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

MEETING NO. FOUR HELD: Monday, April 16, 2018, 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 A44-18**
Brenda Pickvance **Page 4**
Re: Rural Infrastructure costs
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 A45-18**
Fire Chief (Dennis Fisher) **Page 5-6**
Re: Fire Department Monthly Update – March 2018
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 A46-18

- (1) Joint Accessibility Advisory Committee – March 8, 2018 Minutes **Page 7-9**
- (2) West Lincoln's Mayor's Youth Advisory Committee (MYAC) – Minutes of March 7, 2018 **Page 10-11**
- (3) West Lincoln Age Friendly Advisory Committee (WLAFAC) – Minutes of February 16, 2018 and February 23, 2018 **Page 12-15**
- (4) Information Report WLFD-06-18 – Draft Regulations on Mandatory Training & Certification for Firefighters **Page 16-18**
- (5) Information Report RFD-T-09-18 – March 2018 Budget Status Report **Page 19-23**

RECOMMENDATION:

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

1. Item 1 be and is hereby accepted; and,
2. Items 2, 3, 4 & 5 be and are hereby received for information with the exception of Items #(s)_____

8. COMMUNICATIONS:

(a) ITEM A47-18

Ministry of Agriculture, Food and Rural Affairs

Re: Ontario Wildlife Damage Compensation Program (OWDCP) Response **Page 24**
FOR INFORMATION

(b) ITEM A48-18

Melanie Felvus, President - Smithville Co-Ed Slo Pitch League

Re: Fundraiser – Waiving of Ball Diamond Rental Fees

Page 25

RECOMMENDATION:

That, the correspondence from the Smithville Co-Ed Slo Pitch League dated April 10, 2018 requesting the waiving of fees for the use of one ball diamond (without lights) for three (3) hours (\$61.80 including HST) on June 23, 2018 for a fundraiser to buy new bases, be received and....

9. STAFF REPORTS:

(a) ITEM A49-18

Deputy Clerk (Joanne Scime)

Re: Recommendation Report RFD-C-08-18 – New Election Sign By-law

Page 26-34

RECOMMENDATION:

1. That, Report RFD-C-08-2018, dated April 16, 2018, regarding “New Election Sign By-law”, be received; and,
2. That, a by-law be adopted to regulate the placing, erecting and displaying of Election Signs within the boundaries of the Township of West Lincoln for Federal, Provincial, Regional and Municipal Elections in order to better

- manage election signs on private and public properties, including enforcement procedures, attached hereto as "Schedule A"; and,
3. That, the By-law 2002-115, which confirm fees and charges for the Township of West Lincoln be amended to provide for the fees outlined in the new Election Sign By-law.

10. OTHER BUSINESS:

(a) ITEM A50-18

CAO (Bev Hendry)

Re: Employee Professional Accomplishments

1. Barb Hutchinson – Building Officials & The Law – OBOA Course
2. Jessica Kroes – Building Officials & The Law – OBOA Course
3. Andrew McMurtrie – Building Officials & The Law – OBOA Course
4. Jeff Menard – Part 8 - On-site sewage systems - 2012

(b) ITEM A51-17

Members of Committee

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

(c) ITEM A52-18

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 A53-18

CAO (Bev Hendry) & Clerk (Carolyn Langley)

Re: Various Personnel Matters

Applicable closed session exemption(s):

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

RECOMMENDATION:

That, the CAO and/or Clerk be and is hereby directed to proceed as authorized in closed session with respect to various personnel matters.

13. ADJOURNMENT:

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

Sent: March 28, 2018 3:39 PM
To: Carolyn Langley
Subject: April Meetings

Hi Carolyn,
Please book appointments for me as follows:
Admin/Finance Meeting, April 16 – Rural Infrastructure costs.
Thank you.

Brenda Pickvance

Information Report

To: Mayor Joyner and Members of Council
From: Fire Chief, Dennis Fisher
Date: April 16, 2018
Report: WLFD-05-18
Subject: Monthly Update – March 2018

Emergency Response Calls – March 2018

Station # 1 – 26 Station # 2 – 7 Pelham – 2

Incident	Call Date	Call Time	Nature	District
2018-003521	3/1/2018	8:19:07	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1&2
2018-003536	3/1/2018	13:23:54	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1
2018-003546	3/1/2018	16:00:00	4 - MVA RESCUE	WL # 1
2018-003548	3/1/2018	17:05:46	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1
2018-003592	3/2/2018	1:48:22	53 - CARBON MONOXIDE NO SYMPTOMS	WL # 1
2018-003630	3/2/2018	14:31:04	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1
2018-003635	3/2/2018	15:38:54	100 - SMOKE IN THE BUILDING	WL # 1&2
2018-003798	3/5/2018	14:33:40	4 - MVA RESCUE	WL # 1
2018-003831	3/6/2018	12:29:57	4 - MVA RESCUE	WL # 1
2018-003988	3/8/2018	20:49:23	32 - RUBBISH OR MISCELLANEOUS FIRE	WL # 1
2018-003994	3/8/2018	22:14:50	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1
2018-004117	3/10/2018	22:58:45	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1
2018-004194	3/12/2018	14:06:58	114 - REMOTE ALARM FROM SECURITY CO	WL # 1
2018-004558	3/18/2018	13:11:00	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1
2018-004615	3/19/2018	16:37:02	4 - MVA RESCUE	WL # 1
2018-004731	3/21/2018	13:44:40	1 - STRUCTURE FIRE	WL # 1&2
2018-004887	3/24/2018	7:53:34	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1
2018-004895	3/24/2018	11:00:00	3 - GRASS FIRE	WL # 1&2
2018-004978	3/25/2018	13:23:01	4 - MVA RESCUE	WL # 1&2
2018-004995	3/25/2018	19:08:59	4 - MVA RESCUE	PE # 3
2018-005132	3/27/2018	17:16:54	4 - MVA RESCUE	WL # 1
2018-005165	3/28/2018	7:04:13	4 - MVA RESCUE	WL # 1
2018-005181	3/28/2018	12:13:44	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1&2
2018-005186	3/28/2018	13:49:46	4 - MVA RESCUE	WL # 1
2018-005243	3/29/2018	12:55:30	5 - EMERGENCY MEDICAL ASSISTANCE	WL # 1&2
2018-005296	3/30/2018	8:26:58	53 - CARBON MONOXIDE NO SYMPTOMS	WL # 1
2018-005309	3/30/2018	14:10:02	114 - REMOTE ALARM FROM SECURITY CO	WL # 1
2018-005314	3/30/2018	15:18:02	4 - MVA RESCUE	PE # 2

District Legend:

West Lincoln = WL, Grimsby = GR, Pelham = PE, Haldimand = HD, Lincoln = L

New Retirees – Nothing to report.

New Recruits – Will be hosting a Recruitment Open House in early May, a final date has not been finalized.

Promotions – Nothing to report

Training

March 2018 Monthly Training

Station # 1

Mar 7 – Auto extrication

Mar 14 – Forcible Entry

Mar 21 – Auto extrication

Mar 28 - Truck Maintenance – Association Meeting – Officers Meeting

Station # 2

First Aid Recert

Auto extrication

First Aid Recert

April 2018 Monthly Training

Station # 1

Apr 4 – Squad dinner / Ambulance Orientation – both stations

Apr 11 – Firefighter Survival – both stations

Apr 18 – Medical scenarios – Both stations – officers meeting

Apr 25 – Truck Maintenance – Association meeting both stations

Station # 2

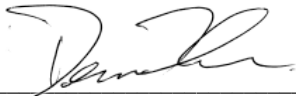
Fire Prevention – completed a Fire Inspection at 114 Griffin Street

Apparatus Fleet – Nothing to report.

Fire Department Activities

- Plans are underway for the Public Works/Emergency Services Open House to be held on May 23rd, 2018
- Fire Department Funeral walk-through for Station # 2 Captain Griffin's mother

Respectfully submitted by



Dennis Fisher - Fire Chief / CEMC

**Joint Accessibility Advisory Committee
Meeting Minutes
Thursday, March 8, 2018
City of Thorold Municipal Offices
3540 Schmon Parkway
Thorold, Ontario
6:30 p.m. – 8:30 p.m.**

Present:

Sharon Cook
Stephen Barker
Ann Villalta
Sheila Hirsch-Kalm
Rhys Evans
Connie Groves
Joey Hewitt
Karen Lemieux
Gordana Mosher
Donna Delvecchio
Terry Bell

Regrets:

Brenda Mitchell
Donna Herrington

Absent:

Nil

1. **Call to Order**

Meeting to order at 6:35 pm.

2. **Approval of the Agenda**

Be it resolved that the Agenda, be approved. Moved by Joey Hewitt;
seconded by: Sheila Hirsch-Kalm. CARRIED

3. **Approval of Minutes from February 8, 2018**

Be it resolved that the minutes of February 8, 2018 be approved. Moved
by: Rhys Evans; seconded by: Connie Groves. CARRIED

4. **School Presentations**

Rhys Evans provided an overview of his vision for the school presentations. He would like to focus on the following 5 topics: universal design, person first language, access/physical accessibility, usability and entry.

Sharon Cook stated the need to remember who the audience is and be mindful that attention spans are not very long at that young age. Gordana Mosher and Karen Lemieux each provided their experiences with presentations they have done in the past.

The Committee generally discussed ways to be successful with this initiative.

Ann Villalta arrived at 6:58 p.m. due to delay in transportation

5. **Follow-up – JAAC Attendance at Council and Committee Meetings**

- Ann Villalta attended a recent MYAC meeting
- Karen Lemieux attended a recent MYAC meeting and announced she has been selected to sit as a patient advisor for Hamilton Health Sciences
- Sheila Hirsch-Kalm shared her experience of attending Accessibility Day at Exhibition Place in Toronto and stated she has been active in the community
- Gordana Mosher will attend Grimsby Council on March 27th and has arrangements to present to the Grimsby BIA
- Joey Hewitt attended an Age Friendly Committee meeting where Steve Murphy presented about Ramp it Up. Donna Delvecchio advised of the concerns raised by the Admin Group regarding this project.
- Connie Groves attended an Active Transportation meeting and a new accessible park is being built in Beamsville based on input JAAC provided to the Town of Lincoln

6. **Accessibility Award – Municipal BIA Meetings**

Joey Hewitt and Sharon Cook stated they had been approached by a Pelham business to conduct an audit and report on ways to improve accessibility. The JAAC stated they were going to audit 10 buildings in 2018 and rate their accessibility features related to washrooms, customer service, access, etc.

Rhys Evans offered to research the contact information for the app Accessnow. It was suggested the April meeting be focused on drafting the checklist to be used.

7. **New Business**

1. Sharon Cook referenced an article from Voice of Pelham about a sidewalk that was promised but has not materialized. Rhys Evans stated he would contact the Mayor and express his concerns.
2. Sharon Cook referenced an article in Niagara This Week about a para kayak facility being established in the City of Welland.
3. Donna Delvecchio advised that transportation will be provided to all who wish to attend the Volunteer Recognition event in April.
4. Sheila Hirsch-Kalm provided an update on publicity being generated by the daffodils of hope garden in Niagara-on-the-Lake.

8. **Next Meeting – Thursday, April 12, 2018 - TBD**

9. **Adjournment**

The meeting adjourned at 7:55 pm.

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

MEETING NO. TWO: Wednesday, March 7, 2018 Township Administration Building, 318 Canborough Street, and Smithville – 3:30 p.m. Council Chambers

PRESENT: Council: Mayor Douglas Joyner

Members: Colby VanderWier
Nathan Gerryts
Jana DeKlerk
Emily Schulenberg
David VanderMolen
Jenna Dekker
Dante Joyner
Paul Veldman
Kierra Ravensbergen

Staff: Jacquie Thrower, Confidential Secretary

Absent: Amanda Crawford
Cassie Meisel

1. Ratification of Notes of February 7, 2018
The notes from the February 7, 2018 meeting were accepted as presented.
2. Earth Day – April 22, 2018
It was the consensus of the Committee that MYAC Members take part in a clean-up activity on Saturday, April 21, 2018 from 9:00 a.m. – 11:00 a.m. for Earth Day which takes place on Sunday, April 22, 2018. The boys will clean up in Wellandport and the girls will clean up near the Wade Road Walk Bridge.
3. Presentation by Guest Speakers
 - 1) Karen Lemieux, JAAC
Karen Lemieux advised that she was the Township of West Lincoln representative for the Joint Accessibility Advisory Committee (JAAC). The JAAC is a joint project of Thorold, Grimsby, Lincoln, Niagara-on-the-Lake, Pelham and West Lincoln that is concerned with barriers to municipal services, programs and opportunities.

Ms. Lemieux advised that municipalities are governed by the Accessibility for Ontarians with Disabilities Act (AODA) which is a law that sets out a process for developing and enforcing accessibility standards.

There was general discussion regarding barriers that individuals face on a daily basis and the various items that are available to remove the barriers, such as automatic door openers, ramps, different colour doors and Siri on cell phones and watches that announce the time.

Mayor Joyner advised that Hearing Assistance Devices are available for use at a Committee or Council Meeting in the Council chambers.

2) Celine Pages

Ms. Pages advised that she was from Provence, which is located in the south of France; however, she has been living in Canada for the past four years due to her husband's employment with Airbus Helicopters Canada in Fort Erie, Ontario. Ms. Pages has a background in Marketing and Communications, a passion for environmental causes and volunteers at the Niagara Peninsula Conservation Authority (NPCA). Ms. Pages advised that the students are encouraged to volunteer with the NPCA and encouraged the Committee Members to take part in recycling projects and composting. Ms. Pages stated that France is a very old country compared with Canada; France is over 2000 years old whereas Canada is very young at 150 years old. Ms. Pages stated her message to the youth of today would be buy local and be self-sufficient.

4. Adjournment

The Meeting adjourned at 5:04 p.m.

**TOWNSHIP OF WEST LINCOLN
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAC)**

MEETING NO. ONE HELD: Friday, February 16, 2018, Township Administration Building, 318 Canborough Street, and Smithville – **9:30 a.m. Council Chambers**

PRESENT:

Council: Councillor Cheryl Ganann
Mayor Douglas Joyner

Members: Sue Langdon
Linda Sivyer
Toni Mills
Deannie Switzer
Debbie Thomas
Dave Willis

Staff: Jacquie Thrower, Confidential Secretary

Guests: Mr. Dominic Ventresca, Age-Friendly Niagara Network Chair
Mr. Doug Rapelje, City of Welland Senior Citizens Advisory Committee

1. Welcome Statement by Chair Ganann

Chair Councillor Ganann welcomed Committee Members to the meeting.

2. Committee Introductions

Councillor Ganann invited Members of the Committee to go around the table and introduce themselves.

3. Presentations

Mr. Dominic Ventresca, Age-Friendly Niagara Network Chair
Mr. Doug Rapelje, City of Welland Senior Citizens Advisory Committee

Mr. Ventresca reviewed his Power Point presentation and highlighted the following:

- Niagara Region population aged 55 years and older is forecast to rise to 36%
- Older adults are living longer and healthier
- Age-Friendly Advisory Committees are now established in at least 8 local municipalities
- Ontario Trillium Grants are available

Mr. Rapelje spoke briefly on his background regarding the City of Welland Senior Citizens Advisory Committee and highlighted a few of their initiatives:

- Hospice Visiting Program
- Day Hospice
- Hospice Office in McMaster Complex in Welland
- Advocating for a Hospice Residence in Welland

Mr. Rapelje reviewed materials that the Committee has used in the past, such as bookmarks, brochures, pamphlets and newsletters and left the Committee with samples for their review and suggested partnering with neighbouring municipalities or local groups to undertake local initiatives.

Mr. Rapelje recommended that the Committee apply to the World Health Organization for designation status in order to access possible funding.

Mr. Rapelje suggested reviewing an action plan from the County of Brant regarding their Master Plan concerning Aging.

In response to an inquiry regarding the Niagara Community Foundation, Mayor Joyner advised that the Niagara Community Foundation pools the charitable gifts of many donors into a permanent, income-earning endowment that benefits the people of Niagara. The Foundation supports a broad variety of initiatives from health, education and social services to arts, culture and the environment.

Mayor Joyner stated that the Age Friendly Committee was an Advisory Committee and therefore they could make recommendations to Council; however, their requests may be denied. Mayor Joyner stressed the importance of not getting disheartened and to keep trying.

4. West Lincoln Age Friendly Advisory Committee Objectives

It was the consensus of the Committee that this item be discussed at the next meeting.

5. West Lincoln Age Friendly Advisory Committee Meeting Schedule

There was brief discussion regarding the frequency of ongoing meetings and due to vacation schedules it was determined that the next meeting be held on Friday, February 23, 2018 at 9:30 a.m.

It was noted Linda Sivyer and Debbie Thomas would not be in attendance at the February 23, 2018 meeting due to prior commitments.

OTHER BUSINESS ITEMS:

ADJOURNMENT:

The meeting adjourned at approximately 11:43 a.m.

**TOWNSHIP OF WEST LINCOLN
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAC)**

MEETING NO. TWO HELD: Friday, February 23, 2018, Township Administration Building, 318 Canborough Street, and Smithville – **9:30 a.m. Council Chambers**

PRESENT:

Council: Councillor Cheryl Ganann
Mayor Douglas Joyner

Members: Sue Langdon
Toni Mills
Deannie Switzer
Dave Willis

Staff: Jacquie Thrower, Confidential Secretary

Guests: Tom Baillie
Penny Marks
Ellen Irving
Martha Leckie
Tom Leckie

Absent: Linda Sivyer
Debbie Thomas

1. West Lincoln Age Friendly Advisory Committee Objectives

Chair Ganann welcomed guests to the meeting and advised that all meetings are open to the public.

Chair Ganann advised that the Age Friendly Advisory Committee is a new Committee that was recently formed and therefore direction needed to be established based on the Terms of Reference. Chair Ganann reviewed the Terms of Reference for the guests.

Chair Ganann advised that she would contact Dr. Bellaire regarding the advocacy group she is involved with and barriers to care that face residents.

Chair Ganann suggested that Tracy Munroe from Niagara Region be invited to an Open House on Friday May 4, 2018 at 9:30 a.m. To present information to West Lincoln residents regarding Regional services and programs for Seniors/Older Adults.

There was brief discussion regarding the newly formed Kiwanis Club that meets weekly at the Legion on Tuesday's at 7:00 p.m. The Club would like to send out a survey shortly to residents seeking additional members and input to assist in determining the focus of future service projects.

Chair Ganann presented the Committee with information from the Government of Canada website regarding Age Friendly Communities and direction was given to the Confidential Secretary to email members and guests the information.

There was brief discussion regarding inviting representatives from the following groups to future meetings:

- 1) Health Partners Group
- 2) Meals on Wheels
- 3) Rose Cottage
- 4) McNally House
- 5) Community Watch
- 6) Tim Carter, NRP Staff Sergeant

2. West Lincoln Age Friendly Advisory Committee Meeting Schedule

There was brief discussion regarding co-chairs and it was the consensus of the Committee that no permanent co-chair be appointed at this time and if the Chair is absent a replacement will be determined at that time.

There was brief discussion regarding the frequency of ongoing meetings and it was determined that meetings occur monthly on the first Friday of the month, therefore the next meeting will be held on Friday, April 4, 2018 at 9:30 a.m.

OTHER BUSINESS ITEMS:

Notes were ratified with inclusion of the statement that there is a need for benches with arms in the downtown core area.

ADJOURNMENT:

The meeting adjourned at approximately 11:30 a.m.

DATE: April 16, 2018

REPORT NO: WLFD-06-18

SUBJECT: **Draft Regulations on Mandatory Training & Certification for Firefighters**

CONTACT: Dennis Fisher – Fire Chief

OVERVIEW:

- **Information Report on The Ministry of Community Safety and Correctional Services (MCSCS) released draft regulations under the Fire Protection and Prevention Act, 1997 regarding: Mandatory Certification and Training for Firefighters, and potential 2019 Budget implications.**

RECOMMENDATION:

That, report WLFD-06-18, re: Draft Regulations on Mandatory Training & Certification for Firefighters, dated April 16, 2018, be received for information.

BACKGROUND:

On January 25, 2018, The Ministry of Community Safety and Correctional Services (MCSCS) released draft regulations under the Fire Protection and Prevention Act, 1997 regarding: 1) Mandatory Certification and Training for Firefighters; and 2) Community Risk Assessments by Municipalities. The draft regulation outlines mandatory firefighter certification, including a requirement that every municipality must ensure that firefighters only perform fire protection services if they are certified to the corresponding certification standard.

On February 7, 2018, the Ontario Association of Fire Chiefs (O AFC) sent all fire departments a briefing note on the new regulations. The O AFC is recommending the following amendments be made to the regulation before it becomes law and is urging all Fire Chiefs to relay these recommendations in a response to the MCSCS. West Lincoln Fire & Emergency Service echoed the same recommendations to the MCSCS as follows:

1. That the Mandatory Training and Certification regulation not come into force until at least July 1, 2019, preferably January 1, 2020, to allow municipal councils and their fire services to make all the necessary training funding decisions. It will also enable the provincial government to provide the necessary funding for training and liability indemnification 12 months prior to the regulations coming into force
2. That the OFMEM must ensure timely access to free, online testing for departments.

3. That the Internship Program of 24 months be expanded to include all applicable areas and positions, such as fire inspectors and Fire Officer I & II. As it's currently written, the regulation only applies to new firefighter hires.
4. Include wording that ensures future updates to NFPA standards are implemented by the Authority Having Jurisdiction (AHJ) as standards are updated, published, and testing/skills are made available. This will support and complete the certification process.
5. Certification for some individual chapters within NFPA 1006 (Technical Rescue) may not be available for the January 1, 2020 deadline. Therefore, additional wording should be added to the regulations, allowing the AHJ to manage the implementation of NFPA 1006 Technical Rescue as the standards are updated, published, and testing/skills are made available, in order to support and complete the certification process.

If the Draft for Mandatory Training Certification under the FPPA is approved as it reads presently, there would be significant implications for the future delivery of fire services provided by volunteer fire departments for the following reasons:

1. Recruitment and retention will be affected due to the increased commitment required of new recruits. A firefighter would not be able to respond to emergency calls until he/she has completed approximately 200 hours of training to be certified to NFPA Level 1 and 2 (this does not include the mandatory training nights facilitated by the Fire Service or any medical training). A new recruit would be required to either achieve Level 1 and 2 through internal training committing extra training nights for a six to eight month period OR he/she could receive the training at the Ontario Fire College intermittently for a total of four weeks. Asking a new recruit to take this much time from their work, family time or personal holiday time could result in a decline in interest or commitment in the local fire department.
2. Costs to municipalities will be increased due to the mandatory certification of new recruits.

FINANCIAL IMPLICATIONS

Previously, West Lincoln Fire & Emergency Services applied to the Office of the Fire Marshall and was granted grandfather status for a number of firefighters and officers. This will help, but will not address all new training requirements. To maintain our present level of service for structural firefighting, new recruits will require certification to Firefighter Level 2 within 24 months of starting the role. For firefighters to complete internal fire attack, assist individuals in distress within a house fire, or attempt to limit damage from fire and smoke to property, NFPA Firefighter 1001 Level 2 will be required. To maintain our present complement, based on typical attrition, we would require training of one to three individuals each year. Should an influx of retirements or resignations be received, training requirements, and thus costs, will increase. Succession planning will also be key to ensuring that training is obtained prior to promotion within the department. It is estimated that three to six courses per year will be required; however, course acceptance is difficult to obtain due to limited course offerings and high demand.

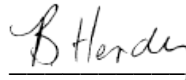
Presently, staff is working on a financial cost analysis for the proposed Ministry of Community Safety and Correctional Services (MCSCS) released draft regulations under the Fire Protection and Prevention Act, 1997 regarding the Mandatory Certification and Training for Firefighters. Should this proceed, it will have potential 2019 Budget implications.

Prepared by:



Dennis Fisher
Fire Chief / CEMC

Approved by:



Bev Hendry
CAO

DATE: April 16, 2018
REPORT NO: RFI-T-09-18
SUBJECT: **March 2018 Budget Status Report**
CONTACT: Donna DeFilippis, Treasurer/Director of Finance

OVERVIEW:

- **Presentation and Analysis of operating and capital expenditures as of March 31, 2018 compared to the 2018 budget.**

RECOMMENDATION:

- 1) That, Report RFI-T-09-18, regarding the “March 2018 Budget Status Report”, dated April 16, 2018, be received for information.

BACKGROUND:

The Finance Department has completed a review of operating results up to the end of March 31, 2018. **Appendix A** is a summary of the Operating Revenues and Expenditures up to March 31, 2018. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled “Budget” under the “Operating YTD” heading on the attached analysis indicates the portion of the budget that would be expected to be expended as of March 31, 2018. This report summarizes the actual operating expenditures up to March 31, 2018 by service area. **Appendix B** to this report is a presentation of March 31, 2018 results by “object” code and includes Capital expenditures. This is a new report as our previous financial system did not allow reporting by object code which is equivalent to the “type of item” it is. It should be noted that any carry forward Capital budgets have yet to be posted into the Financial System, and thus are not reflected in Appendix B. These will be posted once the 2017 year end is finalized. Finally, **Appendix C** to this report provides Council with a snapshot of the Reserve and Reserve Fund Balances projected to December 31, 2018.

Revenue Analysis:

The interim tax bills have been issued with due dates of February 28th and April 30th. 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. Once the tax ratios are finalized, staff will be able to present a tax rate by-law to Council and commence production of final 2018 tax bills.

Expenditure Analysis:

Township operating budgets are currently within the approved budget; however, Winter

Control has exceeded its year to date anticipated budget in terms of material purchases. Staff will continue to monitor this service area and will recommend a transfer from the Winter Control reserve if deemed necessary. The current balance in the Winter Control reserve is \$356,100.

Purchasing Activity:

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

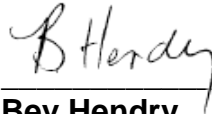
Vendor	Amount	Project
Securicore Inc.	\$19,876.45	Barracuda Backup 790 appliance (server)
FlowKleen	\$20.15/each (\$5,000 annual)	Catch Basin Cleaning
HGC Engineering	Up to \$9,500	Noise Impact Study- Spring Creek Heights Secondary Plan

CONCLUSION:

It is concluded that Council receive the March 2018 Budget Status Report be received for information.

Prepared by:

Approved by:



Donna DeFilippis
Treasurer/Director of Finance

Bev Hendry
CAO

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

TOWNSHIP OF WEST LINCOLN

For the Three Months Ending Saturday, March 31, 2018

	Actuals	Operating YTD			Budget	Operating Total	
		Budget	Variance (\$)	Variance (%)		Budget Remaining (\$)	Budget Used (%)
General							
Governance	- 3,460,876	1,435,305	2,025,571	241.12%	- 7,952,500	4,491,624	43.52%
Equipment	81,312	260,816	179,504	31.18%	-	81,312	0.00%
Facilities				0.00%			0.00%
Total General	- 3,379,564	1,174,489	2,205,075	287.75%	- 7,952,500	4,572,936	42.50%
General Government							
Governance	44,592	83,729	39,137	53.26%	241,700	197,108	18.45%
Corporate Management	401,434	381,459	19,975	105.24%	1,629,800	1,228,366	24.63%
Total General Government	446,026	465,188	19,162	95.88%	1,871,500	1,425,474	23.83%
Protection Services							
Fire	133,953	499,476	365,523	26.82%	1,138,500	1,004,547	11.77%
Building Permit & Inspection Services	42,075	16,650	58,725	-252.70%	94,400	136,475	-44.57%
Provincial Offences Act		4,623	4,623	0.00%	18,500	18,500	0.00%
Animal Control		5,076	5,076	0.00%	20,300	20,300	0.00%
Total Protection Services	91,878	516,579	424,701	17.79%	1,234,700	1,142,822	7.44%
Transportation Services							
Roads Paved & Unpaved	305,145	464,385	159,240	65.71%	1,939,500	1,634,355	15.73%
Traffic Operations & Roadside Maintenance	19,220	59,433	40,213	32.34%	187,100	167,880	10.27%
Winter Control	262,071	333,360	71,289	78.61%	555,600	293,529	47.17%
Crossing Guards	16,432	21,630	5,198	75.97%	80,000	63,568	20.54%
Streetslights	10,281	54,948	44,667	18.71%	45,200	34,919	22.74%
Bridges & Culverts	1,018	147,727	146,709	0.69%	200,900	199,882	0.51%
Total Transportation Services	614,167	1,081,483	467,316	56.79%	3,008,300	2,394,133	20.42%
Environmental Services							
Wastewater	- 263,865	138,051	401,916	-191.14%		263,865	0.00%
Storm Sewer	730	28,074	27,344	2.60%	112,300	111,570	0.65%
Water	- 170,901	160,948	331,849	-106.18%		170,901	0.00%
Total Environmental Services	- 434,036	327,073	761,109	-132.70%	112,300	546,336	-386.50%
Heath Services							
Cemeteries	- 4,383	18,596	22,979	-23.57%	68,400	72,783	-6.41%
Total Heath Services	- 4,383	18,596	22,979	-23.57%	68,400	72,783	-6.41%
Recreation & Cultural Services							
Parks	4,131	87,891	83,760	4.70%	369,200	365,069	1.12%
Recreation Programs	26,908	57,015	30,107	47.19%	241,400	214,492	11.15%
Recreational Facilities	37,756	74,275	36,519	50.83%	288,700	250,944	13.08%
Libraries	82,824	176,980	94,156	46.80%	510,500	427,676	16.22%
Total Recreation & Cultural Services	151,619	396,161	244,542	38.27%	1,409,800	1,258,181	10.75%
Planning & Development							
Planning & Heritage	4,946	74,779	69,833	6.61%	211,600	206,654	2.34%
Drainage		8,973	8,973	0.00%	35,900	35,900	0.00%
Total Planning & Development	4,946	83,752	78,806	5.91%	247,500	242,554	2.00%
Total Operating	870,218	2,888,832	2,018,614	69.88%	7,952,500	7,082,282	12.29%

TOWNSHIP OF WEST LINCOLN
By Object
For the Three Months Ending Saturday, March 31, 2018

	YTD Actual	YTD Budget	Variance (\$)	Annual Budget	Budget Remaining	Budget Remaining
Operating Revenues						
Tax Levy	3,044,461	1,603,626	- 1,440,835	6,414,500	3,370,039	52.54%
Street Light Levy	51,381	23,199	- 28,182	92,800	41,419	44.63%
Sidewalk Levy	34,425	22,026	- 12,399	88,100	53,675	60.92%
Supplemental Levy		12,501	12,501	50,000	50,000	100.00%
Payment In Lieu	17,532	174,249	156,717	697,000	679,468	97.48%
User Fees	1,072,512	1,122,123	49,611	4,488,500	3,415,988	76.11%
Government Transfers	239,975	266,076	26,101	1,064,310	824,335	77.45%
Other Revenue	68,929	235,050	166,121	940,200	871,271	92.67%
Proceeds From Debentures	289,466	-	289,466	-	289,466	0.00%
Funding From Reserves		111,699	111,699	446,800	446,800	100.00%
Total Operating Revenue	4,818,681	3,570,549	- 1,248,132	14,282,210	9,463,529	66.26%
Operating Expenditures						
Salaries and Wages	946,644	1,068,120	121,476	4,420,500	3,473,856	78.59%
Benefits	275,254	287,715	12,461	1,198,380	923,126	77.03%
Debenture Interest		66,900	66,900	267,600	267,600	100.00%
Administrative Expenses	43,402	62,028	18,626	248,100	204,698	82.51%
Supplies and Equipment	59,360	90,627	31,267	362,500	303,140	83.62%
Repairs and Maintenance	333,525	377,721	44,196	1,256,500	922,975	73.46%
Utilities	54,801	96,207	41,406	384,850	330,049	85.76%
Insurance	10,797	50,655	39,858	202,600	191,803	94.67%
Subscriptions and Periodicals	3,021	1,662	- 1,359	6,650	3,629	54.57%
Contracted Services	273,578	673,995	400,417	2,689,530	2,415,952	89.83%
Special Projects	2,370	136,746	134,376	547,000	544,630	99.57%
Rents and Financial Expenses	8,280	18,750	10,470	75,000	66,720	88.96%
External Transfers		22,299	22,299	89,200	89,200	100.00%
Internal Functional Adjustments		62,718	62,718			0.00%
Allocation of Program Support		45	45	200	200	100.00%
Tax Write Off	10,654	13,875	3,221	55,500	44,846	80.80%
Debenture Principal		66,249	66,249	265,000	265,000	100.00%
Contribution to Reserves	289,466	2,188,580	1,899,114	2,213,100	1,923,634	86.92%
Total Operating Expenditures	2,311,152	5,284,892	2,973,740	14,282,210	11,971,058	83.82%
Total Operating Surplus/(Deficit)	2,507,529	- 1,714,343	- 4,221,872	-	2,507,529	0.00%
Capital Revenues						
User Fees		75,402	75,402	301,600	301,600	100.00%
Government Transfers	57,510	191,271	133,761	765,076	707,566	92.48%
Other Revenue	4,113	3,123	- 990	12,500	8,387	67.09%
Proceeds From Debentures	15,000,000	62,685	- 14,937,315	250,740	- 14,749,260	-5882.29%
Funding From Reserves		532,974	532,974	2,131,884	2,131,884	100.00%
Total Capital Revenues	15,061,623	865,455	- 14,196,168	3,461,800	- 11,599,823	-335.08%
Capital Expenditures						
Land Improvements		83,499	83,499	334,000	334,000	100.00%
Facilities	3,710,820	8,250	- 3,702,570	33,000	- 3,677,820	-11144.91%
Equipment	18,412	181,053	162,641	724,200	705,788	97.46%
Rolling Stock		123,753	123,753	495,000	495,000	100.00%
Transportation Infrastructure	3,500	433,893	430,393	1,735,600	1,732,100	99.80%
Environmental Infrastructure	29,987	35,001	5,014	140,000	110,013	78.58%
Total Capital Expenditures	3,762,718	865,449	- 2,897,269	3,461,800	- 300,918	-8.69%
TOTAL CAPITAL SURPLUS/(DEFICIT)	11,298,905	6	- 11,298,899	-	- 11,298,905	0.00%

RESERVE FUND AND RESERVE BALANCES PROJECTED TO DECEMBER 31, 2018

	Estimated Balance December 31, 2017	2018 Contributions to Reserves	2018 Use of Reserves and Reserve Funds	Prior Year Approvals Use of Reserves and Reserve Funds	Estimated Balance December 31, 2018
RESERVE FUNDS:					
BUILDING REVENUES RESERVE	\$ 1,212,305		\$ 38,400		\$ 1,173,905
CASH-IN-LIEU OF PARKLAND	\$ 365,787		\$ 21,000		\$ 344,787
DEVELOPMENT CHARGES (CONSOLIDATED)- see note below	\$ 2,885,113	\$ 454,905	\$ 480,500		\$ 2,859,518
LIBRARY	\$ 96,647	\$ 75,400	\$ 126,400		\$ 45,647
TOTAL RESERVE FUNDS	\$ 4,559,852	\$ 530,305	\$ 666,300		\$ 4,423,857
RESERVES:					
RECREATION	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000
CEMETARIES	\$ 23,000	\$ 2,000	\$ -	\$ -	\$ 25,000
ELECTION EXPENSE	\$ 39,633	\$ 36,500	\$ 76,100	\$ -	\$ 33
ACCESSIBILITY RESERVE	\$ 26,964		\$ -	\$ -	\$ 26,964
STREET LIGHTS	\$ 35,983		\$ -	\$ -	\$ 35,983
RATE STABILIZATION RESERVE	\$ 59,000		\$ -	\$ -	\$ 59,000
WIND TURBINE COMMUNITY FUND RESERVE	\$ 74,219	\$ 420,000	\$ -	\$ -	\$ 494,219
BRIDGES	\$ 89,129	\$ 130,000	\$ 196,350	\$ -	\$ 22,779
SIDEWALKS	\$ 107,153	\$ 6,000	\$ -	\$ -	\$ 113,153
FACILITY RESERVE	\$ 136,616	\$ 125,100	\$ 43,000	\$ -	\$ 218,716
ARENA BUILDING FUND	\$ -	\$ 8,500	\$ -	\$ -	\$ 8,500
INSURANCE	\$ 187,655		\$ -	\$ -	\$ 187,655
FIRE TRUCKS	\$ (36,463)	\$ 300,000	\$ 49,860	\$ -	\$ 213,677
ROADS-WINTER CONTROL	\$ 294,800	\$ 61,300	\$ -	\$ -	\$ 356,100
TECHNOLOGY	\$ 114,559	\$ 15,000	\$ 73,100	\$ 20,000	\$ 36,459
WORKING FUNDS	\$ 225,159		\$ 45,000	\$ -	\$ 180,159
PLANNING RESERVE	\$ 197,720		\$ 5,000	\$ 190,793	\$ 1,927
ROAD EQUIPMENT	\$ 487,380	\$ 350,000	\$ 471,700	\$ -	\$ 365,680
CONTINGENCIES	\$ 794,000	\$ 58,200	\$ -	\$ -	\$ 852,200
WATER DEPT. PROJECTS	\$ 437,300	\$ 221,200	\$ 123,800	\$ -	\$ 534,700
SEWER PROJECTS	\$ 639,851	\$ 186,900	\$ 61,000	\$ -	\$ 765,751
INDUSTRIAL PARK	\$ 840,000		\$ -	\$ -	\$ 840,000
CAPITAL	\$ 951,043	\$ 177,000	\$ 496,100	\$ -	\$ 631,943
HOSPITAL RESERVE	\$ 1,250,000		\$ -	\$ -	\$ 1,250,000
SETTLEMENT ROAD AGREEMENT RESERVE	\$ 5,858,073		\$ 598,974	\$ 3,868,941	\$ 1,390,158
TOTAL RESERVES	\$ 12,833,773	\$ 2,097,700	\$ 2,239,984	\$ 4,079,734	\$ 8,611,756
TOTAL RESERVE FUNDS AND RESERVES	\$ 17,393,625	\$ 2,628,005	\$ 2,906,284	\$ 4,079,734	\$ 13,035,613

Note:

- 1) 2017 Year End has not been completed, some of the December 31, 2017 balances will be adjusted once all 2017 journal entries have been posted
- 2) At the end of March 2018, \$128,067.90 in Development Charges have been collected but is not reflective in the above balances

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
Fax: 416-326-3083

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
Télééc. : 416 326-3083



Ontario

MAR 22 2018

Ms. Carolyn Langley
Clerk
Township of West Lincoln
carolynlangley@westlincoln.ca

Dear Ms. Langley:

Your MPP has shared your township's resolution regarding the Ontario Wildlife Damage Compensation Program (OWDCP). I am pleased to respond to the concerns council has raised.

I first want to emphasize I have utmost respect for the value municipal investigators provide to the OWDCP. I also appreciate farmers do their best to protect their livestock from wildlife predation. When losses do occur, the OWDCP provides eligible farmers financial support in a timely manner to help offset those losses.


However, as with all government programs, we want to ensure they are directly benefitting those who rely on them the most. That is why my ministry is working with our partners to evaluate the program to ensure farmers are being fairly compensated for their losses.

My ministry has been gathering feedback from our stakeholders during the evaluation of the updated OWDCP. As part of this work, my ministry heard directly from municipal investigators, and I can confirm we are looking for ways to better support them in ensuring their expertise can be brought to bear in supporting informed, evidence-based assessments.

The ministry expects to release further information of any changes to the program this spring.

Again, thank you for writing. Please accept my best wishes.

Sincerely,



Jeff Leal
Minister of Agriculture, Food and Rural Affairs
Minister Responsible for Small Business

c: Mr. Sam Oosterhoff, MPP
Niagara West–Glanbrook



Good Things Grow in Ontario
À bonne terre, bons produits

April 10, 2018

Dear West Lincoln Township,

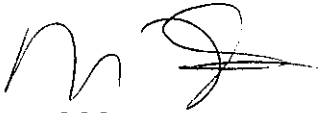
The Smithville Co-Ed Slo Pitch League is raising money to off set some of the cost associated with buying new bases for our games.

We rent the diamonds each week for our games and have done this for many years.

As part of our fundraiser we are planning an All Star game for June 23, 2018. We are asking if the township will consider not charging us rent of the few hours we will need to diamonds that day to help us raise the funds.

Thank you

Melanie Felvus

A handwritten signature in black ink, appearing to read 'M Felvus', with a stylized flourish at the end.

SCSL President
mfelvus_4@sympatico.ca
905-957-8350

DATE: April 16, 2018
REPORT NO: RFD-C-08-2018
SUBJECT: New Election Sign By-law
CONTACT: Joanne Scime, Deputy Clerk

OVERVIEW:

To better manage the placement of election signs on private and public properties including enforcement and to address the new legislative requirements adopted by the Province of Ontario through Bill 181, *Municipal Elections Modernization Act* (MEMA), which introduced legislative requirements relating to election signage, in effect for the 2018 Municipal Election.

RECOMMENDATION:

1. That, Report RFD-C-08-2018, dated April 16, 2018, regarding “New Election Sign By-law”, be received; and,
2. That, a by-law be adopted to regulate the placing, erecting and displaying of Election Signs within the boundaries of the Township of West Lincoln for Federal, Provincial, Regional and Municipal Elections in order to better manage election signs on private and public properties, including enforcement procedures, attached hereto as “Schedule A”; and,
3. That, the By-law 2002-115, which confirm fees and charges for the Township of West Lincoln be amended to provide for the fees outlined in the new Election Sign By-law.

BACKGROUND:

In 2010, By-law 2010-45 was enacted which regulates the erection of signs for Federal, Provincial, Regional and Municipal Elections.

In February 2018, Council adopted a policy entitled “Corporate Use of Township Facilities for Political Campaign Purposes” (POL-ADMIN-01-2018), which repealed the Township’s Use of Township Facilities for Political Campaign Purposes Policy (POL-ADMIN-01-2011). This policy included provisions regarding the use of Township owned facilities, including sidewalks and boulevards around these properties, for campaigning and campaign related activities during the campaign period and include provisions relating to election signs in that respect.

To ensure that the Township has clear election sign restrictions to manage election signs on public and private property, including enforcement procedures, and to address the Province of Ontario adoption of Bill 181, *Municipal Elections Modernization Act* (MEMA), which introduced legislative requirements relating to election signage for the 2018 Municipal Election, staff are recommending that a new Election Sign by-law be enacted to address these issues.

REPORT:

Staff has reviewed Bill 181 legislative amendments and a variety of municipal by-laws regulating election signs. Additionally, staff are recommending the inclusion of appropriate enforcement provisions to address the removal of election signs that do not meet the requirements of the by-law as well as ensuring the safety and addressing visual clutter.

The Province of Ontario passed Bill 181, *Municipal Elections Modernization Act* (MEMA) which introduced new legislative requirements relating to election signage, for the 2018 Municipal Election. These requirements are as follows:

- landlords, condominium corporations or their agents will no longer be able to prohibit residential lessees, condominium owners or tenants from displaying signs in relation to an election on the premises to which the lease applies or the condominium unit;
- election campaign advertisements, such as advertisement in any broadcast, print, electronic or other medium, purchased by or under the direction of a candidate, shall identify the candidate to make it clear who is responsible for the messaging;
- third party advertising (which would include signs), shall identify the name of the registered third party, the municipality where the third party is registered, and a telephone number, mailing address or email address at which the registered third party may be contacted.
- municipalities are now provided with strengthened provisions to effect the removal or discontinuance of advertising where the provisions of the Municipal Elections Act, 1996 has been contravened (section 88.7). Enforcement provisions will be included and clarified within the Township's Election Sign By-law for improved clarity;
- Nomination Day has been moved from the second Friday in September to the fourth Friday in July, which will result in municipalities re-evaluating the time frames during which signage is permitted.

Based on the new legislation, the following is a list of recommended changes/updates within the provisions of the proposed Election Sign By-law:

- clearly defining election sign restrictions on all properties;
- restricting the placement of election signs to no earlier than forty-five (45) days prior to voting day for a Municipal Election or no earlier than the day of the Writ for a Federal or Provincial election or by-election;
- election signs are to be removed no later than seventy-two (72) hours following Voting Day;
- The Township of West Lincoln's logo and slogan or the Township's municipal election logo may not be placed on any election signs;
- Enforcement of the Election Sign By-law will be assigned to the Municipal Clerk, or their designate, and/or Municipal Law Enforcement Officer for the Township of West Lincoln.

Number and Location of Signs

The Township of West Lincoln allows the placement of election signs on private property only. This requirement is to support the Township's goal to reduce visual clutter and visibility restrictions. The new Election Sign By-law expands on the regulation of the placement of signs on private property while enhancing the existing general safety

provisions and somewhat reduce what many residents consider to be “visual clutter” associated with election signage. The reason for these enhanced provisions is to eliminate the need for extensive investigation and interpretation by enforcement personnel.

Staff also recommends the inclusion of a restriction on the number of election signs permitted on private property within the boundaries of the Township for each candidate as follows:

- no more than two (2) election signs per candidate on lands zoned residential and agricultural;
- no more than three (3) election signs per candidate on lands zoned other than residential or agricultural.

The current by-law does not regulate election signs on vehicles. Staff is recommending the inclusion of a prohibition of election signage on motor vehicles parked or located at any Township facility, voting location and/or adjacent to any site to be used as a voting location.

The Township’s Election Sign does not apply to any highways or road allowances under the jurisdiction of the Ministry of Transportation of Ontario or the Regional Municipality of Niagara. Election candidates and/or registered third parties will be responsible for compliance with the signage by-laws and regulations of Niagara Region. Niagara Region’s Sign By-law, being By-law 122-2013, states that “no person shall place or allow an election sign to be placed on a Regional Road”.

Enforcement

The Election Sign By-law will be enforced by the Municipal Clerk and/or the Municipal Law Enforcement Officer. Pursuant to Section 88.7 of the Municipal Elections Act, 1996, the Municipality is given the authority to remove any advertisements that are in contravention of the by-law.

Some municipalities in Niagara and Ontario are proposing to include provisions in their Election Sign By-law, which will require Federal, Provincial and Municipal candidates and third party advertisers to pay a deposit (i.e. \$250). Staff is proposing to track enforcement issues during the 2018 Municipal Election to determine if a deposit should be recommended for the 2022 Municipal Election.

In lieu of a deposit, staff is proposing to institute a fee associated with the removal of Election Signs by municipal staff due to a contravention of the by-law. This approach is aligned with the approach taken by various other local municipalities in Niagara and Ontario.

Historically, when the Township has removed signs that are in contravention of the Election Sign by-law, there has been no mechanism to recover associated costs. Contravention of the Election Sign by-law should not result in a burden to the general tax levy with the Township incurring expense relating to removal and/or destruction/ disposal of the collected signs. The by-law proposes a cost-recovery fee in this regard as noted in Section 6.3 of the Draft Election Sign By-law, attached as “Schedule A” to this report.

FINANCIAL IMPLICATIONS:

There are no financial implications related to this report and the passing of the proposed Election Sign by-law; however, it is important to note that the municipality may incur costs relating to enforcement for Election Signs that contravene the by-law. Staff will monitor this issue during the 2018 Municipal Election to determine if staff should recommend an amendment prior to the 2022 Municipal Election which provides for a deposit.

INTER-DEPARTMENTAL COMMENTS:

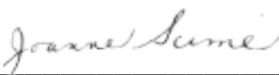
This report and the draft Election Sign By-law was distributed to and reviewed by a number of Senior Managers and Staff and the following comments were provided:

- (1) Treasurer/Director of Finance – no issues
- (2) Director of Planning & Building – no issues
- (3) Director of Public Works & Engineering – no issues
- (4) Manager of Roads, Water & Wastewater – no issues
- (5) Chief Building Official – suggested changes to the draft Election Sign by-law were provided which resulted in some amendments being made
- (6) Clerk – no issues
- (7) CAO – no issues

CONCLUSION:


It is recommended that Council adopt a by-law to regulate the placing, erecting and displaying of Election Signs within the boundaries of the Township of West Lincoln for Federal, Provincial, Regional and Municipal Elections to better manage the placement of election signs on public and private properties, including enforcement, attached hereto as "Schedule A".

Prepared by:



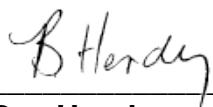
Joanne Scime
Deputy Clerk

Submitted by:



Carolyn Langley
Clerk

Approved by:



Bev Hendry
CAO

SCHEDULE "A" TO REPORT NO. RFD-C-08-2018

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW-NO. 2018-DRAFT

**BEING A BY-LAW TO REGULATE THE
ERECTION OF ELECTION SIGNS WITHIN THE
TOWNSHIP OF WEST LINCOLN.**

WHEREAS, the Municipal Act, S.O. 2001, c.25, Section 8 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act:

AND WHEREAS Municipal Act, S.O. 2001, c.25, Section 11(3) provides for the specific spheres of jurisdiction under which the lower and upper tier municipalities may pass by-laws respecting specific matters including matters with respect to signs;

AND WHEREAS the powers conferred under the Municipal Act, S.O. 2001, c.25, Section 8 and 11 shall be exercised by by-law;

AND WHEREAS Municipal Act, S.O. 2001, c.25, Section 99 specifically sets out the guidelines relating to the passing of by-laws relating to signs and advertising devices;

AND WHEREAS pursuant to Section 63 of the *Municipal Act, 2001, S.O. 2001, c. 25*, provides that a by-law may prohibit or regulate the placing or standing of an object on or near a highway, and may provide for the removal and impounding or restraining and immobilizing any object placed or standing on or near a highway;

AND WHEREAS the Corporation of the Township of West Lincoln and deems it expedient to pass a by-law to regulate the erection of signs for federal, provincial, regional and municipal elections;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Township of West Lincoln enacts as follows:

1. DEFINITIONS

"**Act**" shall mean the Municipal Act, 2001, S.O. 2001, c. 25.;

"**Agricultural**" shall mean any property in the Township of West Lincoln that is zoned agricultural as implemented through Township of West Lincoln Comprehensive Zoning By-law 2017-70 (i.e. Agricultural A1, Agricultural A2);

"**Billboard**" shall mean an outdoor sign erected and maintained by a person, firm, corporation or business engaged in the sale or rental of the space on the sign to a clientele, upon which space is displayed copy that advertises goods, products, or services not necessarily sold or offered on the property where the sign is located, and the sign is either single faced or double faced;

"**Boulevard**" shall mean the portion of highway between a street line and the edge of the curb, or, where there is no curb, that portion of the highway which is travelled or designated to be travelled by vehicles but does not include medians, bulges or traffic islands;

"**Campaign Office**" shall mean a building or structure, or part of a building or structure, used by a Candidate to conduct an election campaign;

"**Candidate**" shall mean:

- i) A candidate within the meaning of the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996, as amended; and
- ii) Shall be deemed to include a person seeking to influence other persons to vote for or against any question or by-law to the electors under section 8 of the Municipal Elections Act, 1996, as amended;

"Election Sign" shall mean any sign, mobile signs, posters and billboards, promoting, opposing or taking position with respect to:

- i) Any candidate or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996;
- ii) An issue associated with a person or political party in an election under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996; A question, law or by-law submitted to the electors under the Canada Elections Act, the Election Act (Ontario) or the Municipal Elections Act, 1996;

"Mobile Sign" shall mean a temporary sign which is not permanently affixed to the ground or to any structure, and typically designed for the rearrangement of copy on the sign face, and which is capable of being readily moved from one location to another, and may be part of or attached to a wheeled trailer or frame without wheels in such a manner so as to be able to be moved from place to place, which is being used as an election sign, but does not include a sign attached to a motorized vehicle where the principle use of the vehicle is transportation of people, goods or other materials;

"Municipal Clerk" shall mean the Municipal Clerk of the Corporation of the Township of West Lincoln or a person delegated by the Municipal Clerk for the purpose of this by-law;

"Municipal Law Enforcement Officer" shall mean a Municipal Law Enforcement Officer appointed by the Municipal Council of the Corporation of the Township of West Lincoln;

"Owner" shall mean the registered owner of the property on which an Election Sign is placed; any person described on or whose name, image, address or telephone number appears on the election sign; any person who is in control of the Election Sign; any person who benefits from the message on the election sign; or any person who has placed or permitted to be placed the election sign; and shall be deemed to include Candidates and Registered Third Parties; and for the purposes of this by-law there may be more than one owner of the election sign;

"Place" shall mean attach, install, erect, build, construct, reconstruct, move, display or affix;

"Public Property" shall mean lands owned by the Corporation of the Township of West Lincoln, The Corporation of the Regional Municipality of Niagara, the Province of Ontario, or a local board as defined in the Municipal Affairs Act, as amended, and includes any road allowances;

"Region" shall mean the Regional Municipality of Niagara;

"Registered Third Party" shall mean, an individual, corporation or trade union that is registered under section 88.6 of the Municipal Elections Act, 1996;

"Residential" shall mean any property in the Township of West Lincoln that is zoned residential or residential multiple as implemented through Township of West Lincoln Comprehensive Zoning By-law 2017-70 (i.e. Residential RUR, Residential R1, Residential RM1);

"Roadway" shall mean the part of a highway that is improved, unimproved, designed or ordinarily used for vehicular traffic;

"Sidewalk" shall mean any municipal walkway, or that portion of the street between the curb line or the lateral line of a roadway and the adjacent property line, primarily intended for the use of pedestrians;

"Sight Triangle" shall mean a triangular area on a lot determined by measuring a specified distance along each street line and joining such points with a straight line. At the intersection of a public street and railway, the triangular area shall be determined by measuring a specified distance along the centre line of the public street and the centre line of the railway;

"Sign Height" shall mean the vertical height of a sign from the lowest point of finished grade immediately below the subject sign to the highest part of the sign;

"Street" or "Highway" shall mean a common and public highway, street, avenue, parkway, driveway access, square, place, bridge, viaduct or trestle designed and intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

"Third Party Advertisement" shall mean an advertisement in any broadcast, print, electronic or other medium that has the purpose of promoting, supporting or opposing,

- i) a candidate; or
- ii) a "yes" or "no" answer to a question referred to in subsection 8 (1), (2) or (3), of the Municipal Elections Act, 1996;

"Township" shall mean the Corporation of the Township of West Lincoln;

"Voting Place" shall mean a place where electors cast their ballots as approved by the Federal, Provincial, Regional or Municipal Election Official(s) and shall include the real property on which the voting place is located and adjacent road allowances; and,

- i) When a voting place is located on public property, includes any street abutting; or
- ii) When a voting place is located on private property, includes any street abutting.

2.0 GENERAL PROHIBITIONS

2.1 No person shall place or permit to be placed an Election Sign except in accordance with this by-law.

2.2 No person shall place or permit to be placed an Election Sign that:

- a) is illuminated;
- b) has flashing lights or rotating parts;
- c) does not contain the name and contact information of the Election Sign owner;
- d) obstructs or interferes with the safe operation of vehicular traffic or the safety of pedestrians;
- e) obstructs or interferes with the visibility of any traffic sign or device;
- f) obstructs or impedes the Township of West Lincoln maintenance operations;
- g) constitutes a danger or hazard to the general public.

2.3 The Municipal Clerk and/or a Municipal Law Enforcement Officer may remove any Election Sign erected in contravention of this by-law without notice.

2.4 A leasee or tenant of property may display an Election Sign as such conditions to reasonable size or type a landlord, building manager or Condominium Corporation deems appropriate.

2.5 No person shall deface or willfully cause damage to a lawfully erected election sign.

2.6 No person shall display on any election sign, a logo, trademark, official mark, or crest, in whole or in part, owned by the Township of West Lincoln.

3.0 TIME RESTRICTIONS

3.1 No person shall place or permit to be placed an Election Sign for a Federal or Provincial election or by-election earlier than the day the Writ of Election or By-Election is issued.

3.2 No person shall place or permit to be placed an Election Sign for a Municipal Election earlier than 45 days prior to voting day.

3.3 Notwithstanding section 3.1 and 3.2 of this by-law, election signs may be erected at a campaign office once the candidate has filed his or her nomination papers and paid the required filing fee. For the purpose of this section, a candidate may designate only one building or part thereof in the municipality as their campaign office at any one time and must advise the Clerk, in writing, of the address of the campaign office prior to erecting the signs authorized by this section.

3.4 An Owner shall remove their election sign(s) within seventy-two (72) hours immediately following 11:59 p.m. of the day of the election.

4.0 ELECTION SIGNS ON PUBLIC PROPERTY

4.1 No person shall place or permit to be placed an Election Sign on Public Property including:

- a) on a roadway;
- b) that impedes or obstructs the passage of pedestrians on a sidewalk;
- c) between a roadway and a sidewalk;
- d) in a median strip;
- e) in a sight triangle;
- f) less than 3 metres (9.84 feet) from a crosswalk;
- g) on any official sign or official sign structure;
- h) on a tree, post, pole, gate or fence located on public property owned and/or under the jurisdiction of the Township;
- i) on or overhanging any property owned and/or under the jurisdiction of the Township;
- j) on or within a vehicle parked within 50 metres (164 feet) of a voting place;
- k) on a utility pole or light standard.

4.2 Election candidates and/or registered third parties shall be responsible for compliance with the signage by-laws and regulations of The Regional Municipality of Niagara and Province of Ontario as the case may be.

5.0 ELECTION SIGNS ON PRIVATE PROPERTY

5.1 Election Signs may be placed in any zone within the Township subject to the provisions of this part of the by-law.

5.2 On lands zoned by the Township as residential or agricultural, election signs shall:

- (i) Be of a size not larger than 1.2 m² (12.9 sq. ft.) in sign area.
- (ii) Be of a size not larger than 3.0 m² (32.3 sq. ft.) in sign area.
- (iii) Be limited to two (2) election signs per candidate per property.

5.3 On lands zoned by the Township other than residential or agricultural election signs shall:

- (i) Be a size not larger than 3.0 m² (32.3 sq. ft.) in sign area.
- (ii) Be limited to three (3) election signs per candidate per property.

5.4 Election Signs on billboards, campaign offices, or indoors shall not be limited by the provisions of Articles 5.2 and 5.3.

5.5 Election signs in the form of billboards or mobile signs shall be prohibited from being placed on lands zoned residential.

6.0 REMOVAL AND RETURN OF ELECTION SIGNS - POWERS OF THE MUNICIPAL CLERK

6.1 The Municipal Clerk and/or a Municipal Law Enforcement Officer may remove any Election Sign erected in contravention of this by-law without notice.

6.2 The Municipal Clerk or their designate may destroy or dispose of any Election Sign which has been removed and not claimed or retrieved by the Owner within ten (10) business days from it being removed by the Township.

- 6.3 If an Election Sign is removed in accordance with this by-law the candidate to whom the sign relates will be charged:
- \$25.00 per event to remove any sign(s) smaller than 0.41 m² (4.4 sq. ft.)
 - \$50.00 per event to remove any sign(s) larger than 0.41 m² (4.4 sq. ft.).

7.0 LIABILITY

7.1 The provisions of this By-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting or owning any sign from personal injury or property damage resulting from the placing of such signs or resulting from the negligence or willful acts of such person, or his or her agents or employees, in the construction, erection, maintenance, repair or removal of any such signs. Likewise, the provisions of this section shall not be construed as imposing on The Corporation of the Township of West Lincoln, its officers, employees, servants, agents and contractors any responsibility or liability (whatsoever) by reason of the removal of any sign.

8.0 ENFORCEMENT

8.1 This By-law may be enforced by the Municipal Clerk and/or a Municipal Law Enforcement Officer.

9.0 PENALTY

9.1 Every person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O 1990, c P. 33.

10.0 FORCE AND EFFECT

10.1 THAT, By-law No.2010-45 be and is hereby repealed.

10.2 THAT, this By-Law shall come into force and effect upon the date of passing.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
23rd DAY OF APRIL, 2018.**

MAYOR DOUGLAS JOYNER

CAROLYN LANGLEY, CLERK