

**Township of South-West Oxford  
Council Minutes  
December 19, 2023**

**Members Present:** Mayor: Mayor David Mayberry, Paul Buchner (Ward 1), Valerie Durston  
Councillors: (Ward 3), George Way (Ward 4),  
Craig Gillis (Ward 6)

**Members Absent:** Jim Pickard (Ward 5), Peter Ypma (Ward 2)

**Staff Present:** Mary Ellen Greb, CAO/Deputy Clerk  
Julie Middleton, Clerk/Deputy CAO (7:18 p.m.)  
Brooke Crane, Treasurer

**Call Meeting to Order**

The meeting was called to order at 7:00 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 December 19th, 2023 meeting of council be approved.

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

None.

**Minutes**

**December 5th, 2023 Regular Council Meeting Minutes**

Resolution No. 2 Moved by Craig Gillis  
Seconded by George Way

RESOLVED that the regular minutes of the December 5<sup>th</sup>, 2023 council meeting be approved as amended.

DISPOSITION: Motion Carried











human-caused emergencies such as protests, demonstrations, civil unrest, etc. due to the current global socioeconomic climate.

- Upon review of the Critical Infrastructure List, it was recommended to change the secondary Emergency Operations Centre location B from the Brownsville Fire Station to the Mount Elgin Fire Station, as there is no generator on-site in Brownsville. The Committee recommended exploring the need for a generator at the Brownsville Community Center in the future.
- A successful test of the Everbridge alerting system was also completed as part of the Township's training exercise, this is the new emergency notification cloud-based software that was implemented on a county-wide basis by Oxford County. It will be used to send out notifications and further information/direction to the ECG, staff and Council via text message/phone call – it can be used whether or not an emergency is declared.
- As part of the program committee's meeting, the Committee also completed a tabletop exercise based on a mock scenario regarding a protest at the Municipal Office (civil unrest). The Emergency Control Group (ECG) was able to establish the Emergency Operations Centre in a secondary location (Beachville Fire Station) and ECG members were able to test their understanding of the new Emergency Management Plan. The exercise was successful, and it highlighted how it may be difficult to estimate how a situation will escalate and at what point should the Township (Mayor) may decide to declare an emergency. There are many factors to take into consideration including the Township's ability to continue to meet legislative requirements and the need for assistance from agencies outside the Township.

Resolution No. 11      Moved by Craig Gillis  
   Secoded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 62-2023: Updated Township of South-West Oxford Emergency Response Plan as information;

AND FURTHER THAT the Council of the Township of South-West Oxford approve the updated Emergency Response Plan for the Township as presented and attached as Appendix 'A' to this report.

DISPOSITION: Motion Carried

TR 04-2023: Updated User Fee Rates By-law

Treasurer Brooke Crane provided Council with a report to provide them with information on changes proposed by staff to the Township User Fee Rates By-law. She advised that key changes to the by-law may be summarized as follows:

- Photocopying on large scanner (plotter) was added at \$10 per page;
- Composters, Blue Boxes and Bag Tags rate instead of a specified cost, it is noted "as set by County of Oxford";
- Dog License Fees removed;
- Dangerous dog registration of \$50 added;
- Tax Certificate and Drainage Certificate amounts revised from \$45 to \$50 to bring in-line with Oxford County municipalities;
- Septic Certificate amount removed (Township no longer provides this service);
- Fire (open-air burn), fireworks and pyrotechnics display permit amounts revised to reflect the current By-law; and
- Facility rental fees added with consultation from the Hall and Park Boards.

Resolution No. 12 Moved by George Way  
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report TR 04-2023: Updated User Fee Rates By-law as information;

AND FURTHER THAT Council approve the draft By-law attached as Appendix 'A' to this report.

DISPOSITION: Motion Carried

**Agenda Items & Correspondence**

#218 - December County Council Report

#219 - ROMA 2024 Conference Update: Don't Miss Your Zone Meeting

#220 - Long Point Region CA 2024 Meeting Schedule

#221 - Royal Assent of Bill 134, Affordable Homes and Good Jobs Act, 2023

#222 - Oxford Community Foundation 2023 Winter Newsletter

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



RESOLVED that the Council of the Township of South-West Oxford received agenda and correspondence items #218 to #222 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

**Accounts Payable Report**

December 19th, 2023 - Accounts Payable Report

Resolution No. 14 Moved by George Way  
Seconded by Valerie Durston

RESOLVED that the following Accounts be approved for payment:

Accounts Payable	
December 3 <sup>rd</sup> , 2023 to	\$2,359,190.18
16th, 2023	
Bi-Weekly Payroll #25	\$52,819.88

Total: \$2,412,010.06

APPROVED

DISPOSITION: Motion Carried

**Information Items & Correspondence**

#223 - City of Greater Sudbury Resolution re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

#224 - Township of Clearview Council Resolution re: Cemetery Administration Management Support

#225 - Loyalist Township Resolution re: Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule

Resolution No. 15 Moved by George Way  
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford received information and correspondence items #223 to #225 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

**By-laws and Agreements**

- By-Law No. 75-2023 - A by-law to adopt an Emergency Management Program for the Township of South-West Oxford (Emergency Management Plan - IMS)
- By-Law No. 76-2023 - A By-law to amend By-law 29-2023 to provide for the regulation and control of the setting of fires and the prevention of fire (Open Air Burning By-law - recreational burning)
- By-Law No. 77-2023 - To adopt estimates of revenues and expenditures for the year 2024 (2024 Budget By-law)
- By-Law No. 78-2023 - To provide for the adoption of user fee rates for the Township of South-West Oxford (Fees and Charges By-law)

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. 75-2023 being a by-law to adopt an Emergency Management Program for the Township of South-West Oxford (Emergency Management Plan - IMS)
- By-Law No. 76-2023 being a by-law to amend By-law 29-2023 to provide for the regulation and control of the setting of fires and the prevention of fire (Open Air Burning By-law - recreational burning)
- By-Law No. 77-2023 being a by-law to adopt estimates of revenues and expenditures for the year 2024 (2024 Budget By-law)
- By-Law No. 78-2023 being a by-law to provide for the adoption of user fee rates for the Township of South-West Oxford (Fees and Charges By-law).

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Craig Gillis  
Seconded by George Way

RESOLVED that By-Laws 75-2023 to 78-2023 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

### **Committees**

- Environment and Energy Innovation Committee Minutes of November 8<sup>th</sup>, 2023
- SWOX Housing Opportunities Committee Minutes of October 3<sup>rd</sup>, 2023

Resolution No. 18 Moved by George Way  
Seconded by Valerie Durston

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

- Environment and Energy Innovation Committee Minutes of November 8<sup>th</sup>, 2023
- SWOX Housing Opportunities Committee Minutes of October 3<sup>rd</sup>, 2023

DISPOSITION: Motion Carried

### **Council Round Table**

*Council members shared updates from their respective wards and community involvement. Salford Hall Board will meet on January 2<sup>nd</sup>, 2024. Brownsville Hall Board will meet again the second week of January, 2024. Councillor Buchner participated in a Conservation Ontario Presentation – CAs have planted 20 million trees – funding available to push it to another 600,000 per year; more land is needed. Their AGM will take place on April 15<sup>th</sup>, 2024. Foldens Hall Board will have AGM on February 6<sup>th</sup>, 2024; West Oxford Cemetery Board February 17<sup>th</sup>, 2024. Christmas Light Contest winners were notified today and Mayor Mayberry delivered their prizes. Oxford County budget was approved – the budget by-law is expected in January, 2024.*

### **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 (Ministry of Labour Complaint).*

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

RESOLVED that Council hold a closed meeting at 7:43 p.m. in order to discuss a matter pertaining to:

*(b) personal matters about an identifiable individual, including municipal or local board employees (Ministry of Labour Complaint).*

DISPOSITION: Motion Carried

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

RESOLVED that Council reconvene in regular session at 8:01 p.m.

DISPOSITION: Motion Carried

**Confirmatory By-law**

*By-Law No. 79-2023 - To confirm all actions and proceedings of Council (December 19th, 2023)*

Resolution No. 21 Moved by Craig Gillis  
Seconded by Paul Buchner

RESOLVED that By-law 79-2023 being a By-law to confirm the proceedings of Council held Tuesday, December 19<sup>th</sup>, 2023 be read a first, second and third time this 19<sup>th</sup> day of December, 2023.

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. 22 Moved by Valerie Durston

Seconded by George Way

RESOLVED that there being no further business, the Council meeting be adjourned at 8:03 p.m. to meet again on Tuesday, January 9th, 2024 at 9:00 a.m.

DISPOSITION: Motion Carried

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CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED