



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday March 25, 2025
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

James Johnson, Acting CAO/Treasurer
Kimberley Armstrong, Director of Corporate Services/Clerk
Ken Farkas, Director of Public Works
Sean McCoy, Deputy Clerk/Planning Coordinator

1. Call to Order

The regular session 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 Karl Toews:

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 27, 2025 – Operating Budget

5.2 March 11, 2025

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke:

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

February 27, 2025 – Operating Budget
March 11, 2025

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 Karl Toews:

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 Royal Canadian Legion Branch 190, File Number ZN 3-23-06.

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 if anyone was in attendance with respect to this application, that they would please sign the attendance sheet at the door.

6.3.1 Applicant: Royal Canadian Legion

File No.: ZN 3-23-06

Report No.: CP 2024- 98

Location: Part Lot 7, Concession 5 (former North Norwich) 55 Stover Street South, Village of Norwich, Township of Norwich

Details of Proposed Amendment: To amend the existing Institutional Zone (I)

provisions to permit a site-specific use for an outdoor patio to allow the applicant to operate and license events outside of the existing institutional building with an area of approximately 508 m² (5,468 ft²).

Mr. Wayne Cartier and Mr. Mike Dymarski, Members of Royal Canadian Legion Branch 190, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-98. She advised that the applicants are requesting site specific zoning to permit an outdoor patio attached to the Legion building without having to request permission from Council on an annual basis. She further explained that the proposed use is in line with permitted uses under the Official Plan and an appropriate use within the Institutional Zone. She commented that if approved, the patio would then need to be reflected in the applicant's site plan application.

Ms. Hartley advised that one letter of concern was received as late correspondence noting concerns relating noise. Staff are of understanding that the Legion will be using the patio for scheduled events and they would be expected to operate under the parameters of the Township has a Noise By-law.

In response to questions from Council, Ms. Hartley explained that the fencing requirements for the patio would be addressed in the site plan but would need to be somewhat temporary to accommodate emergency services access.

Ms. Hartley read out the correspondence that was received earlier in the afternoon.

Mr. Cartier explained that the fencing would be the same chain link type that had been there in previous years and the intention is to install it mid-April and dismantle it in October at the end of the season. He further advised that the fence is lagged where possible and supported by concrete blocks to help prevent the fencing from falling over.

Mr. Dymarski and Mr. Cartier further explained that in terms of noise, the Legion Rocks event runs from about noon to 11pm and is their only event that is on the louder side due to live bands playing during the event. This is the Legion's only concert event. Any other music would be through a speaker that is played typically only on Saturday afternoons and is monitored by staff. Mr. Cartier advised that to his knowledge the Legion had not received any noise violation complaints to date.

Mr. Cartier and Mr. Dymarski provided a quick update on the Legion's banner program, ribbon ceremony for the new addition at the building, the installation of a standby generator, and the New Horizons grant that will be used to fund a new furnace and AC system.

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

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Public Meeting 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 Royal Canadian Legion Branch 190 for lands described being Part of Lot 7, Concession 5 (North Norwich) municipally known as 55 Stover Street South in the Township of Norwich, whereby the lands are to be rezoned from Institutional Zone (I) to Special Institutional Zone (I-special), to permit an outdoor patio, the Council of the Township of Norwich hereby approve the zone change.

Carried

6.4 Other
None.

7. Delegations
None.

8. Correspondence

8.1 Long Point Region Conservation Authority
Re: Letter Re 2024 Annual Report and 2024 Financial Statements
Re: 2024 Annual Report
Re: 2024 LPRCA Financial Statements

8.2 Upper Thames River Conservation Authority
Re: UTRCA Board Meeting Minutes – February 25, 2025
<http://thamesriver.on.ca/board-agendas-minutes/>

8.3 Town of Bradford West Gwillimbury
Re: Request for Landlord Tenant Reforms
Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

And further that item 8.3 be supported.

Carried

9. Committee Minutes

None.

10. Reports

10.1 Planning and Development Services

10.1.1 Applicant: 1537688 Ontario Inc.

Re: Draft Approved Plan of Subdivision Extension

File No.: SB 21-03-3

Report CP 2025-92

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CP 2025-92, Request for Extension of Draft Approved Plan of Subdivision SB21-03-3 – 1537688 Ontario Inc., be received as information;

And further that the Council of the Township of Norwich support a two (2) year extension of draft approval for the plan of subdivision submitted by 1537688 Ontario Inc. (SB21-03-3), for lands described as Part of Lot 616, Plan 955, Township of Norwich, to March 12, 2027 to provide the owner with additional time to satisfy all conditions of draft plan approval and have the subdivision registered.

Carried

10.1.2 Applicant: Trustees of the First Netherlands Reformed Congregation of Ontario

Re: Draft Approved Plan of Subdivision Extension

File No.: SB 21-15-3

Report CP 2025-93

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CP 2025-93, Request for Extension of Draft Approved Plan of Subdivision SB 21-15-3 – Trustees of the First Netherlands Reformed Congregation of Ontario, be received as information;

And further that the Council of the Township of Norwich supports a one (1) year extension of draft approval for the plan of subdivision submitted by Trustees of the First Netherlands Reformed Congregation (SB 21-15-3), for lands described as Part of Lot 14, Concession 2 (North Norwich) and Part 2, Plan 41R-5569, Township of Norwich, to July 13, 2026 to provide the owner with additional time to complete all condition of draft plan approval and have the subdivision registered.

Carried

10.1.3 Applicant: Lea Ann Rayner

Re: Deeming By-law

Location: 277 Main Street West, Otterville
Report CP 2025-97

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CP 2025-97, Deeming By-law Request – Lea Ann Rayner, be received as information;

And further that Council approve the deeming by-law request submitted by Lea Ann Rayner, whereby the lands described as Lot 25, Plan 41M-154, in the Township of Norwich, are deemed to not be within a registered plan of subdivision to ensure that the lands owned by Lea Ann Rayer will merge with the adjacent benefitting residential lot.

Carried

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

No report.

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 BIA Farmers Market Location

Report PW 2025-04

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2025-04, BIA Farmers Market Location, be received as information;

And Further that Council approve the BIA Farmers Market location in the Municipal Parking Lot on the east side of Stover Street.

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 Drainage Regulation – O. Reg 500/21

Memorandum

Resolution #11

Move by Shawn Gear, seconded by Adrian Couwenberg:

That Council receive the Memorandum: Drainage Regulation – O. Reg 500/21, as information;

And further that Council rescind Resolution #19, passed March 11, 2025;

And further that Report DR 2025-09, Request for Minor Improvement of the Manson Drain, be received as information;

And further that the request for drainage works be accepted and the firm of K. Smart Associates Limited be appointed as engineer under Section 78(5) 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 the Drainage Act, Ontario Regulation 500/21, Part II, Section 8(3)(a) the Council of the Township of Norwich requests the report to be filed as soon as completed or within 180 days after the appointment, whichever is sooner.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

None.

13. By-Laws

- | | |
|----------------------|--|
| No. 09-2025-Z | To Amend Zoning By-law 07-2003-Z (Royal Canadian Legion Branch 190, File No. 3-23-06) |
| No. 10-2025-Z | To Amend Zoning By-law 07-2003-Z (1788140 Ontario Inc, File No. 3-24-12) |
| No. 14-2025 | Deeming By-Law - Lot 25, Plan 41M-15 (277 Main Street West, Otterville) |
| No. 15-2025 | To Confirm All Actions and Proceedings of Council |

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

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

- | | |
|---------------|---|
| No. 09-2025-Z | To Amend Zoning By-law 07-2003-Z (Royal Canadian Legion Branch 190, File No. 3-23-06) |
| No. 10-2025-Z | To Amend Zoning By-law 07-2003-Z (1788140 Ontario Inc, File No. 3-24-12) |
| No. 14-2025 | Deeming By-Law - Lot 25, Plan 41M-15 (277 Main Street West, Otterville) |
| No. 15-2025 | To Confirm All Actions and Proceedings of Council |

Carried

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

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-laws 09-2025-Z, 10-2025-Z, 14-2025, and 15-2025 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 – 7:37 p.m.

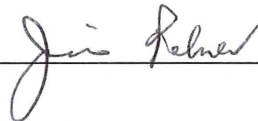
Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:


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 8th day of April, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk