

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
(Web Conference/YouTube Live)
May 5, 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), Craig Gillis (Ward 6)

MEMBERS ABSENT: None

STAFF PRESENT: Mary Ellen Greb, Chief Administrative Officer
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. Moved by George Way
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the May 5th, 2020 meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

April 7th, 2020 Regular Council Meeting Minutes

Resolution No. Moved by George Way
Seconded by Craig Gillis

RESOLVED that the regular minutes of the April 7th, 2020 council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 17-2020: Business Arising from the Minutes of April 7th, 2020

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. Moved by Peter Ypma
Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive report CL 17-2020 Summary of Staff Actions Related to Business Arising from the Minutes of April 7th, 2020 as information.

DISPOSITION: Motion Carried

APPOINTMENTS

9:05 a.m. - Frank Gross, Manager of Transportation and Waste Management Services Oxford County re: Speed & Road Safety Concerns Oxford Road 9, Beachville

Frank Gross, Manager of Transportation and Waste Management on behalf of the County of Oxford provided a presentation to Council on the traffic study completed for Oxford Road 9 in Beachville. The 24 hours speed count concluded that 85% of drivers travelling through the community are driving above the posted speed limit. The average speed at which drivers are travelling is approximately 17 kph above the posted speed limit.

He reviewed for Council the current posted speed limits within the community and the transitions zones entering and leaving Beachville. Mr. Gross stated that speeds were found to be excessive to marginally excessive through the

village on County Road 9, that the 60 kph zone at the east and west ends of the community currently extend beyond the limits of the urban cross section and that the speed step-down transition zones (80-60-50 kph) are ineffective in reducing vehicle speeds. Mr. Gross advised that posted speeds through Beachville are below the recommended posted speeds as per the Transportation Association of Canada (TAC) guidelines. It was also noted that historical collision data did not show apparent speed related trends – the historical collision data was also reviewed.

Mr. Gross reviewed the County's recommendations to address the speed and safety concerns within the community. He advised that County staff is recommending that the posted speed limits be increased throughout the village to 60 kph to be in accordance with the TAC guidelines and that the step-down transition zones on the east and west end of the community be eliminated. He explained the importance of having posted speed limits which align with the design of the road and enforcement of the adjusted speed limits. The Ontario Provincial Police have advised that they will assist with enforcement of the adjusted posted speed limits.

Future considerations that may also assist in traffic calming within Beachville include ongoing police enforcement, photo radar, the designation of Beachville as a Community Safety Zone, curb extensions/bump outs, bike lanes and a possible controlled crossing for pedestrians. Mr. Gross advised Council that this information would be brought to County Council for consideration on June 10th.

Councillor Gillis expressed his concerns with the recommendations contained within the report and presentation. He commented on the concerns of the residents which have been brought forward in the past, and that the proposal to increase the speed limits will not give them the feeling of making the area safer for them and their families. He questioned if there is any data to show that these proposed adjustments will increase the safety within a smaller village like Beachville. He commented that enforcement of posted speed limits is not taking place now.

Councillor Buchner commented that people's mindset appears to be to drive within 15 kph above the posted speed limit and that if they do this, they won't get a ticket. He questioned if these measures will actually increase the speed within the community. He also questioned the possibility of installing speed display monitors, similar to those in Embro – these appear to be effective and slowing down traffic.

Councillor Ypma questioned the possibility of installing remote monitoring or photos radar. He shared the concerns expressed by Councillor Gillis and Councillor Buchner. Mr. Gross explained that a report will be coming forward to County Council on this – at this time there is some uncertainty around this

program and how effective it will be. The recommendation that will come forward to County Council is to wait and see how the program rolls out.

Councillor Way agreed that speeding is already a problem within Beachville and he questioned the cost of installing photo radar. Mr. Gross explained that photo radar is part of the overall review for County wide implantation. The cost of leasing the equipment through equipment vendors, and the costs to process the charges will all need to be reviewed and taken into consideration.

Mayor David Mayberry commented that with respect to photo radar, it is not clear if it will be here for the long term; with the current provincial regulations and current circumstances it may be ineffective. He stated that he is a fan of photo radar but not if it doesn't allow you to do what you want it do. He noted that the other issue is enforcement and that the OPP require seven days worth of speed data. He questioned how we get this information. Oxford County has resources to do this.

9:20 a.m. - Matthew Davidson, Beachville resident re: Oxford County Road 9

Matthew Davidson, addressed Council and thanked them for the opportunity to speak to them regarding this matter. He commented that residents have made formal requests to the Township to look at speeding on County Road 9 through Beachville. He stated that Beachville has grown into a community with a lot of young families in the areas, the issue of the lack of speed enforcement has been a problem here for many years.

He questioned the evidence and the impact of increasing the posted speed limits within Beachville and how effective that will be at actually slowing down traffic. He suggested that there is no evidence that this will increase the safety within the community. He argued that right now the community needs speed enforcement of the posted speed limits. He also questioned how enforcement will guaranteed if the speed limits are increased.

Mr. Davidson commented on two collisions that occurred within Beachville in the last five months and expressed his support for photo radar and that he would be happy to contribute financially to that.

Mayor Mayberry advised that County Road 9 is a County Road and that the Township doesn't have control over the posted speed limit, however the County has given the Township an opportunity to provide comment and input on this.

9:30 a.m. - Cheri Deline, Beachville resident re: Oxford County Road 9

Cheri Deline, addressed Council with her concerns regarding speeding and a lack of OPP enforcement within the community. She advised that she is

raising her family there, and they love to go into town, parks, post office and trails. They need to cross the street to these places and drivers are not slowing down. She advised that she has brought forward these concerns to the Township and the OPP in the past. She stated that even though this is a County Road, it is still a residential setting with homes on both sides of the road even extending to the rural cross-sections.

Ms. Deline stated that there has been an ongoing issue with speed and questioned where the enforcement is now; that there is no police presence in Beachville. She commented that she would like to have a representative from the OPP there to let them know that they are there for the community in Beachville. She does not believe that increasing the posted speed limits is the answer to the community's concerns.

Mayor Mayberry questioned if there have been concerns expressed by the bus companies that run in the community to see if speeding has also been an issue for them.

9:40 a.m. - Dom Nadalin, Beachville resident re: Oxford County Road 9

Dom Nadalin, addresses Council with respect to his concerns with speeding in Beachville. He stated that is has a tough time with the recommendation that is being proposed by County staff. His home is 50 feet from the road; sight lines are not relevant with there are kids playing at the side of the road.

He suggested that increased enforcement would fix the issue of speeding in the community. Increasing the speed limit, he believes will only silence the complaints. He is not agreeable to adjusting the buffer zone to add more homes into the 80 kph zone. Mr. Nadalin stated that he doesn't think that the speed should be increased just because the road is designed that way; this isn't the right decision for personal and public safety. He also argued that data collected over a 24-hour period is not enough data to make a decision about the area. He requested that members of Council consider the small town before voting on this matter.

Mr. Gross stated that the recommendations brought forward by County staff are based on research and engineering standards and best practices. He recognizes that speeding is a concern and the recommendations are intended to improve the conditions in Beachville.

Township Council will need to provide their recommendations to the County for the June 10th Council meeting. Councillor Gillis advised that many more residents in Beachville have been in contact with him about this matter and he questions if this is the best recommendation for the community that he lives in. He questions if the recommendations will work to make the area safer. Councillor Way agreed with Councillor Gillis' comments and stated that he

believes the problem is a lack of enforcement in the area and other small communities within the Township. Councilor Way is concerned that if the posted speed limits are increased that drives will travel faster.

Councillor Pickard commented that he has also received many complaints from residents about speeding on Dodge Line. He believes that the issue is enforcement. He understands the residents' comments on this and he supports them.

Mayor David Mayberry commented on a possible compromise to leave the 80 kph zone where is it and adjust the posted speed limit through the community to 60 kph and that it be enforced. He would like to see the seven days worth of traffic data to provide to the OPP and he encouraged the Council to provide this data. He also encouraged them to contact the school bus companies to find out what their experiences have been. He stated that he thinks that 60 kph through the community may be agreeable with a community safety zone designation.

Discussion took place regarding the challenges with the current time and state of emergency of COVID-19, and trying to collect traffic data right now. The current traffic is not a true representation of normal traffic conditions. Mr. Gross advised that the OPP have agreed that if the 60 kph speed limit was implemented that they would be there to support that.

Discussion also took place regarding the possible use of the Township's speed trailer and what will need to happen to designate Beachville as a community safety zone. The lack of enforcement was discussed and agreed that this is an issue which needs to be addressed.

Resolution No. Moved by Craig Gillis
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to provide a summary of the comments received today to the County of Oxford and request that this matter be deferred until more information can be provided and that enforcement measures are considered.

DISPOSITION: Motion Carried

STAFF REPORTS

BD 06-2020: Monthly Building Report

Chief Building Official Howard Leaver provided Council with a report to provide them with the status of the activities in the building department as of the end of March, 2020. He commented on one minor amendment – the report should state estimated value of permits not value of construction. He advised that March, 2020 was the best month the Township has had ever. With COVID-19, April is not expected to be as good.

Resolution No. Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report BD-06-2020 Monthly Building Report – March 2020 for information.

DISPOSITION: Motion Carried

BD 07-2020: Septic Inspector - Extension of Contract

Chief Building Official Howard Leaver provided Council with a report to inform them of the extension of a contract with Niels Dube as a septic plans examiner and inspector of Part 8 of the Building Code (On site sewage systems) on an on-call basis. There has been a limited number of septic permits and opportunity for Howard and Niels to work together at this point; the extension of this contract will allow him to continue to cross train until Howard can take over.

Resolution No. Moved by Craig Gillis
 Seconded by Jim Pickard

RESOLVED that Council receive report BD-07-2020: Septic Inspector – Extension of Contract as information.

Discussion on the motion:

Councillor Ypma commented that he would like to see the cross training wrapped up as soon as possible. It was noted that the hourly rate paid by the Township currently for the contract is lower than the staff management position. Council requested a six month follow up and stated that they would like Jason and Howard to be able to do this internally.

DISPOSITION: Motion Carried

BD 08-2020: Home Inspection Fee for Housing of Seasonal Farm Workers

Chief Building Official Howard Leaver provided a report to Council to seek their permission to amend the Fees By-Law to include a fee for the inspection of homes for migrant workers prior to their occupation of a seasonal dwelling.

Howard explained that this is a new provincial standard which must be completed before migrant workers are allowed to live in the homes on the land which they are working. Howard is qualified to complete these inspections and this may be potential revenue for the Township. The proposed fee is an estimate of the time that is expected to be required for these inspections. He explained that they would be looking for things like exhaust fans, windows that open and close properly, smoke alarms and CO detectors, fire extinguishers – this is more of a safety inspection to ensure habitability of the house.

Resolution No. Moved by Paul Buchner
 Seconded by Peter Ypma

RESOLVED that Council receive report BD-08-2020
as information;

AND FURTHER that a fee of \$250.00 be approved for
the inspection of homes for seasonal workers,
effective immediately.

DISPOSITION: Motion Carried

CL 18-2020: Public Meeting Requirements Under the Planning Act during
COVID-19

Clerk Julie Forth provided a report to Council to bring forward information regarding public meeting requirements during the current state of emergency for Council's input and consideration. She explained that the Township has the ability to make a decision on whether or not they would like to host public meetings electronically and that so long as all the required notification is provided and timelines outlined within the Planning Act regulations are followed, Council may continue to make a decision on a matter. Should an appeal be received, the application would be delayed until the end of the current state of emergency. If no appeal is received to a decision made by Council, and notice is provided, that decision is final and binding following the 20-day appeal period.

Council agreed that they would like to proceed with hosting public meetings requirements under the Planning Act electronically in an effort to keep things moving forward. Current applications will be scheduled for a public meeting at the June 2nd meeting.

Resolution No. Moved by Craig Gillis
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 18-2020 Public Meetings Required Under the Planning Act during COVID-19 as information;

AND FURTHER THAT Council provided direction to staff to schedule public meetings for pending applications to come forward at the June 2nd Council meeting.

DISPOSITION: Motion Carried

CL 19-2020: Request to Purchase Land received from Thames Talbot Land Trust

Clerk Julie Forth provided a report to Council to present them with a request received from the Thames Talbot Land Trust for the potential purchase of the unopened portion of the Pigram Line road allowance. Ms. Forth noted that she will need to provide confirmation that the Township owns the entire road allowance and not just the east half of it.

Resolution No. Moved by George Way
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive Report CL 19-2020 Request to Purchase Land received from Thames Talbot Land Trust as information;

AND FURTHER THAT Council declare the unopened portion of Pigram Road, as described as RDAL BTN TWP of North Dorchester and TWP of Dereham to the Centreline N of PL 546; South-West Oxford, PIN 00001-0026; Township of South-West Oxford, as surplus;

AND FURTHER THAT Council provide direction to staff to obtain an opinion of value for the lands.

Discussion on the motion:

Council was advised that the Thames Talbot Land Trust is in discussions with the property owners to the east of the road allowance, to acquire a portion of those lands.

DISPOSITION: Motion Carried

FC 06-2020: Automatic Aid Agreement- Woodstock

Fire Chief Jeff VanRybroeck provided a report to Council to inform Council of a proposed Agreement to be executed between the Township of South-West Oxford and the City of Woodstock for the adoption of a Fire Protection Tanker Operations Service Automatic Aid Agreement. In response to an inquiry from Councillor Ypma, Chief VanRybroeck advised that there are hydrants at the west end of Woodstock, however there are two properties within the boundary adjustment areas that they are concerned about as outlined in the agreement.

Resolution No. Moved by Paul Buchner
 Seconded by Craig Gillis

BE IT RESOLVED that Report FC 06-2020 entitled "Automatic Aid Agreement Woodstock" be received as information;

AND THAT the Mayor and Clerk be authorized to exercise the Agreement as proposed by the Corporation of the City of Woodstock for the provisions of Automatic Aid Services

DISPOSITION: Motion Carried

FC 07-2020: Fire Department Quarterly Update (Q1)

Fire Chief Jeff VanRybroeck provided a report to Council to provide them with a quarterly update regarding the Fire & Emergency Department. Chief VanRybroeck reviewed the other notables as outlined in his report. He advised that Paul Vanderklooster has been appointed as the new District Chief in Beachville. He further commented on the changes which have been implemented for training the new recruit class as well as department and station night training due to COVID-19.

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR 04-2020 as information.

DISPOSITION: Motion Carried

TR 05-2020: COVID-19 - Preliminary Overview of Potential Financial Impacts

Treasurer Diane Larder provided Council with a report to provide them with an early indication of the potential financial impacts of the COVID-19 outbreak for the Township of South-West Oxford.

Discussion took place regarding the disaster relief reserve in the amount of \$91,181. Treasurer Diane Larder advised that these are funds allocated from the fire department and public works each year.

Resolution No. Moved by Peter Ypma
 Seconded by Jim Pickard

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR 05-2020 as information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

SWOX Post COVID-19 Corporate and Community Recovery

Council had a discussion regarding the COVID-19 corporate and community recovery and made the following comments:

- Township may consider support for any home-based businesses;
- Will need to consider lost revenue for Township halls and parks – this may impact capital projects for this year. The Township may need to support some of these costs until they have an opportunity to fundraise and take bookings again;
- The ROEDC is going to be rolling out a grant program to help businesses with e-commerce. ROEDC survey indicates that most businesses feel that they can carry on for a maximum of three months. Many businesses are hoping to open by June 1st;
- Impact in South-West Oxford may be less than in more urban municipalities – there has been less impact on the farming community in comparison to small businesses in villages or towns. E-commerce is expected to grow as businesses realize that they can go online to receive and process orders;

- Township should consider low interest rates and review projects that are scheduled over the next couple of year to take advantage of any funding should it become available.

Southwestern Public Health - West Nile Virus Program Authorization 2020

Resolution No. Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to provide Southwestern Public Health with the Township's authorization for the West Nile Virus spraying program in 2020.

DISPOSITION: Motion Carried

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

#46 - SWOX County Council Report - April, 2020

#47 - SWOX Draft Letter to Province re: Response to COVID-19

Council is agreeable to sending a letter to the Provincial and Federal Governments to express support of their handling of and response to the COVID-19 crisis.

#48 - ROEDC Correspondence - List your business on SupportingOxford.ca

#49 - Long Point Region Conservation Authority - Conservation Area Closures

#50 - AMO 2020 Conference Update

#51 - Upper Thames River Conservation Authority 2020 Budget

Resolution No. Moved by George Way
 Seconded by Paul Buchner

RESOLVED that agenda and correspondence items #46 to #51 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

May 5th, 2020 - Accounts Payable Report

Resolution No. Moved by George Way
 Seconded by Jim Pickard

RESOLVED that the following Accounts be approved
for payment:

Accounts Payable for March 3 rd to April 30 th , 2020	\$302,844.17
Bi-Weekly Payroll #8	\$35,743.43
Bi-Weekly Payroll #9	\$37,640.07
Fire Pay #4	\$13,985.57
Council Pay #4	\$7,146.20
TOTAL	\$397,359.44

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#52 - Long Point Region Conservation Authority - 2019 Annual Report

Councillor Ypma commented that there is a lot of good information provided by the Long Point Region Conservation Authority in their annual report.

#53 - Oxford Community Foundation - Spring 2020 Newsletter

#54 - Watson & Associates Correspondence - Comments on Draft Reg 19-1406 - Changes to Development Charges Act

#55 - Town of Tillsonburg Resolution re: Carbon Tax

#56 - Town of Gravenhurst Resolution re: Community Gardens, Garden Centres and Nurseries as essential services

Resolution No. Moved by Craig Gillis
 Seconded by Peter Ypma

RESOLVED that information and correspondence items #52 to #56 inclusive be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

Resolution No. Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that By-law 24-2020 to 28-2020 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

STRATEGIC PLANNING

CAO 08-2020: Strategic Planning - First Quarter Update

Chief Administrative Officer Mary Ellen Greb provided a report to Council to provide them with an update on the strategic action plan for 2020. She noted that there would be specific focus on some longer-term projects and that reports would be coming to Council regarding the life expectancy of the current gravel pit and plans for the future, road design standards (half-load vs. full-load) and project costing for gravel (pros and cons).

Council discussed timing for the consideration of the SWOX/Ingersoll Boundary Adjustment public comments. Staff will bring forward a report to the June 2nd Council meeting.

Resolution No. Moved by George Way
Seconded by Peter Ypma

RESOLVED that Report CAO 08-2020 be received as information;

AND FURTHER that Council set a date for consideration of public comments regarding the Ingersoll/South-West Oxford proposed boundary adjustment;

AND FURTHER that Council staff reports be prepared over the next few months addressing:

1. Life expectancy of the current gravel pit and plans for the future
2. Road design standards - half-load vs. full-load
3. Project costing for gravel - pros and cons

DISPOSITION: Motion Carried

NEW BUSINESS

Correspondence from Spring Lake

Discussion took place regarding a letter received from Spring Lake Campground. They are looking for some guidance from the municipality on how to move forward. The Township is waiting for information from the Province and is not in a position to provide direction at this time. It was noted that people that live in the parks as their permanent, or only address while in Canada are able to occupy their home; however, the parks remain closed.

Mt. Elgin Subdivision – Phase IV

It was noted that the province lifted some restrictions with respect to construction and infrastructure projects. The services for phase IV will continue as soon as they are able to.

Brantco Construction – 2020 Paving/Asphalt Tender

Council was advised that Brantco has sent a letter to the Township requesting an explanation with respect to why Council didn't support their bid or paving/asphalt this year. CAO Mary Ellen Greb advised that a response is being prepared. She noted that she is satisfied that the Township's purchasing policies allow the Township to select the bid that is considered the best value for the Township.

CLOSED SESSION - None

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. The County's new contract for waste management was discussed and it was noted that Council has received complaints from residents that the new contract will not accept Styrofoam and plastic film in recycling. Complaints have been received regarding Dodge Line south – the condition of the road has worsened over the winter. Sweaburg and Mt. Elgin Parks and Recreation will need to schedule their AGMs – these may be hosted electronically. Tax ratios will be discussed at the next County Council meeting – they have not yet been finalized.

CONFIRMATORY BY-LAW

By-Law No. 29-2020 - To confirm all actions and proceedings of Council (May 5th, 2020)

Resolution No. Moved by Craig Gillis
 Seconded by George Way

RESOLVED that By-law 29-2020 being a By-law to confirm the proceedings of Council held Tuesday, May 5th, 2020 be read a first, second and third time this 5th day of May, 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

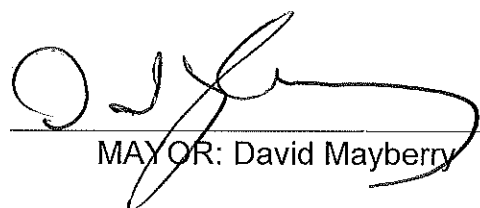
Resolution No. Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 1:20 p.m. to meet again on Tuesday, June 2nd, 2020 at 9:00 a.m.

DISPOSITION: Motion Carried



CLERK/ Julie Forth



MAYOR: David Mayberry