

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
February 18, 2020**

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Craig Gillis (Ward 6)

MEMBERS ABSENT: Jim Pickard (Ward 5)

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk
Jeff VanRybroeck, Fire Chief
Howard Leaver, Chief Building Official
Adam Prouse, Works Superintendent

CALL MEETING TO ORDER

The meeting was called to order at 7:00 p.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 18th, 2020 meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

February 4th, 2020 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that the regular minutes of the February 4th, 2020 council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 06-2020: Business Arising from the Minutes of the February 4th Council Meeting

Clerk Julie Forth provided a report to Council to provide them with an overview of the staff actions arising from the minutes of the last Council meeting. She noted that a report will be coming forward to Council with respect to provincial certifications within the fire department on March 3rd.

Resolution No. 3 Moved by Paul Buchner
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 06-2020 Summary of Staff Actions Related to Business Arising from the Minutes of February 4th, 2020 as information.

DISPOSITION: Motion Carried

APPOINTMENTS

7:05 p.m. - Keith and Ellyn Sinke re: Request to write off penalties and interest of account

Keith and Ellyn Sinke made a presentation to Council regarding their property taxes over the last few years (going back to 2016). They advised Council that due to a house fire in 2015, they rebuilt their home and as a result their property was reassessed by MPAC. When the reassessment was completed, a home-based business they operate (a spa) was reassessed as commercial in the range of \$60,000. The Sinke's advised Council that this assessment was too high and stated that they have overpaid their property taxes since that time.

Due to the revised assessment they fell behind in their property tax payments and had accumulated arrears owing. At this time their property taxes are paid up to date. They advised Council that the spa business they run is small and does not generate significant income; the operation meets the requirements of a home occupation in accordance with the Township's Zoning By-law.

Discussion took place regarding the need for a property owner to submit a Request for Reconsideration if they do not agree with the assessment completed by MPAC on their property. The Sinke's completed and submitted this in 2019. Mayor David Mayberry commented on the importance of property owners reviewing their assessment received by MPAC and contacting them directly if adjustments are needed. Assessment information received by MPAC form the basis for projected Township budgets. Mrs. Sinke stated that they were not provided with this information until 2019.

Council will review the information provided by the Sinke's and bring it back to the next Council meeting for further review and consideration.

STAFF REPORTS

BD 04-2020: Monthly Building Report

Chief Building Official Howard Leaver provided a report to Council to provide them with the status of the activities in the building department as of end of January, 2020. He commented that the building department is off to a better start than they were last year.

Resolution No. 4 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD-04-2020 Monthly Building Report – February 2020 for information.

DISPOSITION: Motion Carried

CAO 03-2020: Realignment of Administrative Duties

Chief Administrative Officer Mary Ellen Greb provided a report to Council to provide them with information regarding the proposed pooling of administrative resources including the realignment of reporting responsibilities for administrative assistant staff. She explained that this will provide consistency for the administrative support within the office and it will provide the basis of evaluating the level of administrative support that is required in the office moving forward. Managers have been requested to provided information to CAO Greb with respect to where admin support is required. She noted that she wanted to bring this information forward for Council's information as it makes the public aware that the Township is looking for efficiencies.

Resolution No. 9 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that agenda and correspondence items #18 to #20 inclusive be received for information and that they be noted and filed.

Discussion on the motion:

Discussion took place regarding the County's 100% Housed Report. Council was advised that the report will come back to Council with a request from the County to consider it. The report provides the framework for developing a plan for housing within the County.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

February 18th, 2020 - Accounts Payable Report

Resolution No. 10 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for January 30 th to February 14 th , 2020	\$456,913.35
Bi-Weekly Payroll #4	\$45,842.00
Total	\$502,755.35

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#21 - AMO Watch File - February 13th, 2020

#22 - Resolution from Chatham-Kent re: Support the role of Conservation Authorities

#23 - Resolution from Township of South Glengarry re: Support for Bill 156 - Security from Trespass and Protecting Food Safety Act, 2019

Resolution No. 11 Moved by Peter Ypma
 Seconded by George Way

RESOLVED that information and correspondence items #21 to #23 inclusive be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 12-2020 - To appoint a Committee of Adjustment for the Township of South-West Oxford
- By-law No. 13-2020 - To amend Zoning By-law (ZN 4-19-02 - Clarence and Wendy Marcus)

Resolution No.12 Moved by Craig Gillis
 Seconded by George Way

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

- By-Law No. 12-2020 being a By-law to appoint a Committee of Adjustment for the Township of South-West Oxford;
- By-law No. 13-2020 being a By-law to amend Zoning By-law (ZN 4-19-02 - Clarence and Wendy Marcus).

DISPOSITION: Motion Carried

Resolution No. 13 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that By-law 12-2020 and 13-2020 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

- Environment and Energy Innovation Committee Meeting Minutes of January 8th, 2020
- Engage and Inform Committee Meeting Minutes of January 13th, 2020
- Brownsville Hall Board Meeting Minutes of November 13th, 2019
- Hilltop Park Committee Meeting Minutes of January 14th, 2020

Resolution No. 14 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive the following meeting minutes for information:

- Environment and Energy Innovation Committee Meeting Minutes of January 8th, 2020;
- Engage and Inform Committee Meeting Minutes of January 13th, 2020;
- Brownsville Hall Board Meeting Minutes of November 13th, 2019;
- Hilltop Park Committee Meeting Minutes of January 14th, 2020.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

Charging Incentives by Natural Resources Canada

Discussion took place regarding the funding opportunity from Natural Resources Canada to install electric vehicle charging stations. CAO Mary Ellen Greb advised that she has reached out to Oxford CAOs to see if there is interest in partnering on an application for funding to install charging stations throughout the County. There is interest, however some municipalities have expressed concern that this has not been included in their 2020 budgets.

Further discussion also took place with respect to governing the usage of them and charging for their use. There is additional software that can be purchased to monitor this and enable the Township to charge for their use.

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.

Resolution No. 15 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that Council move into Closed Session at 8:30 p.m. to hold a closed meeting in order to discuss a matter pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees;

DISPOSITION: Motion Carried

Resolution No. 16 Moved by George Way
Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 9:31 p.m.

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. The Mt. Elgin Parks and Recreation Committee and Dereham Centre Hall Board Annual General Meetings are coming up next week. The Ingersoll/SWOX Boundary Adjustment Public Meeting will be held in Salford on Tuesday, February 25th, 2020.

CONFIRMATORY BY-LAW

By-Law No. 14-2020 - To confirm all actions and proceedings of Council (February 18th, 2020)

Resolution No. 17 Moved by George Way
Seconded by Craig Gillis

RESOLVED that By-law 14-2020 being a By-law to confirm the proceedings of Council held Tuesday, February 18th, 2020 be read a first, second and third time this 18th day of February, 2020.

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. 18

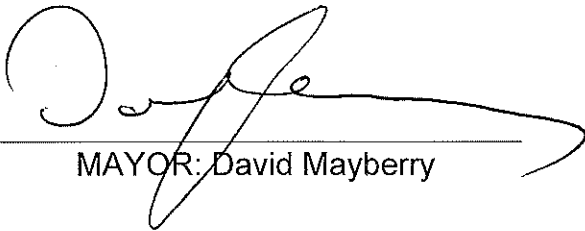
Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that there being no further business, the Council meeting be adjourned at 9:45 p.m. to meet again on Tuesday, March 3rd, 2020 at 9:00 a.m.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry



Sign-In Sheet
 Regular Council Meeting
 February 18th, 2020 at 7:00 p.m.

Name (Please Print)	Address &/or Email	Reason for Attendance (i.e. Delegation/ Minor Variance/ Zoning/Drain Consideration/ Court of Revision)	Sign me up for the Township's eNewsletter <u>Yes</u> or <u>No</u> (please include email)
Keith Sink	243517 airport. Rd. Rt # 7 Tillsborough, ONT. N4G 4H1.	Keithsink@rodeotmail.com	
Ellyn Sink			

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