



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday December 13, 2022
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 9:00 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by John Scholten, seconded by Alisha Stubbs;

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 6.3.2. There were no other disclosures reported

5. Adoption of Minutes of Previous Meeting(s)

5.1 November 15, 2022 – Inaugural Meeting

5.2 November 15, 2022 – Council Orientation

5.3 November 22, 2022

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:

November 15, 2022 – Inaugural Meeting
November 15, 2022 – Council Orientation
November 22, 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 Alisha Stubbs;

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 R & G DeWachter Farms Limited, File Number ZN 3-22-09.

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.

6.3.1 9:00 a.m.

Applicant: R & G DeWachter Farms Limited

File No.: ZN 3-22-09

Report No.: CP 2022- 438

Location: Lots 118 & 119, Plan 388 (former South Norwich) 228 Church Street, Otterville, Township of Norwich

Details of Proposed Amendment: To Rezone three lots to be severed from recently approved consent applications from ‘Special Development Zone (D-11)’ to ‘ Residential Type 1 Zone (R1)’ to facilitate the creation of three new residential building lots in the Village of Otterville, and: amend the existing site specific ‘Special General Agricultural Zone (A2-39)’ that applies to the retained lands to recognize the amended lot area that will result from the consent applications.

Mr. Rick DeWachter was in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2022-438. She advised that this application proposes to rezone three new residential building lots which have received conditional approval for severance. The rezone would also recognize the revised lot area for the retained lands which will continue to be used for agricultural purposes. It is proposed that each new lot will contain a single detached dwelling and a private septic system. The lots and will be accessed by way of a shared driveway arrangement which will be subject to an easement.

In response to Council questions, staff advised that the most southerly lot has an access easement over the other lots and that a road widening has been taken for future use and can be used if a retaining wall is necessary in the future.

Mr. DeWachter commented that the shared driveway will enter on lot one and follow along the road which should eliminate the need for a future retaining wall.

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

Resolution #4

Moved by Adrian Couwenberg, seconded by Shawn Gear.

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 R&G DeWachter Farms Ltd., File No.: ZN 3-22-09, for lands described as Lots 118 & 119, Plan 388 (former South Norwich) 732659 Pick Line, Otterville, Township of Norwich, and further described as the lots to be severed resulting from consent applications B22-20-3, B22-21-3 & B22-22-3 are to be rezoned from 'Special Development Zone (D-11)' to 'Residential Type 1 Zone (R1)' to permit the construction of one new single detached dwelling per lot and: further that the existing 'Special General Agricultural Zone (A2-39)' zone provisions that apply to the retained lands resulting from the said consent applications be amended to recognize the new lot area that will result, 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.

Resolution #6

Moved by Alisha Stubbs, seconded by Shawn Gear.

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 A & A Couwenberg Farms Limited, File Number ZN 3-22-14.

Carried

Councillor Couwenberg vacated his seat.

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.

6.3.2 9:20 a.m.

Applicant: A & A Couwenberg Farms Ltd.

File No.: ZN 3-22-14

Report No.: CP 2022-433

Location: Part Lots 13 & 14, Concession 8 (former East Oxford) 405341 Beaconsfield Road, Burgessville, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit an additional

residential dwelling unit with a reduction to the Minimum Distance Separation 1 setback of 285m in place of the required 560m from the barn to the southwest, and: 530m in place of the required 565m from the barn to the north.

Ms. Ann Couwenberg was in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2022-433. She advised that the applicants propose to construct an additional residential dwelling unit, either single detached or within another structure to be located on the west side of the existing dwelling. The proposed location is non compliant with the hog barn to the southwest and also the hog barn to the north which is owned by the applicant. The applicants have indicated that the requested location is best operationally for farm, including a washroom and hand washing facilities near the poultry barn as required for farm biosecurity reasons. It is also preferred from a servicing perspective and the area is not ideal for crop production being difficult for maneuvering farm equipment.

Ms. St. Clair advised that the proposal meets policy for a secondary dwelling, utilizing the existing lane and being within the building cluster, however, is non compliant with MDS 1 requirements, therefore staff are recommending that the dwelling be located to the east of the existing dwelling.

Ms. Couwenberg commented that MDS requirements are mainly for odour and as farmers and family dwelling in the second residence, they are aware of the odours that will be present. In response to Council questions, Ms. Couwenberg advised that the water pressure is not always consistent so they are trying to solve that issue. If the building is located in the proposed location, then a washroom and hand washing station is available for the chicken catchers and it would not be efficient to move it farther away. She also confirmed that they have discussed the proposal with the neighbours affected by the MDS setback reduction.

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

Resolution #7

Moved by Alisha Stubbs, seconded by John Scholten.

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

Carried

Resolution #8

Moved by John Scholten, seconded by Alisha Stubbs;

That with respect to the application to amend Zoning By-law 07-2003-Z, by A & A Couwenberg Farms Ltd., File No.: ZN 3-22-14, for lands described as Part Lots 13 & 14, Concession 8 (former East Oxford) 405341 Beaconsfield Road, Burgessville, Township of Norwich, to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit an additional residential dwelling unit with a reduction to the Minimum Distance Separation 1 setback of 285m in place of the required 560m from the barn to the

southwest, and: 530m in place of the required 565m from the barn to the north, the Council of the Township of Norwich hereby; Approve the zone change as requested

Carried

Ms. Armstrong advised a By-law will be brought forward at the January meeting for Council's consideration.

6.4 Other
None

7. DELEGATIONS

7.1 9:45 a.m.

Tyler Zacher-King

Re: Addition of Boards and Committees

Mr. King provided an overview of his presentation and requested Council give consideration to creating and appointing the following boards: an Arena Board, Diversity, Equity and Inclusion Board, Integrity Committee, Business Development Board and a Housing Development Board.

There was Council discussion about possible overlap with other boards or organizations, the feasibility of some and some overlap with staff responsibilities. It was also noted that Council members take an oath and are accountable, as well as staff being accountable to their supervisors. Council members were supportive of referring the request to staff for a report.

Resolution #9

Moved by Alisha Stubbs, seconded by John Scholten.

That the Delegation of Tyler Zacher-King, re: Addition of Boards and Committees; be received as information and further that the request be referred to staff for a report.

Carried

8. CORRESPONDENCE

8.1 Long Point Region Conservation Authority
Re: Calls on Province to Reconsider Bill 23

8.2 Association of Municipalities of Ontario (AMO)
Re: Province Responds to AMO Calls for Municipal Funding

8.3 Ministry of the Environment, Conservation and Parks
Re: Use of Advanced Recycling and Energy Recovery Technologies

8.4 County of Oxford
Re: Proclamation – Day for the Elimination of Violence Against Women

- 8.5 Township of Warwick**
Re: CN Railway Contribution Requirements under the Drainage Act and Impacts on Municipal Drain Infrastructure in Ontario
- 8.6 Association of Ontario Road Supervisors**
Re: Certified Road Supervisor Certification – Ken Farkas
- 8.7 Township of Malahide**
Re: Resolution of Council – Federal Cannabis Act Review
Re: Letter to Federal Government - Federal Cannabis Act Review
- 8.8 Township of Dorion**
Re: Ontario Wildlife Damage Compensation Program Administrative Fee
- 8.9 Bill 23 Proposed Changes**
Correspondence received from the following: Township of Puslinch, County of Wellington, Lambton Shores, AMCTO, Town of Aurora, Town of Georgina, Town of Orangeville, County of Prince Edward, Municipality of Marmora & Lake, Municipality of Magnetawan and the City of Mississauga
Council members congratulated Mr. Farkas on his recent Certified Road Supervisor certification.

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg.

That the Correspondence as listed in Agenda Items 8.1 to 8.9 be received as information.

And further that Council support agenda items: 8.1, 8.6, 8.8 and 8.9.

Carried

9. COMMITTEE MINUTES

- 9.1 Health & Safety Representative Committee**
Re: Meeting Minutes – October 27, 2022
Re: Norwich Fire Services – September 14, 2022

- 9.2 Norwich BIA**
Re: Meeting Notes – November 1, 2022

Resolution #11

Moved by Adrian Couwenberg, seconded by Shawn Gear.

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

Health and Safety Representative Committee
Meeting Minutes – October 27, 2022
Norwich Fire Services – September 14, 2022

Norwich BIA
Meeting Notes – November 1, 2022

Carried

10 REPORTS

10.1 Planning and Development Services

10.1.1 Regulatory Proposals – Conservation Authorities Act; Transition Plans and Agreements for Programs and Services

**Memorandum – Gord Hough, Director Community Planning
Report CP 2022-366**

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg.

That the Memorandum from Gord Hough, Director of community Planning and Oxford County Report CP 2022-366, Regulatory Proposals – Conservation Authorities Act; Transition Plans and Agreements for Programs and Services, be received as information.

Carried

10.1.2 Minimum Distance Separation Formulae Implementation

Oxford County Report CP 2022-298

Resolution #13

Moved by John Scholten, seconded by Alisha Stubbs;

That Oxford County Report CP 2022-298, Minimum Distance Separation Formulae Implementation, be received as information

Carried

10.1.3 Oxford County Planning – Briefing Memo

Re: Large Scale Electricity (including Renewable) Energy Projects, Provincial Long Term Energy Plan and RFP

Resolution #14

Moved by Alisha Stubbs, seconded by John Scholten;

That Oxford County Community Planning Office Briefing Memo, Update for Large Scale Electricity (Including Renewable) Energy Projects, Provincial Long Term Energy Plan and RFP, be received as information.

Carried

10.2 Fire and Protective Services

10.2.1 Month-end Statistical Reports, November 2022

Report FP 2022-29

There was Council discussion with respect to: DZ licensing, costs of training, mandatory training, research into grant opportunities and review of the dog licensing program.

Resolution #15

Moved by John Scholten, seconded by Alisha Stubbs.

That Report FP 2022-29 – November 2022 Monthly Activities, be received as information.

Carried

10.2.2 Request for Staff Report – Fire Services Rope Rescue – Councillor Couwenberg

Councillor Couwenberg advised that he would like a financial study on the provision of rope rescue services, including; number of times used, cost to the township and the timeline for equipment replacement.

There was Council discussion with respect to the fact the township has silos, grain bins and now an apartment building and rope rescue is an asset. There was discussion about the amount of use and sharing resources with other municipalities.

Resolution #16

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Request for Staff Report – Fire Services Rope Rescue by Councillor Couwenberg, be received as information;

And Further That the matter be referred to staff for a report.

Carried

10.3 Drainage Services

10.3.1 November 2022 Drainage Report

Report DR 2022-25

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Report DR 2022-25 – November 2022 Activity Report, be received as information.

Carried

10.3.1 Request for Modification and/or improvement of the Frain Drain

Report DR 2022-26

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report DR 2022-26 – Request for Modification and/or Improvement of the Frain Drain, be received as information,

And Further that the request for drainage works be accepted and the firm of: Spriet Associates London Ltd. be appointed as engineer under Section 78 of the Drainage Act to make an examination of the area requiring drainage as described in the request and to prepare a report and further that as per Section 39(1) of the Drainage Act, the Council of the Township of Norwich requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

Carried

**10.3.3 Request for Improvement and/or Modification of the Haight Drain
Report DR 2022-27**

Resolution #19

Moved by Alisha Stubbs, seconded by John Scholten;

That Report DR 2022-26 – Request for Modification and/or Improvement of the Haight Drain, be received as information,

And Further that the request for drainage works be accepted and the firm of: R.J. Burnside and Associates Ltd. be appointed as engineer under Section 78 of the Drainage Act to make an examination of the area requiring drainage as described in the request and to prepare a report and further that as per Section 39(1) of the Drainage Act, the Council of the Township of Norwich requests the report to be filed as soon as completed or within one year after the appointment, whichever is sooner.

Carried

**10.3.4 Belaen Drain Reconstruction 2022 Collection
Report DR 2022-28**

Resolution #20

Moved by John Scholten, seconded by Alisha Stubbs.

That Report DR 2022-28 – Belaen Drain Reconstruction 2022 Collection, be received as information;

And Further that By-law 64-2022 be adopted to provide for the collection of the construction costs for the Belaen Drain Reconstruction 2022

Carried

10.4 Building Services

10.4.1 November 2022 Building Report

Report BB 2022-14

Resolution #21

Moved by Alisha Stubbs, seconded by John Scholten.

That Report BB 2022-14 – November 2022 Building Report, be received as information.

Carried

**10.4.2 Lossing’s Landing Private Street Naming Report
Report BB 2022-15**

Mr. Smale commented that the proposed name of Wm. Hogg Way or Lane was proposed by a resident in recognition of a former Norwich Principal, however the property owner has not submitted any request for a name change.

Resolution #22

Moved by Shawn Gear, seconded by Adrian Couwenberg.

That Report BB 2022-15 – Lossing’s Landing Private Street Naming Report, be received as information.

Carried

10.5 Public Works Services

**10.5.1 Progress Report for November 2022
Report PW 2022-21**

Resolution #23

Moved by Adrian Couwenberg, seconded by Shawn Gear.

That Report PW 2022-21 – Progress Report November 2022, be received as information;

And Further that Council Endorses the bid for the 2025 AORS Municipal Trade Show.

Carried

**10.5.2 2024 Water and Wastewater Master Plan – Project Update
Oxford County Report PW 2022-47**

Resolution #24

Moved by Shawn Gear, seconded by Adrian Couwenberg.

That Oxford County Report PW 2022-47, 2024 Water and Wastewater Master Plan – Project Update, be received as information.

Carried

**10.5.3 2024 Transportation Master Plan – Project Update
Oxford County Report PW 2022-46**

Resolution #25

Moved by John Scholten, seconded by Alisha Stubbs;

That Oxford County Report PW 2022-46, 2024 Transportation Master Plan – Project Update, be received as information

Carried

10.5.4 Request to amend the 2022 Budget – Rocks Mill Line Bridge #40 – Councillor Couwenberg

Councillor Couwenberg expressed concerns with the approved cost of replacing the bridge, and potential increased costs and requested Council revisit this decision.

There was Council discussion about the issues and options considered during the decision making process. There was additional Council discussion about the potential for future additional residential construction since the passing of Bill 23.

Resolution #26

Moved by Alisha Stubbs, seconded by John Scholten.

That the Request to amend the 2022 Budget – Rocks Mill Line Bridge #40 by Councillor Couwenberg, be received as information.

Councillor Couwenberg requested a recorded vote

| | |
|-----------------------|-----|
| Councillor Couwenberg | Nay |
| Councillor Gear | Nay |
| Mayor Palmer | Yea |
| Councillor Scholten | Yea |
| Councillor Stubbs | Yea |

Carried

10.5.5 Request for Staff Report – Asphalt/Tar and Chip Estimated Costs – Councillor Couwenberg

Councillor Couwenberg requested a cost estimate on paving roads compared to tar and chip for gravel roads. He advised that he would like data to prepare a report regarding costs for hard surface vs gravel roads

Mr. Kruger requested some clarification since costs can vary dramatically depending on the road location and factors such as the current road base.

Council members advised they had received numerous complaints about gravel roads during campaigning, however expressed concerns with the requested process.

Resolution #27

Moved by Alisha Stubbs, seconded by John Scholten.

That the Request for Staff Report – Asphalt/Tar and Chip Estimated Costs by Councillor Couwenberg, be received as information;

And Further That the request be referred to staff for information.

Carried

Recess: 11:47 (until conclusion of Committee of adjustment meeting)
Reconvene: 1:16

**10.5.6 Request for Staff Report – Ditching on Middletown Line south of Old Stage Rd –
Councillor Couwenberg**

Councillor Couwenberg advised he had received concerns that the ditch was dug out 5-6 years ago and the owner can no longer maintain the ditch with the lawnmower, questioning if there is a resolution to the issue.

Resolution #28

Moved by Shawn Gear, seconded by Alisha Stubbs.

That the Request for Staff Report – Ditching on Middletown Line south of Old Stage Rd by Councillor Couwenberg, be received as information;

And Further That the matter be referred to staff for a report.

Carried

10.6 Community Development Services

10.6.1 Monthly Departmental Activities

Report CDS 2022-14

Resolution #29

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report CDS 2022-14 – Monthly Departmental Activities, be received as information.

Carried

10.7 Medical Centre Services

10.7.1 Medical Centre November 2022 Activity Report

Report MED 2022-14

Resolution #30

Moved by Alisha Stubbs, seconded by John Scholten;

That Report MED 2022-14 – Medical Center November 2022 Activity Report, be received as information.

Carried

10.8 Financial Services

10.8.1 Financial Summary as at November 30, 2022

Report FS 2022-19

Resolution #31

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Report FS 2022-19 – Council Financial Summary as at November 30, 2022, be received as information;

Carried

10.8.2 Millards

Re: 2022 Year-End Audit

Resolution #32

Moved by John Scholten, seconded by Alisha Stubbs.

That the Correspondence received from Millards re: 2022 Year-end Audit, be received as information;

And Further that oversight of managements processes include, but not limited to: approval of policies, procedures, programs and controls related to tax collection, purchasing, asset management and budgets as well as monthly financial summary reports;

And Further that Council have no knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the Municipality.

Carried

10.8.3 Asset Management Coordinator Shared Position

Report FS 2022-21

Resolution #33

Moved by Alisha Stubbs, seconded by John Scholten;

That Report FS 2022-21 – Asset Management Coordinator Shared Position be received as information;

And That Council directs staff to include the costs for a Shared Asset Management Coordinator position in the draft 2023 Operating Budget;

And Further That Council approve the execution of a Shared Service Asset Management Coordinator Agreement with the municipalities of Zorra, Blandford-Blenheim and South-West Oxford, as proposed.

Carried

10.8.4 Request for Staff Report – Gravel Road Maintenance Costs – Councillor Couwenberg

Councillor Couwenberg inquired about the total cost of gravel and calcium installed on the roads for 2022.

Resolution #34

Moved by John Scholten, seconded by Alisha Stubbs.

That the Request for Staff Report – Gravel Road Maintenance Costs by Councillor Couwenberg, be received as information;

And Further That the matter be referred to staff for information.

Carried

10.9 Administrative Services

10.9.1 Road Closure Request – Part Of Burgess Street

Report CAO 2022-22

Resolution #35

Moved by Adrian Couwenberg, seconded by Shawn Gear.

That Report No. CAO/Clerk 2022-22, Road Closure Request – Part of Burgess Street , be received as information;

And Further That staff be directed to initiate required notice procedures for closure and conveyance of part of the unopened road allowance identified as Burgess Street on Plan 239 Village of Burgessville, as outlined in Report CAO 2022-22.

Carried

10.9.2 Appointments to Boards and Committee's of Council

Report CAO / Clerk 2022- 23

Memorandum – Council Committee Appointments

In response to Council questions, Mr. Kruger explained that two Santa Claus parades are run by the local Firefighters Association and the other parade is run by the Burgessville Santa Claus parade committee being a Committee of Council. In order to be a bona fied Committee of Council under the Municipal Act and benefit from municipal insurance, a committee must follow certain procedures and comply with a Terms of Reference.

Resolution #36

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Memorandum: Council Committee Appointments and Report No. CAO/Clerk 2022-23, Appointments to Boards and Committee's of Council, be received as information;

And Further That:

That the following individuals be appointed to the Accessibility Advisory Committee for a term concurrent with that of the appointing Council: Larry Martin, Val Haley, Wendy Martin and Councillor Sean Gear; and further that staff advertise for additional members.

That the following individuals be appointed to the Burgessville Parade Committee for a term concurrent with that of the appointing Council: Diane Haycock, Lois Topham, Dave Topham, Judith MacDonald, Jacqueline Robinson and Councillor Couwenberg.

That Staff contact the individuals who expressed interest in being appointed to the Norwich Business Improvement Association Board (BIA) and request they submit a detailed letter of interest/resume for Council's consideration. And further that Councillor Alisha Stubbs be appointed as the Council representative.

That Val Haley and Councillor Scholten be appointed to the 2023 Canada Day Committee; and further that staff advertise for additional members.

That Chris Martin be appointed as a Fence Viewer and further that staff advertise for additional members.

That with respect to the Friends of the Otterville Park Board, Council direct staff to:
Advertise for interested individuals to be appointed to the Committee

That with respect to the Friends of the Pioneer Rooms, Council direct staff to:
Discontinue the Committee

That the following individuals be appointed to the Municipal Heritage Committee for a term concurrent with that of the appointing Council: Val Haley, Gail Lewis, Marie Avey and Councillor Shawn Gear; and further that staff advertise for additional members.

That Council appoint Councillor Scholten to the Norwich Police Service Board and further that Staff contact the individuals who expressed interest in being appointed to the Norwich PSB and request they submit a detailed letter of interest/resume for Council's consideration.

That the following individuals be appointed to the Property Standards Committee for a term concurrent with that of the appointing Council: Douglas Buck, Chris Martin and Wendy Martin.

That the following individuals be appointed to the Woodlawn Adult Centre Board of Management: Gail Lewis, Joan McQuiggan, Barbara G. Davis, Nancy Rebelo, Mae Leonard, Sharon Garner, Linda DeJonge and Mayor Palmer.

That the Council of the Township of Norwich hereby appoint Councillor Adrian Couwenberg as a representative to the Rural Oxford Economic Development Corporation (ROEDC) and request staff confirm if Mr. Mitchell wishes to continue as a representative

That the Council of the Township of Norwich appoint Councillor Adrian Couwenberg to represent the municipality with the Township of Norwich Chamber of Commerce.

Carried

10.9.3 Multi-year Accessibility Plan

Memorandum

Resolution #37

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Memorandum Re: Multi-year Accessibility Plan, be received as information;

And Further that Council approve the plan as presented;

And Further that the plan be made available on the Township of Norwich website and available in an alternative format upon request.

Carried

10.9.4 Conditional Building Permit Application – 252898 Ontario Inc. (Sylvite)

Report CAO 2022-24

Resolution #38

Moved by Alisha Stubbs, seconded by John Scholten.

That Report CAO/Clerk 2022-24 – Conditional Building Permit Application – 2528898 Ontario Inc. (Sylvite), be received as information;

And Further That draft By-law 67-2022, To Execute an Agreement for the issuance for a Conditional Permit by the Chief Building Official, be presented to Council for consideration

Carried

10.9.5 Notice of discussion item: Propose live streaming council sessions, as direct access on Youtube (vs link through Township website) – Councillor Stubbs

Councillor Stubbs explained that she wished to have discussion to determine the Township's ability to live stream and enhance accessibility. She commented that the link on the website is not searchable through YouTube and is wanting to increase ease of searching. Councillor Stubbs also questioned closed captioning requirements if its on livestream.

Resolution #39

Moved by John Scholten, seconded by Adrian Couwenberg.

That the discussion item: Propose live streaming Council sessions, as direct access on Youtube (vs link through Township website) by Councillor Stubbs, be received as information;

And Further That the matter be referred to staff for a report.

Carried

10.9.6 Notice of discussion item: Propose availability of virtual delegations and virtual council attendance at meetings. – Councillor Stubbs

Councillor Stubbs expressed an interest in consideration of virtual attendance for council meetings including virtual delegations.

Council members were interested in receiving more information specific to certain situations.

Resolution #40

Moved by Shawn Gear, seconded by John Scholten.

That the discussion item: Propose availability of virtual delegations and virtual council attendance at meetings by Councillor Stubbs, be received as information;

And Further That the matter be referred to staff for a report.

Carried

10.9.7 Notice of discussion item: Expression of interest and request for Council support - to serve as a member for the AMO Board of Directors for 2022-2024 term (Rural Caucus position which would also include being appointed to the Board of the Rural Ontario Municipal Association, ROMA) – Councillor Stubbs (attachment)

Councillor Stubbs explained she is interested in serving on a Rural Caucus position. She explained that she thought it would be beneficial to Norwich given all of the recent legislative changes to have representation on the board.

Resolution #41

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the discussion item: Expression of interest and request for Council support - to serve as a member for the AMO Board of Directors for 2022-2024 term (Rural Caucus position which would also include being appointed to the Board of the Rural Ontario Municipal Association, ROMA) by Councillor Stubbs, be received as information;

And further that the Township of Norwich Council confirm their support for the nomination of Councillor Alisha Stubbs to serve as a member of AMO Board of Directors for 2022-2024 term

Carried

11. NOTICE(S) OF MOTION

None

12. CLOSED SESSION

3:28 p.m.

Resolution #42

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: a proposed or pending acquisition or disposition of land by the municipality or local board; and for the purpose of educating or training the members of Council as per Section 239 (3.1)

Carried

**12.1 A proposed or pending acquisition or disposition of land by the municipality or local board
Confidential Report FS 2022-20
Re: Real Estate Update**

**12.2 For the purpose of educating or training the members of Council as per Section 239 (3.1)
Council Orientation Session**

Resolution #43

Moved by Shawn Gear, seconded by Adrian Couenberg.

That the Council do now reconvene in open session.

Carried

5:11 p.m.

Resolution #44

Moved by Adrian Couwenberg, seconded by Shawn Gear.

That the Township property located at 307 Main Street East, Otterville be listed with Morrison Realty for a list price of \$650,000.

Carried

13. BY-LAWS

- | | |
|--------------------|--|
| No. 21-2022 | To Amend Zoning By-law 07-2003-Z (A & A Couwenberg, File No. ZN 3-22-14) |
| No. 22-2022 | To Amend Zoning By-law 07-2003-Z (DeWachter Farms Limited File No. ZN 3-22-09) |
| No. 64-2022 | To Provide for the Collection of Actual Costs for the Reconstruction of the Belaen Drain 2022 |
| No. 65-2022 | To Appoint a Municipal Law Enforcement Officer |

- | | |
|--------------------|---|
| | D. Robertson |
| No. 66-2022 | To Appoint a Shared Asset Management Coordinator |
| No. 67-2022 | To Authorize Execution of an Agreement for Issuance of a Conditional Permit – 2528898 Ontario Inc. (Sylvite) |
| No. 68-2022 | To Confirm all Actions and Proceedings of Council |

13.1 First and Second Reading of the Following By-laws

Resolution #45

Moved by Shawn Gear, seconded by Alisha Stubbs;

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

- | | |
|---------------|---|
| No. 22-2022-Z | To Amend Zoning By-law 07-2003-Z (DeWachter Farms Limited File No. ZN 3-22-09) |
| No. 64-2022 | To Provide for the Collection of Actual Costs for the Reconstruction of the Belaen Drain 2022 |
| No. 65-2022 | To Appoint a Municipal Law Enforcement Officer - D. Robertson |
| No. 66-2022 | To Appoint a Shared Asset Management Coordinator |
| No. 67-2022 | To Authorize Execution of an Agreement for Issuance of a Conditional Permit – 2528898 Ontario Inc. (Sylvite) |
| No. 68-2022 | To Confirm all Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-laws

Resolution #46

Moved by Alisha Stubbs, seconded by Shawn Gear;

That By-laws 22-2022-Z, 64-2022, 65-2022, 66-2022, 67-2022, and 68-2022 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

14. Adjournment – 5:18 p.m.

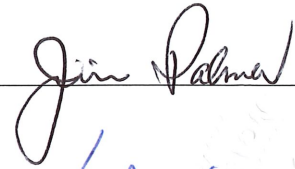
Resolution #47

Moved by Shawn Gear, seconded by Alisha Stubbs;

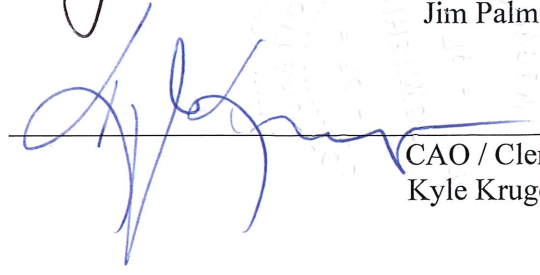
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 17th day of January 2023.



Mayor
Jim Palmer



CAO / Clerk
Kyle Kruger