



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday February 11, 2025
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

James Johnson, Acting CAO/Treasurer
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 Services
AJ Wells, Director of Medical Services
Dirk Kramer, Acting 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 Adrian Couwenberg, seconded Shawn Gear:

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 6.3.2 – indirect interest declared by Mayor Palmer.

5. Adoption of Minutes of Previous Meeting(s)

5.1 November 26, 2024

Resolution #2

Moved by Adrian Couwenberg, seconded Shawn Gear:

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

January 28, 2025 – Community Grants
January 28, 2025

Carried

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 Adrian Couwenberg, seconded Shawn Gear:

That this Council conduct a public meeting in respect to an application for amendment to the Official Plan by Lammert and Klaasje Brons, File Number OP 24-20-3.

Carried

6.3.1 Applicant: Lammert and Klaasje Brons

File No.: OP 24-20-3

Report No.: CP 2025- 44

Location: Part Lot 19, Concession 8 (East Oxford) 593810 Highway 59,
Burgessville, Township of Norwich, ON

Details of Proposed Amendment: The purpose of the Official Plan Amendment is to permit an expansion to an existing On-Farm Diversified Use (OFDU) operating as a welding contractor's shop. The proposed addition is approximately 1,251 m² (13,465 ft²), which would result in a total building size of approximately 2,570 m² (27,663.25 ft²), whereas the permitted maximum gross floor area for an OFDU is 557 m² (6,000 ft²). Additionally, the application requests an amendment to permit five (5) employees who do not reside on the subject lands.

Mr. David Roe, planner for the applicant, Mr. Wes Donker, agent, and Mr. Lammert and Klaasje Brons, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-44. She advised that the applicant is requesting an Official Plan Amendment to permit the expansion of an On-Farm Diversified Use (OFDU), which was established through a Zone Change application approved by Council in 2018. The current OFDU has a permitted size of 13,627 ft² and the specific use was for a welding contractor's shop. The 2018 zone change approval also permitted 2 additional employees that do not reside on the property. The initial approval in 2018 was granted against Planning staff recommendations. The applicant has indicated that the current shop is operating within a space of 14,197 ft and is requesting an expansion to permit a total gross floor area of 27,663 ft² and increase the number of off-farm employees to 5.

Ms. Hartley advised that the proposed expansion of the welding contractors' shop is not clearly secondary to the principal agricultural operation in terms of size, scale or importance, is not consistent with the Provincial Planning Statement and does not support the strategic initiatives and objectives of the Official Plan that Planning recommendations uphold. She explained that the size and scale of the proposal is inconsistent with the intent of the policies OFDUs and should not be supported.

Ms. Hartley further explained that the Planning Justification Report submitted by the applicant's Planner, split the use into two parts, one being an agriculture-related use, which is a farm equipment repair use and the other being an OFDU, which is a steel manufacturing and fabrication use for building materials and warehousing. The justification has noted that the building needs to expand due to the growth of the business. Within the building there is an overhead crane utilized for all uses and welding.

Mr. Roe explained that due to the success of the business, additional room is required to facilitate storage of materials, quality inspections of completed jobs and for large farm equipment repair. He advised that inspections of structural steel fabrication and large farm equipment repair occurs in the same building to take advantage of the installed heavy crane system and the use would be determined by the ebb and flow of the business. ---sons

There was Council discussion with respect to: the industrial use, setting precedents and supporting local businesses while also taking into consideration established Provincial and local planning policies.

Mr. Johnson recommended that policy be applied to businesses within the Township in a fair and equitable way.

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

Resolution #4

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Public Meeting be closed.

Carried

Resolution #5

Moved by Lynne DePlancke, seconded by Karl Toews:

That, that the Council of the Township of Norwich advise County Council that the Township does support the application for Official Plan Amendment, File No. OP 24-20-3, submitted by the Lammert and Klaasje Brons for the lands legally described as Part of Lot 19, Concession 8 (East Oxford), Township of Norwich to include a site-specific policy to permit an expansion to an existing On-Farm Diversified Use (OFDU) and to increase the number of employees who do not reside on the property.

Carried

Mayor Palmer, having declared a pecuniary interest, did not participate in the Committee of Adjustment.

Councillor Gear, being Deputy Mayor, assumed the Chair.

Resolution #6

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: 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.

6.3.2 Applicant: Van Boekel Hog farms Inc.

File No.: A 20-24

Report No.: CP 2025-34

Location: South Half of Lot 15 & 16, Concession 6 (North Norwich), 265295 Maple Dell Road, Norwich, Township of Norwich, ON

Details of Proposed Amendment: Relief from Section 7.2.7, Location of New Farm Residences – to reduce the MDS I setback from the nearest manure storage facility from 627 m (1,729 ft) to 346 m (1,135 ft); and Section 7.2.7, Location of New Farm Residences – to reduce the MDS I setback from the nearest livestock barn from 474 m (1,555 ft) to 274 m (900 ft), to permit the construction of a dwelling accessory to the farming operation on the subject lands.

Mr. Peyton Van Boekel was in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2025-34. She advised this application is to reduce the Minimum Separation Distance I from a proposed dwelling to a neighbouring livestock facility from 1,555 ft to 900 ft and manure storage from 1,555 ft to 900 ft. She further explained that the applicants are proposing to construct a new dwelling accessory to the farming operation on the north side of Maple Dell Road near the existing farm buildings. Reviewing aerial imagery, there was previously a house within a similar location that was removed sometime between 2010 and 2015.

Ms. Hartley explained that MDS guidelines were established to minimize land use conflicts, primarily between residential uses and agricultural uses. New dwellings are required to have minimal impact on surrounding agricultural operations and to satisfy MDS I or not further reduce an existing insufficient MDS I setback. Ms. Hartley advised could cause nuisance complaints and hinder surrounding livestock operations. She explained that there are alternative locations on the subject lands where the dwelling can be located which would not impact MDS or require a variance. Staff are of the opinion that the requested relief is not supportable from a planning perspective.

In response to questions from the Committee, Ms. Hartley explained that in this instance nuisance complaints would not be as likely given the applicant owns both the subject property and neighbouring property, however future owners may have concerns and complaints.

There was Committee discussion regarding the proposed location's proximity to services, the security of rural buildings and equipment, and additional costs of moving the house to a different location on the property.

Mr. Van Boekel commented that moving the home from the proposed location would add increased costs and remove farmland from production. As there was a house on that location previously they wished to replace the house that was lost.

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

Resolution #7

Moved by Lynne DePlancke, Seconded by Adrian Couwenberg:

That with respect to the application by Van Boekel Hog Farms Inc., File No. A 20-24, for a Minor Variance located at the South Half of Lot 15 & 16, Concession 6 (North Norwich), municipally known as 265295 Maple Dell Road, in the Township of Norwich, for relief from Section 7.2.7, Location of New Farm Residences – to reduce the MDS I setback from the nearest manure storage facility from 627 m (1,729 ft) to 346 m (1,135 ft); and Section 7.2.7, Location of New Farm Residences – to reduce the MDS I setback from the nearest livestock barn from 474 m (1,555 ft) to 274 m (900 ft), to permit the construction of a dwelling accessory to the farming operation on the subject lands, the Committee of Adjustment hereby approve the requested Minor Variance.

Carried

Resolution #8

Moved by Adrain Couwenberg, Seconded by Lynne DePlancke:

Be it hereby resolved that the Committee of Adjustment do now Adjourn and that the Regular Council meeting resumes.

Carried

Mayor Palmer resumed the Chair.

6.4 Other
None.

7. Delegations
None.

8. Correspondence

8.1 Long Point Region Conservation Authority

Re: Concerns regarding Extension of Ministers Direction for Conservation Authorities regarding Fee Changes Associated with Planning, Development and Permitting Fees

8.2 Oxford Community Foundation

Re: Norwich Township Community Fund

8.3 CUPW STTP

Re: Industrial Inquiry Commission Reviewing Canada Post

8.4 Town of Halton Hills

Re: Sovereignty of Canada

Resolution #9

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.4 be received as information;

And further that the Council of the Township of Norwich share the concerns of the Long Point Region Conservation Authority regarding the universal freezing of fees and the affects this is having on Conservation Authorities and their member municipalities levies.

Carried

9. Committee Minutes

9.1 Norwich BIA

Re: Meeting Minutes – January 7, 2025

Resolution #10

Moved by Lynne DePlancke, seconded by Karl Toews:

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

Norwich BIA
Re: Meeting Minutes – January 7, 2025

Carried

10. Reports

10.1 Planning and Development Services

No report.

10.2 Fire and Protective Services

10.2.1 2024 Year-End Report

Report FP 2025-03

Resolution #11

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FP 2025-03, 2024 Year-End Report, be received as information.

Carried

10.2.2 Monthly Activities – January 2025

Report FP 2025-04

Resolution #12

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FP 2025-04, Monthly Activity Report – January 2025, be received as information.

Carried

10.3 Drainage Services

10.3.1 Monthly Activities – January 2025

Report DR 2025-04

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report DR 2025-04, January 2025 Drainage Report, be received as information.

Carried

10.3.2 Request for Improvement of the Chant Drain

Report DR 2025-05

Resolution #14

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-05, Request for Improvement of the Chant Drain, be received as information;

And further that the request for drainage works be accepted and the firm of Streamline Engineering be appointed as engineer under Section 78 of the Drainage Act to make an examination of the area requiring drainage as described in the request and to prepare a report and further that as per Section 39(1) of the Drainage Act, the Council of the Township of Norwich requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

Carried

10.3.3 Acceptance of the Orth Drain 2025 Report

Report DR 2025-06

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2025-06, Acceptance of the Orth Drain 2025 report, be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of the Orth Drain Report 2025, dated January 8, 2025, and filed with the Clerk on January 21, 2025;

And that Council set a date for Public Meeting to be held on March 11, 2025, 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

**10.3.4 Request for Minor Improvement of the John W. Davis Drain
Report DR 2025-07**

Resolution #15

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report DR 2025-07, Request for Minor Improvement of the John W. Davis Drain, be received as information;

And further that the request for drainage works be accepted and the firm of K. Smart Associates Limited be appointed as engineer under Section 78(5) of the Drainage Act to make an examination of the area requiring drainage as described in the request and to prepare a report and further that as per Section 39(1) of the Drainage Act, the Council of the Township of Norwich requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

Carried

10.4 Building Services

10.4.1 Monthly Activities – January 2025

Report BB 2025-02

Resolution #17

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report BB 2025-02, January Building Report, be received as information.

Carried

10.5 Public Works Services

10.5.1 Monthly Activities – January 2025

Report PW 2025-02

In response Council questions, Mr. Farkas explained that the current front-end loader requires approximately \$25,000 in maintenance costs in 2025. He also advised that a similar model with higher operating hours recently sold for \$65,000 on the Gov Deals website and a new unit would cost \$290,000 per information from Canoe. Mr. Johnson

advised that replacement of new assets funds come from capital reserves and maintenance costs come from the operating budget.

Resolution #18

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report PW 2025-02, January Progress Report, be received as information.

Carried

Council recessed at 10:53 a.m.

Council resumed at 11:05 a.m.

10.5.2 Oxford County Report PW 2024-44

Re: Contract Award – Curbside Waste Collection and Organics Processing

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report PW 2025-44, Contract Award -Curbside Waste Collection and Organics Processing, be received as information.

Carried

10.6 Community Development Services

10.6.1 Monthly Activities – January 2025

Report CS 2025-03

Resolution #20

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CS 2025-03, Community Services Monthly Activity Report – January 2025, be received as information.

Carried

10.6.2 Summer Ice Options and Ice Allocation Policy

Report CS 2025-04

There was Council discussion regarding ice rental costs, allocation of ice time and drop in rentals to help fill unused ice time.

Resolution #21

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CS 2025-04, Summer Ice Options and Ice Allocation Policy, be received as information;

And further that Council direct staff to proceed with Option 1: 5-week program eliminating Non-Prime and Minor Sport rate for the summer ice season.

And further that the Township of Norwich Ice Allocation Policy be approved as presented.

Carried

10.6.3 Community Services Summer Staff Levels

Report CS 2025-05

Resolution #22

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CS 2025-05, Community Services Summer Staffing Levels, be received as information;

And Further That Council approve \$26,400 for two summer students to be included in the 2025 Operating Budget.

Carried

10.7 Medical Centre Services

10.7.1 Monthly Activities – January 2025

Report MED 2025-02

Resolution #23

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report MED 2025-02, Medical Services Monthly Activity Report – January 2025, be received as information.

Carried

10.7.2 Optometry Suite Lease Renewal

Report MED 2025-03

Resolution #24

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report MED 2025-03, Optometry Suite Lease Renewal, be received as information;

And further that Council give consideration to the By-law to authorize the Mayor and Clerk to execute a lease agreement with Dr. Laurie Canham-Kilby for the optometry suite.

Carried

10.7.3 Dental Suite Lease Renewal

Report MED 2025-04

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report MED 2025-04, Dental Suite Lease Renewal, be received as information;

And further that Council give consideration to the By-law to authorize the Mayor and Clerk to execute a lease agreement with Dr. Dominic Rosso for the dental suite.

Carried

10.8 Financial Services

No report.

10.9 Administrative Services

10.9.1 Slash the Stigma – Hockey for Mental Health

Re: Request for Letter of Municipal Significance

Resolution #26

Moved by Shawn Gear, 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 2025 Tournament” as an event of municipal significance be received as information;

And further that Council deem the “Slash the Stigma – Hockey for Mental Health 2025 Tournament” event to be held March 14th to March 16th, 2025 to be an event of municipal significance.

Carried

10.9.2 Safe & Well Oxford Coalition Update

Report CL 2025-03

Resolution #27

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2025-03, Safe & Well Oxford Coalition Update, be received as information.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

None.

- 13. By-Laws**
- No. 07-2025 To Authorize Execution of a Lease Agreement**
 - Dr. Laurie Canham Kilby
 - No. 08-2025 To Authorize Execution of a Lease Agreement**
 - Dr. D. Rosso Dentistry
 - No. 09-2024 To Confirm All Actions and Proceedings of Council**

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

Resolution #28

Moved by Karl Toews, seconded by Lynne DePlancke:

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

- No. 07-2025 To Authorize Execution of a Lease Agreement
 - Dr. Laurie Canham Kilby
- No. 08-2025 To Authorize Execution of a Lease Agreement
 - Dr. D. Rosso Dentistry
- No. 09-2025 To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #29

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-laws 07-2025, 08-2025 and 09-2025 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 – 12:13 p.m.

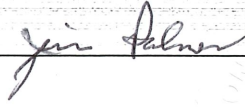
Resolution #30

Moved by Karl Toews, seconded by Lynne DePlancke:

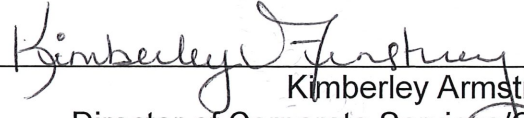
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 25th day of February, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk