



Council Meeting Minutes

Date: April 7, 2026
Time: 9:00 AM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Paul Buchner – Councillor - Ward 1
Peter Ypma – Councillor - Ward 2
George Way – Councillor - Ward 4
Jim Pickard – Councillor - Ward 5
Craig Gillis – Councillor - Ward 6

Council Members Absent: Valerie Durston – Councillor - Ward 3

Staff Members Present: Julie Middleton – Chief Administrative Officer
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Adam Prouse – Public Works Superintendent
Laurel Davies Snyder – Development Planner
Daniel Leduc – Chief Building Official/Drainage Superintendent

Staff Members Absent: 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 - April 7th, 2026

Resolution No.1

Moved by George Way
Seconded by Craig Gillis

RESOLVED THAT the regular meeting agenda for the April 7th, 2026, meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

March 17th, 2026 - Regular Council Meeting Minutes

Resolution No.2

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the regular minutes of the council meeting held on March 17th, 2026, be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 09-2026 - Business Arising from the Minutes of March 17th, 2026

Clerk Denny Giles presented the report to Council providing an overview for Council 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 09-2026: Business Arising from the minutes of March 17th, 2026, as information.

DISPOSITION: Motion Carried

STAFF REPORTS

(Moved up on agenda from original position to accommodate time availability)

TR 04-2026 - Request for Township to act as Trustee for Grove Cemetery

Treasurer Brooke Crane presented the report to Council advising of a request received from the Grove Cemetery board to become the trustee of their care and maintenance funds.

Resolution No.4

Moved by Peter Ypma
Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive report TR 04-2026: Request for Township to act as Trustee for Grove Cemetery as information;

AND FURTHER THAT Council authorize staff to initiate the BAO's application process to become the Trustee for Grove Cemetery care and maintenance funds.

DISPOSITION: Motion Carried

WD 5-2025 - Purchase of a new wood chipper

Public Works Superintendent Adam Prouse presented the report to Council seeking approval for the purchase of a new Vermeer wood chipper to support municipal operations and maintain service levels across various departments.

Resolution No.5

Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive report WD 5-2026: Purchase of new wood chipper as information;

AND FURTHER THAT Council approves the purchase of one (1) new 2026 Vermeer wood chipper for a purchase price of \$81,449.04 plus applicable taxes through LAS Canoe contract number 010925.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

9:05 a.m. - Deer Creek Drain - Court of Revision
(No appeals received by the Clerk)

Resolution No.6

Moved by George Way
Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford recess at 9:05 a.m., to allow the Court of Revision for the Deer Creek Drain to commence.

DISPOSITION: Motion Carried

Council reconvened at 9:07 a.m.

STAFF REPORTS - CONTINUED

WD 6-2026 - 2026 Asphalt Tender Results

Public Works Superintendent Adam Prouse presented the report to Council seeking approval of the tender from Permanent Paving Inc., to pulverize, repave, and gravel the shoulder of a portion of Airport Road (from Plank Line to Zenda Line); and to mill, repave and gravel the shoulder of a portion of Mt. Elgin Road (from the train tracks west to Dereham Line) as outlined and approved in the Township's 2026 budget.

Resolution No.7

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive report WD 06-2026: 2026 Asphalt Tender Results as information;

AND FURTHER that Council approve the tender bid of \$662,834.60 plus applicable taxes from Permanent Paving Inc. to perform the work outlined in the approved Tender.

DISPOSITION: Motion Carried

CAO 18-2026 - Update – Beachville Museum Barn Conversion Project

CAO Julie Middleton presented the report to Council updating the revised scope, costs, and building code considerations associated with the Beachville Museum Barn Conversion Project.

Resolution No.8

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 18-2026: Update – Beachville Museum Barn Conversion Project as information;

AND FURTHER THAT staff be directed to report back to Council following the completion of the tender process with updated project costs and a recommendation for next steps.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS - CONTINUED

9:10 a.m. - Public Meeting: Zone Change - ZN4-25-09 (Hiebert) Submitted by: Zelinka Priamo Ltd. c/o Laura Jamieson on behalf of Jacob Hiebert for property located at 143480 Hawkins Road

Mayor Mayberry opened the public meeting.

1. Presentation of the Staff Report

Development Planner Laurel Davies Snyder presented the staff report and provided background information to Council regarding the application for Zone Change for ZN4-25-09 at 143480 Hawkins Road.

2. Comments and Questions from Council

Councillors asked about the size of the parcel and questioned why the proposal was to maintain agricultural zoning rather than change it to rural residential. Staff explained that such a change would likely require an Official Plan Amendment (OPA) and that the current approach was the most efficient way to achieve the intended outcome.

Councillors also raised questions regarding the Environmental Impact Study (EIS), specifically why it was undertaken if its recommendations may not be followed. Laura Jamieson noted that the EIS was conducted through a third-party consultant, and the recommendations were reviewed and supported by that consultant.

Councillors inquired about two separate foundations located on the property. Laura Jamieson confirmed there was no foundation remaining from the historic dwelling, but there is a foundation in the central cleared area, likely from a former barn. The EIS peer reviewer suggested placing the new dwelling closer to the road to avoid leaving an undeveloped gap in the parcel.

Laura Jamieson confirmed that the construction period recommended by the EIS will be followed.

3. Comments from the Applicant/Agent

Agent Laura Jamieson from Zelinka Priamo Ltd., was present, commending the timeline and process of working with staff on the file.

Laura Jamieson expressed disagreement with only rezoning a portion of the land and the recommendation of placing a holding provision on the re-zoning subject to the implementation of the EIS, adding the recommendations within the EIS dictate a construction window and it would be a challenge to put forward a plan to meet the conditions before a building permit could be issued.

Laura added in review of the subject lands, the best location for the dwelling is in the cleared area where there is an existing foundation, believed to be from an old barn. There is a preference to have flexibility to do further review to determine the best location for the dwelling, to minimize impacts to the significant woodlands.

4. Comments and Questions from members of the Public

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

Resolution No.9

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford approve-in principle the zone change application submitted by Jacob Hiebert (ZN 4-25-09), where the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Holding Zone (A2-sp(H))'.

DISPOSITION: Motion Carried

9:20 a.m. - Public Meeting: Zone Change - ZN4-25-15 (Robleigh Farms) - Submitted by: Robert Gordon Cowell for property located at 564211 Karn Road

Mayor Mayberry opened the public meeting.

1. Presentation of the Staff Report

Development Planner Laurel Davies Snyder presented the staff report and provided background information to Council regarding the application for Zone Change for file ZN4-25-15 at 564211 Karn Road.

2. Comments and Questions from Council

Members of Council inquired on the four bedrooms permitted for the group home use and asked how many people can occupy each bedroom. Staff confirmed that septic design is based on two people per bedroom.

3. Comments from the Applicant/Agent

Owner Gordon Robert Cowell and Kelly Cowell of Robleigh Farms were present but had no additional remarks and thanked Laurel Davies Snyder for her work on the file.

4. Comments and Questions from members of the Public

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

Neighbouring property owner, Jeff Franklin of 563199 Karn Road, was present and expressed opposition to the rezoning due to one of the permitted uses being a group home. Jeff sought clarification on the group home permitted use and whether the definition of group home being ten people or less included staff.

Jeff expressed concern with the group home use resulting in housing individuals that may have been in the criminal system, adding that the group home use to wide ranging with many unknowns.

Councillor Ypma inquired as to the reasoning of the request for a group home use. Development Planner Laurel Davies Snyder confirmed the property as it existed prior to the consent for severance (which, as a condition of consent, requires the subject rezoning) was already zoned to permit a group home. The rezoning would not inherently include the group home use so this request is to maintain the use of group home on the property.

Property owner Kelly Cowell advised Council and the public they had been approached by a potential buyer. The buyer advised there was interest if the group home use was maintained on the property in order to operate a children's respite company. It was noted that the intent is to be a respite home for two children at a time where staff will be onsite at the home 24/7. The proposed respite home would require Ministry of Community and Social Services approval.

Clerk Denny Giles read a joint letter that was received from Mary Margaret Ellah, Charles and Kim Cowell, George Baskette, Michael Thurston and Allan and Carol Cowell. The letter addressed concerns with the use of group home on the property, and the impacts it may have regarding property values, safety and well-being of the community, management of the organization and complex issues that could result from the group home use.

Resolution No.10

Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford amend the proposed zone change by-law for ZN 4-25-15, for the lands proposed to be rezoned to 'Special Rural Residential Zone (RR-sp)', by changing special provision 10.4.51.2.2.1 Maximum Number of Bedrooms from four (4) to two (2).

DISPOSITION: Motion Carried

Resolution No.11

Moved by George Way
Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford approve the zone change application submitted by Robleigh Farms Ltd. (ZN 4-25-15), whereby the lands described as Part Lots 13-14 Concession Broken Front, Township of South-West Oxford are to be rezoned to from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp)', as amended; and from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)'.

DISPOSITION: Motion Carried

ZONING BY-LAW

By-Law No. 30-2026 - A By-Law to amend Zoning By-Law Number 25-98, as amended (ZN 4-25-15).

Resolution No.12

Moved by Paul Buchner
Seconded by George Way

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

- *By-law No. 30-2026 - A By-law to amend Zoning By-law No. 25-98 (ZN4-25-15, 564211 Karn Road)*

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS - CONTINUED

9:30 a.m. - Oxford County Tourism (Meredith Maywood)

Meredith Maywood made a presentation to Council on Oxford County Tourism.

In response to questions from Council, Meredith explained that multigenerational travel involves family members from multiple generations travelling together, including parents and children, grandparents, aunts, uncles, and cousins.

Meredith advised that the 7.4 million marketing impressions is calculated through a range of notifications based on how information is being transmitted to the public as digital advertising software provides information which captures how many times the content has been viewed. The goal for Oxford Tourism aims to reach is 1-3 million impressions in a year. In 2025, Oxford Tourism participated in Destination Ontario campaigns, which helped to increase the numbers.

STAFF REPORTS

DD-06-2026 - 2025 Annual Stormwater Report (June 30-December 31 2025)

CBO/Drainage Superintendent Daniel Leduc presented the 2025 Stormwater Annual Report (Appendix 'A') to Council as required under CLI-ECA 335-S701, and provided Council with an update on the performance, operations, and financial status of the Township's stormwater management system.

Resolution No.13

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED THAT Council receive the 2025 Stormwater Annual Report (June 30 to December 31, 2025) for information;

AND FURTHER THAT the report be made available to the public in accordance with the Township's Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA).

AND FURTHER THAT Council provide direction to staff to submit the Annual Report to the Ministry of Environment, Conservation and Parks in accordance with CLI-ECA requirements.

DISPOSITION: Motion Carried

CL 10-2026 - Use of Corporate Resources for Election Purposes Policy

Clerk Denny Giles presented the report to Council seeking approval for the Policy on Use of Corporate Resources for Election Purposes which regulates the use of Township resources as required under the section 88.18 of the Municipal Elections Act by May 1st in the year of an election.

Resolution No.14

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED THAT Council for the Township of South-West Oxford receive report CL 10-2026: Use of Corporate Resources for Election Purposes Policy as information;

AND FURTHER THAT Council adopt the Use of Corporate Resource for Election Purposes Policy as presented.

DISPOSITION: Motion Carried

TR 05-2026 - 2025 Fourth Quarter Budget Update

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

Resolution No.15

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive report No. TR 05-2026: 2025 Fourth Quarter Budget Update as information.

DISPOSITION: Motion Carried

BD-06-2026 - March 2026 Building Report

CBO/Drainage Superintendent Daniel Leduc presented the report to Council providing a summary of the building department activities as of the end of March 2026, including details on the number of building permits issued and a summary of the associated permit fees collected, development charges collected, and value of construction.

Resolution No.16

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receives report BD-06-2026 – March 2026 Building Report - as information.

DISPOSITION: Motion Carried

CLOSED SESSION

(Moved up from original position on the agenda to accommodate time requirements)

The meeting was closed to the public under section 239 (2) (c) and (i) of the Municipal Act.

Resolution No.17

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT Council move into closed session at 10:48 a.m. pursuant to section 239 (2) (c) and (i) of the Municipal Act in order to discuss matters pertaining to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (disposition of Township property);

(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).

DISPOSITION: Motion Carried

Resolution No.18

Moved by George Way

Seconded by Craig Gillis

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 11:27 a.m.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Silica Dust Information (Dr. Ninh Tran)

CONSENT AGENDA

#1 - Town of Whitby - Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework

#2 - Township of Wellesley - Resolution to Support - Brundell, Lyndoch and Raglan Township re Call for Reform and Publication of the Ontario Sex Offender Registry

#3 - Township of Wellesley - Resolution to Support - Municipality of Wawa re School Bus Safety and Stop Arm

#4 - County of Prince Edward - Sustainable Police Services Funding

#5 - LPRCA February Minutes

#6 - Township of Oro-Medonte - Support Request from AORS

#7 - Township of Norwich re Support Zorra - Small-Scale Value-Added Business Subclass

#8 - LPRCA GM Letter, Annual Report and Financial Statements - SWOX

#9 - Township of Puslinch Support for Reduced Rate Distribution of Library Resources

#10 - Municipality of Strathroy-Caradoc Support for Bill 21

#11 - Township of Oro-Medonte - Support Request from AORS

#12 - Municipality of Bluewater - Supporting Avon Maitland District School Board

#13 - Municipality of Bluewater - Ontario Regulation 391 21 Blue Box

#14 - Township of Black River-Matheson - Prioritization of Safety on HWY 11 & 17 - Resolution 2026-81

#15 - Northumberland County Resolution Support 'Elbows Up for Climate Action'

#16 - Senior of the Year Awards Open

#17 - County of Prince Edward - OPP - Sustainable Police Services Funding

#18 - Municipality of South Huron - Ontario Veterinary College Enrollment Capacity

#19 - Township of Oro-Medonte - High Speed Rail Project

#20 - Township of Greater Madawaska - Ontario Infrastructure Fund

#21 - Township of Greater Madawaska - Canada Post Rate Reductions for Libraries

#22 - Town of Lincoln - Heritage Properties

#23 - Town of Northeastern Manitoulin and the Islands - Tar and Chip

#24 - Town of Saugeen Shores - Architectural Conservancy of Ontario include \$10M per year for HHH

#25 - Municipality of Durham - Police Service Budget Proposals

#26 - Ontario Energy Board - Generic Review of the Model Franchise Agreement for Natural Gas

#27 - Town of Goderich - Ontario Heritage Organization Development Grant Advocacy

#28 - Boralex - Press Release

#29 - Town of Goderich - Ontario Heritage Organization Development Grant Advocacy

#30 - Township of North Stormont - Ontario Community Infrastructure Fund (OCIF)

#31 - Town of Mattawa - Ontario Veterinary College Enrollment Capacity

#32 - Ontario Payment Transfer Agreement - Emergency Preparedness and Response - Township of South West Oxford

#33 - Municipality of Trent Hills - Proposed Alto High-Speed Rail Corridor

#34 - Mayor Mayberry SWOX County Council Report for March 2026

#35 - Oxford County Public Works - Annual Waste Management Report

#36 - Oxford County Public Works - Speed Management and Road Safety Reviews

#37 - Long Point Region Conservation Authority - March Minutes

Resolution No.19

Moved by Peter Ypma

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1-#37 of the Consent Agenda dated April 7th, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

April 7, 2026 - Accounts Payable Report

Resolution No.20

Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for March 15th - April 4th, 2026</i>	<i>\$2,431,561.82</i>
<i>Payroll #06 - General</i>	<i>\$56,060.94</i>
<i>Payroll #07 - General</i>	<i>\$56,113.25</i>
<i>Payroll #03 - Council</i>	<i>\$8,835.70</i>
<i>Payroll #03 - Fire</i>	<i>\$20,709.00</i>
<i>Payroll #02 - Police Service Board</i>	<i>\$629.04</i>
<i>Total</i>	<i>\$2,573,909.75</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-law No. 19-2026 - A By-law to provide for drainage works (Deer Creek Drain) - third reading

Resolution No.21

Moved by Craig Gillis
Seconded by Jim Pickard

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

- By-law No. 19-2026 - A By-law to provide for drainage works (Deer Creek Drain)*

DISPOSITION: Motion Carried

By-Law No. 27-2026 - A By-law to appoint a Treasurer (Brooke Crane)

By-Law No. 28-2026 - A By-law to appoint a Deputy Treasurer (Stacy Weicker)

By-Law No. 29-2026 - To amend By-law 13-2022 (Township Sign By-law)

Resolution No.22

Moved by Peter Ypma
Seconded by Jim Pickard

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

- By-law No. 27-2026 - A By-law to appoint a Treasurer*

- *By-law No. 28-2026 - A By-law to appoint a Deputy Treasurer*
- *By-law No. 29-2026 - A By-law to amend By-law 13-2022 (Sign By-law)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

There were no Notices of Motion.

NEW BUSINESS

There was no New Business brought forward.

COUNCIL ROUND TABLE

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

Councillor Ypma advised that the Mount Elgin Community Hall Board is taking on the responsibility of the Mount Elgin Park since the committee disbanded.

Councillor Gillis advised the Beachville Parks and Recreation held a very successful their easter egg hunt, estimating over 200 kids participated in the event.

Councillor Way informed Council of Folden's Hall Board upcoming pancake breakfast on April 26th in partnership with Sweaburg Lions Club. Councillor Way commented on discussion that had taken place regarding an event for local Olympian Ella Shelton, and that he was informed the chances of getting Ella attend wasn't likely due to her schedule.

CONFIRMATORY BY-LAW

By-Law No. 31-2026 - A By-law to confirm the proceedings of Council (April 7th, 2026)

Resolution No.23

Moved by Paul Buchner

Seconded by Craig Gillis

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

- *By-law No. 31-2026 - To confirm all actions and proceedings of Council (April 7th, 2026)*

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.24

Moved by Craig Gillis

Seconded by Jim Pickard

RESOLVED THAT there being no further business, the Council meeting be adjourned at 11:40 a.m. to meet again on Tuesday, April 21st, 2026, at 6:30 p.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.