

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
December 17, 2019**

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), Jim Pickard (Ward 5)

MEMBERS ABSENT: George Way (Ward 4), Craig Gillis (Ward 6)

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk
Howard Leaver, Chief Building Official
Adam Prouse, Works Foreman

CALL MEETING TO ORDER

The meeting was called to order at 7:30 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 December 17th, 2017 meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

December 3rd, 2019 Regular Council Meeting Minutes

Resolution No. 2 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that the regular minutes of the December 3rd, 2019 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 56-2019: Business Arising from the Minutes of December 3rd, 2019

Clerk Julie Forth provided a report to Council to provide them with an overview for Council of the staff actions arising from the minutes of the last Council meeting.

Resolution No. 3 Moved by Valerie Durston
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 56-2019 Summary of Staff Actions Related to Business Arising from the Minutes of December 3rd, 2019 as information.

DISPOSITION: Motion Carried

STAFF REPORTS

BD 07-2019: Monthly Building Report - November 2019

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 November, 2019. He commented on the building department's transition to the use of the Amanda Software and the various information that may be provided through the reporting process. He asked Council to give some thought with respect to what information they would like to see going forward in these reports. Council commented that they would like to continue to see a five-year trend at least twice each year.

Resolution No. 4 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD 07-2019 Monthly Building Report – November 2019 as information.

DISPOSITION: Motion Carried

BD 08-2019: Mount Elgin Community Hall - Air Tightness Testing

Chief Building Official Howard Leaver provided a report to Council to provide them with the results of the Air Tightness Test performed at Mt Elgin Hall prior to the installation of new windows and doors. He commented that this report indicates that the windows at the Mt. Elgin Hall are okay, however the sealing

around doors, windows and caulking are failing. He also noted that air and heat loss is occurring through the exhaust fan in the kitchen. He would like to consider options to fix this in the New Year.

Council commented that they think this report was money well spent and the information contained within it very useful in determining where to invest money for return on energy efficiency. A copy of the report will be provided to the Mt. Elgin Hall Board for their information.

Resolution No. 5 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD 08-2019 Mount Elgin Community Hall - Air Tightness Testing as information;

AND FURTHER THAT the Mount Elgin Hall Board be notified of the test results;

AND FURTHER THAT the Community Hall address the air leakage results in the report in lieu of replacing the windows and doors in 2020 with another air tightness test to be completed by the Township following the repairs.

DISPOSITION: Motion Carried

CL 57-2019: Delegation of Authority: Drainage Reapportionment

Clerk Julie Forth provided Council with a report to request their authorization to delegate the authority to approve and sign drainage reapportionment agreements to the Township’s Drainage Superintendent and the Clerk.

Resolution No. 6 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 57-2019 Delegation of Authority: Drainage Reapportionment as information;

AND FURTHER THAT the authority to approve drainage reapportionment be delegated to the Township’s Drainage Superintendent and the Clerk.

DISPOSITION: Motion Carried

APPOINTMENTS

7:45 p.m. - Development Planner Adam Ager, Site Plan Application SP 4-19-02 - Monheim Farms Ltd.

Development Planner Adam Ager provided Council with a report regarding an application for site plan approval which was submitted to facilitate the establishment of a special events facility on the subject 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 are municipally known as 564960 and 564962 Karn Road.

Mr. Ager advised that the Township has received an application for site plan approval from Phil Karn and John Martin to facilitate the establishment 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 principal building in which the weddings and special events facility is proposed is located at the northerly end of the subject lands with access to Karn Road. The 'subject' lands consist of approximately 2 ha (5 acres) and are zoned to reflect that this portion of the larger property is not subject to the above-noted aggregate licence. The noted building comprises approximately 650 square metres (7,000 square feet) and has undergone significant renovations for the purpose of housing the wedding and special events facility. The building is a steel-clad bank barn with capacity for 250 people and includes lounge areas, a bar and a walk-out deck. Adam commented that a portion of the subject property is a licensed gravel pit operation; however, the portion which is subject to this application is not a part of the licensed pit.

The proposed special events facility appears to comply with all relevant zone provisions of the Township's Zoning By-law. It is noted that matters initially raised by Township of South-West Oxford Chief Building Official, Township Works Superintendent and Township Fire Chief regarding fire suppression, fire routes, and barrier free routes within the property have been addressed through multiple revisions. Township staff have commented that they have no further objections or concerns with the site plan and are in support of the site plan and proposed development on the subject lands.

Planning staff are satisfied that the proposed development is supportable and is recommend approval as all requirements of the Township and County have been met.

In response to an inquiry from Councillor Ypma, there are no concerns that the licensed pit operation will be impacted by the special events facility. There

is a buffer of approximately 60-100 metres between the two uses on the property.

Resolution No. 7 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford direct staff to approve Site Plan Application SP 4-19-02 submitted by Phil Karn and John Martin, for lands described as Part Lot 1, Concession 1 (West Oxford), in the Township of South West Oxford, to facilitate the proposed special events facility on the subject property.

DISPOSITION: Motion Carried

STAFF REPORTS (continued)

BD 09-2019: Roof Top Heating and Cooling Unit at Brownsville Hall

Chief Building Official Howard Leaver provided a report to Council to provide them with information regarding the difference in obtaining an air heat pump as opposed to a gas heating and cooling unit to replace the Brownsville Hall failing Roof Top Unit. Howard provided Council with feedback that he received from the suppliers with respect to the heat pump option. It was indicated that a heat pump is a good option for a dwelling unit, however they do not work very well for larger buildings. Electric heat back up would be required, which can be very expensive.

The recommendation for the unit at the Brownsville Community Centre is a high efficiency natural gas unit. Funds have been allocated in the 2020 budget for this purchase.

Resolution No. 8 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report BD 09-2019 as information.

DISPOSITION: Motion Carried

project may proceed earlier than originally planned. The Township portion of capital projects will come from reserves and will not affect the tax levy. It was noted that capital projects should be prioritized based on the need within the community.

DISPOSITION: Motion Carried

TR 28-2019: 2020 Draft Budget

Treasurer Diane Larder provided a report to Council to provide them with a summary of the changes to the 2020 Draft Budget from budget discussions held at the November 5th, 12th and 19th, 2019 Council meetings.

Discussion took place regarding the generator for the Mt. Elgin Hall and the Municipal Office. Staff is recommending that the generator be purchased and installed for the Municipal Office in 2020 and that the electrical work for the Mt. Elgin Hall be completed so that a generator may be installed in 2021.

The overall budget increase is 3.37% which includes the additional \$2,000 as recommended by the Environment and Energy Innovation Committee for pressure testing of Township facilities.

Discussion took place regarding the impact on increased assessment on the overall tax rate and the amount that residents pay for property taxes.

Resolution No. 11 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 28-2019 as information;

AND FURTHER THAT Council approve-in-principle the South-West Oxford 2020 Draft Budget.

DISPOSITION: Motion Carried

TR 29-2019: 2019 Third Quarter Budget Update

Treasurer Diane Larder provided Council with a report to provide them with a financial summary as of November 30, 2019. It was noted that a similar report will come forward in the New Year once all final invoices for 2019 have been received and all reserve transfers have been made.

Resolution No. 12 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR 29-2019 entitled "2019 Third Quarter Budget Update", be received as information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

#157 - Ontario Provincial Police Municipal Policing Bureau - News Bulletin

#158- County Council Report - December 2019

#159 - Upper Thames River Conservation Authority 2020 Draft Budget

Resolution No. 13 Moved by Jim Pickard
Seconded by Paul Buchner

RESOLVED that agenda and correspondence items #157 to #159 inclusive be received for information and that they be noted and filed.

Discussion on the motion:

Discussion took place regarding the benefits and disadvantages of billing water costs the landlord vs. the tenant. This discussion took place at the last County Council meeting as noted in the December County Council report. It was noted that approximately \$100,000 of water bills are not being paid annually to the County.

Discussion also took place regarding the Tillsonburg Airport's funding request made to the County. The original request from the airport was for \$150,000.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

December 17th, 2019 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for Nov 28 - Dec 14, 2019	\$2,262,743.99
Bi-Weekly Payroll #25 - General	\$42,276.83
Fire Pay #12	\$16,484.63
Council Pay #12	\$6,442.88
 TOTAL	 \$2,327,948.33

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#160 - Township of Greater Madawaska Resolution re: Electronic Delegations

Resolution No. 15 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that information and correspondence item #160 be received for information and it be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS - None

COMMITTEES

- Rural Oxford Economic Development Corporation Minutes - September 27th, 2019
- Environment and Energy Innovation Committee Minutes - November 6th, 2019
- Engage and Inform Committee Minutes - November 6th, 2019

Resolution No. 16 Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED that the following minutes be received for information:

- Rural Oxford Economic Development Corporation Minutes - September 27th, 2019
- Environment and Energy Innovation Committee Minutes - November 6th, 2019
- Engage and Inform Committee Minutes - November 6th, 2019

Discussion on the motion:

Discussion took place regarding the approved advertising the Village Voice on a monthly basis in 2020. It was suggested that the Township's Engage and Inform Committee be involved in this process and determine what information to include each month.

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 (CAO Performance Evaluation);

Resolution No. 17 Moved by Valerie Durston
Seconded by Peter Ypma

RESOLVED that Council 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 (CAO Performance Evaluation);

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Valerie Durston
Seconded by Peter Ypma

RESOLVED that Council reconvene in regular session
at 9:37 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. 95-2019 - To confirm all actions and proceedings of Council
(December 17th, 2019)*

Resolution No. 19 Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that By-law 95-2019 being a By-law to
confirm the proceedings of Council held Tuesday,
December 17th, 2019, be read a first, second and third
time this 17th 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

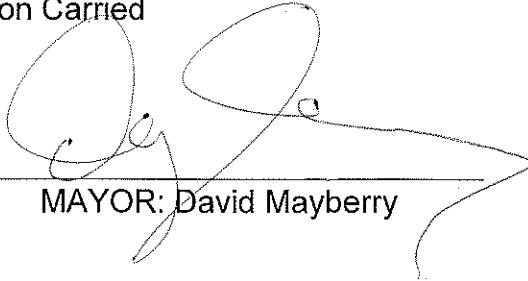
ADJOURNMENT

Resolution No. 20 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that there being no further business, the
Council meeting be adjourned at 9:40 p.m. to meet
again on Tuesday, January 7th, 2020 at 9:00 a.m.

DISPOSITION: Motion Carried


CLERK: Julie Forth


MAYOR: David Mayberry



Sign-In Sheet
 Regular Council Meeting
 December 17th, 2019 at 7:30 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)
J. MARTIN	jmartin@alliancefrp.ca	NORRIS FARMS.	

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