



**MEETING MINUTES**

**THE CORPORATION OF THE  
TOWNSHIP OF ZORRA  
ZORRA HIGHLAND  
PUBLIC SCHOOL  
NOVEMBER 7, 2017**

The regular meeting of the Township Council was held at 9:30 a.m. on November 7, 2017 at A. J. Baker Public School.

Present were:

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| Mayor:                        | Margaret Lupton  |
| Councillors:                  | Ron Forbes, Marie Keasey, Marcus Ryan and<br>Doug Matheson |
| 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**

**01-11-17** Moved by: Doug Matheson                      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**

No member of Council makes a declaration of pecuniary interest or the general nature thereof.

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

**02-11-17** Moved by: Marie Keasey                      Seconded by: Ron Forbes

**“THAT the minutes from the October 17, 2017 Council meeting be adopted as printed and circulated.”**  
**Disposition: Carried**

**5. PUBLIC MEETINGS & DRAINAGE MEETINGS**

**03-11-17** Verbal Resolution

**“THAT the Council meeting be adjourned at 11:38 a.m. for the purposes of holding a public meeting pursuant to the provisions of the *Planning Act*.”**  
**Disposition: Carried**

- (a) **11:30 a.m.** – Minor Variance Application A-05/17 submitted by Toil Developments Inc. pertaining to lands described as Part Lot 21, Concession 1 (North Dorchester, North Oxford) and Lots 9 and 30, Registered Plan 41M324, Township of Zorra. The lands are located on the southeast and southwest corners of the intersection of Balmoral Lane and Darlison Drive within the Village of Thamesford (Thames Springs, Phase 5B).

Presentation of Report

Meghan House of the County of Oxford Community and Strategic Planning Office reviews the planning report for the Committee pertaining to property described as Part Lot 21, Concession 1 (North Dorchester, North Oxford) and Lots 9 and 30, Registered Plan 41M324, Township of Zorra. The lands are located on the southeast and southwest corners of the intersection of Balmoral Lane and Darlison Drive within the Village of Thamesford (Thames Springs, Phase 5B).

The application is requesting Relief from Section 11.2, Residential Type 1 Zone Provisions (R1) to reduce the minimum lot frontage requirement for a corner lot in a Special Residential Type 1 Zone (R1-20) from 20 m (65.6 ft) to 19.8 m (65 ft). This variance has been requested in order to facilitate the construction of single detached dwellings on existing lots 9 and 30 within the registered plan of subdivision known as Thames Springs Phase 5B.

Ms. House notes that there were no concerns or formal complaints from any of the public agencies or neighbours that the application was circulated to.

Council Question Period

None.

Public Question Period

None.

Public in Attendance

Jason Fleury, Development Engineering

- 04-11-17** Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT the Township of Zorra Committee of Adjustment approve Application A-05/17, submitted by Toil Development for lands described as Part Lot 21, Concession 1 (North Dorchester, North Oxford) and Lots 9 and 30, Registered Plan 41M-324 (Thames Springs, Phase 5b) for relief from Section 11.2, Residential Type 1 Zone Provisions (R1), to reduce the minimum lot frontage requirement for a corner lot in a Special Residential Type 1 Zone (R1-20) from 20 m (65.6 ft) to 19.8 m (65 ft).”**  
**Disposition: Carried**

- (b) **11:40 a.m.** – Zoning Application ZN5-17-10 submitted by Ndeljka Drgastin and Ivan Drgastin pertaining to lands described as Part Lot 12, Concession 2 (West Zorra). The subject property is located on the east side of the 31<sup>st</sup> Line between Road 78 and Road 84, Township of Zorra, municipally known as 315686 31<sup>st</sup> Line.

Ndeljka Drastin, Applicant is in attendance.

Presentation of Report

Adam Ager of the County of Oxford Community Planning Office reviews the planning report for the Committee pertaining to property described as Part Lot 12, Concession 2 (West Zorra). The subject property is located on the east side of the 31<sup>st</sup> Line between Road 78 and Road 84, Township of Zorra, municipally known as 315686 31<sup>st</sup> Line.

Mr. Ager reviews the County report and notes that the application for Zone Change proposes to rezone the subject lands from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Zone (RE-sp)’ to permit the keeping of livestock; 2 horses (equines) on the subject lands and permit an enlarged accessory structure, which has been expanded to facilitate the

above mentioned animals. The subject lands have a frontage of 54 m (180 ft), a depth of 73 m (240 ft), and an area of approximately 4,039 m<sup>2</sup> ( 1 ac). The lot contains an existing single detached dwelling constructed in 2013 with an area of approximately 174 m<sup>2</sup> (1,872 ft<sup>2</sup>), an accessory structure (garage) with an attached lean-to built without the benefit of a building permit, and a private well and septic system.

Mr. Ager notes that Planning staff are of the opinion that the requested zoning by-law amendment is not appropriate or in-keeping with the general intent of the Township Zoning By-Law for rural residential properties and recommends that the application not be approved.

Mr. Ager notes that Township staff provided comments on the application and Don MacLeod, Chief Administrative Officer noted that permitting livestock on an RE lot would set a precedent that could have negative impacts on a Township wide basis. Additionally the applicant received guidance that a building permit and minor variance would be required to construct a lean-to. However the applicant proceeded without any approvals in place prior to the work being complete.

Mr. Ager notes that after the report was written comments were received from the applicant and neighbouring property owners (Leo and Jose Donker) and were added to the Council agenda.

Ndeljka Drgastin, Applicant reviews her written correspondence for Council's information.

#### Council Question Period

Councillor Matheson questions how the lean-to was built without a permit. Township Staff note that the Chief Building Official is unable to be in attendance today, however Mathew Paul, By-law Enforcement Officer/Building Inspector notes that Mr. Hughes informed the applicant that a building permit would be required.

Councillor Ryan questions if there have ever been any other similar applications to change the zoning of an RE to allow livestock on the property. Mr. Ager notes that he has previously received phone calls asking if it is permitted and staff have advised that it is not allowed.

Councillor Ryan notes that there are currently 279 RE or RR properties within the Township of Zorra and if this application was approved it would set a precedent for those other properties.

Councillor Forbes questions what will happen to the horses in the winter. Ms. Drgastin notes that the horses will go inside the barn and wind walls will be built on the lean-to.

Mr. MacLeod notes that if the application is denied the applicant will have to work with Mr. Paul to remove the lean-to and the two horses.

#### Public Question Period

None.

#### Public in Attendance

None.

05-11-17 Verbal Resolution

**“THAT pursuant to the *Planning Act* the public meeting be adjourned at 12:17 p.m. and the regular meeting of Council be called back to order.”**

**Disposition: Carried**

06-11-17 Moved by: Doug Matheson Seconded by: Marcus Ryan

**“THAT the Council of the Township of Zorra not approve the zone change application submitted by Nedeljka Drgastin and Ivan Drgastin, whereby the lands described as Part Lot 12, Concession 2 (West Zorra), Township of Zorra are proposed to be rezoned to permit livestock (equine) on the subject property and recognize an existing enlarged accessory structure as the application is not in-keeping with the intent of the Township’s Zoning By-law and would create an undesirable precedent on a Township wide basis.”**  
**Disposition: Carried**

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## 6. DELEGATIONS

(a) **9:40 a.m.** – Student Delegations (Mrs. Hodgkinson’s Class - 60 minutes)

Students present six delegations to Council surrounding Township beautification, tree planting and reduction of littering.

Various suggestions came out of the delegations including the following:

- Closer monitoring of littering and increased fines;
- Request that Fast Food chains off free garbage bags for people to have in their cars;
- Plant more trees throughout the Township;
- Put posters up around the Township regarding littering;
- Start a Tree/Earth Day Challenge;
- Start an Earth Day Clean-up Day;
- Provide more garbage containers around the Schools and Township.

### Council Question Period

Mayor Lupton notes the importance of recycling, even plastic bags, as long as the plastic is stretchy it can be recycled.

Councillor Forbes notes that it is a great idea to for the fast food chain restaurants to provide free garbage bags.

Mayor Lupton requests Aden Corcoran, Director of Public Works explain our Township tree planting policy. Mr. Corcoran notes that the Township plants two trees for every tree that is taken down. Mr. Corcoran further notes the importance of the placement of planting for the safety of the roads and drivers.

Mayor Lupton requests Mathew Paul, By-law Enforcement Officer explain our current Township by-laws regarding littering. Mr. Paul notes that there are various by-laws that can be enforced regarding littering within the Township and recommends potential updates to wording and fines.

### Public Question Period

None.

### Public in attendance

None.

(b) **11:00 a.m.** – Anthony Hymers, Inspector – Ontario Provincial Police (OPP) Update

Anthony Hymers, Inspector presents the 2017 OPP Second Quarter Report to Council and outlines various motor vehicle collisions, crime rate statistics and Provincial offence notices.

### Council Question Period

Councillor Keasey questions if the Township should be partnering with the OPP on any of their public correspondence. Inspector Hymers notes that the





16-11-17 Moved by: Ron Forbes Seconded by: Marie Keasey

**“THAT Memorandum 2017-149 from the Director of Public Works be received and filed for information purposes only.”**

**Disposition: Carried**

(b) Memorandum 2017-151 from the Director of Public Works regarding Tender Request for a New Tandem Axle Plow Truck.

17-11-17 Moved by: Marcus Ryan Seconded by: Doug Matheson

**“THAT Council authorize pre-budget approval to the Director of Public Works to tender for a new tandem axle plow truck.”**

**Disposition: Carried**

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## 7.5 Finance Department

(a) Zorra 2018 Budget Survey Questionnaire and Results.

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## 7.6 Clerks Department

No items.

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## 7.7 Administration Department

(a) Landfill Proposal Update

i) No items.

(b) High Speed Rail Proposal Update

i) No items.

(c) Memorandum 2017-148 from the Chief Administrative Officer regarding Rural Oxford Economic Development Corporation Board of Directors.

18-11-17 Moved by: Marie Keasey Seconded by: Ron Forbes

**“THAT Council appoint Doug Turvey as the Township’s representative on the Rural Oxford Economic Development Corporation Board.”**

**Disposition: Carried**

(d) Memorandum 2017-154 from the Chief Administrative Officer regarding Harrington & Area Community Association Donation Acceptance.

19-11-17 Moved by: Doug Matheson Seconded by: Marcus Ryan

**“THAT the Township be authorized to accept charitable donations on behalf of the Harrington & Area Community Association for the purpose of:**

1. Pursuing the provision of water to power the Harrington Grist Mill
2. Making improvements to the Harrington Conservation Area &/or Grist Mill
3. Providing for the betterment of the Harrington Community.”

**Disposition: Carried**

(e) Memorandum 2017-155 from the Chief Administrative Officer regarding Zorra/St. Marys Mutual Aid Agreement.

20-11-17 Moved by: Ron Forbes Seconded by:

**“THAT Council endorses entering into a Mutual Aid Agreement with the Town of St. Marys;**

**AND THAT the Clerk be instructed to prepare an authorizing by-law.”**

**Disposition: Carried**

(f) Memorandum 2017-156 from the Chief Administrative Officer regarding Project Management Tracking.

21-11-17 Moved by: Marcus Ryan Seconded by: Doug Matheson

**“THAT Administrative Policy 200-17 – Project Management be adopted.”**

**Disposition: Carried**

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## 7.8 CORRESPONDENCE REQUIRING DIRECTION

(a) County of Oxford Report No. CP 2017-322 from Meghan House, Development Planner regarding Application for Zone Change Toil Developments Inc. (ZN5-17-11). (11:20 a.m.)

22-11-17 Moved by: Marie Keasey Seconded by: Ron Forbes

**“THAT the Council of the Township of Zorra approve the Zone Change application submitted by Toil Development Inc. whereby lands within Phase 5C, Thames Springs Development, Thamesford, consisting of Part Lot 21, Concession 1 (North Dorchester, North Oxford), Township of Zorra are to be re-zoned from ‘Special Residential Type 1 Holding Zone (R1-20H)’ to ‘Special Residential Type 1 Zone (R1-20)’ on the subject lands.”**

**Disposition: Carried**

(b) Resolution from Zorra Recreation Advisory Committee regarding Embro Soccer Field.

23-11-17 Moved by: Doug Matheson Seconded by: Marcus Ryan

**“THAT Staff be directed to complete a report detailing the Embro Soccer Field Project to be presented at the November 21, 2017 Council meeting.”**

**Disposition: Carried**

(c) Resolution from Zorra Recreation Advisory Committee regarding Public Skating Rates.

24-11-17 Moved by: Ron Forbes Seconded by: Marie Keasey

**“THAT the Council of the Township of Zorra supports the recommendation made by the Zorra Recreation Advisory Committee to change public skating rates to \$2.00 per person, to a maximum of \$5.00 per family.”**

**Disposition: Carried**

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## 7.9 LANDFILL PROPOSAL CORRESPONDENCE

No items.

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## 8. INFORMATION ITEMS

(a) Committees and Boards Updates.  
i) Minutes from 2017-09-18 Zorra Recreation Advisory Committee meeting.  
ii) Minutes from 2017-09-29 Health and Safety Committee meeting.



- (b) Correspondence from the Ontario Provincial Police regarding 2018 Annual Billing Statement.
- (c) Correspondence from Ministry of Community Safety and Correctional Services regarding Regulation under the Police Services Act to amend the Ontario Provincial Police Billing Model.
- (d) Correspondence from AMO regarding New Policing Legislation introduced at Queen's Park.
- (e) Correspondence from AMO regarding 2016 Federal Gas Tax Fund Annual Report.
- (f) Correspondence from Community Schools Alliance Executive regarding sponsorship of the 2017 Ontario Rural Education Symposium hosted by the Township of Zorra.
- (g) Correspondence from Ministry of Agriculture, Food and Rural Affairs regarding Ontario Community Infrastructure Fund Formula Component – Revised Funding Allocation Notice.

25-11-17 Moved by: Marcus Ryan                      Seconded by: Doug Matheson

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

**Disposition: Carried**

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## 9. UNFINISHED BUSINESS

- (a) Resolution from Zorra Water and Wheels Committee regarding gravel supply for Construction of Skate Park and Spray Pad.

26-11-17 Moved by: Marie Keasey                      Seconded by: Ron Forbes

**“THAT Council supports the recommendation from the Zorra Water and Wheels Committee to provide up to 100 yards of granular A gravel from the Township supply at no cost for construction of the skate park and spray pad in Thamesford.”**

**Disposition: Carried**

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## 10. COUNCIL QUESTION PERIOD & NEW BUSINESS

- (a) County Council Update – Mayor Lupton
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## 11. BY-LAWS

51-17 An actual cost by-law on the Fewster Drain 2016.

52-17 A by-law to appoint Mathew Paul as Building Inspector for the Township of Zorra pursuant to the provisions of the Building Code Act.

53-17 A by-law to amend Zoning By-law 35-99 (Toil Development).

27-11-17 Moved by: Marcus Ryan                      Seconded by: Doug Matheson

**“THAT by-laws 51-17, 52-17 and 53-17 be taken as read a first and second time.”**

**Disposition: Carried**

