

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

MEETING NO. THREE

Monday, March 15, 2021, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

****NOTE TO MEMBERS OF THE PUBLIC:** 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 Council meetings until further notice.**

Submission of Public Comments/Virtual Attendance: The public may submit comments for matters that are on the agenda or request to attend the virtual meeting as "Attendees" by emailing jscime@westlincoln.ca by March 15, 2021 before 4:30 pm. Email comments submitted will be considered as public information and read into public record. The meeting will be recorded and available on the Township's website within 48 hours of the meeting, unless otherwise noted.

Pages

1. CHAIR - Councillor Jason Trombetta

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

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.
2. The public may submit comments for matters that are on the agenda to jscime@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
3. The meeting will be recorded and available on the Township's website within 48 hours of the meeting.

2. CHANGE IN ORDER OF ITEMS ON AGENDA

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

4. APPOINTMENTS

4.1. ITEM A17-21

Marlene Bergsma & Fred Breukelman - Smithville Christian High School
Re: Community Facility Development - Develop Disc Golf Course at

Wellandport Community Park
POWERPOINT PRESENTATION ATTACHED

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.

The Chair is to inquire 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 by Section 10.13(5) of the Procedural By-law. If so, please raise your hand in the ZOOM options or unmute yourself and advise that you wish to speak.

The Chair will ask the Clerk if she had received any emails or correspondence from members of the public prior to 4:30 p.m. today, that wished to provide comments to any items on the agenda as permitted by Section 10.13(5) of the Procedural By-law.

6. 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.

6.1. ITEM A18-21
CONSENT AGENDA ITEMS

RECOMMENDATION:

That the Administration/Finance/Fire Committee hereby approves the following Consent Agenda Items:

1. Items 1, 2 and 3 be and are hereby received for information;

with the exception of Items #(s)_____

- | | | |
|----|--|----|
| 1. | Joint Accessibility Advisory Committee - January 14, 2021 Minutes | 18 |
| 2. | Information Report T-08-2021 - Statement of Remuneration and Expenses for 2020 | 20 |
| 3. | Information Report WLFD-06-2021 - Monthly Update February 2021 | 24 |

7. COMMUNICATIONS

- | | |
|---|----|
| 7.1. ITEM A19-21 | 27 |
| Honourable Minister Steve Clark - Ministry of Municipal Affairs & Housing
Re: Letter - 2021 Virtual Rural Ontario Municipal Association (ROMA) | |

Conference Delegation - COVID-19 Impacts on Municipality and Loss of Revenues

FOR INFORMATION

7.2. ITEM A20-21 28

Honourable Minister Steve Clark - Ministry of Municipal Affairs & Housing
Re: Letter - 2021 COVID-19 Recovery Funding for Municipalities

Program - Support for COVID-19 Operating Costs & Pressures

FOR INFORMATION

7.3. ITEM A21-21 31

Jon Pegg, Ontario Fire Marshal

Re: Memo and Application - Fire Safety Grant

RECOMMENDATION:

1. That, the memo, dated March 11, 2021, from Jon Pegg, Ontario Fire Marshall regarding the announcement of a one time Fire Safety Grant to assist municipal fire services in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic as well as to advise that the Township of West Lincoln is eligible to receive up to \$8,100.00 as part of this grant program be received; and,
2. That, the Township of West Lincoln Fire Chief be hereby authorized to complete and submit the Fire Safety Grant application form by no later than March 19, 2021 as well as any other documentation necessary as part of the grant process; and,
3. That, the Fire Chief be authorized to determine the best use of the funding, as outlined in the above noted memo, being either or both of the two priority areas; and,
4. That, this recommendation be approved prior to ratification of Council in order for the Fire Chief to include Council's endorsement as part of the Township's Fire Safety Grant application submission.

8. STAFF REPORTS

8.1. ITEM A22-21 35

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-09-2021 - 2021 Corporate Sponsorships and Cemetery and Hall Board Grants

RECOMMENDATION:

1. That, Report T-09-2021 regarding "2021 Corporate Sponsorships and Cemetery and Hall Board Grants", dated March 15, 2021 be received; and,
2. That the Corporate Sponsorships and the Cemetery and Hall Board grants for 2021 as recommended in this report, be approved.

8.2. ITEM A23-21

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-10-2021 - New Account with Cash Management Group

RECOMMENDATION:

1. That, Report T-10-2021 regarding "New Account with Cash Management Group" dated March 15, 2021, be received; and,
2. That, staff be given authority to open an account with Cash Management Group.

9. OTHER BUSINESS

9.1. ITEM A24-21

CAO (Beverly Hendry)

Re: Employee Professional Accomplishments

1. Katelyn Hall, Deputy Treasurer - Completion of AMCTO Municipal Accounting and Finance Program (MAFP) Unit 1 - Introduction to Municipal Accounting and Financial Reporting.

9.2. ITEM A25-21

Members of Committee

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

9.3. ITEM A26-21

Members of Council

Re: Other Business Items of an Informative Nature

10. NEW BUSINESS

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

11. CONFIDENTIAL MATTERS

There are no confidential matters.

12. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of [time]

Request to Speak at a Meeting

If you are interested in appearing in person at a Council or Standing Committee meeting to present information or an opinion on a matter, please fill in the form below.

Please note: Your request must be submitted by 4:30 p.m. 10 days prior to the Committee or Council meeting.

Full Name: *

Marlene Bergsma

Who are you representing? *

- ☐ Self
- ☒ Group/Organization

Group or Organization Name: *

Smithville Christian High School

Street Address: *

6488 Smithville Townline Road, P.O. Box 40

Town/City: *

Smithville

Postal Code: *

L0R 2A0

How would you like us to contact you? *

- ☒ Email
- ☐ Telephone

Email Address: *

mbergsma@smithvillechristian.ca

Presentation Details

Which meeting would you like to present at? * 

Administration/Fire/Finance Committee

Requested Meeting Date: *

3/15/2021



What is the presentation topic? *

Community Facility development

Do you have a presentation (slide deck)? *

Please upload your presentation materials.

☒ Yes ☐ No

Have you presented before on this topic? *

☐ Yes ☒ No

Please provide details on your presentation. Include questions or requests of the Committee or Council. *

Please also send the invitation to my colleague, Fred Breukelman, who is Smithville Christian's facilities manager at fbreukelman@smithvillechristian.ca

I will have the slide deck done closer to the date.

This presentation is with regard to our offer to develop a disc golf course at the Wellandport Community Centre.

Thank you very much.

Collection of Personal Information

Personal information on this form is collected under the authority of Section 6 of the Township of West Lincoln's Procedural By-Law for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before a Committee or Council.

Any questions about the collection, use and disclosure of personal information should be addressed to the Township Clerk:

- Email: clerk2@westlincoln.ca
- Telephone: 905-957-3346

Wellandport Community Centre Disc Golf Course Development

Marlene Bergsma

Director of Communications and Advancement



Benefits to the Township

- Safe (especially during COVID)
- Accessible, low-cost, few barriers to play
- All-ages, intergenerational
- Year-round, outdoor
- Active, healthy
- Encourages public use of park and deters vandalism
- Low cost
- Low maintenance



Future Benefits to the Township

- Library could add discs to sports equipment lending program
- Serves residents
- Innovative (Partnership, COVID response)
- Potential to attract visitors
- Could boost local business
- Excellent trial project (18-hole championship course?)



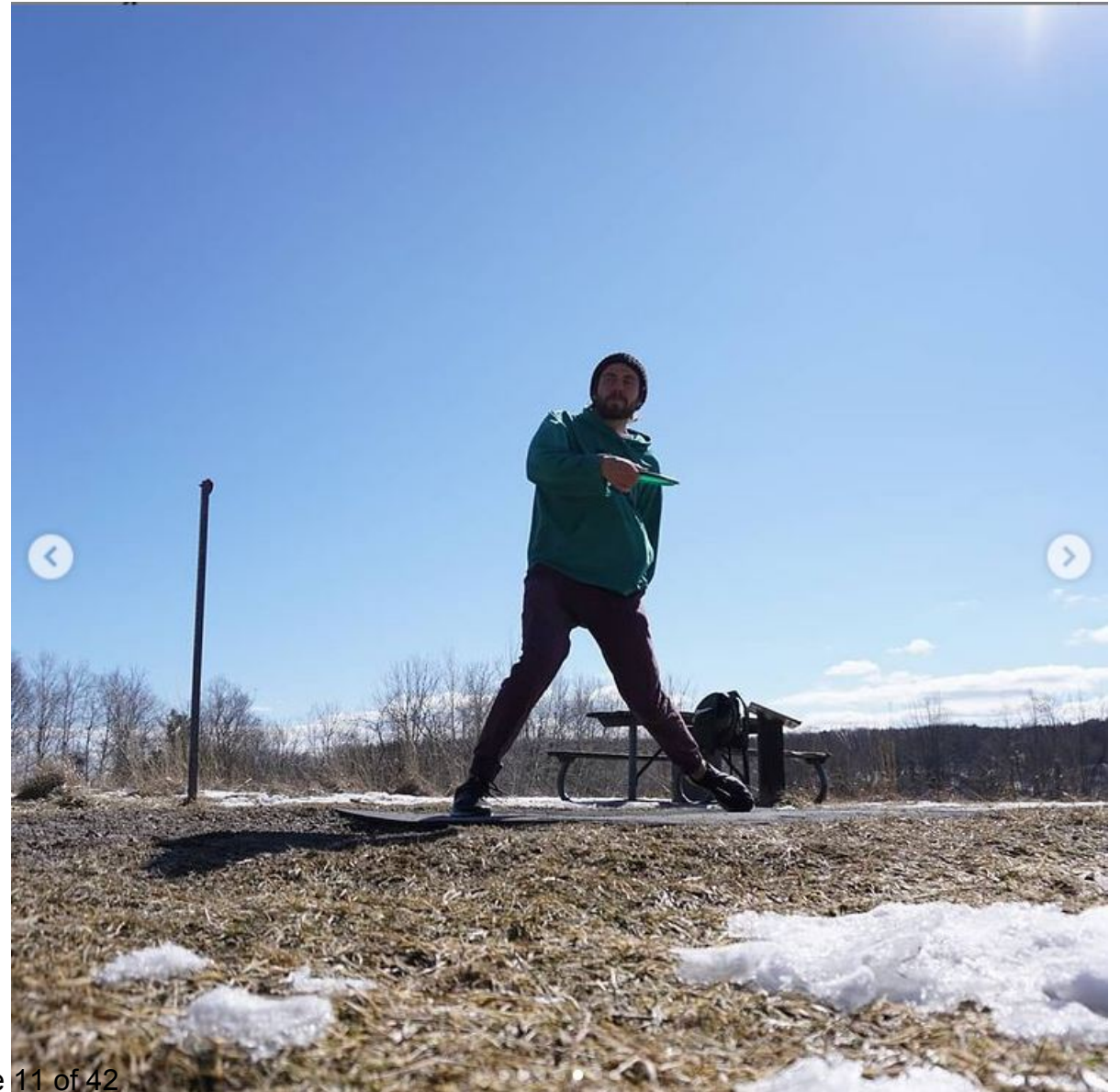
Benefits to Smithville Christian

- Meaningful partnerships
- Project-based learning
- Course design: excellent phys-ed project
- Target construction: excellent shop project
- Students' first-hand experience of community engagement, giving to their community
- Models healthy, active living



Disc Golf

- Similar to golf
- Has a professional association and standards: PDGA
- Tournaments
- Sponsorships
- Broadcasting
- Fundraising
- Growing in popularity

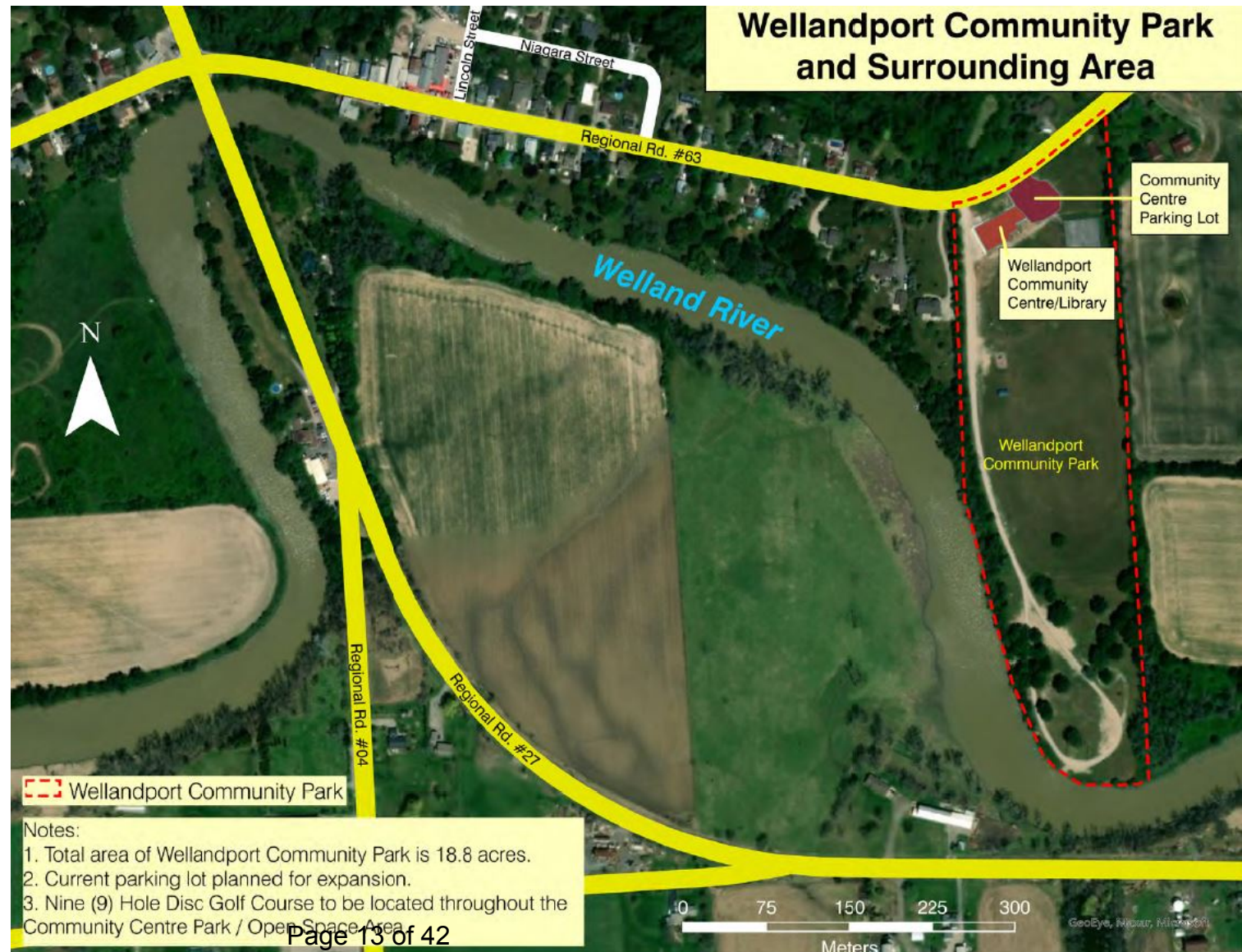


Equipment

- Targets
- Discs
- Tee Boxes
- Signage



Concept 9-Hole Course



Concept Hole 1



Concept
Hole 3
600 ft
Par 5 (!)



Concept Hole 7



Thank you.



West Lincoln
Your Future Naturally



Joint Accessibility Advisory Committee
Meeting Minutes
Thursday, January 14, 2020
Zoom Meeting
6:30 p.m. – 8:00 p.m.

Present: Dianne Rintjema (Lincoln), Brenda Mitchell (Lincoln), Joey Hewitt (Thorold), Victoria Wilson (Thorold), Stephen Barker (Grimsby), Karen Lemieux (West Lincoln), Carole Furher (Lincoln), Dave Antaya (NOTL), Rhys Evans (Pelham), Ann Villalta (Pelham), Donna Delvecchio (Admin Group Rep.), Donna Herrington (JAAC Coordinator)

Regrets: Rachel Brown (Grimsby), Kathleen Kelly (Lincoln)

1. **Call to order.** Stephen called the meeting to order at 6:30 pm.
2. **Approval of Agenda**

Be it resolved that the agenda is approved as presented. Moved by Rhys Evans seconded by Karen Lemieux. CARRIED.

3. **Approval of Minutes from December 10, 2020**

Be it resolved that the minutes of December 10, 2020 are approved as presented. Moved by Dianne Rintjema, seconded by Dave Antaya. CARRIED.

Business Arising from the Minutes

4. a) **We Are Accessible Award - Accessibility Checklist for West Niagara Chiropractic and Wellness Centre.**

Karen reviewed the checklist results. This business approached us for the award and is still working on several items to improve accessibility. They scored an 82%. They would like us to come back when their renovations are complete and re-assess them. The group decided to award them the certificate to acknowledge their accessibility efforts and to give them the We Are Accessible decal once we have re-assessed them. The business asked about making their website accessible. Donna will send Karen some information on website checkers for accessibility.

b) Transit on Demand App Accessibility

Stephen advised the Region that the Transit App is not accessible to screen readers. The Region advised they intend to work on this and address accessibility once the pilot phase of the project is over and it goes to tender for a permanent service provider. Dianne will investigate through the Region the cost of making the App accessible.

6. **New Business:**

a) Priorities for 2021-2022

- **Meeting schedule** – The current schedule – every other month on the 2nd Thursday of the month at 6:30 pm still works for the group. Donna will prepare and distribute a list of meeting dates.
- **We Are Accessible Award** – the group will continue with this award.
- **Grimsby Chamber of Commerce – other Chambers?** – the group will work with the Grimsby Chamber and will prepare a presentation for the other chambers in the region. We will start with an introductory letter to be reviewed at the March meeting.
- **Educational campaign for businesses** – the group agreed to do this. We will prepare an educational campaign about accessibility as well as funding sources available.
- **Meeting with other AAC's** – the group wishes to move ahead with this in the hopes that we can have a Zoom Conference in May 2021
- **Meeting with Councils** – the group agreed this was a priority and a short presentation should be prepared for all JAAC Councils.
- **Audits** – Donna will conduct audits of a maximum of 10 facilities per municipality in the coming year.

7. **Community News**

Pelham

- The We Are Accessible Award photos from Pelham have not been uploaded to our Facebook page – Donna H. to rectify.
- Steve Bauer Trail – there is a petition to save some trees on the trail before development can begin.

Thorold

- Staff have been trained in Accessible Document creation to assist with ensuring website accessibility is maintained. Any website updates are to be vetted through the Clerk before posting.

8. **Next Meeting** – Thursday, March 11, 2021, 6:30 pm via Zoom

9. **Adjournment**

The meeting adjourned at 7:20 pm – moved by Rhys Evans, seconded by Brenda Mitchell.

DATE: March 15, 2021

REPORT NO: T-08-2021

SUBJECT: **Statement of Remuneration and Expenses for 2020**

CONTACT: Donna DeFilippis, Director of Finance

OVERVIEW:

- **Section 284 of the Municipal Act requires the Treasurer to provide on an annual basis a summary of remuneration and expenses paid to Council Members and persons serving on any bodies. This statement shall be provided on or before March 31st of each year.**

RECOMMENDATION:

That Report T-08-2021 regarding the “Statement of Remuneration and Expenses for 2020” dated March 15, 2021, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #6

- Efficient, Fiscally Responsible Operations

BACKGROUND:

Section 284 of the Municipal Act requires that the Treasurer shall in each year provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to each Member of Council in respect of his or her services as a Member of Council. The statement must also include remuneration and expenses paid to any person, other than a Member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. This statement must be provided on or before March 31st of each year.

Township By-Law 2019-29 authorizes the remuneration to Members of Council and the reimbursement of expenses to Members of Council.

CURRENT SITUATION:

Schedule A to this report provides a statement of the amounts paid to both Members of Council and to members of the Committee of Adjustment. Benefits represent the Township cost for both statutory benefits such as CPP (Canada Pension Plan) as well as OMERS pension plan and group health and dental benefits.

FINANCIAL IMPLICATIONS:

All amounts recorded on Schedule A are within the appropriate 2020 budget. There are no financial implications in preparing this report.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO.

CONCLUSION:

That the attached 2020 Statement of Remuneration and Expenses for Members of Council and Persons Serving on any Bodies be received for information purposes.

Prepared & Submitted by:



Donna DeFilippis, Director of Finance

Approved by:



Bev Hendry, CAO

Member of Council	Term of Office	2020
		\$
Mayor Bylsma	Salary	36,962
	Benefits	5,804
	Conferences/Training	2,019
	Office Supplies	196
	Meeting/Promotion	129
	Mileage Reimbursement	98
	Total	45,208
Councillor Rehner	Salary	20,669
	Benefits	9,684
	Cell Phone/Internet Reimbursement	1,967
	Office Furniture	905
	Office Supplies	128
	Total	33,353
Councillor Trombetta	Salary	20,669
	Benefits	3,164
	Cell Phone/Internet Reimbursement	2,608
	Total	26,441
Councillor Ganann	Salary	20,669
	Benefits	403
	Cell Phone Reimbursement	803
	Total	21,875
Councillor Reilly	Salary	20,669
	Benefits	9,718
	Conferences/Training	1,599
	Cell Phone/Internet Reimbursement	1,153
	Meeting	175
	Total	33,315
Councillor Jonker	Salary	20,669
	Benefits	9,718
	Mileage	214
	Total	30,601
Councillor Coady *resigned October 26th	Salary	16,890
	Benefits	7,984
	Cell Phone Reimbursement	316
	Total	25,191

Councillor Bradaric	Salary	1,078
*commenced December 14th	Benefits	166
	Total	1,243

Member of Committee of Adjustment

D. Vandyke	Meeting Fee	560
	Benefits	11
	Total	571

B.Baarda	Meeting Fee	490
	Benefits	10
	Mileage Reimbursement	128
	Total	628

P.Forsberg	Meeting Fee	520
	Benefits	10
	Mileage Reimbursement	81
	Total	611

D. Coon-Petersen	Meeting Fee	375
	Benefits	7
	Total	382

K.Willis	Meeting Fee	490
	Benefits	10
	Total	500

DATE: March 15, 2021
REPORT NO: WLFD-06-2021
SUBJECT: **Monthly Update February 2021**
CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

- This report will address February 2021 fire responses and activities.

RECOMMENDATION:

1. That, report WLFD-06-2021 regarding “Monthly Update – February 2021”, dated March 15, 2021, be received for information purposes.

ALIGNMENT TO STRATEGIC PLAN:

Theme #5

- Community Health and Safety – Fostering a safe community where residents can thrive throughout their lives.

Theme #6

- Efficient, Fiscally Responsible Operations – maintaining a lean organization with innovative approaches and strong asset management.

CURRENT SITUATION:

Emergency Response Calls – February 2021

Station # 1 – 20 Station # 2 – 6 Pelham – 4

Incident		Call Time	Nature	District
2021-002074	2/26/2021	3:21:33	1 - Structure Fire	St # 1&2
2021-001986	2/23/2021	13:50:14	54 - Vsa/Unconscious	Pel # 3
2021-001861	2/20/2021	2:40:21	41 - Mvc Extrication	St # 1
2021-001832	2/19/2021	10:27:52	41 - Mvc Extrication	St # 1&2
2021-001813	2/18/2021	19:30:44	11 - Preliminary Assignment	St #1
2021-001807	2/18/2021	18:15:04	52 - Carbon Monoxide Sympt	St # 1

2021-001802	2/18/2021	17:20:27	1 - Structure Fire	St # 1&2
2021-001793	2/18/2021	10:09:33	52 - Carbon Monoxide Symptomatic	Pel # 2
2021-001742	2/16/2021	17:14:40	54 - Vsa/Unconscious	St # 1
2021-001729	2/16/2021	10:47:08	56 - Overdose	St # 1
2021-001679	2/14/2021	20:36:13	1 - Structure Fire	St # 1&2
2021-001634	2/13/2021	14:29:13	2 - Vehicle Fire	St # 1
2021-001590	2/12/2021	8:20:04	4 - Mvc Unknown Extrication	St # 1
2021-001585	2/12/2021	7:10:46	4 - Mvc Unknown Extrication	St # 1
2021-001555	2/11/2021	13:58:26	56 - Overdose	St # 1
2021-001423	2/7/2021	12:03:57	1 - Structure Fire	Pel # 2 St #1&2
2021-001411	2/6/2021	23:48:22	32 – Rubbish Fire	St # 1
2021-001362	2/5/2021	13:04:36	53 - Carbon Monoxide No Sym	St # 1
2021-001305	2/4/2021	6:53:22	41 - Mvc Extrication	St # 1
2021-001265	2/2/2021	22:38:41	4 - Mvc Unknown Extrication	St # 1
2021-001258	2/2/2021	16:35:34	41 - Mvc Extrication	Pel # 3
2021-001236	2/2/2021	4:28:22	7 - Emergency Assistance	St # 1
2021-001235	2/2/2021	3:58:09	1 - Structure Fire	St 3 1&2
2021-001233	2/1/2021	22:25:21	54 - Vsa/Unconscious	St # 1
2021-001216	2/1/2021	15:24:30	41 - Mvc Extrication	St # 1

District Legend:

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

New Retirees – Nothing to report

New Recruits – Recruit class training will commence Wednesday March 31, 2021

Respecting Our Roots, Realizing Our Future

Promotion – Nothing to report

Training

- Moving into Red Zone – weekly training has started back in small groups following Provincial & Public Health guidelines, with social distancing and mask wearing.

Fire Prevention – Nothing to Report

Apparatus Fleet – Nothing to report

Fire Department Activities

- Sarah Trzok – New Administrative Assistant is working well - great to have her
- Station # 2 New Fire Hall – weekly meeting are taking place, working through the planning process, site plans, and preliminary drawings.
- RFP – for New Tanker replacement s will go out week of March 15th just finalizing the specifications.

Prepared & Submitted by:



Dennis Fisher, Fire Chief / CEMC

Approved by:



Bev Hendry, CAO

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-648

February 23, 2021

Your Worship
Mayor David Bylsma
Town of West Lincoln
dbylsma@westlincoln.ca

Dear Mayor Bylsma:

I would like to thank you and Chief Administrative Officer Bev Hendry for taking the time to meet with me and MPP Sam Oosterhoff at the 2021 Virtual Rural Ontario Municipal Association (ROMA) Conference. We value our strong partnerships with municipalities and know how important they are, now more than ever.

I appreciated learning about the proactive efforts the Township of West Lincoln took to mitigate negative cost impacts and revenue shortfalls when facing the financial pressures of COVID-19.

As discussed during your delegation, our government is committed to supporting municipalities in a way that is sustainable and responsible. We look forward to continuing to work with the federal government as we navigate through these challenging times, to ensure the people of Ontario have the supports they need for a safe economic recovery. Thank you for sharing the township's concerns regarding loss of revenue since the most recent lockdown. As mentioned in the meeting, please feel free to share documentation of your efforts and cost containment measures as it is helpful to see the financial impacts of COVID-19 from a small rural perspective.

If you or your staff would like to discuss these matters further, ministry staff would be pleased to assist. Please feel free to contact Laurie Miller, Regional Director in the Central Municipal Services Office at 437-855-6078 or Laurie.Miller@ontario.ca. You can also contact my Senior Policy Advisor for Municipal Affairs, Stephanie DiNucci, at Stephanie.DiNucci@ontario.ca.

I want to take this opportunity to thank you for the hard work you are doing enforcing the public health measures in your community put in place to safeguard the health and safety of Ontarians. Together, we will make our communities stronger and put them on the path to recovery and resilience. Our government will continue to stand shoulder-to-shoulder with municipalities and we will continue to engage with you and listen to your ideas of how we can forge ahead on our recovery together.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

c. Sam Oosterhoff, MPP Niagara West Sam.Oosterhoffco@pc.ola.org

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-1005

March 4, 2021

Mayor Dave Bylsma
Township of West Lincoln
318 Canborough Street P.O. Box 400
Smithville ON L0R 2A0

Dear Mayor Bylsma:

Ontario has heard directly from the municipal sector that operating impacts due to the pandemic will continue in 2021. In order to respond to municipal need and to further strengthen our communities, we are now investing an additional \$500 million to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures. While the actual extent of municipal impacts for 2021 are uncertain at this time, the province expects that this funding will help municipalities continue to deliver the high-quality local services that residents and business rely on, as well as help municipalities proceed with planned capital projects in 2021.

I am pleased to inform you that the Government of Ontario has committed financial support to the **Township of West Lincoln** through the 2021 COVID-19 Recovery Funding for Municipalities program in order to support your COVID-19 operating costs and pressures. All municipalities in Ontario are eligible for this program and the level of funding is based on the proportion of COVID-19 cases in the Public Health Unit for your respective municipality during the period of January 1, 2021 to February 18, 2021. I have reviewed the eligibility criteria for provincial assistance under the program and have determined that accordingly, your municipality will receive **\$267,744.00**, subject to your municipality returning a copy of this letter, signed by your municipal treasurer, to the ministry by March 31, 2021. You will receive these funds in two equal instalments – one instalment on or before May 1, 2021 and the other on or before November 1, 2021.

Please note that your municipality is accountable for using this funding for the purpose of addressing your priority COVID-19 operating costs and pressures. If the amount of the funding your municipality receives exceeds your 2021 COVID-19 operating costs and pressures, the province's expectation is that your municipality will place the excess

funding into a reserve fund to be accessed to support any future COVID-19 operating costs and pressures.

The province realizes that municipalities are facing financial impacts due to the COVID-19 pandemic and that in some instances, this provincial funding will not be sufficient to cover all municipal operating impacts due to COVID-19. The province expects municipalities to do their part by continuing to find efficiencies in their operating services and using existing reserves and reserve funds that have been specifically put aside for such unforeseen circumstances.

Your municipality will be expected to provide two report backs on your COVID-19 operating impacts and the use of these funds as follows:

1. An interim report in June 2021, which will include:
 - a) Use of funds provided last year under the Safe Restart Agreement – Operating funding stream; and
 - b) 2021 estimated COVID-19 operating impacts and how your municipality plans to use the funding under the 2021 program.
2. A final report back in Spring 2022.

We had previously indicated that Safe Restart Agreement reporting would be expected in March 2021. However, we have decided to streamline this reporting and the new 2021 COVID-19 Recovery Funding for Municipalities program. The template for this report back will be provided by the ministry with more details to follow in the coming months. While the province expects your municipality to complete this report, your second instalment under the 2021 COVID-19 Recovery Funding for Municipalities program is not contingent on the province receiving your interim report.

At this time, I am requesting that your municipal treasurer sign the acknowledgement below and return the signed copy to the ministry by email to: Municipal.Programs@ontario.ca. If the province has not received your letter on or before March 31, 2021, you will not be eligible for this program and your municipality's allocation will not be paid. In order to allow for processing time, please provide your signed letter to the ministry on or before March 24, 2021.

Our government continues to stand with our municipal partners as we have throughout the pandemic, advocating for funding for communities from the federal government to support local economic recovery. Communities may need more COVID-19 related operating funding in the coming year, and we will continue to advocate on your behalf to the federal government. I encourage you to contact your local Member of Parliament to seek further federal support in order to help municipalities deal with their operating impacts due to COVID-19.

The government thanks all 444 Ontario municipal heads of council for their support throughout the pandemic and our ongoing partnership in Ontario's economic recovery.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c. Municipal Treasurer and Municipal CAO

By signing below, I acknowledge that the allocation of **\$267,744.00** is provided to the **Township of West Lincoln** for the expected purpose of assisting with COVID-19 costs and pressures and that the province expects any funds not required for this purpose in 2021 will be put into a reserve fund to support potential COVID-19 costs and pressures in 2022. I further acknowledge that the **Township of West Lincoln** is expected to report back to the province on 2021 COVID-19 costs and pressures and the use of this funding.

Name:

Title:

Signature:

Date:

Ministry of the Solicitor General

**Office of the Fire Marshal and
Emergency Management**

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

**Bureau du commissaire des incendies et
de la gestion des situations d'urgence**

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Téléc. : 647-329-1143



MEMORANDUM TO: Mayor Dave Bylsma
CAO Beverly Hendry
Clerk Joanne Scime
Fire Chief Dennis Fisher

FROM: Jon Pegg
Ontario Fire Marshal

DATE: March 11th, 2021

SUBJECT: Fire Safety Grant Announcement

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Township of West Lincoln is eligible to receive up to **\$8,100.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding

the grant may not have time to proceed to municipal council for approval within the timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at ofm@ontario.ca. If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg
Ontario Fire Marshal



1. Please ensure that all fields are completed as part of this grant application form.
2. If you require more space, please adjust the text boxes as needed.
3. If you wish to split the grant between supporting training and supporting a virtual inspection program to enhance your existing in-person inspection program, please complete both sections below.
4. Please email completed application to ofm@ontario.ca
5. **Applications must be received no later than 1700hrs on March 19, 2021.**
6. If you have any questions, please contact your Fire Protection Adviser.

Name of Municipality	Township of West Lincoln
Name of Fire Department	West Lincoln Fire and Emergency Services
Municipal Mailing Address	P.O. Box 400, 318 Canborough Street Smithville, ON L0R 2A0
Name of Fire Chief	Dennis Fisher
Email Address for Fire Chief	dfisher@westlincoln.com
Fire Safety Grant Allocation Amount	\$8,100.00

For those departments who wish to use the grant to support training, please provide a brief description of how the grant will be allocated, including the dollar amount. Please provide a brief overview of the training being provided, mode of delivery (online, Regional Training Centre, Learning Contract, other) and estimated timelines for completion. Please refer to the Fire Marshal Memo issued on March 11th, 2021 for additional information regarding eligible expenses. Please add extra lines to expand the text box below, if needed.

[illegible]



Office of the Fire Marshal 2020/2021 Fire Safety Grant Application Form

For those departments who wish to use the grant to support a virtual inspection program to enhance your existing in-person inspection program, please provide a brief description of how the grant will be allocated, including the dollar amount. Please provide a brief overview of the compliance activities and how it will be administered at the department level, including potential rollout. Please refer to Fire Marshal Memo issued on March 11th, 2021 for additional information regarding eligible expenses. Please add extra lines to expand the text box below, if needed.

Name of Application Submitter	
Title	
Signature	
Date	

DATE: March 15, 2021

REPORT NO: T-09-2021

SUBJECT: **2021 Corporate Sponsorships and Cemetery and Hall Board Grants**

CONTACT: Donna DeFilippis, Director of Finance and Treasurer

OVERVIEW:

- **Corporate Sponsorship applications received total \$30,200 with a recommended funding totaling \$19,300**
- **Grant applications from the Cemetery and Hall Boards who operate and maintain the Cemeteries and Community Halls were received in the amount of \$18,300 and a total grant allocation is recommended of \$22,800**
- **The grants to the Cemetery and Hall Boards provide a base level of funding for items such as repairs, maintenance, equipment, etc.**

RECOMMENDATION:

- 1) That, Report T-09-2021 regarding “2021 Corporate Sponsorships and Cemetery and Hall Board Grants”, dated March 15, 2021 be received; and,
- 2) That the Corporate Sponsorships and the Cemetery and Hall Board grants for 2021 as recommended in this report, be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Local Attractions:** West Lincoln has amenities, programs and services that bring the community together to celebrate small-town and rural way of life.

BACKGROUND:

A copy of the Community Sponsorships Policy (POL-C-02-02) is attached to this report as Schedule A. Copies of each group’s grant request and their financial information has been provided to the Treasurer and is available should any Councillor have a question. A notice for local non-profit organizations was placed in the local newspaper on January 14, 2021 indicating that the Township was accepting applications under the Sponsorship Fund program. The ad and information including the policy and application forms were also posted on the Township’s website. The deadline for submission was February 22, 2021.

As per the Township policy, a Community Group is defined as follows: “Community Groups shall mean service clubs, sports, cultural, recreational and youth groups and other similar types of associations recognized by the Council and who represent primarily the residents of West Lincoln and/or whose membership primarily constitutes residents of the Township of West Lincoln.”

CURRENT SITUATION:

2021 Corporate Sponsorships:

As part of the 2021 Operating Budget, an amount of \$19,300 has been allocated for Corporate Sponsorship grants. The chart below outlines the applications received and the recommended grants.

COMMUNITY GROUP	2020 REQUEST (\$)	2020 Recommended GRANT (\$)	2021 REQUEST (\$)	2021 Recommended GRANT (\$)
West Lincoln Santa Claus Parade	\$0	\$0	\$3,000	\$3,000
Royal Canadian Legion Branch 393 (Smithville Branch)	\$3,500	\$2,000	\$7,500	\$2,800
West Niagara Agricultural Society	\$6,500	\$5,000	\$5,000	\$5,000
West Lincoln Chamber of Commerce	\$2,500	\$1,300	\$3,000	\$1,300
Caistor Plowmens Association	\$200	\$ 200	\$200	\$200
Foundation of Resources for Teens (FORT)	\$5,000	\$5,000	\$6,000	\$5,000
Kristen French Child Advocacy Centre of Niagara	\$1,500	\$ 750	\$1,500	\$0
Niagara 4H Association	\$2,000	\$1,000	\$2,000	\$1,000
Smithville Bridge Club	\$2,600	\$ 500	\$0	\$0
West Lincoln Historical Society	\$5,000	\$2,500	\$0	\$0
Caistor Minor Ball Association	\$1,000	\$ 500	\$0	\$0
Smithville Garden Club	\$0	\$0	\$1,000	\$1,000
St. Catharines Shoebox Project for woman	\$0	\$0	\$1,000	\$0
Smithville Terry Fox Run	Use of Municipal Office Green Space & Washroom	Use of Municipal Office Green Space & Washroom	Use of Municipal Office Green Space & Washroom	Use of Municipal Office Green Space & Washroom
TOTAL	\$29,800	\$18,750	\$30,200	\$19,300

Many of the applications received in 2021 are from groups that the Township has a long partnership with and have supported them on an annual basis, those groups are: West Lincoln Santa Claus Parade, West Niagara Agricultural Society, West Lincoln Chamber of Commerce, Caistor Plowmen's Association, FORT, Niagara 4H Association and the Smithville Terry Fox Run. All of these organizations provide community activities within the Township.

The Royal Canadian Legion Branch 393 (Smithville Branch) have made a request for \$7,500 in 2021. The funds are being requested to enhance their patio with furniture, a covered cooking facility, storage shed, concrete base and lighting. This is in response to the impacts of COVID-19 to their organization. Their application indicates that they have also submitted applications to other groups such as Trillium. Staff is recommending a grant of \$2,800, which is an increase of \$800 over the 2020 allocation.

The Smithville Garden Club has requested \$1,000 through the Township program. The funds would be used to celebrate the 100th anniversary of the club which would be commemorated through the purchase of a tree and plaque. Staff has recommended the full funding of this request.

The following two groups have not been allocated grant funds: Kristen French Child Advocacy Centre of Niagara and the St. Catharine's Shoebox Project for Women. This action was based on the fact that with limited funding, the focus would be on groups that were West Lincoln based.

In reviewing all of the applications, staff recognizes the importance of all community groups and events. The decision making process was based on focusing on West Lincoln based groups and activities.

Hall Boards:

Annually, the Township requests grant applications from the Hall Boards who operate and maintain the Community Halls. The grants provide a base level of funding for maintenance/minor capital at these facilities. The Township owns all of the properties below, except for the Fulton Hall. In addition, Silverdale Hall is also owned by the Township and this grant is available to that Hall Board. However, an application has not been received from that Board since 2015.

The chart below outlines the application amount and the recommended grant for 2021. In 2020, as a response to COVID-19, the Township provided additional funds to Wellandport Hall (\$4,950) and Caistor Community Hall (\$2,620). These additional funds were allocated to assist with utility costs in light of the fact that hall rental revenue had declined or was non-existent.

The Township budgets for Hall Board grants under account 1-16-16340-530003 with a 2021 budget of \$5,100. In addition, the 2021 budget anticipated that additional funds would be necessary to support the Hall Boards given that rental restrictions would still exist in 2021. Staff budgeted \$7,600 towards this expense and coded this to a COVID expense.

As per the chart below, staff is recommending that additional funds be allocated to the Hall Boards in 2021 to assist with Covid-19 impacts.

	2020				2021			
	Request	Grant	COVID Relief	Total	Request	Grant	COVID Relief	Total
Wellandport Hall	\$1,000	\$1,000	\$ 4,950	\$ 5,950	\$1,000	\$1,100	\$ 4,900	\$ 6,000
Fulton Hall	\$2,000	\$1,500	\$ -	\$ 1,500	\$2,000	\$1,550	\$ 450	\$ 2,000
Caistor Community Center	\$3,000	\$2,000	\$ 2,620	\$ 4,620	\$4,000	\$2,100	\$ 2,550	\$ 4,650
TOTAL	\$6,000	\$4,500	\$ 7,570	\$12,070	\$7,000	\$4,750	\$ 7,900	\$12,650

Cemetery Boards:

The Township currently maintains 21 cemeteries. In addition, there are six active cemeteries which are maintained by other cemetery boards. In 2021, Council approved \$10,300 in grants to these boards. The funds were allocated to general operations and various capital improvements such as headstone repairs and equipment purchases. The grant allocation is based on a calculation of \$666/per acre. This was determined in 2009 by the Municipal Cemetery Board.

The requests have been reviewed and the charts below show the previous year's grant, the 2021 request and the proposed 2021 recommended grant.

CEMETERY GRANTS

Cemetery	Request 2020	Grant 2020	Request 2021	Grant 2021
Caistorville United Church	\$ 4,500	\$ 4,000	\$ 4,500	\$ 4,000
St. Luke's Anglican	\$ 1,400	\$ 1,200	\$ 1,400	\$ 1,200
Kimbo Free Methodist	\$ 1,000	\$ 900	\$ 1,000	\$ 900
Smithville United Church	\$ 2,500	\$ 2,300	\$ 2,500	\$ 2,300
Elcho United Church	\$ 500	\$ 500	\$ 500	\$ 500
St. Martin's Catholic Church	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
TOTAL	\$11,300	\$10,300	\$11,300	\$10,300

FINANCIAL IMPLICATIONS:

All of the funding amounts are within the 2021 approved budget.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO.

CONCLUSION:

It is recommended that Council approve the Corporate Sponsorship and Cemetery and Hall Board Grants as outlined in this report.

Prepared & Submitted by:

Donna DeFilippis

Donna DeFilippis, Director of Finance

Approved by:

B. Hendry

Bev Hendry, CAO

SCHEDULE "A"

POLICY – COMMUNITY SPONSORSHIPS

<u>POLICY NO:</u>	POL-C-02-02
<u>TITLE:</u>	Community Sponsorships
<u>AUTHORITY:</u>	Council Approval
<u>EFFECTIVE DATE:</u>	December 3, 2002
<u>APPROVAL:</u>	December 2, 2002
<u>PURPOSE:</u>	To establish criteria for reviewing and making recommendations on requests from funding assistance received from Community groups

Definitions:

In this policy:

- (a) The Committee means the Budget Committee of the Council of the Corporation of the Township of West Lincoln and/or the Committee of the Council responsible for the Corporation's Administration and Financial matters.
- (b) The Council means the Council of the Corporation of the Township of West Lincoln and the Corporation and the Council shall have a corresponding meaning.
- (c) Community Groups shall mean service clubs, sports, cultural, recreational and youth groups and other similar types of associations recognized by the Council and who represent primarily the residents of West Lincoln and/or whose membership primarily constitutes residents of the Township of West Lincoln.

Eligibility Criteria:

All requests for funding assistance from Community Groups shall be evaluated upon the following criteria:

- (a) The request must be made on behalf of a local Community Group.
- (b) The Community Group must be non-profit in nature and upon request must provide a financial statement to verify its not for profit status.
- (c) A Community Group must be primarily made up of volunteers.
- (d) The membership of the Community Group must not be restricted by race, creed, colour, marital status, sex, religious or political affiliation and should represent a broad base of community support.

- (e) Political or religious action groups shall not be considered for funding assistance.
- (f) Community Groups that are already receiving some other form of funding or subsidy from the Township for particular services/activities may not be considered for a grant or may receive a reduced grant from the Township in recognition of the other subsidy already being provided.
- (g) Community Groups that can verify that they have undertaken fundraising within the community may be given preference in consideration.
- (h) Community Groups already receiving funding assistance from other levels of government may not receive assistance from the Township dependent upon the need of the Group as compared to other requests under consideration.
- (i) Any Community Group that is providing a service/activity which represents a duplication of a service that is already well provided for in the community, shall not be considered.
- (j) The fact that a Community Group is making ongoing requests for assistance on an annual basis and therefore may be in danger of becoming financially dependent on the Township shall be taken into consideration.

Procedure:

All requests from Community Groups shall be in writing and shall be referred to the Treasurer and the Chair of the Committee to be considered based upon the criteria as set out in this policy and availability of funds as provided in the budget estimates.

Any additional information required by the Treasurer and the Chair of the Committee to aid in their consideration, shall be provided by the appropriate Community Group within the time specified or the request shall not be considered for approval.

Any requests received after the budget process may be considered provided that there are uncommitted approved budget funds available for community sponsorships.

DATE: March 15, 2021

REPORT NO: T-10-2021

SUBJECT: **New Account with Cash Management Group**

CONTACT: Donna DeFilippis, Director of Finance

OVERVIEW:

- Cash Management Group provides investment management services and is part of Canaccord Genuity Group Inc.
- Staff is recommending that the Township open an account with Cash Management Group in order to broaden the available investment opportunities for the Township

RECOMMENDATION:

- 1) That, Report T-10-2021 regarding “New Account with Cash Management Group” dated March 15, 2021, be received; and,
- 2) That, staff be given authority to open an account with Cash Management Group.

ALIGNMENT TO STRATEGIC PLAN:

Theme #6

- Efficient, Fiscally Responsible Operations

BACKGROUND:

The Ontario Municipal Act, O. Reg.438/97 provides guidelines regarding Eligible Investments for municipalities. The Township currently holds investments with RBC Dominion Securities Inc., Meridian and BMO. In addition, the Township uses CIBC as their daily bank. Investments are held in highly secure instruments such as bonds, debentures and GICs (Guaranteed Investment Certificates). At the end of 2020, investments totalled approximately \$8.2 million. The current economic conditions have resulted in low interest rates and it appears that this trend will continue into the near future.

CURRENT SITUATION:

The Cash Management Group is a Canadian investment firm that works with many municipalities, publically-funded organizations and public-sector companies. They are part of investment company Canaccord Genuity Group Inc. They work with 45 banks,

credit unions and trust companies and share the best rates with their clients. The Treasurer has had discussions with representatives at Cash Management Group and was impressed that a relationship with them would be flexible and without obligations. The Township is not committed to investing a minimum amount and there are no fees associated with the service. The only action that needs to take place is to open an account with them. Investments with the Cash Management Group will preserve the initial investment and will provide various liquidity options.

Some of the municipal clients using Cash Management Group include the City of St. Catharines, Town of Richmond Hill, City of Barrie, City of Greater Sudbury and Town of Marathon.

FINANCIAL IMPLICATIONS:

There are no costs to opening an account with Cash Management Group. It will provide a platform to staff to have access to additional investment opportunities among a multitude of banks and credit unions. This is especially important during the current economic landscape of low interest rates.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO.

CONCLUSION:

Staff is recommending that Council give staff authority to open an account with Cash Management Group.

Prepared & Submitted by:



Donna DeFilippis, Director of Finance

Approved by:



Bev Hendry, CAO