



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday May 9, 2023  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Scholten  
Councillor Stubbs  
Councillor Gear  
Councillor Couwenberg

**Staff:**

Kyle Kruger, CAO  
James Johnson, Director of Finance  
Derek Van Patee, Director of Fire and Protective Services  
Brad Smale, CBO  
Dirk Kramer, Deputy CBO/Drainage Superintendent  
Ken Farkas, Manager of Public Works  
Patrick Hovorka, Director of Community Development Services  
AJ Wells, Manager of Medical Services  
Kimberley Armstrong, Clerk

**1. Call to Order**

The regular session of the 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 Alisha Stubbs, seconded by John Scholten;

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 April 11, 2023**

**5.2 April 25, 2023**

Resolution #2

Moved by John Scholten, seconded by Alisha Stubbs;

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

April 11, 2023

April 25, 2023

Carried

**6. PUBLIC MEETINGS / HEARINGS**

**6.1 The Municipal Act**

None

**6.2 The Drainage Act**

None

**6.3 The Planning Act**

None

**6.4 Other**

None

**7. DELEGATIONS**

**7.1 9:00 a.m.**

**Frank Gross, Manager of Transportation and Waste Management, Oxford County**

**Shawn Vanacker, Supervisor of Transportation, Oxford County**

**Re: County-wide Traffic Calming – Recommendation of Speed Reviews for Oxford Road 19, Springford and Oxford Road 40 (Curries Road)**

Mr. Vanacker was not in attendance

Mr. Frank Gross presented results of the speed review studies completed on Oxford Road 19 in Springford and the Curries Road and provided an overview of the steps taken to complete the review with the end goal to facilitate traffic calming. He advised that next steps include; mailouts to affected residents to allow for comments. The suggested actions include: increasing the speed in Springford to 60kms/hr., designating it as a Community Safety Zone and installing speed spy signs, as well as changing a section in Curries from 80 to 70 km/hr.

**Resolution #17**

Moved by Alisha Stubbs, seconded by John Scholten;

That the Delegation of Frank Gross, Manager of Transportation and Waste Management, Oxford County, Shawn Vanacker, Supervisor of Transportation, Oxford County Re: County-wide Traffic Calming – Recommendation of Speed Reviews for Oxford Road 19, Springford and Oxford Road 40 (Curries Road), be received as information

Carried

**8. CORRESPONDENCE**

**8.1 Long Point Region Conservation Authority**

**Re: Letter regarding 2022 activities**

**Re: 2022 Financial Statements**

**Re: Annual Report**

**Re: Board of Directors AGM Meeting Minutes – March 3, 2023**

**8.2 Ministry of Municipal Affairs and Housing**

**Re: The Helping Homebuyers, Protecting Tenants Act**

**8.3 Ministry of the Environment, Conservation and Parks**

**Re: Provincial Day of Action on Litter**

**8.4 Township of Puslinch**

**Re: Roadside Litter on the 401**

**8.5 Federation of North Ontario Municipalities**

**Re: Bail Reform**

**8.6 Municipal Property Assessment Corporation**

**Re: Financial Statements – December 31, 2022**

**Re: 2022 Annual Report**

**<https://www.mpac.ca/en/AboutUs/AnnualReports>**

**8.7 Township of Norwich Canada Day Committee**

**Re: Invitation to Participate**

**8.8 Trent Lakes**

**Re: Municipal Oath of Office**

**8.9 Regional Municipality of Waterloo**

**Re: Requested changes to Municipal Elections Act**

**8.10 Northumberland County**

**Re: Call to Action on Housing and Homelessness**

- 8.11 Township of Shuniah**  
**Re: Enbridge - Fees for Locate Requests**
- 8.12 Enbridge**  
**Re: Fees for Locate Requests**
- 8.13 Collection of Correspondence received regarding Council's decision to implement a Flag By-law** (The attached is correspondence that staff are aware of, there may be additional items that were shared with Council members only. Additionally, correspondence that was vulgar, contained profanity etc. or was anonymous has not been included)

Councillor Stubbs read the correspondence received from Big Brothers/Big Sisters of Oxford County with respect to the proposed Flag By-law. And spoke to their perception of conflicting priorities with respect to the community grant funds provided. There was Council discussion with respect to the wonderful work BBBS do in the community and commenting that they rely on them to spend the funding where they think it best spent.

Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Correspondence as listed in Agenda Item 8.1 - 8.13 be received as information.

Carried

- 9. COMMITTEE MINUTES**
- 9.1 Police Service Board**  
**Re: Meeting Minutes – February 15, 2023**
- 9.2 Woodlawn Adult Community Centre**  
**Re: Meeting Minutes – April 12, 2023**
- 9.3 Norwich BIA**  
**Re: Meeting Minutes – April 4, 2023**
- 9.4 Municipal Heritage Committee**  
**Re: Meeting Minutes – April 18, 2023**
- 9.5 Canada Day Committee**  
**Re: Meeting Minutes -April 4, 2023**
- 9.6 Health and Safety Representative Committee**  
**Re: Meeting Minutes – April 27, 2023**  
**Norwich Fire Services – Health & Safety Committee**  
**Re: Meeting Minutes – March 22, 2023**  
Resolution #4



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:

Police Services Board  
Re: Meeting Minutes – February 15, 2023

Woodlawn Adult Community Centre  
Re: Meeting Minutes – April 12, 2023

Norwich BIA  
Re: Meeting Minutes – April 4, 2023

Municipal Heritage Committee  
Re: Meeting Minutes – April 18, 2023

Canada Day Committee  
Re: Meeting Minutes – April 4, 2023

Health and Safety Representative Committee  
Re: Meeting Minutes – April 27, 2023  
Norwich Fire Services – Health and Safety Committee  
Re: Meeting Minutes – March 22, 2023

Carried

## **10 REPORTS**

### **10.1 Planning and Development Services**

None

### **10.2 Fire and Protective Services**

#### **10.2.1 Month-end Statistical Reports, April 2023**

##### **Report FP 2023-10**

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Staff Report No. FP 2023-10, April 2023 Monthly Activities, be received as information.

Carried

#### **10.2.2 Dog Licensing Program**

##### **Report FP 2023-09**

Chief Van Patee provided an overview of the report and there was Council discussion with respect to: the need for dog control, cost of dog control, consideration of dog chips, possibly re-evaluating prior to renewing the Docupet contract in 2024.

Resolution #6

Moved by John Scholten, seconded by Alisha Stubbs;

That Staff Report No. FP 2023-09, Dog Licensing Program, be received as information;

Carried

**10.2.3 New Pumpers for 2025 and 2026**

**Report FP 2023-11**

Resolution #7

Moved by John Scholten, seconded by Alisha Stubbs;

That Staff Report No. FP 2023-11, New Pumpers for 2025 and 2026, be received as information;

And That Staff be directed to enter into an agreement of purchase with E-One Darch Fire/1200 Degrees for two (2) E-One Fire Apparatus Pumpers on International HV607 4X2 Chassis;

And That Staff be directed to sell the old pumpers from Oxford Centre and Otterville once they are replaced as per normal selling procedures for Township vehicles.

Carried

**10.3 Drainage Services**

**10.3.1 April 2023 Drainage Report**

**Report DR 2023-17**

Resolution #8

Moved by Alisha Stubbs, seconded by John Scholten;

That Report DR 2023-17, April 2023 Activity Report, be received as information.

Carried

**10.4 Building Services**

**10.4.1 April 2023 Building Report**

**Report BB 2023-06**

There was discussion with respect to the electronic building permitting process and challenges with some that are not as comfortable with electronically submitting, however staff are available at the counter everyday if people wish to come in to work through the process.

Resolution #9

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report BB 2023-06, April 2023 Building Report, be received as information.

Carried

**10.5 Public Works Services**

**10.5.1 Progress Report for April 2023**

**Report PW 2023-07**

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report PW 2023-07, Progress Report for April 2023, be received as information;

Carried

**10.5.2 Capital Equipment Purchase**

**Report PW 2023-08**

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report PW 2023-08, Capital Equipment Purchase, be received as information;

And That Staff be directed to enter into an agreement of purchase with Viking-Cives for 2024 Freightliner Tandem Dump Truck with Plow Equipment installed;

And That staff be authorized to exercise the proposed price deduction of \$4,500 by paying for the chassis upon delivery to Viking-Cives.

Carried

**10.5.3 Asphalt Tender**

**Report PW 2023-09**

Resolution #12

Moved by John Scholten, seconded by Alisha Stubbs;

That Report PW 2023-09, Asphalt Tender, be received as information;

And That Council award the Township 2023 Asphalt tender to Permanent Paving.

Carried

**10.5.4 Petroleum Contract**

**Report PW 2023-10**

Resolution #13

Moved by Alisha Stubbs, seconded by John Scholten;

That Report PW 2023-10, Petroleum Contract, be received as information;

And Further That Council award the two-year petroleum contract to Frew Energy.

Carried

## **10.6 Community Development Services**

### **10.6.1 Monthly Departmental Activities**

#### **Report CDS 2023-05**

There was Council discussion with respect to: tree's and shrubs for the new park, maintenance of the older basketball courts and weekend help for emptying garbage's etc.

Resolution #14

Moved by John Scholten, seconded by Alisha Stubbs;

That Report CDS 2023-05, Monthly Departmental Activities, be received as information;

Carried

## **10.7 Medical Centre Services**

### **10.7.1 Medical Centre April 2023 Activity Report**

#### **Report MED 2023-05**

Mr. Wells spoke to resident concerns about LifeLab hours. He advised that their regular hours are Monday to Wednesday from 8am until noon, however, when they have staff shortages at other clinics, they pull staff from Norwich to fill those vacancies. The Norwich location is a physician collection service only and staff are sent to larger, higher volume labs that complete testing on site also. He further advised that since LifeLabs is a tenant who rents space, the Township has no control over their business practices.

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report MED 2023-05, Medical Centre April 2023 Activity Report, be received as information.

Carried

## **10.8 Financial Services**

### **10.8.1 Development Charges 2022 Activity**

#### **Report FS 2023-10**

Resolution #18

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Staff Report No. FS 2023-10, Development Charges 2022 Activity, be received as information.

Carried

### **10.8.2 Year End Summary of Reserves and Reserve Funds**

#### **Report FS 2023-11**



In response to Council questions, Mr. Johnson advised that the amount set aside in reserves is based on capital needs identified in the 10 and 20-year plans and allocated to cover those expenses. There was Council discussion with respect to: resurfacing roads, paving gravel roads and the number of residents living on gravel roads.

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Staff Report No. FS 2023-11, Year End Summary of Reserves and Reserve Funds, be received as information;

And Further That approval be granted to complete the reserve transfers presented in this report, as part of the 2022 year-end process.

Carried

## **10.9 Administrative Services**

### **10.9.1 Norwich Optimist TNT Tractor Pull**

**Re: Request for Relief of Noise By-law**

Resolution #16

Moved by Alisha Stubbs, seconded by John Scholten;

That the Norwich Optimist Tractor Pull – Request for Relief of Noise By-law, be received as information;

And further that with respect to By-law 35-2013 to Regulate and Prohibit Noise, organizers ensure tractor pull event noise terminates no later than 11:00 pm on both Friday and Saturday evenings, and amplified music/entertainment noise terminate no later than 1:00 am for Friday events and 11:00 pm for Saturday events; And that organizers ensure event patrons park on site only and not on Evergreen Street or Highway 59

Carried

### **10.9.2 Municipal Heritage Committee Appointment**

**Memorandum**

Resolution #20

Moved by John Scholten, seconded by Alisha Stubbs-;

That the Memorandum: Municipal Heritage Committee Appointment, be received as information;

And Further That Howard Cornwell be appointed to the Municipal Heritage Committee for the term of the current Council.

Carried

**10.9.3 Dedication of Lands as Part of North Court Street  
Report CAO 2023-14**

Resolution #21

Moved by Alisha Stubbs, seconded by John Scholten;

That Report No. CAO 2023-14, Dedication of Lands as Part of North Court Street,  
be received as information;

And That draft By-law No. 20-2023, to dedicate certain lands for highway purposes as part of  
North Court Street be presented to Council for consideration.

Carried

**10.9.4 Road Closure Application – 512351 Ontario Limited  
Report CAO 2023-15**

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report No. CAO 2023-15, Road Closure Application – 512351 Ontario Limited,  
be received as information;

And That staff be authorized and directed to initiate required procedures to close part of the  
unopened road allowances identified as part of Broadway Street, designated as Part 2 on Plan  
41R-4063, provided the applicant pays required expenses, and that upon closure of the  
allowance, the lands be conveyed at an appraised value.

Carried

**10.9.5 Royal Canadian Legion Patio Request  
Memorandum**

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Memorandum: Royal Canadian Legion Patio Request, be received as information;

And further that the Council of the Township of Norwich has no objections to Branch 190 of the  
Royal Canadian Legion's application for extensions to their Liquor Sales Licence to operate a  
Patio Bar on the dates as outlined within the correspondence received, subject to the conditions  
as outlined within the memorandum.

Carried

**10.9.6 My Second Unit Program Update  
Oxford County Report HS 2023-05  
Resolution #24**

Moved by Adrian Couwenberg; seconded by Shawn Gear

That the Oxford County Report HS 2023-05, My Second Unit Program Update, be received as information

Carried

**10.9.7 ERTH Corporation**

**Re: Notice of Annual Meeting of Shareholders**

Resolution #25

Moved by Alisha Stubbs, seconded by John Scholten;

That the ERTH Corporation Notice, Re: Annual Meeting of Shareholders – May 25, 2023, be received as information;

And Further that Mayor Palmer be designated as representative from the Township of Norwich for the purpose of casting vote at the May 25, 2023 AGM meeting.

Carried

**10.9.8 Request for Exemption – Site Plan Grading and Drainage**

**Memorandum**

Resolution #26

Moved by John Scholten, seconded by Alisha Stubbs;

That the Memorandum: Request for Exemption – Site Plan Grading and Drainage, be received as information;

And Further That Council deny the request for exemption

Carried

**10.9.9 Council Strategic Plan**

**Report CAO 2023-12**

There was Council discussion with respect to the draft Strategic Plan and the four-year commitment to it. Some members provided input regarding: inclusion of visuals for current projects, more descriptive verbiage, lack of actions to accommodate strategic priorities, more exciting presentation and the wish to promote positive thinking during this term of Council.

Resolution #27

Moved by John Scholten, seconded by Alisha Stubbs;

That Report No. CAO 2023-12, Council Strategic Plan, be received as information;

And Further That the Council Priorities and Strategic Action Plan 2023-2026 be deferred.

Carried

**10.9.10 Notice of discussion item: Establishment of a Diversity, Equity and Inclusion (DEI) Committee – Councillor Gear**

Councillor Gear commented that when a DEI committee was previously discussed it was attached to other action items and he would like to move forward with this committee on its own.

Resolution #28

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Township of Norwich Council consider the establishment of a Diversity, Equity and Inclusion Committee;

And Further that staff be directed to prepare a Terms of Reference for Council consideration and approval.

Carried

**11. NOTICE(S) OF MOTION**

None

**12. CLOSED SESSION**

None

**13. BY-LAWS**

No. 23-2023

**To Dedicate Certain Lands for Highway Purposes as Part of North Court Street**

No. 24-2023

**To Confirm All Actions and Proceedings of Council**

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

Resolution #29

Moved by Adrian Couwenberg, seconded by Shawn Gear;

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

No. 23-2023

To Dedicate Certain Lands for Highway Purposes as Part of North Court Street

No. 24-2023

To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #30



Moved by Adrian Couwenberg, seconded by Shawn Gear;

That By-laws 23-2023 and 24-2023 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 – 12:15 p.m.**

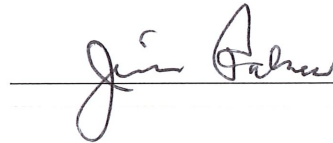
Resolution #31

Moved by Alisha Stubbs, seconded by John Scholten;

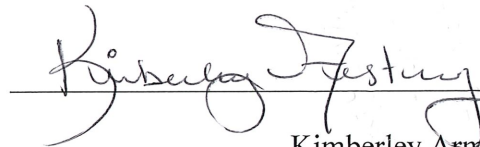
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 23<sup>rd</sup> day of May 2023.



\_\_\_\_\_  
Mayor  
Jim Palmer



\_\_\_\_\_  
Clerk  
Kimberley Armstrong