



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday October 28, 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
Ken Farkas, Director of Public Works
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 Shawn Gear, seconded by Adrian Couwenberg:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

The Mayor commented on the Employee and Firefighter recognition event that was held earlier in the evening, thanking them for their years of service.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 September 23, 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:

October 14, 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 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 Karen Eileen Alyea, File Number ZN 03-25-15.

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 Owner: Karen Eileen Alyea

Applicant: Allan Alyea

File No.: ZN 3-25-15

Report No.: CP 2024- 293

Location: Lot 16 and Part of Lot 17, Concession 3 (East Oxford), 545174 Pattullo Avenue, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to a 'Special General Agricultural Zone (A2-G)' to permit a garden suite on the subject lands to be occupied for a period of twenty (20) years. The effect of the zone change will include special provisions for a temporary garden suite to be located on the subject lands for a period of twenty (20) years that is approximately 102 m² (1,097 ft²) in size located to the southeast of the principal dwelling. The subject lands currently contain a single detached dwelling, a barn and two storage sheds and are used for agricultural production. Mr. Alan Alyea, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-293. She advised that the application proposes to amend the existing zoning to permit a garden suite. The garden suite is to be occupied by the farm operator's retired parent and is to be permitted for a period of 20 years. Ms. Hartley explained that the applicant be required to enter into an occupancy agreement with the Township regarding the garden suite.

In response to questions from Council, Ms. Hartley explained that the Planning Act permits a maximum occupancy of 20 years for a garden suite.

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 Karen Eileen Alyea, for lands described Lot 16 and Part of Lot 17, Concession 3 (East Oxford), municipally known as 545174 Pattullo Avenue in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-G9)' to permit a garden suite on the subject lands to be occupied for a period of twenty (20) years, the Council of the Township of Norwich hereby approve the zone change.

Carried

6.4 Other

None.

7. Delegations

7.1 Whitney Deane, CPA, CA, Millards Chartered Accountants

Re: Report to the Members of Council

Re: 2024 Consolidated Financial Statements

Re: Trust Funds Financial Statements

Ms. Whitney Deane, representing Millards Chartered Professional Accountants, presented the report and financial statements for 2024.

In response to questions from Council, Ms. Deane explained that there were upcoming changes to the Canadian Public Sector reporting standards as established by the accounting boards, but they would not come into effect until 2027. Mr. Johnson explained that the fibre line project has contributed to an increase in expenses under general government. Mr. Johnson clarified that the General Government section includes support departments, such as: finance, clerks department and the CAO. He further explained that the asset retirement obligation costs relate to the costs of decommissioning a building that requires remediation and disposal of hazardous building materials, such as lead paint or asbestos.

Resolution #6

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Delegation of: Whitney Deane, Millards Chartered Professional Accountants regarding the Report to Council, 2024 Consolidated Financial Statements, and Trust Funds Financial Statements be received as information;

And further that the 2024 Audited Financial Statements be accepted as presented.

Carried

7.2 Ronda Stewart, EDO, Rural Oxford Economic Development Corporation

Re: Activity Report – June to September 2025

Re: Economic Development Strategic Plan 2025

Ms. Ronda Stewart, representing the Rural Oxford Economic Development Corporation, provided an overview of the strategic plan development process, including feedback from stakeholder consultations.

There was Council discussion and questions regarding increasing communication with area CAOs, staff and Council's and the benefits of expediting the development of the new strategic plan. There was also discussion regarding the challenges associated with the availability of shovel ready commercial land, local success stories, future ideas for local business opportunities and the changing dynamics since COVID and the 'shop Canadian' movement.

Mr. Smith advised that secondary planning is expected to create opportunities for facilitating future commercial development in the Township.

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Delegation of: Ronda Stewart, Director of the Rural Oxford Economic Development Corporation, regarding the June to September 2025 Activity Report, and 2026-2030 Strategic Plan be received as information.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Draft Meeting Minutes – September 23, 2025

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

8.2 Norwich-Otterville Minor Ball

Re: Recognition of the Community Services Department

8.3 Royal Canadian Legion Branch 190

Re: Remembrance Day Ceremonies and Wreaths

8.4 City of North Bay

Re: Support for Northern Ontario Resource Development Support (NORDS) Pilot Program

8.5 Township of Edwardsburgh Cardinal

Re: Ontario Community Infrastructure Fund (OCIF)

8.6 Town of Ajax

Re: Provincial Decision on Automated Speed Enforcement (ASE)

Mayor Palmer read the correspondence from Norwich-Otterville Minor Ball.

There was Council discussion regarding attendance at Township cenotaphs for upcoming Remembrance Day ceremonies and the purchasing of wreaths, with Councillor Gear to place the wreath at the Otterville ceremony and Mayor Palmer to place the wreath at the Norwich ceremony.

There was further Council discussion regarding the Provincial Government's upcoming legislation regarding the prohibition of speed cameras, with Councillor Gear requesting a resolution to come forward at the next meeting.

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.6 be received as information;

And further that we support 8.6;

And further Council approve a donation of \$99.00 for each of 4 wreaths.

Carried

9. Committee Minutes

9.1 Accessibility Advisory Committee

Re: Meeting Minutes – July 8, 2025

Resolution #9

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the following Committee Minutes, be received as information:

Accessibility Advisory Committee

Re: Meeting Minutes – July 8, 2025

Carried

10. Reports

10.1 Operations

10.1.1 Parks and Facilities Monthly Report - September 2025

OP 2025-01

Resolution #10

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report OP 2025-01, Parks and Facilities Monthly Activity Report – September 2025, be received as information.

Carried

10.2 Corporate Services

10.2.1 2026 Council Meeting Schedule

Report CL 2025-17

Resolution #11

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CL 2025-17, 2026 Council Meeting Schedule be received for information;

And further that the proposed 2026 meeting schedule be adopted as presented.

Carried

10.2.2 Request for Designation as an Event of Municipal Significance

Applicant: Emily Stowe Public School Home & School Association

Re: A Playdate with Emily Stowe Prime Rib Dinner and Auction

Resolution #12

Moved by Karl Toews, seconded by Lynne DePlancke:

That the request from the Emily Stowe Public School Home and School Association re: designation of "Playdate with Emily Stowe Prime Rib Dinner and Auction" as an event of municipal significance be received as information;

And further that Council deem the "Playdate with Emily Stowe Prime Rib Dinner and Auction" event to be held March 7th, 2026 to be an event of municipal significance.

Carried

10.2.3 Council Member 2026 Conference Attendance

Resolution #13

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Council authorize the following conference registrations for 2026:

Mayor Palmer :	ROMA
Councillor Toews:	ROMA
Councillor DePlancke:	ROMA
Councillor Gear:	Partial ROMA
Councillor Couwenberg:	ROMA

Carried

10.2.4 Ministry of Municipal Affairs and Housing

Re: 2026 Rural Ontario Municipal Association (ROMA) Conference Delegation Form

Resolution #14

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Ministry of Municipal Affairs and Housing's notice Re: delegation requests for the 2026 Rural Ontario Municipal Association Annual Conference as information.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

None.

- 13. By-Laws**
No. 18-2025-Z To Amend Zoning By-law 07-2003-Z
(Alyea, File No. ZN 3-25-15)
No. 53-2025 To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

- No. 18-2025-Z To Amend Zoning By-law 07-2003-Z
(Alyea, File No. ZN 3-25-15)
No. 53-2025 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #16

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-laws 18-2025-Z and 53-2025 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 – 8:12 p.m.

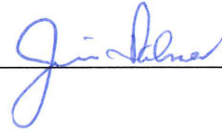
Resolution #17

Moved by Karl Toews, seconded by Lynne DePlancke:

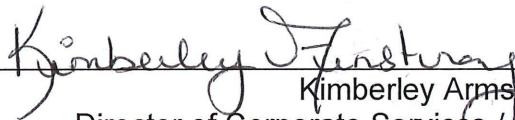
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 11th day of November, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk