



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday October 8, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Lee Robinson, CAO
Kimberley Armstrong, Director of Corporate Services/Clerk
James Johnson, Treasurer/Deputy CAO
Ken Farkas, Director of Public Works
Derek Van Pagee, Director of Fire and Protective Services
James Schaafsma, Acting Director of Community Development Services
Brad Smale, Chief Building Official
AJ Wells, Director of Medical 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 9:00 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Karl Toews, seconded by Lynne DePlancke:

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 September 24, 2024

Resolution #2

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Minutes of the Township of Norwich Council be adopted as amended:

September 24, 2024

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 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, File No. ZN 3-20-17, as well as Official Plan Amendment File No. OP 20-14-3, and Subdivision File No. SB 20-05-3, by Stubbe's Property Development Inc.

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: Stubbe's Property Development Inc.

File No.: ZN 3-20-17, OP 0-14-3, SB 20-05-3

Report No.: CP 2024-309

Location: Part Lot 10, Concession 4 (North Norwich) Part 1, Plan 41R-8120, West Side of Spring Street, North of Main Street. Village of Norwich, Township of Norwich

Details of Proposed Amendment:

- The revised application for Subdivision proposes the creation of 81 lots for single-detached dwellings, five blocks for semi-detached and townhouse dwellings, a block for two apartment buildings, two open space blocks, a stormwater management block and 4 new local streets.

- The application for Official Plan Amendment proposes to re-designate Block 87 from Low Density Residential to a site-specific Medium Density Residential designation to recognize a density above what is currently permitted for a Medium Density Residential block. The proposed amendment will facilitate the construction of two, six storey apartment buildings with a total of 136 dwellings units.

- The Rezone Application proposes to Rezone the subject lands from 'Special Development Zone with holding provision (D-7(H))', Special Open Space Zone (OS-3)' and 'General Agricultural Zone (a2)' to 'Special Residential Type 1 Zone (r1-sp)', Residential Type 2 Zone (R2)', Residential Type 3 Zone (R3-sp)', Open Space Zone (OS)' and Recreational Zone (REC)'.

Mr. Mike Goor, applicant, and Mr. Brandon Flewwelling, agent, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-309. She advised that the application proposes a draft plan of subdivision consisting of 81 lots for single-detached dwellings, five blocks for semi-detached and townhouse dwellings and a block which is proposed to contain two apartment buildings. Additional blocks are proposed for a park, open space, stormwater management and four new local streets, as well as an extension of Mary Street and Bailey Street. She also advised that there is an associated severance application to sever land from the agricultural parcel to the north which will be added to the development lands and utilized for wetland creation purposes, which was approved by the Land Division Committee on October 3rd.

Ms. Hartley further explained that the proposed Official Plan Amendment specifically requests to redesignate the existing Low Density Residential lands to Open Space and Medium Residential. The Open Space areas will account for the park blocks, the stormwater management facility, and the proposed wetland area. The Medium Density Residential areas will account for a block of townhouse units as well as the apartment block. The proposed zone change will implement the proposed use of the lands in accordance with the draft plan of subdivision. The lands are currently zoned with a site-specific development zone which has an associated holding provision to ensure that the owner develops the land through a comprehensive draft plan of subdivision. Additionally, the severed parcel to be added to the subject lands will be rezoned to Open Space to reflect the wetland use. Further zoning amendments were outlined as

contained within the report, including increased lot coverage for single detached dwelling lots.

Ms. Hartley also explained that Holding Provisions will be applied to all the residential lands to ensure that sufficient water and wastewater capacity is available through County Public Works. The applicant will be required to submit a zone change application each time they are ready to proceed with a phase of the development. Ms. Hartley also highlighted the Environmental Impact Study which was required due to the presence of woodland features and the proximity to the conservation authority regulated land.

In response to concerns received regarding increased traffic, increased density and drainage onto neighbouring properties, Ms. Hartley advised that there has been a condition of approval included for the applicant to reconstruct Spring Street to an urban cross section to accommodate increased traffic flow and manage deterioration of the existing road network. Also, further comprehensive review and development applications are intended to address concerns regarding public services and traffic conditions, as well as grading and drainage.

In response to questions from Council, Ms. Hartley explained that: the development will include approximately 277 units of varying size, public consultation was carried out in accordance with the requirements under the Planning Act and the revised proposal conveys the wetland lot to LPRCA. Ms. Hartley also advised that site plan control for residential uses was applicable only to properties containing 10 or more units, but other residential development is subject to detailed engineering review prior to issuing building permits.

Ms. Robinson explained that stormwater management facilities include storm water retention ponds, access road and other requisite features necessary for the operation of storm water facilities. She also explained that development charges that will be applied to future development are intended to fund any necessary expansion of public services to accommodate the subdivision.

Mr. Goor and Mr. Flewwelling provided a presentation that gave an overview of the development. In addition to the information previously provided by Ms. Hartley, Mr. Flewwelling explained that the apartment block will include 10% affordable units per CMHC guidelines and that these units would be rentals and not made into condominiums. They also described planned amenities for the development including green space and recreation areas, subject to site plan approval.

In response to questions from Council, Mr. Goor explained that final prices for residential homes would be subject to market conditions but expected the single detached homes to be in the \$800,000 to \$900,000 range, the townhomes to be in the \$500,000 to \$600,000 range, and the apartments would have rental rates in the \$1,600 to \$1,800 range. He also advised that: phasing in of units would be subject to conditions, available servicing capacity, there are currently no planned restrictions to the

style or designs of houses and that lot sales and development would depend on market conditions at the time as to whether lots are sold to builders or individuals.

Ms. Annette Lavigne, of 41 Spring Street, expressed concerns regarding the medium density blocks causing an increase in traffic. Furthermore, she expressed concerns that there is no direct connection from the subdivision to a major road and the traffic will be directed through existing residential areas which are not designed to facilitate that volume of traffic. She also expressed concerns about construction traffic and that drainage had not been sufficiently addressed.

Ms. Geraldine Cassel, of 39 Spring Street, expressed concerns about drainage and the importance of the existing ponds for storm water management.

Mr. Paul Lavigne, of 41 Spring Street, expressed concern that sump water pumped from properties on Spring Street drains onto the lots in the proposed subdivision and that once developed there would be nowhere for the sump pump water to go.

Mr. Larry Griswold, of 17 Spring Street, advised that his house was the lowest lot on Spring Street and had corresponding concerns about the potential increase of water onto his property. He also had concerns about potentially contaminated railway lands and the suitability of the soil for residential development.

Ms. Hailey Huynh, of 53 Spring Street, inquired about the wooded area to be donated to the Conservation Authority. Ms. Hartley explained that there were no plans to change the woodlot and the applicant will be working with the Conservation Authority to convey the lands to them.

Ms. Teresa Hill, of 47 Spring Street, commented that neighbours in the area had hired a lawyer to address keeping the wooded areas on the site which resulted in an agreement being signed to donate the woodlot to the Conservation Authority and that there had been no update since then. She also expressed concerns that the development of the subject lands causing water to be directed towards houses on Spring Street.

Ms. Hartley explained that the block identified for conveyance to the Conservation Authority does not currently exist as a separate parcel and can only be conveyed once the subdivision is approved and the parcel can be registered.

Ms. Wendy Buck, of 18 Spring Street, commented that she agreed with concerns regarding water being directed onto properties on Spring Street. She also inquired about the timeline for the development of the subdivision and expressed concerns about the impacts construction and the development will have on Spring Street.

Ms. Robinson further clarified that prior to lands being conveyed to the Conservation Authority, the lands need to be divided through the subdivision approval process and then registered before it can be transferred. Ms. Robinson also explained that the

purpose of this public meeting was not to discuss the industrial lands owned by the applicant to the south of the proposed subdivision site.

There was Council discussion regarding decisions for planning matters being based on policy direction, traffic concerns, affordable housing, construction vehicle routing, and preserving the character and nature of the Village of Norwich.

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

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

Council recessed at 10:13 a.m.

Council resumed at 10:22 a.m.

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Stubbe's Property Development Inc. for lands described Part of Lot 10, Concession 4 (North Norwich) in the Township of Norwich, whereby the lands are to be rezoned from 'Special Development Zone with Holding Provisions (D-7(H))' to 'Special Residential Type 1 Holding Zone (R1-sp (H))', 'Resident Type 2 Holding Zone (R2(H))', 'Special Residential Type 3 Holding Zone (R3-sp (H))', 'Open Space Zone (OS)' and 'Special Recreational Zone (REC-sp)' and to amend the existing 'Special Open Space Zone (OS-3)' to facilitate the proposed draft plan of subdivision, the Council of the Township of Norwich hereby approve the zone change;

And further, that the Council of the Township of Norwich advise County Council that the Township supports the application for Official Plan Amendment (File No. OP 20-14-3), submitted by Stubbe's Property Development Inc., for the lands described as Part of Lot 10, Concession 4 (North Norwich), Township of Norwich, to redesignate a portion of the subject lands from 'Low Density Residential' to 'Medium Density Residential' and 'Open Space';

And further, that the Council of the Township of Norwich advise County Council that the Township supports the Draft Plan of Subdivision (File No. SB 20-05-3), submitted by Stubbe's Property Development Inc. for the lands described as Part of Lot 10, Concession 4 (North Norwich), Township of Norwich, consisting of 81 lots for single detached dwellings, 4 blocks for semi-detached dwellings, 1 block for townhouse dwelling units, one block for apartment dwellings, 3 open space blocks, one park block,

and blocks for turning circles, sight triangles and 0.3 m reserves, served by extensions of Bailey Street and Mary Street, and 4 new local streets, subject to the conditions as listed in Report CP 2024-309 being met prior to final approval of the plan for registration.

Carried

Resolution #6

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, Karl Toews, Shawn Gear, and Adrian Couwenberg;

And further that the Committee of Adjustment is now convened.

Carried

Committee of Adjustment

6.3.2 Applicant: 1000448517 Ontario Inc.

Applicant: Emerald Valley Plants Ltd.

File No.: A 15-24

Report No.: CP 2024-311

Location: North Part Lot 2, Concession 3 (North Norwich), 366010 Evergreen Street, Township of Norwich ON

Details of Proposed Amendment: Relief from Table 5.6.2.4 – Provisions for Detached Additional Residential Units (ARUs), to permit a detached ARU on a parcel zoned General Agricultural (A2); and Table 5.6.2.3 – Provisions for all Additional Residential Units (ARUs), to increase the permitted cumulative gross floor area from 140 m² (1,507 ft²) to 144 m² (1,550 ft²); and Table 5.6.2.4 – Provision for all Additional Residential Units (ARUs) to increase the maximum distance from the principal dwelling from 30 m (98.4 ft) to 42.6 m (140 ft) to recognize an existing dwelling as an ARU on the subject lands.

Mr. Jan and Ms. Christina Neels, applicants, were in attendance representing the application.

Ms. Amy Hartley, Development Planner, provided an overview of the application as contained within Report CP 2024-311. She advised that this application is to permit an ARU within an existing detached dwelling on the subject lands and consider a newly constructed dwelling as the principal residence. Ms. Hartley stated that due to: the size of the existing dwelling, the location in proximity to the proposed ARU and the newly constructed dwelling, additional variances are also being considered.

In response to questions from Council, Ms. Hartley explained that this is the first application of this type in the Township since the new ARU provisions were adopted in

the Zoning By-law. However, there have been other ARUs that have increased distances and sizes. She further commented that this application can also be supported from the perspective of preserving existing housing stock in the Township.

Mr. Neels explained that the increased distance between the existing and newly constructed dwellings is due to the size of the drainage swale between the two buildings.

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 Shawn Gear:

That with respect to the application by Emerald Valley Plants Ltd., File No. A 15-24, for a Minor Variance located at Part of Lot 2, Concession 3 (North Norwich), municipally known as 366010 Evergreen Street, in the Township of Norwich, for relief from Table 5.6.2.4 – Provisions for detached Additional Residential Units (ARUs), to permit a detached ARU on a parcel zoned 'General Agricultural Zone (A2); and Table 5.6.2.3 – Provisions for all Additional Residential Units (ARUs), to increase the permitted cumulative gross floor area from 50% to 65% of the gross floor area of the principal dwelling being, 144 m² (1,550 ft²); and Table 5.6.2.4 – Provision for all Additional Residential Units (ARUs) to increase the maximum distance from the principal dwelling from 30 m (98.4 ft) to 42.6 m (140 ft) to recognize an existing dwelling as an ARU on the subject lands, the Committee of Adjustment hereby approve the requested minor variance.

Carried

Resolution #8

Moved by Shawn Gear, seconded by Karl Toews:

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

Carried

6.4 Other
None.

7. Delegations

**7.1 Chad Cornish and Wayne Cartier, Royal Canadian Legion Branch 190
Re: Request Permission to Recognize Local Canadian Soldiers through a Banner Program**

Mr. Chad Cornish and Mr. Wayne Cartier, representing the Royal Canadian Legion Branch 190, presented their delegation regarding the Veteran banner program. Mr.

Cornish explained that the program would be managed by the Legion Branch and involve hanging banners depicting Veterans on light posts in Norwich along Stover Street. The program is proposed to be introduced to the public this Remembrance Day, with the first banners to be displayed in 2025 from Legion Week in September to Remembrance Day.

Mr. Cartier displayed a sample of the proposed banners.

In response to questions from Council, Mr. Cartier explained that the program would be managed by the Legion and funded by the sponsors of the banners, which is typically the family of the Veteran being honoured on the banner. Costs to sponsors involve a one-time payment to the Legion to cover the cost of the banner. Mr. Cartier also explained that the Veteran does not need to be a resident of Norwich if the family that sponsors the banner is from Norwich.

Mr. Farkas advised that the Township does not own the streetlight posts proposed for display of the banners and the Legion would need to get permission from ERTH to hang them. Mr. Cartier commented that other Legions in the area have received approval from ERTH and they would reach out to ensure they receive approval also.

Mr. Cartier explained that the cost of the banners is yet to be determined but is anticipated to be approximately \$325 to \$350. He also explained that there were approximately 70 light posts available to display banners along Stover Street.

Ms. Robinson explained that the flag by-law only applies to Township owed poles, so an exemption is not required for the Legion. However, Council may pass a motion to show support to the Legion to include in their submission to ERTH.

Resolution #9

Moved by Shawn Gear, seconded by Karl Toews:

That the Delegation of Chad Cornish and Wayne Cartier, Royal Canadian Legion Branch 190, Re: Request Permission to Recognize Local Canadian Soldiers through a Banner Program, be received for information;

And further that the Township of Norwich Council is in support of the proposed Legion Banner Program.

Carried

7.2 Alex Visscher

Re: Site Plan Approval - 206 Main Street West, Otterville

Mr. Alex Visscher advised Council that he proposes to convert a residential unit at 206 Main Street west in Otterville back into a commercial unit, specifically a Pharmacy. He expressed concern about the costs associated with planning processes, the associated studies and reports, and the potential impediment these costs are to downtown

redevelopment in many communities. Mr. Visscher questioned the feasibility of the process, the costs, studies and time involved and expressed concern that it is hindering progress and redevelopment of commercial properties.

In response to questions from Council, Mr. Visscher explained that he had a 15-year lease in place for the Pharmacy. Also, that the current zoning allows for commercial use, but the required change in use from residential to commercial initiates the need for a site plan application.

There was Council discussion regarding planning processes and associated costs.

Ms. Robinson explained that a site plan application was submitted by the previous owner, which may potentially streamline the process for Mr. Visscher. She also advised that Mr. Visscher has been directed to discuss the requirements and process with the Planner in order to have a clear understanding of what is required. Ms. Robinson further explained that if Council wished to provide Mr. Visscher with any exemptions, then she would recommend a legal opinion as that decision would be against provincial policies.

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of Alex Visscher Re: Site Plan Approval – 206 Main Street West, Otterville be received for information.

Carried

8. Correspondence

8.1 Ministry of Agriculture, Food and Agribusiness

Re: Agricultural Workforce Equity and Diversity Initiative

8.2 City of Brantford

Re: Request to the Chief Justice of the Superior Court and Request for Support from all Municipalities in the Grand River Watershed

8.3 Region of Waterloo

Re: Solve the Crisis

8.4 Oxford County

**Re: Request for Support - Southwest Community Transit Services
Municipality of Lambton Shores – Support for Southwest Community Transit
Resolution #11**

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 whereas the County of Brant, Middlesex County, Municipality of Strathroy Caradoc, Norfolk County, Town of Tillsonburg, Municipality of East Zorra-Tavistock, Grey County, Perth County, City of Stratford, Municipality of Lambton Shores, and Wellington County have successfully utilized government funding to create and sustain local community transit through Southwest Community Transit;

And whereas 85,000 riders have utilized the Southwest Community Transit services in the first half of 2024 alone, demonstrating significant community reliance on these services;

And whereas the economic impact of this transit system is estimated to be \$748,800,000 annually, largely due to its role in providing transportation to employment opportunities;

And whereas the current funding for this critical small urban and rural inter-community transit service is set to expire in March 2025, putting the sustainability of the service at risk;

Therefore, be it resolved that Township of Norwich Council urges the provincial government to continue funding Southwest Community Transit beyond March 2025 to ensure the ongoing viability of this essential service for small urban and rural Ontario;

And further that 8.1 and 8.3 be further supported.

Carried

9. Committee Minutes
None.

10. Reports

10.1 Planning and Development Services
No report.

10.2 Fire and Protective Services

10.2.1 Community Risk Assessment Annual Review
Report FP 2024-09

Resolution #12

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report FP 2024-09, Annual Review of Township of Norwich Fire Service Community Risk Assessment be received as information;

And that Staff be directed to conduct a self-audit using the Ministry of Labour, Training and Skills Development "Firefighter's Cancer Prevention Checklist" for the Township of Norwich Fire Service and report back to Council on findings and recommendations.

Carried

10.3 Drainage Services
No report.

10.4 Building Services
No report.

10.5 Public Works Services

**10.5.1 Delong 3-way Stop
Report PW 2024-17**

Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report PW 2024-17, Delong Drive All Way Stop Request be received as information.

Carried

10.5.2 Costs for Traffic Calming

Memorandum

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

That Council receive the Memorandum: Traffic Calming, as Information.

Carried

10.5.3 Award for RFP PW-2024-06 – Phase 2 Environmental Site Assessment

Report PW 2024-18

In response to questions from Council, Ms. Robinson explained that scoring is based on criteria and a scoring matrix which is tailored to the type of service being requested. She further clarified that there are two staff members that evaluate the proposals and there are procedures in place to govern this operating procedure.

Ms. Robinson also explained that the need for a Phase 2 ESA is determined during Phase 1 and at the end of Phase 2 there will be recommendations provided on how to proceed with the property. These recommendations will take into account the proposed future use. She further explained that the parameter of the assessed area is determined by bore hole testing.

Several Council members showed interest in receiving a high level evaluation of what criteria the scores are based on.

Resolution #15

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW-2024-18, Award Report for RFP PW-2024-06 Phase 2 Environmental Site Assessment (Burgessville), be received as information;

And that Council awards the Phase Two Environmental Assessment RFP PW-2024-06 to EXP Services Inc. in the amount of \$75,200.64 (Net HST);

And further that the Phase Two environmental site assessment costs be funded from the Contingency Reserve.

Carried

10.5.4 Oxford County Report PW 2024-33

Re: Environment and Climate Change Canada Proposed "Regulations Respecting the Reduction in the Release of Methane (Waste Sector)"
Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report PW 2024-33, Environment and Climate Change Canada Proposed Regulations Respecting the Reduction in the Release of Methane (Waste Sector) be received as information.

Carried

10.5.5 Oxford County Report PW 2024-36

Re: Automated Speed Enforcement Program Update
Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report PW 2024-36, Automated Speed Enforcement Program Update be received as information.

Carried

10.6 Community Development Services

10.6.1 Community Sport and Recreation Infrastructure Fund Options **Report CS 2024-08**

In response to questions from Council, Mr. Schaafsma explained that the grants are for the sum of items included to complete one project and that the minimum value of the grant is \$150,000 which requires a project cost of \$300,000. Ms. Robinson explained that Option 1 was recommended because these items are included in the capital forecast which would free up 50% of the budgeted reserve funds for those items.

In response to questions, Mr. Schaafsma advised that replacement of the Otterville Pool would be eligible under Stream 2 but was not recommended because the timelines and financial cost to the township would not be feasible at this time.

Resolution #18

Moved by Lynne DePlancke, seconded by Karl Toews:

That report CS 2024-08, Community Sport and Recreation Infrastructure Fund Application Options, be received as information;

And that Council accepts Option 1, Norwich Arena and Community Centre Facility Rehabilitation;

And that Council directs Staff to submit the application to Stream 1: Repair and Rehabilitation of the Community Sport and Recreation Infrastructure Fund.

Carried

10.6.2 Ducky Dennis Park Tender Award

Report CS 2024-09

Resolution #19

Moved by Karl Toews, seconded by Lynne DePlancke:

That report CS 2024-09, Ducky Dennis Park Paving Tender Award, be received as information;

And that Council awards the Ducky Dennis Park Paving Tender Award to Brantco Construction for the tender price of \$77,02538 (net HST);

And further that a budget amendment of \$17,500 be approved by Council and funded from the Park Structures Reserve.

Carried

10.7 Medical Centre Services

No report.

10.8 Financial Services

10.8.1 Appointment of Municipal Auditors

Report FS 2024-17

Resolution #20

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report FS 2024-17, Appointment of Municipal Auditors, be received by Council for their information;

And further that Millards be appointed as Municipal Auditors for the Township of Norwich for the years 2024 to 2028.

Carried

10.8.2 Council Financial Summary as at September 30, 2024

Report FS 2024-18

Resolution #21

Moved by Adrian Couwenberg, seconded by Shawn Gear

That Report FS 2024-18, Council Financial Summary as at September 30, 2024, be received as information.

Carried

Council recessed at 12:04 p.m.

Council resumed at 12:43 p.m.

10.9 Administrative Services

10.9.1 2025 Council Meeting Schedule

Report CL 2024-18

Resolution #22

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2023-18, 2025 Council Meeting Schedule, be received as information and further that the proposed 2025 meeting schedule be adopted as amended;

And further that the start time of the evening meetings remain at 7:00 p.m.

Carried

10.9.2 Council Conference Attendance

Memorandum

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Council – Conference Attendance, as information;

And further that staff be directed to complete conference registration and hotel bookings as follows:

ROMA: Jim Palmer
Lynne DePlancke

OGRA: Karl Toews

AMO: N/A

Carried

10.9.3 Township of Norwich Chamber of Commerce

Re: Request for Rental Fee Waiver

Resolution #24

Moved by Karl Toews, seconded by Lynne DePlancke

That the request from the Chamber of Commerce for a waiver of rental fees for the Norwich Community Centre for community events be received as information;

And further that Council grant \$400.00 from Council's Discretionary Fund towards the November 7, 2024 rental fee for the Taste of Norwich Event.

Carried

10.9.4 Request for Delegation Status

Memorandum

Resolution #25

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Memorandum – Request for Delegation Status, be received as information;

And further that as per Section 8.1.8 of the Procedural By-law, Council refuse the delegation request.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

12:59 p.m.

Resolution #26

Moved by Karl Toews, seconded by Lynne DePlancke:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), council convene in a meeting closed to public to discuss personal matters about an identifiable individual, including municipal or local board employees; and for the purpose of educating or training the members of Council as per Section 239(3.1).

Carried

**12.1 Personal matters about an identifiable individual, including municipal or local board employees;
Re: Long Term Disability
Memorandum**

**12.2 For the purpose of educating or training the members of Council as per Section 239 (3.1)
Re: Council Orientation - Finance**

**12.3 Closed Meeting Minutes
Re: Closed Meeting Minutes - September 24, 2024**

2:21 p.m.

Resolution #27

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Council do now reconvene in open session.

Carried

13. By-Laws
No. 39-2024 To Provide for Drainage Works – Gore Municipal Drain - 3rd Reading
No. 51-2024 To Confirm All Actions and Proceedings of Council

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

Resolution #28

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

No. 51-2024 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #29

Moved by Lynne DePlancke, seconded by Karl Toews:

That By-laws 39-2024, and 51-2024 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 – 2:22 p.m.


Resolution #30

Moved by Karl Toews, seconded by Lynne DePlancke:

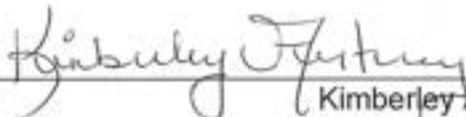
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 22nd day of October, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk