



Council Meeting Minutes

Date: October 21, 2025
Time: 6:30 PM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Paul Buchner – Councillor, Ward 1
Peter Ypma – Councillor, Ward 2
Valerie Durston – Councillor, Ward 3
George Way – Councillor, Ward 4
Jim Pickard – Councillor, Ward 5
Craig Gillis – Councillor, Ward 6

Council Members Absent:

Staff Members Present: Julie Middleton – Acting CAO/Deputy Clerk
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer

Staff Members Absent: Mary Ellen Greb – CAO
Brad Smale, B. Arch. Sci, CBCO – CBO
Adam Prouse – Public Works Superintendent
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

Council Meeting Agenda - October 21st, 2025

Resolution No.1

Moved by Craig Gillis
Seconded by George Way

RESOLVED THAT the regular meeting agenda for the October 21st, 2025, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

October 7th, 2025 - Regular Council Meeting Minutes

Resolution No.2

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the regular minutes of the October 7th, 2025 council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 51-2025: Business Arising from the Minutes of October 7th, 2025

Clerk Denny Giles provided Council with a report on an overview of the staff actions arising from the minutes of the last Council meeting.

Resolution No.3

Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 51-2025: Business Arising from the minutes of October 7th, 2025, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

6:35 p.m. - Sweaburg Parks - 2026 Budget Proposal - Don Taylor

Don Taylor made a presentation to Council regarding the Sweaburg Parks 2026 Budget Proposal.

6:40 p.m. - Folden's Hall - 2026 Budget Proposal - Mitch Kirby & Lindsay Crane

Mitch Kirby made a presentation to Council regarding the Folden's Hall 2026 Budget Proposal.

6:45 p.m. - Oxford County Trails Council - 2026 Community Grant Request - Kenneth Westcar

Kenneth Westcar and Dan Molinaro made a presentation to Council requesting a grant be considered for the Oxford County Trails Council in the 2026 Budget.

6:50 p.m. - Kevin Patton - ARU

Kevin Patton presented to Council regarding his request for an Additional Residential Unit (ARU). He advised Council about his appeal with the Upper Thames River Conservation Authority (UTRCA) regarding S28 requirements and that a permit was not yet issued from UTRCA. Kevin Patton further advised that the UTRCA keeps coming back asking for more information associated with his application, including interior architectural drawings. Kevin Patton sought Council support for an ARU if the S28 approval is granted by the UTRCA. Additionally, Kevin advised Council he is seeking guidance on how to deal with the wet road designation for Pigram Line.

Council referred the wet road designation back to staff to report back obligations and liability of the Township for a road deemed to be a 'wet road'.

Resolution No.4

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED THAT Council move into closed session at 7:48 p.m. pursuant to section 239 (2) (e) in order to discuss matters pertaining to:

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

DISPOSITION: Motion Carried

Resolution No.5

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 7:57 p.m.

DISPOSITION: Motion Carried

Resolution No.6

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED THAT the Council for the Township of South-West Oxford receive the request from Kevin Patton for information.

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 32-2025: Recommendation from the Environment and Energy Innovation Committee: Community Building Retrofit Program – FCM Green Buildings Pathway Feasibility Studies

Acting CAO Julie Middleton presented the report to Council bringing forward a recommendation from the Township's Environment and Energy Innovation Committee and to seeking Council's approval to participate in the [Federation of Canadian Municipalities \(FCM\) Community Building Retrofit \(CBR\) Program](#) in partnership with WalterFedy. The Environment and Energy Innovation Committee reviewed the proposal at its meeting held on October 8th, 2025 and recommends that the Township proceed, with the municipal contribution to be funded from the Township's Climate Change Reserve.

Patrick Darby and Philip Bradley from WalterFedy were present for the staff report presentation.

Resolution No.7

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 32-2025: Recommendation from the Environment and Energy Innovation Committee: Community Building Retrofit Program – FCM Green Buildings Pathway Feasibility Studies as information;

AND FURTHER THAT Council authorize participation in the Federation of Canadian Municipalities (FCM) Community Building Retrofit Program - Green Buildings Pathway Feasibility Studies as outlined in the proposal from WalterFedy attached as Appendix A to this report;

AND FURTHER THAT pending funding approval, the Township's share of costs (approximately \$45,400 plus HST) be financed from the Climate Change Reserve;

AND FURTHER THAT staff be authorized to collaborate with WalterFedy to finalize and submit the application to FCM prior to the December 19, 2025 deadline.

DISPOSITION: Motion Carried

CAO 33-2025: Review of Trapping Permits in Township Roadside Ditches/Culverts

Acting CAO Julie Middleton presented the report to Council providing Council with information regarding the Township's historical practice of issuing trapping permits for roadside ditches and to seek Council's direction to discontinue the issuance of such

permits effective January 1, 2026. Acting CAO Julie Middleton added there was no anticipated pushback relating to the discontinuation of permit issuance.

Resolution No.8

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 33-2025: Review of Trapping Permits in Township Roadside Ditches/Culverts as information.

AND FURTHER THAT Council provide direction to staff to discontinue the issuance of Township trapping permits for roadside ditches and road allowances effective immediately.

DISPOSITION: Motion Carried

CL 52-2025: By-law Enforcement Activity Report - 3rd Quarter (2025)

Clerk Denny Giles presented the report to Council providing information regarding by-law enforcement activities up to the end of September 30th, 2025. Council inquired as to the number of orders issued, and Clerk Denny Giles confirmed that eight orders were issued.

Resolution No.9

Moved by Paul Buchner

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 52-2025: By-law Enforcement Activity Report - 3rd Quarter (2025) as information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

CONSENT AGENDA

#1- Rural Oxford Economic Development Corporation Activity Report

#2- Stone Mills Support Brighton - Electoral Reform

#3- Town of Cobalt support Larder Lake - Firefighter Certifications

#4- North Bay - NORDS Pilot Program

#5- Shuniah support North Bay - NORDS Pilot Program

#6- Dereham Centre Hall - September 23rd, 2025 Meeting Minutes

#7- Newmarket - Automated Speed Enforcement

#8- Smith Falls - Support for H.E.R. Elect Respect Campaign

#9- Region of Waterloo - SID Correspondence - Amending O.Reg. 391/21

#10- Town of Goderich - Bill C-61, First Nations Clean Water Act

#11- Town of Goderich - Swim to Survive Training

#12- Halton Region - Public Safety Requirements to Protect our Communities

#13- Township of Edwardsburgh Cardinal - OCIF

#14- Town of Wasaga Beach - Mandatory Water Safety and Swim-to-Survive Training

Resolution No.10

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #14 of the Consent Agenda dated October 21st, 2025, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

October 21st, 2025 - Accounts Payable Report

Resolution No.11

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

<i>Accounts Payable for September 14th- October 4th, 2025</i>	<i>\$301,230.50</i>
<i>Bi-weekly Payroll #21 - General</i>	<i>\$58,190.42</i>
<i>Total</i>	<i>\$359,420.92</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 62-2025 - To Permanently Stop Up and Close Part of Henrietta Street (Beachville)

By-Law No. 63-2025 - To authorize agreement of purchase and sale (Teresa Ptak, part of Henrietta Street)

Resolution No.12

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT the following By-law's be read a first, second and third time, and finally passed:

- *By-law No. 62-2025 - To Permanently Stop Up and Close Part of Henrietta Street (Beachville)*
- *By-law No. 63-2025 - To authorize agreement of purchase and sale (Teresa Ptak, Henrietta Street)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

Automated Speed Enforcement

Resolution No.13

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED THAT Council direct staff to write a letter to the Province of Ontario to support the use of Automated Speed Enforcement cameras in school zones and urban areas where warranted by the local municipal council;

AND FURTHER THAT that the letter indicates the need for Automated Speed Enforcement cameras due to resource constraints for policing, resulting in reduced capacity for speed enforcement in school zones and urban areas.

DISPOSITION: Motion Carried

COUNCIL ROUND TABLE

Council members shared updates from their respective wards and community involvement.

Councillor Durston informed Council of a Salford Hall meeting upcoming on November 4th; and the next airport meeting will take place on November 27th. The Hike for Hunger & Health took place at Lawson Tract on October 18th.

Councillor Ypma reported that the Dereham Centre Hall Board will meet October 22nd to plan their Christmas event on November 29th (12–3 p.m.) featuring a noon meal and horse-drawn carriage rides. The Mount Elgin Hall Board meets October 27th, with a Halloween party on October 31st at 7:30 p.m. including a costume contest. The Long Point Region Conservation Authority meeting is scheduled in two weeks, and basketball nets have been installed at the Mount Elgin Community Centre.

Councillor Pickard advised Council that Dodge Line is now open over the 401 to Clarke Road.

Councillor Way informed Council of the upcoming Mock Council Meeting taking place at Oxford Reformed Christian School on October 27th. The Upper Thames Region Conservation Authority meeting is taking place on October 28th. Additionally, there are events booked almost every weekend from the beginning of November to end of February at Folden's Hall.

Councillor Buchner announced the Christmas Tree lighting on November 21st and a craft/vendor sale with Santa on November 22nd. The Brownsville gazebo electrification is complete. Additionally, he also reported two accidents at the intersection of Pressey Line and Culloden Road, one involving a school bus.

Councillor Gillis informed Council of the Parks and Recreation Committee working with the Beachville Legion for the upcoming Halloween party this Saturday, October 25th with a local DJ playing. Beachville Firefighters are hosting an open house on October 30th. Councillor Gillis inquired about the presence of a sign on Zorra Line advising to avoid use of engine breaks, but no similar sign on Beachville Road coming in from the west. It has been noticed that engine breaks have been used more heavily lately.

Mayor Mayberry reported that the Engage and Inform Committee's Hike for Hunger and Health raised \$227.00 and collected food donations for the sharing cupboard. He noted Councillor Buchner's comments about the ongoing issues with drivers failing to stop at Pressey Road and Culloden Line, despite a stop sign being there for 40 years. The Mayor also mentioned that GM will end BrightDrop EV production at the CAMI Ingersoll plant but stated they would aim to introduce another vehicle, stressing the potential tax impact of industrial vacancies. Lastly, Council was informed that the Oxford County Library Board approved a 9.5% budget increase, including funding for a new Ox on the Run service vehicle.

CLOSED SESSION

The meeting will be closed to the public under section 239 (2) (b) of the Municipal Act to discuss subject matter that is:

- (b) personal matters about an identifiable individual, including municipal or local board employees; (Employee Contract)

Resolution No.14

Moved by Jim Pickard
Seconded by George Way

RESOLVED THAT Council move into closed session at 8:43 p.m. pursuant to section 239 (2) (b) in order to discuss matters pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees (Employment Contracts);

DISPOSITION: Motion Carried

Resolution No.15

Moved by Craig Gillis
Seconded by George Way

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 9:11 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 64-2025 - To confirm all actions and proceedings of Council (October 21st, 2025)

Resolution No.16

Moved by Valerie Durston
Seconded by Craig Gillis

RESOLVED THAT the following By-law be read a first, second and third time and finally passed:

- *By-Law No. 64-2025 - To confirm all actions and proceedings of Council (October 21st, 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.17

Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED THAT there being no further business, the Council meeting be adjourned at 9:13 p.m. to meet again on Tuesday, November 4th at 9:00 a.m. in Council Chamber at the Municipal Office.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Denny Giles

This document is available in alternate formats upon request.