



Council Meeting Minutes

Date: December 16, 2025

Time: 6:30 PM

Place: Council Chambers

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

Council Members Absent: Craig Gillis – Councillor, Ward 6

Staff Members Present: Mary Ellen Greb – CAO
Julie Middleton – Acting CAO
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Adam Prouse – Public Works Superintendent
Shane Caskanette – Fire Chief & CEMC
Laurel Davies Snyder – Development Planner
Daniel Leduc – Deputy CBO/Drainage Superintendent

Staff Members Absent: Brad Smale, B. Arch. Sci, CBCO – CBO

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 - December 16th, 2025

Resolution No.1

Moved by Paul Buchner

Seconded by Peter Ypma

RESOLVED THAT the regular meeting agenda for the December 16th, 2025, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

December 2nd, 2025 - Regular Council Meeting Minutes

Resolution No.2

Moved by Jim Pickard
Seconded by George Way

RESOLVED THAT the regular minutes of the December 2nd, 2025, council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 61-2025: Business Arising from the Minutes of December 2, 2025

Clerk Denny Giles presented the report to Council providing an overview for Council of the staff actions arising from the minutes of the last Council meeting.

Resolution No.3

Moved by George Way
Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 61-2025: Business Arising from the minutes of December 2nd, 2025, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

6:30 p.m. - CAO Mary Ellen Greb - Retirement Presentation

Mayor Mayberry and Members of Council each provided remarks to CAO Mary Ellen Greb, commending her for her dedication and years of service to the Township of South-West Oxford and expressed congratulations and best wished on her upcoming retirement, December 31st, 2025.

6:40 p.m. Notice to Consider Engineer's Report: Salford Drain and Staff Report DD-12-2025: Salford Drain

Deputy CBO/Drainage Superintendent Dan Leduc presented the staff report to Council for the consideration of the Engineer's report for the Salford Drain, as authorized by Section 78 of the Drainage Act and Engineer Mike DeVos of Spriet Associates presented the Engineer's report to Council.

Resolution No.4

Moved by Jim Pickard
Seconded by George Way

RESOLVED THAT the Council of The Township of South-West Oxford accept the engineer's report attached as Appendix "A" to report DD 12-2025 prepared by Spriet Associates and dated November 7th, 2025, regarding the Salford Drain in accordance with Section 78 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 Salford Drain Provisional By-law.

DISPOSITION: Motion Carried

6:45 p.m. - Court of Revision: East Branches of Hiram Allin Drain

Resolution No.5

Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED THAT Council for the Township of South-West Oxford appoint Councillor Way as Chair, and Councillor's Buchner & Pickard as members of the Court of Revision for the East Branches of the Hiram Allin Drain.

DISPOSITION: Motion Carried

Resolution No.6

Moved by Paul Buchner
Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford recess at 6:56 p.m. to allow the Court of Revision for the East Branches of the Hiram Allin Drain to commence.

DISPOSITION: Motion Carried

Council reconvened at 6:57 p.m. following the Court of Revision.

6:50 p.m. - Public Meeting: ARU Zoning By-law Amendment

1. Presentation of the Staff Report

Community Planner Hanne Yager presented the staff report to Council regarding amendments to the Township Zoning By-law associated with Additional Residential Units.

2. Comments and Questions from Council

Members of Council inquired as to the definition of gross floor area versus ground floor area. Hanne Yager advised gross floor area is currently used to measure lot coverage, but the plan will be to change the definition to ground floor area (which measures the footprint on the ground) to measure the lot coverage. Ground floor area is the actual footprint on the ground, and doesn't include additional levels.

3. Comments and Questions from members of the public

John DeBruyne inquired about the difference between ARU's and Garden Suites.

Jeff Quinn sought additional clarification on ARU's and the proposed amendments.

Resolution No.7

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford approve-in-principle the proposed Zoning By-Law amendment (File No. ZN 4-25-13) to introduce amendments to Township Zoning By-Law No. 25-98 and that the By-law be brought back to a subsequent Council meeting.

DISPOSITION: Motion Carried

7:00 p.m. - Public Meeting - Zone Change Application ZN 4-25-12 submitted by Shelly Mullin on behalf of 927515 Ontario Inc., for property located at 263924 Prouse Road

1. Presentation of the Staff Report

Development Planner Laurel Davies-Snyder presented the staff report to Council.

2. Comments and Questions from Council

There were no comments or questions from members of Council.

3. Comments from the Applicant/Agent

The applicant was not present for the public meeting.

4. Comments and Questions from members of the public

There were no members of the public who spoke in favour or in opposition to the Zoning By-law Amendment.

Resolution No.8

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford approve the zone change application submitted by 927515 Ontario Inc., whereby the lands described as Part Lot 14, Concession 7 (Dereham), Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone'.

DISPOSITION: Motion Carried

7:10 p.m. - Public Meeting - Zone Change Application ZN 4-25-04 submitted by James Hammerton of Generation Grain Elevators Ltd., on behalf of Murgo Farms Ltd., for property legally described as Lot 6, Con 2, West Oxford, S of King's Hwy 401 except A15426 & Pt 41R2866

1. Presentation of the Staff Report

Development Planner Laurel Davies-Snyder presented the staff report to Council.

2. Comments and Questions from Council

There were no comments or questions from members of Council.

3. Comments from the Applicant/Agent

The applicant was present for the Public Meeting and had no comments to add.

4. Comments and Questions from members of the public

There were no members of the public who spoke in favour or in opposition to the Zoning By-law Amendment.

Resolution No.9

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford approve the zone change application submitted by Murgo Farms Ltd., whereby the lands described as Lot 6, Concession 2, West Oxford, South of King's Hwy 401, Township of South-West Oxford are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Agri-Business Zone (AB-19)'.

DISPOSITION: Motion Carried

ZONING BY-LAW AMENDMENTS

By-Law No. 78-2025 - A By-law to amend Township of South-West Oxford Zoning By-law (ZN 4-25-12)

By-law No. 79-2025 - A By-law to amend Township of South-West Oxford Zoning By-law (ZN 4-25-04)

Resolution No.10

Moved by Jim Pickard

Seconded by Peter Ypma

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

- *By-law No. 78-2025 - A By-law to amend the Township of South-West Oxford Zoning By-law (ZN 4-25-12)*
- *By-law No. 79-2025 - A By-law to amend the Township of South-West Oxford Zoning By-law (ZN 4-25-04)*

DISPOSITION: Motion Carried

STAFF REPORTS

CL 62-2025: Fees & Charges By-law: 2026 Update

Clerk Denny Giles presented the report to Council which brings forward updates and nominal fee increases to the Fees & Charges By-law for the Township, to be implemented on January 1st, 2026.

Resolution No.11

Moved by Peter Ypma

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 62-2025: Fees & Charges By-law: 2026 Update, as information;

AND FURTHER THAT Council adopts the updated Fees & Charges By-law as presented in the By-law section of the agenda.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Resident Request regarding Snow Removal

(placed on agenda at the request of Mayor Mayberry)

Works Superintendent Adam Prouse advised Council the Township continues to meet or exceed the minimum maintenance standards as set out by the province with no issues.

2026 Budget

Councillor Ypma inquired as to the significant increase to the General Government budget. Treasurer Brooke Crane advised the increase is mainly due to the Ingersoll boundary adjustment funding. The Township will receive the funding, but will be required to give back eighty percent (80%). Additionally, there was a \$200,000 debenture payment added for the construction of the new municipal facility.

Councillor Ypma also inquired as to the change in the Building Department budget. Treasurer Brooke Crane advised the budget was decreased under building permit revenue by \$60,000.

CONSENT AGENDA

#1- Zorra Township - Letter to Senator Black - Soil Health in Canada

#2- Zorra Township - Letter to Minister of Education - ROMA - Closure of Rural Schools

#3- Town of East Gwillimbury - Opposition to Protect Ontario by Unleashing Our Economy Act, 2025

#4- Letter from UTRCA Chair

#5- Township of Puslinch - Ontario Community Infrastructure Fund

#6- City of Brantford - P.A. Day on Municipal Election Day

#7- Town of Parry Sound - Support Alcohol Container Return System

#8- Town of Blue Mountains - TC Energy Pumped Storage

#9- LPRCA Letter re Bill 68 and ERO No. 025-1257

#10- LPRCA November 5th Minutes

#11- LPRCA November 13th Minutes (Budget)

#12- ERTA Media Release

#13- Town of Ingersoll - Conservation Authority Consolidation

#14- Township of Minden Hills - Strong Mayor Powers

#15- Township of Central Frontenac - Proposed Amendments to Conservation Authorities Act

#16- Municipality of Magnetawan - Site Ready Funding

#17- County of Brant - ASE

#18- South Huron support Kingsville - Conservation Authorities Consolidation

#19- SWOX County Council Report from Mayor Mayberry

#20- Municipality of St. Charles - Extend firefighter certification deadline

Resolution No.12

Moved by Valerie Durston
Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #20 of the Consent Agenda dated December 16th, 2025, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

December 16th, 2025 - Accounts Payable Report

Resolution No.13

Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED THAT the following Accounts be approved for payment:

Accounts Payable for November 30th- December 13th, 2025	\$1,230,472.90
Payroll #25 - General	\$67,372.01
<i>Total</i>	<i>\$1,297,844.91</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 75-2025 - A By-law to amend the Township Fees & Charges By-law
(Effective January 1, 2026)

By-Law No. 76-2025 - A By-law to provide for Drainage Works (Salford Drain 2025) - first and second reading only

By-Law No. 77-2025 - A By-law to adopt estimates of revenues and expenditures for the year 2026 (2026 Budget)

Resolution No.14

Moved by George Way
Seconded by Jim Pickard

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

- *By-law No. 75-2025 - A By-law to amend the Township Fees & Charges By-law*
- *By-law No. 77-2025 - A By-law to adopt estimates of revenues and expenditures for the year 2026*

DISPOSITION: Motion Carried

Resolution No.15

Moved by Jim Pickard
Seconded by Paul Buchner

RESOLVED THAT the following By-law be read a first, second time:

- *By-law No. 76-2025 - A By-law to provide for Drainage Works (Salford Drain)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

COUNCIL ROUND TABLE

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

Councillor Durston commented on the municipal facility tour for Engage and Inform Committee's essay winners.

Councillor Buchner advised that Brownsville Hall had been steady with hall rentals.

Councillor Way advised that Folden's Hall had been steady with hall rentals.

Councillor Pickard advised that the Old Fashion Christmas event in Sweaburg drew a large crowd adding how much the community looks forward to the event.

Councillor Ypma commented on the success of the Dereham Centre Christmas in the Village event that took place on November 29th, adding that organizers anticipated there were 70-80 people in attendance.

Mayor Mayberry advised Council the municipal facility tour for the winners of the essay contest was great, and the two students were very engaged. Mayor Mayberry added that the Township's annual emergency management exercise required to be done yearly under legislation has been completed. He added that both the Beachville Museum Light event and Sweaburg Old Time Christmas were both great events and well attended.

Council recessed at 7:43 p.m.

Council reconvened at 7:49 p.m.

CLOSED SESSION

The meeting will be closed to the public under section 239 (2) (b) (d) (e) and (i) of the Municipal Act.

Resolution No.16

Moved by George Way

Seconded by Peter Ypma

RESOLVED THAT Council move into closed session at 7:50 p.m. pursuant to section 239 (2) (b) (d) (e) and (i) of the Municipal Act in order to discuss matters pertaining to:

- (b) personal matters about an identifiable individual, including municipal or local board employees (CAO Performance Evaluation);
- (d) labour relations or employee negotiations (Employment Contracts);
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Roadway liability);
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (ERTH).

DISPOSITION: Motion Carried

Resolution No.17

Moved by George Way

Seconded by Peter Ypma

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 9:04 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 80-2025 - A By-law to confirm all actions and proceedings of Council (December 16th, 2025)

Resolution No.18

Moved by Valerie Durston

Seconded by Paul Buchner

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

- *By-law No. 80-2025 - To confirm all actions and proceedings of Council (December 16th, 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.19

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT there being no further business, the Council meeting be adjourned at 9:05 p.m. to meet again on Tuesday, January 6th, 2026, 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.