



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday June 3, 2025  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Toews (joined the meeting at 12:10 p.m.)  
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 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, Acting Chief Building Official/Drainage Superintendent  
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 9:00 a.m. with Mayor Palmer presiding.

**2. Approval of Agenda**

Resolution #1

Moved by Lynne DePlancke, seconded by Shawn Gear:

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 April 22, 2025**

Resolution #2

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

May 13, 2025

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

The Mayor advised that as per Section 78 of the Drainage Act, R.S.O. 1990, as amended, this Public Meeting is being constituted to consider the Engineers Report for the Haight Municipal Drain Improvement.

All owners and agencies were sent notification of the meeting to consider the reports on May 16, 2025.

Any person who has signed the petition will be given the opportunity to withdraw their name from the petition. As well, any individual present within the area requiring drainage who has not signed the petition will be given the opportunity to do so.

If at the end of the meeting the petition contains a sufficient number of names to comply with Section 78, the Council may proceed to adopt the report.

The Mayor asked all in attendance with respect to this application to please sign the attendance sheet at the door.

**6.2.1 Consideration of Engineers Report**

**Re: Haight Municipal Drain Improvement  
Report DR 2025-22**

Mr. Chris Thompson, EIT, and Mr. Paul MacIntyre, P.Eng., R. J. Burnside and Associates Limited, provided an overview of the existing condition of the drain and the scope of the improvement which proposes to have a new 1 ½ inch design coefficient drainage system run parallel to the existing drain, which would be abandoned upon completion of the works. The improvement and other associated works are estimated to cost \$581,620.00 for construction and engineering.

There was no one in attendance that wished to speak to the drainage works.

**Resolution #3**

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report DR 2025-22, Consideration of the Haight Municipal Drain Improvement, be received as information;

And that in accordance with Sections 44 to 46 of the Drainage Act, Council of the Township of Norwich hereby adopts R.J. Burnside & Associates Ltd. Engineer's report dated March 31, 2025, referred to as the "Haight Municipal Drain Improvement";

And that Provisional By-law 27-2025 be given first and second reading;

And that the Clerk be directed to distribute copies of the Provisional By-law and Notice of the time and place of the first sitting of the Court of Revision to the affected parties pursuant to Section 46(2) of the Drainage Act;

And that a date of July 8, 2025, be set for the first sitting of the Court of Revision.

Carried

The Mayor advised that as per Section 78(5) of the Drainage Act, R.S.O. 1990, as amended, Chapter D.17, this meeting is to consider the Engineers Report for a minor improvement to the Manson Municipal Drain 1997.

All applicable owners and agencies were notified of the meeting to consider the report on May 20, 2025.

If at the end of the meeting Council is satisfied with the report, the project will be approved and a provisional by-law will be passed to adopt the engineer's report.

The Mayor asked all in attendance with respect to this application to please sign the attendance sheet at the door.

**6.2.2 Consideration of Engineers Report**

**Re: Manson Municipal Drain 1997 "J. & W. Ryksen" – Minor Improvement**

**Section 78(5) Report**

**Report DR 2025-23**

Mr. Curtis MacIntyre, P.Eng., K. Smart Associates Ltd., advised that the report was prepared under Section 78(5) of the Drainage Act and provided an overview of the new expedited minor improvement process. He advised that the proposed works will relocate a section of the drain to facilitate the construction of a house. Mr. MacIntyre further advised that the proposal meets the requirements for a minor improvement and that costs for the project, approximately \$27,500.00, including engineering fees, will be covered solely by the property owner.



In response to questions from Council, Mr. MacIntyre explained that the proposed drain improvement's capacity must match the current capacity as one of the seven criteria for a minor improvement under the Drainage Act. Any additional improvements in regards to capacity or upgrades to the drain on neighbouring properties would be an improvement under Section 78(1). Mr. MacIntyre further advised that the property owner was also the property owner upstream from the subject property and was satisfied with the current performance of the drain.

There was no one in attendance that wished to speak to the drainage works.

**Resolution #4**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-23, Consideration of the Manson Drain 1997 "J & W Ryksen" Minor Improvement Section 78(5), be received as information;

And that in accordance with Sections 44 to 46 of the Drainage Act, Council of the Township of Norwich hereby adopts K. Smart Associates Ltd. Engineer's report #24-233 dated May 12, 2025, referred to as the "Manson Drain 1997 "J & W Ryksen" Minor Improvement Section 78(5)";

And that Provisional By-law 28-2025 be given first and second reading;

And that the Clerk be directed to distribute copies of the Provisional By-law and Notice of the right to appeal the provisional bylaw to the applicant, the Conservation Authority over which it has jurisdiction, and the Director, Ministry of Agriculture, Food and Agribusiness. Within ten days after receiving this Notice, the applicant, the Conservation Authority and the Director may appeal the Provisional Bylaw to the referee.

Carried

**6.3 The Planning Act**

**Resolution # 5**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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 Windmill Acres Inc., File Number ZN 03-25-09.

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: Windmill Acres Inc.**

**File No.: ZN 3-25-09**

**Report No.: CP 2025-168**

**Location: Part Lots 19, 20, Con 9; Part Lot 13, 14, South of Main, Plan 32 (South Norwich), 445 Main Street East, Springford, Township of Norwich, ON.**

**Details of Proposed Amendment: To rezone the rear portion of lot to be severed from a recently approved consent application (B24-77-3) from 'General Agriculture Zone (A2)' to 'Residential Type 1 (R1)' to facilitate the creation of a residential infill lot in the Village of Springford. The effect of the proposed rezoning will be to fulfill a condition of the above noted consent application. The applicants are proposing to construct a single detached dwelling on subject lands.**

Mr. Jake Dey and Ms. Dori Dey, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-168. She advised that the applicant is requesting site specific zoning to facilitate the severance of a residential infill lot. She further explained that the severance included a minor variance to reflect a reduced lot area and lot frontage for the lot to be severed and a reduced lot frontage for the lot to be retained. Therefore, the zoning application will not contain any site-specific provisions as a result.

In response to questions from Council, Ms. Hartley explained that additional drawings are required from the applicant to produce the By-Law Schedules, which will be before Council at a future meeting. She also advised that the existing pole barn will need to be removed as a condition of the severance and that an 8-meter-wide frontage is being maintained for farm access.

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

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

**Resolution #7**

Moved by Shawn Gear, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Windmill Acres Inc. for lands described Part Lots 19, 20, Con 9; Part Lot 13, 14, South of Main, Plan 32 (South Norwich), municipally known 445 Main Street East, Springford in the Township of Norwich, whereby a portion of the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Residential Type 1 Zone (R1)' to recognize the use of the lands for residential purposes within the Village of Springford, the Council of the Township of Norwich hereby approve the zone change in-principle.

Carried

**Resolution #8**

Moved by Lynne DePlancke, seconded by Shawn Gear:

That the following members sit as the Committee of Adjustment for the Township of Norwich: Chair Shawn Gear and Members: Jim Palmer, 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 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: Jerry and Deborah Ryksen**

**File No.: A 08-25**

**Report No.: CP 2025-161**

**Location: Lot 27, Plan 41M215, 439 Poldon Drive, Township of Norwich ON**



**Details of Proposed Amendment: Relief From: Section 5.21.1.7.3, Maximum Driveway Width (Residential Zones) – to permit an increased driveway coverage of 9.7 m (32 ft) where a maximum of 6 m (19.8 ft) of the front yard may be occupied by a driveway; and Section 5.21.1.7.4, Number of Driveways Permitted – to decrease the separation between two driveways from 9 m (29.5 ft) to 7.5 m (24.3 ft), to recognize a recently installed driveway on the west side of the subject lands.**

Mr. Jerry Ryksen, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-161. She advised that the applicant is requesting relief from the Zoning By-Law to permit an increased maximum driveway width and to decrease the separation between two driveways in a residential zone. She further explained the application was the result of a By-law Enforcement Notice of Violation with respect to installation of the second driveway without consultation with Public Works or submitting an application for an entrance permit.

Ms. Hartley advised that comments received from Public Works indicate the existing driveway was also widened and installation of the second driveway caused damage to a stormwater management pond fence owned by the Township. She further commented that a letter of concern was received from a neighbour expressing concerns with: aesthetics, the future use of the laneway and setting a poor precedent. Staff members also expressed concern that this may set a dangerous precedent.

Mr. Ryksen explained that the second driveway was to provide parking for his son who previously lived in their basement, advising that he intends to apply for an ARU and hoped the driveway could remain for a future occupant. He also advised that the drainage had not changed on the property as the grade had not been altered by the installation of the second driveway.

In response to questions from the Committee, Ms. Hartley explained that the entire second driveway is recommended to be removed.

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

#### Resolution #9

Moved by Jim Palmer, seconded by Lynne DePlancke:

That with respect to the application by Jerry and Deborah Ryksen, File No. A 08-25, for a Minor Variance for lands located at Lot 27, Plan 41M-215, municipally known as 439 Poldon Drive, in the Township of Norwich, for relief from Section 5.21.1.7.3, Maximum Driveway Width (Residential Zones) – to permit an increased driveway coverage of 9.7 m (32 ft) where a maximum of 6 m (19.8 ft) of the front yard may be occupied by a driveway; and Section 5.21.1.7.4, Number of Driveways Permitted – to decrease the separation between two driveways from 9 m (29.5 ft) to 7.5 m (24.3 ft), to recognize a



recently installed driveway on the west side of the subject lands, the Committee of Adjustment hereby Deny the requested Minor Variance;

However, Approve a Minor Variance for the relief from Section 5.21.1.7.3, Maximum Driveway Width (Residential Zones), to permit an increased driveway coverage of 6.5 m. (21.3 ft.) where a maximum of 6m (19.8ft) of the front yard may be occupied by a driveway, to recognize the widening of the current driveway, subject to the following conditions:

- i. That the additional driveway installed along west property line be removed at the expense of the applicant, to the satisfaction of the Township of Norwich Director of Public Works; and
- ii. That the fence located along the west side of the property be repaired at the expense of the applicant, to the satisfaction of the Township of Norwich Director of Public Works.

Carried

Resolution #10

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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 Rebecca Smith, Oxford County Director of Human Services**

**Re: Homelessness Response Strategy**

Ms. Rebecca Smith, Director of Human Services, Oxford County, provided an overview of the Oxford County Homelessness Response Strategy which is aimed at preventing homelessness, management experiences of homelessness, and accessing housing and service.

There was Council discussion and questions regarding the availability of support, the impacts of mental health and addiction on homelessness, program costs, funding, and shelter needs. There was also discussion regarding coordination of by-law enforcement, public works staff and connecting people with supports to address encampments.

Resolution #11

Moved by Adrain Couwenberg, seconded by Shawn Gear:

That the Delegation of Rebecca Smith, Oxford County Manager of Housing Development Re: Homelessness Response Strategy, be received as information.

Carried

Council recessed at 10:28 a.m.  
Council resumed at 10:39 a.m.

**8. Correspondence**

**8.1 Upper Thames River Conservation Authority**

**Re: Board of Directors – Meeting Agenda May27, 2025**

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

**8.2 Long Point Region Conservation Authority**

**Re: Board of Directors Meeting Minutes – April 2, 2205**

**8.3 Ministry of Municipal Affairs and Housing**

**Re: Bill 17 – Protect Ontario by Building Faster and Smarter Act**

**8.4 Ministry of Natural Resources**

**Re: Update on Regulating Geologic Carbon Storage in Ontario**

**8.5 The Municipality of Kincardine**

**Re: Bill 5 – Protect Ontario by Unleashing our Economy Act**

**8.6 Township of the Archipelago**

**Re: Bill 5 – Protect Ontario by Unleashing our Economy Act**

**8.7 The Township of Assignack**

**Re: Ontario Works Rates**

**8.8 Town of the Blue Mountains**

**Re: Reduced Provincial Tax Rate on Ontario-Made Craft Cider**

**8.9 Mary-Kathryn Barbier**

**Re: Pride Flag Incidents**

**8.10 Free Reformed Church of Oxford County**

**Re: Request to Pave Pleasant Valley Road**

**Resolution #12**

**Moved by Shawn Gear, seconded by Adrian Couwenberg:**

That the Correspondence as listed in Agenda Item 8.1 to 8.10 be received as information.

Carried

**9. Committee Minutes**  
**9.1 Otterville Park Advisory Committee**  
**Re: Meeting Minutes – May 6, 2025**

**9.2 Canada Day Committee**  
**Re: Meeting Minutes – May 7, 2025**

**9.3 Oxford O.P.P. Detachment Board 2**  
**Re: Meeting Minutes – March 19, 2025**

Mayor Palmer advised that he was listed as absent in the Canada Day Committee Minutes, however he was not appointed to that committee and should not be listed in the attendance. It was also noted that the Oxford OPP Detachment Board 2 Minutes was missing pages and staff advised that the complete minutes will be reposted in the June 24, 2025 meeting agenda.

Resolution #13

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

Otterville Park Advisory Committee  
Re: Meeting Minutes – May 6, 2025

Canada Day Committee  
Re: Meeting Minutes – May 7, 2025

Oxford O.P.P. Detachment Board 2  
Re: Meeting Minutes – March 19, 2025

Carried

**10. Reports**  
**10.1 Planning and Development Services**  
No report.

**10.2 Fire and Protective Services**  
**10.2.1 Monthly Activities – May 2025**  
**Report FS 2025-08**

Resolution #14

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report FP 2025-08, Monthly Activity Report – May 2025, be received as information.



Carried

### **10.3 Drainage Services**

#### **10.3.1 Monthly Activities – May 2025**

##### **Report DR 2025-21**

Resolution #15

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report DR 2025-21, May 2025 Drainage Report, be received as information.

Carried

#### **10.3.2 Request for Improvement of the Richardson Drain**

##### **Report DR 2025-24**

Resolution #16

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report DR 2025-24, Request for Improvement of the Richardson Drain, be received as information, and further that the request for drainage works be accepted and the firm of Streamline Engineering be appointed as engineer under Section 78(1.1) of the Drainage Act to make an examination of the area requiring drainage as described in the request and to prepare a report and further that as per Section 39(1) of the Drainage Act, the Council of the Township of Norwich requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

Carried

#### **10.3.3 Drains Maintenance Collection By-law**

##### **Report DR 2025-25**

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-25, Drains Maintenance Collection By-Law, be received as information;

And further that By-law 29-2025 be adopted to provide for the collection of the maintenance costs.

Carried

#### **10.3.4 Request to Abandon the Farrington Drain**

##### **Report DR 2025-26**

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report DR 2025-26, Request to Abandon the Farrington Drain, be received as information, and as per Section 84(5), Council direct Staff to send out notices of intent to abandon the drain to all assessed landowners, and if no owner sends a notice to the clerk within the ten-day period, a by-law may be passed to abandon the drain as per Section 84 of the Drainage Act RSO 1990, Chapter D.17.

Carried

#### **10.4 Building Services**

##### **10.4.1 Monthly Activities – May 2025**

###### **Report BB 2025-06**

Resolution #19

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report BB 2025-06, May Building Report, be received as information.

Carried

#### **10.5 Public Works Services**

##### **10.5.1 Monthly Activities – May 2025**

###### **Report PW 2025-09**

In response to Council discussion, staff encouraged council members to advise members of the public to contact and inform staff about sections of road needing repairs, explaining that some issues should be rectified immediately.

Resolution #20

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report PW 2025-09, May Progress Report, be received as information.

Carried

##### **10.5.2 Councillor Couwenberg – Motion**

###### **Re: Brushing and Ditching Service Level Allocation**

There was Council discussion regarding the reallocation of budget from brushing to ditching to help facilitate the removal of water from Township roads.

Resolution #21

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Staff be directed to prepare a report outlining current service levels related to the brushing and ditching allocated within the Public Works budget;

And further that we have a report back July 8, 2025.

Carried

**10.6 Community Development Services**

**10.6.1 Monthly Activities – May 2025**

**Report CS 2025-09**

Resolution #22

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CS 2025-09, Community Services Monthly Activity Report – May 2025, be received as information.

Carried

**10.7 Medical Centre Services**

**10.7.1 Monthly Activities – May 2025**

**Report MED 2025-08**

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report MED 2025-08, Medical Services Monthly Activity Report – May 2025, be received as information.

Carried

**10.8 Financial Services**

No report.

**10.9 Administrative Services**

**10.9.1 Request for Relief of Noise By-law**

**Re: Norwich TNT Tractor Pull**

Resolution #24

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Norwich Optimist Tractor Pull – Request for Relief of Noise By-law, be received as information;

And further that Council grant relief of By-law 35-2013 to Regulate and Prohibit Noise, subject to the following conditions:

- Tractor pull event noise terminates no later than 11:00 pm on both Friday August 15, 2025 and Saturday August 16, 2025, and;
- Amplified music/entertainment noise terminates no later than 1:00 am for Friday events and 11:00 pm for Saturday events;



- And that organizers ensure event patrons park on site only and not on Evergreen Street or Highway 59.

Carried

#### **10.9.2 Request for Participants**

##### **Re: ROEDC Strategic Action Plan Focus Group**

Resolution #25

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the Rural Oxford Economic Development Committee Action Plan Focus Group Request for Participants, be received as information;

And that the following Members of Council be appointed to attend the focus group scheduled for June 19, 2025 from 3:00 p.m. to 5:00 p.m.:

1. Lynne DePlancke
2. Shawn Gear

Carried

#### **10.9.3 Gravel Road Conversion – 2025 Projects**

##### **Report CAO 2025-05**

There was Council discussion regarding delays, costs of gravel road conversion projects, ensuring proper construction of roads to reduce future repairs and associated costs, the benefits of hiring an engineer to ensure projects are appropriately planned out, and the potential of forming a committee to focus on road projects.

Councillor Toews arrived at 12:10 p.m.

Resolution #26

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CAO 2025-05, Gravel Road Conversion – 2025 Projects, be received as information:

And that Council direct staff to postpone the surface treatment resurfacing of Firehall Road from the Oxford Centre Fire Hall to Oxford Road 14 and Beaconsfield Road from Highway 59 to 299 m east of Middletown Line from 2025 to 2026;

And that Council direct staff to include additional funds for the full reconstruction and surface treatment of Firehall Road and Beaconsfield Road in the 2026 capital budget;

And that Council direct staff to include funds for the reconstruction and asphalt paving of Curries Road in the 2026 capital budget.

Lost

Council recessed at 12:23 p.m.  
Council resumed at 12:32 p.m.

**Resolution #27**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CAO 2025-05, Gravel Road Conversion – 2025 Projects, be received as information:

And that Council direct staff to set up a committee comprised of 2 Councillors and the appropriate staff and consultant to determine the most cost effective and appropriate reconstruction processes before moving forward with the gravel road conversion program.

Deferred

**10.9.4 Civil Marriage Solemnization**

**Report CL 2025-09**

**Resolution #28**

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report CL 2025-09, Civil Marriage Solemnization, be received as information;

And further that the Township of Norwich resume provision of Civil Marriage Ceremony Services;

And further that Council approve the fee's as outlined within this report;

And that Council gives consideration to By-law 30-2025 to authorize the Clerk and Clerk's Delegates to perform Civil Marriage Solemnization Services for the Township of Norwich.

Lost

**10.10 County of Oxford Reports**

**10.10.1 2024 Storm Water System Performance**

**Oxford County Report PW 2025-34**

**Resolution #29**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Oxford County Report POW 2025-34, 2024 Storm Water System Performance, be received as information.

Carried

**10.10.2 Bill 5 Special Economic Zones  
Oxford County Report CP 2025-137  
Resolution #30**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report CP 2025-137, Bill 5 Special Economic Zones, be received as information.

Carried

**11. Notice(s) of Motion**  
None.

**12. Closed Session**  
None.

- 13. By-Laws**
- |                    |  |
|--------------------|--|
| <b>No. 22-2025</b> | <b>To Provide for Drainage Works – John W. Davis Drain 2025 - Minor Improvement (3<sup>rd</sup> reading)</b> |
| <b>No. 27-2025</b> | <b>To Provide for Drainage Works – Haight Municipal Drain Improvement</b>                                    |
| <b>No. 28-2025</b> | <b>To Provide for Drainage Works – Manson Drain 1997 “J &amp; W Ryksen” Minor Improvement Section 78(5)</b>  |
| <b>No. 29-2025</b> | <b>To Provide for the Maintenance of Municipal Drains</b>  |
| <b>No. 30-2025</b> | <b>To Authorize Civil Marriage Solemnization Services and to Appoint Civil Marriage Officiants</b>           |
| <b>No. 31-2025</b> | <b>To Confirm All Actions and Proceedings of Council</b>   |

**13.1 First and Second Reading of the Following By-law(s)**  
Resolution #31

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

- |             |  |
|-------------|--|
| No. 27-2025 | To Provide for Drainage Works – Haight Municipal Drain Improvement                               |
| No. 28-2025 | To Provide for Drainage Works – Manson Drain 1997 “J & W Ryksen” Minor Improvement Section 78(5) |
| No. 29-2025 | To Provide for the Maintenance of Municipal Drains   |
| No. 31-2025 | To Confirm All Actions and Proceedings of Council  |

Carried



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

Resolution #32

Moved by Lynne DePlancke, seconded by Shawn Gear:

That By-laws 22-2025, 27-2025, 28-2025, 29-2025, and 31-2025 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 – 12:53 p.m.**

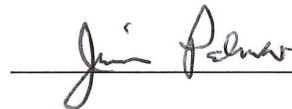
Resolution #33

Moved by Shawn Gear, seconded by Lynne DePlancke:

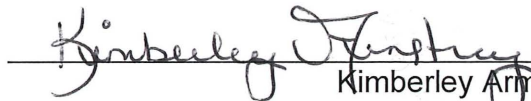
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 24<sup>th</sup> day of June, 2025.



Jim Palmer  
Mayor



Kimberley Armstrong  
Director of Corporate Services/Clerk