## Township of South-West Oxford Council Minutes January 23, 2024

<u>Members Present</u> .	Mayor: Councillors:	Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5) – via Zoom, Craig Gillis (Ward 6)
<u>Members Absent</u> .	None	
<u>Staff Present</u> .	Mary Ellen Greb, CAO/Deputy Clerk Julie Middleton, Clerk/Deputy CAO Brooke Crane, Treasurer Adam Prouse, Works Superintendent 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. Moved by Paul Buchner Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the January 23rd, 2024 meeting of council be approved.

**DISPOSITION: Motion Carried** 

Declaration of Pecuniary Interest None.

#### <u>Minutes</u>

January 9th, 2024 Regular Council Meeting Minutes

Resolution No. Moved by George Way Seconded by Craig Gillis

RESOLVED that the regular minutes of the January 9<sup>th</sup>, 2024 council meeting be approved.

## **DISPOSITION: Motion Carried**

#### Business Arising from the Minutes

#### CL 02-2024: Business Arising from the Minutes of January 9th, 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.

Resolution No. Moved by Peter Ypma Seconded by Jim Pickard

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 02-2024 Summary of Staff Actions Related to Business Arising from the Minutes of January 9th, 2024 as information.

**DISPOSITION: Motion Carried** 

#### Appointments

## <u>6:35 p.m. - Dave Cripps and Leanne Hopkins re: Thames Valley District</u> School Board Update

Dave Cripps and Leanne Hopkins addressed Council on behalf of the Thames Valley District School Board. They spoke to a presentation they prepared, as was included in the meeting agenda package, and commented on the following initiatives and activities of the board:

- Supporting Literacy & Numeracy
- Program Opportunities
- Community Collaborations Hybrid Meeting will take place on March 26<sup>th</sup> at 1:00 p.m.
  - Thames Valley Education Foundation
  - Family Well-being Community Workshops
  - Community Engagement Session Series
  - Tu Puente and Bridges program
  - Annual Community Planning & Facility Collaboration Meetings
- Accommodation Overview
- Current Capital Projects
- Elementary Enrolment
- Secondary Enrolment
- Oxford North Attendance Area Review (ONAAR)
- Notable Projects:

- College Avenue SS Rubberized Track replacement Underway
- College Avenue SS Library Learning Commons renovations Underway
- Ingersoll DCI Library Learning Commons renovations Completed
- Oliver Stephens Library Learning Commons Renovations Underway
- Roch Carrier FI PS School Renovations Underway
- Woodstock Collegiate Institute Auditorium Renovations Underway

New North Woodstock PS:

- The Ministry of Education (MOE) has approved \$8 million in additional funding to increase the size of the future north Woodstock elementary school
- Submitted an approval to proceed to tender to MOE
- Expected opening September 2026 (Pending tender approvals from the Ministry)
- Many schools in Oxford are overpopulated right now and this is being supported with portables

# Questions from Council:

Councillor Way commented on the proposed new elementary schools in Ingersoll and Tillsonburg. This is not expected to result in the closure of any existing schools – there is still a moratorium on school closures by the province. Population continues to grow.

Discussion took place regarding population growth and it was noted that the growth that has been experienced was not anticipated. The Covid-19 pandemic changed this. The planning department within the board has been expanded – the board is pleased with the efforts of the planning team.

Councillor Pickard asked what the 2024 budget increase is projected to be. At this point, the board is not aware of any increase – a small decrease is projected – their budget is dependent on funding received from the province.

Mayor Mayberry commented on a new curriculum announcement made this week for kindergarten students to focus on literacy and math. It was noted that staffing in schools is a challenge for principals, teachers, education assistants and support staff – there are many retirements occurring. Mayor Mayberry thanked Dave Cripps and Leanne Hopkins for their presentation.

\* Councillor Valerie Durston entered the meeting at 6:55 p.m.

<u>6:45 p.m. - Committee of Adjustment Hearing - A05-2023 - Leslie and</u> Barbara Hughes (Hawkins Road - Additional Residential Unit)

Resolution No. Moved by Paul Buchner Seconded by George Way

> RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment at 6:45 p.m. to consider minor variance application A05-2023 submitted by Leslie and Barbara Hughes for property located 143359 Hawkins Road.

**DISPOSITION:** Motion Carried

Recommendation:

That the Township of South-West Oxford Committee of Adjustment approve Application File A05-23, submitted by Leslie and Barbara Hughes for lands described as Pt. Lot 25, Concession 11, in the Township of South-West Oxford municipally known as 143359 Hawkins Road, as it relates to:

- 1. Relief from Table 6.4.2.4 Provisions for Detached Additional Residential Units to:
  - *i. increase the maximum permitted distance between dwellings from* 30 m (98.6 ft) to 33 m (108 ft);

to recognize the existing garden suite as an additional residential unit (ARU) on a property zoned 'Special General Agricultural Zone (A2-41T)' in the Township of South-West Oxford. Subject to the following condition:

i. That the approval for the 'ARU' applies only to the existing 'ARU' located generally as shown on Plate 3 of Report No. 2024-05.

As the variance requested:

- *i.* Is a minor variance from the provisions of the Township of South-West Oxford Zoning Bylaw No.25-98;
- *ii. is desirable for the appropriate development or use of the land, building or structure; and,*
- iii. is in keeping with the general intent and purpose of the Official Plan.
- *iv. is in keeping with the general intent and purpose of the Township of South-West Oxford Zoning By-law No. 25-98.*

Resolution No. Moved by Peter Ypma Seconded by George Way RESOLVED that Council reconvene in regular session at 7:05 p.m.

#### **DISPOSITION: Motion Carried**

# 7:00 p.m. - Ammon Miller and Ray Baxter re: Request for Exemption (Sawmill Operation in March and April)

Ray Baxter, Jay Baxter and Ammon Miller addressed Council regarding the sawmill that is operating on property located at 264459 Prouse Road. The property received zoning approval in August of 2020. The amending by-law allowed the operation of a sawmill except throughout the months of March and April of each year. Mr. Baxter advised that limiting the operation during these two months is impacting their ability to run their business and maintain income/revenue – there is currently high demand for product. Staff have expressed concern about trucks operating at full load along Prouse Road when weight restrictions are in effect.

Chief Administrative Officer Mary Ellen Greb provided Council with background information in relation to the amending by-law and the weight reductions in effect on Prouse Road throughout March and April of each year. She advised that a condition of the zoning approval was that the sawmill would not operate throughout the months of March and April of each year. The property owner was in agreement with this and these provisions were specifically included in zoning by-law no. 42-2020. Set fines have been established for operation of the sawmill during the months of March and April.

It was explained that even if the property owners applied to have the restrictions removed from the zoning by-law, the weight restrictions would still be in effect and may result in fines for operation. Council may not grant an exemption to the by-law; a new zone change application would need to be submitted to have the restrictions removed. It was noted that only one axle may be over the weight limit for a fine to be issued – the property owners may have some control on product leaving the facility; however, they are not able to control the weight of logs coming into the facility. Depending on the type of truck, some empty trucks are over the weight limits during weight restricted periods. It was noted that the cost to upgrade Prouse Road to a full load road is estimated at approximately \$180,000 per km of road.

<u>7:15 p.m. - Lloyd Johnson - Johnson Bros Ltd. Request to Purchase Land</u> <u>CL 05-2024: Request for Closure and Sale of Unopened Road Allowance</u> (Part Lot 29, Broken Front Concession)

Lloyd Johnson, addressed Council regarding a request that they have submitted to Township staff to purchase lands owned by the Township immediately adjacent (to the west) of the Township's gravel pit. Half of the road allowance is owned by the Township of South-West Oxford and half is owned by the Municipality of Thames Centre. With the lands sold and consolidated, there may be an opportunity to enter into an agreement with Johnson Bros. Ltd. to reduce the setbacks for the gravel pit and access some of the aggregate between the two operations in the road allowance. Johnson Bros. is agreeable to obtaining an opinion of value.

Council requested details from staff regarding the life expectancy of the Township's gravel pit.

Resolution No. Moved by Valerie Durston Seconded by George Way

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 05-2024: Request for Closure and Sale of Unopened Road Allowance (Part Lot 29, Broken Front Concession) as information;

AND FUTHER THAT Council provide direction to staff to negotiate the terms of the proposed sale to Johnson Bros. (Bothwell) Ltd. and report back to Council, pending a following up report from Works Superintendent Adam Prouse regarding the lifespan of the Township's gravel pit and receipt of an opinion of value of the subject lands.

**DISPOSITION: Motion Carried** 

## CL 04-2024: Request to Purchase Land - Mike Christiaens - Hincks Street Road Allowance

Clerk Julie Middleton provided Council with a report to bring forward a request received from Mike Christiaens to purchase a portion of the Hincks Street road allowance in Brownsville for their consideration. She noted that Mr. Christiaens has requested to purchase an area larger than staff are in support of selling as illustrated in Appendix B of report CL 04-2024. Mr. Christiaens is interested in the entire parcel and is not sure if it is beneficial for him to purchase the smaller portion of the road allowance as suggested by Township staff. The remainder of the road allowance is anticipated to be required for snow removal and garbage collection services by the Township. Mr. Christiaens will give the request some more thought and advise Clerk Middleton if he would like to proceed.

Resolution No. Moved by Valerie Durston Seconded by George Way

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 04-2024: Request to Purchase Land: Mike Christiaens - Hincks Street Road Allowance as information.

**DISPOSITION:** Motion Carried

## Staff Reports

CAO 02-2024: South-West Oxford - 2023 in Review

Chief Administrative Officer Mary Ellen Greb provided a report to Council to provide them with a summary of some of the successes and challenges of 2023. She advised that challenges outlined in the report will be linked to the Township's new Strategic Plan, which will continue to be worked on for the foreseeable future.

Resolution No.	Moved by Peter Ypma Seconded by George Way
	RESOLVED that Council receive Report CAO 02-2024: 2023 in Review as information.

**DISPOSITION: Motion Carried** 

# CL 03-2024: By-law Enforcement Activity Report - 4th Quarter Year-End December 31, 2023

Clerk Julie Middleton provided Council with a report to provide Council with an update in relation to the activities in the by-law enforcement division as of December 31st, 2023.

Resolution No. Moved by Craig Gillis Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 03-2024: By-law Enforcement Activity Report - 4th Quarter Year-End December 31, 2023 as information.

**DISPOSITION: Motion Carried** 

DD 01-2024: Petition for Drainage Works - Deer Creek Extension/Improvement

Clerk Julie Middleton spoke to drainage report DD 01-2024: Petition for Drainage Works for the Deer Creek Municipal Drain. She advised that drain is in poor condition and is undersized for today's standards. A Petition for Drainage Works has been received from Mark & Janice Kirwin, Kirwinlane Farms Ltd. and Bloxslea Farms Inc., for properties located at 383362, 383368 Salford Road and 293617 Culloden Line.

Resolution No. Moved by Jim Pickard Seconded by Craig Gillis

> RESOLVED that the Council of the Township of South-West Oxford accept the Petition for Drainage Works received from Mark & Janice Kirwin, Kirwinlane Farms Ltd., and Bloxslea Farms Inc.

AND FURTHER RESOLVED THAT the firm of Spriet Associates Ltd., be appointed to complete a new report in accordance with Section 78 of the Drainage Act, R.S.O. 1990, Chapter D17.

**DISPOSITION: Motion Carried** 

# Agenda Items & Correspondence

#11 - Letter to Council - Potential Municipal Equipment Operator Course

Works Superintendent Adam Prouse suggested that Council send a letter of support in relation to item #11.

#12 - Municipal Notice of LPRCA 2024 Budget and Levy Meeting Vote

Resolution No. Moved by George Way Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford provided direction to staff to send a letter of support in relation to item #11 and to receive for information, note and file item #12.

**DISPOSITION: Motion Carried** 

# Accounts Payable Report

### January 23rd, 2024 - Accounts Payable Report

Resolution No.	Moved by George Way
	Seconded by Peter Ypma

RESOLVED that the following Accounts be approved for payment: Accounts Payable for January 7<sup>th</sup> to January \$423,607.63 20<sup>th</sup>, 2024 Bi-Weekly Payroll #1 \$51,826.26 Fire Pay #1 \$34,495.66 Council Pay #1 \$8,338.50 Total \$518,268.05

**DISPOSITION: Motion Carried** 

## Information Items & Correspondence

#13 - Town of Mono Resolution re: Road Safety Emergency

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

Resolution No. Moved by Peter Ypma Seconded by Craig Gillis

> 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 #13 and to receive as information, note and file item #14.

**DISPOSITION:** Motion Carried

#### New Business

#### Power Outage/Incident on Plank Line

Brief discussion took place regarding an incident that occurred this week – a Township truck hit a hydro pole on Plank Line which resulted in a brief power outage.

# Council Round Table

Council members shared updates from their respective wards and community involvement. Sweaburg ice rink is open for use – there has been a lot of activity on the toboggan hill. LPRCA will meet again on February 7<sup>th</sup>. Mount Elgin Parks and Recreation AGM will be held on April 8th at 7:00 p.m. Pickleball in Mount Elgin is struggling – attendance is low. Mount Elgin Hall Board AGM was held last night – the executive membership is the same as last year. The Mount Elgin Trivia Night has been deferred until October. Salford Hall Board is having their AGM on February 6<sup>th</sup>. Engage and Inform Committee will meet on February 7<sup>th</sup> to discuss the upcoming annual Winter Walk for Warmth (February 24<sup>th</sup>). The Committee has two new members. Hilltop Park will meet in advance of Easter to plan the Easter Egg Hunt. Brownsville Hall Board is planning Strawberry Social in June. They are working on planning for new playground equipment at the park. Mayor Mayberry returned from ROMA this afternoon – there is a lot of focus on housing. Discussion took place regarding Municipal Drains and CN Railway the railway is federally regulated and, in some cases, has refused to contribute to municipal drainage costs.

\*Council took a break for 5 minutes.

# 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 (CAO Performance Review);

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

Resolution No. Moved by George Way 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;

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

**DISPOSITION: Motion Carried** 

Resolution No. Moved by Paul Buchner Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 9.26 p.m.

**DISPOSITION:** Motion Carried

#### Confirmatory By-law

By-Law No. 05-2024 - To confirm all actions and proceedings of Council (January 23rd, 2024)

Resolution No. Moved by Paul Buchner Seconded by Valerie Durston

RESOLVED that By-law 05-2024 being a By-law to confirm the proceedings of Council held Tuesday, January 23<sup>rd</sup>, 2024 be read a first, second and third time this 23<sup>rd</sup> day of January, 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. Moved by Craig Gillis Seconded by Jim Pickard

> RESOLVED that there being no further business, the Council meeting be adjourned at 9:28 p.m. to meet again on Tuesday, February 6th, 2024 at 9:00 a.m.

**DISPOSITION: Motion Carried** 

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.