

**TOWNSHIP OF SOUTH-WEST OXFORD  
COUNCIL MINUTES  
December 18, 2018**

**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, CAO  
Julie Forth, Clerk

**CALL MEETING TO ORDER**

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

**MOTION TO ACCEPT AGENDA**

Resolution No. 1 Moved by Jim Pickard  
Seconded by Peter Ypma

RESOLVED that the regular meeting agenda for the December 18th, 2018 meeting of Council be approved, as amended to add discussion about sidewalks and curbs in Beachville.

DISPOSITION: Motion Carried

**DECLARATION OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**MINUTES**

**December 4th, 2018 Regular Council Meeting Minutes**

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

RESOLVED that the regular minutes of the December 4<sup>th</sup>, 2018 Council meeting be approved, as amended.

DISPOSITION: Motion Carried

**BUSINESS ARISING FROM THE MINUTES**

**CL 63-2018: Business Arising from the Minutes of December 4th, 2018**

Clerk Julie Forth provided a report to Council with respect to the staff actions arising from the minutes of the last Council meeting. She noted that there is a discrepancy with respect to ownership of the road allowances which are subject to the request to purchase land received from Ruth Ann Gilbert. This will come forward to Council in January for follow up.

Resolution No. 3        Moved by Paul Buchner  
                                  Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive report CL 63-2018 Summary of Staff Actions Related to Business Arising from the Minutes of December 4th, 2018 as information.

DISPOSITION: Motion Carried

**APPOINTMENTS**

**7:05 p.m. - Development Planner Adam Ager - Zone Change Application ZN 4-18-08**

Resolution No. 4        Moved by Peter Ypma  
                                  Seconded by Craig Gillis

RESOLVED that Council of the Township of South-West Oxford move into Public Meeting at 7:05 p.m. to consider Zone Change Application ZN 4-18-08.

DISPOSITION: Motion Carried

Development Planner Adam Ager explained that the application for Zone Change proposes to rezone the severed lot to an 'Agri-Business Zone (AB)' to recognize the intended use of the subject lands as a landscaping and lawn care business resulting from the approved associated severance (B18-52-4). The subject property is described as Part of Lot 1, Concession 3 (West Oxford), in the Township of South-West Oxford. The lands are located on the south side of Old Stage Road, between Sweaburg Road and Curry Road, and are municipally known as 504780 Old Stage Road.

The severed lot will be added to the adjacent agri-business lot to the immediate east currently covering an area of approximately 1.27 ha (3.15 ac) and consisting of two commercial buildings, one used for office space and the

other for storage/garage. The current use of the lot to be enlarged is a lawn care and landscape business which is permitted in accordance with the Township's Zoning By-law. No new buildings are proposed at this time, as the applicants have indicated they require additional space for storage of equipment and supplies associated with the growth of the current business.

Adam advised that no concerns were expressed to planning staff through the agency and public consultation process. Following the writing of the staff report, there was some correspondence between Township staff and a neighbouring property owner. It is believed that these concerns may be addressed through the required site plan process to taken into account the lands to be added to the landscape business, specifically as it relates to storage of materials and equipment on site.

Planning staff are satisfied that the proposed application is consistent with the policies of the Provincial Policy Statement and meets the general intent and purpose of the County Official Plan; they are recommending support of the application. With Council's support, a proposed amending Zoning By-law will be forwarded for Council's consideration once the applicant has provided a draft reference plan to allow for the schedules to be completed for the amending by-law.

*\* Councillor Durston arrived at 7:08 p.m.*

#### Comments from the Applicants

Applicant, Nathan Huinink commented that he is in support of staff's recommendations and the conditions contained within the report.

#### Comments from the Public

No comments from members of the public.

#### Comments from Council

In response to an inquiry from Councillor Pickard, it was confirmed that the additional lands will be used for storage of soils and aggregate used by the landscaping business.

Resolution No. 5      Moved by George Way  
                                    Seconded by Valerie Durston

RESOLVED that Council reconvene in regular session  
at 7:11 p.m.

DISPOSITION: Motion Carried

Resolution No. 6 Moved by Jim Pickard  
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford approve-in-principle, the zone change application File No. ZN 4-18-08, submitted by Firm Enterprises Inc., for lands described as Part of Lot 1, Concession 3 (West Oxford), Township of South-West Oxford, to change the zone on the subject lands from 'Residential Existing Zone (RE)' to 'Agri-Business Zone (AB)' to permit the expansion of the existing landscaping and lawn care operation.

DISPOSITION: Motion Carried

Development Planner Adam Ager explained that the application is still under the appeal process for the consent application. Following the appeal period, the applicant will be required to complete a reference plan to proceed with the amending By-law for consideration by Council. Following which, there will be another appeal period for the amending By-law.

7:15 p.m. - Kathy DeWeerd - Sweaburg Parks and Recreation Grant Request

Kathy DeWeerd, on behalf of Sweaburg Parks and Recreation, presented their 2019 grant request and asked Council if they had any questions regarding their request. Councillor Ypma questioned the fundraising expenses reflected in the financial statements. It was explained that this represents expenses related to fundraising events hosted by the Committee including the annual ball tournament. The events raise funds to go back into the community.

Mayor Mayberry questioned whether the ballpark entrance pillars would be replaced if they are removed. Kathy explained that the cost may not justify replacing them; the Committee would like to leave the space aesthetically pleasing and safe.

7:17 p.m. - Keith Beres - Tillsonburg Minor Hockey Grant Request

Keith Beres, on behalf of Tillsonburg Minor Hockey, presented the organization's 2019 grant request in the amount of \$2,000. He explained that the funds are used to help keep the rates for minor hockey low to ensure that everyone gets a fair chance to play hockey. He also commented on Tillsonburg Minor Hockey's community involvement. Approximately a quarter of the 400 players/families involved with the league are from South-West Oxford.

In response to an inquiry from Councillor Ypma, Keith advised that registration fees are \$425 and that rep teams pay an extra \$50 to \$100 depending on the level of play.

Keith also explained that there were increased expenses incurred last year for hockey clinics at the start of the season because the organization used ice in Norwich; Tillsonburg opened their arena later in the year.

7:20 p.m. - Jennifer Lajoie, MPAC - Presentation: MPAC's Role & Property Assessments

Jennifer Lajoie, on behalf of the Municipal Property Assessment Corporation (MPAC), provided a presentation to Council with respect to MPAC's role and the property assessment and classification process. She explained the components of Ontario's property assessment and taxation system including MPAC's role, the provincial government's role with assessment policies and education tax rates, and the municipality's role to set municipal tax rates and determine revenue requirements.

Property assessments are updated as construction happens, buildings are demolished and property use changes. Increases in property assessments are phased in over four years. Decreased property assessment is introduced immediately. The Township will receive their 2018 Year-End Assessment Report in the new year this report will summarize the Township's assessment base.

Jennifer explained that when property assessors are determining an assessed value they investigate recent local property sales and conduct site investigations. When building permits are received, their assessors will go out and inspect the changes made to a property.

7:45 p.m. - Oxford County Planning Staff - Presentation: Planning 101

Adam Ager and Gord Hough on behalf of Oxford County provided a presentation for Council regarding community planning in the Township. Gord explained that the County is the approval authority for Official Plan policy, subdivisions, consents and condominiums. The Township is the approval authority for minor variance applications, zone change application and site plan control.

Planning advisory and administrative support for local planning is provided by the Township office, a planner from the County office is assigned to each municipality. Planning staff provide reports and recommendations to Council on planning applications and policies changes.

Adam explained that the Provincial Policy Statement provides direction for the County and the Township planning documents. The Official Plan provides a land use strategy for the urban and rural municipalities in the County. The Township's Zoning By-law implements the policies set out in the County Official Plan.

The County planning office also undertakes a variety of research and special projects including census data and statistical profiles, population and household projections, vacant land study, growth management and ground water protection. They may also assist rural municipalities with developing a community improvement plan.

Adam also explained the function of the Local Planning Appeal Tribunal and advised Council that the appeal fee is \$300, which is payable directly to the province.

8:00 p.m. - Trevor and Cara Pottelberg - Brownsville Boundary Fencing  
CAO 29-2018: Brownsville Fencing

CAO Mary Ellen Greb provided a report to Council to bring back the proposal to sell a strip of land to neighbours on the south-side of the Brownsville park property so that a fence may be installed without cutting down the trees that occupy the current property line. The staff report seeks Council's direction with respect to the option they would like to move forward with to resolve this ongoing issue. CAO Mary Ellen Greb explained the options for consideration as outlined in the staff report.

Trevor Pottelberg advised Council that they are willing to pay for half of the cost of the fencing, the surveying and legal costs. They were of the understanding that the land would be transferred at no or nominal cost.

Resolution No. 7            Moved by Craig Gillis  
  Seconded by Valerie Durston

RESOLVED that Council receive Report CAO 29-2018 as information;

AND FURTHER that Council provide direction to staff to include Option #3 as outlined report CAO 29-2018 in the 2019 draft budget;

AND FURTHER that staff be directed to provide a report to Council with respect to the actual size of the parcel of land to be transferred.

DISPOSITION: Motion Carried

Al Forrester and Dawne Fewster, Mt. Elgin Community Centre  
TR 16-2018: Mount Elgin Community Hall - Paving of Parking Lot

CAO Mary Ellen Greb presented a report to Council to provide them with details of the estimated and actual costs for the Mount Elgin parking lot paving project. The report also presents the request from the Mt. Elgin hall board to pay 75% of the actual costs instead of the estimated cost as contained in the Township's 2018 budget.

The total cost of the project was estimated at \$68,000, with 75% of the cost to be paid for by the Township in the amount of \$51,000. The remaining 25% in the amount of \$17,000 was to be paid for by the Mount Elgin Hall Board. As a result of additional work that was required to remove debris discovered during excavation and to deal with water issues prior to completing the project, the total cost of the project was \$72,576.82. At this time there is no mention in the Township's Terms of Reference with respect to how to address projects that go over budget and are shared between the Township and Hall Board. CAO Mary Ellen Greb noted that in the past the Township has requested that the Hall Board pay for any cost overruns.

Resolution No. 8          Moved by Valerie Durston  
                                    Seconded by Jim Pickard

RESOLVED that the Council of the Township of South-West Oxford receive Report No. TR 16-2018 as information.

AND FURTHER THAT Council pay 75% of the Mt. Elgin Community Centre paving costs in the amount of \$54,432 with the balance of \$18,144 to be paid by the Mount Elgin Community Centre Committee.

DISPOSITION: Motion Carried

**STAFF REPORTS**

CAO 27-2018: 2019 Staff Grid Movement and Cost of Living

CAO Mary Ellen Greb presented a report to Council to request Council's support to approve the application of the Consumer Price Index (CPI) for the Province of Ontario (for the period of October 2017 to October 2018), to move eligible employees in the Township pay band grid and to request the delegation of authority to the CAO for eligible employees to move within the applicable pay grade.

Councillor Ypma questioned whether or not the Township is part of a collective agreement which includes these policies. He questioned the impact to the salaries portion of the budget and expressed that he is not sure where the money to support the increases will come from.

In response to inquiries from Council, Mary Ellen explained that each staff position is paid within a specific pay grade; within the pay grade there are five steps which an employee will move through upon successful annual performance evaluations. The job rate within the pay grade is the cap for regular hours worked. The Township does have the ability to have overtime paid out or accumulated as time in lieu with approval by the CAO.

Discussion took place with respect to the last market survey that was completed approximately 3 years ago. The Township will be going to market again within the next two years.

Mayor Mayberry commented that Council hires the CAO to take care of staff and does not sit in on staff performance reviews. Councillor Buchner agreed with the Mayor's comment. Councillor Way noted that the cost of living varies annually; sometimes it is higher and sometimes lower.

Resolution No. 9 Moved by Paul Buchner  
Seconded by George Way

RESOLVED that Council approve the application of a Cost of Living (COLA) increase of 2.5% on the Pay Band Grid for 2019 effective January 1, 2019 for time worked in 2019;

AND FURTHER THAT the C.A.O. be authorized to move eligible staff forward in the pay band grid effective January 1, 2019 as recommended in the completed 2018 performance appraisals;

AND FURTHER THAT any staff that did not receive a satisfactory performance evaluation for 2018; and are re-evaluated in 2019 (as outlined in their performance appraisal) resulting in a satisfactory appraisal, be moved forward in the pay band as of the date of meeting the requirements (not retroactive to January 1, 2019).

AND FURTHER THAT the Township Pay Policy 3.2 Section 10 be amended to authorize the CAO to approve movement within the applicable pay grade for each employee that has met the criteria.



DISPOSITION: Motion Carried

CAO 28-2018: Amending Treasurer Job Description to include Deputy CAO duties

CAO Mary Ellen Greb provided a report to Council to seek approval to amend the existing Treasurer Job Description to formerly recognize the additional responsibilities of a Deputy CAO on the Township pay grid effective January 1, 2019. This position has been evaluated to be at grade 11 of the Township's pay grid. It was stated that this was to recognize the additional responsibilities that have been undertaken by this role presently. Clarification was provided to indicate that the intent is not to hire an additional staff person. The Treasurer position on the Township's pay grid would remain vacant.

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

RESOLVED that Council receives Report CAO 28-2018 as information;

AND FURTHER that Council approves the amendment of the Treasurer job description to include the duties of a Deputy CAO with the current Treasurer filling the position;

AND FURTHER that Council approves the addition of the amended position to Grade 11 on the Township pay grid;

AND FURTHER that council acknowledges that this amendment in no way creates an additional staff position in the Township of South-West Oxford.

*Discussion on the motion:*

Council questioned the flow of work between the two positions and the CAO duties being undertaken by the Treasurer. Mary Ellen explained that the two positions work very closely together and projects are traded depending on workload. The Treasurer is kept informed in the event that the CAO is away.

Moved by Craig Gillis  
Seconded by George Way

RESOLVED that the motion be deferred to follow  
Closed Session.

DISPOSITION: Motion Carried

CAO 30-2018: Beachville Fire Hall Drain Debenture

CAO Mary Ellen Greb provided a report to Council with information regarding the financial implications of the Beachville Fire Hall Drain. She advised Council that staff is recommending that the cost be debentured over a period of five years unless it can be accommodated into the 2019 budget. (The cost for the drain cannot be added to the overall debenture for the firehall because the debenture is already established.) This debenture will be reflected in the fire department's budget.

Council questioned how this was missed during the engineering for the project. CAO Mary Ellen Greb advised Council that the engineer indicated on the drawings that the Township would be responsible for the drainage costs, however this was not communicated clearly.

Resolution No. 11      Moved by Jim Pickard  
                                    Seconded by George Way

RESOLVED that Council receive Report CAO 30-2018  
as information;

AND FURTHER THAT the 5-year debenture for the  
Beachville Fire Hall Drain be included in the 2019 Draft  
Township Budget for Council consideration.

DISPOSITION: Motion Carried

CL 60 -2018: Bill 36: Cannabis Statute Law Amendment Act

Clerk Julie Forth provided a report to Council to provide them with information on the legalization of cannabis and what that means for the Township of South-West Oxford. She indicated that she is not recommending that Council opt-out of being a host community for a cannabis retail location. She also advised Council that the AGCO has recently announced that they will only be issuing licenses for a limited number of stores due to a shortage of cannabis supply.

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

RESOLVED that the Council of the Township of South-West Oxford receive Report CL 60-2018 Bill 36: Cannabis Statute Law Amendment Act for information.

DISPOSITION: Motion Carried

CL 61-2018: Beachville Trail Access/Parking Update

Clerk Julie Forth provided a report to Council to provide follow up information in relation to a request to investigate the possibility of developing a parking lot/access point for the Oxford Thames River Trail in Beachville. She explained that the subject property does not currently have an owner in the land titles system. In order for the Township to obtain ownership of this parcel, they would need to make an application to the Court. The Township's solicitor has estimated that this may cost approximately \$5,000 in legal fees.

Council discussed the potential acquisition of the land for the purpose of developing a parking lot for trail access in this location.

Resolution No. 13 Moved by Craig Gillis  
Seconded by George Way

RESOLVED that the Council of the Township of South-West Oxford receive Report CL 61-2018 Beachville Trail Access/Parking Update for information;

AND FURTHER THAT Council provided direction to staff to commence proceedings in Court to make a claim for property located east of Zorra Line and South of the railway tracks to develop a trail parking lot/access for the Oxford Thames River Trail.

DISPOSITION: Motion Carried

CL 62-2018: 2018 Municipal Election Accessibility Report

Clerk Julie Forth provided a report to Council to provide them with information on the actions taken to identify, remove and prevent barriers to residents with disabilities seeking to vote in the 2018 Municipal Election. Some discussion also took place with respect to the voters list and the challenges that the voters list creates during each election.

Resolution No. 14 Moved by Jim Pickard

Seconded by Peter Ypma

RESOLVED that the Council of the Township of South-West Oxford receive Report CL 62-2018 2018 Municipal Election Accessibility Report for information.

DISPOSITION: Motion Carried

**DISCUSSION ITEMS**

**PLANNING & ZONING**

**AGENDA ITEMS & CORRESPONDENCE**

**ACCOUNTS PAYABLE REPORT**

*December 18th, 2018 - Accounts Payable Report*

Resolution No. 15    Moved by George Way  
Seconded by Paul Buchner

RESOLVED that the following Accounts be approved for payment:

Accounts Payable for December 1-17, 2018	\$2,291,126.52
Bi-Weekly Payroll #25 - General	\$46,633.68
Fire Pay #12 - Fire	\$14,782.81
Council Pay #12	\$6,025.86
TOTAL	\$2,358,568.87

DISPOSITION: Motion Carried

**INFORMATION ITEMS & CORRESPONDENCE**

*#138 - Correspondence from Ministry of Municipal Affairs and Housing -  
Housing Supply Action Plan*

Mayor David Mayberry and CAO Mary Ellen Greb will prepare a draft response to the correspondence received from the Ministry and circulate it to Council.

*#139 - AMO Policy Update - Development and Municipal Cannabis Policy*

*#140 - Council Resolution re: Voters' List for Municipal Elections*

Resolution No. 16      Moved by Craig Gillis  
                                    Seconded by Valerie Durston

RESOLVED that the Council of the Township of South-West Oxford support the resolution of the Town of Kearney as follows:

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;

AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of South-West Oxford supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and

support.

DISPOSITION: Motion Carried

*#141 - ROMA Board of Directors Call for Nominations*

Resolution No. 17     Moved by George Way  
                                       Secoded by Jim Pickard

RESOLVED that Council receive information and correspondence items #139 and #141 be received for information and that they be noted and filed.

DISPOSITION: Motion Carried

**BY-LAWS AND AGREEMENTS**

- By-law No. 93-2018 - To appoint Livestock Valuers (John Gal)
- By-law No. 94-2018 – To appoint Building Officials for the Township of South-West Oxford (RSM Consulting Services)

Resolution No. 18     Moved by George Way  
                                       Secoded by Craig Gillis

RESOLVED that the following By-laws be introduced and that it be read a first and second time:

- By-Law No. 93-2018 being a By-law to appoint livestock valuers (John Gal)
- By-law No. 94- 2018 to appoint Building Officials for the Township of South-West Oxford (RSM Consulting Services).

DISPOSITION: Motion Carried

Resolution No. 19     Moved by Valerie Durston  
                                       Secoded by Craig Gillis

RESOLVED that By-law 93-2018 and 94-2018 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

**COMMITTEES**

**STRATEGIC PLANNING**

**NEW BUSINESS**

**Oxford County – Conservation Authority Appointments**

Oxford County Council confirmed the following appointments for the Township of South-West Oxford:

Catfish Creek Conservation Authority – Councillor Paul Buchner  
Long Point Region Conservation Authority – Councillor Peter Ypma  
Upper Thames River Conservation Authority – Councillor Alan Dale  
(Norwich): Appointment for Township of South-West Oxford and Township of Norwich

**Beachville Sidewalks and Curbs**

Councillor Craig Gillis raised a concern that he received from a constituent with respect to sidewalks and curbs in Beachville, specifically along Beachville Road at West Hill Line, Water Street and Zorra Line. The curbs are high and not rounded off. This makes it difficult for people that use a wheelchair to get out and about in the community. Staff will look into the ownership of the curbs; it may be County owned.

Councillor Craig Gillis advised of another request he received to extend the sidewalk down Oxford Street and around Raglan Street. There are a lot of young families in this area that come through this way to access the trail.

**CLOSED SESSION**

*The meeting will be closed to the public to discuss subject matter that is:*

- (b) personal matters about an identifiable individual, including municipal or local board employees; and*
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Assessment Review Board Tax Write Off).*

Resolution No. 20      Moved by Peter Ypma  
                                    Seconded by George Way

RESOLVED that Council hold a closed meeting at 10:03 p.m. in order to discuss a matter pertaining to:  
personal matters about an identifiable individual,  
including municipal or local board employees and

litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Assessment Review Board tax write-off and Treasurer/Deputy CAO position);

DISPOSITION: Motion Carried

Resolution No. 21 Moved by Jim Pickard  
Seconded by George Way

RESOLVED that Council reconvene in open session at 10:44 p.m.

DISPOSITION: Motion Carried

CAO 28-2018: Amending Treasurer Job Description to include Deputy CAO duties (continued)

Resolution No. 22 Moved by Jim Pickard  
Seconded by Paul Buchner

RESOLVED that Council receives Report CAO 28-2018 as information;

AND FURTHER that Council approves the amendment of the Treasurer job description to include the duties of a Deputy CAO with the current Treasurer filling the position;

AND FURTHER that Council approves the addition of the amended position to Grade 11 on the Township pay grid;

AND FURTHER that council acknowledges that this amendment in no way creates an additional staff position in the Township of South-West Oxford.

DISPOSITION: Motion Carried

**COUNCIL ROUND TABLE**

*Council members shared updates from their respective wards and community involvement. Mayor Mayberry advised Council of a Notice of Motion that he has presented to County Council which will be considered in January. The motions request support for a 2% surcharge on taxes to encourage fibre optics across the County. He advised that there is still a long way to go to achieve fibre optics into the rural areas.*



Meeting dates for January, 2019 were discussed as follows:

January 8<sup>th</sup>, 2019 at 9:00 a.m. (strategic planning)

January 15<sup>th</sup>, 2019 at 7:00 p.m. (special budget)

January 21<sup>st</sup>, 2019 at 9:00 a.m. (special budget)

January 22<sup>nd</sup>, 2019 (evening – public meeting for RV parking and accessory structures)

**CONFIRMATORY BY-LAW**

*By-Law No. 94-2018 - To confirm all actions and proceedings of Council (December 18th, 2018)*

Resolution No. 23 Moved by Valerie Durston  
Seconded by George Way

RESOLVED that By-law 94-2018 being a By-law to confirm the proceedings of Council held Tuesday, December 18<sup>th</sup>, 2018 be read a first, second and third time this 18<sup>th</sup> day of December, 2018.

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

DISPOSITION: Motion Carried

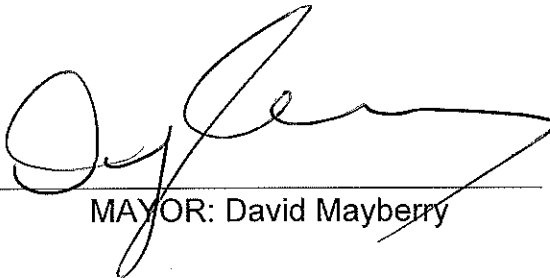
**ADJOURNMENT**

Resolution No. 24 Moved by Jim Pickard  
Seconded by Craig Gillis

RESOLVED that there being no further business, the Council meeting be adjourned at 11:03 p.m. to meet again on January 8<sup>th</sup>, 2019 at 9:00 a.m.

DISPOSITION: Motion Carried

  
CLERK: Julie Forth

  
MAYOR: David Mayberry



**Sign-In Sheet**  
 Regular Council Meeting  
 December 18<sup>th</sup>, 2018 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)
WAYNE JONAS	485015 SWABURG RD	ZONE CHANGE
JENNIFER LAJOIE		MPAC
Catherine Dube	11 Wood St. W	to hear what is happening
Kathy Dewch	27 Millard St Swainsburg	Grant.
Nathan Huinje	804777 Oldstage Rd.	zone change
Carad Trevor Pottelber	292230 Culloden Line.	Fence.
Laura Fuchs	324032 MIFELIND RD	MT ELGIN COMM CENTRE PARKING LOT

**Notice of Collection/Use/Disclosure:** All information about municipal services is collected in accordance with the *Municipal Act, 2001*, under s.8 and for Council's purposes under s.239(1) and may be used in Council deliberations, and disclosed in full, including email, names, opinions and addresses to other persons requesting access to records, or as part of a public record. All information submitted to the municipality is subject to the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office.