



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday November 25, 2025
Regular Council Meeting**

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
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 Lynne DePlancke, seconded by Karl Toews:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

None.

4. Disclosure of Pecuniary Interest

No disclosures were identified.

5. Adoption of Minutes of Previous Meeting(s)

5.1 November 11, 2025

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke:

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

November 11, 2025

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 Conservation Authority

Re: Board of Directors Meeting Minutes – October 1, 2025

8.2 Arpan Khanna, Member of Parliament, Oxford County

Re: Congratulations on 50th Anniversary

8.3 Ministry of the Environment, Conservation and Parks

Re: Consolidation of Conservation Authorities – Policy proposal available for comment

8.4 United Counties of Stormont, Dundas & Glengarry

Re: Conservation Authorities Act

8.5 Municipality of Wawa

Re: Affordable Rental Housing

8.6 Middlesex London Food Policy Council

Re: Regional Food System Alliance

8.7 Town of Ajax
Re: Solve the Crisis and Winter Homelessness Program Support

8.8 Otterville Firefighters Association
Re: Otterville Santa Claus Parade
Resolution #3
Moved by, seconded by:

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

Carried

9. Committee Minutes
9.1 Otterville Park Advisory Committee
Re: Meeting Minutes - November 5, 2025

9.2 Municipal Heritage Committee
Re: Meeting Minutes – November 6, 2025

There was Council discussion about: the process Committees should follow to recommend improvements to Township property, the offer by the Friends of the Otterville Park to pay for painting of the Dance Hall, WSIB and insurance coverage. Mr. Smith explained that Committees cannot procure services on behalf of the Township, but in certain circumstances the Township can do some direct procurement pursuant to the provisions of the procurement by-law.

Resolution #4
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the following Committee Minutes, be received as information:

Otterville Park Advisory Committee
Re: Meeting Minutes - November 5, 2025

Municipal Heritage Committee
Re: Meeting Minutes – November 6, 2025

And further that Council refer the Otterville Park Advisory Committee's recommendation regarding interior painting of the Dance Hall to staff for a report.

Carried

10. Reports
10.1 Corporate Services

10.1.1 Committee of Adjustment Annual Appointments

Report CL 2025-19

Resolution #5

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CL 2025-19, Committee of Adjustment – Annual Appointments, be received for information;

And further that a By-law be brought forward to appoint Council members as the Committee of Adjustment from January 1 – November 15, 2026.

Carried

10.1.2 Royal Canadian Legion Branch 190

Re: Request for Support for the Ontario Seniors Community Grant

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Request for a Letter of Support for the Ontario Seniors Community Grant by the Royal Canadian Legion Branch 190 be received as information;

And Whereas Council recognize that the Royal Canadian Legion Branch 190 have played a vital role for veterans and seniors in the community for many years;

And Whereas Council recognize that the Royal Canadian Legion Branch 190 have hosted regular events each year bringing seniors and senior visitors to our community which have not only provided senior volunteer opportunities, but also the opportunity to socialize with the benefits of recreation, social time and exercise;

And Whereas Council recognize that the Royal Canadian Legion Branch 190 intends to use these funds to install audio/video equipment that would enhance program delivery, including the regular and special events held at the Legion, as well as provide the capacity to livestream events to members of the community and beyond who may not be able to attend events in person;

Therefore, the Council of the Township of Norwich supports this application for grant funds which will be beneficial in providing continued access to social and recreational opportunities for veterans, seniors and others in our community;

And further that Staff be directed to prepare a letter of support.

Carried

10.1.3 Councillor Toews – (November 11) Notice of Motion

Re: Customer Service Experience Survey

Councillor Toews presented the motion, explaining that surveys can be an effective way to receive feedback from residents with the goal of improving service delivery. There was Council discussion regarding parameters for survey composition, how to deliver the surveys and when to provide opportunities for residents to complete surveys.

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

Whereas the Township of Norwich continually strives to provide our residents with a high level of service;

Whereas, in recent years, satisfaction surveys have become a widely used and valuable tool for organizations to collect feedback as regards people's experience with their products or services;

Whereas the Township of Norwich believes it is important to accept constructive criticism from our residents and learn from our residents whenever possible:

Be it resolved that the Council of the Township of Norwich direct staff to prepare a report detailing the feasibility and logistics of offering residents who have completed an application process with the Township the opportunity to complete a satisfaction survey.

Carried

10.2 Chief Administrative Officer

**10.2.1 Capital Project Deferrals and Cancellations (deferred from November 11 meeting)
Report CAO 2025-17**

There was Council discussion and questions regarding moving the Ducky Dennis Park storage shed to the group of cancelled projects, having certain projects up for discussion at budget deliberations, and road reconstruction and conversion project progress in 2025.

Resolution #8

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CAO 2025-17, Capital Project Deferrals & Cancellations, be received for information;

And that Council of the Township of Norwich authorize the deferral of the following projects to 2026, including re-budgeting where necessary:

1. Building Services Tablet Purchase (\$2,400);
2. Zenda Line Box Culvert (\$35,000);and
3. Norwich Community Centre West Wall Upgrades (\$220,000);

And that Council further authorize the cancellation of the following 2025 capital projects:

1. Records Management System (\$30,000);
2. Oxford Centre Fire Hall Parking Lot (\$20,000);
3. Plotter/Scanner Replacement (\$10,000);
4. Recreation Master Plan (\$60,000);
5. Medical Centre Roof Membrane (\$135,000);
6. Medical Centre Furnace (\$9,500); and
3. Ducky Dennis Park Storage Shed (\$6,000).

Carried

10.2.2 Strategic Plan Annual Update Report CAO 2025-19

There was Council discussion and questions regarding increasing the frequency of strategic plan updates, prioritizing goals, and options for illustrating goal progress. Mr. Smith advised that a future report will address goal priorities, which will then inform the development of departmental workplans.

Resolution #9

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report CAO 2025-19, Council's Strategic Plan Annual Update, be received for information.

Carried

12.2.3 Council Directions Log Report CAO 2025-20

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report CAO 2025-20, Council Directions Update – Q4 2025, be received for information.

Carried

11. Notice(s) of Motion

11.1 Notice of Motion – Councillor Gear

Re: Speed Calming Open House

Councillor Gear provided a brief summary of his motion, which will be before Council at the next meeting.

12. Closed Session

None.

- 13. By-Laws**
No. 56-2025 To Appoint a Committee of Adjustment
No. 57-2025 To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws

Resolution #11

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

No. 56-2025	To Appoint a Committee of Adjustment
No. 57-2025	To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #12

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 56-2025 and 57-2025 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 – 7:43 p.m.

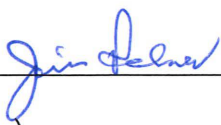
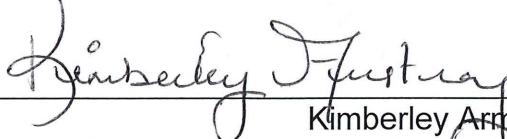
Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

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 9th day of December, 2025.

	Jim Palmer Mayor
	Kimberley Armstrong Director of Corporate Services / Clerk