

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

**MEETING NO. FOUR HELD:** \*\*\*TUESDAY\*\*\*, May 19, 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(e) 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 A30-15**  
John Greer, Executive Director & Amanda Ellis, Enforcement Manager - Welland & District Humane Society  
Re: Welland & District Humane Society - New Initiatives
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 A31-15**  
Fire Chief (Dennis Fisher)  
Re: Fire Department Monthly Update – April 2015

7. **CONSENT AGENDA ITEMS:**

8. **COMMUNICATIONS:**

9. **STAFF REPORTS:**

(a) **ITEM A32-15**

Treasurer/Director of Finance (Donna DeFilippis)

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Re: Report RFD-T-06-15 - Development Charge Reserve Funds – Treasurer's Annual Statement - 2014

**RECOMMENDATION:**

- (1) That, report RFD-T-06-15, regarding "Development Charge Reserve Funds – Treasurer's Annual Statement – 2014", dated May 19, 2015 be received; and,
- (2) That, the Treasurer forward Schedule A (Development Charge Reserve Fund Activity for the period ended December 31, 2014) to the Ministry of Municipal Affairs and Housing, as per legislation.

(b) **ITEM A33-15**

Treasurer/Director of Finance (Donna DeFilippis)

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Re: Report RFD-T-07-15 – 2015 Grant to Smithville United Church Cemetery Board

**RECOMMENDATION:**

- (1) That, Report RFD-T-07-15 regarding "2015 Grant to Smithville United Church Cemetery Board", dated May 19, 2015 be received; and,
- (2) That, a grant of \$2,300 be distributed to the Smithville United Church Cemetery Board.

(c) **ITEM A34-15**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Report RFI-T-09-15 – April 30, 2015 Budget Status Report

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**RECOMMENDATION:**

That, Report RFI-T-09-15, regarding the "April 30, 2015 Budget Status Report", be received for information.

10. **OTHER BUSINESS:**

(a) **ITEM A35-15**

Joint Accessibility Advisory Committee

**Page 17-19**

Re: April 9, 2015 Minutes

**RECOMMENDATION:**

That, the minutes of the Joint Accessibility Advisory Committee meeting held on April 9, 2105 be and are hereby accepted.

(b) **ITEM A36-15**

Members of Committee

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

- (c) **ITEM A37-15**  
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:**

**CLOSED SESSION EXEMPTIONS:**

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

- Personal matters about an identifiable individual, including municipal or local board employees;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

- (a) **ITEM A38-15**  
CAO  
Re: Legal/Fire Department Issue  
UNDER SEPARATE COVER

**RECOMMENDATION:**

To be provided.

**13. ADJOURNMENT:**

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

## Information Report

**To:** Mayor Joyner and Members of Council  
**From:** Fire Chief, Dennis Fisher  
**Date:** May 19, 2015  
**Report:** WLF07-15  
**Subject:** Monthly Update – April 2015

### Emergency Response Calls – April 2015

Station # 1 – 26 Station # 2 – 12 Pelham – 4

Incident	Nature	Fire Area	Apparatus	Date	Time
2015-006859	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	05/12/2015	21:02
2015-006634	4-Mva Rescue	St # 1 St # 2	WLP2 WLR2 WLR1 WLC1 WLC2 WLP1	05/08/2015	16:40
2015-006461	4-Mva Rescue	PE # 2	PEC1 PEP2 PER2 PET2 WLC1	05/05/2015	17:32
2015-006442	5d-Daytime Emergency Medical Asst	St # 1 St # 2	WLR2 WLC1 WLC2 WLSQ1	05/05/2015	11:01
2015-006381	3-Grass Fire	St # 1	WLR1 WLT1 WLP1 WLSQ1 WLC1 WLC2	05/04/2015	11:05
2015-006361	109-Barn Fire	St # 1 St # 2 HD # 6	WLC1 WLP2 WLP1 WLR2 WLR1 WLT1 WLT2 WLA1 WLC2 HDT6	05/04/2015	02:43
2015-006346	1-Structure Fire	St # 1 St # 2	WLR1 WLP1 WLT1 WLA1 WLR2 WLP2 WLT2 WLC1 WLC2	05/03/2015	18:43
2015-006332	54-Vsa/Cardiac Arrest/Unconscious	PE # 3	PEC1 PER3 WLC1	05/03/2015	16:09
2015-006247	3-Grass Fire	St # 1 St # 2 Gr # 1,2	WLR1 WLT1 WLP1 WLSQ1 WLC1 WLC2 WLP2 GRT2 WLR2 MAWE GRP2 GRC3 GRP1	05/02/2015	14:02
2015-006116	114-Remote Alarm From Security Co.	St # 1	WLP1 WLA1 WLR1 WLC1 WLC2	04/30/2015	08:28
2015-006012	5-Emergency Medical Assistance	PE # 2	PEC1 PER2 WLC1	04/28/2015	01:41
2015-006000	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	04/27/2015	19:30
2015-005961	2-Vehicle Fire	St # 2	WLP2 WLR2 WLC1 WLC2	04/27/2015	07:49

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2015-005958	53-Carbon Monoxide No Symptoms	St # 1	WLSQ1 WLC1 WLC2	04/27/2015	06:20
2015-005953	104-Electrical Fire	St # 1 St # 2	WLR1 WLP1 WLA1 WLP2 WLR2 WLC1 WLC2	04/26/2015	21:46
2015-005803	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	04/24/2015	02:17
2015-005749	4-Mva Rescue	St # 1	WLR1 WLP1 WLC1 WLC2	04/22/2015	18:19
2015-005656	4-MVA RESCUE	St # 1 St # 2	WLR1 WLP1 WLC1 WLC2	04/21/2015	08:31
2015-005569	1-Structure Fire	Grimsby area	GRP1 GRA1 GRR1 GRSQ1 GRC1 GRC2 WLA1 WLC1 GRC3 LIA1 LIC1 GRR1 GRR1	04/19/2015	17:33
2015-005533	1-Structure Fire	St # 1 St # 2	WLR1 WLP1 WLA1 WLP2 WLR2 WLC1 WLC2	04/18/2015	23:29
2015-005516	54-Vsa/Cardiac Arrest/Unconscious	St # 2	WLR2 WLC1 WLC2	04/18/2015	18:30
2015-005503	3-Grass Fire	St # 1 St # 2	WLP2 WLP1 WLR2 WLT1 WLT2 WLC1 WLC2	04/18/2015	15:04
2015-005384	3-Grass Fire	St # 1	WLR1 WLT1 WLP1 WLSQ1 WLC1 WLC2	04/16/2015	13:24
2015-005364	3-Grass Fire	St # 1 St # 2	WLP2 WLP1 WLR2 WLT1 WLT2 WLC1 WLC2	04/16/2015	04:38
2015-005359	53-Carbon Monoxide No Symptoms	St # 1	WLSQ1 WLC1 WLC2	04/15/2015	23:54
2015-005204	3-Grass Fire	St # 1	WLR1 WLT1 WLP1 WLSQ1 WLC1 WLC2	04/13/2015	13:25
2015-005163	3-Grass Fire	PE#2	PEC1 PEP2 PET2 WLC1	04/12/2015	15:12
2015-004999	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	04/08/2015	23:51
2015-004853	12-Suspected Arson/Vandalism	St # 1	WLP1	04/06/2015	00:07
2015-004850	1-Structure Fire	St # 1	WLP1	04/05/2015	23:15
2015-004849	12-Suspected Arson/Vandalism	St # 1 St # 2 HD # 6	WLC1 WLP2 WLP1 WLR2 WLR1 WLT1 WLT2 WLA1 WLC2 HDT6 WLP1 WLP1 WLT1	04/05/2015	23:04
2015-004805	4-Mva Rescue	St # 1	WLR1 WLP1 WLC1 WLC2	04/05/2015	04:02
2015-004737	4-Mva Rescue	St # 1	WLR1 WLP1 WLC1 WLC2	04/03/2015	15:09
2015-004656	53-Carbon Monoxide No Symptoms	St # 1	WLSQ1 WLC1 WLC2	04/01/2015	20:09

**Apparatus Legend:**

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**

**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

**May 2015 Monthly Training**

**Station # 1**

May 6 Squad Dinner - both stations  
May 13 Auto Extrication  
May 20 Pump Ops- Officers Meeting  
May 27 Equipment maintenance / Business meeting – both stations

**Station # 2**

Portable Pumps  
Pump Ops- Officers Meeting

**Fire Prevention**

May 12, 13, 14 Fire Prevention Public Education Lieutenant, had fire prevention education & hall tours.

**Apparatus Fleet**

- The RFP for the purchase of a New Pumper/Rescue closed on May 14<sup>th</sup>. The evaluation committee will be going through the RFP's and a report will be coming forward to Council or the next Administration/Finance/Fire Committee meeting.

**Fire Department Activities**

- West Lincoln Fire Service – Aerial # 1 was on display with fire prevention hand-outs at the Chamber of Commerce Home Show on May 8, 9

**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 26<sup>th</sup> at 9:30 am with a rain date of Wednesday May 27<sup>th</sup> at 9:30am

Respectfully submitted by

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Dennis Fisher  
Fire Chief / CEMC

**REPORT TO:** Chair and Members of the Administration/Finance/Fire Committee  
**FROM:** Donna DeFilippis, Treasurer and Director of Finance  
**DATE:** May 19, 2015  
**REPORT NO:** RFD-T-06-15  
**SUBJECT:** Development Charge Reserve Funds – Treasurer’s Annual Statement – 2014

**OVERVIEW:**

- Schedule A summarizes the activity within the Township’s Development Fund Reserves for 2014.
- This reporting is a requirement of the Development Charge Act and will be submitted to the Ministry of Municipal Affairs and Housing, as per the legislation.

**RECOMMENDATION:**

- (1) That, report RFD-T-06-15, regarding “Development Charge Reserve Funds – Treasurer’s Annual Statement – 2014”, dated May 19, 2015 be received; and,
- (2) That, the Treasurer forward Schedule A (Development Charge Reserve Fund Activity for the period ended December 31, 2014) to the Ministry of Municipal Affairs and Housing, as per legislation.

**ALIGNMENT TO STRATEGIC PLAN:**

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

**BACKGROUND:**

Section 43 of the *Development Charges Act, 1997* (DCA) requires that the Treasurer submit financial statements regarding the development fund activity to Council and the Ministry of Municipal Affairs and Housing. The attached statement of Development Charges Reserve Fund Activity, provided as “Schedule A”, includes opening and closing balances, descriptions of the categories covered, and a summary of the financial transactions for the 2014 fiscal year. Development Charges are included in our annual audited financial statements within the Deferred Revenue category, in the Consolidated Statement of Financial Position and within the Notes section. The 2014 Financial Statements will be presented in the upcoming months, as the audit is primarily completed and the 2014 Financial Statements have been forwarded to our external auditors for final review.



**CURRENT SITUATION:**

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

In 2014, the Township of West Lincoln received a Development Charge Background Study dated July 2, 2014, which was prepared by DFA Infrastructure International Inc. & BMA Management Consulting Inc. with staff input. The study provided the basis for the Development Charge By-law 2014-61 which was passed on July 16, 2014 and is effective for a five year period, expiring on July 19, 2019.

The statement (Schedule A) provides a summary of the financial activity of the various Development Charge Reserve Funds for the year ending December 31, 2014. Revenues consist of contributions collected at the time of building permit issuance, plus interest earned in the fiscal year. Transfers for funding are made in accordance with the Township's 2014 Background Study in support of the Development Charge By-law 2014-61. The closing balance as at December 31, 2014 is the cash balance in the Development Charge Reserve Account.

**FINANCIAL IMPLICATIONS:**

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

**INTER-DEPARTMENTAL COMMENTS:**

The CAO, Directors and Fire Chief, as well as the Treasurer, are involved in the work related to the Background Study. The senior department leaders provide detailed information on growth-related capital for the ten year period that the Background Study covers. As part of the annual budget process each year, the budgeted capital project submissions are reviewed with Department Heads to indicate which projects may be eligible for funding from the specific DC Reserves.

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**CONCLUSION:**

It is recommended that the Development Charge Reserve Fund Activity Report for the year ended December 31, 2014, be received and that Schedule A be forwarded to the Ministry of Municipal Affairs and Housing, thus meeting the legislated obligation of the Treasurer under Section 43 of the *Development Charges Act, 1997*.

**Prepared by:**

**Approved by:**

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**Donna DeFilippis**  
**Treasurer/Director of Finance**

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**Chris Carter, CAO**

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**SCHEDULE A**

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

**Development Charge Reserve Fund Activity  
for the period ended December 31, 2014**

Development Charge Category Description	Opening Balances as at January 1, 2014	Development Charge Revenues/ Adjustments	Interest Earnings/ (Expense)	Transfers to/ (from) for Project Funding		Closing Balances as at December 31, 2014
				Capital	Revenue	
<b><u>Township Wide Services:</u></b>						
Fire Protection Services	118,978	42,822	1,606			163,406
Roads and Related	453,540	218,924	6,405	(6,362)		672,507
**Parks and Recreation Services (Outdoor & Indoor Recreation)	1,439,491	191,701	17,302	(46,216)		1,602,278
Library Services	179,547	27,406	2,154	(10,000)		199,107
**Administration	108,578	-28,017	954	(22,368)		59,147
<b><u>Urban Serviced Area:</u></b>						
*Sanitary Sewer Services	328,052	53,388	3,832	(39,673)		345,599
Water Services	60,671	28,848	859			90,378
*Storm Water Services	33,322	3,607	402			37,331
<b>TOTAL</b>	<b>2,722,179</b>	<b>538,679</b>	<b>33,514</b>	<b>(124,619)</b>	<b>-</b>	<b>3,169,753</b>

**Notes:**

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

\*\*The costs related to the Parks & Rec. Master Plan which were incurred in 2009 and 2010 totalling \$69,672 were charged against the Parks & Rec. Reserve. The 2009 Background study indicated that the costs were to be funded from the Administration Reserve. This was corrected in 2014, with a transfer from the Administration Reserve to the Parks and Rec. Reserve

**DATE:** May 19, 2015  
**REPORT NO:** RFD-T- 07-15  
**SUBJECT:** **2015 Grant to Smithville United Church Cemetery Board**  
**CONTACT:** Donna DeFilippis, Treasurer/Director of Finance

**OVERVIEW:**

- At the February 17, 2015 Administrative Committee meeting, report RFD-T-01-15 regarding “2015 Corporate Sponsorships and Cemetery and Hall Boards Grants” was approved.
- An application for a Cemetery Grant was received from the Smithville United Church Cemetery Board on March 2, 2015.
- Staff is recommending that a grant of \$2,300 be distributed to the Smithville United Church Cemetery Board in 2015.
- The grants to the Cemetery Boards provide a base level of funding for items such as repairs, maintenance, equipment, etc.

**RECOMMENDATION:**

- (1) That, Report RFD-T-07-15 regarding “2015 Grant to Smithville United Church Cemetery Board”, dated May 19, 2015 be received; and,
- (2) That, a grant of \$2,300 be distributed to the Smithville United Church Cemetery Board.

**BACKGROUND:**

The Clerk’s department distributed letters to the local cemetery boards asking them to submit their applications for their 2015 grants by the deadline of January 15, 2015. The application from the Smithville United Church Cemetery Board was received by the Township office on March 2, 2015. This is after the January 15<sup>th</sup> deadline, and is also after report RFD-T-01-15 regarding “2015 Corporate Sponsorships and Cemetery and Hall Boards Grants” was approved.

**REPORT**

At the February 17, 2015 Administrative Committee meeting, report RFD-T-01-15 regarding “2015 Corporate Sponsorships and Cemetery and Hall Boards Grants” approved grants to five cemetery boards totaling \$8,000. The funds are allocated for general operations and various capital improvements such as headstone repairs and equipment purchases. The grant allocation is based on a calculation of \$666/per acre. This was determined in 2009 by the Municipal Cemetery Board.

The following is a summary of the 2015 Grants approved in report RFD-T-01-15:

<b><u>Cemetery</u></b>	<b><u>Request 2015</u></b>	<b><u>Grant 2015</u></b>
Caistorville United Church	\$ 4,000	\$ 4,000
St. Luke's Anglican	\$ 1,200	\$ 1,200
Kimbo Free Methodist	\$ 900	\$ 900
Caistor Baptist	No Request	\$ 0
Smithville United Church	No Request	Pending
Elcho United Church	\$ 500	\$ 500
St. Martin's Catholic Church	\$ 1,400	\$ 1,400
<b>TOTAL</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>

On March 2<sup>nd</sup>, 2015, an application from the Smithville United Church Cemetery Board requesting \$2,500 was received at the Township office. Staff is recommending that a grant of \$2,300 be approved which is consistent with prior year allocations. This expenditure is within the approved 2015 Cemetery Budget.

**CONCLUSION:**

It is the recommendation of staff that Council approve a 2015 grant of \$2,300 to the Smithville United Church Cemetery Board.

**Prepared by:**

**Approved by:**

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**Donna DeFilippis**  
**Treasurer/Director of Finance**

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**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:** May 19, 2015  
**REPORT NO:** RFI-T-09-15  
**SUBJECT:** **April 30, 2015 Budget Status Report**  
**CONTACT:** Donna DeFilippis, Treasurer/Director of Finance

**OVERVIEW:**

- Presentation and Analysis of operating expenditures as of April 30, 2015 compared to the 2015 budget.

**RECOMMENDATION:**

1. That, Report RFI-T-09-15, regarding the “April 30, 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 April 30, 2015. **Appendix A** is a summary of the Operating Revenues and Expenditures up to April 30, 2015. **Appendix B** is a summary of the Capital Expenditures as of April 30, 2015. 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 April 30, 2015.

**FINANCIAL IMPLICATIONS**

**Revenue Analysis:**

At the end of January, the Township distributed the interim Tax Bills for 2015 and has collected the first two instalments as of April 30th. 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 April; 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 April 30, 2015, the first two quarterly payments from OMPF have been received. The Drainage Superintendent grant will not be received until the end of the fiscal year.

All other Revenue items are 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 April 30, 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 April 30, 2015, one would expect that 3/5<sup>th</sup> 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 April 30, 2015. The Planning Department indicates a credit of \$16,986 on Appendix A. This is a timing issue, as Planning Revenues are exceeding Planning Expenditures as of April 30, 2015. This is a result of Subdivision Administrative Fees that have been collected early in the year.

**Capital Analysis:**

The expenditure on Capital Projects as of April 30, 2015 is presented on Appendix B of this report. Both the 2015 budgeted amounts and any prior year budgeted amounts are included, as well as the expenditure to date as of April 30<sup>th</sup>, 2015. Departmental staff is currently in the process of preparing tenders for the large capital items and expenditures will be incurred later in the year. It should be noted that the demolition of the former Lion's Building and the former Gainsborough Public Works Building is complete and were under budget. The projected savings of approximately \$39,000 will remain in the contingency reserve.

***“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”***

The Canborough Street project is being overseen by Region of Niagara staff. We will receive a final invoice from the Region of Niagara once the project is completed. We requested a statement of costs incurred as of December 31<sup>st</sup>, 2014 which totalled \$985,000 for the Township portion of the project. The entire budget for the project is \$1,847,000 and at this point is expected to come within budget.

**CONCLUSION**

It is concluded that Council receive the April 30, 2015 Budget Status Report for information.

**Prepared by:**

**Approved by:**

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**Donna DeFilippis**  
**Treasurer/Director of Finance**

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**Chris Carter**  
**CAO**

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Township of West Lincoln  
Budget Status Report  
April 30, 2015

Revenues	Annual Budget	Year to Date Budget	Year to Date Actual	Budget Remaining	% Remaining
Taxation - General	5,362,650	2,681,325	<b>2,481,033</b>	2,881,617	54%
Payments in lieu	353,900	-	-	353,900	100%
Support Grants	741,600	247,200	<b>360,800</b>	380,800	51%
Grants - Wolf Kill & Misc.	5,000	1,667	-	5,000	100%
Fees, service charges, donations	4,500	1,500	<b>2,640</b>	1,860	41%
Licenses & permits	5,700	1,899	<b>1,299</b>	4,401	77%
Rents & concessions	61,100	8,400	<b>8,475</b>	52,625	86%
Fines	33,500	11,167	<b>7,059</b>	26,441	79%
Other revenues	16,500	5,500	<b>2,177</b>	14,323	87%
Penalties	380,000	126,667	<b>138,819</b>	241,181	63%
Income from investments	170,000	42,500	<b>23,878</b>	146,122	86%
Surplus(Deficit)-Prior Year	217,000	217,000	<b>217,000</b>	-	0%
Transfer from Reserve	48,000	48,000	<b>48,000</b>	-	0%
<b>TOTAL REVENUE</b>	<b>7,399,450</b>	<b>3,392,825</b>	<b>3,291,180</b>	<b>4,108,270</b>	<b>56%</b>
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	-	77,500	100%
Library	386,950	162,917	143,259	243,691	63%
Mayor & Council	172,300	58,497	54,418	117,882	68%
Corporate Services	1,503,400	601,900	590,861	912,539	61%
Cemetery	59,900	19,966	10,143	49,757	83%
Fire	980,500	537,384	516,356	464,144	47%
Building/Property Standards & By-law/Septic	87,100	29,033	16,575	70,525	81%
Planning	168,100	56,033	(16,986)	185,086	110%
Recreation/Arena	769,100	175,696	154,635	614,465	80%
Roads Administration	273,600	129,067	139,921	133,679	49%
Roads Maintenance	1,741,800	580,600	321,247	1,420,553	82%
Winter Control	513,500	308,100	489,883	23,617	5%
Roads Construction	-	-	-	-	-
Bridges	27,500	-	1,018	26,482	96%
Facilities	52,600	10,300	5,691	46,909	89%
Street Lights	113,000	37,667	30,200	82,800	73%
Sidewalks	70,500	23,499	17,196	53,304	76%
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	18,667	6,859	49,141	88%
Storm Sewers	-	-	-	-	0%
Water	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,399,450</b>	<b>3,172,926</b>	<b>2,827,376</b>	<b>4,572,074</b>	<b>62%</b>

Township of West Lincoln  
Capital Projects  
As of April 30, 2015

Appendix B

	2015 Budget Amount	Prior Year Budget Available	Expenditure to Date	Balance Unspent
<b>General Government</b>				
Information Technology	27,300	-	-	27,300.00
Server Room Renovation/Relocation	-	111,220.60	509.00	110,711.60
GIS Software Solution	-	32,008.26	25,101.00	6,907.26
Office equipment	5,000	-	-	5,000.00
Records Management	6,000	16,144.33	10,513.88	11,630.45
Corporate Reorganization	-	32,054.38	5,619.24	26,435.14
	<b>38,300</b>	<b>191,427.57</b>	<b>41,743.12</b>	<b>187,984.45</b>
<b>Fire</b>				
Bunker Gear	16,000	-	-	16,000.00
Small Equipment Stn # 1	8,000	-	5,999.00	2,001.00
Small Equipment Stn # 2	5,000	-	-	5,000.00
2015 Pumper/Rescue Truck	500,000	-	-	500,000.00
2015 Firecon Headsets	27,000	-	-	27,000.00
2015 Firehouse Business Management System	15,000	-	-	15,000.00
	<b>571,000</b>	<b>-</b>	<b>5,999.00</b>	<b>565,001.00</b>
<b>Facilities</b>				
Roof Repairs at Public Works Building	-	26,000.00	-	26,000.00
Lions Building	-	46,196.67	22,709.00	23,487.67
Caistor Firehall Roof Repairs	-	39,804.62	-	39,804.62
Demolish Ice Building	-	44,892.67	28,997.00	15,895.67
2015 Caistor Firehall Paint	15,000	-	-	15,000.00
2015 Wellandport Bathroom Fixtures	2,200	-	-	2,200.00
2015 Wellandport Hall Floor	23,000	-	-	23,000.00
2015 PW Man Doors	3,400	-	-	3,400.00
2015 PW Wash Bay Doors	4,800	-	-	4,800.00
2015 PW Cold Bay Doors	10,000	-	-	10,000.00
	<b>58,400</b>	<b>156,893.96</b>	<b>51,706.00</b>	<b>163,587.96</b>
<b>Roads</b>				
Canborough Street Streetscaping	-	186,477.00	-	186,477.00
Northridge Drive	-	248,755.80	-	248,755.80
Road Assessment Study	-	82,718.18	692.00	82,026.18
2015 Caistor Center Road Rehab	295,000	-	-	295,000.00
2015 Port Davidson Road Resurfacing	286,100	-	-	286,100.00
2015 Traffic Modelling Update	11,000	-	-	11,000.00
2015 Young Street Rehab	410,000	-	-	410,000.00
	<b>1,002,100</b>	<b>517,950.98</b>	<b>692.00</b>	<b>1,519,358.98</b>
<b>Bridges</b>				
South Grimsby Rd 6 Bridge	-	108,546.91	9,547.12	98,999.79
Bridge Inspection Program	25,000	1,649.86	1,017.60	25,632.26
2015 Guard Rail Replacement	110,000	-	-	110,000.00
2015 Culvert Inspections	2,500	-	-	2,500.00
	<b>137,500</b>	<b>110,196.77</b>	<b>10,564.72</b>	<b>237,132.05</b>
<b>Sidewalks</b>				
Canborough Street	-	416,130.61	-	416,130.61
2015 Wade St(MARG TO MARG)	20,000	-	-	20,000.00
2015 Station St (RAIL TO 330)	126,500	-	-	126,500.00
	<b>146,500</b>	<b>416,130.61</b>	<b>-</b>	<b>562,630.61</b>
<b>Sewers</b>				
Canborough Street	-	90,964.00	-	90,964.00
Sewer Morgan Street	120,000	12,919.01	2,202.09	130,716.92
Inflow & Infiltration Reduction Program	-	95,653.28	3,129.12	92,524.16
2015 Station St. Sanitary Refurb	28,000	-	-	28,000.00
2015 Brock St. CCTV	12,000	-	-	12,000.00
2015 Brock St. Sani Spot Repair	7,000	-	-	7,000.00
2015 Brock St. Replace M52-M53	20,000	-	-	20,000.00
2015 St. Catherine's Sani Liner	35,000	-	-	35,000.00
2015 West St. Sani Upgrade	40,000	-	-	40,000.00
	<b>262,000</b>	<b>199,536.29</b>	<b>5,331.21</b>	<b>456,205.08</b>
<b>Storm Sewer</b>				
Storm Sewer Inventory	-	23,278.22	2,292.66	20,985.56
Stormceptor Inspection and Cleaning	6,500	3,492.94	166.80	9,826.14
Storm Sewer Morgan Street	-	10,000.00	-	10,000.00
Canborough Street	-	156,383.00	-	156,383.00
2015 McMurchie Lane Storm	5,000	-	-	5,000.00
	<b>11,500</b>	<b>119,611.84</b>	<b>2,459.46</b>	<b>110,571.30</b>
<b>Equipment</b>				
Ford One Ton Dump	-	59,002.75	44,910.73	14,092.02

Township of West Lincoln  
Capital Projects  
As of April 30, 2015

Appendix B

	2015 Budget Amount	Prior Year Budget Available	Expenditure to Date	Balance Unspent
Water Van	-	2,923.86	30.53	2,893.33
Jeep Liberty Replacement	-	6,056.85	30.53	6,026.32
Misc. PW equipment	5,000	-	-	5,000.00
Misc. Recreation equipment	5,000	-	-	5,000.00
Top Dresser-Recreation Department	-	15,000.00	-	15,000.00
Two Pick Up Trucks	-	8,938.42	61.00	8,877.42
Tandem Trucks	197,000	-	-	197,000.00
2015 Ice Resurfacer	107,000	-	-	107,000.00
Trailer/Electronic Speed Board	12,000	-	-	12,000.00
	<b>326,000</b>	<b>91,921.88</b>	<b>45,032.79</b>	<b>372,889.09</b>
<b>Water</b>				
Canborough Street	-	381,931.00	-	381,931.00
Water Leak Detection Program	-	5,000.00	-	5,000.00
2015 Water Loss Program	50,000	-	-	50,000.00
2015 Water Rate Review	55,000	-	-	55,000.00
	<b>105,000</b>	<b>386,931.00</b>	<b>-</b>	<b>491,931.00</b>
<b>Recreation</b>				
Playground Equipment	-	5,000.00	-	5,000.00
Parks Signage	6,000	-	-	6,000.00
2015 ARENA Project Management	100,000	-	-	100,000.00
2015 LEISUREPLEX Jumping Pit	8,000	-	-	8,000.00
2015 ABINGDON Pavilion Repairs	2,400	-	-	2,400.00
2015 FAIRGROUNDS Ball Fence	4,500	-	-	4,500.00
2015 ABINGDON Bleachers	12,400	-	-	12,400.00
2015 LEISUREPLEX Bleachers	15,000	-	-	15,000.00
2015 LEISUREPLEX Irrigation	6,000	-	-	6,000.00
2015 NORTH CREEK Trail	100,000	-	-	100,000.00
2015 Facility Scheduling Software	17,000	-	-	17,000.00
Library Chairs	1,600	-	-	1,600.00
	<b>272,900</b>	<b>5,000.00</b>	<b>-</b>	<b>277,900.00</b>
<b>Planning</b>				
Establishment of Economic Dev. Strategy	-	60,000.00	-	60,000.00
Urban Design Manual	-	49,804.62	-	49,804.62
Zoning By-Law	-	50,858.83	-	50,858.83
Amendment 2, Places to Grow	45,000	-	-	45,000.00
2015 NW Smithville Secondary Plan	45,000	-	-	45,000.00
	<b>90,000</b>	<b>160,663.45</b>	<b>-</b>	<b>250,663.45</b>
<b>TOTAL</b>	<b>3,021,200</b>	<b>2,117,041</b>	<b>163,528</b>	<b>4,974,712</b>

**Joint Accessibility Advisory Committee  
Meeting Minutes  
Thursday, April 9, 2015  
City of Thorold Municipal Offices  
3450 Schmon Parkway  
Thorold, ON  
6:30 p.m. - 8:00 p.m.**

**Present:**

Ann Villalta  
Stephen Barker  
Connie Groves  
Sharon Cook  
Rhys Evans  
Terry Bell  
Gordana Mosher  
Joey Hewitt  
Karen Lemieux  
Brenda Mitchell

**Ex-Officio:**

Carolyn Langley  
Donna Delvecchio  
Donna Herrington

**Regrets:** None.

1. **Call to Order.** Called to order at 6:35 p.m.
2. **Welcome and Introductions.** Introductions were made all around.  
Donna to get an orientation binder for Terry Bell.
3. **Approval of the Agenda.**

Be it resolved that the Agenda is approved. Moved by: Sharon Cook, Seconded by: Karen Lemieux. Carried.

**Approval of Minutes from March 11, 2015.**

Be it resolved that the Minutes from March 11, 2015 are approved. Moved by: Joey Hewitt, Seconded by: Connie Groves. Carried.

## **Old Business:**

4. **AODA Compliance Training** –Donna reminded all JAAC partners to use the updated training from 2013 which includes both the Customer Service Standard and the Integrated Accessibility Standard requirements. JAAC members are reminded to review this training on their disks and confirm completion via email.
5. **AODA Legislative Review** - Dean Moran Report – Summary– to be sent by Donna before the next meeting.

## **New Business:**

### 6. **AODA 10<sup>th</sup> Anniversary**

JAAC should mark the anniversary of AODA. We could approach the other AAC's to host an event. Opportunities exist due to Pan Am/Parapan Am Games. Donna to get AAC's chairperson contact info to Stephen. Stephen will connect with AAC's chairpersons and report back to the group at the next meeting. Examples of possible themes: Is Your Town Ready? Where Are We Now? Need to involve the press in our efforts. JAAC should increase its social media presence e.g. Facebook and Twitter Feeds, YouTube Feeds.

### 7. **Community News**

1. Ontario Building Code presentation by Pelham– was circulated to JAAC. The presentation focused on residential issues and visual alarms rather than the extensive changes required in the code which impact parking, doors and washrooms.
2. New Community Centre – in Pelham – JAAC will be invited to participate in the design stage.
3. Calder School will be retrofitted into a new fire station. Karen asks if this building will be accessible. Donna will follow up with staff.
4. Grimsby Leisure Guide – highlights what are regional or municipal roads. “Report a problem number” has been established and has been highlighted in the Guide.

5. Stephen will be on the “Access Unlimited” show done by Accessible Media Inc. The premise is how Stephen navigates his community (walking on sidewalks, cab ride to JAAC meeting etc.).
6. Committee requested that Donna create new business cards for JAAC.
8. **Next Meeting – Thursday, May 14, 2015.** Location to be confirmed.
9. Adjournment. Meeting was adjourned at 8:04 pm. Moved by Sharon Cook. Seconded by Ann Villalta.