



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday July 8, 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  
Jason Simpson, Director of Building Services/Chief Building Official  
Ken Farkas, Director of Public Works  
Derek Van Patee, 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 congratulated the 2025 Canada Day Committee for their event held in Otterville, Friends of the Otterville Park for the restoration of the Otterville Park Cenotaph, and the Norwich BIA for Nostalgia Days.

**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 June 24, 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:

June 24, 2025

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

Resolution #3

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following members be appointed to sit as the Court of Revision for the Haight Municipal Drain Improvement: Jim Palmer, Lynne DePlancke, Adrian Couwenberg, Shawn Gear and Karl Toews with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

The Chair advised that this Court of Revision is being held to hear any objections to the charges being assessed to individual property owners as outlined within the Engineers Report.

The Notice for the Court of Revision was mailed in accordance with the requirements of the Drainage Act on June 9, 2025.

If anyone was in attendance with respect to this application, they were requested to please sign the attendance sheet at the door.

**6.2.1 Court of Revision**

**Re: Orth Drain 2025**

**Report DR 2025-28**

**Resolution #4**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-28, Court of Revision for the Haight Municipal Drain Improvement, be received as information.

Carried

**Resolution #5**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Court of Revision for the Haight Municipal Drain Improvement now allow appeal(s) to be heard in accordance with Section 52(4) of The Drainage Act.

Carried

Ms. Armstrong advised that no written appeals were received by the Clerks Department.

There was no one in attendance that wished to submit an appeal against the Drainage works.

**Resolution #6**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

Whereas the Council of the Township of Norwich provisionally adopted the report by R.J. Burnside & Associates Limited at their meeting on June 3, 2025 for the drainage works known as Haight Drain 2025;

And whereas no appeals have been received by the Court;

Therefore the Court of Revision for the Haight Municipal Drain Improvement accepts Provisional By-law 27-2025 as presented.

Carried

**Resolution #7**

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Court of Revision for the Haight Municipal Drain Improvement does now adjourn.

Carried

**6.3 The Planning Act**

None.

**6.4 Other**  
None.

**7. Delegations**

**7.1 Jacqueline Robinson**

**Re: Oxford County Priorities – Climate Action Plans**

Ms. Robinson expressed her opinion that Oxford County Council policies and priorities in relation to climate action plans, environmental sustainability, and other strategic initiatives did not align with the results of the 2025 public budget engagement survey. Ms. Robinson requested that Norwich Council discuss the issue and put forward a motion at Oxford County Council to request they withdraw from the Partners for Climate Protection Protocol. She further urged for more policy focus on local concerns.

There was Council discussion regarding transparency, accountability and oversight of how tax dollars are used, as well as possibly requesting more information from the County to determine the actual costs for climate related initiatives. Members of Council also encouraged residents to participate in the County Budget Survey.

**Resolution #8**

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Delegation of Jacqueline Robinson Re: Oxford County Priorities – Climate Action Plans, be received as information.

Carried

**8. Correspondence**

**8.1 Cara vanKlaveren, Acting Manager, Human Services, Oxford County**  
**Re: Child Care and Early Years Plan 2025-2029**

**8.2 Township of East Zorra Tavistock**  
**Re: Speeding, Distracted Driving and Impaired Driving**

**8.3 Town of Prescott**  
**Re: Alternatives to Strong Mayor Powers**

**8.4 Prince Edward County**  
**Re: Request to Exempt Canada Disability Benefit from Income Tax**  
**Resolution #9**  
Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.4 be received as information;



And further that 8.2 and 8.3 be supported.

Carried

**9. Committee Minutes**

**9.1 Canada Day Committee**

**Re: Meeting Minutes – April 14, May 21, June 4 and June 24, 2025**

**9.2 Health & Safety Representative Committee**

**Re: Meeting Minutes – June 18, 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:

Canada Day Committee

Re: Meeting Minutes – April 14, May 21, June 4 and June 24, 2025

Health & Safety Representative Committee

Re: Meeting Minutes – June 18, 2025

Carried

**10. Reports**

**10.1 Planning and Development Services**

**10.1.1 Eric Gilbert, Manager of Development Planning**

**Re: Planning Process Overview**

Mr. Eric Gilbert, Manager of Development Planning, and Ms. Amy Hartley, Development Planner, presented an overview of planning processes, including information about the County Community Planning services including lower and upper tier responsibilities, relevant legislation, approval authorities for different applications, the application process, appeals, secondary planning and legislative updates.

There was Council discussion and questions regarding when pre-consultations would be required, subdivision development timelines, public notice requirements, submission requirements, the use of third-party environmental reviews, and that residents can sign up for e-alerts for Norwich to receive email notifications for area planning applications.

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Oxford County Planning Process Overview be received as information.

Carried

Council recessed at 10:28 a.m.  
Council resumed at 10:37 a.m.

## **10.2 Fire and Protective Services**

### **10.2.1 Emergency Management Program**

#### **Report FP 2025-09**

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FP 2025-09, Emergency Management Program, be received as information.

Carried

### **10.2.2 Oxford County Decontamination Trailer**

#### **Report FP 2025-10**

There was Council discussion regarding how the decontamination container would be used and lifecycle costs. Chief Van Pagee advised that the area Chiefs would be evaluating the asset lifecycle of the container and would have input on future decisions by Oxford County regarding the replacement.

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2025-10, Emergency Management – Oxford County Decontamination Trailer, be received as information.

Carried

### **10.2.3 Establishing and Regulating By-law 34-2025**

#### **Report FP 2025-11**

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FP 2025-11, Fire Department Establishing By-Law 34-2025, be received as information;

And that proposed By-law 34-2025, being a by-law to Establish a Fire Department be approved.

Carried

### **10.2.4 Monthly Activities – June 2025**

#### **Report FS 2025-12**

Resolution #15

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2025-12, Monthly Activity Report – June 2025, be received as information.

Carried

### **10.3 Drainage Services**

#### **10.3.1 Monthly Activities – June 2025**

##### **Report DR 2025-27**

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-27, June 2025 Drainage Report, be received as information.

Carried

### **10.4 Building Services**

#### **10.4.1 Monthly Activities – June 2025**

##### **Report BB 2025-07**

Resolution #17

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report BB 2025-07, June Building Report, be received as information.

Carried

### **10.5 Public Works Services**

#### **10.5.1 Monthly Activities – June 2025**

##### **Report PW 2025-10**

Mayor Palmer thanked Public Works staff for their support during both Canada Day and Nostalgia Days.

Resolution #18

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report PW 2025-10, June Progress Report, be received as information.

Carried

#### **10.5.2 Brushing and Ditching Service Levels**

##### **Report PW 2025-11**

There was Council discussion and questions regarding reactive and proactive aspects of brushing and ditching, the quality of equipment now versus in the past, the benefits and drawbacks of spraying weed control, the impacts of ditch health on drainage and

road conditions, service level budgeting, and use of reclaimed asphalt for road shoulder surfacing.

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report PW 2025-11, Brushing and Ditching Service Levels, be received as information.

Carried

## **10.6 Community Development Services**

### **10.6.1 Monthly Activities – June 2025**

#### **Report CS 2025-10**

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CS 2025-10, Community Services Monthly Activity Report – June 2025, be received as information.

Carried

### **10.6.2 Oxford Centre Hall Well**

#### **Report CS 2025-11**

There was Council discussion and questions regarding the Township's responsibility to maintain the well under the agreement, the possibility of not supplying water to the neighbouring property and quotes for repair work.

Council recessed at 11:36 a.m.

Council resumed at 11:42 a.m.

Resolution #21

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

### **10.7.1 Monthly Activities – June 2025**

#### **Report MED 2025-09**

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:



That Report MED 2025-09, Medical Services Monthly Activity Report – June 2025, be received as information.

Carried

## **10.8 Financial Services**

No report.

## **10.9 Administrative Services**

### **10.9.1 Norwich Jr. C Merchants**

**Re: Request Permission to Operate Beer Garden on Municipal Lands**

Resolution #23

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Norwich Merchant Jr. 'C' Hockey Club be granted permission to utilize a 4,950 square foot portion of Norwich Community Centre arena parking lot to use as a licensed lounge area for their event on September 12th, 2025, subject to the requirements of the Municipal Alcohol Policy and necessary Special Occasion Permit.

Carried

### **10.9.2 2026 Municipal Election – Voting Methods**

**Report CL 2025-10**

In response to questions from Council, Ms. Armstrong advised that the 2022 election using vote-by-mail had a high voter turnout, however, many residents expressed concerns about this method. Mr. Smith explained that an increased voter turnout is usually due to local issues or an active mayoral race. Ms. Armstrong advised that the tabulators for counting paper ballots have been used successfully by the Township since the 2014 election.

Resolution #24

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CL 2025-10, 2026 Municipal Election – Voting Methods, be received for information;

And further that Council endorse in-person voting for the 2026 municipal election;

And further that Council confirm the use of vote counting machines (tabulators) for the 2026 municipal election and that staff be directed to prepare the necessary by-law for Council consideration.

Carried

### **10.9.3 Safety and Wellbeing Plan Update**

**Report CL 2025-11**

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CL 2025-11, Safety and Wellbeing Plan Update, be received for information.

Carried

**10.9.4 Code of Conduct Update**

**Report CAO 2025-07**

Resolution #26

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CAO 2025-07, Council Code of Conduct Update, be received as information;

And that By-law 36-2025 be adopted to update the Council Code of Conduct.

Carried

**10.9.5 Detailed Roads Asset Management Costings**

**Report CAO 2025-08**

Mr. Jordan Sangers, Supervisor of Asset Management, Oxford County, was in attendance and available for questions.

There was Council discussion and questions regarding best practices, existing practices for road maintenance standards, lifecycle costs for best practice and existing practice, maintenance practices for asphalt, surface treatment and gravel roads, as well as asset and operating costs for road maintenance equipment. Mr. Smith explained that a defined service level will enable staff to provide options to Council detailing impacts to the tax base based on that service level.

Resolution #27

Moved by Lynne DePlancke, seconded by Karl Toews,

That Report CAO-2025-08, Asset Management Plan – Road Lifecycle Maintenance Costs, be received as information;

And that Council of the Township of Norwich direct staff to bring forward an Asset Management Plan for Council's consideration, based on the 'best-practice' life-cycle maintenance plan for asphalt and surface treated roads;

And that Council further direct staff to bring forward an updated 10-year capital plan for road projects based on the 'best-practice' life-cycle maintenance plan.

Councillor Couwenberg requested a recorded vote.

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

Carried

#### **10.9.6 Motion – Councillor Couwenberg**

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

There was Council discussion and questions regarding identifying and logging issues such as: washouts, soft spots, pooling and other road issues in patrol reports. Staff explained that road patrol reports are based on minimum maintenance standards and mitigating exposure to risk. There was further discussion about: cost for road patrols, how program costs are recorded and represented in the budget, requirements for government mandated road patrol, processes for identifying and correcting deficiencies outside the mandate of road patrol, and practices for monitoring road sections at higher risk after storms to identify and repair any issues.

Resolution #28

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Council direct staff to prepare a report regarding impacts to the Road Patrol Program which may result from including identification and logging of issues such as soft spots, pooling of water, washouts, etc.

These are road deficiencies so should be in the road patrol report.

Carried

#### **10.10 County of Oxford Reports**

##### **10.10.1 Contract Award -Supply and Distribution of Curbside Collection Containers Oxford County Report PW 2025-36**

Resolution #29

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Oxford County Report PW 2025-36, Contract Award – Supply and Distribution of Curbside Collection Containers, be received as information.

Carried

#### **11. Notice(s) of Motion**

None.



**12. Closed Session**  
None.

- 13. By-Laws**
- |                      |   |
|----------------------|---|
| <b>No. 28-2025</b>   | <b>To Provide for Drainage Works – Manson Drain 1997 “J &amp; W Ryksen” Minor Improvement Section 78(5) (3rd Reading)</b> |
| <b>No. 13-2025-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (Windmill Acres Inc. File No. ZN 3-25-09)</b>   |
| <b>No. 34-2025</b>   | <b>To Establish a Fire Department (Norwich Fire Services)</b>   |
| <b>No. 35-2025</b>   | <b>To Appoint a Chief Building Official</b>   |
| <b>No. 36-2025</b>   | <b>To Establish a Code of Conduct for members of Council, Local Boards and Committees</b>                                 |
| <b>No. 37-2025</b>   | <b>To Confirm All Actions and Proceedings of Council</b>  |

**13.1 First and Second Reading of the Following By-law(s)**  
Resolution #30  
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:

- |                      |   |
|----------------------|---|
| <b>No. 13-2025-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (Windmill Acres Inc. File No. ZN 3-25-09)</b>         |
| <b>No. 34-2025</b>   | <b>To Establish a Fire Department (Norwich Fire Services)</b>                             |
| <b>No. 35-2025</b>   | <b>To Appoint a Chief Building Official</b>   |
| <b>No. 36-2025</b>   | <b>To Establish a Code of Conduct for members of Council, Local Boards and Committees</b> |
| <b>No. 37-2025</b>   | <b>To Confirm All Actions and Proceedings of Council</b>                                  |

Carried

**13.2 Third Reading of the Following By-law(s)**  
Resolution #31  
Moved by Karl Toews, seconded by Lynne DePlancke:

That By-laws 28-2025, 13-2025-Z, 34-2025, 35-2025, 36-2025, and 37-2025 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

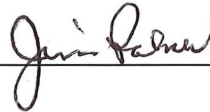
**14. Adjournment – 12:53 p.m.**  
Resolution #32  
Moved by Lynne DePlancke, seconded by Karl Toews:



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 12<sup>th</sup> day of August, 2025.



Jim Palmer  
Mayor



Sean McCoy  
Deputy Clerk