



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday September 24, 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
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 amended.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

Councillor Couwenberg disclosed a direct interest under agenda item 13, 3rd Reading of By-law 43-2024, To Provide for Drainage Works – Simmons-Hopkins Drain 2024.

5. Adoption of Minutes of Previous Meeting(s)

5.1 August 29, 2024 – Special Council Meeting

5.2 September 10, 2024

5.3 September 16, 2024 – Orientation Meeting

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke:

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

August 29, 2024 – Special Council Meeting

September 10, 2024

September 16, 2024 – Orientation Meeting

Carried

Council Recessed at 7:03 p.m. (To allow staff time to attempt to troubleshoot sound recording issue with the meeting livestream which was unable to be resolved.)

Council Resumed at 7:08 p.m.

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 A-Lectric Current Ltd., File Number ZN 3-24-19.

Carried

The Mayor advised that this meeting is being constituted as being a public meeting held under the Planning Act for the purpose of hearing Zoning Amendment proposals and affording any person in attendance the opportunity to make a presentation to Council.

The Ontario Land Tribunal has the power to dismiss an appeal under subsection (25) if an appellant has not provided the Council with oral submissions at a public meeting or a written submission before a by-law is passed under this section.

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

6.3.1 Applicant: A-Lectric Current Ltd

File No.: ZN 3-24-19

Report No.: CP 2024- 303

Location: Part Lot 8, Concession 8 (former South Norwich) 225737 Otterville Road, Township of Norwich

Details of Proposed Amendment: To amend the Highway Commercial Zone (HC) to permit a site-specific use of a contractor's yard or shop. The applicants proposes to remove the existing building and construct a commercial building for multiple tenants.

Mr. Andrew Van't Foort, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-303. She advised that the application proposes to permit a site-specific use for a contractor's shop or yard within the Highway Commercial Zone. The applicant is proposing to remove the existing building from the subject lands and replace it with a building approximately 812.9 m² (8,749.9 ft²) which they intend to lease out portions of to other contractors in addition to the existing electrical contracting business that has been established on the property. Ms. Hartley further noted that the proposed development will be subject to site plan review and approval, which will include a Traffic Impact Study, septic location, impact on a significant wellhead area as well as parking and the location of the site entrance. Additionally, County Public Works has requested a road widening along the eastern property line.

Ms. Hartley advised that two pieces of late correspondence were received from the public circulation citing concerns relating to traffic within the immediate area of the subject lands and how the use may increase traffic. She explained that the applicant will be required to submit a traffic impact study as part of the site plan approval process and noted that the subject property currently has two access points onto the property, one of which is proposed to be removed, which will mitigate the traffic concern.

In response to questions from Council, Ms. Hartley explained that the orientation of the building and access would be determined during the Site Plan process and access to the site would be a specific distance from the intersection. She further explained that the number of tenants would depend on the building's size which would be determined during the Site Plan process.

Ms. Robinson explained that the road widenings are not compensated and applicants are typically required to provide this as part of the development. She also explained that source water protection was implemented by the province, which requires the County to identify and map these areas.

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

Carried

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by A-Lectric Current Ltd. for lands described Part of Lot 8, Concession 8 (South Norwich), municipally known as 225737 Otterville Road, in the Township of Norwich, whereby the lands are to be rezoned from 'Highway Commercial Zone (HC)' to 'Special Highway Commercial Zone (HC-sp)' to permit a contractor's shop or yard as a permitted use, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

6.3.2 Applicant: 1000448517 Ontario Inc.

File No.: A 14-24

Report No.: CP 2024-304

Location: Part Lot 10, Concession 5, Parts 1 and 2 RP 41R6032 (North Norwich), 135 Main Street West, Township of Norwich ON

Details of Proposed Amendment: Relief from Table 18.2- Interior Side Yard, to decrease the required interior side yard setback from 15 m (49.2 ft) to 5.5 m (18 ft); and Section 5.21.1.7.2 – Width of Joint Access, to increase the permitted maximum width of the joint access from 9 m (29.5 ft) to 15.3 m (50.1 ft) to recognize the existing eastern driveway; and Table 5.21.3 – Location and Setback Requirements for Parking Areas, to decrease the setback of the parking area from the eastern

interior side lot line from the required 1.5 m (4.9 ft) to 0 m to recognize the existing condition and extension of the gravel driveway to the property line.

Mr. Marco Vanderweerd, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-304. She advised that this application is to recognize existing conditions and facilitate the construction of an addition onto the existing building as well as other proposed developments. She explained that the interior side yard is deficient and the entrance at the eastern side of the property is larger than is permitted. Additionally, the gravel parking area and driveway extends to the eastern property line, requiring the variances. Ms. Hartley further explained that site plan approval is required for the proposed development and that the purpose of the minor variance is to recognize some of the existing conditions on the property to facilitate the development.

Ms. Hartley advised that comments received from the circulation noted concerns with the fire access route and the limited space along the eastern property line as proposed on Plate 3. The applicant will work with staff to come up with a solution to this concern through the site plan 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 Jim Palmer:

That with respect to the application by 1000448517 Ontario Inc., File No. A 14-24, for a Minor Variance located at Part of Lot 10, Concession 5 (North Norwich), being Part 1 & 2, 41R-6032, municipally known as 135 Main Street West, in the Township of Norwich, for relief from Table 18.2-Interior Side Yard, to decrease the required interior side yard width from 15 m (49.2 ft) to 5.5 m (18 ft); Section 5.21.1.7.2 – Width of Joint Access, to increase the permitted maximum width of the joint access from 9 m (29.5 ft) to 15.3 m (50.1 ft) to recognize the existing eastern driveway; and Table 5.21.3 – Location and Setback Requirements for Parking Areas, to decrease the setback of the parking area from the eastern interior side lot line from the required 1.5 m (4.9 ft) to 0 m to recognize the existing condition and extension of the gravel driveway to the property line, the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #8

Moved by Karl Toews, 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
None.

7. Delegations
None.

8. Correspondence

8.1 Long Point Region Conservation Authority
Re: Meeting Minutes – July 3, 2024

8.2 Upper Thames River Conservation Authority
Re: Board of Directors Meeting Agenda and Minutes
<http://thamesriver.on.ca/board-agendas-minutes/>

8.3 Oxford Community Foundation
Re: OCFootprints – Fall 2024 newsletter
Re: 2023 Annual Report

8.4 Oxford County
Re: County of Oxford Notice of Resignation - SCOR

8.5 Township of Norwich Chamber of Commerce
Re: 2024 Annual Golf Tournament Sponsorship Opportunity

8.6 Municipality of Tweed
Re: Canada Community Building Funds

8.7 City of Kitchener
Re: Renovictions

8.8 City of Woodstock
Re: 2017 Boundary Adjustment Agreement Payment
Resolution #9
Moved by Lynne DePlancke, seconded by Karl Toews:

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

And further that item 8.6 be supported.

Carried

9. Committee Minutes

- 9.1 **Norwich Business Improvement Association Board**
Re: Meeting Minutes – June 11, 2024

- 9.2 **Accessibility Advisory Committee**
Re: Meeting Minutes – March 20, 2024

- 9.3 **Municipal Heritage Committee**
Re: Meeting Minutes – August 21, 2024
Re: Meeting Minutes – September 16, 2024
Re: Norwich & District Historical Society Request – Quaker Cemetery
Resolution #10
Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Norwich Business Improvement Association Board
Re: Meeting Minutes – June 11, 2024

Accessibility Advisory Committee
Re: Meeting Minutes – March 20, 2024

Municipal Heritage Committee
Re: Meeting Minutes – August 21, 2024
Re: Meeting Minutes – September 16, 2024
Re: Norwich & District Historical Society Request – Quaker Cemetery

And further that the request and concerns received from the Norwich and District Historical Society regarding the Norwich Quaker Cemetery be referred to staff for a report.

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 **Court of Revision – Gore Drain 2024**
Re: Minutes – August 13, 2024
Resolution #11
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Minutes of the Court of Revision for the Gore Drain 2024 dated August 13, 2024, be received as information.

Carried

10.4 Building Services
No report.

10.5 Public Works Services

10.5.1 Road Use By-law
Report PW 2024-13
Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2024-13, Road Use By-Law, be received as information;

And that Staff post the draft By-law, Being a By-law to Regulate, Control and Prohibit the Obstruction, Encumbering, Injuring and Fouling of Highways and Bridges in the Township, on the Township website and seek input from members of the Public;

And that Staff return with a follow up Report and By-law, with any necessary revisions arising from the public consultation phase, for the consideration of Council at the October 22nd, 2024 meeting.

Carried

10.5.2 Otterville Pedestrian Bridge
Report PW 2024-14
Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report PW 2024-14, Otterville Pedestrian Bridge, be received as information;

And that Staff be directed to maintain the bridge in its current condition, and post maximum weight/occupancy signs as needed.

Carried

10.5.4 Automated Speed Enforcement
Report PW 2024-16

In response to questions from Council, Ms. Robinson explained that Oxford County Council is considering this matter at an upcoming meeting, which may identify potential cost sharing or saving opportunities. She further explained that Council may offer a partnership to the County to support installation of ASE devices in Norwich, as the Community Safety and School Zones are located on County roads.

Council Recessed at 8:07 p.m.
Council Resumed at 8:14 p.m.

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report PW 2024-16, Automated Speed Enforcement, be received as information.

Carried

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Council of the Township of Norwich is supportive of implementation of Automated Speed Enforcement within the County of Oxford;

And further that the Township of Norwich strongly encourages the installation of ASE within the Township of Norwich.

Carried

10.6 Community Development Services

No report.

10.7 Medical Centre Services

No report.

10.8 Financial Services

10.8.1 Council Financial Summary as at August 31, 2024

Report FS 2024-14

In response to questions from Council, Ms. Robinson explained that HST included in budget numbers is typically net HST, which is the amount of HST the Township pays with eligible refunds applied. She further explained that total costs of budgeted capital projects include both the tender amounts and any additional work carried out by staff.

Resolution #16

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2024-16, Council Financial Summary as at August 31, 2024, be received as information.

Carried

10.9 Administrative Services

10.9.1 Council Member Board and Committee Appointments

Report CL 2024-17

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2024-17, Council Member Appointments to Boards and Committee's, be received as information;

And Further that Council make the following changes to the current appointments:

Councillor Toews to Woodlawn Adult Centre Board of Management.

Carried

10.9.2 Woodstock Boundary Servicing Extension Information

Report CAO 2024-08

In response to questions from Council, Ms. Robinson confirmed that the MTO reference to the new access for Patullo Avenue through lands retained by Township of Norwich was very likely just a poorly worded reference to lands currently within the Township that would be subject to the boundary adjustment.

There was Council discussion regarding asking the City of Woodstock to consider extending tax phase-in benefits for all property classes within the boundary adjustment area.

Council Recessed at 8:46 p.m.

Council Resumed at 8:57 p.m.

Resolution #18

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CAO 2024-08, Woodstock Boundary Servicing Extension Information, be received as information;

And further that Council direct staff to proceed with Option 1 – minimalist approach of approximately 106 acres and that the land in the approved Option 1 would be subject to Base Compensation, Joint Prosperity, and tax mitigation and tax phase-in;

And further that the Council of the Township of Norwich requests that the City of Woodstock consider applying the tax mitigation and tax phase-in to all affected properties as part of the agreement preparation process;

And further that the necessary by-law be prepared to authorize the Mayor and Clerk to execute a Boundary Adjustment Agreement between the Corporation of the Township of Norwich, the Corporation of the City of Woodstock and the County of Oxford.

Carried

10.9.3 Notice of Discussion Item

Re: Consideration of Strategic Plan Review

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the discussion item regarding Consideration of Strategic Plan Review, be received as information.

And further that Staff be directed to prepare an update report for Council's Consideration.

Carried

10.9.4 Notice of Discussion Item

Re: Charges / Fines for Building without Permits

Resolution #20

Moved by Karl Toews, seconded by Lynne DePlancke:

That the discussion item regarding Charges / Fines for Building without Permits, be received as information.

And further that Staff be directed to prepare a report outlining the options available (including summary of other municipalities) for Council's consideration.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

9:07 p.m.

Resolution #21

Moved by Lynne DePlancke, 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 the security of the property of the municipality or local board; and for the purpose of educating or training the members of Council as per Section 239(3.1).

Carried

12.1 The security of the property of the municipality or local board

Re: Otterville Park Access

Confidential Report CAO 2024-09

12.2 For the purpose of educating or training the members of Council as per Section 239 (3.1)

Re: Council Orientation - Finance

12.3 Closed Meeting Minutes

Re: Closed Meeting Minutes – September 10, 2024

9:24 p.m.

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Council do now reconvene in open session.

Carried

13. By-Laws

No. 17-2024-Z To Amend Zoning By-law 07-2003-Z (Harry’s Enterprises, File No. ZN 3-24-16)

No. 19-2024-Z To Amend Zoning By-law 07-2003-Z (A-Lectric Current Ltd., File No. ZN 3-24-19)

No. 43-2024 To Provide for Drainage Works – Simmons-Hopkins Drain 2024 (3rd reading)

No. 48-2024 To Appoint a Fire Prevention Officer

No. 49-2024 To Amend By-law 16-2019, as Amended by By-law 42-2023, Being a By-law Respecting Construction, Demolition, Change of use Permits and Inspections

No. 50-2024 To Confirm All Actions and Proceedings of Council

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

Resolution #23

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

No. 17-2024-Z To Amend Zoning By-law 07-2003-Z (Harry’s Enterprises, File No. ZN 3-24-16)

No. 19-2024-Z To Amend Zoning By-law 07-2003-Z (A-Lectric Current Ltd., File No. ZN 3-24-19)

No. 48-2024 To Appoint a Fire Prevention Officer

No. 49-2024 To Amend By-law 16-2019, as Amended by By-law 42-2023, Being a By-law Respecting Construction, Demolition, Change of use Permits and Inspections

No. 50-2024 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #24

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 17-2024-Z, 19-2024-Z, 48-2024, 49-2024, and 50-2024 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

Councillor Couwenberg declared a pecuniary interest and did not participate in the following resolution.

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-law 43-2024 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 – 9:26 p.m.

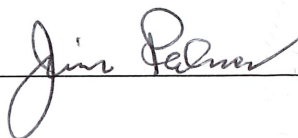
Resolution #26

Moved by Karl Toews, seconded by Lynne DePlancke:

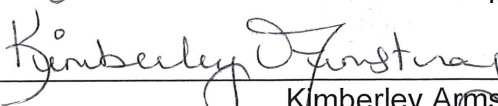
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 8th day of October, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk