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### **Council Meeting Minutes**

**Date:** September 2, 2025  
**Time:** 9:00 AM  
**Place:** Mount Elgin Community Centre

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**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  
Brad Smale, B. Arch. Sci, CBCO – CBO  
Adam Prouse – Public Works Superintendent  
Shane Caskanette – Fire Chief & CEMC  
Nicole Chambers – Legislative Services/Records  
Management Coordinator  
Laurel Davies Snyder – Development Planner  
Daniel Leduc – Deputy Chief Building Official/Drainage  
Superintendent

**Staff Members Absent:** Mary Ellen Greb – CAO

### **CALL MEETING TO ORDER**

The meeting was called to order at 9:00 a.m. by Mayor David Mayberry and a quorum was present.

### **MOTION TO ACCEPT AGENDA**

Council Meeting Agenda - September 2nd, 2025

**Resolution No.1**

Moved by George Way  
Seconded by Craig Gillis

RESOLVED that the regular meeting agenda for the September 2, 2025, meeting of Council be approved, as amended.

**DISPOSITION: Motion Carried**

**DECLARATION OF PECUNIARY INTEREST**

Councillor Buchner declared a pecuniary interest associated with report DD 08-2025 as his wife owns one of the properties identified in the report.

Councillor Ypma declared a pecuniary interest associated with the delegations and associated report from the CAO for regarding the Municipal Support Confirmation request due to a contract he has with an alternate wind company.

**MINUTES OF THE PRECEDING MEETING**

August 12th, 2025 - Regular Council Meeting Minutes

**Resolution No.2**

Moved by Jim Pickard  
Seconded by George Way

RESOLVED that the regular minutes of the August 12th, 2025, council meeting be approved.

**DISPOSITION: Motion Carried**

**BUSINESS ARISING FROM THE MINUTES**

CL 48-2025

Business Arising from the Minutes of August 12, 2025

Clerk Denny Giles 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 Peter Ypma  
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 48-2025: Business Arising from the minutes of August 12th, 2025, as information.

**DISPOSITION: Motion Carried**

**DELEGATIONS AND APPOINTMENTS**

9:05 a.m. [Committee of Adjustment Hearing Agenda](#) - Minor Variance Application:

- A13-2025 submitted by Girard Engineering Inc., on behalf of Mike Reid, Tammy Reid and Linda Reid for property located at 26 Loweville Road

**Resolution No.4**

Moved by George Way

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment at 9:05 a.m. to consider minor variance application:

- A13-2025 - 26 Loweville Road (Reid)

**DISPOSITION: Motion Carried**

**Resolution No.5**

Moved by George Way

Seconded by Craig Gillis

RESOLVED that Council reconvene in regular session at 9:12 a.m.

**DISPOSITION: Motion Carried**

9:15 a.m. - David Pye - Request to appeal invoice for Fire Department response  
David Pye was present and asked Council to waive or consider relief from the invoice received for fire services to attend an open burn on his property. Mr. Pye commented that he was advised when fire services attended that if the fire was extinguished by the landowner, there would be no charge, but if fire services was required to deploy equipment to extinguish the fire, there would be a charge.

Fire Chief Shane Caskanette provided confirmation to Council that fire services responded, and extinguished what looked to be the frame of a couch or daybed.

Councillor Pickard advised Mr. Pye that the Township has to pay for the firefighters to respond to the call regardless of any equipment being deployed, and that expense should not be covered by the general taxpayer, it should be cost recoverable by the Township from the landowner.

Councillor Gillis commented that the photo provided with the Fire Chief's report clearly looks like a furniture item was being burned. The Township has a by-law addressing permitted burnable materials and the by-law needs to be supported. Since only two trucks responded to the call, the charge could have been higher - he suggested that the property owner should be responsible for paying the charge.

Councillors commented that if the landowner was advised differently than what the By-law permits, a conversation needs to occur to ensure that the Fire Chief is the only one addressing any follow up to open burn calls with property owners.

**Resolution No.6**

Moved by George Way  
Seconded by Jim Pickard

RESOLVED that Council of the Township of South-West Oxford deny the request from David Pye and uphold the fees and charges levied under Open-Air Burn By-law 58-2024 and the Fees and Charges By-law 90-2024 for fire service response to an unauthorized open-air burn as specified in the report.

**DISPOSITION: Motion Carried**

*Due to a declared Conflict of Interest, Councillor Ypma left the meeting.*

9:25 a.m. - Delegation - Marleen Van Ham: SWOX/Malahide Opposition to Wind Turbines

Marleen Van Ham and Wendell Johnson made their presentation to Council regarding the proposed wind energy project. They encouraged Council to stand by its resolution from the June 17, 2025, meeting and voiced disappointment with Prowind for disregarding that decision. The delegates expressed that they felt due process was followed in June based on published guidelines available from the Association of Municipalities of Ontario (AMO). Mayor Mayberry advised that the information available from AMO is just guidelines, and does not replace legislative processes.

9:40 a.m. - Delegation - Penny & Luke Julian and James & Romney Hammerton: Support for Wind Energy Proposal

Penny and Luke Julian and James and Romney Hammerton made their presentation to Council, in support of the wind energy project, highlighting they felt the project to be a good use of agricultural land since the footprint for wind turbines uses a minimal amount of land. The delegates expressed concern about the significant amount of misinformation circulating from opposition groups and felt it was important that Council's decision be guided by fact.

Penny and Luke Julian added that the 'unwilling host' resolution cuts short any discussion on wind energy projects moving forward in South-West Oxford, as providing initial municipal confirmation does not guarantee that wind energy projects will move forward.

9:55 a.m. - Delegation - Helmut Schneider, Vice President - Prowind: Update, Bower Hill (Application for Municipal Support Confirmation)

Helmut Schneider made a presentation to Council on behalf of Prowind. He confirmed this was the sixth meeting with South-West Oxford, and the first meeting where an official request for Municipal Support Confirmation was presented. Mr. Schneider provided information to rebuttal misinformation circulating in the community, confirming that Prowind is not in partnership with any other developer, rather only associated with local co-op and first nations. Mr. Schneider confirmed the request was only for six wind turbines, adding that the decision that was made in June by Council was made with incorrect and misinformation circulating.

Councillor Pickard disagreed that the decision made in June by Council was made having incorrect and inaccurate information, adding he felt Council made the decision based on the number of residents opposed to the project.

Councillor Buchner commented that the information circulating about the Township hosting over thirty turbines likely generates from when there was a second wind energy company proposing to install turbines in South-West Oxford.

**Council moved to deal with staff report CAO 19-2025**

**CAO 19-2025**

CAO 19-2025: Bower Hill Wind Project – Request for Municipal Support Resolution

The purpose of this report is to provide Council with background information on the wind energy procurement process in Ontario and to outline the Township's role within that framework. The report also updates Council on the formal request received from Prowind Inc. for Municipal Support Confirmation for the proposed Bower Hill Wind Project.

Acting CAO, Julie Middleton advised Council that the Municipal Support Confirmation request had not been received by the Township until mid-August, and because the Township had not received a formal request in the past, Prowind is still able to make the request for Council to formally make a decision.

**Resolution No.7**

Moved by George Way

Seconded by Craig Gillis

RESOLVED that Report No. CAO 19-2025: "Bower Hill Wind Project – Request for Municipal Support Resolution" be received as information;

**DISPOSITION: Motion Carried**

**Resolution No.8**

Moved by George Way

Seconded by Craig Gillis

RESOLVED that Council reaffirm its existing resolution of June 17, 2025 declaring the Township an "Unwilling Host";

AND THAT Council deny the request for Municipal Support Confirmation from Prowind.

Yes: David Mayberry, Paul Buchner, Valerie Durston, George Way, Jim Pickard,  
and Craig Gillis

No: None

**DISPOSITION: Motion Carried, 6-0 on a recorded vote**

***Council recessed at 10:26 a.m.***

***Council reconvened at 10:36 a.m., and Councillor Peter Ypma rejoined the meeting.***

10:15 a.m.- Delegation - SPH Engineering Inc. - Corby Kirwin - New Municipal Building/Daycare/Library  
Corby Kirwin of SPH Engineering Inc., and Robert Ritz, of R. Ritz Architect firm presented the draft architectural drawings to Council.

Councillor Pickard inquired how many offices the new municipal office would consist of. Acting CAO Julie Middleton noted there would be nineteen fully private offices and ten cubicles. Julie added that it would create four spare offices and six additional cubicle spaces allowing for growth potential over the course of the next fifty years into the future.

It was noted that the daycare may also eventually outgrow the designated space, and administration could expand to the lower level and build a new daycare facility in a different location.

Councillor Ypma commented that the original concept plan was three floors and asked if the reduction to two floors would also reduce the cost estimate. Corby Kirwin confirmed the price square foot would be in the \$400 to 500 range, for a total of \$10.9 to \$13.6 million, and added that is a conservative estimate.

Councillor Gillis inquired about the overhang at back of the building above the daycare entrance and whether the HVAC for the offices situated above the overhang would be efficient. It was confirmed that the floor would be insulated which would be efficient for the HVAC system on the second level.

Corby Kirwin confirmed that geothermal would be an option for the building after Councillors made the inquiry.

Mayor Mayberry inquired about the reasoning for propane backup versus natural gas. Architect Robert Ritz advised that if there is no other use for natural gas in the building, the Township would be paying a monthly administration fee for natural gas even when not using it, whereas the propane backup option does not have the same associated administration fee

Mayor Mayberry commented he would like to see a meeting room/area near reception containing a plans review area for the Chief Building Official, where you can enter from both the public side and the staff side of the office.

Councillor Ypma commented that storage space always comes up short after construction is complete - he wondered if extending excavation on entry to library and municipal office would be possible for additional storage space.

Mayor Mayberry expressed that he would really like to see the building be a visually appealing structure, so it looks like it represents the pride of the community. The building needs to be inviting; it needs to provide a sense of belonging and added that spending to ensure the appeal of the building is worth it in his opinion.

Corby Kirwin confirmed that the current design is close to being what the final product will represent but added that changes to the interior can be made as the project moves forward. He added that the next steps would be to bring the Architect, Robert Ritz, back in and make some adjustments to the interior components; create tender documents and put the project out for tender; and secure a final price through the tender process.

Councillor Ypma emphasized utilizing Canadian products whenever possible for the project. Corby Kirwin responded that the use of Canadian products whenever possible can be included in the tender documents.

Councillor Ypma made comments about the proposed daycare and whether there was a need for infant space; highlighting he wants to ensure the Township builds it right.

DD-08-2025

11:00 a.m. - Notice of Meeting to Consider Engineer's Report (Dereham Line Drain) - Cody Kuepfer and Trevor Kuepfer, Streamline Engineering Inc.

Dereham Line Drain Consideration of Engineer's Report

The purpose of this report is to present the council with the consideration of the Engineer's report for the Dereham Line Municipal Drain, as authorized pursuant to Section 4 of the Drainage Act.

Cody and Trevor Kuepfer of Streamline Engineering Inc., presented the report for the Dereham Line Municipal Drain.

Councillor Ypma inquired as to where the outlet is located at the south end of the drain, and it was confirmed that it outlets to the creek.

Mayor Mayberry commented on the assessment for the road authority noting that Brownsville Road is a county road and therefore inquired as to whether there would be assessment for Oxford County. Council was advised that Oxford County would not be assessed because the work is taking place to the north of Brownsville Road. Oxford County would be assessed for future maintenance.

Helena Dyck of 312306 Dereham Line was present at the meeting and inquired as to why the project plan was to place larger culverts than what currently exists and questioned how it is feasible place larger up against smaller. Helena expressed concern that the cement on each side of their driveway is not replaced, and is being replaced with a grass slope. The engineer confirmed that all the culverts are two feet in diameter and there should be no location where there is a larger culvert being placed against a smaller culvert. The size should be two feet for the entire length.

Councillor Ypma inquired about the cost to bury the drainage pipe versus digging a deeper ditch for the drainage. Streamline confirmed it was significantly more expensive to bury the drainage pipe, adding that this project will be matched to current standard, where if the drainage was roadside ditch previously, it will remain roadside ditch.

Works Superintendent Adam Prouse commented that this drainage project was a significant cost to Township and if it is successful, it will be added to the 2026 budget. This project was initiated through the roads needs study and being that majority of the work is on road allowance is why the Township is responsible for such a significant portion of the cost.

Councillor Ypma asked if residents request having a closed drain on their property, could there be a property-to-property approach where the added cost would be the responsible of the requesting homeowner. Trevor Kuepfer advised that an approach like that could be taken and the landowner would be responsible for the increased cost, however that would require backing up the process a bit to make revisions to the report and reissue the report.

Adam Prouse advised Council that closing the drain will eliminate the roads outlet and there won't be the road ditch which will add a lot more cost to place catch basins. If the drain is closed, we won't be able to do service as there won't be a ditch.

#### **Resolution No.9**

Moved by George Way

Seconded by Peter Ypma

RESOLVED that the Council of The Township of South-West Oxford accept the report attached as Appendix "A" to report DD 08-2025 prepared by Streamline Engineering Inc. and dated August 11th 2025 regarding the Dereham Line Municipal Drain in accordance with 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 Dereham Line Drain 2025 Provisional By-law.

**DISPOSITION: Motion Carried**

#### **STAFF REPORTS**

CAO 20-2025

CAO 20-2025: 2025 AMO Conference Information Report

The report provided Council with an overview of the 2025 AMO Conference held in Ottawa, Ontario from August 17–20, which Treasurer Brooke Crane and Deputy CAO Julie Middleton attended on behalf of the Township of South-West Oxford.



Julie Middleton spoke briefly to the staff report and highlighted the key topics addressed at the AMO conference.

**Resolution No.10**

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CAO 20-2025: 2025 AMO Conference Information Report as information.

**DISPOSITION: Motion Carried**

***Council recessed for lunch at 11:57 a.m.***

***Council reconvened at 12:25 p.m.***

CAO 21-2025

CAO 21-2025: Organizational Review – Administrative Support for Planning, Building, and Public Works

To provide Council with a follow-up to the organizational review first introduced in the CAO's February, 2025 report, and to recommend adjustments to the Township's organizational structure to address increasing customer service demands in Building, Planning and Development Services, as well as administrative support needs for Public Works.

Mayor Mayberry confirmed this would be adding a position, and not yet backfilling another vacant another position.

Councillor Ypma commented that there is an elevated need for this position so we have dedicated support to assist the public in building and planning applications.

Councillor Gillis sought clarification because administrative support for fire and building services used to be one position. Julie Middleton responded that earlier this year, the Township realigned positions and the realignment has not addressed the needs of building and planning services support.

Julie Middleton advised Council that the advertisement for the position is out, but the job description is listed as 'under review'.

**Resolution No.11**

Moved by George Way

Seconded by Peter Ypma

RESOLVED that Council receive report CAO 21-2025: Organizational Review – Administrative Support for Building, Planning and Public Works as information;

AND FURTHER THAT Council approve the creation of the following position within the Township's organizational structure:

- Building, Planning, and Public Works Administrative Assistant;

AND FURTHER THAT the necessary updates to the Township's organizational chart and job description be undertaken by staff.

**DISPOSITION: Motion Carried**

## **DISCUSSION ITEMS**

Big Brothers Big Sisters of Oxford Proclamation Request

### **Resolution No.12**

Moved by Jim Pickard

Seconded by George Way

WHEREAS: Big Brothers Big Sisters of Oxford County has been a champion for young people for 55 years, providing Developmental Relationships that offer guidance, consistency, and hope; and

WHEREAS: mentoring is more than spending time together—it's about igniting sparks of potential that empower young people to overcome adversity and thrive; and

WHEREAS: the demand for BBBS programs continues to grow, and while more children and families are reaching out for support, there remains an urgent need for new volunteer mentors and sustainable funding to keep these life-changing programs free of charge; and

WHEREAS: the measurable outcomes of mentoring, improved mental health, stronger social-emotional skills, educational engagement, and future readiness demonstrate that mentorship is an investment in brighter futures for all of Oxford County; and

WHEREAS: the Spark Campaign reminds us that one person, one moment, and one match can be the spark that changes the course of a young person's life; and

WHEREAS: the success of Big Brothers Big Sisters depends on the commitment of volunteers, donors, partners, and communities who believe every young person deserves the chance to reach their full potential;

NOW, THEREFORE, I, Mayor David Mayberry, do hereby proclaim September 2025 as Big Brothers Big Sisters Month in the Township of South-West Oxford. I encourage all citizens to support Big Brothers Big Sisters of Oxford County by learning more, becoming a mentor, or making a financial contribution to ensure every young person can find their spark.

**DISPOSITION: Motion Carried**

## **CONSENT AGENDA**

Councillor Ypma highlighted Consent Agenda item #3 and #14 for any discussion and to send letters of support.

#1- Town of Grimsby Endorsement of Opposition to Bill 5

#2- Town of Grimsby Resolution Elect Respect

#3- Town of Goderich Motion - Standing Senate Committee on Agriculture and Forestry

### **Resolution No.13**

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford direct staff to send a letter of support for item #3 of the Consent Agenda dated September 2nd, 2025.

**DISPOSITION: Motion Carried**

#4- West Nipissing Moratorium on Aerial Spraying

#5- Fort Erie Resolution - Bill 5

#6- Fort Erie Resolution - Bill 17

#7- West Lincoln Human Trafficking Prevention

#8- West Lincoln H.E.R. Elect Respect Campaign

#9- Ministry of Natural Resources - Proposed Carbon Storage Regulations

#10- Terrace Bay Firefighter Certifications

#11- Safe & Well Oxford Stakeholder Summit

#12- Safe & Well Oxford - SWPH Food Insecurity

#13- North Glengarry - Amend Bluebox Regulations

#14- Woolwich - Strong Mayor Legislation

### **Resolution No.14**

Moved by Peter Ypma

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford direct staff to send a letter of support for item #14 of the Consent Agenda dated September 2nd, 2025.

**DISPOSITION: Motion Carried**

#15- Wasteline Newsletter

#16 - SWPH Reducing Alcohol Harms Primer for Municipalities

**Resolution No.15**

Moved by Jim Pickard

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive items #1 to #2; #4 to #13 and #15 to #16 of the Consent Agenda dated September 2nd, 2025, for information, and that they be noted and filed.

**DISPOSITION: Motion Carried**

**ACCOUNTS PAYABLE REPORT**

September 2nd, 2025 - Accounts Payable Report

**Resolution No.16**

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for August 9th-August 29th, 2025	\$444,717.70
Bi-weekly Payroll #17	\$59,892.38
Council Pay #8	\$8,669.82
Fire Pay #8	\$21,842.82
Total	\$535,122.72

**DISPOSITION: Motion Carried**

**BY-LAWS AND AGREEMENTS**

By-Law No. 57-2025 - To provide for Drainage Works (Dereham Line Drain) - first and second reading only

Having declared a Conflict of Interest associated with the By-law, Councillor Buchner stepped out of the meeting for the vote.

**Resolution No.17**

Moved by George Way  
Seconded by Craig Gillis

RESOLVED that the following By-law be read for a first and second time:

- By-law 57-2025 - To provide for Drainage Works (Dereham Line Drain)

**DISPOSITION: Motion Carried**

## **NOTICE OF MOTION**

## **NEW BUSINESS**

Dodge Line North - Sweaburg

Concerns were brought forward about the speed of traffic in this area and it was suggested that the Township install the portable speed sign to capture driving habits on that stretch of road, ideally placing the sign close to the school.

Adam Prouse confirmed that Public Works could place the speed sign at that location.

## **COUNCIL ROUND TABLE**

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

Councillor Pickard advised Council that the playground equipment at the Lions ball park has been condemned due to health and safety concerns. Sweaburg Parks and Recreation Committee is discussing options for replacement.

Councillor Ypma advised Council he would be attending a Long Point Region Conservation Authority meeting on September 3rd. He added that basketball posts would soon be installed at the multi-purpose pad at the Mount Elgin Community Centre.

Councillor Durston advised Council that the Salford Hall Board was meeting that evening (September 2nd), after taking August off. She added that Salford Park had a small group of climbers and slides that have been decommissioned. It's anticipated that there will be a Tillsonburg Airport meeting within the next couple of months.

Councillor Gillis spoke about the car show at the Museum and how well attended the event was this year. There is one more car show on September 28th. He advised Council there is a Museum Board meeting on September 10th.

Councillor Buchner advised he would be attending a Catfish Creek Conservation Authority Meeting this coming Thursday, September 4th. He asked if staff could check the meter at the pump house as it was reported to him that kids had been throwing rocks at it.

Councillor Way advised of an upcoming budget meeting at the museum this coming Thursday (September 4th) at 1:30 p.m. He advised Council that the Upper Thames Valley Conservation Authority has a draft budget presented with a proposed 6.7% increase for 2026.

Mayor Mayberry relayed a concern from a Zorra Line resident about the current detour. Trucks coming from the north may not see a school bus stopping mid-way down the hill. He suggested a school bus sign to warn drivers of the stop.

#### **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 (staffing);

#### **Resolution No.18**

Moved by Peter Ypma

Seconded by Valerie Durston

RESOLVED that Council move into closed session at 12:49 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; (staffing)

**DISPOSITION: Motion Carried**

#### **Resolution No.19**

Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED that Council of the Township of South-West Oxford reconvene in open session at 1:15 p.m.

**DISPOSITION: Motion Carried**

#### **CONFIRMATORY BY-LAW**

By-Law No. 58-2025 - To confirm all actions and proceedings of Council (September 2nd, 2025)

#### **Resolution No.20**

Moved by Peter Ypma

Seconded by Valerie Durston

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

- By-law No. 58-2025 - To confirm all actions and proceedings of Council (September 2nd, 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.21**

Moved by Craig Gillis

Seconded by Jim Pickard

RESOLVED that there being no further business, the Council meeting be adjourned at 1:16 p.m. to meet again on Tuesday, September 16th, 2025, at 6:30 p.m. in Council Chambers.

**DISPOSITION: Motion Carried**

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MAYOR: David Mayberry

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CLERK: Denny Giles

This document is available in alternate formats upon request.