

**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday July 8, 2025  
Special Council Meeting  
Asset Management**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Toews  
Councillor DePlancke  
Councillor Gear  
Councillor Couwenberg

**Staff:**

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

**1. Call to Order**

The special session of the 2022-2026 Council of the Township of Norwich was held in the Council Chambers, Norwich, commencing at 1:43 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. Disclosure of Pecuniary Interest**

None.

**4. Asset Management Workshop**

Mr. Jordan Sangers, Oxford County Supervisor of Asset Management, and Mr. Smith presented the workshop, which focussed on assets in the Community Services

department. There was Council discussion regarding asset lifecycles, asset funding, budget considerations based on funding needs, the difference in lifecycle lengths based on asset type, and an overview of asset types within the Community Services department.

**5. Adjournment – 2:51 p.m.**

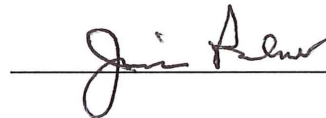
Resolution #2

Moved by Shawn Gear, seconded by Adrian Couwenberg:

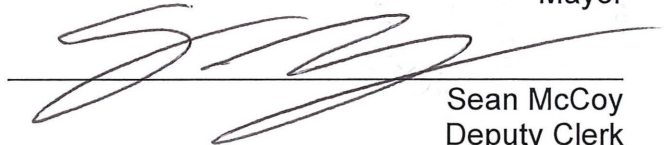
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 12<sup>th</sup> day of August, 2025.



Jim Palmer  
Mayor



Sean McCoy  
Deputy Clerk