



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday March 24, 2026
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

Matt Smith, Chief Administrative Officer
James Johnson, Treasurer/Deputy CAO
Kimberley Armstrong, Director of Corporate Services/Clerk
Ken Farkas, Director of Operations
Sean McCoy, Deputy Clerk/Planning Coordinator

1. Call to Order

The regular session of the 2022-2026 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 7:00 p.m. with Mayor Palmer presiding.

2. Approval of Agenda

Resolution #1

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 March 10, 2026

Attendance errors were identified within the minutes.

Resolution #2

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the following Minutes of the Township of Norwich Council be adopted as amended:

March 10, 2026

Carried

6. Public Meetings / Hearings

6.1 The Municipal Act

None.

6.2 The Drainage Act

None.

6.3 The Planning Act

None.

6.4 Other

None.

7. Delegations

None.

8. Correspondence

8.1 Long Point Region Conservation Authority

Re: Correspondence from Judy Maxwell, General Manager

[Re: 2025 Annual Report](#)

[Re: Financial Statements – year end December 1, 2025](#)

[Re: Board of Directors Meeting Minutes – February 4, 2026](#)

8.2 York Region

Re: Blue Box Extended Producer Responsibility Framework – Service Level Inequities and Performance Gaps

8.3 City of Ottawa

Re: Proposed New Regulation under the Restricting Public Consumption of Illegal Substances Act

8.4 Rideau Lakes

Re: Alto High Speed Rail Project Concerns

8.5 Town of Whitby

Re: Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework

8.6 Township of McNab/Braeside

Re: Ontario Heritage Organization Development Grant Advocacy

8.7 County of Prince Edward

Re: OPP – Sustainable Police Services Funding

8.8 Township of Oro Medonte

Re: Request for Provincial Legislation Amendments, Health and Safety Concerns Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.9 be received as information;

And further that Council support items 8.5, 8.7, and 8.8.

Carried

9. Committee Minutes

None.

10. Reports

10.1 Operations

10.1.1 BIA Downtown Maintenance Request

Report OP 2026-10

There was Council discussion and questions regarding the BIA's request for planter maintenance, fees to be incurred and Township use of the BIA's water tank and pump to maintain the planters. Mr. Farkas clarified that the summer student would probably complete this job.

Resolution #4

Moved by Lynne DePlancke, seconded by Shawn Gear:

That report OP 2026-10, BIA Downtown Maintenance Request, be received for information;

And that Council directs staff to provide the BIA Board with an estimated cost for the services requested;

And that Council further directs staff to provide the additional downtown maintenance services in the Norwich BIA area if the BIA Board agree to pay the Township's costs.

Carried

10.1.2 Capital Project – Arena PA System

Report OP 2026-11

There was Council discussion and questions regarding use of the new PA system, life span of the iPad required to operate the system, and potentially implementing other equipment to livestream games at the arena.

Mr. Smith advised that staff would review how other municipalities have implemented livestream systems at their arenas or whether it is the local sporting organization that implements it and report back to Council.

Resolution #5

Moved by Shawn Gear, seconded by Lynne DePlancke:

That report OP 2026-11, Capital Projects – Arena PA System Upgrade Report, be received for information;

And that Council direct staff to proceed with the procurement and installation of the Arena PA System project as approved in the 2026 Capital Budget.

Carried

10.1.3 Gravel Road Conversion Program – Road Prioritization

Report OP 2026-12

Mr. Smith provided an overview of the report. In response to questions, staff clarified that Development Charges are not charged on agricultural construction and are legislated to be utilized for projects that are growth related. Additionally, it is relatively normal for developers to pay for upgrades to roads as part of their development. In this case the property owner is willing to cost share in order to find a solution for the large vehicles attending his farm daily.

In response to Council questions, staff advised that the roads continue to see daily damage caused by overweight vehicles continued use of the roads during half load season.

In response to procedural questions regarding the Firehall Road project, staff commented that Council direction in June created the Gravel Road Working Group which produced the Gravel Road Conversion Policy. The policy was adopted by Council in February. The Firehall Road project and budget were based on single surface treatment on top of the existing surface, so does not meet the Policy as adopted.

Mr. Smith advised that staff will provide a subsequent report regarding the history of the Firehall Road project and possible options for Firehall and Curries Road.

Resolution #6

Moved by Lynne DePlancke, seconded by Shawn Gear:

That report OP 2026-12, Gravel Road Conversion Program – Road Prioritization, be received for information;

And that Council authorizes a new 2026 capital project for the conversion of Beaconsfield Road from Highway 59 to 299 metres east of Middletown Line from gravel to surface treatment hard surface, to be funded from the Gravel Road Conversion Reserve and Development Charges Reserve;

And that Council authorizes a new 2026 capital project for the conversion of Substation Road from Highway 59 to Middletown Road from gravel to surface treatment hard surface, to be funded from the Gravel Road Conversion Reserve and Development Charges Reserve;

And that Council directs staff to negotiate with the property owner of 425076 Substation Road regarding cost sharing of upgrading the section of Substation Road from Highway 59 to 800 metres east of Highway 59 to a full-load asphalt road as part of the Gravel Road Conversion Project;

And that Council direct staff to bring forward a report detailing the costing and construction method for the Beaconsfield Road and Substation Road projects once test holes and cost-sharing negotiations have been completed;

And that Council direct staff to include a gravel road conversion project for Zenda Line from Quaker Street to Evergreen Street in the draft 2027 capital budget and complete test holes for those projects in 2026.

Carried

10.2 Financial Services

10.2.1 2025 Statement of Council Remuneration and Expenses

Report FS 2026-04

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2026-04, 2025 Statement of Council Remuneration and Expenses, be received as information.

Carried

10.2.2 January and February 2026 Payment Listings

Report FS 2026-05

There was Council discussion and questions regarding adding more detail to the descriptions of the payments to facilitate transparency and Council decision making.

Resolution #8

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2026-05, January and February 2026 Payment Listings, be received as information.

Carried

10.5.3 Required Disclosures for Budget Impacts

Report FS 2026-06

Resolution #9

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report FS 2026-06, Required Disclosure Re: Budget Impacts, be received as information and approved by resolution per O. Reg. 284/09, s. 2 (1).

Carried

11. Notice(s) of Motion

None.

12. Closed Session

None.

13. By-Laws

No. 04-2026-Z To Amend Zoning By-law 07-2003-Z (ARU Provision Updates)

No. 13-2026 To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #10

Moved by Shawn Gear, seconded by Lynne DePlancke:

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

No. 18-2026 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #11

Moved by Lynne DePlancke, seconded by Shawn Gear:

That By-law 18-2026 as listed, be taken as read a third and final time and passed and signed by the Mayor and Clerk and the Corporate Seal be affixed thereto.

Carried

14. Adjournment – 8:14 p.m.

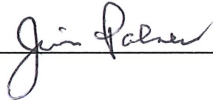
Resolution #12

Moved by Shawn Gear, seconded by Lynne DePlancke:

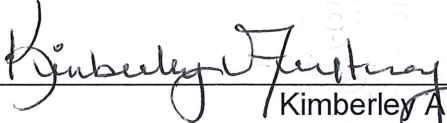
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 14th day of April, 2026.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk