
PLANNING & DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Chair and Members of Committee

FROM: Brian Treble, Director of Planning and Building

DATE: November 9th, 2020

SUBJECT: APPOINTMENT OF MEGHAN BIRBECK AS SECRETARY-TREASURER
OF COMMITTEE OF ADJUSTMENT

On September 3rd, 2020, Alexa Cooper announced her resignation as Secretary Treasurer of the Committee of Adjustment and Planner I for the Township of West Lincoln.

On October 9th, 2020, the Township announced that Meghan Birbeck had agreed to take on the role of Secretary-Treasurer/Planner I as she completes the Climate Change and Sustainability Coordinator contract work that has been part of her portfolio for the past 18 months.

The role of Secretary-Treasurer of the Committee of Adjustment requires an appointment by-law to be passed. As a result, at the November 23rd, 2020 Council Meeting a by-law will be placed on the agenda to appoint Meghan Birbeck as Secretary-Treasurer of the Committee of Adjustment and to repeal By-law 2018-106 which was the last by-law to appoint Alexa Cooper as the above mentioned title.

A draft by-law is attached to this memo.

Sincerely,



Brian Treble, MCIP, RPP
Director of Planning and Building

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW 2020-XX

A BY-LAW TO APPOINT A SECRETARY-TREASURER AND AN ASSISTANT SECRETARY-TREASURER TO THE COMMITTEE OF ADJUSTMENT FOR THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN.

WHEREAS the *Municipal Act*, S.O. 2001, c.25, confers authority upon the municipality to conduct its affairs as it considers necessary and appropriate;

AND WHEREAS the Council of the Corporation of the Township of West Lincoln deems it necessary to appoint a Secretary-Treasurer and an Assistant Secretary-Treasurer to the Committee of Adjustment for the Corporation of the Township of West Lincoln.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. That, Meghan Birbeck be and is hereby appointed as the Secretary-Treasurer to the Committee of Adjustment for the Corporation of the Township of West Lincoln; and,
2. That, Jeni Fisher be and is hereby appointed as Assistant Secretary-Treasurer to the Committee of Adjustment for the Corporation of the Township of West Lincoln; and,
3. That, the Secretary-Treasurer shall assume all administrative duties and responsibilities for the Committee of Adjustment in accordance with the Planning Act; and in their absence, the Assistant Secretary-Treasurer shall do the same; and,
4. That, this By-Law shall come into effect on the day of its passing.
5. That, By-law 2018-106 be and is hereby repealed.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
23RD DAY OF NOVEMBER, 2020.**

MAYOR DAVE BYLSMA

JOANNE SCIME, CLERK