



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday January 9, 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
A.J. Wells, Director of Medical Services
Ken Farkas, Director of Public Works
Sean McCoy, Deputy Clerk/Planning Coordinator

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 9:01 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

No disclosures were reported.

5. Adoption of Minutes of Previous Meeting(s)

5.1 November 28, 2023

Resolution #2

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

November 30, 2023 – Capital Budget
December 12, 2023

Carried

6. Public Meetings / Hearings

7.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act

Resolution #3

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That pursuant to Section 34(12) of the Planning Act, R.S.O. 1990, as amended, Chapter P.13, this Council conduct a public meeting in respect to an application for amendment to Zoning By-law 07-2003-Z by Henk and Michelle Vrugteveen, File Number ZN 3-23-18.

Carried

6.3.1 9:00 a.m.

Applicant: Henk and Michelle Vrugteveen

File No.: ZN 3-23-18

Report No.: CP 2024-03

Location: Lot 14, Concession 5 (North Norwich) 325422 Norwich Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-sp)' to permit the establishment of an Additional Residential Unit (ARU) of approximately 120.7 m2 within a proposed new residential accessory structure which would replace the existing barn.

Mr. Nathan Kok, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as per Report CP 2024-03 to allow for the establishment of an additional residential unit (ARU) in a portion of a newly proposed residential accessory building.

Ms. Hartley noted that the proposed ARU will result in a further reduction to an existing insufficient MDS setback. The applicant and their agent have been notified and an amended application was received on January 8th, 2024. The updated information will need to be recirculated in accordance with the requirements of the planning act. Staff are requesting that Council defer the application until proper notice has been provided.

Mr. Nathan Kok confirmed that an updated application had been submitted for recirculation.

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

Resolution #4

Moved by Lynne DePlancke, seconded by Shawn Gear:

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 Henk and Michelle Vrugteveen, for lands described as Part Lot 14, Concession 5 (North Norwich) 325422 Norwich Road in the Township of Norwich, to facilitate the establishment of an additional residential unit (ARU) within an agricultural storage building, the Council of the Township of Norwich hereby defer the zone change to allow the applicant to revise the application to apply for site specific relief from the MDS I setbacks for the purpose of establishing an additional ARU.

Carried

6.4 Other
None.

7. Delegations
None.

8. Correspondence

8.1 Oxford Community Foundation
Re: OCFootprints – Winter 2023 Newsletter

8.2 City of Woodstock
Re: Unesco Coalition of Inclusive Municipalities Membership

8.3 Chatham-Kent

Re: Increase to Ontario Works Rates

- 8.4 City of Stratford**
Re: Support for CEBA Loan Businesses
Re: Stratford BIA Letter

- 8.5 City of Thunder Bay**
Re: Short Term Rentals
Resolution #6

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 - 8.5 be received as information.

And further that Council support agenda items 8.2, 8.3, 8.4.

Carried

- 9. Committee Minutes**
None.

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**
No report.

10.5 Public Works Services

- 10.5.1 Vandecar Line Bridge**
Report PW 2024-01

In response to questions from Council, staff advised that a replacement bridge would be approximately \$800,000 and that repairs would still be required to utilize it as a walking bridge only. The required municipal class environmental assessments consider a number of factors, including ownership of neighbouring properties and impacts on travel times. Staff advised that the cost of a Class EA varies depending on requirements and the findings from the assessment could be brought back for Council's consideration.

Staff further clarified that reserve funds for bridge infrastructure are in an aggregate fund, not funds earmarked for specific bridges. Also, due to the limited time period the

Township has been maintaining this reserve, there is not sufficient funds available for every bridge at this time.

Resolution #7

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report PW 2024-01, Vandecar Line Bridge, be received as information;

And that the Vandecar Line bridge remain closed indefinitely;

And further that Council directs staff to proceed with obtaining the required assessments, studies, and reports in order to remove the structure.

Carried

10.6 Community Development Services

No Report.

10.7 Medical Centre Services

10.7.1 Physician Agreement Renewals

Report MED 2024-01

In response to questions from Council, staff advised that physicians are independent practitioners and a percentage of their income goes to Township as overhead to cover their costs associated with running the medical centre. Timelines for the agreements were established in consultation with the physicians and these can be reviewed over time to determine what's appropriate.

Resolution #8

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report MED 2024-01, Physician Agreement Renewals, be received as information;

And further that Council adopt the bylaws to authorize the renewal of agreements with Dr. Lisa Wendling, Dr. Jennifer Jeffries, Dr. Karaminder Gajebasia, and Dr. Andrea Hornyak;

And that the Mayor and Clerk be authorized to sign the agreements.

Carried

10.7.2 Agreement with Dr. Sarbjit Punia

Report MED 2024-02

In response to questions from Council regarding capacity, staff advised that physicians are scheduled to ensure there is sufficient space available at the medical centre. If additional physicians were added to the roster, scheduling would be re-evaluated to

accommodate their practice. Staff further advised that the addition of Dr. Punia could potentially reduce the current waiting list at the medical centre.

Resolution #9

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report MED 2024-02, Physician Agreement with Dr. Sarbjit Punia, be received as information;

And further that Council adopt the bylaw to authorize the execution of an agreement with Dr. Sarbjit Punia;

And that the Mayor and Clerk be authorized to sign the agreement.

Carried

10.8 Financial Services

10.8.1 2024 Interim Tax Levy

Report FS 2024-01

Resolution #10

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report FS 2024-01, 2024 Interim Tax Levy By-Law, be received as information;

And further that a By-Law be adopted to provide for the billing of an interim tax levy for the year 2024.

Carried

10.9 Administrative Services

10.9.1 Council Member – Notice of Retirement

Report CL 2024-01

In response to questions from Council, staff advised that a By-law declaring a by-election would come before council at the first meeting in February with an anticipated election day in May. There was council discussion regarding the benefits of conducting a by-election over an appointment, including the fact that Council is not yet halfway through the current term and a by-election would allow constituents to select their representative.

Resolution #11

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report CL 2024-01, Council Member Notice of Retirement, be received as information;

And further that Council direct staff to bring forward a by-law to hold a by-election.

Carried

**10.9.2 Long Point Region Conservation Authority Appointment
Report CL 2024-02**

In response to questions from Council, staff advised that current board and committee appointments could be reconsidered to provide the incoming councillor an opportunity to participate in some of those boards and committees. Staff further advised that the LPRCA representative is appointed through Oxford County and it may not be feasible for an incoming Councillor to be appointed later in the year.

Resolution #12

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CL 2024-02, LPRCA Appointment, be received as information;

And further that Jim Palmer be recommended for appointment to the Long Point Conservation Authority for the remainder of the Term of Council.

Carried

**10.9.3 2023 Municipal By-Election Accessibility
Report CL 2024-03**

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CL 2024-03, 2023 Municipal By-Election Accessibility, be received as information.

Carried

**10.9.4 Candidate Financial Reporting
Report CL 2024-04**

Resolution #14

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CL 2024-04, Candidate Financial Reporting, be received as information.

Carried

**10.9.5 Records Retention By-law Update
Report CL 2024-06**

Resolution # 15

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2024-06, Records Retention By-law Update, be received as information;

And further that By-law 01-2024 be adopted to ensure the continued effective and efficient retention of the municipality's records.

Carried

**10.9.6 Consideration of Election Ward Boundary Adjustments
Report CL 2024-05**

There was council discussion regarding; the Ward system versus electing councillors at large, the impacts of boundary adjustments impacting constituency numbers and potentially revisiting this topic after the 2026 election.

Resolution #16

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report CL 2024-05, Consideration of Ward Boundary Review, be received as information.

Carried

Council recessed at 10:09 am.

Council resumed at 10:21 am.

**10.9.7 Preapproval of Specific Flags Under the Flag Protocol
Memorandum**

There was Council discussion regarding: amending the protocol to allow staff and the Mayor to approve requests, consideration of a fee and human rights concerns. In response to questions from Council, staff advised that applications would only be brought before Council for a decision if they were not pre-approved and met the criteria outlined in the Flag Protocol.

Resolution #17

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Council receive the Memorandum: Preapproval of Specific Flags Under the Flag Protocol, as information;

And further that the Netherlands Flag, the United Empire Loyalists Flag, the Truth and Reconciliation Day Flag, the United Nations Flag, the Pride Flag, the Remembrance Day Flag ~ Lest We Forget, Service Clubs flags, Minor sports organizations (including the Norwich Merchants) flags, Every Child Matters Flag, Black History Month flag receive preapproval from Council in accordance with Section 4.1 of the Flag Protocol.

Carried

10.9.8 Notice of Discussion Item – Councillor Couwenberg

Re: Request to amend Flag Protocol Section 4.2 Process, second bullet point - to delete “up to one week maximum” and replace with “Monday through Saturday only”

Resolution #18

Moved by Lynne DePlancke, seconded by Shawn Gear:

That the Notice of Discussion Item submitted by Councillor Couwenberg, Re: Request to amend Flag Protocol Section 4.2 – Process, second bullet point - to delete “up to one week maximum” and replace with “Monday through Saturday only” be received as information.

Carried

10.9.9 Notice of Discussion Item – Councillor Couwenberg

Re: Request to Change Council February Meeting Schedule

Resolution #19

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the Notice of Discussion Item submitted by Councillor Couwenberg, Re: Request to Change Council February Meeting Schedule be received as information, and further that the meeting be moved to February 6, 2024

Carried

11. Notice(s) of Motion

None.

12. Closed Session

None.

13. By-laws

No. 56-2023

To Provide for Drainage Works - Branch B & C of the Springford Municipal Drain 2023

No. 01-2024

To Provide for the Preservation and the Destruction of Records

No. 02-2024

To Provide for the Levying of an Interim Levy for the Year 2024 and Provide for Penalty and Interest

No. 03-2024

To Authorize Execution of a Contract Agreement with Dr. Lisa Wendling

No. 04-2024

To Authorize Execution of a Contract Agreement with Dr. Jennifer Jeffries

No. 05-2024

To Authorize Execution of a Contract Agreement with Dr. Karaminder Gajebasia

No. 06-2024

To Authorize Execution of a Contract Agreement with Dr. Andrea Hornyak

- No. 07-2024** **To Authorize Execution of a Contract Agreement with Dr. Sarbjit Punia**
- No. 08-2024** **To Confirm all Actions and Proceedings of Council**

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

Resolution #20

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. 01-2024 To Provide for the Preservation and the Destruction of Records
- No. 02-2024 To Provide for the Levying of an Interim Levy for the Year 2024 and Provide for Penalty and Interest
- No. 03-2024 To Authorize Execution of a Contract Agreement with Dr. Lisa Wendling
- No. 04-2024 To Authorize Execution of a Contract Agreement with Dr. Jennifer Jeffries
- No. 05-2024 To Authorize Execution of a Contract Agreement with Dr. Karaminder Gajebasia
- No. 06-2024 To Authorize Execution of a Contract Agreement with Dr. Andrea Hornyak
- No. 07-2024 To Authorize Execution of a Contract Agreement with Dr. Sarbjit Punia
- No. 08-2024 To Confirm all Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #21

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 56-2023, 01-2024, 02-2024, 03-2024, 04-2024, 05-2024, 06-2024, 07-2024, and 08-2024 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 – 10:52 a.m.

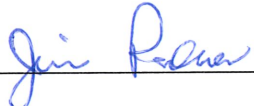
Resolution #22

Moved by Shawn Gear, seconded by Adrian Couwenbert:

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 January, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk