



Council Meeting Minutes

Date: November 4, 2025
Time: 9:00 AM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Valerie Durston – Councillor, Ward 3
George Way – Councillor, Ward 4
Jim Pickard – Councillor, Ward 5
Craig Gillis – Councillor, Ward 6

Council Members Absent: Paul Buchner – Councillor, Ward 1
Peter Ypma – Councillor, Ward 2

Staff Members Present: Julie Middleton – Acting CAO/Deputy Clerk
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Adam Prouse – Public Works Superintendent
Laurel Davies Snyder – Development Planner

Staff Members Absent: Mary Ellen Greb – CAO
Brad Smale, B. Arch. Sci, CBCO – CBO
Shane Caskanette – Fire Chief & CEMC

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 - November 4th, 2025

Resolution No.1

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the regular meeting agenda for the November 4th, 2025, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

October 21st, 2025 - Regular Council Meeting Minutes

Resolution No.2

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT the regular minutes of the October 21st, 2025, council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 55-2025: Business Arising from the Minutes of October 21st, 2025

Clerk Denny Giles provided Council with a report on an overview of the staff actions arising from the minutes of the last Council meeting.

Resolution No.3

Moved by George Way

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 55-2025: Business Arising from the minutes of October 21st, 2025, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

9:00 a.m. - Ingersoll Minor Hockey - 2026 Community Grant Request - Jason Graham

Jason Graham made a presentation to Council requesting a grant be considered for Ingersoll Minor Hockey in the 2026 Budget.

9:05 a.m. - Tillsonburg & District Multi-Service Centre - 2026 Community Grant Request - Jen Olcsvary

Jen Olcsvary and Willa O'Hearn made a presentation to Council requesting a grant be considered for the Tillsonburg & District Multi-Service Centre in the 2026 Budget.

9:10 a.m. - [Committee of Adjustment Hearing Agenda](#) - Minor Variance Application:

- A15-2025 submitted by Crop Quest Inc., c/o Jeff Bannerman on behalf of Arjan and Elise Van Genderen for property located at 384453 Salford Road

Resolution No.4

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford move into Committee of Adjustment at 9:16 a.m. to consider minor variance application:

- A15-2025 - 384453 Salford Road

DISPOSITION: Motion Carried

Resolution No.5

Moved by George Way

Seconded by Valerie Durston

RESOLVED THAT Council reconvene in regular session at 9:26 a.m.

DISPOSITION: Motion Carried

9:20 a.m. - [GoodForTheSoll Music Festival - 2026 Community Grant Request - Jay Panaseiko](#)

Jay Panaseiko made a presentation to Council requesting a grant be considered for the GoodForTheSoll Music Festival in the 2026 Budget.

9:25 a.m. - [Salford Hall 2026 Budget Proposal - Trevor Finkenzeller and Dick Vantfoort](#)

Trevor Finkenzeller and Dick Vantfoort made a presentation to Council regarding the Salford Hall 2026 Budget Proposal

9:30 a.m. - [Building Condition Assessment Presentation - Conor Brennan](#)

Asset Management Specialist Conor Brennan made a presentation to Council on the Township's Building Conditions Assessment.

9:50 a.m. - [Big Brothers Big Sisters of Oxford - 2026 Community Grant Request - Kristen Ralph](#)

Kristen Ralph made a presentation to Council requesting a grant be considered for Big Brothers Big Sisters Oxford in the 2026 Budget.

10:00 a.m. - Public Meeting - Zone Change Application ZN 4-25-11 submitted by Bryan Yeung on behalf of Joanne and Russell Yeung for property located at 584458 Beachville Road

Resolution No.6

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford move into Public Meeting to consider Zone Change Application ZN 4-25-11 submitted by Bryan Yeung on behalf of Joanna and Russell Yeung for property located at 584458 Beachville Road at 10:07 a.m.

DISPOSITION: Motion Carried

1. Development Planner presentation of the staff report

Laurel Davies Snyder presented the staff report to Council advising there is no intent from the owners to open a business associated with this zone change and that the intended use is for personal hobby only. Laurel Davies Snyder added that should the intention change, a home-based business is a permissible use for the property under the Township's Zoning By-law.

2. Comments and Questions from Council

No questions were asked by members of Council.

3. Comments from the Applicant/Agent

Agent Bryan Yeung advised he didn't have any information to add and felt Laurel Davies Snyder covered the details associated with the application well. Mr. Yeung added he doesn't anticipate any nuisance to come from the proposed kiln.

4. Comments and Questions from members of the Public

No members of the public spoke in favour, or in opposition to the proposal.

Resolution No.7

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford close the public meeting and reconvene in regular session at 10:17 a.m.

DISPOSITION: Motion Carried

Resolution No.8

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford approve zone change application ZN 4-25-11, submitted by Joanna and Russell Yeung whereby the

lands described as Part Lot 10, Concession Broken Front (West Oxford), Township of South-West Oxford, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 1 Zone (R1sp)' to permit the development of a 35.7 m2 (384 ft2) accessory structure as described in Staff Report CP 2025-307.

DISPOSITION: Motion Carried

10:15 a.m. - Ronda Stewart, Economic Development Director - Rural Oxford Economic Development Corporation re: 2026-2030 Strategic Plan

Rhonda Stewart from Rural Oxford Economic Development Corporation made a presentation to Council regarding the 2026-2030 Strategic Plan. In response to questions from Council, Rhonda advised that a business-friendly environment with strong communication and transparency around processes and defined information as to the requirements for planning and building will support a strong area for potential economic development.

10:30 a.m. - Rotary Club of Ingersoll - 2026 Community Grant Request - Ted Comiskey

Ted Comiskey made a presentation to Council requesting a grant be considered for the Rotary Club of Ingersoll in the 2026 Budget.

10:40 a.m. - Oxford County 4H Association - Shonna Ward

Shonna Ward made a presentation to Council requesting a grant be considered for the Oxford County 4H Association in the 2026 Budget.

Council moved to deal with report CAO 37-2025

CAO 37-2025: Mount Elgin Municipal Office, Library and Child Care Facility – Concept Design Update and Construction Approach

CAO Julie Middleton presented the report to Council providing an update on the proposed Mount Elgin Municipal Office, Library and Child Care Facility project, including presentation of the updated concept drawings, and to outline various construction delivery methods and next steps for consideration.

Aaron Engles of AEC Developments was present for the presentation of the report.

In response to questions from Council, CAO Julie Middleton advised the difference between the construction management approach and the design build approach. Julie added that moving forward with the staff recommendation will result in getting a financial estimate of construction costs for the build to help the Township identify financing options.

Resolution No.9

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 37-2025: Mount Elgin Municipal Office, Library and Child Care Facility – Concept Design Update and Construction Approach as information;

AND FURTHER THAT Council direct staff to proceed with Step 1 and Step 2 of the Construction Management selection process, as outlined in this report, with assistance from AEC Developments;

AND FURTHER THAT staff be directed to proceed with the sustainability, energy and carbon conceptual analysis as proposed by WalterFedy, at a cost of \$13,725 plus HST, to be funded from the Climate Change Reserve in 2026.

DISPOSITION: Motion Carried

Council recessed at 11:27 a.m.

Council reconvened at 11:34 a.m.

10:35 a.m. - Hilltop Park 2026 Budget Proposal - Adam Prouse

Adam Prouse made a presentation to Council regarding the Hilltop Park 2026 Budget Proposal.

STAFF REPORTS

CL 53-2025: Noise By-law Exemption Request - Hi- Way Pentecostal Church

Clerk Denny Giles presented the report to Council which outlines a request received from Rev. Rob Esson on behalf of the Hi-Way Pentecostal Church for an exemption to the Township's Noise By-law to permit the amplification of sound for outdoor events, namely their "Christmas Bethlehem Walk" event taking place Thursday, November 20th to Saturday, November 22nd from 5:30 p.m. to 10:30 p.m. each evening.

Resolution No.10

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 53-2025: Noise By-law Exemption Request received from Hi-Way Pentecostal Church, 584118 Beachville Road for information;

AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise By-law No. 49-2021 for their "Christmas Bethlehem Walk" event taking place

Thursday, November 20th to Saturday, November 22nd from 5:30 p.m. to 10:30 p.m. each evening;

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

DISPOSITION: Motion Carried

CAO 36-2025: 2025 Mount Elgin Santa Claus Parade

CAO Julie Middleton presented the report to Council seeking authorization for the Mount Elgin Santa Claus Parade, scheduled for Saturday, December 13th, 2025, at 7:00 p.m. This report also recommends appointing three individuals to a planning committee for the 2025 parade event.

Resolution No.11

Moved by Valerie Durston

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford receive report CAO 36-2025: 2025 Mount Elgin Santa Claus Parade as information;

AND FURTHER THAT the Council authorize the 2025 Mount Elgin Santa Claus Parade to proceed on Saturday, December 13th, 2025, at 7:00 p.m. within the village of Mount Elgin, and appoint Adam Prouse, Travis Cuthbert, and Lance Lively to the planning committee for the 2025 parade, with the appointment for the event ending on December 14th, 2025.

DISPOSITION: Motion Carried

CAO 35-2025: Centreville Dam – Update and Next Steps

CAO Julie Middleton presented the report to Council with an update on the current status of the Centreville Dam and to summarize and share information discussed at a meeting held between Township staff and the UTRCA on October 20, 2025. This report outlines anticipated next steps, funding opportunities, and staff's recommendation regarding the long-term future of the dam structure.

Resolution No.12

Moved by George Way

Seconded by Craig Gillis

RESOLVED THAT Council receive Report CAO 35-2025:Centreville Dam – Update and Next Steps as information;

AND FURTHER THAT Council provide direction to staff to proceed toward dam removal and the naturalization of the site;

AND FURTHER THAT staff continue to work with the Upper Thames River Conservation Authority (UTRCA) to pursue available funding and partnerships to support this project and bring forward detailed cost estimates and implementation plans for Council's consideration as they become available.

DISPOSITION: Motion Carried

CAO 34-2025: Inclement Weather Policy

CAO Julie Middleton presented the draft Inclement Weather Policy to Council for their review, consideration and approval. The policy is intended to establish clear procedures and decision-making authority for office and facility closures during severe weather or other unforeseen circumstances, while ensuring that essential municipal services and staff safety are maintained.

Resolution No.13

Moved by George Way

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 34-2025: Inclement Weather Policy as information;

AND FURTHER THAT Council approve the Inclement Weather Policy attached as Appendix A to this report as presented.

DISPOSITION: Motion Carried

CL 56-2025: 2026 Council Meeting Schedule

Clerk Denny Giles presented the report to Council which seeks to approve the 2026 Council Meeting Schedule. As per section 4.4 of the Township Procedural By-law No. 25-2025, before the first meeting in December of each year, the Clerk shall present a Council Meeting Schedule for the upcoming year.

Resolution No.14

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council for the Township of South-West Oxford receive report CL 56-2025: 2026 Council Meeting Schedule as information;

AND FURTHER THAT Council approve the 2026 Council Meeting Schedule as outlined in the report number CL 56-2025.

DISPOSITION: Motion Carried

TR09-2025: 2025 Third Quarter Budget Update

Treasurer Brooke Crane presented the report to Council which provides a summary of the January to September, 2025 financial activity as it relates to the approved 2025 Township Budget.

Resolution No.15

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report TR 09-2025: 2025 Third Quarter Budget Update as information.

DISPOSITION: Motion Carried

TR08-2025: 2024 Net Surplus/Deficit Allocation to be transferred in 2025

Treasurer Brooke Crane presented the report to Council providing recommendations for reserve allocations in 2025 based on the 2024 net surplus, in keeping with the Township's Reserve Policy.

In response to questions from Council, Treasurer Brooke Crane advised working capital helps with cash flow which is where the Township will pull from for large capital projects.

Resolution No.16

Moved by Craig Gillis

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive Report TR 08-2025: 2024 Net Surplus/Deficit Allocation to be transferred in 2025 as information;

AND FURTHER THAT Council approves the transfer of 2024 surplus funds totaling \$735,795.57 to the following reserves in 2025:

<i>Reserve Name</i>	<i>Amount</i>
<i>Working Capital</i>	<i>\$381,681.57</i>
<i>Tax Stabilization</i>	<i>\$111,360.00</i>
<i>Health Services – Recreation</i>	<i>\$14,315.00</i>
<i>Fire – Vehicles</i>	<i>\$37,483.00</i>
<i>Building</i>	<i>\$54,007.00</i>
<i>Policing Operations</i>	<i>\$16,602.00</i>
<i>Public Works – Paving</i>	<i>\$86,785.00</i>
<i>Public Works – Equipment</i>	<i>\$7,210.00</i>
<i>Climate Change/Energy Reserve</i>	<i>\$19,552.00</i>
<i>Drainage</i>	<i>\$14,010.00</i>
<i>Total 2024 Surplus</i>	<i>\$743,005.57</i>

AND FURTHER THAT Council approved the transfer of \$5,424.00 from the following reserves in 2025 to cover the following deficits of 2024:

<i>Reserve Name</i>	<i>Amount</i>
<i>Public Works – Streetlights (Capital)</i>	<i>\$(1,201.00)</i>
<i>Waste Management</i>	<i>\$(4,608.00)</i>
<i>Total 2024 Deficit</i>	<i>\$(5,809.00)</i>

To record the following net 2024 surplus in 2025:

<i>Net 2024 Surplus</i>	<i>\$737,196.57</i>
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DISPOSITION: Motion Carried

CL 54-2025: Special Event Permit Implementation

Clerk Denny Giles presented the report to Council highlighting the purpose of the Special Event Permit By-law implementation which establishes a permit system for special events held on public and private property within the Township of South-West Oxford. Currently, there is no formal process for undertaking special events within the Township, which the proposed by-law seeks to formalize.

Resolution No.17

Moved by Valerie Durston

Seconded by Craig Gillis

RESOLVED THAT Council for the Township of South-West Oxford receive Report #CL 54-2025: Special Event Permit By-law implementation, for information;

AND FURTHER THAT Council approves, in principle, the Special Event Permit By-law and refer to the By-law as listed in the By-law section of the agenda for final adoption;

AND FURTHER THAT Council direct staff to prepare a Special Event Permit Application to form Appendix 'A' to the Special Event Permit By-law.

DISPOSITION: Motion Carried

Council recessed for lunch at 12:11 p.m.

Council reconvened at 12:47 p.m.

CL 57-2025: 2026 Municipal Election Voting Services Provider

Clerk Denny Giles presented the report to Council providing an update regarding the selected vendor for internet and telephone voting for the 2026 Municipal Election.

Resolution No.18

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council for the Township of South-West Oxford receive report CL 57-2025: 2026 Municipal Election Voting Services Provider for information.

DISPOSITION: Motion Carried

FIN 01-2025: Summary of Supplementary Tax Billings Regarding ARB Decision

Treasurer Brooke Crane presented the report to Council highlighting the summary of tax write offs processed during the year 2025 regarding the ARB's decision and 357 results for the property/properties affected for tax year 2022.

Resolution No.19

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford approve report FIN01-2025; which authorizes the write off of taxes in the amount of \$188,908.44 for results of the Assessment Review Board's (ARB) decision and a 357 decision for tax year 2022, regarding a property or properties within the Boundary Adjustment Agreement, signed September 23rd, 2020, between the Township of South-West Oxford ('Township'), the Town of Ingersoll ('Town') and the County of Oxford.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

CONSENT AGENDA

- #1- Town of Whitby - Blue Box Collection and Impacts
- #2- Town of Plympton-Wyoming - Conservation Fee Freeze
- #3- Municipality of Bluewater - Keep Climate Change as a Foremost National Priority
- #4- Township of Larder Lake - Deadline Extension for Firefighter Certification
- #5- Township of Puslinch - Mandatory Water Safety
- #6- Township of Springwater - Elect Respect Pledge
- #7- ROMA Municipal Delegation Requests
- #8- Township of McGarry - Aerial Spraying
- #9- Township of McGarry - Firefighter Certifications
- #10- Municipality of South Huron - Swim to Survive Training

#11- Municipality of South Huron - Ontario Community Infrastructure Fund

#12- City of Brampton - Automated Speed Enforcement

Resolution No.20

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford provide direction to staff to send a letter of support for item #12 of the Consent Agenda dated November 4th, 2025.

DISPOSITION: Motion Carried

#13- Municipality of Tweed - Sustainable Waste Management in Ontario

#14- Town of Ajax - Automated Speed Enforcement

Resolution No.21

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford provide direction to staff to send a letter of support for item #14 of the Consent Agenda dated November 4th, 2025.

DISPOSITION: Motion Carried

#15- Town of East Gwillimbury - Opposition to the Protect Ontario by Unleashing the Economy

#16- Town of Bradford West Gwillimbury - Removing HST/GST from New Home to Support Housing Affordability

#17- Municipality of St. Charles - Stop the Spray Canada

#18- Drinking Water Protection - SWOX

#19- Municipality of Calvin - Support for PW, Conservation Fee Freeze

#20- Town of Wasaga Beach - Public Safety Requirements to Protect our Communities

#21- Regional Municipality of York - Elect Respect Campaign

#22- City of Cambridge - Rent Protection for Tenants

#23- SWOX County Council Report - October 2025

Resolution No.22

Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #11; #13; and #15 to #23 of the Consent Agenda dated November 4th, 2025, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

November 4th, 2025 - Accounts Payable Report

Resolution No.23

Moved by George Way
Seconded by Valerie Durston

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for October 19th- November 1st, 2025</i>	<i>\$1,480,584.08</i>
<i>Payroll #22 - General</i>	<i>\$62,039.06</i>
<i>Payroll #10 - Council</i>	<i>\$8,669.82</i>
<i>Payroll #10 - Fire</i>	<i>\$37,634.52</i>
<i>Total</i>	<i>\$1,588,927.48</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 65-2025 - A By-law to establish a system of permits for Special Events held in the Township of South-West Oxford (Special Event Permit By-law)

By-Law No. 66-2025 - To amend Township of South-West Oxford Zoning By-law (ZN 4-25-11 - for property located at 584458 Beachville Road)

By-law No. 67-2025 - A By-law to appoint a CAO/Deputy Clerk

Resolution No.24

Moved by Jim Pickard
Seconded by Valerie Durston

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

- *By-law No. 65-2025 - A By-law to establish a system of permits for Special Events (Special Event Permit By-law)*
- *By-law No. 66-2025 - A By-law to amend the Township of South-West Oxford Zoning By-law (ZN 4-25-11, 584458 Beachville Road)*
- *By-law No. 67-2025 - A By-law to appoint CAO/Deputy Clerk (Julie Middleton)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

Councillor Way brought forward a request he received from residents of Karn Road to have the speed limit reduced from the current 70 km/h zone to 50 km/h or 60 km/h. Council was advised he had a conversation with the Public Works Superintendent and was advised that Karn Road was rebuilt to accommodate an 80 km/h zone, so the current speed limit is below what the road capacity is. It was suggested the current 70km/h speed limit be maintained.

COUNCIL ROUND TABLE

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

Councillor Way commented on the fundraiser that took place at the Woodstock Boston Pizza; advised that Folden's Hall was decorating this evening for Christmas and that there was a Beachville Museum meeting on November 12th at 7:00 p.m.

Councillor Gillis advised that the Halloween dance at the Beachville Legion was well attended. Work has begun on Beachville pavilion at the pond. He advised Council to save-the-date for November 22nd, with the rain date scheduled for November 29 for Christmas at the Museum.

Councillor Durston advised that the Engage and Inform Committee was meeting the next day, November 5th 1:00 p.m. and that the Christmas Tree Light contest is coming up.

Councillor Pickard advised Council that the Environment and Energy Innovation Committee meeting for November 5th had been cancelled.

Mayor Mayberry informed Council he would be attending the Remembrance Day Ceremony at the Beachville Legion on November 11th at 11:00 a.m., and invited all members to attend with him.

CLOSED SESSION

CONFIRMATORY BY-LAW

By-law No. 68-2025 - To confirm all actions and proceedings of Council (November 4th, 2025)

Resolution No.25

Moved by Craig Gillis

Seconded by George Way

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

- *By-law No. 68-2025 - To confirm all actions and proceedings of Council (November 4th, 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.26

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT there being no further business, the Council meeting be adjourned at 1:12 p.m. to meet again on Monday, November 10th at 9:00 a.m. in Council Chamber at the Municipal Office.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Denny Giles

This document is available in alternate formats upon request.