

**Township of South-West Oxford  
Council Minutes  
May 2, 2023**

**Members Present:** Mayor: David Mayberry  
Councillors: Paul Buchner (Ward 1), Peter Ypma (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, Chief Administrative Officer/Treasurer/Deputy Clerk  
Adam Prouse, Works Superintendent  
Rob Serson, Fire Chief  
Howard Leaver, Chief Building Official  
Julie Middleton, Clerk  
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 Craig Gillis  
Seconded by Paul Buchner

RESOLVED that the regular meeting agenda for the May 2nd, 2023 meeting of council be approved, as amended (ROEDC).

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

None.



DISPOSITION: Motion Carried

CAO 07-2023: Municipal Office Expansion/Replacement

Chief Administrative Officer Mary Ellen Greb provided Council with a report to allow for discussion in relation to the potential expansion/replacement of the existing municipal office. It was noted that accessibility is a concern at the office and that the municipal office is running out of space. There is also a need for a permanent Council Chamber location. The current office has limited space for staff, meetings and storage. There is no space on the existing footprint to expand; purchasing land may be required.

Council discussed options for a new municipal office and spoke in support of relocating the municipal office from the existing location to a more central location within the Township and considering the purchase of land. Council is open to staff looking into various options.

Resolution No. 5     Moved by Peter Ypma  
                                    Seconded by George Way

RESOLVED that Council receive Report CAO 07-2023: Municipal Office Expansion/Replacement as information:

AND FURTHER THAT Council authorizes staff to examine options to expand/replace the Township Municipal Office.

DISPOSITION: Motion Carried

CL 20-2023: Integrity Commissioner Update

Clerk Julie Middleton provided Council with a report to provide them with an update in relation to integrity commissioner services for the Township as required in accordance with the Municipal Act.

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

RESOLVED that the Council of the Township of South-West Oxford receive report CL 20-2023: Integrity Commissioner Services Update as information;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the agreement for municipal integrity commissioner services with Gregory F. Stewart attached as Appendix 'A' to this report;

AND FURTHER THAT Council provide direction to staff to include funds in the draft 2024 budget for integrity commissioner services moving forward, effective January, 2024.

DISPOSITION: Motion Carried

CL 21-2023: By-law Enforcement Activity Report - 1st Quarter (2023)

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 March 31st, 2023. Clerk Middleton introduced Dave Robertson, the Township's shared by-law enforcement officer, to Council.

Resolution No. 7      Moved by George Way  
                                    Seconded by Jim Pickard

**APPROVED**  
RESOLVED that the Council of the Township of South-West Oxford receive report CL 21-2023: By-law Enforcement Activity Report - First Quarter 2023 as information.

DISPOSITION: Motion Carried

CL 22-2023: Amended Open Air Burning By-law

Clerk Julie Middleton provided Council with a report to provide them with follow up information in relation to the proposed amendments to the Township's Open Air Burning By-law and to present Council with a final draft of the proposed amended by-law for their consideration. It was noted that staff is recommending an annual permitting process for recreational and agricultural burns. With the implementation of the Who's Responding burn permitting software, it is anticipated that the permit process will be streamlined and automated.

Council discussed the proposed set fines as outlined in the draft by-law. Council provided direction to staff to increase the proposed set fines to \$500.

Resolution No. 8      Moved by Craig Gillis  
                                    Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 22-2023: Amended Open Air Burning By-law as information;

AND FURTHER THAT Council approve the amended Open Air Burning By-law attached as Appendix 'A' to this report, as amended, and provided direction to staff to increase all of the proposed set fines to \$500.

DISPOSITION: Motion Carried

#### CL 23-2023: Right to Disconnect from Work Policy

Clerk Julie Middleton provided Council with a report to provide them with a draft Right to Disconnect Policy for the Township of South-West Oxford for their consideration and support. She noted that development of this policy is required in accordance with the Employment Standards Act.

Resolution No. 9      Moved by Paul Buchner  
                              Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 23-2023: Right to Disconnect from Work Policy as information;

AND FURTHER THAT the Council of the Township of South-West Oxford approve the draft Right to Disconnect from Work Policy attached as Appendix 'A' to this report.

DISPOSITION: Motion Carried

#### WD 03-2023: 2023 Pony Pup Trailer Tender Results

Works Superintendent Adam Prouse provided Council with a report to seek their approval for the purchase of one new 2023 tri-axle pony pup to replace the Townships 1997 tandem pony pup as per the 2023 Township budget. Two bids were received in response to the call for tender; staff is recommending that the lowest bid be accepted.

Resolution No. 10     Moved by Craig Gillis  
                              Seconded by George Way

RESOLVED that Council receive report WD 3-2023 as information;

AND FURTHER that council approve the purchase of one (1) new 2023 Cobra tri-axle pony pup from Rush Truck Centers of Canada Limited at a tendered price of \$116,150.40 plus applicable taxes.

DISPOSITION: Motion Carried

**Discussion Items**

**Appoint Acting Mayor - May 16th, 2023**

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

RESOLVED that the Council of the Township of South-West Oxford appoint Councillor Craig Gillis as the Township's Acting Mayor in the absence of Mayor David Mayberry from May 12<sup>th</sup> to 20<sup>th</sup>, 2023 inclusive.

DISPOSITION: Motion Carried

**Airport Road Speed Zone Request**

Works Superintendent Adam Prouse advised that the missing sign referenced in the correspondence is in place. He also provided Council with speed data for the road; the information shows that traffic is generally driving within the posted speed limit. The TAC recommended posted speed is 80km/h. OPP analytics will be reviewing the speed data as well.

**Agenda Items and Correspondence**

#82 - Oxford County Council Report - April, 2023

#83 - County Community Improvement Plan Amendment # 3 - Notice of No Appeal - CO CIP 2023 (County of Oxford)

#84 - Oxford County Council Report PW 2023-24 - Annual Energy Update

#85 - Municipal Property Assessment Corporation: 2022 Annual Report

#86 - NOTICE | EARTH Annual General Meeting | May 25, 2023 | 7:00 PM

Resolution No. 12      Moved by Jim Pickard  
                                    Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford designate Mayor David Mayberry as the Township's voting representative at the upcoming ERTH Corporation Annual General Meeting on May 25th, 2023.

*Discussion on the motion:*

CAO Mary Ellen Greb will also attend.

DISPOSITION: Motion Carried

#87 - Alexandra Hospital Ingersoll and Tillsonburg District Memorial Hospital Correspondence re: new masking guidelines

Resolution No. 13 Moved by Paul Buchner  
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #82 to #87 inclusive be received as information and that they be noted and filed.

DISPOSITION: Motion Carried

### **Accounts Payable Report**

#### **May 2nd, 2023 - Accounts Payable Report**

Resolution No. 14 Moved by Craig Gillis  
Seconded by Peter Ypma

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for April 16 <sup>th</sup> to 29 <sup>th</sup> , 2023	\$127,134.44
Bi-Weekly Payroll #8	\$46,885.67
Fire Pay #4	\$32,180.70
Council Pay #4	\$8,430.77
Total:	\$214,631.58

DISPOSITION: Motion Carried

**Information Items & Correspondence**

*#88 - Township of Puslinch Council Resolution 2023-127 re: Road Side Litter*

*#89 - Township of Alnwick/Haldimand Endorsement of Resolution - A Call to the Provincial Government to End Homelessness in Ontario*

Resolution No. 15      Moved by Peter Ypma  
                                    Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to prepare a letter to the Prime Minister and Premier with a call to end homelessness, and to encourage the federal and provincial levels of government to partner with local municipalities responsible for housing, by providing equal financial contributions towards required local transitional housing and wrap around support services;

AND FURTHER THAT the letter be forward to all Ontario municipalities for support.

DISPOSITION: Motion Carried

*#90 - Township of Alnwick/Haldimand Endorsement of Resolution - Future Accuracy of the Permanent Register of Electors*

*#91 - Township of the Archipelago Resolution re: Road Management Action on Invasive Phragmites*

Resolution No. 16      Moved by Paul Buchner  
                                    Seconded by Craig Gillis

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 #91.

DISPOSITION: Motion Carried

*#92 - Region of Waterloo Council Resolution re: Protecting the privacy of candidates and donors*



#93 - *Town of Coburg Resolution re: Reducing Municipal Insurance Costs*

Resolution No. 17    Moved by Paul Buchner  
                              Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #88, #90, #92, #93 be received as information and that they be noted and filed.

DISPOSITION: Motion Carried

**By-laws and Agreements**

- *By-Law No. 23-2023 - To authorize the execution of an agreement (Driannah Green Dairy Ltd.)*

Resolution No. 18    Moved by Jim Pickard  
                              Seconded by Valerie Durston

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

- By-Law No. 23-2023 being a By-law to authorize the execution of an agreement (Driannah Green Dairy Ltd.)

DISPOSITION: Motion Carried

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

RESOLVED that By-Law 23-2023 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**

**Rural Oxford Economic Development Corporation (ROEDC)**

Councillor Pickard advised that Geof Gray will be resigning from the ROEDC. The Township needs to find another business representative. The annual general meeting will take place on June 23<sup>rd</sup>, 2023. It was suggested that George Klosler Jr. may be a good fit. This item will be discussed further at the next meeting on May 16<sup>th</sup>.

**Council Round Table**

*Council members shared updates from their respective wards and community involvement. Brownsville Village Yard Sale is scheduled for the first weekend in June. Engage and Inform Committee will be picking up litter along Hawkins Road (Dereham Line) on May 9<sup>th</sup> for Provincial Act on Litter Day. Mount Elgin Hall Board has established a subcommittee to develop a policy for the use of the electronic sign at the community centre. Dereham Centre hall board will be hosting a BBQ on June 20<sup>th</sup>, 2023.*

\* 10:27 a.m. Council took a five-minute break.

**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 purchase of land);*
  
- (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 (broadband funding).*

Resolution No. 20	Moved by Jim Pickard Seconded by George Way
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RESOLVED that Council hold a closed meeting at 10:35 a.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 (potential purchase of land);
  
- (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 (broadband funding).

DISPOSITION: Motion Carried

Resolution No. 21 Moved by George Way  
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 11:27 a.m.

DISPOSITION: Motion Carried

**Confirmatory By-law**

- *By-Law No. 24-2023 - To confirm all actions and proceedings of Council (May 2nd, 2023)*

Resolution No. 22 Moved by Jim Pickard  
Seconded by George Way

RESOLVED that By-law 24-2023 being a By-law to confirm the proceedings of Council held Tuesday, May 2<sup>nd</sup>, 2023 be read a first, second and third time this 2<sup>nd</sup> day of May, 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. 23 Moved by Craig Gillis  
Seconded by Paul Buchner

RESOLVED that there being no further business, the Council meeting be adjourned at 11:28 a.m. to meet again on May 16<sup>th</sup>, 2023 at 7:00 p.m.

DISPOSITION: Motion Carried

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CLERK: Julie Middleton

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MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED