



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday January 27, 2026  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Toews  
Councillor DePlancke  
Councillor Gear  
Councillor Couwenberg

**Staff:**

Matt Smith, Chief Administrative Officer  
James Johnson, Treasurer/Deputy CAO  
Kimberley Armstrong, Director of Corporate Services/Clerk  
Ken Farkas, Director of Operations  
A.J. Wells, Manager of Medical Services  
Sean McCoy, Deputy Clerk/Planning Coordinator

**1. Call to Order**

The regular session of the 2022-2026 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 7:00 p.m. with Mayor Palmer presiding.

**2. Approval of Agenda**

Resolution #1

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Agenda be accepted as presented.

Carried

**3. Public Recognition / Presentations**

None.

**4. Disclosure of Pecuniary Interest**

None.

**5. Adoption of Minutes of Previous Meeting(s)**

**5.1 January 13, 2026**

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke:

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

January 13, 2026

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

None.

**6.3 The Planning Act**

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 instructed anyone in attendance with respect to this application to please sign the attendance sheet at the door.

Resolution #3

Moved by Lynne DePlancke, seconded by Karl Toews:

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 Robert Bilger, File Number ZN 03-25-20.

**6.3.1 Owner: Robert Bilger**

**File No.: ZN 3-25-20**

**Report No.: CP 2026-29**

**Location: Lot 27, Concession 12, (South Norwich) Part 1, 41R-5681, 144679**

**Potters Road, Township of Norwich, ON**

**Details of Proposed Amendment: To rezone the lands located at 144679 Potters**

**Road from 'Residential Existing Zone (RE)' to 'Rural Residential Zone (RR)' to facilitate the consolidation and consistent zoning with 144675 Potters Road.**

Mr. Robert Bilger, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-29. She advised that the application is requesting to rezone the subject lands from RE to RR to match the abutting parcel. It is proposed that the two parcels will be placed into the same name and be merged on title to facilitate the demolition of the existing dwellings and replacing them with a new dwelling. She further advised that the applicants have requested a cancellation certificate from the Land Division Committee in order to cancel a previous severance and be able to merge the properties together.

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

**Resolution #4**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Carried

**Resolution #5**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Robert Bilger, for lands described Lot 27, Concession 12 (South Norwich) being Part 1, 41R-5681 and Part 1, 41R-7649, municipally known as 144679 Potters Road in the Township of Norwich, whereby the lands are to be rezoned from 'Existing Residential Lot Zone (RE)' to 'Rural Residential Zone (RR)' to facilitate the consolidation and consistent zoning with 144675 Potters Road, the Council of the Township of Norwich hereby approve the zone change.

Carried

**Resolution # 6**

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

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 this application, 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: Robert Cuff and Rina Van Ham**

**File No.: A 24-25**

**Report No.: CP 2026- 38**

**Location: Lot 27, Concession 10 (South Norwich) 164725 New Road, Township of Norwich**

**Details of Proposed Variance: Relief from, Table 5.1.1.3, Lot Coverage for Accessory Structures, to increase the permitted gross floor area from 170 m<sup>2</sup> (1,830 ft<sup>2</sup>) to 330.9 m<sup>2</sup> (3,562 ft<sup>2</sup>); and Maximum Height for Accessory Structures, to increase the height of an accessory structure from 5.4 m (18 ft) to 6.7 m (22 ft); and Relief from, Section 5.18, Municipal Drains, to reduce the required setback to an enclosed municipal drain from 5 m (16.4 ft) to 4 m (13.1 ft), to facilitate an addition to an existing accessory structure on the subject lands.**

Mr. Robert Cuff and Ms. Rina Van Ham, Applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-38. She advised that the application was deferred from the previous Committee meeting to properly satisfy public notice requirements. She noted that the application is requesting relief from the total cumulative lot coverage, permitted height and setback to an enclosed municipal drain to facilitate the construction of an addition to an existing accessory structure for personal storage.

Ms. Hartley explained that when reviewed within the context of current planning policies, the proposed cumulative lot coverage is not a minor departure from the provisions of the zoning bylaw and does not represent a secondary or subordinate structure in comparison to the main dwelling on the property. She further advised that although the total proposed lot coverage represents 1.24% of the property and is considered minor based on the size of the lands, the intent remains that accessory structures are meant to be secondary to the main dwelling and therefore does not meet the intent of the zoning by-law.

Mr. Cuff explained that he and his family have lived on the property for about two years. He advised that they need more space to work on personal vehicles and intend to use the current garage as a social space for their children.

In response to questions from the Committee, Mr. Cuff explained that he withdrew from the ARU process due to costs. He also explained that he would use the new space to work on motorcycles and snowmobiles, but it is not what he does for his occupation.

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

**Resolution #7**

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application by Robert Cuff and Rina Van Ham, File No. A 24-25, for a Minor Variance for lands described as Part of Lot 27, Concession 10 (South Norwich), municipally known as 164725 New Road, in the Township of Norwich, for relief from:

1. Table 5.1.1.3, Lot Coverage for Accessory Structures, to increase the permitted gross floor area from 170 m<sup>2</sup> (1,830 ft<sup>2</sup>) to 330.9 m<sup>2</sup> (3,562 ft<sup>2</sup>);
2. Table 5.1.1.3, Maximum Height for Accessory Structures, to increase the height of an accessory structure from 5.4 m (18 ft) to 6.7 m (22 ft); and
3. Section 5.18, Municipal Drains, to reduce the required setback to an enclosed municipal drain from 5 m (16.4 ft) to 4 m (13.1 ft);

To facilitate an addition to an existing accessory structure 146.2 m<sup>2</sup> (1,574 ft<sup>2</sup>) in size, for a total lot coverage for all accessory buildings of 330.9 m<sup>2</sup> (3,562 ft<sup>2</sup>), the Committee of Adjustment hereby approve the requested Minor Variance for the following reasons:

The addition will only cover 1.2% of the total property which is 5.14 ac.

Also there were no comments from surrounding property owners.

Carried

**6.3.3 Owner(s): Paul and Stephanie Gilmore**

**File No.: A 29-25**

**Report No.: CP 2026-31**

**Location: Part Lot 15, Concession 7 (South Norwich) Parts 1 & 2, Plan 41R-10313, 712807 Middletown Line, Township of Norwich, ON**

**Details of Proposed Variance: Relief of Table 5.1.1.3, Lot Coverage, to increase the permitted lot coverage of a residential accessory structure from 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) of gross floor area to 600 m<sup>2</sup> (6,452 ft<sup>2</sup>); and Table 5.1.1.3, Maximum Height, to increase the permitted height of a residential accessory building from 4.5 m (14.8**



**ft) to 7 m (23 ft) to facilitate the construction of an addition on an existing building containing a home occupation.**

Mr. Brad Deming, agent, and Mr. Paul Gilmore, applicant, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-31. She advised the applicants are proposing an addition to an existing accessory structure for personal storage. She advised that the current shop has previously been approved for site specific zoning to allow an electrical contractor's shop. The area of that shop is being captured through this minor variance to ensure the entire property is in compliance. She explained that staff have reviewed the proposal in context to the planning policies and are of the opinion that the proposed building will be 4,156 ft<sup>2</sup> larger than the existing dwelling on the lands which is 2,296 ft<sup>2</sup>. This is a substantial difference between the dwelling and an accessory building on the lands. It is staff's opinion that the structure, including the addition would not be considered secondary or subordinate to the main use of the property.

Ms. Hartley also brought up concerns about the addition being connected to the existing electrical contracting business, which if approved could pose a future by-law enforcement issue should the contracting business expand into the addition proposed for personal storage.

In response to questions from the Committee, Ms. Hartley explained that permitted lot coverage is the lesser of 10% coverage or maximum total gross floor area.

Mr. Deming advised that the use of the addition was for a personal shop to accommodate a boat, personal vehicles and recreational vehicles. He also explained that the shop would be attached to the current building but would be separate.

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 Karl Toews:

That with respect to the application by Paul and Stephanie Gilmore, File No. A 29-25, for a Minor Variance for lands described as Part of Lot 15, Concession 7 (South Norwich), being Parts 1 and 2, 41R-10313, municipally known as 712807 Middletown Line, in the Township of Norwich, for relief from:

1. Table 5.1.1.3, Lot Coverage for Accessory Structures, to increase the permitted lot coverage of a residential accessory structure from 100 m<sup>2</sup> (1,076 ft<sup>2</sup>) of gross floor area to 600 m<sup>2</sup> (6,452 ft<sup>2</sup>); and
2. Table 5.1.1.3, Maximum Height for Accessory Structures, to increase the permitted height of a residential accessory building from 4.5 m (14.8 ft) to 7 m (23 ft);

To facilitate the construction of an addition on an existing storage building, 336.5 m<sup>2</sup> (3,622 ft<sup>2</sup>) in size, which would be in addition to the existing accessory structure approximately 262.9 m<sup>2</sup> (2,830 ft<sup>2</sup>) in size, for a total lot coverage of 600 m<sup>2</sup> (6,452 ft<sup>2</sup>), the Committee of Adjustment approve the requested Minor Variance for the following reasons:

The addition will only create a 4.7% lot coverage.

It will allow the applicants to store their recreational vehicles safely on their property.

There was no comments from surrounding properties.

Carried

**6.3.4 Owner: 1001177117 Ontario Inc.**

**File No. A 30-25**

**Report No.: CP 2026-30**

**Location: Lot 6, Concession 5 (North Norwich) Parts 7&8 Plan 41R-9328, 285825 Airport Road, Norwich, Township of Norwich**

**Details of Proposed Variance: Relief of Table 17.2 – Restricted Industrial Zone (MR) Provisions, interior side yard; to reduce the required interior side yard setback from 7.5 m (24.6 ft) to 3 m (9.8 ft) to facilitate the construction of a 557.42 m<sup>2</sup> (1,600 ft<sup>2</sup>) industrial building.**

Mr. Wesley Donker, agent, and Mr. Bram Koolmees, applicant, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-30. She advised that the application is requesting relief from the interior side yard provisions to permit the construction of a new industrial building on the subject lands. She noted that the existing building has an Order to Comply issued for the remediation of the dwelling unit that was constructed without a permit. A condition of approval has been included to reflect that the Order needs to be satisfied prior to issuance of a permit for the new building.

In response to questions from the Committee, Mr. Donker explained that the residential unit is approximately 25 feet by 30 feet.

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

**Resolution #9**

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application by 1001177117 Ontario Inc., File No. A 30-25, for a Minor Variance for lands described as Part Lot 6, Concession 5 (North Norwich), Parts



7 & 8 Plan 41R-9328, municipally known as 285825 Airport Road, in the Township of Norwich, for relief from:

1. Table 17.2 – Restricted Industrial Zone (MR) Provisions, interior side yard; to reduce the required interior side yard setback from 7.5 m (24.6 ft) to 3 m (9.8 ft);

To facilitate the construction of a 557.42 m<sup>2</sup> (1,600 ft<sup>2</sup>) industrial building, the Committee of Adjustment hereby approve the requested Minor Variance, subject to the following conditions:

- I. That the owner satisfies the Order to Comply Number 21-10 to the satisfaction of the Township of Norwich and applies for and obtains a building permit for the construction of the existing dwelling unit on the subject property (that occurred without a building permit).
- II. That the proposed relief shall only apply to a building of the approximate size and location as depicted on Plate 3 of Report CP 2026-30.

Carried

Resolution #10

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

Carried

**6.4 Other**  
None.

**7. Delegations**

**7.1 Frank Gross, Manager of Transportation & Waste Management and Shawn Vanacker, Supervisor of Transportation, Oxford County**  
**Re: Speed and Road Safety 2025**

Mr. Frank Gross, Manager of Transportation & Waste Management, and Mr. Shawn Vanacker, Supervisor of Transportation, Oxford County, presented the results of the Speed Management and Road Safety Review. The study area locations were: Oxford Road 59 in Holbrook, Oxford Road 55 in Eastwood, Oxford Road 59 at the north end of Norwich, Oxford Road 18 and Oxford Road 59 in Norwich, and Oxford Road 19 in Otterville. Mr. Gross and Mr. Vanacker reviewed the findings and proposed speed calming strategies for each of the study areas.

There was Council discussion and questions regarding speeding, collisions, impacts of intersection angles on collision rates, intersection turning lane standards, appropriateness of delineators on roads that are used by large equipment and



emergency vehicles, and extending the area in Otterville further east to include two residential properties.

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of: Frank Gross, Manager of Transportation & Waste Management and Shawn Vanacker, Supervisor of Transportation, Oxford County, regarding the Speed and Road Safety 2025 findings be received as information.

Carried

**8. Correspondence**

**8.1 Long Point Region Conservation Authority**

**Re: Board of Directors Meeting Minutes – December 3, 2025**

**8.2 Upper Thames River Conservation Authority**

**Re: Board of Directors Meeting Minutes – December 16, 2025**

**<https://thamesriver.on.ca/about-us/publications/board-agendas-minutes/>**

**8.3 Municipality of North Grenville Merickville-Wolford Village**

**Re: Enhanced School Bus Safety and Implementation of Stop-Arm Camera Systems**

**8.4 City of Peterborough**

**Sustainable Funding for Policing**

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 8.1 to 8.4 be received as information.

Carried

**9. Committee Minutes**

**9.1 Norwich BIA**

**Re: Meeting Minutes – December 2, 2025**

**Re: 2026 BIA Budget**

**9.2 Burgessville Santa Claus Parade Committee**

**Re: Meeting Minutes – January 12, 2026**

**9.3 Accessibility Advisory Committee**

**Re: Meeting Minutes – October 14, 2025**

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Committee Minutes, be received as information:

Norwich BIA  
Re: Meeting Minutes - December 2, 2025  
Re: 2026 BIA Budget

Burgessville Santa Claus Parade Committee  
Re: Meeting Minutes - January 12, 2026

Accessibility Advisory Committee  
Re: Meeting Minutes - October 14, 2025

Carried

**10. Reports**

**10.1 Chief Administrative Officer**

**10.1.1 Safe and Well Oxford Plan Update**

**Report CAO 2026-03**

Marcus Ryan, Warden of Oxford County, and Sarah Hamulecki, Manager of Strategic Initiatives & Intergovernmental Relations, provided an overview of the update process and advised of the new Coordinator position at Oxford County that will focus on plan implementation.

A member of Council expressed concerns with the term "priority groups", interpreting it as an isolating term that may imply some groups do not deserve equity and recommended that it be replaced with "groups of a particular concern".

Mr. Smith explained that priority groups in the context of the plan is to identify groups that are known to be more at risk. He also advised that the Township can determine how it implements the plan in addition to what the County is doing.

There was Council discussion regarding; the importance of social connections to mental health, program costs, services already being provided, the timelines involved to get to this point, the effectiveness at some of the strategies being implemented regarding homelessness and different opportunities that were offered to provide feedback during the development of the plan.

Council members debated the proposed plan and questioned potential implications if Norwich were the only municipality to not accept the plan. Mr. Smith advised municipality is legislatively required to have a plan. He explained that a report would need to come back to Council outlining options should they choose not to accept the plan.

**Resolution #14**

Moved by Shawn Gear, seconded by Lynne DePlancke:

That report CAO 2026-03, Safe and Well Plan Adoption, be received for Information.

Councillor Toews requested a recorded vote.

Councillor Toews	Yea
Councillor Couwenberg	Yea
Councillor DePlancke	Yea
Councillor Gear	Yea
Mayor Palmer	Yea

Carried

#### Resolution #15

Moved by Shawn Gear, seconded by Lynne DePlancke:

And that Council hereby adopt the Safe and Well Oxford Plan, 2026-2030 as the Township's Community Safety and Well-being Plan, as required by the Community Safety and Policing Act.

Councillor Toews requested a recorded vote.

Councillor Toews	Nay
Councillor Couwenberg	Nay
Councillor DePlancke	Yea
Councillor Gear	Nay
Mayor Palmer	Yea

Lost

Council recessed at 9:35 p.m.  
Council resumed at 9:43 p.m.

#### **10.1.2 User Fee By-law Amendment – Last-minute Pickleball Rental Report CAO 2026-03**

##### Resolution #16

Moved by Lynne DePlancke, seconded by Karl Toews:

That report CAO 2026-03, User Fee By-law Amendment – Last-minute Pickleball, be received for information;

And that Council adopt the necessary by-law to amend the User Fee By-law to create a Last-minute Pickleball Rental fee at the Norwich Community Centre.



Carried

## **10.2 Operations**

### **10.2.1 Parks & Facilities Monthly Report – December 2025**

#### **Report OP 2026-02**

In response to questions from Council, Mr. Farkas explained that clearing the parking lot in Ducky Dennis Park for ice pad users would be an increase in service that would need to be approved by Council.

#### **Resolution #17**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report OP 2026-02, Parks and Facilities Monthly Activity Report - December 2025, be received for information.

Carried

### **10.2.2 Winter Control Service Standard**

#### **Report OP 2026-02**

There was Council discussion and questions regarding winter patrol schedules, different road classifications, temperatures that dictate when to use salt or salt/sand mixes. Staff advised that excess snow is stored on the Operations Centre Parking lot.

Council expressed thanks to staff for their efforts during this busy winter season.

#### **Resolution #18**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report OP 2026-03, Winter Control Service Levels, be received for information.

Carried

## **10.4 Financial Services**

### **10.6.1 Physician Agreement Renewal – Dr. Hornyak**

#### **Report MED 2026-01**

In response to questions from Council, Mr. Wells explained that despite Dr. Hornyak's practice decreasing, efficiencies gained using a booking app have reduced her need for staff support so the 70% / 30% split is still viable.

#### **Resolution #19**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report MED 2026-01, Dr. Hornyak Agreement Renewal, be received as information;

And that Council authorize the execution of a renewal agreement with Dr. Andrea Hornyak.

Carried

## **10.5 Corporate Services**

### **10.5.1 Accessibility Plan Annual Review**

#### **Report CS 2026-01**

Resolution #20

Moved by Karl Toews, seconded by Lynne DePlancke:

That report CS 2026-01, 2022-2027 Multi-Year Accessibility Plan 2025 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

### **10.5.2 Assumption By-law – Norwich Pines Inc. Subdivision Phase 3 SB 16-01-3**

#### **Report CS 2026-02**

In response to questions from Council, Mr. McCoy explained that ownership of the services had already been transferred to the municipality, assumption means that responsibility for maintaining those services is now transferred to the municipality, which is the desired outcome of every subdivision development.

Resolution #21

Moved by Lynne DePlancke, seconded by Shawn Gear:

That report CS 2026-02, Assumption By-Law - Norwich Pines Phase 3 (Plan 41 M-332), be received as information.

Carried

## **11. Notice(s) of Motion**

Councillor Couwenberg requested Council waive the rules to allow verbal notice of motions regarding the following matters:

1. Review of By-Law height provisions for accessory structures.
2. That the General Ledger to be provided to Council on a monthly basis.

## **12. Closed Session**

None.

## **13. By-Laws**

No. 03-2026-Z To Amend Zoning By-law 07-2003-Z (Bilger,

	File No. ZN 3-25-20)
No. 04-2026	To Appoint a Deputy Treasurer
No. 05-2026	To Assume Works in Norwich Pines Inc. Subdivision Phase 3– Registered Plan 41M-332
No. 06-2026	To Amend By-law 36-2024, being a By-law to Establish User Fees and Service Charges
No. 07-2026	To Confirm All Actions and Proceedings of Council

**13.1 First and Second Reading of the Following By-laws**

Resolution #22

Moved by Karl Toews, seconded by Lynne DePlancke:

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

No. 03-2026-Z	To Amend Zoning By-law 07-2003-Z (Bilger, File No. ZN 3-25-20)
No. 04-2026	To Appoint a Deputy Treasurer
No. 05-2026	To Assume Works in Norwich Pines Inc. Subdivision Phase 3– Registered Plan 41M-332
No. 06-2026	To Amend By-law 36-2024, being a By-law to Establish User Fees and Service Charges
No. 07-2026	To Confirm All Actions and Proceedings of Council

Carried

**13.2 Third Reading of the Following By-laws**

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 03-2026-Z, 04-2026, 05-2026, 06-2026 and 07-2026 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 – 10:16 p.m.**

Resolution #24

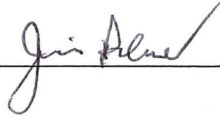
Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 10<sup>th</sup> day of February, 2026.

  
\_\_\_\_\_  
Jim Palmer  
Mayor

  
\_\_\_\_\_  
Kimberley Armstrong  
Director of Corporate Services / Clerk