

**Township of South-West Oxford  
Council Minutes  
April 1, 2025**

**Members Present:** Mayor: 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)  
Councillors:

**Members Absent:** None.

**Staff Present:** Mary Ellen Greb, CAO/Deputy Clerk  
Julie Middleton, Clerk/Deputy CAO  
Brooke Crane, Treasurer  
Shane Caskanette, Fire Chief & CEMC  
Nicole Chambers, Records Management Co-ordinator/Clerk's Assistant

**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 George Way  
Seconded by Paul Buchner

RESOLVED that the regular meeting agenda for the April 1st, 2025 meeting of council be approved, as amended.

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

None.

**Minutes**

**March 18th, 2025 - Regular Council Meeting Minutes**

Resolution No. 2 Moved by Jim Pickard  
Seconded by Peter Ypma

RESOLVED that the regular minutes of the March 18<sup>th</sup>, 2025 council meeting be approved.

**DISPOSITION: Motion Carried**

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

CL 20-2025: Business Arising from the Minutes of the March 18th, 2025 Council Meeting

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 George Way  
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report CL 20-2025: Business Arising from the Minutes of the March 18th, 2025 Council Meeting as information.

**DISPOSITION:** Motion Carried

## Staff Reports

CAO 07-2025: Request for Capital Funding - New Roof for Dereham Community Hall 2025

Chief Administrative Officer Mary Ellen Greb provided Council with a report seeking approval to replace the metal roof on the original portion of Dereham Hall due to its deteriorating condition. The steel roof section of the original 1890 hall is leaking and requires replacement, while the roof on the 2013 addition remains in good condition. The Committee intends to complete the roof work before proceeding with attic insulation improvements, which were previously approved by Council and will be funded through the Environment and Energy Innovation Committee.

The Committee also discussed foregoing the 2025 signage project, estimated at \$5,000, which was included in the approved Township 2025 budget. The quotes received for this project are below the capital threshold of \$5,000 and could be funded by the Committee.

Councillor Gillis expressed concern that this necessary repair was overlooked in the building condition assessment process for the Township's asset

Resolution No. 4      Moved by Peter Ypma  
Seconded by Craig Gillis

AND FURTHER THAT the Council approve the replacement of the metal roof on the original portion of the 1890 Dereham Hall with the Township 75% share of the expense to be funded from the Township Recreation Reserve;

*Discussion on the motion:*

DISPOSITION: Motion Carried

9:05 a.m. - Helmet Schneider, Prowind Renewables re: Renewable Energy Project in South-West Oxford

Mr. Schneider highlighted the strategic advantages of the location, noting its accessibility from Highway 401 and the potential for reduced noise impact due to existing ambient traffic noise. An agricultural impact assessment is underway to minimize disruptions to farmland, prioritizing lower-class land

where possible for turbine location. While most turbines will be placed on Class 2 land, one turbine must remain on Class 1 land due to setback restrictions. Prowind has developed a community engagement plan in collaboration with municipal staff and will work with local landowners, Indigenous communities, and municipal leaders. Copies of the engagement plan were provided to Council.

Prowind is preparing to submit a bid for the Ontario IESO 2025 LT2e RFP and will launch a public website about the project this week. An information session is planned for April 15<sup>th</sup>, with a public open house to be scheduled at the end of May, 2025 at Foldens Hall.

Prowind has received two letters of intent – one from a First Nations group and another from the Oxford Community Energy Co-op – indicating interest in partnering to make this a community-based initiative.

The final selection of the type of turbines for the project is still pending. Prowind is in the process of establishing a limited partnership structure for the project, allowing for community group involvement. The Township could choose to participate as a limited partner with a small percentage stake, though this is not required. A community benefit plan, modeled after the Gunn's Hill Wind Farm, was also shared with Township staff. Prowind has supported local environmental projects, such as the Hodge's Pond recovery initiative, and the Township will need to determine how best to allocate community benefits from this project should it proceed.

Mr. Schneider addressed common concerns about wind energy projects, including their ability to generate power at peak times. He noted that a battery storage project in the area could store surplus energy when demand is low. In response to Councillor Pickard's inquiry about economic benefits, Schneider estimated the total project budget at \$80-\$85 million, with a portion of expenditures benefiting local contractors, suppliers, and businesses.

The discussion also touched on procurement, with Mr. Schneider confirming that the current IESO process is open to all energy sources, not just renewable energy projects. Wind energy remains cost-competitive with gas and nuclear projects, and the requirement is for energy production to begin in Q1 2030, a timeline that nuclear projects may not meet. He explained that project selection is based on a points system considering factors such as location, farmland classification, and Indigenous partnerships.

Councillor Ypma inquired about the contract length with IESO, which is set at 20 years. After that period, IESO may consider renewing contracts, as turbines can operate for 30-35 years. Prowind will be responsible for any property tax increases for individual land owners that are associated with the project.

Council discussed community concerns and misinformation surrounding wind projects, including property values, bird mortality, farmland use, stray voltage, noise, and turbine recycling. Schneider noted that studies show bird mortality from wind turbines is significantly lower compared to other human-related causes, such as domestic cats. He acknowledged that farmland use is a recurring issue but emphasized that turbines occupy minimal land while producing substantial energy. Advances in turbine material recycling at end of life and mitigation measures for noise and ice buildup were also highlighted.

Concerns about visual impact were discussed, with Mr. Schneider emphasizing the importance of community engagement. Prowind offers visual simulations to help residents understand the scale of the turbines. The company remains committed to transparency and open dialogue with the community. Discussion took place regarding a report back to Council from staff regarding the concerns raised from members of the public.

10:00 a.m. - Vincent Municipal Drain - Court of Revision (second sitting) -  
Councillor Gillis (Chair), Councillor Ypma, Councillor Buchner

*Clerk Julie Middleton advised that one appeal has been received for consideration by the Court of Revision from Birtha Wall. No other member of the public had registered to speak at the hearing.*

Resolution No. 5      Moved by George Way  
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford appoint Councillor Craig Gillis, Councillor Peter Ypma and Councillor Paul Buchner to the Court of Revision for the Vincent Municipal Drain;

AND FURTHER THAT Court of Revision convene at 10:03 a.m. for the Vincent Municipal Drain (second sitting).

DISPOSITION: Motion Carried

Resolution No. 6      Moved by Peter Ypma  
Seconded by Paul Buchner

RESOLVED that Council reconvene in regular session at 11:46 a.m.

DISPOSITION: Motion Carried

**Staff Reports (continued)**

**CL 18-2025: Proposed Organizational Changes – Administrative Support for Building, Planning, Fire, and Emergency Management Services**

Clerk Julie Middleton provided Council with a report to inform them of proposed organizational changes related to administrative support for Building, Planning, Fire, and Emergency Management services. These changes involve the realignment of responsibilities between two existing positions to improve service delivery, enhance operational efficiencies, and ensure continuity of support across these services areas for the Township. She noted that no new positions are being created as part of this proposal.

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

RESOLVED that the Council of the Township of South-West Oxford receive report CL 18-2025: Proposed Organizational Changes – Administrative Support for Building, Planning, Fire, and Emergency Management Services as information;

AND FURTHER THAT Council approve the updated job descriptions for the Legislative Services/Records Management Coordinator attached as Appendix A to this report and the Protective Services Clerk attached as Appendix B to this report;

AND FURTHER THAT Council approve the revised organizational chart reflecting the changes outlined in this report and attached as Appendix C to this report.

DISPOSITION: Motion Carried

**CL 19-2025: Proposed Organizational Change: Deputy Chief Building Official/Drainage Superintendent**

Clerk Julie Middleton provided Council with a report to present them with a proposed organizational change to address the current Chief Building Official (CBO) vacancy and to support the ongoing professional development of the Township's current Drainage Superintendent with the creation of a Deputy Chief Building Official/Drainage Superintendent role.

Resolution No. 8      Moved by Jim Pickard  
                                    Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 19-2025: Proposed Organizational Change: Deputy Chief Building Official/Drainage Superintendent as information;

AND FURTHER THAT Council approve the Deputy Chief Building Official/Drainage Superintendent job description attached as Appendix A to this report.

DISPOSITION: Motion Carried

**Discussion Items**

None.

**Agenda Items & Correspondence**

*#53 - Oxford County - Waste Management Programs - Council Reports PW (CS) 2025-08 and PW (CS) 2025-12*

*#54 - Oxford O.P.P. Detachment Board 2 - Introductory Letter*

*#55 - Rural Oxford Economic Development Corporation - Year-in-Review Update*

*#56 - 2024 LPRCA Financial Statements and Annual Report*

*#57 - 2025 UTRCA Approved Budget*

*#58 - County Council Report - March 2025*

Resolution No. 9      Moved by Craig Gillis  
Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #53 to #58 inclusive as information and that they be noted and filed.

*Discussion on the motion:*

Councillor Ypma requested that a representative from Oxford County's Human Services Department attend an upcoming Council meeting to present and speak to the County's Homelessness Response Strategy.

## Accounts Payable Report

Resolution No. 10    Moved by Paul Buchner  
                                Seconded by Jim Pickard

Accounts Payable for March 16 to March 29, 2025	\$2,197,100.70
Bi-Weekly Payroll #6	\$57,408.12
Fire Pay #3	\$21,839.00
Council Pay #3	\$8,703.71
Police Service Board #2	\$626.06
Total:	\$2,285,677.59

### **Information Items & Correspondence**

*#60 - Municipality of Assiginack re: legislation banning, with certain exceptions the public display of Nazi symbols and iconology*

## #62 - Municipality of East Ferris Resolution re: Standing for Canada

### #63 - Township of Whitewater Region Resolution re: Tile Drain Loan Limit

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #59 to #63 as information and that they be noted and filed.

Page 8 of 12



**DISPOSITION: Motion Carried**

\* Council took a break for lunch at 12:03 p.m. and reconvened at 12:33 p.m.

## **Closed Session**

The meeting will be closed to the public to discuss subject matter that is:

*(b) personal matters about an identifiable individual, including municipal or local board employees (Acting CBO/Building Services/Organizational Structure).*

Resolution No. 12    Moved by Valerie Durston  
                                Seconded by Jim Pickard

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 (Acting CBO/Building Services/Organizational Structure).

DISPOSITION: Motion Carried

Resolution No. 13      Moved by Jim Pickard  
Seconded by Valerie Durston

RESOLVED that the Council of South-West Oxford reconvene in regular session at 1:03 p.m.

DISPOSITION: Motion Carried

### **By-laws and Agreements**

- By-Law No. 24-2025 - To appoint building officials under the Building Code Act for the Corporation of the Township of South-West Oxford (Brad Smale)
- By-Law No. 25-2025 - To govern the calling, place and proceedings of meetings of Council and Committees (updated Procedural By-law)
- By-law No. 26-2025 - To Amend By-law No. 90-2024 to provide for the Adoption of User Fee Rates for the Township of South-West Oxford (Amended Fees and Charges By-law)

Resolution No. 14      Moved by Jim Pickard  
Seconded by Valerie Durston

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

- By-Law No. 24-2025 being a By-law to appoint building officials under the Building Code Act for the Corporation of the Township of South-West Oxford (Brad Smale);
- By-Law No. 25-2025 being a By-law to govern the calling, place and proceedings of meetings of Council and Committees (updated Procedural By-law), as amended;
- By-law No. 26-2025 being a By-law to Amend By-law No. 90-2024 to provide for the Adoption of User Fee Rates for the Township of South-West Oxford (Amended Fees and Charges By-law).

DISPOSITION: Motion Carried

Resolution No. 15      Moved by Paul Buchner  
Seconded by Craig Gillis

RESOLVED that By-Laws 24-2025 to 26-2025 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

### **New Business**

#### **Beachville Fire Hall Solar Panel Update**

Clerk Julie Middleton provided Council with an update regarding the additional solar panels previously approved for the Beachville Fire Hall. She advised that the updated price is approximately \$1,250 (plus HST) more than the original quote – the modules quoted are different than the original panels. Council approval is required for the updated amount.

Resolution No. 16      Moved by Jim Pickard  
Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford approve the purchase of eight (8)

additional solar modules from Arntjen Solar for the Beachville Fire Hall at a cost of \$8,253.45 plus HST to be funded from the Township's Climate Change Reserve.

DISPOSITION: Motion Carried

#### Oxford County Career Expo – Update

Mayor David Mayberry reported that the Oxford County Career Expo took place last week, with over 4,000 high school students attending in the morning, and the general public attending in the afternoon. Many businesses from Oxford County participated, showcasing various career opportunities and industries.

Mayor Mayberry noted that there is currently a demand for over 700 child care spaces in Oxford County.

#### **Council Round Table**

*Council members provided updates on their respective wards and community activities. The Foldens Hall Board meeting is scheduled for tonight at 7:00 p.m., while the Cemetery AGM will take place on Saturday morning at 10:00 a.m. at Mayor David Mayberry's home. Breakfast with the Boards is set for Saturday, April 12, at the Salford Community Centre. The Brownsville Hall Board will meet again on April 9, and a memorial bench for the gazebo was donated in memory of Art Pratt. The Beachville Museum Board will meet next week, and the Beachville District Museum will host an Easter Egg Hunt on Saturday, April 19 at noon. The Salford Hall Board is also meeting tonight, and a Roast Beef Supper will be held on April 10, with tickets priced at \$25. The Engage and Inform Committee will meet again tomorrow afternoon. The Earth Day event is scheduled for April 26 at the Sweaburg Lions Pavilion. The Hilltop Park Easter Egg Hunt will take place on April 19, and the Hilltop Park Committee plans to install volleyball courts this summer. Tillsonburg Minor Ball will rent the ball diamond again this year – it was noted that the survey stakes in the field will need to be removed. The Sweaburg Lions will host their fourth annual pancake breakfast on Saturday morning, which has been a successful event in previous years. The Sweaburg Parks and Recreation Committee will meet again on April 15. Work on the Peace Park began yesterday. County Council acknowledged Gord and Lisa Ross of Budd Line as recipients of this year's Land Stewardship Award. The Township will send a letter of appreciation in recognition of their efforts.*

#### **Confirmatory By-law**

*By-Law No. 27-2025 - To confirm all actions and proceedings of Council (April 1st, 2025)*

Resolution No. 17      Moved by Craig Gillis  
Seconded by Paul Buchner

RESOLVED that By-law 27-2025 being a By-law to confirm the proceedings of Council held Tuesday, April 1<sup>st</sup>, 2025 be read a first, second and third time this 1<sup>st</sup> day of April, 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. 18      Moved by Craig Gillis  
Seconded by Peter Ypma

RESOLVED that there being no further business, the Council meeting be adjourned at 1:26 p.m. to meet again on Tuesday, April 15th, 2025 at 6:30 p.m.

**DISPOSITION:** Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.