

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

**MEETING NO. NINE HELD:** Monday, December 7, 2015, Township Administration Building, 318 Canborough Street, Smithville – IMMEDIATELY following Planning/Building/Environmental Committee meeting scheduled for **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**  
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 10.13(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 A91-15**  
Fire Chief (Dennis Fisher)  
Re: Fire Department Monthly Update – November 2015

**Page 5-7**

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 A92-15** **Page 8-11**
- (1) Joint Accessibility Advisory Committee Minutes – October 22, 2015
  - (2) Report RFD-C-11-2015 - Approval of the 2015 Annual Progress Report for the 2013-2017 Multi-Year Accessibility Plan **Page 12-26**
  - (3) Report RFD-C-12-2015 - Renewal of Consultant Agreement with The Herrington Group Ltd. and continued participation in the Joint Accessibility Advisory Committee **Page 27-29**

**RECOMMENDATION:**

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

1. Item 1 be hereby accepted; and
2. Items 2 and 3 be hereby received and that the recommendations contained therein be adopted, with the exception of Items #(s)\_\_\_\_\_

**8. COMMUNICATIONS:**

- (a) **ITEM A93-15** **Page 30-32**
- Royal Canadian Legion – Ontario Command  
Re: Request for Advertisement Sponsorship - Military Service Recognition Book

**RECOMMENDATION:**

That, the correspondence from Brian Weaver, President of the Royal Canadian Legion, Ontario Command, received November 19, 2015 requesting that the Township of West Lincoln sponsor an advertisement for placement in the 2016 Military Service Recognition Book be received; and

That staff be directed to submit an advertisement in the amount of \$895.00 (½ page full color ad) to be expensed from the Corporate Promotions account.

**9. STAFF REPORTS:**

- (a) **ITEM A94-15** **Page 33-36**
- Treasurer/Director of Finance (Donna DeFilippis)  
Re: Recommendation Report No. RFD-T-28-15 – 2016 Budget Process and Schedule

**RECOMMENDATION:**

1. That, report RFD-T-28-15, regarding “2016 Budget Process and Schedule”, dated December 7, 2015 be received; and,
2. That, the departmental budgets be prepared using a variance-based approach; and,
3. That, the Preliminary Draft 2016 Operating and Capital Budgets and Ten Year Capital Plans be presented to Council at the Administration/Finance/Fire Committee meeting scheduled for Tuesday, February 16th, 2016; and

4. That a Public Budget Open House be held on Wednesday, February 24, 2016; and,
5. That, the Administration/Finance/Fire Committee meeting to review the draft 2016 Operating and Capital Budgets, be set for Monday, March 21<sup>st</sup>, 2016 at 6:30pm with an additional date set for further deliberation, if required, for Tuesday, March 22<sup>nd</sup>, 2016 at 6:30pm; and,
6. That the Public Works/Recreation/Arena Committee Meeting regularly scheduled for Monday, March 21<sup>st</sup>, 2016, is cancelled and that any pertinent Public Works/Recreation/Arena items be presented at the March 28, 2016 Council Meeting.

(b) **ITEM A95-15**

Treasurer/Director of Finance (Donna DeFilippis) **Page 37-45**  
Re: Information Report No. RFI-T-27-15 - November 30, 2015 Budget Status Report

**RECOMMENDATION:**

That, Report RFI-T-27-15, regarding the "November 30, 2015 Budget Status Report", be received for information.

**10. OTHER BUSINESS:**

(a) **ITEM A96-15**

CAO (Chris Carter)  
Re: Employee Professional Accomplishments

1. Kevin McIntyre - Completed the NextGen Leadership Certificate Program at the Goodman School of Business/Brock University
2. Joanne Scime – Completed the NextGen Leadership Certificate Program at the Goodman School of Business/Brock University

(b) **ITEM A97-15**

Treasurer/Director of Finance (Donna DeFilippis)  
Re: Scheduling of Water/Wastewater Workshop – December 14, 2015 at 6:30 p.m.

**RECOMMENDATION:**

That, the regular Council meeting of December 14, 2015 be scheduled to meet at 6:30 p.m. in order to hold the Water/Wastewater Workshop prior to regular agenda items.

(c) **ITEM A98-15**

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

(d) **ITEM A99-15**

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:**

(a) **\*AMENDMENT TO BUDGET\***

**ITEM A100-15**

CAO (Chris Carter)

Re: **\*AMENDMENT TO BUDGET\*** - Report CAO-05-15 Legal – Property Matter - Termination of Lease and Final Settlement relating to Agricultural Storage Building on Leisureplex Lands - UNDER SEPARATE COVER

**Applicable closed session exemption(s):**

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- Advice that is subject to Solicitor-client privilege, including communications necessary for that purpose

**RECOMMENDATION:**

To be provided.

**13. ADJOURNMENT:**

The Chair declared the meeting adjourned at the hour of \_\_\_\_\_.

## Information Report

**To:** Mayor Joyner and Members of Council  
**From:** Fire Chief, Dennis Fisher  
**Date:** December 7, 2015  
**Report:** WLFD-18-15  
**Subject:** Monthly Update – November 2015

### Emergency Response Calls – November 2015

Station # 1 – 19 Station # 2 – 7 Pelham – 1

Incident	Nature	Fire Area	Apparatus	Date	Time
2015-017979	5-Emergency Medical Assistance	St # 2	WLR2 WLC1	11/29/2015	23:01
2015-017941	5-Emergency Medical Assistance	St # 2	WLR2 WLC1	11/29/2015	04:38
2015-017859	33-Burning Complaint	St # 1	WLC1 WLT1	11/27/2015	14:29
2015-017815	4-Mva Rescue	St # 1	WLP1 WLR1 WLC1 WLC2	11/26/2015	15:57
2015-017807	52-Carbon Monoxide Symptomatic	St # 1	WLSQ1 WLC1 WLC2	11/26/2015	12:48
2015-017660	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	11/23/2015	13:21
2015-017650	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	11/23/2015	09:37
2015-017613	5-Emergency Medical Assistance	St # 2	WLR2 WLC1	11/22/2015	12:50
2015-017458	7-Emergency Assistance Call	St # 1	WLR1 WLP1 WLC1 WLC2	11/19/2015	02:12
2015-017430	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	11/18/2015	18:32
2015-017360	1d-Daytime Structure Fire	St # 1 St # 2	WLC1 WLP2 WLP1 WLR2 WLR1 WLT1 WLT2 WLA1 WLC2	11/17/2015	16:26
2015-017199	114-Remote Alarm From Security Co.	St # 1	WLP1 WLA1 WLR1 WLC1 WLC2	11/14/2015	09:12
2015-017198	114-Remote Alarm From Security Co.	St # 1	WLP1 WLA1 WLR1 WLC1 WLC2	11/14/2015	08:37
2015-017023	4-Mva Rescue	St # 1 St # 2	WLP2 WLR2 WLR1 WLC1 WLC2	11/11/2015	07:49

2015-016821	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	11/07/2015	03:58
2015-016729	32-Rubbish Or Miscellaneous Fire	St # 1	WLP1 WLC1 WLC2	11/05/2015	16:56
2015-016689	5-Emergency Medical Assistance	St # 2	WLR2 WLC1 WLC2	11/04/2015	22:15
2015-016658	5-Emergency Medical Assistance	St # 1 St # 2	WLR2 WLSQ1 WLC1 WLC2	11/04/2015	13:46
2015-016639	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	11/04/2015	04:43
2015-016592	5d-Daytime Emergency Medical Asst	St # 1	WLSQ1 WLC1 WLC2	11/03/2015	08:44
2015-016571	6-Hazardous Material On Road	St # 1	WLR1	11/02/2015	20:10
2015-016568	3-Grass Fire	St # 1	WLP1 WLA1 WLR1 WLT1	11/02/2015	19:54
2015-016566	6-Hazardous Material On Road	St # 1	WLR1 WLP1 WLT1 WLC1 WLC2 WLT1	11/02/2015	19:34
2015-016520	5-Emergency Medical Assistance	PE # 2	PEC1 PER2 WLC1	11/01/2015	20:19
2015-016514	5-Emergency Medical Assistance	St # 1	WLSQ1 WLC1 WLC2	11/01/2015	17:22

**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** – Interviews for station # 1 have been completed, The new recruits for Station # 1 are Jason McPhail and Brayden Agnew  
Interviews for Station # 2 have been completed. The new recruits are Blake Elgersma, Luke Davis and Dave Kuzmich

**Promotions** - None at this time

**Training**

**November 2015 Monthly Training**

**Station # 1**

Nov 4 Training Tower / Rescue basket  
Nov 11 Training Tower / Rescue basket  
Nov 18 Officers meeting / Auto Extrication

**Station # 2**

Ventilation  
RIT  
Officers meeting / Rescue basket

Nov 25 Equipment maintenance / Business meeting – both stations

**December 2015 Monthly Training**

**Station # 1**

Dec 2 Defib review/First aid  
Dec 9 Salvage & Overhaul  
Dec 16 Christmas Social - both stations  
Dec 23 To be determined – both stations  
Dec 30 To be determined – both stations

**Station # 2**

Salvage & Overhaul  
Defib review/First aid

**Fire Prevention** – 2 kindergarten classes from John Calvin School attended the Fire hall for a station tour & teaching the class about fire safety and having a fire escape plan for the home.

**Apparatus Fleet** – New Apparatus cab & chassis inspection is scheduled for December 18<sup>th</sup> and 19<sup>th</sup>

**Fire Department Activities**

- West Lincoln Firefighters participated in the Santa Claus parade collecting 541 pounds of food for Community Care
- Laid Remembrance Day wreaths for both Station # 1 & 2

Respectfully submitted by



---

Dennis Fisher  
Fire Chief / CEMC

**Joint Accessibility Advisory Committee  
Meeting Minutes  
Thursday, October 22, 2015  
Town of Pelham Municipal Offices  
20 Pelham Town Square (off South Pelham Road) Fonthill,  
LOS 1E0  
6:30 p.m. - 8:30 p.m.**

**Present:**

Rhys Evans  
Connie Groves  
Stephen Barker  
Terry Bell  
Karen Lemieux  
Joey Hewitt

**Regrets:**

Brenda Mitchell  
Ann Villalta  
Sheila Hirsch-Kalm  
Chris Paiva  
Gordana Mosher

**Ex-Officio:**

Carolyn Langley  
Donna Delvecchio  
Donna Herrington

1. **Media Tour and Accessible Features Presentation –Welcoming Comments** – Nancy Bozatto, Town Clerk

A photographer from The Pelham Voice took some pictures of accessibility features in Pelham (self-serve kiosk in lobby, lowered podium in Council Chambers). Nancy offered some welcoming comments. Nancy welcomed new and returning representatives. Nancy thanked the JAAC for volunteering and outlined new accessibility features.



## 2. **Call to Order and Introductions**

Introductions were made around the table. Meeting was called to order at 6:35 pm. Stephen thanked Nancy Bozzato for hosting us at the Town of Pelham.

## 3. **Approval of the Agenda**

Be it resolved that the Agenda is approved.

Moved as amended by: Connie Groves. Seconded by: Joey Hewitt.

Carried.

## 4. **Approval of Minutes from August 13, 2015 (there was no September meeting) – attached**

Nancy made a correction to #8 - Town of Pelham Community Centre Design Meeting Update.

Be it resolved that the Minutes of August 13, 2015 be approved.

Moved as amended by: Sharon Cook. Seconded by: Connie Groves.

Carried.

## **Old Business:**

## 5. **JAAC Admin Group Meeting – Update**

The JAAC Admin Group is asking for more information about how the Social Media Project will work: how will items be moderated, how will items be chosen for posting; what types of information will be posted to the page.

## 6. **Site Plan Review Checklist – Updated with OBC/DOPSS requirements – Final Copy**

Checklist has been circulated to Admin Group staff for distribution internally. It covers the OBC, DOPSS and FADS requirements. It is an internal tool for staff to use when reviewing site plan/architectural plans for accessibility.

## **New Business:**

### **7. City of Thorold Health Expo**

The Expo was well attended; over 350 people attended. Joey spoke to some people about JAAC and our role in Thorold.

### **8. Town of Pelham – Transit Service Launch**

Town of Pelham has launched its new transit system. The buses are wheelchair accessible. Pelham received funding from Niagara College and Brock University to create the U-Pass; a free transit pass for students with an ID card. Nancy will send Rhys information about the U-Pass. The system connects with Niagara Regional Transit to facilitate travel throughout the Region. Rhys will take a ride and report back to the committee.

### **9. St. Catharines Communication Disability Workshop**

A number of resources were shared. Communication Access Now (CAN); national strategy to teach people techniques for working with people communication barriers. Carolyn will explore whether we could get a training session for JAAC partners and other AAC's.

### **10. 2016 David C. Onley award for Leadership in Accessibility**

Donna excused herself from this discussion.

### **11. Community News**

- **Beamsville Scout Hut** – being renovated and will also have increased accessibility
- **Beamer's Conservation Area** – Grimsby – boulder in conservation area blocks access. Boulder has been moved to allow access for people in wheelchairs/scooters.
- **Emergency Preparedness Guide for People with Disabilities** – Sharon showed Guide produced by Public Safety Canada.

- **Age-Friendly Communication Guide** – also relates to people with disabilities by Public Health Agency of Canada
- **Election** – some discussion about accessibility issues relating to polling stations and the election

12. **Next Meeting – Thursday, November 12, 2015**

Next meeting is scheduled for November 12, 2015. It may be at Town of Grimsby Town Hall, 160 Livingston Ave. Donna will confirm the location.

13. **Adjournment**

Be it resolved that the meeting be adjourned at 8:00 p.m.

Moved by: Sharon Cook. Seconded by: Rhys Evans. Carried.

**DATE:** December 7, 2015  
**REPORT NO:** RFD-C-11-2015  
**SUBJECT:** Approval of the 2015 Annual Progress Report of the 2013-2017 Multi-Year Accessibility Plan  
**CONTACT:** Carolyn Langley, Clerk

**OVERVIEW:**  
Based on legislated requirements, this report will approve the Township's Annual Progress Report as it relates to our Multi-Year Accessibility Plan which was approved in 2012

**RECOMMENDATION:**

1. That, Report RFD-C-11-2015, dated December 7, 2015, regarding "Approval of the 2015 Annual Progress Report of the 2013-2017 Multi-Year Accessibility Plan, be received; and,
2. That the 2015 Annual Progress Report of the 2013-2017 Multi-Year Accessibility Plan, attached as **Schedule A** hereto, be approved and posted on the Township's website.

**ALIGNMENT TO STRATEGIC PLAN:**

Through its involvement in the Joint Accessibility Advisory Committee (JAAC), the Township will provide its residents and visitors to West Lincoln:

- (1) With "Quality of Life" by respecting and responding to the diverse generational needs by addressing the identification, removal and prevention of barriers to persons with disabilities in their by-laws, policies, programs, practices and services therefore improving the quality of life for residents and visitors of West Lincoln.
- (2) With "Good Governance and Leadership" through developing and implementing accessibility plans that will identify, remove and prevent barriers for people with disabilities in key areas of daily living.

**BACKGROUND:**

In November, 2013, Council adopted a new and revised Accessibility Policy which requires submission of an annual progress report.

The Accessibility Policy provides in part as follows:

**4.0. MULTI-YEAR ACCESSIBILITY PLAN AND ANNUAL PROGRESS REPORTS**

**The municipality will draft and make public a Multi-Year Accessibility Plan to address compliance requirements of O. Reg. 191/11. The Multi-Year Plan will**

**replace the municipality's Annual Accessibility Plan and will be made public by January 1, 2013. The municipality will also draft and make public annual progress reports outlining steps taken to meet the goals and objectives of the Multi-Year Plan. The Multi-Year Plan Progress Report will be made public by January 1 of each year.**

**CURRENT SITUATION:**

The attached progress report, which is a requirement as noted in bold above, provides an update on the status of our Multi-Year Accessibility Plan.

**FINANCIAL IMPLICATIONS:**

Costs relating to accessibility requirements are put forward as part of the annual Budget, as required.

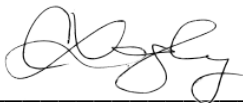
**INTER-DEPARTMENTAL COMMENTS:**

Portions of this report were reviewed with specific staff members.

**CONCLUSION:**

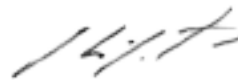
It is recommended that the attached Annual Progress Report for the Multi-Year Accessibility Plan be approved and posted on the Township's website.

**Prepared by**



**Carolyn Langley, Clerk**

**Approved by:**



**Chris Carter, CAO**

# **Township of West Lincoln 2015 Annual Progress Report of the 2013-2017 Multi-Year Accessibility Plan**

---

**In Compliance with O. Reg. 191/11  
Including the Information and Communications, Employment,  
Transportation and Design of Public Spaces Accessibility  
Standards**

**As part of the  
Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold,  
Niagara-on-the-Lake and Grimsby**

**November 12, 2015**

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

## **Table of Contents**

Introduction	3
Progress Report – 2013 Requirements	4
Progress Report – 2014 Requirements	5
Progress Report – 2015 Requirements	11
Action Plan – 2016-2017 Requirements	13

**Township of West Lincoln**  
**2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

## **Introduction**

The Accessibility for Ontarians with Disabilities Act (AODA) AODA requires the establishment of a Multi-Year Accessibility Plan and for the development of Annual Progress reports. Therefore, the Joint Accessibility Advisory Committee of Lincoln, West Lincoln, Pelham, Thorold, Niagara-on-the-Lake and Grimsby submits this Annual Progress Report on the 2013-2017 Multi-Year Accessibility Plan.

This is the third Progress Report on the Township of West Lincoln Multi-Year Accessibility Plan. The Township has achieved all legislated deliverables required in 2013, 2014 and 2015 and is committed to implementing enhancements to accessibility beyond the Multi-Year Plan. Details of this commitment is outlined in the following pages.

2015 marks the 10-year anniversary of the enactment of the Accessibility for Ontarians with Disabilities Act (2005). It was a year of celebration and an opportunity to reflect on the remarkable progress made towards creating a more accessible and inclusive community. The JAAC toured a number of facilities within the JAAC partnership and shared our achievements with the media and community at large. JAAC members also took advantage of opportunities to meet with municipal staff and share their experiences assisting staff to deepen their understanding of accessibility issues.

The JAAC wishes to thank its administrative contacts for continuing to provide essential leadership in this process as well as assisting us in meeting our objectives. The JAAC hopes to continue to provide valuable information and resources for the municipalities as they continue complying with the AODA.

Respectfully submitted by:

Mr. Stephen Barker  
Chairperson

Ms. Donna L. Herrington, Consultant to the JAAC  
The Herrington Group Ltd



**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:**

**January 1, 2013**

**Integrated Accessibility Standard: General Regulations**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Due Date</b>	<b>Status</b>	<b>Details</b>
<p><i>O. Reg. 191/11- 3 (1-4)</i> <u>Accessibility Policy</u> Develop Accessibility Policy to address compliance with Integrated Accessibility Standard Regulation. Policy can be one or more documents. Sections have varying compliance Due Dates.</p>	1. <u>Policy:</u> 1.1 Develop Policy	January 1, 2013	Completed	<p>Policy established. Policy updated according to AODA deadlines and redistributed for approval</p> <p>Policy approved by Council – December 3, 2013</p>
	1.2 Approve and adoption of Updated Policy by Council	January 1, 2013	Completed	
	1.3 Communicate policy to staff	January 1, 2013	Completed	
<p><i>O. Reg. 191/11- 4 (1-4)</i> <u>Accessibility Plan</u> To outline compliance plan in regards to Integrated Accessibility Standard Regulation. Must be posted on website upon completion. Annual Progress Report required. Complete Plan update required every 5 years</p>	1. <u>Plan Development:</u> 1.1 Develop Communication Inventory Checklist	June 2012	Completed	<p>Multi-Year Accessibility Plan completed and posted.</p> <p>Progress Report completed and posted.</p>
	1.2 Develop Multi-Year Accessibility Plan	November 8, 2012	Completed	
	1.3 Develop Progress Report Template	January 1, 2013, 2014, 2015, 2016	Completed	
<p><i>O. Reg. 191/11- 5 (1-3)</i> <u>Procurement Procedures</u> Procurement Procedures must incorporate accessibility criteria. If not “practicable” organization must provide explanation upon request</p>	1. <u>Review of Procurement Procedures:</u> 1.1 Establish Accessibility criteria/ Policy and/or Procedures and include in purchase agreements	January 1, 2013	Completed	Procurement policies reviewed. Clauses updated. Procurement Accessibility Checklists created to assist staff assess accessibility needs in procurement.

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:**

**January 1, 2014**

**Integrated Accessibility Standard Regulation: Information and Communication**

Regulation/Requirement	Action Required by Municipality	Due Date	Status	Details
<p><i>O. Reg. 191/11 – 7 (1-6)</i> <u>Training</u> Employers <b>shall</b> provide training regarding Integrated Accessibility Regulation and Ontario Human Rights Code requirements to all employees and volunteers, persons who participate in developing organizational policy and other persons who provide goods, services or facilities on behalf of the organization. Training to take place as soon as practicable and <b>shall</b> include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p>1. <u>Training Plan Development:</u> 1.1 Provide training in Integrated Accessibility Regulation  1.2 Update Accessible Customer Service Training – refresher training required</p>	<p>January 1, 2014  January 1, 2014</p>	<p>Completed  Completed</p>	<p>Training to be updated again in 2016 to reflect changes to Ontario Building Code, Design of Public Spaces Standard</p>
<p><i>O. Reg. 191/11 – 11 (1-4)</i> <u>Feedback Mechanism</u> Ensure accessible feedback mechanism in relation to areas covered under Integrated Accessibility Regulation. Every obligated organization <b>shall</b> notify public about availability of accessible formats and communication supports.</p>	<p>1. <u>Feedback Mechanism Update</u> 1.1 Update Feedback mechanism. Mechanism/Policy to be expanded to include procedures for dealing with alternate format requests and employment related feedback</p>	<p>January 1, 2014</p>	<p>Completed</p>	<p>Multiple channels of feedback provided. Alternate formats and communication supports available upon request.</p>

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:  
Integrated Accessibility Standard Regulation: Employment**

**January 1, 2014**

Regulation/Requirement	Action Required by Municipality	Due Date	Status	Details
<p><i>O. Reg. 191/11 – 22</i> <u>Accommodation – Recruitment</u> Notice <b>shall</b> be provided to employees and public about the availability of accommodation for applicants with disabilities during recruitment process.</p>	<p>1. <u>Policy:</u> 1.1 Create Employment Policy and Procedures. Ensure policy includes Accommodation Policy for Recruitment.</p> <p>1.2 Establish procedure for recruitment accommodations including notice in advertisements</p> <p>1.3 Provide procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the recruitment process</p>	<p>January 1, 2014</p> <p>January 1, 2014</p> <p>January 1, 2014</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Employment Policy, Accommodation Policy, Procedure and Accommodation Plan template created</p> <p>Notice included in advertisements</p>
<p><i>O. Reg. 191/11 – 23(1-2)</i> <u>Accommodation – Selection</u> Accommodation <b>shall</b> be provided to applicants selected to participate in assessment or selection process, upon request. Suitable accommodation <b>shall</b> be provided in manner that takes applicant's accessibility needs.</p>	<p>1. <u>Policy:</u> 1.1 Employment Policy and Procedures to include Accommodation Policy for Selection Process.</p> <p>1.2 Establish procedure for selection process accommodations</p> <p>1.3 Provide procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the selection process</p>	<p>January 1, 2014</p> <p>January 1, 2014</p> <p>January 1, 2014</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Employment Policy, Accommodation Policy, Procedure and Accommodation Plan template created</p>

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:  
Integrated Accessibility Standard Regulation: Employment**

**January 1, 2014**

Regulation/Requirement	Action Required by Municipality	Due Date	Status	Details
<p><u>O. Reg. 191/11 - 24 Accommodation Notice - New Employees</u> Successful applicant <b>shall</b> be informed of availability of accommodation and <b>shall</b> be provided with accommodation policy when making offer of employment</p>	<p>1. <u>Policy:</u> 1.1 Create procedures/standardized Employment Letter for all Offers of Employment</p> <p>1.2 Develop Employment Offer Checklist to ensure that all successful applicants/new employees are aware of: Municipal Accessibility Policy, Municipal Accommodation Policy and Accommodation Planning Procedures and Municipal Emergency Response and Evacuation Support Procedures.</p> <p>1.3 Add Notice of accommodation availability of this availability to be to all employment letters.</p>	<p>January 1, 2014</p> <p>January 1, 2014</p> <p>January 1, 2014</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Consultant provided clauses for inclusion in Employment Letters</p> <p>Policies to be given to new employees</p> <p>Consultant provided clauses for inclusion in Employment Letters</p>
<p><u>O. Reg. 191/11 – 25 (1-3) Accommodation Notice - All Employees</u> Accommodation policy <b>shall</b> be provided to all employees and any updates <b>shall</b> be provided whenever changes are made</p>	<p>1. <u>Policy:</u> 1.1 Provide updates employees as needed</p> <p>1.2 Procedural training provided to supervisors regarding any policy updates</p>	<p>January 1, 2014</p> <p>January 1, 2014</p>	<p>Completed</p> <p>Completed</p>	<p>Employees notified of all policy changes</p>

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline  
Integrated Accessibility Standard Regulation: Employment**

**January 1, 2014**

<b>Regulation/Requirement</b>	<b>Action Required by Municipality</b>	<b>Due Date</b>	<b>Status</b>	<b>Details</b>
<p><i>O. Reg. 191/11 – 26 (1-2)</i> Alternate formats <b>shall</b> be provided to employees with disabilities upon request including information needed to perform employee's job, information generally available in workplace. Employer <b>will</b> consult employee making request when determining suitability of accessible format provided.</p>	<p>1. <u>Policy and Procedure:</u> 1.1 Inform Municipal staff of availability of alternate format vendor of record</p>	January 1, 2014	Completed	Staff informed of Vendor of Record
	<p>1.2 Establish Process/procedure regarding how to respond to requests for alternate formats from employees to be established. Ensure all relevant material is available to staff in alternate format (e.g. Orientation material, Health and Safety information, job description etc.).</p>	January 1, 2014	Completed	Consultant provided Alternate Format Request Form
<p><i>O. Reg. 191/11 – 28 (1-2)</i> Documented Accommodation Plans <b>shall</b> be provided to employees with disabilities</p>	<p>2. <u>Accommodation Planning Tool:</u> 2.1 Create Accommodation Planning Form</p>	January 1, 2014	Completed	Accommodation Planning template provided by Consultant and in use
	<p>2.2 Create Individualized Accommodation Plans as required</p>	January 1, 2014	As Needed	
<p><i>O. Reg. 191/11 – 29 (1-3)</i> Documented Return-to-Work process <b>shall</b> be established including disability-related accommodations</p>	<p>3. <u>Return-to-Work Accommodation Planning Tool:</u> 3.1 Create Return-to-Work Process and use Accommodation Planning Form</p>	January 1, 2014	Completed	Accommodation Planning template provided by Consultant and in use
	<p>3.2 Complete Individualized Return-to-Work Accommodation Plans as required</p>	January 1, 2014	As Needed	

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:  
Integrated Accessibility Standard Regulation: Employment**

**January 1, 2014**

Regulation/Requirement	Action Required by Municipality	Due Date	Status	Details
<p><i>O. Reg. 191/11 – 30 (1-2); 31 (1-2); 32 (1-2)</i> <u>Accessibility Throughout Employment Life-Cycle</u> Performance Management, Career Development and advancement and Redeployment processes <b>shall</b> include accessibility accommodation and provided in alternate format</p>	<p>1. <u>Performance Management:</u> 1.1 Communicate requirement to provide accommodation throughout employment life-cycle to all directors, managers, supervisors and staff as appropriate</p>	<p style="text-align: center;">January 1, 2014</p>	<p style="text-align: center;">Completed</p>	
	<p>1.2 Provide procedural training for directors, managers, supervisors and staff as appropriate</p>	<p style="text-align: center;">January 1, 2014</p>	<p style="text-align: center;">Completed</p>	
	<p>2. <u>Career Development and Advancement:</u> 2.1 Establish procedure of addressing accommodation needs in advance of training participation of employee</p>	<p style="text-align: center;">January 1, 2014</p>	<p style="text-align: center;">Completed</p>	
	<p>3. <u>Redeployment:</u> 3.1 Develop process and checklist for accommodation needs for employee transfers and redeployment</p>	<p style="text-align: center;">January 1, 2014</p>	<p style="text-align: center;">Completed</p>	
	<p>3.2 Provide procedural training for directors, managers, supervisors and staff as appropriate</p>	<p style="text-align: center;">January 1, 2014</p>	<p style="text-align: center;">Completed</p>	

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:**

**January 1, 2014**

**Integrated Accessibility Standard Regulation: Employment**

Regulation/Requirement	Action Required by Municipality	Due Date	Status	Details
<p><i>O. Reg. 191/11 – 7 (1-6)</i>  <u>Training for Employment Process</u>                      Employment Training (i.e. Ontario Human Rights Code, accessible recruitment and screening, employment policy and accommodation planning training). Training to take place as soon as practicable and <b>shall</b> include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p><u>Training Plan :</u>                      1.1 Train municipal staff as appropriate and in relation to their roles and responsibilities</p>	<p>January 1, 2014</p>	<p>Completed</p>	<p>Staff to access training provided by Ontario Human Rights Commission at: <a href="http://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act">http://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act</a>. All staff trained as of September 2013.</p>

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:**

**January 1, 2015**

**Integrated Accessibility Regulation Standard: Information and Communication**

Regulation/Requirement	Action Required by Municipality	Due Date	Status	Details
<p><u>O. Reg. 191/11 - 12 (1) Organizational Material in Alternate Format:</u> Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities: (a) in a timely manner that takes into account the person's accessibility needs and in consultation with the person making the request.</p>	<p>1. <u>Alternate Format Provision:</u> 1.1 Create Accessible Style Guide – including standardized templates for accessible word processing, accessible PDF's and accessible web-based materials.</p>	<p>January 1, 2015</p>	<p>Completed</p>	<p>Accessible Communication Policy and Corporate Style Guide created and distributed to staff</p>
	<p>1.2 Participate in accessible template procedural training and other accessible communication refresher training as needed.</p>	<p>January 1, 2015</p>	<p>Completed</p>	
	<p>1.3 Establish internal procedures for processing requests for alternate formats (i.e. how vendor is contacted, how requests are tracked, response procedure to customer, customer follow-up)</p>	<p>January 1, 2015</p>	<p>Completed</p>	<p>Tracking form created by Consultant. Process managed by Clerk's Department</p>



**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:**

**January 1, 2015**

**Integrated Accessibility Regulation Standard: Information and Communication**

Regulation/Requirement	Action Required by Municipality	Due Date	Status	Details
<p><u>O. Reg. 191/11 - 12 (1) Organizational Material in Alternate Format:</u> Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities: (a) in a timely manner that takes into account the person's accessibility needs and in consultation with the person making the request.</p>	<p>2. <u>Alternate Format Provision:</u> 2.1 Purchase TTY and establish TTY phone number and protocol</p> <p>2.2 Develop Source List of American Sign Language Providers</p>	<p>January 1, 2015</p> <p>January 1, 2015</p>	<p>Completed</p> <p>Completed</p>	<p>TTY installed</p> <p>Consultant has drafted and provided a Provider Source List</p>

**Township of West Lincoln  
2015 Progress Report on Multi-Year Accessibility Plan 2013-2017**

**Legislation Deadline:**

**January 1, 2016 – January 1, 2017**

**Action Plan**

**Integrated Accessibility Regulation Standard: Customer Service, Information and Communication, Employment, Design of Public Spaces**

<b>General Requirements</b>	<b>Action Required by Municipality</b>	<b>Due Date</b>	<b>Status</b>	<b>Details</b>
Refresher training for Senior Management Team in AODA requirements and resources	1. <u>SMT Meetings:</u> 1.1 Review AODA requirements and ensure ongoing compliance. E.g. Notice of Service Disruptions, Accessible Procurement, Employment Standard requirements, Built Environment requirements/Site Plan Review checklist, Accessible documents – requirements in-house production tips; scope of requirements as it relates to all municipal functions AODA impact on other departmental activities; for example, public consultations, studies	January 1, 2016	Pending MTG DEC 16??	Consultant to meet with JAAC Senior Management Teams on a regular basis
Development of new Multi-Year Accessibility Plan (2018-2022)	1. <u>New MYAP:</u> 1.1 Organize and facilitate a public consultation process as well as consult the JAAC in preparation of a new Multi-Year Accessibility Plan  1.2 Draft and submit to Council a new Multi-Year Accessibility Plan for 2018 – 2022	January 1, 2017	Pending	Consultant and JAAC to plan, facilitate and information on barriers to people with disabilities/gather data; feedback  Draft and submit to Council new Multi-Year Accessibility Plan

**DATE:** December 7, 2015  
**REPORT NO:** RFD-C-12-2015  
**SUBJECT:** Renewal of Consultant Agreement with The Herrington Group Ltd. and continued participation in the Joint Accessibility Advisory Committee  
**CONTACT:** Carolyn Langley, Clerk

**OVERVIEW:**

- To renew the Consultant Agreement with The Herrington Group Ltd. for a two year term to coordinate the Joint Accessibility Advisory Committee (JAAC) and to confirm continued participating in the Joint Accessibility Advisory Committee with the other participating municipalities (Lincoln, Grimsby, Pelham, Thorold and Niagara-on-the-Lake).

**RECOMMENDATION:**

1. That, Report RFD-C-12-2015, dated December 7, 2015, regarding “Renewal of Consultant Agreement with The Herrington Group Ltd., and continued participation in the Joint Accessibility Advisory Committee”, be received; and,
2. That, the proposal submitted by The Herrington Group Ltd. to provide Consulting Services for a two-year agreement to ensure compliance with the Accessibility for Ontarians with Disabilities Act, 2005 and Ontarians with Disabilities Act, 2001 and to coordinate the activities of the Joint Accessibility Advisory Committee(JAAC), be accepted; and,
3. That, a by-law be passed authorizing the Mayor and Clerk to enter into an agreement with The Herrington Group Ltd. for consulting services for a two year period from February 1, 2016 to January 31, 2018, along with the other six participating municipalities; and,
4. That, the Township of West Lincoln continue to participate as a member of the Joint Accessibility Advisory Committee for 2016, at a cost of **\$10,000.00; and,**
5. That any surplus resulting from un-utilized funds from the \$10,000 allocation, be held in the “Accessibility Reserve” and be used to deal with future accessibility issues/needs.

**ALIGNMENT TO STRATEGIC PLAN:**

Through its involvement in the Joint Accessibility Advisory Committee, the Township will provide its residents and visitors to West Lincoln:

- (1) With “Quality of Life” by respecting and responding to the diverse generational needs by addressing the identification, removal and prevention of barriers to persons with disabilities in their by-laws, policies, programs, practices and services therefore improving the quality of life for residents and visitors of West Lincoln.

- (2) With “*Good Governance and Leadership*” through developing and implementing accessibility standards that will identify, remove and prevent barriers for people with disabilities in key areas of daily living.
- (3) By “Respecting and Responding to the Diverse Generational Needs”, as well as to “Strive to Remain a Safe, Caring, and Friendly Community”.

**BACKGROUND:**

Municipalities having a population of not less than 10,000 are required to establish and maintain an accessibility advisory committee to address the identification, removal and prevention of barriers to persons with disabilities in their by-laws, policies, programs, practices and services.

Since 2002, the Township of West Lincoln has participated as a member of the Joint Accessibility Advisory Committee with the six participating municipalities, at a cost of \$10,000.00 per year. The cost for each municipality to effectively perform the tasks associated with the requirements of the Act(s) and administration of the JAAC committee individually, would far exceed the cost under the current shared cost arrangement.

**CURRENT SITUATION:**

The Administrative Group for the six municipalities reviewed the proposal put forward by Donna Herrington of The Herrington Group, to coordinate the activities of the committee for a further two year period commencing February 1, 2016 to January 31, 2018. Ms. Herrington has coordinated the activities of the committee since its inception. The current arrangement continues to work very well and it is agreed that the consultant is doing an excellent job and should be retained for the upcoming year to ensure we remain compliant with the requirements of the legislation. The new agreement will enable the six participating municipalities to maintain the same cost for a two year period.

A by-law would be required to authorize the Mayor and Clerk to sign an agreement with the Consultant, Ms. Donna Herrington, of the Herrington Group, for the upcoming year, along with the other participating municipalities.

**FINANCIAL IMPLICATIONS:**

The annual contribution of \$10,000 has remained consistent over the past 12 years however, it is anticipated that the cost may increase in future years as the number of legislative requirements increases.

***“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”***

**INTER-DEPARTMENTAL COMMENTS:**

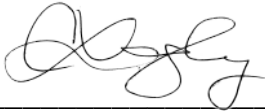
There are no inter-departmental comments as this is the same annual contribution as in previous years.

**CONCLUSION:**

It is recommended that the contract be renewed with the Herrington Group for a two year term and that the Township continue to participate with the other five municipalities in administration of the JAAC Committee.

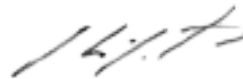
**Prepared by:**

**Approved by:**



---

**Carolyn Langley, Clerk**



---

**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”***

**From:** Trevor Hebert [<mailto:thebert@campaign-office.com>]  
**Sent:** Thursday, November 19, 2015 10:47 AM  
**To:** Jacquie Thrower  
**Subject:** ONTARIO COMMAND FOR THE ROYAL CANADIAN LEGION

Hello Jacquie,

Thank you for your time this morning. Here would be the information regarding this years Military Service Recognition Project of the Ontario Command of the Royal Canadian Legion. This milestone project will be exclusively for the Province of Ontario, recognizing Veterans both past and present in print form with full biographies and photographs submitted to local legion branches. With the help of Veterans, their families and friends, this special publication will be released by September 2016.

Submissions will be compiled in this book for all to see, especially our future generations, to help them never forget the Sacrifices made by our Veterans for the freedoms we enjoy today. If you have any friends or family that would appreciate being in this book, I have also attached the submission form for entry.

We would be honoured to have The Township of West Lincoln involved by way of purchasing a support advertisement. Many business are taking an opportunity to thank our Veterans with their message. I have attached a letter and rate sheet from the Ontario Command of the Royal Canadian Legion for you to review. Your support at any level would be greatly appreciated.

Below is the beautiful ad you've assisted us with last year. If you wanted to make any changes, just let me know and we can switch them for you!



If you have any questions or concerns, please do not hesitate to contact me by reply email or at the number below.

I will be in touch with you in the (near future) to confirm your interest in sponsoring this year's remembrance project.

Regards,

---

**Trevor Hebert**  
**Ontario Command**  
**Royal Canadian Legion Campaign Office**  
☎ 1-855-241-6967  
[www.on.legion.ca](http://www.on.legion.ca)  
✉ [oncl@fenety.com](mailto:oncl@fenety.com)





www.on.legion.ca

## The Royal Canadian Legion Ontario Command

### *“Military Service Recognition Book”*

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

**The Royal Canadian Legion Ontario Command** is very proud to be printing **20,000 copies** of our third annual **“Military Service Recognition Book”**, scheduled for release by September 2016. This book will assist us in identifying and recognizing many of our Veterans within the Province of Ontario and to serve as a reminder for generations to come, while at the same time assist us in our job as the “Keepers of Remembrance”.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will cover the cost of printing and distributing this unique publication. Additional proceeds received through this program will assist and support many important Legion initiatives that in turn will assist our over 400 branches to remain a viable partner in their communities. The Legion is recognized as Canada’s largest Veteran Organization and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-584-1374**.

**Thank you for your consideration and/or support.**

Sincerely,

**Brian Weaver**  
**President**



www.on.legion.ca

## The Royal Canadian Legion Ontario Command

### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>	<u>GST</u>	<u>Total</u>
Full Colour Outside Back Cover	\$2,030.97	+ \$264.03	= \$2,295.00
Inside Front/Back Cover (Full Colour)	\$1,765.49	+ \$229.51	= \$1,995.00
Full Page (Full Colour)	\$1,411.50	+ \$183.50	= \$1,595.00
Full Page	\$1,057.52	+ \$137.48	= \$1,195.00
½ Page (Full Colour)	\$792.04	+ \$102.96	= \$895.00
½ Page	\$615.04	+ \$79.96	= \$695.00
¼ Page (Full Colour)	\$482.30	+ \$62.70	= \$545.00
¼ Page	\$393.81	+ \$51.19	= \$445.00
1/10 Page (Full Colour)	\$287.61	+ \$37.39	= \$325.00
1/10 Page (Business Card)	\$243.36	+ \$31.64	= \$275.00

**H.S.T. Registration # 10686 2824 RT0001**

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year's publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion  
Ontario Command  
(RCL ON)

(Campaign Office)

P O Box 8055, Station T CSC  
Ottawa, ON K1G 3H6





**DATE:** December 7, 2015  
**REPORT NO:** RFD-T-28-15  
**SUBJECT:** **2016 Budget Process and Schedule**  
**CONTACT:** Donna DeFilippis, Treasurer/Director of Finance

**OVERVIEW:**

This report outlines the Proposed 2016 Budget process as summarized below:

- **Estimated budget to actual report to December 31, 2015 and estimated Reserves and Development Charge Balances as of December 31, 2015 provided to Council at the January 18<sup>th</sup>, 2016 Administration/Finance/Fire Committee meeting**
- **Preliminary 2016 Draft Operating and Capital budget and Ten Year Capital Plans presented to Council on Tuesday, February 16<sup>th</sup>, 2016**
- **Budget Open House scheduled for Wednesday, February 24<sup>th</sup>, 2016**
- **Draft 2016 Operating and Capital Budget Book provided to Council on Friday, March 4<sup>th</sup>, 2016**
- **Budget to be presented and discussed at the Administration/Finance/Fire Committee meeting scheduled for Monday, March 21, 2016, with an additional date set for Tuesday, March 22<sup>nd</sup>, 2016, if required.**
- **Public Works/Recreation/Arena Committee meeting regularly scheduled for Tuesday, March 22<sup>nd</sup>, 2016 cancelled, with any urgent items presented at the March Council meeting.**

**RECOMMENDATION:**

1. That, report RFD-T-28-15, regarding “2016 Budget Process and Schedule”, dated December 7, 2015 be received; and,
2. That, the departmental budgets be prepared using a variance-based approach; and,
3. That, the Preliminary Draft 2016 Operating and Capital Budgets and Ten Year Capital Plans be presented to Council at the Administration/Finance/Fire Committee meeting scheduled for Tuesday, February 16<sup>th</sup>, 2016; and

4. That a Public Budget Open House be held on Wednesday, February 24, 2016; and,
5. That, the Administration/Finance/Fire Committee meeting to review the draft 2016 Operating and Capital Budgets, be set for Monday, March 21<sup>st</sup>, 2016 at 6:30pm with an additional date set for further deliberation, if required, for Tuesday, March 22<sup>nd</sup>, 2016 at 6:30pm; and,
6. That the Public Works/Recreation/Arena Committee Meeting regularly scheduled for Monday, March 21<sup>st</sup>, 2016, is cancelled and that any pertinent Public Works/Recreation/Arena items be presented at the March 28, 2016 Council Meeting.

**BACKGROUND:**

In accordance with Section 290 of the Municipal Act, a local municipality must prepare and adopt a balanced budget every year. The budget document is prepared annually through staff submissions, discussions with the CAO and senior staff and final compilation by the Finance department. The Township's purchasing By-law allows for departments to continue spending on operating items in the absence of an adopted budget, up to 35% of the prior years' budgeted amount. The overall goal is to produce a budget that is responsible, transparent and accountable.

**CURRENT SITUATION:**

The Finance Department has drafted a schedule for senior staff as it relates to timing for submission of department budgets and meetings with the Treasurer and CAO. This timeline is imperative for the Finance department as it allows for the necessary reviews, additional analysis, and preparation of the final draft budget book and corresponding reports.

The Finance Department will once again produce a variance-based budget submission which includes a summarized Variance Analysis by department that highlights any new initiatives and major changes within the department operating budgets under specific categories (commitments, legislative changes, inflationary adjustments, mitigation measures and growth adjustments). As introduced in the 2013 budget, the Finance Department will be providing a budget to budget comparison which allows for a more detailed variance based budget report. At the January 18<sup>th</sup>, 2016 Administration/Finance/Fire Committee meeting, Councillors will receive draft year-end balances for Reserve Funds and Development Charge Funds as well as an estimated budget to actual report as of December 31, 2015.

At the February 16<sup>th</sup>, 2016 Administration/Finance/Fire Committee meeting, a preliminary draft 2016 operating and capital budget will be presented to Council for their consideration. Council will be presented with a few different budget options at this meeting. In addition, the Ten Year Capital plans will also be presented to Council at this meeting. This will be an

*"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"*

opportunity for Council to be presented with preliminary 2016 budget figures. It is anticipated that the final draft budget books will be provided to Councillors on Friday, March 4<sup>th</sup>, 2016.

In 2015, the first Budget Open House was held which gave the opportunity for the public to learn about the 2015 budget and ask questions. This Open House was well received and we hope to build upon its success at our 2016 Budget Open House scheduled for Wednesday, February 24<sup>th</sup>, 2016.

It is proposed that budget deliberations for the 2016 Operating and Capital Budgets be held on Monday, March 21<sup>st</sup>, 2016 at 6:30pm in the Council Chambers, with an additional date set for Tuesday, March 22<sup>nd</sup> at 6:30pm in the Council Chambers, if required. It is proposed that the Public Works/Recreation/Arena Committee Meeting regularly scheduled for Monday, March 21<sup>st</sup>, 2016 be cancelled and that any urgent public works items be presented at the March Council Meeting scheduled for March 28<sup>th</sup>, 2016.

The Treasurer will present a PowerPoint overview of the budget at the start of the meeting on March 21<sup>st</sup> followed by a review of the draft 2016 budget. This review should follow the same order as provided in the budget book. Senior staff will be present during budget deliberations to answer questions from Committee Members and explain or highlight any major increases/decreases to their department's revenues/expenditures. Staff will not review their budgets line by line, however, they will respond to questions regarding any line item.

#### **FINANCIAL IMPLICATIONS:**

As noted above, the budget book is a guiding financial document for the year 2016. The overall municipal expenditures as approved in the budget are funded from various sources, including the tax base. As such, the budget information is required in order to determine the required municipal tax levy for the year. This is a tool that the Finance Department uses to ensure that spending matches the budget as approved by Council. The budget figures are also reflected in the Township's year-end audited financial statements. Staff must abide by the approved budget or request a Budget Amendment during the year to cover unanticipated expenditures.

#### **INTER-DEPARTMENTAL COMMENTS:**

Department Heads are responsible for submitting their departmental budget requests and working through the process with the Treasurer and CAO to get to an acceptable budget for presentation to Council. It is important that deadlines established for this process are met by Department Heads to ensure that the Finance Department can prepare the necessary documents and analysis on a timely basis. The submissions from Department Heads and subsequent discussions are critical to ensure an effective and accurate budget. The Department Heads have been provided with the budget timelines and submission/meetings schedule.

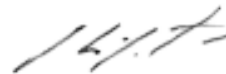
*"The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life"*

**CONCLUSION:**

That Council approve the dates recommended in this report for budget deliberations to take place at the Administration/Finance/Fire Committee meeting scheduled for Monday, March 21st, 2016 with an additional date set for Tuesday, March 22nd, 2016, if required. It is also recommended that Council consents to the budget process, including the variance-based budget approach as outlined herein.

**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”*

**DATE:** December 7, 2015  
**REPORT NO:** RFI-T-27-15  
**SUBJECT:** **November 30, 2015 Budget Status Report**  
**CONTACT:** Donna DeFilippis, Treasurer/Director of Finance

**OVERVIEW:**

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

**RECOMMENDATION:**

That, Report RFI-T-27-15, regarding the “November 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 November 30, 2015. **Appendix A** is a summary of the Operating Revenues and Expenditures up to November 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 November 30, 2015. **Appendix B** is a summary of the Capital Expenditures as of November 30, 2015. Finally, **Appendix C** to this report is a Summary of Reserves as of November 30, 2015.

**FINANCIAL IMPLICATIONS:**

**Revenue Analysis:**

As of November 30, 2015, the Township has distributed the final property tax bills with due dates of August 5<sup>th</sup> and October 2<sup>nd</sup>. Payments in Lieu (payments received for properties owned by the federal and provincial government, hydro enterprises and transportation systems such as the railway) have also been invoiced. The supplemental tax listings have been received by MPAC. The total supplemental tax revenue to the Township is \$118,000, which is an increase of \$53,000 compared to the budgeted revenue of \$65,000. It is anticipated that this \$53,000 of additional revenue will contribute towards a surplus at the end of 2015. Supplemental taxes represent assessment increases that occur after the annual assessment roll has been returned. These assessment increases are the result of new construction or changes in tax classifications.

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 November 30, 2015, all of the payments from OMPF have been received. The Drainage Superintendent grant which is processed through OMAFRA will not be received until early 2016.

We are projecting that the revenue from Fines will be lower than budgeted. The Township Fine revenue includes local parking ticket fines, as well as a portion of the Provincial Offences Act (POA) fines collected at the Niagara Regional POA Court. The POA court collects fines related to charges under the Highway Traffic Act, the Environmental Protection Act, the Occupational Health and Safety Act, and other Provincial Acts. The Niagara Regional POA Court distributes the amounts collected to area municipalities based on tax assessment. There has been a decrease in the fines issued in 2015, resulting in a decrease in the distribution to all local municipalities. Based on this projected decrease in POA fines, fines revenue is projected to be approximately \$9,500 less than the amount budgeted of \$33,500.

The tax penalty revenue account is projected to exceed its budget of \$380,000 by approximately \$70,000. Penalty is applied on overdue accounts at the rate of 1.25%/month. \$50,100 of this additional revenue will be used to increase the Allowance for Uncollectible Taxes as approved in report RFD-T-20-15.

### **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. Also included in this line item is a transfer to the Insurance Reserve of \$50,000 as authorized in report RFD-T-11-15.

#### 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 was distributed in June.

#### Cemetery

The Cemetery budget is expected to exceed the 2015 budget by approximately \$3,000. This is due to increased maintenance costs incurred as a result of assuming the care and maintenance of the Caistor Baptist Cemetery in 2015. This was not taken into account when preparing the 2015 budget. This slight overage will be offset by savings in the Corporate Services department, as a result, no budget amendment is being requested.

***“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”***

Planning Department

Planning Department revenues are exceeding budget. As of November 30, 2015, planning fees collected total \$287,769 compared to the 2015 budget which was set at \$227,800. Higher revenue from Subdivision Administration Fees and Committee of Adjustment Fees are the main contributors to the increased revenue. As a result of this increased revenue, the need to transfer up to an additional \$50,000 from the Contingency Reserve to finance additional OMB (Ontario Municipal Board) costs, as approved in report PD-071-15 will not be necessary. The increased Planning Department revenues will be able to offset the increase in OMB costs. OMB defence costs were budgeted at \$150,000, with actual costs totalling \$205,255.

Winter Control

The Winter Control budget line is experiencing pressure, and will likely 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 November 30, 2015, one would expect that 4/5<sup>th</sup> or 80 percent of the overall budget would be expended. Appendix A indicates that \$490,995 has been expended to date, which equates to 96% 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 expenditures. 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 November 30, 2015.

**Capital Analysis:**

The expenditure on Capital Projects as of November 30, 2015 is presented in 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 November 30, 2015. Departmental staff has issued the majority of tenders for the large capital items and have presented them to Council. Expenditures will be incurred later in the year.

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.

***“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”***

**Reserve Balances:**

Appendix C provides a summary of the Township Reserves as of November 30, 2015. It should be noted that several reserves are restricted in that they are based on legislation that restricts how the funds are to be used. The Building Department reserve accumulates funds from any annual surpluses experienced by the department and is to be used to offset any years where Building Department revenues do not offset expenditures. It is anticipated that approximately \$580,000 will be transferred into the Building Department Reserve at the end of 2015 as a result of increased activity in the department. The Water and Sewer reserves are rate driven and are used to offset any future water or sewer infrastructure projects. The Urban Sidewalk and Streetlight reserves accumulate funds when the Urban Service Area taxes collected exceed the expenditure in any given year. The funds are to be used to offset future needs in these areas.

Appendix C also summarizes the internal borrowing from reserves, indicating the amounts outstanding and the repayment terms.

**Budget Amendments:**

The following is a summary of all budget amendments approved by Council as of November 30 , 2015. Appendix C reflects the impact of all of these budget amendments.

Report	Item	Amount	Funding
RFD-PW-11-2015	LED Street Light Conversion	\$ 393,847	Contingency Reserve
PD-071-15	OMB Defence	up to \$50,000	Contingency Reserve
RFD-T-10-15	Purchase of Tablets	\$ 16,170	Technology Reserve
WLFD-08-15	Pumper Rescue Truck	\$ 36,600	Fire Reserve
RFD-T-11-15	Insurance Savings	-\$ 50,000	Tsfr to Insurance Reserve
RFD-T-11-15	Public Works & Caistor Firehall Roof	\$ 4,210	Facility Reserve
RFD-PW-18-2015	Morgan Ave Storm System works	\$ 12,851	Capital Reserve
RFD-PW-20-2015	Tandem Truck	\$ 33,185	Equipment Reserve
RFD-T-20-15	Allowance for Uncollectible Taxes	\$ 50,100	Operating Fund
PD-138-15	Amendment to Places to Grow 2	\$ 5,000	Development Charges/Planning Reserve

Please note that the transfer from the Contingency reserve to fund the LED Street Light Conversion will be paid back via future energy savings and government incentive funds. The payback is estimated to take six years.

***“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”***



**CONCLUSION:**

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

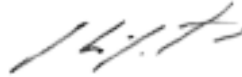
**Prepared by:**

**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  
November 30, 2015

Revenues	Annual Budget	Year to Date Budget	Year to Date Actual	Budget Remaining	% Remaining
Taxation - General	5,362,650	5,362,650	5,415,847	(53,197)	-1%
Payments in lieu	353,900	353,900	364,644	(10,744)	-3%
Support Grants	741,600	721,600	721,600	20,000	3%
Grants - Wolf Kill & Misc.	5,000	4,583	230	4,770	95%
Fees, service charges, donations	4,500	4,125	8,120	(3,620)	-80%
Licenses & permits	5,700	5,226	3,166	2,534	44%
Rents & concessions	61,100	61,100	60,334	766	1%
Fines	33,500	30,708	26,205	7,295	22%
Other revenues	16,500	15,125	15,754	746	5%
Penalties	380,000	348,333	417,499	(37,499)	-10%
Income from investments	170,000	141,666	175,733	(5,733)	-3%
Surplus(Deficit)-Prior Year	217,000	217,000	217,000	-	0%
Transfer from Reserve	48,000	48,000	48,000	-	0%
<b>TOTAL REVENUE</b>	<b>7,399,450</b>	<b>7,314,016</b>	<b>7,474,132</b>	<b>(74,682)</b>	<b>-1%</b>
Expenditures	Annual Budget	Year to Date Budget	Year to Date Actual	Budget Remaining	% Remaining
Contribution to Reserves	199,000	199,000	249,000	(50,000)	-25%
Corporate Expenditures	77,500	77,500	52,500	25,000	32%
Library	386,950	344,635	319,636	67,314	17%
Mayor & Council	172,300	153,701	137,716	34,584	20%
Corporate Services	1,503,400	1,350,741	1,275,278	228,122	15%
Cemetery	59,900	54,909	62,707	(2,807)	-5%
Fire	980,500	908,899	911,281	69,219	7%
Building/Property Standards & By-law/Septic	87,100	72,820	66,730	20,370	23%
Planning	168,100	144,626	103,027	65,073	39%
Recreation/Arena	769,100	714,690	695,287	73,813	10%
Roads Administration	273,600	243,379	227,196	46,404	17%
Roads Maintenance	1,741,800	1,578,033	1,427,092	314,708	18%
Winter Control	513,500	447,380	490,995	22,505	4%
Roads Construction	-	-	-	-	-
Bridges	27,500	25,208	22,048	5,452	20%
Facilities	52,600	48,217	43,730	8,870	17%
Street Lights	113,000	103,583	87,169	25,831	23%
Sidewalks	70,500	63,661	48,644	21,856	31%
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	51,333	18,289	37,711	67%
Storm Sewers	-	-	-	-	0%
Water	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,399,450</b>	<b>6,729,415</b>	<b>6,385,425</b>	<b>1,014,025</b>	<b>14%</b>

**Township of West Lincoln  
Capital Projects  
As of November 30, 2015**

Appendix B

	2015 Budget Amount	Prior Year Budget Available	Expenditure to Date	Balance Unspent
<b>General Government</b>				
Information Technology	27,300	-	7,923	19,377
Server Room Renovation/Relocation	-	111,221	6,087	105,134
GIS Software Solution	-	32,008	27,280	4,728
Office equipment	5,000	-	3,032	1,968
Tablets	16,170	-	15,780	390
Records Management	6,000	16,144	11,399	10,746
Corporate Reorganization	-	32,054	8,798	23,256
	<b>54,470</b>	<b>191,428</b>	<b>80,299</b>	<b>165,599</b>
<b>Fire</b>				
Bunker Gear	16,000	-	14,970	1,030
Small Equipment Stn # 1	8,000	-	7,562	438
Small Equipment Stn # 2	5,000	-	4,733	267
2015 Pumper/Rescue Truck	536,600	-	260,703	275,897
2015 Firecon Headsets	27,000	-	23,283	3,717
2015 Firehouse Business Management System	15,000	-	11,073	3,927
Tanker Repair	-	91,000	83,667	7,333
	<b>607,600</b>	<b>91,000</b>	<b>405,991</b>	<b>292,609</b>
<b>Facilities</b>				
Roof Repairs at Public Works Building	462	26,000	26,462	-
Lions Building	-	41,543	22,709	18,834
Caistor Firehall Roof Repairs	3,748	39,805	43,553	0
Demolish Ice Building	-	48,937	28,997	19,940
2015 Caistor Firehall Paint	15,000	-	9,794	5,206
2015 Wellandport Bathroom Fixtures	2,200	-	2,524	324
2015 Wellandport Hall Floor	23,000	-	215	22,785
2015 PW Man Doors	3,400	-	2,581	819
2015 PW Wash Bay Doors	4,800	-	195	4,605
2015 PW Cold Bay Doors	10,000	-	-	10,000
	<b>62,610</b>	<b>156,284</b>	<b>137,030</b>	<b>81,865</b>
<b>Cemetery</b>				
Cemetery Management System	-	6,000	2,800	3,200
<b>Library</b>				
Wellandport Library Assessment	7,345	-	6,614	731
Library Chairs	1,600	-	1,252	348
	<b>8,945</b>	<b>-</b>	<b>7,866</b>	<b>1,079</b>
<b>Roads</b>				
Canborough Street Streetscaping	-	186,477	-	186,477
Northridge Drive	-	248,756	196,424	52,332
Road Assessment Study	-	82,718	9,603	73,115
2015 Caistor Center Road Rehab	295,000	-	242,078	52,922
2015 Abingdon Road Resurfacing	144,188	-	144,188	-
2015 Port Davidson Road Resurfacing	286,100	-	271,275	14,825
2015 Traffic Modelling Update	11,000	-	-	11,000
2015 Young Street Rehab	265,812	-	209,306	56,506
	<b>1,002,100</b>	<b>517,951</b>	<b>1,072,874</b>	<b>447,177</b>
<b>Bridges</b>				
South Grimsby Rd 6 Bridge	-	108,547	26,032	82,515
Bridge Inspection Program	25,000	1,650	22,048	4,602
2015 Guard Rail Replacement	110,000	-	85,216	24,784
2015 Culvert Inspections	2,500	-	-	2,500
	<b>137,500</b>	<b>110,197</b>	<b>133,296</b>	<b>114,400</b>
<b>Sidewalks</b>				
Canborough Street	-	416,131	-	416,131
2015 Wade St(MARG TO MARG)	20,000	-	7,630	12,370
2015 Station St (RAIL TO 330)	126,500	-	107,473	19,027
	<b>146,500</b>	<b>416,131</b>	<b>115,103</b>	<b>447,528</b>
<b>Sewers</b>				
Northridge	-	119,450	1,728	117,722
Canborough Street	-	90,964	-	90,964
Sewer Morgan Street	120,000	12,919	38,951	93,968
Inflow & Infiltration Reduction Program	-	95,653	5,125	90,528
2015 Station St. Sanitary Refurb	28,000	-	4,812	23,188
2015 Brock St. CCTV	12,000	-	2,505	9,495
2015 Brock St. Sani Spot Repair	7,000	-	7,174	174
2015 Brock St. Replace M52-M53	20,000	-	5,749	14,251
2015 St. Catherine's Sani Liner	35,000	-	22,572	12,428
2015 West St. Sani Upgrade	40,000	-	-	40,000
	<b>262,000</b>	<b>318,986</b>	<b>88,618</b>	<b>492,369</b>
<b>Storm Sewer</b>				
Northridge	-	15,974	2,756	13,218
Storm Sewer Inventory	-	23,278	22,993	285
Stormceptor Inspection and Cleaning	6,500	3,493	237	9,756
Storm Sewer Morgan Street	12,851	10,000	18,479	4,372
Canborough Street	-	156,383	-	156,383
2015 McMurchie Lane Storm	5,000	-	436	4,564
	<b>24,351</b>	<b>103,638</b>	<b>44,901</b>	<b>124,188</b>

**Township of West Lincoln  
Capital Projects  
As of November 30, 2015**

	2015 Budget Amount	Prior Year Budget Available	Expenditure to Date	Balance Unspent
<b>Equipment</b>				
Ford One Ton Dump	-	59,003	44,911	14,092
Water Van	-	2,924	31	2,893
Jeep Liberty Replacement	-	6,057	31	6,026
Misc. PW equipment	5,000	-	2,071	2,929
Misc. Recreation equipment	5,000	-	1,253	3,747
Top Dresser-Recreation Department	-	15,000	16,392	1,392
Two Pick Up Trucks	-	8,938	61	8,877
Tandem Truck	230,185	-	195	229,990
2015 Ice Resurfacers	107,000	-	145	106,855
Trailer/Electronic Speed Board	12,000	-	-	12,000
	<b>359,185</b>	<b>91,922</b>	<b>65,088</b>	<b>386,019</b>
<b>Water</b>				
Canborough Street	-	381,931	6,193	375,738
Northridge	-	112,067	48,221	63,846
Water Leak Detection Program	-	5,000	-	5,000
2015 Water Loss Program	50,000	-	7,864	42,136
2015 Water Rate Review	55,000	-	4,783	50,217
	<b>105,000</b>	<b>498,998</b>	<b>67,061</b>	<b>536,937</b>
<b>Recreation</b>				
Playground Equipment	-	5,000	4,538	462
Parks Signage	6,000	-	11	5,989
2015 ARENA Project Management	100,000	-	-	100,000
2015 LEISUREPLEX Jumping Pit	8,000	-	6,500	1,500
2015 ABINGDON Pavillion Repairs	2,400	-	1,633	767
2015 FAIRGROUNDS Ball Fence	4,500	-	-	4,500
2015 ABINGDON Bleachers	12,400	-	7,373	5,027
2015 LEISUREPLEX Bleachers	15,000	-	13,243	1,757
2015 LEISUREPLEX Irrigation	6,000	-	4,685	1,315
2015 NORTH CREEK Trail	100,000	-	-	100,000
Tree Planting	2,227	-	2,041	186
2015 Facility Scheduling Software	17,000	-	-	17,000
	<b>273,527</b>	<b>5,000</b>	<b>40,024</b>	<b>238,503</b>
<b>Planning</b>				
Establishment of Economic Dev. Strategy	-	60,000	8,645	51,355
Urban Design Manual	-	49,805	10,026	39,779
Zoning By-Law	-	50,859	28,099	22,760
Amendment 2, Places to Grow	50,000	-	1,742	48,258
2015 NW Smithville Secondary Plan	45,000	-	195	44,805
	<b>95,000</b>	<b>160,663</b>	<b>48,708</b>	<b>206,956</b>
<b>TOTAL</b>	<b>3,138,788</b>	<b>2,460,922</b>	<b>2,309,658</b>	<b>3,290,052</b>

RFI-T-27-15  
TOWNSHIP OF WEST LINCOLN  
SUMMARY OF RESERVES  
AS AT NOVEMBER 30, 2015

APPENDIX C

	Balance January 1, 2015	2015 Budget Transfers	Estimated Closing Balance November 30, 2015	Committed Funds	Restricted Funds	Uncommitted Funds	Rec./((Pay.) to Reserves
<b>Working Funds</b>	\$ 363,159	\$ (48,000)	\$ 315,159	\$ -	\$ -	\$ 315,159	\$ -
Accessibility	\$ 34,764	\$ -	\$ 34,764	\$ -	\$ -	\$ 34,764	\$ -
Rate Stabilization	\$ 59,000	\$ -	\$ 59,000	\$ -	\$ -	\$ 59,000	\$ -
Contingencies	\$ 1,122,034	\$ 48,000	\$ 1,170,034	\$ (839,847)	\$ -	\$ 330,187	\$ 393,847
Insurance	\$ 137,655	\$ 50,000	\$ 187,655	\$ -	\$ -	\$ 187,655	\$ -
Election Exp	\$ 6,106	\$ 10,000	\$ 16,106	\$ -	\$ -	\$ 16,106	\$ -
Recreation	\$ 11,598	\$ -	\$ 11,598	\$ (10,595)	\$ -	\$ 1,003	\$ -
Winter Control	\$ 105,500	\$ 55,000	\$ 160,500	\$ -	\$ -	\$ 160,500	\$ -
Hospital	\$ 1,250,000	\$ -	\$ 1,250,000	\$ -	\$ (1,250,000)	\$ -	\$ -
Capital	\$ 1,125,221	\$ 162,000	\$ 1,287,221	\$ (857,833)	\$ -	\$ 429,388	\$ 448,000
Fire Trucks	\$ 277,381	\$ 219,000	\$ 496,381	\$ (594,600)	\$ -	\$ (98,219)	\$ -
Road Equipment	\$ 601,377	\$ 207,900	\$ 809,277	\$ (451,107)	\$ -	\$ 358,170	\$ -
Industrial Park	\$ 1,173,704	\$ 109,700	\$ 1,283,404	\$ (990,425)	\$ -	\$ 292,979	\$ 1,313,699
Bridges	\$ 68,468	\$ -	\$ 68,468	\$ (26,700)	\$ -	\$ 41,768	\$ -
Planning	\$ 171,524	\$ -	\$ 171,524	\$ (149,597)	\$ -	\$ 21,927	\$ -
Cemeteries	\$ 26,614	\$ 2,000	\$ 28,614	\$ (6,000)	\$ -	\$ 22,614	\$ -
Technology	\$ 230,855	\$ -	\$ 230,855	\$ (229,377)	\$ -	\$ 1,478	\$ -
Facilities Reserve	\$ 214,822	\$ -	\$ 214,822	\$ (187,254)	\$ -	\$ 27,568	\$ -
Arena Building	\$ 114,855	\$ 5,785	\$ 120,640	\$ -	\$ -	\$ 120,640	\$ -
Building Department	\$ 373,415	\$ -	\$ 373,415	\$ -	\$ (373,415)	\$ -	\$ -
Urban Sidewalks	\$ 147,344	\$ -	\$ 147,344	\$ (65,300)	\$ (82,044)	\$ -	\$ -
Urban Street Lights	\$ 19,186	\$ -	\$ 19,186	\$ -	\$ (19,186)	\$ -	\$ -
Sewer Projects	\$ 677,543	\$ 82,200	\$ 759,743	\$ (518,873)	\$ (240,870)	\$ -	\$ -
Water Department	\$ 614,874	\$ 63,300	\$ 678,174	\$ (512,388)	\$ (165,786)	\$ -	\$ -
Library	\$ 744,673	\$ 50,000	\$ 794,673	\$ -	\$ (794,673)	\$ -	\$ -
<b>Total</b>	<b>\$ 9,671,671</b>	<b>\$ 1,016,885</b>	<b>\$ 10,688,556</b>	<b>\$ (5,439,896)</b>	<b>\$ (2,925,974)</b>	<b>\$ 2,322,686</b>	<b>\$ 2,155,546</b>

Payback of Reserves is Summarized Below:

Reserve	Project	Amount Borrowed	Amount Outstanding	Years	Source of Payback
Industrial Park	Land for New Firehall	\$ 186,000	\$ 111,799	2016-2021	Fire Budget
Industrial Park	Canborough Street	\$ 819,900	\$ 546,600	2016-2021	Operating Fund
Capital Reserve	Northridge Drive	\$ 504,000	\$ 448,000	2016-2023	Operating Fund
Industrial Park	Caistor Center Rd	\$ 655,300	\$ 655,300	2017-2025	Operating Fund
	Port Davidson Rd				
	Station St. Sidewalk				
	Road Model				
Contingencies	LED Streetlights	\$ 393,847	\$ 393,847	2016-2021	Energy Savings
<b>Total</b>		<b>\$ 2,559,047</b>	<b>\$ 2,155,546</b>		