TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
December 1, 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. 1 Moved by George Way
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the December 1st, 2020 meeting of council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST
There were no declarations of pecuniary interest.

MINUTES

November 17th, 2020 Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED that the regular minutes of the November 17th, 2020 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

November 24th, 2020 Special Council Meeting Minutes

Resolution No. 3 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the minutes of the special council meeting held on November 24th, 2020 meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 47-2020: Business Arising from the November 17th, 2020 Minutes

Clerk Julie Forth provided a report for 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 47-2020 Summary of Staff Actions Related to Business Arising from the Minutes of November 17th, 2020 as information.

DISPOSITION: Motion Carried

APPOINTMENTS

9:05 a.m. - Lorraine Graham and Carol VanMoerkerke - Dereham Centre Hall - 2021 Grant Request

Lorraine Graham and Carol VanMoerkerke presented Council with the 2021 grant request from the Dereham Centre Hall Board. They advised that they are assuming that the hall will not be rented very much during the first half of 2021 due to ongoing gathering restrictions. They are hoping to proceed with a fundraising event in June, 2021. They reviewed their anticipated expenses for 2021 and the proposed capital budget for the next five years for Council. Due to the anticipated reduced rentals in 2021, the hall board would like to proceed with kitchen renovations this year. This will include the installation of a dishwasher to support the Township's transition to zero waste.

Mrs. Graham commented on an issue that they are experiencing with their hydro costs at the facility. There was a large jump in the usage and bill for August/September. Chief Building Official Howard Leaver will follow up with ERTH to see if they can determine where the issue is.

The Committee would also like to consider the development of a pavilion at the hall in 2023. They think that this would be a nice addition to the Dereham Centre park and will be nice for families to book for picnics. The windows in the hall are also going to need to be replaced. They would also like to consider applying for a Trillium Grant in 2022 for some playground equipment at the park.

9:20 a.m. - Committee of Adjustment: Minor Variance Application A07-2020 - 12454611 Canada Inc. - 434844 Zorra Line (Ali Zulfiqar)

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

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment to consider minor variance application A07-2020 submitted by 1245611 Canada Inc. for property located at 434844 Zorra Line.

DISPOSITION: Motion Carried

Resolution No. 6 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that Council reconvene in regular session at 9:55 a.m.

DISPOSITION: Motion Carried

9:45 a.m. - Trevor Finkenzeller - Salford Hall - 2021 Grant Request

Trevor Finkenzeller addressed Council regarding the 2021 grant request for the Salford Hall. He advised that the committee is in the middle of upgrading the senior's room at the hall. They are anticipating another difficult year with few rentals in 2021 due to the ongoing COVID-19 pandemic. He noted that the holiday season is particularly difficult because this is the time of the year when the hall would normally have the bulk of their rentals. He stated that the Committee is hopeful that gatherings may be permitted for Thanksgiving and Christmas next year.

The Committee held a fundraiser on October 28th which netted over $2,000. Mr. Finkenzeller commented on the positive community support for the hall. The Committee is planning to do another couple of drive thru fundraisers if they can get enough volunteer support.

Mr. Finkenzeller also reviewed the Committee's five-year capital plan. The Committee would like to have the lines painted in the hall parking lot and do some repairs to drywall and paint in the small room of the community centre. They would also like to revamp the outside concession stand – this structure is in need of new siding; this project is scheduled for 2022. Air conditioning and roof repairs will be needed the following year. It is anticipated that there will be additional costs for the roof repairs due to the solar panels on the roof.

10:00 a.m. - Barb Freeman - Mt. Elgin Cemetery - 2021 Grant Request

Scott Paton reviewed the 2021 grant request from the Mt. Elgin Cemetery Board. He reviewed the budget for the past year and advised that the cemetery had two regular burials and one cremation this past year. He noted that the board received less fundraising revenue in 2020.

In response to an inquiry from Councillor Pickard, Mr. Paton advised that the annual grass cutting costs for the cemetery were $6,000. Council discussed the charge for plots at the cemetery; it is $1,800 for a double plot and $500 for a cremation plot. A regular grave opening is $850 and the cost to open for a cremation is $350. Council questioned if the board has any interest in purchasing a columbarium for the cemetery. Barb Freeman stated that the cemetery board doesn't have enough funds for a columbarium. The columbarium that was installed in Sweaburg was $11,000 for 24 niches.

STAFF REPORTS

BD 15-2020: Furnace and boiler replacement Foldens and Brownsville Hall

Chief Building Official Howard Leaver provided Council with a report to provide them with an update on the status of the failing furnace at Foldens Hall and the failing boiler at Brownsville Fire Hall. He advised that three companies have looked at the issues and provided three quotes. The furnace at the Foldens Hall is now installed and operating with an Ecobee thermostat.

With respect to the Brownsville fire hall and community centre, he is still waiting for parts for the boiler and a third quote for the repair of the rooftop unit.

Resolution No. 7 Moved by Jim Pickard
Seconded by George Way

BE IT RESOLVED that the Council of the Township of South-West Oxford receive report BD-15-2020 Furnace and boiler replacement Foldens and Brownsville Hall as information;

AND FURTHER THAT the full cost of the Brownsville Fire Hall boiler replacement estimated at $4,860.00 (plus applicable tax) be paid for with funds from the Fire Department Building Reserves;

AND FURTHER THAT the cost of the Foldens Hall furnace replacement estimated at $3,886.00 (plus applicable tax) be divided with 25% of the cost being covered by the Foldens Hall Committee and the remaining 75% of the cost be paid with funds from the Township Recreation Reserve.

DISPOSITION: Motion Carried

BD 16-2020: Monthly Building Report - October 2020

Chief Building Official Howard Leaver provided a report to Council to provide them with the status of the activities in the building department as of the end of October, 2020. He advised that October was another busy month, and that the Township will exceed their anticipated building permit revenue for the year.

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

RESOLVED that the Council of the Township of South-West Oxford receive report BD-16- 2020 Monthly Building Report – October 2020 for information.

DISPOSITION: Motion Carried

CAO 21-2020: 2021 Cost of Living Adjustment - Township Pay Band Grid

Chief Administrative Officer Mary Ellen Greb provided Council with a report to seek the approval of Council for a cost of living increase to the Township Pay Band Grid for 2021 in keeping with the Township Payroll Administration Policy 3.2.

Resolution No. 9 Moved by Peter Ypma
Seconded by Paul Buchner

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

AND FURTHER THAT Council approve the application of a Cost of Living (COLA) increase of 0.7% to the Pay Band Grid for 2021, effective January 1, 2021 for time worked in 2021.

DISPOSITION: Motion Carried

Appointments (continued)

10:15 a.m. - Meghan Callaghan, BFL Canada - Presentation of Insurance Program for the Township

Meghan Callaghan on behalf of BFL Canada gave a presentation for Council on the insurance program for the Township and the current insurance marketplace conditions. She reviewed the current trends and advised Council that the insurance industry has moved into a hard market. This hasn't been seen for the last 20 years. The hard market conditions shift the focus in the insurance industry to top line growth and they are starting to drill down on areas of profitability and looking at results. Insurers are taking a hard look at what types of business they take on and are taking a more rigorous approach to evaluating risk. The insurance industry has experienced large losses consistently year over year as a result of thunderstorms, floods and forest fires across the globe. This doesn't allow for soft market conditions to continue.

Ms. Callaghan explained that municipalities are a very unique type of risk. Insurers consider property assets, accumulation of assets and history of claims. Municipal claims are subject to long term liability and case law; municipal liability (joint and several liability) is very challenging.

The insurance renewal program for the Township is looking at a 17% increase. This includes property, automobile and excess liability and cyber liability. Ms. Callaghan noted that overall automobile insurance rates are on

the rise all over Ontario. Cyber liability is also going up. She stated that they would like to look at the risk management program for the Township and what they can do together to promote risk governance within the organization. She advised that education, driver training and information on updates to legislation and emerging risks and claims trends are available through BFL. BFL Canada understands that most municipalities don't have dedicated risk management resources.

Council discussed the Township's loss history and noted that the Township has a very good loss history. Ms. Callaghan acknowledged the Township's good loss history and stated that this consideration is included in the premiums for 2021 even though there is a 17% increase. She advised that going into 2021 the market is seeing increases between 20-40% for insurance premiums. She specifically commented on the premiums for the City of Ottawa, which have doubled to almost $12 million.

Mayor Mayberry commented that the Township's insurance premiums have almost doubled over the last few years. He stated that the Township has a conservative Council and that they don't want to spend money if they don't have to. He is interested in identifying potential risk for the Township and considering ways to mitigate the risk before they happen. Ms. Callaghan suggested that BFL Canada work with the Township to help identify risk areas. She will follow up with CAO Mary Ellen Greb about this to set something up.

In response to an inquiry from CAO Greb, Ms. Callaghan indicated that experts are anticipating that the hard market will continue well into 2021.

Council discussed timing to go to the market again for insurers. It was suggested that Council wait for the market to soften before doing this.

** Council took a five-minute break*

Staff Reports (continued)

CAO 22-2020: Christmas Closure 2020

Chief Administrative Officer Mary Ellen Greb provided Council with a report to seek their approval to allow the closure of the municipal office and public works yard (if possible) for a portion of the Christmas Season on Thursday, December 24, 2020 and the afternoon of Thursday, December 31, 2020.

Resolution No. 10 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that council permits the closure of the municipal office and works department (if possible) for a full day on Thursday, December 24, 2020 and for the afternoon (1/2 day) of December 31, 2020.

DISPOSITION: Motion Carried

CL 48-2020: Operation of Off-Road Vehicles on Highway (O. Reg 316/03)

Clerk Julie Forth provided Council with a report to bring forward an amendment to O. Reg 316/03 regarding the operation of off-road vehicles on municipal roads for Council's information and consideration. She explained that the legislative changes shift the onus of the municipality from allowing off-road vehicles on Township roads to prohibiting off-road vehicles on Township roads. If the Township does not pass a by-law to prohibit their use, they will be permitted as of January 1st, 2020.

Members of Council expressed concern with passing a by-law to prohibit the use of off-road vehicles on Township roads because they are often used by farmers travelling from farm to farm. This provides them with a more affordable vehicle for travel and also results in a reduction in greenhouse gas. There is concern that if the vehicles are not permitted on Township roads that people will use agricultural fields to travel through and take short cuts. Councillor Gillis expressed his support for prohibiting off-road vehicles on Township sidewalks and parks. However, he commented that young farm staff often use these vehicles to travel to and from work. Council commented that the proposed by-law is very restrictive and that if people are using off-road vehicles safety and within the requirements of the regulation, then they shouldn't be prohibited.

Councillor Pickard expressed concerns with the use of off-road vehicles within Sweaburg, and commented on the vehicles being operated by drivers without a driver's licence. He stated that he would support a by-law that prohibits their use within residential zones.

Mayor Mayberry expressed support for the by-law and commented on the liability and risk to the Township should the municipality allow the use of off-road vehicles on Township roads. If they are permitted on Township roads, the Township may be liable should an incident or collision occur.

CL 49-2020: Petition for Drainage Works (Dereham Line/Daniel Road)

Clerk Julie Forth provided Council with a report to bring forward a Petition for Drainage Works, submitted by Township of South-West Oxford Works Superintendent Adam Prouse, for property in the vicinity of Dereham Line and

Daniel Road and Petition for Drainage Works submitted by property owners on Daniel Road and Mt. Elgin Road.

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

RESOLVED that the Council of the Township of South-West Oxford accept the Petition for Drainage Works by Road Authority, dated November 23rd, 2020;

AND FURTHER THAT Council accept the Petition for Drainage Works by Owners, dated November 23rd, 2020;

AND FURTHER THAT the firm of Spriet Associates, Engineers and Architects be appointed to complete a new report in accordance with Section 4 (c) of the Drainage Act, RSO 1990, Chapter D17.

DISPOSITION: Motion Carried

TR 20-2020: 2021 Budget Amendments

Treasurer Diane Larder provided Council with a report to provide them with information as to how the funds received from the Town of Ingersoll and the City of Woodstock as a result of recent boundary adjustment agreements will impact the 2021 and future municipal budgets.

She advised that the 2021 budget will include funds received "from other municipalities" in the amount of $564,506. These funds will be collected each year from the City of Woodstock and the Town of Ingersoll in perpetuity; adjusted annually by CPI as outlined in each agreement. These funds represent former tax dollars that the Township would have received if the properties remained located within the boundaries of South-West Oxford. When the properties were transferred out of the boundaries of South-West Oxford and into the two adjoining municipalities, the Township's assessment base will decrease accordingly. As the assessment base is decreased there will be an offsetting revenue of "other municipal" funds to prevent an increase in the tax levy for the properties that remain in South-West Oxford. Treasurer Larder advised that these funds were purposely excluded from the draft budget because they will impact the levy requirement and weighted assessment.

Staff are requesting to include in the 2021 budget a transfer from the Tax Stabilization Reserve in the amount of $37,399 to help fund the difference in

tax dollars that normally would have been received by the Township from industrial properties within the annexed area of the Town of Ingersoll.

In response to an inquiry from Councillor Pickard, it was noted that the industrial tax revenue needs to be supplemented over the next two years because this was included in the agreement. The agreement states that the Town will pay the Township 24% of the industrial taxes received on a phased in basis.

Treasurer Larder questioned how Council would like to handle growth within the Township. This can be used to decrease the tax rate further or used towards reserves and future projects. Council agreed that this should be put towards reserves for future projects.

Resolution No. 12 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the Council of The Township of South-West Oxford receive Report number TR20-2020 entitled "2021 Budget Amendments" as information;

AND FURTHER THAT the 2021 Budget be amended to include revenue "From Other Municipalities for $564,506";

AND FURTHER THAT the 2021 Budget be amended to include the transfer from the "Tax Stabilization Reserve of $37,399".

DISPOSITION: Motion Carried

DISCUSSION ITEMS

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

#131 - SWOX County Council Report - November 2020

Mayor David Mayberry provided an update for Council regarding possible area rating for waste collection costs within South-West Oxford. He stated that since SWOX residents are receiving a lower level of service, they should benefit from the cost of that.

#132 - UTRCA Correspondence re: Changes to Ontario's Conservation Authorities Act, dated November 18th, 2020

#133 - Town of St. Mary's Resolution and Correspondence re: Conservation Authority Act Changes

#134 - UTRCA - Draft 2021 Budget Correspondence, dated November 26th, 2020

#135 - Gravel Watch Ontario Correspondence - To AMO re: aggregate extraction

#136 - Oxford Ontario Health Team re: Oxford and Area Ontario Health Team Receives Approval

Resolution No. 13 Moved by Valerie Durston
Seconded by Peter Ypma

RESOLVED that the Council of The Township of South-West Oxford receive agenda and correspondence items #131 to #136 for information and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

December 1st, 2020 - Accounts Payable Report

Resolution No. 14 Moved by George Way
Seconded by Craig Gillis

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for November 15th to 30th, 2020	$474, 993.52
Bi-Weekly Payroll #24	$42,419.46
TOTAL:	$517, 412.98

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#137 - Howick Township Resolution re: Tile Loan Program

Resolution No. 15 Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford send a letter of support for the following resolution from Howick Township:

Whereas installing tile drainage is a common land improvement practice among farmers in Ontario and the benefits of tile drainage for crop productivity, farm efficiency and even for reducing environmental impacts have been studied and are generally well known to farmers;

And Whereas the Tile Loan Program, authorized by the Tile Drainage Act, provides loans to agricultural property owners to help them finance these tile drainage projects; all tile loans have 10-year terms and repayments are made annually;

And Whereas the provincial government sets the program interest rate at a competitive level which was reduced from 8% to 6% in the fall of 2004 and the loan limit was also increased from $20,000.00 to $50,000.00 at the same time;

And Whereas interest rates have continued to decline over the years and the cost per acre for tile drainage has increased over the years;

Now therefore be it resolved that Council request the Ontario Ministry of Agriculture, Food and Rural Affairs to consider lowering the interest rate on Tile Drain Loans to 4% and increasing the yearly loan limit to $100,000;

And further that this resolution be forwarded to Ontario Ministry of Agriculture, Food and Rural Affairs; MPP Ernie Hardeman; AMO; Land Improvement Contractors of Ontario and Drainage Superintendents of Ontario Association.

Discussion on the motion:

It was discussed that the high lending rate discourages use of the program.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS - None

COMMITTEES

- Brownsville Hall Board Minutes - September 9th, 2020
- Brownsville Hall Board Minutes - September 30th, 2020
- Salford Hall Board Meeting Minutes - September 16th, 2020
- Mount Elgin Community Centre Meeting Minutes

Resolution No. 16 Moved by George Way
Seconded by Valerie Durston

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

- Brownsville Hall Board Minutes of September 9th, 2020;
- Brownsville Hall Board Minutes of September 30th, 2020;
- Salford Hall Board Meeting Minutes of September 16th, 2020; and
- Mount Elgin Community Centre Meeting Minutes of February 4th, 2019, February 24th, 2020, July 6th, 2020, August 4th, 2020, August 31st, 2020 and September 28th, 2020.

DISPOSITION: Motion Carried

STRATEGIC PLANNING

CAO Mary Ellen Greb advised that there will be a report coming to Council on December 15th and a formalized strategic planning session will be held on January 4th.

NEW BUSINESS

Fibre Internet – Meeting with Quadro

Mayor Mayberry provided an update for Council on a meeting and further discussion he has had with representatives from Quadro. They advised that they don't have the capacity to service South-West Oxford now; however, they are going to get back to the Mayor with estimated costs and timeline for South-West Oxford. Mayor Mayberry estimates that, should this proceed, this project would not start until 2022 or 2023.

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. Engage and Inform and Environment and Energy meetings are coming up this week. Councillor Durston will follow up on the status of the business plan from Tillsonburg Airport. Mt. Elgin hosted a successful turkey dinner with the Lions Club last week. The meat pie fundraiser will be taking place in January.

Councillor Ypma expressed concern with break-ins that are occurring in Mt. Elgin. Mayor Mayberry will mention this at the upcoming meeting with the OPP next Monday.

The Rural Oxford Economic Development Corporation has been very busy with social media campaigns and promoting local businesses. They are currently working on their strategic plan.

Catfish Creek Conservation Authority met last Thursday and approved their 2021 budget. Their 20-year Master Plan is available on their website for comment. They have also developed some educational videos for public.

Beachville Museum is having a lighting of the Christmas Lights event on Friday, December 4th at 6:00 p.m.

CONFIRMATORY BY-LAW

By-Law No. 61-2020 - To confirm all actions and proceedings of Council (December 1st, 2020)

Resolution No. 17 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that By-law 61-2020 being a By-law to confirm the proceedings of Council held Tuesday, December 1st, 2020 be read a first, second and third time this 1st day of December, 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. 18 Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 11:51 a.m. to meet again on Tuesday, December 15th, 2020 at 7:00 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Forth

MAYOR: David Mayberry