

**Township of South-West Oxford  
Council Minutes  
September 17, 2024**

**Members Present:** Mayor: Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5), Craig Gillis (Ward 6)  
Councillors:

**Members Absent:** None.

**Staff Present:** Mary Ellen Greb, CAO/Deputy Clerk  
Julie Middleton, Clerk/Deputy CAO  
Brooke Crane, Treasurer  
Howard Leaver, Chief Building Official  
Spencer McDonald, Development Planner  
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 September 17th, 2024 meeting of council be approved, as amended (Phase 6 Mount Elgin Developments).

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

None.

**Minutes**

**September 3rd, 2024 - Regular Council Meeting Minutes**

Resolution No. 2 Moved by Jim Pickard  
Seconded by Paul Buchner



Ms. Dawson reviewed the anticipated timeline for the project and provided Council with an opportunity to ask questions. An open house will take place on Thursday, October 3<sup>rd</sup>, 2024 from 4:00 p.m. to 8:00 p.m. at Goff Hall in Woodstock.

Discussion took place regarding the depth that the transmission line will be buried and the term of the land lease, which is for an initial 20-year period. The Ministry of Natural Resources will be heavily involved in the planning process for the project. There will be training that takes place with Township fire fighters in relation to this development – a third-party consultant will be retained by Boralex to assist in the development of an emergency response plan.

6:50 p.m. - Ward Boundary Review - Public Meeting: Public Input and Comments (no decision to be made at this time)

CL 53-2024: Proposed Ward Boundary Review - Public Consultation

Clerk Julie Middleton presented a report to Council and members of the public with an overview of the proposed ward boundary adjustments that staff and Council are considering in advance of the 2026 municipal election. She noted that the purpose of this portion of the meeting is to provide an opportunity for members of the public to address Council and ask questions in relation to the proposed changes, and that no decision would be made at this time. Once the public consultation period is complete, a further report will come forward to Council with a recommendation from staff.

She reviewed the proposed changes in comparison with the Township's existing ward boundaries, and opened the meeting up to members of the public in attendance wishing to make comment.

Comments from Members of the Public:

John de Bruyn commented that the proposed changes look good to him, and noted that none of the settlement areas would be divided. He suggested that staff consider a split between Ward 1 and Ward 3 north and south vs. east and west.

No other members of the public made comment in relation to the proposed changes.

Resolution No. 4      Moved by Craig Gillis  
                                    Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 53-2024:

Proposed Ward Boundary Review - Public  
Consultation as information;

AND FURTHER THAT Council receive input from  
members of the community in relation to the  
Township's proposed ward boundary adjustments as  
outlined in this report.

DISPOSITION: Motion Carried

**Staff Reports**

**BD 08-2024: August 2024 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 for August, 2024 and a summary of the year-to-date development charge and permit fees collected for 2024.

Resolution No. 5      Moved by George Way  
                                Seconded by Peter Ypma

RESOLVED that the Council of the Township of  
South-West Oxford receive report BD 08-2024:  
August, 2024 Building Report as information.

DISPOSITION: Motion Carried

**CL 51-2024: Township of South-West Oxford Updated Energy Management  
Plan**

Clerk Julie Middleton provided Council with a report to bring forward the Township's updated Energy Management Plan (2024 to 2029) for Council's review, input and approval. She advised Council that the Township's Environment and Energy Innovation Committee has reviewed the plan and provided their support. The Committee intends to work on developing a more detailed implementation and action plan for use by staff and the Committee. She noted that a new regulation was introduced under the *Electricity Act, 1998* titled O. Reg. 507/18: *Broader Public Sector: Reporting and Conservation and Demand Management Plans*. This regulation replaces Ontario Regulation 397/11. The requirements for municipal energy planning and reporting are the same.

Resolution No. 6      Moved by Jim Pickard  
                                Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 51-2024: Township of South-West Oxford Updated Energy Management Plan as information;

AND FURTHER THAT Council approved the Township's updated Energy Management Plan (2024 to 2029) attached as Appendix 'A' to this report.

DISPOSITION: Motion Carried

CL 52-2024: Transfer of Unopened Road Allowance: Parts 2 and 5, Plan 41R-10681 (25 Queen St. E, Beachville)

Clerk Julie Middleton provided Council with a report to inform them about a land title issue concerning the property at 25 Queen St. E., Beachville. The report seeks the Council's approval to sign the required transfer documents and to bring forward a by-law to officially close the road, in order to resolve the land title issue.

Resolution No. 7      Moved by Craig Gillis  
Seconded by Paul Buchner

**APPROVED**  
RESOLVED that the Council of the Township of South-West Oxford receive report CL 52-2024: Transfer of Unopened Road Allowance: Parts 2 and 5, Plan 41R-10681 (25 Queen St. E, Beachville) as information;

AND FURTHER THAT the Mayor and Clerk be authorized to sign the required transfer documents in relation to the transfer of the unopened road allowance as illustrated on Appendix 'A' attached to this report (Part of the Road Allowance between Concessions 1 and Concession 2 (North Oxford) designated as PARTS 2 and 5 on 41R10681; Township of South-West Oxford);

AND FURTHER THAT staff be directed to bring forward the necessary road closing by-law in relation to Part of the Road Allowance between Concessions 1 and Concession 2 (North Oxford) designated as PARTS 2 and 5 on 41R10681; Township of South-West Oxford.

DISPOSITION: Motion Carried

**Discussion Items**

Request for Endorsement: Upper Thames River Conservation Authority (UTRCA) Board of Directors re: Decision by the Minister of Natural Resources and Forestry of Ontario to freeze the fees conservation authorities can charge

Resolution No. 8      Moved by George Way  
                                    Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford endorse the proposed letter from the Upper Thames River Conservation Authority (UTRCA) Board of Directors regarding the decision by the Minister of Natural Resources and Forestry of Ontario to freeze the fees conservation authorities can charge.

DISPOSITION: Motion Carried

**Agenda Items & Correspondence**

*#169 - Correspondence from City of Woodstock - Boundary Adjustment Agreements - payments to date - August 30, 2024*

*#170 - Oxford Community Foundation Annual Report and Fall Newsletter*

*#171 - Resolution- City of Woodstock- Funding for Encampment Clean up*

*#172 - Long Point Region CA Board Meeting Minutes July 3, 2024*

Resolution No. 9      Moved by Craig Gillis  
                                    Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #169 to #172 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

**Accounts Payable Report**

September 17th, 2024 - Accounts Payable Report

Resolution No. 10    Moved by Jim Pickard



RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #173 to #177 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

**New Business**

Mount Elgin Developments – Phase 6

Discussion took place regarding the possibility of planting a tree line between the proposed new development (phase 6) and the existing development in Mount Elgin. Councillors Ypma commented that he was of the understanding that there was verbal agreement with the developer to plant trees along the existing development. Council provided direction to staff to look into the matter further and consider if there are any alternate options available to replace the existing easement (for drainage) along the west side of the existing development. It was noted that an engineer would need to be appointed to develop a new drainage plan to replace the swale and existing easement in Phase 2.

7:15 p.m. - [Committee of Adjustment Hearing](#) - Minor Variance Application A08-2024 - DeBoer (MDS - Airport Road)

Resolution No. 13    Moved by Jim Pickard  
                                Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment to consider minor variance application A08-2024 received from Peter and Liesbeth deBoer at 7:15 p.m.

DISPOSITION: Motion Carried

Resolution No. 14    Moved by Valerie Durston  
                                Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 7:41 p.m.

DISPOSITION: Motion Carried



7:42 p.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-22-24 submitted by Reynold and Tina Jansen for property located at 333662 Plank Line

Resolution No. 15      Moved by Craig Gillis  
                                    Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into public meeting at 7:42 p.m. to consider Zone Change Application ZN 4-22-24 submitted by Reynold and Tina Jansen for property located at 333662 Plank Line.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the application for zone change proposes to rezone the lot to be severed resulting from consent application B22-54-4 from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp)' to recognize the use of the subject lands for non-farm rural residential purposes and to fulfil a condition of consent.

The related application for consent was approved by the Oxford County Land Division Committee on November 3, 2022 via an application for farm consolidation and will facilitate the 'creation' of a non-farm rural residential lot. At the December 20, 2022 meeting of Council, Township Council deferred the decision on the zone change to allow the applicant an opportunity to have Land Division Committee remove a condition relating to the demolition of the existing bank barn, as the applicant wished to retain it. Oxford County Land Division Committee denied this request, and the condition requiring removal of the barn remains. The silo has since been removed.

The subject lands are described as Part Lot 12-13, Concession 2 (Dereham), in the Township of South-West Oxford. The subject lands are located on the east side of Plank Line, between McBeth Road and the Village of Salford and are municipally known as 333662 Plank Line South. The subject lands are approximately 0.77 ha (1.9 ac) in area and contain an existing single detached dwelling and a number of agricultural buildings, including a bank barn (approximately 557.4 m<sup>2</sup> / 6,000 ft<sup>2</sup> in size with a height of approximately 7.5 m / 24.6 ft) and a silo (to be removed). The applicant desires to include the bank barn with the retained rural residential lot and re-use the building for residential storage purposes.

Planning staff are supportive of the rezoning to recognize the use of the retained lands for non-farm rural residential development as approved by the Oxford County Land Division Committee. Planning staff are not of the opinion that retention of the bank barn is appropriate for residential use.

Questions from Council:

Councillor Pickard questioned the difference between residential zoning vs. residential 'special' zoning. Mr. McDonald explained that special zoning would recognize the retention of the bank barn and the additional accessory structure gross floor area on the property.

Comments from the Applicant:

Derek Jansen, son of the applicant, and Simona Rasanu, agent for the applicant, spoke on behalf of the applicants. Ms. Rasanu requested Council's support for retaining the existing accessory structures on the property with the exception of the silo, which has been removed.

Mr. Jansen advised that the bank barn is in good condition and is used as a storage shed/workshop. It would no longer be suitable to house livestock.

Comments from the Public:

John de Bruyn expressed support for planning staff's recommendation. He commented that he does not think that a barn belongs on a residential property and that the increased floor area for storage is not necessary on a rural residential lot.

Discussion took place regarding the increased size of all accessory structures on the property, and which use is considered 'primary' as a result of the additional accessory storage space. Mr. McDonald advised that the zoning only permits a primary residential use and would not allow for a storage or commercial operation on the property without rezoning. It was noted that given that the structure is in good condition, it would be wasteful to remove it.

Resolution No. 16      Moved by Jim Pickard  
                                    Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford reconvene in open session at 7:57 p.m.

DISPOSITION: Motion Carried

Resolution No. 17      Moved by George Way  
                                    Seconded by Peter Ypma

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









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;

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

DISPOSITION: Motion Carried

Resolution No. 24 Moved by George Way  
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 9:12 p.m.

DISPOSITION: Motion Carried

**Confirmatory By-law**

- By-Law No. 70-2024 - To confirm all actions and proceedings of Council (September 17th, 2024)

Resolution No. 25 Moved by Craig Gillis  
Seconded by Jim Pickard

RESOLVED that By-law 70-2024 being a By-law to confirm the proceedings of Council held Tuesday, September 17<sup>th</sup>, 2024 be read a first, second and third time this 17<sup>th</sup> day of September, 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. 26 Moved by Craig Gillis  
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 9:12 p.m. to meet again on Tuesday, October 1st, 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