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### Council Meeting Minutes

**Date:** April 21, 2026  
**Time:** 6:30 PM  
**Place:** Council Chamber

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**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  
Laurel Davies Snyder – Development Planner

**Staff Members Absent:** Adam Prouse – Public Works Superintendent  
Shane Caskanette – Fire Chief & CEMC  
Daniel Leduc – Chief Building Official/Drainage Superintendent

#### CALL MEETING TO ORDER

The meeting was called to order at 6:33 p.m. by Mayor David Mayberry and a quorum was present.

Mayor Mayberry, members of Council, staff and members of the public participated in a moment of silence to honour Councillor Valerie Durston.

Mayor Mayberry remarked about the caring, compassionate and loving individual Councillor Durston was and expressed gratitude for her dedication to the community and her commitment to making it a better place for everyone.

#### MOTION TO ACCEPT AGENDA

Council Meeting Agenda - April 21st, 2026

**Resolution No.1**

Moved by George Way  
Seconded by Paul Buchner

*RESOLVED THAT the regular meeting agenda for the April 21st, 2026, meeting of Council be approved, as amended.*

**DISPOSITION: Motion Carried**

**DECLARATION OF PECUNIARY INTEREST**

**MINUTES OF THE PRECEDING MEETING**

April 7th, 2026 - Regular Council Meeting Minutes

**Resolution No.2**

Moved by Jim Pickard  
Seconded by George Way

*RESOLVED THAT the regular minutes of the council meeting held on April 7th, 2026, be approved, as amended.*

**DISPOSITION: Motion Carried**

**BUSINESS ARISING FROM THE MINUTES**

CL 11-2026 - Business Arising from the Minutes of April 7th, 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 Peter Ypma

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 11-2026: Business Arising from the minutes of April 7th, 2026, as information.*

**DISPOSITION: Motion Carried**

**DELEGATIONS AND APPOINTMENTS**

6:35 p.m. - Public Meeting: Zone Change Application ZN4-25-10 (Ptak)

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 three (3) residential lots from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp)', as a condition associated with an application for consent. This zone change application also proposes to rezone the lot to be retained from 'Development Zone (D)' to 'Residential Type 1 Zone (R1)'.

### **2. Comments and Questions from Council**

Members of Council inquired as to the conditions of consent and whether they are registered on title in the event one of the severed lots are sold. Laurel Davies Snyder advised a number of the conditions are part of the consent and must be satisfied prior to the lots being severed.

### **3. Comments from the Applicant/Agent**

Teresa Ptak (Owner) was present for the meeting and had no additional remarks. Agent David Allies advised that all appropriate studies had been undertaken to satisfy the requirements of the County and is beneficial for future owners of the severed parcels. David added the owner looks forward to getting the severed lots out to market as soon as possible.

### **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 Craig Gillis

Seconded by Peter Ypma

*RESOLVED THAT the Council of the Township of South-West Oxford approve-in-principle the zone change application submitted by Teresa Ptak (ZN 4-25-10), whereby the lands described as Lots 120-123, 133, 143-149, Part Lots 124-127, 130-132, 134, 141-142, and Part of Henrietta Street, Plan 75 between Raglan Street and Head Street, and Part 1 on Plan 41R-10873 (PIN 0142-0137), Township of South-West Oxford are to be rezoned to from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp)' and 'Residential Type 1 Zone (R1)' as described in Report No. CP 2026-111.*

**DISPOSITION: Motion Carried**

### **6:45 p.m. - Ron Koudy's Landscape Architects - New Mount Elgin Park (Ron Koudy)**

Due to technological issues, Ron Koudy was not able to complete the presentation and will attend the next Council meeting on May 5th to present the Mount Elgin Community Park plan.

### **7:00 p.m. - Noise By-law Exemption Request for property located at 244411 Airport Road (Shane and Julie Clayton) and Staff Report CL 12-2026**

Clerk Denny Giles presented the report to Council following a request received from Shane and Julie Clayton for an exemption to the Township's Noise By-law to permit the amplification of sound for a wedding scheduled to take place in the Canadian Harvard Aircraft Association hangar on Saturday, June 6th, 2026 at Tillsonburg Airport located at 244411 Airport Road.

**Resolution No.5**

Moved by Paul Buchner  
Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 12-2026: Noise By-law Exemption Request received from Shane and Julie Clayton as information;*

*AND FURTHER THAT Council authorize an exemption to Section 3.3 of the Township's Noise By-law No. 49-2021 for a wedding reception scheduled to take place on Saturday, June 6th, 2026 from 4:00 p.m. to 11:30 p.m. located at 244411 Airport Road;*

*AND FURTHER THAT Council provide direction to staff to notify enforcement staff and the OPP of the noise by-law exemption approved by Council.*

**DISPOSITION: Motion Carried**

**STAFF REPORTS**

CL 13-2026 - By-law Enforcement Activity Report - 1st Quarter (2026)

Clerk Denny Giles presented the report to Council providing 2026 first quarter information regarding by-law enforcement activities up to the end of March 31st, 2026.

**Resolution No.6**

Moved by Jim Pickard  
Seconded by Peter Ypma

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 13-2026: By-law Enforcement Activity Report - 1st Quarter (2026) as information.*

**DISPOSITION: Motion Carried**

**BY-LAWS AND AGREEMENTS**

(Moved up on the agenda to accommodate a member of the public present)

By-Law No. 32-2026 - To Permanently Stop up and Close Part of William St (Sweaburg)

**Resolution No.7**

Moved by Jim Pickard

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. 32-2026 - A By-law to permanently stop up and close Part of William Street (Sweaburg)*

**DISPOSITION: Motion Carried**

### **STAFF REPORTS - CONTINUED**

#### CAO 19-2026 - For Information: Buy Ontario Procurement Directive

CAO Julie Middleton presented the staff report to Council providing an overview of the province's new Buy Ontario procurement requirements, including the Municipal Buy Ontario Procurement Directive and associated implementation timelines.

#### **Resolution No.8**

Moved by George Way

Seconded by Paul Buchner

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 19-2026: For Information: Buy Ontario Procurement Directive as information.*

**DISPOSITION: Motion Carried**

#### CAO 20-2026 - Energy and GHG Emissions Analysis – New Municipal Office, Library and Child Care Facility

CAO Julie Middleton presented the report to Council which presents the final Energy and GHG Emissions Analysis for the proposed Municipal Office, Library and Child Care Facility and to provide Council with a summary of the findings and recommended design approach.

Council discussed that the proposed solar panels would supplement the building's hydro consumption, with the remaining electricity use continuing to be supplied in a manner that results in comparatively low greenhouse gas emissions. A significant portion of the report focused on greenhouse gas reduction considerations, together with the net economic benefit to the Township over the lifespan of the building. Council also discussed the cost-benefit analysis for the Township across the life of the building.

#### **Resolution No.9**

Moved by Craig Gillis

Seconded by Peter Ypma

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 20-2026: Energy and GHG Emissions Analysis – New Municipal Office, Library and Child Care Facility as information;*

*AND FURTHER THAT Council provide direction to staff to share the report with the Township's Environment and Energy Innovation Committee as information.*

**DISPOSITION: Motion Carried**

CAO 21-2026 - 2026 First Quarter Strategic Plan Progress Update

CAO Julie Middleton presented the report to Council providing Council with an update on the status of the Township's strategic initiatives as of the end of the first quarter of 2026, and to outline progress made toward the priorities identified for the final year of the 2022–2026 term of Council.

**Resolution No.10**

Moved by Jim Pickard

Seconded by Peter Ypma

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 21-2026: 2026 First Quarter Strategic Plan Progress Update as information.*

**DISPOSITION: Motion Carried**

TR 06-2026 - 2025 Overtime Costs

Treasurer Brooke Crane presented the report to Council providing a summary of the overtime that was worked and paid out to staff in the year 2025 with prior year as a comparable.

**Resolution No.11**

Moved by Paul Buchner

Seconded by George Way

*RESOLVED THAT Council of the Township of South-West Oxford receive Report No. TR06-2026 as information.*

**DISPOSITION: Motion Carried**

TR 07-2026 - Solar Panel Project Salford Community Centre - 2025 Activity

Treasurer Brooke Crane presented the report to Council providing Council with the annual income statement as well as the accumulative kilowatts of power generated by the solar panels installed on the rooftop of the Salford Community Centre in 2013.

**Resolution No.12**

Moved by Jim Pickard

Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive report TR 07-2026: Solar Panel Project Salford Community Centre - 2025 Activity as information.*

**DISPOSITION: Motion Carried**

TR 08-2026 - Electric Vehicle Charging Station Net Revenue - 2025 Activity

Treasurer Brooke Crane presented the report to Council providing the details of the revenue generated from the electric vehicle charging station located at the Mount Elgin Community Centre.

**Resolution No.13**

Moved by Peter Ypma

Seconded by Jim Pickard

*RESOLVED THAT the Council of the Township of South-West Oxford receive report TR 08-2026: Electric Vehicle Charging Station Net Revenue - 2025 Activity as information.*

**DISPOSITION: Motion Carried**

**DISCUSSION ITEMS**

**CONSENT AGENDA**

- #1 - Township of Brudenell, Lyndoch and Raglan - Bill 21 - Protect Our Food Act
- #2 - Township of Brudenell, Lyndoch and Raglan - Enhanced School Bus Safety
- #3 - Township of Brudenell, Lyndoch and Raglan - Provincial Bail Notification Program
- #4 - City of Woodstock - Request for Provincial Legislation Amendments, Health and Safety Concerns
- #5 - City of Pickering - Call to Action for Justice and Protection of Canada's Children
- #6 - City of Pickering - Call for Reform and Publication of the Ontario Sex Offender Registry
- #7 - East Zorra-Tavistock Council Resolution - Township of Oro-Medonte - AORS Request for Provincial Legislation Amendments
- #8 - City of Mississauga - 0060-2026 Elected School Board Trustees
- #9 - Oxford County Pride - Pride Guide Sponsor Advertising 2026
- #10 - Municipality of South Huron - Request for Provincial Legislation Amendments, Health and Safety Concerns
- #11 - Oxford County - Local Climate Hazard Assessment Final

#12 - Municipal Engineers Association - Comments to MTO Regulatory Registry

#13 - Terrace Bay - Library Resolution of Support

#14 - Region of Waterloo - Community Safety and Well-Being Plan

#15 - County of Oxford - New Official Plan Project Framework and Work Plan

#16 - Township of North Dumfries - Architectural Conservancy of Ontario (ACO) Proposal

#17 - Municipality of Shuniah - Extending the Ontario Community Infrastructure fund (OCIF)

#18 - Town of Georgina - Blue Box Extended Producer Responsibility framework

**Resolution No.14**

Moved by Peter Ypma

Seconded by Paul Buchner

*RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #18, of the Consent Agenda dated April 21st, 2026, for information, and that they be noted and filed.*

**DISPOSITION: Motion Carried**

**ACCOUNTS PAYABLE REPORT**

April 21, 2026 - Accounts Payable Report

**Resolution No.15**

Moved by George Way

Seconded by Jim Pickard

*RESOLVED THAT the following Accounts be approved for payment:*

<i>Accounts Payable for April 5th - April 18th, 2026</i>	<i>\$368,664.75</i>
<i>Payroll #08 - General</i>	<i>\$55,383.59</i>
<i>Total</i>	<i>\$424,048.34</i>

**DISPOSITION: Motion Carried**

**NOTICE OF MOTION**

## **NEW BUSINESS**

### **COUNCIL ROUND TABLE**

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

Councillor Way commented about the upcoming Volunteer Appreciation Night on Friday, April 24th and advised he would be attending an upcoming meeting on April 28th for the Upper Thames River Conservation Authority (UTRCA).

Councillor Buchner informed Council of the upcoming ReuseApalooZaha event on April 25th and that the Engage and Inform Committee will be participating in Act on Litter Day on April 28th. Committee members will spend a few hours collecting road side garbage. Councillor Buchner also reminded Council of the Brownsville yard sale on the first Saturday in June.

Councillor Gillis advised Council he had attended an annual joint cemetery board meeting covering the cemeteries in South-West Oxford. Councillor Gillis recognized Councillor Way for serving as Chair of the Cemetery Board for 28 years and has decided to step down. He commended Councillor Way's leadership on the board for all the years he served as Chair thanked Councillor Way for many years of service. The Sweaburg, West Oxford, and Harris Street cemeteries continue to operate under one board, while Beachville remains separate; however, following the recent meeting, there is an intention to work toward aligning the by-laws moving forward. He advised a member of the community had made a donation for the 2026 car shows that are held at the Beachville Museum.

Councillor Ypma advised of an upcoming Mount Elgin Hall Board meeting on April 27th and that there would be a Mount Elgin Community Centre park cleanup on May 2nd beginning at 9 a.m.

Councillor Pickard advised Council he had attended the Sweaburg Parks and Recreation Committee Annual General Meeting on April 14th with the same executive being appointed for the 2026 year. He advised that pancake sales at Jakeman's had grossed \$18,000, with \$12,000 being profit. He added the Rural Oxford Economic Development Corporation met last week at Sprucewood Tack in Tavistock.

Mayor Mayberry made remarks on the passing of Councillor Durston and the need to attend meetings of the boards and committees in which she was appointed. Councillor Way volunteered to attend Tillsonburg Airport Committee meetings, Councillor Pickard volunteered to attend Hilltop Park Committee meetings and Mayor Mayberry will attend Salford Hall Board meetings.

Mayor Mayberry informed Council that resident Kevin Patton, who had delegated to Council previously regarding an Additional Residential Unit on his property, was approved through the Upper Thames River Conservation Authority hearings committee, so his application for an ARU can move forward.

## CLOSED SESSION

### CONFIRMATORY BY-LAW

By-Law No. 33-2026 - Confirmation By-law April 21st, 2026

#### Resolution No.16

Moved by Craig Gillis

Seconded by Paul Buchner

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

- *By-law No. 33-2026 - To confirm all actions and proceedings of Council (April 21st, 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.17

Moved by George Way

Seconded by Peter Ypma

*RESOLVED THAT there being no further business, the Council meeting be adjourned at 7:59 p.m. to meet again on Tuesday, May 5th, 2026, at 9:00 a.m. in Council Chamber at the Municipal Office.*

**DISPOSITION: Motion Carried**

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MAYOR: David Mayberry

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CLERK: Denny Giles

This document is available in alternate formats upon request.