



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday September 13, 2022  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Larry Martin  
Councillor Scholten  
Councillor DePlancke  
Councillor Palmer  
Councillor Dale

**Staff:**

Kyle Kruger, CAO / Clerk  
Derek Van Patee, Director of Fire and Protective Services  
James Johnson, Director of Finance  
Patrick Hovorka, Director of Community Development Services  
AJ Wells, Manager of Medical Services  
Brad Smale, Chief Building Official  
Ken Farkas, Manager of Public Works  
Kimberley Armstrong, Deputy Clerk

**1. Call to Order**

The regular session of the 2018-2022 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 9:00 a.m. with Mayor Martin presiding.

**2. Approval of Agenda**

Resolution #1

Moved by John Scholten, seconded by Lynne DePlancke;

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 August 9, 2022**

Two typographical errors were noted.

Resolution #2

Moved by Lynne DePlancke, seconded by John Scholten;

That the following Minutes of the Township of Norwich Council be adopted as amended:

August 9, 2022

Carried

**6. PUBLIC MEETINGS / HEARINGS**

**6.1 The Municipal Act**

None

**6.2 The Drainage Act**

None

**6.3 The Planning Act**

Resolution #3

Moved by John Scholten, seconded by Lynne DePlancke;

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 1058360 Ontario Ltd., File Numbers ZN 3-22-03.

Carried

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.

**6.3.1 9:00 a m.**

**Applicant: 1058360 Ontario Ltd**

**File No.: ZN 3-22-03**

**Report No.: CP 2022-356**

**Location: Part Lot 12, Concession 4 (former North Norwich) 345492 Quaker Street,  
Township of Norwich**

**Details of Proposed Amendment: To Rezone the lots to be severed via Consent B 22-14-3 from 'Residential Existing Lot Zone (RE)' to 'General Agricultural Zone (A2)' to facilitate a minor boundary adjustment to provide driveway access to an existing agricultural parcel.** Mr. Paul Wilson was in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2022-356. She advised that the applicant proposes to rezone the severed portion to facilitate a minor boundary adjustment which will provide a driveway entrance to the adjacent agricultural lands. Ms. St. Clair advised that this is in keeping with the intent of the zoning by-law and OP policies and that no concerns have been received.

There were no Council questions.

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

Resolution #4

Moved by Alan Dale, seconded by Jim Palmer;

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

Carried

Resolution #5

Moved by Alan Dale, seconded by Jim Palmer;

That with respect to the application to amend Zoning By-law 07-2003-Z, by 1058360 Ontario Inc., File No.: ZN 3-22-03, for lands described as Part Lot 12, Concession 4 (former North Norwich) 345492 Quaker Street, Norwich, Township of Norwich, to rezone the lots to be severed lands from Consent B 22-14-3 from 'Residential Existing Lot Zone (RE)' to 'General Agricultural Zone (A2)' to facilitate a minor boundary adjustment to provide driveway access to an existing agricultural parcel and to fulfill a condition of consent, the Council of the Township of Norwich hereby; Approve the zone change

Carried

Ms. Armstrong advised of the appeal period pursuant to the Planning Act.

Resolution #13

Moved by Jim Palmer, seconded by Alan Dale;

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 Joanne Ladosz, File Numbers ZN 3-22-08

Carried

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.

**6.3.1 9:30 a.m.**

**Applicant: Joanne Ladosz**

**File No.: ZN 3-22-08**

**Report No.: CP 2021- 344**

**Location: Lots 14-17 and Part Lot 13, Plan 129 and Lots 134 & 135, Plan 388 (former South Norwich) 343 and 335 Main Street West, Otterville, Township of Norwich**

**Details of Proposed Amendment: To Rezone the rear portion of the lands from 'Residential Type 1 Zone (R1)' to 'Open Space Zone (OS)' to restrict future developments on a natural hazard area and address the split zoning provisions, recognize the lot area, depth and setback which will result from the split zoning to fulfill a condition of consent which proposes to create two new residential parcels.**

Ms. Ladosz was in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2022-344. She advised that the zone change is associated with a consent application which proposes to sever lands that contain two single detached dwellings into three separate lots. The rear portion of the property has been identified as an erosion hazard area and is proposed to be rezoned as Open Space Zone in order to restrict development in that area of the lots. Ms. St. Clair advised that this is appropriate infill development in an urban area and the lots will be consistent with lots in the area. Ms. St. Clair further advised that the rezone request also includes a special provision to address the split zoning provisions which states that if a lot has more than one zone, each portion is considered separate for determining zone provisions. She noted that no comments or concerns were received.

There was Council discussion with respect to the special provision to address the split zoning restrictions.

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

Resolution #14

Moved by Lynne DePlancke, seconded by John Scholten;

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

Carried

Resolution #15

Moved by John Scholten, seconded by Lynne DePlancke;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Joanne Ladosz., File No.: ZN 3-22-08, for lands described as Lots 14-17 and Part Lot 13, Plan 129 and Lots 134 and 135, Plan 388 (former South Norwich) 343 and 335 Main Street West, Otterville, Township of Norwich, to rezone the rear portion of the lands from 'Residential Type 1 Zone (R1)' to 'Open Space Zone (OS)' to restrict future developments on a natural hazard area and address the split zoning provisions, recognize the lot area, depth and setback which will result from the split zoning to fulfill a condition of consent which proposes to create two new residential parcels, the Council of the Township of Norwich hereby; Approve the zone change

Carried

Ms. Armstrong advised of the appeal period pursuant to the Planning Act.

**6.4 Other**  
None

**7. DELEGATIONS**

**7.1 9:45 a.m.**

**Mr. Vic Whitcroft**

**Re: Request for Street Name**

Mr. Whitcroft recommended to Council that the street within the new Townhouse development on the former Norwich Public School site should be named Hogg Landing in honour of the former principal. He advised that Mr. Hogg was principal of the big red schoolhouse until 1973 when he retired. He advised that he was very respected, volunteered for community work, extracurricular activities and had several thousand students throughout the years and there were 76 tributes wrote when he retired.

Mr. Whitcroft named several streets and parks that have been named after previous community members. He provided pictures of the proposed sign post, advising no locates would be required and minimal costs involved. He also explained his proposal for the numbering of the individual townhouses.

Mr. Kruger advised that staff have already reviewed and determined a numbering system for this road in accordance with the civic guidelines approved by Emergency Services. He also confirmed that this is a private road not a municipal road, so discussions would be required with the developer.

Resolution #16

Moved by John Scholten, seconded by Lynne DePlancke;

That the Delegation from Vic Whitcroft, Request for Street Name; be received as information, and referred to staff for review and comment.

Carried

**8. CORRESPONDENCE**

- 8.1 Upper Thames River Conservation Authority**  
**Re: Agenda Package – August 23, 2022**  
**Re: Minutes – June 28, 2022**  
<http://thamesriver.on.ca/board-agendas-minutes/>
- 8.2 Ministry of Municipal Affairs**  
**Re: Strong Mayors, Building Homes Act**
- 8.3 Town of Kingsville**  
**Re: Opposition to Bill 3, Strong Mayors, Building Homes Act 2022**
- 8.4 Town of Wasaga Beach**  
**Re: Strong Mayors, Building Homes Act 2022**
- 8.5 Township of Norwich Chamber of Commerce**  
**Re: Annual Golf Tournament**  
**Re: Sponsorship Information**
- 8.6 Town of Aylmer**  
**Re: Warming and Cooling Centre Policy**
- 8.7 Township of Ashfield-Colborne-Wawanosh**  
**Re: Ontario Wildlife Damage Compensation Program**
- 8.8 Paul Dube, Ombudsman of Ontario**  
**Re: 2021-2022 Annual Report**  
<https://www.ombudsman.on.ca/resources/reports-and-case-summaries/annual-reports/2021-2022-annual-report>
- 8.9 Petition – The Petition Group Members**  
**Re: Request for By-law to Stipulate Allowed Flags on Public Property**
- 8.10 Petition – Concerned Citizens of Norwich Township.**  
**Re: Support for Township Adhering to Diversity, Equity and Inclusion Actions and Recommendations**  
Resolution #6  
Moved by Jim Palmer, seconded by Alan Dale;

That the Correspondence as listed in Agenda Items 8.1 to 8.10 be received as information.

And further that 8.3, 8.5 and 8.6 be supported

And further that 8.5 be supported as in past years

Carried

**9. COMMITTEE MINUTES**

**9.1 Accessibility Advisory Committee  
Re: Meeting Minutes – June 24, 2022**

**9.2 Police Service Board  
Re: Meeting Minutes – August 17, 2022**

**9.3 Health and Safety Representative Committee  
Re: Meeting Minutes - August 18, 2022  
Re: Norwich Fire Services Meeting Minutes – June 15, 2022**

**9.4 Norwich Business Improvement Association  
Re: Special Meeting Minutes – July 11, 2022**

Resolution #7

Moved by Alan Dale, seconded by Lynne DePlancke;

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

Accessibility Advisory Committee  
Meeting Minutes – June 24, 2022

Police Services Board  
Meeting Minutes – August 17, 2022

Health and Safety Representative Committee  
Meeting Minutes – August 18, 2022  
Norwich Fire Services Meeting Minutes – June 15, 2022

Norwich Business Improvement Association  
Special Meeting Minutes – July 11, 2022

Carried

**10 REPORTS**

**10.1 Planning and Development Services**

**10.1.1 Rezone ZN 3-21-16, Jack and Janna Streef (Willow Grove Animal Wellness Centre / Kelsey Streef)**

**Memorandum**

Staff advised that since the writing of the Memo, the Site Plan has been completed and registered.

Resolution #8

Moved by Jim Palmer, seconded by Alan Dale;

That the Memorandum: Rezone ZN 3-21-16, Jack and Janna Streef (willow Grove Animal Wellness Centre/Kelsey Streef) be received as information;

And Further that with respect to the application to amend Zoning By-law 07-2003-Z, for lands owned by Jack and Janna Streef, Fil No. Zn 3-21-16, for lands described as Part Lot 1, Concession 1 (east Oxford) 814973 Muir Line in the Township of Norwich to rezone from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-sp)' to permit an animal wellness centre as an on-farm diversified use, the Council of the Township of Norwich hereby; approve the rezone

Carried

#### **10.1.2 My Second Unit Program**

**Correspondence – Rebecca Smith, Manager of Housing Development, Oxford County  
Oxford County Report CAO 2022-10**

Resolution #9

Moved by Lynne DePlancke, seconded by John Scholten;

That the Oxford County Report CAO 2022-10, Re: My Second Unit Program, be received as information.

Carried

#### **10.1.3 Public Meeting Notice – Official Plan Amendment – Additional Residential Units in Rural Areas**

Resolution #10

Moved by John Scholten, seconded by Lynne DePlancke;

That the Oxford County Public Meeting Notice, Re: Official Plan Amendment – Additional Residential Units in Rural Areas, be received as information

Carried

#### **10.1.4 Public Meeting Notice – Source Protection Implementation**

Resolution #11

Moved by Lynne DePlancke, seconded by John Scholten;

That the Oxford County Public Meeting Notice, Re: Source Protection Implementation, be received as information

Carried

### **10.2 Fire and Protective Services**

#### **10.2.1 Fire Dispatch Services**

**Report FP 2022-20**



Resolution #12

Moved by Alan Dale, seconded by Jim Palmer;

That Report FP 2022-20 – Fire Dispatch Services, be received as information,

And That staff be directed to prepare a By-law for Council consideration to enter into an agreement with Woodstock Police Services to provide Fire Dispatching Services from January 1, 2023 to December 31, 2027.

Carried

**10.2.2 Month-end Statistical Reports, August 2022**

**Report FP 2022-21**

Resolution #17

Moved by Jim Palmer, seconded by Alan Dale;

That Report FP 2022-21 – August 2022 Monthly Activities, be received as information.

Carried

**10.3 Drainage Services**

**10.3.1 August 2022 Drainage Report**

**Report DR 2022-22**

Resolution #18

Moved by Jim Palmer, seconded by Alan Dale;

That Report DR 2022-22, August 2022 Drainage Report, be received as information.

Carried

**10.4 Building Services**

**10.4.1 August 2022 Building Report**

**Report BB 2022-11**

Resolution #19

Moved by John Scholten, seconded by Lynne DePlancke;

That Report BB 2022-11, August 2022 Building Report, be received as information.

Carried

**10.5 Public Works Services**

**10.5.1 Progress Report for August 2022**

**Report PW 2022-18**

Council members requested a list of asphalt patching locations.

Resolution #20

Moved by Lynne DePlancke, seconded by John Scholten;

That Report PW 2022-18, Progress Report for August 2022, be received as information

Carried

**10.5.2 Oxford County Report PW 2022-37**

**Re: 2022-2032 Renewable Energy Action Plan**

**Re: County Council Resolution**

Resolution #21

Moved by John Scholten, seconded by Lynne DePlancke;

That the Oxford County 2022-2023 Renewable Energy Action Plan, Report PW 2022-37, be received as information

Carried

**10.6 Community Development Services**

**10.6.1 Monthly Departmental Activities**

**Report CDS 2022-11**

There was Council discussion with respect to: the water tank supplied for the Otterville Cemetery and the plans for the new Southwest Park in Norwich.

Resolution #22

Moved by Alan Dale, seconded by Jim Palmer;

That Report CDS 2022-11, Monthly Activities, be received as information;

Carried

**10.7 Medical Centre Services**

**10.7.1 Medical Centre August 2022 Activity Report**

**Report MED 2022-11**

Resolution #23

Moved by Jim Palmer, seconded by Alan Dale;

That Report MED 2022-11, Medical Centre August 2022 Activity Report, be received as information

Carried

**10.8 Financial Services**

**10.8.1 Financial Summary as at August 31, 2022**

**Report FS 2022-15**

There was Council discussion with respect to the status of Environmental Assessments on the former Public Works properties, EARTH dividends and that Election funds are set aside in reserves annually.

Resolution #24

Moved by Alan Dale, seconded by Jim Palmer;

That Report FS 2022-15, Financial Summary as at August 31, 2022, be received as information.

Carried

## **10.9 Administrative Services**

### **10.9.1 South Norwich Historical Society - Otterville Mill Lease Agreement**

**Report CAO / Clerk 2022-14**

Resolution #25

Moved by Lynne DePlancke, seconded by John Scholten;

That Report CAO 2022-14, South Norwich Historical Society – Otterville Mill Lease, be received as information;

And That Council authorize execution of the proposed lease agreement.

Carried

### **10.9.2 Request to Amend Heritage Designation By-law – Sutton-Clark House, Quaker Street**

**Report CAO / Clerk 2022-15**

Resolution #26

Moved by Lynne DePlancke, seconded by John Scholten;

That Report CAO/Clerk 2022-15, Application to Amend a Heritage Designation By-law – Sutton-Clark House, be received as information;

And further that Council support the recommendation of the Municipal Heritage Committee and declare their Intention to Amend By-law 13-84, being a By-law to Designate the Property known as the Sutton-Clark House, Part Lot 13, Concession 4, former Township of North Norwich, as being of Architectural and Historical Value or Interest;

And further that Staff be directed to serve the Notice of a Proposed Amendment on the property owner, the Ontario Heritage Trust and arrange publication in a local newspaper, subject to the applicants agreeing to cover any associated expenses.

Carried

### **10.9.3 French Language 2022 Ballots**

**Report CAO / Clerk 2022-16**

Resolution #27

Moved by John Scholten, seconded by Lynne DePlancke;

That Report CAO 2022-16, French Language 2022 Ballots, be received as information;

And That draft By-law 52-2022, to Authorize the Use of French in Notices, Forms and other information provided under the Municipal Elections Act be approved.

Carried

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

None

**12. CLOSED SESSION**

11:16 a.m.

Resolution #28

Moved by Jim Palmer, seconded by Alan Dale;

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**

**Re: Victim Offender Reconciliation Program**

**12.2 Closed Meeting Minutes**

**Confidential Minutes – May 28, 2022**

Resolution #29

Moved by Jim Palmer, seconded by Alan Dale;

That the Council do now reconvene in open session.

Carried

11:48 a.m.

**13. BY-LAWS**

**No. 13-2022-Z To Amend Zoning By-law 07-2003-Z (Streef, File No. ZN 3-21-16)**

**No. 14-2022-Z To Amend Zoning By-law 07-2003-Z (1058360 Ontario Inc. /Deming, File No. ZN 3-22-03)**

<b>No. 15-2022-Z</b>	<b>To Amend Zoning By-law 07-2003-Z (Ladosz, File No. ZN 3-22-03)</b>
<b>No. 51-2022</b>	<b>To Authorize Execution of a Lease Agreement with the South Norwich Historical Society – Otterville Mill</b>
<b>No. 52-2022</b>	<b>To Authorize the Use of French in Notices, Forms and Other Information Provided Under the Municipal Elections Act</b>
<b>No. 53-2022</b>	<b>To Confirm All Actions and Proceedings of Council</b>

**13.1 First and Second Reading of the Following By-laws**

Resolution #30

Moved by Lynne DePlancke, seconded by John Scholten;

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

No. 13-2022-Z	To Amend Zoning By-law 07-2003-Z (Streef, File No. ZN 3-21-16)
No. 14-2022-Z	To Amend Zoning By-law 07-2003-Z (1058360 Ontario Inc./Deming, File No. ZN 3-22-03)
No. 15-2022-Z	To Amend Zoning By-law 07-2003-Z (Ladosz, File No. ZN 3-22-03)
No. 51-2021	To Authorize Execution of a Lease Agreement between the Corporation of the Township of Norwich and the South Norwich Historical Society
No. 52-2022	To Authorize the Use of French in Notices, Forms and Other Information Provided Under the Municipal Elections Act
No. 53-2022	To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #31

Moved by John Scholten, seconded by Lynne DePlancke;

That By-laws 13-2022-Z, 14-2022-Z, 15-2022-Z, 51-2022, 52-2022, and 53-2022, 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 – 11:50 p.m.**

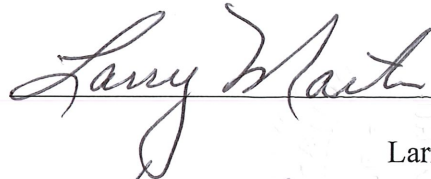
Resolution #32

Moved by Lynne DePlancke, seconded by John Scholten;

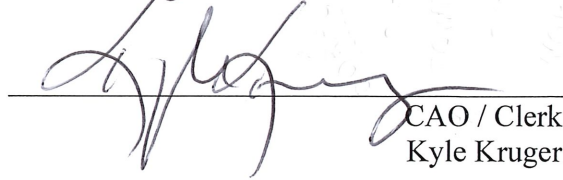
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 27<sup>th</sup> day of September 2022.



\_\_\_\_\_  
Mayor  
Larry Martin



\_\_\_\_\_  
CAO / Clerk  
Kyle Kruger