



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday August 8, 2023
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Scholten
Councillor Gear
Councillor Couwenberg

Staff:

Lee Robinson, CAO
James Johnson, Director of Finance/Treasurer
Brad Smale, Director of Building Services/Chief Building Official
Kimberley Armstrong, Director of Corporate Services/Clerk
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
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.

Mayor Palmer gave a statement extending condolences to everyone impacted by the August 4th accident and expressed thanks to the first responders who attended the scene.

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 Scholten disclosed a pecuniary interest for item 12.3 listed under Closed Session.

5. Adoption of Minutes of Previous Meeting(s)

5.1 June 20, 2023

Resolution #2

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

July 25, 2023

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 Gerald Sensenig and Justina Sensenig, File Number ZN 3-23-07.

Carried

6.3.1 9:00 a.m.

Applicant: Gerald Sensenig and Justina Sensenig

File No.: ZN 3-23-07

Report No.: CP 2023-236

Location: GORE OPP, Lot 43, Concession 8, Plan 395; 2749 Windham Line 19, Township of Norwich

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

No one was in attendance representing the application.

Ms. Heather St. Clair, Senior Planner, outlined the application as per Report CP 2023-236. The zone change proposes to permit the establishment of an additional residential dwelling unit (ARU) in a detached structure on the subject lands. She advised that Planning staff are satisfied

that the proposal is consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan with respect to ARUs and the application can be supported from a planning perspective.

There were no questions from Council.

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

Resolution #4

Moved by John Scholten, seconded by Adrian Couwenberg:

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

Carried

Resolution #5

Moved by John Scholten, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Gerald and Justina Sensenig, for lands described as Gore OPP, Concession 8, Lot 43, Plan 395, 2749 Windham Line in the Township of Norwich, whereby the 'General Agricultural Zone (A2)' zoning of the lands is to be amended to 'Special General Agricultural Zone (A2-sp)' to permit the establishment of an additional residential dwelling unit on the subject lands, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #9

Moved by John Scholten, 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 Adam Bari and Courtney Bari, File Number ZN 3-23-08.

Carried

6.3.2 9:20 a.m.

Applicant: Adam Bari and Courtney Bari

File No.: ZN 3-23-08

Report No.: CP 2023-247

Location: South Part Lot 22, Concession 10; 592337 Oxford Road 13, Township of Norwich

Details of Proposed Amendment: To rezone from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-sp) to permit an addition to the existing dwelling for the purpose of an additional residential dwelling unit.

Adam Bari, owner, was in attendance representing the application.

Heather St. Clair, Senior Planner, outlined the application as per Report CP 2023-247. The zone change proposes to permit an addition to the existing dwelling on the subject lands for the purpose of an additional residential dwelling unit (ARU). She advised that Planning staff are satisfied that the proposal is consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan with respect to additional residential dwelling units and the application can be supported from a planning perspective.

There were no questions from Council.

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

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Carried

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Adam and Courtney Bari, for lands described as Part Lot 22, Concession 10 (South Norwich), Part 1 Plan 41R-3978, 592337 Oxford Road 13 in the Township of Norwich, whereby the 'Limited Agricultural Zone (A1)' zoning of the lands is to be amended to 'Special Limited Agricultural Zone (A1-sp)' to permit an additional residential dwelling unit on the subject lands, the Council of the Township of Norwich hereby approve the zone change.

Carried

Resolution #12

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 Herman Visscher and Wouterina Tanis, File Number ZN 3-23-10.

Carried

6.3.2 9:40 a.m.

Applicant: Herman Visscher and Wouterina Tanis

File No.: ZN 3-23-10

Report No.: CP 2023-249

Location: South Part Lot 14, Concession 8; 225387 Otterville Road (Main Street West), Otterville, Township of Norwich

Details of Proposed Amendment: To rezone from ‘General Agricultural Zone (A2)’ to ‘Special General Agriculture Zone (A2-sp)’ to permit the development of a greenhouse on an undersized farm parcel.

Herman Visscher, owner, was in attendance representing the application.

Amy Hartley, Planner, outlined the application as per Report CP 2023-249. The zone change proposes to rezone the subject property from ‘General Agricultural Zone (A2)’ to ‘Special General Agricultural Zone (A2-sp)’ to permit the development of a greenhouse building. She advised that Planning staff are satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and maintains the general intent of the County Official Plan. As such Planning staff are recommending support of the applicant’s request.

One letter of concern was received, responded to and resolved.

There were no questions from Council.

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

Resolution #13

Moved by John Scholten, seconded by Adrian Couwenberg:

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

Carried

Resolution #14

Moved by John Scholten, seconded by Adrian Couwenberg:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Herman Visscher and Wouterina Tanis, for lands described as South Part of Lot 14, Concession 8 (South Norwich), 225387 Otterville Road, in the Township of Norwich, whereby the ‘General Agricultural Zone (A2)’ zoning of the lands is to be amended to ‘Special General Agricultural Zone (A2-sp)’ to permit the development of a greenhouse on an undersized farm parcel, the Council of the Township of Norwich hereby approve the zone change.

Carried

6.4 Other

6.4.1 10:00 am

**Road Closure Request – 512351 Ontario Limited
Report No.: CL 2023-17**

Staff provided an overview of the report and advised that the notice had been posted in the papers and on the municipal website and that this is the public’s opportunity to speak to the proposal. There was no one in attendance that wished to speak to the proposed road closure.

Resolution #17

Moved by John Scholten, seconded by Adrian Couwenberg:

That Council receive Report CL 2023-17, Road Closure Request – 512351, as information;

And that part of the unopened road allowance identified as part of Broadway Street, designated as Part 2 on Plan 41R-4063 be declared surplus to the needs of the Township;

And that draft By-law No. 45-2023, being a By-law to stop up, close and convey part of the unopened road allowance identified as part of Broadway Street, designated as Part 2 on Plan 41R-4063 be approved.

Carried

Council recessed at approximately 10:04 am.
Council resumed at approximately 10:15 am.

7. DELEGATIONS

7.1 10:15 a.m.

Whitney Deane, Millards Chartered Professional Accountants

Re: Report to Council

Re: 2022 Consolidated Financial Statements

Re: Trust Funds Financial Statements

Whitney Deane, representing Millards Chartered Professional Accountants, presented the auditors reports for 2022.

In response to questions from Council, Ms. Deane advised that liability for future retirement obligations incorporates time of service, which is the first year this has been calculated by an actuary.

Resolution #18

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Delegation of: Whitney Deane, Millards Chartered Professional Accountants regarding the Report to Council, 2022 Consolidated Financial Statements, and Trust Funds Financial Statements be received as information;

And further that the 2022 Audited Financial Statements be accepted as presented.

Carried

7.2 10:30 a.m.

Louise Wardrop, Oxford Community Foundation

Re: OCF Update and Request for Support

Started at 10:25.

Louise Wardrop, Executive Director, accompanied by Lynne DePlancke and Bill Mackesy, Board Members, advised council on the background of the Oxford Community Foundation, their funding and their grant activity.

Resolution #19

Moved by Adrian Couwenberg; seconded by Shawn Gear:

THAT the Delegation of: Louise Wadrop, Oxford Community Foundation, regarding the OCF Update and Request for Support be received as information.

Carried

8. CORRESPONDENCE

8.1 Long Point Region Conservation Authority
Re: Board of Directors Meeting Minutes – June 7, 2023

8.2 City of Ottawa
Re: Donation of Decommissioned Ambulance
Re: Report

8.3 Police Service Board Concerns
Re: S. Buchanan
Re: P. Whitcroft

8.4 Municipality of Wawa
Re: OHIP Coverage for Chronic Pain
Resolution #6
Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 8.1 - 8.4 be received as information.

Carried

9. COMMITTEE MINUTES

9.1 Health and Safety Representative Committee
Re: July 13, 2023

9.2 Canada Day Committee
Re: Meeting Minutes – July 4, 2023
Resolution #7
Moved by John Scholten, seconded by Adrian Couwenberg:

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

Health and Safety Representative Committee
Re: July 13, 2023

Springford Canada Day Committee
Meeting Minutes – July 13, 2023

Carried

10 REPORTS

10.1 Planning and Development Services

None

10.2 Fire and Protective Services

None

10.3 Drainage Services

10.3.1 Harvey Drain 2022 Tender Results

Report DR 2023-26

Resolution #15

Moved by John Scholten, seconded by Adrian Couwenberg:

That Report DR 2023-26, Harvey Drain 2022 Tender Results, be received as information;

And further that the Council of the Township of Norwich award the drain construction to Robinson Farm Drainage for the tendered price of \$490,755.50 (not including HST) and enter into Contract Agreement By-law 46-2023, subject to third and final reading of Provisional By-law 9-2023 (Harvey Drain 2022) after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

10.4 Building Services

10.4.1 Planning and Engineering Fees

Report BB 2023-10

There was council discussion regarding the service fee review process. Staff advised that a general fees report is presented every 4 years.

Resolution #8

Moved by John Scholten, seconded by Adrian Couwenberg:

That Report BB 2023-10, Planning and Development Review Fees Study, be received as information;

And further that council direct staff to engage the services of a qualified professional consultancy for purposes of conducting the subject study and producing the report and presentation to council, and other key deliverables to be identified;

And further that the funds necessary to engage the consultant and to conduct the fees study be reallocated from the Planning Fees and Subdivision and Site Plan fees lines in the approved 2023 operating budget.

Carried

10.5 Public Works Services

10.5.1 Otterville Pedestrian bridge

Report PW 2023-16

Resolution #16

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report PW-2023-16, Otterville Pedestrian Bridge, be received as information.

And that council approve amending the 2023 Capital Budget for an engineering report for the Otterville Pedestrian Bridge;

And that council directs staff to contract an engineering firm to complete a full report on the Otterville Pedestrian Bridge.

Carried

10.6 Community Development Services

None

10.7 Medical Centre Services

None

10.8 Financial Services

None

10.9 Administrative Services

10.9.1 Department Title Consistency

Memorandum

Resolution #20

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Department Title Consistency, as information.

Carried

10.9.2 Ministry of the Solicitor General

Re: Oxford OPP Detachment Board Proposal

Resolution #21

Moved by Adrian Couwenberg; seconded by Shawn Gear:

That the correspondence from the Ministry of the Solicitor General Re: Oxford OPP Detachment Board Proposal, be received as information.

Carried

10.9.3 Correspondence – Councillor Scholten

Re: Notice of Retirement

Resolution #22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council acknowledges Councillor Scholten's intent to retire as of December 31, 2023;

And further that Council thank Councillor Scholten for his years of dedicated service to the municipality;

And further that staff be directed to prepare a report outlining steps moving forward.

Carried

11. NOTICE(S) OF MOTION

None

12. CLOSED SESSION

10:52 a.m.

Resolution #23

Moved by John Scholten, 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 personal matters about an identifiable individual, including municipal or local board employees; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

12.1 Personal matters about an identifiable individual, including municipal or local board employees

Re: Deputy CAO

Confidential Report CAO 2023-17

- 12.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
Re: Ontario Human Rights Tribunal Complaint, File No. HRTO 2023-52692-1
Confidential Memorandum**
- 12.3 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. (hard copy report to be distributed separately)
Re: Police Service Board Member
Confidential Report CAO 2023-18**
- 12.4 Confidential Closed Meeting Minutes
Re: June 6, 2023**

Resolution #24

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Closed Minutes of the Township of Norwich Council dated June 6, 2023, be accepted as presented.

Carried

Resolution #25

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Council meeting do now reconvene in open session.

Carried

Resolution #26

Moved by John Scholten, seconded by Adrian Couwenberg:

That Confidential Report CAO 2023-17, Deputy CAO, be received as information and further that the CAO be authorized to implement a Deputy CAO position as identified in Option 3.

Carried

Resolution #27

Moved by John Scholten, seconded by Adrian Couwenberg:

That Confidential Report CAO 2023-18, Police Service Board Member, be received as information;

And that Councillor John Scholten continues his appointment to the Police Services Board until August 31, 2023;

And that staff be directed to prepare a report for Council's consideration regarding Police Service Board appointments following the September 2023 By-election.

Carried

13. BY-LAWS

- No. 11-2023-Z To Amend Zoning By-law 07-2003-Z (Sensenig, File No. ZN 3-23-07)
- No. 12-2023-Z To Amend Zoning By-law 07-2003-Z (Bari/ Everest Estate File No. ZN 3-23-08)
- No. 13-2023-Z To Amend Zoning By-law 07-2003-Z (Visscher/Tanis File No. ZN 3-23-10)
- No. 45-2023 To Stop Up, Close and Convey Part of an Unopened Road Allowance (Broadway Street, Eastwood)
- No. 46-2023 To Authorize Execution of a Contract Agreement with Robinson Farm Drainage – Harvey Drain 2022
- No. 47-2023 To Confirm all Actions and Proceedings of Council

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

Resolution #28

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

- No. 11-2023-Z To Amend Zoning By-law 07-2003-Z (Sensenig, File No. ZN 3-23-07)
- No. 12-2023-Z To Amend Zoning By-law 07-2003-Z (Bari/ Everest Estate File No. ZN 3-23-08)
- No. 13-2023-Z To Amend Zoning By-law 07-2003-Z (Visscher/Tanis File No. ZN 3-23-10)
- No. 45-2023 To Stop Up, Close and Convey Part of an Unopened Road Allowance (Broadway Street, Eastwood)
- No. 46-2023 To Authorize Execution of a Contract Agreement with Robinson Farm Drainage – Harvey Drain 2022
- No. 47-2023 To Confirm all Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #29

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 11-2023-Z, 12-2023-Z, 13-2023-Z, 45-2023, 46-2023 and 47-2023 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 11:45 a.m.

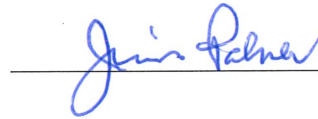
Resolution #30

Moved by Adrian Couwenberg, seconded by Shawn Gear:

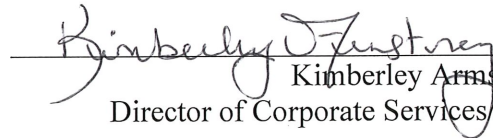
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 12th day of September, 2023.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk