

**Township of South-West Oxford  
Council Minutes  
March 5, 2024**

**Members Present:** Mayor: Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), Councillors: Jim Pickard (Ward 5) – via Zoom, Craig Gillis (Ward 6) – 10:26 a.m.

**Members Absent:** George Way (Ward 4)

**Staff Present:** Mary Ellen Greb, CAO/Deputy Clerk  
Julie Middleton, Clerk/Deputy CAO  
Adam Prouse, Works Superintendent  
Brooke Crane, Treasurer  
Paul Groeneveld, Acting Fire Chief (9:21 a.m.)  
Spencer McDonald, Development Planner  
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.

**Motion to Accept Agenda**

Resolution No. 1 Moved by Paul Buchner  
Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the March 5th, 2024 meeting of council be approved, as amended (weight restricted roads – Sawmill on Prouse Road).

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

None.

**Introductions**

Treasurer Brooke Crane introduced Jennifer Clements to Council – Jennifer is the Township’s new Finance Administrative Assistant/Receptionist. Mayor Mayberry and Council welcomed Jennifer to the team.



- Provide a summary of D.C. by-law policies, including D.C. exemptions;
- Provide estimated financial impacts of statutory and non-statutory D.C. by-law policies.
- 10-year growth forecast has been prepared based on the County's Municipal Comprehensive Review to 2046, recent development trends, and active development applications in the approvals process. It was noted that study costs are no longer recoverable through development charges due to legislative changes.
- Increase in need for services, anticipated capital needs (gross capital costs - \$9.3 million), D.C. Recoverable Costs (\$2.8 million), major growth-related capital projects, calculated schedule of D.C.s, and comparison of South-West Oxford D.C.s to other comparable and surrounding municipalities.
- Major growth-related capital projects – upgrade to 4 door pumper, roads, convert gravel roads to HCB, new Mount Elgin Park on the west side of the village – costs to be recovered through development charges.
- Calculated schedule of development charges – single and single detached dwelling = \$7,833. Mandatory phase in provisions – only 80% of the charge can be imposed in the first year, increased by 5% annually until full charge is applied. Compared charges to current charges – approximately 30% increase over current charge (total - residential) – 4% increase in the first year. Non-residential charge will be a decrease of -5% in the first year.
- Municipal comparison of the proposed charges to area municipalities within Oxford County.
- D.C. By-law policies (timing of collection, statutory development charge exemptions, non-statutory development charge exemptions, redevelopment credits, administration). The financial impacts of development charge exemptions and reductions over a 10-year period will result in approximately \$900,000 of lost development charge revenue (industrial development charges and required phase-in) – this assumes that new by-laws are passed every five years.
- Next Steps - public meeting to be held in May, 2024 and By-law passage in June, 2024.

*\* Acting Fire Chief Paul Groeneveld arrived at 9:21 a.m.*

Members of Council had the opportunity to ask questions in relation to the Development Charge Background Study. It was noted that the study is required if the Township intends to collect development charges. The Township's current by-law will expire in June, 2024 – the new by-law will have a maximum life of 10 years. It may be repealed or replaced if changes are warranted in advance of that date.



Holiday Municipal Office Closure/Council Meeting  
Schedule for information;

AND FURTHER THAT Council approve the closure of the Township of South-West Oxford Municipal Office from Tuesday, December 24th, 2024 to Wednesday, January 1st, 2025, with the municipal office reopening on Thursday, January 2nd, 2025;

AND FURTHER THAT Council approve the following Council meeting schedule changes for November, 2024 through to January, 2025, as follows:

- November 26th, 2024 at 9:00 a.m. – New proposed and tentative Council Meeting date (2025 budget deliberations).

DISPOSITION: Motion Carried

**Appointments (continued)**

9:52 a.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-23-15 - Oxford Reformed Christian School for property located at 333182 Plank Line

Resolution No. 6      Moved by Peter Ypma  
                                    Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford moved into public meeting at 9:52 a.m. to consider zone change application ZN 4-23-15 submitted by Oxford Reformed Christian School for property located at 333182 Plank Line.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the application for Zone Change proposes to rezone the subject lands from 'Development Zone (D)' to 'Institutional Zone (I).' The applicant is proposing to permit the zone change in order to facilitate an additional school building on the subject lands for a future high school (Oxford Christian Reformed School) in addition to the existing elementary school. The subject lands are described as Lot 10, Concession 5, (Dereham), in the Village of Mount Elgin, Township of South-West Oxford. The lands are located on the east side of Plank Line, between Mount Elgin Road and Daniel Road, and are known as 333182 Plank Line, Mount Elgin, in the Township of South-West Oxford.

The lands are surrounded by a variety of land uses, including agricultural (cash cropping) to the south and east, residential to the north and recreational as well as highway commercial to the west. Staff believe that the subject lands are appropriate for the proposed high school and its accessory uses (i.e. shop and soccer fields) as it is located within the only serviced Village in the Township, is well suited to the existing built-up area, and represents an expansion of an existing school site.

Further, staff believe that the proposed use of a high school will not adversely impact surrounding agricultural operations, nor will it have a negative impact on other uses in the immediate vicinity (residential, highway commercial and recreational). In terms of traffic concerns, both the Township's Public Works Department and Oxford County's Public Works Department have indicated no concerns from a traffic standpoint and have advised that more detailed comments will be provided at the time of site plan approval, which will address items such as building siting, parking, landscaping, lighting and drainage.

With respect to the MTO comments, it is the opinion of staff that the requirements of MTO can be addressed as part of the application for site plan approval, ensuring that the necessary land use permits and clearances are received prior to final approval.

In light of the foregoing, Planning staff are of the opinion that the proposed Zone Change Application is generally consistent with the policies of the Provincial Policy Statement and support the strategic initiatives and objectives of the County Official Plan respecting institutional uses in a Village. It was noted that the applicants will need to go through the site plan approval process to address issues such as parking, lighting, on-site water for fire suppression, landscaping, tree planting and fencing.

Questions from Council:

None.

Comments from the Applicant:

Nolan Bentley, Agent for the Applicant, stated that he has no questions and is in agreement with 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.

Councillor Pickard questioned the capacity of the new school. Mr. Bentley advised that there will be an additional 10 classrooms (approximately 25 students per class).

In response to an inquiry from Councillor Buchner, Mr. Bentley advised that the timeline for the expansion is dependent on funding. It was discussed whether or not the structure would be built so expansion upwards may be possible in the future – this has not yet been determined. Spencer McDonald noted that the school shows proposed portables – consideration may be given to the possibility of expanding the school itself rather than adding portables.

Water and sewer capacity will need to be confirmed through Oxford County Public Works. Stormwater management planning will be required and will be reviewed through the site plan approval process – lands have been identified for this facility.

Resolution No. 7      Moved by Valerie Durston  
                                Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 10:03 a.m.

DISPOSITION: Motion Carried

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

RESOLVED that the Council of the Township of South-West Oxford approve-in-principle the Zone Change Application submitted by D + H Architects c/o Nolan Bentley, whereby lands described as Part Lot 5, Concession 10 (Dereham) in the Township of South-West Oxford, are to be rezoned from 'Development Zone (D-1)' to 'Institutional Zone (I)' to permit a future secondary school (Oxford Christian Reformed School) on the subject lands.

DISPOSITION: Motion Carried

10:03 a.m. - [Committee of Adjustment Hearing](#) - Minor Variance Application A02-2024

Resolution No. 9      Moved by Valerie Durston  
                                Seconded by Paul Durston

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment to consider minor variance application

A02-2024 submitted by Jacob (Marco) and Lutina Slegh (Marco's Enterprises Ltd.) for property located at 373351 Duffy Line.

DISPOSITION: Motion Carried

Resolution No. 10 Moved by Paul Buchner  
Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 10:16 a.m.

DISPOSITION: Motion Carried

### **New Business**

#### **Ray Baxter (on behalf of Ammon Miller – Prouse Road – Weight Restrictions)**

Ray Baxter spoke on behalf of Ammon Miller in relation to limitations placed on the operation of the sawmill at the property municipally known as 264459 Prouse Road. Mr. Baxter is seeking changes to these provisions to allow the sawmill to operate throughout March and April. It was discussed that the restrictions were imposed on the property in relation to the operation of the sawmill due to the fact that the operation is located on a weight restricted road. At the time of passing the zoning by-law for the property, this was acknowledged by the property owner.

*\* Councillor Gillis arrived at 10:26 a.m.*

Councillor Ypma questioned if there is a way to permit Mr. Miller to work if he commits not to allow trucks to and from his property. Mr. Baxter advised that there are enough logs on site to last until the end of April, but Mr. Miller would like to ship these materials out once in March, and once in April.

Councillor Pickard commented that it was clear at the time of passing the zoning by-law that the sawmill would not operate in March and April of each year. The only way to remove these limitations is to request a zoning by-law amendment. There is no guarantee that this would be supported by Council.

Works Superintendent Adam Prouse advised Council that the road could be rebuilt to full load at a cost of approximately \$250,000 per km (4 kms).

*\* Nicole Chambers left the meeting at 10:35 a.m.*

Mayor Mayberry reminded Council that this Council passed the zoning by-law with the limitations in place. The only way to change this, is for Mr. Miller to



apply for a rezoning. At the time that the application was considered, staff were not in support of approval of the application, due to the fact that the property is located on a weight restricted road. The request was accommodated with the understanding that it would not operate in March and April of each year.

Resolution No. 11     Moved by Jim Pickard  
                                  Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford take no action at this time and confirm support for the zoning provisions, as approved, remaining in place in relation to property located at 264459 Prouse Road.

DISPOSITION: Motion Carried

\* *Council took a 5-minute break at 10:53 a.m.*

**Staff Reports (continued)**

**CL 11-2024: Ward Boundary Review Update & Next Steps**

Clerk Julie Middleton provided Council with a report to provide them with an update in relation to a proposed ward boundary review going into the 2026 municipal election and to present an updated proposal to adjust Township ward boundaries for their consideration and input. She advised that staff is seeking Council's direction in relation to the proposed changes to Township ward boundaries as illustrated in Appendix 'A' attached to report CL 11-2024 and is recommending that Council proceed to the public consultation phase of this initiative. Council provided direction to staff to square off the proposed boundaries of Ward 5 and proceed with the public consultation phase of the ward boundary review.

Resolution No. 12     Moved by Craig Gillis  
                                  Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 11-2024: Ward Boundary Review Update & Next Steps as information;

AND FURTHER THAT Council provide direction to staff to provide public notice of Council's intent to change ward boundaries within the Township as illustrated on Appendix 'A', as amended, attached to

this report pending public input on the proposed changes.

DISPOSITION: Motion Carried

FD 02-2024: Firefighter Personal Protective Equipment Purchase

Acting Fire Chief Paul Groeneveld provided Council with a report to obtain their approval to purchase fifteen (15) sets of Bunker Gear (Personal Protective Clothing) and ten (10) new firefighter pagers in 2024.

He explained that in 2024, the Township will need to purchase fifteen sets of bunker gear. The high number of sets is due to the following factors:

- The Township did not purchase bunker gear in 2023 following the hiring of new recruits (3 sets);
- Bunker gear due for replacement in 2024 (5 sets purchased in 2014);
- Hiring of new firefighters in 2024 (no bunker gear in compliment will fit properly);
- Re-allocation of in-service gear to other members while being under full complement numbers.

He further advised that the average life span of a pager is approximately ten years. Currently Fire and Emergency Services has two pagers in working condition. These pagers are approximately 7 years old. There are approximately 7 - 10 firefighters, including new recruits, that do not have a pager. Staff is not aware of the reason why the Township does not have enough pagers, but suggests that due to understaffing the past few years this did not require pagers to be purchased for new recruits.

Resolution No. 13 Moved by Craig Gillis  
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford received staff report No. FD 2024-002: Fire Fighter Personal Protective Equipment Purchase as information;

AND FURTHER THAT Staff be directed to purchase fifteen sets of bunker gear and ten pagers as per this Report, with the additional required funding to be from the Fire Services Equipment Reserve in the amount of \$29,700.

*Discussion on the motion:*

Treasurer Brooke Crane advised that there is approximately \$166,751 in the fire services equipment reserve.

DISPOSITION: Motion Carried

FD 03-2024: Fire Services 2023 Year End Report

Acting Fire Chief Paul Groeneveld provided Council with a report to provide them with an overview of the Fire Services activities in 2023. He advised that calls were up last year in comparison to the previous year, the department is doing well with inspections through the shared fire prevention officer agreement with rural Oxford municipalities. The average attendance response is about 10 which is good, and this has remained fairly consistent. He advised that the RFP for the new pumper is currently out and closes on March 28<sup>th</sup>, 2024.

He noted that the Township will need to review requirements in relation to fire fighter certification, as the Township is about 95% compliant.

Resolution No. 14      Moved by Peter Ypma  
  Seconded by Paul Buchner

**APPROVED**  
RESOLVED that the Council of the Township of South-West Oxford receive report no. FD 2024-003: Fire Services 2023 Year End Report as information.

DISPOSITION: Motion Carried

FD 04-2024: Fire Services Station #1 Oil Interceptor

Acting Fire Chief Paul Groeneveld provided Council with a report to obtain their approval for the installation of a stainless-steel oil interceptor in Fire Services Station #1 and to fund the additional cost from the Fire Services Building Reserve. He explained that the existing interceptor life span was approximately 13 years. Therefore, staff is recommending that the Township install a stainless-steel interceptor which will last the life cycle of the Fire Station.

Acting Chief Groeneveld explained what the oil interceptor does – this separates the oil from the water in the drains in each fire hall. The oil gets pumped out and disposed of properly.

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

RESOLVED that the Council of the Township of South-West Oxford receive Staff Report No. FD 2024-003: Fire Services Station #1 Oil Interceptor as information;

AND FURTHER THAT Council direct Staff to install a stain-less steel oil interceptor in the Fire Services Station #1 at a cost of \$15,213 plus HST as outlined in this Report;

AND FURTHER THAT Council authorize Staff to fund the additional cost of \$10,213.72 plus HST from the Fire Services Building Reserve.

*Discussion on the motion:*

It was noted that staff will need to look into the condition of oil interceptors at other halls to determine if they need replacement as well.

DISPOSITION: Motion Carried

FD 05-2024: Fire Services Extrication Tools

Acting Fire Chief Paul Groeneveld provided Council with a report to obtain direction regarding the amount of auto extrication tools allocated to the SWOX Fire and Emergency Services. He explained that the existing tools are very old and some are not adequate for use on modern vehicles. Staff proposed to replace all sets with electric/battery powered tools. This will cut down on maintenance costs. It was also noted that a motor or pump won't be required to operate these tools which will save on oil and gas and carbon emissions.

In January 2024, Council approved the purchase of three full sets of battery-operated Hurst heavy hydraulics, with each set consisting of a cutter, spreader and ram at a cost of approximately \$150,000. Prior to the purchase of the above Hurst extrication tools the Fire Services used four sets of heavy hydraulics, one set in each of Station #1 and #2, and two full sets in Station #3. The Acting Fire Chief was recently notified that the Officers in Station #3 were previously advised they would be able to maintain the existing Hurst extrication tools as a second set in their station. This is contrary to the implied wording in the November Council minutes above, which indicate the four sets were being replaced by the three new sets. He stated that ultimately it is Council's decision with respect to which tools remain in place at each station in terms of the level of service provided. He noted that in the unlikely event

that multiple incidents occur at the same time, there are neighbouring stations that may be called on to provide assistance.

Chief Administrative Officer Mary Ellen Greb commented that the budget included the sale of existing extrication tools with an anticipated revenue of \$12,000.

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

RESOLVED that the Council of the Township of South-West Oxford receive report FD 2024-005: Fire Services Extrication Tools as information;

AND FURTHER THAT Council direct Staff to implement Option #1 - Maintain Three Sets of Extrication Tools as outlined in this Report.

DISPOSITION: Motion Carried

WD 02-2024: Sale of the Unopened Road Allowance (Horley Pit)

Works Superintendent Adam Prouse provided Council with a report to bring forward information requested by Council at the January 23, 2024 regular Council meeting. The information requested was to calculate the value of the aggregate source within the 10-meter unopened road allowance owned by South-West Oxford as well as the 5-meter set back currently in place on the West side of the Horley Pit.

He advised that Township staff along with the Consultant have calculated approximately 30,000 tonnes of "choice" gravel in the south portion of this half road allowance and the 5-meter setback (+/-190meters in length.) The remainder of the half of the road allowance plus the 5-meter setback (+/- 400 m in length) should provide about 85,000 tonnes of sandy aggregate which includes both above and below water resources. The potential value of these aggregates are as follows; 30,000 tonnes of choice gravel x \$7.00 per tonne = \$210,000.00 85,000 tonnes of sandy gravel x \$3.00 per tonne = \$255,000.00 for a total of approximately \$465,000.00.

There is approximately 10-13 years of "good" gravel remaining at the Horley Pit – this is based on current quality of extracted gravel. The addition of this land should extend the life of the pit by 2 years. He advised that it is staff's recommendation at this time to retain this piece of property, and start the process of a major pit plan amendment and to enter into a neighbor agreement reducing the 5-meter set back to zero for both property owners – costs to be included in the 2025 budget.

Resolution No. 17      Moved by Jim Pickard  
                                  Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report WD 02-2024: Sale of the Unopened Road Allowance (Horley Pit) as information.

DISPOSITION: Motion Carried

**Appointments (continued)**

**11:30 a.m. - Brian Graydon re: Parkland Development in Mount Elgin (Open Session and Closed Session - Potential sale/acquisition of land)**

Brian Graydon, on behalf of Mount Elgin Developments, addressed Council regarding the status of the subdivision agreement for phase 6 of the development. Discussion took place regarding potential for washrooms in the park block and servicing of the park block, phasing of the development due to servicing requirements from Mount Elgin Road, water cistern location for fire suppression purposes and potential road adjustments (phase 4 – hammerhead) which will be addressed during the detailed design phase of the development process. Traffic calming measures were also discussed (potential for road narrowing). It was stated that a berm and fence are proposed to provide a barrier between the trail and the railroad – the type of fence has not yet been discussed.

Council will be required to give further consideration to the need for washrooms in the park block in Phase 6.

**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 (Potential Parkland Development).*

Resolution No. 18      Moved by Craig Gillis  
                                  Seconded by Paul Buchner

RESOLVED that Council hold a closed meeting at 12:01 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 (for Potential Parkland Development).

DISPOSITION: Motion Carried

Resolution No. 19 Moved by Valerie Durston  
Seconded by Craig Gillis

RESOLVED that Council reconvene in regular session  
at 12:55 p.m.

DISPOSITION: Motion Carried

**Agenda Items & Correspondence**

#35 - Oxford County Council Report - February, 2024

#36 - Letter re: Towing in Oxford County

#37 - East Zorra-Tavistock Administration Building Open House - Friday,  
March 22nd, 2024 - 2:00 p.m. to 5:00 p.m.

#38 - Oxford County Development Application Fees 2024

#39 - Agenda Posting Notice - February 27, 2024 [UTRCA Annual General Meeting](#)

Resolution No. 20 Moved by Valerie Durston  
Seconded by Craig Gillis

RESOLVED that the Council of the Township of  
South-West Oxford received agenda and  
correspondence items #35 to #39 inclusive as  
information and that they be noted and filed.

DISPOSITION: Motion Carried

**Accounts Payable Report**

March 5th, 2024 - Accounts Payable Report

Resolution No. 21 Moved by Paul Buchner  
Seconded by Valerie Durston

RESOLVED that the following Accounts be approved  
for payment:

Accounts Payable for  
February 18<sup>th</sup> to March 2<sup>nd</sup>, 2024 \$261,710.57





RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support in relation to item #44 pending the receipt of comments from the Township's Acting Fire Chief at the next Council meeting.

DISPOSITION: Motion Carried

**#45 - County of Prince Edward Resolution re: review the Ontario Works and Ontario Disability Support Program Financial Assistance Rates**

Resolution No. 25      Moved by Paul Buchner  
                                      Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #42 and #45 as information and that they be noted and filed.

DISPOSITION: Motion Carried

*\* Council took a break for lunch and reconvened at 1:30 p.m. - CAO Mary Ellen Greb, Acting Fire Chief Paul Groeneveld and Development Planner Spencer McDonald did not return to the meeting.*

*\* Councillor Pickard left the meeting (virtually – due to power outage) at 1:35 p.m.*

**By-laws and Agreements**

- By-Law No. 20-2024 - To appoint members to the SWOX Housing Opportunities Committee
- By-Law No. 21-2024 - To appoint members to the Environment and Energy Innovation Committee
- By-Law No. 22-2024 - To appoint members to the Engage and Inform Committee

Resolution No. 26      Moved by Craig Gillis  
                                      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. 20-2024 being a by-law to appoint members to the SWOX Housing Opportunities Committee;

- By-Law No. 21-2024 being a by-law to appoint members to the Environment and Energy Innovation Committee;
- By-Law No. 22-2024 being a by-law to appoint members to the Engage and Inform Committee, as amended.

DISPOSITION: Motion Carried

Resolution No. 27 Moved by Paul Buchner  
Seconded by Peter Ypma

RESOLVED that By-Laws No. 20-2024 to 22-2024 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**

- Hilltop Park Committee Meeting Minutes
- Salford Hall Board Meeting Minutes
- Brownsville Hall Board Meeting Minutes

Resolution No. 28 Moved by Peter Ypma  
Seconded by Valerie Durston

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

- Hilltop Park Committee Meeting Minutes of May 9<sup>th</sup>, 2023;
- Salford Hall Board Meeting Minutes of January 4<sup>th</sup>, 2024;
- Brownsville Hall Board Meeting Minutes of January 10<sup>th</sup>, 2024.

DISPOSITION: Motion Carried

### **New Business**

#### **Parkland Development in Mount Elgin (Open Session and Closed Session - Potential sale/acquisition of land (continued)**

Council had a brief discussion about the pros and cons of a washroom located in the new parkland in Mount Elgin (i.e. potential vandalism, shelter,

misuse). Council requested input from the Mount Elgin Parks and Recreation Committee.

**Council Round Table**

*Council members shared updates from their respective wards and community involvement. Engage and Inform Committee will meet again tomorrow afternoon. Earth Day event is coming up on April 20<sup>th</sup>, 2024 in Brownsville. Hilltop Park Easter Egg Hunt will take place on March 30<sup>th</sup> at 10:00 a.m. Environment and Energy Innovation committee will meet again in April, 2024. Mount Elgin Community Centre Board is working on planning the community information day. Mount Elgin Community Centre rentals are very busy. The Dereham Centre Hall Board AGM has been scheduled on March 20<sup>th</sup> at 7:00 p.m. Mount Elgin Parks and Recreation will meet tonight. Pickleball in Mount Elgin is next Thursday evening at 7:00 p.m. The Brownsville Hall Board AGM is March 13<sup>th</sup> at 7:00 p.m. – the regular meeting will take place at 6:00 p.m. It was noted that there has been more vandalism at the park – the OPP have been notified and a report filed. The Beachville Museum Board will meet next Wednesday. Beachville Parks and Recreation will be hosting the annual Easter Egg Hunt at the museum on March 30<sup>th</sup> 12-2 p.m.*

**Brownsville – Drainage Complaint**

Mayor David Mayberry brought a drainage matter to Council and staff’s attention. The matter is in relation to a property located in Brownsville. There is some dispute in relation to whether the issue in relation to drainage or a failing septic system. Council requested a report from staff on the matter.

**Confirmatory By-Law**

***By-Law No. 23-2024 - To confirm all actions and proceedings of Council (March 5th, 2024)***

Resolution No. 29      Moved by Paul Buchner  
                                    Seconded by Valerie Durston

RESOLVED that By-law 23-2024 being a By-law to confirm the proceedings of Council held Tuesday, March 5<sup>th</sup>, 2024 be read a first, second and third time this 5<sup>th</sup> day of March, 2024.

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. 30     Moved by Craig Gillis  
  Secinded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 2:03 p.m. to meet again on Tuesday, March 19th, 2024 at 6:30 p.m.

DISPOSITION: Motion Carried

---

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED