

The Council of the Township of East Zorra-Tavistock met in the Council Chambers at the Oxford County Administration Building, Woodstock, Ontario at 9:00 a.m. on Wednesday April 5, 2017.

Members Present: Mayor Don MCKAY, Deputy Mayor 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, Treasurer Sean Hilderley, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander, Chief Building Official John Scherer and Building Inspector/ Drainage Coordinator Connor Occleston.

Councillor MCCALL HANLON provided an update regarding the Stone Gates rededication and Canada's 150<sup>th</sup> event, taking place in Tavistock on May 13, 2017.

Approve Agenda

1. Moved by: Linda FULTON  
Seconded by: Maureen RALPH  
Resolved that Council approve the agenda for the April 5, 2017 meeting as printed and circulated.  
**CARRIED.**

**PECUNIARY INTERESTS:**

- Mike ROUTLY - Item #4(e) Woodstock Boundary Adjustment Proposal

Confirm Minutes

2. Moved by: Shirley MCCALL HANLON  
Seconded by: Mike CAMPBELL  
Resolved that Council confirm the Minutes of the March 15, 2017 Council Meeting, as printed and circulated.  
**CARRIED.**

**Correspondence & Reports – No Resolutions**

- UTRCA March 2017 FYI
- March 15, 2017 PSB Minutes
- February 27, 2017 TDRFB Minutes
- Staff Report - #PW2017 - 09 re: Public Works Reporting
- Staff Report - #CBO2017 – 05 re: Building, Drainage & Development Reporting
- Staff Report - #FC2017 – 04 re: Fire Department Reporting
- Staff Report - #BCO2017 – 04 re: By-law Compliance Reporting
- Staff Report #TR2017 – 08 re: Treasury Reporting
- Staff Report - #CSM2017 – 07 re: Corporate Services Reporting

**Correspondence & Reports – Resolutions Following**

February 2017  
Account Summary

3. Moved by: Maureen RALPH  
Seconded by: Jeremy SMITH  
Resolved that Council confirm the February 2017 Account Summary in the amount of \$461,645.43.

**CARRIED.**

County of Oxford –  
Selection of Warden

4. Moved by: Maureen RALPH  
Seconded by: Mike ROUTLY  
Resolved that Council recommend that County Council consider the Warden elected at large option.

**CARRIED.**

City of Woodstock –  
Boundary Adjustment  
Proposal

Council reviewed and discussed the Boundary Adjustment proposal, as submitted by the City of Woodstock.

5. Moved by: Mike CAMPBELL  
Seconded by: Jeremy SMITH  
Resolved that Council receive the Boundary Adjustment proposal from the City of Woodstock;

And further that Council direct Township Staff work with City Staff to arrange for the required public consultation.

**DEFEATED.**

Recorded Vote on Resolution #5 called by Mayor MCKAY.

NAME	YEA	NAY
Mike CAMPBELL	X	
Linda FULTON		X
Shirley HANLON		X
Don MCKAY	X	
Maureen RALPH		X
Mike ROUTLY		
Jeremy SMITH	X	
<b>TOTAL – DEFEATED</b>	<b>3</b>	<b>3</b>

Public Hearing -  
 Minor Variance  
 Application A-2-2017  
 (Maranda Farms)

**PUBLIC HEARING - MINOR VARIANCE APPLICATION  
 #A-2-2017 of Maranda Farms Ltd., described as Part Lot 32,  
 Concession 11, (East Zorra) Township of East Zorra-  
 Tavistock (known municipally as 596951 Highway 59).**

At 9:42 a.m., Council, constituted as Committee of Adjustment, considered Minor Variance Application #A-2-2017 of Maranda Farms Ltd. Planner Adam Ager presented his Planning Report, #2017-86.

Committee of Adjustment members had questions of the planner in regards to the application.

6. Moved by: Mike CAMPBELL  
 Seconded by: Maureen RALPH  
 Resolved that Council, constituted as Committee of Adjustment, approves Minor Variance Application #A-2-2017 of Maranda Farms Ltd., described as Part Lot 32, Concession 11, (East Zorra) Township of East Zorra-Tavistock (known municipally as 596951 Highway 59), as it relates to relief from the provisions of Section 7.2.1– Minimum Distance Separation Requirements For Livestock Barns (MDS II), to reduce the minimum distance separation requirement to the nearest Type A land use (residential dwelling located at 596957 Highway 59) from 186 m (609 ft) to 137.16 m (450 ft), as the request is deemed to be:
1. a minor variance from the provisions of the Township of East Zorra -Tavistock Zoning By-Law No. 2003-18;
  2. desirable for the appropriate development or use of the land, building or structure;
  3. in keeping with the general intent and purpose of the Township of East Zorra –Tavistock Zoning By-Law No. 2003-18; and
  4. in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

***CARRIED.***

Public Hearing -  
 Minor Variance  
 Application A-3-2017  
 (DeGier)

**PUBLIC HEARING - MINOR VARIANCE APPLICATION  
 #A-3-2017 of DeGier, described as Part Lot 19 and 20,  
 Concession 11, (East Zorra)Township of East Zorra-  
 Tavistock (known municipally as 516202 11th Line).**

At 9:55 a.m., Council, constituted as Committee of Adjustment, considered Minor Variance Application #A-3-2016 of DeGier. Planner Adam Ager presented his Planning Report, #2017-87.

Committee of Adjustment members had questions of the planner in regards to the application.

7. Moved by: Linda FULTON  
 Seconded by: Mike ROUTLY  
 Resolved that Council, constituted as Committee of Adjustment, approves Minor Variance Application #A-3-2016 of DeGier, described as Part Lot 19 and 20, Concession 11, (East Zorra)Township of East Zorra-Tavistock (known municipally as 516202 11th Line), as it relates to relief from the provisions of Section 7.2.1– Minimum Distance Separation Requirements For Livestock Barns (MDS II), to reduce the minimum distance separation requirement to the nearest Type A land use (residential dwelling located at 516225 11th Line) from 197 m (646 ft) to 183 m (600 ft), as the request is deemed to be:
1. a minor variance from the provisions of the Township of East Zorra -Tavistock Zoning By-Law No. 2003-18;
  2. desirable for the appropriate development or use of the land, building or structure;
  3. in keeping with the general intent and purpose of the Township of East Zorra –Tavistock Zoning By-Law No. 2003-18; and
  4. in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

**CARRIED.**

Adjourn to  
 Committee of the  
 Whole (in camera)

8. Moved by: Jeremy SMITH  
 Seconded by: Mike ROUTLY  
 Resolved that Council does now adjourn to Committee of the Whole, in camera, at 10:09 a.m. to consider a matter pertaining to:
- The Security of the Property of the Municipality or local board;
  - Personal matters about an identifiable individual, including municipal or local board employees;
  - A proposed or pending acquisition or disposition of land by the municipality or local board;
  - Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board.

**CARRIED.**

Rise from Committee  
 of the Whole

9. Moved by: Mike CAMPBELL  
 Seconded by: Maureen RALPH  
 Resolved that the Committee of the Whole does now rise and Council reconvenes at 12:06 p.m.

**CARRIED.**

Council observed a lunch break between 12:07 p.m. and 12:35 p.m.

Staff Report  
#PW2017 - 09 re:  
Public Works  
Reporting

Public Works Manager Tom Lightfoot presented his Monthly Report to Council.

Staff Report  
#BIDC2017 – 02 re:  
Appoint Engineer  
(Facey Drain)

Building Inspector/ Drainage Coordinator Connor Occleston reviewed his report with Council regarding the appointment of an engineer for the Facey Drain project.

10. Moved by: Mike CAMPBELL  
Seconded by: Maureen RALPH  
Resolved that Council appoint Kenn Smart of K. Smart Associates Ltd. as engineer to prepare a survey plan and report on the petition for improvements to the Facey Drain in the areas of Lot 29, Concession 18 to Lot 31, Concession 17, in the Township of East Zorra-Tavistock.

**CARRIED.**

Staff Report  
#CBO2017 - 05 re:  
Building Department  
Reporting

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

Staff Report  
#CBO2017 - 06 re:  
Building Permit Fee  
Review

Chief Building Official John Scherer presented his report to Council regarding the review of building permit fees.

11. Moved by: Jeremy SMITH  
Seconded by: Mike CAMPBELL  
Resolved that Council direct Staff to arrange for a public meeting, to be held May 3, 2017, as required by Article 1.9.1.2. – Division C of the Ontario Building Code, with regards to the proposed building permit fee increases.

**CARRIED.**

Staff Report  
#FC2017 - 04 re: Fire  
Department  
Reporting

Fire Chief Scott Alexander presented his Monthly Report to Council.

Staff Report  
#BCO2017 - 04 re:  
By-law Compliance  
Reporting

Council reviewed the Monthly Report from By-law Compliance Officer Melanie Shiell.

Staff Report  
#TR2017 – 08 re:  
Treasury Reporting

Treasurer Sean Hilderley presented his Monthly Report to Council.

Staff Report  
#CSM2017 - 07 re:  
Corporate Services Reporting

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

Staff Report  
#CSM2017 - 08 re:  
Internet/ Telephone Voting Services

Corporate Services Manager Will Jaques reviewed his report with Council regarding the procurement of Internet/ Telephone voting services, for the 2018 municipal election.

12. Moved by: Jeremy SMITH  
Seconded by: Maureen RALPH  
Resolved that Council endorse Intelivote Systems Inc. for the provision of electronic and telephone voting services, for the 2018 Municipal Election.

**CARRIED.**

By-laws:  
1st & 2nd Reading

13. Moved by: Linda FULTON  
Seconded by: Mike ROUTLY  
Resolved that the following by-law be read a first and second time:
- 2017-14 – Authorize Internet/ Telephone Voting Methods

**CARRIED.**

By-laws:  
3rd & Final Reading

14. Moved by: Jeremy SMITH  
Seconded by: Shirley MCCALL HANLON  
Resolved that the following by-law be read a third and final time:
- 2017-14 – Authorize Internet/ Telephone Voting Methods

**CARRIED.**

Councillor ROUTLY left the meeting at 1:18 p.m.

Staff Report  
#CSM2017 - 09 re:  
Community Improvement Plan (CIP)

Corporate Services Manager Will Jaques reviewed his report with Council regarding the implementation of a Community Improvement Plan (CIP) for the Township, as well as the other rural Oxford County municipalities.

- 15. Moved by: Mike CAMPBELL  
Seconded by: Jeremy SMITH  
Resolved that Council support proceeding with the proposed CIP as drafted, subject to input through the public process.

And that Oxford County be requested to initiate the appropriate amendment to the Official Plan.

And further that Staff be authorized and directed to proceed with the appropriate approval process for the draft CIP in accordance with the Planning Act.

**CARRIED.**

Confirming By-law

- 16. Moved by: Shirley MCCALL HANLON  
Seconded by: Mike CAMPBELL  
Resolved that by-law #2017-15 being a by-law to confirm the proceedings of Council held Wednesday April 5, 2017 be read a first, second and third time this 5<sup>th</sup> day of April, 2017;

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

**CARRIED.**

Adjourn

- 17. Moved by: Linda FULTON  
Seconded by: Mike CAMPBELL  
Resolved that Council does now adjourn at 1:24 p.m.

**CARRIED.**

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Will Jaques, Clerk

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Don McKay, Mayor