

**Township of South-West Oxford
Council Minutes
September 3, 2024**

Members Present:

Mayor: Mayor David Mayberry, Paul
Councillors: Buchner (Ward 1), Peter Ypma
(Ward 2), Valerie Durston (Ward 3),
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
Paul Groeneveld, Fire Chief (via Zoom)
Howard Leaver, Chief Building Official
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. Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the September 3rd, 2024 meeting of council be approved, as amended (health and safety reports).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

August 13th, 2024 - Regular Council Meeting Minutes

Resolution No. Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED that the regular minutes of the August 13th, 2024 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 45-2024: Business Arising from the Minutes of August 13th, 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. Moved by Craig Gillis
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 45-2024 Summary of Staff Actions Related to Business Arising from the Minutes of August 13th, 2024 as information.

DISPOSITION: Motion Carried



Appointments

9:05 a.m. - Ox on the Run - Oxford County Library - Progress Update

Lisa Marie Williams, CEO and Chief Librarian, Jenna Fisher, Outreach Services Clerk and Nicole Lippay, Outreach Services Specialist, on behalf of Oxford County Library addressed Council regarding the Ox on the Run initiative. The purpose of the presentation was to provide Council with an update on the program, and provide them with information regarding other library services available to the community.

It was highlighted that Oxford County Library may be contacted for upcoming community events. If they are available to attend with the Ox on the Run bus, then they will make arrangements with the event organizers. The library board has extended the Ox on the Run pilot project until June, 2025.

9:20 a.m. - Nicole Killaire and Hanna Kuenzle, Big Brothers Big Sisters of Oxford - Proclamation Request

Nicole Killaire and Hanna Kuenzle addressed Council on behalf of Big Brothers Big Sisters. They provided Council with information on Big Brother Big Sisters month, which celebrates the work that their volunteers are doing in

the community and highlights the need for more volunteers. The organization's vision is that all young people realize their full potential. They provided some background information on the organization and the work that Big Brothers Big Sisters is and has done within the community. It was noted that the organization does not receive any ongoing government funding, they are dependent on funding received from United Way Oxford, fundraising events, sponsors and donors for their programs and services. The organization's greatest needs are mentors and funding.

Resolution No. Moved by Jim Pickard
 Seconded by George Way

Whereas Big Brothers Big Sisters of Oxford County has been a steadfast pillar of support for young people facing adversities, offering them consistent and nurturing Developmental Relationships; and

Whereas for 55 years, this organization has prioritized the provision of exceptional mentors for youth, embracing diversity across age, gender, race, identity, and religion; and

Whereas the demand for BBBS services has surged by over 200% from the previous year. With increasing numbers of young people and their caregivers seeking support, volunteer enrollment has not kept pace, and as an agency that does not receive on-going government funding, relying on grants, fundraising, sponsorship, and donors, our funding is not balancing with the increase in demand for our free mentoring programs; and

Whereas BBBS mentoring programs provide measurable outcomes for youth under BBBS's guidance include significant improvements in social-emotional competence, mental health and well-being, educational engagement, and employment readiness; and

Whereas the efforts of BBBS are recognized as an investment in the future of our community, fostering the potential of our youth, envisioning a community where all young people are empowered to realize their full potential; and

Whereas the continued success of BBBS relies on the generosity and support of dedicated volunteers and donors;

Now therefore, I, David Mayberry, Mayor of South-West Oxford, do hereby proclaim September 2024 as Big Brothers Big Sisters Month. I encourage everyone to learn about the various volunteer mentoring opportunities at Big Brothers Big Sisters of Oxford County and consider donating to support their free programming for youth by visiting www.bbbsoxford.ca. You can be the spark that ignites the power and potential of a young person in your community.

DISPOSITION: Motion Carried

9:30 a.m. - Hilde and Marcel Makkink - Request from Makkink's Flower Farm re: Cost of Water Cistern

CL 46-2024: Follow Up: Makkink's Flower Farm (Water Cistern for Fire Suppression)

Clerk Julie Middleton provided Council with a report to bring forward a concern and a request to Council received from Makkink's Flower Farm in relation to the need to supply on-site water for fire suppression purposes on their property located at 164604 Kellett Road. The Makkink's have asked the Township to pay for the pipe installed to supply water from the cistern to the dry hydrant located on their property. There is a discrepancy between the Makkink's and Township staff in relation to who is responsible for this cost - this is the outstanding issue to be resolved.

Discussion took place regarding the cost of the fitting for the dry hydrant and it was confirmed that the Township will cover the cost of the fitting only. Council expressed desire to discuss the matter further in closed session.

9:55 a.m. - Mel Grant - By-law Exemption Request to Permit the Keeping of Chickens in a Residential Zone (144100 Hawkins Road)

CL 47-2024: By-law Exemption Request - Animal Care and Control By-law (Chickens) - Mel Grant - 144100 Hawkins Road

Clerk Julie Middleton provided Council with a report to present them with a by-law exemption request received from Mel Grant, located at 144100 Hawkins Road, to permit the keeping of chickens within a residential zone. Councillor Ypma expressed opposition to the request and requested that a condition be added to ensure that all birds are enclosed to restrict exposure to all wild fowl.

Resolution No. Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 47-2024: By-law Exemption Request - Animal Care and Control By-law (Chickens) - Mel Grant as information;

AND FURTHER THAT Council approve the by-law exemption request received from Mel Grant to permit the keeping of chickens on their property located at 144100 Hawkins Road subject to the following conditions:

- That a maximum number of six (6) hens be permitted to be kept;
- That no chicken be replaced at the end of its' useful life;
- That the chickens be located to ensure that a minimum distance of 3m (10 feet) is maintained from all property lines;
- That the chickens be for personal use only with no sale of eggs, manure or additional chickens being permitted;
- That no rooster be permitted on the property;
- That chicken feed be kept indoors or in a rodent proof container and secured at all times to prevent rodents and other animals from accessing it;
- That the chickens be contained to Mr. Grant's property only and not permitted to roam to any neighbouring property;
- That the chickens be fully enclosed so that they are not able to mingle with wild fowl;
- Should any complaints be received by enforcement staff in relation to noise, odour, dumping of waste or the chickens wandering off their property, the Township may issue an order that the chickens be removed from the property.

Discussion on the motion:

Discussion took place regarding the replacement of chickens and the need to reapply to replace any chicken.

DISPOSITION: Motion Carried

Councillor Ypma stated that if the City of Woodstock is considering an amendment to their by-law to permit the keeping of chickens within residential zones, that the Township send a letter to the City to recommend that a condition of approval be added to ensure that all birds are enclosed to limit their ability to mingle with wild fowl. Council provided direction to staff to send a letter in this regard.

10:05 a.m. - Vice President, Renewable Energy Development, Helmut Schneider re: Prowind Renewables Presentation

Helmut Schneider, Vice President, Renewable Energy Development, on behalf of Prowind Renewables provided Council with a second presentation regarding wind farm development locally and commented on the benefits that this type of development provides the community. Mr. Schneider extended an invitation to Council to visit the Gunn's Hill Wind Farm to experience what a wind farm looks like up close. He advised that he is available to meet with members of Council there within the next two weeks.

Councillor Pickard questioned if there are any new wind projects planned within Oxford County. Mr. Schneider advised that there is preplanning underway for a new project in Oxford County. Councillor Pickard questioned what happens to the towers at the end of life. Mr. Schneider advised that they are responsible for removing the towers entirely at their cost. With respect to recycling, all material except for the blades is recyclable and there is revenue available for this material. He anticipates that in the future, 100% of the wind turbines will be recyclable.

Councillor Ypma spoke in support of the local investment and supply. He questioned approximately how many turbines may be constructed. Mr. Schneider advised that the timeline for the development of a wind farm is approximately three and a half years. The number of turbines depends on the location of the property. Mr. Schneider also spoke to partnership opportunities available to municipalities with respect to development, cost and revenue sharing. The life expectancy of a wind turbine is approximately 25 years – land agreements are for an initial period of 25 years with an option to extend for another 10 years.

Members of Council expressed interest in visiting the Gunn's Hill Wind Farm one evening in the next two weeks. Mr. Schnieder will send a few available dates to Julie to circulate to Council.

** Council took a five-minute break at 10:34 a.m.*

10:40 a.m. - Don Ford, Manager of Water and Wastewater Services and Mackenzie Schultz, Supervisor of Water and Wastewater Technical Services re: Strik Municipal Drain Water Management Facility

Mackenzie Schultz, Supervisor of Water and Wastewater Technical Services at Oxford Council provided Council with a presentation regarding the Strik Municipal Drain and the impact on the County's source water wellhead protection area. She emphasized the need to protect this particular source water supply which supplies the City of Woodstock with water.

Ms. Schultz commented on the various options that have been considered by the County to protect the wellhead protection area at the outlet of the Strik Municipal Drain. She advised Council that a woodchip bioreactor was determined to be the best option for the drain outlet, and that the County is working with their consultant to begin development. She noted that the County would take on the ongoing maintenance and operation of the facility. The facility construction proposed is mutually beneficial allowing both projects to meet their primary objectives. Oxford County will take on the construction of the treatment facility and outlet from the facility which will be an open ditch.

Ms. Schultz addressed Council regarding a cost sharing request from the County in relation to the required outlet for the Strik Municipal Drain. She explained that an additional \$105,000 would have been assessed to the landowners within the watershed boundary if the County did not agree to install and maintain the woodchip bioreactor outlet. As a result, the County is seeking reimbursement from the Township in the amount of \$105,000 towards its construction. The total cost of the treatment facility and construction is anticipated to be just over \$640,000. Financing of the remainder of the project was also discussed, and it was noted that the remainder of the project will be funded from the drinking water system reserves.

The construction of the outlet is anticipated to be completed by October, 2024.

Resolution No. Moved by Jim Pickard
 Secoded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to include the County of Oxford's funding request from the Township in the amount of \$105,000 towards the installation of the woodchip bioreactor at the outlet of the Strik Municipal Drain in the Township's draft 2025 budget.

AND FURTHER THAT it be noted that the additional funds have been raised towards the project and that the project has now been paid in full – no additional funds are required.

DISPOSITION: Motion Carried

CAO 25-2024: Utilizing Township Reserves for Potential Debenture of Capital Drain

Chief Administrative Officer Mary Ellen Greb provided Council with a report to bring forward a recommendation to help the Township earn a better rate of return on the Working Capital Reserve by utilizing some of the funds to finance capital drain debentures for property owner(s) on the ASB Greenworld Capital Drain. This will allow the Township to earn additional interest on this particular loan.

Discussion took place regarding the impact that this will have on the Township's Working Capital Reserve. CAO Greb noted that this is a one-time request and that there are significant funds in the Township's working capital reserve.

Resolution No. Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that the Council receive Report CAO 25-2024:

AND FURTHER, THAT Council authorize the investment of \$50,839.32 of the Working Capital Reserve to set up an in-house debenture to be repaid over 5 years at a set interest rate for the duration of the loan.

DISPOSITION: Motion Carried

CAO 26-2024: Finalizing Street Names for Phase 6 - Mount Elgin Subdivision

Chief Administrative Officer Mary Ellen Greb provided Council with a report to seek their final approval of the street names for Phase 6 of the Mount Elgin Subdivision. Council provided input in relation to the naming of streets within Phase 6 of the Mount Elgin subdivision.

Resolution No. Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED that the Council receive Report CAO 26-2024 as information:

AND FURTHER THAT the Council confirm the street names of Phase 6 of the Mount Elgin Subdivision, as follows:

- No change to Highland Ave and Woodland Ave
- South-West Oxford Drive to be changed to Elgin Drive
- Dereham Ave and West Ave to be changed to Fewster Crescent
- Park Ave to be changed to Bodwell Ave
- North Ave to be changed to Forrester Ave

DISPOSITION: Motion Carried

Discussion took place regarding the involvement of the public in relation to road and park naming moving forward. Council may consider a naming policy at a later date.

CL 48-2024: Request for Special Occasion Permit (Event of Municipal Significance) - Mount Elgin Community Centre Trivia Night

Clerk Julie Middleton provided Council with a report to bring forward a request for a special occasion permit for Council's consideration that has been received from the Mount Elgin Community Centre Hall Board for their upcoming Trivia Night fundraising event in October, 2024.

Resolution No. Moved by Jim Pickard
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 48-2024 Request for Special Occasion Permit (Event of Municipal Significance): Mount Elgin Community Centre Trivia Night as information;

AND FURTHER THAT Council designate the event to be hosted by the Mount Elgin Community Centre Hall Board on Friday, October 4th, 2024 from 6:00 p.m. until 12:00 midnight as an event of municipal significance and express the Township's support of their application to the Alcohol and Gaming Commission of Ontario for a Special Occasion Permit.

DISPOSITION: Motion Carried

CL 49-2024: Amended Subgrade Telecommunication Installation Policy

Clerk Julie Middleton provided Council with a report in relation to their request to implement a Township policy to require that all telecommunication service be installed subgrade and to present Council with a draft amended policy for their review and consideration. Council provided direction to staff to circulate the approved policy to all other rural municipalities within Oxford.

Resolution No. Moved by George Way
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 49-2024: Amended Subgrade Telecommunication Installation Policy as information;

AND FURTHER THAT Council approve the policy attached as Appendix 'A' to this report - Subgrade Telecommunication Installation Policy, as amended.

DISPOSITION: Motion Carried

Discussion Items

Correspondence and Letters of Support Process

Council provided direction to staff to maintain the status quo in relation to the consideration of letters and resolutions of support on various matters.

Mount Elgin Community Centre Charging Station Installation Cost:

- Total Installation Cost - \$25,122.02
- NRCAN Funding Received - \$10,000.00
- Total Capital Cost - \$15,122.02

Provided to Council as information.

Agenda Items & Correspondence

#158 - Oxford County Council Report - August, 2024

#159 - Sweaburg Pickleball Court - Project Complete

#160 - Correspondence from Catfish Creek Conservation Authority re: Conservation Areas Strategy Consultation Period

#161 - EPCOR Natural Gas Limited Partnership - Notice of Application

Resolution No. Moved by Jim Pickard
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #158 to #161 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

September 3rd, 2024 - Accounts Payable Report

Resolution No. Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for August 11 th , 2024 to August 31 st , 2024	\$517,034.37
Bi-Weekly Payroll #17	\$51,606.40
Fire Pay #8	\$30,804.40
Council Pay #8	\$8,524.58
Total:	\$607,969.75

Discussion took place regarding the costs associated with the Longworth Municipal Drain. The Township road's portion was approximately \$100,000.

DISPOSITION: Motion Carried

Information Items & Correspondence

#162 - Association of Municipalities of Ontario (AMO) / Ontario Medical Association (OMA) Joint Resolution Campaign on Physician Shortage

Resolution No. Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support in relation to information and correspondence item #162.

DISPOSITION: Motion Carried

#163 - Township of Whitewater Region Resolution re: Ineligible Source Recycling

Resolution No. 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 information and correspondence item #163.

DISPOSITION: Motion Carried

#164 - Zorra Township Council Resolution re: Purple Bench Project

Clerk Julie Middleton will reach out to Amy about this initiative. Council expressed support for the project.

#165 - Township of Stirling Rawdon Resolution re: Public Sector Salary Disclosure

Resolution No. Moved by George Way
 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 information and correspondence item #165.

DISPOSITION: Motion Carried

#166 - Correspondence from Mayor Jan Liggett re: results of a public opinion poll conducted by Campaign Research

Resolution No. Moved by Peter Ypma
 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 in relation to information and correspondence item #166.

DISPOSITION: Motion Carried

#167 - Township of Terrace Bay Resolution re: Support for OINP (Ontario Immigrant Nominee Program)

#168 - Resolution to Support AMCTO Provincial Updates to the Municipal Elections Act

Resolution No. Moved by George Way
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #167 and #168 as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 63-2024 - A By-law to authorize the execution of a municipal funding agreement on the Canada Community Building Fund between the Corporation of the Township of South-West Oxford and the Association of Municipalities of Ontario (AMO)
- By-Law No. 64-2024 - A By-law to amend By-law No. 77-2021 to establish and regulate a fire department (Appendix E)

Resolution No. Moved by Jim Pickard
 Seconded by George Way

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

- By-Law No. 63-2024 being a By-law to authorize the execution of a municipal funding agreement on the Canada Community Building Fund between the Corporation of the Township of South-West Oxford and the Association of Municipalities of Ontario (AMO);
- By-Law No. 64-2024 being a By-law to amend By-law No. 77-2021 to establish and regulate a fire department (Appendix E), as amended.

DISPOSITION: Motion Carried

Resolution No. Moved by Paul Buchner
Seconded by George Way

RESOLVED that By-Laws No. 63-2024 and 64-2024 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

New Business

AMO – New Infrastructure Grants

Paul Buchner advised that there are some funding opportunities available. Mayor Mayberry will be meeting with MPP Ernie Hardeman regarding the overbuild of broadband internet in the Township and request that the Ministry of Infrastructure remove South-West Oxford from the ASHIP build.

Health and Safety Reports

Discussion took place regarding repair work that took place to Township playground equipment and invoices received by the hall and park committees. It was noted that in the future the committees need to be contact first prior to moving forward with the work. It was noted that staff had a third party conduct the required inspections and do the work this year, because Township staff was not available. A copy of the reports will be shared with the hall and park committees.

Council Round Table

Council members shared updates from their respective wards and community involvement. The Environment and Energy Innovation Committee will meet again tomorrow afternoon. Sweaburg Lions Club hosted a free BBQ this past weekend with all extra supplies from community events that took place over the past year – they collected \$800 in donations. Canada’s Outdoor Farm Show is taking place next week. LPRCA board will meet again tomorrow night. Dereham Centre Hall Board will meet again on September 19th. Mount Elgin Hall Board Trivia Night will take place on October 4th. Mount Elgin Beef Supper will take place on September 14th. Mount Elgin tennis court has been resurfaced – lines and basketball nets will be added shortly. The Engage and Inform Committee meeting has been cancelled for tomorrow afternoon – they will meet again in October. Beachville Car Show took place this past weekend – it was well attended. The last car show of the season will take place on September 22nd at the Beachville Museum. The Brownsville Hall Board will be hosting a dedication ceremony for the gazebo on September 8th. The

RESOLVED that By-law 65-2024 being a By-law to confirm the proceedings of Council held Tuesday, September 3rd, 2024 be read a first, second and third time this 3rd day of September, 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. Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 1:45 p.m. to meet again on Tuesday, September 17th, 2024 at 6:30 p.m.

DISPOSITION: Motion Carried

APPROVED

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.