

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES**

December 16, 2008

MEMBERS PRESENT: Mayor James Hayes
Councillors: Jay Heaman, George Klosler, David Mayberry,
Ron Sackrider, Gerald Mitchell

MEMBERS ABSENT: Councillors: D. Anne Vanhoucke

STAFF PRESENT: Mary Ellen Greb, Deputy Clerk-Treasurer

MEETING CALLED TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor James Hayes.

APPROVAL OF AGENDA

Resolution No. 1 Moved by Jay Heaman
Seconded by George Klosler

RESOLVED that the agenda for the December 16, 2008,
Council Meeting be accepted.

DISPOSITION: Motion Carried.

MINUTES:

Resolution No. 2 Moved Jay Heaman
Seconded by George Klosler

RESOLVED that the minutes of the December 2, 2008, Regular
Council Meeting be accepted.

DISPOSITION: Motion Carried.

Resolution No. 3 Moved by Jay Heaman
Seconded by George Klosler

RESOLVED that the minutes of the December 2, 2008, Closed
Meeting of Council be accepted.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations.

WORKS DEPARTMENT

Works Superintendent Bill Freeman noted that his report was contained in the New Business package and proceeded to review Report No. W.D. 32-2008. He highlighted the following activities:

- Road grading is still taking place between snow storms
- Sign repairs are being done
- Cold patching continues
- Winter and equipment maintenance is ongoing
- Railing repair on Beachville road
- Truck #49– wiring problem to ECM (Computer on Truck) which will result in a costly repair. Truck is running now.
- #54 Grader had problems a few weeks ago. The hydraulics quit due to a snap ring that was never installed on the spline. The new grader is still under warranty and was repaired at no charge.

Resolution No. 4 Moved by G. Mitchell
 Seconded by David Mayberry

RESOLVED that the Works Superintendent's Report No. W.D. 32-2008 be received.

DISPOSITION: Motion Carried

BUILDING DEPARTMENT

Chief Building Official Dwayne Daniel gave his report numbered B.D. 23-2008 as follows:

1. Building Report

Time Frame	Permits Issued #	Permit Value \$	Permit Fees \$
November 2008	6	\$ 409,050	\$ 8,933
Jan – Nov. 2008	170	\$13,374,423	\$103,391

Also included with the building report was:

- inspections for November 25 to December 9, 2008
- six year comparison of building/demolition permits issued
- five year comparison of building permit and demolition fees
- permits for November 2008

2. Beachville Museum – Power Savings Blitz

C.B.O. Daniel noted that the Beachville Museum could utilize the Hydro One program called Power Savings Blitz to access free energy saving products valued up to \$1,000.00 (including installation) to make the building more energy efficient. For this amount 17 fixtures could be changed for an estimated annual savings of \$138.00. There is a total of 50 fixtures in the building that could be changed at an estimated cost of \$2,810.00 (\$1,180.00 after the \$1,000 grant is applied). If all fixtures were changed the estimated savings would be \$400.00 per year with a payback time frame of 3.5 years (based on lights being on 10 hours per day).

Councillor Jay Heaman noted that there are two programs currently available that the municipality could utilize for all its' building including the Beachville Museum. The Power Savings Blitz Program is menu driven and has a ceiling of \$1,000.00 for the products. The Electricity Retrofit Incentive Program (ERIP) offers incentives based on electricity savings. The municipality should take the time to examine both programs in order to achieve the highest rate of return.

Staff was instructed to gather data from hydro billings for some of the larger municipal buildings for the Energy Conservation Committee Meeting scheduled for January 13, 2009.

Chief Building Official Dwayne Daniel gave his report numbered B.D. 24-2008 (contained in New Business) as follows:

1. Council Chamber Window Treatments

Company	Price Quotation (no taxes)
Bes-Oxford Upholstery Ltd.	\$1,052.61
Verne's Carpet One	\$1,130.20
Robert Blain By Design Inc.	\$ 897.00

A discussion ensued regarding the report and Council noted that C.B.O. Daniel and D.C.T. Greb should ensure that the products are equal and then decide on which quotation to accept.

2. Beachville Museum – Proposed Electrical Upgrade

C.B.O. Daniel noted that the timing was right for Council to consider upgrading the electrical service. The current electrical panel is full and needs to be expanded to accommodate the proposed emergency lighting, the new addition as well as potential future expansion of the museum.

Councillor Heaman noted that the upgrade of the wire would decrease the electrical resistance resulting in a reduction of hydro consumption.

Company	Service	Price (includes gst, no ESA)	Price (includes gst and ESA)	Price (not including gst or ESA)
Lloyd's Electric	200 amp	\$1,959.00		
Lloyd's Electric	100 amp	\$ 856.50		
Harry's Electric	200 amp		\$1,750.00	
Roscoe Electric	200 amp			\$1,750.00
Roscoe Electric	100 amp			\$1,050.00

Resolution No. 5 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the Chief Building Official's Report No. B.D. 23-2008 be received.

DISPOSITION: Motion Carried

Resolution No. 6 Moved by G. Mitchell
Seconded by David Mayberry

RESOLVED that the quote of Harry's Electric of \$1,750.00 (including g.s.t. and E.S.A.) be accepted for 200 amp electrical upgrade to the Beachville Museum.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by George Klosler
Seconded by Jay Heaman

RESOLVED that the Chief Building Official's Report No. B.D. 24-2008 be received.

DISPOSITION: Motion Carried

2007 AUDITED STATEMENT

Township Auditor Brian Budarick of Millard, Rouse and Rosebrugh reviewed the 2007 Audited Financial Statement. He highlighted the following:

- The overall surplus in 2007 remains similar to 2006 levels
- Reserves have decreased marginally as funds were used to help to reduce the impact of 2007 capital asset purchase on tax rates
- Overall balance left in reserves remains at a healthy level
- Operations were consistent with prior years except for a reduction in grant revenue due to the receipt of a one-time infrastructure grant in 2006 as well as transportation services increase in expenditures in 2007 due to substantial increase in the costs of winter control.

ADJOURN FOR A PUBLIC MEETING FOR A ZONE CHANGE APPLICATION

Resolution No. 8 Moved by George Klosler
Seconded by Jay Heaman

RESOLVED that Council adjourn for a Public Meeting for a Zone Change Application.

DISPOSITION: Motion Carried

Resolution No. 10 Moved by George Klosler
Seconded by Jay Heaman

RESOLVED that staff be authorized to proceed with a formal application to amend Zoning By-Law No. 25-98 to accommodate various House Keeping Amendments and other changes as per Planning Report No. 2008-337.

DISPOSITION: Motion Carried

FIRE DEPARTMENT

Brownsville Fire Station

Brownsville Fire Chief Dirk Verboom was unable to attend the meeting due to a personal matter. His written report was reviewed by Council.

Mount Elgin Fire Station

Mount Elgin Fire Chief Eric Johnson reviewed his report. He noted that more information was required from the County of Oxford on the new hazardous material storage facility that was being constructed at the Salford Landfill Site. The Fire Department needs to know what types of chemicals etc. will be accepted in order to establish protocol for emergency response.

Deputy Clerk-Treasurer Greb noted she would contact the County to gather the information.

Fire Chief also requested that MetalFab be contacted to check the status of the two new rescue vans that were ordered. Deputy Clerk-Treasurer Greb will follow it up.

A brief discussion ensued regarding procedures for responding to manure pit calls where human life is endangered. Chief Lillywhite noted that all fire fighters are trained to use S.C.B.A. (breathing apparatus) however if this was not adequate for a rescue a specialized team would be called upon through Central Dispatch.

Beachville Fire Station

Beachville Fire Chief Wayne Lillywhite reviewed his report.

Resolution No. 11 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the Fire Chief's Report for the Brownsville Fire Hall be received.

DISPOSITION: Motion Carried

Resolution No. 12 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the Fire Chief's Report for the Mt. Elgin Fire Hall be received.

DISPOSITION: Motion Carried

Resolution No. 13 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the Fire Chief's Report for the Beachville Fire Hall be received.

DISPOSITION: Motion Carried

CLOSED MEETING

Resolution No. 14 Moved by David Mayberry
Seconded by G. Mitchell

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 went into Committee of the Whole “in camera” at 8:55 p.m. and reconvened “in public” at 9:30 p.m.

PLANNING (continued)

Committee of Adjustment Members Guidelines

Councillor Klosler and Mayberry attended the planning workshop in Woodstock on December 11, 2008. The written material from the workshop was circulated with the planning agenda package for Council review.

A discussion ensued regarding the pitfalls of speaking individually to persons who have submitted an application for minor variance.

Two recommendations were made to council:

- By-Law for committee of adjustment should be prepared.
- Township may want to become a member of the Ontario Association of Committee of Adjustment (O.A.C.A.) in order to receive the newsletter.

CORRESPONDENCE ITEM NO. 1072 FROM THE CITY OF OSHAWA WITH REGARD TO RECREATION, PARKS AND SPORT INFRASTRUCTURE FUNDING

Resolution No. 15 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the resolution from the City of Oshawa with regard to Recreation, Parks and Sport Infrastructure Funding be supported.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 1088 FROM THE TOWNSHIP OF STORMONT WITH REGARD TO THE REVIEW AND AMENDMENT OF BILL 50, THE PROVINCIAL ANIMAL WELFARE ACT, 2008

Resolution No. 16 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the resolution of the Township of Stormont requesting the Government of Ontario to review and amend Bill 50, the Provincial Animal Welfare Act, 2008, with regard to powers granted to Inspectors under the said Act, be supported.

DISPOSITION: Motion Carried

CORRESPONDENCE ITEM NO. 1074 FROM TOWNSHIP OF ZORRA REGARDING MEETING WITH MINISTRY OF NATURAL RESOURCES ON JANUARY 8, 2009 AT 10:30 P.M. AT ZORRA TOWNSHIP OFFICE

Councillor David Mayberry will try to attend the coyote workshop.

CLERK-TREASURER ADMINISTRATOR'S REPORT NO. C.T.A. 33-2008

SUBJECT: COST OF LIVING (C.O.L.A.) FOR 2009

Report No. C.T.A. 33-2008 recommended an increase of 2.6% in 2009.

Deputy Clerk-Treasurer Greb noted the following:

Increase	Cost
2.0%	\$28,760.82
2.5%	\$35,951.03
3.0%	\$43,141.23

It was noted that this information included Bi-weekly payroll as well as Council and Fire and did not include any new hiring in 2009 or any movement in the steps on the grid. Whatever percentage Council approved would be added to the overall grid.

Resolution No. 17 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the Clerk-Treasurer Administrator's Report No. C.T.A. 33-2008 be received.

DISPOSITION: Motion Carried

Resolution No. 18 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the Township increase wages in 2009 by 2.6% (based on Consumer Price Index October 2007 to October 2008) for bi-weekly, fire and council.

DISPOSITION: Motion Carried

ACCOUNTS

Resolution No. 19 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the following Accounts be approved for payment:

Accounts Payable Council Report	\$	892,246.21
GST recoverable	\$	3,159.24
Council November remuneration	\$	5,291.20
Bi-weekly #25-2008	\$	33,225.75
TOTAL	\$	933,922.40

DISPOSITION: Motion Carried

INFORMATION CORRESPONDENCE

Resolution No. 20 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the following correspondence be noted and filed. #1048, #1064, #1067, #1073, #1078, #1081, #1082, #1085, #1087, #1089, #1090, #1091, #1093, #1094.

DISPOSITION: Motion Carried

PROPOSED ACCESSIBLE INFORMATION AND COMMUNICATIONS STANDARD

The AMO Alert urges its members to review the proposed standard and to provide comments to the Government. AMO is currently developing a response to the proposed standard and it will be made available to the membership via a future Alert.

BY-LAWS AND AGREEMENTS

BY-LAW NO. 41-2008

SUBJECT: TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH THE CORPORATION OF THE COUNTY OF OXFORD WITH REGARD TO WASTE COLLECTION SERVICE AND RECYCLABLES COLLECTION SERVICE

Resolution No. 21 Moved by G. Mitchell
Seconded by David Mayberry

RESOLVED that the mover be granted leave to introduce a by-law to authorize the execution of an agreement with the Corporation of the County of Oxford with regard to waste collection service and recyclables collection service and this shall constitute the First and Second Reading thereof (By-Law No. 41-2008).

DISPOSITION: Motion Carried

Resolution No. 22 Moved by G. Mitchell
Seconded by David Mayberry

RESOLVED that the By-Law to authorize the execution of an agreement with the Corporation of the County of Oxford with regard to waste collection service and recyclables collection service be now Read a Third time and Finally Passed, signed, sealed and numbered 41-2008.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

Council follow-up summary sheet

The sheet is to be used to keep a running summary of follow-up items until each is concluded.

Brownsville Community Hall

Mayor Jim Hayes reported that the Brownsville Fire Fighters were receptive to the idea of a combined fire hall and community hall in Brownsville. The groups could possibly share the kitchen as well as other space.

Council agreed that more discussion was needed as to the cost of such a facility before the hall board committee was called in to discuss the matter. In addition Council noted that the community would need to make a financial commitment for the additional building costs to include the community hall.

Staff will proceed with getting some costing for the proposed structure.

Council noted that it is important to give the community as much notice as possible on any proposed project.

Speeding Issue

Bonnie Avey has concerns about speeding in Beachville. She received a letter from the Township in June 2008 saying that larger signs would be placed by the park urging drivers to obey speed signs. The new signage has not yet been installed. Staff was instructed to contact her about her concerns.

Gift Certificates for Christmas for staff

Council agreed that gift cards for Canadian Tire be purchased for staff for 2008 at a total cost of \$1,120.00.

Zoning By-Law Correction

Deputy Clerk-Treasurer Greb noted that a zoning problem in Brownsville could be corrected while the County is preparing the housekeeping by-law. The property is zoned A2, however is a residential lot with a home on it. The property is in the County Official Plan as a settlement area.

Council agreed that a letter should be sent to the County to have the zoning error corrected.

ADJOURNMENT

Resolution No. 23 Moved by George Klosler
Seconded by Jay Heaman

RESOLVED that there being no further business Council adjourn at 11:00 p.m. to meet again on January 20, 2008, commencing at 7:00 p.m.

DISPOSITION: Motion Carried

These minutes were adopted by Council on the 20th day of January, 2009.

MAYOR: James Hayes

DEPUTY CLERK-TREASURER: Mary Ellen Greb