



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday October 24, 2023  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Scholten  
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  
Dirk Kramer, Deputy Chief Building Official/Drainage  
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 7:00 p.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**

None.

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

**5.1 September 26, 2023**

Resolution #2

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

October 10, 2023

Carried

**6. Public Meetings / Hearings**

**7.1 The Municipal Act**

None.

**6.2 The Drainage Act**

None.

**6.3 The Planning Act**

**6.3.1 7:00 p.m.**

**Applicant: Wayne and Barbara Dakin**

**File No.: ZN 3-23-16**

**Report No.: CP 2023-347**

**Location: Part of Lot 13, Concession 5 (East Oxford), 485338 Fire Hall Road in the Township of Norwich**

**The purpose of this application is 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).**

The Public Meeting to be held under the Planning Act for File No. ZN 3-23-16, submitted by Wayne and Barbara Dakin was not held due to a Public Notice Circulation error and is rescheduled for November 14, 2023 at 9:00 a.m.

**6.4 Other**

None.

**7. Delegations**

None.

**8. Correspondence**

**8.1 Long Point Region Conservation Authority**

**Re: Board of Directors Meeting Minutes – September 6, 2023**

**8.2 Township of McKellar**

**Re: Call for an Amendment to the Legislation Act, 2006**

- 8.3 Township of Clearwater**  
**Re: Municipal Codes of Conduct**
- 8.4 Municipality of West Lincoln**  
**Re: Challenges Faced by Smaller Developers in Ontario Communities**
- 8.5 Municipal of Bluewater**  
**Re: Childcare Availability in Ontario**
- 8.6 Zorra Township Report No. 2023-118**  
**Re: Road Authority Jurisdiction**  
Resolution #3  
Moved by Lynne DePlancke, seconded by John Scholten:

That the Correspondence as listed in Agenda Item 8.1 - 8.6 be received as information;

Carried

- 9. Committee Minutes**
- 9.1 Norwich BIA**  
**Re: Meeting Minutes – October 3, 2023**
- 9.2 Accessibility Advisory Committee**  
**Re: Meeting Minutes – September 20, 2023**  
Resolution #4  
Moved by John Scholten, seconded by Lynne DePlancke:

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

Norwich Business Improvement Association (BIA)  
Re: Meeting Minutes – October 3, 2023

Accessibility Advisory Committee Meeting  
Re: Meeting Minutes – September 20, 2023

Carried

- 10 Reports**
- 10.1 Planning and Development Services**  
No report.
- 10.2 Fire and Protective Services**  
No report.

### **10.3 Drainage Services**

#### **10.3.1 Acceptance of Branch B & C of the Springford Municipal Drain 2023 Report Report DR 2023-30**

In response to questions from Council, staff advised that the amount being attributed the Township is for the drain and for a special assessment for road reconstruction to curb and gutter.

Resolution #5

Moved by Lynne DePlancke, seconded by John Scholten:

That Report DR 2023-30, Acceptance of Branch B & C of the Springford Municipal Drain 2023 report, be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of the report Branch B & C of the Springford Municipal Drain 2023, dated September 29, 2023, and filed with the Clerk on October 5, 2023;

And that Council set a date for Public Meeting to be held on November 14, 2023, 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, and in accordance with the Drainage Act.

Carried

### **10.4 Building Services**

No report.

### **10.5 Public Works Services**

#### **10.5.1 Seasonal Road Restriction Single Use Permit for Hydro One and Enbridge Gas Service Vehicles PW 2023-19**

There was Council discussion regarding adding ERTH to eligible utility providers listed in the resolution.

In response to questions from Council, staff advised that the provision for staff to oversee travel on load restricted roads is for when an emergency warrants oversized vehicles using the roads to ensure appropriate speeds are maintained.

Resolution #6

Moved by Shawn Gear, seconded by Adrain Couwenberg:

That Report No. PW 2023-19 entitled Seasonal Load Restriction Single Use Permit for Hydro One and Enbridge Gas Service Vehicles be received as information;

And that Staff be directed to implement the single use permit as outlined in Report 2023-19.



Carried

**10.5.2 2024 Water and Wastewater Master Plan – Extended Consultation  
Oxford County Report PW 2023-41**

Resolution #7

Moved by John Scholten, seconded by Lynne DePlancke:

That Oxford County Report No. PW 2023-40 entitled 2024 Water and Wastewater Master Plan – Extended Consultation be received as information.

Carried

**10.5.3 2024 Transportation Master Plan – Extended Consultation  
Oxford County Report PW 2023-40**

Resolution #8

Moved by Lynne DePlancke, seconded by John Scholten:

That Oxford County Report No. PW 2023-40 entitled 2024 Transportation Master Plan – Extended Consultation be received as information.

Carried

**10.6 Community Development Services**

No report.

**10.7 Medical Centre Services**

No report.

**10.8 Financial Services**

**10.8.1 Gravel Road Conversion Program  
Report FS 2023-18**

Mr. Johnson advised that the intent of the report is to receive Council direction for an amount to include in the draft capital budget document. He expressed concerns with the current infrastructure gap, construction price increases since COVID and not currently having enough reserves to maintain the current assets. Mr. Johnson explained that the estimated impact in the report is not based on a weighted assessment, however the actual individual impacts would be based on each properties assessed value. Staff explained that the minimum amount of road to convert annually would be between 1.5 kms and 4 kms, as this would pave a section of road between concessions. Four kms could be undertaken with current staffing levels without affect other works projects.

There was Council discussion regarding the need to improve gravel roads, businesses losing customers due to road conditions and that some property owners have expressed a willingness to pay more taxes for improved roads. There were additional comments regarding estimated costs and what works that included, Brant County's Road conversion program and vehicle damage due

to gravel road conditions, funding options and tax increase implications. Council members wish to consider including \$2,500,000.

Mr. Johnson advised that this figure represents an additional 25% impact on the levy, which averages out to approximately \$565 per property. However, actual amounts per property would be based on assessment.

Resolution #9

Moved by John Scholten, seconded by Lynne DePlancke:

That Report FS 2023-18, Gravel Road Conversion be received as information;

And further that Council direct staff to include an annual amount of \$2.5 million for the gravel road conversion program.

Carried

## **10.9 Administrative Services**

### **10.9.1 Rural Oxford Economic Development Corporation**

**Re: Resignation of Ross Mitchell**

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2023-22, 2024 Council Meeting Schedule, be received as information and further that the proposed 2024 meeting schedule be adopted as presented.

Carried

### **10.9.2 2024 Council Meeting Schedule**

**Report CL 2023-22**

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2023-22, 2024 Council Meeting Schedule, be received as information and further that the proposed 2024 meeting schedule be adopted as presented.

Carried

### **10.9.3 Council Member Conference Attendance**

**Re: 2024 ROMA and OGRA Conferences**

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receives the discussion item presented by Mayor Palmer regarding the Rural Ontario Municipal Association conference as information;

And further that the following attend the ROMA Conference in 2024:

Lynne DePlancke  
Jim Palmer  
Adrian Couwenberg

And the following attend the OGRA Conference in 2024:

N/A

Carried

**10.9.4 Policing Services Contract  
Report CAO 2023-22**

In response to questions from Council, staff advised that a Section 10 agreement allows for the option of having an enhancement officer. The enhancement officer is a supplementary contract to the OPP Police Services contract that can be presented in a subsequent report to Council. If Council does not extend or enter into a new agreement with the OPP, the Township will revert to a Section 5.1 service and there will be no option for an enhancement officer or a Police Services Board.

Resolution #13

Moved by Lynne DePlancke, seconded by John Scholten:

That Report No. CAO 2023-22, OPP Contract Extension be received as information;

And that Staff be directed to prepare the appropriate by-law;

And that the Mayor and Clerk be authorized to execute the extension agreement.

Carried

**10.9.5 Notice of Discussion Item - Councillor DePlancke**

**Re: Ward Boundary Adjustments**

There was Council discussion regarding potential boundary extension for Ward 2 to encompass the entire urban area of the former Village of Norwich.

Resolution#14

Moved by John Scholten, seconded by Lynne DePlancke:

That with respect to the discussion item presented by Councillor DePlancke regarding Ward Boundary Adjustments, Council does hereby direct staff to prepare a report.

Carried

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

**13. Closed Session**  
None

**14. By-laws**  
**No. 54-2023 To Confirm All Actions and Proceedings of Council**

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

Resolution #15

Moved by Lynne DePlancke, seconded by John Scholten:

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

No. 54-2023 To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #16

Moved by Adrian Couwenberg, seconded by Shawn Gear:

THAT By-law 54-2023 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

**15. Adjournment – 8:47 p.m.**

Resolution #17

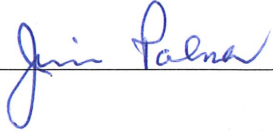
Moved by Adrian Couwenberg, seconded by Shawn Gear:

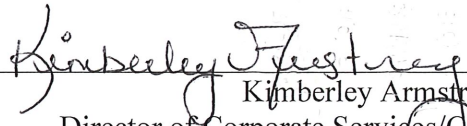
That this Council do now adjourn.

Carried



These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 14<sup>th</sup> day of November, 2023.

  
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Jim Palmer  
Mayor

  
\_\_\_\_\_  
Kimberley Armstrong  
Director of Corporate Services/Clerk