



Council Meeting Minutes

Date: September 1, 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
Laurel Davies Snyder – Development Planner

Staff Members Absent: Daniel Leduc – Chief Building Official/Drainage Superintendent

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 - September 1, 2026

Resolution No.1

Moved by Paul Buchner
Seconded by George Way

RESOLVED THAT the regular meeting agenda for the September 1st, 2026, meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

August 11, 2026 - Regular Council Meeting Minutes

Resolution No.2

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Regular Council Meeting minutes of August 11th, 2026, be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 30-2026: Business Arising from the Minutes of August 11, 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 Peter Ypma

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 30-2026: Business Arising from the minutes of August 11th, 2026, as information.

DISPOSITION: Motion Carried

Oxford Age Friendly Strategy

Council received a presentation on the Oxford Age Friendly Strategy at their August 11th, 2026, regular council meeting, where they were requested to endorse the plan.

Resolution No.4

Moved by George Way

Seconded by Craig Gillis

RESOLVED THAT Council for the Township of South-West Oxford endorse the Oxford Age Friendly Strategy, and that consideration be given to future Township policy implementation to align with the Oxford Age Friendly Strategy.

DISPOSITION: Motion Carried

Letters of Support Received for the Township's Request on Changes to the *Pesticides Act*

Council reviewed the letters of support received associated with their request to the province to Change the *Pesticides Act*.

DELEGATIONS AND APPOINTMENTS

9:05 a.m. - Ronda Stewart, ROEDC - Year 1 Strategic Plan Update

Ronda Stewart of Rural Oxford Economic Development Corporation (ROEDC) presented to Council on the new strategic plan for ROEDC as well as highlights from the past year's initiatives.

9:15 a.m. - Philip Bradley, WalterFedy and Jeff Johnston, Sierra General Construction - Updated Feasibility Study for New Build

Philip Bradley of WalterFedy presented the updated feasibility study to Council highlighting the hybrid versus all electric option, and in order to qualify for FCM funding, the building must be built all electric.

Council members requested Philip Bradley and Jeff Johnston attend the next regular meeting on September 15th, 2026, as the updated report was provided to Council with minimal time for review and questions.

9:25 a.m. - [Committee of Adjustment Hearing](#)

- A04-26s: 584142 Beachville Road (Venesa and Carlo Cocchetto)

Resolution No.5

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford move into Committee of Adjustment at 9:37 a.m. to consider minor variance applications:

- A04-2026 - 584142 Beachville Road

DISPOSITION: Motion Carried

Resolution No.6

Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED THAT Council reconvene in regular session at 10:14 a.m.

DISPOSITION: Motion Carried

9:30 a.m. - CL 31-2026: Noise By-law Exemption Request: Mike Wilson

Clerk Denny Giles presented the report to Council regarding a request received from Mike Wilson for an exemption to the Township's Noise By-law to permit the amplification of sound for a wedding scheduled to take place on Saturday, September 12th, 2026 at 564900 Karn Road.

Resolution No.7

Moved by Craig Gillis

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 31-2026: Noise By-law Exemption Request received from Mike Wilson as information;

AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise By-law No. 49-2021 for a wedding scheduled to take place on Saturday, September 12th, 2026 from 3:00 p.m. to 1:00 a.m. (September 13th) located at 564900 Karn Road;

AND FURTHER THAT Council provide direction to staff to notify enforcement staff and the OPP of the noise by-law exemption approved by Council.

DISPOSITION: Motion Carried

STAFF REPORTS

CL 32-2026: Joint Compliance Audit Committee - 2026 Municipal Election

Clerk Denny Giles presented the report to Council seeking approval of the formation of a Joint Compliance Audit Committee in partnership with Oxford County municipalities for the 2026 to 2030 term of office.

Resolution No.8

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 32-2026: Joint Compliance Audit Committee - 2026 Municipal Election as information;

AND FURTHER THAT Council approve the formation of a Joint Compliance Audit Committee in partnership with Oxford County municipalities for the 2026 to 2030 term of office;

AND FURTHER THAT Council appoint David Morris, Carol Symons, Keith Reibling, Christene Scrimgeour, David Nusko and Kyle Kruger to the 2026 Joint Compliance Audit Committee;

AND FURTHER THAT By-law No. 63-2026, being a by-law to appoint members to the Joint Compliance Audit Committee be referred to the By-law section of the agenda.

DISPOSITION: Motion Carried

CL 33-2026: 333213 Plank Line - Request to Alter Heritage Designated Property

Clerk Denny Giles presented the report to Council which brought forward a request to alter a Heritage Designated property within the Township of South-West Oxford, which is known as 333213 Plank Line.

Resolution No.9

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED THAT Council for the Township of South-West Oxford receive report CL 33-2026: 333213 Plank Line - Request to Alter/Renovate Heritage Designated Property as information;

AND FURTHER THAT Council approve the request to alter/renovate 333213 Plank Line, Designated as a Heritage Property within the Township of South-West Oxford in accordance with By-law No. 11-78;

AND FURTHER THAT the implementation of alterations, in accordance with this approval, shall be completed no later than one (1) year following Council approval, and if the alterations are not completed within one (1) year following Council approval, the approval expires as of that date and no alterations shall be undertaken without a new approval issued by the Council for the Township of South-West Oxford.

DISPOSITION: Motion Carried

CAO 43-2026: Proposed Updated Vacation Policy

CAO Julie Middleton presented the report Council with the final revised Vacation Policy (Policy 3.07) for approval, following direction provided by Council at its August 11, 2026 meeting.

Resolution No.10

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive Report CAO 43-2026: Proposed Updated Vacation Policy as information;

AND FURTHER THAT Council approve the revised Vacation Policy (Policy 3.07), attached as Appendix "A" to this report, with an effective date of January 1, 2027.

DISPOSITION: Motion Carried

CAO 42-2026: Dereham Centre Park – Playground Protective Surfacing Rehabilitation Follow-up

CAO Julie Middleton presented the report to Council with an update following consultation with the Dereham Centre Hall Board regarding the proposed rehabilitation of the playground protective surfacing and to seek authorization for a revised approach to completing and funding the work.

Resolution No.11

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive Report CAO 42-2026: Dereham Centre Park – Playground Protective Surfacing Rehabilitation Follow-up as information;

AND FURTHER THAT Council approve proceeding with the rehabilitation of the protective surfacing at the Dereham Centre Park playground, as previously outlined in Report CAO 36-2026;

AND FURTHER THAT Council approve the Dereham Centre Hall Board completing the removal and disposal of the existing engineered wood fibre, with the quoted value of this work, being \$3,220.50, recognized as an in-kind contribution toward the Hall Board's 25% share of their 2026 capital projects budget;

AND FURTHER THAT the Township contribute \$13,489.71 toward the project, representing 75% of the original estimated project value of \$17,986.28, to be funded from the Township's Recreation Reserve;

AND FURTHER THAT the remaining Hall Board contribution be funded by the Dereham Centre Hall Board and that staff be directed to combine this capital project with the Dereham Centre Hall Board's stage cabinet modification project for 2026.

DISPOSITION: Motion Carried

FD 2026-005: 2026 Oxford County Paramedic Services Draft Medical Tiered Response Agreement - Staff Comments and Recommendation

Fire Chief Shane Caskanette presented the report to Council highlighting staff's review of the proposed Oxford County Paramedic Services (OCPS) Draft Medical Tiered Response Agreement, including an analysis of ten years of South-West Oxford medical call data and a review of the applicable legislative framework, and to recommend that Council not authorize execution of the Agreement in its current form.

Resolution No.12

Moved by Peter Ypma

Seconded by George Way

RESOLVED THAT Council receive Report FD-2026-005, 2026 Oxford County Paramedic Services Draft Medical Tiered Response Agreement, Staff Comments and Recommendation, as information;

AND FURTHER THAT Council not authorize the execution of the draft Medical Tiered Response Agreement with Oxford County Paramedic Services (OCPS) in its current form;

AND FURTHER THAT staff advise OCPS that the Township will establish the medical tiered-response service level based on local community needs, operational capacity, and Council-approved level of service, recognizing that a single County-wide response model may not be appropriate for all lower-tier municipalities;

AND FURTHER THAT staff advise OCPS that the costs associated with training, personal protective equipment, medical equipment, supplies, and other requirements necessary to support the tiered-response program should remain the responsibility of Oxford County, consistent with the existing 2012 agreement and the County's responsibility for land ambulance services;

AND FURTHER THAT the agreement include an annual review by both parties to assess the effectiveness of the tiered-response model, including response criteria, call determinants, operational impacts, and opportunities to reduce unnecessary or cancelled-en-route responses;

DISPOSITION: Motion Carried

TR 13-2026: 2026 First and Second Quarter Budget Update

Treasurer Brooke Crane presented the report to Council which provides Council with a summary of the January to June 2026 financial activity as it relates to the approved 2026 Township Budget.

Resolution No.13

Moved by George Way

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive Report No. TR 13-2026: 2026 First and Second Quarter Budget Update as information.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Council recessed at 10:55 a.m.

Council resumed at 11:03 a.m.

Battery Energy Storage System (BESS) Tour - Mayor Mayberry

Mayor Mayberry advised Council of potential tour dates for the BESS Facility.

New Childcare Centre - Proposed Name: Dereham Heights Childcare Centre

Council was supportive of the proposed name (Dereham Heights Childcare Centre). CAO Middleton advised that Oxford Community Childcare require the name in order to submit to the ministry for approval.

NEW BUSINESS

Big Brothers Big Sisters of Oxford Proclamation Request

Resolution No.14

Moved by Craig Gillis

Seconded by George Way

WHEREAS Big Brothers Big Sisters of Oxford County creates meaningful Developmental Relationships that help young people feel supported, encouraged, and empowered to reach their full potential; and

WHEREAS through the commitment of volunteer mentors, young people have someone in their corner; a trusted, consistent adult who listens, encourages, celebrates their strengths, and helps them navigate life's challenges; and

WHEREAS these mentoring relationships contribute to stronger social-emotional skills, improved well-being, greater educational engagement, and increased confidence and readiness for the future; and

WHEREAS as more young people and families seek mentoring support, there is a growing need for caring volunteer mentors and sustainable funding to ensure these programs remain available to families at no cost, and

WHEREAS the generosity of donors, partners, supporters, and volunteers across Oxford County, enables Big Brothers Big Sisters to continue creating relationships that remind young people they do not have to face life's challenges alone; and

WHEREAS when a community comes together for young people, they have more opportunities to thrive, dream bigger, and realize their potential;

NOW, THEREFORE, I, Mayor David Mayberry and Council for South-West Oxford do hereby proclaim September 2026 as Big Brothers Big Sisters Month in South-West Oxford. I encourage all residents to help ensure more young people have someone in

their corner by becoming a mentor, making a financial contribution, or helping others learn more about the importance of mentorship.

DISPOSITION: Motion Carried

All Candidates Meeting In Mount Elgin

Mayor Mayberry received a request for a facility donation to host an all candidates night at Mount Elgin Community Centre. Clerk Denny Giles advised the Township can not donate a facility under the Use of Corporate Resources for Election Purposes Policy.

CONSENT AGENDA

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

#2 - Mayor Mayberry Oxford County Council Report for August 2026

#3 - Town of Ingersoll - Extending the Deadline for Notice of Intention to Designate Listed Heritage Properties

#4 - Town of Ingersoll - Vacant Commercial Storefront Tax

#5 - Town of Ingersoll - Review of OLT and Enhancing Deference to Municipal Planning Decisions

#6 - Municipality of St.-Charles - Request for Provincial Legislation Amendments, Health and Safety Concerns

#7 - United Counties of Leeds and Grenville - OCIF Funding

#8 - Township of Armour - Library OPL Funding

#9 - Municipality of Wawa - Health Care System Support

#10 - Municipality of St.-Charles - Sustainable Provincial Grant Funding for Fire Services in Ontario

#11 - Township of Assiginack - Reinstating Requirements for Compliance with the Freedom of Information and Protection of Privacy Act

#12 - Township of Assiginack - Declaring Intimate Partner Violence an Epidemic

#13 - Township of Assiginack - OCIF Fund

#14 - Township of Assiginack - Funding for Traffic Calming and Speeding Mitigation Techniques

#15 - Township of Assiginack - Use of Single Use Propane Cannisters

#16 - Oxford County - General Water and Wastewater Services By-Law

#17 - Canadians for Safe Technology - Request to submit comments regarding proposed changes to cell tower siting process

#18 - UTRCA Draft Budget Memo and Minister's Direction 2027

#19 - Town of Tillsonburg - Highway 19

#20 - Municipality of North Perth - Review of the Ontario Land Tribunal and Enhancing Deference to Municipal Planning Decisions

Resolution No.15

Moved by George Klosler

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 #7 (OCIF Funding, United Counties of Leeds and Grenville) of the Consent Agenda dated September 1st, 2026.

DISPOSITION: Motion Carried

Resolution No.16

Moved by George Klosler

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support for item #19 (Highway 19, Town of Tillsonburg) of the Consent Agenda dated September 1st, 2026.

DISPOSITION: Motion Carried

Resolution No.17

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #6, #8 to #18 and #20 of the Consent Agenda dated September 1st, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

September 1, 2026 - Accounts Payable Report

Resolution No.18

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT the following accounts be approved for payment:

<i>Accounts payable for August 9 to August 27, 2026</i>	<i>\$928,705.97</i>
<i>Payroll #17 – General</i>	<i>\$61,449.37</i>
<i>Payroll #8 – Council</i>	<i>\$8,768.09</i>
<i>Payroll #8 – Fire</i>	<i>\$23,950.64</i>
<i>TOTAL</i>	<i>\$1,022,874.07</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-law No. 63-2026 - Joint Compliance Audit Committee

Resolution No.19

Moved by Craig Gillis

Seconded by Peter Ypma

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

- *By-law No. 63-2026 - To appoint a Compliance Audit Committee for the Township of South-West Oxford for 2026-2030*

DISPOSITION: Motion Carried

NOTICE OF MOTION

COUNCIL ROUND TABLE

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

Councillor Way reported that the Foldens Hall Board will discuss its 2027 budget at an upcoming meeting, while the Beachville Museum is expected to begin its budget process within the next one to two weeks. He noted that weather-related cancellations affected three of four museum car shows this year; the next show is scheduled for September 27th. Councillor Way also attended an Airport Advisory Committee meeting, where members discussed efforts to restore the airport's U.S. aircraft port-of-entry status, which was lost during the COVID-19 pandemic.

Councillor Buchner informed Council of the successful family fun day held on August 29th in Brownsville and that he would be attending a Catfish Creek Conservation Authority meeting on September 10th.

Councillor Gillis advised Council of the upcoming Beachville Museum Board meeting on September 9th, and that the museum BBQ was well attended. He added that the Brownsville Firefighter pig roast was well attended and reminded Council of the upcoming Mount Elgin Firefighters fish fry taking place on September 19th.

Councillor Klosler reported that the Dereham Lions Classic Car Show was cancelled due to weather; however, the vendor show at the Mount Elgin Community Centre was well attended and successful. He also noted increasing public concerns about road safety following several recent accidents in the area. The Mount Elgin Lions Club is seeking new members to support efforts to revitalize the club.

Councillor Ypma informed Council he was attending a Long Point Region Conservation Authority meeting on September 2nd, and a Mount Elgin Hall Board meeting on the September 14th. He advised Council the mulch from Dereham Centre playground was being scheduled for removal but a date had not been finalized.

Councillor Pickard advised Council of the upcoming Sweaburg Parks and Recreation meeting on September 14th and the next ROEDC meeting on September 25th in Salford. He noted strong interest in this year's farm show, with ROEDC seeking event volunteers. He also provided updates on the proposed Sweaburg batting cage and the pending installation of new playground equipment.

Mayor Mayberry had no additional updates for Council other than those provided in the August County Council report.

CLOSED SESSION

Resolution No.20

Moved by Pete Ypma

Seconded by Jim Pickard

RESOLVED THAT Council move into closed session at 1140 p.m. pursuant to section 239 (2) (e), (i) and (j) of the Municipal Act to discuss subject matter that is:

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (enforcement matter)

(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; (fibre optic contract)

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value (Township land matter)

DISPOSITION: Motion Carried

Resolution No.21

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford reconvene in open session at 12:26 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 64-2026 - Confirmation By-law September 1, 2026

Resolution No.22

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. 64-2026 - To confirm all actions and proceedings of Council (September 1st, 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.23

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT there being no further business, the Council meeting be adjourned at 12:27p.m. to meet again on Tuesday, September 15th, 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.