



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday September 27, 2022  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Larry Martin  
Councillor DePlancke  
Councillor Palmer  
Councillor Dale

**Staff:**

Kyle Kruger, CAO / Clerk  
Derek Van Patee, Director of Fire and Protective Services  
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 7:00 p.m. with Mayor Martin presiding.

**2. Approval of Agenda**

Resolution #1  
Moved by Alan Dale, seconded by Jim Palmer;

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 September 27, 2022**

Resolution #2  
Moved by Jim Palmer, seconded by Alan Dale;

That the following Minutes of the Township of Norwich Council be adopted as presented

September 13, 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 Alan Dale, seconded by Jim Palmer;

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 to extend approval of a residential draft plan of subdivision, by Zimmer Estates, File Number SB 19-03-3.

Carried

**6.3.1 7:00 p.m.**

**Applicant: Zimmer Estates**

**File No.: SB 19-03-3**

**Report No.: CP 2022-369**

**Location: Part Lot 10, Concession 9 (South Norwich) Part of Lots 2-4, Plan 204 and part of Lots 165 & 166, Plan 388, Village of Otterville, Township of Norwich**

**Details of Request: To extend approval of a residential draft plan of subdivision, which is scheduled to lapse in January 2023 to allow the applicant to continue working through the conditions associated with the draft approval.**

Mr. Andrew Gilvesy of Cyril J. Demereye Limited and Mr. Fred Zimmer, owner were both in attendance, representing the application.

Ms. St. Clair outlined the application as contained in Report CP 2022-369. She advised a request has been received to extend the time period for draft plan approval. She commented that the applicant has been actively working towards completion of the required conditions and is seeking an extension to continue.

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

Resolution #4

Moved by Lynne DePlancke, seconded by Alan Dale;

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

Carried

Resolution #5

Moved by Lynne DePlancke, seconded by Alan Dale;

That the Council of the Township of Norwich advise County Council that the Township supports a 2-year extension of draft approval for the plan of subdivision, File SB19-03-3, as submitted by the Estate of Iva Leah Zimmer (Fred Zimmer), for lands described as Part Lot 10, Concession 9 (South Norwich), Part of Lots 2-4, Plan 204 and Part of Lots 165 & 166, Plan 388, Village of Otterville, with the amendments to the draft approved conditions as noted in Report No. CP 2022-369.

Carried

Resolution #11

Moved by Alan Dale, 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 Catherine Black and Harold Wierenga, File Number ZN 3-22-10

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.

**6.3.2 7:20 p.m.**

**Applicant: Catherine Black and Harold Wierenga**

**File No.: ZN 3-22-10**

**Report No.: CP 2022-370**

**Location: Part Lot 13, Concession 4 (East Oxford) 505373 Old Stage Road, Township of Norwich**

**Details of Proposed Amendment: To rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Institutional Zone (I-sp)' to permit a feline nursery and rescue business within the existing detached residential accessory building on the subject lands. The applicants propose to operate a rescue and rehabilitation program, foster/adoption program and public education workshops throughout the year.**

Ms. Catherine Black and Mr. Harold Wierenga, applicants, were in attendance representing the application.



Ms. St. Clair outlined the application as contained in Report CP 2022-370. She advised that the application proposes to rezone the property to permit a feline nursery and rescue operation within an existing detached accessory structure. The applicants have advised that the operation includes: a rescue, rehabilitation program, foster/adoption program and public education workshops throughout the year. They have further advised that they care for pregnant cats, new mothers and kittens and do not take strays or surrender animals.

Ms. St. Clair advised that the operation falls under the definition of animal kennel which are only permitted on agricultural lands with a minimum setback of 90m to lot lines to limit impact on neighbouring properties. She commented that many letters, both supportive and in objection have been received. She provided a brief overview of the comments and concerns received.

Ms. St. Clair further advised that the Building Department has commented that an Order to Comply and Stop Work Order have been issued for the subject building due to commencement of construction without a building permit. It was also noted that renovations were undertaken to provide access to the loft area which has resulted in an increase to the total gross floor area of 800 ft<sup>2</sup> in contravention of a previous minor variance approval. The Director of Fire and Protective Services also advised that numerous By-law complaints have been received.

Ms. Randi Young of Woodstock spoke representing the application. She commented on kittens being a high risk population and provided an overview of the operations activities including: a wide network of foster homes with the primary being the home on Old Stage Road, volunteers, the trap/neuter/return program in Oxford County, vet protocols, cleaning routines, no odour and minimal noise. She advised that with respect to traffic concerns they plan to direct traffic during fundraising events and preschedule appointments during adoption events. Ms. Young advised there would be 2-3 volunteers/staff plus the owners there everyday and provided an overview of the adoption process, explaining the capacity is always changing and commenting on the overpopulation and pandemic drop off problems

In response to Council questions, the owner advised that the name of the rescue was selected when they lived in Woodstock, however wished to relocate in order to have a larger space and advised they have ten foster homes.

Mr. Harold Wierenga, property owner, spoke to the resident concerns submitted, commenting that he is unable to move forward addressing the concerns while the Stop Work Order is in effect. He commented that they removed several walls, and framed some smaller ones, installed ventilation, ductwork and replaced the existing unsafe stairs. Mr. Wierenga commented that they were unaware of the restrictions on use of the loft area and assumed the plumbing fixtures were legal.

Ms. Sandi Fettis of Simcoe, advised she is an animal advocate and has been before Norfolk Council many times, provided an overview of that program and past issues with feral cat control in Norfolk County. She commented that although they made a mistake with the building they provide an invaluable service that is not costing the municipality money. She advised that in Norfolk they were trapped, housed for one night or two, in a barn or garage not a permanent facility, then would go back to where they came from.



Ms. Chantelle Stringle of Woodstock presented Council members with a petition and advised she has been active with Rescue since 2021. She advised that she works for Woodstock & District Developmental Services and was hoping to start a Paws and Whiskers program with the Woodstock Kitten Nursery & Rescue. She provided an overview of the benefits of the program for those who struggle with physical or mental issues and advised that the WKNR have a lot of support and that their mandate falls directly within the Safety & Wellbeing Plan. In response to questions, she advised that the Building fund has about \$2000 in donations to date.

Ms. Coby Sullivan of Old Stage Road, Oxford Centre, advised that she is opposed to the business operating in the hamlet. She expressed concerns with: the increase in traffic, children walking along road, many volunteers and the level of business they plan to do. She expressed concerns with; a recent open house they held and multiple cars parked along the roadway, waste, septic overload, water supply and the applicants appeal on HeartFM about donations being needed desperately making it seem that they are not financially sustainable. Ms. Sullivan also commented on the property being purchased without checking the zoning, starting renovations without permits, announcing their plans and location on Facebook and expressed concern with this setting a precedent if approved.

Mr. Darin McMullen of Pinehurst Drive in Woodstock commented that many sought companionship during COVID and got pets and now with changing circumstances, many of those pets are homeless. He stated that this is a need from a group that is creating a community of volunteers.

Ms. Brenda DeGier of Middletown Line in Oxford Centre commented that they have shared their love of animals with their children and are not opposed wot what the applicants are doing, they are in opposition to the location, commenting they purchased without any consultation and the business is not compatible with a residential area. She expressed concern that they continue to operate even though in contravention to the zoning by-law and questioned the extensive renovations with obtaining a building permit. She expressed concerns regarding; septic, water contamination, traffic, vehicles parked on roadway and the way they blamed local residents instead of taking responsibility for their lack of research in choosing a suitable location.

Ms. Angela Osmond of Ingersoll advised that she is a supporter and volunteer at the nursery and encouraged Council to approve the proposed location referencing an online petition with many signatures of support. She commented that most of the concerns expressed are unfounded or have solutions and made reference to a dog kennel operating across the road from the property, questioning why it is allowed.

Ms. Christine Tanby of Harley advised that she is a volunteer and did not note any cars parked along the road during the open house.

Ms. Margaret Palmer of Middletown Line in Oxford Centre advised that she emailed her concerns to Council because she lives in a residential area and would like it to stay residential.

Mr. Lewis Sullivan of Oxford Centre expressed concerns with volunteers in a building that has not been inspected for safety, fire department response, well water, septic failure, traffic and traffic noise, commenting that is research was done prior to purchase the applicants could have been guided to a non-residential area.

Ms. Brenda Milley of Kitchener spoke to the adoption process and compared it to adopting a child, she spoke to the level of care provided, hours of bottle feeding, interviewing people, and the kittens going into well loved homes. She expressed concern with overpopulation and the need to consider the application for rezone.

Ms. Tanya Haevens of Woodstock commented that she is supportive of the Rescue.

Mr. Tim Palmer of Middletown Line, Oxford Centre expressed concerns with setting a precedent and commented that this is a community and that businesses need to be where businesses are located.

Ms. Judy Clarke of Munnoch Boulevard, Woodstock advised that she is a volunteer and has learned many things from these very caring couple about animal welfare. She explained that she take phone calls from her home in Woodstock and is also fostering kittens, trying to help within the Township.

Ms. Haley Gibson of Woodstock, advised she is a volunteer and the concerns expressed should not be a concern, commenting that many people renovated their homes during COVID without permits.

Ms. Steve Hamulecki of Foldens Line, Ingersoll, commented on the cost of the housing market and suggested that if the rezone is not approved, to perhaps allow temporary zoning until they can make other arrangements.

Mr. Robert Smith of Woodstock, commented on an issue with the Woodstock Fairgrounds barn and 15 cats left there with no one to care for them, adding that these people are trying to do something good.

Ms. Caroline Payne of 10<sup>th</sup> Line, Woodstock, commented that this service is invaluable for the community, commenting on: the number of cats/kittens that are abandoned, in sad condition and leave in a healthy socialized condition. She advised that the kittens are in bonded pairs to ensure their mental health and advised the applicants need a place to educate the public, stating they are a small group of people provided a big service to the community.

Dr. Jennifer Kungl, Norwich Veterinary, advised she has no direct association with this rescue, however, acknowledged the car overpopulation problem and gave her opinion that there is a need for this service. She urged Council to find value in what they do and try to find a solution.

Mr. Adrian Couwenberg of Middletown Line, Burgessville, questioned the location of the foster homes and the percentage of cats that are picked up within Norwich Township.



Ms. Young responded that there are a couple of fosters in Norwich and the rest are throughout Oxford County.

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

Resolution #12

Moved by Jim Palmer, seconded by Alan Dale;

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

Carried

Resolution #13

Moved by Alan Dale, seconded by Jim Palmer;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Catherin Black and Harold Wierenga, File No.: ZN 3-22-10, for lands described as Part Lot 13, Concession 4 (East Oxford) 505373 Old Stage Road, Oxford Centre, Township of Norwich, to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Institutional Zone (I-sp)' to permit a feline nursery and rescue business within the existing detached residential accessory building on the subjects lands, the Council of the Township of Norwich herby; Deny the zone change

Carried

Council members commented on the difficulty of the situation, advising they are not trying to stop this charity from operating and hope they find a suitable location.

**6.4 Other**  
None

**7. DELEGATIONS**  
None

**8. CORRESPONDENCE**

**8.1 Upper Thames River Conservation Authority**  
**Re: Board Meeting Agenda – September 27, 2022**  
**Re: Draft Meeting Minutes – August 23, 2022**  
<http://thamesriver.on.ca/board-agendas-minutes/>

**8.2 Oxford County Council**  
**Re: Federal Electoral Boundary Reform**

Mayor Martin advised that public meetings are being held to obtain input with respect to the proposed boundary reform. Further commenting that Oxford County plans to request a two-month extension for comments due to the conflicting schedule with Municipal Elections.



Resolution #6

Moved by Jim Palmer, seconded by Alan Dale;

That the Correspondence as listed in Agenda Items 8.1 and 8.2 be received as information; and further that the Township of Norwich support the County's position with respect to agenda item 8.2

Carried

**9. COMMITTEE MINUTES**

**9.1 Municipal Heritage Committee**

**Re: Meeting Minutes – August 23, 2022**

Resolution #

Moved by Lynne DePlancke, seconded by Alan Dale;

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

Municipal Heritage Committee  
Meeting Minutes – August 23, 2022

Carried

**10. REPORTS**

**10.1 Planning and Development Services**

**10.1.1 Rezone ZN 3-22-07, Winzen Norwich Homes**

**Memorandum**

Resolution #7

Moved by Jim Palmer, seconded by Lynne DePlancke;

That the Memorandum Re: Rezone ZN 3-22-07, Winzen Norwich Homes, be received as information;

And Further That with respect to the application to amend Zoning By-law 07-2003-Z, for lands owned by Winzen Norwich Homes Ltd., for lands described as Part of Lot 9, Concession 5 (North Norwich), Lot 109 and Part Lots 108 & 110, Plan 226, 18 Dufferin Street, Norwich in the Township of Norwich, to rezone from 'Special Residential Type 2 Zone (R2-2)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the development of 22 townhouse dwelling units, with a maximum lot coverage of 40%, the Council of the Township of Norwich hereby; approve the rezone.

Carried

**10.1.2 Proposed Amendment to the Official Plan (OP 22-16-9) Additional Residential Units in Rural Areas  
Report CP 2022-2-332**

Resolution #9

Moved by Lynne DePlancke, seconded by Jim Palmer;

That Oxford County Report CP 2022-332, Proposed Amendment to the Official Plan (OP 22-16-9) Additional Residential Units in Rural Areas, be received as information

Carried

**10.2 Fire and Protective Services**

**10.2.1 By-law Enforcement Service Agreement**

**Report FP 2022-22**

In response to Council questions, Chief VanPagee advised that it is an annual contract for permanent full time and will include provision for some flex hours on evenings and weekends.

Resolution #10

Moved by Alan Dale, seconded by Jim Palmer;

That Staff Report FP2022-22 entitled “By-law Enforcement Service Agreement” be received for information;

And That Council directs staff to include the costs for a Shared Service By-law Officer position in the draft 2023 Operating Budget.

And That the CAO/Clerk and Mayor be authorized and directed to enter into the Shared Service By-law Enforcement Officer Agreement with the municipalities of Zorra, Blandford-Blenheim, and South-West Oxford as proposed.

Carried

**10.3 Drainage Services**

No report

**10.4 Building Services**

No report

**10.5 Public Works Services**

**10.5.1 Oxford County Public Works Memorandum**

**Re: 2024 Water and Wastewater Master Plan Municipal Class Environmental Assessment Study – Phase 1 and 2**

**Notice of Public Consultation Centre #1(Virtual) Oxford County**

Resolution #14

Moved by Jim Palmer, seconded by Alan Dale;

That the Oxford County Public Works Memorandum, Re: Oxford County 2024 Water and Wastewater Master Plan Municipal Class Environmental Assessment Study – Phase 1 & 2, Notice of Public Consultation Centre #1, be received as information.

Carried

**10.6 Community Development Services**

No report

**10.7 Medical Centre Services**

No report

**10.8 Financial Services**

No report

**10.9 Administrative Services**

**10.9.1 Traditional Land Acknowledgement Statement – Township Council Meetings**

Resolution #15

Moved by Alan Dale, seconded by Jim Palmer;

That staff be directed to research and prepare a report with respect to a Traditional Land Acknowledgement Statement during Township Council Meeting.

Carried

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

None

**12. CLOSED SESSION**

None

**13. BY-LAWS**

**No. 16-2022-Z To Amend Zoning By-law 07-2003-Z (Winzen Norwich Homes, File ZN 3-22-07)**

**No. 54-2022 To Authorize Execution of an Agreement for Shared By-law Enforcement Services**

**No. 55-2022 To Confirm All Actions and Proceedings of Council**

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

Resolution #16

Moved by Jim Palmer, seconded by Lynne DePlancke;

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

No. 16-2022-Z To Amend Zoning By-law 07-2003-Z (Winzen Norwich Homes, File No. ZN 3-22-07)

No. 54-2021 To Authorize the Execution of an Agreement between the Township of Norwich and the Townships of Zorra, South-West Oxford, and Blandford-Blenheim for shared By-law Enforcement Services



No. 55-2022                      To Confirm all Actions and Proceedings of Council

Carried

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

Resolution #17

Moved by Lynne DePlancke, seconded by Jim Palmer;

That By-laws 16-2022-Z, 54-2022, and 55-2022, 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 – 9:29 p.m.**

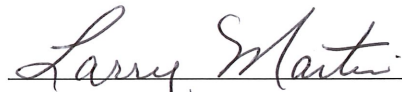
Resolution #18

Moved by Jim Palmer, seconded by Lynne DePlancke;

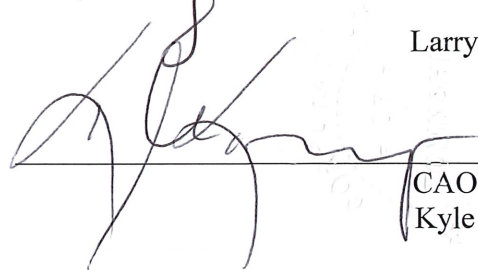
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 11<sup>th</sup> day of October 2022.



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



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