



Council Meeting Minutes

Date: February 3, 2026
Time: 9:00 AM
Place: Council Chambers

Council Members Present: David Mayberry – Mayor
Valerie Durston – Councillor - Ward 3
George Way – Councillor - Ward 4
Craig Gillis – Councillor - Ward 6

Council Members Absent: Paul Buchner – Councillor - Ward 1
Peter Ypma – Councillor - Ward 2
Jim Pickard – Councillor - Ward 5

Staff Members Present: Julie Middleton – Chief Administrative Officer
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

Staff Members Absent: Shane Caskanette – Fire Chief & CEMC

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 - February 3rd, 2026

Resolution No.1

Moved by George Way
Seconded by Valerie Durston

RESOLVED THAT the regular meeting agenda for the February 3rd, 2026, meeting of Council be approved.

DISPOSITION: Motion Carried

Mayor Mayberry and CAO Julie Middleton introduced new staff members Deb Fidler (Administrative Assistant - Legislative Services, Corporate Communications and Records Management) and Ryan Martin (Building Inspector/Plans Examiner).

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

January 20th, 2026 - Regular Council Meeting Minutes

Resolution No.2

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the regular minutes of the January 20th, 2026 council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 05-2026 - Business Arising from the Minutes of January 20, 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 Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 05-2026: Business Arising from the minutes of January 20th, 2026, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

9:05 a.m. - Public Meeting, ZN 4-25-14 Renkema Family Farms

Resolution No.4

Moved by George Way

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford move into Public Meeting to consider Zone Change Application ZN 4-25-14 at 9:04 a.m.

DISPOSITION: Motion Carried

1. Presentation of the Staff Report

Development Planner Laurel Davies Snyder presented her staff report and provided background information to Council regarding the application for 312924 Dereham Line seeking to permit a 108 square meter garden suite for a period of twenty years, ending February 3, 2046.

2. Comments and Questions from Council

Councillor Way inquired as to whether the land owner will be allowed a second driveway and whether extensions are permitted after the twenty-year agreement expires. Works Superintendent Adam Prouse confirmed a second driveway is permitted with the appropriate approvals. Laurel Davies Snyder confirmed that and extension can be granted for a three-year period.

Mayor Mayberry inquired as to the request for a garden suite instead of an additional residential unit (ARU)? Jenny Tu advised they are hoping to install a mobile home/trailer home, which are not permitted for ARU use and they are much easier to install.

3. Comments from the Applicant/Agent

Jenny Tu, Agent for the applicants was present. Jenny Tu advised that a new septic system will be installed and will be connected with the existing system.

4. Comments and Questions from members of the Public

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

Resolution No.5

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford close the public meeting and reconvene in regular session at 9:21 a.m.

DISPOSITION: Motion Carried

Resolution No.6

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford approve the Zone Change application submitted by Renkema Family Farms Ltd, whereby the lands

described as South Part Lot 14, Concession 7 (Dereham), Township of South-West Oxford are rezoned to 'Special Temporary General Agricultural Zone (A2-58T)' with a special provision to permit a garden suite of 108.3 m² (1,165.3 ft²) maximum gross floor area on the subject property as a temporary use for a period of up to twenty (20) years (February 3, 2026 – February 3, 2046).

DISPOSITION: Motion Carried

ZONING BY-LAW

By-Law No. 08-2026 - A By-Law to amend Zoning By-Law Number 25-98, as amended

Resolution No.7

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. 08-2026 - A By-law to amend Township of South-West Oxford Zoning By-Law Number 25-98 (ZN 4-25-14).*

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS - CONTINUED

9:15 a.m. – FOOD Project, Paula D'Orazio

Paula D'Orazio and Cathy Mott made a presentation to Council on the initiatives being undertaken by the FOOD Project in Ingersoll highlighting that it is helping to strengthen food security across Oxford County by delivering food and essential supplies to those in need and supporting partner operations across Oxford County.

Paula and Cathy highlighted the FOOD Project's 2026 goals which is to complete the warehouse setup; set up a satellite station and establish a school lunch program.

Mayor Mayberry inquired as to what the sources of food are for the FOOD Project. Paula D'Orazio advised Harvest Hands from St.Thomas is a significant contributor along with the Independent in Ingersoll which allows the FOOD Project to conduct food rescue every Monday, Wednesday and Friday.

Resolution No.8

Moved by Craig Gillis
Seconded by Valerie Durston

RESOLVED THAT Council of the Township of South-West Oxford receive the presentation on the FOOD Project as information;

AND FURTHER THAT Council direct staff to issue a cheque to the FOOD Project as budgeted for in the 2026 budget.

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 08-2026 - Request for Cost-Sharing – Chain Link Fence Installation Adjacent to Dereham Centre Park

CAO Julie Middleton presented the report to Council which brings forward a cost-sharing request from a resident whose property is located immediately south of Dereham Centre Park (312890 Dereham Line). The residents, Shelly and Judd Mullen, have installed fencing along the shared property boundary and are requesting reimbursement of 50% of the cost in accordance with the Township's Fence By-law.

Shelly Mullen was present for the consideration of the staff report. Council inquired as to what the fence was constructed out of and Shelly Mullen confirmed it was no climb, wire fencing constructed as 4x4 sheet fencing.

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 08-2026: Request for Cost-Sharing – Chain Link Fence Installation Adjacent to Dereham Centre Park as information;

AND FURTHER THAT Council approve the cost-sharing request received from the property owners and take funding from recreation reserve

DISPOSITION: Motion Carried

DD 01-2026 - Confirmation of Drainage Tender for Dereham Line Drain

CBO/Drainage Superintendent Daniel Leduc presented the report to Council which provides the results of the tenders received for the construction of the Dereham Line Drain. The call for tender closed at noon on January 22.

Council inquired as to whether the contractor has worked for the Township on drainage before. Daniel Leduc confirmed they have done drain maintenance work for the Township before and have also done a lot of work in Norwich.

Resolution No.10

Moved by Valerie Durston

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report DD01-2026: Confirmation of Drainage Tender for the Dereham Line Drain;

AND FURTHER THAT the tender submitted by CAT Demolition and Excavating Inc. in the amount of \$78,687.34 plus HST for the construction of the Dereham Line Drain be approved.

DISPOSITION: Motion Carried

WD 3-2026 - Purchase of a new tractor backhoe

Works Superintendent Adam Prouse presented the report to Council seeking approval for the purchase of a new tractor backhoe to support municipal operations and maintain service levels across various departments.

Adam Prouse informed Council this purchase replaces the 2007 John Deere and that the Township is getting excellent pricing through Canoe Procurement for this purchase.

Resolution No.11

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report WD 3-2026: Purchase of new tractor backhoe as information;

AND FURTHER, that Council approves the purchase of one (1) new 2026 John Deere tractor backhoe including the 5 year comprehensive warranty for a purchase price of \$224,563.35 plus applicable taxes through LAS Canoe contract number 0177723-JDC.

DISPOSITION: Motion Carried

WD 2-2026 - Tender results for a 1 ton Pick-up truck

Works Superintendent Adam Prouse presented the report to Council seeking approval for the purchase of one (1) new 2026 3500 truck to replace the Township's 2021 Chevrolet 2500 truck as per the 2026 Township budget.

Council was advised that six bids were received and Ford was the lowest bid that met the specifications. This purchase replaces a 2021 Chevy pickup.

Councillor Gillis inquired why the Township is replacing a 3/4 ton truck with a 1 ton truck. Adam Prouse advised it is due to the need for extra carrying capacity for the truck as the sander goes in the back of the truck in the winter.

Resolution No.12

Moved by Valerie Durston

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report WD 2-2026: Tender results for a 1 ton Pick-up truck as information;

AND FURTHER that Council approve the purchase of one (1) new 2026 Ford F3500 4WD regular cab truck from Stauffer Motors Ltd at a tendered price of \$62,447.00 plus applicable taxes.

DISPOSITION: Motion Carried

TR 01-2026 - Statement of Council Remuneration and Expenses 2025

Treasurer Brooke Crane presented the report to Council as per the statutory requirement, the report summarizes the remuneration, conference and seminar expenses paid to Council members for 2025 as per By-law No. 71-2021.

Resolution No.13

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive Report No. TR 01-2026: entitled "Statement of Council Remuneration and Expenses - 2025", for the year ended December 31, 2025, as information.

DISPOSITION: Motion Carried

BD 02-2026 - Stale Permit Update

CBO/Drainage Superintendent Daniel Leduc presented the report to Council which provides an update on the status of stale permits and how many stale permits have been closed in the month of January.

Daniel Leduc advised Council the main focus has been on working to close 2024 permits and that 40 have been closed with 49 still open from 2024. Council was also informed that the application rate for building permits so far in 2026 is 12 permits. He added that 5 are demolition permits but feels its steady for the month of January.

Resolution No.14

Moved by George Way

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive the following report – BD 02-2026: Stale Permit Update, as information.

DISPOSITION: Motion Carried

CAO 07-2025 - Proposed Child Care Centre - Request for Proposal for Expressions of Interest

CAO Julie Middleton presented the report to Council seeking direction and authorization for staff to proceed with issuing a Request for Proposal (RFP) to solicit expressions of interest from qualified child care operators for the operation of a licensed child care centre within the proposed new Municipal Office, Library, and Child Care facility in Mount Elgin. The proposed RFP process will assist staff and Council in better understanding market interest, service delivery models, and financial considerations related to the child care component of the project.

Resolution No.15

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 07-2025: Proposed Child Care Centre - Request for Proposal for Expressions of Interest as information;

AND FURTHER THAT the Council of the Township of South-West Oxford direct staff to proceed with issuing a Request for Proposal to solicit expressions of interest from qualified child care operators for the operation of a licensed child care centre within the proposed new Municipal Office, Library, and Child Care facility in Mount Elgin;

AND FURTHER THAT the draft RFP attached as Appendix "A" to this report be received for information.

DISPOSITION: Motion Carried

CAO 09-2026 - 2026 ROMA Conference – Summary Report

CAO Julie Middleton presented the report to Council which provides an information summary of the 2026 ROMA Conference, including key themes, discussions, and insights relevant to rural municipalities and the Township's ongoing planning, service delivery, and financial sustainability considerations.

Resolution No.16

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 09-2026: 2026 ROMA Conference – Summary Report as information.

DISPOSITION: Motion Carried

TR 02-2026 - Successful Funding Application - Provincial Pothole Prevention and Repair Program

Treasurer Brooke Crane presented the report to Council seeking approval to enter into a funding agreement with the Province of Ontario following the successful application to the *Provincial Pothole and Road Repair Program*. The agreement will allow the

Municipality to access provincial funding to support pothole repairs and road rehabilitation works.

Councillors inquired about budget allocation for asphalt repair and wanting to know the Township budget for asphalt repair must be depleted first prior to use of the grant funding. Staff confirmed the Township budget does not need to be depleted first in order to use the grant funding.

Resolution No.17

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive Report No. TR 02-2026: Successful Funding Application - Provincial Pothole Prevention and Repair Program as information;

AND FURTHER THAT Council authorize the Mayor and Treasurer to execute the funding agreement with the Ministry of Transportation (MTO) for the Pothole Prevention and Repair Program (PPRP).

DISPOSITION: Motion Carried

DD 02-2025 - Confirmation of Drainage Tender: East Branches of the Hiram Allin Drain

CBO/Drainage Superintendent Daniel Leduc presented the report to Council which provides the results of the tenders received for the construction of the East Branches of the Hiram Allin Drain. The call for tender closed at noon on January 28th 2026.

Resolution No.18

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report DD02-2026: Confirmation of Drainage Tender for the East Branches of the Hiram Allin Drain;

AND FURTHER THAT the tender submitted by Robinson Farm Drainage Ltd. in the amount of \$107,665.50 plus HST for the construction of the East Branches of the Hiram Allin Drain be approved.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

CONSENT AGENDA

#1 - Town of Wasaga Beach - Support for Reform to Sentencing, Parole, and Public Access to the Ontario Sex Offender Registry

#2 - Northumberland County - Ontario Community Infrastructure Fund (OCIF)

#3 - Township of Assiginack - Elbows Up Climate Action

#4 - Municipality of St. Charles - Nation Building Improvements to Highways 11-17

#5 - Oxford County - 2026 Oxford County Planned Activities and Projects

#6 - Township of South-West Oxford - Council Report for January 2026

Mayor Mayberry highlighted the Watson report (Growth Analysis and Land Needs Assessment) that was presented to Oxford County Council. He advised Council that he had requested Development Planner Laurel Davies Snyder attend a future meeting and provide Council with the highlights of the report and the implications for SWOX.

Resolution No.19

Moved by George Way
 Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #6 of the Consent Agenda dated February 3rd, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

February 3rd, 2026 - Accounts Payable Report

Resolution No.20

Moved by Craig Gillis
 Seconded by George Way

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for January 18th - January 30th, 2026</i>	<i>\$870,713.41</i>
<i>Payroll #02 - General</i>	<i>\$62,117.64</i>
<i>Payroll #01 - Council</i>	<i>\$8,469.82</i>
<i>Payroll #01 - Fire</i>	<i>\$26,814.07</i>
<i>Total</i>	<i>\$968,114.94</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 05-2026 - A By-law to appoint persons to manage the Mount Elgin Community Centre Hall Board.

By-Law No. 06-2026 - A By-law to appoint persons to manage the West Oxford (Foldens) Community Hall Board.

By-Law No. 07-2026 - A By-Law to appoint a Plans Examiner and Building Inspector for the Township of South-West Oxford.

By-law No. 09-2026 - A By-law to enter into an agreement with the Ministry of Transportation (Pothole Prevention and Repair Program)

Resolution No.21

Moved by George Way

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. 05-2026 - A By-law to appoint persons to manage the Mount Elgin Community Centre Hall Board.*
- *By-law No. 06-2026 - A By-law to appoint persons to manage the West Oxford (Foldens) Community Hall Board.*
- *By-law No. 07-2026 - A By-law to appoint a Plans Examiner and Building Inspector for the Township of South-West Oxford.*
- *By-law No. 09-2026 - A By-law to authorize an agreement with the Ministry of Transportation (Pothole Prevention and Repair Program)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

COUNCIL ROUND TABLE

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

Councillor Way informed Council that Folden's Hall Board held their Annual General Meeting the previous Tuesday (January 27th) adding that a new executive was chosen and will serve a two year term.

Councillor Gillis advised Council of a Museum Board Meeting on February 11th; however, no official date has been set for the Beachville Parks and Recreation Committee, but likely late February or early March.

Councillor Durston advised of the Annual General Meeting for Salford Hall Board was taking place that evening and mentioned the upcoming tours in St. Thomas for the Engage and Inform Committee.

Mayor Mayberry informed Council of the tour commencing on February 10th for members of the SWOX Housing Committee and the Engage and Inform Committee. Tours will take place in St. Thomas at the Tiny Hope Village, Yarmouth Yards, Harvest Hands and the Inn Out of the Cold.

CLOSED SESSION

No closed session was held.

CONFIRMATORY BY-LAW

By-Law No. 10-2026 - A By-law to confirm the proceedings of Council (February 3rd, 2026)

Resolution No.22

Moved by George Way
Seconded by Craig Gillis

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

- *By-law No. 10-2026 - To confirm all actions and proceedings of Council (February 3rd, 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.23

Moved by Craig Gillis
Seconded by George Way

RESOLVED THAT there being no further business, the Council meeting be adjourned at 10:25 a.m. to meet again on Tuesday, February 17th, 2026, at 6:30 p.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.