TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
April 16, 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), Craig Gillis (Ward 6)

MEMBERS ABSENT: None

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Howard Leaver, Chief Building Official
Julie Forth, Clerk
Jeff VanRybroeck, Fire Chief & CEMC

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 Jim Pickard
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the April 16th, 2019 meeting of Council be approved, as amended to discuss a recent open-air burn.

DISPOSITION: Motion Carried

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

MINUTES
April 2nd, 2019 Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the regular minutes of the April 2nd, 2019 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 19-2019: Business Arising from the Minutes of April 2nd, 2019

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

Resolution No. 3 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL19-2019: Summary of Staff Actions Related to Business Arising from the Minutes of April 2nd, 2019 as information.

DISPOSITION: Motion Carried

Mayor Mayberry introduced Howard Leaver, the Township's new Chief Building Official.

APPOINTMENTS

7:05 p.m. - Mike DeVos, Spriet Associates Engineers & Architects - M-5 Municipal Drain Engineer's Report

Mike DeVos, Spriet Associates Engineers & Architects presented the M-5 Municipal Drain report for Council. He reviewed the history of the drain and advised that the request to relocate the drain has been submitted under Section 78 of the Drainage Act. The request is to relocate the drain a short distance to accommodate residential development that is planned for the area.

The drain relocation will move the drain to the rear of the new residential lots. Mike DeVos advised that the developers will be doing the work themselves as well as the inspection during construction. The engineer's report provides the legal right for them to do the work and will provide assessment for future maintenance.

In response to an inquiry from Councillor Ypma, Mike DeVos explained that sewer pipe will be used for the drain relocation because there may be tree root in the area in the future from the nearby residential use.

Resolution No. 4 Moved by Valerie Durston
Seconded by Jim Pickard

RESOLVED the Council of the Township of South-West Oxford accept the Engineer's Report prepared by Spriet Associates Engineers and Architects, dated March 8th, 2019 regarding M-5 Municipal Drain No. 1-2019.

AND FURTHER THAT Council approve a By-law in the form prescribed by the regulations, with the Engineer's Report attached to it for first and second readings by Council at which point the report shall be considered to be adopted and the By-law shall be known as the M-5 Municipal Drain Provisional By-law.

DISPOSITION: Motion Carried

Resolution No. 5 Moved by Valerie Durston
Seconded by Peter Ypma

RESOLVED that Council move into Committee of Adjustment at 7:20 p.m. to consider minor variance applications received from Warby Dairy Ltd. and Dean Scott.

DISPOSITION: Motion Carried

7:20 p.m. - Committee of Adjustment - Minor Variance Applications

- *A01-2019: Warby Dairy Ltd. - 284499 Daniel Road*
- *A02-2019: Dean Scott - 584620 Beachville Road*

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

RESOLVED Council reconvene in regular session at 7:36 p.m.

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 11-2019: Joint Municipal Services Delivery Review

CAO Mary Ellen Greb provided Council with a report to seek approval to participate in a County-wide service delivery study at a maximum cost of $20,000 per municipality. The purpose of the study will be to look at options for the Provincial funding received to improve service delivery and fund efficiencies. The recommendation brought forward to Council will be brought

forward to all Councils within Oxford County to develop a steering committee, terms of reference and request for proposal for the study.

Discussion took place regarding the use of a consultant and spending money for this purpose. It was questioned whether or not a complete study would need to be done or whether some of the recommendations made in the past could be revisited to find some efficiencies. CAO Mary Ellen Greb explained that the Oxford County CAOs believe that a fresh start is needed on this matter, however the work that has been completed in the past may help to reduce the amount of time that will be needed for the current study. She further explained that when the recommendation comes forward from the Province, the County would also like to have a result with their own recommendations.

County CAOs are hoping to schedule a meeting with Minister Clark before the study begins to find out what the regional government review timelines are expected to be. They are confident that this study will provide good information and recommendations for moving forward.

Resolution No. 7 Moved by Peter Ypma
Seconded by George Way

RESOLVED that Council receive Report CAO 11-2019 as information;

AND FURTHER THAT Council endorse the establishment of a Service Delivery Review Steering Committee comprised of up to nine (9) Oxford County Municipal Chief Administrative Officers to set the Terms of Reference, Request for Proposal (RFP) content and evaluation of the RFPs for a Joint Service Delivery Review Report;

AND FURTHER that Council authorizes a funding maximum of $20,000.00 on behalf of the Township of South-West Oxford with payment to be taken from the "Improve Service Delivery and Efficiency" funding, received from the Province in April 2019, toward this project.

DISPOSITION: Motion Carried

CL 20-2019: Accessibility for Ontarians with Disabilities Act Update/Integrated Accessibility Standards Regulation Policy

Clerk Julie Forth provided Council with a report to provide them with an update on the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 and seek Council's approval of the attached Integrated Accessibility Standards Regulation Policy for the Township.

She explained that staff is currently undertaking a review of the Township's requirements under the Accessibility for Ontarians with Disabilities Act and will be bringing forward an updated Accessibly Plan for the Township in May for Council's review and comment.

Resolution No. 8 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL20-2019: Accessibility for Ontarians with Disabilities Act Update/Integrated Accessibility Standards Regulation Policy for information;

AND FURTHER THAT Council approve the draft Integrated Accessibility Standards Regulation Policy attached as Appendix B to this report.

DISPOSITION: Motion Carried

FC 05-2019: Fire Department Quarterly Update (Q1)

Fire Chief Jeff VanRybroeck provided Council with a report to provide them with an update regarding the Fire & Emergency Services Department as of the end of the first quarter. He reviewed the calls that have been received, response times, number of personnel responding and training attendance data. He noted that the 2019 recruit class is about halfway through their training and written testing will begin in May. A number of other members of the Township's Fire Department have been taking certification courses as well.

The Beachville Fire Hall received occupancy and the trucks have been moved into the new station. Once the half load restrictions are off the road, the contractors will be coming back to finalize the landscaping. Chief VanRybroeck will be working on a report to bring to Council in May regarding the completion of the project and report on budget. So far, the project is slightly under budget.

Discussion took place regarding the physical abilities testing and how the department works with members to ensure they succeed. Two members are completing the Officer 1 program, senior members are also taking the Hazmat Operations and Awareness program. Chief VanRybroeck commented that he is satisfied with the progress being made to meet the legislative requirements which are coming with respect to certification. With respect to response times, Chief VanRybroeck commented that the 2019 recruit class has five members within Station 1 response area, one from Station 2 and one from Station 3.

Resolution No. 9 Moved by Jim Pickard
Seconded by George Way

RESOLVED that Council receive Report No. F.C. 05-2019 as information.

DISPOSITION: Motion Carried

FC 06-2019: Emergency Apparatus Repair

Chief VanRybroeck provided Council with a report to provide them with the background information as it relates to the emergency apparatus repair to Rescue 6303 that is was not included in the 2019 budget. The report seeks approval from Council to fund the repair from the apparatus reserve. The total cost of the repair has not yet been confirmed; however, it has been determined that a new transmission will not be required and the cost will be less than $13,000 as originally estimated in the staff report.

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

RESOLVED that Council receive Report No. FC 06-2019 as information;

AND FURTHER RESOLVED that staff be directed to utilize fire department reserve funds, if necessary, to complete transmission repairs to Rescue 6303 (2009 Freightliner Rescue Van).

Discussion on the motion:

Discussion took place with respect to whether or not the reserve funds would need to be used this early in the year. It was agreed that if at the end of the year, reserve funds are required then they may be used. Funds may be able to be saved throughout the year to fund this

unexpected repair.

DISPOSITION: Motion Carried

Burning without a Burn Permit

Mayor Mayberry brought forward for discussion a request from Jim VanHemert regarding a burning incident which took place at his property to which the Fire Department was called. He questioned whether or not he may make a donation to the fire department, rather than be billed for the call.

Chief VanRybroeck provided details of the call and incident to Council. The Township has been very diligent and consistent with the burn permit process. If a resident is burning without a permit and the fire department is called, the individual will receive a bill for call. Four years ago, the Township moved away from issuing a warning to property owners. A zero-tolerance policy has been in place for four years now.

It was also noted that one this particular day of the incident, dispatch was denying burns due to weather and wind conditions. Wind speeds are specifically outline the Township's open burn policy.

TR 10-2019: Strategic Asset Management Policy

Treasurer Diane Larder provided Council with a report and a draft policy for their consideration which provides asset management workflows that enable a coordinated, cost-effective, and sustainable approach to the management of the Township's assets. Discussion took place regarding life cycle planning for Township assets and the service levels of Township assets. Life cycle of the asset includes the maintenance of the asset which extends the life of the asst. The process will include looking at Township assets to determine if the investment in the asset aligns with Township goals and strategies. Paving roads was used as an example; it may be necessary to spend more now to save over the life of the asset.

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

RESOLVED that the Council of the Township of South-West Oxford receive report No. TR10-2019 as information;

AND FURTHER that the document entitled "Strategic Asset Management Policy" be adopted.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

#48 - Southwestern Public Health - West Nile Virus Letter of Authorization

Resolution No. 12 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that Council of the Township of South-West Oxford supports local action by Southwestern Public Health to reduce the risk of West Nile Virus (WNV) and provides direction to staff to send a letter of authorization to Southwestern Public Health to permit larviciding of public catch basins in the Township when a risk area has been identified.

DISPOSITION: Motion Carried

#49 - Minister of Infrastructure and Communities Correspondence - Gas Tax Fund

#50 - ERTH Corporation - Notice of Annual General Meeting - May 30th, 2019

#51 - Oxford Community Foundation - Annual General Meeting - April 25th, 2019

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

RESOLVED that Council receive information and correspondence items 48 to 51 and that they be noted and filed.

DISPOSITION: Motion Carried

It was noted that a response is required by April 22nd for anyone that would like to attend the Oxford Community Foundation Annual General Meeting.

ACCOUNTS PAYABLE REPORT

April 16th, 2019 - Accounts Payable Report

Resolution No. 14 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the following Accounts be approved for payment:

Accounts Payable April 1 to 12, 2019	$250,507.69
Bi-Weekly Payroll #8	$37,467.77
Fire Pay #4	$15,646.39
Council Pay #4	$6,442.88
TOTAL	$310,064.73

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#52 - Town of Tillsonburg Resolution - Regional Government Reform

#53 - Municipality of Grey Highlands Resolution - OMPF

#54 - Ontario Energy Board Supplemental Notice - Open Bill Access program

#55 - Ontario Energy Board Notice - EPCOR application to recover costs associated with the Federal Greenhouse Gas Pollution Pricing Act

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

RESOLVED that information and correspondence items #52 to #55 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 38-2019 - To authorize an agreement with Eldon View Holdings Inc. (Phase 4)
- By-law No. 39-2019 - To permanently stop up and close unnamed road (Beachville – Plan 155)
- By-law No. 40-2019 - Provisional By-law for the M-5 Municipal Drain No. 1-2019 (first and second reading only)
- By-law No. 41-2019 – To authorize the execution of an agreement of purchase and sale with Ruth Ann Gilbert

Resolution No. 16 Moved by George Way
Seconded by Jim Pickard

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

- By-Law No. 38-2019 being a By-law to authorize an agreement with Eldon View Holdings Inc. (Phase 4)
- By-law No. 39-2019 being a By-law to permanently stop up and close unnamed road (Beachville – Plan 155)
- By-law No. 40-2019 being a provisional By-law for the M-5 Municipal Drain No. 1-2019 (first and second reading only)
- By-law 41-2019 being a By-law to authorize the execution of an agreement of purchase and sale with Ruth Ann Gilbert

DISPOSITION: Motion Carried

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

RESOLVED that By-laws 38-2019, 39-2019 and 41-2019 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

Mt. Elgin Community Centre Meeting Minutes

Resolution No. 18 Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED that Council receive the minutes of the Mt. Elgin Community Centre of July, 2018, August, 2018, September, 2018, October, 2018, November, 2018 and January, 2019 for information.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

Regional Consultation Process Public Meeting

Mayor David Mayberry provided Council with an update on the Regional Government Review consultation process that is currently underway. He advised that County Council had a public consultation session on April 16th. Approximately ten people from the public attended and spoke in support of the two-tier structure in Oxford County. Comments were also submitted that some adjustments to the two-tier structure may be beneficial. These comments are in line with the position from County Council on this matter.

Discussion also took place with respect to recent announcements from the Province with respect to health units and ambulance services.

Woodstock Boundary Adjustment Committee Update

Councillor Way advised Council that the Woodstock Boundary Adjustment Committee met on April 9th to enter into preliminary discussions with the City of Woodstock. City of Woodstock engineering staff is in the process of preparing some updated mapping for the discussion and will forward them to the Township when they have been completed.

Ingersoll Boundary Adjustment Committee Update

Councillor Way advised Council that the Ingersoll Boundary Adjustment Committee met last night to discuss three outstanding issues include a proposed ten-year phase in for property taxes, the sale of the Harris Street road allowance and CAMI property taxes. CAO Mary Ellen Greb will run numbers again with respect to the property tax phase in for 2019. It was suggested that a ten-year phase in for residential and farm property taxes is fair; the impact is not as significant as commercial and industrial property taxes would be.

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 (Potential sale of Township owned land/Harris Street road allowance).

Resolution No. 19 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that Council hold a closed meeting at 8:41 p.m. to discuss a matter pertaining to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (potential sale of Township owned land).

DISPOSITION: Motion Carried

Resolution No. 20 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that Council reconvene in regular session at 9:23 p.m.

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. Council reminded everyone about the upcoming Easter Egg Hunts taking place this weekend at Hilltop Park, Sweaburg and Beachville; that the Township's Earth Day event at the municipal office on Saturday.

CONFIRMATORY BY-LAW

By-Law No. 39-2019 - To confirm all proceedings of Council (April 16th, 2019)

Resolution No. 21 Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that By-law 39-2019 being a By-law to confirm the proceedings of Council held Tuesday, April 16th, 2019 be read a first, second and third time this 16th 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

Resolution No. 22 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that Council appoint Councillor George Way as Acting Mayor, with signing authority, in the absence of the Mayor from April 26th to May 20th, 2019.

DISPOSITION: Motion Carried

ADJOURNMENT

Resolution No. 23

Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that there being no further business, the Council meeting be adjourned at 9:37 p.m. to meet again on May 7th, 2019 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Forth

MAYOR: David Mayberry

Township of SOUTH-WEST OXFORD

Sign-In Sheet

Regular Council Meeting

April 16th, 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)	Sign me up for the Township's eNewsletter Yes or No (please include email)
Brian Graydon	Tillsonburg	M5 Drain	—

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