TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
April 2, 2019

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
Bill Freeman, Works Superintendent
Julie Forth, Clerk
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 Paul Buchner
Seconded by George Way

RESOLVED that the regular meeting agenda for the April 2nd, 2019 meeting of council be approved as amended to add discussion regarding bike rack donation to the Township.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST
There were no declarations of pecuniary interest.

MINUTES
March 19th, 2019 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Peter Ypma
Seconded by Craig Gillis

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

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 17-2019: Business Arising from the Minutes of March 19th, 2019

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

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 17-2019 Summary of Staff Actions Related to Business Arising from the Minutes of March 19th, 2019 as information.

DISPOSITION: Motion Carried

APPOINTMENTS

9:05 a.m. - Tony Hymers, OPP Quarterly Update

Tony Hymers, Inspector, Ontario Provincial Police provided Council with the third and fourth quarter reports for 2018. He reviewed the motor vehicle collisions by type and violent, property and drug crimes for each month. Inspector Hymers acknowledged the Township Fire Department's support in February when they were dealing with multiple vehicle collisions on the 401. The police and the fire department worked seamlessly together.

Residents are encouraged to make sure that they lock their doors, vehicles, sheds and garages and keep valuables out of sight. Inspector Hymers noted that these are crimes of opportunity and that many of these crimes may be prevented if residents took these precautions. He acknowledged that the Township has experienced an increased in property crimes and advised that the police are actively working to solve these crimes. An awareness campaign in this regard may be beneficial.

Inspector Hymers reviewed the provincial offences notices that were issued in the third and fourth quarter. He advised that as of January 1st police are no longer issuing tickets for handheld devices; if a person is found with a handheld device while operating a motor vehicle, they are given a summons to go to court. If an individual is found guilty, their drivers' licence will be suspended.

In response to an inquiry from Councillor Durston, Inspector Hymers provided an update on the mental health program that the OPP initiated last fall. He indicated that this program has been a resounding success. This program has allowed the police to reduce the number of people that have been apprehended and taken to the hospital. They are getting mental health support at the scene and are doing follow up with the individual to connect them with social services.

Councillor Way commented on complaints that he has received with respect to speeding on Foldens Line. The OPP have requested that the speed spy be placed in this location so that they can collect some data.

Mayor Mayberry commented on the issue of speeding in the community and noted that many of the individuals are from outside South-West Oxford. He questioned the progress on bringing back photo radar. Inspector Hymers advised that this initiative is still in progress, however will only be located within school and community safety zones.

Resolution No. 4 Moved by Paul Buchner
Seconded by George Way

RESOLVED that Council of the Township of South-West Oxford received the OPP Third and Fourth Quarter reports for information.

DISPOSITION: Motion Carried

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

RESOLVED that Council move into public meeting at 9:33 a.m. to consider setting building permit fees under Part 8 of the Ontario Building Code Act.

DISPOSITION: Motion Carried

<u>9:30 a.m. - Public Meeting: Building Fees Proposal</u>
<u>CAO 10-2019: Setting Building Permit Fees - Part 8 of the Ontario Building Code</u>

CAO Mary Ellen Greb provided a report to Council to recommend the adoption of an amendment to Schedule "A" of Township By-Law No. 33-2015 to reflect the addition of a fee structure related to Part 8 of the Ontario Building Code (OBC). This report brings back the fees which Council reviewed at the March 19th, 2019 Council meeting.

Notice of the consideration of amended building permit fees has been given in accordance with the Township's Notice Policy. Staff have not received any comments or inquiries regarding this matter.

CAO Mary Ellen Greb commented on one correction to be made within the fee schedule relating to file searches. The fees proposed may change at the end of the year once the Township has more data regarding this service.

Resolution No. 6 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 9:35 a.m.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by Craig Gillis
Seconded by George Way

RESOLVED that Report CAO 10-2019 be received as information;

AND FURTHER THAT the Council of the Township of South-West Oxford amend Schedule "A" to By-Law No. 36-2015 to set a fee structure for the Septic Permit Process effective April 2, 2019.

DISPOSITION: Motion Carried

STAFF REPORTS

FIN 01-2019: 2018 Summary of Supplementary Tax Billings

Revenue Officer Stacy Weicker, provided a report to Council to present them with the summary of supplementary property tax billings processed during the year in 2018. She reviewed the types of changes that occurred throughout the year and the reasons that the changes were made. The total changes outlined in the report represent money that the Township collected which they did not originally budget for. A report will be coming forward from the Treasurer to make a recommendation to move these funds into reserves.

Resolution No. 8 Moved by Craig Gillis
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve report FIN 01-2019; which

authorizes the write off of taxes in the amount of $6,930.36 for Section 357 applications processed in the year of 2018.

DISPOSITION: Motion Carried

WD 03-2019 - Asphalt Tender Results

Works Superintendent Bill Freeman provided Council with a report to seek approval from Council to pulverize, repave and gravel shoulders on Robinson Road, Dodge Line and a portion of Karn Road as outlined in the Township's 2019 Budget. Staff is recommending that Walmsley Bros. be awarded the contract to perform the work. The proposal submitted by Walmsley Bros. is approximately $42,000 under budget.

Resolution No. 9 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report WD 3-2019 as information;

AND FURTHER THAT Council approve the bid of $819,819.00 plus applicable taxes from Walmsley Bros. Ltd to perform the work listed in the Tender.

DISPOSITION: Motion Carried

TR 08-2019 - Ontario Municipal Partnership Funding - 2019

Treasurer Diane Larder provided Council with a report to provide them with information on the Ontario Municipal Partnership Fund (OMPF) received for 2019 with a recommendation to transfer the revenue into reserves. Staff anticipated a decrease in OMPF funding for 2019; $76,800 more than was projected will be received in 2019.

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

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR08-2019 entitled "Ontario Municipal Partnership Funding - 2019", be received as information;

AND FURTHER THAT the additional funding of $76,800 be transferred to reserves.

DISPOSITION: Motion Carried

TR 09-2019: Provincial One-Time Funding

Treasurer Diane Larder provided Council with a report to provide them with a recommendation on the one-time funding being received from the province in 2019. The Province has indicated that the funds should be used to provide efficiencies. Staff is recommending that the money be transferred to reserves until further consideration is given to how the funds should be spent.

Rural Chief Administrative Officers and Treasurers will be meeting this week to discuss operations without Ontario Municipal Partnership Funding among other things that they may be able to do collectively to become more efficient.

Council discussed some possible uses of the one-time funding including fibre optic infrastructure, natural gas extension and road reconstruction.

Resolution No. 11 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR09-2019 entitled "Provincial One-Time Funding" as information:

AND FURTHER THAT the additional funding of $574,590 be transferred to reserves.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Council Township Tour - Date to be Determined (June)

A Township road tour will take place on Friday, June 7th, 2019. Works Superintendent Bill Freeman will provide a list of locations that were visited on the last Township road tour.

* Council took a five-minute break at 10:02 a.m.

APPOINTMENTS (continued)

10:00 a.m. - Gabe Metron, Public Sector Digest - Asset Management: The Basics

Gabe Metron, Regional Director, on behalf of Public Sector Digest provide Council with a presentation on Asset Management. He explained the need for municipalities to have processes, procedures and practices in place to assist in the management of municipal infrastructure over the life cycle of the asset. Asset management is a complex process and requires a strategic approach to ensure that it is implemented successfully.

Ontario Regulation 588/17 requires municipalities in Ontario to have an Asset Management Policy in place by July, 2019. Asset Management Plans which outline the municipality's current levels of service are required by July, 2023 and will need to include proposed levels of service by July, 2024. The Township's Asset Management Plan will outline the current assets and levels of services, the performance of the assets, the activities and costs involved to maintain current levels of service and the impacts of growth on current assets.

Gabe Metron, reviewed the importance of considering risk in relation to Township assets when reviewing current assets, levels of service and planning for the future. Consideration of risk is intended to ensure that vital services are available, prioritize inspection, maintenance and capital budget programs and ensure that available resources are applied to the right asset at the right time. Gabe reviewed the importance of planning the lifecycle of an asset and measuring levels of service.

Discussion took place regarding financial planning for assets and how this has been done in the past. Mayor Mayberry commented that he hopes the Township will be able to tailor asset management for our own community and the need to take other considerations with respect to asset replacement into consideration other than the age of the asset. The role that asset management plays when it comes to grant and other funding opportunities was also discussed; there is a need to have justification for project funding. Going forward, the Township will need to think about long term costs of an asset as opportunities arise for capital funding which may increase the service level. Asset Management Plans are intended to help with some of these considerations.

PLANNING & ZONING - None

AGENDA ITEMS & CORRESPONDENCE

#43 - Oxford County Council Report - March 2019

A discussion took place regarding the County Council tax ratio discussion that took place last week. Overall, there was not a lot of support from County Council to look at tax ratios in more detail. Mayor Mayberry explained that over the last four year the total tax increase in the Township has increased by 24%; residential taxes have increased by approximately 16% and farmland taxes have increased by approximately 42.6%. A change to tax ratios established by the County would shift the tax burden from farmland to residential.

The impacts of property assessment and increased market value was also discussed. Residential assessment has not increased at the same rate as farmland has and will continue to increase over the next four years. The loss of farmland in the County is increasing the value of the land.

The levels of service in the residential areas and the rural areas was also discussed. It was noted that residents in rural areas do not have an increased level of service in comparison to the urban area even though they are paying a greater share of the tax burden.

Council provided direction to the Mayor and staff to write a letter to County Council to voice their objection to the County's decision regarding tax ratios.

#44 - Enbridge - Natural Gas Expansion Update - Bill 32 and Ontario Regulation 24/19

Council provided direction to staff to ask EPCOR if they are interested in providing natural gas services to Salford. If so, the Township will request an adjustment to the boundary around Salford. A ruling from the Ontario Energy Board would be required for EPCOR to provide servicing in this area. Supply will also need to be confirmed to ensure reliability of the service.

#45 - AMCTO - Graduate of Diploma in Municipal Administration with Honours - Jeff VanRybroeck

Mayor Mayberry congratulated Chief VanRybroeck on his achievement in Municipal Administration.

Resolution No. 12 Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that agenda and correspondence items #43 to #45 be received for information and that they be

noted and filed;

AND FURTHER THAT Council provide direction to staff and the Mayor to write a letter to County Council to voice their objection to the County decision re tax ratios;

AND FURTHER THAT Council provide direction to staff to ask the Ontario Energy Board and EPCOR if they are interested in providing natural gas services to Salford and if the Township should put forward this suggestion to the energy board.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

April 2nd, 2019 - Accounts Payable Report

Resolution No. 13 Moved by Peter Ypma
Seconded by George Way

RESOLVED that the following accounts be approved for payment:

Accounts Payable for March 19 to 29, 2019	$1,593,715.38
Bi-Weekly Payroll #7 – General	$37,751.15
TOTAL	$1,631,466.53

In response to an inquiry from Councillor Gillis, it was noted that there is a holdback with PK Construction for the next twelve months for the Beachville Fire Hall in case there are any more issues that come up to be resolved after occupancy. Occupancy for the new fire hall was received yesterday.

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#46 - Oxford Community Foundation Spring 2019 Newsletter

#47 - Resolution of Township of South Frontenac - Ontario Municipal Partnership Funding

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

RESOLVED that information and correspondence items #46 and #47 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 32-2019 - To authorize an agreement to occupy an existing residence (Cecil and Kimberly Avey)
- By-Law No. 33-2019 - To appoint a Chief Building Official, Building Inspector and Plans Examiner (Howard Leaver)
- By-Law No. 34-2019 - To amend the Township's Zoning By-law (Bucknell - McBeth Road)
- By-Law No. 35-2019 - To amend the Township's Zoning By-law (Huinink/FIRM Enterprises - Old Stage Road)
- By-law No. 36-2019 - To set fees for the provision of Part 8 of the Ontario Building Code Act (Septic Systems)

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

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

- By-Law No. 32-2019 being a By-law to authorize an agreement to occupy an existing residence (Cecil and Kimberly Avey) as amended;
- By-Law No. 33-2019 being a By-law to appoint a Chief Building Official, Building Inspector and Plans Examiner (Howard Leaver);
- By-Law No. 34-2019 being a By-law to amend the Township's Zoning By-law (Bucknell - McBeth Road);
- By-Law No. 35-2019 being a By-law to amend the Township's Zoning By-law (Huinink/FIRM Enterprises - Old Stage Road);
- By-law No. 36-2019 being a By-law to set fees for the provision of Part 8 of the Ontario Building Code Act (Septic Systems)

DISPOSITION: Motion Carried

Resolution No. 16 Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED that By-laws 32-2019 to 36-2019 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

CAO Mary Ellen Greb provided an update for Council with respect to the Township's new Chief Building Official. Howard Leaver will be starting on April 8th, 2019.

COMMITTEES

Brownsville Hall and Park Committee Minutes - February 11th, 2019

Resolution No. 17 Moved by Valerie Durston
Seconded by George Way

RESOLVED that the Brownsville Hall and Park Committee Minutes of February 11th, 2019 be received for information.

DISPOSITION: Motion Carried

NEW BUSINESS

Bike Racks

Students at the Rehoboth Christian School have built three bike racks which they are donating to the Township. Council agreed to invite the students and their teacher to the upcoming Volunteer Appreciation Breakfast to acknowledge and thank them for this donation.

Council suggested that the bike racks be placed at Lions Park in Sweaburg, Beachville Road park and at Hilltop Park.

Council took a break for lunch at 12:04 p.m.

STRATEGIC PLANNING

Council reviewed the strategic planning summary that was provided to them from previous discussion. Members of Council had the following suggestions with respect to action item priorities over the next term of Council:

- Availability of paved bike paths;
- Support for social media in each community to bring them together (What's Up Mt. Elgin);
- Rebuild gravel roads to be pavement ready rather than repaving; Curry Road, Daniel Road were suggested. McBeth Road is next on the priority list to be rebuilt. The Township is currently paving existing paved roads that need to be redone;
- Promote and advocate for natural gas in Salford;
- Fire Protection for the Tillsonburg Airport and Mt. Elgin subdivision. Fire hydrant in Mt. Elgin for quicker access to water. Need to work with the County to see how this may be achieved;
- Support for more affordable housing, smaller units;
- Streamline planning processes for small businesses in our community to expand and grow. Consider ways that we can walk residents through the required approval processes and applications. This is a service level consideration and how involved we want to get in the planning/building processes with applicants.

CLOSED SESSION

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

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Sale of Harris Street road allowance);

Resolution No. 18 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that Council hold a closed meeting in order to discuss a matter pertaining to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Harris Street and Pye Farm road allowances);

DISPOSITION: Motion Carried

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

RESOLVED that Council reconvene in regular session at 2:27 p.m.

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. The Salford Pork Chop supper was a success and there were more attendees than the previous year. Discussion took place regarding the upcoming event for Earth Day to be held at the municipal office on Saturday, April 20th. Green cones, recycling bins and composters will be offered for sale for half-price. Family Fun Day in Foldens is coming up in June. There is a SWOX/Woodstock Boundary Adjustment meeting scheduled next week. Residents have requested more information regarding the new provisions for parking recreational vehicles in residential zone. A link to this information will be included in the Township's newsletter and shared on social media. Works Superintendent Bill Freeman will follow up with the County to see if they are going to do anything to fix some of the issues at the bottom of the hill on County Road 6. There was a serious collision last Friday on Foldens Line at Karn Road; more awareness is needed to ensure that people stop at this location. More information may be needed regarding the cause of the collision in this location.

CONFIRMATORY BY-LAW

By-Law No. 37-2019 - To confirm all actions and proceedings of Council (April 2nd, 2019)

Resolution No. 20 Moved by Valerie Durston
Seconded by Craig Gillis

RESOLVED that By-law 37-2019 being a By-law to confirm the proceedings of Council held Tuesday, April 2nd, 2019 be read a first, second and third time this 2nd day of April, 2019.

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

DISPOSITION: Motion Carried

ADJOURNMENT

Resolution No. 21 Moved by Paul Buchner
Seconded by George Way

RESOLVED that there being no further business, the Council meeting be adjourned at 2:39 p.m. to meet again on April 16th, 2019 at 7:00 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Forth

George Way
for MAYOR: David Mayberry

Township of SOUTH-WEST OXFORD

Sign-In Sheet

Regular Council Meeting

April 2nd, 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)	Sign me up for the Township's eNewsletter Yes or No (please include email)
Kristin Haught	Khaight@psdrcs.com	Presentation	
Jeff Muir	Jmuir@psdrcs.com	Pres.	
Gabe Metron	Gmetron@psdrcs.com	Pres.	

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