



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday November 14, 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
Derek Van Pagee, Director of Fire and Protective Services
Pat Hovorka, Director of Community Services
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
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 9:00 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Lynne DePlancke, seconded by John Scholten:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

3.1 Council Orientation – Financing

Report FS 2023-20

Staff advised that this report is educational and provides an overview of six funding instruments that are available, however, some are not appropriate. Examples are also provided using the

amount of 2.5 million for each funding option, including: debentures, capital replacement reserves, government grants, township wide tax levy increase, tax levy – area rating and tax levy – local improvement charge.

There was Council discussion regarding: use of a debenture for a major project like a road conversion program, interest rates, gains earned on investments and reserve funds and the forecasted infrastructure maintenance gap for roads currently paved in the Township. There was discussion about combining funding options and the potential for reallocating funds allocated to other Township programs.

In response to questions from Council, Mr. Johnson advised that any reserves used to fund a budget one year need to be accounted for on the next year's budget, which results in an increase proportional to the amount of reserve funds used in the previous year. Also, that the MPAC update is not expected this year, however, when completed, will have the effect of shifting the tax burden among the different property classes which can intensify the impact of a tax increase.

Resolution #13

Moved by John Scholten, seconded by Lynne DePlancke:

That Report FS 2023-20, Council Orientation for Funding Options, be received as information.

Carried

4. Disclosure of Pecuniary Interest

Mayor Palmer disclosed an interest in item 10.3.1, Bishop Municipal Drain 2023 Tender Results.

Councillor Couwenberg disclosed an interest in item 10.6.1, Norwich Community Centre ATM Request.

5. Adoption of Minutes of Previous Meeting(s)

5.1 September 26, 2023

Resolution #2

Moved by John Scholten, seconded by Lynne DePlancke:

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

October 24, 2023

Carried

6. Public Meetings / Hearings

7.1 The Municipal Act

None.

6.2 The Drainage Act

The Mayor advised that as per Section 41 of the Drainage Act, R.S.O. 1990, as amended, Chapter D.17, this meeting is to consider the Engineers Report for Branch B & C of the Springford Municipal Drain 2023.

All owners and agencies were notified of the meeting to consider the report on October 27, 2023

Any person who has signed the petition will be given the opportunity to withdraw their name from the petition. As well, any individual present within the area requiring drainage who has not signed the petition will be given an opportunity to do so.

If at the end of the meeting, the petitions contain a sufficient number of names to comply with Section 4, the Council may proceed to adopt the report.

6.2.1 9:30 a.m.

Consideration of Engineers Report

Re: Springford Municipal Drain 2023 – Branch B & C Report DR 2023-31

Mr. Michael Terzian and Mr. Stephen Brickman, from Headway Engineering, presented the Engineers Report.

In response to questions from Council, Mr. Terzian advised that the special assessment included in the construction costs in Schedule B of the report was for repairing the roads impacted by the project. The breakdown of this special assessment for the Township is \$195,370 for Branch 'B' and \$335,370 for Branch 'C'. Staff advised that upstream properties are not responsible for the costs of replacing infrastructure and that curbs are being added to a portion of Wood Street at this time for cost efficiency.

There was no one in attendance that wished to have their names added to or removed from the petition.

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2023-31, Consideration of Branch 'B' & 'C' of the Springford Municipal Drain 2023, be received as information;

And that in accordance with Sections 44 to 46 of the Drainage Act, Council of the Township of Norwich hereby adopts Headway Engineering engineer's report dated September 29, 2023, referred to as the "Branch 'B' & 'C' of the Springford Municipal Drain 2023" report;

And that Provisional By-law 56-2023 be given first and second reading;

And that the Clerk be directed to distribute copies of the Provisional By-law and Notice of the time and place of the first sitting of the Court of Revision to the affected parties pursuant to Section 46(2) of the Drainage Act;

An that a date of December 12, 2023 be set for the first sitting of the Court of Revision.

Carried

6.3 The Planning Act

Resolution #3

Moved by Lynne DePlancke, seconded by John Scholten:

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 Wayne and Barbara Dakin, File Number ZN 3-23-16.

Carried

6.3.1 9:00 a.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 to 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).

This Public Meeting was rescheduled from October 24, 2024, due to a public notice circulation error.

Mr. Wayne Dakin, property owner, was in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as per Report CP 2023-347 to permit the existing single detached dwelling to serve as an additional residential unit (ARU) and be relocated to the west of a newly constructed dwelling. Both dwellings would share the existing private services and driveway.

In response to questions from Council, Ms. Hartley confirmed that the dwellings would share a septic system and a pump system would facilitate services to the ARU.

There was no one 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

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 Wayne and Barbara Dakin, for lands described as Part of Lot 13, Concession 5 (East Oxford), 485338 Firehall Road in the Township of Norwich, whereby the existing 'Limited Agricultural Zone (A1)' is to be amended to 'Special Limited Agricultural Zone (A1-S)' to permit an additional residential unit (ARU), the Council of the Township of Norwich hereby approve the zone change.

Carried

6.4 Other
None.

7. Delegations
None.

8. Correspondence

8.1 Upper Thames River Conservation Authority
Re: Draft Meeting Minutes – September 26, 2023
<http://thamesriver.on.ca/board-agendas-minutes/>

8.2 Long Point Region Conservation Authority
Re: Meeting Minutes – October 4, 2023

8.3 Ministry of Finance
Re: 2024 Ontario Municipal partnership Fund (OMPF)

8.4 Rural Oxford Economic Development Corporation (ROEDC)
Re: 2023 Economic development Activity Report – July – September 2023

8.5 Otterville Fire Fighters Association
Re: 2023 Santa Claus Parade
Resolution #6

Moved by Lynne DePlancke, seconded by John Scholten:

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

Carried

9. Committee Minutes

9.1 Burgessville Santa Claus Parade Committee

Re: Meeting Minutes – October 29, 2023

9.2 Norwich Business Improvement Association (BIA)

Re: Meeting Minutes – May 2, 2023

Re: Special Meeting Minutes – May 18, 2023

Re: Meeting Minutes – October 3, 2023

Resolution #7

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:

Burgessville Santa Claus Parade Committee:
Meeting Minutes – October 29, 2023

Norwich Business Improvement Association (BIA):
Meeting Minutes – May 2, 2023
Special Meeting Minutes – May 18, 2023
Meeting Minutes – October 3, 2023

Carried

10 Reports

10.1 Planning and Development Services

10.1.1 1000347239 Ontario Inc. File No. ZN 3-23-01

Report CP 2023-379 Supplementary Report

***deferred from March 28, 2023 meeting**

Ms. Amy Hartley, Development Planner provided an overview of the proposal and Public Meeting decision which deferred the application to allow the applicants to apply for site plan approval and evaluate the existing private sanitary services. She advised that the applicants have submitted an application for Site Plan Control and the other concerns have been addressed.

There were no questions from Council.

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by 1000347239 Ontario Inc., whereby the lands described as Part Lot 6, Concession 1 (East Oxford), 774896 Subway Line, Township of Norwich are to be rezoned from 'Agri-Business Zone (AB)' to 'Special Restricted Industrial Zone (MR-sp)' to permit a public garage, the Council of the Township of Norwich hereby approve the zone change.

Carried

Council recessed at 9:50 a.m.

Council resumed at 10:00 a.m.

10.1.2 Gord Hough, Director of Planning and Development, Oxford County

Re: Report Regarding Conservation Authority Service Agreements (Upper Thames River Conservation Authority and Grand River Conservation Authority)

Report CP 2023-361

Mr. Hough made reference to the Provincial changes to the core mandatory services that the Conservation Authorities provide to municipalities. He advised that agreements will now be required for items considered non-mandatory, such as: education, outreach and the clean water program.

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report CP 2023-361, Report Regarding Conservation Authority Service Agreements (Upper Thames River CA and Grand River CA), be received as information;

And further that Council advise the County of their support for entering into memoranda of understanding / agreements with the Upper Thames River Conservation Authority and the Grand River Conservation Authority for Programs and Services as outlined in Report CP 2023-361.

Carried

10.2 Fire and Protective Services

10.2.1 Traffic By-law Exemption Request – Brandon

Report FP 2023-19

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FP 2023-19, Traffic By-law Exemption Request Brandon, be received as information;

And that the request for exemption be denied.

Carried

10.3 Drainage Services

10.3.1 Bishop Municipal Drain 2023 Tender Results

Report DR 2023-32

Mayor Palmer, having declared a pecuniary interest, left the chair.

Deputy Mayor Scholten assumed the chair.

Resolution #9

Moved by Lynne DePlancke, seconded by John Scholten:

That Report DR 2023-32, Bishop Municipal Drain 2023 Tender Results, be received as information and further that the Council of the Township of Norwich award the drain construction to Robinson Farm Drainage. for the tendered price of \$610,473.00, and enter into Contract Agreement By-law 57-2023, subject to third and final reading of Provisional By-law 49-2023 (Bishop Municipal Drain 2023) after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

Mayor Palmer returned as Chair.

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Additional Winter Maintenance at Township Administration Building for Walking Track Report PW 2021-20

In response to questions from Council, staff advised that the sidewalk cleaner would be used to clear the walking track of snow and that the walking track was wide enough for the equipment.

Resolution #14

Moved by John Scholten, seconded by Lynne DePlancke:

That Report PW 2023-20, Additional Winter Maintenance, be received as information;

And that Council directs staff to perform winter maintenance operations on the track surrounding the soccer fields for a trial period of one winter season.

Carried

10.5.2 Oxford County Report PW 2023-42

Re: Correspondence

Re: Organics Resource Recovery Technologies Feasibility Study

Resolution #15

Moved by Lynne DePlancke, seconded by John Scholten:

That Oxford County Report PW 2023-42, Organics Resource Recovery Technologies Feasibility Study, be received as information.

Carried

10.6 Community Development Services

10.6.1 ATM Request

Report CDS 2023-12

Councillor Couwenberg, having declared a pecuniary interest, did not participate in this item.

In response to Council questions, staff advised that not having the ATM inside the building mitigates potential risks and current operational procedures allow for the Merchants to have the ATM in the parking lot.

Resolution #16

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CDS 2023-12, Norwich Community Centre Request for ATM, be received as information;

And further that there be no changes to current operational procedures at the Norwich Community Centre.

Carried

10.6.2 Buck and Does

Report CDS 2023-13

There was council discussion regarding increasing the maximum number of attendees to 300 and requiring an additional security guard for groups over 250.

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CDS 2023-13, Buck and Does, be received as information;

And further that Buck and Does be permitted subject to the conditions outlined in the staff report;

And that 251-300 guests require one additional security guard;

And that staff proceed with the required updates to the Municipal Alcohol Policy (MAP).

Carried

10.6.3 Ducky Dennis Initiative

Report CDS 2023-14

Council members expressed their thanks to the Burgessville Firefighter Association for their fundraising efforts.

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CDS 2023-14, Ducky Dennis Initiative, be received as information;

And further that Council accepts the donation from the Burgessville Firefighters Association with thanks;

And further that Council authorize Staff to proceed with installation of the paved AODA parking spots, the paved pathways and the expansion of the existing parking area in an asphalt finished surface.

Carried

10.7 Medical Centre Services

No report.

10.8 Financial Services

10.8.1 Financial Summary as at October 31, 2023

Report FS 2023-21

In response to questions from Council, staff advised that costs coming in over budget are presented to Council as per the procurement policy and that approved activities that are required to mitigate municipal liability or are required by legislation do not necessarily require Council approval when costs come in over budget. Also, sidewalk costs for the year included some unexpected projects that took advantage of work already underway at Emily Stowe School and at the new Dollarama. There is currently no 10-year plan for sidewalks, however, the asset management plan will include more detail about sidewalks in future.

Resolution #19

Moved by John Scholten, seconded by Lynne DePlancke:

That Report FS 2023-21, Council Financial Summary as at October 31, 2023, be received as information.

Carried

10.9 Administrative Services

10.9.1 Appointment of Deputy Mayor

Memorandum

Resolution #20

Moved by Lynne DePlancke, seconded by John Scholten:

That Council receive the Memorandum: Deputy Mayor Position, as information;

And further that Council appoint Councillor DePlancke to serve as Deputy Mayor from December 1, 2023 until November 30, 2024.

Carried

10.9.2 Emily Stowe Public School Home & School Association

Re: Request for Recognition of Event

Resolution #21

Moved by John Scholten, seconded by Lynne DePlancke:

That the request from the Home and School Association – Emily Stowe PS re: designation of “Playdate with Emily Stowe Prime Rib Dinner and Auction” as an event of municipal significance be received as information;

And Further that Council deem the “Playdate with Emily Stowe Prime Rib Dinner and Auction” event to be held March 2nd, 2024 to be an event of municipal significance.

Carried

**10.9.3 Proclamation Policy
Report CAO 2023-23**

In response to questions from Council, Ms. Lee Robinson advised that proclamations are on an annual basis and must be re-applied for.

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That report CAO 2023-23, Proclamation Policy, be received as information;

And further that the Proclamation Policy be approved and implemented as presented.

Carried

**10.9.4 Appointment of Municipal By-law Enforcement Officers
Memorandum**

In response to questions from Council, staff advised that enforcement is complaint driven and the purpose of these appointments was to have the ability to issue orders that require immediate attention when the By-law Enforcement Officer is unavailable. It was clarified that By-law Officers only have access to property in accordance with applicable by-laws and legislation.

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Appointment of Municipal By-Law Enforcement Officers, as information;

And further that Council appoint Ken Farkas, Brad Smale, James Johnson and Kimberley Armstrong as Municipal By-Law Enforcement Officers.

Carried

12. Notice(s) of Motion
None

Recess at 12:10

12:28 pm

13. Closed Session

Resolution #24

Moved by Adrian Couwenberg, 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: Cost of Living Adjustment

Confidential Report FS 2023-19

Resolution #25

Moved by Lynne DePlancke, seconded by John Scholten:

That Council do now reconvene in open session.

Carried

Council recessed at 12:57 p.m. for the purpose of conducting a Committee of Adjustment Meeting.

Council resumed at 1:17 p.m.

Resolution #26

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

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

Re: Boards and Committee Appointments

Confidential Report CL 2023-23

12.3 Closed Meeting Minutes

Re: September 26, 2023

Resolution #27

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Council do now reconvene in open session.

Carried

1:35 p.m.

Resolution #28

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2023-19, Cost of Living Adjustment be received as information;

And further that Council approve Option 6, Consumer Price Index (CPI) – Annual Min/Max, described in this report and associated budget adjustments be included in the annual operating budgets.

Carried

Resolution #29

Moved by Lynne DePlancke, seconded by John Scholten:

That Confidential Report CL 2023-23, Appointment to Boards and Committees, be received as information;

And further that Council direct staff to advertise for the 2024 Canada Day Committee to organize an event to be held in the Village of Burgessville;

And further that Council appoint:

William Van Lagen and Councillor Shawn Gear to the Norwich Police Service Board (PSB) for a term concurrent with that of the appointing Council or until such time as a Joint Oxford Police Service Board is formed;

And further that Council direct staff to provide quarterly updates on the Safe and Well Oxford Steering Committee for Council's information and that Council reconsider appointment of a Diversity, Equity and Inclusion Committee in one year;

And further that Council amend Section 6 of the Norwich Downtown Improvement Area – Board of Management Terms of Reference as follows:

6. Membership/Composition

Appointments to the Board will be made by Council. Membership will be comprised of 2 Members of Council, one being the Mayor and 5 individuals who are Members of the improvement area or nominees of corporate members.

And further that Council appoints Samuel Koppert and Mayor Palmer to the Norwich BIA;

And further that Council appoints Colin Yates to the Rural Oxford Economic Development Corporation.

Carried

14. By-laws

- | | |
|----------------------|--|
| No. 17-2023-Z | To Amend Zoning By-law 07-2003-Z (Dakin, File No. ZN 3-23-16) |
| No. 18-2023-Z | To Amend Zoning By-law 07-2003-Z (1000347239 Ontario Inc, File No. ZN 3-23-01) |
| No. 55-2023 | To Authorize Execution of an Extension Agreement for the Provision of Police Services |
| No. 56-2023 | To Provide for Drainage Works - Branch B & C of the Springford Municipal Drain 2023 |
| No. 57-2023 | To Authorize Execution of a Contract Agreement - Bishop Municipal Drain 2023 |
| No. 58-2023 | To Appoint Municipal Law Enforcement Officers |
| No. 59-2023 | To Confirm All Actions and Proceedings of Council |

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

Resolution #30

Moved by John Scholten, seconded by Lynne DePlancke:

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

- | | |
|---------------|---|
| No. 17-2023-Z | To Amend Zoning By-law 07-2003-Z (Dakin, File No. ZN 3-23-16) |
| No. 18-2023-Z | To Amend Zoning By-law 07-2003-Z (1000347239 Ontario Inc, File No. ZN 3-23-01) |
| No. 55-2023 | To Authorize Execution of an Extension Agreement for the Provision of Police Services |
| No. 56-2023 | To Provide for Drainage Works - Branch B & C of the Springford Municipal Drain 2023 |
| No. 57-2023 | To Authorize Execution of Contract Agreement - Bishop Municipal Drain 2023 |
| No. 58-2023 | To Appoint Municipal Law Enforcement Officers |
| No. 59-2023 | To Confirm All Actions and Proceedings of Council |

Carried

14.2 Third Reading of the Following By-law

Resolution #31

Moved by Lynne DePlancke, seconded by John Scholten:

THAT By-laws 17-2023-Z, 18-2023-Z, 55-2023, 56-2023, 57-2023, 58-2023 and 59-2023 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 – 1:42 p.m.

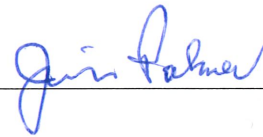
Resolution #32

Moved by Adrian Couwenberg, seconded by Shawn Gear:

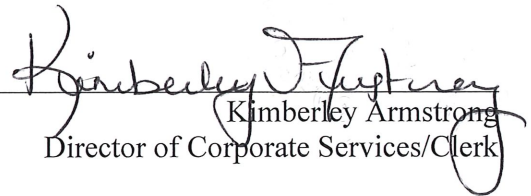
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 28th day of November, 2023.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk