TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MEETING MINUTES

April 21, 2015

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: D. Anne Vanhoucke, Valerie Durston
George Way, David Hayes, Gerald Mitchell, Jim
Pickard

MEMBERS ABSENT: None.

STAFF PRESENT: Lisa VanderWallen, Clerk
Mary Ellen Greb, CAO
Diane Larder, Treasurer
Dwayne Daniel, Chief Building Official

MEETING CALLED TO ORDER AND QUORUM
The meeting was called to order at 7:00 p.m. by Mayor David Mayberry and a quorum was present.

ADDITIONS TO THE AGENDA

APPROVAL OF AGENDA
Councillor D. Anne Vanhoucke requested that there be a discussion included under new business on the management of invoices for the Brownsville Hall and also requested that the maintenance of Airport Road west be added as an item under new business.

Resolution No. 1 Moved by George Way
Seconded by D. Anne Vanhoucke
RESOLVED that the regular meeting agenda for the April 21, 2015 meeting of council be approved, as amended.

DISPOSITION: Motion Carried.

APPROVAL OF MINUTES
Councillor Way noted that there was a small spelling error on the second last paragraph on page 20 where the minutes should be corrected to read “Greb” instead of “Gren”.

Resolution No. 2 Moved by Gerald Mitchell
Seconded by David Hayes
RESOLVED that the regular minutes of the April 7, 2015 Council Meeting be approved, as amended.

DISPOSITION: Motion Carried.

DECLARATION OF PECUNIARY INTEREST
COURT OF REVISION
McEwen Drain 2014

Resolution No. 3 Moved by Gerald Mitchell
Seconded by Jim Pickard

RESOLVED that Council adjourn at 7:02 p.m. in order that a meeting of the Court of Revision for the McEwen Drain 2014 may be held.

DISPOSITION: Motion Carried.

The Council meeting reconvened at 7:09 p.m.

BUSINESS ARISING FROM THE MINUTES

Clerk’s Report No. CL 07-2015
Clerk Lisa VanderWallen provided council with a report summarizing the business arising from the minutes from the April 7th, 2015 meeting.

Resolution No. 4 Moved by David Hayes
Seconded by Valerie Durston

RESOLVED that Council receive report No. CL 07-2015 as information.

DISPOSITION: Motion Carried.

STAFF REPORTS

Chief Building Official’s Report No. BD 06-2015
Permit Activity for the Month of March 2015

Chief Building Official Dwayne Daniel provided a report to council on the building permit activity for March 2015. Mayor David Mayberry noted a discrepancy between permit values between the various attachments. The amendments to the report were noted, with the CBO confirming that the total value of construction is $1,019,000 and that the third table of his report contains an error.

Resolution No. 5 Moved by Gerald Mitchell
Seconded by David Hayes

RESOLVED that council receive amended report BD 6-2015 as information.

DISPOSITION: Motion Carried.

Chief Building Official’s Report No. BD 07-2015
Building Permit Fee Study and Agricultural Buildings
Chief Building Official Dwayne Daniel provided a report to council summarizing permit fees of neighbouring municipalities relative to SWOX size and similar permitting activity. Mr. Daniel explained that there has been a shortfall in the revenue from permit fees over the past two years and it has been determined at an earlier meeting that permit fees should cover at least 80% of the costs to operate the Building Department. Mr. Daniel explained that the recommended fee increase noted in the report will come very close to the department’s 80% target. Mr. Daniel included a summary of recommendations that were approved in principle at the meeting on April 7, 2015 to determine recommended changes to agricultural permit fees. Responding to an inquiry from Councillor Pickard, CBO Daniel explained that the 80% target was discussed at the previous meeting since the chief building official work is divided among different job responsibilities, the expectation is that processing permits and providing inspection services accounts for roughly 80% of his time.

Mayor Mayberry inquired about the amount of work differentiated for livestock barns compared to drive sheds and non-livestock farm storage buildings. Mayor Mayberry confirmed with CBO Daniel that it does take roughly 50% more time in terms of total inspections and permit processing time, so a livestock surcharge is fair. CBO Daniel indicated that he feels his recommendations represent a fair rate when compared with nearby municipalities as discussed in his report presented at the April 7th council meeting.

Resolution No. 6  Moved by Jim Pickard
Seconded by David Hayes

RESOLVED that council receive report BD 7-2015 as information

DISPOSITION: Motion Carried.

Resolution No. 7  Moved by Gerald Mitchell
Seconded by D. Anne Vanhoucke

AND FURTHER RESOLVED that in accordance with the Act, a public meeting be held on May 19, 2015 as part of the Regular Council meeting.

DISPOSITION: Motion Carried.

Chief Building Official Dwayne Daniel vacated the council chambers.

Treasurer’s Report No. T09-2015
Heritage Property Tax Relief

Treasurer Diane Larder provided to council a report with information on the Heritage Property Tax Relief Program. Treasurer Larder explained that there are various steps that a municipality must undertake if it wishes to establish a program to provide for property tax relief. Ms. Larder noted that as an initial step, the municipality would need to enact a by-law to adopt the program, appoint a committee and establish criteria for designating a property as a heritage property. Treasurer Larder also indicated that there would need to be: an application form created; a rate would have to be established for tax relief that is generally (10% - 40%); the Township would need to enact a strategy for monitoring activity on the property; and the municipality would also have to ask the upper tier to enact a by-law for
their rebate portion since the municipality can only provide a rebate on their portion of the total taxes collected.

Resolution No. 8  Moved by David Hayes
Seconded by Gerald Mitchell

RESOLVED that council receive report T 09-2015 as information.

DISPOSITION: Motion Carried.

DISCUSSION ITEMS/VISIONING

CAO's Report No. CAO 17-2015
Visioning – Township Logo Design

CAO Mary Ellen Greb provided to council a report on different logo designs, presenting different options and asking for direction.

Mayor Mayberry asked if the proposed logo redesign is to replace the crest and CAO Mary Ellen Greb indicated that the modernized logo would be just for different options particularly to be used on clothing. CAO Greb explained to council that these same logos were also shared with staff for input. Ms. Greb requested that council review the proposed images and then provide her with some input as to which ones were more favoured so that she can pursue more development of a logo.

Councillor Hayes stated that he not like the road sign design and all members agreed that that one should not be used for further designs. Councillor Vanhoucke and Way both affirmed that they did not like the old barnyard scene logo design and Mayor Mayberry suggested that it would be too busy as a graphic to be applied to a piece of fabric. Councillor Hayes agreed that he did like the logo proposed but suggested that the idea of farming should be represented.

Collectively, council indicated that they did not like hand with trees logo and also did not think the logo with a lake depicted as representative of the Township, but councillor Pickard indicated that he would like logo to have clean water shown.

Councillor Durston recommended that the logo be selected and designed so that it is complementary to the Township website, yet still highly visible on clothing. Councillor Vanhoucke indicated that the logo should include the Township name in full, since “South-West Oxford” alone may be too vague for anyone to know that it is a logo for a municipality.

Council agreed that they would like the next development of the logo to contain elements of water, environment, sun, farm innovation, and industry which staff is directed to work into logo for next discussion.

Resolution No. 9  Moved by D. Anne Vanhoucke
Seconded by George Way

RESOLVED that council receive report CAO 17-2015 as information.
AGENDA ITEMS CORRESPONDENCE

#38 MP MacKenzie Correspondence Regarding Enabling Accessibility Fund

Resolution No. 10 Moved by D. Anne Vanhoucke
Seconded by Valerie Durston

RESOLVED that staff forward information to Salford Community Centre & Park Board and offer administrative support so that they may make an application to the Enabling Accessibility Funding.

DISPOSITION: Motion Carried.

#39 Town of Tillsonburg Request for Appointment to Airport Advisory Committee

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

RESOLVED that Valerie Durston be appointed to serve as a representative on the Airport Advisory Committee of the Town of Tillsonburg.

DISPOSITION: Motion Carried.

ACCOUNTS PAYABLE

Resolution No. 12 Moved by D. Anne Vanhoucke
Seconded by George Way

RESOLVED that the following Accounts be approved for payment:
Accounts Payable- March 27-April 13, 2015 $224,333.34
Council Pay $ 5,641.09

TOTAL $ 229,974.43

DISPOSITION: Motion Carried.

INFORMATION CORRESPONDENCE ITEMS

#40 Township of Madawaska Valley - Resolution for Prevention of Hydro Rate Increases

Resolution No. 13 Moved by: Jim Pickard
Seconded by: George Way

RESOLVED that information item number 40 be noted and filed.

DISPOSITION: Motion Carried.
Regular Council Minutes – April 21, 2015 / Page 6

#41 Lincoln M. Alexander Award 2015

Resolution No. 14  Moved by: David Hayes
  Seconded by: Gerald Mitchell

RESOLVED that information item number 41 be noted, filed, and posted to the Township website.

DISPOSITION: Motion Carried.

#42 Great Lakes Protection Act - Invitation to Visit www.bill66feedback.ca for Information

Resolution No. 15  Moved by: George Way
  Seconded by: Jim Pickard

RESOLVED that information item number 42 be noted and filed.

DISPOSITION: Motion Carried.

#43 Township of Malahide - Zoning By-Law No. 14-64

#44 Township of Malahide - Zoning By-Law No. 15-32

#45 Township of Malahide - Zoning By-Law Amendment - Notice of Public Meeting PT LOT 22 & 23 CON North Gore

#46 Request for Support of Respecting Private Property Act

#47 CSLA Celebrates World Landscape Architecture Month in April

#48 LPRCA Financial Statements for 2014

Resolution No. 16  Moved by: Gerald Mitchell
  Seconded by George Way

RESOLVED that Information Correspondence Items numbered 43-48 be noted and filed.

DISPOSITION: Motion Carried.

BY-LAWS AND AGREEMENTS

By-Law No. 25-2015

A By-Law to authorize the Mayor and Clerk to sign an Agreement between the Corporation of the Township of South-West Oxford and 2189750 Ontario Inc.

First and Second Reading

Resolution No. 17  Moved by Jim Pickard
  Seconded by David Hayes
RESOLVED that the mover be granted leave to introduce a By-Law to authorize the Mayor and Clerk to sign an Agreement between the Corporation of the Township of South-West Oxford and 2189750 Ontario Inc and this shall constitute the first and second reading thereof. (By-Law No. 25-2015)

DISPOSITION: Motion Carried.

Third and Final Reading
Resolution No. 18 Moved by Gerald Mitchell
Seconded by David Hayes

RESOLVED that the By-Law to authorize the Mayor and Clerk to sign an Agreement between the Corporation of the Township of South-West Oxford and 2189750 Ontario Inc be now read a third time and finally passed, signed, sealed and numbered 25 -2015.

DISPOSITION: Motion Carried.

By-Law No. 28-2015
A By-Law to Appoint a Committee of Adjustment for 2015.

First and Second Reading
Resolution No. 19 Moved by D. Anne Vanhouckes
Seconded by George Way

RESOLVED that the mover be granted leave to introduce a By-Law to Appoint a Committee of Adjustment for 2015 and this shall constitute the first and second reading thereof. (By-Law No. 28-2015)

DISPOSITION: Motion Carried.

Third and Final Reading
Resolution No. 20 Moved by George Way
Seconded by Jim Pickard

RESOLVED that the A By-Law to Appoint a Committee of Adjustment for 2015 be now read a third time and finally passed, signed, sealed and numbered 28-2015.

DISPOSITION: Motion Carried.

By-Law No. 05-2015
McEwen Drain 2014

Third and Final Reading
Resolution No. 21 Moved by D. Anne Vanhouckes
Seconded by George Way
RESOLVED that the By-law to Provide for drainage works (McEwen Drain 2014) be now read a third time and finally signed, sealed, and numbered 05-2015.

DISPOSITION: Motion Carried.

**DISCUSSION ITEM**

**COURT OF REVISION APPOINTMENT:**

Renkema Drain 2015

Resolution No. 22  Moved by D. Anne Vanhoucke
Seconded by Jim Pickard

RESOLVED that the following Councillors be appointed as a member of the Court of Revision for the Renkema Drain 2015:

Chair: Jim Pickard
D. Anne Vanhoucke
George Way

DISPOSITION: Motion Carried.

**COMMITTEE REPORTS**

**COUNTY REPORT**

**STRATEGIC PLANNING**

CAO Mary Ellen Greb led council in a discussion on results of the SWOX 2030 Visioning Sessions. CAO Greb indicated that the findings at this point have only been transcribed and required more analysis to make the information more manageable. Ms. Greb stated that will complete a summary for the next meeting and will bring the summary back to council for review.

Mayor Mayberry asked if it is reasonable to have this completed by the first daytime meeting in May so that a discussion can be prepared for after lunch. CAO Greb confirmed that she will have her report finished in time and staff was directed to add the SWOX 2030 discussion to the agenda for next meeting.

**NEW BUSINESS**

*East Hill Line Petition for Paving Works*

Mayor Mayberry shared with council a petition received for paving works of East Hill Line. Gerald Mitchell asked about cost for paving that was quoted at the Beachville meeting and Mayor Mayberry indicated that the paving price of $85,000.00 per km was quoted, as was the total for adding drains and paving with sidewalks would be about the same as similar projects, which were upwards of one million dollars for the full works.
Councillor Vanhoucke explained that Works Superintendent Bill Freeman had indicated that there would be $40,000.00 allocated for the paving works in the earlier budget discussions and CAO Greb noted that there is a total of $65,000.00 allocated for the capital expenditure, with $25,000.00 coming in the form of a grant.

Invoices for Brownsville Hall

Councillor Vanhoucke explained to council that the Brownsville Hall Committee has recently received a lot of invoices at once that they were not aware of, which are from a long time ago, with some dating back to 2011. Councillor Vanhoucke stated that the board is finding it difficult to find the budget for these bills, especially since some invoices from 2011. CAO Greb indicated that staff is prepared to meet with the members of the board to help find go through the invoices. Mayor Mayberry asked if the invoices had been sent to Brownsville and just were not paid and Treasurer Larder indicated that they were sent to the Board originally, but that there may have been a change of hands at the board and the invoices may not have been transferred to new board members. Treasurer Larder indicated that these invoices were sent originally when they were due and were just recently re-sent to the board.

Treasurer Larder explained that staff changes in 2014 meant that some invoices may not have been forwarded in the timeliest way for 2014, but that systems are in place now to ensure that invoicing to all boards happens in a timely and consistent manner. Treasurer Larder explained that staff has offered to sit down with Brownsville and agreed to arrange a time to meet so that the invoices can be reviewed and sorted through. Councillor Pickard confirmed that the invoices were owed to Township and Treasurer Larder explained that third party contractors have all been paid, it is just money owed to the Township at this point.

Airport Road – West of Dereham Line
Councillor Vanhoucke indicated that she has received some complaints about some loose gravel and soft spots on Airport Road, west of Dereham Line. Councillor Vanhoucke explained that the complainant was concerned about tree logging done by the Conservation Authority and Councillor Hayes indicated that the conservation authority practices different forest management plans, but recommended that the complainant be directed to speak directly to the Conservation Authority. Councillor Vanhoucke also stated that Works Superintendent Bill Freeman has inspected and agreed that there is a soft spot, likely a result of the spring thaw, and will be sending works staff to attend to the road.

Beachville Fire Hall
Councillor Mitchell indicated that one comment that he heard a lot about at the SWOX 2030 events was the status of the construction of a new fire hall in Beachville. Staff directed to add a discussion on the Beachville Fire Hall to the agenda of the next meeting.

Agriculture Land Use Policy Meeting
Councillor Pickard inquiring about the upcoming meeting with Oxford County planning and Mayor Mayberry explained it is open to all councilors and encouraged everyone to attend since the meeting will help explain official plan regulations in agricultural lands. Mayor Mayberry explained that he believes the information session will be interactive and participatory and explained that he sees it as a valuable opportunity to understand agricultural land use policies, to come up with some ideas that can be shared with the other
rural municipalities so that an agreement on recommendations can be brought forward to County Council.

Treasurer Diane Larder vacated the council chambers.

CLOSED SESSION
Council went into closed session to review the April 17th, 2015 letter from Township Solicitor Paul Courey which provided the summary of positions on Appeal for the Clear Creek Drain.

Resolution No. 23  Moved by George Way  
Seconded by D. Anne Vanhoucke

RESOLVED that Council hold a closed meeting in order to address a matter pertaining to:
- Litigation, including matters before administrative tribunals, affecting the municipality; and
- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

DISPOSITION: Motion Carried.

Council went into Committee of the Whole “in camera” at 8:05 p.m. and reconvened “in public” at 8:30 p.m.

CONFIRMATORY BY-LAW
By-Law No. 27-2015
A by-law to confirm the actions of the Council of South-West Oxford – April 21st, 2015.

First and Second Reading

Resolution No. 24  Moved by David Hayes  
Seconded by Valerie Durston

RESOLVED that the mover be granted leave to introduce a By-Law to confirm the actions of the Council of the Township of South-West Oxford at the regular Council meeting held on April 21st, 2015 and this shall constitute the first and second reading thereof. (By-Law No. 27 - 2015)

DISPOSITION: Motion Carried.

Third and Final Reading

Resolution No. 25  Moved by George Way  
Seconded by D. Anne Vanhoucke

RESOLVED that the By-Law to confirm the actions of the Council of the Township of South-West Oxford at the regular Council meeting held on April 21st, 2015 be now read a third time and finally passed, signed, sealed and numbered 27 -2015.
ADJOURNMENT

Resolution No. 26

Moved by Jim Pickard
Seconded by D. Anne Vanhoucke

RESOLVED that there being no further business, Council adjourn at 8:31 pm to meet again on May 5th, 2015 at 9:00 a.m.

DISPOSITION: Motion Carried.

These minutes were adopted by Council on the 5th day of May, 2015.

MAYOR: David Mayberry
CLERK: Lisa VanderWallen
<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Address &amp;/or Email</th>
<th>Reason for Attendance (i.e. Delegation/ Minor Variance/ Zoning/Drain Consideration/ Court of Revision)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joel Schat</td>
<td>292969 Canterbury Lane</td>
<td>McEwen Drain</td>
</tr>
<tr>
<td>Don Giger</td>
<td>263329 Daniel Rd</td>
<td>McEwen Drain</td>
</tr>
</tbody>
</table>