

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

January 19, 2010

MEMBERS PRESENT: Mayor: James Hayes
Councillors: David Mayberry, Ron Sackrider, Gerry Mitchell
D. Anne Vanhoucke, Gerry Klosler

MEMBERS ABSENT: Councillor: Jay Heaman

STAFF PRESENT: Mary Ellen Greb, Clerk-Treasurer/CAO
Dianne Harnett, Deputy Clerk

MEETING CALLED TO ORDER

The meeting was called to order at 9:02 a.m. by Mayor James Hayes.

APPROVAL OF AGENDA

Resolution No. 1 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the agenda for the January 19, 2010 Meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations.

MINUTES

December 15, 2010 – Regular Meeting

Resolution No. 2 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that the minutes of the December 15, 2009 Regular Meeting of Council be approved.

DISPOSITION: Motion Carried.

November 17, 2009 – Closed Meeting

Resolution No. 3 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the minutes of the November 17, 2009, Closed Meeting of Council be approved.

DISPOSITION: Motion Carried.

December 1, 2009 – Closed Meeting

Resolution No. 4 Moved by Ron Sackrider
Seconded by David Mayberry

RESOLVED that the minutes of the December 1, 2009
Closed Meeting of Council be approved.

DISPOSITION: Motion Carried

December 15, 2009 – Closed Meeting

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

RESOLVED that the minutes of the December 15, 2009 Closed
Meeting of Council be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

Visioning Meeting Re-Scheduled

The Visioning Meeting was re-scheduled for February 8, 2010 at 7:00 p.m. in the Township Council Chambers.

DELEGATION

Tourism Oxford – Cathy Bingham

C. Bingham informed Council on the status of the current projects she is working on at Tourism Oxford. There are three major areas for marketing promotions;

- 1) Oxford Fresh – working with food/farming industries and local chefs
- 2) Trails development
- 3) Cultural development

1. Oxford Fresh

She explained that the current consumer trend is to “buy local” – Ontario’s Bounty. All the various types of current initiatives are geared to the development of a taste trail through our region. Tourism Oxford would like to incorporate the concept of the “product ready farm”, as it is filled with excellent food producers and champions in this area. The challenge is bringing groups together (i.e. producers, restaurant owners, chefs, caterers etc). Tourism Oxford is applying for two sampling funds- which include Oxford, Norfolk, Elgin and Middlesex counties. Without the funding and with the limited staff Tourism Oxford currently has it is unable to visit restaurant owners to better understand if they would be interested in incorporating local produce into their menus. Tourism Oxford has met with five farmer’s markets and they are interested in becoming partners, along with the Federation of Agriculture.

She informed Council about the handout; a franchise magazine called “Edible Toronto”. This magazine features a few Oxford County rural businesses and is dedicated to the local food component of our area. It features stories on local farmers and specialty products. People, who are “foodies”, love to go out and plan a whole weekend around culinary finds. Tourism Oxford’s commitment in 2010 is to run a series of 4 advertisements and

biographies featuring farms such as Jakeman's maple syrup products and Brian Goossen's trout farm.

2. Trails Development

The development of trails is an easy, affordable way to bring community and visitors together. Trails are more economical to build and maintain than other recreation infrastructure.

She sits on the Board of Directors representing tourism for the Carolinian Canada organization. This group is very committed to our environment – identifying species and plants at risk. There is a trail system vision, which would span from the Caledonia area to the Chrysler Green Trail in Windsor. Chatham Kent's Council did a Trails Master Plan and continually puts funds into a reserve for further development of a trails system. The Lawson Tract is in the Carolinian zone – along the Thames River and the future vision is to have this interconnected with the Caledonia Trails System. Research shows that excellent economic impact is attainable with having an integrated trails system through the County.

3. Cultural Development

Tourism Oxford will change the title of their 'Visitors Guide' to 'Activity Guide'. It has been identified that the people who live in the community also want to know what activities are available to their families. The Tourism Oxford website will be enhanced with podcasts that one can watch from their home concerning gardening, bird watching, etc.

Tourism Oxford membership prices have not changed. The price is \$175 for an annual membership.

Council questioned how the 'Oxford Ride Map' was received after being launched last year. C. Bingham commented that Oxford had an increase of motorcycles showing up. Tourism Oxford was at the Annual Toronto Motorcycle Show (an alliance with Brantford) and Tourism Oxford is working on a bid for Oxford County to host a group of motorcycle people for its' annual conference in Ontario in 2012 (Labour Day weekend). The conference usually attracts 200-300 people.

Melissa Sherran, County Planner – Site Plan Control Guideline Revisions

M. Sherran explained that the report she prepared proposes two major changes to the Township's Site Plan Control Guideline:

- 1) designate approval authority as CAO
- 2) updates to the schedules & appendices

The current Site Plan Control Guidelines refers to "*Clerk-Treasurer/Administrator*" as the approval authority. CAO Greb would still report to Council all Site Plans for the Township. In the case of any larger site plans, Council could still be the approval authority.

CAO Greb informed Council that a basic Site Plan application, for example an applicant who would like to build a shop at rear of their property, is usually a straight forward application which could be dealt with by staff. She noted that any Site Plan application is circulated to affected agencies as well as Township staff for comment to flesh out any issues that need to be resolved. The timeline set out to deal with any Site Plan application is 30 days and every effort must be made to ensure this time frame is accommodated. More complicated Site

Plan applications may take more time due to the complexity and may be returned to the applicant several times for adjustment.

Ms. Sherran recommended that the Township of South-West Oxford repeal Site Plan Control By-Law No. 2008-09 and approve the new Site Plan Control By-Law and corresponding schedules and appendices, in order to designate Approval Authority for Site Plans to the Township Chief Administrative Officer as well as update the corresponding schedules and appendices.

C.A.O. Greb noted that she would bring all Site Plan Applications to Council with a recommendation on how each should be deal with.

STAFF REPORTS

Chief Building Official Report B.D. 01-2010

Daniel reported that the Building Department finished the year off with a record of 209 permits issued. The construction value was \$158,629,200 and the corresponding building permits issued totaled \$106,152.00.

Dereham Centre Hall

- Repairs to the back wall are complete. The work consisted of blocking in two back windows and the damaged area where the old vault was removed. Some insulation and framing were required at these locations with approximately \$4500.00 being expended for the entire repair.
- The septic system grant has been approved by the Long Point Region Conservation Authority for 80% of the cost of the system and the funds will be sent to the Township.
- Township staff will re-apply under the Accessibility Program for the hall as soon as funding for the program becomes available.

Brownsville Community Service Building

- The foundation and backfill are fully complete. The parking lot is roughly graded. The contractor began laying blocks on January 13th.
- The County would not permit connection to their storm sewer at the street. The parking lot drains and roof water are going into a new storm drain at the back of property line into an existing catch basin (part of the Woolley Municipal Drain). A new catch basin will be installed at the north property line where new drain begins.
- Finalizing the plumbing and electrical continues. Site meeting are held every two weeks to try to deal with potential problems.
- Best solution for the environment would be a water treatment system as compared to a septic system. C.B.O. Daniel explained that a price is forthcoming.
- Council requested that Fire Dept. and Community Hall/Library have separate meters for gas & hydro as well as ability for metered water in the future.

The Brownsville Building Committee visited Longo, a restaurant equipment supplier in an effort to bring proposed expenses within the \$60,000.00 contingency set by Council. The Board has made some reductions; however it appears the total is still over budget by approximately \$2,500 for kitchen equipment. CAO Greb noted she would have a discussion with the Board recommending the removal of a food warmer worth approximately \$4000.

Seconded by David Mayberry

RESOLVED that Council hold a closed meeting in order to address a matter pertaining to:

- A proposed or pending acquisition or disposition of land by the municipality or local board.

DISPOSITION: Motion Carried

Council went into Committee of the Whole “in camera” at 10:36 a.m. and reconvened “in public” at 11:13 a.m.

Mayor Hayes vacated the meeting at 11:30 a.m. to attend Salford Machinery’s Open House (new addition) on behalf of the Township.

APPOINTMENT OF CHAIR

Resolution No. 8 Moved by Ron Sackrider
Seconded by Gerry Mitchell

RESOLVED that Councillor George Klosler be appointed to chair the Council Meeting as Acting Mayor in the absence of Mayor James Hayes.

DISPOSITION: Motion Carried

STAFF REPORTS

Fire Chief Jeff Smith – Report No. F.D. 01-2010

Chief Smith reviewed his report on Fire Service activities during December 2009 and January 2010.

- Annual training and exercise required by Emergency Management Ontario for the maintenance of the Essential Level of the Emergency Management and Civil Protection Act was conducted on December 2, 2009. Staff members of the Emergency Control Group and Chief Lillywhite and Chief Johnston were in attendance.
- He met with the Fire Chiefs of East Zorra-Tavistock and Blandford-Blenheim on December 23, 2009 to discuss shared training opportunities, fire dispatch and radio communications.
- First District Chiefs meeting will be held on Monday, January 25, 2010 at the Beachville Fire Station. Planning for the future will be commenced at this meeting.

Fire Chief Smith reported that there are some gaps in radio communications and is working on consistency for all Fire Halls in the near future to secure one carrier. Council noted that it would like to see a municipal standard, incorporating the best practices in the province.

Fire Chief Smith recognized a need for a fleet standard truck model for all three departments. He noted that the emergency trucks responding to accidents on the Highway #401 has specific needs that should to be addressed.

Resolution No. 11 Motion by David Mayberry
Seconded by D. Anne Vanhoucke

RESOLVED that the Works Superintendent's Report No. W.D. 02-2010 be received.

DISPOSITION: Motion Carried

NEW BUSINESS
STAFF REPORTS

Mary Ellen Greb, C.A.O. Report No. C.A.O. 01-2010

Drainage Assessment Re-Appportionment for Consent File No. B-33/09 James & Kelly Bula

Resolution No. 12 Motion by David Mayberry
Seconded by Gerry Mitchell

RESOLVED that report C.A.O.1-2010 be approved by Council.

DISPOSITION: Motion Carried

C.A.O. Greb provided Council with a Status Report of some of the various matters being dealt with at this time.

ADJOURNED FOR LUNCH

Council adjourned for lunch at 12:05 p.m. and reconvened at 12:35 p.m. as lunch had not yet arrived.

Councillor Anne Vanhoucke and Mayor Jim Hayes had not yet returned to the meeting.

ACCOUNTS PAYABLE

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

RESOLVED that the following Accounts be approved for payment:

Council Report dated January 19, 2010	\$352,814.57
GST Recoverable	\$8,815.04
Council December Remuneration	\$6,096.73
Bi-Weekly Payroll #26-2009	\$31,364.89
Bi-Weekly Payroll #27-2009	\$34,041.06
Bi-Weekly Payroll #1-2010	\$33,975.77
Fire Hall #1 – October– December 2009	\$15,773.38
Fire Hall #2 – October – December 2009	\$18,083.37
Fire Hall #3 – October – December 2009	\$25,904.72
Pre-Authorized Payments	\$14,788.72

TOTAL **\$541,658.25**

DISPOSITION: Motion Carried

AGENDA ITEMS – CORRESPONDENCE

#909 – Township of Mapleton – Resolution re: moratorium on wind energy projects

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

RESOLVED that the Resolution from the Township of Mapleton urging support in their request that the Government of Ontario through the Ministry of Environment issue a moratorium on wind energy projects until a health study has been completed by an independent third party be noted and filed.

DISPOSITION: Motion Carried

INFORMATION CORRESPONDENCE ITEMS

Resolution No. 15 Moved by Gerry Mitchell
Seconded by David Mayberry

RESOLVED that the following correspondence be noted and filed.
#910, #915, #916, #917, #9, #11, #14, #16, #17, #19

DISPOSITION: Motion Carried

Mayor Jim Hayes returned to the Council Meeting.

PRISON FARMS POTENTIAL CLOSINGS RESOLUTION

Resolution No. 16 Moved by David Mayberry
Seconded by Gerry Mitchell

WHEREAS the Government of Canada is considering shutting down Canada's six prison farms over the next two years;
AND WHEREAS South-West Oxford is a rural Township that highly values the work ethic and tenacity of farming communities;
AND WHEREAS the Government of Canada claim that these farms are losing \$4,000,000 annually is unsubstantiated as no clear accounting of the prison farm program has been put on the table;
AND WHEREAS the cost to taxpayers and the nutritional value and quality of replacement food must be taken into account in assessing the value of the farm program;
AND WHEREAS these closures may be part of a long-term agenda to shut down all farm and on-site food services and move towards the outsourcing of services, and the privatization of Canada's prisons based on the U.S. Model;
AND WHEREAS delegates from Belgium, Saudi Arabia, Japan, Hungary and England have come to tour these prison farms as a model to be emulated and are investigating opening similar facilities;
AND WHEREAS Federal Prisons are to assist with the rehabilitation of inmates; are not a profit driven venture and no research has been made public by Corrections Canada to ascertain the effectiveness of one system over another;

AND WHEREAS farming provides rehabilitation and therapy through working with and caring for plants and animals;

AND WHEREAS the 300 inmates working in the farm program learn employment skills and aptitude such as agricultural and food processing knowledge, equipment operation and repair, teamwork, punctuality and reliability;

AND WHEREAS the Ontario Ministry of Education recognizes agriculture as a valuable part of the high school curriculum and offers credit for agricultural related work;

AND WHEREAS the program provides nutritious food for the prison system as well as local food banks;

NOW THEREFORE LET IT BE RESOLVED that the Government of Canada:

1. Stop the closure of Canada's six prison farms by immediately freezing the dismantling process set in motion by Correctional Service of Canada.
2. Consider revitalizing Canada's six prison farms toward sustainable farming by:
 - a. Feeding inmates food grown by inmates
 - b. Providing work and learning opportunities that are necessary upon re-entry into our communities
 - c. Providing rehabilitation and therapeutic activity
 - d. Training inmates to participate in the sustainable farm and food systems that will feed our communities into the future
3. Enhance partnerships with local communities and local farmers, and donate all surplus food to food banks and meal programs in the regions where the farms operate.

AND FURTHER THAT this resolution be forwarded to Oxford MP Dave MacKenzie, Federal Public Safety Minister Peter Van Loan, the Government of Canada and all Ontario Municipalities for support.

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law #01-2010 Letter of Agreement – Federal Government of Canada (Economic Development Agency)

First and Second Reading

Resolution No. 17 Moved by Gerry Mitchell
Seconded by David Mayberry

RESOLVED that the mover be granted leave to introduce a by-law to authorize the execution of a Letter of Agreement between the Federal Government of Canada (Economic Development Agency) and the Corporation of the Township of South-West Oxford and this shall constitute the First and Second Reading thereof. (By-Law No. 01-2010).

DISPOSITION: Motion Carried

Third Reading and Final

Resolution No. 18 Moved by Gerry Mitchell

Seconded by David Mayberry

RESOLVED that the by-law to authorize the execution of a Letter of Agreement between the Federal Government of Canada (Economic Development Agency) and the Corporation of the Township of South-West Oxford be now Read a Third time and Finally Passed, signed, sealed and numbered 01-2010.

DISPOSITION: Motion Carried

By-Law #03-2010 Remuneration for Members of Council

First and Second Reading

Resolution No. 19 Moved by Gerry Mitchell
Seconded by David Mayberry

RESOLVED that the mover be granted leave to introduce a by-law to provide for remuneration for Members of Council and this shall constitute the First and Second Reading thereof. (By-Law No. 03-2010).

DISPOSITION: Motion Carried

Third Reading and Final

Resolution No. 20 Moved by Gerry Mitchell
Seconded by David Mayberry

RESOLVED that the By-Law to provide for remuneration for Members of Council be now read a Third Time and Finally Passed, signed, sealed and numbered 03-2010.

DISPOSITION: Motion Carried

By-Law #04-2010 Revised Site Plan Control By-Law

First and Second Reading

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

RESOLVED that the mover be granted leave to introduce a by-law to adopt the revised Site Plan Control By-Law and this shall constitute the First and Second Reading thereof. (By-Law No. 04-2010).

DISPOSITION: Motion Carried

Third Reading and Final

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

RESOLVED that the By-Law to adopt the revised Site Plan Control By-Law be now read a Third Time and Finally Passed, signed, sealed and numbered 04-2010.

DISPOSITION: Motion Carried

Councillor Anne Vanhoucke returned to Council Meeting.

By-Law #05-2010 Accessible Customer Service Policy
First and Second Reading

Resolution No. 23 Moved by D. Anne Vanhoucke
Seconded by Gerry Mitchell

RESOLVED that the mover be granted leave to introduce a by-law to adopt an Accessible Customer Service Policy to establish policies, practices and procedures in providing goods and services to people with disabilities and this shall constitute the First and Second Reading thereof. (By-Law No. 05-2010).

DISPOSITION: Motion Carried

Third Reading

Resolution No. 24 Moved by D. Anne Vanhoucke
Seconded by Gerry Mitchell

RESOLVED that the By-Law to adopt an Accessible Customer Service Policy to establish policies, practices and procedures in providing goods and services to people with disabilities be now Read a Third time and Finally Passed, signed, sealed and numbered 05-2010.

DISPOSITION: Motion Carried

By-Law #06-2010 Agreement with Province of Ontario (Ministry of Energy and Infrastructure and the Ministry of Health Promotion)

First and Second Reading

Resolution No. 25 Moved by David Mayberry
Seconded by D. Anne Vanhoucke

RESOLVED that the mover be granted leave to introduce a by-law to authorize the execution of an Agreement between the Province of Ontario (Ministry of Energy and Infrastructure and the Ministry of Health Promotion) and the Corporation of the Township of South-West Oxford and this shall constitute the First and Second Reading thereof. (By-Law No. 06-2010).

DISPOSITION: Motion Carried

Third Reading

Resolution No. 26 Moved by Ron Sackrider

Seconded by D. Anne Vanhoucke

RESOLVED that the By-Law to authorize the execution of an Agreement between the Province of Ontario (Ministry of Energy and Infrastructure and the Ministry of Health Promotion) and the Corporation of the Township of South-West Oxford be now Read a Third Time and Finally Passed, signed, sealed and numbered 06-2010.

DISPOSITION: Motion Carried

By-Laws #07-2010 Appoint the Fire Chief/Community Emergency Management Coordinator and other Officials of the Fire Services Department

First and Second Reading

Resolution No. 27 Moved by Gerry Mitchell
Seconded by D. Anne Vanhoucke

RESOLVED that the mover be granted leave to introduce a by-law to appoint the Fire Chief/Community Emergency Management Coordinator and other Officials of the Fire Services Department and this shall constitute the First and Second Reading thereof. (By-Law No. 07-2010).

DISPOSITION: Motion Carried

Third Reading and Final Reading

Resolution No. 28 Moved by Gerry Mitchell
Seconded by D. Anne Vanhoucke

RESOLVED that the By-Law to appoint the Fire Chief/Community Emergency Management Coordinator and other Officials of the Fire Services Department be now Read a Third time and Finally Passed, signed, sealed and numbered 07-2010.

DISPOSITION: Motion Carried

CAO Greb thanks Councillor Mitchell for all his years of service as the Community Emergency Management Coordinator on behalf of the Township of South-West Oxford.

ADJOURNMENT FOR LUNCH

Council adjourned for lunch at 1:19 p.m. and reconvened at 1:54 p.m.

CLOSED SESSION

Council held a closed session to discuss potential property development and purchase of property containing aggregate.

Resolution No. 29 Moved by George Klosler
Seconded by D. Anne Vanhoucke

RESOLVED that Council hold a closed meeting in order to address a matter pertaining to:

- A proposed or pending acquisition or disposition of land by the municipality or local board.
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

DISPOSITION: Motion Carried

Council went into Committee of the Whole “in camera” at 1:58 p.m. and reconvened “in public” at 2:31p.m.

NEW BUSINESS

Haiti Earthquake Crisis

Council requested staff to investigate various organizations that will assist the Haitian earthquake victims for longer term relief assistance.

C.O.P.S. Meeting

January 28, 2010 – 7:00 p.m. at Township Office

AMO Workshops-London

January 29, 2010 – Council Challenges Workshop – Councillor Klosler and C.A.O. Greb will attend.

Catfish Creek Meeting

January 29, 2010 / 2:00 p.m. – Councillor Sackrider will attend on behalf of Mayor Jim Hayes.

ADJOURNMENT

Resolution No. 30 Moved by David Mayberry
Seconded by Ron Sackrider

RESOLVED that there being no further business Council adjourns at 3:05 p.m. to meet again on February 2, 2010, commencing at 9:00 a.m.

DISPOSITION: Motion Carried

These minutes were adopted by Council on the 2nd day of February, 2010.

MAYOR: James Hayes

CLERK: Mary Ellen Greb