TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
March 3, 2020

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5) via Skype, Craig Gillis (Ward 6)

MEMBERS ABSENT: None

STAFF PRESENT: 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 9:00 a.m. by Mayor David Mayberry and a quorum was present.

MOTION TO ACCEPT AGENDA
Resolution No. 1 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the March 3rd, 2020 meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST
Councillor Ypma declared a pecuniary interest with respect to By-law No. 16-2020 being a by-law to authorize an agreement to occupy an existing residence. The subject property is owned by his brother.

MINUTES

February 18th, 2020 Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way
Seconded by Craig Gillis

RESOLVED that the regular minutes of the February 18th, 2020 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 08-2020: Business Arising from the Minutes of February 18th, 2020

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.

Resolution No. 3 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that the regular minutes of the February 18th, 2020 Council meeting be approved.

DISPOSITION: Motion Carried

APPOINTMENTS

9:05 a.m. - Ronda Stewart, Economic Development Officer, Rural Oxford Economic Development Corporation

Ronda Stewart, Economic Development Officer, Rural Oxford Economic Development Corporation (ROEDC) introduced herself to Council on behalf of the ROEDC. She gave a presentation to Council on the 2018 Business Retention and Expansion program. She commented on three priority areas identified through the program being business support, infrastructure and workforce development. Her presentation provided Council with information on where her attention will be focused over the next year. She also advised she will be involved in the regional transportation project currently underway in the County. Most recently she has been working on the new communication tools for the ROEDC, including a new website which will launch tomorrow.

Mayor Mayberry questioned what will be done with respect to infrastructure. Enbridge has reached out to rural municipalities to find out where they want natural gas services extended. Ms. Stewart advised that there is currently no inventory base for Rural Oxford so she is working on this right now to find out where services already exist. Enbridge has indicated that they will make their mapping available to her which will also be shared with the local municipalities to help them in this regard. Mayor Mayberry commented on the economic holdback for businesses within our community without these services in place. Ms. Stewart advised that she has been in contact with Enbridge and that they are willing to work with any municipalities regarding

projects they would like to see within their community to extend natural gas services to rural areas. The Township has also been invited to bring forward some ideas.

Mayor Mayberry also commented on the need for housing within Oxford County for employees to live. Local Oxford County businesses have expressed difficulty finding people to work for them due a shortage of housing options.

Discussion also took place regarding the quality of local roads and the impact that the half-load season has on business. The Township of Zorra is working on a new road design policy. Ms. Stewart advised that she is not aware of this yet, however she will look into it.

STAFF REPORTS

CL 09-2020: Draft Zero Waste SWOX Facilities Terms of Reference

Clerk Julie Forth provided a report to Council to bring forward the draft terms of reference for the Zero Waste SWOX Facilities Committee for Council's consideration. Discussion took place regarding the committee composition and it was suggested that the committee size may be too large. Clerk Julie Forth commented on the importance of trying to include representation from all groups that frequently occupy and use Township facilities. She commented that the proposed member from Transition to Less Waste and the County Manager of Strategic Initiatives may be still be included in the planning process but not voting members of the Committee. The Committee would still contact these individuals for their advice and recommendations along the way.

Resolution No. 4 Moved by George Way
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 09-2020 Draft Zero Waste SWOX Facilities Terms of Reference for information;

AND FURTHER THAT Council approve the Draft Zero Waste SWOX Facilities Terms of Reference attached to report CL 09-2020 attached to report CL 09-2020 as Appendix A, as amended to remove as voting members the representative from Transition to Less Waste and the County Manager of Strategic Initiatives from the Committee composition.

DISPOSITION: Motion Carried

Motion to move into Public Meeting

Resolution No. 5 Moved by Craig Gillis
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into public meeting at 9:30 a.m. to consider the following zone change applications:

- ZN 4-19-14, Richard Allin for property located at 584642 Beachville Road;

DISPOSITION: Motion Carried

9:30 a.m. - Development Planner, Adam Ager - Public Meeting: Zone Change Application ZN 4-19-14 Richard Allin for property located at 584642 Beachville Road

Development Planner Adam Ager explained that the purpose of Zone Change Application ZN 4-19-14 is to rezone the subject lands from "Highway Commercial Zone (HC)" to "Special Highway Commercial Zone (HC-sp)" in order to add a cabinetry workshop and showroom to the list of permitted uses.

The subject property is described as Part of Lot 7, Concession Broken Front (West Oxford), in the Township of South-West Oxford. The lands are located on the south side of Beachville Road, between East Hill Line and Zorra Line, and are municipally known as 584642 Beachville Road.

The applicant has indicated the proposed uses will be contained within the existing building located on the subject property. The subject lands are approximately 0.27 ha (0.68 ac) in size. The subject lands currently contain an existing shop that is approximately 278 m (3,000 ft2) in area and surrounding land uses are residential, highway commercial, and vacant development lands.

Mr. Ager explained that the subject lands are located within a Settlement according to the County of Oxford Settlement Strategy Plan. Further to this, policies of the PPS direct that settlement areas shall be the focus of growth and development and that a mix of land uses may be permitted in these areas, where appropriate. Planning staff are of the opinion that the proposed application to permit a cabinetry workshop and showroom out of the existing building on the property is an efficient use of land within a designated settlement area. Accordingly, Planning staff are satisfied that the proposal is consistent with the relevant policies of the PPS.

Mr. Ager noted comments received by the Township's Chief Building Official with concerns that the proposed uses may be within a building with a combination of occupancies that should have a fire separation between them. A change of use permit may be required and, at the very least, an inspection should be conducted to see what separates the two occupancies. Further, the building department commented that if given favourable consideration the applicant will be subject to Site Plan Control, and the open storage concerns of the department may be addressed at that time.

Planning staff are recommending approval of the application in principle with the amending Zoning By-law to be brought forward at a later date when the schedules to the By-law have been prepared.

Comments from the Applicant:
Mr. Richard Allin, the Applicant, questioned staff's concern regarding the fire safety of the building. It was noted that all of the dust from the cabinetry workshop is currently contained within the dust collection system in the building and that sawdust from the operation is not a concern.

Comments from Council:
In response to an inquiry from Councillor Buchner regarding fuel load, Chief VanRybroeck commented that he would like to conduct a fire inspection of the building to ensure compliance.

The Township's Chief Building Official and Fire Chief will conduct an inspection of the building on the subject property.

Mayor Mayberry requested clarification that the business is already operating at the subject property and that the zone change application is to bring the property into compliance with the Township's Zoning By-law. He expressed his support for the approval of a site plan to address concerns regarding open storage on site. Township staff will meet with the applicant to review the site plan requirements.

Resolution No. 6 Moved by Craig Gillis
Seconded by George Way

RESOLVED that Council reconvene in regular session at 9:40 a.m.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford approve-in-principle, the zone change application File No. ZN 4-19-14, submitted by Richard Allin and Mark Teare, for lands described as Part of Lot 7, Concession Broken Front (West Oxford), Township of South-West Oxford, to change the zone on the subject lands from 'Highway Commercial Zone (HC)' to 'Special Highway Commercial Zone (HC-sp)' to permit a cabinetry workshop and showroom, subject to the approval of a site plan for the property.

DISPOSITION: Motion Carried

Motion to move into Public Meeting

Resolution No. 8 Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford move into public meeting at 9:45 a.m. to consider the following zone change applications:

- ZN 4-19-15, William Pranger for property located at 403265 Robinson Road;

DISPOSITION: Motion Carried

9:45 a.m. - Development Planner, Adam Ager - Public Meeting: Zone Change Application ZN 4-19-15 William Pranger for property located at 403265 Robinson Road

Development Planner Adam Ager explained that the purpose of the zone change application is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to add a commercial print shop as a permitted use on the subject property. Currently there is a print shop operating on the subject property that is not in compliance with the Township's Zoning By-Law. Mr. Ager explained that it is staff's understanding that this application is a direct result of the Township's Bylaw Enforcement Officer issuing a non-compliance letter with respect to zoning based on a received complaint regarding the above-mentioned commercial print shop.

The subject property is described as Part of Lot 27-28, Concession 1 (West Oxford), in the Township of South-West Oxford. The lands are located on the north side of Robinson Road, between Thomas Road and Wilson Road, and are municipally known as 403265 Robinson Road.

The subject lands are approximately 14.3 ha (35.5 ac) in size. The subject lands currently contain an existing single detached dwelling, a shop, and an additional accessory structure containing the above noted commercial print shop that is approximately 325 m2 (3,500 ft2) in area. Surrounding land uses are predominantly agricultural with limited rural residual uses to the immediate west.

Planning staff are of the opinion that the proposal is not consistent with Section 2.3 of the PPS. The existing commercial print shop is not in keeping with the policies protecting the lands for long term agricultural use, and further they are not supportive of the agricultural area or directly related to the farm operation. Staff is of the opinion that the proposal does not maintain the general intent of the Official Plan. The current use of the accessory structure on the property or a commercial print shop is not consistent with the agriculture, and agricultural related uses contemplated for lands within the agricultural reserve designation. The commercial print shop is not directly related to the farm, nor does it support the agricultural area. Staff are of the opinion that the commercial print shop is better suited for lands within designated settlement areas. According to the Section 3.1.5.1, any new non-agricultural commercial use will not be permitted within the agricultural reserve designation. Planning staff do not recommend approval of the application.

The Township's Fire Chief commented that the operation of a print shop will require an inspection; he will reach out to the property owner to complete this. No other concerns were expressed during the circulation of the application to agencies for comment.

The Zone Change Application is a result of a By-law enforcement complaint that was received by Township staff relating to the use of the property as a commercial print shop in an agricultural zone. Clerk Julie Forth explained that that in 2017, a building permit was issued by the Township for renovations to the structure to facilitate the use of the building as a print shop. The zoning requirements were not addressed at that time. Since that time, By-law enforcement staff received a zoning complaint.

<u>Comments from the Applicant</u>
William Pranger, Applicant, provided some history for Council on the purchase of the property in 2009. A construction business was initially operated out of their home with the use of the structure on site for storage of the material for the construction operation. In 2017, Mr. Pranger retired from

the construction business and he began to look for a tenant for property. The print shop operation has proved to be a suitable and quiet tenant at the property with minimal traffic traveling to and from the site.

Jason Smith approached him with a proposal to renovate the building to accommodate his printing operations. The renovations were limited to the existing building footprint. No new buildings or additions were undertaken. A building permit was received from the Township for the work. An accessible washroom and an upgraded septic system were also added.

Mr. Pranger commented that the productivity of the farmland has never been negatively impacted by the print shop operations. Further, approximately 35% of the print shop work is from the agricultural sector, with another 25% being from small rural businesses. The print shop has been in operation for approximately 15 years and has four employees.

Councillor Ypma questioned whether they anticipate any expansion in the foreseeable future. Mr. Smith advised that the current location has lots of growth opportunity for them within the existing building. If this zone change application were denied, this would have a negative impact on their business and they would need to search for a new facility. They would have a lot of equipment to move.

Comments from the Public
No one spoke in support of or opposed to the application.

Council discussed their options should they wish to support the application. Development Planner Adam Ager explained that he recommends that the A2 zone be maintained with a site-specific provision added to permit the operation of the commercial print shop, but no other commercial uses.

Discussion further took place with respect to the quiet nature of the business with minimal disruption to the surrounding agricultural areas. It was also noted that the business does not foresee any growth outside of the existing building footprint. It was noted a specific floor area for the commercial use may be stipulated within the Zoning By-law.

Resolution No. 9 Moved by Peter Ypma
Seconded by George Way

RESOLVED that Council reconvene in regular session at 10:08 a.m.

DISPOSITION: Motion Carried

Resolution No. 10 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford approve, the zone change application File No. ZN 4-19-15, submitted by William E. Pranger, for lands described as Part of Lot 27-28, Concession 13 (West Oxford), Township of South-West Oxford, to change the zone on the subject lands from 'General Agricultural Zone (A2)' to 'Special Agricultural Zone (A2-sp)' to recognize the existing commercial print shop on the subject lands, with the condition that the use be limited to the footprint of the existing building (approximately 3,500 sq feet);

AND FURTHER THAT the Township's Fire Chief conduct an inspection of the property.

DISPOSITION: Motion Carried

Motion to move into Public Meeting

Resolution No. 11 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford move into public meeting at 10:10 a.m. to consider the following zone change applications:

- ZN 4-19-13, Michael MacLennan and Sandra Velda for property located at 373536 Duffy Line

DISPOSITION: Motion Carried

10:00 a.m. - Development Planner, Adam Ager - Public Meeting: Zone Change Application ZN 4-19-13 Michael MacLennan and Sandra Velda for property located at 373536 Duffy Line

Development Planner Adam Ager explained that the purpose of the application for Zone Change is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Limited Agricultural Zone (A1)' to facilitate the demolition of an existing single detached dwelling, and the construction of a new dwelling in a different location on the subject property.

The subject property is described as Part Lot 7, Concession 3 (Dereham) in the Township of South-West Oxford. The lands are located on the north side of southeast corner of Duffy Line and Mcbeth Road and are municipally known as 373536 Duffy Line.

The subject lands are approximately 2.08 ha (5.13 ac) in size. The subject lands currently contain an existing single detached dwelling (to be removed and replaced in a different location), 2 sheds, and a barn. Surrounding land uses are predominantly agricultural. The applicant has indicated that they are looking to remove the existing dwelling on the subject lands and build a new accessory dwelling to replace the existing in a different location. However, it was determined that because the lot does not meet the provisions of the A2 zone the current dwelling would be considered legal non-conforming and to replace the existing dwelling the applicant's only option was to construct on the exact same footprint as their existing dwelling. The property is currently developed and does not meet the lot size provisions of the A2 zone. The applicant's proposal to move the residence to a different location will actually improve the MDS setback from the neighbouring livestock operation. The residence will be situated further away.

Mr. Ager explained that from a planning perspective the function of the lot will remain as is today, and as a result is not anticipated to result in any negative land use impacts to the surrounding agricultural lands. No objections to the application were raised during agency or public circulation.

Comments from the Applicant

Michael MacLennan, Applicant commented that he and his wife have lived on the subject property for 25 years and have always intended to build a new home there. He stated that relocating the house will help future owners with current concerns relating to dust as a result of the home's close proximity to the road and it will improve the MDS setback from the neighbouring livestock operation. He further commented on the existing home's close proximity to the property line to the south. He stated that the home is approximately two feet from the property line. The farmer to the south increases the buffer between his field and their home when he is applying liquid manure as a courtesy. When the house is relocated, he will no longer need to do this.

Comments from the Public

Mr. Llewellyn Roberts, property owner to the north of the subject property, questioned whether or not the applicant will be permitted access to the new home off of McBeth Road. He expressed his concerns regarding visibility at the intersection of McBeth Road and Duffy Line. Works Superintendent Adam Prouse advised that they will take a look at the intersection to ensure that there is adequate visibility in accordance with the Township's requirements. Mr. Prouse noted that trees have grown up in this location, and some may

need to be trimmed back a bit. However, he does think that a laneway may be supported off of McBeth Road to the proposed new dwelling.

The Applicant advised that it is their intention to maintain both laneways on the property, because the accessory buildings are located off of Duffy Line.

Resolution No. 12 Moved by Valerie Durston
Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 10:29 a.m.

DISPOSITION: Motion Carried

Resolution No. 13 Moved by Peter Ypma
Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford approve-in-principle the zone change application submitted by Michael McLennan and Sandra Velda, whereby the lands described as Part Lot 7, Concession 3 (Dereham), Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Limited Agricultural Zone (A1)' to facilitate the demolition of an existing single detached dwelling, and the construction of a new dwelling in a different location on the subject property.

DISPOSITION: Motion Carried

Mayor Mayberry explained that the Zoning By-law is expected to come to Council at the next meeting on March 17th for final passing. The Applicants will be contacted regarding an agreement to live in the existing home while a new home is being built. Works Superintendent Adam Prouse will follow up with the applicants regarding the proposed location of the new laneway.

Resolution No. 14 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that Council move into Committee of Adjustment at 10:30 a.m. to consider Minor Variance Applications A08-2019, A01-2020 and A02-2020.

DISPOSITION: Motion Carried

10:30 a.m. - Committee of Adjustment Hearing Agenda

- *Application for Minor Variance A08-2019 - John Swartz for property located at 544003 Clarke Road*
- *Application for Minor Variance A01-2020 - Doug Bestward for property located at 584884 Beachville Road*
- *Application for Minor Variance A02-2020 - Michiel Slegh for property located at 524560 Curry Road -* ***To be deferred***

Resolution No. 15 Moved by Craig Gillis
Seconded by George Way

RESOLVED that Council reconvene in regular session at 11:36 a.m.

DISPOSITION: Motion Carried

11:36 a.m. - Development Planner Adam Ager - Site Plan Application SP 4-19-01: Beacon Bible Chapel for property located at 204244 Keswick Road

Development Planner Adam Ager explained that an application for site plan approval has been submitted to facilitate an addition to the existing building on the subject property, the Beacon Bible Chapel. The additions will be carried out in 2 phases, phase 1 is a proposed addition of 199.4m2 (654.3 ft2) and phase 2 is proposed to be 454 m2 (1,490.6 ft2) in area.

The subject property is described as Part Lot 8, Concession 10 (Dereham) in the Township of South-West Oxford. The lands are located on the southwest corner of Plank Line and Keswick Road and are municipally known as 204244 Keswick Road.

The existing place of worship, including the proposed additions, appear to comply with all relevant zone provisions of the Township Zoning By-law. It is noted that matters initially raised by Township of South-West Oxford Chief Building Official, Township Drainage Superintendent, Township Fire Chief, and Oxford County Source Water Protection regarding barrier free routes, parking, fire suppression, fire routes, storm water management, and wellhead protection areas have been addressed through 4 revisions and the issuance of a Section 59 Clearance Notice.

Township and County staff have commented that they have no objections or concerns with the site plan and are in support of the site plan and proposed development on the subject lands. Planning staff are satisfied that the proposed development is supportable and is recommending approval as all requirements of the Township and County have been met.

Mayor Mayberry questioned whether property owners may be asked to plant new tress if they remove existing trees as a result of development. Mr. Ager commented that these requests can be addressed during the site plan review and commenting phase going forward.

Resolution No. 16 Moved by Paul Buchner
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford direct staff to approve Site Plan Application SP 4-19-01 submitted by Baribeau Construction, for lands described as Part Lot 8, Concession 10 (Dereham), in the Township of South West Oxford, to facilitate the proposed addition to the existing place of worship on the subject property.

DISPOSITION: Motion Carried

** Council took a 5- minute break at 11:45 a.m.*

STAFF REPORTS (continued)

CL 10-2020: Draft SWOX Housing Opportunities Committee Terms of Reference

Clerk Julie Forth provided Council with a report to bring forward draft terms of reference for the SWOX Housing Opportunities Committee for Council's consideration. The SWOX Housing Opportunities Committee will meet following the Council meeting today.

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

RESOLVED that the Council of the Township of South-West Oxford receive report CL 10-2020 Draft SWOX Housing Opportunities Committee Terms of Reference for information;

AND FURTHER THAT Council approve the Draft SWOX Housing Opportunities Committee Terms of Reference attached to report CL 10-2020 as Appendix A;

AND FURTHER THAT Mayor Mayberry, Councillor Gillis and Councillor Ypma be appointed to the SWOX Housing Opportunities Committee;

AND FURTHER THAT staff be directed to recruit two additional community members for the SWOX Housing Opportunities Committee.

DISPOSITION: Motion Carried

CL 11-2020: Appointment of a Marriage Licence Issuer

Clerk Julie Forth provided Council with a report to request Council's authorization to appoint the Clerk as a Marriage Licence Issuer pursuant to Section 11(2) of the Marriage Act, R.S.O. 1990, c. M. 3, for the Township of South-West Oxford. Discussion took place regarding the amount of revenue this may generate for the municipality as well as the staff time involved in offering this service to residents.

Resolution No. 18 Moved by Paul Buchner
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 11-2020 Appointment of Marriage Licence Issuers for information;

AND FURTHER THAT Council authorize the appointment of the Clerk of the Corporation of the Township of South-West Oxford as a marriage licence issuer in and for the Township of South-West Oxford.

DISPOSITION: Motion Carried

DD 01-2020: Drainage Department Update

Drainage Superintendent Jason Brunt provided a report to Council to provide them with an update on the status of ongoing capital drainage projects within the Township.

Discussion took place regarding the need for clean out of the Graydon Drain and the creek which the drain empties into. Drainage Superintendent Jason Brunt advised that Bayham Township Drainage Superintendent has undertaken some clean out work upstream which should help with the flow of water in this area. This particular location is the responsibility of Bayham Township.

Mr. Brunt also commented on the challenge to clean out some areas which have been classified as sensitive land uses. The Township has the authority to clean out the municipal drain portion in accordance with the engineer's

report, however not the authority to clean out some of the natural watercourses which the drain empties into. These poses a challenge when these areas become overgrown.

Council requested that information be included in the Township's newsletter regarding the need to bring forward concerns to the Township's Drainage Superintendent when drain maintenance is required.

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

RESOLVED that the Council of the Township of South-West Oxford receive Report DD 01-2020 as information.

DISPOSITION: Motion Carried

FC 02-2020: Certification Update

Fire Chief Jeff VanRybroeck provided Council with an updated regarding the certification status for Fire & Emergency Department Services staff. He advised that proposed legislation in regards to mandatory certification was repealed, with the understanding that this legislative requirement for mandatory certification would return in the future. The Township is continuing forward with the certification requirements as outlined in the department job descriptions.

He explained that through a shared service training partnership with the Rural Fire Services of Oxford County (RFSOC), the Township has been able to offer certified NFPA training locally in a fiscally responsible, and convenient manner to our members. As a result, Chief VanRybroeck is not anticipating that there will be concerns going forward for the Township when certification becomes mandatory. In response to an inquiry from Councillor Gillis, he advised that it costs approximately $600 per student for them to attend the RFSOC recruit class.

Resolution No. 20 Moved by George Way
Seconded by Jim Pickard

RESOLVED that Council receive Report No. FC 02-2020 as information.

DISPOSITION: Motion Carried

FC 03-2020: Mid-Year Update on Training Officer Activities

Fire Chief Jeff VanRybroeck provided Council with a report to provide them with a 6-month update on the progress and actions of the Joint Training Officer position. He advised Council that in December, 2019, the Training Officer and the Norwich Fire Chief met with the Manager of Academic Standards and Evaluation of the OFMEM and were able to demonstrate and win approval for RFSOC to be part of a pilot project for the province as the OFMEM shifts provincial testing toward utilizing approved remote test sites.

Chief VanRybroeck advised that there have been neighbouring municipalities that have had a few firefighters that need training or certification, so they have been able to come and do this with RFSOC for a set fee. Funds received through this service is being allocated for when supplies are needed for training purposes; this is not for profit and is a way to help our neighbouring municipalities.

Resolution No. 21 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that Staff Report FC 03-2020 entitled "Mid-Year Update on Training Officer Activities" be received as information.

DISPOSITION: Motion Carried

WD 01-2020: Significant Weather Events

Works Superintendent Adam Prouse provide forward a report to seek Council approval for him (or a designate) to declare a significant weather event (SWE) in the Township of South-West Oxford should it be necessary. Changes to the Minimum Maintenance Standards (MMS), O. Reg. 239/2 recognizes that larger than normal winter storms may occur that would make it difficult to meet the standards laid out in the legislation. To address this, changes have been made to allow the municipality to declare a significant weather event (SWE) to allow time for maintenance service. During a SWE the hours of service may be altered until the SWE has been lifted. Should the Municipality declare a SWE relating to the significant probability of a large snow or ice event or a snow or ice event that is occurring, the standard for addressing the conditions is to continue to monitor the weather, and if deemed practical by Township staff, to deploy resources to address snow and ice on Township roads. If the Township complies with both these standards than the township roadways are deemed to be in a state of repair and do not follow the charts set out in the MMS. Mr. Prouse commented that the Township of Blandford Blenheim and the Town of Ingersoll made these declarations during the winter weather this past week.

In response to an inquiry from Councillor Pickard, Mr. Prouse advised that he is working through the Township's service sharing partnership to develop criteria for declaring a significant weather event for consistency.

Resolution No. 22 Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED: that Council Receive Report WD 1-2020 as Information;

AND FURTHER THAT Council gives authority to the Public Work's Superintendent (or designate) to declare significant weather event (SWE) in keeping with O. Reg. 239/2.

DISPOSITION: Motion Carried

** 12:29 p.m. break for lunch.*

** Councillor Pickard and Councillor Way did not return following lunch (1:06 p.m.)*

DISCUSSION ITEMS

SWOX County Council Report February 2020

Council will discuss this report further under New Business regarding the new waste management contract to be negotiated with the County of Oxford.

Bridges Out of Poverty Workshop - Thursday, April 23rd, 2020

Councillor Valerie Durston is planning to attend the workshop.

Oxford County Resolution re: Leading Oxford to 100% Housed Future

Council provided direction to ask that the SWOX Housing Opportunities Committee review the County's report and provide comment on the County's request.

Resolution No. 23 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive the following discussion items for information:

- SWOX County Council Report February 2020
- Bridges Out of Poverty Workshop – Thursday April 23rd, 2020
- Oxford County Resolution re: Leading Oxford to 100% House Future

DISPOSITION: Motion Carried

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

ACCOUNTS PAYABLE REPORT
March 3rd, 2020 - Accounts Payable Report

Resolution No. 24 Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for February 15th to 28th, 2020	$170,281.32
Bi-Weekly Payroll #5 - General	$41,230.76
Fire Pay #2 - Fire	$18,229.84
Council Pay #2 - Council	$7,146.20
TOTAL	$236,888.12

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#24 - Municipality of South Huron Resolution re: Enforcement for Safety on Family Farms

#25 - Town of Bracebridge Resolution re: Ban of Single-Use Wipes

#26 - Township of Puslinch Resolution re: Bill 132 Aggregate Resources Act and the Safe Drinking Water Act

#27 - Township of Puslinch Resolution re: Electronic Delegations

#28 - Madoc Township Resolution re: Bill 156 - Security from Trespass and Protecting Food Safety Act

#29 - Madoc Township Resolution re: Conservation Authority Levies

#30 - Madoc Township Resolution re: 911 Misdials

#31 - County of Haliburton Resolution re: Tourism Oriented Designation Signage Fee Increase

#32 - Northumberland County Resolution re: Conservation Authorities

Resolution No. 25 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that information and correspondence items #24 to #32 inclusive be received for information and they be noted and filed.

DISPOSITION: Motion Carried

Council suggested that the Township's newsletter may include information on single use wipes and the impact that they will have on septic systems.

BY-LAWS AND AGREEMENTS

- By-Law No. 15-2020 - To appoint the Clerk as a Marriage Licence Issuer
- By-Law No. 16-2020 - To authorize the execution of an Agreement (occupy residence - Shade Oak Swine Ltd.)

Resolution No. 26 Moved by Craig Gillis
Seconded by Valerie Durston

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

- By-Law No. 15-2020 - To appoint the Clerk as a Marriage Licence Issuer
- By-Law No. 16-2020 - To authorize the execution of an Agreement (occupy residence - Shade Oak Swine Ltd.)

DISPOSITION: Motion Carried

Resolution No. 27 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that By-law 15-2020 and 16-2020 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

STRATEGIC PLANNING

NEW BUSINESS

SWOX Waste Management Contract with Oxford County

Mayor Mayberry provided an updated to Council on the new contract for waste management services within the County. He advised that County Council approved five-day pick up. Discussion took place regarding this service. The Township is lowering the service level by provide a six-day service; however, residents are still paying for five-day pick through the County portion of the tax levy.

Discussion took place regarding the need to renew the waste management contract with the County, with the Township continuing to provide a six-day service. It was commented that Township residents should continue to receive compensation for a five-day service because that is what they are paying for.

Resolution No. 28 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford provide direction to CAO Mary Ellen Greb and Works Superintendent Adam Prouse to negotiate a new contract with the County of Oxford for waste management on a cost per household basis, with the Township to continue to provide a six-day pick up schedule, on the same terms and conditions the provider (Emterra) has with the County of Oxford to come into effect on May 1st.

DISPOSITION: Motion Carried

Federal Commitment to Plant 2 Billion Trees

Discussion took place regarding the Federal Government's commitment to plant 2 billion trees. Mayor Mayberry stated that he wants to follow up on this promise and begin the discussion to ensure that the promise is kept.

Resolution No. 29 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter to MP Dave MacKenzie to provide information to the Township on how the Federal Government is going to achieve the goal of planting 2 billion trees.

DISPOSITION: Motion Carried

Natural Gas Servicing

Enbridge Gas is looking for input from rural communities with respect to where they would like to see natural gas services extended. Discussion took place regarding Salford as the next priority area. Possible service to large industry such as Salford Farm Equipment and/or local grain dryers were also suggested.

Clerk Julie Forth will follow up on mapping for natural gas services within the Township.

CLOSED SESSION - NONE

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. Councillor Gillis raised a question regarding a cut in the driveway at the Beachville Fire Hall. Councillor Durston commented on the success of the Winter Walk for Warmth; the Engage and Inform Committee will be meeting again tomorrow. Sweaburg Lions Club were thanked for partnering with the Township for this year's walk. Councillor Ypma advised that work at the Derehem Centre Hall will begin soon; the floor in the main hall will be done and air conditioning will be added. Councillor Ypma provided updates from the Long Point Region Conservation Authority with respect to bird migration and expected water levels this year. Flooding events are projected to continue. Mt. Elgin Hall Board meat pie fundraiser will begin soon. Councillor Buchner advised that the spring bulb fundraiser for the Brownsville Community Centre is underway. Mayor Mayberry provided some information to Council regarding the grant that was provided to the Tillsonburg Airport this year. They requested $150,000 and received $30,000; historically,

they have received $5,000. There is expectation that there will be a business plan for the airport going forward.

CONFIRMATORY BY-LAW

By-Law No. 17-2020 - To confirm all actions and proceedings of Council (March 3rd, 2020)

Resolution No. 30 Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED that By-law 17-2020 being a By-law to confirm the proceedings of Council held Tuesday, March 3rd, 2020 be read a first, second and third time this 3rd day of March, 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. 31 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 1:54 p.m. to meet again on Tuesday, March 17th, 2020 at 7:00 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Forth

MAYOR: David Mayberry

Township of SOUTH-WEST OXFORD

Sign-In Sheet

Regular Council Meeting

March 3rd, 2020 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)	Sign me up for the Township's eNewsletter Yes or No (please include email)
Ronda Stewart	ronda@coeda.ca	introduction	yes
MARK TEARE	MARK@THECRAFTSMEN.CA	ZONE CHANGE	YES
[illegible]			
Jason Smith	jsmith@giprintingservices.com	Zone Change	yes
William Frangione	wpfrangr@icloud.com	Zone Change	yes
Doug Lake	334315 Rossland line	Zone change	NO
Nick Groot	543976 Clarke Rd	drain issue	NO

Notice of Collection/Use/Disclosure: All information about municipal services is collected in accordance with the *Municipal Act, 2001*, under s.8 and for Council's purposes under s.239(1) and may be used in Council deliberations, and disclosed in full, including email, names, opinions and addresses to other persons requesting access to records, or as part of a public record. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office.

Township of SOUTH-WEST OXFORD

Sign-In Sheet

Regular Council Meeting

March 3rd, 2020 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)	Sign me up for the Township's eNewsletter Yes or No (please include email)
Sharlene Pullen	524521 Curry Rd		NO
Michael MacLean	373536 Duffy Line		YES
Sandy Velda	373536 Duffy		—
John Swartz	39 Glenn Ave	Variance	
Doug Bestward	584884 Beachville Rd	Variance	

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