



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday September 26, 2023  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Scholten  
Councillor DePlancke  
Councillor Gear  
Councillor Couwenberg

**Staff:**

Lee Robinson, CAO  
James Johnson, Director of Finance/Treasurer  
Kimberley Armstrong, Director of Corporate Services/Clerk  
Ken Farkas, Director of Public Works  
Patrick Hovorka, Director of Community 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 7:00 p.m. with Mayor Palmer presiding.

**2. Declaration of Office**

Lynne DePlancke – Councillor, Ward 2

Kimberley Armstrong, Director of Corporate Services / Clerk, administered the Declaration of Office.

**3. Approval of Agenda**

Resolution #1

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Agenda be accepted as presented.

Carried

**4. Public Recognition / Presentations**

None.

**5. Disclosure of Pecuniary Interest**

None.

**6. Adoption of Minutes of Previous Meeting(s)**

**6.1 September 12, 2023**

Resolution #2

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

September 12, 2023

Carried

**7. Public Meetings / Hearings**

**7.1 The Municipal Act**

None

**7.2 The Drainage Act**

None.

**7.3 The Planning Act**

Resolution #3

Moved by Adrian Couwenberg, 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 Yvonne Varga, File Number ZN 3-23-11.

Carried

**7.3.1 7:00 p m.**

**Applicant: Yvonne Varga**

**File No.: ZN 3-23-11**

**Report No.: CP 2023-240**

**Location: Part of Lot 22, Concession 11 (South Norwich), 164986 New Road in the Township of Norwich**

**The purpose of this application is to amend the ‘Special General Agricultural Zone (A2-12)’ site specific zone provisions to permit an Additional Residential Unit (ARU) on the subject lands. The effect of the proposed zone change will allow the applicant to facilitate the establishment of an ARU approximately 83.6 m<sup>2</sup> (900 ft<sup>2</sup>) in size.**

Ms. Yvonne Varga, the property owner, and Ms. Lisa Varga, the applicant, were in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as per Report CP 2023-240. The application proposes to permit one Additional Residential Unit (ARU) in a detached structure on the subject lands located in the rear yard, south of the existing dwelling and east of the existing garage.

Ms. Hartley advised that the proposed ARU can be considered secondary and subordinate to the principal dwelling on the property, and that sufficient area is available for the provision of the required one off-street parking space for the unit.

In response to questions from Council, Ms. Hartley advised that no septic concerns have been received and any issues would be addressed in the building permit process and that permission or permit to develop within regulated conservation lands is at the discretion of the conservation authority.

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

Resolution #4

Moved by John Scholten, seconded by Lynne DePlancke:

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

Carried

Resolution #5

Moved by Lynne DePlancke, seconded by John Scholten:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Yvonne Varga, for lands described as Part of Lot 22, Concession 11 (South Norwich), 164986 New Road, Township of Norwich, whereby the existing 'General Agricultural Zone (A2-12)' is to be amended to permit an additional residential unit (ARU) on the subject lands, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #8

Moved by John Scholten, 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 Springtop Farms Ltd., File Number ZN 3-23-13, and David and Lois Topham, File Number ZN 3-23-14.

Carried

**7.3.1 7:20 p.m.**

**Applicant: Springtop Farms Ltd. (ZN 3-23-13); David & Lois Topham (ZN 3-23-14)**

**File No.: ZN 3-23-13 and ZN 3-23-14**

**Report No.: CP 2023-295**

**Location: Part Lot 18, Concession 2 (North Norwich), 385188 Highway 59 (ZN 3-23-13) and 385192 Highway 59 (ZN 3-23-14) in the Township of Norwich**

**The purpose of the applications is to rezone portions of the subject lands being severed by application B22-55-3 from 'General Agricultural Zone (A2)' to 'Residential Existing (RE)', and lands to be severed by application B23-01-3 from 'Residential Existing (RE)' to 'General Agricultural Zone (A2)'.**

Mr. David and Mrs. Lois Topham, the property owners, were in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the applications as per Report CP 2023-295. The applications propose to rezone a portion of the lot to be severed by consent from 'Residential Existing Zone (RE)' to 'General Agricultural Zone (A2)' and to rezone a portion of the lot to be severed via consent application B23-01-3 from 'General Agricultural Zone (A2)' to 'Residential Existing Zone (RE)'. The related consent applications were approved by the Oxford County Land Division Committee on April 6, 2023. The zone change applications are required to fulfill conditions of the consents. The proposed consents and zoning amendments facilitate what is effectively a parcel swap to correct a boundary discrepancy.

There were no questions from Council.

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

Resolution #9

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Carried

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by David and Lois Topham (ZN 3-23-14), for lands described as Part Lot 18, Concession 2, (North Norwich) Part 3, 41R-10521 in the Township of Norwich, from 'General Agricultural Zone' to 'Residential Existing Zone (RE)', the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #11

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Springtop Farms Ltd. (ZN 3-23-13), for lands described as Part Lot 18, Concession 2, (North Norwich) Part 1, 41R-10521 in the Township of Norwich, from 'Residential Existing Zone (RE)' to 'General Agricultural Zone', the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #15

Moved by Lynne DePlancke, seconded by John Scholten:

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 Floral Land and Crops Inc., File Number ZN 3-23-15.

Carried

**7.3.1 7:40 p m.**

**Applicant: Floral Land and Crops Inc.**

**File No.: ZN 3-23-15**

**Report No.: CP 2023-301**

**Location: Part of Lot 24, Concession 10 (South Norwich), 184865 Cornell Road in the Township of Norwich**

**The purpose of this application is to rezone the lot to be retained from a recently approved consent application (B23-02-3) from 'General Agricultural Zone (A2)' to 'Rural Residential (RR)' to facilitate the creation of a nonfarm rural residential lot as a result of a farm consolidation.**

Mr. Aalt Pelleboer, property owner, was in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as per Report CP 2023-301. The application proposes to rezone the lands to be retained resulting from consent application B23-02-3 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the new use of the lands as non-farm rural residential purposes and to fulfill a condition of consent. The lot to be retained will be approximately 0.77 ha (1.91 ac) in area and contains an existing single detached dwelling served by a private well and septic system. Surrounding land uses are mainly comprised of agricultural lands.

Ms. Hartley advised that as the proposal recognizes an existing permanent dwelling rendered surplus as a result of farm consolidation.

In response to Council questions, Ms. Hartley advised that the maximum lot size for a severance is 2 acres.

Mr. Pelleboer advised that the barn will never be used for agricultural use and is being rented to the owner of the severed house for \$1/year for lawnmower storage.

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

Resolution #16

Moved by John Scholten, seconded by Lynne DePlancke:

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

Carried

Resolution #17

Moved by Lynne DePlancke, seconded by John Scholten:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Floral Land and Crops Inc., for lands described as Part Lot 24, Concession 10 (South Norwich), Part 2, 41R-10540, 184865 Cornell Road, Township of Norwich, from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)', the Council of the Township of Norwich hereby approve the zone change.

Carried

**7.4 Other**

None.

**8. Delegations**

None.

**9. Correspondence**

**9.1 Ministry of Energy**

**Re: Powering Ontario's Growth – Clean Energy Future**

**Powering Ontario's Growth**

**9.2 Ministry of the Environment, Conservation and Parks**

**Re: Waste Management**

**9.3 Ontario Provincial Police**

**Re: Police Checks**

**9.4 Norwich Chamber of Commerce**

**Re: Annual Golf Tournament**

**9.5 Town of Grimsby**

**Re: Request for Establishment of Guaranteed Livable Income Program**

**9.6 Municipality of Wawa**

**Re: Request Continuation of OHIP Coverage for Chronic Pain Treatments**

Resolution #6

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 9.1 - 9.6 be received as information.

Carried

Resolution #7

Moved by Shawn Gear, seconded by John Scholten:

That Norwich Township continue to be a gold sponsor for the Chamber of Commerce Golf Tournament held October 3, 2023.

Carried

**10. Committee Minutes**

**10.1 Health and Safety Representative Committee**

**Re: Meeting Minutes – August 24, 2023**

**Re: Norwich Fire Service – June 21, 2023**

**10.2 Woodlawn Adult Community Centre Board**

**Re: Meeting Minutes – September 4, 2023**

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:

Health and Safety Representative Committee:

Meeting Minutes – August 24, 2023

Norwich Fire Service – June 21, 2023

Woodlawn Adult Community Centre Board:

Meeting Minutes – September 4, 2023

Carried

**11 Reports**

**11.1 Planning and Development Services**

No report.

**11.2 Fire and Protective Services**

No report.

**11.3 Drainage Services**

No report.

#### **11.4 Building Services**

No report.

#### **11.5 Public Works Services**

##### **11.5.1 Single Axel Truck Tender**

###### **Report PW 2023-18**

In response to Council questions, staff advised that since the agreed upon timeframe for delivery of the truck has passed, there will be no financial penalty for cancelling the order with the current vendor. Staff also commented that there is currently an 8-month lead time for delivery of trucks through Canoe and there is still no build date for the truck ordered through the current vendor despite having awarded the tender in 2022. Staff further advised that Canoe is a program that is currently accepted and used by most municipalities and that Canoe applies rigorous pre-qualifications to vendors accessing their platform. Staff clarified that the delay for the truck was due to the cab and chassis manufacturer.

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW-2023-18, Truck Tender report, be received as information;

And that Council directs staff to cancel the order of the single axel truck with Carrier Truck Centers;

And that staff be authorized to proceed with the purchase of a single axel truck through Canoe Procurement.

Carried

#### **11.6 Community Development Services**

##### **11.6.1 Ducky Dennis Initiative**

###### **Report CDS 2023-10**

In response to council questions, staff advised that pickleball is a hot trend and there are future plans in place for developing a court in Otterville and in Norwich.

Resolution #14

Moved by Lynne DePlancke, seconded by John Scholten:

That report No. CDS 2023-10, Ducky Dennis Initiative, be received as information;

And that staff be authorized to proceed with the works associated with the multiuse court (including the 2 shade structures and 1 bench adjacent to the playground equipment) immediately;

And that upon confirmation that the Township has received the Inclusive Community Grant funding, Staff would proceed with the installation of the paved parking lot and pathway;



And that if the Township is not successful in obtaining a grant, Staff return to Council with a report to present options for the paving of the parking lot and installation of the paved pathway;

And that Council accept and expresses thanks to the Burgessville Firefighter's Association for their generous offer for fundraising.

Carried

**11.6.2 Rental Facilities Tables and Chairs Level of Service**

**Report CDS 2023-09**

Resolution #18

Moved by John Scholten, seconded by Lynne DePlancke:

That report No. CDS 2023-09, Rental Facilities Tables and Chairs Level of Services, be received as information;

And that Council adopt the level for service as outlined in this report;

And that Council adopt a replacement schedule of 50 chairs and 10 tables annually for rental facilities.

Carried

**11.7 Medical Centre Services**

No report.

**11.8 Financial Services**

No report.

**11.9 Administrative Services**

**11.9.1 BIA Appointment – Council Representative**

**Report CL 2023-20**

Resolution #19

Moved by Lynne DePlancke, seconded by John Scholten:

That Report CL 2023-22, BIA Appointment – Council representative, be received as information;

And further that Councillor Lynne DePlancke be appointed to the Norwich Business Improvement Association Board.

Carried

**11.9.2 Police Service Board – Community Member**

**Report CL 2023-21**

Resolution #20

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CL 2023-21, Police Service Board Appointments, be received as information;

And Further That Council direct staff to advertise for a Police Service Board Community Representative.

Carried

**11.9.3 Notice of Discussion Item – Councillor Gear**

**Re: Buck & Doe's in Community Facilities**

Councillor Gear advised Council that he had been approached regarding public wishes to utilize township facilities for Buck and Doe events. When following up with staff, he was informed about facility damage, policing requirements and Insurance company concerns received. Councillor Gear requested a staff report, suggested a damage deposit be required and perhaps a trial period.

There was additional Council discussion surrounding implementing a maximum number of attendees, security deposits and questioning what other municipalities do.

Resolution #21

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the discussion item presented by Councillor Gear regarding consideration of Buck & Doe's in Community Facilities, Council does hereby direct staff to prepare a report.

Carried

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

None

**13. Closed Session**

**8:03 p.m.**

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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 items related to 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

- 13.1 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board**  
**Re: Ontario Human Rights Tribunal - File No. HRTO 2023-53107-1**
  
- 13.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board**  
**Re: Ontario Human Rights Tribunal Complaints**  
**Verbal Update**
  
- 13.3 Personal matters about an identifiable individual, including municipal or local board employees**  
**Confidential Report CAO 2023-19**
  
- 13.4 Confidential Closed Meeting Minutes**  
**Re: August 9, 2023**  
**Re: September 12, 2023**

**9:16 p.m.**

Resolution #23

Moved by Lynne DePlancke, seconded by John Scholten:

That the Council do now reconvene in open session.

Carried

Resolution #24

Moved by Lynne DePlancke, seconded by John Scholten:

That Confidential Report No. CAO 2023-19, Work From Home Policy, be received as information;

And that Council approve the Work From Home Policy for a one year trial period for a maximum of 1 day a week.

And that the CAO be authorized to implement the Work From Home Policy and report back to Council at the end of the one year trial period.

Carried

- 14. By-laws**
  - No. 14-2023-Z To Amend Zoning By-law 07-2003-Z (Varga, File No. ZN 3-23-11)**
  - No. 15-2023-Z To Amend Zoning By-law 07-2003-Z (Topham / Springtop Farms Inc. File No. ZN 3-23-13 and ZN 3-23-14)**
  - No. 16-2023-Z To Amend Zoning By-law 07-2003-Z (Floral Land and Crops Inc,**

**No. 51-2023**                      **File No. ZN 3-23-15)**  
**No. 52-2023**                      **To Repeal By-law 01-2014**  
   **To Confirm All Actions and Proceedings of Council**

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

Resolution #25

Moved by John Scholten, seconded by Lynne DePlancke:

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

No. 14-2023-Z	To Amend Zoning By-law 07-2003-Z (Varga, File No. ZN 3-23-11)
No. 15-2023-Z	To Amend Zoning By-law 07-2003-Z (Topham / Springtop Farms Inc. File No. ZN 3-23-13 and ZN 3-23-14)
No. 16-2023-Z	To Amend Zoning By-law 07-2003-Z (Floral Land and Crops Inc, File No. ZN 3-23-15)
No. 51-2023	To Repeal By-law 01-2014
No. 52-2023	To Confirm All Actions and Proceedings of Council

Carried

**14.2 Third Reading of the Following By-law**

Resolution #26

Moved by Adrian Couwenberg, seconded by Shawn Gear:

THAT By-laws 14-2023-Z, 15-2023-Z, 16-2023-Z, 51-2023 and 52-2023 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

**15. Adjournment – 9:20 p.m.**

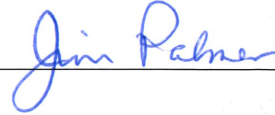
Resolution #27

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 10<sup>th</sup> day of October, 2023.



\_\_\_\_\_  
Jim Palmer  
Mayor

  
\_\_\_\_\_  
Kimberley Armstrong  
Director of Corporate Services/Clerk