



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday December 12, 2023
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Scholten
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Lee Robinson, CAO
James Johnson, Director of Finance/Treasurer
Kimberley Armstrong, Director of Corporate Services/Clerk
Pat Hovorka, Director of Community Services
Ken Farkas, Director of Public Works
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
Sean McCoy, Deputy Clerk/Planning Coordinator

1. Call to Order

Prior to calling the meeting to order, Mayor Palmer expressed condolences to the Siple family.

The regular session of the 2022-2026 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 9:02 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Lynne DePlancke, seconded by John Scholten:

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 November 28, 2023

Resolution #2

Moved by John Scholten, seconded by Lynne DePlancke:

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

November 28, 2023

Carried

6. Public Meetings / Hearings

7.1 The Municipal Act

None.

6.2 The Drainage Act

Resolution #3

Moved by John Scholten, seconded by Lynne DePlancke:

That the following members be appointed to sit as the Court of Revision for Branch 'B' & 'C' of the Springford Municipal Drain 2023: Jim Palmer, John Scholten, Adrian Couwenberg, and Lynne DePlancke, with the first member being the Chair of the Court of Revision, and further that the Court is now convened.

Carried

The Chair advised that this Court of Revision is being held to hear any objections to the charges being assessed to individual property owners as outlined within the Engineers Report.

The Notice for the Court of Revision was mailed in accordance with the requirements of the Drainage Act on November 15, 2023.

If anyone was in attendance with respect to this application, they were requested to please sign the attendance sheet at the door.

6.2.1 9:00 a.m.

Court of Revision

Springford Municipal Drain – Branch B & C

Report DR 2023-36

Resolution #4

Moved by Adrian Couwenberg, seconded by John Scholten:

That Report DR 2023-36, Court of Revision for Branch 'B' & 'C' of the Springford Municipal Drain 2023 Report, be received as information.

Carried

Resolution #5

Moved by Adrian Couwenberg, seconded by John Scholten:

That the Court of Revision for the for Branch 'B' & 'C' of the Springford Municipal Drain 2023 allow appeal(s) to be heard in accordance with Section 52(4) of The Drainage Act.

Carried

There was no one in attendance that wished to submit an appeal against the Drainage works.

Resolution #6

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

Whereas the Council of the Township of Norwich provisionally adopted the report by Headway Engineering at their meeting on November 14, 2023 for the drainage works known as Branch 'B' & 'C' of the Springford Municipal Drain 2023;

And whereas no appeals have been received by the Court;

Therefore the Court of Revision for Branch 'B' & 'C' of the Springford Municipal Drain 2023 accepts Provisional By-law 56-2023 as presented.

Carried

Resolution #7

Moved by Lynne DePlancke, seconded by John Scholten:

That the Court of Revision for Branch 'B' & 'C' of the Springford Municipal Drain 2023 does now adjourn.

Carried

6.3 The Planning Act

Resolution #13

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 Sharanjit Gurpreet and Buta Singh, File Number ZN 3-22-18.

Carried

6.3.1 9:20 a.m.

Applicant: Gurpreet Singh, Sharanjit Singh and Buta Singh

File No.: ZN 3-22-18

Report No.: CP 2023-400

Location: Part Lot 10, Concession 4 (North Norwich)425605 Norwich Road, Township of Norwich

Details of Proposed Amendment: To rezone the subject lands from ‘Limited Agricultural Zone (A1)’ to ‘Special Limited Agricultural Zone (A1-sp)’ to facilitate development of an addition residential dwelling unit (ARU) in an existing detached accessory structure.

Mr. Ali Zulfiqar, agent for the applicant, was in attendance representing the application.

Ms. Amy Hartley, Planner, outlined the application as per Report CP 2023-400 to allow for the establishment of an additional residential unit (ARU) in a portion of an existing accessory building that was previously established as a dwelling unit without benefit of a permit. Since the accessory building was previously used as a dwelling unit there is an existing separate septic system which would serve the proposed ARU.

Ms. Hartley noted that since the construction of both the dwelling unit inside the farm building and the septic system were undertaken without permits, a change of use permit, appropriate building permits and compensating construction will need to be completed prior to occupancy of the ARU.

In response to questions from Council, Ms. Hartley advised that the proposed plan for the ARU is to completely renovate the dwelling and ensure everything is up to code. Ms. Hartley further noted that ARUs are a good option for housing and advised of an upcoming amendment to the zoning by-law to allow for additional residential units.

In response to questions from Council Mr. Zulfiqar advised that the ARU was already built when the current owners acquired the property in 2021 and they assumed the tenant that was there. He advised the owners were not aware of the zoning issues at the time of purchase and they plan to have the ARU available for family to live in.

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

Resolution #14

Moved by Lynne DePlancke, seconded by John Scholten:

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

Carried

Resolution #15

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That with respect to the application to amend Zoning By-law 07-2003-Z, by Sharanjit Gurpreet and Buta Singh, for lands described as Part Lot 10, Concession 4 (North Norwich) in the Township of Norwich, to permit one Additional Residential Unit (ARU) comprising approximately 102.1 m² (1,100 ft²) in a detached structure on the subject lands, the Council of the Township of Norwich hereby approve the zone change.

Carried

6.4 Other
None.

7. Delegations

7.1 9:40 a.m.

Henry Centen, R.J. Burnside

Re: 2023 Roads Needs Study

Mr. Henry Centen, Senior Transportation Engineer, R.J. Burnside, was in attendance to provide an overview of the 2023 Roads Needs Study. He advised that this is in draft form and would like Council's input today. He commented that the Study is divided into hard top roads and gravels roads in the second phase to take place in the spring. Mr. Centen explained that they are evaluating the road surface explaining it is more conducive to do life cycle maintenance than complete reconstruction.

In response to questions from Council, Mr. Centen advised that: the \$3,000,000 for road maintenance was only to maintain the current network condition, road surface composition types vary by municipality and micro-surfacing only reseals the surface deficiencies which stops cracking from causing issues prematurely and should be applied at the 7-year mark.

In response to questions from Council, staff advised that the Airport Road project discussed at the recent Capital Budget meeting was not a resurfacing, but an overlay since the surface layer was never applied. Additionally, that the work on New Road will consist of gridding up the tar and chip surface and returning it to tar and chip.

Resolution #16

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Delegation of: Henry Centen, R.J. Burnside, Re: 2023 Roads Needs Study, be received as information.

Carried

Council recessed at 10:16 am.

Council resumed at 10:25 am.

8. Correspondence

8.1 Long Point Region Conservation Authority

Re: Board of Directors Meeting Minutes – November 1, 2023
Re: Board of Directors Budget Meeting Minutes – November 8, 2023

8.2 Coleman Township
Re: Letter of Support – Conservation Officer Reclassification

8.3 LAS, AMO Business Services
Re: Natural Gas Program
Resolution #8
Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 - 8.3 be received as information.

And further that Council supports item 8.2.

Carried

9. Committee Minutes

9.1 Health and Safety Representative Committee
Re: Norwich Fire Service H & S Committee Meeting Minutes – September 20, 2023

9.2 Municipal Heritage Committee
Re: Meeting Minutes – November 7, 2023
Re: Ontario Heritage Conference Report

9.3 Woodlawn Adult Community Centre
Re: Meeting Minutes – November 27, 2023

Resolution #9
Moved by John Scholten, seconded by Lynne DePlancke:

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: Norwich Fire Service H & S Committee Meeting Minutes –
September 20, 2023

Municipal Heritage Committee
Re: Meeting Minutes – November 7, 2023
Re: Ontario Heritage Conference Report

Woodlawn Adult Community Centre
Re: Meeting Minutes – November 27, 2023

Carried

10 Reports

10.1 Planning and Development Services

None report.

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

10.3.1 Emigh Drain 2019 Construction Collection

Report DR 2023-33

Resolution #10

Moved by Lynne DePlancke, seconded by John Scholten:

That Report DR 2023-33, Emigh Drain 2019 Construction Collection, be received as information;

And further that By-law No. 63-2023 be adopted to provide for the collection of the construction costs for the Emigh Drain 2019.

Carried

10.3.2 Emigh Drain Branch 3 2020 Construction Collection

Report DR 2023-34

Resolution #11

Moved by John Scholten, seconded by Lynne DePlancke:

That Report DR 2023-34, Emigh Drain Branch '3' 2020 Construction Collection, be received as information;

And further that By-law No. 64-2023 be adopted to provide for the collection of the construction costs for the Emigh Drain Branch '3' 2020.

Carried

10.3.3 Beck Drain Branch B 2021 Construction Collection

Report DR 2023-35

Resolution #12

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report DR 2023-35, Beck Drain Branch B 2021 Construction Collection, be received as information;

And further that By-law No. 65-2023 be adopted to provide for the collection of the construction costs for the Beck Drain Branch B 2021.

Carried

10.4 Building Services

No report.

10.5 Public Works Services

No report.

10.6 Community Development Services

**10.6.1 Naming of the New Southwest Quadrant Park in Norwich
Report CDS 2023-16**

Resolution #17

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report CDS 2023-16, Naming of the New Southwest Quadrant Park in Norwich, be received as information;

And further that the new park be named Norwich Meadows Park.

Carried

10.6.2 Municipal Alcohol Policy Update

Report CDS 2023-15

Resolution #18

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report CDS 2023-15, Updated Municipal Alcohol Policy, be received as information;

And further that the Updated Municipal Alcohol Policy be accepted as presented.

Carried

10.7 Medical Centre Services

No report.

10.8 Financial Services

10.8.1 Financial Summary as at November 30, 2023

Report FS 2023-24

Resolution #19

Moved by Lynne DePlancke, seconded by John Scholten:

That Report FS 2023-24, Council Financial Summary as at November 30, 2023, be received as information.

Carried

**10.8.2 Notice of Discussion Item – Councillor Couwenberg
Re: Request to Reduce Operating Budget by 2%**

Councillor Couwenberg requested Council members support a 2% across the board reduction to the Operating Budget to help residents. There was Council discussion regarding implications of an overall 2% reduction.

In response to questions from Council, staff advised that municipal corporations do not operate for profit and services offered by municipalities are for the benefit of residents. Additionally, most services cannot cease to operate if a budget runs out which would result in overages being covered by reserves. Since reserves are allocated for specific uses, they would then need to be replenished the following year. Generally, a reduction to the operating budget would result in a reduction in service.

Staff further advised that most operating budget items are uncontrollable costs either by law, contract or established existing service levels (eg. OPP contract, salaries, road maintenance) leaving only about \$300,000 in unfixable costs in the operating budget, which would require approximately \$140,000 in reductions to achieve a 2% overall target.

There was further Council discussion regarding opportunities to save costs associated with purchasing and that Council can explore changes to the budget during the budget process.

Resolution #20

Moved by John Scholten, seconded by Lynne DePlancke:

That the Notice of Discussion Item by Councillor Couwenberg, Re: Request to Reduce Operating Budget by 2%, be received as information.

Carried

10.9 Administrative Services

10.9.1 Rural Oxford Economic Development Corporation Board

Re: Activity Report – September – November 2023

Resolution #21

Moved by Lynne DePlancke, seconded by John Scholten:

That the September 15 – November 15, 2023 Rural Oxford Economic Development Activity Report be received as information.

Carried

10.9.2 Safe and Well Oxford Steering Committee

Re: Request to Amend Community Safety and Wellbeing Plan Report CL 2023-24

Resolution #22

Moved by Adrian Couwenberg, seconded by John Scholten:

That Report CL 2023-24, Safe & Well Oxford Update, be received as information;

And further that Whereas County Council approved a request to establish a Safe and Well Oxford Steering Committee as recommended in the joint Safe and Well Oxford: Community Safety and Well-being Plan, on behalf of area municipalities, to oversee the implementation of the goals and objectives established in the Plan on July 14th, 2021;

And whereas the key priority risk themes identified within the Safe and Well Oxford Plan include:

- Mental Health;
- Affordable Housing;
- Substance Misuse;
- Equity, Diversity and Inclusion.

And whereas the purpose of Safe and Well Oxford: Community Safety and Well-being Plan is to improve the safety and well-being of community members, by defining and addressing priority risks through proactive, integrated system-wide strategies, the responsibility of which falls within the jurisdiction of the County within Oxford;

And whereas the Safe and Well Oxford Steering Committee considered a resolution passed by County Council at their July 13th, 2023 meeting to refer a presentation received by County Council from Ingamo Homes in relation to gender-based violence locally for consideration throughout the implementation of the Safe and Well Oxford: Community Safety and Well-being Plan;

And whereas the Safe and Well Oxford Steering Committee received a presentation and request from the Domestic Abuse Response Team Oxford at their meeting held on September 14th, 2023 in relation to the need for support with resources, advocacy, education and awareness to address gender-based violence locally;

And whereas gender-based violence has been highlighted and acknowledged as a significant concern within Oxford County;

Be it hereby resolved that the Council of the Township Norwich approve an amendment to the Safe and Well Oxford: Community Safety and Well-being Plan to recognize gender-based violence as an additional priority risk area in the Safe and Well Oxford Community Safety and Well-being Plan and endorse the goals and objectives as outlined in the Safe and Well Oxford Steering Committee's correspondence, dated November 3rd, 2023.

Carried

**10.9.3 Request for Relief of the Sign By-law – Norwich Feeds
Report CL 2023-26**

Resolution #23

Moved by Adrian Couwenberg, seconded by John Scholten:

That Report CL 2023-26, Request for Relief of Sign By-law – Norwich Feeds, be received as information:

And further that Council approve the request subject to the following condition:

1. The lighting intensity be in compliance with the Transportation Association of Canada (TAC) documentation as outlined in this report.

Carried

10.9.4 Flag Protocol Policy
Report COA 2023-25
Resolution #24

Moved by Adrian Couwenberg, seconded by John Scholten:

That Report CAO 2023-23, Flag Protocol Policy, be deferred.

Lost

In response to questions from Council, staff advised that the reference to the Queen's Personal Canadian flag was due to the fact that an official flag for the King has not yet been established and the wording reflects the federal policy. Staff further advised that organizations approved to fly their flag on the community flag pole would need to supply the Township with two copies of their flag, which will be returned to the organization once the flag has been taken down.

Resolution #25

Moved by Lynne DePlancke, seconded by John Scholten:

That Report CAO 2023-23, Flag Protocol Policy, be received as information;

And that Staff be authorized to install a community flag pole at the Norwich Community Centre;

And further that the Flag Protocol Policy be approved and implemented as presented.

Carried

11. Notice(s) of Motion
None

12. Closed Session
11:23 a.m.

Resolution #26

Moved by John Scholten, seconded by Lynne DePlancke:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), Council convene in a meeting closed to the public to discuss personal matters about an identifiable individual, including municipal or local board employees and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

- 12.1 Personal matters about an identifiable individual, including municipal or local board employees**
Re: Canada Day Committee Appointments
Confidential Report CL 2023-25
- 12.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;**
Re: Zoning Infraction
Confidential Report CAO 2023-26
- 12.3 Personal matters about an identifiable individual, including municipal or local board employees**
Re: Performance Review
- 12.4 Closed Meeting Minutes**
Re: Meeting Minutes – November 28, 2023

11:45 am.

Resolution #27

Moved by Lynne DePlancke, seconded by John Scholten:

That Council do now reconvene in open session.

Carried

Council recessed at 11:45 am, until conclusion of the Committee of Adjustment meeting.
Council resumed at 1:15 pm.

Councillor Shawn Gear was now in attendance.

Resolution #28

Moved by John Scholten, seconded by Lynee DePlancke:

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.

Carried

2:09 pm.

Resolution #29

Moved by Lynne DePlancke, seconded by John Scholten:

That Council do now reconvene in open session.

Carried

Resolution #30

Moved by Adrian Couwenberg, seconded by John Scholten:

That Confidential Report CL 2023-25, Canada Day Committee Appointments, be received as information;

And further that the following be appointed as members of the 2024 Canada Day Committee:
Kaylyn Haycock, Janet Neutel, Steve Neutel, Lorraine Schaafsma, Diane Buckrell, Alie Johnson, Curtis Cushing, Diane Haycock, Gerald Dickson, Wilhelmina Reitveld and Councillor Gear.

Carried

13. By-laws

- | | |
|----------------------|--|
| No. 19-2023-Z | To Amend Zoning By-law 07-2003-Z (Singh, File No. ZN 3-22-18) |
| No. 63-2023 | To Provide for the Collection of Actual Costs – Emigh Drain 2019 |
| No. 64-2023 | To Provide for the Collection of Actual Costs – Emigh Drain 2020 – Branch 3 |
| No. 65-2023 | To Provide for the Collection of Actual Costs – Beck Drain 2021 - Branch B |
| No. 66-2023 | To Confirm all Actions and Proceedings of Council |

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

Resolution #31

Moved by Adrian Couwenberg, seconded by John Scholten:

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

- | | |
|---------------|---|
| No. 19-2023-Z | To Amend Zoning By-law 07-2003-Z (Singh, File No. ZN 3-22-18) |
| No. 63-2023 | To Provide for the Collection of Actual Costs – Emigh Drain 2019 |
| No. 64-2023 | To Provide for the Collection of Actual Costs – Emigh Drain 2020 – Branch 3 |
| No. 65-2023 | To Provide for the Collection of Actual Costs – Beck Drain 2021 - Branch B |
| No. 66-2023 | To Confirm all Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-law

Resolution #32

Moved by Adrian Couwenberg, seconded by John Scholten:

THAT By-laws 19-2023-Z, 63-2023, 64-2023, 65-2023, and 66-2023 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 – 2:13 a.m.

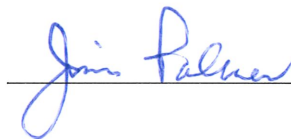
Resolution #33

Moved by John Scholten, seconded by Lynne DePlancke:

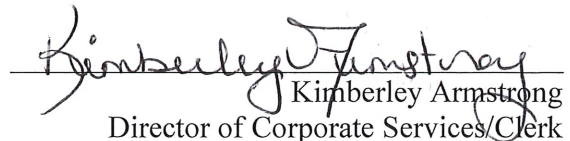
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 9th day of January, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk