



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday January 25, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Lee Robinson, CAO
James Johnson, Director of Finance/Treasurer
Kimberley Armstrong, Director of Corporate Services/Clerk
Derek Van Pagee, Director of Fire and Protection Services
Ken Farkas, Director of Public Works
Sean McCoy, Deputy Clerk/Planning Coordinator

1. Call to Order

The regular session of the 2022-2026 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 1:00 p.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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 January 9, 2024

Resolution #2

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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

January 9, 2024

Carried

6. Public Meetings / Hearings

7.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act

Resolution #3

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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 Jonathon and Tracey Butler, File Number ZN 3-23-21.

Carried

6.3.1 1:00 p.m.

Applicant: Jonathon & Tracey Butler

File No.: ZN 3-23-21

Report No.: CP 2024-20

Location: Part Lot 2 & 3, Concession 1 (East Oxford) 565935 Towerline Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'General Agriculture Zone (A2)' to 'Special Rural Residential (RR-sp)' to facilitate the creation of a non-farm rural residential lot as a result of a farm consolidation. The proposed zone change will also include a site-specific provision to permit a reduced lot depth of 61m in place of the required 80m.

Mr. Johnathon Butler and Ms. Tracey Butler, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, outlined the application as per Report CP 2024-20 to facilitate the creation of a non-farm rural residential lot resulting from a farm consolidation, including a provision for a reduced lot depth to 61m in place of the required 80m, which is a condition of the consent application. No new development is being proposed and there are no conflicts with MDS setbacks. Any new development

would require written approval from the Grand River Conservation Authority due to the location of the regulated allowance adjacent to wetlands. The application complies with the Official Plan provisions for surplus farm dwellings resulting from farm consolidation.

Mr. and Ms. Butler had no additional comments.

Dave Martin, property owner at 565500 Towerline Road, was in attendance and asked for confirmation of the public notice circulation requirements. Staff advised that the circulation radius was 120 m for a Zone Change application.

There was no one else 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 Jonathon & Tracey Butler, for lands described as Part Lot 2 and 3, Concession 1 (East Oxford) 565935 Towerline Road, Township of Norwich, to rezone the subject lands from 'General Agriculture Zone (A2)' to 'Special Rural Residential (RR-sp)' to facilitate the creation of a non-farm rural residential lot as a result of a farm consolidation. The proposed zone change will also include a site-specific provision to permit a reduced lot depth of 61m in place of the required 80m, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 Paul and Geertruida Vanderweerd, and Adriaan and Geertruida Stolk, File Number ZN 3-23-20.

Carried

Ms. Armstrong advised of the appeal period pursuant to the Planning Act.

6.3.2 1:20 p.m.

Applicant: Paul & Geertruida Vanderweerd and Adriaan & Geertruida Stolk

File No.: ZN 3-23-20

Report No.: CP 2024-19

**Location: Part Lot 4, Concession 6 (East Oxford) 445867 Gunns Hill Road,
Township of Norwich**

Details of Proposed Amendment: To rezone the subject lands from 'Limited Agricultural Zone (A1)' to 'Special limited Agricultural Zone (A1-sp)' to facilitate development of an additional residential unit (ARU) in a loft space of an existing farm building.

Ms. Geertuida Vanderweerd, applicant, was in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as per Report CP 2024-19 to facilitate the development of an additional residential unit (ARU) in a loft space of an existing farm building. There are no anticipated negative impacts on surrounding agricultural lands and the proposal meets the location criteria required for ARUs under the Official Plan. A change of use permit will be required for the proposed residential conversion and sufficient sanitary services must be demonstrated.

Ms. Vanderveerd had no additional comments.

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 Adrian Couwenberg:

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

Carried

Resolution #10

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Paul and Geertruida Vanderweerd, and Adriaan and Geertruida Stolk, for lands described as Part Lot 4, Concession 6 (East Oxford) 445867 Gunns Hill Road in the Township of Norwich, to rezone the subject lands from 'Limited Agricultural Zone (A1)' to 'Special limited Agricultural Zone (A1-sp)' to facilitate development of an additional residential unit (ARU) in a loft space of an existing farm building, the Council of the Township of Norwich hereby approve the zone change.

Carried

Ms. Armstrong advised of the appeal period pursuant to the Planning Act.

Resolution #15

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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 Heather and Dan Rand, File Number ZN 3-23-22.

Carried

6.3.3 1:40 p.m.

Applicant: Heather and Dan Rand

File No.: ZN 3-23-22

Report No.: CP 2024- 21

Location: Part Lot 16, Concession 6 (East Oxford) 445133 Gunns Hill Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-sp)' to permit a temporary garden suite for a period of ten years. Additionally, relief is required to permit a reduced Minimum Distance Separation Setback I (MDS I) of 465 m to the neighbouring livestock operation to the south and 500 m to the neighbouring manure storage.

Ms. Heather Rand, Mr. Dan Rand and Ms. Emily Rand, applicants, were in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as per Report CP 2024-21. The applicants are proposing a temporary garden suite for a period of 10 years with additional relief to permit a reduction in the MDS I setback to neighbouring livestock facilities. The Planning Act allows municipalities to permit garden suites for temporary residential uses for up to 20 years and planning staff recommended an initial 10-year period with the option of an additional 3-year extensions. Ms. Hartley further commented that the proposed location is appropriate due to the proximity to the septic system and the placement of other buildings on the property. Site-specific provisions have been included in the by-law to reflect this.

In response to questions from Council, Ms. Hartley advised that the primary distinction between a Garden Suite and an ARU is the temporary nature of the Garden Suite, as an ARU must be a permanent structure.

The applicants had no additional comments.

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

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Heather and Dan Rand, for lands described as Part Lot 16, Concession 6 (East Oxford) 455133 Gunns Hill Road in the Township of Norwich, to rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-sp)' to permit a reduced Minimum Distance Separation Setback I (MDS I) of 465 m to the neighbouring livestock operation to the south and 500 m to the neighbouring manure storage, the Council of the Township of Norwich hereby approve the zone change.

Carried

Ms. Armstrong advised of the appeal period pursuant to the Planning Act.

Resolution #19

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That pursuant to Section 34(12) of the Planning Act, R.S.O. 1990, as amended, Chapter P.13, this Council conduct a public meeting in respect to an application for amendment to Zoning By-law 07-2003-Z by Henk and Michelle Vrugteveen, File Number ZN 3-23-18.

Carried

6.3.4 2:00 p.m.

Deferred from January 9, 2024

Applicant: Henk and Michelle Vrugteveen

File No.: ZN 3-23-18

Report No.: CP 2024-22

Location: Lot 14, Concession 5 (North Norwich) 325422 Norwich Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-sp)' to permit the establishment of an Additional Residential Unit (ARU) of approximately 120.7 m² within a proposed new residential accessory structure which would replace the existing barn. Additional relief is requested to permit a reduced MDS I setback of 250m (853 ft) to the neighbouring livestock operation to the east in place of the required 330m (1082.6 ft) setback; and reduced MDS I setback of 300m (984.2 ft) to the neighbouring livestock operation to the southwest in place of the required 421m (1381.2 ft); and to permit an oversized residential accessory structure of

approximately 510 m² (5489.6 ft²) in area and a height to the mid-peak of approximately 6.32 m (20.7 ft).

Mr. Nathan Kok, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as contained within Report CP 2024-22. The applicants are proposing the establishment of an ARU within a proposed new residential accessory structure, with additional relief to reduce the MDS I setback to neighbouring livestock facilities as well as to permit an oversized residential accessory structure. The application was previously deferred to allow for appropriate notification to surrounding neighbours regarding the deficient MDS I setbacks.

Ms. Hartley further advised that the proposed location of the ARU would result in a further reduction to an existing insufficient MDS setback, which would not be consistent with the requirements of the Provincial Policy Statement or in compliance with the Official Plan policies regarding ARUs. Therefore, this proposal is not consistent with the intent of the Official Plan to reduce land use conflicts and nuisance complaints associated with livestock odours.

Mr. Kok commented that the proposed structure is smaller than the current storage structure and suggested the MDS II setbacks could provide sufficient assurances for neighbouring farmers should they want to expand their operations in the future.

In response to questions from Council, Ms. Hartley advised that the ARU could be relocated within the proposed structure to be closer to the principle residence and reduce the MDS relief required, however the applicants were not in favour of this suggestion. Further advising that the requested reduction could impact future neighbouring agricultural expansion depending on the proposal.

Staff suggested that a deferral would permit a potential solution to be discussed between planning staff and the applicant.

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

Resolution #20

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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

Carried

Resolution #21

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Henk and Michelle Vrugteveen, for lands described as Part Lot 14, Concession 5 (North Norwich)

325422 Norwich Road in the Township of Norwich, to rezone the subject lands from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-sp)' to permit the establishment of an Additional Residential Unit (ARU) of approximately 120.7 m² within a proposed new residential accessory structure which would replace the existing barn; with additional relief to permit a reduced MDS I setback of 250m (853 ft) to the neighbouring livestock operation to the east in place of the required 330m (1,082.6 ft) setback; and reduced MDS I setback of 300m (984.2 ft) to the neighbouring livestock operation to the southwest in place of the required 421m (1,381.2 ft); and to permit an oversized residential accessory structure of approximately 510 m² (5489.6 ft²) in area and a height to the mid-peak of approximately 6.32 m (20.7 ft)., the Council of the Township of Norwich hereby defer the zone change.

Carried

6.4 Other
None.

7. Delegations
None.

8. Correspondence

8.1 Long Point Region Conservation Authority
Re: 30-day Notice to Affected Municipalities – 2024 Draft LPRCA Budget
Re: 2024 Draft LPRCA Budget
Re: Board Meeting Minutes – December 6, 2023

8.2 Township of Conmee
Re: Request for Amendment to Amendments to The Municipal Act and Municipal Elections Act

8.3 Township of Clearview
Re: Cemetery Transfer / Abandonment Administration and Management Support
Re: Staff Report LS-032-2023 - Cemetery Transfer / Abandonment Administration and Management Support

8.4 Township of Asphodel-Norwood
Re: Rising Municipal Insurance Costs

8.5 City of Sudbury
Re: Amendment to Occupational Health & Safety Act to Clarify the Definition of Employer

8.6 Gabriela Wills
Re: Bus Shelters for Children
Resolution #6

Moved by Lynne DePlancke, seconded by Adrian Couwenberg: **CARRIED**

That the Correspondence as listed in Agenda Item 8.1 - 8.6 be received as information.

And further that Council support agenda items 8.3 and 8.4.

Carried

9. Committee Minutes

9.1 Burgessville Santa Claus Parade

Re: Meeting Minutes – November 26, 2023

9.2 Police Service Board

Re: Meeting Minutes – August 9, 2023

9.3 Burgessville Canada Day Committee

Re: Meeting Minutes – January 15, 2024

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Burgessville Santa Claus Parade
Meeting Minutes – November 26, 2023

Police Service Board
Meeting Minutes – August 9, 2023

Burgessville Canada Day Committee
Meeting Minutes – January 15, 2024

Carried

10 Reports

10.1 Planning and Development Services

No report.

10.2 Fire and Protective Services

10.2.1 Dog Licensing Program Update

Report FP 2024-01

Resolution #11

Moved by Adrain Couwenberg, seconded by Shawn Gear:

That Report FP 2024-01, Dog Licensing Program Update, be received as information.

Carried

10.3 Drainage Services

No report.

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Pickup Tender

Report PW 2024-02

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2024-02, Pickup Tender, be received as information;

And that Council awards the Tender PW-2023-04 to Gord Anderson Automotive Group Inc. for two half-ton standard cab pickups in the amount of \$54,424 plus HST each;

And further that Council waives the requirements of the Procurement Policy and approves the purchase of one additional half-ton crew cab pickup from Gord Anderson Automotive Group Inc. in the amount of \$58,999 plus HST as per the approved 2024 Capital Budget.

Carried

10.6 Community Development Services

No Report.

10.7 Medical Centre Services

No Report.

10.8 Financial Services

10.8.1 Millards

Re: 2023 Year-End Audit

In response to questions from Council, staff confirmed that the questions are directed to Council as the governing body of the Township.

Resolution #13

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Correspondence received from Millards re: 2023 Year-end Audit, be received as information;

And further that oversight of managements processes include, but not limited to: approval of policies, procedures, programs and controls related to tax collection,

purchasing, asset management and budgets as well as monthly financial summary reports;

And further that Council have no knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the Municipality.

Carried

10.9 Administrative Services

10.9.1 Slash the Stigma – Hockey for Mental Health

Re: Request for Letter of Municipal Significance

Resolution #14

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the request from Slash the Stigma Hockey for Mental Health re: designation of “Slash the Stigma – Hockey for Mental Health 2024 Tournament” as an event of municipal significance be received as information;

And Further that Council deem the “Slash the Stigma – Hockey for Mental Health 2024 Tournament” event to be held March 15th to March 17th, 2024 to be an event of municipal significance.

Carried

10.9.2 Enbridge Gas Franchise Agreement

Memorandum

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Enbridge Gas Franchise Agreement, as information;

And that Council approves the form of draft by-law and franchise agreement and authorizes the submission thereof to the Ontario Energy Board for approval pursuant to the provisions of Section 9 of the Municipal Franchises Act;

And that Council requests that the Ontario Energy Board make an Order declaring and directing that the assent of the municipal electors to the draft by-law and franchise agreement pertaining to the Corporation of the Township of Norwich is not necessary pursuant to the provisions of Section 9(4) of the Municipal Franchises Act.

Carried

Council recessed at 1:53 pm.
Council resumed at 2:00 pm.

11. Notice(s) of Motion

None.

12. Closed Session

None.

13. By-laws

- No. 01-2024-Z To Amend Zoning By-law 07-2003-Z (Vanderweerd & Stolk, File No. ZN 3-23-20)
- No. 02-2024-Z To Amend Zoning By-law 07-2003-Z (Butler, File No. ZN 3-23-21)
- No. 03-2024-Z To Amend Zoning By-law 07-2003-Z (Rand, File No. ZN 3-23-22)
- No. 10-2024 To Authorize a Franchise Agreement Between the Township of Norwich and Enbridge Gas Inc.
- No. 11-2024 To Confirm All Actions and Proceedings of Council

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

Staff advised that By-law 10-2024 was to receive first and second readings, then forwarded back to Enbridge to facilitate the agreement process with the Ontario Energy Board after which it will return to Council for third reading.

Resolution #22

Moved by Shawn Gear, seconded by Adrain Couwenberg:

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

- No. 01-2024-Z To Amend Zoning By-law 07-2003-Z (Vanderweerd & Stolk, File No. ZN 3-23-20)
- No. 02-2024-Z To Amend Zoning By-law 07-2003-Z (Butler, File No. ZN 3-23-21)
- No. 03-2024-Z To Amend Zoning By-law 07-2003-Z (Rand, File No. ZN 3-23-22)
- No. 10-2024 To Authorize a Franchise Agreement Between the Township of Norwich and Enbridge Gas Inc.
- No. 11-2024 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 01-2024-Z, 02-2024-Z, 03-2024-Z, and 11-2024 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 – 2:40 p.m.

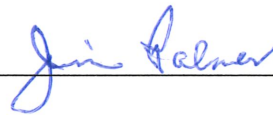
Resolution #24

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

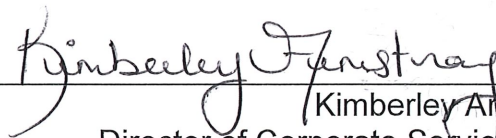
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 6th day of February, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk