



## MEETING MINUTES

### THE CORPORATION OF THE TOWNSHIP OF ZORRA P.O. BOX 306 INGERSOLL, ONTARIO JUNE 5, 2019

The regular meeting of the Township Council was held at 9:00 a.m. on June 5, 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

01-06-19 Moved by: Ron Forbes Seconded by: Katie Davies

**“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

No 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 Special Council meeting held on May 10, 2019.

02-06-19 Moved by: Paul Mitchell Seconded by: Steve MacDonald

**“THAT the minutes from the May 10, 2019 Special Council meeting be adopted as printed and circulated.”**  
**Disposition: Carried**

(b) Minutes from the Council meeting held on May 15, 2019.

03-06-19 Moved by: Katie Davies Seconded by: Ron Forbes

**“THAT the minutes from the May 15, 2019 Council meeting be adopted as printed and circulated.”**  
**Disposition: Carried**

(c) Minutes from the Special Council meeting held on May 23, 2019.

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

**“THAT the minutes from the May 23, 2019 Special Council meeting be adopted as printed and circulated.”**

**Disposition: Carried**

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**5. PUBLIC MEETINGS & DRAINAGE MEETINGS**

**05-06-19** Moved by: Ron Forbes

Seconded by: Katie Davies

**“THAT the Council meeting be adjourned at 11:02 a.m. for the purposes of holding a public meeting pursuant to the provisions of the *Planning Act*.”**

**Disposition: Carried**

- (a) **11:00 a.m.** – Minor Variance Application A04-19 submitted by James and Susan Manzer pertaining to lands described as Part Lot 2, Concession 10 (East Nissouri), Township of Zorra. The property is located on the west side of Allen Street, north of the Village of Thamesford, between Bates Lane and the Canadian Pacific Railway right-of-way, and is municipally known as 261 Allen Street.

The applicants Jim and Susan Manzer are in attendance.

**Presentation of Report**

Meghan House of the County of Oxford Community Planning Office reviews the planning report for the Committee pertaining to property described as Part Lot 2, Concession 10 (East Nissouri), Township of Zorra. The property is located on the west side of Allen Street, north of the Village of Thamesford, between Bates Lane and the Canadian Pacific Railway right-of-way, and is municipally known as 261 Allen Street.

The purpose of the minor variance application is seeking relief from Table 5.1.1.3, Regulations for Accessory Uses in the ‘Rural Residential Zone (RR)’ to increase the maximum lot coverage and height for a detached accessory structure to facilitate construction of a detached garage/shop with sufficient floor area and height to store a camping vehicle/trailer. The subject lands comprise an area of approximately 1.98 ha (4.89 ac), have access from Bates Lane, and contain a single-detached dwelling under construction. The surrounding land uses are predominately agricultural and rural residential.

Ms. House notes that at the time of writing the report there were no concerns or objections received from public agencies or neighbours prior to the meeting.

Ms. House further notes that after writing the report Township staff put forward the following conditions on the application:

1. That drawings submitted with any subsequent application for a Building Permit shall be consistent with the plans and elevations included with Report CP2019-163; and,
2. That only one entrance from the municipal road is permitted and the construction entrance shall be removed to the satisfaction of the Township prior to occupancy of the accessory building.

**Council Question Period**

Councillor Davies notes that it is a substantially large building that is being requested. Councillor Davies questions how the height of a structure is measured in an application like this. Mike Hughes, Chief Building Official notes that height is measured from average grade to mid-point of height of truss unless it is a flat roof, then it is measured to the roof.

Councillor Davies notes that the drawing looks like a beautiful residential outbuilding structure and agrees with the condition of adding the drawings as a condition of approval. Don MacLeod, Chief Administrative Officer notes that the Township looks at where the buildings are located and if it was in an intensely urban area this would not be something that would be supported but

given there are no neighbours and the location of this property, the Township reviews the impact on the environment around it.

Councillor Mitchell notes that this building is not going to impact the neighbourhood and the Committee needs to look at impact rather than numbers and measurements.

Mayor Ryan notes that the appearance of the building must be what is in the drawings that were submitted. Mr. Manzer notes that that is the intention and they plan to make it appealing to the property.

Public Question Period

Mr. Manzer questions the road access condition. Steve Oliver, Acting Director of Public Works notes that the second access could be permitted for construction purposes however the Township does not permit two entrances on a property in residential areas and the construction access must be removed once construction is complete.

Public in Attendance

There are no members of the public in attendance.

**06-06-19** Moved by: Katie Davies                                Seconded by: Ron Forbes

**“THAT the Township of Zorra Committee of Adjustment approve Application File A04-19, submitted by James and Susan Manzer for lands described as Part of Lot 2, Concession 10 (East Nissouri) and municipally known as 261 Allen Street, to facilitate the construction of a detached accessory structure as described in CP 2019-163 as it relates to relief from the provisions of Table 5.1.1.3, Regulations for Accessory Uses in the ‘Rural Residential Zone (RR)’:**

- i. To increase the maximum permitted gross floor area for an accessory structure from 10% of lot area or 170 m2 (1,830 ft2) of gross floor area, whichever is the lesser, to 273 m2 (2,940 ft2) of gross floor area; and,**
- ii. To increase the maximum permitted building height for an accessory structure from 5.0 m (16.4 ft) to 6.6 m (21.7 ft);**

**AND THAT the following conditions be satisfied by the applicant:**

- a. That drawings submitted with any subsequent application for a Building Permit shall be consistent with the plans and elevations included with Report CP2019-163; and,**
- b. That only one entrance from the municipal road is permitted and the construction entrance shall be removed to the satisfaction of the Township prior to occupancy of the accessory building.”**

**07-06-19** Moved by: Paul Mitchell                                Seconded by: Steve MacDonald

**“THAT pursuant to the Planning Act the public meeting be adjourned at 11:21 a.m. and the regular meeting of Council be called back to order.”**

**Disposition: Carried**

**3. DELEGATIONS**

(a) **10:30 a.m.** – Christene Scrimgeour, Scrimgeour & Company - Township Auditor to Present the 2018 Audited Financial Statements **(30 minutes)**.

Ms. Scrimgeour presents Council with the 2018 Financial Statements. Ms. Scrimgeour notes that an Independence letter is no longer required as the independence information is now included in the Independence Auditor’s Report.

Council Question Period

Councillor Davies questions if there is a connection between what the Township does to maintain positive impacts. Maureen Simmons, Director of

Finance notes that the Township has maintained a good financial position and requires continued monitoring to keep positive numbers.

Mayor Ryan notes that these statements validates that the Township's accounting practices are good and these healthy books shows that a small municipality can be financially viable and make wise financial decision.

Public Question Period

None.

Public in attendance

No members of the public are in attendance for the presentation.

**08-06-19** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT Council approve the Draft 2018 Audited Financial Statements as presented by Township Auditor, Christene Scrimgeour - Scimgeour & Company.”**

**Disposition: Carried**

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

**7.1 Fire Department**

(a) Memorandum 2019-103 from the Fire Chief regarding monthly departmental activities.

**09-06-19** Moved by: Steve MacDonald              Seconded by: Paul Mitchell

**“THAT Memorandum 2019-103 from the Fire Chief be received and filed for information purposes only.”**

**Disposition: Carried**

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**7.2 Recreation Department**

(a) Memorandum 2019-098 from the Recreation and Facilities Manager regarding monthly departmental activities.

**10-06-19** Moved by: Ron Forbes                      Seconded by: Katie Davies

**“THAT Memorandum 2019-098 from the Recreation and Facilities Manager be received and filed for information purposes only.”**

**Disposition: Carried**

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**7.3 Building & Drainage Department**

(a) Memorandum 2019-099 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

**11-06-19** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT Memorandum 2019-099 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 2019-101 from the Acting Director of Public Works regarding monthly departmental activities.

**12-06-19** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT Memorandum 2019-101 from the Acting Director of Public Works be received and filed for information purposes only.”**

**Disposition: Carried**

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**7.5 Finance Department**

No items.

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**7.6 Corporate Services Department**

- (a) Memorandum 2019-104 from the Legislation and Policy Analyst regarding Highway Obstruction By-law.

**13-06-19** Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Memorandum 2019-104 be received, and a new Highway Obstruction By-law be enacted;**

**AND THAT a by-law to amend the Littering, Dumping and Clearing By-law No. 16-18 be enacted.”**

**Disposition: Carried**

- (b) Memorandum 2019-105 from the By-law Enforcement Officer regarding Decoy Car Project Update

**14-06-19** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT the decoy car pilot project proceed using a rented Dodge Charger for a maximum of two months;**

**AND THAT Staff report on the impact on traffic speed of the use of a decoy car and flashing signs on various roadways in Zorra Township.”**

**Disposition: Carried**

- (c) Memorandum 2019-106 from the Chief Administrative Officer regarding Joint Training Officer Agreement.

**15-06-19** Moved by: Ron Forbes                      Seconded by: Katie Davies

**“THAT Council direct Township Staff to enter into an Agreement as proposed for a Joint Training Officer position with Blandford-Blenheim, East Zorra-Tavistock, South-West Oxford and Zorra;**

**AND THAT the Mayor and Clerk be authorized to sign and execute the agreement.”**

**Disposition: Carried**

- (d) Strategic Plan Update

**16-06-19** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT item 7.6 (d), updated Strategic Plan, be received and filed for information purposes only.”**

**Disposition: Carried**

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**7.7 CORRESPONDENCE REQUIRING DIRECTION**

- (a) Oxford County Report No. CP02019-175 from the Development Planner regarding Application for Site Plan Approval SP5-19-01 – 2530387 Ontario Inc., 149 and 153 Dundas Street West. (**11:05a.m.**)

**17-06-19** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT the Council of the Township of Zorra direct Staff to approve Site Plan Application SP 5-19-01, submitted by Sibghat Ullah for lands legally described as Part of Lots 1 & 2, south side of Dundas Street, east side of St. Andrews Street (now known as George Street), Plan 140, Parts 4 & 5 on 41R-9810 and known municipally as 149 and 153 Dundas Street West, Thamesford, at such time as they are satisfied that the plan complies with all relevant requirements of the Township;**

**AND THAT Council enact a by-law to enter into a Site Plan Control Agreement with 2530387 Ontario Inc.”**

**Disposition: Carried**

(b) AMO Conference Delegation Discussion.

(c) Resolution from the County of Grey regarding Bill 108.

**18-06-19** Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Council support the resolution from Grey County regarding Bill 108.”**

**Disposition: Carried**

(d) Resolution from the Embro Splash Pad Committee regarding Committee Name and Logo.

**19-06-19** Moved by: Ron Forbes                                      Seconded by: Katie Davies

**“THAT Council approve the renaming of the Embro Splash Pad Committee to the Zorra Splash Committee;**

**AND THAT Council approve a logo to be created by merging the logos as attached to the agenda.”**

**Disposition: Carried**

(e) Resolution from the Embro Splash Pad Committee regarding Rental Fee Waiver Request.

**20-06-19** Moved by: Paul Mitchell                                      Seconded by: Steve MacDonald

**“THAT Council waive the rental hall fee for the Large Hall of the Embro Zorra Community Centre for two dates, yet to be determined, for a Sportball fundraiser for the Zorra Splash Committee.”**

**Disposition: Carried**

(f) Resolution from the Embro Splash Pad Committee regarding a Facebook Page for Fundraising Purposes.

**21-06-19** Moved by: Steve MacDonald                                      Seconded by: Paul Mitchell

**“THAT Council approve the Zorra Splash Committee to utilize a Facebook page under the following parameters:**

- **Management of the Facebook page shall be done by a member of the Zorra Splash Committee;**
- **Comments shall be disabled and only relevant comments regarding fundraising will be made visible; and**
- **Committee to follow the same protocols that the Township Facebook page follows.”**

**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 Embro Splash Pad Committee Meeting 2019-05-09.  
ii. Minutes from Zorra Recreation Advisory Committee Meeting 2019-04-22.  
iii. UTRCA Board Update - Councillor Mitchell.
- (d) Notice of Construction from County of Oxford regarding Road Rehabilitation on Oxford Road 2 in Thamesford.
- (e) Correspondence from Operation Lifesaver Canada regarding Railway Crossings.
- (f) Correspondence from Oxford County regarding Report No. CP2019-152, Proposed Changes to the Conservation Authorities Act.
- (g) Correspondence from the Premier of Ontario.

**22-06-19** Moved by: Katie Davies                      Seconded by: Ron Forbes

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

**Disposition: Carried**

- (h) Oxford County Public Notice regarding Declaration of Surplus Lands.

**23-06-19** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT Staff be directed to enter into discussions with the County in regards to transfer the property 106 Allen St. Thamesford Ontario from the County to Zorra Township.”**

**Disposition: Carried**

- (i) Correspondence from Watson & Associates Economists Ltd. regarding Bill 108: Potential Changes to the Development Charges Act

**24-06-19** Moved by: Ron Forbes                      Seconded by: Katie Davies

**“THAT Council endorse the Report regarding Bill 108: Potential Changes to the Development Charges Act from Watson & Associates Economists Ltd. dated May 29, 2019;**

**AND THAT Council request that Ministry of Municipal Affairs and Housing consider the recommendations within the report.”**

**Disposition: Carried**

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**9. UNFINISHED BUSINESS**

No items.

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

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**11. BY-LAWS**

**28-19** A by-law to authorize the execution of a Site Plan Control Agreement between the Corporation of the Township of Zorra and 2530387 Ontario Inc.

**29-19** A by-law to regulate, control and prohibit the obstruction, encumbering, injuring and fouling of highways and bridges in the Township of Zorra and to repeal by-law 06-95, as amended.

**30-19** A by-law to amend by-law 16-18, to regulate littering, dumping and cleaning of land and clearing of land of refuse.

**25-06-19** Moved by: Paul Mitchell    Seconded by: Steve MacDonald

**“THAT by-laws 28-19, 29-19 and 30-19 be taken as read a first and second time.”**

**Disposition: Carried**

**26-06-19** Moved by: Katie Davies    Seconded by: Ron Forbes

**“THAT by-laws 28-19, 29-19 and 30-19 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.

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**13. CLOSED MEETING SESSION**

(a) Memorandum from the Acting Director of Public Works regarding A proposed or ending acquisition or disposition of land by the municipality or local board regarding a potential land purchase.

(b) Minutes from Closed Meeting session of Council held May 10, 2019.

(c) Minutes from the Closed Meeting session of Council held May 15, 2019

**27-06-19** Moved by: Steve MacDonald    Seconded by: Paul Mitchell

**“THAT Council move into closed meeting session at 12:40 p.m. pursuant to Section 239.2(c) of *The Municipal Act, 2001*, as amended, to discuss:**

**(a) Memorandum from the Acting Director of Public Works regarding a proposed or pending acquisition or disposition of land by the municipality or local board regarding a potential land purchase.**

**(b) Minutes from Closed Meeting session of Council held May 10, 2019.**

**(c) Minutes from the Closed Meeting session of Council held May 15, 2019.**

**Disposition: Carried**

**28-06-19** Moved by: Katie Davies    Seconded by: Ron Forbes

**“THAT the closed meeting session be adjourned at 12:55 p.m. and the regular meeting of Council be called back to order.**

**Disposition: Carried**

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**14. CONFIRMATORY BY-LAW**

**31-19** Confirmatory by-law.

**29-06-19** Moved by: Steve MacDonald    Seconded by: Paul Mitchell

**“THAT By-law 31-19, being a by-law to confirm the proceedings of Council held Wednesday, June 5, 2019, be read a first, second and third time this 5<sup>th</sup> day June, 2019, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.”**

**Disposition: Carried**

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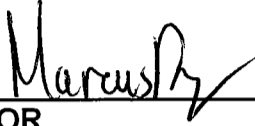
15. ADJOURNMENT

30-06-19 Moved by: Ron Forbes

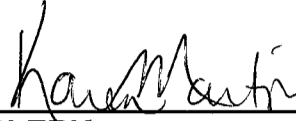
Seconded by: Katie Davies

**“THAT this session of Council be now adjourned and herewith closed at 1:06 p.m. and the next meeting of Council be called for the 19<sup>th</sup> day of June, 2019 at 6:00 p.m. in the Council Chambers at the Township Municipal Office.”**

**Disposition: Carried**



MAYOR



CLERK