

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

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: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk
Bill Freeman, Works Superintendent
Jeff VanRybroeck, Fire Chief & CEMC

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 Peter Ypma

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

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

February 19th, 2019 Regular Council Meeting Minutes

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

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

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 14-2019: Business Arising from the Minutes of February 19th, 2019

Clerk Julie Forth provided a report to Council to provide an overview for Council of the staff actions arising from the minutes of the last Council meeting. She advised that she contacted Brian Graydon to find out if fibre will be installed in Phase 4 of the Mt. Elgin subdivision; Mr. Graydon is waiting for a response from Bell.

Resolution No. 3 Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 14-2019 Summary of Staff Actions Related to Business Arising from the Minutes of February 19th, 2019 as information.

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 03-2019: Ingersoll/SWOX Boundary Adjustment - Establishing Sale Price of Unopened Road Allowance

CAO Mary Ellen Greb provided a report to Council to present a request from the Town of Ingersoll to consider the sale and to establish the value of an unopened road allowance south of the 401 as part of the boundary adjustment being considered by both municipalities. She advised that there is a more detailed report scheduled for consideration in Closed Session and commented on the reason to close the meeting for further consideration with respect to the potential sale of land.

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

RESOLVED that Council receive Report CAO 03-2019 as information.

DISPOSITION: Motion Carried

WD 02-2019: Grader Tender Results

Works Superintendent Bill Freeman provided a report to Council to seek approval for the purchase of new grader to replace the Township's 2008 John

RESOLVED that Council move into public meeting at 9:16 a.m. to consider Zone Change Application ZN 4-18-14 submitted by Dale Russel for property located at 584934 Beachville Road.

DISPOSITION: Motion Carried

9:15 a.m. - Development Planner Adam Ager, Application for Zone Change submitted by Dale Russel for property located at 584934 Beachville Road.

Development Planner Adam Ager explained that the purpose of the Application for Zone change is to rezone the subject lands from "Rural Residential Zone (RR)" to "Rural Residential Converted Dwelling Zone (RR-C)" in order to recognize an existing converted dwelling. A 'Converted dwelling' means a single detached dwelling converted for the purpose of containing not more than two dwelling units.

The subject property is described as Lot 37, Plan 447, in the Township of South-West Oxford. The lands are located on the south side of Beachville Road, between Dougall Street and William Street, and are municipally known as 584934 Beachville Road. Adam commented that the surrounding land uses are predominately rural residential. The zone permits a converted dwelling provided that the size of the property is large enough to provide private services on site.

Adam commented on the agency circulation which took place in relation to this application and the comments submitted by the Township's Chief Building Official and Fire Chief. The Township's Fire Chief has advised that orders have been issued for the subject property under the Ontario Fire Code and Building Code, requiring that the converted dwelling be brought into compliance with applicable Fire and Building code regulations. Building permits will be required to complete some of the remedial work. The permits cannot be issued without the proper zoning.

Planning staff are of the opinion that the requested zoning should be approved to facilitate compliance with these orders. Adam advised that no formal written comments have been received from members of the public in relation to this application.

Comments from the Applicant

The Applicant, Dale Russell, commented that he is in support of the recommendation from planning staff.

DISPOSITION: Motion Carried

Resolution No. 10 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that Council reconvene in regular session
at 11:08 a.m.

DISPOSITION: Motion Carried

PLANNING & ZONING

Notice of Application for Consent - Ellis & Wendy Morris - 383747 Salford Road

Council had no comments or concerns with respect to the application.

DISCUSSION ITEMS (continued)

Township Employee Benefits (continued)

Council continued to discuss the Township employees benefits and the removal of the \$350 deductible for chiropractic services. It was noted that there is a \$500 cap per type of paramedical service and that insurance company retains the ability to request a doctor's note for the services.

Brief discussion took place regarding self-insurance. It was requested that if Council is looking at changing the Township's benefits or how the costs are shared that this be discussed with staff.

Resolution No. 11 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that Council approve the removal of the
\$350 deductible for chiropractic coverage and that the
costs continued to be shared at the same rate.

DISPOSITION: Motion Carried

AGENDA ITEMS & CORRESPONDENCE

#21 - Adam Prouse - Certified Road Supervisor

*#22 - Fire Chief Jeff VanRybroeck - Certified Municipal Manager
Ontario Association of Fire Chiefs*

Ontario Association of Fire Training Officers

Council congratulated Adam Prouse and Jeff VanRybroeck on their certification achievements.

#23 - County of Oxford - Development Charges Workshop Presentation

Council was encouraged to attend this upcoming workshop with the County. Once a new date has been scheduled it will be forwarded to members of Council.

#24 - City of Woodstock Resolution Regarding Regional Reform

CAO Mary Ellen Greb advised that the County CAO and rural CAOs are working a report for Council regarding the ongoing regional reform.

#25 - Oxford County Council Report

#26 - Oxford Community Foundation Annual Meeting - request for meeting space

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

RESOLVED that Council support Oxford Community Foundation's request for meeting space at the Mt. Elgin Community Centre for their annual meeting on April 25th, 2019.

DISPOSITION: Motion Carried

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

RESOLVED that agenda and correspondence items #21 to #25 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

March 5th, 2019 - Accounts Payable Report

Resolution No. 14 Moved by Valerie Durston
 Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for Feb 13 to 28, 2019	\$319,010.30
Bi-Weekly Payroll #5	\$40,344.47
TOTAL	\$359,354.77

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

- #27 - Township of South Stormont Resolution - Provincial Review of OMPF*
- #28 - AMO Communications - Taking Action for Universal Broadband Access*
- #29 - Correspondence from EPCOR - February 14th, 2019*
- #30 - Correspondence from Minister of Agriculture and Agri-Food (CUSMA)*
- #31 - Correspondence from County of Oxford re: Alternate Representative*
- #32 - Upper Thames River Conservation Authority February 21st, 2019
Annual General Meeting Agenda*

Resolution No. 15 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that information and correspondence items #27 to #32 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 23-2019 - To authorize the execution of an agreement (Garden Suite - VandePol)
- By-Law No. 25-2019 - To amend the assessment schedule based on the actual cost of construction (McBeth Road Municipal Drain)
- By-Law No. 26-2019 - To adopt the estimates of revenues and expenditures for the year 2019
- By-Law No. 27-2019 – To amend Zoning By-law (Dale Russell)

Resolution No. 16 Moved by Craig Gillis
 Seconded by Peter Ypma

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

- By-Law No. 23-2019 being a By-law to authorize the execution of an agreement (Garden Suite - VandePol)
- By-Law No. 25-2019 being a By-law to amend the assessment schedule based on the actual cost of construction (McBeth Road Municipal Drain)
- By-Law No. 26-2019 being a By-law to adopt the estimates of revenues and expenditures for the year 2019
- By-Law No. 27-2019 being a By-law to amend Zoning By-law (Dale Russell)

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Valerie Durston
 Seconded by Peter Ypma

RESOLVED that By-laws 23-2019 and 25-2019 to 27-2019 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

Sweaburg Parks and Recreation Meeting Minutes - April 20, 2018

Resolution No. 18 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that Council receive the Sweaburg Parks and Recreation Minutes of April 20th, 2018 for information.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

CAO 05-2019: Strategic Planning - Review of Vision and Mission Statements

CAO Mary Ellen Greb provided a report to Council to seek input from Council regarding the vision and mission statements for the municipality as well as to continue discussion on the summary arising from the 2018-2022 visioning exercise.

Council agreed to leave the Township's mission statement as follows:

To be a leader in the development and delivery of municipal services for the growth and well-being of our community.

Council agreed on amendments to the Township's vision statements as follows:

- ✓ **To empower the community to live, work and thrive in a changing environment**
- ✓ **To demonstrate corporate and community leadership to enhance the quality of life**
- ✓ **To strive for excellence in stewardship of all resources**
- ✓ **To protect and enhance our natural environment**
- ✓ **To create a sense of well-being, belonging and active engagement in the community.**

* Council took a break for lunch at 12:15 p.m. and reconvened at 1:00 p.m.

Mayor David Mayberry asked members of Council to share what their high-level goals are for the next four years. Priorities were noted as follows:

- Roads; rebuilding some of the high travelled roads. Make some of them wider to accommodate larger and heavier farm equipment. Council would like to address roads that have been a continuing problem;
- Improved internet;
- Support for business development and attracting business to the community;
- More development in Mt. Elgin;
- Reduce red tape;
- Investment in Township parks; they encourage people to come from outside the Township to visit;

- Increased community engagement;
- Affordable housing; range of housing options;
- Natural gas expansion;
- Protect natural resources and consider impacts of proposed Walker Landfill;
- Prepare for impacts of changing weather patterns;
- Keep residents informed about what the Township is doing;
- Maintain fiscal responsibility;
- Consider boundary adjustments that are positive for South-West Oxford;
- Review the election process for the Township;
- Consider Council Town Halls and how the Township communicates with people;
- Live streaming Council meetings;
- Stay current on issues to ensure that we are delivering the right services for today.

The comments provided by Council will be summarized and Council will give thought to what we are going to do to achieve these goals over the next four years.

Works Superintendent Bill Freeman commented that some of the Township's existing gravel roads have never been built. The roads that have been rebuilt stand up much better. It is expensive to do them; he has a 15-year forecast to show what is planned. He commented that the department is trying to get caught up with existing asphalt; following this year some paving dollars may be available for gravel roads.

Discussion took place regarding Karn Road and the possibility of creating a passing area or widening sections of the road to accommodate larger farm equipment. It was questioned whether or not property owners may be willing to donate land for this purpose if they knew they were going to get a wider road.

Discussion also took place regarding the expansion of natural gas and determining where the biggest demand is. It was also noted that guaranteed supply to meet the demand should also be questioned with the suppliers. Some large operations may require more natural gas than what is available in the area.

NEW BUSINESS

Ingersoll/SWOX Boundary Adjustment

CAO Mary Ellen Greb advised that she will be setting up another meeting with the landowners prior to the next Ingersoll/SWOX boundary adjustment meeting.

Township Hall Fire Plans/Accessibility

It was discussed that the Township Hall and Parks Boards require some direction from staff with respect to the fire plans for the facilities and the updated accessibility plan and any accessibility initiatives that need to be undertaken.

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement.

- *Concerns were expressed with respect to the lights and brightness of the new Beachville Fire Hall.*
- *The Volunteer Appreciation Breakfast is coming up on April 13th.*
- *The smoked pork chop supper in Salford will be taking place on March 30th; tickets are \$17 each.*
- *Meat pie fundraiser orders are due by Friday.*
- *Catfish Creek Conservation Authority had their annual general meeting a week ago. Their budget is up by 9%; they are not expecting funding from the government for some time.*
- *Maple Syrup Festivals are starting in the next couple of weeks.*
- *The Township's Winter Walk for Warmth was discussed; food was taken the Salvation Army and the money was donated to The Inn in Woodstock.*
- *Residents are encouraged to take the SWIFT Broadband Speed Test and to take the test more than once at different times during the day.*

CONFIRMATORY BY-LAW

By-Law No. 28-2019 - To confirm all actions and proceedings of Council (March 5th, 2019)

Resolution No. 19 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that By-law 28-2019 being a By-law to confirm the proceedings of Council held Tuesday, March 5th, 2019 be read a first, second and third time this 5th day of March, 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. 20

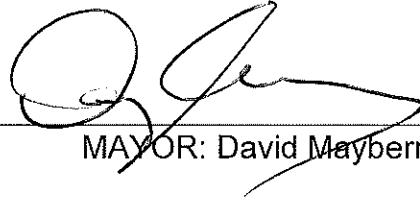
Moved by Peter Ypma
Seconded by Jim Pickard

RESOLVED that there being no further business, the Council meeting be adjourned at 2:32 p.m. to meet again on March 19th, 2019 at 7:00 p.m.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry



Sign-In Sheet
 Regular Council Meeting
 March 5th, 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)
Mary Wouters	8 William St. R.R.1 Woodstock on N45V76	Zoning change
Paul Wouters	" "	Zoning change
DALE DUSSELL	415 BEACHVILLE ROAD 984 9134 WOODSTOCK N45V76	ZONING CHANGE

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