

**Township of South-West Oxford
Council Minutes
March 4, 2025**

Members Present: Mayor: Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma
Councillors: (Ward 2), Valerie Durston (Ward 3), Craig Gillis (Ward 6)

Members Absent: George Way (Ward 4), Jim Pickard (Ward 5)

Staff Present: 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 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 Peter Ypma

RESOLVED that the regular meeting agenda for the March 4th, 2025 meeting of council be approved, as amended (potential correspondence to the County - recycling).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

February 18th, 2025 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the regular minutes of the February 18th, 2025 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 13-2025: Business Arising from the Minutes of February 18th, 2024

Clerk Julie Middleton provided Council with a report to provide them with an update on staff actions taken in response to directives and decisions made at the previous Council meeting. Clerk Middleton advised that she would share the information regarding the repairs needs and quote received for the Dereham Centre Hall with the hall board and Councillor Ypma.

Resolution No. 3 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 13-2025: Business Arising from the Minutes of February 18th, 2025 as information.

DISPOSITION: Motion Carried

Appointments

9:05 a.m. - Vincent Municipal Drain Court of Revision (Councillor Gillis (Chair), Councillor Ypma, Councillor Buchner)

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. Warner Taylor was in attendance and spoke to his assessment in the Engineer's Report.

Resolution No. 4 Moved by Craig Gillis
 Seconded by Valerie Durston

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 Vincent Municipal Drain;

AND FURTHER THAT Court of Revision convene at 9:03 a.m. for the Vincent Municipal Drain.

DISPOSITION: Motion Carried

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

RESOLVED that Council reconvene in regular session
at 9:21 a.m.

DISPOSITION: Motion Carried

Staff Reports

**CAO 06-2025: Engineering Proposal for Next Phase of Proposed Child Care
and Municipal Office Building**

Clerk Julie Middleton presented Report CAO 06-2025, requesting Council's authorization for expenditures related to the next conceptual design phase of the Township's proposed new child care and municipal office.

Council discussed space requirements, components of the building, and the need to review a procurement process for selecting an architect and contractor to oversee the future construction in Mount Elgin. Clerk Julie Middleton explained that this phase of the design process will provide greater clarity on space needs for the child care facility, municipal office, library, and the potential inclusion of a third storey.

Council expressed that further discussion and direction are required to confirm the intended uses of the building.

Resolution No. 6 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that the Council receives Report CAO 06-2025 for information;

AND FURTHER RESOLVED that the Council approves the continuation of services with SPH Engineering Inc. for the following services to be funded from the Township's modernization reserve:

- 1. Continuing engineering work related to the conceptual design of the proposed Child Care and Municipal Office Building, as outlined in the attached project proposal #24153 for a cost of \$8,900.00 + HST.

2. Engineering work related to site preparation, grade review, and retaining wall design, as detailed in the attached project proposal #24153a for a cost of \$6,620.00 + HST.

AND FURTHER RESOLVED that the Council authorizes staff to obtain quotes and award the geotechnical report (investigation) component required for this project, with staff required to report back to the Council on the associated costs.

DISPOSITION: Motion Carried

CL 10-2025: 2024 Year End By-law Enforcement Activity Report

Clerk Julie Middleton provided Council with a report to provide them with an update on the by-law enforcement activities as of December 31st, 2024.

Resolution No. 7 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 10-2025: 2024 Year End By-law Enforcement Activity Report as information.

DISPOSITION: Motion Carried

CL 14-2025: Consideration of Further Amendments to the Procedural By-law – Consent Agenda

Clerk Julie Middleton presented a report to seek Council’s direction on further amendments to the recently updated Procedural By-law to include provisions for a Consent Agenda. Council members discussed the potential benefits and concerns associated with incorporating a consent agenda into regular Council meeting agendas. While it was noted that a consent agenda can improve efficiency by allowing multiple routine items to be approved at once, some members expressed concerns that it may discourage discussion on certain matters. There was general agreement that members should feel comfortable requesting the removal of items for discussion when necessary.

Council also emphasized their responsibility for the Township’s finances and agreed that financial reports should not be included in the consent agenda.

Resolution No. 8 Moved by Paul Buchner
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford defer a decision regarding report CL 14-2025: Consideration of Further Amendments to the Procedural By-law - Consent Agenda to the first meeting in April, 2025.

DISPOSITION: Motion Carried

CL 15-2025: Request from Sweaburg Minor Ball Association - Fence Sign Advertising Campaign

Clerk Julie Middleton presented a report outlining a request from the Sweaburg Minor Ball Association for Council's approval to implement a Fence Sign Advertising Campaign at the Sweaburg Ball Diamond as a fundraising initiative for both the organization and the park. Council directed staff to confirm support for the proposal from the Sweaburg Parks and Recreation Committee before proceeding.

Resolution No. 9 Moved by Craig Gillis
 Seconded by Valerie Durston

APPROVED
RESOLVED the Council of the Township of South-West Oxford receive report CL 15- 2025: Request from Sweaburg Minor Ball Association - Fence Sign Advertising Campaign as information;

AND FURTHER THAT Council defer the request from Sweaburg Minor Ball Association to allow for sponsorship advertising at the Sweaburg Ball Diamond, pending confirmation from Sweaburg Parks Recreation Committee.

DISPOSITION: Motion Carried

WD 02-2025: 2025 -2026 Grass Cutting Contract

Works Superintendent Adam Prouse presented a report to Council outlining the grass-cutting contract proposals for their consideration. The Tender document required each contractor to provide individual pricing for all 23 properties under a two-year contract, with an option for the Township to extend the contract for two additional one-year terms. The Township received two bids for the contract, both of which are attached. Staff recommends awarding the contract to D&D Commercial Property Maintenance Ltd.

Resolution No. 10 Moved by Peter Ypma

Seconded by Valerie Durston

RESOLVED that Council receive report WD 2-2025 as information.

AND FURTHER that council approves the tender bid of \$2,725.00 per cut plus applicable taxes from D&D Commercial Property Maintenance LTD. for the 2025 and 2026 grass-cutting seasons.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#31 - County Council Report - February, 2025

#32 - Zorra Township Resolution re: Road Safety

#33 - City of Woodstock Resolution re: speeding, distracted driving, and impaired driving

Resolution No. 11 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #31 to #33 as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

March 4th, 2025 - Accounts Payable Report

Resolution No. 12 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for February 16 th to March 1 st , 2025	\$243,598.58
Bi-Weekly Payroll #4	\$67,724.32
Fire Pay #2	\$31,842.52

Council provided direction to staff to amend the draft subdivider's agreement attached to By-law No. 20-2025 to include an upset limit of \$30,000 for the 600 amp service to the park block and update Schedule A.

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

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

- By-Law No. 18-2025 being a By-law to appoint persons to the Salford Hall Board
- By-Law No. 19-2025 being a By-law to amend Township of South-West Oxford Zoning By-law (ZN 4-24-05)

DISPOSITION: Motion Carried

Resolution No. 15 Moved by Valerie Durston
Seconded by Craig Gillis

RESOLVED that By-Laws 05-2025, 18-2025 and 19-2025 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

*10:28 a.m. Council took a five-minute break.

Council Round Table

Council members shared updates from their respective wards and community involvement. Brownsville Hall Board AGM is scheduled on Wednesday, March 12th, 2025. Brownsville Fire Fighter Pancake Breakfast will take place this evening. Mount Elgin Hall Board is working on fundraising ideas for 2025 and planning for washroom renovations. LPRCA AGM will take place on Friday, March 7th, 2025 at 1:30 p.m. Dereham Centre Hall Board AGM will take place on March 19th. Engage and Inform Committee will meet again tomorrow at 1:00 p.m. Environment and Energy Innovation Committee will meet again tomorrow at 4:30 p.m. The Winter Walk for Warmth raised \$240 for Operation Sharing, and food donations. Beachville Historical Society AGM will take place next Tuesday. County of Oxford passed a motion to look at living wage in Oxford – living wage in Oxford is \$19.50/hr. Southwestern Public Health is pushing for a living wage to promote health and well-being. Mayor Mayberry commented on current measles outbreak in the region and encouraged members of the public to get their vaccine.

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. 16 Moved by Paul Buchner
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 (Non-eligible sources recycling contract).

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED that the Council of South-West Oxford reconvene in regular session at 11:14 a.m.

DISPOSITION: Motion Carried

Proposed Letter to County of Oxford re: non-eligible sources recycling

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

RESOLVED that the Council of the Township of South-West Oxford direct the Mayor and staff to send a letter to the County of Oxford requesting that they advocate to the Province for the combination of residential, commercial, and industrial recycling collection services.

DISPOSITION: Motion Carried

Council requested that the letter be sent to the Minister of Environment, MPP Ernie Hardeman, all Oxford area municipalities, AMO and the Premier.

Confirmatory By-law

By-Law No. 21-2025 - To confirm all actions and proceedings of Council (March 4th, 2025)

Resolution No. 19 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that By-law 21-2025 being a By-law to confirm the proceedings of Council held Tuesday, March 4th, 2025 be read a first, second and third time this 4th day of March, 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. 20 Moved by Valerie Durston
 Seconded by Peter Ypma

RESOLVED that there being no further business, the Council meeting be adjourned at 11:19 a.m. to meet again on Tuesday, March 18th, 2025 at 6:30 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.