

MINUTES  
OF THE  
COUNCIL OF THE  
COUNTY OF OXFORD

County Council Chamber  
Woodstock  
September 23, 2009

MEETING #24

Oxford County Council meets in regular session this twenty-third day of September 2009, in the Council Chamber, County Administration Building, Woodstock.

1. CALL TO ORDER:

7:04 p.m., with Warden Holbrough in the chair.

All members of Council present except Deputy Warden McKay and Councillor Harding.

Deputy Warden McKay arrives at 7:09 p.m.

Staff Present: M. R. Bragg, Chief Administrative Officer  
P. D. Beaton, Manager of Social Services and Housing  
L. S. Buchner, Director of Corporate Services  
M. Metcalfe, Acting Director of Public Health and Emergency Services  
M. Misk-Evans, Corporate Manager of Community and Strategic Planning  
R. G. Walton, Director of Public Works  
B. J. Tabor, Clerk

2. APPROVAL OF AGENDA:

RESOLUTION NO. 1:

Moved by: Sandra Talbot

Seconded by: Donald Doan

That the Agenda be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING:

Council Minutes of September 9, 2009

RESOLUTION NO. 2:

Moved by: Sandra Talbot  
Seconded by: Donald Doan

That the Council Minutes of September 9, 2009 be adopted.

DISPOSITION: Motion Carried

5. PUBLIC MEETINGS:

NIL

6. DELEGATIONS AND PRESENTATIONS:

NIL

7. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS:

Not Required.

8. CONSIDERATION OF CORRESPONDENCE:

1. Municipality of Bayham  
September 4, 2009

Re: Port Burwell Harbour – Potential International Ferry Service  
RED Funding

RESOLUTION NO. 3:

Moved by: Sandra Talbot  
Seconded by: Donald Doan

That the correspondence from the Municipality of Bayham, dated September 4, 2009, advising that RED funding has been obtained for the Feasibility and Impact Study regarding the Port Burwell Harbour potential International Ferry Service, be received.

DISPOSITION: Motion Carried

9. REPORTS FROM DEPARTMENTS:

**A CORPORATE SERVICES**

A-1 2009-43

Re: Multi-function Photocopier Fleet Lease Agreement

RESOLUTION NO. 4:

Moved by: James Hayes  
Seconded by: Margaret Lupton

That the recommendation contained in Report No. A-1 2009-43, titled "Multi-function Photocopier Fleet Lease Agreement", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-1 2009-43:

That Council authorize the Warden and Clerk to sign an operating lease agreement with Rival Office Solutions Inc. for the supply and maintenance of a multi-function photocopier fleet for the County of Oxford at an estimated annual cost of \$90,408.

A-2 2009-44  
Re: Provincial Offences Update

RESOLUTION NO. 5:

Moved by: James Hayes  
Seconded by: Margaret Lupton

That the recommendation contained in Report No. A-2 2009-44, titled "Provincial Offences Update", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-2 2009-44:

That County Council accept Report A-2 2009-44 titled "Provincial Offences Update" as information.

A-3 2009-45  
Re: 2010 Draft Budget Schedule

RESOLUTION NO. 6:

Moved by: Kenn. R. Howling  
Seconded by: Donald Doan

That the recommendation contained in Report No. A-3 2009-45, titled "2010 Draft Budget Schedule", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-3 2009-45:

That the 2010 draft budget schedule as set out in Report No. A-3 2009-45 be approved.

A-4 2009-46  
Re: Infrastructure Stimulus Fund Contribution Agreement

RESOLUTION NO. 7:

Moved by: Kenn. R. Howling  
Seconded by: Donald Doan

That the recommendation contained in Report No. A-4 2009-46, titled "Infrastructure Stimulus Fund Contribution Agreement", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-4 2009-46:

That By-law No. 5099-2009, being a by-law to authorize the Warden and CAO to sign an Infrastructure Stimulus Fund Contribution Agreement with the Ministry of Energy and Infrastructure and the Ministry of Agriculture, Food and Rural Affairs, be presented to Council for enactment.

A-5 2009-47  
Re: Access and Privacy Policy

RESOLUTION NO. 8:

Moved by: Kenn. R. Howling  
Seconded by: Donald Doan

That the recommendation contained in Report No. A-5 2009-47, titled "Access and Privacy Policy", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-5 2009-47:

That Council approve the Access and Privacy Policy attached to Report A-5 2009-47;

And that the CAO be authorized to sign the Access and Privacy Policy for inclusion in the General Policy Manual.

**B SOCIAL SERVICES AND HOUSING**

B-1 2009-20  
Re: Oxford County Accessibility Plan  
Accessibility for Ontarians with Disabilities Act, 2005

RESOLUTION NO. 9:

Moved by: Margaret Lupton  
Seconded by: James Hayes

That the recommendation contained in Report No. B-1 2009-20, titled "Oxford County Accessibility Plan – Accessibility for Ontarians with Disabilities Act, 2005", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. B-1 2009-20:

That Oxford County Council adopt the attached Accessibility Plan developed in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 for the period January 1, 2009 through December 31, 2010.

B-2 2009-21  
Re: Tillsonburg Affordable Housing Project

RESOLUTION NO. 10:

Moved by: Margaret Lupton  
Seconded by: James Hayes

That the recommendation contained in Report No. B-2 2009-21, titled "Tillsonburg Affordable Housing Project", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. B-2 2009-21:

That the Warden and CAO be authorized to sign an amended Contribution Agreement specific to the Town of Tillsonburg Non-Profit Housing 2008 Corporation and that a By-law be raised to that effect.

**C COMMUNITY AND STRATEGIC PLANNING**

C-1 2009-224

Re: Innovation Nitrogen Management Strategies – Thornton Well Field  
Interim Progress Report One

RESOLUTION NO. 11:

Moved by: Don McKay  
Seconded by: Donald Doan

That the recommendation contained in Report No. C-1 2009-224, titled “Innovative Nitrogen Management Strategies – Thornton Well Field Interim Progress Report One”, be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. C-1 2009-224:

That Report No. C-1 2009-224 be received by County Council as information and that County Council authorize staff to submit the interim progress report and interim financial report for Innovative Nitrogen Study to the Source Protection Programs Branch of the Ministry of the Environment.

C-2 2009-225

Re: County of Oxford Vacant Lands Study, September 2009

RESOLUTION NO. 12:

Moved by: Don McKay  
Seconded by: Donald Doan

That the recommendation contained in Report No. C-2 2009-225, titled “County of Oxford Vacant Lands Study, September 2009”, be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. C-2 2009-225:

That County Council receive Report No. C-2 2009-225 and authorize planning staff to distribute the Draft 2009 Vacant Lands Study to County staff and the Area Municipalities, allowing a period of 30 days for review and comment.

C-3 2009-227

Re: Application for Condominium Approval and Exemption from  
Draft Approval – 32CDM-09002 – Tricar Woodstock Inc.

RESOLUTION NO. 13:

Moved by: Don McKay  
Seconded by: Donald Doan

That the recommendations contained in Report No. C-3 2009-227, titled “Application for Condominium Approval and Exemption from Draft Approval – 32CDM-09002 – Tricar Woodstock Inc.”, be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. C-3 2009-227:

That Oxford County Council approve application 32CDM-09002, submitted by Tricar Woodstock Inc., for approval of a plan of condominium relating to plans prepared by Callon – Dietz Incorporated, for lands described as Block 64, Plan 41M-224 municipally known as 505 Finkle Street in the City of Woodstock and furthermore;

That Oxford County Council approve application 32CDM-09002, submitted by Tricar Woodstock Inc. for exemption from draft plan of condominium for lands described as Block 64, Plan 41M-224 municipally known as 505 Finkle Street in the City of Woodstock as all matters relating to the development have been addressed through Site Plan Approval and a registered Site Plan Agreement.

C-4 2009-228

Re: Application for Draft Approval of Plan of Subdivision  
32T-09002 – Albert T. Hargreaves Real Estate Ltd.

RESOLUTION NO. 14:

Moved by: Stephen Molnar  
Seconded by: Patrick Sobeski

That the recommendation contained in Report No. C-4 2009-228, titled “Application for Draft Approval of Plan of Subdivision – 32T-09002 – Albert T. Hargreaves Real Estate Ltd.”, be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. C-4 2009-228:

That Oxford County Council give draft plan approval to a proposed subdivision submitted by Albert T. Hargreaves Real Estate Ltd., (File No. 32T-09002); prepared by Baker and Benedict Surveying Inc., dated March 6, 2009 shown as Plate 2 of Report No. C-4 2009-228, comprising Blocks 44 and 45, Plan 41M-231 in the City of Woodstock, subject to the conditions included in Report No. C-4 2009-228 being met before final approval for registration.

**D PUBLIC WORKS**

D-1 2009-79

Re: Extra-Strength Sewage Surcharge Agreement  
Agropur Cooperative, Woodstock Plant

RESOLUTION NO. 15:

Moved by: Stephen Molnar  
Seconded by: Patrick Sobeski

That the recommendation contained in Report No. D-1 2009-79, titled “Extra-Strength Sewage Surcharge Agreement – Agropur Cooperative, Woodstock Plant”, be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-1 2009-79:

That a By-law be raised to authorize the Warden and Clerk to sign an Extra Strength Sewage Surcharge Agreement with Agropur Cooperative, Woodstock Plant.

D-2 2009-80

Re: Consultant Selection for Annual Landfill Operations  
and Monitoring Reports

RESOLUTION NO. 16:

Moved by: Stephen Molnar  
Seconded by: Patrick Sobeski

That the recommendation contained in Report No. D-2 2009-80, titled "Consultant Selection for Annual Landfill Operations and Monitoring Reports", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-2 2009-80:

That County Council authorize the Public Works Department to retain the services of Jagger Hims Limited for the preparation of the 2009-2011 annual Operations and Monitoring Reports required for the two County owned landfills at an estimated annual fee of \$46,904 (plus GST).

D-3 2009-81  
Re: Oxford County Transportation Master Plan (TMP)

RESOLUTION NO. 17:

Moved by: Patrick Sobeski  
Seconded by: Stephen Molnar

That the recommendation contained in Report No. D-3 2009-81, titled "Oxford County Transportation Master Plan (TMP)", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-3 2009-81:

That County Council approve Public Works Department Report D-3 2009-81;

And that County Council adopt the Oxford County Transportation Master Plan with the exception of Chapter 5, Cycling Policies, and direct staff to incorporate it into the Official Plan as part of the ongoing five year review process;

And that Public Works staff be directed to revise Chapter 5 and obtain County Council approval of the revised chapter.

**E HUMAN RESOURCES**

NIL

**F C.A.O./CLERK**

NIL

**G PUBLIC HEALTH AND EMERGENCY SERVICES**

NIL

**H WARDEN**

H-1 2009-2  
Re: Council Remuneration

RESOLUTION NO. 18:

Moved by: Patrick Sobeski  
Seconded by: Stephen Molnar

That the recommendation contained in Report No. H-1 2009-2, titled "Council Remuneration", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. H-1 2009-2:

That Council endorse an ongoing approach to the maintenance of compensation for the Warden, Deputy Warden and Councillors that is based on a current comparison and thereafter annually when cost of living adjustments are made to the Job Rate of the Directors' Salary Grid on the basis of the Warden receiving 60% of the Job Rate, the Deputy Warden receiving 35% of the Warden's rate and County Councillors receiving 30% of the Warden's rate, to take effect after the next Municipal Election in 2010, (for January 1, 2011), except for the Warden's rate which will take effect January 1, 2010.

10. UNFINISHED BUSINESS:

NIL

11. NOTICE OF MOTIONS:

NIL

12. NEW BUSINESS/ENQUIRIES/COMMENTS:

Warden Holbrough asks M. Metcalfe, Acting Director of Public and Emergency Services, to give a verbal report on the status of the H1N1 virus, further to a request at the last Council meeting for a written report. M. Metcalfe explains that a written report will be provided at the next Council meeting when more information is available. She explains that the Department of Public Health and Emergency Services has been working closely with the hospitals in the County regarding surveillance activities. Information has been distributed through the schools to notify families of how they can try to stay healthy. M. Metcalfe advises that her Department has been waiting for direction from the Province as to how the flu immunization program will roll out. She understands that there will be an announcement tomorrow as to how that will occur this year. She anticipates that there will be seasonal flu vaccine available in early October and the H1N1 vaccine probably in November. M. Metcalfe explains that they do not know at this time whether the H1N1 vaccine will be administered in one dose or two. She advises that there are ongoing discussions with the hospitals as to how health care will be managed if there is a real increase in flu activity. M. Metcalfe responds to a question from Councillor Doan with regard to how the Department of Public Health and Emergency Services is involved with the special masks that are fitted to individuals and the associated training. Councillor Molnar encourages regular updates from the Department as new information becomes available.

Councillor Molnar comments on the recent announcement made in Delhi on the Sand Plains Community Development Fund and its potential benefits to Oxford. He will leave generic contact information with everyone tonight so that contact can be made with the program regarding accessing funds. Contact can also be made through sandplains.ca.

Warden Holbrough asks R. Walton, Director of Public Works, whether the Committee of the Whole meeting, discussed previously at Council, can be set to discuss projections for water and wastewater rates beyond 2010. R. Walton responds that the Hemson report is not yet in hand, but his goal would be to have that meeting in the third week of October. He will work with staff in the C.A.O.'s office to set that up.

R. Walton reminds Council of the Public Information Meeting regarding the Tavistock Wastewater Treatment Plant to be held next Wednesday, September 30<sup>th</sup>. The Warden clarifies that the meeting starts at 7:15 p.m. at the Tavistock Memorial Hall and encourages Council members to attend.

Warden Holbrough advises that he represented the County last Thursday and Friday at the Southwestern Economic Alliance annual meeting held in Chatham along with Councillor Molnar and some of the Economic Development Officers.

The Warden congratulates the Town of Tillsonburg and the Township of South-West Oxford on announcements made in the last couple of weeks regarding receipt of funds through the Community Adjustment Fund; Tillsonburg for the Tillsonburg Airport and South-West Oxford for the Community Hall, Fire Hall and Library.

Warden Holbrough reminds Council members of the Ex-Councillors' Annual Reunion being held tomorrow night at the Beachville Legion, providing an opportunity to interact with people who have previously sat on Council.

13. CLOSED SESSION:

RESOLUTION NO. 19:

Moved by: Sandra Talbot  
Seconded by: Margaret Lupton

That Council rise and go into a Closed session for the purpose of considering Report No. F-1 (CS) 2009-16 regarding matters that have not been made public concerning potential litigation.

DISPOSITION: Motion Carried (8:03 p.m.)

Oxford County Council meets in Closed session, as part of a regular meeting, this twenty-third day of September 2009, in the Council Chamber, County Administration Building, Woodstock.

A. CLOSED SESSION COMMENCEMENT TIME:

8:03 p.m., with Warden Holbrough in the chair.

All members of Council present except Councillor Harding.

Staff Present: M. R. Bragg, Chief Administrative Officer  
P. D. Beaton, Manager of Social Services and Housing  
L. S. Buchner, Director of Corporate Services  
M. Metcalfe, Acting Director of Public Health and Emergency Services  
M. Misk-Evans, Corporate Manager of Community and Strategic Planning  
R. G. Walton, Director of Public Works  
B. J. Tabor, Clerk

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

C. DELEGATIONS AND PRESENTATIONS:

NIL

D. CONSIDERATION OF CORRESPONDENCE:

NIL

E. REPORTS FROM DEPARTMENTS:

**A CORPORATE SERVICES**

NIL

**B SOCIAL SERVICES AND HOUSING**

NIL

**C COMMUNITY AND STRATEGIC PLANNING**

NIL

**D PUBLIC WORKS**

NIL

**E HUMAN RESOURCES**

NIL

**F C.A.O./CLERK**

F-1 (CS) 2009-16

**G PUBLIC HEALTH AND EMERGENCY SERVICES**

NIL

**H WARDEN**

NIL

F. UNFINISHED BUSINESS:

NIL

G. NEW BUSINESS/ENQUIRIES/COMMENTS:

NIL

H. TIME OF COMPLETION OF CLOSED SESSION:

8:05 p.m.

RESOLUTION NO. 20:

Moved by: Sandra Talbot  
Seconded by: Margaret Lupton

That Council rise and reconvene in Open session.

DISPOSITION: Motion Carried (8:05 p.m.)

14. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION:

**A CORPORATE SERVICES**

NIL

**B SOCIAL SERVICES AND HOUSING**

NIL

**C COMMUNITY AND STRATEGIC PLANNING**

NIL

**D PUBLIC WORKS**

NIL

**E HUMAN RESOURCES**

NIL

**F C.A.O./CLERK**

F-1 (CS) 2009-16

RESOLUTION NO. 21:

Moved by: Sandra Talbot  
Seconded by: Margaret Lupton

That the recommendation contained in Report No. F-1 (CS) 2009-16 be adopted.

DISPOSITION: Motion Carried

**G PUBLIC HEALTH AND EMERGENCY SERVICES**

NIL

**H WARDEN**

NIL

15. BY-LAWS:

BY-LAW NO. 5099-2009

Being a By-law to authorize the execution of a Contribution Agreement under the Infrastructure Stimulus Fund.

BY-LAW NO. 5100-2009

Being a By-law to remove certain lands from Part Lot Control.

BY-LAW NO. 5101-2009

Being a By-law to authorize the Warden and Clerk to sign a Lease Agreement between the County of Oxford and The Corporation of the Town of Tillsonburg, allowing for the lease of land from the County to the Town for the purpose of erecting a communications tower.

BY-LAW NO. 5102-2009

Being a By-law to authorize the Warden and Clerk to sign an Agreement of Registration between the County of Oxford and Ontario Tire Stewardship as a Collector of used tires received from Ontario residents according to the conditions of the Waste Diversion Ontario Used Tires Program Plan.

BY-LAW NO. 5103-2009

Being a By-law to amend By-law No. 4668-2006, a By-law to adopt a new schedule of fees for the disposing of waste at the County Landfill Site at Salford.

BY-LAW NO. 5104-2009

Being a By-law to amend By-law No. 4898-2007 and to authorize the Warden and Clerk to enter into agreement(s) for the provision of Municipal Capital Facilities for Affordable Housing by the Town of Tillsonburg Non-Profit Housing 2008 Corporation in the Town of Tillsonburg.

RESOLUTION NO. 22:

Moved by: Donald Doan

Seconded by: Kenn. R. Howling

That the following By-laws be now read a first and second time: No. 5099-2009, No. 5100-2009, No. 5101-2009, No. 5102-2009, No. 5103-2009 and No. 5104-2009.

DISPOSITION: Motion Carried

RESOLUTION NO. 23:

Moved by: Donald Doan

Seconded by: Kenn. R. Howling

That the following By-laws be now given third and final reading: No. 5099-2009, No. 5100-2009, No. 5101-2009, No. 5102-2009, No. 5103-2009 and No. 5104-2009.

DISPOSITION: Motion Carried

Councillor Lupton presents a gift to the Warden's office being a recently published book on the history of Embro/West Zorra. She explains that the project has been ongoing for about five years following a pattern that has been established by other Townships throughout the Province. Councillor Lupton gives a brief outline of the research involved in the process and states that there are two more books planned for Zorra in the future. She encourages the other Townships in the County to consider purchasing copies of the books to promote similar projects in their communities. The Warden thanks Councillor Lupton for the gift which will be placed in the Warden's office and expresses his appreciation of the effort put forward through the project.

Councillor Howling advises that the 159th Drumbo Fair will take place this weekend and welcomes everyone to attend.

M. Bragg, C.A.O., advises that he and R. Walton, Director of Public Works, represented the County at visitations on the passing of John Killing, the former C.A.O. of the Township of East Zorra-Tavistock, who passed away on Sunday, September 20<sup>th</sup> at the age of sixty-three. Mr. Killing served the Township of East Zorra-Tavistock for thirty plus years.

16. ADJOURNMENT:

Council adjourns its proceedings until the next meeting scheduled for Wednesday, October 14, 2009 at 9:30 a.m.

8:15 p.m.

Minutes adopted on October 14, 2009 by Resolution No. 2

Paul J Holbrough

WARDEN

Brenda J. Tabor

CLERK