Township of South-West Oxford Council Minutes February 18, 2025

<u>Members Present</u> :	Mayor: Councillors:	Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5) - virtually, Craig Gillis (Ward 6)
<u>Members Absent</u> .	None.	
<u>Staff Present</u> .	Mary Ellen Greb, CAO/Deputy Clerk Julie Middleton, Clerk/Deputy CAO Brooke Crane, Treasurer Adam Prouse, Works Superintendent Nicole Chambers, Records Management Co- ordinator/Clerk's Assistant	

Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Mayor David Mayberry and a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by George Way Seconded by Peter Ypma

> RESOLVED that the regular meeting agenda for the February 18th, 2025 meeting of council be approved, as amended (Mount Elgin Secondary Planning and Walker Landfill Proposal).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

<u>Minutes</u>

February 4th, 2025 Regular Council Meeting Minutes

Resolution No. 2 Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED that the regular minutes of the February 4th, 2025 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 09-2025: Business Arising from the Minutes of the February 4th, 2025 Council Meeting

Clerk Julie Middleton provided Council with a report to provide them with an update on the staff actions taken in response to directives and decisions made at the previous Council meeting.

Resolution No. 3	Moved by Peter Ypma Seconded by George Way
AF	RESOLVED that that Council of the Township of South-West Oxford receive report CL 09-2025: Business Arising from the Minutes of the February 4th, 2025 Council Meeting as information. DISPOSITION: Motion Carried

Staff Reports

BD 03-2025: January 2025 Building Report

CAO Mary Ellen Greb presented the January, 2025 building report to provide them with a summary of the activities as of the end of January, 2025 in comparison to January, 2024. This includes details on the number of building permits issued and a summary of the associated permit fees collected, development charges collected and value of construction.

Resolution No. 4 Moved by Craig Gillis Seconded by George Way

> RESOLVED that the Council of the Township of South-West Oxford receive report BD 03-2025: January 2025 Building Report as information.

DISPOSITION: Motion Carried

CAO 05-2025: Council Resolution for New Brownsville Playground Ontario Trillium Grant Application

CAO Mary Ellen Greb presented a report to Council to seek a resolution authorizing staff to submit an Ontario Trillium Grant Capital application for new playground equipment at Brownsville Park. It was noted that the funding application is not limited to the accessible features at the new park but for the overall project.

Resolution No. 5 Moved by Paul Buchner Seconded by Peter Ypma

> RESOLVED that the Council of the Township of South-West Oxford receive Report CAO 05-2025 as information;

AND FURTHER THAT the Council authorizes and supports the Township applying for an Ontario Trillium Grant to re-develop the Brownsville Hall community park with new playground equipment and combined engineered wood chips and some rubber matting ground cover.

DISPOSITION: Motion Carried

Appointments

<u>6:37 p.m. - Committee of Adjustment Hearing - Minor Variance Application</u> A01-2025 - Heather Stringle, Haley & Stuart Preston - 544906 Clarke Road

Resolution No. 6 Moved by George Way Seconded by Valerie Durston

> RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment to consider Minor Variance Application A01-2025 submitted by Heather Stringle, Haley and Stuart Preston for property located at 544906 Clarke Road at 6:37 p.m.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by George Way Seconded by Valerie Durston RESOLVED that Council reconvene in regular session at 6:47 p.m.

DISPOSITION: Motion Carried

Staff Reports (continued)

CAO 03-2025: Action Plan to Achieving our Budgetary and Strategic Goals

CAO Mary Ellen Greb presented Report CAO 03-2025 to Council, outlining the work to be completed before her retirement at the end of December 2025. Council discussed the need for further deliberation on the components of the new municipal office and child care facility in Mount Elgin. Councillor Pickard noted that additional information is required regarding the cost difference between a two-storey and a three-storey building. CAO Greb advised that staff are currently working with SPH Engineering to investigate this matter, with further details expected within the next month.

Resolution No. 8 Moved by Peter Ypma Seconded by George Way

> RESOLVED that Council of the Township of South-West Oxford receive Report CAO 03-2025 as information.

DISPOSITION: Motion Carried

CAO 04-2025: Probationary Period Adjustment

CAO Mary Ellen Greb presented Report CAO 04-2025 to Council, proposing a reduction of the existing one-year probationary period to six (6) months. She explained that the Township previously used a six-month probationary period; however, this was extended primarily due to public works staffing needs, as staff preferred to assess employees across all seasons before the probationary period ended. She also noted that the Township is subject to the requirements of the Employment Standards Act, which establishes a probationary period of three months.

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

> RESOLVED that the Council of the Township of South-West Oxford receive Report CAO 04-2025 as information;

AND FURTHER THAT the Council of the Township of South-West Oxford approve a probationary period of six (6) months for any new hire, with the option of the CAO extending the probationary period for up to an additional six months if needed, and that this wording be included in any new hire agreement;

AND FURTHER THAT any current employees who have not completed their one-year probationary period and have worked a minimum of six (6) months have a probationary review completed within the next 30 days. For those not meeting the requirements of this probationary review, the one-year period will be maintained in keeping with their original hiring agreement.

DISPOSITION: Motion Carried

<u>CL 11-2025: Recommendation from the Environment and Energy Innovation</u> <u>Committee (Insulation in Attic at Dereham Centre Hall)</u>

Clerk Julie Middleton presented a report to Council outlining a recommendation from the Township of South-West Oxford's Environment and Energy Innovation Committee to insulate the attic at Dereham Centre Hall. Councillor Pickard noted that the Committee has been evaluating insulation options for some time to address heat and air loss. He advised that while the recommended attic insulation will have a positive impact, the walls will also require insulation in the future.

Resolution No. 10 Moved by Jim Pickard Seconded by Peter Ypma

> RESOLVED that the Council of the Township of South-West Oxford receive Report CL 11-2025, Recommendation from the Environment and Energy Innovation Committee – Insulation in Attic at Dereham Centre Hall;

> AND FURTHER THAT the Council of the Township of South-West Oxford approve the recommendation from the Environment and Energy Innovation Committee to proceed with insulating the attic at Dereham Centre Hall, with the project cost of \$3,450.00 plus HST to be funded from the Township's Climate Change Reserve.

DISPOSITION: Motion Carried

CL 12-2025: Consultant Selection for Mount Elgin Park Design

Clerk Julie Middleton presented a report to Council seeking approval to engage a consultant for the design and public consultation process for the new park at 324032 Mount Elgin Road (within the Phase 6 development). Staff recommended accepting the lowest bid, Ron Koudy's Landscape Architects.

Council discussed the stakeholders to be included in the initial public consultation workshop with the selected consultant, suggesting that a representative from another Township parks committee be involved to provide input and share experience. It was also noted that community interest in forming a dedicated park committee for the new park would be beneficial and may evolve as the project moves forward.

Resolution No. 11	Moved by Paul Buchner Seconded by Peter Ypma
AF	RESOLVED that the Council of the Township of South-West Oxford receive report CL 12-2025: Consultant Selection for Mount Elgin Park Design as information; AND FURTHER THAT Council approve the selection of a consultant to assist with the design and public consultation process for the new park located at 324032 Mount Elgin Road and authorize staff to proceed with the engagement of the preferred consultant, Ron Koudy's Landscape Architects.

DISPOSITION: Motion Carried

WD 01-2025: Purchase of New Tandem Plow Truck

Works Superintendent Adam Prouse presented a report to Council seeking approval to purchase a new 2026 combination plow-sander, installed on a Freightliner chassis, and to sell the 2016 International plow truck, in accordance with the 2025 Township-approved budget. He explained that Canoe Procurement has already conducted the bidding process for this equipment and determined that this is the lowest price available. It was noted that the contract does not include provisions addressing the possibility of future tariffs.

Resolution No. 12 Moved by Craig Gillis Seconded by Paul Buchner RESOLVED that the Council of the Township of South-West Oxford receive report WD 1-2025 as information;

AND FURTHER THAT the Council approves the purchase of one (1) new 2026 Viking Combination U-Body Plow Equipment installed on a Freightliner Cab & Chassis for \$398,063.00 plus applicable taxes through LAS Canoe contract number 062222-VCM;

AND FURTHER THAT the additional funds required to cover the purchase be transferred from the Township's public works equipment reserve, if needed;

AND FURTHER THAT the Council authorizes the Works Superintendent to sell the Township's 2016 International plow truck in its 'as is' condition.

DISPOSITION: Motion Carried

Appointments (continued)

<u>7:10 p.m. - Court of Revision - Piper Municipal Drain (Councillor Way (Chair),</u> Councillor Durston, Councillor Ypma)

Clerk Julie Middleton noted that no verbal or written appeals had been received for consideration by the Court of Revision and that no member of the public had registered to speak at the hearing. There were no members of the public in attendance.

Resolution No. 13 Moved by Paul Buchner Seconded by Craig Gillis

> RESOLVED that the Council of the Township of South-West Oxford appoint Councillor George Way (Chair), Councillor Valerie Durston and Councillor Peter Ypma to the Court of Revision for the Piper Municipal Drain;

AND FURTHER THAT Court of Revision convene at 7:10 p.m. for the Piper Municipal Drain.

DISPOSITION: Motion Carried

Resolution No. 14 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 7:13 p.m.

DISPOSITION: Motion Carried

Discussion Items

Township Building Services

CAO Mary Ellen Greb provided Council with an update on the recruitment of a new Chief Building Official for the Township. She explained that the Township is continuing to work with RSM Building Consultants and is exploring the possibility of sharing services with neighbouring municipalities. CAO Greb advised that a further report will be brought forward to Council on this matter. The current recruitment process is set to close on Friday of this week.

Bower Hill Road Extension (Karn Road) Renaming

Council suggested that staff consult with the Township's Fire Chief regarding the proposed renaming of this portion of Karn Road. In general, Council expressed support for the road renaming, pending any feedback related to emergency services operations for SWOX residents in the area.

Agenda Items & Correspondence

#22 - Mary Ellen Greb - Notice of Retirement

Mayor Mayberry commended Mary Ellen for her dedication and over 20 years of service to the Township. He acknowledged that there comes a time to step aside, allowing the next generation the opportunity to lead. He highlighted her unwavering commitment to public service, her intelligence, and the exemplary standard she has set for staff, all of which are second to none. He expressed great pride in her contributions to the Township.

#23 - Zorra Township Resolution regarding U.S. Tariffs on Canadian Goods

Mayor Mayberry noted the ongoing discussions about how municipalities should address tariffs. He encouraged everyone to support local businesses, buy local and to approach the situation thoughtfully, acting in a positive and respectful manner.

#24 - Long Point Region CA Board Minutes - January, 2025

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

> RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #22 to #24 as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

February 18th, 2025 - Accounts Payable Report

Resolution No. 16 Moved by Paul Buchner Seconded by Valerie Durston

RESOLVED that the following Accounts be approved for payment:



DISPOSITION: Motion Carried

Information Items & Correspondence

#25 - EOWC Resolution - EOWC Support for Canadian and Ontario Government Negotiations with the U.S. Government on Trade Tariffs

#26 - Town of Hanover Resolution re: United States Imposition of Tariffs on Canada

#27 - Peterborough County Council Resolution re: Proposed U.S. tariffs on Canadian Goods

#28 - Town of Cobourg Resolution re: Northumberland County - Municipal Restructuring Study

#29 - Northumberland County Resolution re: Solve the Crisis Campaign

#30 - Town of Halton Hills Resolution re: Sovereignty of Canada

Resolution No. 17 Moved by Peter Ypma Seconded by Craig Gillis

> RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #25 to #30 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-law and Agreements

- By-Law No. 13-2025 To amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-24-19 for application submitted by Ammon and Elizebeth Miller for property located at 264459 Prouse Road)
- By-Law No. 14-2025 To appoint persons to the Foldens Hall Board
- By-law No. 15-2025 To appoint persons to the Mount Elgin Hall Board
- By-law No. 16-2025 To appoint persons to the Hilltop Park Committee

Resolution No. 18 Mo

Moved by Peter Ypma Seconded by Craig Gillis

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

- By-Law No. 13-2025 being a By-law to amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-24-19 for application submitted by Ammon and Elizebeth Miller for property located at 264459 Prouse Road)
- By-Law No. 14-2025 being a By-law to appoint persons to the Foldens Hall Board
- By-law No. 15-2025 being a By-law to appoint persons to the Mount Elgin Hall Board
- By-law No. 16-2025 being a By-law to appoint persons to the Hilltop Park Committee

DISPOSITION: Motion Carried

Resolution No. 19 Moved by Valerie Durston Seconded by George Way RESOLVED that By-Laws 13-2025 to 16-2025 inclusive 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

- SWOX Housing Opportunities Committee Meeting Minutes of December 3rd, 2025
- Engage and Inform Committee Meeting Minutes of December 12th, 2025
- Environment and Energy Innovation Committee Meeting Minutes of January 8th, 2025

Resolution No. 20

Moved by Paul Buchner Seconded by George Way

RESOLVED that the following Committee meeting minutes be received for information, noted and filed:

- SWOX Housing Opportunities Committee Meeting Minutes of December 3rd, 2025;
- Engage and Inform Committee Meeting Minutes of December 12th, 2025;
- Environment and Energy Innovation Committee Meeting Minutes of January 8th, 2025.

DISPOSITION: Motion Carried

<u>New Business</u>

Mount Elgin Secondary Planning

Mayor David Mayberry informed Council that planning staff will provide additional information regarding the secondary planning process for Mount Elgin to Council. This presentation has been tentatively scheduled for the meeting on April 1st, 2025.

Walker Landfill Proposal

Mayor David Mayberry reported on a presentation at ROMA regarding the need for a new landfill in Ontario. The statistics presented indicated that there are only ten years of landfill capacity remaining in the province. Recent

lobbying efforts have aimed to rescind a portion Bill 197, which removes municipalities' right to refuse hosting a landfill. Walker Environmental has argued that they will be unable to establish a landfill if municipalities have the right to reject such proposals. Mayor Mayberry shared that he recently met with Warden Marcus Ryan to discuss ways to reinforce Oxford County's stance against accepting garbage from the GTA. He advised Council to remain aware that this issue is resurfacing and that there may be a request for municipalities to write to the Ministry of the Environment, urging them not to remove the right to refuse clause from Bill 197.

Councillor Ypma raised the topic of large-scale incineration and inquired whether this could be presented to the province as an alternative to new landfills.

Council Round Table

Council members shared updates from their respective wards and community involvement. The recent Beachville Museum meeting was postponed to this Thursday, February 20th. The UTRCA AGM will take place a week from today. Brownsville Hall Board meeting was postponed until Friday, February 21st. Catfish Creek AGM will take place on Thursday, February 20th. Beachville Parks and Recreation will host their AGM on Monday, February 24th at the Beachville Legion. Salford Hall AGM took place a couple of weeks ago - they appointed a new executive for the year - they will meet again on March 5th. The Winter Walk for Warmth will take place this Saturday. February 22nd at Trillium Woods from 2:00 p.m. to 4:00 p.m. Tillsonburg Airport Advisory Committee will meet again on Thursday, February 20th. Mount Elgin Hall Board will meet again on February 24th. The LPRCA AGM will take place on March 7th at 1:00 p.m. The Sweaburg skating rink has been well maintained and used by the community this season. Sweaburg Parks and Recreation hosted a virtual meeting and considered tenders for the clay on the baseball diamond.

Closed Session

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

 (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Resolution No. 21 Moved by Valerie Durston Seconded by Craig Gillis RESOLVED that Council hold a closed meeting in order to discuss a matter pertaining to:

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (Execulink contract, Non-eligible sources recycling contract).

DISPOSITION: Motion Carried

Resolution No. 22 Moved by George Way Seconded by Paul Buchner

RESOLVED that the Council of South-West Oxford reconvene in regular session at 8:13 p.m.

DISPOSITION: Motion Carried

Confirmatory By-law

By-Law No. 17-2025 - To confirm all actions and proceedings of Council (February 18th, 2025)

Resolution No. 23 Moved by Valerie Durston Seconded by Craig Gillis

RESOLVED that By-law 17-2025 being a By-law to confirm the proceedings of Council held Tuesday, February 18th, 2025 be read a first, second and third time this 18th day of February, 2025.

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. 24 Moved by Valerie Durston Seconded by Jim Pickard RESOLVED that there being no further business, the Council meeting be adjourned at 8:14 p.m. to meet again on Tuesday, March 4th, 2025 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED