



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday April 8, 2025  
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, Director of Finance Services/Treasurer  
Kimberley Armstrong, Director of Corporate Services/Clerk  
Ken Farkas, Director of Public Works  
Derek Van Pagee, Director of Fire and Protective Services  
James Schaafsma, Acting Director of Community Development Services  
AJ Wells, Director of Medical Services  
Dirk Kramer, Acting Chief Building Official/Drainage Superintendent  
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 February 25, 2025**

Resolution #2

Moved by Lynne DePlancke, seconded by Karl Toews:

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

March 25, 2025

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

Resolution #3

Moved by Karl Toews, seconded by Lynne DePlancke:

That the following members be appointed to sit as the Court of Revision for the Orth Drain 2025: Jim Palmer, Lynne DePlancke, Adrian Couwenberg, Shawn Gear and Karl Toews with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

The Chair advised that this Court of Revision is being held to hear any objections to the charges being assessed to individual property owners as outlined within the Engineers Report.

The Notice for the Court of Revision was mailed in accordance with the requirements of the Drainage Act on March 17, 2025.

If anyone was in attendance with respect to this application, they were requested to please sign the attendance sheet at the door.

**6.2.1 Court of Revision**

**Re: Orth Drain 2025**

**Report DR 2025-12**

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-12, Court of Revision for the Orth Drain 2025, be received as information;

And further that the Court of Revision consider any and all appeals filed and determine if any assessments are to be altered.

Carried

**Resolution #5**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Court of Revision for the Orth Drain 2025 allow appeal(s) to be heard in accordance with Section 52(4) of The Drainage Act.

Carried

Ms. Armstrong advised that no written appeals were received by the Clerks Department.

There was no one in attendance that wished to submit an appeal against the Drainage works.

**Resolution #6**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

Whereas the Council of the Township of Norwich provisionally adopted the report by Spriet Associates at their meeting on March 11, 2025 for the drainage works known as Orth Drain 2025;

And whereas no appeals have been received by the Court;

Therefore the Court of Revision for the Orth Drain 2025 accepts Provisional By-law 12-2025 as presented.

Carried

**Resolution #7**

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Court of Revision for the Orth Drain 2025 does now adjourn.

Carried

**6.3 The Planning Act**

**Resolution #8**

Moved by Karl Toews, seconded by Lynne DePlancke:



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

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.

#### **6.3.1 Applicant: AJV Inc.**

**File No.: A-05-25**

**Report No.: CP 2025-110**

**Location: Lot 19, Plan 41M384, 80 Herb Street, Norwich, Township of Norwich, ON**  
**Details of Requested Variance: Relief of Table 11.2 – Rear Yard, minimum depth, R1 zone Provisions; to reduce the minimum rear yard depth from 7.5 m (24.6ft) to 4.6 m (15 ft) to facilitate the construction of a deck on the rear of a single detached dwelling.**

Mr. Justin Veldhuizen, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-110. The application is requesting relief to reduce the minimum rear yard setback in order to permit an attached deck on the rear of the dwelling. She explained that due to the grade of the property sloping to the rear, the house has a walkout basement and the proposed deck will be located over this walkout access. She further advised that staff are satisfied that the proposal will have adequate onsite drainage and that the deck is not anticipated to create negative impacts on the surrounding properties while providing appropriate amenity space.

There were no questions from members of the Committee.

Mr. Geoff Gray, 814377 Muir Line, Burford, representing the Salford Group, expressed concerns about noise impacts from their facility, which operates 24 hours a day, due to its proximity of the house and the proposed deck.

Mr. Veldhuizen commented that he was not aware that the facility operated 24 hours a day.

Ms. Hartley advised that a concrete sound wall was installed to mitigate conflicts with the neighbouring industrial use.

Councillor DePlancke commented that she has not received any noise complaints from the people she knows in that neighbourhood.

There was no one else 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 AJV Inc., File No. A 05-25, for a Minor Variance located at Lot 19, Plan 41M-384, municipally known as 80 Herb Street, Village of Norwich, in the Township of Norwich, for relief from Table 11.2 – Rear Yard, minimum depth, R1 Zone Provisions, to reduce the minimum rear yard depth from 7.5 m (24.6 ft) to 4.6 m (15 ft), to facilitate the construction of a deck on the rear of the single detached dwelling, the Committee of Adjustment hereby approve the requested Minor Variance, subject to the following condition:

- i. That the proposed relief shall only apply to deck of the approximate size and location as depicted on Plate 3 of Report CP 2025-110.

Carried

**Resolution #10**

Moved by Adrian Couwenberg, seconded by Jim Palmer:

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 Long Point Region Conservation Authority**

**Re: Board of Directors Meeting Minutes – February 5, 2025**

**8.2 Western Ontario Wardens Caucus**

**Re: Interprovincial Trade Barriers and Municipal Procurement Constraints**

**8.3 Municipality of Assiginack**

**Re: Nazi Symbols and Iconology**

**8.4 Niagara on the Lake**

**Re: Request Reconsideration of Amendment to Subsection 29(1.2) of the Ontario Heritage Act**

**8.5 Bruce County**

**Re: Enabling a Municipal Response to Tariffs**

**8.6 Chatham-Kent**

**Re: Impacts of Tariffs**

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.6 be received as information.

Carried

**9. Committee Minutes**

**9.1 Oxford O.P.P. Detachment Board 2**

**Re: Meeting Minutes – January 15, 2025**

**Re: Introductory Letter**

**9.2 Norwich BIA**

**Re: Meeting Minutes – March 4, 2025**

**Re: Proposed 2025 BIA Budget**

**9.3 Otterville Park Advisory Committee**

**Re: Meeting Minutes – March 18, 2025**

Councillor DePlancke advised that she was listed as present in the BIA minutes, however she was not in attendance at the meeting.

There was Council discussion regarding the Washington Street mural proposed by the BIA and Council directed staff to request the BIA provide a copy of the design for Council to review.

Resolution #12



Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the following Committee Minutes, be received as information; and further that the recommendations be approved and acted upon:

Oxford O.P.P. Detachment Board 2  
Re: Meeting Minutes – January 15, 2025  
Re: Introductory Letter

Norwich BIA  
Re: Meeting Minutes – March 4, 2025  
Re: Proposed 2025 BIA Budget

Otterville Park Advisory Committee  
Re: Meeting Minutes – March 18, 2025

And further that the proposed 2025 Budget for the Norwich BIA be approved as presented.

Carried

**10. Reports**

**10.1 Planning and Development Services**

No report.

**10.2 Fire and Protective Services**

**10.2.1 Monthly Activities – March 2025**

**Report FS 2025-06**

Resolution #13

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FP 2025-06, Monthly Activity Report – March 2025, be received as information.

Carried

**10.3 Drainage Services**

**10.3.1 Monthly Activities – March 2025**

**Report DR 2025-11**

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2025-11, March 2025 Drainage Report, be received as information.

Carried

**10.3.2 Request for Improvement of the Mud Creek Drain**

**Report DR 2025-13**

Resolution #15

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2025-13, Request for Improvement of the Mud Creek Drain, be received as information;

And further that the request for drainage works be accepted and the firm of Spriet Associates London Limited be appointed as engineer under Section 78 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

**10.4 Building Services**

**10.4.1 Monthly Activities – March 2025**

**Report BB 2025-04**

In response to questions from Council, Mr. Kramer advised that permits are being issued within the allotted timelines under the Ontario Building Code and staff are available to assist applicants including how to use the Could Permit portal.

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report BB 2025-05, March Progress Report, be received as information.

Carried

**10.5 Public Works Services**

**10.5.1 Monthly Activities – March 2025**

**Report PW 2025-04**

Resolution #17

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2025-04, March Progress Report, be received as information.

Carried

**10.5.2 2024 Annual Waste Management Report**

**Oxford County Report PW 2025-18**

Resolution #18

Moved by Shawn Gear, seconded by Adrian Couwenberg:



That Oxford County Report PW 2025-04, 2024 Annual Waste Management Report, be received as information.

Carried

**10.6 Community Development Services**

**10.6.1 Monthly Activities – March 2025**

**Report CS 2025-07**

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CS 2025-07, Community Services Monthly Activity Report – March 2025, be received as information.

Carried

**10.7 Medical Centre Services**

**10.7.1 Monthly Activities – March 2025**

**Report MED 2025-06**

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report MED 2025-06, Medical Services Monthly Activity Report – March 2025, be received as information.

Carried

**10.8 Financial Services**

**10.8.1 Development Charge Activity**

**Report FS 2025-04**

Resolution #21

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FS 2025-04, Development Charges 2024 Activity, be received as information.

Carried

**10.9 Administrative Services**

**10.9.1 Oxford County Homelessness Response Strategy**

**Oxford County Report HS 2025-04**

There was Council discussion regarding: concerns about program costs, effectiveness, increases in incidents of mental health and drug addiction, changes to prosecutions of

minor drug possession, instances of contributing factors to homelessness, and the Heart Hub program.

Mr. Smith commented that the issue of homelessness is complex and recommended that it may be beneficial for the County to present their strategy to the Township at a future Council meeting.

Resolution# 22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Oxford County Report HS 2025-04, Homelessness Response Strategy, be received as information;

And further that Council direct staff to reach out to County representatives to potentially provide Norwich township with a presentation on the current plan and direction.

Carried

**11. Notice(s) of Motion**

None

Council recessed at 10:32 a.m.

Council resumed at 10:41 a.m.

**12. Closed Session**

**10:42 a.m.**

Resolution #23

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 public to discuss personal matters about an identifiable individual, including municipal or local board employees; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

**12.1 Personal matters about an identifiable individual, including municipal or local board employees**

**Re: Appointment of Norwich BIA Members  
Confidential Memorandum**

- 12.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board**  
**Re: Decision - Ontario Human Rights Tribunal - File No. HRTO 2023-53107-1**
- 12.3 Personal matters about an identifiable individual, including municipal or local board employees**  
**Re: CUPE Collective Agreement Confidential Report**
- 12.4 Closed Meeting Minutes**  
**Re: Confidential Meeting Minutes – March 11, 2025**

**11:51 a.m.**

Resolution #24

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Council do now reconvene in open session.

Carried

Resolution #25

Moved by Karl Toews, seconded by Lynne DePlancke:

That Council receive the Memorandum: BIA Member Appointments, as information;

And further that Suzanne Crosby and Victory Body be appointed to fill the vacancies on the Norwich Business Improvement Association Board.

Carried

**13. By-Laws**

**No. 16-2025**

**To Appoint a Chief Administrative Officer**

**No. 17-2025**

**To Confirm All Actions and Proceedings of Council**

**13.1 First and Second Reading of the Following By-law(s)**

Resolution #26

Moved by Lynne DePlancke, seconded by Karl Toews:

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

No. 16-2025

To Appoint a Chief Administrative Officer

No. 17-2025

To Confirm All Actions and Proceedings of Council

Carried

**13.2 Third Reading of the Following By-law(s)**

Resolution #27

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 16-2025-Z and 17-2025 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 – 11:52 a.m.**

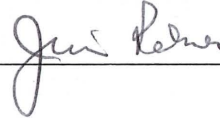
Resolution #28

Moved by Adrian Couwenberg, seconded by Shawn Gear:

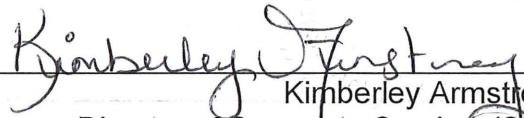
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 22<sup>nd</sup> day of April, 2025.



Jim Palmer  
Mayor



Kimberley Armstrong  
Director of Corporate Services/Clerk