

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 6, 2019.

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

Members Absent: Scott RUDY.

Staff Present: CAO Ruth Coursey, Clerk Will Jaques, CBO John Scherer, Building Inspector/ Drainage Superintendent Connor Occleston, Public Works Manager Tom Lightfoot and Fire Chief Scott Alexander.

Approve  
Agenda

1. Moved by: Phil SCHAEFER  
Seconded by: Don EDMISTON  
Resolved that Council approve the agenda for the March 6, 2019 meeting, as printed and circulated.

***CARRIED.***

**PECUNIARY INTERESTS:**

- N/A

Confirm  
Minutes

2. Moved by: Jeremy SMITH  
Seconded by: Margaret LUPTON  
Resolved that Council confirm the Minutes of the February 20, 2019 Council Meeting, as printed and circulated.

***CARRIED.***

**Correspondence & Reports – No Resolutions:**

- UTRCA – Jan./ Feb. 2019 FYI
- Woodstock – Boundary Adjustment Discussion
- Woodstock – Regional Reform (Resolution & Report)
- Shirley McCall-Hanlon – Tavistock Queen’s Park Stone Gates
- Staff Report - #CBO2019 – 02 re: Building, Development & Drainage Reporting
- Staff Report - #PW2019 – 04 re: Public Works Reporting
- Staff Report - #FC2019 – 02 re: Fire Department Reporting
- Staff Report - #BCO2019 – 02 re: By-law Compliance Reporting
- Staff Report - #CSM2019 – 07 re: Corporate Services Reporting

**Correspondence & Reports – Resolutions Following:**

Council discussed the correspondence received from the City of Woodstock regarding Boundary Adjustment Discussion. Given the ongoing Regional Review exercise, the Township is not prepared to have this discussion at this time. Mayor MCKAY will communicate this to Woodstock Mayor Trevor Birtch.

Council discussed the correspondence received from the City of Woodstock regarding “Regional Reform”.

Council discussed the correspondence received from Shirley McCall-Hanlon regarding the creation of a reserve account specific to the Tavistock Queen’s Park Stone Gates.

3. Moved by: Don EDMISTON  
 Seconded by: Matthew GILLESPIE  
 Resolved that Council refer the correspondence from Shirley McCall-Hanlon to Staff, for comment back to her regarding this matter.

***CARRIED.***

Severance Applications  
 B18-28-29-30-31-2 (Halliday)

4. Moved by: Phil SCHAEFER  
 Seconded by: Margaret LUPTON  
 Resolved that Council voice no objection to severance applications B18-28-29-30-31-2 (Halliday).

***CARRIED.***

Severance  
Applications  
B18-75-76-2  
(Feairs)

5. Moved by: Don EDMISTON  
Seconded by: Jeremy SMITH  
Resolved that Council voice no objection to  
severance applications B18-75-76-2 (Feairs).

**CARRIED.**

Severance  
Application  
B18-83-2  
(Findlater)

6. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that Council voice no objection to  
severance application B18-83-2 (Findlater).

**CARRIED.**

Severance  
Applications  
B18-85-86-2  
(Griffin-  
Gregory Ag.  
Services Ltd.)

7. Moved by: Don EDMISTON  
Seconded by: Jeremy SMITH  
Resolved that Council voice no objection to  
severance applications B18-85-86-2 (Griffin-  
Gregory Ag. Services Ltd.).

**CARRIED.**

At 9:30 a.m., Aran Myers from the Frank Cowan Company Ltd. reviewed the 2019 insurance renewal with Council. In addition, CAO Ruth Coursey reviewed her report with Council regarding the renewal (Staff Report #ICAO2019-02).

8. Moved by: Matthew GILLESPIE  
Seconded by: Phil SCHAEFER  
Resolved that Council adopt the recommendations in Staff Report #ICAO2019-02 regarding the 2019/20 Insurance Renewals.

**CARRIED.**

Mayor MCKAY reviewed his recent attendance at the OGRA Conference with Council.

Council observed a recess between 10:03 a.m. and 10:13 a.m.

Staff Report  
#BIDC2019 –  
01 re:  
Tavistock  
Drain 1979 –  
Block  
Assessment

Building Inspector/ Drainage Superintendent Connor Occleston presented his report to Council regarding having properties assessed under "Block Assessment" for upcoming work on the Tavistock Drain 1979 project.

9. Moved by: Don EDMISTON  
Seconded by: Phil SCHAEFER  
Resolved that Council authorize the Township's drainage engineer to undertake a block assessment for the Tavistock 1979 Drain project, for all urban lands that are or will be in the subject drain watershed.

**CARRIED.**

Staff Report  
#CBO2019 –  
02 re:  
Building,  
Development  
& Drainage  
Reporting

CBO John Scherer reviewed his Monthly Report with Council.

Staff Report  
#PW2019 – 04  
re: Public  
Works  
Reporting

Public Works Manager Tom Lightfoot reviewed his Monthly Report with Council.

10. Moved by: Matthew GILLESPIE  
Seconded by: Margaret LUPTON  
Resolved that Council purchase 1 brine application unit, at a cost of approximately \$2,500.00.

**CARRIED.**

Staff Report  
#PW2019 – 05  
re: Road Patrol  
IT System RFP  
Results

Public Works Manager Tom Lightfoot reviewed his report with Council regarding the recent Road Patrol IT System RFP results.

11. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that Council accept the bid from Go Evo for Road Patrol Software and Hardware, as proposed in RFP #2019-05, through the Service Sharing Committee.

**CARRIED.**

Staff Report  
#PW2019 – 06  
re: Grass  
Cutting &  
Snow Removal  
Review

Public Works Manager Tom Lightfoot reviewed his report with Council regarding review of the Grass Cutting and Snow Removal activities on various properties in the Township.

12. Moved by: Margaret LUPTON  
Seconded by: Don EDMISTON  
Resolved that Council direct Staff to proceed with Option #2 for grass cutting for the 2019 season, and snow removal for the 2019/2020 season, on Township properties, as discussed in Staff Report #PW2019-06.

***CARRIED.***

Staff Report  
#FC2019 – 02  
re: Fire  
Department  
Reporting

Fire Chief Scott Alexander reviewed his Monthly Report with Council.

Staff Report  
#FC2019 – 03  
re: Shared Fire  
Training  
Officer

Fire Chief Scott Alexander reviewed his report with Council regarding hiring a Shared Fire Training Officer for the Rural Oxford County Fire Departments.

13. Moved by: Don EDMISTON  
Seconded by: Margaret LUPTON  
Resolved that Council approve in principle the concept of a partnership for a Shared Training Officer, as outlined in Staff Report #FC2019-03.

***CARRIED.***

Staff Report  
#BCO2019 –  
02 re: By-law  
Compliance  
Reporting

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

Staff Report  
#CSM2019 –  
07 re:  
Corporate  
Services  
Reporting

Corporate Services Manager Will Jaques reviewed his Monthly Report with Council.

Staff Report  
#CSM2019 –  
08 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.

14. Moved by: Jeremy SMITH  
Seconded by: Phil SCHAEFER  
Resolved that Council approve Policy GP1.06 (Council Code of Conduct), as attached to Staff Report #CSM2019-08;

And further that Council approve entering into an agreement with Gregory Stewart for Integrity Commissioner Services.

**CARRIED.**

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

Clerk Will Jaques reviewed his report with Council regarding the Council-Staff Relations Policy.

15. Moved by: Matthew GILLESPIE  
Seconded by: Margaret LUPTON  
Resolved that Council approve Policy GP1.08 (Council-Staff Relations Policy), as attached to Staff Report #CSM2019-09.

**CARRIED.**

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

Clerk Will Jaques reviewed his report with Council regarding the Council Pregnancy and Parental Leave Policy.

16. Moved by: Phil SCHAEFER  
Seconded by: Don EDMISTON  
Resolved that Council approve Policy GP1.09 (Council Member Pregnancy, Parental & Adoption Leave Policy), as attached to Staff Report #CSM2019-10.

**CARRIED.**

By-laws:  
  
1st & 2nd  
Reading

17. Moved by: Don EDMISTON  
Seconded by: Jeremy SMITH  
Resolved that the following by-laws be read a first and second time:
- 2019-04 – ZBA 2-18-07 (Wagler) & 2-18-08 (Schumhaven Farms Ltd.)
  - 2019-05 – Appointment of Integrity Commissioner
  - 2019-06 – Appointment of Chief Administrative Officer

**CARRIED.**

By-laws: 18. Moved by: Matthew GILLESPIE  
Seconded by: Phil SCHAEFER  
3rd & Final Resolved that the following by-laws be read a third  
Reading and final time:  
• 2019-04 – ZBA 2-18-07 (Wagler) & 2-18-08  
(Schumhaven Farms Ltd.)  
• 2019-05 – Appointment of Integrity  
Commissioner  
• 2019-06 – Appointment of Chief  
Administrative Officer

**CARRIED.**

Adjourn to 19. Moved by: Don EDMISTON  
Closed to the Seconded by: Matthew GILLESPIE  
Public Session Resolved that Council does now adjourn to a  
Closed to the Public Session, at 11:21 a.m., to  
consider the following matters:  
• February 20, 2019 Closed Session Minutes –  
Session 1 & 2 (s. 239 (2) (b), (d))  
• HR Matters (s. 239 (2) (b))

**CARRIED.**

Rise from 20. Moved by: Don EDMISTON  
Closed to the Seconded by: Matthew GILLESPIE  
Public Session Resolved that Council does now rise from its  
Closed to the Public Session at 11:31 a.m.

**CARRIED.**

Council and Senior Staff continued their Visioning Session, as commenced at the February 20, 2019 Council Meeting. The purpose of the Visioning Session is to begin to establish priorities and goals, and a plan for achieving those priorities and goals, for the 2018-2022 term of Council.

Confirming 21. Moved by: Don EDMISTON  
By-law Seconded by: Matthew GILLESPIE  
Resolved that by-law #2019-07 being a by-law to confirm the proceedings of Council held Wednesday March 6<sup>th</sup>, 2019 be read a first, second and third time this 6<sup>th</sup> day of March, 2019;

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:  
Seconded by:  
Resolved that Council does now adjourn at  
12:00 p.m.

***CARRIED.***

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Will Jaques, Clerk

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Don McKay, Mayor