



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday November 28, 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

**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 Lynne DePlancke:

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 14, 2023**

Resolution #2

Moved by Lynne DePlancke, seconded by John Scholten:

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

November 14, 2023

Carried

**6. Public Meetings / Hearings**

**7.1 The Municipal Act**

None.

**6.2 The Drainage Act**

None

**6.3 The Planning Act**

None

**6.4 Other**

None.

**7. Delegations**

**7.1 7:00 p.m.**

**April Nix, Oxford County Development Planner – Policy Focus**

**Re: Phase 2 Official Plan Review (Environmental Policies) – Suggested Policy Directions Report CP 2023-289**

**Presentation – Suggested Policy Directions, Fall 2023**

Ms. Nix, Development Planner, provided an overview of the project, advising that the focus is on Section 3.2 of the Official Plan. She explained that the Oxford County Official Plan includes all local municipalities and the review will determine implications from recent PPS and Planning Act changes. Ms. Nix advised that potential changes involve: natural heritage, water resources, stormwater management, open spaces, soils, natural hazards, air quality, energy efficiency and climate change.

Next steps in the process include: updates to area municipalities, accepting feedback, draft policies to be completed early next year and proposing adoption to County Council by the end of next year.

There were Council questions with respect to: working in collaboration with the Conservation Authorities, storm water management issues, low impact development and trail systems.

Resolution #3

Moved by John Scholten, seconded by Lynne DePlancke:

That the Delegation of: April Nix, Oxford County Development Planner – Policy Focus, Re: Phase 2 Official Plan Review (Environmental Policies) – Suggested Policy Directions, be received as information;

And Further that Council direct Planning staff to proceed with preparing the consultation draft of the environmental policies based on consideration of the comments received and initiate the formal Official Plan Amendment process and related public and agency consultation.

Carried

**8. CORRESPONDENCE**

**8.1 Long Point Region Conservation Authority**

**Re: 30-day Notice to Affected Municipalities – 2024 Draft LPRCA Budget**

**Re: 2024 Draft LPRCA Budget**

**8.2 Upper Thames River Conservation Authority**

**Re: 30-day Notice to Affected Municipalities – 2024 Draft UTRCA Budget**

**Re: 2024 Draft UTRCA Budget**

**Re: 2024 Draft Budget Overview**

**8.3 Municipal Property Assessment Corporation**

**Re: Farm Property Class Tax Rate Program**

**8.4 Municipality of Wawa**

**Re: Support for Fire Fighter Tax Credit Increase**

**8.5 County of Prince Edward**

**Re: Concerns with Permit-by-Rule and Possible Health Impacts**

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.5 be received as information.

And further that 8.4 be supported.

Carried

**9. COMMITTEE MINUTES**

**9.1 Norwich BIA**

**Re: Meeting Notes – November 7, 2023**

Resolution #5

Moved by Shawn Gear, seconded by Adrain Couwenberg:

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

Norwich BIA  
Re: Meeting Notes – November 7, 2023

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 Oxford Road 19 Road Reconstruction Municipal Class Environmental Assessment Study**

**Re: Correspondence regarding County Council Direction**

**Oxford County Report PW 2023-43**

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report PW 2023-43, Oxford Road 19 Road Reconstruction Municipal Class Environmental Assessment Study Re: Correspondence Regarding County Council Direction, be received as information.

Carried

**10.6 Community Development Services**

No report

**10.7 Medical Centre Services**

No report

**10.8 Financial Services**

**10.8.1 Holiday Recognition of Staff**

**Report FS 2023-22**

Resolution #7

Moved by Lynne DePlancke, seconded by John Scholten:

That Report FS 2023-22, Holiday Recognition of Staff, be received as information;

And Further That a holiday gift be granted to full-time, contract and part-time employees of the municipality for a total of \$6,550 as outlined in this report.

Carried

## **10.9 Administrative Services**

### **10.9.1 Committee of Adjustment**

#### **Memorandum**

Resolution #8

Moved by John Scholten, seconded by Lynne DePlancke:

That Council receive the Memorandum: Committee of Adjustment, as information;

And further that a By-law be brought forward to appoint Council members as the Committee of Adjustment for the year 2024.

Carried

### **10.9.3 Township of Norwich Zoning By-law 07-2003-Z**

#### **Re: Housekeeping Amendments**

Resolution #9

Moved by Lynne DePlancke, seconded by John Scholten:

That Council receive the Memorandum: Zoning By-law, Housekeeping Amendments, as information;

And further that Council authorize staff to commence the process of housekeeping amendments to Township Zoning By-law No. 07-2003-Z.

Carried

### **10.9.4 Oxford Cattle Company**

#### **Re: Request for Council Support for Renewable Natural Gas Project**

Anaerobic Digester project photos: <https://photos.app.goo.gl/HP51PvjpFAyBdHRD8>

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the request from Oxford Cattle Company, Re: Request for Council Support for Renewable Natural Gas Project;

Be received as information. and further that the Council of the Township of Norwich supports the proposed construction of the anaerobic digestion and renewable natural gas project by the Oxford Cattle Company on property located at 425076 Substation Road as outlined in their November 22, 2023 letter.

Carried

**11. NOTICE(S) OF MOTION**  
None

**12. CLOSED SESSION**

7:39 p.m.

Resolution #11

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: personal matters about an identifiable individual, including municipal or local board employees;

Carried

**12.1 Personal matters about an identifiable individual, including municipal or local board employees**  
**Re: Long Term Disability**  
**Confidential Report CAO 2023-24**

**12.2 Closed Meeting Minutes**  
**Re: November 14, 2023**

7:53 p.m.

Resolution #12

Moved by Lynne DePlancke, seconded by John Scholten:

That the Council do now reconvene in open session.

Carried

Resolution #13

Moved by Lynne DePlancke, Seconded by John Scholten:

That Council receive Report CAO 2023-24 – Long Term Disability Coverage, as information;

And that Staff be authorized to implement a self insurance program for Long Term Disability that would require employees to apply for insurer provided extended LTD and if denied, that the Township would pay the employee for the difference between the insurance maximum and 75% of their annual salary, subject to verification and approval of LTD by the service provider.

Carried

- 13. **BY-LAWS**
  - No. 49-2023                    **To Provide for Drainage Works - Bishop Municipal Drain 2023**
  - No. 60-2023                    **To Appoint a Committee of Adjustment**
  - No. 61-2023                    **To Confirm All Actions and Proceedings of Council**

- 14.1 **First and Second Reading of the Following By-law(s)**  
Resolution #14  
Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

- No. 60-2023                    To Appoint a Committee of Adjustment
- No. 61-2023                    To Confirm All Actions and Proceedings of Council

Carried

- 14.2 **Third Reading of the Following By-law**  
Resolution #15  
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 49-2023, 60-2023 and 61-2023 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.

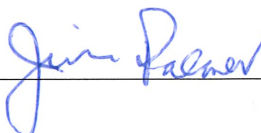
Carried

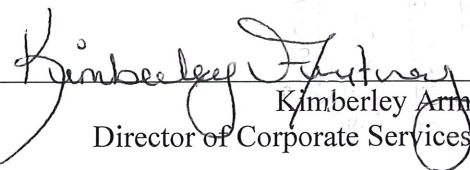
- 15. **Adjournment – 7:56 p.m.**  
Resolution #16  
Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 12<sup>th</sup> day of December, 2023.

  
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Jim Palmer  
Mayor

  
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Kimberley Armstrong  
Director of Corporate Services/Clerk