Township of South-West Oxford Council Minutes

June 18, 2024

Mayor David Mayberry, Paul

Buchner (Ward 1), Peter Ypma

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

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: Paul Groeneveld, Fire Chief (via Zoom)

Howard Leaver, Chief Building Official

Nicole Chambers, Records Management Co-

ordinator/Clerk's Assistant

Call Meeting to Order

The meeting was called to order by Mayor David Mayberry and a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the June 18th, 2024 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

<u>Minutes</u>

June 4th, 2024 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard

Seconded by George Way

RESOLVED that the regular minutes of the June 4th, 2024 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 26-2024: Business Arising from the Minutes of June 4th, 2024

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

Resolution No. 3 Moved by Valerie Durston Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive report CL 26-2024: Business Arising from the Minutes of June 4th, 2024

as information.

DISPOSITION: Motion Carried

Appointments

6:35 p.m. - Conor Brennan, Township Asset Management Plan - FIN 02-2024: Strategic Asset Management Policy and 2024 Asset Management Plan

Conor Brennan, Capital Planning Analyst, provided Council with a presentation regarding the Township's proposed Asset Management Plan and related policy. The replacement value of the Township's assets (excluding natural assets) is \$197.0 million as identified throughout the various AMP appendices. Of the replacement value, 59% is related to transportation services; 12% to bridges and culverts; 7% to facilities; 8% to the fire department, 3% to fleet and equipment with the remaining 11% related to recreation services. A sound financial plan demonstrates that the Township has integrated the AMP into financial planning and budgets, and that it has utilized all available funding tools. Using the anticipated 10-year lifecycle needs, along with the current investment level, the Township is able to determine if there is an anticipated funding deficit or surplus for each service area. Mr. Brennan reviewed the asset management plan required in accordance with O.Reg 588/17 and the asset management plan outcomes by service area as follows:

- Bridges and Culverts 10-year projected funding deficit of approximately \$3.3 million;
- Transportation Services 10-year projected funding deficit of approximately \$0.8 million;

- Fire Department 10-year projected funding deficit of approximately \$0.9 million;
- Recreation 10-year projected funding deficit of approximately \$0.02million;
- Facilities 10-year projected funding deficit of approximately \$0.2 million:
- Fleet and Equipment 10-year projected funding deficit of approximately \$0.6 million – the increased cost of fleet for public works services and fire services over the last several years has been a challenge in this area;
- He advised Council that the annual funding requirement will be reviewed with each budget cycle.

In response to an inquiry from Councillor Pickard, Mr. Brennan advised that staff maintain a database of all Township assets in the Citywide, including information in relation to the condition of the asset. This tool will be utilized going forward for reporting and budgeting processes.

Discussion took place regarding capital bridge projects planned over the next few years (Domtar, Ebenezer 1 and Zenda 2). It was discussed that projects and plan may change based on Township priorities and the budget process.

With respect to next steps, Mr. Brennan advised that public consultation and engagement in relation to levels of service will be completed over the next year. Natural assets will be added to the plan, and staff will conduct a review of data gaps to be included in the plan as well.

Mayor David Mayberry commented on funding an asset vs. borrowing and questioned if there is a particular balance for Council to strive for. Mr. Brennan stated that one area that is recommended for improvement is to include reserve target balances for the Township – assets should not be funded 100% through reserves alone. The plan is very detailed and looks at the whole picture of Township assets and not any one particular asset as replacement is needed – the Township has operated this way in the past. Consolidating reserve accounts into service areas may be beneficial and something for Council to consider.

Mr. Brennan advised Council that 2.5% annual inflation has been used for the development of the asset management plan.

Resolution No. 4 Moved by Craig Gillis Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve the Strategic Asset

Management Policy 2.0-2024 as attached, and adopt the amended policy;

AND FURTHER THAT the "2024 Asset Management Plan" as attached be adopted.

Discussion on the motion:

It was noted that the report suggests that Council allocate approximately one million dollars annually into reserves – Councillor Pickard questioned if approval of the asset management plan is a commitment to this. CAO Mary Ellen Greb advised Council that the report brings these needs to Council's attention, however approval of the plan is not a commitment. The Township's asset management plan is a continually evolving document and amendments will be made based on Council direction moving forward particularly in relation to levels of services that Council wants to provide. This review will take place over the next several years.

DISPOSITION: Motion Carried

Staff Reports

CAO 16-2024: Covid-19 2023 Final Expenses

Chief Administrative Officer Mary Ellen Greb provided Council with a report to provide them with a final 2023 update of the financial impacts of the Covid-19 pandemic to the Township of South-West Oxford. She noted a correction on the second last page of the report in relation to remaining funds available – this should read \$134,844.12 with the total available being \$132,099.69. She commented on how these funds may be used moving forward. In relation to virtual meetings, equipment purchased for this purpose would qualify for this funding.

Discussion took place regarding the amount of funds currently in reserves, and it was noted that other items may come up in the future in relation to pandemic that the Township will still need to spend money on.

Resolution No. 5 Moved by Paul Buchner Seconded by Peter Ypma

RESOLVED that the Council of The Township of South-West Oxford receive Report CAO 16-2024 as information;

AND FURTHER THAT the Council approves the transfer of \$2,744.43 from the Covid-19 Reserve in the fiscal year 2023 to cover all Covid-19 related expenses.

DISPOSITION: Motion Carried

<u>CL 27-2024: Establishment of Oxford Rural Detachment Police Services</u> <u>Board</u>

Clerk Julie Middleton provided Council with a report to seek Council's support for the Oxford Rural Detachment Joint Police Services Board and appoint a member to represent the Township of South-West Oxford. Formalizing appointment of the Township's elected representative to the Board is required. She provided a summary for Council in relation to the proposed composition of the joint board and how the community representative will be appointment every two years. Meetings are anticipated to take place during the day, six times each year and rotate between all five rural Oxford municipalities.

Resolution No. 6 Moved by Jim Pickard Seconded by Peter Ypma

Whereas the Province of Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68), which established the Community Safety and Policing Act, 2019 (CSPA, 2019), on March 26, 2019; and

Whereas the Community Safety and Policing Act, 2019 (CSPA, 2019), was proclaimed on April 1, 2024; and

Whereas the Ministry of the Solicitor General has approved the creation of a joint, Oxford Rural Police Services Detachment Board, governing Blandford-Blenheim Township, East Zorra-Tavistock Township, Norwich Township, South-West Oxford Township, Zorra Township; and

Whereas the Oxford Rural Detachment Joint Board must be established and formalized; and

Whereas the Oxford Rural Detachment Joint Board will be composed of an elected official of all participating municipalities, 1 Jointly appointed Community Member and 1 Provincial Appointee;

Now Therefore the Council of the Township of South-West Oxford hereby appoints Mayor David Mayberry to represent the Township of South-West Oxford on the Oxford Rural Detachment Joint Board; and

That an ad-hoc selection committee herein known as the Oxford Rural Detachment Joint Police Services Board Community Appointee Selection Committee, be formed to select and appoint the required community representative to the Joint Board for a two-year period to rotate through the area municipalities in alphabetical order; and

That the same Member of Council appointed to the Oxford Rural Detachment Joint Board be appointed to the Oxford Rural Detachment Joint Board Community Appointee Selection Committee; and

Further that Council supports Blandford-Blenheim advertising for one Community Appointee.

DISPOSITION: Motion Carried

BD 05-2024: May 2024 Building Report

Chief Building Official Howard Leaver provided Council with a report to provide them with the status of the activities in the building department as of the end of May, 2024. He advised that permit numbers were down in May but the collection of permit fees are up. CBO Leaver advised that he will add the total permit fees collected to date in the next report for Council. As of today's date, the total building permit fees collected is \$115,000.

Resolution No. 7 Moved by Craig Gillis Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report BD 05-2024: May 2024 Building Report as information.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#125 - Invitation - UTRCA Lands Strategy Engagement Session June 18

#126 - County of Oxford Development Charges By-law

#127 - Long Point Region Conservation Authority Minutes of May 1, 2024

#128 - City of Woodstock Correspondence re: Boundary Adjustment Agreement Quarterly Payment Update

#129 - Ontario Celebrates \$93 Million Boost to Oxford County Manufacturing

Resolution No. 8 Moved by Peter Ypma

Seconded by George Way

RESOLVED that the Council of the Township of

South-West Oxford receive agenda and

correspondence items #125 to #129 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

June 18th, 2024 - Accounts Payable Report

Resolution No. 9 Moved by George Way

Seconded by Valerie Durston

RESOLVED that the following Accounts be approved

for payment:

Accounts Payable for

June 2nd to June 15th, \$411,692.49

2024

Bi-Weekly Payroll #12 \$49,237.72

Total: \$460,930.21

DISPOSITION: Motion Carried

Information Items & Correspondence

#130 - Township of Larder Lake Resolution re: Asset Retirement Obligation

#131 - Township of Brudenell, Lyndock and Raglan Township Letter of Support re: Jurisdiction of Ontario's Ombudsman

Resolution No. 10 Moved by Paul Buchner Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #130 to #131 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Appointments (continued)

7:55 p.m. - Noise By-law Exemption Request - Oxford Hills Canada Day Event (Monday, July 1st, 2024)
CL 28-2024: Noise By-law Exemption Request - The Oxford Hills - Canada Day

Clerk Julie Middleton provided Council with a report to present them with a request received from The Oxford Hills golf course for an exemption to the Township's Noise By-law to permit the amplification of sound for Canada Day celebrations planned to take place on Monday, July 1st, 2024 at the golf course. She advised that there will be a live band playing outdoors from approximately 5:00 p.m. to 9:20 p.m. Fireworks are also planned as part of the event, taking place between 9:15 p.m. and 9:40 p.m. The band will play the national anthem as the final song of the evening. All parking is expected to be accommodated on site.

Steve Bohner, owner of The Oxford Hills, was in attendance and spoke to the above request.

Resolution No. 11 Moved by Jim Pickard Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 28-2024: Noise By-law Exemption Request - The Oxford Hills -Canada Day as information;

AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise Bylaw No. 49-2021 for outdoor Canada Day celebrations taking place on Monday, July 1st, 2024 from 5:00 p.m.

to 9:45 p.m. at the golf course property located at 324183 Mount Elgin Road;

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

Discussion Items

Addendum to 2024 Development Charges Background Study

CAO Mary Ellen Greb presented the additional information provided to Council in relation to the proposed development charges by-law. She commented on the figures proposed for bunkhouses, and noted that this cost is per bed. Members of Council expressed concern in relation the required amount (\$2,255 per bed).

Appointments (continued)

7:35 p.m. - Bill Dietrich, Dietrich Engineering - Strik Municipal Drain Consideration of the Engineer's Report

DD 04-2024: Strik Municipal Drain 2024 - Consideration of Engineer's Report The purpose of this report is to present to Council the consideration of the Engineer's Report for the Strik Municipal Drain, as authorized pursuant to Section 4 of the Drainage Act.

Drainage Superintendent Daniel Leduc provided Council with a report to present the consideration of the Engineer's Report for the Strik Municipal Drain and introduced the appointed engineer for the project, Bill Dietrich of Dietrich Engineering. Bill Dietrich provided Council with a presentation in relation to the Strik Municipal Drain Engineer's Report, dated April 22, 2024. He advised Council that this project has been ongoing for quite some time now. Mr. Dietrich summarized the requirements of the new drainage system as follows:

- Main Drain (estimated cost \$314,000):
 - A new tile drainage system be constructed from the southerly road limit of Highway 401 adjacent to Lot 3, Concession 2, approximately 1,062 meters downstream to an outlet in the Oxford County Woodchip Bioreactor located on the Oxford County property, located approximately 10 meters South of the southerly road limit of Curry Road in Lot 2, Concession 3.
 - This new tile drainage system includes the installation of 1,062 meters of 300mm to 750mm diameter concrete tile and HDPE pipes.

- The drainage coefficient design standard used for this drain is 38mm of rainfall per 24 hours.
- The storm water management facility and the woodchip bioreactor shall be constructed and maintained by the County of Oxford.
- This new drainage system shall be known as the "Strik Municipal Drain 2024".
- Branch 'A' (estimated cost \$32,000):
 - This new tie drain shall be constructed in Lot 2, Concession 2.
 - The outlet shall be into the Main Drain.
 - This drain shall consist of the installation of 218 meters of 450mm diameter tile.
- Branch 'B' (estimated cost \$21,000):
 - This new tile drain shall be constructed on the R. Moesker property, part Lots 2 and 3, Concession 2.
 - The outlet shall be into the Main Drain.
 - This tile drain shall consist of the installation of 155 meters of 300m diameter concrete field tile.
- Branch 'C' (estimated cost \$51,000):
 - This new tile drain shall be constructed on the J. & M. McIntyre property, part Lots 2 and 3, Concession 2.
 - The outlet shall be into the Main Drain on the south side of Old Stage Road.
 - This tile drain shall consist of the installation of 428 meters of 250mm diameter concrete field tile.

Mr. Dietrich commented on the estimated cost of the project and the increase in the estimated cost as a result of the delay in the finalization of the Engineer's Report. He spoke to the County of Oxford's request to review the outlet for the municipal drain and that they were looking into this independently. He advised that the County of Oxford property is presently served by a private drainage system which is in poor condition and outlets to an existing open ditch. The County of Oxford has completed a study, and engineering work for a woodchip bioreactor will be constructed at the County's expense for construction and maintenance. As a result, Dietrich Engineering was asked to prepare the final drainage design and report and circulate to landowners within the watershed. Mr. Dietrich advised that following the circulation of the report, concerns have been brought forward to him in relation to the costs assessed to the County. The proposed assessment to the County is \$12,500 for the drainage works, which is a reduction of the amount assessment to the County in the original design proposal for the municipal drain of approximately \$40,000. He further advised that given the amount of time that has past, construction costs have increased and the amounts assessed to the landowners have also increased. Mr. Dietrich advised that at this meeting to consider the engineer's report, consideration may be given to the design and scope of work of the municipal drain only and how it has been designed. Discussion in relation to assessment must take place at the Court of Revision if Council accepts the engineer's report.

Don Ford, Manage of Water and Wastewater Services, on behalf of the County of Oxford addressed Council regarding the County's concerns. He advised that the upgraded Strik Municipal Drain carries water to the wellhead protection area – the groundwater is directly influenced by surface water. The County has reviewed what costs would have been in relation to their portion of the original drain design, which was estimated to total \$105,000. The County is seeking cost recovery from the municipal drain in this amount. He suggested that Council has the ability to refer the report back the engineer for consideration.

Mayor Mayberry commented on the decreased cost of the municipal drain because the engineer eliminated the 510m of 750mm pipe through the County of Oxford property. This pipe will be replaced with a woodchip bioreactor. If the pipe had not been removed, the cost would have formed part of the municipal drain and be assessed to all landowners within the watershed including the County of Oxford. The County has advised that they do not want the 750mm pipe to be installed because they want to prevent potential contaminates from upstream getting into the County water source. The County is suggesting that there should be costs assessed for the drainage portion of the work to continue to carry the water through the property to the outlet, and is requesting that the report be amended to take these costs into consideration. The costs contained within the report brings water from the north to Curry Road.

Councillor Pickard noted that the County of Oxford is responsible for the water supply not the landowners within the drain watershed. It was suggested that upstream landowners will have easier access to County land for outlet than they did before construction.

Rod Morris, landowner, spoke in opposition to the proposed municipal drain and stated that in 50 years he has not had a drainage problem. He suggested that because one person is requesting drainage works, the other individuals have to pay towards it. Discussion took place about the petition received for the drainage works under Section 4, and it was noted that the petition is considered valid in accordance with the requirements of the Drainage Act. Farming of the County-owned lands was also discussed, and it was suggested that this resulted in increased nitrates in the water.

Mr. Dietrich advised that if Council wants to refer the report back to be revised, Council will need to provide instruction in relation to what changes are to be made. He advised that he was instructed not to include the pipe on the County lands because they were going to provide a sufficient outlet downstream. He advised that he can't adjust the cost after he has submitted his report for the works proposed. He stated that the County is asking for financial consideration for proposal one which he was advised not to proceed with and doesn't exist anymore. The Court of Revision may consider assessment of costs following acceptance of the report.

Members of Council discussed acceptance of the report and noted that referring the report will result in additional charges to all landowners and add to engineering costs. It was noted that consideration of the County's request may come before the Court of Revision on July 9th.

Resolution No. 12 Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford accept the Engineer's Report attached as Appendix 'A' to report DD 04-2024, prepared by Dietrich Engineering, and dated April 22, 2024, regarding the Strik Municipal Drain 2024 in accordance with Section 4 of the Drainage Act, R.S.O 1990 Chapter D17.

DISPOSITION: Motion Carried

Mayor David Mayberry questioned if any member of the public wanted to add or remove their name from the petition for drainage works for the Strik Municipal Drain. No member requested to be added or removed from the petition.

<u>Discussion Items (continued)</u>

Addendum to 2024 Development Charges Background Study (continued)

Discussion continued among members of Council regarding proposed development charges for bunkhouses.

Resolution No. 13 Moved by George Way Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford adopt the D.C. approach to

calculate the charges on a uniform Township-wide basis for all services within this background study;

AND FURTHER THAT Council approve the capital project listing set out in Chapter 5 of the D.C. Background Study, dated April 4, 2024, as amended, subject to further annual review during the capital budget process;

AND FURTHER THAT Council approve the D.C. Background Study dated April 4, 2024, as amended;

AND FURTHER THAT Council determine that no further public meeting is required;

AND FURTHER THAT Council amend the proposed development charges by-law in relation to charges for bunkhouses to be capped at a maximum of six (6) beds; and

FURTHER THAT Council approve the D.C. By-law as set out in Appendix F of the D.C. Background Study, as amended.

DISPOSITION: Motion Carried

Discussion Items

<u>Appointment of Township of South-West Oxford Representative for Priester Municipal Drain Court of Revision (Township of Malahide) - Ward 1 - Paul Buchner</u>

Resolution No. 14 Moved by Craig Gillis Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford appoint Councillor Paul Buchner to the Priester Municipal Drain Court of Revision.

DISPOSITION: Motion Carried

Rogers Broadband and Beachville Project

Council provided direction to Mayor David Mayberry to send a follow up letter to Rogers regarding broadband internet installation in Beachville. To date, no response has been received to the Township's first letter on this matter.

Fiber Installation in the Township – Subgrade Fiber

Discussion took place regarding the installation of inground vs. aerial fiber installation. Mayor David Mayberry commented on the long-term maintenance costs of aerial fiber vs buried fiber. He advised Council that North Perth has indicated that they will only accept buried fiber and only in extraordinary conditions would they consider aerial vs. buried.

Resolution No. 15 Moved by Craig Gillis Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to report back to Council with a proposed policy on fiber installation within the Township to require that fiber services be buried.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 49 -2024 To establish Township wide development charges for the Township of South-West Oxford, as amended in relation to charges for bunkhouses.
- By-Law No. 50-2024 To authorize the execution of a severance agreement between the Township of South-West Oxford and Jack and Dawn Lussier
- By-law No. 51-2024 To provide for Drainage Works (Strik Municipal Drain 2024) (first and second reading only).

Resolution No. 16 Moved by Peter Ypma Seconded by George Way

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

- By-Law No. 49 -2024 being a By-law to establish Township wide development charges for the Township of South-West Oxford, as amended;
- By-Law No. 50-2024 being a By-law to authorize the execution of a severance agreement between the Township of South-West Oxford and Jack and Dawn Lussier;
- By-law No. 51-2024 To provide for Drainage Works (Strik Municipal Drain 2024) (first and second reading only).

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Paul Buchner Seconded by Valerie Durston

RESOLVED that By-Laws No. 49-2024 and 50-2024 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

- Engage and Inform Committee Meeting Minutes of April 3rd, 2024
- SWOX Housing Opportunities Committee Meeting Minutes of April 2nd, 2024
- Environment and Energy Innovation Committee Meeting Minutes of May 8th, 2024

Resolution No. 18 Moved by Jim Pickard Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive the following committee meeting minutes as information:

- Engage and Inform Committee Meeting Minutes of April 3rd, 2024
- SWOX Housing Opportunities Committee Meeting Minutes of April 2nd, 2024
- Environment and Energy Innovation Committee Meeting Minutes of May 8th, 2024

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Tillsonburg Airport will meet again next Thursday. Salford Hall Board is hosting Rockwell Band on Saturday, July 13th. Mount Elgin Hall Board will meet again on Monday. Mount Elgin Parks and Recreation is running the canteen at the ball diamond four nights a week for the ball season. ROEDC meeting will take place on Friday this week in East Zorra-Tavistock. Sweaburg Fish Fry sold 462 tickets. Pickleball court construction is underway in Sweaburg. Beachville Museum car show will take place again on

Sunday. Mayor David Mayberry shared information received from County Library staff with respect to the scheduled locations and events of Ox on the Run throughout the months of July and August.

Mayor Mayberry asked Council to give some consideration to how much Council wants to fund the future. He suggested that there is a balance to find for different items, services and assets.

Councillor Ypma asked that tree planting be added as a discussion item on the next meeting agenda.

Confirmatory By-law

By-Law No. 52-2024 - To confirm all actions and proceedings of Council (June 18th, 2024)

Resolution No. 19 Moved by Paul Buchner Seconded by George Way

RESOLVED that By-law 52-2024 being a By-law to confirm the proceedings of Council held Tuesday, June 18th, 2024 be read a first, second and third time this 18th day of June, 2024.

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

DISPOSITION: Motion Carried

<u>Adjournment</u>

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

RESOLVED that there being no further business, the Council meeting be adjourned at 9:01 p.m. to meet again on Tuesday, July 9th, 2024 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton MAYOR: David Mayberry

This document is available in alternate formats upon request.