



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday December 9, 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  
Derek Van Pagee, Director of Fire and Protective Services  
Ken Farkas, Director of Operations  
Jason Simpson, Director of Building Services/Chief Building Official  
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent  
A.J. Wells, Manager of Medical Services  
Sean McCoy, Deputy Clerk/Planning Coordinator

**1. Call to Order**

The regular session of the 2022-2026 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 9:00 a.m. with Mayor Palmer presiding.

**2. Approval of Agenda**

Resolution #1

Moved by Adrian Couwenberg, 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 October 28, 2025**

Resolution #2

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

November 25, 2025

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

Resolution #3

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the following members be appointed to sit as the Court of Revision for the Chant Drain Improvement 2025: Jim Palmer, Lynne DePlancke, Adrian Couwenberg, Shawn Gear and Karl Toews, with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

The Chair advised that this Court of Revision is being held to hear any objections to the charges being assessed to individual property owners as outlined within the Engineers Report.

The Notice for the Court of Revision was mailed in accordance with the requirements of the Drainage Act on November 19, 2025.

If anyone was in attendance with respect to this application, they were requested to please sign the attendance sheet at the door.

**6.2.1 Court of Revision**

**Re: Chant Drain Improvement 2025**

**Report DR 2025-41**

In response to questions from the Court of Revision, Mr. Kramer explained that the right to appeal the findings of the engineer's report is communicated to property owners in the notice mailed to them, as well as at the property owner meetings with the engineer.

Ms. Armstrong advised that no written appeals were received by the Clerks Department.

There was no one in attendance that wished to submit an appeal against the Drainage works.

**Resolution #4**

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2025-41, Court of Revision of the Chant Drain Improvement 2025, be received as information.

Carried

**Resolution #5**

Moved by Lynne DePlancke, seconded by Karl Toews:

Whereas the Council of the Township of Norwich provisionally adopted the report by Streamline Engineering Inc. at their meeting on November 11, 2025 for the drainage works known as the Chant Drain Improvement 2025;

And whereas no appeals have been received by the Court;

Therefore the Court of Revision for the Chant Drain Improvement 2025 accepts Provisional By-law 54-2025 as presented.

Carried

**Resolution #6**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Court of Revision for the Chant Drain Improvement 2025 does now adjourn.

Carried

Section 41 of the Drainage Act, R.S.O. 1990, as amended, this Public Meeting is being constituted to consider the Engineers Report for the Vermeersch Branch 2025.

All owners and agencies were sent notification of the meeting to consider the report on November 19, 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 4, 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.

#### **6.2.2 Consideration of Engineers Report**

**Re: Vermeersch Branch 2025**

**Report DR 2025-42**

Mr. Chris Thompson, Project Engineer, R.J. Burnside & Associates Limited, provided an overview of the project to construct a tile drain which includes: installation of approximately 246 metres of 400 millimetre diameter concrete drainage tile, two concrete catch basins, and all necessary connections and reconnections of private tiles. The total estimated cost for this project is \$90,700, with \$5,090 assessed to Township owned lands and \$85,610 assessed to privately owned lands.

In response to questions from Council, Mr. Thompson explained that there is a Hickenbottom at the Godelie and Vermeersch property line and the project will include setting a catch basin there to save costs and shorten the travel distance of the drain.

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

**Resolution #7**

Moved by Adrian Counwenberg, seconded by Shawn Gear:

That Report DR 2025-42, Consideration of the Vermeersch Branch, 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 Vermeersch Branch Engineer's report dated October 7, 2025, referred to as the "Vermeersch Branch";

And that Provisional By-law 59-2026 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 January 13, 2026, be set for the first sitting of the Court of Revision.

Carried

### **6.3 The Planning Act**

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

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

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

Resolution #8

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 Michele Da Costa, File Number ZN 03-25-19.

#### **6.3.1 Applicant: Michele Da Costa**

File No.: ZN 3-25-19

Report No.: CP 2025-352

Location: Part Lot 1, Concession 11 (South Norwich) 166086 New Road, Township of Norwich

**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 1 acre) in size. The applicant is requesting a reduction to the required Minimum Distance Separation I (MDS I) setback from an adjacent livestock operation and manure storage structure. The required setback from the livestock barn is 471 m (1,545 ft) and 524 m (1,719 ft) from the manure storage structure, whereas the proposed distance is 293 m (961 ft) and 326 m (1,070 ft) respectively.

Ms. Michele Da Costa, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-352. She advised that the application is to rezone an undersized agricultural parcel to permit a dwelling to be constructed. Additionally, the applicant is requesting MDS I reduction to the nearest livestock facility and manure storage. She explained while the proposal does meet some of the Official Plan criteria, there will not be sufficient land remaining to ensure any agricultural uses. Additionally, the criteria requires compliance with MDS I setbacks and the subject lands are located 293 m to the livestock facility whereas 471 m is the required distance.

Ms. Hartley advised that staff are not satisfied that the proposed rezoning to permit a dwelling on the subject lands meets all the required criteria outlined in the Official Plan and a reduction to the MDS I setbacks is not consistent with Provincial or County policy. Staff are recommending that Council not support the application for these reasons.

In response to questions from Council, Ms. Hartley explained that the solar panels are not considered a sensitive land use like a residence and do not constitute a human made hazard. She also advised that it was unclear how the barn was constructed without MDS II relief and it would be required if there were a proposed expansion to the neighbouring livestock facility. Ms. Hartley further clarified that the MDS measurements are taken from the property line to the area to be rezoned.

Ms. Da Costa commented that her proposal does not introduce new conflicts with MDS since there are already dwellings within the setback area. Further, the proposed location of the dwelling would not inhibit expansion of the neighbouring barn to the southeast. She advised that there was a home on the subject property in the past which burned down and was not replaced and the lands have not historically been farmed due to its size.

In response to questions from Council, Ms. Da Costa advised that she would be able to build on the east side of the lot to be further from the neighbouring barn however had submitted the proposed location as it provided some buffering from neighbours.

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

Resolution #9  
Moved by Karl Teows, seconded by Lynne DePlancke:

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

Carried

Resolution #10  
Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Michele Da Costa, for lands described Part Lot 1, Concession 11 (South Norwich), Part 2, Plan 41R-7720, municipally known as 166086 New Road in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to facilitate the construction of a single-detached dwelling on an undersized agricultural parcel and to reduce required MDS I setbacks, the Council of the Township of Norwich hereby approve the zone change for the following reasons:

1. There are three existing Type A uses within the vicinity that are not compliant with MDS setbacks from an existing swine operation.

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

**Resolution #11**

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 the Township of Norwich, File Number ZN 03-25-17.

**6.2.2 Applicant: Township of Norwich**

**File No.: ZN 3-25-17**

**Report No.: CP 2025-332**

**Location: Township-wide**

**Details of Proposed Amendment: To amend the Township Zoning By-law to revise the provisions for Additional Residential Units (ARUs) and residential accessory structures; amend definitions associated with ARUs; address minor technical errors; and, improve consistency between municipalities, where appropriate to improve the implementation and clarity of the zoning provisions and consistency with the Oxford County Official Plan and recent changes to Provincial legislation.**

Ms. Hanne Yager, Policy Planner, provided an overview of the application as contained within Report CP 2025-332. She provided a summary of the changes to regulating the scale of ARUs, updated definitions, changes to lot area and coverage, as well as various technical changes.

There was Council discussion and questions regarding recent primary and secondary dwelling swaps. Ms. Hartley explained that a swap is proposed when a new dwelling is proposed on a property with an existing primary dwelling, a demolition permit is taken out on the existing primary dwelling, but then the property owner decides to keep both dwellings and uses the former primary dwelling as the secondary dwelling.

There was further discussion and questions regarding MDS limitations applying to detached ARUs and how development charges apply to ARUs.

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

**Resolution #12**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

**Resolution #13**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by the Township of Norwich, for a Township-wide general amendment to revise the provisions for Additional Residential Units (ARUs) and residential accessory structures; amend definitions associated with ARUs; address minor technical errors; and, improve consistency between municipalities where appropriate, the Council of the Township of Norwich hereby approve the zone change in principle.

Carried

**Resolution # 14**

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

And further that the Committee of Adjustment is now convened.

Carried

**Committee of Adjustment**

The Chair advised that this public meeting of the Committee of Adjustment is being held for the purpose of hearing Minor Variance proposals and affording any person in attendance the opportunity to make a presentation to the Committee.

If an eligible applicant appealing a decision of the Committee of Adjustment in respect of the proposed minor variance does not provide written submissions or make oral submissions at a public meeting, the Ontario Land Tribunal may dismiss all or part of the appeal.

The Chair directed that if anyone was in attendance with respect to this application, that they please sign the attendance sheet at the door and if they wished to receive a copy of the decision, to please provide their name and email address to the Deputy Clerk.

**6.3.3 Applicant: Winzen Norwich Homes Limited**

**Report No.: CP 2025-355**

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

**Location: Lot 2, 41M-387, 254 Caley Street, Township of Norwich**

**Details of Proposed Amendment:** Relief from Table 12.2, R2 Zone Provisions, interior side yard setback, to reduce the required setback from 1.5 m (4.9 ft) to 1.2 m (3.9 ft); and Table 12.2, R2 Zone Provisions, lot coverage, to increase the permitted lot coverage from 40% to 42%.

**File No.: A 26-25**

**Location: Lot 4, 41M-387, 242 Caley Street, Township of Norwich**

**Details of Proposed Amendment:** Relief from Table 12.2, R2 Zone Provisions, interior side yard setback, to reduce the required setback from 1.5 m (4.9 ft) to 1.4 m (4.5 ft); and Table 12.2, R2 Zone Provisions, rear yard setback, to reduce the required setback from 7.5 m (24.6 ft) to 5.8 m (19 ft); and Table 12.2, R2 Zone Provisions, lot coverage, to increase the permitted lot coverage from 40% to 41.5%.

**File No.: A 27-25**

**Location: Lot 1, 41M-387, 256 Caley Street, Township of Norwich**

**Details of Proposed Amendment:** Relief from Table 12.2, R2 Zone Provisions, interior side yard setback, to reduce the required setback from 1.5 m (4.9 ft) to 1.2 m (3.9 ft).

**File No.: A 28-25**

**Location: Lot 3, 41M-387, 244 Caley Street, Township of Norwich**

**Details of Proposed Amendment:** Relief from Table 12.2, R2 Zone Provisions, interior side yard setback, to reduce the required setback from 1.5 m (4.9 ft) to 1.2 m (3.9 ft); and Table 12.2, R2 Zone Provisions, rear yard setback, to reduce the required setback from 7.5 m (24.6 ft) to 7 m (22.9 ft); and Table 12.2, R2 Zone Provisions, lot coverage, to increase the permitted lot coverage from 40% to 42.5%.

Mr. Dan Zenkovich, Construction Supervisor – Winzen Norwich Homes Ltd., was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-355. She advised that the variances are requested to facilitate the construction of two semi-detached dwellings, four units in total. Each of the lots will contain one half of a semi-detached unit. She explained that the lots are an irregular shape and slightly angled, therefore the variances are required to position the proposed dwellings in the most efficient way.

Ms. Hartley also commented that the applicant originally applied for additional variances. However, recent changes to provincial regulation allows 'as-of-right' variances that are within 10% of the required setback in the zoning by-law. As such, two of the variances have been removed from the recommended list.

There was committee discussion regarding required setbacks.

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

**Resolution #15**

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application by Winzen Norwich Homes Limited File No. A 25-25, for a Minor Variance for lands described as Lot 2, 41 M-387, municipally known as 254 Cayley Street, in the Township of Norwich, for relief from Table 12.2, R2 Zone Provisions, interior side yard setback, to reduce the required setback from 1.5 m (4.9 ft) to 1.2 m (3.9 ft); and Table 12.2, R2 Zone Provisions, lot coverage, to increase the permitted lot coverage from 40% to 42%, to facilitate the construction of a semi-detached dwelling, the Committee of Adjustment hereby approve the requested minor variance.

Carried

**Resolution #16**

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application by Winzen Norwich Homes Limited File No. A 26-25, for a Minor Variance for lands described as Lot 4, 41M-387, municipally known as 242 Cayley Street, in the Township of Norwich, for relief from Table 12.2, R2 Zone Provisions, rear yard setback, to reduce the required setback from 7.5 m (24.6 ft) to 5.8 m (19 ft); and Table 12.2, R2 Zone Provisions, lot coverage, to increase the permitted lot coverage from 40% to 41.5%, to facilitate the construction of a semi-detached dwelling, the Committee of Adjustment hereby approve the requested minor variance.

Carried

**Resolution #17**

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application by Winzen Norwich Homes Limited File No. A 27-25, for a Minor Variance for lands described as Lot 1, 41M-387, municipally known as 256 Cayley Street, in the Township of Norwich, for relief from Table 12.2, R2 Zone Provisions, interior side yard setback, to reduce the required setback from 1.5 m (4.9 ft) to 1.2 m (3.9 ft), to facilitate the construction of a semi-detached dwelling, the Committee of Adjustment hereby approve the requested minor variance.

Carried

**Resolution #18**

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application by Winzen Norwich Homes Limited File No. A 28-25, for a Minor Variance for lands described as Lot 3, 41M-387, municipally known as 244 Cayley Street, in the Township of Norwich, for relief from Table 12.2, R2 Zone Provisions, interior side yard setback, to reduce the required setback from 1.5 m (4.9 ft) to 1.2 m (3.9 ft); and Table 12.2, R2 Zone Provisions, lot coverage, to increase the permitted lot coverage from 40% to 42.5%, to facilitate the construction of a semi-detached dwelling, the Committee of Adjustment hereby approve the requested minor variance.

Carried

**Resolution #19**

Moved by Moved by Lynne DePlancke, seconded by Karl Toews:

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 April Nix, Manager, Policy Planning and Hanne Yager, Policy Planner  
Updating the Implementation Policies of the Official Plan  
Report CP 2025-236**

Ms. April Nix, Manager, Policy Planning and Ms. Hanne Yager, Policy Planner, provided an overview of the proposed implementation policy updates within the Official Plan to improve conformity with provincial legislation, streamline review processes and add clarity for existing processes, requirements and criteria.

There was Council discussion and questions regarding reports and studies required for certain planning applications, benefits of pre-consultation for identifying necessary studies and reports, identifying when an application is deemed complete, and the tools and requirements for public engagement for various planning applications.

**Resolution #20**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of: April Nix, Manager - Policy Planning, and Hanne Yager, Policy Planner, regarding Report CP 2025-236, Updating the Implementation Policies of the Official Plan, be received as information.

Carried

**7.2 Erica Bayley, Paradigm Transportation Solutions Limited**

**Re: Downtown Norwich Parking Study**

Ms. Erica Bayley, Paradigm Transportation Solutions Limited, presented the findings from the Parking Strategy for Downtown Norwich Study. This included an assessment of existing parking, future needs and gaps, as well as recommendations for short-term, medium-term and long-term parking strategies.

There was Council discussion and questions regarding the study findings relating to parking capacity, methods used for the parking analysis, effectiveness of signage, changing time limits to encourage more turnover, accessible parking availability, the percentage of cars that park longer than two hours, parking enforcement, as well as parking and building access at Dollarama.

Mr. Smith explained that the intent was for staff to bring a report back to Council with some potential action items, including information about enforcement.

Resolution #21

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of: Erica Bayley, Paradigm Transportation Solutions Limited, regarding the draft Downtown Norwich Parking Study, be received as information;

And that Council receive the draft Downtown Norwich Parking Study as a guiding document for future parking related decisions.

Carried

**8. Correspondence**

**8.1 Upper Thames River Conservation Authority**

**Re: 2026 Draft Budget Letter**

**Re: 2026 Draft Budget: Overview**

**Re: 2026 Draft Budget: Oxford County**

**Re: 2026 Draft Budget**

**8.2 Upper Thames River Conservation Authority – Bill 68 (schedule 3) and ERO Posting 025-1257**

**Re: Letter from UTRCA Chair**

**Re: Proposed Conservation Authority Transformation**

**Re: Proposed Example Municipal Resolution**

- 8.3 **Long Point Region Conservation Authority**  
Re: Notice of 2026 Draft Budget  
Re: 2026 Draft Budget
- 8.4 **Kettle Creek Conservation Authority**  
Re: KCCA Board Resolution Re: Bill 68 and ERO Posting 025-1257
- 8.5 **Ministry of Natural Resources**  
Re: Black Bear Harvest Management in Ontario
- 8.6 **Ministry of Municipal Affairs and Housing**  
Re: Bill 17 – Protect Ontario by Building Faster and Smarter Act, 2025
- 8.7 **Enbridge Gas Inc.**  
Re: Notice of Application - EB-2025-0155 Enbridge Gas Inc. - 2024 Utility Earnings and Disposition of Deferral & Variance Account Balances
- 8.8 **Peterborough County**  
Re: Request to Reinstate Curbside Blue Box Collection for Nonprofit Organizations
- 8.9 **Municipality of Wawa**  
Re: Upholding Women's Rights, Leadership and Environmental Health in the Implementation of Bill 5
- 8.10 **Rural Ontario Municipal Association**  
Re: Sustainability of Rural Schools
- 8.11 **Township of Zorra**  
Re: Support for ROMA and Advocate for Rural Schools
- 8.12 **Township of Zorra**  
Re: Soil Health in Canada  
<https://sencanada.ca/en/info-page/parl-44-1/agfo-critical-ground/>
- 8.13 **City of Hamilton**  
Re: Impacts of Provincial Bill 60 on Tenants in Hamilton  
Resolution #22  
Moved by Shawn Gear, seconded by Adrian Couwenberg:  
  
That the Correspondence as listed in Agenda Item 8.1 to 8.13 be received as information;  
  
And further that 8.10, 8.11 and 8.12 be supported.

Carried

**9. Committee Minutes**

**9.1 Burgessville Santa Claus Parade Committee**  
**Re: Meeting Minutes – November 24, 2025**

**9.2 Norwich BIA**

**Re: Meeting Minutes – November 4, 2025**

In response to Council concerns, Mr. Farkas advised that the BIA purchases picnic tables for the downtown and there has never been a request for the Township to pay for their replacements.

Resolution #23

Moved by Karl Toews, seconded by Lynne DePlancke:

That the following Committee Minutes, be received as information:

Burgessville Santa Claus Parade Committee  
Re: Meeting Minutes – November 24, 2025

Norwich BIA

Re: Meeting Minutes – November 4, 2025

Carried

Council recessed at 11:57 a.m.

Council resumed at 1:00 p.m.

Councillor Couwenberg left the meeting during the recess.

**10. Reports**

**10.1 Fire and Protective Services**

**10.2.1 Monthly Activities – November 2025**

**Report FP 2025-19**

Resolution #24

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2025-19, Monthly Activity Report – November 2025, be received as information.

Carried

**10.2 Building Services**

**10.2.1 Monthly Activities - October 2025**

**Report BB 2025-14**

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report BB 2025-14, November 2025 Building Services Activity, be received as information.

Carried

#### **10.2.2 Recommendation for Award of Permitting Software RFP**

##### **Report BB 2025-15**

There was Council discussion and questions regarding the Citywide fee structure, process for migrating to the new system and additional features of the platform, including enforcement modules.

Resolution #26

Moved by Shawn Gear, seconded by: Lynne DePlancke:

That report BB 2025-15, Recommendation for Award of Permitting Software RFP, be received for information;

And that Council award the Request for Proposal (RFP) for permitting software to PSD Citywide, as the proposal that best meets the Township's operational, functional, and customer service needs;

And that Council authorize the transfer of \$77,500 from the Modernization Fund Reserve for the one-time implementation costs of the new permitting software;

And that Council authorize the Clerk and Chief Building Official to enter into the necessary service agreement with PSD Citywide.

Carried

#### **10.2.3 Monthly Activities – November 2025**

##### **Report DR 2025-40**

Resolution #27

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report DR 2025-40, November 2025 Drainage Services Activity, be received as information.

Carried

#### **10.2.4 John W. Davis Drain 1979 “A-Lectric Current Ltd.” Minor Improvement, Section 78(5) Construction Collection**

##### **Report DR 2025-43**

Resolution #28

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report DR 2025-43, John W. Davis Drain 1979 "A-Lectric Current Ltd" Minor Improvement Section 78(5) Construction Collection, be received as information;

And that By-law 58-2025 be adopted to provide for the collection of the construction costs for the John W. Davis Drain 1979 "A-Lectric Current Ltd" Minor Improvement Section 78(5).

Carried

### **10.3 Operations**

#### **10.3.1 Monthly Parks and Facilities Activities – November 2025**

##### **Report OP 2025-04**

In response to questions from Council, Mr. Farkas advised that the vandalism to the swings at Harold Bishop Park was easily washed off and no repairs were required.

Resolution #29

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report OP 2025-04, Parks and Facilities Monthly Report – November 2025, be received as information.

Carried

#### **10.3.2 Monthly Public Works Activities – November 2025**

##### **OP 2025-05**

Resolution #30

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report OP 2025-05, Public Works Monthly Activity Report – November 2025, be received as information.

Carried

### **10.4 Financial Services**

#### **10.4.1 Medical Centre Activity Report – August through November 2025**

##### **Report MED 2025-11**

There was Council discussion and questions regarding patient wait lists, bringing in allied health workers to increase the medical centre's patient capacity and provincial benchmarks for connecting all people in Ontario with a primary care physician or team by 2029.

Resolution #31

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report MED 2025-11, Medical Services Activity Report -August through November 2025, be received as information.

Carried

**10.4.2 Council Financial Summary as at November 30, 2025**

**Report FS 2025-15**

**Resolution #32**

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report FS 2025-15, Council Financial Summary as at November 30, 2025, be received as information.

Carried

**10.5 Corporate Services**

**10.6.1 Request for Designation as an Event of Municipal Significance**

**Applicant: Kelsey Van Ymeren**

**Re: Slash the Stigma**

**Resolution #33**

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the request from Slash the Stigma Hockey for Mental Health re: designation of "Slash the Stigma - Hockey for Mental Health 2026 Tournament" as an event of municipal significance be received as information;

And further that Council deem the "Slash the Stigma - Hockey for Mental Health 2026 Tournament" event to be held March 20<sup>th</sup> to March 22<sup>nd</sup>, 2026 to be an event of municipal significance;

And further that Council grant \$100 to the Slash the Stigma – Hockey for Mental Health from the Council Discretionary Fund.

Carried

**10.6.2 Councillor Gear – (November 25) Notice of Motion**

**Re: Speed Calming Open House**

Councillor Gear provided an overview of his motion requesting the Township host a public open house to generate feedback from the public regarding speed calming solutions.

Mr. Smith explained the event could include a presentation and then receive input about potential locations and suggestions. He also suggested \$50,000.00 be included in the Operating budget to set up test locations with various items to determine feasibility.

Resolution #34

Moved by Shawn Gear, seconded by Lynne DePlancke:

Whereas, Council of the Township of Norwich has identified Pedestrian and Traffic Safety as one of the core pillars of its Strategic Plan for the 2022 to 2026 term of Council;

Whereas, Council has contracted with the Ontario Provincial Police to provide an enhancement officer focused on speeding enforcement in the Township at an annual cost of over \$190,000, and has implemented a Traffic Calming Policy as part of Council's commitment to improved pedestrian and traffic safety;

Whereas, the Provincial Government has removed the option of Automated Speed Enforcement and is encouraging municipalities to adopt other traffic calming measures, and has promised funding for such projects;

Whereas, members of Council continue to receive complaints from residents about the speed of traffic in the Township.

Therefore, be it resolved that Council of the Township of Norwich directs staff to hold two 'Traffic Safety and Speeding Open House' events in early 2026 to solicit public input about potential traffic calming programs; and

That Council direct staff to include \$50,000 in the Draft 2026 Operating Budget for traffic calming pilot programs, with specific details to be decided after receiving public input on the best options for traffic calming.

Carried

**10.6 Chief Administrative Officer**

**10.6.1 Pickleball Update**

**Report CAO 2025-21**

**Resolution #35**

Moved by Karl Toews, seconded by Lynne DePlancke:

That report CAO 2025-21, Pickleball Pilot Program, be received for information;

And that Council direct staff to continue and expand the Township Pickleball Program as outlined in this report;

And that Council direct staff to bring forward an amendment to the Fees and Charges by-law to establish a last minute pickleball rental fee for weekends.

Carried

**10.7.2 IT Modernization**  
**Report CAO 2025-22**

Resolution #36

Moved by Lynne DePlancke, seconded by Karl Toews:

That report CAO 2025-22, IT Modernization – IT Training & Electronic Timesheets, be received for information;

And that Council authorize the transfer of up to \$9,000 from the Modernization Reserve for:

1. The implementation of electronic timesheets through ADP and 2026 subscription fee; and
2. A 2026 subscription for Microsoft 365 staff training through GUMP Training.

Carried

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

None.

**12. Closed Session**

None.

**13. By-Laws**

<b>No. 58-2025</b>	To Provide for the Collection of Actual Costs - John W. Davis Drain 1979 "A-Lectric Current Ltd." Minor Improvement
<b>No. 59-2025</b>	To Provide for Drainage Works - Vermeersch Branch Drain 2025
<b>No. 60-2025</b>	To Confirm All Actions and Proceedings of Council

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

Resolution #37

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

<b>No. 58-2025</b>	To Provide for the Collection of Actual Costs - John W. Davis Drain 1979 "A-Lectric Current Ltd." Minor Improvement
<b>No. 59-2025</b>	To Provide for Drainage Works - Vermeersch Branch Drain 2025
<b>No. 60-2025</b>	To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #38

Moved by Lynne DePlancke, seconded by Shawn Gear:

That By-laws 58-2025, 59-2025 and 60-2025 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 – 2:24 p.m.**

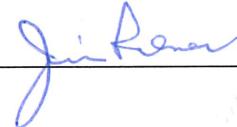
Resolution #39

Moved by Lynne DePlancke, seconded by Shawn Gear:

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 13<sup>th</sup> day of January, 2026.



Jim Palmer  
Mayor



Kimberley Armstrong  
Director of Corporate Services / Clerk