

**Township of South-West Oxford
Council Minutes
July 11, 2023**

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

Members Absent: Valerie Durston (Ward 3)

Staff Present: Mary Ellen Greb, CAO/Treasurer
Adam Prouse, Works Superintendent
Howard Leaver, Chief Building Official
Rob Serson, Fire Chief & 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 Jim Pickard
Seconded by George Way

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

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

June 20th, 2023 Regular Council Meeting Minutes

Resolution No. 2 Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED that the regular minutes of the June 20th, 2023 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 34-2023: Business Arising from the Minutes of June 20th, 2023

Records Management Co-ordinator/Clerk’s Assistant Nicole Chambers 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 Peter Ypma
Seconded by Paul Buchner

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 June 20th, 2023 as information.

DISPOSITION: Motion Carried

Staff Reports

APPROVED

BD 06-2023: June 2023 Building Report

Chief Building Official Howard Leaver provided Council with a report to provide them with the status of the activities in the building department as of the end of June, 2023.

Resolution No. 4 Moved by George Way
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report BD 06-2023 Monthly Building Report for June 2023 as information.

DISPOSITION: Motion Carried

CAO 13-2023: Climate Change Reserve Transfers - 2022 Fiscal Year

Chief Administrative Officer Mary Ellen Greb provided Council with a report to provide them with information in relation to the actual costs and funding of the following projects:

the north. In addition, Oxford County has a waste management facility located to the immediate northeast of the subject lands.

It is the opinion of planning staff that the proposal is consistent with the PPS and maintains the general intent and purpose of the Official Plan policies regarding small-scale agriculturally oriented uses within the Agricultural Reserve. Planning staff recommend to approve this application in-principle, as further mapping is required.

Letter of Recommendation - Little Hobby Hill Farm

As a result of circulation, Mr. McDonald received numerous calls and emails regarding this application. All but one response was supportive and positive. Comments received highlighted the importance of the therapeutic aspect of the business, and the resulting positive impact on the community. The business has been operating on the subject lands for approximately two years and they are seeking to legalize it as a permitted use.

Letter from David Wagner

Mr. McDonald discussed concerns brought forward by a neighbour to the immediate west, David Wagner. Mr. Wagner expressed concerns to Mr. McDonald with regard to traffic and parking. He indicated there have also been issues with individuals parking on the right-of-way for Plank Line. Mr. Wagner does not oppose the business, but has overall concerns regarding traffic and policing in the area.

Questions from Council

Councillor Buchner questioned if there has been any consultation with the Ministry of Transportation (MTO) with regard to the need for a turning lane? Mr. McDonald replied that the MTO does not have any concerns with this proposal, and there are no further requirements as a result of this application.

In response to a question from Councillor Pickard regarding parking capacity, Mr. McDonald noted that the applicant is aware of the requirement for parking to be wholly contained on the subject lands. Councillor Pickard inquired if there is a desire to expand the parking lot, to which Mr. McDonald replied that the parking area is currently for staff and others. He further explained that issues noted regarding traffic and parking are general and not specific to this application.

Councillor Pickard questioned if there are washroom facilities approved for public use on-site. Mr. McDonald noted that Southwestern Public Health did not have any comments or concerns. The existing portable washroom

facilities are suitable for the permitted use, and the applicant does not anticipate installing permanent facilities in the future.

Comments from the Applicants

Mr. Jansen inquired if this will affect property taxes, to which Mr. McDonald replied that signage advertising an active business may trigger an investigation with MPAC. There is an appeal process for any identified tax-rate or classification changes.

Ms. Tout expressed to Council that she does not want customers parking on Plank Line or anywhere near the highway. Her business has enacted capacity-controlling measures, such as ticketed events, to limit the flow of vehicles in and out. A parking attendant also stands at the wishing well to assist with parking immediately upon entrance to prevent vehicles from disturbing the flow of the highway.

Comments from members of the public

Claudine Skipper, a home daycare provider and customer of Little Hobby Hill Farm, spoke in favour of this application. She noted she visits this business frequently with the children whom she cares for, and the families are very supportive of these outings. She noted the community would be very sad to see this business go.

Further comments from Council

In response to a question from Councillor Buchner regarding the possibility of expansion, Ms. Tout noted that she would prefer that her business remains a unique, interactive, private and personalized experience, which is most successful as a smaller-scale operation.

In response to a question from Councillor Way concerning signage, Ms. Tout noted that the MTO conducted a site-visit to evaluate parking and signage. A sign has been commissioned, and upon final approval of the zone change, she will apply for a permit through the MTO. She will also be inquiring with the MTO regarding a driveway entrance. Ms. Tout noted the sign is double sided and they are planning to install it east-west so it can be viewed from both directions while travelling down Plank Line. She added that Little Hobby Hill Farm is on Google Maps and they also have a website now.

In response to a question from Councillor Ypma regarding the landowner-tenant relationship between himself and Mr. Tout, Mr. Jansen replied that he is present to support the business. Councillor Ypma requested further clarification about the business' operations, to which Ms. Tout replied that they are busier on-site in spring and summer, in winter they are travelling off-

lands described as Part Lot 12-13, Concession 2, Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to facilitate the use of the lands as a petting zoo/therapy farm as generally described in Report No CP 2023-203.

DISPOSITION: Motion Carried

Staff Reports (Continued)

CL 33-2023: Updated Property Standards By-law

Records Management Co-ordinator/Clerk's Assistant Nicole Chambers presented Council with a report to provide them with an updated Property Standards By-law with proposed set fines included for their consideration. She explained that the original Property Standards By-law was enacted in 1981 and was amended in 2006, it's purpose to ensure that owners maintain their properties to protect the health and safety of occupants and the general public.

The current (2006) Property Standards By-law contains provisions which have since been moved to the Yard and Lot Maintenance By-law (48-2021). These include:

- Maintenance of yards and vacant properties
- Surface conditions
- Sewage and drainage
- Parking areas, walkways and driveways
- Garbage disposal
- Compost heaps
- Outdoor swimming pools

The By-law was reviewed and edited to bring it in line with Oxford County municipalities. Other notable changes include:

- Section 3.9 – Egress: updated in alignment with the *Ontario Building Code*.
- Section 4 – Vacant Buildings: removed requirement for plywood boards to be painted a colour compatible with surrounding walls.
- Section 6.6 – Compliance: removal of \$30.00 fee for a certificate of compliance, instead the Rates and Fees By-law is referenced for any fees related to non-compliance.
- Schedule A – Order to Comply: a new order template was created to standardize this form with the municipalities which share an Enforcement Officer.
- Schedule B – Notice of Appeal: a new process was added to further standardize the "Order" process and offer residents an appeal process.

#122 - Oxford County Report PW 2023-28 - Speed Management and Road Safety Reviews - SWOX and Norwich

#123 - Oxford County Memo for Area Municipal Councils - W/WWMP PCC No. 2

#124 - Oxford County Report PW 2023-29 - Backflow Prevention By-law Project Update

Resolution No. 10 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #119 to #124 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Reports

July 11th, 2023 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for June 18 th , 2023 to July 1 st , 2023	\$2,052,645.33
Bi-Weekly Payroll #13	\$48,473.62
Fire Pay #6	\$22,066.06
Council Pay #6	\$8,430.77
Total:	\$2,131,615.78

DISPOSITION: Motion Carried

Information Items & Correspondence

#125 - Town of Bradford West Gwillimbury Resolution re: The Right-to-Repair-Movement

#126 - Town of Halton Hills Resolution re: Reducing Municipal Insurance Costs

#127 - Proposal to Amend Three Regulated Manuals under the Crown Forest Sustainability Act

#128 - Municipality of North Perth Resolution re: Vacant Building Official Positions

#129 - Local Emergency Response System and Gaps in Healthcare regarding Code Red and Black Frequency

#130 - City of Woodstock Resolution re: Highway Traffic Act Amendments

Resolution No. 12 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #125, #127 and #129 as information and that they be noted and filed.

DISPOSITION: Motion Carried

Resolution No. 13 Moved by George Way
 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 item #126.

DISPOSITION: Motion Carried

Resolution No. 14 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 item #128.

DISPOSITION: Motion Carried

Resolution No. 15 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support in relation to item #130.

