

**Township of South-West Oxford
Council Minutes
November 5, 2024**

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: Adam Prouse, Works Superintendent
Brooke Crane, Treasurer
Julie Middleton, Clerk/Deputy CAO
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 November 5th, 2024 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

October 15th, 2024 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED that the regular minutes of the October 15th, 2024 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 62-2024: Business Arising from the Minutes of October 15th, 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 Craig Gillis
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 62-2024 Summary of Staff Actions Related to Business Arising from the Minutes of October 15th, 2024 as information.

DISPOSITION: Motion Carried

Appointments

9:05 a.m. - Jen Olcsvary, Fundraising & Community Engagement Coordinator - Tillsonburg & District Multi-Service Centre - 2025 Community Grant Request

Jen Olcsvary, on behalf of the Tillsonburg & District Multi-Service Centre, presented the organization's 2025 Community Grant Request to Council. She advised that the organization is requesting \$1,700 from the Township in 2025 to be used towards their employment, home support and literacy services.

Discussion took place regarding the number of South-West Oxford residents that utilized their services (approximately 36) and the geographic areas that the Tillsonburg & District Multi-Service Centre serves. It was noted that the population served within South-West Oxford for literacy is higher than other areas.

9:10 a.m. - Shonna Ward Oxford County 4H - Oxford County 4-H Association - 2025 Community Grant Request

Shonna Ward, on behalf of Oxford County 4H, presented the organization's 2025 Community Grant Request to Council. She advised that the organization is requesting \$500 from the Township in 2025 to be used towards promotional materials for the organization. She commented on the activities of Oxford 4-H over the last year and the work they are doing to promote the organization.

9:20 a.m. - Jason Graham, President - Ingersoll Minor Hockey – 2025 Community Grant Request

Jason Graham, on behalf of Ingersoll Minor Hockey, presented the organization’s 2025 Community Grant Request to Council. He advised that the organization is requesting \$2,000 from the Township in 2025 to be used towards offsetting participant registration fees, purchasing equipment and their player development program. Mr. Graham advised that there has been an amalgamation of Tillsonburg and Ingersoll Minor Hockey which is working out really well. There are 241 kids registered this season – there are 23 South-West Oxford residents registered.

9:25 a.m. - Kristen Ralph, Executive Director and Nicole Killaire, Big Brothers Big Sisters of Oxford County - 2025 Community Grant Request

Nicole Killaire and Kristen Ralph, on behalf of Big Brothers Big Sisters of Oxford County, presented the organization’s 2025 Community Grant Request to Council. The organization is requesting \$4,000 from the Township in 2025 to be used towards supporting the organization’s mentorship programs. There are approximately 21 mentors from South-West Oxford. There are about 8 on the waitlist for mentors currently in South-West Oxford. It was stated that the Township may assist to share and promote this information through Township communication channels.

9:35 a.m. - Adam Prouse, Hilltop Park Committee - 2025 Operating and Capital Budget

Adam Prouse, on behalf of the Hilltop Park Committee, presented the Committee’s 2025 draft operating and capital budget to Council. He advised that in 2025, the Committee would like to add two beach volleyball courts to the park at an estimated cost of \$7,500.

** Chief Building Official Howard Leaver, Acting Fire Chief Paul Groeneveld and Drainage Superintendent Daniel Leduc joined the meeting.*

Staff Reports

BD 09-2024: September 2024 Building Report

Chief Building Official Howard Leaver provided Council with a report to provide them with the status of the building department's activities for September, 2024 and the year-to-date figures for 2024.

Resolution No. 4 Moved by Jim Pickard
 Secinded by George Way

10:06 a.m. – Mary Jane Phillips – Cycles of Life for Supportive Transitional Living – 2025 Community Grant Request

Mary Jane Phillips, representing Cycles of Life for Supportive Transitional Living, presented the organization's 2025 Community Grant Request to Council. The organization is seeking \$2,000 from the Township to support their Community Outreach Table in 2025.

Ms. Phillips provided an overview of the organization's impact over the past year, noting that they assisted a total of 33,900 individuals through their outreach tables in Woodstock, Ingersoll, and Tillsonburg—services which do not require prior registration. She also informed Council that there are certain items the organization needs to purchase in order to continue providing resources at the table.

** Council took a ten-minute break at 10:15 a.m.*

10:25 a.m. – Trevor Finkenzeller – Salford Hall Board – 2025 Operating and Capital Budget

Trevor Finkenzeller, representing the Salford Hall Board, presented the Committee's draft 2025 operating and capital budget to Council. He outlined the Committee's plans for 2025, which include the installation of a peroxide water system and the repair and renovation of the storage room and shack, with a total estimated cost of \$27,500.

10:36 a.m. – Carol Van Moerkerke and Lorraine Garnham, Dereham Centre Hall Board – 2025 Operating and Capital Budget

Carol Van Moerkerke and Lorraine Garnham, representing the Dereham Centre Hall Board, presented the Committee's draft 2025 operating and capital budget to Council. They outlined plans for 2025, including the installation of outdoor signage for the building and the refacing of the cupboards, with a total estimated cost of \$10,000.

Ms. Van Moerkerke also mentioned that the insulation of the hall's walls is planned for 2026, referencing some of the preliminary work carried out this past year by the Township's Environment and Energy Innovation Committee. It was suggested that the hall board engage with the energy committee regarding the proposed project.

Council discussed the rental rates for the facility, including the possibility of implementing separate rates for residents and non-residents.

10:51 a.m. - Noise By-law Exemption Request - Hi-Way Pentecostal Church Bethlehem Walk (November, 2024)

CL 64-2024: Noise By-law Exemption Request received from Hi Way Pentecostal Church

Clerk Julie Middleton provided Council with a report to present Council with a request received from Rev. Rob Esson on behalf of the Hi Way Pentecostal Church for an exemption to the Township's Noise By-law to permit the amplification of sound for outdoor events, namely "Christmas Bethlehem Walk" events taking place Thursday, November 21st to Saturday, November 23rd from 5:30 p.m. to 10:30 p.m. each evening. Staff is recommending approval of the by-law exemption request.

Resolution No. 8 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 64-2024: Noise By-law Exemption Request received from Hi Way Pentecostal Church, 584118 Beachville Road for information;

APPROVED
AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise By-law No. 49-2021 for "Christmas Bethlehem Walk" events taking place Thursday, November 21st to Saturday, November 23rd from 5:30 p.m. to 10:30 p.m. each evening;

AND FURTHER THAT Council provide direction to staff to notify residents that provided comment in relation to the request, Township enforcement staff and the OPP of the noise by-law exemption approved by Council.

DISPOSITION: Motion Carried

Ammon Miller – Zoning Inquiry – Sawmill Operation

Ammon Miller addressed Council regarding the zoning of his property in relation to the operation of the sawmill on his property (Prouse Road). Mr. Miller was advised that in order to modify the restrictions on the sawmill's operation during the months of March and April each year, he would need to apply for a zoning amendment.

Staff also informed Mr. Miller that a pre-consultation meeting could be arranged with the Township's planning staff to review the proposed amendment.

Staff Reports (continued)

CL 63-2024: 2025 Council Meeting Dates

Clerk Julie Middleton provided Council with a report to establish and seek Council's approval of the Council meeting schedule for 2025 and request Council's consideration to continue the 6:30 p.m. start time of evening Council meetings. Members of Council advised that the 6:30 p.m. start time is working well for them.

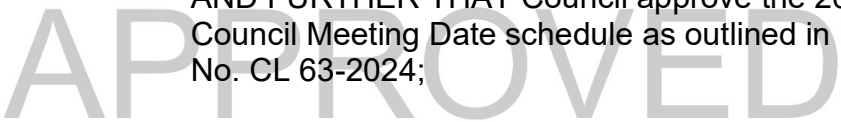
Resolution No. 9 Moved by Jim Pickard
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 63-2024: 2025 Council Meeting Dates as information;

AND FURTHER THAT Council approve the 2025 Council Meeting Date schedule as outlined in Report No. CL 63-2024;

AND FURTHER THAT Council provide direction to staff to amend Section 4.1 of the Township's Procedural By-law No. 41-2020 to provide that evening Council meetings begin at 6:30 p.m.

DISPOSITION: Motion Carried



TR 05-2024: Summary of Supplementary Tax Billings Following ARB Decision

Treasurer Brooke Crane presented a report to Council summarizing the tax write-offs related to the ARB's decision regarding roll number 3211 011 020 41400 0000 for the tax years 2009 to 2020. She advised that she will confirm the amounts to be reimbursed for the years 2017, 2018, and 2019 for Council's reference.

Treasurer Crane also noted that the tax stabilization reserve currently holds approximately \$1.286 million.

Resolution No. 10 Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford approve report TR 05- 2024; which authorizes the write off of taxes in the amount of \$548,467.35 for results of the Assessment Review Board's (ARB) decision for roll 3211 011 020 41400 0000 for tax years 2009 to 2020.

DISPOSITION: Motion Carried

Discussion Items

Purple Bench Campaign (location needed)

The Purple Bench Campaign, which began in 2015 in Spryfield, Nova Scotia, has been adopted by numerous municipalities across Ontario. The campaign started as a memorial for Barbara Baillie, who found solace on park benches while escaping her abusive husband. Tragically, after years of suffering, Barbara was killed by him on October 19, 1990, leaving behind five children. These benches serve a vital role beyond being a place to sit. Each bench features a plaque with emergency contact numbers for those experiencing domestic violence, raising awareness and providing resources to the community.

Resolution No. 11 Moved by Valerie Durston
 Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to install the purple bench at the Hilltop Park in Mount Elgin.

DISPOSITION: Motion Carried

Oxford Joint Rural OPP Detachment Board Selection Committee Resolution re: Community Representative (Appointment Resolution Required)

Resolution No. 12 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve the appointment of Tracy Litt as the Community Representative from the Township of Blanford-Blenheim for the Oxford O.P.P. Detachment Board 2 for a two-year period, ending on October 10th, 2026.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#197 - *County Council Report - October, 2024*

#198 - *County of Oxford Correspondence re: Request for Support of the Ox on the Run Pilot Extension*

#199 - *Safe & Well Oxford Communities - Ontario's Child Welfare Services sector need for child welfare services funding*

#200 - *Oxford County Homelessness Response Strategy - Feedback Request*

#201 - *16 Days of Activism Against Gender-Based Violence: Everything You Need to Know*

Resolution No. 13 Moved by Jim Pickard
 Seconded by Paul Buchner

RESOLVED that the Council of South-West Oxford receive agenda and correspondence items #197 to #201 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Resolution No. 14 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support to the Oxford County Library Board for the Ox on the Run pilot extension.

DISPOSITION: Motion Carried

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 send a letter of support in relation to agenda and correspondence item #199 regarding Ontario's Child Welfare Services sector's need for child welfare services funding.

DISPOSITION: Motion Carried

Accounts Payable Report

November 5th, 2024 - Accounts Payable Report

Resolution No. 16 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for October 13 th , 2024 to November 2 nd , 2024	\$250,009.70
Bi-Weekly Payroll #21	\$53,224.52
Council Pay #10	\$8,524.58
Bi-Weekly Payroll #22	\$56,001.17
Fire Pay #10	\$27,040.08
Total:	\$394,800.05

DISPOSITION: Motion Carried

Information Items & Correspondence

#202 - Resolution of Support re: Ontario Provincial Police Costs 2025

#203 - Township of Larder Lake Council Resolution re: Canada Community Building Fund

#204 - Township of Larder Lake Council Resolution re: Government Regulations of Nicotine Pouches

#205 - Establishment of an Ontario Rural Road Safety Program - Council of the Town of The Blue Mountains Resolution

#206 - Resolution of Support re: Southwest Community Transit Services

#207 - Resolution of Support re: Updates to the Municipal Elections Act

Resolution No. 17 Moved by Peter Ypma
 Seconded by George Way

RESOLVED that the Council of South-West Oxford provide direction to staff to send a letter of support in

relation to item #202 regarding Ontario Provincial Police Costs.

Discussion on the motion:

Discussion took place among Council regarding the obligation to pay for the service and the ability of the Township to have input on the services.

DISPOSITION: Motion Defeated

Resolution No. 18 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that the Council of South-West Oxford provide direction to staff to send a letter of support in relation to item #203 regarding Canada Community Building Fund.

DISPOSITION: Motion Carried

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

RESOLVED that the Council of South-West Oxford provide direction to staff to send a letter of support in relation to item #205 regarding Establishment of an Ontario Rural Road Safety Program.

DISPOSITION: Motion Carried

Resolution No. 20 Moved by George Way
Seconded by Valerie Durston

RESOLVED that the Council of South-West Oxford receive information and correspondence items #202, #204, #206 and #207 as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 78 - To stop up and close Hincks St. (Brownsville)
- By-Law No. 79 - To Authorize the Execution of a Subdivision Agreement (Phase 6 - Mount Elgin Developments Inc.)

Resolution No. 21 Moved by Craig Gillis
Seconded by Jim Pickard

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

- By-Law No. 78 being a by-law to stop up and close Hincks St. (Brownsville)
- By-Law No. 79 being a by-law to Authorize the Execution of a Subdivision Agreement (Phase 6 - Mount Elgin Developments Inc.)

DISPOSITION: Motion Carried

Resolution No. 22 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that By-Laws No. 78-2024 and 79-2024 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

Council Round Table

Council members provided updates from their respective wards and community involvement. The Environment and Energy Innovation Committee will meet again tomorrow. The Dereham Centre Hall Board met on October 24th to discuss rental rates and finalize the 2025 capital and operating budgets. They also discussed the upcoming Christmas in the Village event, scheduled for November 30th from 2:00 to 4:00 p.m. Mount Elgin Parks and Recreation is currently working on their 2025 operating and capital budgets. The Long Point Region Conservation Authority (LPRCA) will meet again tomorrow night to hear two more development proposals. The Salford Hall Board is hosting a smoked pork chop drive-thru supper tonight. The Beachville Museum Board will meet next week, and Christmas decorations at the museum will begin in the coming weeks. The Brownsville Christmas Craft Show is scheduled for two weeks from now. The Brownsville Fire Hall is planting a live tree to be decorated for the season. The Museum Board met last Thursday to review the draft 2025 budget. Last night, a Boston Pizza fundraiser took place for the Foldens Hall Board.

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;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (identifiable individual, purchase of land).

Resolution No. 23 Moved by Jim Pickard
 Seconded by George Way

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; and

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

DISPOSITION: Motion Carried

Resolution No. 24 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that the Council of South-West Oxford reconvene in regular session at 12:33 p.m.

DISPOSITION: Motion Carried

Confirmatory By-law

- *By-Law No. 80-2024 - To confirm all actions and proceedings of Council (November 5th, 2024)*

Resolution No. 25 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that By-law 80-2024 being a By-law to confirm the proceedings of Council held Tuesday, November 5th, 2024 be read a first, second and third time this 5th day of November, 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. 26 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that there being no further business, the Council meeting be adjourned at 12:34 p.m. to meet again on Tuesday, November 12th, 2024 at 6:30 p.m. (Special Council Meeting - Budget).

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED