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

MEETING NO. FOUR HELD: Monday, May 16, 2016 Township Administration Building, 318 Canborough Street, Smithville – immediately following Administration/Finance/Fire Committee meeting

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

1. **CHAIR:** Councillor Dave Bylsma
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: 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 minutes** to address their issue. A response may not be provided and the matter may be referred to staff.

The Chair to inquire if there are any members of the public present who wish to address any items on the Public Works/Recreation/Arena Committee agenda

6. **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 PW11-16**

- (1) West Lincoln Public Library Board – April 12, 2016 Minutes **Page 4-7**
- (2) Information Report RFI PW-17-2016 - Harvest Route Event Update **Page 8-10**

RECOMMENDATION:

The Public Works/Recreation/Arena Committee hereby approve the following Consent Agenda Items:

1. Item 1 & 2 be and are hereby received for information

with the exception of Items #(s)_____

7. COMMUNICATIONS:

(a) **ITEM PW12-16**

Anita Philpott, Secretary/Treasurer – West Niagara Agricultural Society
Re: Designation of West Niagara Fair as a “Community Festival”

Page 11

RECOMMENDATION:

1. That, the correspondence from Anita Philpott, Secretary/Treasurer, of the West Niagara Agricultural Society, dated May 2, 2016, requesting that the 2016 West Niagara Fair be designated as a “Community Festival” in order to obtain a Special Events Permit from the Ontario Alcohol & Gaming Commission, be received; and,
2. That, the Council of the Corporation of the Township of West Lincoln hereby designate the 2016 West Niagara Fair as a Community Festival, which is to be held from September 8th to and including September 11th, 2016, at the new West Niagara Agricultural Centre, 7402 Mud Street, Grassie.

(b) **ITEM PW13-16**

West Lincoln Public Library Board
Re: MEMO - Request for Appointments to West Lincoln Public Library Board

Page 12

RECOMMENDATION:

That, the correspondence from the West Lincoln Public Library Board dated May 12, 2016, requesting that the Township appoint two members from Ward 2 to the West Lincoln Public Library Board be received; and

That the Clerk be directed to place an advertisement requesting submissions from interested residents.

8. STAFF REPORTS:

(a) **ITEM PW14-16**

Director of Public Works & Engineering (Brent Julian) & Manager of Roads Operations, Water and Wastewater (Steve McGean)
Re: Recommendation Report RFD PW-18-2016 – Dust Control Tender Authorization

Page 13-14

RECOMMENDATION:

1. THAT, Report RFD PW-18-2016, re: 2016 Dust Control Tender Authorization, dated May 16, 2016 be received; and,

2. THAT, Council accepts the tender submission from Da-Lee Dust Control in the amount of \$341.09 per flake tonne (plus HST), to a maximum of \$120,000.00 (including HST) for the application of liquid dust suppressant to gravel roads for dust control for the two (2) year term of 2016 and 2017; and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Da-Lee Dust Control, and the Township of Wainfleet.

(b)

ITEM PW15-16

Director of Public Works & Engineering (Brent Julian)

Re: Recommendation Report RFD-PW-19-2016 – Appointment of GM BluePlan Engineering Consultants Limited as Interim Drainage Superintendent

Page 15-16

RECOMMENDATION:

1. THAT, Report RFD PW-19-2016, re: Appointment of GM BluePlan Engineering Consultants Limited as Interim Drainage Superintendent, dated May 16th, 2016 be received; and,
2. THAT, the Director of Public Works and Engineering be authorized to enter into agreement with GM BluePlan Engineering as Interim Drainage Superintendent; and,
3. THAT, By-law be passed to appoint GM BluePlan Engineering Consultants Limited as Interim Drainage Superintendent for the Corporation of the Township of West Lincoln; and,
4. THAT, By-law 2014-48 be repealed.

9. OTHER BUSINESS:

(a)

ITEM PW16-16

Members of Council

Re: Other Business Items of an Informative Nature

10. NEW BUSINESS:

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

11. CONFIDENTIAL MATTERS:

12. ADJOURNMENT:

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

WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING MINUTES

Meeting number 4: Tuesday, April 12th, 2016
7:30pm at the Caistorville Library Branch

Present Board Members: Joan Packham, Cheryl Ganann, Sue Langdon, Jennifer Smith, Lisa Kaplaniak

Present Staff: Vanessa Holm, Peggy-Jo Madsen, Janet Ruczay

Absent: Pat Nelson, Karen Parker, Colleen Young, Joann Chechalk

Secretary: Vanessa Holm

Called to order at 7:40pm.

1. Review of the agenda
2. Review and acceptance of minutes of the March 8th, 2016 meeting
Moved by Jennifer Smith and seconded by Lisa Kaplaniak:
That the minutes of the March 8th, 2016 meeting be accepted as presented.
-Carried.
3. Library Business
 - a) Library Branch Head meeting
 - Discussion of summer reading club, including prizes, programs and drop-in nights.
 - Discussion of new system for filing DVDs and consistency in cataloging.
 - Staff scheduling, time-off, vacation requests.
 - Professional development day.
 - b) Part-time library help and cleaning positions
 - Three new pages and a cleaner started at WLPL.
 - c) Formation of personnel committee
 - Lisa Kaplaniak, Sue Langdon, and Cheryl Ganann appointed to ad hoc personnel committee.
 - d) Policy 2.2: Working Hours
 - West Lincoln Public Library Board reaffirmed its commitment to Policy 2.2 – Working Hours in order to provide for staff safety, public safety, and to protect the financial assets of the organization.
4. Financial Matters
 - a) Petty cash receipt from March 2016
 - b) Review of March 2016's budget status report

c) West Lincoln Public Library's 2016 budget

Moved by Sue Langdon and seconded by Jennifer Smith:

That the CEO be and is hereby directed and authorized to present the following attached amended budget to the Township of West Lincoln Administration/Finance/Fire Committee meeting on April 18, 2016, and that the following budget accounts be adjusted:

1. That the budget for salary and benefits be reduced by \$11,302.
2. Contribution to the Library Reserve be increased from \$38,698 to \$50,000, representing an \$11,302 increase.

-Carried.

5. Librarians' Report

Accepted as presented.

6. Correspondence

- a) West Lincoln Chamber of Commerce sent an email regarding membership and the Chamber directory.
- b) Author Keith Weaver sent a letter of thanks to the Smithville Branch for their preparation and work in making his book talk and signing event a success.

7. In-Camera Session and Tabled Issues

Moved by Cheryl Ganann and seconded by Sue Langdon:

That, the next portion of the meeting be closed to the public because it deals with confidential matters pertaining to an identifiable individual.

-Carried (9:30pm).

Library staff and board members were in attendance during the closed session.

Moved by Jennifer Smith and seconded by Joan Packham:

That, the board meeting be resumed in open session.

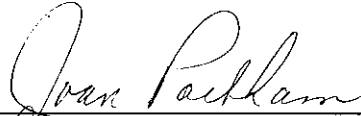
-Carried (9:50pm).

8. Set next meeting date


May 10, 2016 at 7:30pm at Smithville Library.

9. Adjournment

The Chair declared the Library Board meeting adjourned at 10:00pm.



Joan Packham, Library Board Chair



Vanessa Holm, Secretary

Librarians' Report May 10, 2016

Recorded Library Uses April 2016:

Books – Circulation	e-Books – Circulation	Computers	Program Attendance	Total
5459	Overdrive: 627	360	140	6586

Programs Held in April 2016:

Adult Book Club at Caistorville Attendance: 2
 Adult Book Club at Smithville Attendance: 9
 Adult Computer Lessons at Smithville and Caistorville: 11
 Spring Floral Arrangement Workshop at Smithville: 16
 Lego Drop-In at Smithville Attendance: 9
 Class visit to the library from Covenant Christian: 22

Story Times:

All 3 Branches: 20 Sessions
 80 Children, 51 adults

West Lincoln Public Library Smithville Branch had a kindergarten class from Covenant Christian school visit for stories and a craft on April 15th.

16 adults attended the spring floral arrangement workshop at Smithville Library – the program was full and there was a waiting list.

Library CEO submitted articles for the *West Lincoln flyer*, *Township of West Lincoln Newsletter*, and *Grimsby Lincoln News*.

Caistorville Branch hosted the open house for SWIFT (South Western Integrated Fibre Technology).

West Lincoln Public Library board and staff has started work on its 5 year capital and operating plan.

Library CEO completed the final report for the OLCF-ITS grant. With the funding the library was able to acquire a Lego Mindstorm Robot, Makey Makey and Little Bits kits, a sphero robot, a button maker, three new laptops for programming, a tablet, and two new public computers. All of these facilitate STEAM programming.



??? **Did you know?** ???

2730 people visited West Lincoln Public Library's website in April 2016!

DATE: May 16, 2016
REPORT NO: RFI PW-17-2016
SUBJECT: Harvest Route Event Update
CONTACT: Wendy Beaty, B.Ph.Ed., Coordinator of Recreation Services
Brent Julian, C.Tech., rcji, Director of Public Works & Engineering

OVERVIEW:

- Present to Council a revised program delivery plan for the 2016 Harvest Routes Event following confirmation of the funding amount received through the Region of Niagara’s Niagara Investment in Culture (NIC) program.

RECOMMENDATION:

1. That, report RFI PW-17-2016, re: Harvest Route Event Update, dated May 16, 2016 be received for information purposes.

ALIGNMENT TO STRATEGIC PLAN:

A Vision For Our Future (reference page 7)

“The Township of West Lincoln will continue to be a sustainable community in which to live, work, play, raise a family, retire and enjoy quality of life.”

Our Mission (reference page 8)

“The Township of West Lincoln will attract new residents for its quality of life in a rural and natural environment, support new and entrepreneurial business opportunities, attract visitors, and enhance our cultural and agricultural assets.”

BACKGROUND:

In 2015, the Township received funding through the Region of Niagara’s Niagara Investment in Culture (NIC) program for the expansion of the Harvest Routes event. The expanded event included two additional sites at Wellandport and Abingdon in addition to the original site in Smithville. The NIC funding allowed the Harvest Routes event to physically reach rural areas of West Lincoln with a “Celebration of Arts and Culture”. The event was well received in the West Lincoln community and involved participation from local businesses, community groups, residents and visitors.

In 2015, the expanded Harvest Routes event, gained a lot of momentum in the community. By increasing to two additional sites, the event offered many opportunities for residents and visitors to become involved in arts and culture. In Smithville, there was an increase in the number of artists and attendance was estimated at 275. In Wellandport, the evening concert

was enjoyed by over 100 people. In Abingdon, the workshops filled with 145 participants well before the day of the event. In total, approximately 545 people attended Harvest Routes.

Event Satisfaction Surveys were completed. From the survey, 87% of visitors to Harvest Routes 2015 “strongly agreed” or “agreed” that their overall experience was good. An Artist Satisfaction Survey was also completed and 100% of artists at Harvest Routes 2015 “strongly agreed” or “agreed” that they would like to attend Harvest Routes 2016.

At the completion of the 2015 event, Staff reviewed components and results. From these reflections, the following goals were set for 2016.

- Celebrate local arts and culture
- Increase the number of artists and artistic/cultural experiences
- Increase the number of opportunities to participate in workshops
- Increase tourism
- Increase awareness of Harvest Routes as an annual event
- Increase the enjoyment for visitors at each venue

In October 2015, Staff applied for NIC funding for the 2016 Harvest Routes event. The application was prepared after reflecting on the success and knowledge learned from Harvest Routes 2015. The application for 2016 NIC funding was for \$24,000 which planned to reach the goals set for 2016 and expand the event to increase the quantity of arts and cultural experiences. On April 28, 2016, Regional Council approved \$14,000 to fund Harvest Routes 2016, falling short of the funding request by \$10,000.

CURRENT SITUATION:

Staff have reviewed the budget for the 2016 Harvest Routes event, taking into account the reduced amount of funding from NIC. The original proposal included an expanded night time concert. Significant savings will be accomplished by incorporating musical performances into the daytime events. Staff has found further savings by reducing labour and marketing expenses from the original proposal. Staff are continuing to explore new partnerships (in-kind services), which may also contribute to further cost savings for the 2016 event. Although some reductions in expenses will be made, a re-distribution of funds has been prepared so that the goals set for 2016 can still be accomplished.

Results from 2015 have shown a desire for this type of event in the West Lincoln community and feedback and observations have revealed which aspects of the event the community values. In order to support these results, Harvest Routes 2016 will plan to continue in the areas of ‘showcasing local artists’, ‘hands on workshops’, and ‘cultural food experiences’. A new event budget has been prepared to meet these goals without impacting the Township’s 2016 Budget.

The future of the Region of Niagara’s Niagara Investment in Culture (NIC) program is dependent on the approval of the Regional Budget annually. It is also an application process

“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

where applicants are evaluated by an adjudication panel. In the first two years of the NIC program, there have been more dollars requested than are available from the approved Regional Budget. This means that each year, there are applications that are not funded. By nature of this process, the Township is not guaranteed NIC funding in future years. However, Staff will continue to submit an application each year for NIC funding for an arts and culture event.

FINANCIAL IMPLICATIONS:

There is no net impact to the Township's 2016 Budget. The net Township cost of \$16,700 to run the event has not been altered. Expenses have been adjusted to factor in the reduced Regional funding.

INTER-DEPARTMENTAL COMMENTS:

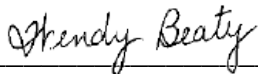
This report has been reviewed by the Treasurer/Director of Finance.

CONCLUSION:

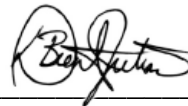
In summary, Staff will develop the 2016 Harvest Routes event to meet the identified goals without impacting the Township's Budget.

Prepared and Submitted by:

Approved by:

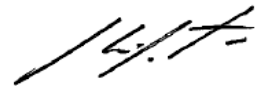


Wendy Beaty, B.Ph.Ed.
Coordinator of Recreation Services



Brent Julian, C. Tech., rcji
Director of Public Works & Engineering

Approved by:



Chris Carter,
Chief Administrative Officer

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WEST NIAGARA AGRICULTURAL SOCIETY

7402 Mud St., Grassie, ON L0R 1M0

T: 905-309-9939 F: 905-945-9410 www.westniagarafair.ca

May 2, 2016

Council of the Township of West Lincoln

Attention: Caroline Langley, Clerk
318 Canborough St.
PO Box 400
Smithville, ON L0R 2A0

Dear Members,

Re: 2016 West Niagara Fair hosted by the West Niagara Agricultural Society

The **West Niagara Fair** will be held from Thursday, September 8, 2016 up to and including Sunday, September 11, 2016. The Fair will be held on the grounds of the new West Niagara Agricultural Centre at 7402 Mud Street, Grassie.

The West Niagara Agricultural Society is a registered Canadian charity (#119019875RR0001). Through this letter, we respectfully ask that Council designate the West Niagara Fair as a "Community Festival". This designation is required to obtain a Special Events Permit from the Ontario Alcohol and Gaming Commission.

We ask that you give our request your consideration at the next upcoming Council meeting. Please contact the undersigned with any questions or concerns.

Sincerely,

Anita Philpott
Secretary/Treasurer.

Email: anita@westniagarafair.ca
Tel: Office (905)309-9939 Cell (289)968-0634
Fax: (905)945-9410



318 Canborough St. P.O. Box 400 Smithville, ON
LOR 2A0
T: 905-957-3346
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MEMORANDUM

TO: Carolyn Langley, Clerk – Township of West Lincoln
FROM: Vanessa Holm, CEO – West Lincoln Public Library
DATE: May 12, 2016
SUBJECT: Request for Appointments to West Lincoln Public Library Board

The West Lincoln Public Library Board, at its May 10th, 2016 meeting, passed a resolution requesting that the Township of West Lincoln appoint two new board members, from Ward 2 of the Township of West Lincoln, to the Library Board, in order to replace two members who have recently resigned.

It is noted that although the resignations were from Ward 1, appointments from Ward 2 would be preferred because Ward 2 is underrepresented on the library board.

DATE: May 16, 2016
REPORT NO: RFD PW-18-2016
SUBJECT: **2016 Dust Control Tender Authorization**
CONTACT: Steve McGean, CRS, ORO, Manager of Roads Operations, Water and Wastewater
Brent Julian C. Tech., rcji, Director of Public Works & Engineering

OVERVIEW:

- As regular road maintenance; the Township annually applies liquid dust suppressant to all gravel roads for dust control measures
- In order to benefit from economies of scale, this program has traditionally been a joint tender with the Township of Wainfleet. Additionally, the tender requested provisional pricing for 2017
- The tender closed on April 22, 2016 with two bid submissions received
- Staff recommends acceptance of the tender submitted by Da-Lee Dust Control for the two year term of 2016 and 2017 in the amount of \$341.09 per flake equivalent tonne

RECOMMENDATION:

1. THAT, Report RFD PW-18-2016, re: 2016 Dust Control Tender Authorization, dated May 16, 2016 be received; and,
2. THAT, Council accepts the tender submission from Da-Lee Dust Control in the amount of \$341.09 per flake tonne (plus HST), to a maximum of \$120,000.00 (including HST) for the application of liquid dust suppressant to gravel roads for dust control for the two (2) year term of 2016 and 2017; and,
3. THAT, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Da-Lee Dust Control, and the Township of Wainfleet.

ALIGNMENT TO STRATEGIC PLAN:

Key Actions (reference page 29):

1. Explore infrastructure processes and materials to improve the durability of rural roads and bridges and begin to incorporate in future renewal projects

BACKGROUND:

As part of regular road maintenance; the Township annually applies liquid dust suppressant to all gravel roads for dust control measures. The application additionally assists with the reduction of operational costs for regular road maintenance items such as grading. The Township of West Lincoln has approximately 133 lane kilometres of gravel roads requiring annual dust control. Each year, approximately 300 Flake Equivalent Tonnes is applied to the Township's gravel roads. In order to benefit from 'economies of scale' pricing; the Township has traditionally entered into a joint tender with the Township of Wainfleet. A tender was circulated for the supply and application of liquid dust suppressant with a calcium flake equivalent tonne of approximately 35

percent calcium chloride solution for dust suppressant. The tender closed on April 22, 2016. In order to secure consistent pricing, a provisional item was also placed in the tender for 2017 pricing.

CURRENT SITUATION:

Two (2) tender submissions were received by the tender closing date of April 22, 2016. The submissions were as follows:

Company	2016 Tender Price	2017 Tender Price	Corrected Bid
1. 513125 Ontario Limited, (Da-Lee Dust Control)	\$341.09 (plus HST)	\$341.09 (plus HST)	N/A
2. Pollard Highway Products	\$380.00 (plus HST)	\$380.00 (plus HST)	N/A

*All tender pricing is per Flake Equivalent Tonne and plus HST

The lowest submission also held prices of \$341.09 per Flake Tonne Equivalent for 2017. Considering last year's pricing of \$374.80 per Flake Tonne Equivalent, Staff recommend acceptance of both the 2016 and 2017 prices. The low bidder, Da-Lee Dust Control, has experience in this application and is capable of successfully completing this project.

FINANCIAL IMPLICATIONS:

This program is funded within the approved 2016 Roads Operational Maintenance Budget. In order to treat all gravel roads, it is estimated that approximately 290 to 300 tonnes is required. However, Staff recommends an upset limit to not exceed \$120,000.00 (including HST).

CONCLUSION:

In summary, Staff recommends that the bid submission from Da-Lee Dust Control for the application of dust suppressant for gravel road dust control be accepted for the two (2) year term of 2016 and 2017, and that a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Da-Lee Dust Control and the Township of Wainfleet.

Prepared by:



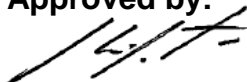
Steve McGean ORO, CRS
Manager of Operations

Approved by:



Brent Julian C. Tech., rcji
Director of Public Works & Engineering

Approved by:



Chris Carter, Chief Administrative Officer

"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 16, 2016

REPORT NO: RFD PW-19-2016

SUBJECT: **Appointment of GM BluePlan Engineering Consultants Limited as Interim Drainage Superintendent**

CONTACT: Brent Julian, C. Tech., rcji Director of Public Works

OVERVIEW:

To appoint GM BluePlan Engineering Consultants Limited as Interim Drainage Superintendent for the Corporation of the Township of West Lincoln.

RECOMMENDATION:

1. THAT, Report RFD PW-19-2016, re: Appointment of GM BluePlan Engineering Consultants Limited as Interim Drainage Superintendent, dated May 16th, 2016 be received; and,
2. THAT, the Director of Public Works and Engineering be authorized to enter into agreement with GM BluePlan Engineering as Interim Drainage Superintendent; and,
3. THAT, By-law be passed to appoint GM BluePlan Engineering Consultants Limited as Interim Drainage Superintendent for the Corporation of the Township of West Lincoln; and,
4. THAT, By-law 2014-48 be repealed.

ALIGNMENT TO STRATEGIC PLAN:

Key Actions (reference page 29):

1. Explore infrastructure processes and materials to improve the durability of rural roads and bridges and begin to incorporate in future renewal projects

BACKGROUND:

The Township entered into a service agreement with the Township of Wainfleet for a shared Drainage Superintendent. A recent personnel change at Wainfleet for this position has required their Township to appoint an interim engineering consultant as their Drainage Superintendent.

CURRENT SITUATION:

In order to continue with drainage works under the Ontario Drainage Act, and to be eligible to receive grant funds from the Ontario Ministry of Agriculture and Food (OMAFRA), Council is required to appoint a Drainage Superintendent by By-law. GM BluePlan Engineering Consultants has staff who are qualified under OMAFRA with respect to performing Drainage Superintendent duties. Council for Wainfleet has now approved retaining GM BluePlan Engineering Consultants Limited for their interim drainage services. The appointment of GM BluePlan Engineering Consultants Limited will assist the Township in drainage issues during the interim period. Staff have confirmed with OMAFRA that GM BluePlan Engineering Consultants is an approved firm that can act as Drainage Superintendent under the Ontario Drainage Act.

FINANCIAL IMPLICATIONS:

Appointment of GM BluePlan Engineering Consultants Limited by By-law qualifies for OMAFRA funding of up to 50 percent (50%).

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Treasurer/Director of Finance and the Clerk.

CONCLUSION:

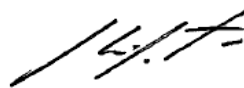
In summary, staff recommends a new by-law be presented to Council to appoint GM BluePlan Engineering Consultants Limited as interim Drainage Superintendent for the Corporation of the Township of West Lincoln.

Prepared and Submitted by:

Approved by:



Brent Julian, C. Tech, rcji
Director of Public Works and Engineering



Chris Carter
Chief Administrative Officer

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