



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday April 14, 2026
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Couwenberg

Staff:

Matt Smith, Chief Administrative Officer
James Johnson, Treasurer/Deputy CAO
Jason Simpson, Director of Building Services/Chief Building Official
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
A.J. Wells, Manager of Medical Services
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 9:01 a.m. with Mayor Palmer presiding.

Councillor DePlancke exited the meeting at 9:01 a.m.

Councillor DePlancke returned to the meeting at 9:02 a.m.

2. Approval of Agenda

Resolution #1

Moved by Karl Toews, seconded by Lynne DePlancke:

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 March 24, 2026

Resolution #2

Moved by Lynne DePlancke, seconded by Karl Toews:

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

March 24, 2026

Carried

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act

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 instructed anyone in attendance with respect to this application to please sign the attendance sheet at the door.

Resolution #3

Moved by Karl Toews, 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 the Estate of Alfred Mayorcsak, File Number ZN 03-26-01.

Carried

6.3.1 Applicant: Estate of Alfred Mayorcsak

File No.: ZN -26-01

Report No.: CP 2026-113

Location: Part Lot 7, Concession 11 (South Norwich) located on the northeast corner of Potters Road and Summerville Line

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to a 'Special Agricultural Zone (A2-sp)' to permit construction of a single detached dwelling on an undersized agricultural parcel, approximately 11.3 ha (28 ac) in size, within a 0.4 ha (1 ac) building envelope.

Ms. Lynda Poredos, 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 2026-113. She advised that this application has been submitted to permit a dwelling on an undersized agricultural parcel. The applicant is proposing a 1 acre building envelope in the northwest corner of the property, approximately 50 feet from the northernly property line to avoid the regulated area around a municipal drain.

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

Resolution #4

Moved by Lynne DePlancke, seconded by Karl Toews:

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

Carried

Resolution #5

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by the Estate of Alfred Julius Mayorcsak, for lands described Part of Lot 7, Concession 11 (South Norwich), in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-60)' 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 #6

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following members sit as the Committee of Adjustment for the Township of Norwich: Chair Adrian Couwenberg and Members: Jim Palmer, Karl Toews and Lynne DePlancke;

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.

6.3.2 Applicant: John and Johanne Van Ginkel

File No.: A 03-26

Report No.: CP 2026-121

Location: Part Lot 21 and 22, Concession 4 (former East Oxford) Part 1, 2 & 3, Plan 41R-7232, 525034 Horn Road, Township of Norwich, ON

Details of Proposed Variance: 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 an existing garden suite to be recognized as a permanent dwelling for additional farm help.

Mr. John Van Ginkel, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-121. She advised that the application is requesting that an existing garden suite be recognized as a permanent second dwelling on the farm for additional farm help. The applicants are proposing to construct an addition to the existing garden suite for a total dwelling size of 1,728 ft². The subject lands are used for agricultural purposes with 120 dairy cattle and 70 acres of cropped land. The applicants have identified that additional farm help is required for the operation and the second dwelling is needed.

In response to questions from the Committee, Ms. Hartley explained that staff were not sure how long the garden suite had been there, however the provisions from when the garden suite was originally permitted had lapsed.

Mr. John Young, 525087 Horn Road, provided comments supporting the application, explaining that the property is maintained very well and that he is not aware of any neighbour who objects to the existing conditions.

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

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application by John and Johanne Van Ginkel, File No. A 03-26, for a Minor Variance for lands described as Part Lots 21 and 22, Concession 4 (East Oxford), municipally known as 525034 Horn Road, 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 the existing garden suite to be recognized as a permanent dwelling for additional farm help, the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

Be it hereby resolved that the Committee of Adjustment do now Adjourn and that the Regular Council meeting resumes.

Carried

6.4 Other
None.

7. Delegations

7.1 Meredith Maywood, Tourism Manager, Oxford County

Re: Oxford Tourism Update

Ms. Meredith Maywood, Tourism Manager, Oxford County, provided an overview of the Oxford Tourism Update. She advised Council about the economic and community benefits of Tourism, tourism trends, and Oxford Tourism products. Ms. Maywood also provided an overview of the Oxford 5-Year Tourism Plan, including planned strategies for destination management, product development and marketing. She further provided a summary of findings from their business, visitor, and resident survey, and a summary of the 2026 Business Plan.

In response to questions from Council, Ms. Maywood explained that the surveys were tools used to evaluate visitor habits and satisfaction with the services provided by Oxford Tourism. Results were evaluated by a behavioural economist to review how people are looking for information and how to improve the experience to enhance engagement. She also provided an overview of the Fam Tour, which is in East Zorra-Tavistock this year. Ms. Maywood explained that data and postal code data from tourism package requests is used to provide insight into where tourists are coming from.

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Delegation of Meredith Maywood, Tourism Manager, Oxford County, Re: Oxford Tourism Update, be received as information.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Annual General Meeting Minutes – February 24, 2026

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

8.2 Long Point Region Conservation Authority

Re: Annual General Meeting Minutes – March 6, 2026

8.3 Ministry of Municipal Affairs and Housing

Re: Building Homes and Improving Transportation Infrastructure Act, 2026 (Bill 98)

8.4 Ministry for Seniors and Accessibility

Re: 2026 Ontario Senior of the Year Award

8.5 Township of North Glengarry

Re: Request for Changes to Ontario Community Infrastructure Funding and Processes

8.6 Municipality of Bluewater

Re: Request for Provincial Consultation and Transparency Regarding Potential Changes to English Public School Board Governance

8.7 City of Sarnia

Re: Mayoral Authority and Municipal Police Budget Sustainability

8.8 Municipality of Chatham-Kent

Re: Food Insecurity Emergency Declaration

8.9 Oxford County Pride
Re: Invitation to Flag Raising
Re: Request for Sponsorship

8.10 Ontario Energy Board
Re: Generic Proceeding to Review the 2000 Model Franchise Agreement – Notice Resolution #10
Moved by Lynne DePlancke, seconded by Karl Toews:

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

And further that Council supports item 8.6, 8.7, 8.8, and 8.9.

Carried

9. Committee Minutes
9.1 Otterville Park Advisory Committee
Re: Meeting Minutes – March 18, 2026

9.2 Norwich BIA
Re: Meeting Minutes – March 3, 2026

9.3 Woodlawn Adult Centre Board of Management
Re: Meeting Minutes – April 1, 2026
Re: Proposed 2026 Budget
Resolution #11
Moved by Karl Toews, seconded by Lynne DePlancke:

That the following Committee Minutes, be received as information:

Otterville Park Advisory Committee
Re: Meeting Minutes – March 18, 2026

Norwich BIA
Re: Meeting Minutes – March 3, 2026

Woodlawn Adult Centre Board of Management
Re: Meeting Minutes – April 1, 2026
Re: Proposed 2026 Budget

Carried

10. Reports
10.1 Planning and Development Services
10.1.1 Accessory Building Provisions Review

Report CP 2026-114

In response to questions from Council, Ms. Hartley explained that given the recommended accessory provisions, approximately 20% of the applications that had been recommended for denial previously would have been recommended for approval with the new provisions. She also advised that the reason for the 6m max height for RE and RR zones is because those properties would typically be in rural areas.

Resolution #12

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CP 2026-114, Accessory Building Provisions Review, be received as information;

And that the Council of the Township of Norwich direct the Township Clerk to submit a zone change application to amend the Township of Norwich Zoning By-law 07-2003-Z, Table 5.1.1.3, to increase the maximum lot coverage and maximum height provisions for accessory structures as follows:

Provision	RE and RR Zones	R1, R2, R3 Zones	All Other Zones
Proposed Lot Coverage	10% of the <i>lot area</i> or 250 m ² (2,690.9 ft ²) <i>ground floor area</i> , whichever is the lesser	10% of the <i>lot area</i> or 100 m ² (1,076.4 ft ²) <i>ground floor area</i> , whichever is the lesser	10% of the <i>lot area</i> or 225 m ² (2,421.8 ft ²) <i>ground floor area</i> , whichever is the lesser
Proposed Maximum Height	6 m (19.6 ft)	5.5 m (18.0 ft)	5.5 m (18.0 ft)

Carried

10.1.2 Consideration of Secondary Planning for the Village of Norwich

Report CP 2026-125

In response to questions from Council, Ms. Hartley explained that the current lands that were brought into the settlement area boundary were intended for dry industrial use and no servicing was needed. Now a need has been identified to ensure services are being expanded appropriately. Mr. Smith explained that having a serving plan in place will ensure that it is taken into consideration by the County in their study and for future funding, as well as make future opportunities more interesting for developer investment.

Mr. Smith also advised that the cost for the study would be approximately \$300,000, split 50/50 with the County over two years, so approximate costs to the Township would be \$75,000.00 for each of the two years. He explained one of the key components will be to identify future needs for institutional purposes, such as schools, churches, and municipal facilities, and what land may be used for those purposes.

Ms. Hartley also advised that residential components would be considered as mixed density which includes all density types except high density, since the Village of Norwich does not have a high density designation.

Resolution #13

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CP 2026-125, Consideration of Secondary Planning for the Village of Norwich, be received as information;

And that the Council of the Township of Norwich direct Planning and Township staff to begin working together to complete the next steps necessary to prepare for and issue a Request for Proposal to initiate a comprehensive Secondary Planning Study for the Village of Norwich, including the development of an appropriate Terms of Reference and identifying an appropriate budget;

And that Council direct Township staff to include funds in the 2026 Operating Budget for the Township's portion of the costs of the Secondary Planning Study.

Carried

10.2.1 Monthly Activities – February 2026
Report FP 2026-05

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2026-05, Monthly Activity Report – March 2026, be received as information.

Carried

10.3 Building Services

10.3.1 Monthly Activities - February 2026

Report BB 2026-04

Resolution #15

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report BB 2026-06, March 2026 Building Services Activity, be received as information.

Carried

10.3.2 Demolition Agreement Policy
Report BB 2026-07

There was Council discussion and questions regarding security deposits for demolition agreements and ensuring they were a suitable amount to cover any costs that the Township may incur should they need to enforce the agreement.

Councillor DePlancke exited the meeting at 10:19 a.m.

Councillor DePlancke returned to the meeting at 10:20 a.m.

Resolution #16

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report BB 2026-07, Demolition Agreement Policy, be received as information;

And that Council adopt the Demolition Agreement Policy as provided in Appendix 1 to this report;

And that Council approve By-law No. 21-2026 amending By-law No. 05-2013 to delegate authority of approving and executing demolition agreements to the Chief Building Official.

Carried

10.3.3 Tender Results for Vermeersch Branch

Report DR 2026-09

Resolution #17

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report DR 2026-09, Tender Results for Vermeersch Branch, be received as information;

And that Council of the Township of Norwich award the drain construction to Jamie Visser Farms Inc. for the tendered price of \$ 37,403.98;

And that Council enter into Contract Agreement By-law 20-2026, subject to third and final reading of Provisional By-law 59-2025 (Vermeersch Branch) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

10.4 Operations

10.4.1 Monthly Activities – Public Works – March 2026

Report OP 2026-13

There was Council discussion regarding comments received from the public happy to see sidewalk damage being repaired. Mr. Smith advised that staff encourage feedback from the public to identify damaged sidewalk sections that may have been missed during the initial survey.

Resolution #18

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report OP 2026-13, Public Works Monthly Report – March 2026, be received as information.

Carried

10.4.2 Monthly Activities – Parks and Facilities – March 2026

Report OP 2026-14

Resolution #19

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report OP 2026-14, Parks and Facilities Monthly Activity Report – March 2026, be received for information.

Carried

10.5 Corporate Services

10.5.1 Request for Closure of Unopened Road Allowances - Hawtrey

Report CS 2026-04

Resolution #20

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report CS 2026-04, Request for Closure of Unopened Road Allowances – Hawtrey, be received as information;

And further that the unopened road allowances identified as Railway, Agnes and Josephine in the Village of Hawtrey and as Parts 1, 2, 3, 4, 5, 6 and 7 on Plan 41R-10982 be declared surplus to the needs of the municipality;

And further that draft By-law 19-2026, being a by-law to stop up, close and convey the Railway, Agnes and Josephine unopened road allowances be approved.

Carried

10.6 Financial Services

10.6.2 Medical Centre – March 2026 Activity Report

Report MED 2026-04

Resolution #21

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report MED 2026-04, March 2026 Activity Report, be received as information.

Carried

Council recessed at 10:48 a.m.
Council resumed at 11:00 a.m.

10.7 Chief Administrative Officer

10.7.1 Capital Projects Update

Report CAO 2026-14

Resolution #22

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CAO 2026-14, Capital Projects Update, be received as information;

And that Council authorize the cancellation of the 2025 capital project Firehall Road Gravel Conversion (\$345,000).

Carried

11. Notice(s) of Motion

11.1 Notice of Motion – Councillor Couwenberg

Re: Development Charges – Industrial and Commercial Development

Resolution # 23

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That pursuant to Section 2.2.1 of By-Law No. 57-2022, Council hereby suspend the rules and procedures of following sections of that by-law:

Section 6.9 – Notices of Motion

To allow immediate consideration of the motion listed as Item 11.1 in the Agenda for the April 14, 2026 Regular Meeting.

Carried

Councillor Couwenberg provided an overview of his motion requesting a staff report detailing information about development charges and their implementation. He expressed concerns with the current development charges and felt it was important to review practices to help with local business retention.

There was Council discussion regarding Council's desire to not hamper industrial development and to attract more businesses, particularly in light of the secondary plan as discussed earlier in the meeting.

Resolution #24

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

Whereas, Council of the Township of Norwich enacted by-laws 32-2024 and 37-2024 to establish Development Charges in the Township; and

Whereas, those by-laws removed the exemption from Development Charges for industrial and commercial development that had previously been in place in the Township; and

Whereas, the Province of Ontario has repeatedly called on municipalities to review their development charges and called them a barrier to development; and

Whereas, some industrial and commercial developments in the Township have been delayed or cancelled due to the cost of Township and County development charges.

Therefore, be it resolved that Council of the Township of Norwich hereby direct staff to bring forward a report discussing the role of development charges in financing municipal infrastructure, and the process that would be required to make changes to the Development Charges by-law, including a temporary reduction in industrial and commercial charges; and

That the report include discussion of the options to reduce the impact of development charges on industrial and commercial development in the Township, including any other potential programs that could be enacted by the Township to support developers, such as Community Improvement Plans.

Carried

12. Closed Session
None.

13. By-Laws

- | | |
|----------------------|--|
| No. 09-2026 | To Provide for Drainage Works - Frain Drain 2025
– 3rd Reading |
| No. 06-2026-Z | To Amend Zoning By-law 07-2003-Z (Estate of Alfred Julius Mayorscak, File No ZN 3-26-01) |
| No. 19-2026 | To Stop Up, Close and Convey the Unopened Road Allowances Known as Railway, Agnes and Josephine Streets, Hawtrey, and to Authorize the Conveyance of Same |
| No. 20-2026 | To Authorize Execution of a Contract Agreement with Jamie Visser Farms Inc. - Vermeersch Branch of the Palmer Drain |
| No. 21-2026 | To Amend By-law 05-2013, to Delegate Certain Authorities to Municipal Staff (Demolition Agreements) |
| No. 22-2026 | To Confirm All Actions and Proceedings of Council |

13.1 First and Second Reading of the Following By-laws

Resolution #25

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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

- | | |
|---------------|---|
| No. 06-2026-Z | To Amend Zoning By-law 07-2003-Z (Estate of Alfred Julius Mayorscak, File No ZN 3-26-01) |
| No. 19-2026 | To Stop Up, Close and Convey the Unopened Road Allowances Known as Railway, Agnes and Josephine Streets, Hawtrey, and to Authorize the Conveyance of Same |
| No. 20-2026 | To Authorize Execution of a Contract Agreement with Jamie Visser Farms Inc. - Vermeersch Branch of the Palmer Drain |
| No. 21-2026 | To Amend By-law 05-2013, to Delegate Certain Authorities to Municipal Staff (Demolition Agreements) |
| No. 22-2026 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-laws

Resolution #26

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That By-laws 04-2026-Z, 16-2026, and 17-2026 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 – 11:15 a.m.


Resolution #27

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

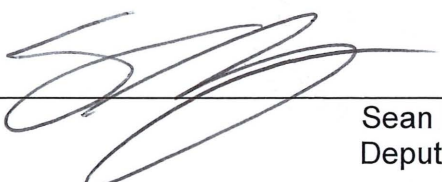
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 28th day of April, 2026.



Jim Palmer
Mayor



Sean McCoy
Deputy Clerk