



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday August 12, 2025
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Matt Smith, Chief Administrative Officer
James Johnson, Treasurer/Deputy CAO
Jason Simpson, Director of Building Services/Chief Building Official
Ken Farkas, Director of Public Works
Derek Van Pagee, Director of Fire and Protective Services
James Schaafsma, Acting Director of Community Development Services
AJ Wells, Director of Medical Services
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.

Mayor Palmer recognized the passing of Randy Nobbs and his contributions to the community, particularly his dedication to the Norwich Merchants hockey organization.

2. Approval of Agenda

Resolution #1

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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 July 8, 2025

5.2 July 8, 2025 – Asset Management Workshop

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:

July 8, 2025

July 8, 2025 – Asset Management Workshop

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 Adrian Couwenberg, seconded by Shawn Gear:

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 VDK Developments Inc., File Number ZN 03-25-11.

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 Applicant: VDK Developments Inc.

File No.: ZN 3-25-11

Report No.: CP 2025- 205

Location: Part Lot 8, Concession 4 (North Norwich) Part 1, 41R-8306 in the Village of Norwich, southwest corner of Quaker Street and Highway 59, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Special General Industrial Zone (MG-13)' to 'General Industrial Zone (MG)' to permit a range of industrial uses, whereas the current zoning only permit a truck transport terminal. The applicants propose the development of a window manufacturing business with a holding provision on the remainder of the lands.

Ms. Jenna Wenzel and Mr. Nathan Kok, agents for the applicant, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-205. She advised that the subject proposal is to rezone the lands to permit all general industrial uses to permit the development of a window manufacturing business. She explained that the proposed development would have the window manufacturing facility located on the northeast corner, which would be the first phase of a larger industrial development. The remainder of the subject lands are proposed to contain a holding zone which would require the orderly development of the lands once full municipal services are provided.

Ms. Hartley advised that a letter of concern was received on August 11th from an adjacent landowner. In summary, the concerns were relating to additional traffic from the gas bar, the existing VDK property, other residences and snowmobile traffic in the area have increased concerns about safety, speeding and illegal passing within the area. Ms. Hartley explained that a Traffic Impact Study was submitted along with the application and the recommendations by the traffic engineer did not indicate an immediate need for traffic calming, signalling or intersection improvements, but did recommend a left turn lane within the 2040-2045 horizon.

Ms. Wenzel and Mr. Kok provided a presentation to Council which contained an overview of the project.

Councillor Gear expressed some concerns about potential traffic volume at the intersection.

Mr. David Kerr, 773414 Highway 59, advised that he was in favour of the development but expressed concerns about the variety of potential uses the zone would allow, including salvage yards or gravel pits, possible fumes from the manufacturing facility, and lighting. He also proposed reducing the speed limit in the area.

Mr. Kok explained that the facility planned would primarily be for assembly of products with components brought in. He also advised that no gravel pits or salvage yards were planned, and an engineer had been retained to ensure light pollution is limited.

Mr. Allan Buckrell, 345705 Quaker Street, advised that he was in support of the development. He expressed some concerns about potential impacts to water quality and drainage.

Mr. Kok explained that they are currently dealing with the municipal drain as part of the site plan development process to satisfy the upstream and downstream requirements of the municipal drain. He also explained that any damaged drainage tile discovered would be repaired.

In response to questions from Council, Ms. Hartley explained that the lot was estimated to be fully serviced sometime in 2030-2035. Mr. Smith advised that servicing is part of the long-term outlook for the area, including a secondary plan which is being put together for a residential area just southwest of the site.

In response to questions from Council, Mr. Kok explained that the low portion of the site was to be used as a stormwater ponding area and the site is being developed to its full potential so additional improvements are not required in future.

Mr. McCoy provided an additional summary of the letter sent by Jillian Cleroux and Scott Calma, 773416 Highway 59, which proposed a reduced speed limit of 60 km per hour on Highway 59 from the Village limits to Evergreen Road and additional traffic calming measures at the intersection of Highway 59 and Quaker Street.

Mr. Kerr expressed concerns about the notice radius for zone change applications being insufficient for rural neighbouring property owners.

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

Resolution #4

Moved by Lynne DePlancke, seconded by Shawn Gear

That the Public Meeting held pursuant to the Planning Act be closed.

Carried

Resolution #5

Moved by Lynne DePlancke, seconded by Shawn Gear

That with respect to the application to amend Zoning By-law 07-2003-Z, by VDK Developments Inc., for lands described Part Lot 8, Concession 4 (North Norwich), located at the southwest corner of Quaker Street and Highway 59 in the Township of Norwich, whereby the lands are to be rezoned from 'Special General Industrial Zone (MG-13)' to 'General Industrial Zone (MG)' and 'Special General Industrial Holding Zone

(MG-13(H)' to facilitate the development of a window and door manufacturing business, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution # 6

Moved by Shawn Gear, seconded by Lynne DePlancke:

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 Streef Produce Ltd., File Number ZN 03-25-12.

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.

6.3.2 Applicant: Streef Produce

File No.: ZN 3-25-12

Report No.: CP 2025- 232

Location: Part Lot 12, Concession 1 (North Norwich) 385517 Oxford Rd 59, Burgessville, Township of Norwich, ON

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a single detached dwelling to be constructed on an undersized agricultural parcel (approximately 4.7 ha (10.3 ac) in size) within a 1 acre building envelope while the remainder of the land will be utilized for cash-cropping.

Mr. Ush Sandhu, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-232. She advised that the application is to rezone the subject lands to permit a dwelling to be constructed on an undersized agricultural parcel, with a 1 acre building envelope located towards the southwest corner of the lands fronting onto Highway 59.

In response to questions from the applicant's agent, Ms. Hartley advised that the 1 acre building envelope was for the primary residential use, private services and any

accessory uses or structures. Any agricultural accessory uses would be evaluated by the building department during the permit process.

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

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Public Meeting held pursuant to the Planning Act be closed.

Carried

Resolution #8

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Streef Produce Ltd., for lands described Part Lot 12, Concession 1 (North Norwich), municipally known as 385517 Highway 59 in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-58)' to facilitate the construction of a single-detached dwelling on an undersized agricultural parcel, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #9

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

6.3.3 Applicant: Jax and Leo Farm Inc.

File No.: A 06-25

Report No.: CP 2025- 238

Location: Lot 3, Concession 3 (North Norwich) 773519 Oxford Rd 59, Township of Norwich, ON

Details of Requested Variance: Relief from: Table 5.6.2.4 – Provisions from Detached Additional Residential Units (ARU), to permit a detached ARU on a parcel zoned ‘Limited Agricultural Zone (A1)’ within a proposed agricultural storage building containing storage and a home occupation; and to increase the distance from principal dwelling to the ARU from 30 m (98.4 ft) to 36.5 m (120 ft); and relief of Section 6.2.1 and 6.2.2 – Minimum Distance Separation Requirements for Livestock Barns and Manure Storage Structures, to reduce the required MDS I setback from 311 m (1,020 ft) to 165 m (541 ft) to facilitate the construction of a detached ARU.

Mr. Tim Thompson, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-238. She advised that the application is requesting relief to permit a detached ARU on an agriculturally zoned parcel within a proposed agricultural storage building. Additionally, due to the presence of an unoccupied livestock barn across the road an MDS I reduction is required.

Ms. Hartley further advised that a home occupation, being a fruit and vegetable stand, is proposed. However, if the proposed occupation does not meet zoning standards at the time of building permit, future approvals may be required. She also explained that building department will require confirmation that the on-site sewage system is adequately sized to take on the additional unit.

In response to questions from the Committee, Ms. Hartley explained that the MDS II setback may impact additional livestock for the neighbouring agricultural operation depending on type.

Mr. Mike Godelie and Mr. Donovan Godelie, 773522 Highway 59, expressed concerns with potential limitations an MDS II setback may have on future expansion, including where buildings can be located. They also expressed concerns about parking for the proposed fruit and vegetable stand.

Ms. Hartley explained that the information provided for the setback was based on 185 cows. She also advised that any proposed new barns may be subject to a planning

process. Councillor Couwenberg commented that the existing house would impact the MDS calculation already.

Mr. Thompson explained that it is not his intention to limit the neighbouring farm operation. He advised that parking for the fruit stand is proposed to be off the road and the building has been designed with a few parking spots.

Ms. Hartley confirmed that additional residential units are not to be severed.

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

Resolution #10

Moved by Lynne DePlancke, seconded by Jim Palmer

That with respect to the application by Jax and Leo Farm Inc., File No. A 06-25, for a Minor Variance for lands described as Part Lot 8, Concession 3 (North Norwich), municipally known as 773519 Highway 59, in the Township of Norwich, for relief from:

- Table 5.6.2.4 – Provisions from Detached Additional Residential Units (ARU), to permit a detached ARU on a parcel zoned 'Limited Agricultural Zone (A1)' within a proposed agricultural storage building;
- Table 5.6.2.4 – Provisions for Detached Additional Residential Units (ARU), to increase the distance from principal dwelling to the ARU from 30 m (98.4 ft) to 36.5 m (120 ft); and
- Section 6.2.1 and 6.2.2 – Minimum Distance Separation Requirements for Livestock Barns and Manure Storage Structures, to reduce the required MDS I setback from 311 m (1,020 ft) to 165 m (541 ft) to facilitate the construction of a detached ARU;

The Committee of Adjustment hereby approve the minor variance.

Carried

The Committee recessed at 10:30 a.m.

The Committee resumed at 10:39 a.m.

6.3.4 Applicant: Anthonie and Jacoba Van Esch

File No.: A 13-25

Report No.: CP 2025- 239

Location: Part Lot 9, Concession 6 (North Norwich) 265695 Maple Dell Road, Township of Norwich, ON

Details of Requested Variance: Relief from Table 5.1.1.3, Accessory Use

Provisions, Lot Coverage; to increase the permitted lot coverage from 100 m²

(1,076 ft²) to 291.1 m² (3,134 ft²); and Table 5.1.1.3, Accessory Use Provisions, Height; to increase the maximum height of an accessory structure from 4.5 m (14.8 ft) to 6.4 m (21.1 ft) to facilitate the construction of an addition to an existing accessory building.

Mr. Anthonie Van Esch, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-239. She advised that the applicant is requesting relief from the lot coverage provisions and height for accessory structures in order to construct an addition on an existing building on the property as well as retain existing garden and storage sheds.

Ms. Hartley explained that staff are not recommending approval of the subject application as it could cause a harmful precedent with respect to variances for accessory buildings in Township.

In response to questions from the committee, Ms. Hartley explained that the lot coverage was more of a concern than the requested height relief. She advised that accessory structures need to be demonstrably secondary to the primary residence and that the proposed addition would make 6% lot coverage.

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

Resolution #11

Moved by Jim Palmer, seconded by Lynne DePlancke:

That with respect to the application by Anthony and Jacoba Van Esch, File No. A 13-25, for a Minor Variance for lands described as Part Lot 9, Concession 6 (North Norwich), municipally known as 265695 Maple Dell Road, in the Township of Norwich, for relief from:

- Table 5.1.1.3, Accessory Use Provisions, Lot Coverage; to increase the permitted lot coverage from 100 m² (1,076 ft²) to 291.1 m² (3,134 ft²); and
- Table 5.1.1.3, Accessory Use Provisions, Height; to increase the maximum height of an accessory structure from 4.5 m (14.8 ft) to 6.4 m (21.1 ft)

To facilitate the construction of an addition on an existing storage building, 127.2 m² (1,370 ft²) in size, which would be in addition to an existing accessory structure approximately 146.8 m² (1,580 ft²) in size and a storage shed, for a total lot coverage of 291.1 m² (3,134 ft²), the Committee of Adjustment hereby approve the requested minor variance for the following reasons:

- Lot coverage is still very low;

- Building height has been reached in other applications.

Carried

6.3.5 Applicant: Conrad Klyn and Pieternella Klyn-Wisse

File No.: A 14-25

Report No.: CP 2025- 241

Location: Lot 6, Concession 5 (North Norwich) Part 1 41R-2429, 325828 Norwich Road, Township of Norwich, ON

Details of Requested Variance: Relief from: Table 5.1.1.3

- **Accessory Use Provisions, Permitted Location; to permit an accessory structure in the front yard of the subject lands; and**
- **Maximum Height; to permit an increased maximum height of an accessory structure from 5.5 m (18 ft) to 6.7 m (22 ft); and**
- **Lot Coverage; to increase the permitted lot coverage for an accessory structure from 170 m² (1,830 ft²) to 458 m² (4,930 ft²) to facilitate the construction of a residential accessory building for personal use and storage, the existing shed is proposed to be relocated in the front yard**

Mr. Henry Goor, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-241. She advised that the application is requesting relief from the lot coverage and height provisions for accessory buildings to permit the applicant to relocate an existing building towards the front of the property and construct a new building. Ms. Hartley expressed concerns that as proposed, the accessory structure is significantly larger than average within the Township and will have a resemblance closer to the dwelling size. She also explained that the proposed structure is noted to contain plumbing and a loft area, which could be utilized as a secondary dwelling on the lands without proper permissions.

Ms. Hartley explained that staff are not recommending approval of the subject application as it could cause a harmful precedent with respect to variances for accessory buildings in Township.

Mr. Goor explained that the proposed development is on a very large parcel and would not impact the conservation area.

In response to questions from the Committee, Ms. Hartley explained that future development is not proposed but the lot could be used for future residential purposes. Ms. Hartley also advised that the property had water services, but not sanitary sewer services.

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

Resolution #12

Moved by Lynne DePlancke, seconded by Jim Palmer:

That with respect to the application by Conraad Klyn and Pieterella Klyn-Wisse, File No. A 14-25, for a Minor Variance for lands described as Part Lot 6, Concession 5 (North Norwich), municipally known as 325828 Norwich Road, in the Township of Norwich, for relief from:

- Table 5.1.1.3, Accessory Use Provisions, Lot Coverage; to increase the maximum permitted lot coverage for residential accessory buildings from 170 m² (1,830 ft²) to 458 m² (4,930 ft²); and
- Table 5.1.1.3, Accessory Use Provisions, Height; to allow for a detached residential accessory structure within the front yard of the subject lands; and
- Section 5.1.1.3 – Accessory Use Provisions; to increase the maximum permitted height for a residential accessory building from 5.5 m (18 ft) to 6.7 m (22 ft);

To facilitate the construction of a new detached residential accessory structure, 402.2 m² (4,330 ft²) in size, which would be in addition to an existing detached residential accessory structure approximately 55.7 m² (600 ft²) in size, the Committee of Adjustment hereby approve the requested minor variance for the following reasons:

- Large property, low coverage;
- Height has been reached in past applications.

Carried

6.3.6 Applicant: Ditch Co Holdings Inc.

File No.: A 16-25

Report No.: CP 2025- 244

Location: Lot 19, Concession 3 (former East Oxford) RP 41R-7530, Part 3, Highway 59, Township of Norwich, ON

Details of Requested Variance: Relief from Table 8.2 Agri-business Zone Provisions, Rear Yard Depth, to reduce the rear yard depth from 15m (4902ft) to 6m (19.6ft) to permit the development of a new farm produce retail outlet

Mr. Matt Reissner, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-244. She advised that the application is to reduce the rear yard setback to facilitate the construction of a farm produce retail outlet. She explained that the proposed variance would accommodate parking, trucking turning routes, fire lanes, and private services while positioning the building in an appropriate location.

Mr. Christopher Allcock, 594653 Highway 59, expressed that he would like to see the property go through, however he had concerns about drainage and water accumulation. He explained that he was concerned that this project would intensify water flow onto his property.

Ms. Hartley explained that the site plan application process would include approving plans for a stormwater management solution that has a legal and adequate outlet.

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

Resolution #13

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application by Ditch Co. Holdings Inc., File No. A 16-25, for a Minor Variance for lands described as Part Lot 19, Concession 3 (East Oxford) Part 3, 41R-7530, located on the west side of Highway 59 lying between Patullo Avenue and Old stage Road in the Township of Norwich, for relief from:

- Table 5.1.1.3, 8.2, Agri-Business Zone Provisions, rear yard depth; to reduce the rear yard depth from 15 m (49.2 ft) to 6 m (19.6 ft) to permit the development of a new farm produce retail outlet;

The Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #14

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
None.

8. Correspondence

8.1 Long Point Region Conservation Authority
Re: Meeting Minutes – June 4, 2025
Re: Hearing Meeting Minutes – June 4, 2025

- 8.2 **Grand River Conservation Authority**
Re: GRCA Strategic Plan 2025-2029
<https://www.grandriver.ca/media/1mnff1b3/grca-2025-2029-strategic-plan.pdf>
- 8.3 **Oxford County Wardens Charity Golf Tournament**
Re: Invitation and Request for Sponsorship
- 8.4 **Frank Gross, Senior Manager of Transportation and Waste Management Services, Oxford County**
Re: Waste Management Update
- 8.5 **Oxford Community Foundation**
Re: 2024 Annual Report
Re: Township of Norwich 2024 Fund Statement
- 8.6 **CUPE, SCFP Ontario**
Re: 25th Annual Child Care Worker and Early Childhood Educator Appreciation Day
- 8.7 **City of Pickering**
Re: Opposition to Bill 5 and Request to Repeal
- 8.8 **Bradford West Gwillimbury**
Re: Request for Increased Threshold for the Veteran Income Replacement Benefit
- 8.9 **Vocal Ontario Integrity Coalition for Electeds**
Re: United Opposition to Strong Mayor Powers – A Call to Action
Resolution #15
Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Carried

- 9. **Committee Minutes**
- 9.1 **Otterville Park Advisory Committee**
Re: Meeting Minutes – June 18, 2025
- 9.2 **Accessibility Advisory Committee**
Re: Meeting Minutes – October 8, 2024
- 9.3 **Municipal Heritage Committee**
Re: Meeting Minutes – July 23, 2025
Resolution #16

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the following Committee Minutes, be received as information:

Otterville Park Advisory Committee
Re: Meeting Minutes – June 18, 2025

Accessibility Advisory Committee
Re: Meeting Minutes – October 8, 2024

Municipal Heritage Committee
Re: Meeting Minutes – July 23, 2025

Carried

10. Reports

10.1 Planning and Development Services
None.

10.2 Fire and Protective Services

10.2.1 Cancer Prevention Checklist
Report FP 2025-13

Resolution #17

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report FP 2025-13, Cancer Prevention Checklist, be received as information;

And that Council approve the recommendations and timelines contained in this report.

Carried

10.2.2 Monthly Activities – July 2025

Report FP 2025-14

Resolution #18

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report FP 2025-14, Monthly Activity Report – July 2025, be received as information.

Carried

10.3 Building Services

10.3.1 2024 Annual Report

Report BB 2025-08

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report BB 2025-08, Building Services Annual Report 2024, be received as information.

Carried

10.3.2 Monthly Activities – July 2025

Report BB 2025-09

Resolution #20

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report BB 2025-09. July Building Report, be received as information.

Carried

10.4 Public Works Services

10.4.1 Reduced Load Limit By-Law Amendment

Report PW 2025-12

There was Council discussion regarding the sign changing process for when load limits are in effect. Mr. Farkas explained the signs could all be changed in one day.

Resolution #21

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2025-12, Reduced Load Limit By-Law Amendment, be received as information;

And that Council enact a by-law to authorize the Director of Public Works to determine the start and the end dates of seasonal reduced load road restrictions based on weather data supplied by the Ministry of Transportation Ontario.

Carried

10.4.2 Road Patrol Information Collection

Report PW 2025-13

Resolution #22

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report PW 2025-13, Road Patrol, be received as information;

And that Council directs staff to make the changes to the current road patrol operations listed in this report.

Carried

10.4.3 Monthly Activities – July 2025

Report PW 2025-14

Resolution #23

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report PW 2025-14, July 2025 Progress Report, be received as information.

Carried

10.4.4 Orth Drain Elgin Street Reconstruction

Report PW 2025-15

Resolution #24

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report PW 2025-15, Orth Drain / Elgin Street Reconstruction, be received as information;

And that Council directs staff to proceed with the Elgin Street reconstruction project, in conjunction with the Orth Drain reconstruction;

And further that Council authorize the transfer of an upset limit of \$150,000 from the Road Construction reserve to fund the unbudgeted Elgin Street reconstruction project.

Carried

10.5 Drainage Services

10.5.1 Monthly Activities – July 2025

Report DR 2025-29

Resolution #25

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report DR 2025-29, July 2025 Activity Report, be received as information.

Carried

10.5.2 Tender Results for the Orth Drain 2025

Report DR 2025-30

Resolution #26

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-30, Tender Results for the Orth Drain 2025, be received as information;

And that Council award the drain construction to R.F. Almas Company Limited for the tendered price of \$210,629.78;

And enter into Contract Agreement By-law 42-2025, subject to third and final reading of Provisional By-law 12-2025 (Orth Drain 2025) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

10.6 Community Development Services

10.6.1 Monthly Activities – July 2025

Report CS 2025-12

Resolution #27

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CS 2025-12, Community Services Monthly Activity Report – July 2025, be received as information.

Carried

10.6.2 Oxford Centre Hall Well Replacement Options

Report CS 2025-13

There was Council discussion and questions regarding upgrading the well agreement with the neighbouring property. Mr. Smith explained that staff could investigate this with direction from Council.

Resolution #28

Moved by Shawn Gear, seconded by Lynne DePlancke:

That report CS-2025-11 Oxford Centre Hall Well be received for information; and

That Council of the Township of Norwich direct staff to obtain additional quotes for the installation of a new well at Oxford Centre Hall, and costs for the installation of an appropriate cistern, along with estimates of the cost of water supply for the cistern.

Carried

10.7 Medical Centre Services

10.7.1 Monthly Activities – July 2025

Report MED 2025-10

Resolution #29

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report MED 2025-10, Medical Services Monthly Activity Report – July 2025, be received as information.

Carried

10.8 Financial Services

10.8.1 Council Financial Summary as at July 31, 2025

Report FS 2025-10

Resolution #30

Moved by Shawn Gear, seconded by Lynne DePlancke

That Report FS 2025-10, Council Financial Summary as at July 31, 2025, be received as information.

Carried

10.9 Administrative Services

10.9.1 Norwich Chamber of Commerce

Re: Request for Waiver of Rental Fees

In response to questions from Council, Mr. Johnson explained that the grant requested is more than what is remaining in the Discretionary Fund. He further explained that the Council Discretionary Fund is part of the operating budget and may run a small deficit with very little risk.

Resolution #31

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the correspondence from the Norwich Chamber of Commerce Re: Request for Waiver of the Norwich Community Centre Rental Fees, as information;

And further that Council grant \$497.20 towards the rental fee for the Taste of Norwich event to be held on November 12, 2025, to be taken from the Council Discretionary Fund.

Carried

10.9.2 Municipal Law Enforcement Officers

Report CL 2025-12

Resolution #32

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2025-12, Municipal Law Enforcement Officers, be received for information;

And further that Council give consideration to By-laws 39-2025, 40-2025, and 41-2025 to appoint Municipal Law Enforcement Officers.

Carried

10.9.3 Stubbe's Property Development Inc. Subdivision Street Names

Report CL 2025-13

Resolution #33

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2025-13, Stubbe's Property Development Inc. Subdivision Street Names, be received for information;

And that Council approve the street names Richards Drive, Heritage Court, Liberty Oak Drive, and Boyce Way, as contained within Report Number CL 2024-13.

Carried

10.9.4 Council Directions Update

CAO 2025-09

Resolution #34

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CAO-2025-09, Council Directions Update – Q3 2025, be received as information.

Carried

10.9.5 Motion – Councillor Toews

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

In Councillor Toews absence, this item will be before Council for consideration at the September 9, 2025 meeting.

10.10 County of Oxford Reports

No Report.

11. Notice(s) of Motion

None.

Council recessed at 12:28 p.m.

Council resumed at 1:15 p.m.

12. Closed Session

1:16 p.m.

Resolution #35

Moved by Shawn Gear, 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; and a trade secret

or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Carried

12.1 A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value
Re: ERTH Shareholder Information.

12.2 Personal matters about an identifiable individual, including municipal or local board employees.
Re: Rosanna Cemetery

12.3 Personal matters about an identifiable individual, including municipal or local board employees.
Re: HR Matters

12.4 Closed Meeting Minutes
Re: June 24, 2025

2:54 p.m.

Resolution #36

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Council do now reconvene in open session.

Carried

Resolution #37

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Council appoint Mayor Jim Palmer as the shareholder representative for the ERTH Special Shareholder Meeting on August 15, 2025;

And that Council direct the shareholder representative at that special meeting to vote in accordance with the discussion in closed session.

Carried

13. By-Laws
No. 14-2025-Z To amend Zoning By-Law 07-2003-Z (VDK Developments Inc. File No. ZN 3-25-11)

No. 15-2025-Z	To Amend Zoning By-Law 07-2003-Z (Streef Produce Ltd. File No. ZN 3-25-12)
No. 27-2025	To Provide for Drainage Works – Haight Municipal Drain Improvement (3rd Reading)
No. 38-2025	To Authorize the Use of Vote Counting Equipment (Tabulators)
No. 39-2025	To Appoint a Municipal Law Enforcement Officer - Jason Simpson
No. 40-2025	To Appoint a Municipal Law Enforcement Officer - Ken Farkas
No. 41-2025	To Appoint a Municipal Law Enforcement Officer - Dirk Kramer
No. 42-2025	Being a By-law to Abandon the Farrington Municipal Drain
No. 43-2025	To Authorize Execution of a Contract Agreement – Orth Drain 2025
No. 44-2025	To Set Reduced Load Limits on Certain Municipal Roads
No. 45-2025	To Confirm All Actions and Proceedings of Council

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

Resolution #38

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. 14-2025-Z	To amend Zoning By-Law 07-2003-Z (VDK Developments Inc. File No. ZN 3-25-11)
No. 15-2025-Z	To Amend Zoning By-Law 07-2003-Z (Streef Produce Ltd. File No. ZN 3-25-12)
No. 38-2025	To Authorize the Use of Vote Counting Equipment (Tabulators)
No. 39-2025	To Appoint a Municipal Law Enforcement Officer - Jason Simpson
No. 40-2025	To Appoint a Municipal Law Enforcement Officer - Ken Farkas
No. 41-2025	To Appoint a Municipal Law Enforcement Officer - Dirk Kramer
No. 42-2025	Being a By-law to Abandon the Farrington Municipal Drain
No. 43-2025	To Authorize Execution of a Contract Agreement – Orth Drain 2025
No. 44-2025	To Set Reduced Load Limits on Certain Municipal Roads
No. 45-2025	To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #39

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 14-2025-Z, 15-2025-Z, 27-2025, 38-2025, 39-2025, 40-2025, 41-2025, 42-2025, 43-2025, 44-2025 and 45-2025 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 – 2:58 p.m.

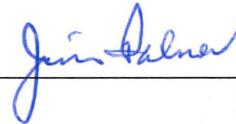
Resolution #40

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 9th day of September, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk