

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

MEETING NO. THREE HELD: Monday, April 20, 2015, Township Administration Building, 318 Canborough Street, Smithville - 6:30 p.m.

*****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 Mike Rehner
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)
 - (a) **ITEM A24-15**
Rob MacIsaac, President and CEO of Hamilton Health Sciences
Re: Our Healthy Future - Update regarding West Lincoln Memorial Hospital & **Page 1-3**
Hamilton Health Sciences. **PowerPoint under separate cover**
5. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**
NOTE: Procedural By-law 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 A25-15**
Fire Chief (Dennis Fisher)
Re: Fire Department Monthly Update – March 2015 **Page 4-6**

7. CONSENT AGENDA ITEMS:

NOTE: All items listed below are considered to be routine and non-controversial and will be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

(a) **ITEM A26-15**

- (1) Joint Accessibility Advisory Committee Minutes–March 11 2015 (Orientation) **Page 7-8**
- (2) Information Report RFI-T-04-15 - 2014 Statement of Remuneration and Expenses for Council Members and Persons Serving on any bodies **Page 9-11**
- (3) Recommendation Report RFD-C-03-2015 - Application for Refreshment Cart License to operate at 182 Griffin Street North – Kim’s Fries (Kim Leetham) **Page 12-14**

RECOMMENDATION:

The Administration/Finance/Fire Committee hereby approve the following Consent Agenda Items:

1. Items 1 & 2 be and are hereby received; and
 2. Item 3 be and is hereby received and the recommendations contained therein be adopted
- with the exception of Items #(s)_____

8. COMMUNICATIONS:

9. STAFF REPORTS:

(a) **ITEM A27-15**

Treasurer/Director of Finance (Donna DeFilippis)
Re: Report RFI-T-03-15 - March 31, 2015 Budget Status Report

Page 15-17

RECOMMENDATION

That, Report RFI-T-03-15, regarding the “March 31, 2015 Budget Status Report”, be received for information.

10. OTHER BUSINESS:

(a) **ITEM A28-15**

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

(b) **ITEM A29-15**

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:

13. ADJOURNMENT:

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

From: Carolyn Langley
Sent: April-02-15 2:31 PM
To: DL-Council Members; Chris Carter
Subject: FW: HHS breifing note for April 20
Importance: High

Dear Members of Council and Chris:

Please see below email from Lillian Badzioch from Hamilton Health Sciences. She has scheduled an appointment on the April 20th Administration Meeting. Representatives will be sharing more details about what is happening at WLMH and across HHS, and their upcoming efforts to engage the communities. A letter is attached that provides additional information and they would like to draw to your attention two upcoming events that are listed in the email below.

Sincerely,

Carolyn Langley, Clerk
Township of West Lincoln
318 Canborough Street
P.O. Box 400
Smithville, Ontario.
L0R 2A0
Tel: (905) 957-3346 ext. 6720
Fax: (905) 957-3219

This email may contain confidential and/or privileged information for the sole use of the intended recipient. Any review, disclosure, or distribution by others is strictly prohibited. If you have received this email in error, please contact the sender immediately and delete all copies.

From: Badzioch Lillian [<mailto:badzioch@HHSC.CA>]
Sent: March-31-15 9:30 AM
To: Carolyn Langley
Subject: HHS breifing note for April 20
Importance: High

Hi Carolyn,

How are you?

In advance of the HHS delegation presentation to council on April 20, I have attached a briefing note for the council members. Included is a brief description of what we'll be sharing as well as a list of the HHS representatives.

I'd also like to highlight the agenda item – Our Healthy Future. More information about this work will be shared with council on Tuesday but it does include a series of

community engagement sessions in Grimsby and Hamilton over the next several weeks. We would like to invite the members of council to attend the following sessions if they are available:

- Thursday April 9 - Community Engagement Session - 7 pm to 9 pm at the Grimsby Senior Centre
- Wednesday April 29 - Community Engagement Session - 6:30 pm to 8:30 pm - Stoney Creek Council Chambers

I would appreciate it if you could please circulate the briefing note as well as bring the dates for the community engagement sessions to their attention. Please reassure them that more details about the purpose and importance of the engagement sessions will be forthcoming.

Please let me know if you have any questions.

Many thanks

Lillian



Lillian Badzioch

SR PR Specialist
Public Relations and Communications
Hamilton Health Sciences
T: 905.521.2100 ext. 76090
badzioch@hhsc.ca
www.hamiltonhealthsciences.ca



March 31, 2015

Overview of Presentation to Township of West Lincoln Council Members
Monday April 20, 2015

We would like to thank the members of council for the opportunity to share an update about West Lincoln Memorial Hospital, and Hamilton Health Sciences' ongoing commitment to strengthening hospital care in the regions of Hamilton and West Niagara.

We are working diligently to preserve and enhance the quality of care at WLMH through our integration efforts. Staff and physicians from across our organization are continually looking for ways to ensure that patients receive the best care, every time. Emergency services is just one example. Over the next several months, the WLMH emergency department will undergo some physical changes and a review of patient flow with the goal of shortening wait times and the overall patient experience.

This spring, HHS is starting a year-long conversation about the future of care at HHS. We are working with our patients, our staff, our partners and the communities we serve to consider options for organizing care at HHS over the next 10 to 20 years. This includes the care provided at WLMH. We need a bold vision for the future – one that strengthens the quality of our care for years to come, and places our patients and their families at the center of everything we do.

We are looking forward to sharing more details about what is happening at WLMH and across HHS, and our upcoming efforts to engage the communities that we serve.

Thank you

Hamilton Health Sciences Delegation

- Rob MacIsaac, President and CEO
- Rebecca Repa, President, West Lincoln Memorial Hospital
- Kelly Campbell, Vice President, Corporate Services and Chief Planning Officer
- Dr. Gary Benson, Medical Director, West Lincoln Memorial Hospital
- Aaron Levo, Vice President, Communications and Public Affairs

Presentation Agenda

- Integration Update
- Our Healthy Future
- Community Engagement

Information Report

To: Mayor Joyner and Members of Council
From: Fire Chief, Dennis Fisher
Date: April 20, 2015
Report: WLFD 05-15
Subject: Monthly Update – March 2015

Emergency Response Calls – March 2015

Station # 1 – 15 Station # 2 – 9 Pelham – 7

Incident	Nature	Fire Area	Apparatus	Date	Time
2015-004536	5-Emergency Medical Assistance	St #1	WLSQ1 WLC1 WLC2	03/30/2015	01:49
2015-004488	4-Mva Rescue	PE#3	PEC1 PER3 PEP3 PET3 WLC1	03/29/2015	00:33
2015-004471	4-Mva Rescue	St # 1 St # 2	WLP2 WLR2 WLR1 WLC1 WLC2	03/28/2015	17:59
2015-004421	2-Vehicle Fire	PE # 2	PEC1 PEP2 PET2 PER2 WLC1	03/27/2015	12:55
2015-004337	33-Burning Complaint	PE # 2	PEC1 PEP2 WLC1	03/25/2015	15:13
2015-004317	5-Emergency Medical Assistance	P # 2	PEC1 PER2 WLC1	03/25/2015	07:55
2015-004248	4-Mva Rescue	PE # 3	PEC1 PEP3 PER3 PET3 WLC1	03/23/2015	17:17
2015-004189	5-Emergency Medical Assistance	St #1	WLSQ1 WLC1 WLC2	03/22/2015	10:46
2015-004187	5-Emergency Medical Assistance	St #1	WLSQ1 WLC1 WLC2	03/22/2015	10:16
2015-004182	5-Emergency Medical Assistance	St # 2	WLR2 WLC1 WLC2	03/22/2015	07:14
2015-004156	5-Emergency Medical Assistance	St # 2	WLR2 WLC1 WLC2	03/21/2015	11:40
2015-004037	5-Emergency Medical Assistance	PE# 2	PEC1 PER2 WLC1	03/18/2015	17:16
2015-003974	2-Vehicle Fire	St # 2	WLP2 WLR2 WLC1 WLC2	03/17/2015	01:55
2015-003933	54-Vsa/Cardiac Arrest/Unconscious	St #1	WLSQ1 WLC1 WLC2	03/16/2015	08:48

2015-003914	7-Emergency Assistance Call	St # 1	WLR1 WLP1 WLC1 WLC2 WLT1	03/15/2015	19:54
2015-003903	8-Non-Emergency Assistance Call	St # 1	WLC1 WLA1	03/15/2015	12:13
2015-003891	1-Structure Fire	St # 1	WLA1 WLT1 ST WLC1 HDT6	03/15/2015	03:12
2015-003886	1-Structure Fire	St # 1 St # 2 Gr # 1 Hd # 9	GRT2 GRC1 GRP1 HDP6 WLC2 WLT1 WLC1 GRA1 GRC2 LIT2 ST WLA1 WLC1 HDT9 WLSQ1 WLC2	03/15/2015	00:48
2015-003885	1-Structure Fire	St # 1 St # 2 Gr # 1 Hd # 9 WF #1	WFEN1 WFEN2 WFEN3 WFEN4 WFR1 WFT3 WLC2 WLP2 HDP6 WLR2 HDT9 WLR1 WFT3 WLC1 HDT6 HDT9 HDT6 WLC1	03/14/2015	23:41
2015-003884	1-Structure Fire	St # 1 St # 2 Gr # 1 Hd # 9 WF #1	WLR1 WLP1 WLT1 WLA1 WLR2 WLP2 WLT2 WLC1 WLC2 HDT6 WFT1 WLR1 HDT9 WLC1 WLC1 WLC1 HDT6 HDT6 WLA1 WLC1	03/14/2015	23:31
2015-003580	4-Mva Rescue	St # 1	WLR1 WLP1 WLC1 WLC2	03/07/2015	23:57
2015-003451	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	03/04/2015	20:56
2015-003418	7-Emergency Assistance Call	PE # 3	PEC1 PEP3 PER3 WLC1	03/04/2015	03:51
2015-003354	1-Structure Fire	St # 1 St # 2 Gr #1	WLR1 WLP1 WLT1 WLA1 WLR2 WLP2 WLT2 WLC1 WLC2 GRT2 GRC1	03/02/2015	23:23
2015-003278	73-Odour Investigation	St # 1 St #2	WLR1 WLP1 WLT1 WLA1 WLR2 WLP2 WLT2 WLC1 WLC2	03/01/2015	15:45

Apparatus Legend:

VSA = Vital Signs Absent

WL = West Lincoln, GR = Grimsby, PE = Pelham, HD = Haldimand, LI = Lincoln

C = Car, P = Pumper, T = Tanker, R = Rescue, SQ = Squad, A = Aerial

The last digit indicates the Station #

New Retirees – None at this time

New Recruits – None at this time

Promotions - None at this time

Training

March 2015 Monthly Training

Station # 1

Mar 4 Annual CPR Recertification

Mar 11 Fire Behaviour

Mar 18 Fire Hose/Officers Meeting

Mar 25 Equipment maintenance/Business meeting – both stations

Station # 2

Fire Hose

Annual CPR Recertification

Command/Accountability/Officers Meeting

April 2015 Monthly Training

Station # 1

Apr 1 Critical Incident Stress PTSD

Apr 8 Fire Protection Systems

Apr 15 PPE, SCBA/ Officers Meeting

Apr 22 Equipment maintenance / Business meeting – both stations

Apr 29 Command & Accountability

Station # 2

Fire Protection Systems

Critical Incident Stress PTSD

PPE, SCBA /Officers Meeting

Training Tower- St Catharine's

Fire Prevention

Fire Prevention Public Education Lieutenant has completed the Fire Education for all the Grade 5 classes in the Municipality.

Apparatus Fleet

- An RFP for the purchase of a New Pumper/Rescue has been sent out to ten Fire Apparatus manufacturers, also an ad was placed in the paper advertising proposals for the New Pumper/Rescue

Fire Department Activities

Reminder

- Public Works & Emergency Service Open House – Thursday May 21 from 10am - 2pm
- West Lincoln Fire & Emergency Service in conjunction with the Niagara Regional Police and Niagara EMS will be hosting a 2015 Drive Safe Program for the high school students (“ Mock Crash” in front of South Lincoln high School) on Tuesday May 26th at 9:30 am with a rain date of Wednesday May 27th at 9:30am

Respectfully submitted by

Dennis Fisher
Fire Chief / CEMC

**Joint Accessibility Advisory Committee
Meeting Minutes
Wednesday, March 11, 2015
City of Thorold Municipal Offices
3450 Schmon Parkway
Thorold, ON
6:30 p.m. - 8:00 p.m.**

Present:

Joey Hewitt
Brenda Mitchell
Ann Villalta
Sheila Hirsch-Kalm
Rhys Evans
Connie Groves
Stephen Barker
Sharon Cook
Karen Lemieux

Ex-Officio

Carolyn Langley
Donna Delvecchio
Donna Herrington

Regrets

Gordana Mosher

1. Call to Order

Meeting was called to order by Joey Hewitt at 6:35 pm.

2. Welcome and Introductions

Joey welcomed all new and returning members to another JAAC term. Introductions were made.

3. Orientation Presentation

An orientation package/binder was provided to all new JAAC members. Donna presented the JAAC Orientation module. Extensive discussion about the JAAC's history, relationship to the member municipalities and current mandate ensued. A printed copy of the presentation was provided as was an updated JAAC Committee Contact List and Administrative

Group Contact List. These items are available in alternate formats upon request.

4. Election of JAAC – Chairperson and Vice-Chairperson Election

Joey nominated Stephen Barker for Chairperson. Sharon Cook seconds the motion. Stephen allowed his nomination to stand. All in favour.

Stephen nominated Connie Groves for Vice-Chairperson. Sheila seconds the motion. Connie allowed her nomination to stand. All in favour.

Stephen Barker is now the JAAC Chairperson and Connie Groves is the Vice-Chairperson.

5. Setting Meeting Schedule for 2015

The committee maintains the 2nd Thursday of each month as the JAAC meeting date. Meetings will take place in the evening from 6:30-8:00 pm. Donna will work with the Admin Group to set a rotating schedule for hosting the JAAC meetings. She will report back to the group once this has been established.

6. Next Steps – Discussion of JAAC directions and priorities

It was suggested that the JAAC establish a greater presence on social media; such as Facebook and Twitter.

Donna will distribute a Claim Form so that those members who drive themselves may claim mileage for JAAC meetings and events. Donna will arrange transportation for all those who request it for meetings.

7. Next Meeting

The next meeting will be Thursday, April 9, 2015; location to be determined.

8. Adjournment

The meeting adjourned at 8:15 pm. Moved by: Karen Lemieux, Seconded by: Connie Groves

DATE: April 20, 2015

REPORT NO: RFI-T-04-15

SUBJECT: **2014 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-04-15, regarding the “2014 Statement of Remuneration and Expenses for Council Members and Persons Serving on any Bodies”, be received for information.

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 2014-39 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 2014-39 also gives authority to reimburse Members of Council for out-of -pocket expenses incurred on behalf of authorized Township business.

CONCLUSION

That the attached 2014 Statement of Remuneration and Expenses for Members of Council and Persons Serving on any bodies be received for information purposes.

Prepared by:

Approved by:

Donna DeFilippis, CPA,CA
Treasurer/Director of Finance

Chris Carter
CAO

Township of West Lincoln
 2014 Statement of Remuneration and Expenses for Members of Council Persons Serving on any Bodies
 RFI-T-04-15

Member of Council	Term of Office		2014
			\$
Mayor Joyner	12 months	Salary	19,133
		Expense Allowance	9,567
		Mileage Reimbursement	955
		Conferences	1,974
		Office Expense/Telephone	589
		Meeting/Promotion	920
		Total	33,138
Councillor Chechalk	12 months	Salary	11,358
		Expense Allowance	5,679
		Total	17,037
Councillor Micallef	12 months	Salary	11,358
		Expense Allowance	5,679
		Total	17,037
Councillor Bell	1 month	Salary	970
		Expense Allowance	485
		Total	1,455
Councillor Bylsma	1 month	Salary	970
		Expense Allowance	485
		Total	1,455
Councillor Rehner	1 month	Salary	970
		Expense Allowance	485
		Total	1,455
Councillor Trombetta	1 month	Salary	970
		Expense Allowance	485
		Total	1,455
Councillor Glazier	11 months	Salary	10,699
		Expense Allowance	5,350
		Total	16,049
Councillor Merritt	11 months	Salary	10,699
		Expense Allowance	5,350
		Total	16,049
Councillor DiLeonardo	11 months	Salary	10,699
		Expense Allowance	5,350
		Total	16,049

Township of West Lincoln
 2014 Statement of Remuneration and Expenses for Members of Council Persons Serving on any Bodies
 RFI-T-04-15

Councillor Leith	11 months	Salary	10,699
		Expense Allowance	5,350
		Total	<u>16,049</u>

Member of Committee of Adjustment

D. Vandyke	11 months	Meeting Fee	255
		Mileage Reimbursement	372
		Total	<u>627</u>

J. Verdonk	11 months	Meeting Fee	210
		Mileage Reimbursement	157
		Total	<u>367</u>

P. McDougall	11 months	Meeting Fee	155
		Mileage Reimbursement	234
		Total	<u>389</u>

A. Clemencio	11 months	Meeting Fee	275
		Total	<u>275</u>

R. Bertand	11 months	Meeting Fee	350
		Total	<u>350</u>

DATE: April 20, 2015
REPORT NO: RFD-C-03-2015
SUBJECT: Application for Refreshment Cart License to operate at 182 Griffin Street North – Kim’s Fries (Kim Leetham)
CONTACT: Joanne Scime, Deputy Clerk and Carolyn Langley, Clerk

OVERVIEW:

This report will address an application received from Kim Leetham (Kim’s Fries) for a 2015 refreshment cart license for 182 Griffin Street North.

RECOMMENDATION

- (1) That, Report RFD-C-03-15, dated April 20, 2015, regarding “Application for Refreshment Cart License to operate at 182 Griffin Street North – Kim Leetham (Kim’s Fries)”, be received and;
- (2) That, the application for a Refreshment Cart Licence, as submitted by Kim Leetham (Kim’s Fries) to operate a refreshment cart at 182 Griffin Street North be approved prior to ratification of Council, and,
- (3) That, Township Council waive the provision of Condition (3) (a) of the Refreshment Cart Licensing By-law (By-law 2010-20) and allow Kim Leetham (Kim’s Fries) to operate her 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 that the applicant 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

Ms. Kim Leetham has provided payment of the required refreshment cart licensing fee of \$400.00 and her 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) 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. The two restaurants, being Jackie’s Bakery and the Yogo Burst, have provided written permission to Ms. Leetham to operate her refreshment cart within 150 feet of their respective restaurants.

Ms. Leetham co-owned the fries vehicle with Mr. Lavigne in 2014; however, for personal reasons, Mr. Lavigne sold the vehicle, (and business, etc.) to Ms. Leetham.

As indicated in previous Staff reports over the last several years, this refreshment vehicle will be located on vacant lands, which is contrary to Condition 3 (a) of the Refreshment Cart Licensing By-law (By-law 2010); however, Staff and Council discussed the issue of removing the vacant lot provision from the Refreshment Cart Licensing By-law and it was felt that the provision should remain and each application should be dealt with on an individual, case-by-case 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, the Fire Chief and Director of Planning & Building for review and comment. There were no objections brought forward with respect to the issuance of a refreshment cart license to Kim Leetham (Kim’s Fries).

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 the application received from Kim Leetham (Kim’s Fries) for a

“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”

refreshment cart license located at 182 Griffin Street North for the Year 2015 and that Council waive the provision of Condition (3) (a) of the Refreshment Cart Licensing By-law (By-law 2010-20), and allow Kim Leetham (Kim's Fries) to operate her 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

Approved by:

Chris Carter, CAO

“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: April 20, 2015
REPORT NO: RFI-T-03-15
SUBJECT: **March 31, 2015 Budget Status Report**
CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **Presentation and Analysis of operating expenditures as of March 31, 2015 compared to the 2015 budget.**

RECOMMENDATION:

That, Report RFI-T-03-15, regarding the “March 31, 2015 Budget Status Report”, be received for information.

BACKGROUND:

The Finance department has completed a review of operating and capital financial results up to the end of March 31, 2015. **Appendix A** is a summary of the Operating Revenues and Expenditures up to March 31, 2015. As of March 31, 2015 there are no significant capital expenditure items to report on as the 2015 Budget was only passed on March 30th, 2015. Staff members are currently in the process of preparing Tenders and obtaining quotes for the approved capital projects. 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 March 31, 2015.

FINANCIAL IMPLICATIONS

Revenue Analysis:

At the end of March, the Township distributed the interim Tax Bills for 2015 and has collected the first instalment. Payments in Lieu (payments received for properties owned by the federal and provincial government, hydro enterprises and transportation systems such as the railway) are not invoiced until the time of the final tax billing, which takes place in July of each year. The supplemental tax runs have not been received from MPAC as of the end of March 31st, as such any supplemental tax revenue has not been included in the attached analysis.

The Support Grants budget line includes the funding we receive through the Ontario Municipal Partnership Fund (OMPF) and from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) for our Drainage Superintendent. As of March 31st the first quarterly payment from OMPF has been received. The Drainage Superintendent grant will not be received until the end of the fiscal year.

All other Revenue items appear to be within budget.

Expenditure Analysis:

Contribution to Reserves

The Contribution to Reserves includes the items approved in the original budget. This includes a transfer to the Capital Reserve of \$96,000, a transfer to the Contingency Reserve of \$48,000 and a transfer to the Winter Control Reserve of \$55,000.

Corporate Expenditures

Corporate expenditures include special projects that impact the entire Township, and thus are budgeted centrally. Included in this amount is an allocation of \$52,500 as a contribution to the West Niagara YMCA which has not been distributed as of March 31, 2015.

Winter Control

The Winter Control budget line is experiencing pressure, and may exceed the budget of \$513,500. The Winter Control budget covers the costs related to two winter seasons, January to March 2015, and November to December 2015. As of March 31, 2015, one would expect that 3/5th or 60 percent of the overall budget would be expended. Appendix A indicates that \$487,732 has been expended to date, which equates to 95% of the 2015 budget. The Township has a balance of \$160,500 in its Winter Control Reserve and this reserve would be used to offset any overages in this Department. This department has seen an average annual expenditure of \$448,800 over the past five years. In 2014, it was necessary to transfer \$69,500 from the Winter Control Reserve to fund excess expenditure. The 2015 budget approved a transfer of \$55,000 back into the Reserve. Once the second season of the Winter Control year commences, staff will have a better estimate of what any projected overage may be. A budget amendment request will be presented to Council if it is determined that a transfer from the Winter Control Reserve is required.

All other departments are operating within budget as of March 31, 2015. The Planning Department indicates a credit of \$58,006 on Appendix A. This is a timing issue, as Planning Revenues are exceeding Planning Expenditures as of March 31, 2015. This is a result of Subdivision Administrative Fees that have been collected early in the year.

CONCLUSION

It is concluded that Council receive the March 31, 2015 Budget Status Report for information.

Prepared by:

Approved by:

Donna DeFilippis
Treasurer/Director of Finance

Chris Carter
CAO

“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
March 31, 2015

Revenues	Annual Budget	Year to Date Budget	Year to Date Actual	Budget Remaining	% Remaining
Taxation - General	5,362,650	1,199,125	1,240,517	4,122,133	77%
Payments in lieu	353,900	-	-	353,900	100%
Support Grants	741,600	180,400	180,400	561,200	76%
Grants - Wolf Kill & Misc.	5,000	-	-	5,000	100%
Fees, service charges, donations	4,500	1,125	2,266	2,234	50%
Licenses & permits	5,700	1,425	393	5,307	93%
Rents & concessions	61,100	8,400	8,475	52,625	86%
Fines	33,500	8,375	6,929	26,571	79%
Other revenues	16,500	4,125	1,602	14,898	90%
Penalties	380,000	95,000	103,864	276,136	73%
Income from investments	170,000	14,167	14,834	155,166	91%
Surplus(Deficit)-Prior Year	217,000	217,000	217,000	-	0%
Transfer from Reserve	48,000	48,000	48,000	-	0%
TOTAL REVENUE	7,399,450	1,777,142	1,824,280	5,575,170	75%
Expenditures	Annual Budget	Year to Date Budget	Year to Date Actual	Budget Remaining	% Remaining
Contribution to Reserves	199,000	199,000	199,000	-	0%
Corporate Expenditures	77,500	-	-	77,500	100%
Library	386,950	96,738	73,918	313,032	81%
Mayor & Council	172,300	43,075	43,182	129,118	75%
Corporate Services	1,503,400	375,850	402,669	1,100,731	73%
Cemetery	59,900	14,975	8,143	51,757	86%
Fire	980,500	287,625	261,367	719,133	73%
Building/Property Standards & By-law/Septic	87,100	21,775	14,601	72,499	83%
Planning	168,100	42,025	(58,006)	226,106	135%
Recreation/Arena	769,100	192,275	144,446	624,654	81%
Roads Administration	273,600	68,400	74,613	198,987	73%
Roads Maintenance	1,741,800	229,100	138,250	1,603,550	92%
Winter Control	513,500	308,100	487,732	25,768	5%
Roads Construction	-	-	-	-	-
Bridges	27,500	-	-	27,500	100%
Facilities	52,600	13,150	4,573	48,027	91%
Street Lights	113,000	28,250	24,856	88,144	78%
Sidewalks	70,500	17,625	20,510	49,990	71%
Fuel and Equipment	-	-	-	-	-
Sanitary Sewers	-	-	-	-	-
Canborough Street Project	91,100	91,100	91,100	-	0%
Northridge Street Project	56,000	56,000	56,000	-	0%
Drainage	56,000	14,000	-	56,000	100%
Storm Sewers	-	-	-	-	0%
Water	-	-	-	-	-
TOTAL EXPENDITURES	7,399,450	2,099,063	1,986,954	5,412,496	73%