



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday May 12, 2026
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

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
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

Councillor Gear expressed concern about the repetitive theft and damage of four traffic calming signs in Holbrook, advising they cost approximately \$6,000 each to replace the signs.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 April 28, 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:

April 28, 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 Donna and David Richardson, File Number ZN 3-26-02.

Carried

6.3.1 Applicant: Donna and David Richardson

File No.: ZN 3-26-02

Report No.: CP 2026-148

Location: Part Lot 9, Concession 5 (East Oxford) 485556 Firehall Road, Township of Norwich, ON

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 23.4 acres in size) within a 0.4 ha (1 ac) building envelope.

Mr. Marius Kerkhoff, 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 2026-148. She advised that this application has been submitted to permit a dwelling on an undersized agricultural parcel, 23 acre in size. She explained that the applicant is proposing a 0.9 acre building envelope in the northwest corner of the property. She also advised that the subject property contains tributaries from the Kenny Creek and the building envelope has been positioned in a way to avoid the natural hazard and floodplain.

In response to questions from Council, Ms. Hartley explained that the applicant did not advise of any impact to livestock operations. Mr. Simpson further explained that MDS calculations would be reviewed at the time of building permit as they are not a requirement for the zone change.

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

Resolution #4

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Carried

Resolution #5

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by the David and Donna Richardson, for lands described Part of Lot 9, Concession 5 (East Oxford) municipally known as 485556 Firehall Road, in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General

Agricultural Zone (A2-sp)' 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 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

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: Sean Fitzpatrick, Alexa Vanderklooster, Mike Vanderklooster

File No.: A 04-26

Report No.: CP 2026-152

Location: Part Lot 21, Concession 7 (East Oxford) Part 1 Plan 41R-9100, 424847 Substation Road, Township of Norwich, ON

Details of Proposed Variance: Relief from Table 5.1.1.3, Accessory Use Provisions - to increase the lot coverage of an accessory structure from 100 m² (1,076.4 ft²) to 153.5 m² (1,653 ft²); and to increase the permitted height of an accessory structure from 4.5 m (14.8 ft) to 5.0 m (16.4 ft); and relief from Table 5.6.2.4, Provisions For Detached Additional Residential Units - to permit a detached ARU on a parcel zoned A2; and to permit an increased distance from the Principal Dwelling from 30 m (98.4 ft) to 31 m (102 ft), to convert an agricultural building to a residential accessory structure and establish an additional residential unit.

Mr. Mike Vanderklooster, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-152. She advised that the application is requesting that an existing agricultural building be converted to an Additional Residential Unit (ARU). The existing building is approximately 1,650 ft² and is proposed to be renovated to accommodate a second residence on the property. She explained that relief is required to recognize the increased lot coverage, increased building height, to permit the ARU on an A1 zoned parcel and an increased distance between the main dwelling and the proposed ARU.

There was no one 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 Sean Fitzpatrick, Alexa Vanderklooster, and Mike Vanderklooster, File No. A 04-26, for a Minor Variance for lands described as Part of Lot 21, Concession 7 (East Oxford), municipally known as 424847 Substation Road, in the Township of Norwich, for relief from:

1. Table 5.1.1.3 – Accessory Use Provisions, to increase the lot coverage of an accessory structure from 100 m² (1,076.4 ft²) to 153.5 m² (1,653 ft²);
2. Table 5.1.1.3 – Accessory Use Provisions, to increase the permitted height of an accessory structure from 4.5 m (14.7 ft) to 5.0 m (16.4 ft);
3. Table 5.6.2.4 – Provisions For Detached Additional Residential Units, to permit a detached ARU on a parcel zoned ‘Limited Agricultural Zone (A1)’;
4. Table 5.6.2.4 – Provisions For Detached Additional Residential Units, to permit an increased distance from the Principal Dwelling of 31 m (102 ft); and
5. Table 5.6.2.3 – Provisions For All Additional Residential Units, to permit the ARU to be a dwelling unit area of 153.5 m² (1,653 ft²) whereas the maximum dwelling unit area is 140 m² (1,507 ft²).

To convert an existing agricultural storage building into a residential accessory structure for the purpose of establishing an Additional Residential Unit (ARU), the Committee of Adjustment hereby approve the requested minor variance.

Carried

6.3.3 Applicant: Bloxslea Farms Inc.

File No.: A 05-26

Report No.: CP 2026-150

Location: Part Lot 26, Concession 1 (North Norwich) except Part 1 41R9233, 384749 Salford Road, Township of Norwich, ON

Details of Proposed Variance: Relief of Section 7.2.2 – Minimum Distance Separation Requirements for Manure Storage Structures, to reduce the required setback from a manure storage facility to nearby residential uses from 389 m (1,276.2 ft) to 280 m (918.6 ft) to facilitate the conversion of an open earthen manure storage to a covered concrete storage tank.

Mr. Jim Bloxsidge, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2026-150. She advised that the application is requesting relief to facilitate the conversion of an open manure storage pit to a covered concrete pit. She explained that the applicant applied for the same relief in 2002, prior to the passing of the Township Zoning Bylaw and it has since lapsed.

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

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application by Bloxslea Farms Inc., File No. A 05-26, for a Minor Variance for lands described as South ½ Lot 26, Concession 1 (North Norwich) Except Part 1 41R-9233, municipally known as 384769 Salford Road, in the Township of Norwich, for relief from:

1. Section 7.2.2 – Minimum Distance Separation Requirements for Manure Storage Structures, to reduce the required setback from a manure storage facility to nearby residential uses from 389 m (1,276.2 ft) to 280 m (918.6 ft);

To facilitate the construction of a new covered concrete storage tank, the Committee of Adjustment hereby approve the requested minor variance.

Carried

6.3.4 Applicant: Andy Stubbe and 2307473 Ontario Inc.

File No.: A 06-26

Report No.: CP 2026-151

Location: Lots 87-88, Plan 396 (North Norwich) 813660 Base Line, Township of Norwich, ON

Details of Proposed Variance: Relief of Section 6.2.1 – Minimum Distance Separation Requirements for Livestock Barns and Structures, to reduce the required setback from a livestock (beef) barn to nearby residential uses from 211 m (692.2 ft) to 201 m (659.4 ft); and

Table 6.2 – Interior Side yard, to reduce the required interior side yard setback from 25 m (82 ft) to 6.4 m (20.9 ft) to facilitate the construction of a replacement beef barn on the subject lands.

Mr. Wesley Donker, 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 2026-151. She advised that the application requires relief of the interior side yard setback for the purposes of the prescribed MDS II setbacks to property lines. She advised that the applicant is proposing to replace an existing barn on the subject lands and that the request is reasonable given the unique farm layout.

Ms. Hartley further explained that the initial application contained relief to reduce the MDS II setbacks to nearby residential uses, however, after further review of the applicants Nutrient Management Plan, this relief is not required.

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

Resolution #9

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application by Andy Stubbe and 2307473 Ontario Inc., File No. A 06-26, for a Minor Variance for lands described as Lots 87-88, Plan 396, municipally known as 813660 Base Line, in the Township of Norwich, for relief from:

1. Table 6.2 – Interior Side yard, to reduce the required interior side yard setback from 25 m (82 ft) to 6.4 m (20.9 ft).

To facilitate the construction of a barn addition for the purposes of housing livestock, the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #10

Moved by Shawn Gear, seconded by Lynne DePlancke:

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 Mayor Brian Petrie, Chair, Upper Thames River Conservation Authority
Re: Provincial Consolidation of the Conservation Authorities

Mayor Brian Petrie, Town of Ingersoll and Chair of the Upper Thames River Conservation Authority (UTRCA) presented his delegation regarding the Provincial consolidation of all Conservation Authorities in Ontario. He provided an overview of the Province's plans for consolidating the thirty-six Ontario Conservation Authorities into nine regional authorities, which is expected to be implemented in 2027. He explained that the UTRCA will be part of the Western Lake Erie Regional Conservation Authority, provided an overview of proposed governance, including the participating municipalities, Watershed Councils, transition timelines, budgets, local impacts and concerns.

There was Council discussion and questions regarding local municipalities being expected to cover the same costs with reduced representation, concerns regarding reduced local involvement and the limited opportunities to participate in a consultation process prior to implementing the regional conservation authority plan.

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of Mayor Brian Petrie, Chair, Upper Thames River Conservation Authority, Re: Provincial Consolidation of the Conservation Authorities, be received as information.

Carried

7.2 Meagan Lichti, Chair of the Oxford Age Friendly Committee and Diane Handsaeme, Director of Home Support Services, Tillsonburg & District Multi-Service Centre

Re: Support and Endorsement for the Oxford Age Friendly Strategy

Ms. Meagan Lichti, Chair of the Oxford Age Friendly Committee and Ms. Diane Handsaeme, Director of Home Support Services, Tillsonburg & District Multi-Service Centre presented their delegation regarding the Oxford Age Friendly Strategy. She provided an overview of assessed needs, which included; transportation, healthcare, housing, social inclusion, outdoor spaces and buildings. They requested that Council endorse the Oxford Age Friendly Strategy and provide support by covering the costs for the Community Centre rental fee for their Aging Well Roadshow to be held in Norwich on June 17, 2026.

There was Council discussion and questions regarding the importance of access to local services to support aging community members, the importance of transportation for accessing services and social events, working with developers to create housing solutions, and the volunteer driver program.

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of Meagan Lichti, Chair of the Oxford Age Friendly Committee and Diane Handsaeme, Director of Home Support Services, Tillsonburg & District Multi-

Service Centre, Re: Support and Endorsement for the Oxford Age Friendly Strategy, be received as information;

And further that the Council of the Township of Norwich endorses the 2026 Oxford Age Friendly Strategy;

And further that Council grant \$158.20 from Council's Discretionary Fund towards the June 17, 2026 Norwich Community Centre rental fee for the Aging Well Roadshow.

Carried

Council recessed at 10:26 a.m.
Council resumed at 10:35 a.m.

8. Correspondence

8.1 Ministry of Natural Resources

Re: Regulations under the Geologic Carbon Storage Act, 2025

8.2 City of Pickering

Re: Request for Provincial Schol Board Governance Consultation Process

8.3 Town of Saugeen Shores

Re: Architectural Conservancy of Ontario (ACO) Proposal to include \$10M per year in the 2026 provincial budget for Heritage Helping Housing (HHH) grant funding

Resolution #13

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.3 be received as information;

And further that Council supports item 8.2.

Carried

9. Committee Minutes

9.1 Norwich BIA

Re: Meeting Minutes – April 7, 2026

9.2 Otterville Park Advisory Committee

Re: Meeting Minutes – April 20, 2026

9.3 Rural Oxford Economic Development Corporation

Re: Economic Development Activity Report – February/March 2026

Re: 2025 Year in Review

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Committee Minutes, be received as information:

Norwich BIA
Re: Meeting Minutes - April 7, 2026

Otterville Park Advisory Committee
Re: Meeting Minutes - April 20, 2026

Rural Oxford Economic Development Corporation
Re: Economic Development Activity Report - February/March 2026
Re: 2025 Year in Review

Carried

10. Reports

10.1 Fire and Protective Services

10.1.1 Monthly Activities – April 2026

Report FP 2026-06

Resolution #15

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2026-06, Monthly Activity Report – April 2026, be received as information.

Carried

10.1.2 Animal Control By-law Officers

Report FP 2026-07

In response to questions from Council, Chief Van Patee explained that fees collected through DocuPet offset costs associated with the animal control contract.

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FP 2026-07, Animal Control By-law Officers, be received as information;

And that Council adopt the necessary by-law to re-appoint Tracey Gibson and Maddy Riddell, both employees of Hillside Kennels, as a Municipal Law Enforcement Officers for the sole purpose of enforcing the Township Dog Control By-law 15-2017.

Carried

10.2 Building Services

10.2.1 Monthly Activities - April 2026

Report BB 2026-08

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report BB 2026-08, April 2026 Building Services Activity, be received as information.

Carried

10.2.2 Monthly Activities – April 2026

Report DR 2026-11

Resolution #18

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2026-11, April 2026 Activity Report, be received as information.

Carried

10.2.3 Request for Improvement of the Lackie Drain

Report DR 2026-12

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR-2026-12, Request for Improvement of the Lackie Drain, be received as information, and further that the request for drainage works be accepted and the firm of Headway Engineering be appointed as engineer under Section 78(1.1) of the Drainage Act to make an examination of the area requiring drainage as described in the request and to prepare a report and further 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 Operations

10.3.1 Monthly Activities – Public Works – April 2026

Report OP 2026-16

There was Council discussion and questions regarding benefits from use of scrap asphalt from road works and sidewalk improvements being reclaimed, crushed and re-used.

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report OP 2026-16, Public Works Monthly Report – April 2026, be received as information.

Carried

10.3.2 Test Hole Results – Beaconsfield Road and Substation Road

Report OP 2026-17

There was Council discussion and questions regarding how test holes are measured and documented, cost estimates and the tendering process, reuse of suitable granular material, and the requirements of the gravel road conversion policy for when a road requires resurfacing or a full base replacement.

Resolution #21

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report OP 2026-17, Test Hole Results – Beaconsfield Road and Substation Road, be received for information;

And that Council directs staff to issue the tender for both Substation Road and Beaconsfield Road projects, based on Construction Method 1 as defined in the Gravel Road Conversion Program Policy;

And that Council direct staff to bring forward a tender award report for Council's consideration, including the use of the 2025 surplus to fund the projects if necessary.

Carried

10.3.3 Monthly Activities – Parks and Facilities – April 2026

Report OP 2026-18

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report OP 2026-18, Parks and Facilities Monthly Activity Report – April 2026, be received for information.

Carried

10.4 Financial Services

10.4.1 2026 Final Tax Rate By-law

Report FS 2026-08

Resolution #23

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2026-08, 2026 Final Tax Rate By-Law, be received as information;

And that By-Law No. 24-2026 to adopt the assessment for the year 2026 and for levying the rates of taxation thereon be approved.

Carried

**10.4.2 Development Charges 2025 Activity
Report FS 2026-09**

There was Council discussion and questions regarding reserve funds for development charges, how development charges rates are calculated, how the development charges study informs the rates and impacts of class exemptions on how development charges can be applied to growth related projects.

Resolution #24

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2026-09, Development Charges 2025 Activity, be received as information.

Carried

**10.4.3 Medical Centre – March 2026 Activity Report
Report MED 2026-05**

Mr. Wells advised that the foot clinic has been well attended and the waitlist for residents is down to seventeen. It was also reported that Mr. Wells has been appointed to the Administrative representative for the Primary Care Committee.

Resolution #25

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report MED 2026-05, April 2026 Activity Report, be received as information.

Carried

10.5 Chief Administrative Officer

**10.5.1 Updated Community Safety and Well-being Plan Options
Report CAO 2026-15
(deferred from April 28, 2026)**

Councillor DePlancke provided an overview of the Oxford Steering Committee activities and expressed her support for the plan. She further advised that she would like to select Option 1, which adopts the plan and encouraged other Council members to bring forward a Reconsideration of Resolution #15 from the January 27th meeting. No-one came forward.

Concerns were re-iterated relating to the use of 'priority group' wording, stressing that the focus should be on the priority risk not the individual.

Resolution #26

Moved by Lynne DePlancke, seconded by Karl Toews:

That report CAO 2026-15, Updated Community Safety and Well-being Plan Options, be received for information;

And that Council direct staff to move forward with "Option 6 - Do nothing at this time";

And that Council direct staff to bring forward a report in early 2027 to allow the new Council to decide the path forward for Township Community Safety and Well-being Planning.

Councillor DePlancke requested a recorded vote.

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

Carried

**10.5.2 Provincial Regulation – Removal of DC Charges for Proposed Development at 345708 Quaker Street
Report CAO 2026-18**

In response to questions from Council, Mr. Johnson explained that the letter received from the Province yesterday, was to confirm that the amendment was passed into legislation, granting the Township the authority to waive up to \$400,000 in Development Charges for this project. Mr. Johnson also explained that a report would be coming back to Council in future regarding development charges in general.

Resolution #27

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CAO 2026-18, Development Charges, be received for information;

And that Council acknowledge the recent amendment to Ontario Regulation 20/25 Authority to Grant Assistance - Section 106.1 of the Act;

And that Council hereby exempt the development at 345708 Quaker Street from Township Development Charges to a maximum of \$400,000, as authorized by Ontario Regulation 20/25.

Carried

11. Notice(s) of Motion
None.

12. Closed Session
None.

13. By-Laws

No. 07-2026-Z	To Amend Zoning By-law 07-2003-Z (Richardson, File No. ZN 3-26-02)
No. 24-2026	To Provide for the Adoption of the Assessment for the Year 2026 and for Levying the Rates of Taxation Thereon
No. 25-2026	To Appoint Canine Control Officers
No. 26-2026	To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #28

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:

No. 07-2026-Z	To Amend Zoning By-law 07-2003-Z (Richardson, File No. ZN 3-26-02)
No. 24-2026	To Provide for the Adoption of the Assessment for the Year 2026 and for Levying the Rates of Taxation Thereon
No. 25-2026	To Appoint Canine Control Officers
No. 26-2026	To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #29

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 07-2026-Z, 24-2026, 25-2026, and 26-20206 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 – 11:57 a.m.

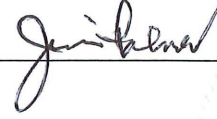
Resolution #30

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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 26th day of May, 2026.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk