MEETING MINUTES

THE CORPORATION OF THE TOWNSHIP OF ZORRA
P.O. BOX 306
INGERSOLL, ONTARIO
FEBRUARY 5, 2020

The regular meeting of the Township Council was held at 9:00 a.m. on February 5, 2020 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

01-02-20 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

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 Council meeting held on January 15, 2020.

02-02-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT the minutes from the January 15, 2020 Council meeting be adopted as printed and circulated."
Disposition: Carried

(b) Minutes from the Special Council meeting held on January 22, 2020.

03-02-20 Moved by: Ron Forbes Seconded by: Katie Davies

"THAT the minutes from the January 22, 2020 Special Council meeting be adopted as printed and circulated."
Disposition: Carried

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5. PUBLIC MEETINGS & DRAINAGE MEETINGS

04-02-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

"THAT the Council meeting be adjourned at 11:00 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.** – Applications for Official Plan Amendment OP 18-06-5, Draft Plan of Subdivision SB 18-09-5 and Zone Change ZN 5-18-13; submitted by Mimadala Holdings Inc. pertaining to property described as Part of Lot 20, Concession 1 (North Dorchester, previously North Oxford), in the Township of Zorra. The subject lands are located on the west side of Banner Road (15th Line), between Road 68 (Oxford Road 2) and Road 66, and are municipally known as 154889 15th Line in the Village of Thamesford (Thames Springs West Subdivision).

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 of Lot 20, Concession 1 (North Dorchester, previously North Oxford), in the Township of Zorra. The subject lands located on the west side of Banner Road (15th Line), between Road 68 (Oxford Road 2) and Road 66, and are municipally known as 154889 15th Line in the Village of Thamesford..

The proposed draft plan of subdivision consists of 199 lots for single detached dwellings and a park block on four new public roads, including extensions of Linda Lane and Sloan Drive, in the Village of Thamesford.

The application for Official Plan Amendment proposes to re-designate the subject lands to 'Low Density Residential' and 'Open Space' and proposes a waiver of the requirement for completion of a Secondary Plan in accordance with Section 4.2.2.4 of the Official Plan.

The application for Zoning By-law Amendment proposes to rezone the subject lands from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-28 (H))', with site specific provisions to permit reduced minimum lot frontage, front yard depth, and exterior side yard width and increased maximum lot coverage, as well as 'Holding (H)' provisions prohibiting any residential development until such time as the adjacent Banner Pit (Licence No. 611821) ceases operation and is rehabilitated as per the requirements of the Aggregate Resources Act, and 'Recreational Zone (REC)' for the proposed park block.

Ms. House notes that at the time of writing the report one comment was received from a nearby property owner regarding concern with the form of the development being all single family homes, rather than providing a mix of housing types. Specially, the resident indicated that there is a lack of housing that is appropriate for seniors in the Thamesford area.

Mr. Frijia, Applicant is in attendance and notes their intent is to get servicing drawings approved in 2020, begin servicing Phase 1 in 2021 and potentially building homes in early 2022.

Council Question Period
Councillor Davies questions why the applicant is requesting to increase the maximum lot coverage to 40%. Ms. House notes that these are special provisions that have been requested and are currently in place in the existing Thames Springs East development.

Mayor Ryan questions the opportunities for any area of the development to have medium density at this stage in the process. Ms. House notes that there are always opportunities to have further density where it is appropriate, however in this case it has not been contemplated in the comprehensive review numbers and higher density will be built on the Maple Leaf lands, therefore the County did not feel it was necessary on this site.

Mayor Ryan notes the lack of comment from the school board that was received for the application. Mayor Ryan notes that it is an opportunity for the Township to ask the school board about school capacity concerns with the development of the subdivision. Ms. House notes that a response is rarely received from the school board and County Planning will rephrase their questions in the future to be more specific.

Mayor Ryan questions the traffic impact study (TIS) and traffic calming concerns on Banner road and whether we can look into traffic calming in this area with the developer. Ms. House notes that the TIS did not contain any recommendations regarding traffic calming, however the existing condition could be amended to include consideration of pedestrians.

Councillor Mitchell questions next steps for the Banner Gravel Pit and how long it will take to rehabilitate the area. Mr. Frijia notes that they will remove the remaining product in late April, remove the license, rezone the property and have made a deal to sell the pond to a local resident with a boating operation.

Councillor Forbes questions if the berm shown on the plan that is on the subdivision property will be left as a grass berm. Mr. Frijia notes that it is mostly topsoil and will be removed to assist with the rehabilitation of the pit and fencing will be required along the property line.

Councillor Mitchell questions if there will be street access from the houses onto Banner Road. Mr. Frijia notes that there will not be street access, it will be the back of the homes and a living fence.

Public Question Period
None.

Public in attendance
Ron Wilson
Vito Frijia, Applicant
Anne Boniface
Dave Peden

05-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT pursuant to the Planning Act the public meeting be adjourned at 11:24 a.m. and the regular meeting of Council be called back to order."
Disposition: Carried

06-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT the Council of the Township of Zorra approve-in-principle, the zone change application File No. ZN 5-18-13, submitted by Mimadala Holdings Inc., for lands described as Part Lot 20, Concession 1 (North Oxford) and municipally known as 154889 15th Line, in the Village of Thamesford, to rezone the subject lands from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-28 (H))' and 'Recreational Zone (REC)' to facilitate the proposed draft plan of subdivision;

AND FURTHER THAT, that the Council of the Township of Zorra advise County Council that the Township supports the application for Official Plan Amendment, File No. OP 18-06-5, submitted by Mimadala Holdings Inc., for lands described as Part Lot 20, Concession 1 (North Oxford) and municipally known as 154889 15th Line, in the Village of Thamesford, to designate the subject lands as 'Low Density Residential' and 'Open Space' and waive the requirement for completion of a Secondary Plan to facilitate the proposed draft plan of subdivision;

AND FURTHER THAT, the Council of the Township of Zorra advise County Council that the Township supports the application for draft plan of subdivision, File No. SB 18-09-5, as submitted by Mimadala Holdings Inc. (dated July 19, 2018), for lands described as Part Lot 20,

Concession 1 (North Oxford) and municipally known as 154889 15th Line, in the Village of Thamesford, consisting of 199 lots for single detached dwellings and one block for parkland, on four new public roads and extensions of Linda Lane and Sloan Drive, as described in Report CP 2020-29, subject to the conditions stated in Oxford County Report CP 2020-29 being met prior to final approval of the plan for registration;

AND THAT Council request condition number 14 be amended to include pedestrian impact."
Disposition: Carried

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6. DELEGATIONS

(a) **10:00 a.m.** – Bryan Smith - Reusapalooza 2020 Rental Request.

Mr. Smith, Reuseapaloozaha organizer notes that ReuseapalooZahas in Embro have repeatedly been successful events in waste reduction, resource recovery, metal and electronics recycling. Mr. Smith requests for a fee waiver for Reuseapaloozaha's use of the Zorra-Embro Community Hall, large room (and parking) on April 25, 2020.

Matt Brown, Recreation and Facilities Manager notes that the event does not meet the criteria in the Township's Fee Waiver Policy.

Council Question Period
Councillor Davies notes that although the event does not meet the Township's Fee Waiver Policy it does meet Strategic Plan initiatives. Councillor Davies questions Mr. Brown if he has an concerns with this fee being waived and questions if the policy can be adjusted. Mr. Brown credits Mr. Smith and all volunteers on this great event and does not feel there would be any issues with waiving the fee. Mayor Ryan notes that Council has the authority to make exceptions to the Policy.

Public Question Period
None.

Public in attendance
Bryan Smith.

07-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT Council support the fee waiver for ReuseapalooZaha for the cost of the room at the Embro-Zorra Community Centre for April 25, 2020;

AND THAT Council support the removal of residual waste should there be any on site."
Disposition: Carried

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7. REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION

7.1 Fire Department

(a) Memorandum 2020-024 from the Fire Chief regarding monthly departmental activities.

08-02-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT Memorandum 2020-024 from the Fire Chief be received and filed for information purposes only."
Disposition: Carried

7.2 Recreation Department

(a) Memorandum 2020-028 from the Recreation and Facilities Manager regarding monthly departmental activities.

09-02-20 Moved by: Ron Forbes Seconded by: Katie Davies

"THAT Memorandum 2020-028 from the Recreation and Facilities Manager be received and filed for information purposes only."
Disposition: Carried

7.3 Building & Drainage Department

(a) Memorandum 2020-021 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

10-02-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

"THAT Memorandum 2020-021 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only."
Disposition: Carried

(b) Memorandum 2020-020 from the Chief Building Official/Drainage Superintendent regarding Building Department 2019 Annual Report.

11-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT Council approve the transfer of the 2019 Building Department operating surplus of $12,918.02 into a Building Department Reserve Fund in accordance with Section 7 of the Ontario Building Code Act."
Disposition: Carried

(c) Correspondence from the Ontario Ministry of Agriculture, Food and Rural Affairs regarding Drainage Act Discussion Paper

12-02-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT the CBO/Drainage Superintendent be instructed to prepare a report for Council's consideration on proposed changes to the Drainage Act."
Disposition: Carried

7.4 Public Works Department

(a) Memorandum 2020-027 from the Director of Public Works regarding monthly departmental activities.

13-02-20 Moved by: Ron Forbes Seconded by: Katie Davies

"THAT Memorandum 2020-027 from the Director of Public Works be received and filed for information purposes only."
Disposition: Carried

7.5 Finance Department

(a) Memorandum 2020-018 from the Tax Collector/Deputy Treasurer regarding 2019 Year End Tax Report.

14-02-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

"THAT Memorandum 2020-018 from the Tax Collector/Deputy Treasurer be received and filed for information purposes only."
Disposition: Carried

(b) Memorandum 2020-022 from the Director of Finance regarding 2020 2nd Draft of Municipal Budget – Update.

15-02-20 Moved by: Paul Mitchell Seconded by: Ron Forbes

"THAT Council adopt "Option B" presented in Report Number 2020-022, submitted by the Director of Finance, to contribute $197,000 from the operating Surplus/Deficit Reserve to the Operating Budget, thereby reducing the increase in the total tax levy requirement for the 2020 budget from 8% to 5.62%."

For	**Against**
Mayor Ryan	**Councillor Davies**
Councillor Forbes	**Councillor MacDonald**
Councillor Mitchell	

Disposition: Carried

(c) Memorandum 2020-023 from the Director of Finance regarding Robinson Pit – Financial Asset.

16-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT Memorandum 2020-023 from the Director of Finance be received and filed for information purposes only."
Disposition: Carried

7.6 Corporate Services Department

(a) Memorandum 2020-025 from the By-law Enforcement Officer regarding 2019 By-law Enforcement Year End Report.

17-02-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

"THAT Memorandum 2020-025 from the By-law Enforcement Officer be received and filed for information purposes only."
Disposition: Carried

(b) Memorandum 2020-026 from the By-law Enforcement Officer regarding By-law Enforcement Bi-monthly Report.

18-02-20 Moved by: Ron Forbes Seconded by: Katie Davies

"THAT Memorandum 2020-026 from the By-law Enforcement Officer be received and filed for information purposes only.
Disposition: Carried

7.7 CORRESPONDENCE REQUIRING DIRECTION

(a) Report No. CP 2020-31 from Oxford County Development Planner regarding Application for Site Plan Approval SP5-19-05 – Thamesford Plaza (**11:30 a.m.**).

19-02-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT the Council of the Township of Zorra direct staff to approve Site Plan Application SP5-19-05, submitted by NA Engineering Associates Inc., on behalf of the property owner 2487045 Ontario Inc., for lands legally described as Part Lot 21, Concession 1 (North Dorchester), Township of Zorra, known municipally as 682810 Road 68, Village of Thamesford;

AND THAT Council enact a by-law to enter into a Site Plan Control Agreement with 2487045 Ontario Inc. and authorize the Mayor and Clerk to execute the necessary Agreement."
Disposition: Carried

(b) Resolution from Zorra Community Policing Committee requesting Endorsement for the Mental Heath Engagement and Response Team (MHEART) program.

20-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT Council request comment from the OPP regarding the Mental Health Engagement and Response Team (MHEART) Program and what measurable impact it has had so far;

AND THAT the OPP indicate what support would be beneficial to their operations."
Disposition: Carried

(c) Resolution from Zorra Recreation Advisory Committee requesting a Review of the Shinny Program.

21-02-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

"THAT Council direct the Manager of Recreation and Facilities to review the pricing structure for the shinny program and consider rate reduction or multi-use passes;

AND THAT accessibility to the program be considered for inclusivity;

AND THAT options such as sponsored shinny sessions be explored."
Disposition: Carried

(d) Resolution from Zorra Recreation Advisory Committee regarding Recreation, Arts and Culture Master Plan Recommendation 37.

22-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT Council direct the Manager of Recreation and Facilities to prepare a report and implementation plan in 2020, including assistance from ZRAC members, for Recommendation #37 in the Recreation, Arts & Culture Master Plan:
37. Convene regular roundtable meetings (at minimum once each year) with the arts and culture sector to identify discuss issues and gaps, strategies, solutions and other matters with a view of strengthening relationships and coordination of the arts and cultural offerings in the Township."
Disposition: Carried

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8. INFORMATION ITEMS

(a) Landfill Proposal Update
No items.

(b) Committees and Boards Updates
i. Zorra Local School Committee Agenda 2020-01-20 and Minutes 2019-10-21.
ii. Zorra Community Policing Committee Agenda 2020-01-20 and Minutes 2019-10-22.
iii. Zorra Splash Committee Agenda 2020-01-23 and Minutes 2019-11-28.
iv. Zorra Recreation Advisory Committee Agenda 2020-01-27 & Minutes 2019-11-25
v. Verbal update from Councillor Mitchell regarding 2020-01-28 UTRCA Board of Directors meeting.

(c) Correspondence from Minister of Transportation regarding a draft Transportation Plan for Southwestern Ontario.

(d) Correspondence from Minister of the Environment, Conservation and Parks and UTRCA regarding invitation to MECP multi-stakeholder engagement consultations.

(e) ROMA Conference 2020 Report from Councillor Mitchell.

(f) Correspondence from Solicitor General regarding Community Safety and Policing Act, 2019.

(g) Notice of Decision for Consent Application B19-89-5 submitted by Tom Thomson Motors Ltd. regarding property located at 142 Huron Street, Embro.

23-02-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT items 8(b)-(g) be received and filed for information purposes only."
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

10-20 A by-law to provide for drainage works known as Hart Drain 2018 in the Township of Zorra and the Township of East Zorra-Tavistock in the restructured County of Oxford.

11-20 A by-law to authorize the execution of a Site Plan Control Agreement between the Township of Zorra and 2487045 Ontario Inc. - Thamesford Plaza.

24-02-20 Moved by: Ron Forbes Seconded by: Katie Davies

"THAT by-laws 10-20 and 11-20 be taken as read a first and second time."
Disposition: Carried

25-02-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

"THAT by-laws 10-20 and 11-20 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) Minutes from Closed Meeting session of Council held December 4, 2019.

(b) Memorandum 2020-019 from the Director of Corporate Services regarding personal matters about an identifiable individual, including municipal or local board employees.

26-02-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT Council move into closed meeting session at 11:53 a.m. pursuant to Section 239.2(c) of *The Municipal Act*, 2001, as amended, to discuss:

(a) Minutes from the Closed Meeting session of Council held December 4, 2019;
(b) Memorandum 2020-019 from the Director of Corporate Services regarding personal matters about an identifiable individual, including municipal or local board employees."
Disposition: Carried

27-02-20 Moved by: Ron Forbes Seconded by: Katie Davies

"THAT the closed meeting session be adjourned at 12:05 p.m. and the regular meeting of Council be called back to order."
Disposition: Carried

28-02-20 Seconded by: Paul Mitchell Seconded by: Steve MacDonald

"THAT Council authorize the transition from a full-time contract Legislative Coordinator to a full-time permanent Legislative Coordinator/Deputy Clerk position effective August 1, 2020."
Disposition: Carried

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14. CONFIRMATORY BY-LAW

12-20 Confirmatory by-law.

29-02-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

"THAT By-law 12-20, being a by-law to confirm the proceedings of Council held Wednesday, February 5, 2020, be read a first, second and third time this 5th day February, 2020, 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

30-02-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT this session of Council be now adjourned and herewith closed at 12:09 p.m. and the next meeting of Council be called for the 19th day of February, 2020, at 6:00 p.m. in the Council Chambers at the Township Municipal Office."
Disposition: Carried

MAYOR **CLERK**