



Council Meeting Minutes

Date: May 5, 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 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

Staff Members Absent: Daniel Leduc – Chief Building Official/Drainage Superintendent
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 - May 5th, 2026

Resolution No.1

Moved by George Way
Seconded by Craig Gillis

RESOLVED THAT the regular meeting agenda for the May 5th, 2026, meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

April 21st, 2026 - Regular Council Meeting Minutes

Resolution No.2

Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED THAT the regular minutes of the council meeting held on April 21st, 2026, be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 14-2026 - Business Arising from the Minutes of April 21st, 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 14-2026: Business Arising from the minutes of April 21st, 2026, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

9:15 a.m. - Ron Koudys - re: Mount Elgin Park Concept

Ron Koudys presented the concept plan for the proposed Mount Elgin Community Park highlighting key features of the proposed plan.

Members of Council inquired about the community consultation process and participation rates during the process. Council was informed that forty-five people attended the public open house, and the number of online survey responses yielding about the same results.

Councillors inquired about the origin of some of the key features including the bandshell. Ron Koudys advised the idea for the bandshell came from the first stakeholder session. Some concerns were raised about the orientation of the bandshell and whether it could impact local residents with any noise. Ron Koudys advised the bandshell was reconfigured to remove it from being too close to the residential area.

Councillor Ypma commented there may be community pushback due to the absence of a baseball diamond or sports field in the new park. Council was informed that the park footprint is not large enough to accommodate a full baseball diamond.

CAO Julie Middleton responded stating the feedback received indicated that residents wanted the bandshell, walking trails, multi-use sports court and a visible park, but a baseball diamond was not specifically identified as a community wish. Julie added that staff will use this concept plan and recirculate to the public to see if any additional feedback or suggestions are received.

Councillor Gillis commented that a phased approach to construction of the park would be most appropriate to help with offsetting the costs.

Mayor Mayberry inquired about opportunities to enhance public value and accessibility of the stormwater management pond, such as the potential for a viewing platform or designated public access for observation.

Council discussed increasing the phases of construction to greater than two to help offset costs over a longer time period.

STAFF REPORTS

CAO 22-2026 - Assumption of Phase 5 – Mt. Elgin Developments Subdivision (Plan 41M-379)

CAO Julie Middleton presented the report to Council seeking authorization to assume Phase 5 of the Mt. Elgin Developments Subdivision and to reduce the Letter of Credit held as security, with a maintenance holdback retained in accordance with the Subdivision Agreement.

Resolution No.4

Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 22-2026: Assumption of Phase 5 – Mt. Elgin Developments Subdivision (Plan 41M-379) as information;

AND FURTHER THAT Council authorize the assumption of municipal services for Phase 5 of the subdivision;

AND FURTHER THAT Council authorize the reduction of the Letter of Credit held as security for Phase 5 from \$372,226.00 to \$10,000.00, with the remaining \$10,000.00 to be retained for the one-year guarantee period.

DISPOSITION: Motion Carried

CAO 23-2026 - Drainage Tribunal Decision - Vincent Municipal Drain

CAO Julie Middleton presented the report to Council with a copy of the Drainage Tribunal's decision regarding the Vincent Municipal Drain and to outline next steps arising from the decision.

Resolution No.5

Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 23-2026: Drainage Tribunal Decision - Vincent Municipal Drain as information;

AND FURTHER THAT Council acknowledge that a new Engineer's Report will be prepared in accordance with the Tribunal's Order, and authorize that associated costs to be funded from the Township's general legal reserve.

DISPOSITION: Motion Carried

CAO 24-2026 - Reduction of Letter of Credit – Phase 1, Mt. Elgin Heights Subdivision (SB 21-11-4)

CAO Julie Middleton presented the report seeking Council's authorization to reduce the Letter of Credit held as security for Phase 1 of the Mt. Elgin Heights Subdivision, based on the completion of the majority of subdivision works and the value of the remaining works to be completed.

Resolution No.6

Moved by Craig Gillis
Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 24-2026: Reduction of Letter of Credit – Phase 1, Mt. Elgin Heights Subdivision (SB 2111-4) as information;

AND FURTHER THAT Council authorize a reduction in the Letter of Credit held as security for Phase 1 from \$1,000,000.00 to \$306,755.25, in accordance with the terms of the Subdivision Agreement.

DISPOSITION: Motion Carried

CAO 25-2026 - Updated Procurement By-law – Initial Review and Consideration

CAO Julie Middleton presented Council with a comprehensive, updated Procurement By-law for review and comment. The updated by-law reflects a full modernization of the Township's existing procurement framework and is intended to improve clarity, consistency, efficiency, and compliance with current legislative and provincial requirements. Julie added the By-law will require review from the Township's auditor prior to bringing it back to Council for final approval.

Resolution No.7

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 25-2026: Updated Procurement By-law – Initial Review and Consideration as information;

AND FURTHER THAT Council provide initial review and direction on the proposed updated Procurement By-law attached to this report as Appendix A;

AND FURTHER THAT staff be authorized to finalize the draft Procurement By-law, in consultation with the Township auditor as appropriate, and bring forward a final by-law for Council's consideration at a future meeting.

DISPOSITION: Motion Carried

CAO 26-2026 - Proposed Child Care Centre – Expression of Interest Results and Recommendation

CAO Julie Middleton presented the report to Council providing a summary of the proposals received through the Request for Proposal (RFP) process for the operation of a child care centre within the proposed new Municipal Office, Library, and Child Care facility in Mount Elgin, and to seek Council's direction to proceed with negotiations toward a Memorandum of Understanding (MOU) with the highest ranked proponent.

Resolution No.8

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 26-2026: Proposed Child Care Centre – Expression of Interest Results and Recommendation as information;

AND FURTHER THAT Council endorse Oxford Community Child Care Inc. as the preferred proponent for the operation of the child care centre within the proposed new Municipal Office, Library, and Child Care facility in Mt. Elgin;

AND FURTHER THAT Council authorize staff to proceed with negotiations to develop a Memorandum of Understanding with Oxford Community Child Care Inc., with any final agreement subject to future Council approval;

AND FURTHER THAT Council acknowledges that selection of a preferred proponent does not constitute approval of a lease agreement or project financing.

DISPOSITION: Motion Carried

FD 02-2026 - Award of Tender – Mount Elgin Fire Station Asphalt Paving (2026 Capital Project)

Fire Chief Shane Caskanette presented the report to Council advising of the results of the competitive quotation process and the successful bidder for the 2026 capital project to complete asphalt paving of the parking lot at the Mount Elgin Fire Station.

Resolution No.9

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report FD 02-2026: Award of Tender – Mount Elgin Fire Station Asphalt Paving (2026 Capital Project) as information.

DISPOSITION: Motion Carried

CL 15-2026 - Delegation of Powers & Duties Policy

Clerk Denny Giles presented the report and proposed policy to Council which establishes provisions for the delegation of the powers and duties of Council. The policies intent is to help streamline Council's decision-making process by enabling it to focus on larger issues as well as enhance community engagement regarding specifically defined local issues.

Resolution No.10

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 15-2026: Delegation of Powers and Duties Policy as information;

AND FURTHER THAT Council approve the Delegation of Powers and Duties Policy, as presented.

DISPOSITION: Motion Carried

CL 16-2026 - Declaration of Council Vacancy (Ward 3)

Clerk Denny Giles presented the report to Council providing Council with information on what is required as a result of the passing of Councillor Valerie Durston and the resulting vacancy on Council for Ward 3.

Resolution No.11

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT Council for the Township of South-West Oxford receive report CL 16-2026: Declaration of Council Vacancy (Ward 3) as information;

AND FURTHER THAT Council for the Township of South-West Oxford in accordance with section 262 of the Municipal Act, 2001, hereby declares the office of Councillor - Ward 3, to be vacant.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

ERTH Corporation's Annual General Meeting

Resolution No.12

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford appoint Mayor David Mayberry as the designated representative for the ERTH Corporation Annual Shareholder Meeting scheduled for Thursday, June 4th, 2026.

DISPOSITION: Motion Carried

CONSENT AGENDA

#1 - Western Ontario Wardens Caucus - Support of Finlay's Law on Emergency Room Reform

#2 - Oxford County - Diverting waste from the landfill - One green bin at a time

#3 - City of Greater Sudbury - Special Economic Zone

#4 - Township of Madawaska Valley - Farmland Resolution

#5 - Township of Madawaska Valley - Provincial Bail Notification Resolution

#6 - Township of Madawaska Valley - AORS Support Resolution

#7 - Township of Ramara Resolution - Intimate Partner Violence

#8 - Township of Otonabee-South Monaghan - Opposition to the ALTO High Speed Rail

#9 - Municipality of Wawa - Extend OCIF

#10 - United Counties of Stormont, Dundas and Glengarry - Land Transfer Tax

#11 - Rural Oxford Economic Development - 2025 Year in Review & 2026 Look Ahead & Activity Report

#12 - Northumberland County - Circular Materials Ontario

#13 - Northumberland County - Support for Bill 21, Protect Our Food Act, 2025

#14 - Municipality of St. Charles - High Speed Rail Project (Bill C-15 Budget)

#15 - Oxford County - 2025 Annual Transportation and Storm Water System Performance

#16 - Oxford County - Annual Energy Update

#17 - Town of Halton Hills - Protecting Students – School Bus Stop-Arm Camera

#18 - Town of Halton Hills - Request for review of Provincial-Municipal Fiscal Framework

#19 - Mayor Mayberry Oxford County Council Report for April 2026

#20 - Township of Puslinch Support Resolution 2026-113 AORS Health & Safety Request

#21 - Municipality of Shuniah - AORS request for Provincial Legislation Amendments - Health & Safety Concerns

#22 - Township of Perry - AORS Resolution

Resolution No.13

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1-#22 of the Consent Agenda dated May 5th, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

May 5th, 2026 - Accounts Payable Report

Resolution No.14

Moved by Paul Buchner
Seconded by Peter Ypma

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for April 19th - May 2nd, 2026</i>	<i>\$232,111.86</i>
<i>Payroll #09 - General</i>	<i>\$56,845.47</i>
<i>Payroll #04 - Council</i>	<i>\$8,835.70</i>
<i>Payroll #04 - Fire</i>	<i>\$25,269.73</i>
<i>Total</i>	<i>\$323,062.76</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

Councillor Pickard arrived at 10:39 a.m.

By-Law No. 34-2026 - To authorize execution of an agreement for Shared Fire Chief and Deputy Fire Chief (Township of Zorra)

By-Law No. 35-2026 - To assume Phase 5 of Mt Elgin Subdivision

By-Law No. 36-2026 - To authorize for Drain Maintenance for 2025

By-Law No. 37-2026 - To provide for the Levying of Taxes for the year 2026

By-Law No. 38-2026 - A By-Law to amend Zoning By-Law Number 25-98, as amended.

Resolution No.15

Moved by George Way
Seconded by Craig Gillis

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

- By-law No. 34-2026 - To authorize execution of an agreement for Shared Fire Chief and Deputy Fire Chief (Township of Zorra)*
- By-law No. 35-2026 - To assume Phase 5 of Mt Elgin Subdivision*
- By-law No. 36-2026 - To authorize for Drain Maintenance for 2025*
- By-law No. 37-2026 - To provide for the Levying of Taxes for the year 2026*

- *By-law No. 38-2026 - To amend Zoning By-Law Number 25-98, as amended (ZN4-25-09, 143480 Hawkins Road)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

COUNCIL ROUND TABLE

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

Councillor Pickard advised Council the Sweaburg Parks and Recreation Committee doubled their fundraising goal of \$7,500 towards the playground equipment. Councillor Pickard added that baseball is ramping up in Sweaburg with 10, all-girl teams and 2 men's slow-pitch teams. Lastly, the Sweaburg Lions fish fry will take place on June 13th.

Councillor Ypma commented about the Mount Elgin Community Centre yard cleanup that took place on May 2nd and thanked the volunteers that participated. He informed Council of another Cornhole Tournament taking place at Mount Elgin Community Centre on September 25th and another Trivia Night planned for November. He added he will be attending the Long Point Region Conservation Authority meeting the following night on May 6th and on June 16th Dereham Centre Hall Board is hosting a barbeque.

Councillor Gillis advised he would be attending a Beachville Museum Board meeting on May 13th. He inquired about street sweeping in Beachville as concerns had been raised from the public. Council was informed that Ingersoll's street sweeper had a break down and they are contracted for street sweeping so there will be a bit of a delay in getting streets completed.

Councillor Buchner reminded Council of the upcoming Township Fare on May 23rd at Mount Elgin Community Centre and June 6th is Brownsville yard sales. He also advised he would be attending a Catfish Creek Conservation Authority meeting on May 28th.

Councillor Way advised he would be attending the Beachville Museum board meeting on May 13th.

Council recessed at 10:47 a.m.

Council resumed at 10:53 a.m.

CLOSED SESSION

The meeting will be closed to the public under section 239 (2) (b), (e), (i) and (k) of the Municipal Act.

Resolution No.16

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT Council move into closed session at 10:53 a.m. pursuant to section 239 (2) (b), (e), (i) and (k) of the Municipal Act in order to discuss matters pertaining to:

(b) personal matters about an identifiable individual, including municipal or local board employees (staffing update);

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Drainage 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 (Execulink contract);

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (proposed childcare facility).

DISPOSITION: Motion Carried

Resolution No.17

Moved by Peter Ypma

Seconded by George Way

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 11:41 a.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 39-2026 - A By-law to confirm the proceedings of Council (May 5th, 2026)

Resolution No.18

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. 39-2026 - To confirm all actions and proceedings of Council (May 5th, 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.19

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT there being no further business, the Council meeting be adjourned at 11:42 a.m. to meet again on Tuesday, May 19th, 2026, at 6:30 p.m. at Mount Elgin Community Centre.

DISPOSITION: Motion Carried

MAYOR: David Mayberry

CLERK: Denny Giles

This document is available in alternate formats upon request.