



The Corporation of the Township of Norwich
Council Meeting Minutes
Thursday February 26, 2026
Special 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
Derek Van Pagee, Director of Fire and Protective Services
Ken Farkas, Director of Operations
Jason Simpson, Director of Building Services/Chief Building Official
James Schaafsma, Manager, Parks and Facilities
A.J. Wells, Manager of Medical Services
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 1:00 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. Disclosure of Pecuniary Interest

No disclosures were reported.

4. Reports

4.1 Building Services

**4.1.1 Conditional Permit Agreement – 345708 Quaker Street
Report BB 2026-05**

A letter of concern regarding the development from a neighbouring property owner was circulated to Council shortly before the meeting expressing concerns regarding notice provided for the special meeting and there being no opportunities for public input.

In response to questions from Council, Mr. Smith explained that issuance of building permits do not require public meetings. He further explained that there was a public meeting held in association with the zone change application for the property, and the proposed use of the property is compliant with the zoning as approved by Council.

Mr. Simpson provided an overview of the conditional permit process, including security requirements and enforcement provisions.

There was Council discussion and questions about the site plan process and the difference between the conceptual drawing included as part of the zone change application and the drawings and studies that are submitted as part of the site plan application.

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke:

That Council receive Report BB 2026-05, Conditional Permit Agreement – 345708 Quaker St., for information;

And that Council authorize the Mayor and Clerk to execute the Conditional Permit Agreement between the Township and the applicant to permit the construction of the foundation, structural frame, and building envelope for a proposed three-storey industrial building having a gross floor area of approximately 10,759.54 m² on the property municipally known as 345708 Quaker Street in the Township of Norwich.

Carried

5. By-Laws

No. 15-2026

To Confirm All Actions and Proceedings of Council

7.1 First and Second Reading of the Following By-law

Resolution #3

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. 15-2026

To Confirm All Actions and Proceedings of Council.

Carried

7.2 Third Reading of the Following By-law

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-law 15-2026 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

8. Adjournment – 1:16 pm

Resolution #5

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 10th day of March, 2026.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk