



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

MEETING NO. SEVEN

Monday, September 20, 2021, 6:15 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 September 20, 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**
- 2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST (CONFIDENTIAL MATTERS)**
- 3. CONFIDENTIAL MATTERS**

RECOMMENDATION:

That, the next portion of this meeting be closed to the public to consider the following pursuant to Section 239(2) of the Municipal Act 2001:

(a) Treasurer/Director of Finance (Donna DeFilippis)

Re: Confidential Report T-23-2021 - Section 357 Applications

Applicable closed session exemption(s):

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

3.1. ITEM A54-21

Treasurer/Director of Finance (Donna DeFilippis)

Re: CONFIDENTIAL Report T-23-2021 - Section 357 Applications

RECOMMENDATION:

1. That report, T-23-2021, regarding Section 357 Applications, dated September 20, 2021 be received; and,
2. That the list of applications as contained in Appendix A to report T-23-2021 be approved

RECOMMENDATION:

That, this Council meeting does now resume in open session at the hour of _____ p.m.

4. LAND ACKNOWLEDGEMENT STATEMENT

On behalf of the Members of Council and staff, we wish to acknowledge this land on which the Township of West Lincoln operates. The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabeg peoples and is still home to many indigenous people today. We are grateful to have the opportunity to work here today and to follow the Haudenosaunee system of blending laws and values and the Anishinaabe beliefs to strive to live in harmony and balance throughout the Municipality. We acknowledge that we are all treaty people and accept our responsibility to honour all our relations.

5. CHANGE IN ORDER OF ITEMS ON AGENDA

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

7. APPOINTMENTS

7.1. ITEM A55-21

Kathleen Kelly, Board Member - Joint Accessibility Advisory Committee (JAAC)

Re: JAAC History, Committee Expansion & Activities and "We are Accessible Award" to Local Businesses, Etc.

POWERPOINT PRESENTATION

RECOMMENDATION:

1. That, the PowerPoint Presentation from the Joint Accessibility Advisory Committee (JAAC) as presented at the September 20, 2021 Administration/Finance/Fire Committee Meeting, be received for information; and,
2. That, Township of West Lincoln acknowledge their commitment to the JAAC by ensuring the municipality meets the AODA 2025 Compliance Requirements, the "We are Accessible Award" to be awarded to local businesses, and communicate with the JAAC with respect to any accessibility concerns or decisions.

8. 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.

9. 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.

9.1. ITEM A56-21
CONSENT AGENDA ITEMS

RECOMMENDATION:

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

- | | | |
|----|---|----|
| 1. | Item 1 and 2 be and are hereby received for information; and, | |
| 2. | Item 3 be and is hereby received and the recommendations contained therein be adopted with the exception of Items #(s)_____ | |
| 1. | Information Report WLFD-14-2021 - Monthly Update August 2021 | 15 |
| 2. | Information Report No. T-22-2021 - August 31, 2021 Financial Update | 18 |
| 3. | Recommendation Report CAO-02-2021 - Christmas Break Holiday Hours 2021 | 26 |

10. COMMUNICATIONS

10.1.	ITEM A57-21	28
	Association of Municipalities of Ontario (AMO)	
	Re: Reconciliation, and New Resource Materials	

RECOMMENDATION:

That, the correspondence received from the Association of Municipalities of Ontario (AMO), received August 23, 2021 be received; and,

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC’s Calls to

Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the Township of West Lincoln does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

10.2. ITEM A58-21

31

Brian Walker, Peninsula West Power Inc.

Re: Appointment of Two Board Members - Commencing January 1, 2022 (Maximum 3 Year Term to December 31, 2024)

RECOMMENDATION:

That, _____ and _____ be recommended for appointment as Board Members on the Peninsula West Power Inc. Board commencing January 1, 2022 to December 31, _____.

11. STAFF REPORTS

There are no staff reports.

12. OTHER BUSINESS

12.1. ITEM A59-21

Bev Hendry (CAO)

Re: Flags at Half Mast until September 30, 2021 - The National Day for Truth and Reconciliation

RECOMMENDATION:

That, the flags throughout the Township of West Lincoln remain at half mast until after September 30, 2021.

12.2. ITEM A60-21

Members of Committee

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

12.3. ITEM A61-21

Members of Council

Re: Other Business Items of an Informative Nature

13. 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)

14. ADJOURNMENT

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

THE JOINT ACCESSIBILITY ADVISORY COMMITTEE

PRESENTATION TO COUNCILS 2021

HISTORY OF JAAC

- In 2003, six municipalities came together to create the Joint Accessibility Advisory Committee. The committee includes:
 - The Town of Lincoln
 - The Township of West Lincoln
 - The Town of Pelham
 - The City of Thorold
 - The Town of Niagara-on-the-Lake and
 - The Town of Grimsby

COMMITTEE EXPANSION

- In 2021, the committee expanded
- We are now joined by the City of Port Colborne
- We welcome Port Colborne and will assist the City to ensure compliance with the AODA. We will work to develop positive relationships within the local community

COMMITTEE ACTIVITIES

- Audits of municipal facilities
- Training modules for staff to ensure AODA compliance
- Committee branding: we have a new logo, a community flag and a Facebook page



JOINT ACCESSIBILITY ADVISORY COMMITTEE

**LINCOLN, WEST LINCOLN, PELHAM, THOROLD, NIAGARA-ON-THE-LAKE
GRIMSBY & PORT COLBORNE**

ACTIVITIES CONTINUED

- We continue to promote our Accessibility Award
- We use an audit checklist in each business
- If the business scores 80% or higher they receive the We Are Accessible Award
- To date, 10 businesses have received the award throughout our catchment area

2025

- Currently 22% of the Canadian population has a disability
- The deadline for full accessibility in the municipality is fast approaching. This means goods and services will need to be accessible (customer service, information and communications, new facilities and services).

2025 CONT'D

- We will continue to work with staff and council to ensure compliance with the AODA and are available to answer questions or concerns and to review site plans.

WE ASK

- We ask Council to assist us in ensuring the municipality meets the 2025 deadlines
- We ask Council to promote our We Are Accessible Award to local businesses
- We ask Council to continue to communicate with us about their accessibility concerns and decisions
- We thank you for the opportunity to present to Council

DATE: September 20, 2021
REPORT NO: WLFD-14-2021
SUBJECT: **Monthly Update August 2021**
CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

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

RECOMMENDATION:

1. That, report WLFD-14-2021 regarding “Monthly Update – August 2021”, dated September 20, 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 – August 2021

Station # 1 – 23 Station # 2 – 10 Pelham – 2

Incident	Call Date	Call Time	Nature	District
2021-010974	08/31/2021	3:33:21	41 - Mvc Extrication	St # 1&2
2021-010937	08/30/2021	12:40:04	51 - Non-Emergency Medical Assist	St # 1
2021-010790	08/27/2021	18:32:02	5 - Emergency Medical Assistance	St # 1
2021-010778	08/27/2021	16:05:52	5 - Emergency Medical Assistance	St # 1
2021-010777	08/27/2021	15:57:54	41 - Mvc Extrication	St # 1
2021-010740	08/26/2021	18:17:24	54 - Vsa/Unconscious	Pe # 3

2021-010659	08/25/2021	7:29:31	41 - Mvc Extrication	St # 1
2021-010633	08/24/2021	16:24:43	21 - Vehicle Fire, Large Scale	St # 1&2
2021-010480	08/21/2021	15:52:23	5 - Emergency Medical Assistance	St # 1
2021-010462	08/21/2021	9:52:32	5 - Emergency Medical Assistance	St # 1
2021-010379	08/19/2021	15:23:56	5 - Emergency Medical Assistance	Pe # 3
2021-010308	08/17/2021	22:22:22	32 - Rubbish Or Miscellaneous Fire	St # 1
2021-010295	08/17/2021	18:23:07	2 - Vehicle Fire	St # 2
2021-010281	08/17/2021	12:40:27	5 - Emergency Medical Assistance	St # 1
2021-010183	08/15/2021	14:09:09	5 - Emergency Medical Assistance	St # 1
2021-010164	08/15/2021	4:50:12	5 - Emergency Medical Assistance	St # 1
2021-010156	08/15/2021	2:37:44	32 - Rubbish Or Miscellaneous Fire	St # 1
2021-010048	08/12/2021	21:42:10	4 - Mvc Unknown Extrication	St # 2
2021-010039	08/12/2021	19:47:44	4 - Mvc Unknown Extrication	St # 2
2021-009955	08/11/2021	7:06:58	4 - Mvc Unknown Extrication	St # 1&2
2021-009892	08/10/2021	14:07:59	116 - Ruptured/Damaged Gas Line	St # 1
2021-009787	08/08/2021	20:15:46	3 - Grass Fire	St # 2
2021-009783	08/08/2021	19:53:36	2 - Vehicle Fire	St # 2
2021-009752	08/08/2021	2:47:16	32 - Rubbish Or Miscellaneous Fire	St # 2
2021-009696	08/07/2021	4:23:50	114 - Remote Alarm From Security	St # 1
2021-009600	08/05/2021	6:41:06	41 - Mvc Extrication	St # 1
2021-009599	08/05/2021	6:14:03	11 - Preliminary Assignment	St # 1
2021-009595	08/05/2021	4:04:46	41 - Mvc Extrication	St # 1
2021-009525	08/03/2021	22:40:56	4 - Mvc Unknown Extrication	St # 1

2021-009500	08/03/2021	14:52:52	3 - Grass Fire	St # 1
2021-009407	08/01/2021	22:10:56	112 - Detector Activation	ST # 1
2021-009377	08/01/2021	13:08:14	5 - Emergency Medical Assistance	St # 1

District Legend:

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

New Retirees – Nothing to report

New Recruits – looking at finalizing a recruit class to start November 2021

Promotion – Nothing to report

Training

- West Lincoln Fire will continue to train in small groups following Provincial & Public Health guidelines, with social distancing and mask wearing.

Fire Prevention – Nothing to Report

Apparatus Fleet

– New Fire Tanker ordered – preconstruction meeting upcoming, with a delivery date around August 2022

Fire Department Activities

- Station # 2 New Fire Hall – bi-weekly meetings are continuing, working through the planning process; site plans and final tender document out for bids late October-early November of 2021
- Online Burn Permits – a soft opening has begun to ensure the online process is working well and with no issues. An official launch of the online Fire permit process is scheduled to be announced September 24th.

Prepared & Submitted by:



Dennis Fisher, Fire Chief / CEMC

Approved by:



Bev Hendry, CAO

DATE: September 20, 2021

REPORT NO: T-22-2021

SUBJECT: Financial Update as of August 31, 2021

CONTACT: Donna DeFilippis, CPA CA Director of Finance

OVERVIEW:

- Presentation of a financial update as of August 31, 2021

RECOMMENDATION:

That, Report T-22-2021, regarding the “Financial Update as of August 31, 2021”, dated September 20, 2021, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #6

- Efficient, Fiscally Responsible Operations - the Township of West Lincoln is a lean organization that uses sustainable, innovative approaches and partnerships to streamline processes, deliver services and manage infrastructure assets

BACKGROUND:

The Finance Department has completed a review of operating results up to the end of August 31, 2021. **Appendix A** is a summary of the Operating Revenues and Expenditures up to August 31, 2021. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled “Budget” under the “Operating YTD” heading on the attached analysis indicates the portion of the budget that would be expected to be expended as of August 31, 2021. This report summarizes the actual operating expenditures up to August 31, 2021 by service area. **Appendix B** to this report is a presentation of August 31, 2021 results by “object” code and includes Capital expenditures. **Appendix C** to this report is a listing of the Township Uncommitted Reserve Balances projected to December 31, 2021. **Appendix D** to this report provides a summary of costs incurred as a result of the Covid-19 pandemic as of August 31, 2021.

CURRENT SITUATION:**Revenue Analysis:**

All revenue items are currently on track, except for Facility Rental fees, which are projected to be below budget as a result of the Emergency Orders related to the COVID-19 Pandemic.

Expenditure Analysis:

Township operating budgets are currently within the approved budget and at this point there are no items of concern.

Financial Impact of COVID-19:

The COVID-19 pandemic continues to impact the finances of the Township in 2021.

Appendix D outlines the costs and lost revenue as a result of COVID-19 up to August 31st, 2021.

In 2020, the Township received \$329,800 from the Province of Ontario through the Safe Restart Agreement, of which \$48,087 has been transferred into the Contingency Reserve to be used to fund 2021 COVID-19 costs. In December 2020, the Province announced that it would transfer an additional \$66,000 to the Township to assist with the COVID 19 impacts. Finally, on March 4th, 2021 funding of \$267,744 was announced from the Province through the 2021 COVID-19 Recovery Funding for Municipalities program. This last allocation was based on a formula that takes into account the proportion of COVID-19 cases in the local health unit between January 1 and February 18, 2021. In total, **\$381,831** in funds are available in 2021 to assist with COVID-19 impacts to the Township Operating fund. Any unused funds are required to be transferred into a reserve to deal with 2022 COVID-19 impacts. These funds cannot be used for Capital expenditures.

Purchasing Activity:

The Township's purchasing policy grants the CAO purchasing authority up to \$100,000. In the month of August, the CAO approved the following (the Amount column is before taxes)

Vendor	Amount	Project
BMA Management Consultants	\$ 35,000.00	User Fee Study

Township staff were successful in their recent application through the Province's Municipal Modernization Program to complete a User Fee Study. A Request for Proposal (RFP) was issued and BMA Management Consultants were the successful submitters. The project will address the following items:

- Assess the appropriateness, especially through benchmarking against comparable municipalities and quantifying the benefit of the service provided by the Township
- Identify ways to promote fairness in the property tax levy to avoid over-burdening it

with services provided by the Township for free or for a nominal fee, especially to non-residents

- Recommend best practices, such as charging fees on a cost recovery basis
- Recommend methods to ensure the Township's user fee schedule is digitally accessible to the public and that fees are efficient, effective and fair

The goal is to have the project completed by December 31st, 2021. The grant will cover 100% of any incurred costs.

FINANCIAL IMPLICATIONS:

Budget Amendment:

Amendments to the approved budget are requested by staff when they become aware of changes to the original Council approved budget. As part of the 2021 budget approval, Council approved the following recommendation:

"7. That, Council delegate authority to the CAO to approve in year 2021 budget amendments up to \$20,000 per item and to report to Council on a monthly basis regarding such amendments; and, "

Any amounts over \$20,000 would go directly to Council for approval. Commencing in 2021, the Finance Department will establish a numbering system for all budget amendments and will also include a summary of in-year budget amendments with the monthly financial update. These new procedures will further strengthen the budgeting processes of the Township and enhance transparency to the public.

To date, the following budget amendments have been approved:

Number	Description	Amount	Funding Source
BA2021-01	Town Hall Renovations in Former Library	\$ 10,000.00	Capital Reserve
BA2021-02	Bandshell	\$ 45,000.00	Facilities Reserve
BA2021-03	Hard-topping Concession 5 from Abingdon to Caistor Center Road	n/a	Change in Scope Only
BA2021-04	Pick Up Truck project 236	\$ 6,000.00	Equipment Reserve
BA2021-05	Building Department Review	\$ 17,000.00	Contingency Reserve-Modernization Grant
BA2021-06	Farmers Market	\$ 33,200.00	RED Grant -16,600 Contingency Reserve \$16,600
BA2021-07	Public Works Renovations	\$ 100,000.00	COVID Grant-Provincial
BA2021-08	Reserve Transfers related to 2020 Acc Surplus	\$ 1,019,000.00	Accumulated Surplus

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO.

CONCLUSION:

It is concluded that Council receive the Financial Update as of August 31, 2021 Report as an item of information.

Prepared & Submitted by:

Donna DeFilippis

Donna DeFilippis, Director of Finance

Approved by:

B Hendry

Bev Hendry, CAO

TOWNSHIP OF WEST LINCOLN

For the Eight Months Ending Tuesday, August 31, 2021

	Actuals	Operating YTD		Variance (%)	Budget	Operating Total		Variance (%)
		Budget	Variance (\$)			Budget	Variance (\$)	
General								
General	(\$7,906,921.63)	(\$6,386,000.00)	\$1,520,921.63	(24.%)	(\$9,578,680.00)	(\$1,671,758.37)	17.%	
Equipment	-121,012.70	-150.00	120,862.70	(80575.%)		121,012.70	0.%	
Total General	-8,027,934.33	-6,386,150.00	1,641,784.33	(26.%)	-9,578,680.00	-1,550,745.67	16.%	
General Government								
Governance	180,825.55	195,520.00	14,694.45	8.%	294,180.00	113,354.45	39.%	
Corporate Management	983,970.62	1,130,180.00	146,209.38	13.%	1,696,850.00	712,879.38	42.%	
Total General Government	1,164,796.17	1,325,700.00	160,903.83	12.%	1,991,030.00	826,233.83	41.%	
Protection Services								
Fire	856,593.49	891,890.00	35,296.51	4.%	1,327,650.00	471,056.51	35.%	
Building Permit & Inspection S	242,807.26	60,730.00	-182,077.26	(300.%)	91,700.00	-151,107.26	(165.%)	
Provincial Offences Act	-15,598.53	-13,040.00	2,558.53	(20.%)	-19,500.00	-3,901.47	20.%	
Animal Control	9,838.00	14,320.00	4,482.00	31.%	21,500.00	11,662.00	54.%	
Total Protection Services	1,093,640.22	953,900.00	-139,740.22	(15.%)	1,421,350.00	327,709.78	23.%	
Transportation Services								
Roads Paved & Unpaved	1,254,710.92	1,485,440.00	230,729.08	16.%	2,228,590.00	973,879.08	44.%	
Traffic Operations & Roadside	136,671.31	159,730.00	23,058.69	14.%	244,230.00	107,558.69	44.%	
Winter Control	547,144.29	397,250.00	-149,894.29	(38.%)	680,370.00	133,225.71	20.%	
Crossing Guards	23,546.27	40,020.00	16,473.73	41.%	67,250.00	43,703.73	65.%	
Streetlights	-10,043.42	18,880.00	28,923.42	153.%	28,300.00	38,343.42	135.%	
Bridges & Culverts	214,529.06	157,840.00	-56,689.06	(36.%)	236,700.00	22,170.94	9.%	
Total Transportation Services	2,166,558.43	2,259,160.00	92,601.57	4.%	3,485,440.00	1,318,881.57	38.%	
Environmental Services								
Wastewater	317,168.74	-280.00	-317,448.74	113375.%		-317,168.74	0.%	
Storm Sewer	-825.00	77,040.00	77,865.00	101.%	115,500.00	116,325.00	101.%	
Water	331,668.94	-190.00	-331,858.94	174663.%		-331,668.94	0.%	
Total Environmental Services	648,012.68	76,570.00	-571,442.68	(746.%)	115,500.00	-532,512.68	(461.%)	
Heath Services								
Cemeteries	87,205.44	99,300.00	12,094.56	12.%	149,370.00	62,164.56	42.%	
Total Heath Services	87,205.44	99,300.00	12,094.56	12.%	149,370.00	62,164.56	42.%	
Recreation & Cultural Services								
Parks	307,794.17	310,540.00	2,745.83	1.%	447,750.00	139,955.83	31.%	
Recreation Programs	164,945.26	259,430.00	94,484.74	36.%	377,140.00	212,194.74	56.%	
Recreational Facilities	403,765.62	315,890.00	-87,875.62	(28.%)	489,280.00	85,514.38	17.%	
Libraries	435,576.79	450,920.00	15,343.21	3.%	679,270.00	243,693.21	36.%	
Total Recreation & Cultural Services	1,312,081.84	1,336,780.00	24,698.16	2.%	1,993,440.00	681,358.16	34.%	
Planning & Development								
Planning & Heritage	313,044.82	250,150.00	-62,894.82	(25.%)	374,590.00	61,545.18	16.%	
Drainage	30,293.38	28,720.00	-1,573.38	(5.%)	42,960.00	12,666.62	29.%	
Climate Change	5,029.17	3,360.00	-1,669.17	(50.%)	5,000.00	-29.17	(1.%)	
Total Planning & Development	348,367.37	282,230.00	-66,137.37	(23.%)	422,550.00	74,182.63	18.%	
	-1,207,272.18	-52,510.00	1,154,762.18	(2199.%)		1,207,272.18	0.%	

TOWNSHIP OF WEST LINCOLN
Summary of All Units
For the Eight Months Ending Tuesday, August 31, 2021

	YTD				Annual		
	Budget	Actual	Variance (\$)	Variance (%)	Budget	Remaining (\$)	Remaining (%)
Operating Revenue							
Tax Levy	\$5,420,000.00	\$8,129,135.47	(\$2,709,135.47)	(50.%)	\$8,130,140.00	\$1,004.53	0.0%
Street Light Levy	53,600.00	80,399.43	-26,799.43	(50.%)	80,400.00	0.57	0.0%
Sidewalk Levy	74,800.00	112,127.20	-37,327.20	(50.%)	112,130.00	2.80	0.0%
Supplemental Levy	40,000.00	5,696.73	34,303.27	86.%	60,000.00	54,303.27	91.0%
Supplemental Streetlight Levy		131.36	-131.36	0.0%		-131.36	0.0%
Supplemental Sidewalk Levy		183.14	-183.14	0.0%		-183.14	0.0%
Payment In Lieu	476,880.00	723,612.85	-246,732.85	(52.%)	715,300.00	-8,312.85	(1.0%)
User Fees	3,934,678.00	2,626,688.24	1,307,989.76	33.%	5,901,462.00	3,274,773.76	55.0%
Government Transfers	757,866.64	882,268.24	-124,401.60	(16.%)	1,136,800.00	254,531.76	22.0%
Other Revenue	661,253.36	358,576.83	302,676.53	46.%	991,636.00	633,059.17	64.0%
Allocation of Program Support	1,016,560.00	1,521,150.00	-504,590.00	(50.%)	1,524,750.00	3,600.00	0.0%
Funding From Reserves	1,011,507.36	85,105.59	926,401.77	92.0%	1,517,317.00	1,432,211.41	94.0%
Total Operating Revenue	13,447,145.36	14,525,075.08	-1,077,929.72	(8.0%)	20,169,935.00	5,644,859.92	28.0%
Operating Expenses							
Salaries and Wages	3,563,380.00	3,220,073.37	343,306.63	10.0%	5,363,930.00	2,143,856.63	40.0%
Benefits	1,114,310.00	903,448.34	210,861.66	19.0%	1,655,620.00	752,171.66	45.0%
Debt Interest	396,800.00	541,617.34	-144,817.34	(36.%)	595,200.00	53,582.66	9.0%
Administrative Expenses	203,760.00	86,524.91	117,235.09	58.0%	304,770.00	218,245.09	72.0%
Supplies and Equipment	252,520.00	169,810.59	82,709.41	33.0%	387,830.00	218,019.41	56.0%
Repairs and Maintenance (Materials Only)	1,019,590.00	902,624.87	116,965.13	11.0%	1,578,620.00	675,995.13	43.0%
Utilities	331,040.00	240,521.70	90,518.30	27.0%	496,670.00	256,148.30	52.0%
Insurance	182,480.00	272,603.27	-90,123.27	(49.%)	273,460.00	856.73	0.0%
Subscriptions and Periodicals	4,800.00	6,172.74	-1,372.74	(29.%)	7,230.00	1,057.26	15.0%
Contracted Services	2,330,140.00	1,605,632.62	724,507.38	31.0%	3,497,490.00	1,891,857.38	54.0%
Special Projects	970,399.28	135,332.10	835,067.18	86.0%	1,455,591.00	1,320,258.90	91.0%
Rents and Financial Expenses	45,040.00	11,779.23	33,260.77	74.0%	67,570.00	55,790.77	83.0%
External Transfers	25,200.00	34,350.00	-9,150.00	(36.%)	37,700.00	3,350.00	9.0%
Internal Functional Adjustments	452,480.00	678,750.00	-226,270.00	(50.%)	678,750.00		0.0%
Allocation of Program Support	561,640.00	842,400.00	-280,760.00	(50.%)	842,400.00		0.0%
Tax Write Off	59,760.00	83,348.55	-23,588.55	(39.%)	89,600.00	6,251.45	7.0%
Debt Principal	476,720.00	595,613.27	-118,893.27	(25.%)	714,900.00	119,286.73	17.0%
Contribution to Reserves	1,404,576.00	2,987,200.00	-1,582,624.00	(113.%)	2,122,604.00	-864,596.00	(41.0%)
Total Operating Expenses	13,394,635.28	13,317,802.90	76,832.38	1.0%	20,169,935.00	6,852,132.10	34.0%
Operating Surplus/(Deficit)	52,510.08	1,207,272.18	-1,154,762.10	(2199.0%)		-1,207,272.18	0.0%
Capital Revenue							
User Fees	2,006,854.56		2,006,854.56	100.0%	3,010,278.00	3,010,278.00	100.0%
Government Transfers	942,992.00	189,958.00	753,034.00	80.0%	1,414,504.00	1,224,546.00	87.0%
Other Revenue	63,800.64	117,500.00	-53,699.36	(84.0%)	95,701.00	-21,799.00	(23.0%)
TCA Sale Proceeds		64,972.18	-64,972.18	0.0%		-64,972.18	0.0%
Proceeds From Debentures	1,288,400.00		1,288,400.00	100.0%	1,932,600.00	1,932,600.00	100.0%
Funding From Reserves	3,735,314.64		3,735,314.64	100.0%	5,602,980.00	5,602,980.00	100.0%
Total Capital Revenue	8,037,361.84	372,430.18	7,664,931.66	95.0%	12,056,063.00	11,683,632.82	97.0%
Capital Expenditures							
Land Improvements	365,997.28	18,194.24	347,803.04	95.0%	549,000.00	530,805.76	97.0%
Facilities	1,472,688.64	291,512.61	1,181,176.03	80.0%	2,209,045.00	1,917,532.39	87.0%
Equipment	443,085.36	226,886.71	216,198.65	49.0%	664,624.00	437,737.29	66.0%
Rolling Stock	1,692,634.00	622,319.07	1,070,314.93	63.0%	2,538,947.00	1,916,627.93	75.0%
Transportation Infrastructure	2,058,887.36	670,983.21	1,387,904.15	67.0%	3,088,347.00	2,417,363.79	78.0%
Environmental Infrastructure	2,004,069.44	318,197.05	1,685,872.39	84.0%	3,006,100.00	2,687,902.95	89.0%
Total Capital Expenditures	8,037,362.08	2,148,092.89	5,889,269.19	73.0%	12,056,063.00	9,907,970.11	82.0%
Capital Surplus/(Deficit)	-0.24	-1,775,662.71	1,775,662.47	(739859363.0%)		1,775,662.71	0.0%

RESERVE FUND AND RESERVE BALANCES PROJECTED TO DECEMBER 31, 2021

	PROJECTED UNCOMMITTED 2021	
RESERVE FUNDS:		
BUILDING REVENUES RESERVE	\$	289,588
LIBRARY	\$	173,994
TOTAL RESERVE FUNDS	\$	463,582
RESERVES:		
HOSPITAL RESERVE	\$	1,325,300
SEWER PROJECTS	\$	720,804
WIND TURBINE COMMUNITY FUND RESERVE	\$	700,508
CAPITAL	\$	743,452
CONTINGENCIES	\$	714,891
WINTER CONTROL	\$	633,000
INDUSTRIAL PARK	\$	467,843
WATER DEPT. PROJECTS	\$	460,159
SETTLEMENT ROAD AGREEMENT RESERVE	\$	433,261
FIRE RESERVE	\$	891,160
FACILITY RESERVE	\$	292,925
BRIDGES	\$	244,758
INSURANCE	\$	187,655
SIDEWALKS	\$	160,682
ELECTION EXPENSE	\$	119,075
PLANNING RESERVE	\$	73,304
TECHNOLOGY	\$	72,065
STREET LIGHTS	\$	64,752
RATE STABILIZATION RESERVE	\$	59,000
WORKING FUNDS	\$	45,159
ARENA BUILDING FUND	\$	34,793
ACCESSIBILITY RESERVE	\$	29,491
CEMETARIES	\$	15,417
RECREATION	\$	1,004
EQUIPMENT RESERVE	-\$	36,128
TOTAL RESERVES	\$	8,454,330
TOTAL RESERVE FUNDS AND RESERVES	\$	8,917,912

FINANCIAL IMPACT OF COVID-19 AS OF AUGUST 31, 2021

REVENUE LOSS

Closures

Facility Rentals (includes Arena)	\$	97,900.00
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Total Closures

\$	97,900.00
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Other

Beautification Sponsors	\$	5,100.00
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Total Other

\$	5,100.00
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TOTAL REVENUE LOSS

\$	103,000.00
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ADDITIONAL EXPENSES

Supplies and Contracted Services	\$	29,758.00
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Additional Hall Board Grants	\$	8,400.00
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Cleaning Staff	\$	3,100.00
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Additional Staff hours including Screening Staff	\$	13,367.00
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TOTAL ADDITIONAL EXPENSES

\$	54,625.00
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COVID COSTS AND LOST REVENUE

\$	157,625.00
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MITIGATING FACTORS

Savings in Part-time Staffing Hours	\$	16,900.00
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TOTAL MITIGATING FACTORS

\$	16,900.00
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TOTAL

\$	140,725.00
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DATE: September 20, 2021

REPORT NO: CAO-02-2021

SUBJECT: Christmas Break Holiday Hours 2021

CONTACT: Bev Hendry, CAO

OVERVIEW:

This report will address the hours of operation during the Christmas Break for the Main Administration Office, the Public Works Yard and the Arena during the Christmas Break (December 24th, 2021 to January 1, 2022 inclusive).

RECOMMENDATION:

- (1) That, Report CAO-02-2021 dated September 20, 2021 regarding “Christmas Break Holiday Hours”, be received; and,
- (2) That, the following Christmas Break Schedule be approved:
 - (a) That, the Main Administration Office be closed on December 29th, and 30th, 2021 (office closed for the period between December 24th, 2021 to and including January 2nd, 2022); and,
 - (b) That, the Public Works Yard remain open on December 29th and 30th, 2021; and,
 - (c) That the Arena remain open, subject to program scheduling, from December 24th, 2021 to January 1st, 2022 inclusive, with the exception of December 25th, 2021.

ALIGNMENT TO STRATEGIC PLAN:

Not applicable to this report.

BACKGROUND:

Each year, the Main Administration Office is closed between December 24th to and including January 1st with the Public Works Yard remaining open during the time period following Boxing Day (December 26 to be observed on December 27 and Boxing Day to be observed on December 28) to and including December 31st, and the Arena also remaining open, subject to program scheduling, from December 24th to January 1st inclusive, with the exception of December 25th.

CURRENT SITUATION:

As in past years, staff is recommending that the Main Administration Office be closed on December 29th and 30th, 2021. Historically this request has been approved by Council as there has been very little activity at the Main Administration Office during this time period. Regular hours of operation for the main office will resume on Monday, January 3rd, 2022. All other operations, including the Arena and Public Works, will remain status quo over the Christmas Break. The Arena will remain open, subject to program scheduling.

FINANCIAL IMPLICATIONS:

There are no financial implications to the municipality with respect to the closure of the Township Office during the 2021 Christmas Break as employees will use either a vacation day, lieu day, take the time off without pay or borrow from next year's vacation.

INTER-DEPARTMENTAL COMMENTS:

The issue of closing the Main Administration Office over the Christmas Break has been reviewed with Senior Management.

CONCLUSION:

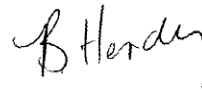
Staff recommends that the Main Administration Office be closed on December 29th and December 30th, 2021; and, that the Public Works Yard remain open on these days and that the Arena remain open subject to program scheduling from December 24th, 2021 to January 1, 2022 inclusive with the exception of December 25th, 2021, be approved.

Prepared & Submitted by:



Joanne Scime, Clerk

Approved by:



Bev Hendry, CAO

COVID 19 Update July 15, 2021 – As Ontario enters Step Three of the Roadmap to Reopen, the Township will continue to offer select services by appointment only. Full information available in the latest [press release](#). Staff are available to assist the public, Monday - Friday, 9:00 am - 4:30 pm by phone at 905-957-3346, or by email. The best source of information is our [website](#) where you can also find specific email address and phone extensions.

From: AMO Communications [<mailto:Communicate@amo.on.ca>]

Sent: August 23, 2021 12:29 PM

To: Joanne Scime <jscime@westlincoln.ca>

Subject: AMO Policy Update - Draft Resolution for Municipal Recognition of September 30th as National Day for Truth and Reconciliation, New Municipal Resource Materials

AMO Update not displaying correctly? [View the online version](#)
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August 23, 2021

AMO Policy Update – Draft Resolution for Municipal Recognition of September 30th as National Day for Truth and Reconciliation, and New Municipal Resource Materials

Recent discoveries of remains and unmarked graves across Western Canada have led to increased calls for all levels of government to immediately address the recommendations in the Truth and Reconciliation Commission's (TRC) Calls to Action.

All Canadians and all orders of government have a role to play in reconciliation. The TRC's 94 Calls to Action are addressed primarily to the federal, provincial, and territorial governments but also to municipal governments, the corporate sector, and the broader Canadian society. They cover a wide range of government responsibilities including child welfare, education, language and culture, health, justice, commemoration, museums and archives, training for public servants, and a few specific initiatives related to reconciliation.

At the August 14th Board Meeting, the AMO Board of Directors approved two resource papers to assist municipal councils' efforts to support Truth and Reconciliation.

The first resource paper provides an overview of the [Truth and Reconciliation Commission's \(TRC's\) Calls to Action](#) that municipal governments can address themselves.

The second resource paper provides ideas and options for [what municipal leaders, councils can do to better support and engage Indigenous residents and neighbours at this time](#).

These AMO resource papers are meant to be organic and to be revised/updated when appropriate and more municipal resource materials are available.

Municipal Recognition of September 30th as National Day for Truth and Reconciliation – Draft Resolution

The AMO Board of Directors encourages members to recognize September 30th as National Day for Truth and Reconciliation (also known as Orange Shirt Day with the adoption of the following resolution:

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

THEREFORE, BE IT RESOLVED THAT the Council of the [municipality] of [placename] does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and

Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario
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September 15, 2021

Joanne,

The terms of Jason Trombetta and Cheryl Ganann on the Board of Directors (Peninsula West Power Inc.) expire on December 31, 2021.

Would you please ask Council to provide me with their nominations by December 2, 2021? The maximum term is 3 years under the Ontario Business Corporations Act.

Thank you for your assistance in this matter.

Regards,
Brian Walker
President, PWPI.

Points of Clarification:

- Two appointments
- Term commences - January 1, 2022
- Maximum 3-year term to December 31, 2024
- Term can be shortened (i.e. to December 31, 2022 to be in line with the 2022 Municipal Election) but would need to be revisited to appointment to the full three-year term
- Can be a citizen appointment
- in 2022 and as such we could have one or two Council members sitting on the Board of Directors that are no longer Members of Council if they don't run or are not re-elected. I don't believe the Board Members need to be Members of Council and can be individuals from the Community, is this correct? I want to make sure that a member of the Community could sit on the Board of Directors in case one or both of our current appointments, being members of Council, could sit for the full three-year term.