

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

**MEETING NO. TWO**

**February 16, 2021, 6:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

Council: Councillor Jason Trombetta  
Councillor Shelley Bradaric  
Mayor Dave Bylsma  
Councillor Cheryl Ganann  
Councillor Harold Jonker  
Councillor Mike Rehner  
Councillor William Reilly

Staff: Bev Hendry, CAO  
Joanne Scime, Clerk  
Mike DiPaola, Director of Public Works and Recreation  
Katelyn Hall, Deputy Treasurer  
Steve McGean, Manager of Operations  
Roberta Keith, IT Administrator  
Cindy Weir, Interim Library CEO

Others: Dennis Fisher, Fire Chief  
Brian Treble, Director of Planning & Building  
Mike DiPaola, Director of Public Works & Recreation  
Donna DeFilippis, Treasurer/Director of Finance

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**1. CHAIR - Councillor Jason Trombetta**

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Trombetta made the following announcements:

1. Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Standing Committee and Council meetings until further notice.

## **ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES - February 16, 2021**

2. The public could have submitted comments for matters that are on the agenda to [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) before 4:30 pm. today and any comments submitted are considered public information and will be read into the public record.
3. The meeting is being recorded and will be available on the Township's website within 48 hours of the meeting.

### **2. CHANGE IN ORDER OF ITEMS ON AGENDA**

There were no requests to change the order of the items on the agenda.

### **3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

There were no disclosures of pecuniary interest and/or conflict of interest by any Member of the Committee in attendance.

### **4. APPOINTMENTS**

There were no appointments/presentations.

### **5. REQUEST TO ADDRESS ITEMS ON THE AGENDA**

The Chair inquired if the IT Manager was aware if there were any members of the public who were in attendance virtually on the Zoom meeting call that wished to address a specific item on tonight's agenda as permitted under Section 6.7 of the Procedural By-law, for which the IT Manager confirmed there was not. Additionally, the Chair asked the Clerk if she had received any emails or correspondence from a member of the public prior to 4:30 p.m. today, for which the Clerk confirmed she had not.

### **6. CONSENT AGENDA ITEMS**

There were no consent agenda items.

### **7. COMMUNICATIONS**

#### **7.1 ITEM A10-21**

Marlene Bergsma, Director of Communications & Advancement, Smithville Christian High School

Re: Expression of Interest to Work with the Township to Develop & Supply Disc Golf Amenities

The CAO advised that the Federal Government had recently announced that they were accepting grants until March 9, 2021 for the "The Canada Healthy Communities Initiative" (CHCI) being funding to support communities in order to adapt spaces and services to respond to

## **ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES - February 16, 2021**

immediate and ongoing needs arising from COVID-19. The CAO stated that funding recipients must incur expenses between April 1, 2020, and June 30, 2022. The CAO stated that this matter was discussed at today's Senior Management Team meeting and staff felt that the disc golf proposal at Wellandport Community Park would fit within the application criteria and suggested that staff prepare an application with the assistance of Ms. Bergsma. The CAO noted that there will be a second intake of applications under "The Canada Healthy Communities Initiative" (CHCI) which will start in May 2021 with the deadline date for submission of applications being in early June 2021.

Chair Trombetta suggested that Ms. Bergsma be invited to attend a future Administration/Finance/Fire Committee meeting or Council meeting to make a presentation regarding the Smithville Christian High School's partnership proposal for a disc golf amenity at Wellandport Community Park.

**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor Harold Jonker

THAT, the correspondence, dated January 27, 2021, from Marlene Bergsma, Director of Communications & Advancement, Smithville Christian High School, advising of a proposal in 2021 for the school and its students to work with the Township to develop a nine-hole disc golf course at the Wellandport Community Centre and to supply nine student-built disc golf targets (or cages) constructed according to professional-level specifications at a cost of \$6,750 (excludes the cost for tee boxes, signage, or installation); be received and supported in principle; and,

THAT, Marlene Bergsma be invited to attend the April 2021 Administration/Finance/Fire Committee meeting to make a presentation on the disc golf proposal at the Wellandport Community Park; and,

THAT, this item be referred to staff for further discussion and considerations including grant opportunities and report back to a future Public Works/Recreation/Arena Committee meeting.

**Carried**

### **8. STAFF REPORTS**

#### **8.1 ITEM A11-21**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Information Report T-06-2021 - 2021 Draft Operating and Capital Budget

## **ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES - February 16, 2021**

The Treasurer/Director of Finance delivered a PowerPoint Presentation, which is attached as Schedule "A" to the minutes.

Members of Committee thanked the Treasurer/Director of Finance, Deputy Treasurer and staff for their hard work on the 2021 Draft Operating and Capital Budget.

There was much discussion between Members of Committee and staff regarding the 2021 Draft Operating and Capital Budget report which included, but was not limited to, the following issues:

- COVID and its affect for property owners to pay their property tax bills;
- The restart of the Township's hard-surfacing of gravel roads program;
- Is the hard-surfacing of the gravel roads necessary this year or could this initiative be deferred for another year?
- The need to reduce the general tax levy further reduced to be in line with inflation (blended increase including Region and Education - 2.8%);
- Whether the new hospital levy was separate from the Township's tax levy (increase of 1.27% - not included in the general tax levy)?
- Does the Township currently have a hospital reserve?
- The Province's policy change as it relates to the amount of the local share for hospital projects increasing from 10% to 30%;
- Deferring the establishment of a new hospital levy for another year or reducing the levy by spreading the debenture cost over five (5) years versus four (4) years as proposed in the information report;
- Dissolve the Urban Service Area Special levy and the costs be paid by property owners across the Township (special levy collected from property owners in the urban serviced area of Smithville to fund costs for town streetlights and sidewalks including sidewalk snow removal);
- If the recruitment of additional volunteer firefighters could be delayed for another year?;
- Will the new financial software provide estimates of the tax levy increases that may be predicted for 2022 and 2023 so to determine the effect of deferring projects?
- Niagara Region's tax levy is lower from previous years (2%) with the Region's tax levy making up 55% of the total property tax levy in West Lincoln;
- When was the last time a gravel road in Ward 3 was hard-surfaced?

## **ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES - February 16, 2021**

Direction was given to the Treasurer/Director of Finance to present, as part of her final recommendation report, the effect on the tax levy including the new hospital levy over four years, over five years and removing the hospital levy from the 2021 Budget.

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Cheryl Ganann

1. That, Report T-06-2021, regarding the “2021 Draft Operating and Capital Budget”, dated February 16, 2021 be received for information.

**Carried**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Cheryl Ganann

That, staff be directed to bring back to the March 1st 2021 Special Council meeting (Budget Deliberations) options with respect to the removal of the Urban Service Area levy.

**Lost**

### **8.2 ITEM A12-21**

Fire Chief (Dennis Fisher)

Re: Information Report WLFD-05-2021 - Monthly Update - January 2021

**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor Harold Jonker

1. That, report WLFD-05-2021 regarding “Monthly Update – January 2021”, dated February 16, 2021, be received for information purposes.

**Carried**

### **8.3 ITEM A13-21**

Clerk (Joanne Scime)

Re: Information Report C-02-2021 - Cost and Options for Live-stream & Hybrid Council and Standing Committee Meetings

Councillor Reilly suggested that staff be directed to immediately create a new Township owned Facebook account for the purposes to commence live-streaming all Council and Standing Committee meetings via Zoom in connection with the newly created Township owned Facebook account and YouTube channel and that staff bring back a report in February 2022 that provides the analytics of the Facebook and YouTube viewership of all live-streaming results. Councillor Reilly noted that there would be no

## ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES - February 16, 2021

additional cost to live-streaming meetings with Zoom via Facebook and YouTube as it is included as part of the subscription and that this option would only require an extra couple of minutes at the beginning of each meeting to initiate.

It was noted that the live-streaming option as presented by Councillor Reilly above did not include hybrid technology which would allow for some Members of Council and/or staff to attend Standing Committee and/or Council meetings virtually while others are present in the Council Chambers. Councillor Reilly recommended that the hybrid technology option, as outlined in Report C-02-2021 (Item A13-21), be presented as part of the 2022 budget deliberations for consideration.

Due to Chair Trombetta experiencing technical difficulties with his ZOOM connection, Mayor Bylsma called a brief recess of the meeting at approximately 9:14 p.m. and the meeting resumed at 9:18 p.m. with Councillor Trombetta continuing to chair the meeting.

After much discussion among Members of the Committee, the following recommendations were put forward for consideration:

**Moved By** Councillor William Reilly

**Seconded By** Mayor Dave Bylsma

1. That, Report C-02-2021, dated February 19, 2021, regarding “Cost and Options for Live-stream & Hybrid Council and Standing Committee Meetings”, be received for information.

**Carried**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Cheryl Ganann

That, staff be and are hereby directed to prepare a report for presentation at a future Administration/Finance/Fire Committee meeting regarding live-streaming all Council and Standing Committee meetings via Zoom in connection with a Township owned Facebook account and YouTube channel; and,

That, the report include the financial and staff resources that would be needed for this proposal.

**Carried**

**9. OTHER BUSINESS**

**9.1 ITEM A14-21**

Councillor William Reilly

Re: EOC Update & EOC Question & Answer Period

The CAO stated that the Emergency Operation Centre has been operating since March 2020 when it was activated due to the COVID pandemic. The CAO provided an overview of the committee, including how the meetings are ran (round table discussions starting with the Fire Chief to provide updates from the CEMC Meetings he attends three times per week), the matters/updates that are provided and discussed, and the role of the members (includes secretary to take minutes being a record as required by the Emergency Management Act), etc. The CAO stated that the EOC meetings are held every Monday at 1:30 p.m. and could include additional meetings being called, as required with any decisions being provided in the Media Releases that are emailed to all Members of Council, staff and media outlets and are posted on the Township's website and twitted out. The CAO advised that Mayor Bylsma, as the Township's spokesperson provides a quote at the end of the media release. The CAO advised that the same group of staff attend recovery meetings at 1:30 p.m. on Thursday to discuss issues relating to closing or reopening of operations and services and the actions that need to be taken in this regard. The CAO advised that she also attends CAO meeting every Wednesday at 4:30 p.m. which is attend by the local area municipalities CAOs. Additionally, the CAO advised that many staff attend other types of local area municipal meetings whereby representatives of the Township attend specific meetings such as the Niagara Region Emergency Management Committee, by-law enforcement, finance, recreation and an information/communications group, to name a few. The CAO stated that the EOC has also addressed preparing and developing the online COVID screening and administrative policies relating to COVID such as the face covering for staff and the public policies, the work from home policy and the infectious disease policy.

Councillor Reilly stated that he did not know what occurred in the EOC Meetings until he receives the Media Releases and questioned if it was normal for Municipal EOCs to have one representative from Council attending these meetings.

In response to Councillor Reilly's inquiry, the CAO reviewed the Mayor or his alternates role that is defined in the Township's Emergency Plan,

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which includes but is not limited to, declaring an emergency to exist; ensuring the Solicitor General of Ontario has been notified of the declaration of an emergency; requesting assistance from neighbouring municipalities and the Regional Municipality, when required; approving news releases and public announcements and terminating the emergency at the appropriate time and ensuring all concerned have been notified. The CAO stated that the majority of the members of the EOC are staff members and that the Mayor or his alternate are the only political bodies that are part of this Committee with most duties being carried out by staff, being mainly Senior Managers and Managers.

Chair Trombetta suggested that if the Committee agree that perhaps a resolution should be brought forward to add an additional Member of Council on the EOC and suggested Councillor Ganann be appointed.

In response to Chair Trombetta's suggestion, the Fire Chief reviewed the roles of the EOC which addresses emergencies affecting property and the health, safety, and welfare of a community. The Fire Chief advised that the EOC is comprised mainly of municipal staff from various departments as well as other agencies (Niagara Region, Public Health, Police, etc.), which are required to take training and participate in yearly scenario exercises. The Fire Chief noted that the Township's Emergency Plan and Committee is legislated by the Province under the "The Emergency Plans Act", which is responsible to respond to an emergency and provide for the necessary services and procedures in this regard. The Fire Chief advised that there are roles that are specific to the Emergency Plan with staff having different roles and responsibilities which are detailed in the Emergency Plan and due to the small size of our municipality staff may have a number of roles to fill. The Fire Chief stated that the Mayor or his alternate are the only political bodies on the EOC with the remainder of the roles being held by staff and outside agencies as noted above.

The CAO stated that, if it was the wish of Council, she would provide updates to Members of Council with respect to activities within the EOC as an item on an agenda each month. The CAO noted that perhaps in the future, as part of Council orientation, there could be a review of the Township's Emergency Plan and the process that is followed during an emergency.

Councillor Reilly noted his concerns relating to the recent reports that Mayor Bylsma and Councillor Jonker had joined the Liberty Coalition of Canada and that the Mayor or his alternate, being Councillor Jonker, could



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influence the actions taken by the EOC, whether directly, indirectly (symbolic, body language), that may sway/persuade the Committee.

Mayor Bylsma called a Point of Order as he felt, in his opinion, it was inappropriate to call out himself and Councillor Jonker in a public setting.

At the request of the Chair, the Clerk noted that in her opinion under the rules of the procedural by-law, that this was a Point of Privilege as Councillor Reilly had pointed out that Mayor Bylsma and Councillor Jonker had joined the Liberty Coalition which, in her opinion, was outside of their Council roles, and which neither has stated, that she was aware of, publicly and their decision to join the coalition was based on their personal belief and rights.

The Chair stated that he agreed with the Clerk's suggested ruling on the Mayor's call for point of order/point of privilege and that discussion could continue without any further discussion regarding the Mayor and/or Councillor Jonker's involvement with the Liberty Coalition.

Councillor Reilly apologized to Mayor Bylsma and Councillor Jonker with respect to his comments that were part of the point of privilege ruling but suggested that it would be still prudent to appoint a second Member of Council on the EOC to address communication between the EOC and Council.

Councillor Jonker stated that Members of Council have different opinions and that he is contacted by residents that have perhaps different opinions from other residents in the community.

In response to Councillor Jonker's above noted comments, Councillor Reilly called a Point of Order based on the fact that, in his opinion, Councillor Jonker was "grand standing" and speaking on behalf of constituents about the very issue for which he was told that he could not speak to.

At the request of the Chair with respect to the point of order called by Councillor Reilly, the Clerk suggested that the Chair move forward with the agenda and advised that a point of order is used to bring attention to a deviation of the discussions and that in her opinion, Councillor Jonker was addressing the fact that Members of Council and the public have different opinions as it relates to the pandemic. The Clerk stated that the CAO had provided her update on the EOC and that she felt discussions were now going off topic and were no longer constructive and becoming negative

## **ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES - February 16, 2021**

towards one another and suggested that the Chair move forward with the agenda.

The Chair agreed with the Clerk's opinion with respect to Councillor Reilly's point of order as well as her suggestion to proceed to the next item on the agenda.

Mayor Bylsma thanked Councillor Reilly for his earlier apology and advised that he was available anytime to address any questions or concerns that Members of Council may have with respect to the EOC and COVID.

Councillor Jonker also thanked Councillor Reilly for his apology.

### **9.2 ITEM A15-21**

Members of Committee

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

There were no verbal updates from Members of Committee with respect to Boards and/or Committees for which they sit on.

### **9.3 ITEM A16-21**

Members of Council

Re: Other Business Items of an Informative Nature

(1) Councillor Cheryl Ganann

Re: Family Day Program

Councillor Ganann thanked Recreation Staff for the Family Day Program that was held on Monday and noted that her family enjoyed the entertainment which was good for kids as well as adults and noted that she appreciated staff's hard work in organizing this event.

(2) Councillor William Reilly

Re: Family Day Program

Councillor Reilly stated that he also attended the Family Day event and he found the magic show very entertaining and he thanked staff for organizing the event.

(3) Mayor Dave Bylsma

Re: Various Items

Mayor Bylsma thanked those Members of Council that attended the Public Information Session last week with respect to the expansion of

## ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES - February 16, 2021

the Smithville Urban Boundary, which was well attended and included a very good presentation.

Mayor Bylsma stated that the twelve municipalities across Niagara Region will be lowering their flags to half-mast from March 13th to 15th, which is the one year anniversary when we saw our lives drastically change due to the coronavirus. Mayor Bylsma stated that more information will be coming with respect to this event.

(4) Chair Jason Trombetta

Re: Introduction of Interim CEO - West Lincoln Public Library

Chair Trombetta welcomed Cindy Weir, who was recently appointed as the Interim CEO for the West Lincoln Public Library during the incumbent's maternity/parental leave.

### 10. NEW BUSINESS

There were no new items of business brought forward by any Member of Committee.

### 11. CONFIDENTIAL MATTERS

There were no confidential matters.

### 12. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 10:05 p.m.



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JOANNE SCIME, CLERK

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COUNCILLOR JASON TROMBETTA, CHAIR

# Township of West Lincoln

## PRESENTATION OF DRAFT 2021 OPERATING AND CAPITAL BUDGET

Tuesday, February 16, 2021

# Agenda

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- Introduction and Metrics
- 2021 Operating Budget
- 2021 Capital and Special Projects
- Ten Year Capital Plans
- Questions

# Municipal Act

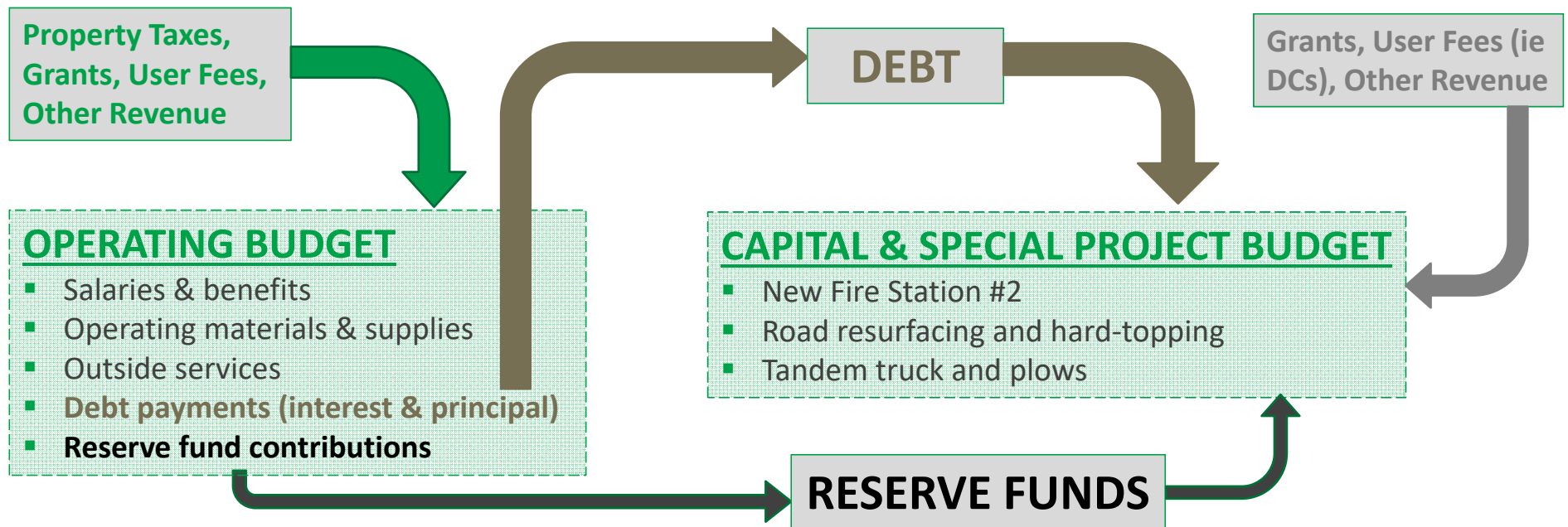
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- Fiscal year is January 1 to December 31
- Budget must be balanced (revenues = expenditures)
- Public Notice must be given



# How Do the Budgets Work Together?

- Two budgets prepared by staff: Operating and Capital & Special Projects



## Rate-Supported Service Areas

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- The following service areas are self-funded, where fees must cover expenditures:
  - Building, Water and Wastewater (sewer)
- For the above, any surplus or deficit is either transferred to or from the appropriate reserves
- Equipment Costs are allocated to Road Maintenance, Winter Control, Arena, Water, Sewers, Recreation and Urban Sidewalks



## Budget 2021 – Key Factors

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- Due to assessment growth, the first \$97,000 of increase to the overall tax levy has no impact to property owners
- An expenditure increase of \$75,300 equates to a 1% increase in the total tax levy
- A 1% increase to the tax levy equates to an approximate \$13 increase to the West Lincoln portion of taxes for an average residential home with an assessment of \$382,397 or \$3.45 for every \$100,000 of assessment
- MPAC deferred its planned re-assessment due to the COVID-19 Pandemic. This results in no assessment changes for the majority of property owners.

## Budget 2021 – Metrics

| 2020                 | Net Municipal<br>Levy per Capita | Net Municipal<br>Levy per \$100,000<br>Unweighted CVA |
|----------------------|----------------------------------|---|
| Fort Erie            | \$ 1,699                         | \$ 1,412  |
| Grimsby              | \$ 1,746                         | \$ 1,065  |
| Lincoln              | \$ 1,731                         | \$ 1,050  |
| Niagara Falls        | \$ 1,584                         | \$ 1,220  |
| Niagara-on-the-Lake  | \$ 2,531                         | \$ 868  |
| Pelham               | \$ 1,789                         | \$ 1,141  |
| Port Colborne        | \$ 1,766                         | \$ 1,712  |
| St. Catharines       | \$ 1,585                         | \$ 1,437  |
| Thorold              | \$ 1,555                         | \$ 1,361  |
| Wainfleet            | \$ 1,959                         | \$ 1,130  |
| Welland              | \$ 1,453                         | \$ 1,630  |
| West Lincoln         | \$ 1,336                         | \$ 887  |
| Total Survey Average | \$ 1,661                         | \$ 1,082  |
| Niagara/Hamilton     | \$ 1,728                         | \$ 1,243  |

*West Lincoln has the lowest tax levy per capita in Niagara and is significantly below the average of Niagara/Hamilton.*

## Budget 2021 – Metrics

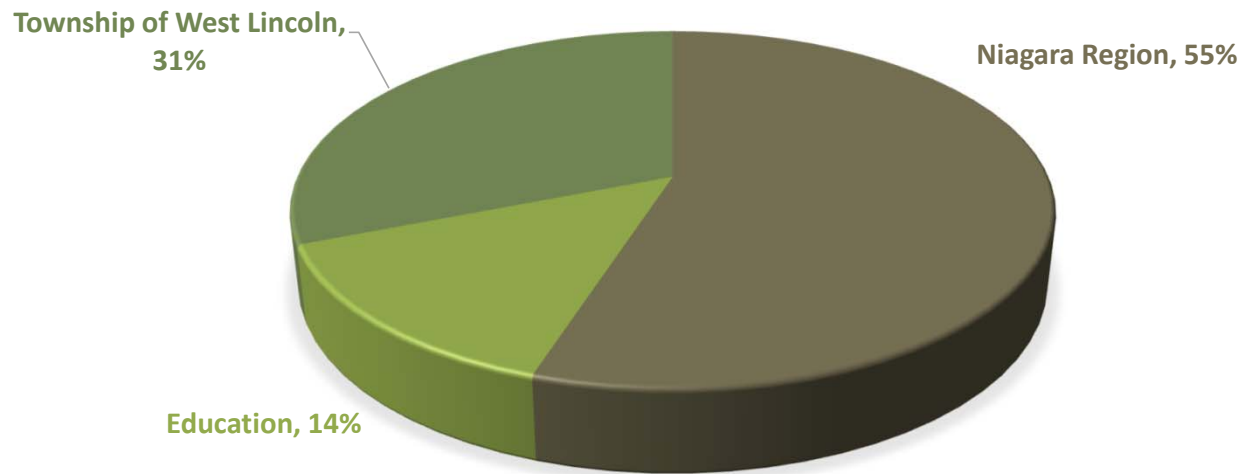
| 2020 Affordability Indicators | Property Taxes as a % of Household Income | Water/Sewer + Taxes as a % of Household Income |
|-------------------------------|---|--|
| Fort Erie                     | 4.3%                                      | 6.1%   |
| Grimsby                       | 3.9%                                      | 4.4%   |
| Lincoln                       | 3.8%                                      | 4.7%   |
| Niagara Falls                 | 4.1%                                      | 5.3%   |
| Niagara-on-the-Lake           | 4.0%                                      | 4.9%   |
| Pelham                        | 3.7%                                      | 4.4%   |
| Port Colborne                 | 4.4%                                      | 6.3%   |
| St. Catharines                | 4.4%                                      | 5.5%   |
| Thorold                       | 4.0%                                      | 5.3%   |
| Wainfleet                     | 4.5%                                      | 4.5%   |
| Welland                       | 4.5%                                      | 6.2%   |
| West Lincoln                  | 3.7%                                      | 4.7%   |
| Total Survey Average          | 3.8%                                      | 4.8%   |
| Niagara/Hamilton              | 4.1%                                      | 5.2%   |

*West Lincoln has the lowest property taxes as a percentage of household income and 5th lowest when combined with water.*

# 2020 Property Tax Distribution

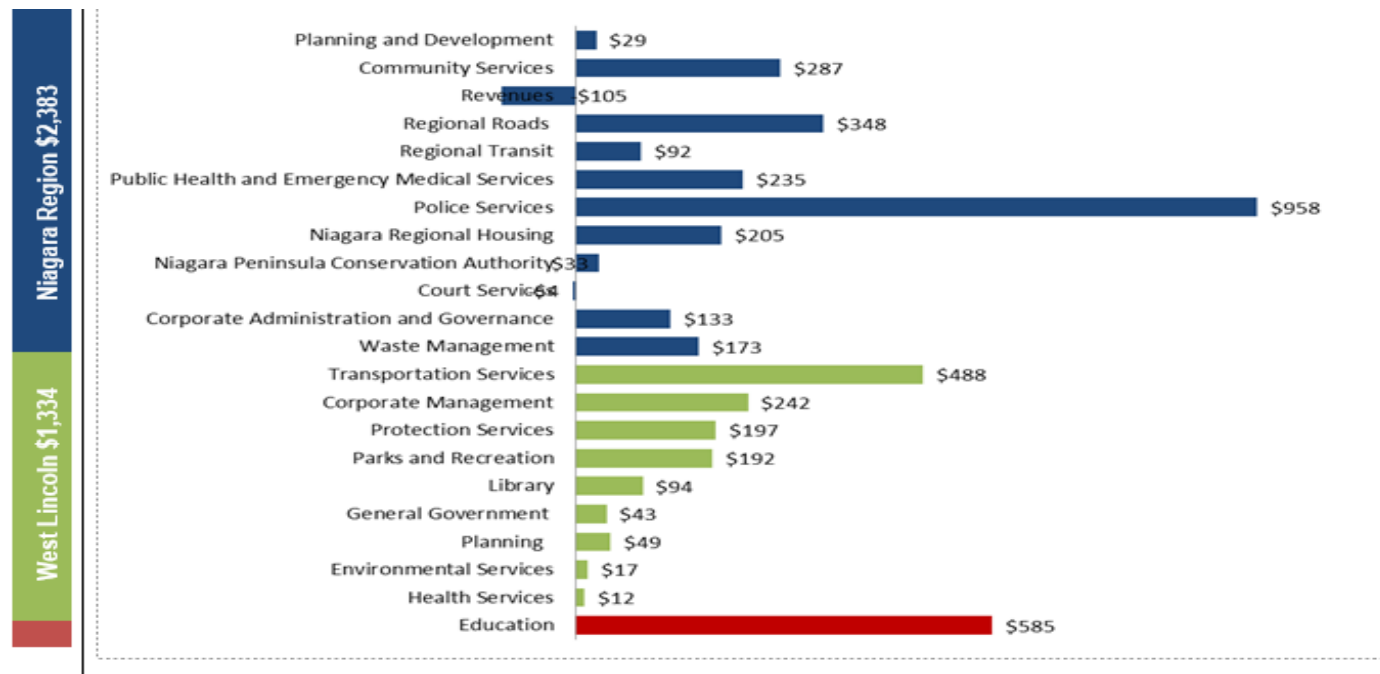
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## BREAKDOWN BY TAXING AUTHORITY



# Where Did My 2020 Taxes Go?

- OpenBook "How Are My 2020 Tax Dollars Spent" Visualization



# Our Corporate Strategic Plan Themes

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- 1) **Strong Transportation Connections** – Building safe, connected and well maintained infrastructure networks.
- 2) **Support for Business, Opportunities for Residents** – Creating a positive image and a community where it is easy to do business.
- 3) **Strategic, Responsible Growth** – Welcoming new residents and businesses and respecting the heritage and rural identity that people value.
- 4) **Local Attractions** – Providing amenities, programs and services that bring the community together.
- 5) **Community Health and Safety** – Fostering a safe community where residents can thrive throughout their lives.
- 6) **Efficient, Fiscally Responsible Operations** – Maintaining a lean organization with innovative approaches and strong asset management.

# Overview of 2021 Operating Budget

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|   |                         |
|---|-------------------------|
| Inflationary Pressures, increase of 1.9% over 2020 expenditures | \$180,670               |
| Transfer to Reserve – planned debenture repayment               | \$133,500               |
| Increase in Reserve Transfers                                   | \$91,990                |
| Change Requests   | \$59,730                |
| Drop in Planning Revenues                                       | <u>\$58,550</u>         |
| <b>Total Levy Increase</b>                                      | <b><u>\$524,440</u></b> |

**SCHEDULE "A" TO THE FEBRUARY 16, 2021  
ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES**

# 2021 Contributions to Reserves

|   | 2020      | 2021      | Change   | Change % |
|---|-----------|-----------|----------|----------|
| CONTRIB TO ARENA                          | 12,600    | 12,850    | 250      | 1.98%    |
| CONTRIB TO BRIDGES                        | 133,000   | 150,000   | 17,000   | 12.78%   |
| CONTRIB TO CAPITAL:                       |           |           |          |          |
| General                                   | 139,000   | 150,600   | 11,600   | 8.35%    |
| Roads Paved and Unpaved                   | -         | 95,500    | 95,500   | 100.00%  |
| TOTAL CONTRIB TO CAPITAL                  | 139,000   | 246,100   | 107,100  | 77.05%   |
| CONTRIB TO CEMETERY                       | 15,000    | 30,000    | 15,000   | 100.00%  |
| CONTRIB TO CONTINGENCY                    | 25,900    | 25,900    | -        | 0.00%    |
| CONTRIB TO ELECTION                       | 36,000    | 36,000    | -        | 0.00%    |
| CONTRIB TO EQUIPMENT                      | 350,000   | 368,400   | 18,400   | 5.26%    |
| CONTRIB TO FACILITIES                     | 69,400    | 71,000    | 1,600    | 2.31%    |
| CONTRIB TO FIRE                           | 321,000   | 359,000   | 38,000   | 11.84%   |
| CONTRIB TO LIBRARY                        | 36,000    | 36,100    | 100      | 0.28%    |
| CONTRIB TO SEWERS                         | 213,700   | 209,830   | (3,870)  | -1.81%   |
| CONTRIB TO SIDEWALKS                      | 9,000     | 9,100     | 100      | 1.11%    |
| CONTRIB TO TECHNOLOGY                     | 15,000    | 15,000    | -        | 0.00%    |
| CONTRIB TO WATER                          | 269,300   | 301,320   | 32,020   | 11.89%   |
| CONTRIB TO WINTER CNTRL                   | 63,100    | 47,300    | (15,800) | -25.04%  |
| CONTRIB TO PLANNING                       | 80,000    | 125,000   | 45,000   | 56.25%   |
|   | 1,788,000 | 2,042,900 | 254,900  | 14.26%   |
| Less User Fee Based                       | 514,700   | 544,110   | 29,410   | 5.71%    |
| TOTAL CONTRIBUTION TO RESERVES-LEVY BASED | 1,273,300 | 1,498,790 | 225,490  | 17.71%   |



**SCHEDULE "A" TO THE FEBRUARY 16, 2021  
ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES**

# 2021 Budget Change Requests

| 2021 Change Request Summary |  |                  |            |            |
|-----------------------------|--|------------------|------------|------------|
| Rank                        | Change Request   | Included in 2021 | Deferred   | Total      |
|                             | <b>Tax Levy Impact</b>   |                  |            |            |
| 1                           | Additional Volunteer Firefighters Stn 1  | \$ 26,940        |            | \$ 26,940  |
| 3                           | Accounting Clerk increase from part-time to full-time                            | \$ 16,790        |            | \$ 16,790  |
| 4                           | Part-Time Communications Officer-Municipal Cost Sharing                          | \$ 16,000        |            | \$ 16,000  |
| 5                           | Additional Volunteer Firefighters Stn 2  |                  | \$ 17,950  | \$ 17,950  |
| 6                           | Full-Time Human Resources Advisor  |                  | \$ 88,550  | \$ 88,550  |
| 7                           | Establishment of Community Improvement Plan Fund                                 |                  | \$ 50,000  | \$ 50,000  |
| 8                           | Consulting Fees - Road Condition Inspections (Pavement Management System Update) |                  | \$ 20,000  | \$ 20,000  |
| 9                           | Preventative Maintenance (Spot Repairs & Crack Sealing)                          |                  | \$ 25,000  | \$ 25,000  |
|                             | Total  | \$ 59,730        | \$ 201,500 | \$ 261,230 |
|                             | <b>User Fee/Reserve Impact</b>   |                  |            |            |
| 2                           | Water and Waste Water Operator   | \$ 89,340        | \$ -       | \$ 89,340  |

**SCHEDULE "A" TO THE FEBRUARY 16, 2021  
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# 2021 Base Operating and Capital Budget Levy – Blended Rate

|  | 2021 Total Taxes   | 2020 Total Taxes   | Share of Tax Bill<br>2021 | \$ Change       | % Change     |
|--|--------------------|--------------------|---------------------------|-----------------|--------------|
| <b>Assessment</b>  | \$ 100,000.00      | \$ 100,000.00      |                           | \$ -            | 0.00%        |
| Municipal  | \$ 368.52          | \$ 348.92          |                           | \$ 19.60        | 5.62%        |
| Urban Service Area***                                      | \$ 20.55           | \$ 20.55           |                           | \$ -            | 0.00%        |
| <b>Total Township</b>                                      | \$ 389.07          | \$ 369.47          | 33%                       | \$ 19.60        | 5.30%        |
|  |                    |                    |                           | \$ -            |              |
| Region**   | \$ 635.64          | \$ 623.18          | 54%                       | \$ 12.46        | 2.00%        |
| Education***   | \$ 153.00          | \$ 153.00          | 13%                       | \$ -            | 0.00%        |
|  |                    |                    |                           | \$ -            |              |
| <b>TOTAL</b>   | <b>\$ 1,177.71</b> | <b>\$ 1,145.65</b> |                           | <b>\$ 32.06</b> | <b>2.80%</b> |
| ** assume 2.0% increase to Niagara Region portion of taxes |                    |                    |                           |                 |              |
| ***no anticipated change                                   |                    |                    |                           |                 |              |

The above chart does NOT included the required Hospital Levy which represents a 1.27% increase over the 2020 levy with a total of \$95,500. This will result in an estimated annual increase of \$4.36 for every \$100,000 of assessment. For an average home assessed at \$382,397, the total tax bill is estimated to increase by \$122.61, plus an additional \$16.71 for the Hospital Levy, totaling \$139.32 ( \$11.61 month).

# Impact to Households

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- At the proposed 2.80% blended rate, the approximate impact per household for the 2021 year is shown below, at different assessed property values:

| <u>Assessment Value</u> | <u>Property Taxes</u>      |
|-------------------------|----------------------------|
| \$100,000               | =\$32.06 (\$0.09 per day)  |
| \$250,000               | =\$80.16 (\$0.22 per day)  |
| \$375,000               | =\$120.24 (\$0.33 per day) |
| \$450,000               | =\$144.29 (\$0.40 per day) |
| \$575,000               | =\$184.37 (\$0.51 per day) |
| \$650,000               | =\$208.41 (\$0.57 per day) |

## 2021 Water & Wastewater Rates

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| Impact of Proposed Water & Wastewater Rates   |  |  |                  |                  |
|---|--|--|------------------|------------------|
| Based on an average consumption of 45 cubic meters per quarter,<br>or 180 cubic meters annually |  |  |                  |                  |
|   |  |  |                  |                  |
|   |  |  | Quarterly Charge |                  |
|   |  |  | July 2021        | Current          |
| Water Consumptive   |  |  | \$ 66.60         | \$ 63.45         |
| Sewer Consumptive   |  |  | \$ 83.70         | \$ 81.90         |
| Water Base  |  |  | \$ 41.45         | \$ 39.48         |
| Sewer Base  |  |  | \$ 95.56         | \$ 91.01         |
| <b>Total</b>  |  |  | <b>\$ 287.31</b> | <b>\$ 275.84</b> |
|   |  |  |                  |                  |

# COVID-19 Impacts to 2021 Budget

| Covid -19 Impacts to 2021 Draft Budget          |                   |
|---|-------------------|
| <b>Expenditure</b>                              |                   |
| Corporate Management                            | \$ 28,970         |
| Fire  | \$ 1,000          |
| Roads Paved                                     | \$ 4,000          |
| Parks   | \$ 2,000          |
| Recreation Programming                          | \$ 32,030         |
| Recreation Facilities                           | \$ 188,220        |
| Library   | \$ 26,660         |
|   | <u>\$ 282,880</u> |
| <b>Funding</b>                                  |                   |
| Transfer from Contingency Reserve               | \$ 190,220        |
| Provincial Grant                                | \$ 66,000         |
| Transfer from Library Reserve                   | \$ 26,660         |
|   | <u>\$ 282,880</u> |
| <b>Total Transfer from Contingency Reserve:</b> |                   |
| Estimated Carryforward from 2020                | \$ 86,000         |
| Township own Reserve                            | \$ 104,220        |
|   | <u>\$ 190,220</u> |

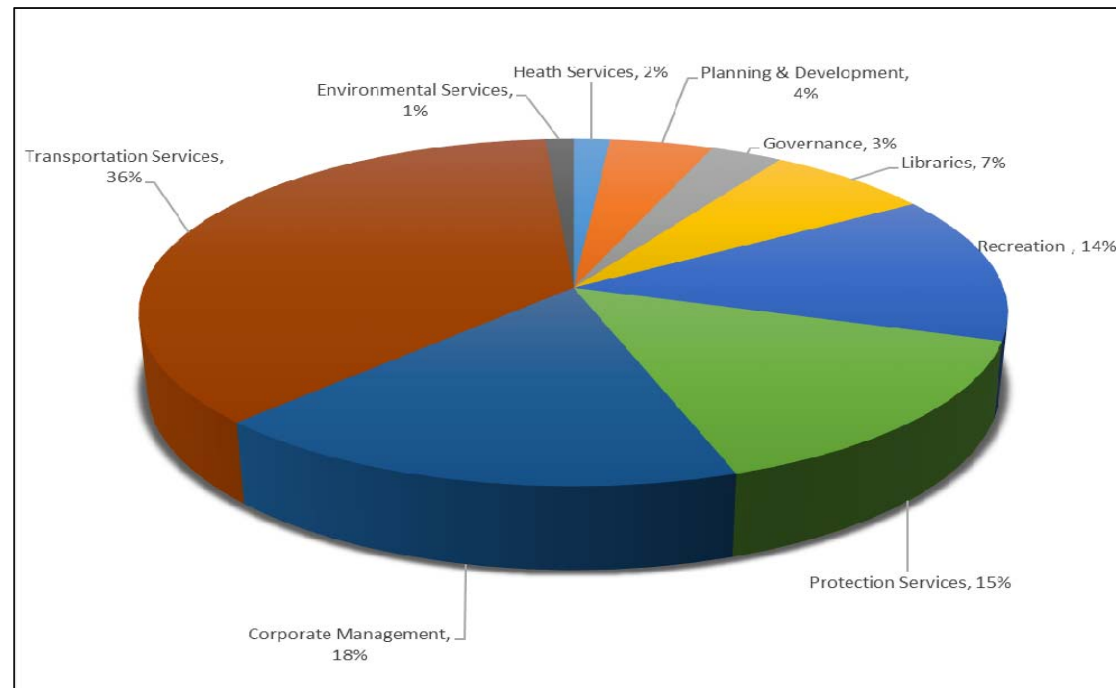
**SCHEDULE "A" TO THE FEBRUARY 16, 2021  
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# 2021 Reserve Transfers

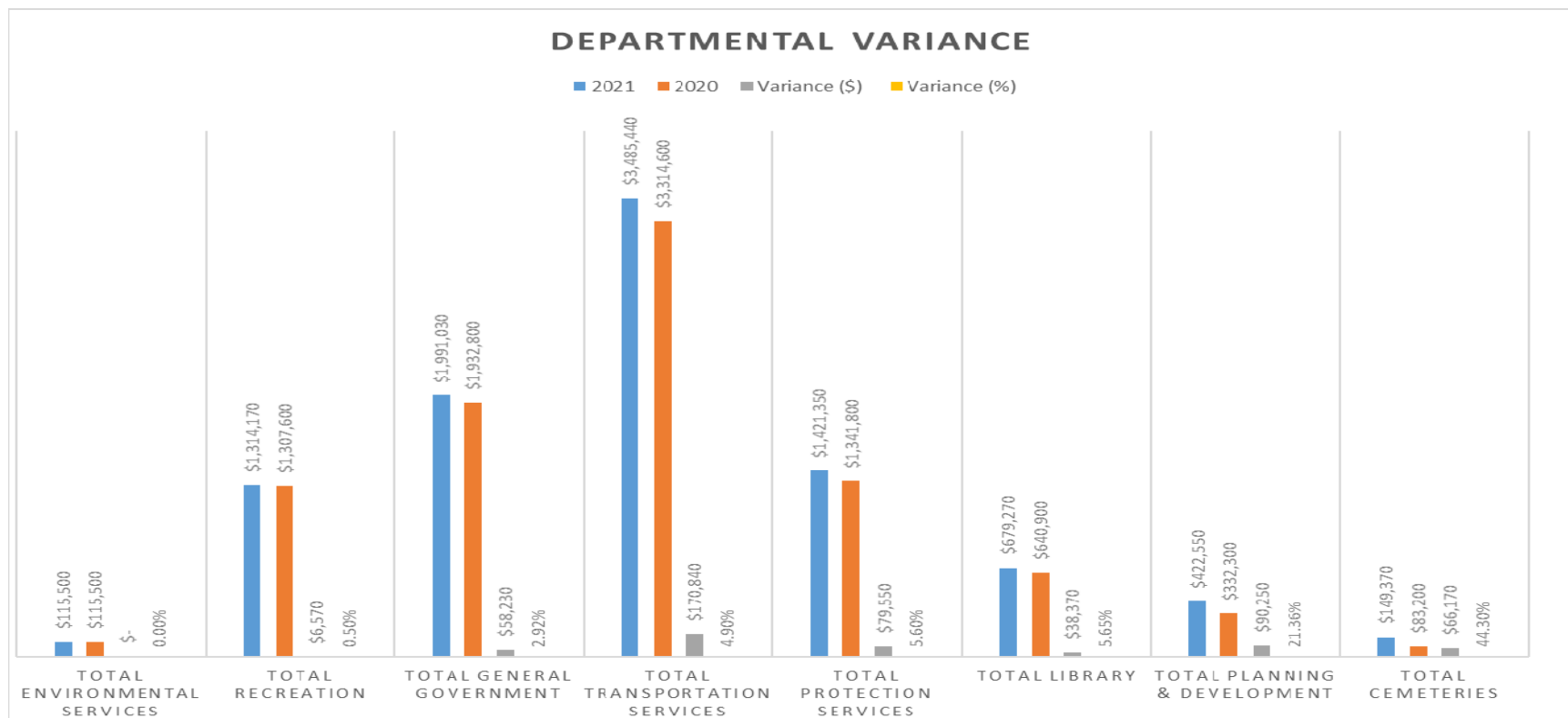
| Budget 2021 - Reserve Transfers |                          |             |                      |
|---------------------------------|--------------------------|-------------|----------------------|
|                                 | 2020                     | 2021        | 2021                 |
| Reserve                         | Estimated<br>Uncommitted | Net Impact  | Estimated<br>Closing |
| Accessibility Reserve           | 29,500                   | -           | 29,500               |
| Arena                           | 13,900                   | 1,650       | 15,550               |
| Bridge                          | 81,900                   | 14,400      | 67,500               |
| Building Department             | 605,000                  | 367,260     | 237,740              |
| Capital                         | 961,400                  | 234,280     | 727,120              |
| Cemetery                        | - 5,000                  | 20,000      | 15,000               |
| Community Fund                  | 548,800                  | -           | 548,800              |
| Contingency                     | 655,500                  | 204,320     | 451,180              |
| Election                        | 84,900                   | 36,000      | 120,900              |
| Equipment                       | 488,500                  | 544,600     | - 56,100             |
| Facilities                      | 226,900                  | 51,000      | 277,900              |
| Fire                            | 514,500                  | 141,000     | 373,500              |
| Hospital Reserve                | 1,250,000                | -           | 1,250,000            |
| Industrial Park                 | 467,770                  | -           | 467,770              |
| Insurance                       | 187,700                  | -           | 187,700              |
| Library                         | 110,200                  | 53,560      | 56,640               |
| Planning                        | 127,600                  | 54,300      | 73,300               |
| Rate Stabilization              | 59,000                   | -           | 59,000               |
| Road Settlement                 | 254,600                  | -           | 254,600              |
| Sewer                           | 456,900                  | 66,830      | 523,730              |
| Sidewalk                        | 133,600                  | 9,100       | 142,700              |
| Streetlights                    | 64,700                   | -           | 64,700               |
| Technology                      | 137,000                  | 65,000      | 72,000               |
| Water                           | 410,200                  | 86,480      | 323,720              |
| Winter Control                  | 475,200                  | 47,300      | 522,500              |
| Working Funds                   | 90,100                   | 45,000      | 45,100               |
|                                 | 8,430,370                | - 1,578,320 | 6,852,050            |
| Contributions to Reserves       |                          | 2,042,900   |                      |
| Transfers out of Reserves       |                          | 3,621,220   |                      |

# 2021 Expenditures by Department

- **Open Book "2021 Operating Budget" Visualization**



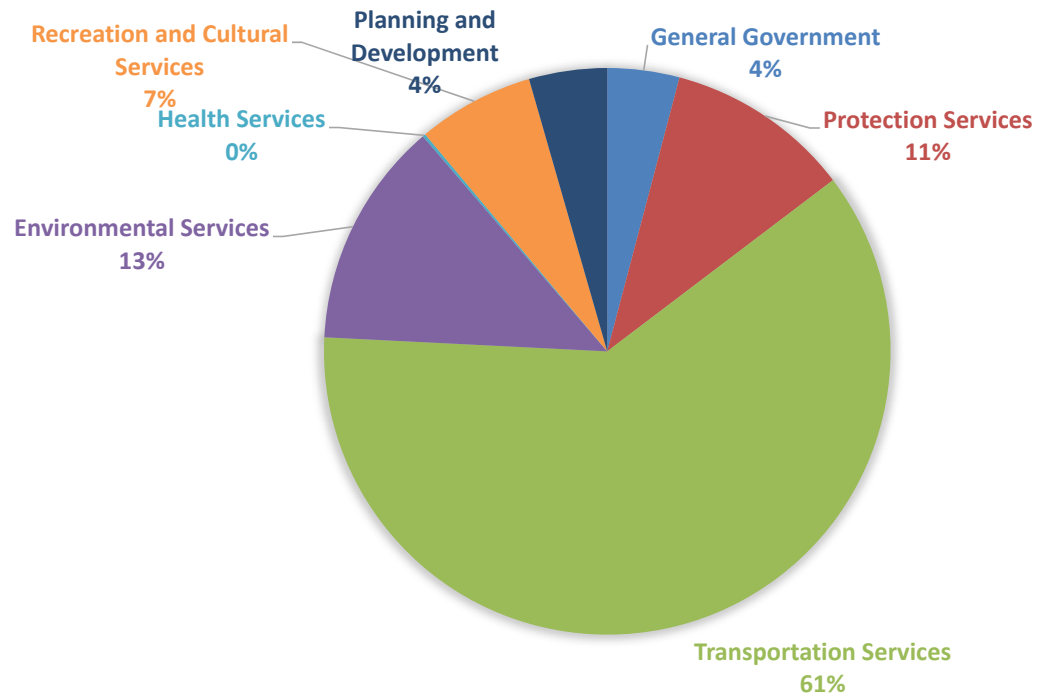
# 2021 vs 2020 Budgeted Expenditures





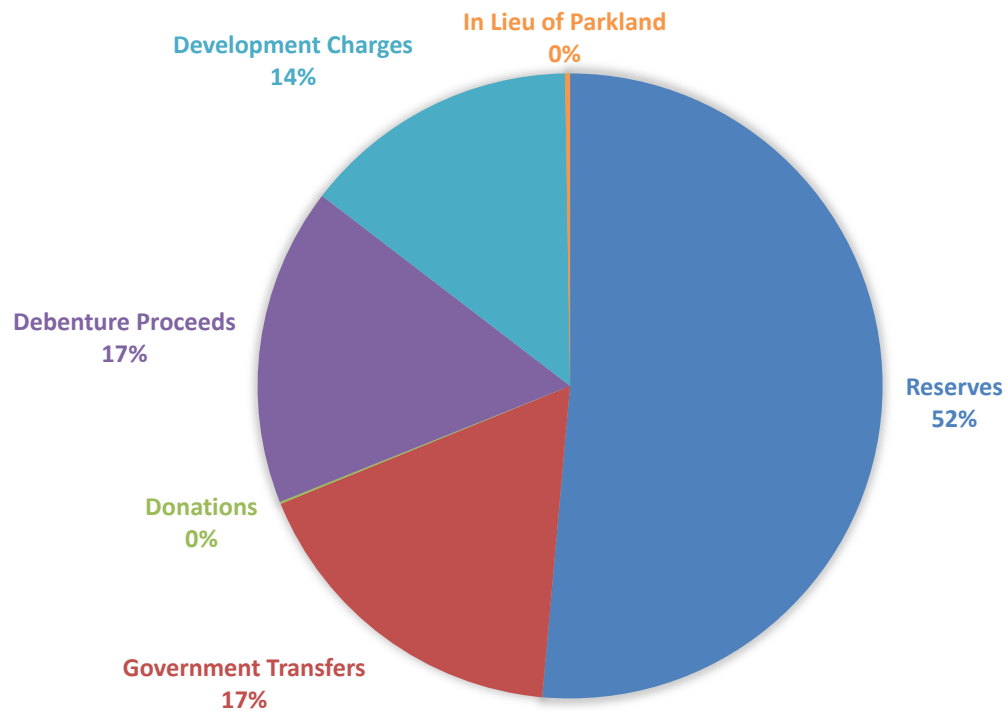
# 2021 Capital & Special Projects

- Open Book "Current Year Capital and Special Projects" Visualization

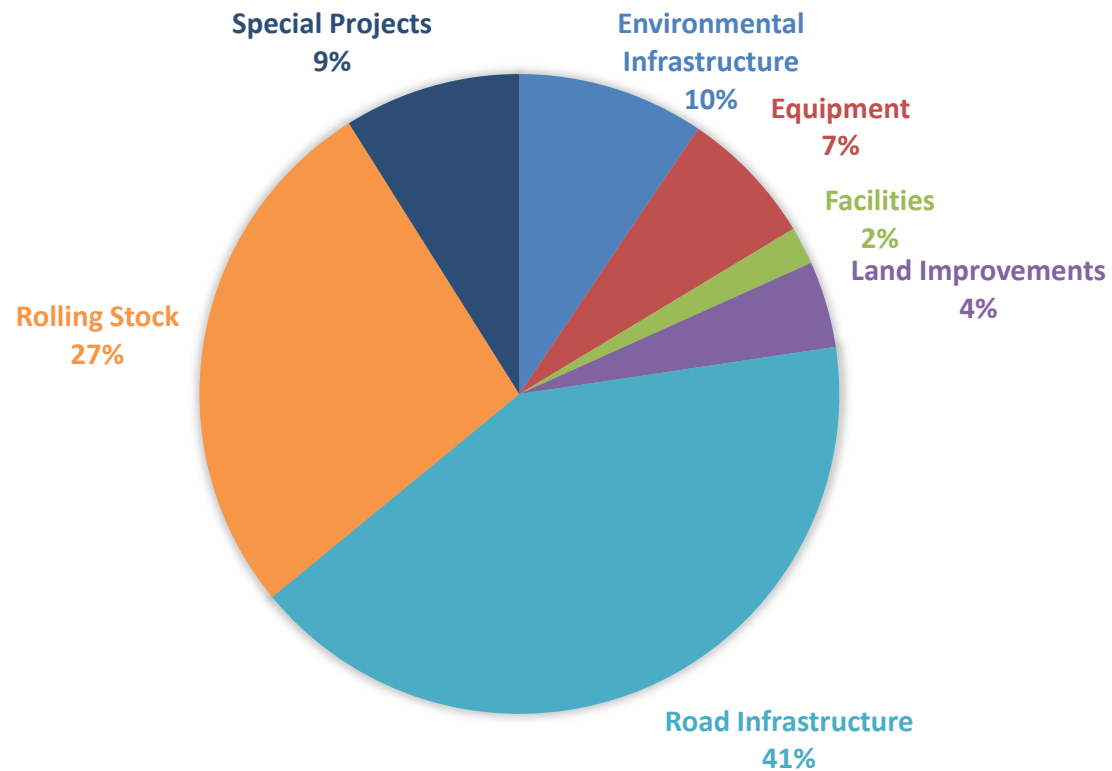


# Funding of 2021 Capital & Special Projects

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## 2021 Capital Projects by Asset Type



# Strong Transportation Connections

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| Project   | Department                                | \$           |
|---|---|--------------|
| St. Ann's Road Reconstruction - Sidewalk Portion  | Traffic Operations & Roadside Maintenance | 15,000.00    |
| Fieldstone Drive - Mill & Pave From: RR 63 To: Beaver Creek Crescent                      | Roads Paved and Unpaved                   | 30,000.00    |
| St. Ann's Bridge Rehab (TWL-ID-B46)   | Bridges & Culverts                        | 65,000.00    |
| Beaver Creek Crescent - Mill & Pave - Full Length   | Roads Paved and Unpaved                   | 70,000.00    |
| SGR 10 Base Repairs & SST - From: Range Rd 1 To: RR 20                                    | Roads Paved and Unpaved                   | 100,000.00   |
| Guard Rail Replacement - Various  | Bridges & Culverts                        | 160,000.00   |
| Elcho Rd: Base Repairs & SST - From: Gee Rd To: Heaslip Rd                                | Roads Paved and Unpaved                   | 180,000.00   |
| St. Ann's Road Reconstruction - From: Twenty Mile Rd To: RR 20                            | Roads Paved and Unpaved                   | 300,000.00   |
| Elcho Rd: Base Repairs & DST - From: Baldwin Rd To: Krick Rd                              | Roads Paved and Unpaved                   | 400,000.00   |
| Brock St: Road Reconstruction - From: RR 20 To: North End                                 | Roads Paved and Unpaved                   | 465,000.00   |
| Concession Road 5 - Hard Surfacing (DST) Gravel Road - From: Abingdon Rd To: Westbrook Rd | Roads Paved and Unpaved                   | 630,000.00   |
|   |   | 2,415,000.00 |

# Strategic, Responsible Growth

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| Project  | Department           | \$         |
|--|----------------------|------------|
| Non Network Replacement Computers - Library Branches         | Libraries            | 5,400.00   |
| Addition to Printed Collection - Caistorville Library Branch | Libraries            | 8,000.00   |
| Addition to Printed Collection - Wellandport Library Branch  | Libraries            | 10,000.00  |
| Maker Equipment - 3D Printer, Vinyl Cutter                   | Libraries            | 12,500.00  |
| Addition to Audio Visual Collection - All Library Branches   | Libraries            | 15,000.00  |
| Addition to Printed Collection - Smithville Library Branch   | Libraries            | 15,000.00  |
| Water Meters - New Installation                              | Water                | 32,800.00  |
| Town Hall IT Requirements Renovation                         | Corporate Management | 33,000.00  |
| Official Plan Update   | Planning & Heritage  | 50,000.00  |
| Inflow & Infiltration Reduction Program - Remedial Works     | Wastewater           | 200,000.00 |
|  |                      | 381,700.00 |

# Community Health and Safety

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| Project  | Department                                | \$           |
|--|---|--------------|
| Signs - New & Replacement  | Traffic Operations & Roadside Maintenance | 16,000.00    |
| Leisureplex Cameras  | Recreation Facilities                     | 16,000.00    |
| Environmental Monitoring Program (John St. Caistorville)         | Planning & Heritage                       | 20,000.00    |
| Thermo Imaging Camera (2)  | Fire                                      | 30,000.00    |
| Extrication Equipment  | Fire                                      | 54,000.00    |
| Brock St Sidewalk (East side) - From: RR 20 To: North End - 375m | Traffic Operations & Roadside Maintenance | 60,000.00    |
| Equipment & Gear for 6 Additional Firefighters                   | Fire                                      | 81,800.00    |
| Brock St - Watermain From: RR 20 To: North End                   | Water                                     | 300,000.00   |
| Replacement of Fire Tanker #2                                    | Fire                                      | 450,000.00   |
|  |   | 1,027,800.00 |

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# Efficient, Fiscally Responsible Operations

| Project   | Department                                | \$           |
|---|---|--------------|
| Miscellaneous Corporate Management Equipment and Furniture          | Corporate Management                      | 4,000.00     |
| Miscellaneous Water Equipment                                       | Water                                     | 5,000.00     |
| Miscellaneous Wastewater Equipment                                  | Wastewater                                | 5,000.00     |
| Miscellaneous Road Equipment  | Transportation Services-General           | 6,000.00     |
| Miscellaneous Recreation Equipment                                  | Parks                                     | 7,000.00     |
| Water Tank for Road Operations                                      | Traffic Operations & Roadside Maintenance | 10,000.00    |
| Replacement of Townhall Server Room AC Unit #2                      | Corporate Management                      | 10,000.00    |
| Shoring Box   | Traffic Operations & Roadside Maintenance | 15,000.00    |
| Energy Audits   | Recreation Facilities                     | 20,000.00    |
| JD 4x4 Lawnmower - To Replace 2010 John Deere                       | Parks                                     | 20,000.00    |
| Bunker Gear   | Fire                                      | 20,000.00    |
| Replacement Computers - Corporate Services                          | Corporate Management                      | 20,000.00    |
| Caistor Library - Replace Roof Shingles                             | Libraries                                 | 25,000.00    |
| Pickup Truck 16 - To replace 2011 Ford 4x4                          | Transportation Services-General           | 40,000.00    |
| Asset Management Plan Implementation                                | Corporate Management                      | 40,000.00    |
| Water Meter Replacement Program                                     | Water                                     | 50,000.00    |
| Caistor Community Park - Ball Diamond LED Lighting                  | Parks                                     | 55,000.00    |
| Network Hardware - Corporate Management                             | Corporate Management                      | 60,000.00    |
| Townhall Furniture  | Corporate Management                      | 80,000.00    |
| Backhoe - To Replace 2009 John Deere                                | Transportation Services-General           | 180,000.00   |
| Brock St: Storm Sewer Repairs - From: RR 20 To: North End           | Storm Sewer                               | 185,000.00   |
| Single Axle Truck and Plow Unit - Addition to Fleet                 | Transportation Services-General           | 300,000.00   |
| Tandem Truck and Plow Unit - To replace Truck 34 2010 International | Transportation Services-General           | 315,000.00   |
| Tandem Truck and Plow Unit - To replace Tr 35 2012 International    | Transportation Services-General           | 320,000.00   |
|   |   | 1,792,000.00 |

# Local Attractions

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| Project  | Department          | \$         |
|--|---------------------|------------|
| Wellandport Mural                                      | Planning & Heritage | 3,000.00   |
| Wellandport Park Improvements                          | Planning & Heritage | 10,000.00  |
| Leisureplex Ball Diamond Gates                         | Parks               | 10,000.00  |
| Tree planting - All Cemeteries                         | Cemeteries          | 10,000.00  |
| Murgatroyd Trail - Upgrade                             | Parks               | 12,000.00  |
| Parkette Street Furniture                              | Parks               | 20,000.00  |
| Station Meadows West Playground - Playground Equipment | Parks               | 150,000.00 |
|  |                     | 215,000.00 |



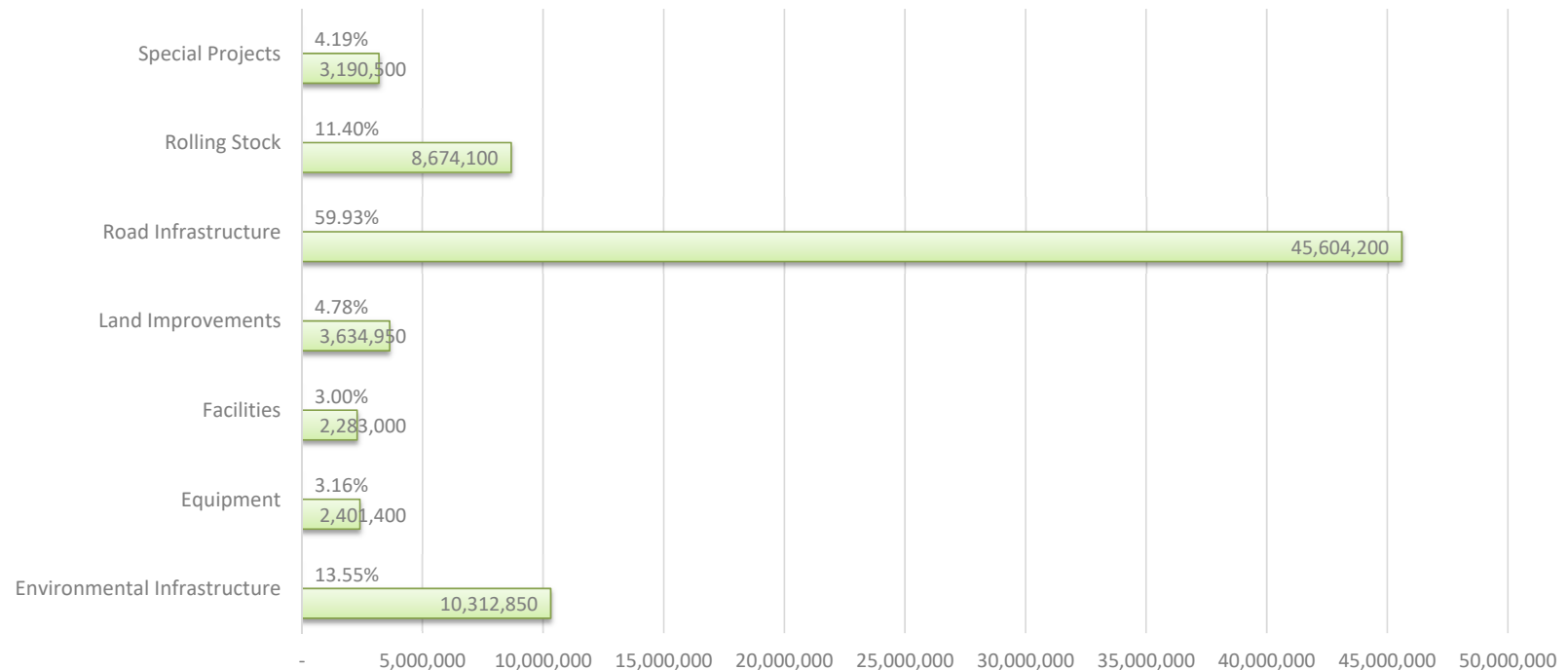
# Support for Business and Employment Opportunities for Residents

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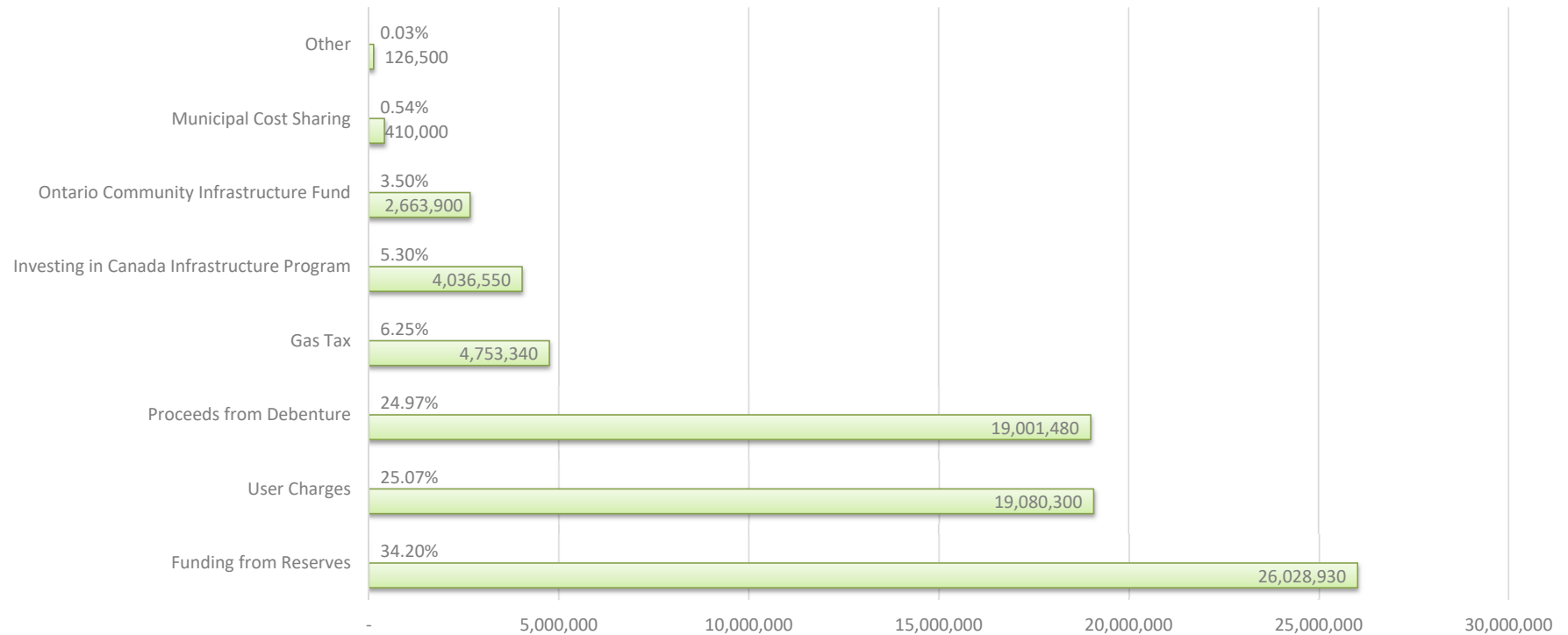
| Project   | Department          | \$         |
|---|---------------------|------------|
| Economic Development Master Plan - Industrial Park            | Planning & Heritage | 60,000.00  |
| Fulton Hamlet and Rural Employment Zone - Boundary Adjustment | Planning & Heritage | 125,000.00 |
|   |                     | 185,000.00 |

# Ten Year Capital Plan - Expenditures

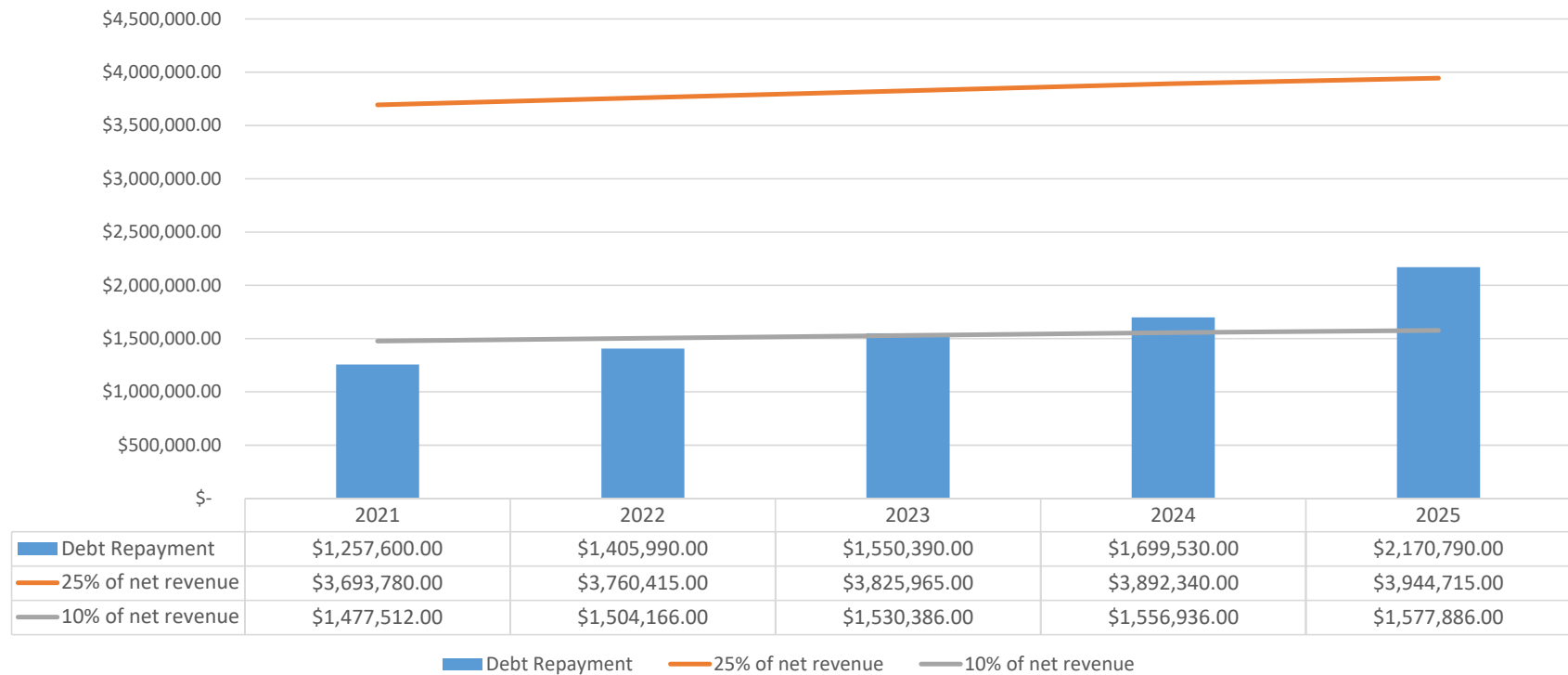
- **Open Book "10 Year Proposed Capital Budget" Visualization**



# Ten Year Capital Plan - Funding



# Forecast of Debt Repayment Compared to Annual Repayment Limits



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