



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday July 25, 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
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
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
Derek Van Patee, Director of Fire & Protective Services/By-Law
A.J. Wells, Manager of Medical Services

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.

Mayor Palmer introduced and welcomed Lee Robinson, CAO, on the occasion of her first Township of Norwich Council meeting.

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

Mayor Jim Palmer disclosed a pecuniary interest for item 10.3.3, the Bishop Municipal Drain 2023 Report.

5. Adoption of Minutes of Previous Meeting(s)

5.1 June 20, 2023

A Council request was received to amend wording for 10.9.2 to change "Utility Vehicles" to "Utility Service Vehicles".

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:

June 20, 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 John Vandescheur, File Number ZN 3-23-05.

Carried

6.3.1 9:00 a.m.

Applicant: John Vandescheur

File No.: ZN 3-23-05

Report No.: CP 2023-217

Location: Con 5, Part Lot 63, Plan 396 (former North Norwich); 286129 Airport Road, Township of Norwich

Details of Proposed Amendment: The purpose of the application for zone change is to recognize an existing secondary single detached dwelling that was established by way of a temporary zoning, to be permitted on a permanent basis.

John Vandescheur, owner, was in attendance representing the application.

Heather St. Clair, Senior Planner, outlined the application as per Report CP 2023-217. The Zone change proposes to amend the existing site-specific provisions that apply to the subject lands to permit two single detached dwellings on the lands on a permanent basis. She advised that the application received temporary zoning in 2017, which expired in 2020. Provincial changes now permit Accessory Residential Units which meet certain criteria on a permanent basis.

There were no questions from Council.

Ron Crombez, of 812996 Airport Road, was in attendance and presented concerns about the delay in renewing the temporary zoning, application of the rules, the size of the dwelling and if there is a future ability to replace the smaller dwelling with a larger one.

Heather St. Clair clarified that the newer built dwelling of approximately 4500 square feet and is being used as the primary dwelling. The original dwelling of approximately 1050 square feet is now considered the ARU, and as such falls within the parameters for ARUs in the Official Plan. She also advised that the applicant had applied for a 3-year temporary amendment to allow for an ARU in 2017, as at the time there was no provision to allow for a permanent second dwelling. Now, as per Provincial direction, municipalities must permit secondary dwellings.

Councillor Gear expressed concerns about the applicant not applying for an extension in 2020, prior to the provisions for ARUs.

Mr. Vandescheur advised that he forgot about renewing the zoning due to COVID and the purpose of this application was to avoid the process of reapplying every 3 years and avoiding missing any future extension deadlines.

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 Adrian Couwenberg, seconded by John Scholten:

That with respect to the application to amend Zoning By-law 07-2003-Z, by John and Joanna Vandescheur, for lands described as Part Lot 63, Gore Concession 5, in the Township of Norwich, whereby the 'Special Residential Existing Lot Zone – Temporary (RE-9T)' zoning of the lands is to be amended to permit an additional residential dwelling unit on the subject lands approve the zone change

Carried

6.4 Other
None

7. DELEGATIONS

7.1 10:00 a.m.

Vic Whitcroft

Re: Request for Accessible Parking Space

Mr. Whitcroft advised Council that there is a shortage of accessible parking in the core area of the Village of Norwich. He proposed adding a designated accessible parking spot in front of the post office, on the north side of Main Street at the intersection of John Street. Mr. Whitcroft felt this spot was ideal as it was far enough away from the other designated parking spots and was relatively obstacle free.

There was council discussion regarding the lack of accessible parking provided at the Post Office and bringing this matter before the Accessibility Advisory Committee.

Lee Robinson, CAO, advised that Council may refer the matter to staff for a follow-up report.

Resolution #12

Moved by John Scholten; seconded by Adrian Couwenberg:

That the Delegation of: Vic Whitcroft, regarding the request for an accessible parking space be received as information and referred to staff for a report.

Carried

8. CORRESPONDENCE

8.1 Ministry of the Environment, Conservation and Parks
Re: Blue Box Regulation Amendments

8.2 Oxford County
Re: Codes of Conduct
Re: Homelessness Crisis
Re: Opioid Crisis

8.3 The Town of Essex
Re: Code Red and Black Frequency

8.4 The Municipality of North Perth
Re: Vacant Building Official Positions
Re: Proposed New PPS

8.5 Township of Zorra
Re: Call to End Homelessness
Re: Opioid Crisis

8.6 Town of Petrolia
Re: Surplus Tax Sale Proceeds
Re: Licensed Child Care Spaces

8.7 Township of Selwyn
Re: Short Term Rentals

8.8 Big Brothers Big Sisters of Oxford County
Re: Community Grant

8.9 Police Service Board Concerns
J. St. Pierre
K. Whiteroft
E. Pfeifer
C. Takacs
S. Lewis and S. Kalles
C. Neville
K. Bartlette

8.10 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 #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 - 8.8, 8.10 be received as information;

And further that Item 8.9 re: Police Service Board Concerns, be referred for a staff report.

Carried

9. COMMITTEE MINUTES

9.1 Springford Canada Day Committee
Re: Meeting Minutes – June 20, 2023

Resolution #7

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Springford Canada Day Committee
Meeting Minutes - June 20, 2023

Carried

10 REPORTS

10.1 Planning and Development Services

None

10.2 Fire and Protective Services

10.2.1 Animal Control Services

Report FP 2023-14

In response to questions from Council, staff advised that the \$750 retainer ensured the vendor was at the disposal of the Township on a 24/7 basis.

Resolution #8

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FP 2023-14, entitled “Animal Control Services” be received as information;

And that the Mayor and Clerk be directed to enter into an agreement with Hillside Kennels Animal Control Ltd. for animal control services as outlined in this report, for a three-year period commencing July 25, 2023;

And that Tracey Gibson and Maddy Riddell, both employees of Hillside Kennels, be appointed as a Municipal Law Enforcement Officers for the sole purpose of enforcing the Township Dog Control By-law 15-2017 in accordance with the Police Services Act, R.S.O. 1990 as amended, P.15, Section 15(1) and 15(2), for the Corporation of The Township of Norwich.

Carried

10.2.2 Month-end Statistical Reports, June 2023

Report FP 2023-15

In response to questions from Council, staff advised that parking tickets that go uncollected get referred to Provincial Offences and registered with the MTO to be paid upon drivers license renewals.

Resolution #9

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Staff Report FP 2023-15 entitled “June 23 Monthly Activities” be received as information.

Carried

10.3 Drainage Services

10.3.1 June 2023 Drainage Report Report DR 2023-22

In response to questions from Council, staff provided a verbal update on various drain projects. Staff will provide a status update on the Gore Drain and Marr Branch.

Resolution #10

Moved by John Scholten, seconded by Adrian Couwenberg:

That Report DR 2023-22, June 2023 Activity Report, be received as information.

Carried

10.3.2 Request to Improve Kneale-Killiker Drain on Burgess Street Report DR 2023-23

In response to questions from Council, staff advised that there are very few qualified drainage engineering firms, so drainage tendering is not an efficient or effective way to acquire their services.

Resolution #11

Moved by Adrian Couwenberg, seconded by John Scholten:

That Staff Report No. DR 2023-23, Request to Improve Kneale-Killiker Drain on Burgess Street, be received as information;

And that the request for drainage works be accepted and the firm of:

K. Smart Associates Limited (Curtis McIntyre)

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 Acceptance of the Bishop Municipal Drain 2023 Report Report DR 2023-24

Mayor Palmer, having declared a pecuniary interest, left the chair.

Deputy Mayor Scholten assumed the chair.

Resolution #13

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Staff Report No. DR 2023-24, Acceptance of the Bishop Municipal Drain 2023 Report, be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of the report Bishop Municipal Drain 2023, dated July 7, 2023, and filed with the Clerk on July 14, 2023;

And that Council set a date for Public Meeting to be held on September 12, 2023, to Consider the Report;

And that Staff be directed to mail a Notice of Public Meeting along with the Report to all persons assessed to this drainage works, and in accordance with the Drainage Act.

Carried

Mayor Palmer returned as Chair.

**10.3.4 Close Drain – Quaker Street Branch 2020 Construction Collection
Report DR 2023-25**

Resolution #14

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Staff Report No. DR 2023-25, Close Drain – Quaker Street Branch 2020 Construction Collection, be received as information;

And that By-law No. 41-2023 be adopted to provide for the collection of the construction costs for the Close Drain – Quaker Street Branch 2020.

Carried

10.4 Building Services

10.4.1 June 2023 Building Report

Report BB 2023-08

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report BB 2023-08, June 2023 Building Report, be received as information.

Carried

10.5 Public Works Services

10.5.1 Progress Report for June 2023

Report PW 2023-15

In response to questions from Council, staff advised that the New Road barrier is expected to be installed this fall. Also, that the line for gravel conversion in the capital budget will be established as a placeholder during the budget process and then a report to direct the funds will come back to Council in 2024.

Resolution #16

Moved by John Scholten, seconded by Adrian Couwenberg:

That Report PW-2023-15, Progress Report for June, be received as information.

And that council approves the proposed changes in the 2023-2024 Roads Needs Study, in relation to spring 2024 gravel road assessment.

Carried

10.5.2 Oxford County Report PW 2023-29

Re: Backflow prevention Program By-law Update

Resolution #17

Moved by Adrian Couwenberg, seconded by John Scholten:

That Oxford County Report No. PW 2023-29, Backflow Prevention Program By-law Update, be received as information.

Carried

10.6 Community Development Services

10.6.1 Monthly Departmental Activities

Report CDS 2023-07

In response to questions from Council, staff advised there are provisions to access private property for emergency services in order to respond to an emergency at Otterville park.

Resolution #18

Moved by John Scholten, seconded by Adrian Couwenberg:

That report No. CDS 2023-07, Monthly Activities, be received as information.

Carried

10.6.2 NCC Tables and Chairs

Report CDS 2023-08

Resolution #19

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Staff Report No. CDS 2023-08, NCC Tables and Chairs, be received as information;

And that Council defer the decision authorize the Director of Community Services to purchase tables and chairs for the Norwich Community Center pending a further staff report to be provided at the August 8th Regular Meeting.

Carried

10.7 Medical Centre Services

10.7.1 Medical Centre June 2023 Activity Report

Report MED 2023-07

Resolution #20

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report MED 2023-07, Medical Centre June/July 2023 Activity Report, be received as information.

Carried

10.8 Financial Services

10.8.1 Financial Summary as at June 30, 2023

Report FS 2023-14

Resolution #21

Moved by Shawn Gear, seconded by Adrian Couwenberg:

THAT Report FS 2023-14, Council Financial Summary as at June 30, 2023 be received as information.

Carried

Council recessed at approximately 10:57 a.m.

Council resumed at approximately 11:07 a.m.

10.9 Administrative Services

10.9.1 BIA Recruitment

Memorandum

Resolution #22

Moved by Adrian Couwenberg, seconded by John Scholten:

That Council receive the Memorandum: BIA Recruitment, as information;

And further that Council direct staff to advertise to replace the two vacant seats on the BIA Board.

Carried

10.9.2 Ontario Ombudsman Letter to Norwich Town Council June 2023

Re: June 21, 2022 Meeting of Council

Resolution #23

Moved by John Scholten, seconded by Adrian Couwenberg:

That the Ontario Ombudsman Letter to Norwich Town Council be received as information.

Carried

10.9.3 Norwich Jr. C Merchants

Re: Request Permission to Operate Beer Garden on Municipal Lands

Resolution #24

Moved by Adrian Couwenberg, seconded by John Scholten:

That the Norwich Merchant Hockey Club be granted permission to utilize a 4,950 square foot portion of Norwich Community Centre arena parking lot to use as a licensed lounge area for their event on September 15th, 2023; subject to the requirements of the Municipal Alcohol Policy and necessary Special Occasion Permit.

Carried

10.9.4 Encroachment Agreement 15 Dover Street

Report CAO 2023-16

Resolution #25

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Staff Report No. CAO 2023-16, Encroachment Agreement 15 Dover Street, as information;

And that Staff be authorized to instruct the Township Solicitor to prepare the encroachment agreement for the area known as Part 2 on Plan 41R-9463;

And that the Mayor and Clerk be authorized and directed to execute the encroachment agreement upon its completion.

Carried

11. NOTICE(S) OF MOTION

None

12. CLOSED SESSION

None

13. BY-LAWS

No. 10-2023-Z

To Amend Zoning By-law 07-2003-Z (Vandescheur, ZN 3-23-05)

No. 41-2023

To Provide for the Collection of Actual Costs for the Construction of the Close Drain – Quaker Street Branch 2020

No. 42-2023

To Amend By-law 16-2019, as Amended, Being a By-law Respecting Construction, Demolition, Change of use Permits and Inspections

No. 43-2023

To Appoint Canine Control Officers for the Township of Norwich

No. 44-2023

To Confirm All Actions and Proceedings of Council

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

Councillor Gear requested that the Zoning By-law be separated and voted on separately.

Resolution #26

Moved by Shawn Gear, seconded by Adrian Couwenberg;

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

- | | |
|-------------|--|
| No. 41-2023 | To Provide for the Collection of Actual Costs for the Construction of the Close Drain – Quaker Street Branch 2020 |
| No. 42-2023 | To Amend By-law 16-2019, as Amended, Being a By-law Respecting Construction, Demolition, Change of use Permits and Inspections |
| No. 43-2023 | To Appoint Canine Control Officers for the Township of Norwich |
| No. 44-2023 | To Confirm All Actions and Proceedings of Council |

Carried

13.2 Third Reading of the Following By-law

Resolution #27

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That By-laws 41-2023, 42-2023, 43-2023, and 44-2023 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

Resolution #28

Moved by John Scholten, seconded by Adrian Couwenberg;

That By-law 10-2023-Z to amend Zoning By-law 07-2003-Z (Vandescheur ZN 3-23-05) be taken as read a first, second and third time and passed and signed by the Mayor and Clerk and the Corporate Seal be affixed thereto.

Carried

15. Adjournment 11:20 a.m.

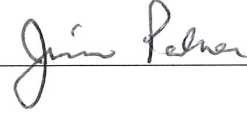
Resolution #29

Moved by John Scholten, seconded by Adrian Couwenberg;

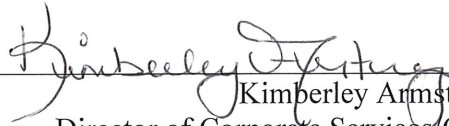
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 8th day of August 2023.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk