



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday January 14, 2025
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

James Johnson, Treasurer/Deputy CAO
Kimberley Armstrong, Director of Corporate Services/Clerk
Ken Farkas, Director of Public Works
Derek Van Pagee, Director of Fire and Protective Services
James Schaafsma, Acting Director of Community Development Services
AJ Wells, Director of Medical Services
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
Sean McCoy, Deputy Clerk/Planning Coordinator

1. Call to Order

The regular session 2022-2026 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 9:00 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

Councillor Couwenberg disclosed a direct interest in agenda item 10.3.3, Report DR 2025-03 - Tender Results for the Simmons-Hopkins Drain 2024.

5. Adoption of Minutes of Previous Meeting(s)

5.1 November 26, 2024

Resolution #2

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the following Minutes of the Township of Norwich Council be adopted as printed and circulated:

November 28, 2024 – Capital Budget
December 10, 2024

Carried

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act

Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That pursuant to Section 34(12) of the Planning Act, R.S.O. 1990, as amended, Chapter P.13, this Council conduct a public meeting in respect to an application for amendment to Zoning By-law 07-2003-Z by John and Wilma Ryksen, File Number ZN 3-24-20.

Carried

The Mayor advised that this meeting is being constituted as being a public meeting held under the Planning Act for the purpose of hearing Zoning Amendment proposals and affording any person in attendance the opportunity to make a presentation to Council.

The Ontario Land Tribunal has the power to dismiss an appeal under subsection (25) if an appellant has not provided the Council with oral submissions at a public meeting or a written submission before a by-law is passed under this section.

The Mayor requested that if anyone was in attendance with respect to this application, that they would please sign the attendance sheet at the door.

6.3.1 Applicant: John & Wilma Ryksen

File No.: ZN 3-24-20

Report No.: CP 2025-07

Location: Part Lot 14, Concession 3, Part 1 of 41R-10214 (North Norwich) 713516 Middletown Line, Burgessville, Township of Norwich, ON

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a single detached dwelling to be constructed on an undersized agricultural parcel (approximately 2.9 ha (7.37 ac) in size). The one acre building envelope is proposed along the northern property line, east of the municipal drain.

Mr. John Ryksen and Ms. Wilma Ryksen, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-07. She advised that the purpose of the application is to request site specific zoning to permit a residential dwelling on an undersized agricultural parcel of land. She advised that this application was previously deferred by Council for the applicant to amend their drawing and provide accurate dimensions for the proposed building area and referenced the Manson Drain. The applicant has since provided an appropriate drawing to scale with the required dimensions and setbacks requested.

Ms. Hartley further explained that due to the surrounding livestock operations, and the existence of the municipal drain running through the property, staff are satisfied that the proposed location is appropriate and generally meets the intent of the policy criteria.

There was no one in attendance that wished to speak in support of or in opposition to the application.

Resolution #4

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Public Meeting held pursuant to the Planning Act be closed.

Carried

Resolution #5

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application to amend Zoning By-law 07-2003-Z, by John and Wilma Ryksen for lands described Part of Lot 14, Concession 3, being Part 1, 41R-10214 (North Norwich) in the Township of Norwich, to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-52)' to facilitate the construction of a single-detached dwelling on an undersized agricultural parcel, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #6

Moved by Karl Toews, seconded by Lynne DePlancke:

That the following members sit as the Committee of Adjustment for the Township of Norwich: Chair Shawn Gear and Members: Jim Palmer, Karl Toews, Lynne DePlancke, and Adrian Couwenberg;

And further that the Committee of Adjustment is now convened.

Carried

Committee of Adjustment

The Chair advised that this public meeting of the Committee of Adjustment is being held for the purpose of hearing Minor Variance proposals and affording any person in attendance the opportunity to make a presentation to the Committee.

If an eligible applicant appealing a decision of the Committee of Adjustment in respect of the proposed minor variance does not provide written submissions or make oral submissions at a public meeting, the Ontario Land Tribunal may dismiss all or part of the appeal.

The Chair directed that if anyone was in attendance with respect to the applications, that they please sign the attendance sheet at the door and if they wished to receive a copy of the decision, to please provide their name and email address to the Deputy Clerk.

6.3.2 Applicant: Stam Nurseries Inc. (Gerwin Bouwan)

File No.: A 18-24

Report No.: CP 2025-08

Location: Part Lots 20 & 21, Concession 1 (North Norwich), 593836 Highway 59, Township of Norwich ON

Details of Proposed Amendment: Relief from Table 7.2 – Zone Provisions, Front Yard, Minimum Depth, to reduce the front yard depth from 15m (49.2 ft) to 9m (29.5 ft) to facilitate the construction of a bunkhouse with associated septic tank located along Beaconsfield Road.

Mr. Gerwin Bouwan, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-08. She advised that the subject application is requesting relief from the front yard depth provisions to reduce the front yard to facilitate the construction of a bunkhouse and associated septic tank. She explained that the applicant has indicated that they require additional seasonal farm labour for the tree farm/nursery operation located on the subject lands and the proposed bunkhouse is required for a temporary period to house the workers.

In response to questions from Council, Ms. Hartley explained that the farm work program is regulated by the federal government and the health unit, and regular inspections ensure compliance. In response to Committee questions, she advised that she understand the applicant has been approved for two farm workers.

There was no one in attendance that wished to speak in support of or in opposition to the application.

Resolution #7

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application by Stam Nurseries (2009) Inc., File No. A 18-24, for a Minor Variance located at Part Lots 20 & 21, Concession 1 (North Norwich), municipally known as 593836 Highway 59, in the Township of Norwich, for relief from Table 7.2 – Zone Provisions, Front Yard, Minimum Depth, to reduce the front yard depth from 15 m (49.2 ft) to 9 m (29.5 ft) to facilitate the construction of a bunkhouse with associated septic tank located along Beaconsfield Road, the Committee of Adjustment hereby approve the requested minor variance.

Carried

6.3.2 Applicant: 2830757 Ontario Inc.

File No.: A 19-24

Report No.: CP 2025-09

Location: West Part Lot 539, Plan 745, 15 Elgin Street East, Village of Norwich, Township of Norwich ON

Details of Proposed Amendment: Relief from

Table 13.2 – Rear Yard Setback, to reduce the rear yard depth from 10 m (32.8 ft) to 6.2 m (20.3 ft) to facilitate the construction of an emergency fire egress staircase on an apartment dwelling.

Mr. Ushdeep Sandhu, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-09. She advised that the application is requesting relief from the rear yard setback provisions to construct an emergency fire egress staircase at the rear of the building. She further explained that staff are satisfied that the proposed staircase will not create compatibility issues and the existing gravel parking lot is adequate to accommodate an additional two units. Also, that the once the staircase is constructed, the rear yard will maintain adequate space for drainage, access around the building for maintenance purposes and provide sufficient amenity space.

Mayor Palmer provided some history about the subject property, including its original use as the Norwich High School.

There was no one in attendance that wished to speak in support of or in opposition to the application.

Resolution #8

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That with respect to the application by 2830757 Ontario Inc., File No. A 19-24, for a Minor Variance located at Part of Lot 539, Plan 745 (Village of Norwich), municipally known as 15 Elgin Street East, in the Township of Norwich, for relief from Table 13.2 – Rear Yard Setback, to reduce the rear yard depth from 10 m (32.8 ft) to 6.2 m (20.3 ft) to facilitate the construction of an emergency fire egress staircase on an apartment dwelling, the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #9

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

Be it hereby resolved that the Committee of Adjustment do now Adjourn and that the Open Council meeting resumes.

Carried

6.4 Other
None.

7. Delegations

7.1 Trevor Kuepfer – Streamline Engineering Inc.

Re: Drainage Engineering

Mr. Trevor Kuepfer, of Streamline Engineering Inc., presented an overview of Streamline Engineering Inc., a new drainage engineering firm. This included a review of their service areas and project portfolio. Mr. Kuepfer requested that Streamline Engineering Inc. be considered for future municipal drainage projects.

Resolution #10

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Delegation of Trevor Kuepfer, Streamline Engineering Inc., Re: Drainage Engineering, be received as information.

Carried

8. Correspondence

8.1 Long Point Region Conservation Authority

Re: Board of Directors Meeting Minutes – November 6, 2024

Re: Hearing Board Meeting Minutes – November 6, 2024

Re: Budget Meeting Minutes – November 13, 2024

- 8.2 Upper Thames River Conservation Authority**
Re: Meeting Minutes – November 26, 2024
<http://thamesriver.on.ca/board-agendas-minutes/>
- 8.3 Office of the Solicitor General**
Re: Proposed OPP Billing Changes
Re: Associate Minister of Auto Theft and Bail Reform
- 8.4 Ministry of Municipal Affairs and Housing**
Re: Proposed Accountability Act
- 8.5 Ministry of Municipal Affairs and Housing**
Re: Additional Residential Unit Framework
- 8.6 Ministry of the Environment, Conservation and Parks**
Re: Amendments finalized for Ontario Producer Responsibility Regulations
Re: Excess Soil Regulation
- 8.7 City of Guelph**
Re: Request to Enable Municipalities to Charge Fees for Use of Municipal Property by Gas Utilities
- 8.8 Town of Deep River**
Re: Request to amend the Blue Box Regulation
- 8.9 Township of Puslinch**
Re: Enabling greater Beneficial Reuse Excess Soil
Re: TAMPO Pre Budget Announcement
- 8.10 Township of Oro Medonte**
Re: Increase tile Drain Loan Limit
- 8.11 City of Markham**
Re: Solve the Crisis Campaign
- 8.12 City of Toronto**
Re: Voluntary Blood and Plasma Donations
- 8.13 Municipality of Kincardine**
Re: Property Taxation Implications related to Non-Market Valuation of Electricity Industry Properties
- 8.14 City of Hamilton**

Re: Opposing Provincial Restrictions that Seek to Restrict or Limit the Autonomy of Municipalities Implementing Road safety Measures

There was Council discussion regarding concerns about granting the Integrity Commissioner the power to recommend removal and disqualification of sitting Council Members and that clarification was required regarding what was considered to be a “most serious violation” of the Code of Conduct.

Resolution #11

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.14 be received as information;

And further that items 8.3 and 8.14 be supported;

And further that staff prepare a resolution regarding item 8.4 for council’s consideration.

Carried

9. Committee Minutes

9.1 Norwich BIA

Re: Meeting Minutes – December 3, 2024

9.2 Burgessville Santa Claus Parade Committee

Re: Meeting Minutes – December 9, 2024

9.3 Health and Safety Representative Committee

Re: Meeting Minutes – December 12, 2024

Re: Fire Services H & S Meeting – December 11, 2024

Resolution #12

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Committee Minutes, be received as information; and further that the recommendations be approved and acted upon:

Norwich BIA

Re: Meeting Minutes – December 3, 2024

Burgessville Santa Claus Parade Committee

Re: Meeting Minutes – December 9, 2024

Health and Safety Representative Committee

Re: Meeting Minutes – December 12, 2024

Re: Fire Services H & S Meeting – December 11, 2024

Carried

10. Reports

10.1 Planning and Development Services

10.1.1 Emily Sousa and April Nix, Oxford County Policy Planners

**Re: Agricultural Zoning Review – Initiation of proposed amendments to the Township Zoning By-law
Report CP 2025-01 & Presentation**

Ms. Emily Sousa and Ms. April Nix, Oxford County Policy Planners, presented their report, providing an overview of potential changes and revisions to the Zoning By-Law to support implementation of the agricultural policy updates to the Official Plan.

Ms. Sousa and Ms. Nix explained the proposed agricultural zoning framework, including new zones to be introduced and revisions to existing zoning. These applied to agricultural and rural residential zones, surplus farm dwelling severances, on-farm diversified uses, agriculture-related uses, agribusiness, and secondary residential uses. They also provided an overview of the review and update process per the Planning Act.

There were Council questions with respect to: future monitoring, provision of farm business registration number for undersized ag development, only construction prior to 1995 considered for severance to protect lands from fragmentation, different tax classifications for farm based businesses, REU criteria vs. OFDU and inclusion of a A3 zone.

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Presentation from Emily Sousa and April Nix, Oxford County Policy Planners, and Report CP 2025-01, Agricultural Zoning Review – Initiation of proposed amendments to the Township Zoning By-Law, be received as information;

And further that Council direct staff to proceed with initiating amendments to the Township Zoning By-Law under Subsection 26(9) and Section 34 of the Planning Act, to support the implementation of the agricultural policies within the Oxford County Official Plan.

Carried

Council recessed at 10:23 a.m.

Council resumed at 10:36 a.m.

10.2 Fire and Protective Services

10.2.1 Monthly Activities

Report FP 2025-01

Resolution #14

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FP 2025-01, Monthly Activities, be received as information.

Carried

10.2.2 Provincial Fire Protection Grant

Report FP 2025-02

Resolution #15

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FP 2025-02, Provincial Fire Protection Grant, be received as information;

And that Staff be directed to accept the grant and be authorized to purchase the bunker gear washers for Station 1, 3, and 4 and include the assets with a 15-year life cycle in the 2026 Capital Budget.

Carried

10.3 Drainage Services

10.3.1 November and December 2024 Drainage Report

Report DR 2025-01

Resolution #16

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2024-01, November, December 2024 Drainage Report, be received as information.

Carried

10.3.2 Tender Results for the Elliot Municipal Drain 2024

Report DR 2025-02

Resolution #17

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2025-02, Tender Results for the Elliot Municipal Drain 2024, be received as information;

And further that the Council of the Township of Norwich award the drain construction to Van Bree Infrastructure for the tendered price of \$104,120.00;

And further that Council give consideration to By-law 01-2025, authorizing execution of the agreement, subject to third and final reading of Provisional By-law 23-2024 (Elliot Drain 2024) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

Councillor Couwenberg did not participate in the discussion for the Simmons-Hopkins Drain 2024.

10.3.3 Tender Results for the Simmons-Hopkins Drain 2024

Report DR 2025-03

Resolution #18

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2025-03, Tender Results for the Simmons-Hopkins Municipal Drain 2024, be received as information;

And Further that the Council of the Township of Norwich award the drain construction to Bokkers Excavating Ltd for the tendered price of \$163,606.00;

And Further that Council give consideration to By-law 02-2025, authorizing execution of the agreement, subject to third and final reading of Provisional By-law 43-2024 (Simmons-Hopkins Drain 2024) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

10.4 Building Services

10.4.1 November and December 2024 Building Report

Report BB 2025-01

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report BB 2025-01, November and December 2024 Building Report, be received as information.

Carried

10.5 Public Works Services

10.5.1 December Progress Report

Report PW 2025-01

Resolution #20

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2025-01, December Progress Report, be received as information.

Carried

10.6 Community Development Services

10.6.1 Monthly Departmental Report

Report CS 2025-01

Resolution #21

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CS 2025-01, Community Services Monthly Activity Report November/December 2024, be received as information.

Carried

**10.6.2 Community Services Lift Replacement
Report CS 2025-02**

In response to questions from Council, Mr. Schaafsma explained that a new lift would include a two-year warranty, but he was uncertain if this included a free rental. He also advised that the yearly inspection had not yet been completed for the lift but he expected it would pass. However, there are issues and upcoming maintenance items like battery replacement and structural inspections may be costly. Additionally, there will be challenges with parts availability due to the age.

There was Council discussion regarding the benefits and disadvantages of purchasing a used lift or a new lift.

Resolution #22

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CS 2025-02, Staff Report Community Services Lift Replacement, be received as information;

And further that Council direct staff to proceed with the purchase of a new lift as per the 2025 Capital Budget figure of up to \$22,000.

Carried

10.7 Medical Centre Services

**10.7.1 November and December 2024 Activity Report
Report MED 2025-01**

Resolution #23

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report MED 2025-01, Medical Services November, December 2024 Activity Report, be received as information.

Carried

10.8 Financial Services

**10.8.1 2025 Interim Tax Levy By-law
Report FS 2025-01**

Resolution #24

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2025-01, 2025 Interim Tax Levy By-Law, be received as information;

And further that a By-Law be adopted to provide for the billing of an interim tax levy for the year 2025.

Carried

10.9 Administrative Services

10.9.1 County of Oxford

Re: Homelessness Service System Guide

Resolution #25

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the County of Oxford Homelessness System Service Guide be received as information.

Carried

10.9.2 Rural Oxford Economic Development

Re: 2025 Work Plan

Resolution #26

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Rural Oxford Economic Development Corporation 2025 Work Plan be received as information.

Carried

10.9.3 AODA Annual Status Report

Memorandum

Resolution #27

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Memorandum, 2022-2027 Multi-Year Accessibility Plan 2024 Status Report, be received as information;

And further that the Status Report to the 2022-2027 Multi-Year Accessibility Plan be accepted as presented and made available to the public through the Township of Norwich website.

Carried

10.9.4 Otterville Park Advisory Committee

Report CL 2025-01

Resolution #28

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CL 2025-01, Otterville Park Advisory Committee, be received as information;

And further that the proposed Terms of Reference be accepted as presented;

And further that Staff be directed to advertise for members for the Otterville Park Advisory Committee.

Carried

11. Notice(s) of Motion

**11.1 Notice of Motion filed by Mayor Palmer
Re: Main Street Norwich Property**

Council recessed at 12:13 p.m.

Council resumed at 12:47 p.m.

12. Closed Session

12:47 p.m.

Resolution #29

Moved by Lynne DePlancke, seconded by Karl Toews:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), council convene in a meeting closed to public to discuss personal matters about an identifiable individual, including municipal or local board employees; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

12.1 Personal matters about an identifiable individual, including municipal or local board employees

**Re: Oxford OPP Detachment Board 2
Memorandum**

12.2 Personal matters about an identifiable individual, including municipal or local board employees

Re: CUPE Negotiations

12.3 Personal matters about an identifiable individual, including municipal or local board employees

Re: Recruitment Process

**12.4 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
Re: HR Update**

**12.5 Closed Meeting Minutes
Re: November 26, 2024
Re: December 10, 2024**

1:19 p.m.

Resolution #30

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Council do now reconvene in open session.

Carried

Resolution #31

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Confidential Memorandum, Oxford OPP Detachment Board, be received as information;

And further that Council appoint Councillor DePlancke as the Township of Norwich representative on the Oxford OPP Detachment Board 2 (Rural) for the remainder of the 2022-2026 Term of Council.

Carried

- 13. By-Laws**
- | | |
|----------------------|--|
| No. 01-2025-Z | To Amend Zoning By-law 07-2003-Z (Ryksen, File No. ZN 3-24-20) |
| No. 01-2025 | To Authorize Execution of a Contract Agreement
- Elliott Municipal Drain 2024 |
| No. 02-2025 | To Authorize Execution of a Contract Agreement
- Simmons-Hopkins Municipal Drain 2024 |
| No. 03-2025 | To Provide for the Levying of an Interim Tax Levy for
The Year 2025 and to Provide for Penalty and Interest |
| No. 04-2025 | To Confirm All Actions and Proceedings of Council |

13.1 First and Second Reading of the Following By-law(s)

Resolution #32

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the following By-laws as listed, be introduced and taken as read a first and second

time:

- | | |
|---------------|--|
| No. 01-2025-Z | To Amend Zoning By-law 07-2003-Z (Ryksen, File No. ZN 3-24-20) |
| No. 01-2025 | To Authorize Execution of a Contract Agreement
- Elliott Municipal Drain 2024 |
| No. 03-2025 | To Provide for the Levying of an Interim Tax Levy for
The Year 2025 and to Provide for Penalty and Interest |
| No. 04-2025 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-law(s)

Resolution #33

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 01-2025-Z, 01-02025, 03-2025 and 04-2025 as listed, be taken as read a third and final time and passed and signed by the Mayor and Clerk and the Corporate Seal be affixed thereto.

Carried

Councillor Couwenberg did not participate in the voting for By-law 02-2025.

Resolution #34

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following By-law as listed, be introduced and taken as read a first and second time:

- | | |
|-------------|--|
| No. 02-2025 | To Authorize Execution of a Contract Agreement
- Simmons-Hopkins Municipal Drain 2024 |
|-------------|--|

Carried

Resolution #35

Moved by Karl Toews, seconded by Lynne DePlancke:

That By-law 02-2025 as listed, be taken as read a third and final time and passed and signed by the Mayor and Clerk and the Corporate Seal be affixed thereto.

Carried

14. Adjournment – 1:23 p.m.

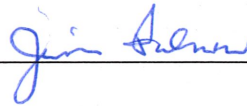
Resolution #36

Moved by Lynne DePlancke, seconded by Karl Toews:

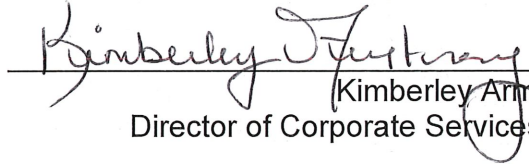
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 28th day of January, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk