



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday March 12, 2024
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Couwenberg

Staff:

Lee Robinson, CAO
James Johnson, Director of Finance/Treasurer
Kimberley Armstrong, Director of Corporate Services/Clerk
Ken Farkas, Director of Public Works
A.J. Wells, Director of Medical Services
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent
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 Lynne DePlancke, 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 February 22, 2024 – Operating Budget

5.2 February 27, 2024

Resolution #2

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

February 22, 2024 – Operating Budget
February 27, 2024

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 9:00 a.m.

Sean-Michael Stephen, Watson and Associates

Re: Development Charge Background Study

Mr. Stephen provided an overview of draft development charges calculations with a focus on three primary service needs (Highways, Fire Protection and Parks and Recreation), reviewed related by-law policies and exemptions, as well as gave an estimated financial impact of statutory and non-statutory by-law policies. He spoke to the current practice of exempting industrial and commercial development and advised that most municipalities in south-western Ontario imposed development charges on industrial development. As the current by-law is set to expire in June of 2024, Mr. Stephen outlined the next steps which would include presentations to development industry stakeholders, a public meeting, and the passage of the new by-law in June.

There was Council discussion regarding the impact of lost revenue from class exemptions.

In response to questions from Council, staff explained that revenues lost from development charge exemptions are redistributed to the general tax base and paid by all tax payers.

Council provided direction to include removal of exemptions in the public meeting process to enable feedback and continue to include revenue impact calculations for commercial and industrial classes in future drafts of the study.

Resolution #3

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Delegation of Sean-Michael Stephen, Watson and Associates Re: Development Charge Background Study, be received as information.

Carried

8. Correspondence

8.1 Municipality of Tweed

Re: Enbridge Gas 2024 Rebasing Application

8.2 Municipality of Chatham-Kent

Re: Request to the Province to Amend Blue Box Regulation for 'Ineligible' Sources

Resolution #4

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 - 8.2 be received as information.

And further that Council support agenda item 8.2.

Carried

9. Committee Minutes

9.1 Norwich Business Improvement Association (BIA)

Re: Meeting Minutes – February 6, 2024

Resolution #5

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

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 6, 2024

Carried

10 Reports

10.1 Planning and Development Services

No report.

10.2 Fire and Protective Services

No report.

10.3 Drainage Services

10.3.1 Acceptance of Merriam Municipal Drain 2023

Report DR 2024-01

Resolution #6

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report DR 2024-01, Acceptance of Merriam Municipal Drain 2023 Report, be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of report Merriam Municipal Drain 2023, dated October 2023, and filed with the Clerk on February 21, 2024 and extends the time for filing;

And that Council set a date for Public Meeting to be held on April 09, 2024, 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

10.3.2 Acceptance of the Elliot Drain 2024 Report

Report DR 2024-02

Resolution #7

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report DR 2024-02, Acceptance of the Elliot Drain 2024, be received as information;

And that the Council of the Township of Norwich acknowledges the receipt of report Elliot Drain 2024, dated January 18, 2024, and filed with the Clerk on February 28, 2024 and extends the time for filing;

And that Council set a date for Public Meeting to be held on April 09, 2024, 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

10.3.3 Springford Drain Tender

Report DR 2024-03

In response to questions from Council, staff advised that legitimate extra costs on projects are brought forward to staff for consideration for approval pursuant to the Township purchasing policy, with significant extras coming before Council prior to approval. Also, staff confirmed that much of the cost of this drain tender was for road reconstruction, which is why the municipality is assessed for the majority of the cost.

Resolution #8

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report DR 2024-03, Tender Results for Branch 'B' & Branch 'C' of the Springford Municipal Drain 2023, be received as information, and further that the Council of the Township of Norwich award the drain construction to Oxford Civil Group for the tendered price of \$374,564.01, and enter into Contract Agreement By-law 18-2024, subject to third and final reading of Provisional By-law 56-2023 (Branch 'B' & Branch 'C' of the Springford Municipal Drain 2023) and after the statutory time for filing appeals as prescribed by the Drainage Act has expired.

Carried

10.4 Building Services

No report.

10.5 Public Works Services

10.5.1 Pitcher Street – One Way Street Request

Report PW 2024-03

There was Council discussion regarding the benefits of development and the concerns related to one-way traffic on Pitcher Street, as well as the benefits of planning development to fit the size of the lot.

In response to questions from Council, Ms. Robinson explained the road widening requirement for the proposed development was reduced to 4.5 m. in an attempt to work with the applicant. She further advised that the road widening requirement from the Township would be subject to future development proposals.

Resolution #9

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Report PW 2024-03, Pitcher Street, One Way Request, be received as information;

And that Council deny the request to designate Pitcher Street as a one-way street between Main Street West and Front Street.

Carried

10.5.2 Airport Road Reconstruction Report PW 2024-04

In response to questions from Council, Ms. Robinson explained that grants for shovel ready infrastructure projects typically occur during provincial and federal election seasons. Furthermore, typically only shovel ready infrastructure projects are eligible for those grants. Ms. Robinson confirmed that the section of Airport Road referred to in the report was not a full load rated road and that there are frequent inquiries about load restrictions on the road.

Resolution #10

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report PW 2024-04, Airport Road Upgrade, be received as information;

And that Council authorize Staff to proceed with the development of design drawings for the urbanization of Airport Road from Stover Street to 800 m easterly;

And that Council authorize the use of the Road Construction Reserve to fund the development of the design drawings.

Carried

10.6 Community Development Services

No Report.

10.7 Medical Centre Services

No Report.

10.8 Financial Services

10.8.1 Community Improvement Plan

Memorandum

Resolution #11

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That Council receive the Memorandum: Community Improvement Program, as information;

And that Council repeal By-Law No 31-2018 to adopt a community improvement plan and all related programs;

And further that Council approve the closing of the Community Improvement Program reserve and transfer the balance to the Election reserve.

Carried

10.9 Administrative Services

10.9.1 Chamber of Commerce

Re: Request for provision of busing services to Career Expo

Councillor DePlancke advised that normally the Norwich Chamber of Commerce would hold their own career expo at the community centre, but other Chambers were asked to come on board to support a larger expo in Woodstock.

There was Council discussion regarding the potential for supporting a bus service in future years should the demand warrant it.

Resolution #12

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the request from the Norwich Chamber of Commerce Re: provision of busing services to the Career Expo be received as information.

Carried

10.9.2 Royal Canadian Legion – Patio Request

Report CL 2024-09

Resolution #13

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That Report CL 2024-09, Royal Canadian Legion Branch 190 Patio Request, be received as information;

And further that the Council of the Township of Norwich has no objections to Branch 190 of the Royal Canadian Legion's application for extensions to their Liquor Sales Licence to operate a Patio Bar from April 15, 2024 to October 15, 2024, subject to the following conditions:

- The Legion be responsible to ensure they meet all requirements of other agencies (Provincial, Health Unit, Alcohol and Gaming Commission, etc.).
- That the patio area will be fully fenced at all times.
- That the hours of operation will be limited to those hours permitted in its liquor sales licence.
- That the Legion will be required to comply with any and all directions provided by Fire and Building department officials, including the provision of temporary washroom facilities;

And further that the Royal Canadian Legion Branch 190 be advised that no further extension will be granted.

Carried

**10.9.3 OPP Community Enhancement Officer
Report CAO 2024-01**

Resolution #14

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

That agenda item 10.9.3 be deferred until March 26, 2024.

Carried

11. Notice(s) of Motion
None.

12. Closed Session

10:27 a.m.

Resolution #15

Moved by Lynne DePlancke, 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 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

**12.1 Litigation or potential litigation, including matters before administrative tribunals,
affecting the municipality or local board**
Confidential Report MED 2024-04
Re: Physician Contract

10:39 a.m.

Resolution #16

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That the Council do now reconvene in open session.

Carried

13. By-laws
No. 18-2024 To Authorize Execution of a Contract Agreement with

**Oxford Civil Group – Branch B & C of the Springford Municipal
Drain 2023**

No. 19-2024 To Confirm All Actions and Proceedings of Council

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

Resolution #17

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

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

No. 18-2024 To Authorize Execution of a Contract Agreement with
Oxford Civil Group – Branch B & C of the Springford Municipal
Drain 2023

No. 19-2024 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-law

Resolution #18

Moved by Adrian Couwenberg, seconded by Lynne DePlancke:

That By-laws 18-2024 and 19-2024 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 – 10:42 a.m.

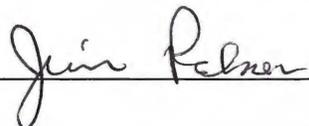
Resolution #19

Moved by Lynne DePlancke, seconded by Adrian Couwenberg:

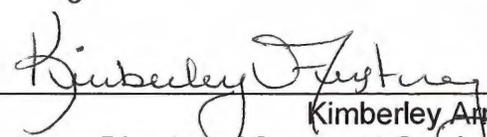
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 26th day of March, 2024.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk