

**TOWNSHIP OF SOUTH-WEST OXFORD**  
**COUNCIL MEETING MINUTES**  
November 1, 2011

**MEMBERS PRESENT:** Mayor: David Mayberry  
Councillors: Jim Pickard, George Way, Ron Sackrider,  
George Klosler, D. Anne Vanhoucke, Gerry  
Mitchell

**MEMBERS ABSENT:**

**STAFF PRESENT:** Mary Ellen Greb, C.A.O.  
Dianne Harnett, Deputy Clerk

**MEETING CALLED TO ORDER**

The meeting was called to order at 9:00 p.m. by Mayor David Mayberry.

**ADDITIONS TO AGENDA**

None

**APPROVAL OF AGENDA**

Resolution No. 1 Moved by Jim Pickard  
Seconded by George Way

RESOLVED that the agenda for the November 1, 2011  
meeting of Council be approved.

DISPOSITION: Motion Carried

**DECLARATION OF PECUNIARY INTEREST**

There were no declarations.

**APPROVAL OF MINUTES**

*Regular Council Minutes – October 18, 2011*

Resolution No. 2 Moved by Jim Pickard  
Seconded by Ron Sackrider

RESOLVED that the minutes of the October 18, 2011 Regular  
Council Meeting be accepted.

DISPOSITION: Motion Carried

*Special Council Minutes – October 25, 2011*

Resolution No. 3 Moved by D. Anne Vanhoucke  
Seconded by George Way

RESOLVED that the Special Council minutes of the October 25,  
2011 Regular Council Meeting be accepted.

DISPOSITION: Motion Carried







RESOLVED that Council appoint Linda Bartlett as the community representative on the Emergency Station (Beachville) Replacement Committee.

DISPOSITION: Motion Carried

**PLANNING & ZONING**

*#386 – County of Oxford – Notice of Application for Consent, File #B11-48-4; Eringa*  
The Land Division Committee will consider the application for consent on November 3, 2011 at 10:20 a.m. in the Council Chambers, Oxford County Administration Building, 1<sup>st</sup> Floor, 21 Reeve Street, Woodstock, ON.

Council of the Township of South-West Oxford made no comments on Consent Application No. B11-48-4.

**AGENDA ITEMS CORRESPONDENCE**

*#384 – AMO 2011 Ontario West Municipal Conference, Friday, November 25 in London, Ontario*

*#385 – Office of the Fire Marshal – Essentials of Municipal Fire Protection – A Decision Makers' Guide Seminar*

Resolution No. 10 Moved by George Klosler  
Seconded by George Way

RESOLVED that the following Council member attend the Essentials of Municipal Fire Protection - A Decision Maker's Seminar: Mayor David Mayberry

DISPOSITION: Motion Carried

*#397 – Tillsonburg & District Multi-Service Centre – Invitation to Attend Donor Appreciation Reception on November 15<sup>th</sup>, 2011*

*#385 – Office of the Fire Marshal – Essentials of Municipal Fire Protection – A Decision Maker's Guide Seminar*

**ACCOUNTS PAYABLE**

Resolution No. 11 Moved by George Klosler  
Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable–Oct. 14 to Nov. 1/11	\$891,470.21
HST Recoverable	\$87,420.06
Bi-Weekly Payroll #20-2011	<u>\$31,346.00</u>
TOTAL	<u>\$1,010,236.27</u>

DISPOSITION: Motion Carried

**APPOINTMENT OF MEMBERS TO COURT OF REVISION FOR MUNICIPAL DRAINS**

Resolution No. 12 Moved by Ron Sackrider  
Seconded by D. Anne Vanhoucke

RESOLVED that the following persons be appointed as members of the Court of Revision for the Phillips Drain 2011:

CHAIRPERSON: George Way  
MEMBER: George Klosler  
MEMBER: Jim Pickard

DISPOSITION: Motion Carried

**BY-LAWS AND AGREEMENTS**

**By-Law No. 58-2011 / Amend Zoning By-Law No. 25-98, Property Owner: Daniel & Mariette Sawadski**

*First and Second Reading*

Resolution No. 13 Moved by George Klosler  
Seconded by Jim Pickard

RESOLVED that the mover be granted leave to introduce a by-law to amend the Zoning By-Law No. 25-98 as follows:

- 1) by changing to "RR-25" the zone symbols of the lands so designated "RR-25" on Schedule "A" described as Part Lot 14, Concession 7; (Village of Dereham Centre) and;
- 2) to ensure that the entire enlarged parcel is under identical zoning of the property in the Township of South-West Oxford municipally known as 263902 Prouse Road, in the Village of Dereham Centre and this shall constitute the first and second reading thereof. (By-Law No. 58-2011).

DISPOSITION: Motion Carried

*Third and Final Reading*

Resolution No. 14 Moved by Jim Pickard  
Seconded by Ron Sackrider

RESOLVED that the By-Law to amend zoning By-Law No. 25-98 by changing as follows:

- 1) by changing to "RR-25" the zone symbols of the lands so designated "RR-25" on Schedule "A" described as Part Lot 14, Concession 7; (Dereham) and;
- 2) to ensure that the entire enlarged parcel is under identical zoning of the property in the Township of South-West Oxford municipally known as 263902 Prouse Road, in the Village of Dereham be now Read a Third time and Finally Passed, signed, sealed and numbered 58-2011.

DISPOSITION: Motion Carried



10 year capital forecast using all available funding sources, including short term borrowing.

Council asked CAO Greb to provide a report and prioritize the issues identifying projects. CAO Greb said the capital forecast will prioritize the projects and look at ways to split project to keep them more affordable.

Resolution No. 17 Moved by Gerry Mitchell  
Seconded by Ron Sackrider

RESOLVED that Council request Staff complete a list of capital priorities for the next 10 years for the Township of South-West Oxford for the regular Council meeting of December 20, 2011.

DISPOSITION: Motion Carried

*Loweville Park*

CAO Greb said Drainage Superintendent Wray Ramsay will be taking elevations at the Loweville Pond to obtain a total and estimate of the cost the week of November 1<sup>st</sup>, 2011. A report to Council will be prepared by Mike DeVos, P.Eng. from Spriet Engineering with an estimate for various proposals for the pond area.

CAO Greb will put a request into the County's Public Works Department to clean up the branches along the edge of the pond.

*Sweaburg Park*

Councillor Jim Pickard said many fundraising opportunities have been gathered from the Sweaburg Park Committee. There will be a contest to name the park and also the Board of Directors is creating a Charter that outlines their roles, objectives and financial procedures. CAO Greb will get in touch with Sweaburg Park Committee to obtain a copy of the Charter for Staff and Council's perusal.

*HR Meeting – Ward & Uptigrove*

CAO Greb reported to Council that the meeting with Ben Cornell and Staff and some Council members went well and staff's questions and concerns were addressed.

*Township Wireless Router Upgrade*

Deputy Clerk Dianne Harnett reported that the current wireless router that services the Township is not a commercial grade model as discovered by I.T. Services and it was suggested that a larger capacity router should be installed to accommodate many wireless users that will be using the system during Council meetings.

Resolution No. 18 Moved by D. Anne Vanhoucke  
Seconded by Ron Sackrider

RESOLVED that Staff purchase an upgrade for a commercial grade wireless router for the Township of South-West Oxford.

DISPOSITION: Motion Carried



*Energy Committee*

Chair of the Energy Committee Jim Pickard said he would like the Township Staff to look into having Energy Provider presenters in a Town Hall Meeting atmosphere. Deputy Clerk Dianne Harnett said she will contact Jay Heaman from the Energy Committee as a resource, EARTH Corporation for the Beachville customers and Hydro One for presentation information for the municipality.

Chairperson Jim Pickard called a meeting of the Energy Committee at 5:00 p.m. on Tuesday, November 15<sup>th</sup> at 5:00 p.m. in the Council Chambers.

*Recreation Committee*

CAO Greb and Deputy Treasurer Diane Larder have drafted recommendations. Committee Chairperson Ron Sackrider noted that we need to do it fairly quickly, and provide definite direction to these boards. A joint meeting with hall boards will take place later in the process. Mayor Mayberry requested an update on the Parks Committee's critical path for the next year.

Chairperson Ron Sackrider called a meeting of the Recreation Committee for Tuesday, November 8<sup>th</sup>, 2011 immediately following the Economic Development Visioning session.

*Township Insurance*

CAO Greb informed Council there is a report forthcoming to the next regular Council meeting of November 15<sup>th</sup>. She said this report will investigate all the options and compare with report provided by Lynn Buchner, Director of Corporate Services, County of Oxford. CAO Greb said there are three options for insurance for the Township; self insure, request for proposals from the market place, or stay status quo.

*Rural Oxford Economic Development's (ROED) BR+E Update*

Mayor Mayberry asked Council to submit names to CAO Greb for volunteers within the community to assist with the BR+E business surveys. Deputy Clerk Dianne Harnett informed Council there is only a 45 minute time commitment at a place of business to complete the business survey with the Owner/Operator, President or General Managers of the organization.

Council suggested the following names for Staff to follow up with: Lloyd Irwin, Gerry Van Hamm, Gil Vandenbrink, Cliff Matthews, Mary Jane Phillips, Kathy Geltink. Councillor George Klosler said he will inform the Board at the next Salford Hall Board Meeting. Councillors George Klosler, Jim Pickard and Ron Sackrider said they could assist with conducting some business surveys if required.

**ADJOURNED FOR LUNCH**

Council adjourned for lunch at 12:05 p.m. and reconvened at 12:57 p.m.

**COURT OF REVISION**

*Phillips Drain 2011*

In Attendance: Mike DeVos, P.Eng., Spriet Engineering  
Wray Ramsay, Drainage Superintendent

**ADJOURN FOR COURT OF REVISION**

*Phillips Drain 2011*

Resolution No. 20 Moved by Ron Sackrider  
Seconded by George Way

RESOLVED that the Council adjourn for Court of Revision of the Phillips Drain 2011 at 1:15 p.m.

DISPOSITION: Motion Carried

The Council meeting resumed at 1:20 p.m.

**STRATEGIC PLANNING**

CAO Greb said further information and reports will be provided after the November 8<sup>th</sup>, 2011 meeting at the Brownsville Fire Hall Meeting Room.

**CONFIRMATORY BY-LAW**

***By-Law No. 59-2011 – To Confirm the Proceedings of the Council of South-West Oxford***

*First and Second Reading*

Resolution No. 21 Moved by George Way  
Seconded by D. Anne Vanhoucke

RESOLVED that the mover be granted leave to introduce a By-Law to confirm the proceedings of the Council of South-West Oxford at the Council meeting held on October 25, 2011 and November 1, 2011 and this shall constitute the first and second reading thereof.

DISPOSITION: Motion Carried

*Third and Final Reading*

Resolution No. 22 Moved by George Klosler  
Seconded by Gerry Mitchell

RESOLVED that the By-Law to confirm the proceedings of the Council of the Township of South-West Oxford at a Council meeting on October 25, 2011 and November 1, 2011 be now read a third time and finally passed, signed, sealed and numbered 59-2011.

DISPOSITION: Motion Carried

**ADJOURNMENT**

Resolution No. 23 Moved by Gerry Mitchell  
Seconded by George Way

RESOLVED that there being no further business Council adjourn at 1:23 p.m.

DISPOSITION: Motion Carried

These minutes were adopted by Council on the 15<sup>th</sup> day of November, 2011.

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MAYOR: David Mayberry

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CLERK: Mary Ellen Greb