TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
January 8, 2019

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, CAO Diane Larder, Treasurer Julie Forth, Clerk Bill Freeman, Works Superintendent	

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 Jim Pickard

RESOLVED that the regular meeting agenda for the January 8th, 2019 meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

December 18th, 2018 Regular Council Meeting Minutes

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

RESOLVED that the regular minutes of the December 18th, 2018 council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 01-2019: Business Arising from the Minutes of December 18th, 2018

Clerk Julie Forth provided a report to Council to provide them with an update of the staff actions arising from the minutes of the last Council meeting. CAO Mary Ellen Greb advised that a draft letter to the Ministry regarding the Housing Supply Action Plan will be circulated to Council for review at the meeting today.

Resolution No. 3 Moved by George Way
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 01-2019 Summary of Staff Actions Related to Business Arising from the Minutes of December 18th, 2018 as information.

DISPOSITION: Motion Carried

APPOINTMENTS

9:05 a.m. Chris Harrington, Upper Thames River Conservation Authority - Budget Presentation and Introduction

Chris Harrington, Upper Thames River Conservation Authority (UTRCA) provided a presentation for Council regarding the UTRCA's purpose and their watershed areas. He explained that there are 17 municipalities within the watershed area. The UTRCA covers the upper watershed of the Thames River which is an area of 3,421 square kilometers. Their purpose is to:

- Protect people and their property from flooding and erosion;
- Improve water quality;
- Protect and expand natural areas; and
- Expand outdoor recreation/education opportunities.

Chris Harrington reviewed the UTRCA's environmental targets strategic plan. He explained that this represents a commitment to achieve measurable improvements in the watershed over the next 20 years; which is a change in how they have prepared their strategic plan in the past. Mr. Harrington reviewed the UTRCA's draft 2019 budget and indicated that they are receiving comments until February. He advised that the 2019 budget reflects a 6.2% increase for Oxford County in 2019.

Chris commented on the forest cover loss and noted that the UTRCA strategic plan puts forth a commitment to establish and restore natural vegetation cover. Additionally, the strategic plan targets to improve the watershed's water quality, reduce flood and erosion risk by updating flood models and mapping and reach 1 million people annually with conservation messages.

In response to an inquiry from Councillor Durston, Chris Harrington advised that there are funds in the 2019 draft budget dedicated to natural heritage protection. Councillor Pickard questioned if there have been improvements in the quality of the Thames River. Mr. Harrington advised that some areas have seen improvements and some have not.

9:15 a.m. Adam Ager, Development Planner - Zone Change Application ZN 4-18-13 (Guenther Homes Inc.)

Resolution No. 4 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that Council move into public meeting at 9:15 a.m. to consider Zone Change Application ZN 4-18-13 received from Guenther Homes Inc.

DISPOSITION: Motion Carried

Development Planner Adam Ager explained that the purpose of the application is to rezone the subject lands from "Special Residential Type 1 Zone (R1-12)" to "Special Village Zone (V-4)" in order to permit a cabinetry workshop with both office and storage space as well. The special provision is also required to continue to recognize the existing lot area, depth, and setback from the centerline of a County Road (which the current special zone recognizes). The applicant has noted that they do not plan on making any additions to the existing building.

The subject property is described as Part of Lot 21, Concession 11 (Dereham), in the Township of South-West Oxford. The lands are located on the east side of Culloden Line, between Brownsville Road and Hawkins Road, and are municipally known as 292192 Culloden Line.

The Township of South-West Oxford Drainage Superintendent commented that there is a Municipal Drain (open ditch) that is adjacent to this property on the North and East sides. Section 6.16 of the Zoning Bylaw states the minimum setback distances to buildings from the drain. The existing building on the property is already encroaching into the setback area. If the purpose of the re-zoning is to build on to, or expand the building, the owner will have a

very hard time fitting anything onto the property. Further discussions were had with the applicant to explain this.

Planning staff are of the opinion that the proposed application to permit a cabinetry workshop with both office and storage space out of the existing building on the property is an efficient use of land within a designated settlement area. Accordingly, Planning staff are satisfied that the proposal is consistent with the relevant policies of the Provincial Policy Statement. The proposal provides a mix of land uses for the settlement areas and staff is satisfied that a special zoning provisions is appropriate to recognize the characteristics of the lot (irregular shape).

Comments from the Applicant
Peter Guenther, Applicant, had no further comments with respect to his application.

Comments from the Public
Gerald Shaw, neighbour of the applicant, questioned whether or not the applicant intends to build on the site. He commented that the property is cluttered as it is now. It was noted that the applicant is very limited with respect to any further building or development which may occur on the property.

Comments from Council
Councillor Pickard questioned what the building on the property is used for now. The applicant explained that the building is used for storage for his business, Guenther Homes Ltd. He is storing windows, stairs and tools; the electrical in the building does not allow for a full cabinetry shop to be there right now. He noted that dust collectors are already in place. He also commented that the flood zone goes directly through the building that is there now so there is very little potential to add to the building.

Resolution No. 5 Moved by Peter Ypma
Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 9:28 a.m.

DISPOSITION: Motion Carried

Resolution No. 6 Moved by George Way
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford approve-in-principle, the zone change application File No. ZN 4-18-13, submitted by

Guenther Homes Inc., for lands described as Part of Lot 21, Concession 11 (Dereham), Township of South-West Oxford, to change the zone on the subject lands from 'Special Residential Type 1 Zone (R1-12)' to 'Special Village Zone (V-4)' to permit a cabinetry workshop with both office and storage space as well.

DISPOSITION: Motion Carried

9:30 a.m. Adam Ager, Development Planner - Zone Change Application ZN 4-18-11 (VandePol)

Resolution No. 7 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that Council move into public meeting at 9:30 a.m. to consider Zone Change Application ZN 4-18-11 received from Teunis and Evelyn VandePol.

DISPOSITION: Motion Carried

Development Planner Adam Ager explained that the purpose of the zone change application is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-29T)' to permit a garden suite on the subject property for a temporary time period. A special provision is also required to increase the maximum permitted ground floor area of the proposed temporary dwelling from 70 m2 (753.5 ft2) to 130 m2 (1,400 ft2). The applicants propose to locate the garden suite to the east of the existing dwelling on the property.

The subject lands are described as Part Lot 19, Concession 8 (Dereham), Township of South-West Oxford. The lands are located on the south side Airport Road between Culloden Line and Dereham Line, and are municipally known as 243650 Airport Road. The subject lands are within the regulation limit of Ontario Regulation 178/06 and conservation authority permission is required prior to any development. The development proposed by the applicant is all outside of the protected areas.

The subject property meets the relevant 'A2' zone provisions with respect to frontage and depth, however does not meet the lot area requirements of 30 ha (74.1 ac). The subject lands are approximately 8.9 ha (22 ac) in area. Staff are of the opinion that recognizing the existing lot area of the subject lands can be incorporated to the special provision.

In response to an inquiry by Councillor Ypma, Adam Ager explained that the Planning Act allows for a temporary garden suite for a period of up to 20

years. Following the first 10 years, the applicants will be required to reapply every three years. After 20 years, the garden suite will need to be removed.

Comments from the Applicant
Teunis VandePol, the Applicant, advised Council that they are planning to use the existing main driveway entrance to access the proposed garden suite.

Comments from the Public
None.

Comments from Council
Councillor Pickard questioned the type of garden suite that will be on the property and if all required services are available on site. Mr. VandePol advised that it will be a mobile home and that all services are currently available except for sewer.

In response to an inquiry from Councillor Durston, Mr. VandePol advised that his mother-in-law will be residing in the garden suite.

The size of the garden suite was discussed and it was noted that the requested is size (1,400 sq. ft) is significantly larger than what is permitted under the Township's Zoning By-law. Mr. VandePol advised that the actual size of the garden suite will be approximately 870 sq. ft. This will be reflected in the amending By-law when it comes forward for Council's consideration.

Resolution No. 8 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 9:40 a.m.

DISPOSITION: Motion Carried

Resolution No. 9 Moved by Jim Pickard
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve in principle the zone change application submitted by Teunis & Evelyn VandePol, whereby the lands described as Part Lot 19, Concession 8 (Dereham), Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-29T)' to permit a garden suite for a temporary time period of 10 years, with an increased

gross floor area of 130 m2 (1,400 ft2) and to recognize the existing lot area of 8.9 ha (22 ac).

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Budget Meeting Dates (to be confirmed)

Council confirmed the following upcoming meeting dates:

- January 15th, 2019 at 7:00 p.m. (special budget)
- January 21st, 2019 at 9:00 a.m. (special budget)
- January 22nd, 2019 at 7:00 p.m.
- February 5th, 2019 at 9:00 a.m.
- February 11th, 2019 at 9:00 a.m. (special budget)
- February 19th, 2019 at 7:00 p.m.

Letter to Ministry of Municipal Affairs re: Housing Action Plan

CAO Mary Ellen Greb distributed a draft letter to Minister Steve Clark for Council's review and input. Council reviewed the draft letter and suggested a few amendments.

** Council recessed for 5 minutes at 10:00 a.m.*

APPOINTMENTS (continued)

10:00 a.m. - Nick Kinkel, OMAFRA - Strategic Planning/Visioning Exercise

Nick Kinkel, on behalf of Ontario Ministry of Agriculture, Food and Rural Affairs, facilitated a strategic planning and visioning exercise for Council to begin to set priorities for the next term of Council. Council considered the following questions:

What is most important to the community?
What should the community expect from Council?

Council's comments are summarized in the tables below.

What is most important to the community?

Quality of Life	Quality of Services	Economic Development
Health: access to health care and community well-being services	Residents expect good services that they are paying for through taxes	Help promote small businesses (simplify

Quality of Life	Quality of Services	Economic Development
		application/approval processes)
Fitness/recreation (active and passive)	Good infrastructure (roads, bridges)	Keep people in the community and attract growth
Sense of belonging (home)	Well maintained roads	Support healthy agricultural industry and provide safe food
Sense of community and connection	Need for balance to provide services and maintain low taxes	Support creation of good jobs, viable industries
Value and interest in what is happening in the community	Consider shift in how services are funded (user pay vs taxes)	Support local jobs; short commute
Being informed and engaged in what is going on around you (challenge to communicate with residents)	Communication and flow of information from the Township to the residents	Affordable transportation
Feeling of family	Freedom from unnecessary government "red tape"	
Affordable housing	Maintaining essential services	
Opportunity for the future, growth, retirement, education opportunities	By-law Enforcement (keep property well maintained in the community)	
Child care	Internet and natural gas servicing	
Emergency Services		
Community safety and security		

What should the community expect from us?

Fiscal Responsibility	Transparency	Leadership	Fairness/ Flexibility	Services
Good stewardship,	Be straightforward	Structure and leadership	People expect that they	Quality roads

Fiscal Responsibility	Transparency	Leadership	Fairness/ Flexibility	Services
respectful of tax dollars, resources and land	about decision made and why		might not get what they want but that you will make a decision that is fair	
Responsible financial management	Transparency and openness	Elected to lead not to follow	Represent the interests of all residents	Quality emergency management
Increased taxes/cost of living (balancing services with cost)	Integrity and honesty	Communication vision and where we are going	Consider requests that are sometimes outside the rules (ex. Minor variance applications)	Parks for children
Efficient – look for other ways to provide services	Timely responses to question and concerns	Provide guidance with hope – find a way to make it work	Consider the greater good of the community	
Low taxes	Communicate what is happening and why	Visionary leadership and direction	Help find solutions to problems	
Responsibility for residents' tax dollars	Accessible and open dialogue	Strong leadership		
	Informed decisions	Show responsibility for generations to come Future investment		
		Long term vision and forward thinking		
		Prepared to make hard decisions even		

Fiscal Responsibility	Transparency	Leadership	Fairness/ Flexibility	Services
		if it is not what everyone wants		

With respect to next steps, Nick Kinkel explained that the Township's plan should support the vision statement and set the framework for how the Township is going to operate. It will inform staff and the public about what is important to Council and the direction they would like to go.

Council agreed to have another session on February 5th to discuss some of the challenges facing the Township and review the Township's mission and vision statement. It was noted that the strategic plan will have an overarching statement, principles and goals for the Township, and from that action items will be developed to support achieving those goals. Consideration should be given to how goals can be measured and what the benefit is to the community.

** Council took a break for lunch at 12:00 noon. Council reconvened at 12:50 p.m.*

DISCUSSION ITEMS (continued)

Letter to Ministry of Municipal Affairs re: Housing Action Plan (continued)

Council continued to review the letter to the Ministry regarding the Housing Action Plan. It was noted that people like to live in rural areas and Council is in support of looking at new ways to create rural residential lots in the Township; specifically, in lands previous used as gravel pits. Council also discussed the difficulty in attracting people to Oxford County to work at the rate of pay being offered because they can't afford to live in the area. Increased number of smaller homes and rental units in the $1,000 per month range are needed.

Boundary Adjustment Committee

- Committee Appointment
- Discussion Review
- Next Meeting Date - TBD

CAO Mary Ellen Greb reviewed a status report she prepared for Council to provide them with an update and summary of the Ingersoll Boundary Adjustment negotiations which are continuing. Discussion took place regarding the phase-in for property taxes. If was explained that properties which move into the Town of Ingersoll have higher tax rates. These are proposed to be phased-in over 8 years. The Township will continue to receive from the Township the taxes which the Township is receiving as of the date of annexation in perpetuity plus CPI each year from January to January.

It was noted that property owners south of the 401 are also looking for some assurance that they will not be required to hook up to the County water system. Discussion will need to take place with Ingersoll regarding the potential for residential development south of the 401.

Committee Appointments

Resolution No. 10 Moved by Valerie Durston
Seconded by Paul Buchner

RESOLVED that Mayor David Mayberry, Councillor George Way and Councillor Craig Gillis be appointed to the Ingersoll Boundary Adjustment Committee for the 2018 to 2022 Term of Council, ending on November 14th, 2022.

DISPOSITION: Motion Carried

Next Meeting Date

Council suggested January 30th, 2019 at 7:00 p.m. in Ingersoll for the next meeting date.

Oxford County Cycling Committee Appointment (Keith Kindree)

Resolution No. 11 Moved by Jim Pickard
Seconded by George Way

RESOLVED that Keith Kindree be appointed to the Oxford County Cycling Committee to represent the Township of South-West Oxford for the 2018 to 2022 Term of Council, ending on November 14th, 2022.

DISPOSITION: Motion Carried

2019 AMO Conference (Ottawa) - Who is attending?

Councillor Valerie Durston and CAO Mary Ellen Greb will attend AMO in 2019.

STAFF REPORTS - None

PLANNING & ZONING - None

AGENDA ITEMS & CORRESPONDENCE

#1 - Norfolk County Symposium No Boundaries

Councillor Valerie Durston, Mayor David Mayberry and CAO Mary Ellen Greb will attend the Norfolk County Symposium.

ACCOUNTS PAYABLE REPORT

January 8th, 2018 - Accounts Payable Report

Resolution No. 12 Moved by George Way
Seconded by Craig Gillis

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for December 18-31, 2018	$241,134.78
Bi-Weekly Payroll #26 - General	$39,668.74
TOTAL	$280,803.52

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#2 - AMO Board Vacancies - Request for Expressions of Interest

#3 - Town of Petrolia - Resolution of Support: the creation, maintenance and general quality of the municipal voters list

Resolution No. 13 Moved by Paul Buchner
Seconded by George Way

RESOLVED that information and correspondence items #2 and #3 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-Law No. 1-2019 - To appoint members of Council to the Township Hall and Park Committee for the upcoming term
- By-Law No. 2-2019 - To authorize borrowing from time to time

- By-Law No. 3-2019 - To provide for interim tax levies for 2019

Resolution No. 14 Moved by Jim Pickard
Seconded by Peter Ypma

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

- By-Law No. 1-2019 being a By-law to appoint members of Council to the Township Hall and Park Committees for the upcoming term
- By-Law No. 2-2019 being a by-law to authorize borrowing from time to time
- By-law No. 3-2019 being a By-law to provide for interim tax levies for 2019

DISPOSITION: Motion Carried

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

RESOLVED that By-laws 1-2019 to 3-2019 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 - None

STRATEGIC PLANNING

Council will continue strategic planning discussions at the regular Council meeting scheduled on Tuesday, February 5th, 2019 at 9:00 a.m.

NEW BUSINESS

CLOSED SESSION - NONE

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement. It was noted that the abutting property owners are interested in purchasing the County owned railway lands. The County will be considering this matter at a meeting in February. Township Hall and Park Committee Annual General Meetings will be scheduled over the next couple of months. Mt. Elgin's AGM will be held on January 29th. Family Fun Day in Foldens has been tentatively scheduled on June 22nd. County Council will be continuing

budget deliberations tomorrow. The proposed 2019 County budget reflect a 6-7% increase. Mayor David Mayberry will request an example of signs for waste and recycling bins from the County.

CONFIRMATORY BY-LAW

- By-Law No. 4-2019 - To confirm the proceedings of Council (January 8th, 2019)

Resolution No. 16 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that By-law 4-2019 being a By-law to confirm the proceedings of Council held Tuesday, January 8th, 2019 be read a first, second and third time this 8th day of January, 2019.

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. 17 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that there being no further business, the Council meeting be adjourned at 1:59 p.m. to meet again on Tuesday, January 15th, 2019 at 7:00 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Forth

MAYOR: David Mayberry

Township of SOUTH-WEST OXFORD

Sign-In Sheet

Regular Council Meeting

January 8th, 2019 at 9:00 a.m.

Name (Please Print)	Address &/or Email	Reason for Attendance (i.e. Delegation/ Minor Variance/ Zoning/Drain Consideration/ Court of Revision)
CHRIS HARRINGTON	harringtonc@thamesriver.on.ca	Delegation
Gerald Shaw		Nabour
Peter Guenther		zone change.
Tennis von Kiel		zone change.
Nick Kinkel		OMAFRA. Facilitator

Notice of Collection/Use/Disclosure: All information about municipal services is collected in accordance with the *Municipal Act, 2001*, under s.8 and for Council's purposes under s.239(1) and may be used in Council deliberations, and disclosed in full, including email, names, opinions and addresses to other persons requesting access to records, or as part of a public record. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office.