



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday October 11, 2022
Regular Council Meeting**

In Attendance:

Council:

Mayor Larry Martin
Councillor Scholten
Councillor DePlancke
Councillor Palmer
Councillor Dale

Staff:

Kyle Kruger, CAO / Clerk
Derek Van Pagee, Director of Fire and Protective Services
James Johnson, Director of Finance
Brad Smale, Manager of Building Services
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 2018-2022 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 9:00 a.m. with Mayor Martin presiding.

2. Approval of Agenda

Resolution #1

Moved by John Scholten, seconded by Lynne DePlancke;

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 Lynne DePlancke, seconded by John Scholten;

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

September 27, 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 Lynne DePlancke;

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 Insurvest Holdings Inc., File Numbers ZN 3-22-13

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.

6.3.1 9:00 a.m.

Applicant: Insurvest Holdings Inc.

File No.: ZN 3-22-13

Report No.: CP 2022- 385

Location: Part Lot 1, Concession 5 (North Norwich) 356026 Norwich Road, Township of Norwich

Details of Proposed Amendment: To Rezone the lot to be severed from a recently approved consent application (B 22-24-3) from 'Special General Agricultural Zone (A2-37)' to 'Special Restricted Industrial Zone (MR-8)' to facilitate a lot addition to an existing industrial bakery

and to coincide with the zoning on the lot to which the subject lands will be added (to the immediate east).

Mr. Jacco Schep, owner and Mr. Nathan Kok, agent, were in attendance.

Ms. St. Clair outlined the application as contained within Report CP 2022-385. She advised that the application proposes to rezone lands to facilitate an industrial lot addition and fulfil a condition of consent. The applicant proposes to add lands containing a recently constructed warehouse to the adjacent industrial bakery facility lands to the immediate east. The merger will sever remaining farmlands, facilitating a minor boundary adjustment and not creating a new lot.

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

Resolution #4

Moved by Alan Dale, seconded by Jim Palmer;

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

Carried

Resolution #5

Moved by Alan Dale, seconded by Jim Palmer;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Insurvest Holdings Inc., File No.: ZN 3-22-13, for lands described as Lot 1, Concession 5 (former North Norwich) 356026 Norwich Road, Norwich, Township of Norwich, to rezone the lot to be severed from a recently approved consent application (B 22-24-2) from 'Special General Agricultural Zone (A2-37)' to 'Special Restricted Industrial Zone (MR-8)' to facilitate a lot addition to an existing industrial bakery and to coincide with the zoning on the lot to which the subject lands will be added (to the immediate east), 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

None

8. CORRESPONDENCE

8.1 Municipality of Grey Highlands

Re: Increased Speeding Fines

Resolution #6

Moved by Jim Palmer, seconded by Alan Dale;

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

And further that Council support Grey Highlands Motion.

Carried

9. COMMITTEE MINUTES

9.1 Pioneer Rooms Committee

Re: Meeting Minutes – September 22, 2022

9.2 Accessibility Advisory Committee

Re: Meeting Minutes – September 7, 2022

9.3 Business Improvement Area Board

Re: Meeting Minutes – September 13, 2022

Verbal Resolution #7

Moved by Jim Palmer, seconded by Alan Dale;

That the BIA meeting Minutes be separated and voted on separately.

Carried

Resolution #8

Moved by Lynne DePlancke, seconded by John Scholten;

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

Pioneer Rooms Committee
Meeting Minutes – September 22, 2022

Accessibility Advisory Committee
Meeting Minutes – September 7, 2022

Carried

Councillor Dale advised he would like to recognize the amount of work and fundraising the Friends of the Pioneer Rooms have undertaken over the years.

There was Council discussion about BIA budget amounts, the Christmas Parade and Diversity, Equity and Inclusion training for Council, Boards and Committees. It was clarified that minutes presented are in draft form and not yet approved by the board or committee.

Resolution #9

Moved by Lynne DePlancke, seconded by John Scholten

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

Business Improvement Area Board
Meeting Minutes – September 13, 2022

Carried

10 REPORTS

10.1 Planning and Development Services

None

10.2 Fire and Protective Services

10.2.1 Annual Review of Township of Norwich Fire Service Community Risk Assessment Report FP 2022-23

Resolution #10

Moved by John Scholten, seconded by Lynne DePlancke;

That Report FP 2022-23 – Annual Review of Township of Norwich Fire Service Community Risk Assessment, be received as information.

Carried

10.2.2 Fire Dispatch Services

Report FP 2022-24

Resolution #11

Moved by Lynne DePlancke, seconded by John Scholten;

That Report FP 2022-24 – Fire Dispatch Services, be received as information;

AND that Council direct staff to sole source a new dispatch agreement with the Corporation of the Town of Tillsonburg.

Carried

10.2.3 Livestock Guardian Dog Report

Report FP 2022-25

Resolution #12

Moved by Alan Dale, seconded by Jim Palmer;

That Report FP 2022-25 – Livestock Guardian Dog Report, be received as information;

And that Council approve Option 1 – Status quo, maintaining the current dog controls as per By-law 15-2017.

Carried

10.2.4 Month-end Statistical Reports, September 2022

Report FP 2022-26

Resolution #13

Moved by Jim Palmer, seconded by Alan Dale;

That Report FP 2022-26 –Month-end Statistical Reports September 2022, be received as information.

Carried

10.3 Drainage Services

10.3.1 September 2022 Drainage Report

Report DR 2022-23

Notice of Court of Revision – Mather Drain

Resolution #14

Moved by John Scholten, seconded by Lynne DePlancke;

That Report DR 2022-23, September 2022 Drainage Report, be received as information;

AND that the Council of the Township of Norwich appoint Jim Palmer to the Court of Revision for the Mather Drain

Carried

10.4 Building Services

10.4.1 September 2022 Building Report

Report BB 2022-12

In response to Council questions, Mr. Smale advised that applicants are often advised that the application is not deemed complete until everything is received and if submitted online, the system tells them that they still require additional information. Incomplete applications often causes a much longer process.

Resolution #15

Moved by John Scholten, seconded by Lynne DePlancke;

That Report BB 2022-12, September 2022 Building Report, be received as information.

Carried

10.5 Public Works Services

10.5.1 Progress Report for September 2022

Report PW 2022-19

Resolution #16

Moved by Lynne DePlancke, seconded by John Scholten;

That Report PW 2022-19, Progress Report for September 2022, be received as information.

Carried

10.6 Community Development Services

10.6.1 Monthly Departmental Activities

Report CDS 2022-12

There was Council discussion regarding removal of the Springford Park Snack Booth that has not been used for many years, fall vs spring removal and the need to ensure there is no public need for the structure.

Council provided direction for staff to bring forward report regarding possible removal of the Springford Snack Booth.

Resolution #19

Moved by John Scholten, seconded by Lynne DePlancke;

That Report CDS 2022-12, Monthly Activities, be received as information.

Carried

10.7 Medical Centre Services

10.7.1 Medical Centre September 2022 Activity Report

Report MED 2022-12

Resolution #17

Moved by Alan Dale, seconded by John Scholten;

That Report MED 2022-12, Medical Centre September 2022 Activity Report, be received as information.

Carried

10.8 Financial Services

10.8.1 Financial Summary as at September 30, 2022

Report FS 2022-16

Resolution #18

Moved by John Scholten, seconded by Lynne DePlancke;

That Report FS 2022-16, Council Financial Summary as at September 30, 2022, be received as information

Carried

10.9 Administrative Services

10.9.1 Electronic Monitoring Policy

Report CAO/Clerk 2022-17

Resolution #20

Moved by Alan Dale, seconded by Jim Palmer;

That Report CAO 2022-17, Electronic Monitoring Policy, be received as information;

And That the attached Electronic Monitoring Policy be adopted as presented.

Carried

10.9.2 Update to Procedural By-law 57-2017

Memorandum

Mr. Kruger provided an overview of the Memorandum, including: the requirement for more detailed information for delegation requests, delegation conduct, permitted topics, time limits and an application form to be a delegation. Additional considerations include: enforcement, requirement for signatures on petitions instead of electronic petitions and recording/broadcasting meetings.

Resolution #21

Moved by Lynne DePlancke, seconded by John Scholten;

That the Memorandum: Update to Procedural By-law 57-2017, be received as information;

And further that Council approve the proposed amendment and give consideration to By-law 56-2022 to Amend By-law 57-2017, as amended, being a By-law to Govern the Proceedings of Council and its Committee's.

Carried

11. NOTICE(S) OF MOTION

None

12. CLOSED SESSION

None

13. BY-LAWS

No. 17-2022-Z To Amend Zoning By-law 07-2003-Z (ZN 3-22-13 (Insurvest Holdings Inc.))

No. 56-2022 To Amend By-law 57-2017, as amended, being a By-law to Govern The Proceedings of Council and its Committee's

No. 57-2022 To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #22

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. 17-2022-Z | To Amend Zoning By-law 07-2003-Z (Insurvest Holdings Inc., File No. ZN 3-22-13) |
| No. 56-2022 | To Amend Township of Norwich By-law 57-2017 as Amended, being a By-law to Govern the Proceedings of the Council of the Township of Norwich and of its Committees |
| No. 57-2022 | To Confirm All actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-laws

Resolution #23

Moved by Jim Palmer, seconded by Alan Dale;

That By-laws 17-2022-Z, 56-2022, and 57-2022, 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

On behalf of Staff, Mr. Kruger thanked Council members for all they do, their support and the professional manner they show when dealing with staff. He commented that it is sometimes difficult to serve the community, and although there is not always positive feedback, the community overall does appreciate the work and efforts of Council members.

Mayor Martin thanked Council and Staff for all they have done, commenting that Council are leaving the Township a better place now than when they came into office. He commented on Staff and Council working together and although they do not always agree, they always disagree respectfully. Mayor Martin advised that it has been a pleasure working for the Township for all these years, however he is looking forward to retirement.

Council members expressed their pleasure in working together and commenting that many positive things that have been accomplished over their term of office.

14. Adjournment – 11:03 a.m.

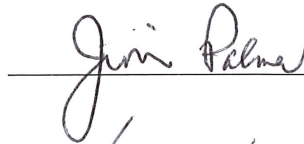
Resolution #24

Moved by Alan Dale, seconded by Jim Palmer;

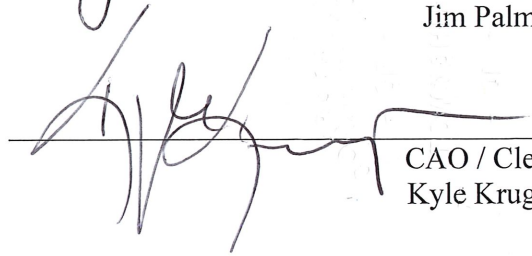
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 22nd day of November 2022.



Mayor
Jim Palmer



CAO / Clerk
Kyle Kruger