

**Township of South-West Oxford
Council Minutes
February 6, 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) – via Zoom, 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
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 Peter Ypma
Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the February 6th, 2024 meeting of council be approved.

DISPOSITION: Motion Carried

Mayor David Mayberry commented on a publication done by Southwestern Public Health regarding food insecurity and poverty locally which he distributed to members of Council. He also shared information on radon testing and encouraged staff to share this information through Township communication channels.

Declaration of Pecuniary Interest

None.

Minutes

January 23rd, 2024 Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that the regular minutes of the January 23rd, 2024 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 05-2024: Business Arising from the Minutes of January 23rd, 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. She provided an update in relation to the request to purchase a portion of the Hincks Street road allowance received from Mike Christiaens in Brownsville.

Resolution No. 3 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 05-2024 Summary of Staff Actions Related to Business Arising from the Minutes of January 23rd, 2024 as information.

DISPOSITION: Motion Carried

Staff Reports

BD 01-2023: January 2024 Building Report

Chief Building Official Howard Leaver provided Council with a report to provide them the status of the activities in the building department as of the end of January 2024. Mr. Leaver commented that January has been a slow month in the building department. Staff are working on closing open permits that have been completed.

Resolution No. 4 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD-2024-01 January 2024 building report as information.

DISPOSITION: Motion Carried

CAO 05-2024 - New Park Development in Mount Elgin

Chief Administrative Officer Mary Ellen Greb provided Council with a report to bring forward the proposed development of a new park in Phase 6 of the Mount Elgin Subdivision for discussion. Members of Council are in agreement with the proposal to develop a new park and entering into further discussions with the developer to determine how to facilitate a proposed land swap for the park lands. It was noted that the stakes are currently in the ground to show the boundary of the new park block in Mount Elgin. Council will need to give some consideration with respect to how to come up with enough land for the land swap (approximately 3 acres in total).

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

RESOLVED that Council receive Report CAO 05-2024 as information;

AND FURTHER THAT Council provide direction to staff.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#15 - County Council Report - January, 2024

#16 - Mayor David Mayberry ROMA Report January, 2024

#17 - Email from Tami Murray, Oxford County Pride re: Community Flag Pole/Pride Flag Raising 2024

#18 - County of Oxford Report PW 2024-02 - Reduced Load Limit By-law Amendment

#19 - Oxford County Forest and Woodlands By-law Amendments

#20 - Catfish Creek Conservation Authority - Final Progress Report

Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for January 21 st to February 3 rd , 2024	\$378,852.41
Bi-Weekly Payroll #2	\$55,691.48
Total:	\$434,543.89

DISPOSITION: Motion Carried

Information Items & Correspondence

#24 - Village Voice - February, 2024

#25 - SWOX Talks - February 2024

#26 - Newmarket Council Resolution re: Notice Policy and Procedure By-law Update

Resolution No. 9 Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #24 to #26 inclusive as information and further that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 06-2024 - To authorize the execution of an extension agreement for lawn maintenance, grass cutting and trimming for the year ending December 31, 2024 (Lawn Lions)
- By-Law No. 07-2024 - To amend Township of South-West Oxford Fees and Charges By-law (Dereham Centre Hall Rental Rates)
- By-Law No. 08-2024 - To appoint a Municipal By-law Enforcement Officer for the Township of South-West Oxford (David Robertson)
- By-Law No. 09-2024 - To appoint a Fire Prevention Officer for the Township of South-West Oxford (Geoff Hayman)

Resolution No. 10 Moved by Craig Gillis

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. 06-2024 being a By-law to authorize the execution of an extension agreement for lawn maintenance, grass cutting and trimming for the year ending December 31, 2024 (Lawn Lions)
- By-Law No. 07-2024 being a By-law to amend Township of South-West Oxford Fees and Charges By-law (Dereham Centre Hall Rental Rates)
- By-Law No. 08-2024 being a By-law to appoint a Municipal By-law Enforcement Officer for the Township of South-West Oxford (David Robertson)
- By-Law No. 09-2024 being a By-law to appoint a Fire Prevention Officer for the Township of South-West Oxford (Geoff Hayman)

DISPOSITION: Motion Carried

Resolution No. 11

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED that By-Laws 06-2024 to 09-2024 inclusive 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

Mayor David Mayberry advised that the Domestic Abuse Resource Team in Oxford, on March 7th, 2024, is hosting the first in a series of workshops designed to recognize how our community can prevent femicide. RSVP is required to attend the event. Members of Council may reach out to Mayor Mayberry for more information.

Council Round Table

Council members shared updates from their respective wards and community involvement. Beachville Museum Board will be meeting on Wednesday this week at 5:30 p.m. Foldens Hall and Salford Hall Boards are hosting their Annual General Meetings tonight. The Engage and Inform Committee will meet again tomorrow at 1:00 p.m. and will be discussing the upcoming annual

Winter Walk for Warmth. The West Oxford Cemetery Board will meet on February 24th at 10:00 a.m. Sweaburg Parks and Recreation will meet again on February 15th. The Sweaburg Lions Club have donated \$5,000 to assist with the pickleball project this year. The next LPRCA meeting will take place on March 1st. Pickleball is continuing at the Mount Elgin Community Centre on the second and fourth Thursdays of each month through to the end of April. Mayor David Mayberry provided an update on the broadband internet project and progress of installation within the Township. He suggested that this information be shared with residents through Township communication channels.

Closed Session

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;

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Resolution No. 12 Moved by Paul Buchner
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 (Personnel Matter);

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Proposed land swap).

DISPOSITION: Motion Carried

Resolution No. 13 Moved by George Way
Seconded by Valerie Durston

RESOLVED that Council of the Township of South-West Oxford reconvene in regular session at 11:10 a.m.

DISPOSITION: Motion Carried

Confirmatory By-law

- *By-Law No. 10-2024 - To confirm all actions and proceedings of Council (February 6th, 2024)*

Resolution No. 14 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that By-law 10-2024 being a By-law to confirm the proceedings of Council held Tuesday, February 6th, 2024 be read a first, second and third time this 6th day of February, 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. 15 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 11:11 a.m. to meet again on Tuesday, February 20th, 2024 at 6:30 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.