



Consulting Engineers,  
Architects & Planners

September 16, 2025

Norfolk County  
Planning Department  
12 Gilbertson Dr., Simcoe,  
Ontario, N3Y 3N3

**Attention:** **Bohdan Wynnyckyj, Director of Planning**  
**Reference:** **Application for Zoning By-law Amendment**  
**256 Main St and 194 Talbot St, Courtland, Norfolk County**  
**Our Project 23-153**

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### Introduction

G. Douglas Vallee Limited has been retained by Mike and Sandy Kloepfer to provide consulting services to facilitate a zoning by-law amendment in support of future boundary adjustments and the creation of a new lot.

A pre-consultation meeting occurred on July 24, 2024 where several items were identified for a complete application. Some of the items are not necessary to support the evaluation of a zoning by-law amendment and/or the consents. They have been omitted from this submission. The following are provided with this submission and/or comments for their omittance.

- 1. Completed Application Form**
- 2. Concept Plan** – Not submitted separately. See Planning Justification Report (PJR)
  - NOTE: The property is very large where the subject lands are very small in comparison. Several concept drawings are included in the PJR to help articulate a clear understanding of each portion of the application.
- 3. Building Elevations:** Not required for any complete application. Dwellings are existing on 2 properties. A future dwelling on the new lot is subject to a building permit review which requires elevation drawings. Zoning compliance for height can be reviewed at that time. Any hypothetical drawing submitted at this time will change at the time of building permit. This renders hypothetical drawings irrelevant to the application.
- 4. Site Plan and details:** See #2 Concept Plan above – all necessary images and drawings are contained within the Planning Justification Report. Not provided separately.
- 5. Survey/Legal Plans**
- 6. PIN Sheets:** to assist with ownership and legal descriptions.
- 7. Topographical Survey** – Not required for zoning by-law amendment or severances. A Topographical survey can be provided as a requirement for building permit.
- 8. Archaeological Assessment & Ministry Letter**
- 9. Draft Zoning By-law Amendment**
- 10. Planning Justification Report**

Please advise the amount of the fee and when it may be paid. We look forward to working with you on this application.

Yours truly,

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Eldon Darbyson, MCIP RPP  
Director of Planning  
**G. DOUGLAS VALLEE LIMITED**  
Consulting Engineers, Architects & Planners

H:\Projects\2023\23-153 Titan Trailer Condo Courtland\COURTLAND UAB & Severances\Planning\ZBLA for severances\Draft Submission Folder\0.0 2025.06.06 - Courtland ZBA - Cover Letter.docx



## Planning Department Development Application Form

### Complete Application

A complete development application consists of the following:

1. A completed, signed, and notarized application form
2. Supporting information adequate to illustrate your proposal as indicated in **Section H** of this application form
3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

### Pre-Submission Consultation:

Norfolk County requires a Pre-Consultation Meeting for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a Pre-Consultation Meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

### Development Application Process

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.



Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at [NorfolkGIS@norfolkcounty.ca](mailto:NorfolkGIS@norfolkcounty.ca).

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these cases, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

### **Notification Sign Requirements**

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of your development application. It is your responsibility to:

1. Post one sign per frontage in a conspicuous location on the subject lands.
2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level and not on a tree.
3. Notify the Planner when the sign is in place.
4. Maintain the sign until the development application is finalized and, after that, remove it.

### **Contact Us**

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or 519-875-4485 extension 1842 or [planning@norfolkcounty.ca](mailto:planning@norfolkcounty.ca). Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.

**For Office Use Only:**

File Number	_____	Public Notice Sign	_____
Related File Number	_____	Application Fee	_____
Pre-consultation Meeting	_____	Conservation Authority Fee	_____
Application Submitted	_____	Well & Septic Info Provided	_____
Complete Application	_____	Planner	_____

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**Check the type of planning application(s) you are submitting.**

- Official Plan Amendment
- Zoning By-Law Amendment
- Temporary Use By-law
- Draft Plan of Subdivision/Vacant Land Condominium
- Condominium Exemption
- Site Plan Application
- Extension of a Temporary Use By-law
- Part Lot Control
- Cash-in-Lieu of Parking
- Renewable Energy Project or Radio Communication Tower

Please summarize the desired result of this application (for example, a special zoning provision on the subject lands to include additional use(s), changing the zone or official plan designation of the subject lands, creating a certain number of lots, or similar)

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**Property Assessment Roll Number:** \_\_\_\_\_

## A. Applicant Information

**Name of Owner** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town and Postal Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Cell Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town and Postal Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Cell Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Name of Agent** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town and Postal Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Cell Number** \_\_\_\_\_

**Email** \_\_\_\_\_

Unless otherwise directed, Norfolk County will forward all correspondence and notices regarding this application to both owner and agent noted above.

Owner

Agent

Applicant

Names and addresses of any holder of any mortgagees, charges or other encumbrances on the subject lands:

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## B. Location, Legal Description and Property Information

1. Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):

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Municipal Civic Address: \_\_\_\_\_

Present Official Plan Designation(s): \_\_\_\_\_

Present Zoning: \_\_\_\_\_

2. Is there a special provision or site specific zone on the subject lands?

Yes  No If yes, please specify corresponding number:

3. Present use of the subject lands:

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4. Please describe **all existing** buildings or structures on the subject lands and whether they will be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from the front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

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5. If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed, please describe.

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6. Please describe **all proposed** buildings or structures/additions on the subject lands. Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:

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7. Are any existing buildings on the subject lands designated under the *Ontario Heritage Act* as being architecturally and/or historically significant? Yes  No

If yes, identify and provide details of the building:

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8. If known, the length of time the existing uses have continued on the subject lands:

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9. Existing use of abutting properties:

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10. Are there any easements or restrictive covenants affecting the subject lands?

Yes  No If yes, describe the easement or restrictive covenant and its effect:

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### **C. Purpose of Development Application**

**Note: Please complete all that apply.**

1. Please explain what you propose to do on the subject lands/premises which makes this development application necessary:

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2. Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:

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3. Does the requested amendment alter all or any part of the boundary of an area of settlement in the municipality or implement a new area of settlement in the municipality?  Yes  No If yes, describe its effect:

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4. Does the requested amendment remove the subject land from an area of employment?  Yes  No If yes, describe its effect:

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5. Does the requested amendment alter, replace, or delete a policy of the Official Plan?  
 Yes  No If yes, identify the policy, and also include a proposed text of the policy amendment (if additional space is required, please attach a separate sheet):

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6. Description of land intended to be severed in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Proposed final lot size (if boundary adjustment): \_\_\_\_\_

If a boundary adjustment, identify the assessment roll number and property owner of the lands to which the parcel will be added: \_\_\_\_\_

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Description of land intended to be retained in metric units:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Buildings on retained land: \_\_\_\_\_

7. Description of proposed right-of-way/easement:

Frontage: \_\_\_\_\_

Depth: \_\_\_\_\_

Width: \_\_\_\_\_

Area: \_\_\_\_\_

Proposed use: \_\_\_\_\_

8. Name of person(s), if known, to whom lands or interest in lands to be transferred, leased or charged (if known):

9. Site Information	Zoning	Proposed
Please indicate unit of measurement, for example: m, m <sup>2</sup> or %		
Lot frontage	_____	_____
Lot depth	_____	_____
Lot width	_____	_____
Lot area	_____	_____
Lot coverage	_____	_____
Front yard	_____	_____
Rear yard	_____	_____
Left Interior side yard	_____	_____
Right Interior side yard	_____	_____
Exterior side yard (corner lot)	_____	_____
Landscaped open space	_____	_____
Entrance access width	_____	_____
Exit access width	_____	_____
Size of fencing or screening	_____	_____
Type of fencing	_____	_____
10. Building Size		
Number of storeys	_____	_____
Building height	_____	_____
Total ground floor area	_____	_____
Total gross floor area	_____	_____
Total useable floor area	_____	_____
11. Off Street Parking and Loading Facilities		
Number of off street parking spaces	_____	_____
Number of visitor parking spaces	_____	_____
Number of accessible parking spaces	_____	_____
Number of off street loading facilities	_____	_____

12. Residential (if applicable)

Number of buildings existing: \_\_\_\_\_

Number of buildings proposed: \_\_\_\_\_

Is this a conversion or addition to an existing building?  Yes  No

If yes, describe: \_\_\_\_\_

Type	Number of Units	Floor Area per Unit in m <sup>2</sup>
Single Detached	_____	_____
Semi-Detached	_____	_____
Duplex	_____	_____
Triplex	_____	_____
Four-plex	_____	_____
Street Townhouse	_____	_____
Stacked Townhouse	_____	_____
Apartment - Bachelor	_____	_____
Apartment - One bedroom	_____	_____
Apartment - Two bedroom	_____	_____
Apartment - Three bedroom	_____	_____

Other facilities provided (for example: play facilities, underground parking, games room, or swimming pool):

13. Commercial/Industrial Uses (if applicable)

Number of buildings existing: \_\_\_\_\_

Number of buildings proposed: \_\_\_\_\_

Is this a conversion or addition to an existing building?  Yes  No

If yes, describe: \_\_\_\_\_

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

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Seating Capacity (for assembly halls or similar): \_\_\_\_\_

Total number of fixed seats: \_\_\_\_\_

Describe the type of business(es) proposed: \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

Is open storage required:  Yes  No

Is a residential use proposed as part of, or accessory to commercial/industrial use?

Yes  No If yes please describe:

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14. Institutional (if applicable)

Describe the type of use proposed: \_\_\_\_\_

Seating capacity (if applicable): \_\_\_\_\_

Number of beds (if applicable): \_\_\_\_\_

Total number of staff proposed initially: \_\_\_\_\_

Total number of staff proposed in five years: \_\_\_\_\_

Maximum number of staff on the largest shift: \_\_\_\_\_

Indicate the gross floor area by the type of use (for example: office, retail, or storage):

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15. Describe Recreational or Other Use(s) (if applicable)

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#### **D. Previous Use of the Property**

1. Has there been an industrial or commercial use on the subject lands or adjacent lands?  Yes  No  Unknown

If yes, specify the uses (for example: gas station or petroleum storage):

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2. Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites?  Yes  No  Unknown
3. Provide the information you used to determine the answers to the above questions:

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4. If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached?  Yes  No

#### **E. Provincial Policy**

1. Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the *Planning Act*, R.S.O. 1990, c. P. 13?  Yes  No

If no, please explain:

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2. It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7?  Yes  No

If no, please explain:

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3. Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection?  Yes  No

If no, please explain:

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Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.

4. Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.

**Livestock facility or stockyard** (submit MDS Calculation with application)

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Wooded area**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Municipal Landfill**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Sewage treatment plant or waste stabilization plant**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Provincially significant wetland (class 1, 2 or 3) or other environmental feature**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Floodplain**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Rehabilitated mine site**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Non-operating mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Active mine site within one kilometre**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Industrial or commercial use (specify the use(s))**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Active railway line**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Seasonal wetness of lands**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Erosion**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

**Abandoned gas wells**

On the subject lands or  within 500 meters – distance \_\_\_\_\_

## **F. Servicing and Access**

1. Indicate what services are available or proposed:

Water Supply

Municipal piped water  
 Individual wells

Communal wells  
 Other (describe below)

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Sewage Treatment

Municipal sewers  Communal system  
 Septic tank and tile bed in good working order  Other (describe below)

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Storm Drainage

Storm sewers  Open ditches  
 Other (describe below)

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2. Existing or proposed access to subject lands:

Municipal road  Provincial highway  
 Unopened road  Other (describe below)

Name of road/street: \_\_\_\_\_

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## **G. Other Information**

1. Does the application involve a local business?  Yes  No

If yes, how many people are employed on the subject lands?

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2. Is there any other information that you think may be useful in the review of this application? If so, explain below or attach on a separate page.

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## **H. Supporting Material to be submitted by Applicant**

In order for your application to be considered complete, **folded** hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the properly named site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

1. Concept/Layout Plan
2. All measurements in metric
3. Key map
4. Scale, legend and north arrow
5. Legal description and municipal address
6. Development name
7. Drawing title, number, original date and revision dates
8. Owner's name, address and telephone number
9. Engineer's name, address and telephone number
10. Professional engineer's stamp
11. Existing and proposed easements and right of ways
12. Zoning compliance table – required versus proposed
13. Parking space totals – required and proposed
14. All entrances to parking areas marked with directional arrows
15. Loading spaces, facilities and routes (for commercial developments)
16. All dimensions of the subject lands
17. Dimensions and setbacks of all buildings and structures
18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
19. Gross, ground and useable floor area
20. Lot coverage
21. Floor area ratio
22. Building entrances, building type, height, grades and extent of overhangs
23. Names, dimensions and location of adjacent streets including daylighting triangles
24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
25. All exterior stairways and ramps with dimensions and setbacks
26. Retaining walls including materials proposed
27. Fire access and routes
28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
29. Location of mechanical room, and other building services (e.g. A/C, HRV)
30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
31. Winter snow storage location

32. Landscape areas with dimensions
33. Natural features, watercourses and trees
34. Fire hydrants and utilities location
35. Fencing, screening and buffering – size, type and location
36. All hard surface materials
37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
38. Business signs (make sure they are not in sight lines)
39. Sidewalks and walkways with dimensions
40. Pedestrian access routes into site and around site
41. Bicycle parking
42. Architectural elevations of all building sides
43. All other requirements as per the pre-consultation meeting

In addition, the following additional plans, studies and reports, including but not limited to, **may** also be required as part of the complete application submission:

- Zoning Deficiency Form
- On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
- Architectural Plan
- Buildings Elevation Plan
- Cut and Fill Plan
- Erosion and Sediment Control Plan
- Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
- Landscape Plan
- Photometric (Lighting) Plan
- Plan and Profile Drawings
- Site Servicing Plan
- Storm water Management Plan
- Street Sign and Traffic Plan
- Street Tree Planting Plan
- Tree Preservation Plan
- Archaeological Assessment
- Environmental Impact Study

- Functional Servicing Report
- Geotechnical Study / Hydrogeological Review
- Minimum Distance Separation Schedule
- Noise or Vibration Study
- Record of Site Condition
- Storm water Management Report
- Traffic Impact Study – please contact the Planner to verify the scope required

Site Plan applications will require the following supporting materials:

1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format
2. Letter requesting that the Holding be removed (if applicable)
3. A cost estimate prepared by the applicant's engineer
4. An estimate for Parkland dedication by a certified land appraiser
5. Property Identification Number (PIN) printout

Standard condominium exemptions will require the following supporting materials:

- Plan of standard condominium (2 paper copies and 1 electronic copy)
- Draft condominium declaration
- Property Identification Number (PIN) printout

Your development approval might also be dependent on other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

**All final plans must include the owner's signature as well as the engineer's signature and seal.**

## **I. Development Agreements**

A development agreement may be required prior to site plan approval, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.

#### **J. Transfers, Easements and Postponement of Interest**

The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner, to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

#### **K. Permission to Enter Subject Lands**

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

#### **L. Freedom of Information**

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, I authorize and consent to the use by or the disclosure to any person or public body any information that is collected under the authority of the *Planning Act, R.S.O. 1990, c. P. 13* for the purposes of processing this application.



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September 10th, 2025

Owner/Applicant Signature

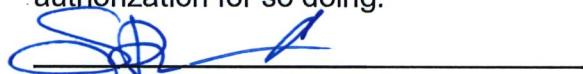
Date

#### **M. Owner's Authorization**

If the applicant/agent is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We 1000039298 Ontario Inc am/are the registered owner(s) of the lands that is the subject of this application.

I/We authorize G. Douglas Vallee Limited c/o Eldon Darbyson to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.



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September 10th, 2025

Owner

Date



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September 10th, 2025

Owner

Date

**N. Declaration**

I, Sandy & Michael Kneper of Delhi, Norfolk County solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

Norfolk County

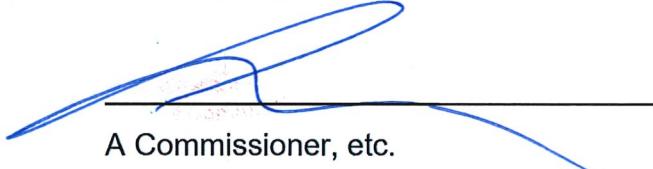


Owner/Applicant Signature

In Simcoe

This 10th day of September

A.D., 20 25



A Commissioner, etc.

**JAMES JOHN CIARALLO-CANZANO,**  
a Commissioner, etc., Province of Ontario,  
for G. Douglas Vallee Limited.  
Expires February 26, 2028.



# Zoning By-law Amendment

256 Main St and 194 Talbot St,  
Courtland, Norfolk County  
Mike and Sandy Kloepfer

## Planning Justification Report

Updated: July 4, 2025



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## Introduction

G. Douglas Vallee Limited, on behalf of the Mike and Sandy Kloepfer, is making sequential planning applications to achieve the following:

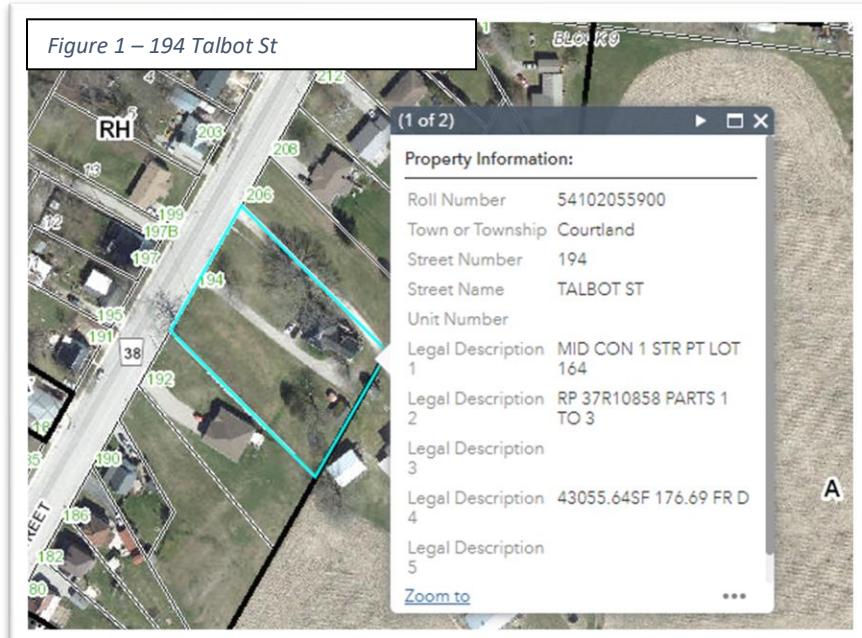
1. Create a residential building lot between the existing dwelling at 256 Main Street and the neighbouring dwelling at 252 Main Street, extending southward so that the rear property line aligns with the southerly extent of 'Steam Street'.
2. Adjust the boundary of the existing parcel at 256 Main Street to improve zoning compliance and to ensure the rear property line aligns with the southerly extent of the 'Steam Street' right of way in order to facilitate the future planning of a draft plan of subdivision on the lands to the south.
3. Adjust the boundary of the existing property at 194 Talbot Street, which contains an existing dwelling, so that legal frontage can be provided to the balance of retained lands to the east, while facilitating the future installation of a 20 metre wide municipal right-of-way to access a future subdivision on the larger tract of land.

In order to achieve these goals, the first planning application required is an amendment to the Norfolk County zoning by-law. There are two parts to the amendment:

- a) Rezone the lands located at 256 Main Street from Agriculture (A) Zone to Hamlet Residential (RH) Zone to bring the lands into conformity with the Urban Residential Designation of the Official Plan. The amendment will also implement site specific zone provisions to facilitate appropriate severances and boundary adjustments to create a new residential lot adjacent to 256 Main Street and to eliminate lot boundary inconsistencies that do not serve the best design intentions for a future subdivision on the larger tract of lands to the south of the property.
- b) Add site specific zone provisions to the Hamlet Residential (HR) Zone, for the lands located at 194 Talbot Street to facilitate a boundary adjustment which will ensure the larger tract of land has frontage on a municipal road, and to ensure there is appropriate space to accommodate a future municipal 20 metre right of way for access to a future plan of subdivision on the larger tract of land to the rear of the dwelling.

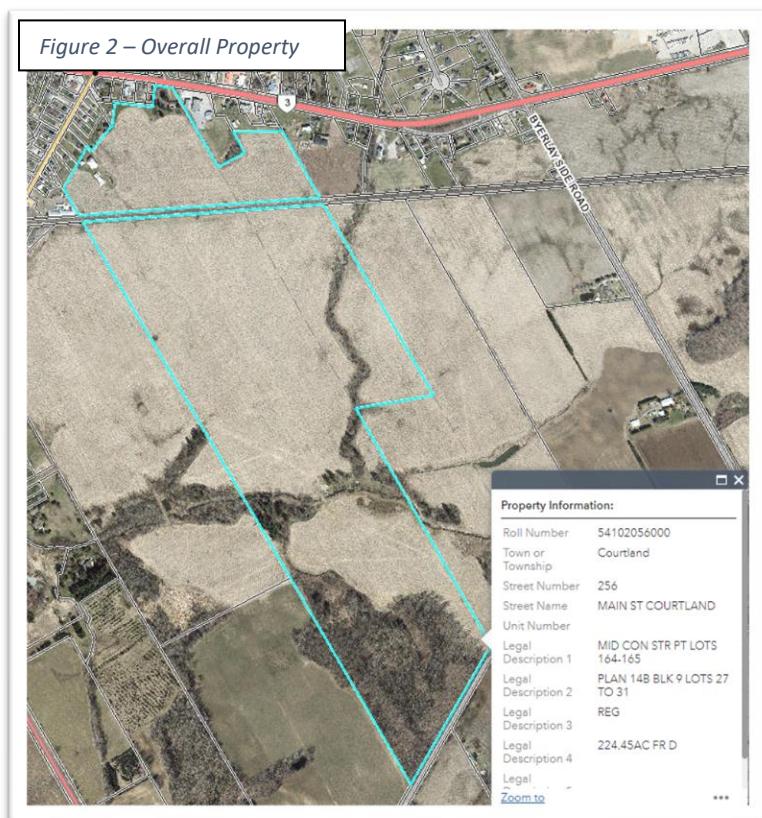
## Planning Observations:

The lands are within Courtland, near the intersection of Main Street (Highway 3) and Talbot Road. They are approximately 14.2 hectares in area and are designated Urban Residential in the Norfolk County Official Plan.



# Zoning By-law Amendment | Planning Justification Report

The subject lands at 194 Talbot Street and 256 Main Street, shown in Figure 1 and 3 respectively, each contain an existing dwelling. The large tract of land contains 3 existing farm buildings located towards the rear of the 194 Talbot Street. The whole of the lands are bisected by the Canadian National Railway lands, however, together they are approximately 90.8 ha (224.5 acres). The lands north of the CN Railway are approximately 14.2 ha. The lands south of the CN Railway are approximately 76.6 ha and have road frontage on 1<sup>st</sup> Concession Road St. See Figure 2 and 4.



# Zoning By-law Amendment | Planning Justification Report

Schedule B-20 of the Official Plan designates the entire northerly parcel as Residential. All lands south of the CN Railway are primarily designated Agricultural, with portions of the property designated as Hazard Lands and Provincially Significant Wetland.



Zoning By-law Schedules 17, 18 and 19, identify the northerly portion of the property is zoned Agriculture (A). The southerly parcel is zoned Agriculture (A), Hazard Lands (HL), and Provincially Significant Wetland (PSW). These schedules are not included in this report.

## Studies / Supporting Information:

The following studies/information have been completed in support of the proposed applications:

- Ministry letter dated December 3, 2021 – Report has been entered into the Ontario Public Register of Archaeological Reports without technical review.
- Archaeological Phase 1 and 2 Report, prepared by Wood Environment & Infrastructure Solutions, dated June 2020.
- Legal Survey related to 194 Talbot Rd, Plan 37R-10858
- Legal Survey related to 256 Main St, Plan 37R-11404
- Draft Zoning By-law Amendment

## Development Review Summary:

- Implements Section 2 of the Planning Act and is consistent with Provincial Policy.
- Implements the Goals and Objectives of the Norfolk County Official Plan.
- Provides additional forms of housing encouraged by the Norfolk County Official Plan.
- Has no impact on surrounding land uses and can be serviced with municipal water.
- Facilitates potential for future development and represents good planning.

## 256 Main St (Existing Parcel)

The existing dwelling at 256 Main Street is not required for the current farm operation, and it is the proponent's understanding that the dwelling resides on an existing independent lot. See Figure 5 printed from Service Ontario. Figure 6 further confirms the existing lot identified as PIN 50151-0141.



*Figure 5 - Existing Residential Lot*

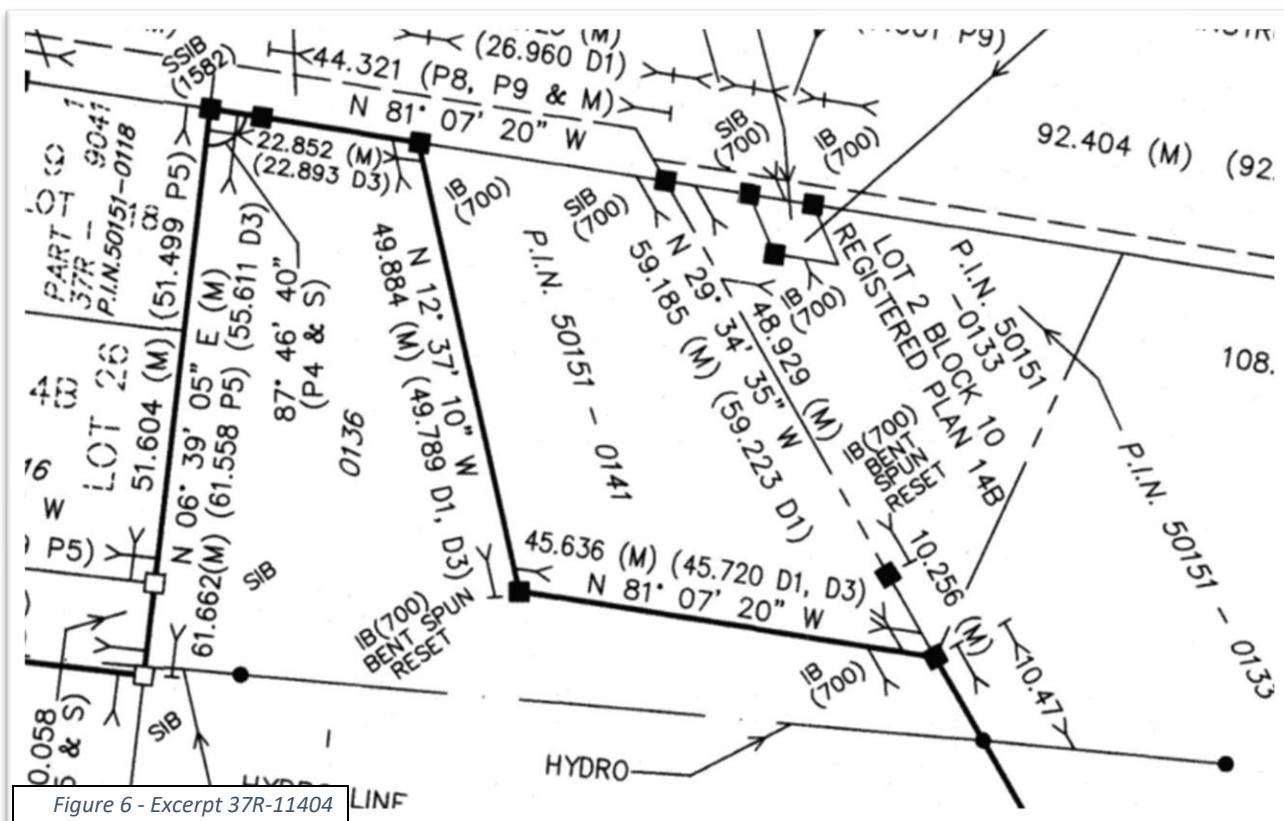
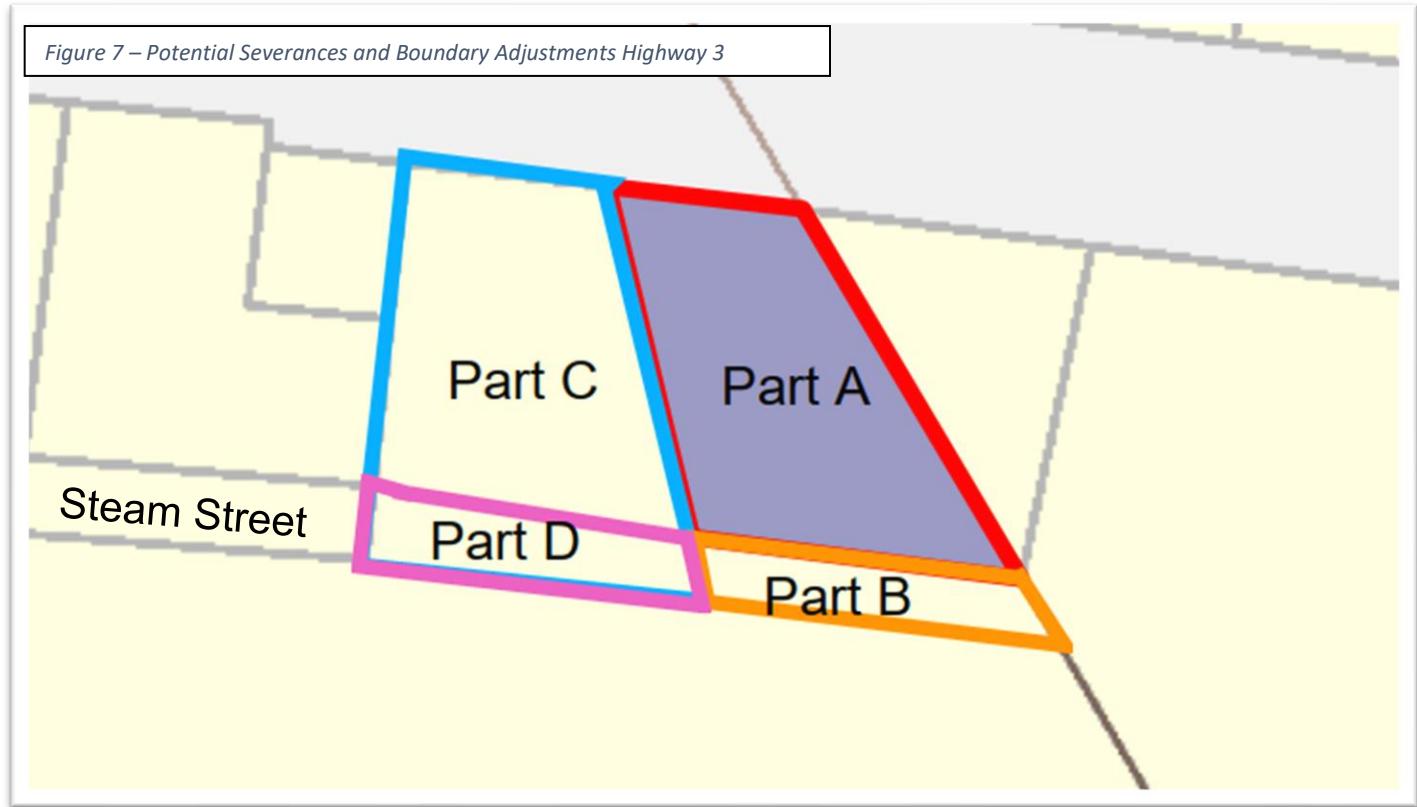


Figure 6 - Excerpt 37R-1140-

## Main Street Parcel Configuration

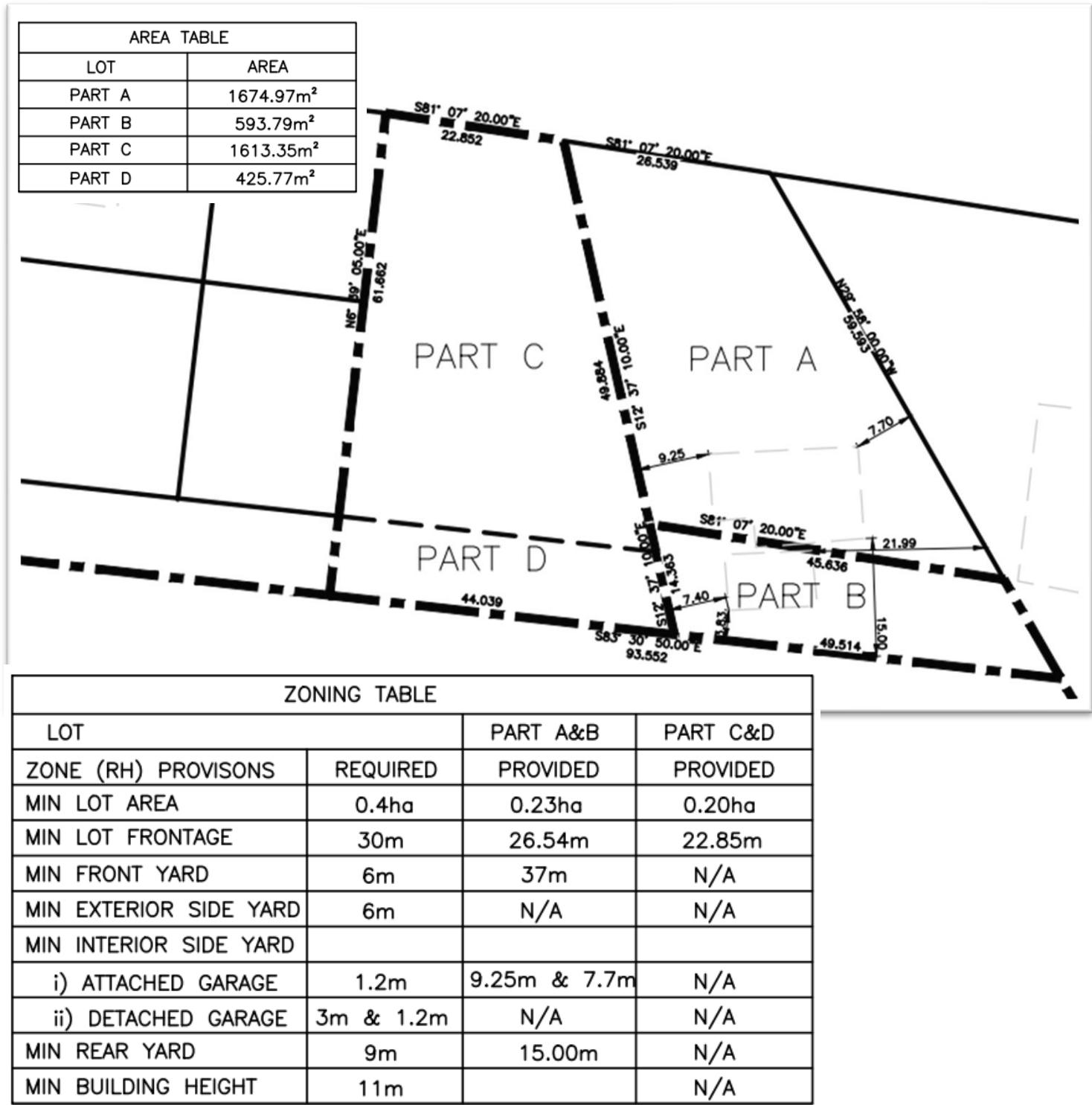
Figure 7 below describes a boundary adjustment and a severance to align with the Steam Street road allowance.



### **Lot Creation and Boundary Adjustment (Figure 7)**

<b>Part A</b> – Existing Lot Frontage: Approx 27m Area: Approx 1700m <sup>2</sup>	<b>Part B</b> – Boundary Adjustment Add these lands to Part A to create a larger parcel and square off the rear yard to improve the design of a future plan of subdivision on the larger parcel of land.	<b>Part C &amp; D</b> – Create new lot. Frontage 22.85 metres Area: Approx 2120 m <sup>2</sup> (Part D is shown to represent the area of lands where Steam Street terminates)
---	---	--

More specifically, the same Figure 7 is described as follows:



## Zoning By-law Amendment | Planning Justification Report

The existing dwelling is already on a separate lot. Figure 8 demonstrates the location of the existing septic system as installed in accordance with Norfolk County approval.

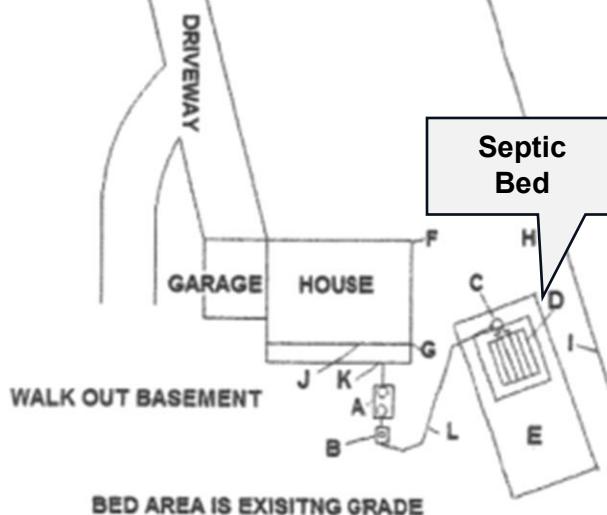
Figure 8 - Location of Septic (Main St)

**AS INSTALLED SEWAGE SYSTEM DIAGRAM**  
**LOCATION : #256 MAIN STREET OF COURTLAND**  
**OWNER : SANDRA KLOEPFER**  
**INSTALLER : GEORGE BURNETT LTD.**  
**DATED : JUNE 25, 2021**



NORTH

MAIN STREET OF COURTLAND

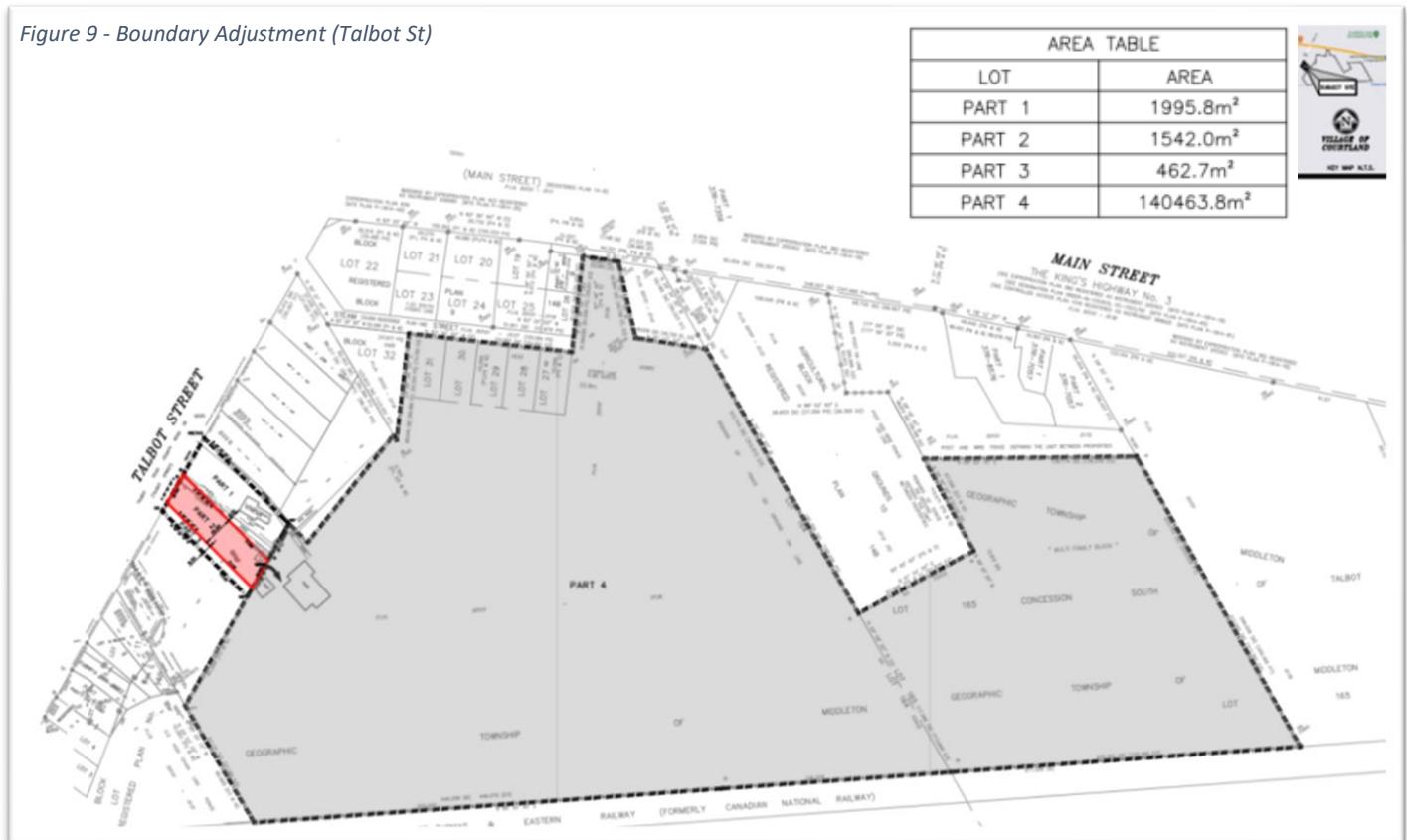


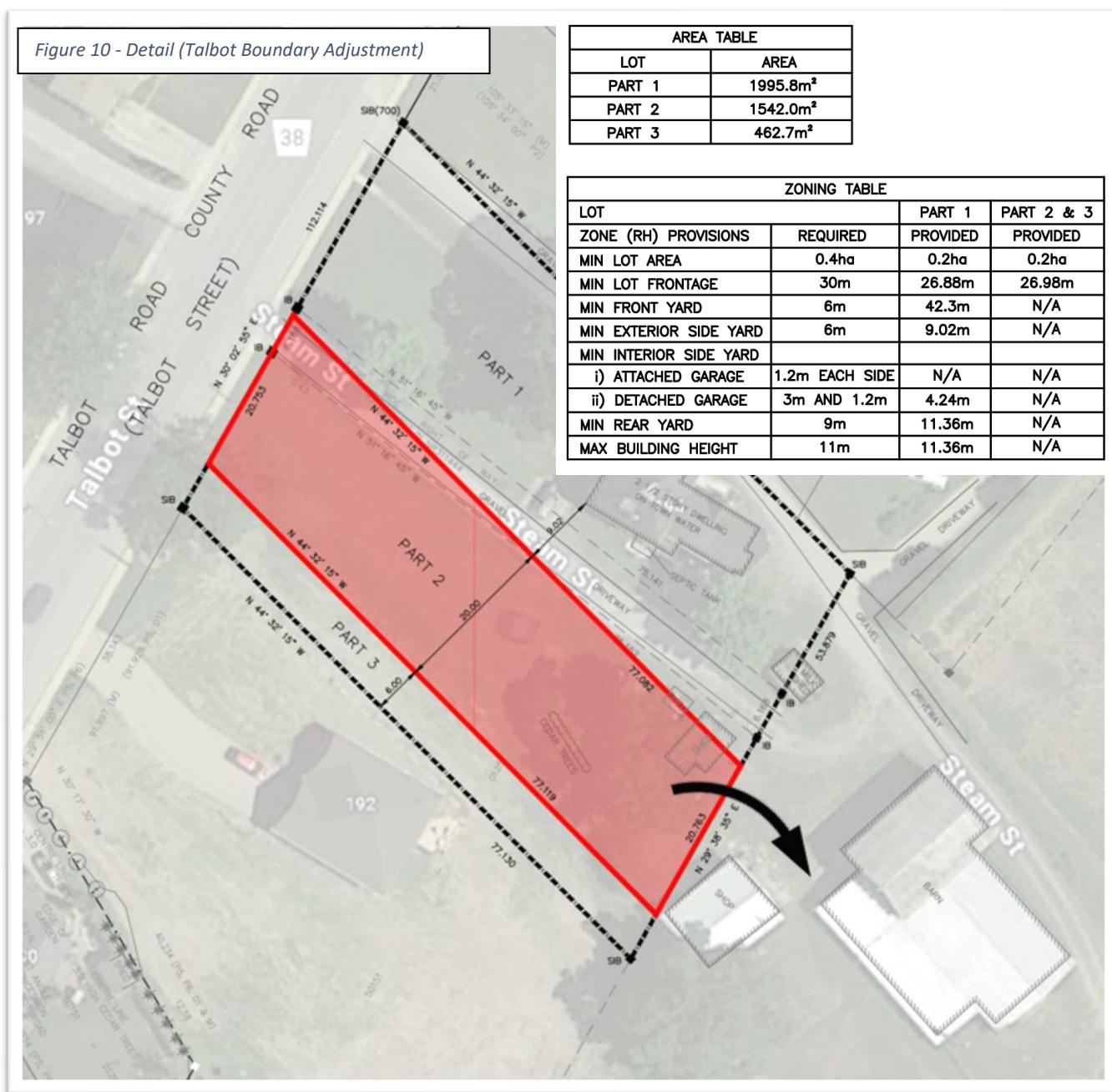
## Talbot Street Configuration

The property located at 194 Talbot Street contains an existing dwelling (See Figure 2). In order to provide legal frontage to the large tract of lands to the east and support the severance noted above, a boundary adjustment is required. This boundary adjustment is also necessary to provide a future 20 metre municipal right of way to access a future subdivision on the larger tract of land. Figure 9 describes the large parcel of land. Figure 10 illustrates the details of the boundary adjustment.

Figure 9 - Boundary Adjustment (Talbot St)

AREA TABLE	
LOT	AREA
PART 1	1995.8m <sup>2</sup>
PART 2	1542.0m <sup>2</sup>
PART 3	462.7m <sup>2</sup>
PART 4	140463.8m <sup>2</sup>





The proposed boundary adjustment entails severing Parts 2 and 3 and adding them to the larger tract of lands to the east to provide legal frontage for those lands which are intended for Urban Residential Development. Part 3 represents a 6-metre exterior side setback to the existing dwelling located at 192 Talbot Street. Part 2 represents a future municipal road right of way to provide functional access to the future development of the

larger tract. The drawing also demonstrates that there is a 9-metre exterior side yard setback to the existing dwelling. This conveniently positions future development to occur in an appropriate and logical manner.



Part 1 includes a septic bed as generally described in Figure 11. This demonstrates that the proposed severance will not impact the location of the septic bed and tank.

However, the driveway will eventually need to be relocated. It is envisioned that once a municipal road is extended through the property, driveway access directly to Talbot St will no longer be required. A new driveway will be extended to the new municipal road on Part 2.

Modifications to the zone provisions for lot frontage and lot area are required to facilitate these boundary adjustments as demonstrated in the Figure 10 zoning compliance table.

Surrounding uses (Figure 12) include:

- **North:**  
Existing Residential
- **South:**  
Agricultural
- **East:**  
Fire Hall
- **West:**  
Residential

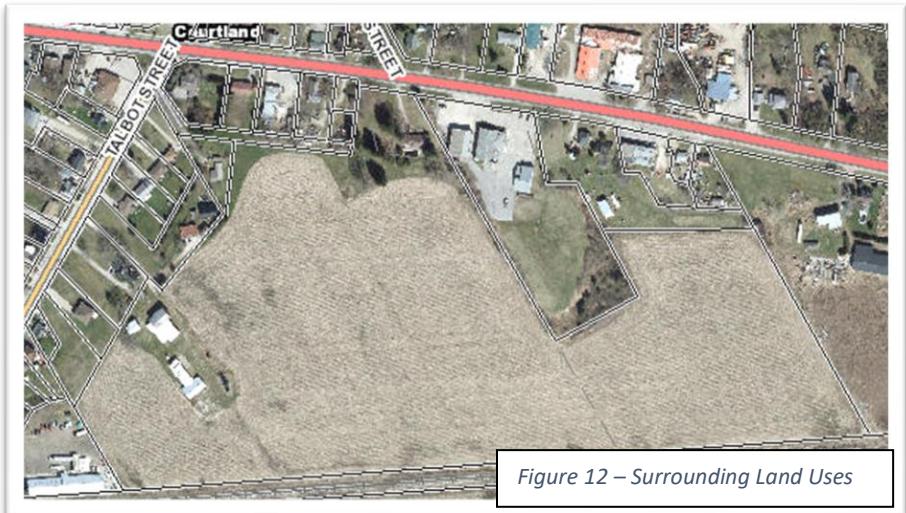


Figure 12 – Surrounding Land Uses

## Planning Applications:

A Zoning By-law Amendment is required to change the lands located at 256 Main Street from Agriculture to Hamlet Residential, and to add special provisions to both 256 Main Street and 194 Talbot Street.

### Proposed Zoning By-law Amendment:

There are two components to the zoning by-law amendment.

- 1) A Zoning By-law Amendment is required to change the lands located at 256 Main Street from Agriculture to Hamlet Residential with special provisions as follows:

#### **Hamlet Residential (RH) with a special provision: (on zoning Schedule “A-17”)**

##### 5.7.2 Provisions

- Minimum Lot Area: 1800m<sup>2</sup>
- Minimum Lot Frontage: 20m

- 2) The Zoning By-law Amendment is required for 194 Talbot Street to change the Hamlet Residential Zone provisions as follows:

#### **Hamlet Residential (RH) with a special provision: (on zoning Schedule “A-17”)**

##### 5.7.2 Provisions

- Minimum Lot Area: 1800m<sup>2</sup>
- Minimum Lot Frontage: 20m

It is noted that while the actual lot frontage and lot areas are different, for simplicity it is suggested that these special provisions are suitable to facilitate the creation of 1 lot and boundary adjustments without being precise. Having minor relief from precise dimensions will ensure that when severance and boundary adjustment drawings are complete, they will not result in additional planning applications such as a minor variance to address any minor deficiencies. It does not appear that these special provisions would create any undesirable potential land use or compatibility issues for the parcels or their surroundings.

## List of Appendices

Several appendices for part of this report which include:

Appendix A – Planning Act – Matters of Provincial Interest

Appendix B – Provincial Planning Statement 2024 Review

Appendix C – Norfolk Official Plan Review

Appendix D – Figure 13 Phase 2 Archaeological Clearance

## Planning Review:

The proposed Zoning By-law amendment was prepared considering several planning documents including the *Planning Act*, Provincial Planning Statement 2024, Norfolk County Official Plan, and the Norfolk County Zoning By-law 1-ZA-2014.

### Planning Act

Section 2	Lists matters of provincial interest to have regard to.
Section 3	Requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”.
Section 34	Allows amendments to the Zoning By-law.

### Provincial Interest

Section 2 of the *Planning Act* establishes matters of provincial interest. The Minister, the council of a municipality, a local board, a planning board, and the Tribunal, in carrying out their responsibilities under this Act, shall have regard to, among other matters, matters of provincial interest. These matters are reviewed in Appendix B.

It is noted that these provincial interests are from the highest level of policy being the *Planning Act*; however, the intent of the owner’s application meets these interests and are demonstrated in this report.

Section 3 of the *Planning Act* requires that, in exercising any authority that affects a planning matter, planning authorities “shall be consistent with the policy statements” issued under the Act and “shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be”. Section 34 of the *Planning Act* allows for the consideration of amendments to the Zoning By-law.

### Provincial Planning Statement (2024)

The subject land is identified as being within an Urban Settlement Area, according to the Provincial Planning Statement, 2024 (PPS). Details describing the applicable Provincial policies and how the application is consistent with the PPS are included in Appendix C.

The Provincial Planning Statement (PPS) is Ontario's key policy framework for guiding land use planning to promote efficient, sustainable, and equitable growth. It aims to encourage compact development, optimize the use of land and infrastructure, and create complete, inclusive communities with diverse housing, transportation, and employment options. The PPS also seeks to protect natural resources, mitigate environmental impacts, and ensure public health and safety. Additionally, it supports economic growth by safeguarding employment lands and promoting land use compatibility to prevent conflicts. Ultimately, the PPS balances Ontario's growth needs with long-term environmental, social, and economic sustainability.

The proposed Zoning By-law Amendment is consistent with the PPS 2024 and supports the following provincial policy directions:

**Planning for People and Homes (Section 2.1):** The application facilitates the creation of a new residential lot and enables future residential subdivision development. It optimizes land within the settlement area and supports growth forecasts through efficient use of designated land and existing infrastructure.

**Housing (Section 2.2):** The proposal adds to the housing mix by enabling infill development. It aligns with the PPS policy encouraging a range of housing types, including intensification, on lands within previously developed areas.

**Settlement Areas (Section 2.3):** Growth is appropriately focused within a designated settlement area. The proposed intensification supports the County's goals for redevelopment within built-up areas and reflects the County's intensification target of 25% of development.

**Sewage, Water, and Stormwater (Section 3.6):** The development will utilize municipal water and be supported by a private septic system. The County was not concerned with and has not identified servicing constraints. The proposal qualifies as minor infill and aligns with the PPS policies for partial services in settlement areas.

## **Provincial Planning Statement (2024) Summary:**

The proposed Zoning By-law Amendment demonstrates consistency with the policies and intent of the Provincial Planning Statement, 2024. It facilitates appropriate residential infill and minor boundary adjustments within a designated settlement area, thereby contributing to the creation of a complete community in accordance with PPS direction.

In this instance, the application promotes the efficient use of land and infrastructure, supports housing diversification, and aligns with broader goals for sustainable growth, infrastructure optimization, and long-term community planning. As detailed in Appendix C, the proposal meets the applicable provincial interests and represents sound land use planning that upholds the objectives of the PPS 2024.

## **Norfolk County Official Plan**

The subject property is designated Urban Residential in accordance with Schedule "B-20" of the Norfolk County Official Plan. Several sections of the Official Plan are applicable when considering a zoning bylaw amendment to facilitate the creation of an infill single detached dwelling lot, and boundary adjustments to potentially facilitate a future plan of subdivision. As part of this report the following sections were reviewed and considered:

- a) Section 2.2 – Goals and Objectives
- b) Section 5.3 – Housing
- c) Section 6.4 – Urban Areas
- d) Section 7.7 – Urban Residential Designation

Generally, the policies of the official plan direct and encourage the greatest amount of development to take place within the six urban areas within Norfolk County. The lands are currently within the Urban Area of Courtland and are designated for residential development. The policy of the Official Plan encourages this form of development and is reviewed in detail at Appendix C.

## Goals and Objectives (Section 2.2)

The proposed Zoning By-law Amendment aligns with the overarching Goals and Objectives of the Norfolk County Official Plan, which promote responsible and sustainable growth within the County. The application addresses several key goals, including the preservation of the rural and small-town character of Courtland, enhancing quality of life through managed growth, and the strategic expansion of infrastructure to support future development. By enabling infill through the creation of one new lot and implementing boundary adjustments to support a future plan of subdivision, the application reflects the goal of ensuring that development is well-governed, community-oriented, and in harmony with the character of existing neighbourhoods.

## Housing (Section 5.3)

The Official Plan encourages the development of a full range of housing types and densities to meet changing demographic needs and support affordability. The proposed application contributes to this objective by facilitating a new single detached residential lot and setting the stage for future subdivision development. This expansion of the housing supply supports the County's efforts to create complete communities and reinforces the importance of incremental development within serviced urban areas.

### Residential Intensification (Section 5.3.1)

The proposed infill lot on Main Street supports the County's intensification target, which aims to accommodate at least 25% of new residential growth within built-up areas. The development is located within the Urban Area of Courtland, is serviced by municipal water, and does not present any concerns regarding traffic or compatibility. The application exemplifies small-scale intensification that is consistent with the physical character of the area and provides a logical extension to the built environment. In addition, the boundary adjustments proposed for 194 Talbot Street contribute to long-term intensification opportunities by ensuring the larger rear parcel potentially may be accessed and developed efficiently, subject to a future traffic impact study.

## Urban Areas (Section 6.4)

The Urban Areas of Norfolk County are the primary focus for growth and investment. Courtland, as one of the six Urban Areas, is planned to accommodate a share of future residential development. The proposed Zoning By-law Amendment aligns with this policy direction by enabling growth within the Urban Area boundary on lands designated for residential use. It promotes the efficient use of existing infrastructure and supports the County's broader growth management objectives by facilitating appropriately scaled development in a planned urban setting. The proposal contributes to achieving intensification targets and ensures that growth proceeds in a manner consistent with the County's long-term planning framework.

## Urban Residential Designation (Section 7.7)

The Urban Residential Designation permits low-profile housing forms, including single detached dwellings, and is intended to support the development of complete and walkable neighbourhoods. The proposed Zoning By-law Amendment will allow for the creation of a new lot consistent with this designation and maintain the intended low-density built form. Density targets for Courtland are determined by private servicing capacity, and the proposed lot size and frontage meet the applicable performance standards. The application is compatible with the existing neighbourhood and is consistent with the County's vision for gradual, well-integrated growth.

## Official Plan Summary:

The proposed Zoning By-law Amendment conforms to the policies and direction of the Norfolk County Official Plan. The application supports key objectives, including facilitating infill within the Urban Area of Courtland, enhancing housing diversity, and promoting the efficient use of designated residential lands. It aligns with the County's intensification targets, encourages the logical extension of infrastructure, and maintains compatibility with the existing neighbourhood character.

The proposed amendment also enables the future consideration of a comprehensive residential plan of subdivision through strategic boundary adjustments. In doing so, the application contributes to long-term growth planning, supports the creation of complete communities, and upholds the broader vision of a well-planned and sustainable County. In this instance, the amendment represents good land use planning principles and supports the continued implementation of the Official Plan.

## Norfolk County Zoning By-law

It is proposed to rezone the lands located at 256 Main Street from Agriculture to Hamlet Residential, and to add special provisions to both 256 Main Street and 194 Talbot Street. It is further proposed to amend Schedule "A17" of the Norfolk County Zoning By-law to reflect the special provisions discussed in this report.

The purpose of the zoning amendment is to facilitate the development of a new dwelling lot and to ensure the potential for road access to the larger tract of land to the rear of these properties is established.

The special provision to the Hamlet Residential Zone specific to the subject lands on Main Street and Talbot Street are as follows:

- Minimum Lot Area reduction from 4000m<sup>2</sup> to 1800m<sup>2</sup>.

**Comment:** There are no impacts apparent to the reduction of the lot area for both parcels. County staff have not identified any concerns as identified below from pre-consultation.

*"The proposal of Severances and boundary adjustments appears to create only a single entrance into the future subdivision. Norfolk County generally recommends more than a single access to service a subdivision. While this requirement will be dealt with at a future development stage, the applicant should be aware of the potential for future access requirements. In addition, there are generally Emergency Service requirements for secondary access in all new subdivisions."*

*"...Development Engineering does not have any specific comments for the proposed Zone changes identified to Part A, B, C or D in the Pre-consultation request."*

- Minimum lot frontage from 30 metres to 20 metres.

**Comment:** No objections or concerns have been raised with the reduction of the lot frontage from 30 metres to 20 metres. There are no impacts generated. Rather, the reduction will facilitate the creation of 1 single detached lot on Main Street, and adjust the boundary of the Talbot Street lot to facilitate the potential for a road access to a future plan of subdivision on the larger tract of land to the rear of the properties. The comments above provided by Development Engineering, also pertain here.

There are no planning or engineering impacts created by the zoning by-law amendment.

## Supporting Studies

Studies have been considered, some which are not required at this time. This section of the report summarizes the studies, which conclude general support for the zoning by-law amendment application.

### Servicing Report

Not required. Building staff note the following:

*"The site is serviced by municipal water supply only. The Design will need to comply with OBC Article 7.3.5.7. Spatial Separation in regards to protection of water supply piping. The provisions of this Article are intended to limit the probability that failure of an in-ground building drain or building sewer would lead to the contamination of potable water in a water service pipe."*

Engineering staff note the following:

*"As discussed at the Pre consultation meeting Development Engineering does not have any specific comments for the proposed Zone changes identified to Part A, B, C or D in the Pre-consultation request. However, if the scope of the ZBA grows outside of those parcels then the applicant must be aware Development Engineering will have additional comments."*

They do courteously provide anticipated conditions for a future severance.

### Traffic Impact Brief

MTO has no objection not the severances subject to several comments which are directed towards the future larger development potential of a plan of subdivision. As indicated by MTO,

*"Should there be any land use changes or intensification of the property, MTO will require the owner to submit a Traffic Impact Study to MTO for review and approval, indicating the anticipated volumes of traffic and its impact upon the highway network, and Highway 3 and Talbot Line intersection. The TIS will be prepared by a Registry, Appraisal and Qualification System (RAQS) qualified transportation consultant in accordance with MTO traffic guidelines."*

- *The list of prequalified ESPs is publicly available on MTO Technical Publications website, under Qualifications.*
- *MTO will be available to review the TIS scope of work once prepared, to ensure MTO concerns are addressed.*
- *Should highway improvements be identified, it shall be the responsibility (financially and otherwise) of the owner to acquire any required property, and to design and construct the works in accordance with MTO standards, specifications, and criteria."*

**Comment:** It is clear that a Traffic Impact Study is not required for a single detached lot on Main Street. The comments pertain to the future development of a plan of subdivision on the larger rear portion of the lands. This is further complimented by their comments relating to 194 Talbot Street as follows:

*"Access from this location does not meet MTO's 400m spacing from the intersection. However, provided a Traffic Impact Study analyses' the traffic impacts at this entrance, and if there are no impacts to MTO's Highway, MTO can support access to the larger rear property via 194 Talbot St."*

**Comment:** A new subdivision access is not proposed on Talbot Street at this time. It is agreed that a Traffic Impact Study will be required in consideration of a future plan of subdivision if a primary road access to the rear portion of the lands is to be considered. All development will be subject to MTO permits. It is important to note that the future proposed boundary adjustment for Talbot Street is designed with the foresight to ensure that the rear portion of the lands has the potential ability to provide a 20 metre wide road allowance. It also will ensure that the larger agricultural portion of the property has frontage on a street. Current road access is already established further north.

## Archaeological

The Mississaugas of the Credit First Nation (MCFN) indicates that,

*"Before any ground disturbance is done MCFN DOCA requires that we be in receipt of all Environmental Study reports and that a Stage 1 Archaeological Study be conducted on the site to determine its archaeological potential and further that the Stage 1 report be submitted to MCFN DOCA for review. If it is determined that a Stage 2 is required, MCFN DOCA is expected to be involved in the field study with MCFN Field Liaison Representation (FLR) on-site participation. This study will be at the cost of the proponent."*

The archaeological study has revealed that:

- 1) The portion of the study area that has been subject to Stage 2 test pit assessment, as shown in Figure 13, requires no further archaeological assessment.
- 2) The portion of the study area that has low archeological potential due to disturbance, as shown in Figure 13, requires no further archaeological assessment.

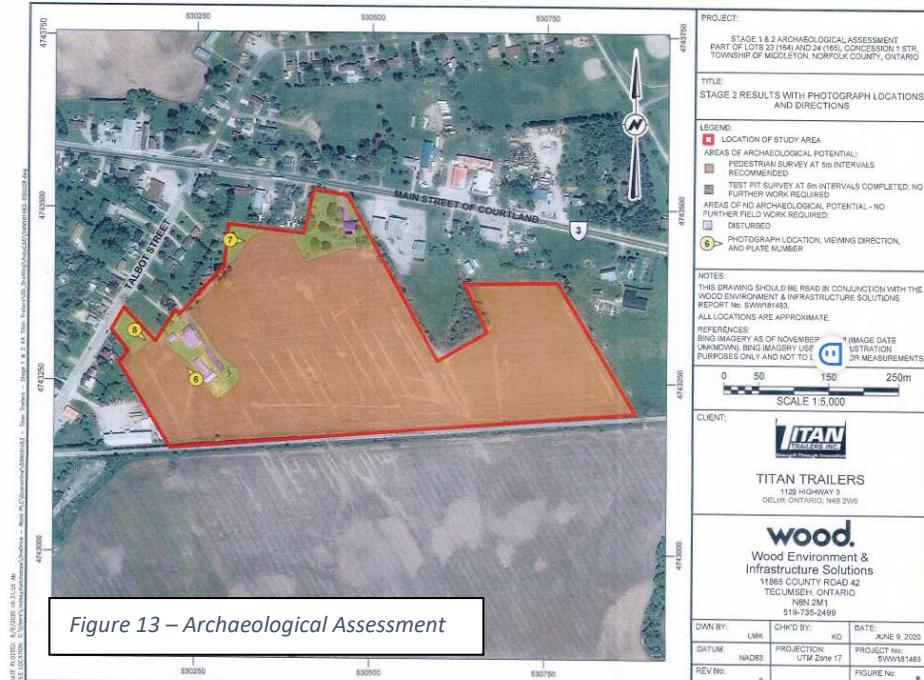


Figure 13 shows the areas that are cleared which includes the area of the proposed new residential lot. See Appendix E for full size version of Figure 13. The lands located at 194 Talbot Street are not included in this study. However, it is noted that the Mississaugas only required a study to address areas that would be subject to "ground disturbance". As such

this report confirms that the proposed area subject of the zoning by-law amendments is cleared from an Archaeological perspective.

This report is confirmed by the Ministry of Citizenship and Multiculturalism (MCM) on December 20, 2024.

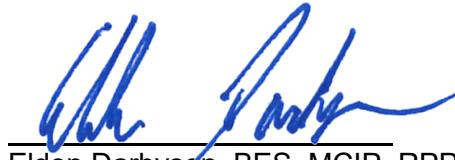
## Conclusion

The proposed Zoning By-law Amendment facilitates the creation of a single detached dwelling lot and supports boundary adjustments necessary to bring an existing parcel of land into conformity with the Hamlet Residential Zone and its proposed special provisions, and enable future access to a larger tract of land planned for residential subdivision within the Urban Area of Courtland. The amendment responds to the need for diversified housing opportunities through gentle infill and represents a logical extension of the existing neighbourhood fabric.

The application is consistent with the policies of the Provincial Planning Statement, 2024, particularly with respect to promoting compact development, supporting housing variety, and efficiently utilizing designated urban lands and infrastructure. It conforms to the Norfolk County Official Plan, advancing the County's goals for residential intensification, growth management, and complete community design within a planned urban setting. The proposal has been reviewed in the context of Norfolk's Zoning By-law 1-ZA-2014 and includes site-specific provisions to ensure zoning compliance without introducing any adverse land use impacts.

In summary, the amendment demonstrates consistency with provincial and municipal policy, addresses current housing needs, and positions the site for future community-oriented growth. Accordingly, it is recommended that the proposed Zoning By-law Amendment be approved, as it represents good planning, is in the public interest, and contributes positively to the long-term development vision for Norfolk County.

Report prepared by:



Eldon Darbyson, BES, MCIP, RPP

**G. DOUGLAS VALLEE LIMITED**

Consulting Engineers, Architects & Planners

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# Appendices

## **Appendix A**

# **Planning Act Provincial Interest**

Appendix A to Planning Justification Report – Section 2 Planning Act – Provincial Interest  
 Talbot St and Main St – Zoning By-law Amendment

**Section 2 Planning Act – Provincial Interest - Compliance Table**

This appendix demonstrates how the proposed application is consistent with Section 2 of the Planning Act.

Matter	Comments	
a) the protection of ecological systems, including natural areas, features and functions;	There are no ecological systems impacted.	✓
b) the protection of the agricultural resources of the Province;	The lands are not designated for agricultural purposes.	✓
c) the conservation and management of natural resources and the mineral resource base;	Not applicable to this development application.	✓
d) the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;	Not applicable to this development application.	✓
e) the supply, efficient use and conservation of energy and water;	The new lot will be serviced by municipal water.	✓
f) the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;	Yes. Existing services and systems will be utilized where available.	✓
g) the minimization of waste;	Noted.	✓
h) the orderly development of safe and healthy communities;	Yes. The development is an infilling development in an established area.	✓
(h.1) the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;		✓
i) the adequate provision and distribution of educational, health, social, cultural and recreational facilities;	Not applicable.	✓
j) the adequate provision of a full range of housing, including affordable housing;	Yes. This development adds to the availability of housing available in the area.	✓
k) the adequate provision of employment opportunities;	Not applicable.	✓

Appendix A to Planning Justification Report – Section 2 Planning Act – Provincial Interest  
 Talbot St and Main St – Zoning By-law Amendment

i) the protection of the financial and economic well-being of the Province and its municipalities;	The development will add to the tax base and utilizes existing infrastructure.	✓
m) the co-ordination of planning activities of public bodies;	The applications are subject to the public process.	✓
n) the resolution of planning conflicts involving public and private interests;	The applications are subject to the public process.	✓
o) the protection of public health and safety;	Health and safety impacts are not anticipated.	✓
p) the appropriate location of growth and development;	Infilling is encouraged.	✓
q) the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;	The lands are located near public transit and the street network encourages active transportation.	✓
r) the promotion of built form that, <ul style="list-style-type: none"> <li>(i) is well-designed,</li> <li>(ii) encourages a sense of place, and</li> <li>(iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;</li> </ul>	The proposed development is for a single detached dwelling, similar to that in the neighbourhood.	✓
s) the mitigation of greenhouse gas emissions and adaptation to a changing climate.	Noted.	✓

# **Appendix B**

# **Provincial Planning Statement 2024**

Appendix B to Planning Justification Report – Provincial Planning Statement 2024  
 Talbot St and Main St – Zoning By-law Amendment

**Provincial Planning Statement 2024 – Policy Compliance Table**

This appendix demonstrates the application is consistent with the applicable policies of the Provincial Planning Statement.

Section	Policy	Comments	
<b>Chapter 2: Building Homes, Sustainable Strong and Competitive Communities</b>			
<b>2.1</b>	<b>Planning for People and Homes</b>  <b>Summary:</b> Section 2.1 outlines the planning framework for population and employment growth in Ontario, emphasizing that municipalities must base forecasts on provincial projections while ensuring adequate land availability for diverse housing and land use needs over a 20- to 30-year horizon. It promotes the creation of complete communities by supporting varied land uses, improving accessibility, and enhancing social equity to meet the needs of all residents.		
<b>2.1.4</b>	To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:		
<b>a)</b>	maintain at all times the ability to accommodate residential growth for a minimum of 15 years	The application proposes to facilitate the infill development of lands for a new single detached lot, and to 'set up' the potential for a future residential subdivision to the rear of the lands.	✓
<b>b)</b>	Maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply	The proposed development is supported by existing infrastructure. No issues were identified.	✓
<b>2.1.6</b>	Planning authorities should support the achievement of complete communities by:		
<b>a)</b>	accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses	The application proposes to facilitate the infill development of lands for a new single detached lot	✓

Appendix B to Planning Justification Report – Provincial Planning Statement 2024  
 Talbot St and Main St – Zoning By-law Amendment

Section	Policy	Comments	
<b>Chapter 2: Building Homes, Sustainable Strong and Competitive Communities</b>			
<b>2.2</b>	<b>Housing</b>  <b>Summary:</b> Section 2.2 outlines guidelines for planning authorities to ensure a diverse range of housing options and densities that meet the projected needs of current and future residents. This includes setting minimum targets for affordable housing, facilitating various housing types to support community well-being, promoting land-efficient densities, and prioritizing transit-oriented development near transit corridors and stations.		
<b>2.2.1</b>	Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:		
<b>a)</b>	establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households	The application proposes to facilitate the infill development of lands for a new single detached lot.	✓
<b>b)</b>	permitting and facilitating:  1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents  2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;	See above.	✓

Appendix B to Planning Justification Report – Provincial Planning Statement 2024  
 Talbot St and Main St – Zoning By-law Amendment

Section	Policy	Comments	
<b>Chapter 2: Building Homes, Sustainable Strong and Competitive Communities</b>			
<b>2.3</b>	<b>Settlement Areas and Settlement Area Boundary Expansions</b>		
<b>2.3.1</b>	<b>General Policies for Settlement Areas</b>  <b>Summary:</b> Section 2.3 outlines that settlement areas should be the primary focus for growth and development, particularly in strategic areas like major transit stations. It emphasizes land use patterns that optimize resources and infrastructure while supporting active and transit-oriented transportation. Planning authorities must encourage intensification and redevelopment, establish minimum and density targets for growth areas, and implement phasing policies to ensure orderly development aligned with infrastructure needs.		
<b>2.3.1.1</b>	Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.	The lands are within a settlement area.	✓
<b>2.3.1.3</b>	Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities	The application proposes to facilitate the infill development of lands for a new single detached lot.	✓
<b>2.3.1.4</b>	Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.	The County encourages that 25 percent of all development be through intensification, infill and redevelopment.	✓
<b>2.3.1.5</b>	Planning authorities are encouraged to establish density targets for designated growth areas, based on local conditions. Large and fast-growing municipalities are encouraged to plan for a target of 50 residents and jobs per gross hectare in designated growth areas.	Not applicable.	

Appendix B to Planning Justification Report – Provincial Planning Statement 2024  
 Talbot St and Main St – Zoning By-law Amendment

Section	Policy	Comments	
<b>Chapter 3: Infrastructure and Facilities</b>			
3.6	<b>Sewage, Water, and Stormwater</b> <b>Summary:</b> Section 3.6 outlines planning requirements for sewage, water, and stormwater services. It prioritizes timely growth accommodation and optimization of existing municipal services, with municipal systems favored for settlement areas. Private communal services are alternatives when municipal options are unavailable, while individual on-site services are permitted under suitable conditions. Partial services may be allowed to address specific failures. For stormwater management, planning must minimize volumes and contaminants, promote green infrastructure, and align with comprehensive municipal plans.		
3.6.5	Partial services shall only be permitted in the following circumstances:		
a)	where they are necessary to address failed individual on-site sewage services and individual on-site water services in existing development	The proposed application intends to connect to existing municipal water services thereby improving the efficiency and optimization. A permit for private sewage services is required at the building permit stage.	✓
b)	within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long term provision of such services with no negative impacts	The lands are within the settlement area and will be required to submit an application for a permit for private septic services.	✓
3.6.7	Planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity.	There were no concerns raised by the County. A permit for private septic is required. This will identify the reserve area.	✓

## **Appendix C**

# **Norfolk County Official Plan**

Appendix C to Planning Justification Report – Official Plan Policy Analysis  
 Talbot St and Main St – Zoning Amendment

**Norfolk County Official Plan – Policy Analysis Table**

This appendix demonstrates how the proposed application is consistent with applicable policies of the Norfolk County Official Plan.

Section	Policy	Comments	
<b>Section 2.2 Goals &amp; Objectives</b>			
<b>2.2</b>	Goals and Objectives  This section of the Official Plan sets out six “Goals and Objectives” to which the following four are applicable to the proposed residential development:		
<b>2.2.1</b>	<b>Strong and Diversified Economy</b>	The proposed application is not subject to Section 2.2.1	<b>n/a</b>
<b>2.2.2</b>	<b>Protecting and Enhancing the Natural Environment</b>	The proposed application is not subject to Section 2.2.2	<b>n/a</b>
<b>2.2.3</b>  <b>2.2.3.1 Goal</b>	<b>Maintaining and Enhancing the Rural and Small Town Character</b>  Protect the unique character of Norfolk’s cultural landscapes, Urban Areas, Hamlet Areas and Agricultural Area through heritage conservation, community design and redevelopment policies that promote community health, safety and broad aesthetic appeal.	This application proposes to permit one additional residential lot to the existing neighbourhood, and facilitate the potential future development of a hamlet residential subdivision through boundary adjustments.	✓
<b>2.2.4</b>  <b>2.2.4.1 Goal</b>	<b>Maintaining a High Quality of Life</b>  Reinforce Norfolk’s strong sense of community through the provision of public services, the development of safe and attractive communities and the celebration of Norfolk’s unique cultural and natural heritage, by involving residents in making decisions on planning matters and by promoting a healthy community through active lifestyles.	The proposed application will enable the creation of one new residential lot and adjust property boundaries. In doing so, it supports the objectives of this policy by facilitating the future provision of diverse housing options through the development of currently vacant lands. This vision includes the potential integration of a future subdivision and a multi-purpose trail that will enhance community connectivity and livability.	✓
<b>2.2.5</b>  <b>2.2.5.1 Goal</b>	<b>Upgrading and Expanding Infrastructure</b>  Ensure that Norfolk maintains, improves and expands its infrastructure including all modes of transportation, water and waste water infrastructure, stormwater management, waste management, telecommunications and other public utilities in order to better serve existing and future County residents, businesses and visitors.	The proposed application creates one new residential lot. The larger objective is to ‘set up’ the potential for new residential development in the form of a subdivision which includes achieving the goals and objectives of upgrading and expanding infrastructure.	✓

Appendix C to Planning Justification Report – Official Plan Policy Analysis  
 Talbot St and Main St – Zoning Amendment

<b>2.2.6</b>	<b>A Well Governed, Well Planned and Sustainable County</b>	The proposed application is subject to a public process to gain information from the neighbourhood in addition to commenting agencies. The lands are urban and are intended for residential development. While the creation of one new lot is straight forward, the main objective of the application is to 'set up' lands for the consideration of a comprehensive residential subdivision in the Courtland community.	✓
<b>2.2.6.1 Goal</b>	<b>Support an open and responsive municipal government that actively builds public and private sector partnerships in the pursuit of the responsible and efficient use of land, resources, and services, while ensuring community and financial sustainability.</b>		

Section	Policy	Comments	
<b>Section 5.3 Housing</b>			
5.3	<p>The provision of housing is an essential part of planning in Norfolk County. It is desirable to have close cooperation between all levels of government and the private sector in order to provide for sufficient and affordable housing, and a stable residential housing market.</p> <p>The County shall ensure that a full range of housing types and densities are provided to meet the anticipated demand and demographic change. All forms of housing required to meet the social, health and well-being of current and future residents, including those with special needs shall be encouraged.</p>		
b)	<p>The County shall ensure that a full range of housing types and densities are provided to meet the anticipated demand and demographic change. All forms of housing required to meet the social, health and well-being of current and future residents, including those with special needs shall be encouraged. The County shall target that 15 percent of all new housing built in Norfolk County be multi-residential dwellings and 15 percent be semi-detached and townhouse dwellings.</p>	<p>The proposed amendment will facilitate the creation of 1 new residential lot and 'set up' the potential for a future residential plan of subdivision.</p>	✓
e)	<p>The County shall encourage innovative and appropriate housing development that exhibits design and adaptability characteristics, and may represent nontraditional additions to the County's housing stock.</p>	<p>A house design will be considered in the future.</p>	✓
g)	<p>The County shall encourage that housing be considered when opportunities for redevelopment become available. This includes the redevelopment of existing single-use and underutilized areas with full municipal services, such as shopping plazas, business and employment sites and older</p>	<p>Not applicable.</p>	

Appendix C to Planning Justification Report – Official Plan Policy Analysis  
Talbot St and Main St – Zoning Amendment

	commercial and residential areas, especially where the land is in close proximity to human services. Special attention shall be given to the design of buildings, the landscaping treatment and features of the site to ensure that the proposed redevelopment is physically compatible with the adjacent uses.		
I)	The County shall ensure that residential and/or commercial infill development in areas of cultural heritage value or interest is sympathetic to the existing building fabric and streetscape.	The area has not been identified as of cultural heritage value or interest. However, the future building design is intended to blend in with the existing neighbourhood.	✓

Section	Policy	Comments	
<b>Section 5.3.1 Residential Intensification</b>			
5.3.1	The intensification of urban residential development reduces the need to use vacant designated land on the periphery of the Urban Areas. It also reduces the need for urban expansions encroaching into the Agricultural Area. Urban residential intensification, infilling and redevelopment of existing areas allows for the efficient provision of urban services thereby helping to minimize the costs of providing services while meeting an important component of the County's housing needs.		
a)	The following shall be the policy of the County:		
	ii) infill development and residential development of vacant land or underutilized land in existing neighbourhoods; and/or	The proposed amendment will facilitate the creation of 1 new residential infill lot.	✓
b)	The County shall target that a minimum 25 percent of its annual residential growth be accommodated through infill, intensification and redevelopment within the existing built-up areas in the Urban Areas with full municipal services.	The application will help achieve the County's target for infill and intensification.	✓
c)	Infilling and redevelopment are encouraged within the Courtland Urban Area and in the Hamlet Areas subject to the ability to provide adequate water and waste water services.	Water is available along Main Street.	✓
d)	On lands designated Urban Residential and located outside of the Built-Up areas of Simcoe, Port Dover, Delhi, Waterford and Port Rowan, the minimum overall density of residential development shall be 15 units per hectare of developable land area. Developable land shall not include Hazard Lands, Provincially Significant Wetlands and Significant Natural	Not applicable.	

Appendix C to Planning Justification Report – Official Plan Policy Analysis  
 Talbot St and Main St – Zoning Amendment

	Areas.		
f)	The County shall consider applications for infill development, intensification and redevelopment of sites and buildings through intensification based on the following criteria:		
	i. the development proposal is within an Urban Area, and is appropriately located in the context of the residential intensification study;	Yes. The lands are located in the urban area. We are not aware if the County has conducted an intensification study.	✓
	ii. the existing water and sanitary sewer services can accommodate the additional development;	Yes. Water is available for connection along Main Street. Sanitary services are private.	✓
	iii. the road network can accommodate the traffic generated;	Yes. One new driveway is not anticipated to cause traffic concerns.	✓
	iv. the proposed development is compatible with the existing development and physical character of the adjacent properties and surrounding neighbourhood; and	Yes. The proposed application will facilitate a new dwelling adjacent to existing dwellings similar in size and lot characteristics.	✓
	v. the proposed development is consistent with the policies of the appropriate Land Use Designation associated with the land.	Yes. The lands are intended for residential development in accordance with the Official Plan.	✓
g)	The County shall monitor intensification activity and, through the development approvals and building permitting process, ensure that such proposals can be satisfactorily integrated with the physical characteristics of residential and commercial areas and proper health and safety standards are maintained. Land use compatibility and urban design assessments may be required as a component of the planning rationale report accompanying development applications, as outlined under Section 9.6.1 (Official Plan Amendments) of this Plan.	Such a study is not required for a single infill lot.	✓
h)	Small scale intensification shall be permitted in all areas designated for urban residential use, except where infrastructure is inadequate or there are significant physical constraints	The development can be supported by existing infrastructure.	✓

Appendix C to Planning Justification Report – Official Plan Policy Analysis  
 Talbot St and Main St – Zoning Amendment

Section	Policy	Comments	
<b>Section 6.4 Urban Areas</b>			
6.4	<p>The six Urban Areas within the County have historically functioned as the focal points for growth and development activity, as well as public and private sector investment. This role will continue in the future. The Urban Areas will accommodate the greatest amount of the targeted growth throughout the planning period, and will be the focus of residential, commercial, employment, government, institutional, office, entertainment, cultural, and health and social service activities</p> <p>The following shall be the policy of the County:</p>		
b)	<p>It is the policy of this Plan that the Urban Areas will incorporate the following:</p> <ol style="list-style-type: none"> <li>a full range of housing types, including affordable and special needs housing;</li> </ol>		
h)	<p>Intensification, infill and redevelopment of designated and underutilized sites, and areas in transition in the Urban Areas will be encouraged. The intensification, infill and redevelopment of designated and underutilized sites that are contaminated, or suspected of contamination, shall be subject to the policies of Section 5.7 (Potentially Contaminated Sites). The County shall target 25 percent of its growth in the Urban Areas to be accommodated through infill, intensification and redevelopment.</p>	<p>The proposed application will facilitate the creation of one new single detached lot.</p> <p>This policy encourages intensification and infill. The proposed development contributes to the County intensification target for Urban Areas.</p>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Appendix C to Planning Justification Report – Official Plan Policy Analysis  
 Talbot St and Main St – Zoning Amendment

Section	Policy	Comments
<b>Section 7.7 Urban Residential Designation</b>		
7.7	<p>The Urban Residential Designation applies to the Urban Areas of the County. The Urban Areas are expected to continue to accommodate attractive neighbourhoods which will provide for a variety of residential forms as well as neighbourhood facilities such as elementary schools, parks, places of worship and convenience commercial uses integral to and supportive of a residential environment.</p> <p>A variety of housing types are needed to meet the needs of a diverse population. Opportunities to provide housing for individuals or groups with special needs including the elderly and those with special physical, social or economic needs within the County will be encouraged.</p>	
7.7.1	Subject to the other policies of this Plan, the following policies shall apply in determining uses permitted on land designated Urban Residential on Schedule "B".	
a)	<p>The predominant use of land shall be a variety of urban dwelling types, including single detached dwellings, semi-detached dwellings, duplex dwellings and similar low-profile residential buildings not exceeding 2 dwelling units per lot.</p>	<p>The proposed application will facilitate the creation of one single detached dwelling lot.</p> <p>✓</p>
7.7.2	<b>Land Use Policies</b>	
a)	<p>Single, semi-detached and duplex housing forms shall generally have an average net density of 15 units per hectare (uph), save and except for land designated Urban Residential in the Courtland Urban Area, where private servicing limitations shall determine the density of development.</p>	<p>The proposed density is appropriate for a single detached lot.</p> <p>✓</p>

## **Appendix D**

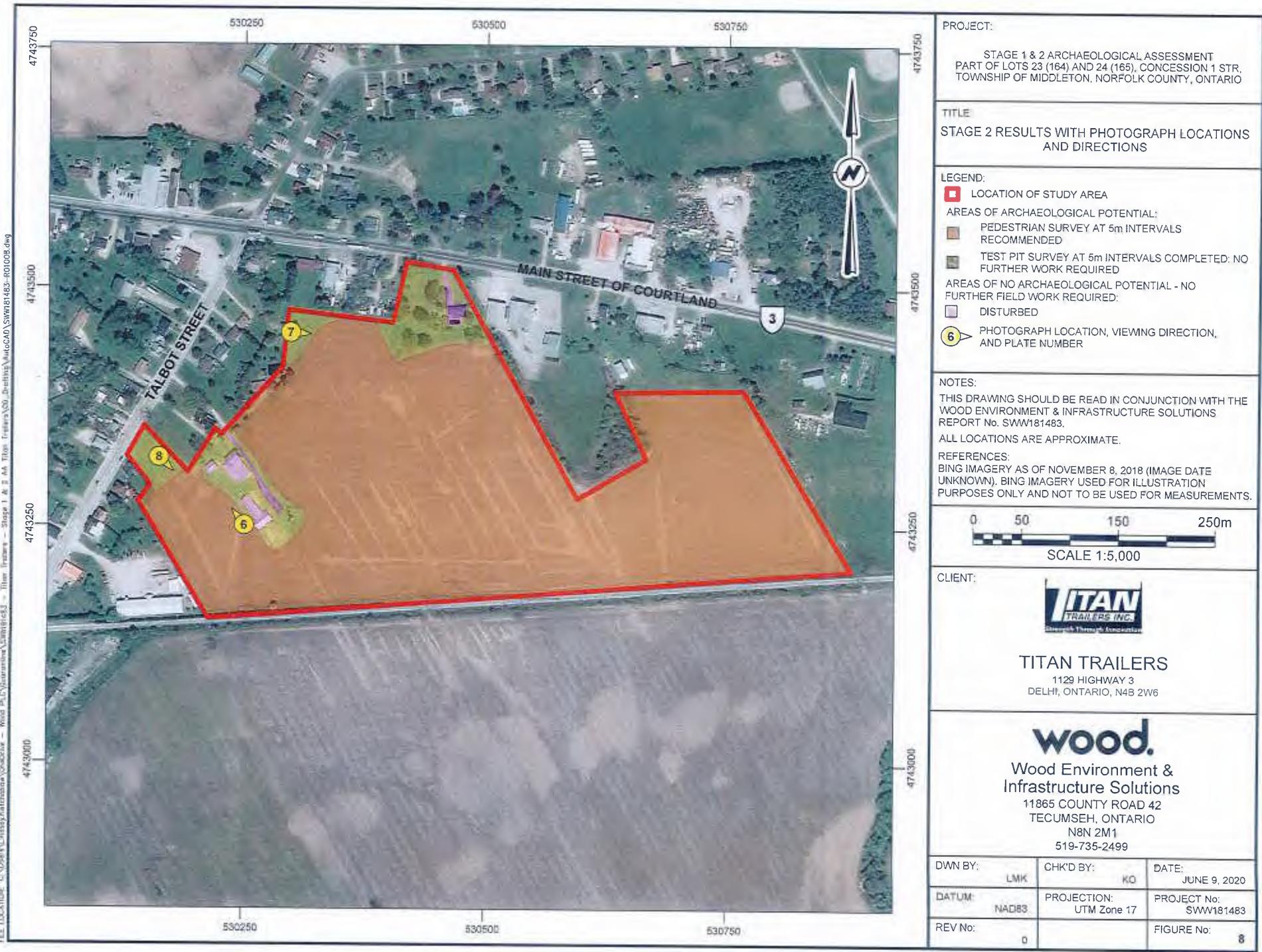
# **Figure 13**

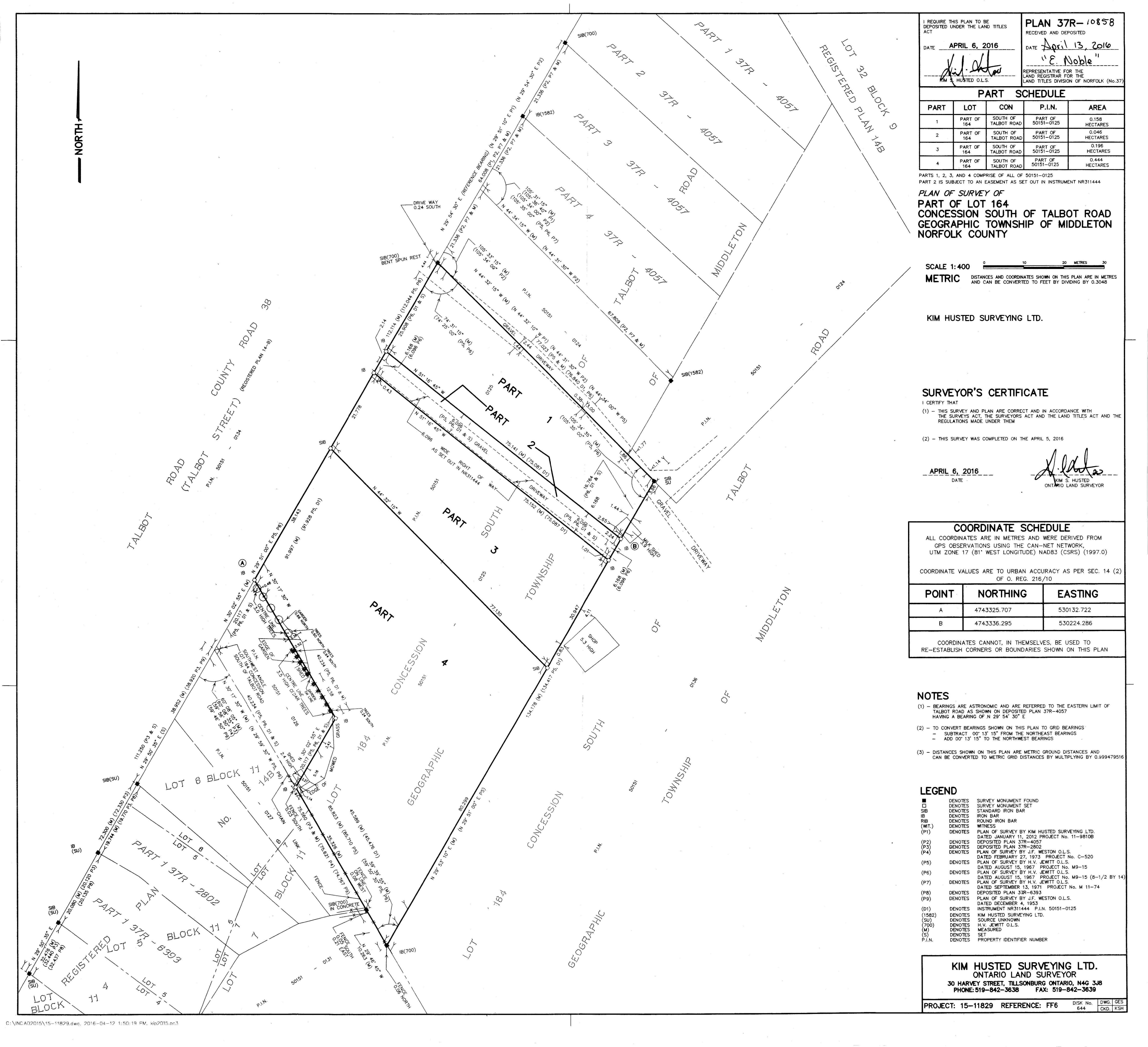
# **Archaeological**

# **Assessment**

# **Phase 2**

# **Clearance**





## LEGEND

■ DENOTES SURVEY MONUMENT FOUND  
 □ DENOTES SURVEY MONUMENT SET  
 SB DENOTES STANDARD IRON BAR  
 RB DENOTES ROUND IRON BAR  
 (WIT) DENOTES WITNESS  
 (CON) DENOTES CONCRETE MONUMENT  
 (P1) DENOTES SURVEY BY KIM HUSTED SURVEYING LTD.  
 DATED JANUARY 11, 2012 PROJECT No. 11-98108  
 DEPOSITED PLAN 37R-10558  
 (P2) DENOTES PLAN SURVEY BY H.V. JEWITT O.L.S.  
 DATED JULY 1, 1970 PROJECT No. M11-1-1  
 DEPOSITED PLAN 37R-3041  
 (P5) DENOTES REGISTERED PLAN 14-B  
 (P6) DENOTES DEPOSITED PLAN 37R-8576  
 (P7) DENOTES DEPOSITED PLAN 37R-7057  
 (P8) DENOTES EXPROPRIATION PLAN 382 MTO PLAN No. P-1814-18  
 (P9) DENOTES EXPROPRIATION PLAN 382 MTO PLAN No. P-1814-18  
 (P10) DENOTES J. F. WESTON O.L.S.  
 (P11) DENOTES MINISTRY OF TRANSPORTATION, ONTARIO  
 (P12) DENOTES KIM HUSTED SURVEYING LTD.  
 (P13) DENOTES H.V. JEWITT O.L.S.  
 (P14) DENOTES MEASURED  
 (P15) DENOTES SET  
 (P16) DENOTES PROPERTY IDENTIFIER NUMBER  
 (P17) DENOTES INSTRUMENT NR31145 P.I.N. 50151-0141  
 (P18) DENOTES INSTRUMENT NR431035 P.I.N. 50151-0172  
 (P19) DENOTES INSTRUMENT NR31143 P.I.N. 50151-0136  
 (P20) DENOTES HYDRO POLE

## COORDINATE SCHEDULE

ALL COORDINATES ARE IN METRES AND WERE DERIVED FROM  
 GPS OBSERVATIONS USING THE CAN-NET WORK,  
 UTM, ZONE 17 (81° WEST LONGITUDE) NAD83 (CRS) (1997.0)  
 COORDINATE VALUES ARE TO URBAN ACCURACY AS PER SEC. 14 (2)  
 OF O. REG. 216/10

POINT	NORTHING	EASTING
A	4743325.707	530132.722
B	4743336.295	530224.286
C	4743510.402	530238.076

COORDINATES CANNOT, IN THEMSELVES, BE USED TO  
RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

## NOTES

(1) BEARINGS ARE GRID, DERIVED ON GPS OBSERVATIONS ON MONUMENTS  
 "A" AND "B" SHOWN HEREON HAVING A GRID BEARING OF  
 N 83° 24' 10" E (UTM, ZONE 17, NAD83 CRS)  
 (2) TO CONVERT (P22 BEARINGS TO GRID BEARINGS  
 - ADD 00° 18' 15" TO THE NORTHWEST BEARINGS  
 - SUBTRACT 00° 10' 20" FROM THE NORTHEAST BEARINGS  
 (3) DISTANCES SHOWN ON THE PLAN ARE METRIC GRID DISTANCES AND  
 CAN BE CONVERTED TO METRIC GRID DISTANCES BY MULTIPLYING BY 0.999479516

I REQUIRE THIS PLAN TO BE  
 DEPOSITED UNDER THE LAND TITLES  
 ACT  
 DATE FEBRUARY 24, 2021  
 2021/02/15  
 "Linda Bursey"  
 REPRESENTATIVE FOR THE  
 LAND REGISTRAR FOR THE LAND  
 TITLES DIVISION OF NORFOLK NO.37

REGISTERED O.L.S.

REPRESENTATIVE FOR THE  
LAND REGISTRAR FOR THE LAND  
TITLES DIVISION OF NORFOLK NO.37

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## **Original Report:**

### **Stage 1 & 2 Archaeological Assessment**

Proposed Residential Development

Part Lots 23 (164) and 24 (165), Concession 1 STR, Geographic  
Township of Middleton, Norfolk County, Ontario  
Project # SWW181483 (Parcel 1)

Archaeological Consulting License # P066 (O'Neal)

PIF # P066-0297-2018 (Stage 1 & 2)

Prepared for:

**Titan Trailers**

1129 Highway 3, Delhi, Ontario N4B 2W6

9-Jun-20

## **Stage 1 & 2 Archaeological Assessment**

### **Proposed Residential Development**

**Part Lots 23 (164) and 24 (165), Concession 1 STR, Geographic Township of Middleton, Norfolk County, Ontario**

### **Project # SWW181483 (Parcel 1)**

#### **Prepared for:**

Titan Trailers  
1129 Highway 3, Delhi, Ontario N4B 2W6

#### **Prepared by:**

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9-Jun-20

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## Executive Summary

Wood Environment & Infrastructure ("Wood") was retained by Titan Trailers (the Client) to conduct a Stage 1 & 2 archaeological assessment in support of a future residential development. This archaeological assessment was triggered under the Planning Act and was conducted prior to development. The property is located on Part of Lots 23 (164) and 24 (165), Concession 1 South of Talbot Road (STR), in the Township of Middleton, Norfolk County, Ontario ("study area"). The study area is approximately 14.6 hectares in size (Appendix A: Figures 1, 2 and 3). The study area lots were originally designated as Lot 164 and Lot 165 STR in Concession 1, but they are currently referenced by Norfolk County as Lot 23 (164) and 24 (165) because the continuation of those lots in Concession 2, 3 and 4 STR are numbered as 23 and 24. In this report we have adopted the Norfolk County designation and use the double reference system of Lot 23 (164) and Lot 24 (165). Changes to the zoning application for this project led to a cancellation of the Stage 1 & 2 assessment. However, prior to the cancellation of the project, the test pit portion of the survey was completed, and a report documenting this fieldwork is presented to satisfy licencing obligations.

The Stage 1 & 2 archaeological assessment was carried out in accordance with the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries ("MHSTCI") *Standards and Guidelines for Consultant Archaeologists* (2011), under an Ontario Professional Licence to Conduct Archaeological Fieldwork (P066) held by Kristy O'Neal, Senior Archaeologist at Wood. The project information was acknowledged by the MHSTCI on 07 November 2018 with the issuance of PIF number P066-0297-2018 (Stage 1 & 2). Permission to enter for the purposes of the Stage 1 & 2 assessment was granted to Wood by the Client on 17 August 2018. This permission extended to all required fieldwork activities, including the recovery and removal of artifacts.

The Stage 1 & 2 assessment was directed by Kristy O'Neal (P066) of Wood on 04 December 2018. The weather did not impede the assessment in any way.

Background archival research supports the conclusion that portions of the study area exhibit general archaeological potential for the presence of both Indigenous and Euro-Canadian archaeological resources based on the following reasons: 1) Cowan Drain, a natural water source, is located within 100 m of the study area; 2) the study area is adjacent to three historical transportation routes (Talbot Street, Main Street, and the Air Line Railway); and, 3) a portion of the study area is within the historic limits of the town of Courtland.

The Stage 1 & 2 archaeological assessment determined that 1) 0.2 ha (1%) of the study area does not require Stage 2 assessment because it was previously disturbed; and, 2) 14.4 ha (99%) of the study area retains archaeological potential and warrants Stage 2 assessment (Appendix A: Figure 7).

Areas that retain archaeological potential include 13.0 ha (89%) of ploughed agricultural field and 1.4 ha (10%) of manicured lawn where ploughing is not viable. The non-ploughable portion of the study area was assessed using test pit survey at 5 m intervals. No archaeological resources were encountered during the Stage 2 test pit assessment.

The ploughed field portion of the study area has archaeological potential but was not surveyed as part of this assessment due to cancellation of the project. Stage 2 assessment by means of pedestrian survey at 5 m intervals is recommended for the agricultural fields if they will be impacted by future development.

In light of these results, the following recommendations are made, subject to the conditions outlined below and in Section 5.0:

- 1) The portion of the study area that has been subject to Stage 2 test pit assessment, as shown in Figure 8, requires no further archaeological assessment.
- 2) The portion of the study area that has low archaeological potential due to disturbance, as shown in Figure 8, requires no further archaeological assessment.
- 3) The 13.0 ha agricultural field (as shown in Appendix A: Figure 8), was not assessed due to a cancellation of the project. As the agricultural field has archaeological potential a Stage 2 assessment by means of pedestrian survey at 5 m intervals is recommended for the agricultural field if future development will impact this area. The agricultural land should be prepared for the pedestrian survey by disk harrowing / mouldboard ploughing to the depth of previous ploughing. The fields should be allowed to weather to improve surface visibility. At least 80% of the ploughed ground surface must be visible after ploughing had been completed to meet MHSTCI standards for field preparation and visibility.

**The above recommendations are subject to Ministry of Heritage, Sport, Tourism and Culture Industries' approval, and it is an offence to alter any of portion of the study area without Ministry of Heritage, Sport, Tourism and Culture Industries' concurrence.**

No grading or other activities that may result in the destruction or disturbance of the study area is permitted until notice of Ministry of Heritage, Sport, Tourism and Culture Industries' approval has been received.

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Stage 1 & 2 Archaeological Assessment  
Part Lots 23 (164) & 24 (165), Concession 1 STR, Township of Middleton, Norfolk County, Ontario

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## Project Personnel

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## 1.0 Project Context

### 1.1 Development Context

Wood Environment & Infrastructure ("Wood") was retained by Titan Trailers (the Client) to conduct a Stage 1 & 2 archaeological assessment in support of a future residential development. This archaeological assessment was triggered under the Planning Act and was conducted prior to development. The property is located on Part of Lots 23 (164) and 24 (165), Concession 1 STR, in the Township of Middleton, Norfolk County, Ontario ("study area"). The study area is approximately 14.6 hectares in size (Appendix A: Figures 1, 2 and 3). Changes to the zoning application for this project led to a cancellation of the Stage 1 & 2 assessment. However, prior to the cancellation of the project, the test pit portion of the survey was completed, and a report documenting this fieldwork is presented to satisfy licencing obligations.

The Stage 1 & 2 archaeological assessment was carried out in accordance with the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries ("MHSTCI") *Standards and Guidelines for Consultant Archaeologists* (2011), under an Ontario Professional Licence to Conduct Archaeological Fieldwork (P066) held by Kristy O'Neal, Senior Archaeologist at Wood. The project information was acknowledged by the MHSTCI on 07 November 2018 with the issuance of PIF number P066-0297-2018 (Stage 1 & 2). Permission to enter for the purposes of the Stage 1 & 2 assessment was granted to Wood by the Client on 17 August 2018. This permission extended to all required fieldwork activities, including the recovery and removal of artifacts.

The Stage 1 & 2 assessment was directed by Kristy O'Neal (P066) of Wood on 04 December 2018. The weather did not impede the assessment in any way.

This report presents the results of the Stage 1 background study and Stage 2 property assessment and makes pertinent recommendations.

### 1.2 Scope of Work

This Stage 1 & 2 archaeological assessment was carried out in accordance with the Terms of Reference provided in Wood's work agreement dated 11 July 2018.

A Stage 1 archaeological assessment is a systematic qualitative process executed to assess the archaeological potential of a property based on its historical use and its potential for early Euro-Canadian (early settler) and pre-contact Indigenous occupation. The objectives of a Stage 1 background study are: 1) to provide information about the study area's geography, history, previous archaeological fieldwork and current land condition; 2) to evaluate in detail the study area's archaeological potential which will support recommendations for Stage 2 property assessment for all or parts of the study area if warranted; and, 3) to recommend appropriate strategies for Stage 2 property assessment if warranted.

The objective of a Stage 2 property assessment is to document all archaeological resources present on the study area and to decide whether these resources, if present, have cultural heritage value or interest.

The Stage 1 background study and Stage 2 property assessment were conducted in accordance with the *Standards and Guidelines for Consultant Archaeologists* set out by the MHSTCI (2011) pursuant to the Ontario Heritage Act, R.S.O. 1990, c. O.18.

The scope of work for the Stage 1 background study consisted of the following tasks:

- Contacting the MHSTCI to determine if recorded archaeological sites exist in the vicinity (1 kilometre ["km"] radius) of the study area, through a search of the *Ontario Archaeological Sites Database* maintained by that Ministry;
- Contacting the MHSTCI to determine if there are any known reports of previous archaeological field work within the study area or within a radius of 50 m around the study area, through a search of the *Ontario Public Register of Archaeological Reports* maintained by that Ministry;
- A desktop review of the study area's physical setting to determine its potential for both pre-contact and post-contact period human occupation, including its topography, hydrology, soils, and proximity to important resources and historical transportation routes and settlements;
- A review the potential for post-contact period human occupation as documented in historical atlases and other archival sources; and,
- A visual inspection of the study area to gather first-hand and current evidence of its physical setting, and to aid in delineating areas where archaeological potential may have been impacted or removed by recent land-use practices.

The scope of work for the Stage 2 archaeological assessment consisted of the following tasks:

- Organizing public underground utility locates. In addition, Wood retained a private utility locator to clear underground utilities;
- A pedestrian survey conducted at 5 m intervals for any ploughable land, employing strategies that adhere to the technical standards for Stage 2 archaeological assessments as prescribed by the MHSTCI (2011). Note, due to changes to the zoning application to this project, the pedestrian survey was not completed prior to the cancellation of the project;

- A test-pit survey conducted at 5 metre ("m") intervals of unploughable areas of archaeological potential employing strategies that adhere to the technical standards for Stage 2 archaeological assessments as prescribed by the MHSTCI (2011);
- Mapping, photography, and the production of other relevant graphics;
- Artifact processing and analysis; and,
- Preparing a report of findings with recommendations regarding the need for further archaeological work if deemed necessary. Sites discovered during a Stage 2 assessment that are determined to have cultural heritage value or interest may be recommended for a Stage 3 site-specific assessment.

## 2.0 Stage 1 Background Study

As part of the Stage 1 archaeological assessment, Wood queried the *Ontario Archaeological Sites Database*, maintained by the MHSTCI to determine if archaeological sites have been registered within 1 km of the study area (Section 2.1.1) (MHSTCI 2018a). The *Ontario Public Register of Archaeological Reports* was also queried to determine whether previous archaeological assessments have been carried out within the study area, or within a 50 m radius of the study area (Section 2.1.2) (MHSTCI 2018b). Secondly, the principal determinants of archaeological potential, namely proximity to water, topography, drainage, soils, and proximity to important resources and historical transportation routes and settlements, were examined to evaluate the study area's general archaeological potential (Sections 2.1, 2.1.3, 2.2, and 2.2.1). Thirdly, the specific potential for post-contact period archaeological resources was assessed through an examination of available historical maps and other archival sources (Section 2.2). And fourthly, a property inspection was conducted to confirm the desktop evaluation of archaeological potential and identify areas where recent land use has impacted or removed that potential.

### 2.1 Archaeological Context

#### 2.1.1 Registered Archaeological Sites

Wood conducted the requisite Stage 1 background research. First, Wood queried the *Ontario Archaeological Sites Database* (OASD) maintained by the MHSTCI to ascertain whether archaeological sites have been registered in close proximity (within 1 km) to the study area (MHSTCI 2018a).

In Ontario, information concerning archaeology sites is stored in the *Ontario Archaeological Sites Database* maintained by the MHSTCI. This database contains archaeological sites registered within the Borden system (Borden 1952). Under the Borden system, Canada has been divided into grid blocks based on longitude and latitude. A Borden block is approximately 13 km east to west, and approximately 18.5 km north to south. Each Borden block is referred to by a four-letter designation and sites located within the block are numbered sequentially as they are found. The study area is located within the *AfHd* Borden block. On the basis of a search of the *Ontario Archaeological Sites Database* through PastPort on 07 November 2018, there are no registered sites within the study area or within a within a 2 km radius. The absence of registered sites may not necessarily be an accurate indication of cultural occupation in an area, but rather it may reflect the lack of systematic archaeological surveys in this area.

#### 2.1.2 History of Archaeological Investigations

Wood completed a search for reports within the *Ontario Public Register of Archaeological Reports*, administered by MHSTCI, on 07 November 2018 (MHSTCI 2018b). Based on this search (by address, lot and concession and the above-mentioned archaeological Borden block), no previous

archaeological assessments have been conducted within the study area or within 50 m of the study area.

### **2.1.3 Environmental Context**

The study area (Appendix A: Figures 1 to 3) is situated in the Norfolk Sand Plain physiographic region of Ontario (Chapman and Putnam 1984:113). This wedge-shaped area has a curved base along the coast of Lake Erie and tapers to a point at Brantford. The region is made up of sand deposited from meltwater of the Grand River that formed a delta of glacial Lakes Whittlesey and Warren. It is made up of light textured soils left behind by retreating glaciers that is best used for tobacco crops.

The *Soils of the Regional Municipality of Haldimand-Norfolk* (Presant and Acton 1984) indicates that there are two dominant surface soil types within the study area. To the west and north the soil is Plainfield Eolian fine sand that forms into dunes. The soil has rapid drainage and irregular gentle to moderate slopes. In the southeast portion of the study area, the dominant soil type consists of Gobles sandy textures over silty clay loam till. This soil is characterized by imperfect drainage and irregular very gently sloping topography.

It is crucial to consider the proximity of water sources in any evaluation of archaeological potential because the availability of water is arguably the single most important determinant of human land use, past and present. The *Standards and Guidelines for Consultant Archaeologists* (MHSTCI 2011) lists proximity to water as one of the prime indicators of potential for the presence of archaeological sites. Distance from potable water has been one of the most commonly used variables for predictive modeling of archaeological site location. Water, both potable and non-potable, also facilitated the transportation of people and goods and served to focus animal and plant resources. According to the 2011 *Standards and Guidelines for Consultant Archaeologists* (MHSTCI 2011), lands within 300 m of an extant or formerly mapped river or creek have potential for the presence of early Indigenous and Euro-Canadian archaeological sites. The nearest natural water source, is Cowan Drain, situated 100 m to the east of the study area. Cowan Drain is a tributary of Little Otter Creek, which is located 800 m to the south of the study area.

## **2.2 Historical Context**

### **2.2.1 A Cultural History for Southern and Eastern Ontario**

The majority of interpretations of pre-contact Indigenous adaptations in Ontario derive from the analysis and interpretation of stone tools. Stone tools are made from specific types of rocks that fracture in ways that can be controlled, so that they are easily shaped into useful forms. These rocks include chert, chalcedony, quartzite, petrified wood, and volcanic glass, known as obsidian. Most stone tools found in southern Ontario are formed from types of chert that outcrop in local limestone formations, such as: Onondaga and Haldimand cherts, found near the north shore of

Lake Erie; Kettle Point chert, which outcrops near Lake Huron; and Collingwood chert, which outcrops along the Niagara Escarpment near Georgian Bay.

Stone tools used as spear tips and arrowheads are the most commonly studied tool type. These are referred to as projectile points. As projectile point technology changed over time, styles and shapes of points changed also. Studying these changing point types has resulted in the development of a chronological framework for pre-contact times prior to 3,000 years ago, when First Nations groups began to make clay pottery. Later periods are defined both by point types and pottery characteristics. Radiocarbon dating of archaeological sites can only be done when organic materials are collected from those sites, so the dating of most sites is done by comparing the artifacts from dated sites to those from undated sites. The following is an overview of the pre-contact history of southern Ontario as understood by archaeologists.

The cultural history of southern Ontario began approximately 11,000 years ago when the glaciers had melted, and the land was re-exposed. The land was quickly settled by bands of hunters and gatherers who are thought to have been large game hunters. These people used large spear points that are distinctively shaped with long central grooves, called "flutes". Archaeologists have defined a number of point types that date to this time, including Gainey, Barnes, Crowfield, and Hi-Lo types. This period is referred to as the Paleo-Indian Period and it is thought to have lasted until approximately 9,000 years ago.

After 9,500 years ago, there was a long period when the climate was variable and the bare lands left by the glaciers were becoming re-forested, resulting in patchier, more diverse ecozones. During this time, which lasted until 3,000 years ago, people were adapting to diverse environmental settings. There appears to have been more reliance on local stone for making tools and more variable tool manufacturing technologies. The adoption of a spear-throwing board, known as an atlatl, was an important innovation, resulting in the ability to throw smaller darts with more force. Projectile points from this period, called the Archaic Period, are commonly side or corner-notched and are smaller than those of the preceding period. The Archaic adaptation is generally thought to have centred on localized resources, often forest resources, and groups of people are thought to have been less mobile, an adaptation that continued to develop until the arrival of Europeans.

In southern Ontario, the Archaic Period is divided into the Early, Middle and Late Archaic. Early point types include serrated Nettling and Bifurcate Base points. Middle types include Brewerton Corner Notched and Otter Creek, and Late types include Lamoka, Genesee, Crawford Knoll, and Innes. Most of these point types are named after archaeological sites where they were first identified.

The Archaic Period is followed by the Woodland Period. The major technological change in the Early Woodland Period is the introduction of pottery. During this time, people are thought to have developed more community organization and the manufacture of clay pottery is thought to indicate less residential mobility. Burial sites dating to this time often display evidence of ceremonial activities. Projectile points made at this time include much smaller types, probably used as arrow tips. Point types include Meadowood and Kramer and early ceramics were crudely-made vessels with conoidal (pointed) bases. The Early Woodland Period transitioned into the Middle Woodland Period approximately 2,400 years ago.

During the Middle Woodland Period in southern Ontario community and kin identity became more deeply entrenched, and more sedentary communities developed. Point types made at this time include Saugeen, Vanport, and Snyders. Ceramic vessels were conoidal in shape but were decorated with stamped designs in the soft clay. The Middle Woodland Period transitioned into the Late Woodland Period A.D. 500–900 with the earliest direct evidence for agriculture.

The Late Woodland Period saw the development of recognizable Iroquoian and Algonkian cultures in southern Ontario, characterized by the intensification of agriculture and the increased utilization of corn. Greater sedentism led to increasing settlement populations and greater complexity of settlement organization. Sites dating to this time are often found on terraces overlooking the floodplains of large rivers. Iroquoian villages tended to be small, palisaded compounds with longhouses occupied by families. As the Late Woodland Period progressed, more intercommunity communication and integration became necessary to maintain the sedentary agricultural way of life. Later Iroquoian villages were larger and more heavily palisaded, and longhouses were larger also.

When European explorers and missionaries arrived in southern Ontario in the early seventeenth century, they described the local Iroquoian social organization as being under the direction of elected chiefs. Tribal confederacies and allegiances resulted in intertribal warfare, which was only made worse by the European presence. Three Ontario Iroquoian confederacies, the Huron, Petun, and Neutral, were driven from their traditional territories before the middle of the seventeenth century.

Archaeologists tend to describe a period of transition from Late Woodland to post-contact contact times as “proto-historic”. The dating of this period is variable and may be different from site to site within a region as it describes a time when local Indigenous peoples were acquiring European trade goods indirectly through other Indigenous middlemen rather than directly from European traders. This period was generally very short and is often difficult to differentiate archaeologically from later post-contact times, when trade goods were widely available, but it usually is identified by evidence of an intact traditional cultural adaptation with occasional European items used in traditional ways.

**Table 1: Simplified Cultural Chronology of Southern and Eastern Ontario**

Period	Complexes/Cultures, Some Diagnostic Artifacts
<b>Early Paleo-Indian (9000–8500 B.C.)</b>	Small nomadic hunter-gatherer bands. Early Paleo-Indian (EPI) rarely found in eastern Ontario. Gainey, Barnes, Crowfield fluted points.
<b>Late Paleo-Indian (8500–7500 B.C.)</b>	Small nomadic hunter-gatherer bands. Hi-Lo, Holcombe points, Lanceolate Bifaces.
<b>Early Archaic (7500–6000/4500 B.C.)</b>	Small nomadic hunter-gatherer bands. Nettling, Stanley/Neville points.
<b>Middle Archaic (6000/4500–2500 B.C.)</b>	Transition to territorial settlements. Seasonal round of subsistence introduced. Thebes (6000–5000 B.C.), Otter Creek points (4500–3000 B.C.). <b>Brewerton Complex (3000–2500 B.C.)</b> . Brewerton points. <b>Laurentian Complex (6000–2500 B.C.)</b> (Eastern Ontario)
<b>Late Archaic (2500–1000 B.C.)</b>	More numerous territorial hunter-gatherer bands, increasing use of exotic materials and artistic items for grave offerings, regional trade networks. <b>Narrowpoint Complex (2500–1850 B.C.)</b> . Lamoka points. <b>Broadpoint Complex (1850–1650 B.C.)</b> . Adder Orchard, Genesee points. <b>Smallpoint Complex (1650–1000 B.C.)</b> . Crawford Knoll, Innes points. <b>Terminal Archaic (1100–1000 B.C.) Glacial Kame Complex</b> . Hind points.
<b>Early Woodland (1000–400 B.C.)</b>	Pottery introduced. Meadowood Notched points, Meadowood Cache Blades, Kramer, Adena points. <b>Meadowood Complex (1000–400 B.C.)</b> . <b>Middlesex Complex (650–400 B.C.)</b> . Introduction of true cemeteries.
<b>Middle Woodland (400 B.C.–A.D. 500/900)</b>	Saugeen, Snyders, Vanport, Port Maitland points. <b>Point Peninsula Complex</b> (Southcentral and eastern Ontario) <b>Saugeen Complex</b> (Southeast of Lake Huron and the Bruce Peninsula, London area, and possibly as far east as the Grand River) <b>Couture Complex</b> (Lake St. Clair and the western end of Lake Erie). Burial ceremonialism.
<b>Transitional Woodland (A.D. 500–900)</b>	Agriculture introduced. Levanna, Jacks Reef points. <b>Princess Point Complex</b> (Eastern end of Lake Erie and the western end of Lake Ontario). <b>Rivière au Vase Phase of the Younge / Western Basin Tradition</b> (Lake St. Clair and western end of Lake Erie) <b>Sandbanks Complex</b> (Kingston area).
<b>Late Woodland (A.D. 900–1650)</b>	Tribal differentiation. Transition to settled village life. Dewaele, Glen Meyer Tanged, Triangular Nanticoke, Notched Nanticoke, Triangular Daniels/Madison points. <b>Ontario Iroquoian and St. Lawrence Iroquoian Traditions</b> (Southcentral and eastern Ontario, respectively). <b>Algonkian Western Basin Tradition</b> (Lake St. Clair and the western end of Lake Erie).
<b>Early Post-Contact (A.D. 1650–1763)</b>	Iroquoian, Algonkian migrations and resettlement. French exploration and colonization
<b>Late Post-Contact (A.D. 1763–1867)</b>	Iroquoian, Algonkian migrations and resettlement. British and other European immigration increases.

In southern Ontario, significant post-contact archaeological sites are those that have an affiliation with an important historic event, figure, or family, but can also be anything dating to the original

European settlement of a region. Often, these archaeological sites date to before A.D. 1830, but archaeologically significant Euro-Canadian sites can date into the twentieth century.

## 2.2.2 Review of Historical Records

The study area is located on Part of Lots 23 (164) and 24 (165), Concession 1 STR, in the Township of Middleton, Norfolk County, Ontario. The study area lots were originally designated as Lot 164 and Lot 165 STR in Concession 1, but they are currently referenced by Norfolk County as Lot 23 (164) and 24 (165) because the continuation of those lots in Concession 2, 3 and 4 STR are numbered as 23 and 24. In this report we have adopted the Norfolk County designation and use the double reference system of Lot 23 (164) and Lot 24 (165). The study area is located within the Township of Middleton, Norfolk County. Norfolk County was first settled in 1789 by United Empire Loyalists emigrating from the United States after the American Revolutionary War (Carter 1984). The county itself was created in 1792 by Lieutenant-Governor John Graves Simcoe, who named it after Norfolk County, England (Mika & Mika 1983). The population of Norfolk County was 9,626 in 1841. Early settlers in the county were primarily of Dutch, British and German descent, who settled in the county to take advantage of the rich soils (Mutrie 2004). By 1844, a total of 56,899 acres were being cultivated, and there were 50 saw mills and 10 grist mills in operation (Smith 1846:186).

Middleton Township was developed along the Talbot settlement trail, that was planned by Colonel Thomas Talbot in 1806. Early industry in the township was based on root and cereal crops, pine timber, and bog iron ore (Page 1877). The Air Line Railway added prosperity to the area when it was completed.

By at least 1877, the northern portion of the study area was situated within the historic limits of the Town of Courtland. Courtland was developed along the Talbot Colonization Road, and was originally named Ronson's Corners, after James Ronson, a settler from England, who arrived in 1830 (Carter 1984:1010). The first settler to the area was Lot Tisdale, in 1823 (Mika & Mika 1977). The first post office opened in 1864 (Carter 1984:1010). Courtland had a population of 300 in 1876 (Carter 1984:1010).

Historical records and mapping were examined for evidence of early Euro-Canadian use of the study area on Lots 23 (164) and 24 (165), Concession 1 STR, in the Township of Middleton.

The 1856 Tremaine's Map of the County of Norfolk (Tremaine 1856) was examined in an effort to determine the potential for post-contact period archaeological evidence within the study area. This map lists Francis Twist as the owner of the west half of Lot 164, and R. Mannary as the owner of the east half of Lot 164. William Reid is listed as the owner of Lot 165 within the study area. (Appendix A: Figure 5). No historical features are illustrated within the study area; however, the study area is shown to the south of the historic limits of the town of Courtland. The property is

adjacent to two historic routes, Talbot Street (Highway 38) to the west, and Main Street (Highway 3) to the north.

The *1877 Illustrated Historical Atlas of Norfolk County* (H.R. Page & Co. 1877; Appendix A: Figure 6) was also examined. In 1877, the west half of Lot 23 (164) is under the ownership of Francis Twist, while the east half is largely under the ownership of Mrs. A. Manary. A small section along the north edge of the study area is located within the historic town limits of Courtland, and adjacent to Main Street (Highway 3). A section along the western edge of the study area is adjacent to Talbot Street (Highway 38), another historic transportation route. A farmstead and orchard are shown on the northwest corner of Lot 23 (164) within the study area. The portion of Lot 24 (165) associated with the study area was owned by William Ronson. No historical features are illustrated on this lot within the study area; however, farmsteads are shown at the north end of Lot 24 (165), within 100 m to the north of the study area. The Air Line Railway runs directly to the south of the study area.

### 2.2.3 Historic Plaques

The MHSTCI's *Standards and Guidelines for Consultant Archaeologists* (MHSTCI 2011:18) stipulates that areas of early Euro-Canadian settlement, including places of early military pioneer settlement (pioneer homesteads, isolated cabins, farmstead complexes), early wharf or dock complexes, pioneer churches and early cemeteries, are considered to have archaeological potential. There may be commemorative markers of their history, such as local, provincial, or federal monuments or heritage parks. Early historical transportation routes (trails, passes, roads, railways, portage routes), properties listed on a municipal register or designated under the *Ontario Heritage Act* or a federal, provincial, or municipal historic landmark or site, and properties that local histories or informants have identified with possible archaeological sites, historical events, activities, or occupations are also considered to have archaeological potential.

There are no historical plaques located within a 1 km radius of the study area (Brown 2019).

## 2.3 Potential for Archaeological Resources

Archaeological potential is defined as the likelihood of finding archaeological sites within a study area. For planning purposes, determining archaeological potential provides a preliminary indication that significant sites might be found within the study area, and consequently, that it may be necessary to allocate time and resources for archaeological survey and mitigation.

The framework for assigning levels of potential archaeological significance is drawn from provincial guidelines found in the *Standards and Guidelines for Consultant Archaeologists* (MHSTCI 2011, Sections 1.3.1 and 1.3.2). The following are features or characteristics that can indicate archaeological potential:

- previously identified archaeological sites;
- water sources (it is important to distinguish types of water and shoreline, and to distinguish natural from artificial water sources, as these features affect site locations and types to varying degrees):
  - primary water sources (e.g. lakes, rivers, streams, creeks);
  - secondary water sources (e.g. intermittent streams and creeks, springs, marshes, swamps);
  - features indicating past water sources (e.g. glacial lake shorelines indicated by the presence of raised sand or gravel beach ridges, relic river or stream channels indicated by clear dip or swale in the topography, shorelines of drained lakes or marshes, cobble beaches); and,
  - accessible or inaccessible shoreline (e.g. high bluffs, swamp or marsh fields by the edge of a lake, sandbars stretching into marsh).
- elevated topography (e.g. eskers, drumlins, large knolls, plateaus);
- pockets of well-drained sandy soil, especially near areas of heavy soil or rocky ground;
- distinctive land formation that might have been special or spiritual places, such as waterfalls, rock outcrops, caverns, mounds, and promontories and their bases. There may be physical indicators of their use, such as burials, structures, offerings, rock paintings or carvings;
- resource areas, including:
  - food or medicinal plants (e.g. migratory routes, spawning areas, prairie);
  - scarce raw materials (e.g. quartz, copper, ochre or outcrops of chert); and,
  - early Euro-Canadian industry (e.g. fur trade, logging, prospecting, mining).
- areas of early Euro-Canadian settlement. These include places of early military or pioneer settlement (e.g. pioneer homesteads, isolated cabins, farmstead complexes), early wharf or dock complexes, pioneer churches and cemeteries. There may be commemorative markers of their history, such as local provincial, or federal monuments or heritage parks;
- early transportation routes (e.g. trails, passes, roads, railways, portages); and,
- property listed on a municipal register or designated under the *Ontario Heritage Act* or that is a federal, provincial or municipal historic landmark or property that local histories or informants have identified with possible archaeological sites, historical events, activities or occupations.

Archaeological potential can be determined not to be present for either the entire property or parts of it when the area under consideration has been subjected to extensive and deep land alterations that have severely damaged the integrity of any archaeological resources. This is commonly referred to as "disturbed" or "disturbance" and may include:

- quarrying;
- major landscaping involving grading below topsoil;
- building footprints;
- sewage and infrastructure development; and,
- activities such as agricultural cultivation, gardening, minor grading, and landscaping do not necessarily affect archaeological potential.

The study area consists largely of agricultural field, with areas of manicured lawn along the northern portions of the study area.

Several factors can be used to assess the potential for recovery of Indigenous archaeological resources on a property. The study area is largely comprised of well-drained land that is suitable for human habitation. Cowan Drain, a natural water source, is located within 100 m east of the study area.

Several factors can be used to assess the potential for recovery of Euro-Canadian archaeological resources on a property. The study area is comprised of well drained land, suitable for human habitation. As per the MHSTCI's *Standards and Guidelines for Consultant Archaeologists* (MHSTCI 2011), any areas within 100 m of early transportation routes and 300 m of early Euro-Canadian settlement have archaeological potential. As shown in the 1856 and 1877 historical atlas mapping, the study area is adjacent three historical transportation routes (Talbot Street, Main Street, and the Air Line Railway), and a portion of the study area is within the historic limits of the town of Courtland.

Areas that have been disturbed by modern activities, both extensive and intensive, have low potential for the recovery of archaeological resources. These disturbed areas include existing structures and driveways as well as concrete areas adjacent to the structures.

## 3.0 Stage 1 & 2 Property Assessment

### 3.1 Methods

A Stage 1 visual inspection and Stage 2 property assessment were conducted concurrently on 04 December 2018, with advance permission-to-enter obtained from the Client. The weather during the Stage 2 assessment was mostly sunny, with a maximum temperature of 4°C. The weather did not impede the inspection or assessment in any way. As such, it is confirmed that the assessment met Section 2.1 Standard 3 of the *Standards and Guidelines for Consultant Archaeologists* regarding weather and lighting.

The Stage 1 & 2 property assessment was directed by Kristy O'Neal (P066) on 04 December 2018. Fieldwork was completed with the assistance of Chelsea Dickinson (R1194) and Luke Fischer (P219). The Wood field crew photo-documented the assessment (Appendix B: Photographs 1 to 6).

The Stage 1 visual inspection confirmed archaeological site potential and determined the degree to which development and landscape alteration have affected that potential. It included a walk-through of the entire study area, which measures approximately 14.6 ha. The property inspection was thoroughly photo-documented. Field observations were recorded on aerial maps and field forms. All land conditions were recorded as shown in Appendix A: Figure 7 and Appendix B: Photographs 1 to 5. Landscaped sections/undeveloped sections of the study area were assumed to have retained archaeological potential.

Approximately 0.2 ha (1%) of the study area has low archaeological potential due to previous disturbance. Disturbances include existing structures, driveways, and concrete surfaces.

The remainder of the study area, consisting of agricultural field and manicured lawn, has general archaeological potential and warrants Stage 2 assessment (Appendix A: Figure 7).

Approximately 13.0 ha (89%) of the study area is an actively cultivated agricultural field. The field portions should be subjected to Stage 2 property survey by means of pedestrian survey, as per Section 2.1.1 Standard 1 of the *Standards and Guidelines for Consultant Archaeologists* (2011). Due to cancellation of the project, the ploughed fields were not subject to Stage 2 assessment, but the Stage 1 inspection and background research indicates that the fields have archaeological potential. A Stage 2 pedestrian survey at 5 m intervals is recommended if future development will impact the agricultural fields.

Approximately 1.4 ha (10%) of the study area is manicured lawn that has archaeological potential but could not be ploughed because it is in an urban context, meeting the requirements of Section 2.1.2 Standard 1.e, that ploughing or cultivation is not viable. This land was assessed by means of hand shovel test pitting at 5 m grid intervals.

As per Wood's safety standards, test-pits were not advanced within 1 m of any buried utility services; however, the Wood crew was able to conform to a 5 m interval grid within all areas of archaeological potential. All test pits were a minimum of 30 centimetres ("cm") in diameter and dug to a minimum of five cm into the subsoil. Soil fills were screened through 6 millimetre ("mm") mesh screens in order to facilitate artifact recovery. Test pit profiles were examined for cultural deposits prior to being backfilled. Test pitting was conducted to within 1 m of all disturbances and structures. All test pits were backfilled to level grade, and any sod caps were replaced and tamped down by foot.

The Wood field crew photo-documented the assessment (Appendix A: Figure 8; and Appendix B: Photographs 6 to 8).

### 3.2 Record of Finds

The manicured lawn areas deemed to have archaeological potential during the initial Stage 1 assessment were subjected to test-pitting at 5 m intervals (Appendix A: Figure 8). These areas correspond to 1.4 ha or 10% of the overall study area.

No artifacts or other archaeological resources were recovered during the Stage 2 test pit assessment.

The following table provides the inventory of documentary records accumulated as part of this assessment.

Table 2: Inventory of Documentary Record		
Study Area	Map and Photo(s)	Field Notes
Part Lots 23 (164) & 24 (165), Concession 1 STR, Township of Middleton, Norfolk County	Copies of 2 historical maps, 8 Stage 1 & 2 photographs and 1 aerial photograph	Stage 1 & 2 photo logs and field notes

Documentation related to this assessment will be curated by Wood until such time that arrangements for its ultimate transfer to Her Majesty the Queen in right of Ontario, or other public institution, can be made to the satisfaction of the MHSTCI, the licence holder and any other legitimate interest groups.

### 3.3 Stage 2 Analysis and Conclusions

In summary, background archival research supports the conclusion that portions of the study area exhibit general archaeological potential for the presence of both Indigenous and Euro-Canadian archaeological resources based on the following reasons: 1) Cowan Drain, a natural water source, is located within 100 m of the study area; 2) the study area is adjacent three historical

transportation routes (Talbot Street, Main Street, and the Air Line Railway); and, 3) a portion of the study area is within the historic limits of the town of Courtland.

The Stage 1 & 2 archaeological assessment determined that 1) 0.2 ha (1%) of the study area does not require Stage 2 assessment because it was previously disturbed; and, 2) 14.4 ha (99%) of the study area retains archaeological potential and warrants Stage 2 assessment (Appendix A: Figure 7).

Areas that retain archaeological potential include 13.0 ha (89%) of ploughed agricultural field and 1.4 ha (10%) of manicured lawn where ploughing is not viable. The non-ploughable portion of the study area was assessed using test pit survey at 5 m intervals. No archaeological resources were encountered during the Stage 2 test pit assessment.

The ploughed field portion of the study area has archaeological potential but was not surveyed as part of this assessment due to cancellation of the project. Stage 2 assessment by means of pedestrian survey at 5 m intervals is recommended for the agricultural fields if they will be impacted by future development.

## 4.0 Recommendations

In light of these results, the following recommendations are made, subject to the conditions outlined below and in Section 5.0:

- 1) The portion of the study area that has been subject to Stage 2 test pit assessment, as shown in Figure 8, requires no further archaeological assessment.
- 2) The portion of the study area that has low archaeological potential due to disturbance, as shown in Figure 8, requires no further archaeological assessment.
- 3) The 13.0 ha of agricultural field (as shown in Appendix A: Figure 8), was not assessed due to a cancellation of the project. As the agricultural field has archaeological potential a Stage 2 assessment by means of pedestrian survey at 5 m intervals is recommended for the agricultural field if future development will impact this area. The agricultural land should be prepared for the pedestrian survey by disk harrowing / mouldboard ploughing to the depth of previous ploughing. The fields should be allowed to weather to improve surface visibility. At least 80% of the ploughed ground surface must be visible after ploughing had been completed to meet MHSTCI standards for field preparation and visibility.

**The above recommendations are subject to Ministry of Heritage, Sport, Tourism and Culture Industries' approval, and it is an offence to alter any portion of the study area without Ministry of Heritage, Sport, Tourism and Culture Industries' concurrence.**

No grading or other activities that may result in the destruction or disturbance of the study area is permitted until notice of Ministry of Heritage, Sport, Tourism and Culture Industries' approval has been received.

## 5.0 Advice on Compliance with Legislation

- a) This report is submitted to the Minister of Heritage, Sport, Tourism and Culture Industries as a condition of licensing in accordance with Part IV of the *Ontario Heritage Act, R.S.O. 1990, c. O.18*. The report is reviewed to ensure that it complies with the standards and guidelines that are issued by the Minister, and that the archaeological fieldwork and report recommendations ensure the conservation, protection and preservation of the cultural heritage of Ontario. When all matters relating to archaeological sites within the project area of a development proposal have been addressed to the satisfaction of the Ministry of Heritage, Sport, Tourism and Culture Industries, a letter will be issued by the ministry stating that there are no further concerns with regard to alterations to archaeological sites by the proposed development.
- b) It is an offence under Sections 48 and 69 of the *Ontario Heritage Act* for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifact or other physical evidence of past human use or activity from the site, until such a time as a licensed archaeologist has completed archaeological fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and the report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the *Ontario Heritage Act*.
- c) Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48 (1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48 (1) of the *Ontario Heritage Act*.
- d) The *Funeral, Burial and Cremation Services Act, 2002*, S.O. 2002, c.33 requires that any person discovering human remains must notify the local police or coroner and the Registrar of Cemeteries at the Ministry of Government and Consumer Services.
- e) Archaeological sites recommended for further archaeological fieldwork or protection remain subject to Section 48 (1) of the *Ontario Heritage Act* and may not be altered, or have artifacts removed from them, except by a person holding an archaeological license.

## 6.0 Assessor Qualifications

This report was prepared and reviewed by the undersigned, employees of Wood. Wood is one of North America's leading engineering firms, with more than 50 years of experience in the earth and environmental consulting industry. The qualifications of the assessors involved in the preparation of this report are provided in Appendix C.

## 7.0 Closure

This report was prepared for the exclusive use of Titan Trailers and is intended to provide a Stage 1 & 2 archaeological assessment of the Study Area. The property is located on Part of Lots 23 (164) and 24 (165), Concession 1 STR, in the Geographic Township of Middleton, Norfolk County, Ontario.

Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of the third party. Should additional parties require reliance on this report, written authorization from Wood will be required. With respect to third parties, Wood has no liability or responsibility for losses of any kind whatsoever, including direct or consequential financial effects on transactions or property values, or requirements for follow-up actions and costs.

The report is based on data and information collected during the Stage 1 background study and Stage 2 property inspection conducted by Wood. It is based solely a review of historical information, a property reconnaissance conducted on 04 December 2018 and data obtained by Wood as described in this report. Except as otherwise maybe specified, Wood disclaims any obligation to update this report for events taking place, or with respect to information that becomes available to Wood after the time during which Wood conducted the archaeological assessment. In evaluating the property, Wood has relied in good faith on information provided by other individuals noted in this report. Wood has assumed that the information provided is factual and accurate. In addition, the findings in this report are based, to a large degree, upon information provided by the current owner/occupant. Wood accepts no responsibility for any deficiency, misstatement or inaccuracy contained in this report as a result of omissions, misinterpretations or fraudulent acts of persons interviewed or contacted.

Wood makes no other representations whatsoever, including those concerning the legal significance of its findings, or as to other legal matters touched on in this report, including, but not limited to, ownership of any property, or the application of any law to the facts set forth herein. With respect to regulatory compliance issues, regulatory statutes are subject to interpretation and change. Such interpretations and regulatory changes should be reviewed with legal counsel.

This report is also subject to the further Standard Limitations contained in Appendix D.

We trust that the information presented in this report meets your current requirements. Should you have any questions, or concerns, please do not hesitate to contact the undersigned.

Respectfully Submitted,

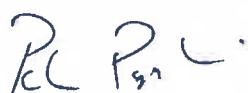
**Wood Environment & Infrastructure,  
a Division of Wood Canada Limited**

Prepared by,



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Senior Archaeologist

Reviewed by,



Peter Popkin, Ph.D., CAHP, MCIfA (P362)  
Associate Archaeologist



Barbara Slim, M.A. (P348)  
Senior Archaeologist

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## Appendix A

### Figures

PROJECT

STAGE 1 & 2 ARCHAEOLOGICAL ASSESSMENT  
PART OF LOTS 23 (164) AND 24 (165), CONCESSION 1 STR,  
TOWNSHIP OF MIDDLETON, NORFOLK COUNTY, ONTARIO

LOCATION OF STUDY AREA

LEGEND

## STUDY AREA

NOTES:  
THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH THE  
WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS  
REPORT NO. SWW181483.  
ALL LOCATIONS ARE APPROXIMATE.

CONFERENCE 55

A scale bar for a 1:100,000 map. It features a horizontal line with three vertical tick marks. The first tick is labeled '0'. The second tick is labeled '1,000'. The third tick is labeled '3,000'. The fourth tick is labeled '5,000'. To the right of the scale bar, the text 'SCALE 1:100,000' is written vertically.

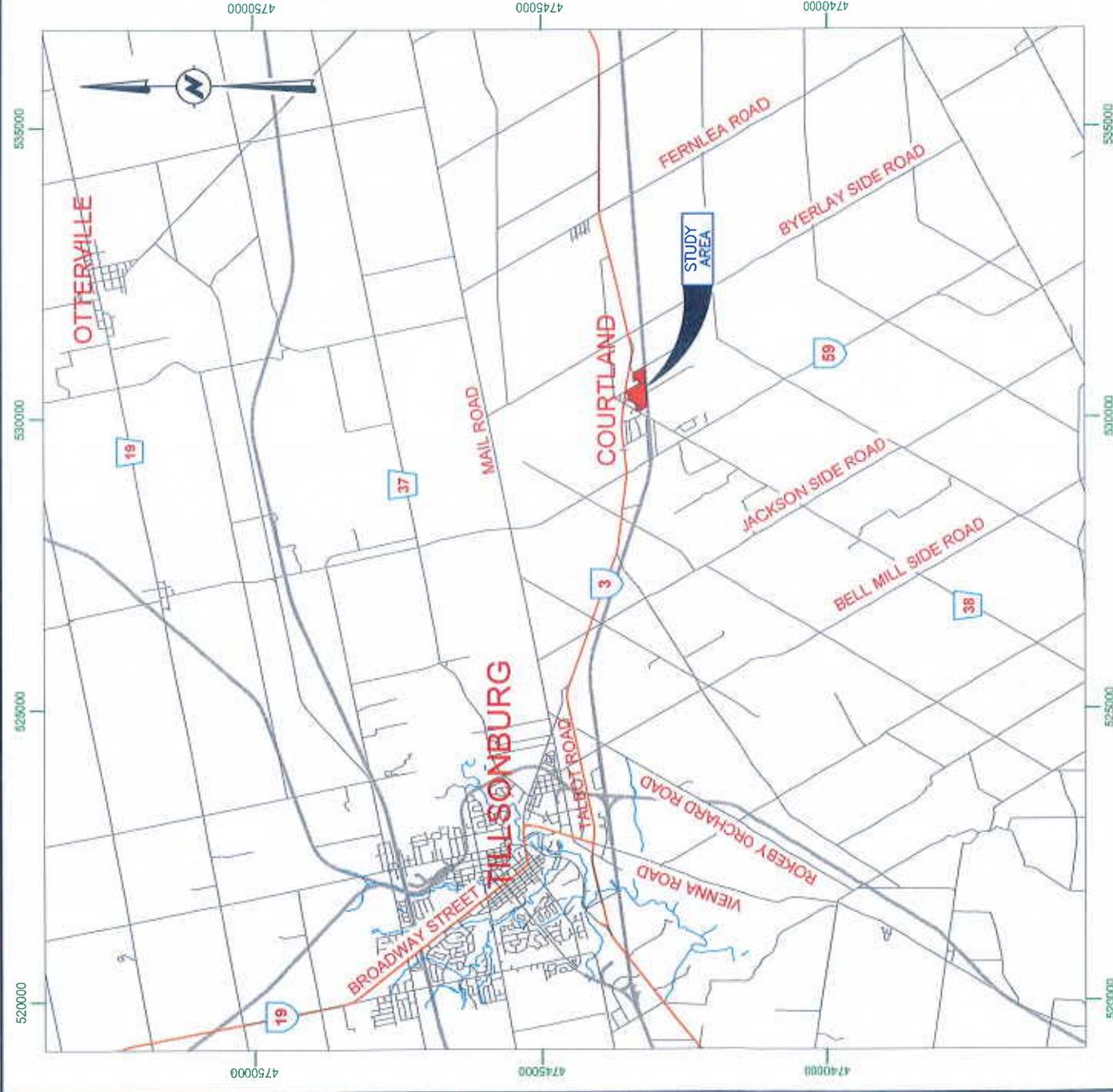
CLIENT:

**VITAN**  
TRAILERS INC.  
www.vitantrailers.com

**TITAN TRAILERS**  
1128 HIGHWAY 3  
DELHI, ONTARIO, N4B 2W6

Wood Environment &  
Infrastructure Solutions  
11865 COUNTY ROAD 42  
TECUMSEH, ONTARIO  
N8N 2M1  
519-735-2499

DWY BY:	LMK	CHKD BY:	XO	DATE:	JUNE 9, 2020
DATUM:	NAD83	PROJECTION:	UTM Zone 47	PROJECT No.:	SWW181483
REV No.:				FIGURE No.:	



## PROJECT:

STAGE 1 & 2 ARCHAEOLOGICAL ASSESSMENT  
PART OF LOTS 23 (164) AND 24 (165), CONCESSION 1 STR.  
TOWNSHIP OF MIDDLETON, NORFOLK COUNTY, ONTARIO

FIG. 1. AERIAL PHOTOGRAPH SHOWING LOCATION OF THE STUDY AREA

**LEGEND:**  LOCATION OF STUDY AREA

NOTES:  
THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH THE  
WOOD WOOD PROPERTY & INFRASTRUCTURE SOLUTIONS  
REPORT NO. SWW18483.  
ALL LOCATIONS ARE APPROXIMATE.  
REFERENCES:  
BING IMAGERY AS OF NOVEMBER 8, 2018 (IMAGE DATE  
UNKNOWN). BING IMAGERY USED FOR ILLUSTRATION  
PURPOSES ONLY AND NOT TO BE USED FOR MEASUREMENTS.

A vertical scale bar on the left and text on the right. The scale bar has markings at 0, 50, 100, 150, and 200 meters. The text 'SCALE 1:5,000' is written vertically to the right of the scale bar.

## CLIENT:

**VITAN**  
HEALTHERS INC.  
HEALTH THROUGH KNOWLEDGE

**TITAN TRAILERS**  
1129 HIGHWAY 3  
DELHI, ONTARIO, N4B 2W6

Wood Environment &  
Infrastructure Solutions  
11865 COUNTY ROAD 42  
TECUMSEH ONTARIO

DOWN BY: \_\_\_\_\_ CHKD BY: \_\_\_\_\_ DATE: \_\_\_\_\_

JUNE 9, 2020

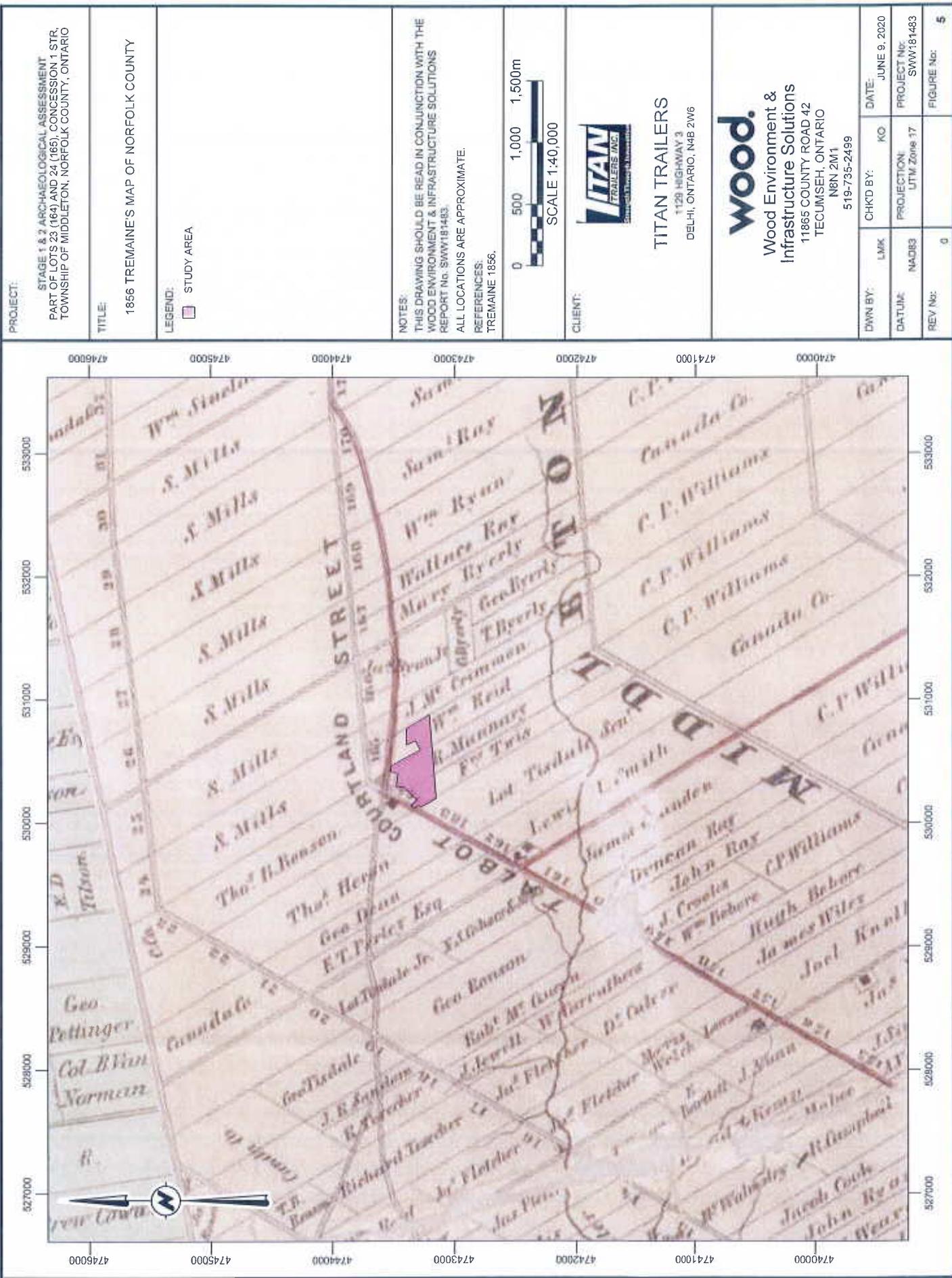
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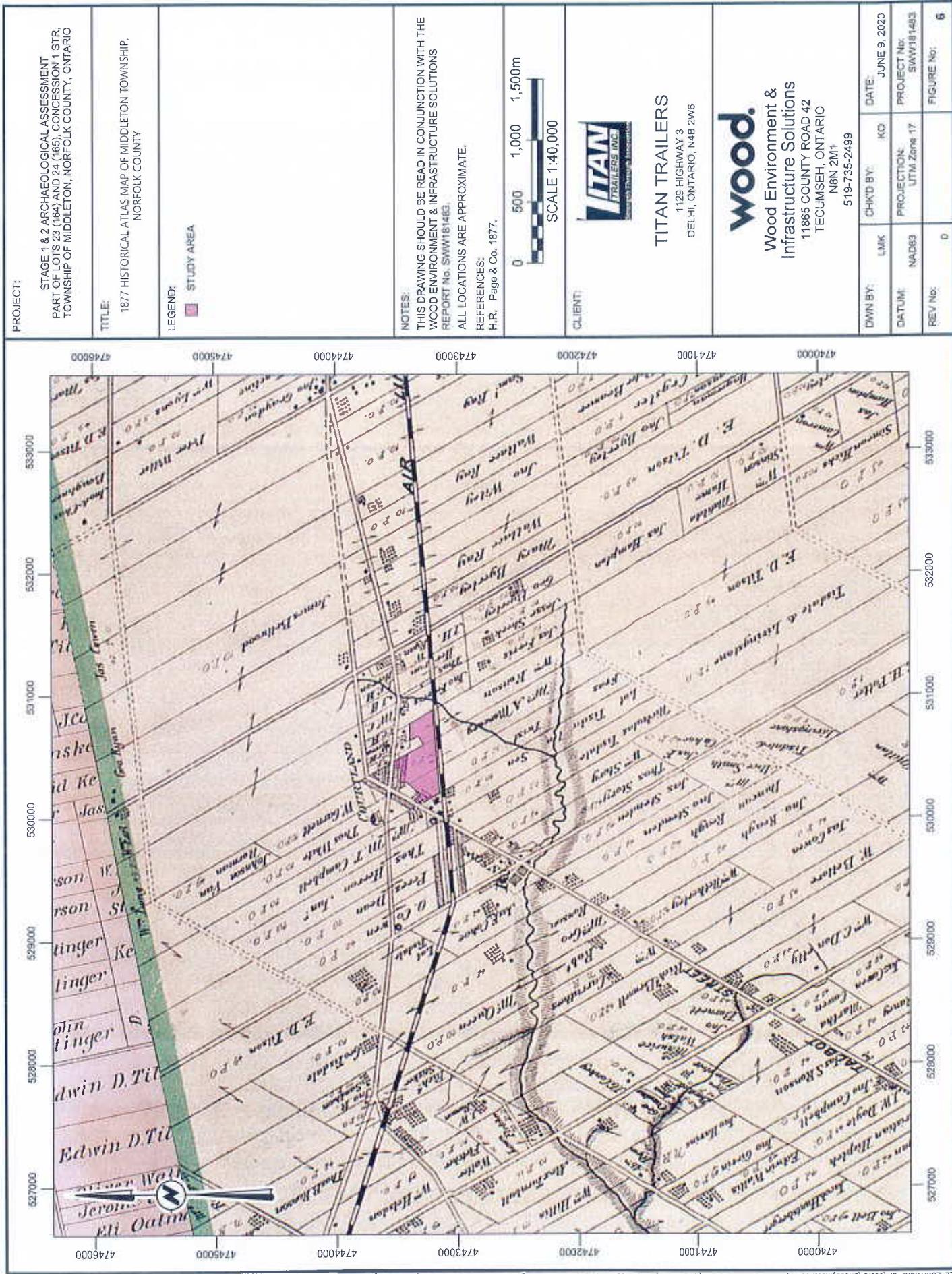
FIGURE NB.1













## PROJECT:

STAGE 1 & 2 ARCHAEOLOGICAL ASSESSMENT  
PART OF LOTS 23 (164) AND 24 (165) CONCESSION STR.  
TOWNSHIP OF MIDDLETON, NORFOLK COUNTY, ONTARIO

TITLE:  
STAGE 2 RESULTS WITH PHOTOGRAPH LOCATIONS  
AND DIRECTIONS

## LEGEND:

- LOCATION OF STUDY AREA
- AREAS OF ARCHAEOLOGICAL POTENTIAL:
- RECOMMENDED
- TEST PIT SURVEY AT 5m INTERVALS COMPLETED: NO
- FURTHER WORK REQUIRED
- AREAS OF NO ARCHAEOLOGICAL POTENTIAL - NO
- FURTHER FIELD WORK REQUIRED:
- DISTURBED
- PHOTOGRAPH LOCATION, VIEWING DIRECTION,  
AND PLATE NUMBER

## NOTES:

THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH THE  
WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS  
REPORT NO. SWM181483.  
ALL LOCATIONS ARE APPROXIMATE.  
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SCALE 1:5,000



## TITAN TRAILERS

1128 HIGHWAY 3  
DELHI, ONTARIO, N4B 2W6

**wood.**  
Wood Environment &  
Infrastructure Solutions  
11865 COUNTY ROAD 42  
TECUMSEH, ONTARIO  
N8N 2M1  
519-735-2499

DOWN BY:	CHK'D BY:	DATE:
LINK	KD	JUNE 9, 2020
DATUM:	PROJECTION:	PROJECT No.
NAD83	UTM Zone 17	SWM181483

FIGURE No.

8



**wood.**

## **Appendix B**

### **Photographs**

## APPENDIX B - PHOTOGRAPHIC RECORD

PROJECT NO. SWW181483

PROJECT Stage 1 & 2 Archaeological Assessment

LOCATION Part Lots 23 (164) & 24 (165), Concession 1 STR, Township of Middleton, Norfolk County



PHOTOGRAPH 1

Description

View of manicured grass surrounding existing structure, facing southeast.



PHOTOGRAPH 2

Description

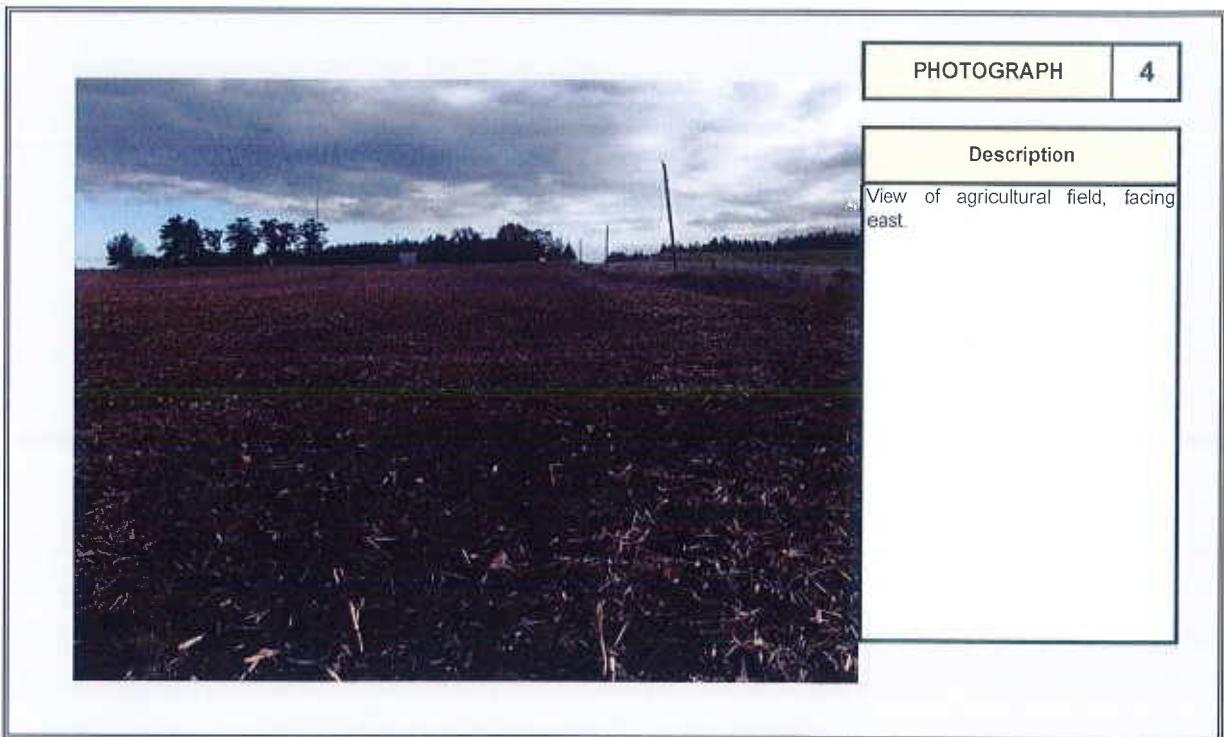
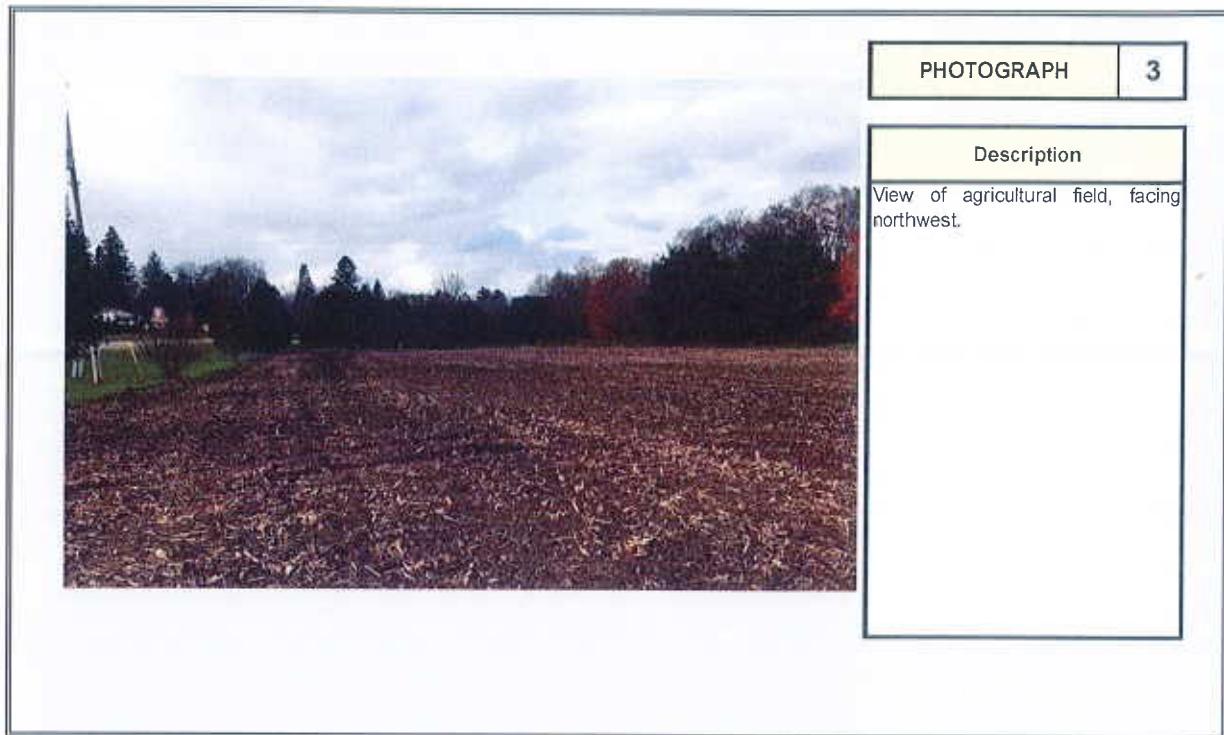
View of structure and concrete surface, facing northwest.

## APPENDIX B - PHOTOGRAPHIC RECORD

**PROJECT NO.** SWW181483

**PROJECT** Stage 1 & 2 Archaeological Assessment

**LOCATION** Part Lots 23 (164) & 24 (165), Concession 1 STR, Township of Middleton, Norfolk County

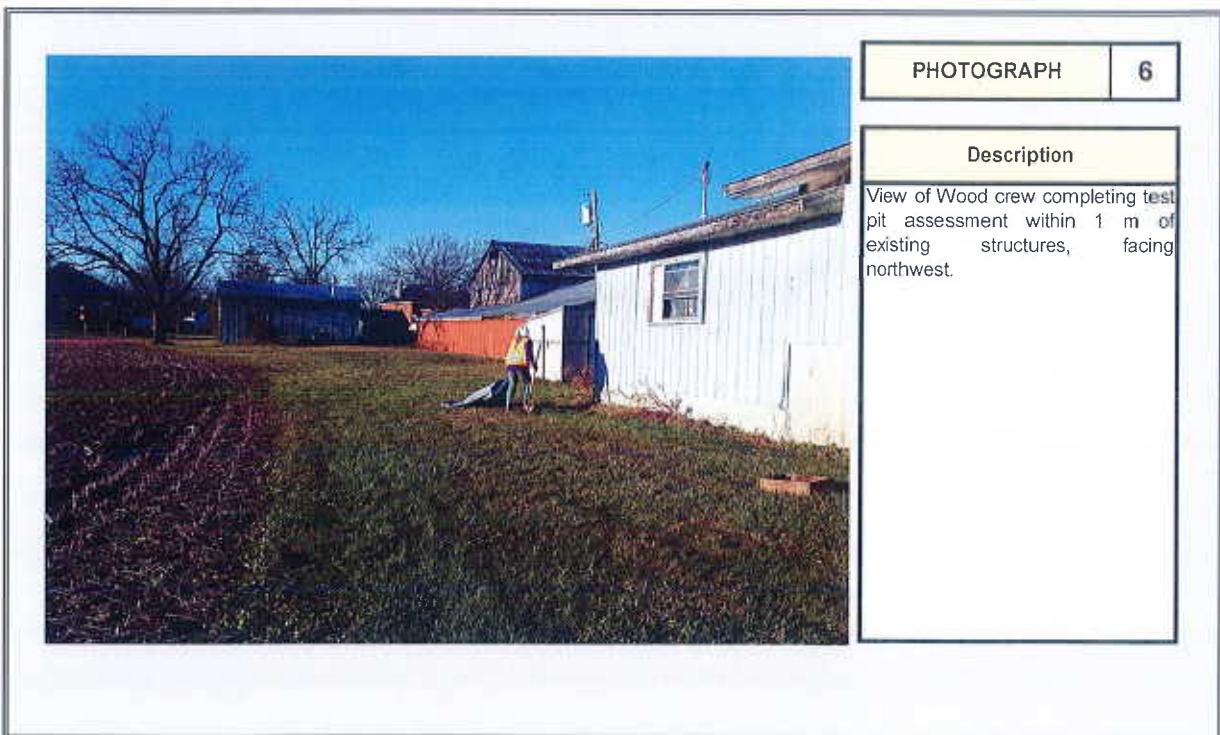
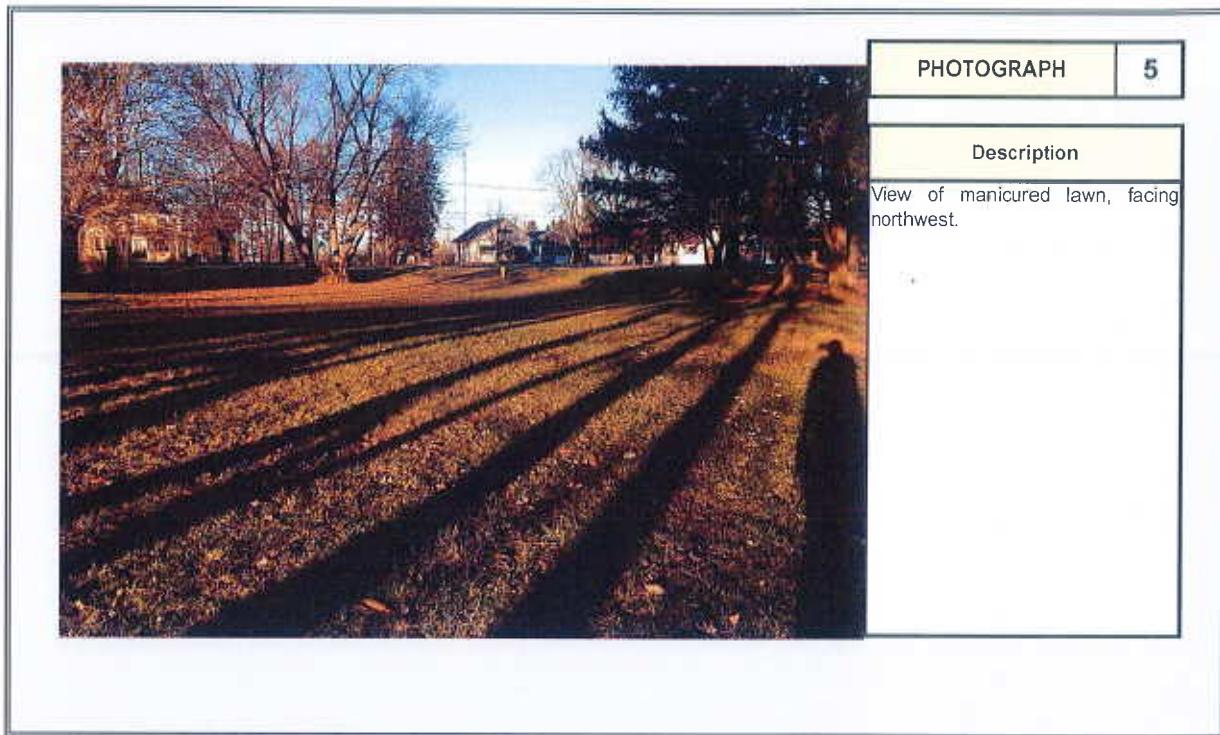


## APPENDIX B - PHOTOGRAPHIC RECORD

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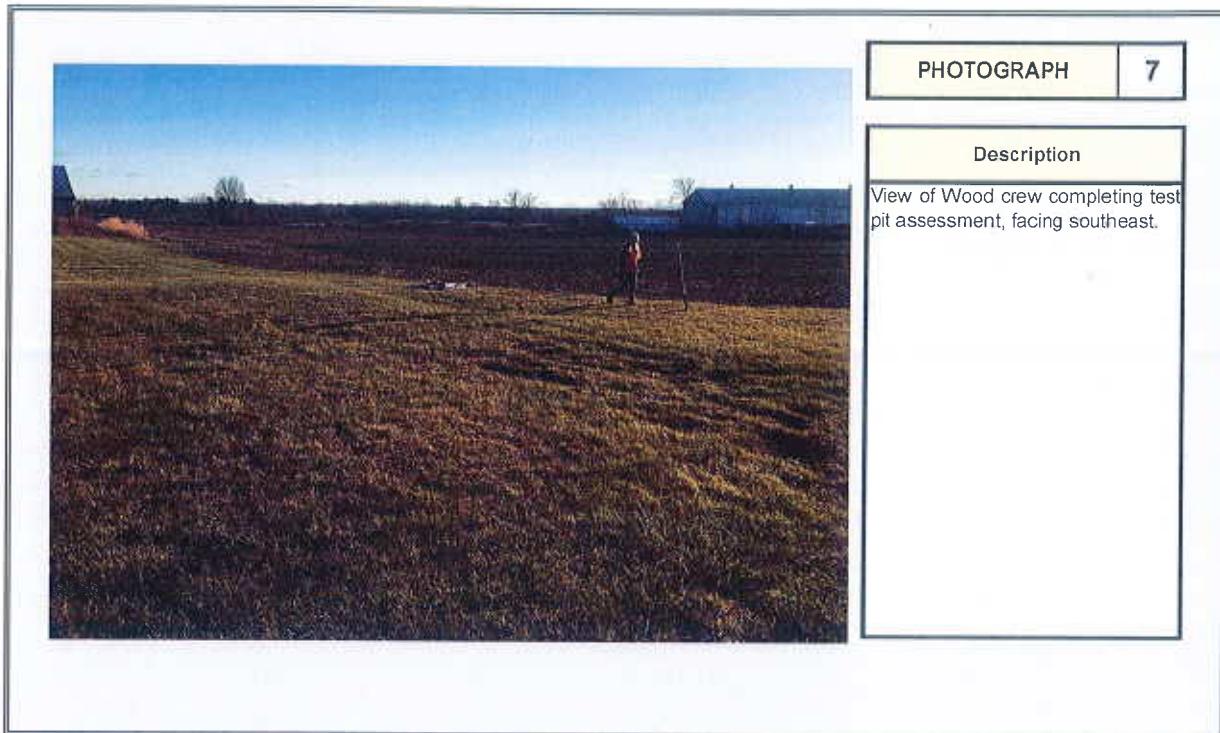


## APPENDIX B - PHOTOGRAPHIC RECORD

PROJECT NO. SWW181483

PROJECT Stage 1 & 2 Archaeological Assessment

LOCATION Part Lots 23 (164) & 24 (165), Concession 1 STR, Township of Middleton, Norfolk County





## **Appendix C**

### **Assessor Qualifications**

## **Assessor Qualifications**

**Peter Popkin, Ph.D., CAHP, MCIfA, Associate Archaeologist** – Dr. Popkin is an Associate Archaeologist at Wood. Peter has over 20 years of professional experience in both consulting and academic archaeology within Canada and internationally. In Ontario he has successfully undertaken consultant archaeology projects triggered by: the Planning Act (subdivisions, site plans, re-zoning, official plan amendments, consent), the Environmental Assessment Act (individual and Class EAs, provincial and federal EAs), the Environmental Protection Act (Renewable Energy Approvals O.Reg 359/09), as well as the Aggregates Resources Act (aggregate pit extensions), and has managed projects under the National Energy Board Act (now the Canadian Energy Regulator Act). Dr. Popkin has lectured in archaeology at York University, the University of Toronto and Wilfrid Laurier University in Ontario, as well as University College London, King's College London, and Birkbeck College, in the UK. Dr. Popkin holds a **Professional Archaeological Licence (P362)** from the MHSTCI, is a Professional Member of the Canadian Association of Heritage Professionals (CAHP) and is a full Member of the Chartered Institute for Archaeologists (MCIfA). Dr. Popkin received his Ph.D. from the Institute of Archaeology, University College London, London, UK (2009).

**Barbara Slim, M.A., Senior Archaeologist, Ontario West Archaeology Group Lead** – Ms. Slim is a professionally licensed archaeologist with over 15 years of experience in the archaeology and environmental consulting industry. Ms. Slim has conducted all aspects of Stage 1 to 4 archaeological assessments for provincial agencies, municipalities, and land developers in support of infrastructure developments, financial real estate transactions, environmental remediation and private developments. As a founding member of the Wood Ontario archaeology team, Ms. Slim has performed every aspect of project execution, from client relations, project design to MHSTCI clearance. Through her project experience, Ms. Slim has gained an in-depth understanding of the Heritage Act and legislations & standards associated with cultural heritage management. Ms. Slim holds a Master's Degree in Anthropology from Trent University and an Honours Bachelor's Degree in Environmental Studies and Anthropology from Trent University. Ms. Slim currently holds a **Professional Archaeology Licence (P348)** issued by the Ministry of Heritage, Sport, Tourism and Culture Industries, is MTO RAQs certified in Archaeology/Heritage and is a member of the Ontario Association of Professional Archaeologists.

**Kristy O'Neal, M.A., Senior Archaeologist** - Ms. O'Neal is a Senior Archaeologist at Wood with over 23 years of archaeology consulting experience in Ontario. Ms. O'Neal has supervised a wide variety of Stage 1 through 4 archaeological assessments throughout Ontario, with a focus on both pre-contact and Euro-Canadian settlements. Pre-Contact projects have involved First Nations

consultation. Ms. O'Neal has a strong background in cultural material analysis and has extensive experience with large complex stratified Indigenous sites situated within often compromised urban context. She holds a Master's Degree in Bioarchaeology and a Bachelor of Arts Degree in Anthropology from the University of Western Ontario, where she received a Gold Medal Award. Ms. O'Neal's areas of interest and expertise include the archaeological prehistory and history of southwestern Ontario, with focus on the Middle Woodland period and Indigenous weapons technology. Ms. O'Neal holds a **Professional Archaeology Licence (P066)** issued by the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries, and is a member of the Ontario Archaeological Society.

**Luke Fischer, M.A., Senior Archaeologist** - Mr. Fischer is a Senior Archaeologist with over 16 years of experience. In addition to experience in Ontario he has worked as an archaeologist in Alberta, British Columbia, and Illinois. Mr. Fischer has successfully coordinated efforts; field directed and authored reports for Stage 1 to 4 archaeological investigations for public and private development proponents. He is experienced in facilitating Indigenous engagement, including working with the Mississaugas of the Credit First Nation on several projects in Brantford. Mr. Fischer holds a **Professional Archaeology Licence (P219)** issued by the Ontario Ministry of Heritage, Sport, Tourism and Culture Industries, is MTO RAQs certified in Archaeology/Heritage and is a member of the Canadian Association of Heritage Professionals.



## **Appendix D**

### **Limitations**

## Limitations

1. The work performed in the preparation of this report and the conclusions presented are subject to the following:
  - (a) The Standard Terms and Conditions which form a part of our Professional Services Contract;
  - (b) The Scope of Services;
  - (c) Time and Budgetary limitations as described in our Contract; and,
  - (d) The Limitations stated herein.
2. No other warranties or representations, either expressed or implied, are made as to the professional services provided under the terms of our Contract, or the conclusions presented.
3. The conclusions presented in this report were based, in part, on visual observations of the Study Area. Our conclusions cannot and are not extended to include those portions of the Study Area which were not reasonably available, in Wood Environment & Infrastructure's opinion, for direct observation.
4. The potential for archaeological resources, and any actual archaeological resources encountered, at the Study Area were assessed, within the limitations set out above, having due regard for applicable heritage regulations as of the date of the inspection.
5. Services including a background study and fieldwork were performed. Wood Environment & Infrastructure's work, including archival studies and fieldwork, were completed in a professional manner and in accordance with the Ministry of Heritage, Sport, Tourism and Culture Industries' guidelines. It is possible that unforeseen and undiscovered archaeological resources may be present at the Study Area.
6. The utilization of Wood Environment & Infrastructure's services during the implementation of any further archaeological work recommended will allow Wood Environment & Infrastructure to observe compliance with the conclusions and recommendations contained in the report. Wood Environment & Infrastructure's involvement will also allow for changes to be made as necessary to suit field conditions as they are encountered.
7. This report is for the sole use of the parties to whom it is addressed unless expressly stated otherwise in the report or contract. Any use which any third party makes of the report, in whole or in part, or any reliance thereon, or decisions made based on any information or conclusions in the report, is the sole responsibility of such third party. Wood Environment & Infrastructure accepts no responsibility whatsoever for damages or loss of any nature or kind suffered by any such third party as a result of actions taken or not taken or decisions made in reliance on the report or anything set out therein.
8. This report is not to be given over to any third-party other than a governmental entity, for any purpose whatsoever without the written permission of Wood Environment & Infrastructure, which shall not be unreasonably withheld.



## The Corporation of Norfolk County

### By-Law 2025 - XX

**Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, for 3 properties described as:**

- 1) PT LT 164 CON STR MIDDLETON AS IN NR311445; NORFOLK COUNTY (PIN 50151-0141 (LT));
- 2) MID CON STR PT LOTS 164-165, PLAN 14B BLK 9 LOTS 27 TO 31; NORFOLK COUNTY (PIN 50151-0136 (LT)) and,
- 3) MID CON 1 STR PT LOT 164, RP 37R10858 PARTS 1 TO 3, RP37R-10858 (PIN 50151-0125),  
Urban Area of Delhi, Norfolk County.

Whereas Norfolk Council is empowered to enact this By-Law, by virtue of the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, CHAPTER P.13, as amended; and

Whereas this By-Law conforms to the Norfolk County Official Plan; and

Now therefore the Council of The Corporation of Norfolk County hereby enacts as follows:

- 1) That Schedule A17 of By-Law 1-Z-2014, as amended, is hereby further amended by changing the zoning of the subject lands identified as Part 1 on Map A, being the lands on Main Street (attached to and forming part of this By-Law), from Agriculture to Hamlet Residential with special provisions.
- 2) That Schedule A17 of By-Law 1-Z-2014, as amended, is hereby further amended by changing the zoning of the subject lands identified as Part 2 on Map A being the lands on Talbot Street (attached to and forming part of this By-Law), from Agriculture to Hamlet Residential with special provisions.

3) That Subsection 14 Special Provisions is hereby amended by adding new Special Provision 14.xxxx to the subject lands identified on Map 1 and Map 2 as follows:

14.xxxx In lieu of the corresponding provisions of the RH Zone, the following shall apply:

- a) Minimum Lot Area: 1800m2
- b) Minimum Lot Frontage: 20m

Enacted and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

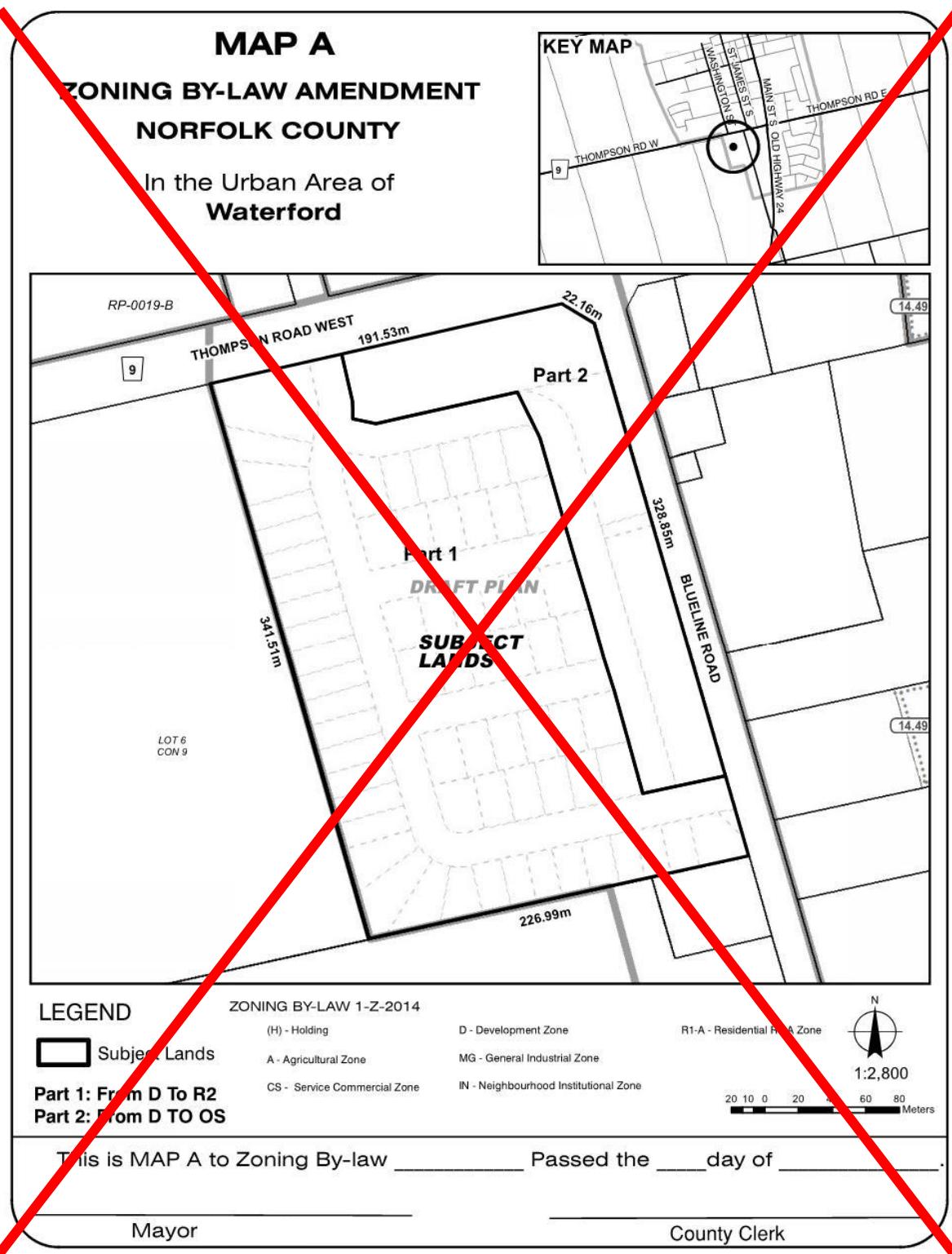
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\_\_\_\_\_  
Mayor

---

\_\_\_\_\_  
County Clerk

# County to Insert Map A



**Explanation of the Purpose and Effect of  
By-Law 2025 - XX**

**This By-Law affects parcels of land described as**

- 1) PT LT 164 CON STR MIDDLETON AS IN NR311445; NORFOLK COUNTY (PIN 50151-0141 (LT));**
- 2) MID CON STR PT LOTS 164-165, PLAN 14B BLK 9 LOTS 27 TO 31; NORFOLK COUNTY (PIN 50151-0136 (LT)) and,**
- 3) MID CON 1 STR PT LOT 164, RP 37R10858 PARTS 1 TO 3, RP37R-10858 (PIN 50151-0125),**

Urban Area of Delhi, Norfolk County. The purpose of this By-Law is to change the zoning from urban Agriculture (A) Zone to Hamlet Residential (RH) Zone with special zone provisions to facilitate severances and boundary adjustments for the creation of 1 new lot on Main Street, a compliant boundary for the existing dwelling, swimming pool and septic bed on Main Street, and a boundary adjustment to the lot on Talbot Street to provide sufficient frontage and legal access to the larger agricultural parcel to the rear of all lands described.

**Ministry of Heritage, Sport, Tourism, and Culture Industries**

Archaeology Program Unit  
Programs and Services Branch  
Heritage, Tourism and Culture Division  
5th Floor, 400 University Ave.  
Toronto ON M7A 2R9  
Tel.: (416) 414-7787  
Email: Jessica.Marr@ontario.ca

**Ministère des Industries du patrimoine, du sport, du tourisme et de la culture**

Unité des programme d'archéologie  
Direction des programmes et des services  
Division du patrimoine, du tourisme et de la culture  
5e étage, 400 ave. University  
Toronto ON M7A 2R9  
Tél. : (416) 414-7787  
Email: Jessica.Marr@ontario.ca



Dec 3, 2021

Kristy O'Neal (P066)  
Wood Environment & Infrastructure Solutions  
3Shedden ON N0L 2E0

**RE: Entry into the Ontario Public Register of Archaeological Reports: Archaeological Assessment Report Entitled, "Original Report: Stage 1 &2 Archaeological Assessment Proposed Residential Development Part Lot 21 (162) and 22 (163), Concession 1 STR, Geographic Township of Middleton, Norfolk County, Ontario ", Dated May 14, 2020, Filed with MHSTCI Toronto Office on Jul 2, 2020, MHSTCI Project Information Form Number P066-0298-2018, MHSTCI File Number 0009966**

Dear Ms. O'Neal:

The above-mentioned report, which has been submitted to this ministry as a condition of licensing in accordance with Part VI of the *Ontario Heritage Act*, R.S.O. 1990, c 0.18, has been entered into the Ontario Public Register of Archaeological Reports without technical review.<sup>1</sup>

Please note that the ministry makes no representation or warranty as to the completeness, accuracy or quality of reports in the register.

Should you require further information, please do not hesitate to send your inquiry to [Archaeology@Ontario.ca](mailto:Archaeology@Ontario.ca)

cc. Archaeology Licensing Officer  
Mike Kloepfer, Titan Trailers  
Mat Vaughan, Norfolk County

<sup>1</sup>*In no way will the ministry be liable for any harm, damages, costs, expenses, losses, claims or actions that may result: (a) if the Report(s) or its recommendations are discovered to be inaccurate, incomplete, misleading or fraudulent; or (b) from the issuance of this letter. Further measures may need to be taken in the event that additional artifacts or archaeological sites are identified or the Report(s) is otherwise found to be inaccurate, incomplete, misleading or fraudulent.*

\* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT \* SUBJECT TO RESERVATIONS IN CROWN GRANT \*

PROPERTY DESCRIPTION: PT LT 164 CON STR MIDDLETON, PARTS 1, 2 & 3 PLAN 37R10858; SUBJECT TO AN EASEMENT OVER PART 2 PLAN 37R10858 AS IN NR311444; NORFOLK COUNTY

PROPERTY REMARKS:
ESTATE/QUALIFIER:

 FEE SIMPLE  
 LT CONVERSION QUALIFIED

RECENTLY:

DIVISION FROM 50151-0125

PIN CREATION DATE:

2016/06/13

OWNERS' NAMES  
 KLOEPFER RENTALS INC.

CAPACITY   SHARE  
 ROWN

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CHKD
** PRINTOUT	INCLUDES ALL DOCUMENT TYPES AND	DELETED INSTRUMENTS	SINCE 2016/06/13 **			
** SUBJECT,	ON FIRST REGISTRATION UNDER THE LAND TITLES ACT, TO:					
**	SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *					
**	AND ESCHEATS OR FORFEITURE TO THE CROWN.					
**	THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF					
**	IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY					
**	CONVENTION.					
**	ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.					
** DATE OF CONVERSION TO	LAND TITLES: 2007/04/23 **					
NR311444	1967/12/11	QUIT CLAIM TRNSFR		*** DELETED AGAINST THIS PROPERTY ***	SIMMONS, JOHN HARRY SIMMONS, ARTHUR F. SIMMONS, KATHLEEN	
		REMARKS: SKETCH ATTACHED.				
NK75231	2014/11/17	APL (GENERAL)		SIMMONS, JOHN HARRY		C
		REMARKS: DELETE ARTHUR F AND KATHLEEN SIMMONS				
NK75232	2014/11/17	CHARGE		*** DELETED AGAINST THIS PROPERTY *** SIMMONS, JOHN HARRY	THE TORONTO-DOMINION BANK	C
37R10858	2016/04/13	PLAN REFERENCE				C
NK128529	2020/03/03	RESTRICTIONS ORDER		*** COMPLETELY DELETED *** ONTARIO SUPERIOR COURT OF JUSTICE REMARKS: NO TRANSFER, ENCUMBER OR DISPOSE WITHOUT CONSENT OF EDNA KATHLEEN POSCA	POSCA, EDNA KATHLEEN	
NK154367	2022/06/07	APL VESTING ORDER		ONTARIO SUPERIOR COURT OF JUSTICE	POSCA, EDNA KATHLEEN	C

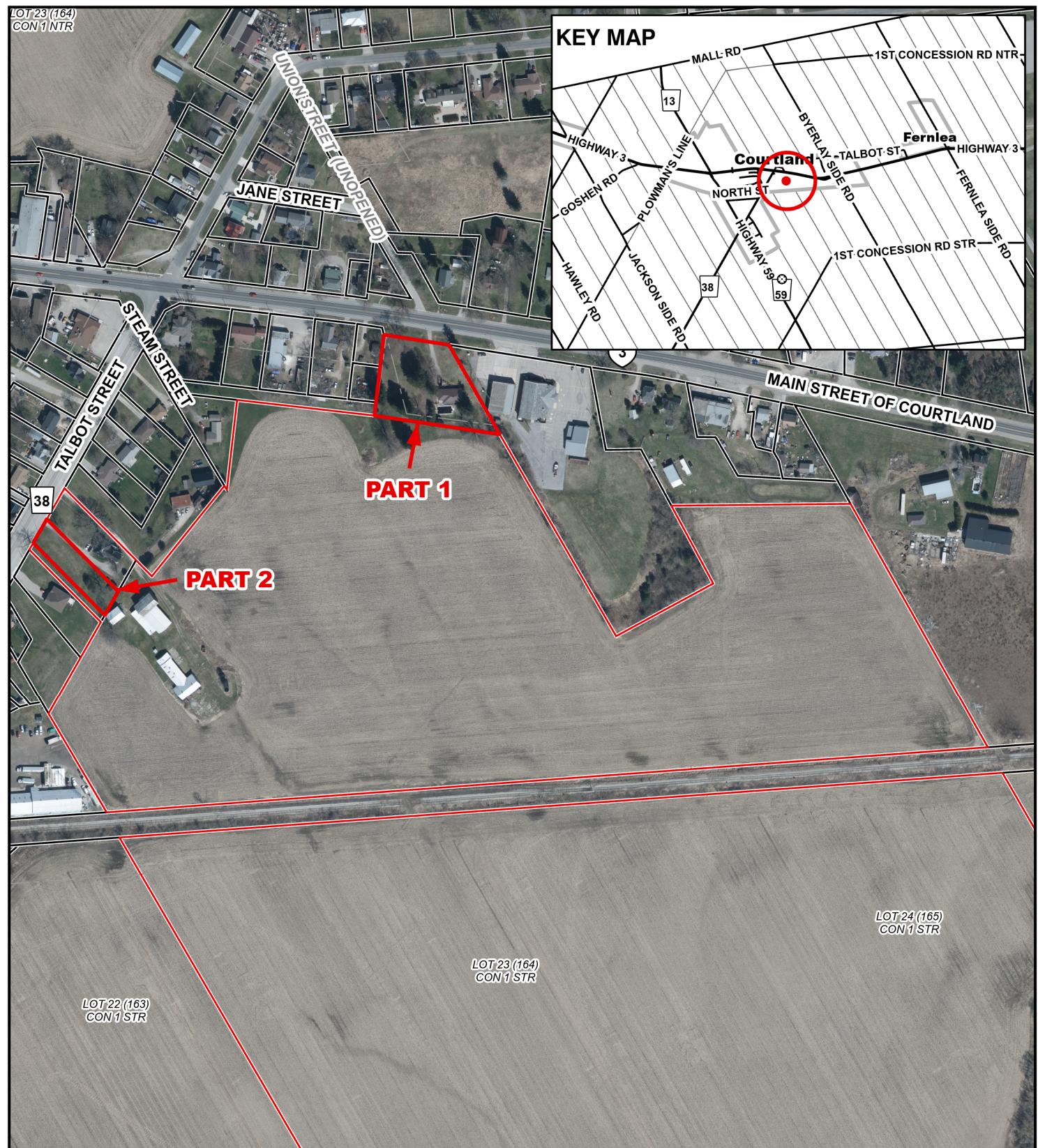
NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.

NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/CHKD
NK154368	2022/06/07	APL AMEND ORDER		*** COMPLETELY DELETED *** ONTARIO SUPERIOR COURT OF JUSTICE	POSCA, EDNA KATHLEEN	
		REMARKS: DELETING NK128529				
NK157534	2022/09/14	TRANSFER	\$570,000	POSCA, EDNA KATHLEEN	1000039298 ONTARIO INC.	C
		REMARKS: PLANNING ACT STATEMENTS.				
NK158191	2022/10/06	DISCH OF CHARGE		*** COMPLETELY DELETED *** THE TORONTO-DOMINION BANK		
		REMARKS: NK75232.				
NK169102	2023/12/18	APL CH NAME OWNER		1000039298 ONTARIO INC.	KLOEPFER RENTALS INC.	C

## CONTEXT MAP

Geographic Township of MIDDLETON

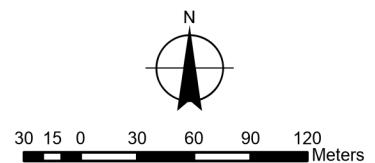


## Legend

- Subject Lands
- Lands Owned

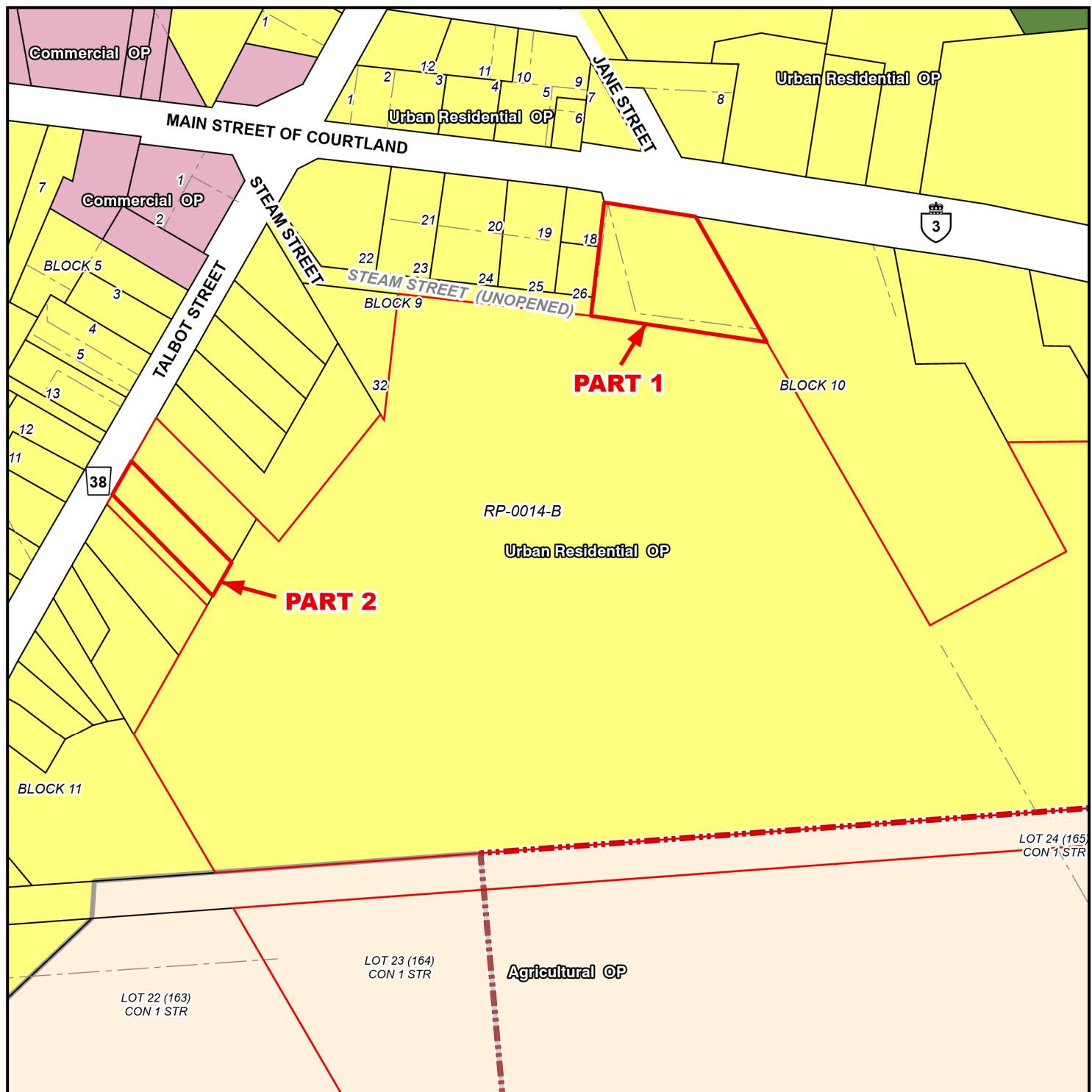
2020 Air Photo

1/22/2026



## OFFICIAL PLAN MAP

Geographic Township of MIDDLETON



## Legend

- Subject Lands
- Lands Owned

## Official Plan Designations

	Agricultural	Parks & Open Space
	Urban Residential	Urban Area Boundary
	Commercial	

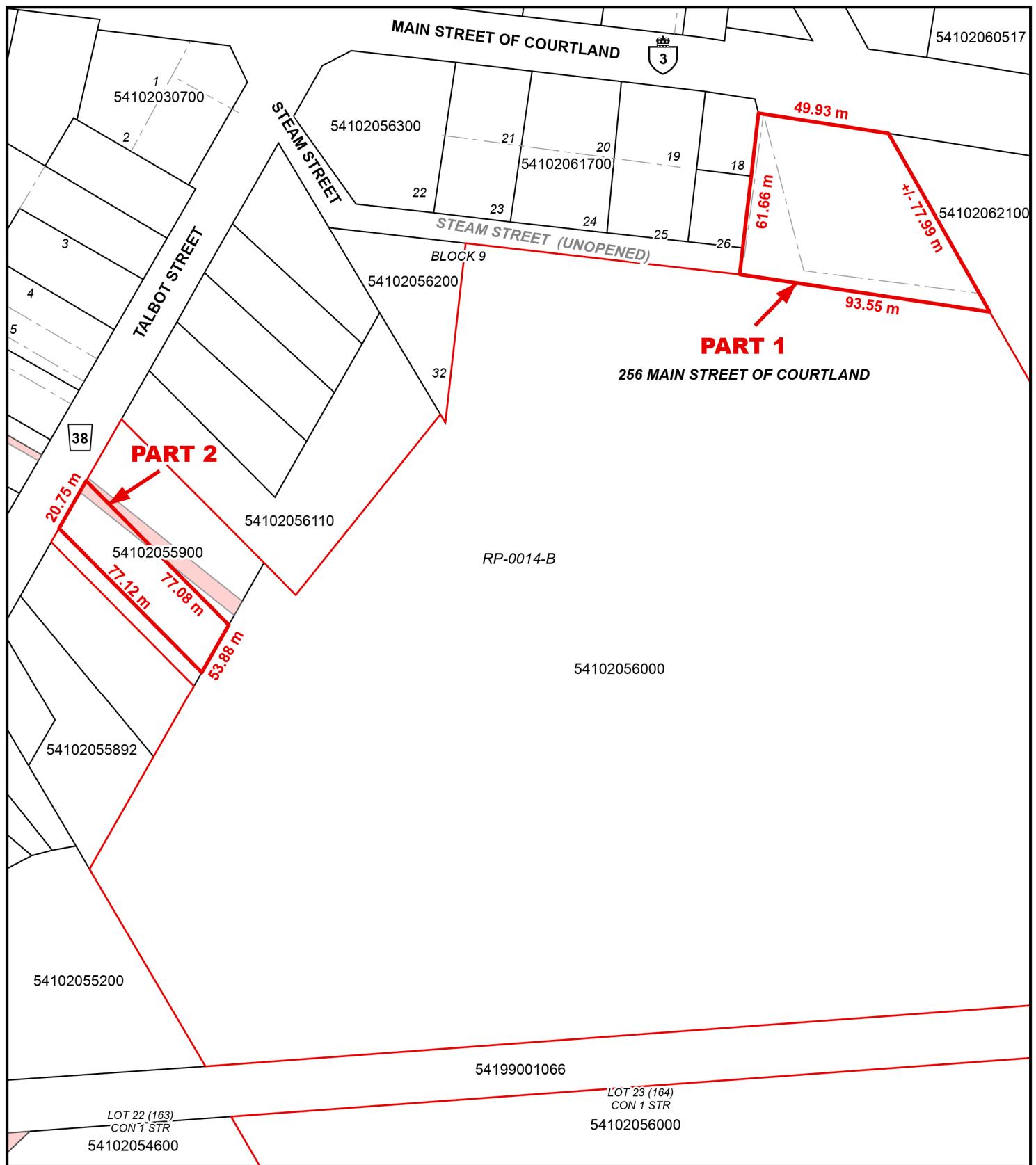
1/22/2026

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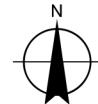
**CONCEPTUAL PLAN**  
Geographic Township of MIDDLETON



## Legend

- Subject Lands (Red Box)
- Easements (Pink Box)
- Lands Owned (White Box)

1/22/2026

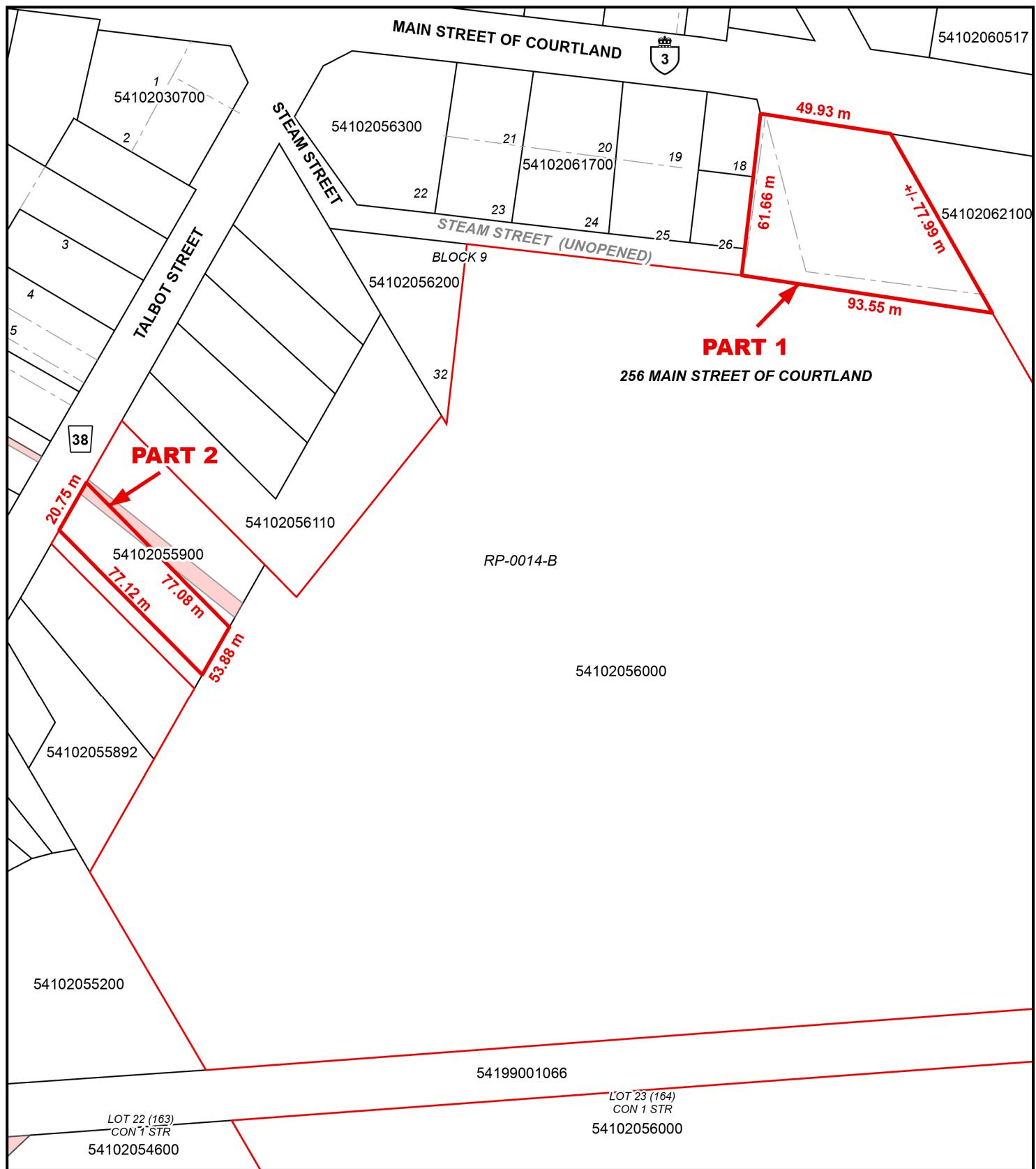


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Meters

# LOCATION OF LANDS AFFECTED

ZNPL2025301

## CONCEPTUAL PLAN Geographic Township of MIDDLETON



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Meters