Township of South-West Oxford Council Minutes

January 21, 2025

Mayor David Mayberry, Paul

Buchner (Ward 1), Peter Ypma

Members Present: Mayor: (Ward 2), Valerie Durston (Ward 3), Councillors: George Way (Ward 4), Jim Pickard

(Ward 5) - virtually, Craig Gillis

(Ward 6)

Members Absent: None.

Mary Ellen Greb, CAO/Deputy Clerk Julie Middleton, Clerk/Deputy CAO

Brooke Crane, Treasurer

Staff Present: Adam Prouse, Works Superintendent

Shane Caskanette, Fire Chief and CEMC 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 Peter Ypma

RESOLVED that the regular meeting agenda for the January 21st, 2025 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

Councillor Paul Buchner declared a pecuniary interest in relation to staff report DD 03-2025. He advised that he has family members that will likely be assessed into this drainage project in Delmer.

<u>Minutes</u>

January 7th, 2025 Regular Council Meeting Minutes

Resolution No. 2 Moved by Paul Buchner

Seconded by George Way

RESOLVED that the regular minutes of the January 7th, 2025 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Business Arising from the Minutes

CL 03-2025: Business Arising from the Minutes of January 7th, 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. Mayor David Mayberry noted that the space sharing request received from Safe and Well Oxford may be considered at the next Council meeting.

Resolution No. 3 Mo

Moved by Craig Gillis Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 03-2025: Business Arising from the Minutes of January 7th, 2025 as information.

DISPOSITION: Motion Carried

Appointments

DD 02-2025: Piper Drain Consideration of Engineer's Report

Drainage Superintendent Daniel Leduc provided Council with a report to present them with the Engineer's Report for the Piper Municipal Drain, as authorized pursuant to Section 4 and Section 78 of the Drainage Act (repair and improvement to the existing Piper Drain).

<u>6:35 p.m. - Notice of Meeting to Consider the Engineer's Report (Piper Drain</u> 2024) - Mike Devos, Spriet Associates

Mike Devos, on behalf of Spriet Associates, presented the Engineer's Report for the Piper Drain 2024. The Engineer's Report recommends the following for the Piper Municipal Drain, as outlined on page 3-4 of the Engineer's report:

 That the existing Main Drain, Branches 1 and 3 be replaced with a new 200mm to 825mm concrete tile, sewer pipe and coilable dual wall

- plastic tile, including related appurtenances, and that portions of the existing tile be destroyed where possible.
- That the remaining existing portions of the drains be officially abandoned as municipal drains under Section 19 of the Drainage Act. The owners may maintain the intact portions as private header tiles if they so wish.
- That a new closed drain to be known as Branch 4 consisting of 200mm coilable dual wall plastic tile and sewer pipe, including related appurtenances, be constructed to provide a proper surface and sub surface drainage outlet for the affected watershed and the South Road Ditch.
- That a new catchbasin and 210-meter-long berm be constructed along the east (downstream) end of the PSW to prevent water from bleeding out into the adjacent field (top CB grate to be set 0.32 above culvert overflow elevation).
- That catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion.
- That the existing Branch 2 be included as part of this report for future maintenance purposes.

There were no questions from members of Council or the public.

Resolution No. 4

Moved by Peter Ypma Seconded by Jim Pickard

RESOLVED that the Council of The Township of South-West Oxford accept the report attached as Appendix "A" to report DD 02-2025 prepared by Spriet Associates and dated November 25th 2024 regarding the Piper Municipal Drain in accordance with Section 78 and Section 4 of the Drainage Act, RSO 1990, Chapter D17;

AND FURTHER THAT Council approves a By-law in the form prescribed by the regulations, with the Engineer's report attached to it for first and second readings by Council, at which point the report shall be considered to be adopted and the By-law shall be known as the Piper Drain 2024 Provisional By-law.

DISPOSITION: Motion Carried

Staff Reports

<u>DD 01-2025: Petition for Drainage Works (Deer Creek Drain) - Concession 2, North Part of Lot 22</u>

Drainage Superintendent Daniel Leduc provided Council with a report to bring forward a Petition for Drainage Works, submitted in accordance with Section 4 of the Drainage Act by Rose Agri Service Ltd. He advised that this work is for an improvement to an existing drain.

Resolution No. 5 Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report DD 01-2025: Petition for Drainage Works (Deer Creek Drain) -Concession 2, North Part of Lot 22 as information;

AND FURTHER THAT Council accept the Petition for Drainage Works received from Rose Agri Service Ltd.;

AND FURTHER THAT the firm of Spriet Associates
Ltd., be appointed to add a new branch drain to the
Deer Creek Drain in accordance with Section 4 of the
Drainage Act, RSO 1990, Chapter D1.

DISPOSITION: Motion Carried

DD 03-2025: Petition for Drainage Works by Road Authority (Delmer)

Drainage Superintendent Daniel Leduc provided Council with a report to bring forward a petition signed by the road authority of the Township of South-West Oxford. Works Superintendent Adam Prouse commented on the need for drainage work in this area (Delmer).

Resolution No. 6 Moved by George Way

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report DD 03 2025: Petition for Drainage works by Road Authority dated

January 8th 2025 as information:

^{*} Councillor Buchner left the meeting.

AND FURTHER THAT the Council of the Township of South-West Oxford accept the petition for drainage works by Road authority, dated January 8th 2025;

AND FURTHER THAT the firm of Streamline Engineering Inc. be appointed to complete a new report in accordance with Section 4 (1) (c) of the Drainage Act, RSO 1990, Chapter D17.

DISPOSITION: Motion Carried

<u>CAO 02-2025: Reserve Transfer of Broadband Funding for Ingersoll</u> Boundary Roads

Chief Administrative Officer Mary Ellen Greb provided Council with a report to seek their approval to transfer unbudgeted 2024 broadband funding to the Township's Economic Development Reserve.

Resolution No. 7

Moved by Paul Buchner Seconded by Craig Gillis

RESOLVED that South-West Oxford Council receive Report CAO 02-2025 as information;

AND FURTHER THAT Council approve the transfer of \$15,969.57 to the Economic Development Reserve in fiscal year 2024.

DISPOSITION: Motion Carried

<u>CL 04-2025: Request to Purchase Land - Teresa Ptak - Henrietta Street Road Allowance</u>

Clerk Julie Middleton provided Council with a report to bring forward a request from Teresa Ptak, owner of 19 Raglan Street, to purchase land from the Township. The requested purchase is intended to facilitate the development of two residential lots on her property. She requested Council's support to move forward with the public consultation phase of the sale of land process.

Resolution No. 8 Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 04-2024:

^{*} Councillor Buchner returned to the meeting.

Request to Purchase Land: Teresa Ptak - Henrietta Street Road Allowance as information;

AND FUTHER THAT Council declares a portion of the Henrietta Street road allowance, as illustrated on Appendix A of this report and legally described as Henrietta St PL 75 BTN Raglan St & Head St; South-West Oxford (PIN 0001420137) - multi-part; Township of South-West Oxford as surplus to the current and future needs of the Township;

AND FURTHER THAT Council provide direction to staff to provide public notice of Council's intent to sell the lands to Teresa Ptak for a purchase price of \$54,384.00 (pending confirmation by survey) plus all applicable legal and surveying costs.

DISPOSITION: Motion Carried

CL 05-2025: Ward Boundary Review Surveying Cost

Clerk Julie Middleton provided Council with a report to provide them with an update on the next steps in the Ward Boundary Adjustment process and seek authorization to fund the required surveying costs from the Township's election reserve account.

Resolution No. 9 Moved by George Way Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 05-2025: Ward Boundary Review Surveying Cost as information;

AND FURTHER THAT Council authorize the allocation of \$4,500 plus HST from the Township's election reserve account to fund the cost of surveying services required for the Ward Boundary Adjustment;

AND FURTHER THAT staff be directed to proceed with engaging a licensed surveyor to prepare the meets and bounds land description for the updated ward boundaries.

DISPOSITION: Motion Carried

TR 01-2025: Purchasing Policy Amendment

Treasurer Brooke Crane provided Council with a report to bring forward an amendment to the Township's Purchasing Policy in relation to cooperative purchasing for their consideration and approval.

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

RESOLVED that the Council of the Township of South-West Oxford receive report TR01-2025 as information:

AND FURTHER THAT Council approve the amendment to the Purchasing Policy to include Part 13 on Cooperative Procurement.

DISPOSITION: Motion Carried

Appointments (continued)

7:00 p.m. - Sean and Sarah Happl re: CAO Report No. 01-2025: Request to Refund Fees Related to Building Permit
CAO 01-2025: Refund of Fees Related to Building Permit S2021-029

Chief Administrative Officer Mary Ellen Greb provided a report for Council's consideration regarding a request to refund fees associated with the revoked/cancelled Building Permit No. S2021-029. She explained that Council approval is required to refund the permit fees as more than two years have passed since the permit's issuance.

In response to a question from Mayor Mayberry, CAO Greb confirmed that County development charges may also be refunded to the Township to facilitate the reimbursement. Mr. and Mrs. Happl addressed Council, citing delays to their original construction plans caused by the COVID-19 pandemic and supply chain challenges. They also outlined their intention to redesign the project and noted that they have submitted an application to rezone a portion of the property for commercial use.

Resolution No. 11 Moved by Peter Ypma Seconded by Paul Buchner

RESOLVED that the Council receive Report CAO 01-2025 as information;

AND FURTHER THAT the Council approve the partial refund of Building Permit No. S2021-029 in the amount of \$11,294.00.

DISPOSITION: Motion Carried

Staff Reports (continued)

WD 01-2025: Oxford County Waste Contract Update

Works Superintendent Adam Prouse presented a report to Council providing an update on waste collection services within the County and to seek Council direction regarding the continuation of garbage collection services by Township Public Works staff, as well as the addition of organics collection to the Township's waste collection services.

Councillor Ypma questioned the need for organics collection in rural areas. The County has indicated that all residents will receive green bins for organics collection. Discussions also addressed changes to recycling collection under the implementation of producer responsibility recycling, which will take effect in the City of Woodstock on January 1, 2026, and in all other areas by May, 2027. Mayor Mayberry requested that changes in South-West Oxford align with the City of Woodstock's timeline.

Council directed staff to prepare a follow-up report outlining the economic and budgetary impacts of the proposed changes.

Resolution No. 12 Moved by Peter Ypma Seconded by Paul Buchner

RESOLVED THAT the Council receive report WD 1-2025 as information:

AND FURTHER THAT the Council approves the Township moving forward with garbage and organics collection services in the Township on behalf of the County of Oxford;

AND FURTHER THAT Township staff formalize the details of the service provision in a formal contract with Oxford County effective January 1, 2026.

DISPOSITION: Motion Carried

Agenda Items & Correspondence

- #4 Oxford County Council Report: PW 2024-44 Curbside Collection Contract Award
- #5 Oxford County Council Report: PW 2025-03 William Street SPS Class Environmental Assessment - Notice of Completion
- #6 Oxford County Council Report: PW 2025-02 Tavistock New Well Class Environmental Assessment Study - Notice of Completion
- #7 Oxford County Council Report: PW 2025-01 Amendments to Bill 212, Reducing Gridlock, Saving You Time Act, 2024
- #8 Long Point Region CA Board Minutes December 2024
- #9 Oxford O.P.P. Detachment Board 2 Procedural By-law and Terms of Reference (for information)
- #10 Request to Declare December as Christian Heritage Month.

Councillor Valerie Durston requested that Council consider declaring December as Christian Heritage Month. Councillor Ypma spoke in support of the request and also expressed concern about the possibility of the Township receiving more similar requests in the future from other groups.

Resolution No. 13 Moved by Valerie Durston Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #4 to #9 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Resolution No. 14 Moved by Peter Ypma Seconded by Valerie Durston

> RESOLVED that the Council of the Township of South-West Oxford approve agenda and correspondence item #10 to declare December as Christian Heritage Month.

Discussion on the motion:

Councillor Ypma commented that if this is approved, the Township will likely see similar requests from other groups coming forward. Mayor Mayberry expressed concerns about supporting a motion to declare December as Christian Heritage Month, emphasizing that such a declaration could blur the line between "church and state", which should remain separate.

Councillor Ypma requested a recorded vote:

Recorded Vote:

Ward 1	Councillor Buchner	No
Ward 2	Councillor Ypma	Yes
Ward 3	Councillor Durston	Yes
Ward 4	Councillor Way	No
Ward 5	Councillor Pickard	No
Ward 6	Councillor Gillis	Yes
Mayor	David Mayberry	No

DISPOSITION: Motion Defeated

Accounts Payable Report

January 21st, 2025 - Accounts Payable Report

Resolution No. 15 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for

January 5th to January \$769,218.74

18th, 2025

Bi-Weekly Payroll #1 \$58,743.54

Total: \$827,962.28

DISPOSITION: Motion Carried

Information Items & Correspondence

#11 - Town of Aylmer Resolution re: Oppose Provincial Legislation on Cycling Lanes

#12 - Northumberland County Council Resolution re: Protection of Agricultural Lands and Sustainable Development

#13 - Town of Kearney resolution re: changes to the Planning Act through the More Homes Built Faster Act, 2022, and the Cutting Red Tape to Build More Homes Act, 2024

Resolution No. 16 Moved by Peter Ypma Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #11 to #13 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-Law No. 04-2025 To amend By-law 56-2015 to adopt policies to govern the purchasing of goods and services by the Township of South-West Oxford (Cooperative Purchasing)
- By-Law No. 05-2025 To provide for Drainage Works (Piper Municipal Drain) - Provisional By-law - First and Second Reading Only
- By-law No. 06-2025 To authorize the execution of a funding agreement (Ontario Transfer Payment Agreement - Fire Protection Grant)

Resolution No. 17 Moved by Peter Ypma Seconded by Valerie Durston

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

- By-Law No. 04-2025 being a By-law to amend By-law 56-2015 to adopt policies to govern the purchasing of goods and services by the Township of South-West Oxford (Cooperative Purchasing)
- By-Law No. 05-2025 being a By-law to provide for Drainage Works (Piper Municipal Drain) -Provisional By-law - First and Second Reading Only
- By-law No. 06-2025 being a By-law to authorize the execution of a funding agreement (Ontario

Transfer Payment Agreement - Fire Protection Grant).

DISPOSITION: Motion Carried

Resolution No. 18 Moved by Jim Pickard Seconded by Craig Gillis

RESOLVED that By-Laws 04-2025 and 06-2025 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

Environment and Energy Innovation Committee

Resolution No. 19 Moved by Jim Pickard Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive Environment and Energy Innovation Committee meeting minutes of November 6th, 2025 as information.

DISPOSITION: Motion Carried

Strategic Planning

Strategic Planning - Updated Action Tracking January, 2025 (for information)

Clerk Julie Middleton advised Council that the updated action tracking document is presented to Council as information and that staff will provide a further report back at the end of the first quarter (at the first meeting in April, 2025).

Resolution No. 20 Moved by Paul Buchner Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive the updated Strategic Planning Action tracking as of January, 2025 as information and that it be noted and filed. **DISPOSITION: Motion Carried**

New Business

Trillium Line North of Sweaburg

Mayor David Mayberry informed Council of an inquiry from a resident regarding the paving of Trillium Line north of Sweaburg. Councillor Pickard commented on the condition of the road and stated that if the Township plans to pave a gravel road, this section would be on his list for consideration.

Works Superintendent Adam Prouse reported that the most recent traffic count on Trillium Line, conducted in September 2023, recorded 76 vehicles per day, with 7% being commercial traffic and 91% being passenger vehicles. He explained that the traffic volume does not meet the threshold for paving, which typically requires at least 400 vehicles per day. He noted that other gravel roads in the Township have significantly higher traffic counts and would be prioritized for paving. He provided Council with traffic count data for Prouse Road between Plank Line and Zenda Line, and Keswick Road between Dereham Line and Plank Line.

Councillor Gillis inquired whether municipalities still use tar-and-chip surfacing. Works Superintendent Prouse responded that the Township has a strong paving program, achieving a 20-year lifespan for paved roads, which makes it a more durable and cost-effective option. Mayor Mayberry will provide a response to the resident.

Closed Session - None

Council Round Table

Council members shared updates from their respective wards and community involvement. The Annual General Meeting (AGM) for West Oxford (Foldens) Hall will take place on January 28th at 7:00 p.m. The New Year's Eve Karaoke in Brownsville was so successful that the hall board is planning another event soon. The Brownsville Hall Board AGM will take place on March 12th. The Salford Hall Board will host their AGM on February 4th. The Hilltop Park Committee has not confirmed the date of their AGM. The Engage and Inform and Environment and Energy Innovation Committees will meet again on February 5th. The Winter Walk for Warmth is scheduled on Saturday, February 22nd at Trillium Woods. The Mount Elgin Hall Board will host their AGM on January 27th at 7:00 p.m. The Dereham Centre Hall Board will host their AGM on March 19th. The Sweaburg skating rink has been well used over the last couple of weeks and is very popular with the kids in the community.

Mayor Mayberry attended the ROMA Conference this week and will have a report for Council in February. He noted that there was a lot of discussion on housing and homelessness, and other dependencies at this year's conference. He commented on a presentation that he found interesting regarding stress, strain and mental health of elected officials.

Confirmatory By-law

By-Law No. 07-2025 - To confirm all actions and proceedings of Council (January 21st, 2025)

Moved by Craig Gillis Resolution No. 21

Seconded by Paul Buchner

RESOLVED that By-law 07-2025 being a By-law to confirm the proceedings of Council held Tuesday, January 21st, 2025 be read a first, second and third

time this 21st day of January, 2025.

AND FURTHER THAT the Mayor and Clerk are hereby authorized to sign the By-law and affix the

corporate seal.

DISPOSITION: Motion Carried

Adjournmen

Resolution No. 22 Moved by Peter Ypma Seconded by Valerie Durston

> RESOLVED that there being no further business, the Council meeting be adjourned at 8:00 p.m. to meet again on Tuesday, February 4th, 2025 at 9:00 a.m.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Julie Middleton

This document is available in alternate formats upon request.