

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
December 3, 2019**

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5), Craig Gillis (Ward 6)

MEMBERS ABSENT: Pete Ypma (Ward 2)

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk
Bill Freeman, Works Superintendent
Jeff VanRybroeck, Fire Chief
Adam Prouse, Works Foreman

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 Paul Buchner
Seconded by George Way

RESOLVED that the regular meeting agenda for the December 3rd, 2019 meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

November 12th, 2019 Special Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED that the minutes of the November 12th, 2019 special Council meeting be approved.

9:15 a.m. - Mike Hawkins, Oxford Trails 2020 Grant Request

Mike Hawkins, on behalf of the Oxford Trails group, reviewed some photos of the Thames River Trail for Council and commented on work that has been completed there in recent years. Last year the committee purchased a mower with a donation received from the Township. The committee has a volunteer cutting the grass for them.

Mike discussed a section of the trail that is very wet, which makes it difficult for use by families with strollers and bikes. They would like to install drainage in this area in 2020. This area is approximately 400m long. The committee has also applied for funding from the Oxford Community Foundation for an observation deck to hang over the wetland pond area in the west end.

For 2020, the Committee is requesting \$1,500 from the Township towards the drainage system.

9:30 a.m. - Michelle Wood, By-law Exemption Request - Recreational Vehicle Parking

CL 54-2019: By-law Exemption Request (Beachville Road) - Recreational Vehicle in Residential Zone

Clerk Julie Forth provided a report to Council to bring forward a request for their consideration to permit human habitation in a recreational vehicle on a temporary basis at 584559 Beachville Road. The property owner, Michelle Wood, was also in attendance and spoke to this request. She explained that her daughter and family are living in the trailer due to financial distress. They are agreeable to ensuring that the trailer is located on the property within the requirements of the Township's Zoning By-law, that the trailer will not be connected to the property's septic system and that a fire inspection be conducted at the property.

Resolution No. 5 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 54-2019: By-law Exemption Request (584559 Beachville Road) - Recreational Vehicle in Residential Zone for information;

AND FURTHER THAT Council approve an exemption to the Township of South-West Oxford Zoning By-law to permit temporary human habitation in a recreational vehicle in a residential zone at 584559 Beachville Road, until May 1st, 2020, subject to receipt of confirmation

that the trailer is not connected to the existing septic system on the property, that all required setbacks as outlined the Township's Zoning By-law be maintained and that the Fire Department be permitted to conduct an inspection of the property;

AND FURTHER THAT Council provide direction to staff to notify residents within 120 m of the subject property of their approval of this request.

DISPOSITION: Motion Carried

9:45 a.m. - Jim Pickard, Sweaburg Parks and Recreation 2020 Grant Request

Jim Pickard, on behalf of the Sweaburg Parks and Recreation Committee, presented their 2020 grant request. He advised that a small loss is projected for 2019. The ball tournament fundraiser was not as successful as it has been in the past.

Councillor Pickard noted that something will need to be done at the park to clean up some of the trees at the park. The Committee is not planning any work at the park this year; next year, they would like to add clay to the ball diamond.

Councillor Pickard also noted that volunteers in and around the Sweaburg area had been awarded the Melvin Jones Fellowship Award by Lions Club International including:
Sweaburg Lions Members: Jim Pickard, Ian MacKenzie, John Mc Intyre, Don Pearce, Marg Overvelt and Don Taylor; and
Community Volunteers: Bryan Smith, Dwight Hargreaves, Dorothy Garfat and Randy Silverthorne.

This award is issued to an individual for their years of service to the community and the Lions Club.

He further advised that the Sweaburg Lions are not requesting a grant this year. A lot of work has been done on the pavilion, lights have been replaced with LEDs and new appliances have been installed, which are more energy efficient.

9:55 a.m. - George Way, Sweaburg Cemetery 2020 Grant Request

George Way, on behalf of the Sweaburg Cemetery, presented their 2020 grant request to Council. He advised that the cemetery is requesting the same grant as last year, in the amount of \$1,230. This money is intended to be used towards grass cutting. He also commented on the columbarium that

the cemetery purchased two years ago, and advised Council that this has been a good investment for the cemetery.

STAFF REPORTS

BD 04-2019: September 2019 Building Report

Chief Building Official Howard Leaver provided a report to Council to provide them with the status of the activities in the building department as of end of September, 2019

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

RESOLVED that the Council of the Township of South-West Oxford receive report BD-04-2019 Monthly Building Report – September 2019 as information.

DISPOSITION: Motion Carried

BD 05-2019: October 2019 Building Report

Chief Building Official 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 October, 2019.

Resolution No. 7 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report BD-05-2019 Monthly Building Report – October 2019 as information.

DISPOSITION: Motion Carried

BD 06-2019: Replacement of the Heating and Cooling System at Brownsville Hall

Chief Building Official Howard Leaver provided Council with a report to seek their approval to exceed the budget estimate of \$15,000.00 for the replacement of the rooftop unit for Brownsville Community Hall. He commented on the four quotes that have been received for the replacement unit. He advised that the unit which is installed at the community centre currently is not being built anymore.

CAO 35-2019: Formalized Christmas Gift Card Policy

CAO Mary Ellen Greb provided a report to Council to seek their approval of a policy to formalize the issuance of \$50.00 gift cards/certificates to staff for Christmas.

Resolution No. 10 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that Council approve a policy permitting the issuance of gift cards/certificates valued at \$50.00 to staff and the District Chiefs for each station on an annual basis:

AND FURTHER that the funding for this continue to be included in the annual Township budget.

DISPOSITION: Motion Carried

CAO 37-2019: 2020 Cost of Living Adjustment

CAO Mary Ellen Greb provided a report to Council to seek their approval for a cost of living increase to the Township Pay Band Grid for 2020 in keeping with the Township Payroll Administration Policy 3.2, proposed as 1.7%. This proposed increase has been taken into consideration in the preparation of the draft 2020 budget.

Resolution No. 11 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that Council receive Report CAO 37-2019 as information;

AND FURTHER THAT Council approve the application of a Cost of Living (COLA) increase of 1.7% to the Pay Band Grid for 2020, effective January 1, 2020 for time worked in 2020.

DISPOSITION: Motion Carried

CL 55-2019: Breach of Planning Act - Zone Change Application ZN 4-18-07

Clerk Julie Forth provided a report to Council to inform them of an issue that occurred through the application process for Zone Change Application ZN 4-18-07 and explain the need to repeal By-law 60-2019.

Resolution No. 12 Moved by Craig Gillis
Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive report CL 55-2019: Breach of Planning Act - Zone Change Application ZN 4-18-07 (Erwin Family Holdings Inc.) for information.

AND FURTHER THAT Council repeal By-law 60-2019 in its entirety.

DISPOSITION: Motion Carried

PLANNING & ZONING

Public Notice of Application for Consent - B19-65-4 & B19-66-4 - MTO
Operations Office - 401225 ON-401 Woodstock

Resolution No. 13 Moved by Craig Gillis
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Public Notice of Application for Consent - B19-65-4 & B19-66-4 - MTO Operations Office - 401225 ON-401 Woodstock be received for information.

DISPOSITION: Motion Carried

AGENDA ITEMS & CORRESPONDENCE

#150 - Tillsonburg Airport Feasibility Analysis

#151 - Beachville Museum Quarterly Report

#152 - ROMA and ORGA Discuss Future Opportunities

Resolution No. 14 Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED that agenda and correspondence items #150 to #152 inclusive be received for information and that they be noted and filed.

Discussion on the motion:

Discussion took place regarding the Tillsonburg Airport Feasibility Analysis. It was noted that the Town of Tillsonburg has been encouraged to come to Township Council to discuss the feasibility analysis.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

December 3rd, 2019 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for November 20-29, 2019	\$147,579.22
Bi-Weekly Payroll #24	\$43,878.36
 TOTAL	 \$191,457.58

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#153 - St. Mary's Council Comments Regarding the Draft 2020 UTRCA Budget

#154 - Town of Amherstburg Resolution - Declaration of Climate Emergency in the Town of Amherstburg

#155 - Town of Amherstburg Resolution - Joint and Several Liability Consultation - Town of Amherstburg Support

#156 - Municipality of South Huron Resolution - Transformation of Building Services

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

RESOLVED that information and correspondence items #153 to #156 inclusive be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 92-2019 - To authorize the closure of the following road allowance: a portion of the road allowance between lots 24 & 25, BFC, South-West Oxford (West Oxford) being Part 5, Plan 41R-8251 (Pye)
- By-Law No. 93-2019 - To repeal By-law 60-2019 (Erwin Family Holdings Inc.)

Resolution No. 17 Moved by Jim Pickard
 Seconded by Craig Gillis

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

- By-Law No. 92-2019 being a By-law to authorize the closure of the following road allowance: a portion of the road allowance between lots 24 & 25, BFC, South-West Oxford (West Oxford) being Part 5, Plan 41R-8251 (Pye)
- By-Law No. 93-2019 being a By-law to repeal By-law 60-2019 (Erwin Family Holdings Inc.)

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that By-laws 92-2019 and 93-2019, 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

STRATEGIC PLANNING

management services will be tendered in 2020. Producer responsibility recycling is not planned to start until 2023-2025.

- Discussion took place regarding the proposed tender for a new garbage truck and the possibility of allowing proponents to submit bids for natural gas, electric, gas and diesel fueled vehicles.

Planning

- In 2020 Township staff will be conducting a review of Township owned land which may be considered to be declared as surplus and sold.
- Funds remain within the proposed budget for solar panels at the Beachville Fire Hall. Details will be needed regarding the energy consumption at the facility to determine the solar panels that will be needed.

Revenues

- It was noted that the one-time funding received from the Province in 2019 increased revenues significantly for the year.

Reserves

- Discussion took place regarding a new asset management plan in 2020 which will provide the Township with an estimate of how much is need to be in reserves. Right now, the asset management plan is based on the age of the asset and staff are working on changing this to the condition of the assets.

Discussion took place regarding the proposed homerun fence for Foldens ball park. Council was advised that the Committee has secured funding from the Oxford Community Foundation. Council agreed to leave the fencing project out for 2020. Council wants to ensure that projects are completed as they are needed.

It was noted that some changes have been made to the budget for the Beachville Museum, specifically in relation to the salary for the curator. \$6,000 represents the Township's portion of these costs for 2020.

Council provided direction to leave \$30,000 in the budget for the Mt. Elgin hall generator. This project may be split over two years if needed. The Township's Chief Building Official is expecting an estimate from Black and McDonald on this project today.

CAO Performance Review

It was noted that CAO performance review will be completed for the December 17th Council meeting.

CLOSED SESSION - None

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. Christmas Cheer event will be taking place at the Beachville Museum this Sunday. An Old-Fashioned Christmas in Sweaburg is scheduled for this Friday, anytime after 6:30 p.m. The pavilion at Foldens Park has been completed.

CONFIRMATORY BY-LAW

By-Law No. 94-2019 - To confirm all actions and proceedings of Council (December 3rd, 2019)

Resolution No. 20 Moved by Jim Pickard
 Seconded by Paul Buchner

RESOLVED that By-law 94-2019 being a By-law to confirm the proceedings of Council held Tuesday, December 3rd, 2019 be read a first, second and third time this 3rd day of December, 2019.

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

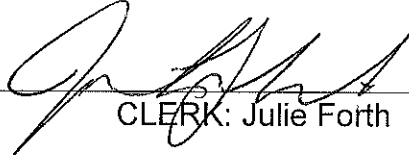
DISPOSITION: Motion Carried

ADJOURNMENT

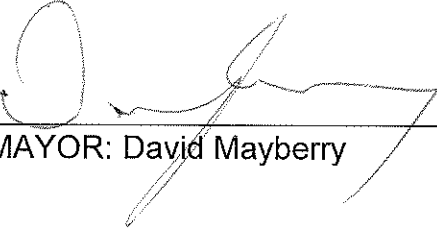
Resolution No. 21 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 12:10 p.m. to meet again on Tuesday, December 17th, 2019 at 7:30 p.m.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry



Sign-In Sheet
 Regular Council Meeting
 December 3rd, 2019 at 9:00 a.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 Yes or No (please include email)
MIKE HAWKINS	Pond side @ fire.ca	OXFORD COUNTRY TOWNSHIP COUNCIL	
Michelle Wood	mw.gasper 739@gmail.com	Allow trailer at residence do to financial	no yes

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