



**The Corporation of the Township of Norwich
Council Meeting Minutes
Tuesday January 28, 2025
Regular Council Meeting**

In Attendance:

Council:

Mayor Jim Palmer
Councillor Toews
Councillor DePlancke
Councillor Gear
Councillor Couwenberg

Staff:

James Johnson, Acting CAO/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 Adrian Couwenberg:

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 November 26, 2024

Resolution #2

Moved by Adrian Couwenberg, seconded by Shawn Gear:

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

January 14, 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

None.

8. Correspondence

8.1 Long Point Region Conservation Authority

Re: Meeting Minutes – December 5, 2024

8.2 Upper Thames River Conservation Authority

Re: Meeting Minutes – December 17, 2024

<https://thamesriver.on.ca/about-us/publications/board-agendas-minutes/>

8.3 Ministry of Natural Resources

Re: Proposed Regulation Regarding Ministers Permit and Review Powers under the Conservation Authorities Act

8.4 Municipal Property Assessment Corporation

Re: [2024 Annual Partnership Report](#)

8.5 Municipality of Casselman

Re: Support Needed for Fixing Municipal Funding

AMO Social and Economic Prosperity Review

<https://www.amo.on.ca/policy/social-and-economic-prosperity-review>

8.6 Town of Kearney

Re: More Homes Built Faster Act, 2022 and the Cutting Red tape to Build More Homes Act, 2024

8.7 County of Northumberland
Re: Protection of Agricultural Lands and Sustainable Development

8.8 City of Peterborough
Re: Bill 242, Safer Municipalities Act

8.9 Kevlar Development Group
Re: Potential Conversion to Municipal Parking Lot
Resolution #3
Moved by Shawn Gear, seconded by Adrian Couwenberg:

That the Correspondence as listed in Agenda Item 8.1 to 8.9 be received as information;

And further that Council supports items 8.7 and 8.8.

Carried

9. Committee Minutes

9.1 Oxford OPP Detachment Board 2
Re: Meeting Minutes – November 18, 2024
Re: Terms of Reference
Re: Procedural By-law

9.2 Burgessville Santa Claus Parade Committee

Re: Meeting Minutes – January 6, 2025
Resolution #4
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:

Oxford OPP Detachment Board 2
Re: Meeting Minutes – November 18, 2024
Re: Terms of Reference
Re: Procedural By-law

Burgessville Santa Claus Parade Committee
Re: Meeting Minutes – January 6, 2025

Carried

10. Reports

10.1 Planning and Development Services
No report.

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

**10.5.1 Amendments to Bill 212, Reducing Gridlock, Saving You Time Act, 2024,
Environmental Registry of Ontario Posting 019-9266
Oxford County Report PW 2025-01**

Resolution #5

Moved by Karl Toews, seconded by Lynne DePlancke:

That Oxford County Report PW 2025-01, Amendments to Bill 212, Reducing Gridlock, Saving You Time Act, 2024, Environmental Registry of Ontario Posting 019-9266, 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 Ministry of Municipal Affairs and Housing
Re: Proposed Municipal Accountability Act 2024
Memorandum**

Resolution #6

Moved by Lynne DePlancke, seconded by Karl Toews:

That Council receive the Memorandum: Bill 241 – Municipal Accountability Act 2024, as information;

And further that the Council of the Township of Norwich submit the following comments to the Ministry of Municipal Affairs and Housing:

Please provide:

- A clear definition of what constitutes a serious Code of Conduct violation.
- A definition of what is considered conduct that may be harmful to the health, safety or well-being of any person.
- Background information that explains the reason the Municipal Accountability Act, 2024 was created.

Additionally, the Council of the Township of Norwich has concerns that granting a power to declare a duly elected councillor's seat vacant without public consultation could carry a potential for abuse. In addition, such a power may be inconsistent with fundamental principles of a free and democratic society.

Carried

10.9.2 Chamber of Commerce

Re: Request for Waiver of Rental Fee for Chamber of Commerce Awards Night Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the request from the Chamber of Commerce for a waiver of rental fees for the Chamber of Commerce Awards Night be received as information;

And further that Council grant \$488.16 from Council's Discretionary Fund towards the April 9, 2025 rental fee for the Chamber of Commerce Awards Night.

Carried

10.9.3 Request for Letter of Concurrence – Rogers Telecommunication Tower Report CL 2025-02

Resolution #8

Moved by Shawn Gear, seconded by Adrian Couwenberg:

That Report CL 2025-02, Request for Letter of Concurrence – Rogers Telecommunication Tower, be received as information;

And Further that Council confirm that the Township of Norwich concurs that Rogers may commence with the Tower placement at 754700 Highway 53, subject to ISED requirements.

Carried

10.9.4 Motion – Submitted by Mayor Palmer

Re: Main Street Norwich Property

Mayor Palmer spoke to his motion with respect to the municipality purchasing lands downtown for additional parking in the Norwich downtown business area.

There was Council discussion regarding the cost, current parking availability and possible options, including: changing South Street to one-way and installing angle parking, implementing a 2-hour parking limit, creating a parking lot on the old pole yard or promoting better use of the Stover Street lot.

Mr. Johnson recommended that a report outlining options be brought forward by the new CAO at a future meeting.

Resolution #9

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Council request a staff report regarding initiating a study to consider the options and/or benefits to purchasing or leasing the property located at the southwest corner of Main Street West and Pitcher Street in the Village of Norwich. The property consists of three properties, identified as: 55 Main Street West, 59 Main Street West and 26 Front Street. Consideration could be given to options for utilizing the lands for: parking for local businesses, a central commons area, a place with benches, a farmers market or possibly food trucks.

And further that consideration be given to Front Street angle parking, pole yard parking and Stover Street parking lot improvements.

Carried

11. Notice(s) of Motion

12. Closed Session

7:36 p.m.

Resolution #10

Moved by Karl Toews, seconded by Lynne DePlancke:

That pursuant to the Municipal Act, 2001, as amended, Chapter 25, Section 239(2), council convene in a meeting closed to public to discuss personal matters about an identifiable individual, including municipal or local board employees.

Carried

12.1 Personal matters about an identifiable individual, including municipal or local board employees

Re: Recruitment Process

12.2 Personal matters about an identifiable individual, including municipal or local board employees

Re: HR Update

12.3 Closed Meeting Minutes
Re: January 14, 2025

8:17 p.m.

Resolution #11

Moved by Lynne DePlancke, seconded by Karl Toews:

That the Council do now reconvene in open session.

Carried

13. By-Laws
No. 53-2024

**To Provide for Drainage Works – Newton Municipal Drain –
Basrai Branch** (revised September 2024 and amended by Court of Revision
Decision dated December 10, 2024)

No. 06-2025

To Confirm All Actions and Proceedings of Council

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

Resolution #12

Moved by Shawn Gear, seconded by Adrian Couwenberg:

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

No. 06-2025

To Confirm All Actions and Proceedings of Council

Carried

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

Resolution #13

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That By-laws 53-2024 and 06-2025 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 – 8:19 p.m.

Resolution #14

Moved by Karl Toews, seconded by Lynne DePlancke:

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 11th day of February, 2025.



Jim Palmer
Mayor



Kimberley Armstrong
Director of Corporate Services/Clerk