1. **CALL TO ORDER**
The special session of the 2014-2018 Council of the Township of Norwich was held in the Council Chambers, Otterville, Ontario commencing at 9:00 a.m. with Mayor Martin in the Chair. All members of Council were present. Also in attendance were Kyle Kruger, CAO/Clerk, Mike Legge, Director of Finance, Marty Lenaers, Public Works Superintendent, A.J. Wells, Manager of Medical Centre, Patrick Hovorka, Director of Community Development Services and Kimberley Armstrong, Deputy Clerk.

2. **APPROVAL OF AGENDA**
Resolution #1
Moved by John Scholten, seconded by Lynne DePlancke;

That the Agenda be accepted as presented.

Carried

Mr. Legge, Director of Finance, thanked staff for their hard work preparing the Capital Budget and advised that these documents will take us into the future.

3. **DISCLOSURE OF PECUNIARY INTEREST**
No disclosures were reported.

4. **INTRODUCTION**

5. **2017 ASSET MANAGEMENT PROGRAM**

5.1 **2017 Asset Management Program and Executive Summary**

Mr. Legge provided an overview of items included within the Asset Management Plan including: the updated Roads Needs Study which assessed whether roads have had more or possibly less wear than projected, long-term capital programs for fire, roads; including parking lots and streetlights and a parks and recreation program with an added program for buildings.

Mr. Legge provided an overview of the asset management report card which provides details of current conditions of all asset categories, as well as the amount required to fund this program.

There was discussion regarding use of debentures and the lack of full load roads in the Township. Mr. Kruger advised that the lack of full load roads has previously been discussed with County staff.
Mr. Legge advised that the Regulations are still pending for the Infrastructure for Jobs and Prosperity Act 2015. However, provisions will make changes to the asset management process, including authority for the Province to regulate AMP and best practices. It also includes a requirement to consider climate change and disaster mitigation, levels of service for each asset class and engineer approval of plans.

Resolution #2
Moved by Lynne DePlancke, seconded by John Scholten;

That the 2017 Asset Management Plan be adopted as presented.

Carried

6. DEPARTMENTAL CAPITAL BUDGET
6.1 Overall Capital Budget
Mr. Legge provided a summary of monies being spent, where they are being allocated from and the net impact needed to be raised through tax dollars. The Capital Budget includes an increase in both transportation and protective services.

6.2 General Administration
Mr. Legge provided an overview of expenditures, including: allocations to Council laptops, office furniture/filing cabinets, computer replacement program and upgraded financial software and an allocation to capital reserves.

6.3 Fire and Protective Services
Mr. Legge outlined proposed expenditures for 2018, including firefighting equipment, computer replacement, new Fire Hall Station 3, Oxford Centre Fire Hall roof replacement, and a bunker gear washing station, allocations to capital reserves and debenture payments.

6.4 Police
Mr. Legge provided an explanation of the allocations to Capital Reserves through the policing budget which will be used for the new Station 3 Fire Hall and the proposed Public Works shed

6.5 Building Services
Mr. Lenaers provided an overview of the proposed road, bridge and sidewalk construction projects, parking lots, road equipment replacement and street light installation costs.
There was discussion about; Slant Road, potential costs to realign and accident history was reviewed, putting GPS in the equipment in the future and additional streetlight requirements.

6.7 Medical Services
Mr. Wells provided an overview of the Medical Centre Capital items, including: the computer replacement program, replacement of several windows and the need to replace the accessible front door.

6.8 Cemeteries
Mr. Legge advised that they do not anticipate any capital expenses for cemeteries in 2018.

6.9 Parks and Recreation
Mr. Hovorka provided an overview of parks projects including: a lawn mower, Dillon Park ball diamond lights and bleachers, Otterville homerun fence and the Norwich Soccer Park. Facility projects include: Oxford Centre parking lot, Springford Hall renovation and a new parks storage facility.

7. OVERALL IMPACTS
Mr. Legge advised that this budget contains a 5.30% increase from the 2018 capital budget and represents a 1.49% increase in the overall levy.

Mayor Martin expressed his appreciation for all the work staff do to make the budget process run smoothly.

Resolution #3
Moved by Jim Palmer, seconded by Wayne Buchanan;
That the 2018 Township of Norwich Capital Budget be: adopted as presented
Carried

8. BY-LAWS
I No. 68-2017 To Confirm All Actions and Proceedings of Council

8.1 FIRST AND SECOND READING OF BY-LAW I
Resolution #4
Moved by Wayne Buchanan, seconded by Jim Palmer;
That By-law 68-2017, To Confirm all Actions and Proceedings of Council, be introduced and taken as read a first and second time.
Carried
8.2 THIRD READING OF BY-LAW I

Resolution #5
Moved by Jim Palmer, seconded by Wayne Buchanan;

That By-law 68-2017, To Confirm all Actions and Proceedings of Council, 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 – 12:00 p.m.

Resolution #6
Moved by John Scholten, seconded by Lynne DePlancke;

That this Council do now adjourn.

Carried

THOSE MINUTES ADOPTED BY WAY OF RESOLUTION NO. 2 AS APPROVED BY COUNCIL AT ITS MEETING ON THE 12th DAY OF DECEMBER, 2017.

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MAYOR
LARRY MARTIN

____________________________________
CAO / CLERK
KYLE KRUGER