



**MEETING MINUTES**  
**THE CORPORATION OF THE**  
**TOWNSHIP OF ZORRA**  
**P.O. BOX 306**  
**INGERSOLL, ONTARIO**  
**APRIL 4, 2017**

The regular meeting of the Township Council was held at 9:30 a.m. on April 4, 2017 at the Township Municipal Office.

Present were:

Mayor:	Margaret Lupton
Councillors:	Marie Keasey, Marcus Ryan and Doug Matheson
Absent:	Ron Forbes
Chief Administrative Officer:	Donald W. MacLeod
Clerk:	Karen Martin
Director of Finance:	Maureen Simmons

**1. CALL TO ORDER**

Mayor Lupton calls the meeting to order at 9:30 a.m.

**2. ADOPTION OF AGENDA**

**01-04-17** Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT the agenda be adopted as printed and circulated.”**  
**Disposition: Carried**

**3. DECLARATION OF PECUNIARY INTEREST OR THE GENERAL NATURE THEREOF**

Councillor Matheson makes a disclosure of pecuniary interest with respect to agenda item 7.6(a). No other member of Council makes a declaration of pecuniary interest or the general nature thereof.

**4. MINUTES & BUSINESS ARISING OUT OF THE MINUTES**

(a) Minutes from the Council meeting held on March 21, 2017.

**02-04-17** Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT the minutes from the March 21, 2017 Council meeting be adopted as printed and circulated.”**  
**Disposition: Carried**

**5. PUBLIC MEETINGS & DRAINAGE MEETINGS**

No items.

**6. DELEGATIONS**

- (a) **11:30 a.m.** – Gavin Houston, Harrington – Updates on the “Living Museum” and the Harrington Conservation Area Environmental Assessment.

Mr. Houston presents to Council on the “living museum” concept and educational component that Harrington has to offer. Mr. Houston has been working with the Thames Valley District School Board toward having school aged children tour through the conservation area, town hall and grist mill with their classes.

Furthermore, Mr. Houston presents to Council regarding the Environmental Assessment at the Harrington Dam. Mr. Houston notes that Upper Thames River Conservation Authority (UTRCA) will be presenting to Council at a later date regarding this. The Harrington Association had a positive meeting with UTRCA regarding the mill and discussed the original 1952 blueprints of the dam showing sheet piling underneath which had never previously been discussed or investigated. Mr. Houston notes that this finding possibly shows that the spillway has more life in it than what a previous study identified.

Mr. Houston notes that there is work happening with the University of Western Faculty of Engineering regarding designing a pipe system to get water out of the pond and into the mill to get the gears turning. Mr. Houston has started the permit paperwork with the help of UTRCA on this project. Furthermore, the Harrington Association has \$54,000 in a trust with UTRCA to use toward making the Mill operational. Mr. Houston further notes that the Ministry of Environment (MOE) stated that once the mill is operational and linked to the dam it opens up another line of funding.

Maureen Simmons, Director of Finance questions the current trust fund at the UTRCA. Sam Coghlan, Harrington and Area Community Association notes that the Association does not have charitable status however if someone wants to donate towards the project and receive a taxable receipt they can donate through UTRCA for use at the mill.

Mr. Houston further notes that he will be submitting a document to UTRCA to increase the volume of sediment to be removed from the pond through the dredging proposal. Mr. Houston notes that if the Township road allowance along the edge of the pond could be used as an area to capture sediment it could decrease the cost of the project.

Council Question Period

Councillor Ryan requests clarification on the unopened road allowance. Don MacLeod, Chief Administrative Officer notes that there is an unopened road allowance there known as Victoria Street.

Councillor Ryan requests clarification on MOE’s comment regarding future funding. Mr. Houston notes that MOE brought it to his attention that different sources of funding could be available if the mill functions with the pond.

Councillor Keasey notes that she supports what the Committee is doing and for them to move forward it is very exciting and she hopes the Township can continue to encourage them. Councillor Ryan questions further to that if there is a way that Township staff can assist. Mr. Houston notes that they would appreciate any guidance or suggestions from the Township.

Councillor Matheson notes that with a potential for a number of students to be touring through this area who would be paying the costs of the supervision of the property. Mr. Houston notes that the Ministry of Education has funding set aside for outdoor learning and schools could apply individually for the funding and then forward it to the living museum for payment.

Councillor Matheson questions what happens when the grant funding disappears, does the property fall back onto the Township or UTRCA. Mr. Houston notes that the school board sees a need for the use of this and there

could be an increase in the yearly allotment of students visiting. As of right now the tours would be for 3 months in the spring and 3 months in the fall and they would hire 6-8 people and a coordinator.

Public Question Period

None.

Public in attendance

Sam Coghlan and Cher Sprague, Harrington and Area Community Association

Bill Mackie and Chris Tasker, Upper Thames River Conservation Authority

---

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

**7.1 Fire Department**

- (a) Memorandum 2017-057 from the Fire Chief regarding monthly departmental activities.

**03-04-17** Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Memorandum 2017-057 from the Fire Chief be received and filed for information purposes only.”**

**Disposition: Carried**

---

**7.2 Recreation Department**

- (a) Memorandum 2017-063 from the Recreation Facilities Supervisor and Program Coordinator regarding monthly departmental activities.

**04-04-17** Moved by: Doug Matheson                      Seconded by: Marcus Ryan

**“THAT Memorandum 2017-063 from the Recreation Facilities Supervisor and Program Coordinator be received and filed for information purposes only.”**

**Disposition: Carried**

- (b) Memorandum 2017-062 from the Recreation Facilities Supervisor and Programming Coordinator regarding First Quarter Usage Report.

**05-04-17** Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT Memorandum 2017-062 from the Recreation Facilities Supervisor and Programming Coordinator be received and filed for information purposes only.”**

**Disposition: Carried**

---

**7.3 Building & Drainage Department**

- (a) Memorandum 2017-059 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

**06-04-17** Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT Memorandum 2017-059 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only.”**

**Disposition: Carried**

---

**7.4 Public Works Department**

- (a) Memorandum 2017-061 from the Director of Public Works regarding monthly departmental activities.

**07-04-17** Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Memorandum 2017-061 from the Director of Public Works be received and filed for information purposes only.”**

**Disposition: Carried**

(b) Memorandum 2017-058 from the Director of Public Works regarding Bridge 0430 Tender Results.

**08-04-17** Moved by: Doug Matheson                      Seconded by: Marcus Ryan

**“THAT Council award the Tender for rehabilitation of Bridge 0430 to Engineered Concrete Limited for a tendered price of \$298,618.67 including HST.”**

**Disposition: Carried**

(c) Memorandum 2017-060 from the Director of Public Works regarding Tender 2017-05 Compact Tractor Results.

**09-04-17** Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT Council award Tender 2017-05 for a 2017 Compact Utility Tractor with attachments to Huron Tractor for a tendered price of \$83,495.70 including HST.”**

**Disposition: Carried**

---

## **7.5 Finance Department**

(a) Memorandum 2017-054 from the Director of Finance regarding 2017 First Quarter Budget Update.

**10-04-17** Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT Memorandum 2017-054 from the Director of Finance be received and filed for information purposes only.”**

**Disposition: Carried**

(b) Memorandum 2017-055 from the Tax Collector/Deputy Treasurer regarding 2017 First Quarter Tax Report.

**11-04-17** Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Council authorize rebate and/or write off of taxes in the amount of \$536,313.70, for the first quarter of 2017, with the appropriate amounts being attributed to the County and respective Boards of Education.”**

**Disposition: Carried**

---

## **7.6 Clerks Department**

(a) Memorandum 2017-050 from the Clerk regarding Township Branding.

**12-04-17** Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Council direct staff to move forward with Option 2 for a Township Branding Strategy as proposed by 31<sup>st</sup> Line Strategic Communications.”**

**Disposition: Carried**

- (b) Memorandum 2017-052 from the Clerk regarding Boundary Farms Inc. Lots 35 and 36, Concession 10 Road (Unopened) Closure.

13-04-17 Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT Council enact a by-law to permanently close the unopened road allowance lying between Lots 35 and 36, Concession 10 (East Nissouri);**

**AND THAT Council enact a by-law to authorize the Mayor and Clerk to sign a quit claim deed in favour of Boundary Farms Inc. and any other corresponding documents.”**

**Disposition: Carried**

- (c) Memorandum 2017-053 from the Clerk regarding Zorra Local School Committee.

14-04-17 Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT Council direct staff to advertise for volunteers to serve on the Zorra Local School Committee;**

**AND THAT Council adopt the Terms of Reference for the Zorra Local School Committee.”**

**Disposition: Carried**

- (d) Memorandum 2017-056 from the By-law Enforcement Officer regarding monthly departmental activities.

15-04-17 Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Memorandum 2017-056 from the By-law Enforcement Officer be received and filed for information purposes only.”**

**Disposition: Carried**

---

## 7.7 Administration Department

- (a) Memorandum 2017-064 from the Chief Administrative Officer regarding Thames Valley Aggregates Inc. – ARA Licence No. 602462 Minor Site Plan Amendment.

16-04-17 Moved by: Doug Matheson                      Seconded by: Marcus Ryan

**“THAT Memorandum 2017-064 from the Chief Administrative Officer be received and filed for information purposes only.”**

**Disposition: Carried**

- (b) Memorandum 2017-065 from the Chief Administrative Officer regarding Amendments to the Closed Session Provisions of the Municipal Act.

17-04-17 Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Council support the proposed amendments to Section 239 (2) (i) and (ii) of the Municipal Act and that Council’s resolution on this matter be forwarded to the Corporation of the Town of Ingersoll to be included with resolutions that may be provided by other ERTH shareholders and submitted as a package to the Minister of Municipal Affairs and Housing.”**

**Disposition: Carried**

---

**7.8 CORRESPONDENCE REQUIRING DIRECTION**

- (a) Resolution from the Town of Parry Sound regarding Municipal Property Taxation for Railroad Right-of-ways.

**18-04-17** Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT Council supports the resolution from the Town of Parry Sound regarding municipal property taxation for railroad right-of-ways.”**

**Disposition: Carried**

- (b) Resolution from the Town of Parry Sound regarding Gas Tax Funding Formula Review.

**19-04-17** Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Council supports the resolution from the Town of Parry Sound regarding a Gas Tax Funding Formula Review.”**

**Disposition: Carried**

- (c) Resolution from the Municipality of Bluewater regarding Bill 7, amendments to Residential Tenancies Act, 2006.

**20-04-17** Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT the resolution from the Municipality of Bluewater regarding Bill 7, amendments to Residential Tenancies Act, 2006 be received and filed for information purposes only.”**

**Disposition: Carried**

- (d) Resolution from the Township of McNab/Braeside regarding Mandatory Septic Pumping.

**21-04-17** Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT the resolution from the Township of McNab/Braeside regarding Mandatory Septic Pumping be received and filed for information purposes only.”**

**Disposition: Carried**

- (e) Correspondence from Katie Davies regarding Food Truck Request for Calithumpian Weekend Inc. in Thamesford.

**22-04-17** Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT the Township of Zorra Council allow Calithumpian Weekend Inc. to allow food trucks at the event on May 20 from 4:00p.m. to 12:00a.m.”**

**Disposition: Carried**

---

**7.9 LANDFILL PROPOSAL CORRESPONDENCE**

No items.

---

**8. INFORMATION ITEMS**

- (a) Minutes from 2017-03-24 Zorra Health and Safety Committee meeting.
- (b) Oxford County Report No. CAO2017-04 from the Chief Administrative Officer regarding Options for the Head of Council (Warden) Selection and Term.
- (c) Minutes from 2017-02-27 meeting of the Zorra Recreation Advisory Committee.

23-04-17 Moved by: Doug Matheson                      Seconded by: Marcus Ryan

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

**Disposition: Carried**

---

**9. UNFINISHED BUSINESS**

(a) Correspondence from the Minister of Seniors Affairs regarding 2017 Senior of the Year Award.

24-04-17 Moved by: Marcus Ryan                      Seconded by: Marie Keasey

**“THAT Council direct Township Staff to submit the Senior of the Year Award application for the recipient decided upon by Council.”**

**Disposition: Carried**

(b) Memorandum 2017-034 from the Chief Administrative Officer regarding 2017/2018 Insurance Renewal.

25-04-17 Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT Council accept the 2017/2018 Insurance Program at the price of \$169,473 (plus applicable taxes) submitted by Frank Cowan Company Limited and McFarlan Rowlands Insurance Brokers Ltd.”**

**Disposition: Carried**

---

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

(a) County Council Update – Mayor Lupton

---

**11. BY-LAWS**

18-17 A by-law to permanently close an unopened road allowance lying between Lot 35 and Lot 36, Concession 10 designated as Parts 1 and 2 on 41R-9300 formerly in the Township of East Nissouri, now in the Township of Zorra.

19-17 A by-law to authorize the Mayor and Clerk to sign a deed to quit claim a portion of property situated in the Township of Zorra, in the County of Oxford, and described as Part of the Road Allowance between Lots 35 & 36, Concession 10, Part 1 and 2, Plan 41R-3900 closed by By-law 2017-18 Township of Zorra (formerly East Nissouri), County of Oxford.

26-04-17 Moved by: Marie Keasey                      Seconded by: Marcus Ryan

**“THAT by-laws 18-17 and 19-17 be taken as read a first and second time.”**

**Disposition: Carried**

27-04-17 Moved by: Doug Matheson                      Seconded by: Marcus Ryan

**“THAT by-laws 18-17 and 19-17 be taken as read a third time and finally passed.”**

**Disposition: Carried**

---

**12. PUBLIC QUESTION PERIOD (11:45 a.m. – 12:00 p.m.)**

No items.

---

**13. CLOSED MEETING SESSION**

No items.

**14. CONFIRMATORY BY-LAW**

**20-17** Confirmatory by-law.

**28-04-17** Moved by: Marcus Ryan                      Seconded by: Marie Keasey

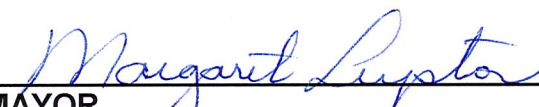
**“THAT By-law 20-17, being a by-law to confirm the proceedings of Council held Tuesday, April 4, 2017, be read a first, second and third time this 4<sup>th</sup> day April, 2017, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.”**  
**Disposition: Carried**


---

**15. ADJOURNMENT**

**29-04-17** Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT this session of Council be now adjourned and herewith closed at 1:38 p.m. and the next meeting of Council be called for the 18<sup>th</sup> day of April, 2017, at 6:30 p.m. in the Council Chambers at the Township Municipal Office.”**  
**Disposition: Carried**

  
\_\_\_\_\_  
MAYOR

  
\_\_\_\_\_  
CLERK