

**Township of South-West Oxford
Council Minutes
November 21, 2023**

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) – 6:42 p.m., Craig Gillis (Ward 6)

Members Absent: None

Staff Present: Mary Ellen Greb, CAO/Deputy Clerk
Julie Middleton, Clerk/Deputy CAO
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 6:30 p.m. by Mayor David Mayberry and a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the November 21st, 2023 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

November 7th, 2023 Regular Council Meeting Minutes

Resolution No. 2 Moved by George Way
 Seconded by Peter Ypma

RESOLVED that the regular minutes of the November 7th, 2023 council meeting be approved as amended.

DISPOSITION: Motion Carried

November 14th, 2023 - Special Council Meeting Minutes (2024 Budget)

Resolution No. 3 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the special council meeting minutes of November 14th, 2023 be approved as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 57-2023: Business Arising from the Minutes of November 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. 4 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 57-2023 Summary of Staff Actions Related to Business Arising from the Minutes of November 7th, 2023 as information.

DISPOSITION: Motion Carried

Appointments

6:35 p.m. - Planner - Policy Focus, April Nix BED MCIP RPP - Official Plan Update: Environmental Policy Presentation

Policy Planner April Nix gave a presentation to Council regarding the County Official Plan Review as it relates to environmental policies. She advised that the focus of the review is on the topics within Section 3.2 of the Official Plan. There are many existing policies that are still relevant but may also benefit from updated terminology, greater clarity and/or revised standards for implementation. Legislative context includes focus on the *Planning Act*, Provincial Policy Statement (PPS), related provincial guidance as well as other provincial and federal legislation and requirements.

The Oxford County policy paper provides suggested directions for each of the environmental topic areas along with related discussion and rationale, as she reviewed in her presentation. Feedback received will be used to help refine policy directions.

Ms. Nix reviewed changes to the proposed sections: Natural Heritage, Water Resources, Stormwater Management, Open Space, Natural Hazards, Air Quality, Energy Efficiency and Climate Change.

** Councillor Pickard arrived at 6:42 p.m.*

With respect to next steps, County planning staff are currently working on the public engagement and consultation process. Ms. Nix advised that planning staff intend to present the proposed changes to County Council in 2024 with final approval anticipated in the fourth quarter of 2024 following all required public notice processes and finalized mapping.

Discussion took place in relation to questions from Council about enforcement of the County's woodlot coverage by-law and drainage impacts as a result of development. There is a need to ensure that the proper technological studies are completed in relation to drainage when development takes place. There is a recent push for more density and residential development; however, it was stated that greenspace is needed as well to meet residents' needs for various parks/trails.

April Nix advised that the County of Oxford is hosting an open house about the proposed amendments on Thursday, November 23rd, 2023 from 6:00 p.m. to 8:00 p.m.

7:05 p.m. – Mitch Kirby and Dan Pirrie - Foldens Hall 2024 Draft Budget

Mitch Kirby and Dan Pirrie, on behalf of the Foldens Hall Board, presented their draft 2024 budget and capital plan. He advised that rentals at the hall are up following the pandemic. One of the community members has taken on the role of cleaning at the hall this year. The hall board and community continue to see generational turnover and new members. The hall board hosted several successful events in 2023 – there was a great turnout at the annual

The subject lands are described as Part Lot 1, Concession 4 (Dereham). The lands are located on the west side of Zenda Line, between Mount Elgin Road and Quaker Street and are municipally known as 433245 Zenda Line. The subject lands are approximately 0.4 ha (1.0 ac) in area and contain an existing single detached dwelling and a number of accessory structures (all to be demolished) and are serviced by a privately owned and operated well and septic system.

Planning staff are supportive of the rezoning, as it is generally consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan with respect to non-farm rural residential development in prime agricultural areas.

Questions from Council

Discussion took place regarding the shape of the original parcel and the removal of the accessory structures on the lot to be retained. There were some livestock on the property previously.

Comments from Members of the Public/Applicant

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

Resolution No. 6 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 7:18 p.m.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford approve-in-principle the zone change application submitted by Thomas and Stella Boon whereby the lands described as Part Lot 1, Concession 4 (Dereham), Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-44)'.

DISPOSITION: Motion Carried

Staff Reports

TR 02-2023: Elimination of the Vacant Unit Rebate Program

Treasurer Brooke Crane presented Council with a report to provide them with information regarding the vacant unit rebate for commercial and industrial properties. It was questioned if this will affect any properties in the Township, Treasurer Crane advised that it will not. There are currently no properties in the Township enrolled in this program.

Resolution No. 8 Moved by Jim Pickard
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receives report TR02-2023 as information;

AND FURTHER THAT By-Law 67-2023, 'A By-law to Opt-Out of the Vacant Unit Rebate Program', be approved.

DISPOSITION: Motion Carried

BD 10-2023: October 2023 Building Report

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

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

RESOLVED that the Council of the Township of South-West Oxford receive report BD-10-2023 Monthly Building Report for October 2023 as information.

DISPOSITION: Motion Carried

Agenda Items and Correspondence

#202 - Update: Safe and Well Oxford Steering Committee and Diversity, Equity and Inclusion Action Coalition

#203 - 2024 AMO Conference Program Announcement

#204 - Notice of LPRCA 2024 Draft Budget

Resolution No. 10 Moved by George Way
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #202 to #204 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

November 21st, 2023 - Accounts Payable Report

Resolution No. 11 Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for November 5 th , 2023 to November 18 th , 2023	\$207,611.21
Bi-Weekly Payroll #23	\$50,136.60
Total:	\$257,747.81

DISPOSITION: Motion Carried

Information Items & Correspondence

#205 - Municipality of Wawa Resolution re: amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations

#206 - Township of Ryerson Resolution re: Call for Amendment to the Legislation Act, 2006

#207 - Municipality of Shuniah Resolution re: Unnecessary Noise Engine Brakes

#208 - Municipality of Temagami Resolution re: Support for Bill 21, Fixing Long-Term Care Amendment Act

#209 - Elgin County Council Resolution re: Bill 21, Fixing Long-Term Care Amendment Act

#210 - Municipality of Wawa Resolution re: Bill C-310 (amendments to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000)

Resolution No. 12 Moved by Valerie Durston
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #205 to #209 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Resolution No. 13 Moved by Craig Gillis
 Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support in relation to item #210.

DISPOSITION: Motion Carried

Appointments (continued)

7:25 p.m. - Development Planner Spencer McDonald - Public Meeting:
Applications for Zone Change ZN 4-23-06 & ZN 4-23-07 - Thames Talbot
Land Trust and Carol Godbout for property located at 403205 Robinson Road

Resolution No. 14 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that Council of the Township of South-West Oxford move into public meeting to consider zone change application ZN 4-23-06 & ZN 4-23-07 submitted by Thames Talbot Land Trust and Carol Godbout for property located at 403205 Robinson Road at 7:25 p.m.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the zone change applications propose to rezone the severed lot resulting from consent application B23-28-4 from 'General Agricultural Zone (A2)' to the 'General Industrial Zone (MG)', and to rezone the severed lot resulting from consent application B23-29-4 from 'General Industrial Zone' to the 'General Agricultural Zone (A2)'.

The subject lands are described as Part Lot 28, Concession 1 (West Oxford), in the Township of South-West Oxford. The subject lands are located on the north side of Robinson Road, between Thomas Road and Wilson Road. The properties are municipally known as 403227 Robinson Road and 403205 Robinson Road, respectively. The lands subject to the applications for zone change are utilized for both existing, non-conforming residential use and for Agricultural (including significant natural heritage features) uses. No changes are proposed as a result of these applications, and the net result will be to ensure that the lots being 'swapped' have consistent zoning with the lands they are being conveyed to.

Planning staff are recommending approval of the applications as they are generally consistent with the Provincial Policy Statement and maintain the intent and purpose of the Official Plan.

Questions from Council

None.

APPROVED

Comments from Members of the Public/Applicant

No member of the public spoke in support of or opposed to the applicant. Amanda Howlett, on behalf of Thames Talbot Land Trust, advised Council that she is available should Council have any questions (virtually).

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

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 7:29 p.m.

DISPOSITION: Motion Carried

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

RESOLVED that the Council of the Township of South-West Oxford approve-in-principle the zone

change applications submitted by Thames Talbot Land Trust c/o Daria Koscinski (file no. ZN 4-23-06), whereby the lands described as Part Lot 28, Concession 1 (West Oxford), Township of South-West Oxford and severed via B23-28-4 are to be rezoned from 'General Agricultural Zone (A2)' to 'General Industrial Zone (MG)' as generally shown on Plate 1 of Report No. CP 2023-383.

AND FURTHER that the Council of the Township of South-West Oxford approve-in-principle the zone change application submitted by Carol Godbout (file no. ZN 4- 23-07) whereby the lands described as Part Lot 28, Conc. 1 (West Oxford), Township of South-West Oxford, and severed via B23-29-4 be rezoned from 'General Industrial Zone (MG)' to 'General Agricultural Zone (A2)' as generally shown on Plate 1 of Report No. CP 2023-383.

DISPOSITION: Motion Carried

** Howard Leaver and Spencer McDonald left the meeting at 7:30 p.m.*

Discussion Items

2024 Draft Budget Deliberations (continued from November 14th, 2023)

Protection Services - By-law Enforcement - Policing

Chief Administrative Officer Mary Ellen Greb reviewed the protection services and by-law services summary as included in the draft 2024 budget. She advised that policing costs are anticipated to decrease slightly in 2024 (2%). The Township may incur some additional expenses in 2024 for participation on a joint Police Services Board within Oxford.

Planning and Development - Economic Development - Strategic Planning - Energy

Chief Administrative Officer Mary Ellen Greb reviewed the planning and development, economic development, strategic planning and energy summary as included in the 2024 draft budget. She commented on funding required for the Execulink Broadband project in 2024 – this is estimated at approximately \$1.22 million. The project is proposed to be funded from reserves and the County of Oxford; the remaining amount will be debentured (approximately \$500,000). It is not clear yet what provincial funding will be

available. There is currently approximately \$500,000 in reserve for this project with an additional \$200,000 to be added in 2024.

Discussion took place regarding the left turning lane on Plank Line (Salford Group). The Ministry of Transportation has stated that the turning lane will need to be wider than originally proposed – this will increase the cost significantly. The Township is encouraged to continue to put funds into reserve for this future project (\$21,000 annually). Mayor Mayberry will discuss this topic with the Oxford MPP to request justification for the proposed change to the width of the turning lane.

Council provided direction to staff to decrease the budget for the Engage and Inform Committee to \$5,000 down from \$7,500. The majority of the costs from the Township's Earth Day event are funded from the Waste Management Reserve.

Drainage Operations

Chief Administrative Officer Mary Ellen Greb reviewed the drainage operations summary as contained within the 2024 draft budget. She advised that there has been a decrease in professional services required by Henri Bennemeer. Professional Services in relation to the development of the funding plan for future storm water management maintenance will be funded from the modernization reserve (approximately \$32,000). The transfer to the vehicle reserve for drainage services has been increased to \$5,000.

Revenue

Chief Administrative Officer Mary Ellen Greb reviewed the anticipated revenue to be received by the Township going into 2024. She commented on two assessment review board decisions that will have an impact on Township revenue in 2024 (401 service centre and manufacturing plant now located in the Town of Ingersoll) – differences may be funded from the tax stabilization reserve.

Reserves

Council provided direction to staff to review lost revenues/rental income from hall boards as a result of the Covid-19 pandemic. Some funds from the Covid-19 reserve may be utilized to off-set lost revenue that the Township halls experienced over the last three years. This loss has been paid for from the Township levy so far. Staff will bring forward a report on this matter for Council to consider further.

Councillor Pickard requested that Council review proposed recreation projects for 2024. It was agreed that the transfer to the recreation reserve should be

increased to \$125,000 – the amount transferred into reserves will need to increase in 2025. It was clarified that all proposed recreation projects are planning to be funded from reserves.

CAO Greb advised that the cost-of-living adjustment for October was received today at 3.3%. This will be updated in the revised budget package for the November 28th meeting. Council provided direction to proceed with the tentative meeting scheduled on November 28th at 6:30 p.m.

Request - Safe and Well Oxford Steering Committee: Joint Community Safety and Well-being Plan

Clerk Julie Middleton presented Council with a letter from the Safe and Well Oxford Steering Committee to amend Safe and Well Oxford: Community Safety and Well-being Plan to recognize gender-based violence as a priority risk area. She noted that this area is of great concern within Oxford and the service area lacks resources, funding and awareness locally.

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

Whereas County Council approved a request to establish a Safe and Well Oxford Steering Committee as recommended in the joint Safe and Well Oxford: Community Safety and Well-being Plan, on behalf of area municipalities, to oversee the implementation of the goals and objectives established in the Plan on July 14th, 2021;

And whereas the key priority risk themes identified within the Safe and Well Oxford Plan include:

- Mental Health;
- Affordable Housing;
- Substance Misuse;
- Equity, Diversity and Inclusion.

And whereas the purpose of Safe and Well Oxford: Community Safety and Well-being Plan is to improve the safety and well-being of community members, by defining and addressing priority risks through proactive, integrated system-wide strategies, the responsibility of which falls within the jurisdiction of the County within Oxford;

And whereas the Safe and Well Oxford Steering Committee considered a resolution passed by County Council at their July 13th, 2023 meeting to refer a presentation received by County Council from Ingamo Homes in relation to gender-based violence locally for consideration throughout the implementation of the Safe and Well Oxford: Community Safety and Well-being Plan;

And whereas the Safe and Well Oxford Steering Committee received a presentation and request from the Domestic Abuse Response Team Oxford at their meeting held on September 14th, 2023 in relation to the need for support with resources, advocacy, education and awareness to address gender-based violence locally.

And whereas gender-based violence has been highlighted and acknowledged as a significant concern within Oxford County;

Be it hereby resolved that the Council of the Township of South-West Oxford approve an amendment to the Safe and Well Oxford: Community Safety and Well-being Plan to recognize gender-based violence as an additional priority risk area in the Safe and Well Oxford Community Safety and Well-being Plan and endorse the goals and objectives as outlined in the Safe and Well Oxford Steering Committee's correspondence, dated November 3rd, 2023.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 67-2023 - To opt-out of the vacant unit rebate program under Section 364 of the Municipal Act, 2001

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

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

- By-Law No. 67-2023 being a By-law to opt-out of the vacant unit rebate program under Section 364 of the Municipal Act, 2001.

DISPOSITION: Motion Carried

Resolution No. 19

Moved by George Way
Seconded by Valerie Durston

RESOLVED that By-Law 67-2023 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

- Engage and Inform Committee Minutes of October 10th, 2023
- Environment and Energy Innovation Committee Minutes of October 4th, 2023

Resolution No. 20

Moved by Valerie Durston
Seconded by Peter Ypma

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

- Engage and Inform Committee Minutes of October 10th, 2023;
- Environment and Energy Innovation Committee Minutes of October 4th, 2023.

DISPOSITION: Motion Carried

* Council took a break at 8:50 p.m. and reconvened at 8:58 p.m.

Closed Session

Resolution No. 21

Moved by Jim Pickard
Seconded by Paul Buchner

RESOLVED that Council hold a closed meeting in order to discuss a matter pertaining to:

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

DISPOSITION: Motion Carried

Resolution No. 22 Moved by George Way
Seconded by Craig Gillis

RESOLVED that Council reconvene in regular session
at 10:03 p.m.

DISPOSITION: Motion Carried

Council Rounds Table

Council members shared updates from their respective wards and community involvement. Christmas in the Village will take place this Saturday, November 25th, 2023 in Dereham Centre from 2:00 p.m. to 4:00 p.m. Mount Elgin Community Centre ceiling insulation project has been completed – they will meet again next Monday. Mount Elgin Parks and Recreation is hosting a Christmas Tree lighting on December 8th at 7:00 p.m. Old Fashioned Christmas is coming up on December 2nd at 6:30 p.m. The ROEDC will meet this Friday morning in Zorra Township. UTRCA budget meeting is coming up – Tracy Arnett has offered to come to Council to discuss their proposed budget increase of 24%. A lot of services have been downloaded by the province to the local conservation authorities. Harrisfield Public School's 50th anniversary celebration is coming up on Thursday, November 23rd. Lighting of the Lights is coming up at the Beachville Museum on December 1st at 6:30 p.m.

Confirmatory By-law

- By-Law No. 68-2023 - To confirm all actions and proceedings of Council (November 21st, 2023)

Resolution No. 23 Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED that By-law 68-2023 being a By-law to confirm the proceedings of Council held Tuesday, November 21st, 2023 be read a first, second and third time this 21st day of November, 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 Craig Gillis
 Seconded by Valeire Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 10:14 p.m. to meet again on Tuesday, November 28th, 2023 at 6:30 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED