

**Township of South-West Oxford  
Council Minutes  
February 4, 2025**

**Members Present:** Mayor: Mayor David Mayberry, Paul Buchner (Ward 1), Peter Ypma (Ward 2) - virtually, Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5) - virtually, 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  
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 Paul Buchner  
Seconded by George Way

RESOLVED that the regular meeting agenda for the February 4th, 2025 meeting of council be approved.

DISPOSITION: Motion Carried

**Declaration of Pecuniary Interest**

None.

**Minutes**

**January 21st, 2025 - Regular Council Meeting Minutes**

Resolution No. 2 Moved by Craig Gillis  
Seconded by George Way



- Outgoing 85th percentile speeds increased by up to 10 km/h (2024)
- Incoming 85th percentile speed measured by SFS was below the posted speed.
- Recommendations:
  - Speeds remain excessive. It is recommended to install flexible centerline delineators at village limits and within the 60 km/h zone.
  - Continue post-monitoring and data sharing with police.

#### Beachville (Oxford Road 9)

- East End:
  - Incoming 85th percentile speeds reduced by up to 11 km/h (2023)
  - Outgoing 85th percentile speeds reduced by up to 13 km/h (2022)
- Within Village:
  - 85th percentile speeds reduced for traffic in both directions but remain excessive relative to the posted speed
- West End:
  - Excessive approach speeds at the start of the 50 km/h zone but reduced as vehicles approach the SFS sign
- Recommendations:
  - Speeds remain excessive. It is recommended to install flexible centerline delineators throughout the 50 km/h zone
  - Add additional posted speed signs
  - Implement Automated Speed Enforcement in the Community Safety Zone
  - Continue post-monitoring and data sharing with police

#### Verschoyle (Oxford Road 10)

- North End: Outgoing 85th percentile speeds reduced by 12 km/h
- South End: Outgoing 85th percentile speeds reduced by 13 km/h
- Recommendations: no further measures are recommended at this time. Continued post-monitoring and data sharing with police

#### Next Steps:

- Public Communication: Mailout
- SUO Report to County Council: March 12, 2025
- Implementation of Additional Measures: Q3 2025
- Post-Monitoring: Ongoing

Councillor Gillis questioned the durability of flexible delineators. Frank Gross confirmed that the County has sourced more durable options and noted that the OPP has been supportive of enforcement against vandalism of them. Councillor Ypma suggested road narrowing as an alternative to delineators. Shawn Vanacker explained that while delineators were initially targeted for vandalism, their increased use has reduced this issue and contributed to lower speeds in rural communities. Mr. Gross added that road narrowing will be considered during future road construction projects. Councillor Way expressed appreciation for the traffic calming measures, noting their effectiveness. Councillor Buchner highlighted a sightline issue due to overgrown trees in Delmer. Mayor David Mayberry emphasized the importance of modeling good driving behavior by obeying speed limits.

9:16 a.m. - Landon Chan, GIS Technician/Transit Coordinator - Town of Tillsonburg re: T-GO

Landon Chan provided Council with an update on T:GO In-Town and Inter-Community service, focusing on the following points:

- Ridership Data for South-West Oxford: A summary of ridership trends was presented.
- Funding Update:
  - The Community Transit Grant is ending on March 31, 2025.
  - A funding gap will exist starting April 1, 2025.
  - The Ontario Transit Investment Fund (OTIF) is currently active and guided by the principles of being integrated, coordinated, and financially sustainable.
- Next Steps:
  - Present efforts to maintain transit services through 2026.
  - Discuss the future direction of T:GO.
  - A follow-up report to Tillsonburg Council is scheduled for February 10, 2025.
  - In town service will continue within the Town of Tillsonburg.
  - Mr. Chan reviewed the inter-community service that is operating now and the ridership data.
  - Mr. Chan reviewed the estimated budget for the service moving forward.

Ontario Transit Investment Fund (OTIF) Overview:

- Builds on the Community Transit Grant Program with an ongoing, application-based intake, prioritizing collaboration and project teams.
- Provides annual funding of \$5 million to support the startup and growth of transit services in unserved and underserved areas, particularly rural communities.
- Eligible projects must address a transit service gap. Projects duplicating existing services are not eligible.

- Mr. Chan reviewed other funding opportunities that are available; however, the Town of Tillsonburg and Oxford County do not qualify for these funding streams.

The Town has applied for up to \$50,000 under the Planning and Design Projects Stream. The grant will support transit planning activities.

Councillor Ypma commented on the all-time ridership from South-West Oxford and the Township's projected proportional payment for public transit moving forward. He noted that the cost per ride is high. Mr. Chan acknowledged that transportation is not cost-recovery but emphasized that residents rely on the service for essential trips such as medical appointments. Expanding routes and stops could improve service but would increase costs.

Mr. Chan mentioned variations of proposed routes under consideration and noted that ridership data in Brownsville and Mount Elgin is similar. Councillor Ypma questioned whether route timing accommodates work schedules. Mr. Chan acknowledged this challenge, explaining that each run takes approximately two hours and that the existing route to London is a day trip requiring advance planning.

9:45 a.m. - Asier Ania, Senior Development Manger, Boralex Beyond Renewable Energy, Chris Ollson from Ollson Environmental Health Management and Michelle Wong Ken from Avaanz re: Oxford Battery Energy Storage Project Update

Asier Ania, Senior Development Manager (Boralex Beyond Renewable Energy), addressed Council and highlighted the following in relation to the Oxford Battery Energy Storage Project:

- Consultant Engagement:
  - Boralex has retained Avaanz as the environmental and permitting consultant, supporting project planning, permits, and approvals, including the Environmental Assessment.
- Project Progress:
  - Preliminary designs have been completed.
  - Engaging with battery energy suppliers, contractors, and engineers to finalize project details.
- Next Steps:
  - Submit applications for a Zoning By-law Amendment and Official Plan Amendment in mid-February.
  - Select a contractor for construction.
  - Finalize the Emergency Response Plan (ERP) with Oxford County Fire Chiefs.
  - Complete Class Environmental Assessment screening report.

- Continue engagement with the Ministry of Natural Resources regarding the battery site location.
- Community and Environmental Considerations:
  - Risk Assessment: In the highly unlikely event of a fire, chemical emissions to air will not impact the general public.
  - Groundwater: No expected impacts to local groundwater. The facility will comply with MECP requirements through an Environmental Compliance Approval (ECA).
  - Sound Standards: Normal operations will meet stringent MECP sound standards.
  - Construction Impact: Activities will be similar or less intrusive than those currently occurring in the aggregate pit.
  - Improved Design Standards: BESS facility design and operational standards have significantly improved in the past five years.
  - Complete an Emergency Response Plan (ERP).

Lastly, Mr. Ania reviewed the anticipated project timeline.

Councillor Pickard inquired about future public meetings. Mr. Ania confirmed a public open house is planned for the fall before construction, with zoning and official plan public consultations, including a mail-out to residents, expected in late spring or early summer.

Councillor Way asked how many homes would be powered by the project. Councillor Ypma questioned the feasibility of long transmission lines. Mr. Ania explained that longer lines reduce economic viability due to power loss, which is factored into project design. He confirmed losses do not cause stray voltage, as lines will be buried three to four feet with no interference.

Councillor Way asked about firefighter training. Chief Caskanette stated that training and equipment needs are being assessed in coordination with the City of Woodstock.

Mayor Mayberry inquired about a pit license amendment and whether the zoning and official plan amendments could proceed without it in advance. Development Planner Laurel Davies Snyder will follow up. The Mayor also confirmed with Works Superintendent Adam Prouse that the project's road access is full-load capable and that existing entrances will be used.

### **Staff Reports**

#### **BD 01-2025: Year End Building Report as of December 31st, 2024**

Clerk Julie Middleton provided Council with a report to provide them with an overview of building permit activities for the year ending December 31, 2024.

This includes details on the number of building permits issued and a summary of the associated permit fees collected, development charges collected and value of construction. CAO Mary Ellen Greb advised that the cost of development charges for a new home in the Township is approximately \$18,000 for Township and County development charges.

Resolution No. 4      Moved by Paul Buchner  
                                          Secinded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford receive report BD 01-2025: Year End Building Report as of December 31st, 2024 as information.

DISPOSITION: Motion Carried

**Appointments (continued)**

10:15 a.m. - Development Planner Laurel Davies Snyder - Public Meeting: Zone Change Application ZN 4-24-13 submitted by Manendale Farms Inc. for property located at 403630 Union Road

Resolution No. 5      Moved by Craig Gillis  
                                          Secinded by George Way

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider Zone Change Application ZN 4-24-13 submitted by Manendale Farms Inc. for property located at 403630 Union Road.

DISPOSITION: Motion Carried

Development Planner Laurel Davies Snyder explained that the purpose of this Zone Change application is to fulfil the condition of provisional consent for file B24-19-4 requiring that the subject lands are rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural (A2-48)' to be consistent with the zoning of the lot to be enlarged. This application for Consent was granted by the Oxford County Land Division Committee on July 4, 2024.

The subject lands are described as Concession 1 N, Part of Lot 20 in the Township of South-West Oxford. The lands are located on the south side of Union Road, between Culloden Line and Plank Line, and are municipally known as 403630 Union Road. The subject lands are approximately 6.48 ha (16 ac) in area with 91.4 m (300.8 ft) of frontage on Union Road, and a depth

of 707 m (2,319.5 ft). The intent of consent B24-19-4 is to sever the subject lands from 403680 Union Road and consolidate it with the adjacent existing undersized farm parcel located at 403582 Union Road. The property is comprised of agricultural lands in cash crop production.

Planning staff are recommending that the application be approved as it is generally consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan regarding minor boundary adjustments in the Agricultural Reserve.

Questions from Council:

None.

Comments from the Applicant:

Debbie Bleeker, spoke in support of planning staff's report.

Comments from Members of the Public:

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

Councillor Way expressed that he has no concerns with the request. Councillor Pickard questioned why the severed parcel was not squared off. Ms. Bleeker advised that this was the original intent, however that was not the final outcome – the reason for this was not explained.

Resolution No. 6        Moved by Paul Buchner  
                                      Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford move into regular session.

DISPOSITION: Motion Carried

Resolution No. 7        Moved by George Way  
                                      Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford approve the Zone Change application submitted by Manendale Farms Limited whereby the Lot to be Severed resulting from Consent Application B19-24-4, described as Concession 1 N, Part of Lot 20 in the Township of South-West Oxford, is rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-48)'.



DISPOSITION: Motion Carried

**Staff Reports (continued)**

CL 07-2025: 2025 Holiday Municipal Office Closure

Clerk Julie Middleton provided Council with a report to bring forward a request to Council to close the Township of South-West Oxford Municipal Office this year between Christmas and New Years.

Council directed staff to develop an annual holiday office closure policy. Councillor Ypma noted the need for access to the Dereham Centre Hall during office closures. Staff confirmed that a contact number has been added to the rental agreement, and renters are contacted by staff in advance of the holiday closure period.

Resolution No. 8      Moved by Craig Gillis  
                                  Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive Report CL 07-2025: 2025 Holiday Municipal Office Closure for information;

AND FURTHER THAT Council approve the closure of the Township of South-West Oxford Municipal Office from Wednesday, December 24th, 2025 to Thursday, January 1st, 2026 with the municipal office reopening on Friday, January 2nd, 2026.

DISPOSITION: Motion Carried

**Appointments (continued)**

10:25 a.m. - Development Planner Laurel Davies Snyder - Public Meeting: Zone Change Application ZN 4-24-16 submitted by Prouse Transport Limited for property located at 333235 Plank Line

Resolution No. 9      Moved by Craig Gillis  
                                  Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford move into public meeting to consider Zone Change Application ZN 4-24-16 submitted by Prouse Transport Limited for property located at 333235 Plank Line.

**DISPOSITION: Motion Carried**

Development Planner Laurel Davies Snyder explained that the purpose of the application for zone change is to amend the existing 'Special General Industrial Zone (MG-8)' to add an 'eating establishment' as a permitted use. The intent of this zone change is to facilitate a seasonal ice-cream shop (walk up to a window only) of approximately 55.6 m<sup>2</sup> (598 ft<sup>2</sup>) in size within the existing building. No new development is proposed as part of this application; all required work will be internal to the existing property.

The subject property is described as Plan 203, Part Lots 1 and 2, 41R-8914, Township of South-West Oxford. The property is located on the north west corner of Plank Line and Mount Elgin Road and known municipally as 333235 Plank Line. The subject property is 2,215 m<sup>2</sup> (23,842 ft<sup>2</sup>) in area and contains a two-storey building currently used for office space and storage, and a food truck. These uses will continue to operate on the property. The building was originally used for residential purposes.

Planning staff are recommending that the Township of South-West Oxford approve the application for zone change as it is generally consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan regarding uses in a Village Core.

Questions from Council:

None.

Comments from the Applicant:

Matt Prouse spoke in support of the application and noted that they do intend to close the one access off Plank Line.

Comments from Members of the Public:

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

Councillor Buchner raised concerns about pedestrian traffic at the intersection on Plank Line and Mount Elgin Road and suggested a crosswalk. Development Planner Laurel Davies Snyder advised that a comprehensive secondary plan for Mount Elgin is being considered, and this could be reviewed as part of that process.

It was noted that the building has not been used in the past ten years. Mr. Prouse expressed interest in starting small and expanding its use over time. Mayor Mayberry supported the application and increased use of the

building/property. Development Planner Laurel Davies Snyder confirmed that the proposed zoning would not restrict which food products are sold at the establishment.

Councillor Way inquired about relocating the food truck within the parking lot. Mr. Prouse acknowledged that this is a possibility to consider.

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

RESOLVED that the Council of the Township of South-West Oxford move into regular session.

DISPOSITION: Motion Carried

Resolution No. 11    Moved by Valerie Durston  
                              Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve zone change application ZN 4-24-16 submitted by Prouse Transport Limited, whereby the existing 'Special General Industrial (MG-8)' zoning for the lands legally described as Plan 203, Part Lots 1 and 2, 41R-8914, Township of South-West Oxford, is amended to include a 55.75 m<sup>2</sup> (600 ft<sup>2</sup>) 'eating establishment' as a permitted use and a minimum of eight (8) parking spaces on the property, as described in CP Report 2025-28.

DISPOSITION: Motion Carried

10:35 a.m. - Development Planner Laurel Davies Snyder - Public Meeting:  
Zone Change Application ZN 4-24-17 submitted by Mt. Elgin Developments  
Inc. for property located at 324032 and 324056 Mount Elgin Road

Resolution No. 12    Moved by Valerie Durston  
                              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 4-24-17 submitted by Mt. Elgin Developments Inc. for property located at 324032 and 324056 Mount Elgin Road.

DISPOSITION: Motion Carried

Development Planner Laurel Davies Snyder explained that the intent of the Zone Change application and Request to Modify Draft Approved Plan of Subdivision SB21-11-4 is to enlarge the park block in the northwest corner of the subdivision, modify the boundary of the storm water management pond, and allow for future development of two blocks for municipal uses by the Township of South-West Oxford.

The subject lands are described as Part Lots 11 and 12, Concession 5 (Dereham), Township of South-West Oxford. The subject lands are located south of Mount Elgin Road and known municipally as 324032 and 324056 Mount Elgin Road in the Village of Mount Elgin.

The purpose of the Zoning By-law Amendment is to rezone Block 161 from 'Special Type 1 Residential Holding Zone (R1-16(H))' and 'Residential Type 1 Zone (R1)' and Block 162 from 'Special Type 1 Residential Holding Zone (R1-16(H))' to 'Special Institutional Zone (I-sp)' to facilitate a municipal multi-use municipal building consisting of a new municipal office and a child care facility, and associated municipal infrastructure/facilities (parking lot). Report CAO.31-2024 was presented to the Council of the Township of South-West Oxford at its December 3, 2024, Council Meeting to initiate discussion regarding this project.

Planning staff are recommending that the requests be approved as they are generally consistent with the Provincial Planning Statement and maintain the intent and purpose of the Official Plan regarding uses in settlement areas and Low-Density Residential Areas.

#### Questions from Council:

Clarification was requested in relation to the rezoning requested for Lot 41. It was noted that this lot originally provided access to the trail – it is being rezoned to residential for development.

#### Comments from the Applicant:

Brian Graydon thanked Laurel Davies Snyder for her help with the application and spoke in support of the recommendation contained in planning staff's report.

#### Comments from Members of the Public:

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

Resolution No. 13      Moved by Valerie Durston  
                                    Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford move into regular session.

DISPOSITION: Motion Carried

Resolution No. 14      Moved by Craig Gillis  
                                    Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford support the requested modifications to Draft Approved Plan of Subdivision SB21-11-4 submitted by Mount Elgin Developments Inc. for lands described as Part Lots 11 and 12, Concession 5 (Dereham), Township of South-West Oxford to facilitate the enlargement of the parkland block, creation of two Institutional Blocks, and amended boundaries of the stormwater management block as described in CP Report 2025-27;

AND FURTHER THAT the Council of the Township of South-West Oxford approve zone change application (ZN 4-24-17) submitted by Mount Elgin Developments Inc. whereby the lands described as Part Lots 11 and 12, Concession 5 (Dereham), Township of South-West Oxford are to be rezoned from 'Special Type 1 Residential Holding Zone (R1-16(H))', 'Open Space Zone (OS)' and 'Residential Type 1 Zone (R1)' to 'Special Institutional Zone (I-sp)', 'Recreational Zone (REC)', 'Special Residential Type 1 Holding Zone (R1-16(H))' and 'Open Space Zone (OS)' as described in CP Report 2025-27.

DISPOSITION: Motion Carried

10:48 a.m. - Development Planner Laurel Davies Snyder - Public Meeting: Zone Change Application ZN 4-24-19 for application submitted by Ammon and Elizebeth Miller for property located at 264459 Prouse Road

Resolution No. 15      Moved by George Way  
                                    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 4-24-19 for application submitted by Ammon and Elizebeth Miller for property located at 264459 Prouse Road.

**DISPOSITION: Motion Carried**

Development Planner Laurel Davies Snyder explained that the purpose of this application is to amend the existing 'Special General Agricultural Zone (A2-33)' to allow the existing home occupation consisting of a 185.8 m<sup>2</sup> (2,000 ft<sup>2</sup>) sawmill to extend its operation from ten to twelve months of the year on a seasonally weight restricted road (i.e. to permit operation during March and April each year). The applicant has indicated that extending the use to twelve (12) months per year would involve the use of Prouse Road by large vehicles required for the operation of the sawmill (e.g. lumber transport).

The subject property is described as Concession 6, Part Lot 4, Township of South-West Oxford. The property is located on the north side of Prouse Road, between Duffy Line and Plank Line and known municipally as 264459 Prouse Road.

In 2020, the Applicant submitted a Zone Change application to permit a sawmill as a home occupation to recognize the existing 185.8 m<sup>2</sup> (2,000 ft<sup>2</sup>) sawmill operating within a 929 m<sup>2</sup> (10,000 ft<sup>2</sup>) barn (ZN 4-20-07). The sawmill was being operated as a secondary use to the mixed farming operation on the property. Following the circulation of application ZN 4-20-07, Township staff identified concerns with locating a sawmill on a seasonally weight-restricted road and noted that the use of Prouse Road by vehicles required for the operation of the sawmill during March and April would likely result in damage to municipal road infrastructure.

To mitigate potential damage to Prouse Road (and associated costs to repair any damage to Prouse Road), the amending By-law contains a provision that prohibits the use of the sawmill between March 1 and April 30 each calendar year and prohibits motor vehicles and commercial motor vehicles associated with the sawmill use, including receiving or shipping of lumber products and/or fuel delivery trucks during this time period. This was seen as a reasonable mechanism to regulate oversized/heavy vehicles on Prouse Road associated with the sawmill use.

Planning staff are not recommending that the application be supported as Township staff have expressed concerns about the ability of Prouse Road to accommodate the anticipated traffic from the sawmill use during the weight restrictions in March and April each year on Prouse Road. It is recommended that the existing zoning provisions remain in place as a reasonable mechanism to provide the applicants with the opportunity to operate a viable secondary use on a property for ten months of the year when the road is adequate for the use and mitigates potential damage to Prouse Road.

Questions from Council:

Councillor Pickard requested clarification on the existing sawmill operation and its zoning. Development Planner Laurel Davies Snyder explained that the sawmill is considered a home-based business, which must remain secondary to the primary agricultural use. Its status is defined by size on the property, not financial profit.

Comments from the Applicant:

Ammon Miller, the applicant, emphasized that the business is needed for his family and his children's involvement in the farm operations. He noted that limiting sawmill operations impacts whether his children are there to assist with farming operations, which affects the number of goats he can milk. Ray Baxter stated that the sawmill operated year-round before Mr. Miller purchased the property and argued that trucks used for the operation are within legal weight limits. He requested the deletion of fines associated with the existing by-law.

Comments from Members of the Public:

Arnold DeBoer expressed support for Mr. Miller, noting his compliance with road weight restrictions.

Council Discussion:

Councillor Way commented on the unfairness of restricting Mr. Miller's operations when similar businesses operate on weight-restricted roads year-round. CAO Greb noted that while some agricultural trucks are exempt from restrictions, Mr. Miller's operation had previously violated zoning.

Councillor Gillis acknowledged enforcement challenges and the difficulty of operating a seasonal business. Councillor Ypma asked Mr. Miller about his output, truckloads, and storage options. Mr. Miller indicated he generates 24 loads per year, stockpiles logs and fuel, and could potentially use Mr. DeBoer's property near Plank Line for shipping during restricted weight periods.

Councillor Pickard questioned the issuance of weight restriction fines within the Township. Works Superintendent Adam Prouse noted very few have been issued. He expressed frustration that Mr. Miller initially agreed to the zoning conditions but is now seeking to change them.

Clerk Julie Middleton emphasized that approving the request would remove the Township's ability to enforce restricted load periods on Prouse Road, including for future owners or future production expansion of the sawmill. This

would place the responsibility for road repairs due to potential damage on Township staff and taxpayers.

Resolution No. 16 Moved by George Way  
Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford move into regular session.

DISPOSITION: Motion Carried

Resolution No. 17 Moved by Peter Ypma  
Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford approve the zone change application submitted by Elizebeth and Ammon Miller, whereby the 'Special General Agricultural Zone (A2-33)' for the lands described as Concession 6, Part Lot 4, Township of South-West Oxford, is to be amended.

DISPOSITION: Motion Carried

*\* Council took a five-minute recess at 11:25 a.m.*

11:00 a.m. - Mike DeVos, Spriets Associates - Consideration of the Engineer's Report for the Vincent Drain  
DD 04-2025: Vincent Drain Consideration of Engineer's Report

Drainage Superintendent Daniel Leduc provided Council with a report to present them with the Engineers report for the Vincent Municipal Drain, as authorized pursuant Section 78 of the Drainage Act.

Mike DeVos, on behalf of Spriets Associates, presented the Engineer's Report and explained that as required by the Drainage Act, the Engineer's report contains detailed information regarding the proposed drainage works including:

- Plans, profiles and specifications of the drainage works and a description of the area requiring drainage
- An estimate total cost (\$439,700)
- An assessment schedule outlining the proportion of the cost of the works to be assessed against every parcel of land and road for benefit, and outlet liability (Schedule "C" of the Engineers report) this schedule will also be used for future maintenance
- Allowances, if any, to be paid to the owners of land affected by the drainage works (Schedule "A" of the Engineer's Report)



The Engineer's Report from Spriet Associates recommends the following for the Vincent Municipal Drain, as outlined on page 3 of the Engineer's report:

- That the ditch banks be improved and widened upstream of Brownsville Road including reusing existing rip-rap, new rip-rap and seeded slopes protected with Turfmat;
- That the eroded area be backfilled and graded;
- That the ditch bottom and ditch slopes be cleared of trees, brush and scrub;
- That the existing retaining wall be removed and used to construct a short length of wall, four weirs in the ditch bottom and installed at the pedestrian bridge abutments to provide additional protection;
- That the stumps, logs and brush be removed offsite;
- That excess excavated material be hauled away and disposed of offsite;
- As reviewed and agreed with the landowner, they will remove the shed/lean to which is located within the limits of the new channel;
- That a new laneway culvert consisting of 2,200mm corrugated steel pipe culvert be constructed at the top end of the drain including removal and disposal of the existing culvert;
- That the existing outlet pipes of the Van Gorp, County Road No. 10 and North Brownsville Drains be removed and reconstructed;
- That construction access shall only be along the route of the proposed drain.

Discussion took place regarding child safety near the channel, with a note that children should avoid the waterway. Fencing was considered during the design process but not requested.

Brownsville resident Warner Taylor inquired about cost allocation/assessment. Mike Devos explained that costs are divided among properties within the watershed based on benefit and outlet, with assessments calculated based on each segment of the drain. David Van Gorp asked whether benefit and special assessments are discretionary. Mr. Devos clarified that assessments are proportional and subject to appeal at the Court of Revision or the Tribunal if disputes remain. The Court of Revision is scheduled for March 4.

Birtha Wall, whose property will be significantly impacted by the drain work, requested reassurance regarding property protection. Mr. Devos assured her that disturbances will be limited and restored with topsoil and seed.

Mr. Van Gorp questioned why the open drain couldn't be enclosed on the Wall property. Mr. Devos explained that enclosing it would require large

pipes, which are not feasible due to limited space for excess flow during a large rain event.

Resolution No. 18     Moved by Craig Gillis  
                                      Seconded by Jim Pickard

RESOLVED that the Council of The Township of South-West Oxford accept the report attached as Appendix "A" to report DD 04-2025 prepared by Spriet Associates and dated December 30th, 2024 regarding the Vincent Municipal Drain in accordance with Section 78 of the Drainage Act, RSO 1990, Chapter D17;

AND FURTHER THAT Council approves a By-law in the form prescribed by the regulations, with the Engineer's report attached to it for first and second readings by Council, at which point the report shall be considered to be adopted and the By-law shall be known as the Vincent Drain 2024 Provisional By-law.

DISPOSITION: Motion Carried

**Staff Reports (continued)**

**BD 02-2025: The 2024 Ontario Building Code**

Clerk Julie Middleton provided Council with a report to inform them of the recent updates to the Ontario Building Code, effective January 1, 2025, and to provide highlights of the key changes.

Resolution No. 19     Moved by Valerie Durston  
                                      Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report BD 02-2025: The 2024 Ontario Building Code as information.

DISPOSITION: Motion Carried

**CL 08-2025: Updated - Township of South-West Oxford Procedural By-law**

Clerk Julie Middleton provided Council with a report to present them with a draft amended Procedural By-Law, outlining the key changes made to enhance clarity, consistency, and compliance with legislative amendments over the last several years, for their review, comment and consideration.

Council provided direction to staff to amend the draft by-law to clarify that the Mayor is an ex-officio member of Township Advisory Committees.

Resolution No. 20 Moved by Craig Gillis  
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 08-2025: Updated - Township of South-West Oxford Procedural By-law as information;

AND FURTHER THAT Council approve the amended Township of South-West Oxford Procedural By-law attached as Appendix 'A' to staff report CL 08-2025, as amended.

DISPOSITION: Motion Carried

**Agenda Items & Correspondence**

#14 - County Council Report - January 2025

#15 - SWOX February, 2025 Communications

Resolution No. 21 Moved by Paul Buchner  
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #14 and #15 as information and that they be noted and filed.

DISPOSITION: Motion Carried

**Accounts Payable Report**

February 4th, 2025 - Accounts Payable Report

Resolution No. 22 Moved by George Way  
Seconded by Valerie Durston

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for January 19 to February 1, 2025	\$199,532.00
Bi-Weekly Payroll #2	\$60,517.27
Fire Pay #1	\$18,568.96
Council Pay #1	\$8,524.58
Police Services Board #1	\$626.06
Total:	\$287,768.87

DISPOSITION: Motion Carried

\* Council took a break for lunch at 12:10 p.m. and resumed at 12:45 p.m.

**Discussion Items**

Safe and Well Oxford Request - Space sharing at no cost for local service organizations

No spaces were identified.

**Information Items & Correspondence**

#16 - Town of Halton Hills Resolution re: Sovereignty of Canada

#17 - Town of Halton Hills Resolution re: Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

#18 - City of Peterborough Resolution re: Bill 242, Safer Municipalities Act, 2024 Council Resolution

#19 - Woolwich Council Resolution re: Election Advocacy and Preparation

#20 - Township of Puslinch Resolution re: TAPMO Letter Regarding Pre-Budget Announcement

#21 - City of Toronto Resolution re: Blood Donation Collection

Resolution No. 23      Moved by Peter Ypma  
                                    Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive information and correspondence items #16 to #21 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried



**Appointments (Continued)**

**1:00 p.m. - Helmut Schneider, Vice President, Renewable Energy Development – Prowind Renewables**

Helmut Schneider of Prowind Renewables provided a presentation on their community engagement efforts and project development to date, including:

- Community engagement through social media, Q&A websites, town halls, and Gunn’s Hill visits;
- Scaling down project size to gain acceptance and allow the municipality to develop its process;
- Exploring agricultural alternatives and connection options;
- Partnerships with the community and First Nations.

He highlighted that the turbines would be near the 401 corridor, where highway noise levels would mask turbine sounds. Turbines will be placed away from prime farmland wherever possible, noting favorable wind resources identified in South-West Oxford. Land options are progressing well, and minimal new access roads are anticipated.

Councillor Pickard thanked Prowind for the presentation and questioned the need for municipal support before provincial approval. Mr. Schneider explained that municipal support is currently required before any application for project procurement can proceed.

**Closed Session**

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

*(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 (Prowind Renewables).*

Resolution No. 26     Moved by George Way  
                                    Seconded by Valerie Durston

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

(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



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. 29 Moved by Valerie Durston  
Seconded by Peter Ypma

RESOLVED that there being no further business, the Council meeting be adjourned at 1:58 p.m. to meet again on Tuesday, February 18th, 2025 at 6:30 p.m.

DISPOSITION: Motion Carried

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CLERK: Julie Middleton

MAYOR: David Mayberry

APPROVED  
This document is available in alternate formats upon request.