

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
November 6, 2018**

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: David Hayes (Ward 2), Gerald Mitchell (Ward 6), Valerie Durston (Ward 3), Jim Pickard (Ward 5), Paul Buchner (Ward 1), George Way (Ward 4)

MEMBERS ABSENT: None

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk
Bill Freeman, Works Superintendent
Jeff VanRybroeck, Fire Chief & CEMC
Tarique Chaudhry, Chief Building Official

CALL MEETING TO ORDER

The meeting was called to order at 9:00 a.m. 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 November 6th, 2018 meeting of council be approved as amended to include discussion regarding autonomous vehicle testing map.

DISPOSITION: Motion Carried

CAO Mary Ellen Greb introduced the Township's new Chief Building Official, Tarique Chaudhry.

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

MINUTES

October 16th, 2018 Regular Council Meeting Minutes

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

all they can to save money over the course of the year and do as many additional fundraisers as possible, however they work with a lot of variables.

In response to an inquiry from Council, it was noted that the age considered to be senior varies depending on the service or whether or not a person has a disability. A person may be eligible for assisted living services at 55.

Mayor Mayberry asked Ms. Vandenberghe how we can make people more aware of the services that are provided by the Multi-Service Centre. Ms. Vandenberghe advised that there are a lot of resources and videos available on their website about the services they offer.

9:45 a.m. - Mitch Kirby and Coyla Reeves - West Oxford Community Hall (Foldens Hall & Park) 2019 Community Grant Request

Mitch Kirby and Coyla Reeves presented the West Oxford Community Hall 2019 Grant request to Council. Coyla Reeves reviewed the operating budget for 2018 and advised that they are requesting a grant from the Township again in the amount of \$5,700; which is the same as last year's request. Mitch advised Council that they are proposing to put in an accessible washroom at the park in 2018; the estimated cost of this project is \$25,000. New requirements for accessible washrooms in the Ontario Building Code were discussed, particularly the requirement to have space for the installation of a future adult change table.

There was some concern expressed about hall bookings when Coyla is not available. The Committee will be discussing an alternate at their next meeting this week. Treasurer Diane Larder noted that some of the halls are moving their facility bookings/schedule online and that residents may contact the Township as a back up. The Township may also have secondary keys for pick up when needed.

Mitch Kirby reviewed the West Oxford Community Hall five-year capital plan. Discussion took place regarding the need for a septic system for an improved washroom at the facility. It was noted that the Township will be taking over the septic permit application and approval process as of April 1st, 2019.

STAFF REPORTS

CAO 22-2018: Annual Christmas Council and Staff Luncheon

CAO Mary Ellen Greb provided a report to Council to get their comments on whether or not they would like to continue to host the annual Council/Staff Christmas Luncheon as they have in the past. The luncheon has been paid for in the past by members of Council.

DISPOSITION: Motion Carried

FC 11-2018: Fire Department Quarterly Update Q3

Fire Chief Jeff VanRybroeck presented the quarterly report for the third quarter for the fire department. He noted that the calls were higher overall in 2018 because of the ice storm in the second quarter. He commented on the response time, which is under 15 minutes. Manpower is up, with an average of 10 people responding per call. There has been an improvement to response numbers in Station #1 so the secondary response from Station #2 has been removed.

Training numbers remain strong and the training committee is doing a great job at keeping training realistic and engaging for members. Chief VanRybroeck noted that all equipment is in FirePro now which has helped with tracking inspections and maintenance. The fire summer student revamped the department's social media presence and public education materials.

The department's budget is about 15% over primarily due to increased calls during the ice storm earlier in the year.

Mayor Mayberry questioned the impact that the Provincial Government's announcement with respect to NFPA standards and certification requirements will have on the department. Chief VanRybroeck explained that this will not impact the department for 2019. The department will continue to move forward and offer training for their members. There will be less pressure on existing members to get those certifications.

In response to an inquiry from Councillor Pickard with respect to inspections and the possibility of hiring an inspector, Chief VanRybroeck explained that the public safety reporting and inspection requirements remain within the amended legislation. For 2019, the department is going to try to maintain the status quo with two part-time inspectors. There may be a need for more administrative support going into 2020.

Resolution No. 6 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that Council receive Report No. FC 11-2018: Fire Quarterly Update Q3 as information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

PLANNING & ZONING

AGENDA ITEMS & CORRESPONDENCE

#120 - Email Correspondence - Intersection of Hwy 19 and Union Road

CAO Mary Ellen Greb has contacted the OPP to find out the statistics for this area over the last few years. She is waiting for the data to come in with respect to the causes of the accidents that have occurred in this location. Once this information comes in, staff will be able to make a recommendation for Council's consideration.

#121 - SWOX County Council Report for October 2018

#122 - Email from Peter Crockett - Excess Soils Symposium - November 28th

Mayor Mayberry stated that this was shared with the Township in case there is a staff person that should or would like to attend.

Resolution No. 7 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that agenda items and correspondence items #120 to #122 be received for information and noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

November 6th, 2018 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for Oct 5-31, 2018	\$763,693.75
Bi-Weekly Payroll #22	\$36,539.51
TOTAL	\$800,233.26

DISPOSITION: Motion Carried

INFORMATION ITEMS & CORRESPONDENCE

#123 - 2019 ROMA AGM Conference Registration Information

CAO Mary Ellen Greb noted that so far one member of Council has expressed interest in attending ROMA. The registration information has been shared with the incoming members of Council as well.

#124 - AMO Policy Update - While You Were Busy

#125 - Upper Thames River Conservation Authority Board Appointments - one member is needed from South-West Oxford and Norwich

This will come back the first meeting of December.

#126 - Upper Thames River Conservation Authority Board Meeting Minutes September 2018

#127 - Township of McKellar Resolution - Governance Models and Consultation

#128 - Southwestern Public Health - Smoke-free Ontario Act (SFOA), 2017

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

RESOLVED that Council receive items #123 to #128 for information and that they be noted and filed.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

- By-law 86-2018 - To Appoint a Chief Building Official, Building Inspector and Plans Examiner (Tarique Chaudhry)

Resolution No. 10 Moved by Paul Buchner
 Seconded by George Way

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

- By-Law No. 86-2018 being a By-law to appoint a Chief Building Official, Building Inspector and Plans Examiner (Tarique Chaudhry).

DISPOSITION: Motion Carried

Resolution No. 11 Moved by Jim Pickard
 Seconded by Gerald Mitchell

RESOLVED that By-law 86-2018 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

- *Beachville Parks and Recreation Committee Minutes September 8th, 2018*

Resolution No. 12 Moved by Gerald Mitchell
 Seconded by George Way

RESOLVED that the Beachville Parks and Recreation Minutes of September 8th, 2018 be received by Council for information.

DISPOSITION: Motion Carried

It was noted that in the Beachville Parks and Recreation minutes there was an error which referenced a grant request of \$97,040.00. This should read \$9,740.00.

STRATEGIC PLANNING

NEW BUSINESS

Autonomous Vehicle route from Ottawa to Windsor

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

RESOLVED that the Council of the Township of South-West Oxford provide authority to Works Superintendent Bill Freeman to outline a route for autonomous vehicle testing in South-West Oxford.

DISPOSITION: Motion Carried

ADJOURNMENT

Resolution No. 17

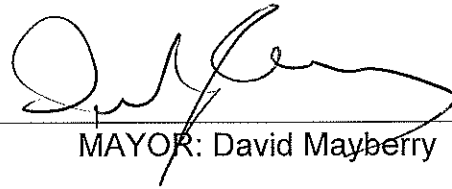
Moved by Paul Buchner
Seconded by Gerald Mitchell

RESOLVED that there being no further business, the Council meeting be adjourned at 12:08 p.m. to meet again on Tuesday, November 20th, 2018.

DISPOSITION: Motion Carried



CLERK: Julie Forth



MAYOR: David Mayberry



Sign-In Sheet
 Regular Council Meeting
 November 6th, 2018 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)
MITCH Kirby	324147 FOLDENS LINE	GRANTS MTR
Coyla Jean Reeves	484397 Foldens Line	u
Dorlene Graham	Ingersoll, ON	11

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