

MINUTES  
OF THE  
COUNCIL OF THE  
COUNTY OF OXFORD

County Council Chamber  
Woodstock  
May 28, 2008

MEETING #17

Oxford County Council meets in regular session this twenty-eighth day of May 2008, in the Council Chamber, County Administration Building, Woodstock.

1. CALL TO ORDER:

6:33 p.m., with Warden Holbrough in the chair.

All members of Council present.

Staff Present: K. J. Whiteford, Chief Administrative Officer/Clerk  
M. R. Bragg, Director of Public Health and Emergency Services  
L. S. Buchner, Director of Corporate Services  
J. Kubiak, Corporate Manager of Human Resources  
M. Misek-Evans, Corporate Manager of Community and Strategic Planning  
A. C. Orvidas, Director of Social Services and Housing  
R. G. Walton, Director of Public Works

2. APPROVAL OF AGENDA:

RESOLUTION NO. 1:

Moved by: Michael Harding  
Seconded by: Margaret Lupton

That the Agenda be approved.

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING:

Council Minutes of May 13, 2008 and May 14, 2008

RESOLUTION NO. 2:

Moved by: Michael Harding  
Seconded by: Margaret Lupton

That the Council Minutes of May 13, 2008 and May 14, 2008 be adopted.

DISPOSITION: Motion Carried

5. PUBLIC MEETINGS:

NIL

6. DELEGATIONS AND PRESENTATIONS:

1. Service Recognition Program - Employee Service Awards

Warden Holbrough provides welcoming comments. He refers to the fact that this is the eighth year that the County has made these presentations. Warden Holbrough emphasizes that the County appreciates its employees and he extends thanks to the families for their commitment to the employees. Warden Holbrough goes on to explain that the Employee Service Awards recognize long service to the County and this year, the range of service is between 15 – 45 years. The Warden again notes that the employees make the jobs of the elected officials that much easier. He thanks the organizers of tonight's event and specifically mentions Brenda Breckenridge, Barb Wattie and Janice Kubiak. Warden Holbrough introduces the members of Oxford County Council as well as the C.A.O./Clerk. At this point, Warden Holbrough asks Janice Kubiak, Corporate Manager of Human Resources, to provide further introductory comments relating to tonight's program.

J. Kubiak again points out that service and dedication are what is being recognized tonight. This is a special night for the service recognition program since it is the first time that it has been held in the new Council Chamber and secondly, the Award no longer consists of simply a pin since employees now have the choice of selecting what they would like to receive in recognition of their long service. Reiterating the comments of the Warden, J. Kubiak notes that many employees tonight have many years of service. If the employee is not in attendance tonight, they will be given their recognition in the workplace. J. Kubiak then proceeds to introduce the members of the Management Group and outline their various responsibilities.

J. Kubiak then explains the procedure for how the Awards are to be presented. The following people are asked to come forward and receive their Awards based on the department/office they work for in relation to their day to day responsibilities. The following people are the recipients:

10 Year Award

Clayton, Tracey  
Waud, Jacalyn  
Holden, Melissa  
Murphy, Christie  
Beaton, Paul  
Easton, Lana  
Figliomeni, Rosa  
Elliott, Jen  
Benson, April  
Barnes, Flint

15 Year Pin Award

Noble, Bill  
Hofstetter, Kathy  
Cole, Lois  
McGregor, John  
Langille, Kathryn  
Bates, Elaine  
Ficht, Tammy  
Butzakowski, Heidi  
McNutt, Stirling  
Gagnon, Jill  
Lonsbary, Carolyn  
Longlade, Neil  
McCully, Elizabeth  
MacKay, Kelly  
Paquette, Francine  
McDonald, Jim  
Sanders, Ted  
Vanleeuwen, Patricia

20 Year Award

Roefs, Judy  
Bartlett, Lynda  
Fulsom, Ruth  
Jeffery, Debra  
Storey, Linda  
Baskette, Kimberly  
McCall, Michelle  
Heslinga, Kelly-Anne  
Marko, Donna  
Butt, Susan  
Baker, Robert  
Grierson, Marie  
DeFreitas, Manny  
Hughes, Elaine  
Daltrey, Matt  
Heath, Robert  
Boratto, Lorna  
Matous, Kelli

15 Year Award  
Thomson, Brian  
Vandepoele, Dan

20 Year Award  
Bossenberry, Carol  
Watling, Brad  
Praught, Ivan  
Buchanan, Liz

25 Year Award  
Limburg, Diane

30 Year Award  
Parry, Robert  
Campbell, Jack  
Penny, Heather  
Jacobs, Janet  
Flinsenber, Henry  
Edmiston, Rick

35 Year Award  
Foster, Peter

40 Year Award  
Bragg, Mike  
Steadman, John

45 Year Award  
Narancsik, Norman

At the close of the presentations, Warden Holbrough comments specifically about the 45 years of service of Norm Narancsik, a recently retired Paramedic with the Public Health and Emergency Services Department. He thanks N. Narancsik for his very special contribution to Oxford County.

Warden Holbrough advises the invited staff and their guests, as well as members of Council, to join in a reception in the rooms adjoining the Council Chamber. He closes the evening by commenting that our strength as a County rests on those who work with us on a day to day basis.

2. County Council Photo Opportunity  
Stratford General Hospital Recognition of Oxford County's  
Commitment to the Heart and Soul Campaign

Following the reception for the Service Awards presentation, Council is brought together in the lobby of the County Administration Building for a photo session by the Stratford General Hospital to recognize the recent contribution by the County to the Hospital's "Heart and Soul Campaign". For public relations purposes, the Hospital had specifically asked for the opportunity to have a photographer take pictures of the presentation of a cheque for \$400,000 to the Hospital by the County. Andrea Page, Executive Director of the Stratford General Hospital Foundation, is present from the Hospital as well as the President, Andrew Williams, Chief Executive Officer of the Huron Perth Health Alliance; Jim McMillan, Stratford General Hospital Foundation, Board Chairman; Jim Burns, a past chair of the Foundation; Bill Preston, Heart and Soul Campaign, Co-chair; and Andrew Williams, EEO, Huron Perth Health Care Alliance.

Following the picture taking session with the Hospital, Council resumes at 7:53 p.m. with Warden Holbrough in the chair.

All members of Council present.

3. Christene Scrimgeour, Chartered Accountant  
County Auditor  
Re: 2007 Audited Financial Reports

Christine Scrimgeour starts off her presentation by referring Council to the Consolidated Financial Report dated December 31, 2007 which was attached to Report No. A-1 2008-23 as part of the Council Agenda package. C. Scrimgeour refers to the audit as a clean audit report and statement. She initiates a page by page review of the report starting with the Consolidated Statement of Financial Position as of the 31<sup>st</sup> of December. She draws Council's attention to the fact that the assets of the County have increased by about \$2.1M dollars between 2006 and 2007. Most of this increase is attributable to the over \$4M increase in accounts receivable. This particular increase is very much linked to the major capital works projects that are being undertaken in the County, especially at the east end of the City of Woodstock as well as the Ingersoll Street extension project in Ingersoll.

Offsetting the increase in assets is also a substantial increase in total liabilities from \$62.1M to \$84.0M. A significant portion of this increase is directly related to deferred revenue and accounts payable as well as accrued liabilities associated with the major capital works projects. Examples would be the OSTAR monies, the holdbacks on the east end servicing projects and the Oxford County Administration Building.

Proceeding with her review of the consolidated statement, C. Scrimgeour refers to the municipal fund balances and draws Council's attention to Note No. 10 in the document which outlines the balances of each municipal fund at the end of 2007. In accordance with past practice, the surplus of \$182,872 from 2007 represents the Library Board surplus, the remaining general surplus was moved to the Corporate Services reserve. C. Scrimgeour also comments on the capital fund which has increased to \$25.2M from \$23.5M in 2006. Once again, this increase is related to the Ingersoll Street extension project, Woodingford Lodge Millennium project and the east end of Woodstock servicing projects.

Overall reserves have decreased by approximately \$4.3M. Most of this decrease is attributable to monies that have been used from water related projects. C. Scrimgeour also notes that the reserves relating to the Oxford County Administration Building have been used up during the twelve months of 2007. The landfill reserve, on the other hand, continues to grow and offsets some of the decreases that have been noted.

C. Scrimgeour then moves on to the Consolidated Statement of Municipal Activities as of the end of December 2007. She comments under the Revenue subtitle the fact that user charges have been significantly less than budgeted due to the fact that some billing out that was supposed to happen in 2007 did not occur. Also, the actuals for 2006 and 2007 did not meet the budget for government grants since not all of the grant monies have been received as of yet. There was, however, considerably more investment income received by the County in 2007 than what was anticipated in the budget (\$2.2M compared to \$915,000 budgeted), as the budget does not provide for interest earned on development charges (deferred revenue).

On the expenditures side of the ledger, health services came in under budget (\$14.4M compared to \$16.6M budgeted). Any of the other categories of expenditures were either over or under and reasons are given by C. Scrimgeour for the variations. C. Scrimgeour does comment on the new debt issued whereby the 2007 budget had called for \$34.4M whereas only \$15.8M actually occurred. Overall the fund balances showed an actual for 2007 of \$6.5M compared to the budget for 2007 of \$17.7M.

C. Scrimgeour highlights the 19 Notes to the financial statements. She specifically mentions Note No. 8 dealing with Employee Benefits and No. 9 dealing with Net Long-Term Liabilities with specific reference to the user charges i.e. water and wastewater rates representing the most significant source of funding the debt obligations. Other notes that are commented on include No. 13 referred to Commitments, No. 17 referring to the Cost of Closure Associated with the Landfill and No. 19 entitled Tangible Capital Assets.

The Warden then asks if any members of Council have any questions for C. Scrimgeour based on the portions of the financial statements that she has covered.

Councillor Sobeski enquires about Note No. 9 which deals with net long-term liabilities. Councillor Sobeski asks what the maximum amount is that the County can borrow. L. Buchner, Director of Corporate Services, responds and indicates that the County has significant space for borrowing. There is a formula that is applied by the Ministry of Municipal Affairs and Housing whereby a municipality can borrow up to 25% of its revenues and this would mean that the County has ample room to borrow.

Warden Holbrough enquires as to what affect the full implementation of PSAB would have on the appearance of the annual audited financial statements. C. Scrimgeour responds and indicates that she will be referring to the asset policies adopted by Council earlier this year to review the historical values for assets established by management beginning in the summer in preparation for the January 2009 requirement date.

Warden Holbrough also asks about the statement of materiality and whether C. Scrimgeour can provide an explanation. C. Scrimgeour refers to page 3, the Consolidated Statement of Municipal Activities, and refers to the actual total revenues of \$156M for the County in 2007. The general rule of

thumb is to use 1/2% - 2% of gross revenues whereas she uses a 1/2% figure. C. Scrimgeour explains the mathematical calculation used to establish a level of materiality.

Councillor Molnar enquires about PSAB and the concept of no more reserves. C. Scrimgeour refers to the Institute of Chartered Accountants who were the ones that originally pushed for the introduction of PSAB which will effectively remove the principle of having reserves and reserve funds appear on the financial statements. Capital funds will no longer be in fund balances with PSAB but will be titled as work in process. C. Scrimgeour explains how \$500M (approximately) will be added to the total fund balances. She emphasizes that there will still be a Note explaining the fund balances.

At the conclusion of the questioning, C. Scrimgeour refers back to the management letter dated May 20, 2008 at the front of the financial statements. She highlights the various sections of the management letter where it deals with water/wastewater and waste management, payroll files, Woodingford Trust Accounts and Ontario Works as well as Provincial Offences. C. Scrimgeour emphasizes that nothing major was discovered in the way of problems and that all of the issues raised in the management letter will and can be addressed. She also comments that most of the outstanding issues with the Town of Tillsonburg have now been resolved.

7. CONSIDERATION OF DELEGATIONS AND PRESENTATIONS:

A-1 2008-23  
Re: 2007 Audited Financial Reports

RESOLUTION NO. 3:

Moved by: James Hayes  
Seconded by: Margaret Lupton

That the recommendation contained in Report No. A-1 2008-23, titled "2007 Audited Financial Reports", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-1 2008-23:

That the Oxford County Consolidated Financial Report and the Oxford County Trust Fund Financial Report for the year ended December 31, 2007 be accepted;

And that the Auditor's letter of independence for the year ended December 31, 2007 be received;

And that the Treasurer coordinate improvements to the areas of weakness in the internal controls or procedures relating to information systems identified in the Auditor's 2007 Management Letter, dated May 20, 2008.

8. CONSIDERATION OF CORRESPONDENCE:

NIL

9. REPORTS FROM DEPARTMENTS:

**A CORPORATE SERVICES**

A-1 2008-23  
Re: 2007 Audited Financial Reports

Report dealt with under Consideration of Delegations and Presentations.

A-2 2008-24  
Re: Asset Management - Project Matrix Update

RESOLUTION NO. 4:

Moved by: James Hayes  
Seconded by: Margaret Lupton

That the recommendation contained in Report No. A-2 2008-24, titled "Asset Management - Project Matrix Update", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-2 2008-24:

That Report No. A-2 2008-24 titled "Asset Management - Project Matrix Update" be received for information.

A-3 2008-25  
Re: New County Administration Building Grand Opening Event Update

RESOLUTION NO. 5:

Moved by: James Hayes  
Seconded by: Margaret Lupton

That the recommendation contained in Report No. A-3 2008-25, titled "New County Administration Building Grand Opening Event Update", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-3 2008-25:

That proposed Oxford County Administration Building Grand Opening Event activities as described in Report No. A-3 2008-25 titled "New County Administration Building Grand Opening Event Update" be approved.

A-4 2008-26  
Re: Banking Services Agreement

RESOLUTION NO. 6:

Moved by: Kenn. R. Howling  
Seconded by: Donald Doan

That the recommendation contained in Report No. A-4 2008-26, titled "Banking Services Agreement", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-4 2008-26:

That the present banking agreement with the Scotiabank be extended for a period of one year.

A-5 2008-27  
Re: Consolidated Retention Schedule

RESOLUTION NO.7:

Moved by: Kenn. R. Howling  
Seconded by: Donald Doan

That the recommendation contained in Report No. A-5 2008-27, titled "Consolidated Retention Schedule", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. A-5 2008-27:

That By-law No. 4957-2008, being a by-law to adopt a schedule of retention periods and final disposition of records generated in respect to administration of the County of Oxford activities, be presented to Council for enactment.

**B SOCIAL SERVICES AND HOUSING**

NIL

**C COMMUNITY AND STRATEGIC PLANNING**

C-1 2008-159

Re: Application for Condominium Approval and Exemption from Draft Approval  
32CDM-08001 - Permterra Development Corporation

RESOLUTION NO. 8:

Moved by: Margaret Lupton  
Seconded by: James Hayes

That the recommendations contained in Report No. C-1 2008-159, titled "Application for Condominium Approval and Exemption from Draft Approval - 32CDM-08001 - Permterra Development Corporation", be adopted.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. C-1 2008-159:

That Oxford County Council approve application 32CDM-08001, submitted by Permterra Development Corporation, for approval of a plan of condominium relating to plans prepared by Kim Husted, for lands described as Part of Block 40, Registered Plan 41M-232 in the Town of Tillsonburg and furthermore;

that Oxford County Council approve application 32CDM-08001, submitted by Permterra Development Corporation for exemption from draft plan of condominium for lands described as Part of Block 40, Registered Plan 41M-232 in the Town of Tillsonburg as all matters relating to the development have been addressed through Site Plan Approval and a registered Site Plan Agreement.

**D PUBLIC WORKS**

D-1 2008-43

Re: Boundary Road Maintenance Agreement - County of Perth

RESOLUTION NO. 9:

Moved by: Margaret Lupton  
Seconded by: James Hayes

That the recommendation contained in Report No. D-1 2008-43, titled "Boundary Road Maintenance Agreement - County of Perth", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-1 2008-43:

That a by-law be raised to authorize the Warden and Clerk to sign an agreement with the Corporation of the County of Perth for the maintenance of Oxford Road 24 (Perth Line 26 and Perth Road 101), Oxford Road 119 and Waterloo Regional Road 1/Perth Road 101.

D-2 2008-44  
Re: Tender Award - Ingersoll Water Treatment Facilities

RESOLUTION NO. 10:

Moved by: Margaret Lupton  
Seconded by: James Hayes

That the recommendation contained in Report No. D-2 2008-44, titled "Tender Award - Ingersoll Water Treatment Facilities", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-2 2008-44:

That the Warden and Clerk be authorized to award a contract for the construction of upgrades to the water treatment facilities at Canterbury Street, Hamilton Road, Merritt Street and Thompson Road in the Town of Ingersoll.

D-3 2008-45  
Re: Boundary Road Maintenance Agreement - Regional Municipality of Waterloo

RESOLUTION NO. 11:

Moved by: Don McKay  
Seconded by: Sandra Talbot

That the recommendation contained in Report No. D-3 2008-45, titled "Boundary Road Maintenance Agreement - Regional Municipality of Waterloo", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-3 2008-45:

That a by-law be raised to authorize the Warden and Clerk to sign an agreement with the Regional Municipality of Waterloo for the maintenance of Oxford Road 23 (Waterloo Regional Road 3).

D-4 2008-46  
Re: Water Service Testing Agreement - Norwich Township

RESOLUTION NO. 12:

Moved by: Don McKay  
Seconded by: Sandra Talbot

That the recommendation contained in Report No. D-4 2008-46, titled "Water Service Testing Agreement - Norwich Township", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-4 2008-46:

That a by-law be raised to authorize the Warden and Clerk to sign a service agreement for the collection and testing of water samples from six municipal facilities owned by the Township of Norwich.

D-5 2008-47  
Re: Pilot Water Efficiency Program - Woodstock Water System

RESOLUTION NO. 13:

Moved by: Stephen Molnar  
Seconded by: Patrick Sobeski

That the recommendation contained in Report No. D-5 2008-47, titled "Pilot Water Efficiency Program - Woodstock Water System", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-5 2008-47:

That County Council approve funding of a Water Efficiency Program for the Woodstock Water System as detailed in Report D-5 2008-47, and direct Public Works staff to proceed with implementation of the program in conjunction with City of Woodstock staff.

D-6 2008-48  
Re: Waste Management Agreement Between the Town of Tillsonburg  
and the County of Oxford

RESOLUTION NO. 14:

Moved by: Stephen Molnar  
Seconded by: Patrick Sobeski

That the recommendations contained in Report No. D-6 2008-48, titled "Waste Management Agreement between the Town of Tillsonburg and the County of Oxford", be deferred.

DISPOSITION: Motion Carried

Recommendations Contained in Report No. D-6 2008-48:

That a by-law be raised to authorize the Warden and Clerk to sign a waste management agreement with the Town of Tillsonburg;

And that a by-law be raised to authorize the Warden and Clerk to sign an extension to the agreement for garbage and recycling collection services with Halton Recycling Ltd. to include the Town of Tillsonburg in that agreement.

D-7 2008-49  
Re: COMRIF Project Update - 2

RESOLUTION NO. 15:

Moved by: Stephen Molnar  
Seconded by: Patrick Sobeski

That the recommendation contained in Report No. D-7 2008-49, titled "COMRIF Project Update - 2", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. D-7 2008-49:

That County Council receive Public Works Report D-7 2008-49, regarding the status of the Canada Ontario Municipal Rural Infrastructure Funding (COMRIF) projects, as information.

**E HUMAN RESOURCES**

NIL

**F C.A.O./CLERK**

F-1 2008-13  
Re: County Administration Building - Minutes of Building Committee

RESOLUTION NO. 16:

Moved by: Patrick Sobeski  
Seconded by: Donald Doan

That the recommendation contained in Report No. F-1 2008-13, titled "County Administration Building - Minutes of Building Committee", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. F-1 2008-13:

That Report No. F-1 2008-13 pertaining to the Minutes of the Building Committee for the new Administration Building be received as information.

**G PUBLIC HEALTH AND EMERGENCY SERVICES**

G-1 2008-11  
Re: 2008 West Nile Virus Program

RESOLUTION NO. 17:

Moved by: Patrick Sobeski  
Seconded by: Donald Doan

That the recommendation contained in Report No. G-1 2008-11, titled "2008 West Nile Virus Program", be adopted.

DISPOSITION: Motion Carried

Recommendation Contained in Report No. G-1 2008-11:

That County Council receive report No. G-1 2008-11, which provides an outline of the Oxford County 2008 West Nile virus program, as information.

**H WARDEN**

NIL

10. UNFINISHED BUSINESS:

NIL

11. NOTICE OF MOTIONS:

NIL

12. NEW BUSINESS/ENQUIRIES/COMMENTS:

Councillor Doan points out that he has had a constituent contact him regarding long distance charges from the southeast corner of the County to the County Administration buildings. There is a letter to the editor in today's Norwich Gazette about this issue. Director of Public Health and Emergency Services, Mike Bragg, responds to Councillor Doan pointing out that there is a 1-800 number for the Public Health and Emergency Services Department which is 1-800-755-0394. The Public Health and Emergency Services Department has had this 1-800 number for several years. R. Walton, Director of Public Works, points out that that Department also has a 1-800 number which has been marketed. The question arises as to how many numbers the County requires. Councillor Howling comments that there is a need for County staff to make a greater effort to market these numbers since the problem of long distance charges also applies in his municipality especially in the northeast and eastern portions of the Township.

Councillor Molnar also brings up the matter of the County website and the fact that the County is still using county.oxford.on.ca versus the possibility of using oxford.ca. This matter of the website address will be explored further by the Corporate Services staff.

J. Kubiak, Corporate Manager of Human Resources, brings Council's attention to the display that is in the lobby tonight. Woodingford Lodge has been advertising at job fairs for Registered Nurse positions as well as Registered Nurse Assistants. The Lodge has attended as an example, the Registered Nursing Association of Ontario Conference that was held recently. J. Kubiak emphasizes that there has been a lot of staff time put into these events and the entire recruitment effort.

Warden Holbrough updates Council on his activities over the past two weeks. He mentions some new initiatives that are being considered in the area of waste management and discussed by the Waste Management Steering Committee at a recent meeting. Some alternatives to landfill are being investigated. With respect to the Oxford County Administration Building, the Warden comments that some of the growing pains are now being resolved. He specifically mentions that the pictures of the former Wardens are being hung in the Council Chamber and that all the pictures should be available and hung by the Grand Opening.

Warden Holbrough refers to concerns that have been expressed to him about energy conservation and the new Administration Building. Apparently, there have been concerns about the number of lights that are on in the building every night. R. Walton, Director of Public Works, responds clarifying that the custodians/cleaners could activate the motion sensors that are in the building and thereby turn the lights on. The lights would normally be off after approximately 10:00 p.m.

Warden Holbrough makes reference to a meeting that he will be attending in Toronto on Thursday, June 5 with the Minister of Natural Resources regarding the issue of limestone deposits bordering the Town of Ingersoll and also aggregate resources in general. Warden Holbrough also makes reference to the Energy Expo that will be held at the Woodstock Community Complex on the weekend of May 31 and June 1. Furthermore, approximately 2,000 Shriners will be in Ingersoll for a major get-together on

the same weekend and it is expected that the accommodation facilities in Oxford will be full for that event.

13. CLOSED SESSION:

RESOLUTION NO. 18:

Moved by: Sandra Talbot  
Seconded by: Michael Harding

That Council rise and go into a Closed session for the purpose of considering Reports No. A-1 (CS) 2008-28 and No. B-1 (CS) 2008-25 regarding matters that have not been made public concerning personal matters about an identifiable individual, property matters and litigation.

DISPOSITION: Motion Carried (9:37 p.m.)

Oxford County Council meets in Closed session, as part of a regular meeting, this twenty-eighth day of May 2008, in the Council Chamber, County Administration Building, Woodstock.

A. CLOSED SESSION COMMENCEMENT TIME:

9:37 p.m., with Warden Holbrough in the chair.

All members of Council present.

Staff Present: K. J. Whiteford, Chief Administrative Officer/Clerk  
M. R. Bragg, Director of Public Health and Emergency Services  
L. S. Buchner, Director of Corporate Services  
J. Kubiak, Corporate Manager of Human Resources  
M. Misek-Evans, Corporate Manager of Community and Strategic Planning  
A. C. Orvidas, Director of Social Services and Housing  
R. G. Walton, Director of Public Works

B. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

C. DELEGATIONS AND PRESENTATIONS:

NIL

D. CONSIDERATION OF CORRESPONDENCE:

NIL

E. REPORTS FROM DEPARTMENTS:

**A CORPORATE SERVICES**

A-1 (CS) 2008-28

**B SOCIAL SERVICES AND HOUSING**

B-1 (CS) 2008-25

**C COMMUNITY AND STRATEGIC PLANNING**

NIL

**D PUBLIC WORKS**

NIL

**E HUMAN RESOURCES**

NIL

**F C.A.O./CLERK**

NIL

**G PUBLIC HEALTH AND EMERGENCY SERVICES**

NIL

**H WARDEN**

NIL

F. UNFINISHED BUSINESS:

NIL

G. NEW BUSINESS/ENQUIRIES/COMMENTS:

NIL

H. TIME OF COMPLETION OF CLOSED SESSION:

9:50 p.m.

RESOLUTION NO. 19:

Moved by: Sandra Talbot  
Seconded by: Michael Harding

That Council rise and reconvene in Open session.

DISPOSITION: Motion Carried (9:50 p.m.)

14. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION:

**A CORPORATE SERVICES**

A-1 (CS) 2008-28

RESOLUTION NO. 20:

Moved by: Sandra Talbot  
Seconded by; Michael Harding

That the recommendation contained in Report No. A-1 (CS) 2008-28 be adopted.

DISPOSITION: Motion Carried

**B SOCIAL SERVICES AND HOUSING**

B-1 (CS) 2008-25

RESOLUTION NO. 21:

Moved by: Donald Doan  
Seconded by: Kenn. R. Howling

That the recommendation contained in Report No. B-1 (CS) 2008-25 be adopted.

DISPOSITION: Motion Carried

**C COMMUNITY AND STRATEGIC PLANNING**

NIL

**D PUBLIC WORKS**

NIL

**E HUMAN RESOURCES**

NIL

**F C.A.O./CLERK**

NIL

**G PUBLIC HEALTH AND EMERGENCY SERVICES**

NIL

**H WARDEN**

NIL

15. BY-LAWS:

BY-LAW NO. 4956-2008

Being a By-law imposing special annual drainage levies upon Area Municipalities.

BY-LAW NO. 4957-2008

Being a By-law to provide a schedule of retention periods for the records of the County of Oxford and to repeal By-law No. 3273-93, By-law No. 4048-2000, By-law No. 4154-2001, By-law No. 4197-2002, By-law No. 4380-2004 and By-law No. 4676-2006.

BY-LAW NO. 4958-2008

Being a By-law to authorize the Warden and Clerk to sign an Agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs (the Ministry) and the County of Oxford and the Oxford Small Business Support Centre Inc. (the Recipients) for funding under the Rural Economic Development (RED) Program for the benefit of a tourism-focused Business Retention and Expansion project.

RESOLUTION NO. 22:

Moved by: Donald Doan  
Seconded by: Kenn. R. Howling

That the following By-laws be now read a first and second time: No. 4956-2008, No. 4957-2008 and No. 4958-2008.

DISPOSITION: Motion Carried

RESOLUTION NO. 23:

Moved by: Donald Doan  
Seconded by: Kenn. R. Howling

That the following By-laws be now given third and final reading: No. 4956-2008, No. 4957-2008 and No. 4958-2008.

DISPOSITION: Motion Carried

16. ADJOURNMENT:

Council adjourns its proceedings until the next meeting scheduled for Wednesday, June 11, 2008 at 9:30 a.m.

9:53 p.m.

Minutes adopted on June 11, 2008 by Resolution No. 2

"Paul J. Holbrough"  
WARDEN

"Kenneth J. Whiteford"  
CLERK