



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday September 23, 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 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 September 9, 2025

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:

September 9, 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 Karl Toews, seconded by Lynne DePlancke:

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

File No.: A 04-25

Report No.: CP 2025-282

Location: Part Lot 418, Plan 745 (Village of Norwich) 17 Albert Street, Norwich Township of Norwich, ON

Details of Proposed Amendment: Relief from Section 11.2, Lot Coverage – R1 Zone Provisions; to increase the maximum permitted lot coverage from 30% to 40.4%, and; Interior Side Yard – R1 Zone Provisions; to decrease the minimum width of the interior side yard from 1.5 m (4.9 ft) to 1.2 m (3.9 ft) to permit the construction of a single detached dwelling with attached garage on a recently severed parcel.

No one was in attendance to represent the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-282. She advised that the application is requesting relief to facilitate the construction of a one-storey single detached dwelling on the subject lands. Ms. Hartley explained that the proposed reduction will still allow an adequate building envelope for a single detached dwelling with an attached garage, as well as maintain appropriate areas for drainage and stormwater runoff, proper maintenance space around the proposed dwelling and allow for adequate off-street parking.

Ms. Hartley advised that a letter of concern and an accompanying petition was received from surrounding landowners expressing some of the following as concerns: zoning requirements, neighbourhood character, fire safety, water run-off, utilities, infrastructure, un-necessary infill lot, traffic, noise, dust, privacy and devaluation of their properties. The application was circulated to Township departments, Oxford County Public Works and various agencies and no concerns were raised with respect to safety and compliance with their respective codes and standards

In response questions from the Committee, Mr. Jason Simpson, Chief Building Official, explained that the Building Code does not have provisions for setbacks, but rather different construction requirements for structures that are closer to each other. Ms. Hartley explained that the existing parcel received a minor variance for 38% lot coverage during the consent process. She further explained that the building code does not allow adverse water runoff onto adjacent properties and that higher lot coverage is more common now, with subdivisions in Norwich recently being approved with 35% and 40% lot coverages.

Mr. Andrew McPherson, 19 Albert Street, provided comments in opposition of the minor variance stating concerns related to drainage, construction worsening poor road conditions, and the appropriateness of severing an in-fill lot when there are vacant building lots available in the Township.

Councillor Toews commented that the petition received contained 11 names.

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

Resolution #4

Moved by Adrian Couwenberg, seconded by Jim Palmer:

That with respect to the application by HEG Homes, File No. A 04-25, for a Minor Variance for lands described as Part of Lot 418, Plan 745, further described as the severed lands known as 17 Albert Street, Village of Norwich, in the Township of Norwich, for relief from:

1. Section 11.2, Lot Coverage – R1 Zone Provisions; to increase the maximum permitted lot coverage from 30% to 40.4%; and
2. Section 11.2, Interior Side Yard – R1 Zone Provisions; to reduce the minimum width of the interior side yard from 1.5 m (4.9 ft) to 1.2 m (3.9 ft);

To permit the construction of a single detached dwelling with attached garage on a recently severed parcel, the Committee of Adjustment hereby approve the requested minor variance.

Carried

6.3.2 Applicant: Robert Krauss

File No.: A 19-25

Report No.: CP 2025-281

Location: Lot 76, Plan 745 (Village of Norwich) 5 Washington Street, Norwich, Township of Norwich, ON

Details of Proposed Amendment: Relief from Section Table 5.1.1.3 – Lot Coverage for Accessory structures, to increase the permitted lot coverage from 100 m² (1,076.4 ft²) to 170 m² (1,834 ft²); and Maximum Height for Accessory structures, to increase the permitted height from 4.5 m (14.8 ft) to 6 m (20 ft); and Table 5.6.2.3 – Provisions for All Additional Residential Units (ARU), to increase the permitted cumulative gross floor area for an ARU from 50% of the gross floor area of the main dwelling to 65% of gross floor area of the main dwelling, to facilitate the construction of a new accessory structure which includes personal storage and a detached ARU approximately 72.8 m² (784 ft²) in size.”

Mr. Robert Krauss, applicant, and Mr. Brad Deming, agent, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-281. She advised that the application proposes removal of the existing detached garage and construction of a new detached structure containing both personal storage space/garage area and an Additional Residential Unit (ARU). The applicant has indicated that the garage space will be used for personal storage, for a motorhome which requires relief of height restrictions. She further

explained that staff are satisfied that the proposed ARU is a form of gentle intensification and provides different forms of housing opportunities in the Village. Additionally, the proposed ARU meets all other provisions of the Zoning By-law, save and except the size in comparison to the dwelling.

In response to questions from the Committee, Mr. Deming explained that the front of the proposed structure would be constructed a few feet ahead of where the current structure is.

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

Resolution #5

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application by Robert Krauss, File No. A 19-25, for a Minor Variance for lands described as Lot 276, Plan 745, municipally known as 5 Washington Street, Village of Norwich, in the Township of Norwich, for relief from:

1. Section 5.1, Table 5.1.1.3 – Regulations for Accessory Uses; to increase the maximum permitted gross floor area of accessory structures from 100 m² (1,076.4 ft²) to 170 m² (1,834 ft²); and
2. Table 5.1.1.3 – Maximum Height for Accessory Structures, to increase the permitted height from 4.5 m (14.8 ft) to 6 m (20 ft); and
3. Table 5.6.2.3 – Provisions for All Additional Residential Units (ARU), to increase the permitted cumulative gross floor area for an ARU from 50% of the gross floor area of the main dwelling to 65% of gross floor area of the main dwelling;

To facilitate the construction of a new accessory structure which includes personal storage and a detached ARU approximately 72.8 m² (784 ft²) in size, the Committee of Adjustment hereby approve the requested Minor Variance subject to the following conditions:

- i. That the relief applies only to the accessory structures as generally identified on Plate 3 of Report No. 2025-281.

Carried

6.3.3 Applicant: Habiland Farms Ltd.

File No.: A 20-25

Report No.: CP 2025-276

Location: Lot 10, Concession 3 (North Norwich) 345609 Quaker Street, Township of Norwich, ON

Details of Proposed Amendment: Relief from Section 7.2.5 – Number of Accessory Dwellings and Garden Suites per Lot, to increase the number of permitted dwellings from one to two, to allow for a second dwelling to be constructed for additional farm help, and: Section 7.2.1 and 7.2.2 – Minimum Distance Separation Requirements for Livestock Barns and Manure Storage Structures, to reduce the required MDS I setback from 565 m (1,854 ft) to 457 m (1,500 ft) and from 609 m (1,998 ft) to 469 m (1,540 ft) respectively, to facilitate the construction of an additional dwelling for farm help.

Mr. Wesley Donker, agent, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-276. She advised that the application requests relief to permit an additional permanent dwelling for full time farm help on the subject lands. Additionally, relief is required to reduce the MDS I setback from a neighbouring livestock operation and manure storage.

In response to questions from the Committee, Ms. Hartley explained that in this instance the applicant was proposing a permanent dwelling, not a seasonal bunk house.

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

Resolution #6

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application by Habiland Farms Ltd., File No. A 20-25, for a Minor Variance for lands described as Part of Lots 9-11, Concession 3 (North Norwich), municipally known as 345609 Quaker Street in the Township of Norwich, for relief from:

1. Section 7.2.5 – Number of Accessory Dwellings and Garden Suites Per Lot, to increase the number of permitted dwellings from one to two, to allow for a second dwelling to be constructed for additional farm help; and
2. Section 7.2.1 and 7.2.2 – Minimum Distance Separation Requirements for Livestock Barns and Manure Storage Structures, to reduce the required MDS I setback from 565 m (1,854 ft) to 457 m (1,500 ft) and from 609 m (1,998 ft) to 469 m (1,540 ft) respectively;

To facilitate the construction of an additional dwelling for farm help, the Committee of Adjustment hereby approve the requested Minor Variance.

Carried

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

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: Board of Directors Meeting Minutes – July 2, 2025

8.2 Township of Larder Lake
Re: Request for Extension of Certification Deadlines under Ontario Regulation 343/22
Re: Request for a Moratorium on Aerial Spraying of Glyphosate in the Timiskaming Forest
Resolution #8
Moved by Lynne DePlancke, seconded by Karl Toews:

That the Correspondence as listed in Agenda Item 8.1 to 8.2 be received as information;

And further that Council support the request for a moratorium on aerial spraying of glyphosate.

Carried

9. Committee Minutes

9.1 Oxford OPP Detachment Board
Re: Meeting Minutes – May 21, 2025
Re: 2024 Annual Report

There was Council discussion and questions regarding Mr. Mark Peterson's presentation to the Oxford OPP Detachment Board about speeding issues in Plattsville, the current lack of provincial appointee on the Board, breaking down the information in the Annual Report into statistics by each municipality, and patrol statistics.

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

That the following Committee Minutes, be received as information:

Oxford OPP Detachment Board

Re: Meeting Minutes – May 21, 2025
Re: 2024 Annual Report

Carried

10. Reports

10.1 Financial Services

10.1.1 Month-End Statistical Report – August 2025

Report FS 2025-11

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2025-11, Council Financial Summary as at August 31, 2025, be received as information.

Carried

10.2 Administrative Services

10.2.1 CAO Performance Review Policy

Report CAO 2025-15

In response to questions from Council, Mr. Smith explained that the policy was based on recommendations from various municipal associations, as well as policies from other municipalities and was reviewed by the Clerk and the HR Coordinator. There was Council discussion regarding including the HR Coordinator during the performance review meeting.

Resolution #11

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That report CAO-2025-15, CAO Performance Review Policy, be received for information;

And that Council of the Township of Norwich hereby adopt the CAO Performance Review Policy as presented, with the addition of HR Coordinator's attendance at the performance review meeting.

Carried

10.2.2 City of Woodstock Boundary Adjustment Agreement

Report CAO 2025-16

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That report CAO-2025-16, City of Woodstock Boundary Adjustment Agreement, be received for information;

And that Council of the Township of Norwich enact By-law No. 49-2025 to enter into a Boundary Adjustment Agreement between the City of Woodstock, Oxford County, and the Township of Norwich;

And that staff be authorized and directed to complete all other necessary documentation for submission of the Boundary Adjustment to the Minister of Municipal Affairs.

Carried

10.2.3 Motion – Councillor Toews

Re: Bill 9 – The Municipal Accountability Act 2025

There was Council discussion regarding the importance of disciplinary actions needing clear criteria.

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

Whereas on January 28, 2025, Norwich Township Council passed a resolution asking then Minister of Municipal Affairs and Housing the Honourable Paul Calandra to provide information and clarification as regards Bill 241 – The Municipal Accountability Act 2024;

Whereas, as of September 1, 2025, Norwich Township Council has not received a response;

Whereas the Honourable Paul Calandra is no longer Minister of Municipal Affairs and Housing;

Whereas the Honourable Rob Flack is now Minister of Municipal Affairs and Housing;

Whereas the Honourable Ernie Hardeman is the MPP for Oxford County;

Whereas the aforementioned Bill 241 – The Municipal Accountability Act 2024 has been replaced by Bill 9 – The Municipal Accountability Act 2025;

Whereas, if enacted, Bill 9, like Bill 241 would implement a mechanism to disqualify a duly elected councillor for their entire term;

Whereas Bill 9 received first reading in the Ontario Legislative Assembly on May 1, 2025;

Be it resolved that Norwich Township Council hereby authorizes staff to send the aforementioned request for information that was sent to the Honourable Paul Calandra to the Honourable Rob Flack with a note stating that we have not received a response to our inquiry from January of 2025;

Be it further resolved that Norwich Township Council hereby authorizes staff to contact the Honourable Ernie Hardeman and request that Mr. Hardeman inquire with Minister Flack as to why Norwich Township has not received a response to our request for information from January of 2025; and,

Be it further resolved that Norwich Township Council hereby authorizes staff to contact the Honourable Ernie Hardeman and request that Mr. Hardeman urge Minister Flack to respond to our request for information promptly.

Carried

10.2.4 Motion – Councillor Toews

Re: Disclosure of Information Regarding Resolution No. 16 as passed by Oxford County Council on November 8, 2017

Mayor Palmer declared the motion out of order pursuant to Section 10.6 of the Procedure By-Law (No. 57-2022 as amended):

“A Motion in respect of a matter which requires the exercise of a legislative power by Council which is not within its jurisdiction shall not be in order at a Meeting of Council.”

Mayor Palmer explained that the County of Oxford and the Township of Norwich each have specific responsibilities assigned to them under the County of Oxford Act and that Township Council is not entitled to ask questions directing the work of the County by way of a Township resolution.

Councillor Toews appealed the ruling pursuant to Section 9.5 of the Procedure By-Law.

Mayor Palmer provided the reasons for his ruling as previously stated.

Council voted on the following question without debate:

“Will the ruling be sustained?”

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

The ruling of the Chair declaring the motion out of order was overruled.

There was Council discussion regarding the increase of the County levy since 2022, transparency and accountability with how tax dollars are spent, causes of the increases to the County levy, wanting a defined plan and outcome for green initiatives, and that

the County budget survey results are being reviewed at the September 2024 County Council meeting, including responses broken down by each Lower Tier.

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

Whereas, on November 8, 2017, over seven and a half years ago, Oxford County Council passed a resolution entitled "Oxford County Council Resolution to Join the FCM-ICLEI (Local Governments for Sustainability) Partners for Climate Protection Program." (Hereinafter "the Joining Resolution");

Whereas, between 2022 and 2025, Oxford County levied over 31 million dollars related to Norwich Township residents;

Whereas, between 2022 and 2025, the amount Oxford County levied related to Norwich residents increased by over 36 per cent;

Whereas, paragraph four of the Joining Resolution contemplates Canada's cities and communities driving systemic low-carbon practices that include building high-efficiency buildings, undertaking building retrofits, building electric vehicle infrastructure and electrified public transit; and implementing near-zero Green House Gas (hereinafter "GHG") waste plans;

Whereas, paragraph nine of the Joining Resolution states that Partners for Climate Protection members commit to adopt a community GHG reduction of 30 per cent below 2005 levels by 2030 and to consider adopting a deeper community and corporate emissions reduction target of 80 per cent by 2050;

Whereas, paragraph ten of the Joining Resolution states that the Partners for Climate Protection Program is based on a five-milestone framework that involves:

- I. Completing a GHG inventory and forecast;
- II. Setting a GHG reduction target;
- III. Developing a local action plan;
- IV. Implementing the local action plan; and,
- V. Monitoring progress and reporting results.

Whereas, paragraph eleven of the Joining Resolution states that Partners for Climate Protection Program members commit to carry out the five-milestone framework within 10 years of joining the program and to report on progress at least once every two years;

Whereas, paragraph fourteen of the Joining Resolution authorizes Oxford County staff to communicate to the Federation of Canadian Municipalities its participation in the Partners for Climate Protection Program and its commitment to achieving the milestones set out in the Partners for Climate Protection five-milestone framework; and,

Whereas, paragraph fifteen of the Joining Resolution appointed the Oxford County Deputy Warden and the Oxford County Chief Administrative Officer to oversee implementation of the Partners for Climate Protection milestones.

Whereas, at the April 23, 2025 Oxford County Council meeting Warden Marcus Ryan:

- a) Referred to Oxford County's leadership on environmental issues;
- b) Stated that 100% renewable energy is essential to his role on Council; and,
- c) Stated that Oxford County's environmental policies are working for our residents from a financial standpoint.

Be it resolved that Norwich Township Council hereby requests Oxford County Council make the following information available to the general public within sixty days of today's date:

1. Pursuant to paragraph ten of the Joining Resolution – has Oxford County completed a GHG inventory? If so:
 - a) Please publish a copy of the GHG inventory.
 - b) Has the GHG inventory been formally and publicly adopted by Oxford County Council?
 - c) What was the cost incurred by Oxford County to complete the GHG inventory? (Without limiting the generality of the foregoing, please include costs pertaining to staff hours, data-collection, consultants, and legal fees.)
2. Also pursuant to paragraph ten of the Joining Resolution – has Oxford County completed a GHG forecast? If so:
 - a) Please publish a copy of the GHG forecast.
 - b) Has the GHG forecast been formally and publicly adopted by Oxford County Council?
 - c) What was the cost incurred by Oxford County to complete the GHG forecast? (Without limiting the generality of the foregoing, please include costs pertaining to staff hours, data-collection, consultants, and legal fees.)
3. Also pursuant to paragraph ten of the Joining Resolution – has Oxford County set a GHG reduction target? If so:
 - a) What is the Oxford County GHG reduction target?
 - b) How was the Oxford County GHG reduction target determined?
 - c) Has the GHG reduction target been formally and publicly adopted by Oxford County Council?
 - d) What was the cost incurred by Oxford County in order to determine the GHG reduction target? (Without limiting the generality of the

foregoing, please include costs pertaining to staff hours, data-collection, consultants, and legal fees.)

4. Also pursuant to paragraph ten of the Joining Resolution – has Oxford County developed a local action plan? If so:
 - a) Please publish a copy of the local action plan.
 - b) Has the local action plan been formally and publicly adopted by Oxford County Council?
 - c) What was the cost incurred by Oxford County to develop the local action plan? (Without limiting the generality of the foregoing, please include costs pertaining to staff hours, data-collection, consultants, and legal fees.)
 - d) Has the progress of the local action plan been monitored? If so, how has it been monitored?
 - e) What is the current status as regards implementation of the local action plan?
 - f) Have the results of the local action plan been reported? If so, please publish those reports.
5. Pursuant to paragraph eleven of the Joining Resolution – has Oxford County reported on the progress of the Partners for Climate Protection five-milestone framework at least once every two years? If so, please publish a copy of those reports.
6. As regards the fiscal years 2018 to 2025, please publish a year-by-year, line-item summary of the costs incurred by Oxford County associated with:
 - a) Implementation of the Partners for Climate Protection Program five-milestone framework;
 - b) Climate change mitigation efforts; and,
 - c) Green-energy expenditures.

Again, without limiting the generality of the foregoing, please include costs pertaining to staff hours, data-collection, consultants, and legal fees. Please also include any expenditures related to engagement sessions, printed or web materials, events, and any grants awarded to local non-governmental organizations or community groups.

7. Looking forward, does Oxford County expect to incur any additional costs as regards:
 - a) Implementation of the Partners for Climate Protection Program five-milestone framework;

- b) Climate change mitigation efforts; or,
- c) Green-energy expenditures.

If so, please provide a year-by-year, line-item summary of those expected costs.

Mayor Palmer requested a recorded vote.

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

Carried

11. Notice(s) of Motion
None.

12. Closed Session
None.

13. By-Laws
No. 49-2025 To Authorize Execution of a Boundary Adjustment Agreement with the City of Woodstock and Oxford County
No. 50-2025 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. 49-2025	To Authorize Execution of a Boundary Adjustment Agreement with the City of Woodstock and Oxford County
No. 50-2025	To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 49-2025 and 50-2025 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 – 8:37 p.m.

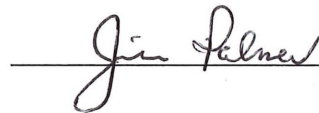
Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

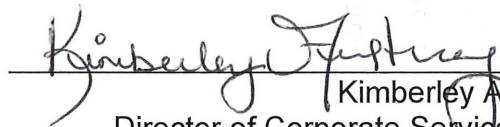
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 14th day of October, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk