



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

**In Attendance:**

**Council:**

Deputy Mayor, DePlancke  
Councillor Toews  
Councillor Couwenberg

**Staff:**

Lee Robinson, CAO  
Kimberley Armstrong, Director of Corporate Services/Clerk  
James Johnson, Treasurer/Deputy CAO  
Ken Farkas, Director of Public Works  
Derek Van Pagee, Director of Fire and Protective Services  
James Schaafsma, Acting Director of Community Development Services  
Dirk Kramer, Deputy Chief Building Official/Drainage Superintendent  
AJ Wells, Director of Medical 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 9:04 a.m. with Deputy Mayor DePlancke presiding.

**2. Approval of Agenda**

Resolution #1

Moved by Karl Toews, 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 October 22, 2024**

Resolution #2

Moved by Adrian Couwenberg, seconded by Karl Toews:

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

October 22, 2024

Carried

**6. Public Meetings / Hearings**

**6.1 The Municipal Act**

None.

**6.2 The Drainage Act**

The Deputy 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 Newton Municipal Drain – Basrai Branch (Revised September 2024).

All owners and agencies were notified of the meeting to consider the report on October 30, 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.

The Deputy Mayor asked all in attendance with respect to this application to please sign the attendance sheet at the door.

**6.2.1 Consideration of the Newton Municipal Drain – Basrai Branch (Revised September 2024)  
Report DR 2024-22**

Mr. Paul MacIntyre and Mr. Chris Thompson, R J Burnside & Associates Limited, provided an overview of the report and the reasons behind the revaluation of the initially proposed boundary for the watershed. They advised that a site survey revealed a previously undiscovered private catch basin which facilitated adjustments to the report to better reflect area topography and updates to the watershed boundary. There are no changes to the estimated cost of the proposed works resulting from the updates.

Mr. Stephen Watts, 445767 Gunns Hill Road and owner of 525089 Horn Road, expressed concerns about the quality of the water coming out of the wrecking yard as well as the flow of water from the neighbouring properties onto his property and the costs assessed to him not being aligned with the benefit. He further commented that the point of this drain is to solve the problem of the 12-inch perforated tile that collects water from the wrecking yard and putting it into the Upper Thames.

Mr. Thompson explained that the purpose of the drain is to provide a legal outlet for the proposed storm water management pond on the Basrai Holdings property and any water quality testing would be between the property owner and the Township. He also explained that the drain would be a heavy-duty flat top which would not impede access to Mr. Watts' property and that the location was chosen to facilitate future expansion to Horn Road. Mr. Thompson further advised that following the consideration there will be a Court of Revision where landowners can appeal their assessments.

There were no further questions.

There was no one in attendance that wished to add or remove their name from the petition.

Resolution #3

Moved by Karl Toews, seconded by Adrian Couwenberg:

That Report DR-2024-22, Consideration of the Newton Municipal Drain – Basrai Branch (Revised September 2024) be received as information;

And that in accordance with Section 4.1 of the Drainage Act, Council of the Township of Norwich hereby adopts RJ Burnside and Associates Ltd Engineer's report dated September 30, 2024, referred to as the "Newton Municipal Drain – Basrai Branch";

And that Provisional By-law 53-2024 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 December 10, 2024, be set for the first sitting of the Court of Revision.

Carried

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**6.3 The Planning Act**

None.

**6.4 Other**

None.

**7. Delegations**

**7.1 Gail Lewis, Helen Davis and Debra Stubbs, Friends of Otterville Park  
Re: Request for Municipal Support for Refurbishment of Former Township of  
South Norwich Cenotaph**

Ms. Gail Lewis, Ms. Helen Davis, and Ms. Debra Stubbs presented their request for municipal support to facilitate federal and community fundraising to refurbish the World War I monument at the entrance of Otterville Park. They reviewed the current condition of the monument, including recent provisional repairs, and plans for a refurbishment in the spring..

Mr. Schaafsma confirmed that initially it was expected only minor repairs were required however a closer investigation revealed more work was required. Council support is required since the monument is on Township property.

**Resolution #4**

Moved by Adrian Couwenberg, seconded by Karl Toews:

That the Delegation of Gail Lewis, Helen Davis and Debra Stubbs, Friends of Otterville Park, Re: Request for Municipal Support for Refurbishment of Former Township of South Norwich Cenotaph, be received for information;

And further that the Council of the Township of Norwich is in support of the proposed refurbishment of the former Township of South Norwich Cenotaph.

Carried

**7.2 Lisa James and Jennifer Lackenbauer, Gail Lewis and Helen Davis  
Otterville Otters Swim Team Community Board and Friends of the Park  
Re: Request Revitalization of Otterville Park and Pool Area**

Ms. Lisa James, Ms. Jennifer Lackenbauer, and Ms. Gail Lewis presented their request for reinstatement of the Friends of the Park Advisory Committee as a committee of Council to facilitate park maintenance and promotion. They reviewed the history of the park, as well as its various community benefits including the opportunities for youth from programming offered through the pool. They also provided an overview of some areas of concern regarding the condition of the park facilities and their hope that reinstatement of the committee would help facilitate promotion of the park and pursue more funding opportunities to support park improvements.

There was Council discussion regarding the support of community groups to help raise funds and promote park facilities and the importance of active lifestyles.

**Resolution #5**

Moved by Adrian Couwenberg, seconded by Karl Toews:

That the Delegation of Lisa James and Jennifer Lackenbauer, Gail Lewis and Helen Davis Otterville Otters Swim Team Community Board and Friends of Otterville Park, Re: Request Revitalization of Otterville Park and Pool Area, be received for information;

And further that staff be directed to prepare a report Re: Consideration of Reinstating the Friends of Otterville Park Management Board.

Carried

**8. Correspondence**

**8.1 Long Point Region Conservation Authority  
Re: Meeting Minutes – October 2, 2024**

**8.2 Ministry of Finance  
Re: Ontario Municipal Partnership Fund (OMPF)  
Re: 2025 OMPF Allocation Notice**

**8.3 Ontario Good Roads Association  
Re: Establishment of an Ontario Rural Road Safety Program**

**8.4 Municipality of Tweed  
Re: Ontario Provincial Police Costs 2025**

**8.5 Otterville Firefighters Club  
Re: Annual Santa Claus Parade**

**8.6 EARTH Power  
Re: Media Release – EARTH Power Breaks Ground on New Operations Centre**

**8.7 Western Ontario Wardens Caucus  
Re: Support for Ontario Big City Mayors Caucus, Solve the Crisis Campaign**

**8.8 Ministry of Municipal Affairs  
Re: ROMA Conference Delegation Request  
Resolution #6  
Moved by Adrian Couwenberg, seconded by Karl Toews:**

That the Correspondence as listed in Agenda Item 8.1 to 8.8 be received as information;

And further that Council supports items 8.3, 8.4, 8.6 and 8.7.

Carried

**9. Committee Minutes**

**9.1 Norwich BIA**

**Re: Meeting Minutes - October 16, 2024**

**9.2 Health & Safety Representative Committee**

**Re: Meeting Minutes – October 16, 2024**

**Norwich Fire Services Meeting Minutes – September 11, 2024**

Resolution #7

Moved by Adrian Couwenberg, seconded by Karl Toews:

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

Norwich BIA

Re: Meeting Minutes - October 16, 2024

Health & Safety Representative Committee

Re: Meeting Minutes – October 16, 2024

Norwich Fire Services Meeting Minutes – September 11, 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 Road Use By-Law**

**PW 2024-19**

There was Council discussion about concerns regarding the power of entry granted under Section 436 of the Municipal Act, the possibility of requiring staff to obtain search warrants and concerns with entering properties that have bio security provisions in place for livestock. Council additionally inquired about inclusion of culverts to allow for irrigation and manure pipes crossing under the roads in the by-law.

In response to questions from Council, Ms. Robinson explained that power of entry would be specific to road related matters under the By-law and that the Municipal Act grants these powers for time sensitive matters related to safety of the travelling public. She further explained that there is a difference between provincial offences and the

criminal code in respect to warrantless entry and that a Municipal By-law would not supersede any requirements under provincial legislation.

**Resolution #8**

Moved by Karl Toews, seconded by Adrian Couwenberg:

That Report PW 2024-19, Road Use By-Law, be received as information;

And deferred.

Carried

**10.5.2 North Norwich Pioneer Cemetery**

**Report PW 2024-20**

In response to questions from Council, Ms. Robinson explained that the proposed location of the parking area takes into account existing hydro poles and ditching. The proposed location also crowns so a catch basin is not required. Mr. Farkas explained that moving the proposed location east may cause sight line concerns.

**Resolution #9**

Moved by Karl Toews, seconded by Adrian Couwenberg:

That Report PW 2024-20, North Norwich Pioneer Cemetery, be received as information;

And that Council direct Staff to construct a parking area on the shoulder of Quaker Street on the North side of the road at the entrance of the Pioneer Cemetery;

And that \$10,000 be included in the 2025 Capital Budget and 10-year Forecast.

Carried

Council recessed at 10:22 am.

Council resumed at 10:35 am.

**10.6 Community Development Services**

No report.

**10.7 Medical Centre Services**

No report.

**10.8 Financial Services**

**10.8.1 Budget Pressures**

**Report FS 2024-20**

There was Council discussion regarding minimizing tax increases, not deferring the gravel road conversion program, increased costs and costs to close a bridge.

Council directed that the first three options be presented for consideration during budget deliberations.

Resolution #10

Moved by Adrian Couwenberg, seconded by Karl Toews:

That Report FS 2024-20, Budget Pressures, be received as information;

And that the Capital Budget funding be:

Increased by changing the CPI increase from a Canada wide general CPI (1.6% as of September 2024) to the Building Construction Price Index (BCPI) which is 4.8%.

Increased by increasing the capital contribution from 1% of Municipal levy to 2%.

Increased by using the Contingency Reserve to fund some of the bridge repair.

Carried

#### **10.8.2 Council Financial Summary as at October 31, 2024**

**Report FS 2024-21**

Resolution #11

Moved by Adrian Couwenberg, seconded by Karl Toews:

That Report FS 2024-21, Council Financial Summary as at October 31, 2024, be received as information.

Carried

#### **10.9 Administrative Services**

##### **10.9.1 Council Member Board and Committee Resignation**

**Report CL 2024-20**

Resolution #12

Moved by Adrian Couwenberg, seconded by Karl Toews:

That Report CL 2024-20, Council Member Board and Committee Resignation, be received as information;

And further that Council acknowledge and accept the resignations;

And further that Councillor Toews be appointed to the Accessibility Advisory Committee.

Carried



#### **10.9.2 Emily Stowe Public School**

##### **Re: Request for Municipal Support Resolution**

Resolution #13

Moved by Adrian Couwenberg, seconded by Karl Toews:

That the request from the Emily Stowe Public School Home and School Association re: designation of "Playdate with Emily Stowe Prime Rib Dinner and Auction" as an event of municipal significance be received as information;

And further that Council deem the "Playdate with Emily Stowe Prime Rib Dinner and Auction" event to be held March 1st, 2025 to be an event of municipal significance.

Carried

#### **10.9.3 Safe & Well Oxford Steering Committee**

##### **Re: Ontario's Child Welfare Services Sector Need for Child Welfare Services Funding**

Resolution #14

Moved by Karl Toews, seconded by Adrian Couwenberg:

That the request from the Safe and Well Oxford Steering Committee re: Ontario's Child Welfare Services Sector Need for Child Welfare Services Funding be received as information;

And whereas Children's Aid Societies and Indigenous Child and Family Well-Being Agencies, otherwise known as child welfare agencies, are dedicated to promoting the health, well-being, and safety of children, youth, and families across Ontario. They work together with local community-based organizations and service providers to support children, youth, and families facing challenges;

And whereas child welfare agencies across the province, similar to other publicly funded services, are facing significant funding challenges. Child welfare agencies do not have the ability to turn families away, do not manage waitlists, nor have the option to say that services are not available;

Therefore the Council of the Township of Norwich request that the Ministry of Children, Community and Social Services reform the funding formula as promised in 2020.

Carried

#### **10.9.4 Oxford County Library Board**

##### **Re: Request for Support of the Ox-on-the-Run Pilor Extension**

Resolution #15

Moved by Adrian Couwenberg, seconded by Karl Toews:

That the request from the Oxford County Library Board re: Request for Support of the Ox-on-the-Run Pilot Extension be received as information.

And further that Council supports the Ox-on-the-Run pilot extension for a third year through 2025.

Carried

**10.9.5 Firehall Road Gravel Conversion**

**Report CAO 2024-16**

Resolution #11

Moved by Adrian Couwenberg, seconded by Karl Toews:

That Report CAO 2024-16, Firehall Road Gravel Conversion, be received as information;

And that the Treasurer be authorized to transfer \$68,000 from Road Construction Reserve to the Gravel Road Conversion Reserve;

And that funding be provided for Firehall Road from the Gravel Road Conversion Reserve.

Deputy Mayor DePlancke requested a recorded vote.

Deputy Mayor DePlancke	Nay
Councillor Toews	Yea
Councillor Couwenberg	Yea

Carried

**11. Notice(s) of Motion**

None.

**12. Closed Session**

**11:43 a.m.**

Resolution #17

Moved by Adrian Couwenberg, seconded by Karl Toews:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), council convene in a meeting closed to public to discuss personal matters about an identifiable individual, including municipal or local board employees; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

- 12.1 **Personal matters about an identifiable individual, including municipal or local board employees**  
Re: RODB Appointment Consideration  
Memorandum
- 12.2 **Personal matters about an identifiable individual, including municipal or local board employees**  
Re: Deputy CAO  
Confidential Report CAO 2024-12
- 12.3 **Personal matters about an identifiable individual, including municipal or local board employees**  
Re: Staffing  
Confidential Report CAO 2024-13
- 12.4 **Advice that is subject to solicitor-client privilege, including communications necessary for that purpose**  
Re: Otterville Park Access  
Confidential Report CAO 2024-14
- 12.5 **Advice that is subject to solicitor-client privilege, including communications necessary for that purpose**  
Re: Cornell Road  
Confidential Report CAO 2024-15
- 12.6 **Closed Meeting Minutes**  
Re: Council Orientation Sessions – May 28, June 4 and September 16, 2024

12:19 p.m.

Resolution #18

Moved by Karl Toews, seconded by Adrian Couwenberg:

That the Council do now reconvene in open session.

Carried

Resolution #19

Moved by Adrian Couwenberg, seconded by Karl Toews:

That Confidential Memorandum, Rural Oxford Detachment Board – Appointment of Community Representative, be received as information;

And further that the Township of Norwich Council approve the appointment of Tracey Litt as the Community Representative on the Rural Oxford Joint Detachment Board with the Appointment concluding on October 10, 2026.

Carried

**Resolution #20**

Moved by Karl Toews, seconded by Adrian Couwenberg:

That Confidential Report CAO 2024-12, Deputy CAO, be received as information;

And further that Council confirm the appointment of James Johnson, Director of Financial Services/Treasurer as Treasurer/Deputy CAO for a one-year period ending November 30, 2025.

Carried

**13. By-Laws**

- |                      |   |
|----------------------|---|
| <b>No. 20-2024-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (Oxford Sand and Gravel Limited, File No. ZN 3-24-21)</b>                       |
| <b>No. 21-2024-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (Township of Norwich, Township-Wide, File No. ZN 3-24-11)</b>                   |
| <b>No. 53-2024</b>   | <b>To Provide for Drainage Works – Newton Municipal Drain – Basrai Branch (revised September 2024)</b>              |
| <b>No. 54-2024</b>   | <b>To Regulate, Control and Prohibit the Obstruction, Encumbering, Injuring and Fouling of Highways and Bridges</b> |
| <b>No. 55-2024</b>   | <b>To Confirm All Actions and Proceedings of Council</b>  |

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

**Resolution #21**

Moved by Adrian Couwenberg, seconded by Karl Toews:

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

- |                      |  |
|----------------------|--|
| <b>No. 20-2024-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (Oxford Sand and Gravel Limited, File No. ZN 3-24-21)</b>          |
| <b>No. 21-2024-Z</b> | <b>To Amend Zoning By-law 07-2003-Z (Township of Norwich, Township-Wide, File No. ZN 3-24-11)</b>      |
| <b>No. 53-2024</b>   | <b>To Provide for Drainage Works – Newton Municipal Drain – Basrai Branch (revised September 2024)</b> |
| <b>No. 55-2024</b>   | <b>To Confirm All Actions and Proceedings of Council</b>   |

Carried

**13.2 Third Reading of the Following By-law(s)**

Resolution #22

Moved by Adrian Couwenberg, seconded by Karl Toews:

That By-laws 20-2024-Z, 21-2024-Z and 55-2024 as listed, be taken as read a third and final time and passed and signed by the Deputy Mayor and Clerk and the Corporate Seal be affixed thereto.

Carried

**14. Adjournment – 12:23 p.m.**

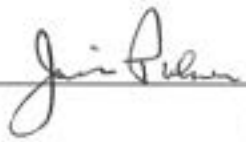
Resolution #23

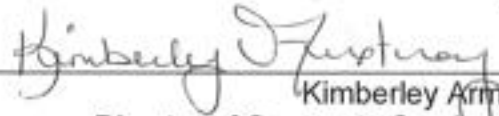
Moved by Adrian Couwenberg, seconded by Karl Toews:

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 26<sup>th</sup> day of November, 2024.

  
\_\_\_\_\_  
Jim Palmer  
Mayor

  
\_\_\_\_\_  
Kimberley Armstrong  
Director of Corporate Services/Clerk