MEETING MINUTES

THE CORPORATION OF THE TOWNSHIP OF ZORRA ELECTRONIC MEETING JUNE 3, 2020

The regular meeting of the Township Council was held at 9:00 a.m. on June 3, 2020 via video conferencing.

Present were:

Mayor:	Marcus Ryan
Councillors:	Ron Forbes, Katie Davies, Paul Mitchell and Steve MacDonald
Chief Administrative Officer:	Donald W. MacLeod
Clerk:	Donna Wilson
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

01-06-20 Moved by: Paul Mitchell 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 May 6, 2020.

02-06-20 Moved by: Paul Mitchell Seconded by: Katie Davies

"THAT the minutes from the May 6, 2020 Council meeting be adopted as printed and circulated."
Disposition: Carried

(b) Minutes from the Special Council meeting held on May 27, 2020.

03-06-20 Moved by: Ron Forbes Seconded by: Steve MacDonald

"THAT the minutes from the May 27, 2020 Special Council meeting be adopted as printed and circulated."
Disposition: Carried

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5. PUBLIC MEETINGS & DRAINAGE MEETINGS

No items.

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6. DELEGATIONS

(a) **9:45 a.m.** – Glen Ross, Thamesford Lions Club – South Park Pavilion.

Glen Ross appears before Council through video conference to present the proposal from the Thamesford Lions Club to build a gazebo at Lions South Park. The Lions Club has approved support of the project at a total cost of $21,000.00 and have raised $5,000 to date from their membership. Fundraising efforts have not been able to take place due to COVID-19. The Lions Club requests that the Township commit to site preparation and the gravel for the project and that building permits be issued at no cost. They are requesting financial assistance from the Township of $5,000 above the site preparation and gravel costs and that the Township manage the project, as well as receive donations for the project.

Council Question Period
Council questions the cost of picnic tables which the Club confirmed were not included in the proposed costs. Their plan is to do additional fundraising to support the project including picnic tables.

Council requests confirmation that the concrete path is included in the proposed cost for the project. The Club confirms that $2,100 was included in the total cost for the path. Council requests that the Recreation Department be consulted regarding the design for the path. Design has not been finalized at this point. Township Chief Building Official to review the project drawings.

Public in attendance
Glenn Ross, Thamesford Lions Club, via videoconference

04-06-20 Moved by: Katie Davies Seconded by: Paul Mitchell

"THAT the Council of the Township of Zorra receives the presentation from the Thamesford Lions Club;

AND THAT the information be referred to Staff for review followed by a report back to Council with recommendations."
Disposition: Carried

(b) **10:00 a.m.** – Christene Scrimgeour, Scrimgeour & Company - Township Auditor to Present the 2019 Audited Financial Statements **(30 minutes).**

Ms. Scrimgeour presents Council with the 2019 Financial Statements which are on PSAB format. She also notes that she in the process of filling the FIR with Township Staff. Council is given the opportunity to ask questions.

05-06-20 Moved by: Paul Mitchell Seconded by: Ron Forbes

"THAT Council approve the Draft 2019 Audited Financial Statements as presented by Township Auditor, Christene Scrimgeour – Scrimgeour & Company."
Disposition: Carried

(c) **11:00 a.m.** – Stephanie Radu – Beachville Museum Update.

Stephanie Radu provides an update on the Beachville Museum which was closed March 16th due to COVID-19. Staff continue to work from home. Maintenance projects at the museum continue including the ground works at the museum. Programs and Events have been on hold or cancelled since March. Exhibits and displays are currently being updated for a fresh look to the museum once it opens again. Currently working on a re-opening plan.

06-06-20 Moved by: Steve MacDonald Seconded by: Katie Davies

"THAT the update on the Beachville Museum from Stephanie Radu be received as information."
Disposition: Carried

Council recesses at 11:19 a.m.

The meeting is called back to order at 11:30 a.m.

(d) **11:15 a.m.** – Ronda Stewart – Rural Oxford Economic Development Corporation.

Ronda Stewart from Rural Oxford Economic Development Corporation (ROEDC) presents a Business Retention and Expansion (BR & E) update which includes 2019 progress. An update of the Rural Oxford E Business Grant program is also provided. Two grants have been provided in Zorra and five applications for Zorra businesses are currently received.

An Oxford County business community survey was done and currently Oxford County is in a position of strength. Most businesses have changed or diversified their businesses, a small amount have temporarily closed or closed their doors permanently.

Complying with current washroom standards is currently a concern from many business owners. ROEDC are now looking at how they can help businesses with reopening and complying with the new standards. Tourism recovery committee is currently working on recommendations for reopening strategies.

Council Question Period
Council asks if they have been contacted by companies that they have never worked with before or if they are mostly previous contacts looking for assistance. Ronda indicates there are a number of first-time interactions. Council requests that ROEDC provide recommendations for Council to consider to help businesses. Ronda will pull together case studies and resources from other municipalities for council to consider.

07-06-20 Moved by: Ron Forbes Seconded by: Steve MacDonald

"THAT the Rural Oxford Economic Development Corporation update from Ronda Stewart be received and filed for information purposes only."
Disposition: Carried

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7. REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION

7.1 Fire Department

(a) Memorandum 2020-067 from the Fire Chief regarding monthly departmental activities.

08-06-20 Moved by: Ron Forbes Seconded by: Paul Mitchell

"THAT Memorandum 2020-067 from the Fire Chief be received and filed for information purposes only."
Disposition: Carried

7.2 Recreation Department

(a) Memorandum 2020-068 from the Recreation and Facilities Manager regarding monthly departmental activities.

09-06-20 Moved by: Katie Davies Seconded by: Steve MacDonald

"THAT Memorandum 2020-068 from the Recreation and Facilities Manager be received and filed for information purposes only."
Disposition: Carried

7.3 Building & Drainage Department

(a) Memorandum 2020-066 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

10-06-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT Memorandum 2020-066 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only."
Disposition: Carried

7.4 Public Works Department

(a) Memorandum 2020-064 from the Director of Public Works regarding monthly departmental activities.

11-06-20 Moved by: Katie Davies Seconded by: Steve MacDonald

"THAT Memorandum 2020-064 from the Director of Public Works be received and filed for information purposes only."
Disposition: Carried

(b) Presentation from the Director of Public Works regarding 2019 Robinson Pit Operations **(10:30 a.m.)**

Steve Oliver, Director of Operations presents the 2019 Robinson Pit Operations Report.

Council Question Period
Council requests information on the fuel containment on the site. Staff indicates that no fuel is to be stored on site and that fuel is to be brought on site as required.

Council requested timing for the tree screen to be planted in the wildlife corridor. Staff indicated they requested extension from MNR to fall 2020 as there would be a better success rate for the trees in the fall.

Public Question Period
John Murkin, adjacent property owner attends the meeting through telephone conference. Mr. Murkin requests confirmation that the pit hours were 7:00 a.m. to 7:00 p.m. and that no work would be done on the weekend. He notes a complaint regarding heavy truck traffic which move at excessive speeds and results in heavy dust. He requests that a dust abatement strategy be applied. He also indicates that when the road is wet it is difficult to drive on and asks if paving could be done in the future.

Staff indicates that the road grading was done late and dust abatement was also done late. Staff also states that this year an A gravel was used with a higher stone content however residents may not see results for a couple of years.

Mr. Murkin also requests that the speed of vehicles be addressed in terms of noise and road issues with dust control. Staff will ensure Township vehicles are conscious of speed and our residents and will make every effort to contact other truck companies regarding speed issues. Council notes that the public can always call the OPP to request they patrol that area.

Staff indicates that no roads have been identified to be converted from gravel to paved at this time.

The public may call 519-485-2490 ext. 7227 if they identify issues with the pit.

Public in attendance
Sandra Adams and John Murkin, via telephone.

12-06-20 Moved by: Ron Forbes Seconded by: Steve MacDonald

"THAT the Robinson Pit 2019 Report from the Director of Public Works be received and filed for information purposes only."
Disposition: Carried

7.5 Finance Department

(a) Memorandum 2020-062 from the Director of Finance regarding 2020 Operating and Capital Budget Estimates and Final 2020 Tax Rates.

13-06-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT Council receive memorandum 2020-062 from the Director of Finance;

AND THAT a by-law be enacted to formally adopt the 2020 budget estimates and establish the 2020 tax rates."
Disposition: Carried

7.6 Corporate Services Department

(a) Memorandum 2020-065 from the Legislation and Policy Analyst regarding the Open-Air Burning By-law.

14-06-20 Moved by: Paul Mitchell Seconded by: Katie Davie

"THAT Council receive Memorandum 2020-065 from the Legislation and Policy Analyst;

AND THAT Council enact By-law No. 30-20, Township of Zorra Open-Air Burning By-law."
Disposition: Carried

(b) Memorandum 2020-063 from the Director of Corporate Services regarding Assumption of Fraser Subdivision Phase 1.

15-06-20 Moved by: Steve MacDonald Seconded by: Ron Forbes

"THAT Council receive Memorandum 2020-063 from the Director of Corporate Services;

AND THAT a by-law be enacted to approve full acceptance and assumption of the Municipal Works and Services constructed and installed within Registered Plan 41M-333 (Phase 1 – Highland Heights/Fraser Subdivision)."
Disposition: Carried

(c) Memorandum 2020-069 from the Chief Administrative Officer regarding Oxford County Service Delivery Review Report.

16-06-20 Moved by: Katie Davies Seconded by: Steve MacDonald

"THAT Council receive Memorandum 2020-069 from the Chief Administrative Officer;

AND THAT Council support in principle the Joint CAO recommendations contained in Schedule B to Memorandum 2020-069."
Disposition: Carried

(d) Memorandum 2020-070 from the Chief Administrative Officer regarding Live Streaming Council Meetings.

17-06-20 Moved by: Paul Mitchell Seconded by: Katie Davies

"THAT Council approves the purchase of the equipment recommended in Memorandum 2020-070, in order to facilitate the livestreaming of Council meetings, and other meetings held in the Council chambers as deemed appropriate by Council, in order to improve public access and participation;

AND THAT funding for this project be provided by the Municipal Modernization Grant from the Province of Ontario, which is currently in the Capital Reserve Fund of the Township of Zorra."
Disposition: Carried

(e) Memorandum 2020-071 from the Chief Administrative Officer regarding Strategic Plan Update.

Items 7, 18, 23 and 26 require Council action.
Don MacLeod to facilitate a meeting with HACA and UTRCA regarding item 26 preservation of the Harrington Pond and report back to Council following the meeting. Don MacLeod to forward Council the article regarding farm belt legislation to facilitate discussions for item 23.

The meeting adjourns at 12:34 p.m. for a lunch break.

Council resumes at 1:02 p.m.

18-06-20 Moved by: Paul Mitchell Seconded by: Ron Forbes

"THAT Memorandum 2020-071 from the Chief Administrative Officer be received and filed for information purposes only."
Disposition: Carried

(f) Memorandum 2020-072 from the Chief Administrative Officer regarding the Zorra Maintenance Facility.

19-06-20 Moved by: Paul Mitchell Seconded by: Katie Davies

"THAT memorandum 2020-072 from the Chief Administrative Officer be received and filed for information purposes;

AND THAT Council request a report from Staff that summarizes the total lifecycle costs for geothermal, all electric and conventional natural gas and purchase electricity options to include initial capital, capital maintenance, and estimated capital costs, and compares carbon footprint over the 50-year projected lifespan of the building."
Disposition: Carried

7.7 CORRESPONDENCE REQUIRING DIRECTION

(a) Notice of Motion from Councillor Mitchell regarding Harrington and Area Community Association Funding Request.

20-06-20 Moved by: Paul Mitchell Seconded by: Ron Forbes

"WHEREAS the Harrington and Area Community Association (HACA) provides cultural and recreational activities and maintains two properties that are part of the heritage of the Harrington Community;

AND WHEREAS HACA is currently unable to hold their usual fundraising events due to the restrictions imposed by the provincial state of emergency in response to the COVID 19 pandemic;

THEREFORE BE IT RESOLVED that the Township of Zorra will reimburse HACA for the costs of grass cutting and hydro, to a maximum total amount of $2,500.00, for those expenses in 2020;

AND THAT HACA will provide the relevant documentation to the Director of Finance before December 1, 2020 in order to receive the compensation."
Disposition: Carried

(b) Resolution from Township of Mapleton regarding Farm Property Class Tax Rate Programme.

21-06-20 Moved by: Ron Forbes Seconded by: Paul Mitchell

"THAT the resolution from the Township of Mapleton be received and filed for information purposes only."
Disposition: Carried

(c) Resolution from the City of Cambridge regarding Provincial Funding for Rehabilitation Facilities.

22-06-20 Moved by: Katie Davies Seconded by: Paul Mitchell

"THAT Motion No. 20-060 from the City of Cambridge regarding Provincial Funding for Rehabilitation Facilities be received and filed for information purposes only."
Disposition: Carried

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8. INFORMATION ITEMS

(a) Landfill Proposal Update
No items.

(b) Committees and Boards Updates
i. Verbal update from Councillor Mitchell regarding UTRCA Board of Directors meeting 2020-05-26.

(c) OPP Response MHeart Program.

(d) Report No. 2020-19 from Oxford County Public Works regarding Regulatory Changes in Automated Speed Enforcement

23-06-20 Moved by: Paul Mitchell Seconded by: Katie Davies

"THAT items 8(b.i)-(d) 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

27-20 A by-law to provide for the levying and collecting the amount of taxes required in the Township of Zorra for the year 2020.

28-20 A by-law to Authorize the Purchase of Land from the County of Oxford.

29-20 A by-law to Assume Municipal Services in Highland Heights Subdivision, Embro.

30-20 A by-law to Provide for the Regulation and Control for Setting of Fires.

31-20 A by-law to Amend Procedural By-law 05-04.

32-20 A by-law to authorize the execution of a contribution agreement for ICIP

24-06-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT by-laws 27-20, 28-20, 29-20, 30-20, 31-20 and 32-20 be taken as read a first and second time."
Disposition: Carried

25-06-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT by-laws 27-20, 28-20, 29-20, 30-20, 31-20 and 32-20 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

26-06-20 Moved by: Ron Forbes Seconded by: Steve MacDonald

"THAT Council move into closed meeting session at 2:12 p.m. pursuant to Section 239.2(c) of *The Municipal Act*, 2001, as amended, to discuss:

(a) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose regarding the Southwestern Landfill Proposal.
(b) Minutes from Closed Meeting session of Council held April 21, 2020."
Disposition: Carried

27-06-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

"THAT the closed meeting session be adjourned at 2:19 p.m. and the regular meeting of Council be called back to order."
Disposition: Carried

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14. CONFIRMATORY BY-LAW

33-20 Confirmatory by-law.

28-06-20 Moved by: Katie Davies Seconded by: Ron Forbes

"THAT By-law 33-20, being a by-law to confirm the proceedings of Council held Wednesday, June 3, 2020, be read a first, second and third time this 3rd day June, 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

29-06-20 Moved by: Ron Forbes Seconded by: Paul Mitchell

"THAT this session of Council be now adjourned and herewith closed at 2:45 p.m. and the next meeting of Council be called for the 17th day of June, 2020 at 9:00 a.m. in the Council Chambers at the Township Municipal Office."
Disposition: Carried

MAYOR
MARCUS RYAN

TOWNSHIP CLERK
DONNA WILSON