

**TOWNSHIP OF SOUTH-WEST OXFORD  
COUNCIL MINUTES  
September 4, 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  
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 Gerald Mitchell

RESOLVED that the regular meeting agenda for the September 4th, 2018 meeting of council be approved as amended to add discussion regarding the Ingersoll boundary adjustment and increased interest in civic elections.

DISPOSITION: Motion Carried

**DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**MINUTES**

**August 7th, 2018 Regular Council Meeting Minutes**

Resolution No. 2 Moved by George Way  
Seconded by Paul Buchner

RESOLVED that the regular minutes of the August 7<sup>th</sup>, 2018 Council Meeting be approved, as amended.

DISPOSITION: Motion Carried

### **BUSINESS ARISING FROM THE MINUTES**

#### **CL 47-2018: Business Arising from the Minutes of August 7th, 2018**

Clerk Julie Forth provided a report to Council to outline the staff actions arising from the minutes of the August 7<sup>th</sup>, 2018 Council meeting. In response to an inquiry from Councillor Hayes, she advised that staff's recommendations for amendments to the Township's Zoning By-law for recreational vehicle parking and accessory structures will be forwarded to County Planning staff and that a public open house has been scheduled on October 10<sup>th</sup> in Mt. Elgin.

Resolution No. 3      Moved by David Hayes  
                              Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 47-2018 Summary of Staff Actions Related to Business Arising from the Minutes of August 7th, 2018 as information.

DISPOSITION: Motion Carried

### **APPOINTMENTS - None**

### **STAFF REPORTS**

#### **BD 15-2018: Accessory Structure Sizing**

Chief Building Official Aaron Stewardson provided a report to Council to provide them with information on how the Township may better enforce the provisions of the Zoning By-law as they relate to accessory structures and to get direction from Council with respect to sizes of accessory structures within all zones of the Township. Mr. Stewardson outlined the different options for Council's consideration as contained within the staff report.

Council expressed support for option two which would amend the general provisions as they relate to accessory structures to be 10 percent of lot area to a maximum of 807 sq. feet in settlement areas, 10 percent of lot area to a maximum of 1614 sq. feet in residential zones outside of settlement areas and 10 percent of lot area to a maximum of 1991 sq. feet in agricultural



AND FURTHER THAT Council approve in principle the draft Fence By-law attached to Report BD 16-2018 as Appendix A.

DISPOSITION: Motion Carried

BD 17-2018: Beachville Emergency Station Progress Report

Chief Building Official Aaron Stewardson provided a report to Council to provide them with an update on the construction of the new Beachville Emergency Services Station. In response to an inquiry from Council, Mr. Stewardson advised that the contractors are on schedule within about a two-week window. He also advised that there are a few thermal bridging items to be fixed.

Resolution No. 6      Moved by Jim Pickard  
                                  Seconded by George Way

RESOLVED that Council receive Report BD 17-2018 as information.

DISPOSITION: Motion Carried

BD 18-2018: Monthly Building Report - August 2018

Chief Building Official Aaron Stewardson provided a report to Council to show the monthly building activity and year to date information as of August, 2018. He noted that he expects September to have more permits issued than August.

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

RESOLVED that Council receive this report, BD 18-2018, for information purposes.

DISPOSITION: Motion Carried

CL 48-2018: Township of South-West Oxford eNewsletter

Clerk Julie Forth provided a report to Council to provide them with information on the current semi-annual Township Newsletter and to get feedback from Council on moving to an electronic newsletter starting in January, 2019. Ms. Forth advised that staff is recommending, with Council's support, that the September SWOX Talks may be used to advertise and promote the eNewsletter.

Council discussed the merits of an eNewsletter. It was noted that the staff and Council will be able to have more information on how many people have signed up to receive the communication from the Township and how many people are actually accessing it. The move to an electronic newsletter would also mean that anyone wishing to receive the Township newsletter will need to sign up, either to receive a copy via email or mail.

Council suggested that a reminder may also be included in the January tax bills to encourage residents to sign up for the eNewsletter.

Resolution No. 8      Moved by David Hayes  
                                      Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 48-2018 Township of South-West Oxford eNewsletter for information;

AND FURTHER THAT Council provide direction to staff to move forward with an electronic newsletter in January, 2019 and begin promotion of the eNewsletter in the September SWOX Talks.

DISPOSITION: Motion Carried

CL 49-2018: Beachville Museum Funding and Partnership Agreement

Clerk Julie Forth provided a report to Council with respect to entering into a funding and partnership agreement for the operation of the Beachville Museum with the Township of Zorra and the Beachville Historical Society. She noted that direction is needed from Council with respect to Section 3.5 in the draft agreement. This clause suggests that the funding to the museum is dependent on annual budget deliberations and does not provide the level of commitment that the agreement is intending to provide.

It was noted that if the Township were to opt out of the agreement and continue to own the building, an agreement would need to be entered into for the continued use of the facility. The Beachville Historical Society would continue to own the artifacts.

Councillor Mitchell and Councillor Way noted that many changes have taken place at the museum over the last several months and that the museum appears to be heading in a positive direction. Positive feedback has been received about the new curator at the museum. The purpose of the draft



RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 12-2018 as provided;

AND FURTHER RESOLVED that the schedule be approved for the 2019 Budget process.

DISPOSITION: Motion Carried

TR 13-2018: Financial Summary as of August 15, 2018

Treasurer Diane Larder provided a report to Council with the Statement of Revenue and Expenditures for the period ending August 15, 2018. Discussion took place regarding the rise in the price index which has contributed to the cost increases for Dereham Line and Zenda Line paving projects.

Resolution No. 11 Moved by Jim Pickard  
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report TR 13-2018 as information.

DISPOSITION: Motion Carried

**DISCUSSION ITEMS**

Speed Limit on Dodge Line

Councillor Pickard advised Council that the speed limit on Dodge Line was brought to his attention. The speed limit on Dodge Line north is 50 km/h and the speed limit on Dodge Line south is 60 km/h. He questioned whether this may be changed. Works Superintendent Bill Freeman explained that Dodge Line was originally a County Road and the Township took it over. The speed limit has remained the same. The Township has applied for funding again to rebuild the road, however for now the speed limit may be reduced.

Resolution No. 12 Moved by Jim Pickard  
Seconded by Gerald Mitchell

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to reduce the speed limit on Dodge Line south until the end of the village limits to 50 km/h.

DISPOSITION: Motion Carried

**PLANNING & ZONING**

- Notice of No Appeal - Donald and Ruth Bucknell - B18-09-4 – provided for information
- Land Division Committee - Notice of Decision - Dorsman - B18-32-4; A18-01-4 – provided for information

**AGENDA ITEMS & CORRESPONDENCE**

#94 - Correspondence from the County of Oxford - SouthwestLynx: Integrated High-Performance Public Transportation for Southwestern Ontario

Mayor Mayberry noted that the County has taken the position that there is value in looking at existing rail infrastructure and addressing problems to accommodate high performance rail.

Resolution No. 13    Moved by Hayes  
                                  Seconded by Durston

RESOLVED that Council support Oxford County's SouthwestLynx proposal for the development of an Integrated High-Performance Public Transportation Solution for Southwestern Ontario.

DISPOSITION: Motion Carried

#95 - Correspondence from County of Oxford - Possible Turning Lane at Sweaburg Road

Councillor Way commented that many people continue to turn right at this location, passing by drivers in the right turning lane.

#96 - Correspondence from the Clerk re: Voters List

#97 - OPSEU - Motion for a Safe Cannabis Community

#98 - Mayor's 2018 AMO Conference Report

#99 - Councillor Durston's 2018 AMO Conference Report

Councillor Durston and Mayor Mayberry commented on the value and importance of attending the AMO Conference. Mayor Mayberry mentioned that with the recent change in government, this was a good opportunity to make initial contact with new Ministers. Mayor Mayberry joined East Zorra-Tavistock in their delegation for high speed rail.



Resolution No. 14 Moved by Paul Buchner  
Seconded by George Way

RESOLVED that Council receive agenda items and correspondence items #94 to #99 for information and that they be noted and filed.

DISPOSITION: Motion Carried

**ACCOUNTS PAYABLE REPORT**

**September 4th, 2018 - Accounts Payable Report**

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

RESOLVED that the following Accounts be approved for payment:

|   |                |
|---|----------------|
| Accounts Payable for<br>July 31 to August 31,<br>2018 | \$1,167,924.96 |
| Bi-Weekly Payroll #16<br>#17 #18 - General            | \$118,222.02   |
| Fire Pay #8   | \$24,022.55    |
| Council Pay #8  | \$6,075.86     |
| TOTAL   | \$1,316,245.39 |

DISPOSITION: Motion Carried

**INFORMATION ITEMS & CORRESPONDENCE**

#100 - AMO Policy Update - Cannabis Retail Consultation

#101 - Township of North Frontenac Resolution - Support for Rural Fire Services

#102 - Town of Oakville Resolution - Display and Distribution of Objectionable Images

#103 - UTRCA Board of Directors Meeting Minutes - June 26th, 2018

#104 - Thank You from Reuseapaloozaha

#105 - Ontario Energy Board Notice to Customers of EPCOR Natural Gas Ltd.

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

RESOLVED that Council receive information and correspondence items #100 to #105 and that they be noted and filed.

DISPOSITION: Motion Carried

**BY-LAWS AND AGREEMENTS**

- By-Law No. 70-2018 - Speed Limit on Quarter Town Line

Resolution No. 17    Moved by George Way  
                              Seconded by Jim Pickard

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

- By-Law No. 70-2018 being a By-law to provide for speed limits on Quarter Town Line

DISPOSITION: Motion Carried

Resolution No. 18    Moved by Gerald Mitchell  
                              Seconded by Davie Hayes

RESOLVED that By-law 70-2018 be read a third time and finally passed, and that the Mayor and Clerk are hereby authorized to sign the By-law and affix the corporate seal.

DISPOSITION: Motion Carried

**COMMITTEES**

**Mt. Elgin Community Centre Board Meeting Minutes**

Resolution No. 19    Moved by David Hayes  
                              Seconded by George Way

RESOLVED that the Mt. Elgin Community Centre Board Meeting Minutes of May 29<sup>th</sup>, 2018 and June 25<sup>th</sup>, 2018 be received for information.

DISPOSITION: Motion Carried

Beachville Parks Meeting Minutes

Resolution No. 20     Moved by Jim Pickard  
                                      Seconded by Gerald Mitchell

RESOLVED that the Beachville Parks Meeting Minutes of March 24<sup>th</sup>, 2018 and April 14<sup>th</sup>, 2018 be received for information.

DISPOSITION: Motion Carried

**STRATEGIC PLANNING - None**

\*Council took at 5-minute break at 10:50 a.m.

**NEW BUSINESS**

Ingersoll Boundary Adjustment

Councillor Way advised Council that Ingersoll Boundary Adjustment Committee met on August 7<sup>th</sup>. Following the meeting he received a phone call from the Groots. They would like their entire property to the west of the barn brought into the Town of Ingersoll.

Mayor Mayberry commented that the purpose of the boundary adjustment discussions is to give the Town enough land to allow them to plan for the next 40 years.

Resolution No. 21     Moved by Paul Buchner  
                                      Seconded by David Hayes

RESOLVED that Council approve in principle the addition of the former Peg Caffyn property into the Town of Ingersoll boundary adjustment discussion.

DISPOSITION: Motion Carried

Engagement in Municipal Elections

Mayor Mayberry commented that he was very happy with the application process for the Ward 1 vacancy and the number of applicants that the Township had. He stated that five of the Township's seven municipal office positions were acclaimed. He also noted that this was following a term which implemented six-day garbage and significant tax increases. He questioned if people are not engaged in the process and asked for Council's thoughts.

Councillor Hayes noted that a four-year term is more of a commitment than then Ward 1 vacancy and thought this may be a deterrent for people running; compensation may be a factor as well as people's stage in life and amount of available time.

Councillor Way agreed with Councillor Hayes' comments and noted that the amount of time involved depends on how involved you are as a member of Council. Council acknowledged that complaints were received initially about the change to six-day garbage collection, however over time there were no complaints.

Councillor Durston commented that she believes the Township has a very agreeable Council and that the residents see this as opposed to the adversity in some other municipalities. Councillor Pickard suggested that people see that someone is doing a good job; they leave it alone. People will let you know when they are not happy.

**CLOSED SESSION (11:30 a.m.)**

*The meeting will be closed to the public to discuss subject matter that is:*

*(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

Resolution No. 22    Moved by Gerald Mitchell  
                              Seconded by George Way

RESOLVED that Council hold a closed meeting in order to discuss information that is subject to solicitor-client privilege, including communications that are necessary for the purpose.

DISPOSITION: Motion Carried

Resolution No. 23    Moved by Gerald Mitchell  
                              Seconded by Valerie Durston

RESOLVED that Council reconvene in open session at 11:47 a.m.

DISPOSITION: Motion Carried

**COUNCIL ROUND TABLE**

Council members shared updates from their respective wards and community involvement. Local Government Week in October was discussed and suggested that staff contact the school to see if they would like to participate in an event again. Councillor Way provided an update from the Ingersoll

Boundary Adjustment Committee meeting with the landowners and noted that their biggest concern was property tax implications.

**CONFIRMATORY BY-LAW**

*By-Law No. 71-2018 - To confirm the actions and proceedings of Council*

Resolution No. 24 Moved by George Way  
Seconded by Paul Buchner

RESOLVED that By-law 71-2018 being a By-law to confirm the proceedings of Council held on Tuesday, September 4<sup>th</sup>, 2018 be read a first, second and third time and finally passed this 4<sup>th</sup> day of September, 2018.

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


DISPOSITION: Motion Carried

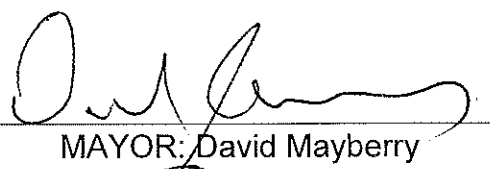
**ADJOURNMENT**

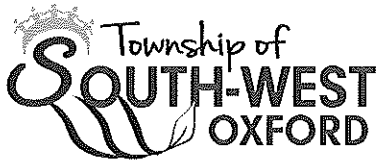
Resolution No. 25 Moved by Gerald Mitchell  
Seconded by David Hayes

RESOLVED that there being no further business, Council adjourn at 12:06 p.m. to meet again on Tuesday, September 18th at 7:00 p.m.

DISPOSITION: Motion Carried

  
\_\_\_\_\_  
CLERK: Julie Forth

  
\_\_\_\_\_  
MAYOR: David Mayberry



**Sign-In Sheet**  
Regular Council Meeting  
September 4<sup>th</sup>, 2018 at 9:00 a.m.

| Name (Please Print) | Address &/or Email | Reason for Attendance<br>(i.e. Delegation/ Minor Variance/ Zoning/ Drain Consideration/ Court of Revision) |
|---------------------|--------------------|--|
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**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.