

Public in attendance

Margo Innes, applicant

05-07-20 Moved by: Paul Mitchell

Seconded by: Ron Forbes

“THAT the Township of Zorra Committee of Adjustment approve Application A05-20, submitted by Margo Innes for lands described as Part Lot 23, Concession 5 (West Zorra), in the Township of Zorra, as it relates to:

Relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses;

1. **to increase the maximum permitted lot coverage from 100m² (1830 ft²) to 217 m² (2,336 ft²) to facilitate the construction of an addition to an existing accessory structure on a property zoned ‘Residential Existing Lot Zone (RE)’ in the Township of Zorra.”**

Disposition: Carried

- (c) **9:40 a.m.** – Minor Variance A06-20 submitted by Christopher Smith pertaining to lands described as Part of Lot 30, Concession 2, in the Township of Zorra. The lands are located on the south east corner of Victoria Street and Road 96, and are municipally known as 963668 Road 96, in the Village of Harrington.

Presentation of Report

The County Planner provides an overview of application A06/20.

Council Question Period

Council is given the opportunity to ask questions. Council notes that the requested reduction of the minimum setbacks is significant and questions whether consideration by the applicant could be to move the setbacks so they are not so significant. Council suggests that they receive more information regarding the industrial zone and the differences in the setback to make the variance closer to what is amendable.

Public Question Period

Stephen McCotter appears on behalf of the applicant and states that the operation has been in existence for a number of years and should be legal non-conforming. The operation provides minimal impact on neighbouring properties and should not impact the use of the neighbouring lands. He notes that support for the application was provided by the neighbours abutting the property.

Mr. McCotter also notes the house on the property conforms to setbacks and the future plan is to remove the house and move the containers to the back of the property. Moving the sea containers to the rear of the house now, allows for vehicles to be legally parked in front of the shop. The application is not changing the current operation of the business.

Chris Smith, applicant, states that he is willing to adjust the application to a 16 m setback from the previous requested 10 m setback. He states that the setback from the shop to the containers is required for fire safety.

Martha Cook, representing the property owners across the road from the subject property, states that over time concerns regarding the operation of the business has been increasing. Mr. Smith has worked with the property owners and has been cooperative, however noxious fumes and noise into the evening hours is increasing.

Ms. Cook notes that the application does not meet the four part test for a minor variance and that Mr. Houston and Ms. Houseman oppose the application and agree with the planners view to not support the application.

Michelle Houseman speaks against the application and requests that the Township enforce the current by-laws.

Gavin Houston also states he is not in favour of the application. He states that Harrington is a quaint place to live and that an industrial operation does not belong in the village.

Public in attendance

Chris Smith, applicant
Stephen McCotter
Michelle Houseman
Gavin Houston
Martha Cook

06-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“WHEREAS the applicant has indicated his willingness to work with the Township Staff to change and amend the application to better align with regulations;

THEREFORE the Township of Zorra Committee of Adjustment defer Application A06-20 submitted by Christopher E. Smith for lands described as Part Lot 30, Concession 2 (West Zorra), in the Township of Zorra in order to receive and consider an amended application at a future meeting.”

Disposition: Carried

07-07-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

“THAT Council move out of the Committee of Adjustment at 10:27 a.m.”
Disposition: Carried

- (d) **9:45 a.m.** – Zone Change ZN 5-20-04 submitted by John and Suzanne Langlois pertaining to lands described as Part of Lot 11, Concession 4 (West Zorra), Township of Zorra. The subject property is located on the west side of Huron Street (37th Line/Oxford Road 6), south of John Street, and are known municipally as 375633 37th Line, in the Village of Embro.

Presentation of Report

The County Planner provides an overview of application ZN 5-20-04.

Council Question Period

Council is given the opportunity to ask questions. Council questions the driveway placement as it appears to be in contravention of the current zoning by-law and would restrict the site lines for the intersection.

Public Question Period

John Langlois, applicant, agrees to have his architect amend the drawing to move the four driveways which will impact the sight lines.

No other members of the public appear either in favour or against the application.

Public in attendance

John Langlois, applicant
Nicole Langlois

- (e) **9:50 a.m.** – Zone Change ZN 5-20-05 submitted by Dean Matheson pertaining to lands described as Part Lot 22, Concession 6 (West Zorra) and comprises a 42.5 ha (105 ac) farm property located on the west side of the 43rd Line, between Road 88 and Road 92, municipally known as 436329 43rd Line, in the Township of Zorra.

Presentation of Report

The County Planner provides an overview of application ZN 5-20-05. He notes that the Planning Act would only allow this type of temporary zone change for a three-year term which is why the application is before Council for a three-year extension.

Council Question Period

Council is given the opportunity to ask questions.

Public Question Period

No members of the public appear either in favour or against the application.

Public in attendance

None.

- (f) **9:55 a.m.** – Official Plan Amendment 19-18-5 submitted by David Clendinning and Christian Specht pertaining to lands described as Part Lot 21, Concession 5 (North Dorchester), Township of Zorra. The property is located on the south side of Road 60, between 15th Line and 17th Line (Oxford Road 45), and is municipally known as 602814 Road 60.

Presentation of Report

The County Planner provides an overview of application OP 19-18-5.

Council Question Period

Council is given the opportunity to ask questions.

Public Question Period

Michael Clark, representing the applicant, supports the planners report and recommends Council support the application.

Public in attendance

David Clendinning, applicant
Michael Clark, attends electronically

08-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT pursuant to the Planning Act the public meeting be adjourned at 10:50 a.m. and the regular meeting of Council be called back to order.”
Disposition: Carried

09-07-20 Moved by: Katie Davies Seconded by: Steve MacDonald

“THAT the Council of the Township of Zorra approve the proposed Zoning By-law amendment to amend the existing ‘Special Residential Type 1 Zone (R1-26)’ for lands comprising Part Lot 11, Concession 4 (West Zorra), Township of Zorra, municipally known as 375633 37th Line, to permit a front and rear yard minimum depth of 6m (19.6 ft), an interior side yard minimum width of 1.2 m (3.9 ft), and an exterior side yard minimum width of 4.5m (14.7 ft) for 24 of the proposed lots for single detached dwellings on the subject lands, pending adjustment of proposed designs to adhere to the minimum setback of 7.5 m (29.5 ft) from driveways to an intersection of street lines.”
Disposition: Carried

10-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT the Council of the Township of Zorra approve the proposed Zoning By-law amendment to amend the ‘Special General Agricultural Zone (A2-24)’ for lands comprising Part Lot 22, Concession 6 (West Zorra), Township of Zorra, municipally known as 436329 43rd Line, to permit a garden suite for three (3) years expiring on July 15, 2023.”
Disposition: Carried

11-07-20 Moved by: Katie Davies Seconded by: Ron Forbes

“THAT the Council of the Township of Zorra advise County Council that the Township supports the application for Official Plan Amendment, File No. OP 19-18-5, submitted by Monteith Brown Planning Consultants, on behalf of the property owner David Clendinning and Christian Specht, for lands described as Part Lot 21, Concession 5 (North Dorchester), Township of Zorra, and municipally known as 602814 Road 60, to permit

a non-farm residential use within an area identified as Sand and Gravel Resource Area and Limestone Resource Area by way of a farm consolidation.”

Disposition: Carried

7. DELEGATIONS

No items.

8. REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION

8.1 Fire Department

- (a) Memorandum 2020-080 from the Fire Chief regarding monthly departmental activities.

12-07-20 Moved by: Ron Forbes Seconded by: Katie Davies

“THAT Memorandum 2020-080 from the Fire Chief be received and filed for information purposes only.”

Disposition: Carried

8.2 Recreation Department

- (a) Memorandum 2020-084 from the Recreation and Facilities Manager regarding monthly departmental activities.

13-07-20 Moved by: Ron Forbes Seconded by: Katie Davies

“THAT Memorandum 2020-084 from the Recreation and Facilities Manager be received and filed for information purposes only.”

Disposition: Carried

- (b) Memorandum 2020-085 from the Recreation and Facilities Manager regarding Lions South Park Thamesford Pavilion.

Moved by: Katie Davies Seconded by: Ron Forbes

“THAT Council pass a resolution to add the Lions South Park Pavilion Project to the 2020 Recreation Capital Budget for the amount of \$23,695 with \$5,000 in funding from Zorra Township;

AND THAT Staff are directed to receive and manage donated funds on behalf of the project, with a fundraising goal of \$18,695;

AND THAT Zorra Staff and materials be utilized to complete site preparation and Recreation Staff manage the project on behalf of the Township.”

Moved By: Paul Mitchell Seconded by: Katie Davies

“THAT the motion be amended to add THAT the funds be paid by the Township once the money has been raised by the Lions Club for the project.”

Disposition: Carried

14-07-20 Moved by: Katie Davies Seconded by: Ron Forbes

“THAT Council pass a resolution to add the Lions South Park Pavilion Project to the 2020 Recreation Capital Budget for the amount of \$23,695 with \$5,000 in funding from Zorra Township;

AND THAT Staff are directed to receive and manage donated funds on behalf of the project, with a fundraising goal of \$18,695;

AND THAT Zorra Staff and materials be utilized to complete site preparation and Recreation Staff manage the project on behalf of the Township;

AND THAT the funds be paid by the Township once the money has been raised by the Lions Club for the project.”

Disposition: Carried

8.3 Building & Drainage Department

- (a) Memorandum 2020-077 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

15-07-20 Moved by: Katie Davies Seconded by: Ron Forbes

“THAT Memorandum 2020-077 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only.”

Disposition: Carried

8.4 Public Works Department

- (a) Memorandum 2020-079 from the Director of Public Works regarding monthly departmental activities.

16-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT Memorandum 2020-079 from the Director of Public Works be received and filed for information purposes only.”

Disposition: Carried

8.5 Finance Department

- (a) Memorandum 2020-081 from the Director of Finance regarding Reserve and Reserve Fund Policy.

Staff to provide a report with recommendations for potential future industrial lands and to include a target reserve fund amount.

17-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT Memorandum 2020-081 from the Director of Finance be received and filed for information purposes only.”

Disposition: Carried

- (b) Memorandum 2020-075 from the Tax Collector/Deputy Treasurer regarding the 2020 Second Quarter Tax Report.

18-07-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

“THAT Council authorize write off of taxes in the amount of \$6,281.82 for Section 357 applications for 2019 year processed in the second quarter of 2020, with the appropriate amounts being attributed to the County and respective Boards of Education.”

Disposition: Carried

- (c) Memorandum 2020-082 from the Director of Finance regarding 2020 Second Quarter Budget update.

19-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT Memorandum 2020-082 from the Director of Finance be received and filed for information purposes only.”

Disposition: Carried

8.6 Corporate Services Department

- (a) Memorandum 2020-074 from the Director of Corporate Services regarding Deputy Clerk position.

20-07-20 Moved by: Paul Mitchell Seconded by: Steve MacDonald

“THAT Council enact By-laws to Appoint a Deputy Clerk, to Appoint a Deputy Division Registrar and to Update the Wage By-Law.”

Disposition: Carried

- (b) Memorandum 2020-076 from the By-law Enforcement Officer regarding monthly departmental activities.

21-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT Memorandum 2020-076 from the By-law Enforcement Officer be received and filed for information purposes only.”

Disposition: Carried

- (c) Memorandum 2020-077 from the Legislation and Policy Analyst regarding Boundary Road Maintenance Agreements with Perth East and Perth South.

22-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT Memorandum 2020-077 from the Legislation and Policy Analyst be received and filed for information purposes only;

AND THAT Council enact By-law 39-20 to enter into an agreement with the Township of Perth East and to enter into an agreement with the Township of Perth South for the purpose of Boundary Road Agreements.”

Disposition: Carried

- (d) Memorandum 2020-083 from the Director of Corporate Services and the Legislation and Policy Analyst regarding iCompass Software.

23-07-20 Moved by: Ron Forbes Seconded by: Katie Davies

“THAT Council authorize the purchase of iCompass Software from Diligent Canada Inc.;

AND THAT the project be funded by the Municipal Modernization Grant from the Province of Ontario, which is currently in the Capital Reserve Fund of the Township of Zorra;

AND THAT Council enact By-law 43-20 to enter into an agreement with Diligent Canada Inc. for the iCompass Software package.”

Disposition: Carried

- (e) Memorandum 2020-087 from the Chief Administrative Officer regarding Manager of Recreation and Facilities Position Title Change.

24-07-20 Moved by: Katie Davies Seconded by: Ron Forbes

“THAT Council approve changing the job title of Manager of Recreation and Facilities to Director of Recreation and Facilities.”

Disposition: Carried

- (f) Memorandum 2020-086 from the Legislation and Policy Analyst regarding Set Fines By-law.

25-07-20 Moved by: Ron Forbes Seconded by: Katie Davies

“THAT Memorandum 2020-086 from the Legislative and Policy Analyst be received and filed for information purposes;

AND THAT Council enact By-laws 40-20, No. 41-20, and 42-20.”
Disposition: Carried

(g) Memorandum 2020-088 from the Chief Administrative Officer regarding 204 Stanley Street North Property Sale.

26-07-20 Moved by: Ron Forbes Seconded by: Katie Davies

“THAT Council enact a by-law to authorize the sale of 204 Stanley Street North to Hogg Construction;

AND THAT Council enact a by-law to authorize an easement agreement with Seventeen Inc. with respect to 204 Stanley Street North.”
Disposition: Carried

8.7 CORRESPONDENCE REQUIRING DIRECTION

No items.

9. 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 2020-06-23.

(c) Correspondence from the Ministry of Municipal Affairs and Housing regarding COVID-19 update.

(d) Report from Oxford County Public Works regarding Single-Use Plastic Shopping Bags.

(e) Report from Oxford County Public Works regarding Intercommunity Transportation Update.

(f) Report from Oxford County Public Works regarding School Bus Cameras.

(g) Resolution and Report from Oxford County regarding Transitioning the Municipal Blue Box Program to Full Extended Producer Responsibility.

(h) Correspondence from Tribunals Ontario regarding Assessment Review Board Update.

(i) Correspondence from Tribunals Ontario regarding Assessment Review Board Fee Increases on July 1, 2020.

(j) Correspondence from Minister of Municipal Affairs and Housing regarding COVID19 Economic Recovery Act.

27-07-20 Moved by: Katie Davies Seconded by: Ron Forbes

“THAT items 9(b.i)-(e) and (g)-(j) be received and filed for information purposes only.”
Disposition: Carried

(f) Report from Oxford County Public Works regarding School Bus Cameras.

28-07-20 Moved by: Katie Davies Seconded by: Ron Forbes

“THAT the Township of Zorra receive Oxford County Report No. PW 2020-24 for information purposes;

AND THAT support for the County of Oxford to develop regulatory framework for evidentiary requirements for school bus cameras be forwarded to the County and area municipalities.”

Disposition: Carried

10. UNFINISHED BUSINESS

No items.

11. NOTICE OF MOTIONS

(a) Notice of Motion from Mayor Ryan regarding Fall Day Camp.

29-07-20 Moved by: Marcus Ryan Seconded by: Steve MacDonald

“WHEREAS the uncertain conditions of school and daycare re-openings in September due to COVID-19 may result in an increased need for childcare resulting in stress, unsafe situations for children, difficulty or an inability to return to work, and difficulty finding employees;

AND WHEREAS Zorra Recreation Staff have already demonstrated the ability to run a successful day camp under COVID-19 Emergency Orders and Public Health recommendations;

AND WHEREAS Zorra recreation facilities are likely to be empty during the hours most likely to be needed for childcare by our community;

THEREFORE be it resolved that Council directs staff to bring a report to the August 5th Council meeting outlining options to extend the day camp model, or run a temporary childcare, or facilitate third party childcare, or any model that would deliver childcare in Zorra facilities in September.”

Disposition: Carried

12. BY-LAWS

35-20 A by-law to appoint Alycia Wettlaufer as Deputy Clerk.

36-20 A by-law to Appoint a Deputy Division Registrar under the Vital Statistics Act.

37-20 A by-law to establish and fix the wage and salary rates to be paid to certain officers, servants and employees of the Township of Zorra for the year 2020 and to repeal by-law 77-19.

38-20 A by-law to authorize an Easement Agreement with Seventeen Inc.

39-20 A by-law to authorize the execution of Boundary Roads Agreements with the Township of Perth East and the Township of Perth South.

40-20 A by-law to regulate and prohibit motorized vehicles in Municipal Parks and to repeal by-law 18-90 and by-law 14-13.

41-20 A by-law to establish set fines with respect to certain provisions under the Building Code Act.

42-20 A by-law to regulate fences and to repeal by-laws 85-1979, by-law 38-01 and by-law 23-08.

- 43-20 A by-law to authorize an agreement with Diligent Canada Inc. for iCompass Software.
- 44-20 A by-law to authorize the sale of land to Hogg Excavating & Construction Limited.
- 45-20 A by-law to amend Zoning By-law 35-99 (Langlois).
- 46-20 A by-law to amend Zoning By-law 35-99 (Matheson).

30-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT by-laws 35-20, 36-20, 37-20, 38-20, 39-20, 40-20, 41-20, 42-20, 43-20, 44-20, 45-20 and 46-20 be taken as read a first, second, and third time and finally passed, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.”

Disposition: Carried

13. **ITEMS OF COMMUNITY INTEREST**

14. **CLOSED MEETING SESSION**

15. **CONFIRMATORY BY-LAW**

47-20 Confirmatory by-law.

31-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT By-law 47-20, being a by-law to confirm the proceedings of Council held Wednesday, July 15, 2020 be read a first, second and third time this 15th day July, 2020, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.”

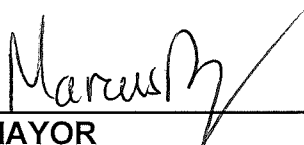
Disposition: Carried

16. **ADJOURNMENT**

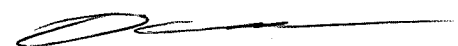
32-07-20 Moved by: Steve MacDonald Seconded by: Paul Mitchell

“THAT this session of Council be now adjourned and herewith closed at 1:20 p.m. and the next meeting of Council be called for the 5th day of August, 2020 at 9:00 a.m. in the Council Chambers at the Township Municipal Office.”

Disposition: Carried



MAYOR
MARCUS RYAN



CLERK
DONNA WILSON