



**The Corporation of the Township of Norwich  
Council Meeting Minutes  
Tuesday March 9, 2023  
Council Meeting – Operating Budget**

**In Attendance:**

**Council:**

Mayor Jim Palmer  
Councillor Scholten  
Councillor Stubbs  
Councillor Gear  
Councillor Couwenberg

**Staff:**

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

**1. Call to Order**

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

**2. Approval of Agenda**

Resolution #1  
Moved John Scholten, seconded by Alisha Stubbs;

That the Agenda be accepted as presented.

Carried

**4. Disclosure of Pecuniary Interest**

No disclosures were reported.

#### **4. INRODUCTION**

##### **4.1 2023 Operating Budget Introduction**

Mr. Johnson provided an overview of the process and explained the overall budget impacts includes the Capital and Community Grants portions which have been previously approved. He further explained that the township has experienced good growth which will reduce the overall impact of budget increases.

There were Council questions with respect to broadband funding the effects of growth on assessed values.

#### **5. REPORTS**

##### **5.1 Required Disclosure Re: Budget Implications Report FS 2023-05**

Mr. Johnson explained that this report is a requirement of the Municipal Act. He provided an overview of the report, replacement cost vs amortization expenses and explained the extra 1% increase that has been included in the budget since 2016 to reduce the infrastructure gap to enable asset replacement.

Resolution #2

Moved Alisha Stubbs, seconded by John Scholten;

That Report No. FS 2023-05, Required Disclosure Re: Budget Impacts, be received as information;

And Further that the information be approved as presented.

Carried

#### **6 Norwich Business Improvement Association**

##### **6.1 Laura Barker, BIA Treasurer Re: 2023 BIA Proposed Budget**

Ms. Barker explained that the BIA lost two years of fundraising due to COVID-19 and managed to still operate without going into their reserve funds, and that during 2023 the BIA Board will be considering increasing the levy for the first time in years. She explained that the budget is based on historical information from previous years expenses and they look forward to holding the Nostalgia Days Event again this year.

Resolution #3

Moved John Scholten, seconded by Alisha Stubbs;

That the Draft 2023 BIA Budget as presented by Laura Barker, BIA Treasurer, be accepted as presented and included within the 2023 Budget.

Carried

## **7.1 OPERATING BUDGET**

### **7.1 2023 Operating Budget Package**

Mr. Johnson explained that the budget package contains a summary of operating expenses and revenues, advising that revenues account for approximately 35% of the overall expenditures ensuring that all expenses are not paid by taxation. He provided an overview of grant revenues and explained how growth, estimated growth and supplementary taxes affect the budgeting process.

In response to Council questions, Mr. Kruger explained that the Woodstock boundary adjustment amounts are to be paid in perpetuity with a Consumer Price Index increase applied annually and that additionally there is a clause that allows Norwich Township to be compensated a percentage for industrial/commercial growth.

### **7.2 General Government**

Mr. Johnson provided an overview of expenses including; insurance, licences, consulting fees from the Development Charge Study, and explained that the sale of lands relates to: the former PUC building, Middletown Line property and \$50,000 from a previous tax sale.

There were Council questions with respect to: tax write-offs, transfers to reserves and ERTD dividend revenue.

### **7.3 Protective Services**

Chief Van Patee provided an overview of operating expenses advising that identified items maintain current service levels. He noted increases required for First Aid training and the change to dispatch services. He explained that dispatch services have changed from Woodstock to Tillsonburg causing additional transition expenses, some of which will be covered utilizing the Provincial Modernization funding. Chief Van Patee reviewed revenues generated by Fire Marque, sale of equipment, and enforcement situations.

Mr. Johnson explained that the increase in policing is due to the officer fees for the new dedicated traffic officer.

Mr. Johnson advised the Building Services budget has a slight increase to expenditures however are expecting offsetting revenues related to development of new subdivisions.

### **7.4 Transportation**

Mr. Farkas explained that a new line item is included to delineate weekly road patrols. In response to Council questions, he advised that road patrols are based on classification and conducted weekly all year in accordance with Provincial Standards. He provided a brief overview of responsibilities, including: sidewalks, bridges, culverts, mowing, weed control, tree cutting/trimming and brushing.

There was Council discussion with respect to spraying ditches, the gas tax funding and winter patrols.

### **7.5 Health Services**

Mr. Wells provided an overview of Norwich Medical Centre tenants and expenses, advising that changes to the OMERS plan which allows employees to join immediately instead of after a waiting period will cause a budget increase.

There were Council questions with respect to: maintenance, repairs and cleaning expenses.

### **7.6 Recreation and Culture**

Mr. Hovorka provided an overview of operations, including: 15 Township cemeteries, 10 parks, 7 ball diamonds, 3 soccer pitches, 5 pavilions, tennis court, play court, 9 play structures, 2 splash pads, one outdoor pool and 10 parks. He explained that amounts identified under miscellaneous revenues was actually a transfer of reserves related to obtaining ownership of the Curries Pleasant View Cemetery,

Mr. Johnson explained to new Council members that the Province provided 'Safe Restart' funding related to the pandemic, some of which was used to offset COVID related expenses and lost revenues, advising that some was utilized to offset lost recreation revenues.

There was Council discussion with respect to: portable washrooms, contracted grass cutting, whether there is a need for the current service level given to ball fields, installation of a new well at Ducky Dennis Park and NCC free wifi availability.

Mr. Johnson explained the overall estimated tax payer impacts and an overview of what affect additional increases would have. He explained that the Municipal Property Assessment Corporation is behind several years with respect to new property assessments, and that it is not known if updated market value reassessments will be completed this year. He also provided information with respect to the overall levy including the municipal, county and education amounts.

Mr. Johnson explained that when the budget process is complete, the Finance Department will start bringing monthly status reports to council.

Resolution #4

Moved Adrian Couwenberg, seconded by Shawn Gear;

That the 2023 Township of Norwich Operating Budget be: Adopted as presented

Carried

## **8. BY-LAWS No. 13-2023**

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

**8.1 First and Second Reading of the Following By-law**

Resolution #5

Moved 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. 13-2023 To Confirm All Actions And Proceedings of Council

Carried

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

Resolution #6

Moved Adrian Couwenberg, seconded by Shawn Gear;

That By-law 13-2023 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 – 1:02 p.m.**

Resolution #7

Moved Alisha Stubbs, seconded by John Scholten;

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 28<sup>th</sup> day of March 2023.

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Mayor  
Jim Palmer

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CAO / Clerk  
Kyle Kruger