Township of South-West Oxford Council Minutes January 24, 2023

<u>Members Present</u> .	Mayor: Councillors:	David Mayberry Paul Buchner (Ward 1), Peter Ypma (Ward 2), Valerie Durston (Ward 3), George Way (Ward 4), Jim Pickard (Ward 5 – via Zoom), Craig Gillis (Ward 6)
<u>Members Absent</u> .	None	
<u>Staff Present</u> .	Mary Ellen Greb, Chief Administrative Officer/Treasurer Brooke Crane, Deputy Treasurer Julie Middleton, 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 Valerie Durston

RESOLVED that the regular meeting agenda for the January 24th, 2023 meeting of council be approved, as amended (temporary acting Mayor, CHER Report for Elgin Hall).

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

<u>Minutes</u>

January 10th, 2023 Regular Council Meeting Minutes (Strategic Planning)

Resolution No. 2 Moved by Paul Buchner Seconded by Craig Gillis RESOLVED that the regular minutes of the January 10th, 2023 council meeting be approved, as amended.

DISPOSITION: Motion Carried

January 17th, 2023 Special Council Meeting Minutes (2023 Budget)

Resolution No. 3 Moved by George Way Seconded by Peter Ypma

RESOLVED that the minutes of the January 17th, 2023 council meeting be approved, as amended.

DISPOSITION: Motion Carried

Staff Reports

BD 14-2022: December 2022 Building Report

Chief Administrative Officer Mary Ellen Greb provided Council with a report to provide them with an update on the status of activities in the building department as of the end of December, 2022. She advised that the activity in December brings the year end total to one hundred ninety two (192) permits issued with \$36,009,436.05 in construction value and \$196,403.81 in permit fees collected. Permit fees collected in 2022 exceeded the budgeted amount of \$175,000.

Resolution No. 4 Moved by Craig Gillis Seconded by George Way

> RESOLVED that the Council of the Township of South-West Oxford receive report BD-14-2022 Monthly Building Report for December 2022 as information.

DISPOSITION: Motion Carried

CAO 01-2023: 2023 Township Budget - Finalize Levy

Chief Administrative Officer Mary Ellen Greb provided Council with a report to seek their approval to apply COLA increases to applicable wage schedules for 2023, and to seek their clarification on distribution of savings in regards to the Zenda Line Project proposed in 2023 and subsequently deferred until 2024.

She advised that a preliminary calculation of the increase tax levy in conjunction with the assessment growth in 2023 showed an overall net levy impact of 7.29%. Additionally, she noted that when reviewing the data, staff noted that the Township had included the \$175,000.00 in the capital budget without recording the revenue of \$87,500.00 coming from Norwich for the shared Zenda Line project. This results in the Township having a full \$175,000.00 in taxation dollars to re-evaluate (instead of \$87,500.00). CAO Greb suggested two options for Council to consider as follows:

- 1. Township transfers the difference of \$87,500.00* to roads capital reserve to pay for a portion of the Zenda Line project in 2024. There would be no change to the overall net levy impact of 7.29%.
- 2. Township utilizes the \$87,500.00 in another way.

Resolution No. 5	Moved by Jim Pickard Seconded by Peter Ypma
	RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to transfer the additional \$87,500 to the roads department reserve in 2023 for the joint Zenda Line project scheduled in 2024.
ΛΕ	DISPOSITION: Motion Carried
Resolution No. 6	Moved by Peter Ypma Seconded by Valerie Durston
	RESOLVED that Council receive Report CAO 01-2023 as information;
	AND FURTHER THAT Council provide budget approval to the application of COLA of 6.5% to applicable wage/remuneration schedules as per the 2023 draft budget.
	DISPOSITION: Motion Carried

Discussion Items

None.

Agenda Items & Correspondence

- #19 Oxford Community Foundation Community Services Recovery Fund
- #20 UTRCA Newsletter January 2023

View Newsletter Online

#21 - Long Point Region Conservation Authority Minutes - January 11, 2023

Resolution No. 7 Moved by George Way Seconded by Paul Buchner

> RESOLVED that the Council of the Township of South-West Oxford receive agenda and correspondence items #19 to #21 inclusive as information and that they be noted and filed.

DISPOSITION: Motion Carried

Accounts Payable Report

January 24th, 2023 - Accounts Payable Report

Resolution No. 8	Moved by Craig Gillis
	Seconded by Valerie Durston

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for December 17th, 2022 to \$1,052,909.17 January 20th, 2023 **Bi-Weekly Payroll #26** \$52,282.32 Bi-Weekly Payroll #1 \$47,135.48 Fire Pay #12 \$35,976.83 Fire Pay #1 \$29,694.57 Council Pay #12 \$7,912.17 Council Pay #1 \$7,901.26 Total: \$1,233,811.80

Discussion on the motion:

The 2023 insurance premiums with BFL were discussed. It was suggested that consideration be given to self-insurance for the Township going into 2024.

DISPOSITION: Motion Carried

Committees

- Engage and Inform Committee Minutes December 7th, 2022
- Environment and Energy Innovation Committee Minutes December 7th, 2022
- SWOX Zero Waste Facilities Committee Minutes November 8th, 2022
- Resolution No. 9 Moved by Craig Gillis Seconded by Paul Buchner

RESOLVED that the Council of the Township of South-West Oxford receive the following committee minutes as information:

- Engage and Inform Committee Minutes of December 7th, 2022
- Environment and Energy Innovation Committee Minutes of December 7th, 2022
- SWOX Zero Waste Facilities Committee Minutes of November 8th, 2022



Acting Mayor

Mayor David Mayberry will be away for ten days, effective January 26th. It was suggested that a member of Council be appointed as the Acting Mayor during this period of time.

Resolution No. 10 Moved by Peter Ypma Seconded by Valerie Durston

> RESOLVED that the Council of the Township of South-West Oxford appoint Councillor George Way as the Acting Mayor from January 24th, 2023 until February 8th, 2023 in the absence of Mayor David Mayberry during this period of time.

DISPOSITION: Motion Carried

CHER Report for Elgin Hall Update

It is anticipated that Council will be in receipt of the Cultural Heritage Assessment Report (CHER) for Elgin Hall within the next month. Resolution No. 11 Moved by Paul Buchner Seconded by Valerie Durston

> RESOLVED that the Council of the Township of South-West Oxford provide direction to staff to hold the February 21st, 2023 Council meeting at the Mount Elgin Community Centre in anticipation of the receipt of the CHER for Elgin Hall.

DISPOSITION: Motion Carried

Closed Session - None

Council Round Table

Council members shared updates from their respective wards and community involvement. Councillor Pickard provided an update for Council in relation to a presentation received in Sweaburg from the OPP re: fraud prevention. Councillor Ypma provided an update regarding programming at the Mount Elgin Community Centre (pickleball) and recent Long Point Region Conservation Authority meeting. Dereham Centre Hall board is working on their kitchen renovation. Issues in relation the Township's live stream/sound were noted. Surveillance cameras are now up at the Brownsville Community Centre. Foldens (West Oxford) Hall AGM is scheduled for February 7th. Dave Beres (Tillsonburg) has been elected to ROMA board of directors. Oxford County was well represented at ROMA. Oxford County Council meets tomorrow night; they will consider a recommendation to build another longterm care facility in Ingersoll.

Confirmatory By-law

By-Law No. 06-2023 - To confirm all actions and proceedings of Council (January 24th, 2023)

Resolution No. 12 Moved by Paul Buchner Seconded by George Way

RESOLVED that By-law 06-2023 being a By-law to confirm the proceedings of Council held Tuesday, January 24th, 2023 be read a first, second and third time this 24th day of January, 2023.

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 Craig Gillis Seconded by Peter Ypma

> RESOLVED that there being no further business, the Council meeting be adjourned at 7:37 p.m. to meet again on Tuesday, February 7th, 2023 at 9:00 a.m. (Mount Elgin Community Centre).

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

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