

**Township of South-West Oxford  
Council Minutes  
March 21, 2023**

**Members Present:** Mayor: David Mayberry  
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5 – via Zoom), Craig Gillis (Ward 6) – 6:32 p.m.

**Members Absent:** None.

**Staff Present:** Mary Ellen Greb, Chief Administrative Officer/Treasurer  
Adam Prouse, Works Superintendent  
Howard Leaver, Chief Building Official  
Julie Middleton, Clerk  
Nicole Chambers, Records Management Co-ordinator/Clerk's Assistant

**Call Meeting to Order**

The meeting was called to order at 6:00 p.m. by Mayor David Mayberry and a quorum was present.

**Motion to Accept Agenda**

Resolution No. 1 Moved by Peter Ypma  
Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the March 21st, 2023 meeting of council be approved.

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

None.

**Minutes**

**March 7th, 2023 Regular Council Meeting Minutes**

Resolution No. 2 Moved by Paul Buchner  
Seconded by Valerie Durston





partner with the participating municipalities for this service; this will also includes assistance from their engineering department as needed and procurement services. The agreement assumes a staff person working one day each week for the Township of South-West Oxford. Quarterly meetings are proposed with the County's Manager of Capital Planning.

Resolution No. 5      Moved by Jim Pickard  
   Secoded by George Way

RESOLVED that Report CAO 02-2023 be received as information and filed:

AND FURTHER THAT Council pass a by-law to authorize the execution of an agreement for Asset Management Shared Services with Oxford County.

DISPOSITION: Motion Carried

BD 02-2023: February 2023 Building Report

Chief Building Official Howard Leaver presented report BD-02-2023 to Council to provide them with an overview of the status of the activities in the building department as of the end of February, 2023. He noted that more permits have been issued as of the same time this year in comparison to last year; however, the value of the permits are lower as anticipated.

Resolution No. 6      Moved by Peter Ypma  
   Secoded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD-02-2023 Monthly Building Report for February 2023 as information.

DISPOSITION: Motion Carried

**Appointments**

6:15 p.m. - Guenther Homes, Peter Guenther - Seasonal Load Exemption Request Re: 563438 Thomas Road

Peter Guenther, on behalf of Guenther Homes, addressed Council in relation to a new home project located at 563438 Thomas Rd, Ingersoll for which they have recently obtained a building permit and are now ready to begin construction at this site. This project is located on a weight restricted road, with a distance of approximately 900 metres from the nearest intersection,

and he is seeking an exemption from Council for this specific stretch so they can get this project moving forward, in order to complete it by our closing date.

Works Superintendent Adam Prouse advised Council that they have not provided any similar exemptions for this purpose in the past. It was noted that no municipality in Oxford County has provided a similar exemption either.

Resolution No. 7      Moved by George Way  
                                Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford deny the seasonable load exemption request received from Peter Guenther.

DISPOSITION: Motion Carried

### **Staff Reports**

#### **WD 2-2023: Tender Results for 3/4 Ton Pick-up Truck**

Works Superintendent Adam Prouse presented report WD 2-2023 to Council to seek their approval for the purchase of one (1) new 2023 2500 truck to replace the Townships 2017 Chevrolet 2500 truck as per the 2023 Township budget. Staff is recommending that the lowest bid be accepted.

Resolution No. 8      Moved by Paul Buchner  
                                Seconded by George Way

RESOLVED that Council receive report WD 2-2023 as information;

AND FURTHER that council approve the purchase of one (1) new 2023 Dodge Ram 2500 4WD regular cab truck from Glassford Chrysler at a tendered price of \$65,219.00 plus applicable taxes.

DISPOSITION: Motion Carried

### **Agenda Items & Correspondence**

#49 - Southern Ontario Tourism Conference - Find Out Who Won the 2022 Innovations Awards (Stephanie Radu, Beachville District Museum)

#50 - Oxford County 2022 Drinking Water System Summary Reports

#51 - Alexandra Hospital, Ingersoll and Tillsonburg District Memorial Hospital  
– Visit with Mr. Ernie Hardeman, Oxford MPP

#52 - Correspondence from Ministry of the Environment, Conservation and  
Parks re: Municipal Class Environmental Assessment (EA) modernization

#53 - Ontario Federation of Agriculture Annual Publication 2023

Resolution No. 9 Moved by Peter Ypma  
Seconded by George Way

RESOLVED that the Council of the Township of  
South-West Oxford receive agenda and  
correspondence items #49 to #53 inclusive as  
information and that they be noted and filed.

DISPOSITION: Motion Carried

**Accounts Payable Report**

**March 21st, 2023 - Accounts Payable Report**

Resolution No. 10 Moved by Paul Buchner  
Seconded by George Way

RESOLVED that the following Accounts be approved  
for payment:

Accounts Payable for March 4 <sup>th</sup> to 17 <sup>th</sup> , 2023	\$429,599.19
Bi-Weekly Payroll #5	\$51,942.48
Total:	\$481,541.67

DISPOSITION: Motion Carried

**Information Items & Correspondence**

#54 - OSUM 2023 Conference and Trade Show

#55 - Township of Moonbeam Resolution re: Minister of Education to extend  
the moratorium on most pupil accommodation reviews

#56 - Municipality of North Perth Resolution re: School Bus Stop Arm  
Cameras

Resolution No. 11 Moved by Valerie Durston  
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #54 to #56 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

**By-laws and Agreements**

- By-Law No. 16-2023 - To stop up and close PT of lot 2, broken front concession (formerly part of Highway 2); South-West Oxford
- By-Law No. 17-2023 - To authorize the execution of an agreement for Asset Management Support Services (Oxford County)
- By-law No. 18-2023 – To provide for drainage works (Greenworld Municipal Drain 2023)

Resolution No. 12 Moved by Valerie Durston  
Seconded by Peter Ypma

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

- By-Law No. 16-2023 being a by-law to stop up and close PT of lot 2, broken front concession (formerly part of Highway 2); South-West Oxford.
- By-Law No. 17-2023 being a by-law to authorize the execution of an agreement for Asset Management Support Services (Oxford County).
- By-law No. 18-2023 being a by-law to provide for drainage works (Greenworld Municipal Drain 2023 – Provisional By-law) – first and second reading only.

DISPOSITION: Motion Carried

Resolution No. 13 Moved by Paul Buchner  
Seconded by Valerie Durston

RESOLVED that By-Laws 16-2023 and 17-2023 be read a third time and finally passed, and that the Mayor

and Clerk be authorized to sign the By-Law and affix the corporate seal.

DISPOSITION: Motion Carried

### **Committees**

#### **Environment and Energy Innovation Committee Minutes**

Resolution No. 14      Moved by Jim Pickard  
                                    Seconded by Valerie Durston

RESOLVED that the minutes of the January 11<sup>th</sup>, 2023 Environment and Energy Innovation Committee meeting be received as information.

DISPOSITION: Motion Carried

### **Council Round Table**

*Council members shared updates from their respective wards and community involvement. Brownsville AGM was held two weeks ago; the board members are the same. They are planning another Family Fun Day this year and considering options for an off-site dog park. Foldens AGM was held in February; there are two new board members and the board lost two previous members. Election of the new executive for the Beachville District Museum will take place at the meeting tomorrow evening.*

*\*Councillor Craig Gillis arrived at 6:32 p.m.*

*Salford Hall board will meet again on April 4<sup>th</sup>, 2023. Water testing has been completed again and is reporting as okay. Earth Day is coming up on April 22<sup>nd</sup>, 2023 in partnership with Reuseapalooza in Sweaburg. Mount Elgin Hall Board will meet again next week on Monday; they are considering options for renting the digital sign for advertising. Dereham Centre Hall kitchen renovations are complete. Mount Elgin Parks and Recreation are working on outdoor exercise equipment; the AGM is coming up on April 4<sup>th</sup>. Beachville Parks and Recreation Easter Egg Hunt is coming up on April 8<sup>th</sup>.*

### **Confirmatory By-law**

- By-Law No. 19-2023 - To confirm all actions and proceedings of Council (March 21st, 2023)

Resolution No. 15      Moved by Craig Gillis  
                                    Seconded by George Way



RESOLVED that By-law 19-2023 being a By-law to confirm the proceedings of Council held Tuesday, March 21<sup>st</sup>, 2023 be read a first, second and third time this 21<sup>st</sup> day of March, 2023.

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. 16      Moved by Jim Pickard  
  Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 6:39 p.m. to meet again on Tuesday, April 4th, 2023 at 9:00 a.m. (Municipal Office - Council Chamber).

DISPOSITION: Motion Carried

APPROVED

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CLERK: Julie Middleton

MAYOR: David Mayberry

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