



**MEETING MINUTES**

**THE CORPORATION OF THE  
TOWNSHIP OF ZORRA  
P.O. BOX 306  
INGERSOLL, ONTARIO  
APRIL 3, 2019**

The regular meeting of the Township Council was held at 9:00 a.m. on April 3, 2019 at the Township Municipal Office.

Present were:

Mayor: Marcus Ryan  
Councillors: Ron Forbes, Katie Davies, Paul Mitchell and Steve MacDonald

Chief Administrative Officer: Donald W. MacLeod  
Clerk: Karen Martin  
Director of Finance: Maureen Simmons

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**1. CALL TO ORDER**

Mayor Ryan calls the meeting to order at 9:00 a.m.

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**2. ADOPTION OF AGENDA**

**01-04-19** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT the agenda be adopted as printed and circulated.”**  
**Disposition: Carried**

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**3. DECLARATION OF PECUNIARY INTEREST OR THE GENERAL NATURE THEREOF**

Councillor Katie Davies made a disclosure of pecuniary interest with respect to agenda item 7.7(a). No other member of Council makes a declaration of pecuniary interest or the general nature thereof.

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**4. MINUTES & BUSINESS ARISING OUT OF THE MINUTES**

(a) Minutes from the Council meeting held on March 20, 2019.

**02-04-19** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT the minutes from the March 20, 2019 Council meeting be adopted as printed and circulated.”**  
**Disposition: Carried**

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**5. PUBLIC MEETINGS & DRAINAGE MEETINGS**

**03-04-19** Moved by: Ron Forbes                      Seconded by: Katie Davies

**“THAT Council proceed into a Public Meeting pursuant to Subsection 7(6) of the Building Code Act, R.S.O 1992, as amended.”**  
**Disposition: Carried**

- (a) 10:00 a.m. – Building By-law Update (see item 7.6b)

Council Question Period

None.

Public Question Period

None.

Public in attendance

None.

04-04-19 Moved by: Steve MacDonald Seconded by: Paul Mitchell

**“THAT pursuant to the Building Code Act the Public Meeting be adjourned and the regular meeting of Council be called back to order.”**  
**Disposition: Carried**

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6. DELEGATIONS

- (a) 10:30 a.m. – Anthony Hymers, Ontario Provincial Police Inspector – Quarterly Update.

Inspector Hymers presents the OPP 2018 Third and Fourth Quarter Reports. Inspector Hymers reviews specific statistics outlined within the report. Inspector Hymers notes a previous request from Council to provide statistics on collisions caused by motorists failing to stop at stop signs. Inspector Hymers notes that 14% of all collisions were related to stop signs.

Council Question Period

Councillor Mitchell questions speeding on Cobble Hills Road. Inspector Hymers requests that the speed spy be placed on the road and the data be sent to the OPP for review.

Mayor Ryan questions what best practice would be for residents who find individual's hunting and trespassing on their private property. Inspector Hymers notes that the best practice is for the owner of the property to call the police, write down the vehicle licence plate number and not be confrontational with the hunters.

Public Question Period

None.

Public in attendance

OPP Inspector Tony Hymers

05-04-19 Moved by: Katie Davies Seconded by: Ron Forbes

**“THAT the 2018 Third and Fourth Quarter Report from the Ontario Provincial Police be received and filed for information purposes only.”**  
**Disposition: Carried**

- (b) 11:30 a.m. – Crystal Finch and Emily Moitoso – Embro Splash Pad.

Crystal Finch and Emily Moitoso present to Council regarding a request for a splash pad in Embro.

Ms. Finch notes that they have held a few community meetings and have attended the Zorra Recreation Advisory Committee Meeting to present their ideas. Ms. Finch also notes that they have approximately \$21, 000 in willing donations to date. Ms. Moitoso notes various requests from Council including approval of the project, funding, resources and the Township to assume ongoing maintenance of the splash pad.

Maureen Simmons, Director of Finances notes that the 5-year capital budget plan shows a splash pad in Embro in 2021 therefore Council has already supported this if the donations and other funds are matched appropriately.

Council Question Period

Councillor Mitchell compliments the presenters on their presentation and questions where the project cost of \$250, 000 was estimated from. Ms. Moitoso notes that it was an estimate used from researching splash pads in other municipalities.

Councillor Davies congratulates the community members and notes the importance of getting out of our homes and into our communities. Councillor Davies questions how they were able to secure donations before the project has taken off. Ms. Finch notes that they circulated letters throughout the community and they received a lot of support from the beginning.

Public Question Period

None.

Public in attendance

Alicia McCall; Al Matheson; Anne Matheson; Eunice Dalton; Crystal Finch; Emily Moitoso; Jim Keron; Danika Lyons; Shannon Green; Marieve Gagnon.

**06-04-19** Moved by: Paul Mitchell                                      Seconded by: Steve MacDonald

**“THAT item 6(b) Embro Splash Pad Presentation be received as information for consideration during discussion of agenda item 7.7(b).”**  
**Disposition: Carried**

**7.                      REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION**

**7.1                      Fire Department**

(a)                      Memorandum 2019-071 from the Fire Chief regarding monthly departmental activities.

**07-04-19** Moved by: Ron Forbes                                      Seconded by: Katie Davies

**“THAT Memorandum 2019-071 from the Fire Chief be received and filed for information purposes only.”**  
**Disposition: Carried**

(b)                      Memorandum 2019-072 from the Fire Chief regarding Embro Fire Station Cistern and Renovation Costs.

**08-04-19** Moved by: Steve MacDonald                                      Seconded by: Paul Mitchell

**“THAT Council pass a resolution to include the costs of a 40,000-gallon cistern, the replacement of 3 overhead doors including openers, signage and miscellaneous repairs for the Embro Fire Station totaling \$167,550.00 plus HST to the 2019 budget.”**  
**Disposition: Carried**

**7.2                      Recreation Department**

(a)                      Memorandum 2019-075 from the Recreation and Facilities Manager regarding monthly departmental activities.

**09-04-19** Moved by: Katie Davies                                      Seconded by: Ron Forbes

**“THAT Memorandum 2019-075 from the Recreation and Facilities Manager be received and filed for information purposes only.”**  
**Disposition: Carried**

**7.3 Building & Drainage Department**

- (a) Memorandum 2019-069 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

**10-04-19** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT Memorandum 2019-069 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only.”**  
**Disposition: Carried**

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**7.4 Public Works Department**

- (a) Memorandum 2019-073 from the Director of Public Works regarding monthly departmental activities.

**11-04-19** Moved by: Ron Forbes                      Seconded by: Katie Davies

**“THAT Memorandum 2019-073 from the Director of Public Works be received and filed for information purposes only.”**  
**Disposition: Carried**

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**7.5 Finance Department**

- (a) Memorandum 2019-067 from the Director of Finance regarding Strategic Asset Management Policy.

**12-04-19** Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Council receive Memorandum 2019-067 and adopt Policy #500-04 entitled Strategic Asset Management Policy.”**  
**Disposition: Carried**

- (b) Memorandum 2019-070 from the Tax Collector/Deputy Treasurer regarding 2019 First Quarter Tax Report.

**13-04-19** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT Memorandum 2019-070 from the Tax Collector/Deputy Treasurer be received and filed for information purposes only.”**  
**Disposition: Carried**

- (c) Memorandum 2019-076 from the Director of Finance regarding the 2019 Draft of Municipal Budget – Update.

**14-04-19** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT Council approves the 2019 draft budget as presented in Memorandum 2019-076;**

**AND THAT Council direct Staff to hold a Public Budget meeting at the April 17, 2019 Council meeting.”**  
**Disposition: Carried**

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**7.6 Corporate Services Department**

- (a) Memorandum 2019-068 from the Director of Corporate Services regarding Thames Springs Phase 5D Subdivision Agreement

15-04-19 Moved by: Paul Mitchell Seconded by: Steve MacDonald

**“THAT Council receive Memorandum 2019-068 and enact by-law 19-19 to enter into a Subdivision Agreement with Toil Development Inc. for Thames Springs Subdivision Phase 5D.”**

**Disposition: Carried**

(b) Memorandum 2019-074 from the Director of Corporate Services regarding Building By-law Updates including Sewage Systems.

16-04-19 Moved by: Ron Forbes Seconded by: Katie Davies

**“THAT Memorandum 2019-074 be received and that a by-law be enacted to implement a new fee schedule for building related charges.”**

**Disposition: Carried**

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## 7.7 CORRESPONDENCE REQUIRING DIRECTION

(a) Correspondence from the Calithumpian Committee regarding Food Truck request.

17-04-19 Moved by: Steve MacDonald Seconded by: Paul Mitchell

**“THAT Council approve the request to allow food trucks for Calithumpian to be held on May 17-20, 2019 in Thamesford;**

**AND THAT the applicant be required to complete a Special Event Permit Application to ensure public health standards are met.”**

**Disposition: Carried**

(b) Resolution from the Zora Recreation Advisory Committee regarding an Embro Splash Pad Project.

18-04-19 Moved by: Paul Mitchell Seconded by: Steve MacDonald

**“THAT Council supports in principle the Embro Splash Pad project;**

**AND THAT Council establish a Committee of Council to be known as the Embro Splash Pad Committee;**

**AND THAT Council direct Township staff to prepare Terms of Reference for the Committee including number of committee members, scope of the work, design conceptual drawings and plans.”**

**Disposition: Carried**

(c) Severance Application B19-24-5 from James Cooper regarding property located at 315441 and 315495 31<sup>st</sup> Line - County Land Division Committee Request for Comments.

19-04-19 Moved by: Katie Davies Seconded by: Ron Forbes

**“THAT Council has no comments regarding Severance Application # B19-24-5 submitted by James Cooper.”**

**Disposition: Carried**

(d) Severance Application B19-25-5 from Howe Farms Ontario Ltd. regarding property located at 415397 41<sup>st</sup> Line - County Land Division Committee Request for Comments.

20-04-19 Moved by: Steve MacDonald Seconded by: Paul Mitchell

**“THAT Council has no comments regarding Severance Application # B19-24-5 submitted by Gord Howe.”**

**Disposition: Carried**

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**8. INFORMATION ITEMS**

- (a) Landfill Proposal Update  
No items.
- (b) High Speed Rail Proposal Update  
No items.
- (c) Committees and Boards Updates
  - i. Minutes from 2019-02-04 meeting of the Zorra Recreation Advisory Committee.
  - ii. Board meeting from 2019-03-26 of the Upper Thames Conservation Authority (Councillor Mitchell to provide update).
- (d) Correspondence from UTRCA regarding 2019 Approved Budget.

**21-04-19** Moved by: Katie Davies                                Seconded by: Ron Forbes

**“THAT items 8(c.i)-(d) be received and filed for information purposes only.”**

**Disposition: Carried**

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**9. UNFINISHED BUSINESS**

- (a) Memorandum 2019-063 from the Legislation and Policy Analyst regarding Tree Canopy Policy and Tree By-law.

**22-04-19** Moved by: Paul Mitchell                                Seconded by: Steve MacDonald

**“THAT Council adopt by-law 13-19, Tree By-law and repeal by-law 21-01 and all amendments.”**

**Disposition: Carried**

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**10. COUNCIL QUESTION PERIOD & NEW BUSINESS**

- (a) County Council Update – Mayor Ryan
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**11. BY-LAWS**

**13-19** A by-law to authorize and regulate the planting, maintenance, protection, preservation and removal of trees on Township property or over or adjacent to highways under the jurisdiction of the municipality and to repeal by-law 21-01, as amended.

**18-19** A by-law to provide for the issuance of various permits and inspections (“Building By-law”).

**19-19** A by-law to authorize the execution of a subdivision agreement between Toil Development Inc., the Corporation of the Township of Zorra and the County of Oxford for Thames Springs Phase 5D Subdivision.

**23-04-19** Moved by: Ron Forbes                                Seconded by: Katie Davies

**“THAT by-laws 13-19, 18-19 and 19-19 be taken as read a first and second time.”**

**Disposition: Carried**

**24-04-19** Moved by: Steve MacDonald                                Seconded by: Paul Mitchell

**“THAT by-laws 13-19, 18-19 and 19-19 be taken as read a third time and finally passed.”**

**Disposition: Carried**

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**12. PUBLIC QUESTION PERIOD (11:45 a.m. – 12:00 p.m.)**

No items.

**13. CLOSED MEETING SESSION**

No items.

**14. CONFIRMATORY BY-LAW**

**20-19** Confirmatory by-law.

**25-04-19** Moved by: Katie Davies

Seconded by: Ron Forbes

**“THAT By-law 20-19, being a by-law to confirm the proceedings of Council held Tuesday, April 3, 2019, be read a first, second and third time this 3<sup>rd</sup> day April, 2019, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.”**  
**Disposition: Carried**

**15. ADJOURNMENT**

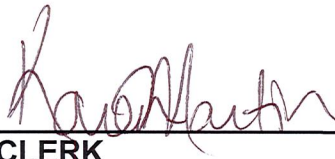
**26-04-19** Moved by: Paul Mitchell

Seconded by: Steve MacDonald

**“THAT this session of Council be now adjourned and herewith closed at 1:17 p.m. and the next meeting of Council be called for the 17<sup>th</sup> day of April, 2019, at 6:00 p.m. in the Council Chambers at the Township Municipal Office.”**  
**Disposition: Carried**



**MAYOR**



**CLERK**