

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 March 7, 2018.

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

Members Absent: Mayor Don MCKAY and Councillor Mike CAMPBELL.

Staff Present: Clerk Will Jaques, Treasurer Sean Hilderley, CBO John Scherer, Fire Chief Scott Alexander and Public Works Manager Tom Lightfoot.

Councillor SMITH brought comments regarding the success of the Tavistock Braves and Royals in their respective hockey playoff matches. Further, Councillor SMITH brought a reminder of International Women’s Day on March 8<sup>th</sup>.

Approve Agenda

1. Moved by: Linda FULTON  
 Seconded by: Shirley MCCALL HANLON  
 Resolved that Council approve the agenda for the March 7, 2018 meeting as printed and circulated, and further that the following be added to the agenda for this meeting:
  - Councillor Routly – Naloxone Resolution
  - Councillor McCall-Hanlon – Work being done on Woodstock Street South

**CARRIED.**

**PECUNIARY INTERESTS:**

- None.

Confirm Minutes

2. Moved by: Jeremy SMITH  
 Seconded by: Linda FULTON  
 Resolved that Council confirm the Minutes of the February 21, 2018 Council Meeting, as printed and circulated.

**CARRIED.**

**Correspondence & Reports – No Resolutions**

- January 22, 2018 TDRFB Minutes
- Staff Report - #CBO2018 – 04 re: Building, Development & Drainage Reporting
- Staff Report - #FC2018 – 04 re: Fire Department Reporting
- Staff Report - #PW2018 – 05 re: Public Works Reporting
- Staff Report - #TR2018 – 05 re: Treasury Reporting
- Staff Report - #BCO2018 – 02 re: By-law Compliance Reporting
- Staff Report - #CSM2018 – 04 re: Corporate Services Reporting
- Staff Report - #CAO2018 – 08 re: Bill 148 – HR Policy Updates

**Correspondence & Reports – Resolutions Following**

January 2018  
Account Summary

3. Moved by: Mike ROUTLY  
Seconded by: Jeremy SMITH  
Resolved that Council confirm the January 2018 Account Summary in the amount of \$312,289.40.

**CARRIED.**

Public Hearing -  
Minor Variance  
Application  
A-2-2018 (Cowing)

**PUBLIC HEARING - MINOR VARIANCE APPLICATION  
#A-2-2018 OF JASON AND KATIE COWING, DESCRIBED  
AS PART OF LOT 15, CONCESSION 17 (EAST ZORRA),  
TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

At 9:15 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-2-2018 of Jason and Katie Cowing. Planner Meghan House presented her Planning Report, #2018-59.

Committee of Adjustment members had questions of the planner and Township Staff in regard to the application. One of the executor’s of the neighbouring property was present and spoke favourably of the application. The Committee considered the comments received in making its decision on this application.

4. Moved by: Mike ROUTLY  
 Seconded by: Jeremy SMITH  
 Resolved that Council, constituted as the Committee of Adjustment, approve Minor Variance Application #A-2-2018 of Jason and Katie Cowing, described as Part Lot 15, Concession 17 (East Zorra), Township of East Zorra-Tavistock, with the following condition:
  1. The applicant is required to confirm the location and gross floor area of the existing shed and resolve any encroachment on the neighbouring lands and/or deficiencies with respect to zoning provisions (e.g. side yard and yard setbacks), prior to the issuance of a building permit for construction of the new detached garage.

As the requests are:

1. Minor variances 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.**

Innerkip Easter Egg Hunt

Council reviewed the correspondence regarding the upcoming Innerkip Easter Egg Hunt, and the request for consideration of the Township’s insurance coverage being extended to the volunteers organizing the event.

5. Moved by: Mike ROUTLY  
 Seconded by: Jeremy SMITH  
 Resolved that Council approve the request from the organizers of the Innerkip Community Easter Egg Hunt to have the Township’s insurance coverage extended to the volunteers involved in the event, subject to a list of all volunteers involved in the event being provided to the Township.

**CARRIED.**

Oxford County – Progress report on the Smart Cities Challenge application

Council reviewed the correspondence from the County of Oxford regarding progress on the Smart Cities Canada Challenge application.

- 6. Moved by: Linda FULTON  
 Seconded by: Jeremy SMITH  
 Resolved that that the Council of the Township of East Zorra-Tavistock supports an Oxford Municipal Partners submission to the Smart Cities Challenge;

And further, that Council appoints Councillor McCall Hanlon to the Smart Cities Challenge Ad Hoc Committee.

**CARRIED.**

Public Meeting - Open

- 7. Moved by: Linda FULTON  
 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 9:31 a.m.

**CARRIED**

Public Meeting for ZN2-17-09 – McKay

**PUBLIC MEETING – MCKAY ZONE CHANGE APPLICATION #ZN2-17-09, PART LOT 15, CONCESSION 12 (EAST ZORRA), TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

Meghan House from the County of Oxford Planning Department was present to comment on report CP Report #2018-21, regarding a Zone Change application on lands owned by Donald McKay.

Council asked questions of the planner and Township Staff. Neighbouring property owners were present and spoke favourably of the application. Council considered the comments received in making its decision on this application.

Council Reconvene

- 8. Moved by: Jeremy SMITH  
 Seconded by: Linda FULTON  
 Resolved that the Public Meeting does now adjourn and Council reconvenes at 9:39 a.m.

**CARRIED.**

- 9. Moved by: Shirley MCCALL HANLON  
 Seconded by: Linda FULTON  
 Resolved that Council support the recommendation contained in planning report #2018-21 regarding zone change application ZN2-17-09.

**CARRIED.**

Recorded Vote on Resolution #9 called by Councillor SMITH.

NAME	YEA	NAY
Linda FULTON	X	
Shirley MCCALL HANLON	X	
Maureen RALPH	X	
Mike ROUTLY	X	
Jeremy SMITH		X
<b>TOTAL – CARRIED</b>	<b>4</b>	<b>1</b>

Public Meeting -  
Open

- 10. Moved by: Linda FULTON  
Seconded by: Jeremy SMITH  
Resolved that Council does now adjourn to a Public Meeting in accordance with the provisions of the Planning Act at 9:50 a.m.

**CARRIED**

Public Meeting for  
ZN2-18-01 –  
Hodgson

**PUBLIC MEETING – HODGSON ZONE CHANGE  
APPLICATION #ZN2-18-01, PART OF LOT 9, PLAN 307  
(TAVISTOCK), TOWNSHIP OF EAST ZORRA-TAVISTOCK.**

Meghan House from the County of Oxford Planning Department was present to comment on report CP Report #2018-58, regarding a Zone Change application on lands owned by Sharlet & Andrew Hodgson.

Council asked questions of the planner and Township Staff. Neighbouring property owners were present and expressed concerns with the application. The applicant was present and spoke favourably of the application. Council considered the comments received in making its decision on this application.

Council Reconvene

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

**CARRIED.**

- 12. Moved by: Jeremy SMITH  
 Seconded by: Mike ROUTLY  
 Resolved that Council approve, in principle, Zone Change Application ZN2-18-01 and that the applicant be required to obtain Site Plan Approval for the proposed second dwelling on the subject property through a site-specific amendment to the Township’s Site Plan Control By-law.

**CARRIED.**

Recorded Vote on Resolution #12 called by Councillor MCCALL HANLON.

NAME	YEA	NAY
Linda FULTON		X
Shirley MCCALL HANLON		X
Maureen RALPH		X
Mike ROUTLY		X
Jeremy SMITH		X
<b>TOTAL – DEFEATED</b>	<b>0</b>	<b>5</b>

Deputy Mayor RALPH reviewed her report with Council regarding her attendance at the recent OGRA Conference. Councillor ROUTLY also spoke to his attendance at the OGRA Conference.

Staff Report -  
 #FC2018 – 04 re:  
 Fire Department  
 Reporting

Fire Chief Scott Alexander reviewed his Monthly Report with Council.

- 13. Moved by: Shirley MCCALL HANLON  
 Seconded by: Jeremy SMITH  
 Resolved that Council approve the Shared Emergency Communications Network Agreement, as attached to Staff Report #FC2018-04.

**CARRIED.**

14. Moved by: Mike ROUTLY  
 Seconded by: Jeremy SMITH  
 Whereas East Zorra-Tavistock Council has previously authorized the Township Fire Chief to enter into an agreement with Oxford County to allow East Zorra-Tavistock firefighters to respond to overdose calls;

Be it resolved that Council hereby extends that agreement to authorize the Fire Chief to enter into an agreement with the County of Oxford to allow for extended training of all East Zorra-Tavistock firefighters in order to permit the administration of Naloxone by East Zorra-Tavistock firefighters for public administration, as well as in cases of firefighter health and safety situations that may arise as a result of contact with illicit substances.

**CARRIED.**

Recorded Vote on Resolution #14 called by Councillor ROUTLY.

NAME	YEA	NAY
Linda FULTON	X	
Shirley MCCALL HANLON	X	
Maureen RALPH	X	
Mike ROUTLY	X	
Jeremy SMITH	X	
<b>TOTAL – CARRIED</b>	<b>5</b>	<b>0</b>

Staff Report -  
 #CBO2018 – 04 re:  
 Building,  
 Development &  
 Drainage Reporting

CBO John Scherer reviewed his Monthly Report with Council.

Staff Report -  
 #CBO2018 – 05 re:  
 Septic Enforcement  
 Review

CBO John Scherer reviewed his report with Council regarding the Township performing enforcement of Septic Systems, under Part 8 of the Ontario Building Code. Further discussion with the County of Oxford will occur prior to bringing the matter to Council for consideration.

Staff Report -  
 #PW2018 – 05 re:  
 Public Works  
 Reporting

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

Staff Report -  
#PW2018 – 06 re:  
Tree Removal  
Quotes Results

Public Works Manager Tom Lightfoot presented his report to Council regarding the quotes received for the Township's annual tree removal program.

15. Moved by: Jeremy SMITH  
Seconded by: Mike ROUTLY  
Resolved that Council accept the quote submitted March 1, 2018 by Woodstock Tree & Stump Removal in the amount of \$38,060.00 excluding HST to remove 129 trees, including stumps, from Township roadsides.

**CARRIED.**

Councillor MCCALL HANLON brought forward discussion regarding sewer work that was being done recently on Woodstock Street South. Public Works Manager Tom Lightfoot clarified that this was a County of Oxford project being completed as part of their regular maintenance program.

Councillor ROUTLY left the meeting at 10:56 a.m.

Staff Report -  
#TR2018 – 05 re:  
Treasury Reporting

Treasurer Sean Hilderley presented his Monthly Report to Council.

Councillor ROUTLY returned to the meeting at 10:59 a.m.

Staff Report -  
#BCO2018 – 02 re:  
By-law Compliance  
Reporting

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

Staff Report -  
#CSM2018 – 04 re:  
Corporate Services  
Reporting

Clerk Will Jaques reviewed his Monthly Report with Council.

- By-laws: 16. Moved by: Mike ROUTLY  
1st & 2nd Reading Secoded by: Linda FULTON  
Resolved that the following by-laws be read a first and second time:
- 2018-10 – Agreement for Emergency Services Communication Network
  - 2018-11 – ZBA Application ZN2-17-03 (Yeoman)
- CARRIED.**
- By-laws: 17. Moved by: Shirley MCCALL HANLON  
3rd & Final Reading Secoded by: Jeremy SMITH  
Resolved that the following by-laws be read a third and final time:
- 2018-10 – Agreement for Emergency Services Communication Network
  - 2018-11 – ZBA Application ZN2-17-03 (Yeoman)
- CARRIED.**
- Other Business Council discussed the 2018 Community Appreciation Event.
- Council discussed the proposed High-Speed Rail project. An update was provided on the delegation with the Ministry of Transportation at the OGRA Conference.
- Adjourn to Closed to the Public Session 18. Moved by: Jeremy SMITH  
Secoded by: Shirley MCCALL HANLON  
Resolved that Council does now adjourn to a Closed to the Public Session, at 11:11 a.m., to consider the following matters:
- February 7, 2018 Closed Session Minutes (s. 239 (2) (b), (c))
  - January 2018 Payroll (s. 239 (2) (b))
  - Staff Report - #BCO2018 – 02 re: By-law Compliance Reporting (Closed Session) (s. 239 (2) (b), (e))
  - Letter from Township Auditor (Christine Scimgeour, Scimgeour & Company) (s. 239 (2) (b), (e))
  - Councillor Routly - "Personnel/ Staff Related" (s. 239 (2) (b))
  - Staff Related Matter (s. 239 (2) (b))
- CARRIED.**

Rise from Closed to the Public Session

19. Moved by: Shirley MCCALL HANLON  
Seconded by: Linda FULTON  
Resolved that Council does now rise from its Closed to the Public Session at 12:40 p.m.

**CARRIED.**

Confirming By-law

20. Moved by: Jeremy SMITH  
Seconded by: Linda FULTON  
Resolved that by-law #2018-12 being a by-law to confirm the proceedings of Council held Wednesday March 7<sup>th</sup>, 2018 be read a first, second and third time this 7<sup>th</sup> day of March, 2018;

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: Shirley MCCALL HANLON  
Seconded by: Jeremy SMITH  
Resolved that Council does now adjourn at 12:43 p.m.

**CARRIED.**

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Will Jaques, Clerk

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Maureen Ralph, Deputy Mayor