



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday March 28, 2023  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Scholten  
Councillor Stubbs  
Councillor Gear  
Councillor Couwenberg

**Staff:**

Kyle Kruger, CAO/Clerk  
Derek Van Patee, Director of Fire and Protective Services  
Elizabeth Birchall, Records Management/Customer Service 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)**

**5.2 March 14, 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:

February 24, 2023 – Strategic Planning  
March 9, 2023 - Operating Budget  
March 14, 2023

Carried

**6. PUBLIC MEETINGS / HEARINGS**

**6.1 The Municipal Act**

**6.2.1 7:00 p.m.**

**CAO 2023-08, To Close and Convey Part of an Unopened Road Allowance  
Re: Pt Burgess Street, Burgessville**

Staff advised that this public meeting is being held to allow any person to address the proposed road closure. It was confirmed that no members of the public were in attendance to address this matter.

Resolution #3

Moved by Alisha Stubbs, seconded by John Scholten;

Report No. CAO 2023-08, Road Closure Request – Part of Burgess Street,  
be received as information;

And That Part Burgess Street, Registered Plan No. 239 of the Village of Burgessville, identified as P.I.N 00068-0056 be declared surplus to the needs of the Township;

And That draft By-law No. 17-2023, being a By-law to stop up, close and convey part of the unopened road allowance identified as Burgess Street on Plan 239 Village of Burgessville, being Part 1 on Plan 41R-10437 and Part 2 on Plan 41R-6965 be approved.

Carried

**6.2 The Drainage Act**

None

**6.3 The Planning Act**

Resolution #7

Moved by John Scholten, seconded by Alisha Stubbs;

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 Diana, Kyle, and Heather Handsaeme, File Number ZN 3-23-02.

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 7:20 p.m.**

**Applicant: Handsaeme**

**File No.: ZN3-23-02**

**Report No.: CP 2023-88**

**Location: West Part Lot 11, Concession 10 (South Norwich) 732334 Furnace Road, Township of Norwich**

**Details of Proposed Amendment: To amend the existing site specific 'Special General Agricultural Zone (A2-33)' zone provisions that apply to the subject lands to remove the temporary restrictions that apply to the second dwelling, to permit the existing second dwelling on the subject lands on a permanent basis.**

Mr. Kyle, Ms. Heather, and Ms. Diana Handsaeme, owners, were in attendance.

Ms. Heather St. Clair outlined the application as contained in Report CP 2023-88. She advised that the application was requested to amend the existing temporary, site-specific zoning 'Special General Agricultural Zone (A2-33) that applies to the subject lands, to permit two existing single detached dwellings on a permanent basis. The lands are approximately 15.2 ha (37.6 ac) in size and contain and existing cash crop operation.

In March of 2020 a temporary zoning by-law amendment was approved by Council to permit the two single detached dwellings on the subject lands, for a temporary basis of three years. The two dwellings consist of the original house built in 1880, 1100 ft<sup>2</sup> in size, and the recently constructed house built in 2020, 2500 ft<sup>2</sup> in size. As part of the previous approval the applicants entered into a ten year development agreement with the Township to permit the second dwelling on the property, and the temporary zoning by-law will expire in March 2023. The applicants have indicated they continue to require the second dwelling for proper farm operations and family care purposes.

Ms. St. Clair further explained one letter was received from public circulation of the application, stating approval may set an undesired precedent for multiple dwellings in the area.

Mr. Handsaeme commented in response to concerns that the family would ensure the dwellings were to be used by immediate family and for the purpose of farm operations.

There were no questions from Council.

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

Resolution #8



Moved by Alisha Stubbs, seconded by John Scholten;

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

Carried

Resolution #9

Moved by John Scholten, seconded by Alisha Stubbs;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Diana, Heather, and Kyle Handsaeme, File No.: ZN 3-23-02, for lands described as West Part Lot 11, Concession 10 (South Norwich), 732334 Furnace Rd., Township of Norwich; to amend the existing site specific 'Special General Agricultural Zone (A2-33)' zone provisions that apply to the subject lands to remove the temporary restrictions that apply to the second dwelling, to permit two existing single detached dwellings on a permanent basis, the Council of the Township of Norwich hereby;  
Approve the zone change

Carried

Resolution #10

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 1000347239 Ontario Inc., File Number ZN 3-23-02.

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 7:40 p.m.**

**Applicant: 1000347239 Ontario Inc**

**File No.: ZN 3-23-01**

**Report No.: CP 2023-103**

**Location: Part Lot 6, Concession 1 (East Oxford) 774896 Subway Line, Township of Norwich**

**Details of Proposed Amendment: To rezone the subject lands from 'Agri-Business Zone (AB)' to 'Restricted Industrial Zone (MR)' to permit a public garage within the existing building on the subject lands.**

Mr. Bram Van Den Heuvel from Stonecrest Engineering was in attendance representing the applicant.



Ms. Heather St. Clair outlined the application as contained in Report CP 2023-103. The application proposes to rezone the subject lands from 'Agri-Business Zone (AB)' to 'Restricted Industrial Zone (MR)' to permit the conversion of a former landscaping business to a public automotive garage. The shop would operate within the existing building constructed in 1967 with no new developments proposed. This building use has been recognized as an agricultural-related use since before the current Zoning By-law in 2003. Ms. St. Clair advised that no comments or concerns were received as a result of circulation. She advised that Staff recommend refusal until the applicants have completed a site plan agreement.

There were no questions from Council.

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

Resolution #11

Moved by John Scholten, seconded by Alisha Stubbs;

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

Carried

Resolution #12

Moved by Alisha Stubbs, seconded by John Scholten;

That with respect to the application to amend Zoning By-law 07-2003-Z, by 1000347239 Ontario Inc, File No.: ZN 3-23-01, for lands described as Part Lot 6, Concession 1(East Oxford), 774896 Subway Line, Township of Norwich; to rezone the subject lands from 'Agri-Business Zone (AB)' to 'Restricted Industrial Zone (MA)' to permit the conversion of an agricultural-related building, which currently contains a landscaping business, to a public garage for automotive repairs, the Council of the Township of Norwich herby; Defer the zone change and require the applicants to submit an application for site plan approval and evaluation of the existing private sanitary services.

Carried

**6.4 Other**  
None

**7. DELEGATIONS**  
None

**8. CORRESPONDENCE**

**8.1 City of Cambridge**  
**Re: Barriers to Women in Politics**

**8.2 Town of Essex**  
**Re: Tax Classification of Short Term Rental Units**

**8.3 City of Woodstock**

**Re: Reducing Municipal Insurance Costs**

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Correspondence as listed in Agenda Items 8.1 to 8.3 be received as information;

And Further That Council Support 8.1 and 8.3.

Carried

**9. COMMITTEE MINUTES**

**9.1 Springford Canada Day Committee**

**RE: Meeting Minutes – March 7, 2023**

Resolution #5

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 – March 7, 2023

Carried

**10 REPORTS**

**10.1 Planning and Development Services**

None

**10.2 Fire and Protective Services**

**10.2.1 Notice of discussion item: Request for staff report on amending/removing the requirement for dog tags– Councillor Stubbs**

There was Council discussion regarding; the revenue generated by the current dog tag program, enforcement and regulation of the Township's dog by-law, and by-law officer costs.

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Request Re: Amending/Removing the Requirement for dog tags, submitted by Councillor Stubbs, be received as information;

And Further That staff provide further report.

Carried

**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 Asset Management Coordinator Shared Position**

**Memorandum**

Resolution #13

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That the Memorandum: Asset Management Coordinator Shared Position, be received as information;

And Further That the Asset Management Shared Services Agreement with Oxford County be approved.

Carried

**10.8.2 Statement of Council Remuneration and Expense**

**FS 2023-06**

Resolution # 14

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That Staff Report No. FS 2023-06, Statement of Council Remuneration and Expenses, be received as information

Carried

**10.9 Administrative Services**

**10.9.1 Chamber of Commerce**

**Re: Request to Use Municipal Parking Lot for Farmers Market**

Council expressed support for the event.

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg;



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 27, 2023 to October 7, 2023 from 8:00 am to 2:00 pm;

And Further That a trash can be placed in the vicinity to keep the parking space 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

### **10.9.2 Appointments to Court of Revision**

#### **Memorandum**

Resolution #16

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Memorandum: Appointments to the Court of Revision, be received as information;

And Further That the following members be appointed to sit as the Court of Revision for the Treffry and Penning Municipal Drain 2022: Jim Palmer, John Scholten, Alisha Stubbs, Shawn Gear and Adrian Couwenberg, with the first member being the Chair of the Court of Revision

And Further That Council appoint Mayor Palmer as Chair and Adrian Couwenberg as a member of the Court of Revision for the Longworth Municipal Drain 2023.

Carried

### **10.9.3 Request – Membership – Coalition of Inclusive Municipalities**

#### **Councillor Stubbs**

There was discussion about the purpose and potential benefits to the community, and questions regarding commitment requirements from staff and Council

Resolution #17

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Request Re: Membership – Coalition of Inclusive Municipalities, submitted by Councillor Stubbs, be received as information;

And Further That staff provide further information regarding the process, commitments, and resources of membership;

And Further That this item be deferred until April 25, 2023 Council Meeting

Carried

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

- 11.1 Notice of Motion – Flag and Banner Policy  
Councillor Scholten
- 11.2 Notice of Motion – Proclamation of Pride Month in Norwich  
Councillor Stubbs

**12. CLOSED SESSION**  
None

**13. BY-LAWS**

- No. 06-2023-Z To Amend Zoning By-law 07-2003-Z (Handsaeme, ZN 3-23-02)
- No. 17-2023 To Stop Up, Close and Convey Part of the Unopened Road Allowance known as Burgess Street on Registered Plan 239, Village of Burgessville, in The Township of Norwich
- No. 18-2023 To Authorize the Execution of an Asset Management Shared Services Agreement with the County of Oxford
- No.19-2023 To Confirm All Actions and Proceedings of Council

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

Resolution #18  
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. 06-2023-Z To Amend Zoning By-law 07-2003-Z (Handsaeme, ZN 3-23-02)
- No. 17-2023 To Stop Up, Close and Convey Part of the Unopened Road Allowance known as Burgess Street on Registered Plan 239, Village of Burgessville, in The Township of Norwich
- No. 18-2023 To Authorize the Execution of an Asset Management Shared Services Agreement with the County of Oxford
- No.19-2023 To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #19  
Moved by Adrian Couwenberg, seconded by Shawn Gear;

That By-laws 06-2023-Z, 17-2023, 18-2023, and 19-2023 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 8:35 p.m.**

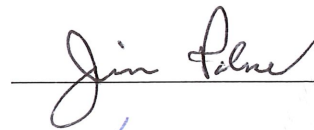
Resolution #20

Moved by Adrian Couwenberg, seconded by Shawn Gear;

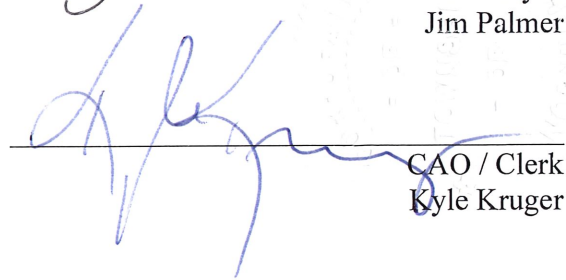
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 28<sup>th</sup> day of March 2023.



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



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