

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
May 21, 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)

MEMBERS ABSENT: Craig Gillis (Ward 6)

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk
Bill Freeman, Works Superintendent

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 May 21st, 2019 meeting of council be approved as amended to include discussion regarding correspondence received and a meeting request from Zorra Township.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

May 7th, 2019 Regular Council Meeting Minutes

Resolution No. 2 Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that the regular minutes of the May 7th, 2019 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 24-2019: Business Arising from the Minutes of May 7th, 2019

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 Jim Pickard
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 24-2019 Summary of Staff Actions Related to Business Arising from the Minutes of May 7th, 2019 as information.

DISPOSITION: Motion Carried

STAFF REPORTS

BD 01-2019: Monthly Building Report April 2019

CBO Howard Leaver provided a report to Council to provide them with the status of the activities in the building department as of the end of month April, 2019.

Resolution No. 4 Moved by George Way
 Seconded by Valerie Durston

BE IT RESOLVED that the Council of the Township of South-West Oxford receive report BD 01-2019 Monthly Building Report – April 2019 for information.

DISPOSITION: Motion Carried

CAO 13-2019: Amendment of By-Law 46-2010 Alcohol Management Policy

CAO Mary Ellen Greb provided a report to Council to seek their approval to allow the serving of alcohol at the Dereham Community Hall and West Oxford Community Halls in keeping with AGCO legislation. She noted that since the writing of the staff report, the Dereham Community Hall Board has advised that they would like to be excluded from the alcohol management policy at this time.

Discussion took place with respect to liability and the responsibilities that the hall board will have when renting to individuals that would like to serve alcohol at an event. Responsibilities include ensuring that people who are serving alcohol are smart serve certified and that the appropriate signage is posted at Township facilities. Staff will order and install signage required at the West Oxford Community Hall.

Resolution No. 5 Moved by George Way
 Seconded by Peter Ypma

RESOLVED that Council approve an amendment to By-Law 46-2010 to allow alcohol to be served at West Oxford Community Hall when properly licensed by the AGCO.

DISPOSITION: Motion Carried

APPOINTMENTS

7:05 p.m. - Court of Revision - M-5 Municipal Drain No. 1

Resolution No. 6 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that Council move into Court of Revision at 7:05 p.m. for consideration of appeals to the M-5 Municipal Drain Assessment Schedule;

DISPOSITION: Motion Carried

Resolution No. 7 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 7:08 p.m.

DISPOSITION: Motion Carried

STAFF REPORTS

CL 25-2019: Noise By-law Exemption Request (585014 Beachville Road - Cassandra Dumitru)

Clerk Julie Forth provided a report to Council with a request received from Cassandra Dumitru for an exemption to the Township's Noise By-law for a wedding to be held on July 6th, 2019 at 585014 Beachville Road. It was noted

that residents within 120m of the property will be notified by staff should Council approve the By-law exemption request.

Resolution No. 8 Moved by Peter Ypma
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 25-2019 Noise By-law Exemption Request (585014 Beachville Road) for information;

AND FURTHER THAT Council authorize an exemption to Noise By-law 46-2013 for a wedding to be held on July 6th, 2019 at 585014 Beachville Road, Woodstock from 2:00 p.m. until 1:00 a.m. on July 7th, 2019;

AND FURTHER THAT Council provide direction to staff to notify residents within 120m of the wedding to be held on July 6th, 2019 of the noise By-law exemption request.

DISPOSITION: Motion Carried

CL 26-2019: Engage and Inform Committee Recommendation: Council Meeting Locations in 2019

Clerk Julie Forth provided a report to bring forward a resolution passed by the Engage and Inform Committee at their meeting on May 1st, 2019 with respect to holding Council meetings in various locations throughout the Township.

Resolution No. 9 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 26-2019 Engage and Inform Committee Recommendation: Council Meeting Locations in 2019 for information;

AND FURTHER THAT Council approve changing the location for the June 18th Council meeting to the Brownsville Community Centre and the September 17th Council meeting to the Salford Community Centre.

DISPOSITION: Motion Carried

CL 27-2019: Draft Multi-Year Accessibility Plan 2019-2023

Clerk Julie Forth provided a report to Council to present to present the draft Multi-Year Accessibility Plan to Council for review and comment. She noted that the draft plan has been circulated to the Oxford County Accessibility Advisory Committee for comment; they have responded that they are happy with the plan and appreciate that the Township has recognized the importance of using plain language in Township communication. It was stated that the accessibility features of the Beachville Museum (ramp and washrooms) should be included in the plan.

It was suggested that the plan include an action item to request that a representative from the County's Accessibility Advisory Committee attend a walkthrough of Township facilities to comment on the accessibility of the facility.

Resolution No. 10 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 27-2019: Draft Multi-Year Accessibility Plan 2019-2023 for information;

AND FURTHER THAT Council provide staff with any comments or suggestions they have with respect to the draft Multi-Year Accessibility Plan for 2019-2023.

DISPOSITION: Motion Carried

7:15 p.m. – Sean Michael, Watson & Associates Economists Ltd. Public Meeting: 2019 Development Charges Background Study

Resolution No. 11 Moved by Paul Buchner
 Seconded by Peter Ypma

RESOLVED that Council moved into Public Meeting at 7:15 p.m. regarding the 2019 Development Charges Background Study presented by Watson & Associates Economists Ltd.

DISPOSITION: Motion Carried

Sean Michael, of Watson & Associates Economists Ltd., made a presentation to Council on the 2019 Development Charges Background Study that was undertaken by Oxford County Municipalities. He reviewed the process and timeline that was followed. He advised that prior to Council considering a By-

law for development charges, a background study must be prepared and made available for public viewing.

Sean explained the process for calculating development charges for Council. He explained the eligible and ineligible services for development charges and the required reduction which must be factored into the calculation. He explained that the amount to be collected through development charges is based on levels of service and increasing need over the next ten years within the community as a result of growth.

The County's growth forecast for residential and non-residential development was reviewed. The services which have been identified for an increased need over the next ten years include fire services, parks and recreation, roads and related and administrative studies. Based on the study, the development charge recoverable cost is approximately \$800,000. The development charges are calculated based on a per residential unit type, per square meter for non-residential development and per wind turbine.

Sean also reviewed how the Township's proposed development charges compare to proposed development charges for other Oxford County municipalities and neighbouring municipalities. Industrial development would be exempt from development charges. There would also be a credit for redevelopment through demolition or conversion of a building on a property. Development charges are payable upon the issuance of a building permit or occupancy of a building.

At this stage in the process, Council will consider information received from the public and any further amendments to the draft By-law will be considered at the Council meeting on June 18th. Discussion took place regarding Bill 108, More Homes, More Choice Act and the impact that it may have on development charges moving forward. Changes are proposed with respect to eligible services and how fees may be imposed for community benefit. The proposed community benefit charge under the new legislation would be under the authority of the Planning Act and not the Development Charges Act.

In response to an inquiry from Councillor Pickard, Sean explained that Township assets were valued throughout the background study on replacement costs. Recent tenders, insurance values and the Township's current asset registry were used in this process.

Councillor Ypma questioned the value reflected for five services which is almost 50% of the proposed development charges. Sean explained that this value was arrived at through discussion with staff and the information contained within the Township's Fire and Emergency Services Strategic Plan.

Township resident, Kathy Geltink questioned the difference in development charges in comparison to what is currently charged. It was stated that the Township's portion of proposed development charges is approximately \$3,300; the County portion would range from \$6,800 in rural areas to \$12,000 in the village of Mt. Elgin due to water and wastewater services.

Resolution No. 12 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session
at 7:44 p.m.

DISPOSITION: Motion Carried

7:30 p.m. - Dietrich Engineering Ltd., Bill Dietrich - Consideration of
Engineer's Report - Graydon Drain

Bill Dietrich, of Dietrich Engineering Ltd., presented the engineer's report for the Graydon Municipal Drain. Bill Dietrich explained that the existing Dereham-Bayham Townline Municipal Drain was originally constructed under the authority of a report prepared by W.G. Ure, dated May 31st, 1926. The outlet for the drain is the Little Jerry Creek Municipal Drain. The existing drain is in a poor state of repair and is not of sufficient capacity or depth to drain the surrounding and upstream lands within the watershed at today's standards. The existing tile drain is located on the municipality's right-of-way on the North side of Pressey Road.

The engineer's report recommends that a new tile drainage system be constructed from an outlet in the Little Jerry Creek Drain in Lot 12, Concession 11 of the Municipality of Bayham upstream 415 metres to the northerly side of Pressey Road. The total drainage area is approximately 90 acres and will include the installation of approximately 415 metres of tile. The total estimated cost of the new drain is \$98,100 which includes right of way allowances, damages to land, construction and administration costs.

Discussion took place regarding the concerns that were raised at the public meeting in relation to this municipal drain. It was noted that the Little Jerry Creek Drain is becoming restricted and that this is creating an issue upstream. Bill Dietrich explained that the municipality is responsible for maintaining municipal drains within their jurisdiction and that it is recommended that a request be submitted in writing to the Municipality of Bayham for maintenance on the Little Jerry Creek Drain. Discussion also took place with respect to the obstacles the Township has faced in the past in attempts to cleanout the drain due to protected vegetation and fish habitat.

Council suggested that Township staff communicate the concerns that were raised at the meeting tonight with the Municipality of Bayham.

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

BE IT RESOLVED that Council of the Township of South-West Oxford accept the engineer's report prepared by Dietrich Engineering Ltd., dated April 24th, 2019 regarding the Graydon Municipal Drain;

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 Graydon Municipal Drain 2019 Provisional By-law.

DISPOSITION: Motion Carried

TR 15-2019: Development Charges Study and Update - 2019

Treasurer Diane Larder provided a report to Council to summarize the information provided through the Development Charges Study and Update presentation. It was noted that the proposed community benefit charges under Bill 108 would be under the authority of the Planning Act and not the Development Charges Act; these charges would not need to be implemented through a development charges study process in the future. It was also noted that the Township had development charges previously in 1999 for parks and recreation, roads and administrative studies.

Resolution No. 14 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR15-2019 entitled "Development Charges Review Study and Update - 2019" as information;

AND FURTHER that the following provisions (as contained in this report) be included in the draft Township development charge by-law.

Discussion on the motion:

Discussion took place regarding the implementation of

development charges again in the Township and whether or not this would impact development in the community. Discussion also took place regarding the method that was used to calculate the development charge values that may be charged by the Township for Fire, Roads, Parks and Recreation and Administrative Studies. Council expressed concern that the values were not appropriate and that the amount for Roads should actually be higher than what is reflected in the Development Charge Study and that the amount for Fire should be lower.

Council reviewed the proposed development charges in comparison to other rural municipalities in Oxford County. Discussion also took place regarding the development charges established for the fire department which was based on the information contained in the Fire and Emergency Services Strategic Plan. Future truck replacement, a new training officer, washer, the need for a water source for fire fighting purposes in Mt. Elgin all contribute to the fees established or the fire department.

Discussion also took place regarding the growth projected in the Township over the next ten years and whether or not the increased costs are associated with growth or with an increased level of service.

DISPOSITION: Motion Carried

STAFF REPORTS (continued)

TR 13-2019: Excluded Expenses in the 2019 Budget-Ontario Regulation 284/09

Treasurer Diane Larder provided a report to Council in compliance with Ontario Regulation 284/09. The regulation allows certain expenses (amortization expenses, post-employment benefit expenses and solid waste landfill closure and post-closure expenses) to be excluded from the annual budget.

Resolution No. 15 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that Council acknowledges that expenses related to amortization expenses are excluded in the

2019 budget. And further, that expenses related to landfill closure and post-closure are excluded from the 2019 budget as this function is not within the Township's sphere of jurisdiction.

NOW THEREFORE be it resolved that the Council of the Township of South-West Oxford accept the excluded expenses of the 2019 budgets as per Ontario Regulation 284/09.

AND FURTHER THAT the Council of the Township of South-West Oxford receive Report No. TR13-2019 as information.

DISPOSITION: Motion Carried

TR 14-2019: 2019 Tax Rates

Treasurer Diane Larder provided Council with a report to provide them with a summary of the 2019 tax rates.

Resolution No. 16 Moved by Valerie Durston
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 14-2018 as information;

AND FURTHER that By-Law 45-2019 be adopted to set the 2019 rates of taxation therein be approved.

DISPOSITION: Motion Carried

TR 16-2019: Amend Wray Piper Municipal Drain 2018 13-2018

Treasurer Diane Larder provided Council with a report to provide them with information for the request to amend By-Law 13-2018 to allow for a five-year and ten-year debenture period for the Wray Piper Municipal Drain 2018.

Resolution No. 17 Moved by George Way
 Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 16-2019 as information;

TOTAL \$435,030.99

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#70 - town of Aurora Council Resolution re: Response to Bill 108, More Homes, More Choice Act

#71 - Hanover Resolution re: Cuts to Ontario Library Services

#72 - Township of Essa Resolution re: Support of Essa Public Library Board Initiative

#73 - Township of Mulmur Resolution re: public libraries

#74 - Township of Mulmur Resolution re: Aggregate Resources Act

#75 - Upper Thames River Conservation Authority - April 23rd, 2019 Agenda

Resolution No. 20 Moved by Valerie Durston
Seconded by George Way

RESOLVED that information items and correspondence items #70 to #75 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- *By-Law No. 45-2019 - To provide for the levying of taxes for the year 2019*
- *By-Law No. 46-2019 - To amend By-law 13-2018 (Wray Piper Municipal Drain – 10-year debenture)*
- *By-Law No. 47-2019 - To enter into an agreement with Trevor and Cara Pottelberg*
- *By-law No. 48-2019 - To amend the Township's Alcohol Management Policy*
- *By-law No. 49-2019 – To provide for Drainage Works (Graydon Municipal Drain 2019)*

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

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

- By-Law No. 45-2019 being a By-law to provide for the levying of taxes for the year 2019
- By-Law No. 46-2019 being a By-law to amend By-law 13-2018 (Wray Piper Municipal Drain – 10-year debenture)
- By-Law No. 47-2019 being a By-law to enter into an agreement with Trevor and Cara Pottelberg
- By-law No. 48-2019 being a By-law to amend the Township's Alcohol Management Policy
- By-law No. 49-2019 being a By-law to provide for Drainage Works for the Graydon Municipal Drain 2019 (first and second reading only)

DISPOSITION: Motion Carried

Resolution No. 22 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that By-laws 45-2019 to 48-2019 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

West Oxford Community Hall Board Meeting Minutes - April 2, 2019

Resolution No. 23 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the West Oxford Community Hall Board Meeting Minutes of April 2nd, 2019 be received for information.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

Email from Nancy Matthews Hwy #19 and Union Road

Discussion took place regarding a recent email from Nancy Matthews regarding the intersection of Hwy #19 and Union Road. It was noted that

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. Township park clean ups have been completed in Sweaburg and Brownsville. Derehem Centre Summer BBQ is coming up on June 11th. Folden's Family Fun Day is coming up on June 22nd. The Beachville Museum camp days are starting to fill up for the summer.

CONFIRMATORY BY-LAW

By-Law No. 49-2019 - To confirm all actions and proceedings of Council (May 21st, 2019)

Resolution No. 26 Moved by Jim Pickard
 Seconded by Peter Ypma

RESOLVED that By-law 50-2019 being a By-law to confirm the proceedings of Council held Tuesday, May 21st, 2019 be read a first, second and third time this 21st day of May, 2019.

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

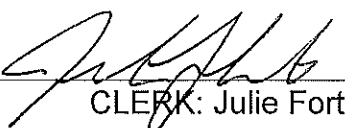
DISPOSITION: Motion Carried

ADJOURNMENT

Resolution No. 27 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that there being no further business, the Council meeting be adjourned at 10:04 p.m. to meet again on Tuesday, June 4th, 2019 at 9:00 a.m.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry



Sign-In Sheet
 Regular Council Meeting
 May 21st, 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 <u>Yes or No</u> (please include email)
Sean-Michael Stephan	Watson + Associates Essex St	D.C. Presentation	—
Neil Loucks	333187 Rowline	Drainage	✓
Kathy Gelink	383819 Salford Rd/Salford	Development change	kathygelink@shaw.ca yes
Pamela Balint	55618 Greenline, Tillsonburg	Drainage	
Nicholas Balint Sr.	55411 Greenline, Tillsonburg	Drainage	
Nicholas Balint Jr.	55618 Green Line, Tillsonburg	Drainage	
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