



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday September 22, 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
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 7:00 p.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Lynne DePlancke, 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 September 8, 2026

Resolution #2

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

September 8, 2026

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 Lynne DePlancke, 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 Richard and Ramona Schveighardt, File Number ZN 03-26-09.

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: Richard and Ramona Schveighardt
File No.: ZN 3-26-09**

Report No.: CP 2026-291

Location: Part of Lot 6, Concession 3 (North Norwich), 793424 Slant Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Rural Residential Zone (RR-sp)' to permit a small public garage and mobile fleet service to be permitted on the subject lands within an existing accessory building as a rural entrepreneurial use (REU).

There was no one in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the report, advising that this application is proposing a rural entrepreneurial use (REU) on the subject lands. The proposed use is a heavy vehicle repair shop which also operates a mobile fleet service. She explained that the applicants are proposing to use a recently constructed accessory building as well as requesting some outdoor storage to be allocated to the REU use for a total lot coverage of 3,960 ft².

Ms. Hartley advised that a letter of support and a letter of concern were received, with the letter of concern noting issues with potential environmental contamination of the surrounding area, noise, a municipal drain that bisects the property, as well as the business currently operating without appropriate zoning in place outside of regular business hours, and compatibility with the surrounding rural area.

Ms. Hartley further advised that Sourcewater clearance has not yet been issued and planning staff are recommending that the application be deferred until the clearance has been received and the appropriate agreements have been negotiated which includes review of chemical storage requirements.

In response to questions from Council, Ms. Hartley explained that due to the lack of sourcewater clearance, the application should not have been deemed complete. Mr. Smith further explained that Council is not required to make a decision regarding an application the day of the public meeting, which would allow for the public meeting process to continue at this meeting and a decision being made at a future meeting.

In response to questions from Council, Ms. Hartley advised that once clearance is obtained under the Clean Water Act, requirements would be put in place for chemical storage and use on the property, including regular inspections and an agreement with respect to containment and storage of chemicals. Ms. Hartley stated that the original minor variance on the property was for an accessory building for personal storage. She further clarified that although a complaint was received in August, she was already in discussions with the applicants regarding a zone change.

Ms. Jenny Longworth, of 345833 Slant Road, expressed her concerns as reflected in her letter and expressed that the nature of the business on the subject property is not consistent with the rural nature of the area. She also reiterated her concerns about the environmental impacts of the operation.

There was Council discussion regarding the nature of heavy equipment repair being busiest after hours and on weekends, the proximity of the shop to Ms. Longworth's animals on her hobby farm, and that Ms. Longworth estimates that the business on the subject property has been in operation for about a year.

There was additional Council discussion regarding; concerns with the growth of the business on the subject property, if the location is appropriate for a heavy machinery shop, the importance of neighbouring property owners expressing their concerns at public meetings as they are the ones who live the experience, the benefits of a heavy machinery mechanic in Norwich, and potential other locations for the business to operate out of.

Ms. Hartley explained that the report has not yet assessed compatibility with policies and concerns because the application is not yet complete. She also advised that if approved the property owner would have to go through a site plan approval which would dictate location and size of property uses.

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

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the zone change application submitted by Richard and Ramona Schweighardt, whereby the lands described as 793424 Slant Road, Part Lot 6, Concession 3 (North Norwich) in the Township of Norwich to rezone the subject lands from 'Residential Existing Lot Zone' to 'Special Rural Residential Zone (RR-sp)' to facilitate the establishment of a public garage and mobile fleet service as a rural entrepreneurial use, the Council of the Township of Norwich hereby defer the application to provide the applicant an opportunity to obtain a Section 59 Clearance as required under provisions of the Ontario Clean Water Act.

Carried

6.4 Other

None

7. Delegations

None

8. Correspondence

8.1 Minister of Municipal Affairs and Housing

Re: Municipal Accountability Act

8.2 Town of Parry Sound

Re: Request for Regulatory Framework for E-Scooters

8.3 Township of Blandford Blenheim

Re: Skills Development Fund Grant - Request for Regional Support

8.4 Township of Puslinch

Re: TAPMO (Top Aggregate Producing Municipalities of Ontario) Newsletter – Aggregate Extraction as an Interim Land Use

8.5 Township of McNab/Braeside

Re: Request for review of the OPP Municipal Policing Cost Model

8.6 Municipal Finance Officers' Association of Ontario (MFOA)

Re: Permanent the Doubling of the Ontario Community Infrastructure Fund

8.7 Upper Thames River Conservation Authority

**Re: September 15, 2026 Special Meeting Resolution and Letter
Resolution #6**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Items 8.1 to 8.7 be received as information;

And further that Council supports items 8.5, 8.2 and 8.7.

Carried

9. Committee Minutes

9.1 Otterville Park Advisory Committee

Re: Meeting Minutes – August 10, 2026

In response to questions from Council, Mr. Farkas explained that the bridge to Otterville Park has a locked post to prevent vehicles from crossing. Staff can unlock and remove the post to drive across for maintenance purposes.

Resolution #7

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the following Committee Minutes be received as information:

Otterville Park Advisory Committee
Re: Meeting Minutes – August 10, 2026

Carried

10. Reports

10.1 Fire and Protective Services

10.1.1 Monthly Activities – August 2026

Report FP 2026-13

Resolution #8

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report FP 2026-13, Monthly Activity Report -August 2026, be received as information.

Carried

10.2 Building Services

10.2.1 Monthly Activities – August 2026

Report BB 2026-13

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report BB 2026-13, July and August Building Services Activity, be received as information.

Carried

10.2.2 Annual Building Services Report for 2025

Report BB 2026-11

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report BB 2026-11, Annual Building Services Report for 2025, be received as information.

Carried

10.2.3 Dormant Permits Policy

Report BB 2026-12

There was Council discussion and questions about the policy, including limitations and timelines under the policy, dormant permits being a common issue across the municipal sector, clarifying revoked versus dormant permits, deposits and refunds for revoked

permits, and the importance of having policies like this in place should there be any legal action taken against the municipality.

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report BB-2026-12, Dormant Permits Policy, be received as information;

And that Council adopt the Dormant Permits Policy attached, by way of by-law, to establish a consistent framework for the administration of issued building permits that have remained inactive without inspection or other permit-related activity;

And that draft By-law 47-2026, to adopt the Dormant Permits Policy be referred to the Bylaws section of the agenda.

Carried

10.2.4 August 2026 Monthly Drainage Activities

Report DR 2026-24

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report DR 2026-24, August 2026 Activity Report, be received as information.

Carried

10.3 Financial Services

10.3.1 Council Financial Summary as at August 31, 2026

Report FS 2026-15

There was Council discussion and questions regarding; the livestock claims program, the RFQ and budgeting process for the arena painting project and impacts of fuel cost increases. Mr. Johnson clarified that the general ledger records all money in and out of the corporation, while the payables distribution report identifies the spending for that month.

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2026-15, Council Financial Summary as at August 31, 2026, be received as information.

Carried

10.4 Corporate Services

10.4.1 Request for Proclamation

Big Brothers Big Sisters of Oxford County

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Council of the Township of Norwich receive the request for proclamation submitted by Big Brothers Big Sisters of Oxford County as information;

And further that:

WHEREAS: Big Brothers Big Sisters of Oxford County creates meaningful Developmental Relationships that help young people feel supported, encouraged, and empowered to reach their full potential; and

WHEREAS: through the commitment of volunteer mentors, young people have someone in their corner; a trusted, consistent adult who listens, encourages, celebrates their strengths, and helps them navigate life's challenges; and

WHEREAS: these mentoring relationships contribute to stronger social-emotional skills, improved well-being, greater educational engagement, and increased confidence and readiness for the future; and

WHEREAS: as more young people and families seek mentoring support, there is a growing need for caring volunteer mentors and sustainable funding to ensure these programs remain available to families at no cost, and

WHEREAS: the generosity of donors, partners, supporters, and volunteers across Oxford County, enables Big Brothers Big Sisters to continue creating relationships that remind young people they do not have to face life's challenges alone; and

WHEREAS: when a community comes together for young people, they have more opportunities to thrive, dream bigger, and realize their potential;

NOW, THEREFORE, Norwich Township Council do hereby proclaim September 2026 as Big Brothers Big Sisters Month in Norwich Township. I encourage all residents to help ensure more young people have someone in their corner by becoming a mentor, making a financial contribution, or helping others learn more about the importance of mentorship. Because of you, a young person can feel seen, supported, and ready for what comes next. Visit www.bbbsoxford.ca to get involved.

Carried

10.4.2 Request for Proclamation Resilience Day

Resolution # 15

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Council of the Township of Norwich receive the request for proclamation submitted by Allen Lycka on behalf of the organization When Life Changes Everything, as information;

And further that:

The Council of the Township of Norwich acknowledges September 24, 2026 as National Resilience Day in our community.

National Resilience Day recognizes the strength of individuals, families and communities who face illness, loss, caregiving, disability, economic hardship and other unexpected life changes.

It encourages residents to support one another through meaningful acts of resilience-checking on someone going through a difficult time, supporting a caregiver, helping a neighbour, thanking a first responder, or simply reaching out to someone who needs encouragement.

On September 24th, Council encourages the people of Norwich to recognize the resilience within our community and the importance of helping one another move forward when life changes unexpectedly.

Carried

10.5 Chief Administrative Officer

10.5.1 Request for Letter of Support – Execulink

Report CAO 2026-32

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That report CAO 2026-32, Request for Letter of Support - Execulink, be received for information;

And that Council of the Township of Norwich hereby support the Execulink Telecom application to the CRTC Broadband Fund for the expansion of fibre infrastructure within the Township of Norwich and strengthening the resiliency of the associated network.

Carried

11. Notice(s) of Motion

None

8:41 p.m.

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

12. Closed Session

12.1 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Re: Municipal Access

Confidential Report CAO 2026-33

12.2 Closed Meeting Minutes

Re: March 10, 2026

Re: April 28, 2026

Re: August 11, 2026

9:35 p.m.

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Council do now reconvene in open session.

Carried

Notice of Motion

Councillor Toews

Re: To Reconsider Resolution #23, dated September 8, 2026 Re: Direction to submit a grant application and allocation of funds for Otterville Pool consulting services.

13. By-Laws

No. 47-2026

To Adopt a Dormant Permit Policy

No. 48-2026

To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

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

No. 47-2026	To Adopt a Dormant Permit Policy
No. 48-2026	To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #20

Moved by Karl Toews, seconded by Lynne DePlancke:

That By-laws 47-2026, and 48-2026 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 – 9:36 p.m.

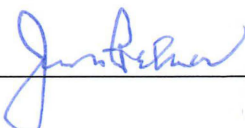
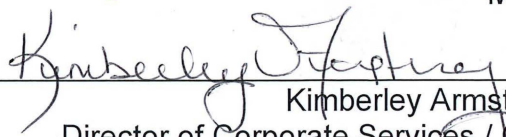
Resolution #21

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 13th day of October, 2026.

	Jim Palmer Mayor
	Kimberley Armstrong Director of Corporate Services / Clerk