

Township of South-West Oxford
Council Minutes
January 17th, 2023

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 WebEx), Craig Gillis (Ward 6)

Members Absent: None

Staff Present: Mary Ellen Greb, Chief Administrative Officer/Treasurer
Adam Prouse, Works Superintendent
Brooke Crane, Deputy Treasurer
Rob Serson, Fire Chief & CEMC
Howard Leaver, Chief Building Official
Julie Middleton, Clerk

Call Meeting to Order

The meeting was called to order at 6:00 p.m. by Mayor David Mayberry and a quorum was present.

Motion to Accept Agenda

Resolution No. 1 Moved by Paul Buchner
Seconded by Craig Gillis

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

DISPOSITION: Motion Carried

Declaration of Pecuniary Interest

None.

Staff Reports

FIN 01-2023: 2023 Assessment Values

Chief Administrative Officer Mary Ellen Greb presented Council with report FIN 01-2023 regarding 2023 assessment values. She explained that due to the COVID-19 pandemic, the Ontario government postponed the 2020 Re-Assessment Update. Property assessments for 2023 will continue to be based on the fully phased-in January 1, 2016, current values (CVA). This means that property assessments for the 2023 property tax year will be the same as the 2022 tax year unless there has been a change to the property.

Resolution No. 2 Moved by George Way
 Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford review report FIN 01-2023 for information purposes.

DISPOSITION: Motion Carried

Discussion Items

Preliminary Review of Draft 2023 Budget (Executive Summary)

Chief Administrative Officer Mary Ellen Greb provided Council with a summary of the proposed changes to the Township's 2023 draft budget. With the proposed changes, the budget sits at an increase of 8.3% to the tax levy.

General Government

Discussion took place regarding sick leave allocations for staff and the impact to the overall budget. It was noted that allotments are made based on the average sick time used by staff in the previous years. Should sick time increase, the corresponding wage expense will decrease.

Emergency Services

Discussion took place regarding the need for an increased amount of funds to be allocated to the emergency vehicle reserve. The cost of vehicles is increasing and the amount that the Township is allocating for these future expenses is not enough. It is suggested that \$280,000 be allocated to the emergency vehicle reserve annually.

Discussion also took place regarding the need for space heaters (\$15,000) in the Beachville and Mount Elgin fire halls and funds for hoses (\$2,000). Space

heaters may also save money in the long run by allowing the in-floor heating at the fire halls to be maintained at a lower temperature, reducing energy consumption.

Building

It was suggested that the purchase of a new electric vehicle budgeted for in 2022 could be deferred another year. The battery was replaced in the existing Bolt. As a result, this vehicle should be adequate for another two to three years. It was noted that there is no tax implication for this purchase as the funds are in reserves.

Public Works

Discussion took place regarding capital projects planned for 2023. It was suggested that the Zenda Line project (shared with Norwich Township) be deferred to 2024.

Funding for public works vehicles was also discussed and it was recommended that an additional \$50,000 towards vehicle reserve be allocated annually going forward.

It was noted that tax dollars for future road work will be increasing year over year as costs and the amount of work that needs to be done is increasing. A road needs study is planned for 2023 which will give staff and Council direction in terms of what is needed to be prioritized.

Discussion also took place regarding the possibility of deferring Millard St. and Dereham Line capital projects scheduled for 2023 to 2024. Council agreed that the Township needs to keep up with capital projects.

Council agreed to defer the Zenda Line capital project to 2024 and to add \$50,000 into vehicle reserves for 2023.

Waste Management

Slight changes were noted in relation to increased income resulting from an increased number of homes in the Township.

Planning

\$15,000 will be transferred from reserves for Strategic Planning in 2023.

Drainage

Contracted out services for drainage will increase to \$37,000 in 2023 for ongoing consulting services of Henri Bennemeer and the development of a plan to fund future stormwater management needs for the Township. \$20,000 of this cost will be funded from modernization funding received from the province.

\$21,000 continues to be allocated to reserves for a future turning lane to support the expansion of Salford Group. This forms part of the joint agreement between Salford Group and the Ministry of Transportation.

Revenues

Revenues are expected to decrease slightly by \$32,000 – this is as a result of funds unexpectedly received in 2022 that are not forecasted in 2023.

Reserves

Funding for broadband within the Township has been increased from \$180,000 to \$200,000.

It was noted that not all members of Council require a new iPad in 2023.

2023 Draft Budget General Comments

Council Remuneration COLA Adjustment

Councillor Craig Gillis moved that the cost-of-living increase to be applied to Council remuneration in 2023 be set at 3.1%. The motion did not have a seconder.

Resolution No. 3 Moved by Peter Ypma
 Secinded by Craig Gillis

RESOLVED that the cost-of-living increase to be applied to Council remuneration in 2023 be set at 2.25%.

DISPOSITION: Motion Defeated

Resolution No. 4 Moved by George Way
 Secinded by Valerie Durston

RESOLVED that the cost-of-living increase to be applied to Council remuneration in 2023 be maintained at 6.5%.

Discussion on the motion:

Councillor Ypma requested that it be noted that he is not in support of the motion.

DISPOSITION: Motion Carried

Emergency Services

Resolution No. 5 Moved by Valerie Durston
 Seconded by Craig Gillis

RESOLVED that two space heaters (\$15,000) and additional funds for hoses (\$2,000) be added to the draft 2023 budget.

DISPOSITION: Motion Carried

It was noted that with the changes proposed by Council, the draft budget reflects a 7.99% increase to the tax levy – this does not include assessment growth or any additional anticipated growth in 2023.

Resolution No. 6 Moved by George Way
 Seconded by Peter Ypma

RESOLVED that \$75,000 be added to the emergency vehicle reserves in the 2023 budget.

DISPOSITION: Motion Carried

A summary of all changes will come forward to the meeting on January 24th, 2023. The by-law is anticipated to come forward for final approval at the February 7th, 2023 Council meeting.

Agenda Items & Correspondence

#16 - County of Oxford Briefing Memo - Bill 23 - More Homes Built Faster Act, 2022 Implications for Area Municipalities

#17 - Long Point Region Conservation Authority Minutes, December 7, 2022

#18 - Catfish Creek Conservation Authority - Update to Bill 23 Implementation

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

RESOLVED that agenda and correspondence items #16 through #18 inclusive be received as information and noted and filed.

DISPOSITION: Motion Carried

By-laws and Agreements

- By-law No. 04-2023 – To authorize the execution of an agreement for shared services (Asset Management)

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

RESOLVED that the following By-Law be introduced and that they be read a first and second time:

- By-law No. 04-2023 – To authorize the execution of an agreement for shared services (Asset Management)

DISPOSITION: Motion Carried

Resolution No. 9 Moved by Paul Buchner
 Seconded by Peter Ypma

RESOLVED that By-Law 04-2023 be read a third time and finally passed, and that the Mayor and Clerk be authorized to sign the By-Laws and affix the corporate seal.

DISPOSITION: Motion Carried

Closed Session

Resolution No. 10 Moved by George Way
 Seconded by Valerie Durston

RESOLVED that Council hold a closed meeting at 7:53 p.m. in order to discuss a matter pertaining to:

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

DISPOSITION: Motion Carried

Resolution No. 11 Moved by George Way
 Seconded by Paul Buchner

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

DISPOSITION: Motion Carried

Confirmatory By-law

By-Law No. 05-2023 - To confirm all actions and proceedings of Council (January 17th, 2023)

Resolution No. 12 Moved by Craig Gillis
 Seconded by George Way

RESOLVED that By-law 05-2023 being a By-law to confirm the proceedings of Council held Tuesday, January 17th, 2023 be read a first, second and third time this 17th 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 Valerie Durston

RESOLVED that there being no further business, the Council meeting be adjourned at 9:20 p.m. to meet again on Tuesday, January 24th, 2023 at 7:00 p.m.

DISPOSITION: Motion Carried

CLERK: Julie Middleton

MAYOR: David Mayberry

This document is available in alternate formats upon request.

APPROVED