

**TOWNSHIP OF SOUTH-WEST OXFORD  
COUNCIL MINUTES  
November 5, 2019**

**MEMBERS PRESENT:** Mayor: David Mayberry  
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5), Craig Gillis (Ward 6)

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Mary Ellen Greb, CAO  
Diane Larder, Treasurer  
Julie Forth, Clerk  
Bill Freeman, Works Superintendent  
Jeff VanRybroeck, Fire Chief  
Adam Prouse, Works Foreman

**CALL MEETING TO ORDER**

The meeting was called to order at 9:00 a.m. by Mayor David Mayberry and a quorum was present.

**MOTION TO ACCEPT AGENDA**

Resolution No. 1 Moved by Paul Buchner  
Seconded by George Way

RESOLVED that the regular meeting agenda for the November 5th, 2019 meeting of council be approved, as amended; it was noted that Site Plan Application SP 4-18-02 submitted by Ellis Morris was mis-labeled on the agenda package.

DISPOSITION: Motion Carried

**DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**MINUTES**

October 15th, 2019 Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard  
Seconded by Peter Ypma



CAO 31-2019: Delegation of Bank Drafts and Transfers

CAO Mary Ellen Greb provided a report to Council to request their permission to assign additional signage responsibilities regarding banking. This is intended to streamline banking requirements and responsibilities in the absence of the Mayor.

Resolution No. 5      Moved by Peter Ypma  
                                    Seconded by George Way

RESOLVED that Council receive Report CAO 31-2019 as information;

AND FURTHER that Council authorize the following delegation of signing authorities for the purpose of cheques, bank drafts and bank account transfers noting that two different signatures be required for these transactions:

	Current	Proposed Change
Primary	Mayor (no alt)	Treasurer or CAO
Secondary	CAO or Treasurer	CAO or Treasurer or Payroll/ Benefits Administrator

DISPOSITION: Motion Carried

CAO 32-2019: South-West Oxford/Ingersoll Proposed Annexation - Draft Summary

CAO Mary Ellen Greb provided a report to Council to provide them with a high-level summary of the proposed boundary adjustment with the Town of Ingersoll. Discussion took place regarding the road allowance south of the 401, which is also the proposed location of a future Rogers Communication tower. It was agreed that a report would be brought forward to Council to change this property from a road allowance to a parcel owned by the Township.

Council provided additional comments with respect to the ownership of 62 street lights to be transferred to the Town of Ingersoll, to confirm the amount of time that livestock property owners within the boundary adjustment area will have an opportunity to expand without being subject to MDS (Council believed that a period of ten years was agreed to), and that the Town will use

best efforts to ensure energy efficiency of new construction above and beyond the requirements of the Ontario Building Code.

It was also reiterated that the intent of the boundary adjustment is to provide for commercial and industrial development south of the 401, not residential development; however, it is difficult to predict what the future housing demand will be.

Resolution No. 6       Moved by Craig Gillis  
                                      Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive Report CAO 32-2019 as information;

AND FURTHER THAT council provide approval-in-principle of the proposed annexation details contained in this report.

DISPOSITION: Motion Carried

**APPOINTMENTS**

*9:20 a.m. - Kristen Ralph, Big Brothers and Big Sisters of Oxford county - 2020 Grant Application*

Kristen Ralph, on behalf of Big Brothers and Big Sisters of Oxford County presented their 2020 grant request to the Township. She commented on the merging of the Tillsonburg, Ingersoll and Woodstock Big Brothers and Big Sisters organizations in the County. The organization would like to expand into the rural communities more. She also commented on the goal of the organization to review and measure various personal assets of participants so that programming, and the mentoring process, can be planned accordingly. Kristen also commented that the organization would like to try to increase the support that is provided to children in South-West Oxford by 10%.

In response to an inquiry from Council, Kristen advised that applications also come in through referrals. There are currently 115 children on the wait list to be matched, 14 children are from the Township. Their 2020 grant request submitted to the Township is for \$3,500.

*9:30 a.m. - Maureen Vandenberghe, Multi-Service Centre - 2020 Grant Application*

Maureen Vandenberghe, on behalf of the Multi-Service Centre in Tillsonburg, thanked Council for their continued support and presented the organization's

2020 grant request in the amount of \$1,441. She advised Council that this request is based on the percentage of clients served by the organization that are from within South-West Oxford. The Multi-Service Centre provides services to literacy students, employment services, home support services and transportation services.

In response to an inquiry from Council, Maureen advised that the Multi-Service Centre has approximately 80 employees and about half of them are personal support workers. Maureen also commented on the data with respect to education levels within Oxford County and surrounding rural communities with respect to literacy and education levels.

*9:40 a.m. – Darlene Julian and Darlene Graham, Beachville Legion - 2020 Grant Application*

Darlene Julian and Darlene Graham, on behalf of Beachville Legion Branch 495, presented their 2020 grant request to the Township. They noted that the Legion is seeking grant funds to assist them with the maintenance of their aging building in Beachville to make it a more efficient facility.

In response to an inquiry from Council, Darlene advised that the Beachville Legion has 113 members; membership costs \$50 per year.

*9:50 a.m. - Shonna Ward, Oxford County 4-H Association - 2020 Grant Application*

Shonna Ward, on behalf of the Oxford County 4-H Association, presented the organization's 2020 grant request to Council. She advised that there are over 200 members in Oxford County, with clubs in Mt. Elgin, Ingersoll, Embro and Thamesford. She also commented on some of the organizations annual activities including the Jakeman's pancake house fundraiser and tree planting initiatives.

It was noted that the Dereham Centre group has been meeting for over 35 years, and that the Township gives the group the use of the hall at no cost.

*10:10 a.m. - Kathy Geltink & Trevor Finkenzeller, Salford Community Hall - 2020 Grant Application*

Kathy Geltink and Trevor Finkenzeller, on behalf of the Salford Community Hall, presented their 2020 grant request to Council. They commented on all the work that has been completed at the hall over the last couple of years and the committee's efforts to keep the hall looking good. Trevor noted that their expenses are higher than anticipated, and that planned upgrades to the chair and bar room at the hall will not be completed until after the Christmas rush.

The hall is currently booked every weekend from now until the end of January. In 2019, the hall had approximately 300 rentals.

*10:20 a.m. - Development Planner Adam Ager - Site Plan Application SP 4-18-02 Ellis Morris – 383747 Salford Road*

Development Planner Adam Ager explained that the purpose of the application for site plan approval is to facilitate the construction of a cheese and dairy processing operation on the subject property. The subject property is described as Part Lots 17 & 18, Concession 1 (Dereham) in the Township of South-West Oxford. The lands are located on the north side of Salford Road, west of the Village of Salford and are municipally known as 383747 Salford Road in the Township of South-West Oxford.

The proposed building will comprise approximately 836 m<sup>2</sup> (9,000 ft<sup>2</sup>), and will be located toward the west portion of the subject property west of the existing single detached dwelling on the subject lands.

It was noted that matters initially raised by Township of South-West Oxford Fire Chief, Township Works Superintendent and Chief Building Official regarding fire suppression and turning circles within the property have been addressed through multiple revisions. Township staff have commented that they have no objections or concerns with the site plan and are in support of the site plan and proposed development on the subject lands. Planning staff are recommending approval of the application, as all concerns identified through the circulation process have been satisfactorily addressed.

Applicant Ellis Morris commented that he is support of planning staff's recommendations. There were no comments or questions from Council in relation to the application.

In response to an inquiry from Council, Mr. Morris advised that they are not currently milking sheep at the property now, there is milk coming to them from five farms for processing; the facility is strictly for sheep and goat milk. He also advised Council that they hope to work up to employing approximately ten people within the next five years, depending on how fast they grow.

Resolution No. 7      Moved by Valerie Durston  
                                    Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford direct staff to approve Site Plan Application SP 4-18-02 submitted by Ellis Morris, for lands described as Part Lot 17 & 18, Concession 1 (Dereham), in the Township of South West Oxford, to facilitate the construction of a cheese and dairy

processing operation on the subject property.

DISPOSITION: Motion Carried

*\* Council took a break for ten minutes at 10:30 a.m.*

*10:40 a.m. - Stephanie Radu, Beachville Museum - 2020 Budget Presentation*

Beachville Museum Curator, Stephanie Radu, presented the Beachville Museum's draft 2020 budget to Council. She reviewed the financial statements of 2019 and comments on planning capital project for 2020 including the second portion of the porch renovation, an air conditioner and construction of a pavilion. She advised Council that the museum received a bequest in the amount of \$75,000 in 2019 which will be allocated towards capital projects. The main changed outlined for 2020 is the additional expense for a groundskeeper.

*Beachville Museum - Investing in Canada Infrastructure Program*

Stephanie Radu advised Council that other capital project planned for the Beachville Museum include resurfacing of the barn floors for storage, basement parking and an HVAC system for the barns. She requested Council's support to partner with the museum on an application to the Investing in Canada Infrastructure Program to support some of these capital projects.

Resolution No. 8      Moved by Peter Ypma  
                                    Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford gives their support of the Beachville Museum capital projects for potential ICIP funding (parking old basement, resurfacing Barn #1 floor, HVAC for barns, improving collections storage) and that the related application to the Investing in Canada Infrastructure Program be in partnership with the Beachville District Museum and the Township of South-West Oxford.

DISPOSITION: Motion Carried

**STAFF REPORTS (continued)**

**CL 52-2019: South-West Oxford/Woodstock Boundary Adjustment**

CAO Mary Ellen Greb reviewed report CL 52-2019 regarding the South-West Oxford Boundary Adjustment. She noted that the Township's solicitor and the City of Woodstock have reviewed and provided comment on the draft agreements presented to Council for consideration.

Resolution No. 9      Moved by Jim Pickard  
                                  Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 52-2019: South-West Oxford/Woodstock Boundary Adjustment for information;

AND FURTHER THAT Council approve the Boundary Adjustment Agreement between the Corporation of the Township of South-West Oxford and the City of Woodstock and the County of Oxford;

AND FURTHER THAT the necessary By-law be read in order to authorize the Mayor and Clerk to execute the Agreement;

AND FURTHER THAT upon execution of the Agreement and all other necessary documentation by all three municipalities, that the Woodstock City Clerk be authorized and directed to forward the required information and restructuring proposal to the Ministry of Municipal Affairs.

*Discussion on the motion:*

Discussion took place regarding the provision contained within the agreement related to water and wastewater connection. It was noted that the agreement states and connection will be required within five years of the services becoming available. The services will not be available as of the date of the agreement.

It was also noted that this matter came up during the public meeting. It was suggested that with aging septic and wells in the area, connection to municipal water may be a more cost-effective option in the future and



may positively impact property values.

Mayor Mayberry commented that the water system in Woodstock is the cheapest in the County.

DISPOSITION: Motion Carried

FC 14-2019: Fire Department Quarterly Update (Q3)

Fire Chief Jeff VanRybroeck provided Council with a report to provide them with a quarterly update regarding the Fire & Emergency Department. In response to an inquiry from Councillor Ypma, Chief VanRybroeck explained that averages of all firefighters are included in training numbers. Some members attend more training than is required, which will bring the numbers up slightly. Members are also given the opportunity to attend training at any station if they need to make up a session.

In response to an inquiry from Councillor Way, Chief VanRybroeck explained that "other" calls include carbon monoxide calls or false alarms. The categories are based on how they are tracked and reported to the Office of the Fire Marshall.

Discussion took place regarding Hwy 401 response and how this will be impacted as a result of the South-West Oxford/Ingersoll boundary adjustment. Chief VanRybroeck advised that Township responds to approximately 40 calls each year within the proposed boundary adjustment area of Hwy 401. The Town of Ingersoll has indicated that they will be able to take over this portion of the 401 when the boundary adjustment is finalized. This will impact call volume for Mt. Elgin and Beachville stations.

In response to an inquiry from Mayor Mayberry, Chief VanRybroeck advised there are currently two positions open in Brownsville and one in Mt. Elgin. When these positions are filled, the stations will be at full compliment.

Resolution No. 10      Moved by Craig Gillis  
                                    Seconded by George Way

RESOLVED that Council receive Report No. FC 14-2019 as information.

DISPOSITION: Motion Carried

FC 15-2019: 2020 Strategic Planning Initiatives

Fire Chief Jeff VanRybroeck provided Council with a report to provide them with information associated with the initiatives being proposed in the 2020 budget as they are associated with the strategic plan.

In response to an inquiry from Councillor Ypma, Chief VanRybroeck advised that hose replacement was not completed in 2019 due to budget constraints. He anticipates that a full 25% of hose replacement will be completed in 2020, as set out in the strategic plan. Hoses are tested annually and are on a 10-12 year replacement cycle based on manufacturer recommendations.

In response to an inquiry from Councillor Gillis, it was noted that the strategic plan indicates that a study will be conducted to determine if there is a need for the Township to provide high angle rescue or whether or not there are partnership opportunities from neighbouring municipalities should this be required. Chief VanRybroeck advised that a committee will be formed to further research the details and necessity of this.

Council provided direction that identification for the new Beachville Fire Station be included in the 2020 budget.

Resolution No. 11      Moved by Peter Ypma  
                                    Seconded by Jim Pickard

RESOLVED that Council receive Report No. F.C. 15-2019 as information;

AND FURTHER RESOLVED that Council approve the addition of the initiatives outlined in this report as part of the 2020 budget process for consideration.

DISPOSITION: Motion Carried

FC 16-2019: Former Station #3 Status Update

Fire Chief Jeff VanRybroeck provided Council with information associated with the status of former Station #3 located in Beachville. He advised that the plan was to remove the old fire hall once the new hall was completed. However, there has been some discussion among the members to use the facility for training purposes. It will cost approximately \$4,000 annually to keep the building. The Township Works Department has estimated the cost to remove the building at \$5,000.

Chief VanRybroeck advised that the new fire hall incorporated some additional features for training purposes, including larger bays, ladder and

window access and anchor points for general rescuer/rope training. The Township also has the option of renting the Town of Ingersoll's training facilities for live fire and survival training.

Discussion took place regarding the possibility of selling the former facility. It was noted that with Council's support, staff will look into the best options for removal.

Resolution No. 12      Moved by Jim Pickard  
                                    Seconded by Craig Gillis

RESOLVED that Council receive Report No. F.C. 16-2019 as information;

AND FURTHER THAT Council provide direction to staff to look at options of selling or removal of the former fire station #3.

DISPOSITION: Motion Carried

WD 06-2019: Maintenance Costs Loose Top vs Hard Top

Works Foreman Adam Prouse provided a report to Council to provide them with an overview of the road maintenance cost comparison of loose top roads versus hard top roads. It is approximately \$637.08 more annually to maintain one km of loose top road.

Councillor Ypma commented that for comparison purposes it would also be helpful to see the cost of building each type of road and that he would like to see more hard top roads.

Resolution No. 13      Moved by George Way  
                                    Seconded by Craig Gillis

RESOLVED that Council receive report WD 6-2019 as information.

DISPOSITION: Motion Carried

CL 50-2019: Request for Special Occasion Permit (Event of Municipal Significance) from Urban Wheel at Sundown

Clerk Julie Forth provided Council with a report to bring forward a request for a special occasion permit for Council's consideration that has been received by Urban Wheel at Sundown. Councillor Ypma expressed concern with respect to parking at this location for the number of attendees expected. He

also questioned how the service of alcohol will be monitored to ensure that patrons only receive one complimentary beverage. Ms. Forth advised that she would follow up with the property owners in relation to these concerns.

Resolution No. 14      Moved by Valerie Durston  
  Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 50-2019 Request for Special Occasion Permit (Event of Municipal Significance) from Urban Wheel at Sundown as information;

AND FURTHER THAT Council designate the event to be hosted by Urban Wheel at Sundown on December 5th, 2019 from 5:00 p.m. to 10:00 p.m. as an event of municipal significance and express the Township's support of their application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.

DISPOSITION: Motion Carried

CL 51-2019: Draft Environment and Energy Innovation Committee Terms of Reference

Clerk Julie Forth provided Council with a report to bring forward draft terms of reference for the combined Environment and Energy Innovation Committee for Council's consideration. Council requested that the Terms of Reference also be amended to include reference to Oxford County's goal of zero waste by 2025.

Resolution No. 15      Moved by Peter Ypma  
  Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 51-2019 Draft Environment and Energy Innovation Committee Terms of Reference as information;

AND FURTHER THAT Council approve the Draft Environment and Energy Innovation Committee Terms of Reference attached to report CL 51-2019 as Appendix A, as amended.

DISPOSITION: Motion Carried



Fire Pay #10	\$12,149.99
Council Pay #10	\$6,442.88
TOTAL	\$305,078.73

DISPOSITION: Motion Carried

**INFORMATION ITEMS & CORRESPONDENCE**

#142 - Town of Kingsville Resolution re: Local Health Care Services

#143 - Township of Schreiber Resolution re: Library Funding

#144 - Town of Ingersoll Resolution re: Conservation Authority Funding

Resolution No. 18 Moved by Peter Ypma  
Seconded by Valerie Durston

RESOLVED that information and correspondence items #142 to #144 inclusive be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

**BY-LAWS AND AGREEMENTS**

- By-Law No. 84-2019 - To authorize the execution of an agreement (SWOX/Woodstock Boundary Adjustment)
- By-Law No. 85-2019 - To appoint Works Superintendent for the Township (Adam Prouse)

Resolution No. 19 Moved by Jim Pickard  
Seconded by Craig Gillis

RESOLVED that the following By-laws be introduced and that they be read a first and second time:

- By-Law No. 84-2019 being a by-law to authorize the execution of an agreement between the Township of South-West Oxford and the City of Woodstock for a boundary adjustment;
- By-law No. 85-2019 being a by-law to appoint a Works Superintendent for the Township (Adam Prouse)

DISPOSITION: Motion Carried

Resolution No. 20 Moved by Jim Pickard  
Seconded by Valerie Durston

RESOLVED that By-laws 84-2019 to 85-2019 inclusive, be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-law and affix the corporate seal.

DISPOSITION: Motion Carried

Mayor Mayberry thanked Works Foreman Adam Prouse for taking on the role of Works Superintendent. He stated that he believes that Adam's knowledge of the community will be a benefit to the Township and that the role will be a good fit for him.

### **COMMITTEES**

- West Oxford Meeting Minutes - August 20th, 2019

Resolution No. 21 Moved by Paul Buchner  
Seconded by Craig Gillis

RESOLVED that Council receive the minutes of the West Oxford Committee meeting of August 20<sup>th</sup>, 2019 for information.

DISPOSITION: Motion Carried

### **STRATEGIC PLANNING**

### **NEW BUSINESS**

### **CLOSED SESSION**

### **COUNCIL ROUND TABLE**

*Council members shared updates from their respective wards and community involvement. The Salford Community Centre Bazaar will be coming up in November. Councillor Gillis commented on brush near the community mailbox in the Dorland subdivision which needs to be trimmed. Beachville Museum paving is scheduled to be completed this week.*

**CONFIRMATORY BY-LAW**

By-Law No. 86-2019 - To confirm all actions and proceedings of Council (November 5th, 2019)

Resolution No. 22 Moved by Paul Buchner  
Seconded by George Way

RESOLVED that By-law 86-2019 being a By-law to confirm the proceedings of Council held Tuesday, November 5<sup>th</sup>, 2019 be read a first, second and third time this 5<sup>th</sup> day of November, 2019.

AND FURTHER THAT the Mayor and Clerk are hereby authorized to sign the By-law and affix the corporate seal.

DISPOSITION: Motion Carried

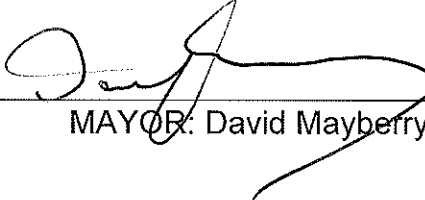
**ADJOURNMENT**

Resolution No. 23 Moved by Peter Ypma  
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 12:05 p.m. to meet again in Special Session on Tuesday, November 12<sup>th</sup>, 2019 at 9:00 a.m.

DISPOSITION: Motion Carried

  
CLERK: Julie Forth

  
MAYOR: David Mayberry





**Sign-In Sheet**  
 Regular Council Meeting  
 November 5<sup>th</sup>, 2019 at 9:00 a.m.

Name (Please Print)	Address &/or Email	Reason for Attendance (i.e. Delegation/ Minor Variance/ Zoning/ Drain Consideration/ Court of Revision)	Sign me up for the Township's eNewsletter Yes or No (please include email)
Kellis Honnis	383747 Salford Rd	Delegation	
Shanna Ward.	885313 Oxford Rd Woodstock N4S 7L2	Delegation	
STEPHANIE RADU	584367 BEACHVILLE RD. BEACHVILLE	DELEGATION BDMUSEUM	
Tearr Finkenzeller	383619 Salford Rd Salford	Salford Hall Grants	
Kathy Gelfink	383819 Salford Rd Salford	Salford Hall Grants	

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