



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday May 23, 2023  
Regular Council Meeting**

**In Attendance:**

Council:

Mayor Jim Palmer  
Councillor Scholten  
Councillor Stubbs  
Councillor Gear  
Councillor Couwenberg

Staff:

Kyle Kruger, CAO  
James Johnson, Director of Finance  
Kimberley Armstrong, 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 7:00 p.m. with Mayor Palmer presiding.

**2. Approval of Agenda**

Resolution #1

Moved by Alisha Stubbs, seconded by John Scholten;

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 May 9, 2023**

Resolution #2

Moved by John Scholten, seconded by Alisha Stubbs:

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

May 9, 2023

Carried

**6. PUBLIC MEETINGS / HEARINGS**

**6.1 The Municipal Act**

None

**6.2 The Drainage Act**

None

**6.3 The Planning Act**

The Mayor advised that this meeting is being constituted as being a public meeting held under the Planning Act for the purpose of hearing Zoning Amendment proposals and affording any person in attendance the opportunity to make a presentation to Council. The Ontario Land Tribunal has the power to dismiss an appeal under subsection (25) if an appellant has not provided the Council with oral submissions at a public meeting or a written submission before a by-law is passed under this section.

Resolution #3

Moved by Alisha Stubbs, seconded by John Scholten;

That pursuant to Section 34(12) of the Planning Act, R.S.O. 1990, as amended, Chapter P.13, this Council conduct a public meeting in respect to an application for amendment to Zoning By-law 07-2003-Z by H&C Farms Inc., File Number ZN 3-23-03.

Carried

**6.3.1 7:00 p m.**

**Applicant: H & C Farms Ltd**

**File No.: ZN 3-23-03**

**Report No.: CP 2023-151**

**Location: Part Lot 4, Concession 2 (former North Norwich) 385908 New Durham Road, Township of Norwich**

**Details of Proposed Amendment: to rezone the subject land from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit an excavation business on the subject lands which also contain a hog operation.**

Mr. Henri Van Warby, owner and Mr. Wesley Donkers, agent, were in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2023-151. She advised that the applicant is requesting permission to permit an excavation business on the property and

facilitate construction of a new contractors shop for the servicing of agricultural and excavation equipment. The shop addition would replace a portion of an existing storage building. She provided information with respect to the existing farm/hog operation, on-farm diversified uses and agricultural related uses. Ms. St. Clair further clarified that contractors and excavating yards are not considered allowable within these categories and not directly related to agricultural operations. She explained that while the existing excavating business may serve some agricultural business in the area, it has not been demonstrated that it needs to be located there and these uses are better suited to industrially zoned areas having access to municipal services.

Mr. Wesley Donkers, agent, advised he had no comments.

In response to Council questions, Mr Henry Van Warby, owner, advised that 80% of the excavating business is local agriculture and they wish to build on because they have ran out of room.

There was no one in attendance that wished to speak in favour of or against the application.

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Public Meeting held pursuant to the Planning Act be closed.

Carried

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That with respect to the application to amend Zoning By-law 07-2003-Z, by H & C Farm Ltd., File No.: ZN 3-23-03, for lands described as Part Lot 4, Concession 2 (former North Norwich), 385908 New Durham Road, Township of Norwich; to rezone the subject land from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to facilitate an addition to an existing storage building and permit an excavation business on the subject lands, the Council of the Township of Norwich hereby; Approve the zone change.

Carried

#### **6.2.2 7:20 p.m.**

**Applicant: Norwich Baptist Church (Please Note: Application withdrawn May 19, 2023)**

**File No.: ZN 3-22-21**

**Report No.: CP 2023-153**

**Location: Lot 433, Plan 745 (Village of Norwich) 5 Elgin Street, Norwich, Township of Norwich**

**Details of Proposed Amendment: to rezone the subject lands from 'Institutional Zone (I)' to 'Special Institutional Zone – Temporary (I-spT)' to permit a temporary structure for the purpose of assembly occupancy with a number of site-specific provisions.**

**The effect of the proposed amendment would be to permit a temporary structure (a tent) on the subject lands, which contain an existing place of worship. Site specific relief from the development provisions of the Township Zoning Bylaw are also required, as follows;**

- **a reduction to the rear yard depth from 10 m (32.8 ft) to 2.2 m (7.5 ft);**
- **a reduction to the exterior side yard width from 10 m (32.8 ft) to 2.9 m (9.58 ft);**
- **a reduction to the required number of parking spaces from 45 spaces to 1.**

This application was withdrawn by the applicant on May 19, 2023.

**6.4 Other**  
None

**7. DELEGATIONS**

**7.1 7:45 p.m.**

**Meredith Maywood, Tourism Specialist, Oxford County**

**Re: Oxford Tourism Update**

Ms. Maywood provided an overview of the services that Oxford Tourism provides, including: sustainable growth, product development, marketing; explaining that Designation Canada categorizes travellers based on their focus and Oxford visitors fit into the Authentic Experiencer, the Cultural Explorer and the Free Spirits. She provided an update on the diversity of tourism opportunities and explained some measures to aid with tourism relief from COVID.

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Delegation of Meredith Maywood, Tourism Specialist, Oxford County, Re: Oxford Tourism Update, be received as information.

Carried

**7.2 8:00 p.m.**

**Pamela Antonio and Frank Gross**

**Re: Transitioning the Blue Box Program to Extended Producer Responsibility**

Mr. Gross provided an overview of the Provincial program to move the collection and recycling of blue box materials to producers and the process to transform the current waste diversion operation to meet the Provincial direction to eliminate waste, improve recycling and make producers responsible for the end of life management of their products and packaging materials.

Ms. Antonio advised that some areas that currently receive collection will no longer be eligible within the new framework introduced. This will include areas such as: BIA districts, churches and some split use properties. There are discussions taking place regarding possible solutions to this issue. She explained that advertising will take place to increase public awareness.

There was Council discussion with respect to: the producers passing that cost back to the consumers, options for providing pick-up to those not eligible and the recovery rate of recycled materials.

Resolution #7

Moved by John Scholten, seconded by Alisha Stubbs;

That the Delegation of Pamela Antonio, Oxford County Waste Management Supervisor and Frank Gross, Oxford County Manager of Transportation and Waste Management Services, Re: Transitioning the Blue Box Program to Extended to Producer Responsibility, be received as information.

Carried

**7.3 8:15 p.m.**

**Megan McDonald**

**Re: Flag By-law**

Ms. McDonald explained she is a newer resident of Norwich and spoke to her experience moving here, being welcomed by some and not by others. She commented on the events of 2022 after the progress flag thefts and destruction and explained that although Council's reasons for the flag by-law was 'safety and unity', she and many others do not feel safe or united. Ms. McDonald spoke to recent events in Petawawa and encouraged Council to declare pride month and acknowledge many others, including; indigenous, black, brown, every child matters and veterans. She challenged Council to make a safe and inclusive area.

Resolution #8

Moved by Alisha Stubbs, seconded by John Scholten;

That the Delegation of Megan McDonald, Re: Flag and Banner By-law. be received as information.

Carried

**7.4 8:30 p.m.**

**Jennifer Wild**

**Re: Flag By-law**

Ms. Wild commented on the roller coaster in Norwich for the last few weeks, with all of the negative publicity. She advised that instead of working together to unify our community, council are dividing us. In following the news coverage, it is apparent the community is more divided, people are leaving Norwich because of this issue and businesses are choosing not to locate here. She provided a list of many groups, other municipalities and politicians that are speaking out against the decision.

Ms. Wild explained the meaning of each colour in the Progress Flag. She made reference to some Council member comments with respect to this by-law being what the people want. She provided statistics with respect to voters turnout and percentage of votes for each candidate

questioning the perception that the majority agree with the decision. Ms. Wild further questioned the reasoning of neutrality and future celebrations for Christmas and other religious holidays and customs.

Resolution #

Moved by John Scholten, seconded by Alisha Stubbs;

That the Delegation of Jennifer Wild, Re: Flag and Banner By-law. be received as information.

Carried

**8. CORRESPONDENCE**

**8.1 Long Point Region Conservation Authority**

**Re: Board of Directors Meeting Minutes – April 5, 2023**

**8.2 Ontario Association of Road Supervisors**

**Re: 2023 Trade Show**

**8.3 Prince Edward County**

**Re: Declaration of Intimate Partner Violence an Epidemic**

**Re: Proposed Provincial Planning Statement**

**8.4 City of Cambridge**

**Re: Highway Traffic Act Amendments**

**Re: Municipal Codes of Conduct and Enforcement**

**8.5 Town of Cochrane**

**Re: Challenge for Women in Politics**

**8.6 Town of Lincoln**

**Re: Municipal Heritage Register**

**8.7 City of Stratford**

**Re: Use of Long-Term Care Funding to Support Community Care Services**

**8.8 Ms. Linda DeJonghe**

**Re: Consideration of Removing Requirement for Dog Tags**

**8.9 Collection of Correspondence received regarding Council's decision to implement a Flag**

**By-law** (The attached is correspondence that staff are aware of, there may be additional items that were shared with Council members only. Additionally, correspondence that was vulgar, contained profanity etc. or was anonymous has not been included)

Councillor Stubbs read aloud the letter from the Oxford County Childrens Aid Society and the correspondence received later by email from Wellkin Child and Youth Mental Wellness.

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Correspondence as listed in Agenda Item 8.1 - 8.9 be received as information.

Carried

**9. COMMITTEE MINUTES**

**9.1 Springford Canada Day Committee**

**Re: Meeting Minutes – May 2, 2023**

**9.2 Correspondence**

**Re: Resignation of BIA member – Laura Barker**

Resolution #11

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:

Springford Canada Day Committee  
Re: Meeting Minutes – May 2, 2023

Correspondence  
Re: Resignation of BIA member – Laura Barker

And further that Council accept the resignation of Laura Barker and acknowledge her dedication and hard work during her years servicing on the Norwich Business Improvement Association Board.

Carried

**10 REPORTS**

**10.1 Planning and Development Services**

None

**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**

No report

**10.6 Community Development Services**

No report

**10.7 Medical Centre Services**

No report

**10.8 Financial Services**

**10.8.1 Council Financial Summary as at April 30, 2023**

**Report FS 2023-09**

In response to questions about the well installation in Ducky Dennis Park, Mr. Johnson explained that is related to the Burgessville Public Works yard transition. He advised that the Phase 2 ESA is starting and the well installation is part of the transition process. Expenses related to preparing the lands for sale will be netted from the sale proceeds.

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That Staff Report No. FS 2023-09, Council Financial Summary as at April 30, 2023, be received as information.

Carried

**10.8.2 2023 Tax Rate By-law**

**Report FS 2023-12**

Resolution #13

Moved by Alisha Stubbs, seconded by John Scholten;

That Staff Report No. FS 2023-12, 2023 Tax Rate By-law, be received as information.

And That By-Law No. 25-2023 to adopt the assessment for the year 2023 and for levying the rates of taxation thereon be approved.

And That Norwich Township Council approve By-Law No. 26-2023 to discontinue the vacant unit tax rebate program effective immediately

Carried

**10.9 Administrative Services**

**10.9.1 Notice of Discussion Item – Graphic Image Delivery By-law – Councillor Stubbs**

Councillor Stubbs referenced a highly graphic flyer that has been circulating in the Village and Township. Flyers are being placed in mailboxes, on cars and thrown on lawns. This is traumatizing residents and in order to protect children, consideration should be given to restrictions on circulation of these materials.



Resolution #14

Moved by Alisha Stubbs, seconded by Shawn Gear;

That the Notice of Discussion item submitted by Councillor Stubbs re: Graphic Image Delivery By-law, be received as information;

And Further that the matter be referred to staff for a report.

Carried

**11. NOTICE(S) OF MOTION**

None

**12. CLOSED SESSION**

None

**13. BY-LAWS**

- |                    |  |
|--------------------|--|
| <b>No. 25-2023</b> | <b>To Provide for the Adoption of Assessment for 2023 and for Levying the Rates of Taxation Thereon</b>  |
| <b>No. 26-2023</b> | <b>To Opt-Out of the Vacant Unit Rebate Program</b>  |
| <b>No. 27-2023</b> | <b>To Establish a Flag and Banner Policy, Governing the Display of Flags on Township Property and the Erection of Banners on Township-Owned Streetlight Poles Within the Township of Norwich</b> |
| <b>No. 28-2023</b> | <b>To Confirm All Actions and Proceedings of Council</b>   |

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

Resolution #15

Moved by Alisha Stubbs, seconded by Shawn Gear;

That By-law No. 27-2023, To Establish a Flag and Banner Policy, Governing the Display of Flags on Township Property and the Erection of Banners on Township-Owned Streetlight Poles Within the Township of Norwich be divided and voted upon separately from the list of By-laws being considered.

Carried

Resolution #16

Moved by John Scholten, seconded by Adrian Couwenberg;

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

- |             |  |
|-------------|--|
| No. 25-2023 | To Provide for the Adoption of Assessment for 2023 and for Levying the Rates of Taxation Thereon |
| No. 26-2023 | To Opt-Out of the Vacant Unit Rebate Program   |
| No. 28-2023 | To Confirm All Actions and Proceedings of Council  |

Carried

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

Resolution #17

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That By-laws 25-2023, 26-2023 and 28-2023 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

### **First and Second Reading of the Following By-law**

Moved by John Scholten, seconded by Adrian Couwenberg;

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

No. 27-2023                      To Establish a Flag and Banner Policy, Governing the Display of  
Flags on Township Property and the Erection of Banners on  
Township-Owned Streetlight Poles Within the Township of Norwich

There was Council discussion with respect to the wording of the by-law, inclusion of minor hockey banners precluding many other teams, groups and events.

There was additional Council discussion regarding, penalty for flying flags, a DEI committee, the dangers of neutrality, concerns with Christmas decorations, future easter egg hunts, possible loss of sponsorships, the by-law wording and requirement for clear direction from the Federal and Provincial governments. Council members discussed deferring the by-law for wording changes, amending at this meeting and what it should be amended to say.

In response to outbursts from those of the public in attendance, Mayor Palmer requested members of the public leave the meeting, to no avail. Council members then decided it would be prudent to take a 15-minute recess.

Recess: 15 minutes

Resolution #18

Moved by John Scholten, seconded by Adrian Couwenberg;

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

No. 27-2023                      To Establish a Flag and Banner Policy, Governing the Display of  
Flags on Township Property and the Erection of Banners on

Township-Owned Streetlight Poles Within the Township of Norwich

Councillor Stubbs requested a recorded vote:

Councillor Stubbs	Nay
Councillor Couwenberg	Yea
Councillor Gear	Nay
Mayor Palmer	Yea
Councillor Scholten	Yea

Carried

Councillor Stubbs expressed her refusal to participate further, she provided additional comment and submitted her letter of resignation to the Clerk.

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

Resolution #19

Moved by Adrian Couwenberg, seconded by John Scholten

That By-law 27-2023 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 – 9:34 p.m.**

Resolution #20

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 6<sup>th</sup> day of June 2023.

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Jim Palmer  
Mayor

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Kimberley Armstrong  
Clerk