



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday February 6, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
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
Derek Van Patee, Director of Fire and Protection 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 Shawn Gear, seconded by Adrian Couwenberg:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

No disclosures were reported.

5. Adoption of Minutes of Previous Meeting(s)

5.1 January 25, 2024 – Community Grants

5.2 January 25, 2025

Resolution #2

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

January 25, 2024 – Community Grants
January 25, 2024

Carried

6. Public Meetings / Hearings

7.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act

Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 Lammert and Klaasje Brons, File Number ZN 3-23-19.

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.

If you are in attendance with respect to this application, please sign the attendance sheet at the door.

6.3.1 9:00 a.m.

Applicant: Lammert and Klaasje Brons

File No.: ZN 3-23-19

Report No.: CP 2024- 36

**Location: Part Lot 19, Concession 8 (former East Oxford) 593981 Highway 59,
Township of Norwich**

Details of Proposed Amendment: To amend the existing site specific 'Special General Agricultural Zone (A2-29)' zone provisions to increase the maximum size permitted for a welding contractor's shop from 1,266 m² (13,627.1 ft²) to a total size of 2,505.8 m² (26,973 ft²) and to increase the total amount of permitted employees from two (2) to five (5). The effect of the proposed amendment would be to increase the size of the existing welder's contracting shop established on the subject lands.

Mr. Lammert Brons, applicant, and Mr. Wesley Donker, agent for the applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, outlined the application as per Report CP 2024-36. Ms. Hartley reported that site-specific zoning was approved by Council in 2018 to allow for the current 13,620 ft² welding shop in the context of being an on-farm diversified use. Now the applicant is requesting the building be doubled in size for additional storage and warehousing.

Ms. Hartley advised that this request does not fall within the definition of an on-farm diversified use; does not maintain policies, is an industrial use and should be directed to a designated settlement area. She further advised that approval would set an undesirable precedent and would not be secondary to the agricultural operation, as required. New or expanded non-agricultural uses are subject to an Official Plan Amendment and the applicant would be required to justify the size, scale and use.

In response to questions from Council, Ms. Hartley advised that an Official Plan Amendment can be a longer application process and may take around six months to complete, however there is a wide variation in how long these applications can take. Ms. Hartley also advised that the new Official Plan is currently back to staff after being reviewed by the province and minor amendments are being applied.

In response to questions from Council, Ms. Robinson advised that official plan policies need to be in keeping with provincial policies. If a zoning application is approved that is not in keeping with the Official Plan or the Provincial Policy Statement, then it may be appealed.

There was Council discussion regarding developing policies to facilitate more industrial and commercial development within the Township. Ms. Robinson recommended that if Council was interested in exploring policy options to facilitate businesses in the future, then staff can be directed to prepare a report outlining appropriate processes.

Mr. Donker commented that the business primarily supports the agricultural sector, and the expansion is required mostly for storage purposes.

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

Resolution #4

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

Carried

Resolution #5

Moved by Shawn Gear, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Lammert and Kaasje Brons, for lands described as Part Lot 19, Concession 8 (former East Oxford) 593981 Highway 59 in the Township of Norwich, to amend the existing site specific 'Special General Agricultural Zone (A2-29)' zone provisions to increase the maximum size permitted for a welding contractor's shop from 1,266 m² (13,627.1 ft²) to a total size of 2,505.8 m² (26,973 ft²) and to increase the total amount of permitted employees from two (2) to five (5) for the purpose of increasing the size of the existing welder's contracting shop established on the subject lands, the Council of the Township of Norwich hereby defer the zone change to allow the applicant the opportunity to submit application to amend the Official Plan.

Carried

6.4 Other
None.

7. Delegations

7.1 9:15 a.m.

Jeannette Van Lagen, Chair

Re: Presentation of 2024 BIA Budget

Jeannette Van Lagen, BIA Chair, was in attendance.

In response to questions from Council, Ms. Van Lagen advised that the budget line for landscaping and maintenance was to maintain hanging baskets and flower beds. She advised that BIA members are unable to consistently care for the plants, so someone was hired to look after them.

Resolution #6

Moved by Lynne DePlancke, seconded by Shawn Gear:

That the Delegation of Jeannette Van Lagen, BIA Chair Re: Presentation of the Draft 2024 BIA Budget, be received as information;

And further that the proposed Budget be accepted as presented and included within the 2024 Budget.

Carried

7.2 9:25 a.m.

Albert Meyer, Stubbe's Development

Re: Request to Change Pitcher Street to a One-Way Street

Mr. Albert Meyer, representing Stubbe's Development, advised of a proposed residential/commercial three story building planned for the corner of Main Street and Pitcher Street. He advised that staff have requested a 4 ½ metre road widening allowance which would result in a reduced footprint and lost parking area. Mr. Meyer expressed his opinion that it is not an efficient corner and the location of the easterly building causes an unsafe situation, stating that making it into a one-way street would make it a safer corner.

In response to questions from Council, staff advised that the current road allowance is undersized at 10m and should be 20m for a two-way street. Staff did not feel it was appropriate in this situation to request 10m so proposed 4.5m be added to the road allowance.

There was Council discussion about possible impacts to the upcoming crosswalk on Main Street as well as north and south traffic impacts should a closure be required on Highway 59 (Stover Street).

Resolution #7

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of: Albert Meyer, Stubbe's Development, regarding a request to change Pitcher Street to a one-way street be received as information;

And further that the request be referred for a staff report.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Agenda Package – January 30, 2024 and Meeting Minutes – November 28, 2023

<http://thamesriver.on.ca/board-agendas-minutes/>

8.2 Ministry of Natural Resources and Forestry

Re: Oil, Gas and Salt Resources Act regulation changes for special projects and well security

8.3 Municipality of Tweed

Re: Request to Reinstate Licence Plate Fees

8.4 City of Mississauga

Re: Request Improvements to Landlord and Tenant Board Processes

- 8.5 County of Prince Edward**
Re: Life Span of Fire Apparatus
- 8.6 Town of Orangeville**
Re: Social and Economic Prosperity Review
- 8.7 Township of South-West Oxford**
Re: Municipal Equipment Operator Course
Re: Road Safety Emergency
- 8.8 Norwich Cricket Club**
Re: Request for a Cricket Field

There was Council discussion regarding the potential benefits of reinstating license plate fees.

In response to questions from Council, staff advised that the Township collaborates with other municipalities for training delivery, which generates a savings through increased class sizes. Staff also commented that there are efforts to advocate to the Province to recognize public works operators as a trade and to establish recognized education programs to address forecasted staffing deficits.

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 - 8.8 be received as information;

And further that Council refer the request from Norwich Cricket Club for a staff report;

And further that Council support items 8.3, 8.4, 8.5, 8.6, and 8.7.

Carried

- 9. Committee Minutes**
- 9.1 Burgessville Santa Claus Parade Committee**
Re: Meeting Minutes – January 14, 2024
- 9.2 Municipal Heritage Committee**
Re: Meeting Minutes – December 6, 2023
- 9.3 Norwich BIA**
Re: Meeting Minutes – December 5, 2023
- 9.4 Health & Safety Representative Committee**
Re: Meeting Notes – October 19, 2023

Re: Meeting Minutes – December 21, 2023
Norwich Fire Services Meeting Minutes – December 20, 2023

9.5 Burgessville Canada Day Committee

Re: Meeting Minutes – January 15, 2024

In response to questions from Council, staff advised that matters related to authority to approve new businesses as recorded in the BIA minutes were outside of the scope of the BIA Terms of Reference and staff had provided notice of this to the BIA.

Resolution #9

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:

Burgessville Santa Claus Parade Committee
Re: Meeting Minutes – January 14, 2024

Municipal Heritage Committee
Re: Meeting Minutes – December 6, 2023

Norwich BIA
Re: Meeting Minutes – December 5, 2023

Health & Safety Representative Committee
Re: Meeting Notes – October 19, 2023
Re: Meeting Minutes – December 21, 2023
Re: Norwich Fire Services Meeting Minutes – December 20, 2023

Burgessville Canada Day Committee
Re: Meeting Minutes – January 15, 2024

Carried

10 Reports

10.1 Planning and Development Services

No report.

10.2 Fire and Protective Services

10.2.1 2023 Year-End Report

Report FP 2024-02

Resolution #10

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report FP 2024-02, Year-End Report, be received as information.

Carried

10.3 Drainage Services

No report.

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Oxford County Report PW 2024-02

Re: Reduced Load Limit By-Law Amendment

Resolution #11

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Oxford County Report PW 2024-02, Reduced Load Limit By-Law Amendment, be received as information.

Carried

10.5.2 Oxford County Report PW 2024-03

Re: Amendments to County Forests and County Lands Recreation By-law and Woodlands Conservation By-law

Resolution #12

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Oxford County Report PW 2024-03, Amendments to County Forests and County Lands Recreation By-law and Woodlands Conservation By-law, be received as information.

Carried

10.6 Community Development Services

No Report.

10.7 Medical Centre Services

No Report.

10.8 Financial Services

No Report.

10.9 Administrative Services

10.9.1 2024 Municipal By-Election

Report CL 2024-07

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CL 2024-04, Municipal By-election, be received as information;

And further that By-law 12-2024 be adopted to allow for a By-Election;

And further that By-law 13-2024 be adopted To Authorize the Use of Vote Counting Equipment.

Carried

10.9.2 BIA Resignation

Re: Resignation submitted by Charlotte Campbell

Resolution #14

Moved by Adreian Couwenberg, seconded by Shawn Gear:

That the resignation letter submitted by Charlotte Campbell from the BIA, be received as information;

And further that as per the BIA Terms of Reference, Section 9 – Vacancy, the Board be directed to recruit a replacement member and recommend the appointment to Council, including the submission of an application for appointment to the Board.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

10:21 a.m.

Resolution #15

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 trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; and personal matters about an identifiable individual, including municipal or local board employees.

Carried

Council recessed at 10:22 a.m.

Council resumed at 10:27 a.m.

**12.1 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
Re: EARTH Corporation AGM and Request**

**12.2 Personal matters about an identifiable individual, including municipal or local board employees
Re: Attendance**

10:49 a.m.

Resolution #16

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Council do now reconvene in open session.

Carried

Resolution #17

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the EARTH Corporation Notice, Re: Special Meeting of Shareholders – February 14, 2024, be received as information;

And further that Jim Palmer be designated as representative from the Township of Norwich for the purpose of casting cote at the February 15, 2024 Special Meeting.

Carried

13. By-laws

- | | |
|--------------------|--|
| No. 12-2024 | To Provide for a By-Election for the Office of Councillor - Ward 1 |
| No. 13-2024 | To Authorize the Use of Vote Counting Equipment (tabulators) for the 2024 Municipal By-Election |
| No. 14-2024 | To Confirm All Actions and Proceedings of Council |

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

Resolution #18

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

- No. 12-2024 To Provide for a By-Election for the Office of Councillor - Ward 1
- No. 13-2024 To Authorize the Use of Vote Counting Equipment (tabulators) for the 2024 Municipal By-Election
- No. 14-2024 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #19

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 12-2024, 13-2024, and 14-2024 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 – 10:52 a.m.

Resolution #20

Moved by Adrian Couwenberg, seconded by Shawn Gear:

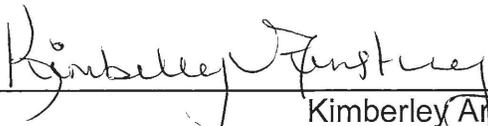
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 27th day of February, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk