

Township of South-West Oxford
Council Minutes
December 5, 2023

Members Present: Mayor: Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5), Craig Gillis (Ward 6)
Councillors:

Members Absent: None

Staff Present: Mary Ellen Greb, CAO/Deputy Clerk
Julie Middleton, Clerk/Deputy CAO
Brooke Crane, Treasurer
Adam Prouse, Works Superintendent
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.

Motion to Accept Agenda

Resolution No. 1 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the December 5th, 2023 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

November 21st, 2023 - Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the regular minutes of the November 21st, 2023 council meeting be approved, as amended (next meeting date).

DISPOSITION: Motion Carried

November 28th, 2023 - Special Council Meeting Minutes

Resolution No. 3 Moved by Valerie Durston
 Seconded by George Way

RESOLVED that the special minutes of the November 28th, 2023 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 58-2023: Business Arising from the Minutes of November 21st, 2023

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

Resolution No. 4 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 58-2023: Summary of Staff Actions Related to Business Arising from the Minutes of November 21st, 2023 as information.

DISPOSITION: Motion Carried

Staff Reports

CAO 24-2023: 2024 Cost of Living Adjustment - Township Pay Band Grid

CAO Mary Ellen Greb provided Council with a report to seek their approval for a cost-of-living increase to the Township Pay Band Grid for 2024 in keeping with the Township Payroll Administration Policy 3.2.

Councillor Gillis questioned the difference between each step on the Township's salary grid. CAO Greb advised that there is a 4% difference between each step.

Resolution No. 5 Moved by Jim Pickard
 Seconded by Valerie Durston

Resolved that Council receive Report CAO 24-2023 as information;

And Further That Council approve the application of a Cost of Living (COLA) increase of 3.3% to the Township Pay Band Grid for 2024 for time worked in 2024.

DISPOSITION: Motion Carried

CAO 25-2023: Township Digital & Non-Digital Sign Policy

Chief Administrative Officer Mary Ellen Greb brought forward a report to Council to present them with a draft sign policy that would be applicable to digital and non-digital signs that occupy Township owned lands, including community parks, community halls, emergency halls as well as the Beachville Museum.

Councillor Buchner questioned when the proposed \$50 fee would apply; will this apply to other signs at Township halls that are not digital? It was confirmed that this fee may apply to use of the Township's digital and non-digital signs. Councillor Gillis suggested that the draft sign policy be sent to all hall and park boards that have signs available for use for their input as well.

Councillor Pickard questioned the use of the signs by special interest groups – will the Township consider requests from special interest groups. It was clarified that if an organization rents the hall for use, then they would be eligible to use the sign. The Township would not promote other events that are not taking place on the property. Requests need to come through Township staff to be posted.

With respect to the fee, Councillor Ypma, questioned if there is a guarantee with respect to the number of times and for how long the message will be shown. It was clarified that there is no guarantee. It was further explained that the message will rotate through all messages over a 24/hr period. The messaging on the sign is not taking up a significant amount of staff time at this point to update and change.

It was noted that individuals will get more exposure on a non-digital sign vs. a digital sign because the messaging rotates every few seconds on a digital sign. It was suggested that wording be added to the effect so that user are aware of the differences.

Resolution No. 6 Moved by Paul Buchner
 Seconded by Craig Gillis

Resolved that Council receive Report CAO 25-2023 as information;

And Further That Council provide direction to staff to circulate the draft Township Digital & Non-Digital Sign Policy to the Township hall and park committees for input and comment.

DISPOSITION: Motion Carried

FC 04-2023: Information Report and amendment to the Open Air Burning By-law

Clerk Julie Middleton presented report FC 04-2023 regarding a proposed amendment to the Township's Open Air Burning By-law as a result of an inquiry from a resident in relation to the permitted times for recreational burning. The report also included information on the permitted size of an agricultural burn pile (that does not require an inspection) and the use of burn barrels in the Township.

Clarification was required with respect to what constitutes a burn barrel (barrel that is taller than it is wide). Council is in support of extending the permitted burn time for recreational burning.

Resolution No. 7 Moved by Peter Ypma
 Seconded by Paul Buchner

Resolved that the Council of the Township of South-West Oxford extend the permitted burning time for recreational fires from 11:00 a.m. to 2:00 a.m.

DISPOSITION: Motion Carried

Resolution No. 8 Moved by Craig Gillis
 Seconded by Jim Pickard

Resolved that Council for the Corporation of South-West Oxford receive report FC 04-2023 as information from the Fire Chief regarding the amendments to the Open-Air Burning By-law;

And Further That Council approve staff's recommendation to change the permitted hours of a recreational open-air burning range from 4:00 p.m. to 12:00 a.m., to 11:00 a.m. to 2:00 a.m., in order to allow for cooking on a recreational fire;

And Further That continue the ban on burn barrels as recommended by staff.

DISPOSITION: Motion Carried

FC 05-2023: Information Report on the emergency services fleet

Chief Administrative Officer Mary Ellen Greb presented report FC 05-2023 to provide Council with requested information on emergency services fleet and the replacement schedule for vehicles within the emergency services department. The report also outlined the vehicle replacement needs of the of the department over the next 20 years.

Council requested additional follow up information regarding the replacement schedule for pumper vehicles in accordance with NFPA standards. The direction moving forward with respect to the replacement schedule for tanker vehicles may change. Tandem axle vehicles put a lot of extra weight on the vehicle chassis and this additional weight can be a concern with driver's that are not experienced. Distribution of emergency services vehicles may change throughout the three stations moving forward as well. The Beachville pumper is in need of replacement in 2023.

Resolution No. 9 Moved by Craig Gillis
 Seconded by Paul Buchner

Resolved that Council for the Corporation of South-West Oxford receive report FC 05-2023 as information from the fire chief on the emergency services fleet.

DISPOSITION: Motion Carried

FC 06-2023: South-West Oxford Fire & Emergency Services 3rd Quarter 2023 Activity Report

Chief Administrative Officer Mary Ellen Greb presented report FC 06 2023 to provide Council with information on the fire departments activities for the 3rd quarter. The department is meeting legislative requirements with respect to training and response times. Response times include the period of time from when the incident is called out to when fire fighters arrive on scene.

Reserve Name Amount Tax Stabilization \$(
20,563.00)
Health Services – Recreation \$(26,331.00)
Fire \$(101,438.00)
Building \$(78,362.00)
Public Works – Equipment \$(69,200.00)
Public Works – Paving (Capital) \$(98,288.00)
Drainage \$(9,500.00)
Waste Management \$(14,523.00)

Total 2022 Deficit \$(418,205.00)

To record the following net 2022 deficit in 2023:
Net 2022 Deficit \$(88,482.00)

RESOLVED that the special minutes of the November 28th, 2023 council meeting be approved.

DISPOSITION: Motion Carried

Discussion Items:

2024 Budget Deliberations

Treasurer Brooke Crane reviewed the summary of the changes to the 2024 draft budget following the November 28th, 2023 Special Council Meeting. She suggested that Council consider the potential removal of the proposed recreation facility attendant and the removal of the Beachville Museum capital project for their Barn 1 design as previously discussed. She advised that OCIF funding came in last week – the draft budget included funding in the amount of \$221,000; however, the Township will receive \$247,000 in 2024. Growth in 2024 is projects at 1.78%

Council provided direction to staff to increase the proposed transfer to recreation reserves in 2024 to \$150,000 up from \$125,000.

Members of Council discussed the proposed recreation attendant staff position (for six-months) and the required design work for the Beachville Museum Barn #1 project. The amount of time spent by other staff responding to various Township hall and park needs was discussed. Often this work is being done by a staff person at a higher rate of pay which would be done by someone else.

It was discussed that the Township owns the Beachville Museum buildings and the work proposed to Barn #1 needs to be done correctly and professionally designed. The museum has reserve funds that may be utilized

should the design work be more than \$10,00. This project was presented as part of the Beachville Museum's long-term capital project forecast.

Council provided direction to staff to leave the proposed recreation attendant position in for six months and the required design work for Barn #1 in the 2024 budget.

Council discussed the proposed walking/activity trail in Foldens and agreed to leave this project in the budget for 2024. The hall board has done a lot of fundraising and has their share of the capital projects available to move forward. The Township's portion will be funded by reserves.

** Council took at five-minute break at 10:40 a.m.*

Final discussion took place among members of Council regarding the draft 2024 budget. It was noted that the Township does business in the same manner as any other organization – increased costs are experienced by all and increased demands in service result in higher costs. Members of Council expressed that they were happy to see a final budget presented with an impact on taxation at less than 5%.

Resolution No. 12 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to prepare the necessary by-law based on the budget as finally presented and discussed at the meeting held on December 5th, 2023.

DISPOSITION: Motion Carried

Dereham Centre Open House - Proposed Battery Storage (Keswick Road) - Update from Mayor Mayberry

Councillor Ypma provided Council with an update following the public consultation held at the Dereham Centre Hall last week regarding a proposed battery storage facility on Keswick Road. There is concern within the community about the facility proposed on agricultural land. There are other areas that would be more appropriate than the land that is being proposed. Approximately 7 to 8 acres is proposed to be taken out of agricultural production. However, the facility needs to be located within close proximity to the Town of Tillsonburg. It was felt that some questions brought forward from the community at the open house were not well addressed.

Chief Building Official Howard Leaver commented that there are NFPA standards in place for battery storage facilities in the United States and it was questioned if this company intends to build to these standards.

Agenda Items & Correspondence

#211 - Oxford County Council Report - November, 2022

#212 - ROMA Conference: Program Announcement

#213 - Oxford County Public Works Report PW 2023-43 - Oxford Road 19 Road Reconstruction Municipal Class Environmental Assessment Study

#214 - 2024 Board of Directors and Committee Meeting Schedule

Resolution No. 13 Moved by Peter Ypma
 Seconded by Valerie Durston

Resolved that Council for the Corporation of South-West Oxford receive agenda and correspondence items #211 to #214 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried



Accounts Payable Report

December 5th, 2023 - Accounts Payable Report

Resolution No. 14 Moved by Peter Ypma
 Seconded by Jim Pickard

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for	
November 19 th , 2023 to	\$441,722.64
December 2 nd , 2023	
Bi-Weekly Payroll #24	\$51,727.89
Fire Pay #11	\$26,908.09
Council Pay #11	\$6,481.26
Total:	\$526,839.88

DISPOSITION: Motion Carried

Information Items & Correspondence

#215 - Township of Puslinch Resolution re: Illegal Land Use Town of Cobourg

#216 - Town of Halton Hills Resolution re: Support for Town of Grimsby resolution on Guaranteed Livable Income

#217 - Town of Aylmer Resolution re: Amendments to the Residential Tenancies Act

Resolution No. 15 Moved by George Way
Seconded by Peter Ypma

Resolved that Council for the Corporation of South-West Oxford receive agenda and correspondence items #215 to #214 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 70-2023 - To authorize the execution of an agreement with Hillside Animal Control (Animal Care and Control Contract - to December, 2025)
- By-Law No. 71-2023 - To amend Township of South-West Oxford Zoning By-law (ZN 4-22-30 - Hakkenberg - 344154 Ebenezer Road)

Resolution No. 16 Moved by Paul Buchner
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. 70-2023 being a By-law to authorize the execution of an agreement with Hillside Animal Control (Animal Care and Control Contract - to December, 2025), as amended;
- By-Law No. 71-2023 being a By-law to amend Township of South-West Oxford Zoning By-law (ZN 4-22-30 - Hakkenberg - 344154 Ebenezer Road.)

DISPOSITION: Motion Carried

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

RESOLVED that By-Laws 70-2023 and 71-2023 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

Dogs Off-Leash – Thames River Trail

A concern was raised regarding dogs off leash on trails within the Township. Clerk Julie Middleton will bring forward this concern to Township enforcement staff.

Council Round Table

Council members shared updates from their respective wards and community involvement. The Township's Christmas Light Contest will end on December 14th; the Engage and Inform Committee will meet following the contest judging. The Environment and Energy Innovation Committee will meet again next week. The Dereham Centre Hall Board Christmas in the Village took place two weekends ago. Attendance improved as the event went on. Rentals are very busy until the end of the year. The Mount Elgin Hall Board will be hosting two joint dinners with the Lions Club in 2024 and planning another Trivia Night and a Community Information Night. Their AGM will take place on January 22nd, 2024. Hall rentals at the Foldens Hall are very busy. Brownsville Hall Board will not meet again until the New Year. Their AGM will take place in January. Lighting of the Lights at the Beachville Museum took place last weekend; this was a good turnout and great display – another well-run event at the museum.

Closed Session

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

(b) personal matters about an identifiable individual, including municipal or local board employees (Personnel Matter).

Resolution No. 18 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that Council hold a closed meeting in order to discuss a matter pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees (Personnel Matter).

DISPOSITION: Motion Carried

Resolution No. 19 Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 12:10 p.m.

DISPOSITION: Motion Carried

Business Arising from Closed Session

Resolution No. 20 Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to approach the contractor of the new home located at 283965 Daniel Road with the proposition that the Township and contractor equally share the cost of the relocation of a portion of the McDonald Municipal Drain away from the newly constructed home.

DISPOSITION: Motion Carried

Confirmatory By-law

By-Law No. 72-2023 - To confirm all actions and proceedings of Council (December 5th, 2023)

Resolution No. 21 Moved by Valerie Durston
Seconded by George Way

RESOLVED that By-law 72-2023 being a By-law to confirm the proceedings of Council held Tuesday, December 5th, 2023 be read a first, second and third time this 5th day of December, 2023.

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

