



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday October 10, 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
Patrick Hovorka, Director of Community Services
Derek Van Pagee, Director of Fire & Protective Services/By-Law
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 9:01 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

None.

4. Disclosure of Pecuniary Interest

Mayor Palmer declared an interest in item 6.2.1, Court of Revision for the Bishop Municipal Drain 2023.

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:

September 26, 2023

Carried

6. Public Meetings / Hearings

7.1 The Municipal Act

None

6.2 The Drainage Act

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

Deputy Mayor Scholten assumed the chair.

Resolution #4

Moved by Lynne DePlancke, seconded by John Scholten:

That the following members be appointed to sit as the Court of Revision for the Bishop Municipal Drain 2023: John Scholten, Adrian Couwenberg, Shawn Gear and Lynne DePlancke, with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

The Chair advised that this Court of Revision is being held to hear any objections to the charges being assessed to individual property owners as outlined within the Engineers Report.

The Notice for the Court of Revision was mailed in accordance with the requirements of the Drainage Act on September 18, 2023.

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

6.2.1 9:30 a.m.

Court of Revision

Re: Bishop Municipal Drain 2023

Report DR 2023-29

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2023-29 Court of Revision for the Bishop Municipal Drain 2023 Report, be received as information; and further that, the Court of Revision consider any and all appeals filed and determine if any assessments are to be altered.

Carried

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Court of Revision for the Bishop Municipal Drain 2023 - allow appeal(s) to be heard in accordance with Section 52(4) of The Drainage Act.

Carried

There was no one in attendance that wished to submit an appeal against the Drainage works.

Resolution #7

Moved by Shawn Gear, seconded by Adrian Couwenberg:

Whereas the Council of the Township of Norwich provisionally adopted the report by Headway Engineering at their meeting on September 12, 2023 for the drainage works known as the Bishop Municipal Drain 2023;

And whereas no appeals have been received by the Court;

Therefore the Court of Revision for the Bishop Municipal Drain 2023 accepts Provisional By-law 49-2023 as presented.

Carried

Resolution #8

Moved by John Scholten, seconded by Lynne DePlancke:

That the Court of Revision for the Bishop Municipal Drain 2023 does now adjourn.

Carried

Mayor Palmer returned as Chair.

6.3 The Planning Act

None.

6.4 Other
None.

7. Delegations

7.1 9:00 a.m.

Sergeant Rob Griffin, Municipal Policing Specialist and Janet Feaver, Municipal Policing Specialist

Re: OPP Billing Model

Sgt. Rob Griffin and Ms. Janet Feaver, Municipal Policing Specialists with the OPP, provided an overview of the policing billing model as well as the 2024 budget numbers for the Township.

In response to questions from Council, Sgt. Griffin advised that Section 10 and Section 5.1 agreement types refer to how services are established in a community per the Police Services Act. Section 10 relates to municipalities that enter into a formal agreement with the OPP and allows the municipality to access certain funding opportunities and requires the establishment of a Police Services Board. Sgt. Griffin further advised that the Community Safety and Policing Act (CSPA) 2019 is expected to be implemented in 2024 and would eliminate Section 10 agreements, with services to all municipalities moving forward with just the billing model. The new legislation would also continue to make enhancements available, however there is currently a moratorium to enhancements due to increased demand in front line staffing.

Sgt. Griffin explained that since the current contract expires the end of the year, the municipality will need determine if they wish to: extend the current contract to bridge the gap until the CSPA is implemented, enter into a new agreement which would not allow for an enhancement or proceed under Section 5.1.

Resolution #3

Moved by Lynne DePlancke, seconded by John Scholten:

That the Delegation of: Sergeant Rob Griffin and Janet Feaver, Municipal Policing Specialists, regarding the OPP Billing Model be received as information.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Meeting Agenda Package – September 26, 2023

<https://thamesriver.on.ca/about-us/publications/board-agendas-minutes/>

8.2 Norwich United Church Summer Camp Program

Re: Thank you for Donation

8.3 Marlene and Howard Boakes

Re: Thank You Curries Park Improvements

8.4 Catherine Fife, MPP – Waterloo

Re: Bill 21

8.5 Stouffville
Re: Illegal Land Use Enforcement

8.6 County of Brant
Re: Guaranteed Livable Income
Resolution #9

Moved by John Scholten, seconded by Lynne DePlancke:

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

And further that Council support item 8.4.

Carried

9. Committee Minutes
9.1 Norwich Business Improvement Association (BIA)
Re: Meeting Minutes – June 6, 2023
Re: Meeting Minutes – September 12, 2023

9.2 Accessibility Advisory Committee Meeting
Re: Meeting Minutes – June 21, 2023
Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 – June 6, 2023
Re: Meeting Minutes – September 12, 2023

Accessibility Advisory Committee Meeting
Re: Meeting Minutes – June 21, 2023

Carried

10 Reports
10.1 Planning and Development Services
No report.

10.2 Fire and Protective Services
10.2.1 Enbridge Fueling Futures Grant
Report FP 2023-18

In response to questions from Council, staff advised that the grant would fund the acquisition of four firehose nozzles.

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Staff Report FP 2023-18 Enbridge Fueling Futures Grant be received as information.

Carried

10.2.2 Community Risk Assessment Annual Review Report FP 2023-17

In response to questions from Council, staff advised that most rural municipalities do not have hazmat suits and equipment due to the cost and expiration timelines. The Township has had success with using third-party hazardous material response services in the past. There was additional discussion regarding thermal runaway with electric cars and the inability to subdue these fires.

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Staff Report FP 2023-17 entitled “Annual Review of Township of Norwich Fire Service Community Risk Assessment” be received as information;

And that Council approve using certified third-party response providers to meet the identified hazardous material risks for the Township.

Carried

10.3 Drainage Services

No report.

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Seasonal Load Restrictions

Report PW 2023-18

There was Council discussion regarding: load restrictions, the potential for delays for establishing businesses if utility trucks are unable to get to properties for hook-ups, farm equipment being oversized now, changes to the thaw and freeze cycle over the years, the possibility of utilizing a permit process and protecting the roads against unnecessary damage.

In response to questions from Council, staff advised that any Highway Traffic Act concerns should be forwarded to the Province. Staff advised that exemptions could be brought forward for Council approval for emergency situations such as septic failure and would be subject to

conditions and staff oversight. Additionally, a permitting process could be considered for defined utility vehicles that would include a damage mitigation strategy and provisions for recovering of any damages.

Resolution #13

Moved by Lynne DePlancke, seconded by John Scholten:

That Report No. PW 2023-18, Seasonal Load Restrictions, be received as information;

And that Council refer the matter to staff.

Carried

10.5.2 Accessible Parking Norwich

Memorandum

Resolution #14

Moved by John Scholten, seconded by Lynne DePlancke:

That Council receive the Memorandum: Accessible Parking Norwich, as information.

Carried

Council Recessed at 10:22 am.

Council resumed at 10:30 am.

10.6 Community Development Services

10.6.1 Curries Park

Report CDS 2023

In response to Council questions, staff advised that the pavilion is first come first served and holds approximately 40 to 50 people. Curries Park is a lightly used park in terms of volume of visitors, but it is used frequently. Staff confirmed that the surface of the laneway will be gravel.

Resolution #15

Moved by Lynne DePlancke, seconded by John Scholten:

That report No. CDS 2023-11 be accepted and adopted by Council and further that the Director of Community Services be authorized to complete the proposed laneway and parking lot as per the approved site plan.

Carried

10.7 Medical Centre Services

No report.

10.8 Financial Services

10.8.1 Financial Summary as at September 30, 2023

Report FS 2023-17

Resolution #16

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2023-17, Council Financial Summary as at September 30, 2023 be received as information.

Carried

10.8.2 Reallocation of Returned Community Grant Funds

Report FS 2023-16

Resolution #17

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2023-16, Reallocation of Returned Community Grant Funds be received as information.

Carried

10.9 Administrative Services

10.9.1 Royal Canadian Legion

Re: Remembrance Day Services and Wreaths

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the correspondence from the Royal Canadian Legion Brach 190 inviting a representative from the Township of Norwich to attend the Remembrance Day ceremonies at the Otterville and Norwich Cenotaphs be received as information;

And further that Council appoint:

Jim Palmer to attend the Otterville Cenotaph at 1:00 p.m. on November 5, 2023.

Lynne DePlancke to attend the Norwich Cenotaph at 11:00 a.m. on November 11, 2023.

And further that Council approve the donation to the Legion Poppy Fund of \$99 for each of the four wreaths placed within the municipality.

Carried

10.9.2 Notice of Discussion Item – Mayor Palmer

Re: ROMA Conference

There was Council discussion regarding attendance at the ROMA conference scheduled for January 21 to January 23 and the Good Roads conference scheduled for April 23 to April 24.

Resolution #19

Moved by John Scholten, seconded by Lynne DePlancke:

That Council defer discussion of attendance to the October 24th regular meeting.

Carried

12. Notice(s) of Motion

None

13. Closed Session

None

14. By-laws

No. 53-2023 To Confirm All Actions and Proceedings of Council

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

Resolution #20

Moved by John Scholten, seconded by Lynne DePlancke:

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

No. 53-2023 To Confirm All Actions and Proceedings of Council

Carried

14.2 Third Reading of the Following By-law

Resolution #21

Moved by Lynne DePlancke, seconded by John Scholten:

That By-law 53-2023 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 – 10:53 a.m.

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

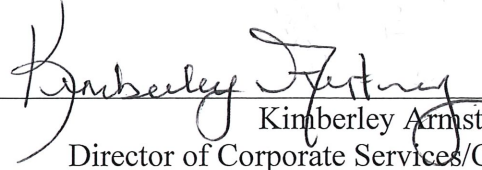
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 24th day of October, 2023.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk