



Council Meeting Minutes

Date: November 18, 2025
Time: 6:30 PM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Paul Buchner – Councillor, Ward 1
Peter Ypma – Councillor, Ward 2
Valerie Durston – 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 – Acting CAO/Deputy Clerk
Denny Giles – Manager of Legislative Services/Clerk
Brooke Crane – Treasurer
Adam Prouse – Public Works Superintendent
Daniel Leduc – Deputy Chief Building Official/Drainage Superintendent

Staff Members Absent: Mary Ellen Greb – CAO
Brad Smale, B. Arch. Sci, CBCO – CBO
Shane Caskanette – Fire Chief & CEMC

CALL MEETING TO ORDER

At 6:30 p.m., Mayor David Mayberry called the meeting to order and a quorum was present.

MOTION TO ACCEPT AGENDA

Council Meeting Agenda - November 18th, 2025

Resolution No.1

Moved by Jim Pickard

Seconded by Valerie Durston

RESOLVED THAT the regular meeting agenda for the November 18th, 2025, meeting of Council be approved, as amended.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

November 4th, 2025 - Regular Council Meeting Minutes

Resolution No.2

Moved by George Way

Seconded by Craig Gillis

RESOLVED THAT the regular minutes of the November 4th, 2025, council meeting be approved, as amended.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 58-2025: Business Arising from the Minutes of November 4th, 2025

Clerk Denny Giles provided Council with a report on an overview of the staff actions arising from the minutes of the last Council meeting.

Resolution No.3

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 58-2025: Business Arising from the minutes of November 4th, 2025, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

6:30 p.m. - 2026 Community Grant Request - Mount Elgin Cemetery Board

Barb Freeman made a presentation to Council requesting a grant be considered for Mount Elgin Cemetery Board in the 2026 Budget.

6:35 p.m. - 2026 Community Grant Request - Ingersoll District Nature Club

Jim Eager and Peter Krats made a presentation to Council requesting a grant be considered for Ingersoll District Nature Club in the 2026 Budget.

6:40 p.m. - 2026 Community Grant Request - Ingersoll Skating Club

Laurie Canham & Olivia D'Ambrosio made a presentation to Council requesting a grant be considered for Ingersoll Skating Club in the 2026 Budget.

6:45 p.m. - 2026 Community Grant Request - Beachville Legion

Darlene Julian made a presentation to Council requesting a grant be considered for the Beachville Legion in the 2026 Budget.

6:50 p.m. - 2026 Community Grant Request - The Refuge (Trumpet of Truth)

At 6:50 p.m., no one from the Refuge was present for their presentation to Council.

6:55 p.m. - Mount Elgin Hall Board - 2026 Budget

George Klosler made a presentation to Council regarding the Mount Elgin Hall Board 2026 Budget Proposal.

7:00 p.m. - Notice of Meeting to Consider Engineer's Report (East Branches of Hiram Allin Drain) - Stephen Brickman and Adam Hall, Headway Engineering Inc., and Staff Report DD-10-2025 - East Branches of the Hiram Allin Municipal Drain

Deputy CBO/Drainage Superintendent Daniel Leduc presented the staff report to Council and advised the purpose of this report is to present the Engineers report for the East Branches of the Hiram Allin Municipal Drain, as authorized by Section 78 of the Drainage Act.

Stephen Brickman of Headway Engineering presented the Engineers Report to Council and provided highlights of the project and drain.

Resolution No.4

Moved by Paul Buchner
Seconded by Craig Gillis

RESOLVED THAT the Council of The Township of South-West Oxford accept the report attached as Appendix "A" to report DD 10-2025 prepared by Headway Engineering and dated October 31st 2025 regarding the East Branches of the Hiram Allin Municipal Drain 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 East Branches of the Hiram Allin Municipal Drain 2025 Provisional By-law.

DISPOSITION: Motion Carried

7:10 p.m. - Oxford County Planning - Official Plan Implementation Policies - Hanne Yager & April Nix

Hanne Yager and April Nix made a presentation to Council on updated Official Plan Implementation Policies which is initiated by changes to the Planning Act and provides opportunities to improve development processes.

Council moved to deal with the By-laws and Agreements to accommodate individuals in attendance for a Zoning By-law Amendment.

BY-LAWS AND AGREEMENTS

By-Law No. 70-2025 - To provide for Drainage Works (East Branches of the Hiram Allin Drain) - first and second reading only

Resolution No.5

Moved by Peter Ypma

Seconded by Jim Pickard

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

- *By-law No. 70-2025 - To provide for Drainage Works (East Branches of the Hiram Allin Drain)*

DISPOSITION: Motion Carried

By-Law No. 71-2025 - To amend Township of South-West Oxford Zoning By-law (ZN 4-25-03 - for property located at 545021 Clarke Road)

Resolution No.6

Moved by Jim Pickard

Seconded by Valerie Durston

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

- *By-law No. 71-2025: A By-law to amend the Township of South-West Oxford Zoning By-law (ZN 4-25-03, 545021 Clarke Road)*

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS - CONTINUED

7:20 p.m. - Brownsville Hall Board - 2026 Budget

Councillor Buchner made a presentation to Council regarding the Brownsville Hall Board 2026 Budget Proposal.

7:25 p.m. - Beachville Parks Board - 2026 Budget - Craig Gillis

Councillor Gillis made a presentation to Council regarding the Beachville Parks Board 2026 Budget Proposal.

STAFF REPORTS

CAO 39-2025: 2026 Market Compensation Review & Council Remuneration Review – Workplan and Consultant Proposal

Acting CAO Julie Middleton presented the staff report to Council advising the scope of work and cost estimate for the Township's 2026 Market Compensation Review, which includes a review of staff salary grid, pay equity, vacation and sick leave entitlements, in accordance with the Township's established five-year review cycle, and Council remuneration for the upcoming term. The report seeks Council's direction to proceed with this work in 2026 for implementation on January 1, 2027.

Council discussed the benefits of market compensation reviews which helps the Township recruit and retain staff. Being a small rural municipality, there is the potential that it could be a challenge when recruiting because people aren't likely to move the municipality to work. As a small municipality, it's also difficult for people to move up in their department when departments are so small. Undertaking market compensation reviews also proves to the public that staff salaries aren't just numbers being pulled out of the air, there is a justified reason why staff compensation is set at certain rates.

Resolution No.7

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive Report CAO 39-2025: 2026 Market Compensation Review & Council Remuneration Review – Workplan & Consultant Proposal, as information;

AND FURTHER THAT Council approve proceeding with a comprehensive market compensation review for Township staff, in accordance with the Township's Pay Administration Policy requirement for a five-year review cycle and a concurrent Council remuneration review in 2026;

AND FURTHER THAT Council approve the proposal submitted by Ward & Uptigrove to undertake the staff market compensation review, vacation and sick leave policy review, and Council remuneration review at an estimated cost of \$19,000 (plus HST), to be funded through the 2026 Operating Budget;

AND FURTHER THAT the results of the review be brought forward to Council in Q2 2026, with any recommended updates to staff compensation and Council remuneration implemented effective January 1, 2027, subject to 2027 Budget Deliberations.

DISPOSITION: Motion Carried

CAO 40-2025: Approval of Updated Job Descriptions – Chief Building Official/Drainage Superintendent and Building Inspector/Plans Examiner

Acting CAO Julie Middleton presented the staff report to Council which recommends updated job descriptions for the positions of Chief Building Official/Drainage Superintendent and Building Inspector/Plans Examiner for Council's review and approval.

Council inquired as to whether the Building Inspector/Plans Examiner position would be easy to recruit for. Staff advised that was the hope, and the intent is to advertise on industry specific website (OBOA) to hopefully attract more interest.

Resolution No.8

Moved by Craig Gillis

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 40-2025: Approval of Updated Job Descriptions – Chief Building Official/Drainage Superintendent and Building Inspector/Plans Examiner as information;

AND FURTHER THAT Council approve the updated job descriptions for the positions of Chief Building Official/Drainage Superintendent (Appendix A) and Building Inspector/Plans Examiner (Appendix B) attached to this report.

DISPOSITION: Motion Carried

CAO 41-2025: Beachville Museum – Barn Conversion Project (ICIP Funding)

Acting CAO Julie Middleton presented the report to Council providing an update on the status of the Beachville Museum Barn Conversion Project, including background on the Investing in Canada Infrastructure Program (ICIP) funding, the scope of remaining work, anticipated costs, and next steps.

Council inquired as to whether this had been agreed to by the Township. It was 2019 when the Township found out about this, but at the time the cost to the Township was unknown.

Resolution No.9

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 41-2025: Beachville Museum – Barn Conversion Project (ICIP Funding) as information.

DISPOSITION: Motion Carried

CL 59-2025: Organizational Review – Administrative Support for Legislative Services, Corporate Communications & Records Management

Clerk Denny Giles presented the staff report to Council which expands on a previous report presented by Acting CAO Julie Middleton at the September 2nd, 2025, Regular Council Meeting and provides Council with a follow-up to the organizational review. It recommends an adjustment to the Township's organizational structure to address a staff vacancy in Legislative Services, Communications and Records.

Resolution No.10

Moved by Paul Buchner

Seconded by George Way

RESOLVED THAT Council receive report CL 59-2025: Organizational Review – Administrative Support for Legislative Services, Corporate Communications & Records Management as information;

AND FURTHER THAT Council approve the position profile/job description of the following position within the Township's organizational structure:

- *Administrative Assistant - Legislative Services, Corporate Communications & Records Management;*

AND FURTHER THAT that staff be directed to begin the process for recruitment of the Administrative Assistant - Legislative Services, Corporate Communications & Records Management position.

DISPOSITION: Motion Carried

WD 6-2025: Delegation of Authority for Implementation and Removal of Reduced Load Restriction

Works Superintendent Adam Prouse presented the staff report to Council advising the intent of the report is to improve consistency across Oxford County and enhance responsiveness to changing spring weather conditions by delegating authority for managing reduced load restrictions to the Public Works Manager, in coordination with regional partners.

Council inquired as to how the reduced load restrictions are communicated to truck drivers. Staff advised the information will be posted on the Township website, Oxford County website, social media pages as well as signs will be erected on the road.

Resolution No.11

Moved by Jim Pickard
Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive Report WD 6-2025: Delegation of Authority for Implementation and Removal of Reduced Load Restriction as information;

AND FURTHER THAT Council delegate authority to the Public Works Superintendent to implement and remove reduced load restrictions based on local road and weather conditions, in consultation and agreement with members of the Oxford County Service Sharing Group.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Pigram Road Flooding - Reynolds Creek

Council discussed Pigram Road being deemed a wet road, and staff advised that there are no drainage concerns within the Township's drainage network. It is anticipated that there may be some drainage issues within Thames Centre that is contributing to recurring flooding on Pigram Road. Council directed staff to send correspondence to Thames Centre about maintaining Reynolds Creek.

Council recessed at 8:14 p.m.

Council reconvened at 8:22 p.m.

2026 Budget

Treasurer Brooke Crane provided a summary of first budget meeting discussions, along with action items identified by Council.

Council was informed that \$36,000 was being requested in grants from the Township by community groups.

Health Services

Action Item: Beachville Museum final numbers have been received and operating grant increased from \$92,000 to \$96,000.

General Government

Council discussed the proposed storage area at Mount Elgin Community Centre and felt that project should be delayed. With the proposed new municipal facility, the library space will become vacant which will open up space for storage.

Council discussed all Community Grant requests and highlighted requests that can be reduced or removed from the budget.

Health Services

Council discussed areas where the budget can be reduced including the request from Mount Elgin Cemetery, along with the local minor sports associations.

Council was informed that the Beachville Museum is 95% subsidized based on revenues generated.

Emergency Services

Council discussed the sea-can storage at Beachville Fire Station and inquired as to whether the facility was already out of storage space. Council was advised that due to the amount of material being stored for combined training opportunities with other municipalities, there is minimal storage space.

Building Services

Council discussed reducing anticipated Building Permit revenues by \$67,000.

Action Items:

- Removed \$16,000 from Community Grant Requests
- Reduced Mount Elgin Cemetery Budget request from \$8,000 to \$6,000
- Reduced Mount Elgin Parks Board request to \$3,000 and placing \$2,000 into new park reserve
- Reduced Emergency & Training Wages by \$10,000
- Removing Mount Elgin Community Centre Capital Project

CONSENT AGENDA

Due to an error in the agenda, Council members were not able to see Consent Agenda items and the items intended for review will be included on the next meeting agenda (December 2nd, 2025).

ACCOUNTS PAYABLE REPORT

November 18th, 2025 - Accounts Payable Report

Resolution No.12

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for November 2nd- November 15th, 2025</i>	<i>\$242,319.00</i>
<i>Payroll #23 - General</i>	<i>\$62,640.32</i>
<i>Total</i>	<i>\$304,959.32</i>

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

CSA Park Inspections

Staff confirmed park inspections are completed monthly, and advised that if those inspections did not occur on a monthly frequency, additional special testing is required. Council asked if a brief report could be presented to Park Boards so they are aware and understand the requirements.

COUNCIL ROUND TABLE

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

Councillor Pickard advised he would be attending a Rural Oxford Economic Development Corporation meeting, hosted by the Township next week.

Councillor Ypma advised of an upcoming Dereham Centre Hall Board meeting. November 29th is scheduled as the Christmas in the Village event from noon to 3:00 p.m., which offers a chili meal and horse drawn wagon rides. He attended a Long Point Region Conservation Authority Meeting where they discussed the provincial governments proposal to consolidate 36 Conservation Authority's into 7.

Councillor Durston informed Council the next Engage and Inform Committee meeting is scheduled for December 18th at 5:00 p.m., when the committee will judge Christmas light contest submissions from Township residents. She informed Council that the essay contest had two great submissions, and the Committee felt they both were deserved a winning prize. The Committee is arranging a Township tour for the essay contest participants on December 12th. Lastly, she will be attending an airport meeting on November 27th.

Councillor Gillis commended the Fire Chief and staff for their efforts in organizing the firefighter's appreciation event held on November 14th, and advised many commented

on how great the appreciation night was. Additionally, he informed Council the framing for the pavilion at Beachville Park went up today.

Councillor Buchner advised of the Christmas tree lighting at Brownsville Park on November 28th and a Christmas Bazaar at Brownsville Hall on November 29th. He will be attending a Catfish Creek Conservation Authority meeting on November 27th, and expressed concerns about the proposed Conservation Authority consolidations by the province.

Councillor Way commented on the success of the Boston Pizza fundraiser which raised \$450 for the Folden's Hall Board. He will be attending an Upper Thames River Conservation Authority meeting on November 25th. Additionally, he informed Council how busy Folden's Hall is as it is booked every weekend until the end of January.

Mayor Mayberry commented on the Conservation Authority consolidation proposal by the province and the impact it has on the Township as the Township has three Conservation Authority's that would be consolidated into one. He informed Council that he has received confirmation from Oxford County Library that they are interested in securing space at the new municipal facility. Mayor Mayberry also informed Council of discussion that occurred at Oxford County Council in regard to planning costs which are currently funded through a mix of development application fees and general taxation, with fees from planning applications going to the Township rather than the planner preparing the report. While the Official Plan is funded by all taxpayers, processes like Plans of Subdivision are expected to be paid by developers. Roughly one-quarter to one-third of county planning revenue comes from development proponents, with the remaining two-thirds coming from the tax levy, raising the question of whether Oxford County taxpayers are subsidizing development. As a result, a motion was introduced at Oxford County Council to review the financial structure and determine the appropriate balance of who should pay for various planning and development costs.

CLOSED SESSION

The meeting will be closed to the public under Section 239 (2) (i) of the Municipal Act to discuss subject matter that is:

- (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; (Community Benefit)

Resolution No.13

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT Council move into closed session at 9:48 p.m. pursuant to section 239 (2) (i) of the Municipal Act in order to discuss matters pertaining to:

(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; (Community Benefit)

DISPOSITION: Motion Carried

Resolution No.14

Moved by Jim Pickard

Seconded by George Way

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 9:58 p.m.

DISPOSITION: Motion Carried

Resolution No.15

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT Council authorize the Mayor and Acting CAO/Deputy Clerk to execute the Community Benefit Agreement with Boralex, substantially in the form reviewed in closed session;

AND FURTHER THAT the Community Benefit Agreement remain confidential pursuant to Section 239(2)(i) of the Municipal Act, 2001 and Section 10 of the Municipal Freedom of Information and Protection of Privacy Act, as the agreement contains commercial information supplied in confidence.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-law No. 72-2025 - To confirm all actions and proceedings of Council (November 18th, 2025)

Resolution No.16

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. 72-2025 - To confirm all actions and proceedings of Council (November 18th, 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.17

Moved by Valerie Durston

Seconded by Craig Gillis

RESOLVED THAT there being no further business, the Council meeting be adjourned at 9:59 p.m. to meet again on Tuesday, December 2nd 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.