



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday June 18, 2024  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Toews  
Councillor DePlancke  
Councillor Gear

**Staff:**

Lee Robinson, CAO  
Kimberley Armstrong, Director of Corporate Services/Clerk  
James Johnson, Director of Financial Services/Treasurer  
James Schaafsma, Acting Director of Community Development 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 7:00 p.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**

No disclosures were reported.

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

**5.1 May 28, 2024 – Orientation Meeting**

**5.2 May 28, 2024**

**5.3 June 4, 2024**

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke:

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

May 28, 2024 – Orientation

May 28, 2024

June 4, 2024

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

None.

**6.3 The Planning Act – 7:00 p.m.**

Resolution #3

Moved by Lynne DePlancke, seconded by Karl Toews:

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 Jacob Klaassen, Ada and Guiljaam Klaassen, File Number ZN 3-24-05.

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: Jacob Klaassen, Ada and Guiljaam Klaassen**

**File No.: ZN 3-24-05**

**Report No.: CP 2024-194**

**Location: Part Lot 28, Concession 10 (South Norwich), Part 1, 41R-5816, 432396 Zenda Line, Township of Norwich, ON**

**Details of Proposed Amendment: To rezone the subject lands from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-sp)' to facilitate the development of an additional residential unit (ARU). This proposed amendment would permit the owner to recognize an existing detached dwelling of approximately 99 m2 (1,065 ft2) in size as an ARU and a recently constructed dwelling as the principal dwelling on the subject lands.**

Mr. John Klyn, 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 2024-194. She commented that the application proposes have an existing dwelling recognized as an ARU and that the applicants have recently constructed a new single detached dwelling. The existing use of the property and proposed location of the ARU does not remove or have any negative impact on surrounding agricultural lands. She also advised that one letter of concern was received regarding property use and traffic increases. Township staff have not raised any concerns regarding the existing dwelling in relation to permits and are satisfied with the traffic statement received from the owner.

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

Resolution #4

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

Carried

Resolution #5

Moved by Lynne DePlancke, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Jacob Klaassen, Ada and Guiljaam Klaassen for lands described as Part Lot 28, Concession 10 (South Norwich), being Part 1, 41R-5816, municipally known as 432396 Zenda Line in the Township of Norwich, whereby the lands are to be rezoned from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-sp)' to permit an additional residential dwelling unit on the subject lands, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #6

Moved by Shawn Gear, 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 1010975 Ontario Ltd., File Number ZN 3-24-08.

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: 1010975 Ontario Ltd.**

**File No.: ZN 3-24-08**

**Report No.: CP 2024-196**

**Location: Lots 64 and 65, Part Lot 63, Plan 396 (Gore), 286153 Airport Road, Township of Norwich, ON**

**Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a dwelling to be constructed on an undersized agricultural parcel, approximately 7.8ha (19.3 ac) in size. Official Plan Amendment No. 269, updated the County's Agricultural Policies to allow for the establishment of a dwelling on an existing undersized agricultural lot, subject to a site-specific zoning amendment and locational criteria.**

Mr. David Roe, 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 2024-196. She commented that the application proposes to allow for site specific provisions to allow the development of a dwelling on an undersized agricultural parcel, which is currently vacant and used for cash-cropping purposes.

Ms. Hartley reviewed the policy criteria for dwellings on undersized agricultural parcels, including that residential development is to be located within a 1 acre building envelope, have frontage onto a public road, located in a way to minimize agricultural land loss and impacts on surrounding agricultural uses, complies with MDS I and comply with environmental policies. She further advised that staff were satisfied that the proposed location of the dwelling, as well as the size and configuration of the building envelope were in keeping with the intent of the policy.



In response to questions from Council, Ms. Hartley explained that the traffic impact study was satisfied by a statement from the owner and any driveways would require issuance of an entrance permit.

Mr. Roe commented that recent Provincial changes are allowing opportunities for more housing and he felt the proposal was in keeping with the policy requirements.

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

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

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

Carried

Resolution #8

Moved by Lynne DePlancke, seconded by Karl Toews:

That with respect to the application to amend Zoning By-law 07-2003-Z, by 1010975 Ontario Ltd. for lands described as Lots 64 and 65, and Part Lot 63, Plan 396 (Gore), municipally known as 286153 Airport Road in the Township of Norwich, whereby the lands are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-48)' 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

Resolution #9

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

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.

**6.3.3 Applicant: H & M Cattle Co. Inc.**

**File No.: ZN 3-24-09**

**Report No.: CP 2024-195**

**Location: Part Lot 28, Concession 10 (South Norwich) 432348 Zenda Line, Township of Norwich, ON**

**Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a single detached dwelling to be constructed on an undersized agricultural parcel, approximately 1.2 ha (3.0 ac) in size. Official Plan Amendment No. 269, updated the County's Agricultural Policies to allow for the establishment of a dwelling on an existing undersized agricultural lot, subject to a site-specific zoning amendment and locational criteria.**

Mr. David Roe, agent for the applicant, and Mr. Henry Breman, applicant, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-195. She advised that the application proposes to allow for site specific provisions to allow the development of a dwelling on an undersized agricultural parcel, which is currently vacant and was formerly used for telecommunications purposes.

Ms. Hartley further explained that staff were not satisfied with the proposed location, which would encompass more than the allowed 1 acre building envelope and would restrict the remainder of the lands from agricultural purposes. No justification was provided as to why the dwelling needs to be setback at the proposed distance. Staff are therefore recommending deferral to allow the applicant to revise their proposal.

There were Council questions with respect to: the change of se, agricultural use in front of the original proposed location, and appropriate setbacks.

Mr. Roe explained that an alternative proposal was submitted shortly before the meeting which depicts a 1-acre envelope located on the northwest corner, fronting onto Zenda Line. This has a proposed setback of 100 feet and would be an adequate size to accommodate the dwelling and private services. The existing driveway would be closed off and moved to the newly proposed location, which opens up the agricultural portion and allows for farming with the adjacent farmland, which is also owned by the applicants.

Ms. Hartley advised the new proposal seems more suitable on initial review, however staff are still recommending deferral to appropriately review the new proposal.

Ms. Robinson advised that this new proposal has not yet been circulated to all commenting agencies and is worthy of a more detailed review.

Mr. Breman commented that a lot of money was spent to rehabilitate the soil to become more suitable for agricultural purposes. He explained that Rogers Communications, who has previously used the land for telecommunications purposes, had stripped the top soil. He estimated that it may cost approximately \$100,000 to prepare the site in order to build the house at the newly proposed location.

Mr. David Kerr, of 773414 Highway 59, expressed concerns with the applicants expense to prepare the lands for building.

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

Resolution #10

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

Carried

Resolution #11

Moved by Lynne DePlancke, 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-sp)', the Council of the Township of Norwich hereby defer the zone change in order for the applicant to amend their proposal.

Carried

Resolution #12

Moved by Shawn Gear, 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 the Corporation of the Township of Norwich, File Number ZN 3-24-01.

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.

#### **6.3.4 Applicant: Township of Norwich**

**File No.: ZN 3-24-01**

**Report No.: CP 2024-192**

**Location: Township-wide General Amendment**

**Details of Proposed Amendment: To introduce general amendments to implement the policies of Official Plan Amendment No. 285 which directs Townships to permit Additional Residential Units (ARU's) within single-detached dwellings, semi-detached dwellings, street fronting townhouses and/or within a detached accessory building on the same lot where appropriate and subject to various requirements.**

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-192. She explained that the purpose of this application was for a general amendment to the Township Zoning By-law to incorporate standards and requirements for Additional Residential Units (ARUs). Official Plan Amendment No. 285 requires ARUs to be generally permitted within fully serviced settlement areas and allows the municipality to permit ARUs within non-serviced areas subject to certain criteria and processes.

She provided an overview of the criteria applicable within the various areas, including: fully serviced settlement areas, villages, rural clusters, agricultural properties and rural residential lots. Ms. Hartley further explained that additional amendments include removal of Converted Dwellings from Agri-Business, Institutional and Recreational zones, and further permitting up to four units in an R3 zone. Other amendments for Council's consideration are housekeeping amendments to match terminology, and clarify some existing definitions that could be impacted through the implementation of ARUs.

There was Council discussion regarding the policy's impact on the small town characteristics of the Village of Norwich, current infilling of residential lots, increasing housing stock to offset high costs of rent or homeownership, and the impacts of Provincial policies on a municipality.

In response to questions from Council, Ms. Robinson explained that the Province dictated that ARUs are permitted in fully serviced areas however the current zoning

does not align with this policy direction. This amendment will allow someone to apply for a permit without having to go through a planning application as long as they comply with the zoning criteria. If Council denies an application that meets the criteria, that decision may be appealed since it does not comply with Provincial Policy direction.

In response to questions from Council, Ms. Hartley explained that any ARU application that was not compliant with the established criteria would still require a minor variance. Ms. Robinson further explained that there has not been a large number of ARU applications within the village and staff are not anticipating a large increase due to the zoning amendment and servicing limitations. However, the intent is to see more people come in for permits to increase safety of ARUs.

Ms. Wendy Martin, of 54 Albert Street, provided comments expressing disappointment in the Province enacting policy over municipalities and advocated for continued use of planning applications as a means of regulating ARUs.

Mr. Nathan Kok, of 185412 Cornell Road, commented that this direction seems to be the path forward and many new proposed developments include ARUs. This enhances opportunities for future buyers and supports increased housing stock while providing opportunity for legal rental units.

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

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

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

Carried

Resolution #14

Moved by Shawn Gear, seconded by Karl Toews:

That Report CP 2024-192 be deferred to the July 9<sup>th</sup> 2024, Council Meeting.

Carried

Resolution #15

Moved by Lynne DePlancke, seconded by Karl Toews:

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

And further that the Committee of Adjustment is now convened.

Carried

### 6.3.5 Committee of Adjustment

**Applicant: Carl and Estelle Shaw**

**File No.: A 04-24**

**Report No.: CP 2024-151**

**Location: Part Lots 24 & 25, Concession 11 (South Norwich), RP 41R5866 Part 2, 144847 Potters Road, Township of Norwich ON**

**Details of Proposed Amendment: Relief from the provisions of Section 5.1.1.3 – Accessory Use Provisions, Maximum Height – to permit an increased height of a residential accessory structure from 4.5 m (14.76 ft) to 5.5 m (18.05 ft); and the provisions of Section 5.1.1.3 – Accessory Uses Provisions, Lot Coverage, to permit an increased lot coverage for accessory structures from 100m<sup>2</sup> (1,076.4 ft<sup>2</sup>) to 156.08 m<sup>2</sup> (1,680.03 ft<sup>2</sup>); to recognize a recently constructed residential accessory structure on the subject property.**

Mr. Nathan Kok, 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 2024-151. She advised that the owner originally applied as an agricultural accessory structure, however it was constructed larger than allowed and has no agricultural use. Staff are of the opinion that the structure is more in keeping with a residential accessory building.

Ms. Hartley further explained that comments from Long Point Region Conservation Authority (LPRCA) noted that the proposed location is outside of the regulation limit and that any water leaders shall be designed to run off onto the ground and there are no concerns with increased erosion to the creek. She advised that a letter of concern was received from a neighboring landowner, with respect to: location confirmation by plan of survey, down spouts directed to a pipe going through the property to the ravine and non-compliance with by-laws. Concerns raised regarding drainage of the downspouts, were addressed in the Conservation Authority comments. Additionally, concerns relating to the issuance of a building permit or review of drawings are not a part of this application.

Mr. John Gilvesy, of 144828 Potters Road, provided comments expressing his concerns regarding the building being built prior to the application being submitted and with runoff into the ravine behind the building which may cause damage and erosion. Mr. Gilvesy also commented that all of the downpipes on the building are draining into a pipe that extends into the ravine.

Mr. Kok explained that a survey was required after the foundation was completed and it was determined that it was installed 0.2 m too close to the property line as an agricultural building. He advised that they had acquired a survey that shows the building is in compliance with the setbacks for residential accessory use, which is more

appropriate for the building. Mr. Kok advised that he would be willing to show the survey to Mr. Gilvesy. Mr. Kok also commented that the accessory building was not to be used as an ARU and the lack of agricultural activity on the property prompted the application to be applied as a residential accessory building.

Ms. Robinson explained that the rules and regulations addressing any erosion would not be addressed by this particular planning application and there were other legal methods to address erosion through the Conservation Authority. Ms. Robinson further clarified that Site Plan control was not applicable in this particular case and other documents being referred to were required to be submitted as part of the building permit process. Any concerns regarding drainage and erosion should be referred to the LPRCA.

Ms. Hartley advised that the LPRCA had been made aware of the minor variance application and had commented that the building was outside of the regulation limit.

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

#### Resolution #16

Moved by Shawn Gear, seconded by Jim Plamer:

That with respect to the application by Carl and Estelle Shaw, File No. A 04-24, for a Minor Variance located at Part of Lots 24 and 25, Concession 11 (South Norwich), municipally known as 144847 Potters Road, Township of Norwich, for Relief of Section 5.1.1.3 – Accessory Use Provisions, Maximum Height; to permit an increased height of a structure accessory to a residential use from 4.5 m (14.76 ft) to 5.5 m (18.05 ft); and Section 5.1.1.3 – Accessory Use Provisions, Lot Coverage; to permit an increased lot coverage for structures accessory to a residential use from 100 m<sup>2</sup> (1,076.4 ft<sup>2</sup>) to 156.08 m<sup>2</sup> (1,680.03 ft<sup>2</sup>); to permit the construction of a residential accessory structure, the Committee of Adjustment hereby approve the requested minor variance.

Carried

#### Resolution #17

Moved by Jim Palmer, seconded by Shawn Gear:

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

Carried

Council recessed at 9:00 p.m.  
Council resumed at 9:10 p.m.

## 6.4 Other



None.

**7. Delegations**

**7.1 Jordon Sangers, Capital Planning Analyst, Oxford County**

**Re: Asset Management Plan  
Report FS 2024-10**

Mr. Jordon Sangers presented the 2024 Asset Management Plan as contained within Report FS 2024-10. This included an overview of the legislative requirements, plan outcomes across five service areas (Transportation, Bridges and Culverts, Protection Services, Corporate Services and Community Services), and all forecasted funding surpluses and deficits. He also provided an overview of the next steps, including Phase 3 of the Asset Management Plan by July 1, 2025, which looks to improve asset data gaps and refine many aspects of the asset management program.

There was Council discussion regarding how the information provided in the presentation and the plan provides good information for future planning.

Resolution #18

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the Delegation of Jordan Sangers, Capital Planning Analyst, Oxford County, and Report FS 2024-10, 2024 Asset Management Plan, be received as information;

And that Council adopt the amendments to the Strategic Asset Management Policy FS 2019-01;

And further that Council adopt the “2024 Asset Management Plan”.

Carried

**8. Correspondence**

**8.1 Long Point Region Conservation Authority**

**Re: Meeting Minutes – May 1, 2024**

**8.2 City of Welland**

**Re: Provincial Regulations Needed to Restrict Keeping of Nonnative (‘exotic’) Wild Animals**

**8.3 Lake of Bays**

**Re: Request for Royal Assent of Administrative Monetary Penalty System in the Ontario Building Code Act**

**8.4 New Durham Cemetery Board**

**Re: Thank you for Support**

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed as Agenda Items 8.1 to 8.4 be received as information.

Carried

**9. Committee Minutes**

- 9.1 Burgessville Canada Day Committee**  
**Re: Meeting Minutes – May 6, 2024**  
**Re: Meeting Minutes – May 27, 2024**

- 9.2 Norwich BIA**  
**Re: Meeting Minutes - May 7, 2024**

Resolution #20

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:

Burgessville Canada Day Committee  
Re: Meeting Minutes – May 6, 2024  
Re: Meeting Minutes – May 27, 2024

Norwich BIA  
Re: Meeting Minutes - May 7, 2024

Carried

**10. Reports**

- 10.1 Planning and Development Services**  
**ZN 3-24-04 Kerr Supplementary Report**  
**Report CP 2024-193**

Resolution #21

Moved by Karl Toews, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by David and Betty Kerr for lands described as Part Lot 7, Concession 3 (North Norwich), municipally known as 773414 Highway 59 in the Township of Norwich, whereby the lands are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-15G)' to permit a garden suite for a period of up to 20 years, the Council of the Township of Norwich hereby approve the zone change.

Carried

- 10.2 Fire and Protective Services**

No report.

### **10.3 Drainage Services**

#### **10.3.1 Drains Maintenance Collection By-law**

##### **Report DR 2024-09**

Resolution #22

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report DR 2024-09, Drains Maintenance Collection By-law, be received as information;

And further that By-law 34-2024 be adopted to provide for the collection of the maintenance costs.

Carried

#### **10.3.2 Acceptance of Gore Drain Report**

##### **Report DR 2024-08**

Resolution #23

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report DR 2024-08, Acceptance of the Gore Municipal Drain 2024, be received as information;

And that the Council acknowledges the receipt of the report Gore Municipal Drain, dated May 29, 2024, and filed with the Clerk on June 3, 2024;

And that Council set a date for Public Meeting to be held on July 9, 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**

No report.

### **10.6 Community Development Services**

#### **10.6.1 Township of Norwich Cemetery Rules and Regulations Update**

##### **Report CDS 2024-05**

Resolution #24

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report CS 2024-05, Township of Norwich Cemetery Rules and Regulations Update, be received as information;

And that Council approves the DRAFT Township of Norwich Cemetery Rules and Regulations attached hereto and authorizes the submission thereof to the Bereavement Authority of Ontario;

And that Council directs Staff to undertake the required notifications by the Bereavement Authority of Ontario.

Carried

**10.6.2 Norwich Otterville Minor Ball Dugout Coverings Request  
Report CDS 2024-06**

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CS 2024-06, Norwich-Otterville Minor Ball Dugout Covering Request, be received as information;

And further that Council direct staff to proceed with the request from Norwich-Otterville Minor Ball and enter into negotiations for an agreement for the installation of the dugout coverings for the back diamond at Dillon Park.

Carried

**10.7 Medical Centre Services**

No report.

**10.8 Financial Services**

**10.8.1 Council Financial Summary as at May 31, 2024**

**Report FS 2024-09**

In response to questions from Council, staff explained that expenses for the Otterville pool included monthly utilities, advertising, and work to get the pool ready for opening, including staff time. Pool preparation began on May 1<sup>st</sup> and it does not open until June 29<sup>th</sup>. The pool is open for ten weeks, but requires about four months of work to operate for that time period.

Resolution #26

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FS 2024-09, Council Financial Summary as at May 31, 2024, be received as information.

Carried

**10.8.2 Year-End Summary of Reserve and Reserve Funds  
Report FS 2024-08**

In response to questions from Council, Mr. Johnson explained that some of the reserve funds are permitted to collect interest, which goes towards offsetting the operating budget. Currently, the combined interest earning instruments yield approximately 5% - 5.25%.

Resolution #27

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2024-08, 2023 Year-end Summary of Reserves and Reserve Funds, be received as information;

And that Council approve the Treasurer to complete the reserve funding presented in this report, as part of the 2023 year-end process.

Carried

**10.9 Administrative Services**

**10.9.1 Southwestern Public Health**

**Re: Request for Letter of Support – Larviciding Program**

Resolution #28

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the request from Southwestern Public Health Re: Letter of Support – Larviciding Program be received as information;

And further that Council direct the Clerk to send authorization to Southwestern Public Health to facilitate the Larviciding Program within the Township of Norwich.

Carried

**10.9.2 Municipal By-Election Accessibility**

**Report CL 2024-11**

In response to questions from Council, Ms. Armstrong explained that under the Municipal Elections Act, the polls must be closed at 8:00 p.m. and cannot be extended beyond that time. However, there are provisions in the Act that anyone on site at the time of poll closing may be allowed to proceed with their vote.

Resolution #29

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CL 2024-11, 2024 Municipal By-Election Accessibility, be received as information.

Carried

### **10.9.3 Front Street and Avery's Lane Storm Sewer Upgrade Cost Sharing**

#### **Report CL 2024-12**

Resolution #30

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report CL 2024-12, Avery Lane Storm Sewer Upgrade Cost Sharing, be received as information;

And further that Council direct staff to investigate a potential cost sharing agreement between Barnim Property Holdings, 1537688 Ontario Inc., and the Township of Norwich to upgrade the storm sewer infrastructure along Front Street and Avery Lane.

Carried

### **10.9.4 Rural Oxford Joint Police Service Board**

#### **Report CL 2024-13**

Resolution #31

Moved by Karl Toews, seconded by Lynne DePlancke:

Whereas, the Province of Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68), which established the Community Safety and Policing Act, 2019 (CSPA, 2019), on March 26, 2019; and

Whereas, the Community Safety and Policing Act, 2019 (CSPA, 2019), was proclaimed on April 1, 2024; and

Whereas the Ministry of the Solicitor General has approved the creation of a joint, Oxford Rural Police Services Detachment Board, governing the Township of Blandford-Blenheim, the Township of East Zorra-Tavistock, the Township of Norwich, the Township of South West Oxford and Zorra Township; and

Whereas the Oxford Rural Detachment Joint Board must be established and formalized; and

Whereas the Oxford Rural Detachment Joint Board will be composed of an elected official of all participating municipalities, one jointly appointed Community Member and one Provincial Appointee;

Now Therefore, Council hereby appoints Shawn Gear to represent the Township of Norwich on the Oxford Rural Detachment Joint Board; and

That an ad-hoc selection committee, herein known as the Oxford Rural Detachment Joint Police Services Board Community Appointee Selection Committee, be formed to select and appoint the required community representative to the Joint Board for a two-year period to rotate through the area municipalities in alphabetical order;

That the same Member of Council appointed to the Oxford Rural Detachment Joint Board be appointed to the Oxford Rural Detachment Joint Board Community Appointee Selection Committee; and

Further, that Council supports the Township of Blandford-Blenheim advertising for one Community Appointee.

Carried

**11. Notice(s) of Motion**  
None.

**12. Closed Session**  
None.

- 13. By-Laws**
- |                      |   |
|----------------------|---|
| <b>No. 06-2024-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-04, Kerr)</b>                 |
| <b>No. 09-2024-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-05, Klaassen)</b>             |
| <b>No. 10-2024-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-08, 1010975 Ontario Inc.)</b> |
| <b>No. 34-2024</b>   | <b>To Provide for the Maintenance for Municipal Drains</b>                          |
| <b>No. 35-2024</b>   | <b>To Confirm All Actions and Proceedings of Council</b>                            |

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

Resolution #32

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. 06-2024-Z | To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-04, Kerr)                 |
| No. 09-2024-Z | To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-05, Klaassen)             |
| No. 10-2024-Z | To Amend Zoning By-law 07-2003-Z (File No. ZN 3-24-08, 1010975 Ontario Inc.) |
| No. 34-2024   | To Provide for the Maintenance for Municipal Drains                          |
| No. 35-2024   | To Confirm All Actions and Proceedings of Council                            |

Carried



**13.2 Third Reading of the Following By-law**

Resolution #33

Moved by Karl Toews, seconded by Lynne DePlancke:

That By-laws 06-2024-Z, 09-2024-Z, 10-2024-Z, 34-2024 and 35-2024 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 – 10:31 p.m.**

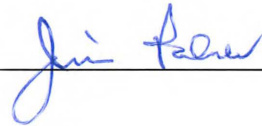
Resolution #34

Moved by Shawn Gear, 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 9<sup>th</sup> day of July, 2024.



Jim Palmer  
Mayor



Kimberley Armstrong  
Director of Corporate Services/Clerk