TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
October 16, 2018

MEMBERS PRESENT:	Mayor:	David Mayberry
	Councillors:	David Hayes (Ward 2), Valerie Durston (Ward 3), Paul Buchner (Ward 1), George Way (Ward 4)
MEMBERS ABSENT:		Jim Pickard (Ward 5), Gerald Mitchell (Ward 6)
STAFF PRESENT:		Mary Ellen Greb, CAO Diane Larder, Treasurer Julie Forth, Clerk Adam Prouse, Works Foreman

CALL MEETING TO ORDER
Mayor David Mayberry called the meeting to order at 7:00 p.m. and a quorum was present.

MOTION TO ACCEPT AGENDA

Resolution No. 1 Moved by George Way
Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the October 16th, 2018 meeting of Council be approved, as amended to add further discussion in Closed Session regarding potential acquisition of land and further matters related to an identifiable individual.

DISPOSITION: Motion Carried

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

MINUTES

October 2nd, 2018 Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way
Seconded by Valerie Durston

RESOLVED that the regular minutes of the October 2nd, 2018 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 54-2018: Business Arising from the Minutes of October 2nd, 2018

Clerk Julie Forth provided a report to Council to provide an overview for Council of the staff actions arising from the minutes of the last meeting related to various items requested by Council at that meeting.

Resolution No. 3 Moved by Paul Buchner
Seconded by George Way

RESOLVED that the regular minutes of the October 2nd, 2018 Council meeting be approved.

DISPOSITION: Motion Carried

Councillor Way commented that he, Councillor Buchner and Councillor Durston attended the Beachville fire hall tour last week and that he was very impressed with the building.

APPOINTMENTS

7:05 p.m. Catharine White - Brownsville Community Hall 2019 Grant Request

Catharine White, on behalf of the Brownsville Community Hall, reviewed the projected operating budget for the hall for 2019 and reviewed the proposed five-year capital plan. The hall board has projected that operating expenses will remain the same and have requested $8,500 for 2019. She advised that the committee is looking to do repairs to the park/food booth in 2019 and advised that the storage shed has been removed; there was damage and safety concerns with this building.

Catharine noted that the tennis courts are not being used anymore and that the Committee would like to consult with the community to find out what the residents would like to see in this space. She reminded Council that there is a wine and cheese fundraising event taking place at the hall this Friday, there will be a silent auction and an opportunity for residents to leave feedback about the park.

It was noted that the Committee's application form referenced a trillium grant which should be removed from their request. This was in relation to a previous request for a splashpad the year before. The Committee would like to complete the gazebo in 2020 and install new playground equipment in

2021. There is some concern about the age of the existing play equipment; it was noted that Township staff conducts health and safety inspections of all hall and park facilities on a monthly basis. Any concerns are immediately addressed.

7:15 p.m. Stephanie Radu, Beachville Museum Curator - 5 Year Capital Plan and Operating Grant

Stephanie Radu, Beachville Museum Curator, addressed Council with an update on the activities at the Beachville Museum. She reviewed the operating budget for the current year and the proposed 2019 operating budget. She specifically commented on the need to update some of the exhibitions at the museum and purchase some new supplies for the summer camp program. She noted the importance of having regular weekend staff there and throughout the summer who understand the direction the museum would like to go.

Stephanie explained that the museum is no longer charging an admission fee which she hopes will make people feel like they can come by anytime. Instead the museum is using a donation box; she commented that people are often happy to drop off a donation. The museum will still run group tours and after-hours events to generate revenue that way. The museum would also like to promote the space for meetings, weddings and picnics throughout the year.

Stephanie advised that the program room is getting a lot of use the museum would like to direct some funds to laying a new floor and fixing the lighting. Mayor Mayberry commented on the Township's policy to replace lighting with LED or T5s in Township facilities.

With respect to proposed capital projects, they are planning to do the driveway and landscaping at the museum in 2019. In the future, Stephanie noted that barn floors and garage will be a priority to ensure safe storage of museum artifacts. Mayor Mayberry commented that Works Superintendent Bill Freeman should have a look at the museum driveway so that it could be tendered with other Township paving projects for the year.

Attendance at the museum was discussed and Council was happy to hear about geocaching at the museum. Stephanie estimates that the geocaching brings in approximately six visitors a month. Council thanked Stephanie for her presentation and commented that it helps them have a better understanding of what is going on at the museum.

7:30 p.m. Trevor and Cara Pottelberg - Privacy Issues Brownsville Park and Pottelberg property
CAO 20-2018: Boundary Fencing (south edge) Brownsville Park

CAO Mary Ellen Greb presented a report to Council with some background information on boundary and fence issues that have been ongoing between the Township and the Brownsville Park. She commented on the options as outlined in the staff report with respect to the location of the fence and cost sharing arrangement for the construction of a fence. If the fence is constructed on the property line, trees and shrubs would need to be removed to facilitate construction. The other option is to construct the fence on the other side of tree line to keep the trees in place; this would require the abutting property owners to purchase a few feet of Township owned land.

Council commented on the options as outlined in the staff report and expressed support for Option 2 which would construct the fence on the other side of the tree line so that the trees and shrubs did not need to be removed. Council also express support of the costs sharing arrangement as outlined in the staff report and noted that this would be consistent with the provisions of the Line Fences Act; the Township to pay half the cost of the chain link fence.

Trevor and Cara Pottelberg addressed Council in relation to the ongoing issues they have experienced with the park. They noted that they have worked hard to get the tree line to come in and hopefully that they can come to an agreement with the Township on the fence location and shared cost.

Mayor David Mayberry asked that this matter be forwarded to the Brownsville Hall Board for their comments as well and this may potentially impact the boundary at the park. Catharine White, on behalf of the Brownsville hall board, indicated this item can be added to their agenda for November.

Discussion also took place regarding a north boundary fence that was paid for by the Township near the firehall. It was noted that Council made this decision as a result of the location of the firehall at the north side of the park. The firehall resulted in a huge change to the use of the north end of the property.

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

RESOLVED that Council receive Report CAO 20-2018 as information;

AND FURTHER THAT Council provide direction to staff to send the report to the Hall Board for their consideration, and indicated that Council is in support of

Option 2.

DISPOSITION: Motion Carried

8:00 p.m. Richard Bell - Grove Cemetery 2019 Grant Request

Richard Bell, on behalf of Grove Cemetery, reviewed the cemetery's grant request for 2019. He noted that grass cutting is the cemetery's biggest expense and some additional funds were spent on tree removal in 2018. They are starting to have some problems with trees. Richard advised that there are still about 70 or 80 plots available for purchase. A full plot costs $900 and a cremation plot costs $450. Prices were raised about two years ago in January.

8:10 p.m. Henry Gren - Sweaburg Lions 2019 Grant Request

Henry Gren, on behalf of the Sweaburg Lions Club, presented their 2019 grant request to Council. The Sweaburg Lions is requesting $640 for 2019 to be used towards the maintenance of the building, minor repairs to the pavilion and bank fees. They are also asking for an additional $2,200 to replace a freezer and refrigerator that are over 20 years old. Henry advised that their energy bills are more than their rental income. The Sweaburg Lions would also like to replace the lighting at the pavilion to LEDs or T5s. In an effort to conserve energy, the Lions turn the water heater on in the morning of a rental and then turn it of at the end of the rental. Looking ahead, the Lions would like to finish the extension and replace some of the boards on the exterior of the pavilion.

STAFF REPORTS

BD 19-2018: Monthly Building Report - September 2018

CAO Mary Ellen Greb presented the building statistics as of September, 2018. She noted that the department has exceeded their projected permit revenue for the year. Discussion took place about how the additional funds will be used and it was noted that any additional funds would be transferred to the building reserve. The projected revenue is based on approximately 80% of the anticipated expenses for the department.

Resolution No. 5 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD 19-2018: Monthly Building Report - September 2018 for information.

DISPOSITION: Motion Carried

TR 14-2018: 2019 Budget Survey Response

Treasurer Diane Larder provided a report to Council with the results of the 2019 Budget Survey. This survey was done in partnership with Oxford County; 74 of the responses received were from residents within the Township of South-West Oxford. She noted that overall residents are happy and would like to maintain the level of services within the Township. If Council has any suggestions for questions to be included on the survey going forward, they should let Diane know.

Councillor Buchner noted that there were a number of comments regarding farm tax vs. residential.

Resolution No. 6 Moved by George Way
Seconded by Paul Buchner

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

AND FURTHER RESOLVED that the 2019 Budget Survey results be considered as part of budget deliberations.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

ACCOUNTS PAYABLE REPORT

October 16th, 2018 - Accounts Payable Report

Resolution No. 7 Moved by David Hayes
Seconded by Valerie Durston

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for Sept 27 – Oct 5, 2018	$314,091.32
Bi-Weekly Payroll #21	$37,115.75

Fire Pay #10	$18,789.34
Council Pay #10	$6,025.86
TOTAL:	$376,022.27

DISPOSITION: Motion Carried

Discussion took place regarding the John Deere Engine purchase; a new engine was recommended. The cost was comparable to rebuilding the engine and a new engine had better warranty; the grader will be in use for at least another three years.

INFORMATION ITEMS & CORRESPONDENCE

#116 - City of Hamilton letter supporting the Township of Amaranth NAFTA Resolution

#117 - Township of Montague Resolution - Request for Consultation with Municipalities

#118 - AMO Briefing: Municipal Governments in the Ontario Recreational Cannabis Framework

#119 - Township of Amaranth Resolution - Licensing Process to Take Water for Commercial Water Bottling Facilities

Resolution No. 8 Moved by George Way
Seconded by David Hayes

RESOLVED that Council receive items #116 to #119 for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 78-2018 - To amend the assessment schedules for the Shuttleworth Branch of the Wilson Drain 2018
- By-Law No. 79-2018 - To amend the assessment schedules for the Wray Piper Municipal Drain 2018
- By-Law No. 80-2018 - To amend the assessment schedules for the Shelton Drain No. 2 2018
- By-Law No. 81-2018 - To amend the assessment schedules for the Clifton Drain 2017
- By-Law No. 82-2018 - To amend the assessment schedules for the De Bruyn Drain 2018
- By-law No. 83-2018 - To enter into an agreement for Garden Suite (Gatlin and Brandon Dean)

- By-law No. 84-2018 - To authorize the execution of an agreement of purchase and sale (Mike Christiaens)

* Mayor David Mayberry declared a pecuniary interest relating to By-law 78-2018 for the Shuttleworth Branch of the Wilson Drain. He left the room for this portion of the discussion.

Councillor Way took the position of Chair.

Resolution No. 9 Moved by David Hayes
Seconded by Paul Buchner

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

- By-Law No. 78-2018 being a By-law to amend the assessment schedules for the Shuttleworth Branch of the Wilson Drain 2018

DISPOSITION: Motion Carried

Resolution No. 10 Moved by Valerie Durston
Seconded by Paul Buchner

RESOLVED that By-law 78-2018 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

Mayor David Mayberry returned to the meeting and took the position of Chair.

Resolution No. 11 Moved by George Way
Seconded by Valerie Durston

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

- By-Law No. 79-2018 being a By-law to amend the assessment schedules for the Wray Piper Municipal Drain 2018
- By-Law No. 80-2018 being a By-law to amend the assessment schedules for the Shelton Drain No. 2 2018
- By-Law No. 81-2018 being a By-law to amend the assessment schedules for the Clifton Drain 2017

- By-Law No. 82-2018 being a By-law to amend the assessment schedules for the De Bruyn Drain 2018
- By-law No. 83-2018 being a By-law to enter into an agreement for Garden Suite (Gatlin and Brandon Dean)
- By-law No. 84-2018 being a By-law to authorize the execution of an agreement of purchase and sale (Mike Christiaens)

DISPOSITION: Motion Carried

Resolution No. 12 Moved by George Way
Seconded by David Hayes

RESOLVED that By-laws 79-2018 to 84-2018 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

- Sweaburg Parks and Recreation Minutes of September 20th, 2018
- Engage and Inform Committee Minutes of September 5th, 2018
- Energy Innovation Committee Minutes of September 5th, 2018

Resolution No. 13 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that the following Committee Minutes be received by Council for information:

- Sweaburg Parks and Recreation Minutes of September 20th, 2018
- Engage and Inform Committee Minutes of September 5th, 2018
- Energy Innovation Committee Minutes of September 5th, 2018

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

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; and
(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Resolution No. 14 Moved by George Way
Seconded by Valerie Durston

RESOLVED that Council move into closed session at 8:33 p.m. to discuss a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees and potential acquisition or disposition of land.

DISPOSITION: Motion Carried

Resolution No. 15 Moved by Paul Buchner
Seconded by George Way

RESOLVED that Council reconvene in open session at 9:15 p.m.

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement.

CONFIRMATORY BY-LAW

By-Law No. 85-2018 - To confirm the actions and proceedings of Council (October 16th, 2018)

Resolution No. 16 Moved by George Way
Seconded by Paul Buchner

RESOLVED that By-law 85-2018 being a By-law to confirm the proceedings of Council meeting held on Tuesday, October 16th, 2018 be read a first, second and third time and finally passed this 16th day of October, 2018.

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. 17 Moved by Valerie Durston
Seconded by George Way

RESOLVED that there being no further business, Council adjourn at 9:25 p.m. to meet again on November 6th, 2018 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

October 16th, 2018 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)
Catherine White	11 Wood St. W	5 yr. Plan / Current Year
MARILYN COOK	mdcook@execulink.com	BDM budget presn.
Stephanie Radu	curator.bdm@execulink.com	BDM Budget Presentation.
MARIE KEASEY	ward2@zorra.on.ca	" " "
Ron FORBES	ward1zorra. rforbes@zorra.on.ca	BDM Budget.
Cara Pottelberg	292230 Culloden Line Brownsville	Fence
[illegible]	5 Edwood Dr	
Alison Moelhar	72 Devonshire Ave	
Richard Bal	323795 Nr Elgin Road	Grove Cemetery

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