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### Council Meeting Minutes

**Date:** January 20, 2026  
**Time:** 6:30 PM  
**Place:** Council Chambers

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**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 – Chief Administrative Officer  
Denny Giles – Manager of Legislative Services/Clerk  
Brooke Crane – Treasurer  
Adam Prouse – Public Works Superintendent  
Daniel Leduc – Deputy CBO/Drainage Superintendent

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

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### CALL MEETING TO ORDER

The meeting was called to order at 6:30 p.m. by David Mayberry and a quorum was present.

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### MOTION TO ACCEPT AGENDA

Council Meeting Agenda - January 20th, 2026

**Resolution No.1**

Moved by Paul Buchner  
Seconded by George Way

*RESOLVED THAT the regular meeting agenda for the January 20th, 2026, meeting of Council be approved.*

**DISPOSITION: Motion Carried**

### **DECLARATION OF PECUNIARY INTEREST**

### **MINUTES OF THE PRECEDING MEETING**

January 6th, 2026 - Regular Council Meeting Minutes

#### **Resolution No.2**

Moved by Craig Gillis  
Seconded by Jim Pickard

*RESOLVED THAT the regular minutes of the January 6, 2026 council meeting be approved.*

**DISPOSITION: Motion Carried**

### **BUSINESS ARISING FROM THE MINUTES**

CL 03-2026: Business Arising from the Minutes of January 6, 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 Paul Buchner

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 03-2026: Business Arising from the minutes of January 6th, 2026, as information.*

**DISPOSITION: Motion Carried**

### **DELEGATIONS AND APPOINTMENTS**

WD 1-2026: Purchase of New Waste Management Truck

Works Superintendent Adam Prouse presented the report to Council seeking approval to purchase one new 2026 Fanotech waste management body on a Freightliner chassis and to sell the 2014 freightliner waste management truck (per the 2026 Township-approved budget).

In response to questions from Council, Adam Prouse confirmed the final purchase price for the truck is under budget.

**Resolution No.4**

Moved by Jim Pickard  
Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive report WD 1-2026: Purchase of New Waste Management Truck as information;*

*AND FURTHER, that the Council approves the purchase of one (1) new 2026 Fanotech waste management equipment installed on a Freightliner Cab & Chassis for \$421,292.00 plus applicable taxes through LAS Canoe contract number 0328224-DAI.*

**DISPOSITION: Motion Carried**

6:35 p.m. - Court of Revision - Salford Drain

**Resolution No.5**

Moved by Peter Ypma  
Seconded by Craig Gillis

*RESOLVED THAT the Council of the Township of South-West Oxford recess at 6:34 p.m., to allow the Court of Revision for the Salford Drain to commence.*

**DISPOSITION: Motion Carried**

Council reconvened at 6:35 p.m., following the Court of Revision.

6:40 p.m. - Years of Service Awards: Brooke Crane - 10 years of service

Mayor Mayberry presented Treasurer Brooke Crane with a certificate and pin in recognition of her 10 years of dedication and service to the Township.

7:00 p.m. - Delegation: Mark Byers - Gravel Pit Health Impacts

Mark & Julie Byers made their presentation to Council related to health hazards and impacts of living in close proximity to a gravel pit. In response to questions from Council, Mark Byers suggested Mayor Mayberry, along with Mayor of Woodstock, Jerry Accione; MPP Ernie Hardeman and MP Arpan Khanna meet to discuss the impacts of gravel pit operations. Mr. Byers also suggested the need for offsite data and testing to occur.

**STAFF REPORTS**

BD 01-2026: 2025 Building Department Annual Report

Deputy CBO/Drainage Superintendent Daniel Leduc presented the report to Council highlighting building activity in the Township for 2025.

Councillor Pickard inquired on the mandatory septic re-inspection for properties. Daniel Leduc advised any property in the well head protection area has to have their septic inspected every five (5) years to ensure nothing is failing.

CAO Julie Middleton advised Council there are approximately 100 properties this would apply to, and the County keeps track of them. Not all properties would be required to be inspected in the same year.

**Resolution No.6**

Moved by Craig Gillis  
Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive Report BD 01-2026, Titled; "2025 Building Department Annual Report" as information;*

*AND FURTHER THAT staff be directed to review and report to Council in July of 2026 to provide a status update on permit fees collected through the first and second quarter of the 2026 construction season.*

**DISPOSITION: Motion Carried**

CL 04-2026: 2026 Municipal Election - Candidate Information Sessions

Clerk Denny Giles presented the report to Council seeking approval in organizing Candidate Information Sessions for the 2026 Municipal Election. The intent of the sessions would be to provide prospective candidates with clear, accurate, and consistent information about the election process, candidate responsibilities, and legislative requirements.

**Resolution No.7**

Moved by Jim Pickard  
Seconded by Craig Gillis

*RESOLVED THAT the Council for the Township of South-West Oxford receive report CL 04-2026: 2026 Municipal Election - Candidate Information Sessions as information;*

*AND FURTHER THAT Council direct staff to proceed with organizing two Candidate Information Sessions from 6:30 p.m. to 7:30 p.m., on Wednesday, March 4th, 2026 at Brownsville Fire Station and Monday, March 9th, 2026 at Beachville Fire Station.*

**DISPOSITION: Motion Carried**

CAO 06-2026: Construction Management Services – Pre-Qualification Results and Shortlist for Mount Elgin Municipal Office, Child Care and Library Project

CAO Julie Middleton presented the report to Council advising of the results of the Request for Pre-Qualification (RFP) for Construction Management Services for the Mount Elgin Municipal Office, Child Care and Library Project and to sought Council's

direction to proceed to the second phase of the procurement process with a shortlisted group of qualified firms.

In response to questions from Council, CAO Julie Middleton advised the next step in the process is for the 7 shortlisted companies to present proposals for managing the project for the Township, including a financial proposal from the construction manager for services, and an estimate of the cost to achieve detailed design and construction plan for the build.

**Resolution No.8**

Moved by Peter Ypma  
Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive Report CAO 06-2026 regarding the results of the Request for Pre-Qualification (RFP) for Construction Management Services for the Mount Elgin Municipal Office, Child Care and Library Project;*

*AND FURTHER THAT Council endorse the proposed shortlist of qualified firms to proceed to the second phase of the procurement process;*

*AND FURTHER THAT Council authorize staff to invite the shortlisted firms to submit financial proposals for Phase 1 (pre-construction/design development) and Phase 2 (construction delivery) of the project.*

**DISPOSITION: Motion Carried**

**DISCUSSION ITEMS**

**CONSENT AGENDA**

- #1- City of Stratford - Bill 68, Conservation Authorities
- #2- Municipality of North Perth - Removal of HST and GST from New Homes
- #3- Town of Aylmer - Call to Action for Justice and Protection of Canada's Children
- #4- Municipality of Shuniah - Bill 9, Municipal Accountability Act
- #5- Town of Saugeen Shores - Saugeen Valley Conservation Authority
- #6- Town of Prescott - Robust Recycling Program
- #7- Township of Larder Lake - Elect Respect Pledge

**Resolution No.9**

Moved by Jim Pickard  
Seconded by Valerie Durston

*RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #7 of the Consent Agenda dated January 20th, 2026, for information, and that they be noted and filed.*

**DISPOSITION: Motion Carried**

### **ACCOUNTS PAYABLE REPORT**

January 20th, 2026 - Accounts Payable Report

#### **Resolution No.10**

Moved by Peter Ypma  
Seconded by Craig Gillis

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

<i>Accounts Payable for January 3rd - January 17th, 2026</i>	<i>\$428,947.94</i>
<i>Payroll #01 - General</i>	<i>\$64,316.88</i>
<i>Total</i>	<i>\$493,264.82</i>

**DISPOSITION: Motion Carried**

### **BY-LAWS AND AGREEMENTS**

By-Law No. 76-2025 - To provide for Drainage Works (Salford Drain 2025) - 3rd reading

#### **Resolution No.11**

Moved by Jim Pickard  
Seconded by Paul Buchner

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

- *By-law No. 76-2025 - A By-law to provide for Drainage Works (Salford Drain)*

**DISPOSITION: Motion Carried**

### **NOTICE OF MOTION**

### **NEW BUSINESS**

### **COUNCIL ROUND TABLE**

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

Councillor Pickard advised of a Sweaburg Parks and Recreation Committee meeting upcoming on February 4th.

Councillor Ypma informed Council he attended a Long Point Region Conservation Authority meeting on January 7th and informed them of the upcoming AGM for Mount Elgin Hall on January 26th. He added that plans were well underway for the corn hole tournament coming up on February 20th. Lastly, he advised of the upcoming Dereham Hall Board meeting on February 9th where the CAO will be in attendance for a review of the Terms of Reference.

Councillor Durston informed Council of the upcoming AGM for the Salford Hall Board on February 3rd at 7:30 p.m. She advised Council that the Engage and Inform Committee took a tour of the Ingersoll Food Project and commented how great the initiative is. In addition, on February 10th the Engage and Inform Committee will be touring the tiny village in St. Thomas and potentially visiting Harvest Hand in St. Thomas as well.

Councillor Gillis extended congratulations to the Beachville Museum curator, Dr. Stephanie Radu on the arrival of a baby girl. Councillor Gillis also congratulated Assistant Curator Sydney Williams on achieving the leadership and heritage award from the Ontario Historical Society.

Councillor Buchner informed Council about Family Fun Day at the Brownsville Hall on August 29th. Plans are underway to include a petting zoo and bouncy castles. Councillor Buchner commented that he attended a meeting regarding conservation authorities on behalf of Mayor Mayberry in the City of London. Highlights of the meeting included that 81 municipalities will now be covered by the jurisdiction of 1 Conservation Authority. Sentiments shared at the meeting from those in attendance included how these amalgamations came through without warning and no consultation. Individuals expressed concern at the tremendous cost to transition and that the province should be responsible for all costs since municipalities had no say and do not want the amalgamations to occur. Councillor Buchner noted that any in attendance expressed frustrations that there is no one to talk to regarding the amalgamations as no one from the province will respond, no matter where you make the inquiry. There is plans for another meeting following the ROMA conference.

Councillor Way commented that the date for Folden's Hall AGM is currently unknown and that he will update once the date has been set. He added how impressed he was with the Ingersoll Food tour.

Mayor Mayberry advised Council of the Tiny Village tour coming up on February 10th at 9:30 a.m., in St. Thomas followed by Yarmouth Yards Battery Plans tour at 10:30 a.m. He informed Council he was still working to try and arrange a tour on the same day for Harvest Hands. Mayor Mayberry inquired about the Mount Elgin wastewater system

upgrades since Council approved the plan. Council was advised that Engineer Don Ford, is proceeding with the project and anticipates construction to begin this summer; however, the Ministry of the Environment must be formally notified before any work can commence. Construction of Phases 3 and 4 of the wastewater system is expected to take place this summer, pending completion of the remaining engineering designs. The project is almost prepared to go to tender.

## CLOSED SESSION

### CONFIRMATORY BY-LAW

By-Law No. 04-2026 - To confirm all actions and proceedings of Council (January 20th, 2026)

#### Resolution No.12

Moved by Paul Buchner  
Seconded by Craig Gillis

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

- *By-law No. 04-2026 - To confirm all actions and proceedings of Council (January 20th, 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.13

Moved by Valerie Durston  
Seconded by George Way

*RESOLVED THAT there being no further business, the Council meeting be adjourned at 8:15 p.m. to meet again on Tuesday, February 3rd, 2026, at 9:00 a.m. in Council Chamber at the Municipal Office.*

**DISPOSITION: Motion Carried**