

**TOWNSHIP OF SOUTH-WEST OXFORD
COUNCIL MINUTES
January 15, 2019**

MEMBERS PRESENT: Mayor: David Mayberry
Councillors: Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5) via Skype, Craig Gillis (Ward 6)

MEMBERS ABSENT: None

STAFF PRESENT: Mary Ellen Greb, CAO
Diane Larder, Treasurer
Julie Forth, Clerk

CALL MEETING TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor David Mayberry and a quorum was present.

MOTION TO ACCEPT AGENDA

Resolution No. 1 Moved by George Way
Seconded by Paul Buchner

RESOLVED that the special meeting agenda for the January 15th, 2019 meeting of Council be approved.

DISPOSITION: Motion Carried

DECLARATION OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

DISCUSSION ITEMS

TR 01-2019: 2019 Draft Budget (Council – General Government, Building, By-law, Policing, Planning)

Members of Council shared their first impressions of the draft 2019 budget presented to them for their consideration. Council expressed that they thought that the budget was very well prepared, however the proposed 8.52% increase is concerning to them. Some of the items contributing to this increase include 2% inflation, 2% surcharge for fibre to expand fibre

connectivity in the Township, anticipated decreased Ontario Municipal Partnership Fund revenue, increased policing, EMS and consulting costs for 2019 and cost of living increase for staff.

Treasurer Diane Larder provided a report to Council to provide them with a summary of the 2019 draft budget for their consideration. She advised that the 2018 budget was approved with a levy of \$5,323,381. An increase of 1% will represent \$53,238 in the 2019 budget. The 2019 draft budget presented to Council proposes an increase in the levy of \$453,813 which represents an 8.52% increase.

General Government

Council reviewed the general government portion of the draft budget. Council made the following adjustments:

- General Government – council conferences was adjusted from \$8,200 to \$5,200;
- General Government - flowers, trophies, badges were adjusted from \$2,000 to \$3,000 to take into account upcoming retirement of two employees with over 30 years of service;
- Transfer to reserves for the 2022 election was adjusted from \$7,500 to \$6,500;
- The audit was adjusted from \$30,000 to \$25,000;
- Computer training was discussed and was left as proposed for accessibility and Amanda training for staff in 2019;
- Office Equipment was reduced to \$17,000 from \$20,000;
- The transfer to working capital reserves was discussed and Council agreed to come back to this to discuss later. Council is considering a reduction to this transfer by up to \$8,000;
- The health and safety portion of the budget will be reviewed when the Protection Services portion of the budget is considered;
- Council reduced the admin building maintenance line to \$19,000. Council questioned the need for additional parking and sidewalk at the Municipal Office;
- Council requested that the heating fuel and propane line items be combined in 2020;
- Council discussed the admin building in Beachville and noted that the building is currently being used for some storage by the Beachville Museum. It was stated that the water is not potable at this time and requires a septic tank instead of a holding tank should the use of the property change. Council expressed interest in selling the property if we are not planning to use it;
- Council reviewed the community grants requests and adjusted the Beachville Legion grant from \$4,000 to \$3,000;

- Council discussed the amount to be transferred to reserves for tax appeals. This will be discussed in more detail at a following meeting.
- Discussion took place regarding the generators to be purchased for the Municipal Office and the Mt. Elgin Community Centre and the need to determine the size required for the building to be effective.

Treasurer Diane Larder will provide Council with the Township's reserve policy for information.

** Council took a five-minute break.*

Building Services

Council reviewed the building services portion of the draft budget. CAO Mary Ellen Greb commented on the challenges the Township is facing with recruitment for a new Chief Building Official. As a result, the cost for consulting services for the entire year has been included in the draft budget. She noted that the Township's building fees will need to be reviewed and fees will need to be added for septic permits services as of April 1st. Norwich Township has offered to provide septic permit services for the Township.

With respect to the Chief Building Official (CBO) position, CAO Mary Ellen Greb will continue to reach out to other municipalities to see if there may be opportunities for sharing of services. The Township's CBO also has the responsibility of facilities management. There is a limited supply of qualified CBOs.

It was noted that with respect to building fees, the Township is not permitted to collect more than what they anticipate to spend. This emphasizes the importance of including interdepartmental costs for the administration building within the building services portion of the budget. Staff is anticipating that the Township's building reserve will be depleted in 2019 to help cover the anticipated costs in 2019.

By-law/Policing

Council reviewed the By-law/Policing portion of the draft budget. Discussion took place regarding options for policing services within the County. All the municipalities within Oxford County have the OPP with the exception of the City of Woodstock. It was stated that the County will be looking at photo radar in 2019. Policing costs are approximately \$325 per household.

Discussion also took place regarding the possibility of a Police Services Board or a community committee which the OPP would participate in if the Township decided to create one.

Planning

Council reviewed the planning portion of the draft budget. Discussion took place regarding the proposed 2% levy for fibre. County Council has decided to support the initiative and will be transferring 1.2 million each year over the next two years for fibre investment. The goal is to get fibre to the villages and towers. Blandford Blenheim, East Zorra-Tavistock and Zorra Township have included the 2% in their draft 2019 budgets.

Councillor Way commented that he has spoken to residents that are more concerned with natural gas service extension over fibre. Mayor David Mayberry noted that the number one request within the Business Retention and Expansion report prepared in 2018 was the need for better internet. He stated that fibre is an economic driver. Mayor Mayberry advised Council that he would like to set up a presentation from SWIFT for Council in February.

Council reviewed the energy portion of the planning budget and removed \$3,000 from the solar panel investment return line.

NEW BUSINESS

Brief discussion took place regarding the announcement today from the Ministry of Municipal Affairs and Housing regarding an upcoming regional governance review. Consultations will begin in early 2019.

CLOSED SESSION - None

CONFIRMATORY BY-LAW

- By-Law No. 5-2019 - To confirm the proceedings of Council (January 15th, 2019)

Resolution No. 2 Moved by Craig Gillis
 Seconded by Valerie Durston

RESOLVED that By-law 5-2019 being a By-law to confirm the proceedings of Council held Tuesday, January 15th, 2019 be read a first, second and third time this 15th day of January, 2019.

AND FURTHER THAT the Mayor and Clerk are hereby authorized to sign the By-law and affix the corporate seal.

DISPOSITION: Motion Carried

ADJOURNMENT

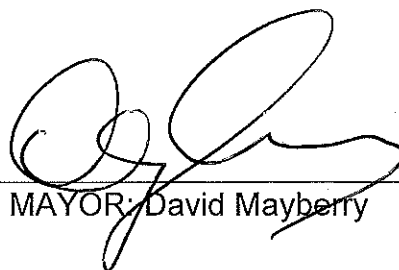
Resolution No. 3 Moved by Jim Pickard
 Seconded by George Way

RESOLVED that there being no further business, the
Council meeting be adjourned at 10:07 p.m. to meet
again on Monday, January 21st, 2019 at 9:00 a.m.

DISPOSITION: Motion Carried

Handwritten signature of Julie Forth in cursive script, appearing as 'J. Forth' with a flourish at the end.

CLERK: Julie Forth

Handwritten signature of David Mayberry in cursive script, appearing as 'David Mayberry' with a large loop at the end.

MAYOR: David Mayberry



Sign-In Sheet
Special Council Meeting
January 15th, 2019 at 7:00 p.m.

Name (Please Print)	Address &/or Email	Reason for Attendance (i.e. Delegation/ Minor Variance/ Zoning/ Drain Consideration/ Court of Revision)

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