Township of South-West Oxford Council Minutes

June 4, 2024

Mayor David Mayberry, Paul

Buchner (Ward 1), Peter Ypma

Mayor:
Councillors: (Ward 2), Valerie Durston (Ward 3),

George Way (Ward 4), Jim Pickard

(Ward 5), Craig Gillis (Ward 6)

Members Absent. None.

Mary Ellen Greb, CAO/Deputy Clerk Julie Middleton, Clerk/Deputy CAO

Brooke Crane, Treasurer

Staff Present: Howard Leaver, Chief Building Official

Spencer McDonald, Development Planner Nicole Chambers, Records Management Co-

ordinator/Clerk's Assistant

Call Meeting to Order

Members Present:

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 Jim Pickard

Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the June 4th, 2024 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

May 21st, 2024 - Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way

Seconded by Paul Buchner

RESOLVED that the regular minutes of the May 21st, 2024 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 24-2024: Business Arising from the Minutes of May 21st, 2024

Clerk Julie Middleton provided Council with a report to provide them with an overview for Council of the staff actions arising from the minutes of the last Council meeting.

Resolution No. 3 Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 24-2024: Business Arising from the Minutes of May 21st, 2024

as information.

DISPOSITION: Motion Carried

Staff Reports

CAO 14-2024: Proposed Facilities Maintenance Technician - New Full-Time Staff Position

Chief Administrative Officer Mary Ellen Greb provided Council with a report to bring forward the final draft of the job description for a facilities maintenance technician (non-management position) for Council's discussion and approval.

Councillor Pickard spoke in support of the proposed new position. It was questioned if this individual will be responsible for garbage and recycling pick-up at the Township Halls. CAO Greb stated that the involvement of the staff person will depend on the needs of the hall and park boards. Councillor Durston noted that a similar discussion has taken place at recent Hilltop Park meetings. It was stated that garbage and recycling collection is needed support for Township halls and parks.

Resolution No. 4 Moved by Valerie Durston Seconded by Peter Ypma

RESOLVED that Report CAO 14-2024 be received as information:

AND FURTHER THAT the draft job description for the Facilities Maintenance Technician with a Township pay grid Grade 5 classification be approved;

AND FURTHER that the Township organizational chart be amended to incorporate the new position.

DISPOSITION: Motion Carried

Appointments

9:05 a.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-24-07 submitted by Mount Elgin Pork Assembly Plant Ltd. for property located at 323963 Mount Elgin Road

Resolution No. 5 Moved by Peter Ypma

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider zone change application ZN 4-24-07 submitted by Mount Elgin Pork Assembly Plant Ltd. for property located at 323963 Mount Elgin Road.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the application for zone change proposes to amend the existing 'Agri-Business Zone (AB)' affecting the subject lands to permit an indoor/outdoor storage use. The applicant is proposing to utilize the outdoor areas for RV parking and the existing warehouse building for indoor storage of both agricultural and non-agricultural equipment and items.

The subject property is described as Lot 13, Concession 4, (Dereham) Township of South-West Oxford. The lands are located on the north side of Mount Elgin Road, between Plank Line and Dereham Line and are municipally known as 323963 Mount Elgin Road, Township of South-West Oxford. The subject property includes an existing warehouse building but is otherwise vacant (gravel yards with some grass areas). No new buildings or structures are proposed as part of this application, and it is proposed that spaces available for storing RVs and other implements would be delineated on the site. It is proposed that the entirety of the subject property, approximately 2 ha (5 ac) would be rezoned to 'AB-sp' to recognize the storage business proposed.

Mr. McDonald advised that there were no comments received as a result of circulation of the application.

Planning staff are of the opinion that the proposal is generally consistent with the Provincial Policy Statement and maintains the general intent and purpose of the Official Plan regarding agriculture-related uses.

Questions from Council:

None.

Comments from the Applicant:

Matt Prouse, applicant, thanked Council for considering the application and supporting the expansion of their business. He spoke in support of planning staff's recommendation contained within the report.

Comments from Members of the Public:

No member of the public spoke in support of or opposed to the application.

In response to an inquiry from Councillor Ypma, Mr. Prouse advised that he has no intention of consolidating the two parcels at this time. There is another business operated by Mr. Prouse immediately to the west of the subject lands.

It was noted that there may be property tax implications as a result of the rezoning and changed use of the lands.

Resolution No. 6 Moved by Paul Buchner

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 9:12 a.m.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by Peter Ypma Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford approve the zone change application submitted by Mount Elgin Pork Assembly Yard Ltd., whereby the lands described as Lot 13, Concession 4, (Dereham), Township of South-West Oxford are to be rezoned from 'Agri-Business Zone (AB)' to 'Special Agri-Business Zone (AB-22)' to permit a storage use (both agricultural and non-

agricultural storage) on the subject lands as described in Report No CP 2024-182.

DISPOSITION: Motion Carried

Accounts Payable Report

June 4th, 2024 - Accounts Payable Report

Resolution No. 8 Moved by Paul Buchner

Seconded by George Way

RESOLVED that the following Accounts be approved

for payment:

Accounts Payable for

May 19th to June 1st, \$487,667.50

2024

Bi-Weekly Payroll #11 \$50.572.94 \$31,864.65 Fire Pay #5 Council Pav #5 \$8.524.58 Total: \$578,629.67

DISPOSITION: Motion Carried

Appointments (continued)

9:15 a.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-24-08 submitted by Jim Kroesbergen for property located at 333020 Plank Line

Resolution No. 9 Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider zone change application ZN 4-24-08 submitted by Jim Kroesbergen for property located at

333020 Plank Line.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the application for zone change proposes to amend the provisions of the 'A2' Zone to permit a garden suite as a temporary use for a period of up to twenty (20) years. The proposed garden suite will be approximately 89 m2 (960 ft2) in size.

The subject lands consist of approximately 19.8 ha (49 ac), are in agricultural production (cash crops) and contain a single detached dwelling (c. 1996) of approximately 164 m2 (1,765 ft2) in size, a drive shed, a detached garage, a bank barn and a manure storage facility. The subject lands are located approximately 1 km south of the Village of Mount Elgin, on the east side of Plank Line. Surrounding land uses are predominantly agricultural.

Staff received comment from Long Point Region Conservation Authority in response to circulation of the application in relation to surrounding floodplain. However, the LPRCA has stated no further concerns with the application.

Planning staff are supportive of the application as the proposal is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan with respect to accessory residential uses in agricultural areas.

Questions from Council:

It was questioned why the applicant decided to apply for a garden suite vs. an additional residential unit (ARU). Mr. McDonald advised Council that garden suites are lower cost than an ARU, and the temporary use meets the property owner's needs at this time.

Comments from the Applicant:

Jim Kroesbergen, applicant, commented that he intends to move the garden suite towards the front property line slightly for space for the septic system to service the garden suite. Chief Building Official Howard Leaver noted no concerns in relation to the placement of the mobile home on the subject lands.

Comments from Members of the Public:

No member of the public spoke in support of or opposed to the application.

It was noted that an inspection will be required once the mobile home has been installed (connection to water and septic, smoke alarms and carbon monoxide detector) by the Township's Chief Building Official and the Fire Chief.

Resolution No. 10 Moved by Jim Pickard Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 9:21 a.m.

DISPOSITION: Motion Carried

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

RESOLVED that the Council of the Township of South-West Oxford approve the zone change application submitted by Jim Kroesbergen, whereby the lands described as Part Lot 8 & 9, Concession 6 (Dereham), Township of South-West Oxford are rezoned to 'A2-49' with special provision to permit a garden suite on the subject property as a temporary use for a twenty (20) year period.

DISPOSITION: Motion Carried

Agenda Items and Correspondence

#118 - Notice of Adoption, Elgin County Official Plan

#119 - SWOX County Council Report - May, 2024

#120 - Ontario West Municipal Conference

#121 - Oxford County Report PW 2024-23 - Curbside Waste Collection Program

Councillor Ypma questioned why the County is looking for a seven-year contract for waste collection services with the changes coming in relation to producer responsibility recycling. Mayor Mayberry explained that the optimal lifetime of a garbage truck is seven years. He stated that there will likely be a transition period during the transfer to producer responsibility recycling.

Resolution No. 12 Moved by George Way Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford received agenda and correspondence items #118 to #121 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Information Items & Correspondence

#122 - Town of Plympton-Wyoming Resolution re: ERO Posting 019-8369 on the proposed Planning Act, City of Toronto Act, and Municipal Act changes proposed through Bill 185

#123 - Township of East Zorra-Tavistock Resolution re: supporting the Municipality of Huron Shores - Request to Resume Assessment Cycle

#124 - City of Belleville Resolution re: Motion to Support Family Doctors

Resolution No. 13 Moved by Jim Pickard Seconded by Paul Buchner

RESOLVED that the information and correspondence items #122 to #124 inclusive be received as information and that they be noted and filed.

DISPOSITION: Motion Carried

Appointments (continued)

9:30 a.m. - Final Statutory Public Meeting - Development Charges (opportunity for final input from members of the public)

Resolution No. 14 Moved by Paul Buchner Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into public meeting for final consideration of the proposed changes to the Township's Development Charges By-law.

DISPOSITION: Motion Carried

Members of the public were given a final opportunity to make comments in relation to proposed amendments to the Township's Development Charges By-law. No member of the public spoke in support of or opposed to the proposed amendments.

Resolution No. 15 Moved by Jim Pickard Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session.

DISPOSITION: Motion Carried

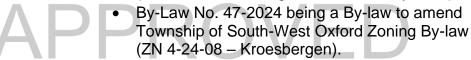
By-laws and Agreements

- By-Law No. 45-2024 To amend the Township of South-West Oxford Site Plan Control By-law (fees)
- By-Law No. 46-2024 To amend Township of South-West Oxford Zoning By-law (ZN 4-24-07 - Mt. Elgin Pork Assembly Yard)
- By-Law No. 47-2024 To amend Township of South-West Oxford Zoning By-law (ZN 4-24-08 - Kroesbergen)

Resolution No. 16 Moved by Peter Ypma Seconded by Valerie Durston

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

- By-Law No. 45-2024 being a by-law to amend the Township of South-West Oxford Site Plan Control By-law (fees);
- By-Law No. 46-2024 being a by-law to amend Township of South-West Oxford Zoning By-law (ZN 4-24-07 - Mt. Elgin Pork Assembly Yard);



DISPOSITION: Motion Carried

Resolution No. 17 Moved by Craig Gillis Seconded by Jim Pickard

RESOLVED that By-Laws No. 45-2024 to 47-2024 inclusive be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-Laws and affix the corporate seal.

DISPOSITION: Motion Carried

Committees

Salford Hall Board Meeting Minutes

Resolution No. 18 Moved by Valerie Durston Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive the Salford Hall Board meting minutes of April and May, 2024 as information.

DISPOSITION: Motion Carried

Discussion Items

SWOX Explore Fiber Installation

Discussion took place in relation to installation of fiber internet services on Hawkins Road and the fact that Hawkins Road is scheduled to be reconstructed. The installation of broadband service will continue as planned this year.

It was also noted that the Township has not received any response to the letter sent to the Ministry of Infrastructure in relation to broadband internet funding in the Township. Mayor David Mayberry intends to send another letter to follow up if the Township does not receive a response within the next week to ten days.

Makkink's Flower Farm – Municipal Information Letter

Resolution No. 19 Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to sign the Municipal Information Letter for liquor sales at Makkink's Flower Farm and return the signed form to Mrs. Makkink for her application to the AGCO.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. The first car show of the season took place at the end of May at the Beachville District Museum – this was very successful and a well attended event. Beachville Fire Fighters Association breakfast took place this past Sunday – it was also very well attended. Museum board meeting is coming up next week. Brownsville Hall Board meeting is scheduled for next Wednesday. Foldens Hall Board meeting will take place next Tuesday. Sweaburg Lions Fish Fry will take place this Saturday. Fundraising for the Pickleball Court in Sweaburg has gone really well and the committee hopes to start this project in June. The Mount Elgin Community Information Night went very well last Friday. ROEDC 10th Anniversary Banquet took place last week and many

South-West Oxford residents and businesses took home awards. Tillsonburg Minor Ball is renting the Mount Elgin ball diamond for the season and the canteen is open for the season. Mount Elgin Parks and Recreation has requested staff's assistance in collecting public input into the design of the new Mount Elgin Park in Phase 6 of the Mount Elgin development. Dereham Centre BBQ will take place on Tuesday, June 18th at 5:00 p.m. Salford Hall Board is hosting a fundraising concert on July 13th. The Engage and Inform Committee will meet again tomorrow.

Congratulations to Councillor Jim Pickard on receipt of the community leadership award from the Rural Oxford Economic Development Corporation.

*Council took a five-minute break.

Appointments (continued)

10:00 a.m. - Noise By-law Exemption Request - Wedding in Sweaburg (Saturday, June 15th, 2024)

<u>CL 25-2024: Noise By-law Exemption Request - Jane Vollmershausen and Peter Keith (Sweaburg)</u>

Clerk Julie Middleton provided Council with a report to present Council with a request received from Jane Vollmershausen and Peter Keith for an exemption to the Township's Noise By-law to permit the amplification of sound for an outdoor wedding scheduled to take place on Saturday, June 15th, 2024 in Sweaburg.

She advised Council that following the writing of the report, she was in receipt of an email from a neighbouring property owner. They expressed concerns in relation to noise after 11:00 p.m. and where guests will park. She noted that in the past Council has approved similar by-law exemptions until 12:00 midnight. Many of the guests are from within the area which will limit the amount of parking required on the streets.

Resolution No. 20 Moved by Jim Pickard Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 25-2024: Noise By-law Exemption Request - Jane Vollmershausen and Peter Keith (Sweaburg) as information;

AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise Bylaw No. 49-2021 for an outdoor wedding scheduled to take place on Saturday, June 15th at homes located

at 23 and 27 Lisas Ave., Sweaburg from Saturday, June 15th until 12:30 a.m. on Sunday, June 16th;

AND FURTHER THAT Council provide direction to staff to notify enforcement staff and the OPP of the noise by-law exemption approved by Council.

DISPOSITION: Motion Carried

Confirmatory By-law

By-Law No. 48-2024 - To confirm all actions and proceedings of Council (June 4th, 2024)

Resolution No. 21

Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that By-law 48-2024 being a By-law to confirm the proceedings of Council held Tuesday, June 4th, 2024 be read a first, second and third time this 4th day of June, 2024.

AF

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. 22 Moved by Jim Pickard Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 10:09 a.m. to meet again on Tuesday, June 18th, 2024 at 6:30 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton MAYOR: David Mayberry

This document is available in alternate formats upon request.