

Township of South-West Oxford
Council Minutes
February 20, 2024

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) – via Zoom, Craig Gillis (Ward 6)

Members Absent: None

Staff Present: Mary Ellen Greb, CAO/Deputy Clerk
Julie Middleton, Clerk/Deputy CAO
Adam Prouse, Works Superintendent
Daniel Leduc, Drainage Superintendent
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 Paul Buchner
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the February 20th, 2024 meeting of council be approved, as amended (Woodstock towing).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

February 6th, 2024 Regular Council Meeting Minutes

Resolution No. 2 Moved by Peter Ypma
Seconded by Craig Gillis

AND FURTHER that Council approve the purchase of the provisional tender items from Toromont Cat at the tendered price of \$38,350.00 plus applicable taxes;

AND FURTHER that Council authorizes the Works Superintendent to sell the Township's 2002 Case 621D pay loader, as is.

DISPOSITION: Motion Carried

Appointments

6:35 p.m. - Development Planner Spencer McDonald - Public Meeting: Applications for Official Plan Amendment and Zone Change (OP 22-21-4 & ZN 4-22-20 - 2141632 Ontario Inc. (The Oxford Hills) for property located at 324183 Mount Elgin Road

Resolution No. 5 Moved by Paul Buchner
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider Official Plan Amendment and Zone Change Application (OP 22-21-4 & ZN 4-22-20 - 2141632 Ontario Inc. (The Oxford Hills) for property located at 324183 Mount Elgin Road at 6:35 p.m.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that applications have been received for amendments to the Official Plan and the Township's Zoning By-law to facilitate the development of overnight accommodations associated with the existing golf course and wedding venue/spa. Specifically, the proposed Official Plan amendment will add site-specific policies to allow for the noted accommodations in the form of single-room cottage units (24 proposed) and a building for staff accommodation. The proposed Zone Change application will amend the 'REC' Zone that applies to the lands to both recognize the existing accessory recreation uses (i.e. the wedding venue and spa) and to permit accessory overnight accommodations as a permitted use.

The subject lands are described as Part Lot 8 & 9, Conc. 4, (Dereham), in the Township of South-West Oxford. The lands are located on Mount Elgin Road, immediately northeast of the Village, with access also to Plank Line, and are municipally known as 324183 Mount Elgin Road in South-West Oxford.

The subject lands are currently operated as the Oxford Hills Golf Course, an 18-hole course with accessory recreational uses and facilities, including a spa, pools and restaurant/banquet room. In addition to golf, the venue hosts weddings and other large events/gatherings. The proposed building for staff accommodation comprises a footprint of approximately 223 m² (2,403 ft²), while each of the single-room 'cottage' units are proposed at approximately 58 m² (624 ft²). The subject property appears to provide the required number of parking spaces, and, pending approval of the Official Plan and Zoning By-law applications, will be subject to site plan approval from the Township of South-West Oxford. Kitchen facilities are not intended to be included in each unit. The cottages would primarily be used for overnight guests and staff accommodations – this will assist in attracting and retaining staff.

As a result of circulation, no comments from neighbouring residents or agencies were received. More detailed comments are anticipated through the site plan approval process. Planning staff are recommending that Township Council support the proposal, as it is consistent with the Provincial Policy Statement and supports the strategic initiatives and objectives of the Official Plan with respect to the expansion of existing non-agricultural uses.

Questions from Council

Councillor Ypma questioned why a plan of subdivision is not required for the proposed changes. Mr. McDonald advised that the proposal does not include any lot creation and there will be no freehold ownership of the cottages.

Comments from the Applicant

The Applicant, Steve Bohner, spoke in support of planning staff's recommendation contained within the staff report. He advised that most workers are in low wage positions and the area/community does not support housing for low-income/seasonal workers. Affordable housing for their staff is required. The cottages will also be used for overnight guests at the spa and wedding events.

Comments from Members of the Public

Daniel Beshara, Beachville resident, questioned if the property owner's intent is to operate the property as a hotel. Mr. McDonald stated that there would not be a limit on who may rent the units, it will be made clear that overnight accommodation is intended to be made accessory to the primary use of the property (golf course/wedding venue). The cottages are not intended to operate year-round independently.

In response to an inquiry from Councillor Way, Mr. Bohner advised that some of the cottages will require a pump for effluent to reach the septic system on the property due to their location and slope on the property.

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

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 6:46 p.m.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by Craig Gillis
Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford advise County Council that the Township supports the application for Official Plan Amendment, File No. OP 22-21-4, submitted by 2141632 Ontario Inc. (The Oxford Hills) for the lands legally described as Pt. Lot 8 & 9, Conc. 4, (Dereham) Township of South-West Oxford to apply a site-specific Agricultural policy to the subject property as to facilitate the development of up to twenty-four (24) single-room cottages and one (1) building for overnight staff accommodations, accessory to the existing recreation uses.

AND FURTHER THAT the Council of the Township of South-West Oxford approve-in-principle, the zone change application File No. ZN 4-22-20, submitted by 2141632 Ontario Inc. for lands described as Pt. Lot 8 & 9, Conc. 4 (Dereham), from 'Recreation (REC) Zone' to 'Special Recreation Zone – (REC-sp) to recognize the existing recreation uses and add 'accessory overnight accommodation' as a permitted use.

DISPOSITION: Motion Carried

6:55 p.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-23-13 - Mark & Kathleen DeRover for property located at 283991 Daniel Road

Resolution No. 8 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 4-23-13 - Mark & Kathleen DeRover for property located at 283991 Daniel Road at 6:47 p.m.

DISPOSITION: Motion Carried

Resolution No. 9 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 6:47 p.m.

DISPOSITION: Motion Carried

** It was noted that the public meeting was scheduled to begin at 6:55 p.m.*

Staff Reports (continued)

DD 02-2024: Vincent Municipal Drain: Potential Staging of Future Drainage Report

Drainage Superintendent Daniel Leduc provided Council with a report to provide them with information in relation to the Vincent Drain Improvement Project and the emergency repair work that has been completed on the Vincent Drain (retaining wall). He advised Council that staff are in receipt of a request from one of the property owners within the watershed boundary to stage the construction project and the report. This would require two separate engineer's reports for two different sections of the same drain.

Councillor Gillis questioned if the report would need to be completed separately to phase the work, or if the work could be phased and included in one engineer's report. CAO Mary Ellen Greb stated that her concern with staging the project is that emergency repairs have already been completed and if anything happens, the Township will be liable and responsible for the work. It was noted that the emergency work may need to be redone as it was not engineered. The Township would prefer that the entire project be completed under the authority of one report.

Council provided direction to staff to proceed with the preliminary on-site meeting with landowners to review the draft report for input from other

affected landowners and to asked that the engineer come to a Council meeting at a later date regarding the potential staging of the project.

Resolution No. 10 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report DD 02-2024: Vincent Municipal Drain: Potential Staging of Future Drainage Report as information.

DISPOSITION: Motion Carried

Appointments (continued)

6:56 p.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-23-13 - Mark & Kathleen DeRover for property located at 283991 Daniel Road

Resolution No. 11 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider Zone Change Application ZN 4-23-13 - Mark & Kathleen DeRover for property located at 283991 Daniel Road at 6:56 p.m.

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the Zone Change Application has been submitted to amend the zoning provisions on the subject lands to recognize an existing dwelling as an additional residential unit (ARU). Special provisions are being requested to recognize the existing distance between the ARU and the main dwelling. The subject lands are described as Part Lot 13, Concession 5 (Dereham), South-West Oxford. The lands are located on the north side of Daniel Road, between Plank Line and Dereham Line, and are municipally known as 283991 Daniel Road.

With the implementation of the Township's ARU zoning provisions now in force and effect, the applicant is applying to allow the existing dwelling, built in 1910, to remain on-site as an ARU rather than be demolished. The applicant is requesting special provision to recognize the existing distance of approximately 250 m (820 ft) between the principal dwelling and the ARU. A special provision is also being requested to permit an increase to the

DISPOSITION: Motion Carried

Resolution No. 13 Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford approve the Zone Change Application submitted by Mark & Kathleen DeRover, affecting lands described as Part Lot 13, Concession 5 (Dereham), Township of South-West Oxford, to amend the existing zoning to permit an existing single detached dwelling to remain on-site permanently, being recognized as an additional residential unit (ARU).

DISPOSITION: Motion Carried

7:05 p.m. - [Committee of Adjustment Hearing](#) - Minor Variance Application A01-2024 - Kody Brekelmans & Hailey Lattimer for property located at 584482 Beachville Road

Resolution No. 14 Moved by George Way
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment to consider minor variance application A01-2024 submitted by Kody Brekelmans & Hailey Lattimer for property located at 584482 Beachville Road at 7:06 p.m.

DISPOSITION: Motion Carried

Resolution No. 15 Moved by Peter Ypma
 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

7:18 p.m. - Daniel Beshara - Railway Crossing Horn Request (Beachville)
CAO 07-2024: Railway Whistle Cessation Implications

Daniel Beshara addressed Council in relation to his request to stop the train horn from sounding through Beachville (Zorra Line crossing). He noted that the railroad crossing is very active and that there are other indicators present at the crossing to warn motorists (i.e. fully operational crossing). He questioned the need for the horn in addition to this.

Chief Administrative Officer Mary Ellen Greb provided Council with a report to examine some of the implications of the Township considering a Railway Grade Crossing Whistle Cessation. Members of Council expressed their support of the train horn for community safety.

Arlene Wright, Beachville resident, spoke in support of the train horn for the safety of surrounding residents and motorists, and commented on the liability and risk that would shift to the municipality if they were to seek railway whistle cessation.

Despina Grimbos, 434844 Zorra Line, questioned if there may be an opportunity to minimize the number of times that the whistle blows or the time of day. She stated that the train horn is not used at the crossing further east on Beachville Road (City of Woodstock).

CAO Greb commented on the process that the Township would need to go through in order to request train horn cessation; there may be potential liability for the municipality should an incident occur that results in a severe loss.

Resolution No. 16 Moved by George Way
 Seconded by Jim Pickard

RESOLVED that the Council receive Report CAO 07-2-24 entitled "Railway Whistle Cessation Implications" as information;

AND FURTHER THAT Council deny the request received from Daniel Beshara to pursue train whistle cessation in Beachville (Zorra Line).

Discussion on the motion:

Councillor Ypma suggested that Mr. Beshara follow up with Oxford County if he wished to pursue the matter

further. CAO Mary Ellen Greb will forward contact information to Mr. Beshara.

DISPOSITION: Motion Carried

** Chief Building Official Howard Leaver arrived at the meeting.*

7:37 a.m. - Hilde and Marcel Makkink re: Request from Makkink's Flower Farm

CL 07-2024: Request from Makkink's Flower Farm re: Installation of Water Cistern for Fire Suppression Purposes

Clerk Julie Middleton provided Council with a report to bring forward a concern and a request to Council received from Makkink's Flower Farm in relation to the need to supply on-site water for fire suppression purposes on their property located at 164604 Kellett Road. Mr. and Mrs. Makkink commented on the staff report and advised that there were not in agreement with what was included in the staff report. Mrs. Makkink advised that she spoke with Township Chief Building Official Howard Leaver and explained to him in detail what they intended to do on their property (flower farm/bakery/café). She stated that they wanted to do everything correctly and were not hiding what they intended to do.

Mr. and Mrs. Makkink stated that they did not receive anything in writing from Township staff that confirmed that they were required to provide on-site water for their building for fire suppression purposes. Discussion took place regarding the requirement to provide on-site water supply for any building that falls under the requirements of Part 3 of the Ontario Building Code (assembly occupancy).

It was also stated that the dry hydrant is not currently in operation and the correct fitting for the dry hydrant has not been supplied by the Township. The drawings for the dry hydrant may be required to understand why it is not working.

Council provided direction to staff to look into the matter in more detail to get all the information clarified and then report back to Council.

Resolution No. 17 Moved by Paul Buchner
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford received report CL 07-2024: Request from Makkink's Flower Farm re: Installation of Water Cistern for Fire Suppression Purposes as information.

DISPOSITION: Motion Carried

* *Chief Building Official Howard Leaver left the meeting.*

Staff Reports (continued)

CL 08-2023: Updated Municipal Alcohol Policy (2024)

Clerk Julie Middleton provided Council with a report to bring forward for their consideration an updated Municipal Alcohol Policy for the Township of South-West Oxford. The draft policy applies to all Township owned facilities and properties. She advised Council that existing requirements have not been removed from the updated policy; however, additional requirements have been added in relation to the responsibility of the special occasion permit holders, alcohol service, worker training, insurance, controls during and in advance of the event. She advised that all Township halls and parks have been included in the updated policy and that input from Township hall and parks boards is welcome in this regard.

Clerk Middleton advised Council that with their support, the updated policy would be circulated to Township hall and park boards for their input, and that if any further changes are required as a result of this circulation, the policy would be brought back to Council at a later date. She advised that there is some urgency to have the policy updated as the existing one is very out of date and there are some larger events coming up in Township facilities. Discussion took place regarding the need to have a special occasion permit at any event taking place at a municipal facility at which alcohol is being served or sold to guests.

Resolution No. 18 Moved by Craig Gillis
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 08-2024: Updated Municipal Alcohol Policy as information;

AND FURTHER THAT Council approve the updated Municipal Alcohol Policy attached as Appendix 'A' to this report and provide direction to staff to provide a copy of the updated Municipal Alcohol Policy to all Township hall and park boards for their information.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

#27 - Final Approval of Oxford County Official Plan Agricultural Policies Update

#28 - Oxford Community Foundation Accepting Applications

#29 - Annual Community Planning and Facility Collaboration Opportunities Meeting between TVDSB and Oxford County

#30 - Letter from WOWC to Premier Ford: Call for Social and Economic Prosperity Review

#31 - LPRCA Approved Minutes of January 3, 2024

#32 - Termination of Automatic Aid Agreement Municipality of Thames Centre

It was discussed that the work on the other half of the Pigram Road bridge will be completed next Spring. The agreement may be needed again at that time.

Resolution No. 19 Moved by Peter Ypma
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #27 to #31 inclusive as information and that they be noted and filed;

AND FURTHER THAT in relation to item #32, Council provide direction to staff to looking to the potential need for a new temporary automatic aid agreement for the Spring of 2024.

DISPOSITION: Motion Carried

Accounts Payable Report

February 20th, 2024 - Accounts Payable Report

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

RESOLVED that the following Accounts be approved for payment:

Accounts Payable	
February 4 th to February 17 th , 2024	\$255,751.00
Bi-Weekly Payroll #3	\$51,032.07
Total:	\$306,783.07

DISPOSITION: Motion Carried

Information Items & Correspondence

#33 - County of Renfrew Resolution re: Affordability of Water and Wastewater Rates

#34 - Township of Lanark Highlands Resolution re: Conservation Officer Reclassification

Resolution No. 21 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #33 and #34 as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 11-2024 - To appoint members to the Mount Elgin Hall Board
- By-Law No. 12-2024 - To appoint members to the Hilltop Park Committee
- By-Law No. 13-2024 - To appoint members to the Salford Hall Board
- By-Law No. 14-2024 - To appoint members to the Foldens Hall Board
- By-law No. 15-2024 - To amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-22-07 - Catherine White)
- By-law No. 16-2024 - To amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-23-12 - Auvergne Farms Ltd.)
- By-law No. 17-2024 - To amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-23-13 - DeRover)

- By-law No. 18-2024 - To authorize the Mayor and Clerk to execute a memorandum of agreement between the Township and Upper Thames River Conservation Authority
- By-law No. 18-2023 - To provide for drainage works (Greenworld Municipal Drain) - ***Third and final reading only***

Resolution No. 22 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. 11-2024 being a By-law to appoint members to the Mount Elgin Hall Board
- By-Law No. 12-2024 being a By-law to appoint members to the Hilltop Park Committee
- By-Law No. 13-2024 being a By-law to appoint members to the Salford Hall Board
- By-Law No. 14-2024 being a By-law to appoint members to the Foldens Hall Board
- By-law No. 15-2024 being a By-law to amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-22-07 - Catherine White)
- By-law No. 16-2024 being a By-law to amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-23-12 - Auvergne Farms Ltd.)
- By-law No. 17-2024 being a By-law to amend Township of South-West Oxford Zoning By-law (Zone Change Application ZN 4-23-13 - DeRover)
- By-law No. 18-2024 being a By-law to authorize the Mayor and Clerk to execute a memorandum of agreement between the Township and Upper Thames River Conservation Authority

DISPOSITION: Motion Carried

Clerk Julie Middleton noted that third reading of By-law No. 18-2023 is required – this is the provisional by-law for the Greenworld Municipal Drain.

Resolution No. 23 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that By-Law No. 18-2023 and By-laws No. 11-2024 to 18-2024 inclusive be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-Laws and affix the corporate seal.

DISPOSITION: Motion Carried

Committees

- Environment and Energy Innovation Committee Minutes
- Engage and Inform Committee Meeting Minutes
- SWOX Housing Opportunities Committee Meeting Minutes

Resolution No. 24 Moved by George Way
 Seconded by Valerie Durston

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

- Environment and Energy Innovation Committee Minutes of December 6, 2023;
- Engage and Inform Committee Minutes of December 14, 2023;
- SWOX Housing Opportunities Committee Minutes of December 5, 2023.

DISPOSITION: Motion Carried

New Business

Email from Kyle re: Woodstock Towing Request

Councillor Pickard commented on an email received regarding local towing needs. Staff were not aware of the request and were asked to look into this in more detail. It was questioned whether or not the OPP utilize local towing companies when these services are required.

Council Round Table

Council members shared updates from their respective wards and community involvement. Sweaburg Minor Ball has completed registration – they have four teams for the season. Sweaburg Parks and Recreation fundraising for the pickleball court will start right away – the Lions Club have some funds allocated for the project. Dereham Centre Hall Board will host their Annual General Meeting on March 20th, 2024 at 7:00 p.m. They will be working on drainage in the park in June, 2024. Mount Elgin Hall Board will meet again on February 26th. Mount Elgin Parks and Recreation are working on getting quotes for resurfacing the tennis court. Salford Hall Board will meet again on March 5th, 2024. Winter Walk for Warmth will be taking place this Saturday, February 24th at the Lawson Tract. JTK Meats circulated the flyer and will be collecting donations. Beachville Fire Hall is hosting recruit training this upcoming weekend. Brownsville Hall Board meeting took place last Wednesday – the sharing cupboard is now open for residents – their Annual General Meeting is coming up on March 13th. West Oxford, Harris Street and Sweaburg Cemetery Annual General Meeting will take place this Saturday morning at 10:00 a.m. Broadband internet has been installed along Curry Road and Clarke Road – Five Points and Wilson will be next. Mayor Mayberry spoke with Human Services at Oxford County again regarding child care in the Township at the Salford Hall – the provider would like to have full access to a facility.

Confirmatory By-law

By-Law No. 19-2024 - To confirm all actions and proceedings of Council (February 20th, 2024)

Resolution No. 25 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that By-law 19-2024 being a By-law to confirm the proceedings of Council held Tuesday, February 20th, 2024 be read a first, second and third time this 20th day of February, 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 Paul Buchner
 Seconded by Craig Gillis

RESOLVED that there being no further business, the
Council meeting be adjourned at 8:54 p.m. to meet
again on Tuesday, March 5th, 2024 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.