Township of South-West Oxford Council Minutes May 21, 2024

<u>Members Present</u> :	Mayor: Councillors:	Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2), George Way (Ward 4), Jim Pickard (Ward 5), Craig Gillis (Ward 6)
<u>Members Absent</u> .	Valerie Durston (Ward 3)	
<u>Staff Present</u> .	Mary Ellen Greb, CAO/Deputy Clerk Julie Middleton, Clerk/Deputy CAO Adam Prouse, Works Superintendent Brooke Crane, Treasurer Spencer McDonald, Development Planner Nicole Chambers, Records Management Co- ordinator/Clerk's Assistant	

Call Meeting to Order

The meeting was called to order at 6:30 p.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 May 21st, 2024 meeting of council be approved, as amended (Brownsville Drainage).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest None.

<u>Minutes</u>

May 7th, 2024 Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard Seconded by George Way RESOLVED that the regular minutes of the May 7th, 2024 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 23-2024: Business Arising from the Minutes of May 7th, 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 Craig Gillis Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 23-2024 Summary of Staff Actions Related to Business Arising from the Minutes of May 7th, 2024 as information.

DISPOSITION: Motion Carried

Staff Reports

BD 04-2024: April 2024 Building Report

Chief Administrative Officer Mary Ellen Greb presented Council with a report to provide them with the status of the activities in the building department as of the end of April 2024.

Resolution No. 4 Moved by Peter Ypma Seconded by Jim Pickard

> RESOLVED that the Council of the Township of South-West Oxford receive report BD 04-2024: April 2024 building report as information.

DISPOSITION: Motion Carried

Appointments

<u>6:35 p.m. - Development Planner Spencer McDonald - Public Meeting: Zone</u> <u>Change Application ZN 4-24-04 submitted by Troy and Rebecca Moffat for</u> <u>property located at 333251 Plank Line</u>

Resolution No. 5 Moved by Peter Ypma Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford move into public meeting at 6:35 p.m. to consider zone change application ZN 4-24-04 submitted by Troy and Rebecca Moffat for property located at 333251 Plank Line.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the application for zone change proposes to rezone the lot recently enlarged via consent application B24-06-4 from 'Special Limited Agricultural Zone (A1-10)' to 'Special General Industrial Zone (MG-sp)' to ensure consistent zoning across the enlarged parcel and to facilitate a future building addition to the existing Industrial use (Pro Rich Seeds). The special provisions being requested seek to reduce the minimum required interior yard width (5 m / 16.4 ft rather than 10 m / 32 ft) and rear yard depth (4 m / 13.1 ft rather than 7.5 m / 24.6 ft).

The subject lands are described as Lots 7-10, 15-22, Plan 203, 41R-7467 Conc. 10, (Dereham). The lands are located on the north side of Mount Elgin Road, North of Plank Line and are municipally known as 333251 Plank Line, Mount Elgin, Township of South-West Oxford. Mr. McDonald commented that with approval, the applicant will be subject to site plan approval prior to construction of the proposed addition.

The related application for consent was approved by the Oxford County Land Division Committee on May 2, 2024 and will facilitate a lot addition to the existing Industrial lot. Planning staff are supportive of the rezoning, as it is generally consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan with respect to non-farm rural residential development in prime agricultural areas.

Questions from Council:

In relation to an inquiry from Councillor Pickard, Mr. McDonald commented that snow removal will be addressed through the site plan approval process.

Comments from the Applicant:

Bram Van den Huevel (Stonecrest Engineering), on behalf of the Applicant, spoke in support of planning staff's recommendation contained within the staff report.

Comments from the Public:

Councillor Ypma noted that the lot to be severed is an irregular shape. The applicants advised that the intent was to line up the property boundary with the west portion of the existing building. It was noted that the entire site is an irregular shape already.

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

Planning staff is waiting on a survey prior to final passing of the zoning bylaw. Planning staff is recommending approval in principle of the application at this time.

Resolution No. 6	Moved by Peter Ypma Seconded by Jim Pickard
	RESOLVED that Council reconvene in regular session at 6:40 p.m.
	DISPOSITION: Motion Carried
Resolution No. 7	Moved by Craig Gillis Seconded by Peter Ypma RESOLVED that the Council of the Township of South-West Oxford approve-in-principle the zone change application submitted by Troy and Rebecca Moffat whereby the lands described as Lots 7-10, 15- 22, Plan 203, 41R-7467 Conc. 10, (Dereham). Township of South-West Oxford are to be rezoned from 'Special Limited Agricultural Zone (A1-10)' to 'Special General Industrial Zone (MG-sp).

DISPOSITION: Motion Carried

Staff Reports (continued)

WD 05-2024: Zenda Line Reconstruction- Contract Award

Works Superintendent Adam Prouse provided Council with a report to seek their approval to award a contract for the above-noted project to BKT Excavating Inc. He noted that the project is shared with the Township of Norwich – the Township will be responsible for 50% of the total cost. Councillor Way questioned if the Township has worked with the recommended contractor in the past. Mr. Prouse advised that the Township has not worked with them; however, the company has provided positive references. The Township of Norwich will need to approve the proposal and recommended proponent as well.

Resolution No. 8 Moved by Jim Pickard Seconded by Paul Buchner

RESOLVED that council receive report WD 5-2024 as information;

AND FURTHER that Council award a contract to the low bidder, BKT Excavating Inc, in the amount of \$541,407.82 plus applicable taxes for the pulverize, repave, and a curb and gutter along a portion of Zenda line.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#105 - Boralex Oxford Project Update - Media Release

#106 - Watson & Associates Economists Ltd. ERO Submission re: Bill 185 - Changes to the Development Charges Act

#107 - IMPORTANT - Report Review for Bill 185 and Proposed Changes to Provincial Planning Statement

#108 - Child Care and Early Years Plan 2025-2029 - Municipal Engagement Session

#109 - Oxford Community Foundation - Spring Newsletter

#110 - AMO 2024 Delegation Request Form - LAUNCH

#111 - Response: SWOX Council Resolution of Support re: Return to Combined ROMA and OGRA Conferences

#112 - Letter to Minister Surma re: Broadband Internet Funding Request

Resolution No. 9 Moved by George Way Seconded by Craig Gillis

> RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #105 to #112 inclusive and that they be noted and filed.

DISPOSITION: Motion Carried

Account Payable Report

May 17th, 2024 - Accounts Payable Report

Resolution No. 10	Moved by Craig Gillis
	Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment: Accounts Payable for May 5th to May 18th, \$406,149.66 2024 Bi-Weekly Payroll #10 \$49,111.65

Total: \$455,261.31

DISPOSITION: Motion Carried

Information Items & Correspondence

#113 - Hastings County Resolution re: Sustainable Infrastructure Funding for Small Rural Municipalities

#114 - Township of Alnwick/Haldimand Resolution re: Province to undertake with AMO a comprehensive review of municipal finances across Ontario

#115 - Greater Napanee Resolution re: Protecting Our Community's Water

#116 - Minister Seniors and Accessibility - June is Seniors Month 2024

#117 - Township of Brudenell, Lyndock and Raglan Resolution re: Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use

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

> RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #113 to #117 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Committees

Brownsville Hall Board Meeting Minutes - April 10th, 2024

Resolution No. 12 Moved by Paul Buchner Seconded by Craig Gillis

> RESOLVED that the Council of the Township of South-West Oxford receive Brownsville Hall Board meeting minutes of April 10th, 2024 as information.

DISPOSITION: Motion Carried

Appointments (continued)

6:50 p.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-24-02 submitted by Roos Dairy Goats Ltd. for property located at 293679/293699 Culloden Line

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

> RESOLVED that the Council of the Township of South-West Oxford move into public meeting at 6:35 p.m. to consider zone change application ZN 4-24-02 submitted by Roos Dairy Goats Ltd. for property located at 293679/293699 Culloden Line.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the zone change application has been submitted to recognize an existing dwelling as an additional residential unit (ARU) and to permit the establishment of a new single detached dwelling, for the purpose of full-time farm help for the agricultural operation on the subject lands. Special provisions are being requested to recognize the distance between the ARU (existing dwelling) and the proposed (new) dwelling.

The subject lands are described as Part Lot 2, Concession 2 North (Dereham), South-West Oxford. The lands are located on the west side of Culloden Line, between Salford Road and McBeth Road, and are municipally known as 293679/239699 Culloden Line.

Mr. McDonald advised that there were no questions or concerns as a result of public circulation of the application for comment. Planning staff are supportive of the proposed rezoning, as it is generally consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan with respect to additional residential units (ARUs).

Questions from Council:

Councillor Buchner referenced the requirement that all ARUs use the same driveway as the principal dwelling. Mr. McDonald advised that in cases where Council chooses to recognize an existing ARU, there is some flexibility provided. He noted that there will be no additional driveway required other that what is already existing.

In response to an inquiry from Councillor Pickard, Mr. McDonald advised that the Township's zoning by-law permits up to two dwelling units accessory to a farming operation subject to Council approval.

Comments from the Applicant:

Mr. Roos advised Council that if the renter in one of the dwelling units decides to leave, they intend to demolish the unit. Mrs. Roos advised that they have sold Roos Dairy Goats; they have started a new farming business which will be run from this location.

Comments from the Public:

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

Resolution No. 14 Moved by Jim Pickard Seconded by George Way

RESOLVED that Council reconvene in regular session at 6:56 p.m.

DISPOSITION: Motion Carried

Resolution No. 15 Moved by Peter Ypma Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford approve-in-principle the Zone Change Application submitted by Roos Dairy Goats Ltd., affecting lands described as Part Lot 2, Concession 2 North (Dereham), Township of South-West Oxford, to amend the existing zoning to permit a

second permanent single-detached dwelling to be established while retaining an existing single detached dwelling to be recognized as an additional residential unit (ARU).

DISPOSITION: Motion Carried

<u>7:00 p.m. - Committee of Adjustment Hearing (Minor Variance Application A06-2024 - Hendrik Maat)</u>

Resolution No. 16 Moved by Craig Gillis Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment at 6:58 p.m. to consider minor variance application A06-2024 (Hendrik Maat).

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 7:15 p.m.

DISPOSITION: Motion Carried

New Business

Drainage in Brownsville – 292280 Culloden Line

Council discussed an ongoing drainage concern in relation to property located at 292280 Culloden Line. The property owner has claimed that their septic system is failing due to lack of drainage. Township staff have advised the property owner that confirmation from a septic system service provider is required to confirm that their septic is in proper working condition. Improvement may be required. It was discussed that the property owners will be advised that a Petition for Drainage Works may be filed if the issue continues. The Township's Drainage Superintendent has investigated the matter and notes that the water table is fairly shallow throughout Brownsville. A sand filter bed for the septic system may be required. Township staff have not received complaints from other landowners within the area. A contractor is required to provide an evaluation of their septic system. Council provided direction to staff to advise the property owner of the above.

Closed Session

The meeting will be closed to the public to discuss subject matter that is:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Mount Elgin Parkland Development).

Resolution No. 18 Moved by Jim Pickard Seconded by Peter Ypma

RESOLVED that Council hold a closed meeting at 7:23 p.m. in order to discuss a matter pertaining to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Mount Elgin Community Park);

DISPOSITION: Motion Carried

Resolution No. 19 Moved by Jim Pickard Seconded by George Way

RESOLVED that Council reconvene in regular session at 7:57 p.m.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Township Cemetery meeting coming up this Saturday. First car show of the season is taking place this Sunday at the Beachville Museum (noon to 4 p.m.). Brownsville Hall Board is planning a grand opening of the gazebo to recognize donations made to support this initiative. Discussion is ongoing in relation to a new playground in Brownsville – grant funding will be required. The Loweville Park and been well utilized recently for baseball. Beachville Fire Fighters Breakfast is coming up on June 2nd. Street sweeping has started in Sweaburg. The Mount Elgin Community Centre Hall Board is working on their upcoming Community Information Night (Friday, May 31st). The hall board is also planning a couple of fundraising dinners and another Trivia Night. Dereham Centre Hall Board is planning their upcoming Summer BBQ on Tuesday, June 18th. The tiling project in the Dereham Centre Park has been completed. Tillsonburg Minor Ball has rented the Mount Elgin ball diamond for the season – the committee is working on stocking and staffing the canteen at the park. Sweaburg Fish Fry tickets are still available. The ROEDC 10th Anniversary dinner is coming up on Friday this week.

County Council will consider a waste management report at their meeting tomorrow in relation to the future direction of the waste management in the County. This report will be circulated to Council as information.

Mayor David Mayberry advised Council that he has written a letter to Rogers to inform them that the Township intends to install fibre internet along Beachville Road to the City of Woodstock boundary.

Confirmatory By-law

By-Law No. 44-2024 - To confirm all actions and proceedings of Council (May 21st, 2024)

Resolution No. 20	Moved by Jim Pickard Seconded by George Way
	RESOLVED that By-law 44-2024 being a By-law to confirm the proceedings of Council held Tuesday, N 21 st , 2024 be read a first, second and third time this 21 st day of May, 2024.
Λ	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. 21 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that there being no further business, the Council meeting be adjourned at 8:14 p.m. to meet again on Tuesday, June 4th, 2024 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

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