

## **REGULAR MEETING OF ENVIRONMENT AND ENERGY INNOVATION COMMITTEE**

***Wednesday, December 3<sup>rd</sup>, 2025 – 4:30 p.m.***

Township of South-West Oxford  
Council Chambers

Present: Chair Jim Pickard; Mayor David Mayberry; Works Superintendent Adam Prouse; David Schell (community representative); and Cathy Reeves (community representative).

Regrets: Councillor Valerie Durston, George Klosler (community representative).

Staff: Acting CAO/Deputy Clerk Julie Middleton

Guests: Bill Riley (community member, interested in Committee)

---

### **Call to Order**

Chair Jim Pickard called the meeting to order at 4:30 p.m. and a quorum was present.

### **Motion to Accept the Agenda**

Resolution No. 1      Moved by David Mayberry  
                            Seconded by Adam Prouse

RESOLVED that the agenda for the meeting of the December 3<sup>rd</sup>, 2025 Environment and Energy Innovation Committee be approved.

DISPOSITION: Motion Carried

### **Minutes**

Resolution No. 2      Moved by David Schell  
                            Seconded by Cathy Reeves

RESOLVED that the minutes of the October 8<sup>th</sup>, 2025 meeting Environment and Energy Innovation Committee meeting be reviewed and approved.

DISPOSITION: Motion Carried

## **Business Arising from the Minutes**

## Community Building Retrofit Program – FCM Green Buildings Pathway Feasibility Studies

Council approved the request and the pre-application has been submitted. Staff are working with WalterFedy on the complete application which is due December 19<sup>th</sup>.

## Follow Up re: Beachville Museum Electrical Audit, Energy Usage as Salford Hall and Beachville Fire Hall

Darryl Nutt, Facilities Maintenance Technician, provided the Committee with an update. He advised that electrical audits were completed by Tim Smith and provided a summary of the results for the Committee's information. Two electrical poles at the Beachville Museum were identified as having high power usage. It was noted that one garage contained a refrigerator that had been running continuously; the refrigerator has since been unplugged. Darryl explained that each time this monitoring work is completed by Tim, the cost is \$200. The Township has the option to purchase a monitoring device for \$300, which would allow staff to conduct this work internally throughout the year and obtain the same information presented to the Committee. Darryl indicated that he is comfortable carrying out this work. He also noted that there is minimal equipment in the garages, consisting of only a few lights in each.

Mayor Mayberry expressed support for purchasing the monitoring device for use at Township facilities.

Resolution No. 3      Moved by David Mayberry  
                            Seconded by David Schell

RESOLVED that the Committee provide direction to staff to purchase an electrical monitoring/audit device for staff's use in Township facilities.

## DISPOSITION: Motion Carried

Darryl will complete a follow up audit at the Beachville Museum once the monitoring device is received.

## Salford Electrical Audit and Beachville Fire Hall Electrical Audit

Darryl advised that a new water system was recently installed at the Salford Community Centre and it is suspected this may be contributing to the increase in hydro usage at the

hall. He noted that, once the monitoring device is purchased, he can use it to help identify what equipment or systems may be using more energy at the facility. Julie will follow up to determine whether coffee time is being held after Sunday church rentals, as this could be affecting regular hot water usage at the hall.

Darryl reported that the Beachville Fire Hall has two heating and cooling units, one of which is controlled by Ecobee and one that is not. The unit not connected to Ecobee is planned to be replaced. He is currently monitoring the community halls and fire halls through the Ecobee system. It was noted that the fire halls are not included under the Township's thermostat policy at this time, unless the Committee wishes to include them. Darryl also noted that the electrical monitoring device could be used at the fire halls to better understand energy usage. The Committee thanked Darryl for bringing forward the option to purchase the device and conduct this monitoring internally.

### **Discussion Items**

#### **Grant Request (\$1,000) - Beachville District Museum - Installation of New LED Lights**

The Committee reviewed a \$1,000 grant request from the Beachville District Museum for the installation of LED lighting. Adam confirmed that the fixtures in question are already LED lights and are not new installations. It was noted that if the Township determines the lights are contributing to higher energy usage, ERTH may be requested to investigate further to determine the cause.

Darryl will complete a secondary audit on the two electrical poles.

Resolution No. 4      Moved by David Mayberry  
                            Seconded by Cathy Reeves

RESOLVED that the Committee defer any action on this until staff have more information on the energy usage at the Museum to see what is using so much power and advise Curator, Stephanie Radu that the lights are already LED lights so this request will not qualify for the grant.

DISPOSITION: Motion Carried

#### **Review and Update - Township Thermostat Policy - for discussion**

The Committee discussed seeking input from Adam and Darryl regarding their recommendations for temperature settings at other Township facilities. It was noted that radiant heat at the Salford Community Centre affects the ability to follow the same

temperature standards, as reducing temperatures too low causes the building to take an extended time to reheat. Similarly, the Beachville District Museum requires different provisions due to the nature of the facility and the preservation needs of the artifacts.

Darryl currently sets the weekly thermostat schedules and checks them during the week based on the rental calendar. The Committee discussed expanding the thermostat policy to include the Mount Elgin Community Centre and the fire halls, with specific provisions for the museum and the Salford Community Centre. For facilities with radiant or in-floor heating, including the halls, it was noted that a higher minimum temperature during winter months may be required. For example, fire halls may only be reduced to 16 degrees rather than 12 degrees. The Committee also discussed including provisions for the municipal office and the shop to ensure consistent guidance across all facilities.

#### Review and Update - Township LED Light Policy - for discussion

The Committee discussed lighting upgrades and noted that T5 lighting is not as energy efficient as LED. However, if the ballast is still in good working condition, members expressed that it would be preferable not to discard both components unnecessarily. It was agreed that when a ballast fails, the fixture should be fully replaced with LED. If the ballast remains functional, replacing only the T5 bulb is acceptable. It was also noted that the Council Chamber currently uses T5 lighting.

The Committee further discussed the disposal of old lighting. It was recommended that the policy clearly state how lighting materials are to be handled at end of life. Burned-out or replaced bulbs, including LED and fluorescent types, should be taken to hazardous waste for proper disposal. Julie will make the changes discussed to bring back for further review/consideration at the next meeting.

*\*David Schell left the meeting at 5:26 p.m.*

#### New Business

The Committee discussed the transition from traditional hot water heaters to tankless systems and the potential for similar policy considerations related to hot water equipment. It was noted that a tankless water heater has already been installed at the municipal office.

Julie advised that these components will be reviewed as part of the broader assessment of community building retrofits through the Federation of Canadian Municipalities program. The Committee noted the need to identify which buildings should be prioritized for the study if funding is approved. It was suggested that a small number of facilities be assessed first to better understand the findings and recommendations before proceeding with all Township buildings.

**Adjournment**

Resolution No. 5    Moved by Adam Prouse  
                          Seconded by Bill Riley

RESOLVED that there being no further business, the Environment and Energy Innovation Committee adjourn at 5:30 p.m. to meet again on February 4<sup>th</sup>, 2026 at 4:30 p.m.

DISPOSITION: Motion Carried