Township of South-West Oxford Council Minutes

June 6, 2023

Mayor David Mayberry, Paul

Buchner (Ward 1), Peter Ypma

Members Present: Mayor: (Wai

(Ward 2), Valerie Durston (Ward 3),

George Way (Ward 4), Jim Pickard

(Ward 5), Craig Gillis (Ward 6)

Members Absent: None.

Mary Ellen Greb, Chief Administrative

Officer/Treasurer/Deputy Clerk

Rob Serson, Fire Chief

Staff Present: 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 9:00 a.m. by Mayor David Mayberry and a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED that the regular meeting agenda for the June 6th, 2023 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

Councillor George Way declared a pecuniary interest in relation to staff report CAO 09-2023: Boundary Fencing Brownsville Park. He advised that one of his family members bid on the project.

Minutes

May 16th, 2023 Regular Council Meeting Minutes

Resolution No. 2 Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED that the regular minutes of the May 16th, 2023 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 26-2023: Business Arising from the Minutes of May 16th, 2023

Clerk Julie Middleton provided Council with a report to provide them with an overview for Council of the staff actions arising from the minutes of the last Council meeting.

Resolution No. 3 Moved by George Way

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 26-2023 Summary of Staff Actions Related to Business Arising from the Minutes of May 16th, 2023 as information.

DISPOSITION: Motion Carried

Appointments

9:05 a.m. - Jennifer Lavallee, CPA, CGA, CAMP, Manager of Capital Planning, County of Oxford re: Asset Management Plan

Jennifer Lavallee, Manager of Capital Planning, provided Council with a presentation in relation to the Township's responsibilities for asset management in accordance with O.Reg 588/17. She provided Council with a background in relation to the requirements under the legislation and advised Council that the Township's asset management plan is intended to support the strategic plan and guide future investments and long-term financial planning for the Township.

The Township's Asset Management Plan should ensure that there is sufficient funding and resources over the long-term through development charges, government grants, capital changes to benefiting property owners, taxation, reserves and debentures. This process will include an analysis of the Township's reserve funds and lifecycle financing requirements for Township assets. Risk framework and service level framework will be reviewed and considered as part of this process.

It was noted that the Township missed the July 1st, 2022 deadline for the Township's asset management plan. There were significant staffing changes

at the Township during this period of time and as a result, priorities were on other initiatives including the Township audit and budget. The partnership that the Township has entered into with the County for asset management is intended to get this cleaned up and have resources dedicated to this project.

In response to an inquiry from Councillor Pickard, Ms. Lavallee explained that this process will look at all lifecycle activities for Township assets, not just end of life replacement costs but also activities that may extend the life of the asset. Levels of service will also be taken into consideration in this regard.

9:20 a.m. - Chad Jakeman re: Request for Property Tax Payment Schedule

Chad Jakeman addressed council in relation to their payment schedule for outstanding property taxes. He explained that they intend to increase monthly payments to ensure that all outstanding property taxes are paid in full by December, 2024. He requested that penalty and interest be waived until their taxes are paid in full. He explained to Council that their business is still recovering form the impacts of the Covid-19 pandemic.

Resolution No. 4

Moved by Jim Pickard Seconded by Valerie Durston

RE So an

RESOLVED that the Council of the Township of South-West Oxford authorize staff to waive penalty and interest payments on outstanding property taxes for property located at 454499 Trillium Line until December 31st, 2024.

AND FURTER THAT Council requested another status update from the Jakemans in January, 2024.

DISPOSITION: Motion Carried

9:30 a.m. - MacKenzie Cave re: Noise By-law Exemption Request
CL 27-2023: Noise By-law Exemption Request: MacKenzie Cave - 7 Millard
St. Sweaburg

Clerk Julie Middleton provided Council with a report to present them with a request received from MacKenzie Cave for an exemption to the Township's Noise By-law to permit the amplification of sound (music) for an engagement party to be held outdoors on Saturday, June 10th. She advised Council that several concerns were expressed by neighbouring property owners and as such, staff are recommending that the noise by-law exemption request be granted until midnight instead of 2:00 a.m.

Resolution No. 5 Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 27-2023: Noise By-law Exemption Request: MacKenzie Cave - 7 Millard St. Sweaburg as information;

AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise Bylaw No. 49-2021 for an outdoor engagement party to be held on Saturday, June 10th, 2023 at 7 Millard St., Sweaburg from 3:00 p.m. until 12:00 midnight;

AND FURTHER THAT Council provide direction to staff to notify residents that provided comments in relation to this request, enforcement staff and the OPP of the engagement party to be held on Saturday, June 10th of the noise by-law exemption granted by Council.

DISPOSITION: Motion Carried

Staff Reports

BD 05-2023: May 2023 Building Report

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

Resolution No. 6 Moved by Craig Gillis

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report BD-05-2023: Monthly Building Report for May 2023 as information.

DISPOSITION: Motion Carried

Appointments (continued)

9:45 a.m. - Nadine Caverly re: By-law Exemption Request re: Temporary Human Habitation in RV

<u>CL 28-2023: By-law Exemption Request: Temporary Human Habitation in</u> Recreational Vehicle

Clerk Julie Middleton provided Council with a report to bring forward a request to Council to permit human habitation in a recreational vehicle on a temporary basis at property located at 324264 Mount Elgin Road. She advised Council that the property owners have purchased a modular home and that they are in the process of having the new home with a converted dwelling installed on site. They anticipate that this will be completed by the end of August, 2023. In the meantime, they have a recreational vehicle on site to provide sleeping accommodations for Nadine Caverly's parents.

Resolution No. 7

Moved by Peter Ypma Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 28-2023: By-law Exemption Request - Temporary Human Habitation in a Recreational Vehicle as information;

AND FURTHER THAT Council approve an exemption to Section 6.29.1.12 of the Township of South-West Oxford Zoning By-law to permit human habitation in a recreational vehicle on a temporary basis until September 30th, 2023 located at 324264 Mount Elgin Road.

DISPOSITION: Motion Carried

Staff Reports (continued)

*Councillor Way removed himself from the discussion related to the item below.

CAO 09-2023: Boundary Fencing (north edge) Brownsville Park

Chief Administrative Officer Mary Ellen Greb provided Council with a report to seek their approval for the purchase and installation of a boundary fence along the north boundary of the Brownsville Park in an effort stop people from using the Brownsville Park to trespass and vandalize the private property that abuts the north side of the park.

The property owners have had a brand-new shed destroyed, there has been fires set and bottles and trash littered on their property. The Township has entered into a similar agreement with abutting property owners in the past to pay 50% for fencing along township owned property as a result of similar issues.

Resolution No. 8

Moved by Paul Buchner Seconded by Craig Gillis

RESOLVED that Council receive Report CAO 09-2023 as information:

AND FURTHER THAT Council authorizes the purchase and installation of a 6-foot-high wooden fence along the north side boundary of Brownsville Park with the costs to be equally shared with the adjoining property owner;

AND FURTHER THAT FUNDS to pay for the Township's share of the fence be taken from the Recreation Reserve:

AND FURTHER THAT an agreement for repayment be executed between the Township and property owners prior to any work commencing on the project.

DISPOSITION: Motion Carried

CAO 10-2023: Building Condition Assessment

Chief Administrative Officer Mary Ellen Greb provided Council with a report to bring forward information for Council's consideration in regards to joint consulting services for building condition assessments (BCA) for the Townships of Norwich, South-West Oxford and Zorra in 2023. It was noted that there is less complexity to some Township buildings compared to others. As a result, the Township may not need a full assessment of these building by the proponent and costs may be lower. Staff intend to take this into consideration as they move forward in this process.

Resolution No. 9 Moved by Paul Buchner Seconded by Valerie Durston

RESOLVED that Council receive Report CAO 10-2023 as information;

^{*} Councillor Way returned to the meeting.

AND FURTHER THAT Council authorizes the estimated expenditure of up to \$33,000.00 for the Building Condition Assessment project with funding to be taken from the Modernization (Investing in Ontario) Reserve.

DISPOSITION: Motion Carried

CAO 11-2023: Covid-19 2022 Final Expenses

Chief Administrative Officer Mary Ellen Greb provided Council with a report to provide them with a final 2022 update of the financial impacts of the Covid-19 pandemic to the Township of South-West Oxford.

Mayor Mayberry commented that loss of income for Township halls have not yet been taken into consideration. It was discussed that Township hall and park grants were increased over the last couple of years due to the fact that they lost rental income during this time period. It was suggested that staff take these losses into consideration and provide a report back to Council.

Resolution No. 10

Moved by Peter Ypma Seconded by Valerie Durston

RESOLVED that the Council of The Township of South-West Oxford receive Report No. CAO 11-2023 as information:

AND FURTHER THAT Council approves the transfer of \$42,846.65 from the Covid-19 Reserve in fiscal year 2022 to cover Covid-19 related expenses.

DISPOSITION: Motion Carried

CAO 12-2023: Director Appointment to the Rural Oxford Economic Development Corporation (ROEDC)

Chief Administrative Officer Mary Ellen Greb provided Council with a report to bring forward John de Bruyn as a new Director of the ROEDC following the resignation of Director Geof Gray. The Annual General Meeting will take place on June 23rd, 2023.

Resolution No. 11 Moved by Valerie Durston Seconded by Peter Ypma

RESOLVED that the Council of The Township of South-West Oxford receive Report CAO 12-2023 as information;

AND FURTHER THAT Council appoints John de Bruyn to the ROEDC as a Director from the Township of South-West Oxford effective June 23rd, 2023.

DISPOSITION: Motion Carried

WD 04-2023: Gravel Crushing Tender Results

Works Superintendent Adam Prouse provided Council with a report to inform them that C.R. Chittick Construction is the successful bidder for gravel crushing in 2023. Staff is recommending that the lowest bid be accepted.

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

RESOLVED THAT the Council of the Township of South-West Oxford receive report WD 4-2023 as information;

AND FURTHER THAT Council approves the bid of \$2.32 per tonne plus applicable taxes from C.R. Chittick Construction as per the 2023 Gravel Crushing Tender.

DISPOSITION: Motion Carried

Discussion Items

<u>Draft Letter from Mayor David Mayberry to Premier re: 2023 Draft Provincial</u> Policy Statement

Discussion took place among Council in relation to the changes proposed by the Province to the Provincial Policy Statement. Concerns were expressed in relation to the potential for lot creation on lands used for agriculture. It was suggested that the Township's comments also be shared among area Oxford municipalities. It was noted that there are areas within the province that are not conducive to good agriculture. It was suggested that the province conduct a full review of this and take these locations into consideration.

Safe and Well Oxford Steering Committee Update:

Resolution No. 13 Moved by Valerie Durston Seconded by Craig Gillis

WHEREAS the Township of South-West Oxford recognizes that challenges of mental health, addictions, specifically opioids, and homelessness are complex issues that have a significant and detrimental impact on the residents of the County of Oxford and surrounding areas within Ontario;

WHEREAS addressing and responding to these issues has placed extreme stress on all levels of municipal and non-municipal programs and services, including various not-for-profit organizations and provincially funded health services within the County of Oxford and surrounding areas;



WHEREAS mental health, opioids and homelessness trends are, in recent years, at an all-time high and such prevalence is impacting the overall well-being of the people of the County of Oxford and surrounding areas;

WHEREAS Council acknowledges that approaches to addressing and responding must include diverse and inclusive approaches to these issues, and should not be viewed as a single solution response;

WHEREAS addressing and responding will require strategies and practices specific and uniquely designed for the County of Oxford and surrounding communities;

WHEREAS Council accepts that the responsibility to address these challenges rests with community stakeholders, partners, residents, as well as federal and provincial governments and agencies;

WHEREAS challenges of mental health, addictions and homelessness are not unique to the County of Oxford and surrounding areas within Ontario;

NOW THEREFORE BE IT RESOLVED THAT

Council provide direction to staff to send a letter to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health, the Minister of the Solicitor General, MPP Ernie Hardeman, MP Dave MacKenzie; to the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA); County of Oxford and all area municipalities advocating for additional resources to combat the opioid crisis in Ontario.

DISPOSITION: Motion Carried

Request Letter of Support - Ingersoll NPLC - EOI

Resolution No. 14 Moved by Valerie Durston Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford provide their support for the Ingersoll Nurse Practitioner-Led Clinic expression of interest to connect more people with primary care in communities across the province (Tillsonburg).

AND FURTHER THAT Council request consideration of the potential expansion of health care services into the Township by way of a satellite service or location within the Township (Mount Elgin).

DISPOSITION: Motion Carried

*Council took a break at 10:40 a.m. and resumed at 10:50 a.m.

Agenda Items & Correspondence

#105 - Review of A Place to Grow and Provincial Policy Statement - County Council Supplementary Report 2023-144

#106 - County Council Report - May, 2023

Discussion took place in relation to the Water Quality Management System for the three service groups (County, Woodstock and Tillsonburg). It was questioned why one system can't be used for all three systems. This has been discussed in the past, however no agreement has been made.

#107 - AMO 2023 Accommodations and Program Update

#108 - County of Oxford Notice re: Proposed Speed Management & Road Safety Improvements

Council received a presentation on this matter at the last Council meeting. Councillor Gillis noted the discussion regarding flexible delineators. He suggested that these are not effective and only cost more money to replace. Councillor Pickard questioned why there is so much opposition to stop signs. Discussion took place regarding warrants that are required to be met in order to establish a stop location in accordance with TAC guidelines.

Resolution No. 15 Moved by George Way Seconded by Valerie Durston

RESOLVED that agenda and correspondence items #105 to #108 be received as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

June 6th, 2023 - Accounts Payable Report

Resolution No. 16 Moved by Paul Buchner Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for
May 14th to June 3rd, \$944,812.72
2023
Bi-Weekly Payroll #10 \$47,318.19
Bi-Weekly Payroll #11 \$48,122.79
Fire Pay #5 \$21,552.27
Council Pay #5 \$8,430.77
Total \$1,070,236.74

DISPOSITION: Motion Carried

Information Items & Correspondence

- #109 The Township of Ryerson Resolution re: Water Aerodromes
- #110 Township of Limerick Resolution re: Proposed Changes to Provincial Policy Statement
- #111 Township of Clearview Resolution of Support re: Declaring Intimate Partner Violence an Epidemic
- #112 Town of Plympton-Wyoming Resolution of Support re: Bell/Hydro Infrastructure (Municipality of Tweed)
- #113 Town of Coburg Resolution re: Support for Removing Addresses on Municipal Election Forms
- #114 Town of Coburg Resolution re: Support for Municipal Heritage Register
- #115 Town of Fort Frances Resolution in Response to the Opioid Crisis

Resolution No. 17 Moved by Jim Pickard Seconded by Valerie Durston

RESOLVED that information and correspondence items #109 to #115 be received as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 33-2023 To permanently stop up and close a portion of Canfield Drive and Alla Road allowances (Beachville)
- By-Law No. 34-2023 To permanently stop up and close a part of Hincks St. road allowance (Brownsville)
- By-Law No. 35-2023 A By-law to provide for the levying of taxes 2023
- By-Law No. 36-2023 A by-law to authorize the execution of an automatic aid agreement with the Township of Thames Centre
- By-law No. 37-2023 To authorize the execution of an agreement of purchase and sale (Canfield and Alla road allowances Beachville)
- By-law No. 38-2023 To authorize the execution of an agreement of purchase and sale (Part of Hincks St. Brownsville)
- By-law No. 39-2023 To provide for drain maintenance (2021/2022)

Resolution No. 18 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. 33-2023 being a by-law to permanently stop up and close a portion of Canfield Drive and Alla Road allowances (Beachville), as amended
- By-Law No. 34-2023 being a by-law to permanently stop up and close a part of Hincks St. road allowance (Brownsville)
- By-Law No. 35-2023 being a by-law to provide for the levying of taxes 2023
- By-Law No. 36-2023 being a by-law to authorize the execution of an automatic aid agreement with the Township of Thames Centre
- By-law No. 37-2023 being a by-law to authorize the execution of an agreement of purchase and sale (Canfield and Alla road allowances Beachville), as amended
 By-law No. 38-2023 being a by-law to authorize
- the execution of an agreement of purchase and sale (Part of Hincks St. Brownsville)
- By-law No. 39-2023 being a by-law to provide for drain maintenance (2021/2022).

DISPOSITION: Motion Carried

Resolution No. 19 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that By-Laws 33-2023 to 39-2023 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

Strategic Planning

CL 29-2023: 2023 - 2026 Strategic Planning Update

Clerk Julie Middleton provided Council with a report to provide them with an update in relation to the development of the new strategic plan for the

Township and to provide Council with a summary of the feedback received through the public consultation process over the last few months. Discussion took place regarding the need for a special Council meting date specifically dedicated to Strategic Planning in June.

Resolution No. 20 Moved by George Way

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford schedule a special meeting on Tuesday, June 27th, 2023 at 6:00 p.m. for Strategic Planning discussions.

DISPOSITION: Motion Carried

Closed Session

The meeting will be closed to the public to discuss subject matter that is:

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

Resolution No. 21

Moved by George Way Seconded by Jim Pickard

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RESOLVED that Council hold a closed meeting at 11:25 a.m. to discuss a matter pertaining to:

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

DISPOSITION: Motion Carried

Resolution No. 22 Moved by George Way

Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session

at 12:06 p.m.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Dereham Centre Hall Board Community BBQ will take place on June 20th, 2023. Sweaburg Parks and Rec Committee will meet the evening of June 8th. Rural Oxford Economic Development Corporation AGM will take

place on June 23rd, 2023 in Norwich. Fun Day in Foldens will take place on June 10th, 2023 from 11 a.m. to 3 p.m. Brownsville Community Yard Sale took place this past weekend; there were vendors throughout the park. Brownsville Fun Day is coming up on July 22nd. Beachville Fire Fighter Association hosted their pancake breakfast this past week with over 300 attendees. There is a problem with the pump in Loweville Pond – Councillor Gillis is working with Works Superintendent Adam Prouse to resolve this matter. Beachville Museum Car Shows have been really well attended – they will continue the last Sunday of the month throughout the summer.

A concern from a resident was brought forward regarding sidewalk connections within Mount Elgin. CAO Mary Ellen Greb will follow up with Works Superintendent Adam Prouse regarding this.

Confirmatory By-law

 By-Law No. 40-2023 - To confirm all actions and proceedings of Council (June 6th, 2023)

Resolution No. 23 Moved by Craig Gillis Seconded by Peter Ypma

RESOLVED that By-law 40-2023 being a By-law to confirm the proceedings of Council held Tuesday, June 6th, 2023 be read a first, second and third time this 6th day of June, 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. 24 Moved by Jim Pickard Seconded by Peter Ypma

RESOLVED that there being no further business, the Council meeting be adjourned at 12:22 p.m. to meet again on Tuesday, June 20th, 2023 at 7:00 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED