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### Council Meeting Minutes

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

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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 (virtually)  
Craig Gillis – Councillor - Ward 6

**Council Members Absent:** Valerie Durston – Councillor - Ward 3

**Staff Members Present:** Julie Middleton – Chief Administrative Officer  
Denny Giles – Manager of Legislative Services/Clerk  
Brooke Crane – Treasurer  
Adam Prouse – Public Works Superintendent  
Shane Caskanette – Fire Chief & CEMC  
Laurel Davies Snyder – Development Planner  
Daniel Leduc – Chief Building Official/Drainage Superintendent

**Staff Members Absent:**

#### 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 - March 3rd, 2026

#### Resolution No.1

Moved by George Way  
Seconded by Paul Buchner

*RESOLVED THAT the regular meeting agenda for the March 3rd, 2026, meeting of Council be approved, as amended.*

**DISPOSITION: Motion Carried**

## **DECLARATION OF PECUNIARY INTEREST**

## **MINUTES OF THE PRECEDING MEETING**

February 17th, 2026 - Regular Council Meeting Minutes

### **Resolution No.2**

Moved by Craig Gillis

Seconded by George Way

*RESOLVED THAT the regular minutes of the council meeting held on February 17th, 2026, be approved.*

**DISPOSITION: Motion Carried**

## **BUSINESS ARISING FROM THE MINUTES**

CL 07-2026 - Business Arising from the Minutes of February 17, 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 Peter Ypma

Seconded by Craig Gillis

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CL 07-2026: Business Arising from the minutes of February 17th, 2026, as information.*

**DISPOSITION: Motion Carried**

## **DELEGATIONS AND APPOINTMENTS**

9:05 a.m. - Fire Master Plan (Rick Arnel, The Loomex Group), and Staff Report FD 01-2026 - 2026 Master Fire Plan Report

Rick Arnel of The Loomex Group presented the Fire Master Plan to Council including the scope and methodology used in preparing the Fire Master Plan.

Questions arose regarding the Township's responsibility in terms of liability and whether there is more responsibility today versus in previous years. Rick Arnel advised that liability requirements are outlined in the legislation, and the Township must comply with

legislation. Beyond legislative requirements, the Township sets the level of service it wants to provide regarding fire and emergency services to its residents.

Council discussed retention challenges with the fire and emergency services department. Rick Arnel commented that the desire to serve as a volunteer firefighter has drastically declined over the years due to changing dynamics and call types. Fire services are no longer just responding to fires, many calls are now for medical calls (assisting EMS), car accidents, monitor alarms (CO), etc.)

*Mayor Mayberry paused the presentation at 9:45 a.m. to commence Consideration of Engineer's Report for the Deer Creek Drain.*

9:30 a.m. - Deer Creek Drain: Consideration of Engineer's Report (Mike Devos, Spriet Associates), and Staff Report DD 03-2026 - Deer Creek Drain

The meeting to consider engineers report commenced at 9:45 a.m. Mike Devos of Spriet Associates presented the Engineer's report to Council for the Deer Creek Drain, as authorized by Sections 78 and 4 of the Drainage Act.

An assessed landowner, Tom Parker, inquired as to where the pond is located. Mike Devos indicated the location at the center of Lot 24 right at the half concession. He added the existing tile goes into the pond currently and will stay to the north side. Tom Parker inquired as to how the assessment affects his property. Mike Devos advised a small portion of the eastern part of the woodlot would slope into the drain, and also south of the woodlot to the east of the property line.

No one in attendance affected by the drainage work indicated a desire to have their name removed from the petition.

#### **Resolution No.4**

Moved by Jim Pickard

Seconded by George Way

*RESOLVED THAT the Council of The Township of South-West Oxford accept the engineers report attached as Appendix "A" to report DD 03-2026 prepared by Spriet Associates and dated January 20th, 2026, regarding the Deer Creek Drain in accordance with Sections 78 and 4 of the Drainage Act, RSO 1990, Chapter D17;*

*AND FURTHER THAT Council approves a By-law in the form prescribed by the regulations, with the Engineer's report attached to it for first and second readings by Council, at which point the report shall be considered to be adopted and the By-law shall be known as the Deer Creek Drain Provisional By-law.*

**DISPOSITION: Motion Carried**

9:45 a.m. - Anticipated Growth Forecast - 30 mins, (Meghan House, Senior Policy Planner)

Meghan House from Oxford County Planning Department presented a summary report of the County Growth Forecasts and Land Needs Assessment that was presented to Oxford County Council.

The Township is expected to see a growth of an estimated 3,000 more people by 2061.

Councillor Pickard inquired as to whether other villages in the Township would be considered for servicing as the County completes boundary reviews, and boundary adjustments can't proceed without services being available. Meghan House advised it wouldn't be likely as growth for the Township has been designated to the Mount Elgin area.

Councillor Gillis inquired as to whether the County would support expanding boundaries without full servicing. Meghan House advised it wasn't considered in this exercise, but there is always preference for fully serviced areas when doing boundary expansions.

Councillor Ypma inquired about provincial policy statement and whether the Township can reach a point where they deem Mount Elgin to have grown large enough, and determine no additional growth is wanted. Meghan House advised that the province requires that growth be planned for in the provincial policy statement.

***Council recessed at 10:35 a.m.***

***Council resumed at 10:42 a.m.***

10:45 a.m. - Retirement Recognition - Ken Van Assledonk - 35 years of service

Fire Chief Shane Caskanette recognized Ken Van Assledonk for 35 years of service and provided remarks thanking Ken for his years of service to South-West Oxford. Mayor David Mayberry provided remarks and thanked Ken on behalf of Council for his 35 years of dedicated service to the Township.

Continued: Fire Master Plan (Rick Arnel, The Loomex Group), and Staff Report FD 01-2026 - 2026 Master Fire Plan Report

The presentation regarding the Fire Master Plan resumed at 10:48 a.m.

Chief Caskanette provided comments on the plan being for the municipality. It's a guiding document of a work plan for the Fire Chief for ten years, and should be reviewed annually to ensure the plan is working as intended, including what the current priorities are. Additionally, the plan should be reviewed after five years for any potential changes in dynamics of the plan.

**Resolution No.5**

Moved by Peter Ypma

Seconded by George Way

*RESOLVED THAT Report FD-2026-01, titled Master Fire Plan Report, be received;*

*AND FURTHER THAT Council receive the proposed Master Fire Plan attached to Report FD-2026-01 and identified as Appendix "A", as the strategic planning framework guiding the delivery of fire protection services within the Township of South-West Oxford over the next ten-year community planning horizon;*

*AND FURTHER THAT Council direct the Fire Chief to develop a priority matrix and implementation strategy to bring back to Council for the Master Fire Plan recommendations and initiatives for consideration through the Township's annual budget deliberation process.*

**DISPOSITION: Motion Carried**

*Councillor Pickard left the meeting at 11:21 a.m.*

10:15 a.m. - Mount Elgin Secondary Plan Draft Terms of Reference (Laurel Davies Snyder, Development Planner)

Laurel Davies Snyder presented the Draft Terms of Reference for the Mount Elgin Secondary Plan. Council was advised the draft plan has been reviewed by County planning staff but still needs to undergo review by other departments and stakeholders.

The purpose is to coordinate future development and decisions as well as provide long term comprehensive vision and community specific land use policy direction for the village of Mount Elgin. It is expected that a final Terms of Reference be presented in the second quarter of this year.

## **STAFF REPORTS**

BD 03-2026 - January 2026 Building Report

CBO/Drainage Superintendent Daniel Leduc presented the report to Council providing Council with a summary of building department activities up to the end of January 2026, including details on the number of building permits issued and a summary of the associated permit fees collected, development charges collected, and value of construction.

### **Resolution No.6**

Moved by Craig Gillis

Seconded by Peter Ypma

*RESOLVED THAT the Council of the Township of South-West Oxford receive report BD 03-2026 – January 2026 Building Report - as information.*

**DISPOSITION: Motion Carried**

BD-04-2026 - Year End Building Report as of December 31st, 2025

CBO/Drainage Superintendent Daniel Leduc presented the report to Council providing Council with an overview of building permit activities for the year ending December 31, 2025, including details on the number of building permits issued and a summary of the associated permit fees collected, development charges collected, and value of construction.

**Resolution No.7**

Moved by Paul Buchner

Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive report BD 04-2026 - Year End Building Report as of December 31st, 2025 - as information.*

**DISPOSITION: Motion Carried**

DD 04-2026 - Confirmation of Drainage Tender for Salford Drain

CBO/Drainage Superintendent Daniel Leduc presented the report to Council with the results of the tenders received for the construction of the Salford Drain. The call for tender closed at noon on February 18th, 2026.

**Resolution No.8**

Moved by George Way

Seconded by Craig Gillis

*RESOLVED THAT the Council of the Township of South-West Oxford receive report DD 04-2026: Confirmation of Drainage Tender for the Salford Drain.*

*AND FURTHER THAT the tender submitted by AG Hayter Contracting Ltd., in the amount of \$56,284.25 plus HST for the construction of the Salford Drain be approved.*

**DISPOSITION: Motion Carried**

WD 04-2026 - Meathrell Bridge Reconstruction Tender Results

Public Works Superintendent Adam Prouse presented the report to Council for the Meathrell Bridge Reconstruction Tender Results.

Councillors inquired as to whether this project was a shared cost project. Adam Prouse confirmed the project was shared and the tender results were well under the budgeted amount.

**Resolution No.9**

Moved by Paul Buchner

Seconded by Craig Gillis

*RESOLVED THAT the Council of the Township of South-West Oxford receive report WD 4-2026 as information;*

*AND FURTHER THAT Council award the Tender for the Meathrell Bridge reconstruction to Weathertech Restoration Services Inc., in the amount of \$775,600.80 plus applicable taxes.*

**DISPOSITION: Motion Carried**

CAO 13-2026 - Amended Public Holidays Policy – Annual Christmas / Holiday Office Closure

CAO Julie Middleton presented the report to Council regarding an amendment to the Public Holidays Policy (Section 3.6) for Council's review and consideration, which incorporates into the policy a formal section regarding the Township's annual Christmas / Holiday Office Closure and related operational practices.

**Resolution No.10**

Moved by George Way

Seconded by Paul Buchner

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 13-2026: Amended Public Holidays Policy - Annual Christmas / Holiday Office Closure as information;*

*AND FURTHER THAT Council approve the amended Public Holidays Policy (Section 3.6) as presented, to formally establish the Township's annual Christmas / Holiday Office Closure practices.*

**DISPOSITION: Motion Carried**

*Councillor Ypma left the meeting at 12:03 p.m.*

***Council recessed for lunch at 12:03 p.m.***

***Council resumed at 12:40 p.m.***

CAO 14-2026 - Construction Management Services RFP Results – Municipal Office, Library and Child Care Building Project

CAO Julie Middleton presented the report to Council with the purpose of presenting the results of the Request for Proposal (RFP) for Construction Management Services for the new Municipal Office, Library and Child Care building in Mt. Elgin and sought Council's authorization to proceed with Phase 1 – Detailed Design and Pre-Construction Services with Sierra General Contracting.

**Resolution No.11**

Moved by Paul Buchner  
Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 14-2026: Construction Management Services RFP Results – Municipal Office, Library and Child Care Building Project as information;*

*AND FURTHER THAT Council authorizes the Chief Administrative Officer to enter into negotiations with the highest ranked proponent, Sierra General Contracting, to finalize the terms of a CCDC 5B Construction Management Agreement for the Project and that the finalized Construction Management Agreement be brought back to Council for review and final authorization prior to execution by the Mayor and Chief Administrative Officer;*

*AND FURTHER THAT Council authorizes the commencement of Phase 1 – Preconstruction and Detailed Design Services in the amount of \$369,315 plus HST;*

*AND FURTHER THAT the Phase 1 costs be funded from the Township's Working Capital Reserve, as included in the approved 2026 Budget.*

**DISPOSITION: Motion Carried**

CAO 15-2026 - Draft Shared Fire Chief and Shared Deputy Fire Chief Service Agreement – Follow-Up to February 17, 2026 Council Direction

CAO Julie Middleton presented the report to Council in response to Council's request from the February 17th, 2026 meeting by presenting a draft Shared Fire Chief and Shared Deputy Fire Chief Shared Services Agreement, along with aligned role descriptions for Council's review and feedback. The report reflects ongoing collaborative discussions with the Township of Zorra, whose Council has indicated support for exploring the proposed shared leadership arrangement in more detail.

The report sought Council's approval in principle of the shared leadership model and Council's authorization to proceed with recruitment for a Shared Deputy Fire Chief.

**Resolution No.12**

Moved by Craig Gillis  
Seconded by George Way

*RESOLVED THAT the Council of the Township of South-West Oxford receive report CAO 15-2026: Draft Shared Fire Chief and Shared Deputy Fire Chief Service Agreement – Follow-Up to February 17, 2026 Council Direction as information;*

*AND FURTHER THAT Council approves, in principle, the shared fire service leadership model between the Township of South-West Oxford and the Township of Zorra;*

*AND FURTHER THAT Council authorize staff to continue negotiations with the Township of Zorra to refine the Shared Services Agreement for a final version to be brought back to both Councils for approval;*

*AND FURTHER THAT Council authorize staff to begin the recruitment process for a Shared Deputy Fire Chief position, subject to finalization of the shared services agreement between both municipalities.*

**DISPOSITION: Motion Carried**

## **DISCUSSION ITEMS**

### Road Condition on Queen St. East, Beachville

Public Works Superintendent Adam Prouse advised Council he met with the residents to hear their concerns associated with drainage, ploughing and rough road. Adam informed Council he had provided contact information for Drainage Superintendent Daniel Leduc to address the drainage concerns. The ploughing concerns have been addressed and the rough road concerns will be addressed, pending weather abilities.

### Medical Officer of Health - Silica Dust

During Mark Byers presentation to Council regarding Silica Dust, Mayor Mayberry had requested getting an opinion from Public Health. It's anticipated a response will be received by the end of March.

## **CONSENT AGENDA**

#1 - Municipality of Magnetawan - Bell Fibre Resolution 2026-20

#2 - Municipality of Central Manitoulin - Sustainable Funding for Police Services Request

#3 - Town of Bracebridge - Elect Respect

#4 - Municipality of Wawa - Planned Closure of LifeLabs Laboratory in Greater Sudbury

#5 - Municipality of Wawa - School Bus Safety and Stop Arm

#6 - Township of Puslinch - Invest Ready Certified Site

#7 - Township of Joly - Support for Steel and Lumber Sectors

#8 - City of Sarnia - Mayoral Authority and Municipal Police Budget Sustainability

- #9 - Municipality of St. Charles - Strengthening Self-Defense Protections and Addressing Rising Home Invasions in Ontario
- #10 - Township of Brudenell, Lyndoch and Raglan - Support for Steel and Lumber Sectors
- #11 - Township of Prince - Support for Steel and Lumber Sectors
- #12 - County of Peterborough - Municipal Support for School Bus Safety and Stop-Arm Camera Systems
- #13 - Township of Perry - Reduced Rate Distribution of Library Resources
- #14 - Township of Joly - Support Opposition to Consolidate Conservation Authorities
- #15 - Township of Joly - Nation Building Improvements to Highways 11/17
- #16 - County of Northumberland - Ontario Community Infrastructure Fund (OCIF)
- #17 - Municipality of St. Charles - Ontario Community Infrastructure Fund (OCIF)
- #18 - County of Northumberland - Call for Reform and Publication of the Ontario Sex Offender Registry
- #19 - Township of Casey - OMERS Bill 68
- #20 - Township of Hudson - OMERS Bill 68
- #21 - Township of Harley - OMERS Bill 68
- #22 - Municipality of St. Charles - Small Northern New Residential Property Tax Class
- #23 - Township of Brudenell, Lyndoch and Raglan - Justice and Protection of Canada's Children
- #24 - Township of Prince - Justice and Protection of Canadian Children
- #25 - Township of Brudenell, Lyndoch and Raglan - Call for Reform and Publication of the Ontario Sex Offender Registry
- #26 - Township of Prince - Support for Reform and Publication of Ontario Sex Offender Registry
- #27 - Township of Larder Lake - Municipal Support for School Bus Safety and Stop-Arm Camera Systems

#28 - Township of Larder Lake - Support the Municipality of North Grenville's letter to the Minister of Transportation - School Bus Safety and Stop-Arm Camera Systems

#29 - Township of Puslinch - Top Aggregate Producing Municipalities of Ontario January 2026 Newsletter

#30 - Mayor Mayberry - SWOX County Council Report

**Resolution No.13**

Moved by George Way  
Seconded by Craig Gillis

*RESOLVED THAT the Council of the Township of South-West Oxford receive items #1 to #30 of the Consent Agenda dated March 3rd, 2026, for information, and that they be noted and filed.*

**DISPOSITION: Motion Carried**

**ACCOUNTS PAYABLE REPORT**

March 3rd, 2026 - Accounts Payable Report

**Resolution No.14**

Moved by Paul Buchner  
Seconded by Craig Gillis

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

<i>Accounts Payable for February 14th - February 27th, 2026</i>	<i>\$224,234.15</i>
<i>Payroll #02 - General</i>	<i>\$62,622.26</i>
<i>Payroll #01 - Council</i>	<i>\$8,835.70</i>
<i>Payroll #01 - Fire</i>	<i>\$26,862.36</i>
<i>Total</i>	<i>\$323,183.51</i>

**DISPOSITION: Motion Carried**

**BY-LAWS AND AGREEMENTS**

By-Law No. 16-2026 - To appoint District Chief for Beachville Station and to Repeal By-Law 36-2021

*Councillor Gillis declared a Conflict of Interest associated with the By-law and did not participate in the discussion or vote.*

**Resolution No.15**

Moved by George Way  
Seconded by Paul Buchner

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

- *By-Law No. 16-2026 - A By-law to appoint a District Chief for South-West Oxford Fire (Craig Gillis)*

**DISPOSITION: Motion Carried**

By-Law No. 17-2026 - A By-law to amend By-law 32-2021 (Parkland Dedication and Cash in Lieu)

By-Law No. 18-2026 - A By-Law to amend Zoning By-Law Number 25-98, as amended (ZN 4-24-10).

**Resolution No.16**

Moved by Craig Gillis  
Seconded by Paul Buchner

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

- *By-Law No. 17-2026 - A By-law to amend By-law 32-2021 (Parkland Dedication and Cash in Lieu)*
- *By-Law No. 18-2026 - A By-Law to amend Zoning By-Law Number 25-98, as amended (ZN 4-24-10).*

**DISPOSITION: Motion Carried**

By-Law No. 19-2026 - Provisional By-law for Deer Creek Drain (first and second reading only)

**Resolution No.17**

Moved by Craig Gillis  
Seconded by George Way

*RESOLVED THAT the following By-law's be read a first, second time:*

- *By-Law No. 19-2026 - Provisional By-law for Deer Creek Drain (first and second reading only)*

**DISPOSITION: Motion Carried**

**NOTICE OF MOTION**

**NEW BUSINESS**

## **COUNCIL ROUND TABLE**

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

Councillor Way advised of the upcoming Beachville Museum meeting on March 11th, but that he would be unable to attend.

Councillor Buchner advised that the Brownsville Hall Board Annual General Meeting is scheduled for March 11th. He informed Council that Catfish Creek Conservation Authority; Kettle Creek Conservation Authority and Long Point Region Conservation Authority have petitioned for a meeting with the ministry regarding conservation authority amalgamations in Ontario.

Councillor Gillis informed Council that the Beachville Parks and Recreation Committee was planning and preparing for an easter egg hunt on April 4th from 11 a.m. to 1 p.m. at the Beachville Museum Grounds. He advised of the Beachville Historical Society Annual General Meeting on March 10th at 6 p.m. and advised of the Beachville Museum meeting upcoming on March 11th.

Mayor Mayberry had no items to report to Council.

## **CLOSED SESSION**

Closed Session Agenda - March 3rd, 2026

### **Resolution No.18**

Moved by George Way

Seconded by Paul Buchner

*RESOLVED THAT Council move into closed session at 1:11 p.m. pursuant to section 239 (2) (b) of the Municipal Act in order to discuss matters pertaining to:*

*(b) personal matters about an identifiable individual, including municipal or local board employees (Personnel Matters re: Proposed Shared Fire Chief); and  
(b) personal matters about an identifiable individual, including municipal or local board employees (CAO).*

**DISPOSITION: Motion Carried**

### **Resolution No.19**

Moved by Paul Buchner

Seconded by George Way

*RESOLVED THAT Council of the Township of South-West Oxford reconvene in open session at 1:40 p.m.*

**DISPOSITION: Motion Carried**

**CONFIRMATORY BY-LAW**

By-Law No. 20-2026 - Confirmation By-law March 3rd, 2026

**Resolution No.20**

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. 20-2026 - To confirm all actions and proceedings of Council (March 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.21**

Moved by George Way  
Seconded by Paul Buchner

*RESOLVED THAT there being no further business, the Council meeting be adjourned at 1:41 p.m. to meet again on Tuesday, March 17th, 2026, at 6:30 p.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.