



**The Corporation of the Township of Norwich  
Special Council Meeting Minutes  
Community Grants  
Thursday January 28, 2025**

**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  
James Schaafsma, Acting Director of Community Services  
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 2:00 p.m. with Mayor Palmer in the Chair.

**2. Approval of Agenda**

Resolution #1

Moved by Shawn Gear, seconded by Adrian Couwenberg;

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

Carried

**3. Disclosure of Pecuniary Interest**

Mayor Palmer disclosed an indirect interest in item 5.1, Norwich and District Historical Society.

**4. Introduction**

**4.1 Community Grants Program Policy**

Mr. James Johnson, Director of Finance / Treasurer, advised that the policy was attached to the agenda for Council's reference.

## **5. Community Grants Requests**

Mayor Palmer, having declared a pecuniary interest, did not participate in item 5.1.

Councillor Gear, being Deputy Mayor, assumed the Chair.

### **5.1 Norwich and District Historical Society Matthew Lloyd**

Mr. Lloyd provided an overview of the previous year's user statistics and some of the activities including: heritage dinner, lunch and learns, and other programming in support of local history and culture. Mr. Lloyd explained that the coming year will focus on programming regarding the Cheese Trail, museums month, rebuilding institutional networks, and participating as Chair of the museums organization for Oxford and Elgin Counties.

Mayor Palmer resumed the Chair.

### **5.2 YFC/ Upper Deck Linda Torkelson**

Ms. Torkelson provided an overview of user statistics and programming such as the weekly programs, mentorship and the Christmas dinner. She explained that the programming offered offers opportunities to youth to participate in a safe space and explore various projects related to arts, health, and life.

### **5.3 Tillsonburg & District Multi-Service Centre Jen Olcsvary**

Ms. Olcsvary, community and fundraising coordinator, provided an overview of the services provided, including literacy programs, employment services, and home support services such as meals on wheels. She also provided a brief history of multi-service centre programming over the years. She advised that current services levels are far exceeding targets and that the grant will help support volunteer recruitment, employment supports, literacy materials and technology, and subsidize client fees for seniors.

### **5.4 Norwich United Church- Summer Program Suzanne Crosby and Linda Torkelson**

Ms. Crosby and Ms. Torkelson provided an overview of the summer day camp program, advising that it provides local summer employment for seven youth and two senior youth, as well as quality affordable day camp for families in the Township. The cost for the camp is \$100 per week or \$200 per week for two or more children in a single family which covers approximately 1/3 the cost of the

program, with the rest covered by other sources such as grant programs and community support.

**5.5 Norwich Lawn Bowling Club**

**Mike Dymarski**

Mr. Dymarski and Mr. Mark Van Den Borre were in attendance. Mr. Dymarski advised that the Lawn Bowling Club was in its 118<sup>th</sup> year and that membership had increased by 35% last year. The organization is 100% volunteer run and it brings in about 60-70 people into the community during a tournament. He explained that the grant would be used towards maintaining the greens and other operating costs.

**5.6 Norwich Musical Society Band**

**Murray Hilliker and Leah Mitchell**

Ms. Mitchell, co-Treasurer, and Mr. Hilliker, Treasurer, presented a history of their band, which started in 1932 as a high school band that then grew into a community band. They advised that they had applied for a bit more support this year to cover increased conductor costs and for updated music sheets, which cost about \$100 for a score.

**5.7 BREAK**

Council recessed at 2:54 p.m.

Council resumed at 3:20 p.m.

**5.8 Oxford County Plowmens Association**

**Jim Cox**

Mr. Cox advised that the Association hosts the annual Oxford Plowing Match, which has categories for modern, antique and horse plows. The event has about 30 participants with 3 age groups and different furrow categories.

**5.9 South Norwich Historical Society**

**Gail Lewis**

Ms. Lewis advised that the South Norwich Historical Society will have been in operation for 50 years this year. She explained that Matthew Loyd, curator has started employment with the Society for one day a week. Upcoming projects include two doorways in the train station that need to be widened to make them accessible. Funding is required to cover ongoing expenses at the Mill and repairing a basement leak, as well as unforeseen items.

**5.10 Emily Stowe Public School Home & School Association**

**Kayla Doan**

Ms. Doan was accompanied by Ms. Lisa Budzianowski and advised that their request was to cover costs for the rental fee for the Association's annual fundraising auction. She explained that funds raised would be used to replace classroom technology, support their daily snack program and to complete 2024



technology upgrading. She also explained that the graduating class is able to raise funds for their trip by running the coat check at the event.

**5.12 Norwich and District Figure Skating Club**

**Melissa Jurenas**

Ms. Jurenas, board member, advised that the Figure Skating Club was growing every year, and won an award for their 2024 skating event. In total there are 158 skaters in the club, ages 3 to 18 of all skill levels, as well as 20 volunteers and families that support the club. Jurenas explained that the carnival revenue was down in 2024 due to cost increases.

**6. COUNCIL CONSIDERATION**

There was Council discussion about the various requests all submitted by worthy organizations delivering good programs.

In response to Council questions, Mr. Johnson advised that the figure skating club is requesting funds to offset user fees, which is not the intent of the program and may set a dangerous precedent. He advised that they are able to maintain an adequate level of service without public funding and have the ability to increase their club membership dues. He also explained that the current rental fee rates set for minor sports do not cover actual costs and that taxes subsidize close to \$200,000 a year.

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

Resolution #2

Moved by Karl Toews, seconded by Lynne DePlancke;

That the 2025 grants to organizations receive draft approval as follows:

Norwich and District Historical Society	\$30,500.00
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Carried

In response to questions from Council, Mr. Johnson explained that the grant for grass cutting services for the LPRCA and Norwich Museum have gone up due to the cutting season getting longer.

Resolution #3

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That the 2025 grants to organizations receive draft approval as follows:

Youth for Christ (The Upper Deck)	\$4,600.00
Tillsonburg & District Multi-Service Centre	\$1,800.00
Norwich United Church – Summer Program	\$3,200.00
Norwich Lawn Bowling Club	\$3,200.00
Norwich Musical Society Band	\$3,000.00
Oxford County Plowmens Association	\$250.00
South Norwich Historical Society	\$5,000.00
Emily Stowe Public School Home & School Association	\$1,150.00
Norwich & District Figure Skating Club	\$0.00
Norwich Firefighters Association	\$4,000.00
LPRCA / Norwich Museum - grass cutting service	\$6,000.00
Council Discretionary Fund	\$2,000.00

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 #4

Moved by Lynne DePlancke, seconded by Karl Toews;

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

No. 05-2025 To Confirm All Actions and Proceedings of Council

Carried

**7.2 Third Reading of the Following By-laws**

Resolution #5

Moved by Karl Toews, seconded by Lynne DePlancke;

That By-law 05-2025, 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 – 4:19 p.m.**

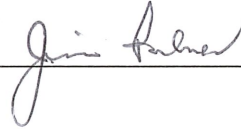
Resolution #6

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 11<sup>th</sup> day of February 2025.



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Mayor  
Jim Palmer



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Director of Corporate Services / Clerk  
Kimberley Armstrong