. It was noted that training is a very important aspect of the mandate of the Committee. The committee will be relied on to provide advice and recommendations on training opportunities in relation to DEI for senior leaders, staff and elected officials within the County. The important and impact of personalization of training was discussed – stories from individuals with lived experience have great impact. These stories may be used to share as public education and awareness messaging for the general public as well.
- Consider looking into recruitment policies from an anti-oppressive lens. When we have individuals in the room that are different from us, we have greater innovation.

- Oxford Local Immigration Partnership – current recruitment and survey.  
<http://lip.welcometooxford.ca/>
- What London Can Be – London Community Foundation  
<https://www.lcf.on.ca/whatlondoncanbe>
- Public education and media campaigns – consider what already exists that we can help to promote and share? To be discussed further at our next meeting.

It was noted that the City of Stratford has a very good webpage in relation to Diversity, Equity and Inclusion. **Ayesha has been working on content for an Oxford County Diversity, Equity and Inclusion webpage. The draft material will come forward to the Committee for review and discussion at the next meeting.**

<https://www.stratford.ca/en/live-here/diversity-equity-and-inclusion.aspx>

It was also noted that Toyota has done a lot of work to promote and enhance diversity within their workplace locally.

<https://tmmc.ca/en/toyota-canada-careers/>

*\*The Committee took a ten-minute break at 6:42 p.m.*

### **Terms of Reference (continued)**

The Committee discussed the need to enhance education and awareness for the general public within the County. The Committee will have more discussion in relation to what messaging should be developed and the best methods to share it – how will this information be disseminated (i.e., website, social media, newsletters).

Topics that may need to be considered by the Committee in relation to promoting education, awareness and safety include:

- Protection strategy for those involved in DEI work;
- Checklist for local businesses and organizations – Are you being inclusive?
- Resources to share for local businesses to enhance diversity and inclusion in their workplace;
- What is unconscious bias?
- Microaggressions;
- The importance of pronouns.

Resolution No. 3

Moved by Tami Murray  
Seconded by Patricia Marshall

RESOLVED that the Diversity, Equity and Inclusion Action Coalition amend the Terms of Reference to include reference to 'safety' and work to be conducted from a 'human rights focus'.

DISPOSITION: Motion Carried

### **5. Time Commitment: Date and Time of Next Meeting**

The committee noted that this is volunteer work and that the majority of the members work full-time during the day. For accessibility purposes for volunteers and the general public the Committee agreed that evening meeting dates and start times will work best moving forward (5:30 to 7:30 p.m.).

The Committee agreed that **quorum will consist of 5 voting members**. Five (5) members of the Committee must be present within ten minutes of the meeting start time for meetings to proceed as scheduled.

The Committee agreed that if any member is absent for three consecutive meetings that their position on the Committee will be considered vacant and their position may be filled by another individual.

The Committee discussed adding a recurring item on meeting agenda to 'check-in' and 'check-out'. This recognizes that some topics discussed as part of the Committee work and mandate may be very personal to some members. Members are asked to be mindful of this going forward and respectful of each individual's perspective.

Resolution No. 4            Moved by Tami Murray  
   Secinded by Patricia Marshall

RESOLVED that the Diversity, Equity and Inclusion Action Coalition will meet again on Monday, October 23<sup>rd</sup>, 2023 from 5:30 p.m. to 7:30 p.m. at the Oxford County Administration Building and that Zoom meeting link also be provided as an alternative to in-person attendance.

DISPOSITION: Motion Carried

### **6. Adjournment**

Resolution No. 5            Moved by Tami Murray  
   Secinded by Patricia Marshall

RESOLVED that the Diversity, Equity and Inclusion Action Coalition meeting adjourn at 7:19 p.m.

DISPOSITION: Motion Carried

**Will Jaques**

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**Subject:** Report PW 2023-44 - Punkeydoodles Corner Intersection Improvements

**From:** Brittany Pottruff <bpottruff@oxfordcounty.ca>

**Sent:** Thursday, November 30, 2023 10:10 AM

**To:** john@johnbeetlebailey.com; ed@danzelfarms.ca; edanen@gayleafoods.com; Will Jaques <wjaques@ezt.ca>; Karen DePrest <kdeprest@ezt.ca>

**Cc:** David Simpson <dsimpson@oxfordcounty.ca>; Shawn Vanacker <svanacker@oxfordcounty.ca>; Frank Gross <fgross@oxfordcounty.ca>; Laura Hamulecki <lhamulecki@oxfordcounty.ca>; Ryan Vink <rvink@oxfordcounty.ca>

**Subject:** Report PW 2023-44 - Punkeydoodles Corner Intersection Improvements

Hi There,

Please be advised that Oxford County Council, at its meeting held on November 22, 2023, adopted the following recommendations (**as amended**) contained in Council Report PW 2023-44, entitled “*Punkeydoodles Corners – Intersection Improvements*”:

1. **That County Council endorse the recommended intersection improvements at Punkeydoodles Corners for implementation in 2024 as detailed in Report PW 2023-44;**
2. **And further, that County Council authorize a three-way capital cost sharing arrangement with Perth County and Wilmot Township to implement proposed intersection improvements as a joint project with municipalities sharing jurisdictional road authority;**
3. **And further, that County Council pre-approve \$1,000,000 as part of the 2024 Capital Budget to fund proposed capital works at Punkeydoodles Corners with one-third cost recovery each from Perth County and Wilmot Township;**
4. **And further, that a future by-law be presented to County Council to amend By-law 3741-98 to amend through highway designation for Oxford Road 24 and Oxford Road 5 as a result of proposed intersection closure at the location identified as Intersection 3 (Perth-Oxford Road/Oxford Road 24 and Perth Road 101) in Report 2023-44.**

Attached is a copy of the report and amended resolution for reference. Please do not hesitate to contact us should you have any questions or concerns.

**Brittany Pottruff** (She/Her/Hers)  
Divisional Assistant

**Oxford County**  
21 Reeve Street | PO Box 1614  
Woodstock, ON | N4S 7Y3  
T: 519-539-9800 / 1-800-755-0394 Ext. 3108

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 **Think about our Environment. Print only if necessary.**

Municipal Council of the County of Oxford  
Council Meeting - Oxford County

Date: Wednesday, November 22, 2023

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Moved By: Phil Schaefer

Seconded By: Jerry Acchione

Resolved that the recommendations contained in Report No. PW 2023-44, titled "Punkeydoodles Corners – Intersection Improvements", be adopted;

And further, that staff explore further refinements with Perth County and Wilmot Township and/or the Region of Waterloo for further improvements.

DISPOSITION: Motion Carried

*Chloe Senior*





Report PW 2023-44  
PUBLIC WORKS  
Council Date: November 22, 2023

## REPORT TO COUNTY COUNCIL

# Punkeydoodles Corners – Intersection Improvements

To: Warden and Members of County Council

From: Director of Public Works

See Amended Resolution

## RECOMMENDATIONS

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1. That County Council endorse the recommended intersection improvements at Punkeydoodles Corners for implementation in 2024 as detailed in Report PW 2023-44;
2. And further, that County Council authorize a three-way capital cost sharing arrangement with Perth County and Wilmot Township to implement proposed intersection improvements as a joint project with municipalities sharing jurisdictional road authority;
3. And further, that County Council pre-approve \$1,000,000 as part of the 2024 Capital Budget to fund proposed capital works at Punkeydoodles Corners with one-third cost recovery each from Perth County and Wilmot Township;
4. And further, that a future by-law be presented to County Council to amend By-law 3741-98 to amend through highway designation for Oxford Road 24 and Oxford Road 5 as a result of proposed intersection closure at the location identified as Intersection 3 (Perth-Oxford Road/Oxford Road 24 and Perth Road 101) in Report 2023-44.

## REPORT HIGHLIGHTS

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- The purpose of this report is to seek County Council endorsement of the proposed intersection improvements at Punkeydoodles Corners, based on the findings and recommendations of the Intersection Control Feasibility Study (ICFS) that was lead by Oxford County (Oxford) as a joint project with Perth County (Perth), Wilmot Township (Wilmot) and the Region of Waterloo (ROW).

- Recommended intersection improvements for implementation in 2024 (refer to Attachment 1) include closure of Intersection 3 (Perth-Oxford Road/Oxford Road 24 and Perth Road 101) and 4 (Perth Road 101 and Huron Road) with redistribution of traffic to Intersection 2, realignment and addition of turning lanes and illumination at Intersection 2 (Perth Road 101 and Road 101A), and changing Intersection 1 (Punkeydoodles Avenue and Oxford Road 5) to a three-way (tee) intersection with stop control on Punkeydoodles Avenue. Intersections 5 (Punkeydoodles Avenue and Huron Road) and 6 (Perth Road 101/Regional Road 1 and Concession Road) are to remain unaltered.
- Conceptual layouts for roundabout feasibility for potential implementation were considered as part of the ICFS; however, existing and 20 year (2043) traffic projections with consolidation of traffic at Intersection 2 were found to not meet warrants for signalization/roundabout. An All-Way Stop (AWS) warrant analysis at intersection 1 also did not meet Ontario Traffic Manual (OTM) volume/collision warrants.
- Total project cost for proposed recommended intersection improvements is estimated at \$1 million and will be equally funded by Oxford County, Perth, and Wilmot, subject to approval from respective municipal Councils. In comparison, although not warranted, roundabout implementation is estimated at between \$3 to \$4 million depending on preferred layout concept and associated property acquisition requirements.
- Public engagement and feedback was encouraged throughout the ICFS through liaise with Punkeydoodles Corners Community Association (PCCA), Speak Up, Oxford! (SUO), dedicated project webpage, meetings with adjacent landowners, Public Information Centre (PIC), Community Notices and Council delegation opportunities.

## IMPLEMENTATION POINTS

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Implementation of recommended intersection improvements will be a joint project between Oxford, Perth, and Wilmot and will require approval from respective municipal Councils for implementation and cost sharing. Perth and Wilmot staff will be seeking approval from their corresponding Councils on December 7, 2023 and December 11, 2023, respectively. If approved by all parties, detailed design and tender document preparation will be completed in Q1/Q2 2024, with construction anticipated to proceed in Q3 2024 for completion by Q4 2024.

A formalized cost-sharing arrangement will be established with the aforementioned municipalities prior to project commencement. Each municipality will be expected to contribute its equitable portion towards the intersection improvements.

By-law 3741-98, *Designating Through Highways and Providing for Erection of Stop Signs*, will require a minor amendment to revise the through highway description of Oxford Road 24 and Oxford Road 5 to address the proposed closure at Intersection 3, and will be presented to Council at the January 24, 2024 Council meeting for enactment.

Pending approval of this Report's recommendations, future Community Update notices are also planned to be issued prior to the start of construction. Changes to intersection control and permanent intersection closures will be communicated through advanced signage and social media postings.

## Financial Impact

A total project cost for the proposed intersection improvements, estimated at \$1,000,000, has been carried as part of the draft 2024 Business Plan and Budget for consideration. This budget includes detailed design, construction, contract administration (inspection and material testing), staff time and project contingency that will be required to implement the improvements.

Oxford County will fund the entire project cost with two-thirds cost recovery from each of Perth and Wilmot (i.e. one-third each).

## Communications

An extensive communication and public consultation campaign was undertaken to inform and engage stakeholders throughout the ICFS. The following is a summary of consultation activities:

- Regular liaison with representatives from the PCCA throughout the ICFS;
- One on one meetings with adjacent landowners to review preliminary study findings and seek feedback on potential property impacts;
- In-person PIC in Tavistock was held on October 5, 2023 to share the preliminary ICFS findings and recommendations, provide a question and answer period, and promote opportunities for public feedback. The PIC held in Tavistock on October 5, 2023 was attended by over 150 residents, senior municipal representatives and political dignitaries;
- Following the PIC technical presentation (refer to Attachment 2), an online interactive polling tool was utilized to secure meaningful and specific community feedback across a range of public safety matters and the specific recommendations put forward. A total of 51 PIC attendees responded and the results from the survey are included in the Facilitator Report Memo, included as Attachment 3;
- A dedicated project website, <https://speakup.oxfordcounty.ca/punkeydoodles> was created on SUO to make information about the ICFS publicly available and to provide the opportunity for those who could not attend the PIC to see all documents presented and provide feedback. Through this project webpage, there were a total of 813 visits, 135 people opened one of the documents and there were 9 questions/comments;
- Information has been shared throughout on social media and on the Oxford County website; and

- A Community Notice (Attachment 4) was hand delivered to residents in the vicinity of Punkeydoodles Corners on October 24, 2023 advising of the ICFS findings and recommendations, dates of upcoming municipal Council meetings and complementary road operational improvements that were being immediately implemented based on study findings and public feedback received.




From the public feedback received, residents generally felt that the proposed recommendations would improve existing conditions but do not go far enough to reduce operating speeds and occurrences of severe collisions that a roundabout would afford.

Report PW 2023-44 will be circulated to the Township of East Zorra-Tavistock, Wilmot, ROW, Perth and the PCCA, with a report link on the project webpage.

## 2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following Strategic pillars and goals:

PILLAR 1	PILLAR 2	PILLAR 3
		
<b>Promoting community vitality</b>	<b>Enhancing environmental sustainability</b>	<b>Fostering progressive government</b>
<p>Goal 1.2 – Sustainable infrastructure and development</p> <p>Goal 1.4 – Connected people and places</p>		<p>Goal 3.1 – Continuous improvement and results-driven solutions</p> <p>Goal 3.2 – Collaborate with our partners and communities</p>

See: [Oxford County 2023-2026 Strategic Plan](#)

## DISCUSSION

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### Background

As shown in Attachment 1, the study area includes several intersections within a multi jurisdictional area where regional boundary and local roads converge. The ICFS was completed as a joint project with Perth, Wilmot and ROW and included analyses of existing and future traffic conditions, geometric alignment, intersection consolidation, and development of short, medium and long term recommendations for intersection improvements (including conceptual roundabout layouts).

Oxford Road 24 and Oxford Road 5 are boundary roads that Oxford shares ownership with Perth and Wilmot respectively. Perth and ROW share ownership of Perth Road 101/Regional Road 1 north of the study area that connects to Provincial Highway 7/8. Wilmot has jurisdictional authority of local roads within the study area that include Punkeydoodles Avenue and Huron Road.

An ICFS at Oxford Road 5 and Oxford Road 24 was originally identified as an implementation project in the 2019 Oxford County Transportation Master Plan (TMP) to be completed in the 2024 – 2028 horizon, but was advanced to the 2023 capital program as directed by Oxford County Council following a delegation by PCCA representatives at the December 14, 2022 Council meeting. The PCCA representatives raised concerns about intersection safety following a fatal collision that occurred in October 2022 at Intersection 1 (Punkeydoodles Avenue and Oxford Road 5).

In Q1 2023, Oxford County staff convened a meeting with municipal partners from Perth, Wilmot and the ROW to introduce and validate the ICFS objectives, scope of work, and proposed cost sharing of any future capital upgrades. It was agreed that Oxford County would act as project lead with representatives from each municipality participating as part of the project team. The ICFS assignment was awarded to an external Consultant, R.C. Spencer Associates, through an open procurement process and was initiated in April 2023.

Existing operational and road safety conditions were assessed through collection of traffic data (volume, speed, and collisions), sight line assessments and illumination warrants. Existing and future traffic volume projections were utilized to assess intersection performance (level of service, capacity, delays, and queue lengths).

## Comments

The work plan, findings, and proposed recommendations for intersection improvements as presented during the PIC on October 5, 2023 (refer to Attachment 2) are summarized below:

### ICFS Findings

#### Traffic Patterns:

In order to fully understand commuter and origin-destination travel patterns, eight-hour turning movement counts were initially collected for Intersections 1-3 and 4-6 in November 2022, and April 2023, respectively. A second round of counts were collected for all six (6) intersections from May 19-21, 2023 as a representation of peak long weekend traffic conditions. A third round of counts was collected for all six (6) intersections for a typical summer weekend traffic conditions on July 8, 2023.

From the collected data, it was determined that the Friday May 19 PM peak hour (5 – 6 PM) exhibited the highest traffic volumes and represented the “worst case” peak hour. As such, this was used in software analysis for existing peak hour conditions.

Twenty-year traffic volume projections to 2043 were calculated using an assumed 2% per annum growth rate.

#### **Existing Conditions:**

- Intersection 1 had the highest number of collisions (16) from 2015 to 2022 inclusive;
- All-way stop (AWS) warrant analysis at Intersection 1 did not meet Ontario Traffic Manual volume/collisions warrants;
- Southbound left turn lane and illumination is warranted at Intersection 2;
- Traffic signal warrant analysis at Intersection 2 did not meet Ontario Traffic Manual volume/collisions warrants;
- Intersection 2, 3, and 4 are at skewed angles and create undesirable conditions with limited visibility, and encourage high speeds for vehicles leaving the highway to enter the side roads;
- Sightline distances were found to meet minimum guideline requirements at Intersection 2, 3, and 4, but visibility beyond minimum requirements is partially obstructed due to skewed angles, horizontal and vertical road alignment, and vegetative growth on the roadside;
- Intersection (1 - 5) performance is acceptable based on existing and future traffic conditions; and,
- 85<sup>th</sup> percentile speeds through the curve on Perth Road 101 were found to be 105km/h.

**Note:** Intersection 6 (Perth Road 101/Regional Road 1 and Concession Road) was not included for analysis as part of the ICFS, but traffic volume counts were procured at this intersection due to its proximity to Intersection 4 (Perth Road 101 and Huron Road) and to further inform recommendations at the other intersections.

**Intersection Consolidation/Traffic Redistribution (Closure of Intersection 3 and 4):**

- Collision occurrences would be mitigated at Intersection 1 by closing west leg and changing stop control to east leg;
- Southbound left turn lane, northbound right turn, and deceleration lanes required at Intersection 2;
- Realignment of Road 101A at Intersection 2 required to meet geometrical design guidelines and improve sightlines;
- Intersection (1, 2, 5) performance would be acceptable within the 20 year horizon and would not require any additional intersection control enhancements (AWS, signalization, roundabouts) beyond the above noted Intersection 2 improvements; and
- Realignment of Intersection 4 was not considered a feasible option due to low turning movements and property acquisition requirements and, as such, was recommended for closure.

**Roundabout Warrant Analysis:**

Roundabouts are typically considered an alternative design concept where signalization may be warranted to improve intersection performance. However, roundabouts are not intended to reduce overall collision frequency but generally mitigate high impact collisions due to lower vehicle operating speeds required to safely navigate through.

The ICFS confirmed that roundabout implementation is not warranted at either Intersection 1 or 2, based on traffic projections currently or within the next 20 years. Traffic counts at intersections 5 and 6 were deemed too low to warrant consideration of roundabout implementation at either intersection.

Three conceptual roundabout layouts (refer to Attachment 5) were considered at Intersection 2 as part of the ICFS to understand property acquisition, utility relocation, Class Environmental Assessment (Class EA) Study requirements and potential impacts to adjacent properties should a roundabout warrant be met in the future. Option 1 was identified as the preferred conceptual layout as it best adheres to the desired angles for controlling entry and exit speeds. Option 3 does not achieve the desired controls and Option 2 has an undesired sharp return for eastbound traffic due south.

The Option 1 roundabout would require land acquisition and would be subject to a Class EA Study that would further evaluate and identify a preferred alternative based on environmental and socio-economic impacts and stakeholder consultation. The high level cost estimate for roundabout implementation is \$3 - \$4 million based on current construction costs and land values.

## Recommendations for Intersection Improvements

As a result of the study findings and existing/future intersection performance analysis, recommendations for improvements as shown in Attachment 1 as follows:

- Permanent closure of Intersection 3 and 4 including elimination of west leg of Intersection 1 and north leg of Intersection 5;
- Turning and deceleration lanes, and illumination at Intersection 2;
- Realignment of Road 101A at Intersection 2; and,
- Change Intersection 1 to tee configuration with stop control at east leg.

Permanent closure of Intersection 3 and 4 with redistribution of traffic to Intersection 2 will allow Intersection 1 to be converted to a tee intersection that is expected to mitigate collision occurrences. Realignment of Intersection 2 with the addition of turning lanes will accommodate additional traffic and improve overall geometrical configuration. No changes to Intersections 5 and 6 were deemed necessary based on the proposed intersection consolidation and traffic redistribution.

## Operational Improvements

A number of operational improvements were additionally identified to further complement the intersection infrastructure improvements noted above. As such, Oxford and Perth staff have implemented the following immediate operational improvements:

- Removing the tree row on the Perth Road 101 curve (west side) to improve sightlines;
- Installing electronic speed feedback signs at the north and south approaches to the curve;
- Installing additional diamond reflectors along the east side of the curve; and
- Removing centreline painting on the curve at Rd 101A intersection.



## CONCLUSIONS

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The proposed intersection modifications were developed through a comprehensive review of existing traffic geometrical conditions and application of engineering design guidelines and best management practices. Such modifications will provide operational and safety improvements by consolidation of traffic movements to Intersection 2, realignment and addition of turning lanes and illumination at Intersection 2, and modification of Intersection 1 to a three-way (tee) intersection with a stop control on Punkeydoodles Avenue.

Intersection performance will continue to undergo dedicated monitoring where additional measures can be considered should future traffic conditions and patterns change.

## SIGNATURES

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### Report author:

Original Signed By

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Ryan Vink, P. Eng.  
Project Engineer

### Departmental approval:

Original Signed By

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David Simpson, P.Eng., PMP  
Director of Public Works

### Approved for submission:

Original Signed By

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Benjamin R. Addley  
Chief Administrative Officer

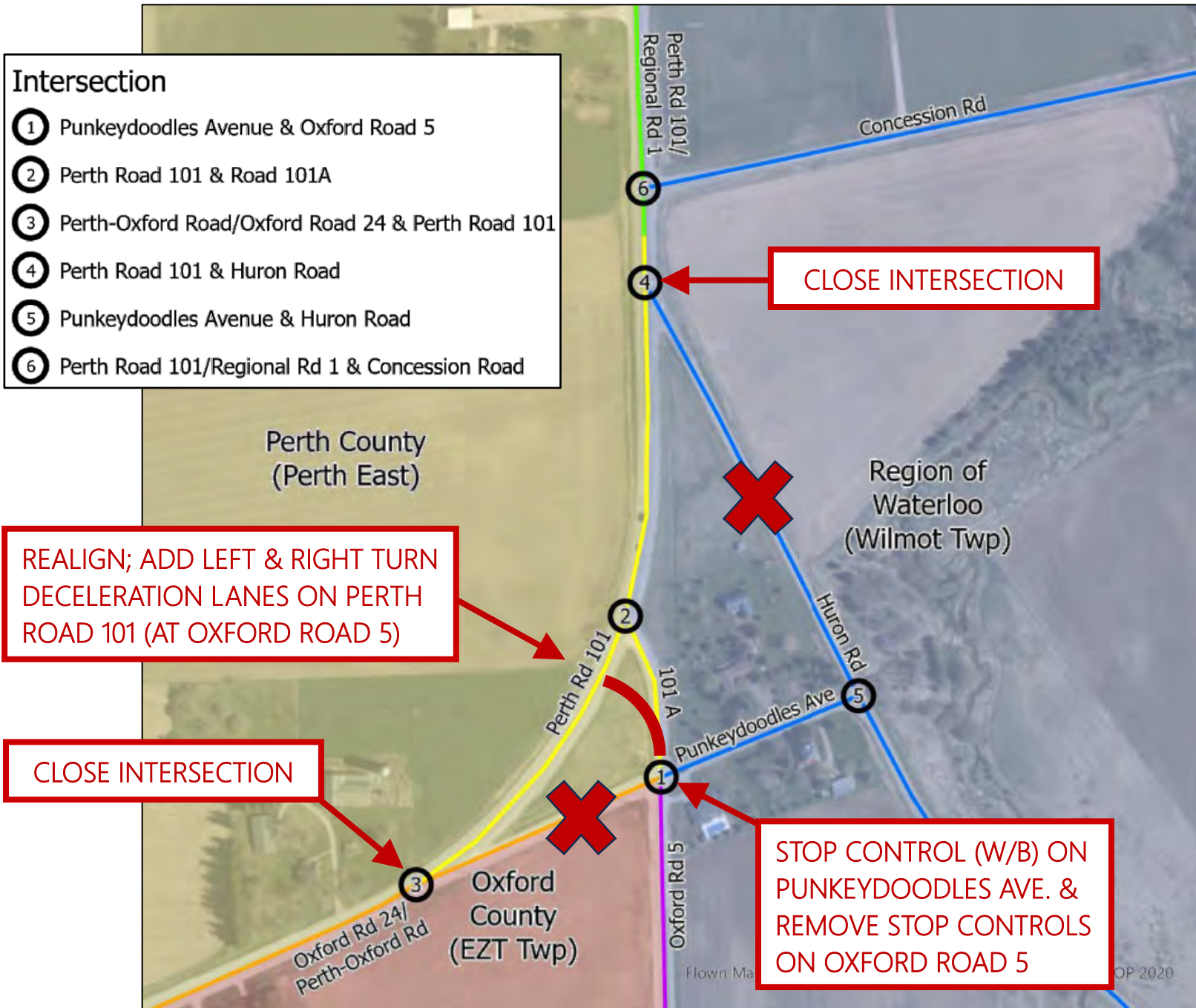
## ATTACHMENTS

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Attachment 1: Proposed Intersection Infrastructure Improvement Recommendations  
Attachment 2: Public Information Centre Presentation (October 5, 2023)  
Attachment 3: Public Information Center Facilitator Report  
Attachment 4: Community Notice – Interim Operational Enhancements  
Attachment 5: Future Potential Roundabout Concepts

Page 42

# SHORT-TERM RECOMMENDATION





# Punkeydoodle's Corners Intersection Control Feasibility Study

## Public Information Centre

5 October 2023 (6:00pm – 8:00pm)  
Tavistock & District Memorial Hall



## Consultant / Project Manager



**Aaron D. Blata, M.Eng., P.Eng., PTOE**

Consulting Engineer & Associate

Professional Traffic Operations Engineer

RC Spencer Associates Inc.



Intersection Control  
Feasibility Study



# Introduction

## Traffic Operations Metrics

- traffic volumes;
- levels of service;
- control delay;
- queuing.

## Traffic Safety Metrics

- collisions;
- speeds;
- sight lines;
- illumination.



## Intersection Control Feasibility Study

# Introduction

### Our findings will guide decision-makers in evaluating the:

- Industry best practices for design of roadways and intersections;
- Hierarchy of area roadway classifications;
- Anticipated growth and increased demand on area roadways and intersections;
- Geometric layout of recommended short-term and long-term improvements;
- Build-out of recommended intersection improvements (or potential closures);
- Coordination and relocation of potentially conflicting utilities;
- Lighting requirements for short-term and long-term improvements;
- Land acquisition requirements (to accommodate long-term improvements);
- Cost and budgeting of intersection / roadway improvements.



## Intersection Control Feasibility Study

# Introduction

## Consultation with Project Stakeholders

- area road authorities;
- area residents;
- community associations;
- the public;
- agency partners.



Intersection Control  
Feasibility Study

# Background Information







LINE 34 (HWY. 8)

RAILWAY

PERTH RD. 101 /  
REGIONAL RD. 1

HWY. 8

WALKER RD. (C.R. 3)

SITE

CONCESSION RD.

ROAD 102

LINE 33

C.R. 24

HURON RD.

HURON RD.

ROAD 102

C.R. 24

18TH LINE

18TH LINE

OXFORD RD. 5

BENDER RD.



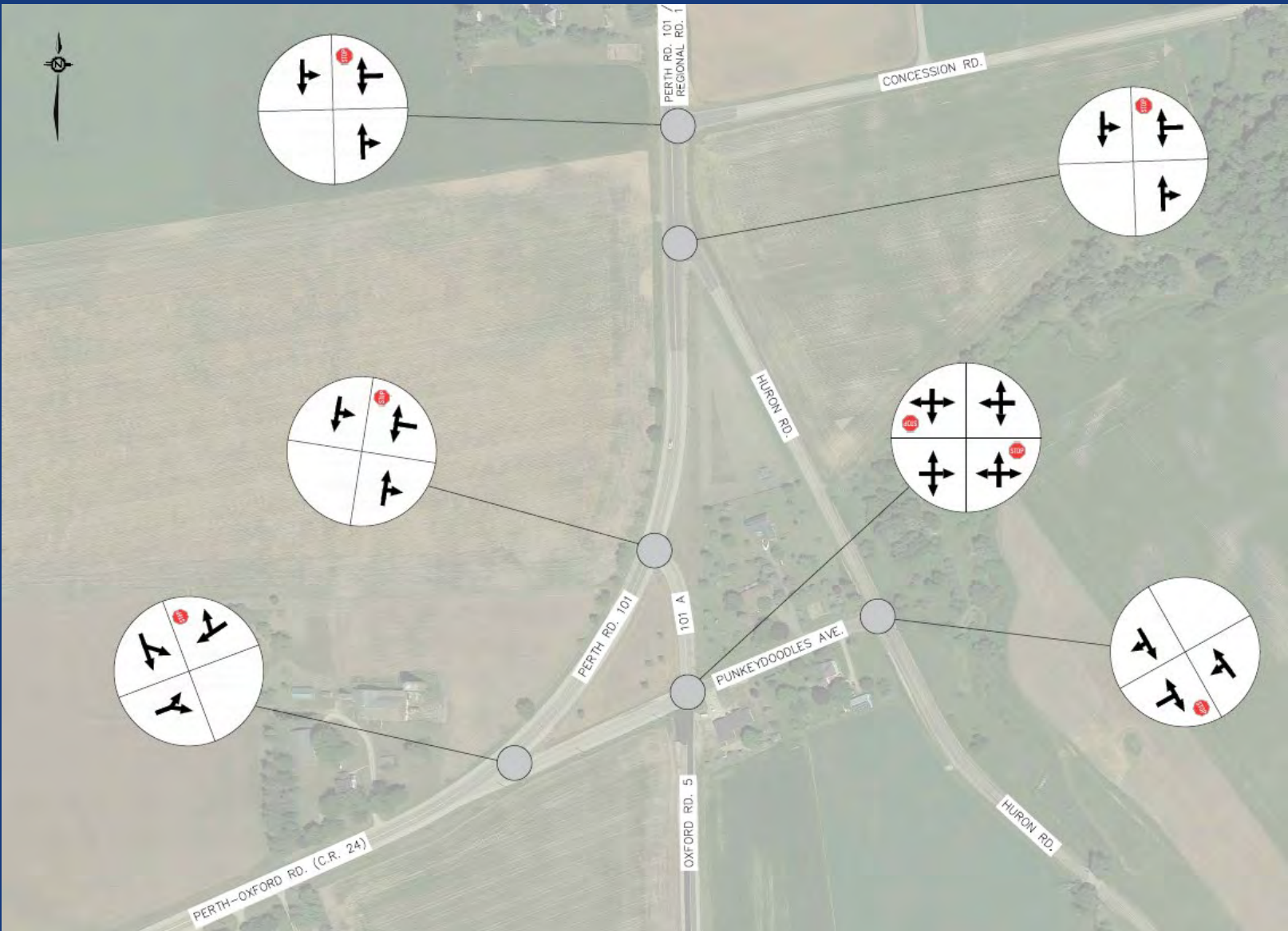
# Intersection Control Feasibility Study



- Intersection**
- ① Punkeydoodles Avenue & Oxford Road 5
  - ② Perth Road 101 & Road 101A
  - ③ Perth-Oxford Road/Oxford Road 24 & Perth Road 101
  - ④ Perth Road 101 & Huron Road
  - ⑤ Punkeydoodles Avenue & Huron Road
  - ⑥ Perth Road 101/Regional Rd 1 & Concession Road



# Intersection Control Feasibility Study



## Intersection Control Feasibility Study

# Traffic Modelling Methodology

Level of Service	Average Control Delay (sec/veh)
A	0 - 10
B	>10 - 15
C	>15 - 25
D	>25 - 35
E	>35 - 50
F	>50



## Intersection Control Feasibility Study

# Collision Data (2015 – 2022)

At / near:	Intersection Name	# Collisions
Intersection 1	Punkeydoodles Avenue at Oxford Road 5	16*
Intersection 2	Perth Road 101 at Road 101A	5
Intersection 3	Perth-Oxford Road 24 at Perth Road 101	6
Intersection 4	Perth Road 101 at Huron Road	2
Intersection 5	Punkeydoodles Avenue at Huron Road	1
Intersection 6	Regional Road 1 at Concession Road	4

\* Includes one fatality.

**Note:** The above collision data summary considers all provided collision reports from 2015 to 2022 (inclusive).



## Intersection Control Feasibility Study

# Speed Data

### Reported Speed Statistics (19 – 21 May 2023)

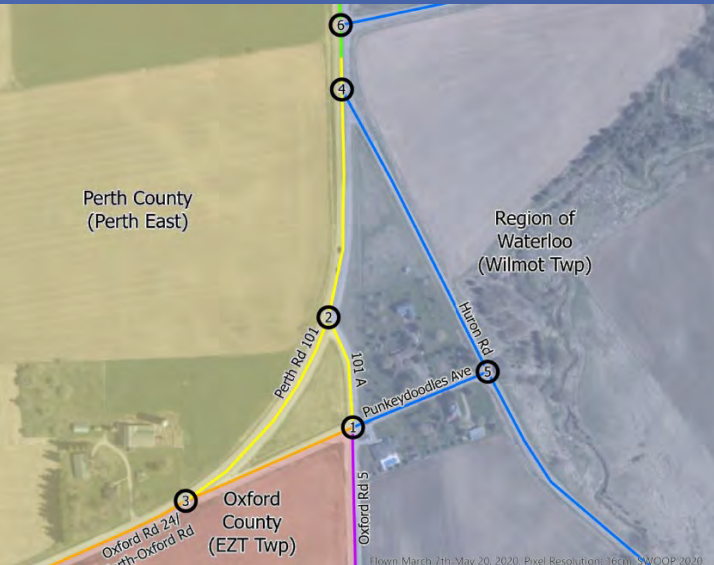
- average speed = 91 km/h
- approximately 80% of the vehicles exceeded the posted limit
- approximately 15% of the vehicles exceeded 105 km/h

→ this metric is called the “85<sup>th</sup> percentile speed”

**Note:** The 85<sup>th</sup> percentile speed is the metric used by engineers to understand the traffic operations at which most motorists perceive their speed to be “safe”.



## Intersection Control Feasibility Study



# Speed Data

## Transportation Association of Canada (TAC) Speed Limit Recommendations

- **Oxford Road 24 / Perth Road 101** → (Line 33 to Concession Rd.)
  - Road Characteristics = 70 km/h
  - Policy = 80 km/h
- **Oxford Road 5 (Road 101A)** → (Perth Rd. 101 to Bender Rd.)
  - Road Characteristics = 70 km/h
  - Policy = 80 km/h
- **Huron Road (Township Road 11)** → (Perth Rd. 101 to Bender Rd.)
  - Road Characteristics = 60 km/h
  - Policy = 80 km/h



## Intersection Control Feasibility Study



# Sight Line Analysis

At **Punkeydoodles Avenue at Oxford Road 5**, there is sufficient sight distance.

At **Perth Road 101 at Road 101A**, there is sufficient sight distance, but due to the curve of the road, overgrowth on the west side obstructs visibility past the intersection of Oxford Road 24 at Perth Road 101.

At **Perth-Oxford Road / Oxford Road 24 at Perth Road 101**, there is sufficient sight distance, but due to the curve of the road, overgrowth on the west side obstructs visibility past the intersection of Perth Road 101 at Road 101A.

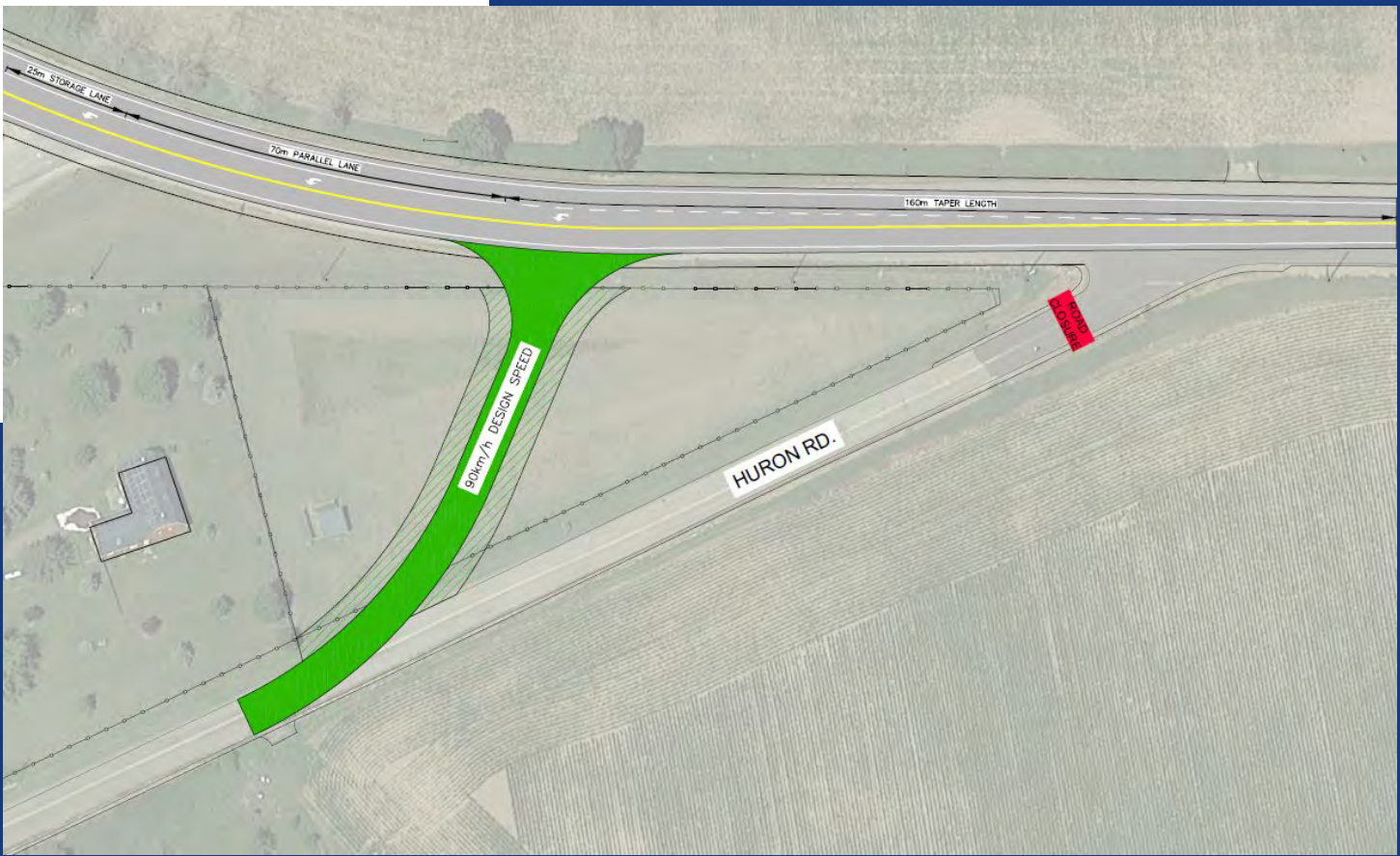
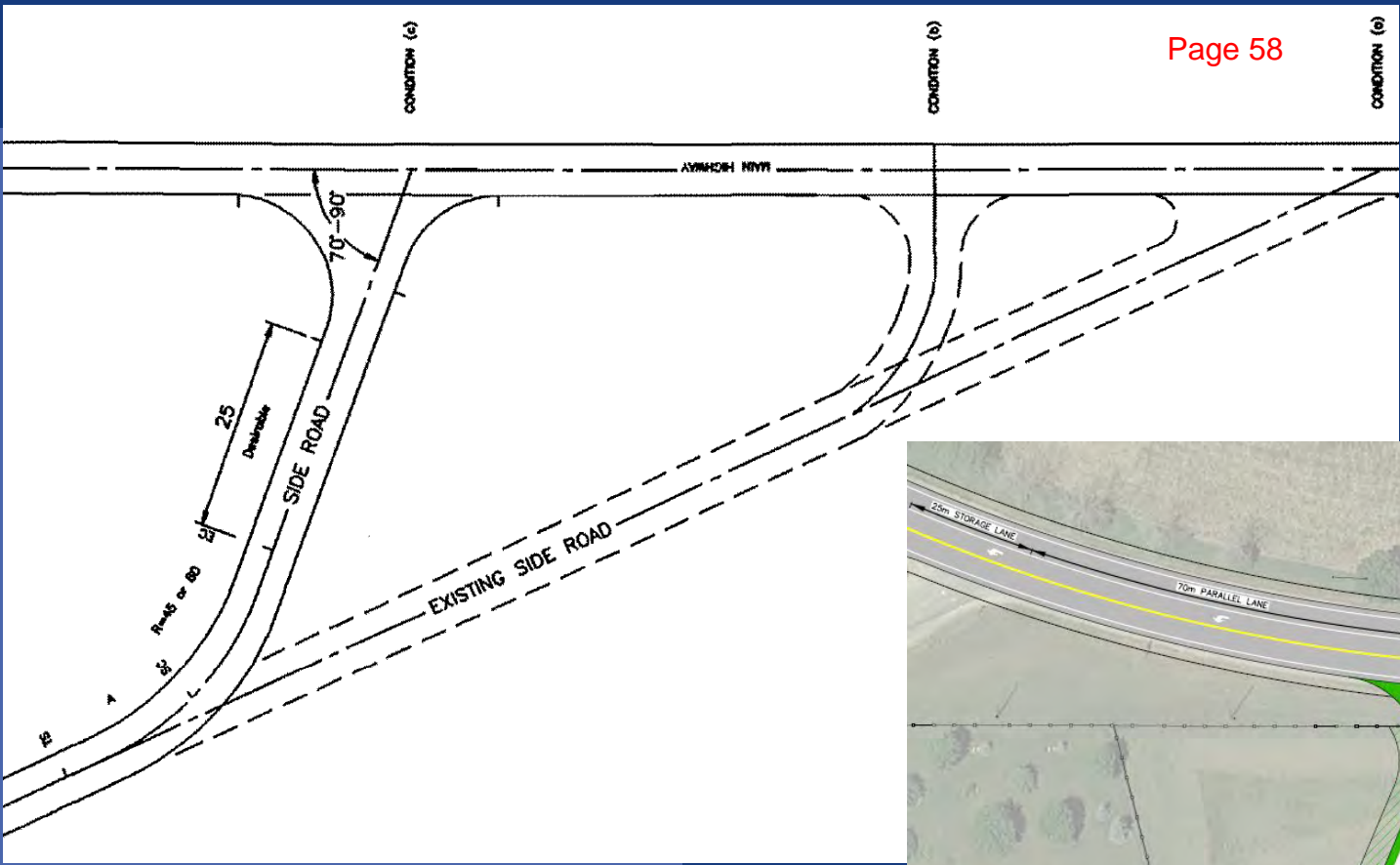
At **Perth Road 101 at Huron Road**, there is sufficient sight distance, but due to the curve of the road, overgrowth on the west side obstructs visibility past the intersection of Perth Road 101 at Road 101A; there is also a change in elevation north of Concession Road that affects visibility to the north.

At **Punkeydoodles Avenue at Huron Road**, there is sufficient sight distance.

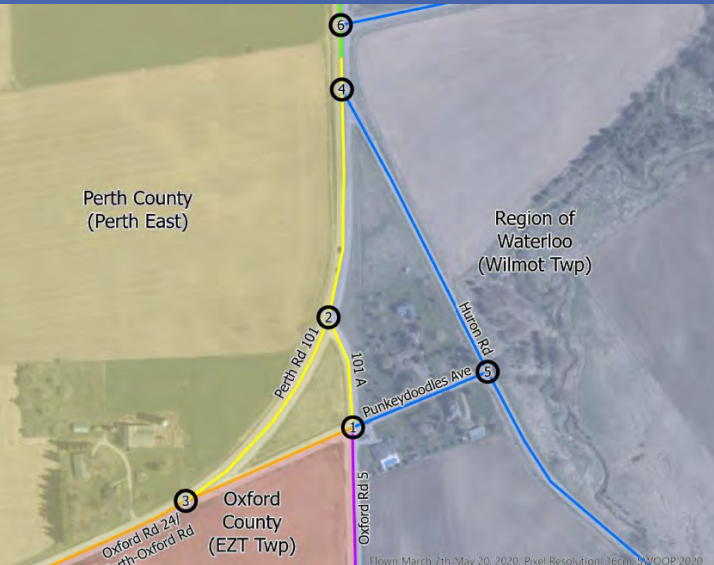








## Intersection Control Feasibility Study



# Geometric & Traffic Control Improvement Recommendations

At **Punkeydoodles Avenue at Oxford Road 5**, Punkeydoodles Avenue becomes a tee (with the closure of Perth-Oxford Road / Oxford Road 24 at Perth Road 101); all-way stop control is not warranted within the 20-year horizon, so the minor street (Punkeydoodles Avenue) should be stop-controlled, with Oxford Road 5 changed to “free flow”.

At **Perth Road 101 at Road 101A**, the intersection should be realigned to improve sight lines; all-way stop control is not warranted within the 20-year horizon, nor is traffic signal control, but a “southbound” left turn lane and a “northbound” right turn lane are warranted to improve traffic flows and to better accommodate decelerating traffic.

At **Perth Road 101 at Huron Road**, the volumes are too low to justify exploration of any geometric and / or traffic control improvements.

Based on the existing sight lines and deficient geometric conditions, it is recommended that Intersection 3 and Intersection 4 be closed, along with the respective **Perth-Oxford Road** and **Huron Road** right-of-ways.



# Intersection Control Feasibility Study



## Intersection

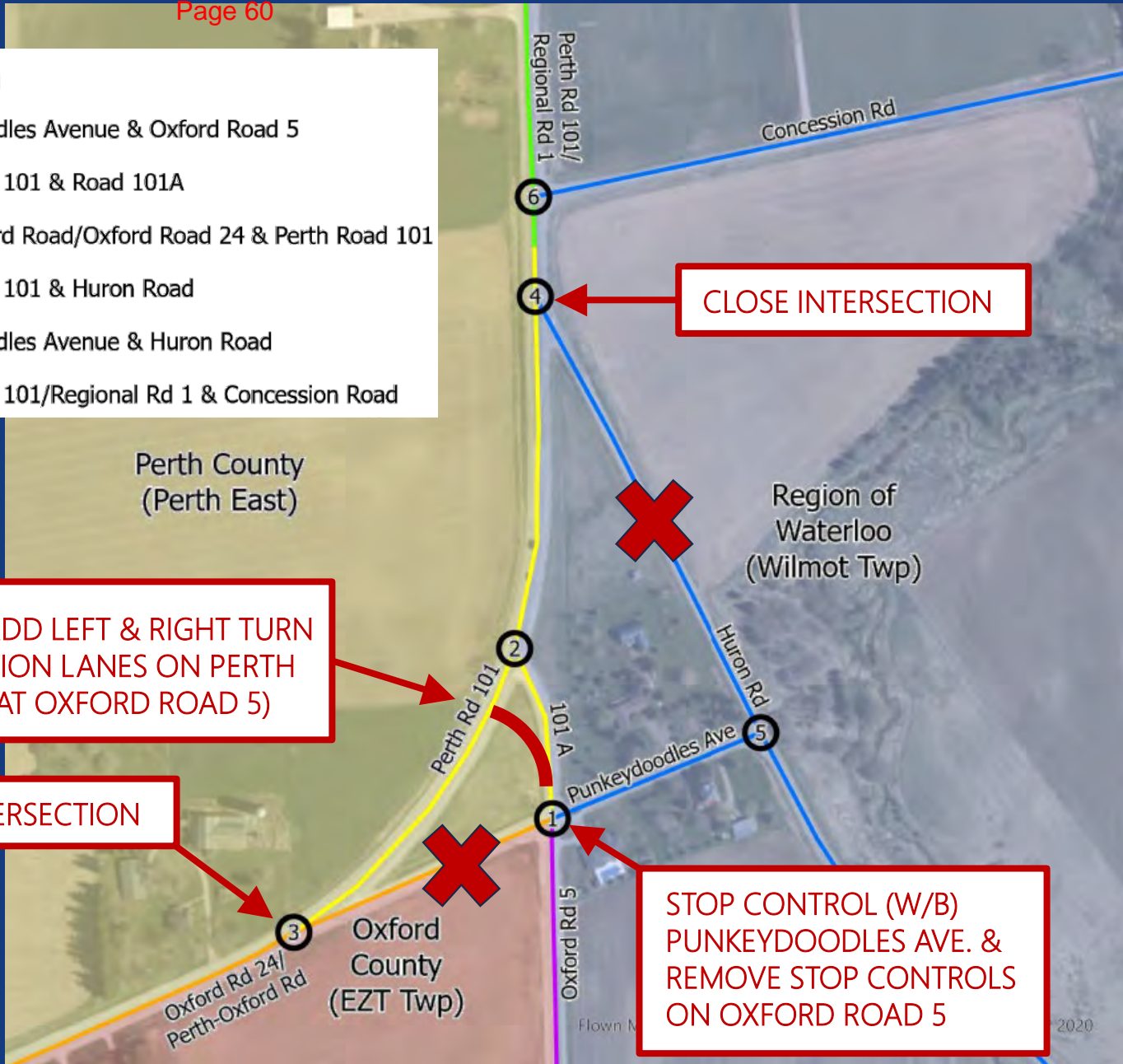
- ① Punkeydoodles Avenue & Oxford Road 5
- ② Perth Road 101 & Road 101A
- ③ Perth-Oxford Road/Oxford Road 24 & Perth Road 101
- ④ Perth Road 101 & Huron Road
- ⑤ Punkeydoodles Avenue & Huron Road
- ⑥ Perth Road 101/Regional Rd 1 & Concession Road

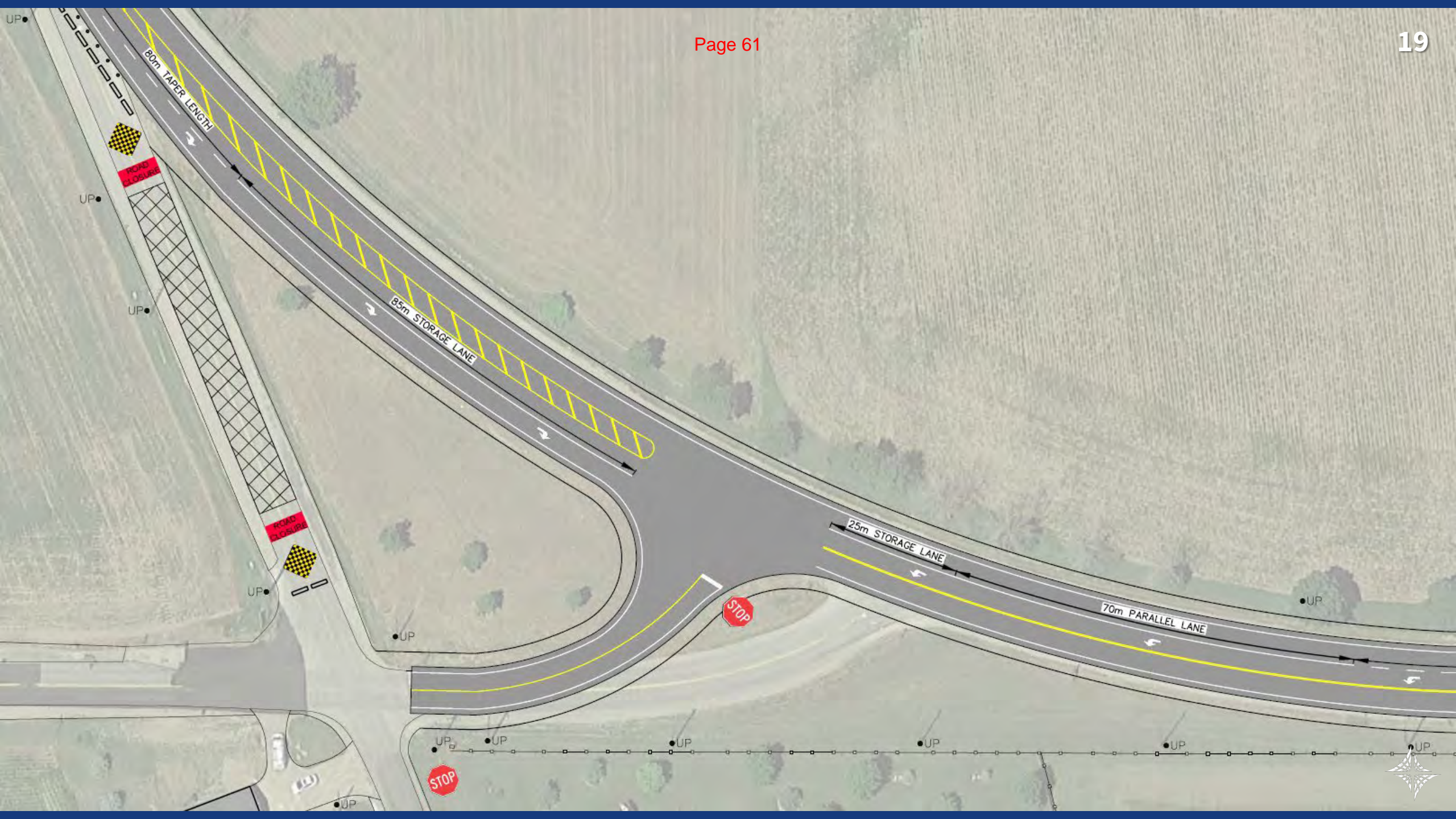
REALIGN; ADD LEFT & RIGHT TURN DECELERATION LANES ON PERTH ROAD 101 (AT OXFORD ROAD 5)

CLOSE INTERSECTION

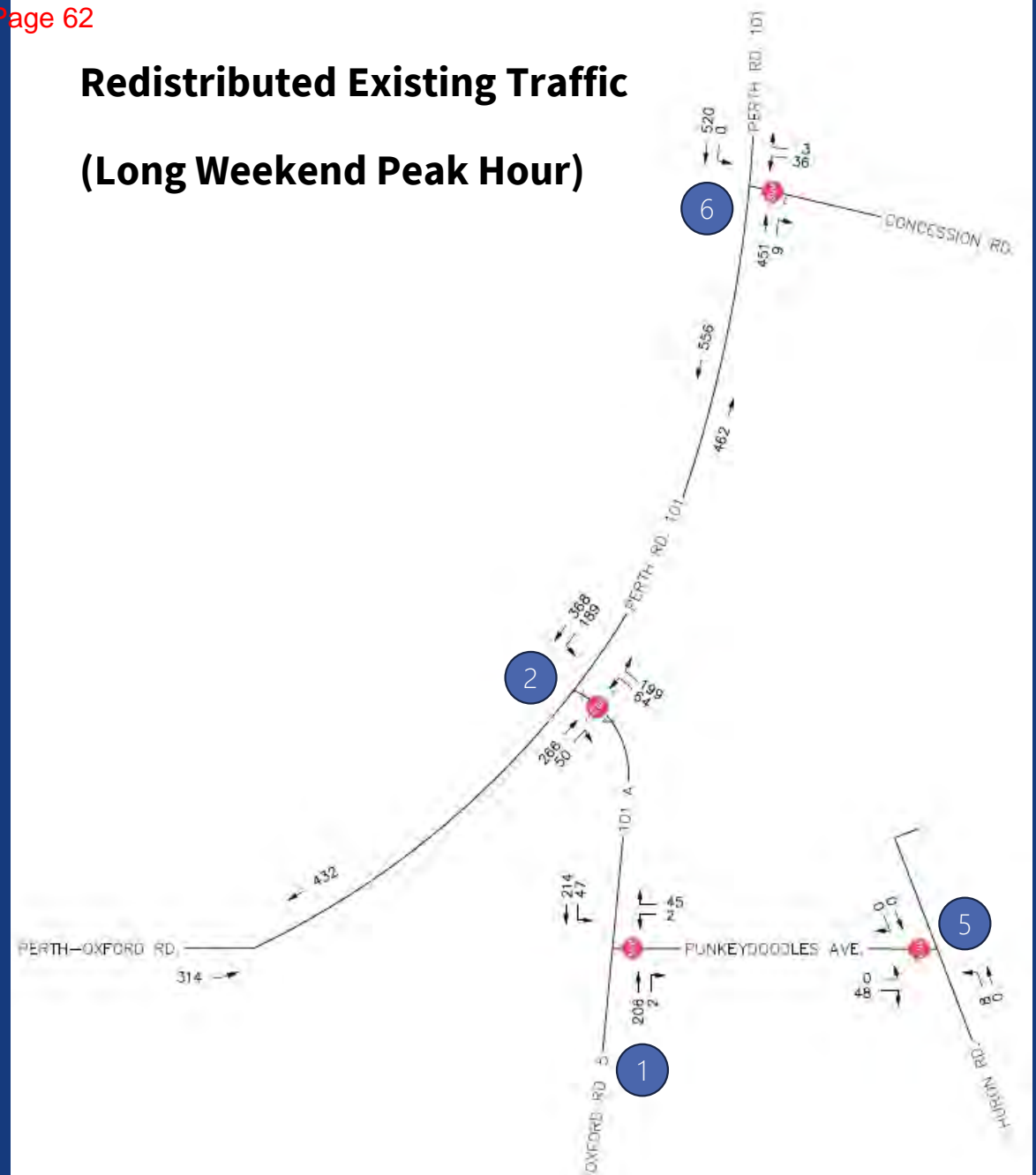
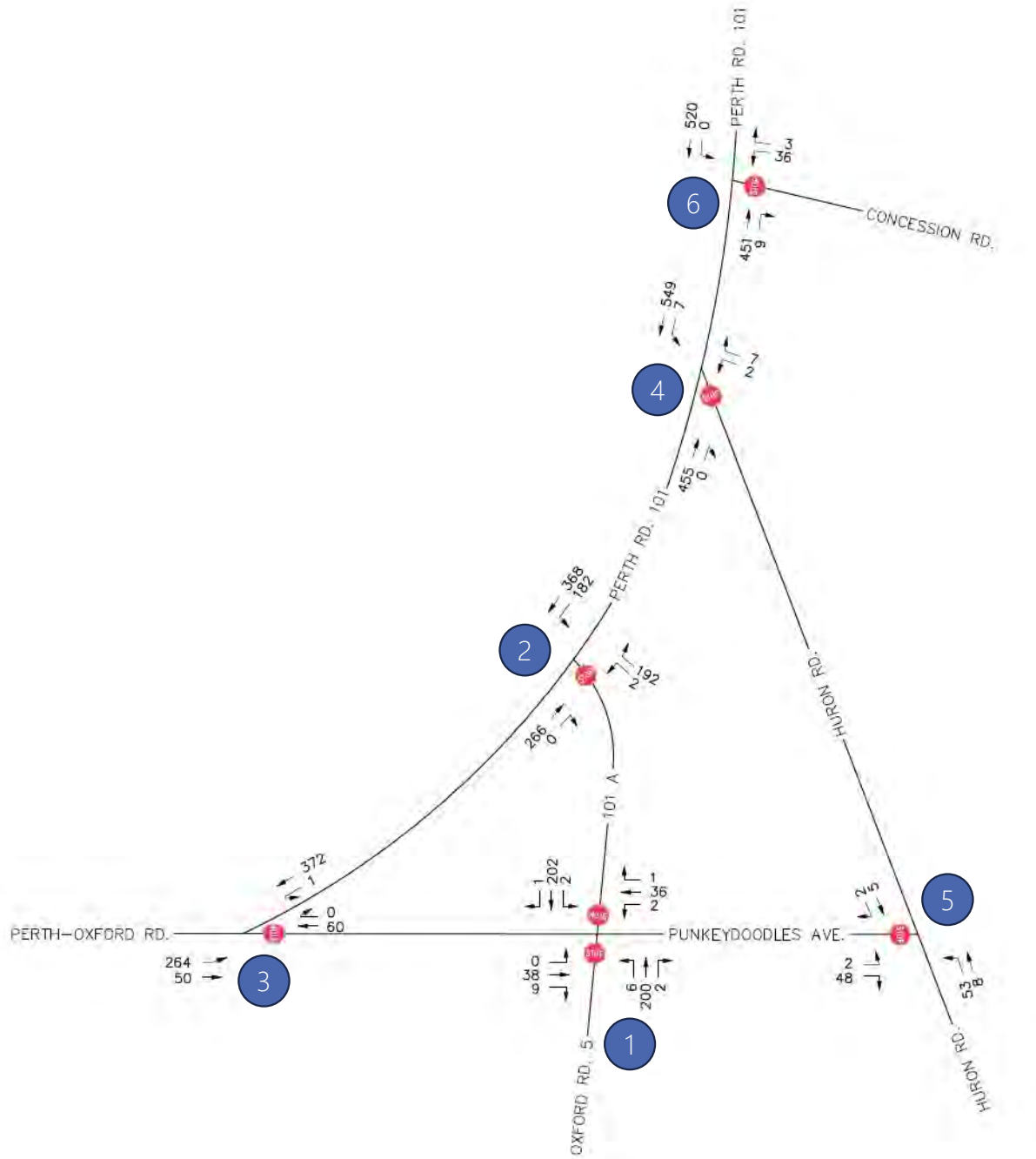
CLOSE INTERSECTION

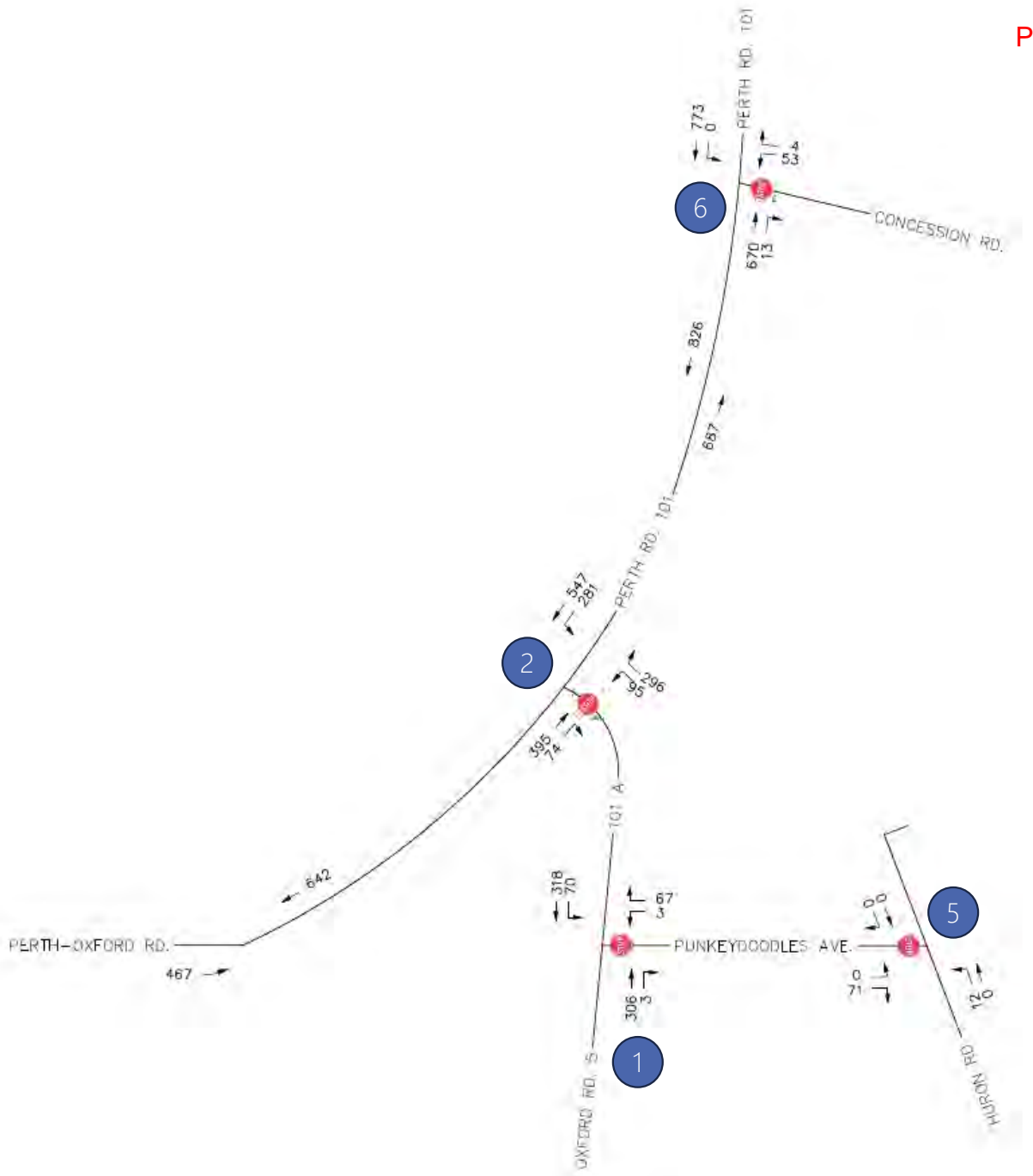
STOP CONTROL (W/B) PUNKEYDOODLES AVE. & REMOVE STOP CONTROLS ON OXFORD ROAD 5





# Redistributed Existing Traffic (Long Weekend Peak Hour)



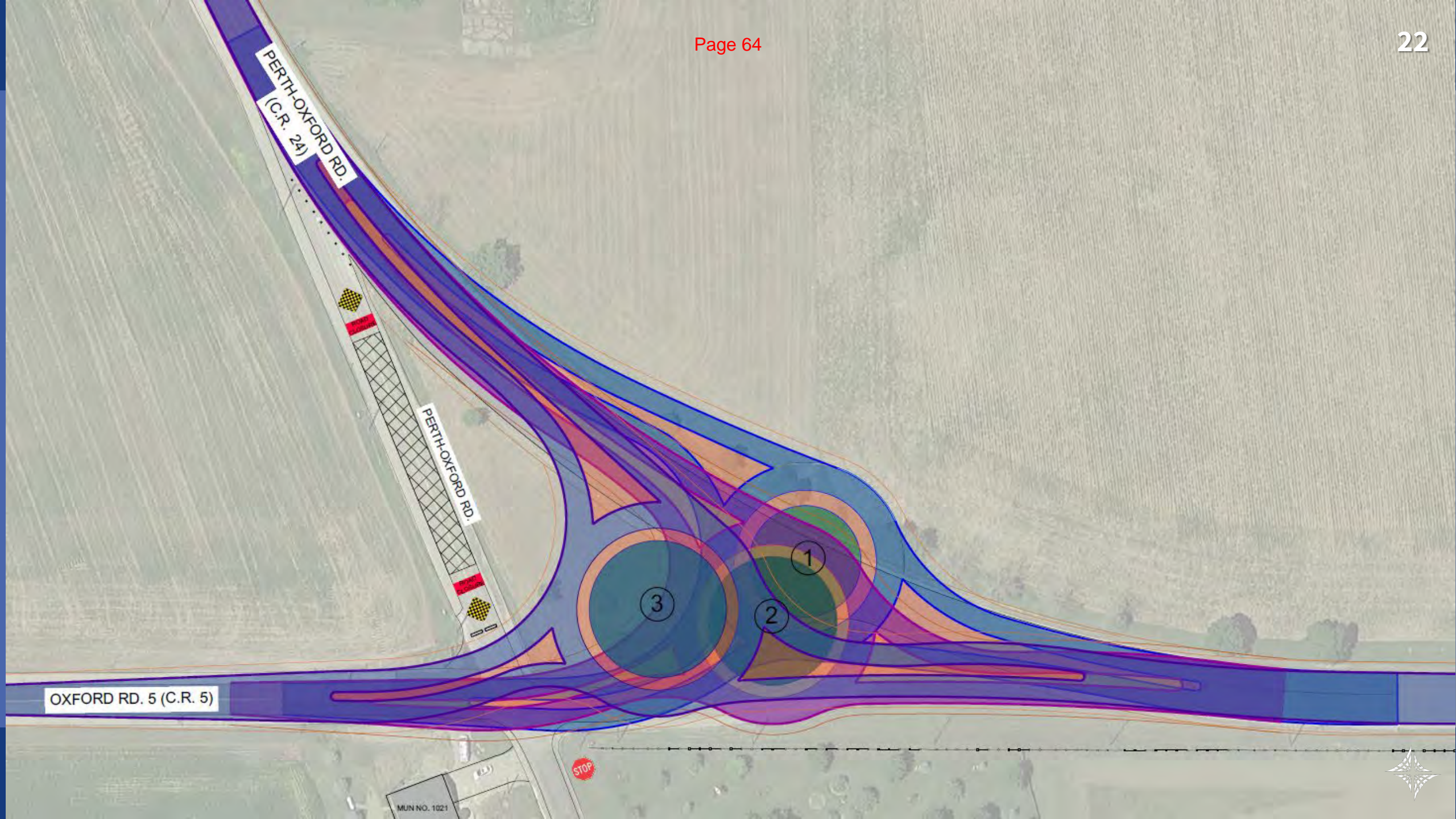


To arrive at the 20-year horizon, the long weekend peak hour traffic was projected at a 2% annual growth rate (compounded annually); this results in an effective total traffic increase of about 50%.

Even when traffic is redistributed to a single node, **Intersection 2: Perth Road 101 at Road 101A** does not meet the provincial warrants for implementation of an all-way stop or signal control.

Scenario	Perth Road 101 at Road 101A											
	AM Peak Hour				PM Peak Hour				Weekend Peak Hour			
	E/B	W/B	N/B	S/B	E/B	W/B	N/B	S/B	E/B	W/B	N/B	S/B
Existing Traffic (Ex. Geometry & Ex. Control)	-	B	A	A	-	B	A	A	-	C	A	A
Existing Traffic (Prop. Geometry & Prop. Control)	-	B	A	A	-	C	A	A	-	D	A	A
Bkgd. Traffic 2043 (Prop. Geometry & Prop. Control)	-	E	A	A	-	F	A	A	-	F	A	A





PERTH-OXFORD RD.  
(C.R. 24)

PERTH-OXFORD RD.

OXFORD RD. 5 (C.R. 5)

MUN NO. 1021

STOP





Intersection Control  
Feasibility Study

# Roundabout Considerations

Project Description	Exempt	Eligible for Screening	Schedule B	Schedule C
<p><b>19a</b> Construction of localized operational improvements at specific locations, and construction of intersections and roundabouts.</p> <ul style="list-style-type: none"> <li>• <i>Project must be within an existing right-of-way</i></li> <li>• <i>For projects that require property acquisition, refer to project description 33 to determine project schedule</i></li> </ul>	X			

**Note:** Any land acquisition will subject the assessment to a Schedule B or Schedule C process, depending on whether the project’s cost estimate is under or over \$3.3M.



# Intersection Control Feasibility Study

## Next Steps



- 1. Provide your feedback (in-person or online)**
- 2. Follow the project via: Speak Up, Oxford!**
- 3. Attend your upcoming local Council meetings**

### Tentative Council Dates

**Oxford County Council**

**22 November 2023**

**Perth County Council**

**07 December 2023**

**Wilmot Township Council**

**11 December 2023**





## MEMORANDUM

To: Frank Gross  
Manager of Transportation  
Oxford County

From: Todd MacDonald & Vanessa Slater  
Performance Concepts Consulting

Re: Facilitator Report - October 5<sup>th</sup>, 2023 Public Information Session Re. Punkydoodle's Corners Intersection Study

This memo serves as our Facilitator Report to Oxford County concerning the October 5<sup>th</sup>, 2023 public information session re. the Punkydoodle's Corners Intersection Study. This public information session was held at the Tavistock & District Memorial Hall.

### 1. Facilitator Commentary

Todd MacDonald and Vanessa Slater co-facilitated the two-hour public information session (6pm to 8pm) that was attended by an estimated 100+ community members. The advertised purpose of the public information session was to communicate the findings of the Intersection Control Study completed by the traffic engineering firm RC Spencer Associates Inc.

Given the demonstrated level of public safety concerns and engagement prior to the session, great care was taken in our preparations as facilitators. Vanessa Slater, a trauma-informed mediator, explained our "impartial third-party" approach and outlined expectations around respectful communication and decorum that would contribute to a successful meeting.

We clearly identified our primary objectives for a successful/interactive consultation process:

1. Clear and comprehensible communication with the public re. the technical analysis and recommendations prepared by RC Spencer Traffic Engineer Adam Blata.
2. Ensure that public safety concerns and intersection design feedback offered by community attendees were clearly heard and documented for further consideration by Oxford and its partner municipalities in attendance at the session.
3. Highlight options and opportunities for community members to further engage with municipal staff and elected officials moving forward. In particular, we emphasized scheduled Council meetings where residents could make official delegations to be heard by their various elected officials across the four impacted municipal jurisdictions.

Through a trauma-informed lens, Vanessa Slater acknowledged tragic loss of life in the community a year ago, the community’s ongoing safety concerns, and the frustration experienced with the unusually complicated jurisdictional situation at Punkydoodle’s Corners. Vanessa Slater spoke to individual and collective trauma, and the commendable efforts of community groups to come together and explore solutions. She noted the positive and restorative effects of collaboration during a community grieving process.

As your Facilitators we believe our trauma-informed approach created a more productive and compassionate environment for the (at times) difficult dialogue and frank feedback delivered during the Q + A portion that followed the technical presentation by RC Spencer’s Traffic Engineer, Mr. Adam Blata.

## 2. Public Feedback via Mentimeter.com Survey Interactive Survey

Following the RC Spencer Intersection Design Study technical presentation by Mr. Blata, we utilized an innovative online interactive polling tool called “Mentimeter” to secure meaningful and specific community feedback across a range of public safety matters and the specific recommendations put forward by Mr. Blata. The results from the Menitmeter.com survey is documented below in this Facilitator Report memo. Participant feedback was received by logging onto Menti.com using their cell phones to participate anonymously. Results were instantly viewed on a projector screen at the front of the meeting room. The Mentimeter interactive survey process and results successfully informed the subsequent “traditional” Q & A technical dialogue between Mr. Blata and community attendees.

Highlights from the Menitmeter.com survey results are as follows:

- Approximately 50 attendees responded to each of the 18 questions that were organized according to the following 5 categories:
  - i. Intersection Safety Concerns
  - ii. Collision History
  - iii. Drier Speed
  - iv. Lines of Sight & Illumination
  - v. Overall Site Improvement

Questions were mostly structured as a series of Agree/Disagree objective statements with participating community member reactions measured on an intensity scale of 1-5 (1 being *Strongly Disagree* and 5 being *Strongly Agree*). As impartial facilitators we offer no interpretive/subjective commentary on the survey results. Instead, we provide the results as documentation of community feedback that can/should inform upcoming governance decisions by Oxford Council and its partner municipalities.

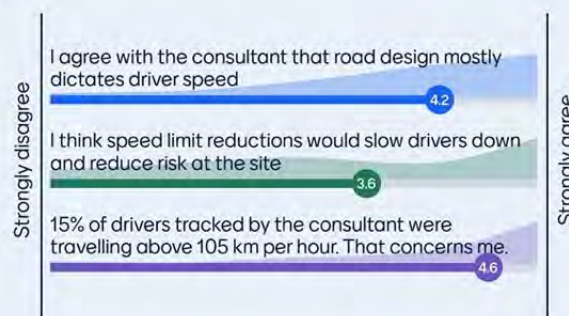
## Safety Concerns with Intersection(s) Site



## Collision History



## Driver Speed





### 3. Traditional Q & A of Mr. Blata “At the Microphone”

Following the interactive Mentimeter.com exercise, community attendees engaged in a series of questions and answers with Mr. Blata on a range of public safety and intersection design matters. Municipal staff have taken notes from these exchanges and the community was encouraged to follow-up with written comments or postings at the *Speak Up Oxford* website.

#### 4. Post-Meeting Interactions

As facilitators we noted with approval that numerous community members, municipal staff, elected officials, and Traffic Engineer Blata interacted in further constructive dialogue around the difficult matters dealt with during the formal information session. Vanessa Slater was approached by a few community members who thanked them for their trauma-informed approach during the meeting. Community members were checking in with each other, snacking on refreshments, and building capacity for upcoming representation as delegates before the various Councils.

*Todd MacDonald*

Todd MacDonald  
President

*Vanessa G. Slater*

Vanessa Slater  
Senior Associate & Mediator

Performance Concepts Consulting Inc.



October 24, 2023

## COMMUNITY UPDATE

# Road safety and intersection improvements in your area

### PROPOSED INTERSECTION IMPROVEMENTS AT PUNKEYDOODLES CORNERS

On October 5, 2023, Oxford County, Perth County, Township of Wilmot and the Region of Waterloo presented the findings and proposed recommendations of the Intersection Control Feasibility Study that was completed for Punkeydoodles Corners.

Based on the study findings and public feedback, we are now proceeding with the following changes to address some of the operational issues that have been identified:

- removing the tree row on the Perth Road 101 curve to improve sightlines (complete);
- installing electronic speed feedback signs at the north and south approaches to the curve;
- installing additional diamond reflectors along the east side of the curve;
- removing centreline painting on the curve at Rd 101A intersection.

The proposed recommendations for intersection improvements identified in the study would proceed in 2024 if approved by respective municipal Councils and will include the following:

- closing the intersections at Oxford Road 24/ Perth Oxford Road and Perth Road 101 (marked 3 on the map) and Huron Road and Perth Road 101 (4 on the map);
- realigning the intersection at Perth Road 101 and Perth Road 101A (2 on the map) and also upgrading illumination and making sightline improvements in this area;
- adding both a new southbound left turn deceleration lane on Perth Road 101 and a northbound right turn deceleration lane (2 on the map);
- adding a new stop sign for westbound traffic on Punkeydoodles Avenue, and then removing the northbound / southbound stop signs at intersection 1 on Oxford Road 5.

**NOV** COUNTY COUNCIL  
**22** Wednesday, November 22, 2023  
 9:30 a.m.

[www.oxfordcounty.ca/livestream](http://www.oxfordcounty.ca/livestream) 

*Please see reverse for more information*



[www.oxfordcounty.ca](http://www.oxfordcounty.ca)



*Growing stronger together*



# Presentation to Oxford County Council

The proposed road safety changes are before Oxford County Council next month for review and consideration. Members of the community are invited to learn more and/or to present comments at Oxford County Council as a delegate:

**Wednesday, November 22, 2023**

Council meeting starts at 9:30 a.m.

Watch live at [www.oxfordcounty.ca/livestream](http://www.oxfordcounty.ca/livestream)

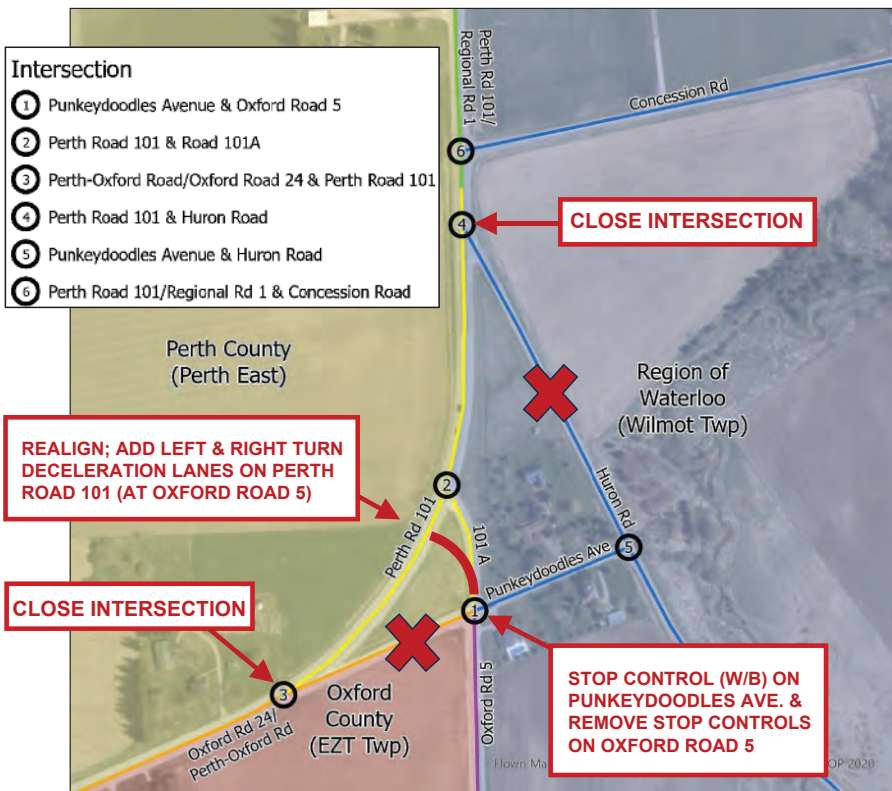
If you want to make a delegation presentation or provide written comments to Council, you must do so by Wed., Nov. 15, 2023, at 4:30 p.m. Send written comments to the County Clerk at [clerksoffice@oxfordcounty.ca](mailto:clerksoffice@oxfordcounty.ca) or fill out a delegation request at <https://forms.oxfordcounty.ca/Council/Council-Delegation-Request-Form>.

To read the full Council report that will be considered at the November 22 County Council meeting, please check [www.oxfordcounty.ca/council](http://www.oxfordcounty.ca/council) on Friday, November 17 when the council agenda and reports are published on the Oxford County website.

### More information

Frank Gross, C.Tech.  
Manager, Transportation and Waste Management  
Oxford County  
[fgross@oxfordcounty.ca](mailto:fgross@oxfordcounty.ca)  
519-539-9800, ext 3120

## PROPOSED RECOMMENDATIONS



## Neighbouring Council dates

**DEC 07**

**PERTH COUNTY COUNCIL**

**December 7, 2023**  
9:00 a.m.

*Contact the Clerk's office to make a delegation request.*

**DEC 11**

**TOWNSHIP OF WILMOT COUNCIL**

**December 11, 2023**  
7:00 p.m.

*Contact the Clerk's office to make a delegation request.*

Learn about the proposed changes at [www.oxfordcounty.ca/speakup](http://www.oxfordcounty.ca/speakup)

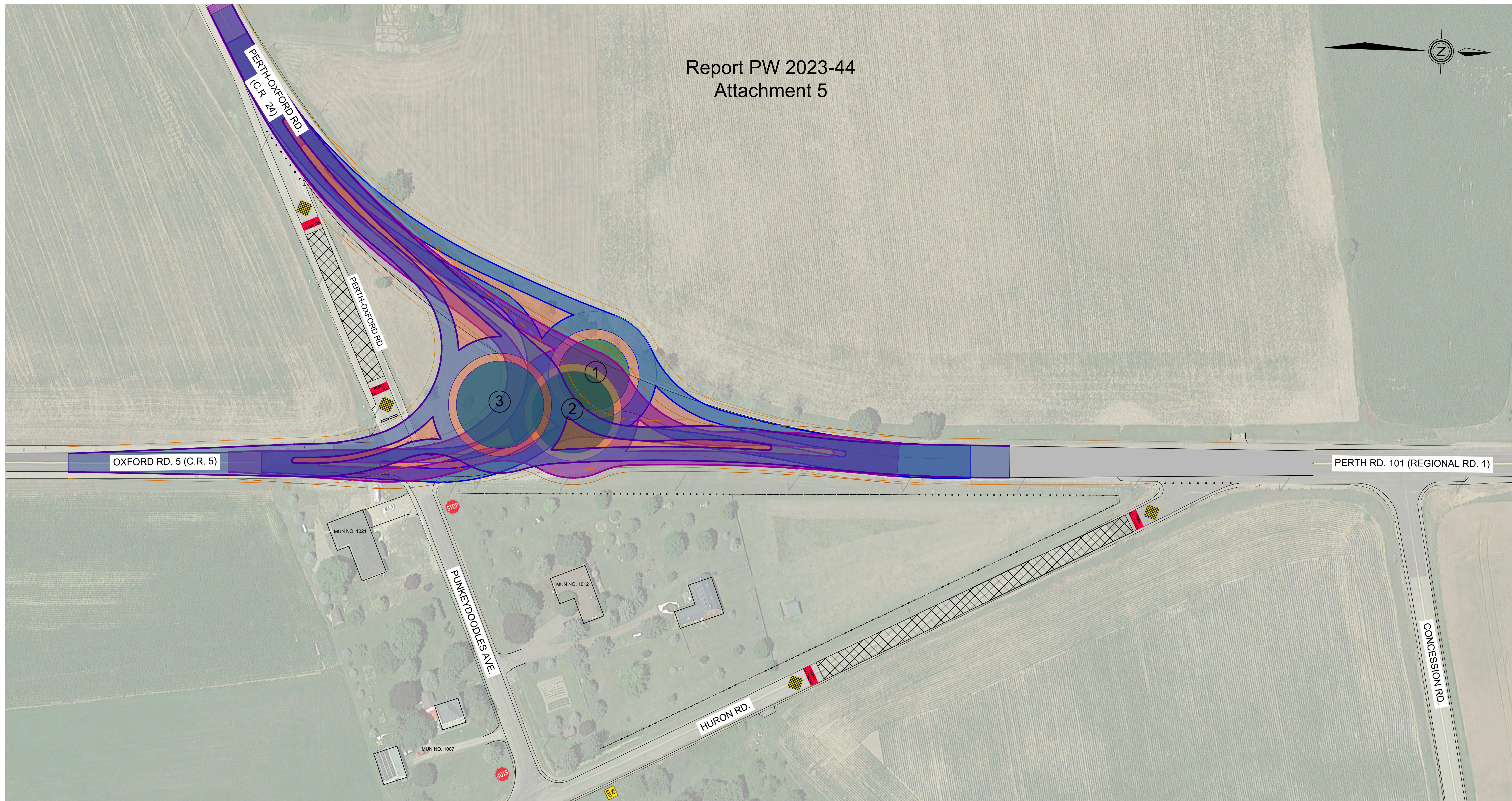
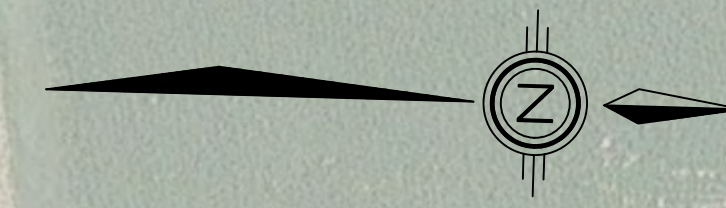


[www.oxfordcounty.ca](http://www.oxfordcounty.ca)



*Growing stronger together*

Report PW 2023-44  
Attachment 5



POTENTIAL LONG-TERM IMPROVEMENT ALTERNATIVES  
ACCESS CONSOLIDATION & OVERLAYED ROUNDABOUT DESIGN OPTIONS

**RC SPENCER ASSOCIATES INC.**  
 Consulting Engineers

Windsor: 800 University Ave. W. - Windsor, ON N9A 5R9  
 Leamington: 18 Talbot St. W. - Leamington, ON N8H 1M4  
 Chatham: 49 Raleigh St. - Chatham, ON N7M 2M6

Professional Engineers  
 Ontario

**PUNKEYDOODLE'S CORNER  
 INTERSECTION CONTROL FEASIBILITY STUDY**

OXFORD COUNTY / PERTH COUNTY  
 REGION OF WATERLOO / TOWNSHIP OF WILMOT





# Thames Valley District School Board **Oxford County Update**





## Thames Valley District School Board Trustees for Oxford County



**Dave Cripps**

519-452-2000 ext. 22411

[d.cripps@tvdsb.ca](mailto:d.cripps@tvdsb.ca)



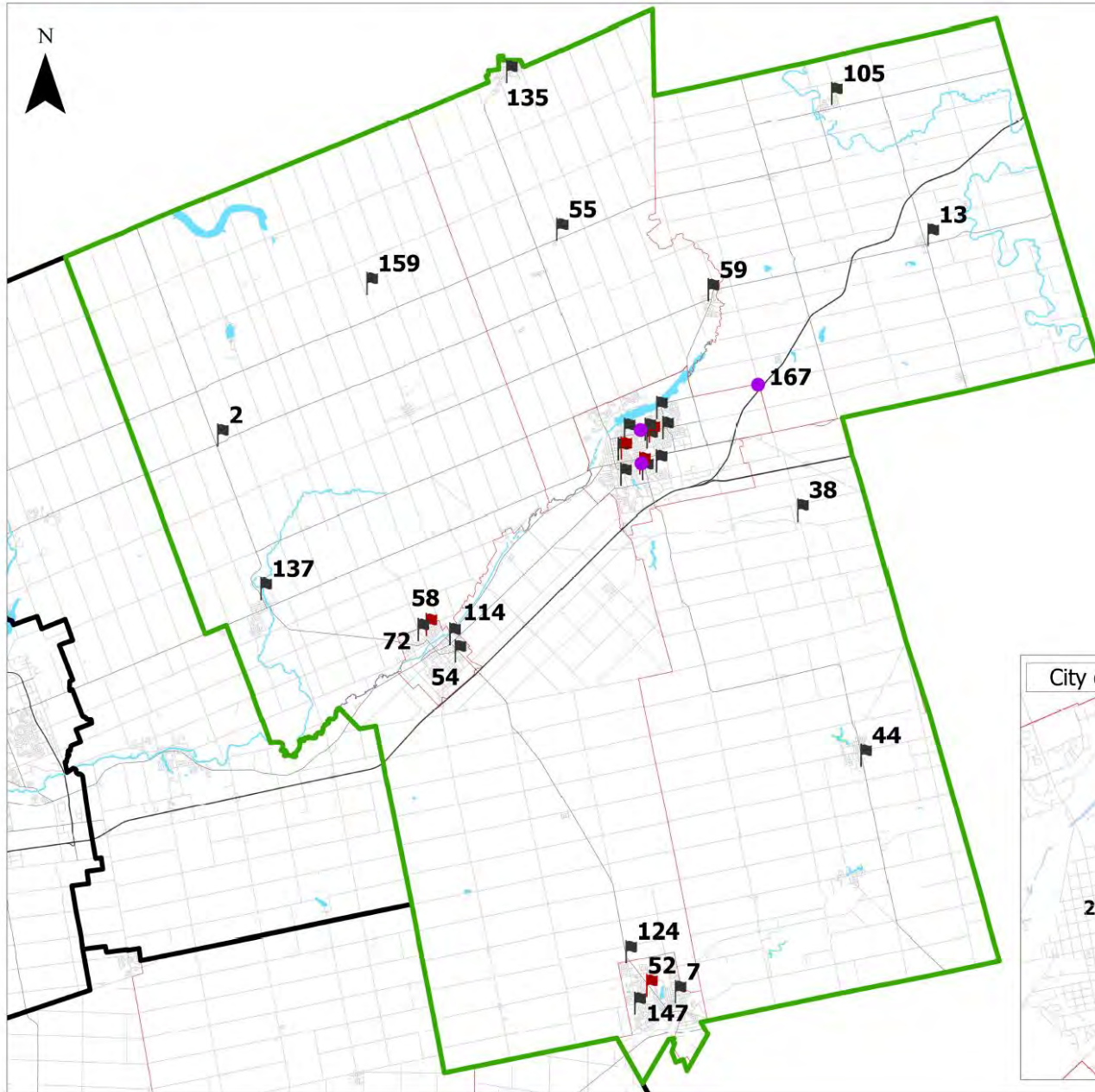
**Leanne Hopkins**

519-452-2000 ext. 22404

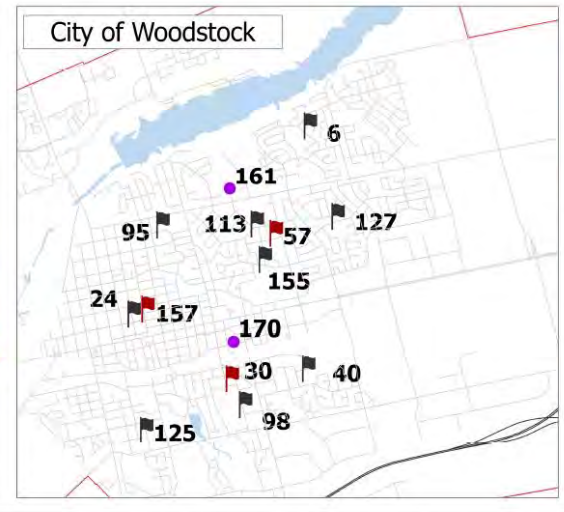
[l.hopkins@tvdsb.ca](mailto:l.hopkins@tvdsb.ca)

## Agenda

1. Oxford Map
2. Supporting Literacy & Numeracy
3. Program Opportunities
4. Community Collaborations
5. Accommodation Overview
6. Current Capital Projects
7. Elementary Enrolment
8. Secondary Enrolment
9. Oxford North Attendance Area Review (ONAAR)



- 2 - A. J. Baker PS
- 6 - Algonquin PS
- 7 - Annandale PS
- 13 - Blenheim District PS
- 24 - Central PS
- 30 - College Avenue SS
- 38 - East Oxford PS
- 40 - Eastdale PS
- 44 - Emily Stowe PS
- 52 - Glendale HS
- 54 - Harrisfield PS
- 55 - Hickson Central PS
- 57 - Huron Park SS
- 58 - Ingersoll District CI
- 59 - Innerkip Central PS
- 72 - Laurie Hawkins PS
- 95 - Northdale PS
- 98 - Oliver Stephens PS
- 105 - Plattsville & District PS
- 113 - Roch Carrier FI PS
- 114 - Royal Roads PS
- 124 - South Ridge PS
- 125 - Southside PS
- 127 - Springbank PS
- 135 - Tavistock PS
- 137 - Thamesford PS
- 147 - Westfield PS
- 155 - Winchester Street PS
- 157 - Woodstock CI
- 159 - Zorra Highland Park PS
- 161 - Blossom Park Education Centre
- 170 - Facility Services - Zone 3
- 167 - Vansittart Woods Environmental Education Centre



- Elementary School
- Secondary School
- Other TVDSB Facilities
- Highlighted County
- County Boundary
- Municipal Boundaries
- Highways
- Roads
- Waterbodies

This system overview map was prepared by the Planning Department for internal use only. The data contained within this map are current as of June 2023.  
 Data Sources: Statistics Canada, Thames Valley District School Board, City of London, City of St. Thomas, Oxford County, Elgin County, Middlesex County, Natural Resources Canada.

## Supporting Literacy & Numeracy

- Math Achievement Action Plan
- Right to Read Inquiry Report
- Using EQAO data to support student achievement
- Preparing students for EQAO questions and procedures

**Education Quality and  
Accountability Office**



# Program opportunities

- Adult and Continuing Education
- School within a College/University
- Aviation School (SHSM)
- H3 Environmental Leaders' Project
- One World International Welcome Centre
- Specialist High Skills Major (SHSM)
- BealArt



School	Sector	SHSM Lead	Principal
College Avenue	Agriculture	Jack Verrips	Ian Charlton
College Avenue	Arts & Culture	Shelley Corriveau	Ian Charlton
College Avenue	Construction	Rob Van Dasler	Ian Charlton
College Avenue	Hospitality & Tourism	Andrew Linton, Marc Gauvin	Ian Charlton
College Avenue	Manufacturing	Jason Campbell	Ian Charlton
Glencoe	Construction	Jonathan Pirard	Tom Maloney
Glencoe	Transportation	Jim Rops	Tom Maloney
Glendale	Transportation	Chuck Peterson	Dave Chisholm
Huron Park	Health & Wellness	Monique Telfer	Tiffany Birtch
Huron Park	Manufacturing	Henry Letkeman	Tiffany Birtch
Ingersoll District	Construction	Mike Pelton, Jonathan Postma	Kerry Everitt
Ingersoll District	Manufacturing	Adam Vincent	Kerry Everitt
Ingersoll District	Sports	Tila Cassone	Kerry Everitt
Ingersoll District	Transportation	Gord Smith, Brian Nagle	Kerry Everitt
Montcalm	Aviation	Nathan From	Jeff Beynon
Woodstock	Arts & Culture	Sue Stevens	Brendon White
Woodstock	Information & Communication	Scott MacIntosh	Brendon White
Woodstock	Sports	Martha Trepanier, Jason Poole	Brendon White

# Community Collaborations

- Thames Valley Education Foundation
- Family Well-being Community Workshops
- Community Engagement Session Series
- Tu Puento and Bridges program
- Annual Community Planning & Facility Collaboration Meetings

# Accommodations Overview

- **Woodstock French Immersion & Elementary Panel Attendance Area Review** in 2021 resulted in more balanced enrolment across the City, as well as the creation of a dual-track French Immersion school (Oliver Stephens PS)
- New school approved in Woodstock
- Planned New Schools in Oxford (require Provincial funding) include:
  - New Ingersoll Elementary School
  - New Thamesford Elementary School
- Future accommodation reviews through 2026 in South Oxford, East Oxford and Woodstock

# Current Capital Projects



- 110 projects completed or underway in Oxford schools
- Over \$23.5M in tendered work, investments made or to be made

## Notable Projects

- College Avenue SS Rubberized Track replacement - Underway
- College Avenue SS Library Learning Commons renovations - Underway
- Ingersoll DCI Library Learning Commons renovations - Completed
- Oliver Stephens Library Learning Commons Renovations - Underway
- Roch Carrier FI PS School Renovations - Underway
- Woodstock Collegiate Institute - Auditorium Renovations - Underway

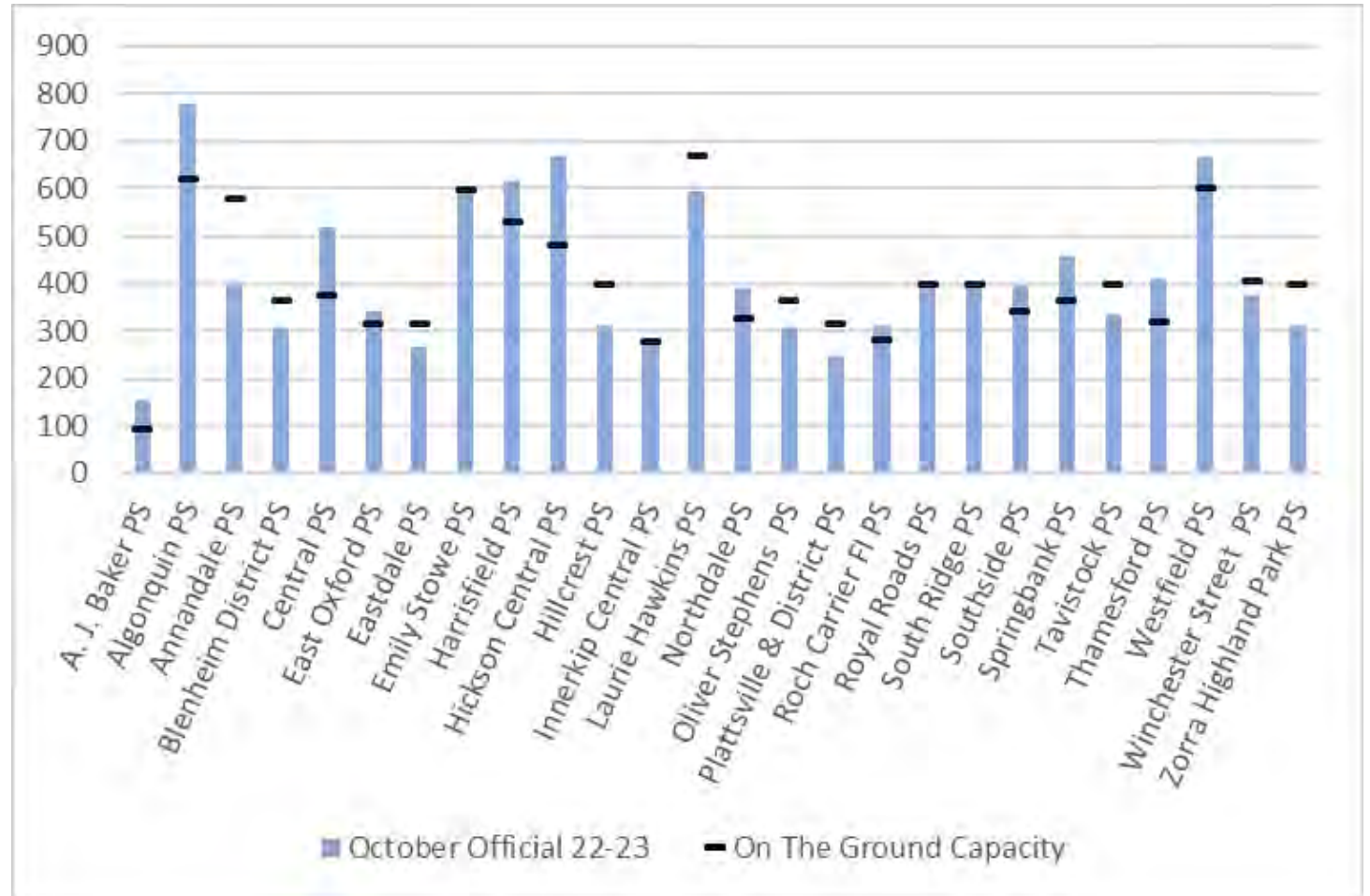
# Current Capital Projects (continued)

## New North Woodstock PS

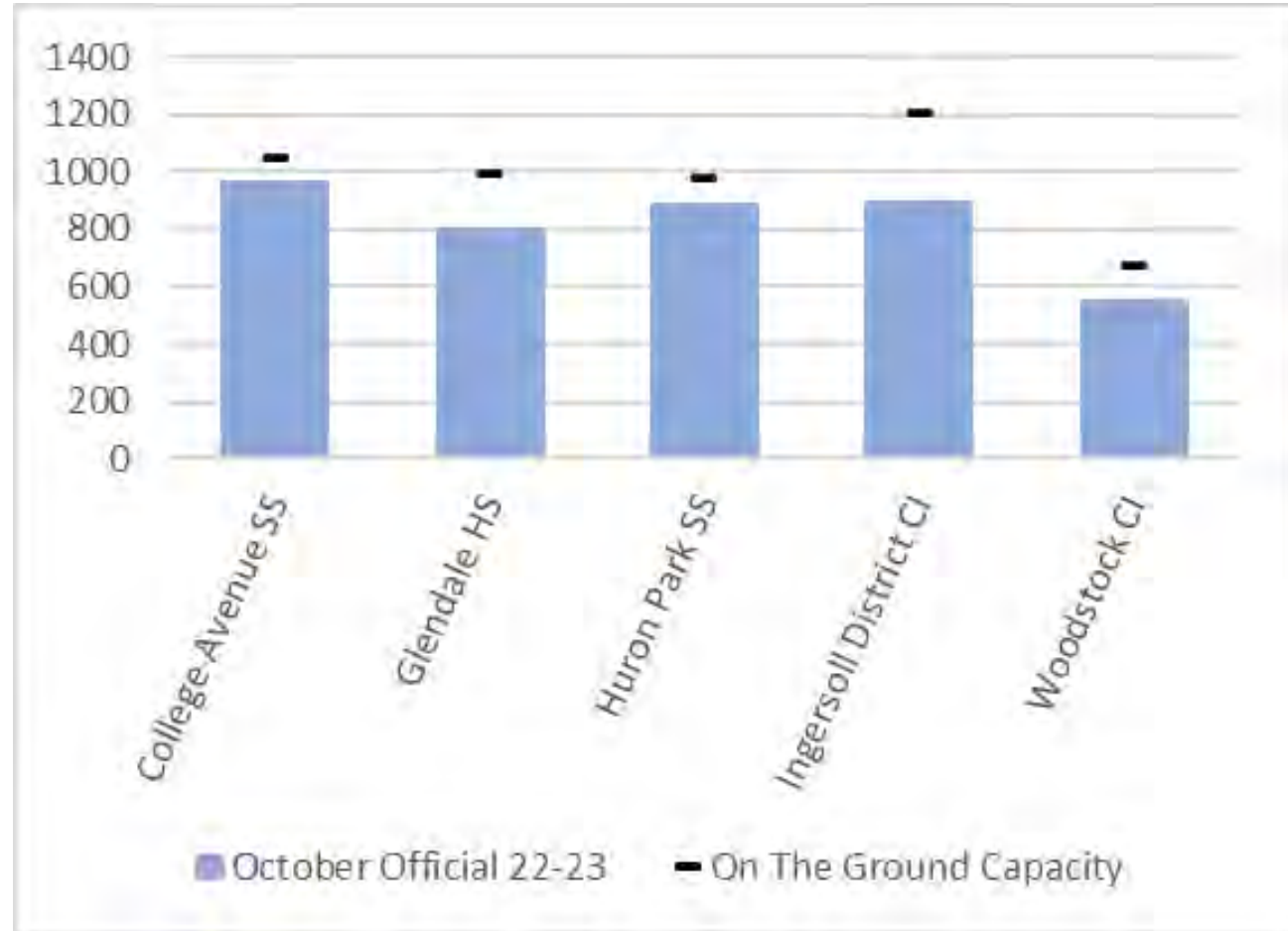
- The Ministry of Education (MOE) has approved \$8 million in additional funding to increase the size of the future north Woodstock elementary school.
- Submitted an approval to proceed to tender to MOE
- Expected opening September 2026 (Pending tender approvals from the Ministry)



# Elementary Enrolment



# Secondary Enrolment



# Oxford North Attendance Area Review (ONAAR)

## Objectives

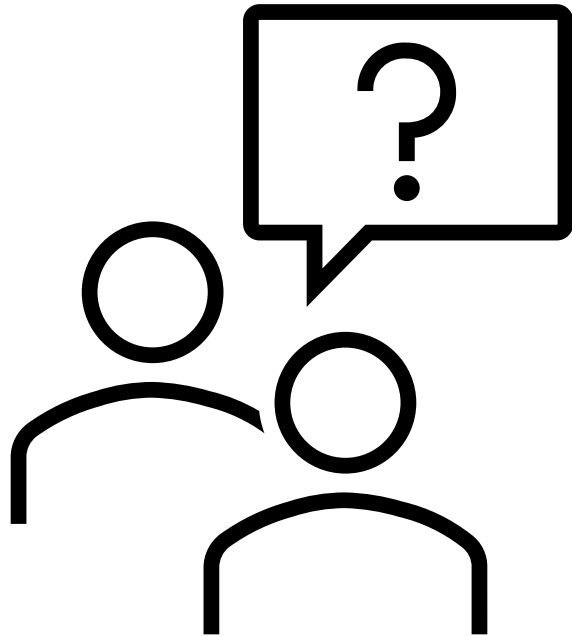
- Create attendance area for new North Woodstock elementary school
- Balance enrolment across North Oxford so that schools can be well-utilized
- Ensure the long-term viability of all area schools

## Timing

- Attendance Area Review Committees to be established in Fall 2023
- Recommendations to be brought forward to Trustees in Spring 2024
- Changes to be implemented upon opening of new north Woodstock elementary school



# Resources



[A.J. Baker 2023 'Safe and Inclusive School Plan Community \(tvdsb.ca\)](https://www.tvdsb.ca)

[DRAFT Equity Action Plan - TVDSB](#)

[H->ELP \(google.com\)](https://www.google.com)

[Right to Read inquiry report | Ontario Human Rights Commission \(ohrc.on.ca\)](https://www.ohrc.on.ca)

[Specialist High Skills Major SHSM - TVDSB](#)

[Curriculum \(gov.on.ca\)](https://www.gov.on.ca)

[Student Transportation Services | My Big Yellow Bus](#)



Thank you.



#6.a

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

#6.b

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

#6.c

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



# EAST ZORRA - TAVISTOCK POLICE SERVICES BOARD

## MINUTES of the Meeting held

November 15, 2023



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

Present: Robert Rudy  
Matthew Gillespie  
A/Staff Sgt. Catherine Braceland (Oxford OPP)  
Will Jaques, Secretary

Regrets: Liam McCreery.

Confirm Agenda Moved by: Matthew Gillespie  
Seconded by: Robert Rudy  
Resolved that the Board approves the agenda for the November 15, 2023 meeting, as printed and circulated, save and except item #9.

**CARRIED**

Pecuniary Interest None declared.

Confirm Minutes Moved by: Matthew Gillespie  
Seconded by: Robert Rudy  
Resolved that the Board approves the minutes of the September 20, 2023 meeting, as printed and circulated.

**CARRIED**

### Correspondence

- OPP – 2024 Billing Package

Delegations &  
Appointments

- None.

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**Reports**

## OPP Policing Reports

- September 2023 Police Reports
- October 2023 Police Reports
  - Oxford OPP A/Staff Sgt. Catherine Braceland presented the September and October, 2023, policing reports to the Board.
  
- Verbal Reports from Meetings/Conferences/Seminars etc.
  - None.

**Other Business**

- None.

## Adjourn

Moved by: Matthew Gillespie  
Seconded by: Robert Rudy  
Resolved that the Board does now adjourn at 1:30 p.m.

**CARRIED**

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Will Jaques, Secretary

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Robert Rudy, Chairperson

# STAFF REPORT

Report #CBO2023-10

To: His Worship the Mayor and Members of Council  
From: John Scherer, Chief Building Official  
Re: Municipal Drains Inspection – 2023 Results  
Date: November 29, 2023

## Background

Council approved the initiation of a Municipal Drain Inspection Program in 2021, for the 2022 budget year. Township staff secured Badger Daylighting to complete the camera work, for a period of 3 years. **2023's** round of municipal drain inspections was completed in first quarter of the year. It should be noted that the inspections were completed during the late winter/early spring thaw.

## Discussion

In 2023, the following drains were inspected (see Appendix 'A', 'B' and 'C' – maps of subject drains):

1. Hickson – Jaques Drain, Ross Smith Drain & John St. Drainage Works;
2. Tavistock – Horner Drain, Janelle Drain, Tavistock Drain 1 & Tavistock 1979 Drain;
3. Innerkip – Northwood/Oxford Road 33 Drain, Main Street Branch, Blandford Street Branch (Blandford, Coleman, Burton, Balsam).

Badger was instructed to first spray the drains to clear out any sediment or small obstructions, and then to send their camera through and record. Once completed, staff reviewed the videos and noted the following:

### Hickson

Overall, the drain network is in good condition with no immediate concerns. Staff did note that the water level in the Ross Smith Drain was elevated, but still draining adequately. In addition to this, the John St. Drainage Works (Drain around the John St. Subdivision) was in good condition, but there were many PDC gasket that had failed, and the workmanship quality was less than ideal because the majority of PDCs were impeding into the main drain enough to prevent the camera from completing majority of the west side of the drain.



Tavistock

Except for the Tavistock Drain 1 (abandoned in 2023), the drains inspected in Tavistock were in good condition. Water infiltration was noted in the Horner Drain and the Tavistock 1974 Drain, however, the water was clear. A section of the Janelle Drain did show some very minimal pipe sag.

Innerkip

Overall, the drains inspected in Innerkip were in good condition. During the installation of infrastructure for the Condo Subdivision at 44 Main Street, crews uncovered an abandoned drain. Staff did camera this drain, and it appeared to be dry and unused.

Staff foresee some work being required on the drain running under Balsam Street. Although the estimated remaining life span of the drain section is about 10-15 years, the overall condition of the pipe was fair/poor in sections. Staff noted six material changes along this pipe with the concrete and steel section being the worst.

Summary

Overall, staff were not surprised with any of the findings from this round of drain inspections. Staff will forego all camera work in Innerkip during 2024 as inspecting and recording all municipal drains in Innerkip is one of the tasks in the Innerkip Master Drainage Plan.

Attachments:

- Appendix 'A' – Hickson subject drains map
- Appendix 'B' – Tavistock subject drains map
- Appendix 'C' – Innerkip subject drains map

Recommendation:

1. None. Information Only.

Reviewed by C.A.O.:

Report prepared and submitted by:



Karen DePrest  
Chief Administrative Officer



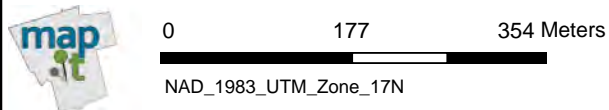
John Scherer  
Building, Drainage and Development  
Manager  
(Chief Building Official)



Legend

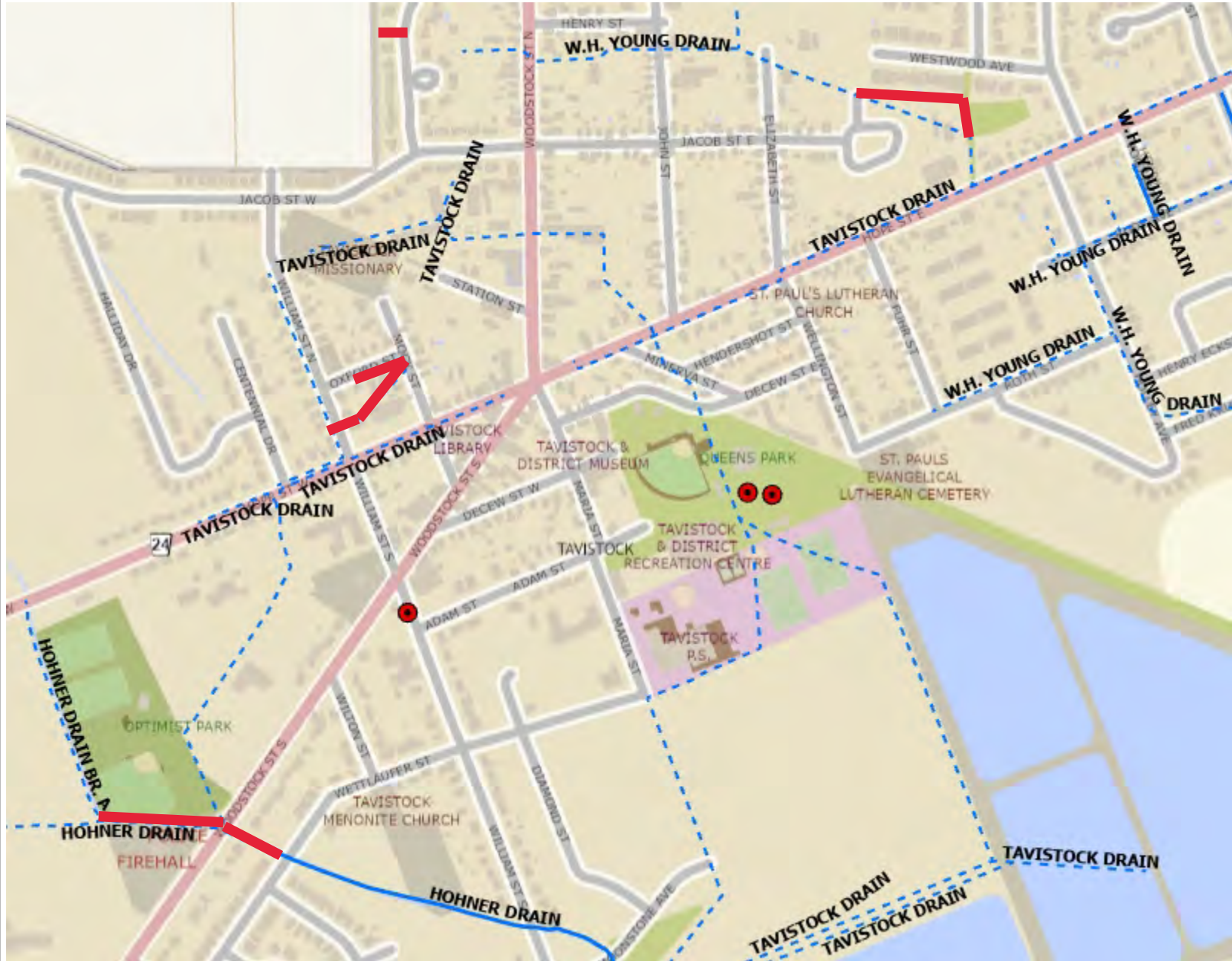
- Open Constructed Drains
- - - Closed Constructed Drains
- GPS Located Drains
- Natural Watercourse
- Drain Connection

Notes



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

November 2, 2023

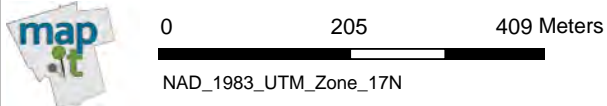


### Legend

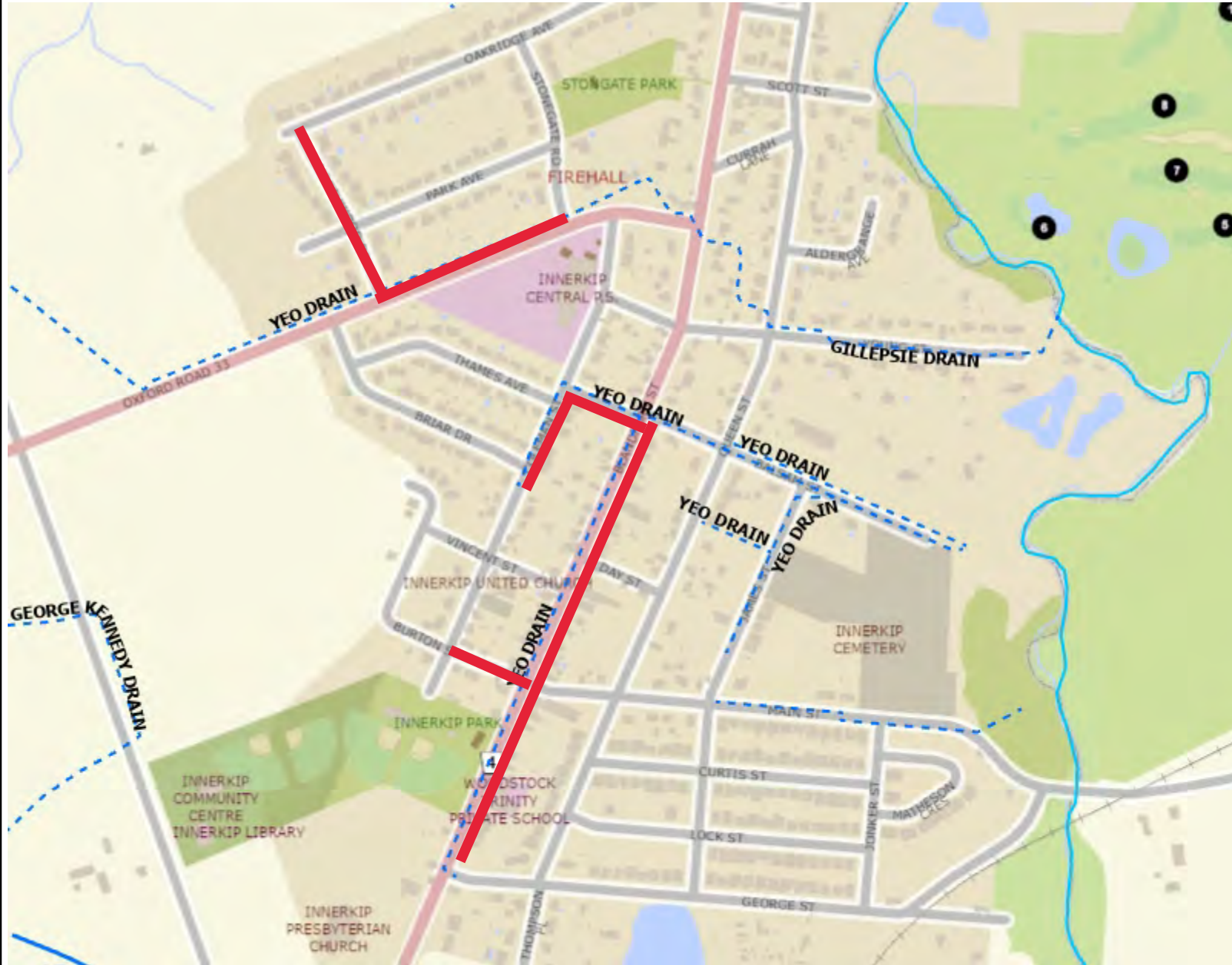
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### Notes



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### Legend

- Open Constructed Drains
- Closed Constructed Drains
- GPS Located Drains
- Natural Watercourse
- Drain Connection

### Notes



0 205 409 Meters

NAD\_1983\_UTM\_Zone\_17N



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November 2, 2023

# STAFF REPORT

Report #CAO2023-16

**To:** His Worship the Mayor and Members of Council

**From:** Nettie Froese, Financial Services Coordinator

**Re:** Proposed 2024 User Fee Schedule Updates

**Date:** November 29, 2023

## **Background:**

Section 391(1) of the Municipal Act, 2001 authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality. Recently, the Township completed a comprehensive user fee analysis using four comparable townships. The comparators were selected based on the population, location, and equivalent facilities and services offered, to determine appropriate rates for all municipal services offered by the Township of East Zorra-Tavistock.

Based on the analysis of our current rates, along with the rates from the Township of Zorra, Malahide Township, Township of Blandford-Blenheim and the Municipality of West Perth, staff are recommending the additions, alterations or deletions as discussed in detail in the Appendix 'A' to this cover report. In addition, staff would note that a comprehensive review such as this will only be conducted every 5-years to ensure fees align with surrounding and comparable townships in the future. On the years in between comprehensive reviews, user fees will be updated internally for presentation to Council in late fall for implementation on January 1<sup>st</sup> of the following year.

## **Discussion:**

When completing the comprehensive review, staff noted several redundant fees that have been consolidated and/or removed. This results in a standardized fee schedule that is easy for readers to understand. Some definitions and clarifications have also been added for ease of application of the schedule.

Departmental changes have been highlighted in yellow with keynotes or recommendations provided in the chart. Staff identified where fees are being charged by comparable municipalities, but not by the Township, as "Free" services on Appendix 'A'.

**Attachments:**

- Schedule 'A' – User Fee Comparison

**Recommendation:**

1. That Council directs staff to bring forward a by-law for the the Proposed 2024 User Fees as recommended in Report #CAO2023-16 to the next meeting of Council, December 20, 2023.

Reviewed by C.A.O:



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Karen DePrest  
Chief Administrative Officer

Report prepared and submitted by:



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Nettie Froese  
Financial Services Coordinator

**MUNICIPAL COMPARATOR DETAILS**

	Township of EZT	Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth
Population (2016 data)	7,129	9,292	8,138	7,359	8,900
Number of Arenas	1	1	2	1	
Number of Community Centres (Halls)	3	2	5	2	
Number of Parks	4	5	10	4	3
Number of Ball Diamonds	6	-	5	6	4
Number of Soccer Fields	-	-	6	2	-
Number of Pavilions	3	2	2	2	2
	Memorial Hall (Main Hall: Capacity 320 Upper Hall: Capacity 85):	Malahide Community Place (Capacity 250)	Thamesford District Recreation Centre Main Hall (Capacity 300)	Plattsville Community Hall (Capacity 125)	Dublin Hall & Pavilion (Capacity 295)
	TDRC Hall (Capacity 120)		Embro Community Centre Small Hall (80)	Princeton Centennial Hall (Capacity 250)	
	Innerkip Community Centre (Capacity 230):		Embro Community Centre (300)		
	Tavistock Arena	East Elgin Community Complex	Embro Zorra Community Centre & Thamesford District Rec Centre	Plattsville Memorial Community Arena	
<b>Baseball Diamonds</b>		Queens Park	Malahide Community Place	All Baseball	
Minor Ball		Minor Ball sets rate	\$24.70 per game	\$20.35 per game	
Non-minor ball (unlit)			\$35.75 per game	\$37.17 per game	
Non-minor ball (lit)			\$48.75 per game	\$47.79 per game	

ADMINISTRATION											
Fee Description	Unit of Measure	East Zorra-Tavistock	East Zorra-Tavistock	Comparable Municipalities				Average	Recommendation	Notes NEW	% Change
		2020 Rate	Current Rate (2021-as per website)	Township of Malahide (Subject to HST unless exempt)	Township of Zorra	Township of Blandford-Blenheim (Excluding HST unless exempt)	Municipality of West Perth		(NEW) (Excluding HST unless exempt)		
General Black/White Copying & Printing	per side	\$ 0.25	\$ 0.50	\$ 0.75	\$ 0.25	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	No increase - already more than Zorra and same as Blandford-Blenheim and West Perth	0%
General Colour Copying & Printing	per side	\$ 0.50	\$ 0.50	\$ 1.50	\$ 0.25	\$ 1.00		\$ 0.92	\$ 0.75	Increase - average is almost \$1.00	50%
Laminating	per page	\$ 0.50	\$ 1.00					\$ -	Removed	Not a requested service.	
Fax Services	per page	\$ 0.50	\$ 0.50	\$ 1.00	\$ 0.25	\$ 2.00	\$ 5.00	\$ 2.06	Removed	Not a requested service.	
Burial Certificate/Permit (HST Exempt)	per person	\$ 10.00	\$ 10.00	\$ 15.00 (Malahide calls it a Burial "Permit") and this fee is for non-residents only)		\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	in line with other townships	\$ 15.00
Tax Certificate (HST Exempt)	per property	\$ 45.00	\$ 50.00	\$ 60.00	\$ 50.00	\$ 50.00	\$ 40.00/75.00	\$ 53.33	\$ 60.00	in line with other townships	20%
Zoning Certificate (HST exempt)	per property	\$ 45.00	\$ 50.00	\$ 60 (less a \$10.00 early payment discount for requests received 5 working days in advance)	\$ 100.00	\$ 50.00	\$ 75.00	\$ 75.00	\$ 60.00	in line with other townships	20%
Local Charges Information	per property	\$ 45.00	\$ 50.00			\$ 50.00		\$ 50.00	REMOVED		
Building Work Order	per property	\$ 45.00	\$ 50.00			\$ 50.00		\$ 50.00	\$ 50.00	no change	0%
Tax Bill Re-Print (In office) Tax Exempt	per bill	\$ 5.00	\$ 5.00	\$ -	\$ 10.00	\$ 10.00	\$ 5.00	\$ 6.25	\$ 10.00	in line with other townships	100%
NSF Fee/Returned PAP	per payment	not available	\$ 25.00			\$ 35.00			\$ 35.00	Most banks charge \$45.00 Nov 29: As per Karen during meeting - move from Rec tab to Admin tab	
Interest on Past Due Accounts NEW for Admin Previously on Recreation Tab	Balance outstanding, monthly	0%	1.25% monthly						1.25%	Nov 29: As per Karen during meeting - move from Rec tab to Admin tab	
Lottery Licences	price value +	2%	3%	Minimum fee of \$5.00 or 3% of prize value	3%	3%	3%	3%	3%	no change	0%
Commission of Oath (Resident)		\$ -	\$ -	\$ 15.00	\$ 10.00	\$ 10.00		\$ 11.67	\$ -	Nov 29th - keep as free as per Will	
Commission of Oath (Non-Resident)				\$ 25.00		\$ 15.00		\$ 20.00			
MFIPPA Request	each	\$5.00 plus actual cost	\$5.00 plus actual cost	\$5.00 per request plus cost of copies, staff time and shipping fees (no HST on initial \$5.00; HST on all other costs/charges)	General information: Application Fee: \$5.00 Search Time: \$7.50 per 1/4 hour Record Prep: \$7.50 per 1/4 hour Photocopying: \$0.20	\$5.00 each request Staff Time: \$0.00 first 30 mins Staff Time: \$7.50 per 15 min interval after first 30 mins		\$ -	\$5.00 plus actual cost	no change	
<b>Tax Sale:</b>											
Tax Sales Process		various fees	Actual cost + 10%						Actual Cost +10%	no change	



WASTE MANAGEMENT										
Fee Description	Unit of Measure	East Zorra-Tavistock		Comparable Municipalities				Average	(As set by Oxford County)	Notes
		2020 Rate	East Zorra-Tavistock Current Rate (2021-as per website)	Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth			
Blue Bin	per bin	\$ 5.50	\$ 6.20	\$ 11.00	As set by County of Oxford	\$ 6.20	Yearly Cost-No Charge	\$ 7.80	<b>6.50 (Inc HST)</b>	Prices set by County of Oxford
Green Cone	per cone	\$ 40.00	\$ 50.00	N/A	As set by County of Oxford	\$ 50.00	\$135.00 + HST	\$ 50.00	<b>\$51.50 (Inc HST)</b>	
Black Composter	per composter	\$ 10.00	\$ 10.00	\$ 46.75	As set by County of Oxford	\$ 10.00	\$50.00 + HST	\$ 22.25	<b>\$20.00 (Inc HST)</b>	
Garbage Tag	per tag	\$ 2.00	\$ 2.00	\$ 1.50	As set by County of Oxford	\$ 2.00	\$120.00-220.00 Y	\$ 1.83	<b>\$2.00 (Tax Exempt)</b>	

<b>BY-LAW ENFORCEMENT</b>										
Fee Description	Unit of Measure	East Zorra-	East Zorra-Tavistock Current Rate (2021-as per website)	Comparable Municipalities				Recommendation	Notes	% Change
		2020 Rate		Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth			
Dog Tag	per dog	free	free	\$ 67.50	\$ 30.00	\$ 15.00	\$ 15.00	\$ -		
Kennel Licence	per kennel	\$ 60.00	\$ 0.50	\$ 175.00	\$ 100.00	\$ 120.00	\$ 130.00	\$ 100.00	EZT only has one Kennel (in line with Zorra but less than others)	33%

FIRE										
Fee Description	Unit of Measure	East Zorra-Tavistock	East Zorra-Tavistock	Comparable Municipalities				Recommendation	Notes	% Change
		2020 Rate	Current Rate (2021-as per website)	Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth			
9-1-1 Sign Post and Cap	each	\$ 20.00	\$ 20.00	\$ 26.00	Cost			\$ 35.00		75%
9-1-1 Blade & Hardware	each	\$ 20.00	\$ 20.00					\$ 75.00		75%
9-1-1 Blade & Hardware (post, blade and bolts)	each	\$ 40.00	\$ 40.00	\$ 72.00				\$ 125.00	As recommended due to increase in materials.	75%
9-1-1 Sign - New Install by Township, incl. hardware	each	\$ 100.00	\$ 100.00	\$ 130.00	no charge	\$ 42.00		\$ 150.00		50%
Fire Route-Sign, Post & Hardware	each	\$ 55.00	\$ 55.00			\$ 38.00		\$ 55.00	no change	0%
Fire Route-Sign Installed by Towns	each	Full Cost Recovery	Full Cost Recovery					Full Cost Recovery	no change	
Work Orders	each	\$ 50.00	\$ 50.00				\$ 95.00	\$ 95.00	based on West Perth	90%
Smoke Alarm	each	not available	\$ 15.00					\$ 15.00		0%
CO Detector	each	not available	\$ 30.00					\$ 30.00		0%
CO Detector and Smoke Alarm	each	not available	\$ 35.00					\$ 35.00		0%
Inspection Requests	each	\$ 250.00	\$ 250.00		\$ 100.00	\$ 147.00	\$ 145.00	\$ 250.00		0%
Incident Reports Requested	per report	\$ 150.00	\$ 250.00		\$ 75.00	\$ 58.00	\$ 95.00	\$ 250.00		0%
Non Resident Motor Vehicle Accidents	Current MTO Rate +				Current MTO Rate + personnel costs + any additional costs for each and every call	\$ 543.03	MTO Rate			0%
		15%	15%					15%		
False Fire Alarm - 3 <sup>rd</sup> + Calls	each	\$ 500.00	\$ 500.00		Current MTO Rate per occurrence		Cost Recovery	\$ 500.00		0%
Propane Facility Fire Safety Plan Review	Actual External Professional Fees + 15% overhead +	\$ 250.00	\$ 250.00					\$ 250.00		0%
Fire Permit					No charge			No charge		

<b>PUBLIC WORKS</b>									
Fee Description	East Zorra-Tavistock		Comparable Municipalities				Recommendation (HST applicable)	Notes	% Change
	2020 Rate	East Zorra-Tavistock Current Rate (2021-as per website)	Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth			
<b>Culverts:</b>							<b>15% Increase</b>		
9m width, 300 - 400mm (30' width, 15")	\$ 1,500.00	\$ 1,500.00	\$2,400 mm. based on estimated installation costs	\$1,670 based on 7m - \$200 per extra metre	\$ 1,400.00		\$ 1,725.00		15%
12m width, 300 - 400mm (40' width, 15")	\$ 2,000.00	\$ 2,000.00					\$ 2,300.00		15%
18m width, 300 - 400mm (40' width, 15")	\$ -						\$ 2,900.00		NEW
18m width, 300 - 400mm (40' width, 18")	\$ -						\$ 3,200.00		NEW
Extensions per metre (3')(15")	\$ 150.00	\$ 150.00					\$ 173.00		15%
9m width, 450mm (30' width, 18")	\$ 1,600.00	\$ 1,700.00					\$ 1,955.00	Increase recommended by Tom due to granular, labour and culvert price increases.	15%
12m width, 450mm (40' width, 18")	\$ 2,100.00	\$ 2,200.00					\$ 2,530.00		15%
Extensions per metre (3')(18")	\$ 200.00	\$ 200.00					\$ 230.00		15%
9m width, over 450mm (30' width, 18")	priced individually	priced individually					priced individually		
12m width, over 450mm (40' width, 18")	priced individually	priced individually					priced individually		
Extensions per metre (3') over 450mm	priced individually	priced individually					priced individually		
Waterbreak - 9m	\$ 400.00	\$ 450.00					\$ 518.00		15%
Waterbreak - 12m	\$ 500.00	\$ 550.00					\$ 633.00		15%
Waterbreak - 18m	\$ -						\$ -		NEW
Waterbreak - Extensions per meter	\$ 60.00	\$ 100.00					\$ 115.00		15%
<b>Other:</b>									
Curb Cut or Relocation of existing curb (7.5m min cut)	\$60 per meter	\$ 250.00			\$ 60.00		<b>REMOVE</b>	Recommended by Tom to remove	
Private Drain Connection (7.5 m max)	\$25 permit + Full cost Recovery	\$25 permit + Full cost Recovery			separate agreements	separate breakdowns and fees	<b>\$30 permit + Full cost Recovery</b>		15%
Mailbox Posts	\$ 75.00	\$ 100.00	\$ 25.50		\$ 38.00		<b>REMOVE</b>	Recommended by Tom to remove	

PLANNING								
Fee Description	East Zorra-Tavistock 2020 Rate	East Zorra-Tavistock Current Rate (2021-as per website)	Comparable Municipalities				Recommendation	Notes
			Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth		
<b>Application:</b>			Actual cost incurred minus the deposit. (Tax Exempt)	Tax Exempt	Tax Exempt	Tax Exempt	Tax Exempt	
Site Plan Control Agreement Application	\$ 350.00	\$ 400.00	\$ 2,000.00	\$ 500.00	\$ 500.00-Renewal	\$ 550.00	\$ 550.00	Increase based on other townships and as recommended by CBO and Corporate Services Manager/Clerk
Site Plan Control Agreement Additional Charge (Oxford County Public Works Development Review Fee)							\$2,000 (New) \$1,000 (Amendments)	Additional County of Oxford fee.
Zone Change Application	\$ 550.00	\$ 550.00	\$ 4,000.00	\$ 1,500.00	\$ 650.00		\$ 750.00	As recommended by CBO and Corporate Services Manager/Clerk
Zone Change Application Additional Charge (County Public Works Review Fee)							\$ 150.00	Additional County of Oxford fee.
Minor Variance Application	\$ 325.00	\$ 400.00	\$ 2,000.00	\$ 600.00	\$ 700.00	\$ 2,116.00	\$ 500.00	As recommended by CBO and Corporate Services Manager/Clerk
Minor Variance Application Additional Charge (Oxford County Public Works Review Fee)							\$ 100.00	Additional County of Oxford fee.
<b>Refunds:</b>								
Refund of Application Submitted-No Work Started	80%	80%	Determined based on costs incurred		Full Refund -\$50 ADMIN FEE	90%	80%	
Refund of Application Submitted-Surrounding Property Owner List Created	60%	60%				50%	60%	
Refund of Application Submitted-Surrounding Property Owner List Created,Application Circulated for Agency Comment	40%	40%				50%	40%	Billed in 2020 not currently on user fee
Refund of Application Submitted-Any Point After Agency Comment Circulation	0%	0%				No Refund	0%	
<b>Deposit:</b>								
Site Plan Control Agreement (Inc. Legal and Engineering) Deposit	\$2,000/lot (min \$1,000 to be held by Twp until agreement completed	\$3,000/lot (min \$1,000 to be held by Twp until agreement completed less actual costs incurred)	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 2,855.00	\$ 3,000.00	\$1,000 increase for legal and engineering fees as discussed with CBO
Severance Agreement Deposit	\$2,000/lot (min \$1,000 to be held by Twp until agreement completed	\$2,000/lot (minimum to be held by Township until agreement completed)					\$ 2,000.00	
<b>Cash in Lieu of Parkland</b>								
Cash in Lieu of Parkland for Severances that create a new residential lot	\$ 1,500.00	\$ 1,500.00		\$ 4,000.00	\$ 1,500.00		\$ 2,000.00	Fee has been the same since 2020. Increase to \$2,000.00 Suggested by CBO to increase to \$2,500 in future.
<b>Renewable Energy Projects:</b>								
Renewable Energy Projects Municipal Consultation Costs	Actual Staff Costs+ 15% overhead (\$500 max for overhead)	Actual Staff Costs+ 15% overhead (\$500 max for overhead)					Actual Staff Costs+ 15% overhead (\$500 max for OH)	
Renewal Energy Projects Municipal Agreement Deposit	\$25,000 to initiate Municipal Agreement +Additional Deposits per the agreement	\$25,000 to initiate Municipal Agreement +Additional Deposits per the agreement					\$25,000 to initiate Municipal Agreement +Additional Deposits per the agreement	
Renewal Energy Projects Municipal Agreement Costs Recovery (Legal, Engineering, etc.)	Actual External Professional Costs + Actual Staff Costs +15% Overhead (\$500 max for overhead)	Actual External Professional Costs + Actual Staff Costs +15% Overhead (\$500 max for overhead)					Actual External Professional Costs + Actual Staff Costs +15% Overhead (\$500 max for OH)	
Renewable Energy Projects Municipal Council Support Resolution Application	\$ 250.00	\$ 250.00					\$ 251.00	

RECREATION									
Fee Description	Unit of Measure	East Zorra-Tavistock 2020 Rate	East Zorra-Tavistock Current Rate (2021-as per website)	Comparable Municipalities				Recommendation (HST applicable)	Notes
				Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth		
<b>Innerkip Community Centre (Capacity 230):</b>				<b>Malahide Community Place (Capacity 250) (Fees subject to 5% Capital Replacement Surcharge)</b>	<b>Thamesford District Recreation Centre Main Hall</b>		<b>Mitchell Community Hall</b>		
Hall Rental - Full Rate Monday-Friday 4pm-Midnight Saturday and Sunday 6am-Midnight (SOP Licensed/Commercial)	Daily	\$ 450.00	\$ 450.00	All Community Rooms - Licensed Event - Friday or Saturday: \$324.68/day to \$519.67/day All Community Rooms - Unlicensed Event - \$82.93 /hour	General Events: \$150.00 Half Day (5 hours) \$250.00 Full Day (9 hours) Banquet Rate \$575.00 Stag & Doe Rate \$1,250.00		>4 hours not incid Sat.= \$111.50, <4 hours \$224.78	\$ 382.50	
Hall Rental - Reduced Rate	Daily	\$ 225.00	\$ 250.00	All Community Rooms - Licensed Event - Sunday to Thursday: \$267.39/day to \$454.79/day All Community Rooms - Unlicensed Event - \$82.93 /hour			\$562.83-Saturdays	\$ 153.75	
Main Hall - Hourly - NEW (no minimum)	Hourly		No current rate					\$ 56.25	Nov 28: Matt okay with \$80/hourly (cheaper for a 3 hour event, if more than 3 hours, better to do daily rate.
Re-occurring rental charge (fitness classes, etc.) NEW 8 week minimum	Hourly		No current rate		\$30.00 / hour for a 2 hour minimum			\$ 37.50	8 week minimum
Hall Rental - 40 person meeting	Daily	\$ 110.00	\$ 130.00	Meeting Room - \$32.39/three hour meeting	Free			REMOVE	
Hall setup days (Day prior and day after event)	Daily	not available	\$ 80.00					REMOVE	Removed - recommended by Karen to just book the hall at reduced rate
Kitchen Use	per use	\$ 110.00	\$ 130.00	Kitchen Rental - with full-day hall rental - \$107.13/event Kitchen Rental - stand alone event \$15.06/hour	\$ 108.41		\$ 85.84	\$ 120.00	
Hall Rental - 40 person meeting (light use)		\$50+ HST	Not listed on website					REMOVE	Charge the same rate no matter what the use
Bar Association Fees	per person/per hr	\$ 13.00	\$ 15.00					REMOVE	Nov 29 - discussed in meeting - remove
<b>Memorial Hall ( Main Hall: Capacity 320 Upper Hall: Capacity 85):</b>				<b>Malahide Community Place (Capacity 250)</b>	<b>Embro Community Centre</b>	<b>Princeton Centennial Hall (Capacity 250)</b>	<b>Lions Pavilion-Daily-\$85.84</b>		
Main Hall - Full Rate Monday-Friday 4pm-Midnight Saturday and Sunday 6am-Midnight (SOP Licensed/Commercial)	Daily	\$ 550.00	\$ 560.00	All Community Rooms - Licensed Event - Friday or Saturday: \$324.68/day to \$519.67/day All Community Rooms - Unlicensed Event - \$82.93 /hour	General Events: \$150.00 Half Day (5 hours) \$250.00 Full Day (9 hours) Banquet Rate \$575.00	\$ 530.00		\$ 510.00	
Main Hall - Reduced Rate	Daily	\$ 220.00	\$ 225.00	All Community Rooms - Licensed Event - Sunday to Thursday: \$267.39/day to \$454.79/day All Community Rooms - Unlicensed Event - \$82.93 /hour	Stag & Doe Rate \$1,250.00	\$ 220.00		\$ 205.00	
Main Hall - Hourly - NEW	Hourly		No current rate					\$ 75.00	cheaper for a 3 hour event, if more than 3 hours, better to do daily rate.
Re-occurring rental charge (fitness classes, etc.) NEW 8 consecutive week minimum			No current rate		\$30.00 / hour for a 2 hour minimum			\$ 50.00	8 week minimum
				<b>South Dorchester Community Hall (Capacity 85)</b>					
Upper Hall - Full Rate	Daily	\$ 90.00	\$ 95.00	\$ 158.97		\$ 110.00		\$ 85.00	
Upper Hall - Reduced Rate	Daily	\$ 50.00	\$ 50.00	\$ 47.73		\$ 70.00		\$ 45.00	
Hall setup days (Day prior and day after event)	Daily	\$ 80.00	\$ 80.00	\$ 34.66	\$ 125.00	\$ 220.00		REMOVE	Removed - recommended by Karen to just book the hall at reduced rate
Kitchen Use (NEW for Mem Hall)	per use	\$ 110.00	\$ 130.00	Kitchen Rental - with full-day hall rental - \$107.13/event Kitchen Rental - stand alone event \$15.06/hour	\$ 108.41		\$ 85.84	\$ 120.00	
Set up and take down (Staff members)	Per Rental	not on website	not on website					REMOVE	Nov 29 - discussed in meeting - remove
Auction Sales Resident	Daily	\$ 375.00	\$ 400.00					REMOVE	Nov 29 - discussed in meeting - remove
Auction Sales Commercial Setup (Weekday)	Daily	not on website	not on website					REMOVE	Nov 29 - discussed in meeting - remove
Auction Sales Commercial	Daily	\$ 1,350.00	\$ 1,400.00		\$1,084.07 Stag & Doe			REMOVE	Nov 29 - discussed in meeting - remove

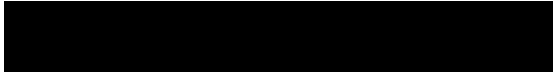
RECREATION									
Fee Description	Unit of Measure	East Zorra-Tavistock 2020 Rate	East Zorra-Tavistock Current Rate (2021-as per website)	Comparable Municipalities				Recommendation (HST applicable)	Notes
				Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth		
<b>TDRC Hall (Capacity 120)</b>					Embro Community Centre Small Hall		Dublin Hall Daily-\$130.09 or Licensed-\$449.56		
Upper Hall (Includes Kitchen & Bar) Full Rate	Daily	\$ 125.00	\$ 130.00		General Events: \$126.00 Half Day (5 hours) \$210.00 Full Day (9 hours) Sports groups, fitness classes, and instructional programs: \$30.00/hour (2 hour min)			\$ 120.00	
Upper Hall (Includes Kitchen) Reduced Rate	Daily	\$ 85.00	\$ 90.00		\$123.00 Half Day and \$184.00 Full Day			\$ 100.00	
Main Hall - Hourly - NEW	Hourly		No current rate					\$ 35.00	cheaper for a 3 hour event, if more than 3 hours, better to do daily rate.
Re-occurring rental charge NEW (fitness classes, etc.) 8 consecutive week minimum	Hourly		No current rate		\$30.00 / hour for a 2 hour minimum			\$ 25.00	8 week minimum
Upper Hall	Hourly	\$ 30.00	\$ 30.00					\$ 30.00	
Upper Hall Bar and Kitchen	Daily in addition to hourly hall rental	\$ 25.00	\$ 25.00					\$ 25.00	
Upper Hall Board Room	Daily	\$ 35.00	\$ 40.00					\$ 40.00	
Shuffle Board	Equipment Rental (per set per rental)	not on website	not on website						<b>REMOVE</b> Nov 29 - discussed in meeting - remove
Clean up charge	At discretion of st	not on website	not on website		\$ 61.00			<b>REMOVE</b>	Nov 29 - discussed in meeting - remove

RECREATION									
Fee Description	Unit of Measure	East Zorra-Tavistock 2020 Rate	East Zorra-Tavistock Current Rate (2021-as per website)	Comparable Municipalities				Recommendation (HST applicable)	Notes
				Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth		
Tavistock Arena (Capacity 732)				East Elgin Community Complex	Embro Zorra Community Centre & Thamesford District Rec Centre		Mitchell-Arena-Winter/Summer		
Arena Ice Time - Prime	Hourly Monday to Friday: 4 pm to Midnight Saturday: Sunday: 6 am to Midnight	\$ 188.00	\$ 191.00	\$ 197.14	Monday to Friday - 5pm-Close Saturday and Sunday 8:00am-Close \$184.00		\$ 174.34	\$ 175.00	
Arena Ice Time - Non-Prime	Monday to Friday: 6am to 4 pm	\$ 124.00	\$ 126.00	\$ 118.26	Monday to Friday - 7:00am-5:00pm Saturday and Sunday - 7:00am-8:00am \$110.00		\$ 155.75	\$ 115.00	
Arena Minor Ice-Time - Prime	Hourly Monday to Friday: 4 pm to Midnight Saturday: Sunday: 6 am to Midnight	\$ 145.00	\$ 148.00		Minor Sports Organizations: Monday to Friday - 5:00pm-Close Saturday and Sunday - 8:00am-Close \$145.00		\$ 102.66	\$ 135.00	
Arena Minor Ice Time - Non-Prime	Monday to Friday: 6am to 4 pm	\$ 119.00	\$ 122.00				Summer-\$55.75	\$ 110.00	
Arena Ice Time - May-August Rate - PRIME	Hourly	\$ 147.00	\$ 150.00				Full-\$785.84, Half-\$562.83	\$ 175.00	
Gap Ice Time (Up to 5 people)		\$ 10.00	\$ 10.00		\$ 44.25			REMOVE	Nov 29 - discussed in meeting - remove
Gap Ice Time (5 or more)	per person	\$ 10.00	\$ 10.00		\$ 44.25			REMOVE	Nov 29 - discussed in meeting - remove
Arena Floor	Hourly	\$ 80.00	\$ 85.00		\$ 63.49		\$901.77-Auction/Show	REMOVE	Nov 29 - discussed in meeting - remove
Arena Floor & Stands Prime	Daily	\$ 730.00	\$ 750.00		\$ 780.01			REMOVE	Nov 29 - discussed in meeting - remove
Arena Floor & Stands Non Prime	Daily	\$ 365.00	\$ 375.00					REMOVE	Nov 29 - discussed in meeting - remove
Arena Complete Facility Prime	Daily	\$ 895.00	\$ 915.00					REMOVE	Nov 29 - discussed in meeting - remove
Arena Complete Facility Non Prime	Daily	\$ 460.00	\$ 475.00					REMOVE	Nov 29 - discussed in meeting - remove
Arena Dressing Rooms	Per Dressing Room	\$ 26.00	\$ 26.00					\$ 25.00	
Arena Setup and Removal Days	Daily	\$ 170.00	\$ 175.00					REMOVE	Nov 29 - discussed in meeting - remove
Arena Yearly Storage	per Square Foot	\$ 2.00	\$ 2.25					REMOVE	Nov 29 - discussed in meeting - remove
Upper Storage Rooms	per Square Foot	not on website	not on website					REMOVE	Nov 29 - discussed in meeting - remove
<b>Public Skating</b>									
Public Skating Pre-School (Ages 3 and under)	per person	Free	Free		Free			Free	
Public Skating - Child	per person	\$ 2.00	\$ 2.00	\$77.12 School non prime time (per hour)	Individual: \$3.00			\$ 2.00	
Public Skating - Adults	per person	\$ 3.00	\$ 3.00					\$ 3.00	Unchanged
Public Skating - Family Pass	per family	\$ 9.00	\$ 9.00		\$ 8.00			\$ 9.00	
Public Skating - Sponsorship - NEW	per hour							\$ 175.00	NEW
Public Skating with Hall Rental	flat rate	\$ 25.00	\$ 25.00					REMOVE	Nov 29 - discussed in meeting - remove
<b>Curling Club</b>									
Curling Club Floor Area Prime Time	Daily	\$ 85.00	\$ 85.00				Curling-Jr's-\$169.03, REG-\$174.34	\$ 85.00	
Curling Club Floor Area Non Prime Time	Daily	\$ 85.00	\$ 85.00					\$ 85.00	Unchanged
Curling Club Lease Rate	Annual	\$ 15,933.00	\$ 16,272.00					\$ 16,272.00	
<b>Arena Signage</b>									
Arena Signage Large Wall Sign	Annual	\$ 316.40	\$ 327.70		Arena Wall Ad: 4'x8' wall ad (production costs by advertiser)		\$345.13 per year-Rink Board \$345.13 per Wallboard	\$ 300.00	Nov 29 - discussed in meeting - remove
Arena Signage Small Wall Sign	Annual	\$ 192.10	\$ 214.70					\$ 200.00	
Arena Signage Score Clock Illuminated Panel	Annual	\$ 412.45	\$ 412.25					REMOVE	Nov 29 - discussed in meeting - remove
Score Clock display board signs	Annual	not on website	not on website					REMOVE	Nov 29 - discussed in meeting - remove
Arena Signage User Group Logo Painted in the ice	Annual	\$ 226.00	\$ 226.00					\$ 225.00	
Arena Signage Corporate Logo Painted in the ice	Annual	\$ 1,130.00	\$ 1,130.00					\$ 1,000.00	
<b>Zamboni Signage</b>									
Zamboni Signage Top	Annual	\$ 565.00	\$ 565.00		Resurfacer Ad: Full Machine (1/2 and 1/4 machine ads available) \$2,000.00		\$1,769.19/half/year (3-year Agreement)	\$ 525.00	
Zamboni Signage Front	Annual	\$ 565.00	\$ 565.00					\$ 525.00	
Zamboni Signage 1/3 of a side	Annual	\$ 395.00	\$ 395.50					\$ 375.00	
Zamboni Signage 1/2 of a side	Annual	\$ 565.00	\$ 565.00					\$ 525.00	
Zamboni Signage Lower Middle on side	Annual	\$ 339.00	\$ 339.00					\$ 325.00	
Zamboni Signage Back Wash Water Tank	Annual	\$ 226.00	\$ 339.00					\$ 325.00	



RECREATION									
Fee Description	Unit of Measure	East Zorra-Tavistock 2020 Rate	East Zorra-Tavistock Current Rate (2021-as per website)	Comparable Municipalities				Recommendation (HST applicable)	Notes
				Township of Malahide	Township of Zorra	Township of Blandford-Blenheim	Municipality of West Perth		
<b>Parks:</b>									
Recreation Hall Area Full Rate (Licensed, SOP)	Daily	\$ 65.00	\$ 70.00					\$ 150.00	
Recreation Hall Area Reduced Rate	Daily	\$ 65.00	\$ 70.00					\$ 75.00	
Recreation Hall Area	Hourly	\$ 25.00	\$ 25.00					\$ 25.00	
Tavistock Picnic Shelter Including Hydro Full Rate	Daily	\$ 65.00	\$ 70.00					\$ 150.00	
Tavistock Picnic Shelter Including Hydro Reduced Rate	Daily	\$ 65.00	\$ 70.00					\$ 75.00	
Hickson Pavilion Including Hydro Full Rate	Daily	not available	\$ 70.00					\$ 150.00	
Hickson Pavilion Including Hydro Reduced Rate	Daily	not available	\$ 70.00					\$ 75.00	
Innerkip Pavilion Including Hydro Full Rate	Daily	not available	\$ 70.00					\$ 150.00	
Innerkip Pavilion Including Hydro Reduced Rate	Daily	not available	\$ 70.00					\$ 75.00	
Queens Pavilion (Complete facility, Sale SOP)	Daily	\$ 220.00	\$ 230.00					REMOVE	
Kitchen (in addition to other rental)	Daily	\$ 20.00	\$ 20.00					\$ 20.00	
Green/Open Space (camping or sporting activity)	Daily	\$ 80.00	\$ 85.00	\$28.99/ 4 hours				REMOVE	
Entire Park (Exclusive use of park no SOP)	Daily	\$ 230.00	\$ 250.00		Outdoor: Special Events (large \$242.00 Passive Park Events (picnics, small, private \$36.00)			REMOVE	
Agricultural Pavilion Including Hydro Full Rate	Daily	\$ 40.00	\$ 40.00	\$28.99/ event (Gary Barat Pavilion)				REMOVE	
Agricultural Pavilion Including Hydro Reduced Rate	Daily	\$ 40.00	\$ 40.00	\$28.99/ event (Gary Barat Pavilion)				REMOVE	
Pavilion push button lights	Add	N/C	N/C					REMOVE	
Pavilion Lights key for lighting control	Add	on request	on request					REMOVE	
Hydro Pavilion Outlets	Add	on request	on request					REMOVE	
Dumping Station	Per Dump	\$ 25.00	\$ 25.00					\$ 10.00	
Tavistock Ball Diamonds	Annual	minor baseball	minor baseball					minor baseball	
<b>Recreation - Standard Fees Across All Facilities</b>									
Cleanup Charge (at staff direction)		\$65.00/\$75.00	\$ 35.00					REMOVE	Nov 29 - discussed in meeting - remove
Depending on event	per staff, per hou								
Per Cancellation (Any Facility)		\$125+ HST	\$ 50.00					\$50.00	
Cancellation Fee (Less than 24 hours notice)	per payment	not available	\$ 25.00					Moved to Admin	Most banks charge \$45.00 - Add to Admin tab
NSF Fee (Tax Exempt)					\$ 35.00				
Interest on Past Due Accounts	Balance outstanding, monthly	0%	1.25% monthly					Moved to Admin	Nov 29: Added to Admin tab
<b>Hall Rental Full Rates: Commercial Activity, Licensed SOP Event, Etc.</b> <b>Hall Rentals Reduced Rate: Non-Profit Gathering, Non-Licensed Event, etc.</b>									

# STAFF REPORT



Report #CAO2023-17

To: His Worship the Mayor and Members of Council  
From: Karen DePrest, CAO/Treasurer  
Re: EZ*Transit* Update  
Date: November 29, 2023

## Recommendation:

None. For information only.

## Report:

Staff wanted to provide Council with an update on the pilot program of accessible transit in East Zorra-Tavistock.

The EZ*Transit* bus pilot will run from Thursday, December 14<sup>th</sup> to Saturday, April 13<sup>th</sup>. The intended offering days of the week will be Thursday to Saturday. Thursday runs will include Hickson-Innerkip-Tavistock and Stratford. The Thursday route will be run three times daily with a morning departure of 9:25 a.m., a midday departure of 11:25 a.m., and a late afternoon departure of 3:25 p.m. Friday runs will include Hickson-Innerkip-Tavistock-Woodstock and Shakespeare. The Friday route will be run three times daily with a morning departure of 8:50 a.m., a midday departure of 11:50 a.m., and a late afternoon departure of 2:50 p.m. Finally, the Saturday routes will alternate between the Thursday Stratford route and the Friday Woodstock route every other weekend with only two runs per day including a morning departure of 8:50 a.m. and a midday departure of 11:50 a.m. All routes on all three days will be round-trip from Hickson.

Detailed stop times by interval, including maps and signage will be referenced at each of the transit stops referring transit users to the municipal website and/or a handout brochure to be prepared and distributed from the Township Office, as well as on the bus.

Transit operator, Ron Lightfoot, will be engaging each passenger to ascertain their reason for travel, their day and time preference, possible fee range and general overall interest in additional transit offerings. The Rural Oxford Economic Development Corporation (ROEDC) is also willing to assist in

preparing survey content and data gathering to help with assessing the success metrics of the pilot program.

For the term of the pilot program, the expenses associated with staffing and fuel as well as maintenance of the bus for the 4-month period can be absorbed in the operating budget line from 2023 being carried into 2024, for \$33,750. Should Council wish to continue the program on a more permanent basis, fees, funding sources, service levels and fleet complement would need to be considered. However, for this 4-month trial, staff are suggesting that no fee be charged to riders at this time. The bus has seating for 10 passengers with 3 additional accessibility secured spaces. Staff will be monitoring usage and any spatial limitations throughout the pilot.

The EZ*Transit* bus will be on-site at the new Administration Building for Council to view at its December 6<sup>th</sup> meeting. Staff will provide updated reports monthly indicating ridership and feedback beginning with a first report at the January 17<sup>th</sup> meeting.

Respectfully submitted by:



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Karen DePrest  
Chief Administrative Officer/Treasurer

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

**COUNTY OF OXFORD**

**BY-LAW #2023 – 36**

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**BEING A BY-LAW TO ENTER INTO AN AGREEMENT  
WITH THE TAVISTOCK AGRICULTURAL SOCIETY**

**WHEREAS** Section 114 of the Municipal Act, 2001 permits a municipality to establish, maintain and operate agricultural, horticultural, commercial or industrial exhibitions.

**AND WHEREAS** the Township of East Zorra-Tavistock has acquired lands and has erected and maintained various buildings on the lands for exhibition purposes;

**AND WHEREAS** the Township of East Zorra-Tavistock and the Former Village of Tavistock have entered into ten year agreements allowing the Tavistock Agricultural Society to use the lands and buildings in Tavistock Queen's Park for exhibition purposes;

**AND WHEREAS** it is deemed desirable to enter into another such agreement to allow the Tavistock Agricultural Society to use the lands and buildings in Tavistock Queen's Park;

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

1. The Mayor and Clerk are hereby authorized to sign the agreement attached hereto as Schedule "A", granting the use of the buildings and grounds at Tavistock Queen's Park to the Tavistock Agricultural Society for the Annual Tavistock Agricultural Fair.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 6<sup>th</sup> DAY OF  
DECEMBER, 2023.***

seal

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Phil Schaefer, Mayor

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Will Jaques, Clerk

**Schedule "A" to By-law #2023-36  
Township of East Zorra-Tavistock**

**AGREEMENT**

Made in duplicate this 6<sup>th</sup> day of December, 2023 between:

The Township of East Zorra-Tavistock

AND

The Tavistock Agricultural Society

Whereas the Tavistock Agricultural Society has undertaken to erect buildings on the grounds known as Tavistock Queen's Park;

And whereas the Tavistock Agricultural Society uses these buildings, the grounds and other buildings at Tavistock Queen's Park for the Annual Tavistock Agricultural Fair;

And whereas it is deemed desirable by both parties that an agreement be entered into regarding the use Tavistock Queen's Park by the Tavistock Agricultural Society.

Now therefore the parties hereby agree as follows:

1. The Tavistock Agricultural Society shall have free use of the buildings and grounds at Tavistock Queen's Park to conduct the Annual Tavistock Agricultural Fair.
2. The buildings and grounds at Tavistock Queen's Park shall be operated by the Township of East Zorra-Tavistock.
3. The Tavistock Agricultural Society shall have the option for renewal of this agreement following the ten year period.

In witness whereof the parties have hereto set their hands and seals this 6<sup>th</sup> day of December, 2023.

For the Tavistock  
Agricultural Society

For the Township of  
East Zorra-Tavistock

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
Phil Schaefer, Mayor  
  
\_\_\_\_\_  
Will Jaques, Clerk

Seal

Seal

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2023 - 37**

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

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

All actions and proceedings of the Council taken at its meeting held on the 6<sup>th</sup> day of December, 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 6<sup>th</sup> DAY OF DECEMBER, 2023.**

---

Phil Schaefer, Mayor

seal

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Will Jaques, Clerk