

**TOWNSHIP OF WEST LINCOLN  
ADMINISTRATION/FINANCE/FIRE  
COMMITTEE AGENDA**

**MEETING NO. FIVE HELD:** Monday, June 17, 2013, Township Administration Building, 318 Canborough Street, Smithville - 6:30 p.m.

1. **CHAIR:** Councillor Eric Leith
2. **CHANGE IN ORDER OF ITEMS ON AGENDA:**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**
4. **APPOINTMENTS/PRESENTATIONS:**

There are no appointments/presentations.

5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**

**NOTE:** Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue. A response may not be provided and the matter may be referred to staff.

Chair to inquire if there are any members of the public present who wish to address any items on the Administration/Finance/Fire Committee agenda.

6. **FIRE DEPARTMENT UPDATE:**

- (a) **ITEM A53-13**

Fire Chief (Dennis Fisher)

Re: Fire Department Monthly Update – May 2013

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7. **CONSENT AGENDA ITEMS:**

There are no consent agenda items.

8. **COMMUNICATIONS:**

There are no communications.

9. **STAFF REPORTS:**

- (a) **ITEM A54-13**

Deputy Clerk (Joanne Scime)

Re: Report No. RFD-C-03-13 - Application for Refreshment Cart License to operate at 182 Griffin Street North – Rayz Fresh Cut Fries (Raymond Lavigne)

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**RECOMMENDATION:**

- (1) That, Report RFD-C-03-13, dated June 17, 2013, regarding “Application for Refreshment Cart License to operate at 182 Griffin Street North – Rayz Fresh Cut Fries (Raymond Lavigne)”, be received and;
- (2) That, the application for a Refreshment Cart Licence, as submitted by Rayz Fresh Cut Fries (Raymond Lavigne) to operate a refreshment cart at 182 Griffin Street North be approved, and,
- (3) That, Township Council waive the provision of Condition (3) (a) of the Refreshment Cart Licensing By-law (By-law 2010-20), more specifically to allow Rayz Fresh Cut Fries (Raymond Lavigne) to operate his refreshment cart on vacant lands municipally known as 182 Griffin Street North, Smithville.

**(b) ITEM A55-13**

Treasurer/Director of Finance (Stephanie Nagel)  
Re: Report RFI-T-13 – May 2013 Budget Status Report

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**RECOMMENDATION:**

That, Report RFI-T-13-13, regarding the “May 2013 Budget Status Report”, be received for information.

**(c) ITEM A56-13**

Treasurer/Director of Finance (Stephanie Nagel)  
Re: Report RFD-T-12-13 - Development Charge Reserve Funds – Treasurer’s Annual Statement – 2012

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**RECOMMENDATION:**

- (1) That, report RFD-T-12-13, regarding “ Development Charge Reserve Funds – Treasurer’s Annual Statement – 2012”, dated June 17, 2013 be received; and,
- (2) That, the Treasurer forward Schedule A (Development Charge Reserve Fund Activity for the period ended December 31, 2012) to the Ministry of Municipal Affairs and Housing, as per legislation.

**(d) ITEM A57-13**

CAO  
Re: Report RFD-C-04-13 – Cancellation of August 12, 2013 Council Meeting

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**RECOMMENDATION:**

- (1) That, Report RFD-C-04-2013 dated June 17, 2013 regarding the “Cancellation of August 12, 2013 Council Meeting”; be received; and,
- (2) That, the August 12, 2013 Council Meeting be cancelled.

**10. OTHER BUSINESS:**

**(a) ITEM A58-13**

Joint Accessibility Advisory Committee  
Re: April 18, 2013 Minutes

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**RECOMMENDATION:**

That, the Joint Accessibility Advisory Committee minutes of a meeting held on April 18, 2013, be accepted.

**(b) ITEM A59-13**

Members of Committee

Re: Verbal Updates from Members of Boards and Committees - If required

**(c) ITEM A60-13**

Members of Committee

Re: Referred Matters List

**UNDER SEPARATE COVER**

**(d) ITEM A61-13**

Members of the Committee

Re: Other Business Items of an Informative Nature

**11. NEW BUSINESS:**

**(a) ITEM A62-13**

Members of the Committee

Re: New Business Matters (Motion Required)

**12. CONFIDENTIAL MATTERS:**

There are no Confidential Matters.

**13. ADJOURNMENT:**

That, this Committee does now adjourn at the hour of \_\_\_\_\_.

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## Information Report

**To:** Chair and Members of Finance, Administration and Fire Committee  
**From:** Fire Chief, Dennis Fisher  
**Date:** June 17, 2013  
**Report:** WLFD 09-13  
**Subject:** Monthly Update – May 2013

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The following are the fire calls for the month of May 2013

**Station # 1 had 24 calls**

Motor Vehicle collision – 9  
Medical – 9  
Vehicle fire - 1  
Rubbish Fire – 2  
Remote alarm - 2  
Grass Fire – 1

**Station # 2 had 8 calls**

Vehicle Fire -1  
Medical – 2  
Rubbish Fire - 2  
MVA - 3

**Pelham had 2 calls**

MVC - 1

### Fire Department Activities:

1. Fire Prevention did 4 hall tours the last two weeks of May
2. Fire-fighters will be participating at Poultryfest doing First Aid for the day as well as doing a Boot Drive supporting the Fireworks at night.
3. The new Aerial will be on Display at the fairgrounds during Poultryfest

Prepared by:

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Dennis Fisher, Fire Chief

**DATE:** June 17, 2013  
**REPORT NO:** RFD-C-03-2013  
**SUBJECT:** Application for Refreshment Cart License to operate at 182 Griffin Street North – Rayz Fresh Cut Fries (Raymond Lavigne)  
**CONTACT:** Joanne Scime, Deputy Clerk and Carolyn Langley, Clerk

**OVERVIEW:**

This report will address an application received from Rayz Fresh Cut Fries (Raymond Lavigne) for a refreshment cart license located at 182 Griffin Street North for the Year 2013.

**RECOMMENDATION**

- (1) That, Report RFD-C-03-13, dated June 17, 2013, regarding “Application for Refreshment Cart License to operate at 182 Griffin Street North – Rayz Fresh Cut Fries (Raymond Lavigne)”, be received and;
- (2) That, the application for a Refreshment Cart Licence, as submitted by Rayz Fresh Cut Fries (Raymond Lavigne) to operate a refreshment cart at 182 Griffin Street North be approved, and,
- (3) That, Township Council waive the provision of Condition (3) (a) of the Refreshment Cart Licensing By-law (By-law 2010-20), more specifically to allow Rayz Fresh Cut Fries (Raymond Lavigne) to operate his refreshment cart on vacant lands municipally known as 182 Griffin Street North, Smithville.

**ALIGNMENT TO STRATEGIC PLAN**

**Values**

- Respect and respond to the diverse generational needs of residents

**Quality of Life**

- Invest in Smithville’s downtown and create a safe, vibrant, pedestrian-friendly core.
- Increase local employment opportunities to support live-work-play strategies

**Economic Prosperity & Tourism**

- Creating a vibrant, prosperous and desirable community.

**BACKGROUND**

In February 2010, Township Council passed By-law No. 2010-20, to regulate and license refreshment vehicles, cycles and carts. The criteria set out in By-law 2010-20 requires the applicant to provide the following:

- (1) approval of the Medical Officer of Health or designate;
- (2) approval of the Fire Chief or designate, if required;
- (3) compliance certificate under The Ontario Propane Code, if required;
- (4) a site plan setting out the proposed location of the refreshment vehicle or refreshment cart showing the location(s) from which the operator intends to sell.
- (5) every application for a license for a refreshment vehicle, refreshment cart or

refreshment cycle shall be approved by Council.

- (6) list of types of refreshments to be sold
- (7) particulars re type of vehicle
- (8) name and address of business
- (9) location and times of operation

**CURRENT SITUATION**

Mr. Raymond Lavigne has provided payment of the required refreshment cart licensing fee of \$400.00 and his application for refreshment cart license has been circulated to staff and agencies as required under By-law 2010-20.

The following comments have been received:

- (1) Fire Department – An inspection was completed and there were no fire code violations and/or objections
- (2) Building Department – No Objection
- (3) Planning Department – No Objection

Additionally, the Township has received comments from the Niagara Public Health Department and has received a certificate of inspection for the propane tank(s) which will be used for cooking purposes (as required by TSSA), both inspections have been approved.

Mr. Lavigne continues to make improvements to his facility, which have included additional gravel being added to the property for parking purposes, the placement of signage on the property to direct traffic to enter at the entranceway closest to the refreshment cart and exit at the far entranceway to the north of the refreshment cart, as well tables for patrons to sit while waiting and eating their food.

As indicated in Staff’s report over the last couple of years, the refreshment cart will be located on vacant lands, which is contrary to Condition 3 (a) of the Refreshment Cart Licensing By-law (By-law 2010), which states:

**(3) Locations:**

- (a) At the pleasure of Council, operators may be licensed to operate a refreshment vehicle on any commercially zoned property in the Township of West Lincoln where permitted in accordance with Zoning By-Law 79-14, save and except **vacant properties**, subject to the following:
  - 1. Such vehicles shall be located on surplus parking space.
  - 2. The license shall continue on an annual basis subject to compliance with the provisions of this by-law. If the applicant fails to renew the license then such license may go to any other person who so applies and complies with the provisions of this by-law.
  - 3. The provision of a letter of consent and compliance of owners requirements from the owner of the subject property.
  - 4. Any application to locate a vehicle on the lands occupied by a gas station shall provide that the vehicle shall be located at least 50 feet from the gas pumps.

*“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”*

5. *The provision of a site plan drawing showing the proposed location of the vehicle on the lands delineated as surplus parking space and in relationship to the property line, other buildings and highways bounded by the said lands.*

Staff have discussed the issue of removing the vacant lot provision from the Refreshment Cart Licensing By-law; however, it is felt that each case should be dealt with on an individual basis.

**FINANCIAL IMPLICATIONS**

There are no financial implications to the municipality.

**INTER-DEPARTMENTAL COMMENTS**

A draft copy of the report was forwarded to the CAO and Director of Planning & Building and was discussed with all Senior Managers at the June 12<sup>th</sup>, 2013 Leadership meeting. There were no objections brought forward with respect to the issuance of a refreshment cart license to Rayz Fresh Cut Fries (Raymond Lavigne).

**CONCLUSION**

The final requirement states that every application for a license for a refreshment vehicle, refreshment cart or refreshment cycle shall be approved by Council; therefore, staff is recommending approval of an application received from Rayz Fresh Cut Fries (Raymond Lavigne) for a refreshment cart license located at 182 Griffin Street North for the Year 2013 and that Council waive the provision of Condition (3) (a) of the Refreshment Cart Licensing By-law (By-law 2010-20), more specifically to allow Rayz Fresh Cut Fries (Raymond Lavigne) to operate his refreshment cart on those vacant lands municipally known as 182 Griffin Street North, Smithville.

**Respectfully Prepared by:**

**Reviewed and submitted by:**

\_\_\_\_\_  
**Joanne Scime, Deputy Clerk**

\_\_\_\_\_  
**Carolyn Langley, Clerk**

*“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”*

**DATE:** June 17, 2013  
**REPORT NO:** RFI-T-13-13  
**SUBJECT:** **May 2013 Budget Status Report**  
**CONTACT:** Donna DeFilippis, Deputy Treasurer  
Stephanie Nagel, Treasurer/Director of Finance

**OVERVIEW:**

- **Presentation and Analysis of operating and capital expenditures as of May 31, 2013 compared to the 2013 budget.**

**RECOMMENDATION:**

That, Report RFI-T-13-13, regarding the “May 2013 Budget Status Report”, be received for information.

**ALIGNMENT TO STRATEGIC PLAN**

One of the three pillars of the Township’s Strategic Plan is “Quality of Life”. One of the actions that lead to the vision of improving the quality of life in West Lincoln is good governance, as outlined in Strategic Objective #3 of this pillar. This report provides a timely financial update to Council which in turn enables them to make informed decisions. This report serves as an excellent communication tool outlining the Township’s fiscal position.

**BACKGROUND:**

The Finance department has completed a review of operating and capital financial results up to the end of May 2013. **Appendix A** is a summary of the Operating Revenues and Expenditures up to May 31, 2013. **Appendix B** is a summary of Capital Expenditures up to May 31, 2013. The review of operating results indicates that activity is within budget and there are no significant concerns based on the results up to May 31, 2013. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled “Budget” under the Year to Date heading on the attached analysis indicates the portion of the budget that would be expected to be expended as of May 31, 2013.

**FINANCIAL IMPLICATIONS**

**Revenue Analysis:**

At the end of May, the Township has distributed and collected the interim tax billings, which represent the first two instalments of the year. Payments in Lieu are invoiced out at the time the final tax notices are mailed, which will be mid July. Support Grants to date represents half of the anticipated funding from the OMPF for 2013.



Both Penalties and Income from Investments are exceeding anticipated budget at this time. However, since it is only May it is too early to conclude that these items will exceed the overall budget.

Overall, all revenue items are in line with the anticipated budget.

**Expenditure Analysis:**

The Planning department is experiencing higher revenues than would be expected at the end of May. These revenues are netted against planning expenditures, resulting in a significant lower overall expenditure than would be expected.

The Fuel & Equipment line indicates a budget of nil. Expenditures in this area are offset by recoveries from other departments and outside users.

The budgets and expenditures for Sanitary Sewers and Water are nil, as these departments are self funded through user fees. Any savings in expenditures are transferred into the respective reserves in these areas. As of May 31, 2013, the Township has invoiced one quarterly water billing.

The Capital Report at **Appendix B** reflects amounts paid towards projects as of May 31, 2013. The majority of the Township's Capital Works are completed during the summer and fall months. Therefore, only a small percentage of the total capital budget has been expended as of the end of May.

**CONCLUSION**

It is concluded that Council receive the May 2013 Budget Status Report for information.

**Prepared by:**

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**Donna DeFilippis, Deputy Treasurer**

S:\Clerk's Dept\Committees-Boards\Administration\Administration.2012\Reports\RFI-T-17-12 Budget Status Report as of September 30 2012.docx

*“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”*

**Township of West Lincoln  
Budget Status Report  
As at May 31, 2013**

Revenues	Annual Budget	Year to Date Budget	Year to Date Actual	Budget Remaining	% Remaining
Taxation - General	4,875,704	2,437,852	<b>2,322,933</b>	2,552,771	52%
Payments in lieu	354,000	-	<b>1,025</b>	352,975	100%
Support Grants	695,400	339,600	<b>339,600</b>	355,800	51%
Grants - Wolf Kill & Misc.	5,000	2,083	-	5,000	100%
Fees, service charges, donations	3,000	1,250	<b>924</b>	2,076	69%
Licenses & permits	5,700	2,375	<b>2,807</b>	2,893	51%
Rents & concessions	62,900	7,900	<b>7,900</b>	55,000	87%
Fines	32,000	13,333	<b>13,613</b>	18,387	57%
Other revenues	16,300	6,792	<b>5,353</b>	10,947	67%
Penalties	350,000	145,833	<b>182,926</b>	167,074	48%
Income from investments	175,000	58,333	<b>75,697</b>	99,303	57%
Surplus(Deficit)-2011	298,026	298,026	-	298,026	100%
<b>TOTAL REVENUE</b>	<b>6,873,030</b>	<b>3,313,378</b>	<b>2,952,778</b>	<b>3,920,252</b>	<b>57%</b>
Expenditures	Annual Budget	Year to Date Budget	Year to Date Actual	Budget Remaining	% Remaining
Contribution to Reserves	208,000	208,000	208,000	-	0%
Corporate Expenditures	146,330	10,000	9,711	136,619	93%
Library	311,700	166,250	158,161	153,539	49%
Mayor & Council	161,900	69,359	67,275	94,625	58%
Corporate Services	1,442,450	631,980	625,928	816,522	57%
Cemetery	68,900	35,342	20,678	48,222	70%
Fire	886,300	431,753	436,711	449,589	51%
Building/Property Standards & By-law/Septic	110,800	46,639	39,346	71,454	64%
Planning	193,500	82,776	14,806	178,694	92%
Commercial/Industrial Development	6,500	-	-	6,500	100%
Recreation/Arena	668,250	318,701	296,177	372,073	56%
Roads Administration	237,300	114,925	119,914	117,386	49%
Roads Maintenance	1,361,950	520,227	531,222	830,728	61%
Winter Control	487,800	257,734	256,444	231,356	47%
Roads Construction	-	-	-	-	
Bridges	104,500	2,000	1,526	102,974	99%
Facilities	145,350	13,467	7,345	131,005	90%
Street Lights	103,200	43,733	45,123	58,077	56%
Sidewalks	86,800	37,769	29,959	56,841	65%
Equipment	-	-	-	-	
Sanitary Sewers	-	-	-	-	
Canborough Street Project	91,100	-	-	91,100	100%
Drainage	35,400	11,100	11,046	24,354	69%
Storm Sewers	15,000	-	-	15,000	100%
Water	-	-	-	-	
<b>TOTAL EXPENDITURES</b>	<b>6,873,030</b>	<b>3,001,754</b>	<b>2,879,372</b>	<b>3,986,658</b>	<b>58%</b>

**Township of West Lincoln  
Capital Projects  
As of May 31 2013**

**Appendix B**

	<b>GL Account</b>	<b>Funding Source</b>	<b>2013 Budget Amount</b>	<b>Prior Year Budget Available</b>	<b>Expenditure to Date</b>
<b>General Government</b>					
Information Technology	6-4-25-02-03	Operating Fund	\$ 72,000	\$ -	\$ 21,366
Server Room Renovation/Relocation	6-4-25-02-17	Reserve	\$ 30,000	\$ -	\$ -
GIS Software Solution	6-4-25-02-18	Reserve	\$ 25,000	\$ -	\$ -
Accounting System	6-4-25-02-09	Reserve	\$ -	\$ 50,000	\$ 9,648
TCA Software & Implementation	6-4-25-02-14	Grant/Reserve	\$ -	\$ 17,299	\$ 17,299
Office equipment	6-4-20-00-01	Operating Fund	\$ 5,000	\$ 2,377	\$ 5,406
Ward Boundary Review	6-4-25-02-16	Operating Fund	\$ 10,000	\$ -	\$ -
Records Management	1-4-10-99-10	Operating Fund/Reserve	\$ 5,000	\$ -	\$ -
Corporate Reorganization	6-4-25-02-15	Operating Fund	\$ 50,000	\$ -	\$ -
			<u>\$ 197,000</u>	<u>\$ 69,676</u>	<u>\$ 53,719</u>
<b>Fire</b>					
Bunker Gear	6-4-21-00-03	Fire Reserve	\$ 16,000	\$ -	\$ -
Small Equipment Stn # 1	1-4-21-91-02	Operating Fund	\$ 8,000	\$ -	\$ 1,395
Extrication Stabilization	6-4-21-00-15	Fire Reserve	\$ 12,000	\$ -	\$ 11,987
New Rescue Truck	6-4-21-00-22	Fire Reserve	\$ 50,000	\$ -	\$ -
Fire Dept Aerial Truck	6-4-21-00-23	Reserve	\$ 10,000	\$ -	\$ 8,751
Confined Space Rescue	6-4-21-00-21	Fire Reserve	\$ 10,000	\$ -	\$ -
Small Equipment Stn # 2	1-4-22-91-02	Operating Fund	\$ 5,000	\$ -	\$ 3,456
			<u>\$ 111,000</u>	<u>\$ -</u>	<u>\$ 25,589</u>
<b>Facilities</b>					
Public Works Operations Center	6-4-27-06-17	Operating Fund	\$ 4,000	\$ -	\$ -
Lions Building	6-4-27-06-41	Operating Fund	\$ 15,000	\$ -	\$ -
Leisureplex Building Security	6-4-61-02-45	Operating Fund	\$ 1,500	\$ -	\$ -
New Sign Townhall	6-4-28-01-31	Operating Fund	\$ 15,000	\$ -	\$ -
Leisureplex Bleachers	6-4-61-02-46	Operating Fund	\$ 10,000	\$ -	\$ -
Arena Benches Flooring	6-4-62-02-17	Revenue	\$ -	\$ 5,900	\$ -
Arena Accessibility Upgrades	6-4-62-02-23	Revenue	\$ -	\$ 7,200	\$ -
Fairground Improvements	6-4-61-02-16	Operating Fund	\$ 1,500	\$ -	\$ -
			<u>\$ 47,000</u>	<u>\$ 13,100</u>	<u>\$ -</u>
<b>Public Works</b>					
Christmas decorations	6-4-25-02-10	Operating Fund	\$ 5,000	\$ -	\$ -
			<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Roads</b>					
Canborough Street Streetscaping		Reserve	\$ 200,000	\$ -	\$ -
Northridge Drive	6-4-35-03-01	Gas Tax	\$ 45,000	\$ -	\$ -
Single Surface Treatment	6-4-35-03-02	Gas Tax	\$ 314,600	\$ -	\$ -
Grassie Road	6-4-35-02-97	Gas Tax	\$ 132,000	\$ -	\$ -
			<u>\$ 491,600</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Bridges</b>					
Bridge 34 _ Environmental Assessment		Gas Tax	\$ 34,500	\$ -	\$ -
Westbrook Road - 2 bridges		Gas Tax	\$ 19,000	\$ -	\$ -
South Grimsby Rd 6 Bridge	6-4-40-02-14	Reserves	\$ -	\$ 162,320	\$ 18,248
Bridge Condition Assessment	6-4-40-02-16	Gas Tax	\$ 162,500	\$ -	\$ -
Bridge Inspection Program	6-4-40-02-15	Operating Fund	\$ 24,500	\$ -	\$ 1,526
Guardrails	6-4-40-02-12	Operating Fund	\$ 80,000	\$ -	\$ -
			<u>\$ 320,500</u>	<u>\$ 162,320</u>	<u>\$ 19,774</u>
<b>Sidewalks</b>					
Canborough Street		Reserve	\$ 587,000	\$ -	\$ -
			<u>\$ 587,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Sewers</b>					
Canborough Street			\$ 250,000	\$ -	\$ -
Canborough Street-Engineering	6-4-38-02-22	Reserve	\$ -	\$ 33,260	\$ 3,053
Northridge Sewer	6-4-38-02-25	Reserve	\$ 25,000	\$ -	\$ -
Sewer Conceptual Review	6-4-38-02-24	Reserve	\$ -	\$ 8,676	\$ 8,606
PCP-CSO Study		Reserve	\$ 70,000	\$ -	\$ -
Inflow & Infiltration Reduction Program	6-4-38-02-23	Reserve/Dev. Charges	\$ -	\$ 175,000	\$ -
Infiltration Study	6-4-38-02-19	Dev. Charges/ Reserve/Region	\$ -	\$ 47,044	\$ 1,458
			<u>\$ 345,000</u>	<u>\$ 263,980</u>	<u>\$ 13,117</u>
<b>Storm Sewer</b>					
Canborough Street		Reserve	\$ 250,000	\$ -	\$ -
Northridge Subdivision		Operating Fund	\$ 15,000	\$ -	\$ -
			<u>\$ 265,000</u>	<u>\$ -</u>	<u>\$ -</u>

**Township of West Lincoln  
Capital Projects  
As of May 31 2013**

**Appendix B**

	<b>GL Account</b>	<b>Funding Source</b>	<b>2013 Budget Amount</b>	<b>Prior Year Budget Available</b>	<b>Expenditure to Date</b>
<b>Equipment</b>					
Fuel Tank Replacement	6-4-35-15-48	Reserve	\$ 13,355	\$ 30,000	\$ 98
Tractor/Brusher & Rotary Mower	6-4-35-15-49	Reserve	\$ -	\$ 220,000	\$ -
Zero Turn Mower	6-4-35-15-34	Reserve	\$ 14,000	\$ -	\$ -
Misc. PW equipment	6-4-35-15-45	Reserve	\$ 5,000	\$ -	\$ -
Misc. Recreation equipment	6-4-35-15-44	Reserve	\$ 5,000	\$ -	\$ 933
Trackless Sidewalk Tractor	6-4-35-15-14	Reserve	\$ 180,000	\$ -	\$ -
Utility Tractor	6-4-35-15-05	Reserve	\$ 30,000	\$ -	\$ -
			<u>\$ 247,355</u>	<u>\$ 250,000</u>	<u>\$ 1,031</u>
<b>Water</b>					
Canborough Street		Reserve	\$ 560,000	\$ -	\$ -
Northridge Watermain	6-4-45-02-12	Reserve	\$ 15,000	\$ -	\$ -
Water Leak Detection Program	6-4-45-02-13	Reserve	\$ 5,000	\$ -	\$ -
			<u>\$ 580,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Recreation</b>					
Playground Equipment	6-4-61-02-42	Operating Fund	\$ 4,000	\$ 4,388	\$ -
Leisureplex CIIF Project	6-4-61-02-44	Reserve/Grant	\$ 260,000	\$ -	\$ 3,533
South Creek Trail	6-4-61-02-51	Operating Fund/Grant	\$ 100,000	\$ -	\$ -
Abingdon Park Ball Diamond	6-4-61-02-47	Operating Fund	\$ 4,000	\$ -	\$ -
Tree Planting Community Foundation	6-4-61-02-53	Grant	\$ 6,500	\$ -	\$ -
Playground Surface Replacement	6-4-61-02-50	Operating Fund/Grant	\$ 41,000	\$ -	\$ -
Nordic Walking Project	6-4-61-02-52	Grant	\$ -	\$ 11,470	\$ 2,127
Parks Signage	6-4-61-02-49	Operating Fund	\$ 4,000	\$ -	\$ -
Abingdon Park Diamond Building	6-4-61-02-48	Operating Fund	\$ 2,500	\$ -	\$ -
Recreation Facility Feasibility Study	6-4-28-01-29	Reserve	\$ -	\$ 32,056	\$ 15,510
Township Parks - Trees, Planting & Vaccination	6-4-61-02-40	Reserve	\$ -	\$ 2,372	\$ -
			<u>\$ 422,000</u>	<u>\$ 50,286</u>	<u>\$ 21,170</u>
<b>Cemetery</b>					
Cemetery Capital Project	6-4-22-00-01	Operating Fund	\$ 5,000	\$ -	\$ -
			<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Commercial &amp; Industrial Development</b>					
C.I.D.B Signage	6-4-28-01-15	Revenue/Reserves	\$ -	\$ 14,707	\$ -
			<u>\$ -</u>	<u>\$ 14,707</u>	<u>\$ -</u>
<b>Planning</b>					
Development Charge Study	6-4-25-02-01	Operating Fund	\$ 15,000	\$ -	\$ 2,980
Growth Management Planning	6-4-28-01-02	Reserve/Region	\$ -	\$ 34,750	\$ 10,464
Urban Design Manual	6-4-28-01-30	Operating Fund	\$ 30,000	\$ -	\$ -
Property in Tax Arrears	6-4-28-01-03	Operating Fund	\$ 25,000	\$ -	\$ -
Zoning By-Law	6-4-28-01-08	Revenue/Reserve	\$ -	\$ 81,081	\$ 5,353
CIP Implementation	6-4-28-01-09	Prior Year Surplus	\$ 20,000	\$ 37,599	\$ -
Provincial Facilitator	6-4-28-01-12	Operating Fund/Reserve	\$ 11,330	\$ 6,941	\$ 1,378
			<u>\$ 86,330</u>	<u>\$ 160,371</u>	<u>\$ 17,195</u>
<b>TOTAL</b>			<u>\$ 3,709,785</u>	<u>\$ 984,440</u>	<u>\$ 151,594</u>

**REPORT TO:** Chair and Members of the Administration/Finance/Fire Committee  
**FROM:** Stephanie Nagel, Treasurer and Director of Finance  
**DATE:** June 17, 2013  
**REPORT NO:** RFD-T-12-13  
**SUBJECT:** Development Charge Reserve Funds – Treasurer’s Annual Statement - 2012

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**OVERVIEW:**

- Schedule A summarizes the activity within the Township’s Development Fund Reserves for 2012.
- This reporting is a requirement of the Development Charge Act and will be submitted to the Ministry of Municipal Affairs and Housing, as per the legislation.

**RECOMMENDATION:**

- (1) That, report RFD-T-12-13, regarding “ Development Charge Reserve Funds – Treasurer’s Annual Statement – 2012”, dated June 17, 2013 be received; and,
- (2) That, the Treasurer forward Schedule A to the Ministry of Municipal Affairs and Housing, as per legislation.

**ALIGNMENT TO STRATEGIC PLAN:**

Not applicable. This is a legislated requirement of the Treasurer.

**BACKGROUND:**

Section 43 of the *Development Charges Act, 1997* (DCA) requires that the Treasurer submit financial statements regarding the development fund activity to Council and the Ministry of Municipal Affairs and Housing. The attached statement of Development Charges Reserve Fund Activity, provided as “Schedule A”, includes opening and closing balances, descriptions of the categories covered, and a summary of the financial transactions for the 2012 fiscal year. Development Charges are included in our annual audited financial statements within the Deferred Revenue category, in the Consolidated Statement of Financial Position and within the Notes section. The 2012 Financial Statements will be presented in the upcoming months, as the audit is primarily complete, but we await the receipt of Pen West Financial Statements for inclusion into our consolidated financials.

**CURRENT SITUATION:**

Development charges are one-time fees collected on new residential and non-residential properties to finance a portion of the capital infrastructure requirements associated with growth. Amounts collected are held in the designated Development Charge Reserve Fund account and accumulate interest. The growth-related spending authority is approved annually as part of the Township's budget process with capital projects included in the current background study being eligible for development charge funding.

In 2009, the Township of West Lincoln received a Development Charge Background Study dated May 8, 2009, which was prepared by Watson and Associates with Senior staff input. The study provided the basis for the Development Charge By-law 2009-63 which was passed on June 22, 2009 and will be in effect for a five year period.

The statement (Schedule A) provides a summary of the financial activity of the various Development Charge Reserve Funds for the year ending December 31, 2012. Revenues consist of contributions collected at building permit issuance, plus interest earned in the fiscal year. Transfers for funding are made in accordance with the Township's 2009 Background Study in support of the Development Charge By-law 2009-63. The closing balance as at December 31, 2012 is the cash balance in the Development Charge Reserve Account. However, this balance does not consider committed funds for capital projects currently underway. Therefore, the actual development charge funds' available for future projects is less than the closing balance.

**FINANCIAL IMPLICATIONS:**

Development charges (DC's) are fees collected which assist in financing a portion of capital requirements as they relate to growth. The Development Charge By-law sets the fees for collection at the building permit stage. These DC fees are collected and deposited into the separate Development Charge Reserve Funds in accordance with legislative requirements. Interest accrues on these funds and draws are made for eligible capital expenditures. DC's are a form a financing for capital as it relates to growth and such fees are governed under the *Development Charges Act, 1997* (DCA).

**INTER-DEPARTMENTAL COMMENTS:**

The Public Works, Planning, and Fire department heads are involved in the work related to the Background Study; as well as the Treasurer. The senior department leaders provide

*“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”*

detailed information for the five year plans for growth- related capital. The next background study will occur in early 2014 and will be a budgeted item in the 2014 budget. Each year the capital project submissions to budget are reviewed with department heads to indicate which projects may be eligible for funding from the specific DC Reserves. Schedule A has been provided to Senior staff for their information; however, the balances and information in the report reflect only past activity in the DC Reserve Funds for 2012 and is meant to satisfy the legislative requirement.

**CONCLUSION:**

It is recommended that the Development Charge Reserve Fund Activity Report for the year ended December 31, 2012, be received and that Schedule A be forwarded to the Ministry of Municipal Affairs and Housing, thus meeting the legislated obligation of the Treasurer under Section 43 of the *Development Charges Act*, 1997.

**Prepared by:**

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**Stephanie Nagel, BBA, CGA, MPA**  
**Treasurer/Director of Finance**

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**SCHEDULE A**

**The Corporation of the Township of West Lincoln**

**Development Charge Reserve Fund Activity  
for the period ended December 31, 2012**

Development Charge Category Description	Opening Balances as at January 1, 2012	Development Charge Revenues/ Adjustments	Interest Earnings/ (Expense)	Transfers to/ (from) for Project Funding		Closing Balances as at Decmeber 31, 2012
				Capital	Revenue	
<b><u>Township Wide Services:</u></b>						
Fire Protection Services	41,361	34,763	638	(341)		76,421
Roads and Related	341,493	149,474	3,316	(224,056)		270,227
Parks and Recreation Services (Outdoor & Indoor Recreation)	1,184,337	104,404	13,478			1,302,219
Library Services	148,052	22,092	1,680	(10,000)		161,824
Administration	49,328	26,136	680			76,144
<b><u>Urban Serviced Area:</u></b>						
*Sanitary Sewer Services	267,063	30,646	2,977	(18,535)		282,151
Water Services	55,762	1,812	618			58,192
*Storm Water Services	29,366	3,249	338			32,953
<b>TOTAL</b>	<b>2,116,762</b>	<b>372,576</b>	<b>23,725</b>	<b>(252,932)</b>	<b>-</b>	<b>2,260,131</b>

Note: \* There are also per acre charges for Storm Sewer and Sanitary Sewer for the Area Specific Development Charge related to the Industrial Park Area; however, there is no balance associated with this.



**DATE:** June 17, 2013  
**REPORT NO:** RFD-C-04-2013  
**SUBJECT:** Cancellation of August 12, 2013 Council Meeting  
**CONTACT:** Derrick Thomson, CAO and Carolyn Langley, Clerk

**OVERVIEW:**

This report will address the proposed cancellation of the August Council meeting.

**RECOMMENDATION**

- (1) That, Report RFD-C-04-2013 dated June 17, 2013 regarding the “Cancellation of August 12, 2013 Council Meeting”; be received; and,
- (2) That, the August 12, 2013 Council Meeting be cancelled.

**ALIGNMENT TO STRATEGIC PLAN**

Not applicable to this report.

**BACKGROUND**

Every year, the meeting schedules for July, August and December are changed to reduce the number of meetings in order to facilitate scheduling of holidays for the months of July and August (summer) and December (Christmas). Report RFD-C-01-2013 (2013 Summer and December Meeting Schedules and Christmas Break Hours) was presented in March, 2013 and the summer meeting schedule was revised/reduced as was done in previous years.

**CURRENT SITUATION**

It has been determined that there are no urgent matters to be addressed at the currently scheduled August Council Meeting.

**FINANCIAL IMPLICATIONS**

The cancellation of the August meeting would reduce the amount of overtime required by staff.

**INTER-DEPARTMENTAL COMMENTS**

The issue of cancelling the August Council meeting was discussed at the June 12<sup>th</sup>, 2013 Leadership meeting and it was determined that there were no urgent/significant matters that needed to be addressed.

**CONCLUSION**

Staff recommends that the August Council meeting be cancelled and, should any urgent matters come forward, the Mayor can call a Special Council, if required.

**Respectfully prepared by:**

**Reviewed and submitted by:**

\_\_\_\_\_  
Carolyn Langley, Clerk

\_\_\_\_\_  
Derrick Thomson, CAO

**Joint Accessibility Advisory Committee  
Meeting Minutes  
Thursday, April 18, 2013  
Township of West Lincoln Municipal Offices  
318 Canborough Street  
Smithville, Ontario**

**Present:**

Stephen Barker  
Joey Hewitt  
Sharon Cook

Connie Groves  
Miranda Montgomery

**Staff:**

Donna Herrington

Carolyn Langley

**Regrets:**

Lou DiLeonardo  
Karen Lemieux

**Absent:**

Chris Paiva

1. **Call to Order:**

Meeting called to order at 6:45 pm.

2. **Approval of Agenda:**

*RESOLVED*, that the agenda be approved. Carried.  
*Moved by Stephen Barker .                      Seconded by Connie Groves*

3. **Approval of Minutes of March 28, 2013 (attached):**

*RESOLVED*, that the minutes of March 28, 2013 be approved.  
Carried.

*Moved by Sharon Cook    Seconded by Stephen Barker*

## **Old Business:**

### **4. Town of Pelham – Sidewalk Café Policy**

The sidewalk policy was circulated to the JAAC. Joey, Sharon, Stephen and Donna will be attending two site plan visits for sidewalk café applications. Review of the proposed sidewalk café layout is part of the Town's permit approval process.

### **5. Procurement Accessibility Policies and Checklist – updates**

Donna and Carolyn met to review the draft checklists. Staff at West Lincoln Township will pilot test the internal accessibility checklist for approximately one month and provide feedback on its usefulness. Donna will modify checklist (as needed) based on the feedback. Then Carolyn will bring the JAAC Admin Group together to review required policy updates and to present the checklists.

### **6. Invitation to Province's Accessibility Advisory Committee Forums 2013 – Burlington, May 9<sup>th</sup>**

Attending in Burlington will be Connie, Karen and Joey. Miranda is attending the Toronto Forum on May 22, 2013. It will be interesting to see if the messaging has changed now that the Accessibility Directorate has moved to the Ministry of Economic Trade and Development. It will also be interesting to hear what Toronto area AAC's have to say about their mandate.

## **New Business:**

### **7. Multi-Year Accessibility Plan Progress Report Design**

The focus of the Multi-Year Accessibility Plan Progress Report will be compliance requirements for 2012 and 2013. A quick information gathering tool will be required. Donna will draft a tool for review by the JAAC at the next meeting.

The JAAC's next steps will be to ensure all training requirements for O. Reg. 191/11 are met and that refresher training for O. Reg. 429/07 is

achieved. The JAAC will decide whether a subcommittee is required for this purpose at the next meeting.


**Next Meeting:**

**8. Set Next Meeting**

Due to the provincial forum taking place on our regularly scheduling meeting date, our next meeting is rescheduled for May 16, 2013. Location to be determined.

**9. Adjournment**

The meeting adjourned at 7:45 p.m. Moved by Stephen Barker, seconded by Connie Groves.


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Joey Hewitt  
JAAC Chairperson