



MEETING MINUTES

THE CORPORATION OF THE TOWNSHIP OF ZORRA P.O. BOX 306 INGERSOLL, ONTARIO AUGUST 14, 2018

The regular meeting of the Township Council was held at 9:30 a.m. on August 14, 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
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

01-08-18 Moved by: Marie Keasey 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 July 17, 2018.

02-08-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

"THAT the minutes from the July 17, 2018 Council meeting be adopted as printed and circulated."
Disposition: Carried

5. PUBLIC MEETINGS & DRAINAGE MEETINGS

03-08-18 Moved by: Ron Forbes Seconded by: Marie Keasey

"THAT the Council meeting be adjourned at 11:17 a.m. for the purposes of holding a public meeting pursuant to the provisions of the *Planning Act*."
Disposition: Carried

- (a) **11:15 a.m.** – Zone Change Application ZN5-18-10 submitted by Amy & Scott Lichti pertaining to lands described Part Lot 28, Concession 4 (West Zorra), in the Township of Zorra. The lands are located on the west side of County Road 6 (37th Line), lying between Road 96 and Road 92, and are municipally known as 376707 37th Line.

The applicants Amy & Scott Lichti are in attendance.

Presentation of Report

Adam Ager of the County of Oxford Community and Strategic Planning Office reviews the planning report for the Committee pertaining to property described as Part Lot 28, Concession 4 (West Zorra), in the Township of Zorra. The lands are located on the west side of County Road 6 (37th Line), lying between Road 96 and Road 92, and are municipally known as 376707 37th Line

The purpose of the zone change application is to allow for continued use (3 year extension) of an existing garden suite on the subject property on a temporary basis. The garden suite has an approximate area of 172 m² (1848 ft²) and is located to the north of the existing single detached dwelling present on the subject lands. The garden suite will continue to be occupied by a family members of the landowners. The garden suite was originally approved by council in 2013, via application ZN 5-15-05 for a temporary period of 5 years (expired June 18, 2018).

Mr. Ager notes that there were no concerns or objections received from public agencies or neighbours.

Council Question Period

Councillor Forbes questions why the application is required if the garden suite is allowed as a temporary residential use for 20 years. Mr. Ager notes that the garden suite is allowed for up to 20 years on the property with the first approval being for 5 years and then 3 year increments after that, for use up to 20 years. Don MacLeod, Chief Administrative Officer notes that the timeframe and application process is governed by the Planning Act.

Public Question Period

None.

Public in attendance

No members of the public are in attendance.

- 04-08-18** Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT pursuant to the *Planning Act* the public meeting be adjourned at 11:26 a.m. and the regular meeting of Council be called back to order.”

Disposition: Carried

- 05-08-18** Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT the Council of the Township of Zorra approve the Zone Change application submitted by Amy & Scott Lichti, whereby the lands described as Part Lot 28, Concession 4 (West Zorra) and municipally known as 376707 37th Line, are to be rezoned to amend the existing ‘Special General Agricultural Zone (A2-28)’ to permit the extension of an existing garden suite for a three (3) year period.”

Disposition: Carried

6. DELEGATIONS

- (a) **11:30 a.m.** – Chris Martin, Carmeuse Lime – Alternate Fuels Verbal Update
Chris Martin, Carmeuse Lime appears before Council to provide an update regarding their current trial with the burning of an alternate fuel source in their lime kiln. Mr. Martin notes current restraints on the project since the Provincial Government has stopped funding and Carmeuse Lime is now attempting to

fund the project themselves. Mr. Martin further notes that they are still committed to the project however the repeal of the cap and trade program has set them back and they have not been given any direction of where the law is going to be.

Council Question Period

Councillor Keasey questions how long the trial is. Mr. Martin notes that is 100 hours and/or a specific volume of fuel per hour. Mr. Martin further notes that Carmeuse Lime is the first company in Ontario to get this trial, other cement companies went down the waste path and became thermo-destruction facilities.

Councillor Forbes questions if they are burning every day. Mr. Martin notes that it burns on and off and depends on the fuel and when they get it in and if the machinery is working properly. Councillor Forbes further questions what the goal is. Mr. Martin notes that they would like to get to 4 tonnes per hour.

Public Question Period

None.

Public in attendance

No members of the public are in attendance.

- (b) **1:00 p.m.** – Adrian Mauro and Michele Camacho, Chamberlain Architect Services – Public Works Facility Presentation

Adrian Mauro, Chamberlain Architect Services presents Council with a design brief for a 35,446 ft² municipal public works facility, located in the Township. Sustainable design features include rain water harvesting, on-site stormwater & waste water management, occupancy sensors, and a future solar panel field.

Council Question Period

Councillor Ryan questions if the proposal reflects all the criteria that the Township Public Works department are looking for. Aden Corcoran, Director of Public Works notes that they have toured 9 facilities and it looks as though everything we are looking for is incorporated.

Councillor Keasey questions if there are sufficient change rooms and lockers and if those numbers restrict the hiring of female employees. Mr. Mauro notes that the capacity of a room is defined by the Building Code and building safety and how the spaces are used varies.

Councillor Keasey notes there is \$10,000 in the cost for snow removal and questions if the Public Works Department would be dealing with that internally. Mr. Mauro notes that this is one added expense that will be looked at in detail by Township staff.

Councillor Matheson questions if steel tariffs have had an effect on this pricing and if so by how much. Mr. Mauro notes that it has by approximately 20-25%.

Councillor Keasey questions the use of permeable roads or gravel roads. Mr. Mauro notes that previously they have been unable to find a supplier for permeable asphalt but if a gravel base would be acceptable that could be used.

Councillor Matheson questions the life expectancy of the building. Mr. Mauro notes approximately 40 year life expectancy.

Councillor Forbes questions when the Township would receive architectural drawings. Don MacLeod, Chief Administrative Officer notes that once the Township has approved the preliminary drawings and then the tender would go out in January, 2019.

Public Question Period

None.

Public in attendance

No members of the public are in attendance.

06-08-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Council approve the design concept for the Zorra Operations Centre as prepared by Chamberlain Architects and presented to Council on August 14, 2018;

AND THAT Chamberlain be requested to circulate tenders in December 2018.”

Disposition: Carried

7. REPORTS FROM STAFF & CORRESPONDENCE REQUIRING DIRECTION

7.1 Fire Department

(a) Memorandum 2018-115 from the Fire Chief regarding monthly departmental activities.

07-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Memorandum 2018-115 from the Fire Chief be received and filed for information purposes only.”

Disposition: Carried

7.2 Recreation Department

(a) Memorandum 2018-111 from the Recreation Program Coordinator regarding monthly departmental activities.

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

“THAT 2018-111 from the Recreation Program Coordinator be received;

AND THAT Council authorize the transfer of \$4,000.00 from the Recreation Reserve to fund the purchase of two sets of smaller hockey nets for each arena to adhere to the Hockey Canada new player development initiative that requires minor hockey clubs to modify their ice format.”

Disposition: Carried

(b) Memorandum 2018-112 from the Recreation Programming Coordinator regarding Shiny Report from 2017/2018 Season.

09-08-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Memorandum 2018-112 from the Recreation Program Coordinator be received and filed for information purposes only.”

Disposition: Carried

(c) Memorandum 2018-113 from the Recreation Programming Coordinator regarding Canteen Operations for 2018/2019 Season.

10-08-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT Memorandum 2018-113 from the Recreation Program Coordinator be received and filed for information purposes only.”

Disposition: Carried

- (d) Memorandum 2018-114 from the Recreation Programming Coordinator regarding Ice Rate Requests

11-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Council authorize an ice rental rate reduction from \$150.00 per hour to \$142.00 per hour to the Ingersoll Minor Hockey Association for ice rentals at Zorra Township facilities;

AND THAT Council direct staff to work with the Thamesford Trojans Junior C team to find alternative means of support in an effort to increase public participation in their program.”

Disposition: Carried

7.3 Building & Drainage Department

- (a) Memorandum 2018-109 from the Chief Building Official/Drainage Superintendent regarding monthly departmental activities.

12-08-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“THAT Memorandum 2018-109 from the Chief Building Official/Drainage Superintendent be received and filed for information purposes only.”

Disposition: Carried

7.4 Public Works Department

- (a) Memorandum 2018-110 from the Director of Public Works regarding monthly departmental activities.

13-08-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT the County of Oxford be requested to investigate options for modifying the existing traffic calming measure on County Road 2 at George Street and Dundas Streets in Thamesford to allow for safer passage of bicycles through the intersection.”

Disposition: Carried

- (b) Memorandum 2018-106 from the Director of Public Works regarding Ontario Community Infrastructure Fund (OCIF) – Top Up Funding Application Intake Three.

14-08-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT Council authorize Staff to submit an application for funding under Ontario Community Infrastructure Fund (OCIF) – Top Up Funding program Intake Three for 31st Reconstruction Project between Road 78 to Road 88.”

Disposition: Carried

7.5 Finance Department

No items.

7.6 Clerks Department

- (a) Memorandum 2018-105 from the Director of Corporate Services regarding Local Government Week 2018.

15-08-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“THAT Council supports hosting Council meetings at schools, pending scheduling with each of the local schools;

AND THAT Council instruct the Clerk to make the appropriate arrangements to potentially hold the October 2, 2018, October 16, 2018 and November 6, 2018 Council meetings at the local schools, pending scheduling with each of the local schools;

AND THAT Council approves deviating from the Township’s Procedural By-law Section 4.1 and hold the October 16, 2018 Council meeting at 9:30 a.m.”

Disposition: Carried

7.7 Administration Department

(a) Memorandum 2018-107 from the Chief Administrative Officer regarding 2017 Aggregate Production Statistics.

16-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Memorandum 2018-107 from the Chief Administrative Officer be received and filed for information purposes only.”

Disposition: Carried

(b) Memorandum 2018-116 from the Chief Administrative Officer regarding Public Engagement Policy.

17-08-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT Council adopt Administrative Policy 200-16 – Public Engagement Policy.”

Disposition: Deferred

7.8 CORRESPONDENCE REQUIRING DIRECTION

(a) Grant Request from Townline Cemetery.

18-08-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT Council approve the Townline Cemetery’s request of \$400.00 for the budget year 2018.”

Disposition: Carried

(b) Notice of Motion from Councillor Ryan regarding Project Management Policy.

19-08-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“WHEREAS the Township has begun to implement its Project Management Policy, but has had difficulty in delivering projects like the Embro Soccer Field and Thamesford Spray Pad and Skate Park on time and on budget;

Therefore be it resolved that the Project Management Policy be revised with the following changes:

PURPOSE

As a means of ensuring that all projects undertaken are planned, managed and delivered in a consistent manner that takes into account the concept of best value and are fully compliant with all Township Policies, this framework has been established.

POLICY

All capital projects exceeding \$50,000 in value shall have a Project Manager (PM) assigned from Staff *within 2 weeks of approval in principal by Council, or sooner if Council or the Senior Management Team chooses. If the Project is over \$250,000, or of sufficient size or complexity; Staff may recommend, and Council may consider, appointing an outside Project Manager.* The PM shall prepare a work schedule for the project in the approved form and submit to the CAO for final approval for the next month's Council Agenda.

Monthly updates shall be provided to Council on the status of approved ongoing projects regardless of project status *by the respective Project Managers regardless of their status.*

And that relevant Staff be provided with Project Management training."

Disposition: Carried

(c) Noise Exemption Permit for an Event at 167 Elgin Street, Embro.

20-08-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

"THAT the Council of the Township of Zorra approve Exemption to the Noise Control By-law submitted by Keenan Kiosis for an event located at 167 Elgin Street in Embro on August 18, 2018 to allow amplified music from 4:00pm to 12:00am."

Disposition: Carried

(d) Correspondence from MultiSport Canada requesting permission for the Annual Lakeside Triathlon.

21-08-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

"THAT MultiSport Canada be advised the Council of the Township of Zorra has no objection to holding the Annual Lakeside Triathlon on September 8 & 9, 2018."

Disposition: Carried

(e) Resolution from Zorra Water and Wheels Committee regarding Budget.

22-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

"THAT the Zorra Water and Wheels Committee cease fundraising as of October 15, 2018;

AND THAT Council direct Staff to create a reserve should there be any surplus to be used for ongoing operations of the two facilities."

Disposition: Carried

(f) Resolution from Zorra Water and Wheels Committee regarding Fundraising Sub-committee.

23-08-18 Moved by: Ron Forbes Seconded by: Marie Keasey

"THAT Council receive and file the resolution from the Zorra Water and Wheels Committee."

Disposition: Carried

(g) Resolution from Zorra Water and Wheels Committee regarding Graffiti Policy.

24-08-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

"THAT Council direct staff to create a Graffiti Policy to protect Township Facilities from vandalism."

Disposition: Carried

8. INFORMATION ITEMS

- (a) Landfill Proposal Update
No items.
- (b) High Speed Rail Proposal Update
No items.
- (c) Committees and Boards Updates
- i. Zorra Water and Wheels Committee Minutes – 18-06-07
 - ii. Zorra Water and Wheels Committee Minutes – 18-06-25
 - iii. Zorra Water and Wheels Committee Minutes – 18-07-18
- (d) Resolutions from other Municipalities
- i. Correspondence from Howick Township regarding Cemetery Boards.
 - ii. Correspondence from the Township of Madawaska Valley regarding Financial Resources for Asset Management Planning.
 - iii. Correspondence from the Township of North Stormont regarding Ontario's Green Energy Act.

25-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT items 8(c)&(d.ii) be received and filed for information purposes only.”

Disposition: Carried

26-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Council send a letter to Howick Township supporting request to Province to amend Reg 30/11 which restricts the use of Care & Maintenance of funds to allow for the use of such funds for assets (capital) management/maintenance;

AND THAT such letter be forwarded to MPP, Premier, AMO, ROMA, Minister/Staff responsible for such regulations.”

Disposition: Carried

27-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT Council supports the resolution from North Stormont regarding Ontario's Green Energy Act.”

Disposition: Carried

9. UNFINISHED BUSINESS

No items.

10. COUNCIL QUESTION PERIOD & NEW BUSINESS

11. BY-LAWS

51-17 A by-law to amend Zoning By-law 35-99 (Lichti).

28-08-18 Moved by: Marcus Ryan Seconded by: Doug Matheson

“THAT by-law 51-17 be taken as read a first and second time.”

Disposition: Carried

29-08-18 Moved by: Ron Forbes Seconded by: Marie Keasey

“THAT by-law 51-17 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

52-17 Confirmatory by-law.

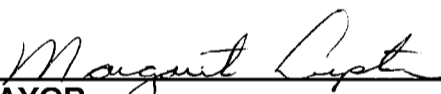
30-08-18 Moved by: Doug Matheson Seconded by: Marcus Ryan

“THAT By-law 52-17, being a by-law to confirm the proceedings of Council held Tuesday, August 14, 2018, be read a first, second and third time this 14th day August, 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

31-08-18 Moved by: Marie Keasey Seconded by: Ron Forbes

“THAT this session of Council be now adjourned and herewith closed at 2:18 p.m. and the next meeting of Council be called for the 4th day of September, 2018, at 9:30 a.m. in the Council Chambers at the Township Municipal Office.”
Disposition: Carried



MAYOR



CLERK