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**TOWNSHIP OF WEST LINCOLN  
PUBLIC WORKS/RECREATION/ARENA  
COMMITTEE AGENDA**

**MEETING NO. ONE HELD:** Monday, January 20, 2014 Township Administration Building, 318 Canborough Street, Smithville - Immediately following the Administration/Finance/Fire Committee Meeting.

**\*\*\*NOTE TO MEMBERS OF THE PUBLIC\*\*:** All Cell Phones, Pagers and/or PDAs to be turned off. Additionally, no Audio or Video Recordings is Permitted Without the Express Approval of Council\*\*\*

1. **CHAIR:** Councillor Luciano DiLeonardo
2. **CHANGE IN ORDER OF ITEMS ON AGENDA:**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**
4. **APPOINTMENTS:**  
**NOTE: Procedural By-law Section 6.5(c) - Scheduled Appointments and/or Presentations**  
Each scheduled appointment or presentation shall be allocated a **maximum of ten minutes**, exclusive of the time required to answer questions from Members of Council (some exceptions apply)
5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**  
**NOTE: Procedural By-law Section 10.14(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 Planning/Building/Environmental Committee agenda.

6. **CONSENT AGENDA ITEMS:**
7. **COMMUNICATIONS:**
  - (a) **ITEM PW01-14**  
Region of Niagara  
Re: Water/Wastewater Fiscal Service Review

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**RECOMMENDATION:**

That the correspondence received via email from the Region of Niagara on November 25, 2013, requesting a response by March 2014, regarding the Township of West Lincoln's willingness to participate jointly and to work collaboratively with Regional and local area municipal staff, to address the challenges and problems that have been identified and characterized through the

Water/Wastewater Fiscal Service Review, and to assist in the sharing, understanding and implementation of demonstrated best practices, be received and.....

**(b) ITEM PW02-14**

Ontario Good Roads Association

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Re: Notice of Poll for Appointment to Board of Directors for 2014/2015  
FOR INFORMATION

**8. STAFF REPORTS:**

**(a) ITEM PW03-14**

Acting Director of Public Works & Engineering (Brent Julian)

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Re: RFI PW-05-2014 - Canborough Street Reconstruction Status Update

**RECOMMENDATION:**

That, Report RFI PW-05-2014, re: Canborough Street Reconstruction Status Update, dated January 20<sup>th</sup>, 2014 be received for information purposes.

**9. OTHER BUSINESS:**

**(a) ITEM PW04-14**

West Lincoln Public Library Board

Re: November 26, 2013 Minutes

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**RECOMMENDATION:**

That, the November 26, 2013 West Lincoln Public Library Board Minutes be received for information.

**(b) ITEM PW05-14**

Members of Committee

Re: Referred Matters List

**UNDER SEPARATE COVER**

**(c) ITEM PW06-14**

Members of Council

Re: Other Business Items

**10. NEW BUSINESS:**

**NOTE:** Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

**11. CONFIDENTIAL MATTERS:**

**12. ADJOURNMENT:**

This Committee does now adjourn at the hour of                      p.m.

**From:** Pilon, Janet [<mailto:janet.pilon@niagararegion.ca>]

**Sent:** November-25-13 11:05 AM

**To:** Ashley Grigg; Bonnie Nistico-Dunk; Carolyn Kett; Carolyn Langley; Christine Raby ([christine.raby@welland.ca](mailto:christine.raby@welland.ca)); Dean Iorfida; Hazel Soady-Easton; Holly Dowd; Nancy Bozzato; S. Duncan; Susan Daniels; William Kolasa

**Cc:** Zanatta, Roxanne; Schlange, Harry; Committee-CMT; Robinson, Matt

**Subject:** Water & Wastewater Service Review Information

**Importance:** High

At the Area CAO meeting held on November 22, 2013, all 11 impacted CAO's have agreed to support the following resolution with a request that this resolution be placed on an upcoming Council Agenda for consideration:

WHEREAS Regional Council ratified the Budget Review Committee of the Whole's motion from January 13, 2011, as follows:

That the Region pursue a Municipal/Regional Fiscal Service Review that includes the participation of the area municipalities;

That the review should include the water and sewer utility opportunity; and

That the effect of this review be reflected in the 2012 Budget.

WHEREAS on May 5, 2011 Regional Council ratified the Public Works Committee motion from April 26, 2011, as follows:

That the Terms of Reference includes the following basic principles:

- All rate payers will be treated fairly and their investment protected;
- Reserves and reserve funds for each municipality will be used for work in the contributing municipality – maintaining and improving infrastructure and service delivery;
- Review and planning processes focus on future service delivery;
- All service delivery options will be given full consideration until deemed otherwise by the Project Committee and Council;
- Investment in infrastructure will follow a logical process characterized by alignment of Lower Tier and Regional capital project planning – with timelines that respect the budget processes of all project partners;
- Create customer – first water and wastewater systems;
- Commit to continuous improvement;
- Terms of Reference will align with Provincial Policy move toward self-funding of water; and
- That all partners be held to the self-funding requirement.

WHEREAS Regional Council on October 27, 2011 approved the Final Terms of Reference for Water/Wastewater Review – Niagara;

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WHEREAS Stantec Consulting Ltd., with the assistance of BMA Management Consulting Inc. were tasked with undertaking the Water/Wastewater Fiscal Service Review, according to the approved Terms of Reference; and

WHEREAS Stantec Consulting Ltd., with the assistance of BMA Management Consulting Inc. have through a draft report to the Niagara Region provided an analysis that includes Technical Considerations; Organizational Considerations and Financial Considerations with a weighting for three (3) Groupings of Governance Options.

THEREFORE BE IT RESOLVED:

That the Presentation by Mr. Leo Gohier, Stantec Consulting Ltd., entitled Water and Wastewater Service Delivery Review, **BE RECEIVED**;

That Council **REQUEST** all local councils to confirm their willingness to participate jointly and to work collaboratively with regional and local area municipal staff, to address the challenges and problems that have been identified and characterized through the review, and to assist in the sharing, understanding and implementation of demonstrated best practices.

That Regional and local area municipal councils; regional and municipal staff **REPORT BACK** quarterly on their progress.

That the local area municipalities **BE REQUESTED** to respond as to their willingness to participate by March 2014.

We greatly appreciate your Council's consideration of the above resolution and look forward to receiving your Council's resolution on this matter.

Thank you,

Janet

**From:** OGRA [<mailto:communications@ogra.org>]  
**Sent:** January-07-14 7:58 AM  
**To:** Carolyn Langley  
**Subject:** Notice of Poll - 2014-15 OGRA Board of Directors

An election will be held at the 2014/15 ROMA/OGRA Combined Conference to elect the representative to the Ontario Good Roads Association Board of Directors for the Southwest Zone. All members of OGRA from all Zones are eligible to vote.

Please see attached **Notice of Poll** for details.

**Municipal Clerk**

**Please place this item on the next Council agenda.**

Questions regarding the election should be directed to the undersigned

Regards

J. W. Tiernay  
Executive Director



## Notice of Poll – OGRA Board of Directors

The Board of Directors adopted the recommendations of the OGRA Nominating Committee. The recommended slate is as follows:

<b>Northern Zone (3 to be elected)</b>	
Luc Duval, Director of Public Works & Engineering, City of Timmins	Rick Harms, Project Engineer City of Thunder Bay
John MacEachern, Mayor Township of Manitouwadge	
<b>Southwest Zone (1 to be elected)</b>	
Chris Traini, County Engineer County of Middlesex	
<b>South Central Zone (3 to be elected)</b>	
Ken Lauppé, Manager, Road Operations – East, City of Brampton	Duncan McKinlay, Councillor County of Grey
Terry McKay, Deputy Mayor Township of Chatsworth	
<b>Southeast Zone (3 to be elected)</b>	
Craig Davidson, CAO/Treasurer Municipality of Hasting Highlands	Steve Desroches, Deputy Mayor City of Ottawa
Michelle Hendry, Director of Public Works City of Kawartha Lakes	
<b>Toronto (2 to be elected)</b>	
Robert Burlie, Manager, Road Operations City of Toronto	Mark Grimes, Councillor City of Toronto

The following current Boards members do not have to be re-elected to the Board and will automatically assume the following positions effective February 26, 2014:

President - Tom Bateman, County Engineer, County of Essex  
1<sup>st</sup> Vice President – Rick Champagne, Councillor, Municipality of East Ferris  
Immediate Past President – Joanne Vanderheyden, Mayor, Township of Strathroy-Caradoc and Warden, County of Middlesex

The above will serve on the 2014-2015 Board of Directors making a total of 15 on the Board.

The recommended slate of candidates was circulated to the membership on December 2, 2013 requesting additional nominations. The following additional nomination was received by the close of nominations on January 3, 2014:

**Southwest Zone**

Andy Bruziewicz, Councillor,  
City of Sarnia

As a result of the above a poll will be held on

**Tuesday, February 25, 2014  
Fairmount Royal York Hotel,  
Salon "A" – Convention Floor**

to elect the representative to the Board from the **Southwest Zone**.

The polls will open from 11:30 a.m. to 2:30 p.m. and any delegate from a member municipality or member First Nations may vote by presenting their name badge to the polling staff.

J. W. Tiernay  
Executive Director

**DATE:** January 20<sup>th</sup>, 2014

**REPORT NO:** RFI-PW-05-2014

**SUBJECT:** **Canborough Street Reconstruction Status Update**

**CONTACT:** Brent Julian, C.Tech., rcji, Acting Director of Public Works & Engineering,  
Coordinator for Engineering Services

**OVERVIEW:**

- The Canborough Street Reconstruction project was approved as part of the 2013 Capital Budget, and is a cost shared project with the Region of Niagara, who is the lead project administrator
- Staff have recently received from the Region an updated project cost estimate based on their Engineer's information
- The overall total cost estimate for the Township is within the total of budget monies allocated, however, storm sewers and community improvements exceed their individual budgets by a total of \$221,391.76
- A potential surplus from the sidewalk section of the project (incls boulevard & bridge portions) is estimated at \$277,077.18
- Pending the completion of the tendering process, final tendered pricing may provide lower costs
- Pending the final tender pricing, Council could elect to use the surplus, if any, for the completion of the project
- This report is for information purposes. A final report will be submitted with the completion of the tendering process

**RECOMMENDATION:**

1. That, Report RFI PW-05-2014, re: Canborough Street Reconstruction Status Update, dated January 20<sup>th</sup>, 2014 be received for information purposes.

**ALIGNMENT TO STRATEGIC PLAN**

Key Actions (reference page 15):

3. Implement Safe, accessible and pedestrian-friendly walkways and linkages in the downtown.
4. Design bike routes to encourage safe, active, and friendly alternative modes of transportation.

Key Actions (reference page 25):

5. Develop a Capital Plan to ensure infrastructure capacity will have required capacity and resources to maintain existing service demands, as well as future service capacity demands.

**BACKGROUND:**



The Canborough Street Reconstruction project was approved as part of the 2013 Capital Budget, as shown in the table below. The project is part of a cost shared project with the Region of Niagara, who is the lead for both the design and project administration. The design is now near completion. The tender circulation is expected to proceed in January 2014. The Township has recently received from the Region an updated total project cost estimate based the most recent design information.

**CURRENT SITUATION:**

The Region’s estimated cost of the works, and the Township’s approved budget figures are provided below in the table below. The Region has informed Staff that the cost of engineering for the project is ten percent (10%) of the overall costs. The estimate below includes the additional engineering cost estimate and an additional contingency estimate of ten percent (10%).

The Region has advised that the tender closing date is expected to be February, 2014. Pending approvals from both Councils, construction could proceed in late February or March.

The total estimated costs and budget values are follows:

<b>Item</b>	<b>Township Approved Budget</b>	<b>Region’s Cost Estimate</b>	<b>Difference</b>
Sidewalks (incl. road bridge work)	\$587,000.00	\$309,922.82	\$277,077.18
Watermain	\$560,000.00	\$483,564.47	\$76,435.53
Storm Sewers	\$250,000.00	\$433,069.37	(\$183,069.37)
Streetscape	\$200,000.00	\$238,322.39	(\$38,322.39)
Sanitary Sewers	\$250,000.00	\$242,933.60	\$7,066.40
Totals	\$1,847,000.00	\$1,707,812.65	\$139,187.35

The storm sewer construction and the community improvement portions of the project are estimated to be over their approved budgets based on the Region’s engineer’s current estimated costs. Final pricing will be confirmed upon the completion of the tendering process. The Engineer has advised that the timing and competitive nature of the tendering process may provide lower costs.

The community improvements (streetscaping) portion will include provisional items within the tender, which will give some flexibility to bring this section of the project within the budget.

*“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*

**FINANCIAL IMPLICATIONS**

The total project estimate is within the overall budget allocation. However, storm sewer and community improvements (streetscaping) exceed their budgets by a total of \$221,391.76. Surpluses from the sanitary sewers and watermain works must remain within their appropriate reserve funds.

Monies were allocated in the 2013 Roads Capital Budget for the sidewalk (including roads, and bridge sections of the project). The overall estimated cost for the sidewalk (including roads, and bridge sections of the project), shows a surplus of \$277,077.18. With Council approval, surplus from this area, could be used to fund budget deficiencies for the completion of the project.

**INTER-DEPARTMENTAL COMMENTS**

**CONCLUSION**

In summary, this report is to provide Council with an update regarding the Canborough Street Reconstruction project and budget status. A final Request for Decision report will be submitted pending the tendering results.

**Prepared and Submitted by:**

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**Brent Julian, C. Tech., rcji  
Acting Director of Public Works and Engineering,  
Coordinator for Engineering Services**

*“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*

**WEST LINCOLN PUBLIC LIBRARY  
BOARD MEETING  
Tuesday, November 26, 2013  
7:30pm following the Volunteer Appreciation Dinner  
at the Fulton Community Centre**

**PRESENT:**

**BOARD MEMBERS** – Deborah Coon-Peterson, Cheryl Ganann, John Glazier, Gus Grandmont, Lynne Hatzlhoffer, Sue Langdon, Joan Packham, Jennifer Smith

**LIBRARIANS** – Catharine Vaughan, Colleen Young

**ABSENT WITH NOTIFICATION** – Pat Nelson

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**MINUTES FROM THE MEETING OF OCTOBER 8, 2013**

Moved for acceptance as amended by John Glazier, **seconded** by Jennifer Smith - **carried**.

**LIBRARY BUSINESS**

1. There will not be any further Ad Hoc Facilities Committee meetings until a new Township CAO and Treasurer are hired sometime in early 2014. Therefore there are no updates on the Wellandport building project.

2. The Review Committee has studied all of the very qualified applications for Head Librarian for the Wellandport Library Branch and have made their recommendation to the Board.

Motion by Lynne Hatzlhoffer to offer the position of Head Librarian for the Wellandport Library Branch to Janet Ruczay commencing January 1, 2014, **seconded** by John Glazier - **carried**.

**FINANCIAL MATTERS**

1. The Library Budget Status Report as of October 31, 2013 was reviewed by the Board. There should be a surplus at Year End. Library Policy states that Year End surplus be moved to Library Reserve account.

**CORRESPONDENCE**

1. Catharine thanked all Board members for their recent support to her and her family over their recent loss.

**LIBRARIAN'S REPORT**

1. Librarians' Report dated November 26, 2013 was presented to the Board by Catharine Vaughan. A copy of these documents are attached to these minutes and are to be included with all copies of these minutes.

**NEXT MEETING:** The next meeting will be held on Tuesday, December 17<sup>th</sup> at 1:00pm at the Smithville Library Branch. An attempt will be made to hold West Lincoln Public Library Board meetings on the second Tuesday of each month.

Motion for adjournment by Jennifer Smith at 8:25pm

*Joan Packham*  
*Lahair*

*Lynne Hatzlhoffer*  
Secretary

Librarians' Report December 17<sup>th</sup>, 2013.

**Circulation: November 2013:**

Books	Computers	Total
6138	380	6518 + 412 + 184 = 7114

Circulation of e-books: 412 Freegal: 184

**Circulation: November 2012:**

Books	Computers	Total
6286	478	6764 + 301 = 7065

Circulation of e-books: 301

**Programs/ Events Held/ Library News**

There were 21 Story Times held at the West Lincoln Public Libraries in the month of November.

**Total Attendance was 155.**

**Caistorville Library Book Club:** A meeting held the last Wednesday of November.

**Smithville Library Book Club:** A meeting held the first Wednesday of December.

**Total attendance at both Book Clubs: 14**

**The Volunteer Appreciation Dinner** was held at Fulton Community Hall on Tuesday, November 26<sup>th</sup>.

A delicious turkey dinner was provided by the members of Fulton Stone United Church. The event was well attended. It was a very enjoyable evening.

**Silent Auction:** Smithville Branch: Another \$24.00 was deposited in the Wellandport Building Fund from our latest Silent Auction.

**An Evening Story Time** was held at the Smithville Branch on Friday, December 6<sup>th</sup> at 6:30 pm. Children from toddlers to 8 years old were invited to come in their pajamas, bring a cuddly toy and listen to Winter Wonderland stories. A take-home craft and refreshments followed. We would like to thank John and Cheryl Ganann for the use of their popcorn machine for this event.

**Total Attendance: 22**

The Caistorville Branch will hold an **Evening Story Time with Halaloo the Clown** and his balloons on Monday, December 23<sup>rd</sup>.

**Craft Nights** at the Caistorville Branch are well attended. The final one will take place on Wednesday, December 18<sup>th</sup>. All are welcome.

The Staff at the Smithville Branch is held a very successful **Penny Sale** on Saturday, December 7<sup>th</sup>, from 10:00 am to 3:00 pm. Profits were up from last year. There were many happy winners.

The display case at the Smithville Branch holds the work of Anja Lipiec. There are many affordable Christmas gifts available. Sales have been very promising.