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

MEETING NO. THREE HELD: Monday, March 20, 2017, Township Administration Building, 318 Canborough Street, Smithville – **6:30 p.m.**

*****NOTE TO MEMBERS OF THE PUBLIC:** All Cell Phones, Pagers and/or PDAs to be turned off. Additionally, for your information, we are Audio and Video recording this meeting***

1. **CHAIR:** Councillor Terry Bell
2. **CHANGE IN ORDER OF ITEMS ON AGENDA:**
3. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**
4. **APPOINTMENTS:**
NOTE: Procedural By-law Section 6.5(c) - Scheduled Appointments and/or Presentations
6.5(c) Each scheduled appointment or presentation shall be allocated a **maximum of ten minutes**, exclusive of the time required to answer questions from Members of Council (some exceptions apply)
 - (a) **ITEM A30-17**
Brenda Pickvance
Re: Multi-Use Recreation Site (MURS) and Roads – Urban versus Rural **Page 5**
 - (b) **ITEM A31-17**
Glen Boy, Campaign Coaches
Re: Fundraising Campaign Program
VERBAL UPDATE
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 A32-17**
Fire Chief (Dennis Fisher)
Re: Fire Department Monthly Update – February 2017 **Page 6-7**

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 A33-17**

- (1) Joint Accessibility Advisory Committee – February 9, 2017 Minutes **Page 8-11**
- (2) Sustainable Economic Development Committee Minutes – June 8, 2016, June 24, 2016 and July 14, 2016 (**NOTE:** the initial May 24, 2016 Meeting was an introductory meeting only and there were no minutes) **Page 12-18**
- (3) Information Report RFI-T-08-17 – February 2017 Budget Status Report **Page 19-20**
- (4) Recommendation Report RFD-C-04-2017 – Authorization for use of Voting/Vote Counting Equipment **Page 21**

RECOMMENDATION:

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

1. Item 1 be hereby accepted; and
 2. Items 2 & 3 be hereby received for information; and,
 3. Item 4 be hereby received and that the recommendations contained therein be adopted
- with the exception of Items #(s)_____

8. **COMMUNICATIONS:**

9. **STAFF REPORTS:**

(a) **ITEM A34-17**

Treasurer and Director of Finance (Donna DeFilippis)
Re: Report RFD-T-07-17 – Fees for Tax and Water Certificates

Page 22-23

RECOMMENDATION:

- (1) That, Report dated RFD-T-07-17 regarding “Fees for Tax and Water Certificates” dated March 20, 2017 be received; and,
- (2) That, Council approve a \$45 fee for a Combined Water and Tax Certificate to be effective May 1, 2017; and
- (3) That, By-law 2002-115 be amended to remove the current Tax Certificate Fee and replace it with a \$45 fee for a Combined Water and Tax Certificate, Effective May 1, 2017; and,
- (4) That By-law 2004-42 be amended to remove Water Certificate Fee of \$30, effective May 1, 2017.

(b) **ITEM A35-17**

Clerk (Carolyn Langley)

Re: Report RFD-C-05-17, West Lincoln Age Friendly Committee – Terms of Reference and Council Appointment

Page 24-27

RECOMMENDATION:

- (1) That, Report RFD-C-05-17, dated March 20, 2017 regarding “West Lincoln Age Friendly Committee – Terms of Reference and Council Appointment” be received; and,
- (2) That, the Terms of Reference appended as Schedule A to this report be and are hereby approved; and,
- (3) That, the Clerk be and is hereby authorized to begin the recruitment process for committee members; and,
- (4) That, the following Member of Council be appointed to the West Lincoln Age Friendly Committee:
 - (a) West Lincoln Age Friendly Committee (WLAFF)

(c) ***BUDGET AMENDMENT***

ITEM A36-17

Chief Building Official (Jeff Menard) & Director of Planning & Building (Brian Treble)

Re: Report RFD-PD-44-17 – Budget Amendment Partial Funding of the Town Hall Carpet, Paint and Office Furniture Projects from the Building Department Reserve

Page 28-29

RECOMMENDATION:

BUDGET AMENDMENT

- (1) That, Recommendation Report PD-44-17, dated March 20, 2017, regarding “Budget Amendment – Partial Funding of Town Hall Carpet, Paint and Office Furniture Projects from the Building Department Reserve”, be received; and,
- (2) That, Council approve a budget amendment to transfer \$25,225 from the Building Department Reserve, which will be paid back through the collection of building permit fees.

10. OTHER BUSINESS:

(a) **ITEM A37-17**

CAO (Chris Carter)

Re: Employee Professional Accomplishments

1. Jordan Hamilton – Plumbing All Buildings – Ontario Building Officials Association Course

(b) **ITEM A38-17**

CAO (Chris Carter)

Re: Upcoming Office Renovations and new E-Agenda Software

VERBAL UPDATE

(c) **ITEM A39-17**

Members of Committee

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

- (d) **ITEM A40-17**
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) **ITEM A41-17**
CAO (Chris Carter)
Re: Legal/Property Matters – FWRN LP – Industrial Wind Turbine Project – Tree Replacement Agreement

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

VERBAL UPDATE

- (b) **ITEM A42-17**
CAO (Chris Carter)
Re: Personnel Matter – Identifiable Individual

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employees

13. ADJOURNMENT:

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

Sent: March 10, 2017 2:24 PM

To: Carolyn Langley

Subject: Meeting - March 20 Public Works/Rec./Arena

Please book an appointment for me. Unfortunately I did not get through my topics at the last meeting. This will be the other half of that presentation – urban vs. rural.

Thank you.

Brenda Pickvance

Information Report

To: Mayor Joyner and Members of Council
From: Fire Chief, Dennis Fisher
Date: March 20, 2017
Report: WLFD-05-17
Subject: Monthly Update – February 2017

Emergency Response Calls – February 2017

Station # 1 – 14 Station # 2 – 3 Pelham – 3

Incident	Fire Area	Call Date	Call Time	Nature
2017-001631	St # 1	02/01/2017	12:41:30	7-Emergency Assistance Call
2017-001701	Pel # 3	02/02/2017	17:33:31	5-Emergency Medical Assistance
2017-001758	St# 1	02/04/2017	4:11:29	5-Emergency Medical Assistance
2017-001792	St # 1	02/04/2017	17:56:14	7-Emergency Assistance Call
2017-001997	St # 1	02/08/2017	13:30:18	2-Vehicle Fire
2017-002097	Gr # 1 St # 1	02/10/2017	16:14:25	1-Structure Fire – Automatic Aid - Grimsby
2017-002174	St # 1 St # 2	02/12/2017	8:44:15	4-Mva Rescue
2017-002324	St # 1	02/15/2017	3:28:36	5-Emergency Medical Assistance
2017-002356	St # 1 St # 2	02/15/2017	15:50:37	5-Emergency Medical Assistance
2017-002409	St # 1	02/16/2017	16:57:12	53-Carbon Monoxide No Symptoms
2017-002433	St # 1	02/17/2017	2:04:15	54-Vsa/Cardiac Arrest/Unconscious
2017-002515	St # 1 St # 2	02/18/2017	16:03:10	1-Structure Fire
2017-002544	St # 1	02/19/2017	9:15:04	8-Non-Emergency – Fire Investigation
2017-002613	St # 1 Pel # 3	02/20/2017	14:46:37	114-Remote Alarm From Security Co.
2017-002817	Pel # 2	02/24/2017	15:11:13	5-Emergency Medical Assistance
2017-002830	St # 1	02/24/2017	19:52:20	5-Emergency Medical Assistance
2017-	St # 1	02/27/2017	17:28:59	81-Lockout

002973				
2017-002993	St # 1 St # 2	02/27/2017	22:36:35	5-Emergency Medical Assistance

Apparatus Legend:

West Lincoln = WL, Grimsby = 5, PE = Pelham, HD = Haldimand, Lincoln = 6
 Car = 0, Pumper = P1, Tanker = T6, Rescue = R7, Squad = S8, Ladder = L5
 New Numbering Grid - First number is Municipality, Second Number = Station #, Third Number = Apparatus type Example - WL pump # 1

New Retirees – None at this time

New Recruits – interviewing has started to be completed by March 24th

Promotions – Interviews have been completed, Rick Tansley has been promoted to Captain for Station # 1
 - Phil Griffin and Keith Tilstra have been promoted to Captain for Station # 2
 - Will be posting for Lieutenants of Training and Mechanical at both Stations the week of March 27th

Training

February 2017 Monthly Training

Station # 1

Feb 1 – Defib Recert

Feb 8 – Fire streams – Foam

Feb 15 – Officers meeting – Accountability – both stations

Feb 22 - Truck Maintenance – Association Meetings – both stations

Station # 2

Fire streams – Foam

Defib Recert

March 2017 Monthly Training

Station # 1

Mar 1 – Search & Rescue

Mar 8 – Propane & Hazard response

Mar15 – Officers Meeting – ventilation

Mar 22 - Truck Maintenance – Association Meetings – both stations

Mar 29 – Fire Loss Control – Both Stations

Station # 2

Propane & Hazard response

Search & Rescue

Officers Meeting – Accountability

Fire Prevention – Eric Weaver, Fire Prevention Public Educator has started the mandatory Fire Safety Program for all grade 5 classes in West Lincoln

Apparatus Fleet - nothing to report at this time

Fire Department Activities

- Participated at Family Day – providing lunch and played hockey against West Lincoln Minor hockey coaches, fun day was had by all
- Advanced Pump Ops course was held at Station # 1 March 3rd to the 5th Great Course, well attended
- Station # 2 renovations going well, framing done
- Automatic Aid fire call in Grimsby area

Respectfully submitted by



Dennis Fisher - Fire Chief / CEMC

**Joint Accessibility Advisory Committee
Meeting Minutes
Thursday, February 9, 2017
Township of West Lincoln Municipal Offices
318 Canborough Street
Smithville, Ontario
6:30 p.m. – 8:30 p.m.**

Present:

Stephen Barker
Ann Villalta
Sheila Hirsch-Kalm
Rhys Evans
Connie Groves
Joey Hewitt
Gordana Mosher
Carolyn Langley
Donna Delvecchio
Karen Lemieux
Terry Bell
Joanne Goulet
Sam Oosterhoff, MP Niagara West-Glanbrook

Regrets:

Brenda Mitchell
Sharon Cook
Donna Herrington

Absent:

1. **Call to Order**

Meeting to order at 6:37 pm.

2. **Approval of the Agenda**

Be it resolved that the Agenda, be approved. Moved by Joey Hewitt;
seconded by: Connie Groves. CARRIED

3. Approval of Minutes from January 12, 2017 – attached

Be it resolved that the minutes of January 12, 2017 be approved. Moved by: Joey Hewitt; seconded by: Ann Villata. CARRIED

4. Introductions

The Committee introduced themselves and stated which municipality they represented.

5. Who is the JAAC?

Joey Hewitt provided an overview of the structure of the JAAC, representation of the committee and the guidance and training they provide to each member municipality.

6. JAAC Accomplishments under AODA

Carolyn Langley provided an overview of the successes of the Committee and stated sometimes the AODA legislation can be a challenge.

Stephen Barker advised a JAAC Facebook page was launched and encouraged Sam to follow it.

7. JAAC Challenges under AODA

Joey Hewitt advised that it is challenging to use the term accessibility as people automatically think wheelchairs, when it is much more than that. Sam agreed there are misconceptions in society about accessibility.

Terry Bell advised that for someone with accessibility challenges, getting into a facility is not enough, the person has to be able to function within and often time businesses cannot afford to retrofit to meet the needs. He suggested that there needs to be funding for small businesses.

Gordana Mosher advised she recently attended the Canadian Inclusive Project to make Canada accessible. The general consensus at this event was incentives are required to make the necessary changes.

Rhys Evans explained the need for employers to follow job accommodations and to communicate with employees their specific needs. He also expressed his frustrations related to accessible facilities at Niagara College.

Stephen Barker expressed his personal story of living with and without his vision.

Sheila Hirsch-Kalm stated that often times accessibility requirements are blocked by “red tape”.

Sam Oosterhoff suggested there is a lack of awareness in society on these issues and suggested more publicity may assist. Sam stated he is willing to host a roundtable discussion on this matter in his riding.

Connie Groves highlighted the positive benefits of the Stop Gap initiative but also the challenges it presents for the municipalities and the Region. She also referenced a personal experience with a local dentist who goes above and beyond to assist her.

The Committee generally discussed the needs for local businesses to get onboard with improvements, but the need for them to see the return on investment.

8. Government Priorities for Accessibility and Inclusion; 2025 AODA deadline

Sam Oosterhoff stated that public policy follows public opinion and conversations are necessary with everyone on this topic. He also advised he has heard more about accessibility at the Federal level than he has at the Provincial level.

Stephen Barker expressed some challenges when dealing with Provincial offices.

Karen Lemieux asked the type of training Sam had received as a Politician. He stated he has not received any as of the yet.

Joey Hewitt also expressed disappointment that the AODA is not being enforced and there are no consequences for non-compliance.

Sam advised he would keep the Committee posted on AODA.

9. Simulation

Stephen Barker provided Sam Oosterhoff with glasses to mimic a blind person and he utilized the cane and dog as assistive devices.

10. **Next Meeting – Thursday, March 9, 2017 - TBD**

11. **Adjournment**

The meeting adjourned at 8:05 pm.

**TOWNSHIP OF WEST LINCOLN
SUSTAINABLE ECONOMIC DEVELOPMENT
COMMITTEE MINUTES**

MEETING NO. TWO HELD: Wednesday, June 8, 2016, Township Administration Building, 318 Canborough Street, and Smithville - **1:10 p.m.**

PRESENT:

Council: Councillor Joann Chechalk – Chair
Mayor Douglas Joyner
Councillor Terry Bell

Staff: Chris Carter, CAO
Brian Treble, Director of Planning & Building
Rachelle Larocque, Planner II
Jon Leavens, Deputy Treasurer
Jacquie Thrower, Confidential Secretary

AGENDA ITEMS:

1. Urban Design Manual /Street Scaping/Regional Partnership (implement recommendations) Pg. 1-4
 - A. Façade Improvement Program:
 - B. Streetscaping Program:
 - C. Urban Design Implementation
 - D. Urban Grant Application:

It was suggested that the Agenda Item 1. A–D be discussed at the next meeting to determine priority & proceedings and that staff report back with additional information.

2. Rural Economic Development Plan (RED) (implement recommendations)
 - A. Mtg with Niagara Region/Hamilton/Grimsby/Lincoln
 - B. FCM Sustainable Communities Conference
 - C. RED Program Funding
 - D. Niagara Municipalities

It was suggested that the Agenda Item 2. A-D be discussed at the next meeting to determine priority & proceedings and that staff report back with additional information.

3. St. Martins (potential usage/3 tier partnership)

A. Meet with Khaldoon to prepare concept plans:

It was suggested that the Agenda Item be discussed at the next meeting to determine priority & proceedings and that staff report back with additional information.

4. Draft United Church Agreement/Regional Partnership

A. Negotiate draft agreement :

Staff will provide draft United Church Agreement at the next meeting.

5. Smithville By-Pass/Niagara to Greater Toronto Area Corridor (Bartlett Extension)

To be discussed at a later date.

6. Niagara 2041 Initiatives - Places To Grow

To be discussed at a later date.

7. Purchase/Sale of Land

To be discussed at a later date.

8. Joint Partnership/Services with Hamilton (i.e.: ec-dev, transit, etc...)

To be discussed at a later date.

9. Site Improvements (Sobeys, Starlight, etc.) Business Relations (luncheons) – meet with local businesses

It was suggested that the Agenda Item be discussed at the next meeting to determine priority & proceedings and that staff report back with additional information.

NEXT STEPS:

Staff to report back with additional information.

NEXT MEETING:

At the call of the Chair

ADJOURNMENT:

The meeting adjourned at 2:40 p.m.

**TOWNSHIP OF WEST LINCOLN
SUSTAINABLE ECONOMIC DEVELOPMENT
COMMITTEE MINUTES**

MEETING NO. THREE HELD: Friday, June 24, 2016, Township Administration Building, 318 Canborough Street, and Smithville - **9:00 a.m.**

PRESENT:

Council: Councillor Joann Chechalk – Chair
Mayor Douglas Joyner
Councillor Terry Bell

Staff: Chris Carter, CAO
Brian Treble, Director of Planning & Building
Donna DeFilippis, Treasurer/Director of Finance
Rachelle Larocque, Planner II
Jacquie Thrower, Confidential Secretary

AGENDA ITEMS:

1. Urban Design Manual /Street Scaping/Regional Partnership (implement recommendations)
 - a) Façade Improvement Program
The CAO provide an update on his recent meeting with Khaldoon from Niagara Region and Rachelle Larocque regarding the façade improvement program. The CAO advised that funding in the amount of \$250,000 was available from the Region to access for improvements. The CAO advised that Khaldoon will have the draft conceptual plans available by July 29, 2016 with the expectation that the project could commence in the fall.
 - b) Streetscaping Program
It was the consensus of the committee that site visits be arranged to view other municipality's streetscapes for comparison purposes. It was suggested that the site visits take place after the July 18, 2016 Council Meeting.
 - c) Urban Design Implementation
The CAO advised that the Urban Design term has been renamed to the Strategic Opportunity Sites. The CAO advised that Khaldoon indicated there are three sites that are obtainable in West Lincoln:
 - 1) Arena
 - 2) Old Mill
 - 3) St. Martin School
 - d) Urban Grant Application

Mayor Joyner advised that there is funding available from the Region under the Niagara Lakefront Enhancement Strategy for properties that have frontage on Twenty Mill Creek. The CAO advised that the Niagara Peninsula Conservation Authority is committed to a Tree Replacement Program which could assist with beautification initiatives.

The CAO advised that work is required to commence by year end (2016) and phased in over 2017 and 2018.

2. Economic Development Plan (Goal 1 - implement recommendations) hard copy will be provided
 - a) Mtg with Niagara Region/Hamilton/Grimsby/Lincoln
Direction was given to remove Hamilton from the list of municipalities to contact regarding partnerships and the CAO was instructed to begin discussions with Grimsby and Lincoln regarding Economic Development initiatives and report back to the Committee in August.
 - b) FCM Sustainable Communities Conference
It was the consensus of the Committee that other Economic Development training opportunities be investigated such as a one day session instead of a Conference.
 - c) RED Program Funding
This item was discussed under section 1.d
 - d) Niagara Municipalities (Partnership)
This item was discussed under 2.a
3. St. Martins (potential usage/3 tier partnership)
 - a) Meet with Khaldoun to prepare concept plans
This item was discussed under section 1.c
4. Draft United Church Agreement/Regional Partnership
 - a) Negotiate draft agreement
The CAO advised that the the Mayor and Township staff have met with the United Church Board and Niagara Region regarding the draft agreement and the next step is obtaining approval from the United Church of Canada before bringing the agreement forward to Council.
 - b) Budget allocation implementation for 2017
This item to be discussed at a later date.
 - c) Incorporate urban design into final plans for Hwy 20
To be included with Item #1.
5. Business Relations/Meetings
 - a) Introductory letter
There was general discussion regarding sending an introductory letter to area businesses and it was suggested that meetings be scheduled in the fall due to holiday schedules. Direction was given to staff to compile a list of businesses in West Lincoln

with input from the Chamber of Commerce and to provide the listing to Committee members at the next meeting.

b) Host Meetings with Stakeholders

Direction was given to the Director of Planning & Building to contact the owner of Sobey's regarding their vacant property.

6. Smithville By-Pass/Niagara to Greater Toronto Area Corridor (Bartlett Extension)
7. Niagara 2041 Initiatives - Places To Grow
8. Purchase/Sale of Land

NEXT STEPS:

NEXT MEETING:

At the call of the Chair

ADJOURNMENT:

The meeting adjourned at 11:10 a.m.

**TOWNSHIP OF WEST LINCOLN
SUSTAINABLE ECONOMIC DEVELOPMENT
COMMITTEE MINUTES**

MEETING NO. FOUR HELD: Thursday, July 14, 2016, Township Administration Building, 318 Canborough Street, and Smithville - **9:00 a.m.**

PRESENT:

Council: Councillor Joann Chechalk – Chair*
Mayor Douglas Joyner
Councillor Terry Bell

Staff: Chris Carter, CAO
Brent Julian, Director of Public Works & Engineering
Donna DeFilippis, Director of Finance/Treasurer
Brian Treble, Director of Planning & Building
Rachelle Larocque, Planner II
Jacquie Thrower, Confidential Secretary

AGENDA ITEMS:

1. Draft Letter to Businesses
The Draft Letter to Businesses was discussed and minor revisions were suggested.
2. Quick Hit Meeting Updates (Sobeys, Starlight etc.)
It was suggested that information be put on the Township Website regarding Niagara Region Grant information.
3. United Church Agreement Update
The CAO advised he and the Mayor had recently met with representatives from the United Church to review the draft Agreement and advised that the Region was in favour of the Agreement.
4. Streetscaping Grant Update (Khaldoon)

Mayor Joyner advised that the grant program had recently been discussed at the Regional Planning & Development Committee Meeting. Rachelle advised that the Streetscaping Grant has not been finalized. Chair Chechalk suggested that a link be put on our website for the Niagara Region Council Agenda.
5. St. Martins Conceptual Drawings
The CAO advised that the St. Martins Conceptual Drawings would be coming shortly.
6. July 18 Presentation
Rachelle reviewed the draft Power Point Presentation that will be presented at the July 18, 2016 Council Meeting.
7. Site Visit Locations

It was the consensus of the committee that the Site Visit Tour would take place on Monday, August 15, 2016 and the departure time would be approximately 7:30 a.m. The following destinations would be included on the Tour:

1. *Unionville*
2. *Orangeville*
3. *Fergus*
4. *Paris*

8. Smithville By-Pass/Niagara to Greater Toronto Area Corridor (Bartlett Extension)
9. Niagara 2041 Initiatives - Places To Grow
10. Purchase/Sale of Land

NEXT STEPS:

NEXT MEETING:

At the call of the Chair

ADJOURNMENT:

DATE: March 20, 2017
REPORT NO: RFI-T-08-17
SUBJECT: **February 2017 Budget Status Report**
CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **This report provides Council with an overview of the Financial Activity within the Township as of February 28, 2017**
- **The inclusion of the schedules that Council has received in the past will not be possible while we transition to a new Financial Software System**
- **The provision of schedules will commence once we are live with the new software, which is projected for July 2017**

RECOMMENDATION:

- 1) That, Report RFI-T-08-17, regarding the “February 2017 Budget Status Report” be received for information.

BACKGROUND:

The Finance Department provides Council with monthly financial updates which include schedules detailing actual expenditures compared to budgeted expenditures. The provision of these schedules will not be possible as the transition to new financial reporting software takes place. At the present time, the Department is working out of two systems, and the implementation is not at a point where appropriate reports can be generated. We anticipate that once we are live with the new system in July 2017, schedules will once again be provided to Council.

Staff is still continuing to review and monitor expense and revenue accounts during this transition period and will still report to Council on any items that require attention. The implementation of the new Financial System is going well and is on target time-wise and financially. The March Water/Wastewater invoices will be generated using the new software and residents will notice a new look to the invoices.

Revenue Analysis:

The interim tax bills have been issued with due dates of February 28th and April 28th. The Region of Niagara in conjunction with the lower tier municipalities are currently in the process of reviewing tax ratios and tax policy. The tax ratios are used by municipalities as a means of distributing the tax burden among different property classes. Council will be kept apprised as this analysis continues. Staff is anticipating that all tax rates will be

calculated and available for Council in April so that our 2017 Final Tax Rate By-Law can be approved.

Expenditure Analysis:

Township operating budgets are currently within the approved budget and no operating budgets are under pressure.

Purchasing Activity:

The Township's purchasing policy grants the CAO purchasing authority up to \$75,000. In the months of January and February, the CAO approved the following RFP/Tender Results (the Amount column is before taxes):

Vendor	Amount	Project
Bob Robinson	\$175/hr	Flushing and Hydro Excavating
Bob Robinson	\$19.75 each	Catch Basin Cleaning
AGRA Pipe	24,432.00	Culverts
Pure Storage	56,700.00	Information Technology - Storage Expansion
Associated Engineering	12,190.00	Guard Rail Design
BMA Consulting	19,000.00	2017 Development Charge Study
Bannerman	7,180.00	Baseball Diamond Groomer

CONCLUSION:

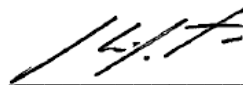
It is concluded that Council receive the February 2017 Budget Status Report for information.

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”

DATE: March 20, 2017
REPORT NO: RFD-C-04-2017
SUBJECT: **Authorization for use of Voting/Vote Counting Equipment**
CONTACT: Carolyn Langley, Clerk

OVERVIEW:

This report seeks approval / authorization to use voting/vote counting equipment for the 2018 Municipal Election as required by the Municipal Elections Act.

RECOMMENDATION:

1. That, Report RFD-C-04-2017 regarding "Authorization for use of Voting/Vote Counting Equipment" be received; and,
2. That, a By-law to authorize the use of voting/vote counting equipment be adopted.

ALIGNMENT TO STRATEGIC PLAN:

Not applicable to this report.

BACKGROUND:

Section 42(1) of the Municipal Elections Act provides that the Council of a local municipality must pass a by-law in order to authorize the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators. In order to use voting and vote-counting equipment for the 2018 election, the by-law must be passed on or before May 1 in the year before the year of the election.

REPORT:

In order to authorize the use of our vote tabulating machines, we must pass a by-law by no later than May 1, 2017.

FINANCIAL IMPLICATIONS:

There are no financial implications relating to this report as we own our vote tabulators.

INTER-DEPARTMENTAL COMMENTS:

Not applicable.

CONCLUSION:

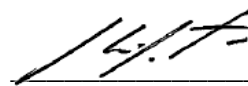
Staff recommends that a by-law be adopted to authorize the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators.

Prepared and submitted by:



Carolyn Langley, Clerk

Approved by:



Chris Carter, CAO

DATE: March 20, 2017
REPORT NO: RFD-T-07-17
SUBJECT: Fees for Tax and Water Certificates
CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **Section 391 of the Municipal Act provides authority to Municipalities to charge User Fees.**
- **The Township currently charges a fee of \$30 for a Tax Certificate and \$30 for a Water Certificate**
- **Staff is recommending that a fee of \$45 be approved for a Combined Tax and Water Certificate to be effective May 1, 2017.**

RECOMMENDATION:

- (1) That, Report RFD-T-07-17 regarding “Fees for Tax and Water Certificates” dated March 20, 2017 be received; and,
- (2) That, Council approve a \$45 fee for a Combined Water and Tax Certificate to be effective May 1, 2017; and,
- (3) That, By-Law 2002-115 be amended to remove the current Tax Certificate Fee and replace it with a \$45 fee for a Combined Water and Tax Certificate, effective May 1, 2017; and,
- (4) That, By-Law 2004-42 be amended to remove Water Certificate Fee of \$30, effective May 1, 2017.

BACKGROUND:

The majority of municipal services are subsidized from property taxes. The Municipal Act (Section 391) provides Municipalities with the authority to charge user fees. A user fee is a charge levied for a specific public service and they allow the Township to reduce the impact on the tax rate while continuing to provide high levels of services to the Public.

REPORT

The Township currently issues Tax Certificates and Water Certificates for a fee of \$30 each. These fees have been in effect since July 2015. Both Tax and Water Certificates are typically purchased by law firms, banks, and mortgage companies and are usually associated with property sales or refinancing proposals. The certificates provide to the

concerned party the status of the account including any outstanding amounts owing. In 2016, the Township issued 346 Tax Certificates and 53 Water Certificates. In many cases, requests for Water Certificates are not being made by the involved parties. This leaves new purchasers not being aware that there our outstanding water amounts owing on the property. A combined Tax and Water Certificate will ensure that a search of both the tax status and water status is processed for all requests.

Staff is currently in the midst of implementing our new Financial Reporting Software. The Diamond Software suite gives staff the functionality to produce a combined tax and water certificate. We would like to commence implementing this combined certificate as of May 1, 2017. All requests for tax certificates will include a water certificate as well. If the property is not on serviced water it will indicate such. This combined certificate will ensure that the Township is providing a complete summary of what is owing on the property in question.

FINANCIAL IMPLICATIONS:

A change to a combined tax and water certificate will increase the revenue to the Township. Using the volume experienced in 2016, revenue will increase to \$15,570 from \$11,970 and will also provide a better level of service to those seeking this certificate.

CONCLUSION:

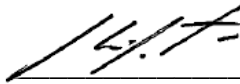
It is recommended Council approve a \$45 fee for a Combined Tax and Water Certificate to be effective May 1, 2017.

Prepared by:



Donna DeFilippis
Treasurer/Director of Finance

Approved by:



Chris Carter
CAO

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DATE: March 20, 2017
FROM: Carolyn Langley, Clerk
REPORT NO: RFD-C-05-17
SUBJECT: West Lincoln Age Friendly Committee – Terms of Reference and Council Appointment

OVERVIEW:

This report recommends approval of Terms of Reference for the West Lincoln Age Friendly Committee and is looking for the appointment of a Member of Council to the Committee.

RECOMMENDATION:

- (1) That, Report RFD-C-05-17, dated March 20, 2017 regarding “West Lincoln Age Friendly Committee – Terms of Reference and Council Appointment” be received; and,
- (2) That, the Terms of Reference appended as Schedule A to this report be and are hereby approved; and,
- (3) That, the Clerk be and is hereby authorized to begin the recruitment process for committee members; and,
- (4) That, the following Member of Council be appointed to the West Lincoln Age Friendly Committee:
 - (a) West Lincoln Age Friendly Committee (WLAFC)

ALIGNMENT TO STRATEGIC PLAN:

Increase civic engagement and community involvement through enhanced partnerships, good governance and leadership.

BACKGROUND:

Included in the 2016 Budget, was an allocation to support the following new committees:

- Sustainable Economic Development Advisory Committee
- Recreation, Leisure and Library Development Advisory Committee
- Mayor’s Youth Advisory Committee
- Active Transportation Advisory Committee
- Public Advisory Committee (PAC) (Industrial Wind Turbines)
- Technical Advisory Committee (Wind Energy) – tasked to PAC
- Canada Day 150 Celebrations – tasked to Heritage Committee

Since that time, a representative from the Niagara Age Friendly Committee has attended two Council meetings to provide an update on their initiatives and encourage West Lincoln to establish an Age Friendly Committee.

REPORT:

This report will address proposed Terms of Reference for the West Lincoln Age Friendly Committee and appoint a Member of Council to the Committee.

FINANCIAL IMPLICATIONS:

An allocation of \$6,000.00 was included in the 2016 Budget to support all of the proposed committees.

INTER-DEPARTMENTAL COMMENTS:

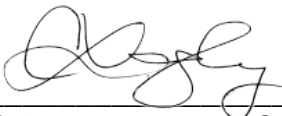
This report has been reviewed by the Mayor, Treasurer/Director of Finance and CAO.

CONCLUSION:

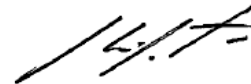
It is recommended that the Terms of Reference as attached to this report be approved and that the Clerk be authorized to begin the recruitment process for members, as required.

Respectfully Submitted by:

Approved by:



Carolyn Langley, Clerk



Chris Carter, CAO

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**West Lincoln Age Friendly Advisory Committee (WLAFAC)
Terms of Reference**

Reports to:

The Administration/Finance/Fire Committee of the Township of West Lincoln

General Mission Statement:

To recommend and promote “Age Friendly” initiatives in order for the Township of West Lincoln to become a more age friendly community.

Objectives/Responsibilities:

The Township of West Lincoln’s Age Friendly Advisory Committee (WLAFAC) is to provide input and suggestions to Township Council and staff on matters and initiatives aimed at making the Township of West Lincoln a more age-friendly community, and enabling all residents and visitors to participate as full and meaningful community members. This will include:

1. Acting as a liaison for the aging population in the community, by soliciting input, identifying barriers to access by seniors to programs or services and making suggestions for improvement, where required.
2. Suggesting ways to enrich and enhance the health and quality of life of the aging population in the community and for improving local programs and services provided to seniors.
3. Highlighting issues and concerns voiced by seniors, and by those who serve seniors.
4. In consultation with the Township’s Joint Accessibility Advisory Committee (JAAC), provide suggestions on adapting structures and services to be more accessible and inclusive of older people with varying needs and capabilities.
5. Supporting Age-Friendly initiatives in the community and promoting active aging
6. Engaging members of the business community with the goal of making the community more age-friendly.

Each Committee member will serve as independent community volunteer. Committee members shall work together as a team for the purpose of achieving positive outcomes that will benefit the entire community.

Committee members are expected to actively participate in committee meetings.

Committee members shall declare any situation that is, or has the potential to be, a conflict of interest.

Membership:

The Committee shall consist of:

- One Member of Council
- The Township of West Lincoln’s Age Friendly Advisory Committee shall consist of a maximum of twelve (12) voting members.

The committee membership will be represented by members at large from the public. The committee will strive to have representation from JAAC (Joint Accessibility Advisory Committee). Should the committee have representation from the JAAC, disability-related accommodations will be provided including but not limited to transportation to meetings, alternate formats of meeting materials upon request and alternate communication supports upon request (e.g. closed captioning or American Sign Language) as is appropriate to ensure full participation of persons with disabilities.

The Mayor and the CAO (or designate) may attend, as desired, but will not have voting rights and will not be considered a “Member” of the Committee.

Township staff not appointed as Members of the Committee will be available to provide resources as needed. Other persons/agencies may be consulted as topics arise.

Voting:

QUORUM:

A majority of Members of the Committee shall constitute a quorum.

DECISIONS:

Decisions of the Committee shall be made by consensus of the members present. The Chair may call for a vote by show of hands should no consensus be reached on any particular issue. A tie vote shall be considered lost. The Chair shall vote.

Meetings:

All meetings shall be at the call of the Chair and notice of all meetings shall be given by the Secretary to all Committee members at least forty-eight (48) hours in advance of the meeting. The Chair can also cancel a meeting if required.

All meetings of the Age Friendly Advisory Committee will be open to the public

Presiding Officer/Chair:

The Committee shall select a Chair from among its membership. The Chair shall be responsible for the conduct of all meetings and perform such other duties as may be assigned by the Committee. A Vice Chair may be appointed to assume all responsibilities of the Chair in his/her absence.

Secretary:

A Secretary shall be provided as determined and assigned by the CAO.

Agendas and Minutes:

Preparation of agendas and minutes shall be the responsibility of the Secretary. Minutes shall be approved by the Committee prior to being submitted to the Administration/Finance/Fire Committee.

DATE: March 20, 2016

REPORT NO: PD-044-17

SUBJECT: **Recommendation Report – Budget Amendment Partial Funding of the Town Hall Carpet, Paint and Office Furniture Projects from the Building Department Reserve.**

CONTACT: Brian Treble, Director of Planning and Building
Jeff Menard, Chief Building Official

OVERVIEW:

- The purpose of this report is to amend the budget to transfer \$25,225 from the Building Department Reserve to fund the proportionate amounts of the Town Hall carpet, paint and office furniture projects attributable to the operation of the Building Department.

RECOMMENDATION:

1. That, Recommendation Report PD-044-17, dated March 20, 2017, regarding “Budget Amendment – Partial funding of the Town Hall Carpet, Paint and Office Furniture Projects from the Building Department Reserve”, BE RECEIVED; and,
2. That, Council approve a budget amendment to transfer \$25,225.00 from the Building Department Reserve which will be paid back through the collection of building permit fees.

BACKGROUND:

In preparation of the Request for Proposal documents which were released and closed Wednesday, March 8, 2017, it was acknowledged that a portion of the works was directly related to the work stations and areas of Town Hall provisioned for use by the Building Department staff. Efforts were made in the preparation of the documents for each project to identify the proportion of cost associated with elements related to the Building Department uses for further assessment and budget considerations.

As the Building Code Act provides that building permit fees are only permitted to be used for the direct and indirect costs associated with the administration and enforcement of the Building Code Act and the Ontario Building Code regulations, monies collected over previous years that exceeded the cost recovery have been set aside in a Building Department Reserve as permitted by the provisions of the Act. This reserve is intended to provide contingency for the operation and to fund projects associated with the operation of the Building Department. This reserve has grown significantly over the last several years and after a recent report to utilize funds from this reserve to fund for service level improvements to the Building Department the reserve remains at an estimated value of \$988,855.00.

CURRENT SITUATION:

To assess the value of the carpet and paint project (BDG 2017 – 01) associated with the Building Department the floor area assigned to the building department staff was calculated and the proportional amount of the overall project cost was identified. In the case of the office furniture project (BDG 2017 – 02), drawings were provided as part of the request document and break out pricing was requested to provide the associated costs with the furniture eligible for funding through the Building Department Reserve.

While the projects are within the approved budget allotments, the amendment to budget to partially fund the projects from the Building Department Reserve is required to assign the appropriate portion of the project costs to the cost associated with the operation of the Building Department. This serves to lessen the burden on the general tax levy for resources and funding necessary for the component of the projects related to the operation of the Building Department.

FINANCIAL IMPLICATIONS:

The \$25,225.00 being transferred will account for twenty percent of the paint / carpet project (BDG 2017 – 01) cost which is the proportionate value of the building department area in relation to the project area as well as the costs associated with the components of the office furniture project (BDG 2017 – 02) which are attributable to the operation of the Building Department.

INTER-DEPARTMENTAL COMMENTS:

The report has been reviewed by senior staff, who are supportive of the proposed amendment and selection of successful bidders.

CONCLUSION:

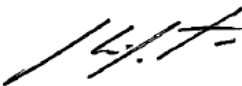
It is recommended that the budget amendment to transfer \$25,225.00 from the Building Department Reserve to fund the portion of the paint, carpet and office furniture projects be approved.

Prepared by:


Brian Treble, RPP, MCIP
Director of Planning and Building



Jeff Menard
Chief Building Official

Submitted by:


Chris Carter, CAO

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