



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday November 22, 2022
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Scholten
Councillor Stubbs
Councillor Gear
Councillor Couwenberg

Staff:

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

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 27, 2022

Resolution #2

Moved by Alisha Stubbs, seconded by John Scholten;

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

October 13, 2022

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 John Scholten, seconded by Alisha Stubbs;

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 Karen Brackenbury-Orth, File Number ZN 3-21-03.

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 you are in attendance with respect to this application, please sign the attendance sheet at the door.

6.3.1 9:00 a.m.

Applicant: Karen Brackenbury-Orth

File No.: ZN 3-21-03

Report No.: CP 2022-409

Location: Part Lots 2 & 3, Concession 2 (North Norwich) 793694 Slant Road, Township of Norwich

Details of Proposed Amendment: To Rezone the subject lands to be retained (via Consent application B 19-83-3) from 'General Agriculture Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the new use of the subject lands as non-farm rural residential.

Ms. Brackenbury-Orth was in attendance.

Ms. St. Clair outlined the application as contained within Report CP 2022-409. She advised that this application proposes to facilitate a farm consolidation and the retention of a lot containing an existing single detached dwelling to be used for non-farm rural residential. The lands to be severed will be added to the parcel to the northeast creating a 192-acre parcel. Ms. St. Clair advised that there were no comments received with respect to the proposal.

There was no one in attendance that wished to speak in support 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 Karen Brackenbury-Orth., File No.: ZN 3-21-03, for lands described as Part Lots 2 & 3, Concession 2 (former North Norwich) 793694 Slant Road, Norwich, Township of Norwich, to rezone the subject lands to be retained (Via Consent application B 19-83-3) from 'General Agriculture Zone (A2)' to "Rural Residential Zone (RR)" to facilitate an agricultural lot addition and the retention of a lot for non-farm residential use and fulfil a condition of consent, the Council of the Township of Norwich hereby; Approve the zone change

Carried

Ms. Armstrong advised of the appeal period pursuant to the Planning Act.

Resolution #13

Moved by Shawn Gear, seconded by Adrian Couwenberg;

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 the Estate of Wilson Arthur Kelly, File Number ZN 3-22-11 and Thomas and Stella Boon, File Number ZN 3-22-12.

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. He requested that anyone in attendance with respect to this application, please sign the attendance sheet at the door.

6.3.2 9:30 a.m.

Applicant(s): Estate of Wilson Arthur Kelly

File No.: ZN 3-22-11

Location: Part Lot 20, Concession 1 (North Norwich), 385087 Highway 59, Township of Norwich

Details of Proposed Amendment: To Rezone the lot to be retained from Consent Application B 21-43-3 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize the new use of the subject lands that will result from the associated lot addition and to fulfill a condition of consent.

And: Applicant(s): Thomas and Stella Boon

File No.: ZN 3-22-12

Location: Part Lot 21, Concession 1 (North Norwich) 385039 Highway 59, Township of Norwich

Details of Proposed Amendment: To Rezone the subject lands from 'Special General Agricultural Zone (A2-14)' to 'General Agricultural Zone (A2)' to remove the site specific zoning on the subject lands which recognizes the existing lot area of the subject lands to facilitate an agricultural lot addition, and establish consistent zoning with the lands to which the subject lands will be added to, to the immediate east.

Report No.: CP 2022-396

Mr. Kelly and Mr. Tom Boon were in attendance.

Ms. St. Clair outlined the application as contained within Report CP- 396. She advised that the proposal to rezone is to facilitate a farm consolidation and retention of a non-farm rural residential lot containing an existing single detached dwelling which was built in approximately 1870. The lot to be enlarged is to be rezoned from 'Special General Agriculture Zone' to 'General Agriculture Zone' to be consistent with the lands to which it will be joined. Ms. St. Clair advised that no comments or concerns were received.

In response to Council questions, it was clarified that the house is not currently occupied.

Mr. Boon advised that both of these properties have historically been used for agricultural purposes.

In response to Council questions, Ms. St. Clair advised that The Planning Act does not regulate minimum farm size and that currently the minimum lot area requirements for severances identified

in the Oxford County Official Plan is 75 acres. However, the Township only requires 50 acres for a building permit.

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

Resolution #14

Moved by Alisha Stubbs, seconded by John Scholten;

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

Carried

Resolution #15

Moved by John Scholten, seconded by Alisha Stubbs;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Estate of Wilson Arthur Kelly (Warren Kelly), File No. ZN 3-22-11, for lands described as Part Lot 20, Concession 1 (former North Norwich) 385087 Highway 59, Township of Norwich, to rezone the lot to be retained from Consent Application B 21-43-3 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to facilitate an agricultural lot addition and the retention of a lot for non-farm residential use, and to fulfill a condition of consent, the Council of the Township of Norwich hereby; Approve the zone change

Carried

Resolution #16

Moved by Alisha Stubbs, seconded by John Scholten;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Thomas and Stella Boon (Warren Kelly), File No.: ZN 3-22-12, for lands described as Part Lot 21, Concession 1 (former North Norwich) 385039 Highway 59, Norwich, Township of Norwich, to rezone the subject lands from 'Special General Agricultural Zone (A2-14)' to 'General Agricultural Zone (A2)' to ensure that the zoning of the lands is consistent with that of the lands to which they will be added, and to fulfill a condition of consent, the Council of the Township of Norwich hereby; Approve the zone change

Carried

Ms. Armstrong advised of the appeal period pursuant to the Planning Act.

6.4 Other
None

7. DELEGATIONS

7.1 10:00 a.m.
Elizabeth and Robert Conti

Re: Cornell Road – Unsafe driving habits, speeding, destruction to private property

Ms. Conti provided an overview of her presentation to Council with respect to traffic problems on Cornell Road, peoples unsafe driving habits, speeding, past loss of life from accidents, destruction to their property caused during traffic accidents and made reference to sensitive lands as identified by the Long Point Region Conservation Authority.

Ms. Conti referred to statements from former and current residents of the area with respect to accidents. She advised that during the seven years they have lived here, they have had to submit three insurance claims for damage to their yard and trees, each time having to pay a \$1,000 deductible fee. After one accident, environmental remediation was necessary due to the LPRCA Otter Creek location.

Mr. Robert Conti commented that it is difficult to know if drivers were impaired since accident reports have redacted sections and often drivers leave the scene. He commented further on excessive speed being an issue even though the speed is posted as 50km at the top of the hill with a cautionary 40km going down the hill prior to the curve.

There was Council discussion with respect to: excessive speeding issues, possible impaired drivers, possible guiderail installation and mention of speed bumps installed six years ago.

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Delegation of Elizabeth and Robert Conti, re: Cornell Road – Unsafe driving habits, speeding, destruction to private property;

be received as information and further that the matter be referred to staff for a report

Carried

8. CORRESPONDENCE

8.1 Long Point Region Conservation Authority

Re: Meeting Minutes – September 7, 2022

Re: Meeting Minutes – October 5, 2022

8.2 Long Point Region Conservation Authority

Re: Notice of Draft 2023 Budget

Re: Draft 2023 Budget Package

8.3 Upper Thames River Conservation Area

Re: Draft Meeting Minutes – September 27, 2022

<http://thamesriver.on.ca/board-agendas-minutes/>

8.4 City of Woodstock

Re: Boundary Adjustment Agreement Quarterly Payment

- 8.5 Oxford Community Foundation**
Re: Investment Readiness Program
- 8.6 Township of Perry**
Re: Resolution of Support - Healthcare Connect System for Members of the Canadian Armed Forces
- 8.7 Municipality of Huron Shores**
Re: Support for streamlining Governing Legislation for Physicians in Ontario
Re: Opposition to Bill 3
- 8.8 Municipality of East Ferris**
Re: Child Care
- 8.9 Municipality of Wawa**
Re: Opposition to Strong Mayors Act in Smaller Municipalities
Resolution #6
Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Correspondence as listed in Agenda Items 8.1 to 8.9 be received as information.

Carried

- 9. COMMITTEE MINUTES**
- 9.1 Woodlawn Adult Community Centre Board**
Re: Meeting Minutes – September 19, 2022
- 9.2 Burgessville Santa Claus Parade Committee**
Re: Meeting Minutes – November 13, 2022
Resolution #7
Moved by John Scholten, seconded by Alisha Stubbs;

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

Woodlawn Adult Community Centre Board
Meeting Minutes – September 19, 2022

Burgessville Santa Clause Parade Committee
Meeting Minutes – November 13, 2022

Carried

10 REPORTS

10.1 Planning and Development Services

10.1.1 Potential Options for Increasing Residential Density

**Memorandum – Gord Hough, Director Community Planning
Report CP 2022-397**

Resolution #8

Moved by John Scholten, seconded by Alisha Stubbs;

That the Oxford County Memo Re: Potential Options for Increasing Residential Density, Report CP 2022-397, be received as information.

Carried

**10.1.2 Provincial Consultation on the ‘More Homes for Everyone Plan’
Oxford County Report CP 2022-180**

Resolution #9

Moved by Alisha Stubbs, seconded by John Scholten;

That Oxford County Report CP 2022-180, Provincial Consultation on the ‘More Homes for Everyone Plan’, be received as information

Carried

10.1.3 Oxford County Public Notice

Re: Class EA Hwy 19 Public Open House

Resolution #10

Moved by John Scholten, seconded by Alisha Stubbs;

That the Oxford County Public Notice Re: Class EA Highway 19 Public Open House, be received as information.

Carried

10.1.4 Bill 23 – More Homes Built Faster

**Re: Agency Comments: MMAH, AMO, MFOA, AMCTO, Watson & Associates, Oxford
County Report CP 2022-104 and:**

Community Heritage Ontario – comments on Bill 23- More Homes Built Faster

<https://uploads.documents.cimpress.io/v1/uploads/c8c1b9ea-de2f-4e1f-9637-ee0a73985fff~110/original?tenant=vbu-digital>

AMO (Association of Municipalities Ontario)

**Re: Policy Update & Submission to the Standing Committee on Heritage, Infrastructure
and Cultural Policy**

Resolution #11

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the information regarding Bill 23 – More Homes Built Faster Re: Agency Comments from MMAH, AMO, MFOA, AMCTO, Watson & Associates, Oxford County Report CP 2022-104, Community Heritage Ontario and AMO (Association of Municipalities Ontario) Re: Policy Update & Submission to the Standing Committee on Heritage, Infrastructure and Cultural Policy, be received as information;

And further that the Council of the Township of Norwich support AMO's position as outlined within the recent submission to the Standing Committee.

Carried

10.2 Fire and Protective Services

10.2.1 Month-end Statistical Reports, October 2022

Report FP 2022-28

There were Council questions with respect to: new recruit training and retention.

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report FP 2022-28 – October 2022 Monthly Activities, be received as information.

Carried

10.2.2 Fire Service Gear Washer

Report FP 2022-27

Resolution #17

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report FP 2022-27 – Fire Service Gear Washer, be received as information;

And That Staff be approved to accept the grant to purchase the decontamination washer and include the asset in the 2023 Capital Budget.

Carried

10.3 Drainage Services

10.3.1 October 2022 Drainage Report

Report DR 2022-24

Resolution #18

Moved by Alisha Stubbs, seconded by John Scholten;

That Report DR 2022-24 – October 2022 Monthly Activities, be received as information.

Carried

10.4 Building Services

**10.4.1 October 2022 Building Report
Report BB 2022-13**

Resolution #20

Moved by John Scholten, seconded by Alisha Stubbs;

That Report BB 2022-13 – October 2022 Building Report, be received as information.

Carried

10.5 Public Works Services

**10.5.1 Progress Report for October 2022
Report PW 2022-20**

Resolution #21

Moved by Alisha Stubbs, seconded by John Scholten;

That Report PW 2022-20 – Progress Report October 2022, be received as information.

Carried

10.5.2 Oxford County Public Works Memorandum

Re: Automated Speed Enforcement (ASE) Update

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Oxford County Public Works Memorandum, Re: Automated Speed Enforcement (ASE) Update, be received as information

Carried

10.6 Community Development Services

**10.6.1 Monthly Departmental Activities
Report CDS 2022-13**

There were Council questions with respect to: children playing in the arena vending area, asphalt walkways not being the best for accessibility, removal of the Springford Park concession booth and possible compensation for damage caused by power surges.

Council members were in agreement that the Springford Park Concession Booth should be removed.

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report CDS 2022-13 – Monthly Activities, be received as information.

Carried

10.7 Medical Centre Services

**10.7.1 Medical Centre October 2022 Activity Report
Report MED 2022-13**

Resolution #24

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report MED 2022-13 – Medical Center October 2022 Activity Report, be received as information.

Carried

10.8 Financial Services

**10.8.1 Financial Summary as at October 31, 2022
Report FS 2022-17**

There were Council questions with respect to: licensing and permits, streetlight costs, the brush cutting equipment lease-to-own agreement and the NCC stage replacement.

Resolution #25

Moved by John Scholten, seconded by Alisha Stubbs;

That Report FS 2022-17 – Council Financial Summary as at October 31, 2022, be received as information.

Carried

**10.8.2 Holiday Recognition of Staff
Report FS 2022-18**

There was Council discussion about the fact the amount has not been increased for ten years versus the need to control spending.

Resolution #26

Moved by Alisha Stubbs, seconded by John Scholten;

That Report FS 2022-18 – Holiday Recognition of Staff, be received as information;

And That a holiday gift be granted to full-time, contract and part-time employees of the municipality as outlined in the report;

And That we change full-time to \$150.00 and part-time to \$100.00.

Carried

10.9 Administrative Services

**10.9.1 2023 Council Meeting Schedule
Report CAO / Clerk 2022- 18**

In response to Council questions, it was clarified that Committee of Adjustment meetings are scheduled prior to evening Council meetings as required.

Resolution #27

Moved by John Scholten, seconded by Alisha Stubbs;

That Report CAO/Clerk 2022-18 – 2023 Council Meeting Schedule, be received as information;

And Further That the proposed 2023 meeting schedule be adopted as presented

Carried

10.9.2 Appointment of Deputy Mayor

Memorandum

Resolution #28

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Memorandum: Appointment of Deputy Mayor, be received as information;

And Further That Council appoint the following to serve as Deputy Mayor for the following terms:

November 22, 2022 – November 30, 2023 – Councillor Scholten

December 1, 2023 – November 30, 2024 – Councillor Stubbs

December 1, 2024 – November 30, 2025 - Councillor Gear

December 1, 2025 – November 14, 2026 – Councillor Couwenberg

Carried

10.9.3 Appointment of Committee of Adjustment

Memorandum

Resolution #29

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Memorandum: Committee of Adjustment Appointments, be received as information;

And Further That a By-law is brought forward to appoint Council members as the Committee of Adjustment commencing immediately and for the year 2023.

Carried

10.9.4 Otterville Library Lease Renewal

Report CAO 2022-19

Resolution #30

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report CAO 2022-19 – Otterville Library Lease Renewal, be received as information;

And Further That draft By-law 58-2022 to authorize execution of a lease extension agreement with the Oxford County Library Board and Quaker Hill Property Holdings Ltd. be presented for approval.

Carried

10.9.5 To Amend a Heritage Designation By-law – Sutton-Clark House

Report CAO / Clerk 2022- 20

Resolution #31

Moved by Alisha Stubbs, seconded by John Scholten;

That Report No. CAO/Clerk 2022-20, To Amend a Heritage Designation By-law – Sutton-Clark House, be received as information;

And further that Council approved passage of an Amending By-law;

And further that Staff be directed to serve the Notice of Passing of a By-law on the property owner, the Ontario Heritage Trust and arrange publication in a local newspaper.

Carried

10.9.6 Appointments to Conservation Authorities

Report CAO 2022-21

Resolution #32

Moved by John Scholten, seconded by Alisha Stubbs;

That Report CAO 2022-21 – Appointments to Conservation Authorities, be received as information;

And Further That Council recommend to Oxford County the following as appointees;
for the LPRCA Board: Councillor John Scholten;
and the UTRCA Board: Councillor Adrian Couwenberg;

And Further That Council support the appointment of a Blandford-Blenheim representative for the GRCA Board.

Carried

11. NOTICE(S) OF MOTION

None

12. CLOSED SESSION

- 12.1 For the purpose of educating or training the members of Council as per Section 239 (3.1)
Council Orientation Session**

This session was postponed until a later date.

13. BY-LAWS

- No. 18– 2022-Z To Amend Zoning By-law 07-2003-Z (Kelly, File No. ZN 3-22-11)**
- No. 19– 2022-Z To Amend Zoning By-law 07-2003-Z (Boon, File No. ZN 3 -22-12)**
- No. 20– 2022-Z To Amend Zoning By-law 07-2003-Z (Brackenbury-Orth, File No. ZN 3 -21-03)**
- No. 58-2022 To Authorize Execution of a Lease Extension Agreement with Quaker Hill Property Holdings Ltd. - Otterville Library**
- No. 59-2022 To Appoint a Committee of Adjustment**
- No. 60-2022 To Amend Heritage Designation By-law 13-84 Sutton Clark House, Quaker Street**
- No. 61-2022 To Authorize Execution of a Fire Communications and Dispatch Service Agreement with the Township of Tillsonburg**
- No. 62-2022 To Authorize Execution of an Agreement for Shared Fire Prevention Officer Services**
- No. 63-2022 To Confirm All Actions and Proceedings of Council**

13.1 First and Second Reading of the Following By-laws

Resolution #33

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. 18-2022-Z To Amend Zoning By-law 07-2003-Z (Kelly, File No. ZN 3-22-11)
- No. 19-2022 To Amend Zoning By-law 07-2003-Z (Boon, File. No. ZN 3-22-12)
- No. 20-2022-Z To Amend Zoning By-law 07-2003-Z (Brackenbury-Orth, File No. ZN 3-21-03)
- No. 58-2022 To Authorize Execution of a Lease Extension Agreement with Quaker Hill Property Holdings Ltd. – Otterville Library
- No. 59-2022 To Appoint a Committee of Adjustment
- No. 60-2022 To Amend Heritage Designation By-law 13-84 Sutton Clark House, Quaker Street
- No. 61-2022 To Authorize Execution of a Fire Communications and Dispatch Service Agreement with the Township of Tillsonburg
- No. 62-2022 To Authorize Execution of an Agreement for Shared Fire Prevention Officer Services
- No. 63-2022 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #34

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That By-laws 18-2022-Z, 19-2022-Z, 20-2022-Z, 58-2022, 59-2022, 60-2022, 61-2022, 62-2022 and 63-2022, 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 – 12:19 p.m.

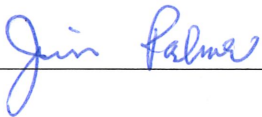
Resolution #35

Moved by Alisha Stubbs, seconded by John Scholten;

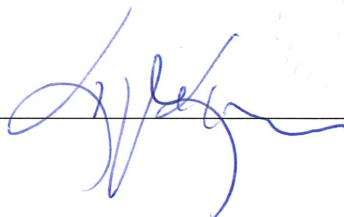
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 13th day of December 2022.



Mayor
Jim Palmer



CAO / Clerk
Kyle Kruger