Township of South-West Oxford Council Minutes

March 21, 2023

David Mayberry

Paul Buchner (Ward 1), Peter

Members Present: Mayor: Ypma (Ward 2), Valerie Durston Councillors: (Ward 3), George Way (Ward 4),

Jim Pickard (Ward 5 – via Zoom), Craig Gillis (Ward 6) – 6:32 p.m.

Members Absent: None.

Mary Ellen Greb, Chief Administrative

Officer/Treasurer

Adam Prouse, Works Superintendent

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 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.

<u>Minutes</u>

March 7th, 2023 Regular Council Meeting Minutes

Resolution No. 2 Moved by Paul Buchner

Seconded by Valerie Durston

RESOLVED that the regular minutes of the March 7th, 2023 council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 13-2023: Business Arising from the Minutes of March 7th, 2023

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. 3 Moved by Peter Ypma Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 13-2023:

Summary of Staff Actions Related to Business Arising from the Minutes of March 7th, 2023 as information.

DISPOSITION: Motion Carried

Appointments

6:00 p.m. - Headway Engineering, Stephen Brickman and Michel Terzian - Presentation of the Engineer's Report - Greenworld Drain 2023

DD 04 2023: Greenworld Drain Consideration of Engineer's Report

Drainage Superintendent Daniel Leduc introduced his report to present Council with Engineer's Report for the Greenworld Municipal Drain, as authorized pursuant to Section 4 of the Drainage Act. He invited Stephen Brickman to present the engineer's report.

Stephen Brickman joined Council via Zoom, on behalf of Headway Engineering, to present the drainage report which includes the following recommendations for the Greenworld Municipal Drain 2023, as follows:

- A new tile drainage system be installed, commencing at an outlet into the Spitler Creek Municipal Drain, proceeding upstream 250 metres to the north limit of Prouse Road.
- The proposed drainage system includes the installation of approximately 250 metres of 600mm to 750mm diameter concrete tile, HDPE and smooth wall casing.
- The proposed drainage system be designed to accommodate 1:5-year rainfall event from the proposed SWM facility, as per the CJDL SWM

report, and from existing developed portion of the Greenworld Property, as well as a 38mm per 24-hour period drainage coefficient design for the agricultural portions of the watershed.

- The proposed drainage system be designed to accommodate future development of a portion of the ASB Greenworld Property (2.70 Ha) using a 1:5- year rainfall event.
- The portion of potentially developed lands noted in recommendation 4., be subject to reducing post development flows to pre development levels for a 1:5- year rainfall event, as well as satisfy any other SWM requirements.
- The proposed drainage system shall be installed at an elevation adequate to drain the workable subsurface lands within the watershed.
- This new drainage system shall be known as the Greenworld Municipal Drain 2023.
- Headway Engineering also recommends that the watersheds of the surrounding municipal drains be updated when those drainage systems are to be improved under the Drainage Act in the future.

Resolution No. 4

Moved by Peter Ypma Seconded by Paul Buchner



RESOLVED that Council of the Township of South-West Oxford accept the engineer's report attached as Appendix "A" to report DD 04-2023 prepared by Headway Engineering and dated February, 28th 2023 regarding the Greenworld Municipal Drain in accordance with Section 4 of the Drainage Act, RSO 1990, Chapter D17;

AND FURTHER THAT Council approve a By-law in the form prescribed by the regulations, with the Engineer's Report attached to it for first and second readings by Council at which point the report shall be considered to be adopted and the By-law shall be known as the Greenworld Municipal Drain 2023 Provisional By-law.

DISPOSITION: Motion Carried

Staff Reports

CAO 02-2023: Asset Management Coordinator Shared Position Update

Chief Administrative Officer Mary Ellen Greb presented report CAO 02-2023 to provide an update to Council regarding the finalization of a draft agreement for Asset Management Shared Services. The County of Oxford has offered to

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

Seconded 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

Seconded 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

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

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 4th to 17th, 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 Bylaw) – 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 11th, 2023 Environment and Energy Innovation Committee meting 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 boards 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 4th, 2023. Water testing has been completed again and is reporting as okay. Earth Day is coming up on April 22nd, 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 4th. Beachville Parks and Recreation Easter Egg Hunt is coming up on April 8th.

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 21st, 2023 be read a first, second and third time this 21st 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

CLERK: Julie Middleton MAYOR: David Mayberry

This document is available in alternate formats upon request.