



**MEETING MINUTES**  
**THE CORPORATION OF THE**  
**TOWNSHIP OF ZORRA**  
**P.O. BOX 306**  
**INGERSOLL, ONTARIO**  
**SEPTEMBER 2, 2020**

The regular meeting of the Township Council was held at 9:00 a.m. on September 2, 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: Donna Wilson  
Director of Finance: Maureen Simmons  
Deputy Clerk: Alycia Wettlaufer

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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**

**01-09-20** 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 August 5, 2020.

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

**“THAT the minutes from the August 5, 2020 Council meeting be adopted as printed and circulated.”**  
**Disposition: Carried**

(b) Minutes from the Special Council meeting held on August 12, 2020.

**03-09-20** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT the minutes from the August 12, 2020 Special Council meeting be adopted as printed and circulated.”**  
**Disposition: Carried**

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**5. PUBLIC COMMENT PERIOD**

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**6. PUBLIC MEETINGS & DRAINAGE MEETINGS**

**04-09-20** Moved by: Ron Forbes                               Seconded by: Katie Davies

**“THAT the Council meeting be adjourned at 9:31 a.m. for the purposes of holding a public meeting pursuant to the provisions of the *Planning Act*;**

**AND THAT Council move into the Committee of Adjustment for the purpose of hearing Minor Variance Applications.”**

**Disposition: Carried**

- (a) **9:30 a.m.** – Minor Variance Application A07-20 submitted by Matthew Hopkins pertaining to property described as Lots 6 & 7, Plan 917, in the Township of Zorra. The lands are located on the west side of Sunova Crescent, between 25th Line and Colborne Street and are known municipally as 256493 Sunova Crescent, Lakeside.

Presentation of Report

The County Planner provides an overview of application A07-20.

Council Question Period

Council is given the opportunity to ask questions. Council questions the need for the height variation and the timelines regarding the application and the road reconstruction. The applicant responds that the height was required due to grading and that the permit was issued first and then the road construction began.

Public in attendance

Matthew Hopkins, applicant

**05-09-20** Moved by: Katie Davies                               Seconded by: Ron Forbes

**“THAT the Township of Zorra Committee of Adjustment Approve Application A07-20, submitted by Matthew Hopkins for lands described as Lots 6 & 7, Plan 917, in the Township of Zorra, as it related to relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses to increase the maximum permitted height from 5 m (16.4 ft.) to 6.8m (21.4 ft.) to recognize the height of an existing accessory structure on a property zoned ‘Rural Residential Zone (RR)’ in the Township of Zorra.”**  
**Disposition: Carried**

- (b) **9:35 a.m.** – Minor Variance Application A08-20 submitted by Mike Cooper pertaining to property described as Lot 29, Plan 592, in the Township of Zorra. The lands are located on the north side of Elizabeth Street, between Middleton Street and Stanley Street South and are known municipally as 216 Elizabeth Street, Thamesford.

Presentation of Report

The County Planner provides an overview of application A08-20.

Council Question Period

Council is given the opportunity to ask questions. Council questions compliance of the total maximum gross floor area of the new proposed structure and the existing structure. The Planner confirms it was within the current zoning by-law limit.

A letter from a neighbouring property owner was received. The neighbour is not in favour of the application, the concern was regarding land use as they indicate a business is operating out of a residential property. The Planner indicates that the application in front of Council is for a minor variance for height and setback restrictions, not on the appropriateness of the intended use for the structure on the land.

Public Question Period

The applicant is not in attendance.

No members of the public appear to speak to the application.

**06-09-20** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT the Township of Zorra Committee of Adjustment approve Application A08-20, submitted by Mary & James Smith, Karen Gurtins & Michael Cooper for lands described as Lot 29, Plan 592, in the Township of Zorra as it relates to relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses to reduce the minimum rear yard setback from 1.2m (3.9 ft.) to 0.97m (3.2ft.) to facilitate the construction of a proposed accessory structure on a property zoned ‘Residential Type 1 Zone (R1)’ in the Township of Zorra;**

**AND FURTHER THAT the Township of Zorra Committee of Adjustment not-approve Relief from Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses to increase the maximum permitted height from 4m (13.2 ft.) to 5.4m (18 ft.) to facilitate the construction of a proposed accessory structure on a property zoned ‘Residential Type 1 Zone (R1)’ in the Township of Zorra.**

**Disposition: Carried**

**07-09-20** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT Council move out of the Committee of Adjustment, and pursuant to the Planning Act that the public meeting be adjourned at 9:50 a.m. and the regular meeting of Council be called back to order.”**

**Disposition: Carried**

Council recesses at 9:51 a.m.

Council resumes session at 10:03 a.m.

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## **7. DELEGATIONS**

- (a) **11:00 a.m.** – Cara Schmidt and Krista Granger - Recognition for AED Fundraising Efforts.

Mayor Marcus Ryan provides background and praise on the initiative by Cara and Krista regarding their efforts and achievements in providing AEDs in all schools in the Thames Valley School Board. Certificates and Zorra T-Shirts are presented in recognition of their efforts.

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## **8. REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION**

### **8.1 Fire Department**

- (a) Memorandum 2020-107 from the Fire Chief regarding monthly departmental activities.

**08-09-20** Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Memorandum 2020-107 from the Fire Chief be received and filed for information purposes only.”**

**Disposition: Carried**

- (b) Memorandum 2020-108 from the Fire Chief regarding Final Cistern Report.

Staff will be providing a report back at the next council meeting regarding next steps.

**09-09-20** Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Memorandum 2020-108 from the Fire Chief be received and filed for information purposes only.”**

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**Disposition: Carried**

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**8.2 Recreation Department**

- (a) Memorandum 2020-110 from the Director of Recreation and Facilities regarding monthly departmental activities.

**10-09-20** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT Memorandum 2020-110 from the Director of Recreation and Facilities be received and filed for information purposes only.”**  
**Disposition: Carried**

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**8.3 Building & Drainage Department**

- (a) Memorandum 2020-106 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

**11-09-20** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT Memorandum 2020-106 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only.”**  
**Disposition: Carried**

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**8.4 Public Works Department**

- (a) Memorandum 2020-109 from the Director of Public Works regarding monthly departmental activities.

**12-09-20** Moved by: Ron Forbes                      Seconded by: Katie Davies

**“THAT Memorandum 2020-109 from the Director of Public Works be received and filed for information purposes only.”**  
**Disposition: Carried**

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**8.5 Finance Department**

No items.

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**8.6 Corporate Services Department**

- (a) Memorandum 2020-103 from the Director of Corporate Services/Clerk regarding County Council Composition.

**13-09-20** Moved by: Katie Davies                      Seconded by: Ron Forbes

**“THAT the Township of Zorra supports County Council’s resolution that Oxford County Council composition be maintained as status quo beyond the current term of Council;**

**AND THAT the current process of electing a Warden from a sitting member of County Council continue beyond the current term of Council.**  
**Disposition: Carried**

- (b) Memorandum 2020-104 from the Director of Corporate Services/Clerk regarding Site Plan Control By-Law Amendments.

**14-09-20** Moved by: Paul Mitchell                      Seconded by: Steve McDonald

**“THAT Memorandum 2020-104 from the Director of Corporate Services be received and filed;**

**AND THAT Council enact By-law 54-20 to designate a site plan control area and Guidelines and to delegate Council's power for Site Plan Control under Section 41 of the Planning Act, R.S.O. 1990.”**

**Disposition: Carried**

- (c) Memorandum 2020-105 from the Director of Corporate Services/Clerk regarding Procedural By-Law Amendments.

**15-09-20** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“THAT Memorandum 2020-105 from the Director of Corporate Services be received and filed;**

**AND THAT Council enact By-law 53-20 to Amend Procedural By-Law 05-04 to Allow Council to participate electronically in a meeting when required.”**

**Disposition: Carried**

- (d) Memorandum 2020-111 from the By-law Enforcement Officer regarding departmental activities.

**16-09-20** Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Memorandum 2020-111 from the By-law Enforcement Officer be received and filed for information purposes only.”**

**Disposition: Carried**

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## **8.7                      CORRESPONDENCE REQUIRING DIRECTION**

- (a) Notice of Public Meeting for Consent Application B20-07-5; A20-01-5 and B20-08-5; A20-02-5 submitted by Tru-Built Construction Inc. pertaining to lands described as Lot 9, west of Elgin Street and Lot 10, west of Elgin Street, Township of Zorra. The Application for Consent proposes to sever a parcel into two residential building lots and retain a residential building lot. County of Oxford Land Division Committee Public Meeting Thursday, September 3, 2020 at 9:30 a.m.

Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Council has no comments regarding Consent Application B20-07-5; A20-01-5 and B20-08-5; A20-02-5 submitted by Tru-Built Construction Inc.”**

Moved By: Ron Forbes                      Seconded By: Steve MacDonald

**“THAT the motion be amended to support Consent Application B20-07-5; A20-01-5 and B20-08-5; A20-02-5.”**

**Disposition: Carried**

**17-09-20** Moved by: Steve MacDonald                      Seconded by: Paul Mitchell

**“THAT Council supports Consent Application B20-07-5; A20-01-5 and B20-08-5; A20-02-5 submitted by Tru-Built Construction Inc.”**

**Disposition: Carried**

- (b) Notice of Public Meeting for Consent Application B20-18-5 & B29-19-5 submitted by Tru-Built Construction Inc. pertaining to lands described as Part Lot 1 & Lots 2-4, W of Elgin St, Plan 134, Township of Zorra. Each Consent will create two new residential building lots. County of Oxford Land Division Committee Public Meeting, Thursday, September 3, 2020 at 9:30 a.m.

**18-09-20** Moved by: Ron Forbes                      Seconded by: Katie Davies

**“THAT Council supports Consent Application B20-18-5 and B20-19-5 submitted by Tru-Built Construction Inc.”**

**Disposition: Carried**

- (c) The Harrington Community Centre’s executive Formal Request to Council.

**19-09-20** Moved by: Paul Mitchell                      Seconded by: Steve MacDonald

**“WHEREAS, the Harrington Community Centre maintains and operates a heritage property in the Township of Zorra and provides social activities for residents of Zorra Township and neighbouring communities.**

**AND WHEREAS, the Harrington Community Centre has been unable to conduct their usual fundraising activities since March 2020, and for the foreseeable future, due to restrictions imposed in response to the COVID 19 pandemic.**

**THEREFORE, be it resolved that the Township of Zorra grant \$1,172.95 to the Harrington Community Centre and that this amount be applied to their 2020 property tax account.”**

**Disposition: Carried**

- (d) Resolution from the Municipality of West Grey regarding Anti-Racism Training.

Mayor Ryan passes the Chair to Deputy Mayor Davies in order to speak to the motion.

Deputy Mayor Davies passes the Chair back to Mayor Ryan prior to the question being called.

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

**“WHEREAS Zorra Township council recognizes the value and significance of the Anti-racism resolution from the Municipality of West Grey, and**

**WHEREAS Zorra council condemns the unjust treatment, oppression, and racism against those who identify as black, indigenous, and people of colour, and**

**WHEREAS our 2018-2022 Strategic Plan outlines our values as the defining, guiding principles of our Municipality,**

**AND THAT Council is committed to anti-racism as demonstrated in our value of Respect: The residents of Zorra come from diverse backgrounds. It is through respect for the varied backgrounds and experiences that common ground can be achieved.**

**THEREFORE BE IT RESOLVED that the Municipality of the Township of Zorra will actively work towards anti-racism and anti-oppression beginning with examining our current training practices.**

**FURTHER THAT this resolution be circulated to Oxford County, lower tier municipalities in Oxford County, Thames Valley District School Board, London District Catholic School Board, and to the Municipality of West Grey.”**

**Disposition: Carried**

## **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 2020-08-25.
- (c) Oxford County Public Works Report 2020-33, Modernizing Hazardous Waste Reporting in Ontario.
- (d) Oxford County Public Works Report 2020-34 Updating Ontario's Water Quantity Management Framework.
- (e) Federal-Provincial Safe Restart - Phase 1 Allocation for Township of Zorra.

**21-09-20** Moved by: Katie Davies                                      Seconded by: Ron Forbes

**“THAT items 9(b)-(e) be received and filed for information purposes only.”**

**Disposition: Carried**

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**10. UNFINISHED BUSINESS**

No items.

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**11. NOTICE OF MOTIONS**

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**12. BY-LAWS**

**53-20** A by-law to amend Procedural By-Law 05-04, To Allow Electronic Participation when required.

**54-20** A by-law to Designate a Site Plan Control Area and Guidelines and to Delegate Council's power under Section 41 of the Planning Act R.S.O. 1990.

**55-20** A by-law to amend Zoning By-law 35-99 (ZN 5-20-02 Lanktree-Marks).

**22-09-20** Moved by: Paul Mitchell                                      Seconded by: Steve MacDonald

**“THAT by-laws 53-20, 54-20 and 55-20 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**

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**13. ITEMS OF COMMUNITY INTEREST**

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**14. CLOSED MEETING SESSION**

No items.

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**15. CONFIRMATORY BY-LAW**

**56-20** Confirmatory by-law.

**23-09-20** Moved by: Steve MacDonald                                      Seconded by: Ron Forbes

**“THAT By-law 56-20, being a by-law to confirm the proceedings of Council held Wednesday, September 2, 2020, be read a first, second and third time this 2<sup>nd</sup> day September, 2020, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.”**

**Disposition: Carried**

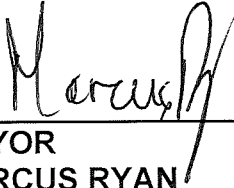
16. ADJOURNMENT

24-09-20 Moved by: Katie Davies

Seconded by: Paul Mitchell

**“THAT this session of Council be now adjourned and herewith closed at 11:09 a.m. and the next meeting of Council be called for the 16<sup>th</sup> day of September, 2020 at 6:00 p.m. in the Council Chambers at the Township Municipal Office.”**

**Disposition: Carried**



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MAYOR  
MARCUS RYAN



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CLERK  
DONNA WILSON