



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday April 30, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Lee Robinson, CAO
James Johnson, Director of Finance/Treasurer
Kimberley Armstrong, Director of Corporate Services/Clerk
Ken Farkas, Director of Public Works
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 Shawn Gear:

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 March 26, 2024

Resolution #2

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

April 9, 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 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 T. Smith Holdings Inc., File Number ZN 3-24-02.

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 you are in attendance with respect to this application, please sign the attendance sheet at the door.

6.3.1 Applicant: T. Smith Holdings

File No.: ZN 3-24-02

Report No.: CP 2024-140

Location: Part Lot 5, Concession 12 (South Norwich) Part 1, Plan 41R-548, 75207 Highway 59, Township of Norwich, ON

Details of Proposed Amendment: To rezone the subject lands from ‘Special General Agricultural Zone (A2-36(H))’ to ‘Special General Agricultural Zone (A2-6)’ to permit a single-detached dwelling to be constructed on an undersized agricultural parcel approximately 8.6 (21.3 ac) in size.

Mr. Terry Smith, applicant, was in attendance representing the application.

Ms. Amy Hartley, Development Planner, outlined the application as per Report CP 2024-140 to permit a single-detached dwelling to be constructed on an undersized agricultural parcel.

Ms. Hartley noted that the applicant established a tree farm on the subject lands pursuant to previous Official Plan policies. However, amendments to the Official Plan have occurred to permit a dwelling on undersized agricultural parcels. Ms. Hartley further explained that the building department has noted that two new livestock and manure storage buildings had been constructed across the road which were not identified in the original application. An MDS setback is included should Council decide to approve the application.

Ms. Terry Haviland, of 752098 Highway 59, requested clarification regarding the definition of a ‘single-detached dwelling’ and the applicant confirmed that the intended use of the proposed dwelling would be as a home for himself and his family.

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

There was Council discussion regarding the benefits of allowing residential development on undersize agricultural parcels to increase available housing stock.

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

Resolution #5

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That with respect to the application to amend Zoning By-law 07-2003-Z, by T. Smith Holdings Inc., for lands described as Part Lot 5, Concession 12 (South Norwich), 752072 Highway 59 in the Township of Norwich, to rezone the subject property from ‘Special General Agricultural Zone (A2-36(H))’ to ‘Special General Agricultural Zone (A2-36)’ to permit the development of a dwelling on an existing undersized agricultural parcel, the Council of the Township of Norwich hereby approve the zone change.

Carried

6.4 Other
None.

7. Delegations – 7:15 p.m.

7.1 Lisa Budzianowski

Re: Request for 3-way Stop at Delong Drive and Pollard Street, Norwich

Ms. Lisa Budzianowski, of Norwich, made reference to the petition requesting a 3-way stop at Delong Drive and Pollard Street. She presented concerns regarding traffic safety near that intersection, the speed of drivers, safety of local children and residents, as well as increased neighbourhood foot, bike and automobile traffic due to the creation of the new local park.

There was Council discussion regarding community traffic safety concerns, potential traffic calming measures, and requesting a staff report.

Ms. Robinson advised that future development in the neighbourhood would include a Traffic Impact Study that would evaluate traffic calming in the area. Also, if it is appropriate to do so, there is the potential to install temporary measures in the interim.

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of Liza Budzianowski Re: a Request for a 3-way Stop at Delong Drive and Pollard Street, be received as information;

And further that staff prepare a report for Council's consideration.

Carried

7.2 TVDSB Trustees Dave Cripps and Leanne Hopkins

Re: Thames Valley District School Board Oxford County Update

Mr. Dave Cripps and Ms. Leanne Hopkins, Trustees for the Thames Valley District School Board, provided an update on Oxford County area public schools. Updates included: overviews of literacy and numeracy initiatives, adult/continuing education programs, bursary program, specialist high skills major programs, community collaborations, enrollment levels and accommodation reviews.

There was Council discussion with respect to issues with traffic, parking and pedestrian safety at Emily Stowe Public School. School occupancy increases caused by the influx of families from urban areas to rural communities

In response to questions from Council, Mr. Cripps and Ms. Hopkins explained that portables can be added to Emily Stowe Public School to provide temporary capacity and that the school has ample space to accommodate portables. Due to the backlog of school expansions and upgrades, it would likely be several years before an expansion

of Emily Stowe Public School could occur so there will be portables before any expansion could be started. Also, the moratorium on school closures is still in effect so there are no closures anticipated for Oxford County. They also explained that any changes to parking at Emily Stowe public school would need to occur at the time an expansion is considered. However, if the municipality was to provide the infrastructure the board would support them and facilitate the necessary easements.

Mr. Cripps and Ms. Hopkins also advised that there has been a shift to more students staying in Oxford County for secondary school, however much of the decision of where a student attends school lies with what works logistically for families.

Resolution #7

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the Delegation of Dave Cripps and LEEANNE HOPKINS, Trustees for the Thames Valley District School Board, Re: the Thames Valley District School Board Oxford County Update, be received as information.

Carried

8. Correspondence

**8.1 Long Point Region Conservation Authority
Re: Meeting Minutes – March 1, 2024**

**8.2 Upper Thames River Conservation Authority
Re: Draft Meeting Minutes – March 26, 2024**

<https://thamesriver.on.ca/wp-content/uploads/March-26-2024-Board-Meeting-Draft-Minutes.pdf>

**8.3 Ministry of Natural Resources and Forestry
Re: Environmental Registry Posting – Provisions of Minister Powers Pertaining to Conservation Authority Permits**

**8.4 Thames Sydenham Source Protection Committee
Re: Recommended Phase Out of Free Well Water Testing in the 2023 Auditor General's Report**

**8.5 Western Ontario Wardens Caucus
Re: Support for Small Business Enterprise Centre Funding**

**8.6 Town of Lincoln
Re: Urgent Need for Increased Funding to Libraries and Museums in Ontario**

**8.7 City of Richmond Hill
Re: Request for Extension of Deadline for Listed Non-Designated Heritage Properties**

- 8.8 Hastings County**
Re: Sustainable Infrastructure Funding for Small Rural Municipalities
- 8.9 Municipality of West Perth**
Re: Conservation Authorities Act
- 8.10 Clearview Township**
Re: Endorsement of Bill C-63, the Online Hars Act in the House of Commons
- 8.11 City of Peterborough**
Re: Jurisdiction of Ontario's Ombudsman
- 8.12 County of Prince Edward**
Re: Request for Creation of a Municipal Accessibility Fund to Enable Implementation and Enforcement of Accessibility for Ontarians with Disabilities Act Standard Requirements

- 8.13 Landon Kuivenhoven**
Re: Request for Calisthenics Park in Otterville
Council commended Mr. Landon Kuivenhoven for engaging with the municipality through his correspondence requesting a calisthenics park in Otterville.

Resolution #8

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 – 8.13 be received as information;

And further that Council support items 8.4, 8.5, 8.8 and 8.10.

Carried

- 9. Committee Minutes**
- 9.1 Health and Safety Representative Committee**
Re: Meeting Minutes – March 6, 2024
- 9.2 Burgessville Canada Day Committee**
Re: Meeting Minutes – March 18, 2024
- 9.3 Municipal Heritage Committee**
Re: Meeting Minutes – April 9, 2024
Resolution #9
Moved by Shawn Gear, seconded by Lynne DePlancke:

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

Health and Safety Representative Committee
Re: Meeting Minutes – March 6, 2024

Burgessville Canada Day Committee
Re Meeting Minutes – March 18, 2024

Municipal Heritage Committee
Re: Meeting Minutes – April 9, 2024

Carried

10 Reports

10.1 Planning and Development Services

No report.

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

No report.

10.4 Building Services

**10.4.1 2023 Building Department Annual Report
Report BB 2024-01**

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report BB 2024-01, 2023 Building Department Annual Report, be received as information.

Carried

10.5 Public Works Services

**10.5.1 Oxford County Report PW 2024-15
2023 Annual Waste Management Reports**

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report PW 2024-15, 2023 Annual Waste Management Reports, be received as information.

Carried

**10.5.2 Oxford County Report PW 2024-17
2023 Annual Energy Report**

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Oxford County Report PW 2024-17, 2023 Annual Energy Report, be received as information.

Carried

10.6 Community Development Services

10.6.1 Ducky Dennis Park Light Standard Replacement

Memorandum

In response to Council questions, staff advised that the cause of the standard collapse is unknown and the other standards have been inspected and there are no concerns. There was discussion with respect to the insurance deductible of \$25,000 which was selected to offset high premium costs and completing an analysis with the insurance provider.

Resolution #13

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Council receive the Memorandum: Ducky Dennis Park Light Standard Replacement, as information;

And further that Council authorize an amendment to the 2024 Capital Budget of up to \$18,000, to be funded from the Parks Structure Reserve.

Carried

10.7 Medical Centre Services

No Report.

10.8 Financial Services

10.8.1 2024 Final Tax Rate By-law

Report FS 2024-06

Resolution #14

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report FS 2024-06, 2024 Final Tax Rate By-law, be received as information;

And that By-Law No. 25-2024 to adopt the assessment for the year 2024 and for levying the rates of taxation thereon be approved.

Carried

10.8.2 2023 Asset Auction Results

Memorandum

In response to questions from Council, Mr. Johnson advised that assets transferred to other departments are tracked in the Township's asset management system and any funds from the sale off that asset would be transferred into the appropriate reserve.

Resolution #14

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Council receive the Memorandum: 2023 Asset Auction Results, as information;

And further that Council approve the transfer of auction proceeds to the capital replacement reserves identified in Table 1.

Carried

10.9 Administrative Services

No Report.

11. Notice(s) of Motion

None.

Sean McCoy, Deputy Clerk, left the meeting.

12. Closed Session

8:10 p.m.

Resolution #16

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), Council convene in a meeting closed to the public to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

12.1 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

Re: Decision - Ontario Human Rights Tribunal - File No. HRTO 2023-52658-1

- 12.2 A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
Re: Woodstock Boundary Negotiations Update
Confidential Report CAO 2024-04**

- 12.3 Closed Meeting Minutes
Re: March 26, 2024**

9:55 p.m.

Resolution #17

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Council do now reconvene in open session.

Carried

- 13. By-laws**
- | | |
|---------------------|--|
| No. 4-2024-Z | To Amend Zoning By-law 07-2003-Z (T. Smith Holdings Inc. ZN 3-24-02) |
| No. 25-2024 | To Provide for the Adoption of the Assessment and for Levying the Rates of Taxation Thereon |
| No. 26-2024 | To Confirm All Actions and Proceedings of Council |

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

Resolution #18

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

- | | |
|---------------|---|
| No. 04-2024-Z | To Amend Zoning By-law 07-2003-Z (T. Smith Holdings Inc. ZN 3-24-02) |
| No. 25-2024 | To Provide for the Adoption of the Assessment and for Levying the Rates of Taxation Thereon |
| No. 26-2024 | To Confirm All Actions and Proceedings of Council |

Carried

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

Resolution #19

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That By-laws 04-2024-Z, 25-2024 and 26-2024 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 – 10:00 p.m.

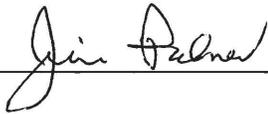
Resolution #20

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

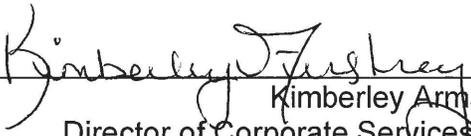
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 14th day of May, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk