



Council Meeting Minutes

Date: December 2, 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/Deputy Clerk
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Brad Smale, B. Arch. Sci, CBCO – CBO
Adam Prouse – Public Works Superintendent
Laurel Davies Snyder – Development Planner
Daniel Leduc – Deputy Chief Building Official/Drainage Superintendent

Staff Members Absent: Mary Ellen Greb – CAO
Shane Caskanette – Fire Chief & CEMC

CALL MEETING TO ORDER

The meeting was called to order at 9:00 a.m. by Mayor David Mayberry and a quorum was present.

MOTION TO ACCEPT AGENDA

Council Meeting Agenda - December 2nd, 2025

Resolution No.1

Moved by Jim Pickard
Seconded by George Way

RESOLVED THAT the regular meeting agenda for the December 2nd, 2025, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

Councillor Buchner declared a pecuniary interest associated with "Notice of Meeting to Consider Engineer's Report for the Whaley Drain Branch 'A' and report DD 11-2025" due to family owning property in the assessed area for the drainage works.

MINUTES OF THE PRECEDING MEETING

November 10th, 2025 - Special Council Meeting Minutes (Budget Meeting)

Resolution No.2

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Special Council Meeting minutes of November 10th, 2025 be approved.

DISPOSITION: Motion Carried

November 18th, 2025 - Regular Council Meeting Minutes

Resolution No.3

Moved by Valerie Durston

Seconded by Jim Pickard

RESOLVED THAT the Regular Council Meeting minutes of November 18th, 2025 be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 60-2025: Business Arising from the Minutes of November 18, 2025

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.4

Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 60-2025: Business Arising from the minutes of November 18th, 2025, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

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

- A16-2025, submitted by Rhonda Scott for property located at 263842 Prouse Road

Resolution No.5

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford move into Committee of Adjustment at 9:02 a.m. to consider minor variance application:

- A16-2025 - 263842 Prouse Road

DISPOSITION: Motion Carried

Resolution No.6

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT Council reconvene in regular session at 9:11 a.m.

DISPOSITION: Motion Carried

The order of the agenda was rearranged for Council to consider staff report CAO 42-2025: Cost of Living Adjustment

CAO 42-2025: 2026 Cost of Living Adjustment – Township Pay Band Grid

CAO Julie Middleton presented the staff report to Council which seeks Council approval for the 2026 Cost of Living Adjustment (COLA) to the Township Pay Band Grid, as required by the Township's Payroll Administration Policy 3.2. The annual COLA adjustment ensures that the Township's pay grid remains competitive and aligned with changes to the Ontario Consumer Price Index (CPI).

Resolution No.7

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT Council receive Report CAO 42-2025: 2026 Cost of Living Adjustment – Township Pay Band Grid as information;

AND FURTHER THAT Council approve the application of a Cost of Living Adjustment (COLA) of 1.8% to the Township Pay Band Grid for 2026, applied to time worked in 2026.

DISPOSITION: Motion Carried

9:15 a.m. - Beachville District Museum - 2026 Budget Presentation - Dr. Stephanie Radu, Curator

Dr. Stephanie Radu made a presentation to Council regarding the Beachville Museum's 2026 Budget Proposal

9:30 a.m. - Dereham Hall Board Budget Presentation - Lorraine Graham

Lorraine Graham and Carol VanMoerkerke made a presentation to Council regarding the Dereham Hall 2026 Budget Proposal.

The order of the agenda was rearranged for Council to consider staff report BD 11-2025: Third Quarter Building Activity Report

BD 11-2025: Monthly Activity Report - Building

CBO Brad Smale presented the report to Council which brings forward building permit statistics through the third quarter of 2025 as well as relevant correspondence and updates.

Resolution No.8

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT that the Council of the Township of South-West Oxford receive report BD 11-2025: Building Department Quarterly Activity Report as information.

DISPOSITION: Motion Carried

9:45 a.m. - Notice of Meeting to Consider Engineer's Report (Whaley Drain Branch 'A') - Chris Thompson, RJ Burnside, and Staff Report DD-11-2025: Whaley Drain Branch 'A'.

Deputy CBO/Drainage Superintendent Daniel Leduc presented the report to Council which recommends the consideration of the Engineer's report for the Whaley Drain Branch 'A', as authorized by Section 78 of the Drainage Act.

Landowner Les Hughes (eastern property on the drain) noted that his understanding from the outcome of the meeting in July was that Option A had general support. He questioned why Option C would be chosen if the engineer indicated it would involve higher future maintenance costs, asking whether the Township prefers to "pay now or pay later." Daniel Leduc responded that he believes the channel option would not incur significant maintenance costs. The cost difference between the options was noted as approximately \$293,000 for Option A versus an estimated \$500,000 for Option C.

Resolution No.9

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of The Township of South-West Oxford accept the report attached as Appendix "A" to report DD 11-2025 prepared by RJ Burnside and dated November 14th 2025 regarding the Whaley Drain Branch 'A' 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 Whaley Drain Branch 'A' Provisional By-law.

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 43-2025: 2025 Third Quarter Strategic Plan Progress Update

CAO Julie Middleton presented the report to Council providing an update on the status of the Township's strategic initiatives as of the end of the third quarter of 2025 and to support preparation for Council's annual strategic planning discussion scheduled for January 6, 2026.

Resolution No.10

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 43-2025: 2025 Third Quarter Strategic Plan Progress Update as information.

DISPOSITION: Motion Carried

DD-12-2025: Petition for Drainage Works: Concession 3, North Part Lots 6-7

Deputy CBO/Drainage Superintendent Daniel Leduc presented the report to Council which brings forward a Petition for Drainage Works, submitted in accordance with Section 4 of the Drainage Act by Akkerview Holsteins Ltd. for properties located at 364340 McBeth Road.

Daniel Leduc confirmed that K. Smart Associates Ltd., have done several projects for the Township before.

Resolution No.11

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford accept the Petition for Drainage Works received from Nico Van Den Akker of Akkerview Holsteins Ltd.

AND FURTHER THAT the firm of K. Smart 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

DISCUSSION ITEMS

2026 Budget

Treasurer Brooke Crane advised Council the draft budget is currently proposes a 9.14% increase.

Councillor Pickard requested a discussion take place associated with Beachville Museum, and the funding partnership agreement with the museum. Councillor Pickard expressed concern about significant costs which haven't been covered in the agreement. Councillor Way informed Council that Zorra has approved the 2026 Beachville Museum Budget that was presented. Councillor Way added he would like to see the implementation of an admission cost for the museum.

Action Items:

- Add \$2000.00 back in for Tillsonburg Minor Hockey, provided they attend to present to Council on December 16th.

Resolution No.12

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford approve the draft 2026 operating and capital budget, as amended;

AND FURTHER THAT Council direct staff to bring forward the 2026 Budget By-law at the December 16th, 2025 Regular Council Meeting.

DISPOSITION: Motion Carried

Council recessed at 11:04 a.m.

Council reconvened at 11:13 a.m.

Bill 68 - Amalgamation of Conservation Authorities

Council discussed Provincial Proposals under Bill 68 and ERO Posting 025-1257 regarding consolidation of Ontario Conservation Authorities from thirty-six (36), to seven (7). Mayor Mayberry commented that the Provincial Government has indicated financial

support for the amalgamations of the Conservation Authorities. Beyond that one-time financial support, it's anticipated municipalities will become fully financially responsible to Conservation Authority's.

Council directed staff to prepare and send a letter to the Province of Ontario outlining Council's concern regarding the proposal.

Future of Lower Tiers

Mayor Mayberry advised Council of a rumour he had heard regarding the province eliminating lower tier municipalities with a transition to move to single tier municipalities.

CONSENT AGENDA

#1- City of Brantford - Ontario Airport Capital Assistance Program

#2- Town of Kearney - Public Safety Requirements

#3- Municipality of South Huron - Collaborative Action on Sustainable Waste Management

#4- Oxford County - 524912 Curry Road Solar Facility - Notification

#5- Township of Brudenell Lyndoch and Raglan - Swim to Survive Training

#6- Municipality of South Huron - Removing HST-GST from New Homes

#7- 2026 Draft UTRCA Budget

#8- Peterborough County - Re-instating the eligibility for curbside blue box collection for Non-Profit Organizations

#9- Letter from Mayor Ryan (Zorra) - Acting Fire Chief

#10- Township of Otonabee-South Monaghan - Blue Box Recycling Collection and Impacts to Small Businesses

#11- Township of McGarry - Swim to Survive

#12- Township of McGarry - GST/HST on New Homes

#13- Town of Goderich - Opposition to Protect Ontario by Unleashing our Economy Act

#14- Town of Goderich - Sustainable Waste Management in Ontario

#15- Town of Goderich - Accessible and Effective Alcohol Container Return System

#16- Town of Ajax - Solve the Crisis

Resolution No.13

Moved by George Way

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support for item #16 (Town of Ajax – Solve the Crisis) of the Consent Agenda dated December 2nd, 2025.

DISPOSITION: Motion Carried

#17- Township of Madawaska Valley - Swim to Survive

#18- City of Hamilton - Impacts of Provincial Bill 60 on Tenants in Hamilton

#19- Township of Blandford-Blenheim - Elect Respect Pledge

#20- Town of Wasaga Beach - Advocacy for Funds to Effectively Manage the Emerald Ash Borer Infestation

#21- Northumberland County - Increased Income Support Thresholds for Veterans

#22- Northumberland County - Great Lakes and St. Lawrence Cities Initiative

#23- Catfish Creek Conservation Authority - Letter to Municipal Partners and Councils

Resolution No.14

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support for item #23 (Catfish Creek Conservation Authority – Letter to Municipal Partners) of the Consent Agenda dated December 2nd, 2025.

DISPOSITION: Motion Carried

#24- Municipality of Callander - Support for Moratorium on Glyphosate Spraying in the Temiskaming Forest

#25- S.A.M.I. Holdings Ltd. - Proposed Innes Line Pit - ARA Notification

Mayor Mayberry advised a public open house was scheduled for December 16th, 2025 at 2:00 p.m.

#26- 2026 UTRCA Board of Directors and Committees Meeting Schedule

#27- AORS Fall Newsletter 2025

#28- Township of Selwyn - Curbside Recycling for Non-Profits

#29- Kettle Creek Conservation Authority Board Motion

Resolution No.15

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support for item #29 (Kettle Creek Conservation Authority – Board Motion) of the Consent Agenda dated December 2nd, 2025.

DISPOSITION: Motion Carried

#30- SWOX County Council Report for November 2025

Resolution No.16

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #15; #17 to #22; #24 to #28 and #30 of the Consent Agenda dated December 2nd, 2025, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

December 2nd, 2025 - Accounts Payable Report

Resolution No.17

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for November 16th- November 29th, 2025</i>	<i>\$485,368.77</i>
<i>Payroll #24 - General</i>	<i>\$67,950.50</i>
<i>Payroll #11 - Council</i>	<i>\$8,669.82</i>
<i>Payroll #11 - Fire</i>	<i>\$30,428.68</i>
<i>Total</i>	<i>\$592,417.77</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 73-2025 - To provide for Drainage Works (Whaley Drain Branch 'A') - first and second reading only

Resolution No.18

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT the following By-law be read a first and second time:

- *By-law No. 73-2025 - To provide for Drainage Works (Whaley Drain Branch 'A')*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

COUNCIL ROUND TABLE

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

Councillor Way advised he will attend an Upper Thames Region Conservation Authority meeting on December 16th. Additionally, he informed Council of the new fence installed at Folden' Park.

Councillor Buchner commented on the Christmas Tree lighting in in Brownsville; and the craft sale that took place the following day. He added he would be attending a Catfish Creek Conservation Authority meeting on December 11th.

Councillor Gillis advised Council the Beachville Parks and Recreation Pavilion at Loweville Pond is complete and a bike rack has been donated to the location.

Councillor Durston informed Council of a tour for the winners of the essay writing contest on December 12th, and further informed Council of the date for the next Engage and Inform Committee meeting on December 18th, when the Committee will be judging entries for the Christmas Light Contest.

Councillor Pickard informed Council the ROEDC approved their budget at a 5% increase for 2026. He advised Council he would be attending the December 16th meeting hosted by S.A.M.I. Holdings.

Mayor Mayberry advised Council that the Oxford County Budget is likely to be passed next Wednesday, December 10th with an estimated 5% increase. Mayor Mayberry was notified that Execulink has completed the 2025 fibre installation project.

CLOSED SESSION

CONFIRMATORY BY-LAW

By-law No. 74-2025 - To confirm all actions and proceedings of Council (December 2nd, 2025)

Resolution No.19

Moved by George Way

Seconded by Valerie Durston

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

- *By-law No. 74-2025 - To confirm all actions and proceedings of Council (December 2nd, 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.20

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED THAT there being no further business, the Council meeting be adjourned at 11:58 a.m. to meet again on Tuesday, December 16th at 6:30 p.m. in Council Chambers at the Municipal Office.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Denny Giles

This document is available in alternate formats upon request.