

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

MEETING NO. EIGHT HELD: Monday, November 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 - 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 A91-17**
Brenda Pickvance
Re: Accessibility/Disability

Page 5

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 (some exceptions apply). 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 A92-17**
Fire Chief (Dennis Fisher)
Re: Fire Department Monthly Update – October 2017

Pages 6-7

7. **CONSENT AGENDA ITEMS:**
NOTE: All items listed below are considered to be routine and non-controversial and can 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 A93-17**

- (1) Joint Accessibility Advisory Committee – Minutes of October 12, 2017 **Pages 8-10**
- (2) West Lincoln's Mayor's Youth Advisory Committee (MYAC) – Minutes of October 11, 2017 **Pages 11-12**

RECOMMENDATION:

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

1. Item 1 be and is hereby accepted; and
2. Item 2 be and is hereby received for information with the exception of Items #(s)_____

8. COMMUNICATIONS:

There are no communications.

9. STAFF REPORTS:

(a) **ITEM A94-17**

Fire Chief (Dennis Fisher)
Re: Recommendation Report WLFD-15-17 - Computer-Aided Fire Dispatch Agreement with the City of St. Catharines

Pages 13-14

RECOMMENDATION:

1. That, report WLFD-15-17 dated November 20, 2017, Computer-Aided Dispatch Agreement with the City of St. Catharines, be received; and,
2. That, a By-Law be adopted authorizing the Mayor and Clerk to sign an updated five (5) year agreement from January 1, 2018 to December 31, 2022 with the City of St. Catharines for Computer-Aided Dispatch Services.

(b) **ITEM A95-17**

Fire Chief (Dennis Fisher)
Re: Information Report WLFD-16-17 – Financial Implications – Bill 148

Pages 15-17

RECOMMENDATION:

That, report WLFD-16-17 dated November 20, 2017, Financial Implications - Bill 148, be received for information.

(c) ***AMENDMENT TO BUDGET***

ITEM A96-17

Treasurer and Director of Finance (Donna DeFilippis)
Re: Information Report RFD-T-24-17 – October 2017 Budget Status Report – AMENDMENT TO BUDGET

Pages 18-24

RECOMMENDATION:

1. That, Report RFD-T-24-17, regarding the "October 2017 Budget Status Report - AMENDMENT TO BUDGET" be received; and,

2. That, staff be directed to transfer the \$9,000 in remaining NPEI funding towards the Township's Canada Day 150 Celebration; and,
3. That Council approve a Budget Amendment to fund new Council Chambers' Microphones through a transfer from the Capital reserve of \$5,809; and,
4. That, Council approve a Budget Amendment to fund the additional \$9,302 expended on Guiderail Replacements through a transfer from the Bridge Reserve; and,
5. That, Council approve a Budget Amendment to finance \$20,255 relating to ineligible Gas Tax expenditures through a transfer from the Bridge Reserve.

(d) **ITEM A97-17**

Treasurer and Director of Finance (Donna DeFilippis)

Re: Information Report RFI-23-17 - Municipal Officers' Expense Allowance

RECOMMENDATION:

Pages 25-26

That Report RFI-T-23-17, regarding the "Municipal Officers' Expense Allowance", be received for information.

(e) **ITEM A98-17**

Deputy Clerk (Joanne Scime)

Re: Information Report RFI-C-13-2017 - 2018 Municipal Election - Update

RECOMMENDATION:

Pages 27-33

That, Report RFI-C-13-2017 regarding the "2018 Municipal Election - Update" dated November 20th, 2017, be received for information.

10. OTHER BUSINESS:

(a) **ITEM A99-17**

Acting CAO/Clerk (Carolyn Langley)

Re: Township of Montague Request for Support of Resolution regarding Bill 148

RECOMMENDATION:

Pages 34-35

That, Resolution No. 104-2017 from the Corporation of the Township of Montague dated September 19, 2017 regarding the financial implications of Bill 148 specifically as it relates to the on-call provisions, be received and

(b) **ITEM A100-17**

Treasurer/Director of Finance (Donna DeFilippis)

Re: 2018 Budget Training

RECOMMENDATION:

That, the 2018 Budget Training date be scheduled at 7:00 p.m. on

(Tuesday, January 9, 2018 **OR** Wednesday, January 10, 2018)

(c) **ITEM A101-17**

Councillor Rehner

Re: Livestock Valuation
FOR DISCUSSION

- (d) **ITEM A102-17**
Members of Committee
Re: Verbal Updates from Members of Boards and Committees - If required

- (e) **ITEM A103-17**
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 A104-17**
Acting CAO/Clerk (Carolyn Langley)
Re: Personnel Matter(s) – CAO Recruitment
Applicable closed session exemption(s):
- Personal matters about an identifiable individual, including municipal or local board employees;
 - Labour relations or employee negotiations

13. ADJOURNMENT:

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

From: Brenda Pickvance
Sent: November 7, 2017 12:12 PM
To: Carolyn Langley
Subject: Admin/Finance/Rec. Meeting - Nov. 20

Hello Carolyn,

Please book an appointment for me at the above meeting. Topic – Accessibility/Disability.

Also can you provide me with a copy of the Roads Needs Analysis in due course.

I know you are extremely busy, but if you could confirm the above to me it would be appreciated. I have had emails not reach their destination the odd time.

Thank you.

Brenda Pickvance

Information Report

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

Emergency Response Calls – October 2017

Station # 1 – 13 Station # 2 – 6 Pelham – 3

| Incident | Call Date | Call Time | Nature | District |
|-------------|------------|-----------|----------------------------------|-----------------|
| 2017-016556 | 10/03/2017 | 0:24:28 | 7 - Emergency Assistance Call | St #1 |
| 2017-016578 | 10/03/2017 | 10:41:56 | 4 - Mva Rescue | St # 1 |
| 2017-016739 | 10/04/2017 | 19:08:06 | 53 - Carbon Monoxide No Symptoms | St # 2 |
| 2017-016766 | 10/05/2017 | 6:41:24 | 4 - Mva Rescue | St # 1&2 |
| 2017-016775 | 10/05/2017 | 10:19:02 | 7 - Emergency Assistance Call | Pe # 2 |
| 2017-016791 | 10/05/2017 | 14:55:53 | 4 - Mva Rescue | ST # 1 |
| 2017-016852 | 10/06/2017 | 18:00:48 | 33 - Burning Complaint | St # 1 |
| 2017-016968 | 10/08/2017 | 15:53:17 | 5 - Emergency Medical Assistance | St # 1 |
| 2017-017078 | 10/10/2017 | 15:32:53 | 4 - Mva Rescue | St # 1 |
| 2017-017122 | 10/11/2017 | 9:49:43 | 109 - Barn Fire | St # 1&2 Pe # 3 |
| 2017-017266 | 10/13/2017 | 16:43:18 | 4 - Mva Rescue | St # 1&2 |
| 2017-017383 | 10/15/2017 | 16:00:28 | 118 - Arcing Hydro Lines/Pole | St # 1&2 |
| 2017-017723 | 10/20/2017 | 16:32:16 | 4 - Mva Rescue | St # 1 |
| 2017-017893 | 10/23/2017 | 9:19:09 | 5 - Emergency Medical Assistance | PE # 2 |
| 2017-018006 | 10/25/2017 | 12:37:54 | 5 - Emergency Medical Assistance | St # 1&2 |
| 2017-018406 | 10/31/2017 | 17:09:57 | 4 - Mva Rescue | St # 1 |

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 - Lieutenant Eric Weaver - Station # 1 has retired with 27.5 years of service
- Firefighter Lloyd Crooks - Station # 2 has retired with 11 years of service.

New Recruits – Nothing to report

Promotions – Nothing to report

Training

October 2017 Monthly Training

Station # 1

Oct 4 – Command / Accountability – Both Stations

Oct 11 – Squad dinner – Both Stations

Oct 18 – SCBA refresher – both stations

Oct 25 - Truck Maintenance – Association Meetings – both stations

Station # 2

November 2017 Monthly Training

Station # 1

Nov 1 – Confined space / pump ops

Nov 4 – Live fire training – both stations

Nov 8 - Confined space / pump ops

Nov 11 – Live fire training – both stations

Nov 15 – Officers meeting / Rit – both stations

Nov 22 - Truck Maintenance – Association Meetings – both stations

Nov 29 – Stanpac tour – both stations

Station # 2

Pump ops – hydrants

Pump ops – hydrants

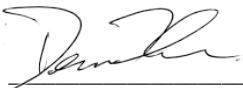
Fire Prevention – Lieutenant Eric Weaver – Fire & Life Safety Public Educator has agreed to remain in this position on an as needed basis until staff are able to fill this position.

Apparatus Fleet – Nothing to report.

Fire Department Activities

- Fire department year-end closing October 31st, 2017 Station # 1 responded to 210 calls, down 50 calls from 2016. Station # 2 responded to 69 calls, down approximately 25 calls.
- Live fire training was held on Nov 4 & 11 at Grimsby Fire Departments new training facility. Very good live fire training for all firefighters, especially for the 5 new recruits.
- On November 13 Briar Smith from College Street School Grade 5 class won the Fire Prevention contest to be the Fire Chief for the day

Respectfully submitted by



Dennis Fisher - Fire Chief / CEMC

**Joint Accessibility Advisory Committee
Meeting Minutes
Thursday, October 12, 2017
City of Thorold
3540 Schmon Parkway
6:30 p.m. – 8:00 p.m.**

Present:

Sharon Cook
Ann Villalta
Rhys Evans
Karen Lemieux
Terry Bell
Connie Groves
Joey Hewitt
Gordana Mosher
Joanne Goulet
Donna Delvecchio

Regrets:

Sheila Hirsch-Kalm
Brenda Mitchell

1. Call to Order

Sharon called the meeting to order at 6:35 p.m. We welcomed Donna Delvecchio back to Thorold. Donna H. distributed the new JAAC business cards.

2. Approval of the Agenda

Be it resolved that the agenda be approved. Moved by: Gordana Mosher
Seconded by: Terry Bell. CARRIED.

3. Approval of Minutes from September 14, 2017 – attached

Be it resolved that the minutes of September 14, 2017 be approved.
Moved by: Terry Bell Seconded by: Joey Hewitt CARRIED.

Business Arising from the Minutes:

4. Laura Secord Monument Opening

Sheila had concerns about the weather; making it challenging for participants. Ann was very impressed. Joey thought it was terrific and great for Thorold. Rhys thought Joey's comments were very well-said.

5. Follow up – JAAC attendance at Council and Committee meetings

Karen is scheduled to go to the Youth Advisory Committee Meeting. Rhys has been busy with placement. He will connect with elementary schools in Pelham. Ann attended the seniors advisory committee meeting. Gordana has not gone yet but plans to a Council meeting. Joey attends the Age-Friendly meetings. Connie is attending an Active Transportation Meeting. We'll keep that up so that we can learn how Council operates.

6. Requests for accessibility assessments outside our jurisdiction

The Clerk in Pelham had a request from a business looking for an audit. So, Sharon and Joey went to the business. It's important that they know we exist and that they can call us and ask for help. The building had a ramp and two accessible parking spaces in front. She suggested an additional parking space and an automatic door be installed on the front door. She also suggested they ensure clear space in the washroom is maintained. Finally, she also suggested a lowered section of the service counter. Otherwise, they had several accessible features: an accessible exam room, good colour contrast and good turning radius.

7. Follow up - School Outreach and Municipal Re-Audits

Donna has not heard from the Admin Group, so this item is deferred to the next meeting. We should reach out to libraries.

8. Council Presentations

We should be going to Councils to make sure they know that we are still active. We should look at attending Councils in the new year, from January to June. Do a video of who we are; something to present to Council, a short commercial about JAAC. Also, give handouts to Council members. We will set a committee to create the video: Gordana, Karen, Terry and Rhys. There are some photos to use in the video as well.

9. Accessibility Award – establish subcommittee

The award could be a sticker with the JAAC logo that says, “this building is accessible” with the year on it. We need a checklist with cross-disability criteria. If they meet our minimum criteria we can award them a sticker. We will set a committee to create the award criteria and checklist. Donna will draft a checklist for review by JAAC at the next meeting.

10. JAAC Pamphlet – establish subcommittee

We will set a committee to draft a simple JAAC pamphlet. Orangeville had a good starting point. We need to find examples to start with. We will establish the committee after we do some research.

11. Businesses – accessibility audits

This item has been addressed under item 9.

12. Community News

Rhys met with Facilities Management at Niagara College at the Welland Campus. A swipe control will be installed on the weight room door. Rhys suggested braille on refuse signs. Accessible computer spaces in the library.

The City of Thorold has reinstalled the accessible parking spaces in front of City Hall. The Lock 7 Museum is being renovated for accessibility.

Sharon provided a quote regarding the accessibility of the new Pelham Community Centre.

Wellandport Library Groundbreaking ceremony was yesterday. The facility is going to be beautiful and accessible.

13. Next Meeting – Thursday, November 9, 2017 – Location to be determined

Donna will arrange our next meeting at Fire Station 2/Training Centre in Grimsby (167 Mountain Street, Grimsby, ON).

14. Adjournment

Rhys motioned to adjourn the meeting; Ann seconded.

**TOWNSHIP OF WEST LINCOLN
MAYOR'S YOUTH ADVISORY COMMITTEE (MYAC)**

MEETING NO. SIX: Wednesday, October 11, 2017, Township Administration Building, 318 Canborough Street, and Smithville – 3:30 p.m. Council Chambers

PRESENT: Council: Mayor Douglas Joyner

Members: Colby VanderWier
Paul Veldman
Nathan Gerryts
Jana DeKlerk
David VanderMolen
Amanda Crawford
Emily Schulenberg
Jenna Dekker
Dante Joyner
Cassie Meisel

Staff: Jacquie Thrower, Confidential Secretary

1. Ratification of Notes of Sept 13, 2017
The notes from the September 13, 2017 meeting were accepted as presented.
2. Christmas Parade – November 25, 2017
Mayor Joyner advised he would investigate acquiring a flat bed or a tractor with a trailer that could be utilized in the parade. Direction was given to the Committee to bring ideas for a float to the November 1, 2017 MYAC Meeting.
3. Family Day – February 19, 2018
This item was for information purposes.
4. Next Meeting – November 1, 2017
This item was for information purposes.
5. Presentation by Guest Speaker Kathy Ryan, President, Autism Community
Kathy Ryan, the President of Autism Community advised that Autism Community is a charitable organization founded by parents of children with Autism Spectrum Disorders to support and facilitate the development of services and strategies to meet the needs of families in the Niagara Region.

Kathy advised that Evan's Ride for Autism began when Evan mastered riding a bike at age 12, something doctors advised his parents that he would never do. Kathy advised that the date for the ride is Saturday, June 9, 2018 and the ride marks the 10th anniversary of the event. Evan's Ride is an annual family-friendly 11 km cycling event to raise funds to support Niagara individuals and families living with Autism Spectrum disorder (ASD). Since it began

in 2009 Evan's Ride has raised over \$110,000 to support skill development, camp and family support programs.

6. Adjournment

The meeting adjourned at 4:50 p.m.

DATE: November 20, 2017

REPORT NO: WLFD-15-17

SUBJECT: **Computer – Aided Dispatch Agreement with the City of St. Catharines**

CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

- **New 5 year agreement recommended by the stakeholders**
- **The financial implications for the 5 year agreement**

RECOMMENDATION:

1. That, report WLFD-15-17 dated November 20, 2017, Computer-Aided Dispatch Agreement with the City of St. Catharines, be received; and,
2. That, a By-Law be adopted authorizing the Mayor and Clerk to sign an updated five (5) year agreement from January 1, 2018 to December 31, 2022 with the City of St. Catharines for Computer-Aided Dispatch Services.

BACKGROUND:

On February 11, 1998, the City of St. Catharines Fire Department entered into an agreement with the Township of West Lincoln to provide computer assisted dispatching services to the Township of West Lincoln Fire Department.

In the fall of 2012, St. Catharines Fire Dispatch provided fire dispatching services to Norfolk, in doing this; St. Catharines Fire Dispatch reviewed and recalculated all the stakeholders costs for the 3 year agreement. In 2013, all stakeholders had recommended a 3 year contract ending in 2015.

In 2015, West Lincoln Fire & Emergency Services signed a 2 year contract ending in 2017. The dispatch fees in 2016 were \$39,681.00 and in 2017 were \$40,903.00.

CURRENT STIUATION:

This year all stakeholders being all the participating Fire Departments have recommended a 5 year contract ending in 2022. There will be a 3% increase every year from 2018 through to 2022.

FINANCIAL IMPLICATIONS:

2018 - \$42,130.00 increase of \$1227.00
2019 - \$43,394.00 increase of \$1264.00
2020 - \$44,696.00 increase of \$1301.00
2021 - \$46,037.00 increase of \$1341.00
2022 - \$47,418.00 increase of \$1381.00

The \$42,130.00 cost will be taken into account in 2018 budget.

INTER- DEPARTMENTAL COMMENTS:

This report was discussed with the Treasurer/Director of Finance and the Acting CAO.

CONCLUSION:

The purpose of this report is to request authorization for the continuation of a 5 year agreement with the City of St. Catharines and present the appropriate by-law for approval by Township Council.

Prepared by:



Dennis Fisher, Fire Chief

Approved by:



Carolyn Langley, Acting CAO

DATE: November 20, 2017
REPORT NO: WLFD-16-17
SUBJECT: Financial Implications - Bill 148
CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

- **Proposed Bill 148 - the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148). If passed, Bill 148 will amend the *Employment Standards Act, 2000 (ESA)* and the *Labour Relations Act, 1995 (LRA)*, substantially changing the landscape of employment and labour law in Ontario**
- **The financial implications of Bill 148 as it pertains to Volunteer firefighters**

RECOMMENDATION:

1. That, report WLFD-16-17 dated November 20, 2017, Financial Implications - Bill 148, be received for information.

BACKGROUND:

On June 1, 2017, the Government of Ontario introduced *Bill 148 – the Fair Workplaces, Better Jobs Act, 2017* (Bill 148). If passed, Bill 148 will amend the *Employment Standards Act, 2000 (ESA)* and the *Labour Relations Act, 1995 (LRA)*, substantially changing the landscape of employment and labour law in Ontario.

Bill 148 immediately passed First Reading and was referred to the Standing Committee on Finance and Economic Affairs to be considered over the summer. The Committee held public consultations across the province throughout July. The Committee met in August for clause-by-clause consideration of the Bill.

CURRENT SITUATION:

On August 21, 2017, the Standing Committee on Finance and Economic Affairs (Committee) adopted significant amendments to Bill 148. The amendments were reported to the Ontario Legislature on September 11, 2017 where the Bill was ordered for a second reading. Bill 148 passed second reading on October 18, 2017 and was referred to the Standing Committee for possible amendments.

Bill 148 proposes significant and costly changes to the *Employment Standards Act*. Of particular concern for many municipalities are the implications these amendments could have on the provision of on-call and volunteer firefighters.

As explained above, Bill 148 Part VII – 21.4 proposes a requirement that if an employee is on-call and is not called into work, or is called into work, then they shall be paid wages equal to the employee's regular rate for three hours of work. In the fire sector, there is a need for many additional firefighters when incidents occur. Therefore full-time fire departments (32) and composite fire departments (191) rely upon on call firefighters to supplement their scheduled firefighters. Volunteer departments (226) rely upon on call volunteer firefighters to provide the complete response in these municipalities.

On November 14, 2017 Bill Mauro, Minister of Municipal Affairs and Kevin FyInn, Minister of Labour sent a letter to all Heads of Council proposing that Bill 148 be amended at Standing Committee to add exemptions to the on-call pay and the 96 hours notice scheduling rules in Bill 148. Specifically, an employer would not be required to provide on-call pay to an employee who was on call and not required to work, if the reason for the on-call shift was to ensure the continued delivery of essential public services such as fire, utility and snow removal services. Similarly, an employee's right to refuse an employer's request to work or be on-call would not apply if the reason for the request is to ensure the continued delivery of essential services.

Should the *Fair Workplaces, Better Jobs Act* (Bill 148) be adopted by the Legislature, it is their intention to bring forward a regulation that, if approved, would exempt firefighters from equal pay for equal work provisions with respect to employment status. It is their intention to make this regulation before the relevant section of the Act comes into force. This would provide some clarity that volunteer firefighters will not be entitled to the same pay as full-time firefighters. This does not apply to West Lincoln Fire as we do not have any full-time firefighters.

FINANCIAL IMPLICATIONS:

Every volunteer firefighter is essentially on call every day of the year (except when they "book off" for vacation). Given the Township of West Lincoln firefighter wage is \$26.18 per hour, this means that the cost of a volunteer firefighter will increase to \$78.54 per day x 365 days per year = \$28,667.10 per volunteer firefighter per year. This is an increase in cost per volunteer firefighter from the current \$2,500 to \$7,500. The Township of West Lincoln has 47 volunteer firefighters the cost would be \$1,347,353.00 per year for no increase in service to the community. A provision was proposed to the Standing Committee on November 14, 2017 to amend the on-call pay provision to exempt an employee (firefighters) who was on call and not required to work which would decrease the potential costs noted above.

There is concern and the need for clarification regarding if an on-call firefighter responds to a call, is the employer required to pay the 3 hour minimum pay for attending the call. Staff are continuing to research these concerns and will report back to Council as information becomes available.

The existing fire protection agreement with Town of Pelham along with mutual aid requests to assist other fire departments could also have a substantial increase because of the proposed Bill148. Fire department staff is researching the potential financial impact this may have if Bill 148 is passed.

If Bill148 Part VII – 21.4 is passed, this provision will come into effect January 2019.

INTER- DEPARTMENTAL COMMENTS:

This report was discussed with the Acting CAO.

CONCLUSION:

Unless further amendments or regulations are introduced exempting firefighters as defined in s. 1(1) of the *Fire Prevention and Protection Act*, which includes volunteer, full-time and managerial firefighters, from the application of these provisions, Bill 148 will have a tremendous impact on municipal budgets. The Township of West Lincoln will have to begin planning on how to address this economic impact and consider if any mitigating strategies can be implemented.

Additionally, based on the financial implications relating to Bill 148, staff is recommending that Township Council support the resolution from the Township of Montague which has been included under Other Business on the agenda.

Prepared by:

Approved by:



Dennis Fisher, Fire Chief



Carolyn Langley, Acting CAO

DATE: November 20, 2017
REPORT NO: RFD-T-24-17
SUBJECT: **October 2017 Budget Status Report – Amendment to Budget**
CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **This report provides Council with an overview of the Financial Activity within the Township as of October 31, 2017**

RECOMMENDATION:

- 1) That, Report RFD-T-24-17, regarding the “October 2017 Budget Status Report-Amendment to Budget” be received; and,
- 2) That, staff be directed to transfer the \$9,000 in remaining NPEI funding towards the Township’s Canada Day 150 Celebration; and,
- 3) That Council approve a Budget Amendment to fund new Council Chambers’ Microphones through a transfer from the Capital reserve of \$5,809; and,
- 4) That, Council approve a Budget Amendment to fund the additional \$9,302 expended on Guiderail Replacements through a transfer from the Bridge Reserve; and,
- 5) That, Council approve a Budget Amendment to finance \$20,255 relating to ineligible Gas Tax expenditures through a transfer from the Bridge Reserve.

BACKGROUND:

The Finance Department has completed a review of operating results up to the end of October 31, 2017. **Appendix A** is a summary of the Operating Revenues and Expenditures up to October 31, 2017. 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 October 31, 2017. **Appendix B** to this report is a detailed listing of Capital Expenditures as of October 31, 2017 compared to budget. Finally, **Appendix C** to this report provides Council with a projection of the closing December 31, 2017 balances.

FINANCIAL IMPLICATIONS:

At this point in time staff is projecting that the overall budget targets will be met. Further analysis of results follows.

Revenue Analysis:

At the end of October, the Township’s final tax bills for 2017 have been distributed. The supplementary tax billings will be generated in early November. This billing comprises supplementary and omitted assessment information that was not included in the 2017 roll. Supplemental Taxes represent new assessment resulting from a change to a property in the current tax year due to a change in property classification, an addition, renovation or new construction. Omitted Property Assessments are similar to

supplemental taxes, however, these are additions or new homes that were not captured on the original tax roll and may go back as far as the previous two years. A preliminary review of the supplemental tax rolls indicate that the budgeted revenue of \$65,000 will be exceeded, with a projection of \$158,000 in total billings, resulting in an additional \$93,000 in revenue for the Township.

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 October 31st, three quarterly payments from OMPF have been received. The Drainage Superintendent grant will not be received until the end of the fiscal year.

Other revenues include the following donations/contributions that were not included in the 2017 budget:

- 2016 Community Fund Contribution \$ 74,219
- Settlement of Section 4.4 & 4.5 of the Road Use Agreement \$ 6,121,102
- NPEI donation \$ 11,500
- In memory of Jim Green \$ 1,000

Report RFD-T-21-17 presented to the Administration Committee in October recommended the transfer to reserves for the amounts relating to the 2016 Community Fund Contribution, the Road Use Agreement funds and the donation in memory of Jim Green.

\$2,500 of the NPEI \$11,500 donation has been distributed to the Niagara 4-H Association. This leaves \$9,000 remaining that has not been allocated. Staff is recommending that the \$9,000 be used as revenue to off-set the Township's Canada Day 2017 celebration. Council is reminded that an estimated shortfall of \$28,900 relating to the Canada Celebration was identified in the June report – RFD-PW-21-2017. The following resolution was approved in this report:

“That, Council approve an Amendment to Budget up to \$28,900 to fund the shortfall identified for the Canada 150 Event, through a transfer from the Contingency Reserve.”

By using the \$9,000 donation towards the Township's Canada 150 Event there will be a smaller transfer required from the Contingency Reserve. The actual shortfall is \$26,300, when offset by the \$9,000 will mean a \$17,300 transfer from the Contingency Reserve.

Staff is projecting that Penalty revenue from overdue taxes will be less than budgeted by approximately \$23,000. This is a result of the recent registration of properties in tax arrears which saw a significant amount of outstanding taxes being paid, thus reducing the

“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's taxes receivable. This loss in revenue will be offset by an anticipated increase in investment revenue.

Expenditure Analysis:

Township operating budgets are currently within the approved budget and no operating budgets are under pressure. The first line under Expenditures – Contribution to Reserves is higher than the original budget as the actual column reflects the reserve transfers that Council approved at previous meetings.

The revenue from building permits has surpassed the 2017 budget of \$315,000 at the end of October. Actual building permit revenue is \$365,000 at the end of October. Council is reminded that any surplus in the Building Department is transferred into the Building Department Reserve Fund.

Staff is projecting that the Library will have an operating surplus at the end of 2017. This surplus would be transferred into the Library Reserve. This projected surplus of \$23,400 is primarily the result of staffing costs being less than budgeted.

There will be a shift in expenditures from the Roads Maintenance Budget to the Roads Administration Budget. This shift of approximately \$64,000 is a result of the Working Foreman position coming out of the bargaining unit. This move was approved at the time the collective agreement was signed in April 2016. The Working Foreman has been replaced with a Supervisor position which is coded to Roads Administration, as opposed to Roads Maintenance. This is being brought to the attention to Council as the Roads Administration budget will more than likely exceed budget as a result. However, this will be offset by savings in the Roads Maintenance budget.

The Recreation Department has seen an increase in revenue in both the youth and adult programming. At the end of October, revenue has exceed the \$37,900 budget by \$14,700.

Purchasing Activity:

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

| Vendor | Amount | Project |
|-----------------------|--------------------|--------------------------|
| Imperial Fence | \$ 9,900.00 | Guard Rail Repair |

Capital Activity:

Appendix B to this report outlines the expenditure on Capital related items up to the end

“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”

of October 31, 2017. The following two capital projects are currently not planned for completion in 2017 as grant applications were not approved:

- **2017 Boyle Road Bridge, #23** – Budget of \$788,000, OCIF grant of \$709,300 was not approved
- **2017 North Creek Trail – Streamside Park to MURS** – Budget of \$300,000, Niagara Region grant of \$150,000 was not approved

These two projects will be included in the 2018 budget with revised financing options.

New microphones were purchased for the Council Chambers; however, this project was not part of the 2017 budget. A budget amendment to fund the purchase of these microphones through a transfer from the Capital Reserve of \$5,809 is being requested.

The following three roads were part of the Surface Treatment budget of \$291,000: S. Grimsby Rd. 5, Campden and Stoney Creek Townline Rd. The actual expenditure is \$261,804, resulting in a savings of approximately \$29,000. This will mean that an additional \$29,000 will be available in the Gas Tax Reserve for future projects.

The Guiderail replacement project for 2017 has exceeded the budget by \$9,302, a budget amendment to fund this through a transfer from the Bridge Reserve is being requested.

The Gas Tax Program is administered through AMO. The Township has been notified by staff at AMO that expenditures funded through Gas Tax in 2013 and 2014 totalling \$20,255 are not in fact eligible for Gas Tax Funding. The expenditures in question relate to an Environmental Assessment (EA) study completed for Bridge 34. The costs related to the study are not eligible for gas tax funding since actual construction on Bridge 34 did not transpire. The amount of \$20,255 will be transferred back into the Gas Tax Reserve, meaning the Township has these funds available for future capital projects. It will be necessary to transfer \$20,255 from the bridge reserve to cover this change in funding.

CONCLUSION:


It is concluded that Council receive the October 2017 Budget Status Report for information and approve the recommended budget amendments.

Prepared by:

Approved by:



Donna DeFilippis
Treasurer/Director of Finance



Carolyn Langley
Acting CAO/Clerk

“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
October 2017

| Revenues | Annual Budget | Year to Date Budget | Year to Date Actual | Budget Remaining | % Remaining |
|---|------------------|---------------------|---------------------|--------------------|-------------|
| Taxation - General | 6,126,000 | 6,061,000 | 6,060,999 | 65,001 | 1% |
| Payments in lieu | 377,200 | 377,200 | 407,164 | (29,964) | -8% |
| Support Grants | 889,000 | 872,400 | 872,400 | 16,600 | 2% |
| Grants - Wolf Kill & Misc. | 2,900 | 1,009 | 604 | 2,296 | 79% |
| Fees, service charges, donations | 8,000 | 6,666.67 | 8,055 | (55) | -1% |
| Licenses & permits | 4,700 | 3,916.67 | 5,302 | (602) | -13% |
| Rents & concessions | 48,500 | 48,500 | 48,420 | 80 | 0% |
| Fines | 27,000 | 22,500 | 18,681 | 8,319 | 31% |
| Other revenues | 11,400 | 9,500 | 6,221,943 | (6,210,543) | -54478% |
| Penalties | 380,000 | 316,667 | 297,392 | 82,608 | 22% |
| Income from investments | 165,000 | 123,750 | 121,969 | 43,031 | 26% |
| Surplus(Deficit)-Prior Year | 100,000 | 100,000 | 100,000 | - | 0% |
| Transfer from Reserve | 45,000 | 45,000 | 45,000 | - | 0% |
| TOTAL REVENUE | 8,184,700 | 7,988,109 | 14,207,929 | (6,023,229) | -74% |
| | | | | | |
| Expenditures | Annual Budget | Year to Date Budget | Year to Date Actual | Budget Remaining | % Remaining |
| Contribution to Reserves | 498,000 | 498,000 | 6,672,219 | (6,174,219) | -1240% |
| Library | 418,500 | 341,935 | 324,498 | 94,002 | 22% |
| Mayor & Council | 192,300 | 156,013 | 155,932 | 36,368 | 19% |
| Corporate Services | 1,620,100 | 1,316,340 | 1,274,648 | 345,452 | 21% |
| Cemetery | 75,800 | 64,000 | 61,754 | 14,046 | 19% |
| Fire | 1,037,300 | 944,386 | 911,139 | 126,161 | 12% |
| Building/Property Standards & By-law/Septic | 94,300 | 76,429 | 67,754 | 26,546 | 28% |
| Planning | 197,900 | 164,917 | 110,677 | 87,223 | 44% |
| Recreation/Arena | 831,000 | 742,222 | 692,404 | 138,596 | 17% |
| Roads Administration | 267,800 | 210,139 | 236,984 | 30,816 | 12% |
| Roads Maintenance | 1,813,900 | 1,511,583 | 1,246,416 | 567,484 | 31% |
| Winter Control | 612,100 | 514,548 | 418,834 | 193,266 | 32% |
| Bridges | 124,600 | 109,725 | 83,077 | 41,523 | 33% |
| Facilities | 117,400 | 107,100 | 93,762 | 23,638 | 20% |
| Street Lights | 147,700 | 132,784 | 103,913 | 43,787 | 30% |
| Sidewalks | 73,900 | 62,296 | 56,603 | 17,297 | 23% |
| Fuel and Equipment | - | - | - | - | - |
| Sanitary Sewers | - | - | - | - | - |
| Drainage | 62,100 | 51,750 | 26,835 | 35,265 | 57% |
| Storm Sewers | - | - | - | - | - |
| Water | - | - | - | - | - |
| TOTAL EXPENDITURES | 8,184,700 | 7,004,167 | 12,537,449 | (4,352,749) | -53% |

Capital Expenditure as of October 31, 2017

| Description | YTD Actual | YTD Budget |
|--|---------------------|----------------------|
| 2017 REPLACE SCBA'S | \$ 386,023 | \$ 400,000 |
| 2017 BUNKER GEAR | \$ 17,688 | \$ 17,000 |
| 2016 AERIAL WATERWAY & CABLE | \$ 23,640 | \$ 25,000 |
| 2016 CAISTOR FIREHALL BATHROOM | \$ 1,054 | \$ 60,000 |
| 2016 FIRE PROTECTION MASTER PL | \$ 12,053 | \$ 19,013 |
| 2017 CAISTOR FIRE ESCAPE | \$ 2,516 | \$ 4,000 |
| 2017 DEVELOPMENT CHARGE STUDY | \$ - | \$ 20,000 |
| 2017 IT HARDWARE UPGRADES | \$ 1,656 | \$ 10,000 |
| WELLANDPORT LIBRARY IMPROVEMENTS | \$ 98,842 | \$ 1,338,000 |
| RECORDS MANAGEMENT PROJECT | \$ - | \$ 23,932 |
| CORPORATE REORGANIZATION | \$ - | \$ 23,255 |
| WARD BOUNDARY REVIEW | \$ - | \$ 13,973 |
| 2017 CEMETERY MANAGEMENT SYSTEM | \$ - | \$ 3,625 |
| 2016 DELL STORAGE EXPANSION | \$ 54,394 | \$ 50,000 |
| 2016 FINANCIAL MGMT SOFTWARE | \$ 78,798 | \$ 133,686 |
| 2017 TOWNHALL CARPET | \$ 27,426 | \$ 37,000 |
| 2017 TOWNHALL DESK CUBICLES | \$ 94,978 | \$ 78,000 |
| COUNCIL CHAMBER NEW MICROPHONES | \$ 5,809 | \$ - |
| 2017 COUNCIL CHAMBER CHAIRS | \$ - | \$ 3,500 |
| 2017 TOWNHALL ACCESS DOOR OPEN | \$ 5,272 | \$ 7,800 |
| 2017 COUNCIL CHAM PAINT&PAPER | \$ - | \$ 13,000 |
| BUILDING DEPARTMENT HARDWARE | \$ - | \$ 19,706 |
| BUILDING DEPARTMENT SOFTWARE | \$ 20,733 | \$ 37,939 |
| BUILDING DEPARTMENT VEHICLE | \$ 1,166 | \$ 1,166 |
| 2017 PW BUILDING - FURNACE | \$ 4,639 | \$ 8,000 |
| 2017 MURS | \$ 1,221,433 | \$ 23,800,762 |
| ELCHO ROAD SURFACE TREATMENT | \$ 241,927 | \$ 330,720 |
| 2015 NW SMTHVLL SECONDARY PLAN | \$ 25,739 | \$ 28,400 |
| ZONING BY-LAW | \$ 7,960 | \$ 7,364 |
| URBAN DESIGN MANUAL | \$ 2,544 | \$ 8,785 |
| AMENDMENT 2 PLACES TO GROW | \$ 131 | \$ 20,000 |
| 2016 911 PERS COMPLIANCE | \$ 5,000 | \$ 60,000 |
| 2016 MUN COMP REVIEW TOP UP | \$ 6,888 | \$ 20,000 |
| 2017 RURAL EMPLOYMENT STRATEGY | \$ - | \$ 25,000 |
| 2017 SPRING CREEK SECONDARY PL | \$ - | \$ 10,000 |
| 2016 RAILWAY CROSSING ASSESSME | \$ 763 | \$ 21,874 |
| 2017 CAMPDEN RD RR69 TO NORTH | \$ 49,770 | \$ 45,000 |
| 2017 S GRIMSBY RD 5 RR-YOUNG | \$ 197,445 | \$ 240,000 |
| ASH TREE REPLACEMENT | \$ 992 | \$ 50,000 |
| 2016 URBAN DESIGN IMPLEMENTATI | \$ 65,743 | \$ 75,600 |
| 2017 STONEY CREEK TL RD | \$ 14,589 | \$ 6,000 |
| STREET FURNITURE | \$ 9,691 | \$ 10,000 |
| 2016 TANDEM (REPLACE 04 INTL) | \$ 248,492 | \$ 250,785 |
| MICS RECREATION EQUIP | \$ 2,717 | \$ 6,000 |
| MISC PUBLIC WORKS EQUIP | \$ 2,988 | \$ 6,000 |
| 2017 - STATION ST SIDEWALKS | \$ 296,558 | \$ 350,500 |
| 2015 WEST ST SANI UPGRADE | \$ - | \$ 85,400 |
| 2016 PCP-CSO STUDY - EX FLOW R | \$ - | \$ 100,000 |
| SEWER CAMERA | \$ 11,044 | \$ 12,000 |
| STATION ST. PIPE REHAB | \$ 4,489 | \$ 100,000 |
| THOMPSON RD PIPE UPGRADE | \$ 8,404 | \$ 90,000 |
| COLVER AND WADE PIPE UPGRADES | \$ 11,809 | \$ 186,000 |
| UNITED CHURCH PARKING LOT | \$ 289,958 | \$ 331,000 |
| 2017 GUARD RAIL REPLACEMENT | \$ 139,302 | \$ 130,000 |
| 2016 BRIDGE 12 SGR6 REPLACEMENT | \$ 3,225 | \$ 3,225 |
| 2017 BOYLE RD - BR23 BWLW16 | \$ - | \$ 788,200 |
| 2017 WEST ST SGR5 - WADE WATER MAIN REPLACEMENT-DESIGN | \$ - | \$ 62,000 |
| 2017 WATER MODEL UPDATE | \$ - | \$ 25,000 |
| 2015 WATER RATE REVIEW | \$ - | \$ 24,571 |
| WATER METER REPLACEMENT PROGRM | \$ 50,030 | \$ 50,000 |
| 2017 NORTH CREEK TRAIL | \$ - | \$ 300,000 |
| 2015 FACILITY SCHEDULING SOFTW | \$ 639 | \$ 3,193 |
| TREE PLANTING | \$ - | \$ 5,000 |
| 2017 BALL DIAMOND DRAINAGE UPGRADES | \$ 2,376 | \$ 5,000 |
| 2017 BANNERMAN GROOMER | \$ 7,180 | \$ 9,000 |
| 2017 TRACTOR LAWN MOWER | \$ 17,922 | \$ 31,000 |
| 2017 GRANDSTAND REMOVAL FAIRGR | \$ 1,500 | \$ 5,000 |
| 2017 ACCESS MULCH ABINGDON HAL | \$ - | \$ 9,500 |
| 2017 ACCESS MULCH SILVERDALE H | \$ - | \$ 4,500 |
| | \$ 3,785,936 | \$ 30,079,974 |

RESERVE FUND AND RESERVE BALANCES PROJECTED TO DECEMBER 31, 2017

| | Balance December 31, 2016 | 2017 Budget(includes Budget Amendments) Transfers to Reserves | 2017 Budget (includes Budget Amendments) Use of Reserves and Reserve Funds | Prior Year Approvals Use of Reserves and Reserve Funds | Estimated Balance December 31, 2017 |
|--|------------------------------|---|---|--|--|
| RESERVE FUNDS: | | | | | |
| BUILDING REVENUES RESERVE | \$ 1,062,305 | | \$ 104,061 | \$ | 958,244 |
| CASH-IN-LIEU OF PARKLAND | \$ 282,188 | | \$ - | \$ | 282,188 |
| DEVELOPMENT CHARGES (CONSOLIDATED)- see note below | \$ 4,529,174 | | \$ 352,850 | \$ | 4,176,324 |
| FEDERAL GAS TAX | \$ 123,136 | \$ 420,689 | \$ 494,720 | \$ | 49,105 |
| LIBRARY | \$ 889,310 | \$ 11,300 | \$ 803,000 | \$ | 97,610 |
| TOTAL RESERVE FUNDS | \$ 6,886,113 | \$ 431,989 | \$ 1,754,631 | \$ | 5,563,471 |
| RESERVES: | | | | | |
| RECREATION | \$ 11,598 | | \$ 10,000 | \$ - | 1,598 |
| CEMETARIES | \$ 23,000 | \$ 5,000 | \$ 3,000 | \$ - | 25,000 |
| ELECTION EXPENSE | \$ 27,391 | \$ 15,000 | \$ - | \$ - | 42,391 |
| ACCESSIBILITY RESERVE | \$ 34,764 | | \$ 7,800 | \$ - | 26,964 |
| STREET LIGHTS | \$ 35,983 | | \$ - | \$ - | 35,983 |
| RATE STABILIZATION RESERVE | \$ 59,000 | | \$ - | \$ - | 59,000 |
| WIND TURBINE COMMUNITY FUND RESERVE | \$ - | \$ 74,219 | \$ - | \$ - | 74,219 |
| BRIDGES | \$ 94,986 | \$ 55,600 | \$ 31,900 | \$ - | 118,686 |
| SIDEWALKS | \$ 100,753 | \$ 6,400 | \$ - | \$ - | 107,153 |
| FACILITY RESERVE | \$ 106,674 | \$ 347,100 | \$ 32,000 | \$ - | 421,774 |
| ARENA BUILDING FUND | \$ 131,518 | \$ 8,500 | \$ - | \$ - | 140,018 |
| INSURANCE | \$ 187,655 | | \$ - | \$ - | 187,655 |
| FIRE TRUCKS | \$ 204,542 | \$ 250,000 | \$ 417,000 | \$ 91,180 | 53,638 |
| ROADS-WINTER CONTROL | \$ 228,400 | \$ 65,900 | \$ - | \$ - | 294,300 |
| TECHNOLOGY | \$ 265,245 | \$ 15,000 | \$ 32,000 | \$ 159,744 | 88,501 |
| WORKING FUNDS | \$ 270,159 | | \$ 45,000 | \$ - | 225,159 |
| PLANNING RESERVE | \$ 275,806 | | \$ 25,000 | \$ 244,589 | 6,217 |
| ROAD EQUIPMENT | \$ 302,381 | \$ 237,000 | \$ 40,000 | \$ - | 499,381 |
| CONTINGENCIES | \$ 412,413 | \$ 222,965 | \$ 28,900 | \$ 87,166 | 519,312 |
| WATER DEPT. PROJECTS | \$ 480,742 | \$ 152,000 | \$ 166,700 | \$ 28,770 | 437,272 |
| SEWER PROJECTS | \$ 768,943 | \$ 195,600 | \$ 94,000 | \$ 173,310 | 697,233 |
| INDUSTRIAL PARK | \$ 813,059 | | \$ 331,000 | \$ - | 482,059 |
| CAPITAL | \$ 856,755 | \$ 177,300 | \$ 181,500 | \$ 207,163 | 645,392 |
| HOSPITAL RESERVE | \$ 1,250,000 | | \$ - | \$ - | 1,250,000 |
| SETTLEMENT ROAD AGREEMENT RESERVE | \$ 6,100,000 | | \$ - | \$ - | 6,100,000 |
| TOTAL RESERVES | \$ 13,041,766 | \$ 1,827,584 | \$ 1,445,800 | \$ 991,923 | 12,431,627 |
| TOTAL RESERVE FUNDS AND RESERVES | \$ 19,927,879 | \$ 2,259,573 | \$ 3,200,431 | \$ 991,923 | 17,995,098 |

Note:

At the end of October 2017, \$723,081 in Development Charges have been collected but is not reflective in the above balances

DATE: November 20, 2017
REPORT NO: RFI-T-23-17
SUBJECT: **Municipal Officers' Expense Allowance**
CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **This information report outlines the impact of the changes made to the Municipal Officers' Expense Allowance which is currently considered to be tax free.**
- **The current practice of paying a one-third tax free allowance to Members of Council will not be allowed effective January 1, 2019.**

RECOMMENDATION:

That Report RFI-T-23-17, regarding the "Municipal Officers' Expense Allowance", be received for information.

BACKGROUND:

The 2017 Federal Budget eliminated the current provision which allows for the payment of a tax free municipal officers' expense allowance. The current provision has resulted in one-third of a Council Member's remuneration to be considered a non-taxable allowance. The elimination of this provision comes into effect in January 2019. Currently, the Mayor receives an annual remuneration of \$30,170.14, with \$10,057 being tax free. A Councillor receives an annual remuneration of \$17,909.06, with \$5,970 being tax free.

ANALYSIS:

Staff have prepared an analysis of the impact of this change to both the members of Council and to the Township. The analysis looks at two different scenarios: one where gross pay remains the same as current and one where net pay remains the same as current. The chart on the following page outlines the results of the review.

| | Current Situation 1/3 Tax Exempt | | Same Gross: Full Tax | | Same Net: Full Tax | |
|--|-------------------------------------|--------------|----------------------|------------------------|--------------------|------------------------|
| | Mayor | Councillor | Mayor | Councillor | Mayor | Councillor |
| Annual Remuneration | \$ 30,170.14 | \$ 17,909.06 | \$ 30,170.14 | \$ 17,909.06 | \$ 30,170.14 | \$ 17,909.06 |
| Additional Salary for Equal Net Pay | | | | | \$ 5,095.00 | \$ 1,930.00 |
| Taxable | \$ 20,113.43 | \$ 11,939.37 | \$ 30,170.14 | \$ 17,909.06 | \$ 35,265.14 | \$ 19,839.06 |
| Non taxable | \$ 10,056.71 | \$ 5,969.69 | | | | |
| Total Gross Pay | \$ 30,170.14 | \$ 17,909.06 | \$ 30,170.14 | \$ 17,909.06 | \$ 35,265.14 | \$ 19,839.06 |
| Deductions: | | | | | | |
| Income Tax | -\$ 886.08 | \$ - | -\$ 3,005.86 | -\$ 16.12 | -\$ 3,868.02 | -\$ 828.10 |
| CPP | -\$ 822.36 | -\$ 417.75 | -\$ 1,320.17 | -\$ 713.25 | -\$ 1,572.37 | -\$ 808.78 |
| OMERS | -\$ 1,810.21 | -\$ 1,074.54 | -\$ 2,715.31 | -\$ 1,611.82 | -\$ 3,173.86 | -\$ 1,785.52 |
| Net pay | \$ 26,651.49 | \$ 16,416.77 | \$ 23,128.80 | \$ 15,567.88 | \$ 26,650.88 | \$ 16,416.66 |
| Change in Net Pay | | | -\$ 3,522.69 | -\$ 848.89 | -\$ 0.60 | -\$ 0.11 |
| Additional Township Costs | | | Mayor | All Councillors | Mayor | All Councillors |
| Salary | | | \$ - | \$ - | \$ 5,095.00 | \$ 11,580.00 |
| CPP | | | \$ 497.81 | \$ 1,773.00 | \$ 750.01 | \$ 2,346.21 |
| OMERS | | | \$ 905.10 | \$ 3,223.63 | \$ 1,363.65 | \$ 4,265.83 |
| EHT | | | \$ - | \$ - | \$ 99.35 | \$ 225.81 |
| HST 1/3 | | | \$ 1,000.31 | \$ 3,562.73 | \$ 1,000.31 | \$ 3,562.73 |
| Total Additional Cost to Township | | | \$ 10,962.58 | \$ 30,288.91 | | |

If gross pay remains the same, the Mayor will see a reduction in net pay of approximately \$3,523 and an individual councillor will see a reduction in net pay of approximately \$849. The costs to the Township on an annual basis will increase by approximately \$10,963, as a result in additional CPP and OMERS costs. In addition, the Township will lose the current HST rebate it claims for the one-third tax free allowance.

If net pay remains the same, the Members of Council will see no change to their take home pay. In order to ensure net pay remains the same, a salary increase of \$5,095 would be given to the Mayor, and a salary increase of \$1,930 would be given to each Councillor. Under this scenario, the Township's costs would increase by approximately \$30,289.

The legislative change comes into effect in January 2019 and will impact the Township's 2019 budget.

CONCLUSION:

That this report be accepted by Council as an item of information.

Prepared by:


 Donna DeFilippis, CPA, CA
 Treasurer/Director of Finance

Approved by:


 Carolyn Langley
 Clerk and Acting 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: November 20, 2017
REPORT NO: RFI-C-13-2017
SUBJECT: **2018 Municipal Election Update Report**
CONTACT: Carolyn Langley, Clerk & Joanne Scime, Deputy Clerk

OVERVIEW:

This report provides information to keep the public informed with respect to the upcoming 2018 Municipal Election including changes to the Municipal Elections Act (MEA) that may impact persons considering submission of a nomination and to minimize voter confusion.

RECOMMENDATION:

That, Report RFI-C-13-2017 regarding the “2018 Municipal Election - Update” dated November 20th, 2017, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Not applicable to this report.

BACKGROUND:

In the coming months, staff feel it is important for the public to be aware of the changes to the Municipal Elections Act (MEA) and those revisions that will impact the 2018 Municipal Election. This will be particularly important given the Provincial Election to be held in June 2018, which may create additional voter confusion.

REPORT:

Over the last couple of months, staff from the Clerk’s Department have attended bi-weekly Elections Task Force meetings which brings Niagara Area Clerk’s Staff together to review election procedures, policies and best practice in preparation for the October 22nd, 2018 Municipal Election. Staff have found these meetings to be very beneficial due to the fact that there have been numerous changes to the Municipal Elections Act (MEA) and to the Municipal Act. To date, the Elections Task Force have coordinated and finalized a consistent Recount Policy and participants have had input into the “Use of Corporate Resources” policies that are aligned, but not identical for each municipality, depending on individual needs. A report from Staff will be presented in December to put forward a formal “Use of Corporate Resources” policy, which will establish criteria for appropriate use of corporate resources during an election period in order to protect the interests of both Members of Council and the Corporation.

In 2016, revisions were made to the Municipal Elections Act (MEA) which changed the conduct of municipal elections in Ontario. These changes are noted below.

Direct-Elect – Regional Municipality of Niagara Regional Chair - **NEW**

For the first time in the Region of Niagara, voters will be electing the Chair for the Regional Municipality of Niagara.

Through the Changes to Bill 70, a new section was added to Subsection 218(1) of The Municipal Act, 2001 which provides that the head of council of every regional municipality, other than the County of Oxford, shall be elected by general vote. Specifically, See **Page 27.1**

of the Act specifies that for the regular 2018 election, the head of a regional municipality shall be elected by general vote, thus for the first time since the establishment of the Regional Municipality of Niagara (1970), the Regional Chair will be directly elected by the electors in Niagara. The Elections Task Force has included representatives from the Region of Niagara to ensure clarity on filing of nominations, declaration of results, and receipt of financial reports from candidates. Consistent messaging throughout Niagara is planned to ensure voter education is provided.

Shortened Nomination/Campaign Period - **NEW**

For 2018, Candidates may file a nomination paper, including the prescribed fee and submission of 25 signatures of eligible voters supporting the nomination, starting on Tuesday, May 1st, 2018 during normal business hours (9:00 a.m. to 4:30 p.m.). Nominations may be submitted up to Nomination Day being the fourth Friday in July (July 27th, 2018) at 2:00 p.m. The nomination fee, as of the time of writing this report, is \$200 for the Office of Mayor and \$100 for all other Offices and must be paid by cash, debit, certified cheque or money order.

Nomination Day: Friday, July 27th, 2018 (9:00 a.m. to 2:00 p.m.) - **NEW**

This is also the deadline for filing or withdrawing nominations. On Nomination Day, nominations may only be filed between 9 a.m. and 2 p.m. Withdrawal of nomination, in writing, is required before 2 p.m.

Nomination Requirements - **NEW**

Another new requirement that will come into effect on April 1, 2018 is that nominations for Members of Council (not school board) must be endorsed by at least 25 eligible voters. Certain requirements must be met, including:

- A person endorsing a candidate must be eligible to vote on the date of endorsement;
- A person endorsing may endorse more than one nomination;
- Endorsements will be in the form of a prescribed declaration;
- Should the nominee file for a different office on the same Council (withdraw previous nomination), further endorsements are not required;
- Prescribed Nomination/Endorsement will be provided once finalized by the Province.

Third Party Advertising Framework - **NEW**

The new framework for third party advertising will come into effect April 1, 2018, with rules being in place for the 2018 Municipal Election.

The MEA now includes a framework for the registration and financial filing of third party advertisers. A third party advertisement is a message in any medium (billboard, newspaper, radio, etc.) that supports or opposes a candidate or a "yes" or "no" vote on a question on the ballot. It does not include issues-based advertising. Advertising that does not cost money to post or broadcast is not considered third party advertising. Third party advertisers will need to register with the municipality where they want to advertise. If they want to advertise in more than one municipality, they must register in each municipality. Third party advertising is to be done independent of candidates and cannot be a candidate and most campaign financing rules that apply to candidates will also apply to third party advertisers. Spending limits will be applicable, as will contribution limits.

Although individuals, corporations and unions can register as third party advertisers and make contributions to third party advertisers, corporations and unions will not be permitted to make contributions to candidates.

Voters' List

Changes to the voters' list by electors will begin September 1st and continue until the close of voting day, October 22nd. Applications must be in the prescribed form. We will be launching an online "Voter Look-Up" program on the municipal website in 2018.

Campaign Finances

Changes to the provisions for campaign financing have been put in place to ensure rules are consistent, transparent, accountable, fair and follow modern election finance practices.

Corporations and trade unions may no longer contribute to municipal election campaigns, including council and school board elections. New spending limits for events and expressions of appreciation after voting day have been enacted. New self-funding limits for municipal council candidates are in place and are based on the number of electors voting for the office, to a maximum of \$25,000. The Clerk or designate will now be required to review all contributions reported and prepare a report if a contributor appears to have exceeded a contribution limit, which report would be forwarded to the Compliance Audit Committee.

Filing and Reporting of Financial Statements

In order to increase accountability around campaign financing, the MEA included a new requirement for the Clerk or designate to review and report on campaign contributions made to candidates running for a position on Township Council. The report would identify any candidates who appeared to exceed the campaign contribution limits. The same type of report would also be created for registered third party contributors.

The Secretary of a school board would be responsible for compiling this report for candidates running for School Board Trustee. These reports would be referred to the Compliance Audit Committee to determine if any further action will be taken. Another new requirement under the MEA is for the Clerk or designate to identify, in a report, the candidates and third party contributors' who have failed to comply with the requirement to file a financial statement and who are prohibited from running or registering in the next election as a result.

Recount Procedure

The Regional Elections Task Force has finalized the Clerk's Recount Procedure which will be incorporated across Niagara. This is one of the procedures that we determined should be identical across the Region, as it could be required for a recount for the Regional Chair position and this will ensure consistency in this regard. Under the MEA, the only mandatory requirement for a recount is in the event of a tie. This policy does not require Council approval but will be included in our Candidate package.

Significant discussion revolved around the potential for a municipality to adopt a policy with respect to the circumstances in which the municipality requires the Clerk to hold a recount (i.e. "close vote") however, the procedures address only the mandatory recount in the event of a tie, or through the provisions of a specific Council resolution or a court-ordered recount. No recommendation is being made with respect to development of a Council policy to address circumstances requiring a recount as legislation establishes criteria in that regard.

Important Election Dates

Appended to this report is a list of important election dates. Most prevalent is the fact that in light of changes to the Municipal Elections Act, nominations are no longer submitted beginning in January of an election year. Messaging to the public has begun in this regard to minimize confusion.

Election Workers

In the new year, advertisements will be placed in the local newspaper as well advertised on the Township's web site welcoming citizens to apply to work the 2018 Municipal Election.

Positions for the 2018 Municipal Elections are anticipated as follows:

- Poll Supervisor
- Deputy Returning Officer (DRO)
- Assistant DRO/Poll Clerk
- Affidavits Clerks
- AV Supervisor
- Election Assistant/Greeter/Accessibility Assistant
- Door Attendant (if required)

Staff used laptops, scanners and printers during the 2016 By-Election as a pilot project to see if that would be a possibility in the 2018 election and to address and work out any potential issues. Staff felt the test was successful and are considering this method for 2018 Election which may decrease the number of election workers needed as it has proved difficult in the past to acquire as many workers as needed.

Elections Training

As in the past, the Clerk's Department will be attending an AMCTO Elections Training workshop which is scheduled at the end of November to ensure full compliance with the legislative changes. Additional Municipal Election training sessions are expected in early 2018 with respect to Third Party Advertising. As there have been many changes regarding campaign finances and third party requirements, it is expected that a candidate-gearred workshop will also be provided and advertised.

Polling Stations

We will be securing voting places and will be reviewing Advance Poll opportunities, noting that the earliest date to hold an advance poll is September 22nd, 2018.

FINANCIAL IMPLICATIONS:

The budget for the 2018 Election will require increased expenses in the area of advertising and for the new requirements to review financial statements. As there are new regulations being implemented in the 2018 Election, including the shortened nomination period, new nomination date, election of Regional Chair at large, etc., it is extremely important to inform potential candidates and the electorate of these changes in an engaging and timely manner; therefore, the number and size of ads will have an impact on the budget. The new ward boundaries will also need to be promoted to avoid confusion on voting day. As noted in a section above, the MEA provides that the Clerk is to review the financial statements for all candidates running for Mayor or Councillor or she may delegate that task to another person which could also add expense to the election budget. Moving forward, staff will be reviewing the Municipal Elections budget to ensure sufficient funding is in place to run the election.

INTER-DEPARTMENTAL COMMENTS:

Not applicable.

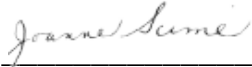
CONCLUSION:

The Clerk has both the responsibility and authority over various aspects of a municipal election including raising awareness of the election process. This will be of particular importance this election as we educate all stakeholders on the recent and many Municipal

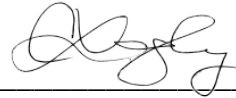
Elections Act (MEA) revisions that will impact the 2018 Municipal Election. Staff will continue to keep the public informed with respect to the upcoming 2018 Municipal Election including changes to the Municipal Elections Act (MEA) that may impact persons considering submission of a nomination.

Prepared and submitted by:

Approved by:



Joanne Scime, Deputy Clerk



Carolyn Langley, Acting CAO/Clerk

Attachments: Schedule A – 2018 Municipal Election – Key Dates

West Lincoln

Your Future Naturally

SCHEDULE "A" REPORT No. RFI-C-13-17 2018 Municipal Election: Key Dates

| | |
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| <p>**NEW** Tuesday, May 1st, 2018 to Friday, July 27th, 2018 (MEA 33(4))</p> | <p>Nomination Period: Nomination forms may be filed by candidates beginning Tuesday, May 1st, 2018 and on any day thereafter prior to Nomination Day, at any time when the Clerk's Office is open (Monday to Friday, 9:00 a.m. to 4:30 p.m.) and on Nomination Day, Friday, July 27th, 2018 when nomination forms may be filed between the hours of 9:00 a.m. and 2:00 p.m.</p> |
| <p>Tuesday, May 1st, 2018 to Monday, December 31st, 2018 (MEA 88.24)</p> | <p>Campaign Period: The campaign period begins when a candidate has filed the nomination form and ends on December 31st, 2018. Alternative time periods are in effect if the candidate withdraws the nomination, if the Clerk rejects the nomination, or the candidate extends his/her campaign and is continuing to campaign to erase a deficit.</p> |
| <p>**NEW** May 1st to October 19th 2018 (MEA 88.6)</p> | <p>Third Party Advertising: Individuals, corporations or trade unions may file with the clerk to be a registered third party for the election; in prescribed form. Restrictions apply as to who may register.</p> |
| <p>Tuesday, February 20th, 2018 (MEA 8.1)</p> | <p>Notice of Intent to Pass By-law to Submit Question to Electors: Council may pass a by-law to submit to its electors a proposed by-law requiring their assent, or a question not otherwise authorized by by-law but within the Council's jurisdiction. *Notice of intent is required at least 10 days prior to passing. Last day to pass a by-law is March 1, 2018. (West Lincoln Council Schedule would require passing by February 26th)</p> |
| <p>April to June, 2018</p> | <p>Municipal Enumeration Forms: Estimated timeframe for MPAC to mail out Municipal Enumeration Forms.</p> |
| <p>**NEW** Friday, July 27th, 2018 (MEA 31 and 33(4))</p> | <p>Nomination Day: Last day for filing nominations. Nominations, in the Required Form, filed on this date may only be filed between the hours of 9:00 a.m. to 2:00 p.m. Third Party Advertising: filings for registration accepted July 27th to October 19th.</p> |

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|--|--|
| <p>Monday, July 30th, 2018 (MEA 35; 37)</p> | <p>Certification of Nomination Forms and Acclamations: The Clerk shall certify filed nomination forms prior to 4:00 p.m. Immediately after 4:00 p.m., the Clerk shall declare any acclaimed eligible candidates to be duly elected. Issuance of Proxy Vote Certificates after 4 p.m.</p> |
| <p>Tuesday, September 4th, 2018 (MEA 23)</p> | <p>Voters' List: The Clerk shall make the list of voters available to persons entitled. The list is for election purposes only and as such, viewing will be supervised.</p> |
| <p>Tuesday, September 4th, 2018 to Monday, October 22nd, 2018</p> | <p>Revision - Application to Add, Remove or Correct One's Own Information: Individuals may make application to the Clerk requesting that their name/information be added, removed or corrected.</p> |
| <p>Monday, October 22nd, 2018</p> | <p>Election Day: Voting opportunities will be held between the hours of 10:00 a.m. and 8:00 p.m. Voting Locations will be published and voter notification packages provided.</p> <p>Advance voting opportunities will be brought to Council once established by the Clerk.</p> |
| <p>Tuesday, October 23rd, 2018</p> | <p>Declaration of Results: The Clerk will declare the results of the election of candidates and the result of any vote upon a by-law or question "as soon as possible after voting day".</p> |
| <p>Monday, December 3rd, 2018</p> | <p>Term of Office Commences: Elected members must take the oath of office prior to taking their seat. Inaugural Meeting will be held December 3rd at a time and place to be determined.</p> |
| <p>Monday, December 31st, 2018</p> | <p>Campaign Period Ends: Deadline to provide Clerk with written notification of deficit and continuation of campaign. Candidates may file financial information</p> |
| <p>Friday, March 29th, 2018</p> | <p>Filing Date: Deadline for filing financial statements; 2 p.m. Penalties for non-compliance may apply.</p> |

THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE



6547 ROGER STEVENS DRIVE
P.O. BOX 755
SMITHS FALLS, ON K7A 4W6
TEL: (613) 283-7478
FAX: (613) 283-3112
www.township.montague.on.ca

October 2nd, 2017

Honourable Kathleen Wynne, Premier of Ontario
Legislative Building - Room 281
Queen's Park
Toronto Ontario, M7A 1A1
Via Email

Dear Premier Wynne,

Please be advised the Council of the Township of Montague passed the following resolution at its meeting of Committee of the Whole of September 19th, 2017:

MOVED BY: K. Van Der Meer RESOLUTION NO: 104-2017
SECONDED BY: I. Streight DATE: September 19, 2017

WHEREAS The Township of Montague maintains a motivated and well-functioning volunteer fire department;

AND WHEREAS changes proposed to on-call provisions in the Employment Standards Act by Bill 148 will result in exorbitant tax increases to maintain fire prevention services in a rural municipality;

AND WHEREAS many Ontario municipalities will be unable to maintain fire services if this change is enacted;

AND WHEREAS the Association of Municipalities of Ontario has submitted a position paper to the Ontario government specifically requesting the exemption of all municipal volunteer firefighters;

NOW THEREFORE The Township of Montague requests that all municipal employees be specifically exempted from the on-call changes proposed by Bill 148;

AND That the Township of Montague request that the government of Ontario conduct a full economic impact study of Bill 148 to study the effect of the Bill on businesses and municipalities across Ontario;

AND That this resolution be circulated to Premier Kathleen Wynne, Minister of Labour Kevin Daniel Flynn, the Association of Municipalities of Ontario and all Ontario municipalities.

CARRIED

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Please contact me if you have any additional questions.

Thank you,

A handwritten signature in cursive script, appearing to read "Jasmin Ralph".

Jasmin Ralph
Clerk

Cc: Minister of Labour Kevin Daniel Flynn;
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities