



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday November 26, 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  
Brad Smale, Director of Building Services/Chief Building Official  
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 by Karl Toews:

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 November 12, 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:

November 12, 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 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**

The Chair advised that this public meeting of the Committee of Adjustment is being held for the purpose of hearing Minor Variance proposals and affording any person in attendance the opportunity to make a presentation to the Committee.

If an eligible applicant appealing a decision of the Committee of Adjustment in respect of the proposed minor variance does not provide written submissions or make oral submissions at a public meeting, the Ontario Land Tribunal may dismiss all or part of the appeal.

The Chair directed that if anyone was in attendance with respect to this application, that they please sign the attendance sheet at the door and if they wished to receive a

copy of the decision, to please provide their name and email address to the Deputy Clerk.

**6.3.2 Applicant: Newcastle Homes Ltd.**

**File No.: A 17-24**

**Report No.: CP 2024-369**

**Location: Lot 39, Plan 41M-338, 49 Sunview Drive, Village of Norwich, Township of Norwich**

**Details of Proposed Variance: Relief from Section 11.5.42.2.2, Lot Coverage – R1-42 Zoning Provisions: to permit an increased lot coverage of 44.3% from 40% to permit the construction of a dwelling with an attached garage on the subject lands.**

There was no one in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-369. She advised that the applicant is requesting relief from the lot coverage provisions of R1-42 zone, which contains site specific provisions permitting lot coverage of 40%. She further explained that the subject property is split zoned, with the rear portion of the property zoned Open Space due to the presence of Natural Heritage features. Due to the split zoning on the property and provisions within the Zoning By-law, each area that is separately zoned is treated as a separate parcel of land.

Ms. Hartley explained that the application for minor variance was brought forward after the dwelling was constructed. The zoning compliance form submitted as part of the building permit did not account for the lot coverage in only the R1-42 zone. Additionally, the as-constructed location was reviewed by the subdivision's engineer of record and surveyor and noted no deficiencies. It was not until the final review of the as-built drawings by the Building Department was it identified that the R1-42 zoning provisions were not met.

Ms. Hartley further advised that the requested relief represents a minor increase from the permitted lot coverage of 40% and is not expected to create negative impacts on the overall grading and drainage of development in the surrounding area. Staff are satisfied that there is sufficient lot space to provide for access and maintenance around the dwelling as well.

In response to questions from Council, Ms. Hartley explained that other neighbours do not have access to the open space portion of the property, as it is contained within the boundary of the applicant's property.

There was no one 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 with respect to the application by Newcastle Homes Ltd., File No. A 17-24, for a Minor Variance located at Lot 39, Plan 41M-338, municipally known as 49 Sunview drive, in the Township of Norwich, for relief from Section 11.5.42.2.2, Lot Coverage – R1-42 Zoning Provisions, to permit an increased lot coverage of 44.3% from 40% to permit a recently constructed dwelling with an attached garage on the subject lands, the Committee of Adjustment hereby approve the requested Minor Variance.

Carried

**Resolution #5**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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**

**7.1 Tim Thompson, President, and Andrew Malcolm, Norwich Chamber of Commerce Advocacy Committee**

**Re: Township of Norwich Business Survey and Recommendations**

Tim Thompson and Andrew Malcolm, Norwich Chamber of Commerce Advocacy Committee, introduced the committee and explained the project which surveyed local businesses with respect to: Chamber involvement and feedback, type/size of business, interactions with municipal Council and staff, business atmosphere and perceptions of the building permit process in the Township. They presented their findings and expressed concerns about the permit process as demonstrated in the survey results.

Recommendations from the committee included establishing an economic development committee, conducting a review of the permit process to improve turnaround time and to address concerns from the comments provided in the survey. If possible, they requested that follow-up from the Township be provided for the Chamber annual AGM to be held on January 23, 2025.

**Resolution #6**

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of Tim Thompson and Andrew Malcolm, Norwich Chamber of Commerce Advocacy Committee, Re: Township of Norwich Business Survey and Recommendations, be received for information;



And further that staff prepare a report for Council's consideration regarding creation of an Economic Development Advisory Committee.

And further that the Chamber of Commerce Business Survey Presentation be referred to staff for a report.

Carried

**8. Correspondence**

**8.1 Long Point Region Conservation Authority**

**Re: 2025 Draft Budget 30-day Notice to Affected Municipalities**

**Re: 2025 Draft Budget**

<https://www.lprca.on.ca/wp-content/uploads/2024/11/2025-DRAFT-Budget.pdf>

**8.2 Upper Thames River Conservation Authority**

**Re: Draft 2025 Budget Letter**

**Re: 2025 Draft Budget Overview**

**Re: 2025 Draft Budget – County of Oxford**

**Re: 2025 Draft Budget**

<https://thamesriver.on.ca/wp-content/uploads/UTRCA-2025-Budget-Draft-Oct2024.pdf>

**8.3 Township of McGarry**

**Re: Request for Redistribution of Taxes**

**8.4 City of Woodstock**

**Re: 2017 Boundary Adjustment Installment**

**8.5 Innovation, Science and Economic Development Canada**

**Re: Prime Ministers Awards for Teaching Excellence**

**8.6 Township of Papineau-Cameron**

**Re: Request for Ontario Building Code Amendments**

**Resolution #7**

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.6 be received as information;

And further that Council supports item 8.3.

Carried

**9. Committee Minutes**

**9.1 Burgessville Santa Claus Parade Committee**

**Re: Meeting Minutes – November 4, 2024**

**Resolution #8**

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:

Burgessville Santa Claus Parade Committee  
Re: Meeting Minutes – November 4, 2024

Carried

**10. Reports**

**10.1 Planning and Development Services**

No report.

**10.2 Fire and Protective Services**

No report.

**10.3 Drainage Services**

No report.

**10.4 Building Services**

**1.4.1 Charges/Fines for Building without Permit**

**Report BB 2024-03**

In response to questions from Council, Ms. Robinson explained that there are procedural differences when revisiting an item in the future if Council receives a report for information as opposed to selecting a specific recommended option.

**Resolution #9**

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report BB 2024-03, Charges/Fines for Building without Permit, be received as information;

And that staff be directed to proceed with:

Option 1 -Maintain current approach – Discretionary & Reactive Enforcement/ Pt. 3 POA Offences.

Lost

**Resolution #10**

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report BB 2024-03, Charges/Fines for Building without Permit, be received as information.

Carried

**10.5 Public Works Services**

**10.5.1 2024 Capital Sidewalk Budget**

**Report PW 2024-21**

Resolution # 11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report PW 2024-21, 2024 Capital Sidewalk Budget, be received as information;

And further that Council approve a budget amendment of \$21,634 for the sidewalk replacement and fund through the Sidewalk Construction Reserve.

Carried

**10.6 Community Development Services**

No report.

**10.7 Medical Centre Services**

No report.

**10.8 Financial Services**

**10.8.1 Holiday Recognition of Staff**

**Report FS 2024-22**

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2024-22, Holiday Recognition of Staff, be received as information;

And Further That a holiday gift be granted to full-time, contract and part-time employees of the municipality for a total of \$6,700 as outlined in this report.

Carried

**10.8.2 OPP Annual Billing Statement 2025**

**Repot FS 2024-23**

In response to questions from Council, Ms. Robinson explained that many municipalities are experiencing high increases in policing costs and feeling the same financial pressures because of it. She advised that this topic is being discussed at conferences and municipal associations are working on this and will hopefully be having some discussions with the province soon. Ms. Robinson advised that additional information would be provided to Council regarding this matter as it comes forward.

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:



That Report FS 2024-23, OPP Annual Billing Statement 2025, be received as information.

Carried

## **10.9 Administrative Services**

### **10.9.1 Committee of Adjustment Appointments**

#### **Memorandum**

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:

That Council receive the Memorandum: Committee of Adjustment, as information;

And further that a by-law is brought forward to appoint Council members as the Committee of Adjustment for the year 2025.

Carried

### **10.9.2 Work From Home Policy Update**

#### **Report CAO 2024-17**

In response to questions from Council, Ms. Robinson explained that employees eligible for Work From Home were only entitled to one day per week. This does not carry over into other weeks and is dependent on the needs of the organization.

Resolution #15

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CAO-2024-17, Work from Home Policy Update, be received as information;

And that Council confirm the Work from Home Policy.

Carried

### **10.9.3 Strategic Plan 2024 Summary of Events**

#### **Report CAO 2024-18**

In response to questions from Council, Ms. Robinson explained that the establishment of a Diversity, Equity and Inclusion Committee is contained within the strategic plan and a Terms of Reference was approved by Council in 2023. The Committee was never formed as it did not receive sufficient applications.

Mr. Johnson advised that the Modernization Fund could be used to fund a communications staff person.

Ms. Robinson explained that more in-depth semi-annual reporting on Strategic Plan progress is being included in the 2025 CAO workplan.

Resolution #16

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CAO 2024-18, Strategic Plan 2024 Summary of Events, be received as information;

And that Staff be directed to include sufficient funds for the preparation of a Secondary Plan for the Norwich Urban Area in the 2025 Operating Budget

And that Staff be directed to include sufficient funds in the 2025 Operating Budget for the engagement of a consultant to “pre-zone” lands for future industrial and commercial development

And that Staff be directed to prepare a report to explore staffing for a communications/social media specialist which would review all options including potential shared positions.

Carried

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

None.

Council recessed at 8:32 p.m.

Council resumed at 8:40 p.m.

**12. Closed Session**

**8:40 p.m.**

Resolution #17

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 public to discuss personal matters about an identifiable individual, including municipal or local board employees; and Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

**12.1 Personal matters about an identifiable individual, including municipal or local board employees**

**Re: Canada Day Committee Appointments  
Confidential Report CL 2024-21**

- 12.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board**  
**Re: Decision - Ontario Human Rights Tribunal - File No. HRTO 2023-52692-1**
- 12.3 Personal matters about an identifiable individual, including municipal or local board employees**  
**Re: Employee Performance**
- 12.4 Closed Meeting Minutes**  
**Re: Council Orientation - September 16, 2024**  
**Re: October 8, 2024**

**9:56 p.m.**

Resolution #18

Moved by Shwan Gear, seconded by Adrian Couwenberg:

That the Council do now reconvene in open session.

Carried

Resolution #19

Moved by Lynne DePlancke, seconded by Karl Toews:

That Confidential Report CL 2024-21, Canada Day Committee Appointments, be received as information;

And further that the following be appointed as members of the 2025 Canada Day Committee: Lorelee Heemskerk, Darlene Furlong, Whitney Lackenbauer, Dave McQuiggan and Council Toews.

Carried

- 13. By-Laws**
  - No. 56-2024 To Appoint a Committee of Adjustment**
  - No. 57-2024 To Confirm All Actions and Proceedings of Council**

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

Resolution #20

Moved by Karl Toews, seconded by Lynne DePlancke:

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

No. 56-2024 To Appoint a Committee of Adjustment



No. 57-2024 To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #21

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-laws 56-2024 and 57-2024 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 – 9:58 p.m.**

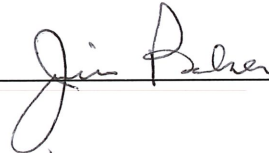
Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 10<sup>th</sup> day of December, 2024.



Jim Palmer  
Mayor



Kimberley Armstrong  
Director of Corporate Services/Clerk