



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday October 22, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Lee Robinson, CAO
Kimberley Armstrong, Director of Corporate Services/Clerk
James Johnson, Treasurer/Deputy CAO
Ken Farkas, Director of Public Works
James Schaafsma, Acting Director of Community Development Services
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
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

Ms. Armstrong requested an item requiring immediate attention, being a closed session item relating to personal matters be added to the agenda.

Resolution #1

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Agenda be accepted as amended.

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 October 8, 2024

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:

October 8, 2024

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 by 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 John and Wilma Ryksen, File Number ZN 3-24-20.

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

6.3.1 Applicant: John and Wilma Ryksen
File No.: ZN 3-24-20

Report No.: CP 2024- 337

Location: Part Lot 14, Concession 3 (North Norwich) Part 1 of 41R-10214, 713516 Middletown Line, Burgessville, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a single detached dwelling to be constructed on an undersized agricultural parcel approximately 2.9 ha (7.37 ac) in size. The applicant proposes to the future dwelling and residential development on the subject lands within a 1 acre building envelope to be located in the northwest corner of the subject lands east of the municipal drain.

Mr. John and Ms. Wilma Ryksen, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-337. She advised that the request is for site specific zoning to permit a residential dwelling on an undersized agricultural parcel of land. She explained that the information provided, does not allow for sufficient review of the proposal and that the following information is required: a to-scale sketch, information to calculate MDS I setbacks to the neighbouring livestock operation and confirmation of the location of the municipal drain on the property.

Ms. Hartley further explained that staff have requested additional information from the applicant, as well as an updated sketch, and have requested that the applicant reassess their proposal to accommodate the policies and minimize loss of tillable land. The applicant has indicated that the proposed location was chosen to avoid conflicts with the abutting Township way siding parcel. However, Ms. Hartley explained that these concerns can be mitigated through buffering and the house can be proposed closer to Middletown Line. As such, she advised that staff are requesting that the application be deferred so the applicant can amend their proposal and provide the requested information.

In response to questions from Council, Ms. Robinson explained that depending on the type and location of proposed buildings, Environmental Site Assessments may or may not be required for lands that previously contained communications towers.

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 Shawn Gear, seconded by Adrian Couwenberg:

That the Council of the Township of Norwich defer the zone change application submitted by John and Wilma Ryksen, whereby the lands described as Part of Lot 14, Concession 3, Part 1, 41R-10214 (North Norwich), Township of Norwich are to be rezoned from 'General Agricultural Zone' to 'Special General Agricultural Zone (A2-sp)' in order for the applicant to amend their proposal.

Carried

Resolution #6

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 Oxford Sand & Gravel Limited, File Number ZN 3-24-21.

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

6.3.2 Applicant: Oxford Sand and Gravel Limited

File No.: ZN 3-24-21

Report No.: CP 2024- 338

Location: Part Lot 18. Concession 3, (East Oxford) 594728 Highway 59, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Aggregate Industrial Zone (ME)' to 'General Industrial Zone (MG)'. The intent of the application is to align the zone category with the present use on the subject lands as an asphalt and concrete batching plant and aggregate storage and processing facility. The subject lands are not utilized for aggregate extraction and no new development is proposed as result of the application.

Mr. Ian Heikoop, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-338. She advised that the applicant proposes to amend the zoning on the subject property to reflect the historic and current use of the subject lands as an asphalt and concrete batching facility with accessory aggregate storage uses. She further explained that though the lands are zoned for industrial aggregate uses, upon review of the property file and information submitted by the applicant, staff are satisfied that the lands have never been used for aggregate extraction.

She further advised that no new development is proposed on the subject lands, including in the portion of the subject lands that are designated as significant valley lands in the Natural Heritage Systems Study. However, due to the recent discussion and approval by Township and City Councils for the Woodstock-Norwich boundary adjustment the proposed new boundary for the City of Woodstock will be adjacent to the northern property line of the subject property. The applicant wanted to ensure that the zoning was reflective of the use pending future development within the area. The current use is long-standing and is not anticipated to have any negative impacts on surrounding industrial or commercial uses along Highway 59.

Mr. Heikoop reiterated the purpose of the application as contained within Report CP 2024-338 and thanked staff for their efforts through the planning application process.

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

Carried

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Oxford Sand & Gravel Limited, for lands described Part of Lot 18, Concession 3 (East Oxford), municipally known as 594728 Highway 59, in the Township of Norwich, whereby the lands are to be rezoned from 'Aggregate Industrial Zone (ME)' to 'General Industrial Zone (MG)', in order to align the zoning category on the subject lands with the current use, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

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

And further that the Committee of Adjustment is now convened.

Carried

Committee of Adjustment

6.3.3 Owner(s): Albertine Van Lagen and Harrison deHaan

File No.: A 16-24

Report No.: 2024-339

Location: Part Lot 8, Concession 1 (North Norwich), 385727 New Durham Road, Township of Norwich, ON

Details of Proposed Variance: Relief of Table 5.1.1.3 – Accessory Use, Height, maximum; to increase the permitted height of an accessory building from 5.5 m (18 ft) to 7 m (23 ft); and relief of Table 5.1.1.3 – Accessory Use, Lot Coverage; to increase the permitted lot coverage for all accessory structures on the subject lands from 170 m² (1,830 ft²) to 253 m² (2,720 ft²) to permit the construction of a new residential accessory building.

Ms. Albertine Van Lagen and Mr. Harrison deHaan, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-339. She advised that the applicants are requesting variances to the maximum height provisions and lot coverage provisions for the cumulative amount of coverage for accessory structures. In addition to a proposed 2,400 square foot accessory structure, the applicant has an existing cargo container placed on the subject lands which further adds to the coverage requirement for accessory structures. She explained that the applicant has indicated that the proposed structure will be used for personal storage of an RV Camper, boat and some tractors.

Ms. Hartley advised that staff are satisfied that the subject lands are of a sufficient size to provide adequate space for the structure which will be setback appropriately from New Durham Road and will generally be secondary and ancillary to the residential use and that the requested height relief is a minor departure from the zoning requirements. She further explained that the cargo container was placed on the property without a building permit and while cargo containers are not permitted within Residential zone categories, the Building Department has indicated that the applicant can submit the required permit to permit the cargo container to be placed on the subject lands and remain as an accessory structure.

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

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application by Harrison de Haan and Albertine Van Lagen, File No. A 16-24, for a Minor Variance located at Part of Lot 8, Concession 1 (North Norwich), municipally known as 385727 New Durham Road, in the Township of Norwich, for relief from Section 5.1.1.3 – Accessory Use Provisions, to increase the maximum lot coverage gross floor area allowance for detached residential accessory structures from 170 m² (1,830 ft²) to 291 m² (3,132.3 ft²); and Section 5.1.1.3 Accessory Use Provisions, to increase the maximum permitted height for a detached residential accessory structure from 5.5 m (18 ft) to 7.0 m (23 ft); to permit the construction of a new residential accessory structure on the subject lands, the Committee of Adjustment hereby approve the requested minor variance, subject to the following conditions:

1. Completion of the appropriate permit for the existing cargo container to convert the container into a residential accessory structure in accordance with the Ontario Building Code, to the satisfaction of the Township of Norwich Building Department prior to the issuance of a building permit for the proposed residential accessory building subject to this application; and,
2. The submission of a coordinated engineered lot grading/drainage plan, to the satisfaction of the Township of Norwich Building Department; and,
3. That the proposed accessory structure be established in the general location and in line with the existing single detached dwelling along the southern property line as depicted on Plate 3 of Report CP 2024-339.

Carried

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

Be it hereby resolved that the Committee of Adjustment do now Adjourn and that the Open 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 – September 4, 2024
Re: Hearing Board Meeting Minutes – September 2024

8.2 City of Woodstock
Re: Industrial and Commercial Tax Phase-in

8.3 Town of Bradford West Gwillimbury
Re: Ontario Deposit Return Program

8.4 Township of Nairn and Hyman and the Township of Baldwin
Re: Opposition to the Transportation and Deposition of Naturally Occurring Radioactive Material (NORM) AND Mine Tailings from the Former Beaucaee Mine and Waste Site

8.5 Township of Brock
Re: Rideshare Services
Resolution #12
Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 8.1 to 8.5 be received as information.

Carried

9. Committee Minutes
9.1 Woodlawn Adult Community Centre Board
Re: Meeting Minutes – September 30, 2024

9.2 Accessibility Advisory Committee
Re: Meeting Minutes – September 4, 2024

9.3 Norwich BIA
Re: Meeting Notes – September 11, 2024
Resolution #13
Moved by Lynne DePlancke, seconded by Karl Toews:

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

Woodlawn Adult Community Centre Board
Re: Meeting Minutes – September 30, 2024

Accessibility Advisory Committee
Re: Meeting Minutes – September 4, 2024

Norwich BIA

Re: Meeting Notes – September 11, 2024

Carried

10. Reports

10.1 Planning and Development Services

No report.

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

10.3.1 Acceptance of the Newton Municipal Drain – Basrai Branch (Revised September 2024)

Report DR 2024-21

In response to questions from Council, Mr. Kramer explained that 3 properties were eliminated from the report and no changes were made to the alignment of the drain.

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2024-21, Acceptance of the Newton Municipal Drain – Basrai Branch (Revised September 2024), be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of the report Newton Municipal Drain – Basrai Branch (Revised September 2024) dated September 30, 2024, and filed with the Clerk on October 1st, 2024;

And that Council set a date for Public Meeting to be held on November 12, 2024, to Consider the Report;

And that Staff be directed to mail a Notice of Public Meeting along with the Report to all persons assessed to this drainage works in accordance with the Drainage Act.

Carried

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Airport Road Speed Limit Reduction

Report PW 2024-15

Resolution #15

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report PW 2024-15, Airport Road Speed Limit Modification, be received as information;

And that a by-law be presented at the November 12, 2024 Council Meeting to reduce the speed limit on Airport Road from Highway 59 westerly for approximately 850 m.

Carried

10.6 Community Development Services

10.6.1 North Norwich Pioneer Cemetery Maintenance Concerns

Report CS 2024-10

In response to questions from Council, Ms. Robinson explained that it is best practice to grind and sod over stumps that are to be removed from cemeteries in order to not disturb any graves. Mr. Schaafsma explained that the cemetery is not marketed as a tourist attraction or public gathering space, there are currently not large volumes of traffic and no known safety issues with the gate. Additionally, Mr. Schaafsma explained that the burial markers at a cemetery are owned by the people buried at the cemetery or their descendants, not the municipality. Mr. Schaafsma further explained that the investigation area for radar would depend on the scope of the project and costs.

There was Council discussion regarding a future staff report to identify potential roadside parking solutions and associated costs at the cemetery.

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CS 2024-10, North Norwich Pioneer Cemetery Maintenance Concerns, be received as information;

And further that Council deny the request from the Norwich & District Historical Society as supported by the Municipal Heritage Committee for the parking area/laneway installation.

Lost

Resolution #17

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CS 2024-10, North Norwich Pioneer Cemetery Maintenance Concerns, be received as information;

And further that staff prepare further information for Council's consideration at the November 12th council meeting.

Carried

Council recessed at 8:09 p.m.
Council resumed at 8:20 p.m.

10.7 Medical Centre Services

No report.

10.8 Financial Services

**10.8.1 Purchasing Policy
Report FS 2024-19**

In response to questions from Council, Mr. Johnson explained that the discretionary purchasing authority limit is a ceiling under which department heads are permitted to exercise their discretion on how to source vendors for purchases approved by Council through the budget. Ms. Robinson explained that purchases made in an emergency are reported back to Council as soon as possible.

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2024-19, Purchasing Policy, be received as information;

And that Council rescind The Township of Norwich Purchasing Policy dated July 10, 2012;

And further that Council approve and adopt The Township of Norwich Purchasing Policy dated October 22, 2024.

Carried

10.9 Administrative Services

**10.9.1 Rural Oxford Economic Development Corporation
Re: Quarterly Report – June to September 2024**

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the June to September 2024 Rural Oxford Economic Development Activity Report be received as information.

Carried

10.9.2 Royal Canadian Legion

Re: Remembrance Day Services and Wreath Placements

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That the correspondence from the Royal Canadian Legion Branch 190 inviting a representative from the Township of Norwich to attend the Remembrance Day ceremonies at the Otterville and Norwich Cenotaphs be received as information;

And further that Council appoint:

Karl Toews to attend the Otterville Cenotaph at 1:00 p.m. on November 10, 2024. And:

Jim Palmer to attend the Norwich Cenotaph at 11:00 a.m. on November 11, 2024.

And Further that Council approve the donation to the Legion Poppy Fund of \$99 for each of the four wreaths placed within the municipality.

Carried

10.9.3 Safe & Well Oxford Steering Committee

Re: Meeting Minutes January to August, 2024

Resolution #21

Moved by Karl Toews, seconded by Lynne DePlancke

That the Safe & Well Oxford Steering Committee Minutes from January to August 2024 be received as information.

Carried

10.9.4 DEI Inclusion Charter

Report CL 2024-19

In response to questions from Council, Ms. Armstrong explained that four of the Lower Tier municipalities in Oxford County have implemented the Charter and staff reports are pending at some of the others.

There was Council discussion regarding the requirement to adopt an inclusion charter as part of the Community Safety and Wellbeing Plan, concerns with some of the wording included and obligations implied in the DEI Inclusion Charter, the use of the Charter as a framework from which an implementation plan that best meets the needs of the Township can be developed and taking the time to develop a Charter that everyone can support.

Resolution #22

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CL 2024-19, DEI Inclusion Charter, be received as information;

And further that the Council of the Township of Norwich endorse the Inclusion Charter for Oxford as a guiding framework for promoting diversity, equity and inclusion within our organization and community;

And further that Council provide direction to staff to ensure that applicable principles and objectives outlined in the Inclusion Charter for Oxford are integrated into relevant municipal strategies, actions and initiatives;

And further that Council request that staff prepare an alternate Implementation Plan for Council's consideration.

Lost

Resolution #23

Moved by Karl Toews, seconded by Shawn Gear:

That Report CL 2024-19, DEI Inclusion Charter, be received as information;

And further that Council defer the report for additional consideration.

Carried

10.9.5 Update of Bereavement in the Compensation Handbook for Non-Union Full-Time Employees

Report CAO 2024-10

Resolution #24

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CAO 2024-10, Update of Bereavement in the Compensation Handbook for Non-Union Full-Time Employees, be received as information;

And that the changes outlined in this report be adopted as presented.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

10:09 p.m.

Resolution #25

Moved by Shawn Gear, seconded by Karl Toews:

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.

Carried

**12.1 Personal matters about an identifiable individual, including municipal or local board employees;
Re: Job Performance Process**

**12.2 Personal matters about an identifiable individual, including municipal or local board employees;
Re: Rural Oxford Detachment Board**

10:56 p.m.

Resolution #26

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Council do now reconvene in open session.

Carried

**13. By-Laws
No. 52-2024 To Confirm All Actions and Proceedings of Council**

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

Resolution #27

Moved by Karl Toews, seconded by Lynne DePlancke:

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

No. 52-2024 To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #28

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-law 52-2024 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 – 10:58 p.m.

Resolution #29

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 12th day of November, 2024.



LYNNE DEPLAMCKE ~~Jim Palmer~~
DEPUTY -Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk