

Township’s gravel pit, which is not noted in the report. This is estimated to be in the \$200,000 range (grading, seeding, tree planting costs). These costs will only be incurred by the Township when the asset is retired or sold. The review of AROs will be completed as part of the annual policy review process. In response to an inquiry from Council, it was confirmed that there are health-related issues or concerns with respect to asbestos in some Township facilities – it will only be a concern if the material is disturbed or removed (found in some pipe wrap and flooring).

Resolution No. 4 Moved by George Way
 Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive report FIN 01-2024: Asset Retirement Obligations Policy as information;

AND FURTHER THAT the Council of the Township of South-West Oxford approve the Asset Retirement Obligations Policy attached as Appendix A to this report.

DISPOSITION: Motion Carried

9:30 a.m. - Ronda Stewart, Economic Development Director - Year in Review Update

Ronda Stewart, Economic Development Director, on behalf of the Rural Oxford Economic Development Corporation, provided a year in review presentation for Council and commented on the following activities of the ROEDC over the past year (2023):

- Responded to 338 general and marketing inquiries;
- Assisted with 37 expansion support inquiries;
- Responded to 56 land and development inquiries;
- Conducted 28 business site visits;
- Attended 24 business related events locally;
- \$7.5+ million invested by 14 private sector companies – this shows interest in investment in rural communities;
- Featured 13 businesses on the rural oxford economic development shopping channel;
- Participated in 8 rural business grand openings and announcements;
- 201,550 persons reached across all social media channels;
- ROEDC website was redeveloped and updated (local marketing and communications);
- Discussion took place regarding upcoming ROEDC awards banquet – it was noted that there are a certain number of seats available for

- municipal representatives but capacity is limited. Award nominations are now open and they need to be submitted by April 19th, 2024; and
- Discussion also took place regarding the recent joint career expo that took place in Woodstock – this was a great event and very well attended. It is anticipated that this event will take place again next year.

Resolution No. 5 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive the Rural Oxford Economic Development Corporation Year in Review report for 2023 as information.

DISPOSITION: Motion Carried

Staff Reports

BD 02-2024: February 2024 Building Report

Chief Building Official Howard Leaver provided Council with a report to provide them with an overview of the status of the activities in the building department as of the end of February 2024. He noted that the year has started slow but that the number of permits coming in have picked up in March.

Discussion took place regarding the ongoing process of closing old permits – it was stated that this is ongoing but is a very slow process and, in some cases for very old permits, there is information missing. CBO Leaver stated that the work cannot be done by a summer student and that the work requires knowledge and experience with the permitting process and construction.

Resolution No. 6 Moved by Paul Buchner
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD-2024-02 February 2024 building report as information.

DISPOSITION: Motion Carried

CL 16-2024: Request from Brownsville Hall Board - Purchase of outdoor combination garbage and recycling container

Clerk Julie Middleton provided Council with a report to bring forward a request received from the Brownsville Hall Board to purchase a combination waste and recycling collection container for use at the Brownsville Community Centre/Park to be funded from the Township's waste management reserve. The request is in support of the Township's zero waste initiatives and efforts to divert waste from the local landfill.

Resolution No. 7 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 16-2024: Request from Brownsville Hall Board - Purchase of outdoor combination garbage and recycling container as information;

AND FURTHER THAT Council approve the purchase of one Trash/Recycling Triple Unit container (blue) for the Brownsville Community Centre and Park in the amount of \$2,318 plus shipping and HST from Barco Products, and that the purchase be funded from the Township's Waste Management Reserve.

DISPOSITION: Motion Carried

TR 01-2024: Statement of Council Remuneration and Expenses 2023

Treasurer Brooke Crane provided Council with a report to provide a summary of the remuneration, conference and seminar expenses paid to Council members for 2023 as per By-Law No. 71-2021.

Resolution No. 8 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of The Township of South-West Oxford receive Report No. TR 01-2024 entitled "Statement of Council Remuneration and Expenses - 2023", for the year ended December 31, 2023, as information.

DISPOSITION: Motion Carried

Appointments (continued)

9:45 a.m. - Development Planner Spencer McDonald - Public Meeting: Zone Change Application ZN 4-21-01 submitted by Dick & Esther Scholten for property located at 293225 Culloden Line

Resolution No. 9 Moved by Jim Pickard
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider Zone Change Application ZN 4-21-01 submitted by Dick & Esther Scholten for property located at 293225 Culloden Line (The Hot Oven).

DISPOSITION: Motion Carried

Development Planner Spencer McDonald explained that the zone change application proposes to add site specific zone provisions on the subject property to recognize the existing retail sales of baked goods within a detached garage on the subject property while also retaining the currently permitted residential uses. Currently the maximum floor area permitted for home occupations in the 'RR' zone is 25 m² (269 ft²), whereas the applicants propose, and currently occupy, a gross floor area of 96 m² (1,032 ft²) attributed to their home occupation. The zone change seeks to recognize the continued use of the existing garage for the home occupation (known as “The Hot Oven”) bakery. No new development is proposed as a result of the proposed zone change.

The subject lands are described as Part Lot 22, Concession 5, (Dereham), within the settlement of Verschoyle, in the Township of South-West Oxford. The lands are located on the west side of Culloden Line, between Mount Elgin Road and Daniel Road and are municipally known as 293225 Culloden Line. The lands are approximately 3,231 m² (34,779 ft²) in area and contain a single detached dwelling and a detached garage.

Surrounding land uses are primarily single detached residential dwellings to the north, south and east and agricultural uses to the west. A neighboring property to the south also contains a home occupation, recognized through zoning (JTK Meats to the south which offers retail sales of frozen meat products).

Planning staff are recommending support of the application as it complies with the policies of the Provincial Policy Statement and the Official Plan regarding development within rural clusters.

DISPOSITION: Motion Carried

Staff Reports (continued)

CAO 08-2024: Council input for 2024-2033 Development Charges Update

Chief Administrative Officer Mary Ellen Greb provided Council with a report to seek final approval from Council in relation to proposed updates to the Township's draft development charges by-law. She advised that the Township of Zorra will be implementing DCs on Industrial development under the new By-Law, with EZT and Norwich also considering the same. Tillsonburg and Ingersoll will not be collecting DCs on Industrial development. The County will not be collecting development charges for industrial development either.

The Economic Development Officers of Oxford County are not supportive of implementing industrial development charges at the County level as this may make municipalities less competitive in the site selection process. Rural Townships are rarely the site of large industrial development due to servicing requirements. While it could be argued that implementing industrial development charges may discourage the smaller industrial sector from developing, the Township does charge DCs for new commercial developments. The goal is for growth to pay for growth. All exemptions are to be funded by the Township, regardless of whether the exemption is statutory or non-statutory. In effect, it is a loss of revenue to the municipality which will have to be funded via taxes, reserves, or other financial resources if the development charges are not collected – Council needs to be aware that this cost will need to be budgeted for if not collected through DCs. It was noted that industrial development has an impact on roads and fire protection services in particular. As soon as a building permit is issued for the development, then the Township becomes responsible for this cost.

It was discussed that the County has used the fact that Oxford rural municipalities don't charge development charges as a selling point for over ten years – the impact in terms of competitive position is not clear. There is not a lot of industrial land available for development in the Township. There has been a recent shift among rural municipalities to start charging for industrial development.

There will need to be some consultation with the ROEDC to find out if any business discussions have taken place in which a potential development has been advised that industrial development charges will not apply. The proposed charges will come into effect on June 18th, 2024 if approved.

Resolution No. 12 Moved by George Way
Seconded by Craig Gillis

RESOLVED the Council provide input to staff regarding the following proposed changes to the non-statutory Development Charge exemptions in the new by-law (change from previous by-law):

- Removal of the industrial exemption to allow for charging DCs on industrial development
- Removal of the farm exemption for bunkhouse to allow for charging DCs on bunkhouse (charge would be imposed per bed based on Ministry of Health occupancies)

AND FURTHER THAT Council confirms that the following provisions be included in the draft updated Township development charges by-law:

a) Policy standards:

1. annual indexing of development charges on June 13 of each year;
2. expression of residential and non-residential development charge rates;
3. default collection point of development charges at the time of building permit, unless otherwise provided for through agreement; and
4. front-ending and service in-lieu agreements.

b) Non-statutory exemptions:

1. non-residential farm buildings;
2. places of worship
3. public hospitals
4. long term care homes
5. temporary dwelling units;
6. temporary structures; and
7. private schools.

AND FURTHER THAT a public meeting to consider an updated Development Charge Background Study and related Development Charge By-Laws for the Township be held on May 7, 2024, at the Township's regular scheduled meeting.

DISPOSITION: Motion Carried

Public Notice will be provided for the statutory public meeting to take place on May 7th for the Township's development charges by-law.

* *Development Planner Spencer McDonald left the meeting.*

CL 17-2024: Vincent Municipal Drain Update - Potential Phasing of Project

Clerk Julie Middleton provided Council with a report to bring forward follow up information for Council regarding the status of the Vincent Municipal Drain improvement project, completion of the engineer's report, and to obtain their direction with respect to the potential phasing of the project under two separate engineer's reports. She advised Council that written comments have been received from Birtha Wall and read these comments out loud.

Discussion took place regarding the possibility of enclosing the municipal drain and related approvals that would be required to do this. Discussion also took place regarding the possibility of debenturing the costs assessed to land owners over a five-to-ten-year period of time.

Resolution No. 13 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 17-2024: Vincent Municipal Drain Update - Potential Phasing of Project as information;

AND FURTHER THAT Council defer a decision on this matter pending comment from the Township's engineer in relation to email communication received from Birtha Wall and the possibility of enclosing the municipal drain.

DISPOSITION: Motion Carried

Discussion Items

Tree Planting along Roadways (safety concerns) - Email from Eric Van Moerkerke

Works Superintendent Adam Prouse advised that road sides are a good location to plant and replace trees. He confirmed that trees are not planted near municipal drains, power lines, intersections, etc. The Township has delegated the authority to the Works Superintendent to determine tree planting locations. Land owner notification is not required. Public works staff will continue operations as usual.

* Council took a five-minute break at 10:40 a.m.

Agenda Items & Correspondence

#63 - Safe and Well Oxford Meeting Minutes

#64 - DEI Action Coalition Meeting Minutes and draft Inclusion Charter

#65 - For Review: SWPH Actions to Reduce Alcohol-Related Harms Report

#66 - Oxford County Launch of Curbside Collection Community Engagement

#67 - County of Oxford: 2023 annual [drinking water reports](#):

[Beachville](#)

[Brownsville](#)

[Dereham Centre](#)

[Mount Elgin](#)

#68 - Oxford County Report PW 2024-15 - 2023 Annual Waste Management Reports

#69 - Oxford County Report PW 2024-13: Updates to Water Capacity Buy-Back Program

#70 - March 26, 2024 UTRCA Board of Directors and [Hearing Committee Meeting Notice](#)

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

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #63 to #70 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

April 2nd, 2024 - Accounts Payable Report

Resolution No. 15 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that the following Accounts be approved
 for payment:

Accounts Payable for March 17 th to March 30 th , 2024	\$2,043,260.72
Bi-Weekly Payroll #6	\$53,565.93
Fire Pay #3	\$23,974.64
Council Pay #3	\$8,624.58
Total:	\$2,129,425.87

DISPOSITION: Motion Carried

Information Items & Correspondence

#71 - Township of Terrace Bay Resolution re: Energy Transition

*#72 - Township of Clearview Endorsement of Bill C-63 in the House of
 Commons*

#73 - Township of Warwick Resolution re: access to natural gas in Ontario

*#74 - Town of Whitby Resolution re: Ontario Energy Board's Decision to end the
 Gas Pipeline Subsidy*

*#75 - Township of Adelaide Metcalfe Resolution re: Request to Increase Tile
 Drain Loan Amount*

*#76 - Northumberland County Resolution re: Review of Ontario Works and
 Ontario Disability Support Program Financial Assistance Rates*

*#77 - Town of Lincoln Resolution re: Urgent Need for Increased Funding for
 Museums and Libraries*

*#78 - Town of Bracebridge Resolution re: Request to the Province of Ontario
 for New Provincial-Municipal Fiscal Framework*

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

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #71 to #78 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 25-2024 - To appoint members to the Brownsville Hall Board
- By-Law No. 26-2024 - To amend Township of South-West Oxford Zoning By-law (ZN 4-24-01 - Scholten)

Resolution No. 17 Moved by Peter Ypma
 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. 25-2024 being a by-law to appoint members to the Brownsville Hall Board for the year ending December 31st, 2024;
- By-Law No. 26-2024 being a by-law to amend Township of South-West Oxford Zoning By-law (ZN 4-24-01 – Dick and Esther Scholten – The Hot Oven).

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Valerie Durston
 Seconded by Jim Pickard

RESOLVED that By-Laws No. 25-2024 and 26-2024 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

Strategic Planning

CL 18-2024: SWOX Strategic Plan 2023 to 2026 - Summary and Progress Report

Clerk Julie Middleton provided Council with a report to provide them with a summary of comments and input received from members of Council and staff in relation to the short and long-term goals established in relation to the Township's new strategic planning initiatives, and to provide an opportunity for members of Council to provide any additional feedback that they may have. She advised Council that a report will be brought forward on a quarterly basis as an update, for consideration and additional input.

Resolution No. 19 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 18-2024: SWOX Strategic Plan 2023 to 2026 - Summary and Progress Report as information;

AND FURTHER THAT Council provide direction and comment to staff in relation to the short and long-term goals established in relation to the Township's new strategic planning initiatives.

DISPOSITION: Motion Carried

New Business

Site Plan Development Review Fees

Mayor David Mayberry provided an update to Council and staff regarding the increased fees for site plan development review by County public works staff. He noted the importance that the review is done correctly and thoroughly – the fees are required for cost recovery of staff's time.

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 (staff resignation);
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board (potential purchase of land).

Resolution No. 20 Moved by Jim Pickard
 Seconded by Peter Ypma

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 (staff resignation);

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

DISPOSITION: Motion Carried

Resolution No. 21 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 11:59 a.m.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. Township Easter Egg hunts took place this past weekend and were very successful – many donations and partnerships were needed to make the events happen. The Beachville Museum Board will meet again next Wednesday. Foldens Hall Board will meet tonight. Pancake Breakfast in partnership with the Sweaburg Lions Club will take place on Sunday, April 21st, 2024. Environment and Energy Innovation Committee meeting will take place tomorrow. ROEDC Board will meet again on April 19th, 2024 – members of Council are encouraged to review awards categories and consider nominations. Dereham Centre Hall Board will be hosting a community BBQ on Tuesday, June 18th from 5 to 7 p.m. The Mount Elgin Community Centre Hall Board is working on receiving quotes to replace bathroom stalls in the facility (proposed capital project for next year). It was noted that the EV charger in Mount Elgin is still not registering a fee for users – Clerk Julie Middleton will look into this. The hall board would like to consider other options for snow removal going forward at the facility. Tillsonburg Minor Ball will be using the ball diamond at the park this summer four nights a week. Discussion took place regarding a near miss incident at the Tillsonburg Airport as a result of nearby trees – this incident was not reported immediately. The airport would like to purchase the lands. Salford Hall Board will meet again tonight. The Engage and Inform Committee is hosting their

annual Earth Day event on Saturday, April 20th. Mayor Mayberry will be meeting with Execulink to discuss additional funding that has been received for broadband internet and future Beachville Road extension project. SWOX Tour for Local Government Week Essay Writing Contest winners will take place on Friday, April 12th and start at the municipal office.

Confirmatory By-law

By-Law No. 27-2024 - To confirm all actions and proceedings of Council (April 2nd, 2024)

Resolution No. 22 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that By-law 27-2024 being a By-law to confirm the proceedings of Council held Tuesday, April 2nd, 2024 be read a first, second and third time this 2nd day of April, 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. 23 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that there being no further business, the Council meeting be adjourned at 12:19 p.m. to meet again on Tuesday, April 16th, 2024 at 6:30 p.m.

DISPOSITION: Motion Carried

Original signed by,

Original signed by,

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.