

**TOWNSHIP OF SOUTH-WEST OXFORD  
COUNCIL MINUTES  
May 18, 2010**

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

**MEMBERS ABSENT:** None

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

**MEETING CALLED TO ORDER**

The meeting was called to order at 7:01 p.m. by Mayor James Hayes.

**APPROVAL OF AGENDA**

Resolution No. 1 Moved by Gerry Mitchell  
Seconded by David Mayberry

RESOLVED that the Agenda for the May 18, 2010 meeting of  
Council be approved.

DISPOSITION: Motion Carried

**DECLARATION OF PECUNIARY INTEREST**

None declared.

**BUSINESS ARISING FROM THE MINUTES**

*Solarize Delegation Presentation – May 4, 2010 Minutes - Amendment*

Page 16 – Amend to read...“Roof installs are lower in cost compared to mechanical base  
solar panels on the ground.”

**New Business**

Council requested an update from CAO Greb concerning MPP Ernie Hardeman’s response  
to the letter sent to Minister of Agriculture and Food, Carroll Mitchell outlining the  
Township’s concerns over the closure of small abattoirs in Ontario. CAO Greb noted that  
several calls have been placed to his office regarding the matter. Another call will be placed  
to MPP, Hardeman to document his input regarding the matter.

**APPROVAL OF MINUTES**

*May 4, 2010 Regular Meeting*

Resolution No. 2 Moved by Gerry Mitchell  
Seconded by David Mayberry

RESOLVED that the minutes of the May 4, 2010 Regular Meeting of  
Council be approved as amended.

DISPOSITION: Motion Carried

Resolution No. 3 Moved by Gerry Mitchell  
Seconded by David Mayberry

RESOLVED that the minutes of the May 4, 2010 Closed Meeting of Council be approved.

DISPOSITION: Motion Carried

**ADJOURN FOR A PUBLIC MEETING FOR ZONE CHANGE** (*Application ZON 4-10-04*)

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

RESOLVED that Council adjourn in order that a Public Meeting for a Zone Change may be held.

DISPOSITION: Motion Carried

**PUBLIC MEETING FOR ZONE CHANGE APPLICATION ZON 4-10-04 TOWNSHIP OF SOUTH-WEST OXFORD, PART LOT 21, CONCESSION 11**

The purpose of the public meeting is to deal with Zone Change Application No. ZON 4-10-04. The application has been initiated by the Township to permit a library within the new community services building in Brownsville. The community complex facility will also include a fire hall and community centre.

The property owner is the Corporation of the Township of South-West Oxford.

Also present were:

- Melissa Sherran, Planner, Community and Strategic Planning, County of Oxford
- Dwayne Daniel, Chief Building Official, Township of South-West Oxford
- Peg Andrews, owner of the home abutting the north side of the park (where complex is being constructed).

Planner Melissa Sherran highlighted the planning report which recommended that the Council of the Township of South-West Oxford approve the zone change application submitted by the Corp. of the Township of South-West Oxford, whereby lands consisting of Part of Lot 21, Concession 11 (Dereham) in the Township of South-West Oxford, are to be rezoned from “Recreational (REC)” to special “Recreational (REC-4)” to recognize the additional use of a library within the Community Facility.

- The subject property is within the Settlement designation on the Land Use Plan for the Township of South-West Oxford in the County Official Plan and the village designation on the County of Oxford Settlement Strategy Plan. The responding agencies, consisting of the Township of South-West Oxford Fire Chief, the Catfish Creek Conservation Authority, County of Oxford Public Works Department, County of Oxford Public Health and Emergency Services Department provided no comments or concerns with the application.

- The application is consistent with the 2005 Provincial Policy Statement (PPS) supporting intensification and infilling as well as the policies directed toward public service facilities. The proposal is consistent with the Official Plan policies pertaining to infilling within the village designation.
- The municipal well serving the village of Brownsville is located within the Brownsville Park. As new septic systems are prohibited within the 100 m protection zone and the 2 year time of travel zone of well head protection areas, the septic system for the new community services building has been located northeast of both these zones. The septic system is located a sufficient distance from the Well Head Protection Area, and therefore complies with the Official Plan policies pertaining to water quality.
- The subject property meets all of the provisions of the Township of South-West Oxford Zoning By-Law, 25-98. The current application will recognize an additional permitted use of a library. The community hall and the fire hall are both considered to be public uses which are permitted within the REC zone. Planning staff have corresponded via email with a neighbouring property owner and have provided responses regarding all permitted uses on the site as well as parking requirements.

The planning report recommended that the Council of the Township of South-West Oxford approve the zone change from Recreational (REC) to Special Recreation (REC-4) to recognize the additional use of a library within the Community Facility.

Mayor Jim Hayes asked if anyone present wished to express comments/concerns regarding the application.

Council had no objection to the application.

*Peg Andrews*

She believes that the rezoning process and the public meeting component should have been conducted prior to proceeding with the project.

Peg Andrews voiced her disappointment with the loss of a significant portion of the Brownsville Park to accommodate a project when there was very little demand from the local community. She assured council that the park was well used by the community for passive recreation as well as pickup soccer and baseball games. Area children enjoyed kite flying and running in the open space. The open space has now been significantly reduced and a community asset has been greatly diminished.

The park was her peaceful, tranquil neighbour that she is mourning the loss of. The new neighbour is a fire service building and a community hall with sirens and traffic.

Peg Andrews did not object to the zoning application for the proposed library but was critical of the intentional delay in dealing with the matter. The building is already constructed and this severely diminishes the value of public opinion.

Mayor Jim Hayes thanked Peg Andrew for provided her comments and concerns and noted that everyone hopes that the new structure will have a positive impact on the community.



*Pickup Truck Tender – Building Department*

<b>Bidder</b>	<b>Make/Model</b>	<b>Price</b>	<b>GST (5%)</b>	<b>PST (8%)</b>	<b>Total Price</b>
Forbes Bros. (Brantford)	CHEV LS 2011	\$19,413.00	\$970.65	\$1,553.04	\$21,936.69
Forbes Bros. (Brantford)	CHEV Silverado 1500 2011 LT	\$20,155.00	\$1,007.75	\$1,612.40	\$22,775.15
Oxford Dodge Chrysler (London)	Dodge RAM 2011	\$20,183.00	\$1,009.15	\$1,614.64	\$22,806.79
Stauffer Motors (Tillsonburg)	Ford F150 XLT 2010	\$20,311.00	\$1,015.55	\$1,624.88	\$22,951.43
Searles Motors (Ingersoll)	CHEV Silverado 2011	\$20,769.00	\$1,038.45	\$1,661.52	\$23,468.97
Glassford Motors (Ingersoll)	Dodge RAM 2011	\$20,967.77	\$1,048.39	\$1,677.42	\$23,693.58
Gord Anderson (Woodstock)	GMC 2011	\$21,473.00	\$1,073.65	\$1,717.84	\$24,264.49

Work's Superintendent Freeman recommended the acceptance of the bid \$19,413.00 from Forbes Bros. for a Chevrolet LS 2011 model pick-up truck. He noted that there had been some discussion on the type of vehicle used by the C.B.O.

CAO Greb noted that C.B.O. Daniel installs the 911 signage on properties and must be able to transport the signage and the post hole digger equipment. She questioned the versatility of a car for this function.

C.A.O. Greb clarified the total cost implication with the new 13% HST coming into effect on July 1, 2010. She noted that the Township will continue to receive back 100% of the 5% GST and will now be able to apply for 78% of the 8% PST. The net overall tax cost increase will be 1.76%.

Council questioned whether a pick-up truck is required for the Chief Building Official. A needs assessment report will be undertaken by staff to determine the most energy efficient vehicle needed.

Council deferred the matter to the June 1, 2010 meeting.

**Work's Superintendent Report No. W.D. 10-2010 (New Business)***Asphalt Tender – Resurfacing & Shouldering Contract 2010-11*

<b>Bidder</b>	<b>Tender Price</b>	<b>GST 5%</b>	<b>Grand Total</b>
Cayuga Asphalt & Construction	\$434,190.00	\$21,709.50	\$455,899.50
Walmsley Bros. Ltd.	\$389,811.25	\$19,490.56	\$409,301.81
Capital Paving Inc.	\$447,170.23	\$22,358.51	\$469,528.74
Permanent Paving Ltd.	\$476,194.13	\$23,809.71	\$500,003.84
Coco Paving Inc.	\$532,201.82	\$26,610.09	\$558,811.91

Work's Superintendent, Bill Freeman recommended accepting the bid of \$389,811.25 from Walmsley Bros. Ltd.



Resolution No. 7 Moved by Jay Heaman  
Seconded by D. Anne Vanhoucke

RESOLVED that the Works Superintendent's Report No. W.D. 9-2010 be received.

DISPOSITION: Motion Carried

**ADJOURN FOR A COMMITTEE OF ADJUSTMENT HEARING** (Application A3-10)

The following resolution was duly moved and carried at 8:00 p.m.

Resolution No. 8 Moved by Gerry Mitchell  
Seconded by David Mayberry

RESOLVED that Council adjourn in order that a meeting of the Committee of Adjustment may be held.

DISPOSITION: Motion Carried

**STAFF REPORTS** *(continued)*

**Dwayne Daniel, Chief Building Official (C.B.O.) Report No. 10-2010**

*Building Report*

C.B.O. Daniel noted that a total of 28 permits were issued with a construction value of \$2,477,200.00 in April 2010. Building permit fees received in April totaled \$14,434.00 with a total construction value of \$4,033,876.00.

*Brownsville Community Service Building*

C.B.O. Daniel reported the following changes to his report:

- The base for the communications tower will be poured on May 19<sup>th</sup>.
- The hydro pole is not yet installed.

He then continued the report review:

- The contractor for completing the final rough grading estimates that it will take two to three days.
- Courtland Gardens is conducting a site meeting on May 26<sup>th</sup> and it will be completing the final grading around building as well as hydra seeding.

The job trailer will be moved shortly and the materials cleaned up to prepare the site for the final grading. The materials stored in the storage bins on site will be moved into the apparatus bays and the bins will be removed.

The industrial painters are scheduled to start work this week in the Community Centre/Fire Hall and Library.

*Stone Posts*

A mason has provided a quote for repair of the three posts that were removed for the laneways as well as the two damaged posts. Bronnenco Construction Ltd. will be covering the cost of the two damaged posts. The construction foreman on site will do the set up for the bases of all five posts and C.B.O. Daniel will provide the installation locations.



CAO Greb informs Council the reapportionment will ensure that the existing municipal drain report takes the recent severance into consideration.

Resolution No. 11 Moved by D. Anne Vanhoucke  
Seconded by Jay Heaman

RESOLVED that the Chief Administrative Officer's Report No. C.A.O. 13-2010 be approved.

DISPOSITION: Motion Carried

**Chief Administrative Officer's Report No. 14-2010**

*Drainage Assessment Re-Appportionment for File No. B-54/09 Kloepfer Holdings Ltd. & William Kloepfer*

CAO Greb informs Council the reapportionment will ensure that the existing municipal drain report takes the recent severance into consideration.

Resolution No. 12 Moved by D. Anne Vanhoucke  
Seconded by Jay Heaman

RESOLVED that the Chief Administrative Officer's Report No. C.A.O. 14-2010 be approved.

DISPOSITION: Motion Carried

**Chief Administrative Officer's Report No. 15-2010**

*Turning Circle on Quinn Drive (Salford) Plan M-64*

CAO Greb informs Council that the turning circle on Quinn Drive needs to be assumed as part of the public highway. The Township originally assumed ownership of Quinn Drive in 1988 and the assumption to the turning circle will ensure that property owners have direct access to the roadway.

Resolution No. 13 Moved by D. Anne Vanhoucke  
Seconded by Jay Heaman

RESOLVED that the Chief Administrative Officer's Report No. C.A.O. 15-2010 be approved.

DISPOSITION: Motion Carried

**AGENDA ITEMS – CORRESPONDENCE**

*#355 – Southwest Economic Alliance – June Program Information / Township of South-West Oxford 2010 Final Budget – Executive Summary*

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

RESOLVED that David Mayberry and Ron Sackrider attend the Southwest Economic Alliance Assembly (SWEA) in London, Ontario on June 4<sup>th</sup> and that the Township pay all related expenses.

DISPOSITION: Motion Carried

*Executive Summary for the 2010 Township Budget*

CAO Greb informed Council of the following changes in the summary:

- household number is 3,054 and the population is 6,877.
- The word “customer” will be changed to “citizen”.

**ACCOUNTS PAYABLE**

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

RESOLVED that the following Accounts be approved for payment:

Council Report dated May 13, 2010	\$196,919.70
GST Recoverable	\$6,915.24
Bi-Weekly Payroll #9-2010	\$29,069.06
Council Remuneration for April 2010	<u>\$7,733.27</u>
<b>TOTAL</b>	<b><u>\$240,637.27</u></b>

DISPOSITION: Motion Carried

**INFORMATION CORRESPONDENCE ITEMS**

- #332 – Crime Stoppers of Oxford Inc. – Monthly Report
- #333 – Frank Cowan Company – Bill 16 – Creating the Foundation for Jobs and Growth Act, 2010 OHIP Subrogation

CAO Greb received an alert from AMO that the Province has reconsidered subrogation to municipalities and noted that the new information will be distributed at the next regular Council meeting.

- #337 – Hatch – Draft Project Description Reports for Public Review
- #341 – Murgo Farms Ltd. – Letter expressing appreciation for temporary full load permit
- #343 – Oxford County – Warden’s 8<sup>th</sup> Annual golf Tournament, June 25, 2010
- #345 – Ministry of Agriculture, Food and Rural Affairs – 2009 Premiere’s Award for Agri-Food Innovation Excellence awards ceremony invitation
- #349 – Ministry of Natural Resources – Natural Heritage Reference Manual (on Table)  
Townships Grant & Expense Comparison – Beachville District Museum

*Information*

Beachville District Museum - A refund cheque for \$3,164.20 has been sent to the Township of South-West Oxford which is reimbursing the unused portion of the 2009 grant.

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

RESOLVED that the following Correspondence be noted and filed:  
#332, #337, #341, #343, #345, #349

DISPOSITION: Motion Carried

**New Business**

*Mount Elgin Playground Equipment Installation*

CAO Greb informs Council that she has contacted Peter Winn at the County of Oxford Public Works department to confirm where the sewage piping/connection will be. A site meeting will be held with the playground equipment suppliers and a County representative present so that the new base for the equipment will not be disturbed.

*Mt. Elgin – Site Plan Oxford Christian Reform School*

Mayor Jim Hayes reported that a review of the revised site plan took place on May 7<sup>th</sup>, 2010. He was present with Township staff, County staff, Oxford Christian Reform representatives and Architect Glenn Reinders.

Mayor Hayes reminded those at the meeting that the public had been promised a review of the site plan prior to it being confirmed by Council.

CAO Greb will organize an open house at the Township office from 5:00 to 7:00 p.m. prior to a Council meeting. A mailing will be sent to Mount Elgin residents and other interested parties once the date is set. All public comments will be summarized by staff and brought forward to the Council for consideration prior to the site plan being approved.

**BY-LAWS AND AGREEMENTS**

*By-Law #27-2010 – Appoint additional By-Law Enforcement Officer - First and Second Reading*

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

RESOLVED that the mover be granted leave to introduce a by-law to appoint a By-Law Enforcement Officer and this shall constitute the First and Second Reading thereof. (By-Law No. 27-2010).

DISPOSITION: Motion Carried

The City of Woodstock's By-Law Enforcement Officer will deal with emergency situations only and not neighbour disputes or property maintenance issues.

*By-Law #27-2010- Appoint additional By-Law Enforcement Officer -Third and Final Reading*

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

RESOLVED that the By-Law to appoint a By-Law Enforcement Officer be now Read a Third Time and Finally passed, signed sealed and numbered 27-2010.

DISPOSITION: Motion Carried

*By-Law #28-2010 – Open and establish as a public highway certain lands on Quinn Drive (Salford) – First and Second Reading*

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

RESOLVED that the mover be granted leave to introduce a by-law to open and establish as a public highway certain land on Quinn Drive made up of block E, Block F, Block H and Block I of Plan M-64 and this shall constitute the First and Second Reading thereof (By-Law No. 28-2010).

DISPOSITION: Motion Carried

*By-Law #28-2010 – Open and establish as a public highway certain lands on Quinn Drive (Salford) – Third and Final Reading*

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

RESOLVED that the By-Law to open and establish as a public highway certain lands on Quinn Drive made up of Block E, Block F, Block H and Block I of Plan M-64 be now Read a Third Time and Finally passed, signed sealed and numbered 28-2010.

DISPOSITION: Motion Carried

*By-Law #29-2010 – Zoning Amendment for Brownsville Library - First and Second Reading*

Resolution No. 21 Moved by David Mayberry  
Seconded by Ron Sackrider

RESOLVED that the mover be granted leave to introduce a by-law to introduce a by-law to amend Zoning By-Law Number 25-98 by changing to REC-4 the zone symbol of lands designated as Part of Lot 21, Concession 11 (Dereham), Township of South-West Oxford and this shall constitute the First and Second Reading thereof. (By-Law No. 29-2010).

DISPOSITION: Motion Carried

*By-Law #29-2010- Zoning Amendment for Brownsville Library - Third and Final Reading*

Resolution No. 22 Moved by Ron Sackrider  
Seconded by David Mayberry

RESOLVED that the By-Law to amend Zoning By-Law Number 25-98 by changing to REC-4 the zone symbols of lands designated as Part of Lot 21, Concession 11 (Dereham), Township of South-West Oxford be now Read a Third time and Finally Passed, signed, sealed and numbered 29-2010.

DISPOSITION: Motion Carried

**NEW BUSINESS**

*Ruckle Drain-Branch A 2009 / Tender – TW Johnstone Co. Ltd.*

CAO Greb reported to Council that a report from Wray Ramsay, Drainage Superintendent dated May 4, 2010 noted that the tenders had been forwarded to the Ministry of Transportation for approval. The Ministry will be paying the full amount as the crossing of Highway #401 is a special assessment for the Ruckle Drain – Branch “A” 2009.

Resolution No. 23 Moved by Gerry Mitchell  
Seconded by David Mayberry

RESOLVED that the Township of South-West Oxford accept the tender of \$162,750.00 (including GST) from T.W. Johnstone Co. Ltd. for the supply of materials, labour and equipment to perform a crossing of Highway #401;  
AND FURTHER that the cost of this highway crossing (which forms part of the construction of the Ruckle Drain Branch A-2009) be reimbursed to the Township by the Ministry of Transportation (M.T.O.)

DISPOSITION: Motion Carried

Energy Committee Follow-up

CAO Greb informs Council she has been in contact with Woodstock Hydro representative Elizabeth Carswell to review the process for acquiring funding for a student to deal with energy matters. The job advertisement and funding application will be prepared as soon as possible.

Councillor Heaman asks for comments on whether a speaker dealing with energy matters should come to Council once per month. He suggested Joe Gregorio from Union Gas for the next meeting as Union Gas is visiting area municipalities explaining their incentives. CAO Greb will contact the Mr. Gregorio for further information.

Councillor Mayberry announces that on June 5<sup>th</sup> the Beachville Museum they are holding an old fashioned baseball game. Councillor Mayberry suggests a team (Staff and Council) could be formed for this fun day at the Museum.

Councillor Heaman announces an Energy Workshop/Information Drop-In Session at Goff Hall in Woodstock from 4-7 p.m. on May 19<sup>th</sup>. There will be four case studies and eight supplier/installer groups in attendance. No preregistration is required.

*2010 Asphalt Resurfacing & Shouldering Contract Award*

Resolution No. 24 Moved by George Klosler  
Seconded by Gerry Mitchell

RESOLVED that the bid from Walmsley Bros. Ltd. in the amount of \$409,301.81 (including tax) be accepted for the 2010 Asphalt resurfacing and shouldering contract.

DISPOSITION: Motion Carried

*Chief Building Official (CBO) Vehicle Tender*

Resolution No. 25 Moved by David Mayberry  
Seconded by Ron Sackrider

RESOLVED that the Township seek bids for a car to replace the existing CBO pick-up truck (e.g. Pontiac G6, Ford Fusion).

DISPOSITION: Motion Carried

**CLOSED SESSION**

Council held a closed session to discuss the following:

1. Ontario Superior Court of Justice-Romick & Township Statement of Claim
2. Hillside Kennels – April Animal Control Invoice

Resolution No. 26 Moved by Gerry Mitchell  
Seconded by David Mayberry

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

- 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 9:33 p.m. and reconvened “in public” at 10:05 p.m.

**ADJOURNMENT**

Resolution No. 27 Moved by Gerry Mitchell  
Seconded by David Mayberry

RESOLVED that there being no further business Council adjourns at 10:05 p.m. to meet again on June 1, 2010, commencing at 9:00 a.m.

DISPOSITION: Motion Carried

These minutes were adopted by Council on the 1<sup>st</sup> day of June, 2010.

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MAYOR: James Hayes

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CLERK: Mary Ellen Greb