

**Township of South-West Oxford
Council Minutes
March 16, 2021**

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), Craig Gillis (Ward 6)

Members Absent: None

Staff Present: Mary Ellen Greb, Chief Administrative Officer
Diane Larder, Treasurer/Deputy CAO
Julie Forth, Clerk
Adam Prouse, Works Superintendent
Howard Leaver, Chief Building Official

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 Jim Pickard
Seconded by Paul Buchner

RESOLVED that the regular meeting agenda for the March 16th, 2021 meeting of council be approved.

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

Councillor Way declared a pecuniary interest in relation to report CL 16-2021: Consideration of Township Owned Properties/Surplus Lands as his son may have an interest in one of the properties being discussed.

Minutes

March 2nd, 2021 Regular Council Meeting Minutes

Resolution No. 2 Moved by Craig Gillis
Seconded by George Way

RESOLVED that the regular minutes of the March 2nd, 2021 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

Appointments (continued)

7:45 p.m. - Ben Cornell, Ward & Uptigrove Human Resources Solutions re:
2021 Market Check - Work Plan & Comparators
CAO 04-2021: 2021 Market Check - Work Plan & Comparators

Chief Administrative Officer Mary Ellen Greb provided Council with a report to bring forward the work plan for the 2021 market check and to seek Council's approval of the comparator municipalities to be included in the project. CAO Greb noted one error in the report under the financial implications section, the cost of the market check is actually over the amount budgeted in 2020. Council approved an additional \$2,000 for the project in 2020 at the meeting held on March 2nd, 2021.

Ben Cornell on behalf of Ward & Uptigrove Human Resources Solutions addressed Council regarding the project and thanked Council for hiring them to complete this market check on behalf of the Township. Mr. Cornell reviewed the detailed workplan attached as Schedule B to report CAO 04-2021 and the comparator list attached as Schedule A to the report. Mr. Cornell advised Council that the comparator list suggested for the current market check are the same comparators that were used in the 2016 market check. The municipalities are of comparable population size to the Township. Mr. Cornell noted there is a good mix of rural and urban lower tier municipalities.

Mr. Cornell noted that all 18 comparator municipalities will likely not respond to the survey, however he advised that usually they receive a response rate of about 80-90%. He also commented on the Township's administration pay policy to pay at the median of the market check (50th percentile); this will mean that the Township is not lagging or leading in the market, they will be right in the middle. Council was satisfied with this. Mr. Cornell advised that he has already had a planning meeting with the CAO and the project is well-planned – the next step is to have an all-staff meeting (virtually). This meeting will be recorded for outside workers as well.

The market check will also include a review of four other Township policies relating to benefits, overtime, sick days, statutory holidays and vacation. Job evaluations will be updated, pay equity review will be completed (internal, external and statutory). The results of the market check and the anticipated costs to implement the results will come back to Council in the final phases of the project. Should the anticipated costs to implement the market review be high, Council may consider options to phase-in the changes over a period of time. The final results will likely be reported to Council in July, 2021 with

