

The Council of the Township of East Zorra-Tavistock met in the Council Chambers at the Oxford County Administration Building, Woodstock, Ontario at 3:00 p.m. on Wednesday February 20, 2019.

Members Present: Mayor Don MCKAY, Deputy Don EDMISTON and Councillors Matthew GILLESPIE, Margaret LUPTON, Scott RUDY, Phil SCHAEFER and Jeremy SMITH.

Members Absent: N/A

Staff Present: CAO Ruth Coursey, Clerk Will Jaques, CBO John Scherer, Public Works Manager Tom Lightfoot, Fire Chief Scott Alexander and Finance Manager/ Treasurer Yufang Du.

Approve
Agenda

1. Moved by: Phil SCHAEFER
Seconded by: Jeremy SMITH
Resolved that Council approve the agenda for the February 20, 2019 meeting, as printed and circulated.

CARRIED.

PECUNIARY INTERESTS:

- N/A

Adjourn to
Closed to the
Public Session

2. Moved by: Margaret LUPTON
Seconded by: Matthew GILLESPIE
Resolved that Council does now adjourn to a Closed to the Public Session, at 3:09 p.m., to consider the following matter:

- CAO Recruitment (s. 239 (2) (b))

CARRIED.

Rise from
Closed to the
Public Session

3. Moved by: Scott RUDY
Seconded by: Phil SCHAEFER
Resolved that Council does now rise from its Closed to the Public Session at 5:15 p.m.

CARRIED.

Council and Senior Staff participated in a Visioning Session. The purpose of the Visioning Session was to begin to establish priorities and goals, and a plan for achieving those priorities and goals, for the 2018-2022 term of Council.

Council observed a recess between 6:10 p.m. and 7:00 p.m.

Confirm
Minutes

4. Moved by: Jeremy SMITH
Seconded by: Margaret LUPTON
Resolved that Council confirm the Minutes of the January 16, 2019 Council Meeting, as printed and circulated.

CARRIED.

5. Moved by: Scott RUDY
Seconded by: Phil SCHAEFER
Resolved that Council confirm the Minutes of the January 22, 2019 Special Council Meeting, as printed and circulated.

CARRIED.

Correspondence & Reports – No Resolutions:

- MMAH – Message from Steve Clark (Regional Review)
- Minister Clark – Joint and Several Liability Consultation
- EARTH – Shareholder Newsletter – January, 2019
- January 16, 2019 PSB Minutes
- January 21, 2019 TDRFB Minutes
- Staff Report - #TR2019 – 04 re: Budget Variance Analysis
- Staff Report - #CSM2019 – 04 re: Code of Conduct/ Integrity Commissioner
- Staff Report - #CSM2019 – 05 re: Council-Staff Relations Policy
- Staff Report - #CSM2019 – 06 re: Council Pregnancy-Parental Leave Policy

Correspondence & Reports – Resolutions Following:

Zorra –
Regional
Review
(Resolution)

6. Moved by: Jeremy SMITH
Seconded by: Phil SCHAEFER
Resolved that Council support the resolution of the Township of Zorra regarding the review of regional government.

CARRIED.

Council discussed the correspondence from Minister Clark regarding the Joint and Several Liability Consultation.

7. Moved by: Don EDMISTON
 Seconded by: Margaret LUPTON
 Resolved that Council suspend its rules of procedure and extend its meeting of February 20, 2019 until 9:30 p.m., unless the matters of business on the agenda have all been considered before this time.

CARRIED.

Mayor MCKAY, Deputy Mayor EDMISTON and Councillor RUDY discussed their recent attendance at the ROMA Conference.

Council reviewed the Minutes of the January 16, 2019 Police Services Board meeting.

Council reviewed the Minutes of the January 21, 2019 TDRFB meeting.

At 7:15 p.m., Frank Gross from the County of Oxford Public Works department presented to Council in regards to Speed and Road Safety Concerns in Innerkip and Huntingford, including their proposed action plan.

Public Hearing
 - Minor
 Variance
 Application
 A-1-2019
 (Stubbe's
 Property Dev.)

PUBLIC HEARING - MINOR VARIANCE APPLICATION #A-1-2019 OF **STUBBE'S** PROPERTY DEV., DESCRIBED AS PART LOTS 19 & 20, CONCESSION 12 (EAST ZORRA) PART LOT 86, PLAN 820; PARTS 1 & 2, PLAN 41R-9704, TOWNSHIP OF EAST ZORRA-TAVISTOCK.

At 7:42 p.m., Council, constituted as the Committee of Adjustment, considered Minor Variance Application #A-1-2019 of **Stubbe's** Property Dev. Planner Meghan House presented her Planning Report, #2019-33.

Committee of Adjustment members had questions of the planner and Township Staff in regards to the application. The applicant was present and answered questions regarding the application. Adjacent landowner Ben Fallowfield was present and had questions of the applicant regarding the proposed development. The Committee considered the comments received in making its decision on this application.

8. Moved by: Don EDMISTON
 Seconded by: Matthew GILLESPIE
 Resolved that Council, constituted as the Committee of Adjustment, approve Minor Variance Application #A-1-2019 of **Stubbe's Property Dev.**, described as Part Lots 19 & 20, Concession 12 (East Zorra); Part Lot 86, Plan 820; Parts 1 & 2, Plan 41R-9704, 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
 #CBO2019 –
 02 re: 2019
 Summer
 Students

CBO John Scherer reviewed his report with Council regarding the hiring of summer students for 2019.

9. Moved by: Margaret LUPTON
 Seconded by: Phil SCHAEFER
 Resolved that Council authorize the Building, Development & Drainage Manager to proceed with engaging a Building Department Summer Student, and further that Council authorize the Public Works Manager to proceed with engaging a Public Works Summer Student, as set out in Staff Report #CBO2019-02.

CARRIED.

Staff Report
 #PW2019 – 02
 re: Dust
 Suppressant
 Tender Results

Public Works Manager Tom Lightfoot reviewed his report with Council regarding the recent dust suppressant tender results.

10. Moved by: Scott RUDY
Seconded by: Matthew GILLESPIE
Resolved that Council accept the bid from Pollard Highway Products to supply and apply Salt Brine dust suppressant to Township roads as required for 2019, 2020, 2021, for the bid prices as stated in the request for proposal, through the Service Sharing Committee.

CARRIED.

Staff Report
#PW2019 – 03
re: Gravel
Resurfacing
Tender Results

Public Works Manager Tom Lightfoot reviewed his report with Council regarding the recent gravel resurfacing tender results.

11. Moved by: Jeremy SMITH
Seconded by: Don EDMISTON
Resolved that Council accept the bid from Oxford Sand and Gravel in the amount of \$10.50 per tonne (excluding taxes), as proposed in contract 2019-01, for the supply and application of approximately 18,000 **tonnes of "A"** gravel on the **Township's roads.**

CARRIED.

Staff Report
#TR2019 – 03
re: 2018 Year-
end Reserve
Adjustments

Finance Manager/ Treasurer Yufang Du presented her report to Council regarding the 2018 year-end reserve adjustments.

12. Moved by: Scott RUDY
Seconded by: Matthew GILLESPIE
Resolved that Council approve the 2018 reserve transactions as set out in Staff Report #TR2019-03.

CARRIED.

Staff Report
#TR2019 – 04
re: Budget
Variance
Analysis

Finance Manager/ Treasurer Yufang Du presented her Budget Variance Analysis report to Council.

Staff Report
#TR2019 – 05
re: Purchasing
Policy
Amendments

Finance Manager/ Treasurer Yufang Du presented her report to Council regarding amendments to the **Township's Purchasing Policy.**

13. Moved by: Matthew GILLESPIE
 Seconded by: Don EDMISTON
 Resolved that Council approve the revised Purchasing Policy (Policy 2.06), as attached to Staff Report #TR2019-05.

CARRIED.

Staff Report
 #CSM2019 –
 04 re: Code of
 Conduct/
 Integrity
 Commissioner

Clerk Will Jaques reviewed his report with Council regarding amendments to the Council Code of Conduct and appointment of an Integrity Commissioner.

Staff Report
 #CSM2019 –
 05 re: Council-
 Staff Relations
 Policy

Clerk Will Jaques presented to Council a draft Council-Staff Relations Policy. A final version of the Policy will be brought to Council for consideration at the March 6, 2019 Council meeting.

Staff Report
 #CSM2019 –
 06 re: Council
 Pregnancy-
 Parental Leave
 Policy

Clerk Will Jaques presented to Council a draft Council Pregnancy and Parental Leave Policy. A final version of the Policy will be brought to Council for consideration at the March 6, 2019 Council meeting.

By-laws:

 1st & 2nd
 Reading

14. Moved by: Jeremy SMITH
 Seconded by: Margaret LUPTON
 Resolved that the following by-laws be read a first and second time:
- 2019-02 – Appointment of Closed Meeting Investigator

CARRIED.

By-laws:

 3rd & Final
 Reading

15. Moved by: Don EDMISTON
 Seconded by: Matthew GILLESPIE
 Resolved that the following by-laws be read a third and final time:
- 2019-02 – Appointment of Closed Meeting Investigator

CARRIED.

Adjourn to
Closed to the
Public Session

16. Moved by: Margaret LUPTON
Seconded by: Scott RUDY
Resolved that Council does now adjourn to a
Closed to the Public Session, at 9:03 p.m., to
consider the following matters:

- December 19, 2018 Closed Session Minutes (s. 239 (2) (b), (c))
- CAO Recruitment (s. 239 (2) (b), (d))
- HR Matters (s. 239 (2) (b))

CARRIED.

Rise from
Closed to the
Public Session

17. Moved by: Margaret LUPTON
Seconded by: Don EDMISTON
Resolved that Council does now rise from its
Closed to the Public Session at 9:22 p.m.

CARRIED.

Confirming
By-law

18. Moved by: Phil SCHAEFER
Seconded by: Matthew GILLESPIE
Resolved that by-law #2019-03 being a by-law to
confirm the proceedings of Council held
Wednesday February 20th, 2019 be read a first,
second and third time this 20th day of February,
2019;

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

CARRIED.

Adjourn

19. Moved by: Jeremy SMITH
Seconded by: Scott RUDY
Resolved that Council does now adjourn at
9:26 p.m.

CARRIED.

Will Jaques, Clerk

Don McKay, Mayor