

**Township of South-West Oxford
Council Minutes
August 8, 2023**

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

Members Absent: None.

Staff Present: Mary Ellen Greb, CAO/Treasurer
Julie Middleton, Clerk
Adam Prouse, Works Superintendent
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 Paul Buchner
Seconded by George Way

RESOLVED that the regular meeting agenda for the August 8th, 2023 meeting of council be approved, as amended (to include additional closed session items for discussion).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

Ward 1 Councillor Paul Buchner and Ward 2 Councillor Pete Ypma declared a pecuniary interest in relation to staff report DD 06-2023. Both Council members have family that own lands which drain into this municipal drain (Whaley Drain Branch 'A').

Minutes

July 11th, 2023 Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that the regular minutes of the July 11th,
2023 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 34-2023: Business Arising from the Minutes of July 11th, 2023

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 George Way
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of
South-West Oxford receive report CL 34-2023:
Summary of Staff Actions Related to Business Arising
from the Minutes of July 11th, 2023 as information.

DISPOSITION: Motion Carried

Appointments

9:05 a.m. - Viking Milner Re: Speeding in Delmer

Viking Milner, resident of Delmer, addressed Council in relation to his concerns about speeding in the community (Delmer). He suggested that two speed bumps be installed; one at the beginning and one at the end of the village. Motorists know that there is no enforcement on this road. He stated that motorists are travelling over 100 km/hr through Delmer. Mr. Milner presented a petition to Council from residents of the village in relation to the speeding concerns.

It was discussed that there are currently speed indicators on Brownsville Road to collect data in relation to speeding – this information is being collected by Oxford County. Mayor David Mayberry will follow up with County staff in relation to the speed data at this location. Members of Council

acknowledged Mr. Milner's concerns and noted that speeding within rural villages throughout the Township is a recurring concern. Mayor Mayberry noted that the County of Oxford is considering photo radar in some locations within Oxford. Councillor Pickard suggested that the Township send a letter to the County outlining Mr. Milner's concerns. This was accepted as direction to staff.

9:20 a.m. - Jessica Dertinger and Cristina McLaren's re: Oxford County Library re: 2022 Community Report

Jessica Dertinger, Rural Community Librarian (Thamesford Branch) and Cristina McLaren, Deputy Chief Librarian – Branch Services, presented the Oxford County Library 2022 Community Report to Council. They noted the following:

- 269 of 17,691 active users across Oxford County Libraries utilize Brownsville or Mount Elgin branches as their home library;
- 2,229 of the 128,946 curbside visits took place at the Brownsville and Mount Elgin branches;
- 895 of the 18,601 Wi-Fi uses were at the Brownsville and Mount Elgin branches;
- 71 of 7,871 public computer uses were at the Brownsville and Mount Elgin branches;
- 12,271 of 422,702 physical items borrowed were borrowed from the Brownsville and Mount Elgin branches, with most items being eBooks and books, digital magazines, newspapers, TV and movies;
- 233 of 23,846 participants attended programs at Brownsville and Mount Elgin branches;
- 11 of 353 Teen Book Boxes were distributed at the Brownsville and Mount Elgin branches;
- 8 of 214 kitchen lending library items borrowed were from Brownsville and Mount Elgin branches; and
- 4 of 250 day-use park passes borrowed were from Brownsville and Mount Elgin branches.

They also highlighted:

- 13,493 craft and connect kits were distributed throughout Oxford County Libraries;
- 55 Ox on the Run community stops were made between June and August at parks, splashpads and special events;
- 2,136 learning sessions on Universal Class; and
- 474 craft courses taken on Creative Bug.

Upcoming events at the Brownsville branch include the Coffee and Connect drop-in program which takes place the first Thursday of every month from 10:00 a.m. to 11:00 a.m., and the Monthly Book Club which is held the last Tuesday of every month from 5:00 p.m. to 6:00 p.m. At the Mount Elgin

branch, a cooking demo with Chef Jed Lau will take place on Thursday, October 12, 2023 at 7:00 p.m.

Discussion took place regarding the future of library services within Oxford and the anticipated growth expected within Mount Elgin. It was noted that these new residents will hopefully need and want local library services. Ms. McLaren commented on the promotion that the County does in relation to available library services via mail, social media, websites and monthly newsletters and the Village Voice. The Oxford County mobile library unit, Ox on the Run, is continuing to attend local festivals and community events throughout the summer months. They recently attended the Brownsville Family Fun Day; this was very well received by residents. Given that there are larger libraries available in Ingersoll and Tillsonburg it was noted the South-West Oxford residents may utilize these services rather than the smaller branches. Service hours continue to be a concern at the smaller branches and library staff continue to look at options for improvements in this regard.

9:35 a.m. - Committee of Adjustment - A02-2023 Application for Minor Variance for property located at 224609 Ostrander Road

Resolution No. 4 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment at 9:39 a.m. to consider Minor Variance Application A02-2023 for property located at 224609 Ostrander Road.

DISPOSITION: Motion Carried

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

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 9:54 a.m.

DISPOSITION: Motion Carried

9:45 a.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-23-05 submitted by Davis Land & Grain Inc./Beacon Bible Chapel for property located at 332403 Plank Line.

Resolution No. 6 Moved by Paul Buchner
 Seconded by George Way

DISPOSITION: Motion Carried

Resolution No. 8 Moved by Craig Gillis
 Secinded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford approve the zone change application submitted by Davis Land & Grain Inc., whereby the lands described as Part Lot 8-9, Concession 10 (Dereham), Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Institutional Zone (I)' to recognize the lands being enlarged via related application for consent – B22-67-4.

DISPOSITION: Motion Carried

Staff Reports

**Councillor Buchner and Councillor Ypma left the discussion.*

DD 05-2023: Appointment of Drainage Engineer (Whaley Drain Branch A)

Drainage Superintendent Daniel Leduc presented Council with a report to appoint an engineer under the *Drainage Act, R.S.O. 1990, Chapter D17* to prepare a new report for the Whaley Drain Branch 'A'. It was noted that the drain is over 100 years old and is undersized – replacement is required as the worked needed is beyond maintenance.

Resolution No. 9 Moved by Jim Pickard
 Secinded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report DD 05-2023 to appoint an engineer under the *Drainage Act, R.S.O. 1990, Chapter D17* to prepare a new report for the Whaley Drain Branch 'A' as information;

AND FURTHER THAT the firm of RJ Burnside & Associates Ltd. be appointed to complete a new report in accordance with Section 78 of the *Drainage Act, R.S.O 1990, Chapter D17*.

DISPOSITION: Motion Carried

**Councillor Buchner and Councillor Ypma returned to the meeting.*

**Council took a five-minute break at 10:05 a.m.*

CL 35-2023: Updated Property Standards By-law

Clerk's Assistant and Records Management Co-ordinator provided Council with a report to provide an updated Property Standards By-law. Terms of Reference for the Property Standards Committee will come forward at a later date.

Resolution No. 10 Moved by George Way
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 35-2023: Updated Property Standards By-law as information;

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

DISPOSITION: Motion Carried

CL 36-023: Ward Boundary/Council Composition Review

Clerk Julie Middleton provided Council with a report to provide them with information in relation to the current South-West Oxford ward boundaries and Council composition, as a result of changing population trends within the existing wards (particularly in Ward 2 and Ward 3 – Mount Elgin). The by-law establishing new ward boundaries must be in force before January 1st, 2026 to be in effect for the 2026 Municipal Election.

Council considered various composition options as presented in the report, including:

- Status quo – existing council composition with redefined ward boundaries – 1 head of council elected at large and six ward councillors elected by ward;
- Five-member council – 1 head of council elected at large and four ward councillors elected by ward;
- Seven-member council – all positions including the head of council elected at large;
- Five-member council – all positions including the head of council elected at large;
- Seven-member council with the addition of a Deputy Mayor position – all positions elected at large;

- Seven-member council with the addition of a Deputy Mayor position elected at large and five ward councillors elected by ward.

Council reviewed and considered a few options from staff to realign the existing ward boundaries to provide more proportionate representation throughout the Township.

Council provided direction to staff to maintain the existing Council composition with 1 Mayor elected at large and six councillors elected by ward. Members of Council provided some suggestions to realign the ward boundaries and bring forward for public consultation/input.

It was noted that Council has heard from residents that a councillor specific to Mount Elgin may be needed; however, the population data does not currently show justification for this. Projected growth will be taken into consideration when reviewing proposed ward boundary adjustments through the public consultation phase of the project.

Resolution No. 11 Moved by Jim Pickard
 Seconded by Peter Ypma

RESOLVED that Council of the Township of South-West Oxford receive report CL 36-2023: Ward Boundary/Council Composition Review as information;

AND FURTHER THAT Council provide direction to staff with respect to next steps in relation to the South-West Oxford ward boundaries and Council composition review in advance of the 2026 Municipal Election.

DISPOSITION: Motion Carried

CL 37-2023: By-law Enforcement Activity Report - 2nd Quarter 2023

Clerk Julie Middleton presented Council with a report to provide an update in relation to activities in the by-law enforcement division as of June 20th, 2023. Ongoing property standards concerns within the Township were discussed. It was noted that staff will discuss the most appropriate steps going forward; a legal opinion may be required.

Resolution No. 12 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 37-2023: By-law

Enforcement Activity Report - 2nd Quarter 2023 as information.

DISPOSITION: Motion Carried

CAO 15-2023: 2023 Second Quarter Budget Update

CAO/Treasurer Mary Ellen Greb presented Council with a report to provide a summary of the January to June 2023 financial activity as it relates to the approved 2023 Township Budget. Members of Council questioned some expenditures which are low halfway through the year (General Operations - Administration and Fire - General Operations). She advised that transfers to reserves for the year have not yet been made; as a result, these expenditures appear low at this time.

Resolution No. 13 Moved by Peter Ypma
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CAO 15-2023: Second Quarter Budget Update as information.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

Water and Wastewater

Mayor David Mayberry provided Council with an update in relation to a recent discussion at County Council regarding water and wastewater services. He advised Council that the County is not planning on servicing any additional villages. South-West Oxford is the only Township within the County that has only one serviced village. Comments in relation to future water and wastewater servicing need to be submitted to the County by September 26th. Members of Council were asked to give some consideration to future servicing within the Township.

Agenda Items & Correspondence

#131 - Oxford County Council Report - July 2023

#132 - Southwestern Public Health - Important Update for Municipalities - West Nile Virus Positive Mosquito Pool and Larviciding

#133 - Oxford County Water/Wastewater Master Plan

#134 - Oxford County Transportation Master Plan

#135 - PW 2023-31 - Reducing Landfill Methane Emissions - Proposed Regulatory Framework

#136 - PW 2023-30 - Municipal Blue Box Transition Update

#137 - Oxford Community Foundation Annual Report 2022 (delegation to follow at September 5th Council meeting)

#138 - County of Oxford Resolution of Support re: Homelessness Crisis and Opioid Crisis

#139 - City of Woodstock Resolution re: Safe and Respectful Workplace

#140 - Catfish Creek Conservation Authority Progress Report - July 1, 2023

#141 - Long Point Region Conservation Authority 2024 Meeting Schedule

Resolution No. 14 Moved by Paul Buchner
Seconded by Peter Ypma

APPROVED
RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #131 to #141 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Reports

August 8th, 2023 - Accounts Payable Report

Resolution No. 15 Moved by Jim Pickard
Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for	
July 1 st , 2023 to August 5 th , 2023	\$1,075,020.67
Bi-Weekly Payroll #14	\$47,067.93
Bi-Weekly Payroll #15	\$48,657.58
Fire Pay #7	\$30,531.60
Council Pay #7	\$8,430.77
Total:	\$1,209,708.55

DISPOSITION: Motion Carried

Information Items & Correspondence

#142 - Town of Petrolia Resolution re: amendments to regulations for licensed home-based childcare operators to increase allowable spaces

#143 - Huron Shores Support Resolution re: Code of Conduct

#144 - City of Ottawa - Donation of Decommissioned Ambulance to St. John Ambulance

#145 - City of Toronto - Proposed Provincial Planning Statement

#146 - Chatham-Kent Resolution re: MFIPPA Time for a Change

Resolution No. 16 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #142 to #146 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-law No. 45-2023 - To prescribe the standards for the maintenance of property within the Township of South-West Oxford and to repeal By-law 35-2006
- By-law No. 46-2023 - To amend Township of South-West Oxford Zoning By-law (ZN 4-23-05 - Davis Land & Grain)
- By-law No. 47-2023 - To authorize the execution of an agreement with Matthew Thomas Aitchison and Aislinn Alexanne Aitchison (boundary fence - Brownsville)

Resolution No. 17 Moved by Jim Pickard
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. 45-2023 being a by-law to prescribe the standards for the maintenance of property

within the Township of South-West Oxford and to repeal By-law 35-2006

- By-law No. 46-2023 being a by-law amend Township of South-West Oxford Zoning By-law (ZN 4-23-05 - Davis Land & Grain)
- By-law No. 47-2023 being a by-law authorize the execution of an agreement with Matthew Thomas Aitchison and Aislinn Alexanne Aitchison (boundary fence - Brownsville)

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that By-Laws 45-2023 to 47-2023 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

Brownsville Hall Board Meeting Minutes - May 10th, 2023

Mount Elgin Hall Board Meeting Minutes - June 27th, 2023

Resolution No. 19 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive the Brownsville Hall Board meeting minutes of May 10th, 2023 and Mount Elgin Hall Board meeting minutes of June 27th, 2023 as information.

DISPOSITION: Motion Carried

Strategic Planning

Clerk Julie Middleton provided an update to Council regarding the Strategic Plan, and proposed Strategic Map for South-West Oxford.

Comments from Council

Members of Council provided the following comments:

- Preferred the term ‘competent’ vs. ‘diverse’ in relation to staffing
- Not sure how much impact Council may have on affordable housing
- Members of Council suggested that the public be asked to provide written comments in advance of the final stage of the public consultation period.
- It was also suggested that members of the public be asked to register in advance to speak and that individuals that wish to speak be encouraged to comment on new information and not repeat similar messaging in accordance with the Township’s procedural by-law.
- It was questioned whether or not “at its best” be removed from the vision statement.

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

RESOLVED that the Council of the Township of South-West Oxford will meet at the Mount Elgin Community Centre on Tuesday, September 19th, 2023 at 6:30 p.m. to seek public input/feedback in relation to the updated SWOX Strategic Plan.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Beachville District Museum BBQ is scheduled for this Friday night from 5 to 7 p.m. Museum car shows have been a success throughout the summer. Railroad tracks/crossing on Zorra Line continues to be a concern; Mayor Mayberry will follow up with County staff. Concern was noted in relation to the Brownsville Hall washrooms – the doors are not accessible. Sweaburg is having a car show on August 19th. A concern in relation to arial crop spraying was discussed. Sweaburg Lions Club beef dinner will take place on September 30th. Mount Elgin Hall Board is hosting a trivia night fundraiser on October 20th – cost is \$20 per person and they are hoping for teams of six. They are also hoping to have an outdoor movie night this fall. Pickleball in Mount Elgin will continue in October through to the end of April. Outdoor exercise equipment in Mount Elgin has been put on indefinite hold.

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 (organizational chart);

Confirmatory By-law

- By-Law No. 48-2023 - To confirm all actions and proceedings of Council (August 8th, 2023)

Resolution No. 23 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that By-law 48-2023 being a By-law to confirm the proceedings of Council held Tuesday, August 8th, 2023 be read a first, second and third time this 8th day of August, 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. 24 Moved by Criag Gillis
 Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 12:47 p.m. to meet again on Tuesday, September 5th, 2023 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.