TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
March 17, 2020

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) via Skype, Craig Gillis (Ward 6)

MEMBERS ABSENT: None

STAFF PRESENT: Mary Ellen Greb, Chief Administrative Officer (via Skype)
Diane Larder, Treasurer
Julie Forth, Clerk
Jeff VanRybroeck, Fire Chief
Howard Leaver, Chief Building Official
Adam Prouse, Works Superintendent

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

MOTION TO ACCEPT AGENDA

Resolution No. 1 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the regular meeting agenda for the March 17th, 2020 meeting of council be approved, as amended about Beachville Fire Hall.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST
Councillor Ypma declared a pecuniary interest in relation to item number 13 being a By-law to authorize the execution of an agreement to occupy an existing residence. The party to the agreement is a company owned by his brother.

MINUTES

March 3rd, 2020 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the regular minutes of the March 3rd, 2020 council meeting be approved as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 12-2020: Business Arising from the Minutes of March 3rd, 2020

Clerk Julie Forth provided a report to Council to provide them with an overview of staff actions arising from the Minutes of the last Council 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 12-2020 Summary of Staff Actions Related to Business Arising from the Minutes of March 3rd, 2020 as information.

DISPOSITION: Motion Carried

APPOINTMENTS

7:05 p.m. - Alan Dale, Upper Thames River Conservation Authority Representative – Update

Alan Dale, the Upper Thames River Conservation Authority board of directors' representative for the Township of South-West Oxford and the Township of Norwich provided an update to Council from the board. He commented that is has been a busy year and that the Provincial government has been undertaking a period of consultations to review the Conservation Authority Act. They are currently waiting to see what will be introduced into legislation as a result of this consultation process.

Mr. Dale advised that some cuts were made last year to funding towards the UTRCA's Environmental Strategic Target Plan, primarily for tree planning. This has been reduced significantly from what was originally anticipated, however approximately $76,636 has been included in this year's budget for

tree planting. Another issue the UTRCA is facing is a 50% cut in funding for flood control. The Province retained a special advisor who concluded that the conservation authorities are doing very good work in flood control however this funding has not yet been restored. The municipal levy budget increase is approximately 6.2%. The Township will continue to pay $5,610 to the conservation authority in 2020 towards the routine maintenance and inspection of the Centreville Dam.

Mr. Dale commented on the UTRCA capital forecast. This is increasing in 2020 by $1.2 million; $1.13 million is for a City of London flood wall project which is being paid for by the City. This is a very large project which is scheduled to be wrapped up this year.

Mr. Dale advise that the UTRCA was appreciative of the letter sent by South-West Oxford Council to MP Dave MacKenzie to follow up on the Federal Government's commitment to plant 2 Billion Trees over the next ten years. He agrees that the conservation authorities have the contacts to assist in getting his job done together.

In response to an inquiry from Councillor Ypma, Mr. Dale advise that he will have to get back to Council regarding the number of trees the conservation authority has scheduled to plant this year. Mayor David Mayberry commented that he hopes the conservation authorities across Ontario will get together to put some pressure on the Federal Government honour their commitment.

STAFF REPORTS

BD 05-2020: Monthly Building Report - February 2020

Chief Building Official Howard Leaver commented that this has been a good year so far and provided Council with an update of the building department activity as of the end of February, 2020. Councillor Ypma questioned whether COVID-19 is going to have an impact on building activity this year. Mr. Leaver stated that this is unknown at this time. Permits that have been issued so far are moving forward.

Resolution No. 4 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report BD-05-2020 Monthly Building Report – February 2020 for information.

DISPOSITION: Motion Carried

WD 02-2020: Gravel Crushing tender results

Works Superintendent Adam Prouse provided Council with a report to inform them that C. R. Chittick Construction was the successful bidder for the 2020 gravel crushing tender. In response to an inquiry from Councillor Ypma, Mr. Prouse advised that tenders are advertised on the Township's website and that staff will send tender opportunities to companies in the area to let them know that it has been posted.

Resolution No. 5 Moved by Valerie Durston
Seconded by Peter Ypma

RESOLVED that Council receive Report WD 02-2020 as information;

AND FURTHER THAT Council approve the bid from C.R. Chittick Construction for the 2020 Gravel Crushing Tender.

DISPOSITION: Motion Carried

WD 04-2020: Pick Up Tender Results

Works Superintendent Adam Prouse provided a report to Council to seek their approval of the purchase of a new 2020 truck to replace the 2016 Dodge Ram truck as per the 2020 Township Budget. He advised that staff also requested information on any electric vehicle options, however these are not available yet for this size truck. He further explained, in response to an inquiry from Council that the 2016 truck that is currently in service has 155,000 kms on it and that has had a lot of issues; it was out of service for two months with transmissions repairs.

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

RESOLVED that Council receive report WD 4-2020 as information;

AND FURTHER that Council approve the purchase of a new 2020 Chevrolet Silverado 2500HD 4WD Reg Cab truck from Anderson Automotive GM at a tendered price of $39,939.00 plus applicable taxes.

DISPOSITION: Motion Carried

FC 04-2020: Tiered Response Protocol Changes Update

Clerk Julie Forth advised that the interim changes to the fire department's tiered response protocols have come at the recommendation of the Oxford County Director of EMS. She will confirm for Council if the fire department will continue to be called to lift assists and whether the status quo will remain when the COVID-19 Pandemic has passed.

Resolution No. 7 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that Council receive Report No. FC 04-2020 as information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Oxford County Council Composition and Election of Head of Council Report

Clerk Julie Forth spoke to the County staff report regarding the requirement to review the County Council composition and election of the head of Council by the end of 2020. Discussion took place regarding the status quo and the possible implications of the election of the head of Council at large. Mayor Mayberry commented that currently there is a 50/50 representation at County Council between the urban and rural areas, which he said works well.

Resolution No. 8 Moved by Craig Gillis
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to respond to the Oxford County Council composition report requesting that the status quo remain for the composition of County Council.

DISPOSITION: Motion Carried

Natural Gas Expansion Opportunities in SWOX

Mayor Mayberry requested that members of Council review the natural gas servicing maps provided and report back at the next meeting regarding possible options for expansion

City of Woodstock Correspondence re: Oxford County 100% Housed Future

City of Woodstock's correspondence in response to the Oxford County 100% Housed Future was provided to Council for information.

Woodstock Public Library - Request for Municipal Resolution Supporting Provincial Public Library Funding

Discussion took place regarding how libraries may change over the next ten years. Mayor Mayberry commented that he sits on the Library Board and they are beginning to have these discussions about how they will operate and change over the next ten years. He hopes that within the next year, the County will have developed a plan regarding the direction they are going.

Resolution No. 9 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive the Woodstock Public Library Request for Municipal Resolution Supporting Provincial Public Library Funding for information and that it be noted and filed.

DISPOSITION: Motion Carried

Proposed Regulatory Amendments under the Nutrient Management Act

Mayor David Mayberry provided to Council for their information comments he submitted in response to proposed amendments under the Nutrient Management Act. He explained that the deadline for comments was last Friday.

PLANNING & ZONING - None

AGENDA ITEMS & CORRESPONDENCE

#33 - Email from Rick Bell - Thank You

#34 - Walker Environmental - Draft Southwestern Landfill Environmental Assessment Available for Review

Walker Environmental has postponed the public open house scheduled for next week.

#35 - Correspondence re: Proposed Xplornet Tower - Keswick Road

#36 - OSUM Communications - Springtime in Paris 2020 Program Update

This event has since been cancelled due to COVID-19

#37 - AMO Communications - Ontario's Flooding Strategy Released

#38 - Watson & Associates Economists Ltd. re: Draft Regulations for the Development Charges Act and Planning Act

Resolution No. 10 Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED that agenda and correspondence items #33 to #38 inclusive be received for information and that they be noted a filed.

Discussion on the motion:

Mayor Mayberry advised that the Township is a member of the Joint Municipal Coordinating Committee. The Committee has a team of peer reviewers that are in the process of reviewing the Draft Southwestern Landfill Environmental Assessment. When the review is complete it will be provided to the Township and the Committee for review and comment.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

March 17th, 2020 - Accounts Payable Report

Resolution No. 11 Moved by George Way
Seconded by Craig Gillis

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for March 1-14, 2020	$95,657.46
Bi-Weekly Payroll #6	$42,178.16
Fire Pay #3	$25,535.21
Council Pay #3	$7,146.20
TOTAL	$170,335.03

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#39 - Township of North Dumfries Resolution re: Regional Government Review Final Report

Resolution No. 12 Moved by George Way
Seconded by Paul Buchner

RESOLVED that information and correspondence item #39 be received for information and that it be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 18-2020 - To authorize the execution of an agreement to occupy an existing residence (Shade Oak Swine Ltd.)
- By-Law No. 19-2020 - To authorize the execution of a severance agreement (Robert Yates - Beachville)

Resolution No. 13 Moved by Valerie Durston
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. 18-2020 being a By-law to authorize the execution of an agreement to occupy an existing residence (Shade Oak Swine Ltd.)
- By-Law No. 19-2020 being a By-law to authorize the execution of a severance agreement (Robert Yates – Beachville)

DISPOSITION: Motion Carried

Resolution No. 14 Moved by George Way
Seconded by Jim Pickard

RESOLVED that By-law 18-2020 and 19-2020 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

- *Engage and Inform Committee Minutes - February 5th, 2020*
- *Environment and Energy Innovation Committee Minutes - February 5th, 2020*
- *Salford Hall Board Meeting Minutes of January 7th and February 4th, 2020*

Resolution No. 15 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive the following Committee minutes for information:

- Engage and Inform Committee Minutes - February 5th, 2020
- Environment and Energy Innovation Committee Minutes - February 5th, 2020
- Salford Hall Board Meeting Minutes of January 7th and February 4th, 2020

DISPOSITION: Motion Carried

STRATEGIC PLANNING

NEW BUSINESS

COVID-19 - SWOX Facilities and Municipal Office/Staff Time
CAO 05-2020: COVID-19 Update

CAO Mary Ellen Greb provided a report to Council to provide them with an updated regarding the unfolding COVID-19 situation. She advised that staff will be continuing to monitor this situation on an ongoing basis. She advised that staff is in the process of putting protective measures in place and making other arrangements as necessary for any business that can't be handled over the phone or via email. Appointments with members of the public may be scheduled with certain criteria to be met. A lot of Township business may continue via virtual contact.

Discussion took place regarding whether or not staff will use sick time or vacation time should they be required to stay home, particularly in a situation where a staff member may not have enough sick time accumulated. CAO Mary Ellen Greb commented that the Township does not currently have a pandemic policy and that this may be something the Township needs to work through. Details with respect to what coverage may be available for staff if they need to use Employment Insurance benefits have not been announced yet. This will need to be looked at in more detail.

Mayor Mayberry commented that this report has been brought forward to Council's information. The Municipal Office has been closed to the public, and staff will see members of the public by appointment only.

Councillor Ypma commented that he does not want to end up with a situation where a staff member is hard done by as a result of something that is beyond their control. CAO Mary Ellen Greb will bring forward a report to Council with other options to consider.

Mayor Mayberry commented that residents may also request some consideration with respect to tax payments and late penalties. This will be something to keep in mind moving forward.

Resolution No. 16 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that Council receive Report CAO 5-2020 as information.

DISPOSITION: Motion Carried

Ingersoll/SWOX Boundary Adjustment

Discussion took place regarding the upcoming report to Council with the public comments in relation to the Ingersoll/SWOX Boundary Adjustment. Clerk Julie Forth requested that this report be postponed due to the current situation with COVID-19. Council requested that they be provided with the written comments made by the public, and note that no decision will be made at the April 7th Council meeting.

Beachville Fire Hall

Resolution No. 17 Moved by George Way
Seconded by Jim Pickard

RESOLVED that Council amend the 2020 Council Meeting Schedule to hold the second Council meeting in April at the Municipal Office Council Chambers.

DISPOSITION: Motion Carried

Council requested a report regarding any outstanding deficiencies at the Beachville Fire Hall.

Councillor Gillis questioned what happened to the radio antenna at the Old Beachville Fire Hall. He advised that this was donated to the fire fighters association and that a resident asked about it. It is believed to have been removed with the old fire hall.

CLOSED SESSION - None

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. It was noted that many upcoming events and fundraisers have been delayed or cancelled due to COVID-19, including the Mt. Elgin Meat Pie Fundraiser and upcoming Easter Egg Hunts in Mt. Elgin and Beachville. Flooring work is now underway at the Dereham Centre Hall. Councillor Durston brought forward a complaint regarding McBeth Road. Works Superintendent Adam Prouse advise that McBeth Road is scheduled for gravel resurfacing, however beyond that there are no capital plans for this road. With respect the Township owned property in Beachville, there will be a report coming forward to Council on this.

CONFIRMATORY BY-LAW

By-Law No. 20-2020 - To confirm all actions and proceedings of Council (March 17th, 2020)

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

RESOLVED that By-law 20-2020 being a By-law to confirm the proceedings of Council held Tuesday, March 17th, 2020 be read a first, second and third time this 17th day of March, 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. 19 Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED that there being no further business, the Council meeting be adjourned at 8:33 p.m. to meet again on Tuesday, April 7th, 2020 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Forth

MAYOR: David Mayberry