



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday January 31, 2023  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Scholten  
Councillor Stubbs  
Councillor Gear  
Councillor Couwenberg

**Staff:**

Kyle Kruger, CAO / Clerk  
James Johnson, Director of Finance  
Ken Farkas, Manager of Public Works  
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 7:02 p.m. with Mayor Palmer presiding.

**2. Approval of Agenda**

Resolution #1

Moved 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 January 17, 2023**

Resolution #2

Moved by Alisha Stubbs, seconded by John Scholten.

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

January 17, 2023

Carried

**6. PUBLIC MEETINGS / HEARINGS**

**6.1 The Municipal Act**

None

**6.2 The Drainage Act**

None

**6.3 The Planning Act**

None

**6.4 Other**

None

**7. DELEGATIONS**

None

**8. CORRESPONDENCE**

**8.1 Long Point Region Conservation Authority**

**Re: Meeting Minutes – December 7, 2022**

**8.2 City of Kitchener**

**Re: Ontario's Big City Mayors Bill 23, More Homes Built Faster Act, 2022**

Resolution #3

Moved by John Scholten, seconded by Alisha Stubbs;

That the Correspondence as listed in Agenda Items 8.1 to 8.2 be received as information.

Carried

**9. COMMITTEE MINUTES**

**9.1 Burgessville Parade Committee**

**Re: Meeting Minutes – January 15, 2023**

Resolution #4

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:

Burgessville Santa Claus Parade Committee  
Meeting Minutes – January 15, 2023

Carried

**10 REPORTS**

**10.1 Planning and Development Services**

None

**10.2 Fire and Protective Services**

No report

**10.3 Drainage Services**

No report

**10.4 Building Services**

No report

**10.5 Public Works Services**

**10.5 Oxford County Public Works Memorandum**

**Re: Oxford County Proposed Backflow Prevention Program**

**Notice of Public Consultation Centres**

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Oxford County Public Works Memorandum, Re: Oxford County Proposed Backflow Prevention program Notice of Public Consultation Centres, Oxford County, be received as information.

Carried

**10.6 Community Development Services**

No report

**10.7 Medical Centre Services**

No report

**10.8 Financial Services**

No report

**10.9 Administrative Services**

**10.9.1 Appointments to Boards and Committees**

**Report CAO/Clerk 2023-04**

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report CAO 2023-04 – Appointments to Boards and Committees, be received as information;

And That Ruth Storey be appointed to the Burgessville Parade Committee;

And That Dave McQuiggin, Janice Corbeil, Linda Cote, Vickie Taplin and Karly Verberne be appointed to the 2023 Canada Day Committee;

And That Ralph Erdman be appointed as a Fence Viewer;

And That Ross Mitchell be appointed to the Rural Oxford Economic Development Corporation;

And Further That with respect to the Friends of the Otterville Park Management Board, Council direct staff to discontinue the Committee

Carried

#### **10.9.2 CAO / Clerk Position**

##### **Report CAO / Clerk 2023-03**

Mr. Kruger provided an overview of the report. In response to questions, he suggested a consultant be retained to facilitate the CAO hiring process and then Council members interview the top two or three applicants.

There was Council discussion with respect to the dual role, the workload, the large amount of development occurring within the municipality, the staff structures of other municipalities in Oxford and the fact the CAO/Clerk, Deputy Clerk roles have not been addressed while other positions have been.

Resolution #7

Moved by Alisha Stubbs, seconded by John Scholten;

That Report CAO 2022-03, CAO/Clerk position be received, and;

That the revised Organizational Structure as outlined in this report be approved, to take effect with the new CAO hiring;

And Further that staff be authorized to obtain quotations for recruitment assistance services for the CAO hiring.

Carried

#### **10.9.3 Request for Support - Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022 – Councillor Stubbs**

<https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-5>



Councillor Stubbs provided an overview of the contents of the proposed Bill, examples of situations that caused this to come forward and listed some of the municipalities that have already showed their supported.

Resolution #8

Moved by Alisha Stubbs, seconded by John Scholten;

That the Request for Support - Bill 5, Stopping Harassment and Abuse by Local Leaders Act, 2022 submitted by Councillor Stubbs, be received as information;

And Further that the Council of the Township of Norwich supports Bill 5 and the intent to ensure compliance with workplace violence or harassment policies and penalties for non-compliance

Carried

**11. NOTICE(S) OF MOTION**

None

**12. CLOSED SESSION**

7:49 p.m.

Resolution #9

Moved by John Scholten, seconded by Alisha Stubbs;

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, and: a proposed or pending acquisition or disposition of land by the municipality or local board;

Carried

**12.1 A proposed or pending acquisition or disposition of land by the municipality or local board  
Sale of property – Otterville Public Works Yard  
Confidential Report FS 2023-03**

**12.2 Personal matters about an identifiable individual, including municipal or local board employees  
Council Consideration of Letters of Interest – Norwich BIA and Police Service Board  
Confidential Report CAO / Clerk 2023-05**

**12.3 Closed Meeting Minutes  
Re: September 13, 2022  
Re: November 15, 2022 – Council Orientation**

**Re: December 13, 2022**

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couewenberg;

That the Council do now reconvene in open session.

Carried

8:24 p.m.

Resolution #11

Moved by Alisha Stubbs, seconded by John Scholten;

That Confidential Report No. FS 2023-03, 302 Main Street, Otterville, be received by Council for their information;

And That the offer for the Township property located at 302 Main Street, Otterville from Ed Maas in the amount of \$350,000 be accepted;

And Further That proceeds from the sale of the property identified in this report be funded to the Tax Stabilization Reserve.

Carried

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Confidential Report CAO / Clerk 2023-05, Appointment to Boards and Committees, be received as information:

And Further That the following six individuals be appointed to the Norwich Business Improvement Association Board (BIA) for a term concurrent with that of the appointing Council: Amanda Roy, April Greenwood, Laura Barker, Jeannette Van Lagen, Lennard TenHove and Charlotte Campbell;

And Further That Council appoint: Lynne DePlancke to the Norwich Police Service Board (PSB) for a term concurrent with that of the appointing Council.

Carried

**13. BY-LAWS**

**No. 07-2023**

**To Confirm All Actions and Proceedings of Council**

**13.1 First and Second Reading of the Following By-law**

Resolution #13

Moved by Alisha Stubbs, seconded by John Scholten;

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

No. 07-2023            To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #14

Moved by Alisha Stubbs, seconded by John Scholten;

That By-laws 7-2023 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 – 8:27 p.m.**

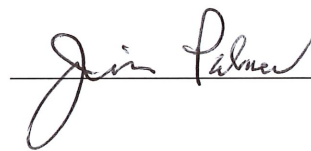
Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg;

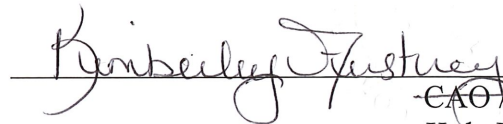
That this Council do now adjourn.

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 February, 2023.



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Mayor  
Jim Palmer



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~~CAO~~ Clerk  
Kyle Kruger

KIMBERLEY ARMSTRONG  
DEPUTY CLERK.

