



**The Corporation of the Township of Norwich
Special Council Meeting Minutes
Community Grants
Thursday January 25, 2024**

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 special session of the 2022-2026 Council of the Township of Norwich was held in the Council Chambers commencing at 9:00 a.m. with Mayor Palmer in the Chair.

2. Approval of Agenda

Resolution #1

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the Agenda for this Special Session of Council be accepted as presented.

Carried

3. Disclosure of Pecuniary Interest

Councillor DePlancke disclosed an interest in item 5.11, Emily Stowe Public School Home & School Association.

4. Introduction

4.1 Community Grants Program Policy

Mr. James Johnson, Director of Finance / Treasurer, advised that this meeting is part of the budget process for 2024. The worksheet provided to members of Council contains a summary of the requests and staff recommendations.

5. Community Grants Requests

5.1 Norwich and District Historical Society

Matthew Lloyd

Mr. Lloyd advised that the historical society requests an operating grant to help with staff costs, utilities, maintenance and repair. He provided an overview of some of the societies activities including: the lunch and learn program, heritage dinner fundraiser, the Sweaburg Remembered history book, and additions to local family history files. The coming year will focus on rebuilding relationships and programs with local schools and making the museum catalogue available online.

In response to questions from Council, Mr. Lloyd advised that the scheduling of grant programs can impact financial reporting with revenues coming after expenses are reported. Further commenting that the grants are not guaranteed so difficult to rely upon.

5.2 YFC/ Upper Deck

Jacqueline Armstrong

Ms. Armstrong was unable to attend due to a scheduling conflict. A letter was submitted and circulated in the agenda that outlined the annual activities for the organization.

5.3 Tillsonburg & District Multi-Service Centre

Jen Olcsvary

Ms. Olcsvary provided some history of the Multi-Service Centre as well as an overview of the services provided, including: literacy programs, employment services, and home support services such as meals on wheels. In Norwich, there are 96 clients supported, 20 residents and businesses utilizing employment services and a twice weekly literacy support program to support newcomers at the Norwich Salford Group. Current program usage numbers are exceeding targets, with surges in demand for home support services. The grant will support recruitment and program development and delivery.

In response to questions from Council, Ms. Olcsvary advised that expenses and costs reported in the application encompass entire service area, however their request is based on the percentage of Norwich based clients supported.

5.4 Norwich United Church- Summer Program

Jo Ellen McKay

Ms. McKay advised that the program has been grateful for the support that has been received over the years, including when the camp was held virtually. The value of the camp is both, high quality and affordable summer day care. It also

provides leadership opportunities to young staff and volunteers. Campers enjoy various activities, including outings to the splash pad, construction projects lead by local community volunteers and stain glass designing.

5.5 Norwich Lawn Bowling Club
Mike Dymarski

Mr. Dymarski shared the club's appreciation for past support and provided an update of activities, including: the New Horizon's grant to improve capacity and lighting at the club, the summer youth program that was delivered with the support of the local Optimist Club, and the sponsorship program. Community grant funds are intended to be used to offset operating costs for lawn and equipment maintenance. Goals for the coming year are to increase membership back to pre-COVID levels.

5.6 Norwich Musical Society Band
Murray Hilliker

Mr. Hilliker and Ms. Leah Mitchell were in attendance. Mr. Hilliker provided an overview of the history and activities of the band, including: the hiring of a new conductor, several local performances and a concert collaboration with the Mitchell band in West Perth. In the coming year, the band is looking to do another joint concert and participate in more local events than previous years.

5.7 BREAK

Council recessed at 09:58 am.
Council resumed at 10:15 am.

5.8 Oxford County Plowmens Association
Joan Westbrook

Ms. Westbrook, Secretary of the Association, provided an overview of activities, including a match held in Embro that involved 28 plowmen. The association is looking forward to participating in the 2024 International Plowing Match being held in Lindsay, Kawartha Lakes. Ms. Westbrook also provided an overview of the Queen of the Furrow program.

In response to questions from Council, Ms. Westbrook advised that plowing matches require land and a farmer willing to provide it, which is why the area matches usually take place outside of Woodstock. Matches have been held more locally in the past and if a local farmer was willing the association could run an event in Norwich.

5.9 Norwich District Curling Club
Brian Hamilton

Mr. Hamilton was unable to attend. Ms. Sheilah Van Ymeren advised that the purpose of the grant request was to purchase more stabilizers and other new equipment for the club to support the growing membership. Future plans include installation of a concrete floor for the ice surface, which could also be utilized for

off-season events. The chicken pot pie fundraisers occur twice a year, with the most recent fundraiser selling 8000 pies.

**5.10 Junior Achievement South Western Ontario
Heather Scott**

Ms. Scott was unable to attend.

Mayor Palmer advised that Junior Achievement was a good way to bring the entrepreneurial spirit to young people.

**5.11 Emily Stowe Public School Home & School Association
Liza Budzianowski and Nicole Goossens**

Ms. Budzianowski and Ms. Goossens advised that their request for funding was to cover the \$897.22 community centre rental fee for the Association's annual fundraising auction, Playdate with Emily Stowe. Recent achievements of the association included: adding a maker space to the school, improvements to outdoor space with outdoor classroom and kindergarten yard, upgrading smartboards in each classroom, bringing in inclusion events with speakers and a community event.

In response to questions from Council, Ms. Budzianowski advised that letters requesting donations for the Playdate with Emily Stowe event are starting to be circulated.

**5.12 New Durham Cemetery Board
Wanda Kloepfer**

Ms. Kloepfer advised that the Cemetery Board is a small board of 8 members that oversees maintenance of the cemetery including: grass cutting, seasonal clean-up and incidental costs for Decoration Day. The first monument in the cemetery was erected in 1846. Nine monuments from the mid-late 1800's have been identified as requiring repair and this grant request is to help offset that expense. The goal is to repair a couple a year. Ms. Kloepfer advised that the cemetery provides volunteer opportunities for local students for their mandatory volunteer time.

There was Council discussion regarding Care and Maintenance Funds and the governing legislation which only allows for use of the interest payments for these purposes. While this retains funds, it is often not enough to cover expenses.

6. COUNCIL CONSIDERATION

There was Council discussion about the various requests all submitted by worthy organizations delivering good programs. There was additional discussion regarding the fact that the New Durham Cemetery Board do not qualify for a grant under the Community Grants Program Policy and the possibility of utilizing Council's Discretionary Fund for this purpose.

Councillor DePlancke, having declared a pecuniary interest, did not participate in voting for Resolution #2.

Resolution #2

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the 2024 Grants to organizations receive draft approval as follows:

Emily Stowe Public School Home & School Association	\$897.22
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Carried

Resolution #3

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the 2024 grants to organizations receive draft approval as follows:

Norwich & District Historical Society	\$30,000.00
Youth for Christ (The Upper Deck)	\$4,400.00
Tillsonburg & District Multi-Service Centre	\$1,800.00
Norwich United Church – Summer Program	\$3,000.00
Norwich Lawn Bowling Club	\$3,200.00
Norwich Musical Society Band	\$2,500.00
Oxford County Plowmens Association	\$250.00
Norwich District Curling Club	\$650.00
Junior Achievement South Western Ontario	\$1,000.00
Norwich Firefighters Association	\$4,000.00
LPRCA / Norwich Museum - grass cutting service	\$5,000.00
Council Discretionary Fund	\$2,000.00

Carried

Resolution #4

Moved by Lynne DePlancke, seconded by Adrian Couwenberg;

That the New Durham Cemetery Board be granted \$1,000.00 to be taken from the Council Discretionary Fund.

Carried

7. By-laws
No 09-2024 To Confirm All Actions and Proceedings of Council

7.1 First and Second Reading of the Following By-law

Resolution #5

Moved by Lynne DePlancke, seconded by Adrian Couwenberg;

That the following By-laws be read a first and second time:

No. 09-2024 To Confirm All Actions and Proceedings of Council

Carried

7.2 Third Reading of the Following By-laws

Resolution #6

Moved by Adrian Couwenberg, seconded by Lynne DePlancke;

That By-law 09-2024, 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

8. Adjournment – 11:23 a.m.

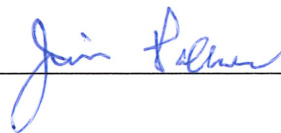
Resolution #7

Moved by Lynne DePlancke, seconded by Adrian Couwenberg;

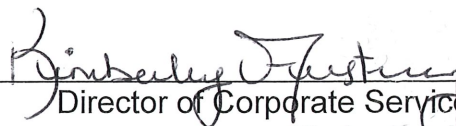
That this Council do now adjourn.

Carried

These minutes adopted by way of Resolution No. 2 as approved by Council at its meeting on the 6th day of February 2024.



Mayor
Jim Palmer



Director of Corporate Services / Clerk
Kimberley Armstrong