



Council Meeting Minutes

Date: October 7, 2025
Time: 9:00 AM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Paul Buchner – Councillor, Ward 1
Valerie Durston – Councillor, Ward 3
George Way – Councillor, Ward 4
Jim Pickard – Councillor, Ward 5
Craig Gillis – Councillor, Ward 6

Council Members Absent: Peter Ypma – Councillor, Ward 2

Staff Members Present: Julie Middleton – Acting CAO
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Brad Smale, B. Arch. Sci, CBCO – CBO
Adam Prouse – Public Works Superintendent
Shane Caskanette – Fire Chief & CEMC
Laurel Davies Snyder – Development Planner

Staff Members Absent: Mary Ellen Greb – CAO

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 - October 7th, 2025

Resolution No.1

Moved by Craig Gillis

Seconded by George Way

RESOLVED that the regular meeting agenda for the October 7th, 2025, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

Councillor Buchner declared a pecuniary interest with respect to the Court of Revision - Dereham Line Drain (Section 4) and By-law No. 57-2025 due to his wife owning property that is being assessed for the drainage works.

MINUTES OF THE PRECEDING MEETING

September 16th, 2025 - Regular Council Meeting Minutes

Resolution No.2

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED that the regular minutes of the September 16th, 2025 council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 50-2025: Business Arising from the Minutes of September 16, 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 Valerie Durston

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 50-2025: Business Arising from the minutes of September 16th, 2025, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

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

- A14-2025 submitted by Eric Van Boekel for property located at 344560 Ebenezer Road

Resolution No.4

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED that the Council of the Township of South-West Oxford move into Committee of Adjustment at 9:03 a.m. to consider minor variance application:

- *A14-2025 - 344560 Ebenezer Road*

DISPOSITION: Motion Carried

Resolution No.5

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session at 9:44 a.m.

DISPOSITION: Motion Carried

9:20 a.m. - Cycles of Life - 2026 Community Grant Application

Mary Jane Phillips made a presentation to Council requesting grant to be considered in the 2026 Budget for Cycles of Life.

9:30 a.m. - Dereham Line Drain - Court of Revision (Section 4)

Councillor Paul Buchner left Council Chambers due to a declared conflict of interest.

Council recessed at 9:53 a.m., for the Court of Revision for the Dereham Line Drain. Council reconvened at 9:55 a.m.

Council moved to deal with staff report DD 09-2025

DD 09-2025: Drainage Department Update

Deputy CBO/Drainage Superintendent Daniel Leduc presented the staff report to Council.

Resolution No.6

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of The Township of South-West Oxford accept the following report DD-09-2025: Drainage Department Update as information.

DISPOSITION: Motion Carried

9:40 a.m. - Food Cycle Science - FoodCycler Municipal Program - Maddy From

Maddy From made a presentation to Council on behalf of Food Cycle Science FoodCycler Municipal Program.

9:55 a.m. - Grove Cemetery - 2026 Community Grant Application

Richard Bell made a presentation to Council requesting a grant be considered during the 2026 Budget for the Grove Cemetery.

Council recessed at 10:25 a.m.

Council reconvened at 10:31 a.m.

STAFF REPORTS

CAO 26-2025: Lease Agreement – 1000182281 Ontario Inc. (Mount Elgin Community Centre Parkland)

Acting CAO Julie Middleton presented the report to advise Council that the land swap transaction with 1000182281 Ontario Inc. has closed and to seek Council's authorization to enter into a lease agreement with 1000182281 Ontario Inc. for the continued use of the Mount Elgin Community Centre Parkland.

Council sought conformation that the lessor can terminate the agreement with 90 days notice, but the wording of the agreement doesn't indicate the lessee can do the same. Acting CAO Julie Middleton advised Council she would discuss with the lessor to have the agreement amended.

Resolution No.8

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 26-2025: Lease Agreement – 1000182281 Ontario Inc. (Mount Elgin Community Centre Parkland) as information;

AND FURTHER THAT Council authorize the Mayor and the CAO/Deputy Clerk to sign the Lease Agreement, subject to requested amendments, between the Township of South-West Oxford and 1000182281 Ontario Inc. for the Mount Elgin Community Centre Parkland.

DISPOSITION: Motion Carried

CAO 29-2025: Brownsville Hall Board Resolution re: Playground Health & Safety Repairs

Acting CAO Julie Middleton presented the report to Council with a resolution from the Brownsville Hall Board regarding playground health and safety repairs and to seek Council's direction regarding the responsibility for these costs, both in this instance and moving forward.

Works Superintendent Adam Prouse advised Council it was the decking of the playground structure that needed to be replaced. Parts will be ordered directly from the supplier of the playground to ensure there is a warranty for the parts.

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 29-2025: Brownsville Hall Board Resolution re: Playground Health & Safety Repairs as information;

AND FURTHER THAT Council direct staff to repair the playground equipment at the Brownsville Community Centre at the full expense of the Township, with the approximate cost of \$3,418.25.

DISPOSITION: Motion Carried

CAO 31-2025: Township Hall, Park and Recreation Committees – Terms of Reference Review

Acting CAO Julie Middleton presented the staff report to Council seeking to start the conversation about updates that may be needed to the Terms of Reference governing Township Hall, Park and Recreation Committees.

Discussion took place about changing demographics and the lack of interest in community volunteer work. It was recommended that Committees look at what is working and what isn't working when it comes to the governance of the Committees. Have the Committees identify what they see as their role and what the responsibilities of the Committee are since there has been pushback from Committees when it comes to invoicing for general maintenance and operation of Township facilities. Acting CAO Julie Middleton suggested staff attend a meeting for each Committee, and the Ward Councillor attend, to gather information and then form a committee to decide how best to move forward with updates to the Terms of Reference for Township Hall, Park and Recreation Committees.

Resolution No.10

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 31-2025: Township Hall, Park and Recreation Committees – Terms of Reference Review as information;

AND FURTHER THAT staff proceed with engaging boards and committees on a Terms of Reference update conversation and once gathered, form a committee to finalize Terms of Reference updates for Township Hall, Parks and Recreation Committees.

DISPOSITION: Motion Carried

TR 07-2025: 2026 Budget Public Meetings Schedule and Direction

Treasurer Brooke Crane presented the staff report and sought Council's direction on the 2026 Draft Budget guidelines to ensure the budget is consistent with Council's objectives and priorities and additionally sought general direction for an annual tax levy incremental increase.

Resolution No.11

Moved by George Way
Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report TR 07-2025: 2026 Budget Public Meetings Schedule and Direction as information;

AND FURTHER THAT Council schedule a special budget meeting on Monday, November 10th, 2025, at 9:00 a.m.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Mount Elgin Parks and Recreation Committee

Acting CAO Julie Middleton provided an update to Council advising that there is no longer a Mount Elgin Parks and Recreation Committee and that Township staff will be taking over operations and maintenance.

Proclamation - Fire Prevention Week (October 5th - 11th)

Resolution No.12

Moved by Craig Gillis
Seconded by Paul Buchner

WHEREAS, the Township of South-West Oxford is dedicated to safeguarding the wellbeing of its residents;

AND WHEREAS, fires pose a significant public safety risk, particularly within homes;

AND WHEREAS, the theme for Fire Prevention Week 2025, as designated by the National Fire Protection Association, is: "Charge into Fire Safety™: Lithium-Ion Batteries in Your Home";

AND WHEREAS, this campaign aims to educate the public on the safe use, charging, and disposal of lithium-ion batteries, which power many household devices.

NOW THEREFORE, I, David Marberry, Mayor of the Township of South-West Oxford do hereby proclaim the week of October 5th – 11th, 2025, as Fire Prevention Week, urging all residents to prioritize fire safety and to follow the recommended practices for handling lithium-ion batteries.

DISPOSITION: Motion Carried

CONSENT AGENDA

#1- Oxford County Council Report PW 2025-53 Norwich to Tillsonburg Multi-use Trail

#2- City of Dryden Resolution re: Swim-to-Survive Training

#3- Municipality of St.-Charles Resolution re: NORDS Pilot Program

#4- Town of Petrolia - Firefighter Certifications

#5- Town of Petrolia - Support for Bail Reform

#6- Town of Goderich - Elect Respect Pledge

#7- Municipality of St. Charles - Natural Gas Expansion

#8- Municipality of South Huron - Closure of Before and After School Programs

#9- Municipality of South Huron - Proposed Amendments, Resource Recovery and Circular Economy Act

#10- Oxford County Planning - OP Implementation Policies Updates

#11- UTRCA Board of Directors Meeting Package - September, 23, 2025

#12- Safe Community Project Zero Campaign

#13- Township of West Lincoln Resolution re: Support Consultation on the Future of Community and Natural Gas Expansion

#14 - Oxford County Council Report - September, 2025

#15- Niagara Region Resolution re: State of Emergency on Mental Health, Homelessness and Addictions

#16- Long Point Region CA Board Minutes - September, 2025

Resolution No.13

Moved by George Way

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #16 of the Consent Agenda dated October 7th, 2025, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

October 7th, 2025 - Accounts Payable Report

Resolution No.14

Moved by George Way

Seconded by Craig Gillis

RESOLVED that the following Accounts be approved for payment:

<i>Accounts Payable for September 14th- October 4th, 2025</i>	<i>\$2,826,930.26</i>
<i>Bi-weekly Payroll #19 - General</i>	<i>\$61,165.38</i>
<i>Bi-weekly Payroll #20 - General</i>	<i>\$58,881.07</i>
<i>Payroll #9 - Council</i>	<i>\$8,669.82</i>
<i>Payroll #9 - Fire</i>	<i>\$19,385.20</i>
<i>Payroll #2 - Police Service Board</i>	<i>\$584.64</i>
<i>Total</i>	<i>\$2,975,616.37</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 57-2025 - To provide for Drainage Works (Dereham Line Drain) - third and final reading

Resolution No.15

Moved by Jim Pickard

Seconded by George Way

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

- By-law No. 57-2025 - To provide for Drainage Works (Dereham Line Drain)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

Beachville Museum

The Museum secured a funding grant and built a shed to accommodate more storage at the museum. The plan is to have the building temperature controlled either through gas powered heat or electrical heat. Council forwarded the request to Senior Management and the Environment and Energy Innovation Committee for review and to provide a recommendation.

COUNCIL ROUND TABLE

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

Councillor Pickard advised the budget for Parks and Recreation has been completed, with a decision to include township staff wages in the budget. Playground equipment has been removed from Lions Park, and a free BBQ event was hosted over the weekend, attracting around 65 people. On September 19th, the Rural Oxford Economic Development Corporation finalized its 5-year strategic plan.

Councillor Durston advised of a Salford Hall Board meeting this evening. The Engage and Inform Committee took part in the Reuseapaloozaha event to provide information for the new waste and organics collection coming in January 2026. The Hike for Hunger and Health at the Lawson Tract on October 18th, monetary funds and food donations will be gratefully received. A mock council meeting is upcoming at Christian Reformed School on October 27th from 12:00 p.m. to 1:30 p.m. Councillor Pickard and Councillor Way committed to attending as well.

Councillor Gillis advised that the Beachville Parks and Recreation Committee met the evening prior to review their 2026 Budget submission. There is a Halloween Dance on October 25th at Beachville Legion at 8:00 p.m.

Councillor Buchner reported that he and Bill Riley had installed electricity to the gazebo from the electrical room in Brownsville. The upgrade will support upcoming programming at the gazebo, including the Christmas tree lighting, and vendor and craft sale on November 7th. Santa will also be in attendance.

Councillor Way advised that Folden's Hall Board will be presenting their 2026 Budget at the next council meeting on October 21st. He advised Council of a Boston Pizza fundraiser on Monday, November 3rd, \$25 per ticket for adults.

Mayor Mayberry commented on the Reuseapaloozaha event and the volume of material in and out that day was incredible. There is a significant amount of material that doesn't even make it in the door as people will grab it as it is being brought in. For the cost of about \$450.00 for the hall rental, it saved a truck load or two of items that would have otherwise ended in the landfill. The next event will be on Earth Day in April in

Brownsville. He also advised Council that Oxford County Council was meeting the following day.

CLOSED SESSION

The meeting will be closed to the public under section 239 (2) (b) and (i) of the Municipal Act to discuss subject matter that is:

- (b) personal matters about an identifiable individual, including municipal or local board employees (Employment Contracts); and
- (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 (Boralex Community Benefit Agreement).

Resolution No.16

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT Council move into closed session at 11:35 a.m. pursuant to section 239 (2) (b) (i) and (i) in order to discuss matters pertaining to:

- (b) personal matters about an identifiable individual, including municipal or local board employees (Employment Contracts);*
- (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 (Boralex Community Benefit Agreement).*

DISPOSITION: Motion Carried

Resolution No.17

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 12:06 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 61-2025 - To confirm all actions and proceedings of Council (October 7th, 2025)

Resolution No.18

Moved by Paul Buchner
Seconded by Valerie Durston

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

- *By-Law No. 61-2025 - To confirm all actions and proceedings of Council (October 7th, 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.19

Moved by Jim Pickard
Seconded by Valerie Durston

RESOLVED THAT there being no further business, the Council meeting be adjourned at 12:07 p.m. to meet again on Tuesday, October 21st 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.