



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday September 10, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Couwenberg

Staff:

Lee Robinson, CAO
Kimberley Armstrong, Director of Corporate Services/Clerk
James Johnson, Treasurer/Deputy CAO
Brad Smale, Director of Building Services/Chief Building Official
James Schaafsma, Acting Director of Community 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 9:00 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

Councillor Couwenberg disclosed a direct interest in agenda item 6.2.1, Court of Revision for the Simmons-Hopkins Municipal Drain 2024.

5. Adoption of Minutes of Previous Meeting(s)

5.1 July 9, 2024

Resolution #2

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

August 13, 2024

Carried

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the following members be appointed to sit as the Court of Revision for the Simmons-Hopkins Municipal Drain 2024: Jim Palmer, Lynne DePlancke and Larry Martin with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

Councillor Couwenberg vacated his seat.

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 August 21, 2024.

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: Simmons-Hopkins Municipal Drain 2024

Report DR 2024-18

Resolution #4

Moved by Lynne DePlancke, seconded by Larry Martin:

That Report DR 2024-18, Court of Revision for Simmons-Hopkins Municipal Drain 2024, 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 Larry Martin, seconded by Lynne DePlancke:

That the Court of Revision for the Simmons-Hopkins Municipal Drain 2024 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 Larry Martin, seconded by Lynne DePlancke:

Whereas the Council of the Township of Norwich provisionally adopted the report by Spriet Associates at their meeting on August 13, 2024 for the drainage works known as Simmons-Hopkins Municipal Drain 2024;

And whereas no appeals have been received by the Court;

Therefore the Court of Revision for the Simmons-Hopkins Municipal Drain 2024 accepts Provisional By-law 43-2024 as presented.

Carried

Resolution #7

Moved by Lynne DePlancke, seconded by Larry Martin:

That the Court of Revision for the Simmons-Hopkins Municipal Drain 2024 does now adjourn.

Carried

Councillor Couwenberg resumed his seat.

6.3 The Planning Act

Resolution #8

Moved by Adrian Couwenberg, 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 Lydia and Joe Swartzentruber, File Number ZN 3-24-15.

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 6.3.1 Applicant: Lydia and Joe Swartzentruber

File No.: ZN 3-24-15

Report No.: CP 2024-271

Location: Part Lot 21, Concession 6 (North Norwich) 592938 Oxford Road 13, Township of Norwich

Details of Proposed Amendment: To amend the existing site-specific 'Special General Agricultural Zone (A2-13)' to delete the existing special provisions that allow for a retail store as a home occupation and establish a new site specific provisions to permit an Additional Residential Unit (ARU). The applicant is proposing to re-purpose the existing building, which previously operated as a retail use, into the proposed ARU.

Mr. Joe Swartzentruber, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-271. She advised that the purpose of the application is to remove the site-specific provisions relating to a home occupation use on the subject lands and allow for a ARU within the existing building in which the store was located.

Ms. Hartley advised that a Change of Use Permit will be required, no public comments were received and there are no anticipated negative impacts on neighbouring properties.

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 Lynne DePlancke:

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

Carried

Resolution #10

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Joe and Lydia Swartzentruber for lands described Part of Lot 21, Concession 6 (North Norwich), municipally known as 592938 Oxford Road 13 in the Township of Norwich, to amend the text of the 'Special General Agricultural Zone (A2-13)' to remove special provisions relating the home occupation and to permit an Additional Residential Unit (ARU), the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #11

Moved by Adrian Couwenberg, 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 Harry's Enterprises Inc., File Number ZN 3-24-16.

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: Harry's Enterprises Inc.

File No.: ZN 3-24-16

Report No.: CP 2024-279

Location: Part Lot 8, Concession 3 (North Norwich) Part 1, Plan 41R-5684, 345723 Quaker Street, Township of Norwich

Details of Proposed Amendment: To amend the existing site specific 'Special Agricultural-Business Zone (AB-39)' zone provisions to delete the existing special

provisions that permit a farm implement dealer and replace them with site specific provision to allow a contractor's shop or yard as a permitted use. Existing provisions relating to lot coverage and Minimum Distance Separation will remain and additional provisions are proposed to reflect storage of vehicles and number of employees (20). The applicant is proposing to utilize the existing building in its current layout. The zone change will permit the establishment of an electrical contractors' business on the subject lands.

Mr. Jason Van Vliet, applicant, and Mr. Brandon Flewwelling, agent for the applicant, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-279. She advised that the applicants are proposing to relocate their electrical contractors shop to the subject lands and are requesting the permitted site-specific use of a farm implement dealer be removed and a contractors shop or yard be permitted. She further advised that the existing provisions relating to lot coverage and Minimum Distance Separation setbacks are to remain. Ms. Hartley advised that a Change of Use Permit will be required and Site Plan Control to address: traffic, drainage, noise etc.

Mr. Al Buckrell, of 345705 Quaker Street, commented that he fully supports the application and expressed support for local businesses.

Mr. David Kerr, of 723414 Highway 59, commented that he also supports the application. He expressed concerns about the term 'contractors' shop' and whether or not that would result in various industrial or commercial uses that would be undesirable. He explained that he would prefer to see more specific use for an electrical contractor's shop reflected in the by-law.

Ms. Hartley explained that the term 'contractors shop' is a defined term within the zoning by-law that limits use to those specified under the definition.

In response to questions from Council, Ms. Hartley explained that impacts of a site specific use are reviewed during the site plan process. Also, if a site specific use was applied to the property, if a new business wished to operate on that site a planning application may need to be approved. Ms. Robinson advised that uses such as waste management would not be permitted under the current definition of a contractors shop or yard and would not recommend applying site specific zoning to this application.

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

Resolution #12

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

Carried

Resolution #13

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Harry's Enterprises Inc. for lands described Part of Lot 8, Concession 3 (North Norwich), municipally known as 345723 Quaker Street in the Township of Norwich, whereby the existing 'Special Agricultural-Business Zone (AB-39)' that applies to the lands described as Part of Lot 8, Concession 3 (North Norwich), Township of Norwich, is to be amended to remove a farm implement dealer as a permitted use, and add a contractors shop or yard as a permitted use, the Council of the Township of Norwich hereby Approve the zone change.

Carried

Resolution #14

Moved by Adrian Couwenberg, 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 Van Der Kooi Dairy Farms Inc., File Number ZN 3-24-17.

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.

6.3.3 Applicant: Van Der Kooi Dairy Farms Inc.

File No.: ZN 3-24-17

Report No.: CP 2024-272

Location: Part Lots 20 and 21, Concession 8 (South Norwich) 490 Main Street East, Village of Springford, Township of Norwich

Details of Proposed Amendment: To rezone lands from a recently approved consent application (B24-26-3; A24-07-3) from 'General Agricultural Zone (A2)' to 'Special Residential Zone Type 1 (R1-sp)' to facilitate the creation of a residential lot in the Village of Springford with special provisions to recognize a reduced lot

area of 2,600.5 m2 (0.64 ac). The proposed rezoning will fulfil a condition of the consent application.

Mr. Ushdeep Sandhu, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-272. She advised that the purpose of the application is to rezone the lot to be severed to fulfill a condition for a consent application that was approved by the Land Division Committee. Site specific provisions are proposed to recognize a reduced lot area as approved through the severance.

Ms. Hartley further explained that one letter of support was received from an abutting landowner stating no concerns with the application.

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

Resolution #15

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

Carried

Resolution #16

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Van Der Kooi Dairy Farms Inc. for lands described Part of Lot 20 and 21, Concession 8 (South Norwich), municipally known as 490 Main Street East, Village of Springford, in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Residential Type 1 Zone (R1-53)', the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #17

Moved by Adrian Couwenberg, 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 the Township of Norwich, File Number ZN 3-24-11.

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.

6.3.4 Applicant: Township of Norwich

File No.: ZN 3-24-11

Report No.: CP 2024-288

Location: Township-wide

Details of Proposed Amendment: The Township of Norwich has initiated a general 'housekeeping' amendment to Zoning By-law 07-2003-Z that will provide administrative updates for clarification and update provisions that are reflective of recently established Provincial policy.

The proposed changes are summarized as follows:

- **Introduce definitions, provisions and additions to Zoning Schedules respecting Source Water Protection,**
- **Amend definitions and provisions affecting a Private Home Day Care facility (Home Occupation)**
- **Provide clarification for permitted projections for decks and covered porches,**
- **Establish new definitions and amendments to some existing definitions for the purpose of clarification and grammatical modification (Bunkhouse and Long-Term Care Facility).**
- **Amend a number of general provisions for the purpose of clarification and grammatical correction (e.g., Established Building Line, Conservation Authority Regulation Limit, Projections into Required Yards and Driveway/Parking provisions).**
- **Delete minimum gross floor area requirements for various residential uses;**
- **Amend existing 'Limited Agricultural Zone (A1)' zone provisions respecting limitations on maximum number of nutrient units;**
- **Remove temporary zones that have expired; and**
- **Correct duplicate zones.**

These proposed housekeeping changes will not eliminate any 'as of right' uses or previous zoning approvals granted by Township Council.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-288. She advised that the purpose of the subject application is to provide administrative updates for clarification and updating provisions to be more in line with other legislative changes and Provincial Policy.

Ms. Hartley explained that updates included provisions affecting source water protection and updated mapping to go along with these provisions, provisions for private daycare facilities as home occupations, and eliminating gross floor area requirements for dwelling units in all zones. Some other housekeeping items include, removing expired garden suites, typographical errors that have occurred over time, clarifying definitions that have changed over time due to other legislative changes, and clarifying zoning interpretations that have raised questions since the previous housekeeping amendment.

Ms. Hartley advised that late comments were received from Upper Thames Conservation Authority which have requested some terminology changes to reflect other applicable legislation pertinent to the Conservation Authority. Staff have no concerns with the proposed changes and this will be reflected in the final by-law brought back to Council.

Ms. Hartley further explained that mapping for specific properties to amend site specific zoning is still being completed as well as the overlay layers noted in the report to be amended. The final by-law will be brought back to Council for final approval at a later date once the mapping updates have been completed.

In response to questions from Council, Ms. Hartley explained that previously approved site specific zones would not be amended by the new gross floor area provisions, and that the general provisions have been amended for future proposals.

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

Resolution #18

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

Carried

Resolution #19

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Township of Norwich, to introduce "housekeeping" amendments to Township of Norwich Zoning By-Law Number 07-2003-Z, the Council of the Township of Norwich hereby approve the zone change in principle.

Carried

Resolution #20

Moved by Adrian Couwenberg, 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 and Adrian Couwenberg;

And further that the Committee of Adjustment is now convened.

Carried

Committee of Adjustment

6.3.5 Applicant: Brad and Danielle Smale

File No.: A 13-24

Report No.: CP 2024-289

Location: Part Lot 11, Concession 9, Part 2 RP 41R7021 (South Norwich), 185600 Cornell Road, Township of Norwich ON

Details of Proposed Amendment: Relief from Table 5.1.1.3 – Accessory Use Provisions, Permitted Location; to permit the construction of an addition onto the rear of the existing accessory structure in a front yard; and Table 10.2 – Zone Provisions, Front Yard, minimum depth, to reduce the required front yard setback from 10 m (32.8 ft) to 6 m (19.7 ft); to facilitate the construction of an addition to the existing accessory residential accessory structure.

Mr. Brad Smale, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-288. She advised that the purpose of this application is to permit a lean-to addition to be constructed onto the existing accessory structure on the subject lands. She explained that the subject property has two frontages, one along Cornell Road and the other along Ninth Road. Because of this irregularity, the established rear yard is actually considered the front yard in the context of the through-lot provisions of the zoning by-law. As such, the proposed addition will be encroaching into the front yard located along Ninth Road and requires the requested relief.

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

Resolution #21

Moved by Adrian Couwenberg, seconded by Jim Palmer:

That with respect to the application by Brad and Danielle Smale, File No. A 13-24, for a Minor Variance located at Part Lot 11, Concession 9 (South Norwich), being municipally known as 185600 Cornell Road, Township of Norwich, for relief from Table 5.1.1.3 – Accessory Use Provisions, to permit the construction of an addition to an existing residential accessory building in a required front yard; and, Table 10.2 – Zone Provisions, Front Yard, minimum depth, to reduce the required front yard depth of the 'Residential Existing Zone (RE)' from 10 m (32.8 ft) to 6 m (19.7 ft) to facilitate the construction of an addition to an existing residential accessory structure on the subject lands, the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #22

Moved by Adrian Couwenberg, seconded by Jim Palmer:

Be it hereby resolved that the Committee of Adjustment do now Adjourn and that the Open Council meeting resumes.

Carried

6.4 Other

6.4.1 Building Code Act

The Mayor advised that the Public Meeting is being held to consider a proposed Building Permit Fee By-law under section 7 of the Building Code Act. The municipality proposes to introduce a new fee to accommodate the process as prescribed under the County of Oxford Connection by-law 644-2023 and as relates to the need for alterations to an existing plumbing system so as to install the necessary device and/or changes to the plumbing system to comply with the requirements of the Ontario Building Code.

**Re: Building By-law Amendment – Proposed New Permit Fee Schedule
Permit Fees Amendment (backflow device installation)
Report BB 2023-08**

Mr. Smale provided an overview of Report BB 2023-08. Mr. Smale explained that cross connection and backflow prevention devices may be required to be installed on existing residential, commercial, institutional and industrial systems to ensure appropriate connection in accordance with the County's by-law. Plumbing alterations may also require additional upgrading and the current permitting fees are not structured to accommodate a timely or cost effective process for those needing permits for this purpose. An amendment to Schedule 'A' of the Township building permit fee by-law (By-law 16-2019, as amended) is recommended to include a new, more appropriate fee to accommodate the cross connection and backflow prevention device installations.

There was no one in attendance that wished to speak in support of or in opposition to the proposed new permit fee.

Resolution #23

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report BB 2024-03, Amendment to Schedule "A" of By-law 16-2019, as amended by By-law 42-2023 (Plumbing Alteration permit – Backflow device installation), be received as information;

And further that Schedule "A" to the above referenced by-law be amended to include the new fee rate line as described in Report BB 2024-03 as the "proposed row to be inserted".

Carried

Council Recessed at 10:08 a.m.

Council Resumed at 10:21 a.m.

7. Delegations

7.1 Lisa Marie Williams, CEO/Chief Librarian - Oxford County Library

Re: Ox on the Run Services in Oxford County

Ms. Lisa Marie Williams, CEO/Chief Librarian of the Oxford County Library, introduced Ms. Meagan Brennan, Ms. Nicole Lippay, and Ms. Jenna Fisher, the Oxford County Library staff administering the Ox on the Run program. They presented an overview of the program, highlighting user statistics, program activities, as well as opportunities and challenges. In Norwich Township between June 2023 and August 2024 the program served 897 total visitors, registered 23 new library cards and made 30 stops. Looking forward, the program aims to add fall and winter programming in Springford, increase technology assistance offerings and increasing promotion for future Ox on the Run Stops.

Resolution #24

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Delegation of Lisa Marie Williams, CEO/Chief Librarian, Oxford County Library, Re: Ox on the Run Services in Oxford County, be received as information.

Carried

7.2 Oxford County Councillor Brian Petrie, Chair UTRCA

Re: Impacts of Provincial Freeze on Conservation Authority Development Related Fees

Mr. Brian Petrie, Chair of the Upper Thames River Conservation Authority, presented his delegation regarding the impacts of the Provincially mandated fee freeze for conservation authorities, which was extended to December 31, 2024. He explained that this freeze, which was implemented to facilitate the goal of Bill 23 to support faster and less costly approvals, has the greatest impact on conservation authorities in high-growth areas and municipalities in the UTRCA area are the fastest growing in Ontario. This impact is due to the high volume of planning reviews. Mr. Petrie advised that the current budget roughly produces about 30% cost recovery, the goal of the UTRCA is to have 50% cost recovery, which would reduce the levy by about \$350,000. However, the UTRCA is unable to implement any additional cost recovery due to the fee freeze.

In response to questions from Council, Mr. Petrie explained that different application types have different fees. The goal of the cost recovery is to address the ratios of what's covered by the levy versus what is covered by the applicant. He also explained that

much of the increased cost for administering applications over the last few years is due to legislative changes. Fee increases would support the efficient administration of the applications. Additionally, Mr. Petrie explained that less than 1% of the UTRCA's budget is covered by federal and provincial funding, and recent added requirements have added approximately \$5,000,000 to the budget. Mr. Petrie encouraged municipalities to advocate for funding.

Resolution #25

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Delegation of Councillor Brian Petrie, Chair, Upper Thames River Conservation Authority, Re: Impacts of Provincial Freeze on Conservation Authority Development Related Fees be received for information;

And further that Council supports joining the letter to the Minister of Natural Resources and Forestry of Ontario asking for a reversal of the direction to freeze the fees for planning, development, and permitting.

Carried

**7.3 Kristen Ralph and Erica Hughes, Big Brothers Big Sisters of Oxford County
Re: Organization Update and Need for Volunteers**

Ms. Kristen Ralph, Executive Director, and Ms. Erica Hughes, Volunteer Recruitment and Engagement Coordinator, Big Brothers Big Sisters of Oxford County provided a presentation that included an overview of BBBS of Oxford County, the demonstrated need for their services, programs and volunteer opportunities, as well as testimonials from caregivers, mentees and mentors. The organization has a need for additional mentors and funding to help reduce their wait list and provide more programming. They advised that the Township could assist by highlighting BBBS programs, encouraging potential mentors, attend BBBS events and share social media content.

In response to questions from Council, Ms. Ralph explained that overall there is a 200% increase in need across the County and about a 30-35% increase in need for Norwich. Ms. Hughes advised that there is no age limit for volunteers, but that there were challenges related to getting the word out about programs and opportunities. Some programs only require an hour or two per week commitment. The programming at Emily Stowe Public School is anticipated to continue.

Council thanked Ms. Ralph and Ms. Hughes for their presentation.

Resolution #26

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Delegation of Kristen Ralph and Erica Hughes, Big Brothers Big Sisters of Oxford County, Re: Organization Update and Need for Volunteers, be received as information.

Carried

**7.4 Whitney Deane, CPA, CA, Partner, Millards Chartered Professional Accountants
Re: 2023 Year End Financial Statements**

Whitney Deane, representing Millards Chartered Professional Accountants, presented the auditors reports for 2023.

In response to questions from Council, Ms. Deane advised that the reserve funds were recorded in Note 13 and if a further breakdown of reserves could be provided in future reports. Mr. Johnson explained that there are reports to Council regarding reserves several times per year and the capital budget forecast balances for the next 10 years.

Resolution #27

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Delegation of: Whitney Deane, Millards Chartered Professional Accountants regarding the Report to Council, 2023 Consolidated Financial Statements, and Trust Funds Financial Statements be received as information;

And further that the 2023 Audited Financial Statements be accepted as presented.

Carried

8. Correspondence

8.1 Grand River Conservation Authority

Re: GRCA Conservation Areas Strategy - Consultation Period

8.2 Western Ontario Wardens Caucus (WOWC), Eastern Ontario Mayors Caucus and Eastern Ontario Wardens Caucus (EOWC)

Re: Rural Municipal Leaders Support 'Solve the Crisis' Campaign to Address Homelessness and Mental Health

8.3 Quinte West

Re: The Canada Community-Building Fund

8.4 Township of Stirling-Rawden

Re: Public Sector Salary Disclosure

8.5 City of Pembroke

Re: Request for Provincial Support for Renfrew County Rehabilitation Facility

8.6 Township of Larder Lake

Re: Public Sector Accounting Board Accounting Standards

Resolution #28

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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

Carried

9. Committee Minutes

9.1 Health and Safety Representative Committee

Re: Meeting Minutes - August 21, 2024

Re: Norwich Fire Services Meeting Minutes – June 19, 2024

Resolution #29

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

Health & Safety Representative Committee

Re: Meeting Minutes – August 12, 2024

Re: Norwich Fire Services Meeting Minutes – June 19, 2024

Carried

10. Reports

10.1 Planning and Development Services

10.1 Correspondence - Rebecca Smith, Manager of Housing

Re: Oxford County's New 10-year Plan

Housing for All – Housing and Homelessness Plan

In response to questions from Council, Mayor Palmer explained that this plan includes different levels of low-income housing support. This requires a huge amount of funding and the plan outlines where the funding is going.

Resolution #30

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Correspondence from Rebecca Smith, Manager of Housing, Oxford County and the Oxford County Housing for All – Housing and Homelessness 10-year Plan, be received as information.

Carried

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

10.3.1 Petition for Drainage Works – Kirkpatrick Award Drain

Report DR 2024-19

Resolution #31

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report DR 2024-19, Petition for Drainage Works be received as information, and further that the request for drainage works be accepted and Spriet Associates Limited London be appointed as engineer under Section 4 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

10.3.2 Treffry and Pennington Municipal Drain 2023 Construction Collection

Report DR 2024-20

Resolution #32

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report DR 2024-20, Treffry & Pennington Municipal Drains 2023 Construction Collection, be received as information; and further than By-law 46-2024 be adopted to provide for the collection of the construction costs for the Treffry & Pennington Municipal Drains 2023.

Carried

10.4 Building Services

No report.

10.5 Public Works Services

No report.

10.6 Community Development Services

10.6.1 Norwich-Otterville Minor Ball Dugout Coverings – Execution of Agreement

Report CS 2024-07

Resolution #33

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report CS 2024-07, Norwich-Otterville Minor Ball Dugout Coverings Execution of Agreement, be received as information;

And that Council agrees to enter into an agreement with Norwich-Otterville Minor Ball for the construction of dugout coverings for the back diamond at Dillon Park;

And Further that Mayor and Clerk be authorized to sign the agreement with Norwich-Otterville Minor Ball.

Carried

10.7 Medical Centre Services

No report.

10.8 Financial Services

No report.

10.9 Administrative Services

10.9.1 Purple Bench Donation

Memorandum

Resolution #34

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Memorandum re: Purple Bench Donation, be received as information;

And further that Council support receiving the donation of the Purple Bench, and direct staff to locate the bench at an appropriate location;

And further that any cost associated with the installation be taken from the Parks Operating - Grounds Budget.

Carried

10.9.2 Request for Letter of Support – Royal Canadian Legion

Re: New Horizons for Seniors Grant Application

Report CL 2024-15

Resolution #35

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report CL 2024-15, Request for a Letter of Support – Royal Canadian Legion, be received as information;

And Whereas Council recognize that the Royal Canadian Legion Branch 190 have played a vital role for veterans and seniors in the community for many years;

And Whereas Council recognize that the Royal Canadian Legion Branch 190 have hosted regular events each year bringing seniors and senior visitors to our community which have not only provided senior volunteer opportunities, but also the opportunity to socialize with the benefits of recreation, social time and exercise;

Therefore, the Council of the Township of Norwich supports this application for grant funds which will be beneficial in providing continued social and recreational opportunities for veterans, seniors and others in our community;

And further that Staff be directed to prepare a letter of support.

Carried

10.9.3 Request for Letter of Support – Norwich Lawn Bowling Club
Re: New Horizons for Seniors Grant Application
Report CL 2024-16
Resolution #36
Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report CL 2024-16, Request for a Letter of Support – Norwich Lawn Bowling Club, be received as information;

And Whereas Council recognize that the Norwich Lawn Bowling Club has been in existence since 1907.

And Whereas Council recognize that the Norwich Lawn Bowling Club holds regular season games, tournaments and social nights, providing not only volunteer opportunities, but also the opportunity to socialize with the benefits of getting recreational exercise;

Therefore, the Council of the Township of Norwich supports this application for grant funds which will be beneficial in providing continued social and recreational opportunities for seniors and others in our community;

And further that Staff be directed to prepare a letter of support.

Carried

11. Notice(s) of Motion
None.

12. Closed Session

11:30 a.m.

Resolution #37
Moved by Lynne DePlancke, 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 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

12.1 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
Re: Unopened Road Allowance

12.2 Closed Meeting Minutes
Re: Confidential Closed Meeting Minutes – May 28, 2024
Re: Confidential Closed Meeting Minutes – August 13, 2024

11:38 a.m.

Resolution #38

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Council do now reconvene in open session.

Carried

- 13. By-Laws**
- | | |
|----------------------|---|
| No. 16-2024-Z | To Amend Zoning By-law 07-2003-Z (Swartzentruber, File No. ZN 3-24-15) |
| No. 18-2024-Z | To Amend Zoning By-law 07-2003-Z (Van Der Kooi Dairy Farms Inc., File No. ZN 3-24-17) |
| No. 46-2024 | To Provide for the Collection of Actual Costs – Treffry and Pennington Municipal Drain |
| No. 47-2024 | To Confirm All Actions and Proceedings of Council |

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

Resolution #39

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

- | | |
|---------------|--|
| No. 16-2024-Z | To Amend Zoning By-law 07-2003-Z (Swartzentruber, File No. ZN 3-24-15) |
| No. 18-2024-Z | To Amend Zoning By-law 07-2003-Z (Van Der Kooi Dairy Farms Inc., File No. ZN 3-24-17) |
| No. 46-2024 | To Provide for the Collection of Actual Costs – Treffry and Pennington Municipal Drain |
| No. 47-2024 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-law

Resolution #40

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That By-laws 16-2024-Z, 18-2024-Z, 46-2024, and 47-2024 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 – 11:40 a.m.

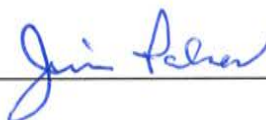
Resolution #41

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

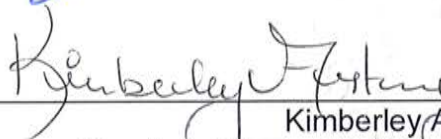
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 24th day of September, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk