Township of South-West Oxford Council Minutes November 19, 2024

<u>Members Present</u> :	Mayor: Councillors:	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)
<u>Members Absent</u> .	None.	
<u>Staff Present</u> .	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.

<u>Minutes</u>

November 5th, 2024 Regular Council Meeting Minutes

Resolution No. 2 Moved by Paul Buchner Seconded by Jim Pickard RESOLVED that the minutes of the November 5th, 2024 council meeting be approved, as amended.

DISPOSITION: Motion Carried

November 12th, 2024 Special Council Meeting Minutes

Resolution No. 3 Moved by Jim Pickard Seconded by Craig Gillis

RESOLVED that the minutes of the November 12th, 2024 special council meeting be approved.

DISPOSITION: Motion Carried

Business Arising from the Minutes

<u>CL 65-2024: Business Arising from the Minutes of the November 5th, 2024</u> <u>Council Meeting</u>

Clerk Julie Middleton provided Council with a report to provide an overview for Council of the staff actions arising from the minutes of the last Council meeting.

Resolution No. 4 Moved by George Way Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 65-2024 Summary of Staff Actions Related to Business Arising from the Minutes of November 5th, 2024 as information.

DISPOSITION: Motion Carried

Appointments

<u>6:35 p.m. - Ken Westcar and Dan Molinaro - Oxford County Trails Council -</u> 2025 Community Grant Request

Ken Westcar and Dan Molinaro, on behalf of Oxford County Trails Council, presented the organization's 2025 Community Grant Request to Council. The organization is requesting \$2,500 from the Township in 2025 to be used towards addressing flooding and erosion remediation along the trail (primarily trucking/operations costs).

<u>6:37 p.m. - Rob Walton - Township of South West Oxford – Urban Storm</u> 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.

Rob Walton explained that the water systems within Mount Elgin, including surrounding municipal drains, work together to provide drainage for the village. He suggested that, moving forward, most properties will be served by stormwater infrastructure and stormwater management ponds in the community.

Councillor Way inquired about the relationship between the proposed stormwater management by-law and the requirements of the Drainage Act. He clarified that with the establishment of a reserve fund, the fund would cover the assessment of properties (within the settlement boundary) that are assessed into municipal drains under the Drainage Act. Property owners who are assessed into the municipal drains within the settlement would not be required to pay twice.

Councillor Durston asked which properties would be subject to the stormwater fee. Mr. Walton explained that properties located within the settlement boundary, as defined in the County Official Plan, would be subject to the stormwater financing by-law and fee. Agricultural properties that are partially within the boundary and assessed into a municipal drain would be exempt. He further clarified that the capital expansion of existing systems would not be covered by the drainage fee or reserve.

Councillor Buchner questioned the payment responsibility in Brownsville, noting that most of the municipal drains in the settlement boundary are located under County roads. Mr. Walton explained that the payment responsibility would be determined based on the financial responsibilities of the road authority – this would be paid first.

Councillor Ypma questioned if Council adopts a by-law for fees, would properties under the Drainage Act have their costs covered through the reserve? Rob Walton confirmed this is correct. Councillor Ypma also asked about the timing of stormwater pond cleanouts and whether they could be delayed to allow time for the reserve balance to build up. Township staff are currently assessing the required work and will determine the timing accordingly.

A discussion took place regarding the proposed fee amount. Some questioned whether starting with a lower rate and gradually increasing it would be the best approach or whether it would be best to start with a higher rate. Mr. Walton stated that he is comfortable with the proposed rate and suggested that Council may adjust it once the operations plan is developed, providing a clearer understanding of operational, maintenance and financial needs.

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

<u>7:18 p.m. – Darlene Graham and Darlene Julian, Beachville Royal Canadian</u> 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 ERTH 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.

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

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.

<u>7:41 p.m. - Stephen Gradish, President - Tillsonburg Minor Hockey Inc. -</u> 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.

<u>7:45 p.m. - Laurie Canham Kilby - Ingersoll Skating Club - 2025 Community</u> 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.

<u>7:50 p.m. - Peter Ypma - Mount Elgin Parks and Recreation 2025 Operating and Capital Budget</u>

Councillor Peter Ypma, on behalf of the Mount Elgin Parks and Recreation Committee, presented the Committee's 2025 operating and capital budget. He reported that Tillsonburg Minor Ball used the ball diamond for the season this past summer, and the committee is hopeful they will continue to do so next summer. The committee also plans to refurbish the existing playground equipment at the park. Councillor Ypma noted that the committee is currently facing a shortage of volunteers and has no fundraising initiatives planned for 2025.

7:55 - Craig Gillis - Beachville Parks and Recreation 2025 Operating and Capital Budget

Councillor Craig Gillis, on behalf of the Beachville Parks and Recreation Committee, presented the committee's 2025 operating and capital budget. He advised that the Committee would like to build a pavilion and pad at the Loweville Pond in 2025.

Staff Reports

CL 66-2024: Recommendation from the Environment and Energy Innovation Committee - Sweaburg Parks and Recreation Outdoor Garbage Collection

Clerk Julie Middleton provided Council with a report to bring forward a recommendation from the Environment and Energy Innovation Committee to Council in relation to the purchase of an outdoor garbage and recycling bin for the Lions Park in Sweaburg for a total purchase price of \$1,528.00 plus HST.

Resolution No. 6 Moved by Valerie Durston Seconded by Jim Pickard

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 66-2024: Recommendation from the Environment and Energy Innovation Committee - Sweaburg Parks and Recreation Outdoor Garbage Collection as information;

AND FURTHER THAT the Council of the Township approves the funding of the remaining balance (\$528.00 plus HST) for the purchase of the outdoor garbage collection bin for the Sweaburg Parks and Recreation Committee from the Township's Waste Management Reserve, and further acknowledges that \$1,000.00 of the total cost (\$1,528.00 plus HST) will be covered through an approved grant from the Environment and Energy Innovation Committee.

DISPOSITION: Motion Carried

CL 67-2024: 2024 Mount Elgin Santa Claus Parade

Clerk Julie Middleton provided Council with a report to seek Council's authorization for the Mount Elgin Santa Claus Parade, which is scheduled for Saturday, December 21st, 2024 at 6:00 p.m. This report also seeks to appoint three individuals to a planning committee for the 2024 parade event, and to seek direction from Council for the development of a formal policy related to future parade authorizations within the Township. Discussion took place regarding the challenges associated with closing Plank Line to extend the parade through the entire village.

Resolution No. 7 Moved by Craig Gillis Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford receive report CL 67-2024: 2024 Mount Elgin Santa Claus Parade as information;

AND FURTHER THAT the Council authorize the 2024 Mount Elgin Santa Claus Parade to proceed on Saturday, December 21st, 2024 at 6:00 p.m. within the village of Mount Elgin and appoint Bill Wilford, Travis Cuthbert, and Adam Prouse to the planning committee for the 2024 parade, with the appointment for the event ending on December 22nd, 2024;

AND FURTHER THAT Council provide direction to staff to bring forward a policy for Council's consideration in relation to future parades and similar events taking place within the Township moving forward.

DISPOSITION: Motion Carried

Discussion Items

Annual Energy Report All Facilities (Councillor Jim Pickard)

Councillor Jim Pickard addressed Council regarding the Township's energy consumption report over the last five years. He explained that the Township's

Environment and Energy Innovation Committee reviews this data on a monthly basis. Councillor Pickard suggested that members of Council review the data for the facilities they are connected with to assess energy consumption. It was noted that consumption at the Brownsville Community Centre has increased. Councillor Pickard highlighted that energy-saving projects, including the installation of LED lighting, natural gas conversion, and solar panels, have resulted in significant reductions in energy use.

Resolution No. 8 Moved by Valerie Durston Seconded by George Way

> RESOLVED that the Council of the Township of South-West Oxford receive the annual energy report for all facilities as information.

DISPOSITION: Motion Carried

2025 Budget Deliberations (continued)

Protective Services - Building

Treasurer Brooke Crane reviewed the building department summary as presented in the draft 2025 budget. She explained the reallocation of building wages, with 50% now assigned to the building inspector and 50% to the drainage superintendent, following the Township's hiring of a full-time facilities maintenance technician.

Drainage Operations

Treasurer Brooke Crane reviewed the drainage operations department summary as presented in the draft 2025 budget. A discussion took place regarding consulting fees for Rob Walton to prepare the stormwater management financing plan, as well as funds to be paid to the Upper Thames River Conservation Authority for gabion baskets and a dam safety review. To date, Mr. Walton has been paid \$9,000, and the Township had budgeted \$32,000 for this in the 2024 budget.

Closed Session - 8:30 P.M.

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 (Makkink's Flower Farm/Commodore Apartments);

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Land Swap).

Resolution No. 9 Moved by Valerie Durston 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(Makkink's Flower Farm/Commodore Apartments);

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Land Swap).

DISPOSITION: Motion Carried

Resolution No. 10 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that the Council of South-West Oxford reconvene in regular session at 9:40 p.m.

DISPOSITION: Motion Carried

* Council took a five-minute break at 9:41 p.m.

Accounts Payable Report

November 19th, 2024 - Accounts Payable Report

Resolution No. 11 Moved by Paul Buchner Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for November 3rd, 2024 to November 16th, 2024 Bi-Weekly Payroll #23 \$54,768.19

Total: \$449,615.63

DISPOSITION: Motion Carried

Information Items & Correspondence

#208 - Township of McGarry Resolution re: Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

#209 - Municipality of Learnington Resolution re: OPP Detachment Billing Increases Resolution

#210 - Township of Puslinch Council Resolution re: Provincial Projects and Excess Soil Management Practices

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

RESOLVED that the Council of South-West Oxford receive information and correspondence item #210 as information and that it be noted and filed.

DISPOSITION: Motion Carried

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

RESOLVED that the Council of South-West Oxford provide direction to staff to send a letter of support in relation to information and correspondence item #208.

DISPOSITION: Motion Carried

Resolution No. 14 Moved by Peter Ypma Seconded by Paul Buchner

> RESOLVED that the Council of South-West Oxford provide direction to staff to send a letter of support in relation to information and correspondence item #209.

DISPOSITION: Motion Carried

By-laws and Agreements

• By-Law No. 82-2024 - To authorize the execution of a demolition agreement (Shane David Way)

Resolution No. 15 Moved by Jim Pickard Seconded by Peter Ypma RESOLVED that the following By-Law be introduced and that it be read a first and second time:

• By-Law No. 82-2024 being a by-law to authorize the execution of a demolition agreement (Shane David Way).

DISPOSITION: Motion Carried

Resolution No. 16 Moved by Jim Pickard Seconded by Valerie Durston

RESOLVED that By-Law No. 82-2024 be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-Law and affix the corporate seal.

DISPOSITION: Motion Carried

Committees

- SWOX Housing Opportunities Committee meeting minutes dated October 1st, 2024;
- Engage and Inform Committee meeting minutes dated October 2nd, 2024;
- Environment and Energy Innovation Committee meeting minutes dated October 9th, 2024.

Resolution No. 17 M

Moved by Peter Ypma Seconded by Craig Gillis

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

- SWOX Housing Opportunities Committee meeting minutes dated October 1st, 2024;
- Engage and Inform Committee meeting minutes dated October 2nd, 2024;
- Environment and Energy Innovation Committee meeting minutes dated October 9th, 2024.

DISPOSITION: Motion Carried

Council Round Table

Council members shared updates from their respective wards and community involvement. The Township Christmas Lights Contest is underway – the Engage and Inform Committee is asking members of the community that want to participate to send in a photo their decorated home – judging will take place on December 12th. The Mount Elgin Hall Board will meet again next Monday evening. Christmas in the Village in Dereham Centre is coming up on November 30th. ROEDC will meet again on November 29th in South-West Oxford. The Environment and Energy Innovation Committee will meet again on December 6th. Old Fashioned Christmas in Sweaburg will take place on December 7th, 2024 at 6:30 p.m. The Beachville District Museum Christmas Lights are up – the lights will be turned on December 6th at 7:30 p.m. Brownsville Christmas Market and tree lighting took place last Friday and Saturday – the event was well attended. Discussion regarding industrial development charges is coming up next week at County Council.

Confirmatory By-law

By-Law No. 83-2024 - To confirm all actions and proceedings of Council (November 19th, 2024)

Resolution No. 18 Moved by Paul Buchner Seconded by Craig Gillis

RESOLVED that By-law 83-2024 being a By-law to confirm the proceedings of Council held Tuesday, November 19th, 2024 be read a first, second and third time this 19th day of November, 2024.

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

DISPOSITION: Motion Carried

<u>Adjournment</u>

Resolution No. 19 Moved by Valerie Durston Seconded by Peter Ypma

> RESOLVED that there being no further business, the Council meeting be adjourned at 9:58 p.m. to meet again on Tuesday, November 26th, 2024 at 9:00 a.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED