



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday May 13, 2025
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 Public Works
Derek Van Patee, 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 Karl Toews:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

Councillor Couwenberg thanked Mayor Palmer for sharing concerns with County Council regarding federal and provincial downloading of climate change initiatives to municipalities.

Councillor Couwenberg also recognized the Small Town Cancer Fighters contributions to the Woodstock Hospital and provision of local youth volunteer opportunities.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 April 22, 2025

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:

April 22, 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(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 John W. Davis Drain 1979.

All applicable owners and agencies were notified of the meeting to consider the report on April 28, 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.

6.2.1 Consideration of Engineers Report

**Re: John W. Davis Drain 1979 "A-Lectric Current Ltd." – Minor Improvement
Section 78(5) Report
Report DR 2025-19**

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 on the subject property to accommodate new development. Mr. MacIntyre further advised that the proposal meets the requirements for a minor

improvement and that costs for the project would be approximately \$87,000.00, including engineering fees.

In response to questions from Council, Mr. MacIntyre explained that the proposed drain improvement's capacity is designed well beyond the drainage coefficient and should not need replacing to meet future capacity needs.

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

Resolution #3

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2025-19, Consideration of the John W. Davis Drain 1979 "A-Lectric Current Ltd." 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 #25-067 dated April 16, 2025, referred to as the "John W. Davis Drain 1979 "A-Lectric Current Ltd." Minor Improvement Section 78(5)";

And that Provisional By-law 22-2025 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 # 4

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 River Ridge Limited, File Number ZN 03-25-08.

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: River Ridge Limited (John Gilvesy)

File No.: ZN 3-25-08

Report No.: CP 2025-144

Location: Part Lot 25, Concession 11 (former South Norwich) 144827 Potters Road, 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 8.5 ha (21 ac) in size) within a one-acre building envelope along Potters Road. The remainder of the land will be utilized for cash-cropping and contains natural features.

Mr. John Gilvesy, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-144. She advised that the applicant is requesting site specific zoning to permit a residential dwelling on an undersized agricultural parcel. She further advised that staff consulted with the applicant to determine the most appropriate area for the development.

In response to questions from Council, Mr. Gilvesy explained that the purpose of the proposed development was for a family residence.

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

Resolution #5

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Carried

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by River Ridge Limited for lands described Part Lot 25, Concession 11 (South Norwich), municipally known as 144827 Potters Road in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-57)' 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 #7

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 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: Josh and Jodie Booy

File No.: A 07-25

Report No.: CP 2025-142

Location: Lot 13, Plan 41M-122 (former East Oxford) 594395 Kitchen Court, Township of Norwich, ON

Details of Proposed Amendment: Relief from: Table 5.1.1.3 – Accessory Use Provisions, to permit a residential accessory building to be located within the front (a minimum of 10.0 metres from the easterly lot line) and exterior side yard (a minimum of 1.5 metres from the northerly lot line) of the property; and to increase the maximum cumulative lot coverage allowance for detached

residential accessory structures from 170 m² (1,830 ft²) to 223 m² (2,400 ft²); and to increase the maximum permitted height from 5.5 m (18 ft) to 6.1 m (20 ft); to permit the construction of a new residential accessory structure on the subject lands.

Mr. Josh Booy and Ms. Jodie Booy, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-142. She advised that the applicant is requesting relief from the Zoning By-Law to permit a proposed accessory building in the front exterior side yard and to increase the size and height of that building. The proposed structure is to be used for personal storage and for the applicant to work on their personal vehicles. Ms. Hartley further advised that the proposed location was required due to the entire backyard of the subject lands containing the septic system and weeping tile, as well as an existing pool located in the interior side yard.

There were no questions from members of the Committee.

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 Josh and Jodie Booy, File No. A 07-25, for a Minor Variance located Lot 13, Plan 41M-122, municipally known as 594395 Kitchen Court, in the Township of Norwich, for relief from Section 5.1.1.3, Table 5.1.1.3 – Accessory Use Provisions:

- To permit a residential accessory building to be located within the front (a minimum of 10.0 metres from the easterly lot line) and exterior side yard of the property (a minimum of 1.5 metres from the northerly lot line); and
- To increase the maximum cumulative lot coverage allowance for detached residential accessory structures from 170 m² (1,830 ft²) to 223 m² (2,400 ft²); and
- To increase the maximum permitted height for a detached residential accessory structure from 5.5 m (18 ft) to 6.1 m (20 ft);

to permit the construction of a new residential accessory structure on the subject lands, the Committee of Adjustment hereby approve the requested Minor Variance, subject to the following conditions:

- i. That the construction of a new building accessory to a residential use comprising a total gross floor area of approximately 223 m² (2,400 ft²) be established in the general location as illustrated on Plate 3 of Report 2025-142, to the satisfaction of the Township of Norwich Building Department.

Carried

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

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 Kelly Elliot, AORS

Re: 2025 Association of Ontario Road Supervisors (AORS) Municipal Public Works Trade Show

Mr. Dennis O'Neil, Member Services Coordinator, AORS, was in attendance and joined by Mr. Ken Farkas, Director of Public Works. They provided an overview of the AORS as an organization and explained the history of the annual trade show, which was last held in Oxford County in 1993. Mr. O'Neil advised that the trade show will be taking place at the Woodstock Fairgrounds with over 200 exhibitors. He explained that about 40% of the funds raised would go towards the local association to cover some future training costs as well as donations to hospitals and foodbanks.

Mr. O'Neil also explained that AORS has implemented their 'Why Public Works' program to promote awareness of public works as a career. This includes bringing students to the trade show, where they receive a presentation and can engage with vendors.

In response to questions from Council Mr. O'Neil advised that AORS received a grant to establish a pilot program with Fanshawe College which put 34 students through a 10-week intensive program. Students received their DZ licence and training. He further explained that under the funding model all costs were covered for the students.

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Delegation of Kelly Elliot, Association of Ontario Road Supervisors, Re: 2025 Association of Ontario Road Supervisors Municipal Public Works Trade Show, be received as information.

Carried

7.2 Meredith Maywood, Tourism Specialist, Oxford County

Re: Oxford County Tourism Update

Ms. Meredith Maywood, Tourism Specialist, Oxford County, provided an update of activities completed in 2024 and provided an overview of tourism trends, the 5-Year Plan, including goals and objectives in the three key areas of Management, Product Development and Marketing. Ms. Maywood further advised that a new website was in development that pairs with a database for local businesses, allowing them to maintain information about their business and add events.

In response to questions from Council, Ms. Maywood explained that engagement with local businesses is a mix of businesses reaching out the County and the County reaching out to businesses, with technology helping to improve outreach. She also explained that hospitality is part of the tourism industry, and the statistics presented in the report included hospitality.

There was Council discussion regarding the benefits of experiential tourism for rural areas.

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of Meredith Maywood, Tourism Specialist, Oxford County, Re: Oxford County Tourism Update, be received as information.

Carried

7.3 Ethan Cornish, Cornish Entertainment Ltd.

Re: Seeking Municipal Significance for Stairway to Oxford: Led Zeppelin Tribute

Mr. Ethan Cornish, Cornish Entertainment Ltd., provided an overview of the Stairway to Oxford event, including the Led Zeppelin cover band, DJ and dance, as well as social media strategies. He advised that the event would include local partnerships and help showcase Norwich as an event location. He also advocated for an improved process for requesting a municipal significance designation from the Township for AGCO special event permits.

There was Council discussion about events bringing together young people in the community and how the proposed policy later in the meeting should support a more consistent process.

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the delegation of Ethan Cornish, Cornish Entertainment Ltd., Re: Seeking Municipal Significance for Stairway to Oxford: Led Zeppelin Tribute, be received as information.

Carried

**7.4 Rebecca Smith, Oxford County Manager of Housing Development
Re: Homelessness Response Strategy**

Rescheduled to a future meeting.

Council recessed at 10:41 a.m.

Council resumed at 10:53 a.m., Councillor DePlancke not present.

Councillor DePlancke returned at 10:57 a.m.

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Board of Directors – Meeting Agenda

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

8.2 Oxford Community Foundation

Re: OCFootprints Spring 2025 Newsletter

8.3 Municipal Property Assessment Corporation (MPAC)

Re: 2024 Annual Report

<https://www.mpac.ca/en/AboutUs/AnnualReports>

8.4 Town of Parry Sound

Re: Request for Inclusive Research that Reflects Diversity of Canadian Communities

8.5 Township of Champlain

Re: Surveillance and Monitoring of Heaving Vehicles

8.6 Township of Howick

Re: Installation of New Utility Poles through Accelerated High Speed Internet Project

8.7 Correspondence – Various Municipalities

Re: Opposition to Expansion of Strong Mayor Powers

8.8 Canada Day Committee

Re: Request for Free Swim Events and Paid Duty Officer

There was Council discussion regarding options for ensuring the capacity of the Otterville Park bridge is not exceeded during the Canada Day event.

Resolution #13

Moved by Karl Toews, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 8.1 to 8.8 be received as information;

And further that Council approves a grant to the Township of Norwich Canada Day 2025 Committee of \$200.00 plus HST from the Council Discretionary Fund to sponsor a 'free swim' at the Otterville Pool during the July 1st Canada Day celebrations;

And further that item 8.7 be supported.

Carried

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:

That this Council approve an amount up to \$1,000 for security services at the 2025 Canada Day event to be taken from Council's Discretionary Fund.

Carried

9. Committee Minutes

9.1 Health & Safety Representative Committee

Re: Meeting Minutes – April 30, 2025

Re: Fire Services Meeting Minutes – March 19, 2025

9.2 Norwich BIA

Re: Proposed Downtown Mural

Resolution #15

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Health & Safety Representative Committee

Re: Meeting Minutes – April 30, 2025

Re: Fire Services Meeting Minutes – March 19, 2025

Norwich BIA

Re: Proposed Downtown Mural

Carried

10. Reports

10.1 Planning and Development Services

No report.

10.2 Fire and Protective Services

10.2.1 Monthly Activities – April 2025

Report FS 2025-07

In response to questions from Council, Chief Van Pagee advised that case studies regarding fire origin and cause with batteries recommend using only OEM or CSA stamped chargers.

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FP 2025-06, Monthly Activity Report – April 2025, be received as information.

Carried

10.3 Drainage Services

10.3.1 Monthly Activities – April 2025

Report DR 2025-16

Resolution #17

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report DR 2025-16, April 2025 Drainage Report, be received as information.

Carried

10.3.2 Tender Results for the Newton Drain – Basrai Branch

Report DR 2025-17

Resolution #18

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-17, Tender Results for Newton Municipal Drain – Basrai Branch, be received as information, and further that the Council of the Township of Norwich award the drain construction to South Brant Excavating for the tendered price of \$44,033.67 and enter into Contract Agreement By-law 23-2025.

Carried

10.3.3 Acceptance of Engineers Report – Haight Municipal Drain Improvement

Report DR 2025-18

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2025-18, Acceptance of the Haight Municipal Drain Improvement Report, be received as information;

And that the Council of the Township of Norwich extends the time for filing and acknowledges the receipt of the report "Haight Municipal Drain Improvement", March 31, 2025, and filed with the Clerk on April 8, 2025;

And that Council set a date for Public Meeting to be held on June 3, 2025, to Consider the Report;

And that Staff be directed to mail a Notice of Public Meeting along with the Report to all persons assessed to this drainage works in accordance with the Drainage Act.

Carried

10.3.4 Request for a Branch of the Palmer Drain

Report DR 2025-20

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2025-20, Request for a Branch of the Palmer Drain, be received as information;

And further that the request for drainage works be accepted and the firm of R.J. Burnside and Associates Limited be appointed as engineer under Section 4 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

10.4 Building Services

10.4.1 Monthly Activities – April 2025

Report BB 2025-05

Resolution #21

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report BB 2025-05, April Progress Report, be received as information.

Carried

10.5 Public Works Services

10.5.1 Monthly Activities – April 2025

Report PW 2025-07

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2025-07, April Progress Report, be received as information.

Carried

10.5.2 Mall Road Reconstruction

Report PW 2025-08

In response to questions from Council, Mr. Farkas advised that Norwich is responsible for that boundary road and invoices Norfolk County for their share. Mr. Smith advised that boundary roads are covered in the Municipal Act and the process for any disputes are clearly outlined in the legislation.

Resolution #23

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report PW 2025-08, Mall Road Reconstruction, be received as information:

And that Council direct staff to complete the Mall Road Reconstruction project over two years, with culvert replacement and ditch work to be completed in 2025;

And that the asphalt and surface treatment now scheduled for 2026 be conditional on the project's inclusion in the 2026 Norfolk County capital budget.

Carried

10.6 Community Development Services

10.6.1 Monthly Activities – April 2025

Report CS 2025-08

Resolution #24

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CS 2025-08, Community Services Monthly Activity Report – April 2025, be received as information.

Carried

10.7 Medical Centre Services

10.7.1 Monthly Activities – April 2025

Report MED 2025-07

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report MED 2025-07, Medical Services Monthly Activity Report – April 2025, be received as information.

Carried

10.8 Financial Services

10.8.1 Council Financial Summary as at April 30, 2025

Report FS 2025-07

Resolution #26

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FS 2025-07, Council Financial Summary as at April 30, 2025, be received as information.

Carried

10.8.2 2025 Final Tax Rate By-law

Report FS 2025-06

Resolution #27

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2025-06, 2025 Final Tax Rate By-Law, be received as information:

And that By-Law No. 24-2025 to adopt the assessment for the year 2025 and for levying the rates of taxation thereon be approved.

Carried

Council recessed at 12:21 p.m.

Council resumed at 1:00 p.m.

10.9 Administrative Services

10.9.1 ERTH Corporation

Re: Notice of Annual Meeting of Shareholders

Resolution #28

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the ERTH Corporation Notice, Re: Annual Meeting of Shareholders – May 29, 2025, be received as information;

And further that Jim Palmer be designated as representative from the Township of Norwich for the purpose of casting vote at the May 29, 2025 AGM meeting.

Carried

10.9.2 Ministry of Municipal Affairs and Housing

Re: AMO Conference – Municipal Delegation Requests

Resolution #29

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Ministry of Municipal Affairs and Housing notice Re: AMO Conference – Municipal Delegation Requests be received as information.

Carried

10.9.3 Proposed Main Street Parking Lot

Report CAO 2025-01

Resolution #30

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CAO 2025-01, Proposed Main Street Parking Lot, be received for information;

And that Council direct staff to issue an RFP for a Parking Study in downtown Norwich, with an upset limit of \$50,000;

And that the costs of the Parking Study be funded from the Contingency Reserve.

Carried

10.9.4 Policy – Declaration of Event of Municipal Significance

Report CL 2025-07

In response to questions from Council, staff will add the term 'or' to the list in Section 3.

Resolution #31

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CL 2025-07, Policy - Designation of Event of Municipal Significance be received as information;

And Further that Council adopt the policy as presented.

Carried

10.9.5 Request for Designation as an Event of Municipal Significance

Applicant: Ethan Cornish, Cornish Entertainment Ltd.

Event: Stairway to Oxford – Led Zeppelin Tribute Night

Resolution #32

Moved by Lynne DePlancke, seconded by Karl Toews:

That the request from Ethan Cornish, Cornish Entertainment Ltd. – Request for Designation of Event of Municipal Significance, be received as information;

And further that Council designate the Event on November 22, 2025 as of Municipal Significance.

Carried

10.9.6 Encroachment Agreement – Dover Street, Otterville

Report CL 2025-08

Resolution #33

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CL 2025-08, Request for Encroachment Agreement – 24 Dover Street, Otterville, be received as information;

And further that the Mayor and Clerk be authorized to enter into the Encroachment Agreement for the property located at 24 Dover Street, Otterville.

Carried

10.9.7 Councillor Toews – Motion

Re: Request to Amend Code of Conduct

There was Council discussion regarding protocols for gratuities and hospitality for Councillors and staff.

Mr. Smith advised that the Integrity Commissioner had reviewed the Code of Conduct provision and advised that it was standard across many municipalities. He also advised that the Province may be standardizing a Code of Conduct for all municipalities in the future.

Resolution# 34

Moved by Karl Toews, seconded by Adrian Couwenberg:

That the Code of Conduct be amended by removing Section 11 – Benefits, Gifts or Hospitality;

(f) Food and beverages consumed at banquets, receptions or similar events, if:

- a. Attendance serves a legitimate purpose;
- b. The person extending the invitation or a representative of the organization is in attendance; and
- c. The value is reasonable and the invitations infrequent

Carried

10.10 County of Oxford Reports

10.10.1 Oxford Community Child Care

Re: Child Care and Early Years System Plan 2025-2029

Resolution #35

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Oxford County Child Care and Early Years System Plan 2025-2029 be received as information;

And further that staff be directed to provide clarification on details specific to inclusivity and diversity within their Child Care and Early Years System Plan 2025-2029.

Carried

11. Notice(s) of Motion

11.1 Notice of Motion – Councillor Couwenberg

Re: Level of Service – Roadside Brushing and Ditching

12. Closed Session

1:48 p.m.

Resolution #36

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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; a proposed or pending acquisition or disposition of land by the municipality or local board; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

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

**Re: CUPE Collective Agreement
Confidential Report**

12.2 A proposed or pending acquisition or disposition of land by the municipality or local board

**Re: Otterville Park Access
Confidential Report CAO 2025-04**

12.3 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

**Re: Appeal of Intention to Designate a Heritage Building
Confidential Report CAO 2025-02**

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

**Re: CAO Priorities
Confidential Report CAO2025-03**

12.5 Closed Meeting Minutes
Re: April 8, 2025

3:49 p.m.

Resolution #37

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Council do now reconvene in open session.

Carried

13. By-Laws

- | | |
|----------------------|---|
| No. 02-2025-Z | To Amend Zoning By-Law 07-2003-Z (Stubbes, File No. 3-20-17) |
| No. 11-2025-Z | To Amend Zoning By-Law 07-2003-Z (River Ridge Limited, File No. 3-25-08) |
| No. 22-2025 | To Provide for Drainage Works - John W. Davis Drain 1979 "A-Lectric Current Ltd" Minor Improvement Section 78(5) |
| No. 23-2025 | To Authorize Execution of a Tender Agreement with South Brant Excavating -Newton Municipal Drain – Basrai Branch |
| No. 24-2025 | To Provide for Adoption of the Assessment for the Year 2025 and for Levying the Rates of Taxation Thereon |
| No. 25-2025 | To Authorize Execution of an Encroachment Agreement With Derek, Donald and Arlene Veldjesgraaf |
| No. 26-2025 | To Confirm All Actions and Proceedings of Council |

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

Resolution #38

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

- | | |
|---------------|--|
| No. 02-2025-Z | To Amend Zoning By-Law 07-2003-Z (Stubbes, File No. 3-20-17) |
| No. 11-2025-Z | To Amend Zoning By-Law 07-2003-Z (River Ridge Limited, File No. 3-25-08) |
| No. 22-2025 | To Provide for Drainage Works - John W. Davis Drain 1979 "A-Lectric Current Ltd" Minor Improvement Section 78(5) |
| No. 23-2025 | To Authorize Execution of a Tender Agreement with South Brant Excavating -Newton Municipal Drain – Basrai Branch |
| No. 24-2025 | To Provide for Adoption of the Assessment for the Year 2025 and for Levying the Rates of Taxation Thereon |
| No. 25-2025 | To Authorize Execution of an Encroachment Agreement With Derek, Donald and Arlene Veldjesgraaf |

No. 26-2025

To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #39

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 02-2025-Z, 11-2025-Z, 23-2025, 24-2025, 25-2025, and 26-2025 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 – 3:51 p.m.

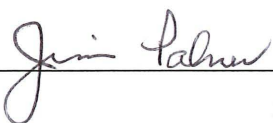
Resolution #40

Moved by Shawn Gear, seconded by Adrian Couwenberg:

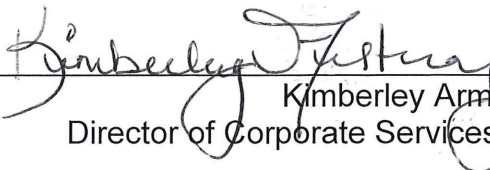
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 3rd day of June, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk