

The Council of the Township of East Zorra-Tavistock met in the Council Chambers at the Municipal Office, Hickson, Ontario at 10:00 a.m. on Wednesday August 5, 2015.

Members Present: Mayor Don MCKAY, Deputy Mayor Maureen RALPH and Councillors Mike CAMPBELL, Linda FULTON, Shirley MCCALL HANLON, Mike ROUTLY and Jeremy SMITH.

Members Absent: N/A

Staff Present: CAO Jeff Carswell, Clerk Will Jaques, Director of Public Works & Development Dennis O’Neil and Chief Building Official John Scherer.

Councillor MCCALL HANLON brought a thank you card from a resident to show Council, and also brought favourable comments regarding the recent ceremony at Vandecar Cemetery.

Councillor SMITH brought favourable comments to Council regarding the July 25<sup>th</sup> event at Stonegate Park in Innerkip, as well as the recent Gord Marshall Ball Tournament in Innerkip.

Approve Agenda

1. Moved by: Maureen RALPH  
Seconded by: Linda FULTON  
Resolved that Council approve the agenda for the August 5, 2015 meeting as printed and circulated.

**CARRIED.**

**PECUNIARY INTERESTS:**

- Mayor MCKAY – item #6(d)
- Councillor FULTON – items #5(b) & #7(c)

Confirm Minutes

2. Moved by: Mike CAMPBELL  
Seconded by: Mike ROUTLY  
Resolved that Council confirm the Minutes of the July 2, 2015 Council Meeting, as printed and circulated.

**CARRIED.**

**Correspondence & Reports – No Resolutions**

- OWA News Release – OWA Fit 4.0 Web Portal
- Municipality of Tweed – Disaster Relief Committee
- Conservation Authorities Act Review
- Township of Zorra – Community Schools Alliance – Resolution
- Invitation – Museum School Mural – August 22, 2015
- MPP Randy Pettapiece – Fairness in Provincial Infrastructure Funds
- Hickson Trail Committee
- TDRFB Minutes - June 22, 2015
- PSB Minutes – July 15, 2015
- Staff Report - #PW2015 - 22 re: Public Works Reporting
- Staff Report - #CBO2015 - 10 re: Building Department Reporting
- Staff Report - #FC2015 - 08 re: Fire Department Reporting
- Staff Report - #BCO2015 - 05 re: By-law Compliance Reporting
- Staff Report - #CSM2015 - 14 re: Corporate Services Reporting

**Correspondence & Reports – Resolutions Following**

June 2015 Pay  
Voucher

3. Moved by: Maureen RALPH  
Seconded by: Jeremy SMITH  
Resolved that Council confirm the June 2015 Pay Voucher in the amount of \$2,240,094.05.

***CARRIED.***

Condominium  
Application CD15-03-  
2 (Oxford Condo.  
Corporation 35)

4. Moved by: Maureen RALPH  
Seconded by: Mike CAMPBELL  
Resolved that Council of the Township of East Zorra-Tavistock advise County Council that the Township supports the application for draft approval of a proposed condominium submitted by Oxford Condominium Corporation 35 (File No. CD 15-03-2); prepared by Campbell Wyman Auer Ltd. and dated May 20, 2015, for lands described as Part Lot 28, North of Hope Street and East of Woodstock Street, Plan 307 in the Village of Tavistock.

And further, that the Council of the Township of East Zorra-Tavistock advise County Council that the Township supports the application for exemption from the draft plan of condominium approval process submitted by Oxford Condominium Corporation 35 (File No. CD 15-03-2); prepared by Campbell Wyman Auer Ltd. and dated May 20, 2015, for lands described as Part Lot 28, North of Hope Street and East of Woodstock Street, Plan 307 in the Village of Tavistock, as all matters relating to the development have been addressed through prior approvals of each existing condominium corporation.

**CARRIED.**

Vandecar Cemetery -  
Sign

5. Moved by: Shirley MCCALL HANLON  
Seconded by: Mike ROUTLY  
Resolved that Council approve the purchase of a sign for Vandecar Pioneer Cemetery.

**CARRIED.**

Conferences &  
Seminars

Councillor MCCALL HANLON spoke to the AMO Land Use Planning online course that she recently completed. As part of the course materials, she referenced the MMAH Citizens' Guides to Land-use Planning being a worthwhile resource, which can be found at <http://www.mah.gov.on.ca/Page338.aspx>

Public Meeting –  
Rezoning Application  
ZN2-14-07 (Birtch)

6. Moved by: Mike ROUTLY  
Seconded by: Shirley MCCALL HANLON  
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 10:15 a.m.

**CARRIED.**

**PUBLIC MEETING – Zone Change Application #ZN2-14-07 of Thomas S. Birtch for lands described as Part Lot 16, Concession 12, Township of East Zorra-Tavistock.**

Planner Andrea Hächler from the County of Oxford Planning Department was present to comment on report CASPO #2014-165 regarding zone change application ZN2-14-07 to rezone the subject lands to ‘Special Rural Residential Zone (RR-11)’ and the retained lands to ‘Rural Residential (RR)’ to permit the severance of the property to create a new vacant building lot for residential development. The Planning Department recommends approval of the application submitted by Thomas S. Birtch.

No written comments were received prior to the public meeting. At the meeting, Thomas Birtch asked questions relating to the requirements for the survey and for grading/lot plans, as part of the associated consent application.

Adjourn Public Meeting

- 7. Moved by: Maureen RALPH  
 Seconded by: Jeremy SMITH  
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 10:40 a.m.

**CARRIED.**

Rezoning Application ZN2-14-07 (Birtch) – Approve in Principle

- 8. Moved by: Mike CAMPBELL  
 Seconded by: Linda FULTON  
 Resolved that Council approve, in principle, the zone change application submitted by Thomas S. Birtch for lands described as Part Lot 16, Concession 12, Township of East Zorra-Tavistock to rezone the severed lands to ‘Special Rural Residential Zone (RR-11)’ and the retained lands to ‘Rural Residential (RR)’ to permit the severance of the property to create a new vacant building lot for residential development, and further that this matter be referred to by-laws.

**CARRIED.**

Councillor FULTON left the meeting at 10:41 a.m.

Public Meeting – Rezoning Application ZN2-15-04 (Sharon Farms and Enterprises)

- 9. Moved by: Shirley MCCALL HANLON  
 Seconded by: Mike ROUTLY  
 Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 10:41 a.m.

**CARRIED.**

**PUBLIC MEETING – Zone Change Application #ZN2-15-04 of Sharon Farms and Enterprises Ltd. for lands described as Part Lots E & F, Plan 307 (East Zorra), Township of East Zorra-Tavistock and are municipally known as 55 Woodstock Street North in Tavistock.**

Planner Andrea Hächler from the County of Oxford Planning Department was present to comment on report CASPO #2015-172 regarding zone change application ZN2-15-04 to rezone the subject lands from ‘Institutional Zone (I)’ to ‘Special Central Commercial Zone (CC-5)’ to facilitate the conversion of a former nursing home to a building comprised of 19 residential dwelling units and 4 commercial units. The Planning Department recommends approval of the application submitted by Sharon Farms & Enterprises Ltd.

No written comments were received prior to the public meeting. At the meeting, Jeff Schultz (Schultz Automotive) attended to express concerns with the existing traffic and parking on Station Street, and how this proposal might affect this issue further. Additionally, Councillor MCCALL HANLON asked several questions and expressed concern relating to the proposed parking, as well as with snow removed. Councillor CAMPBELL spoke to the existing congestion in and around Station Street.

Adjourn Public Meeting

- 10. Moved by: Jeremy SMITH  
 Seconded by: Shirley MCCALL HANLON  
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 11:06 a.m.

**CARRIED.**

Rezoning Application ZN2-15-04 (Sharon Farms and Enterprises) – Approve in Principle

- 11. Moved by: Mike ROUTLY  
 Seconded by: Mike CAMPBELL  
 Resolved that Council approve, in principle, the zone change application submitted by Sharon Farm & Enterprises Limited, whereby the lands described as Part Lots E & F, Plan 307, in the Village of Tavistock, known municipally as 55 Woodstock Street North, are to be rezoned from ‘Institutional Zone (I)’ to ‘Special Central Commercial Zone (CC-5)’, and further that this matter be referred to by-laws.

**CARRIED.**

Recorded Vote on Resolution #11 called by Councillor MCCALL HANLON.

NAME	YEA	NAY
Mike CAMPBELL	X	
Linda FULTON		
Shirley MCCALL HANLON		X
Don MCKAY	X	
Maureen RALPH	X	
Mike ROUTLY	X	
Jeremy SMITH	X	
<b>TOTAL – CARRIED</b>	<b>5</b>	<b>1</b>

Councillor FULTON returned to the meeting at 11:09 a.m.

Mayor MCKAY left the meeting at 11:16 a.m. Deputy Mayor RALPH assumed the Chair.

Hickson Trail Committee

Review of the recent Minutes of the Hickson Trail Committee. Suggested that going forward, the Committee Minutes reflect those who were in attendance.

Mayor MCKAY returned to the meeting at 11:20 a.m. and reassumed the Chair.

Staff Report  
#PW2015 - 22 re:  
Public Works Reporting

Director of Public Works & Development Dennis O’Neil presented his Monthly Report to Council.

Staff Report  
#CBO2015 - 10 re:  
Building Department Reporting

Chief Building Official John Scherer presented his Monthly Report to Council.

Staff Report  
#FC2015 - 08 re: Fire Department Reporting

In Fire Chief Scott Alexander’s absence, CAO Jeff Carswell presented the Monthly Fire Department Report to Council.

Staff Report  
#BCO2015 - 05 re:  
By-law Compliance Reporting

In By-law Compliance Officer Melanie Shiell’s absence, CAO Jeff Carswell presented the Monthly By-law Compliance Report to Council.

Staff Report  
 #CSM2015 - 14 re:  
 Corporate Services  
 Reporting

Corporate Services Manager Will Jaques presented his Monthly Report to Council.

Staff Report  
 #CSM2015 - 15 re:  
 Smoking on  
 Township Properties

Corporate Services Manager Will Jaques presented his report to Council regarding Smoking on Township Properties.

12. Moved by: Maureen RALPH  
 Seconded by: Jeremy SMITH  
 Resolved that Council direct the Clerk to prepare the necessary by-law to make all Township owned properties Smoke-Free (including the use of e-cigarettes), and further that the County, through the Board of Health, assist the Township with enforcing the by-law.

**CARRIED.**

Recorded Vote on Resolution #12 called by Councillor SMITH.

NAME	YEA	NAY
Mike CAMPBELL	X	
Linda FULTON	X	
Shirley MCCALL HANLON	X	
Don MCKAY	X	
Maureen RALPH	X	
Mike ROUTLY	X	
Jeremy SMITH	X	
<b>TOTAL – CARRIED</b>	<b>7</b>	

Staff Report  
 #CAO2015 - 32 re:  
 Council Priority  
 Setting

CAO Jeff Carswell presented his report to Council regarding Council Priority Setting.

Staff Report  
 #CAO2015 - 33 re:  
 Financial Statement  
 and FIR

CAO Jeff Carswell presented his report to Council regarding the 2014 Financial Statement and FIR.

- 13. Moved by: Mike CAMPBELL  
 Seconded by: Mike ROUTLY  
 Resolved that Council receive the audited statements for the 2014 fiscal year dated July 20, 2015, as prepared by BDO Canada LLP.

**CARRIED.**

Councillor FULTON left the meeting at 12:12 p.m.

By-laws:  
 1st & 2nd Reading

- 14. Moved by: Mike CAMPBELL  
 Seconded by: Shirley MCCALL HANLON  
 Resolved that the following by-laws be read a first and second time:
  - 2015 - 30 Addendum – Sewage System By-law
  - 2015 - 31 Re-zoning By-law (Birtch)
  - 2015 - 32 Re-zoning By-law (Sharon Farms & Enterprises)

**CARRIED.**

By-laws:  
 3rd & Final Reading

- 15. Moved by: Maureen RALPH  
 Seconded by: Mike ROUTLY  
 Resolved that the following by-laws be read a third and final time:
  - 2015 - 30 Addendum – Sewage System By-law
  - 2015 - 31 Re-zoning By-law (Birtch)
  - 2015 - 32 Re-zoning By-law (Sharon Farms & Enterprises)

**CARRIED.**

Councillor FULTON returned to the meeting at 12:13 p.m.

Comments – Oxford County Community Sustainability Plan (“Future Oxford”)

As a follow up from its July 2<sup>nd</sup> meeting, Council again reviewed the “Future Oxford” Plan. Council had no concerns with the Plan and appreciated the hard work of the Committee in putting the Plan together.

Councillor ROUTLY – Speed and Traffic Calming in Innerkip

Councillor ROUTLY expressed concern regarding vehicular speeding in Innerkip, particularly around the intersections of Queen Street/Balsam Street, and Oxford Road 33 between Briar Dr. and Oxford Road 4. After discussion, Council considered the following two resolutions:



16. Moved by: Mike ROUTLY  
 Seconded by: Jeremy SMITH  
 Resolved that Council direct staff to prepare a report for options in regards to traffic calming measures in the areas of Queen St. & Balsam St. in the village of Innerkip and further that residents within approximately 150 metre radius be served notice for feedback and consideration.

**CARRIED.**

Recorded Vote on Resolution #16 called by Councillor ROUTLY.

NAME	YEA	NAY
Mike CAMPBELL	X	
Linda FULTON	X	
Shirley MCCALL HANLON	X	
Don MCKAY	X	
Maureen RALPH	X	
Mike ROUTLY	X	
Jeremy SMITH	X	
<b>TOTAL – CARRIED</b>	<b>7</b>	

17. Moved by: Mike ROUTLY  
 Seconded by: Jeremy SMITH  
 Resolved that Council direct staff in consultation with Oxford County staff to prepare a report for options in regards to traffic calming measures in the area of Oxford Road 33, between Oxford Road 4 and Briar Drive in the village of Innerkip, with an emphasis on school zone safety. Further residents within approximately 150 metre radius be served notice for feedback and consideration.

**CARRIED.**

Recorded Vote on Resolution #17 called by Councillor ROUTLY.

NAME	YEA	NAY
Mike CAMPBELL	X	
Linda FULTON	X	
Shirley MCCALL HANLON	X	
Don MCKAY	X	
Maureen RALPH	X	
Mike ROUTLY	X	
Jeremy SMITH	X	
<b>TOTAL – CARRIED</b>	<b>7</b>	

Councillor MCCALL HANLON –  
Community Safety Issues

Councillor MCCALL HANLON advised that the EZT Community Safety Committee is disbanding, but there still remains concerns from the Committee:

- 1) Medical Scooters – concern for local residents.
  - a. Possibly something can be placed in the next Township Newsletter regarding this matter.
- 2) Noise – Trucks using engine brakes, especially at night.
  - a. Discuss with Oxford County the possibility of erecting appropriate signage.

18. Moved by: Maureen RALPH  
 Seconded by: Mike CAMPBELL  
 Resolved that Council does now adjourn to Committee of the Whole, in camera, at 12:52 p.m. to consider a matter pertaining to:
- Personal matters about an identifiable individual, including municipal or local board employees;
  - Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board.

**CARRIED.**

19. Moved by: Mike CAMPBELL  
 Seconded by: Jeremy SMITH  
 Resolved that the Committee of the Whole does now rise and Council reconvenes at 1:00 p.m.

**CARRIED.**

Confirming By-law 20. Moved by: Maureen RALPH  
Seconded by: Shirley MCCALL HANLON  
Resolved that by-law #2015-33 being a by-law to confirm the proceedings of Council held Wednesday August 5, 2015 be read a first, second and third time this 5<sup>th</sup> day of August, 2015;

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

***CARRIED.***

Adjourn 21. Moved by: Linda FULTON  
Seconded by: Mike ROUTLY  
Resolved that Council does now adjourn at 1:01 p.m.

***CARRIED.***

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Will Jaques, Clerk

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Don McKay, Mayor