



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday January 17, 2023
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Scholten
Councillor Stubbs
Councillor Gear
Councillor Couwenberg

Staff:

Kyle Kruger, CAO / Clerk
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, 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 9:06 a.m. with Mayor Palmer presiding.

Due to Technical difficulties the meeting will not be recorded for broadcast at this time.

2. Approval of Agenda

Resolution #1

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None

4. Disclosure of Pecuniary Interest

Councillor Couwenberg declared an interest agenda item 13.1. There were no other disclosures reported

5. Adoption of Minutes of Previous Meeting(s)

5.1 December 13, 2023

Resolution #2

Moved by Shawn Gear, seconded by Adrian Couwenberg.

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

December 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 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 Paul Wilson, File Number ZN 3-22-02.

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.

6.2.1 9:00 a.m.

Applicant: Paul Wilson

File No.: ZN 3-22-02

Report No.: CP 2023 - 6

Location: Part Lot 13, Concession 4 (North Norwich) 345458 Quaker Street, Township of Norwich

Details of Proposed Amendment: to rezone the lot to be retained from Consent Application B 22-13-3 from 'Limited Agricultural Zone (A1)' to 'Rural Residential Zone (RR)' and to rezone the lot to be severed from 'Limited Agricultural Zone (A1)' to 'General Agricultural Zone (A2)' to facilitate the proposed farm consolidation and to recognize the new use of the lot to be retained as non-farm rural residential and the rezoning of the lot to be severed will ensure that the zoning coincides with the lot to be enlarged.

Mr. Wilson, owner, was in attendance.

Ms. St. Clair outlined the application as contained within Report CP 2023-6. She advised that the rezone will facilitate a farm consolidation which proposes to create a non farm rural residential lot and add lands to the farmlands to the immediate south. The rezone will recognize the retained rural residential 2-acre lot and also ensure consistent zoning of the farmlands which are being transferred. The residential lot contains a historically designated structure for which Council recently approved a by-law amendment to remove the designation from the entire property and designate the structure only. She also advised that no comments or concerns received as a result of circulation.

There were no questions from Council

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

Resolution #4

Moved by John Scholten, seconded by Alisha Stubbs;

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

Carried

Resolution #5

Moved by Alisha Stubbs, seconded by John Scholten;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Paul Wilson File No.: ZN 3-22-02, for lands described as North Part Lot 13, Concession 4 (former North Norwich) 345458 Quaker Street, Township of Norwich;

To rezone the lot to be retained from Consent Application B 22-13-3 from 'Limited Agricultural Zone (A1)' to 'Rural Residential Zone (RR)' to recognize the new use of the land for non-farm rural residential purposes, and to fulfill a condition of consent, and;

To rezone the lot to be severed resulting from B 22-13-3 from 'Limited Agricultural Zone (A1)' to 'General Agricultural Zone (A2)' to implement consistent zoning across the said lands and the

lands to which they will be added, to the immediate south 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

Technical difficulties were remedied and recording for broadcast commenced.

7. DELEGATIONS

7.1 9:20 a.m.

**Mary DePietro and Randi McCallum, Wonder Years Child Care
Re: Cross Walk Proposal**

Ms. Pietro provided an overview of their request as outlined in the presentation. She spoke to safety concerns crossing Main Street at Pitcher Street with the children and commented that Norwich is growing and an additional area for safe crossing is needed on Main Street for the children as well as others in the community, especially seniors.

Council members shared their concerns and were supportive of forwarding them onto Oxford County since it is a County road.

Resolution #6

Moved by John Scholten, seconded by Alisha Stubbs;

That the Delegation of Mary DePietro and Randi McCallum, Wonder Years Child Care, Re: Cross Walk Proposal; be received as information and further that the matter be referred to Oxford County.

Carried

7.2 10:00 a.m.

**Gord Hough, Director Community Planning and Heather St. Clair, Senior Planner
Re: Council Orientation – Community Planning**

Mr. Kruger advised that although this item appears under Delegations on the Agenda, it is a Council requested Orientation so the time limit will not apply to this presentation.

Mr. Hough, Director of Community Planning, provided an overview of the Planning function and services in Oxford County, referencing the single County-wide Official Plan and individual municipal Zoning By-laws and the provision of policy and development planners.

Ms. St. Clair, Senior Planner, provided background on the planning process, including: land use planning, establishing goals, attempting to avoid conflicts between different land uses, creating liveable communities and the process for approvals at the County or Township level. She explained that there is a planner assigned to each municipality and that they provide advice and administrative services. Ms. St. Clair provided an overview of the Planning hierarchy system advising that key policy direction comes from the Planning Act, the Provincial Policy Statement, Official Plan and Zoning By-laws.

There was Council discussion with respect to: how often the zoning by-law is updated, Official Plan review every five years and changes are now required due to legislative changes and the Ontario Land Tribunal.

Resolution #7

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Delegation of Oxford County Community Planning Office, Gord Hough, Director Community Planning and Heather St. Clair, Senior Planner, Re: Council Orientation – Community Planning, be received as information.

Carried

8. CORRESPONDENCE

8.1 Long Point Region Conservation Authority

Re: Board of Directors Budget Meeting Minutes – November 9, 2022

Re: Board of Directors Meeting Minutes – November 2, 2022

8.2 Upper Thames River Conservation Authority

**Re: Draft 2023 Conservation Authority Operating Budget and Municipal Levies
(Letter & Draft Budget)**

8.3 Ministry of Municipal Affairs and Housing

Re: Bill 109, More Homes for Everyone Act, 2022

8.4 Ministry of the Environment, Conservation and Parks

Re: Updates to Ontario's Producer Responsibility Framework

Re: Updates to the Blue Box Transition Schedule

8.5 Thames Valley District School Board

Re: Invitation to Community Planning and Facility Collaboration Opportunities Meeting

8.6 Oxford Community Foundation

Re: OC Footprints – Winter 2022 Newsletter

8.7 Slash the Stigma – Hockey for Mental Health

Re: Adult Tournament – March 17 – March 19, 2023

8.8 Lanark County
Re: Violence Against Women
Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Correspondence as listed in Agenda Items 8.1 to 8.8 be received as information.

And Further that Council deem the ‘Slash the Stigma – Hockey for Mental Health’ tournament to be an event of municipal significance.

Carried

9. COMMITTEE MINUTES
9.1 Burgessville Santa Claus Parade Committee
Re: Meeting Minutes – December 4, 2022

9.2 Norwich BIA
Re: Notes – December 6, 2022
Re: BIA Annual Report 2022
Resolution #9

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 Clause Parade Committee
Meeting Minutes – December 6, 2022

Norwich BIA
Notes – December 6, 2022
BIA Annual Report 2022

Carried

10 REPORTS
10.1 Planning and Development Services
10.1.1 Master Housing Strategy Completion
Oxford County Report HS 2022-10
Resolution #10

Moved by Alisha Stubbs, seconded by John Scholten;

That the Oxford County Report HS 2022-10, Master Housing Strategy Completion, be received as information.

Carried

**10.1.2 Application for Draft Plan of Condominium and Exemption from Draft Plan Approval
File CD 22-01-3 – Veranda Property Investments Inc.
Report CP 2023-8**

Ms. St. Clair provided an overview of the Condominium Act and processes available to facilitate the process, explaining that a Site Plan agreement is in place and construction substantially completed on the 28 units.

There was Council discussion with respect to: Oxford County Public Works requirements for the water system, and that ownership would be for the unit itself, the Condo Corporation would retain ownership of the lands including yards and parking areas with exclusive use granted to individual specific owners.

Resolution #11

Moved by Alisha Stubbs, seconded by John Scholten;

That the Oxford County Report CP 2023-8, Application for Draft Plan of Condominium and Exemption from Draft Plan Approval CD 22-01-3 – Veranda Property Investments Inc., be received as information;

And Further that the Council of the Township of Norwich advise Oxford County Council that the Township supports the application for draft approval of a proposed condominium submitted by Veranda Property Investments Inc., File No. CD22-01-3, prepared by Brooks & Muir Surveying, dated June 29, 2022, for lands described as Lots 293 and 341 and Part Lot 343, Plan 745 in the Village of Norwich;

And further, that the Council of the Township of Norwich advise Oxford County Council that the Township supports the application for exemption from the draft plan of condominium approval process, submitted by Veranda Property Investments Inc., File No. CD22-01-3, prepared by Brooks and Muir Surveying, dated June 29, 2022, for lands described as Lots 292 and 341 and Part Lot 343, Plan 745, in the Village of Norwich, as all matters relating to the development have been addressed through the Site Plan Approval process and a registered site plan agreement with the Township of Norwich.

Carried

10.1.3 Bill 23 – More Homes Built Faster Act, 2022

Implications for Area Municipalities

Briefing Note

Resolution #12

Moved by John Scholten, seconded by Alisha Stubbs;

That the Oxford County Community Planning Briefing Note, Bill 23 – More Homes Built Faster Act, 2022, Implications for Area Municipalities, be received as information.

Carried

10.2 Fire and Protective Services

**10.2.1 Fire Services Driver Certification Agreement
Report FP 2023-01**

There were Council questions with respect to the driver training program, instructors, participant time commitment and individual costs per driver.

Resolution #13

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report FP 2023-01 – Fire Services Driver Certification Agreement, be received as information;

And Further That the CAO and Mayor of the Township of Norwich be authorized and directed to enter into the Fire Services Driver Certification Agreements with the municipalities of Blandford-Blenheim and East Zorra-Tavistock as proposed

Carried

**10.2.2. Technical / Rope Rescue Report
Report FP 2023-02**

Resolution #14

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report FP 2023-02 – Technical/Rope Rescue Report, be received as information.

Carried

**10.2.3 December 2022 Monthly Activities
Report FP 2023-03**

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report FP 2023-03 – December 2022 Monthly Activities, be received as information

Carried

10.3 Drainage Services

**10.3.1 December 2022 Drainage Report
Report DR 2023-01**

Resolution #16

Moved by Alisha Stubbs, seconded by John Scholten;

That Report DR 2023-01 – December 2022 Activity Report, be received as information.

Carried

**10.3.2 Drains Maintenance Collection By-law
Report DR 2023-02**

Resolution #17

Moved by John Scholten, seconded by Alisha Stubbs;

That Report DR 2023-02 – Drains Maintenance Collection By-law, be received as information;

And Further That By-law 1-2023 be adopted to provide for the collection of the maintenance costs.

Carried

**10.3.3 Acceptance of the Harvey Drain 2022 Report
Report DR 2023-03**

Resolution #18

Moved by Alisha Stubbs, seconded by John Scholten;

That Report DR 2023-03 – Acceptance of the Harvey Drain 2022 Report, be received as information;

And That the Council of the Township of Norwich acknowledges the receipt of the report *Harvey Drain 2022*, dated December 12, 2022 and filed with the Clerk on January 9, 2023 and extends the time for filing;

And That Council set a date for Public Meeting to be held on February 14, 2023, to Consider the Report;

And That Staff be directed to mail a Notice of Public Meeting along with the Report to all persons assessed to this drainage works, and in accordance with the Drainage Act.

Carried

10.4 Building Services

**10.4.1 December 2022 Building Report
Report BB 2023-01**

Resolution #19

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report BB 2023-01 – December 2022 Building Report, be received as information.

Carried

10.5 Public Works Services

**10.5.1 Progress Report for December 2022
Report PW 2023-01**

Resolution #20

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report PW 2023-01 – Progress Report December 2022, be received as information

Carried

10.5.2 Oxford Centre Ditch

Report PW 2023-02

There was Council discussion with respect to: the cost, the property being for sale, neighbour complaints about the aesthetics of the ditch being left uncut, concerns with tree removal and deferring a decision at this time.

Resolution #21

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report PW 2023-02 be deferred.

Carried

10.5.3 Cornell Road

Report PW 2023-03

There was Council discussion regarding additional police presence/focused patrols in the area, the benefits of additional signage and installation of reflectors and rumble strips.

Resolution #22

Moved by John Scholten, seconded by Alisha Stubbs;

That Report PW 2023-03 – Cornell Road, be received as information;

And That Council direct staff to proceed with Option 2, including audible and visual improvements.

Carried

10.6 Community Development Services

10.6.1 Monthly Departmental Activities

Report CDS 2023-01

Resolution #23

Moved by Alisha Stubbs, seconded by John Scholten;

That Report CDS 2023-01 – Monthly Activities, be received as information.

Carried

10.7 Medical Centre Services

**10.7.1 Medical Centre December 2022 Activity Report
Report MED 2023-01**

Resolution #24

Moved by John Scholten, seconded by Alisha Stubbs;

That Report MED 2023-01 – Medical Centre December 2022 Activity Report, be received as information.

Carried

10.8 Financial Services

**10.8.1 Interim Tax Levy
Report FS 2023-01**

Resolution #25

Moved by Shawn Gear; seconded by Adrian Couwenberg;

That Report FS 2023-01 – Interim Tax Levy, be received as information;

And Further That a By-law be adopted to provide for the levying of an interim tax levy for the year 2023.

Carried

**10.8.2 Voice Over Internet Protocol (VOIP)
Memorandum**

Resolution #26

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Memorandum Re: Voice Over Internet Protocol (VOIP), be received as information.

Carried

**10.8.3 Council Information Request – Gravel Road Costing
Memorandum**

There was Council discussion with respect to: the Roads Needs Study, cost of gravel and dust control, the freeze and thaw cycle and the cost to maintain gravel roads.

In response to concerns, staff referenced the Roads Needs Study and current service level decision to address current road surfaces, and not provide for additional hard surfacing. Staff further advised that while there is no current plan for additional paved roads in the forecast, Council may change that service level and provide differently as it considers the capital budget and long term plan, and staff can review and advise on affects on the tax levy.

Resolution #27

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Memorandum Re: Council Information Request – Gravel Road Costing, be received as information.

Carried

10.9 Administrative Services

10.9.1 2022 Municipal Election Accessibility

Report CAO 2023-01

Resolution #28

Moved by Alisha Stubbs, seconded by John Scholten;

That Report CAO 2023-01 – 2022 Municipal Election Accessibility, be received as information.

Carried

10.9.2 Actions Taken – Restricted Acts after Nomination Day

Memorandum

Resolution #29

Moved by John Scholten, seconded by Alisha Stubbs;

That the Memorandum Re: Restricted Acts after Nomination Day, be received as information.

Carried

10.9.3 Rural Oxford Economic Development Corporation

Economic Development Activity Report – September to November 2022

Resolution #30

Moved by Alisha Stubbs, seconded by John Scholten;

That the Rural Oxford Economic Development – Economic Development Activity Report – September-November 2022, be received as information.

Carried

10.9.4 Council Strategic Plan – Facilitator

Report CAO 2023-02

Resolution #31

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report CAO 2023-02 – Council Strategic Plan - Facilitator, be received as information;

And Further That Municipal Strategic Planning Associates be retained to facilitate a strategic plan process for the Township of Norwich, in accordance with their proposal as attached to Report CAO 2023-02

Carried

10.9.5 Notice of Retirement – K. Kruger

Resolution #32

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Notice of Retirement submitted by Kyle Kruger, CAO/Clerk, be received and accepted;

And Further That Council acknowledge the contribution that Mr. Kruger has made to the Township and thank him for his service.

Carried

10.9.6 Revision to CAO / Clerk Position

Memorandum

Resolution #33

Moved by John Scholten, seconded by Alisha Stubbs;

That the Memorandum Re: Revision to CAO/Clerk Position, be received as information;

And Further That Staff undertake review and prepare a more detailed report

Carried

11. NOTICE(S) OF MOTION

None

12. CLOSED SESSION

None

13. BY-LAWS

No. 1-2023-Z To Amend Zoning By-law 07-2003-Z (A & A Couwenberg Farms Ltd., File No. ZN 3-22-14)

No. 2-2023-Z To Amend Zoning By-law 07-2003-Z (Wilson, File No. ZN 3-22-2)

No. 1-2023 To Provide for the Maintenance of Municipal Drains

No. 2-2023 To Provide for the Levying of an Interim Levy for the Year 2023 And Provide for Penalty and Interest

No. 3-2023 To Authorize Execution of a Fire Department Driver Certification Program Agreement – Blandford-Blenheim

No. 4-2023 To Authorize Execution of a Fire Department Driver Certification Program Agreement – East Zorra Tavistock

No. 5-2023 To Confirm All Actions and Proceedings of Council

Councillor Couwenberg declared a conflict with respect to Agenda Item 13, By-law 1-2023-Z and did not participate in the voting.

13.1 First and Second Reading of the Following By-law
Resolution #34
Moved by John Scholten, seconded by Alisha Stubbs;

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

No. 01-2023-Z To Amend Zoning By-law 07-2003-Z (A&A Couwenberg Farms Ltd.,
File No. ZN 3-22-14)

Carried

13.2 Third Reading of the Following By-law
Resolution #35
Moved by Alisha Stubbs, seconded by John Scholten;

That By-laws 1-2023-Z 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

13.1 First and Second Reading of the Following By-laws
Resolution #36
Moved by Shawn Gear; Seconded by Adrian Couwenberg:

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

No. 02-2023-Z To Amend Zoning By-law 07-2003-Z (Wilson, File. No. ZN 3-22-2)
No. 1-2023 To Provide for the Maintenance of Municipal Drains
No. 2-2023 To Provide for the Levying of an Interim Levy for the Year 2023 And
Provide for Penalty Interest
No. 3-2023 To Authorize Execution of a Fire Department Driver Certification
Program Agreement – Blandford-Blenheim
No. 4-2023 To Authorize Execution of a Fire Department Driver Certification
Program Agreement – East Zorra Tavistock
No. 5-2023 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws
Resolution #37
Moved by Shawn Gear, seconded by Adrian Couwenberg;

That By-laws 2-2023-Z, 20-2022-Z, 1-2023, 2-2023, 3-2023, 4-2023, and 5-2023 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 – 1:08 p.m.

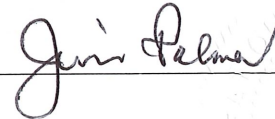
Resolution #38

Moved by Shawn Gear, seconded by Adrian Couwenberg;

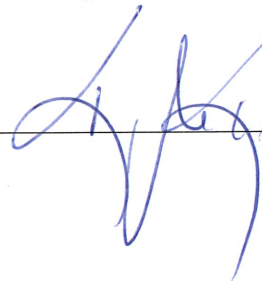
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 31st day of January 2023.



Mayor
Jim Palmer



CAO / Clerk
Kyle Kruger