



Council Meeting Minutes

Date: March 17, 2026
Time: 6:30 PM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Paul Buchner – Councillor - Ward 1
Peter Ypma – Councillor - Ward 2
Jim Pickard – Councillor - Ward 5
Craig Gillis – Councillor - Ward 6

Council Members Absent: Valerie Durston – Councillor - Ward 3
George Way – Councillor - Ward 4

Staff Members Present: Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Adam Prouse – Public Works Superintendent
Laurel Davies Snyder – Development Planner
Daniel Leduc – Chief Building Official/Drainage Superintendent
Deb Fidler – Administrative Assistant - Legislative Services, Corporate Communications and Records Management

Staff Members Absent: Julie Middleton – Chief Administrative Officer
Shane Caskanette – Fire Chief & CEMC

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 - March 17th, 2026

Resolution No.1

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT the regular meeting agenda for the March 17th, 2026, meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

March 3rd, 2026 - Regular Council Meeting Minutes

Resolution No.2

Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED THAT the regular minutes of the council meeting held on March 3rd, 2026, be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 08-2026 - Business Arising from the Minutes of March 3, 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 Jim Pickard

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 08-2026: Business Arising from the minutes of March 3rd, 2026, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

6:35 p.m. - Public Meeting: Zone Change Application ZN4-25-05 (Paul Boersterd)

Mayor Mayberry opened the public meeting.

1. Presentation of the Staff Report

Development Planner Laurel Davies Snyder presented the staff report and provided background information to Council regarding the application for Zone Change for

243930 Airport Road which is to fulfil a condition of Consent, granted by Oxford County Land Division Committee.

2. Comments and Questions from Council

Members of Council inquired on the intention of the sugar shack going forward. Paul Boesterd advised they would still be tapping trees and continuing to harvest maple syrup.

Council sought confirmation that the proposed 2-acre parcel is eligible for an Additional Residential Unit (ARU). Development Planner Laurel Davies Snyder confirmed that an ARU would be permitted.

3. Comments from the Applicant/Agent

Paul Boesterd (Owner) was present for the meeting and had no additional remarks.

4. Comments and Questions from members of the Public

No members of the public were present to speak in support of, or in opposition to, the proposal.

Resolution No.4

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford approve the zone change application submitted by Paul Boesterd, whereby the lands described as a portion of Part of Lots 13 and 14, Concession 8 (Dereham), Township of South-West Oxford, are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to fulfil a condition of consent B25-26-4.

DISPOSITION: Motion Carried

ZONING BY-LAW

By-Law No. 23-2026 - A By-law to amend Zoning By-law 25-98 (ZN4-25-05)

Resolution No.5

Moved by Paul Buchner

Seconded by Peter Ypma

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

- *By-law No. 23-2026 - A By-law to amend Township of South-West Oxford Zoning By-Law Number 25-98 (ZN 4-25-05).*

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

6:45 p.m. - 2026 Capital Plan/Project, Salford Hall Board (Trevor Finkenzeller)

Trevor Finkenzeller made a presentation to Council regarding installation of a small piece of playground equipment. Trevor explained that the Salford Hall Board Capital plan for 2026 included \$40,000 for new floors due to asbestos. Quotes have now been received and the work required can be completed for half the budgeted price. For the remaining half, the hall board sought Council's approval for the installation of a small playground. The hall board has sourced a couple of quotes with the playground equipment estimated to cost \$15,000-\$30,000.

Resolution No.6

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT Council for the Township of South-West Oxford approve the request from the Salford Hall Board for a change to their 2026 capital expenditures for the installation of playground equipment to a maximum of \$30,000.

DISPOSITION: Motion Carried

7:00 p.m. - Sweaburg Parks and Recreation Committee re: Replacement Playground Equipment (Sean Mealand) and Staff Report: CAO 17-2026

Clerk Denny Giles presented the staff report prepared by CAO Julie Middleton, seeking Council's approval to proceed with the purchase and installation of replacement playground equipment at Sweaburg Lions Park, as recommended by the Sweaburg Parks and Recreation Committee. Council was advised of the Townships obligation through a legislated requirement to consult with the Accessibility Advisory Committee at Oxford County for the playground equipment and that after consultation the playground equipment installation could proceed.

Sweaburg Lions Parks Committee Members Sean Mealand and Rebecca Moore made a presentation to Council regarding installation of the replacement playground equipment at the park due to the former playground equipment being removed due to safety concerns.

Resolution No.7

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 17-2026: Sweaburg Lions Park – Replacement Playground Equipment as information;

AND FURTHER THAT Council approve the purchase and installation of the replacement playground equipment, as recommended by the Sweaburg Parks and Recreation Committee at a cost of \$53,005 plus applicable taxes, subject to

consultation with the Oxford County Accessibility Advisory Committee, with the Township responsible for 75% of the cost and the Committee responsible for 25% of the cost, in accordance with the Township's Hall and Park Board Terms of Reference, with the Township's portion of the cost to be funded from the Township's Recreation Reserve.

DISPOSITION: Motion Carried

STAFF REPORTS

BD 05-2026 - February 2026 Building Report

CBO/Drainage Superintendent Daniel Leduc provided Council with a summary of the building department activities up to the end of February 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.8

Moved by Peter Ypma
Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receives report BD05-2026 – February 2026 Building Report - as information.

DISPOSITION: Motion Carried

DD 05-2026 - Confirmation of Drainage Tender: Whaley Drain Branch 'A'

CBO/Drainage Superintendent Daniel Leduc provided Council with the results of the tenders received for the construction of the Whaley Drain Branch 'A'. The call for tender closed at noon on February 27th, 2026.

Resolution No.9

Moved by Craig Gillis
Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive report DD05-2026: Confirmation of Drainage Tender for the Whaley Drain Branch 'A'

AND FURTHER THAT the tender submitted by CAT Demolition & Excavating Inc. in the amount of \$125,750.00 plus HST for the construction of the Whaley Drain Branch 'A' be approved.

DISPOSITION: Motion Carried

TR 03-2026 - Tax Incremental Grant Agreement with Town of Ingersoll

Treasurer Brooke Crane brought forward a request for Council from the Town of Ingersoll to implement a Tax Incremental Grant program to the boundary adjustment lands for industrial investment.

Due to questions from Council, Council was advised the application of the Tax Incremental Grant program would apply only to industrial lands, and not commercial lands. Council was also advised that the Town of Ingersoll had offered a similar program before in other areas of the Town.

Resolution No.10

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford receive report TR 03-2026: Tax Incremental Grant Agreement with Town of Ingersoll as information;

AND FURTHER THAT Council direct staff to negotiate the terms of an amendment to the 2021 Boundary Adjustment Agreement with the Town of Ingersoll related to the Tax Incremental Grant Program, and bring the proposed amendment back to Council for final review and consideration.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Mayor Mayberry Request: Salford Group Facility Tour

Mayor Mayberry informed Council of an invitation for all members to tour the Salford Group Facility now that they have completed their addition and renovations.

ERTH - MAAD's Application (Mergers, Acquisitions, Amalgamations, Divestitures) - Shareholder Approval Resolution

Resolution No.11

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED THAT the Council for the Township of South-West Oxford, as an individual shareholder of ERTH Corporation, approves the purchase of Westario Power Inc. by ERTH Corporation subject to the terms and conditions of the ERTH Board approved purchase agreement.

DISPOSITION: Motion Carried

Mayor Mayberry Request: Ella Shelton

Mayor Mayberry commended Ella Shelton, a local Olympian who received silver in women's hockey at the winter Olympics in Italy. Mayor Mayberry added that Folden's

Hall held a celebration four years prior when Ella Shelton (and Team Canada) had won gold in women's hockey. Mayor Mayberry requested the item be brought back for further discussion at the next meeting on April 7th, 2026.

CONSENT AGENDA

#1 - Town of Niagara on the Lake - Swim to Survive Resolution

#2 - Township of Papineau-Cameron - Ontario Veterinary College expansion of enrollment capacity

#3 - Municipality of Markstay - Warren re Highway 11 and 17 Improvements

#4 - Town of Englehart - OMERS

#5 - Township of North Glengarry - OCIF

#6 - ROEDC - Ec Dev Activity Report and Letter of Support

#7 - Township of Blandford-Blenheim – Support Resolution – Zorra Tax Class Advocacy

Resolution No.12

Moved by Jim Pickard

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 #7 and item #21 of the Consent Agenda dated March 17th, 2026.

DISPOSITION: Motion Carried

#8 - Township of Perry - School Bus Safety Resolution

#9 - Township of McNab-Braeside re Ontario Heritage Organization Development Grant Advocacy

#10 - Township of Rideau Lakes Concerns re Alto High Speed Rail Project (Bill C-15 Budget)

#11 - City of Ottawa - Letter from Mayor Sutcliffe to Solicitor General RE Restricting Public Consumption of Illegal Substances Act

#12 - Township of Norwich - Safe & Well Oxford Plan Request

Resolution No.13

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support to the Township of Norwich for item #12 of the Consent Agenda dated March 17th, 2026, and that staff be directed to send a letter to the County of Oxford requesting the Safe and Well Oxford Plan wording be revised from “priority groups” to “all groups.”

DISPOSITION: Motion Carried

#13 - Township of North Dumfries - Support for Bill 21, Protect our Food Act, 2025

#14 - Township of Otonabee-South Monaghan re Support for School Bus Safety and Stop-Arm Camera

#15 - Town of the Blue Mountains re Southgate Support for Bill 21, Protect our Food Act, 2025

#16 - Town of the Blue Mountains re Edwardsburgh-Cardinal Support Ontario Community Infrastructure Fund

#17 - Brudenell, Lyndoch and Raglan Township re Letter of Support - Collaborative Action on Sustainable Waste Management in Ontario

Resolution No.14

Moved by Peter Ypma

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 #17 of the Consent Agenda dated March 17th, 2026.

DISPOSITION: Motion Carried

#18 - Brudenell, Lyndoch and Raglan Township re Letter of Support - OMERS Governance Changes and Bill 68

#19 - Regional Municipality of York re Bluebox Extended Producer Responsibility

#20 - ERTN Shareholder Newsletter - March 2026

#21 - ROEDC Adoption of MPAC’s Optional Small-Scale On-Farm Business Subclass Tax

Resolution No.15

Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #6, #8-#11, #13-#16, and #18-#20 of the Consent Agenda dated March 17th, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

March 17th, 2026 - Accounts Payable Report

Resolution No.16

Moved by Peter Ypma

Seconded by Jim Pickard

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for February 28th - March 6th, 2026</i>	<i>\$402,741.88</i>
<i>Payroll #05 - General</i>	<i>\$59,944.31</i>
<i>Total</i>	<i>\$462,686.19</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 21-2026 - To Authorize Internet Voting and Phone Voting for 2026 Municipal Election

By-Law No. 22-2026 - A By-law to appoint persons to manage the Dereham Centre Hall Board for the year ending December 31st, 2026.

By-Law No. 24-2026 - Construction Management Contract - for Services and Construction CCDC 5B - 2025

By-Law No. 25-2026 - To Appoint Persons to the Brownsville Hall Board

Resolution No.17

Moved by Craig Gillis

Seconded by Peter Ypma

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

- By-law No. 21-2026 - A By-law to authorize internet and telephone voting for the 2026 Municipal Election*
- By-law No. 22-2026 - A By-law to appoint persons to the Dereham Centre Hall Board for the year 2026.*
- By-law No. 24-2026 - A By-law to authorize the execution of an agreement for Construction Management Services with Sierra General Contracting.*

- *By-law No. 25-2026 - A By-law to appoint persons to the Brownsville Hall Board for the year 2026.*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

COUNCIL ROUND TABLE

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

Councillor Pickard expressed gratitude for the committee members from Sweaburg Parks and Recreation Committee for their work and commitment to the playground replacement. Councillor Pickard informed Council that the Sweaburg Lions Club donated \$7,500.00 toward the playground installation in hopes that the community will match the amount.

Councillor Ypma advised Council of the Annual General Meeting at Dereham Centre Hall on March 10th where the 2026 Executive was confirmed. No changes occurred from the 2025 Executive. Councillor Ypma also commented on the Cornhole tournament that took place at Mount Elgin Community Centre on February 20th. There were 20 teams entered and the event raised about \$900. The committee is planning another similar event. Lastly, he informed Council he would be attending a Long Point Region Conservation Authority meeting on April 1st.

Councillor Buchner informed Council that the Brownsville Hall Board was working towards organizing a village yard sale for the first weekend in June, as well as a Family Fun Day planned for the end of August. Additionally, he added he would be attending a Catfish Creek Conservation Authority meeting on Thursday, March 26th.

Councillor Gillis informed Council of the Beachville Museum/Historical Society Annual General Meeting that had taken place the week prior. Councill Gillis extended gratitude to Susan Clarke for serving as Chair of the Committee and informed Council that the Chair position had now been awarded to him. Councillor Gillis advised of some issues with barn project and that staff are working toward a solution for that which will be presented to Council at a future meeting. Finally, he advised that the Beachville Parks and Recreation Committee are working to prepare for the annual Easter egg hunt.

Mayor Mayberry informed Council that Councillor Durston was still not feeling well, and that Councillor Way is currently on vacation in Spain and Portugal.

CLOSED SESSION

Council recessed at 7:43 p.m.

Council reconvened at 7:47 p.m.

Closed Session Agenda - March 17th, 2026

Resolution No.18

Moved by Paul Buchner
Seconded by Craig Gillis

*RESOLVED THAT Council move into closed session at 7:47 p.m. pursuant to section 239 (2) (c) of the Municipal Act in order to discuss matters pertaining to:
(c) a proposed or pending acquisition or disposition of land by the municipality or local board (potential land purchase).*

DISPOSITION: Motion Carried

Resolution No.19

Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 8:11 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 26-2026 - Confirmation By-law March 17th, 2026

Resolution No.20

Moved by Peter Ypma
Seconded by Craig Gillis

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

- *By-law No. 26-2026 - To confirm all actions and proceedings of Council (March 17th, 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.21

Moved by Jim Pickard
Seconded by Paul Buchner

RESOLVED THAT there being no further business, the Council meeting be adjourned at 8:12 p.m. to meet again on Tuesday, April 7th, 2026, at 9:00 a.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.