

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 May 3, 2017.

Members Present: Mayor Don MCKAY, Deputy Mayor RALPH and Councillors Mike CAMPBELL, Linda FULTON and Jeremy SMITH.

Members Absent: Councillors Shirley MCCALL HANLON and Mike ROUTLY.

Staff Present: CAO Jeff Carswell, Clerk Will Jaques, Treasurer Sean Hilderley, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander and Chief Building Official John Scherer.

Approve Agenda

1. Moved by: Maureen RALPH
Seconded by: Jeremy SMITH
Resolved that Council approve the agenda for the May 3, 2017 meeting as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- Mayor MCKAY – item #6(d) – April 12/17 HTC Minutes
- Councillor FULTON – item #4(g) – Consent App. B17-13-2

Confirm Minutes

2. Moved by: Linda FULTON
Seconded by: Mike CAMPBELL
Resolved that Council confirm the Minutes of the April 19, 2017 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions

- Oxford County Museum School – Spring 2017 Newsletter
- GRCA Current - April 2017
- April 12, 2017 HTC Minutes
- March 27, 2017 TDRFB Minutes
- April 24, 2017 TDRFB Minutes
- Staff Report - #PW2017 - 10 re: Public Works Reporting
- Staff Report - #CBO2017 – 07 re: Building, Development & Drainage Reporting
- Staff Report - #FC2017 – 05 re: Fire Department Reporting
- Staff Report - #BCO2017 – 05 re: By-law Compliance Reporting
- Staff Report - #TR2017 – 09 re: 2016 Development Charges Reporting (Revised)
- Staff Report - #TR2017 – 10 re: Treasury Reporting
- Staff Report - #CSM2017 – 10 re: Corporate Services Reporting
- Staff Report - #HRSC2017 – 01 re: 2016 Employee Leave Analysis
- Staff Report - #CAO017 – 14 re: Council Priority Setting – Quarterly Update

Correspondence & Reports – Resolutions Following

March 2017 Account
Summary

3. Moved by: Mike CAMPBELL
Seconded by: Jeremy SMITH
Resolved that Council confirm the March 2017 Account Summary in the amount of \$2,084,675.48

CARRIED.

4. Moved by: Jeremy SMITH
Seconded by: Mike CAMPBELL
Resolved that Council voice no objection to Severance Application #B16-41-2 of Joanne Christensen for property located at 23 West Side Blandford Street and Part of 23 East Side Coleman Street, Plan 35, in the Village of Innerkip.

CARRIED.

- 5. Moved by: Maureen RALPH
Seconded by: Linda FULTON
Resolved that Council voice no objection to Severance and Minor Variance Application #B16-65-2; A16-14-2 of Alver Farms Ltd. for property located at Part Lots 11, 12 & 13, Concession 10, Township of East Zorra-Tavistock.

CARRIED.

Councillor FULTON removed herself from the discussion.

- 6. Moved by: Maureen RALPH
Seconded by: Jeremy SMITH
Resolved that Council voice no objection to Severance Application #B17-13-2 of Tom & Linda Fulton for property located at Part Lot 31, Registered Compiled Plan 1617, Township of East Zorra-Tavistock.

CARRIED.

Councillor FULTON rejoined the discussion.

Mayor MCKAY removed himself from the discussion

Deputy Mayor RALPH reviewed the April 12, 2017 HTC Minutes.

Mayor MCKAY rejoined the discussion.

Staff Report
#PW2017 - 10 re:
Public Works
Reporting

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

Staff Report
#CBO2017 - 07 re:
Building Department
Reporting

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

Staff Report
#FC2017 - 05 re: Fire
Department
Reporting

Fire Chief Scott Alexander presented his Monthly Report to Council.

Staff Report
#BCO2017 - 05 re:
By-law Compliance
Reporting

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

Public Meeting -
Open

- 7. Moved by: Linda FULTON
Seconded by: Mike CAMPBELL
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:15 a.m.

CARRIED

Public Meeting for
ZN2-17-02 – MacKay

PUBLIC MEETING – MACKAY ZONE CHANGE
APPLICATION #ZN2-17-02, PART LOT 16, CONCESSION 10,
TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Adam Ager from the County of Oxford Planning Department was present to comment on his report, CASPO Report #2017-117, regarding a Zone Change application on lands owned by Laurence MacKay.

The agent for the applicant was present and spoke favourably of the application. Council asked questions of the planner and Township Staff.

Council Reconvene

- 8. Moved by: Jeremy SMITH
Seconded by: Mike CAMPBELL
Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:21 a.m.

CARRIED.

- 9. Moved by: Maureen RALPH
Seconded by: Linda FULTON
Resolved that Council approve, in principle, the zone change application submitted by Laurence McKay, whereby the lands described as Part Lot 16, Concession 10 (East Zorra), Township of East Zorra-Tavistock, known municipally as 495973 10th Line are to be rezoned from ‘General Agricultural Zone (A2)’ to ‘Special General Agricultural Zone (A2-sp (T)).

CARRIED.

Staff Report
#TR2017 – 09 re:
2016 Development
Charges Reporting
(Revised)

Treasurer Sean Hilderley presented his report to Council regarding the Development Charges reserve transfers (as revised).

Staff Report
#TR2017 – 10 re:
Treasury Reporting

Treasurer Sean Hilderley presented his Monthly Report to Council.

Staff Report
#CSM2017 - 10 re:
Corporate Services
Reporting

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

Staff Report
#HRSC2017 – 01 re:
2016 Employee
Leave Analysis

Council reviewed Staff Report #HRSC2017-01 regarding an analysis of Employee Leaves during 2016.

Public Meeting -
Open

- 10. Moved by: Maureen RALPH
Seconded by: Mike CAMPBELL
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:30 a.m.

CARRIED

Public Meeting for
SB17-01-2 &
ZN2-17-01 –
Oxford Road
Developments 5 Inc.

PUBLIC MEETING – OXFORD ROAD DEVELOPMENTS 5 INC. SUBDIVISION APPLICATION SB17-01-2 & ZONE CHANGE APPLICATION #ZN2-17-01, PART LOT 10, CONCESSION 17, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

Adam Ager from the County of Oxford Planning Department was present to comment on his report, CASPO Reports, #2017-116, regarding Subdivision and Zone Change applications, respectively, on lands owned by Oxford Road Developments 5 Inc.

The agent for the applicants was present and spoke favourably of the application. Members of the public present asked questions related to the proposed development. Council asked questions of the agent, the planner and Township Staff.

Council Reconvene

- 11. Moved by: Maureen RALPH
Seconded by: Mike CAMPBELL
Resolved that the Public Meeting does now adjourn and Council reconvenes at 10:10 a.m.

CARRIED.

Support Subdivision
Application
SB17-01-2

- 12. Moved by: Mike CAMPBELL
 Seconded by: Linda FULTON
 Resolved that the Council of the Township of East Zorra Tavistock advise County Council that the Township supports the application for draft plan of subdivision, File No. SB 17-01-2, as submitted by Oxford Road Development 5 Inc., for lands described as Part Lot 10, Concession 17 (East Zorra), Township of East Zorra-Tavistock, consisting of 29 lots for single detached dwellings, one stormwater management block, one block for future development, a 0.3 m reserve block, and two new local streets, subject to all conditions being met prior to final approval and plan registration;

And further that, resolved that Council of the Township of East Zorra-Tavistock approve, in principle, the zone change application File No. ZN 2-17-01, submitted by Oxford Road Development 5 Inc., for lands described as Part Lot 10, Concession 17 (East Zorra), Township of East Zorra - Tavistock, to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Residential Type 1 Zone (R1)' and 'Special General Agricultural Zone (A2-sp)' to facilitate the proposed draft plan of subdivision.

CARRIED.

Council observed a short break between 10:16 a.m. and 10:26 a.m.

Public Hearing -
Minor Variance
Application A-4-2017
(Cowing)

**PUBLIC HEARING - MINOR VARIANCE APPLICATION
#A-4-2017 OF COWING, DESCRIBED AS PART LOT 16,
CONCESSION 14, TOWNSHIP OF EAST ZORRA-
TAVISTOCK.**

At 10:26 a.m., Council, constituted as Committee of Adjustment, considered Minor Variance Application #A-4-2017 of Dennis Cowing. Planner Adam Ager presented his Planning Report, #2017-118.

Committee of Adjustment members had questions of the planner and Township Staff in regards to the application. The applicant was not in attendance.

13. Moved by: Linda FULTON
 Seconded by: Mike CAMPBELL
 Resolved that Council, constituted as Committee of Adjustment, not approve Minor Variance Application #A-4-2017 of Dennis Cowing, described as Part Lot 16, Concession 14, (East Zorra) Township of East Zorra-Tavistock (known municipally as 655967 15th Line), as the request is not:

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 Meeting -
 Open

14. Moved by: Maureen RALPH
 Seconded by: Jeremy SMITH
 Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Ontario Building Code Act, at 10:37 a.m.

CARRIED

Chief Building Official John Scherer presented to Council, including his report (#CBO2017-08), regarding the review of building permit fees.

Council Reconvene

15. Moved by: Jeremy SMITH
 Seconded by: Mike CAMPBELL
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 10:53 a.m.

CARRIED.

16. Moved by: Maureen RALPH
 Seconded by: Jeremy SMITH
 Resolved that Council approve, in principle, the Building Permit Fee amendments as proposed and direct Staff to prepare an amendment to the Building By-law for Council’s consideration at the May 17, 2017 meeting, with an effective date of June 1, 2017.

CARRIED.

Staff Report
#CAO2017 – 14 re:
Council Priority
Setting – Quarterly
Update

CAO Jeff Carswell presented his quarterly update report regarding the Council Priority Setting Exercise.

Staff Report
#CAO2017 – 15 re:
Facility Management
Agreement Renewal

CAO Jeff Carswell presented his report to Council regarding the renewal of the Facility Management Agreement with Ken Wettlaufer.

17. Moved by: Mike CAMPBELL
Seconded by: Linda FULTON
Resolved that Council approve the Facility Management Agreement with Ken Wettlaufer, as approved by the TDRFB on April 24, 2017 and attached to report #CAO2017-15, and further that the Mayor and Clerk be authorized to sign the agreement.

CARRIED.

Staff Report
#CAO2017 – 16 re:
Hickson Office –
Renovation Concepts

CAO Jeff Carswell presented his report to Council regarding potential concepts of a renovated Township Office, as well as potential costing for new build and leasing options.

18. Moved by: Mike CAMPBELL
Seconded by: Linda FULTON
Resolved that Council authorize Staff to develop background information on the office space challenges and a Request for Expressions of Interest for providing leased office space for review and approval by Council before circulation.

CARRIED.

Other Business

Councillor SMITH provided an update on the planning for the 2017 Community Appreciation event, to be held in Innerkip on June 14, 2017.

Discussion regarding the Stone Gates re-dedication and EZT Canada 150th Celebration, to be held in Tavistock on May 13, 2017.

- Adjourn to
Committee of the
Whole (in camera)
19. Moved by: Jeremy SMITH
Seconded by: Mike CAMPBELL
Resolved that Council does now adjourn to Committee of the Whole, in camera, at 11:53 a.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.**
- Rise from Committee
of the Whole
20. Moved by: Maureen RALPH
Seconded by: Jeremy SMITH
Resolved that the Committee of the Whole does now rise and Council reconvenes at 12:02 p.m.
- CARRIED.**
- Confirming By-law
21. Moved by: Linda FULTON
Seconded by: Mike CAMPBELL
Resolved that by-law #2017-18 being a by-law to confirm the proceedings of Council held Wednesday May 3, 2017 be read a first, second and third time this 3rd day of May, 2017;
- And further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.
- CARRIED.**
- Adjourn
22. Moved by: Maureen RALPH
Seconded by: Linda FULTON
Resolved that Council does now adjourn at 12:03 p.m.
- CARRIED.**

Will Jaques, Clerk

Don McKay, Mayor