

**Township of South-West Oxford  
Council Minutes  
March 2, 2021**

**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, Chief Administrative Officer  
Diane Larder, Treasurer/Deputy CAO  
Julie Forth, Clerk  
Adam Prouse, Works Superintendent  
Howard Leaver, Chief Building Official

**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 Jim Pickard  
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the March 2nd, 2021 meeting of council be approved.

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest.

**Minutes**

**February 16th, 2021 - Regular Council Meeting Minutes**

Resolution No. 2 Moved by Paul Buchner  
Seconded by Peter Ypma

RESOLVED that the regular minutes of the February 16<sup>th</sup>, 2021 council meeting be approved, as amended.





law. The proposed housekeeping amendment will address necessary updates, as well as correct minor errors and provide clarification to text and mapping schedules. In particular, the proposed amendment will incorporate changes to the Minimum Distance Separation Guideline, Source Water Protection regulations, as well as provide provisions for sea cans and adult entertainment establishments as defined uses, remove expired site-specific zones, and to remove schedules that are no longer applicable. Planning staff is seeking Council's support of the proposed amendments as outlined in the report in principle. Mr. Ager noted that the details of the amending Zoning By-law will still need to be prepared before it is brought forward for final approval. The proposed general amendments have been circulated Township wide in the newspaper – no comments have been received to date.

Discussion took place regarding the use of sea cans on properties within the Township. It was noted that currently the Township's Zoning By-law does not speak to the use of sea cans specifically and this amendment will address that. Permitted uses for sea cans within industrial and urban areas will need to be addressed. It was also discussed that sea cans have recently been used to build a residence in various areas of the Province – Mr. Ager stated that use for this purpose would require a building permit issued by the Chief Building Official. Otherwise, human habitation in a sea can would not be permitted.

Chief Building Official Howard Leaver commented that sea cans have been permitted on a temporary basis during construction or renovation of existing buildings – this is anticipated to continue. A sea can used for this purpose is required to be removed when the construction is complete. He further stated that any use of a sea can for housing would need to adhere to the requirements of the Ontario Building Code. This would require an engineer's report and design; there are no restrictions with respect to what material a person may use to build a house.

Mr. Ager advised Council that the provisions included within the staff report is draft language, and that Council will have an opportunity to review the exact language that will be written into the amending By-law. With respect to existing sea cans, they would be considered a legal non-conforming use so long as they are on the property legally now. If they are in contravention of the current by-law, as some are, they would be required to be removed. The amending by-law would provide a tool for the Township to use for enforcement purposes.

Clerk Julie Forth advised that no written comments from members of the public have been received and no one has registered to speak at the meeting today. Development Planner Adam Ager advised that the details regarding how sea cans will be addressed in the amending by-law will still need to be













