



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday June 30, 2026
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
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 Shawn Gear, seconded by Adrian Couwenberg:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

Councillor Couwenberg extended congratulations to Councillor Toews in recognition of his 25th wedding anniversary.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 June 16, 2026

The minutes were amended to correct a typographical error in Item 10.7.1.

Resolution #2

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

June 16, 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 Ministry of Natural Resources

Re: Updates to certain operational policies under the Aggregate Resource Act

8.2 Oxford Community Foundation

Re: 2025 Annual Report

Re: Norwich Township Community Fund Statement

8.3 City of Burlington

Re: Information on the new Development Charge Reduction Program

8.4 Township of McGarry

Re: Request for Highway Rest Stops on Highways 11 and 17

8.5 Township of Emo

Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.5 be received as information.

Carried

9. Committee Minutes

9.1 Canada Day Committee

Re: Meeting Minutes – June 10, 2026

Re: Meeting Minutes – June 15, 2026

Re: Meeting Minutes – June 22, 2026

9.2 Otterville Park Advisory Committee

Re: Meeting Minutes – May 25, 2026

Resolution #4

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Committee Minutes, be received as information:

Canada Day Committee

Re: Meeting Minutes – June 10, 2026

Re: Meeting Minutes – June 15, 2026

Re: Meeting Minutes – June 22, 2026

Otterville Park Advisory Committee

Re: Meeting Minutes – May 25, 2026

Carried

10. Reports

10.1 Operations

10.1.1 Parks and Facilities Monthly Report

Report OP 2026-21

Resolution #5

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report OP 2026-21, Parks and Facilities Monthly Report – May 2026, be received for information.

Carried

10.1.2 Arena Boilers Project Update

Report OP 2026-22

There was Council discussion and questions regarding the costs for an on-demand system over conventional boilers, concerns about the recommendation not including a treatment system with the on-demand system, the benefits and drawbacks of replacing

the boilers with new conventional boilers and asking for additional information to see a comparison of costs between the two systems.

In response to questions from Council, Mr. Smith explained that the consultant did not recommend installing a water treatment system because the cost would far exceed the value in dealing with the issue that exists at the arena.

Mr. Smith explained that staff had previously recommended adding a water treatment system if Council wished to continue to use conventional boilers or have a consultant review the system and recommend a solution. He also explained that Council could provide direction to receive a more comprehensive report.

Resolution #6

Moved by Lynne DePlancke, seconded by Karl Toews:

That report OP 2026-22, Arena Boilers Project Update and Tender Authorization, be received for information;

And that Council direct staff to provide more information regarding cost comparisons between the current system (replacement) and the consultant's recommendation, along with including a water treatment system.

Carried

10.1.3 African Methodist Episcopal Cemetery Maintenance

Report OP 2026-23

There was Council discussion and questions regarding cemetery maintenance, past maintenance budgeting practices, and increased maintenance costs. Mr. Smith advised that staff are going to conduct a review of all township facilities, parks and cemeteries to compile a list of urgent maintenance needs and create maintenance plans. Mr. Smith also explained that grants available for designated heritage properties are generally for the preservation of buildings and would likely not apply to sites like a cemetery.

Resolution #7

Moved by Karl Toews, seconded by Lynne DePlancke:

That Report OP 2026-23, African Methodist Episcopal Cemetery Maintenance be received for information;

And that Council approve the staff-recommended tree trimming and removals as outlined in this report.

Carried

10.2 Financial Services

10.2.1 Council Financial Summary as at April 30, 2026

Report FS 2026-11

There was Council discussion and questions regarding some of the expenses for the month, including the arena door repair, the tree planting program, debenture payments and Zamboni repairs.

Mayor Palmer highlighted that the final debenture payment has been made for the Norwich Community Centre reconstruction from 2006.

Resolution #8

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2026-11, Council Financial Summary as at May 31, 2026, be received as information.

Carried

10.2.2 Dr. Mokone Agreement Extension

Report MED 2026-06

Resolution #9

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report MED 2026-06, Dr. Mokone Agreement Extension, be received as information;

And that Council authorize the extension of the agreement with Dr. Christina Mokone to December 31, 2026.

Carried

10.3 Corporate Services

10.3.1 Councillor Gear – Notice of Motion (June 16, 2026)

Re: Arena and Ball Diamond Advertising

Councillor Gear presented his motion requesting the development of a policy to ensure consistency for donor signage at the arena and ball diamonds, including size and location of signs.

There was Council discussion and questions regarding sign materials, sign production specifications, sign weather resistance for outdoor installations and comparing similar policies from other municipalities.

Resolution #10

Moved by Shawn Gear, seconded by Adrian Couwenberg:

Whereas, the Township allows local businesses to advertise at the Norwich Community Centre and at ball diamonds throughout the Township; and

Whereas, the current practice for allowing advertising has evolved over many years and does not require any consistency on locations or sizes of advertising, or set any rules regarding advertising content; and

Whereas, many municipalities have an Advertising and Sponsorship Policy to cover such situations; and

Whereas, Council has approved a capital project to paint the Arena walls, which means the existing advertising must be removed; and

Whereas, this project provides an opportunity to standardize the Township's advertising practices.

Therefore, be it resolved that Council of the Township of Norwich hereby direct staff to bring forward a draft Advertising and Sponsorship Policy for Council's consideration, prior to re-installing existing advertising in the Arena; and

That the policy include information on where advertising signs are permitted throughout all Township facilities and open spaces, the size and shape of advertising that should be permitted in each location, and any areas where service clubs and/or sports organizations have the ability to install signage on Township property; and

That Council also direct staff to review the current fees and charges for advertising on Township property.

Carried

11. Notice(s) of Motion
None.

12. Closed Session
None.

13. By-Laws
No. 33-2026 To Confirm All Actions and Proceedings of Council

13.1 First and Second Reading of the Following By-laws
Resolution #11
Moved by Lynne DePlancke, seconded by Karl Toews:

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

No. 33-2026 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #12

Moved by Karl Toews, seconded by Lynne DePlancke:

That By-law 33-2026 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 – 8:00 p.m.

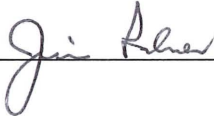
Resolution #13

Moved by Lynne DePlancke, seconded by Karl Toews:

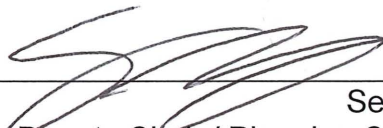
That this Council do now adjourn.

Carried

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



Jim Palmer
Mayor



Sean McCoy
Deputy Clerk / Planning Coordinator