

**TOWNSHIP OF SOUTH-WEST OXFORD  
COUNCIL MINUTES  
(via web conference)  
April 7, 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), Craig Gillis (Ward 6)

**MEMBERS ABSENT:** None

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

**TELECONFERENCE DETAILS**

*Dial-in Number: 519-539-2003  
Access code: 097189#*

**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 Peter Ypma  
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the April 7th, 2020 meeting of council be approved.

DISPOSITION: Motion Carried

**DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**MINUTES**

*March 17th, 2020 Regular Council Meeting Minutes*

Resolution No. 2 Moved by Jim Pickard  
Seconded by George Way

RESOLVED that the regular minutes of the March 17<sup>th</sup>, 2020 council meeting be approved as amended.

DISPOSITION: Motion Carried

*March 31st, 2020 Special Council Minutes*

Resolution No. 3      Moved by Craig Gillis  
                              Seconded by George Way

RESOLVED that the special minutes of the March 31<sup>st</sup>, 2020 council meeting be approved.

DISPOSITION: Motion Carried

**BUSINESS ARISING FROM THE MINUTES**

CL 14-2020: Business Arising from the Minutes of March 17th, 2020

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.

Resolution No. 4      Moved by Peter Ypma  
                              Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 14-2020 Summary of Staff Actions Related to Business Arising from the Minutes of March 17<sup>th</sup>, 2020 as information.

DISPOSITION: Motion Carried

**APPOINTMENTS**

*9:05 a.m. Ellyn and Keith Sinke - Property Taxes*

Resolution No. 5      Moved by George Way  
                              Seconded by Craig Gillis

RESOLVED that Council move into Closed Session in order to discuss a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees (property tax write-off request)

DISPOSITION: Motion Carried



\$5,600 in overpayment of commercial property taxes and an additional \$2,500 in penalties and interest. \$5,000 represents approximately 60% of these total expenses. Councillor Pickard commented that he does not think Township staff are responsible for 60%. He stated that staff spent a lot of time with the Sinkes and tried to be very helpful.

DISPOSITION: Motion Carried

Resolution No. 8      Moved by Craig Gillis  
                                    Seconded by Paul Buchner

RESOLVED that Council receive Report CAO 7-2020 as information.

DISPOSITION: Motion Carried

CL 15-2020: Amendment to the Township's 2020 Council Meeting Schedule

Clerk Julie Forth provided Council with a report to bring forward a request for Council's consideration to reduce the number of regular Council meetings held in the months of April and May, 2020.

Resolution No. 9      Moved by Jim Pickard  
                                    Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 15-2020 Amendment to the Township's 2020 Council Meeting Schedule as information;

AND FURTHER THAT Council approve an exemption to Section 4.1 of the Township of South-West Oxford's Procedure By-law No. 07-2018 and hold one regular meeting of Council in each of the months of April and May, 2020 in the Council Chamber at the Township of South-West Oxford Municipal Office.

DISPOSITION: Motion Carried

CL 16-2020: Exemption from the Township's Zoning By-law to permit human habitation in a recreational vehicle

Clerk Julie Forth provided Council with a report to bring forward a request for Council's consideration to allow Township residents to use recreational

vehicles for human habitation during the current state of emergency due to COVID-19. This will allow residents to use recreational vehicles for self-isolation and physical distancing purposes.

Resolution No. 10      Moved by Craig Gillis  
                                    Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 16-2020: Exemption from the Township's Zoning By-law to permit human habitation in a recreational vehicle as information;

AND FURTHER THAT Council approved an exemption to Section 6.29.1.3 of the Township of South-West Oxford Zoning By-law to permit a recreational vehicle to be parked in a driveway in a residential zone from April 1st, 2020 and throughout the duration of the state of emergency declared by the Province of Ontario due to COVID19, plus an additional 15 days following the termination of the emergency;

AND FURTHER THAT Council approve an exemption to Section 6.29.1.12 of the Township of South-West Oxford Zoning By-law to permit human habitation in recreational vehicles effective immediately and throughout the duration of the state of emergency declared by the Province of Ontario due to COVID-19.

AND FURTHER THAT Council provide direction to staff to request that members of the public notify staff of their intent to use a recreational vehicle on their property for self isolation and physical distancing purposes so that the property owner can be notified directly of the requirement to ensure that a carbon monoxide and fire alarm are in the trailer being used for occupancy.

DISPOSITION: Motion Carried

FC 05-2020: Tanker Apparatus Request for Proposal

Fire Chief Jeff VanRybroeck provided a report to Council to provide them with information associated with the purchase of Tanker Fire Apparatus. He advised that a committee was formed and lead by the District Chief in Station #3 to put together a list of components that are required on the tanker. Two (2) submissions were received in total for the build of the tanker apparatus. Both of the submissions have been thoroughly reviewed and meet the criteria

set out in the RFP and the applicable components of the Township purchasing policy.

Chief VanRybroeck commented that the Committee did discuss rebidding, however due to COVID-19 the Township would likely see higher prices and production delays. The review team's recommendation is to move forward with the purchase of a tanker from MetalFab Ltd.

In response to an inquiry from Councillor Ypma, Chief VanRybroeck advised that the Township has been happy with MetalFab products, and that they currently do any repair work on existing emergency vehicles that the Township's mechanic is not able to do.

Chief VanRybroeck also provided clarification for Council regarding the HST portion that is non-refundable and will be included in the purchase price of the vehicle. He confirmed that the tanker will be equipped with a heavy-duty chassis. He also advised that the committee discussed a tandem truck; however, this will increase the cost, impact rotation during water relay and also will require a larger turning radius.

Mayor David Mayberry questioned where the additional \$65,000 will come from. Chief VanRybroeck advised that this will be paid for from reserves. He estimated that the fire department's contributions to reserves will need to be increased by approximately \$10,000 each year for the next vehicle replacement.

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

RESOLVED that Council receive Report No. FC 05-2020 as information.

AND FURTHER RESOLVED that Council award the contract to MetalFab Ltd. for the purchase of a tanker fire apparatus including delivery and initial training at a cost of \$465,247.22 plus applicable taxes.

AND FURTHER RESOLVED that Council approves a budget of \$473,435.57 in the 2021 Capital budget which will be transferred from the Fire Capital Vehicle Reserve.

DISPOSITION: Motion Carried

TR 03-2020: Waive Penalty and Interest on Outstanding Property Taxes

Treasurer Diane Larder provided Council with a report to seek their approval to waive the penalty and interest on outstanding property taxes normally charged on April 1<sup>st</sup> and May 1<sup>st</sup>, 2020. She advised that the financial impact to the Township will be approximately \$22,000. She advised that all area municipalities are working together to try to respond in a consistent way to COVID-19 with respect to financial relief for residents.

In response to an inquiry from Councillor Pickard, Mrs. Larder advised that this will be waived on all penalty and interest in April and May and that residents will not need to apply. She is also stated that it is her recommendation going forward to work with individual property owners should they request a tax payment deferral.

Resolution No. 12     Moved by Jim Pickard  
                               Seconded by Valerie Durston

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR03-2020 entitled "Waive Penalty and Interest on Outstanding Property Taxes", for the months of April and May 2020, be approved.

*Discussion on the motion:*

Council discussed Township reserves and cash flow. Treasurer Diane Larder advised Council that the Township is doing well for cash flow.

DISPOSITION: Motion Carried

WD 05-2020: 2020 Asphalt Tender Results

Works Superintendent Adam Prouse provided a report to Council to seek their approval to pulverize, repave and gravel shoulder on a portion of Clarke Road and a portion of Salford Road as included in the 2020 Township Budget. He commented that staff is not recommending the lowest bidder for this project, as the Township has experienced challenges working with the lowest bidder in the past.

Resolution No. 13     Moved by Craig Gillis  
                               Seconded by Pete Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report WD 5-2020 as information;

AND FURTHER that Council approve the tender bid of \$339,112.00 plus applicable taxes from Walmsley Bros LTD to perform the work listed in the Tender.

DISPOSITION: Motion Carried

WD 06-2020: Garbage / Recycling truck Tender Results

Works Superintendence Adam Prouse provided a report to Council to seek their approval for the purchase of a new Garbage/recycling truck to replace the Townships 2009 Sterling garbage/recycling truck as per the 2020 draft Township budget. He advised Council that there is no electric option available at this time.

In response to an inquiry from Council, Mr. Prouse commented that staff is happy with Freightliner products. He also added that staff is recommending that the Township's existing truck be sold rather than traded. It was also discussed that the Township is in negotiations with Oxford County for a renewed contract for waste collection services.

Resolution No. 14      Moved by Craig Gillis  
                                    Seconded by Paul Buchner

RESOLVED that Council receive report WD 06-2020 as information;

AND FURTHER that Council approve the purchase of a new 2021 Freightliner Garbage/Recycling truck from Shu-pac Equipment Inc. at the tendered price of \$286,100.00 plus applicable taxes;

AND FURTHER that the estimated extra cost of \$71,135.36 be transferred from the Waste Management Reserve;

AND FURTHER that council authorize the sale of the 2009 sterling garbage/recycling truck.

DISPOSITION: Motion Carried

**DISCUSSION ITEMS**

**PLANNING & ZONING**



**AGENDA ITEMS & CORRESPONDENCE**

#40 - United Way Oxford - COVID-19 Community Response Fund

#41 - SWOX County Council Report - March 2020

Council provided direction at the last Council meeting to maintain the status quo with respect to County Council composition and the Head of Council. Mayor Mayberry stated that he would keep Council informed of any changes.

#42 - CN Customer News - Cayuga Line

Resolution No. 15      Moved by George Way  
                                    Seconded by Valerie Durston

RESOLVED that agenda and correspondence items #40 to #43 inclusive be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

**ACCOUNTS PAYABLE REPORT**

*April 7th, 2020 - Accounts Payable Report*

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for March 15 <sup>th</sup> to April 3 <sup>rd</sup> , 2020	\$2,728,287.66
Bi-Weekly Payroll #7 - General	\$37,156.52
<b>TOTAL:</b>	<b>\$2,765,444.18</b>

DISPOSITION: Motion Carried

**INFORMATION ITEMS & CORRESPONDENCE**

#43 - Municipality of Centre Hastings Resolution re: Conservation Authorities

#44 - Municipality of Chatham-Kent Resolution re: Legislative Changes in Bill 132



**CONFIRMATORY BY-LAW**

*By-Law No. 23-2020 - To confirm all actions and proceedings of Council (April 7th, 2020)*

Resolution No. 18 Moved by George Way  
Seconded by Valerie Durston

RESOLVED that By-law 23-2020 being a By-law to confirm the proceedings of Council held Tuesday, April 7<sup>th</sup>, 2020 be read a first, second and third time this 7<sup>th</sup> day of April, 2020.

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

DISPOSITION: Motion Carried


Mayor David Mayberry advised Council that the Township Community Control Group is meeting (electronically) every Monday and Thursday regarding COVID-19. County CAOs and Mayors are participating in a conference call every Monday and Thursday as well. He noted that it is worthwhile to hear what other municipalities are doing. Oxford County municipalities have not yet declared a state of emergency. For the Township to get to this point, they would need to be in a position where we are not able to provide services.

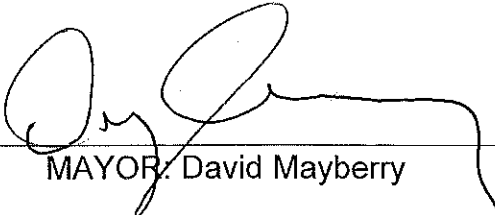
**ADJOURNMENT**

Resolution No. 19 Moved by Peter Ypma  
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 11:22 a.m. to meet again on May 5<sup>th</sup>, 2020 at 9:00 a.m.

DISPOSITION: Motion Carried

  
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CLERK: Julie Forth

  
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MAYOR: David Mayberry

