

Township of South-West Oxford
Council Minutes
March 18, 2025

Members Present:

Mayor: Mayor David Mayberry, Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4) -
Councillors: virtually, Jim Pickard (Ward 5), Craig Gillis (Ward 6)

Members Absent:

Paul Buchner (Ward 1)

Staff Present:

Mary Ellen Greb, CAO/Deputy Clerk
Julie Middleton, Clerk/Deputy CAO
Brooke Crane, Treasurer
Shane Caskanette, Fire Chief & CEMC
Laurel Davies Snyder, Development Planner

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 Jim Pickard
 Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the March 18th, 2025 meeting of council be approved, as amended (AMO Workshops).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes

March 4th, 2025 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that the regular minutes of the March 4th, 2025 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 16-2025: Business Arising from the Minutes of March 4th, 2025

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. 3 Moved by Craig Gillis
 Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive report CL 16-2025: Business Arising from the Minutes of March 4th, 2025 as information.

DISPOSITION: Motion Carried

Appointments

6:35 p.m. - Tom Healy and Dilan Unutkan, wpd Canada Corporation re: Introducing wpd Canada Corporation and our proposed renewable energy project, Cedar Flats Wind

Council received a presentation from wpd Canada Corporation regarding the Cedar Flats Wind project. The project aims to develop up to 200 megawatts of generating capacity through the installation of 30 to 35 turbines, potentially providing power to approximately 80,000 homes. Tom Healy, Senior Development Manager, outlined the project timeline, noting that public engagement sessions are planned for April, 2025. He commented on the need for a municipal support resolution by October, 2025 to participate in the provincial bidding process this Fall.

Wpd Canada will be conducting an agricultural impact assessment and is seeking community input on the structure of a community benefits fund connected to the project if it proceeds.

Members of Council raised concerns about the timing of the information session proposed, as the week of April 28 may coincide with a busy period for farmers. Councillor Ypma suggested adjusting the schedule to ensure better participation.

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

RESOLVED that the Council of the Township of South-West Oxford receive report BD 04-2025: February 2025 Building Report as information.

DISPOSITION: Motion Carried

Deferred at March 4th, 2025 meeting:

CL 14-2025: Consideration of Further Amendments to the Procedural By-law – Consent Agenda

Clerk Julie Middleton provided Council with a report to seek Council's direction on further amendments to the recently updated Procedural By-law to include provisions for a Consent Agenda. She noted that this item was deferred from the March 4th Council meeting for further consideration and discussion among Council. She explained that there are portions of the Township's current agenda format that function similar to a consent agenda.

Resolution No. 7 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 14-2025: Consideration of Further Amendments to the Procedural By-law - Consent Agenda as information;

AND FURTHER THAT Council provide direction to staff to add provisions for a Consent Agenda to the Township's updated Procedural By-law, with agenda and information items, correspondence and information items and committee items being included on the Consent Agenda portion of regular Council meeting agendas.

DISPOSITION: Motion Carried

Appointments (continued)

7:15 p.m. - Consideration of the Sale of Part of the Henrietta St. Road Allowance (proposed purchase from Teresa Ptak)
CL 17-2025: Follow Up: Request to Purchase Land - Teresa Ptak - Part of Henrietta Street Road Allowance (Beachville)

Clerk Julie Middleton provided Council with a report to provide them with follow-up information in relation to the request from Teresa Ptak to purchase a portion of the Henrietta Street road allowance abutting her property at 31 (19) Raglan Street, Beachville.

She explained that the purpose of this report is to provide an update on the request received from Teresa Ptak to purchase a portion of the Henrietta Street road allowance abutting her property at 31 Raglan Street. Since this matter was initially brought forward, and circulated for public comment, staff have received additional expressions of interest in the lands from neighboring property owners, and there has been further discussion regarding the potential development proposed by Ms. Ptak with planning staff.

As part of the review process, staff circulated notice to surrounding residents within 120 meters of the subject lands. In response, we have received a petition in opposition to the sale, written objections, and additional requests from neighboring property owners who have expressed interest in purchasing portions of the road allowance themselves. Concerns raised by the public include ongoing maintenance of the lands themselves, potential drainage impacts, effects on existing wells, and other environmental considerations.

She stated that tonight's meeting is intended to provide Council with a summary of the feedback received through the public consultation process and to allow for questions and discussion. Additionally, this meeting provides an opportunity for Council to consider any further input from members of the public in attendance. Ms. Middleton stated that given the feedback received and the questions that have arisen regarding the planning implications, it may be beneficial to defer a final decision on the sale to allow staff and Ms. Ptak to further discuss the planning considerations in more detail. However, the staff report outlines a range of options for Council's consideration, should Council wish to move forward with a decision tonight.

Members of Council asked questions for clarification regarding the proposed request to purchase the land and related development application. Members of the public were then provided with an opportunity to address Council in relation to the request.

Glen Crawford (46-48 Oxford St.) stated that he and one of his neighbors had attempted to purchase the adjacent property in the past but was denied. He suggested that if the land is to be sold, all neighboring property owners should be given the opportunity to purchase it. While he is not opposed to development, he believes alternative access points should be considered. He also raised concerns regarding drainage, the impact on existing wells, and the potential effects of development on surrounding properties. Mr. Crawford expressed interest in purchasing the land adjacent to his property.

Ed Ellis (11 Raglan St.) noted that there are other possible access points for the lots and raised concerns about water seepage, which occurs every spring. He advised that he had to install a swale in his backyard and is concerned about the impact of a septic system near his rear property line, particularly if there were ever a failure that could cause effluent to flow onto his land. He also questioned whether the tile bed should be placed in the area where an existing well is located. Mr. Ellis stated that he has been maintaining the land abutting his property to the south for over 20 years and would like the opportunity to purchase it. He questioned whether the slope of the land would prevent a driveway from being constructed in the proposed location and asked why access could not be provided through the existing driveway instead. He reiterated his interest in purchasing the 33-foot section of land adjacent to his property.

Lisa and Chris Clements raised concerns about existing drainage issues in their backyard and the potential for increased water runoff from the proposed development. They noted that the laneway has a 15 to 20-degree slope and questioned whether storm sewers would need be installed if development were to occur. They also expressed concerns about where plowed snow would be placed and how it would impact their property when it melts. They noted that the area is already very muddy and questioned how additional runoff would be managed. Concerns were also raised regarding their well, which is hand-dug and only about 30 feet deep; if water levels are affected, they would need to dig deeper and install a pump. They pointed out the presence of mature trees in the area, including red mulberry trees, which are a species at risk in Ontario. It was questioned whether these trees are located on Township property and noted that the area contains more than 100 trees, providing privacy and reducing noise. They expressed interest in purchasing the land adjacent to their property and stated that their shed already experiences flooding seasonally, which they do not want to see worsened.

Nick and Nancy Donker (54 Oxford St. W.) shared similar concerns as the Clements, particularly regarding existing water and drainage issues. They noted that a walking trail currently exists within the road allowance and questioned the impact of development on local wildlife. They also raised concerns about garbage collection, noting that residents may need to bring their garbage to the end of the road for pickup. They expressed interest in purchasing the portion of land adjacent to their property.

A discussion followed regarding the environmental impact assessment requirements, particularly in relation to surrounding significant woodlands and valleylands.

RESOLVED the Council of the Township of South-West Oxford receive report CL 15-2025: Request from Sweaburg Minor Ball Association - Fence Sign Advertising Campaign as information;

AND FURTHER THAT Council approve the request from Sweaburg Minor Ball Association to allow for sponsorship advertising at the Sweaburg Ball Diamond from April to September annually, subject to compliance with the Township's Sign Policy;

AND FURTHER THAT Council authorize an amendment to the Township's Fees and Charges By-law to incorporate sponsorship opportunities at the Sweaburg Ball Diamond and that staff be directed to work with Sweaburg Minor Ball Association to ensure proper implementation and compliance with the Township's approved Sign Policy as outlined in this report.

DISPOSITION: Motion Carried

DD 05-2024: Confirmation of Drainage Tender for Piper Drain 2024

Council received a report from Drainage Superintendent Daniel Leduc to present the results of the tenders that were received for the construction of the Piper Drain. The call for tenders closed on March 6th, 2025. Staff is recommending that the lowest bid be accepted.

Resolution No. 10 Moved by Craig Gillis
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report DD 05-2025: Confirmation of Drainage Tender for the Piper Drain for information;

AND FURTHER THAT the tender submitted by Robinson Farm Drainage in the amount of \$451,534.20 plus HST (\$510,233.64 including HST) for the construction of the Piper Drain be approved.

DISPOSITION: Motion Carried

TR 02-2025: Statement of Council Remuneration and Expenses - 2024

Treasurer Brooke Crane provided Council with a report to provide them with a summary of the conference and seminar expenses paid to Council members for 2024, as required by the Municipal Act.

Resolution No. 11 Moved by Jim Pickard
 Secoded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 02-2025 entitled "Statement of Council Remuneration and Expenses - 2024" for the year ended December 31, 2024 as information.

DISPOSITION: Motion Carried

TR 03-2025: Overtime Costs in 2024

Treasurer Brooke Crane provided Council with a report to provide them with a summary of the overtime that was worked and paid out to staff in the year 2024. Discussion took place regarding the trends over the last two years – it was noted that overtime in 2024 was down slightly from 2023.

Resolution No. 12 Moved by Peter Ypma
 Secoded by Valerie Durston

RESOLVED that Council receive Report No. TR 03-2025: Overtime Costs in 2024 as information.

DISPOSITION: Motion Carried

Discussion Items

Request from Straw Boss re: permission to use the cistern located at Elgin Drive and Mount Elgin Road

Councillor Ypma spoke to the request from Straw Boss, explaining that the company is planning an addition and is working with RSM Building Consultants on their building permit application. They have been advised that an on-site water supply is required for fire suppression purposes under the Ontario Building Code, prompting their request for an alternate solution.

A discussion followed regarding the amount of water needed and potential locations for its supply. It was noted that two cisterns are being installed on Elgin Drive in the Mount Elgin Heights Subdivision for firefighting purposes for

the subdivision. There may be space to add an additional cistern in the future. Councillor Ypma emphasized the urgency of making a decision on this matter for Straw Boss.

Clerk Julie Middleton clarified that the on-site water supply requirement is based on the overall size of the building with the proposed addition, as outlined in the Ontario Building Code. She advised that while the property owner may propose an alternate solution to the Township's Chief Building Official (CBO), the final decision on whether to accept it rests with the CBO.

Further discussion took place regarding the requirement for an on-site water supply. It was noted that staff anticipate other development proposals with similar needs may come forward in the future. Staff did not recommend supporting this request. It was noted that the Engineer for Straw Boss will need to connect directly with the CBO to discuss possible options and the amount of water required.

Agenda Items & Correspondence

#41 - Environment and Energy Innovation Committee - GHG Emissions Report

#42 - Oxford County Reduced Load Limit By-Law Amendment

#43 - Oxford County Council Report: PW 2025-13 Post Monitoring Speed Reviews

#44 - Invitation: 2SLGBTQIA+ Inclusivity Workshop for Community Allies in Oxford County

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

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #41 to #44 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

March 18th, 2025 - Accounts Payable Report

Resolution No. 14 Moved by George Way
Seconded by Valerie Durston

RESOLVED that the following Accounts be approved
for payment:

Accounts Payable for March 2 nd to March 15 th , 2025	\$560,455.41
Bi-Weekly Payroll #5	\$65,852.07
Total:	\$626,307.48

DISPOSITION: Motion Carried

Information Items & Correspondence

*#45 - City of Toronto Resolution re: Creation of a City of Toronto "Buy Local,
Buy Canadian" Campaign*

*#46 - Municipality of Markstay-Warren Resolution re: EOWC regarding
negotiations on Trade Tariffs with the United States Government*

*#47 - Champlain Township Resolution re: Canada Metal Processing Group's
announcement on steps to respond to U.S. tariff threats on the steel sector*

*#48 - Township of Puslinch Resolution re: Federal and Provincial Call to
Action to Buy Canadian*

#49 - Town of LaSalle Resolution re: Tariffs on Canadian Production

*#50 - Township of Central Frontenac Resolution re: U.S. tariffs on Canadian
goods*

#51 - City of Sarnia Resolution re: Carbon Tax

#52 - City of Port Colborne - Support Letter Re: Sovereignty of Canada

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

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #45 to #52 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 20-2025 - To authorize the execution of a subdivision agreement with Mt. Elgin Developments Inc. (Mount Elgin Heights Subdivision)
- By-Law No. 22-2025 - To amend Township of South-West Oxford Zoning By-law (ZN 4-19-14)

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

RESOLVED that the following By-Laws be introduced and that they be read a first and second time:

- By-Law No. 20-2025 being a By-law to authorize the execution of a subdivision agreement with Mt. Elgin Developments Inc. (Mount Elgin Heights Subdivision)
- By-Law No. 22-2025 being a By-law to amend Township of South-West Oxford Zoning By-law (ZN 4-19-14)

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Craig Gillis
Seconded by Jim Pickard

RESOLVED that By-Laws 20-2025 and 22-2025 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

- *Engage and Inform Committee, February 5th, 2025*
- *Environment and Energy Innovation Committee, February 5th, 2025*

Resolution No. 18 Moved by Peter Ypma
 Seconded by Valerie Durston

RESOLVED that the following Committee meeting minutes be received for information, noted and filed:

- Engage and Inform Committee meeting minutes of February 5, 2025;
- Environment and Energy Innovation Committee meeting minutes of February 5, 2025.

DISPOSITION: Motion Carried

New Business

AMO Workshop

Councillor Ypma questioned if there are enough funds allocated in the 2025 budget for members of Council to participate in any AMO training workshops. Treasurer Brooke Crane confirmed that there is. Councillor Ypma was advised to let Clerk Julie Middleton know which sessions he would like to participate in.

Council Round Table

Council members provided updates on their respective wards and community involvement. The Foldens Hall Board meeting is scheduled for April 1st. The Beachville Museum Board recently met and held the Beachville Historical Society AGM, with work progressing on this year's summer car shows at the Beachville District Museum. The Salford Hall Board is planning fundraising events for 2025, while the Dereham Centre Hall Board AGM is set for tomorrow evening. Mount Elgin Parks and Recreation is working on installing basketball nets this spring. The ROEDC AGM was held virtually, where the board received its year-in-review report. Road concerns regarding Trillium Line were discussed. It was noted that Oxford County has approved an increase in garbage bag tag fees from \$2 to \$3, effective in 2026. Mayor Mayberry commented on the increasing global energy consumption of artificial intelligence, noting that AI is using more electricity each day.

* Council took a five-minute break at 8:48 p.m.

Half Load Exemption Request – Henry Breman

Council provided direction to staff to confirm an exemption to the half load requirements on Zenda Line for the installation of a hydro pole. CAO Mary Ellen Greb advised Council that she would follow up with Works Superintendent Adam Prouse in the morning. Mr. Breman advised Council that Norwich Director of Public Works and Works Superintendent Prouse confirmed that they are in support of the request.

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 (Acting Chief Building Official/CAO Update).

Resolution No. 19 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that Council hold a closed meeting in order to discuss a matter pertaining to:

APPROVED (b) personal matters about an identifiable individual, including municipal or local board employees (Acting CBO/CAO Update).

DISPOSITION: Motion Carried

Resolution No. 20 Moved by Jim Pickard
 Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 9:42 p.m.

DISPOSITION: Motion Carried

Confirmatory By-law

By-Law No. 23-2025 - To confirm all actions and proceedings of Council (March 18th, 2025)

Resolution No. 21 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that By-law 23-2025 being a By-law to confirm the proceedings of Council held Tuesday,

March 18th, 2025 be read a first, second and third time this 18th day of March, 2025.

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 George Way
Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 9:43 p.m. to meet again on Tuesday, April 1st, 2025 at 9:00 a.m.

DISPOSITION: Motion Carried

APPROVED

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.