



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday October 14, 2025
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Couwenberg

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 Public Works
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 9:00 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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 23, 2025

Resolution #2

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

September 23, 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 Lynne DePlancke, seconded by Adrian Couwenberg:

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

File No.: A 21-25

Report No.: CP 2025-292

Location: South Part Lot 6, Concession 3 (North Norwich) 793424 Slant Road, Norwich, Township of Norwich

Details of Proposed Variance: Relief of Section 5.1.1.3 to increase the total lot coverage of all accessory structures from 170 m² (1830 ft²) to 263 m² (2,831 ft²) to facilitate a new detached accessory structure in addition to an existing structure on the subject lands.

Mr. Richard Schveighardt, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-292. She advised that the requested variance is to recognize a recently constructed accessory building and an existing barn that is used for storage. She explained that initially the applicants had agreed to demolish the existing barn structure when the new accessory building was completed. However, through discussion with the applicants they would prefer to maintain both structures for personal storage.

In response to questions from the Committee, Ms. Hartley explained that a new driveway would be subject to an access permit. Ms. Hartley also confirmed that the resolution referenced the increased lot coverage as 263 m² (2,590 ft²) rather than the 263 m² (2,831 ft²) lot coverage that was initially requested.

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

Resolution #4

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application by Richard and Ramona Schveighardt File No. A 21-25, for a Minor Variance for lands described as Part of Lot 6, Concession 3 (North Norwich), municipally known as 793424 Slant Road, in the Township of Norwich, for relief from Table 5.1.1.3 – Lot Coverage for Accessory Structures, to increase the permitted lot coverage from 170 m² (1,830 ft²) to 263 m² (2,590 ft²) to recognize a recently constructed accessory structure and maintain an existing detached accessory structure on the subject lands, the Committee of Adjustment hereby approve the requested minor variance.

Carried

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: 1441180 Ontario Inc.

File No.: A 22-25

Report No.: CP 2025-296

Location: Lot 11, North side of Main Street, Plan 43, 276 Main Street West, Village of Otterville, Township of Norwich

Details of Proposed Variance: Relief from Section 11.2, R1 Zone provisions, to reduce the required interior side yard width from 1.5 m (4.9 ft) to 0.94 m (3.11 ft) to recognize an existing deficient side yard width to facilitate the construction of a two-storey dwelling.

Ms. Deb Lemon, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-296. She advised the application is to recognize an existing legal non-conforming interior side yard width of 3.11 ft. She explained that the previous one storey dwelling which was razed by fire, benefited from the non-conforming setback. The applicants are proposing to replace the dwelling on the same foundation with a two-storey dwelling. Ms. Hartley advised that staff are satisfied that the proposed setback is sufficient to allow for access around the dwelling and for drainage and maintenance purposes.

Mr. Larry Lewis, of 278 Main Street West, Otterville, expressed concerns about the proximity of the proposed dwelling to his dwelling should there be another fire. Ms. Hartley explained that provisions in the Ontario Building Code determine construction requirements for spatial and fire separation. Mr. Jason Simpson, Chief Building Official, further explained that the exterior wall would be required to have a 45-minute fire rating and contain no windows to help mitigate the spread of fire to the neighbouring property.

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

Resolution #5

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That with respect to the application by 1441180 Ontario Inc., File No. A 22-25, for a Minor Variance for lands described as Lot 11, North side of Main Street, Plan 43, municipally known as 276 Main Street West, Village of Otterville, in the Township of Norwich, for relief from Section 11.2, R1 Zone provisions, to reduce the required interior side yard from 1.5 m (4.9 ft) to 0.94 m (3.11 ft) to recognize an existing deficient side

yard to facilitate the construction of a two-storey dwelling, the Committee of Adjustment hereby approve the requested Minor Variance.

Carried

Resolution #6

Moved by Adrian Couwenberg, 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

7.1 Jamie Cook, Watson & Associates Economists Ltd.

Re: County Growth Forecasts and Land Needs Analysis Updates

Ms. Meghan House, Senior Policy Planner – Oxford County, introduced Mr. Jamie Cook, Watson & Associates Economists Ltd., and provided some brief information about the project which was initiated in 2024, based on forecasts received last November.

Mr. Cook provided an overview of the growth projections in Norwich for population and employment growth and future land needs. He provided an overview of projected population and employment growth in the County and the Township of Norwich for the period of 2021 to 2061. He also provided an overview of future land needs and projected land supply shortfalls in housing and employment lands.

In response to questions from Council, Mr. Cook explained that an activity rate is the ratio of total jobs to population. There was further Council questions and discussion regarding boundary adjustments, urban expansion applications, housing options, density trends, and infrastructure demands to support future growth.

Resolution #7

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Delegation of Jamie Cook, Watson & Associates Economists Ltd., Re: County Growth Forecasts and Land Needs Analysis Updates, be received as information;

And Council direct staff to bring forward a report outlining the settlement expansion process required as a result of the growth projections.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Meeting Minutes – August 26, 2025

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

8.2 Long Point Region Conservation Authority

Re: Board of Directors Meeting Minutes – September 3, 2025

8.3 Solicitor General

Re: OPP Cost Recovery Model

8.4 Norwich BIA

Re: Request for Downtown Maintenance Activities

8.5 City of Dryden

Re: Request for Mandatory Water Safety and Swim-to-Survive Training in Schools

8.6 City of Kitchener

Re: Request for Municipal Act Amendment to Grandfather-out Paper Billing and Establish Fees for Requested Paper Billing

8.7 Municipality of Brighton

Re: Electoral Reform

In response to questions from Council, Mr. Farkas provided an overview of current downtown maintenance services. Mr. Smith advised that staff could provide a report defining current service levels and additional service levels for the BIA.

Resolution #8

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.7 be received as information;

And further that the BIA's request be referred to staff for a report;

And further that 8.7 be supported.

Carried

9. Committee Minutes

9.1 Otterville Park Advisory Committee

Re: Meeting Minutes – August 27, 2025

Re: Meeting Minutes – September 24, 2025

9.2 Woodlawn Adult Centre Board of Management

Re: Meeting Minutes – September 29, 2025

9.3 Norwich BIA

Re: Meeting Minutes – September 16, 2025

Resolution #9

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the following Committee Minutes, be received as information:

Otterville Park Advisory Committee

Re: Meeting Minutes – August 27, 2025

Re: Meeting Minutes – September 24, 2025

Woodlawn Adult Centre Board of Management

Re: Meeting Minutes – September 29, 2025

Norwich BIA

Re: Meeting Minutes – September 16, 2025

Carried

10. Reports

10.1 Fire and Protective Services

10.1.1 Community Risk Assessment – Annual Report

Report FP 2025-16

Resolution #10

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report FP 2025-16, Community Risk Assessment Annual Review, be received as information.

Carried

10.1.2 Monthly Activities – September 2025

Report FP 2025-17

Resolution #11

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report FP 2025-17, Monthly Activities Report – September 2025, be received as information.

Carried

10.2 Building Services

10.2.1 Monthly Activities - September 2025

Report BB 2025-12

Resolution #12

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report BB 2025-12, September 2025 Building Services Activity, be received as information.

Carried

10.2.2 Monthly Activities – September 2025

Report DR 2025-34

Resolution #13

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That report DR 2025-34, September 2025 Drainage Services Activity Report, be received as information.

Carried

10.2.3 Chant Drain Improvement 2025 Report

Report DR 2025-35

In response to questions from Council, Ms. Armstrong explained that notice delivery during Canada Post labour disruptions is assessed on a case-by-case basis. She advised that staff may hand deliver or courier notices depending on circumstances.

Resolution #14

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report DR 2025-35, Chant Drain Improvement 2025 Report, be received as information;

That the Council of the Township of Norwich acknowledge receipt of the engineers Chant Drain Improvement 2025 report, dated September 29, 2025;

That Council direct staff to schedule a Public Meeting to be held on October 28, 2025, to consider the report;

And that Staff be directed to mail a Notice of Public Meeting along with the report to all persons assessed to this drainage works in accordance with the Drainage Act.

Carried

10.2.4 Haight Drain Tender Results

Report DR 2025-36

Resolution #15

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report DR 2025-36, Tender Results for Haight Municipal Drain Improvement, be received as information;

That Council of the Township of Norwich award the drain construction to Robinson Farm Drainage Limited for the tendered price of \$270,000.00;

And that Council enter into Contract Agreement By-law 51-2025, subject to third and final reading of Provisional By-law 27-2025 (Haight Municipal Drain Improvement) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

10.3 Operations

10.3.1 Monthly Activities – September 2025

Report PW 2025-17

Resolution #16

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report PW 2025-17, September Progress Report, be received as information.

Carried

10.4 Financial Services

10.4.1 Month-End Statistical Report – September 2025

Report FS 2025-12

Resolution #17

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report FS 2025-12, Council Financial Summary as at September 30, 2025, be received as information.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

10:30 a.m.

Resolution #18

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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: Canada Day Committee Appointments
Confidential Report CL 2025-16

12.2 Personal matters about an identifiable individual, including municipal or local board employees
Re: HR Matter

12.3 Closed Meeting Minutes
Re: August 12, 2025

11:23 a.m.

Resolution #19

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Council do now reconvene in open session.

Carried

Resolution #20

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report CL 2025-16, 2026 Canada Day Committee Appointments, be received as information;

And further that the following be appointed as members of the 2026 Canada Day Committee: Wilson Owour, Greg Dougherty, Dan Alyea, Lacey Hird, Ryan Hird and Councillor Couwenberg.

Carried

13. By-Laws
No. 51-2025 To Authorize Execution of a Contract Agreement – Haight Municipal Drain Improvement (2025)
No. 52-2025 To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #21

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

time:

No. 51-2025	To Authorize Execution of a Contract Agreement – Haight Municipal Drain Improvement (2025)
No. 52-2025	To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #22

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That By-laws 51-2025 and 52-2025 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 – 11:25 a.m.

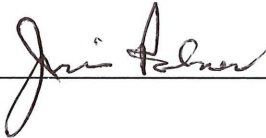
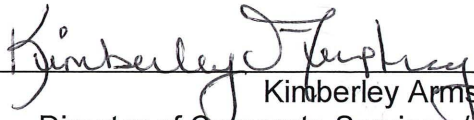
Resolution #23

Moved by Adrian Couwenberg, 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 28th day of October, 2025.

	Jim Palmer Mayor
	Kimberley Armstrong Director of Corporate Services / Clerk