



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday April 22, 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  
Dirk Kramer, Acting Chief Building Official/Drainage Superintendent  
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 Karl Toews:

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 April 8, 2025**

Resolution #2

Moved by Karl Toews, seconded by Shawn Gear:

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

April 8, 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**

**7.1 Dale and Emily Crombez**

**Re: Request for Drop-in Pickleball**

Mr. Dale Crombez, Ms. Emily Crombez and Jennifer VanBesien were in attendance. They provided an overview of their presentation, requesting the municipality provide drop-in pickleball at the Norwich Community Centre to enhance adult recreational opportunities. They provided information with respect to: the growing popularity of the sport, costs to participate, costs to operate, estimated impacts on staff time and potential concerns regarding impacts to facility condition resulting from pickleball use.

There was Council comments and questions with respect to: current facilities availability and condition; improved utilization of Township facilities; how neighbouring municipalities operate their pickleball programs; impacts on access to pickleball programs due to high demand; and the logistics and costs of running a pickleball program.

Resolution #3

Moved by Shawn Gear, seconded by Karl Toews:

That the Delegation of Dale and Emily Crombez, Re: Request for Drop-in Pickleball, be received as information;

And further that the matter be referred to staff for a report.

Carried

**7.2 Ronda Stewart, Economic Development Director**  
**Re: Rural Oxford Economic Development Corporation**  
**2024 Highlights and 2025 Work Plan**

Ms. Ronda Stewart, Economic Development Director, provided an overview of the 2024 activities and statistics. Activities included: 25 business visits in coordination with the Ministry of Economic Development, Job Creation and Trade, Ministry of Agriculture, Food and Agribusiness, and Federal Economic Development Agency for Southern Ontario; the ROEDC 10<sup>th</sup> Anniversary awards event; the Oxford County Career Expo; survey regarding business retention and expansion (BR&E) focussing on rural manufacturing and agri-food; and supporting applications to the Oxford Tourism Innovation Grant. Ms. Stewart reviewed some highlights from the BR&E survey and advised on plans for 2025, including: the Oxford County Career Expo; visits to tourism and agri-business sites; participation in local events and development of the ROEDC strategic plan.

There were Council comments and questions with respect to: the availability of shovel ready land for attracting businesses; what real estate companies are looking for versus what is available; and economic development in the province focussing more on urban centres over rural areas, often due to the availability of wet vs dry industry infrastructure.

**Resolution #4**

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Delegation of Ronda Stewart, Economic Development Director of the Rural Oxford Economic Development Corporation, Re: Rural Oxford Economic Development Corporation 2024 Highlights and 2025 Work Plan, be received as information.

Carried

**8. Correspondence**

**8.1 Long Point Region Conservation Authority**  
**Re: Meeting Minutes – April 2, 2025**

**8.2 Ministry for Seniors and Accessibility**  
**Re: 2025 Ontario Senior of the Year Award**

**8.3 Oxford County**  
**Re: COVID-19 Economic Recovery Act, 2020, S.O. 2020, c. 18 – Bill 197**

**8.4 Ethan Cornish, Cornish Entertainment Ltd.**  
**Re: Request for Declaration of Municipal Significance**  
**Resolution #5**



Moved by Karl Toews, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 to 8.4 be received as information;

And further that the request from Ethan Cornish, Cornish Entertainment Ltd., be deferred to the May 13, 2025 meeting of Council.

Carried

**9. Committee Minutes**  
**9.1 Otterville Park Advisory Committee**  
**Re: Meeting Minutes – April 1, 2025**

Resolution #6

Moved by Lynne DePlancke, seconded by Karl Toews:

That the following Committee Minutes, be received as information; and further that the recommendations be approved and acted upon:

Otterville Park Advisory Committee  
Re: Meeting Minutes – April 1, 2025

Carried

**10. Reports**  
**10.1 Planning and Development Services**

No report.

**10.2 Fire and Protective Services**

No report.

**10.3 Drainage Services**

**10.3.1 Branch 'B' & 'C' of the Springford Municipal Drain 2023 Construction Collection Report DR 2025-14**

Resolution #7

Moved by Karl Toews, seconded by Shawn Gear:

That Report DR 2025-14, Branch 'B' & 'C' of the Springford Municipal Drain 2023 Construction Collection, be received as information;

And further that By-law 20-2025 be adopted to provide for the collection of the construction costs for Branch 'B' & 'C' of the Springford Municipal Drain 2023.

Carried

**10.3.2 Mather Drain 2022 (County of Brant) Construction Collection  
Report DR 2025-15**

Resolution #8

Moved by Shawn Gear, seconded by Karl Toews:

That Report DR-2025-15, Mather Drain 2022 (County of Brant) Construction Collection, be received as information;

And further that By-law 19-2025 be adopted to provide for the collection of the construction costs for the Mather Drain 2022 (County of Brant).

Carried

**10.4 Building Services**

**10.4.1 Monthly Activities – March 2025**

**Report BB 2025-04**

No report.

**10.5 Public Works Services**

**10.5.1 2024 Annual Energy Report**

**Oxford County Report PW 2025-21**

There was Council discussion regarding concerns over the costs of green energy initiatives and challenges of overcoming infrastructure gaps.

Resolution #9

Moved by Karl Toews, seconded by Shawn Gear:

That Oxford County Report PW 2025-21, 2024 Annual Energy Report, be received as information.

Carried

**10.5.2 2024 Annual Transportation System Performance**

**Oxford County Report PW 2025-20**

Resolution #10

Moved by Karl Toews, seconded by Lynne DePlancke:

That Oxford County Report PW 2025-20, 2024 Annual Transportation System Performance, be received as information.

Carried

**10.6 Community Development Services**

No report.

**10.7 Medical Centre Services**

No report.

**10.8 Financial Services**

No report.

**10.9 Administrative Services**

**10.9.1 To Amend a Heritage Designation By-law – Knox Presbyterian Church**

**Report CL 2024-06**

Resolution #11

Moved by Lynne DePlancke, seconded by Karl Toews:

That Report CL 2025-06, To Amend a Heritage Designation By-law – Knox Presbyterian Church, be received as information;

And further that Council approve passage of an Amending By-law;

And further that Staff be directed to serve the Notice of Passing of a By-law on the property owner, the Ontario Heritage Trust and arrange publication in a local newspaper.

Carried

**10.9.2 Norwich Merchants Jr. C Hockey Club**

**Re: Request to Operate a Beer Garden on Pitcher Street**

Resolution #12

Moved by Karl Toews, seconded by Lynne DePlancke:

That the Norwich Jr. C Merchant Hockey Club be granted permission to utilize a portion of Pitcher Street between Front Street and Main Street West for their event on July 4, 2025 as part of Nostalgia Days, subject to the requirements of the Municipal Alcohol Policy and necessary Special Occasion Permit;

And Further That Pitcher Street from Main Street West to Front Street be closed to vehicular traffic for the duration of the Norwich Merchants Jr. C Hockey Club licenced beer garden.

Carried

**11. Notice(s) of Motion**

**11.1 Notice of Motion – Councillor Toews**

**Re: Request to Amend Code of Conduct**

**12. Closed Session**

None.



- 13. By-Laws**
- |                    |   |
|--------------------|---|
| <b>No. 18-2025</b> | <b>To Amend a Heritage Designation By-law – Knox Presbyterian Church</b>                                    |
| <b>No. 19-2025</b> | <b>To Provide for the Collection of Actual Costs – Mather Drain 2022</b>                                    |
| <b>No. 20-2025</b> | <b>To Provide for the Collection of Actual Costs – Springford Municipal Drain 2023 – Branch's B &amp; C</b> |
| <b>No. 12-2025</b> | <b>To Provide for Drainage Works – Orth Drain 2025</b>  |
| <b>No. 21-2025</b> | <b>To Confirm All Actions and Proceedings of Council</b>  |

**13.1 First and Second Reading of the Following By-law(s)**

Resolution #13

Moved by Shawn Gear, seconded by Karl Toews:

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

- |             |  |
|-------------|--|
| No. 18-2025 | To Amend a Heritage Designation By-law – Knox Presbyterian Church                                |
| No. 19-2025 | To Provide for the Collection of Actual Costs – Mather Drain 2022                                |
| No. 20-2025 | To Provide for the Collection of Actual Costs – Springford Municipal Drain 2023 – Branch's B & C |
| No. 21-2025 | To Confirm All Actions and Proceedings of Council  |

Carried

**13.2 Third Reading of the Following By-law(s)**

Resolution #14

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 18-2025, 19-2025, 20-2025, 12-2025 and 21-2025 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 – 8:28 p.m.**

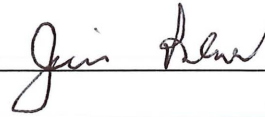
Resolution #15

Moved by Lynne DePlancke, seconded by Karl Toews:

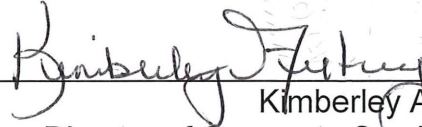
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 13<sup>th</sup> day of May, 2025.



Jim Palmer  
Mayor



Kimberley Armstrong  
Director of Corporate Services/Clerk