THE CORPORATION OF THE TOWNSHIP OF NORWICH
COUNCIL MEETING MINUTES
TUESDAY DECEMBER 12, 2017

IN ATTENDANCE:

COUNCIL:
   Mayor Martin
   Councillor Scholten
   Councillor DePlancke
   Councillor Palmer
   Councillor Buchanan

STAFF:
   Kyle Kruger, CAO / Clerk
   Mike Legge, Director of Finance
   Brad Smale, Manager of Building Services
   Marty Lenaers, Public Works Superintendent
   AJ Wells, Medical Services Manager
   Patrick Hovorka, Director of Community Development Services
   Dirk Kramer, Drainage Superintendent
   Kimberley Armstrong, Deputy Clerk

1. CALL TO ORDER
   The regular session of the 2014-2018 Council of the Township of Norwich was held in the Council Chambers, Norwich, Ontario commencing at 9:00 a.m. with Mayor Martin in the Chair.

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
   There were no disclosures of pecuniary interest.

5. Adoption of Minutes of Previous Meeting(s)
5.1 November 28, 2017
5.2 November 30, 2017 – Capital Budget
   Resolution #2
   Moved by Lynne DePlancke, seconded by John Scholten;

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

   November 28, 2017
   November 30, 2017 – Capital Budget

   Carried

6. Public Meetings / Hearings
6.1 The Municipal Act
6.1.1 Proposed Street Name Change – David Street
   Memorandum
   Mr. Kruger advised that this public meeting is being held as part of the process of changing a street name. Notices have been circulated to affected property owners and printed in the paper. No concerns have been received to date and any individuals with concerns should express them at this time.

   There was no one in attendance that wished to speak to the proposed name change.

   Resolution #3
   Moved by Jim Palmer, seconded by Wayne Buchanan;

   That Memorandum, Proposed Street Name Change – David Street, be received as information, and further that a By-law be brought forward for Council’s consideration.

   Carried

6.2 The Drainage Act
   None

6.3 The Planning Act
   None

6.4 Other
   None
7. **DELEGATIONS**

7.1 **Rick DeWachter, Sweets Creek Estates, Otterville**  
Re: Request for Subdivision Standard Enhancements

Mr. DeWachter advised that he is proposing to change the location of the group mail box and place it beside the storm water management pond. He provided sample photo’s and asked that Council allow him to construct a structure over the mailbox to protect residents from the weather.

Mr. DeWachter then requested permission to install gateways at the entrance to the subdivision to make a nice esthetic entrance. He provided sample photo’s and advised that he would like something fairly simple in style, with low maintenance and without plantings.

Mr. Kruger advised that this exceeds our current standards and staff have concerns with possible maintenance costs or private individuals maintaining something that is located on Township property. Ultimately maintenance and replacement will be a cost to the taxpayers and these items are only esthetic to increase saleability of the properties. He further advised that if this is something Council is considering perhaps a policy and deposit to cover replacement/maintenance costs would be a viable option.

There was Council discussion with respect to; possible maintenance costs, traffic flow, snow removal, need for low maintenance, payment of a fee for maintenance and/or replacement of the mail box structure.

Moved by Wayne Buchanan, seconded by Jim Palmer;

That the Delegation of Rick DeWachter, Sweets Creek Estates, Re: Request for Subdivision Standard Enhancements, be received as information;

and that Council support the concept of entrance features and mailbox structures as presented, subject to final design and approval;

and have staff draft a policy regarding entrance structures and super mail box shelters.

Carried

7.2 **Cliff Evanitski, Long Point Region Conservation Authority**  
Re: 2018 Proposed Budget

Judy Maxwell and Noel Haydt were in attendance to represent Mr. Evanitski.

Mr. Haydt advised Council that previous Boards have relied on reserves and now the current board is putting money back into reserves.

Ms. Maxwell provided an overview of: the watershed area, communication and education programs, forestry management, seasonal park/campground operations, Backus Mill,
watershed services, flood forecasting and warning system, planning and regulatory services and the tree planting program.

There were Council inquiries regarding expenses that should and should not be covered by the levy. Concerns were also expressed regarding municipalities outside Norfolk County funding non-conservation activities. There was further discussion regarding: Backus Mill and the legacy fund attached to it, restoration of reserve funds, park business plans and installation of weather stations.

Resolution #7
Moved by Lynne DePlancke, seconded by John Scholten

That the Delegation of Judy Maxwell and Noel Haydt, Long Point Region Conservation Authority, Re: 2018 Proposed Budget, be received as information

Carried

8. CORRESPONDENCE
8.1 Upper Thames River Conservation Authority

8.2 Grand River Conservation Authority
Re: GRCA Current – December 2017

8.3 Ministry of Municipal Affairs
Re: Tax Implementation on Transient Accommodation

8.4 Municipality of Morris-Turnberry
Re: Tenanted Farm Tax Class Changes

8.5 Ontario Energy Board
Re: Enbridge Gas Distribution Inc. and Union Gas Limited Application to Amalgamate
Re: Enbridge Gas Distribution Inc. and Union Gas Limited Application for approval of a new framework for rates
Re: Enbridge Gas Distribution Inc, Union Gas Limited and Epcor Natural Gas Limited Partnership application to recover costs
Resolution #5
Moved by John Scholten, seconded by Lynne DePlancke;

That Correspondence Items 8.1 to 8.5 be received as information; and further that council support 8.4.

Carried

9. COMMITTEE MINUTES
9.1 Accessibility Advisory Committee
Meeting Minutes – November 8, 2017

9.2 Norwich Business Improvement Association (BIA)
Meeting Minutes – November 7, 2017

9.3 Burgessville Santa Claus Parade Committee
Meeting Minutes – November 28, 2017

9.4 Friends of Otterville Park Management Board
Meeting Minutes – May 15, August 29, October 23 and November 20, 2017

9.5 Police Service Board
Meeting Minutes – November 29, 2017

Resolution #6
Moved by Jim Palmer, seconded by Wayne Buchanan;

That the following Committee Minutes, be received as information:

Accessibility Advisory Committee
Meeting Minutes – November 8, 2017

Norwich Business Improvement Association (BIA)
Meeting Minutes – November 7, 2017

Burgessville Santa Claus Parade Committee
Meeting Minutes – November 28, 2017

Friends of the Otterville Park Management Board
Meeting Minutes – May 15, August 29, October 23, and November 20, 2017

Police Services Board
Meeting Minutes – November 29, 2017

Carried
There was Council discussion with respect to: policing grants, mental health crisis workers, financial impacts and intelligence led policing.

10 REPORTS
10.1 Planning and Development Services

10.1.1 Application for Consent
Re: Boeder, File No. B 17-66-3
Resolution #8
Moved by Wayne Buchanan, seconded by Jim Palmer;

That the Council of the Township of Norwich provide the following response with respect to the Land Division Committee application re: Boeder, File No. B- 17-66-3: No comments/concerns

Carried

10.1.2 Application for Consent
Re: Ryksen, File No. B 17-67-3
Resolution #9
Moved by Lynne DePlancke, seconded by John Scholten;

That the Council of the Township of Norwich provide the following response with respect to the Land Division Committee application re: Ryksen, File No. B- 17-67-3: No comments/concerns

Carried

10.1.3 Application for Consent
Re: Jaques, File No. B 17-69-3 and B 17-70-3
Resolution #10
Moved by Lynne DePlancke, seconded by John Scholten;

That the Council of the Township of Norwich provide the following response with respect to the Land Division Committee application re: Jaques, File No. B- 17-69-3 & B 17-70-3: No comments/concerns

Carried

10.2.1 Fire and Protective Services
No report

10.3 Drainage Services

10.3.1 November 2017 Drainage Report
Report DR 2017-
Resolution #11
Moved by Lynne DePlancke, seconded by John Scholten;
That Report DR 2017-35, November 2017 Activity Report, be received as information.

Carried

10.4 Building Services
No report

10.5 Public Works Services
10.5.1 Progress Report for November 2017
Report PW 2017-20
Resolution #12
Moved by Jim Palmer, seconded by Wayne Buchanan;


Carried

There was discussion about the number of staff hours spent on parade road closures and detours, additional staff hours to maintain new subdivision streets and new standards for winter sidewalk maintenance.

10.6 Community Development Services
10.6.1 Monthly Activities
Report CDS 2017-25
Resolution #14
Moved by Wayne Buchanan, seconded by Jim Palmer;

That Report CDS 2017-25, November Activity Report, be received as information.

Carried

10.7 Medical Centre Services
10.7.1 Medical Centre November 2017 Activity Report
Report MED 2017-16
Resolution #13
Moved by Jim Palmer, seconded by Wayne Buchanan;

That Report MED 2017-16, Medical Centre November 2017 Activity Report, be received as information.

Carried

10.8 Financial Services
10.8.1 2018 Borrowing By-law
Report FS 2017-26
Resolution #15
Moved by Lynne DePlancke, seconded by John Scholten;

That Report FS-2017-26, 2016 Borrowing By-Law, be received as information;
And Further That By-law 69-2017 be adopted to set a current expenditure borrowing limit for the year 2018 in the amount of $5,000,000.00.

Carried

10.8.2 2018 Interim Tax Levy By-law
Report FS 2017-27
Resolution #16
Moved by John Scholten, seconded by Lynne DePlancke;

That Report FS 2017-27, 2018 Interim Tax Levy By-Law, be received as information;
And Further That By-law 70-2017 be adopted to provide for the levying of an interim tax levy for the year 2018.

Carried

10.8.3 OMPF Program
Report FS 2017-28
Resolution #17
Moved by Lynne DePlancke, seconded by John Scholten;


Carried

10.8.4 Month End Statistical Report
Report FS 2017-29
Resolution #18
Moved by Wayne Buchanan, seconded by Jim Palmer;

That Report FS 2017-29, Council Financial Summary as at October 31, 2017, be received as information.

Carried

10.9 Administrative Services
10.9.1 Livestock Valuers Appointments
Report CAO 2017-26
Resolution #19
Moved by Jim Palmer, seconded by Wayne Buchanan;
That Report CAO 2017-26, Livestock Valuers Appointment be received as information;

And That draft By-law 71-2017, to provide for the appointment of Livestock Valuers be adopted;

And Further That compensation rates for Livestock Valuers as outlined in Report CAO 2017-26 be approved.

Carried

10.9.2 Medical Centre Agreements – Dr. Jeffries
Memorandum
Resolution #20
Moved by Wayne Buchanan, seconded by Jim Palmer;

That Report MED 2017-16, Medical Centre November 2017 Activity Report, be received as information.

Carried

10.9.3 Committee of Adjustment
Memorandum
Resolution #21
Moved by John Scholten, seconded by Lynne DePlancke;

That the Memorandum Re: Committee of Adjustment, be received as information; and further that a by-law be brought forward to appoint the members of Council as the Committee of Adjustment for the year 2018.

Carried

10.9.4 2018 Canada Day Committee
Memorandum
Resolution #22
Moved by Lynne DePlancke, seconded by John Scholten;

That Memorandum, 2018 Canada Day Committee, be received as information; And Further that the Canada Day celebrations be moved to Oxford Centre and that we advertise for volunteers.

Carried

10.9.5 Records Retention By-law Update
Memorandum
Resolution #23
Moved by John Scholten, seconded by Lynne DePlancke;

That Memorandum, Records Retention By-law Updates, be received as information;

And That By-law 74-2017, be brought forward to recognize the required changes;

And Further That the By-law 74-2017, be forwarded to the municipal auditor for their review and approval.

Carried

10.9.6 Clifton Drain – Court of Revision

Memorandum
Resolution #24
Moved by Jim Palmer, seconded by Wayne Buchanan;

That Memorandum: Clifton Drain – Court of Revision, be received as information;
And Further That Mayor Larry Martin be appointed to the Court of Revision.

Carried

11. NOTICE(S) OF MOTION
None

12. CLOSED SESSION
None

13. BY-LAWS
I No. 18-2017-Z To Amend Zoning By-law 07-2003-Z (Plumadore File No. ZN 3-17-17)
II No. 69-2017 To Provide for Borrowing for Current Expenditures for the Year 2018
III No. 70-2017 To Provide for the Levying of an Interim Tax Levy and to Provide For Penalty and Interest of 15% per Annum
IV No. 71-2017 To Appoint Livestock Valuers
V No. 72-2017 To Change the Name of David Street
VI No. 73-2017 To Appoint a Committee of Adjustment
VII No. 74-2017 To Provide for the Preservation or Destruction of Records
VIII No. 75-2017 To Authorize Execution of an Agreement with Dr. Jennifer Jeffries
IX No. 76-2017 To Confirm All Actions and Proceedings of Council

5.1 FIRST AND SECOND READING OF BY-LAWS I TO IX
Resolution #25
Moved by Wayne Buchanan, seconded by Jim Palmer;
That the following By-laws be read a first and second time:

No. 18-2017-Z To Amend Zoning By-law 07-2003-Z (Plumadore, File ZN 3-17-17)

No. 69-2017 To Provide for Borrowing for Current Expenditures for the Year 2018

No. 70-2017 To Provide for the Levying of an Interim Tax Levy and to Provide for Penalty and Interest of 15% per annum.

No. 71-2017 To Appoint Livestock Valuers

No. 72-2017 To Change the Name of David Street

No. 73-2017 To Appoint a Committee of Adjustment

No. 74-2017 To Provide for the Preservation or Destruction of Records

No. 75-2017 to Authorize Execution of an Agreement with Dr. Jennifer Jeffries

No. 76-2017 To Confirm All Actions and Proceedings of Council

Carried

5.2 THIRD READING OF BY-LAWS I TO IX

Resolution #26
Moved by Jim Palmer, seconded by Wayne Buchanan;


Carried

6. ADJOURNMENT – 11:57 p.m.

Resolution #27
Moved by Lynne DePlancke, seconded by John Scholten;

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, 2018.
MAYOR
LARRY MARTIN

KYLE KRUGER
CAO / CLERK