



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday April 9, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Lee Robinson, CAO
James Johnson, Treasurer / Deputy CAO
Kimberley Armstrong, Director of Corporate Services/Clerk
Ken Farkas, Director of Public Works
James Schaafsma, Acting Director of Community Development Services
Sean McCoy, Deputy Clerk/Planning Coordinator

1. Call to Order

The regular session 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 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

No disclosures were reported.

5. Adoption of Minutes of Previous Meeting(s)

5.1 March 26, 2024

Resolution #2

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

March 26, 2024

Carried

6. Public Meetings / Hearings

7.1 The Municipal Act

None.

6.2 The Drainage Act

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 Reports for the Merriam Municipal Drain 2023 and the Elliot Municipal Drain 2024.

All owners and agencies were notified of the meeting to consider the reports on March 18, 2024.

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 reports.

6.2.2 Consideration of Engineers Report

Re: Elliot Municipal Drain Report 2024

Report DR 2024-05

Mr. Mike DeVos, Spriet Associates, provided an overview of the report, clarifying that it was prepared pursuant to Section 78 of the Drainage Act. He advised that there were issues with the lower part of the drain, the report was out of date and improvements were needed to accommodate capacity. Mr. DeVos advised that land owner input was received and they had gone through agency approvals in order to protect some environmental features.

Mr. Robert Hird, of 525423 Oxford Centre Road inquired about the proposed construction and expressed concerns with drain interference from a beaver dam on Vandecar Line.

In response to questions from the public, Mr. DeVos advised the bottom end of the physical work, which is approximately 300m upstream, will be incorporated as part of the drain to ensure it stays clean. Also, that the grade downstream should be low enough to not be impacted by blockages.

There was no one in attendance that wished to have their names added or removed from the petition.

Resolution #3

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report DR 2024-05, Consideration of the Elliot Drain 2024, 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 Spriet Associates Engineer's report dated January 18, 2024, referred to as the "Elliot Drain 2024";

And that Provisional By-law 23-2024 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 that a date of May 14, 2024, be set for the first sitting of the Court of Revision.

Carried

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 Merriam Municipal Drain 2024

All owners and agencies were notified of the meeting to consider the report on March 18, 2024.

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.

If you are in attendance with respect to this application, please sign the attendance sheet at the door.

6.2.1 Consideration of Engineers Report

**Re: Merriam Municipal Drain Report 2023
Report DR 2024-04**

Mr. Paul MacIntyre and Mr. Chris Thompson, R.J. Burnside and Associates Ltd., provided an overview of the report. Mr. Thompson advised that this drain was last constructed in 1944 and is a channel and tile system which is currently operating at 25% capacity of current design standards. Improvements are proposed for the entire drain, which will include two local road crossings and an Oxford County Trail.

Mr. Jason Hill, of 265484 Maple Dell Road, advised that they will be doing some tile repair on their property and were hoping to hook up to the drain as an outlet. Mr. MacIntyre advised that they could ensure access through the road authority, pending approval of the Township.

There was no one in attendance that wished to have their names added or removed from the petition.

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report DR 2024-04, Consideration of the Merriam Municipal Drain, 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 RJ Burnside and Associates Ltd. Engineer's report dated October 31, 2023, referred to as the "Merriam Municipal Drain";

And that Provisional By-law 22-2024 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 that a date of May 14, 2024, 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.

**Ronda Stewart, Economic Development Director
Rural Oxford Economic Development Corporation**

Re: 2023 Year In Review

Ms. Ronda Stewart, Economic Development Director, provided an overview of the 2023 activities and statistics. Activities included; 338 general and marketing inquiries, 37 support inquiries, 56 land development inquiries, increased site visits and increased online exposure. Major projects included participation in the Outdoor Farm Show, the Career Expo and the Tourism innovation grant. Ms. Stewart also announced that ROEDC would be celebrating its 10-year anniversary in May with an event at the Otter Creek Golf Club.

There were Council comments and questions with respect to: the ROEDC Outdoor Farm Show market booth, business inquiries and challenges with aligning investors with shovel ready land. She advised that there is no shortage of projects but current market conditions often point development towards settlement areas that have the infrastructure to accommodate those investments.

Resolution #12

Moved by Shawn Gear, seconded by Lynne DePlancke;

That the Delegation of Ronda Stewart, Economic Development Director, Re: the Rural Oxford Economic Development Corporation 2023 Year in Review, be received as information.

Carried

8. Correspondence

8.1 Upper Thames River Conservation Authority

Re: Draft Meeting Minutes – February 27, 2024

<http://thamesriver.on.ca/board-agendas-minutes/>

Re: Letter to Oxford County -2024 Approved Budget

Re: UTRCA 2024 Approved Budget

8.2 Long Point Region Conservation Authority

Re: Legislative and Regulatory Changes Affecting Development Permitting

8.3 Southwestern Public Health

Re: Actions to Reduce Alcohol Related Harms Report

8.4 Town of Fort Erie

Re: Architectural Conservancy Ontario – Request Amended Deadline of Subsection 27(16), Ontario Heritage Act

8.5 Town of Whitby

Re: Support for Ontario Energy Board Decision to End Gas Pipeline Subsidy

8.6 Town of Aurora

Re: Request for Amenity Sharing Memorandum of Understanding with School Boards for Evening/Weekend Gymnasium Use

Resolution #5

Moved by Lynne DePlancke, seconded by Shawn Gear:

That the Correspondence as listed in Agenda Item 8.1 – 8.6 be received as information.

Carried

9. Committee Minutes

9.1 Woodlawn Adult Community Centre Board

Re: Meeting Minutes – March 18, 2024

9.2 Accessibility Advisory Committee

Re: Meeting Minutes – October 19 2023

Re: Draft Meeting Minutes – March 20, 2024

9.3 Police Service Board

Re: Meeting Minutes – December 12, 2023

Re: Draft Meeting Minutes – February 21, 2024

In response to questions from Council, Mr. Farkas confirmed that the cross walk referred to in the AAC minutes would include an audible signal.

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:

Woodlawn Adult Community Centre Board
Re: Meeting Minutes – March 18, 2024

Accessibility Advisory Committee
Re: Meeting Minutes – October 19 2023
Re: Draft Meeting Minutes – March 20, 2024

Police Service Board
Re: Meeting Minutes – December 12, 2023
Re: Draft Meeting Minutes – February 21, 2024

Carried

10 Reports

10.1 Planning and Development Services

No report.

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 Gravel Resurfacing Tender

Report PW 2024-05

In response to questions from Council, Ms. Robinson advised that transporting gravel is expensive which increases the further away a company is located from a municipality, which often results in only local bids being submitted.

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report PW 2024-05, Gravel Resurfacing Tender, be received as information;

And Further that Council awards the Tender PW 2023-05 to Thornton Sand and Gravel, in the amount of \$307,359.61 for the supply and delivery of the 2024 gravel resurfacing program;

And further that the Mayor and Clerk be authorized to execute the agreement.

Carried

10.6 Community Development Services

10.6.1 Cricket Field Request

Report CS 2024-02

There was Council discussion regarding possibly revisiting this topic as part of a Parks Master Plan in 2025.

Resolution #8

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CS 2024-02, Cricket Pitch Request, be received as information;

And further that Council denies the request from the Norwich Cricket Club to designate any park land for a cricket pitch.

Carried.

10.7 Medical Centre Services

No Report.

10.8 Financial Services

10.8.1 Council Financial Summary as at March 31, 2024

Report FS 2024-05

In response to questions from Council, Mr. Johnson advised that costs for demolishing the Burgessville Public Works Yard would be paid out of contingency reserves, which would then replenished through the proceeds of the land sale.

Resolution #9

Moved by Shawn Gear, seconded by Lynne DePlancke;

That Report FS 2024-05, Council Financial Summary as at March 31, 2024, be received as information.

Carried

10.9 Administrative Services

10.9.1 Boundary Adjustment Committee

Re: Council Member Resignation – Councillor Couwenberg

Resolution #10

Moved by Lynne DePlancke, seconded by Shawn Gear

That the resignation of Councillor Couwenberg from the Boundary Adjustment Committee be accepted;

And that Council appoint Lynne DePlancke to the Boundary Adjustment Committee.

Carried

10.9.2 OPP Community Enhancement Officer Contract

Report CAO 2024-03

There was Council discussion regarding whether or not to renew the Community Enhancement Officer Contract, redirecting funds towards other speed enforcement options, whether the program had been in place long enough to determine its effectiveness and staffing issues experienced by the OPP.

In response to questions from Council, Ms. Robinson advised that the Township is currently engaging an enhancement officer without a contract and that if they were to not renew their contract with the OPP, the 12 month notice period would not apply. However, the savings would not be realized until the OPP reconcile their billing, which would result in a credit sometime in 2025 or 2026. Ms. Robinson also explained that statistics regarding tickets and warnings issued do not differentiate between those numbers and the numbers of actual stops, i.e., one stop may involve a ticket and a warning.

In response to a Council inquiry, Ms. Robinson advised that a tie vote either for or against renewing the enhancement officer contract would result in a lost vote.

Resolution #11

Moved by Shawn Gear, seconded by Lynne DePlancke;

That the report be deferred to the May 14, 2024 meeting of Council.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

None.

13. By-laws

No. 21-2024 To Repeal By-law 31-2018 – Community Improvement Project Area

No. 22-2024 To Provide for Drainage Works - Merriam Municipal Drain 2024

No. 23-2024 To Provide for Drainage Works - Elliot Drain 2024

No. 24-2024 To Confirm All Actions and Proceedings of Council

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

Resolution #13

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. 21-2024 To Repeal By-law 31-2018 – Community Improvement Project Area

No. 22-2024 To Provide for Drainage Works - Merriam Municipal Drain 2024

No. 23-2024 To Provide for Drainage Works - Elliot Drain 2024

No. 24-2024 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #14

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-laws 21-2024 and 24-2024 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 – 10:40 a.m.

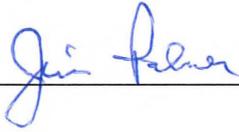
Resolution #15

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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 30th day of April, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk