



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday February 27, 2024  
Regular Council Meeting**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor DePlancke  
Councillor Gear  
Councillor Couwenberg

**Staff:**

Lee Robinson, CAO  
James Johnson, Director of Finance/Treasurer  
Kimberley Armstrong, Director of Corporate Services/Clerk  
Sean McCoy, Deputy Clerk/Planning Coordinator

**1. Call to Order**

The regular session 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 Lynne DePlancke:

That the Agenda be accepted as presented.

Carried

**3. Public Recognition / Presentations**

None.

**4. Disclosure of Pecuniary Interest**

No disclosures were reported.

**5. Adoption of Minutes of Previous Meeting(s)**

**5.1 February 6, 2024**

Resolution #2

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

February 6, 2024

Carried

**6. Public Meetings / Hearings**

**7.1 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 Region Conservation Authority**

Re: Board of Directors Meeting Minutes – January 3, 2024

**8.2 Upper Thames River Conservation Authority**

Re: Agenda Package – February 27, 2024

Re: Meeting Minutes – January 30, 2024

<http://thamesriver.on.ca/board-agendas-minutes/>

**8.3 Ontario Provincial Police**

Re: Community Safety and Policing Act, 2019 (CSPA)

**8.4 Ministry of Transportation**

Re: Licence Plate Renewals

**8.5 Ministry of Natural Resources and Forestry**

Re: Updates to the Conservation Authorities Act

**8.6 Town of Petrolia**

Re: Request to Return to Combined ROMA / OGRA Conference

**8.7 County of Renfrew**  
**Re: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems**

**8.8 Municipality of Calvin**  
**Re: Federal Forest Fire Strategy**

**8.9 Ray Sambrooks**  
**Re: Incident at the Norwich Community Centre**

**8.10 GTA West Tax Services Office**  
**Re: Audit of GST / HST Returns**

In response to questions from Council, Ms. Robinson explained that Community Services staff are aware of the situation regarding Item 8.9.

Resolution #3

Moved by Shawn Gear, seconded by Lynne DePlancke:

That the Correspondence as listed in Agenda Item 8.1 - 8.10 be received as information.

Carried

**9. Committee Minutes**

**9.1 Norwich Business Improvement Association (BIA)**  
**Re: Meeting Minutes – February 6, 2024**

Resolution #4

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

Norwich BIA

Re: Meeting Minutes – February 6, 2024

Carried

**10 Reports**

**10.1 Planning and Development Services**

**10.1.1 Paul Michaels, Manager of Planning Policy, Oxford County**  
**Re: Official Plan Review – Agricultural Policy Approval**

Resolution #5

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Council receive the correspondence from Paul Michaels, Manager of Planning Policy, Oxford County Re: Official Plan Review – Agricultural Policy Approval, as information.

Carried

**10.2 Fire and Protective Services**

No report.

**10.3 Drainage Services**

No report.

**10.4 Building Services**

No report.

**10.5 Public Works Services**

No report.

**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 Municipal Heritage Committee - Councillor Resignation Memorandum**

Resolution #6

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Council receive the Memorandum: Municipal Heritage Committee – Councillor Resignation, as information;

And further that Mayor Palmer be appointed as the Council representative on the Municipal Heritage Committee.

Carried

**10.9.2 South Norwich Historical Society – Request for Letter of Support Report CL 2024-08**

Resolution #7

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Report CL 2024-08, South Norwich Historical Society – Request for Letter of Support, be received as information;

And further that the Council of the Township of Norwich supports the South Norwich Historical Society application to the Tourism Growth Program in Southern Ontario and recognize their efforts to promote the Township of Norwich and its rich historical heritage.

Carried

### **10.9.3 Warden Ryan, Safe & Well Oxford**

#### **Re: Request for Waiver of Oxford Centre Hall Rental Fees**

In response to questions from Council, Ms. Robinson advised that part of the operating budget for 2024 included installing Wi-Fi at this location and it should be operational by the time the event is held.

Mayor Palmer advised that the previous year's event was held at Cowen Park in Woodstock and was well attended.

Resolution #8

Moved by Shawn Gear, seconded by Lynne DePlancke:

That Council receive the correspondence from Safe and Well Oxford Re: Request for Waiver of Oxford Centre Hall Rental Fees, as information;

And further that Council grant \$265.55 towards the rental fee for the Oxford Centre Hall for the 2024 Safe and Well Oxford Summit to be taken from the Council Discretionary Fund.

Carried

### **10.9.4 Ethan Cornish, Cornish Entertainment Ltd. – Request for Designation as Event of Municipal Significance**

Resolution #9

Moved by Lynne DePlancke, seconded by Shawn Gear:

That Council receive the correspondence from Cornish Entertainment Ltd. Re: Request for Designation as Event of Municipal Significance, as information;

And further that the request be referred for a staff report.

Carried

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

None.

**12. Closed Session**

None.

**13. By-laws**

**No. 16-2024**

**To Amend By-law 27-2023 – Being a By-law to Establish a  
Flag and Banner Policy**

**No. 17-2024**

**To Confirm All Actions and Proceedings of Council**

Councillor Couwenberg requested the By-laws be separated for voting purposes.

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

Resolution #10

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

No. 16-2024

To Amend By-law 27-2023 – Being a By-law to Establish a  
Flag and Banner Policy

Carried

**13.2 Third Reading of the Following By-law**

Resolution #11

Moved by Lynne DePlancke, seconded by Shawn Gear:

That By-law 16-2024 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

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

Resolution #12

Moved by Lynne DePlancke, seconded by Shawn Gear:

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

No. 17-2024

To Confirm All Actions and Proceedings of Council

Carried

**13.4 Third Reading of the Following By-law**

Resolution #13

Moved by Lynne DePlancke, seconded by Shawn Gear:

That By-law 17-2024 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 – 7:25 p.m.**

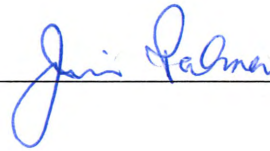
Resolution #14

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 March, 2024.



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Jim Palmer  
Mayor



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Kimberley Armstrong  
Director of Corporate Services/Clerk