

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
August 7, 2018**

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: David Hayes, Gerald Mitchell,
Valerie Durston, Jim Pickard, Paul
Buchner, George Way

MEMBERS ABSENT: None

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk
Jeff VanRybroeck, Fire Chief
Aaron Stewardson, CBO
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 Jim Pickard
Seconded by George Way

RESOLVED that the regular meeting agenda for the August 7th, 2018 meeting of council be approved, as amended to include a Closed Session regarding an identifiable individual.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

Councillor George Way declared a pecuniary interest with respect to Minor Variance Application A08-2018; the applicants are family members.

MINUTES

July 10th, 2018 Regular Council Meeting Minutes

Resolution No. 2 Moved by Gerald Mitchell
Seconded by David Hayes

RESOLVED that the regular minutes of the July 10th, 2018 council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 46-2018: Business Arising from the Minutes of July 10th, 2018

Clerk Julie Forth provided a report to Council to advise them of the staff actions arising from the minutes of the last meeting related to various items requested by Council at that meeting.

Resolution No. 3 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 46-2018 Summary of Staff Actions Related to Business Arising from the Minutes of July 10th, 2018 as information.

DISPOSITION: Motion Carried

APPOINTMENTS

9:05 a.m. - Christene Scrimgeour - 2017 Audited Financial Statements

Auditor Christene Scrimgeour or Scrimgeour & Company reviewed the draft financial statements with Council for the year ending December 31, 2017. She reviewed the pages of the draft consolidated financial statements and commented on the Township's financial position in comparison to last year. She noted that the Township's net financial assets have improved significantly over last year and that no new long-term debt has been taken out. Ms. Scrimgeour also commented on the hall, park and cemetery revenues being consolidated into the Township's statements. Amortization and acquisition of new assets are in line with where they should be which is equal to or greater than amortization.

Ms. Scrimgeour reviewed and commented on some of the notes to the draft financial statements and reviewed the trust fund statements and independence and management letters. She commented on receivables impacted as a result of municipal drains being billed out and a dividend that was declared by ERTH which have been accrued in the financial statements. She noted that the Township has been continually getting stronger and stronger financially over the last five years.

Resolution No. 4 Moved by David Hayes
Seconded by Gerald Mitchell

RESOLVED that the Council of the Township of South-West Oxford receive the auditor's independence letter and management letter for information;

AND FURTHER THAT Council approve the draft financial statements as presented by Scrimgeour & Company for the year ending December 31, 2017;

AND FURTHER THAT Council approve the draft trust funds financial statements as presented by Scrimgeour & Company for the year ending December 31, 2017.

DISPOSITION: Motion Carried

Resolution No. 5 Moved by George Way
Seconded by Jim Pickard

RESOLVED that Council move into public meeting at 9:25 a.m. for the purpose of considering and receiving comment on Zone Change Applications ZN 4-18-04 and ZN 4-18-06.

DISPOSITION: Motion Carried

9:25 a.m. - Development Planner Adam Ager - Zone Change Application ZN 4-18-04 (Dean)

Development Planner Adam Ager explained that the application for Zone Change proposes to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-28T)' to permit a garden suite on the subject property for a temporary period of time. A special provision is also required to permit an increased gross floor area of 115 m² (1,240 ft²). Planning staff are recommending that the garden suite be permitted for a temporary period of 10 years.

Adam described the lands as Part Lot 28, Concession 3 (Dereham), Township of South-West Oxford. The lands are located on the southeast corner of McBeth Road and Pigram Line, and are municipally known as 363188 McBeth Road. The property currently contains two livestock barns (cattle), a driveshed, woodlot, and an accessory farm dwelling.

Adam commented on the agency circulation and noted that no objections were received. It was noted that a septic permit will be required to service the

proposed garden suite. He reviewed the application as it relates to compliance with the Provincial Policy Statement, Official Plan and Township's Zoning By-law. He noted that planning staff are recommending approval of the application to permit a garden suite for a period of 10 years.

Comments from the Applicants

No comments from the applicants.

Comments from the Public

No comments from members of the public.

Questions of the Applicant

Council asked questions relating to the need for a new septic system and who will be living in the garden suite and whether or not the existing buildings on the property are currently being used. Development Planner Adam Ager explained that depending on the age and condition of the existing septic a new one may be required. The applicants indicated that the existing buildings are currently vacant, however they will be used, and that the provisions for garden suites permit family members, including siblings to live there.

The applicants confirmed that they understand that they will need to reapply to continue to allow a garden suite on the property after 10 years has passed.

Resolution No. 6 Moved by Valerie Durston
 Seconded by Gerald Mitchell

RESOLVED That the Council of the Township of South-West Oxford approve in principle the zone change application submitted by Gatlin and Brandon Dean, whereby the lands described as Part Lot 28, Concession 3 (Dereham), Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-28T)' to permit a garden suite for a temporary time period of 10 years, with an increased gross floor area of 115 m2 (1,240 ft2).

DISPOSITION: Motion Carried

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

RESOLVED that Council reconvene in regular session.

DISPOSITION: Motion Carried

STAFF REPORTS

BE 03-2018: By-Law Enforcement Update

By-law Enforcement Officer Jason Brunt provided a report to Council to provide them with an update on the enforcement activity from March 20, 2018 to July 31, 2018 as well as year to date information. He noted that enforcement activity is about the same as last year at this time and that he has received some inquiries related to recreational vehicle parking. Jason has advised residents that more information will be coming with respect to possible changes to the By-law for recreation vehicle parking.

Resolution No. 8 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that Council receive report BE 03-2018 for information.

DISPOSITION: Motion Carried

BD 14-2018: Monthly Building Report - July 2018

Chief Building Official Aaron Stewardson provided a report to Council to show the monthly building activity for July, 2018 and year to date. He noted that the permit fees collected are \$10,000 away from what was projected for 2018.

Resolution No. 9 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that Council receive report BD 14-2018 for information.

DISPOSITION: Motion Carried

FC 09-2018: Fire Department Quarterly Update (Q2 2018)

Fire Chief Jeff VanRybroeck provided a quarterly update report to Council. He noted that in the second quarter the Fire Department received 15 calls which were related to power during the ice storm; he noted that these calls make the total number of calls received look off a bit in comparison to other years.

Chief VanRybroeck reported on man hours and response times as required in accordance with new provincial legislation requirements. He commented on some problems that Station 1 was having with response; however, changes have been made and members are stepping up to get to those calls. He also

noted that the training committee is doing a great job at keeping training relevant and engaging.

Resolution No. 10 Moved by Valerie Durston
Seconded by David Hayes

RESOLVED that Council receive report FC 09-2018 for information.

DISPOSITION: Motion Carried

Resolution No. 11 Moved by George Way
Seconded by Paul Buchner

RESOLVED that Council move into public meeting at 9:40 a.m. for the purpose of considering and receiving comments on Zone Change Application ZN 4-18-06.

DISPOSITION: Motion Carried

9:40 a.m. - Development Planner Adam Ager - Zone Change Application ZN 4-18-06 (Eldon View Holdings Inc.)

Development Planner Adam Ager explained that the application proposes to amend the provisions of the existing 'Special Residential Type 1 Zone (R1-14)' to facilitate the draft approved plan of subdivision. The amendment is for the site-specific zone to permit an interior side yard minimum width of 1.2m (3.9 ft) for single detached dwellings. All other special provisions of the R1-14 zone will still apply to the subject lands.

The existing approved draft plan of subdivision consists of 22 lots for single detached dwellings, a reserve block, the extension of Peggy Avenue and a stormwater management block. The development is proposed to be serviced by full municipal services. Is located on Block 32 of Plan 41M-302, Mt. Elgin.

Adam commented on the agency and public circulation that was completed and noted that no objections or concerns were received. He also commented on the application as it relates to the Provincial Policy Statement, Official Plan and Zoning By-law.

Planning staff are recommending approval of the zone change application; the proposed single detached dwelling units will be similar to the existing housing types found in the surrounding neighbourhood. The existing residential development to the north and northwest are part of the same original approved draft plan of subdivision.

RESOLVED that Council move into Committee of Adjustment to consider Minor Variance Applications A06-2018, A07-2018, A08-2018 and A09-2018 at 10:00 a.m.

DISPOSITION: Motion Carried

10:00 a.m. - Committee of Adjustment - Development Planner Adam Ager

- *Minor Variance Application A06-2018 (Pippel - 403247 Robinson Road)*
- *Minor Variance Application A07-2018 (Benjamins - Airport Road)*
- *Minor Variance Application A08-2018 (Way - 484872 Sweaburg Road)*
- *Minor Variance Application A09-2018 (Stoakley - 384265 Salford Road)*

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

RESOLVED that Council reconvene in regular session at 10:53 a.m.

DISPOSITION: Motion Carried

STAFF REPORTS (continued)

FC 10-2018: Ministry of Labour Investigation

Fire Chief Jeff VanRybroeck provided a report to Council with information relating to the Ministry of Labour investigation which took place within the Fire Department. He reported that in April an anonymous complaint was filed with the Ministry of Labour which complained of improper equipment testing, improper hiring and promotion practices, no health and safety committee within the Fire Department and a lack of enforcement of standard operating guidelines.

The Fire Chief worked closely with the Ministry of Labour (MOL) investigator to provide all the documentation that was requested. During the investigation another anonymous complaint was received stating that the Beachville Fire Station had not tested their fire hose. The MOL requested and analyzed all standard operating guidelines, hiring practices, equipment logs and data.

Overall, Chief VanRybroeck reported that the results of the investigation were a positive experience for the fire department. The investigation gave the fire department an opportunity to have a third-party audit completed and some great advice has been received which will assist the department in making improvements. The two orders that were issued have been completed and

reported to the MOL; the investigation has been closed and no further action is required. The department is working on a terms of reference for a health and safety committee.

Councillor Pickard commented that he was impressed with the memo that was sent out to the firefighters and copied to Council; he asked Chief VanRybroeck what he believes he personally gained from the investigation. Chief VanRybroeck commented on the benefit of having a third party look at the department's process and receiving the information and advice from the investigator. Additionally, the firefighters were very involved in collecting the documentation that was required.

Councillor Hayes noted that he was impressed with the outcome of the investigation and commented that he is not a big fan of anonymous complaints, he questions the motives of the individuals filing the complaint but was glad that it was a positive experience for the department.

Councillor Way commented that the report was positive for the Township and questioned what weekly checks are required. Chief VanRybroeck explained that Sunday duty checks are completed weekly on all the trucks; these checks are kept at the station. The District Chiefs have created a form which coincides with FirePro so these checks will now be able to be accessed by the Chief and all stations.

Resolution No. 16 Moved by Valerie Duston
 Secounded by George Way

RESOLVED that Council receive report FC 10-2018 for information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

Correspondence from Ewart McLaughlin - regarding railway line

It was noted that the correspondence from Ewart McLaughlin will be considered by County Council at their meeting on August 8th.

Resolution No. 17 Moved by David Hayes
 Secounded by Jim Pickard

RESOLVED that Council receive agenda item and correspondence item #87 and that it be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

August 7th, 2018 - Accounts Payable Report

Resolution No. 18 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable July 4 to 20, 2018	\$1,266,994.97
Bi-Weekly Payroll #15	\$38,121.57
Fire Pay #7	\$15,468.21
Council Pay #7	\$6,075.86
TOTAL	\$1,296,678.61

DISPOSITION: Motion Carried

Treasurer Diane Larder explained that there is an overage on the payment to Walmsley Bros. This was originally a 2017 project and is impacted by the fluctuating cost of oil. A report will be coming back to Council to provide an update on this.

INFORMATION ITEMS & CORRESPONDENCE

#88 - 2017 Upper Thames River Watershed Report Cards are now available (weblink)

#89 - City of Niagara Falls Resolution re: North American Free Trade Agreement

#90 - 2019 ROMA Conference Registration Now Open

#91 - Township of North Stormont Resolution re: Green Energy Act

#92 - City of Quinte West Resolution re: Cannabis Grace Period Request

#93 - Correspondence from Ingamo Homes re: Pay Equity

Resolution No. 19 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that Council receive information and correspondence items #88 to #93 and that they be noted and filed.

DISPOSITION: Motion Carried

In response to an inquiry from Councillor Hayes, Mayor Mayberry explained that funding for Ingamo has been cut or frozen over the years by the Province so they are taking a request to County Council for financial support. The organization provides second stage housing for victims of domestic abuse.

BY-LAWS AND AGREEMENTS

- By-Law No. 66-2018 - To enter into an agreement to occupy existing residence (Joe Yurek)
- By-Law No. 67-2018 - To authorize an agreement with Rogers Communications Inc.
- By-law No. 68-2018 - To Amend Zoning By-law (Eldonview Holdings Ltd.)

Resolution No. 20 Moved by Valerie durston
Seconded by David Hayes

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

- By-Law No. 66-2018 being a By-law to enter into an agreement to occupy existing residence (Joe Yurek)
- By-Law No. 67-2018 being a By-law to authorize an agreement with Rogers Communications Inc.
- By-law 68-2018 being a By-law to Amend Zoning By-law (Eldonview Holdings Ltd.)

DISPOSITION: Motion Carried

Councillor Way noted that John Van Manen would like to know exactly where the communications tower will be placed. Clerk Julie Forth advised that a copy of the survey has been sent to him.

Resolution No. 21 Moved by George Way
Seconded by Jim Pickard

RESOLVED that By-laws 66-2018 to 68-2018 inclusive be read a third time and finally passed, and that the Mayor and Clerk are hereby authorized to sign the By-

laws and affix the corporate seal.

DISPOSITION: Motion Carried

COMMITTEES

STRATEGIC PLANNING

NEW BUSINESS

Township Zoning By-law Proposed Amendments (RV Parking and Accessory Structures)

Development Planner Adam Ager advised Council that a report will be coming forward at the September Council meeting to move forward with a public open house to get comments on recreational vehicle parking requirements in the Township's Zoning By-law. Adam indicated that he will be looking at examples from other municipalities to bring forward some recommendations for consideration.

Chief Building Official Aaron Stewardson added that staff would like to consider changes to the provisions relating to accessory buildings in the Township's Zoning By-law as well. He believes that these changes may be considered at the same time as the recreational vehicle parking provisions. He would like to see the permitted size of accessory buildings made relative to the size of the property and other buildings on the property. He will review options from other municipalities and bring forward a recommendation for Council's consideration.

CLOSED SESSION

A Closed Session will be held in accordance with Section 239 of the Municipal Act to discuss personnel matters about an identifiable individual.

Resolution No. 22 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that Council hold a closed meeting in order to discuss a personal matter about an identifiable individual.

DISPOSITION: Motion Carried

Resolution No. 23 Moved by Gerald Michell
 Seconded by David Hayes

RESOLVED that Council reconvene in open session

at 12:14 p.m.

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement.

CONFIRMATORY BY-LAW

By-Law No. 69-2018 - To confirm all actions of Council (August 7th, 2018)

Resolution No. 24 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that By-law 69-2018 being a By-law to confirm the proceedings of Council held on Tuesday, August 7th, 2018 be read a first, second and third time and finally passed this 7th day of August, 2018.

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

DISPOSITION: Motion Carried

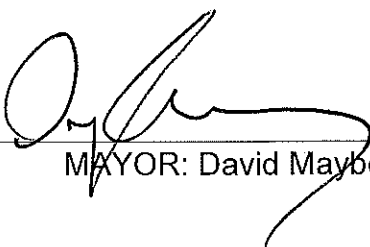
ADJOURNMENT

Resolution No. 25 Moved by David Hayes
 Seconded by Jim Pickard

RESOLVED that there being no further business, Council adjourn at 12:27 p.m. to meet again on Tuesday, September 4th, 2018 at 9:00 a.m.

DISPOSITION: Motion Carried


CLERK: Julie Forth


MAYOR: David Mayberry