

TOWNSHIP OF SOUTH-WEST OXFORD  
COUNCIL MINUTES

February 6, 2007

MEMBERS PRESENT: Councillors: D. Anne Vanhoucke, Ron Sackrider,  
Gerry Mitchell, David Mayberry, George Klosler,  
Jay Heaman

MEMBERS ABSENT: Mayor James Hayes

STAFF PRESENT: Allen Forrester, Clerk-Treasurer Administrator

MEETING WAS CALLED TO ORDER

The meeting was called to order at 9:00 a.m.

APPOINTMENT OF ACTING MAYOR

Resolution No. 1 –

Moved by Gerry Mitchell  
Seconded by Ron Sackrider

RESOLVED that Councillor Mayberry be appointed Acting Mayor to chair the February 6, 2007 meeting of Council in the absence of Mayor James Hayes.

DISPOSITION: Motion Carried

APPROVAL OF AGENDA

Resolution No. 2 –

Moved by Gerry Mitchell  
Seconded by Ron Sackrider

RESOLVED that the agenda for the February 6, 2007, meeting of Council be approved.

DISPOSITION: Motion Carried.

MINUTES:

Resolution No. 3 -

Moved by Gerry Mitchell  
Seconded by Ron Sackrider

RESOLVED that the minutes of the January 16, 2007, meeting of Council be accepted as corrected.

DISPOSITION: Motion Carried.

DECLARATION OF PECUNIARY INTEREST

Councillor George Klosler declared a pecuniary interest with regard to Consent Applications B-103/06 and B-104/06, Applicant: 967777 Ontario Limited.

STAFF REPORTS:

Works Department

Works Superintendent Bill Freeman gave his report numbered W.D. 02-2007.

Resolution No. 4 –

Moved by D. Anne Vanhoucke  
Seconded by George Klosler

RESOLVED that the Works Superintendent's Report No. W.D. 02-2007 be accepted.

DISPOSITION: Motion Carried

BUILDING DEPARTMENT

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Chief Building Official Dwayne Daniel gave his report numbered B.D. 02-2007.

Mr. Daniel was directed to conduct an inspection of the Mt. Elgin Hall to look for deficiencies in the building's insulation and to report his findings to Council. Mr. Daniel was also directed to contact the chairperson for the Foldens Community Hall and inspect the hall to determine what improvements are needed for handicapped accessibility purposes.

Resolution No. 5 –

Moved by D. Anne Vanhoucke

Seconded by George Klosler

RESOLVED that the Chief Building Official's Report No. B.D. 02-2007 be accepted.

DISPOSITION: Motion Carried

DRAINAGE DEPARTMENT

Drainage Superintendent Wray Ramsay reviewed his report numbered D.D. 02-2007.

Resolution No. 6 –

Moved by George Klosler

Seconded by D. Anne Vanhoucke

RESOLVED that the Drainage Superintendent's Report No. D.D. 02-2007 be accepted.

DISPOSITION: Motion Carried

Mr. Ramsay reported that he had been elected to the Board of Directors for the Drainage Superintendent's Associates of Ontario (DSAO).

LAND SEVERANCE APPLICATIONS B-103/06 AND B-104/06

APPLICANT: 967777 ONTARIO LIMITED, PART LOTS 3, 4 & 5, CON. 3 (DEREHAM)

Resolution No. 7 –

Moved by Ron Sackrider

Seconded by Gerry Mitchell

RESOLVED that South-West Oxford Council's comments re: Consent Application Nos. B-103/06 & B-104/06, Applicant(s): 967777 Ontario Limited are as follows:  
No objection.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 65 FROM HILLSIDE KENNELS

RE: 2007/2008 ANIMAL CONTROL SERVICES PROPOSAL

Resolution No. 8 -

Moved by Gerry Mitchell

Seconded by Ron Sackrider

RESOLVED that the proposal of Hillside Kennels for Canine Control Officer, Pound Keeper and Animal Control Service for 2007 and 2008 be accepted.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 61 FROM THE CITIZENS PANEL ON INCREASING ORGAN DONATIONS REQUESTING ASSISTANCE IN DISTRIBUTION

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Staff was directed to distribute the enclosed survey to Fire Halls, Hall Boards and churches and to place copies of the survey on the counter in the municipal office for use by members of the public.

CORRESPONDENCE ITEM NO. 68 FROM MUNICIPALITY OF BAYHAM  
RE: INTERNATIONAL FERRY SERVICE, PORT BURWELL ONTARIO TO FAIRPORT  
HARBOUR, OHIO

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Resolution No. 9 –

Moved by Gerry Mitchell  
Seconded by D. Anne Vanhoucke

RESOLVED that the position of the Municipality of Bayham with regard to the proposal to establish an International Ferry Service between Port Burwell, Ontario and Fairport Harbour, Ohio, be accepted and acknowledged.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 82 FROM MARG MISEK-EVANS, CORPORATE  
MANAGER, COMMUNITY AND STRATEGIC PLANNING, COUNTY OF OXFORD  
RE: OXFORD NATURAL HERITAGE STUDY (ONHS)

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Staff was directed to request a copy of the full report.

CORRESPONDENCE ITEMS NO. 90 & 91 FROM MUNICIPALITY OF ARRAN-  
ELDERSLIE  
RE: WIND TURBINES AND SECTION 24 OF BILL 51 EXEMPTING UNDERTAKINGS  
RELATED TO ENERGY FROM THE PLANNING ACT.

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Resolution No. 10 –

Moved by Ron Sackrider  
Seconded by Jay Heaman

RESOLVED that the resolution of the Municipality of Arran-Elderslie with regard to wind turbines and the Planning Act be supported.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 96 FROM TOWN OF MINTO CANADA/ONTARIO  
MUNICIPAL RURAL INFRASTRUCTURE FUND PROGRAM (COMRIF) AND  
ENGINEERING FEES

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Resolution No. 11 –

Moved by Ron Sackrider  
Seconded by Gerry Mitchell

RESOLVED that the resolution of the Town of Minto requesting the Federal Minister responsible for infrastructure and COMRIF and the Ontario Minister of Public Infrastructure Renewal to re-imburse those municipalities that were unsuccessful in all three COMRIF Intakes the engineering fees that were paid to submit the COMRIF applications be supported.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 97 FROM TOWN OF MINTO  
RE: ROYAL CANADIAN LEGIONS AND EDUCATION PROPERTY TAX

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Resolution No. 12 –

Moved by Ron Sackrider  
Seconded by Gerry Mitchell

RESOLVED that the resolution of the Town of Minto requesting the Government of Ontario to exempt Royal Canadian Legions from the Education portion of property tax be supported.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 101 FROM BRUCE PULLEN, MANAGER, UTILITY SERVICES, UNION GAS SIMCOE/TILLSONBURD BRANCH  
RE: POTENTIAL OF PROVIDING NATURAL GAS SERVICE TO BALANCE OF MT. ELGIN NOT CURRENTLY SERVICED.

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Councillors George Klosler and Ron Sackrider agreed to get together, talk with Union Gas representatives and consider how to proceed with polling the Mt. Elgin Community, distributing information and planning for a public meeting.

DEPUTY CLERK-TREASURER'S REPORT NO. D.C.T. 5-2007  
SUBJECT: PRE-BUDGET APPROVAL-ADDITIONAL STEPS FOR TANKER FH #1

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Resolution No. 13 –

Moved by D. Anne Vanhoucke  
Seconded by George Klosler

RESOLVED that report No. D.C.T. 5-2007 be not supported.

DISPOSITION: Motion Carried

Resolution No. 14 –

Moved by D. Anne Vanhoucke  
Seconded by George Klosler

RESOLVED that Resolution No. 13 be tabled for further clarification.

DISPOSITION: Motion Carried

DELEGATION: JIM CRANE  
RE: ANN STREET (UN-OPENED), BROWNSVILLE

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Jim Crane discussed with Council the possibility of his acquiring Ann Street west of Culloden Line to provide access to his property in Brownsville (Lots 65 and 66, Registered Plan 66). Mr. Crane had previously spoken to Council about his acquiring part of Hincks Street for that purpose, but Ann Street is more level than Hincks Street.

The difficulty with using Ann Street for access to Lots 65 and 66 is that potential requirements for future development of property on the north side of Ann Street have to be taken into consideration.

The matter will be looked into further, as the proposed closing and sale of part of Hincks Street is scheduled for consideration at the February 20<sup>th</sup>, 2007, meeting of Council.

DELEGATION: Marlene Fewster and Grace Breen of the Victorian Order of Nurses (VON) spoke to Council about the Sakura House property that had been donated to the VON by Toyota (automobile manufacturing company) when it acquired land near Woodstock for an auto plant.

The VON proposes to use Sakura House as a 10-bed hospice for persons who need end-of-life care and do not have adequate care-giving at home.

Sakura House needs to be renovated and made ready, wheel-chair accessible, etc.

The estimated cost to renovate is 1.5 million dollars, although the fund-raising target is 2 million dollars.

Sakura House is to be put on the agenda for the special council meeting (Grants Night) to be held for consideration of grant requests from various local boards and not-for-profit organizations.

WASTE MANAGEMENT REPORT FOR THE YEAR 2006

Resolution No. 15 –

Moved by Gerry Mitchell  
 Seconded by George Klosler

RESOLVED that the Waste Management Report for the Year 2006 be accepted.

DISPOSITION: Motion Carried

AUDIT OF STREET LIGHT ASSETS

Resolution No. 16 –

Moved by George Klosler  
 Seconded by Jay Heaman

RESOLVED that an audit be undertaken on the street light assets in the field to verify the installed equipment is comparable to what is being billed and the investigation of potential conversion to an LED system.

DISPOSITION: Motion Carried

Council adjourned at 12:00 p.m. and reconvened at 1:00 p.m.

ACCOUNTS

Resolution No. 17 –

Moved by D. Anne Vanhoucke  
 Seconded by George Klosler

RESOLVED that the following Accounts be approved for payment:

Accounts Payable Council Report	\$	472,280.84
Gst recoverable	\$	12,901.62
Pre-authorized payments	\$	9,033.99
Bi-Weekly #2 - 2007	\$	25,806.88
Bi-Weekly #3 – 2007	\$	31,097.85
<b>TOTAL</b>	<b>\$</b>	<b><u>551,121.18</u></b>

DISPOSITION: Motion Carried

Staff was directed to request the municipal auditor to include more management oriented comments in his reports to Council.

DEPUTY CLERK-TREASURER’S REPORT NO. C.T.A. 5-2007

SUBJECT: PRE-BUDGET APPROVAL – ADDITIONAL STEPS FOR TANKER, FH #1

Resolution No. 18 –

Moved by George Klosler  
 Seconded by Gerry Mitchell

RESOLVED that Deputy Clerk-Treasurer’s Report No. D.C.T. 5-2007,  
 SUBJECT: Pre-Budget approval – Additional Steps for Tanker Fire Hall #1, be not supported.

DISPOSITION: Motion Lost

CLOSED MEETING

Resolution No. 19 –

Moved by Ron Sackrider  
 Seconded by Jay Heaman

RESOLVED THAT Council hold a closed meeting in order to address a matter pertaining to: Personal matters about an identifiable individual, including municipal or local board employees.

DISPOSITION: Motion Carried

Council adjourned to Committee of the Whole “in camera” at 1:10 p.m. and reconvened “in public” at 1:41 p.m.

DELEGATION:

Ian Wilcox, General Manager, Upper Thames River Conservation Authority (UTRCA) spoke to council about the Authority’s 2007 budget and activities planned for 2007. As 2007 is the UTRCA’s 60<sup>th</sup> Anniversary there will be some special activities to commemorate this.

The Authority’s proposed budgeted expenditure for 2007 amounts to \$10.2 million.

Mr. Wilcox also spoke about the UTRCA’s plan to increase the municipality funded portion of its revenue to 30% by 2008.

DELEGATION:

Rick Finnemore, Fire Protection Advisor, Fire Marshall’s Office spoke with Council about the provision of fire service.

Mr. Finnemore said that a municipality is not restricted in the methodologies used in providing service, for example, a municipality may have one fire department or three fire departments.

There are various ways to assess how well the fire service is being provided. One way is by Master Planning. This process would require 6 months to a year to complete.

The Fire Marshall’s Office can assist/advise the municipality. The municipality can also hire an outside agency.

Rick Finnemore said that he would recommend South-West Oxford for inclusion in the next round of surveys of municipal fire services by the Fire Marshall’s Office.

Councillor Jay Heaman left the meeting at 3:00 p.m.

DEPUTY CLERK-TREASURER’S REPORT NO. D.C.T. 5-2007

SUBJECT: PRE-BUDGET APPROVAL FOR ADDITIONAL STEPS FOR TANKER, FH #1

Resolution No. 20 –

Moved by Gerry Mitchell  
Seconded by Ron Sackrider

RESOLVED that the Deputy Clerk-Treasurer’s Report No. D.C.T. 5-2007 be accepted.

DISPOSITION: Motion Carried.

INFORMATION CORRESPONDENCE

Resolution No. 21 –

Moved by George Klosler  
Seconded by D. Anne Vanhoucke

RESOLVED that correspondence numbered as follows be noted and filed:  
#50 #51, #55, #56 #57, #59, #60, #62, #63, #71, #72, #75, #76 #77, #78, #79,  
#80, #83, #85, #86, #87, #88, #89, #92, #94, #95, #102, #103, #104, #106, #107,  
#108, #109, #110, #111, #113, #114, #116, #117.

DISPOSITION: Motion Carried

BY-LAW NO. 4-2007

SUBJECT: MCLEES DRAIN 2005, TO PROVIDE FOR LEVYING OF FINAL NET COSTS

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Resolution No. 22 –

Moved by Ron Sackrider  
Seconded by Gerry Mitchell

RESOLVED that the mover be granted leave to introduce a by-law to bill out the actual costs of the McLees Drain 2005 assessed against certain lands and roads in the Township of South-West Oxford, and this shall constitute the First and Second Reading thereof. (By-Law No. 04-2007)

DISPOSITION: Motion Carried

Resolution No. 23 –

Moved by Gerry Mitchell  
Seconded by Ron Sackrider

RESOLVED that the By-Law to bill out the actual costs of the McLees Drain 2005 assessed against certain lands and roads in The Township of South-West Oxford be now read a third time and Finally Passed, signed, sealed and numbered By-Law 04-2007.

DISPOSITION: Motion Carried

BY-LAW NO. 5-2007

SUBJECT: TILE DRAINAGE RATING BY-LAW

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Resolution No. 24 –

Moved by D. Anne Vanhoucke  
Seconded by George Klosler

RESOLVED that the mover be granted leave to introduce a by-law to impose special annual drainage rates and this shall constitute the First and Second Reading thereof. (By-Law No. 05-2007)

DISPOSITION: Motion Carried

Resolution No. 25 –

Moved by D. Anne Vanhoucke  
Seconded by George Klosler

RESOLVED that the By-Law to impose special annual drainage rates now be read a Third time and Finally Passed, signed, sealed and numbered 05-2007.

DISPOSITION: Motion Carried

CLERK- TREASURER ADMINISTRATOR'S REPORT NO. C.T.A. 01-2007

SUBJECT: TOWNSHIP OF SOUTH-WEST OXFORD PAY EQUITY PLAN

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Resolution No. 26 –

Moved by George Klosler  
Seconded by D. Anne Vanhoucke

RESOLVED that the Clerk-Treasurer Administrator's Report No. C.T.A. 01-2007 be accepted.

DISPOSITION: Motion Carried

CLERK-TREASURER ADMINISTRATOR'S REPORT NO. C.T.A. 02-2007  
SUBJECT: JOB DESCRIPTION MANUAL

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Resolution No. 27 –

Moved by George Klosler  
Seconded by D. Anne Vanhoucke

RESOLVED that the Clerk-Treasurer Administrator's Report No. C.T.A. 02-2007 be accepted.

DISPOSITION: Motion Carried

PROBATIONARY PERIOD FOR NEW EMPLOYEES

Council directed that the probationary period for new employees be established at 1 year.

WATER SERVICE CONNECTION COST FOR SWEABURG UNITED CHURCH

Councillor David Mayberry volunteered to contact Jack Wharram and invite him to attend the Grants Night special meeting of Council on behalf of Sweaburg United Church.

PROPOSAL FOR A RESOLUTION OF COUNCIL (TO BE FORWARDED TO THE ASSOCIATION OF MUNICIPALITIES) WITH REGARD TO PROVINCIAL FUNDING FOR CONSERVATION AUTHORITIES

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South-West Oxford representatives on conservation authorities are to confer with their respective Authorities for assistance in drafting a resolution petitioning the Government of Ontario to accept some responsibility with regard to funding of conservation authorities.

ADJOURNMENT

Resolution No. 28 –

Moved by D. Anne Vanhoucke  
Seconded by George Klosler

RESOLVED that there being no further business Council adjourn at 3:47 p.m. to meet again on February 20, 2007 commencing at 7:00 p.m.

DISPOSITION: Motion Carried

These minutes were adopted by Council on the 20<sup>th</sup> day of February, 2007.

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MAYOR: James Hayes

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CLERK: Allen Forrester