

**Township of South-West Oxford
Council Minutes
May 20, 2025**

Members Present: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Craig Gillis (Ward 6)

Members Absent: Councillor Jim Pickard (Ward 5)

Staff Present: Mary Ellen Greb, Chief Administrative Officer/Deputy Clerk
Brooke Crane, Treasurer
Adam Prouse, Works Superintendent
Julie Middleton, Clerk/Deputy CAO
Nicole Chambers, Legislative Services and Records Management Coordinator

Call Meeting to Order

The meeting was called to order at 6:30 p.m. by Mayor David Mayberry a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Paul Buchner
Seconded by George Way

RESOLVED that the regular meeting agenda for the May 20th, 2025 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Minutes of the Preceding Meeting

May 6th, 2025 - Regular Council Meeting Minutes

Resolution No. 2 Moved by Craig Gillis
Seconded by Peter Ypma

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for sun and shade. Consideration will be given to shifting the location of the building on-site to allow for an expansion of the outdoor playground space.

Mayor Mayberry noted that the Oxford County Library Board is considering this proposed library location as a regional hub. Discussion followed regarding the space required, and the ability to utilize the Council Chamber space on the third floor as an activity room. Fixtures such as AV requirements in the floors and walls will need to be taken into consideration during the design stage – there are options to design this as a dual-purpose room for library use.

Council provided direction to staff to bring this forward at an upcoming meeting for further review, including site plan.

Staff Reports

CAO 10-2025: Ingersoll Rotary Club Funding Request from South-West Oxford Township

CAO Mary Ellen Greb provided Council with a report to seek their input regarding a potential grant to the Ingersoll Rotary Club, to assist the Club with some of the capital updates required to re-purpose the former CAMI gymnasium building for food and clothing storage for various community organizations. She noted that Council did not provide funds in the 2025 for this expense. If Council decides to proceed, there are surplus funds coming forward from Council from 2023. This will grow several of the reserves – several of them may be used to off set this expense.

Mayor Mayberry advised that the Rotary Club has not yet finalized their operating budget, they will forward it to the Township once complete.

6:55 p.m. - Clerk Julie Middleton - By-law Exemption Requests: CL 28-2025: By-law Exemption Request – Animal Care and Control By-law (Chickens) – Stephanie Rodrigues

The purpose of this report is to present Council with a by-law exemption request received from Stephanie Rodrigues, located at 584904 Beachville Road, to permit the keeping of chickens within a residential zone.

Resolution No. 4 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 28-2025: By-law Exemption Request – Animal Care and Control By-law (Chickens) – Stephanie Rodrigues as information;

AND FURTHER THAT Council approve the by-law exemption request received from Stephanie Rodrigues to permit the keeping of chickens on her property located at 584904 Beachville Road subject to the following conditions:

- A maximum of six (6) hens shall be permitted; roosters shall not be permitted.
- One (1) chicken coop and associated run shall be permitted.
- The total footprint of the chicken coop and run shall not exceed 10 square metres (108 square feet).
- The height of any chicken coop or enclosure shall not exceed 3 metres (9.84 feet).
- Chicken coops or enclosures shall not be permitted in the front yard or interior side yard of a property, as defined in the Township's Zoning By-law.
- Chicken coops and runs must be located a minimum of: o 3 metres (10 feet) from any property line; and o 22.86 metres (75 feet) from any residential dwelling on an adjacent property.
- Coops and runs must be constructed of materials with openings no greater than 19 mm ($\frac{3}{4}$ inch), must include a roof to prevent escape and mingling with wild fowl, and must be secured against predators.
- Chickens must be kept for personal use only; the sale of eggs, manure, or additional chickens shall not be permitted.
- The coop and run must be maintained in a clean, sanitary condition, with all waste properly composted or disposed of in accordance with municipal waste guidelines.
- The keeping of chickens must not result in a nuisance due to noise, odour, unsanitary conditions, or the attraction of pests.
- Owners shall be advised that should any complaints be received by enforcement staff regarding noise, odour, waste disposal, or chickens wandering off the property, the Township may issue an order requiring the

removal of the chickens and the revocation of the exemption.

DISPOSITION: Motion Carried

CL 29-2025: By-law Exemption Request – Animal Care and Control By-law (Chickens) – Christopher Ault

The purpose of this report is to present Council with a by-law exemption request received from Christopher Ault, located at 97 Glenn Ave N., Sweaburg, to permit the keeping of chickens within a residential zone.

Resolution No. 5 Moved by Peter Ypma
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 29-2025: By-law Exemption Request – Animal Care and Control By-law (Chickens) – Christopher Ault as information;

AND FURTHER THAT Council deny the by-law exemption request submitted by Christopher Ault for the keeping of chickens on his property located at 97 Glenn Avenue North, Sweaburg, as the proposal does not meet the required conditions established by Council for such exemptions.

DISPOSITION: Motion Carried

CL 31-2025: Noise By-law Exemption Request - Private Event (Sweaburg)

The purpose of this report is to present Council with a request received from a Sweaburg resident for an exemption to the Township's Noise By-law to permit the amplification of sound for a surprise birthday party event scheduled to take place on Saturday, June 28th, 2025 in Sweaburg.

Resolution No. 6 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 31-2025: Noise By-law Exemption Request – Private Event (Sweaburg) as information;

AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise By-

law No. 49-2021 for a private surprise birthday event to take place on Saturday, June 28th, 2025 from 7:00 p.m. to 12:00 a.m. (midnight) at 474379 Dodge Line (Sweaburg Lions Pavilion);

AND FURTHER THAT Council provide direction to staff to notify enforcement staff and the OPP of the noise by-law exemption approved by Council.

DISPOSITION: Motion Carried

CL 32-2025: Noise By-law Exemption Request - Jessie Leduc (565038 Karn Rd)

The purpose of this report is to present Council with a request received from Jessie Leduc for an exemption to the Township's Noise By-law to permit the amplification of sound for an outdoor wedding scheduled to take place on Saturday, June 21st, 2025 at 565038 Karn Road.

Resolution No. 7 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 32-2025: Noise By-law Exemption Request – Jessie Leduc, 565038 Karn Rd as information;

AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise By-law No. 49-2021 for a wedding to take place on Saturday, June 21st, 2025 from 5:00 p.m. to 2:00 a.m. Sunday, June 22nd, 2025 at 565038 Karn Road;

AND FURTHER THAT Council provide direction to staff to notify enforcement staff and the OPP of the noise by-law exemption approved by Council.

DISPOSITION: Motion Carried

CAO 10-2025: Ingersoll Rotary Club Funding Request from South-West Oxford Township (Continued)

Resolution No. 8 Moved by Peter Ypma
 Seconded by George Way

AND FURTHER THAT Council direct staff to provide a donation toward the Rotary Club initiative, equivalent to the cost of the doors and windows replacement, to a maximum of \$10,000, to be funded from the Working Capital Reserve.

On No. 9 Moved by Craig Gillis
Seconded by Valerie Durston
RESOLVED that the Council of the Township

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Moved by Paul Buchner
Seconded by Peter Ypma

DISPOSITION: Motion Carried

on municipal public works, the show will also feature suppliers in sectors such as agriculture and drainage. Proceeds from the show will be used in Oxford County and will be donated to local hospitals and fire departments.

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the report, could be abandoned in the future if needed; no future agreement is required for its continued use at this time.

Resolution No. 12 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the Council of The Township of South-West Oxford accept the report attached as Appendix "A" to report DD 06-2025 prepared by K. Smart Associates Ltd. and dated April 17th 2025 regarding the Koteles Municipal Drain in accordance with Section 76 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 Koteles Drain Section 76 Provisional By-law.

DISPOSITION: Motion Carried

TR 05-2025: 2023 Net Surplus/Deficit Allocation

Treasurer Brooke Crane presented Council with a report to provide them with a recommendation for the reserve allocations in 2024 based on the 2023 net surplus, in keeping with the Township's Reserve Policy.

Resolution No. 13 Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR05-2025 entitled "2023 Net Surplus/Deficit Allocation in 2024" as information;

AND FURTHER THAT the Council approves the transfer of the 2023 surplus funds totaling \$818,564.04 to the following reserves in 2024: Working Capital: \$563,095.27; Health Services – Recreation: \$24,702.00; Fire – Disaster Relief: \$51,941.00; Building: \$83,253.00; Policing Operations: \$6,870.14; Public Works – Capital Drains: \$38,925.60;

Public Works – Equipment: \$ 33,361.00; Public Works – Building: \$ 8,786.40; and Climate Change/Energy Reserve: \$7,629.63;

AND FURTHER THAT Council approves the transfer of \$132, 229.00 from the following reserves in 2024 to cover the following deficits of 2023: Tax Stabilization: \$(88,023.00); Public Works – Streetlights (Capital): \$(10,754.00); Drainage: \$(20,629.00); and Waste Management \$(12,823.00);

To record the following net 2023 surplus in 2024: Net 2023 Surplus: \$686,335.04.

DISPOSITION: Motion Carried

Consent Agenda – May 20th, 2025

#1 - SWOX Talks and Village Voice - May, 2025

#2 - Correspondence from Helmet Schneider, Prowind re: update to members of Council on ongoing community engagement

#3 - Oxford County Council Report PW 2025-32 - Single Source Award Comcor Environmental

#4 - Town of Ingersoll Resolution re: Speeding, Distracted Driving and Impaired Driving

#5 - City of Quinte West Resolution re: Opposition to Strong Mayor Powers

#6 - Town of Goderich Resolution re: Rejection of President Trump's Rhetoric Regarding the Annexation of Canada & Trade Tariffs

#7 - Town of Goderich Correspondence re: Opposition to Amendments to O. Reg 530 22 to Strong Mayor Powers

#8 - Media Release - Tillsonburg District Memorial Hospital Announces Opening of 12-Bed Transitional Care Unit

#9 - Township of Springwater Resolution re: Redistribution of the Land Transfer Tax

#10 - Township of Springwater Resolution re: Opposing Strong Mayor Powers

#11 - Long Point Region Conservation Authority Board Minutes April, 2025

#12 - Town of Plympton-Wyoming Resolution re: opposition to the proposed expansion of Strong Mayor Powers

**#13 - Letter to MMAH - Request to Remove Strong Mayor Powers
(Municipality of North Perth)**

#14 - Town of Cobourg Resolution re: Ontario Works Financial Assistance Rates

#15 - Town of Cobalt Resolution re: opposition to the proposed expansion of Strong Mayor Powers

Resolution No. 14 Moved by Peter Ypma
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Consent Agenda items #1 to #15 inclusive as information and that the items be noted and filed.

DISPOSITION: Motion Carried

CAO Mary Ellen Greb updated Council on a recent MFOA webinar attended by staff regarding Strong Mayor Powers. She noted ongoing discussions at a recent conference, highlighting AMO's engagement with the province on this issue. Regardless of whether mayors use Strong Mayor Powers, there are specific legislative requirements for how the budget is to be prepared and presented to Council. The Ministry of Municipal Affairs and Housing is hosting additional webinars (May 29 and June 2) to continue the conversation. Staff are currently reviewing the legislative requirements and potential implications resulting from the recent expansion of Strong Mayor Powers, and a report will be brought forward at an upcoming meeting for Council's consideration.

Accounts Payable Report

May 20th, 2025 - Accounts Payable Report

Resolution No. 15 Moved by George Way
 Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for May 4 to May 17, 2025	\$250,859.72
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Bi-Weekly Payroll #10	\$57,104.12
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Total: \$307,963.84

DISPOSITION: Motion Carried

By-laws and Agreements

- *By-Law No. 40-2025 - To amend By-law 26-2025 to provide for Adoption of User Fee Rates for the Township of South-West Oxford (Fees and Charges By-law)*
- *By-Law No. 41-2025 - To provide for stormwater management utility and the provision of rates*

Resolution No. 16 Moved by Craig Gillis
Seconded by George Way

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

- By-Law No. 40-2025 being a by-law to amend By-law 26-2025 to provide for Adoption of User Fee Rates for the Township of South-West Oxford (Fees and Charges By-law);
- By-Law No. 41-2025 begin a by-law to provide for stormwater management utility and the provision of rates.

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Peter Ypma
 Seconded by Paul Buchner

RESOLVED that By-Laws 40-2025 and 41-2025 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

New Business

CAO Greb advised that a spot has become available for any Member of Council interested in attending this year's AMO Conference. If anyone is interested, please advise her; otherwise, she will reach out to other municipalities to see if someone else is able to take over the reservation.

Council Round Table

Council members shared updates from their respective wards and community involvement. Beachville Museum's first car show of the season will take place on Sunday May 25th – Baseball, Buddies and Burgers Event to take place Saturday, May 31st. Foldens Hall Board Meeting to take place Monday. Cemetery Board will meet Tuesday (walk). Portable pickleball nets have been installed in Brownsville – pad repairs are in progress. Upcoming community yard sales: June 7th (Brownsville); May 24th (Beachville). Community-led wind turbine meeting took place last week in Beachville, meeting in Foldens to take place this Saturday. Beachville Firefighters Association Breakfast to take place June 1st – holding raffle at event. SWOX Township Fare to take place May 24th. Hilltop Bottle Drive scheduled to take place May 24th. Mount Elgin Parks and Recreation are working on the installation of basketball nets. Dereham Centre Hall Board meets tomorrow night – community BBQ to take place June 17th. Council wishes Councillor Pickard and speedy recovery.

Confirmatory By-law

By-Law No. 42-2025 - To confirm all actions and proceedings of Council (May 20th, 2025)

Resolution No. 18 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that By-law 42-2025 being a By-law to confirm the proceedings of Council held Tuesday, May 20th, 2025 be read a first, second and third time this 20th day of May, 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 Peter Ypma
 Seconded by Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 8:10 p.m. to meet again on Tuesday, June 3rd, 2025 at 9:00 a.m.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Julie Middleton

This document is available in alternate formats upon request.

APPROVED