



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday March 14, 2023
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Scholten
Councillor Stubbs
Councillor Gear
Councillor Couwenberg

Staff:

Kyle Kruger, CAO/Clerk
James Johnson, Director of Finance
Derek Van Pagee, Director of Fire and Protective Services
Brad Smale, CBO
Dirk Kramer, Deputy CBO/Drainage Superintendent
Ken Farkas, Manager of Public Works
Patrick Hovorka, Director of Community Development Services
AJ Wells, Manager of Medical Services
Kimberley Armstrong, Deputy 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 9:00 a.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1
Moved John Scholten, seconded by Alisha Stubbs;

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 February 28, 2023

- 5.2 2023 Budget Meeting Minutes**
January 26, 2023 – Capital Budget
February 9, 2023 – Community Grants
Resolution #2
Moved Alisha Stubbs, seconded by John Scholten;

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

February 28, 2023

2023 Budget Meeting Minutes
January 26, 2023 – Capital Budget
February 9, 2023 – Community Grants

Carried

- 6. PUBLIC MEETINGS / HEARINGS**
6.1 The Municipal Act
None
- 6.2 The Drainage Act**
6.2.1 9:00 a.m.
Consideration of the Engineers Report
Re: Longsworth Municipal Drain 2022
Report DR 2023-11

The Mayor advised that as per Section 41 of the Drainage Act, R.S.O. 1990, as amended, Chapter D.17, this meeting is to consider the Engineers Report for the Longsworth Municipal Drain 2022

All owners and agencies were notified of the meeting to consider the report on February 21, 2023

Any person who has signed the petition will be given the opportunity to withdraw their name from the petition. As well, any individual present within the area requiring drainage who has not signed the petition will be given an opportunity to do so.

If at the end of the meeting, the petitions contain a sufficient number of names to comply with Section 4, the Council may proceed to adopt the report.

Mr. Dietrich, Dietrich Engineering, was unable to attend.

Mr. Kramer, Drainage Superintendent provided a brief overview of the engineer's report advising that the drain begins in South-West Oxford and moves into Norwich Township.

In response to questions, Mr. Kramer advised that a large portion of the drainage works is within South-West Oxford, however it was initiated by a Norwich resident and outlets within Norwich Township.

Mr. Nico Van Den Akker, 364649 Evergreen Street, commented that it is good that the drainage works are being completed, since water runs over the road.

There was no one in attendance that wished to have their name added or removed from the petition for drainage works.

Resolution #3

Moved John Scholten, seconded by Alisha Stubbs;

That Report DR 2023-11, Consideration of the Longsworth Municipal Drain 2022, be received as information;

And That in accordance with Sections 44 to 46 of the Drainage Act, Council of the Township of Norwich hereby adopts Dietrich Engineering Ltd. engineer's report dated November 24, 2022, referred to as the "Longsworth Municipal Drain 2022" report;

And That Provisional By-law 14-2023 be given first and second reading;

And That the Clerk be directed to distribute copies of the Provisional By-law and Notice of the time and place of the first sitting of the Court of Revision to the affected parties pursuant to Section 46(2) of the Drainage Act;

And Further That a date of April 11, 2023 be set for the first sitting of the Court of Revision.

Carried

6.2.2 9:20 a.m.

Consideration of Engineers Report

Re: Treffry and Pennington Municipal Drain 2023

Report DR 2023-12

The Mayor advised that as per Section 41 of the Drainage Act, R.S.O. 1990, as amended, Chapter D.17, this meeting is to consider the Engineers Report for the Treffry & Pennington Municipal Drain 2023

All owners and agencies were notified of the meeting to consider the report on February 21, 2023

Any person who has signed the petition will be given the opportunity to withdraw their name from the petition. As well, any individual present within the area requiring drainage who has not signed the petition will be given an opportunity to do so.

If at the end of the meeting, the petitions contain a sufficient number of names to comply with Section 4, the Council may proceed to adopt the report.

Mr. Dietrich, Dietrich Engineering, was unable to attend.

Mr. Kramer, Drainage Superintendent provided a brief overview of the engineer's report. In response to Council questions, he advised that the drainage works end at Baseline and are not going into Norfolk County and that the residential lots in Hawtreay are being assessed.

Mr. Chris Dwornikiewicz, 205929 Ninth Road, questioned the assessment distribution for the works and also questioned the depth of the catch basin on their property compared to the current one.

Mr. Kramer explained that questions with respect to assessment breakdowns are addressed at the Court of Revision. He further advised that the report does not identify the height of the existing catch basin, however, their concerns can be addressed during the construction process.

There was no one in attendance that wished to have their name added or removed from the petition for drainage works.

Resolution #6

Moved Adrian Couwenberg, seconded by Shawn Gear;

That Report DR 2023-12, Consideration of the Treffry and Pennington Municipal Drains 2023, be received as information;

And That in accordance with Sections 44 to 46 of the Drainage Act, Council of the Township of Norwich hereby adopts Dietrich Engineering Ltd. engineer's report dated January 02, 2023, referred to as the "Treffry and Pennington Drains 2023" report;

And That Provisional By-law 15-2023 be given first and second reading;

And That the Clerk be directed to distribute copies of the Provisional By-law and Notice of the time and place of the first sitting of the Court of Revision to the affected parties pursuant to Section 46(2) of the Drainage Act;

And Further That a date of April 11, 2023 be set for the first sitting of the Court of Revision.

Carried

6.3 The Planning Act
None

6.4 Other
None

7. DELEGATIONS

7.1 10:00 a.m.
Bryan Smith, Future Oxford
Re: ISE Ontario International Exchanges and Future Oxford

Mr. Smith provided an overview of the Exchange opportunity, explaining that the intent is to send youth to the Old World to observe and return with sustainability options for us moving forward. He commented that there is much we can learn from Europe since it is a significant economic power with few resources, having a large population and little land base.

Mr. Smith advised that County Council has approved \$1200 bursaries for one student from each municipality in Oxford. Upon return the student would be required to present their findings to a community group.

Resolution #7
moved Shawn Gear, seconded by Adrian Couwenberg;

That the Delegation of Bryan Smith, Future Oxford, Re: ISE Ontario International Exchanges and Future Oxford, be received as information.

Carried

8. CORRESPONDENCE

8.1 Long Point Region Conservation Authority
Re: Meeting Minutes – February 1, 2023

8.2 City of Woodstock
Re: Graphic Image Delivery By-law Adopted by the City of Woodstock

8.3 Town of Cobourg
Re: Homeless and Unsheltered Persons

8.4 Township of Moonbeam
Re: Pupil Accommodation Reviews – End of Moratorium

8.5 Municipality of Chatham-Kent
Re: Reducing Municipal Insurance Costs

8.6 Niagara Region

Re: Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction
Resolution #4

Moved Shawn Gear, seconded by Adrian Couwenberg;

That the Correspondence as listed in Agenda Items 8.1 - 8.6 be received as information;
And further that Council support agenda item 8.2, 8.4, 8.5 and 8.6

Carried

9. COMMITTEE MINUTES

9.1 Norwich BIA

Re: Meeting Minutes – February 16, 2023

9.2 Springford Canada Day Committee

Re: Meeting Minutes – February 7, 2023

9.3 Health & Safety Representative Committee

Re: Meeting Minutes – February 24, 2023

Re: Norwich Fire Services – December 14, 2022

Resolution #5

Moved Alisha Stubbs, seconded by John Scholten;

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

Norwich BIA

Re: Meeting Minutes – February 16, 2023

Springford Canada Day Committee

Re: Meeting Minutes – February 7, 2023

Health and Safety Representative Committee

Re: Meeting Minutes – February 24, 2023

Re: Norwich Fire Services – December 14, 2022

Carried

10 REPORTS

10.1 Planning and Development Services

No Report

10.2 Fire and Protective Services

10.2.1 Naloxone for Employee Opioid Exposure

Report FP 2023-06

Resolution #8

Moved John Scholten, seconded by Alisha Stubbs;

That Staff Report No. FP 2023-06, Naloxone for Employee Opioid Exposure, be received as information;

And That Council authorizes the Fire Chief to enter into an agreement with Southwestern Public Health to provide free naloxone kits;

And That Staff be authorized to equip each fire apparatus with a naloxone kit once training has been provided to firefighters for naloxone use on employees only.

Carried

10.2.2 Month-end Statistical Reports, February 2023

Report FP 2023-07

Resolution #9

Moved Alisha Stubbs, seconded by John Scholten;

That Staff Report No. FP 2023-07, February 2023 Monthly Activities, be received as information.

Carried

10.3 Drainage Services

10.3.1 February 2023 Drainage Report

Report DR 2023-10

Resolution #10

Moved Shawn Gear, seconded by Adrian Couwenberg;

That Report DR 2023-10, February 2023 Activity Report, be received as information.

Carried

10.4 Building Services

10.4.1 February 2023 Building Report

Report BB 2023-03

There were Council questions with respect to permitting for portable stages, platforms and grand stands, expressing concerns with making community groups aware of the requirements to help with the planning of their events.

Resolution #11

Moved Shawn Gear, seconded by Adrian Couwenberg;

That Report BB 2023-03, February 2023 Building Report, be received as information.

Carried

10.5 Public Works Services

10.5.1 Progress Report for February 2023

Report PW 2023-05

Resolution #12

Moved Shawn Gear, seconded by Adrian Couwenberg;

That Report PW 2023-05, Progress Report for February 2023, be received as information

Carried

10.6 Community Development Services

10.6.1 Monthly Departmental Activities

Report CDS 2023-02

There was Council discussion with respect to the proposed batting cage location, alternate locations and safety concerns which may require installation of safety netting.

Resolution #13

Moved John Scholten, seconded by Alisha Stubbs;

That Report CDS 2023-03, Monthly Departmental activities, be received as information;

And That CDS staff finalize an agreement with Norwich-Otterville Minor Ball on the location and installation of a batting cage at Dillon Park.

Carried

10.7 Medical Centre Services

10.7.1 Medical Centre February 2023 Activity Report

Report MED 2023-03

Resolution #14

Moved Alisha Stubbs, seconded by John Scholten;

That Report MED 2023-03, Medical Centre February 2023 Activity Report, be received as information

Carried

10.8 Financial Services

No Report

New Telephone System/Number

Mr. Johnson advised that the new telephone system/telephone number will be initiated effective March 27th. He explained the changes, including that the new system will allow staff to transfer calls to staff in other facilities. Adding that call forwarding, promotion and advertising will be utilized to make the transition easy for members of the public.

10.9 Administrative Services

10.9.1 Diversity, Equity and Inclusion in the Workplace Training Report CAO 2023-07

There was a Council inquiry regarding availability of training to committee and board members.

Resolution #15

Moved Shawn Gear, seconded by Adrian Couwenberg;

Report No. CAO 2023-07, Diversity, Equity and Inclusion in the Workplace Training,
be received as information

And Further That Council support the online Diversity, Equity, and Inclusion in the Workplace training.

Carried

10.9.2 Norwich Jr. C. Merchants

Re: Request Permission to Operate Beer Garden on Municipal Lands

Resolution #16

Moved Shawn Gear; seconded by Adrian Couwenberg;

That the Norwich Merchant Hockey Club be granted permission to utilize a portion of Pitcher Street for their event on July 7, 2023; subject to the requirements of the Municipal Alcohol Policy and necessary Special Occasion Permit.

And Further That Pitcher Street from Main Street West to Front Street be closed to vehicular traffic for the duration of the Norwich Merchants Jr. C Hockey Club licenced beer garden.

Carried

10.9.3 Notice of discussion item: AMO Request for Support Resolution re: Homelessness in Ontario – Councillor Stubbs

Councillor Stubbs identified AMO concerns that Bill 23 may undermine the goal of increasing housing supply and belief that there needs to be municipal consultation.

Resolution #17

Moved Shawn Gear, seconded by Adrian Couwenberg;

That the Council of the Township of Norwich receive the information presented by Councilor Stubbs, and further that;

Whereas the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

Whereas the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

Whereas homelessness requires a range of housing, social service and health solutions from government;

Whereas homelessness is felt most at the level of local government and the residents that they serve;

Whereas municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

Whereas leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

Therefore Let it Be Resolved That the Township of Norwich calls on the Provincial Government to urgently:

a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis; b. Commit to ending homelessness in Ontario; c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

And Further That a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; and to the Association of Municipalities of Ontario

Carried

11. NOTICE(S) OF MOTION
None

12. CLOSED SESSION

10:47 a.m.

Resolution #18
Moved Alisha Stubbs, seconded by John Scholten;

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: a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; and personal matters about an identifiable individual, including municipal or local board employees;

Carried

- 12.1 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
Re: EARTH Corporation Request**

- 12.2 Personal matters about an identifiable individual, including municipal or local board employees
Hiring Process – Director of Corporate Services/Clerk and Deputy Clerk/Planning Coordinator
Confidential Report CAO / Clerk 2023-10**

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

Resolution #19
Moved Alisha Stubbs, seconded by John Scholten;

That the Council do now reconvene in open session.

Carried

11:14 a.m.

- 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. 16-2023 To Confirm All Actions and Proceedings of Council**

13.1 First and Second Reading of the Following By-law

Resolution #20
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. 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. 16-2023 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #21

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That By-laws 14-2023, 15-2023, and 16-2023 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 – 11:17 p.m.

Resolution #22

Moved by Shawn Gear, seconded by Adrian Couenberg;

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 28th day of March 2023.

Mayor
Jim Palmer

CAO / Clerk
Kyle Kruger