

**Township of South-West Oxford
Council Minutes
November 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), 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 7:00 p.m. by Mayor David Mayberry and a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the November 17th, 2020 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Minutes

November 3rd, 2020 Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard
 Seconded by Paul Buchner

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

DISPOSITION: Motion Carried

November 10th, 2020 Special Council Meeting Minutes

Resolution No. 3 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that the special minutes of the November 10th, 2020 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 46-2020: Business Arising from the Minutes of November 3rd, 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 Jim Pickard
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 45-2020 Summary of Staff Actions Related to Business Arising from the Minutes of November 3rd, 2020 as information.

DISPOSITION: Motion Carried

Appointments

7:05 p.m. - Councillor Craig Gillis - Beachville Parks and Recreation 2021 Budget

Councillor Craig Gillis on behalf of the Beachville Parks and Recreation Committee presented their proposed 2021 operating and capital budgets. He advised that the proposed budget is similar as it was last year. Next year the committee would like to install basketball posts, nets and boards and purchase a couple of picnic tables. The Committee is requesting \$10,350 from the Township in 2021.

7:10 p.m. - Councillor Jim Pickard - Sweaburg Parks and Recreation 2021 Budget

Councillor Jim Pickard on behalf of the Sweaburg Parks and Recreation Committee presented their proposed 2021 operating and capital budgets. He advised that the committee had very little revenue this year and the ball diamonds were only rented out to a minor ball league for a few nights. The only improvement that was completed in 2020 was the cleanup of the fence row at the Tommy Williams parks; a new fence was also installed. Expenses projected in 2021 are the same as 2020 and the committee hopes to be able to have more fundraising next year. With respect to capital projects proposed in 2021, the committee would like to add clay to the ball diamond and clean up trees that are hanging over the park. The Committee is requesting \$10,000 from the Township in 2021.

7:15 p.m. - Councillor Paul Buchner - Brownsville Hall Board 2021 Budget

Councillor Paul Buchner, on behalf of the Brownsville Hall Board, presented their proposed 2021 operating and capital budgets to Council. He advised that expenses are expected to stay the same as last year. Some capital items that the Committee wanted to move forward with have been pushed back. The Committee would like to add some more table and benches to spread throughout the park to make it more user friendly. Councillor Buchner also noted that the playground is getting old and will need to be replaced in the future; this will likely be dependent on available funding. The gazebo project has been pushed to 2022. The Committee is requesting \$8,500 from the Township in 2021.

7:20 p.m. - Adam Prouse - Hilltop Park 2021 Budget

Adam Prouse, on behalf of the Hilltop Park Committee, presented their proposed 2021 operating and capital budgets to Council. He advised that the park has been very busy this year and capital project planned for 2020 was completed, which was the parking lot to the north of the park. The Committee would like to put in an accessible washroom and sidewalk in 2021. In 2022, the Committee would like to purchase some solar powered lighting for the park. The Committee is requesting \$2,825 from the Township in 2020.

7:30 p.m. - Kristen Ralph, Big Brothers Big Sisters Association - 2021 Grant Application

Kristen Ralph, on behalf of Big Brothers Big Sisters Association, presented their 2021 grant application to Council. She thanked Council for their assistance in the past and advised that the organization is requesting \$3,500 in 2021. She advised that Big Brothers Big Sisters is one of few organizations that has been able to continue to operate through mandated closures due to

the COVID0-19 pandemic because matches have the ability to connect in many ways including online platforms. Big Brothers Big Sisters has continued to recruit, train and match volunteers with youth throughout 2020. She noted that the ability to connect virtually worked well for some youth that were difficult to match because they were shy or lived in a more rural area. She advised that there are currently approximately 16 matches within South-West Oxford and 14 youth waiting in South-West Oxford to be matched. The waitlist within South-West Oxford has reduced by half this past year.

Mayor David Mayberry thanked Kristen for her presentation and for their work within the community.

Staff Reports

CAO 21-2020: 2020 Generator Project - Reserve Funding

Chief Administrative Officer Mary Ellen Greb provided a report to Council to provide them with details of the proposed reserve funding of the new generator at the Mount Elgin Community Hall and Library. She advised that when this report came before Council previously, Council questioned if the generator should be funded from the emergency reserve or the recreation reserve. Staff is recommending that the generator at the Mt. Elgin Community Centre be split equally between the emergency reserve and the recreation reserve (\$18,914.98 from each reserve, for a total of \$37,829.96).

In response to an inquiry from Councillor Ypma, Council was advised that there is approximately \$139,181 in the emergency reserve fund. It was also discussed that prebudget approval has been given for a generator at the Municipal Office in 2021.

Resolution No. 5 Moved by Peter Ypma
 Seconded by Jim Pickard

RESOLVED that Council receive Report CAO 21-2020 as information;

AND FURTHER THAT Council approve the reserve funding requirement of \$37,829.96 for the generator at Mount Elgin hall be split equally between the emergency reserve (\$18,914.98) and the recreation reserve (\$18,914.98) in 2020.

DISPOSITION: Motion Carried

7:40 p.m. - Steve Gradish, Tillsonburg Minor Hockey - 2021 Grant Application

Steve Gradish, on behalf of the Tillsonburg Minor Hockey Association presented their 2021 grant application to Council. He advised that the organization is requesting \$2,000 from Council in 2021. He advised that the funds would be used to help offset the overall cost of the skills development program.

In response to an inquiry from Councillor Buchner, Mr. Gradish explained that the bank fees have been significantly reduced for the organization by beginning to accept e-transfer payment for registration. In the past the organization accepted credit card payments, which resulted in higher bank fees. This cost has been reduced by approximately 80%.

In response to an inquiry from Councillor Way, Mr. Gradish advised that approximately 10% of the youth registered in the program are from South-West Oxford (35 youth).

Mayor David Mayberry thanked Mr. Gradish for his presentation and the work of Tillsonburg Minor Hockey within the community.

Discussion Items

Continuation of Virtual Council Meetings

Council had a discussion regarding the continuation of virtual Council meetings with the increasing numbers of COVID-19 cases within the Province. Members of Council expressed support for meeting in person, however noted that if needed they are prepared to move back to a virtual meeting format. CAO Mary Ellen Greb stated that the virtual meeting format will address some of the issues that staff is experiencing with sound through the live stream of the Council meetings from the Mt. Elgin Community Centre. They expressed support for meeting in person to consider the remainder of the draft 2021 budget.

Clerk Julie Forth advised that she has been looking into options to address the sound quality at the Mt. Elgin Hall; however, options for sound that include a wireless system have been quoted at approximately \$50,000. Wired options have been quoted at approximately \$25,000. She will continue to look into this further and report back to Council.

Council agreed to meet in person at the upcoming Council meetings on November 24th and December 1st. Clerk Julie Forth noted that Council will need to make a decision on the meeting format in advance to ensure that appropriate notice is provided for upcoming planning applications.

Resolution No. 6 Moved by Jim Pickard
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to meet in person for the upcoming Council meetings on November 24th and December 1st;

AND FURTHER THAT Council will provide further direction to staff at the November 24th Council meeting with respect to the meeting format to be used for the December 15th Council meeting.

DISPOSITION: Motion Carried

Continuation of 2021 Budget Deliberations:

- General Government
- General Revenue

Council continued consideration of the draft 2021 budget (General Government). The following comments were made:

- Volunteer appreciation events were cancelled in 2020 due to COVID-19. Additional funds have been allocated in 2021 to host a volunteer appreciation event for hall and park committee members and volunteer fire fighters;
- Council remuneration rates were discussed. Council provided direction to staff to continue in 2021 with the remuneration rates as established for 2020. CAO Mary Ellen Greb commented that South-West Oxford Council is the lowest paid Council within the County. Prior to the municipal election in 2018 Council increased the remuneration rates by by-law to encourage members of the community to run for office and to potentially assist with childcare costs should they be needed;
- It was noted that many conferences will be moved to a virtual format in 2021 which will reduce the costs associated with these events. The City of London will be hosting AMO in 2021. Council provided direction to remove \$3,500 from conferences in 2021;
- In response to an inquiry from Councillor Gillis, Treasurer Diane Larder explained that the telephone expense for Council members has increased due to the Township's transition to a voice over internet service. Each member of Council has a direct Township phone number which can be set up on their smart phone or iPad. The Mayor's cell phone is also funded from this account; the cell phone is approximately \$20 per month;
- Treasurer Diane Larder explained that a 1% cost of living increase has been included for staff wages; however, the exact amount in

accordance with the consumer price index set for October will be published tomorrow. The cost of living increase for 2021 will be adjusted within the budget based on the published rate;

- Pension contributions are slightly reduced in 2021 because there were high in 2020; this will put the budgeted amount more in line with where it should be;
- Treasurer Diane Larder reviewed the proposed transfers to and from reserves for 2021; transfers from reserves will be made for the new generator at the municipal office and a new server in the office;
- Treasurer Diane Larder advised that staff is projecting to incur some costs related to the ongoing COVID-19 pandemic which is reflected in the draft 2021 budget;
- Councillor Ypma requested that reserve funds may be used for Township cyber security insurance;
- Public works staff is continuing to assist with health and safety inspections for the Township. It is anticipated that this will continue for about two years;
- The heating fuel line for the municipal office will be removed;
- In response to an inquiry from Councillor Ypma, Treasurer Diane Larder explained that transfers to reserves are made in accordance with the Township's reserve policy;
- Discussion took place regarding Ontario Municipal Partnership Funds anticipated to be received in 2021. It is also anticipated that this funding will be reduced in future years. Staff have been advised of the amount to be received in 2021 (\$730,000). Mrs. Larder advised that these funds may be used towards operating costs; there are no specific guidelines from the Province attached to these funds.

Planning & Zoning - None

Agenda Items & Correspondence

#126 - SWOX Broadband Update and go forward proposal (Mayor David Mayberry)

Mayor David Mayberry provided an update for Council with respect to a meeting held with other rural Mayors and CAOs to discuss the allocation of fibre internet funding from the County of Oxford. The County currently has approximately \$2.5 million in reserves for fibre internet projects. It was agreed that funding will be allocated to ensure an even distribution of funding for broadband internet across the County; ultimately this will be a County decision. Oxford CAOs will meet to discuss the next steps. Mayor Mayberry asked members of Council to give some consideration to priority areas for servicing, keeping mind higher density areas and business in the Township that may benefit from access to fibre internet.

Councillor Pickard commented that he likes the idea of using funds that will be received from the SWOX/Ingersoll boundary adjustment for fibre projects. Council discussed a desire to get the budget increase down to under 2% and noted that growth experienced in 2020 will be realized in 2021 and this will also impact the proposed tax increase.

#127 - Letter to Premier Doug Ford re: Bill 218, Municipal Elections Act Ranked Ballots

#128 - EARTH Corporation - Press Release - EARTH Power is now offering "Customer Choice"

#129 - Oxford County Public Works Report PW 2020-56 re: Proposal to Amend Food and Organic Waste Policy Statement, Environmental Registry of Ontario Posting No. 019-2498 (for information)

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

RESOLVED that agenda and correspondence items #126 to #129 inclusive be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

November 17th, 2020 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for	
November 1 to 14, 2020	\$113,358.88
Bi-Weekly Payroll #23	\$39,364.59
Fire Pay #11	\$8,640.02
Council Pay #11	\$6,996.20
TOTAL:	\$168,359.69

DISPOSITION: Motion Carried

Information Items & Correspondence

#130 - City of Brantford Resolution re: Bill 218 Ranked Ballots for Municipal Elections

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

RESOLVED that information and correspondence item #130 be received for information and that it be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- *By-Law No. 59-2020 - To amend Township of South-West Oxford Zoning By-law (Heeney - Karn Road and Church Line)*

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

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

- By-Law No. 59-2020 being a By-law to amend Township of South-West Oxford Zoning By-law (Heeney – Karn Road and Church Line)

DISPOSITION: Motion Carried

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

RESOLVED that By-law 59-2020 be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-law and affix the corporate seal.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Councillor Paul Buchner shared news of the passing of former Brownsville Hall Board committee member Tanya Ellis-Blakely over the past weekend. Tanya was very dedicated to the hall board and the community.

Councillor Ypma provided an update on the recent turkey supper hosted in partnership between the Mt. Elgin Hall Board and the Mt. Elgin Lions Club; over 300 meals were served. The Long Point Region Conservation Authority has approved a 1.5% budget increase for 2021.

The Township's Engage and Inform Committee is hosting Trivia Night on Thursday, November 19th via Zoom and Kahoot. A new furnace will be installed in the Foldens Hall and it will be equipped with an Ekobee thermostat. ROEDC Board will meet again on November 27th. Beachville Museum will be putting up Christmas decorations over the next week. Mediation measures for radon gas at the Beachville Museum was also discussed – a fan will be installed as a preliminary measure. Mayor David Mayberry noted that residents are making good use of the Limestone Valley Trail.

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. 12 Moved by Paul Buchner
 Seconded by Valerie Durston

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. 13 Moved by Craig Gillis
 Seconded by Jim Pickard

RESOLVED that Council reconvene in regular session at 9:14 p.m.

DISPOSITION: Motion Carried

Confirmatory By-law

*By-Law No. 60-2020 - To confirm all actions and proceedings of Council
(November 17th, 2020)*

Resolution No. 14 Moved by Valerie Durston
Seconded by George Way

RESOLVED that By-law 60-2020 being a By-law to confirm the proceedings of Council held Tuesday, November 17th, 2020 be read a first, second and third time this 17th day of November, 2020.

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

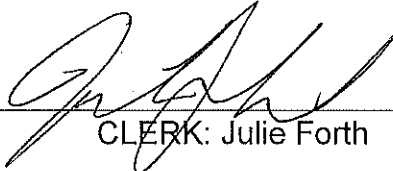
DISPOSITION: Motion Carried

Adjournment

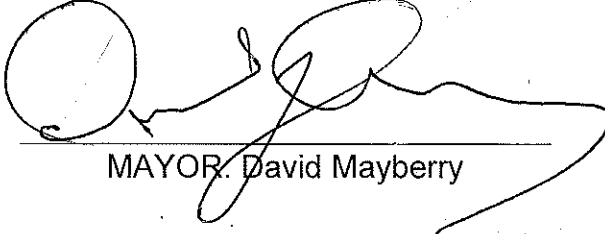
Resolution No. 15 Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that there being no further business, the Council meeting be adjourned at 9:15 p.m. to meet again on Tuesday, November 24th, 2020 at 9:00 a.m. (Special Budget Council Meeting)

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry

