

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
September 1, 2020**

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), George Way (Ward 4), Jim Pickard (Ward 5), Craig Gillis (Ward 6)

MEMBERS ABSENT: Valerie Durston (Ward 3)

STAFF PRESENT: Mary Ellen Greb, Chief Administrative Officer
Diane Larder, Treasurer/Deputy CAO
Julie Forth, Clerk
Adam Prouse, Works Superintendent
Jason Brunt, Drainage Superintendent/Building Inspector (10:05 a.m.)

CALL MEETING TO ORDER

The meeting was called to order at 9:00 a.m. by Mayor David Mayberry and a quorum was present.

MOTION TO ACCEPT AGENDA

Resolution No. 1 Moved by George Way
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the September 1st, 2020 meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

August 11th, 2020 Regular Council Meeting Minutes

Resolution No. 2 Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that the regular minutes of the August 11th, 2020 Council meeting be approved.

DISPOSITION: Motion Carried

DISPOSITION: Motion Carried

9:05 a.m. - Development Planner Amanda Stellings - Zone Change
Application ZN 4-19-10 - Jeanette Phelps for property located at 584834
Beachville Road.

Development Planner Amanda Stellings advised that an application for zone change was previously considered by Council on October 1, 2019 to rezone the lots to be severed from consent applications B19-44-4/ B19-45-4 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the new rural residential use of the lands. As a condition of consent, and to allow the necessary schedules to be prepared for final approval of the amending By-Law, the applicant has prepared a reference plan for the lots to be severed and retained. Upon completion of the reference plan, it was determined that the lots to be severed and the lot to be retained were unable to comply with the minimum lot frontage requirements of the applicable zones. To address the deficiencies in lot frontage, the zone change application has been amended to request site-specific provisions for the applicable zones, and an additional public meeting in accordance with the requirements of the Planning Act, has been scheduled to allow Township Council to consider the revised application.

The subject property is described as Part Lot 4, Concession Broken Front (West Oxford), Township of South-West Oxford. The property is located on the south side of Beachville Road, lying between George Street and East Hill Line, municipally known as 584834 Beachville Road.

Planning staff are recommending approval of the application as the amended zone change application remains generally consistent with the policies of the Provincial Policy Statement and the residential infilling policies of the Official Plan.

Comments from the Applicant

Robert Yates, agent for the applicant, commented that he is satisfied with the report and that they are looking forward with moving ahead to finalize the consent process.

Comments from the Public

Sherry Lowes, questioned what will happen to the land which provides access to the farmland south of the subject property. Mr. Yates confirmed that 90.6 m of access will remain to provide access to the adjacent farm property. The farm parcel is part of the lot to retain at the east end of the subject property.

RESOLVED that the Council of the Township of South-West Oxford receive report CL 31-2020: Topsoil Removal Permit – Masson Property, Lots 16 & 17, Concession 2 for information;

AND FURTHER THAT Council approve the Topsoil Removal Permit Application submitted by Harrington McAvan Ltd., on behalf of Steve Masson, for Lots 16 & 17, Concession 2W, municipally known as 524031 Curry Road.

DISPOSITION: Motion Carried

CL 32-2020: Engage and Inform Committee Recommendation: Random Act of Kindness Day

Clerk Julie Forth provided Council with a report to bring forward for Council's information and consideration a recommendation made by the Township's Engage and Inform Committee. It was noted that this will primarily be a social media campaign to encourage random acts of kindness and communication within the community.

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

RESOLVED that the Council of the Township of South-West Oxford receive report CL 32-2020: Engage and Inform Committee Recommendation: Random Act of Kindness Day for information;

AND FURTHER THAT Council declare Tuesday, October 20th, 2020 as SWOX Random Act of Kindness Day;

AND FURTHER THAT Council provide direction to staff to promote random acts of kindness throughout the month of October in South-West Oxford through Township social media, the village voice and invite all municipalities within the County to participate in Random Act of Kindness Day with us.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

SWOX August County Council Report

Reviewed for information.

ERTH Corporation - Notice of Annual General Meeting of Shareholders

Members of Council will advise CAO Mary Ellen Greb or Clerk Julie Forth if they would like to attend the annual general meeting.

Resolution No. 10 Moved by George Way
 Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford appoint Mayor David Mayberry as the voting member for the Township at the EARTH Corporation Annual General Meeting on September 10th, 2020.

DISPOSITION: Motion Carried

PLANNING & ZONING (for information)

Public Notice - County of Oxford Land Division Committee - Arie & Anne Van Ginkel - 163567 Brownsville Road

Public Notice - County of Oxford Land Division Committee - Geof Gray (Salford Group Inc.) - 333502 Plank Line

Resolution No. 11 Moved by Jim Pickard
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support to the Oxford County Land Division Committee for consent applications submitted by Arie & Anna Van Ginkel for property located at 163567 Brownsville Road and Geof Gray for property located at 333502 Plank Line.

DISPOSITION: Motion Carried

AGENDA ITEMS & CORRESPONDENCE

#95 - Correspondence from Oxford County - Speed Limit Modifications

#96 - Correspondence from Township of Norwich - Support for Zenda Traffic Study

#97 - County of Oxford Resolution re: County Council Composition and Election of Head of Council

#98 - Upper Thames River Conservation Authority Board of Directors Meeting - [August 25, 2020](#)

#99 - Oxford County Report PW 2020-33 - Modernizing Hazardous Waste Reporting in Ontario, Environmental Registry of Ontario Posting No. 019-1760

#100 - Oxford County Report PW 2020-34 - Updating Ontario's Water Quantity Management Framework, Environmental Registry of Ontario Posting NO. 019-1340

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

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #95 to #100 inclusive for information and that they be noted and filed.

Discussion on the motion:

In response to an inquiry from Council, Works Superintendent Adam Prouse advised Council that they will begin the joint traffic study with the Township of Norwich in Zenda next week. The results of the traffic study, once completed, will be shared with the Zenda residents/public.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

September 1st, 2020 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for August 5 th to August 18 th , 2020	\$404,165.36
Bi-Weekly Payroll #17	\$41,243.80
Bi-Weekly Payroll #18	\$41,303.53
Fire Pay #8	\$12,966.12
Council Pay #7	\$6,996.20
TOTAL:	\$506,675.01

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#101 - Town of Gore Bay Resolution re: Long Term Care Facility Inspections

#102 - Town of Gore Bay Resolution re: COVID-19 Funding

Resolution No. 14 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #101 and #102 for information and that they be noted and filed.

DISPOSITION: Motion Carried

*Council took a five-minute break 9:25 a.m.

CLOSED SESSION

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

(b) personal matters about an identifiable individual, including municipal or local board employees (Fire Department Appointment).

Resolution No. 15 Moved by Jim Pickard
 Seconded by Peter Ypma

RESOLVED that Council move into closed session at 10:00 a.m. to hold a closed meeting in order to discuss a matter pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees (Fire Department Appointment);

DISPOSITION: Motion Carried

Resolution No. 16 Moved by Jim Pickard
 Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 10:05 a.m.

DISPOSITION: Motion Carried

APPOINTMENTS (continued)

10:00 a.m. - Christene Scrimgeour, Scrimgeour & Company CPA Professional Corporation - 2019 Audited Financial Statements

Auditor Christene Scrimgeour of Scrimgeour & Company reviewed the draft financial statements with Council for the year ending December 31, 2019. Ms. Scrimgeour first reviewed the independent letter, clarifying that she is an external, independent auditor and as such is qualified to complete the audit.

Working through the pages of the draft financial statements, Ms. Scrimgeour outlined the consolidated financial statements with the Township cemeteries, hall and park boards and the Township's investment in EARTH Corporation. She commented that overall, the audit reports good news for the Township and that the Township's net financial assets have increased by \$1.2 million- even after increasing the Township's debt for the Beachville Fire Hall, the Township's net financial position has increased.

In response to an inquiry from Council, Ms. Scrimgeour explained that at the end of 2018, the Township received a large supplementary tax assessment for an industrial property; these funds were due in 2019 which reduced the accounts payable significantly for the year.

Ms. Scrimgeour also commented on new assets for the Township in 2019; most of this was due to the new fire hall and road work that was completed in 2019. Ms. Scrimgeour reviewed and highlighted the notes included on the financial statements. She provided an explanation on obligatory reserve funds which may only be used for the purpose for which they were collected.

Ms. Scrimgeour reviewed the draft trust funds financial statement which was explained as being the funds related to cemetery operations. The auditor

noted that Council does not have active management role of the funds, since they are held in trust for the cemetery.

Mayor David Mayberry expressed his concern regarding the lack of long-term funding for Township cemeteries. He stated that when people purchase a plot, they expect that the cemetery is going to be there and be maintained forever. Operation costs each year are over \$20,000. Once these funds are spent, the Township is responsible for the operation costs. It was noted that there is a large discrepancy in the amount of money in each trust fund due to a large donation that was made to the West Oxford Cemetery from Frank Brink.

Resolution No. 17 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED the Council of the Township of South-West Oxford receive and approve the draft consolidated Financial Statements and Trust Fund Statements for the Township as of December 31st, 2019.

DISPOSITION: Motion Carried

STAFF REPORTS (continued)

BD 11-2020: July 2020 Building Report

Drainage Superintendent/Building Inspector Jason Brunt, on behalf of 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 July, 2020. He advised that to date 98 building permits have been issued. Building permit fees collected to date total \$111,521.86. Staff anticipate that building department revenue in 2020 will exceed the projected budget of \$125,000.

Resolution No. 18 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report BD-1- 2020 Monthly Building Report – July 2020 as information.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- *By-Law No. 41-2020 - To amend Township Procedure By-law (electronic participation at meetings)*
- *By-Law No. 44-2020 - To appoint District Chiefs for Brownsville and Beachville*
- *By-Law No. 45-2020 - To amend Township of South-West Oxford Zoning By-law (Phelps)*
- *By-Law No. 46-2020 - To amend Township of South-West Oxford Zoning By-law (Oxford Sand and Gravel)*

Resolution No. 19 Moved by Jim Pickard
 Seconded by Peter Ypma

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

- By-Law No. 41-2020 being a By-law to amend Township Procedure By-law (electronic participation at meetings)
- By-Law No. 44-2020 being a By-law to appoint District Chiefs for Brownsville and Beachville
- By-Law No. 45-2020 being a By-law to amend Township of South-West Oxford Zoning By-law (Phelps)
- By-Law No. 46-2020 being a By-law to amend Township of South-West Oxford Zoning By-law (Oxford Sand and Gravel)

DISPOSITION: Motion Carried

Resolution No. 20 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that By-law 41-2020 and By-laws 44-2020 to 46-2020 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

Dereham Centre Hall Meeting Minutes - February 24, 2020

Resolution No. 21 Moved by Peter Ypma
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive the Dereham Centre Hall Board Meeting minutes of February 24th, 2020.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. Earth Arbour Day is coming up at September 26th, 2020 at the Sweaburg Pavilion. It was noted that all halls are now open for rentals – this will be shared on social media and the Village Voice. More information will be coming from SWIFT regarding expansion of fibre within the Township.

CONFIRMATORY BY-LAW

By-Law No. 47-2020 - To confirm all actions and proceedings of Council (September 1st, 2020)

Resolution No. 22 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that By-law 47-2020 being a By-law to confirm the proceedings of Council held Tuesday, September 1st, 2020 be read a first, second and third time this 1st day of September, 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

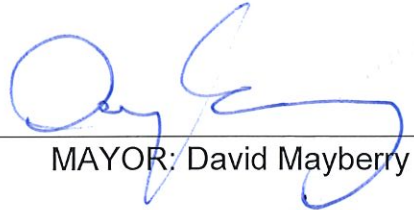
Resolution No. 23 Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that there being no further business, the Council meeting be adjourned at 10:56 a.m. to meet again on Tuesday, September 15th, 2020 at 7:00 p.m.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry

