

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

MEETING NO. TWO HELD: ****TUESDAY****, February 18, 2014, 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:**
NOTE: Procedural By-law Section 6.5(c) - Scheduled Appointments and/or Presentations
6.5(c) 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
10.14(5) 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 A12-14**
Fire Chief (Dennis Fisher)
Re: Fire Department Monthly Update – January 2014

Page 1

7. **CONSENT AGENDA ITEMS:**
There are no consent agenda items.
8. **COMMUNICATIONS:**
There are no communication items.

9. **STAFF REPORTS:**

(a) **ITEM A13-14**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Report RFI-T-02-2014 "2013 Statement of Remuneration and Expenses for Council Members and Persons Serving on any Bodies

Page 2-5

RECOMMENDATION:

That Report RFI-T-02-14, regarding the "2013 Statement of Remuneration and Expenses for Council Members and Persons Serving on any Bodies", be received for information.

(b) **ITEM A14-14**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Report RFI-T-03-14 - Financial Status Update as of December 31, 2013

Page 6-12

RECOMMENDATION:

That, Report RFI-T-03-14, regarding the "Financial Status Update as of December 31, 2013", be received for information.

(c) **ITEM A15-14**

Clerk (Carolyn Langley)

Re: 2014 Summer and October to December Meeting Schedules

Page 13-16

RECOMMENDATION

1. That, Report RFD-C-03-2014 dated February 18, 2014 regarding the "2014 Summer and October to December Meeting Schedules"; be received; and,
2. That, the Meeting Schedules for the months of July, August and December, 2014 (tentative) as provided in "Schedule A" to this report, be approved.

(d) **ITEM A16-14**

Clerk (Carolyn Langley)

Re: Advance Voting, Important Dates, Times and Issues

Page 17-22

RECOMMENDATION:

1. That, Report RFD-C-02-2014 regarding Advance Voting and Important Dates, Times and Issues be received; and,
2. That, a By-law to authorize the use of voting/vote counting equipment be adopted; and,
3. That a by-law to establish Advance Vote dates, times and locations for the 2014 Municipal Election, as proposed under Section 7 of this report, be adopted once the location for the October 18th vote has been confirmed.

10. **OTHER BUSINESS:**

(a) **ITEM A17-14**

Fire Chief (Dennis Fisher)

Re: Fire/Emergency Plan and Fire Detection and Suppression System Requirements for Industrial Wind Turbines (IWT)

VERBAL UPDATE

(b) **ITEM A18-14**
Members of Committee
Re: Verbal Updates from Members of Boards and Committees - If required

(c) **ITEM A19-14**
Members of Committee
Re: Referred Matters List
UNDER SEPARATE COVER

(d) **ITEM A20-14**
Members of the Committee
Re: Other Business Items of an Informative Nature

11. **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)

12. **CONFIDENTIAL MATTERS:**

NOTE: Closed session item(s) relate to the following allowable exception:

1. Personal matters about an identifiable individual, including municipal or local board employees;
2. Labour relations or employee negotiations
3. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
4. Advice that is subject to Solicitor-client privilege, including communications necessary for that purpose

(a) **ITEM A21-14**
Councillor Sue-Ellen Merritt
Re: Personnel Matter - West Lincoln Public Library - Job Evaluation of Roles and Market Review and Pay Equity

(b) **ITEM A22-14**
CAO
Re: Personnel Matter - West Lincoln Public Library - Pay Equity
UNDER SEPARATE COVER

(c) **ITEM A23-14**
CAO
Re: Personnel Matter – Staffing - Director of Public works & Engineering Position
VERBAL UPDATE

(d) **ITEM A24-14**
CAO
Re: Personnel Matter – Staffing - IT Position
VERBAL UPDATE

(e) **ITEM A25-14**

CAO

Re: Legal Matter - NRW Road Use Agreement & OEB Intervenor Status - Update
VERBAL UPDATE

RECOMMENDATION:

That, staff be and are hereby authorized to proceed as directed in closed session.

13. ADJOURNMENT:

That Chair declared the meeting adjourned at the hour of _____.

Information Report

To: Chair and Members of Finance, Administration and Fire Committee
From: Fire Chief, Dennis Fisher
Date: February 18, 2014
Report: WLFD-03-14
Subject: Monthly Update – January 2014

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

Station # 1 had 17 calls

Motor Vehicle Accidents – 9
Medical – 4
Structure fire – 3
Carbon Monoxide call -1

Station # 2 had 8 calls

Motor Vehicle Accident -1
Medical – 3
Structure Fire - 3
Carbon Monoxide call -1

Pelham had 2 calls

Medical -2

New Recruits – 0

New Retirees - 0

Fire Department Activities:

1. Fire fighters participated in Family day events, cooked lunch and played in the Annual Sledge hockey game ! great day guys had great time and tons of fun and laughs playing in the Sledge hokey game.

Prepared by:

Dennis Fisher, Fire Chief

DATE: February 18, 2014

REPORT NO: RFI-T-02-14

SUBJECT: **2013 Statement of Remuneration and Expenses for Council Members and Persons Serving on any bodies**

CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **Section 284 of the Municipal Act requires the Treasurer to provide on an annual basis a summary of remuneration and expenses paid to Council Members and persons serving on any bodies.**

RECOMMENDATION:

That Report RFI-T-02-14, regarding the “2013 Statement of Remuneration and Expenses for Council Members and Persons Serving on any Bodies”, 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 Council and the public with a summary of the expenditures incurred by Council and those who serve on bodies. It is an effective communication tool which provides pertinent financial data and accountability to the public.

BACKGROUND:

Section 284 of the Municipal Act requires that the Treasurer shall in each year provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to each Member of Council in respect of his or her services as a Member of Council. The statement must also include remuneration and expenses paid to any person, other than a Member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.

By-law 2010-27 authorizes that one-third of a Councillor’s remuneration is considered to be a tax-free allowance for any expenses incurred in the performance of their duties, including mileage to and from council and committee meetings. Council members are also reimbursed

for mileage for travelling to and from home to outside of the municipality on authorized Township business. By-law 2010-27 also gives authority to reimburse Members of Council for out-of-pocket expenses incurred on behalf of authorized Township business.

CONCLUSION

That the attached 2013 Statement of Remuneration and Expenses for Members of Council and Persons Serving on any bodies be received for information purposes.

Prepared by:

Donna DeFilippis, Treasurer/Director of Finance

“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 Attachment No. 1 Page 3
 2013 Statement of Remuneration and Expenses for Members of Council Persons Serving on any Bodies
 RFI-T-02-14

Member of Council	Term of Office	2013 Actuals	
			\$
Mayor Joyner	12 months	Salary	18,808
		Expense Allowance	9,403
		Mileage Reimbursement	790
		Conferences	2,270
		Office Expense/Telephone	1,346
		Meeting/Promotion	350
		Total	<u>32,966</u>
Councillor Glazier	12 months	Salary	11,164
		Expense Allowance	5,582
		Open House	248
		Total	<u>16,994</u>
Councillor Merritt	12 months	Salary	11,164
		Expense Allowance	5,582
		Office Expense	24
		Total	<u>16,770</u>
Councillor Chechalk	12 months	Salary	11,164
		Expense Allowance	5,582
		Total	<u>16,746</u>
Councillor DiLeonardo	12 months	Salary	11,164
		Expense Allowance	5,582
		Open House	248
		Conferences	752
		Total	<u>17,746</u>
Councillor Leith	12 months	Salary	11,164
		Expense Allowance	5,582
		Conference	125
		Office Expense	103
		Total	<u>16,975</u>
Councillor Micallef	12 months	Salary	11,164
		Expense Allowance	5,582
		Conference	125
		Telephone	241
		Total	<u>17,113</u>

Member of Committee of Adjustment

D. Vandyke	12 months	Meeting Fee	320
		Total	<u>320</u>
J. Verdonk	12 months	Meeting Fee	350
		Total	<u>350</u>
P. McDougall	12 months	Meeting Fee	350
		Total	<u>350</u>
A. Clemencio	12 months	Meeting Fee	370
		Total	<u>370</u>
R. Bertand	12 months	Meeting Fee	360
		Total	<u>360</u>

DATE: February 18, 2014
REPORT NO: RFI-T-03-14
SUBJECT: **Financial Status Update as of December 31, 2013**
CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **Presentation and Analysis of draft operating and capital expenditures as of December 31, 2013 compared to the 2013 budget.**
- **Presentation of Reserve and Development Charge balances as of December 31, 2013.**

RECOMMENDATION:

1. That, Report RFI-T-03-14, regarding the “Financial Status Update as of December 31, 2013”, 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 informative 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 December 2013. The Finance department is still in the process of completing their year-end procedures which will result in further adjustments being made to these figures. In addition, these figures have not been audited by our external auditors. For this reason, some of the figures presented in this report will not agree with the final audited financial statements. **Appendix A** is a summary of the Operating Revenues and Expenditures up to December 31, 2013. **Appendix B** is a summary of Capital Expenditures up to December 31, 2013. **Appendix C** is a summary of the Reserve and Development Charge balances as of December 31, 2013.

FINANCIAL IMPLICATIONS

Revenue Analysis:

Final 2013 tax revenues are anticipated to exceed budget by approximately \$25,000. This is the result of supplementary tax billings being greater than budgeted. In addition, the penalties charged on tax arrears is approximately \$96,000 higher than budgeted.

Income from investments is also exceeding budget. This line item includes both interest earned on the Township's bank account and within its' investment portfolio. Also, the Township receives dividends as part owner of Peninsula West Power Inc. which we do not budget for. At the time of budget preparation we do not have any knowledge or projections of a possible dividend or amount. In total, income from investments is approximately \$286,000 greater than budgeted. Two dividends were received in 2013 from Peninsula West Power Inc.; one was as a result of a sale of an affiliated company for \$240,000 which was transferred into the Capital Reserve as per report RFD-T-17-13. In addition, a yearend dividend was received for \$50,064. The latter represents additional revenue that was not budgeted for.

Expenditure Analysis:

As stated above, the Finance department are currently in the process of working on year-end working papers and adjustments. The expenditures in this report are expected to differ at year-end. Not all 2013 invoices have been received and further analysis may result in year-end adjustments that impact expenditures. However, we do not anticipate that the final figures will differ significantly from what is presented in this report.

Contribution to Reserve exceeds the budget as a result of two transfers previously approved by Council. RFD-T-18-13 recommended transferring the 2012 surplus of \$702,200 into reserves. Report, RFD-T-17-13 recommended that the special dividend received from Peninsula West Power Inc., totalling \$240,000 be transferred into reserves as well.

The following are some of the department lines that have significant variances:

An anticipated savings of approximately \$18,000 under Library is the result of under spending on various expenditure lines, as well as non-replacement of a retired staff member for a few months. Any savings is transferred into the Library Reserve.

Corporate Services is presently anticipated to have expenditures below budget. The contributing factor to this is the fact that several positions were vacated during the year, and not replaced immediately. In addition, expenditures on IT items were below budget. Total anticipated savings on this budget line are approximately \$60,000

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The Planning expenditure line is under budget as a result of having one less position filled for a few months. In addition, there was savings within the funds allocated towards OMB Defence costs. Anticipated savings on this budget line are approximately \$40,000.

Savings within the Rec/Arena departments are the result of receiving a grant for summer students that was not budgeted for, as well as lower spending in various budget lines. At this point, savings are anticipated to be approximately \$27,000.

Based on the 2013 results as recorded to date, we anticipate that there may be an estimated surplus of approximately \$290,000. We caution Council that this is only an estimate, and that once all yearend adjustments are made, and the annual audit is complete, staff will present a report indicating final 2013 results and a recommended course of action.

The Capital Report at **Appendix B** reflects amounts paid towards projects as of December 31, 2013. We have bolded any projects that were funded with 2013 operating funds, but not completed in 2013. With these projects we ensure that unspent funds are transferred to the appropriate reserve to ensure the funds are available in the following year, once the project is actually completed.

Appendix C is a summary of the anticipated year end balances for Reserves and Development Charge Accounts. The column called "Committed Funds" represent items that have been budgeted for, but not yet expended. Development Charge Funds can only be allocated to projects that were indicated in the Development Charge Background Study that was conducted in 2010. An updated Background Study will be completed in 2014.

CONCLUSION

It is concluded that Council receive the Financial Status Update as of December 31, 2013 for information.

Prepared by:

Donna DeFilippis, Treasurer/Director of Finance

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RFI-T-03-14
Township of West Lincoln
Budget Status Report
As at December 31, 2013

Revenues	Annual Budget	Year to Date Actual	Budget Remaining
Taxation - General	4,875,704	4,901,932	(26,228)
Payments in lieu	354,000	354,000	-
Support Grants	695,400	688,257	7,143
Grants - Wolf Kill & Misc.	5,000	3,700	1,300
Fees, service charges, donations	3,000	3,650	(650)
Licenses & permits	5,700	6,492	(792)
Rents & concessions	62,900	63,378	(478)
Fines	32,000	40,534	(8,534)
Other revenues	16,300	23,149	(6,849)
Penalties	350,000	446,839	(96,839)
Income from investments	175,000	461,063	(286,063)
Surplus(Deficit)- 2011	298,026	298,026	-
TOTAL REVENUE	6,873,030	7,291,020	(417,990)
Expenditures	Annual Budget	Year to Date Actual	Budget Remaining
Contribution to Reserves	208,000	1,150,200	(942,200)
Corporate Expenditures	146,330	140,653	5,677
Library	311,700	293,518	18,182
Mayor & Council	161,900	153,110	8,790
Corporate Services	1,442,450	1,377,951	64,499
Cemetery	68,900	62,073	6,827
Fire	886,300	891,625	(5,325)
Building/Property Standards & By-law/Septic	110,800	111,755	(955)
Planning	193,500	149,627	43,873
Commercial/Industrial Development	6,500	6,500	-
Recreation/Arena	668,250	641,135	27,115
Roads Administration	237,300	244,004	(6,704)
Roads Maintenance	1,361,950	1,339,633	22,317
Winter Control	487,800	496,892	(9,092)
Roads Construction	-	-	-
Bridges	104,500	104,500	-
Facilities	145,350	145,212	138
Street Lights	103,200	106,571	(3,371)
Sidewalks	86,800	79,097	7,703
Fuel & Equipment	-	-	-
Sanitary Sewers	-	-	-
Drainage	35,400	30,827	4,573
Storm Sewers	15,000	15,000	-
Canborough Street Project	91,100	91,100	-
Water	-	-	-
TOTAL EXPENDITURES	6,873,030	7,630,983	(757,953)

RFI-T-03-14
Township of West Lincoln
Capital Projects
As of December 31, 2013

Funding Source	2013 Budget Amount	Prior Year Budget Available	Expenditure to Date
General Government			
Information Technology	\$ 72,000	\$ -	\$ 50,692
Server Room Renovation/Relocation	\$ 30,000	\$ -	\$ 4,859
GIS Software Solution	\$ 25,000	\$ -	-
Accounting System	\$ -	\$ 50,000	\$ 23,942
TCA Software & Implementation	\$ -	\$ 17,299	\$ 17,299
Office equipment	\$ 5,000	\$ 2,377	\$ 5,406
Ward Boundary Review	\$ 10,000	\$ -	\$ -
Records Management	\$ 5,000	\$ 22,585	\$ 7,748
Corporate Reorganization	\$ 50,000	\$ -	\$ -
	<u>\$ 197,000</u>	<u>\$ 92,261</u>	<u>\$ 109,947</u>
Fire			
Training and Equipment	\$ 10,000	\$ -	\$ 8,429
Pioneer Grant Farm Rescue	\$ 3,500	\$ -	\$ 3,540
Bunker Gear	\$ 16,000	\$ -	\$ 13,783
Small Equipment Stn # 1	\$ 8,000	\$ -	\$ 9,199
Extrication Stabilization	\$ 12,000	\$ -	\$ 11,987
New Rescue Truck	\$ 50,000	\$ -	-
Fire Dept Aerial Truck	\$ 10,000	\$ -	\$ 9,553
Confined Space Rescue	\$ 10,000	\$ -	\$ 10,000
Small Equipment Stn # 2	\$ 5,000	\$ -	\$ 4,938
	<u>\$ 124,500</u>	<u>\$ -</u>	<u>\$ 71,429</u>
Facilities			
Public Works Operations Center	Operating Fund	\$ 4,000	\$ -
Lions Building	Operating Fund	\$ 15,000	\$ 124
Arena Sign	Contingency Reserve & Insurance	\$ 39,564	\$ 39,562
Leisureplex Building Security	Operating Fund	\$ 1,500	\$ 1,021
New Sign Townhall	Operating Fund/Budget Amendment	\$ 44,000	\$ 42,504
Leisureplex Bleachers	Operating Fund	\$ 10,000	\$ 8,330
Arena Benches Flooring	Reserve	\$ 5,900	\$ -
Main Office Counter Upgrades	Reserve	\$ 7,200	\$ 4,841
Fairground Improvements	Operating Fund	\$ 1,500	\$ -
		<u>\$ 115,564</u>	<u>\$ 13,100</u>
<u>\$ 115,564</u>		<u>\$ 13,100</u>	<u>\$ 96,382</u>
Public Works			
Christmas decorations	Operating Fund	\$ 5,000	\$ 1,947
		<u>\$ 5,000</u>	<u>\$ 1,947</u>
Roads			
Canborough Street Streetscaping	Reserve	\$ 200,000	\$ -
Northridge Drive	Gas Tax	\$ 45,000	\$ 4,093
Single Surface Treatment	Gas Tax	\$ 314,600	\$ 260,422
Grassie Road	Gas Tax	\$ 132,000	\$ 90,800
		<u>\$ 691,600</u>	<u>\$ 355,315</u>
Bridges			
Bridge 34 _ Environmental Assessment	Gas Tax	\$ 34,500	\$ -
South Chippewa Road Bridger	Gas Tax	\$ 29,500	\$ 2,229
Westbrook Road - 2 bridges	Gas Tax	\$ 19,000	\$ -
South Grimsby Rd 6 Bridge	Reserves	\$ -	\$ 162,320
Bridge Condition Assessment	Gas Tax	\$ 162,500	\$ 68,475
Bridge Inspection Program	Operating Fund	\$ 24,500	\$ 15,307
Guardrails	Operating Fund	\$ 80,000	\$ 40,647
		<u>\$ 350,000</u>	<u>\$ 162,320</u>
<u>\$ 350,000</u>		<u>\$ 162,320</u>	<u>\$ 177,130</u>
Sidewalks			
Canborough Street	Reserve	\$ 587,000	\$ -
		<u>\$ 587,000</u>	<u>\$ -</u>
Sewers			
Canborough Street	Reserve	\$ 250,000	\$ 5,259
Canborough Street-Engineering	Reserve	\$ -	\$ 33,260
Northridge Sewer	Reserve	\$ 25,000	\$ -
Sewer Conceptual Review	Reserve	\$ -	\$ 8,676
PCP-CSO Study	Reserve	\$ 70,000	\$ -
Inflow & Infiltration Reduction Program	Reserve/Dev. Charges	\$ -	\$ 175,000
Infiltration Study	Dev. Charges/ Reserve/Region	\$ -	\$ 47,044
		<u>\$ 345,000</u>	<u>\$ 263,980</u>
<u>\$ 345,000</u>		<u>\$ 263,980</u>	<u>\$ 15,850</u>
Storm Sewer			

RFI-T-03-14
Township of West Lincoln
Capital Projects
As of December 31, 2013

Funding Source	2013 Budget Amount	Prior Year Budget Available	Expenditure to Date
Canborough Street	\$ 250,000	\$ -	\$ 125
Northridge Subdivision	\$ 15,000	\$ -	\$ 1,216
	<u>\$ 265,000</u>	<u>\$ -</u>	<u>\$ 1,341</u>
Equipment			
Fuel Tank Replacement	\$ 13,355	\$ 30,000	\$ 43,098
Tractor/Brusher & Rotary Mower	\$ -	\$ 220,000	\$ 148,678
Zero Turn Mower	\$ 14,000	\$ -	\$ 11,925
Misc. PW equipment	\$ 5,000	\$ -	\$ 3,256
Misc. Recreation equipment	\$ 5,000	\$ -	\$ 933
Trackless Sidewalk Tractor	\$ 180,000	\$ -	\$ 152,428
Utility Tractor	\$ 30,000	\$ -	\$ 29,400
	<u>\$ 247,355</u>	<u>\$ 250,000</u>	<u>\$ 389,719</u>
Water			
Canborough Street	\$ 560,000	\$ -	\$ -
Northridge Watermain	\$ 15,000	\$ -	\$ -
Water Leak Detection Program	\$ 5,000	\$ -	\$ -
	<u>\$ 580,000</u>	<u>\$ -</u>	<u>\$ -</u>
Recreation			
Playground Equipment	Operating Fund	\$ 4,000	\$ 4,388
Leisureplex CIIF Project	Reserve	\$ 260,000	\$ -
South Creek Trail	Operating Fund/Grant	\$ 100,000	\$ -
Abingdon Park Ball Diamond	Operating Fund	\$ 4,000	\$ -
Tree Planting Community Foundation	Grant	\$ 6,500	\$ 3,623
Playground Surface Replacement	Operating Fund/Grant	\$ 41,000	\$ 37,179
Nordic Walking Project	Grant	\$ -	\$ 11,470
Parks Signage	Operating Fund	\$ 4,000	\$ -
Abingdon Park Diamond Building	Operating Fund	\$ 2,500	\$ 2,000
Recreation Facility Feasibility Study	Reserve	\$ -	\$ 32,056
Township Parks - Trees, Planting & Vaccination	Reserve	\$ -	\$ 2,372
		<u>\$ 422,000</u>	<u>\$ 50,286</u>
			<u>\$ 165,638</u>
Cemetary			
Cemetary Capital Project	Operating Fund	\$ 5,000	\$ -
		<u>\$ 5,000</u>	<u>\$ -</u>
Commercial & Industrial Development			
C.I.D.B Signage	Reserves/Budget Amendment	\$ 10,000	\$ 14,707
		<u>\$ 10,000</u>	<u>\$ 14,707</u>
Planning			
Development Charge Study	Operating Fund	\$ 15,000	\$ 9,323
Growth Management Planning	Reserve/Region	\$ -	\$ 69,500
Urban Design Manual	Operating Fund	\$ 30,000	\$ -
Property in Tax Arrears	Operating Fund	\$ 25,000	\$ 4,145
Zoning By-Law	Reserve	\$ -	\$ 81,081
CIP Implementation	Prior Year Surplus	\$ 20,000	\$ 37,599
Provincial Facilitator	Operating Fund/Reserve	\$ 11,330	\$ 6,941
		<u>\$ 101,330</u>	<u>\$ 195,121</u>
			<u>\$ 148,204</u>
TOTAL		<u>\$ 4,046,349</u>	<u>\$ 1,041,775</u>
			<u>\$ 1,554,400</u>

**TOWNSHIP OF WEST LINCOLN
SUMMARY OF RESERVES AND DEVELOPMENT CHARGES
AS AT DECEMBER 31, 2013**

RESERVES

	December 31, 2013	Committed Funds	Uncommitted Funds	Receivable/(Payable) to Reserves
Working Funds	\$ 363,159	\$ -	\$ 363,159	
Rate Stabilization	\$ 59,000	\$ -	\$ 59,000	
Contingencies	\$ 694,322	\$ (164,735)	\$ 529,587	\$ 98,775
Insurance	\$ 154,655	\$ -	\$ 154,655	
Election Exp	\$ 42,310	\$ -	\$ 42,310	
Recreation	\$ 11,598	\$ (10,595)	\$ 1,003	
Winter Control	\$ 125,000	\$ -	\$ 125,000	
Hospital	\$ 1,250,000	\$ (1,250,000)	\$ -	
Capital	\$ 1,330,702	\$ (444,574)	\$ 886,128	
Fire Trucks	\$ 193,545	\$ -	\$ 193,545	\$ (281,799)
Road Equipment	\$ 561,173	\$ -	\$ 561,173	
Industrial Park	\$ 1,313,836	\$ (751,558)	\$ 562,278	\$ 911,824
Bridges	\$ 112,622	\$ (68,546)	\$ 44,076	
Planning	\$ 55,852	\$ (55,852)	\$ -	
Cemeteries	\$ 25,675		\$ 25,675	
Technology	\$ 212,847	\$ (206,199)	\$ 6,648	
Facilities Reserve	\$ 239,999	\$ (235,437)	\$ 4,562	
Arena Building	\$ 106,381		\$ 106,381	
Building Revenues	\$ 258,318		\$ 258,318	
Sidewalks	\$ 214,388	\$ (126,000)	\$ 88,388	
Street Lights	\$ 9,740	\$ -	\$ 9,740	
Sewer Projects	\$ 827,499	\$ (373,001)	\$ 454,498	
Water Department	\$ 866,149	\$ (585,457)	\$ 280,692	
Library	\$ 690,610	\$ (416,000)	\$ 274,610	
Total	\$ 9,719,380	\$ (4,687,954)	\$ 5,031,426	\$ 728,800

DEVELOPMENT CHARGES

	December 31, 2013	Committed Funds	Uncommitted Funds
Protection	\$ 118,979		118,979
Roads	\$ 453,540		453,540
Parks & Recreation	\$ 1,439,491		1,439,491
Libraries	\$ 179,546		179,546
Administration	\$ 108,578		108,578
Water	\$ 60,670		60,670
Storm Water Mgmt.	\$ 33,322		33,322
Sewers	\$ 328,052		328,052
In Lieu of Parkland	\$ 271,405		271,405
Total	\$ 2,993,583	\$ -	\$ 2,993,583

DATE: February 18, 2014
REPORT NO: RFD-C-03-2014
SUBJECT: 2014 Summer and October to December Meeting Schedules
CONTACT: Chris Carter, CAO and Carolyn Langley, Clerk

OVERVIEW:

This report will address the summer meeting schedule to accommodate for summer holidays and the October to December meeting schedules to allow for the 2014 election process. Please note that the December meeting schedule is tentative and subject to change by the newly elected Council.

RECOMMENDATION

- (1) That, Report RFD-C-03-2014 dated February 18, 2014 regarding the “2014 Summer and October to December Meeting Schedules”; be received; and,
- (2) That, the Meeting Schedules for the months of July, August and December, 2014 (tentative) as provided in “Schedule A” to this report, be approved.

ALIGNMENT TO STRATEGIC PLAN

Not applicable to this report.

BACKGROUND

Staff discussed the meeting schedules for 2014 and it was decided to deal with all of the meeting schedules early to facilitate scheduling for the months of July and August (summer), October (municipal election), November (Caucus) and December (Inaugural Meeting and Christmas).

It should be noted that the proposed changes may affect COGECO attendance at and subsequent broadcasting of the Council meetings during the months of July, August, October, November and December, 2014.

CURRENT SITUATION

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). This year, we also have to deal with the meeting schedules for the months of October, November and December (tentatively) due to the election.

1. **MEETING SCHEDULE FOR JULY and AUGUST:**

Over the last several years, the number of meetings for the months of July and August has been reduced to accommodate summer vacations for Members of Council and staff as well as resulting staff shortages. After much discussion among staff, we are putting forward the following meeting schedule for July and August for your consideration:

PROPOSED NEW JULY 2014 MEETING SCHEDULE:

Mon., July 21, 2014 Public Meetings under the Planning Act – 6:30 p.m.
Council – Immediately following the Public Meetings under
the Planning Act. (with Planning, Administration and Public
Works items directly on Council Agenda) – 7:00 pm

PROPOSED NEW AUGUST 2014 MEETING SCHEDULE:

Mon., August 18, 2014 Public Meetings under the Planning Act – 6:30 p.m.
Council – Immediately following the Public Meetings under
the Planning Act. (with Planning, Administration and Public
Works items directly on Council Agenda) – 7:00 pm

2. MEETING SCHEDULE FOR SEPTEMBER:

No changes proposed.

3. MEETING SCHEDULE FOR OCTOBER:

Due to the municipal election being held on Monday, October 27, 2014, the regularly scheduled Council meeting will have to be cancelled. Accordingly, on discussing the matter with staff, the following scheduling of meetings is being suggested for the month of October, 2014:

PROPOSED NEW OCTOBER 2014 MEETING SCHEDULE:

Monday, October 6, 2014 Planning/Building/Environmental Comm. – 6:30 pm
Tuesday, October 14, 2014 Council (including any Admin/Finance/Fire & PW/
Rec/Arena items) – 7:00 pm

NOTE: Election Monday, October 27, 2014

Advance Polls – **Tentative** – October 16 & 21 at 6-9pm, Oct 18 at 10am-5pm

4. MEETING SCHEDULE FOR NOVEMBER:

It has been customary to schedule the Caucus meeting with the newly elected Members of Council on the Monday evening prior to Inaugural; therefore staff is recommending that Caucus be tentatively scheduled on Monday, November 24, 2014, which would be the date of the regularly scheduled Council meeting. Accordingly, the following scheduling of meetings is being suggested for the month of November, 2014:

PROPOSED NEW NOVEMBER 2014 SCHEDULE:

Monday, November 3, 2014 Planning/Building/Environmental Comm. – 6:30 pm
NOTE: If it is determined that this meeting has a light
agenda, staff may recommend that it be combined
with the November 10th meeting
Monday, November 10, 2014 Council (including any Admin/Finance/Fire & PW/Rec/
Arena items) – 7:00 pm
Monday, November 17, 2014 **No Meeting**
Monday, November 24, 2014 Caucus Meeting – Tentative – time to be determined

“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”

It is noted that the Mayor of the newly elected Council will schedule the Caucus and Inaugural meeting; therefore, the recommendations relating to the Caucus Meeting is tentative at this time and can subsequently be altered, if necessary.

5. **MEETING SCHEDULE FOR DECEMBER (Tentative):**

It has also been customary to alter the December meeting schedule to accommodate Christmas holidays and Inaugural.

PROPOSED NEW DECEMBER 2014 MEETING SCHEDULE "TENTATIVE":

Monday, December 1, 2014 INAUGURAL

Monday, December 15, 2014 Council Meeting (including any Planning & Admin/
Finance/Fire & PW/Rec/Arena items) – 7:00 pm

FINANCIAL IMPLICATIONS

There are no financial implications to the municipality with respect to reducing the number of meetings for the months of July, August and December, 2014 to accommodate summer holidays and the 2014 election process.

INTER-DEPARTMENTAL COMMENTS

The issue of reducing the number of meetings for the months of July, August and December was reviewed at the February 12, 2014 Management Team Meeting.

CONCLUSION

Staff recommends that the meeting schedules for the months of July, August and October to December, 2014 as noted in this report, be approved.

Prepared and submitted by:

Carolyn Langley, Clerk

SCHEDULE “A”

1. PROPOSED JULY 2014 MEETING SCHEDULE:

Mon., July 21, 2014 Public Meetings under the Planning Act – 6:30 p.m.
Council – Immediately following the Public Meetings under
the Planning Act. (with Planning, Administration and Public
Works items included on Council Agenda) – 7:00 pm

2. PROPOSED AUGUST 2014 MEETING SCHEDULE:

Mon., August 18, 2014 Public Meetings under the Planning Act – 6:30 p.m.
Council – Immediately following the Public Meetings under
the Planning Act. (with Planning, Administration and Public
Works items included on Council Agenda) – 7:00 pm

3. PROPOSED OCTOBER 2014 MEETING SCHEDULE:

Monday, October 6, 2014 Planning/Building/Environmental Comm. – 6:30 pm
Tuesday, October 14, 2014 Council (including any Admin/Finance/Fire & PW/
Rec/Arena items) – 7:00 pm

NOTE: Election Monday, October 27, 2014
Advance Polls – **Tentative** – October 16 & 21 at 6-9pm, Oct 18 at 10am-5pm

4. PROPOSED NOVEMBER 2014 MEETING SCHEDULE:

Monday, November 3, 2014 Planning/Building/Environmental Comm. – 6:30 pm
NOTE: If it is determined that this meeting has a light
agenda, staff may recommend that it be combined
with the November 10th meeting
Monday, November 10, 2014 Council (including any Admin/Finance/Fire & PW/Rec/
Arena items) – 7:00 pm
Monday, November 17, 2014 **No Meeting**
Monday, November 24, 2014 Caucus Meeting – Tentative – time to be determined

5. PROPOSED DECEMBER 2014 MEETING SCHEDULE (tentative):

Monday, December 1, 2014 INAUGURAL
Monday, December 15, 2014 Council Meeting (including any Planning & Admin/
Finance/Fire & PW/Rec/Arena items) – 7:00 pm

“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: February 17, 2014
REPORT NO: RFD-C-02-2014
SUBJECT: Advance Voting, Important Dates, Times and Issues
CONTACT: Chris Carter, CAO and Carolyn Langley, Clerk

OVERVIEW:

This report outlines important key dates and information relating to the 2014 Municipal Election and will propose the adoption of by-laws to establish advance voting dates and the use of accu-vote counting equipment.

RECOMMENDATION:

1. That, Report RFD-C-02-2014 regarding Advance Voting and Important Dates, Times and Issues be received; and,
2. That, a By-law to authorize the use of voting/vote counting equipment be adopted; and,
3. That a by-law to establish Advance Vote dates, times and locations for the 2014 Municipal Election, as proposed under Section 7 of this report, be adopted once the location for the October 18th advance vote has been confirmed.

ALIGNMENT TO STRATEGIC PLAN:

Not applicable to this report.

BACKGROUND:

This report is being provided for information purposes and to establish advance votes and re-authorize voting/vote counting equipment for the 2014 municipal election.

REPORT:

KEY DATES & INFORMATION:

1. Voting Day:
Voting day in regular elections is the fourth Monday in October, being October 27, 2014. The time for residents to vote on voting day is from 10:00 a.m. to 8:00 p.m. **Unofficial** Election results will be released as soon as possible/practicable after 8:00 p.m. on voting day.
2. Nominations/Nomination Day:
Nominations may be filed from January 2, 2014 to September 11, 2014 between the hours of 9:00 a.m. to 4:30 p.m. AND from 9:00 a.m. to 2:00 p.m. on the second Friday in September (September 12, 2014). This establishes Nomination Day as September 12, 2014 and the deadline for filing nomination documentation is 2:00 p.m.

Withdrawal of Nominations will be permitted until 2:00 p.m. on Nomination Day.

3. Acclamations:
Acclamations, if any, are to be declared at 4:00 p.m. on the Monday following Nomination Day (September 15, 2014).
4. Death or Ineligibility of a Candidate after nomination certified:
If a certified candidate for an office, before the close of voting on voting day, dies or becomes ineligible to hold the office,
(a) if no candidate would be elected by acclamation as a result of the death or ineligibility,
 (i) the election shall proceed as if the candidate had not been nominated, and
 (ii) the clerk shall omit the candidate's name from the ballots or, if they have already been printed, shall cause notice of the candidate's death or ineligibility to be posted in every voting place;
(b) if another candidate would be elected by acclamation as a result of the death or ineligibility, the election is void and a by-election shall be held to fill the office.
5. By-law to Submit Question to Electors:
The last day for notice of intent to pass a by-law to submit a question to the electors is Thursday, April 17, 2014. The last day to pass or amend a by-law to submit a question to electors is Wednesday, April 30, 2014. In order to comply with this deadline, the regular Council meeting to pass such a by-law would be Monday, April 28, 2014.

June 2, 2014 is the last day for submission of a question to the Clerk by the Minister, a local board or upper-tier municipality and for submission of a fluoridation question.

Prior to placing a question on the ballot, Council should consider the impact on voter turnout, costs of including a question on the ballot, such as public notice, public meetings, communication to the public, the costs to the municipality if the decision is binding and the method of implementing the decision, if binding.

A question must:

- (a) concern a matter within the jurisdiction of the municipality;
- (b) not concern a matter that has been prescribed as a matter of provincial interest;
- (c) be clear, concise and neutral;
- (d) be capable of being answered in the affirmative or the negative – the only permitted answers to the question are “yes” and “no”.

Notice: Notice of the intent to pass a by-law must be given to the public and Minister of Municipal Affairs and Housing at least 10 days before it is passed, and at least one public meeting must be held before it is passed. NOTE: The last date would be Saturday, April 19th however, it would be backed up to Thursday, April 17th due to the Easter holiday.

Notice of passage of the by-law must be given to the public and Minister within 15 days after passage. Notice shall include:

- (a) the wording of the question;
- (b) in the case of a by-law under clause 8 (1) (b), a clear, concise and neutral description of the consequences of the question if it is approved and the consequences if it is rejected with the special majority under section 8.2, including an estimate of the costs, if any, that the municipality may incur in implementing the results of the question; and

(c) in the case of a by-law under clause 8 (1) (b), a description of the right to appeal under subsection (6) including, in the case of a notice under subsection (4), the last day for filing a notice of appeal. 2000, c. 5, s. 28.

Binding Results (partial extract from Municipal Election Act):

The results of a question authorized by a by-law under clause 8 (1) (b) are binding on the municipality which passed the by-law if,

- (a) at least 50 per cent of the eligible electors in the municipality vote on the question; and
- (b) more than 50 per cent of the votes on the question are in favour of those results.

If the results of a question authorized by a by-law under clause 8 (1) (b) are binding on a municipality,

- (a) if an affirmative answer received the majority of the votes, the municipality shall do everything in its power to implement the results of the question in a timely manner; and
- (b) if a negative answer received the majority of the votes, the municipality shall not do anything within its jurisdiction to implement the matter which was the subject of the question for a period of four years following voting day.

NOTE: If the results are binding, on a yes vote, the municipality shall do everything in its power to implement the results in a timely manner (action must be taken between 14 and 180 days after Voting Day). On a no vote, the municipality shall do nothing within its jurisdiction to implement the matter for a period of 4 years following Voting Day.

6. Accessibility:

The Clerk is required to ensure that each voting place is accessible to electors with disabilities. A public report must be provided to Council within 90 days after voting day addressing the measures taken to remove and prevent barriers that affect electors and candidates with disabilities.

The Joint Accessibility Advisory Committee (JAAC) will be providing election training and assistance for any accessibility related issues as they relate to the election.

7. Advance Voting:

Council is required, under the MEA, to pass a by-law regarding advance voting dates and hours. In the 2010 Municipal Election, three advance voting opportunities were provided. It is proposed that a similar schedule be approved for the 2014 election as follows:

2014 PROPOSED ADVANCE VOTING DATES:

<u>Administration Building, 318 Canborough Street, Smithville</u>	
Thursday, October 16, 2014	6:00 p.m. to 9:00 p.m
Tuesday, October 21, 2014	6:00 p.m. to 9:00 p.m
<u>Legion Villa Seniors Complex, 161 Mill Street, Smithville</u>	
Saturday, October 18, 2014	10:00 a.m. to 5:00 p.m.

Advance voting opportunities are intended to permit voters to exercise their democratic privilege by enabling them to cast their vote on alternate dates and in a convenient location. The advance polling locations accommodate voting for all wards. It is noted that September 26th, 2014 is the deadline to pass a by-law to establish advance voting dates and times. A By-law will be presented to confirm the above noted dates upon receipt of confirmation from the Legion Villa of use of their facility for the October 18th advance vote.

8. Alternative Voting (Voting and Vote Counting Equipment):
June 2, 2014 is the deadline for Council to pass a by-law to authorize vote counting equipment or an alternative voting method. West Lincoln Council adopted By-law 2010-48 for the 2010 Municipal Election, which authorizes the use of vote counting equipment. A new by-law will be put forward for adoption for the 2014 Municipal Election. Procedures relating to alternative voting or vote counting methods are to be provided to candidates by June 2nd.
9. Voter's List:
The Municipal Property Assessment Corporation (MPAC) provides the preliminary list of electors and they have working diligently to improve the accuracy of the list. The list will be provided to the Clerk on a specific date to be established. Once the list has been received, the Clerk may use additional sources of information that are in the municipality's custody to correct the preliminary list of electors for obvious errors.
10. Voting – (Identification required to Vote):
All eligible electors will be required to provide proof of identity and residency in order to obtain a ballot at the voting location. The type of identification required has changed since the last election and is prescribed in Reg. 304/13. The information relating to what type of identification is required is provided in the Township's Candidates Guide. An elector on the voters' list without identification may make a statutory declaration.
11. Deadline for Application to Vote by Proxy and to be added to the Voters List:
October 27th is the deadline for applications to vote by proxy and for applications to be added to the voters list.
12. Candidate Finances and Contribution Limits:
Significant changes were made for the 2010 election relating to the rules pertaining to election expenses, contribution limits and reporting; however, the Ministry has not advised of any changes relating to campaign finances for the 2014 election. In past years, the Ministry of Municipal Affairs has hosted a Candidate's Information Session and it is expected that this will occur for the 2014 election as well. This will provide an opportunity for Candidates to obtain additional information and ask questions regarding their campaign and campaign finances. Further information regarding this event will be advertised and posted on the municipal website when and if the event is scheduled. There is a significant amount of important information relating to Election Campaign Financing which should be carefully reviewed by any prospective candidates. The information will be made available on the Township's website, as it becomes available.
13. Campaign contributions:
The maximum contribution to an individual candidate remains at \$750, however a contributor shall not make contributions exceeding a total of \$5,000 to two or more candidates for office on the same council or local board.
14. Use of Municipal Facilities, Services, supplies or property for/during Election Campaign
IS PROHIBITED:

NOTE 1: Use of municipal resources by Members of Council while campaigning is **prohibited** as it could be construed as a contribution (ie. Distribution of municipal business cards, use of office supplies supplied by the municipality, etc.).

**NOTE 2: EXTRACT FROM TOWNSHIP OF WEST LINCOLN CODE OF CONDUCT
CONDUCT OF A POLITICAL NATURE**

No Member shall use Township facilities, services, supplies or property for his/her election or re-election campaign. No Member shall use the services of Township employees for his/her election or re-election campaign, during hours in which the employees are in the paid employment of the Township.

15. Compliance Audit Committee:

Each council and local board is now required to establish, by by-law, a Compliance Audit Committee (by September 30, 2014) made up of citizens. The committee is not to include employees, officers of a municipality or members of the council or local board or any persons who are a candidate in the election for which the committee is established. The committee must have a minimum of 3 members and a maximum of 7 members and serves for the four year term as does the Council. The Clerk or board secretary acts as an officer of the committee.

The establishment of a Compliance Audit Committee will be dealt with at a later date as the matter was recently discussed at an area Municipal Clerk's meeting and a proposal to establish a region wide committee, as was done at the last election, is currently under review with all area Clerks.

16. Lame Duck:

The council of a local municipality shall not take any of the following actions after nomination day if the new council will include less than three-quarters of the old council:

- (a) the appointment or removal from office of any officer of the municipality;
- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- (d) making any expenditures or incurring any other liability which exceeds \$50,000

The following are exceptions provided in the Act relating to the above:

1. unless the disposition (under section c) or liability (under section d) was included in the most recent budget adopted by the council before nomination day in the election.
2. unless the action was taken as a result of an emergency
3. unless the authority was delegated to a person or body prior to nomination day

17. Filling a Vacancy on Council:

Effective July 29, 2014, Council would no longer be required to fill a vacancy on the current Council.

18. New Term of Office Begins:

December 1, 2014 is the first day of the term of office for the newly elected Council.

LEGISLATIVE CHANGES FOR THE 2014 ELECTION:

For this election, the Ministry has advised of only the following two minor changes:

1. revised voter identification requirements
2. use of electronic payment method (Debit) for Nomination Fee

FINANCIAL IMPLICATIONS

There are no financial implications relating to this report.

INTER-DEPARTMENTAL COMMENTS

Not applicable.

CONCLUSION

This report provides important information to Members of Council regarding the upcoming municipal election and establishes the dates and times for Advance voting and re-authorizes the use of voting and vote counting equipment for the 2014 Municipal Election.

Respectfully submitted by:

Carolyn Langley, Clerk

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