

**Township of South-West Oxford
Council Minutes
November 19, 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
Adam Prouse, Works Superintendent
Brooke Crane, Treasurer
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 George Way
Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the November 19th, 2025 meeting of council be approved, as amended (closed session).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

November 5th, 2024 Regular Council Meeting Minutes

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

6:37 p.m. - Rob Walton - Township of South West Oxford – Urban Storm Water System Operations and Financing Options

Rob Walton, on behalf of rw2 Engineering, presented a report to Township Council regarding the assessment of storm drainage systems in the communities of Beachville, Brownsville, Salford, Sweaburg, and Mount Elgin. The report, dated June 26, 2024, was reviewed by Council on July 9, 2024, and Council directed rw2 Engineering and Township staff to conduct public consultation.

The consultation included publishing the report on the Township website and holding a public meeting on September 18, 2024. The meeting had 48 registered attendees, with additional unregistered residents also present. The meeting was well-attended with numerous questions and comments. Thirteen comment submissions (via sheets or emails) were also received. Rob Walton commented on some of the public feedback received through the public consultation session and comment sheets received. He provided a summarized response for Council in relation to feedback received which is detailed in his report to Council. He further commented on proposed costs for several properties within the Township that are greater than 0.4 ha.

The Township currently funds urban stormwater maintenance through a combination of taxation and Drainage Act maintenance fees, but the June report outlined the need for changes to this approach. Based on the report and public feedback, the following recommendations were made:

1. Develop a Stormwater Fee By-Law: Introduce a new fee structure for the five communities, with initial fees set at \$9 per month for Mount Elgin and \$5 per month for the others.
2. Create a financial plan for urban stormwater be developed alongside the By-Law to confirm the appropriate rates.
3. Develop a plan to clean out the Graydon Storm Water Management Pond in 2025/26 before surrounding development occurs.
4. Develop an operations and maintenance plan for urban stormwater systems, including an agreement with the County of Oxford for maintenance on County roads.

It is expected that the proposed tiered rate system will result in Mount Elgin contributing approximately 50% of the total stormwater maintenance revenue over the next 10 years. Detailed financial projections are anticipated to show that Mount Elgin's contributions will cover the costs of maintaining its stormwater system.

Councillor Pickard raised a concern that during the public consultation session, residents expressed the desire for a two-tiered rate within the village of Mount Elgin. He questioned why this approach is not being recommended.

RESOLVED that the Council of the Township of South-West Oxford receive the report prepared by Rob Walton, rw2 Engineering, dated November 13th, 2024 as information;

AND FURTHER THAT Council provide direction to staff to develop a financial plan for Urban Storm Water Maintenance with a consultant at an estimated cost of \$10,000;

AND FURTHER THAT Council authorize that the Graydon Phase 1 pond be budgeted to be cleaned out in 2025 and that cost estimates for the work be developed by Township Staff for the 2025 budget;

AND FURTHER THAT Council approve the development of a Storm Water Fee By-Law and manual at an estimated cost of \$18,000 with the concept of two tiered rates, as follows;

- Mount Elgin initially \$9/month;
- Beachville, Brownsville, Salford and Sweaburg initially \$5/month;
- The rates for all properties larger than 0.4 hectares to be calculated based on actual runoff compared to the minimum fee set above;
- The fee set in the By-Law is to be confirmed by the financial plan;
- The By-Law to be considered by Council for enactment in March/April 2025 and billing to start July 1, 2025.

AND FURTHER THAT Township staff and rw2 Engineering develop a written operational program for the Urban Storm Water Operations in 2025/2026 at an estimated cost of \$15,000.

AND FURTHER THAT an agreement be negotiated with Oxford for storm water maintenance costs on County Roads at an estimated cost \$3,000.

Discussion on the motion:

Discussion took place regarding how the costs for the work to be completed with a consultant will be funded, as well as the amount already paid for the work

completed to date. Treasurer Brooke Crane advised that staff recommend funding the costs from the Township's modernization reserve.

Council members inquired about the scope of the work involved and the development of a manual and stormwater operational program for the Township. Rob Walton explained that the program would provide direction to staff on what is required to operate and maintain the stormwater management systems moving forward.

Moved by Peter Ypma
Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford **defer** a decision on this matter to the December 3rd, 2024 Council meeting pending receipt of a report from staff to provide more explanation in relation to what will be included in the recommended work and what has been completed and paid to date.

DISPOSITION: Motion Carried

7:13 p.m. - Richard Bell, Grove Cemetery - 2025 Community Grant Request

Richard Bell, on behalf of Grove Cemetery, presented the committee's 2025 community grant request to the Township. The committee is requesting \$1,230.00 from the Township in 2025 to be used towards grounds maintenance. Brief discussion took place regarding cemetery operations over the past year. Mr. Bell thanked Council for their ongoing support.

7:18 p.m. – Darlene Graham and Darlene Julian, Beachville Royal Canadian Legion – 2025 Community Grant Request

Darlene Graham and Darlene Julian, on behalf of the Beachville Royal Canadian Legion, presented the organization's 2025 community grant application to the Township. They provided an overview of the organization's mandate and operations. The Legion is requesting \$3,000 from the Township in 2025 to support the Remembrance Day banners and brackets (Honour Our Veterans Banner Program) in Beachville. The funds would be used to promote remembrance in the community. The brackets would be available year-round for use with other decorations, such as for Canada Day and Christmas, and would be mounted on EARTH Hydro poles in Beachville.

Councillor Ypma inquired about the area represented on the poles and banners. Darlene Julian explained that the program will initially feature members from the Beachville area. It was also noted that some program banners are left up year-round in surrounding communities.

7:30 p.m. - Jim Eager and Peter Krats, Ingersoll District Nature Club - 2025 Community Grant Application

Jim Eager, on behalf of the Ingersoll District Nature Club, presented the organization's 2025 community grant application to Council. The organization is requesting \$4,500 from the Township in 2025 to support the treatment of phragmites in and around the pond and the rebuilding of the outhouse (due to a collapsed floor). The club also plans to replace the notice board and address a beetle infestation at the picnic pavilion.

A discussion took place regarding parking at the trail, as the road is very narrow. The organization requested that no parking signage be posted on the south side of the road, noting that this would require a by-law. Council directed staff to investigate parking options in the area of the trail. The organization thanked Council for its ongoing support.

7:41 p.m. - Stephen Gradish, President - Tillsonburg Minor Hockey Inc. - 2025 Community Grant Request

Stephen Gradish, on behalf of Tillsonburg Minor Hockey Inc., presented the organization's 2025 community grant application to Council. The organization is requesting \$2,000 from the Township in 2025 to be used towards their hockey skills development program. He advised that OMHA has regulations in place to allow all children to travel to the closest community hockey association to play. Approximately 10% of their registrations come from South-West Oxford.

7:45 p.m. - Laurie Canham Kilby - Ingersoll Skating Club - 2025 Community Grant Request

Laurie Canham Kilby, on behalf of the Ingersoll Skating Club, presented the organization's 2025 community grant application to Council. The organization is requesting \$2,000 from the Township in 2025 to be used towards offsetting ice rental costs to keep the registration fees reasonable for families. 14% of fall registrants are South-West Oxford residents. Learn to skate programs range in cost from \$220 to \$440 annually. Figure skating programs are approximately \$800 for the year.

