



**THE CORPORATION OF THE TOWNSHIP OF NORWICH
COUNCIL MEETING MINUTES
THURSDAY JANUARY 26, 2023**

IN ATTENDANCE:

COUNCIL:

Mayor Palmer
Councillor Scholten
Councillor Stubbe
Councillor Couwenberg
Councillor Gear

STAFF:

Kyle Kruger, CAO / Clerk
James Johnson, Director of Finance
Derek Van Pagee, Director of Fire and Protective Services
Brad Smale, chief Building Official
Ken Farkas, Public Works Superintendent
AJ Wells, Manager of Medical Services
Patrick Hovorka, Director of Community Development Services
Kimberley Armstrong, Deputy Clerk

1. CALL TO ORDER

The Capital Budget 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 presiding.

2. APPROVAL OF AGENDA

Resolution #1

Moved by John Scholten, seconded by Alisha Stubbs;

That the Agenda be accepted as presented.

Carried

3. DISCLOSURE OF PECUNIARY INTEREST

No disclosures were reported.

4. INTRODUCTION

Mr. Johnson provided an overview of the budget presentation process, explaining that the identified projects were included in the forecast within the 10-20 year departmental plans. He explained that the budget numbers are based on the latest information available, in today's dollars and based on today's capital replacement schedule.

5. 2023 ASSET MANAGEMENT PROGRAM

**5.1 2023 Asset Management Annual Update
Report FS 2023-02**

Mr. Johnson provided an overview of the asset management program status and future requirements. He made reference to core assets such as roads, and explained that all assets must be included by July 2024 and Phase 3 will include future proposed levels, a financial strategy, performance measures and replacement costs. Mr. Johnson referenced grants from MFOA and FCM that will assist with the asset management process and consultant fees.

Mr. Johnson explained the overall costs, which have gone up this year due to inflation and an increase in buildings due to the purchase of the new Public Works yard. The most significant and challenging is vehicles and machinery which have seen an increased cost of approximately 30%. Mr. Johnson explained the current established practice of putting away 1% per year which will close the funding gap by 2036.

There were no questions from Council members.

Resolution #2

Moved by Alisha Stubbs, seconded by John Scholten;

That Report FS 2023-02, Asset Management Annual Update be received as information;

And That Council continue to approve a 1% levy increase plus inflation as a strategy to close the infrastructure gap.

Carried

6. DEPARTMENTAL CAPITAL BUDGET

6.1 Overall Capital Budget

Mr. Johnson explained that the capital budget deals with large assets and major repairs. The Capital Budget process is completed during November in non-election years to allow for tenders going out early in an attempt to obtain better pricing. Additionally, the budget process includes meetings for the Community Grant Program and Operating Budget.

Mr. Johnson provided an overview of funding, including: CCBF Grant, OCIF grant, donations, debentures, development charges, parkland levies, tax stabilization reserve, reserves and the tax levy.

In response to Council questions, Mr. Johnson explained that surplus assets are sold on GovDeals Auction Site and the funds are placed back into reserves for future purchases.

Reserves

Mr. Johnson provided a summary of capital replacement reserves explaining that there are additional reserves that are operational not capital. Contributions to reserves are tax levy dollars and expected eternal funding through grants. He provided an overview of future projects, facility assessments and funding options.

There were Council questions with respect to: road's construction and total debentures.

6.2 General Administration

Mr. Johnson provided an overview of general administration, including: council, administration, a complete facility assessment and replacement of the siding on the municipal office building. He explained that Oxford County is also wanting to be involved with the joint asset management staff person.

In response to Council questions, Mr. Johnson advised that the siding on the Administration building has not held up and the warranties may have expired.

6.3 Fire and Protective Services

Chief Van Patee provided an overview of fire fighting equipment replacements required. In response to Council concerns regarding converting to battery heavy hydraulic equipment, Chief Van Patee advised that they are less expensive when purchased through a fire provider, do not have heavy usage and research over the last 5-10 years has indicated that the equipment is very powerful and can also be operated under water in a ditch if necessary. Chief Van Patee advised Council that NFP replacement requirements must be followed for fire fighting equipment.

There was Council discussion with respect to: the increase in vehicle price, extended timeframes for delivery and utilization of Development Charges.

Councillor Couwenberg requested a recorded vote.

Resolution #3

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the 2023 Township of Norwich Capital Budget be amended as follows:

To postpone purchase of battery heavy hydraulics, more information is required regarding the replacement cycle and performance in winter months.

Councillor Couwenberg	Yea
Councillor Gear	Nay
Mayor Palmer	Nay
Councillor Scholten	Nay
Councillor Stubbs	Nay

6.4 Building Services

Mr. Smale provided an overview of capital expenses, including: vehicle, IT equipment and scanner. In response to questions regarding leasing, Mr. Johnson advised that financially it makes more sense to purchase outright and re-sell than to lease.

6.5 Transportation

Mr. Farkas provided an overview of proposed projects, including; roadworks, bridge construction, culverts, inspections, parking lots, sidewalk construction and repair and streetlights. In response to Council questions, he advised that they are trying to widen the roads to 7 metres now to help protect against breakage from farm equipment.

Mr. Johnson provided an overview of how the roadworks are funded and explained that when municipal properties are sold, the funds go into the Tax Stabilization Fund. Some of those funds were used to purchase the new Public Works Shop.

There was Council discussion regarding paving gravel roads. Staff recommend incorporating a section into the Roads Needs Study on gravel road conversion so that information is available on the specific requirements/costs. This would enable financing to be coordinated and Council to determine if they wish to shift other projects or increase the tax levy to complete any proposed gravel conversions.

There was Council discussion with respect to: using debentures for gravel road conversion, allocated reserve funds, the Streetlight LED conversion and forklift purchase.

6.6 Medical Services

Mr. Wells advised that the only Medical Centre capital expense this year is the computer replacement program.

6.7 Cemeteries

Mr. Hovorka advised that there will be new post and chain fencing installed in the Otterville Cemetery and the Pleasant View Cemetery in Curries this year.

6.8 Parks and Recreation

Mr. Hovorka provided an overview of proposed projects, including: Otterville Park Pavilion and tennis courts, Ducky Dennis Park project to include accessible pathways and a multi use play court, Curries Park entrance improvements, Otterville Pool fence replacement, South-West Park Norwich Community Centre tables and chairs, and AODA compliant picnic tables.

There was Council discussion with respect the Ducky Dennis Park multi-use play court, possibly changing the location and repair of the brick pillars at the park entrance.

Mr. Hovorka explained that since the sale of the Curries Church property, the only entrance available for the park is from Highway 59 which now requires widening to improve safety. It will be necessary to dig the base, install a new culvert and create a small parking lot. There were Council concerns with respect to safety related to the location of the entrance.

There was additional Council discussion with respect to replacement of the tables and chairs at the Norwich Community Centre, damage during rentals, damage deposits and staff checking for damage after each rental.

Resolution #4

Moved by Shawn Gear, seconded by Adrian Couwenberg;

That staff provide further report with project details prior to proceeding with the Ducky Dennis Park play courts, parking lot and path improvements

Carried

Resolution #5

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That Staff provide a report regarding the driveway access in Curries Park prior to the project proceeding.

Carried

Resolution #6

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That staff provide a report for installation of camera's at the Otterville Park.

Carried

There was Council discussion with respect to the tables and chairs at the Norwich Community Centre, the percentage in disrepair and it being the final step in the renovation.

Resolution #7

Moved by Adrian Couwenberg, seconded by Shawn Gear:

That the 2023 Draft Capital Budget be amended to an amount of \$20,000 for tables only in this years budget and chairs in a future budget.

Lost

Resolution #8

Moved by John Scholten, seconded by Alisha Stubbs;

That the 2023 Township of Norwich Capital Budget be adopted as presented.

Carried

7. BY-LAWS

I No. 6-2023 To Confirm All Actions and Proceedings of Council

7.1 FIRST AND SECOND READING OF THE FOLLOWING BY-LAW

Resolution # 9

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. 6-2023 To Confirm All Actions and Proceedings of Council

Carried

7.2 THIRD READING OF THE FOLLOWING BY-LAW

Resolution #10

Moved by Adrian Couwenberg, seconded by Shawn Gear;

That By-law 6-2023, 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

9. ADJOURNMENT – 1:03 p.m.

Resolution #11

Moved by Adrian Couwenberg, 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 14th DAY OF MARCH, 2023.

MAYOR
JIM PALMER

KYLE KRUGER
CAO / CLERK