



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday August 9, 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 Pagee, Director of Fire and Protective Services  
James Johnson, Director of Finance  
Patrick Horvorka, Director of Community Development Services  
AJ Wells, Manager of Medical Services  
Dirk Kramer, Drainage Superintendent  
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 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 July 12, 2022**

Resolution #2

Moved by Jim Palmer, seconded by Alan Dale;

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

July 12, 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 for amendment to Zoning By-law 07-2003-Z by Floral Dairy Inc., File Numbers ZN 3-21-11

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: Floral Dairy Inc.**

**File No.: ZN 3-21-11**

**Report No.: CP 2022-314**

**Location: Part Lot 15, Concession 7 (South Norwich), 712789 Middletown Line, Township of Norwich.**

**Details of Proposed Amendment: To Rezone the severed lands from consent B 21-48-3 from 'General Agriculture Zone (A2)' to 'Special Limited Agricultural Zone (A1-6)' to coincide with the lands to which they will be added. The application will also realign the lot to be enlarged so the entrance is wholly located on the enlarged lot.**

Mr. Brad Deming, agent, was in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2022-314. She advised that the application proposes to rezone the lands to be severed to recognize the use of the lands as the existing driveway entrance to the lands to the south to which the lands will be added. The Consent will facilitate a minor boundary adjustment to correct the existing driveway encroachment situation. There were no comments or concerns received from agencies or neighbouring property owners.

In response to Council questions, Mr. Deming advised that the current owners purchased the property several years ago and the laneway was existing at that time. He explained that there is a watercourse on the north side of the lane so it is not farmed and there are two other accesses to the farm parcel.

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

Resolution #4

Moved by John Scholten, seconded by Lynne DePlancke;

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

Carried

Resolution #5

Moved by Lynne DePlancke, seconded by John Scholten;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Floral Dairy Inc., File No.: ZN 3-21-11, for lands described as Part Lot 15, Concession 7 (former South Norwich) 712789 Middletown Line, Norwich, Township of Norwich, to rezone the severed lands from Consent B 21-48-3 from 'General Agriculture Zone (A2)' to 'Special Limited Agricultural Zone (A1-6)' to recognize the existing driveway entrance for the enlarged lot 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 20 day appeal period pursuant to the Planning Act.

Resolution #10

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 Winzen Norwich Homes Ltd., File Number ZN 3-22-07 and an Official Plan Amendment File Number OP 22-09-3.

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: Winzen Norwich Homes Ltd.**

**File No.: ZN 3-22-07 and OP 22-09-3**

**Report No.: CP 2022-310**

**Location: Part Lot 9, Concession 5 (North Norwich) 18 Dufferin Street, Norwich, Township of Norwich**

**Details of Proposed Amendment: To Rezone the subject lands from 'Low Density Residential' to 'Medium Density Residential', and rezoned from 'Special Residential Type 2 Zone (R2-2)' to 'Residential Type 3 Zone (R3)' to facilitate the construction of 22 street fronting townhouse dwellings on lands subject to a draft approved plan of subdivision.**

There was no-one in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2022-310. She advised that the applications propose construction of 22 street fronting townhouse units on lands draft approved for subdivision. The townhouses are to be accessed by one new local road as part of a future phase which consists of semi-detached and single detached homes. The lands subject to this application are zoned to permit street fronting townhouses with a density of 15 units/ha or 6 units/ac and the request will increase the density by one unit. The requested increase will have minimal impact on traffic or neighbouring properties and the Site Plan Control process will address fencing concerns.

Ms. St. Clair advised that two letters of concern were received regarding concerns with lack of greenspace, potential trespass by future residents, increased density impacts on neighbourhood character and possible traffic issues.

Ms. Gayle Sprague of 14 Dufferin Street, advised that she resides at the large property north of the townhome development. She expressed concerns with: dogs, inadequate play area for children and fencing. She advised that there is currently rag weed and thistles in the current storm water management pond area and advised of issues with the existing development.

Mr. Lyle McClelland of 261 Cayley Street, expressed concerns with; the sewage capacity, number of houses to be built, small lots, an increase in traffic and the location of top soil piles during



construction. Mr. McClelland further commented that the Hannah family owned this farm and lived there for 75 years and he believes the street should be named to reflect that.

In response to comments, Ms. St. Clair advised that the proposed development has been in process for some time and has been accounted for in the Oxford County sewage allotment, adding that fencing will be dealt with as a condition of subdivision.

Mr. Kruger advised that a list of suggested street names was provided by the Historical Society years ago and it is depleting. The chosen name was requested and has been approved.

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

Resolution #11

Moved by Jim Palmer, seconded by Alan Dale;

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

Carried

Resolution #12

Moved by Alan Dale, seconded by Jim Palmer;

That with respect to the application to amend Zoning By-law 07-2003-Z, by Winzen Norwich Homes Ltd., File No.: ZN 3-22-07 (OP 22-09-3), for lands described as Part Lot 9, Concession 5 (former North Norwich) 18 Dufferin Street, Norwich, Township of Norwich, to rezone the subject lands from 'Special Residential Type 2 Zone (R2-2)' to 'Special Residential Type 3 Zone (R3-sp)' to permit the construction of 22 street fronting townhouse units, with a maximum lot coverage of 40%, the Council of the Township of Norwich herby;

Defer the zone change, pending the decision by Oxford County Council with respect to the requested Official Plan Amendment

Carried

Resolution #13

Moved by Jim Palmer, seconded by Alan Dale;

That the Council of the Township of Norwich advise Oxford County Council that the Township supports the application to amend the Official Plan (File No. OP 22-09-3), as submitted by Winzen Norwich Homes Ltd., for lands described as Part Lot 9, Concession 5, Village of Norwich, to re-designate the subject lands from Low Density Residential to Medium Density Residential.

Carried

**6.4 Other**

None

**7. DELEGATIONS**

**7.1 10:00 a.m.**

**Dianne Latta, Millard, Rouse and Rosebrugh**

**Re: Audit Findings Letter**

**Re: 2021 Consolidated Financial Statements**

**Re: Trust Funds Financial Statements**

**Re: Norwich BIA Financial Statements**

Ms. Latta provided an overview of the Financial Statement, including: a statement of financial position, operations and accumulated surplus, net financial assets and cash flow.

There were Council questions with respect to: ERTH investment, accounts receivable increase, delayed grant funding and the use of the modified accrual basis.

Resolution #14

Moved by Lynne DePlancke, seconded by John Scholten;

That the Delegation of Dianne Latta, Millards Chartered Accountants,  
Re: 2021 Consolidated Financial Statements, Business Improvement Area Financial Statements  
and Trust Fund Financial Statements, be received as information;

And further that the 2021 Audited Financial Statements be accepted as presented.

Carried

**7.2 10:15 a.m.**

**Meghan House, Development Planner, Oxford County**

**Re: Official Plan Amendments to Implement Additional Residential Units (ARU's) in Rural Areas**

**Report CP 2022-295**

**Presentation – Additional Residential Units**

Ms. House provided an overview of the process to amend the Official Plan and explained there are differences between the urban and rural municipalities due to servicing capacities. She further advised of the approved definition for ARU's and outlined criteria associated with the process, different zones, ancillary buildings and allowed gross floor areas. In response to questions, Ms. House spoke to increased time limits for garden suites and advised that accessory residential units are intended to be permanent.

There was Council discussion with respect to: garden suites, the possible need to upgrade septic systems to accommodate the additional development and the potential for too much residential concentration.

Mr. Kruger advised that these policies are being developed in response to the Provincial direction that accessory residential units shall be permitted to increase housing stock.

Resolution #15

Moved by John Scholten, seconded by Lynne DePlancke;

That the Council of the Township of Norwich receive Oxford County Report CP 2022-295, Re: Official Plan Amendments to Implement Additional Residential Units (ARU's) in Rural Areas, as information;

And further, that the Council of the Township of Norwich advise County Council that the Township supports the proposed draft Official Plan policies to implement additional residential units in the rural townships and that County Planning staff proceed with finalizing the consultation draft of the Official Plan policies based on consideration of the comments received and initiating the formal Official Plan Amendment process and related public and agency consultation; and,

And further, that the Council of the Township of Norwich directs Township staff to proceed with initiating amendments to the Township Zoning By-law following approval of the Official Plan amendment by County Council.

Carried

**8. CORRESPONDENCE**

**8.1 Long Point Region Conservation Authority**

**Re: Meeting Minutes – June 1, 2022**

**8.2 Oxford Community Foundation**

**Re: 2021 Annual Report**

**Re: 2022 Oxford County Warden's Charity Golf Tournament**

**8.3 Thames Valley District School Board Planning Department**

**Re: 2022 Accommodation Plan**

**8.4 City of Owen Sound**

**Re: Removal of Municipal Councillors Under Prescribed Circumstances**

**8.5 Sydnie Crockett**

**Re: 100 Women Who Care**

**8.6 Municipality of Huron Shores**

**Re: Ontario Wildlife Damage Compensation Program**

**8.7 Town of South Bruce Peninsula**

**Re: Physician Shortages in Ontario**

**8.8 Ontario Sheep Farmers**

**Re: Problem Predators**

**Re: Livestock Guardian Dog Use in Ontario**



In response to Council questions with respect to wildlife damage and livestock guardian dogs, staff advised that there are numerous steps involved with support, including: amending the dog control by-law, waiving fee's and additional considerations regarding the request for no collars and tags which would affect dog control if the animal is running at large. Council requested staff prepare a report.

Resolution #6

Moved by Lynne DePlancke, seconded by John Scholten;

That the Correspondence as listed in Agenda Items 8.1 to 8.8 be received as information.

And further that 8.6, 8.7 and 8.8 be supported.

Carried

## **9. COMMITTEE MINUTES**

### **9.1 Police Service Board**

**Re: Meeting Minutes – June 22, 2022**

**Re: Meeting Minutes – Special Meeting June 24, 2022**

Resolution #7

Moved by Alan Dale, seconded by Jim Palmer;

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

- Police Service Board  
Meeting Minutes – June 22, 2022, and  
Meeting Minutes – Special Meeting June 24, 2022

Carried

## **10 REPORTS**

### **10.1 Planning and Development Services**

None

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

#### **10.2.1 Month-end Statistical Report - July, 2022**

**Report FP 2022-19**

Chief Van Patee confirmed that the Municipal Enforcement Unit (MEU) is not longer operating. As a result, staff are currently researching other options for By-law Enforcement.

Resolution #8

Moved by Jim Palmer, seconded by Alan Dale;

That Report FP 2022-19 – Month-end Statistical Reports, July 2022 be received as information.

Carried

**10.2.2 Establishing and Regulating By-law Amendment  
Report FP 2022-18**

Resolution #9

Moved by Alan Dale, seconded by Jim Palmer;

That Report FP 2022-18 – Establishing and Regulating By-law Amendment, be received as information;

And Further That proposed By-law 46-2022 being a by-law to amend By-law 24-2015, being a by-law to Establish a Fire Department be approved.

And That Council approve the Fire Prevention Policy – Fire Safety Inspections, as presented.

Carried

**10.3 Drainage Services**

**10.3.1 July 2022 Drainage Report  
Report DR 2022-21**

Resolution #16

Moved by John Scholten, seconded by Lynne DePlancke;

That Report DR 2022-21 – July 2022 Drainage Report, be received as information.

Carried

**10.4 Building Services**

**10.4.1 July 2022 Building Report  
Report BB 2022-09**

Resolution #17

Moved by Lynne DePlancke, seconded by John Scholten;

That Report BB 2022-09 – July 2022 Building Report, be received as information.

Carried

**10.4.2 50 Stover Street South – Information and Opinion in Response to Concerns  
Report BB 2022-10**

Resolution #18

Moved by John Scholten, seconded by Lynne DePlancke;

That Report BB 2022-10 – 50 Stover Street South – Information and Opinion in Response to Concerns, be received as information;

And Further that staff share the information and recommendations within this report with Ms. Berrigan.

Carried

**10.5 Public Works Services**

**10.5.1 Progress Report for July 2022**

**Report PW 2022-17**

Resolution #19

Moved by Jim Palmer, seconded by Alan Dale;

That Report PW 2022-17 – Progress Report for July 2022, be received as information.

Carried

**10.5.2 Oxford County Report PW 2022-34**

**Re: Oxford County Cycling Master Plan**

Resolution #20

Moved by Jim Palmer, seconded by Alan Dale;

That the Oxford County Report PW 2022-34 Re: 2021 Oxford County Cycling Master Plan, be received as information.

Carried

**10.6 Community Development Services**

**10.6.1 Monthly Departmental Activities**

**Report CDS 2022-10**

Resolution #22

Moved by Jim Palmer, seconded by Alan Dale;

That Report CDS 2022-10, Monthly Departmental Activities, be received as information.

And Further That Council approve proceeding with the RFP from ABC Recreation for the Southwest Quadrant Community Park Facility.

Carried

**10.7 Medical Centre Services**

**10.7.1 Medical Centre July 2022 Activity Report**

**Report MED 2022-10**

Resolution #21

Moved by Lynne DePlancke, seconded by John Scholten;

That Report MED 2022-10, Medical Centre July 2022 Activity Report, be received as information.

Carried



**10.8 Financial Services**

**10.8.1 Financial Summary as at July, 2022**

**Report FS 2022-14**

Resolution #23

Moved by John Scholten, seconded by Lynne DePlancke;

That Report FS 2022-14, Financial Summary as at July 31, 2022, be received as information.

Carried

**10.9 Administrative Services**

**10.9.1 Delegation of Suzanne Kungl**

**Re: Items Summary and Comment**

**Re: Council Meeting Extract**

Resolution #24

Moved by Lynne DePlancke, seconded by John Scholten;

That the Items Summary and Comment of the Delegation by Suzanne Kungl, be received as information;

And further that requests respecting speed limits / Community Safety Zone be referred to Oxford County;

And that staff initiate placement of 'speed spy' signage in the core area in cooperation with Oxford County

And that staff advise the OPP of concerns received regarding speeding and other infractions;

And Further that staff prepare a Tree Replacement Policy with respect to local road reconstruction.

Carried

**10.9.2 Norwich Business Improvement Area (BIA) Board**

**Re: Member Resignation – Mardy Fransen**

Resolution #25

Moved by Alan Dale, seconded by Jim Palmer;

That the Resignation of Mardy Fransen from the Norwich Business Improvement Area (BIA) Board, be received as information;

And Further that Council thank Mr. Fransen for his contributions to the BIA.

Carried

### **10.9.3 Follow Up to June 21, 2022 Council Meeting**

#### **Memorandum**

Mr. Kruger provided an overview of the memorandum advising the Township procedures are quite reflective of other municipalities procedural by-laws. He provided an overview of suggested changes, including: more detailed delegation submissions, restrictions on topics, added direction for conduct/decorum, enforced time limits and added language regarding late requests, and recording/broadcasting meetings. Mr. Kruger also recommended that Diversity, Equity and Inclusion training be included in the Council Orientation process.

There was Council discussion with respect to: proposed changes, allowed time limits and that this is the first time an issue like this has ever taken place at a Council meeting.

Resolution #26

Moved by Jim Palmer, seconded by Alan Dale;

That Memorandum Re: Follow Up to June 21, 2022 Council Meeting, be received as information;

And Further that Staff continue with review and proposed updating of the Procedural By-law;

And Further that Diversity, Equity and Inclusion training be incorporated into the Council Orientation process for each term of Council;

And Further that the Community Safety and Well Being Plan be incorporated into the Council Orientation Process for each term of Council.

Carried

### **10.9.4 Annual Status Report of the Multi-year Accessibility Plan**

Resolution #27

Moved by Alan Dale, seconded by Jim Palmer;

That the Annual Status Report for the Multi-year Accessibility Plan be accepted as presented;

And Further that the Report be posted on the Municipal Website.

Carried

### **10.9.5 Norwich Chamber of Commerce**

**Re: Request extension to permission to use municipal property for Farmers Market**

Resolution #28

Moved by Lynne DePlancke, seconded by John Scholten;

That the Norwich Chamber of Commerce – Request extension to permission to use Municipal property for Farmers Market, be received as information;

And Further that Council approve the extended use of the Stover Street Municipal Parking Lot every Saturday until October 8, 2022 from 7:00 am to 1:00 pm

Carried

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

**11.1 Councillor John Scholten**

**Re: To direct staff to research and bring forward a Flag By-law for Council consideration.**

Councillor Scholten expressed concerns with the current controversy and division in the community, commenting that council needs to a solution to this problem, so it doesn't happen again. He requested staff prepare a Flag By-law that is clear and precise which allows groups to apply to fly flags for a certain amount of time. Councillor Scholten advised that he has reviewed several by-laws and suggest staff refer to the Carlton Place by-law.

Mr. Kruger requested clarification on the intent and content expectations and inquired if a policy would better suit the intent.

There was Council discussion with respect to: half mast policies, banners, human rights complaints, expectations for inclusivity.

Resolution #29

Moved by John Scholten, seconded by Jim Palmer;

That Council direct staff to to bring forward a Flag By-law for Council's consideration.

Carried

**12. CLOSED SESSION**

None

**13. BY-LAWS**

<b>No 11-2022-Z</b>	<b>To Amend Zoning By-law 07-2003-Z (Floral Dairy Inc. File No. ZN 3-21-11)</b>
<b>No. 46-2022</b>	<b>To Amend By-law 24-2015 to Establish a Fire Department</b>
<b>No. 47-2022</b>	<b>To Appoint a Fire Prevention Officer</b>
<b>No. 48-2021</b>	<b>To Appoint a Closed Meeting Investigator</b>
<b>No. 49-2022</b>	<b>To Appoint an Integrity Commissioner</b>
<b>No. 50-2022</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.

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

No. 11-2022-Z	To Amend Zoning By-law 2007-03-Z (Floral Dairy Inc. File No. ZN 3-21-11)
No. 46-2022	To Amend By-law 24-2015 to Establish a Fire Department
No. 47-2022	To Appoint a Fire Prevention Officer
No. 48-2022	To Appoint a Closed Meeting Investigator
No. 49-2022	To Appoint an Integrity Commissioner
No. 50-2022	To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #31

Moved by Jim Palmer, seconded by Alan Dale;

That By-laws 11-2022-Z, 46-2022, 47-2022, 48-2022, 49-2022, and 50-2022 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 – 12:19 p.m.

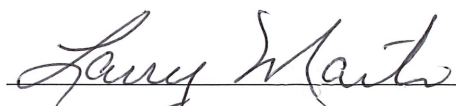
Resolution #32

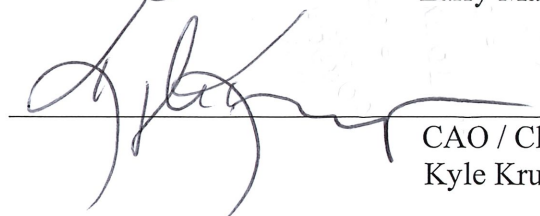
Moved by Alan Dale, seconded by Jim Palmer;

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 13<sup>th</sup> day of September 2022.

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

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