# Township of South-West Oxford Council Minutes

December 17, 2024

Mayor David Mayberry, Paul

Buchner (Ward 1), Peter Ypma

Mayor: (Ward 2), Valerie Durston (Ward 3), Councillors:

George Way (Ward 4), Jim Pickard

(Ward 5), Craig Gillis (Ward 6)

*Members Absent*: None.

Mary Ellen Greb, CAO/Deputy Clerk Julie Middleton, Clerk/Deputy CAO

Brooke Crane, Treasurer

<u>Staff Present</u>: Daniel Leduc, Drainage 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 Jim Pickard

Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the December 17th, 2024 meeting of council be approved,

as amended (closed session).

**DISPOSITION: Motion Carried** 

## Declaration of Pecuniary Interest

Councillor Peter Ypma declared a pecuniary interest in relation to staff report DD 08-2024: Appointment of Drainage Engineer: Section 76 (Spitler Creek).

#### **Minutes**

December 3rd, 2024 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED that the regular minutes of the December 3<sup>rd</sup>, 2024 council meeting be approved.

**DISPOSITION: Motion Carried** 

### **Business Arising from the Minutes**

### CL 73-2024: Business Arising from the Minutes of December 3rd, 2024

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

Resolution No. 3 Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 74-2024:

Summary of Staff Actions Related to Business Arising

from the Minutes of December 3rd, 2024 as

information.

**DISPOSITION: Motion Carried** 

# Staff Reports

BD 11-2024: November 2024 Building Report

CAO Mary Ellen Greb provided Council with a report to provide them with the status of the building department's activities as of the end of November and the year-to-date figures for 2024. She advised Council that the Township has surpassed the anticipated amount of building permit fees collected for the year.

Resolution No. 4 Moved by Jim Pickard

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report BD 11-2024: November 2024 Building Report as information.

**DISPOSITION: Motion Carried** 

\*Councillor Durston arrived at 6:32 p.m.

### CL 75-2024: Workplace Violence and Harassment Investigation Expense

Clerk Julie Middleton provided Council with a report to inform them of a budget over-expenditure in the Township's legal expenses for 2024, resulting from an independent investigation required by the Township's Workplace Violence and Harassment Policy, and to seek authorization from Council to fund the overage from the Township's legal reserve.

Resolution No. 5 Moved by Craig Gillis Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Report CL 75-2024: Workplace Violence and Harassment Investigation Expense as information;

AND FURTHER THAT Council authorize the overexpenditure in the Township's 2024 legal expenses to be funded from the Township's Legal Reserve in the amount of approximately \$7,010.71 (including HST).

**DISPOSITION: Motion Carried** 

### CL 76-2024: 2026 Municipal Election - Voting Method

Clerk Julie Middleton provided Council with a report to summarize and review various voting method options available for use during the upcoming 2026 Municipal Election and to seek Council's endorsement of the use of internet and telephone voting in the 2026 Municipal Election.

Resolution No. 6 Moved by Craig Gillis Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 76-2024: 2026 Municipal Election Voting Method as information;

AND FURTHER THAT Council endorse the use of internet and telephone voting for the 2026 Municipal Election and that staff be directed to develop the 2026 Election Work Plan based on this voting method;

AND FURTHER THAT staff be directed to work with other participating municipalities within Oxford County for procuring services and equipment for the use of

internet and telephone voting for the 2026 Municipal Election and provide a report back to Council in 2025.

**DISPOSITION: Motion Carried** 

CL 77-2024: Proposed General Amendment to Township of South-West
Oxford Zoning By-law - Accessory Structures and Minimum Gross Floor Area
Requirements for Dwelling Units

Clerk Julie Middleton provided Council with a report to seek their support for a proposed general amendment to the Township of South-West Oxford Zoning By-law. This amendment aims to address the maximum permitted size of accessory structures across all zones and the minimum gross floor area requirements for dwelling units within the Township.

Resolution No. 7

Moved by Peter Ypma Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive report CL 77-2024: Proposed General Amendment to Township of South-West Oxford Zoning Bylaw - Accessory Structures and Minimum Gross Floor Area Requirements for Dwelling Units;

AND FURTHER THAT Council provide direction to staff to initiate an application to amend the provisions of the Township of South-West Oxford Zoning By-law in relation to the maximum permitted size of accessory structures in all zones and the minimum gross floor area requirements for dwelling units throughout the Township.

**DISPOSITION: Motion Carried** 

### CL 78-2024: Updated Fees and Charges By-law

Clerk Julie Middleton provided Council with a report to provide them with an overview of the proposed amendments to the Township's Fees and Charges By-law. Discussion took place regarding the proposed fees for the use of the Brownsville kitchen and the proposed separate rates for the out of County residents (Dereham Centre Hall). It was noted that the hall board has experienced issued in the past in relation to mess and damage.

Resolution No. 8 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive Report CL 78-2024: Updated Fees and Charges By-law as information;

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

**DISPOSITION: Motion Carried** 

# <u>DD 05-2024: Petition for Drainage Works (Hiram Allin Drain - Concession 8, Lot 10)</u>

Drainage Superintendent Daniel Leduc provided Council with a report to bring forward a Petition for Drainage Works, submitted in accordance with Section 78 of the Drainage Act by Eric and Carol Van Moerkerke of Willow Hawk Farms Inc. for properties located at 224139 Ostrander Road.

Resolution No. 9 M

Moved by Jim Pickard Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford accept the Petition for Drainage Works received from Eric and Carol Van Moerkerke of Willow Hawk Farms Inc.

AND FURTHER THAT the firm of Headway Engineering., be appointed to complete a new report in accordance with Section 78 of the Drainage Act, RSO 1990, Chapter D17.

**DISPOSITION: Motion Carried** 

# DD 06-2024: Petition for Drainage Works (Esseltine Drain - South Half of Concession 8, Lot 10)

Drainage Superintendent Daniel Leduc provided Council with a report to bring forward a Petition for Drainage Works, submitted in accordance with Section 4 of the Drainage Act by Eric and Carol Van Moerkerke of Willow Hawk Farms Inc. for properties located at 224139 Ostrander Road.

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

RESOLVED that the Council of the Township of South-West Oxford accept the Petition for Drainage Works received from Eric and Carol Van Moerkerke of Willow Hawk Farms Inc.

AND FURTHER THAT the firm of Headway Engineering., be appointed to complete a new report in accordance with Section 4 of the Drainage Act, RSO 1990, Chapter D17.

**DISPOSITION: Motion Carried** 

### DD 07-2024: Petition for Drainage Works (Piper Drain - Concession 2, Lot 18)

Drainage Superintendent Daniel Leduc provided Council with a report to bring forward a Petition for Drainage Works, submitted in accordance with Section 4 of the Drainage Act by Debruyn Acres Ltd.

Resolution No. 11 Moved by George Way Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford accept the Petition for Drainage Works received from Debruyn Acres Ltd.

AND FURTHER THAT the firm of Spriet Associates Ltd., be appointed to add a new branch drain to the Piper Drain in accordance with Section 4 of the Drainage Act, RSO 1990, Chapter D17.

**DISPOSITION: Motion Carried** 

\*Councillor Ypma left the meeting.

DD 08-2024: Appointment of Drainage Engineer: Section 76 (Spitler Creek)

Drainage Superintendent Daniel Leduc provided Council with a report to appoint an engineer to create a new report for the Spitler Creek Drain, under Section 76 of the *Drainage Act, RSO 1990, Chapter D17.* 

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

RESOLVED that the Council of the Township of South-West Oxford receive Report DD 08 2024

entitled "Appointment of Drainage Engineer: Section 76 (Spitler Creek)" as information:

AND FURTHER THAT the firm of Spriet Associates Ltd., be appointed to make a new report for the Spitler Creek Drain in accordance with Section 76 of the Drainage Act, RSO 1990, Chapter D17.

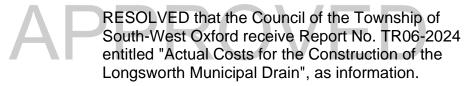
**DISPOSITION: Motion Carried** 

\*Councillor Ypma returned to the meeting.

TR 06-2024: Actual Costs for the Construction of Longsworth Municipal Drain

Treasurer Brooke Crane provided Council with a report to provide Council with details of the Township's portion of the Longsworth Municipal capital construction project which borders the Township of Norwich located in the area of Zenda Line and McBeth Road.

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



AND FURTHER THAT Council approves a transfer from the Roads Drainage Reserve in the amount of \$38,869.98 for the difference in actual costs of \$111,338.98 and the 2024 budgeted amount of \$72,469.00.

**DISPOSITION: Motion Carried** 

#### Agenda Items & Correspondence

#222 - Long Point Region CA Board Minutes and Budget

#223 - ROEDC December 2024 Update and 2025 Work Plan Preview

#224 - December 2024 Village Voice

Resolution No. 14 Moved by Peter Ypma Seconded by George Way RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #222 to #224 inclusive as information and that they be noted and filed.

**DISPOSITION: Motion Carried** 

### **Accounts Payable Report**

December 19th, 2024 - Accounts Payable Report

Resolution No. 15 Moved by Paul Buchner Seconded by Craig Gillis

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for

December 1<sup>st</sup>, 2024 to \$1,917,649.32

December 14th, 2024

Bi-Weekly Payroll #25 \$60,495.97

Total: \$1,978,145.29

**DISPOSITION: Motion Carried** 

### **Information Items & Correspondence**

#225 - Town of Cobourg Council Resolution regarding Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

#226 - Municipality of East Ferris Resolution re: Transport and Deposition of Naturally Occurring Radioactive Material (NORM)

Resolution No. 16 Moved by Jim Pickard Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #225 and #226 as information and that they be noted and filed.

**DISPOSITION: Motion Carried** 

### By-laws and Agreements

- By-Law No. 89-2024 To amend Township of South-West Oxford Parkland Dedication/Cash in Lieu Rates
- By-Law No. 90-2024 To amend Township Fees and Charges By-law effective January 1st, 2025
- By-Law No. 91-2024 To amend Township of South-West Oxford Zoning By-law (ZN 4-24-14)
- By-Law No. 92-2024 To amend Township of South-West Oxford Zoning By-law (ZN 4-23-06)
- By-law No. 93-2024 To authorize the execution of an agreement with the Township of Zorra (Beachville District Museum)
- By-law No. 94-2024 To adopt estimates of revenues and expenditures for the year 2025
- By-law No. 95-2024 To appoint a Fire Chief and Community Emergency Management Coordinator (Shane Caskanette)

Resolution No. 17 Moved by Jim Pickard Seconded by George Way

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

- By-Law No. 89-2024 being a By-law to amend Township of South-West Oxford Parkland Dedication/Cash in Lieu Rates
- By-Law No. 90-2024 being a By-law to amend Township Fees and Charges By-law effective January 1st, 2025, as amended
- By-Law No. 91-2024 being a By-law to amend Township of South-West Oxford Zoning By-law (ZN 4-24-14)
- By-Law No. 92-2024 being a By-law to amend Township of South-West Oxford Zoning By-law (ZN 4-23-06)
- By-law No. 93-2024 being a By-law to authorize the execution of an agreement with the Township of Zorra (Beachville District Museum)
- By-law No. 94-2024 being a By-law to adopt estimates of revenues and expenditures for the year 2025
- By-law No. 95-2024 being a By-law to appoint a Fire Chief and Community Emergency Management Coordinator (Shane Caskanette).

**DISPOSITION: Motion Carried** 

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

RESOLVED that By-Laws 89-2024 to 95-2024 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**

SWOX Housing Opportunities Committee - November 5th, 2024

Resolution No. 19 Moved by Craig Gillis Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive the minutes of the SWOX Housing Opportunities Committee meeting of November 5<sup>th</sup>, 2024 as information.

**DISPOSITION: Motion Carried** 

# Council Round Table

Council members shared updates from their respective wards and community involvement. Salford Christmas Dinner will take place January 22<sup>nd</sup> at The Mill in Tillsonburg. The Santa Claus Parade in Mount Elgin will take place on Saturday evening. Old Fashioned Christmas in Sweaburg was very well attended – the community looks forward to the event annually. Hall rentals in Foldens (West Oxford) are up during the holiday season. Brownsville Hall rentals are busy through to the New Year. The Beachville District Museum had a great turnout from the community for the lighting of the lights. Speeding concerns on Dodge Line were raised. Beachville Fire Fighter Terry Mitchell passed away last week – Members of Council express their condolences and noted that he served the community well for over 30 years.

#### **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 (building services).
- (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 internet service).

Resolution No. 20 Moved by Jim Pickard 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 (building services);
- (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 internet service).

**DISPOSITION: Motion Carried** 

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

RESOLVED that the Council of South-West Oxford reconvene in regular session at 7:43 p.m.

**DISPOSITION: Motion Carried** 

## Confirmatory By-law

 By-Law No. 96-2024 - To confirm all actions and proceedings of Council (December 17th, 2024)

Resolution No. 22 Moved by Jim Pickard Seconded by Valerie Durston

RESOLVED that By-law No. 96-2024 being a By-law to confirm the proceedings of Council held Tuesday, December 17<sup>th</sup>, 2024 be read a first, second and third time this 17<sup>th</sup> day of December, 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. 23 Moved by Valerie Durston Seconded by Craig Gillis

RESOLVED that there being no further business, the Council meeting be adjourned at 7:44 p.m. to meet again on Tuesday, January 7th, 2025 at 9:00 a.m.

**DISPOSITION: Motion Carried** 

CLERK: Julie Middleton MAYOR: David Mayberry

This document is available in alternate formats upon request.

Page **12** of **12**