



Council Meeting Minutes

Date: August 12, 2025
Time: 9:00 AM
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: Mary Ellen Greb – CAO
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

Staff Members Absent: Julie Middleton – Clerk/Deputy 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 - August 12th, 2025

Resolution No.1

Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the August 12, 2025, meeting of council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

No Declarations were made.

MINUTES OF THE PRECEDING MEETING

July 8th, 2025 - Regular Council Meeting Minutes

Resolution No.2

Moved by Peter Ypma
Seconded by Paul Buchner

RESOLVED that the regular minutes of the July 8th, 2025, council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 44-2025: Business Arising from the Minutes of July 8, 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 Craig Gillis
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 44-2025: Business Arising from the Minutes of July 8th, 2025, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

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

- A07-2024 - Paton - Request to extend deferral of Minor Variance
- A09-2025 submitted by Dean Scott for property located at 584620 Beachville Road
- A11-2025 submitted by Nathan and Wendy Yeoman for property located at 354480 Mill Line

- A12-2025 submitted by Evan Prouse on behalf of Kyle and Breann Gillespie for property located at 332560 Plank Line

Resolution No.4

Moved by Craig Gillis

Seconded by Paul Buchner

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 applications

- A07-2024 - Request to extend deferral of minor variance (Kevin Paton)
- A09-2025 - 584620 Beachville Road (Dean Scott)
- A11-2025 - 354480 Mill Line (Nathan and Wendy Yeoman)
- A12-2025 - 332560 Plank Line (Evan Prouse, for Kyle and Breann Gilliespie)

DISPOSITION: Motion Carried

Resolution No.5

Moved by George Way

Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 9:40 a.m.

DISPOSITION: Motion Carried

Council moved to deal with staff report CAO 15-2025.

CAO 15-2025: Appointment of a Municipal Auditor 2025 to 2027

Report CAO 15-2025 brings forward a recommendation to appoint Christene A. Scrimgeour, C.A., of Scrimgeour & Company Chartered Accountants as the Municipal Auditor for the Township for the audit years of 2025, 2026, and 2027.

CAO Mary Ellen Greb provided Council with background information based on the requirements of the Municipal Act. The fees for services remain the same with only Cost-of-Living adjustment.

Resolution No.6

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED that the Council receive Report CAO 15-2025 as information;

AND FURTHER THAT the Council approve the appointment of Christene A. Scrimgeour, C.A., of Scrimgeour & Company Chartered Accountants as the Municipal Auditor for the Township of South-West Oxford for the audit years of 2025, 2026, and 2027.

DISPOSITION: Motion Carried

9:45 a.m. - Koteles Drain - Court of Revision (Section 76)

Resolution No.7

Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford appoint Councillor George Way, Councillor Paul Buchner and Tillsonburg Councillor Kelly Spencer to the Court of Revision for the Koteles Drain;

AND FURTHER THAT Court of Revision convene at 9:45 a.m. for the Koteles Drain.

DISPOSITION: Motion Carried

Resolution No.8

Moved by George Way
Seconded by Peter Ypma

RESOLVED that Council reconvene in regular session at 9:49 a.m.

DISPOSITION: Motion Carried

Council moved to deal with staff report CAO 16-2025

CAO 16-2025: 2024 Municipal Audit Report - Boards/Committees Not Appointed by Council

Report CAO 16-2025 provides further discussion regarding the auditor's concern about the inclusion of Board/Committee in the audited financial statements, for groups that are not appointed under the *Municipal Act* as a Board or Committee of Council, potentially exposing the municipality to liability.

CAO Mary Ellen Greb advised Council that in 2016, minor ball activities experienced a resurgence in Sweaburg, prompting the requirement for their inclusion in the Township's annual audit, despite not being a council committee. While the Township does not own local cemeteries, these are overseen by independent boards, it does manage trust funds related to care and maintenance (e.g., graves, niches, and stones) on their behalf, investing them in five-year terms in coordination with the cemetery board. This arrangement presents a potential risk to the Township, as per the Funeral, Burial and Cremation Services Act: if a cemetery is abandoned or lacks sufficient funds to operate, the Township is mandated to assume ownership and responsibility, regardless of prior involvement. The Bereavement Authority of Ontario (BAO) has inquired about funds held in care and maintenance accounts, seeking financial transparency.

CAO Mary Ellen Greb suggested the Township request the boards to produce financial statements based on the existing relationship, but concerns remain regarding the lack of internal controls.

A cemetery board member (David Way) was present in the audience during the meeting and confirmed that the cemetery board, comprising of six active members, maintains

financial reports and that current funds are sufficient to sustain operations for the foreseeable future.

Resolution No.9

Moved by Craig Gillis

Seconded by

RESOLVED that the Council receive Report CAO 16-2025 as information;

AND FURTHER THAT the Council direct to staff to:

1. Discontinue bookkeeping services for Sweaburg Minor Ball, as of the end of 2024.
2. Continue to act as Trustee for Mount Elgin and Delmer Cemetery Care and Maintenance Funds.

DISPOSITION: Motion Carried

10:05 a.m. - By-law Exemption Request - Animal Care and Control By-law (Chickens) - Dean Scott

The purpose of this report is to present Council with a by-law exemption request received from Dean Scott, located at 584620 Beachville Road, to permit the keeping of chickens, a mini pony and a mini donkey within the R1 residential zone.

Resolution No.10

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 45-2025: By-Law Exemption Request - Animal Care and Control By-law (Chickens, Mini Pony and Mini Donkey) - Dean Scott as information;

AND FURTHER THAT Council deny the by-law exemption request submitted by Dean Scott to keep chickens, a mini pony, and a mini donkey on his property at 584620 Beachville Road, as the proposal does not comply with the conditions set by Council for such exemptions.

DISPOSITION: Motion Carried

Council moved to deal with staff report CAO 18-2025

CAO 18-2025: Proposed New Municipal Building Update

Report CAO 18-2025 provided Council with an update regarding the draft plans for the new municipal building. SPH Engineering is currently working on a redesign and is expected to bring forward a draft design on September 2nd, transitioning from a three-storey to a two-storey model. The design now proposes relocating the library to the main floor, alongside the childcare centre, while the exact location on the property is still under review. Adequate parking remains a key consideration and will be addressed in the revised plans. A 45-minute delegation is forthcoming on September 2nd to provide further details to Council.

Councillor Pickard inquired about when a price estimate would be available. CAO Mary Ellen Greb noted that rather than constructing the entire building to disaster standards, only a designated basement room and storage area will meet this requirement, which is expected to reduce overall costs. The change from a three- to two-storey structure may also contribute to lower project expenses and a cost estimate will hopefully be available when the draft plans are presented.

Resolution No.11

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED that the Council receive Report CAO 18-2025 as information.

DISPOSITION: Motion Carried

Council moved to deal with staff report CL 46-2025

CL 46-2025: By-law Enforcement Activity Report - 2nd Quarter (2025)

The purpose of this report is to provide information to Council regarding by-law enforcement activities up to the end of June 30th, 2025.

Resolution No.12

Moved by George Way

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 46-2025: By-law Enforcement Activity Report - 2nd Quarter (2025) as information

DISPOSITION: Motion Carried

Council moved to deal with staff report CL 47-2025

CL 47-2025: Wind Energy Process and Fairness Considerations

The purpose of this report is to provide information to Council regarding proposed wind energy developments in the Township of South-West Oxford.

Councillor Pickard expressed concerns as Council has already adopted a motion indicating the Township is an unwilling host. He further sought clarification on unbiased information and transparent decision making. CAO Mary Ellen Greb advised Council that the request comes based on Township not following the Procedural By-law, as a motion by Council is not to be considered until after the presentation is complete. Information was presented at the meeting that may have been incorrect and Prowind did not have an opportunity to respond to the incorrect information that is circulating in the Township. Council was advised that Prowind was not given the same opportunity as members of the public were when it came to a delegation to Council, therefore they have asked to return to the September 2nd meeting to present information to Council

and the public. While Council's direction was clear, Prowind was not given the opportunity to respond to information raised.

Notwithstanding Council's already adopted resolution on being an unwilling host, Prowind may still come forward with an official request since they have not already done so. Council may reconsider their previously adopted resolution so they can defer the request (to receive more information) or support the request, or Council may maintain their position of being an unwilling host for wind turbine projects.

Members of the public were present and asked to make comments to Council. Council agreed to let members of the public speak on the subject matter, briefly. Members of the public expressed gratitude to Council for fully engaging in the process, but added it has gone on for over a year with five different interactions taking place in that time. Members of the public felt the appropriate process was followed.

Councillor Peter Ypma declared a pecuniary interest and left the room for the remainder of the discussion.

Mayor David Mayberry clarified the appropriate process and advised that the unwilling host resolution means nothing to IESO. The IESO only wants to know whether municipal consent is granted for them to be able to move forward. A generic yes or no doesn't count as the proponent must specifically ask for municipal consent, and the proponent has every right to do so. Mayor Mayberry recommended we proceed and follow the appropriate process.

In response to a question from Council, Laurel Davies Snyder commented that the purpose of municipal support resolution is so the applicant/proponent has the ability to apply for a contract. If a municipal support resolution is adopted, the proponent would then have to submit a planning application, and part of that process includes a number of requirements to be deemed a complete application (ex. full agricultural impact assessment, noise studies, geo technical studies, functional servicing report, etc.).

It was reiterated that during the June meeting, Prowind was not given the opportunity to address questions and correct misinformation that was circulating in the community. Prowind advised during the meeting that there has to be a willing host to proceed.

Resolution No.13

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 47-2025: Wind Energy Process and Fairness Considerations as information.

DISPOSITION: Motion Carried

10:20 a.m.- David Pye - Request to Appeal invoice for Fire Department Response (see report FD 2025-003, Open Air Burning Fees and Charges Invoice)

David Pye advised staff he was not able to attend for his 10:20 a.m. Delegation to Council and asked if the delegation could be rescheduled. The consideration of this request will be moved to a future meeting.

10:30 a.m. - Public Meeting: Zone Change Application ZN 4-25-02 submitted by Mark Cook on behalf of AG Tech MPS Ltd., c/o Bradley (Kyle) Burton for property located at 292171 Culloden Line

Resolution No.14

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford move into Public Meeting to consider Zone Change Application ZN 4-25-02 submitted by Mark Cook on behalf of AG Tech MPS Ltd., c/o Bradley (Kyle) Burton for property located at 292171 Culloden Line at 10:30 a.m.

DISPOSITION: Motion Carried

1. Development Planner presentation of the staff report

Laurel Davies Snyder presented her staff report and provided background information to Council including how intensification and compact development is supported by the Provincial Planning Statement. Council was advised that industrial zoned properties and uses are subject to site plan control; and during review of an application, Planning will focus on separation and buffering, access to roadway, servicing, parking, loading, placement and other issues. Additionally, landscaping, storage and barrier free designs are considered.

2. Comments and Questions from Council

Councillor Buchner inquired as to the provisions of the residential dwelling unit and if the property was sold in the future, is the dwelling use grandfathered to the next owner or would it be required that the dwelling unit be removed. Development Planner, Laurel Davies Snyder responded that the property would be rezoned 'site specific' and therefore the property zoning would be maintained and apply to the property if it was sold in the future unless the zoning was changed further through another zoning amendment application.

Councillor Gillis commented that the proposed accessory building is quite large, and accessory structure indicates accessory to a main use. Development Planner Laurel Davis Snyder commented that the owner and their agent can speak to desired size of the residential unit, and advised that Planning reviews compatibility of uses compared to other uses on the subject site.

Mayor Mayberry inquired as to whether another residential unit could be added. Council was advised that ARU's are not permitted in industrial zones, so there would be no opportunity to add another residential unit and the Zoning By-Law Amendment would indicate that only a single residential unit is permitted on the property.

Councillor Way inquired about the proposed living space and whether it is all one level. The applicant clarified that it is two levels, inclusive of a mezzanine above. An additional question was raised on whether the property had any history of theft issues. The applicant advised that there has been no issues surrounding theft to-date and that its helpful that the area is well lit, adding that living on property would also help.

Councillor Ypma inquired about having adequate ventilation in place for the residential portion due to other uses that take place on site. Chief Building Official, Brad Smale commented that required designs under the building code ensure those safeguards are in place to reduce any potential exposures to odours or gases.

Council made comments that they would like to see this move forward as expeditiously as possible. It was noted that meetings are set to review the site plan component and staff will report back regarding that process to then proceed with the Zoning By-law Amendment.

3. Comments from the Applicant

Applicant, Kyle Burton made comments regarding the size of the proposed structure, its 'L' shaped footprint, which includes an interior garage and closed off living space emphasizing the need to be able to accommodate a full size, 'A' class truck in the space for the purposes of their operations.

4. Comments and Questions from members of the Public

No members of the public were present to speak in support or in opposition to the proposal.

Resolution No.15

Moved by Paul Buchner
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford close the public meeting and reconvene in regular session at 10:52 a.m.

DISPOSITION: Motion Carried

Resolution No.16

Moved by Craig Gillis
Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford defer zone change application ZN 4-25-02, submitted by AG Tech MPS Ltd., whereby the lands described as Part Lot 22, Concession 11 (Dereham), Part 5 Plan 41R-1982 Township of South-West Oxford are to be rezoned from 'General Manufacturing (MG)' to 'Special General Manufacturing Zone (MG-sp)' to permit the establishment of a dwelling unit accessory to a warehouse use.

DISPOSITION: Motion Carried

10:40 a.m. - Oxford County Planning Division - Additional Residential Units
Hanne Yager and Meghan House were present from Oxford County Planning Division to present on Additional Residential Units (ARU's).

Most applications for ARU's have occurred in A1 and A2 zones, primarily involving detached accessory structures. Approximately one in five applications have sought relief from Zoning By-law provisions such as maximum distance from the primary dwelling, maximum floor area, and lot coverage. The question was raised by Council as to whether any approvals had been granted in error. Council was advised that consolidating data across all lower-tier municipalities in Oxford will help to determine best approaches as well as any shortcomings. This serves as a reminder of key planning principles and the balance that Council must maintain, particularly as housing remains a significant priority with opportunities for development both within and outside of designated settlement areas.

Development Planner Laurel Davies Snyder advised Council, as an example, that if an application for a detached ARU is received for a farm property, and the principle dwelling was indicated to be 500 m away from the proposed ARU, Planning would likely recommend the application be denied.

Councillor Way commented on the difference between ARU's and Garden Suites. Council was advised that ARU's are considered permanent, whereas Garden Suites are permitted for twenty years, but individuals can return four times to seek twenty year extensions. Garden Suites are not permitted to have basements whereas ARU's are permitted to have basements. It was further clarified that Garden Suites are considered a temporary use and can be a mobile/non-permanent structure, and ARU's can be attached or detached or located in an accessory structure. Planning staff confirmed that Garden Suites can, and have been transitioned into an ARU.

Resolution No.17

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CP 2025-234 for information purposes;

AND FURTHER THAT South-West Oxford Township Council direct staff to proceed with initiating amendments to the Township Zoning By-law under S. 34 of the Planning Act, to support improving the implementation of the additional residential dwelling unit policies within the Oxford County Official Plan.

DISPOSITION: Motion Carried

The intent is for amendments to come forward once the draft by-law is prepared, and it's anticipated to be in Q1 or Q2 of 2026.

STAFF REPORTS

BD 08-25: Inactive/Unclosed (Stale) Permits - Report

The purpose of this report is to provide Council with a summary of the inactive/unclosed ("stale") permits.

Chief Building Official (CBO), Brad Smale advised Council the term 'stale' permit is used to describe permits that are inactive and open (never finalized) for a multitude of different reasons including construction not going as planned, a permit may have been revoked, or due to miscommunications. The CBO communicated that stale permits are not unique to South-West Oxford, and are generally an issue in some capacity in every municipality. Council was advised that information gathering was underway to get an inventory produced of permits that remain open within the Township.

Mayor Mayberry noted that building permits issued between the 1990s and 2022 should be the primary focus, as they present the greatest potential for litigation, health and safety concerns, and other risks. Council suggested looking into how other municipalities are addressing similar issues to help guide the approach. Additionally, there were questions about whether current staffing levels are sufficient to manage this work, and it's likely that legal opinions may be required to support the process.

Resolution No.18

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD 08-2025: Inactive/Unclosed (stale) Permits – Update Report as information;

AND FURTHER THAT Council recognizes:

- the problem that open/unclosed (stale) building permits and the accompanying risk associated with incomplete, uninspected, and potentially deficient construction poses to our community;
- the need to reduce the number of stale permits held by the Building Department as a priority for staff in creating policy to mitigate the risks associated with stale building permits;

AND FURTHER THAT Council supports:

- Staff efforts to pursue options in creating and implementing procedural improvements to building department operations, with a specific interest in reducing the number of stale permits in the Township;
- Staff in creating policy and standard operating procedures to further reduce the risk of permitted construction work continuing without code-prescribed (required) inspections;
- Staff in undertaking the review and amendment of the Township's current building by-law to address updates to enable the above-noted improvements,

and also to create a formative procedure to regulate the builder's deposit program;

- Staff to seek legal opinion with respect to options regarding reinspection of properties where no occupancy permit was issued, but occupancy has occurred, and as relates to reducing the balance of the monies held in account to the Builders Deposit;
- Staff in undertaking the prescribed Annual Report process to assess the direct and indirect costs associated with the enforcement of the Building Code and the Building By-law, specifically in the interest of reducing the number of Stale building permits in the Township.

DISPOSITION: Motion Carried

BD 09-2025: Monthly Activity Report

Report BD 09-2025 brings forward July building permit statistics as well as relevant correspondence and updates.

CBO, Brad Smale responded to questions from Council about processes embedded within CloudPermit.

Mayor Mayberry commented on the need for coaching during the application process to be offered to individuals seeking a permit to help them get through the application process as it enhances service standards and helps individuals understand requirements.

Members of Council emphasized the need to improve the building permit application process, citing complaints about lengthy processing times. They noted that providing guidance or coaching to applicants could help streamline the process and lead to quicker permit issuance.

Resolution No.19

Moved by George Way

Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report BD 08-2025: Building Department Monthly Activity Report as information.

DISPOSITION: Motion Carried

FD 2025-003: Open-Air Burning Fees and Charges Invoice

To provide Council with information regarding the Open-Air Burn Bylaw 58-2024 and Fees and Charges By-law 90-2024 as they relate to the unauthorized open-air burning within the township.

Fire Chief, Shane Caskanette highlighted information from the report and explained the rationale for charging individuals under the By-law, ensuring that the general tax base is not held responsible for fire department response costs.

Refer to: *Request to Appeal invoice for Fire Department Response* under 'Delegations and Appointments'.

Resolution No.20

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED That Report FD 2025-003 be received as information

AND FURTHER THAT Council defer the request until a future meeting when David Pye can delegate to Council.

DISPOSITION: Motion Carried

Chief Caskanette responded to questions from Council regarding a fire ban due to the current dry conditions and explained the use of Natural Resources Canada Fire Weather Maps which are developed to determine fire risk on forested areas through Canada. Locally, Fire Chiefs coordinate and utilize the maps to determine local fire ban needs.

Chief Caskanette explained the Fire Weather Index located on the maps. When the index trends greater than 20, fire bans are considered and put in place.

Council recessed for lunch at 12:31 p.m.

Councillor Craig Gillis advised he needed to leave the meeting, and will not return when Council reconvenes after lunch.

Council reconvened at 1:10 p.m.

DISCUSSION ITEMS

ERTH Corporation Special Shareholder Meeting - August 21, 2025

Resolution No.21

Moved by Jim Pickard

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford appoint Mayor David Mayberry as the designated representative for the ERTH Corporation Special Shareholder Meeting scheduled for Friday, August 15th, 2025.

DISPOSITION: Motion Carried

CONSENT AGENDA

Councillor Buchner sought discussion on items #8 and #13:

- (#8) Highlighting that Burk's Falls was against the installation of a Battery Energy Storage System facility, whereas South-West Oxford Council was supportive.
- (#13) Expressed concern with the timelines associated with firefighter certification requirements in rural areas and how onerous it is for small municipalities.

Mayor Mayberry highlighted item #6:

- (#6) Suggesting the item be forwarded to Oxford County Police Services Board for them to review and provide comments back to Council.

#1 - The Honourable Robert Black - Senator-Ontario - Soil Health in Canada

#2 - Town of Ingersoll Resolution - Campbell Strategies Proposal (Bill 5)

#3 - Salford Hall Board Meeting Minutes - June 3, 2025

#4 - Oxford County Strategic Plan Update

#5 - Township of Otonabee-South Monaghan Resolution - Bill C-2

#6 - Grey Bruce OPP Detachment Board Resolution - Review and Reform of Provincial Offences System

Resolution No.22

Moved by Valerie Durston

Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send item #6 of the Consent Agenda dated August 12th, 2025, to Oxford County Police Services Board for review, and that comments be provided back to Council.

DISPOSITION: Motion Carried

#7 - Oxford County - Quarterly Wasteline Newsletter

#8 - Village of Burk's Falls Resolution Battery Energy Storage Systems

#9 - Township of Puslinch Resolution Procurement and Advocacy for Trade Agreement Exemptions

#10 - Grey Bruce OPP Detachment Board Resolution - Reinstatement of Provincial Funding

#11 - Township of Norwich Resolution - Speeding, Distracted and Impaired Driving

#12 - Municipality of South Huron Opposition to Strong Mayor Powers

#13 - Municipality of South Huron Resolution - Firefighters' Certification Requirements

Resolution No.23

Moved by Paul Buchner

Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to send a letter of support for item #13 of the Consent Agenda dated August 12th, 2025.

DISPOSITION: Motion Carried

#14 - Kingsville - Letter of Opposition to Bill 17

#15 - Municipality of South Huron Resolution - Producer Responsibility for Blue Boxes

#16 - Rural Oxford Connections - July 2025

#17 - Township of Nairn and Hyman Resolution - Opposing Transportation and Disposal of Niobium Tailings at ALTMA

#18 - Town of Aurora Resolution - Opposition to Bill 17

#19 - Oxford County Warden's Golf Tournament 2025 Sponsorship Package

#20 - Norfolk County Resolution - Bill C-2

#21 - Town of Goderich Resolution - Opposition to Bill 17

#22 - Township of Zorra Resolution - Municipalities covered by Thames Valley District School Board

#23 - Rural Oxford - Rural Business Checklist

#24 - Oxford County Council Report - July 2025

Resolution No.24

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive items #1 to #5; #7 to #12 and #14 to #24 of the Consent Agenda dated August 12th, 2025, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

August 12th, 2025 - Accounts Payable Report

Resolution No.25

Moved by Paul Buchner

Seconded by George Way

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for July 6th-August 8th, 2025	\$1,137,785.14
Bi-weekly Payroll #14	\$59,525.10
Bi-weekly Payroll #15	\$60,659.92
Bi-weekly Payroll #16	\$59,203.79
Council Pay #7	\$8,669.82
Fire Pay #7	\$50,519.84
Total	\$1,376,363.61

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 43-2025 - To provide for Drainage Works (Koteles Drain) - third and final reading only

By-Law No. 53-2025 - To appoint Municipal Auditor 2025-2027

By-Law No. 54-2025 - To appoint Acting CAO and Deputy Clerk
Council was advised that due to CAO Mary Ellen Greb's medical leave being postponed, the date would be amended on the By-law to indicate August 28th, 2025, or whenever the medical leave commences for the CAO.

By-Law No. 56-2025 - To appoint Deputy Chief Building Official and Drainage Superintendent

Resolution No.26

Moved by George Way

Seconded by Jim Pickard

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

- By-Law No. 43-2025 - To provide for Drainage Works (Koteles Drain)

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

- By-Law No. 53-2025 - To appoint Municipal Auditor 2025-2027
- By-Law No. 54-2025 - To appoint Acting CAO and Deputy Clerk (as amended)

- By-Law No. 56-2025 - To appoint Deputy Chief Building Official and Drainage Superintendent

DISPOSITION: Motion Carried

NOTICE OF MOTION

No Notice's of Motion were submitted by members of Council.

NEW BUSINESS

Harris Street Cemetery

Councillor Way advised Council of a request from an individual to have a columbarium installed, that will be purchased by the individual. It will consist of forty-eight niches. The individual is aware and accepting of the cost of the columbarium.

Staff will review the request with the Township's Auditor. Staff added that logistics will need to be reviewed to determine who owns it once it has been installed, and who has the authority to determine who can occupy the niches. It would be best if the purchasing individual indicates who can occupy each niche. The Township is responsible for the collecting and maintaining the care and maintenance funds.

COUNCIL ROUND TABLE

Council members shared updates from their respective wards in the Township.

Councillor Way reminded everyone of the museum barbecue this Friday, August 15th. Additionally, the museum hopes to start their budget process by the end of this month. Two individuals have committed to forming a Committee for Centreville, will still need to recruit three more.

Councillor Buchner expressed disappointment in missing out on the Trillium grant associated with the new proposed park for Brownsville. Would like discussion to get started regarding the condition of the playground. Reminded Council of the Brownsville barbecue on Saturday, August 16th.

Councillor Durston highlighted the two new beach volleyball courts that have been installed at Hilltop Park.

Councillor Ypma advised that the fundraiser planned for September for Mount Elgin Community Centre had been cancelled due to lack of vendor participation.

Councillor Pickard advised that the ROEDC has a meeting Thursday, August 14th and that there is a Sweaburg Parks and Recreation meeting on August 19th at 7:00 p.m. Additionally, Councillor Pickard mentioned the new volleyball court in Sweaburg; the year-end baseball tournament is scheduled for this coming weekend and that the recent car shows have been very successful.

Mayor Mayberry advised that Oxford County Council is scheduled for tomorrow, August 13th and will have a report at the next meeting.

CLOSED SESSION

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

Resolution No.27

Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED that Council move into closed session at 1:34 p.m. pursuant to section 239 (2) (d) and (i) in order to discuss matters pertaining to:

(d) labour relations or employee negotiations; (CAO remuneration and Deputy Chief Building Official/Drainage Superintendent Appointment)

(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 Special Shareholder Meeting and Cost Sharing of Future Consulting work)

DISPOSITION: Motion Carried

Resolution No.28

Moved by George Way
Seconded by Jim Pickard

RESOLVED that Council of the Township of South-West Oxford reconvene in open session at 2:39 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 56-2025 - To confirm all actions and proceedings of Council (August 12th, 2025)

Resolution No.29

Moved by Paul Buchner
Seconded by Valerie Durston

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

- By-Law No. 56-2025 - To confirm all actions and proceedings of Council (August 12th, 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.30

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED that there being no further business, the Council meeting be adjourned at 2:39 p.m. to meet again on Tuesday, September 2nd at 9:00 a.m. at the Mount Elgin Community Centre.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Denny Giles

This document is available in alternate formats upon request.