

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
October 6, 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/Deputy CAO
Julie Forth, Clerk
Adam Prouse, Works Superintendent
Howard Leaver, Chief Building Official

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. Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the October 6th, 2020 meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

September 15th, 2020 Regular Council Meeting Minutes

Resolution No. Moved by George Way
Seconded by Paul Buchner

RESOLVED that the regular minutes of the September 15th, 2020 council meeting be approved. as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 36-2020: Business Arising from the Minutes of September 15th, 2020

Clerk Julie Forth provided Council with a report to provide them with an overview of the staff actions arising from the minutes of the last Council meeting. She advised that the petition signed by Centreville residents has been forward to the Board of Directors for the Upper Thames River Conservation Authority and she will report back on any updates from them once received.

Resolution No. Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 36-2020 Summary of Staff Actions Related to Business Arising from the Minutes of September 15th, 2020 as information.

DISPOSITION: Motion Carried

STAFF REPORTS

BD 13-2020: Tender Approval for Generators at Mount Elgin Hall/Library and the Township Municipal Office

Chief Building Official Howard Leaver provided Council with a report to get their approval to award the tender for the purchase and installation of a generator for Mount Elgin Hall and Library in 2020 as well as seek pre-budget approval for 2021 for the purchase and installation of a whole building generator for the Township Municipal Office. He advised that Black and Macdonald have attended the Mt. Elgin Hall several times and know exactly what works needs to be completed at both the community centre and the municipal office.

Mr. Leaver advised that he requested quotes from five companies, however only two submitted responses to the tender.

Discussion took place regarding how the generator will be funded and whether or not the funds should come from the recreation reserve fund, emergency reserve fund or general reserves. The Mt. Elgin Community Centre is also used as a warming/cooling facility, emergency shelter and

alternate Emergency Operations Centre, if needed. It was also noted that the community centre may benefit if it can still be utilized by renters in a power outage situation. Council provided direction to staff to bring back a report regarding how the project will be funded.

Resolution No. Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD-13-2020 as information;

AND FURTHER that Council approve the tender for the purchase and installation of two whole building generators and updating of electrical panels from Black & McDonald as follows:

Township Building - Budget year impacted - Tender amount (does not include tax)

Mount Elgin Community Hall & Library – 2020:
 \$91,145.89 (plus HST)

Municipal Office – 2021:
 \$52,954.00 (plus HST)

AND FURTHER that pre-budget approval for 2021 be given from the purchase and installation of the whole building generator at the Township Municipal Office totalling \$55,886.00 (inclusive of the non-refundable portion of HST).

AND FURTHER that Council provide direction to staff to bring back a report for Council's consideration regarding which reserve fund the generators will be funded.

Discussion on the motion:

It was noted that the generator proposed for the Municipal Office will not be able to service the public works shop as well. Works Superintendent Adam Prouse advised that the works shop has access to another generator which has been used by the municipal office in the past, when needed.

The generator proposed for the Mt. Elgin Community Centre and Municipal Office is a Somers Generator. It is powered by natural gas and will take approximately 5 seconds to switch over to the generator when needed.

DISPOSITION: Motion Carried

CL 37-2020: Engage and Inform Committee Recommendation: Foldens Walking Trail

Clerk Julie Forth provided Council with a report to bring forward for their information and consideration a recommendation made by the Township's Engage and Inform Committee in relation to a proposed walking trail in Foldens. Councillor Way advised that he asked the Foldens Hall Board if they are interested in maintaining or developing a walking trail in Foldens, and they indicated that they are not. Council agreed to defer this matter to find out if there is anyone in the community that may be interested in taking this project on.

Resolution No. Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 37-2020: Engage and Inform Committee Recommendation: Foldens Walking Trail for information;

AND FURTHER THAT Council defer this matter to find out if there is interest within the community to develop and maintain the proposed trail.

DISPOSITION: Motion Carried

APPOINTMENTS

Ali Zulfiqar, CEO & Director, Ali Ace Corp.

Ali Zulfiqar, CEO & Director, Ali Ace Corp. addressed Council regarding a proposal to purchase 434792 Zorra Line to turn it into a local pharmacy and convenience store to service the community.

CL 38-2020: Request to Purchase Land: 434792 Zorra Line, Beachville

Clerk Julie Forth provided Council with a report to provide them with information received from Ali Zulfiqar, CEO & Director, Ali Ace Corp. with

described as PT LOTS 2 AND 3, PLAN 121, South-West Oxford, PIN 00099-0225, as surplus land;

AND FURTHER THAT staff be provided with direction to obtain an opinion of value of the land and provide public notice of Council's intent to sell the land.

Discussion on the motion:

Discussion took place regarding the placement of a Beachville Parks and Recreation sign on the subject property. Mr. Zulfiqar advised that this can be discussed down the road. Should their proposal proceed, they would like to put up a "Beachville Family Pharmacy" sign up as well.

DISPOSITION: Motion Carried

STAFF REPORTS (continued)

TR 12-2020: COVID-19 Financial Impacts

Treasurer Diane Larder provided a report to Council to provide them with a summary of the financial impacts of COVID-19 outbreak on the Township. She advised that discussions have taken place with Oxford County's area Treasurers through bi-weekly conference calls while addressing topics such as property tax collection, staffing, tracking system of COVID-19 to name a few.

The Township of South-West Oxford implemented financial relief to the residents by waiving all tax penalties and interest for the month of April, May and June 2020. Staff also continue to work with individual property owners on as needed basis by offering suggestions for payment as well as utilizing the various pre-authorized payment plans available.

Mrs. Larder advised that the report further outlines the loss in revenue for the local community boards that operate the various community halls within the Township for the period of March 16th to September 30th, 2020 that were scheduled rentals and does not include any potential rentals that were lost due to the closure of the community halls. The loss in rental revenue to date is approximately \$ 20,836 and does not represent any loss in dollars due to the cancellation of fundraisers. The loss of rental income does not include the loss of rentals that the facilities may have had if they were open – this loss only represents the lost revenue for rentals that were previously booked.

Resolution No. Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR 12-2020: COVID-19 Financial Impacts as information.

DISPOSITION: Motion Carried

TR 13-2020: 2019 Development Charges Statement

Treasurer Diane Larder provided Council with a report to provide them with activities that have occurred within the Development Charges Fund and once reviewed, submit it to the Ministry of Municipal Affairs and Ministry of Housing for their review. She advised that under the provisions of the Development Charges Act, the Treasurer shall provide Council each year with an annual statement relating to the Development Charges Reserve Fund. The statement provided by the Treasurer is required to be made available to the public and the Minister of Municipal Affairs and Housing on request.

Discussion took place regarding some of the changes that will impact the municipality as a result of the Development Charges Act amendments. The legislation has been under review and changes have been implemented regarding community benefit charges. Mrs. Larder noted that interest may be charged from the date of site plan application approval to the date a building permit is issued and that payment options have been implemented for development charges for rental housing and non-profit housing. Agricultural development is exempt from the payment of development charges.

In response to an inquiry from Councillor Gillis, it was noted that the Township did not collect very much in development charges and that more has been collected in 2020.

Resolution No. Moved by Craig Gillis
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR13-2020 entitled "Development Charges Statement" as information.

AND FURTHER that in accordance with Section 12 of O.Reg 82/98, of the Development Charges Act. 1997, Report TR13-2020 be forwarded to the Ministry of Municipal Affairs / Ministry of Housing.

sector organizations to meet the compliance standards, by a minimum of one (1) year to at least January 1, 2022;

AND FURTHER THAT the municipality requests that the Province of Ontario consider providing funding support and training resources to meet these compliance standards.

Discussion on the motion:

Mayor Mayberry suggested that in our correspondence to the Ministry, the Township outline how we have been proactive in ensuring that Township services and facilities are accessible and that we make our best efforts to be compliant with AODA legislation. The Township would like to have more time to ensure that the requirements are met properly.

DISPOSITION: Motion Carried

#112 - Town of Amherstburg Resolution re: Request for Consideration of Amendments to Bill 108 re: the Ontario Heritage Act

Resolution No. Moved by Valerie Durston
Seconded by George Way

RESOLVED that the Council of The Township of South-West Oxford receive information and correspondence items #110 and #112 for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS – None

COMMITTEES

Brownsville Hall Board Meeting Minutes - August 12, 2020

Resolution No. Moved by George Way
Seconded by Peter Ypma

RESOLVED that the Council of The Township of South-West Oxford receive the Brownsville Hall Board Meeting Minutes of August 12th, 2020 for information.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

CAO 15-2020: Strategic Planning - Second & Third Quarter Update

Chief Administrative Officer Mary Ellen Greb provided Council with a second and third quarter strategic planning update. She requested that Council give consideration to the following action items:

- Consolidation of the Mount Elgin Recreation Committee. There has been no baseball in Mt. Elgin for the last two seasons.
- Consider that promotion and access to child care be tasked to the Township's Engage and Inform Committee.
- Remove "support a healthy agricultural industry & provide safe good" from the strategic plan – this isn't an item that can be reported on a quarterly basis.

Discussion took place regarding amalgamating the Hilltop Park Committee with the Mount Elgin Parks and Recreation Committee. There is an interest in coming up with a plan for recreation within the Mount Elgin area. There is a need to change the focus from the ball program within the area to the general use of the facility and what the committee can do to make it more attractive to more people in the community. Councillor Ypma and CAO Mary Ellen Greb will meet with the Chairs of the Mount Elgin Committees to have a discussion about this.

Child care options within the Township were discussed. This is an Oxford County responsibility. This item will be brought back to the Engage and Inform Committee to get more information about what options are available and what is needed within the community.

Discussion took place regarding the Township's support of the local agricultural industry and food safety. The challenges were noted with respect to report on this item on a regular basis. CAO Mary Ellen Greb suggested that this is more of a policy statement which the Township will take into consideration in providing all services and actions of the municipality. It was also noted that this is a mandate of the Rural Oxford Economic Development Corporation.

CAO Greb commented on the challenges of 2020 and the COVID-19 pandemic. She commented on staff's ability to adapt quickly to the changing

environment. She advised that the Township has been short-staffed for most of 2020, and that as of Friday is back to full-staff. Fire Chief interviews will take place the first week of November. Councillor Pickard thanked Mary Ellen Greb for her leadership through this challenging time.

Resolution No. Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that the Council of The Township of South-West Oxford receive Report CAO 15-2020: Strategic Planning – Second & Third Quarter Update as information;

AND FURTHER THAT strategic planning item 1(c) be amended to stipulate that a comprehensive recreational plan be developed for the Mount Elgin area;

AND FURTHER THAT strategic planning item 7(a) be removed;

AND FURTHER THAT strategic planning item 18(a) be amended and included as a policy statement within the strategic plan;

AND FURTHER THAT staff be provided with direction to bring forward a report to Council to reflect these amendments.

DISPOSITION: Motion Carried

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 (Fire Services Update);

Resolution No. Moved by Jim Pickard
 Seconded by Peter Ypma

RESOLVED that Council move into closed session at 10:00 a.m. to 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 (Fire Services Update);

DISPOSITION: Motion Carried

Resolution No. Moved by George Way
Seconded by Craig Gillis

RESOLVED that Council reconvene in regular session at 10:05 a.m.

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. It was noted that a staff person must be present at Township facilities to monitor any events of 10 or more people indoors. Township Hall and Park Committees and the Beachville Museum are preparing for 2021 budget deliberations. Discussion took place regarding lost revenue from rentals and fundraising for hall and park committees this year – Township funds will be needed to help cover expenses. Many holiday events are not scheduled this year. Staff will look into whether or not the Council representative can act as the monitor for Township hall and parks committee meetings. Random Act of Kindness Day is coming up on October 20th. SWIFT projects will be announcement next week.

CONFIRMATORY BY-LAW

By-Law No. 51-2020 - To confirm all actions and proceedings of Council (October 6th, 2020)

Resolution No. Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that By-law 51-2020 being a By-law to confirm the proceedings of Council held Tuesday, October 6th, 2020 be read a first, second and third time this 6th day of October, 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

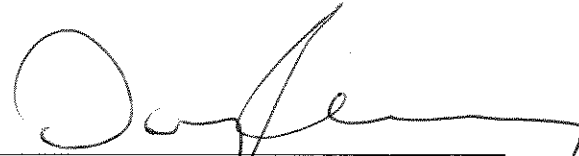
Resolution No. Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 11:52 p.m. to meet again on Tuesday, October 17th, 2020 at 7:00 p.m.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry