



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday September 9, 2025
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Couwenberg (joined the meeting at 10:50 a.m.)

Staff:

Matt Smith, Chief Administrative Officer
James Johnson, Treasurer/Deputy CAO
Kimberley Armstrong, Director of Corporate Services/Clerk
Jason Simpson, Director of Building Services/Chief Building Official
Derek Van Pagee, Director of Fire and Protective Services
James Schaafsma, Acting Director of Community Development Services
Dirk Kramer, Deputy 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 Karl Toews, seconded by Lynne DePlancke:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

Councillor Toews disclosed a direct interest in agenda item 10.3.3, Report DR 2025-33 - Harvey Drain 2022 Construction Collection.

5. Adoption of Minutes of Previous Meeting(s)

5.1 August 12, 2025

Resolution #2

Moved by Lynne DePlancke, seconded by Karl Toews:

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

August 12, 2025

Carried

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act

Resolution # 3

Moved by Karl Toews, seconded by Lynne DePlancke:

That pursuant to Section 34(12) of the Planning Act, R.S.O. 1990, as amended, Chapter P.13, this Council conduct a public meeting in respect to an application for amendment to Zoning By-law 07-2003-Z by John and Rachel Bruinsma, File Number ZN 03-25-10.

Carried

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

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

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

6.3.1 Applicant: John and Rachel Bruinsma

File No.: ZN 3-25-10

Report No.: CP 2025-268

Location: Part Lot 22, Concession 6 (North Norwich) 592923 Jones Line, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Residential Existing (RE)' to a 'Special Rural Residential Zone (RR-sp)' to permit establishment of a Rural Entrepreneurial Use (REU) being a wooden stake manufacturer within a proposed accessory building approximately 2,400 ft2 in size. Site specific provisions are required to recognize the proposed building in the front yard, an increased lot coverage for all accessory structures and an increased height.

Mr. John Bruinsma and Ms. Rachel Bruinsma, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-268. She advised that the subject proposal is to rezone to Rural Residential with site specific provisions to recognize a wooden stake manufacturing business within a detached structure as a permitted use. She explained that planning staff are satisfied that the proposed use is appropriate and will not create adverse impacts on the surrounding area and comply with the Rural Entrepreneurial Use policies. The applicant will be required to receive site plan approval which will address site specific design.

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

Resolution #4

Moved by Lynne DePlancke, seconded by Karl Toews:

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

Carried

Resolution #5

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by John and Rachel Bruinsma, for lands described Part of Lot 22, Concession 6 (North Norwich), municipally known as 592923 Jones Line in the Township of Norwich, whereby the lands are to be rezoned to 'Special Rural Residential Zone (RR-sp)' to permit a wooden stake manufacturer as a rural entrepreneurial use, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution # 6

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 Brad and Kellie Deming, File Number ZN 03-25-14.

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.

6.3.2 Applicant: Brad and Kellie Deming

File No.: ZN 3-25-14

Report No.: CP 2025-272

Location: Part Lot 7, Concession 6 (North Norwich) being Part 2, 41R-9092, 285794 Airport Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Special Agri-Business Zone (AB-9)' to 'Agri-Business Zone (AB)' to permit all the permitted uses within the Agri-Business Zone. The AB-9 zone currently permits a farm drainage and excavation contractor's yard, home occupation and dwelling intended to be occupied by the owner. The intent of the subject application is that the AB zone will permit all uses contained in Table 8.1 of the Township Zoning By-law.

Mr. Brad Deming, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-272. She advised that the application is to rezone the subject lands from AB-9 to AB. The applicant has indicated that the general AB zoning will allow for the lands to be more attractive for sale. Ms. Hartley advised that since the subject application is not proposing a specific use, staff are unable to assess the proposal in accordance with the relevant policies and cannot anticipate possible land use conflicts or impacts on local roads or infrastructure as a result of a general AB zone being applied to the subject lands.

Ms. Hartley read a letter of concern from the neighbouring property owner which cited concerns relating to how potential future uses may impact the existing shared well.

Ms. Hartley explained that permitting the entire list of AB uses would not allow staff or Council to review a proposed use to ensure that the use was in line with local objectives and goals for agriculture-related uses.

Mr. Deming advised that the equipment for the well water system is located in the shop on the subject property and has supported an agricultural business and residential uses since 1991. Mr. Deming also commented that many of the uses permitted under the AB zone would not use more water than what is currently being used and anyone requiring more water use would be able to go through the process of upgrading the facilities to suit their needs, possibly requiring a building permit which would trigger a review. He further commented that the current zoning on the property has made it challenging to sell.

Councillor DePlancke commented that the smaller size of the property would already limit potential uses permitted under the AB zoning.

In response to questions from Council, Ms. Hartley explained that potential purchasers could meet with Planning staff to evaluate suitable uses for the property.

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

Carried

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Brad and Kellie Deming, for lands described Part of Lot 7, Concession 6 (North Norwich), being Part 2, 41R-9092, municipally known as 285794 Airport Road in the Township of Norwich, whereby the lands are to be rezoned from 'Special Agri-Business Zone (AB-9)' to 'Agri-Business Zone (AB)', the Council of the Township of Norwich hereby approve the zone change for the following reasons:

The area directly across from this property is zoned industrial and currently has several businesses on them. By allowing this zone change it will not be taking "Prime Farm Land" out of service. It will expand the opportunity for a buyer to have their business and residence there.

Carried

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

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

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.

6.3.3 Applicant: Dylan, Katherine, Pam and Keith Corbett

File No.: A 17-25

Report No.: CP 2025-267

Location: Part Lot 470, Plan 745, 25 Victoria Street, Township of Norwich

Details of Proposed Variance: Relief from Section 11.2 – R1 Zone Provisions; to increase the maximum permitted lot coverage from 30% to 36% to facilitate the construction of a new residential accessory building.

Mr. Dylan Corbett, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-267. She advised that the application is requesting relief from the total lot coverage provisions to facilitate the construction of a new detached garage that will be used for personal storage and utilize the existing driveway. Ms. Hartley further explained that a lot grading plan will be reviewed as part of the building permit process to ensure the proposal will have no adverse drainage impacts on neighbouring property owners.

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

Resolution #10

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application by Dylan, Katherine, Pam and Keith Corbett, File No. A 17-25, for a Minor Variance for lands described as Part of Lot 470, Plan 745, municipally known as 25 Victoria Street, Village of Norwich, in the Township of Norwich, for relief from Section 11.2, Table 11.2 – Zone Provisions, Lot Coverage, to increase the maximum permitted lot coverage from 30% to 36% to facilitate the construction of a detached garage, the Committee of Adjustment hereby approve the minor variance.

Carried

Resolution #11

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

Kimberly Earls, Executive Director and Ed Ketchabaw, SCOR EDC Chair and Mayor of Bayham

Re: SCOR EDC Member Update (South Central Ontario Region Economic Development Corporation)

Ms. Kimberly Earls, Executive Director of the South Central Ontario Region Economic Development Corporation, provided a brief history of the organization, available resources, staff committees and strategic priorities. She explained that SCOR works on broader regional issues, which has recently been focussed on transportation infrastructure, working towards a coordinated system across municipalities to support the local economy in an efficient and cost-effective way. Ms. Earls also explained the SCOR has been involved in a number of other advocacy projects, including expansion of energy infrastructure, rural planning support, and promoting post-secondary satellite campuses within rural communities.

In response to questions from Council, Ms. Earls explained that SCOR is looking to work with the MTO to revive intercommunity bus routes to support recruitment and the local economy. She also explained that SCOR was also looking into transit for post-secondary students, with a single organization serving several municipalities. Ms. Earls advised that economic barriers in the region include capacity challenges for small and medium businesses to support local producers and to diversify their supply chains through local networks as well as cost increases and access to housing and transit.

Resolution #12

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Delegation of Kimberly Earls, Executive Director South Central Ontario Region Economic Development Corporation, Re: SCOR EDC Member Update, be received as information.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Meeting Minutes – June 24, 2025

<http://thamesriver.on.ca/board-agendas-minutes/>

8.2 Ministry of Natural Resources

Re: Proposed updates to certain operational policies under the Aggregates Resource Act

8.3 Township of Tweed

Re: Collaborative Action on Sustainable Waste Management in Ontario

8.4 Township of Armour

Re: Governance of Ontario Family Health Teams

8.5 Township of Zorra

Re: Thames Valley District School Board Governance

8.6 County of Oxford

Re: Thames Valley District School Board Governance

8.7 City of Mississauga

Re: Request for Implementation of Provincial Regulations to Restrict and/or License Exotic Animals

8.8 Town of West Lincoln

Re: Support of H.E.R. Elect Respect Campaign

Re: Endorse the Development of a Code of Conduct for Human Trafficking Prevention in Niagara Region

8.9 Town of Blue Mountains

Re: Bill 5 – Protect Ontario by Unleashing or Economy Act 2025

Resolution #13

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.9 be received as information;

And further that Council support 8.5, 8.6, and 8.8.

Carried

9. Committee Minutes

**9.1 2025 Otterville Canada Day Committee
Re: Meeting Minutes – July 31, 2025
Re: Final Report**

**9.2 Otterville Park Advisory Committee
Re: Meeting Minutes – August 27, 2025
Resolution #14**

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Committee Minutes, be received as information:

2025 Otterville Canada Day Committee
Re: Meeting Minutes – July 31, 2025
Re: Final Report

Otterville Park Advisory Committee
Re: Meeting Minutes – August 27, 2025

Carried

Council recessed at 10:14 a.m.
Council resumed at 10:22 a.m.

10. Reports

10.1 Planning and Development Services

**10.1.1 Hanne Yager, Policy Planner, Oxford County
Re: Additional Residential Units – Zoning Review Presentation
Report CP 2025-253**

Ms. Hanne Yager, Policy Planner, and Ms. Meghan House, Senior Policy Planner, provided a presentation reviewing County ARU policies.

In response to questions from Council, Ms. Yager explained that requests resulting from owners building a new residence with the condition of demolishing the existing, are now applying to keep the existing residence and have it zoned as an ARU. She also explained that some terms need to be better defined in order to provide clarity.

Resolution #15

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CP 2025-253, Additional Residential Units (ARUs) – Zoning Review and Initiation of Zoning By-Law Amendments, be received as information;

And that the Council direct staff to proceed with initiating amendments to the Township Zoning By-Law under S. 34 of the Planning Act, to support improving the implementation of the additional residential dwelling unit policies within the Oxford County Official Plan.

Carried

10.2 Fire and Protective Services

10.2.2 Monthly Activities – August 2025

Report FP 2025-15

Resolution #16

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2025-15, Monthly Activity Report – August 2025, be received as information.

Carried

10.3 Drainage Services

10.3.1 Monthly Activities – August 2025

Report DR 2025-31

Resolution #17

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2025-31, August 2025 Activity Report, be received as information.

Carried

10.3.2 Parking Drain 2021 Construction Collection

Report DR 2025-32

Councillor Couwenberg joined the meeting at 10:50 a.m.

Resolution #18

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2025-32, Parking Drain 2021 Construction Collection, be received as information;

And further than By-law 46-2025 be adopted to provide for the collection of the construction costs for the Parking Drain 2021.

Carried

Councillor Toews did not participate in the discussion or voting for the Harvey Drain 2022 Construction Collection.

10.3.3 Harvey Drain 2022 Construction Collection

Report DR 2025-33

Resolution #19

Moved by Lynne DePlancke, seconded by Jim Palmer:

That Report DR 2025-33, Harvey Drain 2022 Construction Collection, be received as information;

And further than By-law 47-2025 be adopted to provide for the collection of the construction costs for the Harvey Drain 2022.

Carried

10.4 Building Services

10.4.1 Monthly Activities – August 2025

Report BB 2025-10

There was Council discussion and questions regarding construction values and the number of ongoing permit applications.

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report BB 2025-10, August Building Report, be received as information.

Carried

10.4.2 Exploring Permitting Software Options

Report BB 2025-11

Resolution #21

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report BB 2025-11, Permitting Software Options, be received for information;

And that Council authorize staff to prepare and advertise a Request for Proposal (RFP) for permitting software;

And that Council direct staff to report back with recommendations on permitting software options following evaluation of proposals.

Carried

10.5 Public Works Services

10.5.1 Additional Winter Staff Person

Report PW 2025-16

In response to questions from Council, Mr. Farkas explained that the position would be reviewed in 2026 during budget since the winter season would be mostly completed. He

also explained that pulling coverage from community services staff would not be a good option because winter control activities are specialized tasks and community services downtime is not likely to align with winter control needs.

There was additional Council discussion and questions regarding sidewalk clearing, staff overtime and the benefits of having a flexible staff person during the winter season.

Resolution #22

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report PW 2025-16, Additional Public Works Staff Member, be received as information;

And that Council of the Township of Norwich approve the creation of a new seasonal full-time Public Works operator position from November 1 to February 28 each year;

And that Council authorize the Treasurer to transfer the cost of the operator for the 2025/2026 season from the Winter Control reserve;

And that Council direct staff to include the additional seasonal position in future operating budgets.

Councillor Couwenberg requested a recorded vote.

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

Carried

10.6 Community Services

10.6.1 Monthly Activities – August 2025

Report CS 2025-14

Resolution #23

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CS 2025-14, Community Services Monthly Activity Report – August 2025, be received as information.

Carried

10.7 Medical Centre Services

No report.

10.8 Financial Services

No report.

10.9 Administrative Services

10.9.1 Proclamation Request – Big Brothers / Big Sisters of Oxford County (Proclamation Policy Attached)

Resolution #24

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Council of the Township of Norwich receive the request for proclamation submitted by Big Brothers Big Sisters of Oxford County;

And further that:

WHEREAS: Big Brothers Big Sisters of Oxford County has been a champion for young people for 55 years, providing Developmental Relationships that offer guidance, consistency, and hope; and

WHEREAS: mentoring is more than spending time together-it's about igniting sparks of potential that empower young people to overcome adversity and thrive; and

WHEREAS: the demand for BBBS programs continues to grow, and while more children and families are reaching out for support, there remains an urgent need for new volunteer mentors and sustainable funding to keep these life-changing programs free of charge; and

WHEREAS: the measurable outcomes of mentoring, improved mental health, stronger social-emotional skills, educational engagement, and future readiness demonstrate that mentorship is an investment in brighter futures for all of Oxford County; and

WHEREAS: the Spark Campaign reminds us that one person, one moment, and one match can be the spark that changes the course of a young person's life; and

WHEREAS: the success of Big Brothers Big Sisters depends on the commitment of volunteers, donors, partners, and communities who believe every young person deserves the chance to reach their full potential;

NOW, THEREFORE, the Council of the Township of Norwich do hereby proclaim September 2025 as Big Brothers Big Sisters Month in the Township of Norwich. I encourage all citizens to support Big Brothers Big Sisters of Oxford County by learning more, becoming a mentor, or making a financial contribution to ensure every young person can find their spark. Visit www.bbbsoxford.ca to discover how you can ignite potential today.

Carried

10.9.2 Request for Closure of Unopened Road Allowance - Hawtrey

Report CL 2025-14

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CL 2025-14, Request for Closure of Unopened Road Allowances - Hawtrey, be received as information;

And that Council of the Township authorize the sale of the Railway, Agnes and Josephine Street unopened road allowances to neighbouring property owners;

And that the benefiting property owners be required to pay a proportional amount that covers all associated costs;

And that staff prepare the necessary By-law for conveyance of the property.

Carried

10.9.3 Township of Norwich – 50th Anniversary

Report CL 2025-15

Resolution #26

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CL 2025-15, Township of Norwich 50th Anniversary, be received as information;

And that Council approve the plans for a 50th Anniversary Open House event to be held on Saturday October 18th and funded from the Council miscellaneous expense account.

Carried

10.9.4 Gas Producer Municipal Access Agreement

Report CAO 2025-13

Resolution #27

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CAO 2025-13, Gas Producer Municipal Access Agreement, be received for information;

And that Council of the Township of Norwich authorize CNG/RNG Rural Green Energy Inc. to install a renewable natural gas pipeline within the road allowance along Substation Road;

And that Council hereby authorize the Mayor and Clerk to execute the necessary Gas Producer Municipal Access Agreement between the Township of Norwich and CNG/RNG Rural Green Energy Inc.

Carried

10.9.5 Pickle Ball

Report CAO 2025-14

Resolution #28

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CAO 2025-14, Township Pickleball Program, be received for information;

And that Council direct staff to implement a Township Pickleball Program for a trial period from September 2025 to December 2025, including drop-in and session-based offerings;

And that Council direct staff to include the cost of permanent court lines in the 2026 capital budget for Council's consideration.

Council

11. Notice(s) of Motion

11.2 Notice of Motion – Councillor Toews

Re: Bill 9 – The Municipal Accountability Act 2025

12. Closed Session

None.

13. By-Laws

No. 16-2025-Z To Amend Zoning By-law 07-2003-Z (Bruinsma, File No. ZN 3-25-10)

No. 17-2025-Z To Amend Zoning By-law 07-2003-Z (Deming, File No. ZN 3-25-14)

No. 46-2025 To Provide for Collection of Actual Costs
- Parking Municipal Drain 2021

No. 47-2025 To Provide for Collection of Actual Costs
- Harvey Municipal Drain 2022

No. 48-2025 To Confirm All Actions and Proceedings of Council

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

Resolution #29

Moved by Lynne DePlancke, seconded by Jim Palmer:

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

- | | |
|---------------|---|
| No. 16-2025-Z | To Amend Zoning By-law 07-2003-Z (Bruinsma, File No. ZN 3-25-10) |
| No. 17-2025-Z | To Amend Zoning By-law 07-2003-Z (Deming, File No. ZN 3-25-14) |
| No. 46-2025 | To Provide for Collection of Actual Costs
- Parking Municipal Drain 2021 |
| No. 47-2025 | To Provide for Collection of Actual Costs
- Harvey Municipal Drain 2022 |
| No. 48-2025 | To Confirm All Actions and Proceedings of Council |

Carried

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

Resolution #30

Moved by Jim Palmer, seconded by Lynne DePlancke:

That By-laws 16-2025-Z, 17-2025-Z, 46-2025, 47-2025 and 48-2025 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 – 11:40 a.m.

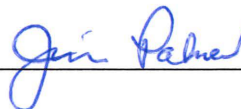
Resolution #31

Moved by Lynne DePlancke, seconded by Karl Toews:

That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 23rd day of September, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk