TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
April 4, 2017

MEMBERS PRESENT:
Mayor: David Mayberry
Councillors: David Hayes (vacated at noon), Gerald Mitchell, Valerie Durston, D. Anne Vanhoucke (vacated at noon), George Way

MEMBERS ABSENT:
Jim Pickard

STAFF PRESENT:
Mary Ellen Greb, CAO
Lisa VanderWallen, Clerk
Diane Larder, Treasurer

CALL MEETING TO ORDER
The meeting was called to order at 9:00 am by Mayor David Mayberry and a quorum was present.

MOTION TO ACCEPT AGENDA
Mayor Mayberry indicated that he would like to add a discussion surrounding the ROEDC Business Forum and the advertising of tickets for local business and requested a brief discussion around cutting of grass and wildflowers in the Township ditches and the impact on pollinators. CAO Greb requested a brief discussion on the purpose of council committees to be brought back to the Terms of Reference Review Committee.

Resolution No.1 Moved by D. Anne Vanhoucke
Seconded by George Way

RESOLVED that the regular meeting agenda for the April 4, 2017 meeting of council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST
There were no declarations.

MINUTES
March 21st 2017 Regular Council Meeting Minutes

Resolution No.2 Moved by David Hayes
Seconded by Valerie Durston
RESOLVED that the regular minutes of the March 21, 2017 council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

Lisa VanderWallen - Clerk’s Report CL 16-2017
Clerk Lisa VanderWallen provided a report to Council summarizing the business arising from the minutes of March 21, 2017. Ms. VanderWallen noted that there is a report on the April 4th agenda which provides a recommendation for a vendor for internet and phone voting for the 2018 election and that there is a By-Law on the agenda to authorize alternative voting. Ms. VanderWallen also noted that there is a discussion on the Ingersoll Boundary Negotiation included in the April 4th agenda.

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


DISPOSITION: Motion Carried

STAFF REPORTS:

Jeff VanRybroeck - Fire Chief’s Report FC 05-2017
Fire Chief Jeff VanRybroeck provided council with background information as it relates to the purchase of the auto extrication equipment for STN #2. Mr. VanRybroeck explained that the 2017 Capital budget included $40,000 for the purchase of powered auto extrication equipment and $16,000 for hand operated auto extrication equipment for Station #2, which fits into the long term capital planning and meets the requirements of equipment replacement as identified in the strategic plan 2015. Mr. VanRybroeck noted that five quotes were attained and the purchase of TNT powered auto extrication equipment fits into the 2017 capital budget, it meets the needs of our strategic plan and it was the lowest of the 5 proponents. Chief VanRybroeck explained that for this reason staff is recommending that we move forward with the purchase for the amount of $33,293 for TNT powered auto extrication equipment from the AJ Stone Company. Council directed Chief VanRybroeck to bring back on update to council on the possibility of donating equipment to various First Nation communities.

Resolution No.4 Moved by George Way
Seconded by David Hayes

BE IT RESOLVED that Council receive Report No. F.C.
05-2017 as information.

AND FURTHER THAT Council approve the bid of $33,293.00 plus applicable taxes from AJ Stone Company Ltd. for the purchase of TNT powered auto extrication equipment.

DISPOSITION: Motion Carried

APPOINTMENTS
9:15 am - Oxford OPP Commander Tony Hymers - 2016 Fourth Quarter Report
Oxford County OPP Commander Tony Hymers provided a report to Council summarizing the 2016 Fourth Quarter activity in the Township of South-West Oxford. Mr. Hymers reviewed with Council the data on property crimes, violent crimes, drug crimes and the various clearance rates throughout October to December 2016. Mr. Hymers reviewed traffic data throughout October, November, and December in 2016 and Mr. Hymers explained that he is now directing his Sergeants to put one traffic patrol car out during every shift and explained that since January 2017, there has been a major increase in tickets and fines levied. Mr. Hymers indicated that the OPP has been working with the Township on Focus Patrols and on assisting in the Enforcement of Half Load Roads. Mayor Mayberry thanked Mr. Hymers for his report and Mr. Hymers vacated the council chamber.

Resolution No.5 Moved by Gerald Mitchell
Seconded by George Way

RESOLVED that Council receive the OPP 4th Quarter for 2016 Report as information.

DISPOSITION: Motion Carried

STAFF REPORTS (Continued)
Bill Freeman - Works Superintendent's Report WD 04-2017
Public Works Superintendent Bill Freeman provided a report to Council on with the final 2016 costs (compared to budget) of the garbage and recycling six-day program accompanied by the tonnages of garbage taken to the County landfill. The report also provided some consideration of a seven day collection cycle. Mr. Freeman suggested that moving to a seven day cycle would result in the truck being filled sooner than the six day cycle, leading to increased trips to the landfill, leading to greater fuel usage and possible more overtime being required to complete expanded routes. Mr. Freeman suggested that the transition to a 7 day cycle would lead to reduced service levels at a possibly increased cost. Mr. Freeman noted also to Council that there are spring trees available for planting for boards and committees.
Mayor Mayberry explained that he had received communication from a Beachville resident requesting that wildflowers and grass along the Township's road allowances be allowed to grow before being cut to allow for pollinators to work. Mr. Freeman indicated that his department will consider the request and balance these against the need to maintain the road ditches.

Resolution No.6 Moved by David Hayes
Seconded by Gerald Mitchell

RESOLVED that Council receive Report No. WD 04-2017 as information;

AND FURTHER that the Township continue with the six-day rotation collection of garbage and recycling for 2017-2018.

DISPOSITION: Motion Carried

Diane Larder - Treasurer's Report T05-2017
Treasurer Diane Larder provided a report to seek council approval for the purchase of playground equipment and surface treatment for the Foldens’ Community Park within the village of Foldens. Ms. Larder explained that five request for proposals (RFP) were received and Township staff reviewed the proposals to determine if each met the specifications requested. Ms. Larder noted that a committee made up of Township staff members Mary Ellen Greb, Diane Larder, Deb Dawson as well as Foldens Community Hall & Park Representatives Sheena Wiley, Mitch Kirby, Jen Ryder, Jeff Crane and Councillor Way reviewed the proposals individually with each person providing a final grade for each proposal. Ms. Larder indicated that the successful proposal was submitted by Play Power Canada.

Resolution No.7 Moved by D. Anne Vanhoucke
Seconded by Gerald Mitchell

RESOLVED that the Council authorize the Clerk and the Mayor to execute the contract with Play Power Canada for the purchase and installation of playground equipment at the Foldens Community Park in Foldens at cost of $58,866.75 (plus HST).

DISPOSITION: Motion Carried

Lisa VanderWallen - Clerk's Report CL 14-2017
Clerk Lisa VanderWallen provided a report to Council to seek Council approval to proceed with the appointment of a vendor for the provision of
electronic (internet and phone) voting for the 2018 municipal election. Ms. VanderWallen briefly summarized the steps taken in the election process thus far and explained that following Council authorization of internet and phone voting staff began soliciting quotations from internet software providers. Ms. VanderWallen noted that in conjunction with the Town of Tillsonburg and the Township of East Zorra-Tavistock, staff reviewed four written bid submissions and then shortlisted two final vendors who each presented to the Clerks at a joint meeting. Staff also contacted different municipalities as references and are recommending that the Township approve InteliVote for the provision of 2018 election services.

Resolution No. 8
Moved by D. Anne Vanhoucke
Seconded by David Hayes

BE IT RESOLVED that Council receive Clerk's Report CL 14-2017 - 2018 Election Vendor Confirmation as Information;

AND FURTHER RESOLVED that Council endorse InteliVote System Inc. for the provision of electronic voting services for the 2018 Municipal Election.

DISPOSITION: Motion Carried

APPOINTMENTS (Continued)
9:45 am - Committee of Adjustment - A05-2017 - CASPO Development
Planner Jennifer Roth

Resolution No. 9
Moved by D. Anne Vanhoucke
Seconded by George Way

RESOLVED that Council adjourn at 9:46 am in order that a meeting of the Committee of Adjustment be held for application A05-2017, submitted by Mac and Rosemary Jakeman.

DISPOSITION: Motion Carried

Council reconvened at 9:58 following the committee of adjustment.

Council took a break at 10:31 am and reconvened at 10:47 am
PLANNING & ZONING

EBR - Carmeuse Lime Application - Opportunity for Commenting

Mayor Mayberry explained that the Township may comment that at the time of rehabilitation, the community should get what was proposed in the early phase of extraction, which includes a recreational area, whether it be re-forested or converted into a wetland. Mayor Mayberry suggested that there is not necessarily a need for the Township to make this comment now, since the application is just to combine the licenses under the Aggregate Resources Act.

AGENDA ITEMS & CORRESPONDENCE

#57 - Resolutions Requesting Policy that Enables Schools to Have AEDs Installed

Resolution No.10 Moved by D. Anne Vanhoucke
Seconded by Gerald Mitchell

RESOLVED THAT the Township of South-West Oxford requests that the Premier, and Minister of Education, develop a policy which includes a requirement for updated training for staff that enables all schools and school boards in Ontario, including the Thames Valley District School Board, that allows individual elementary and secondary schools to have an AED installed in their schools;

AND THAT Township of South-West Oxford request that the Thames Valley District School Board and all other schools in Ontario develop a policy to install AEDs in all schools as soon as possible for the safety of our children;

AND THAT this resolution be sent to the Premier, Minister of Education, AMO, Thames Valley District School Board, and MPP Ernie Hardeman.

DISPOSITION: Motion Carried

#58 - Changes to Aggregate Resources Act

#59 - Speaker Series Poster

#60 - Agri-Food Award for Innovation

#61 - Circular Economy Workshop Flyer
#62 - County of Oxford Waste Management Reports

#63 - Notice - ERTH Annual General Meeting 2017 - Unofficial

Resolution No. 11  Moved by George Way
Seconded by D. Anne Vanhoucke

RESOLVED that Agenda Items and Correspondence #58 - #63 be noted and filed.

DISPOSITION: Motion Carried

**ACCOUNTS PAYABLE REPORT**

April 4, 2017 - Accounts Payable Report

Resolution No. 12  Moved by Gerald Mitchell
Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

- Accounts Payable March 16-27, 2017 $201,154.31
- Bi-Weekly Payroll #6 $35,067.11
- Bi-Weekly Payroll #7 $38,226.12
- TOTAL $274,447.54

DISPOSITION: Motion Carried

**INFORMATION ITEMS & CORRESPONDENCE**

#64 - AMO Policy Update - Federal Budget Includes Funding for Infrastructure Housing and Child Care

#65 - Correspondence from SWIFT - Release of 2 Stage RFPQ Coming

#66 - PC Critic for Infrastructure Introduction Letter

#67 - Request for Support of Bill C-203

#68 - Resolution - Calvin Township - Changes to OBC and Septic System Requirements

Resolution No. 13  Moved by George Way
Seconded by Gerald Mitchell

RESOLVED that Information Items & Correspondence #64 - #68 be noted and filed.
DISPOSITION: Motion Carried

**BY-LAWS AND AGREEMENTS**

*By-Law No. 20-2017*

Resolution No.14 Moved by George Way  
Seconded by Valerie Durston

RESOLVED that the mover be granted leave to introduce a By-Law To Authorize Internet Voting and Phone Voting for 2018 Election and this shall constitute the first and second reading thereof. (By-Law No.20-2017)

DISPOSITION: Motion Carried

Resolution No.15 Moved by Gerald Mitchell  
Seconded by George Way

RESOLVED that the By-Law To Authorize Internet Voting and Phone Voting for 2018 Election be now read a third time and finally passed, signed, sealed and numbered 20-2017.

DISPOSITION: Motion Carried

**COMMITTEES AND COUNTY COUNCIL REPORT**

*Mount Elgin Community Centre Updates*

Resolution No.16 Moved by Gerald Mitchell  
Seconded by George Way

RESOLVED that the Mount Elgin Community Centre Updates be received as information.

DISPOSITION: Motion Carried

*Township Terms of Reference Review Committee*

Resolution No.17 Moved by D. Anne Vanhoucke  
Seconded by George Way

RESOLVED that the Minutes of the Township Terms of Reference Committee be received as information.

DISPOSITION: Motion Carried
Mayor Mayberry's Oxford County Council Report for March 2017

Resolution No.18  Moved by George Way
Seconded by David Hayes

RESOLVED that the Oxford County Council report for March 2017 be received as information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS
Ingersoll Boundary Adjustment Update

CAO Greb facilitated a discussion with Council surrounding the Ingersoll Boundary Adjustment negotiations presenting Ingersoll’s arguments and the SWOX response to each. Ms. Greb reviewed the Township’s response to: Ingersoll’s request for the exclusion of CAMI lands; the payment of SWOX taxes; revenue sharing; tax phase in; development densities; energy initiatives; penalty provisions; shared industrial park; CPR lands; boundary road agreement; and other items. Mayor Mayberry asked Council for their direction on the various items as noted. Councillor Hayes suggested that the Committee bring the report forward to Ingersoll for negotiation and see how the committee responds to SWOX’s counter offers.

Resolution No.19  Moved by Gerald Mitchell
Seconded by Valerie Durston

RESOLVED that the Ingersoll Boundary Adjustment proposal from SWOX be received as information and further that the Boundary Adjustment Committee be directed to bring the counter-offer to the Ingersoll Boundary Adjustment Committee

DISPOSITION: Motion Carried

NEW BUSINESS
Township Terms of Reference Review Committee Update
CAO Mary Ellen Greb explained that the Terms of Reference Review Committee met earlier and that a main question that came out of the meeting was determining the purpose of each committee. CAO Greb explained that she is interested in hearing Council's thoughts on the purpose of standing committees. Mayor Mayberry explained that he sees their role as being the operation and maintenance of facilities. Councillor Hayes explained that he sees the committee's function as advisors to the Township and sees their key component as providing representation of the community and communicating
the wishes of the people to the municipality. Mayor Mayberry explained that the Township committees are more management committees instead of directional committees. CAO Greb clarified that the committee's purpose is ultimately management and so perhaps this should be included in the defined purpose of the committees. CAO Greb noted that one Councillor noted that the purpose of the Committees as it is stated now is actually the Township's responsibility and Council suggested that this is a shared responsibility between the Township and the Committees. Mayor Mayberry explained that he sees the purpose of the Committee as being there to build the community and share their views with the municipality. Councillor Way noted that a purpose of the committees is making people feel more involved in the decisions of their community and increase communication between the community and Council.

**STAFF REPORTS (Continued)**

*Lisa VanderWal!en - Clerk’s Report CL 17-2017*

Clerk Lisa VanderWal!en provided a report to Council with information on the progress and implementation of the Records Management Strategy. Ms. VanderWal!en summarized to council the highlights and accomplishments of the TOMRMS implementation thus far, noting: the overhaul re-organization of the Township's paper records; the major digitization of paper only records; the reduction of paper usage in the office; the improved access to records and improved transparency; and the streamlining of processes. Clerk VanderWal!en also highlighted the key staff involved in the implementation and outlined the next steps for the Township moving forward in the use of Laserfiche. Clerk VanderWal!en recognized individual staff for their contribution to the implementation of TOMRMS and the progress made in Laserfiche.

Resolution No.20  Moved by D. Anne Vanhoucke
Seconded by Valerie Durston

BE IT RESOLVED that Council receive Clerk's Report CL 17-2017 - Records Management Implementation Progress Report as Information;

DISPOSITION: Motion Carried

Council took a break for lunch at 12:02 pm and reconvened at 1:03 pm. Councillor Hayes and Councillor Vanhoucke vacated the Council chambers at lunch and did not return to the Council meeting.
NEW BUSINESS (Continued)

ROEDC Business Forum Ticket Sales
Council discussed the ROEDC Business Forum and CAO Greb explained that EDO Bernia Wheaton had indicated that there is a need for the rural Townships to sell 100 more tickets prior to the event. CAO Greb recommended that each rural Township needs to sell 20 tickets and requested from Council information on how to distribute tickets. Mayor Mayberry suggested that the Township purchase 20 tickets and then each councilor distribute 4 each to different business owners in each ward.

COUNCIL ROUND TABLE
Councillors shared updates from their respective wards and community involvement.

CONFIRMATORY BY-LAW
By-Law No. 21-2017

Resolution No.21 Moved by George Way
Seconded by Gerald Mitchell
RESOLVED that the mover be granted leave to introduce a By-Law to confirm the actions of the Council of the Township of South-West Oxford at the regular Council meeting held on April 4, 2017 and this shall constitute the first and second reading thereof. (By-Law No. 21-2017)

DISPOSITION: Motion Carried

Resolution No.22 Moved by Gerald Mitchell
Seconded by George Way
RESOLVED that the By-Law to confirm the actions of the Council of the Township of South-West Oxford at the regular Council meeting held on April 4, 2017 be now read a third time and finally passed, signed, sealed and numbered 21-2017.

DISPOSITION: Motion Carried

ADJOURNMENT
Resolution No.23 Moved by Gerald Mitchell
Seconded by Valerie Durston
RESOLVED that there being no further business,
Council adjourn at 1:27 p.m. to meet again on April 18th, 2017 at 7:00 pm.

DISPOSITION: Motion Carried

These minutes were adopted by Council on April 18th, 2017.

______________________________  ______________________________
CLERK: Lisa VanderWallen        MAYOR: David Mayberry
<table>
<thead>
<tr>
<th>Name (Please Print)</th>
<th>Address &amp;/or Email</th>
<th>Reason for Attendance (i.e. Delegation/ Minor Variance/ Zoning/Drain Consideration/ Court of Revision)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Rain</td>
<td><a href="mailto:jroth@oxfordcounty.ca">jroth@oxfordcounty.ca</a></td>
<td>C&amp;A</td>
</tr>
<tr>
<td>Mac Jakeman</td>
<td>RR#2 Thamesford</td>
<td>Minor Variance</td>
</tr>
<tr>
<td>Rosemary Jakeman</td>
<td>RR#2 Thamesford</td>
<td>Minor Variance</td>
</tr>
<tr>
<td>Lynda Jakeman</td>
<td>4543 95 Trillium Line BEACHVILLE</td>
<td>Minor Variance</td>
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<tr>
<td>Bruce Jakeman</td>
<td></td>
<td>Minor Variance</td>
</tr>
<tr>
<td>Dorothy Garfat</td>
<td>47434 1 Dodge Line WOODSTOCK</td>
<td>Minor Variance</td>
</tr>
</tbody>
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