



Council Meeting Minutes

Date: October 6, 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 Klosler – Councillor - Ward 3
George Way – Councillor - Ward 4
Jim Pickard – Councillor - Ward 5
Craig Gillis – Councillor - Ward 6

Council Members Absent:

Staff Members Present: Julie Middleton – Chief Administrative Officer
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Adam Prouse – Public Works Superintendent
Shane Caskanette – Fire Chief & CEMC
Daniel Leduc – Chief Building Official/Drainage Superintendent

Staff Members Absent: Laurel Davies Snyder – Development Planner

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 6, 2026

Additions to Agenda

Discussion Item: Councillor Buchner - Speeding in Brownsville

Discussion Item: Councillor Gillis - Drainage Report

New Business: 911 Signs

Resolution No.1

Moved by George Way
Seconded by Jim Pickard

RESOLVED THAT the regular meeting agenda for the October 6th, 2026, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

September 15th, 2026 - Regular Council Meeting Minutes

September 24th, 2026 - Special Council Meeting Minutes

Resolution No.2

Moved by George Way
Seconded by Jim Pickard

RESOLVED THAT the Regular Council Meeting minutes of September 15th, and the Special Council Meeting minutes of September 24th, be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 37-2026: Business Arising from the Minutes of September 15, 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 37-2026: Business Arising from the minutes of September 15th, 2026, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

STAFF REPORTS

CAO 49-2026: Community Building Retrofit Feasibility Studies – Funding and Project Update

CAO Julie Middleton presented the report to Council providing an update regarding funding secured by the Township to undertake energy and greenhouse gas reduction feasibility studies for ten municipally owned facilities and to advise Council that the project is expected to commence within the next couple of months.

Resolution No.4

Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED THAT Council receive Report CAO 49-2026: Community Building Retrofit Feasibility Studies – Funding and Project Update as information.

DISPOSITION: Motion Carried

CL 38-2025: Memorial Tree Planting - Councillor Valerie Durston

Clerk Denny Giles presented the report to Council recommending the planting of a memorial tree in honour of former Councillor Valerie Durston and to seek Council's direction to proceed with the recommendation as outlined in the report.

Resolution No.5

Moved by Peter Ypma
Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 38-2026: Memorial Tree Planting - Councillor Valerie Durston as information;

AND FURTHER THAT Council defer the decision on a memorial tree planting, and direct staff to bring the recommendation back to Council after a final decision is made for the advancement of the new municipal office, library and child care building.

DISPOSITION: Motion Carried

WD 9-2026: Brownsville Community Centre / Fire Hall – Generator Installation

Public Works Superintendent Adam Prouse presented the report to Council requesting approval for the purchase and installation of a back up generator at the Brownsville Community Center/Fire Hall.

Resolution No.6

Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive Report WD 9-2026 as information;

AND FURTHER THAT Council authorize staff to proceed with the purchase and installation of a new standby generator at the Brownsville Community Centre / Fire Hall in accordance with Section 16.0 of the Township's Purchasing Policy and the project be awarded to Smith Services for the quoted amount of \$105,180.48 plus applicable taxes as a sole-source procurement.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Township of Blandford-Blenheim - Skills Development Fund Grant

Council requested comments from Fire Chief Shane Caskanette. Chief Caskanette recommended that Council support the resolution from the Township of Blandford-Blenheim.

Resolution No.7

Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED THAT Council for the Township of South-West Oxford support the resolution from the Township of Blandford-Blenheim associated with Skills Development Fund.

DISPOSITION: Motion Carried

Councillor Pickard - Sweaburg Lions Community Park - Fence Cost Sharing

Resolution No.8

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT Council for the Township of South-West Oxford approve an additional \$753.87 for the cost-sharing request for fence on the north side of Sweaburg Lions Park and that the funding be taken from the recreation reserve.

DISPOSITION: Motion Carried

Council moved the following item down on the agenda from 'Staff Reports':

DD-08-2026: Petition for Drainage Works (Oxford Road 10)

CBO/Drainage Superintendent Daniel Leduc presented the report to Council bringing forward a Petition for Drainage Works, submitted in accordance with Section 4 of the Drainage Act by Oxford County Road Authority for drainage along County Road 10 in the north end of Brownsville.

Resolution No.9

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford accept the Petition for Drainage Works received from Oxford County Road Authority

AND FURTHER THAT the firm of Spriet Associates Ltd., be appointed to complete a new report in accordance with Section 4 of the Drainage Act, RSO 1990, Chapter D17.

DISPOSITION: Motion Carried

Councillor Buchner - Speeding in Brownsville

Councillor Buchner advised he has received phone calls from concerned residents regarding the speeding in Brownsville. Residents have requested the installation of automated speed signs at all four entrances to Brownsville, and the same request has been received from the residents of Culloden as well. Some residents have suggested the installation of high-visible delineators as well.

Mayor Mayberry advised Oxford County is planning to undertake a speed study in 2027 and look at installing automated speed signs on every county road that leads to an urban settlement area.

Councillor Gillis - Drainage Report

Councillor Gillis requested staff bring a report back to Council regarding the drainage fee now being collected in all villages to provide background information on the purpose of the charge and what the collection of the funds is utilized for.

CONSENT AGENDA

#1 - Mayor Mayberry Oxford County Council Report for September 2026

#2 - UTRCA Special Meeting - Resolution and Correspondence

#3 - City of Port Colborne - Review of OLT and Enhancing Deference to Municipal Planning Decisions

#4 - City of Port Colborne - Funding for Public Libraries

#5 - City of Guelph - Review of the OLT and Enhancing Deference to Municipal Planning Decisions

#6 - Township of Norwich - Data Centres

Mayor Mayberry advised County Council supported the resolution and requested Oxford County Planning Division to bring a report back to County Council with information.

#7 - Town of Aylmer - Vacant Commercial Storefront Tax

#8 - Township of North Glengarry - Traffic Calming and Speeding Mitigation

#9 - City of Hamilton - Request for Expansion of Ontario's Deposit-Return Program

#10 - Township of McNabBraeside - Request for Review of the OPP Municipal Policing Cost Model

#11 - Town of Parry Sound - Review of extended producer responsibility for one pound single use propane cylinders

#12 - Township of East Zorra-Tavistock - Review of OLT and Enhancing Deference to Municipal Planning Decisions

#13 - Municipality of South Huron - 2027 OPP Policing Costs

#14 - Long Point Region Conservation Authority - 2027 Draft LPRCA Budget

#15 - Municipality of Grey Highlands - Sustainable Provincial Grant Funding for Fire Services

Resolution No.10

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support for item #2 (Resolution and Correspondence, UTRCA Special Meeting) of the Consent Agenda dated October 6th, 2026.

DISPOSITION: Motion Carried

Resolution No.11

Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support for item #8 (Traffic Calming and Speeding Mitigation, Township of North Glengarry) of the Consent Agenda dated October 6th, 2026.

DISPOSITION: Motion Carried

Resolution No.12

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1, #3 to #7 and #9 to #15 of the Consent Agenda dated October 6th, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

October 6, 2026 - Accounts Payable Report

Resolution No.13

Moved by Peter Ypma

Seconded by George Way

RESOLVED THAT the following accounts be approved for payment:

<i>Accounts payable for September 12 to October 3, 2026</i>	<i>\$3,039,773.78</i>
<i>Payroll #19 – General</i>	<i>\$60,775.80</i>
<i>Payroll #9 – Council</i>	<i>\$8,768.09</i>
<i>Payroll #9 – Fire</i>	<i>\$25,604.414</i>
<i>Payroll #4 - Police Service Board</i>	<i>\$714.57</i>
<i>TOTAL</i>	<i>\$3,135,636.65</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 66-2026 - Confirmation By-law September 24, 2026

By-Law No. 67-2026 - To amend By-law 11-2026, Appointing Persons to the Salford Hall Board (2026)

Resolution No.14

Moved by Craig Gillis

Seconded by George Klosler

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

- By-law No. 66-2026 - To confirm all actions and proceedings of Council (Special Meeting, September 24, 2026)*
- By-law No. 67-2026 - To amend By-law 11-2026, Appointing Persons to the Salford Hall Board*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

911 Signs

Mayor Mayberry informed Council about noticing some 911 signs across the Township that are damaged, missing or placed in a less visible location. He commented on the importance of the visibility of 911 signs for emergency services and requested some educational campaigns in Township newsletters and social media pages advising people of the visibility requirements for 911 signs.

COUNCIL ROUND TABLE

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

Councillor Pickard commented on the car show that took place the previous weekend organized by the Sweaburg Lions Club where 64 cars attended. He mentioned the upcoming Hike for Hunger and Health walk being hosted by the Township Engage and Inform Committee on October 17th at Trillium Woods.

Councillor Ypma advised he had attended a Long Point Region Conservation Authority meeting the previous Tuesday where they set their 2027 budget, with a decrease of 2.3% to their general levy. Dereham Centre Hall Board has started the removal of the mulch at the playground with four loads having been removed so far.

Councillor Klosler reported that attendance at the recent Cornhole Tournament held at the Mount Elgin Community Centre was slightly lower than at the previous event. He also noted that a Trivia Night is scheduled for November 13. Councillor Klosler advised that residents have expressed significant concerns regarding local road safety in light of the recent number of accidents. He further reported that he attended the Aging Well Roadshow at the Salford Community Centre, which unfortunately had low attendance; and he noted that the Dereham Centre Lions Club has welcomed three new members, who are eager to support fundraising efforts for the new Mount Elgin Community Park.

Councillor Gillis reported that he also attended the Aging Well Roadshow and noted that attendance at the event was unfortunately low. He further advised that the Beachville Museum hosted its final car show of 2026, which drew record attendance of more than 300 vehicles; and he noted that the Beachville Museum Board will meet the following week to discuss its 2027 budget, and that the Beachville Parks and Recreation Committee will also be meeting to consider its 2027 budget.

Councillor Buchner informed Council that the Engage and Inform Committee was meeting the following day and reminded Council of the upcoming Hike for Hunger and Health put on by the Committee at Trillium Woods on October 17th. He added he

would be attending a Brownsville Hall Board meeting the following night where they will be working on their 2027 budget.

Councillor Way informed Council there was a Folden's Hall Board meeting on September 16th where they approved their 2027 budget for presentation to Council; and that he attended a Beachville Museum Board meeting on September 23rd where the 2027 budget was presented. He added the next Folden's Hall Board meeting would take place on November 3rd.

Mayor Mayberry highlighted the plan for the Township's 2027 budget where distribution is expected during the last week of November, and deliberations and amendments would begin at the first meeting in December. It's expected the budget will be adopted at the first meeting in January of 2027. Similarly to years past, there will be an opportunity for all hall boards to present their budgets to Council starting in December.

Council recessed at 10:19 a.m.

Council reconvened at 10:33 a.m.

CLOSED SESSION

Resolution No.15

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT Council move into closed session at 10:33 a.m. pursuant to 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; (CAO Performance Evaluation)

(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; (Land Use Proposal)

DISPOSITION: Motion Carried

Resolution No.16

Moved by Paul Buchner

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford reconvene in open session at 11:42 a.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 68-2026 - Confirmation By-law October 6, 2026

Resolution No.17

Moved by George Klosler

Seconded by George Way

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

- *By-law No. 68-2026 - To confirm all actions and proceedings of Council (October 6, 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.18

Moved by George Klosler

Seconded by George Way

RESOLVED THAT there being no further business, the Council meeting be adjourned at 11:42 a.m. to meet again on Tuesday, October 20th, 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.