



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

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Matt Smith, Chief Administrative Officer / Deputy Clerk
James Johnson, Treasurer/Deputy CAO
Derek Van Patee, Director of Fire and Protective Services
Ken Farkas, Director of Operations
Jason Simpson, Director of Building Services/Chief Building Official
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent

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 9:25 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 June 30, 2026

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke:

That the following Minutes of the Township of Norwich Council be adopted as amended:

June 30, 2026

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 Richardson Drain Improvement 2026; Jim Palmer, Karl Toews, Lynne DePlancke, Shawn Gear and Adrian Couwenberg, with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

6.2.1 Court of Revision

Re: Richardson Drain Improvement 2026

Report DR 2026-19

Mr. Kramer provided an overview of the report, advising that the municipal share of the drainage works is \$48,900 which is already allocated in the budget.

Mr. Smith confirmed that no appeals have been received by the Clerk's office.

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2026-19, Richardson Drain Improvement 2026, be received as information.

Carried

The Mayor confirmed that there was no one in attendance that wished to appeal the drainage works.

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

Whereas the Council of the Township of Norwich provisionally adopted the report by Streamline Engineering at their meeting on May 26, 2026 for the drainage works known as the Richardson Drain Improvement 2026;

And whereas no appeals have been received by the Court;

Therefore the Court of Revision for the Richardson Drain Improvement 2026 accepts Provisional By-law 29-2026 as presented.

Carried

Resolution #6

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Court of Revision for the Richardson Drain Improvement 2026 does now adjourn.

Carried

6.3 The Planning Act

Resolution #7

Moved by Lynne DePlancke, seconded by Karl Toews:

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 Brenda Anderson, File Number ZN 03-26-05.

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

6.3.1 Applicant: Brenda Anderson

File No.: ZN 3-26-05

Report No.: CP 2026-226

Location: Lots 81 & 82, Concession 2 (Gore) 813546 and 813572 Base Line, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to a 'Special General Agricultural Zone (A2-sp)' to permit a single detached dwelling to be constructed on an undersized agricultural parcel (approximately 13.7 ha (33.8 ac) in size) within a 0.4 ha (1 ac) building envelope. The applicant is proposing to rezone the subject lands to permit a future dwelling serviced by private septic and well on the subject lands.

Mr. Brad Deming, Agent, was in attendance.

Ms. Hartley, Development Planner, provided an overview of the report, advising that the proposed construction also requires MDS setbacks, which represents a 38% reduction and may impact the ability of the existing livestock operation to expand. She further suggested that alternative locations on the property will meet the MDS requirements.

Mr. Brad Deming, agent, advised that proposed location with laneway access from Hatchley Road was selected due to safety concerns related to increases in traffic on Baseline Road. He further advised that the proposed structure will have a residence for family as well as machinery storage. There are future plans to build a barn near this structure which would allow for hay and straw storage that is currently stored on farmland.

There was committee discussion with respect to: MDS requirements, road entrance safety and that consultation has taken place with the affected neighbours.

Ms. Hartley clarified that if the neighbours wish to expand their livestock operation and applied for a minor variance, it would be before Brant County for approval, not Norwich Township.

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

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

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

Carried

Resolution #9

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Brenda Anderson, for lands described as Lots 81 & 82, Concession 2 (Gore), 813546 and 813572 Base Line, in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to a 'Special General Agricultural Zone (A2-sp)' and relief of MDS 1 setback of 196 m (644 ft) instead of the required 319 m (1,047 ft) for a livestock barn and manure storage facility, to permit a single detached dwelling to be constructed on an undersized agricultural parcel (approximately 13.7 ha (33.8 ac) in size) within a 0.4 ha (1 ac) building envelope, the Council of the Township of Norwich hereby;

Approve the zone change,

for the following reasons: there have been no complaints from surrounding property owners and it would be safer to have the driveway entrance off Hatchley Road due to the steady increase of traffic on Baseline road.

Carried

Committee of Adjustment

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

And Further that the Committee of Adjustment is now convened.

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: Stubbe's Property Development Inc.

File No.: A 09-26

Report No.: CP 2026-224

Location: Part Lot 10, Concession 4 (North Norwich) Part 1 41R-10480, Township of Norwich

Details of Proposed Amendment: Relief from Section 13.3.9.2.1 – Lot Area Per Dwelling Unit, R3-9 (H) Provisions, to reduce the required lot area per dwelling unit from 92 m² (990.2 ft²) to 91.5 m² (984.9 ft²); and relief from Section 13.3.9.2.2 – Gross Floor Area per Dwelling Unit, R3-9 (H) Provisions, to reduce the minimum required gross floor area per dwelling unit from 38 m² (409 ft²) to 33 m² (355.2 ft²), to reflect amendments to the design of a proposed apartment building.

There was no one in attendance to represent the application.

Ms. Hartley provided an overview of the report, explaining that the relief only applies to the apartment buildings. She advised that the applicant proposes to remove two rentable storage lockers and replace with one additional residential studio unit per building, of a size that will still provide adequate living space.

In response to Council questions, Ms. Hartley advised that the developer did not think the storage units would be used as much as previously thought.

Mr. Larry Griswold of 17 Spring Street, Norwich expressed concerns related to drainage and resulting flooding on this property, since the development started. He commented that he hasn't needed a sump pump for 53 years, however, now has contact drainage issues since the land has been brought up to a higher level.

There was Council discussion regarding these drainage comments, the intensification that will result from construction of six storey apartment buildings, loss of the village character. Staff clarified that the current application is regarding the unit size in the apartment building, however, staff will follow-up on the water concerns.

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

Resolution #11

Moved by Shawn Gear, seconded by Lynne DePlancke:

That with respect to the application by Stubbe's Property Development Inc., File No. A 09-26, for a Minor Variance for lands described as Part Lot 10, Concession 4 (North Norwich), Part 1 41R-10480, Township of Norwich, located on the west side of Spring Street, Norwich, in the Township of Norwich, for:

Relief from Section 13.3.9.2.1 – Lot Area Per Dwelling Unit, R3-9 (H) Provisions, to reduce the required lot area per dwelling unit from 92 m² (990.2 ft²) to 91.5 m² (984.9 ft²); and

Relief from Section 13.3.9.2.2 – Gross Floor Area per Dwelling Unit, R3-9 (H) Provisions, to reduce the minimum required gross floor area per dwelling unit from 38 m² (409 ft²) to 33 m² (355.2 ft²), to reflect amendments to the design of a proposed apartment building, the Committee of Adjustment hereby: Approve the requested Minor Variance.

Carried

Resolution #12

Moved by Lynne DePlancke, seconded by Shawn Gear:

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 Rural Oxford Economic Development Corporation
Re: Economic Development Activity April / May 2026
Resolution #13

Moved by Karl Toews, seconded by Lynne DePlancke:

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

Carried

9. Committee Minutes

9.1 Municipal Heritage Committee

Re: Meeting Minutes – May 27, 2026

Re: Ontario Heritage Conference Report

9.2 2026 Canada Day Committee

Re: Meeting Minutes - July 6, 2026

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Committee Minutes, be received as information:

Municipal Heritage Committee

Re: Meeting Minutes – May 27, 2026

Re: Ontario Heritage Conference Report

Carried

10. Reports

10.1 Planning and Development Services

10.1.1 Request for Amendment and Extension to Draft Approved Plan of Subdivision

SB 21-15-3 – Trustees of the First Netherlands Reformed Congregation of Ontario

Report CP 2026-225

Resolution #15

Moved by Lynne DePlancke, seconded by Karl Toews:

The Council of the Township of Norwich hereby advise Oxford County that the Township supports the requested modification of draft approval for the plan of subdivision submitted by GRIT Surveying Inc., for lands described as Part Lots 14, Concession 2 (North Norwich), in the Township of Norwich to facilitate the increased lot areas to accommodate amended stormwater infrastructure and turning circle radius.

And Further that the Council of the Township of Norwich advise Oxford County that the Township support a one (1) year extension of draft approval (SB21-15-3), for lands described as Part Lots 14, Concession 2 (North Norwich), in the Township of Norwich to enable completion of all conditions of draft approval and have the subdivision registered.

Carried

10.2 Fire and Protective Services

10.2.1 Monthly Activity Report – June 2026

Report FP 2026-09

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FP-2026-09, Monthly Activity Report – June 2026, be received as information.

Carried

10.2.2 Emergency Management Program

Report FP 2026-10

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FP-2026-10 Emergency Management Program be received for information; and

That Council of the Township of Norwich adopt the necessary by-laws to:

1. Adopt the updated Emergency Response Plan as presented;
2. Establish and appoint the Emergency Management Program Committee; and
3. Appoint Lindsay Picknell as the Alternate Community Emergency Management Coordinator (CEMC).

Carried

Break 10:37 am

Reconvene: 10:45 a.m.

10.3 Building Services

10.3.1 June 2026 Building Services Activity

Report BB 2026-10

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report BB-2026-10 June 2026 Building Services Activity be received as information.

Carried

10.3.3 June 2026 Drainage Services Activity

Report DR 2026-18

There was Council discussion with respect to: the start date for construction on the Simmons-Hopkins drain, the length of time some drainage reports are taking to complete and UTRCA complications related to the Mud Creek Drain.

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2026-18, June 2026 Activity Report, be received as information.

Carried

10.4 Operations

10.4.1 Boundary Road Agreement – Town of Tillsonburg

Report OP 2026-24

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report OP-2026-24 Boundary Road Agreement – Town of Tillsonburg be received for information; and

That Council of the Township of Norwich adopt the necessary by-law to authorize the Mayor and Clerk to execute a Boundary Road Agreement with the Town of Tillsonburg

Carried

10.4.2 Award of Tenders – Substation Road and Beaconsfield Road Gravel Conversion

Report OP 2026-25

There was Council discussion with respect to: contingencies, tender specifications and the machinery that will be used. Staff confirmed that a summary of capital projects will be provided as part of the year end process with an analysis of actual project costs.

Resolution #21

Moved by Karl Toews, seconded by Lynne DePlancke:

That report OP-2026-25 Award of Tenders – Substation Road and Beaconsfield Road Gravel Conversion, be received for information; and

That Council award Tender PW-2026-03 Beaconsfield and Substation Road Reconstruction to South Brant Excavating Inc. for an upset cost of \$1,397,995 including the Township's non-refundable portion of HST; and

That Council award County Tender 2026-08 Double Surface Treatment to Walker Construction Limited for \$439,196 including the Township's non-refundable portion of HST; and

That Council authorize the Mayor and Clerk to execute the agreements with South Brant Excavating Inc. and Walker Construction Limit.

Carried

10.4.3 Monthly Activities – Public Works – June 2026

Report OP 2026-26

Resolution #22

Moved by Shawn Gear, seconded by Adrian Couwenberg:

THAT report OP-2026-26, Public Works Monthly Report – June 2026, be received for information.

Carried

10.4.4 Traffic Calming Pilot Projects

Report OP 2026-27

There was Council discussion regarding the options suggested. In response to Council questions, staff advised that: the 3 armadillo's currently owned by the municipality are 5-15 years old and the delineators are flexible so can be driven over. Staff also explained that the Township speed feedback signs have been used for over a decade without incident, explaining that the recent vandalism of signs in Holbrook seems to be a local reaction to the lowered speed limit. There was additional discussion regarding the intersection of Oxford Centre Road and Middletown Line.

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report OP-2026-27 Traffic Calming Pilot Projects be received for information; and
That staff be directed to proceed with the following traffic calming measures,

- Purchase three (3) additional traffic monitors ("armadillos") to expand the Township's data collection capacity;
- Purchase two (2) additional speed feedback signs, to be deployed at the in the Hawtreys settlement area, with the Township's existing two signs to be relocated at Pitcher Street and Carmen Street for the duration of construction on Stover St S;
- Install two to three (2–3) sets of delineators on Middletown Line within the Burgessville settlement area; and

- Install armadillos on Son's Street, Water Street and Wood Street East in the Village of Springford to collect data on the use of these streets as bypass routes; and

That staff be directed to purchase a set of temporary speed humps if budget remains after the above purchases and install them at an appropriate location where in-town traffic data indicates an issue.

Carried

10.5 Financial Services

10.5.1 Council Financial Summary as at May 31, 2026

Report FS 2026-12

Resolution #24

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report No. FS 2026-12, Council Financial Summary as at June 30, 2026, be received as information.

Carried

10.5.2 Medical Services – June 2026 Activity Report

Report MED 2026-07

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report MED-2026-06, May & June 2026 Activity Report be received as information.

Carried

10.6 Corporate Services

10.6.1 Election Signage By-law

Report CS 2026-07

Resolution #26

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CS 2026-07, Election Signage By-law, be received as information:

And Further that Council consider draft By-law 34-2026, being a By-law to Regulate the Erection of Election Signage;

And Further that By-law 12-85, Being a By-law to regulate the erection of signage in the Township of Norwich, be amended to remove Section 8(iii).

Carried

10.6.2 Norwich Jr. C Merchants Hockey Club

Re: Request to Operate a Licensed Beer Garden on Municipal Property

Resolution #27

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Norwich Merchant Jr. 'C' Hockey Club be granted permission to utilize a 4,950 square foot portion of the Norwich Community Centre parking lot to use as a licensed lounge area for their Home Opener Event to be held on September 11th, 2026, subject to the requirements of the Township of Norwich Municipal Alcohol Policy and necessary Special Occasion Permit.

Carried

10.6.3 Request for Flag Raising

Report CS 2026-08

Resolution #28

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CS 2026-08, Request for Flag Raising, be received as information:

And Further that Council approve the request from Oak's Tree of Love support initiative.

Carried

10.6.4 Norwich and District Optimist Club

Re: Norwich TNT Tractor Pull - Request for Relief of Noise Control By-law

Resolution #29

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Norwich Optimist Tractor Pull – Request for Relief of Noise By-law, be received as information;

And further that Council grant relief of By-law 35-2013 to Regulate and Prohibit Noise, subject to the following conditions:

- Tractor pull event noise terminates no later than 11:00 pm on both Friday August 14, 2026 and Saturday August 15, 2026, and;
- Amplified music/entertainment noise terminates no later than 1:00 am for Friday events and 11:00 pm for Saturday events

And that organizers ensure event patrons park on site only and not on Evergreen Street or Highway 59.

Carried

10.7 Chief Administrative Officer
None.

11. Notice(s) of Motion
None

12. Closed Session
None

Lunch break: 11:56 a.m.
Reconvene: 1:00 p.m.

13. Official Plan Workshop (1:00 p.m.)
Presentation - What's Your Vision

Oxford County Staff in attendance: April Nix, Manager of Policy Planning, Justin Waud, Policy Planner and Amy Hartley, Development Planner.

Ms. Nix provided an overview of the workshop process, explaining the effects of the Planning Act, Provincial Planning Statement, Official Plan and Zoning By-law as tools for long range planning and protection of important features.

As part of the visioning process, the group discussed items related to: growth, economy employment, the rural area and countryside, housing, environment, heritage, infrastructure, servicing and movement.

14. By-Laws

No. 34-2026	To Regulate the Erection of Election Signage and To Amend By-law 12-85
No. 35-2026	To Appoint an Alternate Community Emergency Management Coordinator (CEMC) for the Township of Norwich
No. 36-2026	To Appoint the Emergency Management Program Committee (EMPC)
No. 37-2026	To Adopt an Emergency Response Plan
No 38-2026	To authorize the execution of a boundary road agreement with the :Town of Tillsonburg
No. 39-2026	To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #30

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

- | | |
|-------------|---|
| No. 34-2026 | To Regulate the Erection of Election Signage and To Amend By-law 12-85 |
| No. 35-2026 | To Appoint an Alternate Community Emergency Management Coordinator (CEMC) for the Township of Norwich |
| No. 36-2026 | To Appoint the Emergency Management Program Committee (EMPC) |
| No. 37-2026 | To Adopt an Emergency Response Plan |
| No 38-2026 | To authorize the execution of a boundary road agreement with the Town of Tillsonburg |
| No. 39-2026 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-laws

Resolution #31

Moved by Karl Toews, seconded by Shawn Gear:

That By-laws 34-2026, 35-2026, 36-2026, 37-2026, 38-2026 and 39-2026 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 – 3:25 p.m.

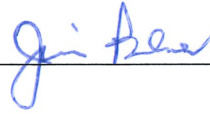
Resolution #32

Moved by Shawn Gear, seconded by Karl Toews:

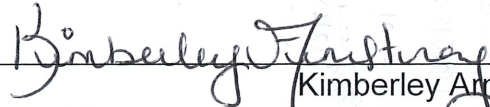
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 11th day of August, 2026.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk