

**Township of South-West Oxford
Council Minutes
(via web conference)
December 15, 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 quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Jim Pickard
Seconded by George Way

RESOLVED that the regular meeting agenda for the December 15th, 2020 meeting of council be approved, as amended to include discussion about the Beachville Road speed limit through the village.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Minutes

December 1st, 2020 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Paul Buchner
Seconded by Craig Gillis

Resolution No. 5 Moved by Craig Gillis
 Secoded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report BD-18-2020 as information;

AND FURTHER THAT Council authorize a transfer from the Township Fire Hall Replacement/Renovation Reserve to cover the cost of the project.

DISPOSITION: Motion Carried

CL 51-2020: Update: 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 and to provide Council with an update regarding the discussion that took place on this matter at the last Council meeting on December 1st, 2020.

Discussion continued...

Appointments (continued)

7:35 a.m. - Dan Pirrie - Foldens Hall 2021 Grant Request

Dan Pirrie, on behalf of the Foldens Hall Board, presented the Committee's 2021 grant request to Council. He reviewed the committee's proposed operating and capital budgets. He commented that this has been a challenging year for the hall, and that the committee has experienced a lot of reductions in rental revenue. He noted that the Committee was able to host the outdoor country music concert in the fall which went very well.

For the remainder of the year, 100% of rentals have been cancelled. Mr. Pirrie advised that he is hopeful that the Committee will be able to host the breakfast with the Lions Club and Family Fun Day fundraisers in the summer, 2021. He also commented on capital and maintenance expenditures for the hall which have occurred recently including the water system and furnace replacement and mould growth clean up.

In response to an inquiry from Councillor Pickard, Mr. Pirrie advised that there has been some debate on how to include funding for the proposed homerun

fencing in the budget. The estimate should be split with the Township 25/75 (\$3,000 from the hall board and \$9,000 from the Township). Mr. Pirrie advised that there was little use of the baseball diamonds this past summer; approximately six games for minor ball and fifteen games for the men's team.

7:45 p.m. - Committee of Adjustment

- A07-2020 - 12454611 Canada Inc. - 434844 Zorra Line (deferred from December 1st meeting)
- A08-2020 - Marcell and Jannette Den Dekker - 333712 Plank Line

Resolution No. 6 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment to consider minor variance applications A07-2020 submitted by 1245611 Canada Inc. for property located at 434844 Zorra Line and A08-2020 submitted by Marcell and Jannette Den Dekker for property located at 333712 Plank Line.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 8:35 p.m.

DISPOSITION: Motion Carried

** Council took a five-minute break (8:35 p.m.)*

Appointments (continued)

7:25 p.m. - Dave Rooke - Mt. Elgin Parks and Recreation 2021 Grant Request

In the absence of Dave Rooke, Councillor Pete Ypma presented the Mt. Elgin Parks and Recreation 2021 grant request on behalf of the Committee. He reviewed the committee's proposed operating and capital budgets. He advised that there has been no fundraising activity in 2020 and that the committee is not expecting to have a lot in 2021 either.

The committee has included \$1,500 for mulch for the playground and chips & dust for ball diamond in 2021. 2022 will focus on resurfacing the multi-

purpose pad \$25,000.00; 2023 an equipment shed \$2,300.00 and 2023 fence repairs/upkeep in the outfield at an estimated cost of \$35,000.

It was discussed that there is a need to look at what the overall recreation needs and wants are within the community of Mt. Elgin. With respect to the outside washrooms, Works Superintendent Adam Prouse advised that they are on septic and that there is a separate water service to the community centre and ball diamond.

Staff Reports (continued)

CL 51-2020: Update: Operation of Off-Road Vehicles on Highway (O. Reg 316/03) (continued)

Council questioned the slow-moving vehicle requirements for ATVs for farm use. Clerk Julie Forth advised that this is a separate requirement under the Off-Road Vehicles Act as it relates to the exemption for farming and hunting purposes and the requirement to have slow moving vehicle signs, and travel at maximum rates of speed set out in O. Reg 316/03. Staff is recommending that the exemption provided in the Off-Road Vehicles Act be included within the Township's by-law for clarity. The intent is to maintain the status quo in January, 2021 when the proposed legislative changes come into effect.

Clerk Julie Forth also noted that staff and Council can receive input going forward after the by-law is in effect and make any necessary changes based on feedback from the community going forward.

Resolution No. 8 Moved by Peter Ypma
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 51-2020: Operation of Off-Road Vehicles on Highways as information;

AND FURTHER THAT the Council of the Township of South-West Oxford approve the draft by-law attached to this report as Appendix A to regulate the operation of all-terrain vehicles, off-road vehicles and motorized snow vehicles within the Township of South-West Oxford.

DISPOSITION: Motion Carried

relation to tax collection revenue can be included with this report. The position and projected losses for the year for Township hall and park committees will form part of the year end report. A separate report will come forward to Council to determine how to reallocate funds for 2020.

Resolution No. 10 Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 21-2020 entitled "2020 Third Quarter Budget Update" as information.

DISPOSITION: Motion Carried

TR 22-2020: COVID-19 Financial Impacts

Treasurer Diane Larder provided Council with a report to provide them with a summary of the financial impacts of the COVID-19 pandemic to the Township of South-West Oxford. She noted that wages in the amount of \$27,738 would have been paid anyway in 2020; as a result, the Township's expenses to date due to the COVID-19 pandemic are \$84,460.

Treasurer Larder advised that the Township received \$189,500 funding through the Safe Restart program; approximately \$100,000 remains in reserve to offset unforeseen losses or reduced revenue going into 2021. Councillor Ypma questioned if there is any limit on how long the funds can be held in reserve. Treasurer Larder stated that separate account numbers have been created for expenses related to COVID-19 so that the expenses can be tracked.

Resolution No. 11 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR22-2020 as information.

DISPOSITION: Motion Carried

TR 23-2020: 2021 Township Budget Final Summary

Treasurer Diane Larder provided Council with a report to provide them with a summary of the changes to the 2021 draft budget resulting from budget discussions held at the November 10th, 17th, 24th and December 1st, 2020

Resolution No. 13 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford approve the purchase of a new 2021 Chevrolet Silverado 2500HD 4WD Reg Cab truck from Anderson Automotive GM at a quoted price of \$41,972.85 plus applicable taxes;

AND FURTHER THAT the increase in the quoted price for the truck be funded from the Safe Restart Program.

DISPOSITION: Motion Carried

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

#138 - SWOX County Council Report - December 2020

#139 - Upper Thames River Conservation Authority - Centreville Pond Board Resolution

#140 - Oxford County Public Works Report PW 2020-58 re: Improving Ontario's Blue Box - Proposed Producer Responsibility Regulation, Environmental Registry of Ontario Posting No. 019-2579

Resolution No. 14 Moved by Valerie Durston
 Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford received agenda and correspondence items #138 to #140 for information and that they be noted and filed.

Discussion on the motion:

Councillor Gillis commented that it was interesting that the Township was turned down for funding with respect to waste management services, however the Tillsonburg Airport received an increased grant without a business plan.

Councillor George Way advised that he has not received any follow up contact from Centreville Pond

residents regarding their petition. Clerk Julie Forth will provide contact information to Councillor Way.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

December 15th, 2020 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for December 1 st to	\$1,119,577.68
December 15 th , 2020 Bi-Weekly Payroll #25 – General	\$45,342.78
Total:	\$1,164,920.46

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#141 - Thames Valley District School Board Correspondence - Rural Education Task Force

#142 - Request regarding Bill C-213 The Canada Pharmacare Act

#143 - Peel Region Resolution re: Property Tax Exemption for Veteran Clubs

#144 - Township of Puslinch Resolution re: Bill 229 proposed changes to Conservation Authorities Act

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

RESOLVED that the Council of the Township of South-West Oxford received information and correspondence items #141 to #144 for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 63-2020 - To authorize the execution of an agreement to occupy an existing residence
- By-Law No. 64-2020 - To adopt estimates of revenues and expenditures for the year 2021
- By-Law No. 65-2020 - To regulate the use of off-road vehicles on Township roads
- By-law No. 66-2020 - To appoint an Acting Chief Building Official

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

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

- By-Law No. 63-2020 being a by-law to authorize the execution of an agreement to occupy an existing residence;
- By-Law No. 64-2020 being a by-law to adopt estimates of revenues and expenditures for the year 2021;
- By-Law No. 65-2020 being a by-law to regulate the use of off-road vehicles on Township roads;
- By-law No. 66-2020 being a by-law to authorize the execution of an agreement with the Town of Ingersoll (Chief Building Official).

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Paul Buchner
 Seconded by Jim Pickard

RESOLVED that By-laws 63-2020 to 66-2020 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

STRATEGIC PLANNING

CAO 23-2020: Strategic Planning - Fourth Quarter Update 2020

Chief Administrative Officer Mary Ellen Greb provided Council with a report to provide them with an update on the status of the items included in the 2020 Township Strategic Action Plan for the year 2020. She advised Council that the majority of accomplishments in 2020 centered around:

1. Streamlining of processes via improved utilization of software to eliminate duplicating work and the continuation to reduce the inefficiency of paper-based record keeping processes;
2. Staff resources and development;
3. Developing policies and procedures and releasing information (with the assistance of Southwestern Public Health Unit) to help staff, volunteers and residents manage the COVID-19 pandemic.

CAO Greb commented on the following highlights of projects completed in 2020:

- Laserfiche integration with Great Plains for Accounts Payable (reduce the amount of time spend in entry duplication);
- TD Banking Import Process;
- Option to accept e-transfers for payments for burn permits, dog tags, building permits, etc.;
- Improvement of tax bill mailing methods (implantation of e-send);
- Continued implementation of AMANDA software for use by the building department permit process;
- Staff resources, development and vacancies – transition of a new public works management team. This has been a smooth transition and the team continues at a high level of customer service. Hopeful that the vacant Fire Chief position will be filled in early 2021;
- Response to and the development of policies and procedures due to the COVID-19 pandemic – improved partnership with Southwestern Public Health and local municipalities;
- Extension of natural gas servicing to the village of Salford;
- Going into 2021 local developer will be submitting an official plan amendment to expand the boundaries of Mount Elgin – this is good new for the growth of the village;
- Anticipated completion of the community safety and well-being plan;
- General amendments to the Township's Zoning By-law are scheduled to come forward with respect to minimum square footage requirements and policies for additional residential units;

- Recommendations in the Oxford County Service Delivery Review will be considered in 2021; and
- The Minister has signed the Ingersoll/South-West Oxford boundary adjustment.

Council agreed to postpone the strategic planning session planned for January 5th until Council can meet again in person.

Councillor Pickard commended Mary Ellen for a well-done report, her leadership and all of the progress made in 2020.

Resolution No. 19 Moved by Jim Pickard
 Secinded by George Way

RESOLVED that Council receive Report CAO 23-2020: Strategic Planning – Fourth Quarter Update 2020.

DISPOSITION: Motion Carried

NEW BUSINESS

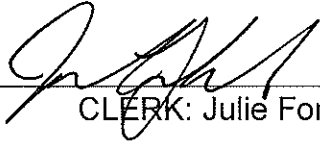
Beachville Road Speed Limit

Councillor Gillis expressed concern with the recent changes made by County staff to the speed limit signs within the settlement of Beachville along Beachville Road. He stated that he was of the understanding that proposed changes to the speed limits were going to wait until further data had been collected and further discussions with the OPP had taken place. He questioned when this dialogue between the Township and the County took place. Councillor Gillis noted that the speed limit signs were changed at 8:00 p.m. at night which made the residents in Beachville very unhappy.

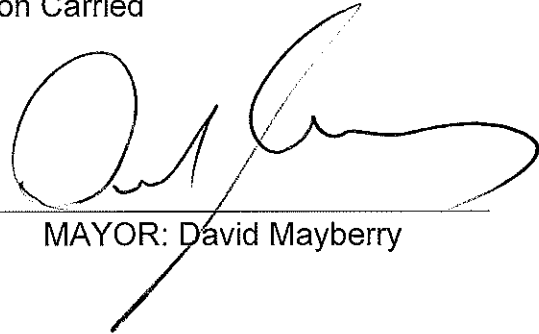
Matthew Davidson requested Council's permission to address Council on this matter. He spoke in follow up to an email he sent today on this issue to Oxford County and the Warden. He has requested contact from the County on the changes made to the speed limits within the village. He was of the understanding that no changes would be made until more data was received and discussions took place between the County and Township Councils. He commented that his property was within a 60km/h zone and now is in an 80km/h zone. He stated that there is no evidence from the County that any further discussion between the County and South-West Oxford Council took place. He stated that the community is upset about this and that they were in support of other traffic calming measures including a speed sign or bike path, and that the community was willing to work with the County to come up with a solution.

RESOLVED that there being no further business, the Council meeting be adjourned at 10:25 p.m. to meet again on Tuesday, January 5th, 2020 at 9:00 a.m.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry