



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday June 20, 2023
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Scholten
Councillor Gear
Councillor Couwenberg

Staff:

Kyle Kruger, CAO
James Johnson, Director of Finance/Treasurer
Brad Smale, Chief Building Official
Ken Farkas, Manager of Public Works
Sean McCoy, Deputy Clerk/Planning Coordinator
Kimberley Armstrong, Director of Corporate Services/Clerk
Brad Smale, Manager of Building Services/Chief Building Official
Ken Farkas, Manager of Public Works
Pat Hovorka, Director of Community Development Services
James Schaafsma, Property and Facilities Manger

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 7:00 p.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by John Scholten, seconded by Shawn Gear:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

3.1 Prior to Adjournment

**Kyle Kruger, CAO/Clerk 2014-2023
Re: Presentation of Retirement Gift**

On behalf of Council, Mayor Palmer recognized Kyle Kruger, CAO, for 9 years of service to the Township and congratulated him on his upcoming retirement with the presentation of a watch.

4. Disclosure of Pecuniary Interest

No disclosures were reported.

5. Adoption of Minutes of Previous Meeting(s)

5.1 June 6, 2023

Resolution #2

Moved by Shawn Gear, seconded by John Scholten:

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

June 6, 2023

Carried

6. PUBLIC MEETINGS / HEARINGS

6.1 The Municipal Act

None

6.2 The Drainage Act

None

6.3 The Planning Act

6.4.1 7:00 pm

The Building Code Act

Building By-law Amendment – Proposed New Permit Fee Schedule

Report BB 2023-08

Brad Smale, Manager of Building Services/Chief Building Official, presented the report and was available for questions. This included a review of cost and revenue trends from 2018 to 2022, as well as an estimate of expected increases over the next few years. The proposed fee increases were reviewed, including a comparison of projected revenues with and without the proposed increases. Mr. Smale referenced a typographical error within the schedule, which will be rectified for inclusion as schedule to the by-law.

In response to Council questions, Mr. Smale confirmed the variation in annual costs since 2018 as provided in the report. Mr. Smale also advised on the benefits and costs of the could permitting system.

Resolution #3

Moved by John Scholten, seconded by Shawn Gear:

That Report BB 2023-08, Township of Norwich - 2023 Building Permit Fees Study Report, be received as information;

And that the Table labelled Appendix E and Appendix F in this report be adopted and replace the existing Schedule "A" to By-Law 16-2019, as amended;

And that the Fees proposed in the scheduled amendment in 2., be implemented so as to take affect July 1st, 2023.

Carried

7. DELEGATIONS

7.1 7:30 p.m.

Chris Takacs

Re: Flag By-law and Community Affects

Name on agenda was corrected from Scott Takaz to Chris Takacs.

Mr. Chris Takacs presented his delegation, expressing concerns with the community effects of passing the Flag By-law and resulting thefts, bullying and vandalism to private property.

Resolution #4

Moved by Shawn Gear; seconded by Adrian Couwenberg:

That the Delegation of: Chris Takacs regarding the Flag By-law and Community Effects be received as information.

Carried

8. CORRESPONDENCE

8.1 Long Point Region Conservation Authority

Re: Meeting Minutes – May 3, 2023

8.2 Upper Thames River Conservation Authority

Re: Source Protection Meeting and Board of Directors Meeting Agenda

<https://thamesriver.on.ca/about-us/publications/board-agendas-minutes/>

Re: - 2023 Hearing Committee Meeting Agenda

<https://thamesriver.on.ca/about-us/publications/board-agendas-minutes/board-of-directors-subcommittees/>

8.3 Township of South-West Oxford

Re: Call to End Homelessness

8.4 Municipality of Tweed

Re: annual Insurance Premium Increases

8.5 Stormont, Dundas and Glengarry

Re: Affects of Bill 23, More Homes Built Faster Act

**8.6 Norwich Tractor Pull
Re: Sponsorship Opportunities**

8.7 Collection of Correspondence received regarding Council's decision to implement a Flag By-law (The attached is correspondence that staff are aware of, there may be additional items that were shared with Council members only. Additionally, correspondence that was vulgar, contained profanity etc. or was anonymous has not been included)

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 - 8.7 be received as information;

And further that items 8.4, 8.6 and 8.7 be supported.

Carried

9. COMMITTEE MINUTES

**9.1 Police Services Board
Re: Meeting Minutes – April 12, 2023**

**9.2 Springford Canada Day Committee
Re: 2023 Proposed Budget**

9.3 BIA Resignation – Amanda Roy

There was Council discussion with respect to new OPP dedicated traffic officer start time, the Canada Day proposed budget and the additional BIA resignations.

Resolution #6

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:

Police Services Board
Re: Meeting Minutes – April 12, 2023

Springford Canada Day Committee
Re: 2023 Proposed Budget

And further that Council accept the resignation of Amanda Roy from the BIA with regret and request the Board put forward an additional name for consideration.

Carried

10 REPORTS

10.1 Planning and Development Services

None

10.2 Fire and Protective Services

No report

10.3 Drainage Services

No report

10.4 Building Services

No report

10.5 Public Works Services

10.5.1 Rocks Mill Bridge Tender

Report PW 2023-13

Resolution #7

Moved by Shawn Gear, seconded by John Scholten:

That Staff Report No. PW 2023-13, Rocks Mill Bridge Tender, be received as information;

And that Council awards the Rocks Mill Bridge Replacement to W.G. Kelly Construction.

Carried

10.5.2 Burgessville Building Demolition

Report PW 2023-14

In response to Council questions, staff advised that the bidding process is carried out pursuant legislative requirements which may expose the municipality to liability if it deviates from that process. Staff also advised that status update reports will be brought before Council to present updated costs and residential lot values from when the report detailing the project was originally presented to Council in May of 2022.

Resolution #8

Moved by John Scholten, seconded by Adrian Couwenberg:

That Staff Report No. PW 2023-14, Burgessville Building Demolition Tender, be received as information;

And that Council awards the demolition project to Arts Crushing and Recycling.

Carried

10.6 Community Development Services

10.6.1 CDS Staffing Levels

Report CDS 2023-07

In response to Council questions, staff confirmed duties carried out by staff and duties carried out by contractors at various municipal facilities. Also, staff advised that the addition of a full-time position would enable more flexibility and availability to provide services to municipal facilities and that reliance on part-time staff has resulted in inconsistent service quality and high rates of turnover. Staff confirmed that current part-time staff cannot have hours increased due to the collective agreement.

Resolution # 9

Moved by Adrian Couwenberg, seconded by John Scholten:

That Staff Report CDS 2023-07, CDS Staffing Levels, be received as information;

And that the Director of Community Development Services be authorized to hire an additional full-time employee for the Community Services Department, as per Township hiring policies.

Lost

10.7 Medical Centre Services

No report

10.8 Financial Services

10.8.1 Financial Summary as at May 31, 2023

Report FS 2023-13

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Staff Report No. FS 2023-13, Financial Summary as at May 31, 2023, be received as information.

Carried

10.9 Administrative Services

10.9.1 Request for Reconsideration – Councillor Couwenberg

Re: Roads Needs Study

Councillor Couwenberg expressed concerns with engineers inspecting roads during summer months when they are in good condition and taking traffic counts when they are in the worst condition. He expressed a preference for the analysis to take place at times the better reflects a more realistic condition and use of the road.

In response to Council questions, staff advised that part of the study was to provide costing estimates for the gravel conversion project, which would be presented in Council in the fall prior to Capital Budget. Also, staff advised that if reconsidering the scope of the project at this time would likely require negotiations with the engineer that was awarded the RFP.

Resolution #11

Moved by Adrian Couwenberg, seconded by Shawn Gear,

That Council reconsider Resolution #18 passed June 6, 2023 regarding the 2023 Roads Needs Study.

Carried

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear,

That Resolution #18 passed June 6, 2023 regarding the 2023 Roads Needs Study be deferred;

And that staff consult with the engineering firm for the evaluation for gravel road condition in fall and winter months.

Carried

10.9.2 Notice of Discussion Item – Councillor Couwenberg

Re: Consideration of Removal or Permitting for Half Load Season for Utility Vehicles

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear,

That the discussion item regarding consideration of removal or permitting for Half Load Season for utility vehicles be referred to staff for a report.

Carried

10.9.3 2023 By-Election

Memorandum

Resolution # 14

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: 2023 By-Election, as information;

And that Council give consideration to passage of By-law 39-2023 To Authorize the Use of Vote Counting Equipment.

Carried

11. NOTICE(S) OF MOTION

None

13. BY-LAWS

No. 14-2023

**To Provide for Drainage Works in the Township of
Norwich in the County of Oxford (Longworth Municipal Drain 2022)**

- | | |
|--------------------|--|
| No. 15-2023 | To Provide for Drainage Works in the Township of Norwich in the County of Oxford (Treffry & Pennington Municipal Drains 2023) |
| No. 31-2023 | To Appoint a Chief Administrative Office (CAO) |
| No. 36-2023 | To Authorize Execution of a Collective Agreement with the Canadian Union of Public Employees and Its Local 1589 |
| No. 37-2023 | To Establish and Adopt the Terms of Reference for the Diversity Equity and Inclusion Committee |
| No. 38-2023 | To Provide for a By-Election for the Office of Councillor – Ward 2 |
| No. 39-2023 | To Authorize Use of Vote Counting Equipment |
| No. 40-2023 | To Confirm all Actions and Proceedings of Council |

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

Resolution # 15

Moved by John Scholten, seconded by Adrian Couwenberg;

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

- | | |
|-------------|---|
| No. 31-2023 | To Appoint a Chief Administrative Office (CAO) |
| No. 36-2023 | To Authorize Execution of a Collective Agreement with the Canadian Union of Public Employees and Its Local 1589 |
| No. 37-2023 | To Establish and Adopt the Terms of Reference for the Diversity Equity and Inclusion Committee |
| No. 38-2023 | To Provide for a By-Election for the Office of Councillor – Ward 2 |
| No. 39-2023 | To Authorize Use of Vote Counting Equipment |
| No. 40-2023 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-law

Resolution #16

Moved by Adrian Couwenberg, seconded by John Scholten;

That By-laws 14-2023, 15-2023, 31-2023, 36-2023, 37-2023, 38-2023, 39-2023, and 40-2023 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 9:57 p.m.

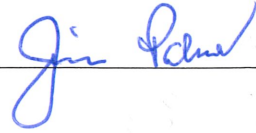
Resolution #17

Moved by John Scholten, seconded by Adrian Couwenberg;

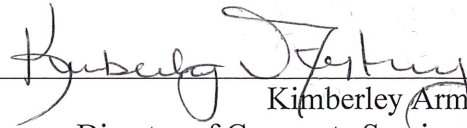
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 25th day of July 2023.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk