



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday April 28, 2026
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
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 Shawn Gear, seconded by ac:

That the Agenda be accepted as presented.

Carried

3. Public Recognition / Presentations

Councillor Couwenberg advised that local residents participated in the Small Town Cancer Fighters spring clean-up. With support from local businesses in Norwich and surrounding areas, the event raised approximately \$860,000.

Councillor Toews advised that a group of 25 people attended the park clean-up in Otterville Park, stating that it was a great community event and the park looks much better.

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes of Previous Meeting(s)

5.1 April 14, 2026

Resolution #2

Moved by Adrian Counwenberg, seconded by Shawn Gear:

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

April 14, 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 the Environment, Conservation and Parks

Re: Proposed Amendments to the Environmental Assessment Act

8.2 Ministry of Municipal Affairs and Housing

Re: AMO Municipal Delegation Request Form Available

8.3 Western Ontario Wardens Caucus

Re: Support of Finlay's Law on Emergency Room Reform

8.4 Municipal Engineers Association

Re: Harmonization of Municipal Road Construction Standards and Associated Governance Model

Re: Comments to Ontario Regulatory Registry 26-MTO003

Re: Briefing Note

8.5 Town of Tillsonburg Media Release

Re: Town of Tillsonburg Approves Collaboration with ERTH Power to Strengthen Local Utility Operations

8.6 Regional Municipality of Waterloo

Re: Request to Include the Noose as a Prohibited Hate Symbol within Bill C-9

8.7 Township of Shuniah

Re: Extension of Ontario Community Infrastructure Funding (OCIF)

8.8 Lynne Stubbe

Re: Summer Indoor Pickleball

In response to questions from Council, Mr. Smith explained that indoor pickleball has been extended into May and June with one morning session and one afternoon session per week. This has been scheduled to coincide with the Manager of Parks and Facilities schedule to ensure a staff person is on premises.

There was Council discussion regarding the Municipal Engineer's Association's concerns with the proposed harmonization of municipal road constructions standards.

Resolution #3

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.8 be received as information;

And further that items 8.4 and 8.6 be supported.

Carried

9. Committee Minutes

9.1 Accessibility Advisory Committee

Re: Meeting Minutes – January 20, 2026

Resolution #4

Moved by Karl Toews, seconded by Shawn Gear:

That the following Committee Minutes, be received as information:

Accessibility Advisory Committee

Re: Meeting Minutes – January 20, 2026

Carried

10. Reports

10.1 Building Services

10.1.1 March 2026 Drainage Services Activity

Report DR 2026-10

There were Council questions with respect to the lack of progress on the Simmon-Hopkins Drain and the Kneale-Hilliker Drains. Mr. Smith advised that staff will report back with potential next steps to move these projects forward.

Resolution #5

Moved by Shawn Gear, seconded by Karl Toews:

That Report DR 2026-10, March 2026 Activity Report, be received as information.

Carried

10.2 Operations

10.2.1 Tender Results – Granular ‘A’ Resurfacing 2026

Report OP 2026-15

Resolution #6

Moved by Karl Toews, seconded by Shawn Gear:

That Report OP-2026-15, Tender Results – Granular ‘A’ Resurfacing 2026, be received for information;

And that Council award Tender PW-2026-01 to Oxford Sand and Gravel Ltd.;

And that Council authorize the Mayor and Clerk to execute the agreement between the Township of Norwich and Oxford Sand and Gravel Ltd.

Carried

10.3 Financial Services

10.3.1 Council Financial Summary as at March 31, 2026

Report FS 2026-07

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Report FS 2026-07, Council Financial Summary as at March 31, 2026, be received as information.

Carried

10.4 Corporate Services

10.4.1 Norwich Jr. C Merchants

Re: Request for Permission to Operate a Licensed Beer Garden

In response to questions from Council, Mr. Smith explained that the County had advised that their bridge work on Stover Street should not impact the planned events for Nostalgia Days.

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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 3, 2026 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

10.4.2 ERTH

Re: Annual General Meeting

Resolution #9

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the ERTH Corporation Notice, Re: Annual Meeting of Shareholders – June 4, 2026, be received as information;

And further that Jim Palmer be designated as the representative from the Township of Norwich for the purpose of casting vote at the June 4, 2026 ERTH Corporation Annual Meeting of Shareholders.

Carried

10.5 Chief Administrative Officer

10.5.1 Updated Community Safety and Well-being Plan Options

Report CAO 2026-15

Resolution #10

Moved by Karl Toews, seconded by Shawn Gear:

That agenda item 10.5.1 be deferred until the May 12, 2026 Council Meeting so that all members of council can be present.

Carried

10.5.2 Buy Ontario Procurement Directive

Report CAO 2026-16

There was Council discussion and questions regarding which capital infrastructure costs would apply to the procurement directive, which vehicles qualify as Tier 1 and Tier 2 vehicles, impacts on local bidders who must now complete supply chain reporting and the lack of funding to support municipalities in the initiative.

Resolution #11

Moved by Karl Toews, seconded by Shawn Gear:

That report CAO 2026-16, Buy Ontario Procurement Directive, be received for information.

Carried

11. Notice(s) of Motion

None.

12. Closed Session

7:41 p.m.

Resolution #12

Moved by Shawn Gear, seconded by Karl Toews:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), Council convene in a meeting closed to the public to discuss a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

Carried

- 12.1 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.**

**Re: Confidential Correspondence
Confidential Report CAO 2026-17**

9:10 p.m.

Resolution #13

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Council do now reconvene in open session.

Carried

**13. By-Laws
No. 23-2026 To Confirm All Actions and Proceedings of Council**

13.1 First and Second Reading of the Following By-laws

Resolution #14

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

No. 23-2026 To Confirm All Actions and Proceedings of Council

Carried

13.2 Third Reading of the Following By-laws

Resolution #15

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That By-law 23-2026 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 – 9:11 p.m.

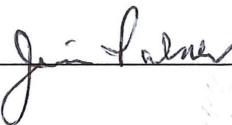
Resolution #16

Moved by Karl Toews, seconded by Shawn Gear:

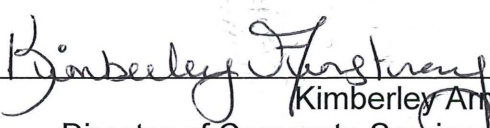
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 12th day of May, 2026.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services / Clerk