

**Township of South-West Oxford  
Council Minutes  
November 3, 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 the Agenda**

Resolution No. 1 Moved by George Way  
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the November 3rd, 2020 meeting of council be approved, as amended.

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Minutes**

*October 20th, 2020 - Regular Council Meeting Minutes*

Resolution No. 2 Moved by Jim Pickard  
Seconded by Valerie Durston

RESOLVED that the regular minutes of the October 20<sup>th</sup>, 2020 Council meeting be approved, as amended (to replace Union Gas with Enbridge Gas).

DISPOSITION: Motion Carried

**Business Arising from the Minutes**

CL 44-2020: Business Arising from the Minutes of October 20th, 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.

Resolution No. 3      Moved by Jim Pickard  
                                Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 44-2020 Summary of Staff Actions Related to Business Arising from the Minutes of October 20th, 2020 as information.

DISPOSITION: Motion Carried

**Staff Reports**

CAO 19-2020: Service Delivery Improvement

Chief Administrative Officer Mary Ellen Greb provided a report to Council to present information related to 2021 budget discussions for consideration by Council. She advised that as part of the 2021 draft Township budget staff is recommending contracting out By-law enforcement services to the Municipal Enforcement Unit (MEU) for a one-year trial. She advised that Norwich Township has had a positive experience with the services of the company over the last couple of years. This would provide a consistent level of service for by-law enforcement as well as having experienced municipal enforcement officers suggest ways that our by-laws could be improved going forward. She noted that the Township's by-laws need to be reviewed on a rotating basis to ensure each is meeting the goals of the municipality and currently other demands on staff time have delayed this.

CAO Greb stated that the contracting out of by-law services would allow the staff person currently responsible for by-law enforcement to transition to the contact/coordinator of maintenance for Township owned buildings. This may include doing small maintenance jobs at the facilities, as it is getting increasingly difficult to find contractors that will take on this type of work. In some cases, a portion of the cost could be billed back to the facilities (i.e. staff person replacing ceiling tiles). Staff is proposing a budget of \$15,000 for the

by-law enforcement contract in 2021. This is intended to be a one-year trial to see if this is something we need to consider for long-term.

Councillor Ypma advised that in speaking with a member of Norwich Council, he was advised that the MEU are very heavy handed. He commented that he would like to ensure that complaints are addressed collaboratively to try to achieve compliance. In response to an inquiry from Councillor Gillis, CAO Greb advised that the current amount of time that is dedicated to by-law enforcement is time that is left after dealing with building and drainage matters. She advised that the MEU would provide a better level of service for the public.

### **Appointments (continued)**

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

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider Zone Change Application ZN 4-20-08 submitted by Stephen and Max Heeney for property located at 546106 Karn Road.

DISPOSITION: Motion Carried

### **9:05 a.m. - Development Planner Amanda Stellings - Public Meeting: Zone Change Application submitted by Stephen and Max Heeney for property located at 564106 Karn Road**

Development Planner Amanda Stellings advised that the purpose of zone change application ZN 4-20-08 is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit the development of an accessory single detached dwelling and storage barn on an undersized agricultural parcel. At approximately 9.6 ha (23.7 ac) in area, the subject lands do not meet the minimum lot area requirements of the 'A2' zone, and further, a zone change application is required prior to the development of accessory dwellings or farm buildings on an undersized agricultural parcel.

The subject lands are described as Part Lot 15, Concession Broken Front, Township of South-West Oxford, being Part 27 of Registered Plan 538. The subject lands are located on the northwest corner of Karn Road/Church Line, and has no municipal address.

A Farm Viability Plan has been submitted in support of the application, proposing to continue the agricultural (cash crop) operation on the lands, with

an average gross income of \$16,600 proposed for the next five years (2021-2025). Ms. Stellings advised that the details included with the plan are limited with respect to proposed cashflow and expenses. She advised that the details which have been provided are not financially viable to support the agricultural use to justify an on-farm dwelling.

Planning staff are not recommending support of the application as it is generally not consistent with the Official Plan respecting the development of undersized agricultural parcels. The applicant's proposal will remove land from agricultural production and there is not adequate justification for a single detached dwelling.

#### Questions from Council

In response to an inquiry from Councillor Buchner, Mr. Heeney advised that they run about 1,000 acres as part of their farming operation and that they plan to run the same program they have in the past on this parcel. He advised that right now he is living in a home with a lot of stairs, and that the proposed dwelling will only have one floor.

#### Comments from the Applicant

With respect to the farm viability plan, Mr. Heeney stated that he thought he provided enough information in relation to the anticipated gross net income of the cash crop on the subject lands.

#### Comments from the Public

No one spoke in support of or opposed to the application.

Council discussed the proposal and commented that Council has considered similar applications recently in the past. They acknowledged that the undersized parcels are limited with respect to farm viability and how they can be developed.

Council discussed the location of the proposed dwelling on the west side of the property. Mr. Heeney advised that the location where they are proposing to construct a dwelling is on a high point of the property. The northeast corner is a gravel area and doesn't drain very well – this would not be a good location for the proposed dwelling as there is no access from Church Line and a sump pump would need to run continuously. The proposed entrance on the subject property is the same location that they use for machinery to work on the field. Works Superintendent Adam Prouse confirmed that the proposed entrance is the best location for the entrance to the property.

Past drainage issues at the north end of the property were also discussed. The applicants advised that they installed private tile and a berm to address these concerns.

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

RESOLVED that Council reconvene in regular session at 9:25.

DISPOSITION: Motion Carried

Resolution No. 6      Moved by George Way  
                              Seconded by Craig Gillis

RESOLVED that Council of the Township of South-West Oxford approve-in-principle the application for zone change, submitted by Stephen Heeney for the lands described as Part Lot 15, Concession Broken Front, Township of South-West Oxford, to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A20-sp)' to permit the development of an accessory single detached dwelling and storage barn on an undersized farm parcel.

DISPOSITION: Motion Carried

Resolution No. 7      Moved by Peter Ypma  
                              Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider Zone Change Application ZN 4-20-06 submitted by James John Davis for property located at 584638 Beachville Road.

DISPOSITION: Motion Carried

9:20 a.m. - Development Planner Amanda Stellings - Public Meeting: Zone Change Application submitted by James John Davis for property located at 584638 Beachville Road

Development Planner Amanda Stellings advised that the purpose of the zone change application is to rezone the lot to be severed from the associated consent application (File No. B20-29-4) from 'Residential Type 1 Zone (R1)'



RESOLVED that the Council of the Township of South-West Oxford approve-in-principle the zone change application, submitted by James John Davis, for lands legally described as Part Lot 7, Concession Broken Front (West Oxford), Township of South-West Oxford, to rezone the lot to be severed from consent application (File No. B20-29-4) from 'Residential Type 1 Zone (R1)' and 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp)' with site-specific zoning provisions to recognize the reduced lot frontage, and further, that the lot to be retained from the noted consent be rezoned from 'Development Zone (D)' to 'Special Development Zone (D-sp)' with site-specific zoning provisions to recognize the lot area and frontage of the 'new' lot configuration.

DISPOSITION: Motion Carried

Mayor David Mayberry advised that once the survey is completed, the by-law will come forward to Council for final consideration.

**Staff Reports (continued)**

**CAO 19-2020: Service Delivery Improvement (continued)**

CAO Mary Ellen Greb commented that the proposal as outlined in the staff report is in keeping with the goal of looking for increased efficiencies in departmental operations. This will also align with blending and centralizing administration support for Township departments. She also suggested that MEU will be more efficient in carrying out enforcement responsibilities and will be superior to what the Township currently has in their own employment. Staff's focus will be on drainage, building, zoning and facilities.

Councillor Pickard spoke in support of this initiative and commented that in the past the Township has been slow to react to by-law enforcement matters and he would like there be a Township contact for facilities. Councillor Gillis also spoke in support of the initiative on a trial based and commented that it may be a way to address some enforcement issues in an adequate way.

Resolution No. 10    Moved by Jim Pickard  
                                Seconded by George Way

RESOLVED that Council receive Report CAO 19-2020 as information.

DISPOSITION: Motion Carried

**Appointments (continued)**

**9:50 a.m. - Kathryn Leatherland, Tillsonburg Multi-Service Centre: 2021 Grant Presentation**

Kathryn Leatherland, Executive Director, on behalf of the Tillsonburg Multi-Service Centre presented their community grant request application to Council for 2021. The Multi-Service Centre is a charitable organization which provided employment, literacy and home support services to Oxford, Norfolk and Elgin community to allow others to embrace their personal independence. They are requesting \$1,602.65 from Council in 2021.

Ms. Leatherland thanked Council for their support in the past and advised that grants are used to subsidize client fees such as for the volunteer transportation programs and the meals on wheels program. She advised that approximately 5% of their client base is in South-West Oxford and this is how they determine the amount requested each year to support the program. She noted that due to COVID-19 they have been limited in the amount of fundraising that they could do this year and their two largest campaigns had to be cancelled.

Mayor David Mayberry thanked Ms. Leatherland for her presentation and the services that the Multi-Service Centre provides within the community.

**10:00 a.m. - Richard Bell, Grove Cemetery: 2021 Grant Presentation**

Richard Bell, on behalf of the Grove Cemetery, presented their community grant request application to Council for 2021. The Grove Cemetery is requesting a grant in the amount of \$1,230 to be used towards cemetery grounds maintenance. Council provided a grant to the Grove Cemetery in 2020 which was used for grass cutting and general maintenance of the cemetery property.

Mr. Bell advised Council that they sold three full plots in 2020, completed three full burials and one cremation. He noted that the cemetery has received fewer donations this year. Mr. Bell advised that there are approximately 60-70 plots left in the area and another  $\frac{3}{4}$  of an acre for expansion in the future.

**10:10 a.m. - Jason Graham, Ingersoll Minor Hockey Association: 2021 Grant Presentation**

Jason Graham, on behalf of Ingersoll Minor Hockey Association, presented their community grant request application to Council for 2021. The Ingersoll Minor Hockey Association provides hockey programs offering hockey development and team play for youth 3-21 years old. Any grant received by



the Township will be used towards equipment, medical equipment for trainers, ice rentals and development sessions.

Mr. Graham advised that there are 292 kids registered this year, with 32 kids from South-West Oxford. The organization is seeking a grant in the amount of \$1,500 in 2021. The Township's support will assist with the extra maintenance and supplies required, such as new jerseys.

Mayor Mayberry thanked Mr. Graham for his presentation.

### **Staff Reports (continued)**

#### **CAO 20-2020: Municipal Modernization Funding Utilization**

Chief Administrative Officer Mary Ellen Greb, provided Council with a report to examine the utilization of Municipal Modernization Funding to better streamline processes to remove duplication to allow for optimization of Township resources.

She explained that in 2020 the Township budget included \$42,000.00 for computer software to implement the following efficiencies:

- Ecash Receipts – imports tax payments directly into GP cash receipts instead of manually entering each roll number and payment. (saves time at tax due date)
- AP integration – this enabled all AP invoices to flow through the AP workflow through Laserfiche for the authorization process and implement a paperless filing system by also saving staff time by not having to enter all invoices a second time in Great Plains.
- Esend – this enables tax bills to be sent electronically (public has been requesting this) saving paper, printing and postage costs.

In an effort to streamline the detailed Township payroll processes (excluding fire) the Township looked at the capabilities of HRISMyWay which integrates with our Microsoft Dynamics (Great Plains) platform. The Township of Zorra and South-West Oxford jointly approached the provider to obtain a quote to implement the program in each municipality. There are savings for the joint purchase, and through shared training of Finance staff. South-West Oxford's share of the cost would be \$7,650 (consulting and start up fees) + 900 (annual subscription fee) for a total of \$8,550. Staff is seeking Council approval to ensure the realization of joint purchase/training savings as well as to have it up and running by January 1<sup>st</sup>, 2021. Staff is recommending that this be funded from the Municipal Modernization Funding.

CAO Greb advised that staff would also like to allocate some of the funds from the municipal modernization funding towards the purchase of the route patrol software; this was not captured in the resolution approved by Council at

the October 20<sup>th</sup> meeting. Funds have also been used from the modernization funding towards the joint Community Safety and Well-being Plan and Oxford County Service Delivery review.

In response to an inquiry from Council, staff advised that the software which is being proposed is the best option to ensure connectivity with software and processes already in place.

Resolution No. 11    Moved by Paul Buchner  
                                  Seconded by Craig Gillis

RESOLVED the Council receive Report CAO 20-2020 as information;

AND FURTHER THAT Council authorize the following expenditures to be funded by the Municipal Modernization Fund:

- Ecash receipts, AP integration & Esend budget cost overage of \$8,117.00
- Route Patrol Software (per Report WD 9-2020) \$35,875.00 (plus applicable taxes)
- HRISMyWay payroll program \$8,550.00 (plus applicable taxes).

DISPOSITION: Motion Carried

#### TR 15-2020: 2019 Surplus Distribution to Township Reserves

Treasurer Diane Larder provided Council with a report to provide a high-level breakdown of the surplus for the year ending 2019 of \$589,553 and to request approval from Council for the transfer of these funds to specific reserves in keeping with the Township's Reserve Policy. Outlined the target of what the reserves should be at.

Councillor Pickard expressed concern about the amount of reserves the Township has each year and questioned if the residents have been overtaxed. Treasurer Diane Larder advised that sometimes, for budgeting purposes, the worst-case scenario is used; funding and surpluses may not always be projected at the time the budget is prepared. She also noted that sometimes projects are delayed and carried over into the following year.

Drainage projects were also discussed and Treasurer Larder advise that construction projects are caught up; there are only three drainage construction projects planned for 2021.

10:30 a.m. - Shonna Ward, Oxford County 4-H Association: 2021 Grant Presentation

Shonna Ward, on behalf of Oxford County 4-H Association, presented their community grant application to Council for 2021. The Oxford County 4-H Association is a not-for-profit organization that provides a youth development leadership programs, with hands on learning provided by volunteers. The Oxford County 4-H Association is requesting \$500 in 2021. The funds are proposed to be used towards office programming and insurance costs, and the awards night for achievement awards/recognition. Due to COVID-19, fundraising for the association was very limited this year. The association is relying on donations to help cover the costs while the volunteers continue to work to provide youth programming. The association has moved to virtual meetings and funds provided in 2020 were used to assist with these costs. The newsletter mailing costs were also funded by donations received in 2020.

Ms. Ward thanked Council for their support last year and she was happy to announce that the Oxford 4-H carried on this year as they did last year. The organization was only down three members in the area. She advised that half of the current 4-H members are from South-West Oxford.

Ms. Ward advised Council that tomorrow is show 4-H colours day. She encouraged everyone to wear 4-H colours tomorrow. She also handed out 4-H face coverings.

Discussion also took place regarding a bequest to the 4-H club that was received by the organization and how these funds are being managed. There is a committee established to decide how the funds are spent and to ensure that the money is used towards projects that benefit all members.

Mayor David Mayberry thanked Ms. Ward for her presentation.

*\* Council took a break for five minutes at 10:45 a.m.*

10:45 a.m. - Ronda Stewart, Rural Oxford Economic Development Corporation: Update

- 1) Employer Needs Assessment for COVID-19 Recovery
- 2) Quick Job Demand & Job Search Report Overview
- 3) September SWOX Job Demand Report
- 4) September Oxford County Job Demand Report (for comparison)
- 5) September Elgin-Middlesex Oxford Regional Job Search Report

Ronda Stewart, provided Council with an update on the current state of the local business economy in Oxford County. She provided Council with data for their information with respect to local job opportunities. She commented that

she doesn't think that COVID-19 has slowed down the needs within the community for workers. Some local agricultural and food producers are seeing a surge in the need to hire. There has been record breaking demand in some areas for goods and services and business are not able to keep up.

Ms. Stewart commented on the Buy Local campaigns that have been initiated by the ROEDC this year, and the funding that has been made available to assist local businesses to move to an online service/sales format. She advised that five companies within South-West Oxford received this funding and support.

Ms. Stewart commented on the uncertainty that is still felt by some local companies when considering their budgets. They are uncertain about what their employment needs will be going forward, and planning to save and adapt in the way they are providing services as necessary. In 2020, there have been government programs and funding assistance; it is not known yet what to expect going forward.

The ROEDC has been receiving a significant increase in investment inquiries within South-West Oxford, specifically within Mt. Elgin. She advised that the ROEDC Board is not recommending any increase in contributions from the local municipalities going into 2021.

Mayor David Mayberry commented that he believes 2020 was a much better year than what was expected and that steady growth has been continuing as it has over the last few years. There is still some uncertainty about the second wave of COVID-19 going into 2021.

In response to an inquiry from Councillor Pickard, Ms. Stewart advised that she expects to see more information from a recent business survey in the Spring of 2021, and that Oxford County appears to remain fairly stable. She also commented that local real estate is continuing to turn over fairly quickly.

#### 10:20 a.m. - Mike Hawkins, Oxford County Trails: 2021 Grant Presentation

Ken Westcar, on behalf of Oxford County Trails, presented their community grant request application to Council for 2021. The Oxford County Trails Council is requesting a grant in the amount of \$2,000 in 2021. The funding is proposed to be used towards improving the Oxford Thames River Trail amenities and safety. A new and accessible wildlife viewing platform is planning adjacent to the Ducks Unlimited/Stewardship ponds. He advised that trail signage requires upgrading and replacement including the new welcome sign; the sign has been heavily damaged by the sun and vandalized. A riverside parkette is also planned for the Beachville end of the trail.

Council provided funding to the Oxford County Trails Council in 2020 which was used to install a drainage culvert to reduce spring flood erosion at the west river loop entrance and to restore the trail surface. Other maintenance activities were also undertaken including wood sealing on trail furniture, lines of sign for cyclists were improved by selective brush trimming.

In response to an inquiry from Councillor Pickard, Mr. Westcar advised that the trails committee has nine directors and about fifty active members. The Thames River Trail is located within South-West Oxford, which runs from Beachville to half-way to Woodstock.

11:15 a.m. - Stephanie Radu, Curator Beachville District Museum: 2021 Budget Presentation

Stephanie Radu, Curator at the Beachville District Museum, presented the proposed 2021 budget to Council for information. She also provided an update for Council on the 2020 activities at the museum. She advised that the museum closed in March due to COVID-19 and reopened the long weekend of September. The museum ran a summer camp program limited to ten campers each day throughout the month of August.

With the closing of the Thamesford Lawn Bowling Club, Ms. Radu advised that they have been acquiring some pieces from the organization for the museum. The museum is also continuing their work on a virtual museum for the Canada limestone exhibition in Oxford County. She advised that the museum is expecting possibly higher grant amounts from the Canada Works and Canada Summer Jobs positions and will try to take advantage of this funding as much as possible. These funding opportunities are really important to the museum for ongoing museum operations. The museum is anticipating increased insurance costs in 2021.

Ms. Radu reviewed the proposed draft 2021 budget for Council and noted a few changes for pest control, payroll and janitorial supplies. She advised Council that repair work is being undertaken this year in the quarry room because the ceiling came down this year. This work will be continuing into 2021 along with the basement parging project.

**Staff Reports (continued)**

TR 15-2020: 2019 Surplus Distribution to Township Reserves (continued)

Council discussed royalties that were received from Township aggregate this year which was not projected. Council also discussed the current status of Township reserve accounts and it was noted that some reserves are not high enough. Treasurer Larder advised that the Township's Asset Management

Plan states that the Township needs \$4.5 million in reserves to cover existing assets – the Township’s reserve target is approximately \$3 million.

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

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 15-2020 entitled "2019 Surplus Distribution", as information;

AND FURTHER THAT Council approve the 2019 surplus funds to be transferred to the following reserves:

- Tax Stabilization Reserve - \$42,844
- Working Capital (sale of land) Reserve - \$94,915
- Legal/Insurance Reserve - \$40,000
- Working Capital (General Government) Reserve - \$74,148
- Working Capital (By/Law) Reserve - \$15,095
- Policing Reserve - \$306
- Disaster Relief Reserve - \$48,000
- Fire Equipment Reserve - \$49,364
- Roads Paving Reserve - \$100,385
- Waste Management Reserve - \$46,839
- Climate Change/Energy Reserve - \$10,592
- Drainage Reserves - \$59,160
- Recreation Reserves - \$7,905

DISPOSITION: Motion Carried

TR 16-2020: 2019 Local Boards and Cemeteries - Financial Information

Treasurer Diane Larder, provided Council with a more detailed report to provide them with 2019 financial information for Township local boards and Township owned cemeteries. She advised that the financial position of the boards and cemeteries recorded an overall deficit for 2019 of \$12,971. She provided them with the details of the income and expenses for each local board, and the three active cemeteries within the Township.

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

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 16-2020

entitled "2019 Local Boards and Cemeteries" as information.

DISPOSITION: Motion Carried

WD 10-2020: Boardwalk Removal at Lawson Nature Reserve ("The Lawson Tract")

Works Superintendent Adam Prouse provided Council with information related to the cost of the removal of the boardwalk at the Lawson Nature Reserve for inclusion in the 2021 Township budget. He advised that he has inspected the site and several deficiencies including the small bridge that crosses a stream at the south end of the trail were found. He provided Council with estimated costs associated with the repair work that is needed. These costs are detailed in the staff report. Staff is seeking Council's direction with respect to the inclusion of this required work in the 2021 budget.

Mr. Prouse advised that Works staff does not have time to complete the project themselves; however, the report outlines some alternative options to consider.

Resolution No. 14      Moved by Valerie Durston  
                                    Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report WD 10-2020 Boardwalk Removal at the Lawson Nature Reserve as information;

AND FURTHER THAT Council provide direction to staff to include \$2,000 of this proposed project and estimated cost in the draft 2021 budget.

*Discussion on the motion:*

Council discussed the financial support that they have provided to the Nature Club in the past. They stated that this would be considered their annual grant for 2021.

DISPOSITION: Motion Carried

**Discussion Items**

**Planning and Zoning - None**

**Agenda Items and Correspondence**

*#117 - Oxford County Council Report - October, 2020*

*#118 - Oxford County Report re: Waste Management Agreements, Township of South-West Oxford and Town of Tillsonburg*

*#119 - Reply Correspondence to Mayor Mayberry re: broadband connectivity in rural and remote communities*

*#120 - ROMA 2021 - Annual General Meeting and Conference*

*#121 - Oxford County Submission re: Proposal to Amend the Food and Organic Waste Policy Statement*

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

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #117 to #121 and further that they be noted and filed.

DISPOSITION: Motion Carried

**Accounts Payable Report**

November 3rd, 2020 - Accounts Payable Report

Resolution No. 16     Moved by George Way  
                                  Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for October 15 <sup>th</sup> to 31 <sup>st</sup> , 2020	\$286,876.15
Bi-Weekly Payroll #22	\$38,756.48
<b>TOTAL:</b>	<b>\$325,632.63</b>

DISPOSITION: Motion Carried



**Information Items and Correspondence**

*#122 - Town of Lincoln Resolution re: Cannabis Production Facilities*

*#123 - Northumberland County Resolution re: Municipal Elections Act re: election fraud*

*#124 - Northumberland County Resolution re: unauthorized car rally*

*#125 - Township of Oro-Medonte Resolution re: Snowsports, Skiing, Snowboarding Essential in Stage 2*

Resolution No. 17     Moved by Craig Gillis  
                                      Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #122 to #125 and further that they be noted and filed.

DISPOSITION: Motion Carried

**By-law and Agreements**

- By-Law No. 53-2020 - A By-law to amend the assessment schedule based on the actual costs incurred for the construction of the Graydon Municipal Drain 2019
- By-Law No. 54-2020 - A By-law to amend By-law 76-2017 (Animal Care and Control By-law) - Collection of Annual Licensing Fees
- By-law No. 55-2020 - To amend Zoning By-law (Dempsey/Carter - 343796 Ebenezer Road)
- By-law No. 56-2020 - To authorize the execution of a waste management services agreement with the County of Oxford

Resolution No. 18     Moved by Jim Pickard  
                                      Seconded by George Way

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

- By-Law No. 53-2020 being a By-law to amend the assessment schedule based on the actual costs incurred for the construction of the Graydon Municipal Drain 2019
- By-Law No. 54-2020 being a By-law to amend By-law 76-2017 (Animal Care and Control By-law) - Collection of Annual Licensing Fees

- By-law No. 55-2020 being a By-law to amend Zoning By-law (Dempsey/Carter - 343796 Ebenezer Road)
- By-law No. 56-2020 being a By-law to authorize the execution of a waste management services agreement with the County of Oxford

*Discussion on the motion:*

Council discussed the waste management services and the payment to be made to the Township to provide this service. This will be based on operating costs on a per household basis. There is some concern that residents are paying for five-day cycle and are receiving a six-day cycle. The Township is confident that they can provide the service at the price quoted in the contract.

DISPOSITION: Motion Carried

Resolution No. 19     Moved by Peter Ypma  
                              Seconded by Craig Gillis

RESOLVED that By-laws 53-2020 to 55-2020 inclusive 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**

Foldens Hall Board Meeting Minutes - September 16, 2020

Resolution No. 20     Moved by Craig Gillis  
                              Seconded by George Way

RESOLVED that the Foldens Hall Board Meeting Minutes of September 16<sup>th</sup>, 2020 be received for information.

DISPOSITION: Motion Carried

**Strategic Planning - None**

**New Business**

**Bill 218, Supporting Ontario's Recovery and the Municipal Elections Act, 2020**

Mayor David Mayberry brought to Council's attention the removal of the municipality's right to choose if they want to use ranked ballots in their election process which is included in Bill 218. He requested Council's support to send a letter to the Province in opposition to removing this right for local municipalities to choose which election system they would like to use. Council provided their support.

**Council Round Table**

*Council members shared updates from their respective wards and community involvement. Signage to "catch and release" has been suggested for fishing at the Loweville Pond by the Beachville Park and Recreation Committee. Foldens Hall board has completed their 2021 budget, which will be brought forward to Council at a later date. A new furnace is required at the Foldens Hall. Mayor David Mayberry will follow up on the potential sale of former railway property in the south end of the Township. Mt. Elgin Parks and Recreation meeting is coming up. The Tillsonburg Airport is thankful for the promotion of the airport and events by the Township through social media. Mayor David Mayberry is going to follow up on the T-Go route south of Ingersoll. A resident submitted a suggestion that the Township host a Christmas light contest – this will be forwarded to the Engage and Inform Committee.*

*Treasurer Diane Larder provided a brief update on the draft 2021 budget. This has been distributed to Council for their review today. The proposed budget brings forward a tax increase of approximately 3.12%. Taxes will also be impacted in 2021 by increased residential assessment values. 1% is included in the budget for fibre internet expansion and 1% is included for emergency services fleet.*

*\* Council took a break for lunch at 12:30 p.m.*

**Closed Session**

*The meeting will be closed to the public to discuss subject matter that is:*

*(c) a proposed or pending acquisition or disposition of land by the municipality or local board (434792 Zorra Line, Beachville);*

Resolution No. 21    Moved by Jim Pickard  
                              Seconded by Peter Ypma

RESOLVED that Council hold a closed meeting in order to discuss a matter pertaining to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (434792 Zorra Line, Beachville);

DISPOSITION: Motion Carried

Resolution No. 22    Moved by Peter Ypma  
                              Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 1:52 p.m.

DISPOSITION: Motion Carried

**Confirmatory By-law**

*By-Law No. 57-2020 - To confirm all actions and proceedings of Council (November 3rd, 2020)*

Resolution No. 23    Moved by Craig Gillis  
                              Seconded by Valerie Durston

RESOLVED that By-law 57-2020 being a By-law to confirm the proceedings of Council held Tuesday, November 3<sup>rd</sup>, 2020 be read a first, second and third time this 3<sup>rd</sup> day of November, 2020.

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

DISPOSITION: Motion Carried

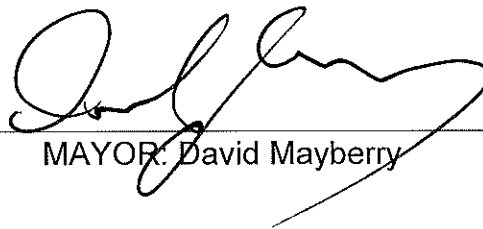
**Adjournment**

Resolution No. 24      Moved by Jim Pickard  
                                  Seconded by Peter Ypma

RESOLVED that there being no further business, the Council meeting be adjourned at 1:52 p.m. to meet again on Tuesday, November 10th, 2020 at 9:00 a.m. (Special Council Meeting – Budget).

DISPOSITION: Motion Carried

  
\_\_\_\_\_  
CLERK: Julie Forth

  
\_\_\_\_\_  
MAYOR: David Mayberry

