

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

**AGENDA**

**for the Meeting to be held on Wednesday February 21, 2024 at the  
Township Administration Building, 89 Loveys Street E., Hickson, Ontario, at 7:00 p.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 February 7, 2024, Council Meeting Minutes
  - b) Confirm February 13, 2024 Special Meeting Minutes
  - c) OSUM – 2024 Conference
5. Delegations & Appointments:
  - a) 7:15 p.m. – Public Meeting (Proposed Draft 2024 Capital and Operating Budgets)  
**Follow Link to 2024 Township Budget webpage:**  
<https://www.ezt.ca/en/township-office/budget.aspx#2024-Budget>
6. Reports of Municipal Officers and Committees:
  - a) Conferences and Seminars
  - b) County Council – Updates & Questions
  - c) Staff Reports – Updates & Questions
  - d) Staff Report - #HRSC2024 – 02 re: Vacation Policy
7. By-laws:
  - a) By-law #2024-06 – Actual Cost By-law (Witzel Drain)
8. Other and Unfinished Business:
9. Closed to the Public Session \*as authorized under s. 239 of the Municipal Act\*:
10. Confirming By-law
11. Adjourn

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

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

2.

## Placeholder Page for Agenda Item 2 – Approval of the Agenda

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

3.

### Placeholder Page for Agenda Item 3 – Disclosure of Pecuniary Interest

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

The Council of the Township of East Zorra-Tavistock met in the Council Chambers at the Township Administration Building, Hickson, Ontario at 9:00 a.m. on Wednesday February 7, 2024.

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

Members Absent: Deputy Mayor Brad SMITH and Councillor Steven VAN WYK.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander and Human Resources/ Health and Safety Officer Jennifer Albrecht.

Mayor SCHAEFER welcomed everyone to the meeting. Councillor SMITH noted that the first Wednesday in **February is "Winter Walk Day", as part of Ontario Active School Travel.** As well, Councillor SMITH noted that the **Big Brothers Big Sisters of Oxford County "Play For Kids Sake" event** is being held throughout the month of February, at various locations in Oxford County. Councillor ZEHR noted that at the most recent Upper Thames River Conservation Authority (UTRCA) meeting, the Board agreed to plant a tree in honour of Shirley McCall-Hanlon.

Approve  
Agenda

1. Moved by: Scott ZEHR  
Seconded by: Scott RUDY  
Resolved that Council approve the agenda for the February 7, 2024, meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- None.

Confirm  
Minutes -  
Council

2. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that Council confirm the Minutes of the January 17, 2024, Council Meeting, as printed and circulated.

*CARRIED.*

Correspondence & Reports – No Resolutions:

- 2023 Council and PSB Pay & Expenses
- January 17, 2024, Police Services Board Meeting Minutes

Correspondence & Reports – Resolutions Following:

2023 Council and PSB Pay & Expenses

Council reviewed the 2023 Council and PSB Pay & Expenses report.

Conferences and Seminars

Members who attended the recent ROMA Conference provided a review of the conference.

County Council- Updates & Questions

Mayor SCHAEFER provided an update on County Council activities.

January 17, 2024, Police Services Board Meeting Minutes

Council reviewed the January 17, 2024 Police Services Board Meeting Minutes.

Staff Report #HRSC2024 – 01 re: HR Updates – Travel Allowance Policy

Human Resources/ Health and Safety Officer Jennifer Albrecht presented her report to Council regarding updates to the Travel Allowance Policy, specifically related to the 2024 mileage rate.

3. Moved by: Scott ZEHR  
Seconded by: Scott RUDY  
Resolved that Council approve the updated Policy #2.12 - Travel Allowance Policy, as attached to Staff Report #HRSC2024-01.

*CARRIED.*

Staff Report #CAO2024 – 02 re: 2024 Proposed Draft Operating & Capital Budgets

CAO-Treasurer Karen DePrest presented her report to Council regarding the 2024 Proposed Draft Operating & Capital Budgets.

- 4. Moved by: Matthew GILLESPIE  
 Seconded by: Scott ZEHR  
 Resolved that the Special Meeting of Council be amended to reflect a revised date of Tuesday, February 13, 2024, beginning at 9:00 a.m. for said meeting;

And that the exception to the Procedural By-law to allow Council members to attend virtually also be Amended to reflect the revised date.

*CARRIED.*

Public Hearing -  
 Minor Variance  
 Application  
 A-9-2023  
 (Cowan/  
 Morrison)

PUBLIC HEARING - MINOR VARIANCE APPLICATION #A-9-2023 (COWAN/MORRISON), DESCRIBED AS PART LOT 6, CONCESSION 11, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 9:20 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-9-2023 for Matt Cowan and Janine Morrison. Planner Dustin Robson presented Planning Report #CP2024-43.

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

- 5. Moved by: Jeremy SMITH  
 Seconded by: Matthew GILLESPIE  
 Resolved that Council, constituted as the Committee of Adjustment, approve Application File A-9-2023, submitted by Janine Morrison & Matt Cowan for lands described as Part Lot 6, Concession 11 (East Zorra) in the Township of East Zorra-Tavistock as it relates to:
  - 1. Relief from Section 5.1.1.3 – Accessory Use Provisions, to increase the maximum permitted lot coverage for a residential accessory building from 280 m<sup>2</sup> (3,014 ft<sup>2</sup>) to 341.8 m<sup>2</sup> (3,680 ft<sup>2</sup>).

Subject to the following condition:

- i. That the proposed relief shall only apply to an Accessory Building of the approximate size and location as depicted on Plate 3 of Report CP 2024-43.

As the variance requested is considered to be:

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

*CARRIED.*

At 9:47 a.m., Valerie Hobbs made a presentation to Council regarding changing the name of the Zorra/East Zorra Tavistock Line.

- 6. Moved by: Jeremy SMITH  
 Seconded by: Matthew GILLESPIE  
 Resolved that Council direct staff to undertake consultation with residents of Zorra/East Zorra-Tavistock Line as well as Emergency Services to solicit feedback and concerns related to potential name change;

And that East Zorra-Tavistock collaborate with Zorra staff;

And further that staff bring a report back to Council Fall 2024.

*CARRIED.*

CAO-Treasurer Karen DePrest continued presenting her report (#CAO2024-02 - 2024 Proposed Draft Operating & Capital Budgets) to Council.

Other and Unfinished Business

Staff provided an update to Council on the municipal flag policy, as well as EZTransit.



Adjourn to  
Closed to the  
Public Session

7. Moved by: Matthew GILLESPIE  
Seconded by: Scott ZEHR  
Resolved that Council does now adjourn to a  
Closed to the Public Session, at 10:45 a.m., to  
consider the following matters:

- January 17, 2024, Closed to the Public Session Minutes (s. 239 (2) (b), (c))
- **ERTH Special Shareholder’s Meeting** (s. 239 (2) (i), (j))
- Proposed Disposition of Land – 90 Loveys Street, Hickson (s. 239 (2) (c))

*CARRIED.*

Rise from  
Closed to the  
Public Session

8. Moved by: Scott ZEHR  
Seconded by: Scott RUDY  
Resolved that Council does now rise from its  
Closed to the Public Session at 11:13 a.m.

*CARRIED.*

Confirming  
By-law

9. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that By-law #2024-04 being a by-law to  
confirm the proceedings of Council held  
Wednesday February 7, 2024, be read a first,  
second and third time this 7<sup>th</sup> day of February,  
2024;

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

*CARRIED.*

Adjourn

10. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that Council does now adjourn at  
11:14 a.m.

*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor

The Council of the Township of East Zorra-Tavistock met in the Boardroom at the Township Administration Building, Hickson, Ontario at 9:00 a.m. on Tuesday February 13, 2024.

NOTE: By amended resolution of Council on February 7, 2024, members of Council were permitted to attend remotely for this meeting, if required.

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

Members Absent: None.

Staff Present: CAO-Treasurer Karen DePrest, Clerk Will Jaques, CBO John Scherer, Fire Chief Scott Alexander, Public Works Manager Tom Lightfoot, Parks & Recreation Supervisor Matt Lamers, Deputy Treasurer Andrea Rice and Corporate Initiatives Officer Meaghan Vader.

Mayor SCHAEFER welcomed everyone to the meeting.

Approve  
Agenda

1. Moved by: Scott ZEHR  
Seconded by: Jeremy SMITH  
Resolved that Council approve the agenda for the February 13, 2024, special meeting as printed and circulated.

*CARRIED.*

PECUNIARY INTERESTS:

- None.

CAO-Treasurer Karen DePrest led Council and Staff in review and discussion of the proposed 2024 Operating and Capital Budgets.

Council observed a recess between 10:26 a.m. and 10:36 a.m.

After the recess, review and discussion of the proposed Budgets continued.

Council observed a lunch break between 12:32 p.m. and 1:10 p.m.

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

2. Moved by: Scott ZEHR  
Seconded by: Matthew GILLESPIE  
Resolved that Council suspend its provisions under the Procedural By-law #2018-01, as amended, to extend the Special Council Meeting of February 13, 2024 to no later than 4:30 p.m.

*CARRIED.*

Adjourn to  
Closed to the  
Public Session

3. Moved by: Steven VAN WYK  
Seconded by: Jeremy SMITH  
Resolved that Council does now adjourn to a Closed to the Public Session, at 2:32 p.m., to consider the following matter:

- Proposed Acquisition of Land (s. 239 (2) (c))

*CARRIED.*

Rise from  
Closed to the  
Public Session

4. Moved by: Scott ZEHR  
Seconded by: Steven VAN WYK  
Resolved that Council does now rise from its Closed to the Public Session at 3:23 p.m.

*CARRIED.*

5. Moved by: Steven VAN WYK  
Seconded by: Matthew GILLESPIE  
Resolved that Council amend the 2024 proposed **budget to reflect "Plan B", as discussed in the** Closed to the Public Session, held at the February 13, 2024 Special Council Meeting.

*CARRIED.*

Confirming  
By-law

6. Moved by: Jeremy SMITH  
Seconded by: Scott ZEHR  
Resolved that By-law #2024-05 being a by-law to confirm the proceedings of Council held Tuesday February 13, 2024, be read a first, second and third time this 13<sup>th</sup> day of February, 2024;

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

*CARRIED.*

Adjourn

7. Moved by: Steven VAN WYK  
Seconded by: Scott ZEHR  
Resolved that Council does now adjourn at  
3:35 p.m.

*CARRIED.*

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Will Jaques, Clerk

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Phil Schaefer, Mayor

Will Jaques

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**Subject:** RE: Registration is Now Open for OSUM's 2024 Conference

**From:** OSUM Events <[events@osum.ca](mailto:events@osum.ca)>

**Sent:** Tuesday, February 13, 2024 3:00 PM

**To:**

**Subject:** Registration is Now Open for OSUM's 2024 Conference



## Registration is Now Open for OSUM's 2024 Conference

Hosted by the City of Orillia, May 1 – 3, the Ontario Small Urban Municipalities (OSUM) is pleased to bring the 2024 Conference and Trade Show to the Orillia Recreation Centre.

Join your colleagues from across Ontario to engage on critical matters such as economic development, financing and other strategies in addressing homelessness, the state of politics, water and waste management and more.

You can now register for the event [here](#). Make sure to [book your accommodation](#) by March 15th to take advantage of conference room rates.

### Interested in Sponsorship or Exhibitor Opportunities?

The OSUM Conference is an opportunity to connect with small urban municipal leaders from across Ontario. Municipalities are a \$60B sector in Ontario's economy. Do not miss your chance to build your business by supporting the social and economic growth and sustainability Ontario's small urban municipalities.

For more information [click here](#) or contact us today at [events@osum.ca](mailto:events@osum.ca)

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#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

#6.d

To: His Worship the Mayor and Members of Council  
From: Jennifer Albrecht, Human Resources, Health and Safety Officer  
Report Number: #HRSC2024-02  
Subject: HR Update – Vacation Policy #4.01  
Meeting Date: February 21, 2024

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Recommendation:

That Council approve the recommendation to remove the option of staff purchasing a week of additional vacation and update Policy #4.01 Vacation Policy, to reflect this change.

Report:

The **Township's** Vacation Policy #4.01 is attached as **Appendix 'A'**. Under item #7, staff currently have the option of purchasing one extra of additional vacation time. Staff are proposing that this option be removed from the policy due to previous revisions made to this policy in recent years.

In 2021, the vacation schedule was amended to reflect an earlier vacation week allotment. As well, the flex time provision was revised to allow staff to bank hours up to 35/40 hours. With the two revised options now in place, staff are recommending that the vacation week purchase option be removed from this policy.

Attachment:

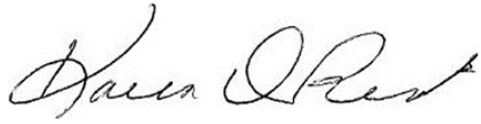
- **Appendix 'A'** - Policy #4.01 – Vacation Policy

Respectfully Submitted by:

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Jennifer Albrecht  
Human Resources, Health and Safety Officer

Approved for Submission:

A handwritten signature in black ink, appearing to read "Karen DePrest". The signature is written in a cursive, flowing style.

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Karen DePrest  
CAO/Treasurer

## Appendix 'A'



### Human Resources Manual

<b>Title: Vacation</b>	
<i>2020-10-07 – Revisions made to vacation allotment schedule effective Jan 2021</i> <i>2020-11-01 – Removal of Union/CUPE References</i> <i>2023-03-01 – Housekeeping amendment to vacation purchase week</i>	
<b><u>PURPOSE</u></b>	
This document sets out the vacation policies for full-time Township	
Section: Personnel Policies	Number: 4.01
Version: 4.0	Review Frequency: as required
Approved by: Council	Approval Date: 2020-10-07
Application: Applies to all full-time Township employees	

#### **Employee Provisions**

- 1) An employee shall receive an annual vacation with pay in accordance with the following:
  - a) Less than one year – 1.25 working day for each month (maximum 10 days)
  - b) One year or more – 15 working days
  - c) In the calendar year of the 5th anniversary and each year thereafter – 20 working days
  - d) In the calendar year of the 10th anniversary and each year thereafter – 25 working days (maximum amount)
- 2) Vacation time may be taken during the calendar year subject to approval from the employee's supervisor.
- 3) Employees shall be allowed to carry forward a maximum of one (1) week of their yearly vacation entitlement to the next year.

- 4) If a paid holiday falls or is observed during an employee's vacation period, they shall be allowed an additional vacation day with pay at a later date
- 5) An employee terminating employment or retiring at any time in the calendar year prior to using his/her vacation shall be entitled to a proportionate payment of wages in lieu of such vacation, prior to termination or retirement.
- 6) Where an employee becomes qualified for sick leave, bereavement, or any other approved leave during his period of vacation, there shall be no deduction from vacation credits for such absence. The period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date, to the mutual agreement of both the employer and employee.
- 7) Subject to approval from the employee's direct supervisor and/or the CAO, an employee may obtain limited additional vacation time.
  - a) Full-time employees are permitted to take additional holiday time beyond their current allotment subject to approval from the CAO. Such time shall be limited to 1 week.
  - b) It is preferred that the employee declare the amount of additional time off they are requesting prior to the year commencing. To accommodate payroll and benefit calculations a payroll deduction will appear on each pay for the years. (1 week extra - 98.08% Pay ). The number of total weeks of vacation cannot exceed 6. (  $wage - \$ 30.00 \times 35 \text{ hours} = 1050.00 \div 26 \text{ pay periods} = 40.38$  )
  - c) New employees are not eligible for the vacation purchase option until they are in their second year of employment with the Township.

### **Part-time, Contract, Temporary Employees**

- 1) Part-time/contract/temporary employees, summer students and other non full-time employees that do not receive vacation time are granted 4% vacation pay in accordance with the Employment Standards Act. Vacation pay is calculated and paid on each pay.
- 2) Volunteer Firefighters are not eligible for vacation pay.

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

**BY-LAW #2024 - 06**

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Being an Actual Cost By-law on the Witzel Drain

**WHEREAS** the construction of the Witzel Drain project has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

**AND WHEREAS** the total estimated cost of the Witzel Drain was \$510,000.00;

**AND WHEREAS** the actual cost of construction was \$478,360.73;

**AND WHEREAS** the Provincial Grants on agricultural lands were \$140,165.00;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "A" attached hereto and forming part of this by-law.

***READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 21<sup>st</sup> DAY OF FEBRUARY, 2024.***

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PHIL SCHAEFER, MAYOR

(SEAL)

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WILL JAQUES, CLERK

~~SCHEDULE "A"~~

Original (Report): May 30, 2022  
Actual: February 2, 2024

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW  
WITZEL DRAIN  
TOWNSHIP OF EAST ZORRA - TAVISTOCK /  
TOWNSHIP OF PERTH EAST**

File No. 20-329

			ESTIMATED COSTS		
Con	Lot	Owner	Ha. Affected	Gross Assessment	NET
<b>Township of East Zorra - Tavistock (Roll No. 32-38-010-)</b>					
F	18	Pt. Lot. 34	19.3	84,094	53,346
F	18	Pt. Lots 35, 36	64.0	209,584	129,889
F	18	Pt. Lots 33,34	0.8	250	167
F	18	Pt. Lots 34, 35, 36	43.8	89,758	59,939
<b>Subtotal (Lands):</b>			<b>127.9</b>	<b>383,686.0</b>	<b>243,341</b>
19th Line (Township of East Zorra-Tavistock)			0.2	248	248
1/2 of Perth-Oxford Road (Oxford County)			1.9	39,034	39,034
<b>Subtotal (Roads):</b>			<b>2.1</b>	<b>39,282</b>	<b>39,282</b>
<b>Total Assessment Township of East Zorra - Tavistock:</b>			<b>130.0</b>	<b>422,968</b>	<b>282,623</b>
<b>Township of Perth East (Roll No. 31-10-010-)</b>					
F	3	Pt. Lots 4, 5	31.3	42,010	27,507
F	2	Lot 3, Pt. Lot 4	7.3	5,602	3,735
<b>Subtotal (Lands):</b>			<b>38.6</b>	<b>47,612</b>	<b>31,242</b>
33rd Line (Township of Perth- East)			1.5	2,301	2,301
1/2 of Perth-Oxford Road (Perth County)			1.6	37,119	37,119
<b>Subtotal (Roads):</b>			<b>3.1</b>	<b>39,420</b>	<b>39,420</b>
<b>Total Assessment Township of Perth East:</b>			<b>41.7</b>	<b>87,032</b>	<b>70,662</b>
<b>TOTAL ASSESSMENT WITZEL DRAIN:</b>			<b>171.7</b>	<b>510,000</b>	<b>353,285</b>

ACTUAL COSTS					
Gross Assessment	Minus Special Benefit (Sec. 24) Assessments	Eligible Grantable Assessments	1/3 Grant	Allowances	NET
86,792.90	12,156	74,636.90	24,878.97	6,650	55,263.93
221,368.60	15,110	206,258.60	68,752.87	13,100	139,515.73
258.10		258.10	86.03		172.07
95,573.10	5,384	90,189.10	30,063.03	700	64,810.07
<b>403,992.71</b>	<b>32,650</b>	<b>371,342.71</b>	<b>123,780.90</b>	<b>20,450</b>	<b>259,761.81</b>
256.04	0	256.04	0.00	0	256.04
12,279.23	0	12,279.23	0.00	0	12,279.23
12,535.27	0	12,535.27	0.00	0	39,282.00
<b>416,528</b>	<b>32,650</b>	<b>383,877.98</b>	<b>123,780.90</b>	<b>20,450</b>	<b>299,043.81</b>
43,371.46	0	43,371.46	14,457.15	500	28,414.31
5,783.55	0	5,783.55	1,927.85		3,855.70
<b>49,155.01</b>	<b>0</b>	<b>49,155.01</b>	<b>16,385.00</b>	<b>500</b>	<b>32,270.01</b>
2,375.57	0	2,375.57	0.00	0	2,375.57
10,302.17	0	10,302.17	0.00	0	10,302.17
12,677.74	0	12,677.74	0.00	0	12,677.74
61,832.75	0	61,832.75	16,385.00	500	44,947.75
<b>478,360.73</b>	<b>32,650</b>	<b>445,710.73</b>	<b>140,165.90</b>	<b>20,950</b>	<b>343,991.56</b>

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant. Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Actual assessment is levied to the owner of the parcel at the time the final cost is levied.
- Special Benefit Assessments have been subtracted from Gross Assessments to obtain Eligible Grantable Assessments.

**THE CORPORATION OF THE  
TOWNSHIP OF EAST ZORRA-TAVISTOCK  
COUNTY OF OXFORD  
BY-LAW # 2024 - 07**

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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 21<sup>st</sup> day of February, 2024 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 21<sup>st</sup> DAY OF FEBRUARY, 2024.**

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Phil Schaefer, Mayor

seal

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Will Jaques, Clerk