

**Township of South-West Oxford
Council Minutes
June 3, 2025**

Members Present: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5) – via Zoom, Craig Gillis (Ward 6)

Members Absent: None.

Staff Present: Mary Ellen Greb, Chief Administrative Officer/Deputy Clerk
Brooke Crane, Treasurer
Shane Caskanette, Fire Chief and CEMC
Brad Smale, Chief Building Official
Julie Middleton, Clerk/Deputy CAO
Nicole Chambers, Legislative Services and Records Management Coordinator

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

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

RESOLVED that the regular meeting agenda for the June 3rd, 2025 meeting of council be approved, as amended (property maintenance and zoning).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

Councillor Peter Ypma declared a pecuniary interest in relation to staff report CL 35-2025. He advised that wpd Canada Corporation has an option to lease land on his farm (Cedar Flats Wind Project).

May 20th, 2025 - Regular Council Meeting Minutes

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

Business Arising from the Minutes

Clerk Julie Middleton provided Council with a report to provide them with an overview of the staff actions arising from the minutes of the last Council meeting.

RESOLVED that the Council of the Township of South-West Oxford receive report CL 34-2025: Business Arising from the Minutes of May 20th, 2025 as information.

Delegations and Appointments

Conor Brennan, Asset Management Specialist, presented Council with the draft 2025 Asset Management Plan (AMP), which complies with the requirements of Ontario Regulation 588/17. The presentation reviewed proposed levels of service, financial strategies, and asset categories including roads, bridges, culverts, facilities, and natural assets.

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bridges will require replacement in the near future, others are further out and may not require full replacement.

The AMP's financial model currently assumes continued provincial and federal funding, with approximately \$240,000 per year factored in. Without these contributions, the Township could face a 3–4% tax increase to offset the revenue shortfall.

Facility assets, including the municipal office and public works buildings, were also reviewed. Staff recommended increasing investment over the next ten years to address an identified \$9,000 annual shortfall. A review of the Township's natural assets was also presented, including lands that have undergone internal review. It was noted that these assets have historically been allowed to regenerate naturally and have not been the focus of significant investment.

The plan also addressed the Township's annual funding needs, long-term financial sustainability, and reliance on reserves for emergency and unplanned expenditures. Mr. Brennan noted that the Township should aim to close an annual funding gap of \$26,335 over the next ten years. Forecasted levy increases over the next five years were presented, inclusive of inflationary impacts.

Council acknowledged that the construction of a new municipal building will have a significant impact on the Township's financial planning and emphasized the importance of planning for its future replacement once the building is paid for.

Mayor Mayberry expressed appreciation for the work completed and commended staff for their proactive financial planning to ensure asset sustainability.

Resolution No. 4 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that Council receive Report FIN 01-2025 from Conor Brennan, Asset Management Specialist, Oxford County, for information and in advance of the presentation of the 2025 Asset Management Plan for approval on June 17, 2025.

DISPOSITION: Motion Carried

9:30 a.m. - Development Planner Laurel Davies Snyder - Public Meeting:
Zone Change Application ZN 4-25-01 Township of South-West Oxford -
Accessory Structures

Resolution No. 5 Moved by Valerie Durston
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider zone change application ZN 4-25-01 submitted by the Township of South-West Oxford in relation to Accessory Structures.

DISPOSITION: Motion Carried

Development Planner Laurel Davies Snyder presented a proposed amendment to the Township's Zoning By-law No. 25-98. The application seeks to (1) increase the maximum permitted lot coverage for residential accessory structures across the Township, and (2) remove provisions relating to minimum dwelling unit size in all zones where residential uses are permitted. These changes are intended to support broader housing affordability goals and align with current development trends.

The proposed amendment to Section 6.1, specifically Table 6.1.1.3, would increase the permitted lot coverage for accessory structures. The update reflects similar provisions recently adopted by the Township of East Zorra-Tavistock and addresses the growing number of requests for larger accessory structures.

In addition, the proposed removal of minimum dwelling unit size requirements would enable the construction of smaller, more affordable homes. This change aligns the Zoning By-law with the Ontario Building Code, which governs health and safety standards, rather than setting a minimum gross floor area. The Township's Housing Committee has reviewed and expressed support for this amendment.

Planning staff advised that the proposed changes are consistent with the housing policies of the Provincial Planning Statement (2024) and conform to the intent of the Official Plan. The amendments promote the development of diverse and affordable housing types across the Township, both within and outside of designated settlement areas.

Council Questions and Discussion:

- In response to a question from Councillor Gillis, Ms. Davies Snyder clarified that building size, materials, and setback requirements are

regulated through the Ontario Building Code, which remains the most appropriate tool to address these matters.

- Mayor Mayberry inquired about the cumulative lot coverage permitted for both primary dwellings and accessory structures. Ms. Davies Snyder confirmed that the amendment applies only to accessory structures and that overall lot coverage remains regulated by existing zoning provisions (i.e., for dwelling units).
- In response to a question regarding the Ontario Building Code minimum size for a residential unit, Chief Building Official Brad Smale explained that the Code does not prescribe a specific minimum square footage, but rather outlines minimum required room sizes and spatial standards to ensure health and safety. Depending on the design and layout (e.g., one-storey vs. two-storey), a dwelling could potentially be constructed in the range of 60–70 sq. m., or even under 400 sq. ft.

Comments from Members of the Public:

No member of the public spoke in support of or opposed to the application.

Resolution No. 6 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford reconvene in regular session at 9:55 a.m.

DISPOSITION: Motion Carried

Resolution No. 7 Moved by Jim Pickard
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve the proposed Zoning Bylaw Amendment (File No. ZN 4-25-01) submitted by the Township of South-West Oxford to introduce amendments to the Township's Zoning By-law No. 25-98 to remove maximum dwelling size and increase the maximum permitted lot coverage for accessory structures for residential properties within and outside of settlement areas throughout the Township as described in Report CP 2025-152.

DISPOSITION: Motion Carried

9:56 a.m. - Development Planner Laurel Davies Snyder - Secondary Planning Process Overview for Mount Elgin

Development Planner Laurel Davies Snyder presented a report to Council recommending that the Township consider undertaking a secondary planning process for the Village of Mount Elgin. The purpose of the report was to provide Council with initial direction and an overview of what a secondary plan would entail, including its purpose, scope, timelines, public engagement requirements, and potential costs.

Mount Elgin has recently experienced, and is expected to continue experiencing, significantly higher levels of residential growth compared to previous years. In response, the Township asked Planning staff to outline potential planning tools to help develop a long-term vision and land use policy framework to guide the Village's growth over the next 20 to 30 years. A secondary plan would serve this purpose by defining a clear vision, goals, and objectives for the Village, identifying the plan area, and establishing policies to guide future development and public projects. This would include considerations for land use, built form, mobility and transportation connections, and the preservation of natural and cultural heritage. Ms. Davies Snyder advised that the typical timeframe to complete a secondary plan is approximately 12 to 18 months, and may require additional supporting studies, depending on the scope.

Mount Elgin is currently the only serviced village in South-West Oxford and, despite its recent growth, lacks a defined commercial core or community hub. As growth continues, there will be increasing need for local amenities and services. Council members discussed the importance of thinking ahead to plan for a more complete and livable community. Mayor Mayberry emphasized the need for Council and the Township to consider what the future of the Village should look like.

During the discussion, Councillor Way inquired about the potential costs associated with the project. Ms. Davies Snyder explained that costs would vary based on the scope of the work and the background studies required. If the plan is limited to the existing settlement boundary, the cost may be on the lower end; however, if it includes engineering work or considers boundary expansion, the cost would increase. She noted that secondary plans recently completed for Tavistock and Innerkip were in the \$350,000 range, and that the County often cost-shares when boundary expansion is involved.

Councillor Buchner raised questions about the Ministry of Transportation's (MTO) involvement, given the presence of a provincial highway running through the Village. Ms. Davies Snyder confirmed that MTO has been very cooperative and would be a key stakeholder in the process. Their input would

be essential in planning any changes to the core area or transportation infrastructure.

Councillor Ypma expressed concern about the highway acting as a barrier for pedestrian movement and dividing the community. Ms. Davies Snyder acknowledged that this concern has been raised by residents and emphasized the importance of robust public consultation throughout the process. She noted that one of the goals of the secondary plan would be to explore how future development can be oriented in a way that respects the community's needs and identity, while also accounting for MTO requirements. There was concern about the current expansion occurring in the Village and the potential impacts of commercial development being concentrated on the west side of the highway. Council stressed the importance of gathering public input to ensure that the plan reflects a vision that enhances livability and community cohesion.

Director of Community Planning, Paul Michiels, added that if the village realizes its projected growth over the 30-year planning horizon, Mount Elgin could become similar in size to Tavistock. As such, a proactive and well-defined planning process will be essential to managing this growth effectively and sustainably.

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

RESOLVED that the Council of the Township of South-West Oxford receive report CP 2025-173 for information; and

FURTHER THAT the Council of the Township of South-West Oxford authorizes Planning and Township staff to begin working together to complete the next steps necessary to prepare a Terms of Reference for the secondary planning exercise for Mount Elgin.

DISPOSITION: Motion Carried

Staff Reports

CAO 13-2025: New Municipal Building - Design Components Confirmation

Chief Administrative Officer Mary Ellen Greb presented a report to Council seeking direction on the components to be included in the proposed new municipal building in Mount Elgin and requested authorization to proceed with architectural services and to continue services with SPH Engineering for the next phase of the project.

Council discussed the scope and anticipated cost of the project, particularly in relation to the proposed child care and library components. While some members expressed concern about the financial implications and the need to reassess the size and use of the space, others emphasized the importance of planning for future community growth and supporting essential services. The need for child care in Mount Elgin, the potential role of the facility as a regional library, and the importance of creating flexible, multipurpose spaces were key themes.

Council recognized that the project remains at a high-level planning stage and that more detailed design work will be needed to refine the vision and costs.

Resolution No. 9 Moved by Craig Gillis
 Seconded by Paul Buchner

RESOLVED that Council receive Report CAO 13-2025 as information;

AND FURTHER THAT the Council provide direction to staff to proceed with the inclusion of the following components in the building design:

- Municipal office;
- Child Care Centre (88 spaces);
- Library; and
- Council Chamber with dual-use design space

AND FURTHER that the Council authorize continuing the professional engineering services of SPH Engineering Inc., to continue with the project's conceptual design, including the review of the plans by an architect at an estimated cost of \$13,500.00 + applicable tax;

AND FURTHER that the Council authorize that the expense be funded through the management reserve.

DISPOSITION: Motion Carried

BD 07-2025: Building Services Monthly Activity Report (April/May 2025)

Chief Building Official Brad Smale presented a report summarizing building departmental activity for April and May. Council discussed issues related to incomplete building permit applications and the requirements for submitting a complete application under Ontario regulations. Councillor Ypma inquired whether applicants receive a checklist of required documentation. Mr. Smale

Resolution No. 10 Moved by George Way
 Seconded by Craig Gillis

DISPOSITION: Motion Carried

Drainage Superintendent Daniel Leduc provided Council with a report to bring forward a Petition for Drainage Works, submitted in accordance with Section 4 of the Drainage Act by Jan, Jeanette, and Rudi Van Barneveld. He explained that Jan, Jeanette, and Rudi Van Barneveld want to add a new branch drain to the Hiram Allin Drain, which is currently under a Section 78 improvement. Under Section 4 of the Drainage Act, a drainage engineer must be appointed to add a new branch drain.

RESOLVED that the Council of the Township of South-West Oxford accept the Petition for Drainage Works received from Jan, Jeanette, and Rudi Van Barneveld;

DISPOSITION: Motion Carried

CL 35-2025: Wind Energy Proposals: Community Concerns and the Township's Role in the Approval Process (for information only)

Clerk Julie Middleton presented a report to Council in response to their request for information regarding proposed wind energy developments within the Township. The report provides an overview of the current status of two proposals in South-West Oxford and outlines the Township's role in the approval process, including when a Municipal Support Resolution may be requested under the Independent Electricity System Operator (IESO) framework.

The report also summarizes common concerns raised by residents, including impacts on land use, agriculture, property values, health, and the visual landscape. It is intended to provide background and clarity only, with no decisions being requested at this time. Planning staff were in attendance to answer process-related questions. It was noted that the Clerk has reached out to IESO to explore the possibility of a future delegation to Council regarding electricity demand, procurement, and energy pricing.

Council also discussed the status and review of the Agricultural Impact Assessments (AIAs) and associated Terms of Reference for the two current proposals. Staff confirmed that revised Terms of Reference are being prepared and that County planning staff, with provincial guidance and experience in agricultural analysis, will review them. The importance of transparency and public access to submitted reports was raised, with Council expressing interest in making these documents available for residents and reviewing what proponents are being asked to demonstrate.

Resolution No. 12 Moved by George Way
 Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CL 35-2025: Wind Energy Proposals: Community Concerns and the Township's Role in the Approval Process as information.

DISPOSITION: Motion Carried

** Councillor Ypma returned to the meeting and discussion.*

** Council took a five-minute break at 11:30 a.m.*

FD 02-2025: Master Fire Plan RFP Award

Fire Chief Shane Caskanette reported that Loomex Group Ltd. was selected as the successful proponent for the Master Fire Plan project following an RFP process that attracted two proposals. Loomex was chosen for their strong experience, comprehensive approach, and alignment with the Township's budget.

Chief Caskanette emphasized the value of using an external consultant to provide an objective review and strategic guidance for the fire service over the next ten years. In response to a comment from Councillor Ypma about relying on outside expertise, he noted that third-party input adds credibility and supports long-term planning.

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

RESOLVED that the Council of the Township of South-West Oxford receive report FD-2025-002 titled Master Fire Plan RFP Award as information.

DISPOSITION: Motion Carried

Consent Agenda – June 3rd, 2025

#1 - Oxford County Council Report - May, 2025

#2 - Annual Salford Landfill Site Community Meeting - Everyone Welcome to Attend - Thursday, June 12th, 2025 at 6:30 p.m.

#3 - Oxford County Report PW 2025-34 2024 Storm Water System Annual Performance Report

#4 - Oxford County Council Report - Bill 5 Special Economic Zones

#5 - LPRCA's Conservation Education Centre Revitalization Pre-Opening Event

#6 - Town of Plympton-Wyoming Resolution re: Pause to Bill 5

#7 - Township of The Archipelago Resolution re: Bill 5, Protect Ontario by Unleashing our Economy Act, 2025

#8 - Municipality of Assiginack Resolution re: Ontario Works Rates

#9 - Municipality of Assiginack Resolution re: Strong Mayor Powers

#10 - Municipality of Kincardine Resolution re: Bill 5, Protect Ontario by Unleashing our Economy Act

#11 - Dereham Centre Hall Board Meeting Minutes - May 21, 2025

#12 - Foldens Hall Board Meeting Minutes - April 8th, 2025

- By-Law No. 43-2025 being a By-law to provide for Drainage Works in the Township of South-West Oxford (Koteles Drain)
- By-Law No. 44-2025 being a By-law to authorize the execution of an agreement to occupy residence (Van De Belt)
- By-Law No. 45-2025 being a By-law to amend Township of South-West Oxford Zoning By-law (Township of South-West Oxford - Accessory Structures and minimum gross floor area dwelling).

Resolution No. 17 Moved by Craig Gillis
Seconded by George Way

DISPOSITION: Motion Carried

Zoning and Property Standards

Council Round Table

Closed Session

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(b) personal matters about an identifiable individual, including municipal or local board employees (Personnel Matter and Beachville District Museum Board/Benefits);

(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 (Execulink Contract).

Resolution No. 18 Moved by Paul Buchner
Seconded by George Way

RESOLVED that Council hold a closed meeting in order to discuss a matter pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees (Personnel Matter and Beachville District Museum Board/Benefits);

(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 (Execulink Contract).

DISPOSITION: Motion Carried

Resolution No. 19 Moved by Paul Buchner
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford reconvene in open session at 12:47 p.m.

DISPOSITION: Motion Carried

Confirmatory By-law

*By-Law No. 46-2025 - To confirm all actions and proceedings of Council
(June 3rd, 2025)*

Resolution No. 20 Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED that By-law 46-2025 being a By-law to confirm the proceedings of Council held Tuesday, June 3rd, 2025 be read a first, second and third time this 3rd day of June, 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 Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 12:49 p.m. to meet again on Tuesday, June 17th, 2025 at 6:30 p.m. (Mt. Elgin Community Centre).

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Julie Middleton

This document is available in alternate formats upon request.