



Council Meeting Highlights

January 16, 2018

Cher Sprague and Phil Holst Delegation

Cher Sprague and Phil Holst appeared before Council to seek assistance from the Township on ways to improve tree coverage in Zorra. The Township's of East Zorra-Tavistock, Norwich and South-West Oxford have started road side tree planting programs and Council have asked staff to investigate this possibility. The Township's present tree replacement policy sees two trees planted for every one that is removed.

Year End Department Reports

Fire

Zorra Fire & Emergency Services responded to 163 calls in 2017 compared to 165 in 2016. Medical calls accounted for 28% of incidents and motor vehicle collisions accounted for another 27% of calls. Fire call response accounted for 21% while fire alarms and carbon monoxide calls accounted for 18%

Recreation

Ice usage at both Thamesford and Embro was down slightly in 2017 over 2016, approximately \$13,000 in total. A number of improvements to the facilities were carried out including:

- New dehumidification system at Embro Zorra Community Centre.
- New energy efficient boiler installed at Thamesford District Recreation Centre.
- Thamesford Library and Resource Centre exterior lighting was upgraded to LED fixtures.
- Embro Town washrooms were renovated and a new lift was installed on the building exterior to improve accessibility to the second storey. Thistle Theatre spearheaded this project and received a Canada 150 grant to help fund the project.
- Thamesford Outdoor Pool had the pump and filtration system upgraded and a new concrete pool deck and fencing was installed. This too was funded by a Canada 150 Grant.
- Finally, a new full size soccer pitch with irrigation and proper drainage is in the process of being constructed at Embro Zorra Community Centre.

The Township introduced a Summer Day Camp in Thamesford in 2017 and ran for nine weeks with over 90 participants.

Work also commenced on the Recreation, Arts & Culture Master Plan. It is hoped the final report will be presented to Council in April of 2018.

Building and Drainage

The Building Department issued a total of 210 permits in 2017 up from 182 in 2016. A total of 36 single family dwelling permits were issued in 2017 compared with 29 in 2016. Total permits fees collected in 2017 amounted to \$285,173 while \$176,892 was collected in 2016.

Public Works

In the 2017 Budget, the following capital projects were planned and completed:



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- Rebuilding of Road 78 between 23rd and 27th Lines
- Completion of the rebuild of block 337884
- Reconstruction of North Town Line from the 33rd Line to Mutual Street in conjunction with the Town of Ingersoll
- Rehabilitation of Bridge 0430 on the 41st Line
- Rehabilitation of Bridge 0010 in conjunction with the Township of Perth South

There was a major culvert replacement on the 15th Line south of Road 92 that was not budgeted for. As a result of major rainfall events in May/June of 2017, headwalls had to be installed on culverts on Road 98 and the 31st Line that were unscheduled. These works cost \$32,909.88 in outsourced resources plus significant Township personnel and equipment.

2018 Budget Update

The 2018 Budget was presented to Council and indicates a total increase in spending from \$7,344,041 in 2017 to \$7,675,806 in 2018. This represents a spending increase of \$344,765 and a levy increase of 4.51%. Almost 50% of this increase is as a result of a decrease in the Township's Ontario Municipal Partnership Grant from \$1,075,000 to \$915,000. The final budget will be presented to Council on February 13, 2018.

2017 Employee Absenteeism

The annual absenteeism report indicated that Zorra employees used an average 3.2 sick days in 2017. Total work absence rates must also include personal days and this total amounted to an average of 4.3 days per employee in total. The 2016 national average for all workers was 9.5 days while the private sector rate was 8.3 days and the public sector rate was 13.5 days.

Clothing Policy

A yearly boot allowance of \$150 will be paid to those employees required to wear safety boots. The Township will supply branded clothing for Public Works, Recreation and Building Departments. Clothing will be replaced on an as needed basis and will be approved by Department Heads. This will ensure standardized clothing will be worn by Township employees. Minimum replacement schedules will be implemented and have been established in consultation with Department Heads and staff. The clothing replacement schedule will cover the following:

Coveralls	12 months
Winter Coveralls	24 months
Winter Jacket	36 months
Rain Coat/Suit	36 months

In addition, Public Works employees will be issued five safety tee shirts or employees may opt for a sweatshirt (equivalent of two shirts) or a hoodie (equivalent of three shirts). Recreation staff will continue to wear "Staff" branded tee shirts, golf shirts, or sweatshirts.



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Zorra Operations Centre Architect Selection

In response to circulation of a Request for Proposals for Architectural & Engineering Design Services, the Township received a total of four submissions and selected Chamberlain Architect Services Limited from Burlington. A summary of the bids and the 2018 assignable costs are listed below.

No.	Bidder	Pre-Tax Cost	Township's Net Cost
1	Spriet Associates London Limited	350,000.00	357,000.00
2	John MacDonald Architect Inc.	389,500.00	397,290.00
3	Chamberlain Architect Services Limited	315,000.00	321,300.00
4	VG Architects	518,000.00	528,360.00

Chamberlain Architect Services Limited has considerable experience with designing public works structures including the following:

- Mapleton Municipal Maintenance Facility, Drayton
 - Constructed in 2016
 - 29,500 sq. feet
 - Budget - \$5,155,542
 - Actual - \$5,012,188
- Town of Midland Works Depot, Midland
 - Constructed in 2017
 - 40,000 sq. feet
 - Budget - \$7,800,000
 - Actual – Not yet known
- Niagara-on-the-Lake Public Works Addition, Niagara-on-the-Lake
 - Constructed in 2015
 - Budget - \$1,450,000
 - Actual - \$1,413,140

Design work will be commencing immediately and with final design expected by October 2018.