

**Township of South-West Oxford
Council Minutes
January 7, 2025**

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/Deputy Clerk
Julie Middleton, Clerk/Deputy CAO
Brooke Crane, Treasurer
Adam Prouse, Works Superintendent
Shane Caskanette, Fire Chief and CEMC
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 January 7th, 2025 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

December 17th, 2024 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that the regular minutes of the December 17th, 2024 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 01-2025: Business Arising from the Minutes of December 17th, 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 Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 01-2025: Business Arising from the Minutes of December 17th, 2024 as information.

DISPOSITION: Motion Carried

CAO Mary Ellen Greb introduced Shane Caskanette to Council members. Shane, the Township's new Fire Chief and CEMC, brings over 30 years of experience in the fire service. Staff and Council warmly welcome Shane to the team.

Appointments

9:05 a.m. - Rebecca Smith, Manager of Housing Development - Oxford County Homelessness Service System Guide

Rebecca Smith, Manager of Housing Development at the County of Oxford, address Council regarding the County's *Housing for All* initiative. She advised Council that the County aims to assist individuals before they can afford housing independently. Rent-geared-to-income models are considered outdated and costly. Affordable one-bedroom units range from \$950 to \$1,200 monthly, targeting individuals with incomes around \$70,000. The County's funding model includes competitive a bidding process for developers to create affordable housing units.

It was discussed that the Township is designing a new municipal office and child care facility but lacks capital funding. Some costs could be recouped through long-term child care provider leases. A 20-year lease might offset capital expenses. There is a critical need for child care facilities, but providers

are challenged with making financial models work. It was noted that child care facilities typically require a ground-floor location for safety. Similar multi-use projects, like those in Embro (housing, library, and child care), demonstrate effective design solutions, including separate entrances and floors for different uses. Most affordable housing units are designed for single individuals or seniors.

Ms. Smith advised that tenant screening responsibilities depend on ownership and management models. If the Township does not wish to manage tenants, it could contract a provider to do this. In Embro, similar facilities are operated by private or non-profit organizations. Other options include registering the building as a condominium to provide for separate ownership of different components (e.g., child care, housing).

In response to an inquiry by Mayor Mayberry, Ms. Smith commented that while the County acknowledges encampments as part of the housing continuum, the goal is to transition individuals into more stable, transitional housing.

The site plan and design for the new municipal office and child care facility remain in development.

Strategic Planning

CL 02-2025: 2025 Strategic Planning

Clerk Julie Middleton provided Council with a report to provide them with a summary of the status of Township strategic initiatives as of the end of 2024 and to offer members of Council an opportunity to provide comment and direction on Township strategic initiatives moving into 2025. This feedback will assist staff in setting goals and priorities for the coming year.

Council reviewed the strategic planning tracking document attached as Appendix 'A' to the staff report in detailed and provided direction and comment to staff on the various goals and objectives.

* Council took a ten-minute break at 11:03 a.m.

Discussion Items

Municipal Office and Child Care Build

- What do we want to build?
- Timeline - design in 2025/2026?
- Financing?

Council discussed the timing and priorities for designing and constructing the new municipal office and child care facility. The following comments were made:

- The new municipal office should be efficient, designed to meet the Township's needs for the next 25 years, and support employee retention. A multi-purpose building, potentially incorporating a child care facility, library, or other community uses, was considered.
- Child care is seen as a staff recruitment and retention incentive. While it may not generate as much funding as initially thought, it is considered an important service the Township could invest in directly. Staff may have priority access to child care spaces.
- Ideas for additional uses included a library, medical center, or community rooms. Compatibility between child care and other potential uses, such as housing, was discussed. Options like shared floors for library and child care or condo-style ownership to separate uses were raised.
- The building should prioritize energy efficiency and effective use of space. Condo-style ownership could allow for cost-sharing and potential revenue from selling parts of the building.
- Timeline and Project Management:
 - Planning should begin in 2025, with final drawings completed by the end of 2025.
 - Construction is targeted to start in 2026, with completion by spring 2027.
 - A part-time project manager may be needed to oversee the project.
 - Preliminary design costs could be covered by reserves, ensuring readiness for the next steps.
- Council agreed on the importance of prioritizing the child care facility and advancing the project to achieve a shovel-ready status by the end of 2025.

** Council took a 30 min break for lunch at 12:38 p.m. and reconvened at 1:12 p.m.*

Agenda Items & Correspondence

#1 - Supporting Ontario's 2025 Connectivity Objectives: Municipal Guidance and Expectations

Mayor David Mayberry and CAO Mary Ellen Greb will send a letter to the Ministry of Infrastructure regarding the Township's telecommunications installation requirements and the need to future-proof Township roads.

#2 - Letter from Minister Paul Calandra - Code of Conduct

Council provided direction to staff to hold off on updating the Township’s Code of Conduct until more information is available from the province. The Township would like to align with the Province’s Code of Conduct.

#3 - Safe and Well Oxford Request - Space Sharing

Need more information regarding frequency and consider Foldens Hall and Dereham Centre Hall for potential locations.

Resolution No. 4 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford received agenda and correspondence items #1 to #3 inclusive as information and that they be noted and filed and that staff proceed as directed.

DISPOSITION: Motion Carried

Accounts Payable Report

January 7th, 2025 - Accounts Payable Report

Resolution No. 5 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for December 15 th , 2024 to January 4 th , 2025	\$941,371.20
Bi-Weekly Payroll #26	\$60,249.88
Fire Pay #12	\$28,739.18
Council Pay #12	\$8,524.58
Police Service Board #1	\$624.14
Total:	\$1,039,508.98

DISPOSITION: Motion Carried

and Recreation will meet again in February. Beachville Museum Board will meet tomorrow evening. Brownsville Hall Board meeting took place on Wednesday evening – they had a successful karaoke event over the holidays. Foldens Hall Board will meet again on January 28th. Centreville community is working on establishing a committee and will meet for the first time at the end of January/early February, 2025. County Council will discuss the future of waste management in the County at their meeting tomorrow.

Closed Session (1:35 p.m.)

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 (township building services).

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

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 (township building services);

APPROVED

DISPOSITION: Motion Carried

Resolution No. 9 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that the Council of South-West Oxford reconvene in regular session at 2:09 p.m.

DISPOSITION: Motion Carried

Confirmatory By-law

By-Law No. 03-2025 - To confirm all actions and proceedings of Council (January 7th, 2025)

Resolution No. 10 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that By-law No. 03-2025 being a By-law to confirm the proceedings of Council held Tuesday, January 7th, 2025 be read a first, second and third time this 7th day of January, 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. 11 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that there being no further business, the Council meeting be adjourned at 2:11 p.m. to meet again on Tuesday, January 21st, 2024 at 6:30 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED