TOWNSHIP OF SOUTH-WEST OXFORD **COUNCIL MINUTES**

February 19, 2019

MEMBERS PRESENT:

Mayor:

David Mayberry

Councillors: Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way

(Ward 4), Craig Gillis (Ward 6)

MEMBERS ABSENT:

Paul Buchner (Ward 1), Jim Pickard (Ward 5)

Mary Ellen Greb, CAO

Diane Larder, Treasurer

STAFF PRESENT:

Bill Freeman, Works Superintendent

Jeff VanRybroeck, Fire Chief & CEMC

Julie Forth, Clerk

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 Craig Gillis

Seconded by George Way

RESOLVED that the regular meeting agenda for the February 19th, 2019 meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

February 5th, 2019 Regular Council Meeting Minutes

Resolution No. 2

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED that the regular minutes of the February

5th, 2019 Council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 11-2019: Business Arising from the Minutes of February 5th, 2019

Clerk Julie Forth provided a report to Council with an overview for Council of the staff actions arising from the minutes of the last Council meeting.

Resolution No. 3 Moved by George Way

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 11-2019 Summary of Staff Actions Related to Business Arising from the Minutes of February 5th, 2019 as information.

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 02-2019: SunLife Plan Design - Equalizing Paramedical (Chiropractic) Coverage

CAO Mary Ellen Greb provided a report to Council to seek approval to equalize the chiropractic paramedical coverage in the current Township SunLife Policy. She noted that this is the only paramedial service in the plan that has a deductible and that when the Township benefits were reviewed with staff, this is an area which staff indicated they would like to see improvement.

To eliminate the deductible for staff there will be a net increase cost to the Township of approximately \$2,400. Currently the Township pays for 95% of the benefits premium and staff pays 5% of the premium. The total cost of benefits is reflected on staff's pay statements. Staff is seeking Council's direction with respect to this proposed change to eliminate the deductible for chiropractic coverage.

Mayor Mayberry suggested a change in the ratio of how the benefits premium is shared between the Township and staff to 93% paid by the Township and 7% paid for by staff. This would be cost neutral to the Township. CAO Mary Ellen Greb commented that benefits form part of the remuneration package for the Township and is something that is looked at when the Township is trying to recruit staff.

Councillor Ypma and Councillor Gillis agreed with Mayor Mayberry's suggestion to change the ratio for how the benefit premium is shared between the Township and staff to reduce the deductible.

Resolution No. 4

Moved by Peter Ypma Seconded by Craig Gillis

RESOLVED that Council receive Report CAO 2-2019 as information:

AND FURTHER that Council provide direction to the CAO to bring back a proposal to staff to change the percentage of the payment of staff benefits to 93% paid for by the Township and 7% paid for by staff for the removal of the paramedical (Chiropractic) coverage deductible.

DISPOSITION: Motion Carried

CL 12-2019: Monthly Building Report - January 2019

Clerk Julie Forth provided a report to Council for information with the status of the activities in the building department as of January, 2019.

Resolution No. 5

Moved by Valerie Durston Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 12-2019: Monthly Building Report - January 2019 for information.

DISPOSITION: Motion Carried

CL 13-2019: Bill 68: Required Polices (Tree Canopy/Parental Leave)

Clerk Julie Forth provided a report to Council to present two draft policies for Council's consideration which are remaining requirements of Bill 68: Modernizing Ontario's Municipal Legislation Act. Draft policies attached to the report include the Pregnancy and Parental Leave of Members of Council policy and the Protection of Tree Canopy and Natural Vegetation policy for Council's consideration. She noted that Council may wish to provide direction to Township Committees to give more thought and consideration to protecting and enhancing tree canopy and natural vegetation in the Township specifically.

Resolution No. 6

Moved by George Way Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 13-2019: Bill 68: Required Polices (Tree Canopy/Parental Leave) for Information;

AND FURTHER THAT Council approve the draft Pregnancy and Parental Leave of Members of Council policy attached to this report as Appendix A;

AND FURTHER THAT Council approve the draft Protection of Tree Canopy and Natural Vegetation policy attached to this report as Appendix B;

DISPOSITION: Motion Carried

FC 04-2019: Alternate Community Emergency Management Coordinator

Fire Chief Jeff VanRybroeck provided a report to Council with information needed surrounding the appointment of an alternate Community Emergency Management Coordinator (CEMC). He noted that the Township currently does not have a full-time Chief Building Official, which position is the current alternate CEMC. It was noted that should the individual in the role of the Clerk change in the future, the appointment may be changed at that time.

Resolution No. 7

Moved by George Way Seconded by Peter Ypma

RESOLVED that Council receive report FC 04-2019: Alternate Community Emergency Management Coordinator for information;

AND FURTHER THAT Council appoint the Township Clerk as the Alternate Community Emergency Management Coordinator for the Township.

DISPOSITION: Motion Carried

APPOINTMENTS

Resolution No. 8

Moved by Peter Ypma Seconded by Valerie Durston

RESOLVED that Council moved into public meeting at 7:20 p.m. to consider Zone Change Application ZN 4-18-15 (Warner Richard and Grace Elema).

DISPOSITION: Motion Carried

7:20 p.m. - Development Planner Adam Ager - Zone Change Application (Elema)

Development Planner Adam Ager presented Zone Change Application ZN 4-18-15 submitted by Warner Richard and Grace Elema. The Application for Zone Change proposes to rezone the subject lands from 'Residential Existing Zone (RE)' to 'Special General Agricultural Zone (RE-3T)' to permit a garden suite on the subject property for a temporary time period. A special provision is also required to permit an increased gross floor area of 111 m2 (1,200 ft2). The applicants propose to locate the garden suite to the south of the existing dwelling on the property.

The subject lands are described as Part Lot 16, Concession 4 (West Oxford), Township of South-West Oxford. The lands are located on the south side of Sweaburg Road between Jordan Line and Plank Line, and are municipally known as 484046 Sweaburg Road. The subject property comprises approximately 6,525.8 m2 (1.6 ac), and currently contains one single detached dwelling and an accessory structure. Surrounding uses are predominately agricultural lands.

Development Planner Adam Ager commented that garden suites are permitted in agricultural areas so long as they don't hinder the surrounding agricultural lands and uses. The use is required to be accommodated on private services on the property and utilize existing road access. With Council's support of the application, the applicants will be required to enter into an agreement with the Township for the use of the garden suite for an initial period of ten years. The applicants will be required to apply to the Township for extension following the initial ten-year period.

Staff are recommending that the garden suite be permitted for a temporary period of 10 years as the proposal appears to be consistent with the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

Comments from the Applicant

Warner Richard Elema commented that they are in support of the planning report and staff's recommendation.

Comments from Council

In response to an inquiry from Councillor Durston, Mr. Elema commented that he and his wife would be living in the garden suite.

Mayor Mayberry recapped that any servicing or structures built on the property will need to be removed or decommissioned following the temporary use. The Applicants will be permitted a garden suite for an initial period of ten years and will need to reapply to the Township thereafter every three years, up to a maximum of twenty years. It was noted that the building permit application process would address any MDS requirements.

Resolution No. 9 Moved by Peter Ypma

Seconded by George Way

RESOLVED that Council reconvene in regular session

at 7:32 p.m.

DISPOSITION: Motion Carried

Resolution No. 10 Moved by Craig Gillis

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve the zone change application submitted by Warner Richard & Grace Elema, whereby the lands described as Part Lot 16, Concession 4 (West Oxford), Township of South-West Oxford are to be rezoned from 'Residential Existing Zone (RE)' to 'Special Residential Existing Zone (RE-3T)' to permit a garden suite for a temporary time period of 10 years, with an increased gross floor area of 111 m2 (1,200 ft2).

DISPOSITION: Motion Carried

STAFF REPORTS (continued)

FC 03-2019: Joint Training Officer Position

Chief VanRybroeck provided a report to Council to provide them with the background information needed surrounding a proposed joint Training Officer position with the rural Oxford municipalities. He advised that in 2015, the Oxford County Rural Municipal Fire Services commenced their own partnership to provide volunteer firefighter training to its members.

The partnership was formed to meet municipal responsibilities under the Occupational Health and Safety Act for training Volunteer Firefighters and includes training and programs for recruit firefighters, existing firefighters, fire officers, training officers, public educators and fire inspectors. The Fire Chiefs currently coordinate the RFSOC training programs as part of their daily

responsibilities and this takes them away from day to day operational management duties.

A joint Training Officer would require additional funding of approximately \$115,000 annually. The cost per municipality would be approximately \$23,000. Rural CAOs have discussed the proposal and agreed to bring forward the proposal to Council as part of the 2019 budget deliberations. Chief VanRybroeck advised that the proposal has been approved by the Township of Zorra and Township of Blandford-Blenheim.

In response to an inquiry from Councillor Ypma, Chief VanRybroeck indicated that the Training Officer position would alleviate some of the additional workload of the Fire Chief to address more of the administrative issues and focus on higher level strategic matters. He noted that communication has been an issue within the department and that the Fire Chief will have more time to focus on this.

Councillor Gillis expressed concern that the Fire Chief is spending time on running training courses and not dedicating time to the Township. Chief VanRybroeck stated that training new and existing members of the fire department is still a key responsibility of the Fire Chief position. Time will still need to be dedicated to coordinating training and tracking training records and requirements.

Discussion took place with respect to whether or not this is a role that would be taken on by the upper tier. It was noted that the City of Woodstock has their own full-time department so they would not be involved in this initiative. The Township's current partnership is with the five rural municipalities.

In response to an inquiry from Councillor Ypma, Chief VanRybroeck advised that this position will save some of his overtime hours which are accumulated throughout the year by approximately 100 hours. This will allow him time to dedicate to other things that are being missed. Chief VanRybroeck commented that the Township wouldn't be able to get everyone trained to the level that they need to be if the training had to be sourced externally and stay within budget.

Mayor Mayberry questioned if there is a need for administrative support. Chief VanRybroeck advised that this would not be needed and the Training Officer would have time to do this. It was clarified that the joint Training Officer would not be involved in regular individual training nights at the stations; they will, however take over the emergency management training.

With the support of the rural municipal Councils, discussion will still need to take place with respect to whether the position will be permanent or contract. An agreement will need to be entered into between all municipalities and

notice periods stipulated should one partner decide to walk away. The Training Officer position is included in the draft 2019 budget.

Resolution No. 11 Moved by Valerie Durston Seconded by George Way

THAT Report No. F2019-04 entitled "Joint Training Officer" be received as information;

AND THAT the Council approves in principle the concept of a partnership for a Joint Training Officer as outlined in this report.

DISPOSITION: Motion Carried

APPOINTMENTS (continued)

8:00 p.m. - Trevor and Cara Pottelberg - Brownsville Park Boundary Fence CAO 01-2019: Transfer of Small Parcel of Land in Brownsville Park to Adjoining Property Owners

CAO Mary Ellen Greb provided a report to Council with the estimated size of the parcel of land to be declared surplus and offered to the adjoining property owners Cara and Trevor Pottelberg in preparation for the erection of a boundary fence between the Pottelberg's and the Township property (south edge of Brownsville Park). She indicated that Council will need to make a decision with respect to the amount they are willing to sell the land for.

Trevor Pottelberg stated that they have agreed to pay for half the cost of the fence and the legal fees, however if there are additional costs, they can't afford to pay for the land.

Council discussed an amount for the land and noted that recent, previous transfers of land by the Township to abutting property owners have been sold for approximately \$1.50 per square foot. Council expressed that the land needs to be sold for a value to be fair to other property owners that have approached the Township to purchase land. Councillor Gillis suggested splitting the cost of the land.

Resolution No. 12 Moved by Craig Gillis Seconded by Peter Ypma

RESOLVED that Council establish the value of \$975 for the portion of land measuring 1,375 sq. ft. (+/-) with a length of 275 feet starting along the west edge of the Pottelberg/Brownsville Park and running east along

the south boundary of the Brownsville Community Park at a width of five (5) feet;

AND FURTHER THAT Council waive the requirement of By-Law 69-2017 to obtain an opinion/appraisal value for the property;

AND FURTHER that this parcel be declared surplus by Council and offered to the abutting property owners (Pottelberg's) plus all applicable costs for the process;

AND FURTHER that an agreement be drawn up between the Corporation of The Township of South-West Oxford and the Pottelberg's outlining the conditions for the transfer of the property as well as the sharing of costs for the fencing of the boundary of the property;

AND FURTHER that Council receive Report CAO 01-2019 as information.

Discussion on the motion:

Discussion took place regarding the fencing options available should the value of the land be prohibitive for the Pottelberg's. The Pottelberg's have requested part board fence and part chain link; they do not want to change that.

DISPOSITION: Motion Defeated

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

RESOLVED that Council establish the value of \$1,950 for the portion of land measuring 1,375 sq. ft. (+/-) with a length of 275 feet starting along the west edge of the Pottelberg/Brownsville Park boundary and running east along the south boundary of the Brownsville Community Park at a width of five (5) feet;

AND FURTHER THAT Council waive the requirement of By-Law 69-2017 to obtain an opinion/appraisal value for the property;

AND FURTHER that this parcel be declared surplus by Council and offered to the abutting property owners (Pottelberg's) plus all applicable costs for the process;

AND FURTHER that an agreement be drawn up between the Corporation of The Township of South-West Oxford and the Pottelberg's outlining the conditions for the transfer of the property as well as the sharing of costs for the fencing of the boundary of the property;

AND FURTHER that Council receive Report CAO 01-2019 as information.

DISPOSITION: Motion Carried

TR 05-2019: 2019 Budget

Treasurer Diane Larder provided a report to Council with a summary of the changes to the 2019 budget from budget discussions held at the February 5th, 2019 Council meeting. She commented that information has been received with respect to Ontario Municipal Partnership Fund for 2019. The Province has announced that there will not be any changes for this year. It is not clear if funding will be the same as was received in 2018 or 2017. The additional funds which were received in 2018 may not be received in 2019; funding may be based on 2017 amounts.

Discussion took place regarding increased assessment in the Township as a result of increases in phased-in property assessment values. The impact of this will be that the mill rate will drop and the assessment will go up which will result in an increase in property taxes paid by the resident.

Resolution No. 14 Moved by George Way Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 05-2019 as information:

AND FURTHER that Council approves the changes contained in Report TR 05-2019 for inclusion in the Draft Budget for consideration of Council.

AND FURTHER that Council approves the 2019 Draft Budget in principle.

Discussion on the motion:

Councillor Way requested that the Karn Road paving project be discussed prior to voting on the motion.

Moved by George Way Seconded by Craig Gillis

RESOLVED that Council table the motion until following consideration of staff report WD 01-2019: Karn Road Pulverizing and Pavement.

DISPOSITION: Motion Carried

WD 01-2019: Karn Road Pulverizing and Pavement - 2019 Draft Budget

Works Superintendent Bill Freeman provided a report to Council regarding the pulverizing and paving of Karn Road scheduled for 2019. He commented on the challenges present with respect to rebuilding the road; specifically, the location of hydro poles, service lines and guide rails in the area of Karn Road. In order to widen the road, property may need to be purchased from abutting landowners to extend guide rails and culverts. He stated that twenty-two feet of asphalt is a standard width for Township roads.

Discussion also took place regarding the speed limit and sight lines on the road.

Resolution No. 15 Moved by Peter Ypma Seconded by Craig Gillis

RESOLVED that Council receive Report WD 01-2019 as information.

DISPOSITION: Motion Carried

Resolution No. 16 Moved by George Way Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 05-2019 as information;

AND FURTHER that Council approves the changes contained in Report TR 05-2019 for inclusion in the Draft Budget for consideration of Council.

AND FURTHER that Council approves the 2019 Draft Budget in principle.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Council Appointments:

- Tillsonburg Airport Advisory Committee
- Woodstock Boundary Adjustment Committee

Resolution No. 17 Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED that Councillor Valerie Durston be appointed to the Tillsonburg Airport Advisory

Committee for the current term of Council, ending on November 14th, 2022 to represent the Township of

South-West Oxford.

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED that Mayor Mayberry, Councillor Jim Pickard and Councillor George Way be appointed to the Woodstock Boundary Adjustment Committee for the current term of Council, ending on November 14th, 2022 to represent the Township of South-West

Oxford.

DISPOSITION: Motion Carried

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

#20 - Correspondence from Ministry of Municipal Affairs and Housing - February 8th, 2019

Resolution No. 19 Moved by George Way

Seconded by Craig Gillis

^{*} Council took a five minute break.

RESOLVED that agenda and correspondence item #20 be received for information and that it be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

February 19, 2019 - Accounts Payable Report

Resolution No. 20 Moved by George Way Seconded by Valerie Durston

deconded by valene burston

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for Feb 1 – 12, 2019 Bi-Weekly Payroll #4 Fire Pay #2 Council Pay #2 TOTAL \$319,389.22 \$38,914.51 \$15,182.90 \$6,092.56 \$379,879.19

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

BY-LAWS AND AGREEMENTS

- By-Law No. 17-2019 To amend By-law 50-2017 and to appoint an alternate CEMC
- By-Law No. 18-2019 To authorize the execution of an agreement with Gregory Stewart (Integrity Commissioner)
- By-Law No. 19-2019 To authorize the execution of a subdivision agreement (Eldon View Holdings Inc. Phase 4)
- By-Law No. 20-2019 To authorize the execution of a contract (Ontario Trillium Foundation)
- By-law No. 21-2019 To amend Zoning By-law (ZN 4-18-15 Elema)

Resolution No. 21 Moved by Craig Gillis 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. 17-2019 being a By-law to amend By-law 50-2017 and to appoint an alternate CEMC

- By-Law No. 18-2019 being a By-law to authorize the execution of an agreement with Gregory Stewart (Integrity Commissioner)
- By-Law No. 19-2019 being a By-law to authorize the execution of a subdivision agreement (Eldon View Holdings Inc. - Phase 4)
- By-Law No. 20-2019 being a By-law authorize the execution of a contract (Ontario Trillium Foundation)
- By-law No. 21-2019 being a By-law to amend Zoning By-law (ZN 4-18-15 - Elema)

Discussion on the motion:

Discussion took place regarding the possibility of adding the installation of fibre infrastructure as part of servicing requirements in subdivision agreements.

DISPOSITION: Motion Carried

Resolution No. 22

Moved by Valerie Durston Seconded by Peter Ypma

RESOLVED that By-laws 17-2019 to 21-2019 inclusive 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

Beachville Parks and Recreation Committee Minutes - November 3rd, 2018

Resolution No. 23

Moved by Craig Gillis Seconded by Valerie Durston

RESOLVED that the Beachville Parks and Recreation Committee Minutes of November 3rd, 2019 be received for information.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

CLOSED SESSION - NONE

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. It was noted that a move-in date is expected for the Beachville Fire Hall in March. A grand opening will be planned when the warmer weather arrives. Speeding on Foldens line was discussed; the speed spy will be there in the Spring. The Hilltop Park Committee is working on plans for the new park in Mt. Elgin. CAO Mary Ellen Greb advised that a new Chief Building Official has been hired and will be starting in April.

CONFIRMATORY BY-LAW

By-Law No. 22-2019 - To confirm all actions and proceedings of Council (February 19th, 2019)

Resolution No. 24

Moved by Peter Ypma Seconded by George Way

RESOLVED that By-law 22-2019 being a By-law to confirm the proceedings of Council held Tuesday, February 19th, 2019 be read a first, second and third time this 19th 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

<u>ADJOURNMENT</u>

Resolution No. 25

Moved by Craig Gillis Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 9:16 p.m. to meet again on Tuesday, March 5th, 2019 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Forth

MAYOR: David Mayberry



Sign-In Sheet

Regular Council Meeting February 19th, 2019 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)
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