



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday June 6, 2023
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Scholten
Councillor Gear
Councillor Couwenberg

Staff:

Kyle Kruger, CAO
Derek Van Patee, Director of Fire and Protective Services
James Johnson, Director of Finance
Brad Smale, Chief Building Official
Ken Farkas, Manager of Public Works
Patrick Hovorka, Director of Community Development Services
AJ Wells, Manager of Medical Services
Kimberley Armstrong, Director of Corporate Services/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 John Scholten, seconded by Shawn Gear;

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

3.1 11:45 a.m.

Recognition of Retired Members of Council

Mayor Palmer recognized the former members years of service and thanked them for the contributions they made to the Township of Norwich.

Larry Martin
Mayor (2014-2022)
Councillor Ward 4 (1982-1997 and 2006-2010)

Lynne DePlancke
Councillor Ward 2 (2006-2022)

Alan Dale
Councillor Ward 4 (1994-2006 and 2018-2022)

4. Disclosure of Pecuniary Interest
No disclosures were reported.

5. Adoption of Minutes of Previous Meeting(s)

5.1 May 23, 2023

5.2 May 24, 2023

Resolution #2

Moved by Shawn Gear, seconded by John Scholten:

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

May 23, 2023

May 24, 2023 – Special Meeting

Carried

6. PUBLIC MEETINGS / HEARINGS

6.1 The Municipal Act

None

6.2 The Drainage Act

None

6.3 The Planning Act

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.

Resolution #3

Moved by John Scholten, 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 Nature Farms Inc., File Number ZN 3-23-04

Carried

6.3.1 9:00 a.m.

Applicant: Nature Farms Inc

File No.: ZN 3-23-04

Report No.: CP 2023-161

Location: Lot 22, Concession 1 (former North Norwich) 593741 Beaconsfield Road, Township of Norwich

Details of Proposed Amendment: To rezone the lot to be severed from Consent application B 22-06-3 from 'General Agricultural Zone (A2)' to 'Residential Existing Lot Zone (RE)' to coincide with the lands to which they will be added (to the immediate west) and to fulfill a condition of consent.

Marius Kerkhoff, agent, was in attendance representing the application.

Ms. St. Clair, Senior Planner, outlined the application as contained within Report CP 2023-161. She advised that this application proposes to rezone severed lands to recognize the new use of the lands as rural residential to match the lands to which they will be joined. The consent approved severance of 0.19 acres from the farm parcel to be added to an existing rural residential lot which will still be within the 2-acre limit for rural residential lots and will have no significant impact on the use of the agricultural lands.

There was no one in attendance that wished to speak in favour of or against 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

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 Nature Farms Inc., File No.: ZN 3-23-04, for lands described as Lot 22, Concession 1 (former North Norwich), 593741 Beaconsfield Road, Township of Norwich; to rezone the lot to be severed from Consent application B 22-06-3 from 'General Agricultural Zone (A2)' to 'Residential Existing Lot Zone (RE)' to coincide with the lands to which they will be added (to the immediate west) and to fulfill a condition of consent, the Council of the Township of Norwich hereby; Approve the zone change.

Carried

6.4 Other
None

7. DELEGATIONS
None

8. CORRESPONDENCE

8.1 Minister for Seniors and Accessibility
Re: Seniors Month

8.2 Ministry of the Environment, Conservation and Parks
Re: Transitioning to the Producer Responsibility Model

8.3 Rural Ontario Municipal Association
Re: Intervenes in Drainage Dispute with CN Rail

8.4 Fort Francis
Re: Response to the Opioid Crisis

8.5 Sharon Garner
Re: Objection to Eliminating Dog Tags

8.6 Lanark County
Re: Violence against First Responders

8.7 City of Cambridge
Re: Highway Traffic Act Amendments

8.8 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)

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Correspondence as listed in Agenda Item 8.1 - 8.8 be received as information.

Carried

9. COMMITTEE MINUTES

9.1 Norwich BIA
Re: Meeting Minutes – May 18, 2023

Resolution #7

Moved by Shawn Gear, seconded by John Scholten;

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

Norwich BIA
Re: Meeting Minutes – May 18, 2023

Carried

10 REPORTS

10.1 Planning and Development Services

10.1.1 Review of a Place to Grow and Provincial Policy Statement

Report CP 2023-126

Council expressed concerns with respect to the Provincial proposal to allow multiple severances on farmlands and the impacts that would have.

Resolution #8

Moved by John Scholten, seconded by Shawn Gear;

That the Oxford County Report CP 2023-126, Review of A Place to Grow and Provincial Policy Statement, be received as information

Carried

10.1.2 Review of a Place to Grow and Provincial Policy Statement – Supplementary Report

Report CP 2023-144

Resolution #9

Moved by Shawn Gear, seconded by John Scholten;

That the Oxford County Report CP 2023-144, Review of A Place to Grow and Provincial Policy Statement – Supplementary Report, be received as information

Carried

10.2 Fire and Protective Services

10.2.1 Emergency Management Program

Report FP 2023-12

In response to Council questions, staff advised that the Emergency Control Group is made up of the Mayor and Department Heads. A brief overview of the program was provided.

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Staff Report No. FP 2023-12, Emergency Management Program, be received as information;

And That Schedule A of By-law No. 2016-71 be amended by enacting By-law No. 32-2023;

And That the Community Emergency Management Coordinator be authorized to submit the OFMEM Municipal Compliance Report on behalf of the Township for 2023

Carried

10.2.2 Month-end Statistical Reports, May 2023

Report FP 2023-13

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report No. FP 2023-13, May 2023 Monthly Activities, be received as information.

Carried

10.3 Drainage Services

10.3.1 May 2023 Activity Report

Report DR 2023-18

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report DR 2023-18, May 2023 Activity Report, be received as information.

Carried

10.3.2 Drains Maintenance Collection By-law

Report DR 2023-19

Resolution #13

Moved by John Scholten, seconded by Shawn Gear;

That Report DR 2023-19, Drains Maintenance Collection By-law, be received as information;

And That By-law 29-2023 be adopted to provide for the collection of the maintenance costs.

Carried

10.3.3 Treffry and Pennington Drains 2023 Tender Results

Report DR 2023-20

Resolution #14

Moved by Shawn Gear, seconded by John Scholten;

That Report DR 2023-20, Treffry and Pennington Drains 2023 Tender Results, be received as information;

And That the Council of the Township of Norwich award the drain construction to Van Bree Drainage for the tendered price of \$360,355.70, and enter into Contract Agreement By-law 33-

2023, subject to third and final reading of Provisional By-law 15-2023 (Treffry and Pennington Drains 2023) after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

**10.3.4 Longworth Municipal Drain 2022 Tender Results
DR 2023-21**

Resolution #15

Moved by John Scholten, seconded by Shawn Gear;

That Report DR 2023-21, Longworth Municipal Drain 2022 Tender Results, be received as information;

And That the Council of the Township of Norwich award the drain construction to Robinson Farm Drainage for the tendered price of \$405,500.00, and enter into Contract Agreement By-law 34-2023, subject to third and final reading of Provisional By-law 14-2023 (Longworth Municipal Drain 2022) after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

10.4 Building Services

10.4.1 May 2023 Building Report

Report BB 2023-07

In response to Council concerns, Mr. Smale explained that people often made preliminary submissions through I-Cloud permitting to start a file and then continue working through the process adding all information required. He further explained that the building permit process is a challenge for people who are building for the first time or do not do it often.

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report BB 2023-07, May 2023 Building Report, be received as information.

Carried

10.5 Public Works Services

10.5.1 Progress Report for May 2023

Report PW 2023-11

There were Council questions with respect to: drop off depot locations and timing of roadside grass cutting.

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report PW 2023-11, Progress Report for May 2023, be received as information.

Carried

**10.5.2 Roads Needs Study RFP
Report PW 2023-12**

In response to Council questions, staff advised that McIntosh Perry did the last Roads Needs Study in 2017 and an update in 2021. There was Council discussion with respect to the submitted proposals and staff explained they were evaluated based on variables such as: price, quality, technical standards required, etc.

There was Council discussion with respect to the process, a perceived need for a 3-season evaluation and the process completion timeline. In response to questions, staff advised that the timeline and completion dates are set in order to allow for inclusion and consideration during the Capital Budget process in the fall.

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report PW 2023-12, Roads Needs Study RFP, be received as information;

And Further That Council awards the 2023 Roads Needs Study to R.J. Burnside & Associates.

Carried

10.6 Community Development Services

10.6.1 Monthly Departmental Activities

Report CDS 2023-06

There was Council discussion with respect to: the portable washrooms, possible provision of one at the Norwich Farmers Market, armour stone being used as extra seating in parks and the Curries Park entrance onto Highway 59.

Resolution #19

Moved by Shawn Gear, seconded by John Scholten;

That Report CDS 2023-06, Monthly Departmental Activities, be received as information;

Carried

10.7 Medical Centre Services

10.7.1 Medical Centre May 2023 Activity Report

Report MED 2023-06

Resolution #20

Moved by John Scholten, seconded by Shawn Gear;

That Report MED 2023-06, Medical Centre May 2023 Activity Report, be received as information.

Carried

10.8 Financial Services

No report

10.9 Administrative Services

10.9.1 City of Woodstock

Re: Request Boundary Adjustment Discussions

Resolution #21

Moved by Shawn Gear, seconded by John Scholten;

That the Correspondence received from the City of Woodstock Re: Request Boundary Adjustment Discussions, be received as information;

And Further That Council establish a Boundary Adjustment Negotiation Committee comprised of the following Council members: Mayor Palmer and Councillor Couwenberg.

Carried

10.9.2 Terms of Reference – Diversity, Equity and Inclusion Committee

Memorandum

Resolution #22

Moved by Adrian Couwenberg, seconded by Sean Gear;

That the Memorandum: Terms of Reference – Diversity, Equity and Inclusion Committee, be received as information;

And Further That Council approved the Terms of Reference as amended and direct staff to bring forward a By-law for Council consideration;

And Further that staff commence the advertising process.

And Further that Council approved the Terms of Reference with the following amendments:

- Members are required to partake in DEI municipal training

Carried

10.9.3 Council Priorities and Strategic Action Plan 2023-2026 – Updated Draft

Memorandum

Draft Strategic Action Plan

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Memorandum: Council Priorities and Strategic Action Plan 2023-2026 – Updated Draft, be received as information;

And Further That Council approve the Strategic Plan as presented

Carried

10.9.4 Council Member Resignation

Report CL 2023-19

Resolution #24

Moved by Adrian Couwenberg, seconded by Sean Gear;

That Report No. CL 2023-19, Council Member Resignation, be received as information, and Further that Council declares the office of Councillor - Ward 2 to be vacant:

And Further That Council direct staff to bring forward a by-law to hold a by-election.

Carried

10.9.5 BIA Appointments

Report CL 2023-16

Resolution #25

Moved by John Scholten, seconded by Shawn Gear;

That Report No. CL 2023-16, BIA Appointments, be received as information;

And Further That And Further that Cody Furlong and Councillor Gear be appointed to the Norwich Business Improvement Association Board.

Carried

10.9.6 2023 Council Meeting Schedule – Amendment

Report CL 2023-18

Resolution #26

Moved by Shawn Gear, seconded by John Scholten;

That Report No. CL 2023-18, 2023 Council Meeting Schedule - Amendment, be received as information;

And Further That regularly scheduled meeting for July 11, 2023 be rescheduled to July 25, 2023 at 9:00 a.m.

Carried

11. NOTICE(S) OF MOTION

None

12. CLOSED SESSION

11:22 a.m.

Resolution #27

Moved by John Scholten, 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: personal matters about an identifiable individual, including municipal or local board employees;

Carried

12.1 Personal matters about an identifiable individual, including municipal or local board employees

**Re: CAO Recruitment
Memorandum**

12.2 Personal matters about an identifiable individual, including municipal or local board employees

**Re: CUPE Collective Agreement
Confidential Report CAO 2023-17**

12.2 Closed Meeting Minutes

**Re: April 11, 2023
Re: May 24, 2023**

11:36 a.m.

Resolution #28

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Council do now reconvene in open session.

Carried

Resolution #29

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Employment Agreement with K.A. (Lee) Robinson as considered in closed session be confirmed;

And That Council hereby appoint Lee Robinson to the position of CAO, effective June 26, 2023;

And Further that the appropriate Appointing By-law be brought forward.

Carried

Resolution #30

Moved by Shawn Gear, seconded by John Scholten;

That Council approve the Memorandum of Settlement as presented, and further that staff be directed to bring forward a By-law to authorize execution of the Collective Agreement between the Corporation of The Township of Norwich and The Canadian Union of Public Employees and its Local 1589

Carried

13. BY-LAWS

- | | |
|----------------------|--|
| No. 08-2023-Z | To Amend Zoning By-law 07-2003-Z (H & C Farms Ltd, ZN 3-23-03) |
| No. 09-2023-Z | To Amend Zoning By-law 07-2003-Z (Nature Farms Inc., ZN 3-23-04) |
| No. 29-2023 | To Provide for the Collection of Actual Drainage Costs |
| No. 30-2023 | To Appoint a Deputy Clerk / Planning Coordinator |
| No. 32-2023 | To Amend By-law 71-2016 Emergency Management Program |
| No. 33-2023 | To Authorize Execution of a Contract Agreement with Van Bree Drainage for the Construction of the Treffry and Pennington Municipal Drains 2023 in the Township of Norwich |
| No. 34-2023 | To Authorize Execution of a Contract Agreement with Robinson Farm Drainage for the Construction of the Longsworth Drain 2022 in the Township of Norwich |
| No. 35-2023 | To Confirm All Actions and Proceedings of Council |

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

Resolution #31

Moved by John Scholten, seconded by Shawn Gear;

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

- | | |
|---------------|---|
| No. 08-2023-Z | To Amend Zoning By-law 07-2003-Z (H & C Farms Ltd, ZN 3-23-03) |
| No. 09-2023-Z | To Amend Zoning By-law 07-2003-Z (Nature Farms Inc., ZN 3-23-04) |
| No. 29-2023 | To Provide for the Collection of Actual Drainage Costs |
| No. 30-2023 | To Appoint a Deputy Clerk / Planning Coordinator |
| No. 32-2023 | To Amend By-law 71-2016 Emergency Management Program |
| No. 33-2023 | To Authorize Execution of a Contract Agreement with Van Bree Drainage for the Construction of the Treffry and Pennington Municipal Drains 2023 in the Township of Norwich |
| No. 34-2023 | To Authorize Execution of a Contract Agreement with Robinson |

No. 35-2023 Farm Drainage for the Construction of the Longworth Drain 2022
in the Township of Norwich
To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #32

Moved by Shawn Gear, seconded by John Scholten;

That By-laws 08-2023-Z, 09-2023-Z, 29-2023, 30-2023, 32-2023, 33-2023, 34-2023 and 35-2023 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 – 11:45 a.m.

Resolution #33

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 20th day of June 2023.

Jim Palmer
Mayor

Kimberley Armstrong
Director of Corporate Services/Clerk