



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday March 26, 2024  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor DePlancke  
Councillor Gear  
Councillor Couwenberg

**Staff:**

Lee Robinson, CAO  
James Johnson, Director of Finance/Treasurer  
Kimberley Armstrong, Director of Corporate Services/Clerk  
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 7:00 p.m. with Mayor Palmer presiding.

**2. Approval of Agenda**

**Resolution #1**

Moved by Adrian Couwenberg, seconded by Shawn Gear;

Motion to include Ethan Cornish to be a delegation to Council.

Carried

**Resolution #2**

Moved by Lynne DePlancke, seconded by Shawn Gear:

That the Agenda be accepted as amended.

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 12, 2024**

Resolution #3

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

March 12, 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 7:00 p.m.**

**Kyle Stackhouse, Woodstock Tire Services Ltd.**

**Re: Ontario Provincial Police – TSSO Program**

Mr. Stackhouse, of Woodstock Tire Services Ltd. and representing local tow service providers, presented his concerns about the OPP's Towing and Storage Service Operators (TSSO) program. He explained that there are positive aspects of the program because it ensures operators are properly licenced and have the appropriate equipment. However, he also explained that the program allows operators from outside of the local area to be included on the local detachment contact lists. This represents extra costs as emergency services need to stay on scene longer waiting for service providers to arrive and more costs for insurance companies and individuals requiring towing services as the fees are generally higher the farther the service must travel. Additionally, individuals will have a more difficult time retrieving their property or vehicle the farther away it is stored. Furthermore, non-local companies may set up local satellite

storage lots, but these are typically not up to standard in regards to size, security and staff availability. Mr. Stackhouse also expressed his concerns about the dubious practices of “Chasers” and the negative impacts those operators have on consumers. Mr. Stackhouse requested that Council provide support for bringing his concerns forward to the OPP.

There was Council discussion about how the Township does not have authority over the decisions made by the OPP, impacts of the TSSO program on insurance companies, and how Mr. Stackhouse may be able to gain additional support by taking his concerns to Oxford County Council.

**Resolution #4**

Moved by Lynne DePlancke, seconded by Shawn Gear:

That the Delegation of Kyle Stackhouse, Woodstock Tire Services Ltd., Re: Ontario Provincial Police – TSSO Program, be received as information;

And further that the request be referred to Oxford County Council for their consideration.

Carried

**7.2 7:15 p.m.**

**Ethan Cornish, Cornish Entertainment Ltd.**

**Re: Request for Designation as an Event of Municipal Significance**

Mr. Cornish, of Cornish Entertainment Ltd., presented his delegation regarding his request to designate his event, A Night Out in Oxford, as one of Municipal Significance. He provided an overview of the event and its value to the community’s arts, culture, and tourism sectors.

There was Council discussion regarding the benefits of the event and that should the event continue on a regular basis that it would be better to see more Norwich based organizations and businesses involved.

**Resolution #5**

Moved by Lynne DePlancke, seconded by Adrian Couwenberg;

That the Delegation of Ethan Cornish be received as information.

Carried

**8. Correspondence**

**8.1 Long Point Region Conservation Authority**

**Re: Meeting Minutes February 7, 2024**

**Re: Correspondence – Judy Maxwell, General Manager**

**Re: 2023 Financial Statements**

**Re: 2023 Annual Report**

**8.2 Township of Amaranth  
Re: Operational Budget Funding**

**8.3 Township of Norwich Chamber of Commerce  
Re: Newsletter – February 2024**

**8.4 Association of Ontario Road Supervisors  
Re: Al Foster – Certified Road Supervisor Certification**  
Council members extended congratulations to Al Foster for achieving the Certified Roads Supervisor Certification.

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 - 8.4 be received as information.

And further that Council support agenda item 8.2.

Carried

**9. Committee Minutes**

**9.1 Municipal Heritage Committee  
Re: Meeting Minutes – February 6, 2024**

**9.2 Burgessville Canada Day Committee  
Re: Meeting Minutes – February 14, 2024**

Resolution #7

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

Municipal Heritage Committee  
Re: Meeting Minutes – February 6, 2024

Burgessville Canada Day Committee  
Re: Meeting Minutes – February 14, 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 Oxford County Report PW 2024-10**

**Re: 2023 Annual Transportation System Performance**

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Oxford County Report PW 2024-10, 2023 Annual Transportation System Performance, be received as information.

Carried

**10.5.2 Oxford County Report PW 2024-04**

**Re: 2024 Community Safety Zone Implementation**

Resolution #9

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Oxford County Report PW 2024-04, 2024 Community Safety Zone Implementation, be received as information.

Carried

**10.5.3 Oxford County Report PW 2024-13**

**Re: Water Capacity Buy-Back Program Update**

Resolution #10

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Oxford County Report PW 2024-13, Water Capacity Buy-Back Program Update, be received as information.

Carried

**10.6 Community Development Services**

**10.6.1 Grass Cutting Tender**

**Report CDS 2024-01**

In response to questions from Council, Ms. Robinson explained that the costing took into account annual increases, including carbon taxes. The pricing quoted is the average sum of a five-year cost and bids were relatively consistent. She further

explained that the high number of bids was also likely the result of the tender being for a term of 5 years, which would allow more companies to justify expanding to Norwich.

Resolution #11

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Report CS-2024-01, Tender Results for Grass Cutting and Trimming Services on Certain Municipal Lands, be received as information;

And that the Council of the Township of Norwich award the grass cutting contract Package A to Great Lakes Maintenance Services for the 5 year total tendered price of \$3,264.43 per cut;

And that Package B and C be awarded to Mower's Edge Inc, for the 5 year total tendered price of \$7,206.00 and \$4,393.00 per cut;

And that the Mayor and Clerk be authorized to execute the required documents.

Carried

#### **10.7 Medical Centre Services**

No Report.

#### **10.8 Financial Services**

##### **10.8.1 2023 Statement of Council Remuneration and Expenses**

###### **Report FS 2024-03**

Prior to presenting the report, Mr. Johnson explained that the Conservation Authority member amounts paid by Oxford County are not included as part of the Township's statement.

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2024-03, 2023 Statement of Council Remuneration and Expenses, be received as information.

Carried

##### **10.8.2 Development Charges 2023 Activity**

###### **Report FS 2024-04**

In response to questions from Council, Mr. Johnson explained that the budgeted amount for the parks in this report represented expenses already paid in 2023 and the amount budgeted in the Capital Budget are upcoming costs for 2024.

Resolution #13

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2024-04, Development Charges 2023 Activity, be received as information.

Carried

### **10.8.3 Notice of Discussion Item – Councillor Couwenberg**

#### **Re: Request for Individual Line Item for All Professional Fee's**

Councillor Couwenberg requested that capital budget projects show a separate line for professional fees, such as engineers, surveyors and lawyers. He further explained that having this information would be useful for determining the non-construction related costs for infrastructure projects and if they are high then it would provide good information for advocacy efforts to the Provincial and Federal governments for reducing costs associated with regulatory compliance.

There was Council discussion regarding which expenses to include and how granular the number should be to best represent the costs of professional services.

Resolution #14

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the discussion item presented by Councillor Couwenburg, requesting an individual line item for all professional fees, be received as information;

And further that staff bring a report to Council.

Carried

## **10.9 Administrative Services**

### **10.9.1 OPP Community Enhancement Officer**

#### **Report CAO 2024-01**

There was Council discussion regarding how many tickets and warnings were being issued by the enhancement officer, potential for redirecting the funds for an enhancement officer to alternative traffic control methods, the cost per household of the enhancement officer and the potential for installing Automated Speed Enforcement (ASE) cameras.

In response to questions from Council, Ms. Robinson advised that ASEs can only be installed in community safety zones. Also, that there are costs for installing and maintaining the cameras which are not recovered through the revenues from tickets issued.

Resolution #15

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CAO 2024-01, OPP Community Enhancement Officer, be received as information;

And further that staff be directed to prepare a report on Automated Speed Enforcement for Council's consideration.

Carried

**10.9.2 Request for Sponsorship – Oxford Pride**

Resolution #16

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the request for sponsorship from Tami Muray of Oxford Pride, for Norwich Township to become a sponsor partner for Oxford Pride June 2024, be received as information;

And further that Oxford Pride be directed to apply through our community grants programs in the fall intake.

Carried

**10.9.3 Request for Sponsorship – Township of Norwich Chamber of Commerce 2024 Awards Night Committee**

There was Council discussion regarding the Chamber Golf Tournament, the benefits of the fundraising from that event, and desire was expressed to sponsor this event for 2024 as in previous years.

Resolution #17

Moved by Lynne DePlancke, seconded by Shawn Gear:

That the request for sponsorship from the Township of Norwich Chamber of Commerce Awards Night Committee, for Norwich Township to become an event sponsor for the 2024 Awards Night, be received as information.

Carried

**10.9.4 Township of Norwich Chamber of Commerce**

**Re: Request regarding Norwich Farmers Market**

In response to questions from Council, Ms. Robinson advised that a portable toilet could be included as part of the Farmers Market set up for 2024.

Resolution #18

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Norwich Chamber of Commerce request for permission to use Municipal property for Farmers Market, be received as information;

And further that Council approve the use of the Stover Street Municipal Parking Lot every Saturday from May 24, 2024 to October 12, 2024 from 8:00 am to 2:00 pm;

And further that a trash bin and portable toilet be placed in the vicinity to keep the parking lot clean;

And further that the parking lot be closed the night before the farmers market to prevent the blocking of space for vendors and other concerns for safety.

Carried

#### **10.9.5 Request for Designation as Municipally Significant Event**

##### **Report CL 2024-10**

Resolution #19

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CL 2024-10, Cornish Entertainment Ltd. – Request for Designation of Event of Municipal Significance, be received as information;

And Further that Council direct staff to create a Policy for their consideration.

And Further that Council provides a 'one-time' approval and designates the event to be of municipal significance.

Carried

#### **10.9.6 Safe & Well Oxford Update**

##### **Memorandum**

Resolution #20

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council receive the Memorandum: Safe & Well Oxford Update, as information.

Carried

#### **10.9.7 Rural Oxford Economic Development Corporation**

##### **Economic Development Activity Quarterly Report**

Resolution #21

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the November 15, 2023 – January 31, 2024 Rural Oxford Economic Development Activity Report be received as information.

Carried

**11. Notice(s) of Motion**  
None.

Council recessed at 8:42 p.m.  
Council resumed at 8:52 p.m.

Resolution# 22

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That staff be directed to prepare a letter of support to Kyle Stackhouse in regards to his delegation in regards to the TSSO program.

Carried

**12. Closed Session**

**8:54 p.m.**

Resolution #23

Moved by Lynne DePlancke, seconded by Shawn Gear:

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**  
**Confidential Report CAO 2024-02**  
**Re: Long Term Disability Program**

**12.2 Personal matters about an identifiable individual, including municipal or local board employees**  
**Re: Misconduct Allegation Processes**

**12.3 Closed Meeting Minutes**  
**Re: February 22, 2024**  
**Re: March 12, 2024**

**10:09 p.m.**

Resolution #24

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the Council do now reconvene in open session.

Carried

**13. By-laws**  
**No. 20-2024 To Confirm All Actions and Proceedings of Council**

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

Resolution #25

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

No. 20-2024 To Confirm All Actions and Proceedings of Council

Carried

**13.2 Third Reading of the Following By-law**

Resolution #26

Moved by Adrain Couwenberg, seconded by Shawn Gear:

That By-law 20-2024 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 – 10:09 p.m.**

Resolution #27

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 9<sup>th</sup> day of April, 2024.

  
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Jim Palmer  
Mayor

  
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Kimberley Armstrong  
Director of Corporate Services/Clerk