



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday July 9, 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, Director of Financial Services/Treasurer
Ken Farkas, Director of Public Works
Derek Van Patee, Director of Fire and Protective 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 Lynne DePlancke, seconded by Karl Toews:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

During item 10.3.2, Acceptance of the Simmons-Hopkins Drain 2024, Councillor Couwenberg disclosed a direct interest.

5. Adoption of Minutes of Previous Meeting(s)

5.1 June 18, 2024

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:

June 18, 2024

Carried

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

The Mayor advised that as per Section 41 of the Drainage Act, R.S.O. 1990, as amended, Chapter D.17, this meeting is to consider the Engineers Report for the Gore Municipal Drain 2024.

All owners and agencies were notified of the meeting to consider the report on June 24, 2024.

The Mayor asked all in attendance with respect to this application to please sign the attendance sheet at the door.

6.2.1 Consideration of the Engineers Report

Re: Gore Drain Report 2024

Report DR 2024-10

Mr. Paul MacIntyre and Mr. Jacob Rooke, R J Burnside & Associates Limited, provided an overview of the report and reviewed the history of the drain which was originally constructed in 1887, with portions of the 1917, 1969 and 1980 drains remaining today. Findings determined that the system is in poor condition and is undersized compared to current design standards. It was recommended that the drain be improved from the upstream side of Burford-Delhi Townline Road to Hanmer Line and sized according to current design standards.

Mr. Mark Treur, of 464 Burford-Delhi Townline Road, had a question about the benefit assessed on their property. Mr. Rooke explained that they had been assessed for a benefit and an outlet, as well as a net assessment, which accounts for improvements to the drain which will improve property value, drain value, as well as volume and flowrates off of the property. He also advised that there are grants from OMAFRA that would yield

approximately \$2,000 towards their portion. Also, as part of the construction of the project their ditch is going to be cleaned out, evened, and have the depth increased.

There were no further questions.

Resolution #3

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report DR 2024-10, Consideration of the Gore Municipal Drain 2024, be received as information;

And that in accordance with Sections 44 to 46 of the Drainage Act, Council of the Township of Norwich hereby adopts RJ Burnside and Associates Ltd. Engineer's report dated May 29, 2024, referred to as the "Gore Municipal Drain";

And that Provisional By-law 39-2024 be given first and second reading;

And that the Clerk be directed to distribute copies of the Provisional By-law and Notice of the time and place of the first sitting of the Court of Revision to the affected parties pursuant to Section 46(2) of the Drainage Act;

And that Lynne DePlancke and Jim Palmer be appointed to the Court of Revision;

And that a date of August 13, 2024, be set for the first sitting of the Court of Revision.

Carried

6.3 The Planning Act

Resolution #4

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, Adrian Couwenberg, Shawn Gear and Karl Toews;

And Further that the Committee of Adjustment is now convened.

Carried

6.3.1 Committee of Adjustment

Applicant: Janine Demeulenaere

File No.: A 08-24

Report No.: CP 2024-229

Location: Part Lot 649, Plan 955, RP 41R-3293, Part 2 (Village of Norwich) 23 Carman Street, Township of Norwich, ON

Details of Proposed Amendment: Relief of Table 11.2 – Zone Provisions, Lot Coverage, to increase the maximum permitted lot coverage from 30% to 34%.

Ms. Janine Demeulenaere, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-229. She explained that the applicant is requesting an increase to the required lot coverage from 30% to 34% to facilitate the construction of a three-season sunroom onto the rear of the dwelling. The addition will be approximately 57.3 m² (617 ft²) in size.

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

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application by Janine Demeulenaere, File No. A 08-24, for a Minor Variance located at Part of Lot 49, Plan 955, Part 2, 41R-3293, municipally known as 23 Carman Street, Township of Norwich, for Relief from Section 11.2, Table 11.2 – Zone Provisions, Lot Coverage, to increase the maximum permitted lot coverage from 30% to 34% to facilitate the construction of a sunroom addition, the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 Sarah East, OPP Constable/Enhancement Officer

Re: Overview of Activities

Constable Sarah East, OPP Enhancement Officer for the Township of Norwich, provided a presentation that outlined the duties of the enhancement officer position as well as how those duties are carried out. This included information about focussed patrols, traffic safety campaigns, visibility enforcement on commuter routes, proactive enforcement regarding seatbelts, speed, impaired and distracted driving, and liaising with the OPP media officer when required. Constable East also provided information

about patrol statistics, how traffic stops are conducted and when a warning may be issued instead of, or as well as, a charge.

In response to questions from Council, Constable East explained that roadside testing equipment was being updated, therefore approved screening devices are not always available. However, standard field sobriety testing can be administered. She also explained that she will often be in a marked cruiser but does prefer unmarked cruisers with mounted radar equipment. Council requests for service based on resident complaints can be brought forward through the Police Service Board.

There was Council discussion with respect to: large farm equipment travelling at high speeds and the allowed speed of 40 km/hr, focused patrols, traffic calming measures and dirt bikes. Constable East advised that residents concerned with speeding in their community are able to offer their lanes/property for patrol purposes.

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Delegation of Sarah East, OPP Constable/Enhancement Officer, Re: Overview of Activities, be received as information.

Carried

Council recessed at 10:42 p.m.

Council resumed at 10:55 p.m.

**7.2 Ethan McCaw, Transportation Planner, RJ Burnside Engineering
Roads Needs Study
Re: Gravel Road Conversion**

Mr. Ethan McCaw, Transportation Planner, RJ Burnside Engineering, provided a presentation on upgrading the priority index for upgrading gravel roads to hardtop. This included a summary of the Township's roads inventory, a review of the current condition of the 153 km gravel road network, considerations and prioritization for gravel road conversion, and an overview of costs to install and maintain gravel and hardtop roads.

In response to questions from Council, Mr. McCaw explained that gravel roads can maintain their condition through ongoing maintenance and grading, while maintaining hard top over the life cycle is a capital cost to re-asphalt the road.

There was Council discussion regarding the costs associated with installation and maintenance of gravel and hardtop roads, the impacts of roads in poor condition for residents and first responders, and the potential of reallocating surplus funds from the New Road project to support additional gravel road conversion.

Ms. Robinson explained that the purpose of this report was to have the information to input into the asset management plan, which can then inform the capital budget. Any direction or redirection of capital funds can be determined by Council at that time.

Mr. Johnson explained that surplus funds are typically allocated to reserves that need them the most (i.e., have high projected deficits), however Council can provide direction to change allocations.

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Delegation of Ethan McCaw, Transportation Planner, RJ Burnside Engineering, Re: Roads Needs Study - Gravel Road Conversion, be received as information;

And Further that the Road Needs Study – Technical Memorandum - Gravel Road Summary be adopted as presented.

Carried

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That staff provide a report on resurfacing Fire Hall Road between Middletown Line and County Road 14 “with the balance of funds from New Road”.

Carried

7.3 Marie Russell

Re: Safe and Well Oxford Recommendation / DEI Charter

Ms. Marie Russell provided an overview of reasons why she felt that Council should not support the DEI Charter from Safe and Well Oxford, expressing concerns regarding the potential impacts of its adoption.

There was Council discussion regarding equality of opportunity, organizations reducing their DEI initiatives due to outsourcing, AI, and/or successful integration of DEI into workplace culture, supporting the local community through respect and compromise, and wanting to do what’s best for the community.

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Delegation of Marie Russell Re: Safe and Well Oxford Recommendation / DEI Charter, be received as information.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Finance and Audit Committee Meeting Agenda and Minutes

<https://thamesriver.on.ca/about-us/publications/board-agendas-minutes/board-of-directors-subcommittees/>

8.2 Association of Municipalities of Ontario (AMO)

Re: AMO Advocacy on Homeless Encampments

https://www.amo.on.ca/sites/default/files/assets/DOCUMENTS/Homelessness/2024/AMO_Homeless-Encampments-in-Ontario_2024-07-02.pdf

8.3 Ministry of Natural Resources

Re: Streamlining of approvals under the Aggregate Resources Act and supporting policy

8.4 Oxford Community Foundation

Re: 2024 Warden's Charity Golf Tournament – Request for Sponsorship

8.5 Municipality of Tweed

Re: Request the Province Pay for Ontario Provincial Policing

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed as Agenda Items 8.1 to 8.5 be received as information;

And further that Council support item 8.5.

Carried

9. Committee Minutes

9.1 Burgessville Canada Day Committee

Re: Meeting Minutes – June 10, 2024

Re: Meeting Minutes – June 26, 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:

Burgessville Canada Day Committee

Re: Meeting Minutes – June 10, 2024

Re: Meeting Minutes – June 26, 2024

Carried

10. Reports

10.1 Planning and Development Services

10.1.1 ZN 3-24-09, H & M Cattle Co. Inc.

Supplementary Report CP 2024-226

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-226. She explained that the application had a public meeting on June 18, 2024 with the decision deferred to allow the applicant to amend their proposal and work with staff to establish a more supportable building envelope. The new proposal now situates the building envelope in the northwest corner of the lot and does not exceed 1 acre.

Mr. Henry Breman expressed concerns about the site location of the house within the building lot as illustrated in the new proposal. Ms. Hartley explained that the house may be situated anywhere within the building envelope, providing it is situated in accordance with the necessary setbacks.

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by H&M Cattle Co. Inc. for lands described as Part of Lot 28, Concession 10 (South Norwich), municipally known as 432348 Zenda Line in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone' to 'Special General Agricultural Zone (A2-47)' to facilitate the construction of a single-detached dwelling on an undersized agricultural parcel, the Council of the Township of Norwich hereby approve the zone change.

Carried

Council recessed at 12:13 a.m.

Council resumed at 12:45 a.m.

10.1.2 ZN 3-24-01, Township Wide ARU Provisions

Supplementary Report CP 2024-231

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-231. She advised that the decision for this zone change had been deferred from the June 18th regular meeting in order for the whole of Council to be present to make the decision. Ms. Hartley provided a review of the application and explained that the intent was to permit additional residential units (ARUs) as-of-right as much as possible while also establishing criteria, standards and requirements to ensure adequate servicing and compatibility with neighbouring land uses. She explained that all ARUs on municipal services are required to have a capacity review from the County. Ms. Hartley also provided examples of various ARUs to demonstrate how they may appear and that ARUs can maintain the local character of a community. She explained that the proposed provisions reflect legislated requirements

of the Province and implementation of these provisions is the final step in order to satisfy those requirements.

There was Council discussion regarding the impacts of residential intensification, the regulation under the planning act indicating that permitting ARUs is mandatory, how ARUs and infill lots have already occurred within the Township, affordable housing and increasing the minimum lot size for detached ARUs within the serviced area.

In response to questions from Council, Ms. Hartley explained that the intent is for ARUs to generally use existing available parking and that any additional parking would require a permit or a minor variance.

Ms. Robinson explained that ARUs have been permitted for several years through planning applications and there have been no applications for ARUs received to date within the Village of Norwich.

In response to questions from Council, Ms. Hartley explained that minimum lot requirement for a detached ARU is a minimum as set out in the Official Plan. Council can increase the minimum lot size for the zoning by-law. She also explained that there is no policy direction for what constitutes a primary residential unit in reference to instances of a main house becoming an ARU and a new detached dwelling being built. She further advised that all detached ARUs will need to go through a minor variance application outside of the serviced area.

Ms. Robinson explained that any desired modifications to the proposed by-law, including changes to minimum lot size for detached ARUs, would be beneficial to have at this meeting in order for staff to appropriately integrate them into the by-law.

Resolution #14

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application to amend Zoning By-law 07-2003-Z, by the Corporation of the Township of Norwich, to introduce general amendments to Township Zoning By-law No. 07-2003-Z to incorporate standards and requirements for Additional Residential Units, amend related definitions and general provisions, and include ARUs as a permitted use in various zones that permit residential uses, the Council of the Township of Norwich hereby approve the zone change and direct staff to bring the calculation back for lot area of 800 m² in the fully serviced area of the Village of Norwich.

Carried

10.2 Fire and Protective Services

10.2.1 Joint Municipal Initiative for Firefighter Mental Health

Report FP 2024-05

Resolution #15

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FP 2024-05, Peer Support to Assist in Post Traumatic Stress, be received as information;

And that the Township of Norwich be authorized to join with surrounding municipalities to develop a trained peer support team and join the peer connect app.

Carried

10.3 Drainage Services

10.3.1 Acceptance of the Newton Municipal Drain – Basrai Branch

Report DR 2024-11

Resolution #16

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2024-11, Acceptance of the Newton Municipal Drain – Basrai Branch, be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of the report Newton Municipal Drain – Basrai Branch, dated June 19, 2024, and filed with the Clerk on June 19, 2024;

And that Council set a date for Public Meeting to be held on August 13, 2024, to Consider the Report;

And that Staff be directed to mail a Notice of Public Meeting along with the Report to all persons assessed to this drainage works in accordance with the Drainage Act.

Carried

10.3.2 Acceptance of the Simmons-Hopkins Drain 2024

Report DR 2024-12

Councillor Couwenberg declared a pecuniary interest and did not participate in this item.

Resolution #17

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report DR 2024-12, Acceptance of the Simmons-Hopkins Drain 2024, be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of the report Simmons-Hopkins Drain, dated May 28, 2024 and filed with the Clerk on June 26, 2024;

And that Council set a date for Public Meeting to be held on August 13, 2024, to Consider the Report;

And that Staff be directed to mail a Notice of Public Meeting along with the Report to all persons assessed to this drainage works in accordance with the Drainage Act.

Carried

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Traffic Calming Policy and Guidelines

Report PW 2024-11

Resolution #18

Moved by Shawn Gear, seconded by Adrain Couwenberg:

That Report PW 2024-11, Traffic Calming Policy, be received as information;

And Further that Council adopts the Traffic Calming Policy and associated Guidelines as presented.

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 June 30, 2024

Report FS 2024-11

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2024-11, Council Financial Summary as at June 30, 2024, be received as information.

Carried

10.8.2 User Fee By-law

Report FS 2024-12

In response to questions from Council, Ms. Robinson explained that the ice logo fee includes a flat rate for printing regardless of the size option chosen.

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2024-12, User Fees and Charges By-law, be received as information;

And further that Council approve By-law No. 36-2024 to adopt User Fees and Charges for the periods outlined in Schedule "A" of said By-law.

Carried

10.8.3 Development Charges By-law Amendment

Report FS 2024-13

Resolution #21

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FS 2024-13, Development Charges By-law Amendment, be received as information;

And that Council approves the amended By-law 32-2024 as presented.

Carried

10.8.4 Renewed Canada Community Building Fund

Report FS 2024-14

Resolution #22

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2024-14, Canada Community-Building Fund, be received as information;

And Further that Council give consideration to passage of By-law No. 38-2024, to authorize execution of a Municipal Funding Agreement with the Association of Municipalities of Ontario for the Transfer of Canada Community-Building Funds (formerly Federal Gas Tax).

Carried

10.9 Administrative Services

10.9.1 Woodstock Boundary Negotiations Next Steps

Memorandum

In response to questions from Council, Ms. Robinson explained any member of Council may present an alternative option at the August meeting for Council's consideration and vote. She recommended that Council members wait until the August meeting since the commenting period ends on August 2nd and then they can consider all of the information

and submissions prior to making a decision. Council requested a map outlining the area required for the Patullo Avenue realignment.

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Woodstock Boundary Negotiations Next Steps as information;

And further that Council direct staff to prepare a revised proposal for the City of Woodstock's consideration.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

12.1 for the purpose of educating or training the members of Council as per Section 239 (3.1).

Council Orientation Session

The Council Orientation Session was deferred and Council remained in open session.

13. By-Laws

- | | |
|----------------------|--|
| No. 11-2024-Z | To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-09, H&M Cattle Co. Inc.) |
| No. 36-2024 | To Establish User Fees and Service charges and to Repeal By-law 38-2020, as amended |
| No. 37-2024 | To Amend Development Charges By-law 32-2024 |
| No. 38-2024 | To Authorize Execution of a Municipal Funding Agreement (AMO) For the Transfer of Canada Community Building Funds |
| No. 39-2024 | To Provide for Drainage Works – Gore Municipal Drain |
| No. 40-2024 | To Confirm All Actions and Proceedings of Council |

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

Resolution #24

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. 11-2024-Z | To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-09, H&M Cattle Co. Inc.) |
| No. 36-2024 | To Establish User Fees and Service charges and to Repeal By-law 38-2020, as amended |

- | | |
|-------------|---|
| No. 37-2024 | To Amend Development Charges By-law 32-2024 |
| No. 38-2024 | To Authorize Execution of a Municipal Funding Agreement (AMO) For the Transfer of Canada Community Building Funds |
| No. 39-2024 | To Provide for Drainage Works – Gore Municipal Drain |
| No. 40-2024 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-law

Resolution #25

Moved by Karl Toews, seconded by Lynne DePlancke:

That By-laws 11-2024-Z, 36-2024, 37-2024, 38-2024, and 40-2024 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 – 2:06 p.m.

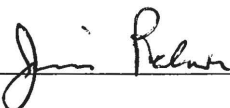
Resolution #26

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 13th day of August, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk