

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
September 3, 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
Bill Freeman, Works Superintendent
Julie Forth, Clerk
Jeff VanRybroeck, Fire Chief & CEMC
Howard Leaver, CBO

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 Jim Pickard
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the September 3rd, 2019 meeting of council be approved as amended to include discussion under New Business regarding Aggregate Ontario, AMO Update, proposed boundary adjustment with the Town of Ingersoll.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

Councillor Buchner declared a pecuniary interest in relation to Clerk's Report CL 39-2019: Petition for Drainage Works.

MINUTES

August 13th, 2019 Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way

Seconded by Paul Buchner

RESOLVED that the regular minutes of the August 13th, 2019 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 38-2019: Business Arising from the Minutes of August 13th, 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. She noted that the amended Fence By-law would be brought forward to the September 17th 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 CL 38-2019 Summary of Staff Actions Related to Business Arising from the Minutes of August 13th, 2019 as information.

DISPOSITION: Motion Carried

PRESENTATIONS

Diane Larder 10th Anniversary Pin

Mayor David Mayberry presented Treasurer Diane Larder with her 10th anniversary pin and thanked her for her years of service to the Township.

APPOINTMENTS

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

RESOLVED that Council move into public meeting at 9:05 a.m. to consider Official Plan Amendment OP 19-11-4 and Zone Change Application ZN 4-19-07 submitted by Monheim Farms Ltd.

DISPOSITION: Motion Carried

9:05 a.m. - Adam Ager Development Planner - Official Plan Amendment OP 19-11-4 & Zone Change ZN 4-19-07 - Monheim Farms Ltd.

Development Planner Adam Ager explained that applicant proposes to amend the Official Plan to include a site-specific policy to permit a special events facility on the property. The proposed facility will host a variety of events, including weddings, and will be located predominantly within the existing bank barn on the property.

The subject property is described as Part Lot 1, Concession 1 (West Oxford) in the Township of South-West Oxford. The lands are located on the south side of Karn Road, west of the City of Woodstock and is municipally known as 564962 Karn Road.

The purpose of the zone change application is to amend the existing 'Special General Agricultural Zone (A2-27)' that applies to the property to implement the above noted Official Plan Amendment. Additionally, the zone change application proposes to amend a portion of the existing 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-sp)' to add parking accessory to a special events facility as a permitted use.

The whole of the subject lands comprises approximately 79.8 ha (197 acres). The majority of the lands are licenced for aggregate extraction and approximately 31 ha (77 acres) at the southerly end of the property is currently being used for this purpose. The remainder of the lands are in agricultural production, including the areas immediately surrounding the portion of the property on which the weddings and special events facility is proposed.

Planning staff have identified a growing demand for the type of facility that is being proposed, based largely on the number of inquiries and applications for 'wedding barns' and similar special event facilities received over the past several years. While it is difficult to determine the long-term demand for these types of facilities in Oxford County, there are presently no similar operating venues in Oxford of which staff are aware (for Council's information, an application for a similar event facility was approved by Blandford-Blenheim and County Councils in 2018, although this facility is not yet in operation).

Staff are of the opinion that, as this type of facility relies on a rural/agricultural location and that alternative locations in settlement areas are not necessarily appropriate and would be counter to the general intent to take advantage of the County's rural/agricultural setting for events. Further to this, given the location of the subject lands in close proximity to the City of Woodstock, and being adequately separated from agricultural operations staff are satisfied that the proposed use of a special events facility on the subject lands will have minimal impacts on the surrounding agricultural area.

Adam commented on the need for the applicants to ensure compliance with Fire and Building Codes in relation to the building on the property to be used for assembly occupancy. He commented that parking will be provided on a portion of the lands which are currently designated ME in the Township's Zoning By-law, however this area has been identified as an area of no extraction.

Comments from the Applicant

Ron Davidson, planning consultant on behalf of the Applicants, advised Council that the barn on the subject property had been used in the past under temporary use zoning that was given, this current application seeks to permanently rezone the lands. The applicants have spent a lot of money to bring the building into compliance with Fire and Building Codes. John Martin, also on behalf of the applicants, indicated that the applicants have every intent to work with staff to ensure compliance including with respect to water supply and fire routes on the subject property.

Comments from the Public

No member of the public spoke in support of or opposed to the application.

Comments from Council

Councillor Pickard spoke in support of the staff report and stated that this is a worthwhile opportunity for South-West Oxford. He questioned what the applicants are proposing to ensure enough water supply for fire suppression. Mr. Martin stated that they plan to install a 10,000-gallon water supply with a dry standpipe connection. He stated that they will work with the Township's Fire Chief to determine where the best location for this will be on the property.

It was discussed that no food is prepared on site. There is a serving area, however no cooking, no stove or fryers in the building. Dishes that are used are taken off site to be cleaned.

Phil Karn stated that they have received public health approval in the past on the condition that water not be used for drinking. Drinking water is brought to the site for events.

Resolution No. 5 Moved by Jim Pickard
 Seconded by George Way

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

DISPOSITION: Motion Carried

Resolution No. 6 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford approve in principle, the zone change application File No. ZN 4-19-07, submitted by Phil Karn and John Martin, for lands legally described as Part Lot 1, Concession 1 (West Oxford), Township of South-West Oxford, to amend the existing 'Special General Agricultural Zone (A2-27)' to permit a special events facility on the subject lands, and that a portion of the lands to the immediate west of the special events facility be rezoned from 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-sp)' to include a parking lot accessory to the above noted special events facility to the list of permitted uses;

AND FURTHER THAT the Council of the Township of South-West Oxford support the application to amend the Oxford County Official Plan (File No. OP 19-11-4), submitted by Phil Karn and John Martin, for lands legally described as Part Lot 1, Concession 1 (West Oxford), Township of South-West Oxford, to designate the lands as a site specific policy area to allow for a special events facility in the agricultural area.

DISPOSITION: Motion Carried

9:30 a.m. - Cyrus Ghassabeh, Forbes Bros. - proposed XplorNet Communications Tower - 384203 Salford Road

Cyrus Ghassabeh, on behalf of the Forbes Bros and XplorNet Communications provided information to Council with respect to a proposed communications tower at 384203 Salford Road. He advised they are currently in the public consultation process and once completed they would report back to Council and request municipal support. The proposed tower is expected to help bring internet service to rural communities and to bring fibre connection in the future.

Councillor Ypma suggested that they consider a greater setback from the hog barn. He commented on the corrosion that may occur at 1-1.5 metres from the barn. Mayor Mayberry encouraged them to get fibre to the communications tower sooner rather than later. In response to an inquiry from

Councillor Durston, it was noted that the next closest tower in relation to the proposed tower is approximately 4.5km to the northwest.

9:45 a.m. - Gord Roesch, President - South-West Fire Academy

Gord Roesch, President of South-West Fire Academy gave a presentation to Council regarding their proposal to relocate their training facility to the Township. He provided Council with information on the fire fighter certification training provided by the school and the partnership which he hopes to established with the Township.

Discussion took place regarding where the students are housed during the boot camp and how many students may be on site on average. Council was advised that on the weekends there may be 60-80 students, however on average classes are approximately 30 students.

With respect to property taxes, Gord Roesch was advised that the Township is not permitted to waive property taxes, however South-West Fire Academy may apply to the Township for Council to consider a grant to assist with property taxes during the period that they will be carrying the cost of two facilities.

Zoning for the property was discussed; it was noted that the property would need a site-specific amendment to permit the operation of a commercial school.

Chief VanRybroeck commented that South-West Fire Academy is very active on social media and members of Council and the public can see the activities that they participate in throughout the community. He thinks that they would be a great Township partner and would be able to assist the Township and provide training for certain speciality teams which the Township currently does not do such as trench and confined space rescue. Being able to use South-West Fire Academy's live fire training facility would be an additional benefit to the Township's Fire & Emergency Services Department.

Mayor Mayberry commented that consideration would need to be given to neighbouring residents in the area to ensure that they are not disturbed by the training facility's activities.

10:00 a.m. - Tim Thompson, NST Recreational Trail Community Group re: rail corridor bike trail

Tim Thompson, on behalf of NST Recreational Trail Community Group, gave a presentation to Council regarding a proposed trail from Norwich to Tillsonburg along the County owned rail corridor. He advised that they are currently presenting the idea to local municipal Council for support. The next step is to develop a workplan and obtain cost estimates for construction. The NST Recreational Trail Community Group will be providing a follow up report to local Councils in January, 2020.

CAO 23-2019: Strategic Planning - September 3 update

CAO Mary Ellen Greb provided a report to Council to inform them of the delay in reporting the delegation of responsibilities of the Strategic Plan action items. This information will come before Council at the September 17th regular Council meeting.

Resolution No. 9 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that Report CAO 23-2019 be received as information.

DISPOSITION: Motion Carried

CAO 25-2019: Performance Appraisal - Management Form Update 2019

CAO Mary Ellen Greb provided Council with a report to seek approval of the 2019 Performance Appraisal Format for the CAO in order to commence the annual review process for the position. She advised that the performance appraisal format has been amended to tie into the goals of the Township's strategic plan.

Members of Council had a discussion regarding core competencies for the CAO position and commented that they were not sure where thoughts on problem solving or financial matters would be included on the amended format. CAO Mary Ellen Greb advised that the amended format is intended to be kept broad so that general comments may be included to encourage more dialogue. Council expressed support of trying the new format for a year and to make changes as considered necessary going forward. Council requested that the description in each category be expanded to ensure that other competencies outlined in the previous form are also referenced.

The amended performance appraisal format will be a fillable form and each member of Council will complete one to be compiled by the Mayor for final review.

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

RESOLVED that Report CAO 25-2019 be received as information:

AND FURTHER that the 2019 Performance Appraisal Format be approved by Council.

DISPOSITION: Motion Carried

** Councillor Buchner excused himself from this portion of the meeting as it relates to Clerk's Report CL 39-2019: Petition for Drainage Works to which he declared a pecuniary interest.*

CL 39-2019: Petition for Drainage Works (203798 Keswick Road - Darryl Whittington)

Clerk Julie Forth provided a report to Council to bring forward a request for Drainage Works received by the property owner for the replacement of an existing Municipal Drain (Petition for Drainage Works received from Darryl Whittington, 203795 Keswick Road).

Discussion took place regarding the need to ensure that there is sufficient capacity to remove water from private drains installed in agricultural fields. Additionally, it was noted that Stoney Creek needs to be cleaned out. Drainage Superintendent Jason Brunt will look into this.

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

RESOLVED that the Council of the Township of South-West Oxford accept the Petition for Drainage Works received by Darryl Whittington, dated August 7th, 2019;

AND FURTHER THAT the firm of Spriet Associates (Mike DeVos), Engineers and Architects be appointed to complete a new report in accordance with Section 4 of the Drainage Act, RSO 1990, Chapter D17.

DISPOSITION: Motion Carried

** Councillor Buchner returned to the meeting.*

TR 23-2019: 2018 Waste Management Financial Reconciliation

Treasurer Diane Larder provided Council with a report to provide them with an annual report on the surplus within the waste management budget for the Township for the year ending 2018 and their support to transfer these funds into reserves for future expenses.

Discussion took place regarding the tonnes collected for garbage and recycling. It was noted that recycling is down and garbage is up in 2019 over

2018. It was suggested that the next newsletter include information on what can be recycled and the savings that have been achieved by the Township by moving to six-day garbage collection.

Resolution No. 12 Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR23-2019 as information;

AND FURTHER that the waste management surplus funds of \$44,385 be transferred to reserves.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

PLANNING & ZONING

- *Application for Consent - B19-56-4 - Alex and Christine Verschueren - 312855 Dereham Line (for information)*
- *Notice of Complete Application - ZN 4-19-09 - Mt. Elgin Developments Inc. c/o Brian Graydon (for information)*

AGENDA ITEMS & CORRESPONDENCE

#112 - Oxford County Report August 2019

#113 - Correspondence from Minister of Fisheries and Oceans re: Bill C-68

#114 - Anonymous Complaint from Beachville Resident

Discussion took place regarding the long grass and weeds along the boulevard in Beachville. It was noted that the County had cleared this in the past. Mayor Mayberry will follow up on this. He also advised that the County will be considering options to rebuild the intersection of Foldens Line and County Rd. 9 in 2020.

#115 - Request from Jannie Law - 583217 Hamilton Road - Township Right of Way

Council reviewed this request. The Recommendation from staff was to leave the right of way in place. Staff will check to see if a building permit was issued for the garage.

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

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to continue the status quo with respect to the right of way at 583217 Hamilton Road.

DISPOSITION: Motion Carried

Resolution No. 14 Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED that agenda and correspondence items #112 to #115 be received for information and they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

September 3rd, 2019 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable	
August 10 th to 30 th , 2019	\$209,241.94
Bi-Weekly Payroll #17	\$39,259.85
Bi-Weekly Payroll #18	\$41,443.59
Fire Pay #8	\$12,350.00
Council Pay #8	\$6,442.88
TOTAL	\$308,738.26

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#116 - Correspondence from Solicitor General - Public Reports Regulation (O. Reg. 377/18)

#117 - June 25th, 2019 UTRCA Board Minutes & August 27th, 2019 Board Meeting Audio

#118 - AMO Policy Update - Next Steps on Blue Box Program

#119 - Township of Papineau-Cameron Resolution - Municipal Amalgamation

#120 - Township of Bradford West Gwillimbury - Never Forgotten National Memorial

#121 - Municipality of Bluewater Resolution - Reducing Litter and Waste in Our Communities

Resolution No. 16 Moved by George Way
 Seconded by Craig Gillis

RESOLVED the correspondence and information items #116 to #121 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 72-2019 - To authorize an agreement to appoint Deputy Chief Building Official (Township of Zorra)

Resolution No. 17 Moved by Peter Ypma
 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. 72-2010 being a by-law to authorize the execution of any agreement to appoint a Deputy Chief Building Official with the Township of Zorra.

DISPOSITION: Motion Carried

Resolution No. 18 Moved by George Way
 Seconded by Jim Pickard

RESOLVED that By-law 72-2019 be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-law and affix the corporate seal.

DISPOSITION: Motion Carried

COMMITTEES

Hilltop Park Committee Meeting Minutes

Resolution No. 19 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that the following meeting minutes of the Hilltop Park Committee be received for information:

- April 9th, 2019
- May 14th, 2019
- June 11th, 2019

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

SWOX/Ingersoll Boundary Adjustment

Council discussed the upcoming boundary adjustment meeting with the Town of Ingersoll next week. Discussion took place regarding the proportion of property taxes from the CAMI property to be shared between the Township of South-West Oxford and the Town of Ingersoll. Council recommended that the Township receive 24% of the property taxes received from this property.

Aggregate Ontario Membership

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

RESOLVED that the Council of the Township of south-West Oxford provide direction to staff to purchase a membership with Aggregate Ontario at a cost of \$300 with the understanding that the Township will not change the current operation of the Township owned gravel pit on Hamilton Road.

DISPOSITION: Motion Carried

AMO Update – Councillor Durston

Councillor Valerie Durston provided a verbal update for Council from the AMO Conference in August. She provided a summary of the funding announcements made by Premier Doug Ford at the conference. A written report will follow at the September 17th Council meeting.

CLOSED SESSION - NONE

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. It was noted that the Hilltop Park playground equipment should be completed by September 9th. The Beachville Museum held a successful summer BBQ two weeks ago, with approximately 160 people in attendance. The SWOX staff and Council road tour is coming next week; it was suggested that the proposed wedding barn on Karn Road be added to the tour. Reuseapalooza is coming up in Sweaburg on September 14th, 2019. The Mt. Elgin Fire Fighter's Fish Fry is scheduled on September 21st, 2019.

CONFIRMATORY BY-LAW

By-Law No. 73-2019 - To confirm all actions and proceedings of Council (September 3rd, 2019)

Resolution No. 21 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that By-law 73-2019 being a By-law to confirm the proceedings of Council held Tuesday, September 3rd, 2019 be read a first, second and third time this 3rd day of September, 2019.

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


DISPOSITION: Motion Carried

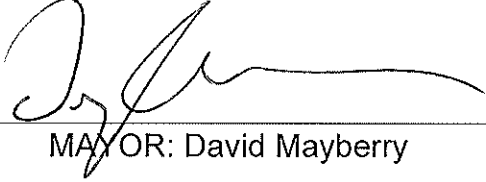
ADJOURNMENT

Resolution No. 22 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that there being no further business, the
Council meeting be adjourned at 12:01 p.m. to meet
again on Tuesday, September 17th, 2019 at 7:00 p.m.

DISPOSITION: Motion Carried


CLERK: Julie Forth


MAYOR: David Mayberry