



MEETING MINUTES
THE CORPORATION OF THE
TOWNSHIP OF ZORRA
P.O. BOX 306
INGERSOLL, ONTARIO
JANUARY 16, 2018

The regular meeting of the Township Council was held at 9:30 a.m. on January 16, 2018 at the Township Municipal Office.

Present were:

Mayor: Margaret Lupton
Councillors: Ron Forbes, Marie Keasey, Marcus Ryan and Doug Matheson

Chief Administrative Officer: Donald W. MacLeod
Clerk: Karen Martin (left at 12:00 p.m.)

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

01-01-18 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

(a) Minutes from the Council meeting held on December 19, 2017.

02-01-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT the minutes from the December 19, 2017 Council meeting be adopted as printed and circulated.”
Disposition: Carried

5. PUBLIC MEETINGS & DRAINAGE MEETINGS

No items.

6. DELEGATIONS

(a) **11:00 a.m.** – Cher Sprague and Phil Holst – Tree Coverage & Roadside Trees

Cher Sprague and Phil Holst appeared before Council to seek assistance from the Township on ways to improve tree coverage in Zorra. The

Townships of East Zorra-Tavistock, Norwich and South-West Oxford have started road side tree planting programs and Council have asked staff to investigate this possibility. Mr. Holst encourages the Township to consider support from Stewardship Oxford and Reforest Oxford for tree information and financial support. Township Staff note that their present tree replacement policy sees two trees planted for every one that is removed.

Council Question Period

Councillor Ryan notes that he supports increasing tree coverage in the Township and if there is potentially funding the Township should investigate this option further.

Councillor Keasey questions if this program supports urban and rural areas. Mr. Holst notes that it is rural areas only since developers usually do the tree planting in urban areas. Councillor Keasey notes that a Township tree by-law should include urban area plantings and road allowances since there are different needs for different parts of the Township.

Public Question Period

None.

Public in attendance

None.

(b) **11:15 a.m.** – James Turple, Ford Invasion Thamesford Event Information and Park Rental

James Turple presents to Council regarding the annual Ford Invasion Event in Thamesford that has previously been hosted at Mr. Turple's private residence. Mr. Turple is requesting the use of a Township park to hold the event and requests that the rental fee for the park be waived. The event will run for one day in September.

Mr. Turple notes that he met with Doug Mills, Recreation and Facilities Supervisor and discussed the use of North Park which would allow for enough space and parking for the growing event. Mr. Turple would also like to ask local service clubs for assistance in running the event.

Mr. Mills notes that North Park in Thamesford would be an ideal location for the event and Mr. Turple has requested minor adjustments to the park for the event which would not cost the Township.

Council Question Period

Councillor Keasey questions the moving of the backstop at North park and wants to ensure that an item is not removed that will be needed in the future. Mr. Turple notes that the backstop could be installed so that it was removable and then put back when needed.

Councillor Keasey notes that there is a baseball tournament in Thamesford in September at North park.

Councillor Keasey further notes that the Township does not normally give space for a free rental price, many other local non-profit organizations have to pay for the use of facilities.

Public in attendance

None.

(c) **11:30 a.m.** – Bernia Wheaton – Rural Oxford Economic Development (ROEDC) Budget and Update

Ms. Wheaton presents an Economic Development Update for Rural Oxford. Ms. Wheaton Notes strategic priorities for 2018: Workforce development, Business Attraction, BR+E Study and Marketing ROEDC. One of the priorities includes Oxford Fresh Buy Local which includes Zorra farm gates and universal signage.

08-01-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“THAT Council approve the transfer of the 2017 Building Department operating surplus of \$111,714.05 into Building Department Reserve Fund in accordance with Section 7 of the Ontario Building Code Act.”
Disposition: Carried

(c) Memorandum 2018-004 from the Chief Building Official/Drainage Superintendent regarding Petition and Selection of Engineer Henderson Creek Drain 2015 - Van Nes Branch Extension.

09-01-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT M.P. Devos, P Eng, of Spriet Engineering London Limited be appointed as Engineer to prepare a report under section 78 of the Drainage Act to amend an existing drawing to reflect existing conditions of the Van Nes Branch of the Henderson Creek Drain 2015.”
Disposition: Carried

7.4 Public Works Department

(a) Memorandum 2018-010 from the Director of Public Works regarding monthly departmental activities.

10-01-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT Memorandum 2018-010 from the Director of Public Works be received and filed for information purposes only.”
Disposition: Carried

(b) Memorandum 2018-012 from the Director of Public Works regarding Annual Report – 2017.

11-01-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Memorandum 2018-012 from the Director of Public Works be received and filed for information purposes only.”
Disposition: Carried

(c) Memorandum 2018-013 from the Director of Public Works regarding recommendation of award of Tender 2018-01 Tandem Truck Purchase.

12-01-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“THAT Tender 2018-01 for a Tandem Truck complete with Viking-Cives Auxiliary Equipment be awarded to Metro Freightliner for a tax included price of \$281,935.00.”
Disposition: Carried

7.5 Finance Department

(a) Memorandum 2018-001 from the Director of Finance regarding 2017 Council Remuneration & Expense Report.

13-01-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Memorandum 2018-001 from the Director of Finance be received and filed for information purposes only.”
Disposition: Carried

(b) Memorandum 2018-002 from the Director of Finance regarding Development Charges Reserve Fund.

14-01-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

- (b) Memorandum 2018-009 from the Chief Administrative Officer regarding Clothing Allowance Policy.

21-01-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Staff be authorized to prepare a revised Clothing Allowance Policy.”

Disposition: Carried

- (c) Memorandum 2018-019 from the Chief Administrative Officer regarding Public Works Maintenance Facility – Request for Proposal for Architectural & Engineering Design Service.

22-01-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT the Request for Proposal for architectural and engineering design services for the new Public Works Maintenance Facility be awarded to Chamberlain Architect Services Limited.”

Disposition: Carried

- (d) Memorandum 2018-020 from the Chief Administrative Officer regarding an update of the Strategic Plan.

23-01-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Memorandum 2018-020 from the Chief Administrative Officer be received and filed for information purposes only.”

Disposition: Carried

7.8 CORRESPONDENCE REQUIRING DIRECTION

- (a) Motion from Councillor Ryan regarding Childcare.

24-01-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“WHEREAS the Township of Zorra’s Strategic Plan states as one of our Goals that “We are an engaged community that values all members and actively encourages involvement, engagement, openness and transparency;

AND WHEREAS children requiring supervision can be an impediment to residents seeking to hold Public office, and simply attending a meeting;

AND WHEREAS, it is in the interests of the Township of Zorra to have candidates and Council members from as diverse as possible representation of the Municipality on Council and attending meetings;

THEREFORE be it resolved that Staff be directed to investigate the feasibility, costs, and associated risks of the Township providing some level of childcare supervision for all Council meetings and Committee Meetings.”

Disposition: Carried

- (b) Correspondence from the Embro & Zorra Agricultural Society regarding Grant Request.

25-01-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT a grant in the amount of \$2,000.00 be awarded to the Embro & Zorra Agricultural Society as part of the 2018 Budget.”

Disposition: Carried

8. INFORMATION ITEMS

- (a) Landfill Proposal Update
 - i) No items.
- (b) High Speed Rail Proposal Update
 - i) No items.
- (c) Committees and Boards Updates
 - i) No items.
- (d) Correspondence from Municipal Property Assessment Corporation regarding 2017 Year-End Assessment Report for the 2018 Tax Year.
- (e) Correspondence from the Ministry of Finance regarding Legalization of Cannabis.
- (f) Staff Recognition Presentation.

26-01-18 Moved by: Marie Keasey Seconded by: Ron Forbes

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

Disposition: Carried

9. UNFINISHED BUSINESS

No items.

10. COUNCIL QUESTION PERIOD & NEW BUSINESS

- (a) County Council Update – Mayor Lupton
-

11. BY-LAWS

01-18 A by-law to provide for interim collection of taxes before the estimates of the year have been adopted.

02-18 A by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2018.

03-18 A by-law to appoint a Committee of Adjustment for the Township of Zorra.

04-18 A by-law to amend Procedural By-law No. 05-04

05-18 A by-law to amend Zoning By-law 35-99 (Fraser).

27-01-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT by-laws 01-18, 02-18, 03-18, 04-18 and 05-18 be taken as read a first and second time.”

Disposition: Carried

28-01-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“THAT by-laws 01-18, 02-18, 03-18, 04-18 and 05-18 be taken as read a first and second time.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

06-18 Confirmatory by-law.

29-01-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT By-law 06-18, being a by-law to confirm the proceedings of Council held Tuesday, January 16, 2018, be read a first, second and third time this 16th day January, 2018, and further that the Mayor and Clerk are hereby authorized to sign the same and affix the corporate seal thereto.”

Disposition: Carried

15. ADJOURNMENT

30-01-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT this session of Council be now adjourned and herewith closed at 2:26 p.m. and the next meeting of Council be called for the 13th day of February, 2018, at 11:00 a.m. in the Council Chambers at the Township Municipal Office.”

Disposition: Carried


MARGARET LUPTON


DEPUTY CLERK