

**Township of South-West Oxford
Council Minutes
May 7, 2024**

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
Brooke Crane, Treasurer
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. 1 Moved by Paul Buchner
Seconded by George Way

RESOLVED that the regular meeting agenda for the May 7th, 2024 meeting of the council be approved, as amended (Accessibility of Township Facilities).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

April 16th, 2024 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Craig Gillis
Seconded by Jim Pickard

RESOLVED that the regular minutes of the April 16th, 2024 council meeting be approved, as amended.

With respect to development charges by-law policies, it was noted that:

- D.C.s are calculated and collected at building permit issuance
- D.C.s for developments proceeding through Site Plan or Zoning By-law Amendment will be determined based on the charges in effect on the day of the application
- Rental housing and institutional developments would pay D.C.s in 6 equal annual payments, commencing from the date of occupancy
- Interest can be imposed on D.C.s determined at Site Plan or Zoning-By-law Amendment application and on installment payments
- Additional exemptions for affordable and attainable units to be exempt upon proclamation by the Lieutenant Governor units
- Proposed non-statutory exemptions:
 - Farm buildings
 - Places of Worship
 - Public Hospitals
 - Temporary buildings, structures, and dwelling units
 - Long-term care homes
 - Affordable housing (provided through an agreement with the County)
- Current exemption for industrial development proposed to be removed
- Current Bunk House exemption, included under farm buildings, proposed to be removed
- Redevelopment credits on conversions or demolitions of existing buildings or structures are generally granted to recognize what is being replaced on site (not specific in the Act but provided by case law)
- Redevelopment must occur within 5 years of demolition
- The credit cannot exceed the amount of D.C.s that would otherwise be payable
- No credit is available if the use that was demolished/converted would be exempt under this by-law or was not capable of being occupied
- Refund may be available if the existing building cannot be demolished until after the construction of the new building
- By-laws to come into force on June 13, 2024. Charges are to be indexed on a mandatory basis on June 13 of each year (beginning in 2025). Mandatory phase-in of charge to occur on June 13 of each year (if applicable subject to Bill 185 changes).

Questions from Council:

In response to an inquiry from Councillor Ypma, Mr. Stephen noted that pending the passage of Bill 185, studies for development charges could become a recoverable cost – this would be in addition to what has already been proposed for roads, fire, and parks and recreation. If enacted, this would be a fairly minor cost increase.

Mr. Stephen provided clarification regarding the comparison charts. He stated that the total development charge as outlined in the report is a product of anticipated growth-related needs. For other municipalities, the existing road/highway infrastructure may be sufficient enough to support their proposed development – they do not expect growth to trigger greater capital costs such as road widening, gravel to hard-top road conversion, equipment purchases (snow plows), etc. Development charges are based on identified needs and service levels for new development – they are specific to the municipality. It was noted that some municipalities have policies where they choose not to recover additional development charges.

Discussion took place regarding re-development credits, exemptions, and additional residential units (ARUs). Mr. Stephen stated that in the current proposed by-law if a landowner is building a new home but cannot demolish the existing structure until their new residence is built, they will pay development charges and will receive a refund after the structure is demolished as a re-development credit. The proposed by-law exempts ARUs, provided they meet the definition of an ancillary structure as per Oxford County's Official Plan, which speaks to the distance from the existing home (less than 30 meters) and the size of the new dwelling unit (no more than 50% of the square footage of the primary dwelling). If the existing home does not meet the criteria of an exemption (ARU) or re-development credit (will not be demolished), development charges will apply.

In response to an inquiry from Mayor David Mayberry concerning the share of development charges for fire, parks and recreation, and roads, Mr. Stephen noted that some local municipalities are invested in various multi-use recreation buildings, so their recreation portion of these charges is much higher.

The proposed development charges by-law will be brought forward for the Council's consideration at the meeting on June 4th, 2024.

Comments from members of the Public:

None

Resolution No. 5 Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of
South-West Oxford reconvene in regular session at
9:34 a.m.

DISPOSITION: Motion Carried

RESOLVED that the Council of the Township of South-West Oxford receive report BD 03-2024: March 2024 building report as information.

DISPOSITION: Motion Carried

CAO 12-2024: Solar Panel Project Salford Community Centre - 2023 Activity

Chief Administrative Officer Mary Ellen Greb provided the Council with a report to provide them with the annual income statement as well as the accumulative kilowatts of power generated by the solar panels installed on the rooftop of the Salford Community Centre in 2013. She advised that the solar panels generated 10,609 kWh of electricity in 2023. Since the panels were installed in late 2013 a total of 110,260 kWh of electricity has been generated by the micro-fit project. The solar panels generated a revenue of \$5,824.34 in 2023.

Councillor Pickard acknowledged the success of this project. He suggested that a report regarding the solar panels at the Beachville Fire Station be brought forward to the Council for review and consideration. Mayor Mayberry previously requested an energy usage and cost comparison report from EARTH Corporation.

Resolution No. 8 Moved by Valerie Durston
 Seconded by Jim Pickard

RESOLVED that the Council of The Township of South-West Oxford receive Report CAO 12-2024 as information.

DISPOSITION: Motion Carried

CL 22-2024: Agreement to Authorize Temporary Mobile Home (Jan and Jony Roos)

Chief Administrative Officer Mary Ellen Greb reviewed the report with the Council to seek their authorization to enter into an agreement with Jan and Jony Roos to provide for a temporary mobile home on their property located at 293679 Culloden Line while construction of a new primary dwelling unit is ongoing.

Discussion took place regarding the number of dwelling units on the property. There are currently two homes, with a third being proposed for construction. It was noted that the property is zoned A2 Agricultural, which permits up to three dwellings. The property owners have applied for a zoning amendment

WD 04-2024: Gravel Crushing Tender Results 2024

Works Superintendent Adam Prouse provided the Council with a report to seek their approval of the successful bidder for the gravel crushing tender in 2024. He advised that staff released a Tender on March 25, 2024, for gravel crushing, and at the time of closing on April 12, 2024, one (1) bid was received. The Township purchasing policy requires three (3) written quotes to ensure a more comparative process. Township staff has exhausted all efforts to obtain three quotes and is recommending approval of the one bid received. The staff's recommendation is within the 2024 budget allocation of \$77,500.

In response to an inquiry from Councillor Ypma regarding the number of quotes received, Adam Prouse stated that we did have one new contractor pull the pit plans and complete a site visit, but they did not bid. He noted that the perception may be that contractors are not sure if they can bid as low as the incumbent, as C.R. Chittick has had the most competitive bid for many years.

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

RESOLVED that Council of the Township of South-West Oxford receive Report WD 4- 2024 as information;

AND FURTHER THAT Council approves the bid of \$2.35 per tonne plus applicable taxes from C.R. Chittick Construction in keeping with Section 22(c) and Section 6 of the Township's purchasing policy.

DISPOSITION: Motion Carried

Discussion Items

Rehabilitation Plan for Township Gravel Pit - discussion re: the options (recreational facility)

At the request of the Council, Works Superintendent Adam Prouse provided an update concerning the current rehabilitation plan for the Township's Gravel Pit, located at 583249 Hamilton Road. The pit is expected to have at least 10 years of life left; this does not include aggregate on the parcel in the southwest corner of the property. If the Township were to acquire this land, staff would have to determine how much gravel is present, and if it is worth the purchase price. The purchase would enable a zero setback, and it is possible the house could be sold after mining is complete. It was noted that

the pits to the east are still being mined underwater, and it is anticipated that the pits to the west will be depleted of their resources in one to two years. Discussion took place regarding possible options for rehabilitation.

In response to an inquiry from Councillor Ypma concerning why the Township is unable to mine the gravel on the east side, Mr. Prouse explained that the Ministry of Natural Resources and Forestry does not permit properties to be joined underwater. Once both pits are fully mined, there will be no license for the gravel – this may present opportunities to negotiate consolidation of the parcels to allow for the remainder of the aggregate to be excavated in the future.

Further discussion took place regarding other rehabilitation options including commercial and industrial options (aquaculture), pit boundary adjustments, water/wastewater systems, and recreational sites (trails, campgrounds), which would involve major pit plan amendments. Mayor Mayberry noted that if the Township seeks to propose a major amendment to the current pit plan, the Council should consider and exhaust all options.

In response to an inquiry from Councillor Way regarding the depth of the water, Mr. Prouse explained that it varies between 10-18 feet, the water is deeper towards the south side and shallows off as you head north. The license limits us to dig to a maximum of 22 feet, however, we already hit the hardpan/clay at the bottom. It is expected that the pits to the east would be approximately the same depth.

In response to an inquiry from Councillor Ypma regarding acquiring land for a future gravel pit site, Mr. Prouse stated that there are not currently any gravel pits for sale in the area. The council may want to consider adding funds into the 2025 or 2026 budgets for soil testing of potential sites.

Council provided direction to staff to obtain a high-level value of the southwest corner property and connect with neighbouring landowners to discuss potential rehabilitation plans for the area gravel pits. Council will meet on-site to evaluate the landscapes of the neighbouring pit sites to determine the feasibility of different rehabilitation options.

**Council took a 5-minute break at 10:13 a.m.*

Appointments – Continued

Beachville District Museum – Update

Highlights of the update provided by Sidney Hicks, Interim Curator, on behalf of the Beachville District Museum, included the following:

- Our groundskeeper, Jeff Sivyer rejoined our staff for the 2024 season on April 1st and has been hard at work clearing eavestroughs, power washing the exterior buildings, and getting the grounds ready for our Spring calendar.
- It has been a busy start to the year with staff beginning to migrate artifacts from Barn #1 into Barn #2 to prepare for the beginning of renovations of the former in Spring 2025 through the ICIP grant.
- In 2024, so far, we have taken in 5 offers of donation that are currently being researched and assessed for addition to the collection. These include the first jaws of life to be used in Oxford County, a collection of family scrapbooks from DeeDee Barker and a pin from the 1909 Embro and Zorra Old Boys and Girls Reunion.
- This quarter, we have regularly included updates and event listings in the Village Voice, Heart FM Community Calendar, SWOX Talks, Zorra Now, Zorra Community Calendar, The Oxford Review, and have been featured 5 times in the Woodstock Ingersoll Echo.
- On January 19, we offered our first PA Day Camp in partnership with the Oxford County Library Ox On the Run Mobile Library Unit. We had 17 registrants for the full-day program and recognized \$629 in revenue.
- The Historical Society's Speaker Series has seen many topics covered this season. We welcomed Jean Phelps to speak about her home, Dunelg House in January. Doug Ferguson delivered a talk on Duog Hayward's life in February. This event saw over 100 people attend and raised almost \$250 in donations to the society. Elaine Becker spoke about the Young Men Farmers in April, and Jim Verwer is scheduled to speak about W.H. Gregory on May 14. The total attendance for all events thus far has been 177 with more to come.
- On March 30 Beachville Parks & Recreation ran their Easter Egg Hunt at the museum. Despite the dreary weather, there were 590 attendees on site, with a majority joining us in the museum for tours. The fire department was there with Sparky in costume and the easter bunny made an appearance as well.
- Summer Camp registration launched in early April and 569 of 860 slots have been filled with \$11,621.51 in revenue recognized thus far. Camp will once again run for 9 weeks from July 2-August 30.
- Planning for our Car Show season is well underway and the events are scheduled to take place on May 26, June 23, July 28, August 25, and September 22.
- Our application for two Summer Activity Coordinators through Young Canada Works - HO was successful and we have completed the hiring process for Desiree and Ashley. Canada Summer Jobs has approved our application for a summer Collections Manager. Our application for an experiential tourism development grant from Community Futures Oxford was successful. We have received \$3,000 which will allow us to

develop and offer three ticketed programs at the museum for ages 12+.

Comments

Members of the Council provided comments concerning the impressive progress that the Museum has made in terms of community engagement and the success they have had with hosting events. Ms. Hicks expressed her gratefulness for the contributions and support of the Township Council.

Discussion Items – Continued

Discussion re: Rogers Internet installation from Beachville to Woodstock (Beachville Road)

- Letter to MOI for potential funding

Mayor David Mayberry provided the Council with an update regarding internet installation from Beachville to Woodstock (Beachville Road and Dorland Subdivision). Mayor Mayberry and CAO Mary Ellen Greb have met with Execulink, who have expressed interest in bidding aggressively to install fibre in the area. The area is currently serviced by Rogers via coaxial ("coax") cable.

If Council is agreeable to consider releasing a proposal, Rogers would need to be formally advised of the Township’s intention to install fibre along that section of Beachville Road between 2026-2027. All other premises in SWOX will have fibre by this time. Discussion took place regarding the current bandwidth provided by coax cables being unable to support anything beyond daytime usage.

The council reviewed a map of the status of the current broadband internet installation projects throughout the Township.

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

RESOLVED that the Council of the Township of South-West Oxford authorize the Mayor and CAO to send a letter to the Ministry of Infrastructure to explain concerns with the current status of the ISP program and present options for project continuity;

AND FURTHER, THAT Council provide direction to staff to advise Rogers Communications regarding the potential to provide fibre optic internet from Dometar

Road to the Woodstock town limits, including Dorland Subdivision.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#95 - Oxford County Council Report - April, 2024

#96 - County Council Report CP 2024-133 - Initial Review of Bill 185 and Draft PPS 2024

#97 - South-West Oxford Inbound Recycling Winter 2024 Report

#98 - Feb/Mar 2024 ROEDC Economic Development Activity Report

#99 - ERTH Corporation's Annual General Meeting - Thursday, May 30, 2024

- *This has already been completed and sent to ERTH.*

#100 - Beachville Volunteer Firefighters' Association Breakfast

#101 - MPAC: 2023 Annual Report

Resolution No. 12 Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #95 to #101 as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

May 7th, 2024 - Accounts Payable Report

Resolution No. 13 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for April 14 to May 4, 2024	\$428,692.42
Bi-Weekly Payroll #8	\$ 49,391.44
Bi-Weekly Payroll #9	\$ 49,691.89
Fire Pay #4	\$ 26,436.34
Council Pay #4	\$ 8,624.58
Total:	\$562,836.67

DISPOSITION: Motion Carried

Information Items & Correspondence

#102 - Huron Shores Request to Resume Assessment Cycle

#103 - County of Northumberland Resolution re: Use of Long-Term Care Funding to Support Community Care Services

#104 - St. Catharines City Council Resolution re: Provincial Regulations Needed to Restrict Keeping of Non-native ("exotic") Wild Animals

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 send a letter of support concerning item #102.

DISPOSITION: Motion Carried

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

RESOLVED that the Council of the Township of South-West Oxford received information and correspondence items #103 and #104 as information and that they be noted and filed.

DISPOSITION: Motion Carried

Committee

Dereham Centre Hall Board Meeting Minutes

Resolution No. 16 Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive the Dereham Centre Hall Board meeting minutes of March 20th, 2024 as information.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 32-2024 - To provide for drain maintenance for the year ending December 31st, 2023
- By-Law No. 33-2024 - To provide for the collection of actual costs for the construction of the Greenworld Municipal Drain 2023
- By-Law No. 34- 2024 - To appoint members to the Sweaburg Parks and Recreation Committee
- By-Law No. 35-2024 - To appoint members to the Dereham Centre Hall Board
- By-law No. 36-2024 - To appoint members to the Mount Elgin Parks and Recreation Committee
- By-law No. 37-2024 - To appoint members to the West Oxford, Harris St., and Sweaburg Cemeteries
- By-law No. 38-2024 - To appoint members to the Beachville Cemetery
- By-law No. 39-2024 - To provide for the levying of Taxes for the year ending December 31, 2024
- By-law No. 40-2024 - To authorize the execution of a demolition agreement (accessory structure - Kody Brecklemans and Hailey Lattimer)
- By-law No. 41-2024 - To amend Township of South-West Oxford Zoning By-law (ZN 4-22-11 - Lussier)
- By-law No. 42-2024 - To amend Township of South-West Oxford Zoning By-law (ZN 4-23-08 - Boon)

Resolution No. 17 Moved by Valerie Durston
 Seconded by Peter Ypma

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

- By-Law No. 32-2024 being a by-law to provide for drain maintenance for the year ending December 31st, 2023
- By-Law No. 33-2024 being a by-law to provide for the collection of actual costs for the

construction of the Greenworld Municipal Drain 2023, as amended

- By-Law No. 34- 2024 being a by-law to appoint members to the Sweaburg Parks and Recreation Committee
- By-Law No. 35-2024 being a by-law to appoint members to the Dereham Centre Hall Board
- By-law No. 36-2024 being a by-law to appoint members to the Mount Elgin Parks and Recreation Committee
- By-law No. 37-2024 being a by-law to appoint members to the West Oxford, Harris St., and Sweaburg Cemeteries, as amended
- By-law No. 38-2024 being a by-law to appoint members to the Beachville Cemetery, as amended
- By-law No. 39-2024 being a by-law to provide for the levying of Taxes for the year ending December 31, 2024
- By-law No. 40-2024 being a by-law to authorize the execution of a demolition agreement (accessory structure - Kody Brecklemans and Hailey Lattimer)
- By-law No. 41-2024 being a by-law to amend Township of South-West Oxford Zoning By-law (ZN 4-22-11 - Lussier)
- By-law No. 42-2024 being a by-law to amend Township of South-West Oxford Zoning By-law (ZN 4-23-08 - Boon)

Discussion on the motion:

In response to an inquiry from Councillor Buchner, CAO Greb clarified that By-law No. 32-2024 is for maintenance work that was completed in 2023.

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that By-Laws No. 32-2024 to 42-2024 inclusive, as amended, 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

Accessibility of Township Facilities

Councillor Pickard noted that the washroom facilities in Sweaburg are not fully accessible. It is his understanding that this work is to be completed by June 1, 2025, as per the Accessibility for Ontarians with Disabilities Act (AODA) guidelines.

Discussion took place regarding AODA requirements for existing buildings (Museum). Currently, accommodation devices (tablets) are provided to visitors to enable them to view exhibits they are not able to physically access. Council requested that staff provide an update concerning AODA requirements at the next Council Meeting.

Council Round Table

Council members shared updates from their respective wards and community involvement. Registration for Sweaburg Minor Ball has doubled and the ball diamond is getting lots of use. Sweaburg Parks and Recreation meeting to take place tonight at Tommy Williams Park will be finalizing the location of the pickleball court. The Environment and Energy Innovation Committee meeting will take place tomorrow at 4:30 p.m. ROEDC have 144 confirmed registrations for their gala event. LPRCA met last Wednesday night, positive financial statements for the first quarter of 2024. Dereham Centre Hall Board meets on May 16th to discuss plans for their annual community BBQ in June. Mount Elgin Parks and Recreation met last Saturday to clean up the ball diamond and refurbish the washroom. Tillsonburg Minor Ball will be using the Mount Elgin diamond exclusively this summer for four nights a week plus Saturday mornings. Mount Elgin Hall Board will meet on May 27th to finalize plans for the upcoming Community Engagement Night on May 31st. Engage and Inform Committee will meet next Tuesday, May 14th for Act on Litter Day. The Salford Hall board meeting is being rescheduled due to the Fire Department rental this evening. The Museum Board meets tomorrow night. Beachville Fire Department Breakfast will take place on June 2nd from 8:30 a.m. To 11:30 a.m. Brownsville Hall Board meeting will take place tomorrow night to discuss the possible conversion of a tennis court to a pickleball court and conduct a further review of quotes received for the new playground. The Catfish Creek Conservation Authority meeting will take place this Thursday. Foldens Hall Board pancake breakfast was a great success. The council was encouraged to see that Ingersoll has followed previous land use suggestions

RESOLVED that By-law 43-2024 being a By-law to confirm the proceedings of Council held Tuesday, May 7th, 2024 be read a first, second, and third time this 7th day of May 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. 22 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 12:37 p.m. to meet again on Tuesday, May 21st, 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.