

**TOWNSHIP OF SOUTH-WEST OXFORD  
COUNCIL MINUTES  
February 5, 2019**

**MEMBERS PRESENT:** Mayor: David Mayberry  
Councillors: Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5) via Skype, Craig Gillis (Ward 6)

**MEMBERS ABSENT:** Paul Buchner (Ward 1)

**STAFF PRESENT:** Mary Ellen Greb, CAO  
Diane Larder, Treasurer  
Julie Forth, Clerk  
Bill Freeman, Works Superintendent

**CALL MEETING TO ORDER**

The meeting was called to order at 9:00 a.m. by Mayor David Mayberry and a quorum was present.

**MOTION TO ACCEPT AGENDA**

Resolution No. 1 Moved by George Way  
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the February 5th, 2019 meeting of council be approved.

DISPOSITION: Motion Carried

**DECLARATION OF PECUNIARY INTEREST**

**MINUTES**

- January 21<sup>st</sup>, 2019 Special Council Meeting Minutes
- January 22<sup>nd</sup>, 2019 Regular Council Meeting Minutes

Resolution No. 2 Moved by Valerie Durston  
Seconded by Craig Gillis

RESOLVED that the special meeting minutes of the January 21<sup>st</sup>, 2019 Council meeting be approved.

DISPOSITION: Motion Carried



Request to Purchase Land received from Ruth Ann Gilbert as information;

AND FURTHER THAT Council provide direction to staff to sell the lands described as Part of Unnamed Streets Plan 155, South-West Oxford, PIN 00182-0065 and Part of PIN 00182-0137; Township of South-West Oxford to Ruth Ann Gilbert for \$10,000.

DISPOSITION: Motion Carried

Procedural Matter: Sign By-law Exemption Request

Clerk Julie Forth explained that at the Council meeting held on January 22<sup>nd</sup>, 2019, Council passed a resolution which was seconded by the Mayor. Staff confirmed that this is not permitted in the Township's Procedural By-law and indicated that this motion would need to be considered by Council to ensure that proper procedure is followed.

Resolution No. 6      Moved by Craig Gillis  
                              Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 06-2019: Sign By-law Exemption Request (333800 Plank Line) for information;

AND FURTHER THAT Council provide direction to staff to enforce the maximum permitted billboard sign area of 200 sq. ft as provided for within the Township's Sign By-law.

DISPOSITION: Motion Carried

**STAFF REPORTS**

CL 09-2019: Proposed Zoning By-law Amendment: Recreational Vehicle Parking

Clerk Julie Forth provided a report to Council with a summary of the feedback received at the public meeting held on January 22<sup>nd</sup>, 2019 in relation to proposed changes to the Township's Zoning By-law as it relates to the parking of recreational vehicles (trailers) in residential zones in the Township. Discussion took place regarding human habitation in a recreational vehicle and whether or not staff should implement a permit process. Staff explained



AND FURTHER THAT Council appoint Councillor George Way as the alternate representative to the Upper-Tier;

AND FURTHER THAT Council approve the Council and Staff Relations policy attached to this report as Appendix C.

DISPOSITION: Motion Carried

**DISCUSSION ITEMS - None**

**PLANNING & ZONING - None**

**AGENDA ITEMS & CORRESPONDENCE**

*#9 - January County Council Report*

*#10 - ROMA 2019 - Mayor's Report*

*#11 - Councillor Ypma's ROMA Report*

Councillor Ypma thanked Council for allowing him the opportunity to attend the ROMA Conference this year. He commented that the speakers were engaging however it was discussed that some of the delegations were disappointing.

*#12 - Resolution from City of Woodstock re: Boundary Adjustment Negotiations*

Council provided direction to staff to send a letter to the City of Woodstock with a request to set up a meeting in April to begin boundary adjustment negotiations. Council selected Councillor Pickard, Councillor Way and Mayor Mayberry for the Woodstock boundary adjustment negotiations.

*#13 - ERTH Corporation CEO Breakfast Notice*

Staff will advise ERTH that Mayor Mayberry and CAO Mary Ellen Greb will be attending the CEO Breakfast on February 14<sup>th</sup>.

*#14 - Walker Environmental Correspondence - Southwestern Landfill EA*

Council provided direction to staff to advise Walker Environmental that the Township is happy to answer questions they may regarding how municipal departments and facilities operate in writing. Council suggested that this correspondence be reviewed by a solicitor and paid for by Walker



RESOLVED that information and correspondence items #15 to #19 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

**BY-LAWS AND AGREEMENTS**

Clerk Julie Forth requested Council's direction with respect to a request that was received from Mr. Van Leeuwen to waive the required \$10,000 deposit for constructing a second dwelling on his property prior to demolishing the existing dwelling. Council agreed that the deposit is needed for consistency and to encourage residents to move the project forward to completion in a timely manner.

Resolution No. 12      Moved by Jim Pickard  
                                    Seconded by George Way

RESOLVED Council provided direction to staff to advise the applicant that Council is not prepared to waive the required \$10,000 deposit for construction of a second dwelling.

DISPOSITION: Motion Carried

- By-Law No. 09-2019 - To amend Township Zoning By-law (Recreational Vehicle Parking)
- By-Law No. 14-2019 - To authorize the execution of an agreement (occupy existing residence)
- By-Law No. 15-2019 - To authorize the execution of an agreement (occupy existing residence)

Resolution No. 13      Moved by George Way  
                                    Seconded by Valerie Durston

RESOLVED that the following By-laws be introduced and that it be read a first and second time:

- By-Law No. 09-2019 being a By-law to amend the Township's Zoning By-law for recreational vehicle parking in residential zones
- By-Law No. 14-2019 being a By-law to authorize the execution of an agreement (occupy existing residence)
- By-Law No. 15-2019 being a By-law to authorize the execution of an agreement (occupy existing residence)

DISPOSITION: Motion Carried

Resolution No. 14 Moved by Jim Pickard  
Seconded by Peter Ypma

RESOLVED that By-law 9-2019, By-law 14-2019 and By-law 15-2019 be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-laws and affix the corporate seal.

DISPOSITION: Motion Carried

**COMMITTEES - None**

**STRATEGIC PLANNING**

**Regional Governance Review**

CAO Mary Ellen Greb explained that at the first Council meeting in January, Council indicated that they wanted to discuss some of the challenges faced by the Township in meeting residents' expectations and wants. The upcoming regional governance review will be one of the challenges this year. Mayor David Mayberry advised that he will be meeting with the provincial advisor tomorrow morning to respond to the following questions:

1. What reforms would you recommend to promote better representation and decision-making?
2. What reforms would you recommend to improve the quality and/or to reduce the cost and overlap of lower-tier and upper-tier municipal services?
3. Where do you see your upper-tier and lower-tier municipality ten years from now?

Mayor Mayberry indicated that the first phase of the consultation will be to gather information on how to make government more efficient and the second phase will be focused on how we will plan to get there.

Councillor Way commented that he does not think that there will be any savings if the County were to become a single-tier municipality. Discussion took place regarding how the Township works to become more efficient. The Oxford 311 phone system will allow municipalities within the County to be more connected and transfer calls from the public throughout the County. This should be running in approximately 18 weeks.



Councillor Ypma commented that he believes the further away the decision makers are from the issue, the less chance there is of getting it right. He spoke in support of local influence and decision making for local issues.

Discussion took place regarding the size of Council and Mayor Mayberry commented on the challenges the Township experienced when Council was only five members. Seven members provides Council with a variety of ideas and people from within the community. Councillor Way commented that there may be a loss of local representation if the County were to become single-tier.

Councillor Pickard expressed concern about the impact that single-tier may have on communities that are involved and work closely with the Township to support our halls and parks. There is concern that this may not continue and currently this is providing efficiencies to the Township. Support was also expressed for experimentation in local communities and grass roots movements such as the Township's 6-day garbage collection. The Township was provided the opportunity to do this and have shown that there are costs savings by doing so.

Mayor Mayberry commented that there is coordination at the lower-tier level to ensure that roads are covered to meet minimum maintenance standards.

Councillor Gillis commented on the perception that exists with respect to efficiencies and bigger buying power; however, with respect to service delivery he does not see efficiencies being achieved as a single-tier.

Discussion took place regarding the potential for some amalgamations at the lower-tier level. It was questioned at what point is the local representation lost. Rural areas may feel withdrawn from the larger, urban areas. It was noted that there is a lot of growth in the area, however it is also anticipated that there will be a shift in the global economy over the next ten years. There will be a need to adapt – this will either be done as a community or as an individual.

There is concern that the Township will express that we are doing the best we can to find efficiencies, however the Provincial Government is looking for changes. There is an ability for smaller groups to push forward their own local priorities. The urban and rural balance at County Council has been very important in the past and people work well together. There is some concern about the possibility of a Warden elected at large because there is fewer population in the rural areas, a rural Warden may not be elected.

ERTH Corporation was discussed as a grass roots initiative that is doing very well and working beyond the County boundaries.

\* Council recessed for 5 minutes at 11:07 a.m.

**STAFF REPORTS (continued)**

**2019 Draft Budget Discussion (continued)**

Council continued to review and provide comment on the 2019 draft budget. Works Superintendent Bill Freeman reviewed the Roads and Transportation portion of the budget.

Council requested the following changes the 2019 draft Budget:

- Reduce roads wages to \$209,000.00 (reduced by \$39,750). Should additional wages be required for training overlap for new management replacement staff within the Road Department a report will come to Council with a recommendation that working capital reserves be utilized for any cost overrun.
- The budgeted amount for lubricants was adjusted from \$7,000 to \$9,000.
- Council agreed to remove the Road Needs Study in the amount of \$50,000 for 2019. It was noted that going forward professional studies such as this may be needed for funding dollars. The Township's asset management plan will be finished this year.
- Discussion took place regarding Karn Road and it was questioned whether this road should be rebuilt rather than repaved.

\* Council recessed for lunch at 12:20 p.m. and resumed at 1:05 p.m.

\* Councillor Jim Pickard did not return to the meeting via Skype.

Council continued to review and provide comment on the 2019 draft Budget. Council discussed Ontario Municipal Partnership Funding and questioned the future of this funding from the Province. Zorra Township and Norwich Township are planning to phase out this funding in their budget over the next four years.

Council also discussed industrial taxes received in the Township and the implication of these taxes being appealed by a corporation. Staff is continuing to negotiate a settlement of this matter.

**CLOSED SESSION**

*The meeting will be closed to the public to discuss subject matter that is:*

*(b) personal matters about an identifiable individual, including municipal or local board employees (Chief Building Official position);*

*(c) a proposed or pending acquisition or disposition of land by the municipality or local board (potential sale of land/purchase of land).*



RESOLVED that the Council of the Township of South-West Oxford approve Report No. TR02-2019.

DISPOSITION: Motion Carried

TR 03-2019: 2019 Preliminary Budget Changes - Recreation

Treasurer Diane Larder provided a report to Council with a summary of the changes from Schedule H-02 and Schedule H-03 in the Preliminary Budget under Health Services. The changes summarized within this report have been made within the recreation portion of the budget.

Resolution No. 18     Moved by Craig Gillis  
                               Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford approve Report No. TR 03-2019.

DISPOSITION: Motion Carried

TR 04-2019: 2019 Assessment

Treasurer Diane Larder provided a report to Council with a summary of the 2019 assessment values and the potential impact of the assessment increases on the estimated 2019 tax rate.

Resolution No. 19     Moved by Craig Gillis  
                               Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR04-2018 as information.

DISPOSITION: Motion Carried

2019 Budget (continued)

Members of Council shared their final comments on the draft 2019 budget. It was stated that the budget process for 2020 will begin in September or October of this year. The process cannot be started as early in an election year.

Councillor Way commented that he struggles with the levy for fibre connectivity. He is of the opinion that natural gas is more important. CAO Mary Ellen Greb will follow up on natural gas extension in Salford and will

also bring forward a report for Council's consideration with respect to extended health care benefits for chiropractic services.

Council discussed Karn Road and suggested that consideration be given to rebuilding the road one or two kilometres at a time rather than paving. It was suggested that this road needs to be wider.

**NEW BUSINESS**

**COUNCIL ROUND TABLE**

*Council members shared updates from their respective wards and community involvement. Councillor Ypma advised that Reverend Lynn Allen is retiring from Mt. Elgin United Church. There will be celebration of her time at the church on Sunday, February 24<sup>th</sup> from 2:00 to 4:00 p.m.*

**CONFIRMATORY BY-LAW**

*By-Law No. 16-2019 - To confirm all proceedings of Council*

Resolution No. 20    Moved by Peter Ypma  
                              Seconded by George Way

RESOLVED that By-law 16-2019 being a By-law to confirm the proceedings of Council held Tuesday, February 5<sup>th</sup>, 2019 be read a first, second and third time this 5<sup>th</sup> day of February, 2019.

AND FURTHER THAT the Mayor and Clerk are hereby authorized to sign the By-law and affix the corporate seal.


DISPOSITION: Motion Carried

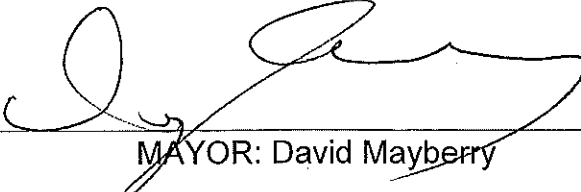
**ADJOURNMENT**

Resolution No. 21    Moved by Peter Ypma  
                              Seconded by Craig Gillis

RESOLVED that there being no further business, the Council meeting be adjourned at 3:12 p.m. to meet again on February 19<sup>th</sup>, 2019 at 7:00 p.m.

DISPOSITION: Motion Carried

  
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CLERK: Julie Forth

  
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MAYOR: David Mayberry





**Sign-In Sheet**  
 Regular Council Meeting  
 February 5<sup>th</sup>, 2019 at 9:00 a.m.

Name (Please Print)	Address &/or Email	Reason for Attendance (i.e. Delegation/ Minor Variance/ Zoning/ Drain Consideration/ Court of Revision)
Joy Schooley (Gilbert)	201 Thames St N Ingersoll	RR#2 Property Service Road purchase
Ruth Ann Gilbert	RR 2 Ingersoll #584077 Beachville Rd.	Service Rd purchase
Holly McIntyre	18 Clzwick Rd Ingersoll	" " "

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