



Council Meeting Minutes

Date: September 15, 2026
Time: 6:30 PM
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
Daniel Leduc – Chief Building Official/Drainage Superintendent

Staff Members Absent: Shane Caskanette – Fire Chief & CEMC
Laurel Davies Snyder – Development Planner

CALL MEETING TO ORDER

The meeting was called to order at 6:30 p.m. by Mayor David Mayberry and a quorum was present.

MOTION TO ACCEPT AGENDA

Council Meeting Agenda - September 15, 2026

Mayor Mayberry requested the addition of a discussion regarding Police Services Board for Oxford OPP Detachment Board 2, November 18th meeting and that Jillian Smith from the Upper Thames River Conservation Authority be added for a discussion regarding the gabion basket project.

Resolution No.1

Moved by Paul Buchner
Seconded by George Way

RESOLVED THAT the regular meeting agenda for the September 15th, 2026, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

September 1, 2026 - Regular Council Meeting Minutes

Resolution No.2

Moved by Jim Pickard
Seconded by Craig Gillis

RESOLVED THAT the regular minutes of the council meeting held on September 1st, 2026, be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 35-2026: Business Arising from the Minutes of September 1, 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 Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 35-2026: Business Arising from the minutes of September 1st, 2026, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

6:35 p.m. - Kevin Paton - Development Charges

Kevin Paton presented to Council regarding the development charges associated with his approved ARU.

CAO 46-2026: Development Charges - Additional Residential Unit

CAO Julie Middleton presented the report to Council providing background information regarding development charges applied to a building permit for an Additional Residential Unit (ARU), highlighting staff's interpretation of the applicable development charge exemption provisions, outlining the formal complaint process available under the *Development Charges Act, 1997*, and sought Council direction to obtain a legal opinion jointly with the County of Oxford regarding the application of development charge exemptions to ARUs.

Resolution No.4

Moved by Peter Ypma

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive Report CAO 46-2026: Development Charges – Additional Residential Unit, for information;

AND FURTHER THAT Council direct staff to work with the County of Oxford to obtain a legal opinion regarding the interpretation and application of the additional residential unit exemption provisions contained in the Township and County Development Charges By-laws, with the cost of the legal opinion to be shared between the Township and County;

AND FURTHER THAT, following receipt of the legal opinion, the Clerk be directed to provide the required statutory notice and schedule a hearing of the complaint in accordance with Section 20 of the Development Charges Act, 1997;

AND FURTHER THAT staff report back to Council at the hearing with the legal opinion and any additional information necessary for Council's consideration of the complaint.

DISPOSITION: Motion Carried

6:45 p.m. - Philip Bradley, WalterFedy and Jeff Johnston, Sierra Contracting - GHG Emissions Analysis Report

Philip Bradley and Jeff Johnston attended virtually to answer any questions from Council on the updated GHG Emissions Analysis Report.

CAO 47-2026: New Municipal Office, Library and Child Care Facility – Energy and GHG Emissions Analysis and Mechanical System Design

CAO Julie Middleton presented the report to Council providing a summary of the Energy and GHG Emissions Analysis completed by WalterFedy for the new Municipal Office, Library and Child Care Facility and to outline the financial, environmental, operational and resiliency considerations associated with the Hybrid and All-Electric design options.

Council discussed how an all-electric building would help to reduce green house gas emissions and the all-electric option provides more opportunity for grant funding and financing programs.

Members discussed the concern that Mount Elgin may not have the electrical capacity for a fully electric building as there have been complaints in recent years about electricity from residents. Mayor Mayberry advised Council there is a 28kV line from Ingersoll to Mount Elgin planned.

Resolution No.5

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT Council receive Report CAO 47-2026: New Municipal Office, Library and Child Care Facility – Energy and GHG Emissions Analysis and Mechanical System Design as information;

AND FURTHER THAT Council receive the Energy and GHG Emissions Analysis prepared by WalterFedy, dated September 4, 2026, and the accompanying letter of support regarding continued development of a high-performance, all-electric design;

AND FURTHER THAT Council direct staff to advance the all-electric mechanical system through the detailed design process.

DISPOSITION: Motion Carried

Jillian Smith - UTRCA - Gabion Baskets at Centreville Dam

Jillian Smith presented to council regarding the additional \$40,000 cost in gabion baskets to stop further erosion in the Centreville Dam.

Council inquired what the consequences may be if the work doesn't proceed now. Jillian Smith advised the worst-case scenario would be undercutting the soil since the downstream has more flow, erosion keeps occurring to the channel. Since this is a high traffic area, erosion may lead to a public safety concern.

Resolution No.6

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT Council direct the CAO to review alternative options with UTRCA and report back to Council.

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 44-2026: Early Assumption – Stormwater Management Facility Lands – Mt. Elgin Heights Subdivision

CAO Julie Middleton presented the report to Council seeking Council's authorization to enter into an Early Assumption and Interim Maintenance Agreement with Mt. Elgin Developments Inc. related to the stormwater management facility (SWM) lands within the Mt. Elgin Heights Subdivision.

Resolution No.7

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 44-2026: Early Assumption – Stormwater Management Facility Lands – Mt. Elgin Heights Subdivision as information;

AND FURTHER THAT Council authorize the Mayor and Clerk to execute the Early Assumption and Interim Maintenance Agreement with Mt. Elgin Developments Inc., substantially in the form attached as Appendix “A” to this report;

AND FURTHER THAT Council authorize the assumption and transfer of the stormwater management facility lands to the Township in accordance with the terms of the Agreement.

DISPOSITION: Motion Carried

CL 36-2026: Noise By-law Exemption Request: Madeline Boshell

Clerk Denny Giles presented the report to Council regarding a request received from Madeline Boshell for an exemption to the Township's Noise By-law to permit the amplification of sound for a wedding scheduled to take place on Friday, September 18th, 2026 at 544046 Clarke Road.

Resolution No.8

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 36-2026: Noise By-law Exemption Request received from Madeline Boshell 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 Friday, September 18th, 2026 from 4:00 p.m. to 1:00 a.m. (September 19th) located at 544046 Clarke 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

CAO 45-2026: Memorandum of Understanding - Oxford Community Child Care - Mount Elgin Municipal Facility

CAO Julie Middleton presented the report to Council with a draft Memorandum of Understanding between the Township of South-West Oxford and Oxford Community Child Care regarding the proposed child care space within the future Municipal Office, Library and Child Care facility in Mount Elgin, and to seek Council's authorization to proceed with execution of the agreement.

Resolution No.9

Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive Report CAO 45-2026: Memorandum of Understanding - Oxford Community Child Care - Mount Elgin Municipal Facility as information;

AND FURTHER THAT Council endorse the draft Memorandum of Understanding attached as Appendix "A" regarding the proposed child care space within the new Municipal Office, Library and Child Care facility in Mount Elgin;

AND FURTHER THAT Council authorize the Mayor and CAO to execute the Memorandum of Understanding with Oxford Community Child Care, subject to any minor administrative or legal revisions satisfactory to the CAO.

DISPOSITION: Motion Carried

BD 11-2026: August 2026 Building Report

CBO/Drainage Superintendent Daniel Leduc presented the report to Council providing a summary of the building department activities as of the end of August 2026, including details on the number of building permits issued and a summary of the associated permit fees collected, development charges collected, and value of construction.

Resolution No.10

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the Council of the Township of South-West Oxford receive report BD 11-2026 – August 2026 Building Report - as information.

DISPOSITION: Motion Carried

TR 14-2026: 2027 Budget Public Meetings Schedule

Treasurer Brooke Crane presented the report to Council seeking direction on the 2027 Draft Budget guidelines to ensure the budget is consistent with Council's objectives and priorities. It seeks general direction for an annual tax levy incremental increase. This report also recommends a timetable of 2027 Budget meetings for Council's consideration.

Resolution No.11

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED THAT Council receive Report TR 14-2026: 2027 Budget Public Meetings Schedule as information;

AND FURTHER THAT Council schedules a special budget meeting on Tuesday, December 8th at 9:00 a.m.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Ward 3 Councillor Committee Appointments

Resolution No.12

Moved by Jim Pickard

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford approve the appointment of the Ward 3 Councillor (George Klosler) to the following committees:

- *Salford Hall Board Committee*

DISPOSITION: Motion Carried

CONSENT AGENDA

#1 - Municipality of Trent Hills - Elimination of the Workplace Safety and Insurance Board's Second Injury and Enhancement Fund (SIEF)

#2 - Town of Greater Napanee - OCIF Funding Support

#3 - Municipality of South Huron - Traffic Calming and Speeding Mitigation Techniques

#4 - Village of Sundridge - Public Sector Salary Disclosure

#5 - Township of Brudenell, Lyndoch and Raglan - Review and Reform of Provincial Offences System

#6 - Township of Brudenell, Lyndoch and Raglan - Request for Review of Extended Producer Responsibility for One-Pound Single-Use Propane Cylinders

#7 - Town of Parry Sound - Request Province establish regulatory framework for e-scooters

#8 - LPRCA - Minutes from July 8, 2026

#9 - Township of Lanark Highlands - Tick Borne Diseases

#10 - Township of Brudenell, Lyndoch and Raglan - Tick Borne Diseases

#11 - Township of North Huron - Upcoming Mandated Conservation Authority Amalgamation

#12 - Township of Blandford-Blenheim- Skills Development Fund Grant

Councillor Gillis requested this item be placed on the next regular meeting agenda (October 6th, 2026) for discussion.

#13 - Township Of Puslinch - Traffic Calming and Speeding Mitigation Initiative

#14 - Township of Puslinch - TAMPO Newsletter July 2026

#15 - County of Huron - MFOA Request to Permanently Double the Ontario Community Infrastructure Fund (OCIF) Beyond 2026

Resolution No.13

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #11 and #13 to #15, of the Consent Agenda dated September 15th, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

September 15, 2026 - Accounts Payable Report

Resolution No.14

Moved by George Way

Seconded by Peter Ypma

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for August 29 to September 11, 2026</i>	<i>\$422,659.78</i>
<i>Payroll #18 - General</i>	<i>\$61,996.07</i>
<i>Total</i>	<i>\$484,655.85</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

NOTICE OF MOTION

NEW BUSINESS

OPP Detachment Board 2

Mayor Mayberry informed Council that as of November 18th, 2026, Oxford OPP Detachment Board 2 - Police Service Board meeting, he will no longer be a board member.

COUNCIL ROUND TABLE

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

Councillor Pickard advised Council of an upcoming Sweaburg Parks and Recreation Meeting on September 22nd, and the Rural Oxford Economic Development Corporation meeting is being hosted in Salford on Friday September 25th.

Councillor Ypma informed Council the mulch at Dereham Centre Park is scheduled for removal within the next two weeks.

Councillor Klosler advised Council that the Mount Elgin Community Centre Hall Board met the previous evening, September 14th. Board members raised questions regarding the replacement of custodial staff and the booking process for 2027, when the current booking agent is expected to retire. The Board also expressed concern about a racing pigeon group that meets in the parking lot several times each year. These gatherings typically run from approximately 6:00 a.m. to 10:00 p.m. over two consecutive days and involve numerous vehicles and equipment, occupying approximately half of the parking area. Residents have also raised concerns regarding speeding on Highway 19 near the entrance to Graydon Drive. Finally, Councillor Klosler noted that the Hall Board will host a cornhole tournament on September 25th, a trivia night on November 15th, and a Halloween party at the church on October 31st.

Councillor Gillis informed Council the Beachville Legion will celebrate its 100th anniversary with a ceremony on September 20th, including a presentation at 2:00 p.m. The Beachville Museum Board met last week where members were informed the Ministry of Tourism, Culture and Gaming has requested permission to post the Museum's 2026–2030 Strategic Plan on the Ontario Museum Association website; the plan was recognized as a thorough and exemplary resource that may serve as a model for other museums. He reminded Council with students returning to school, residents are reminded to use caution around school buses and to stop whenever the red lights are flashing.

Councillor Buchner advised Council he attended an Engage and Inform Committee meeting last week and that the Hike for Hunger will take place at Trillium Woods on October 17th. He informed Council of ReuseApalooZaha coming up on September 26th, where staff will have a booth set up to provide information about the upcoming election. He added the Brownsville Hall Board was scheduled to meet the following evening on September 16th and that he had attended a Catfish Creek Conservation Authority meeting the previous week where concerns were raised regarding representation of board members once the amalgamation was complete; based on population, Oxford County will have only one representative on the ELERCA board.

Councillor Way informed Council that Folden's Hall Board would be holding their budget meeting the following evening on September 16th; the Beachville Museum is holding a tentative budget meeting on September 23rd at 9:30 am and the final car show for 2026 is scheduled for September 27th at the Museum.

Mayor Mayberry's provided a brief update regarding the most recent County Council meeting.

Council requested staff send congratulatory messages to the Beachville Museum and to the Beachville Legion.

CLOSED SESSION

The meeting will be closed to the public under section 239 (2) (b) 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)

Resolution No.15

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED THAT Council move into closed session at 9:07 p.m. pursuant to section 239 (2) (b) 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)

DISPOSITION: Motion Carried

Resolution No.16

Moved by George Way

Seconded by Jim Pickard

RESOLVED THAT Council reconvene in open session at 9:31 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 65-2026 - Confirmation By-law September 15, 2026

Resolution No.17

Moved by Jim Pickard

Seconded by Paul Buchner

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

- *By-law No. 65-2026 - To confirm all actions and proceedings of Council (September 15th, 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 Jim Pickard

Seconded by George Way

RESOLVED THAT there being no further business, the Council meeting be adjourned at 9:32 p.m. to meet again on Tuesday, October 6th, 2026, at 9:00 a.m. in Council Chamber at the Municipal Office.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Denny Giles