



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday June 21, 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 Page, Director of Fire and Protective Services  
James Johnson, Director of Finance  
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 7:00 p.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 amended, as per Section 8.1.2 of the Procedural By-law to allow Alisha Stubbs to be a delegation to Council

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 June 7, 2022**

Resolution #2

Moved by Lynne DePlancke, seconded by John Scholten;

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

June 7, 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 the Trustees of the First Netherlands Reformed Church., File Numbers ZN 3-21-19

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 7:00 p m.**

**Applicant: Trustees of the First Netherlands Reformed Church**

**File No.: ZN 3- 21-19 and SB 21-15-3**

**Report No.: CP 2021-243**

**Location: Part Lot 14, Concession 2 (North Norwich) and Part 2, Plan 41R-5569, 685 Main Street South, Burgessville, Township of Norwich**

**Details of Proposed Amendment: To facilitate the creation of five new residential lots along an extension of Burgess Street, Burgessville and to Rezone the lots to be subdivided from ‘Institutional Zone (I)’ to ‘Residential Type 1 Zone (R1)’ to facilitate the proposed subdivision and permit the construction of one single detached dwelling per lot.**

Mr. Nathan Kok, agent was in attendance representing the application.

Ms. St. Clair outlined the application as contained within Report CP 2022-243. She advised that Draft Plan of Subdivision will facilitate creation of five new residential lots to be accessed via an extension of Burgess Street and retention of one lot that will remain the Netherlands First Reformed Church. The proposal which will include private wells and septic systems, will allow for infilling and rounding out of the existing settlement area and assist in meeting local housing needs. Studies provided indicate possible nitrate impact which will require an enhanced tertiary system and staff recommend entering into an agreement regarding these systems. Ms. St. Clair further advised that the subject lands are approximately 14 acres in size, contain an existing church, parsonage and parking. A Site Plan Application is currently under review to facilitate an addition to the east side of the existing church.

There was Council discussion with respect to: tertiary septic systems, storm water review, the cul-de-sac turning circle and snow removal.

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 Jim Palmer, seconded by Alan Dale;

That with respect to the application to amend Zoning By-law 07-2003-Z, by the Trustees of the First Netherlands Reformed Congregation: ZN 3-21-19, for lands described as Part Lot 14, Concession 2 (North Norwich) and Part 2, Plan 41R-5569, 685 Main Street South, Burgessville, Township of Norwich, to rezone the lots to be subdivided from ‘Institutional Zone (I)’ to ‘Residential type 1 Zone (R1)’ and ‘Special Institutional Zone (I-sp)’ to recognize the lot frontage of the existing institutional use and to facilitate the development of five single detached dwellings on the lots to be created, the Council of the Township of Norwich hereby; defer approval pending consideration and draft approval of the Plan by Oxford County Council.

Carried

Resolution #6

Moved by Alan Dale, seconded by Jim Palmer;

That the Council of the Township of Norwich advise County Council that the Township supports the application for draft plan of subdivision, File No. SB21-15-3, as submitted by the Trustees of the First Netherlands Reformed Congregation (Kok), for lands described as Part Lots 14, Concession 2 (North Norwich) and Part 2 Plan 41R-5569, Village of Burgessville, Township of Norwich, consisting of five lots for single detached dwellings, subject to the conditions as outlined in Report CP 2022-243 being met prior to final approval of the plan for registration.

Carried

**6.4 Other**  
None

**7. DELEGATIONS**

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

**John Rettie**

**Re: Norwich Optimist Tractor Pull**

Ms. Jo-Ann Hanson spoke on behalf of the Norwich Optimist Club. She commented that in September the Club celebrated their 30<sup>th</sup> Anniversary. Ms. Hanson advised that all funds raised go back into the community and listed some of the projects and events that have taken place, such as: the Norwich Splash Pad, soccer park, bike rodeos and fishing derby. The Clubs major fundraiser is the Tractor Pull held on the Rettie Farm annually. This event is a lesson in inclusivity and appeals to everyone, which requires hundreds of volunteers working together. She provided some letters of support from five neighbouring property owners, the Norwich Skating Club and Norwich Legion.

There were Council questions with respect to notification given to neighbouring property owners about the event.

Resolution #17

Moved by Lynne DePlancke, seconded by John Scholten;

That the Delegation from Jo-Ann Hanson, Re: Norwich Optimist Tractor Pull; be received as information, and further that with respect to By-law 35-2013 to Regulate and Prohibit Noise, organizers ensure tractor pull event noise terminates no later than 9:30 pm on both Friday and Saturday evenings, and amplified music/entertainment noise terminate no later than 1:00 am for Friday events and 11:00 pm for Saturday events; And that organizers ensure event patrons park on site only and not on Evergreen Street or Highway 59

Carried

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

**Faye Berrigan**

**Re: Water Drainage Issues**

Mr., Vic Whitcroft was in attendance representing Ms. Berrigan. He explained that she has a problem with water pooling on her property and requested that someone inspect the issue to determine what steps need to take place to alleviate the issue. He commented that a recently built

residence in the area has caused the issue to worsen and that every time a residence has been built over the years, the situation has gotten worse.

Mayor Martin advised that photos have been distributed to members of Council.

Resolution #18

Moved by Lynne DePlancke, seconded by John Scholten;

That the Delegation from Faye Berrigan, Re: Water Drainage Issues; be received as information, and further that the issue be referred to staff for a report.

Carried

### 7.3 8:15 p.m.

**Jacob Dey**

**Re: Placement of Pride Banners**

Mr. Dey advised that he was greatly grieved to learn the progress banners were hung and when he attempted to meet with Council, could not, due to quorum and timing restrictions. He referred to meeting with the Mayor to discuss his ethics and requesting the banners be removed by Sunday, making it clear they would be removed if they still hung there by Sunday. Mr. Dey made reference to the Canadian Charter of Rights and Freedoms, commenting that freedom is based on mutual respect.

Mr. Dey made reference to verses from the King James version of the Bible, referencing it as an operating manual for mankind, advising that there are consequences for going against God's word. Mr. Dey referenced the transition from gay flag to pride, then all inclusive and now progressive, commenting it comes with nice speeches and explanation, however when we hang up this flag we are also supporting things like: drag queen story time in the library, the radical sex bill, children being told they can select their gender at the age of six. He made reference to Rainbow Certification for LGBTQ friendly business and commented that not only is this driving a chasm in our families, it also now affects the workplace. Mr. Dey questioned where this group falls into the definition of groups included in the Charter of Rights and Freedoms and compared it to social movements such as Black Lives Matter and Nazi Germany. He expressed concern with the hanging of the Progress Banners causing division in the community where previously there was none.

Resolution #19

Moved by Jim Palmer, seconded by Alan Dale;

That the delegation from Jacob Dey, Re: Placement of Pride Banners, be received as information.

Carried

### 7.4 Alisha Stubbs

**Re: Diversity, Equity, Inclusion and Accessibility**

Ms. Stubbs advised that she is referencing research, definitions and facts, due to concerns brought forth due to criminality and some feeling unsafe within the community after recent events. She made reference to information as outlined by: Statistics Canada, a Crowdsourc Survey, a recent study by Adams (2021), Ontario Human Rights Commission and information from the Centre for Gender, Diversity and Inclusion. She expressed concerns with the vandalism and theft of the pride banners, referencing Ontario Human Rights Commission statement that ‘when beliefs infringe on community safety and human rights, they are no longer simply beliefs’. Ms. Stubbs commented that the progress flag does not need to represent the entire community because it is meant to open the community for marginalized groups to feel safe. She referenced statistics with respect to victimization, inappropriate behaviours, hate crimes, violent crimes and mental health.

Ms. Stubbs made reference to the Community Safety and Well-Being Plan, commenting that inclusivity is being mandated and expected at all levels, that it is not belief based, it is human rights based, providing safety and support for marginalized community members.

Resolution #20

Moved by Lynne DePlancke, seconded by John Scholten;

That the delegation from Alisha Stubbs, be received as information.

Carried

**8. CORRESPONDENCE**

**8.1 Long Point Region Conservation Authority  
Re: Meeting Minutes – May 4, 2022**

**8.2 Chatham-Kent  
Re: Retirement Home Funding**

**8.3 Town of Aurora  
Re: Private Members Bill C-233 “Keira’s Law”**

Resolution #7

Moved by Jim Palmer, seconded by Alan Dale;

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

Carried

**9. COMMITTEE MINUTES**

**9.1 Norwich BIA  
Re: Meeting Minutes – June 7, 2022  
Re: Nostalgia Days Committee – Meeting Minutes May 12, 2022**

Council members were advised that staff have suggested the municipal parking lot on Stover Street North as a better location for the Farmers Market than the proposed Washington Street location.

Resolution #8

Moved by Lynne DePlancke, seconded by John Scholten;

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

Norwich BIA - Meeting Minutes – June 7, 2022  
Nostalgia Days Committee – May 12, 2022

Carried

## **10 REPORTS**

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

#### **10.1.1 Notice of Adoption**

**Re: Official Plan Amendment, Subsection 17(22), 21 and 26 of the Planning Act – To update Oxford County’s Agricultural Policies**

Resolution #9

Moved by John Scholten, seconded by Lynne DePlancke;

That the Oxford County Notice of Adoption of the Official Plan Amendment OP 21-01-9, be received as information.

Carried

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

#### **10.2.1 Month-end Statistical Reports, May 2022**

##### **Report FP 2022-14**

In response to Council questions, Chief VanPagee advised that the current fire truck does not have adequate room for medical supplies so the aerial truck will be used for medical calls until the new tanker is received in 2023.

Resolution #10

Moved by Alan Dale, seconded by Jim Palmer;

That Report FP 2022-14 – Month-end Statistical Reports May 2022, be received as information.

Carried

#### **10.2.2 Emergency Management Program**

##### **Report FP 2022-15**

Resolution #11

Moved by Jim Palmer, seconded by Alan Dale;

That Report FP 2022-15 – Emergency Management Program, be received as information;

And that the Community Emergency Management Coordinator be authorized to submit the OFMEM Municipal Compliance Report on behalf of the Township for 2022

Carried

### **10.2.3 Fire Services Driver Certification Agreement**

#### **Report FP 2022-16**

Resolution #12

Moved by Lynne DePlancke, seconded by John Scholten;

That Report FP 2022-16 – Fire Services Driver Certification Agreement, be received as information

And Further That the Mayor and CAO be authorized and directed to enter into the Fire Services Driver Certification Agreements with the municipalities of South-West Oxford and Zorra 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 Memorandum**

##### **Re: Norwich Wastewater Treatment Plant Capacity Expansion Municipal Class Environmental Assessment Study – Notice of Public Consultation Centre #1**

Resolution #13

Moved by John Scholten, seconded by Lynne DePlancke;

That Oxford County Public Works Memorandum, Norwich Wastewater Treatment Plant Capacity Expansion Municipal Class Environmental Assessment Study – 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 Requests for Relief from Sign By-law – Emily Stowe Public School and VDK Group Inc. Memorandum**

Resolution #14

Moved by Lynne DePlancke, seconded by John Scholten;

That the Memorandum: Requests for Relief from Sign By-law – Emily Stowe Public School and VDK Group Inc. be received as information

Carried

There was Council discussion with respect to the current sign by-law and possible updates, however, whether a size increase would be considered is currently unknown. There was discussion about the level of illumination sometimes being a safety consideration. Staff advised that Oxford County utilize the TAC Standards to determine the level of illumination allowed near County Roads.

Resolution #15

Moved by John Scholten, seconded by Jim Palmer;

Whereas the maximum dimensions of a freestanding sign in the applicable zone is 4.7 square metres and VDK Group Inc. has submitted a Request for Relief of the Sign By-law to allow a sign approximately 16.5 metres, the Council of the Township of Norwich hereby:

Approve the request with the following conditions:

1. An as built drawing of the registered plan, amended to include the sign, be provided to the Township of Norwich
2. The lighting intensity be in compliance with Oxford County Public Works requirements

Carried

Moved by Jim Palmer, seconded by Lynne DePlancke;

With respect to the request received from Emily Stowe Public School for Relief of the Sign By-law as follows;

1. The proposed sign is approximately 9.72 square metres whereas the maximum dimensions allowed for a freestanding sign in the applicable zone is 2.8 square metres, and;

2. The proposed illumination of the sign will not conform to Section 11, which provides that illuminated signs be arranged as as to direct and/or reflect light away from adjacent resident zones or uses;

The Council of the Township of Norwich, hereby: approve the request

Deferred

Verbal Resolution #16

Moved by Lynne DePlancke, seconded by Alan Dale;

To defer consideration until additional information is received with respect to the illumination of the sign.

Carried

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

None

**12. CLOSED SESSION**

None

**13. BY-LAWS**

**No. 36-2022 To Authorize Execution of a Fire Department Driver Certification Program Agreement with South-West Oxford**

**No. 37-2022 To Authorize Execution of a Fire Department Driver Certification Program Agreement with Zorra Township**

**No. 38-2022 To Confirm All Actions and Proceedings of Council**

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

Resolution #21

Moved by Alan Dale, seconded by Jim Palmer;

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

No. 36-2022 To Authorize Execution of a Fire Department Driver Certification Program Agreement with South-West Oxford

No. 37-2022 To Authorize Execution of a Fire Department Driver Certification Program Agreement with Zorra Township

No. 38-2022 To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #22

Moved by John Scholten; seconded by Lynne DePlancke;

That By-laws 36-2022, 37-2022, and 38-2022 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 – 9:01 p.m.**

Resolution #23

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 12<sup>th</sup> day of July 2022.

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Mayor  
Larry Martin

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CAO / Clerk  
Kyle Kruger