

# 2022 Election Public Info Guide



## Table of Contents

Ward System.....	4
Two Tier System .....	5
Municipal v. Provincial v. Federal .....	6
What is a By-law?.....	7
Sources of Municipal Revenue.....	8
Development Charges.....	9
Property Taxes .....	10
Tax Rate vs Tax Ratio.....	11
Municipal Budget.....	12
Committees and Task Forces .....	13
Delegations and Public Comments .....	14
Council Meetings.....	15
Council Term.....	16
Council's Guiding Legislation .....	17
Role of Council .....	18
Role of the Councillor .....	19
Role of Staff .....	20
Building and Drainage Department.....	21
Planning Department.....	22
Recreation Department.....	23
Corporate Services Department .....	24
Finance Department .....	26
Public Works Department.....	27
Fire and Emergency Services Department.....	28
Why YOU Should Vote in a Municipal Election .....	29

## Introduction

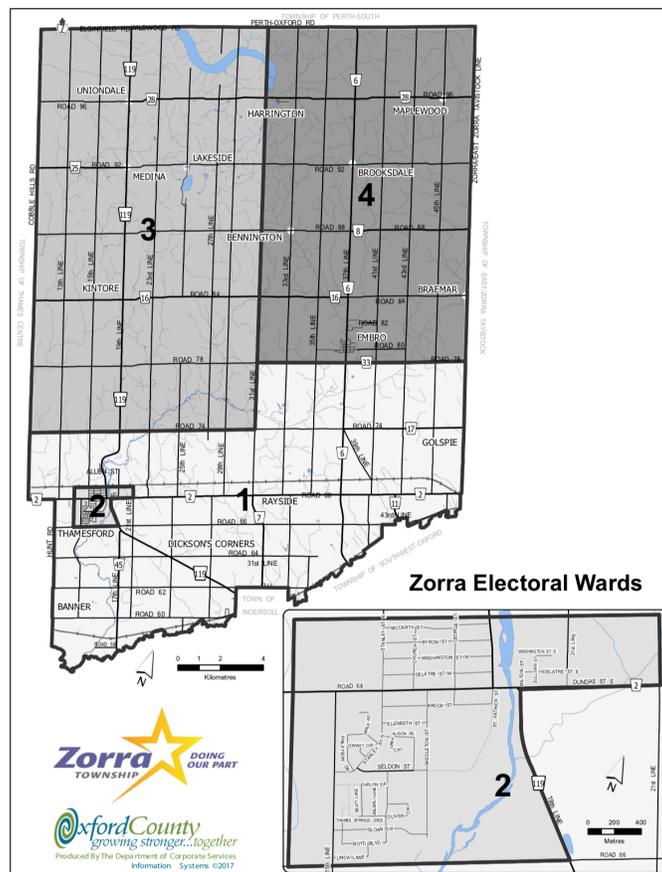
This information package was created as a resource for residents on all things municipal government, and more specifically, Zorra Township. As the October 24<sup>th</sup> municipal election approaches, we believe it is more important than ever for voters to know the power that they can have in their community. The purpose of this election guide is to provide readers with the information needed to make informed decisions so they can vote for the candidate in their community who best represents the issues that they value most.



# Ward System

Zorra's Council is elected through a four-ward system. One Councillor is elected from each ward - four in total. The Mayor is elected at-large, meaning everyone in the Township votes, regardless of what ward they live in. In addition to serving on Township Council, the Mayor also serves on Council for the County of Oxford.

After the election and all Councillors have been elected, Council will appoint one member to act as the Deputy Mayor for the entire term of Council.



## Council Nominees

- **Mayor** – Marcus Ryan (ACCLAIMED)
- **Ward 1 Councillor** – Emily Moitoso, Kevin Stewart
- **Ward 2 Councillor** – Katie Grigg (ACCLAIMED)
- **Ward 3 Councillor** – Paul Mitchell (ACCLAIMED)
- **Ward 4 Councillor** – Steve MacDonald, Crystal Finch

## Two Tier System

Zorra Township is part of a two-tiered municipal government system. A two-tiered system is one where the responsibilities are split between two different levels of government.

The Township of Zorra is part of Oxford County. Oxford County is an upper tier municipality, formed by 8 area municipalities, including Blandford-Blenheim, Ingersoll, Tillsonburg, Woodstock, Norwich, East Zorra-Tavistock, South-West Oxford, and Zorra.

As an area municipality, Zorra is responsible for local planning (minor variances and zoning), fire protection, parks and recreation, local tax collection, vital statistics (death and marriages), by-law enforcement, and more. Services run by Oxford County include public health, social services, emergency medical services, waste management and recycling planning, and water supply and wastewater treatment.

Some of the services provided include:

<b>Zorra</b>	<b>County of Oxford</b>
<ul style="list-style-type: none"><li>• Local planning and development</li><li>• Fire protection and emergency services</li><li>• Parks and recreation</li><li>• Local tax collection</li><li>• Vital statistics (death and marriages)</li><li>• By-law enforcement</li><li>• Roads</li><li>• Drainage</li></ul>	<ul style="list-style-type: none"><li>• Public health</li><li>• Planning</li><li>• Social services</li><li>• Emergency medical services</li><li>• Waste management and recycling</li><li>• Water supply and wastewater treatment</li></ul>

## Municipal v. Provincial v. Federal

In Canada there are three levels of government - Municipal, Provincial, and Federal. All three levels of government have different powers, are responsible for providing different services, and have the ability to raise money through specific types of taxation. The table below provides some examples:

Level of Government	Example	Services/Related Powers
<b>Federal</b>	Canada	Citizenship, Criminal Law, Money and Banking, National Defence, the Post Office, the Census
<b>Provincial</b>	Ontario	Education, Hospitals, Social Services, Natural Resources and Environment, Property and Civil Rights in Ontario
<b>Municipal</b>	Oxford County and the Township of Zorra	Animal Control and By-law Enforcement, Child Care, Emergency Medical Services, Fire Services, Municipal Tax Collection, Parks and Recreation, Planning, Sidewalks, Social Services, Waste Management and Recycling, and Water Supply and Wastewater Treatment

## What is a By-law?

Municipal by-laws are public regulatory laws which apply in a certain area. A municipal government gets its power to pass laws through a law of the province which specifies what things the township may regulate through by-laws. A by-law becomes effective on the date it is enacted in Council, unless it specifies other wise

A by-law enforcement officer is responsible for the handling of by-law complaints and ensures thorough, prompt, and courteous receipt, processing, investigation, and resolution thereof. The Township of Zorra follows a formal By-law Enforcement Policy that governs this process

Some of the most common by-laws at the Township including the following:

43-15 Animal Care and Control

50-12 Boulevards

18-19 Building

16-18 Clean and Clear (Yard Maintenance)

32-19 Development Charges

11-09 Fees

42-20 Fencing

69-12 Noise

48-20 Parking Control

54-18 Property Standards

72-20 Regulate Operation of ATV's and ORV's

72-19 Signs

**Complete by-laws can be obtained at the Township Office**

# Sources of Municipal Revenue

The Township of Zorra collects revenues in order to pay for the services that the residents of the municipality receive. Some examples of revenue that the municipality may receive include:

1. Property taxes
2. Special area taxes
3. Conditional and unconditional grants
4. User fees and charges for services such as recreational facilities
5. Fees for licences, permits, and rentals
6. Fines and penalties
7. Investment income
8. Development charges



## Development Charges

Development charges are fees imposed by municipalities on developers to pay for increased growth-related capital costs related to items such as fire services or recreational facilities. Development charge funds may only be used for the purpose for which they are collected. When there are changes proposed to the development charges, a public meeting is required to provide residents and other interested members of the public information on the changes. The last public meeting was held on March 3, 2021.

The development charges for the Township of Zorra are laid out in By-law 32-19 and indexed annually, and include the following information:

- Residential development charges (calculated on the number and type of units) are imposed upon all lands within the Township of Zorra.
- The development charge is payable in full upon issuance of a building permit.
- The development charges rates set out below were **effective April 1, 2022**

Development Type	Rate (per unit)
Single Detached and Semi-Detached Dwelling	\$5,499.00
Apartment (2 or more bedrooms)	\$2,932.00
Apartment (Bachelor & 1 bedroom)	\$1,983.00
Other Multiples	\$3,454.00
Non-Residential	\$17.08/ m <sup>2</sup>
Wind Turbine	\$3,845.00

# Property Taxes

## What They Are:

The Township of Zorra collects property taxes from each property owner. Property taxes are the municipalities' main source of revenue. They pay for a variety of services including public education, fire services, road maintenance, by-law enforcement, etc.

Property taxes are billed twice each calendar year on an interim tax bill and a final tax bill. These taxes are split between the Township, Oxford County, and school boards. The Township is responsible for collecting taxes on behalf of the County of Oxford and the school boards with jurisdiction in our municipality.

## How They're Calculated:

Property taxes are based on three things: the municipal tax rate, the education rate, and the property value. In a two-tiered municipality like Zorra, a component of the municipal rate is set by the upper-tier (Oxford County) and a component is set by the area municipality (Zorra). Both the area and upper-tier municipalities determine their tax rate by taking their total expenditures, subtracting their non-tax revenues, and adding any surplus/deficit amounts. The education rate is set by the provincial government. The taxes are then calculated based on the property's assessed value and using the established tax rate for the property's classification. This is done by multiplying the assessed property value by the combined municipal/county and education rate.

### **Interim Tax Bill**

1st instalment due on the last working day of February

2nd instalment due on the last working day of May

### **Final Tax Bill**

1st instalment due on the last working day of August

2nd instalment due on the last working day of October

## Tax Rate vs Tax Ratio

### Tax Rate:

A tax rate is the rate that is applied to each dollar of taxable assessment to determine the amount of taxes to be paid. For example, a tax rate of 1.23000% raises 1.23 cents per dollar of assessment.

There are separate tax rates for each property class within municipalities. To minimize the possibility that taxes are shifted arbitrarily from one property class to another, the provincial government restricts the relative tax burden on the different property classes in a number of ways such as tax ratios.

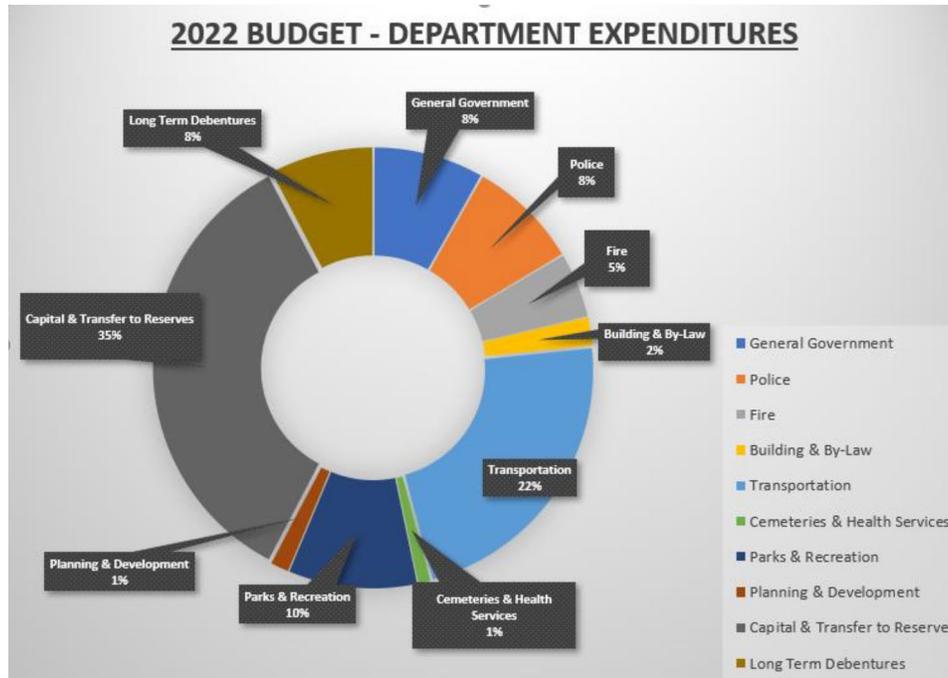
### Tax Ratios:

A tax ratio is the ratio that the tax rate for a property class must be in relation to the residential class tax rate. They determine how much of a municipality's tax burden is borne by each of the property classes. Upper tiers (ex: Oxford County) with authority to set tax ratios are limited by transition ratios and tax ratio ranges of fairness in accordance with the Act.

# Municipal Budget

## Why Pass Budgets:

Budgets help with management within the municipality. They involve prioritizing projects, programs, and service levels in light of limited financial resources. Budgets help the municipality plan and prioritize for the upcoming years.



## Preparation of Budget:

The preparation of the budget and time of year the budget is started can vary, but the following steps are often included:

1. Establishing a budget timetable
2. Initiating a budget plan, supporting data and guidelines
3. Evaluating/reviewing draft estimates
4. Compiling an overall budget document
5. Approval of the budget and levying by-law(s)
6. Budget implementation and budgetary control

## Budget Process:

The Budget process is public, and residents are encouraged to comment on the budget.

## Committees and Task Forces

Within the Township, there are many different boards and committees that both residents, staff, and council can get involved in. Membership boards and committees are renewed every four years, with the change of Council. Two of Zorra's most recent committees are below:

### Zorra Splash Committee (ZSC)

- The purpose of the Zorra Splash Committee is to make recommendations to Council on all aspects relating to the potential Splash Pad being constructed in the Village of Embro in the Township of Zorra whilst adhering to the visions put forward in the Township of Zorra's Strategic Plan and the Recreation, Arts, and Culture Master Plan.
- This project was completed in August 2022 and the committee was dissolved following the opening of the Embro Splash Pad.

### Zorra Multi-Use Courts Committee (ZMCC)

- The purpose of the Zorra Multi-Use Courts Committee is to make recommendations to Council on all aspects relating to the potential Multi-Use Courts being constructed behind the Thamesford District Recreation Centre in the Township of Zorra whilst adhering to the visions put forward in the Township of Zorra's Strategic Plan and the Recreation, Arts, and Culture Master Plan.

More specifically, the duties and functions of these committees including things such as:

- Enable the construction of the project by encouraging community support of the project and leading community fundraising efforts
- Preparing a draft scope of work and making a recommendation to Council whether an exterior consultant will be required
- Should the project come to fruition, oversee the construction of the project in conjunction with staff

### Task Forces

The newest form of citizen engagement is Task Forces. A task force is a special purpose group, with a defined scope of work, that is established by the Township to complete a specific project, or to review and report on a specific issue. Task forces advance previously decided positions by Council and/or exchange information on a particular topic. Once the project is complete and/or the final report is delivered to the Township, the task force is automatically dissolved.

The Township's first task force is the Cultural Mapping Task Force. It's purpose is to create an inventory of arts and cultural organization, resources, and services in the Township. The Cultural Mapping results will be used to establish a baseline information on cultural resources in the Township of Zorra. Visit our website to see how to join today!  
<http://www.zorra.ca/Home/Our-Township/Committees>

## Delegations and Public Comments

### Delegations:

A delegation is a person or group who would like to speak at a Council meeting regarding an issue or concern that is important to them or their community. The delegation request form must be submitted by 4:30 p.m. on the Wednesday prior to the regular meeting of Council. An individual presenting to Council will have a fifteen (15) minute time limit and group presentations (of three (3) or less persons) will have a twenty (20) minute time limit. This includes the Council question-period.

### Public Comment Period:

A Public Comment Period is included in all Council meetings so that an individual may share their comments and opinions on an item on a Council agenda before a decision is made by Council. A Public Comment Request Form must be submitted no later than 12:00 p.m. on the day prior to the Council meeting. Each individual speaking to an item on the agenda will have three (3) minutes to speak to the item

**To request either a delegation or public comment, residents must fill out the form found on the Township website: <http://www.zorra.ca/Home/Our-Township/Council>**

## Council Meetings

The main purpose of a Council meeting is to see that ideas or items of business are proposed, considered, and decided. The Township's Procedural By-law establishes Township Council procedures for governing the proceedings of Council, the conduct of its members, and the calling of meetings of the Township Council.

Each year, Council is requested to approve an annual schedule of meetings for the following year. Under the current Council, meetings are normally held on the first and third Wednesday of every month, with the first meeting of the month held at 9:00 am and the third meeting of the month held at 6:00 pm. In the months of July and August, Council meet once a month as decided by Council.

### **Open v. Closed Meetings**

Council meetings are open to the public to attend. Members of the public are invited to participate in the meeting during the Public Meetings session, or Public Comment Period.

Council is required from time to time to adjourn the public portion of the Council meeting and move into a Closed Meeting session. During Closed Meeting sessions, members of the public will be asked to leave the Council Chambers. A Closed Meeting session is required for Council to discuss a variety of issues that could include: the security of the property of the municipality; personal matters about identifiable individuals including municipal employees; proposed or pending acquisitions of land for municipal purposes; litigation or potential litigation; and matters relating to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.

## Council Term

Every elected official – Mayor and four Councillors – is elected for a four-year term, with the current term running from December 2018 to November 2022.

The next municipal election will be held on Monday, October 24, 2022. The Council that gets elected will be sworn in on November 15 2022, starting their four-year term, which will end in November 2026.

## Council's Guiding Legislation

The Township's political and administrative operations are guided by a variety of Acts, or provincial legislation. Some of the more significant ones are listed below:

a) Accessibility for Ontarians with Disabilities Act, 2001 S.O. 2005, Chapter 11

Under the AODA, the government is responsible for creating accessibility standards that organizations must follow.

b) Municipal Act, 2001 S.O. 2201, Chapter 25

The Municipal Act is a consolidated statute governing the extent of powers and duties, internal organization, and structure of municipalities in Ontario.

c) Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M.50

The Municipal Conflict of Interest Act governs the determination of when a Councillor has entered a conflict of interest, and sets out the legal recusal requirements and potential repercussions that apply if a conflict arises.

d) Municipal Freedom of Information and Protection of Personal Privacy Act, R.S.O. 1990, Chapter M.56

This Act requires that local government institutions protect the privacy of an individual's personal information existing in government records. It also gives individuals the right to request access to municipal government information, including most general records and records containing their own personal information.

e) Municipal Elections Act, 1996 S.O. 1996, Chapter 32

The Municipal Elections Act provides the rules for municipal and school board elections in Ontario.

f) Occupational Health and Safety Act

The Occupational Health and Safety Act sets out the rights and duties of all parties in the workplace. It establishes procedures for dealing with workplace hazards and it provides for enforcement of the law where compliance has not been achieved voluntarily by workplace parties.

## Role of Council

Council as a whole, represents the people, their values, and their beliefs. This means that individual councillors may not give direction to the Administration, civic agencies, or employees unless Council as a whole has delegated authority to that Council member to give direction.

Council has a few key roles, all focusing around supporting the municipality and staff while keeping the well-being and interests of the public and municipality itself, at the forefront.

These roles are officially laid out in *The Municipal Act*, and include:

- (a) **Representation** – to represent the public and to consider the well-being and interests of the municipality
- (b) **Policy and Program Development** – to develop and evaluate the policies and programs of the municipality
- (c) **Service Delivery** – to determine which services the municipality provides
- (d) **Practices and Procedures** – to ensure that administrative practices and procedures are in place to implement the decisions of Council
- (e) **Financial Stewardship** – to maintain the financial integrity of the municipality
- (f) **Law-making** – to carry out the duties of Council under the Municipal Act and any other relevant legislation

In addition to what Council must do, there are also limitations on Council's decisions and actions:

- (a) **Not in Bad Faith** – actions cannot be based on fraud, oppression, or improper motive (often a question of interpretation)
- (b) **Public Interest** – if it serves a private interest only, not generally upheld
- (c) **Reasonableness** – lack of reasonableness may be used as evidence of bad faith
- (d) **Not Discriminatory** – the duty to act consistently and without discrimination

# Role of the Councillor

Every councillor has three main roles they must undertake while being a member of Council:

## 1. Representative

Members of Council are to use their position to represent the many views of their constituents, while also taking into consideration their broader understanding of the issues and the best interest of the municipality as a whole.

## 2. Policy-Making

Council is the primary policy-making body of the municipality. Policy decisions are decisions that establish general principles that will guide future actions.

## 3. Stewardship

This role is to maintain the financial integrity of the municipality and implement Council's decisions by ensuring that the proper administrative policies, practices and procedures are in place.

The Mayor and Deputy Mayor take on more responsibility than the other Council Members.

As the head of Council, the Mayor's duties include the duties of a Councillor, as well as:

1. To preside over Council meetings so that its business can be carried out efficiently and effectively
2. To provide leadership to Council
3. To represent the municipality at official functions
4. To promote public involvement in the municipality's activities; and
5. Participate in and foster activities that enhance the economic, social, and environmental well-being of the municipality and its residents

It is the Deputy Mayor's job to take over these responsibilities when the Mayor is unable to.

Each ward has their own Councillor – check out our website to find your representative!

## Role of Staff

Councils and their administration have different roles within the municipality, but their roles have common goals and purposes. In general, it is the role of the elected Council to represent the community and set the direction and policy for the municipality, and it is the role of staff to manage people and resources to achieve Council's vision.

The roles of staff are also formally laid out in Section 227 of the *Municipal Act*, and include:

1. Implementing Council's decisions;
2. Establishing administrative practices and procedures to carry out Council's decisions;
3. Undertake research and provide advice to Council on the policies and programs of the municipality; and
4. Carry out other duties required under any legislation and other duties assigned by the municipality"

<b>Staff Departments</b>	
<b>Building / Drainage</b>	<b>Recreation</b>
<b>Corporate Services / Clerks</b>	<b>Finance</b>
<b>Public Works</b>	<b>Fire and Emergency Services</b>

# Building and Drainage Department

The Building and Drainage Department is responsible for the administration and enforcement of various provincial legislation and policies. These include the Ontario Building Code Act, Drainage Act and Planning Act as they apply to buildings, structures and their occupancy and drainage issues, as well as numerous municipal by-laws such as the Building Control By-law, Zoning By-law, Nutrient Management By-law and Fencing by-laws.

The main role of the Building and Drainage Department is to ensure that the building environment in which we live and work is safe and healthy. This is accomplished through the issuance of building and demolition permits, approval of nutrient management plans, and by conducting inspections.

## Meet the Staff:



### **Mike Hughes - Chief Building Official and Drainage Superintendent**

- Administration of Ontario Building Code, Drainage Act, and Tile Drainage Program
- Locates
- Perform site inspections
- Issuance of building and demolition permits



### **Mathew Paul - Municipal Law Enforcement Officer and Deputy Chief Building Official**

- Perform site inspections
- Review building plans
- Administration of Building Code Act
- Review and amend by-laws
- Enforcement of by-law infractions



### **Nicole van Breda – Building Services Coordinator**

- Administrative duties for the building department
- Track permits and payments
- Schedule inspections
- Prepare general reports
- Customer service support

## Planning Department

The planning services at the Township are provided by the Office of Community and Strategic Planning under the Clerk's Department at the County of Oxford. A Planner (currently Spencer McDonald) is assigned to the Township and is responsible for providing professional planning advice and recommendations on all types of planning applications including official plan amendments, zone change amendments, and minor variances.

### Meet the Staff:

#### Spencer McDonald - Development Planner



- Review and process planning applications under the Planning Act
- Prepare and present planning reports and recommendations to Council
- Liaison between Oxford County and the Township with respect to Provincial and County lands use policies, goals, and objectives
- Respond to development inquiries and conduct pre-consultations for all manner of planning applications

## Recreation Department

The Recreation Department is responsible for the operation and maintenance of two Community Centres, 70 acres of parkland and playground equipment, Thamesford Library, Embro Town Hall, and Harrington Community Hall. The Recreation Department also provides support for the Zorra Multi-Use Courts Committee.

They look after things such as facilities including pools, centres and halls, park facilities, and the dog park. Services offered by the Recreation Department include but are not limited to: swimming lessons, public swims, summer camps, hall rentals, ice rentals, and public skating.

### Meet the Staff:



#### **Matt Brown – Director of Recreation and Facilities**

- Manage, co-ordinate, and promote all aspects of recreation and leisure within the Township
- Co-ordinate daily operations and maintenance of Zorra's recreation facilities through scheduling and directing of department staff and contractors
- Oversee implementation of the Recreation, Arts and Culture Master Plan



#### **Stephanie Starchuck – Recreation Program Coordinator**

- Plan, organize, publicize, and evaluate recreation programs
- Event booking, hall rentals, ice rentals
- Community relations
- Administrative/financial support
- Grants and purchasing support
- Advertising and sponsorships



#### **Jason McEachnie – Supervisor of Recreation & Facilities**

- Daily supervision of department facility operations and maintenance
- Recommend and carry out regular maintenance and repairs
- Provide input into and monitor the department annual budget
- Facilitate the completion of departmental capital projects
- Interact with the public and resolve complaints

## Corporate Services Department

The Corporate Service's Department is responsible for providing support services to Council and preparing information presented to Council such as by-laws, resolutions, Council agendas, and corresponding minutes.

This department also:

- Conducts municipal elections
- Issues marriage licenses, prepares birth registrations, issues burial permits
- Processes Municipal Freedom of Information requests
- Authority as a Commissioner of Oaths signing officer
- Coordinates records management
- Publishes the Township newsletter "Zorra Now" and maintains Township website

### Meet the Staff:



#### **Don MacLeod – Chief Administrative Officer**

- Administrative head of the municipality
- Primary policy advisor for Council
- Developing and maintaining Strategic Plan and initiatives
- Preparing and reviewing administrative policies
- Special project administration



#### **Karen Martin – Director of Corporate Services / Clerk**

- Council support
- Responsible for conducting municipal elections
- Administration of policies and procedures
- Planning and development co-ordination



#### **Lisa Teeple – Records Management Coordinator and Executive Assistant**

- Vital Statistics
- Administrative support
- Maintaining Zorra's records management system



**Alycia Wettlaufer – Legislative Coordinator / Deputy Clerk**

- Carry out policy, program, and legislative development projects
- Council support
- Lottery licencing
- Accessibility coordination
- Assisting in the conduct of Municipal Elections



**Michelle McLellan – Customer Service Representative**

- Customer service
- Website and social media administration
- Administrative support
- Locates



**Maggie McLaughlin – Corporate Services Intern**

- Research and review by-laws, plans, and policies
- Council and committee support
- General department support

## Finance Department

The Finance Department's primary role is to manage financial resources for the Township in a fiscally responsible manner. The Department is responsible for the receipt and expenditure of Township funds, maintaining the Township's accounting and other financial records, budget development, payroll and employee benefits administration, and year-end financial reporting. The Director of Finance is responsible for providing financial information and advice to Council, all Township Departments, and various levels of government.

### Meet the Staff:



#### **Diane Larder – Director of Finance**

- Annual budget
- Asset management
- Annual audit
- Management of investments & reserves



#### **Lynda Thornton – Tax Collector and Deputy Treasurer**

- Tax levy and collection
- Drainage Department support
- Accounts Receivable
- Payroll
- 911 administer



#### **Jenna Gallman – Financial Services Clerk**

- Departmental assistance
- Zorra Now advertising administration
- Payroll and employee benefits
- Accounts Payable
- Employee onboarding
- Facilitate employee online training
- Backup customer services

# Public Works Department

The Public Works Department is responsible for all Township roads, including construction projects and ongoing maintenance work. This department maintains the 130.5 kilometres of paved roads, 343.7 kilometres of gravel roads, 27 culverts spanning over 3 meters, and 42 bridges within the Township's boundaries.

Maintenance of roadways is an ongoing program which includes such activities as grading, snow removal, salting and sanding, gravel resurfacing, dust layering, ditching, tree removal, grass cutting, sign and culvert installations, and debris pick up.

The Department's goal is to keep the Township's roadways in good repair to ensure the safety of our residents and the travelling public.

## Meet the Staff:

### Steve Oliver – Director of Public Works



- Administration of day-to-day Public Works operations, facilities, and equipment
- Equipment and goods procurement
- Responsible for construction and maintenance of all Township roads and bridges
- Winter maintenance, public issues, and response
- Major construction projects
- Traffic Calming
- Capital and Operating budget preparation
- Operation of Municipal owned aggregate pit

In addition to the Director of Public Works, there is a Foreman for the Embro Works Yard, as well as the one in Kintore. Below are the current Foremen and their respective duties:



**Scott Simmons**  
Embro Works Yard Foreman

- Investigate and follow up on questions and complaints from the public
- Plan, organize, assign, and supervise the work of the public works crew
- Locate current or potential problems and make the necessary repairs
- Review work in progress



**Derek Collins**  
Kintore Works Yard Foreman

# Fire and Emergency Services Department

Protective Services encompass a number of departments and services including fire, policing, and emergency management programs. The Township is serviced by volunteer fire stations located in Embro, Thamesford, and Uniondale. Policing service to Township residents is provided by the Oxford Detachment of the Ontario Provincial Police. The Township's Emergency Management program is managed by the Township's Emergency Management Coordinator and operated in accordance with the provincially legislated Emergency Management Act.

## Meet the Staff:



### **Deanna Kirwin – Fire Chief and Community Emergency Management Coordinator**

- Procurement, inspection, and maintenance of firefighting equipment, apparatus, and facilities
- Develop fire prevention and public education programs
- Oversee inspections, enforcement, and cost recovery
- Organization and administration of Zorra Fire and Emergency Services
- Coordination of the Township Emergency Plan
- Recruitment, training, and directing on active scene

In addition to the Fire Chief, there are three District Chiefs, one at each station. Below is a list of the current District Fire Chiefs and their respective duties:

**Matt Cockle – Embro District Fire Chief**  
**Andy Martin – Thamesford District Fire Chief**  
**Scott Matheson – Uniondale District Fire Chief**

- Manage and direct the operations of volunteer firefighters both at the station and at emergencies
- Maintain station records
- Develop and maintain operational plans and procedures

## Why YOU Should Vote in a Municipal Election

A municipality is the “front line” level of government. Municipal governments touch the day-to-day life of every resident in countless ways. As previously mentioned, your municipal government is responsible for providing roads, childcare, local policing, water and drainage, parks, recreation, emergency services, local planning and development, and municipal tax collection. It is important to learn who in your community best represents your position on the issues that mean the most to your family.

Voting for your school board trustee is also important. Trustees decide how best to meet the needs of students by administering the building and maintenance of schools, hiring the teachers and staff needed to run them, and authorizing spending on educational programs and initiatives.

**Make sure to let your voice be heard by voting this election day,  
October 24, 2022!**