Township of South-West Oxford Council Minutes

December 19, 2023

Mayor David Mayberry, Paul

Mayor: Buchner (Ward 1), Valerie Durston

Councillors: (Ward 3), George Way (Ward 4),

Craig Gillis (Ward 6)

Members Absent: Jim Pickard (Ward 5), Peter Ypma (Ward 2)

Mary Ellen Greb, CAO/Deputy Clerk

Staff Present: Julie Middleton, Clerk/Deputy CAO (7:18 p.m.)

Brooke Crane, Treasurer

Call Meeting to Order

The meeting was called to order at 7:00 p.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 December 19th, 2023 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

<u>Minutes</u>

December 5th, 2023 Regular Council Meeting Minutes

Resolution No. 2 Moved by Craig Gillis

Seconded by George Way

RESOLVED that the regular minutes of the December 5th, 2023 council meeting be approved as amended.

December 6th, 2023 Special Council Meeting Minutes

Resolution No. 3 Moved by George Way

Seconded by Valerie Durston

RESOLVED that the special minutes of the December

6th, 2023 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 59-2023: Business Arising from the December 5th, 2023 Minutes

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.

Resolution No. 4

Moved by Paul Buchner Seconded by Craig Gillis



RESOLVED that the Council of the Township of South-West Oxford receive report CL 59-2023 Summary of Staff Actions Related to Business Arising from the Minutes of December 5th, 2023 as information.

DISPOSITION: Motion Carried

Appointments

7:05 p.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-23-12 - Auvergne Farms Limited for property located at 454414 Trillium Line

Resolution No. 5 Moved by Valerie Durston

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider zone change application ZN 4-23-12 submitted by Auvergne Farms Limited for property

located at 454414 Trillium Line.

Development Planner Spencer McDonald explained that the application for zone change proposes to facilitate the expansion of the existing 'Special Agri-Business Zone (AB-17)' portion of the subject lands. The applicant is proposing to increase this area by approximately 2 ha (5 ac) to include all buildings and structures that form part of their business (maple syrup production and sales) and to provide additional lands for future needs.

The subject property is described as Part Lot 6, Concession 3, (West Oxford) Township of South-West Oxford. The lands are located on the east side of Trillium Line, between Sweaburg Road and Curry Road and are municipally known as 454414 Trillium Line, Township of South-West Oxford. The subject property includes a single-detached dwelling, a garden suite, two buildings for the processing of maple syrup and the sale of maple syrup and other products, and a storage building. An additional storage building which is utilized as part of the business, is currently located on the 'A2-22' zoned portion of the subject lands. The applicants have indicated that the existing business consists of maple syrup production, warehousing, and sales. The additional lands are required to ensure the full extent of the business operation is within the 'AB-17' zone category. It is proposed that approximately 2 ha (5 ac) be rezoned and included with the existing acreage identified as 'AB-17', resulting in a total 4.7 ha (11.6 ac) for 'AB-17'.

It is the opinion of this Office that the proposal is consistent with the Provincial Policy Statement and maintains the general intent and purpose of the Official Plan regarding agriculture-related uses.

Questions from Council:

No questions

Comments from the Applicant:

Jakeman brothers and mom were present at the meeting. No questions. Happy with the planning report.

Comments from the Public:

No member of the public spoke in support of or opposed to the application.

Resolution No. 6 Moved by George Way

Seconded by Craig Gilis

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at

7:20 p.m.

Resolution No. 7

Moved by George Way Seconded by Craig Gillis

RESOLVED that the that the Council of the Township of South-West Oxford approve-in-principle the zone change application submitted by Robert, Chad and Devin Jakeman, whereby the lands described as Part Lot 6, Concession 3, (West Oxford), Township of South-West Oxford are to be rezoned from 'Special General Agricultural Zone (A2-22)' to 'Special Agri-Business Zone (AB-17)' to enable the use of the lands for an Agriculture-related use as described in Report No CP 2023-403.

DISPOSITION: Motion Carried

Staff Reports

BD 11-2023: November 2023 Building Report

Chief Administrative Officer Mary Ellen Greb presented Building Report BD-11-2023 to provide them with an update on the status of the activities in the building department as of the end of November, 2023.

Resolution No. 8

Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD-11-2023 Monthly Building Report for November 2023 as information.

DISPOSITION: Motion Carried

<u>CL 61-2023: Updated Township of South-West Oxford Workplace Violence</u> and Harassment Policy

Clerk Julie Middleton provided Council with an updated Workplace Violence and Harassment Policy for the Township for their review and approval. She advised that staff have undertaken a review of the Township's current policy as a result of a complaint that was submitted to the Ministry of Labour. Staff have reviewed the Township's workplace violence and harassment policy to ensure that there are procedures for workers to report incidents of workplace harassment to a person other than their immediate supervisor, if the alleged harasser is the supervisor and to ensure that a worker, who has allegedly experienced workplace harassment and the alleged harasser, will be

informed of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation.

The updated policy attached as Appendix 'A' to report CL 61-2023 has been reviewed and supported by the Township's Health & Safety Committee. The updated policy states that workers may file a complaint with the Chief Administrative Officer, the Deputy Chief Administrative Officer, the Township's Health & Safety Coordinator or Oxford County Human Resources to initiate an investigation of alleged harassment. The updated policy also states that workers and the alleged harasser will be informed of the outcome of the investigation in writing, the information will be kept confidential and shared only with the Township's Health & Safety Committee (including any outcome and corrective action taken). These amendments are required in accordance wit the Occupational Health & Safety Act.

Oxford County Human Resources staff may provide further comment in relation to the Township's new policy in the New Year at which time the proposed amendments will be reviewed again by the Township's Health & Safety Committee.

Resolution No. 9

Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 61-2023: Updated Township of South-West Oxford Workplace Violence and Harassment Policy;

AND FURTHER THAT the Council of the Township of South-West Oxford approve the updated Workplace Violence and Harassment Policy as presented and attached as Appendix 'A' to this report.

DISPOSITION: Motion Carried

CL 60-2023: Township of South-West Oxford 2023 to 2026 Strategic Plan

Clerk Julie Middleton provided Council with a report to present them with the final Township of South-West Oxford: 2023 to 2026 Strategic Plan for their consideration and approval. Her report summarized the process to date involved in the development of the new Strategic Plan for the Township and summarized for Council that the plan focuses on the following five strategic priorities:

- A connected, compassionate, and engaged community;
- A healthy and active community;

- A safe and secure community;
- A thriving and sustainable community; and
- A trusted Township and elected officials that deliver value.

With Council's support, staff hope to have a more in-depth discussion at the first Council meeting in January, 2024 with respect to how Council and staff will advance the Township's new strategic priorities.

Resolution No. 10 Moved by Valerie Durston Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 60-2023: Township of South-West Oxford 2023 to 2026 Strategic Plan as information;

AND FURTHER THAT the Council of the Township of South-West Oxford approve the 2023 to 2026 Strategic Plan as presented and attached to Appendix 'A' of this report.

DISPOSITION: Motion Carried

CL 62-2023: Updated Township of South-West Oxford Emergency Response Plan

Clerk Julie Middleton provided Council with a report to present them with an updated Emergency Response Plan for the Township of South-West Oxford. In order to meet the Township's legislative requirements with respect to review and update of the Township's Emergency Response Plan, Hazard Identification Risk Assessment, list of critical infrastructure and training in accordance with the Emergency Management and Civil Protection Act, the following actions have been undertaken:

- The Program Committee has reviewed the new draft Emergency Response Plan, Hazard Identification Risk Assessment (HIRA) and list of Critical Infrastructure (CI) at their annual meeting and exercise on November 9, 2023.
- It was recommended at that time that the Emergency Control Group be expanded to name staff members as primary and alternate members, to ensure that the Township is able to adequately respond to an emergency (information officer).
- The most notable changes to the HIRA were to establish that the municipality, including residents and businesses, are at a higher risk for ice storms and blizzards. There has also been an increased risk in

- human-caused emergencies such as protests, demonstrations, civil unrest, etc. due to the current global socioeconomic climate.
- Upon review of the Critical Infrastructure List, it was recommended to change the secondary Emergency Operations Centre location B from the Brownsville Fire Station to the Mount Elgin Fire Station, as there is no generator on-site in Brownsville. The Committee recommended exploring the need for a generator at the Brownsville Community Center in the future.
- A successful test of the Everbridge alerting system was also completed as part of the Township's training exercise, this is the new emergency notification cloud-based software that was implemented on a countywide basis by Oxford County. It will be used to send out notifications and further information/direction to the ECG, staff and Council via text message/phone call – it can be used whether or not an emergency is declared.
- As part of the program committee's meeting, the Committee also completed a tabletop exercise based on a mock scenario regarding a protest at the Municipal Office (civil unrest). The Emergency Control Group (ECG) was able to establish the Emergency Operations Centre in a secondary location (Beachville Fire Station) and ECG members were able to test their understanding of the new Emergency Management Plan. The exercise was successful, and it highlighted how it may be difficult to estimate how a situation will escalate and at what point should the Township (Mayor) may decide to declare an emergency. There are many factors to take into consideration including the Township's ability to continue to meet legislative requirements and the need for assistance from agencies outside the Township.

Resolution No. 11 Moved by Craig Gillis Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 62-2023: Updated Township of South-West Oxford Emergency Response Plan as information;

AND FURTHER THAT the Council of the Township of South-West Oxford approve the updated Emergency Response Plan for the Township as presented and attached as Appendix 'A' to this report.

TR 04-2023: Updated User Fee Rates By-law

Treasurer Brooke Crane provided Council with a report to provide them with information on changes proposed by staff to the Township User Fee Rates By-law. She advised that key changes to the by-law may be summarized as follows:

- Photocopying on large scanner (plotter) was added at \$10 per page;
- Composters, Blue Boxes and Bag Tags rate instead of a specified cost, it is noted "as set by County of Oxford";
- Dog License Fees removed;
- Dangerous dog registration of \$50 added;
- Tax Certificate and Drainage Certificate amounts revised from \$45 to \$50 to bring in-line with Oxford County municipalities;
- Septic Certificate amount removed (Township no longer provides this service);
- Fire (open-air burn), fireworks and pyrotechnics display permit amounts revised to reflect the current By-law; and
- Facility rental fees added with consultation from the Hall and Park Boards.

Resolution No. 12

Moved by George Way Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report TR 04-2023: Updated User Fee Rates By-law as information;

AND FURTHER THAT Council approve the draft Bylaw attached as Appendix 'A' to this report.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#218 - December County Council Report

#219 - ROMA 2024 Conference Update: Don't Miss Your Zone Meeting

#220 - Long Point Region CA 2024 Meeting Schedule

#221 - Royal Assent of Bill 134, Affordable Homes and Good Jobs Act, 2023

#222 - Oxford Community Foundation 2023 Winter Newsletter

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

RESOLVED that the Council of the Township of South-West Oxford received agenda and correspondence items #218 to #222 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

December 19th, 2023 - Accounts Payable Report

Resolution No. 14 Moved by George Way Seconded by Valerie Durston

RESOLVED that the following Accounts be approved for payment:

Accounts Payable

December 3rd, 2023 to \$2,359,190.18

16th, 2023

Bi-Weekly Payroll #25 \$52,819.88

Total: \$2,412,010.06

DISPOSITION: Motion Carried

Information Items & Correspondence

#223 - City of Greater Sudbury Resolution re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

#224 - Township of Clearview Council Resolution re: Cemetery Administration Management Support

#225 - Loyalist Township Resolution re: Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule

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

RESOLVED that the Council of the Township of South-West Oxford received information and correspondence items #223 to #225 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 75-2023 A by-law to adopt an Emergency Management Program for the Township of South-West Oxford (Emergency Management Plan - IMS)
- By-Law No. 76-2023 A By-law to amend By-law 29-2023 to provide for the regulation and control of the setting of fires and the prevention of fire (Open Air Burning By-law - recreational burning)
- By-Law No. 77-2023 To adopt estimates of revenues and expenditures for the year 2024 (2024 Budget By-law)
- By-Law No. 78-2023 To provide for the adoption of user fee rates for the Township of South-West Oxford (Fees and Charges By-law)

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

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



- By-Law No. 75-2023 being a by-law to adopt an Emergency Management Program for the Township of South-West Oxford (Emergency Management Plan - IMS)
- By-Law No. 76-2023 being a by-law to amend By-law 29-2023 to provide for the regulation and control of the setting of fires and the prevention of fire (Open Air Burning By-law - recreational burning)
- By-Law No. 77-2023 being a by-law to adopt estimates of revenues and expenditures for the year 2024 (2024 Budget By-law)
- By-Law No. 78-2023 being a by-law to provide for the adoption of user fee rates for the Township of South-West Oxford (Fees and Charges By-law).

Resolution No. 17 Moved by Craig Gillis Seconded by George Way

RESOLVED that By-Laws 75-2023 to 78-2023 inclusive 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 of November 8th, 2023
- SWOX Housing Opportunities Committee Minutes of October 3rd, 2023

Resolution No. 18 Moved by George Way Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive the following minutes as information:

- Environment and Energy Innovation Committee Minutes of November 8th, 2023
- SWOX Housing Opportunities Committee Minutes of October 3rd, 2023

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Salford Hall Board will meet on January 2nd, 2024. Brownsville Hall Board will meet again the second week of January, 2024. Councillor Buchner participated in a Conservation Ontario Presentation – CAs have planted 20 million trees – funding available to push it to another 600,000 per year; more land is needed. Their AGM will take place on April 15th, 2024. Foldens Hall Board will have AGM on February 6th, 2024; West Oxford Cemetery Board February 17th, 2024. Christmas Light Contest winners were notified today and Mayor Mayberry delivered their prizes. Oxford County budget was approved – the budget by-law is expected in January, 2024.

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 (Ministry of Labour Complaint).

Resolution No. 19 Moved by George Way Seconded by Paul Buchner

RESOLVED that Council hold a closed meeting at 7:43 p.m. in order to discuss a matter pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees (Ministry of Labour Complaint).

DISPOSITION: Motion Carried

Resolution No. 20 Moved by Craig Gillis Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session

at 8:01 p.m.

DISPOSITION: Motion Carried

Confirmatory By-law

By-Law No. 79-2023 - To confirm all actions and proceedings of Council (December 19th, 2023)

Resolution No. 21 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that By-law 79-2023 being a By-law to confirm the proceedings of Council held Tuesday, December 19th, 2023 be read a first, second and third time this 19th day of December, 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. 22 Moved by Valerie Durston

Seconded by George Way

RESOLVED that there being no further business, the Council meeting be adjourned at 8:03 p.m. to meet again on Tuesday, January 9th, 2024 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED

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