

**Township of South-West Oxford
Council Minutes
November 7, 2023**

Members Present:

Mayor: Mayor David Mayberry, Paul
Buchner (Ward 1), Peter Ypma
Councillors: (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/Deputy Clerk
Julie Middleton, Clerk/Deputy CAO
Adam Prouse, Works Superintendent
Brooke Crane, Treasurer
Rob Serson, Fire Chief and CEMC
Howard Leaver, Chief Building Official
Nicole Chambers, Records Management Co-ordinator/Clerk's Assistant

Call Meeting to Order

The meeting was called to order at 9:00 a.m. by Mayor David Mayberry and a quorum was present. Mayor Mayberry reminded everyone about the Remembrance Day ceremony coming up on Saturday at the Beachville Legion.

Motion to Accept Agenda

Resolution No. 1 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that the regular meeting agenda for the November 7th, 2023 meeting of council be approved, as amended (proposed battery storage at Keswick Road and Dereham Line).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Councillor Ypma asked for comments in relation to clearance rates. Mr. Salminen stated that clearance rates are subject to many variables – if an occurrence is found to be ‘unfounded’ – this goes against clearance rates (‘unfounded’ is not considered a clearance).

Councillor Ypma questioned the statistics in relation to drug crimes. Mr. Salminen advised that the data is not indicative of the number of calls received that they have responded to in relation to drug crime. This is in relation to crimes that were founded.

Councillor Gillis questioned an incident in which a speed sign was hit in Beachville – he questioned why OPP did not attend this incident when it was reported. This occurred on September 7th. Mr. Salminen advised that he would follow up to get more information – he was not aware of this particular incident.

Councillor Pickard questioned the coverage in South-West Oxford – how many officers are in the area and how frequently do they patrol? Mr. Salminen noted that typically, there is one officer assigned to South-West Oxford.

Mayor Mayberry commented on impaired driving rates locally and suggested that more public education is encouraged to address this concern within the Township. Speeding is another regular occurrence within the Township and additional public education and awareness may be beneficial.

Mr. Salminen advised Council of the ‘Camsafe Program’ which allows members of the public that have CCTV systems or doorbell/security cameras at their homes to register their property in the provincial database. The OPP does not have access to the video; however, they know that the individual has video. The police may contact the individual if there is an incident in the area. Sharing this information with the public was suggested.

Discussion Items

Oxford County Community Planning Report CP 2023-360 re: Conservation Authority Service Agreements (Upper Thames River CA and Grand River CA)

Development Planner Spencer McDonald advised that there have been a number of legislative changes with respect to how conservation authorities (CAs) operate and how they will operate in the future. This report outlines the differences in programming and services that the CAs offer and do. The CAs are no longer able to comment on some areas such as significant woodlands; if they are not doing this, then someone else is required to do this (by way of a third-party consultant) – the comments are still needed from a planning perspective when considering development applications. This results in greater expense for developers.

Appointments (continued)

9:25 a.m. - [Committee of Adjustment](#) - Minor Variance Application A04-2023 - Amber Fewster and Eric McRae

Resolution No. 4 Moved by Jim Pickard
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment at 9:25 a.m. to consider Minor Variance Application A04-2023 received from Amber Fewster and Eric McRae for property located at 324057 Mount Elgin Road.

DISPOSITION: Motion Carried

Resolution No. 5 Moved by Valerie Durston
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 9:41 a.m.

DISPOSITION: Motion Carried

9:42 a.m. - Councillor Peter Ypma - Mount Elgin Parks and Recreation 2024 Budget

Councillor Peter Ypma presented the Mount Elgin Parks and Recreation 2024 budget. He commented on fundraising events that the committee had planned in 2024. They are requesting a grant request that is double what has been received by the Township in the past. Funds that were proposed to be used for outdoor exercise equipment will instead be used for the outdoor multi-purpose pad (former tennis court). The playground equipment is in need of refurbishment – they would like to upgrade the playground surface (similar to what is at Hilltop Park).

In response to an inquiry from Councillor Pickard, Councillor Ypma advised that there is a lot of interest from the community for basketball, pickleball and a dog exercise area.

9:47 a.m. - George Klosler - Mount Elgin Hall Board 2024 Budget

George Klosler, on behalf of the Mount Elgin Hall Board, presented their 2024 budget. He advised that the rate of inflation was considered when estimating expenses within their proposed 2024 budget. He highlighted additional items including grass cutting expenses and fundraising initiatives planned for 2024.

With respect to capital costs, the Hall Board is requesting a capital expenditure of \$190,000 for additional storage space at the hall in 2025 – this will add an additional 600 sq. ft. to the structure.

9:55 a.m. - Councillor Paul Buchner - Brownsville Hall Board 2024 Budget

Councillor Paul Buchner, on behalf of the Brownsville Hall Board, presented their 2024 budget as approved by the Committee. He noted that fundraising dollars and donations are difficult to predict. The Hall Board has one primary fundraising event each year (Brownsville Family Fun Day). The members are not prepared to take on additional fundraising at this time. The Committee applied a 5% rate of inflation for most expenses going into 2024. He noted that the roof may need to be replaced within the next few years.

With respect to capital expenditures, the Committee is proposing to move some projects around – they would like to renovate/resurface the tennis court in 2024 for pickleball and add picnic tables. They have moved playground equipment to 2025 – this is a large project/expense. Other potential future projects include a new sign and interior painting.

10:01 a.m. - Trevor Finkenzeller - Salford Hall Board 2024 Budget

Trevor Finkenzeller, on behalf of the Salford Hall Board, presented their 2024 budget as approved by the Committee. Looking ahead over the next five years, the hall board would like to do some pest control and add a canopy shelter at the main entrance of the hall. The storage room is also in need of repair and paint. The outdoor shack is also in need of refurbishment so that this can be used more frequently for events and by baseball teams using the ball diamond. The Committee anticipates that the roof will need to be replaced in the near future.

It was questioned whether or not the roof can be replaced with the solar panels on the roof. It is anticipated that they will need to be removed for the roof replacement which will add to the cost. Chief Building Official Howard Leaver advised that a quote has been received to address the issue with pests (mice) in the hall for approximately \$3,300 plus HST.

10:09 a.m. - Works Superintendent Adam Prouse - Hilltop Park 2024 Budget

Works Superintendent Adam Prouse, on behalf of the Hilltop Park Committee, presented their 2024 budget. He advised that the park is very busy on a daily basis. The Committee has increased their fundraising goal as well as the costs associated with the Easter Egg Hunt.

With respect to future capital expenses, the Committee would like to extend the sidewalks and add additional benches. They would like to see the hard surface continue through the park. Tree planting was been completed in the park last week. The Committee is suggesting that the parking lot be paved in 2025. The Committee is also looking ahead to add a multi-purpose pad to the space.

10:15 a.m. – Lorraine Garnham, Dereham Centre Hall Board 2024 Budget

Lorraine Garnham, on behalf of the Dereham Centre hall board, presented their 2024 budget as approved by the Committee. She advised that increased costs have been observed in relation to cleaning costs and supplies. There are some increased costs due to inflation. There is some brick work and pest control (maintenance) that is ongoing. The hall has some work that needs to be done on their motion lights and security system. The park is in need of some new mulch.

With respect to capital costs, the hall board would like to have new signage installed and to address drainage concerns at the park. Drainage work was scheduled in 2023, however the contractor was not available. The funds are still available for this project in 2024. The Committee is suggesting that window replacement be undertaken in 2025 – it is very difficult to open the windows. Looking ahead, the Committee would like to consider some additional playground equipment and a covered pavilion.

* Council took a five-minute break at 10:23 a.m.

Staff Reports

CL 56-2023: Minor Variance Application - Refund Request (Amber Fewster and Eric McRae)

Clerk Julie Middleton provided Council with a report to bring forward a request received from Amber Fewster and Eric McRae to refund the Township portion of their Minor Variance Application fee (A04-2023). She advised Council that there was not a misunderstanding from a staff perspective. Staff understood that the property owners wanted to reconstruct an oversized accessory structure and that this relief was granted – through the circulation and commenting period it was requested that a condition of this approval be that

the existing front yard setback to the existing accessory structure be maintained.

Council commented on the need to ensure that applicants fully understand the implications of their application – it was noted that both variances could have been requested at the same time. However, the application process takes up staff and Council time and is the reason for the application fees.

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

RESOLVED that the Council of the Township of South-West Oxford receive report CL 56-2023 - Minor Variance Application - Refund Request (Amber Fewster and Eric McRae) as information;

AND FURTHER THAT Council deny the request received by Amber Fewster and Eric McRae to refund the Township portion of their current Minor Variance Application fee (A04-2023).

DISPOSITION: Motion Carried

Discussion Items (continued)

Oxford County Community Planning Report CP 2023-360 re: Conservation Authority Service Agreements (Upper Thames River CA and Grand River CA)

Resolution No. 7 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Report CP 2023-360;

AND FURTHER THAT Township Council advise the County that the Township supports entering into MOU/agreements with the Upper Thames River Conservation Authority and the Grand River Conservation Authority for Programs and Services as outlined in Report CP 2023-360.

DISPOSITION: Motion Carried

Resident Complaint - Daniel Benjamin - Recreational Burning - time of permitted burns and burn barrels

Discussion took place among Council regarding a complaint that was received from a resident regarding the permitted times for recreational fires/burning and the use of burn barrels within the Township. Further discussion took place regarding the issues with burn barrels and burning garbage. Council provided direction to staff to report back on potential changes to the permitted time for recreational burning, the use of burn barrels and clarification with respect to the permitted size of an agricultural burn pile.

Staff Reports (continued)

CL 54-2023: By-law Enforcement Activity Report - 3rd Quarter

Clerk Julie Middleton provided Council with a report to provide them with an update in relation to the activities in the by-law enforcement division as of September 30th, 2023. In response to an inquiry from Council, she advised that no fines have been issued to date in relation to property standards or clean yards related complaints.

Resolution No. 8 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 54-2023: By-law Enforcement Activity Report - 3rd Quarter as information.

DISPOSITION: Motion Carried

CL 55-2023: Release of Security Deposit and Assumption of Phase IV of the Mount Elgin Subdivision

Clerk Julie Middleton provided Council with a report to seek their authorization to release the remaining balance held by the Township as security for Phase IV of the Mount Elgin Subdivision and to assume Phase IV in accordance with Section 11 of the subdivider's agreement. She advised that any deficiencies have been addressed to the Township's satisfaction.

Resolution No. 9 Moved by Craig Gillis
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 55-2023: Release of the Security Deposit and Assumption of

Phase IV of the Mount Elgin Subdivision as information;

AND FURTHER THAT the Council of the Township of South-West Oxford authorize the release of the remaining \$62,000 of the Security Deposit held in relation to Phase IV of the Mount Elgin Subdivision;

AND FURTHER THAT the Council of the Township of South-West Oxford authorize the assumption of Phase IV of the Mount Elgin Subdivision by the Township in accordance with the subdivider's agreement, dated October 8th, 2019.

DISPOSITION: Motion Carried

FC 03-2023: Information Report on the Safe Community Project Assist

Fire Chief Rob Serson provided Council with a report to provide them with information on the *Safe Community Project Assist* grant program from Enbridge Gas. The Township will receive a \$5,000 credit to purchase firefighting and carbon monoxide training materials for Township fire fighters and the RFSOC library.

Mayor Mayberry questioned if this grant may be used towards the purchase of carbon monoxide and smoke detectors to give out to members of the public. Chief Serson advised that this grant is not for materials like this but for training materials only.

Resolution No. 10 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that Council for the Corporation of South-West Oxford receive report FC 03-2023 as information from the Fire Chief regarding the Fire Marshal's Public Fire Safety Council's Safe Community Project Assist program.

DISPOSITION: Motion Carried

Appointments (continued)

10:57 a.m. - Beachville District Museum Update and 2024 Budget Presentation

Beachville Museum curator Sidney Hicks provided Council with a year-to-date report as of November, 2023. She reviewed highlights of the report she submitted to Council – this report was included as part of the council meeting agenda package. She reviewed grounds and building maintenance projects, collection management priorities, social media and promotions and events that took place throughout the year. She advised Council that the museum summer camp was a record-breaking success this year with 815 of 860 spaces filled.

Ms. Hicks reviewed the Beachville Museum’s proposed budget for 2024 and noted some highlights and changes as a result of the Investing in Canada Infrastructure Program (ICIP) funding requirements (timing of replacement of AC unit and design fees). She commented on anticipated revenues and expenses in relation to administration, curatorial, wages, maintenance costs and planned long term capital projects going into 2024.

Members of Council thanked Sidney and Susan for their presentation and all of their work at the museum. There is a lot going on at the museum and a lot of increased activity there throughout the year.

Agenda Items & Correspondence

#182 - Oxford County Council Report - October, 2023

#183 - Oxford County Council Report No. PW 2023-42 - Organics Feasibility Study

#184 - Oxford County Council Report No. PW 2023-40 - 2024 TMP Update

#185 - Oxford County Council Report No. PW 2023-41 - Water Wastewater Master Plan

#186 - Oxford County - Community Planning Report - Increasing Residential Density - Next Steps

#187 - Rural Oxford Economic Development Corporation Activity Report

#188 - Catfish Creek Conservation Authority 10 Year Strategic Plan
[Consultation Survey](#)

#189 - Enbridge Gas Inc. (Enbridge Gas) application with the Ontario Energy Board (OEB) for an order or orders for gas distribution rate changes related to compliance obligations under the Greenhouse Gas Pollution Pricing Act

#190 - UTRCA Board of Directors [Meeting Notice](#) - October 31, 2023

#191 - LPRCA Board of Directors Meeting Minutes of October 4, 2023

#192 - Oxford County Trails Council Fall Newsletter

#193 - Watson & Associates Economists Ltd. - Assessment of Bill 134 (Affordable Homes and Good Jobs Act)

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

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #182 to #193 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

November 7th, 2023 - Accounts Payable Report

Resolution No. 12 Moved by Peter Ypma
Seconded by Jim Pickard

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for	
October 15 to November 4, 2023	\$207,611.21
Bi-Weekly Payroll #21	\$49,661.68
Bi-Weekly Payroll #22	\$50,829.07
Fire Pay #10	\$23,419.46
Council Pay #10	\$8,430.77
Total:	\$339,952.19

DISPOSITION: Motion Carried

Information Items & Correspondence

#194 - Aurora Council Resolution re: Cannabis Retail Applications for the Town of Aurora

#195 - City of Cambridge Resolution re: Support for Bill 21, Fixing Long-Term Care Amendment Act

#196 - Greater Napanee Resolution re: Provincial Legislation for Third-Party Short-Term Rentals

#197 - Municipality of North Perth Resolution re: Support for Bill 21 - Fixing Long Term Care Act

#198 - Municipality of North Perth Resolution re: Endorsement of the Social and Economic Property Review Policy Update

#199 - Municipality of North Perth Resolution re: Endorsement of the Town of Midland's resolution regarding Catch and Release Justice in Ontario

#200 - Township of West Lincoln Resolution re: Intimate Partner Violence

#201 - Town of Rainy River Resolution re: Water Treatment Training

Resolution No. 13 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that information and correspondence items #194 to #201 inclusive be received as information and that they be noted and filed.

DISPOSITION: Motion Carried

Committees

- Mount Elgin Hall Board Meeting Minutes
- Brownsville Hall Board Meeting Minutes

Resolution No. 14 Moved by Jim Pickard
Seconded by Valerie Durston

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

- Mount Elgin Community Centre Minutes of August 28th, 2023;

- Mount Elgin Community Centre Minutes of September 25th, 2023;
- Brownsville Hall Board Minutes of July 12th, 2023; and
- Brownsville Hall Board Minutes of September 13th, 2023.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 62-2023 - To authorize the execution of an agreement between the Township and Jarrad Saarloos and Emily Saarloos (demolition agreement - 374116 Foldens Line)
- By-law 63-2023 - To dedicate Block 33 on Plan 41M-302 as a Public Highway
- By-law 64-2023 - To assume Phase IV of the Mount Elgin Subdivision (Plan 41M-356)

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

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

- By-Law No. 62-2023 being a By-law to authorize the execution of an agreement between the Township and Jarrad Saarloos and Emily Saarloos (demolition agreement - 374116 Foldens Line)
- By-law No. 63-2023 being a By-law to dedicate Block 33 on Plan 41M-302 as a Public Highway
- By-law No. 64-2023 being a By-law to assume Phase IV of the Mount Elgin Subdivision (Plan 41M-356).

DISPOSITION: Motion Carried

Resolution No. 16 Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that By-Laws 62-2023 to 64-2023 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

New Business

Proposed Battery Storage Facility – Tillsonburg BESS (Keswick Road)

Councillor Paul Buchner commented that some residents have expressed opposition to the proposed battery storage facility on Keswick Road. There is some confusion that this may lead to wind turbine development in the area. The facility is proposed to be located near the intersection of Keswick Road and Dereham Line. The facility is expected to add 90MW of power for the duration of up to 4 hours to the electric system through a connection to the existing Hydro One 115kV circuit.

It was noted that following their public consultation process, the applicant will be required to come forward to Council for a resolution of support.

Closed Session

Resolution No. 17 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that Council hold a closed meeting at 11:35 a.m. in order to discuss a matter pertaining to:

- (b) personal matters about an identifiable individual, including municipal or local board employees (personal and public threats);
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board (potential acquisition of land);
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (emergency drainage works).

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Jim Pickard
 Seconded by Craig Gillis

RESOLVED that Council of the Township of South-West Oxford reconvene in regular session at 12:54 p.m.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Salford pork chop supper is taking place tonight. Tillsonburg Airport had three new foundations installed – they are expanding – and are discussing a second access to the property on Cranberry Line. CAO Mary Ellen Greb will attend the next Tillsonburg Airport meeting on December 12th. Concerns in relation to fire protection (specifically water supply) at the airport need to be raised and addressed. Hilltop Park AGM will take place on November 14th. Dereham Centre Hall rentals have picked up through to Christmas. Christmas in the Village will take place on November 25th, 2023. Mount Elgin Parks and Recreation will meet again on November 27th – will discuss Christmas tree lighting event. Mount Elgin Parks and Recreation is looking for new committee members – this will be advertised on the Mount Elgin sign. Old Fashioned Christmas is coming up in Sweaburg in December. ROEDC budget meeting took place, they are asking for \$50,260 from the Township (approx. 13% increase). Beachville District Museum Board meeting will take place tomorrow evening. UTRCA budget meeting is coming up – currently proposing 20% increase. Catfish Creek budget meeting is also coming up. Brownsville Hall Board will meet tomorrow evening. Beachville Museum ‘Light Up the Museum’ will take place the first Friday of December.

County Council did not support resolution regarding housing and how many houses will be available. They are anticipating direction from the province on this. County budget process is underway – proposing a 15% increase. SWIFT is looking for volunteers that are on a SWIFT project for the white box program – this records the volume and speed that data moves.

Confirmatory By-law

By-Law No. 65-2023 - To confirm all actions and proceedings of Council (November 7th, 2023)

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

RESOLVED that By-law 65-2023 being a By-law to confirm the proceedings of Council held Tuesday, November 7th, 2023 be read a first, second and third time this 7th day of November, 2023.

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

