



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

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Toews  
Councillor DePlancke  
Councillor Gear  
Councillor Couwenberg

**Staff:**

James Johnson, Treasurer/Deputy CAO  
Kimberley Armstrong, Director of Corporate Services/Clerk  
Ken Farkas, Director of Public Works  
Derek Van Patee, Director of Fire and Protective Services  
James Schaafsma, Acting Director of Community Development Services  
AJ Wells, Director of Medical 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 Karl Toews, seconded by Lynne DePlancke:

That the Agenda be accepted as presented.

Carried

**3. Public Recognition / Presentations**

None.

**4. Disclosure of Pecuniary Interest**

No disclosures were reported.

\* See agenda item 10.3.1 – direct interest declared by Mayor Palmer.

**5. Adoption of Minutes of Previous Meeting(s)**

**5.1 November 26, 2024**

Resolution #2

Moved by Lynne DePlancke, seconded by Karl Toews:

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

November 26, 2024

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

Resolution #3

Moved by Karl Toews, seconded by Lynne DePlancke:

That the following members be appointed to sit as the Court of Revision for the Newton Municipal Drain – Basrai Branch: Jim Palmer, Lynne DePlancke, Adrian Couwenberg, Shawn Gear and Karl Toews with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

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 November 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: Newton Municipal Drain – Basrai Branch**

**Report DR 2024-23**

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2024-23, Court of Revision for Newton Municipal Drain – Basrai Branch, 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 Adrian Couwenberg, seconded by Shawn Gear:

That the Court of Revision for the Newton Municipal Drain – Basrai Branch 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.

Mr. Stephen Watts, of 445767 Gunns Hill Road, owner of 525089 Horn Road, submitted an in-person appeal to the assessment apportioned to his property on Horn Road. Mr. Watts stated that: the water does not come on to his property, that the water is coming from a private drain and crossing Horn Road, that rainwater does come towards his property but the majority of the water is from a private drain that drains a field and roadside. Mr. Watts also commented that water cannot flow from his property due to the elevation of the land. Mr. Watts expressed his opinion that he should not have to pay anything towards this drain and requested the township to amend the assessment.

The Court of Revision adjourned to the Boardroom to deliberate.

The Court of Revision recessed at 9:19 a.m.

The Court of Revision resumed at 9:45 a.m.

Resolution #6

Moved by Karl Toews, seconded by Shawn Gear:

That the appeal submitted by Stephan Watts, Roll No. 3020-040-030-05300 for Newton Municipal Drain – Basrai Branch be allowed and the following adjustments be made:

That \$1,000 be transferred from Mr. Watts assessment to the Township of Norwich assessment.

Carried

There was no one else in attendance that wished to submit an appeal against the Drainage works.



Resolution #7

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Court of Revision for Newton Municipal Drain – Basrai Branch does now adjourn.

Carried

**6.3 The Planning Act**

Resolution #8

Moved by Karl Toews, seconded by Lynne DePlancke:

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

**6.3.1 Applicant: Duffy Suchard and Heather O'Quinn**

**File No.: A 12-24**

**Report No.: CP 2024- 381**

**Location: North Part Lot 21, Concession 9, Plan 32 Part Lot 12 E/S West, Part Lots 2 and 3 N/S Temperance, Part Temperance Street Closed (South Norwich), 41 West Street South, Springford, Township of Norwich**

**Details of Proposed Amendment: Relief from Table 6.2 – Zone Provisions, Setback from Centreline of County Road, to decrease the required setback from the centreline of a County Road (County Road 13) from 31 m (101.7 ft) to 19 m (62.3 ft); and Table 6.2 – Zone Provisions, Front Yard Depth, to decrease an existing non-**



**conforming front yard depth of 4.4 m (14.4 ft) to 1.83 m (6 ft) to recognize a front porch structure that the applicants have constructed within the front yard of 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 2024-381. She advised that the application is a result of an Order to Comply issued by the Building Department for the construction of a front porch on the dwelling without benefit of a Building Permit. The minor variance requests a reduced setback from the centreline of a County Road, being County Road 13 or West Street and to reduce the existing non-conforming front yard depth.

Ms. Hartley further explained that the existing dwelling and previous front porch are considered legal non-complying since they existed prior to the passing of the zoning by-law. A road widening was taken from the property south of the dwelling to replace a municipal culvert on County Road 13. There is a provision that recognizes structures as legal non-complying due to the result of a public acquisition, however this would have applied to the previous front porch and not the recent porch which extends closer to the road. She also advised that the Township Building Department requested that conditions of approval be implemented to ensure that the owners obtain the appropriate permits and ensure the front porch was constructed as per the Building Code.

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

Resolution #9

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application by Duffy Suchard and Heather O'Quinn, File No. A 12-24, for a Minor Variance located at Part of Lot 12 east side of West Street, Part of Lots 2 and 3, Plan 32, Part of Lot 21, Concession 9 and Parts 1, 2 & 3, Plan 41R-9446 (South Norwich), municipally known as 41 West Street South, Springford, in the Township of Norwich, for relief from Table 6.2 – Zone Provisions, Setback from Centreline of County Road, to decrease the required setback from the centreline of a County Road (County Road 13) from 31 m (101.7 ft) to 19 m (62.3 ft); and Table 6.2 – Zone Provisions, Front Yard Depth, to decrease an existing non-conforming front yard depth of 4.4 m (14.4. ft) to 1.83 m (6 ft) to recognize a front porch structure that the applicants have constructed within the front yard of the subject lands, the Committee of Adjustment hereby, the Committee of Adjustment hereby approve the requested Minor Variance subject to the following conditions:

- i. That the applicants obtain a building permit for the covered front porch, to the satisfaction of the Township of Norwich Building Department; and

- ii. That any and all compensating construction is completed for the non-complying construction of the covered front porch, to the satisfaction of the Township of Norwich Building Department.

Carried

Resolution #10

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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 Ministry of Citizenship and Multiculturalism**  
Re: Ontario's Heritage Framework

**8.2 Township of Puslinch**  
Re: ERO Posting 019-9196 Enabling greater beneficial reuse excess soil

**8.3 Municipality of Leamington**  
Re: OPP Detachment Billing Increases

**8.4 Howick Township**  
Re: Ontario Provincial Police Costs for 2025

**8.5 Town of Aurora**  
Re: Critical Infrastructure  
Resolution #11

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;

And further that Council supports item 8.3., 8.4 and 8.5.

Carried

**9. Committee Minutes**

**9.1 Norwich BIA**  
**Re: Meeting Minutes – November 5, 2024**

Resolution #12

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 BIA

Re: Meeting Minutes – November 5, 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 Bishop Municipal Drain 2023 Construction Collection**  
**Report DR 2024-24**

Mayor Palmer declared a pecuniary interest and vacated the Chair.

Deputy Mayor Gear assumed the Chair.

Resolution #13

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2024-24, Bishop Municipal Drain 2023 Construction Collection, be received as information;

And further that By-law 59-2024 be adopted to provide for the collection of the construction costs for the Bishop Municipal Drain 2023.

Carried

Mayor Palmer resumed as Chair.

**10.3.2 Tender Results for the Gore Municipal Drain**  
**Report DR 2024-25**

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:



That Report DR 2024-25, Tender Results for the Gore Municipal Drain, be received as information;

And Further That the Council of the Township of Norwich award the drain construction to Van Bree Infrastructure for the tendered price of \$647,011.90, and enter into Contract Agreement By-law 60-2024, subject to third and final reading of Provisional By-law 39-2023 (Gore Municipal Drain) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

### **10.3.3 Tender Results for the Merriam Municipal Drain**

#### **Report DR 2024-26**

Resolution #15

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2024-26, Tender Results for the Merriam Municipal Drain 2024, be received as information;

And further that the Council of the Township of Norwich award the drain construction to Robinson Farm Drainage Ltd. for the tendered price of \$289,352.00, and enter into Contract Agreement By-law 61-2024, subject to third and final reading of Provisional By-law 22-2024 (Merriam Municipal Drain 2024) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

### **10.4 Building Services**

No report.

### **10.5 Public Works Services**

#### **10.5.1 Zenda Line Project Update**

##### **Memorandum**

In response to questions from Council, Mr. Farkas explained that fiber optic cables are usually run about 1 meter from the property line, however for a portion of the project located in South West Oxford the cables were trenched close to the road's edge. He advised that a pre-construction locate from the Engineer during the design phase would have identified this.

Resolution # 16

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Zenda Line Project Update, as information.

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 November 30, 2024**

**Report FS 2024-25**

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2024-25, Council Financial Summary as at November 30, 2024, be received as information.

Carried

**10.8.2 Request for Reconsideration – Councillor Couwenberg**

**Re: Capital Budget – NCC Scissor Lift**

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council reconsider Resolution #7 passed November 28, 2024.

Carried

Resolution #19

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Scissor Lift be deferred to 2028 and further that staff prepare a report outlining inspection and maintenance requirements.

Lost

There was Council discussion regarding the costs of a used Scissor Lift, costs of a new Scissor Lift, maintenance costs for the required annual servicing, and the careful spending of tax dollars.

In response to questions from Council, Mr. Johnson explained that the Township receives preferred purchasing through Canoe. Mr. Schaafsma advised that the cost of a new replacement Scissor Lift would be between \$18,000 and \$19,000, plus delivery charges. He explained that the current lift is used weekly by his department and also utilized by other departments.

Resolution #20

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Scissor Lift as identified in the 2025 Capital Budget be referred to staff for a report.

Carried

**10.9 Administrative Services**

**10.9.1 Burgessville Santa Clause Parade Committee**

**Memorandum**

Resolution #21

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Memorandum re: Burgessville Santa Claus Parade Committee, be received as information;

And further that Mark Van Den Borre be appointed to fill the vacancy on the Burgessville Santa Claus Parade Committee.

Carried

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

None.

**12. Closed Session**

**10:54 a.m.**

Resolution #22

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 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: Hiring and Interim Processes**

**12.2 Closed Meeting Minutes**

**Re: October 22, 2024**

**Re: November 12, 2024**

**11:56 a.m.**



Resolution #23

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Council do now reconvene in open session.

Carried

Resolution #24

Moved by Lynne DePlancke, seconded by Karl Toews:

That Confidential Memorandum Re: Hiring and Interim Processes, be received as information;

And further that Council appoint James Johnson as the Acting CAO during the hiring process for a new Chief Administrative Officer.

Carried

Resolution #25

Moved by Karl Toews, seconded by Lynne DePlancke:

That Council appoint Dirk Kramer as the Acting CBO during the hiring process for a new Chief Building Official.

Carried

Resolution #26

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That staff be directed to hire Ward and Uptigrove for the CAO hiring process.

Carried

**13. By-Laws**

**No. 59-2024 To Provide for the Collection of Actual Costs - Bishop Municipal Drain 2023**

**No. 60-2024 To Authorize Execution of a Contract Agreement with Van Bree Infrastructure - Gore Municipal Drain 2024**

**No. 61-2024 To Authorize Execution of a Contract Agreement with Robinson Farm Drainage Limited - Merriam Municipal Drain 2024**

**No. 62-2024 To Confirm All Actions and Proceedings of Council**

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

Resolution #27

Moved by 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. 59-2024 | To Provide for the Collection of Actual Costs - Bishop Municipal Drain 2023                                       |
| No. 60-2024 | To Authorize Execution of a Contract Agreement with Van Bree Infrastructure - Gore Municipal Drain 2024           |
| No. 61-2024 | To Authorize Execution of a Contract Agreement with Robinson Farm Drainage Limited - Merriam Municipal Drain 2024 |
| No. 62-2024 | To Confirm All Actions and Proceedings of Council   |

Carried

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

Resolution #28

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 59-2024, 60-2024, 61-2024 and 62-2024 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 – 12:00 p.m.**

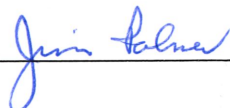
Resolution #29

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 14<sup>th</sup> day of January, 2025.

  
\_\_\_\_\_  
Jim Palmer  
Mayor

  
\_\_\_\_\_  
Kimberley Armstrong  
Director of Corporate Services/Clerk