



Special Council Meeting Minutes (Budget)

Date: November 10, 2025
Time: 9:00 AM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Valerie Durston – Councillor, Ward 3
George Way – Councillor, Ward 4
Jim Pickard – Councillor, Ward 5
Craig Gillis – Councillor, Ward 6

Council Members Absent: Paul Buchner – Councillor, Ward 1
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
Shane Caskanette – Fire Chief & CEMC

Staff Members Absent: Mary Ellen Greb – CAO

CALL MEETING TO ORDER

At 9:00 a.m., Mayor David Mayberry called the meeting to order and a quorum was present.

MOTION TO ACCEPT AGENDA

Special Council Meeting Agenda - November 10th, 2025

Resolution No.1

Moved by George Way
Seconded by Craig Gillis

RESOLVED THAT the regular meeting agenda for the November 10th, 2025, meeting of Council be approved.

DISPOSITION: Motion Carried

MINUTES

DECLARATION OF PECUNIARY INTEREST

BUSINESS ARISING FROM THE PREVIOUS MEETING

2025 Mount Elgin Santa Claus Parade - Update

Resolution No.2

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford authorize the 2025 Mount Elgin Santa Claus Parade to proceed on Saturday, December 20th, 2025, at 6:00 p.m. within the village of Mount Elgin, and appoint Adam Prouse, Travis Cuthbert, and Lance Lively to the planning committee for the 2025 parade, with the appointment for the event ending on December 21st, 2025.

DISPOSITION: Motion Carried

APPOINTMENTS

Sweaburg Cemetery Board - 2026 Budget Proposal - George Way

Councillor George Way presented the Sweaburg Cemetery Board 2026 Budget Proposal and requested a grant be considered in the 2026 Township Budget.

DISCUSSION ITEMS - 2026 BUDGET

Council Comments

Members of Council provided positive remarks and comments regarding the draft 2026 Budget presentation.

2025 Budget - Departmental Summary

Treasurer Brooke Crane presented a summary of the draft 2026 Budget.

General Government

Council was provided an overview of General Government Budget by Acting CAO Julie Middleton.

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Council reviewed 2026 Community Grant Requests, and suggested the Community Grant Requests from GoodForTheSoll and Trumpet of Truth be reduced from \$5,000 to \$1,000. It was noted that Cycles of Life have doubled their grant request this year over last year. Council discussed reducing all grant funding requests by a certain percent to accommodate current economic pressures.

Staff confirmed that the Township's contract with the Auditor has been signed through to the end of 2027. Council was advised the budget amount of \$24,500 for consulting services was for the wage market review, per the Township's pay administration policy.

Council noted the \$12,000,000 placeholder in the budget which is earmarked for the new municipal administration building with child care centre and library.

Action Items:

- Community Grants Correction: Add The Rotary Club request of \$4,000.00 (missed on original)

Health Services

Treasurer Brooke Crane presented Council with the Health Services section of the budget.

Mount Elgin Cemetery

Council commented that the request seems high, and that \$2,000 was added in 2024 for tree removal which has continued to carry forward.

Mount Elgin Parks Board

Washroom rentals may require upgrades depending on user needs, and it was agreed to add a new reserve for the proposed new park, which will be funded through the reserve and Development Charges. The existing request was adjusted by reducing the amount to \$3,000 and allocating \$2,000 to the new reserve. Council was advised that this was the final year for a grass cutting service contract.

Brownsville Park

Council decided to defer discussion until Councillor Buchner returned; however, concerns were noted regarding the park boards share of funding (\$31,250) for the new playground as current reserves are only \$27,000.

Hilltop Park

Council noted that beach volleyball courts were installed in 2025, with pickleball courts planned for 2026 pending the committee's 25% cost-sharing contribution, otherwise the Committee will be required to fundraise. Additional planned work includes re-staining the gazebo, net replacements, and general maintenance of the volleyball court.

Beachville Park

Council noted the request submitted from the Beachville Park Board is lower than last year, though fundraising activities show \$1,250 in expenses compared to \$800 in expected revenue.

Dereham Centre Hall

Council decided to defer discussion until Councillor Ypma was present.

Sweaburg Park

Council noted the request submitted from the Sweaburg Park Board is lower than last year, as the previous budget included major drainage and tiling work, while the current needs are limited to routine maintenance.

Foldens Park

Council noted the request for 2026 remained the same as 2025.

Mount Elgin Hall

Mayor Mayberry commented that the boiler is not referenced in the capital budget, and with the HVAC system being over 40 years old, recommended that funds begin to be set aside for replacement of it in the future. It was noted that the washroom stall upgrades have been completed.

Salford Hall

An expert confirmed that the heating radiators do not currently require replacement, and it was recommended that the floor replacement be deferred until the radiators eventually need to be replaced in order to avoid unnecessary rework.

Action Items:

- Add: increase to Beachville Museum's requested operating grant from \$92,000 to \$96,445
- Add: increase to Beachville Museum's capital project cost from \$34,500 to \$125,000 (line 265-6965-224), after ICIP funding is received (\$27,750), the Township cost will be \$66,000 plus tender costs of \$4,595 – to be transferred from Recreation reserve

Council recessed at 10:25 a.m.

Council reconvened at 10:33 a.m.

Protection Services - Fire

Council discussed grant opportunities associated with cancer reduction initiatives. The funding is planned for gear dryers which properly cleans bunker gear and reduces cancer causing contaminants.

Council discussed the sea-can storage at Beachville Station and were informed its due to props and training equipment for all stations. Each station in the Township struggles with enough storage space.

Council discussed the \$30,000 expenditure for portable radios and six (6) bank charging stations.

Council inquired on the proposed Fire Chief/Utility vehicle and were informed that there is 180,000 kilometers on the current Fire Chief/Utility vehicle which has required minimal maintenance, only having to have the tires replaced. The proposed new truck would be a half-ton, four-door, four-wheel-drive for better utilization.

Council was advised that the plan was to proceed with the generator installation at an estimated cost of \$72,000 even if the Township doesn't receive the grant funding.

Action Items:

- Remove: Fire Chief/Utility/Command vehicle for \$80,000 and add \$40,000 to the Vehicle Reserve for purchase in 2027. This results in less revenue for equipment sold of \$(15,000)
- Add: a new reserve specifically for SCBA with \$50,000 contribution in 2026 (in addition to the annual contribution to equipment reserve)
- Add: \$5,000 increase to the Communications Reserve contribution – future annual contributions should increase from \$15,000
- Add: increase Vehicle Reserve annual contribution by 4%, up from 2% = total \$318,240 contribution in 2026

Protection Services - Building

Council discussed the increases to building permits fees is associated with construction CPI, which is different than COLA.

Council noted that building permits revenue has significantly decreased this year and inquired whether the Township is budgeting appropriately based on the reduction in revenue. Council inquired if the Township has enough reserves should the trend continue on reduced revenue. Council was informed that the reserve currently has \$66,483 in it.

Action Items:

- Reduce building permit revenue to \$200,000 from \$267,800

Council recessed for lunch at 12:18 p.m.

Council reconvened at 1:03 p.m.

Protection Services - By-law Enforcement

Council was informed that the By-law Enforcement budget was increased by 5.7% due to Zorra completing a market analysis for salaries which will be implemented in 2026.

Roads and Transportation

Council discussed the McBeth Road capital project and decided to delay the project due to it being a short stretch of road.

Council inquired as to why the Township would cost share with waste management for a three-quarter ton pickup truck. Staff advised that if there is an issue with the collection truck, waste collection proceeds utilizing the pickup truck.

Council discussed the new chipper and how much the current chipper gets used.

Action Items:

- Add \$10,000 for bridge inspection #163-6333-242 (missed on original)
- Reduce Sidewalk Operations from \$25,115 to \$15,000
- Remove Capital Project for McBeth Road, \$135,700

Planning and Development

Council noted an increase to Planning Application fees. Planning Applications have trended upward in recent years, especially for Minor Variances resulting in increases to Planning revenues.

Council noted the broadband installation agreement with Execulink which is expected to be completed in 2026, there is no outside funding for this phase and therefore entirely the cost of the Township (\$1,342,000).

Environmental Services/Waste Management

Council briefly discussed budgetary items for Environmental Services and Waste Management.

Action Item:

- Added New Packer #7 - \$450,000 – to be purchased in 2026 through Waste Management Equipment Reserves – zero result on taxation (missed on original)

Drainage Operations

Council was advised that legal services was increased to \$15,000 due to the Vincent Drain appeal. Both the design of the drain and the assessment schedule were appealed associated with the Vincent Drain.

Council inquired about line 242, "Contracted Out/Ont One Call - Ag & Dr", and the 2025 Budget of \$108,375 to 2025 draft of \$3,000. Staff advised it was due to a payment to Oxford County our share of a bio reactor.

Council inquired about line 715, "Transfer to Reserve - Drainage" and staff advised it was reserve transfers from Stormwater Management fees collected in 2025.

Revenue

Town of Ingersoll revenues will likely be down in 2026 due to the uncertain future of the large manufacturing plant which was formerly located in the Township, so the budget reflects a large write-off of \$480,000 of revenue received from the boundary adjustment agreement. Any difference in 2026 can be taken from the tax stabilization reserve.

Council inquired about a business that approached the Township a few years prior seeking relief due to the business being in tax arrears and whether any progress had been made.

Reserves

Treasurer Brooke Crane presented Council with reserve contributions and balances.

CONFIRMATORY BY-LAW

By-law No. 69-2025 - To confirm all proceedings of Council (November 10th, 2025)

Resolution No.3

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. 69-2025 - To confirm all actions and proceedings of Council (November 10th, 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.4

Moved by Jim Pickard

Seconded by Craig Gillis

RESOLVED THAT Council adjourn at 3:05 p.m.

DISPOSITION: Motion Carried

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MAYOR: David Mayberry

CLERK: Denny Giles

This document is available in alternate formats upon request.