

**Township of South-West Oxford**  
**Council Minutes**  
July 8, 2025

**Members Present:**

Mayor:  
Councillors:

Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5), Craig Gillis (Ward 6)

**Members Absent:**

None.

**Staff Present:**

Mary Ellen Greb, CAO/Deputy Clerk  
Julie Middleton, Clerk/Deputy CAO  
Brooke Crane, Treasurer  
Adam Prouse, Works Superintendent  
Shane Caskanette, Fire Chief and CEMC  
Brad Smale, Chief Building Official  
Denny Giles, Manager Legislative Services/Clerk  
Laurel Davies Snyder, Development Planner  
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. Mayor Mayberry made an apology in relation to the procedure that was followed at the Council meeting held on June 17<sup>th</sup> when a motion was brought forward during a delegation in relation to wind turbine development in the Township.

Clerk Julie Middleton introduced the Township's new Manager of Legislative Services/Clerk Denny Giles.

**Motion to Accept Agenda**

## Resolution No. 1

Moved by George Way  
Seconded by Valerie Durston

RESOLVED that the regular meeting agenda for the July 8th, 2025 meeting of council be approved, as amended (remove Court of Revision – Koteles Drain).

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

Councillor Peter Ypma declared a pecuniary interest in relation to delegations received by Council at the June 17<sup>th</sup> meeting; specifically, from Doug Duimering, Senior Development Manager, Prowind Renewables - Update re: proposed Bower Hill Wind Farm Community Engagement and Marleen van Ham and Bob Orr re: Wind Turbine Proposals in South-West Oxford. He advised that he has an option to lease agreement with wpd Canada Corporation.

**Minutes of the Preceding Meeting**

## June 17th, 2025 - Regular Council Meeting Minutes

Resolution No. 2      Moved by Jim Pickard  
Seconded by Craig Gillis

RESOLVED that the regular minutes of the June 17<sup>th</sup>, 2025 council meeting be approved.

DISPOSITION: Motion Carried

### **Business Arising from the Minutes**

## CL 39-2025: Business Arising from the Minutes of June 17th, 2025

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.

Resolution No. 3      Moved by Craig Gillis  
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive report CL 39-2025: Business Arising from the Minutes of June 17th, 2025 as information.

**DISPOSITION:** Motion Carried

## ***Delegations and Appointments***

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

- A08-2025 submitted by Scott and Laura Dempsey for property located at 343796 Ebenezer Road

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment to consider minor variance applications A08-2025 submitted by Scott and Laura Dempsey for property located at 343796 Ebenezer Road and A10-2025 submitted by Katrina and Brent Strickland for property located at 163820 Brownsville Road at 9:05 a.m.

RESOLVED that Council reconvene in regular session at 9:33 a.m.

9:30 a.m. - Development Planner Laurel Davies Snyder - Public Meeting:  
Zone Change Application ZN 4-25-07 submitted by Josh Leiskau and Crystal  
Usher for property located at 584132 Beachville Road

Development Planner Laurel Davies Snyder presented a zoning amendment application for 584132 Beachville Road, Centreville. The proposal seeks to rezone the lands from 'RR' to 'RR-sp' to permit a total maximum gross floor area of 284 m<sup>2</sup> for residential accessory structures, allow a detached garage in the front yard, and increase the maximum accessory structure height to 5.3 m due to site grading.

The applicant intends to construct a 223 m<sup>2</sup> detached garage, retaining the existing dwelling and workshop. Planning staff advised the proposal represents 3.1% lot coverage, meets all required setbacks, and is consistent with the Provincial Policy Statement (2024) and Official Plan. Planning staff support the application.

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Rural Residential Zone (RR-sp)' as described in CP Report 2025-151.

**DISPOSITION: Motion Carried**

9:45 a.m. - Christene Scrimgeour - 2024 Audited Financial Statements and Trust Funds

Christene Scrimgeour, of Scrimgeour & Company CPA Professional Corporation, presented the draft 2024 financial statements and trust fund statements to Council and thanked staff for their support in preparing the documents. She highlighted the Township's net financial assets at approximately \$7.9 million, noting continued financial stability. Investments in capital assets—including roadwork and facility upgrades—have kept pace with amortization, helping maintain the Township's financial position. No new long-term debt was incurred in 2024.

On the revenue side, increases were attributed to higher investment income due to interest rates, donations received for the Sweaburg pickleball court, higher fire call revenues, and increased building permit activity. Corresponding expenditures reflect these activities, with actual spending of \$9.6 million. Variances in the planning and development budget relate to the ongoing Execulink project, with final costs expected in 2025. Ms. Scrimgeour reviewed key notes to the financial statements.

In response to a question from the Mayor, Ms. Scrimgeour confirmed there are no concerns from an audit perspective and commended staff and internal controls in place. She noted that the Township continues to maintain financial records for certain boards (e.g., libraries, Sweaburg ball, and some cemeteries) that are not directly under the Township's, which may pose some risk. She advised considering relinquishing these bookkeeping responsibilities.

She also commented on the Township's upcoming capital project (new municipal office and child care center), noting limited external funding availability from the Province and the importance of balancing reserve use with long-term financial planning.

Ms. Scrimgeour closed by thanking CAO Mary Ellen Greb for her contributions and historical knowledge as she prepares for retirement at the end of 2025.

Resolution No. 9      Moved by Craig Gillis  
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receives and approves the audited financial statements and trust fund statements for the year ended December 31, 2024.

DISPOSITION: Motion Carried

10:00 a.m. - Court of Revision - Koteles Municipal Drain Section 76

Postponed to August 12<sup>th</sup>, 2025.

10:00 a.m. - Clerk Julie Middleton - By-law Exemption Request:  
CL 40-2025: Noise By-law Exemption Request – Alexander Innes (565038  
Karn Rd)

Clerk Julie Middleton presented a request from Alexander Innes for an exemption to the Township's Noise By-law to allow amplified sound for an outdoor wedding at 565038 Karn Road on Friday, August 1, 2025. The applicant's fiancée, Audrey Weller, noted their family held a similar event recently at the same location. Councillor Pickard expressed concern about nearby neighbours. Councillor Way referenced a previous exemption granted for a family member's wedding until 2:00 a.m., and Councillor Gillis indicated support for allowing the exemption to 2:00 a.m.

Resolution No. 10      Moved by Craig Gillis  
                                    Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 40-2025: Noise By-law Exemption Request – Alexander Innes, 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 Friday, August 1st, 2025 from 7:00 p.m. to 2:00 a.m. on Saturday, August 2nd, 2025 at property located at 565038 Karn Road with the music levels being moderated after 11:00 p.m.;

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

10:10 a.m. - Rick Arnel, Fire and Life Safety, The Loomex Group re:  
Township of South-West Oxford Master Fire Plan Initial Council Presentation

Fire Chief and CEMC Shane Caskanette introduced Rick Arnel, Project Director with The Loomex Group, noting his extensive experience in fire services and Fire Master Plan (FMP) development across Ontario. Mr. Arnel will be leading the preparation of the Township's FMP, which will include engagement with Council, senior staff, fire department members, and the community.

Mr. Arnel delivered an introductory presentation outlining the purpose of the FMP, which is to assist the Township in meeting legislative requirements under the Fire Protection and Prevention Act, evaluate current and future fire protection needs, and recommend strategies for public education, code enforcement, and fire suppression. The methodology includes stakeholder engagement, data collection, and analysis, with key focus areas such as service levels, training, response standards, water supply, legislation, and asset management. The plan is guided by the "Three Lines of Defence" model and aims to provide cost-effective, sustainable recommendations.

Councillor Way raised concerns about small municipalities meeting expectations set by the Office of the Fire Marshal, noting challenges related to staffing and response times. Mr. Arnel acknowledged these concerns, adding that many communities are adopting NFPA standards and emphasizing the importance of strengthening public education and code enforcement.

Councillor Ypma inquired whether the FMP will include considerations across other departments, such as building, particularly in relation to code enforcement. Mr. Arnel noted that while the plan will not cover building department enforcement, it will address fleet management and other overlapping operational areas. He confirmed that the project was budgeted and is expected to be completed by late October or early November.

Chief Caskanette added that the FMP will serve as a third-party review to help determine the appropriate level of service moving forward. He noted its importance in guiding Council, particularly during administrative transitions, and confirmed the plan will cover a 10-year horizon.

The Mayor asked how the FMP would address evolving needs in fire services over the next decade. Mr. Arnel spoke to trends in shared administrative services among municipalities to improve redundancy and reduce costs, as well as growing challenges related to fleet procurement.

The Mayor also asked whether the plan would include recommendations for broader emergency services beyond fire. Mr. Arnel confirmed that emergency services more broadly will be considered as part of the report.

*\* Council took a five-minute break at 10:30 a.m.*

## **Staff Reports**

## CAO 14-2025: Township Development Charges - Annual Adjustment

Chief Administrative Officer Mary Ellen Greb provided Council with a report to advise them of the increased development charges fees for the Township as at June 13, 2025. She noted that the report is for information and that this is in relation to the Township development charges only and not County development charges.

Resolution No. 11      Moved by Peter Ypma  
Seconded by George Way

RESOLVED that the Council receive Report CAO 14-2025: Township Development Charges – Annual Adjustment as information.

**DISPOSITION:** Motion Carried

## CL 41-2025: Strategic Planning: Quarterly Update Q2

Clerk Julie Middleton presented a report providing Council with a second quarter update on the Township's strategic initiatives. The report includes a high-level summary of progress as of June 30, 2025 (Appendix 'A') and offers Council an opportunity to provide feedback and further direction. Staff will continue to provide quarterly updates to ensure alignment with the Strategic Plan and community needs.

Councillor Gillis expressed appreciation for the format of the report, noting it is easier to read and effectively captures Council direction. Councillor Ypma commented that future targets stood out more clearly in the previous chart format and Mayor Mayberry emphasized the importance of keeping the Strategic Plan at the forefront as staff implement Council's direction.

Resolution No. 12      Moved by Craig Gillis  
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 41-2025:



**DISPOSITION: Motion Carried**

on No. 13      Moved by Jim Pickard

on No. 13      Moved by Jim Pickard

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on No. 13      Moved by Jim Pickard

of motion. The intent is to offer procedural reminders to support consistency and fairness in the conduct of Council meetings moving forward.

Resolution No. 14      Moved by Valerie Durston  
Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive report CL 43-2025: Procedural Reminders - Delegations and Notices of Motion as information.

DISPOSITION: Motion Carried

## BD 07-2025: Building Department Monthly Activity Report

Chief Building Official Brad Smale presented a report outlining June building permit statistics, relevant correspondence, and departmental updates.

Councillor Gillis inquired about the number of active building permits. Mr. Smale indicated that while he did not have the current number available, many permits become inactive or abandoned, and a report on outstanding permits will be brought forward, likely by the August 12th meeting. He confirmed that the Township is currently holding over \$200,000 in deposits related to open permits. Some cases are more complex than anticipated, and staffing resources may need to be reviewed to support permit closures. Options for increased administrative assistance will be considered as part of the upcoming report.

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

RESOLVED that the Council of the Township of South-West Oxford receive report BD 07-2025: Building Department Monthly Activity Report as information.

DISPOSITION: Motion Carried

TR 06-2025: 2025 First Quarter Budget Update

Treasurer Brooke Crane presented a report summarizing financial activity from January to May 2025 in relation to the approved 2025 Township Budget. Key highlights included receipt of boundary agreement revenues and approximately one-third of budgeted tax certificate revenues. Other income sources to date include investment interest, a WSIB surplus rebate, and collected tax arrears.

Planning-related revenues from minor variance, zoning, and site plan applications have increased due to higher application volumes. Council briefly discussed the payment for Highway 19 turning lane (Salford Group), which will require further consideration as the agreement nears its end in 2026.

RESOLVED that South-West Oxford Council receive Report No. TR 06-2025: 2025 First Quarter Budget Update as information.

## WD 04-2025: Gravel Crushing Tender Results 2025

Resolution No. 17      Moved by Jim Pickard  
                                      Seconded by Peter Ypma

AND FURTHER THAT Council approves the bid of \$2.35 per tonne plus applicable taxes from C.R. Chittick Construction in keeping with Section 22(c) and Section 6 of the Township's purchasing policy.

DISPOSITION: Motion Carried

Draft Correspondence from Mayor David Mayberry re: Bill 5 and Strong Mayor Powers

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**Consent Agenda**

- #1 - Oxford County Council Report - June, 2025*
- #2 - Safe & Well Oxford - Update to Area Municipal Councils*
- #3 - Rural Oxford Economic Development Corporation: Economic Development Activity Report, AGM & Strategic Plan*
- #4 - Oxford County Council Report PW 2025-36 Contract Award - Curbside Collection Container Supply and Distribution*
- #5 - Correspondence from Ministry of Sport re: Community Sport and Recreation Infrastructure Fund*
- #6 - Correspondence from IESO regarding upcoming IESO LT2 Procurement*
- #7 - Township of Georgian Bluffs Resolution re: Responsible Growth and Opposition to Bill 5 and Bill 17*
- #8 - City of Guelph Resolution re: the Special Economic Zones Act, 2025*
- #9 - Town of Bracebridge Resolution re: Road Salt Usage*
- #10 - Town of Bradford West Gwillimbury Resolution re: Advocacy for Increased Income Support Thresholds for Canadian Veterans*
- #11 - Township of Brudenell, Lyndock and Raglan Resolution re: Ontario Works Financial Assistance Rates*
- #12 - Township of Puslinch Resolution re: Bill 5: Protecting Ontario by Unleashing Our Economy Act 2025*
- #13 - Oxford Community Energy Co-operative Correspondence re: proposed 36MW Bower Hill Wind Project*
- #14 - Correspondence re: Why Soil is Essential to Canada's Economic, Environmental, Human and Social Health*
- #15 - Municipality of West Nipissing Resolution re: Strong Mayor Powers*
- #16 - East Zorra-Tavistock Resolution re: Speeding, Distracted Driving and Impaired Driving*
- #17 - Brownsville Hall Board Meeting Minutes - May 14, 2025*



## **By-laws and Agreements**

- By-Law No. 43-2025 - To provide for Drainage Works (Koteles Drain) - third and final reading only – *postponed to August 12<sup>th</sup> meeting*
- By-Law No. 49-2025 - To appoint a Manager of Legislative Services/Municipal Clerk (Denny Giles)
- By-Law No. 50-2025 - To Dissolve the Existing Wards and to Re-divide the Township of South-West Oxford into New Wards
- By-Law No. 51-2025 - To amend Township of South-West Oxford Zoning By-law (ZN 4-25-07)

Resolution No. 21      Moved by Valerie Durston  
Seconded by Jim Pickard

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

- By-Law No. 49-2025 being a by-law to appoint a Manager of Legislative Services/Municipal Clerk (Denny Giles)
- By-Law No. 50-2025 being a by-law to Dissolve the Existing Wards and to Re-divide the Township of South-West Oxford into New Wards
- By-Law No. 51-2025 being a by-law to amend Township of South-West Oxford Zoning By-law (ZN 4-25-07 submitted by Josh Leiskau and Crystal Usher).

DISPOSITION: Motion Carried

Resolution No. 22      Moved by Craig Gillies  
Seconded by Paul Buchner

RESOLVED that By-Laws 49-2025 to 51-2025 inclusive 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

## Council Round Table

Council members provided updates from their respective wards and recent community involvement. In Foldens, the Foldens Family Fun Day took place recently. Some concerns were reported regarding the Brownsville Community Centre. West Hill Line was recently paved and is generally in good condition, although some drainage concerns remain. Patchwork repairs are planned.

In Beachville, the Beachville Museum car show held at the end of June was well attended.

In Salford, the Hall Board is meeting this evening and plans to resume meetings in September. Garbage dumping has been reported along Ebenezer Road, and police are monitoring the situation.

In Mount Elgin, the Hall Board is planning a wine and cheese fundraising event but will not meet during July or August. Parks and Recreation is working on the installation of new basketball equipment at the park, using capital funding from the 2023 budget. A new ice cream shop has opened and is operating from 5:00 p.m. to 9:00 p.m. Playground equipment at the Mount Elgin ballpark is in poor condition and will require replacement, pending the availability of grant funding.

In Dereham Centre, a community BBQ was held in June. Attendance was lower than expected, possibly due to a conflicting Council meeting on the same evening.

Dodge Line at the Highway 401 overpass is currently closed due to bridge replacement work by the Ministry of Transportation. There have been concerns about the lack of proper detour signage.

Mayor Mayberry advised that a water pipe broke in the County building and repairs are currently underway.

### **Closed Session**

The meeting will be closed to the public (11:46 a.m.) to discuss subject matter that is:

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Legal Matter Update and Municipal Drain).

Resolution No. 23      Moved by George Way  
                                    Seconded by Paul Buchner

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

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Legal Matter Update and Municipal Drain).

DISPOSITION: Motion Carried

