



MEETING MINUTES
THE CORPORATION OF THE
TOWNSHIP OF ZORRA
P.O. BOX 306
INGERSOLL, ONTARIO
JUNE 6, 2017

The regular meeting of the Township Council was held at 9:30 a.m. on June 6, 2017 at the Township Municipal Office.

Present were:

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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

01-06-17 Moved by: Marcus Ryan Seconded by: Ron Forbes

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

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.

4. MINUTES & BUSINESS ARISING OUT OF THE MINUTES

(a) Minutes from the Council meeting held on May 16, 2017.

02-06-17 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT the minutes from the May 16, 2017 Council meeting be adopted as printed and circulated.”
Disposition: Carried

5. PUBLIC MEETINGS & DRAINAGE MEETINGS

03-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“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

The applicant proposes to rezone the subject property to permit a converted dwelling. The converted dwelling will consist of the existing dwelling and the existing garage, connected through an addition (breezeway). A 'converted dwelling' means a single detached dwelling converted for the purpose of containing not more than two dwelling units.

Mr. Ager also notes that a letter of concern from the Public was received by the Planning Department the evening prior to the meeting. The letter outlined concerns regarding the application causing heavy public traffic. Mr. Ager notes that the amount of occupants living in the residence will not change therefore no traffic flow will change.

Council Question Period

Councillor Keasey questions if the conversion will be permanent or restricted to the current owners. Mr. Ager notes that it will be a permanent structure not to be removed and considered an attached garage. Councillor Keasey notes that she supports the converted portion of the application however hopes the design will fit in with the house and subdivision. Mr. McCorquodale notes that architecturally it will complement the house and have a tasteful design.

Councillor Ryan notes that the application has appropriate densification for the area.

Public Question Period

None.

Public in attendance

John Van Alphen
Marilyn McRoberts
Mary Older

- (c) **11:30 a.m** –Zoning Application ZN5-17-05 submitted by 2374437 Ontario Inc. pertaining to lands described as Lots 2 & 3 and Part Lot 4, north of James Street, PL 134; all of Lots 52 - 56 and Part Lots 34, 47 - 51, PL 69; part of Maria Street, Plan 69 (Closed By By-Law R510476) & Part of Elizabeth Street, PL 69 (Closed By By-Law R5104760); & Part Lot 12 Concession 4, Designated As Part 1, Plan 41R-9135; specifically proposed lots 7–12 on draft plan of subdivision. The subject property is located north of James Street and East of Elgin Street, in the Village of Embro, Township of Zorra.

The applicant Wayne Fraser is in attendance.

Presentation of Report

Adam Ager of the County of Oxford Community and Strategic Planning Office reviews the planning report for Council pertaining to lands described as as Lots 2 & 3 and Part Lot 4, north of James Street, PL 134; all of Lots 52 - 56 and Part Lots 34, 47 - 51, PL 69; part of Maria Street, Plan 69 (Closed By By-Law R510476) & Part of Elizabeth Street, PL 69 (Closed By By-Law R5104760); & Part Lot 12 Concession 4, Designated As Part 1, Plan 41R-9135; specifically proposed lots 7–12 on draft plan of subdivision. The subject property is located north of James Street and East of Elgin Street, in the Village of Embro, Township of Zorra.

The applicant proposes to rezone lots 7-12 on approved draft plan of subdivision (SB15-02-5) from "Special Residential Type 1 Zone (R1-21)" to "Special Residential Type 1 Zone (R1-sp)", to increase the permitted maximum lot coverage from 30% to 37.5%.

Mr. Ager also notes that there were no concerns from any of the public agencies that the application was circulated to and no formal complaints from neighbours.

Council Question Period

Councillor Keasey notes that the request is to increase lot coverage and questions if this affects the amount of green space that should be required.

Don MacLeod, Chief Administrative Officer notes that it does not affect that since it is based on the gross area and the Township requires 5% cash value of that area.

Public Question Period

Susan Van Egdom questions if increasing the lot sizes means that there will be a lesser number of lots and therefore less amount of taxes generated. Mr. Ager notes that there will be no change to the configuration of lots, the application addresses how large the house can be on each of the same size lots.

Public in attendance

Susan Van Egdom
Rick Turpin
Jerry Beckett

05-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT pursuant to the *Planning Act* the public meeting be adjourned at 11:40 am and the regular meeting of Council be called back to order.”
Disposition: Carried

06-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT the Council of the Township of Zorra approve-in-principle the proposed Zoning By-law amendment submitted by Gary & Heather McCorquodale to rezone the subject lands from ‘Residential Type 1 Zone (R1)’ to ‘Special Residential Type 1 Converted Dwelling Zone (R1-C2)’ for lands comprising Lot 103, Registered Plan No. 643 (Zorra) and known municipally as 151 McCarty Street.”
Disposition: Carried

07-06-17 Moved by: Marcus Ryan Seconded by: Marie Keasey

“THAT the Council of the Township of Zorra approve-in-principle the proposed Zoning By-law amendment to rezone the subject lands from ‘Special residential Type 1 (R1-21)’ to ‘Special Residential Type 1 (R1-sp)’ for lands comprising of all of Lots 2 & 3 and Part Lot 4, north of James Street, PL 134; all of Lots 52 - 56 and Part Lots 34, 47, 51, Plan 69; part of former Maria Street, Plan 69 & Part of former Elizabeth Street, Plan 69; and Part Lot 12 Concession 4, Designated As Part 1, Plan 41R-9135; specifically proposed lots 7–12 on draft plan of subdivision, to increase the maximum permitted lot coverage from 30% to 37.5%”
Disposition: Carried

(d) **11:45 a.m.** – F-02/17 – Fence Exemption – Watson/Neeb

Ralph Watson and Andy Neeb have submitted a joint application, to request a variance from Section 3.2 (b) of By-law No. 38-01, as amended, which prohibits the erection of a 6’ fence on an exterior side lot line. Under the by-law the applicants would be required to build a 6’ fence 5 feet from the exterior side lot line. The applicants are requesting an exemption for property located at 2 Oliver Crescent and 98 Oliver Crescent in Thamesford to allow for a 6’ fence to be erected on the exterior side lot lines.

Director of Public Works and the Chief Building Official have reviewed the request and have no objection to construction of the fence.

Council Question Period

Councillor Keasey questions if there are fencing requirements in the subdivision agreement. Ms. Martin notes that there are not.

Public Question Period

None.

Public in attendance

None.

08-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Council, acting as the Standing Committee for the Fence By-law, grant an exemption to By-law 2001-38, as amended, to Ralph Watson and Andy Neeb for property located at 2 Oliver Crescent and 98 Oliver Crescent, Thamesford to allow for 6’ a fence to be erected on the exterior side lot lines.”

Disposition: Carried

(e) **1:00 p.m.** – Quinn Drain – Ross Branch – Consideration of Report – Lots 4, 5, 6, 7, and 8, Concession 9 (East Nissouri), Township of Zorra.

Tom Pridham, P. Eng., R.J. Burnside & Associates and Mike Hughes, Chief Building Official/Drainage Superintendent are in attendance to present the report.

Presentation of Report

Tom Pridham, P.Eng. of R.J. Burnside & Associates reviews the drainage report for the Quinn Drain, Ross Branch Improvement 2017 Municipal Drain serving parts of Lots 4, 5, 6, 7, and 8, Concession 9 (East Nissouri) in the Township of Zorra.

Mr. Pridham notes that a tender would be set out to close the end of June and no work would commence until after the wheat is off the fields. The project would then be finished the end of October.

Council Question Period

Councillor Keasey questions why the infrastructure being recommended is various sizes and not uniform. Mr. Pridham notes that it is based on the contributing area that is coming into the drain, therefore as you move downstream it gets larger.

Councillor Forbes questions if there is potential to create a bigger watershed in the future. Mr. Pridham notes that the project addresses all the housekeeping that is required allowing everyone to have sufficient capacity.

Public Question Period

James Henderson notes that the drain is not good and there is no reason to interfere with the tile that is currently there. Mr. Pridham notes that this is a commonly accepted design for municipal drains and he has no concern about the drain going forward.

Public in attendance

James Henderson
John Angehrn
Peter Pallock
Irene Pallock

09-06-17 Moved by: Marcus Ryan Seconded by: Marie Keasey

“THAT the report of T.M. Pridham, P.Eng., R.J. Burnside & Associates Limited, dated May 2017 for drainage work known as the Quinn Drain – Ross Branch be adopted at an estimated cost of \$460,000.00.”

Disposition: Carried

6. DELEGATIONS

(a) **10:30 a.m.** – Christene Scrimgeour, Scrimgeour & Company - Township Auditor to Present the 2016 Audited Financial Statements (**30 minutes**).

Ms. Scrimgeour presents Council with the 2016 Financial Statements.

Council Question Period

Councillor Keasey questions payment received for municipal drains and the timeline surrounding them. Maureen Simmons, Director of Finance notes that staff will look into this.

Councillor Keasey questions previous and current cash in lieu of parkland activity in the Township. Ms. Simmons notes that she will provide those details to Council.

Public Question Period

None.

Public in attendance

None.

10-06-17 Moved by: Marie Keasey Seconded by: Marcus Ryan

“THAT Council approve the Draft 2016 Audited Financial Statements as presented by Christene Scrimgeour.”

Disposition: Carried

7. REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION

7.1 Fire Department

(a) Memorandum 2017-086 from the Fire Chief regarding monthly departmental activities.

11-06-17 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Memorandum 2017-086 from the Fire Chief be received and filed for information purposes only.”

Disposition: Carried

7.2 Recreation Department

(a) Memorandum 2017-090 from the Recreation Facilities Supervisor and Program Coordinator regarding monthly departmental activities.

12-06-17 Moved by: Marcus Ryan Seconded by: Ron Forbes

“THAT Memorandum 2017-090 from the Recreation Facilities Supervisor and Program Coordinator be received and filed for information purposes only.”

Disposition: Carried

7.3 Building & Drainage Department

(a) Memorandum 2017-084 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

13-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Memorandum 2017-084 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only.”

Disposition: Carried

7.4 Public Works Department

(a) Memorandum 2017-083 from the Director of Public Works regarding monthly departmental activities.

14-06-17 Moved by: Ron Forbes Seconded by: Marcus Ryan

“THAT Memorandum 2017-083 from the Director of Public Works be received and filed for information purposes only.”

Disposition: Carried

7.5 Finance Department

No items.

7.6 Clerks Department

(a) Memorandum 2017-082 from the Clerk regarding Zorra Local School Committee.

15-06-17 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Council appoint the following members to serve on the Zorra Local School Committee:

**Daniel West
James Gillespie
Leeanne Hopkins
Stacey Van de Kemp
Councillor Ryan
(Mayor Lupton – Mayor is ex officio).”**

Disposition: Carried

(b) Memorandum 2017-087 from the Clerk regarding Oxford County Warden Selection.

16-06-17 Moved by: Marcus Ryan Seconded by: Ron Forbes

“THAT Council supports the method currently used in the selection of the Warden for the County of Oxford and recommends that no alterations be made to either the process or term of office.”

Disposition: Carried

(c) Memorandum 2017-088 from the By-law Enforcement Officer regarding Zorra Community Policing Committee.

17-06-17 Moved by: Marie Keasey Seconded by: Marcus Ryan

“THAT Council direct Staff to request the County of Oxford to supply the Zorra Community Policing Committee with the raw data of the recent speed study on Oxford County Road 6 in the vicinity of Zorra Highland Park Public School, as well as any historical data related to traffic volume and vehicle classifications.”

Disposition: Carried

18-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Council direct Staff to request the County of Oxford to review the timing of the signal lights at County Road 2 and County Road 119/St. Patrick Street in Thamesford.”

Disposition: Carried

19-06-17 Moved by: Marcus Ryan Seconded by: Marie Keasey

“THAT Council accepts the resignation of Zorra Community Policing Committee member, Rob Parker;

AND THAT Council supports that this position not be filled at this time.”

Disposition: Carried

- (d) Memorandum 2017-089 from the By-law Enforcement Officer regarding monthly departmental activity.

20-06-17 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Memorandum 2017-089 from the By-law Enforcement Officer be received and filed for information purposes only.”

Disposition: Carried

7.7 Administration Department

- (a) Memorandum 2017-085 from the Chief Administrative Officer regarding Oxford Economic Development Corporation.”

21-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT the Township advertise for a member of the public to serve as the Township’s representative on the ROEDC Board of Directors for a 3 year term.”

Disposition: Carried

7.8 CORRESPONDENCE REQUIRING DIRECTION

- (a) Oxford County correspondence regarding Notice of Application for Minor Exemption from the Woodlands Conservation By-Law Appeal Committee File WC 17-04-5 Hammond Farms Limited, Part Lots 2 & 3, Concession 4 (North Oxford) and located at 254451 25th Line, Township of Zorra.

22-06-17 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT the County of Oxford Woodlands Conservation By-law Appeal Committee be advised the Township of Zorra has no comment or objection of the application, WC 17-04-5, for a minor exemption from the Woodlands Conservation By-law submitted by Hammond Farms Limited, Part Lots 2 & 3, Concession 4 (North Oxford) and municipally known as 254451 25th Line.”

Disposition: Carried

- (b) Oxford County correspondence regarding Notice of Application for Minor Exemption from the Woodlands Conservation By-Law Appeal Committee File WC 17-05-5 K & L Linton Ltd., Part Lot 33, Concession 10 (East Nissouri) and located at 197017 19th Line, Township of Zorra.

23-06-17 Moved by: Marcus Ryan Seconded by: Ron Forbes

“THAT the County of Oxford Woodlands Conservation By-law Appeal Committee be advised the Township of Zorra has no comment or objection of the application, WC 17-05-5, for a minor exemption from the Woodlands Conservation By-law submitted by K & L Linton Ltd, Part Lot 33, Concession 10 (East Nissouri) and municipally known as 197017 19th Line.”

Disposition: Carried

- (c) Resolution from the Zorra Canada 150 Celebration Committee.

24-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Council accepts the resignation of Zorra Canada 150th Celebrations Committee member, Jim Walton;

AND THAT Council supports that this position not be filled at this time.”

Disposition: Carried

(d) Correspondence from ERTH Corporation regarding Dividend Policy.

25-06-17 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Council recommend the draft dividend policy submitted by ERTH Corp be adopted by ERTH Corporation Board of Directors.”
Disposition: Carried

7.9 LANDFILL PROPOSAL CORRESPONDENCE

No items.

8. INFORMATION ITEMS

(a) Correspondence from the Ontario Provincial Police regarding the Municipal Policing Bureau.

(b) Minutes from the 2017-04-04 Zorra Canada 150 Celebrations Committee.

(c) Minutes from the 2017-04-24 Zorra Recreation Advisory Committee.

(d) Minutes from the 2017-05-08 Zorra Water and Wheels Committee.

(e) Correspondence from the Ontario Provincial Police regarding Billing Model.

26-06-17 Moved by: Marie Keasey Seconded by: Marcus Ryan

“THAT items 8(a) - (e) be received and filed for information purposes only.”
Disposition: Carried

9. UNFINISHED BUSINESS

No items.

10. COUNCIL QUESTION PERIOD & NEW BUSINESS

No items.

11. BY-LAWS

30-17 A by-law to provide drainage works known as Quinn Drain Ross Branch Improvement 2017 in the Township of Zorra in the restructured County of Oxford.

27-06-17 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT by-law 30-17 be taken as read a first and second time.”
Disposition: Carried

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

No items.

13. CLOSED MEETING SESSION

No items.

