



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday February 24, 2026
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 Operations
Jason Simpson, Director of Building Services/Chief Building Official
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 7:00 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. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 February 10, 2026

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:

February 10, 2026

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 Lynne DePlancke, seconded by Karl Toews:

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.

6.3.1 Applicant: Tyson and Jessica Van Leeuwen

File No.: A 01-26

Report No.: CP 2026- 62

Location: Part Lots 25 & 26, Concession 11 & 12 (South Norwich) 144775 Potters Road, Township of Norwich

Details of Proposed Amendment: Relief from Section 5.1.1.3 – Accessory Use Provisions, Lot Coverage – to increase the permitted gross floor area of all accessory structures from 100 m² (1,076 ft²) to 405 m² (4,360 ft²) to recognize all the accessory buildings on the subject lands and to permit an addition to an existing gazebo.

Mr. Daniel Tobler, Agent for the applicants, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-62. She advised that the application is requesting relief to permit a larger lot coverage for all accessory buildings to allow for the construction of an addition to an existing accessory building. She explained that the minor variance was triggered by submission of a building permit application. Upon review, it was discovered that the subject property contains existing accessory buildings which exceed the allowable lot coverage and did not receive permits or minor variances.

In response to questions from the Committee, Ms. Hartley explained that the Committee may choose to approve the existing structures that need to be recognized and not approve the proposed addition to the gazebo.

Mr. Jason Simpson, Chief Building Official, advised that enforcement can be applied to buildings that were constructed as far back as July, 2009. He further explained that it would be the responsibility of the current owner to respond to any enforcement measures applied to the property.

In response to questions from Council, Mr. Tobler explained that he was unaware of the construction dates for the accessory structures and that the proposed gazebo addition is smaller than the existing house.

Ms. Hartley confirmed that the total lot coverage of all of the accessory buildings is larger than the existing house.

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

Resolution #4

Moved by Shawn Gear, seconded by Jim Palmer:

That with respect to the application by Tyson and Jessica Van Leeuwen, File No. A 29-25, for a Minor Variance for lands described as Part of Lot 25 & 26, Concession 11 & 12

(South Norwich), municipally known as 144775 Potters Road, in the Township of Norwich, for relief from:

1. Table 5.1.1.3, Lot Coverage for Accessory Structures, to increase the permitted lot coverage of a residential accessory structure from 100 m² (1,076 ft²) of gross floor area to 405 m² (4,560 ft²)

To facilitate the construction of an addition on an existing accessory building, 163.5 m² (1,760 ft²) in size, which would be in addition to the existing accessory structures on the subject lands being approximately 241.4 m² (2,598.5 ft²) in size, for a total lot coverage of 405 m² (4,560 ft²), the Committee of Adjustment hereby approves the requested Minor Variance for the following reasons:

- Minimum property coverage; and
- No concerns from neighbours.

Carried

Resolution #5

Moved by Shawn Gear, seconded by Jim Palmer:

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
None.

8. Correspondence

8.1 Long Point Region Conservation Authority
Re: Meeting Minutes – January xx, 2026

8.2 Upper Thames River Conservation Authority
Re: Meeting Minutes – January 27, 2026

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

8.3 County of Prince Edward
Re: Support for Bill 21, Protect Our Food Act, 2025

8.4 Town of Whitby
Re: Request to Remove the GST/HST from all New Homes Purchased as Primary Residences in Ontario

Resolution #6

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 8.1 to 8.4 be received as information.

Carried

9. Committee Minutes

None.

10. Reports

10.1 Chief Administrative Officer

10.1.1 Gravel Road Conversion Policy – referred from February 10

Report CAO 2026-09

In response to questions from Council, Mr. Smith explained that having staff dig the test holes is more cost effective.

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

That report CAO 2026-09, Updated Gravel Road Conversion Policy, be received for information;

And that Council hereby adopt the updated Gravel Road Conversion Policy as presented;

And that Council direct staff to bring forward recommendations for the specific roads to be upgraded in 2026 and beyond based on the policy.

Carried

10.6.2 Building Services Customer Survey

Report CAO 2026-10

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

That report CAO 2026-10, Building Services Customer Survey, be received for information;

And that Council hereby direct staff to implement the customer survey presented through this report.

Carried

10.6.3 Community Safety and Wellbeing Plan Options

Report CAO 2026-11

There was Council discussion regarding the term “priority groups” as it relates to the Community Safety and Wellbeing Plan, references in the Provincial Guide for creating plans and concerns expressed about how the term may be exclusionary to individuals that are not part of those groups.

Council recessed at 7:37 p.m.
Council resumed at 7:47 p.m.

There was Council discussion and questions regarding Provincial mandates to municipalities and their associated costs, details about the community safety and wellbeing advisory committee, and Councillor preferences regarding the options presented in the report.

In response to questions, Mr. Smith explained that if the Township does not adopt the joint plan, then the Township cannot participate in the Advisory Committee. Mr. Smith also advised that municipalities responsible for policing are required to have a Community Safety and Wellbeing Plan. He further explained that many smaller municipalities do not have the resources and services that are necessary to address the priority areas in a plan of this nature, which is why it is beneficial for an upper tier municipality to coordinate a joint plan.

Resolution #9

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That report CAO-2026-11 Community Safety and Well-being Plan Options be received for information;

And that Council direct staff to move forward with “Option 2 – Ask other local municipalities to agree to specific changes to the Plan”; and

That Council hereby requests that other municipalities in Oxford County consider amending the Safe and Well Oxford Plan 2026-2030 by replacing the words “priority groups” with the words “groups of particular concern” in eight places in the body of the report and in one footnote.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

None.

13. By-Laws

No. 04-2026-Z To Amend Zoning By-law 07-2003-Z (ARU Provision Updates)

No. 13-2026 To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #10

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. 04-2026-Z To Amend Zoning By-law 07-2003-Z (ARU Provision Updates)

No. 13-2026 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #11

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 04-2026-Z, and 13-2026 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 – 8:22 p.m.

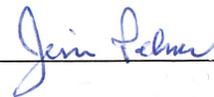
Resolution #12

Moved by Adrian Couwenberg, 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 10th day of March, 2026.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk