

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 August 2, 2017.

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

Members Absent: Councillor Mike ROUTLY

Staff Present: CAO Jeff Carswell, Clerk Will Jaques, Treasurer Sean Hilderley, Public Works Manager Tom Lightfoot, Chief Building Official John Scherer and Building Inspector/ Drainage Superintendent Connor Occleston

Approve Agenda

1. Moved by: Jeremy SMITH  
Seconded by: Linda FULTON  
Resolved that Council approve the agenda for the August 2, 2017 meeting as printed and circulated and further that the following be added:
  - Township Office Photocopiers
  - ETPL Open Session

**CARRIED.**

**PECUNIARY INTERESTS:**

- Don MCKAY – item #7.b & #9.f (Strathallan Road Allowances Closure and Sale)
- Don MCKAY – item #5.d (Hickson Trail Committee Minutes)

Confirm Minutes

2. Moved by: Shirley MCCALL HANLON  
Seconded by: Jeremy SMITH  
Resolved that Council confirm the Minutes of the July 5, 2017 Council Meeting, as printed and circulated.

**CARRIED.**

**Correspondence & Reports – No Resolutions**

- Oxford County – Local Court Security Advisory Committee
- GRCA – July 2017 Current
- Oxford County – Head of Council Selection and Term Update
- Oxford County – Planning Act & OMB Reform
- July 19, 2017 PSB Minutes
- June 26, 2017 TDRFB Minutes
- July 12, 2017 HTC Minutes
- Staff Report - #TR2017 – 13 re: Treasury Reporting
- Staff Report - #CBO2017 – 11 re: Building, Development & Drainage Reporting
- Staff Report - #FC2017 – 10 re: Fire Department Reporting
- Staff Report - #PW2017 - 15 re: Public Works Reporting
- Staff Report - #BCO2017 – 08 re: By-law Compliance Reporting
- Staff Report - #CSM2017 – 13 re: Corporate Services Reporting
- Staff Report - #CSM2017 – 14 re: Modernizing Ont. Municipal Legislation Act

**Correspondence & Reports – Resolutions Following**

June 2017 Account Summary

3. Moved by: Maureen RALPH  
 Seconded by: Linda FULTON  
 Resolved that Council confirm the June 2017 Account Summary in the amount of \$2,504,488.31.

***CARRIED.***

Council discussed the correspondence received from the City of Woodstock regarding the proposed City of Woodstock entrance sign to be placed on Highway #59 North, within the Township.

4. Moved by: Maureen RALPH  
 Seconded by: Shirley MCCALL HANLON  
 Resolved that Council not support the proposal from the City of Woodstock for the Highway 59 City of Woodstock sign.

***DEFEATED.***

Tax Rebate and Write-offs Court

At 9:16 a.m., the Tax Rebate and Write-off Court was held. Treasurer Sean Hilderley presented his report to Council (Staff Report #TR2017-14). No members of the public present had questions or concerns related to the proposed rebates or write-offs.

- 5. Moved by: Maureen RALPH  
 Moved by: Linda FULTON  
 Resolved that Council authorize the write-off of taxes for the processed 357 applications in the corresponding tax years 2015 & 2016, with the total amount of the write-off being \$8,354.81, with the Township portion being \$3,322.23 and the remainder of \$5,124.63 being charged back to the County and Boards of Education, as per their appropriate portions.

**CARRIED.**

Council reviewed the Hickson Trail Committee Minutes. Mayor MCKAY removed himself from the discussion.

Staff Report  
 #TR2017 – 13 re:  
 Treasury Reporting

Treasurer Sean Hilderley presented his Monthly Report to Council.

Public Meeting -  
 Open

- 6. Moved by: Jeremy SMITH  
 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  
 ZN2-17-04 – Maue

**PUBLIC MEETING – MAUE ZONE CHANGE APPLICATION  
 #ZN2-17-04, LOT 19, CONCESSION 11, RP 41R-1482 (Part 1)  
 (EAST ZORRA) TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

Adam Ager from the County of Oxford Planning Department was present to comment on his report, CP Report #2017-224, regarding a Zone Change application on lands owned by Mark and Michelle Maue.

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

Council Reconvene

- 7. Moved by: Maureen RALPH  
 Seconded by: Shirley MCCALL HANLON  
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:35 a.m.

**CARRIED.**

- 8. Moved by: Shirley MCCALL HANLON  
 Seconded by: Maureen RALPH  
 Resolved that Council approve, in principle, Zone Change Application ZN2-17-04, and further that the matter be referred to By-laws.

**CARRIED.**

Staff Report  
 #CBO2017 - 11 re:  
 Building Department  
 Reporting

Chief Building Official John Scherer reviewed his Monthly Report with Council.

Staff Report  
 #FC2017 - 10 re: Fire  
 Department  
 Reporting

Council reviewed the Monthly Report from Fire Chief Scott Alexander.

Staff Report  
 #PW2017 - 15 re:  
 Public Works  
 Reporting

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

Public Meeting -  
 Open

- 9. Moved by: Mike CAMPBELL  
 Seconded by: Jeremy SMITH  
 Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:45 a.m.

**CARRIED**

Public Meeting for  
 ZN2-17-05 – Maissan

**PUBLIC MEETING – MAISSAN ZONE CHANGE APPLICATION #ZN2-17-05, LOT 7, CONCESSION 14, TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

Adam Ager from the County of Oxford Planning Department was present to comment on his report, CP Report #2017-223, regarding a Zone Change application on lands owned by Josephus Maissan.

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

Council Reconvene

- 10. Moved by: Linda FULTON  
 Seconded by: Mike CAMPBELL  
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:53 a.m.

**CARRIED.**

11. Moved by: Maureen RALPH  
Seconded by: Jeremy SMITH  
Resolved that Council approve, in principle, Zone Change Application ZN2-17-05, and further that the matter be referred to By-laws.

**CARRIED.**

Staff Report  
#BCO2017 - 08 re:  
By-law Compliance  
Reporting

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

Staff Report  
#CSM2017 - 13 re:  
Corporate Services  
Reporting

Corporate Services Manager Will Jaques presented his Monthly Report to Council, including the supplemental item regarding Township Office photocopiers.

12. Moved by: Mike CAMPBELL  
Seconded by: Linda FULTON  
Resolved that Council authorize the buy-out option proposal from Integrated Digital Solutions, for the Township office photocopiers.

**CARRIED.**

Council observed a short recess between 10:00 a.m. and 10:05 a.m.

At 10:06 a.m., Derek Truelove, representing the Hickson Trail Committee, attended the meeting to update Council on trail development and recent fundraising efforts. A request was also made to Council to waive any applicable building permit fees related to the proposed bridges for the trail.

13. Moved by: Mike CAMPBELL  
Seconded by: Shirley MCCALL HANLON  
Resolved that Council waive the applicable building permit fees associated with building permit number #E2017-142.

**CARRIED.**

Staff Report  
#CSM2017 - 14 re:  
Modernizing Ont.  
Municipal Legislation  
Act

Corporate Services Manager Will Jaques reviewed his report with Council regarding the Modernizing Ontario Municipal Legislation Act, 2017.

Engineer's Report –  
Timms Creek Drain –  
McIntosh Culvert  
Project

At 10:27 a.m., Ray Roscovich of K. Smart and Associates Ltd. presented the engineer's report for the Timms Creek Drain – McIntosh Culvert project.

No ratepayers on the drain were present. Questions and comments were made to the Engineer by members of Council.

Accept Engineer's  
Report – Prepare for  
Court of Revision

14. Moved by: Jeremy SMITH  
Seconded by: Mike CAMPBELL  
Resolved that the Engineer's Report on the Timms Creek Drain – McIntosh Culvert, having been presented and considered, be provisionally adopted, as received;

And further that the Clerk be instructed to prepare and circulate the necessary By-law and Notice of Court of Revision to each ratepayer assessed.

**CARRIED.**

Staff Report -  
#CAO2017 - 25 re:  
Council Priority  
Setting (Quarterly  
Update)

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

15. Moved by: Linda FULTON  
Seconded by: Mike CAMPBELL  
Resolved that Council endorse Staff Report #CAO2017-25

**CARRIED.**

Discussion regarding what may be presented in Open Session regarding the EARTH Corporation August 10, 2017 Special Shareholder Meeting.

- Adjourn to  
Committee of the  
Whole (in camera)
16. Moved by: Maureen RALPH  
Seconded by: Mike CAMPBELL  
Resolved that Council does now adjourn to Committee of the Whole, in camera, at 10:45 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;
  - Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
  - A proposed or pending acquisition or disposition of land by the municipality or local board.
- CARRIED.**
- Rise from Committee  
of the Whole
17. Moved by: Linda FULTON  
Seconded by: Mike CAMPBELL  
Resolved that the Committee of the Whole does now rise and Council reconvenes at 11:06 a.m.
- CARRIED.**
- Discussion and public comments received regarding proposed By-law #2017-27 (Closing and Selling Road Allowances - Strathallan). Mr. Scott Rudy was present and spoke to concerns regarding drainage. Mr. Robert Maslen was present and spoke to concerns regarding drainage and impacts on existing wells in the neighbourhood. Council will consider this By-law at a future meeting.
- By-laws:  
1st & 2nd Reading
18. Moved by: Jeremy SMITH  
Seconded by: Linda FULTON  
Resolved that the following by-laws be read a first and second time:
- 2017-26 – Closing Part of George Street (Innerkip)
  - 2017-28 – ZBA Application 2-17-04 (Maue)
  - 2017-29 – ZBA Application 2-17-05 (Maissan)
  - 2017-30 – Provisional By-law – Timms Creek Drain (McIntosh Culvert)
- CARRIED**

- By-laws: 19. Moved by: Maureen RALPH  
3rd & Final Reading Secinded by: Shirley MCCALL HANLON  
Resolved that the following by-law be read a third and final time:
- 2017-26 – Closing Part of George Street (Innerkip)
  - 2017-28 – ZBA Application 2-17-04 (Maue)
  - 2017-29 – ZBA Application 2-17-05 (Maissan)

**CARRIED**

Other Business Discussion regarding the EARTH Corporation August 10, 2017 Special Shareholder Meeting. Tyler Moore and Laurie Palmer from EARTH Corporation were present and provided information to Council related to the items of business to be discussed at the Special Shareholder Meeting.

20. Moved by: Maureen RALPH  
Secinded by: Mike CAMPBELL  
Resolved that Council authorize Mayor McKay to be the designated voting representative for the August 10, 2017 Special Shareholder Meeting and further be authorized to support the 3 items of business.

**CARRIED.**

- Adjourn to Committee of the Whole (in camera) 21. Moved by: Linda FULTON  
Secinded by: Jeremy SMITH  
Resolved that Council does now adjourn to Committee of the Whole, in camera, at 11:35 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;
  - Litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board.

**CARRIED.**

- Rise from Committee of the Whole 22. Moved by: Shirley MCCALL HANLON  
Secinded by: Maureen RALPH  
Resolved that the Committee of the Whole does now rise and Council reconvenes at 12:11 p.m.

**CARRIED.**



Confirming By-law

23. Moved by: Jeremy SMITH  
Seconded by: Shirley MCCALL HANLON  
Resolved that by-law #2017-31 being a by-law to confirm the proceedings of Council held Wednesday August 2<sup>nd</sup>, 2017 be read a first, second and third time this 2<sup>nd</sup> day of August, 2017;

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

**CARRIED.**

Adjourn

24. Moved by: Linda FULTON  
Seconded by: Mike CAMPBELL  
Resolved that Council does now adjourn at 12:12 p.m.

**CARRIED.**

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Will Jaques, Clerk

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Don McKay, Mayor