

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 2, 2018.

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: None.

Staff Present: Clerk Will Jaques, CBO John Scherer, Fire Chief Scott Alexander, Don MacLeod.

Approve Agenda

1. Moved by: Maureen RALPH
Seconded by: Jeremy SMITH
Resolved that Council approve the agenda for the May 2, 2018 meeting as printed and circulated, and further that the following be added to the agenda for this meeting:
 - ERTH Appointment
 - Report from Don MacLeod - CAO Recruitment

CARRIED.

PECUNIARY INTERESTS:

- Don MCKAY – Item #6(h) Staff Report - #CSM2018 – 08 re: Corporate Services Reporting (Status of Land Use Planning Matters)

Confirm Minutes

2. Moved by: Mike CAMPBELL
Seconded by: Mike ROUTLY
Resolved that Council confirm the Minutes of the April 18, 2018 Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions

- Staff Report - #CBO2018 – 07 re: Building, Development & Drainage Reporting
- Staff Report - #FC2018 – 06 re: Fire Department Reporting
- Staff Report - #PW2018 – 09 re: Public Works Reporting
- Staff Report - #BCO2018 – 04 re: By-law Compliance Reporting
- Staff Report - #CSM2018 – 08 re: Corporate Services Reporting

Correspondence & Reports – Resolutions Following

March 2018 Account Summary

3. Moved by: Jeremy SMITH
 Seconded by: Linda FULTON
 Resolved that Council confirm the March 2018 Account Summary in the amount of \$2,210,525.14.

CARRIED.

Introduction to Asset Management Workshop

4. Moved by: Maureen RALPH
 Seconded by: Mike ROUTLY
 Resolved that Council authorize attendance of the following persons at the Introduction to Asset Management Workshop to be held in London on June 20, 2018:
 - Shirley McCall Hanlon

CARRIED

Staff Report - #CBO2018 – 07 re: Building, Development & Drainage Reporting

CBO John Scherer presented his Monthly Report to Council.

Staff Report - #FC2018 – 06 re: Fire Department Reporting

Fire Chief Scott Alexander presented his Monthly Report to Council.

Staff Report - #BCO2018 – 04 re: By-law Compliance Reporting

Council reviewed By-law Compliance Officer Melanie Shiell's Monthly Report.

Staff Report - #CSM2018 – 08 re: Corporate Services Reporting

Council reviewed Clerk Will Jaques' Monthly Report.

Council discussed the 2018 Community Appreciation Event. Councillor MCCALL HANLON provided a poster advertising the event to members for review.

Public Hearing -
 Minor Variance
 Application
 A-3-2018 (Cowing)

**PUBLIC HEARING - MINOR VARIANCE APPLICATION
 #A-3-2018 OF DENIS COWING, DESCRIBED AS PART LOT
 16, CONCESSION 14 (EAST ZORRA), TOWNSHIP OF EAST
 ZORRA-TAVISTOCK.**

At 9:15 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-3-2018 of Dennis Cowing. Planner Meghan House presented her Planning Report, #2018-115.

Committee of Adjustment members had questions of the planner and Township Staff in regard to the application. The Committee considered the comments received in making its decision on this application.

- 5. Moved by: Mike CAMPBELL
 Seconded by: Jeremy SMITH
 Resolved that Council, constituted as the Committee of Adjustment, approve Minor Variance Application #A-3-2018 of Dennis Cowing, described as Part Lot 16, Concession 14 (East Zorra), Township of East Zorra-Tavistock 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.

Staff Report -
 #PW2018 – 09 re:
 Public Works
 Reporting

Council reviewed Public Works Manager Tom Lightfoot’s Monthly Report.

Public Hearing -
Minor Variance
Application
A-4-2018 (Grassy
Lea Farms Ltd.)

**PUBLIC HEARING - MINOR VARIANCE APPLICATION
#A-4-2018 OF GRASSY LEA FARMS LTD., DESCRIBED AS
PART LOT 8, CONCESSION 14 (EAST ZORRA), TOWNSHIP
OF EAST ZORRA-TAVISTOCK.**

At 9:30 a.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-4-2018 of Grassy Lea Farms Ltd. Planner Meghan House presented her Planning Report, #2018-116.

Committee of Adjustment members had questions of the planner and Township Staff in regard to the application. The Committee considered the comments received in making its decision on this application.

6. Moved by: Mike CAMPBELL
Seconded by: Linda FULTON
Resolved that Council, constituted as the Committee of Adjustment, approve Minor Variance Application #A-4-2018 of Grassy Lea Farms Ltd., described as Part Lot 8, Concession 14 (East Zorra), Township of East Zorra-Tavistock 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.

Council observed a recess between 9:36 a.m. and 9:44 a.m.

ROEDC – Proposal
to Examine Future
Funding and
Administration

At 9:45 a.m., Warden David Mayberry attended Council to discuss the proposal from the Rural Oxford Economic Development Corporation (ROEDC) regarding examining an alternate funding and administrative model for the ROEDC.

- 7. Moved by: Mike CAMPBELL
 Seconded by: Linda FULTON
 Resolved that Council support the position of the Township of South-West Oxford and direct staff to send a letter to Rural Oxford Economic Development Corporation (ROEDC) to request that consideration be given to exploring the possibility of the Board being funded through the County levy with the existing structure of the Board being maintained (operating similar to the County Library Board).

CARRIED.

By-laws:

1st & 2nd Reading

- 8. Moved by: Mike CAMPBELL
 Seconded by: Shirley MCCALL HANLON
 Resolved that the following by-law be read a first and second time:

- 2018-21 – Agreement with Innerkip Minor Ball

CARRIED.

By-laws:

3rd & Final Reading

- 9. Moved by: Maureen RALPH
 Seconded by: Linda FULTON
 Resolved that the following by-law be read a third and final time:

- 2018-21 – Agreement with Innerkip Minor Ball

CARRIED.

Council discussed the proposed High-Speed Rail project. Deputy Mayor RALPH discussed the recent bus tour with the MTO.

Council observed a recess between 10:22 a.m. and 11:31 a.m.

Council continued to discuss the proposed High-Speed Rail project. Don MacLeod updated Council on the May 2, 2018 meeting with the MTO.

Council discussed the Township’s member appointment to the EARTH Corporation Board of Directors. Mayor MCKAY removed himself from the Chair, and Don MacLeod facilitated the discussion.

10. Moved by: Maureen RALPH
Seconded by: Mike CAMPBELL
Resolved that Council appoint Mayor Don McKay as the Township's representative on the ERTB Board of Directors and that all remuneration be returned to the Township;

And that the term of the appointment shall be until the end of the present term of Council.

CARRIED.

Don MacLeod reviewed his report to Council regarding CAO recruitment.

11. Moved by: Shirley MCCALL HANLON
Seconded by: Linda FULTON
Resolved that Council select Option 3 from Don MacLeod's CAO Recruitment report and recruit a temporary Interim CAO with extensive municipal experience until such time as a permanent replacement can be appointed after the 2018 municipal election.

And further that an interview committee consisting of the Mayor, Deputy Mayor and Don MacLeod be established.

CARRIED.

12. Moved by: Maureen RALPH
Seconded by: Mike CAMPBELL
Resolved that Council appoint Don MacLeod as Clerk for the purpose of taking Minutes related to item #9(d) on the Closed to the Public Session agenda for the May 2, 2018 Council Meeting.

CARRIED.

Adjourn to Closed to the Public Session

13. Moved by: Jeremy SMITH
Seconded by: Mike CAMPBELL
Resolved that Council does now adjourn to a Closed to the Public Session, at 11:56 a.m., to consider the following matters:

- April 18, 2018 Closed Session Minutes (s. 239 (2) (b), (c), (e), (f))
- March 2018 Payroll Report (s. 239 (2) (b))
- Staff Report - #BCO2018 – 04 re: By-law Compliance Reporting (Closed Session) (s. 239 (2) (b), (e))
- Report from Don MacLeod (s. 239 (2) (b), (d), (e), (f))

CARRIED.

Rise from Closed to
the Public Session

14. Moved by: Mike ROUTLY
Seconded by: Linda FULTON
Resolved that Council does now rise from its Closed to the
Public Session at 12:47 p.m.

CARRIED.

15. Moved by: Shirley MCCALL HANLON
Seconded by: Maureen RALPH
Resolved that Council report from the Closed to the Public
Session that the following recommendations be adopted:
1. That Council retain the services of an experienced independent third party to provide training and assistance to improve Council/staff relations.
 2. That Council retain the services of an experienced independent third party to provide training and assistance with respect to handling and dealing with closed meeting items. This training should also include senior staff so there are no gaps in the application of revised policies. This should also include rewriting of sections of the Procedural By-law to set rigorous and industry leading policies for openness and transparency.
 3. That Council immediately discontinue the practice of adding correspondence items after the public posting of the agenda.
 4. That Council immediately discontinue the practice of approving accounts during Council meetings. In lieu of approving accounts, a practice be implemented whereby the Finance Manager would prepare a quarterly financial report.
 5. That Council immediately discontinue the practice of approving payroll.
 6. That Council discontinues the practice of approving Council attendance at seminars and/or conferences.

CARRIED.

