



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday June 4, 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 Schaafsma, Acting Director of Community Development Services
A.J. Wells, Director of Medical Services
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 Shawn Gear, 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)

None.

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act – 9:00 a.m.

Resolution #2

Moved by Adrain 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 Marius and Jessica Kerkhoff, File Number ZN 3-24-06.

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: Marius and Jessica Kerkhoff

File No.: ZN 3-24-06

Report No.: CP 2024-172

Location: Part Lot 14, Concession 10, Part 2, 41R-9536 (Former South Norwich)165421 New Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit an additional residential dwelling unit (ARU) in an existing detached structure approximately 88.25m² (950 ft²) in size. The amendment proposes to recognize an existing detached structure as an ARU and the recently constructed dwelling as the principal dwelling on the subject lands.

Mr. Marius Kerkhoff, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-172. She advised that the application proposes to

establish an ARU within an existing detached structure. She further explained that the initial application had indicated that the ARU was to be used as a short-term rental, however the regulation or licensing of such a use would be separately regulated by the Township under the authority of the Municipal Act. The proposed ARU is larger than the maximum permitted cumulative gross floor area, however it does maintain the intent and purpose of the policies supporting the establishment of ARUs.

In response to questions from Council, Ms. Hartley explained that short-term rentals are not subject to the planning review process for the Zone Change. Ms. Robinson advised that the Township has received a written statement from the owner indicating that the ARU is to be used to house out-of-country visitors and would not be used as a short-term rental.

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

Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

Resolution #4

Moved by Shawn Gear, seconded by A:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Marius and Jessica Kerkhoff for lands described as Part of Lot 14, Concession 10, being Part 2, 41R-9536 (South Norwich), 165421 New Road in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-46)' to permit an additional residential dwelling unit, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #5

Moved by Karl Toews, seconded by Lynne DePlancke:

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 Jonathan and Tracy Butler, File Number ZN 3-24-07.

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.

6.3.2 Applicant: Jonathan and Tracy Butler

File No.: ZN 3-24-07

Report No.: CP 2024-173

Location: Part Lot 2 and 3, Concession 1, save and except for Part 1, 41R-4639 (East Oxford) 565935 Towerline Road, Township of Norwich

Details of Proposed Amendment: To amend the current 'Special Rural Residential Zone (RR-30)', to permit a site-specific provision for a feline nursery and rescue business as a rural entrepreneurial use. This would permit the operation of a feline nursery and rescue business within a new proposed detached residential accessory structure of 1,800 ft² to be located to the east of the existing dwelling and will provide approximately 10 parking spaces for the business.

Mr. Harold Wierenga, agent for the applicants, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-173. She explained that the effect of the zoning amendment is to include site specific provisions to recognize an animal kennel as a permitted use. Official Plan Amendment 269 includes policy framework to allow for small scale rural entrepreneurial uses on rural residential properties that are secondary to the residential use.

Ms. Hartley further explained that the proposed kennel would include a rehabilitation and rescue program for cats and kittens, a foster and adoption program, and public education workshops as part of the proposed operation. The applicants have indicated that they will only care for pregnant cats or new mother cats and kittens, not individual strays or surrender animals. Also, that any concerns raised from agency comments received would be addressed during the site plan process.

In response to questions from Council, Ms. Hartley explained that all veterinary care for the animals would be off-site and the site was not intended to provide veterinary services.

Mr. Wierenga commented that the intended use of the facility was to help pregnant cats, as well as mothers and kittens. The triage area is to assess the cats when they arrive at

the facility to identify any issues and if the cats need to be isolated until they receive medical care. All medical care is provided by a veterinarian in Woodstock.

In response to questions from Council, Mr. Wierenga explained that they would not be picking up stray cats and that any cat brought to the facility would have to be surrendered and appropriate paperwork signed.

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

Resolution #6

Moved by Lynne DePlancke, seconded by Karl Toews:

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

Carried

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Jonathan and Tracy Butler for lands described as Part of Lot 2 and 3, Concession 1, save and except Part 1, 41R-4639 (East Oxford), 565935 Towerline Road in the Township of Norwich, whereby the current 'Special Rural Residential Zone (RR-30)' is to be amended to permit a site-specific use for an animal kennel, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #8

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

Committee of Adjustment

6.3.3 Applicant: Douglas Rogers
File No.: A 06-24
Report No.: CP 2024-178

Location: Part Lot 11, Concession 3 (North Norwich) 365534 Evergreen Street, Burgessville, Township of Norwich, ON

Details of Proposed Amendment: To Request Relief of Section 6.2.6 – Location of New Farm Residences, to amend the existing required Minimum Distance Separation (MDS I) from livestock barns and manure storage structures to a garden suite from 240 m (787.4 ft) to 210 m (689 ft) to recognize the location of an existing garden suite.

Mr. Rick Rogers, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-178. She explained that the applicant is requesting that the previously approved MDS I relief of 240m be further reduced to 210m to recognize a garden suite that was inadvertently placed in its current location. A previous zone change application was granted to permit the garden suite for a period of ten years and contained site specific provisions to recognize a reduced MDS I setback. At that time the applicant had requested a 210m setback but was approved for 240m.

Ms. Hartley further explained that in this instance a building permit was only required for the septic system and not required for the building to be placed on the property. Additionally, the current location of the garden suite could impact future expansion of the neighbouring livestock operation and if it was permitted to remain it may set an undesirable precedent in the Township.

In response to questions from the Committee, Ms. Hartley explained that the garden suite was a prefabricated park model home and staff were not aware that the Garden Suite was in the wrong location until the neighbour applied for a building permit to expand his existing livestock operation. Ms. Hartley explained that given the current location of the garden suite, any westward expansion of the livestock operation would require a variance.

Mr. Rogers commented that the garden suite was installed at its current location in error and the intent of the minor variance application was to find a solution to leave the garden suite in its current location and not infringe on expansion of the neighbouring livestock operation. In response to questions from the Committee, Mr. Rogers explained that the estimated cost to move the garden suite would be approximately \$30,000 - \$35,000. Currently, the agreement is for 10 years and they have lived in the garden suite for 3 years.

Mr. Johan Flikweert, of 365508 Evergreen Street, made reference to his permit application, the manure pit and finishing barn and advised that he has concerns about the location impeding future expansion of his operation. He also expressed concerns about Mr. Rogers being required to move the garden suite and inquired about the legalities of ignoring the MDS requirements for the mobile home.

In response to questions from the Committee, Ms. Hartley explained that Council cannot legally disregard the MDS setbacks and if the garden suite remains in its current location any future expansion of the livestock operation would require a variance.

Ms. Wendy Martin, of 54 Albert Street, inquired about staff confirming variances and approved locations, questioning the if there is any responsibility for the planning department to check the location. Ms. Robinson explained that the location for the garden suite is identified in the wording of the Committee Decision, not the drawings reviewed for the septic installation. Confirming that it is the owner's responsibility to have the proper survey and ensure that the garden suite is installed at the approved location.

There was Committee discussion with respect to: preventing buildings from being located in the wrong place, MDS requirements, affects on future farm operation expansion, the length of time remaining in the temporary zoning and the fact that these are Provincially legislated rules.

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

Resolution #9

Moved by Shawn Gear, seconded by Jim Palmer:

That with respect to the application by Doug Rogers, File No. A 06-24, for a Minor Variance located at Part of Lot 11, Concession 3 (North Norwich), 365534 Evergreen Street, Township of Norwich, for Relief of Section 6.2.6 – Location of New Farm Residences, to amend the required Minimum Distance Separation (MDS I) setback from livestock barns and manure storage structures to a garden suite from 240 m (787.4 ft) to 210 m (689 ft) to recognize the location of an existing garden suite, the Committee of Adjustment hereby deny the requested Minor Variance.

Carried

6.3.4 Applicant: Jim and Georgie Oakes

File No.: A 07-24

Report No.: CP 2024-179

Location: Lot 204, Plan 745 (Village of Norwich) 22 Elgin Street West, Norwich, Township of Norwich, ON

Details of Proposed Amendment: To Request Relief from Table 5.1.1.3 – Accessory Use Provisions, Lot Coverage – to increase the permitted lot coverage for a detached accessory structure from 10% of the lot area which is approximately 56.5 m² (608.38 ft²), to 12% of the lot area being approximately 68.5 m² (730.12 ft²), to permit the construction of an addition onto an existing garage on the subject lands.

Mr. Jim Oaks and Ms. Georgie Oakes, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-179. She explained that the applicant is requesting that the permitted lot coverage for residential accessory structures be increased from 10% to 12.2% to build an addition on the existing garage. The existing garage is approximately 50.18m² and the addition would bring the total size to 68.48m². Agency comments advised that the addition will require the owner to obtain the appropriate permits.

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

Resolution #10

Moved by Karl Toews, seconded by Jim Palmer:

That with respect to the application by Jim and Georgie Oakes, File No. A 07-24, for a Minor Variance located at Lot 205, Plan 745 (Village of Norwich), 22 Elgin Street West, Township of Norwich, for relief of Section 5.1.1.3 – Accessory Use Provisions, to increase the maximum permitted lot coverage for residential accessory buildings from 10% or 56.52 m² (608.38 ft²) to 12.2% or 68.96 m² (742.4 ft²); to facilitate the construction of an addition to an existing residential accessory structure, the Committee of Adjustment hereby approve the requested Minor Variance.

Carried

Resolution #11

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.

Council recessed at 10:30 a.m.

Council resumed at 10:40 a.m.

7. Delegations

7.1 Warden Marcus Ryan, Chair, Safe and Well Oxford Steering Committee

Sarah Hamulecki, Co-lead, Safe and Well Oxford Steering Committee

Re: Safe and Well Oxford Update

Re: Diversity, Equity and Inclusion Charter

Mr. Marcus Ryan, Warden of Oxford County and Chair of the Safe and Well Oxford Steering Committee, and Ms. Sarah Hamulecki, Oxford County Manager of Strategic

Initiatives and Continuous Improvement, provided a presentation that provided a brief history of the Community Safety and Well Being Plan, including the development of action coalitions to address the five Priority Risk Areas and an update on the progress of identifying metrics to measure key indicators to evaluate the performance of the plan. Ms. Hamulecki provided an overview of the Diversity, Equity and Inclusion Charter, making reference to the Calls for Action which are suggested best practices. She advised the some items may work better for some communities than others and that the DEI Coalition is continuing to work on tools and resources for this.

Warden Ryan spoke to Oxford County taking the oversight role, since many of the identified items are their responsibilities. The plan is going to be reviewed now for necessary revisions and the committee may determine what has worked well so far and what lessons have been learned throughout the process. He advised that the next Summit will be held in November at the Oxford Centre Hall.

There was Council discussion regarding including a component in the plan that addresses youth and human trafficking, using public buildings like libraries as an access point for the public to receive services from community partners, gender based violence, exploitation, the increasing instances of homelessness and advocating for funding from the Provincial and Federal governments.

In response to questions from Council, Warden Ryan and Ms. Hamulecki explained that there was going to be some additional focus on youth in the plan, particularly for mental health support and addiction. Also, that terminology used in the plan is evolving to best reflect the current frontline experiences of service providers as advised by the action coalitions.

Regarding funding, they explained that the partner service providers are existing groups and their budgets support the implementation of the plan. Additionally, the County is developing a grant policy which could direct funds to support initiatives from the plan and there have been no financial commitments confirmed from the Province or the Federal government.

Warden Ryan also explained that the purpose of the inclusive practices is not implanting any specific demographic quotas, but rather to provide equitable opportunities by removing barriers.

Resolution #12

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Delegation of Warden Marcus Ryan, Chair, and Sarah Hamulecki, Co-lead, Safe and Well Oxford Steering Committee, Re: Safe and Well Oxford Update and Re: Diversity, Equity and Inclusion Charter, be received as information and further that the Diversity, Equity and Inclusion Charter be referred for a staff report.

Carried

8. Correspondence

8.1 Enbridge

Re: Keeping Energy Charges Down Act

8.2 Prince Edward County

Re: National Housing Affordability Crisis

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 8.1 to 8.2 be received as information.

Carried

9. Committee Minutes

9.1 Woodlawn Adult Community Centre Board

Re: Meeting Minutes – May 27, 2024

9.2 Health and Safety Representative Committee

Re: Meeting Minutes – April 17, 2024

Norwich Fire Service Health & Safety Committee

Re: Meeting Minutes – March 27, 2024

Resolution #14

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:

Woodlawn Adult Community Centre Board
Re: Meeting Minutes – May 27, 2024

Health and Safety Representative Committee
Re: Meeting Minutes – April 17, 2024
Norwich Fire Service Health & Safety Committee
Re: Meeting Minutes – March 27, 2024

Carried

10. Reports

10.1 Planning and Development Services

10.1.1 Oxford County Briefing Note -May 2024

Re: Water/Wastewater Servicing – Village of Norwich

Resolution #15

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Oxford County Briefing Note Re: Water/Wastewater Servicing – Village of Norwich, be received as information;

And further that it be referred for a Staff Report.

Carried

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

No report.

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Tender Results – Sidewalks

Report PW 2024-10

Resolution #16

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report PW 2024-10, Sidewalk Replacement Tender, be received as information;

And that Council awards the 2024 Sidewalk Replacement Tender to Autoform Contracting London Ltd., in the amount of \$101,658.91 for 2024 sidewalk replacements and upgrades;

And further that Council approve a 2024 Capital Budget amendment in the amount of \$1,658.91 as outlined in the report to be funded from the Sidewalk Construction Reserve.

Carried

10.5.2 Oxford County Report PW 2024-23

Re: Municipal Curbside Waste Collection Program

Resolution #17

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Oxford County Report PW 2024-23, Municipal Curbside Waste Collection Program, be received as information.

Carried

10.6 Community Development Services

No report.

10.7 Medical Centre Services

10.7.1 Physician Agreement with Dr. Christine Mokone

Report MED 2024-05

Resolution #18

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report MED 2024-05, Physician Agreement with Dr. Christina Mokone, be received as information;

And further that Council adopt the bylaw to authorize the execution of an agreement with Dr. Christina Mokone.

Carried

10.8 Financial Services

No report.

10.9 Administrative Services

10.9.1 Woodstock Boundary Adjustment

Report CAO 2023-05

In response from questions from Council, Ms. Robinson explained that there will be arrangements made to notify affected landowners of the public consultation process.

Resolution #19

Moved by Shawn Gear, seconded by Adrain Couwenberg:

That Report CAO 2024-05, Woodstock Boundary Negotiations Update, be received as information;

And further that Council direct staff to initiate the public consultation process for this boundary adjustment proposal with the City of Woodstock.

Carried

10.9.2 Subdivision Assumption By-law – Otter Creek Estates

Memorandum

Resolution #20

Moved by Adrain Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Subdivision Assumption By-law - Otter Creek Estates 41M-297, as information;

And Further that Council give consideration to passage of By-law 31-2024.

Carried

11. Notice(s) of Motion
None.

Council recessed at 12:01 p.m.
Council resumed at 12:36 p.m.

12. Closed Session
12:36 p.m.

Resolution #21

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

Carried

12.1 For the purpose of educating or training the members of Council as per Section 239 (3.1).
Re: Council Orientation Session

3:35 p.m.

Resolution #22

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Council do now reconvene in open session.

Carried

14. By-laws

No. 07-2024-Z To Amend Zoning By-law 07-2003-Z (Butler, File No. 3-24-07)

No. 08-2024-Z To Amend Zoning By-law 07-2003-Z (Kerkhoff, File No. 3-24-06)

No. 22-2024 To Provide for Drainage Works - Merriam Municipal Drain 2024 – 3rd reading

No. 23-2024 To Provide for Drainage Works - Elliot Drain 2024 - 3rd reading

No. 29-2024 To Authorize Execution of an Agreement - OPP Enhancement Officer Contract

No. 30-2024 To Authorize Execution of an Agreement – Dr. Christina Mokone

No. 31-2024 To Assume Works in Otter Creek Estates Subdivision – Registered Plan 41M-297

No. 32-2024 To Establish Township-Wide Development Charges for the

No. 33-2024 **Township of Norwich**
To Confirm All Actions and Proceedings of Council

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

Resolution #23

Moved by Lynne DePlancke, seconded by Karl Toews:

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

- | | |
|---------------|--|
| No. 07-2024-Z | To Amend Zoning By-law 07-2003-Z (Butler, File No. 3-24-07) |
| No. 08-2024-Z | To Amend Zoning By-law 07-2003-Z (Kerkhoff, File No. 3-24-06) |
| No. 29-2024 | To Authorize Execution of an Agreement - OPP Enhancement Officer Contract |
| No. 30-2024 | To Authorize Execution of an Agreement – Dr. Christina Mokone |
| No. 31-2024 | To Assume Works in Otter Creek Estates Subdivision – Registered Plan 41M-297 |
| No. 32-2024 | To Establish Township-Wide Development Charges for the Township of Norwich |
| No. 33-2024 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-law

Resolution #24

Moved by Karl Toews, seconded by Lynne DePlancke:

That By-laws 07-2024-Z, 08-2024-Z, 22-2024, 23-2024, 29-2024, 30-2024, 31-2024, 32-2024 and 33-2024 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 – 3:39 p.m.

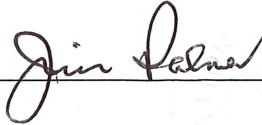
Resolution #25

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 18th day of June, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk