



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday June 24, 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
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.

Mayor Palmer announced the passing of local resident Joyce Pettigrew and expressed his gratitude for her lifelong contributions to local heritage through her work on the South Norwich Historical Society, the Norwich Archives and local history books.

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

3.1 Recognition of Retiree's

Re: Chris Hayes – 32 years service

Shane Burson – 37 years service

Mayor Palmer and Members of Council recognized the careers of Mr. Chris Hayes and Mr. Shane Burson, both recently retired from the Township. Mr. Hayes was in attendance and was presented with a watch as a retirement gift. Mr. Burson was unable to attend and will receive his gift at a later date.

4. Disclosure of Pecuniary Interest
None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 June 3, 2025

5.2 June 3, 2025 – Special Meeting

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:

June 3, 2025

June 3, 2025 – Special Meeting

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 Shawn Gear and Members: Jim Palmer, Karl Toews, Lynne DePlancke, and Adrian Couwenberg;

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: Mose Miller

File No.: A 09-25

Report No.: CP 2025-187

Location: Part Lot 22, Concession 6 (North Norwich), 264947 Maple Dell Road, Township of Norwich ON

Details of Proposed Amendment: Relief from Table 5.1.1.3 – Accessory Use Provisions, to increase the permitted lot coverage for accessory structures from 340.9 m² (3,669.7 ft²) to 498.4 m² (5,364.7 ft²), to recognize two recently constructed accessory structures which exceed a previously granted variance (A09-24).

Mr. Mose Miller, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-187. She advised that the applicant is requesting further relief of a previously granted minor variance to permit two residential accessory buildings to be constructed. She explained that the applicant was not aware that the provision they were granted relief from was for a gross floor area of the structures, which includes certain decks, covered porches, lean-to's, loft areas, and second stories. Upon review of the applications and inspection of as-built construction of the buildings, staff are satisfied that the buildings were constructed within a similar footprint, with the exception of the lean-to.

In response to questions from the Committee, Ms. Hartley advised that the discrepancy between the ground floor area and the gross floor area was discovered as part of the permit process.

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

Resolution #4

Moved by Jim Palmer, seconded by Lynne DePlancke:

That with respect to the application by Mose Miller, File No. A 09-25, for a Minor Variance for lands described as Part Lot 22, Concession 6 (North Norwich), as in 475074, municipally known as 264947 Maple Dell Road, in the Township of Norwich, for

relief from Table 5.1.1.3 – Accessory Use Provisions, to increase the permitted gross floor area for accessory structures from 340.9 m² (3,669.7 ft²) to 498.4 m² (5,364.7 ft²), to recognize two recently constructed accessory structures which exceed a previously granted variance (A09-24) the Committee of Adjustment hereby approve the requested minor variance.

Carried

6.3.2 Applicant: Tim Shuttleworth and Emmett Shuttleworth

File No.: A 10-25

Report No.: CP 2025-180

Location: Lot 9, Plan 41M380, 113 Delong Drive, Township of Norwich ON

Details of Proposed Amendment: Relief from Table 11.2 – Rear Yard, minimum depth, R1 Zone Provisions, to reduce the minimum rear yard depth from 7.5 m (24.6 ft) to 3.5 m (11.5 ft) to facilitate the construction of a deck on the rear of a single-detached dwelling.

Mr. Tim Shuttleworth and Mr. Emmett Shuttleworth, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-180. She advised that the applicant is requesting relief from the Zoning By-law to reduce the minimum rear yard setback in order to permit an attached deck on the rear of the dwelling. She explained that the rear yard provisions are intended to ensure there is adequate drainage, room for maintenance around buildings and structures as well as amenity space. Staff are satisfied that adequate onsite drainage will be maintained and the deck is not anticipated to create negative impacts on the surrounding properties and will still provide appropriate amenity space.

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

Resolution # 5

Moved by Lynne DePlancke, seconded by Jim Palmer:

That with respect to the application by Tim Shuttleworth and Emmett Shuttleworth, File No. A 10-25, for a Minor Variance for lands described as Lot 9 , 41M-380, municipally known as 113 Delong Drive, in the Township of Norwich, for relief from Table 11.2 – Rear Yard, minimum depth, R1 Zone Provisions, to reduce the minimum rear yard depth from 7.5 m (24.6 ft) to 3.5 m (11.5 ft), to facilitate the construction of a deck on the rear of the single detached dwelling, the Committee of Adjustment hereby approve the requested Minor Variance subject to the following conditions:

- i. That the proposed relief shall only apply to deck of the approximate size and location as depicted on Plate 3 of Report CP 2025-180.

Carried

6.3.3 Applicant: William and Donna Yeomans

File No.: A 11-25

Report No.: CP 2025-185

Location: Part Lots 4 and 5, South of North Street Plan 43, Part 2 41R5398, 6 Maple Street, Township of Norwich ON

Details of Proposed Amendment: Relief from Table 5.1.1.3, Accessory Use Provisions – to permit the construction of an in-ground pool in the exterior side yard of the subject lands.

Mr. William Yeomans, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-185. She advised that the applicants are proposing a pool within the exterior side yard, explaining that a pool, whether inground or above-ground, is considering an accessory structure must meet the required yard setbacks and locational requirements. She further advised that the proposed location of the pool is necessary since the septic system is located in the rear yard where the balance of the amenity area is.

There was committee discussion regarding the requirement for fencing around pools, including minimum height requirements.

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

Resolution #6

Moved by Jim Palmer, seconded by Lynne DePlancke:

That with respect to the application by William and Donna Yeomans, File No. A 11-25, for a Minor Variance for lands described as Part of Lots 4 and 5, south of North Street, Plan 43, and Part 2, Plan 41R-5398, municipally known as 6 Maple Street, Village of Otterville, in the Township of Norwich, for relief from Section 5.1.1.3 – Accessory Use Provisions, to permit an in-ground pool to be located within the exterior side yard of the property, the Committee of Adjustment hereby approve the requested Minor Variance, subject to the following conditions:

- i. That the proposed relief only apply to the in-ground pool being approximately 3 m (10 ft) x 6 m (20 ft) in size in the approximate location as depicted on Plate 3 of Report CP 2025-185.

Carried

6.3.4 Applicant: Marum Farms Inc. (Jelle deVries)

File No.: A 12-25

Report No.: CP 2025-184

Location: Part Lot 9, Concession 8 (East Oxford), Part 1 41R-4274, 405559 Beaconsfield Road, Burgessville, Township of Norwich ON
Details of Proposed Amendment: Relief from Table 7.2 – A2 Zone Provisions, to reduce the interior side yard from 7.5 m (24.6 ft) to 2 m (6.5 ft) to permit the construction of a new bunker silo.

Mr. Jelle de Vries, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-184. She advised that the applicant is proposing a new bunker silo to be constructed along the west property line with a setback of 6.5 ft rather than the required 24.6 ft. Ms. Hartley explained that based on the location of the existing bunker silos and the manure pit, staff are satisfied that the proposed location is appropriate for efficient function of the farming operation.

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 with respect to the application by Marum Farms Inc., File No. A 12-25, for a Minor Variance for lands described as Part of Lot 9, Concession 8 (East Oxford), Part 1, 41R-4274, municipally known as 405559 Beaconsfield Road, in the Township of Norwich, for relief from Table 7.2 – A2 Zone Provisions, to reduce the interior side yard width from 7.5 m (24.6 ft) to 2 m (6.5 ft) to permit the construction of a new bunker silo, the Committee of Adjustment hereby approve the requested Minor Variance, subject to the following conditions:

- i. That the proposed relief only apply to the proposed bunker silo, and that the said bunker silo be located in the approximate location as illustrated on Plate 3 of Report No. 2025-184.

Carried

Resolution #8

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

None.

Council recessed at 10:28 a.m.

Council resumed at 10:39 a.m.

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: June 24, 2025 Agenda and Draft Meeting Minutes – May 27, 2025

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

8.2 Ministry of Sport

Re: Community Sport and Recreation Infrastructure Fund Application

8.3 Ministry of the Environment, Conservation and Parks

Re: Proposed Amendments to the Blue Box Regulation (O.Reg. 391/21)

<https://ero.ontario.ca/notice/025-0009>

8.4 Ministry of the Environment, Conservation and Parks

Re: Proposed Amendments to the Resource Recovery and Circular Economy Act, 2016

<https://ero.ontario.ca/notice/025-0536>

8.5 Municipality of Tweed

Re: Blue Box Producers Responsibility and Provincial Downloading

8.6 Chatham-Kent

Re: Bill 5 – Risks to your communities and support requested

8.7 Township of Black River – Matheson

Re: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements O. Reg 343/22

8.8 Town of Bracebridge

Re: Road Salt Usage

8.9 City of Pickering

Re: Raising Ontario Works and Ontario Disability Support Program

8.10 Norwich United Church

Re: Thank you for Summer Camp Program Grant

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.10 be received as information;

And further that Council support items 8.5, 8.8, and 8.10.

Carried

9. Committee Minutes

9.1 Oxford OPP Detachment Board 2

Re: Meeting Minutes – March 19, 2025

9.2 Rural Oxford Economic Development Corporation

Re: Quarterly Activity Report – February to April 2025

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the following Committee Minutes, be received as information; and further that the recommendations be approved and acted upon:

Oxford OPP Detachment Board 2

Re: Meeting Minutes – March 19, 2025

Rural Oxford Economic Development Corporation

Re: Quarterly Activity Report – February to April 2025

Carried

10. Reports

10.1 Planning and Development Services

10.1.1 Application for Zone Change

Re: ZN 3-23-19 – Lammert and Klaasje Brons

Supplementary Report CP 2025-189

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Lammert and Klaasje Brons whereby lands described Part of Lot 19, Concession 8 (East Oxford), municipally known 593981 Highway 59 in the Township of Norwich, are to be rezoned to an amended site specific 'Special General Agricultural Zone (A2-29)' and 'General Agricultural (A2)', to permit the proposed expansion of the existing welding contractor's shop, the Council of the Township of Norwich hereby approve the zone change.

Carried

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

No report.

10.4 Building Services

No report.

10.5 Public Works Services

No report.

10.6 Community Development Services

No report.

10.7 Medical Centre Services

No report.

10.8 Financial Services

**10.8.1 Year-End Summary of Reserve and Reserve Funds
Report FS 2025-08**

In response to questions from Council, Mr. Johnson explained that the fire department will be receiving two trucks in 2025 due to manufacturer scheduling. He advised that delaying one of the trucks to 2026 could result in losing the truck and having to reorder it at a higher price. Mr. Johnson also explained that the report contained an error in the calculation for the surplus distributions and that any discrepancy would only impact the additional contribution to the contingency reserve. There was further discussion regarding asset allocation under reserve funds.

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2025-08, 2024 Year-end Summary of Reserves and Reserve Funds, along with its 2 attachments, be received as information;

And that Council authorizes the reserve transfers presented in this report, to be completed as part of the 2024 year-end process.

Carried

10.8.2 Council Financial Summary as at May 31, 2025

Report FS 2025-09

There was Council discussion regarding costs of contracting out certain services or providing those services “in-house” and different options for presenting total program costs to Council for budget considerations.

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2025-09, Council Financial Summary as at May 31, 2025, be received as information.

Carried

10.9 Administrative Services

10.9.1 136 Main Street, Woodlot Dedication

Report CAO 2025-06

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CAO-2025-06, Woodlot Dedication, be received for information;

And that Council of the Township of Norwich approve the dedication of Block 91, 'the Woodlot', identified on the proposed subdivision for the development at 136 Main Street into Township ownership, conditional on the completion of the fence between the woodlot and the remainder of the development;

And that Council direct staff to bring forward a report about the maintenance and security of the woodlot parcel at the time of the dedication.

Carried

Council recessed at 8:19 p.m.

Council resumed at 8:25 p.m.

10.9.2 Gravel Road Conversion – 2025 Projects (Deferred from June 3, 2025)

Report CAO 2025-05

There was Council discussion regarding factors impacting road conditions, ensuring roads are reconstructed with the appropriate base, establishing a standard for road construction, and conversion programs in other municipalities.

Mr. Smith advised that the standard benchmarked in discussions is based on the OPSD standard, which is a provincial recommendation.

There was Council discussion regarding the establishment and member composition of a gravel road conversion working group, per the motion deferred from the June 3, 2025 regular meeting.

Resolution #15

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That report no. CAO-2025-05, Gravel Road Conversion – 2025 Projects, be received for information;

And that Council direct staff to set up a committee comprised of 2 Councillors and the appropriate staff and consultant to determine the most cost effective and appropriate reconstruction processes before moving forward with the gravel road conversion program.

Mayor Palmer requested a recorded vote.

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

Carried

There was Council discussion about appointing members to the working group, the goals of the working group, including identifying a standard for roads and adapting the capital plan to facilitate that standard.

Resolution #16

Moved by Karl Toews, seconded by Shawn Gear:

That the following Council members be appointed to sit on a Gravel Road Conversion Working Group:

Councillor Couwenberg
Councillor DePlancke

Mayor Palmer requested a recorded vote.

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

Carried

10.10 County of Oxford Reports

10.10.1 Bill 17 and Proposed Related Regulatory Changes Report CP 2025-158

Resolution #17

Moved by Lynne DePlancke, seconded by Karl Toews:

That Oxford County Report CP 2025-158, Bill 17 and Proposed Related Regulatory Changes, be received as information.

Carried

11. Notice(s) of Motion

11.1 Notice of Motion – Councillor Couwenberg

Re: Request for Council review and update of Road Patrol Reports

12. Closed Session

9:22 p.m.

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), Council convene in a meeting closed to the public to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

12.1 Personal matters about an identifiable individual, including municipal or local board employees

Re: Chief Building Official

Verbal Update

12.2 Closed Meeting Minutes

Re: May 13, 2025

9:34 p.m.

Resolution #19

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Council do now reconvene in open session.

Carried

13. By-Laws

No. 12-2025-Z To Amend Zoning By-law 07-2003-Z (Brons, ZN 3-23-19)

No. 32-2025 To Authorize Execution of a Collective Agreement with the Canadian Union of Public Employees (CUPE) Local 1589

No. 33-2025 To Confirm All Actions and Proceedings of Council

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

Resolution #20

Moved by Karl Toews, seconded by Lynne DePlancke:

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

No. 12-2025-Z	To Amend Zoning By-law 07-2003-Z (Brons, ZN 3-23-19)
No. 32-2025	To Authorize Execution of a Collective Agreement with the Canadian Union of Public Employees (CUPE) Local 1589
No. 33-2025	To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #21

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-laws 12-2025-Z, 32-2025, and 33-2025 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 – 9:36 p.m.

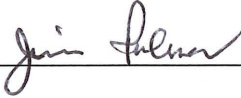

Resolution #22

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 8th day of July, 2025.

	_____ Jim Palmer Mayor
	_____ Kimberley Armstrong Director of Corporate Services/Clerk