



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday June 16, 2026
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear

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
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 9:02 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Shawn Gear, seconded by Karl Toews:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

Councillor Gear expressed condolences regarding the accident in Mapleton that resulted in the loss of five children and expressed his thanks to residents who attended the recent traffic calming workshops hosted by the Township and for the public

feedback that has been received from those events. Residents were also encouraged to contact police if they have any information with respect to recent Pride related crimes including destruction of public property.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 May 26, 2026

Resolution #2

Moved by Karl Toews, seconded by Shawn Gear:

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

May 26, 2026

Carried

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

The Mayor advised that as per Section 42 of the Drainage Act, R.S.O. 1990, as amended, this Public Meeting is being constituted to consider the Engineers Report for the Richardson Drain Improvement 2026.

All owners and agencies were sent notification of the meeting to consider the reports on June 1, 2026.

If at the end of the meeting Council is satisfied with the report, 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 Richardson Drain Report 2026
Report DR 2026-15**

Mr. Michael Siemon, project lead, and Trevor Kuepfer, P. Eng., Streamline Engineering Inc., provided an overview of the existing condition of the drain and scope of the improvement which proposes to include 678 meters of municipal tile improvement at a total cost of \$195,000.

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

Resolution #3

Moved by Shawn Gear, seconded by Karl Toews:

That Report DR 2026-15, Richardson Drain Improvement 2026, be received as information;

And that in accordance with Sections 78(1) of the Drainage Act, Council of the Township of Norwich hereby adopts Streamline Engineering Inc. report May 6, 2026, referred to as the "Richardson Drain Improvement 2026";

And that Provisional By-law 29-2026 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 July 14, 2026, be set for the first sitting of the Court of Revision.

Carried

6.3 The Planning Act

Resolution #4

Moved by Shawn Gear, seconded by Karl Toews:

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 the Township of Norwich, File Number ZN 3-26-04.

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.

6.3.1 Applicant: Township of Norwich

File No.: ZN 3-26-04

Report No.: CP 2026-190

Location: Township-wide

Details of Proposed Amendment: To allow for an increased maximum permitted ground floor area for residential accessory structures and allow for an increased maximum height for residential accessory structures.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-190. Subsequent to Council direction, a report was presented at the April 4th meeting which recommended increases based on historical trends, a comparison to neighbouring municipalities and including a fulsome policy review relating to accessory buildings. She advised that the recommendation before Council today is to approve the recommended amendments to the Township zoning by-law to increase the lot coverage for accessory buildings in most of the zone categories and increase the permitted height for accessory building across all zones.

In response to questions from Council, Ms. Hartley confirmed that the maximum height measurement is taken from the middle of the roof truss but may vary depending on roof type.

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

Resolution #5

Moved by Karl Toews, 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 Karl Toews:

That with respect to the application to amend Zoning By-law 07-2003-Z, by the Township of Norwich, to introduce amendments to increase the maximum permitted lot coverage and maximum height for accessory structures throughout the Township as described in Report CP 2026-190, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #7

Moved by Karl Toews, seconded by Shawn Gear:

That the following members sit as the Committee of Adjustment for the Township of Norwich: Chair Jim Palmer and Members: 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.

6.3.2 Applicant: Bernardus Strik and Bianca Strik-Vos

File No.: A-07-26

Report No.: CP 2026-195

Location: Lots 19 and 20, Concession 5 (East Oxford) 464923 Curries Road, Township of Norwich

Details of Proposed Variance: Relief of Section 7.2.1 to reduce the required MDS II setback from 450 m to 352 m for a Type A land use, and from 900 m to 582 m for a Type B land use for a new livestock barn, and;

Section 7.2.2 to reduce the required MDS II setback from 450 m to 352 m for a Type A land use, and from 900 m to 582 m for a Type B land use for new manure storage structures, to permit the construction of a barn addition and a new cattle barn.

*****APPLICATION WITHDRAWN**

Ms. Armstrong advised that the application has been withdrawn by the owners. Since it was withdrawn after public notice was given, it has been included on the agenda, so that the public are aware it has been withdrawn.

6.3.3 Applicant: Jeff and Gayle Kindurys

File No.: A-08-26

Report No.: CP 2026-193

Location: Part Lot 14, Concession 4 (East Oxford) 505273 Old Stage Road, Township of Norwich, ON

Details of Proposed Variance: Relief of Table 5.1.1.3, Lot Coverage, to increase the permitted lot coverage of a residential accessory structure from 283.3 m² (3,050 ft²) of gross floor area to 321 m² (3,455 ft²), to permit additional relief above the relief granted via application A02-26.

There was no one in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-193. She advised that the application is requesting relief from the zoning by-law to permit a larger lot coverage for all accessory buildings on the subject lands to allow for the construction of a new accessory building. She explained that previous relief was granted for a total lot coverage of all accessory buildings of 3,050 ft², however it was discovered after the fact that the relief requested did not match the intended construction drawings and the subject application was required to request additional relief.

Ms. Hartley advised that even when taking into consideration the increased lot coverage and height provisions, this application is significantly larger than what is permitted and staff are not recommending approval.

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

Resolution #8

Moved by Shawn Gear, seconded by Karl Toews:

That with respect to the application by Jeff and Gayle Kindurys, File No. A 08-26, for a Minor Variance for lands described as Part Lot 4, Concession 4 (East Oxford), municipally known as 505273 Old Stage 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 321 m² (3,455 ft²);

to facilitate the construction of a new, detached accessory structure, approximately 242 m² (2,605 ft²) in size, with a maximum height of 6.1 m (20 ft), while also recognizing the detached garage on the subject lands, for a total lot coverage of 321 m² (3,455 ft²), the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #9

Moved by Shawn Gear, 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
None.

8. Correspondence

8.1 Upper Thames River Conservation Authority
Re: Draft Meeting Minutes – April 14 and 28, 2026
<https://thamesriver.on.ca/about-us/publications/board-agendas-minutes/>
Re: Conservation Authority Consolidation Update Cover Letter
Re: Conservation Authority Consolidation Update June 2026

8.2 Long Point Region Conservation Authority
Re: Meeting Minutes – May 4, 2026

8.3 Ministry of Municipal Affairs and Housing
Re: bill 119 – Protecting Ontario’s Streets and Communities Act 2026

8.4 Township of Baldwin
Re: OPP Municipal Policing Billing Model

8.5 Municipality of Calvin
Re: Request for Provincial Review of CVA-Based Apportionment for Shared Municipal and Provincially Mandated Services

8.6 Northeastern Manitoulin and Lakes
Re: Health Care Spending

8.7 Town of South Bruce Peninsula
Re: Affirming Outdoor Education as an Essential Part of Public Education in Ontario

8.8 Town of Halton Hills
Re: Request for Review of Provincial-Municipal Fiscal Framework

8.9 Jason Tewes
Re: Complaint – Otter Creek Golf Course Sign
Resolution #10
Moved by Karl Toews, seconded by Shawn Gear:

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

And further that 8.5, 8.7, and 8.8 be supported.

Carried

9. Committee Minutes

9.1 Canada Day Committee

Re: Meeting Minutes – May 20, 2026

Re: Meeting Minutes – May 27, 2026

Resolution #11

Moved by Shawn Gear, seconded by Karl Toews:

That the following Committee Minutes, be received as information:

Canada Day Committee

Re: Meeting Minutes - May 20, 2026

Re: Meeting Minutes - May 27, 2026

Carried

10. Reports

10.1 Planning and Development Services

10.1.1 Summary of 2025 Community Planning Services

Report CP 2026-181

Mr. Eric Gilbert, Manager of Development Planning, presented the report. He advised that Norwich Township represents 18% of total planning applications, County-wide. He provided an overview of services that Planning provides over and above the Development Planner position.

In response to questions from Council, Mr. Gilbert explained that Tavistock is also serviced by a lagoon system for wastewater and that the Norwich system works well with lands available for expansion. Mr. Gilbert also provided an overview of the public notice process.

Ms. Armstrong explained that sometimes property owners fall just outside the legislated buffer area for a notice circulation and do not understand why neighbours received notice and they did not. She also explained that notice is provided to property owners only, not tenants of a property.

Mr. Gilbert provided further information regarding the lack of feedback period for legislative updates from the province. He also explained that with the current government there is often no transition period, no training materials or direction provided once a policy decision is implemented, which makes it very challenging and can cause a great deal of confusion.

Resolution #12

Moved by Karl Toews, seconded by Shawn Gear:

That Report CP 2026-181, Summary of Planning Service Delivery 2025, be received as information.

Carried

10.2 Fire and Protective Services

10.2.1 Monthly Activities – May 2026

Report FP 2026-08

Resolution #13

Moved by Karl Toews, seconded by Shawn Gear:

That Report FP 2026-08, Monthly Activity Report - May 2026, be received as information.

Carried

10.3 Building Services

10.3.1 Monthly Activities - May 2026

Report BB 2026-09

Resolution #14

Moved by Shawn Gear, seconded by Karl Toews:

That Report BB 2026-09, May 2026 Building Services Activity, be received as information.

Carried

10.3.2 Monthly Activities – May 2026

Report DR 2026-14

Resolution #15

Moved by Karl Toews, seconded by Shawn Gear:

That Report DR 2026-14, May 2026 Activity Report, be received as information.

Carried

10.3.3 Simmons-Hopkins Drain 2024 Tender Results Update

Report DR 2026-16

There was discussion regarding the use of the deposit to offset the difference between contractors and any administrative costs for the municipality.

Resolution #16

Moved by Karl Toews, seconded by Shawn Gear:

That Report DR 2026-16, Simmons-Hopkins Drain 2024 Tender Results Update, be received as information;

And that Council of the Township of Norwich award the drain construction to Robinson Farm Drainage Ltd for the tendered price of \$172,221.50;

And that Council enter into Contract Agreement By-law 30-2026, and repeal Contract Agreement By-law 02-2025.

Carried

10.3.4 Drains Maintenance Collection By-Law

Report DR 2026-17

Resolution #17

Moved by Shawn Gear, seconded by Karl Toews:

That Report DR 2026-17, Drains Maintenance Collection By-Law, be received as information;

And that By-law 28-2026 be adopted to provide for the collection of the maintenance costs.

Carried

10.4 Operations

10.4.1 Monthly Activities – Public Works – May 2026

Report OP 2026-20

There was Council discussion and questions regarding positive feedback from the public regarding the recent work on Firehall Road, ditching starting in the fall, and gravel deliveries being behind by approximately three weeks.

Resolution #18

Moved by Karl Toews, seconded by Shawn Gear:

That Report OP 2026-20, Public Works Monthly Report – May 2026, be received as information.

Carried

10.5 Corporate Services

10.5.1 Request for Funding – Portable Vehicle Weighing Scales

Report CS 2026-06

Council members expressed concerns regarding providing the OPP with the necessary equipment for them to carry out the enforcement they are contracted to provide. There was additional discussion regarding: the importance of half load season enforcement, the cost of policing services, alternatives to purchasing a scale such as escorting trucks

to a nearby scale, and how the detachment borrowed scales from other detachments previously when they were available.

Resolution #19

Moved by Shawn Gear, seconded by Karl Toews:

That Report CS 2026-06, Request for Funding - Portable Vehicle Weighing Scales, be received for information;

And that Council approve the expenditure of up to \$2,000 to contribute towards the purchase of portable vehicle weigh scales, funded from the Police Services Board operating budget;

And further that Council request that the Oxford OPP Detachment consider the tools necessary for conduct of enforcement activities during their budgeting process.

Carried

10.6 Chief Administrative Officer

10.7.1 Federal-Provincial Development Charge Reduction Program

Report CAO 2026-21

There was Council discussion regarding the program being better suited for larger urban areas and the short turnaround time for applications to be submitted.

Mr. Smith advised that the program notes other funding opportunities may soon be available and better suited for rural and northern communities.

Resolution #20

Moved by Shawn Gear, seconded by Karl Toews:

That Report CAO-2026-21, Federal-Provincial Development Charges Reduction Program, be received for information.

Carried

10.7.2 Non-Residential Development Charge Exemption By-Law

Report CAO 2026-22

Resolution #21

Moved by Karl Toews, seconded by Shawn Gear:

That Report CAO 2026-22, Non-residential Development Charge Exemption Bylaw, be received for information;

And that Council adopt the necessary by-law to amend the Development Charges By-law to implement a 35% development charge exemption for nonresidential development within the Township of Norwich.

Carried

- 11. Notice(s) of Motion**
Councillor Gear
Re: Arena and Ball Diamond Advertising

- 12. Closed Session**
None.

- 13. By-Laws**
- | | |
|---------------------|---|
| No.09-2026-Z | To Amend Zoning By-law 07-2003-Z (Township of Norwich File No. ZN 3-26-04) |
| No. 28-2026 | Drain Maintenance Collection |
| No. 29-2026 | Provisional By-law for the Richardson Drain Improvement 2026 |
| No. 30-2026 | Simmons-Hopkins Drain 2024 Contract Agreement |
| No. 31-2026 | To Amend the Development Charges By-Law |
| No. 32-2026 | To Confirm All Actions and Proceedings of Council |

- 13.1 First and Second Reading of the Following By-laws**
Resolution #22
Moved by Karl Toews, seconded by Shawn Gear:

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

No.09-2026-Z	To Amend Zoning By-law 07-2003-Z (Township of Norwich File No. ZN 3-26-04)
No. 28-2026	Drain Maintenance Collection
No. 29-2026	Provisional By-law for the Richardson Drain Improvement 2026
No. 30-2026	Simmons-Hopkins Drain 2024 Contract Agreement
No. 31-2026	To Amend the Development Charges By-Law
No. 32-2026	To Confirm All Actions and Proceedings of Council

Carried

- 13.2 Third Reading of the Following By-laws**
Resolution #23
Moved by Shawn Gear, seconded by Karl Toews:

That By-laws 09-2026-Z, 28-2026, 30-2026, 31-2026 and 32-2026 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 – 10:35 a.m.

Resolution #34

Moved by Karl Toews, 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 30th day of June, 2026.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk