



Council Meeting Minutes

Date: February 17, 2026
Time: 6:30 PM
Place: Council Chambers

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
Shane Caskanette – Fire Chief & CEMC
Laurel Davies Snyder – Development Planner

Staff Members Absent: Adam Prouse – Public Works Superintendent
Daniel Leduc – Chief Building Official/Drainage Superintendent

CALL MEETING TO ORDER

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

Councillor Pickard attended the meeting virtually.

MOTION TO ACCEPT AGENDA

Council Meeting Agenda - February 17th, 2026

Resolution No.1

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT the regular meeting agenda for the February 17th, 2026, meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

MINUTES OF THE PRECEDING MEETING

February 3rd, 2026 - Regular Council Meeting Minutes

Resolution No.2

Moved by Craig Gillis

Seconded by George Way

RESOLVED THAT the regular minutes of the February 3rd, 2026 council meeting be approved.

DISPOSITION: Motion Carried

BUSINESS ARISING FROM THE MINUTES

CL 06-2026 - Business Arising from the Minutes of February 3rd, 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 Valerie Durston

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 06-2026: Business Arising from the minutes of February 3rd, 2026, as information.

DISPOSITION: Motion Carried

DELEGATIONS AND APPOINTMENTS

Council dealt with Staff Report CAO 10-2026

CAO 10-2026 - Draft Use of Corporate Credit Card and Expense Reimbursement Policy

CAO Julie Middleton presents a Draft Use of Corporate Credit Card, Employee Expense Reimbursement, and Conference Attendance Policy to Council for review, consideration, and approval.

Resolution No.4

Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 10-2026: Draft Use of Corporate Credit Card and Expense Reimbursement Policy as information;

AND FURTHER THAT Council approve, as amended, the Draft Use of Corporate Credit Card, Employee Expense Reimbursement, and Conference Attendance Policy.

DISPOSITION: Motion Carried

6:35 p.m. – Removal of H Symbol, BESS ZN4-26-01 – SAMI Holdings Ltd. (Spencer MacDonald)

Mayor Mayberry opened the public meeting.

1. Presentation of the Staff Report

Development Planner Spencer MacDonald presented the staff report and provided background information to Council regarding the application for Zone Change for 545021 Clarke Road proposing to remove the Holding (H) provision that applies to the lands to permit the establishment of a battery energy storage system facility on the subject property.

Spencer advised Council the applicant has satisfied conditions associated with implementation of a Community Benefit Agreement and Site Plan Agreement.

2. Comments and Questions from Council

Councillor Way inquired on when the project is planned to start and what the timeline is to the beginning of operations. Anjali Purohit was present and advised the plan is to start with initial steps next week with groundbreaking in March. It is expected to take approximately 18 months for construction.

Councillor Pickard inquired if the Fire Chief had any comments or concerns associated with the proposed project. Fire Chief Shane Caskanette commented that he had been working with Anjali and the Boralex team and any questions that have arisen have all been answered from a safety perspective for Woodstock and South-West Oxford and that he had no reservations concerning the proposal. Shane added he was given an opportunity to visit the Hagersville site which provided assurances with safety mechanisms and a safety plan in place.

Mayor Mayberry sought confirmation that Site Plan Agreement had been signed by the CAO. CAO Julie Middleton confirmed that the agreement had been signed. Mayor Mayberry inquired about the status of the building permit for the project. CAO Julie

Middleton informed Council that the building permit application had been received, but that permit issuance couldn't take place until the H (Holding) provision was removed.

3. Comments from the Applicant/Agent

Anjali Purohit commented that Development Planner Spencer MacDonald covered everything associated with the application. Anjali praised the process and thanked everyone involved noting this process has been one of the most seamless and expedited processes Boralex has dealt with.

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 Peter Ypma

RESOLVED THAT the Council of the Township of South-West Oxford approve the zone change application File No. ZN 4-26-01, submitted by SAMI Holdings Ltd. for lands described as Part Lot 1 and Part Lot 3, Concession 2, Registered Plan No. 501, Township of South-West Oxford from 'Special Aggregate Industrial (ME-6-(H)) Zone' to 'Special Aggregate Industrial Holding Zone (ME-6) Zone' to facilitate the establishment of a battery energy storage system (BESS) on the subject lands.

DISPOSITION: Motion Carried

6:45 p.m. – ARU Amendment By-law (Hanne Yager & Laurel Davies Snyder)

Hanne Yager and Laurel Davies Snyder were present for the introduction of the Additional Residential Units Amendment By-law.

Councillor Pickard asked if any changes were made to the By-law since the last time it was discussed and reviewed by Council. Hanne Yager confirmed Council last discussed and reviewed the draft by-law on December 16th, 2025, and only formatting changes have been made since Council last reviewed. No changes have been made to provisions within the by-law.

ZONING BY-LAW

By-Law No. 12-2026 - A By-law to amend Zoning By-law Number 25-98

By-Law No. 13-2026 - A By-Law to amend Zoning By-Law Number 25-98, as amended.

Resolution No.6

Moved by Jim Pickard

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. 12-2026 - A By-law to amend Township of South-West Oxford Zoning By-Law Number 25-98 (ZN 4-25-13).*
- *By-law No. 13-2026 - A By-law to amend Township of South-West Oxford Zoning By-Law Number 25-98 (ZN 4-26-01).*

DISPOSITION: Motion Carried

STAFF REPORTS

CAO 11-2026 - Updated Township LED Lighting Replacement Policy

CAO Julie Middleton presented the report to Council regarding the Township's amended LED Lighting Replacement Policy for Council's review and approval following review and recommendation by the Environment and Energy Innovation Committee.

Resolution No.7

Moved by Craig Gillis

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 11-2026: Updated Township LED Lighting Replacement Policy as information;

AND FURTHER THAT Council approved the updated LED Lighting Replacement Policy attached as Appendix A to this report.

DISPOSITION: Motion Carried

CAO 12-2026 - Proposed Shared Fire Service Administration and Leadership Model

CAO Julie Middleton presented the report to Council seeking direction on whether to proceed with negotiating the terms of a shared Fire Chief and shared Deputy Fire Chief service arrangement with the Township of Zorra, and to obtain authorization to begin recruitment for a shared Deputy Fire Chief position, subject to a future shared services agreement.

Councillor Ypma questioned how the change would provide a benefit to both municipalities noting it appears functionally similar to the current setup. CAO Julie Middleton highlighted the lack of backup for the Fire Chief role during vacation leaves, and challenges potentially faced with succession planning. Fire Chief Shane Caskanette pointed out redundancies between South-West Oxford and Zorra and suggested a shared leadership model where the Chief and Deputy would share resources, similar to the current FPIO structure.

Councillor Gillis expressed support for collaboration between municipalities, particularly in areas like training and inspections.

Councillor Pickard raised concerns about workload, questioning whether the Fire Chief has capacity to manage the two departments, while acknowledging that a Deputy Fire Chief could help address concerns of that nature.

Mayor Mayberry asked whether Zorra's Council supports the proposal. CAO Julie Middleton advised that Zorra Council would be considering a similar staff report at their meeting the following day on February 18th. Additionally, Mayor Mayberry commented on considerations for a long-term structure of this shared service, specifically:

- What happens if the agreement reaches end-of-life or does not work out
- The need for a fair and clear exit strategy for both the Fire Chief and Deputy Fire Chief
- Whether the agreement could remain flexible enough to allow another municipality to join in the future

CAO Julie Middleton commented that those specific concerns would be addressed in the draft agreement that would be brought back to Council for consideration.

Resolution No.8

Moved by Peter Ypma

Seconded by Craig Gillis

RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 12-2026: Proposed Shared Fire Service Administration and Leadership Model as information;

AND FURTHER THAT Council direct staff to enter into negotiations with the Township of Zorra to establish the terms of a shared Fire Chief and shared Deputy Fire Chief service arrangement, including governance, reporting relationships, hosting model, and cost-sharing framework;

AND FURTHER THAT Council authorize staff to commence the drafting of a shared Fire Chief and Deputy Fire Chief job descriptions, and a shared fire services agreement between the municipalities subject to Council's final approval.

DISPOSITION: Motion Carried

DISCUSSION ITEMS

Silica Dust from Gravel Pits - Dr. Tran

Mayor Mayberry requested this Discussion Item be placed on the agenda following the delegation received by Mark and Julie Byers at the January 20th, 2026 Regular Council Meeting. Mayor Mayberry advised Council that he and CAO Julie Middleton spoke with Medical Officer of Health Dr. Ninh Tran, who indicated the matter falls under OHSA, which focuses on worker safety rather than impacts on nearby residents.

Council members outlined several specific concerns and questions:

Councillor Pickard expressed concern about health hazards, lack of silica dust monitoring, and requested responses to questions raised by Mark Byers. Councillor Pickard suggested sending Dr. Tran the delegation by Mark and Julie Byers.

Councillor Buchner asked how much control can be applied through zoning applications to manage dust. Development Planner Spencer MacDonald was present and noted that the Ministry must be satisfied regarding licensing, including noise, truck traffic, and potential health hazards.

Councillor Pickard asked what a Community Risk Assessment (CRA) would look like and whether Council can request one. Spencer MacDonald responded that Oxford County Planning has not typically required CRA's for gravel pits.

Councillor Ypma questioned whether the current operating model at the pit poses undue health risks to the public and what mitigation measures would be recommended, noting that OHSa covers workers, not nearby residents.

Councillors also asked whether public air monitoring could be requested, though may fall outside Council's authority, and at what level does airborne silica dust cause human health issues. Council requested Dr. Tran attend a Council meeting in March to answer questions directly associated with silica dust and human health impacts.

CONSENT AGENDA

#1- Municipality of Markstay Warren - LifeLabs Laboratory

#2- Municipality of North Perth - Support Resolution Regarding Sustainable Funding for Police

#3- Municipality of North Perth - Support Resolution Regarding Enhanced School Bus Safety

#4- Township of Brudenell, Lyndoch and Raglan - Letter of Support - Call to Action for Justice and Protection of Canada's Children

#5- Township of Brudenell, Lyndoch and Raglan - Letter of Support - Call for Reform and Publication of the Ontario Sex Offender Registry

#6- Township of Brudenell, Lyndoch and Raglan - Letter of Support - Support for Steel and Lumber Sectors

#7- LPRCA Minutes - January 7, 2026

#8- Plympton-Wyoming Resolution - Supporting Enhanced School Bus Safety and the Implementation of Stop-Arm Camera Systems

#9- Town of Whitby re Remove the GST and HST from all New Homes Purchased as Primary Residences in Ontario

#10- LPRCA AGM Invite

#11- Town of Parry Sound - School Bus Safety

#12- The County of Prince Edward - Support for Bill 21, Protect our Food Act

Resolution No. 9

Moved by Peter Ypma

Seconded by Paul Buchner

RESOLVED THAT the Council of the Township of South-West Oxford direct staff to send a letter of support for item #12 (The County of Prince Edward - Support for Bill 21, Protect our Food Act) of the Consent Agenda dated February 17th, 2026.

DISPOSITION: Motion Carried

#13- Township of Nipigon Resolution - Conservation Authorities

Resolution No. 10

Moved by George Way

Seconded by Valerie Durston

RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #11 and #13 of the Consent Agenda dated February 17th, 2026, for information, and that they be noted and filed.

DISPOSITION: Motion Carried

ACCOUNTS PAYABLE REPORT

February 17th, 2026 - Accounts Payable Report

Resolution No.11

Moved by Paul Buchner

Seconded by Craig Gillis

RESOLVED THAT the following Accounts be approved for payment:

<i>Accounts Payable for January 31st - February 13th, 2026</i>	<i>\$416,754.80</i>
<i>Payroll #03 – General</i>	<i>\$65,666.04</i>
<i>Total</i>	<i>\$482,420.84</i>

DISPOSITION: Motion Carried

BY-LAWS AND AGREEMENTS

By-Law No. 11-2026 - To Appoint Persons to the Salford Hall Board (2026)

By-Law No. 14-2026 - Ontario Fire Protection Grant Transfer Payment Agreement

Resolution No.12

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. 11-2026 - A By-law to appoint persons to the Salford Hall Board (2026)*
- *By-law No. 14-2026 - A By-law to authorize an agreement with the Solicitor General (Ontario Fire Protection Grant)*

DISPOSITION: Motion Carried

NOTICE OF MOTION

NEW BUSINESS

St. Thomas Tours - Engage & Inform Committee and SWOX Housing Opportunities Committee

Councillor Durston provided highlights of the Engage and Inform Committee's tours in St. Thomas featuring the Tiny Hope Tiny Home Village; Yarmouth Yards; Harvest Hands and Inn out of the Cold.

COUNCIL ROUND TABLE

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

Councillor Ypma advised of the Dereham Centre Hall Board Annual General Meeting approaching on March 10th and that the volunteers of Dereham Centre Hall Board are working on refacing cupboards that form part of the stage. Additionally, he informed Council of the upcoming Annual General Meeting for the Long Point Region Conservation Authority on March 6th.

Councillor Durston outlined the recent Salford Hall Board election, confirming that the committee roles remain unchanged.

Councillor Gillis advised Council of the Beachville Parks and Recreation Committee Annual General Meeting is taking place on February 24th at 6:30 p.m. at the Beachville Legion. The Committee is planning for an Easter event with more information to come.

Councillor Buchner informed Council that Brownsville Hall is not slowing down with rentals and that the Annual General Meeting is taking place on March 11th at 6:00 p.m. Additionally, he is attending a Catfish Creek Conservation Authority meeting on February 19th.

Councillor Way advised of the upcoming Annual General Meeting for the Upper Thames River Conservation Authority on February 24th at 9:30 a.m.

Councillor Pickard informed Council the Sweaburg Lions Club had approved \$7,500.00 to go towards playground equipment and is currently in the process of asking for donations. Additionally, Sweaburg Minor Ball wants to install a batting cage at the ballpark after fundraising for the project. Additionally, he advised the Rural Oxford Economic Development Corporation has a meeting this Friday, February 20th; and due to travelling he will not be able to attend.

Mayor Mayberry informed Council that Oxford County Planning staff will be in attendance at the March 3rd meeting to provide a review of the recent report presented to Oxford County Council of Growth Forecasts and Land Needs Analysis.

Council recessed at 8:24 p.m.

Council reconvened at 8:26 p.m.

CLOSED SESSION

Closed Session Agenda - February 17th, 2026

Resolution No.13

Moved by George Way

Seconded by Craig Gillis

RESOLVED THAT Council move into closed session at 8:26 p.m. pursuant to section 239 (2) (c) of the Municipal Act in order to discuss matters pertaining to:

(c) a proposed or pending acquisition or disposition of land by the municipality or local board (potential land purchase);

DISPOSITION: Motion Carried

Resolution No.14

Moved by George Way

Seconded by Paul Buchner

RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 9:19 p.m.

DISPOSITION: Motion Carried

CONFIRMATORY BY-LAW

By-Law No. 15-2026 - To confirm all actions and proceedings of Council (February 17th, 2026)

Resolution No.15

Moved by Craig Gillis

Seconded by George Way

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

- *By-law No. 15-2026 - To confirm all actions and proceedings of Council (February 17th, 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.16

Moved by Craig Gillis

Seconded by Paul Buchner

RESOLVED THAT there being no further business, the Council meeting be adjourned at 9:20 p.m. to meet again on Tuesday, March 3rd, 2026, at 9:00 a.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.