The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday October 13, 2026
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
Derek Van Pagee, 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
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 9:00 a.m. with Mayor Palmer presiding.

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 September 22, 2026
Resolution #2
Moved by Lynne DePlancke, seconded by Karl Toews:

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

September 22, 2026

Carried

6. Public Meetings / Hearings
6.1 The Municipal Act
None.

6.2 The Drainage Act
The Mayor advised that as per Section 42 of the Drainage Act, R.S.O. 1990, as amended, this Public Meeting is being constituted to consider the Engineers Report for the Kirkpatrick Drain 2026.

All owners and agencies were sent notification of the meeting to consider the reports on September 17, 2026.

Any person who has signed the petition will be given the opportunity to withdraw their name from the petition. As well, any individual present within the area requiring drainage who has not signed the petition will be given the opportunity to do so.

If at the end of the meeting Council is satisfied with the report, a provisional by-law will be passed to adopt the engineer's report.

The Mayor asked all in attendance with respect to this application to please sign the attendance sheet at the door.

6.2.1 Consideration of Engineers Report
Re: Kirkpatrick Drain 2026
Report DR 2026-26
There was no one in attendance that wished to speak to the drainage works.

Resolution #3
Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2026-26, Consideration of the Kirkpatrick Drain 2026, be received as information;

And that in accordance with Sections 44 to 46 of the Drainage Act, Council of the Township of Norwich hereby adopts Spriet Associates Engineer's report dated July 17, 2026, referred to as the "Kirkpatrick Drain 2026";

And that Provisional By-law 49-2026 be given first and second reading;

And that the Clerk be directed to distribute copies of the Provisional By-law and Notice of the time and place of the first sitting of the Court of Revision to the affected parties pursuant to Section 46(2) of the Drainage Act;

And that a date of December 8, 2026, be set for the first sitting of the Court of Revision.

Carried

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

6.3.1 Applicant: 1730882 Ontario Inc
File No.: ZN 3-25-13, OP 25-11-3 and SB 25-01-2
Report No.: CP 2026-314
Location: Lots 572 & 574, Plan 955, save and except Parts 1 & 2, Plan 41R-8035 (North Norwich), 85-87 Main Street West, 6 Avery's Lane, Norwich
Details of Proposed Amendment:
The Zone Change proposes to rezone the subject lands from 'Restricted Industrial Zone (MR)' and 'Development Zone (D)' to a 'Special Residential Type 3 (R3-sp)' to permit the proposed development with site specific provisions to increase lot coverage.
The Official Plan Amendment proposes to redesignate the subject lands from Open Space to Medium Density Residential and Open Space to permit the development of approximately 14 two-storey townhouse units and recognize an environmental buffer from Otter Creek.
The Subdivision Application proposes to create two residential blocks, one containing approximately six (6) townhouse units, and the other containing eight

(8) units which are proposed to be further divided at a later date, as well as three blocks to be conveyed to the Township at a later date.
Mr. Ushdeep Sandhu, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the report, advising that the purpose of this application is to create a draft plan of subdivision, and redesignate and rezone the lands to facilitate the proposed development. The subdivision plan contains two blocks which are proposed to contain 14 townhouse units in total, 6 on one block and 8 on the other. There are also 4 blocks being dedicated to the County and Township for the purposes of future road widenings. Ms. Hartley advised that the Official Plan Amendment is proposing to redesignate the lands from Open Space to Medium Density Residential and Open Space to permit the residential development.

Ms. Hartley further advised that the applicants had submitted supporting studies including a peer reviewed Environmental Impact Study that was reviewed by the Long Point Regional Conservation Authority (LPRCA), who agree with the draft conditions being proposed. The LPRCA has also acknowledged that the site has been subject to fill over time and have requested that the applicants be required to return the flood line back to its original state.

Ms. Hartley advised that there was a letter of concern received from an adjacent land owner citing concerns related to flooding on their property and grading changes. Ms. Hartley explained that in addition to the detailed stormwater report and requirement to install stormwater infrastructure along Avery's Lane, the applicant will be required to consider lands outside of the development area and how they will contribute to the proposed design which will ultimately engineer and improve the flooding situation within the area.

In response to questions from Council, Ms. Hartley explained that Block 1 would cover approximately 37% of the site.

There was Council discussion and questions regarding concerns for how increasing the lot coverage would impact storm water management, challenges with returning the site to the original flood line, and the proposed 5m vegetative barrier. Mr. Sandhu explained that the addition of retaining walls, vegetative buffer and stormwater infrastructure capturing front yard flows would improve the impervious area. There was further Council discussion about the proposal, including how it would clean up the area and add more urbanized infrastructure.

In response to questions from Council, Mr. Sandhu explained that through the geological and hydrogeological studies, the maximum height of the units would be established based on the engineered piles required to support them, ensuring they are above the 100-year flood plain.

Mr. Michael Leitch, of 5 Florence Street, expressed his concerns regarding the flood plain and discussed some of the history of the property and some of the alterations done to it over time which have impacted his property. He advised that he has concerns with the flooding and how long it takes for the flooding to subside, as well as how the alterations to the site have impacted the local habitat. Mr. Leitch also explained that he was not against development and that he has no objections to developing the northern portion of the subject lands.

There was Council discussion and questions regarding the issues presented by Mr. Leitch. Ms. Hartley explained that draft approval does include a substantial list of conditions that must be met prior to registration of the subdivision and that the LPRCA would not issue a permit if their conditions were not satisfied. Mr. Smith explained that the draft subdivision condition clearing process includes a robust engineering review. Mr. Smith also advised that, as the proposal is supportable from a planning perspective, any rejection of the proposal at this point would need to have a basis in technical advise.

There was Council discussion regarding deferring their decision and recommendations to have more time to consider the proposal and possibly receive more information regarding stormwater management on the site.

Resolution #4
Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Carried

Council recessed at 10:19 a.m.
Council resumed at 10:26 a.m.

Resolution #5
Moved by Karl Toews, seconded by Adrian Couwenberg:

That report CP 2026-314 be hereby deferred;

And that Council direct staff to conduct further review of elevations and grading as they relate to stormwater and flooding, including additional peer review of the submission as necessary.

Carried

6.4 Other
None.

7. Delegations
Whitney Deane, CPA, CA, Partner, Millard Chartered Accountants
Re: 2025 Year End Financial Statements
Ms. Whitney Deane, representing Millards Chartered Professional Accountants, presented the report and financial statements for 2025.

In response to questions from Council, Mr. Johnson explained that any time a debenture is taken out for certain assets, it flows through the County to Norwich.

Resolution #6
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of Whitney Deane, Millards Chartered Professional Accountants regarding the Report to Council, 2025 Consolidated Financial Statements, and Trust Funds Financial Statements be received as information:

And further that the 2025 Audited Financial Statements be accepted as presented.

Carried

8. Correspondence

8.1 Long Point Regional Conservation Authority
Re: Municipal Notice for 2027 Draft Budget
Re: Draft 2027 Budget

8.2 Ministry of the Environment, Conservation and Parks
Re: Amendments to Ontario Regulations for Tire Producers

8.3 City of Hamilton
Re: Request for the Expansion of Ontario's Deposit-Return Program

8.4 Town of Essex
Re: Consultations on Amendments to the Tower Siting Process and Decision on Roaming, Tower sharing and Annual Reporting Requirements for Terrestrial Licenses

8.5 Catherine Curtis
Re: Municipal Funding for Feline Overpopulation Crisis

8.6 Township of Brock
Re: Combating Tick Borne Diseases
Resolution #7
Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Items 8.1 to 8.6 be received as information;

And further that Council supports item 8.4.

Carried

9. Committee Minutes

9.1 Accessibility Advisory Committee
Re: Meeting Minutes – April 7, 2026
Resolution #8
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the following Committee Minutes be received as information:

Accessibility Advisory Committee
Re: Meeting Minutes – April 7, 2026

Carried

10. Reports

10.1 Planning and Development Services

10.1.1 Application for Zone Change – ZN 3-21-19 – Trustees of the First Netherlands Reformed Congregation of Ontario, Supplementary Report
Report CP 2026-316
Resolution #9
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by the Trustees of the First Netherlands Reformed Congregation, for lands legally described as Part Lots 14, Concession 2 (North Norwich) and Part 2 Plan 41R-5569, Municipally known as 685 Main Street South, Village of Burgessville, Township of Norwich, to rezone the lands from 'Institutional Zone (I)' to 'Special Institutional Zone (I-sp)' and 'Residential Type 1 Zone (R1)' to recognize the lot frontage of the existing institutional use and to facilitate the development of five single detached dwellings within a draft approved plan of subdivision, the Council of the Township of Norwich hereby approve the zone change.

Carried

10.2 Fire and Protective Services

10.2.1 Community Risk Assessment
Report FP 2026-14
Resolution #10
Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FP 2026-14, Township of Norwich Fire Service Community Risk Assessment, be received as information.

Carried

10.2.2 Emergency Management Program
Report FP 2026-15
Resolution #11
Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2026-15, Emergency Management Program, be received as information.

Carried

10.2.3 Noise By-Law Report
Report FP 2026-16
There was Council discussion and questions regarding the definitions of power tool use and construction under the proposed by-law, and concerns about some construction projects taking longer from reducing noise hours. Mr. Van Pagee advised that municipal projects and normal farming operations are exempt from the by-law.

Resolution #12
Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FP 2026-16, Noise By-Law, be received as information;

And that draft By-Law 50-2026, to Adopt a Noise By-Law, be referred to the By-laws section of the agenda.

Carried

10.3 Building Services
10.3.1 Monthly Activities – September 2026
Report BB 2026-14
Resolution #13
Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report BB 2026-14, September Building Services Activity, be received as information.

Carried

10.3.2 Request for a New Drain (Kelner-Morris Drain)
Report DR 2026-25

In response to questions from Council, Mr. Kramer advised that costs associated with the drains depend on the affected landowners and what is agreed to with the engineer. He also explained that what currently exists at the north end of the property is a spillway and not a drain.

Resolution #14
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2026-25, Request for a New Drain (Kelner-Morris Drain), be received as information;

And that the request for drainage works be accepted;

And that Headway Engineering be appointed as engineer under Section 4(1) of the Drainage Act to make an examination of the area requiring drainage as described in the request and to prepare a report;

And that, as per Section 39(1) of the Drainage Act, the Council of the Township of Norwich requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

Carried

10.3.3 Monthly Activities – September 2026
Report DR 2026-27
Resolution #15
Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report DR 2026-27, September 2026 Activity Report, be received as information.

Carried

10.3.4 Acceptance of Kneale-Hilliker Drain 2026
Report DR 2026-28
There was Council discussion and questions regarding assessment of some property owners in the report benefiting from the drain and the preliminary meetings that have been held with landowners.

Resolution #16
Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2026-28, Kneale-Hilliker Drain 2026 Report, be received as information;

And that the Council of the Township of Norwich acknowledge receipt of the engineer's Kneale-Hilliker Drain 2026 report, dated September 25, 2026;

And that Council direct staff to schedule a Public Meeting to be held on November 3, 2026, to consider the report;

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

Carried

10.4 Operations

10.4.1 Award of Tender for Substation Road Asphalt and Cost Sharing Agreement Report OP 2026-32

Resolution #17
Moved by Karl Toews, seconded by Lynne DePlancke:

That Report OP-2026-32, Award of Contract – Substation Road Asphalt Surfacing, be received for information;

And that Council waive the requirements of the purchasing policy to conduct a formal tender for the asphalt surfacing of a portion of Substation Road;

And that Council award a contract for the Asphalt Surfacing of a section of Substation Road to Permanent Paving Ltd. for $183,741 plus the Township's non-refundable portion of HST;

And that Council authorize the Mayor and Clerk to execute an agreement with Permanent Paving Ltd.;

And that Council authorize the Mayor and Clerk to execute a cost-sharing agreement with Oxford Cattle Company for the additional cost of asphalt surfacing beyond those costs that would be incurred for double surface treatment of that section of road.

Carried

10.5 Financial Services

10.5.1 Monthly Activities – August and September 2026 Report MED 2026-10

There was Council discussion and questions regarding the Practice Ontario program, and the requirement for physicians that have gone through the program to commit to 3-5 years return of service for underserviced communities. Mr. Wells explained that efforts are underway advocating for extending eligibility criteria to address primary care concerns in rural areas.

Resolution #18
Moved by Lynne DePlancke, seconded by Karl Toews:

That Report MED 2026-10, August and September 2026 Activity Report, be received as information.

Carried

10.6 Corporate Services

10.6.1 Royal Canadian Legion Branch 190 Norwich
Re: Remembrance Day Services and Wreath Placements

Resolution #19
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the correspondence from the Royal Canadian Legion Brach 190 inviting a representative from the Township of Norwich to attend the Remembrance Day ceremonies at the Otterville and Norwich Cenotaphs be received as information;

And further that Council appoint:

Councillor Toews to attend the Otterville Cenotaph at 1:00 p.m. on November 8, 2026.
And:

Mayor Palmer to attend the Norwich Cenotaph at 11:00 a.m. on November 11, 2026.

And Further that Council approve the donation to the Legion Poppy Fund of $99 for each of the four wreaths placed within the municipality.

Carried

10.7 Chief Administrative Officer

10.7.1 Development Charges Payment Plan Policy
Report CAO 2026-34

In response to questions from Council, Mr. Smith explained that there was not a minimum payment threshold established. Also, the tax sale process would apply to unpaid amounts that have been transferred to a tax bill.

There was Council discussion about this policy being a good balance between development charges and not discouraging development, ensuring requests for payment plans are treated consistently and fairly, and hopes that the County adopts a similar policy.

Resolution #20
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CAO 2026-34, Development Charges Payment Plan Policy, be received for information;

And that Council approve in principle a Section 27 Development Charges Payment Plan Agreement with 1001177117 Ontario Inc. for Development Charges related to 285825 Airport Road and delegate authority to the Treasurer to negotiate the specific terms of the agreement based on the draft Section 27 Development Charges Payment Plan Policy;

And that Council authorize the Mayor and Clerk to enter into a Section 27 Development Charges Payment Plan Agreement with 1001177117 Ontario Inc. for Development Charges related to 285825 Airport Road;

And that Council direct staff to bring forward the necessary by-law to adopt the proposed Section 27 Development Charges Payment Plan Policy at the next meeting of Council.

Carried

10.7.2 County Capital Projects and Business Supports
Report CAO 2026-35

In response to questions from Council, Mr. Farkas explained that in Burgessville the County would be completing the installation of sidewalks and curbs on behalf of the Township and the Township would pay the County for their share of the project.

There was Council discussion regarding potential impacts to the Santa Claus parade.

Resolution #21
Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CAO 2026-35, County Capital Projects & Business Supports, be received for information.

Carried

10.7.3 Councillor Couwenberg (September 8, 2026 - Notice of Motion)
Re: Temporary Construction Uses

In response to questions from Council, Mr. Simpson advised that securities would be taken to ensure the existing temporary use house is demolished once construction of the new house on the property is completed.

Resolution #22
Moved by Karl Toews, seconded by Lynne DePlancke:

Whereas, section 5.3 of the Township of Norwich Zoning By-law establishes a list of construction uses that are permitted for temporary buildings or structures; and

Whereas, the by-law provides that temporary buildings may only be used for as long as the construction work or as long as a valid building permit is in effect, or for a period of one year, whichever is the lesser; and

Whereas, temporary buildings and structures may be used for human habitation if the Township has entered into a demolition agreement to that effect; and

Whereas, there are occasions where a temporary building may be necessary for a period of longer than one year; and

Whereas, a minor variance is currently required to permit the temporary building or structure for longer than one year.

Therefore, be it hereby resolved that Council of the Township of Norwich hereby direct staff to commence the process to amend the Zoning By-law to extend the time period that a temporary building or structure may be used during a construction project; and

That Council direct staff to make a recommendation for the length of the extended time period based on best practice and prior experience.

Carried

10.7.4 Request for Reconsideration – Councillor Toews
Resolution #23 dated September 8, 2026
Resolution #23
Moved by Karl Toews, seconded by Lynne DePlancke:

That Council reconsider Resolution #23 passed September 8, 2026.

Carried

Resolution #24
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CAO 2026-29, Community Sport and Recreation Infrastructure Fund, be received for information;

That Council direct staff to submit an application to the Community Sport and Recreation Infrastructure Fund Stream 2 for the replacement of the Otterville Pool;

That Council delegate authority to the CAO to award a single-source contract for consulting services to develop a preliminary design and costing for the replacement of the Otterville Pool, to an upset limit of $60,000, to support the grant application; and

That the necessary consulting services be funded from the Otterville Pool Reserve.

Lost

Resolution #25
Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CAO 2026-29, Community Sport and Recreation Infrastructure Fund, be received for information.

Carried

11. Notice(s) of Motion
None

12. Closed Session
None

13. By-Laws

No. 15-2026-Z	**To Amend Zoning By-law 07-2003-Z (Trustees of the First Netherlands Reformed Congregation of Ontario, File No. ZN 3-21-19)**
No. 49-2026	**To Provide for Drainage Works in the Township of Norwich - Kirkpatrick Drain 2026**
No. 50-2026	**To Regulate and Prohibit Noise**
No. 51-2026	**To Confirm All Actions and Proceedings of Council**

13.1 First and Second Reading of the Following By-laws
Resolution #26
Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

No. 15-2026-Z	To Amend Zoning By-law 07-2003-Z (Trustees of the First Netherlands Reformed Congregation of Ontario, File No. ZN 3-21-19)
No. 49-2026	To Provide for Drainage Works in the Township of Norwich - Kirkpatrick Drain 2026
No. 50-2026	To Regulate and Prohibit Noise
No. 51-2026	To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws
Resolution #27
Moved by Karl Toews, seconded by Lynne DePlancke:

That By-laws 15-2026-Z, 50-2026, and 51-2026 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 – 12:00 p.m.
Resolution #28
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 3rd day of November, 2026.

Jim Palmer
Mayor

Kimberley Armstrong
Director of Corporate Services / Clerk