TOWNSHIP OF WEST LINCOLN
ADMINISTRATION/FINANCE/FIRE COMMITTEE
AGENDA

MEETING NO. FOUR

Tuesday, April 19, 2022, 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 Standing Committee or Council meetings until further notice.
**** Virtual Attendance & Participation:** Members of the public who wish to participate by providing oral comments for matters that are on the agenda must attend the virtual meeting by obtaining a Zoom invite in advance by emailing jscime@westlincoln.ca by April 19, 2022 before 4:30p.m. Those who wish to observe the meeting may view the meetings livestream which can be found on the Council and Committee Calendar on the Township's website.******

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. This meeting is being livestreamed as well as it is recorded and will be available on the Township's website.

2. **LAND ACKNOWLEDGEMENT STATEMENT**
   The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-ee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

5.1. ITEM A25-22 5

Dylan Pilot, Beaver Scout
Re: Creation of a West Lincoln Citizen of the Year Award and Youth Citizen of the Year Award
POWERPOINT PRESENTATION ATTACHED

RECOMMENDATION:

1. That, the Township of West Lincoln Council support, in principle, a Citizen of the Year (COY) and Youth Citizen of the Year (YCOY) Program; and,
2. That, Dylan Pilot's COY & YCOY program presentation be referred to staff; and,
3. That, staff be hereby directed to investigate a West Lincoln Citizen of the Year (COY) & Youth Citizen of the Year (YCOY) program commencing in the Fall of 2022; and,
4. That, staff provide a recommendation at a future Standing Committee or Council meeting prior to the Fall of 2022.

5.2. ITEM A26-22 18

Nimit Sawhney, Cybersecurity Expert and CEO, Jesse Andrews, Account Manager, Richard Catahan, General Manager, Ernest Nieto, Senior Project Manager - Voatz Canada,
Re: Internet Voting as an Alternative Voting Methods for the Township's 2022 Municipal and School Board Election
POWERPOINT PRESENTATION ATTACHED
(Refer to Item A28-22 - Recommendation Report No. C-01-2022)

6. 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.

1. The Chair to inquire if the IT Manager was aware if there were any members of the public who were in attendance virtually on the Zoom meeting call who wished to address a specific item on tonight's Administration/Finance/Fire Committee agenda, as permitted under Section 6.7 of the Procedural By-law.

2. The Chair to inquire if the Clerk had received any emails or correspondence from a member of the public prior to 4:30 p.m. today who wished to address a specific item on tonight's Administration/ Finance/Fire Committee agenda, as permitted under Section 6.7 of the Procedural By-law.

7. CONSENT AGENDA ITEMS

NOTE: All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

7.1. ITEM A27-22

CONSENT AGENDA ITEMS

RECOMMENDATION:

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

1. Items 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-05-2022 - Monthly Update March 2022 — 27
2. Information Report T-10-2022 - Financial Update as of March 31, 2022 — 30
3. Recommendation Report T-09-2022 - 2022 Tax Rate By-Law — 37

8. COMMUNICATIONS

There are no communications.

9. STAFF REPORTS

9.1. ITEM A28-22 — 41

Deputy Clerk (Jessica Dyson) & Clerk (Joanne Scime)
Re: Recommendation Report C-01-2022 - 2022 Municipal and School Board Election – Alternative Voting Methods
DEFERRED FROM THE MARCH 14, 2022 ADMINISTRATION/FINANCE/FIRE COMMITTEE MEETING

RECOMMENDATION:

1. That, Recommendation Report No. C-01-2022 regarding 2022 Municipal and School Board Election – Alternative Voting Methods, dated March 14, 2022, be received for information; and,
2. That, the Clerk be directed to proceed with the conduct of 2022 Municipal and School Board Elections including the use of optical scan vote tabulators and, during the advance voting period, internet voting; and,
3. That, Council accept the proposal from Voatz Canada Ltd. for the provision of internet voting services as outlined in this report; and,
4. That, a by-law authorizing the use of alternative voting methods

and advance voting period in the 2022 Municipal and School Board Elections be presented to Council for ratification.

10. OTHER BUSINESS

10.1. ITEM A29-22

Councillor Harold Jonker
Re: Township of West Lincoln COVID-19 Vaccination Policy
FOR DISCUSSION

10.2. ITEM A30-22

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

10.3. ITEM A31-22

Members of Council
Re: Other Business Items of an Informative Nature

11. NEW BUSINESS

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

12. CONFIDENTIAL MATTERS

There are no confidential matters.

13. ADJOURNMENT

The Chair to declare the meeting adjourned at the hour of [time]

Dylan Pilot Presents:

West Lincoln Citizen of the Year Award

Dylan!!!

- My name is Dylan and I am 7 years old.
- I want to do this because I am working on my North Star Award for Beaver Scouts and I want to be kind.
- The North Star Award is to complete a meaningful service project

Why???

- To motivate people in our community to be nice, and recognize the people who are nice and make a difference in our town.

- We should have a Citizen of the Year AND a Youth Citizen of the Year.

How???

- People get nominated through the township website

- You can only get nominated if:
  - You live in West Lincoln
  - You can’t be on town council, or be their family
  - Not won in the past 3 years
  - Be nice, and make the town a great place

What???

- The winner should get a trophy to take home and a plaque to stay at town hall with their name on it
- They should get cool stuff like chocolate
- Many businesses have already said they would donate stuff if you vote yes (please see the document)

Presenting the Award

- The award can be presented at a community event like Family Day or the Fair
- The winner can walk in the Christmas Parade!

Thank you for your time!!!!!!!

Dear Town Council:

My name is Amanda Pilot, and my son Dylan is a 7-year-old Beaver Scout. Third year Beavers are invited to participate in a project to earn their North Star Award. The purpose of the project is to bring about positive change through a meaningful act of service. In order to do this, they also have to go through the Scouting "Plan, Do, Review" model in order to ensure the project is well thought through. In the following pages, you will find the notes from his "plan" phase of the project and the research that he did before bringing this idea to you. He fully understands that in order for you to make a decision on his proposal that you will need to do your own research, cost analysis and discussions, but we wanted to show you that he has done much more for this than just come up with an idea. He is also willing to volunteer more of his time in order to bring this idea to fruition. The "do" part of his project is speaking at town council to you, and after he does that, then he has to "review" his project with his Beaver leaders in order to complete the project. We thank you for taking the time to hear his idea, and hopefully you will all find it equally as important to recognize and celebrate the goodness in our lovely town by creating these Citizen and Youth Citizen of the Year Awards. I hope you enjoy his presentation on the 19th of April, which is also attached to this email.

Best Regards,

Amanda Pilot

Dylan Pilot North Star Award

Project: To help create a West Lincoln Citizen of the Year Award, and Youth Citizen of the Year

PLAN:

Things to do:

- Email the town to see if they have a citizen of the year award (Feb 22)
- Email Bubbles to get project approved (March 4)
- Email town of Lincoln to see how they do it (March 9)
- Email school secretary to see where they buy their awards (March 11)
- Email the town to get on the agenda for the administrative committee meeting (March 15)
- Create a presentation for town council
- Present at Town Council (April 19)
- Review the Project with my Beaver group

Why: To motivate people in our community to be nice, and recognize the people who are nice and make a difference in our town.

Who: To be the Citizen of the Year, you:

- Have to be nominated
- Have to be a citizen of West Lincoln
- Cannot be an active member of the town council, or a family member of a town council member
- Be nice, make the town a nice place, or create positive reactions/changes
- Cannot have won the award in the past 3 years

Where: Nomination form found on West Lincoln town website

When: Nominations start in the fall and end December 31st

What: The citizens of the year should get:

- a plaque or trophy to take home

    - My school buys them at Hangups Imprinted Sportswear & Promotional Products in Niagara Falls
    - Kalinka Sports in West Lincoln also does this
- There should be a plaque at the town hall with their names engraved on it forever
- They could also have their picture framed to hang in town hall for the year
- They should also get cool stuff like chocolate
- They should receive a gift basket of items and gift certificates donated by businesses in the town so that they can be recognized by not only town council, but by the town they served so well
- Businesses that donate to the gift basket can have a certificate to hang recognizing that they supported our citizen of the year program, and have their name listed on the town's website
- We did a quick Facebook post to the business owners of West Lincoln. The following businesses are already willing to donate goods and services if the township approves the initiative:
    - The Nutty Neighbours: 5lbs of hazelnuts
    - The Griffin Pulse: Iridology and Nutrition Session ($250 value)
    - Bluewave Auto Sales & Al's Lube Service will partner to add to the basket
    - Regional Auto Collision is willing to give $200 credit towards repairs or an insurance deductible
    - MVP Cleaning Services is willing to donate 4 hours of cleaning services
    - Amy Dion R.D.H. is willing to donate some dental products
    - John Deere is willing to donate some swag or a gift card
    - Rosedene Acres would donate 10lbs grass fed ground beef
- If this is the direction that council would like to go, then the Pilot family is willing to donate some time in the summer to go around town and ask/collect items for the gift basket for the following year's winners.

How: Present the awards at a town event (Family Day, Agricultural Fair etc.)& have them walk in the Christmas parade

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: *

Dylan Pilot

Who are you representing? *

- (•) Self
- ( ) Group/Organization

Street Address: *

[redacted]

Town/City: *

West Lincoln

Postal Code: *

L0R2A0

How would you like us to contact you? *

- (•) Email
- ( ) Telephone

Email Address: *

[redacted]

Presentation Details

Which meeting would you like to present at? *

Administration/Fire/Finance Committee

Requested Meeting Date: *

4/19/2022

What is the presentation topic? *

Citizen of the Year Award

Do you have a presentation (slide deck)? *

- (●) Yes
- ( ) No

Please upload your presentation materials.

Have you presented before on this topic? *

- ( ) Yes
- (●) No

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

Dylan, [redacted] Beaver Scout, would like to present to council the idea of having a West Lincoln Citizen of the Year! He has been working on this project for council to consider so he can improve his community and earn his North Star Award.

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

Thank You

Thank you for your submission. Please be advised that you will be contacted by email or by phone by a member of the Clerk's Department to confirm your appointment, provide further details and/or clarify any issues.

Voatz

Election Voting Services

West Lincoln
Your Future Naturally

Township of West Lincoln- - Presentation– April 19th, 2022

The Voatz project team has experience administering over 100 Ontario municipal elections

We have 14 municipalities and counting awarded for Oct '22

The list of **Ontario municipalities that have already trusted Voatz for the upcoming 2022 Ontario Municipal Election is growing day after day**. At the time of the submission of the proposal, Voatz will be providing its secure remote voting solution to **fourteen (14) municipalities:** Town of Newmarket, Township of Tyendinaga, City of Burlington, City of Kingston, Municipality of West Perth, City of Pembroke, Town of Arnprior, Town of Petawawa, Town of Renfrew, Township of Greater Madawaska, Township of Laurentian Valley, Township of McNab/Braeside, Township of Whitewater Region, and Town of Grimsby.

Reliable Hosting infrastructure

- ✓ **Securely hosted in Canada:** All production and redundant server hardware of the Voatz Online Voting System (including server hardware for technical support) will be located in Canada.
- ✓ **Cloud hosting infrastructure with auto-scale capabilities:** Infrastructure is hosted on Amazon AWS Cloud Servers whose architecture implements redundancy and automatic failover in the event of a system outage. AWS Backup is used to automate data protection across AWS services.
- ✓ **Enough bandwidth and processing capacity:** Capable of managing the load of the election in conjunction with any other elections happening concurrently.
- ✓ **Robust denial of service (DoS) / distributed denial of service (DDoS) protection:** The Voatz platform uses a highly resilient 64-node base infrastructure and leverages multiple capabilities including Cloudflare to absorb and deflect unwanted traffic.

Security and Accessibility

We are continuously pursuing security certifications and third-party assessments that will strengthen our security posture. We have implemented accessibility best practices into our development process to support the requirements of the disability community.

Certifications & Compliance Initiatives

DHS (CISA) Election Infrastructure Security
- Product Assessment – Q2 2020
- HIRT Hunt Incident & Response Team Assessment – Q4 2019

VSTL (Federal Voting System Testing Lab) / VVSG1.1
- Phase-1 (May'20). Phase-2 (July'20)

ISO 27001 (Information Security Management)
- In progress

NIST 800-63 A,B,C. (Digital Identity Guidelines)
- Design compliant

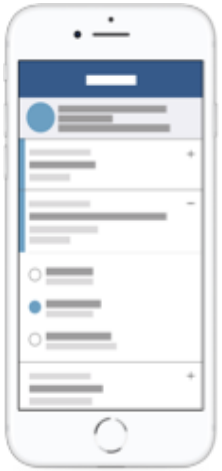
Voter Accessibility Initiatives

For vision, mobility and cognitive disabilities, we use the following tech standards
- WCAG 2.0 AA / Section 508
- VVSG electronic voting standard
- Apple & Android best practices
- Remote, accessible ballots

We also partner with the following smartphone native capabilities:
- VoiceOver/TalkBack narration
- Predictable navigation
- Configurable font size
- Dictation (for write-ins)
- Flexible session timeout
- Bluetooth assistive devices possible

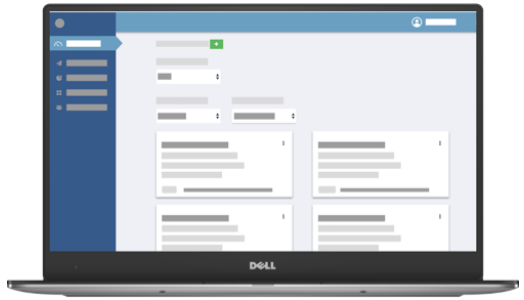
Product Modules

Voatz Web App



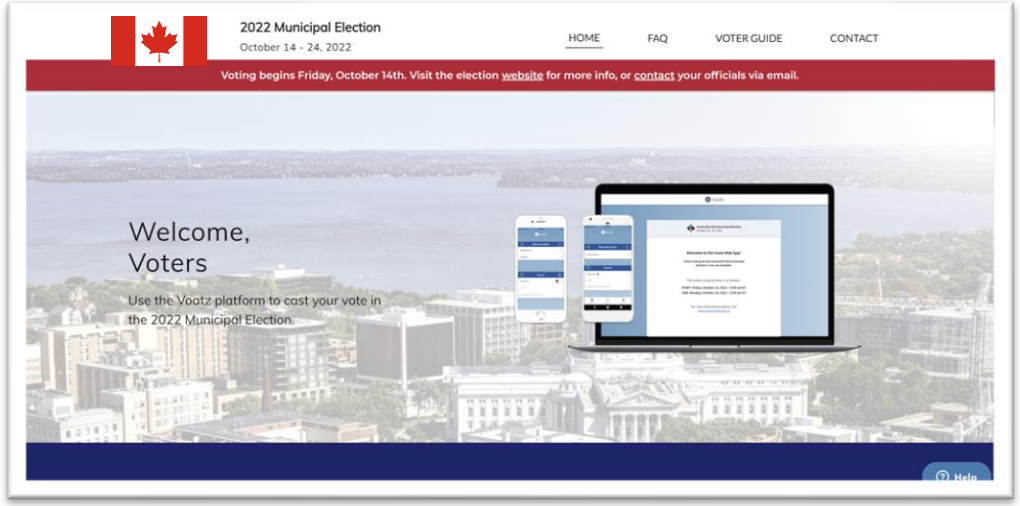
Voatz Mobile App
(optional)

Voatz Tablet
(optional)
(in person)



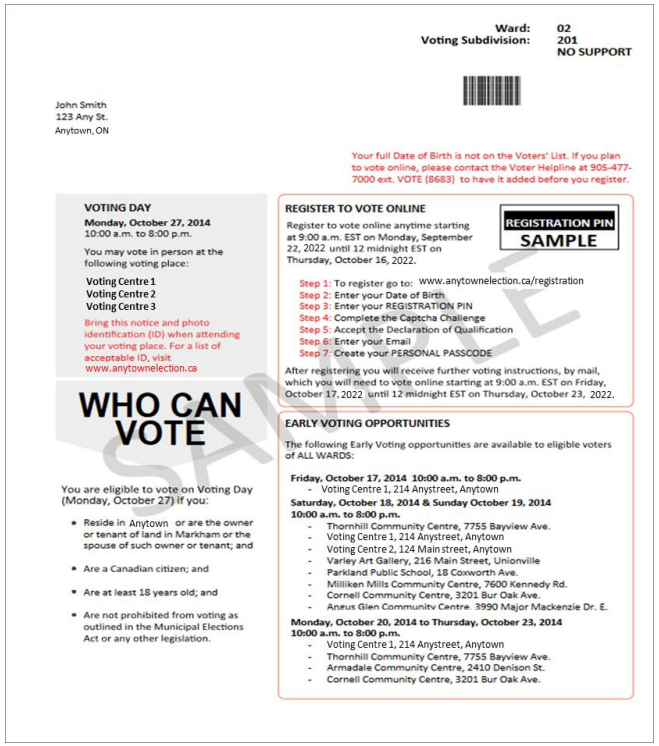
Administrative Portal

Telephone Voting
(optional)



Election Landing Page
(voter resources)

Voatz Web Application



Ward: 02
Voting Subdivision: 201
NO SUPPORT

John Smith
123 Any St.
Anytown, ON

Your full Date of Birth is not on the Voters' List. If you plan to vote online, please contact the Voter Helpline at 905-477-7000 ext. VOTE (8683) to have it added before you register.

VOTING DAY

Monday, October 27, 2014
10:00 a.m. to 8:00 p.m.

You may vote in person at the following voting place:

Voting Centre 1
Voting Centre 2
Voting Centre 3

Bring this notice and photo identification (ID) when attending your voting place. For a list of acceptable ID, visit www.anytownelection.ca

WHO CAN VOTE

You are eligible to vote on Voting Day (Monday, October 27) if you:

- Reside in Anytown or are the owner or tenant of land in Markham or the spouse of such owner or tenant; and
- Are a Canadian citizen; and
- Are at least 18 years old; and
- Are not prohibited from voting as outlined in the Municipal Elections Act or any other legislation.

REGISTER TO VOTE ONLINE

Register to vote online anytime starting at 9:00 a.m. EST on Monday, September 22, 2022 until 12 midnight EST on Thursday, October 16, 2022.

REGISTRATION PIN
SAMPLE

Step 1: To register go to: www.anytownelection.ca/registration
Step 2: Enter your Date of Birth
Step 3: Enter your REGISTRATION PIN
Step 4: Complete the Captcha Challenge
Step 5: Accept the Declaration of Qualification
Step 6: Enter your Email
Step 7: Create your PERSONAL PASSCODE

After registering you will receive further voting instructions, by mail, which you will need to vote online starting at 9:00 a.m. EST on Friday, October 17, 2022 until 12 midnight EST on Thursday, October 23, 2022.

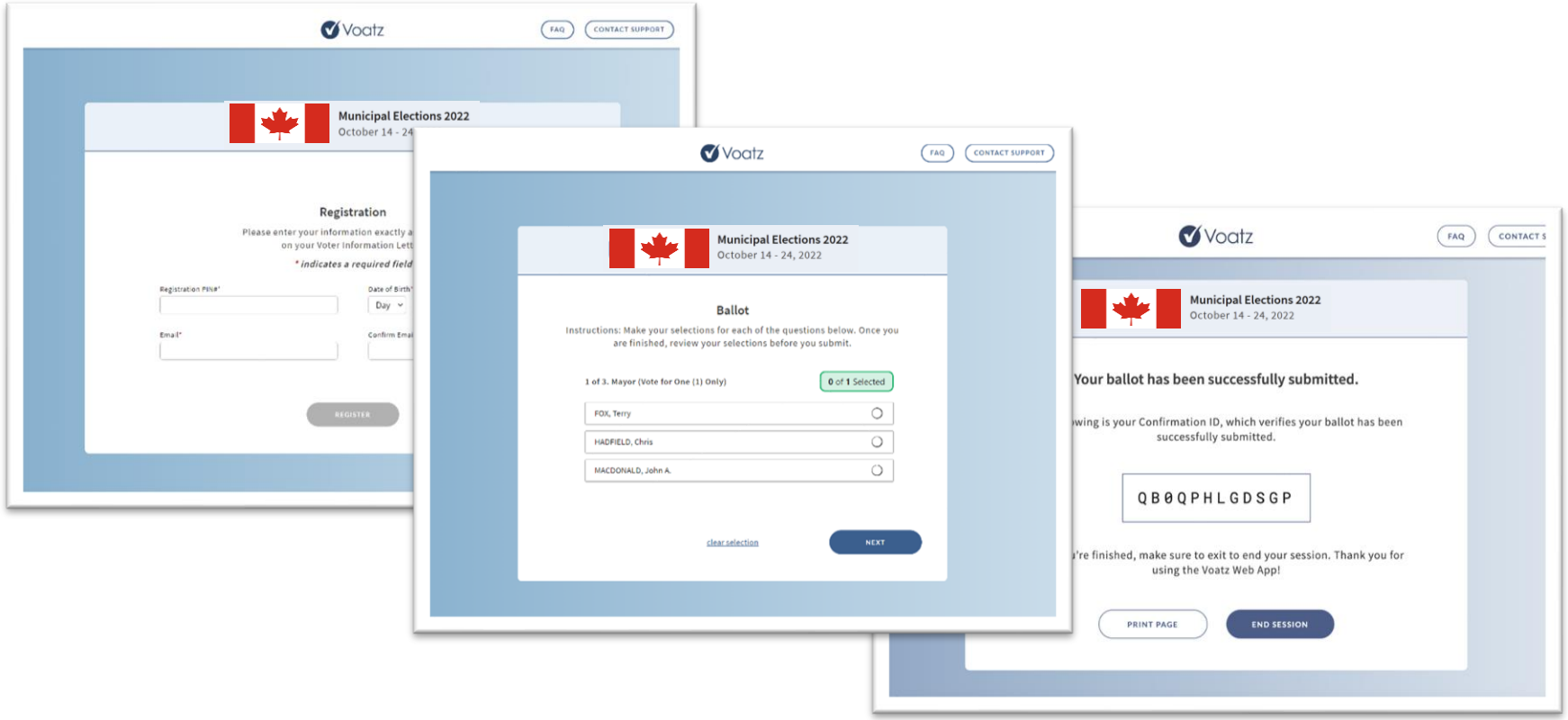
EARLY VOTING OPPORTUNITIES

The following Early Voting opportunities are available to eligible voters of ALL WARDS:

Friday, October 17, 2014 10:00 a.m. to 8:00 p.m.
- Voting Centre 1, 214 Anystreet, Anytown

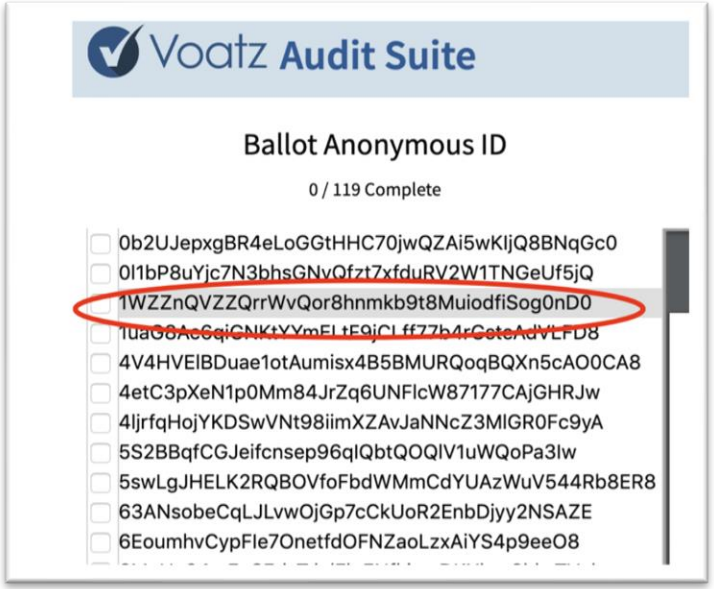
Saturday, October 18, 2014 & Sunday October 19, 2014
10:00 a.m. to 8:00 p.m.
- Thornhill Community Centre, 7755 Bayview Ave.
- Voting Centre 1, 214 Anystreet, Anytown
- Voting Centre 2, 124 Main street, Anytown
- Varley Art Gallery, 216 Main Street, Unionville
- Parkland Public School, 18 Coxworth Ave.
- Milliken Mills Community Centre, 7600 Kennedy Rd.
- Cornell Community Centre, 3201 Bur Oak Ave.
- Angus Glen Community Centre, 3990 Major Mackenzie Dr. E.

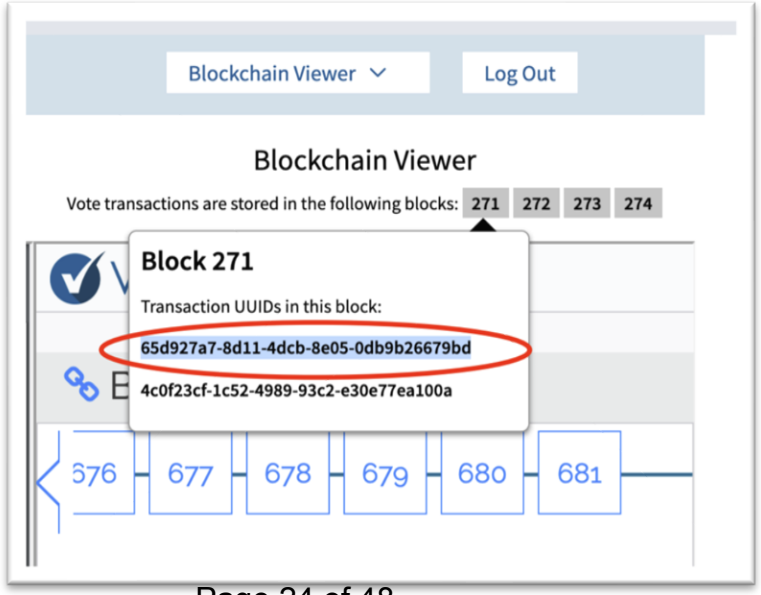
Monday, October 20, 2014 to Thursday, October 23, 2014
10:00 a.m. to 8:00 p.m.
- Voting Centre 1, 214 Anystreet, Anytown
- Thornhill Community Centre, 7755 Bayview Ave.
- Armadale Community Centre, 2410 Denison St.
- Cornell Community Centre, 3201 Bur Oak Ave.

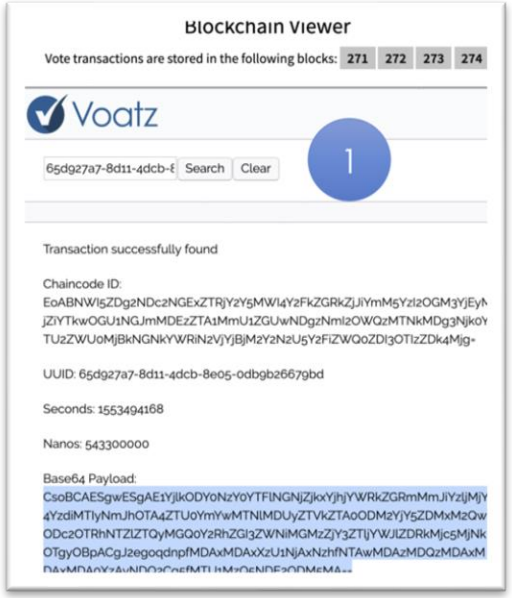


Auditability

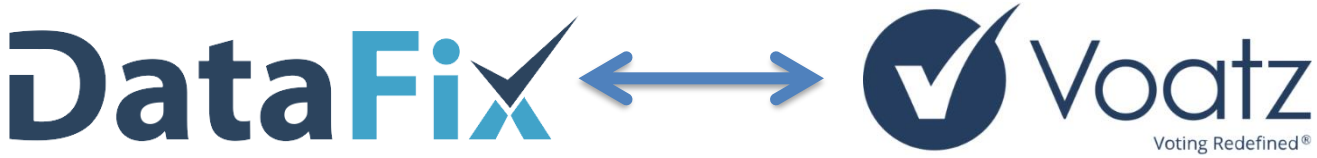
- Auditor ballots
- Blockchain / immutable logs
- Confirmation code

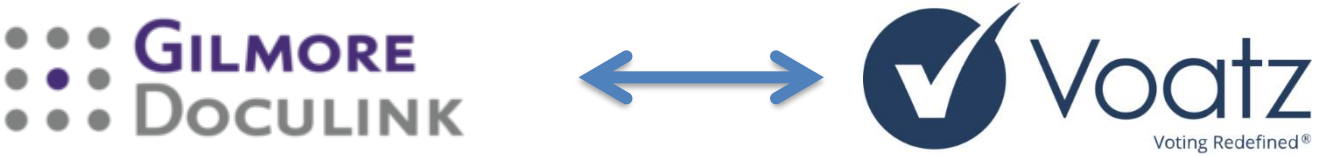






Voatz Integrations





Paper Ballot & Tabulator Providers

THANK YOU.

Voatz

Info.canada@voatz.com

West Lincoln
Your Future Naturally

REPORT
ADMINISTRATION/FINANCE/FIRE COMMITTEE

DATE: April 19, 2022

REPORT NO: WLFD-05-2022

SUBJECT: **Monthly Update March 2022**

CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

- This report will address March 2022 fire responses and activities.

RECOMMENDATION:

1. That, Information Report WLFD-05-2022 regarding "Monthly Update – March 2022", dated April 19, 2022, 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 – March 2022

Station # 1 – 23 Station # 2 – 9 Pelham – 1

Incident	Call Date	Call Time	Nature	District
2022-003821	03/31/2022	15:38:08	4 - Mvc Unknown Extrication	St # 1 & 2
2022-003706	03/29/2022	5:42:01	41 - Mvc Extrication	St # 1 & 2
2022-003698	03/28/2022	21:29:24	115 - Alarm Bells Ringing	St # 1
2022-003685	03/28/2022	14:12:40	41 - Mvc Extrication	St # 1
2022-003660	03/27/2022	22:01:37	5 - Emergency Medical Assist	St # 2

2022-003620	03/26/2022	22:02:17	1 - Structure Fire	St Cath/ St # 1
2022-003609	03/26/2022	15:13:28	4 - Mvc Unknown Extrication	St # 1
2022-003600	03/26/2022	5:39:14	54 - Vsa/Unconscious	St # 1
2022-003537	03/24/2022	18:01:15	11 - Preliminary Assignment	St # 1
2022-003525	03/24/2022	15:53:54	54 - Vsa/Unconscious	St # 1
2022-003501	03/24/2022	4:23:03	41 - Mvc Extrication	St # 1 & 2
2022-003491	03/23/2022	22:01:25	114 - Remote Alarm	St # 1
2022-003288	03/18/2022	2:31:03	114 - Remote Alarm	St # 1
2022-003279	03/17/2022	22:32:48	114 - Remote Alarm	St # 1
2022-003275	03/17/2022	20:31:48	5 - Emergency Medical Assist	St # 1
2022-003253	03/17/2022	13:02:30	5 - Emergency Medical Assist	St # 1
2022-003236	03/16/2022	23:15:04	5 - Emergency Medical Assist	St # 2
2022-003109	03/13/2022	19:59:54	1 - Structure Fire	St # 1 & 2
2022-003096	03/13/2022	14:23:00	41 - Mvc Extrication	St # 1 & 2
2022-003064	03/12/2022	12:48:48	4 - Mvc Unknown Extrication	Pel # 3
2022-002984	03/10/2022	17:21:24	4 - Mvc Unknown Extrication	St # 1
2022-002964	03/10/2022	10:04:07	54 - Vsa/Unconscious	St # 1
2022-002789	03/06/2022	10:06:25	4 - Mvc Unknown Extrication	St # 1
2022-002741	03/05/2022	10:45:07	41 - Mvc Extrication	St # 1
2022-002723	03/04/2022	22:02:37	54 - Vsa/Unconscious	St # 1 & 2
2022-002642	03/02/2022	20:06:02	2 - Vehicle Fire	St # 1 & 2

District Legend:
Grimsby = GR, Pelham = Pel, Haldimand = HD, Lincoln = L

New Retirees
- Nothing to report

New Recruits
- New Recruit class training is ongoing

Promotion
- Lieutenant Zoli Rakonjac has been promoted to Captain for Station # 1
- Captain position for Station # 2 is currently still vacant

Training
March Training
March 2 – Orientation – both Stations
March 9 – Ropes & Knots – both stations
March 16 – Fire Communications - both stations
March 23 – Business meeting / truck maintenance – both stations
March 30 – Firefighter health & safety- both stations

April training
April 6 – Building Construction – both stations
April 13 – Fire Behaviour – both stations
April 20 – Tools & small equipment – both stations
April 27 - Business meeting / truck maintenance – both stations

Fire Prevention
- Staff will be participating with fire prevention and public education along with apparatus viewing at the Townships Easter Egg Hunt on Good Friday

Apparatus Fleet
- New Fire Tanker – Construction is under way with a late fall delivery time

Fire Department Activities
- Station # 2 New Fire Hall – time lines have been adjusted. Tender document to go out Thursday April 14, 2022, closes Tuesday May 10, 2022 at 2pm. Staff is looking at bring a report to committee meeting on May 16, 2022.

Mutual Aid
- Requested tankers from Pelham # 2 and Wainfleet # 4 for pig barn fire
- St Catharines Fire requested Station # 1 tanker for Herender Winery fire

Prepared & Submitted by:

Dennis Fisher
Fire Chief / CEMC

Approved by:

Bev Hendry
CAO

West Lincoln
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REPORT
ADMINISTRATION/FINANCE/FIRE COMMITTEE

DATE: April 19, 2022

REPORT NO: T-10-2022

SUBJECT: **Financial Update as of March 31, 2022**

CONTACT: Donna DeFilippis, Director of Finance/Treasurer

OVERVIEW:

- Presentation and analysis of operating and capital expenditures as of March 31, 2022
- Included in this report is a request to approve a budget amendment of $178,000 in recognition of funding received from the Province towards the Finance Department Digital Modernization project

RECOMMENDATION:

1. That, Recommendation Report T-10-2022, regarding the "Financial Update as of March 31, 2022" dated April 19, 2022, be received for information; and,
2. That, Budget Amendment BA2022-01 for $178,000 relating to the receipt of Provincial Funding for the Finance Department Digital Modernization Project, as outlined in this report, be approved.

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 March 31,2022. **Appendix A** is a summary of the Operating Revenues and Expenditures up to March 31, 2022. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled "Budget" under the "Operating YTD" heading on the attached analysis indicates the portion of the budget that would be expected to be expended as of March 31, 2022. This report summarizes the actual operating expenditures up to March 31, 2022 by service area. **Appendix B** to this report is a presentation of March 31, 2022 results by "object" code and includes Capital expenditures. In the past Council has also received an appendix that outlined the balances in the reserve funds up to the end of the year. Staff is currently working on

2021 year-end working papers and adjustments and will wait for that work to be completed prior to presenting a reserve balance projection to Council**. Appendix C** to this report provides a summary of costs incurred as a result of the Covid-19 pandemic as of March 31, 2022.

CURRENT SITUATION:

Revenue Analysis:
All revenue items are currently on track, with the exception of Facility Rentals, which have been impacted by COVID-19 related closures. Details regarding COVID-19 are provided further in the report. At the end of March, the first property tax instalment bills have been generated, with the first instalment due and payable on February 28th, 2022 and the second instalment due on April 29th, 2022. The final property tax bills should be issued in late June, with two instalment dates proposed for the end of July and the end of September.

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 2022. **Appendix C** outlines the costs and lost revenue as a result of COVID-19 up to March 31, 2022. On January 3, 2022, the Provincial government announced that Ontario would move to a modified Step 2 of its Roadmap to Reopen, effective January 5, 2022 at 12:01a.m. This meant the closure of the Community Centre until January 30th, 2022, with a re-opening date of January 31, 2022. This closure impacted the Facility Rental Income that the Township collects. In addition, the Township was required to screen visitors to our facilities for proof of vaccination by QR (Quick Response) code and ID for all patrons 12 and over up to March 1, 2022.

We are fortunate that we have been in receipt of Provincial Funding to assist with the financial burden that the COVID-19 pandemic and response plan has had on the Township. 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 were available in 2021 to assist with COVID-19 impacts to the Township Operating fund. At the end of 2021, staff were able to retain $96,802.28 of this funding to use for 2022 COVID 19 costs.

In addition, Township staff made application through the Niagara Region for consideration for funding to assist with costs incurred and revenue lost in relation to the Township's role in hosting COVID-19 vaccination clinics. Staff were informed by Niagara Region staff on March 31st, 2022 that the full amount applied for: $50,063.99 was

approved by the Province and would be forwarded to the Township. This funding, along with previous unallocated provincial grants provides the Township **$146,866.27** to fund COVID-19 related costs and to off-set lost revenues.

Appendix C indicates that as of March 31, 2022, the Township has incurred a total of $78,130 in lost revenues and additional costs related to COVID-19.

Purchasing Activity:
The Township's purchasing policy grants the CAO purchasing authority up to $100,000. The chart below summarizes the approvals from the CAO up to March 31, 2022.

Vendor	Amount	Project
NPG Planning Solutions	$ 7,500.00	Planning Consultant-Brownfield Application Assistance
Ellis Engineering	$ 8,660.00	Engineering-Guiderail Replacement Plan
Cimco	$ 8,866.50	Arena Compressor Service Agreement
Soundbox	$ 9,500.00	Canada Day- Sound, Stage, Lighting and Production Services
AECOM	$ 13,750.00	Water Hydraulic Modelling Analysis for Urban Boundary Expansion
Watson and Associates	$ 14,000.00	DC ByLaw Update
Applied Research Associates	$ 18,250.00	Update Pavement Surface Conditions
FH Black	$ 63,072.00	Caseware Software Implementation

The purchase from FH Black is related to the Digitalization of the Finance Department. Township staff were successful in their application to the Province under the Municipal Modernization Program Intake 3- Implementation Stream for funding towards a project called: "Township of West Lincoln Finance Department Digital Modernization". The approval of the grant application includes the reimbursement of up to 65% of the total project cost incurred, up to $133,611. Project completion is expected by February 28th, 2023. Further in this report, under Financial Implications, staff outlines the request for a Budget Amendment.

The project includes the following three major components:

- Caseware Software Implementation:
  This will assist with the reduction of tedious workload tasks related to the annual financial statement audits, FIR (financial information return) completion, and the development of a budget book. Working with FH Black will automate the financial statements, FIR, and produce a professional budget book, and increase efficiency of working papers through standardized formatting. This subproject will greatly increase efficiency and save valuable time.
- Virtual City Hall (VCH):
  VCH allows ratepayers to access their water, tax & AR (Accounts Receivable) account information and sign up for e-billing in a user-friendly online portal. This is a significant modernization improvement as the Township does not offer e-billing services so all bills & notices are mailed out.

- Metered Water and Bulk Water Software:
  Through the implementation of new cloud based software, our staff will have access to real-time meter data, thus better able to timely communicate with customers on issues, resulting in quality customer service. Implementation of bulk water cloud-based software, will eliminate our time-consuming manual applications and manual input & mail-out of invoices.

FINANCIAL IMPLICATIONS:

The Province's approval of the Finance Department Digital Modernization grant application was not known at the time of 2022 budget preparation and approval. In light of this approval, a Budget Amendment is required to recognize this new source of funding and to expand the scope of the project that was included in the 2022 budget. It is important to note that this Budget Amendment will not require any additional budgetary funds to be allocated but recognizes the change in scope to the 2022 Project 1085 Finance Department Digitalization which had an approved 2022 Budget of $24,000. The receipt of this grant will allow staff to expand this project and to obtain outside assistance to reach its objectives in a more effective and timely manner.

Staff are requesting approval of Budget Amendment BA2022-01 for $178,000 to increase Project 1085 Finance Department Digitalization budget to $202,000. The funding of this budget amendment is as follows:

- Provincial Grant - $131,300
- Contingency Reserve - $17,676 which represents the remaining budget allocation from the Budget Software project
- Technology Reserve - $25,000 which represents the remaining budget allocation from the Financial Software Implementation project
- Operating Fund – the balance of $4,024 can be funded through the consulting budget line within Corporate Management

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the CAO.

CONCLUSION:

It is concluded that Council receive the Financial Update as of March 31, 2022 Report as an item of information and approve Budget Amendment BA2022-01.

Prepared & Submitted by:

Donna DeFilippis

Donna DeFilippis,
Director of Finance

Approved by:

B Hendry

Bev Hendry,
CAO

TOWNSHIP OF WEST LINCOLN

For the Three Months Ending March 31, 2022

	Operating YTD				Operating Total		
	Actuals	Budget	Variance ($)	Variance (%)	Budget	Variance ($)	Variance (%)
General							
General	($3,974,702.91)	($2,479,860.00)	$1,494,842.91	(60.%)	($9,919,570.00)	($5,944,867.09)	60.%
Equipment	55,133.79	100.00	-55,033.79	(55034.%)		-55,133.79	0.%
Total General	**-3,919,569.12**	**-2,479,760.00**	**1,439,809.12**	**(58.%)**	**-9,919,570.00**	**-6,000,000.88**	**60.%**
General Government							
Governance	60,342.34	72,330.00	11,987.66	17.%	297,400.00	237,057.66	80.%
Corporate Management	572,377.44	448,864.99	-123,512.45	(28.%)	1,809,670.00	1,237,292.56	68.%
Total General Government	**632,719.78**	**521,194.99**	**-111,524.79**	**(21.%)**	**2,107,070.00**	**1,474,350.22**	**70.%**
Protection Services							
Fire	159,479.97	370,470.00	210,990.03	57.%	1,367,480.00	1,208,000.03	88.%
Building Permit & Inspection Services	44,058.05	24,880.01	-19,178.04	(77.%)	102,510.00	58,451.95	57.%
Provincial Offences Act		-5,880.00	-5,880.00	100.%	-23,500.00	-23,500.00	100.%
Animal Control	4,919.00	5,370.00	451.00	8.%	21,500.00	16,581.00	77.%
Total Protection Services	**208,457.02**	**394,840.01**	**186,382.99**	**47.%**	**1,467,990.00**	**1,259,532.98**	**86.%**
Transportation Services							
Roads Paved &Unpaved	356,053.07	572,040.00	215,986.93	38.%	2,283,770.00	1,927,716.93	84.%
Traffic Operations & Roadside Maintena	-8,172.97	61,680.00	69,852.97	113.%	248,430.00	256,602.97	103.%
Winter Control	268,995.82	170,660.00	-98,335.82	(58.%)	640,500.00	371,504.18	58.%
Crossing Guards	17,963.74	19,890.00	1,926.26	10.%	67,320.00	49,356.26	73.%
Streetlights	-33,274.07	7,030.00	40,304.07	573.%	28,300.00	61,574.07	218.%
Bridges & Culverts	17,470.55	59,160.00	41,689.45	70.%	236,700.00	219,229.45	93.%
Total Transportation Services	**619,036.14**	**890,460.00**	**271,423.86**	**30.%**	**3,505,020.00**	**2,885,983.86**	**82.%**
Environmental Services							
Wastewater	-414,776.97	-103,560.00	311,216.97	(301.%)		414,776.97	0.%
Storm Sewer	-110.00	28,890.00	29,000.00	100.%	115,500.00	115,610.00	100.%
Water	-205,954.73	-130.00	205,824.73	(158327.%)		205,954.73	0.%
Total Environmental Services	**-620,841.70**	**-74,800.00**	**546,041.70**	**(730.%)**	**115,500.00**	**736,341.70**	**638.%**
Heath Services							
Cemeteries	8,457.19	40,800.00	32,342.81	79.%	164,380.00	155,922.81	95.%
Total Heath Services	**8,457.19**	**40,800.00**	**32,342.81**	**79.%**	**164,380.00**	**155,922.81**	**95.%**
Recreation & Cultural Services							
Parks	14,436.26	101,545.00	87,108.74	86.%	490,730.00	476,293.74	97.%
Recreation Programs	53,115.70	97,825.00	44,709.30	46.%	400,300.00	347,184.30	87.%
Recreational Facilities	204,833.43	120,350.00	-84,483.43	(70.%)	514,650.00	309,816.57	60.%
Libraries	131,096.82	176,140.00	45,043.18	26.%	720,100.00	589,003.18	82.%
Total Recreation & Cultural Services	**403,482.21**	**495,860.00**	**92,377.79**	**19.%**	**2,125,780.00**	**1,722,297.79**	**81.%**
Planning & Development							
Planning & Heritage	70,751.89	95,779.98	25,028.09	26.%	384,560.00	313,808.11	82.%
Drainage	2,243.81	10,960.00	8,716.19	80.%	43,880.00	41,636.19	95.%
Farmers' Market	10,237.26	960.00	-9,277.26	(966.%)	5,390.00	-4,847.26	(90.%)
Total Planning & Development	**83,232.96**	**107,699.98**	**24,467.02**	**23.%**	**433,830.00**	**350,597.04**	**81.%**
	-2,585,025.52	**-103,705.02**	**2,481,320.50**	**(2393.%)**		**2,585,025.52**	**0.%**

TOWNSHIP OF WEST LINCOLN
Summary of All Units
For the Three Months Ending March 31, 2022

	YTD				Annual		
	Budget	**Actual**	**Variance ($)**	**Variance (%)**	**Budget**	**Remaining ($)**	**Remaining (%)**
Operating Revenue							
Tax Levy	$2,119,380.00	$4,114,294.30	($1,994,914.30)	(94.%)	$8,477,470.00	$4,363,175.70	51.%
Street Light Levy	18,420.00	41,329.19	-22,909.19	(124.%)	73,590.00	32,260.81	44.%
Sidewalk Levy	27,810.00	57,639.27	-29,829.27	(107.%)	111,180.00	53,540.73	48.%
Supplemental Levy	15,300.00		15,300.00	100.%	61,200.00	61,200.00	100.%
Payment In Lieu	179,310.00	512.67	178,797.33	100.%	717,300.00	716,787.33	100.%
User Fees	1,479,140.01	1,101,540.09	377,599.92	26.%	5,917,140.00	4,815,599.91	81.%
Government Transfers	269,460.00	348,242.00	-78,782.00	(29.%)	1,077,710.00	729,468.00	68.%
Other Revenue	236,820.00	109,220.03	127,599.97	54.%	947,360.00	838,139.97	88.%
Allocation of Program Support	386,250.00		386,250.00	100.%	1,544,940.00	1,544,940.00	100.%
Funding From Reserves	471,155.00		471,155.00	100.%	1,380,640.00	1,380,640.00	100.%
Total Operating Revenue	**5,203,045.01**	**5,772,777.55**	**-569,732.54**	**(11.%)**	**20,308,530.00**	**14,535,752.45**	**72.%**
Operating Expenses							
Salaries and Wages	1,453,565.01	1,320,796.39	132,768.62	9.%	5,783,110.00	4,462,313.61	77.%
Benefits	426,760.00	347,584.09	79,175.91	19.%	1,643,740.00	1,296,155.91	79.%
Debenture Interest	149,040.00	238,781.91	-89,741.91	(60.%)	596,070.00	357,288.09	60.%
Administrative Expenses	83,190.00	42,215.45	40,974.55	49.%	333,790.00	291,574.55	87.%
Supplies and Equipment	107,030.00	39,193.54	67,836.46	63.%	429,330.00	390,136.46	91.%
Repairs and Maintenance (Materials Only)	432,420.00	325,349.73	107,070.27	25.%	1,730,340.00	1,404,990.27	81.%
Utilities	126,720.00	66,812.75	59,907.25	47.%	507,580.00	440,767.25	87.%
Insurance	80,190.00	131,038.93	-50,848.93	(63.%)	320,620.00	189,581.07	59.%
Subscriptions and Periodicals	1,950.00	4,503.75	-2,553.75	(131.%)	7,860.00	3,356.25	43.%
Contracted Services	918,350.00	300,295.26	618,054.74	67.%	3,674,920.00	3,374,624.74	92.%
Special Projects	144,124.98	62,517.57	81,607.41	57.%	576,500.00	513,982.43	89.%
Rents and Financial Expenses	11,280.00	3,874.94	7,405.06	66.%	45,100.00	41,225.06	91.%
External Transfers	9,570.00	35,000.00	-25,430.00	(266.%)	38,360.00	3,360.00	9.%
Internal Functional Adjustments	172,860.00		172,860.00	100.%	691,140.00	691,140.00	100.%
Allocation of Program Support	213,430.00		213,430.00	100.%	853,800.00	853,800.00	100.%
Tax Write Off	22,830.00	2,552.98	20,277.02	89.%	91,420.00	88,867.02	97.%
Debenture Principal	193,770.00	264,473.30	-70,703.30	(36.%)	774,950.00	510,476.70	66.%
Contribution to Reserves	552,260.00		552,260.00	100.%	2,209,900.00	2,209,900.00	100.%
Total Operating Expenses	**5,099,339.99**	**3,184,990.59**	**1,914,349.40**	**38.%**	**20,308,530.00**	**17,123,539.41**	**84.%**
Operating Surplus/(Deficit)	**103,705.02**	**2,587,786.96**	**-2,484,081.94**	**(2395.%)**		**-2,587,786.96**	**0.%**
Capital Revenue							
User Fees	79,227.00		79,227.00	100.%	316,900.00	316,900.00	100.%
Government Transfers	592,374.00	206,511.00	385,863.00	65.%	2,369,500.00	2,162,989.00	91.%
Other Revenue	750.00	10,000.00	-9,250.00	(1233.%)	3,000.00	-7,000.00	(233.%)
Funding From Reserves	408,588.00		408,588.00	100.%	1,634,350.00	1,634,350.00	100.%
Total Capital Revenue	**1,080,939.00**	**216,511.00**	**864,428.00**	**80.%**	**4,323,750.00**	**4,107,239.00**	**95.%**
Capital Expenditures							
Land Improvements	32,499.00		32,499.00	100.%	130,000.00	130,000.00	100.%
Facilities	230,001.00		230,001.00	100.%	920,000.00	920,000.00	100.%
Equipment	61,491.00	44,451.02	17,039.98	28.%	245,950.00	201,498.98	82.%
Rolling Stock	143,499.00	505,586.93	-362,087.93	(252.%)	574,000.00	68,413.07	12.%
Transportation Infrastructure	592,500.00	18,250.45	574,249.55	97.%	2,370,000.00	2,351,749.55	99.%
Environmental Infrastructure	20,952.00		20,952.00	100.%	83,800.00	83,800.00	100.%
Total Capital Expenditures	**1,080,942.00**	**568,288.40**	**512,653.60**	**47.%**	**4,323,750.00**	**3,755,461.60**	**87.%**
Capital Surplus/(Deficit)	**-3.00**	**-351,777.40**	**351,774.40**	**(11725813.%)**		**351,777.40**	**0.%**

FINANCIAL IMPACT OF COVID-19 AS OF MARCH 31, 2022

REVENUE LOSS		
Closures		
Facility Rental	$	47,910.00
TOTAL REVENUE LOSS	**$**	**47,910.00**
ADDITIONAL EXPENSES		
Supplies and Contracted Services		$27,470.00
Additional Staffing Costs		$2,750.00
TOTAL ADDITIONAL EXPENSES	**$**	**30,220.00**
COVID COSTS AND LOST REVENUE	**$**	**78,130.00**
Funds Available in Contingency Reserve	**$**	**146,866.27**
Balance of Funds Available	**$**	**68,736.27**

West Lincoln
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REPORT

ADMINISTRATION/FINANCE/FIRE COMMITTEE

DATE: April 19, 2022

REPORT NO: T-09-2022

SUBJECT: **2022 Tax Rate By-Law**

CONTACT: Donna DeFilippis, Director of Finance/Treasurer

OVERVIEW:

- To set the rates of taxation for the year 2022 in accordance with the approved 2022 operating and capital budget

RECOMMENDATION:

1. That Recommendation Report T-09-2022 regarding the "2022 Tax Rate By-Law" dated April 19, 2022, be received; and,
2. That, the 2022 tax rates as attached on Schedule A to this report be approved; and,
3. That, a by-law to set the rates of taxation for the year 2022 be presented at the April 25, 2022 Council Meeting.

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:

At the February 28, 2022 Council Meeting, a general tax levy of $8,351,670, an urban service area levy of $184,770, and the hospital levy to support the rebuild of the West Lincoln Memorial Hospital of $125,800 were approved. These levies are required to support the approved 2022 Operating Budget of $19.7 million and the 2022 Capital Budget of $4.9 million. This report outlines the Township 2022 tax rates, as well as the rates required to collect taxes on behalf of the Niagara Region and the four area school boards.

CURRENT SITUATION:

Schedule A outlines the 2022 tax rates, which includes the Township's rates, the Regional rates and the Education rates. The Township's rates are calculated based on the tax levy approved by Council as part of the 2022 budget.

The chart below breaks down total taxes paid for an average single family residential home assessed with an assessment of $386,000. The Municipal portion of the tax bill (including the Hospital and Urban Service Area levies) accounts for 33% of the total tax bill.

	2022 Total Taxes	2021 Total Taxes	$ Change	% Change
Assessment	$ 386,000.00	$ 386,000.00	$ -	0.00%
Municipal	$ 1,447.42	$ 1,421.97	$ 25.45	1.79%
Hospital	$ 21.80	$ 13.29	$ 8.51	64.03%
Total Township	$ 1,469.22	$ 1,435.26	$ 33.96	2.37%
Region	$ 2,519.44	$ 2,450.13	$ 69.31	2.83%
Education	$ 590.58	$ 590.58	$ -	0.00%
TOTAL	**$ 4,579.24**	**$ 4,475.97**	**$ 103.27**	**2.31%**
Urban Service Area	$ 73.59	$ 79.26	-$ 5.67	-7.15%
TOTAL WITH URBAN SERVICE AREA	**$ 4,652.83**	**$ 4,555.23**	**$ 97.60**	**2.14%**

The overall tax increase to an average assessed home in West Lincoln in the urban area is 2.14%, or $97.60 annually. The overall tax increase to an average assessed home in all other areas of the Township is 2.31% or $103.27 annually. A final tax bill will be mailed out to property owners in late June. The balance of taxes owing will be due in two instalment dates: July 29, 2022 and September 30, 2022.

The April 25, 2022 Council agenda package will include the By-Law authorizing the 2022 tax rates.

FINANCIAL IMPLICATIONS:

Without setting rates of taxation for 2022, we would not be able to collect the necessary tax revenue required to provide services to our community in accordance with the approved 2022 budget.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO

CONCLUSION:

That Report T-09-2022, regarding the 2022 Tax Rate By-Law be received and that the tax rates outlined on Schedule A be approved.

Prepared & Submitted by:

Donna DeFilippis

Donna DeFilippis,
Director of Finance

Approved by:

B Hendry

Bev Hendry,
CAO

TOWNSHIP OF WEST LINCOLN

SCHEDULE A

TAX RATES FOR 2022

Assessment Class	Code	Assessment	Township Tax Rate	Region Tax Rate	Waste Tax Rate	Education Tax Rate	WLMH Levy Tax Rate	TOTAL	Urban Service Area (USA) Street Lights Tax Rate	Urban Service Area (USA) Sidewalk Tax Rate	Total with USA
Residential	(RT)	1,796,000,969	0.00374979	0.00603552	0.00049152	0.00153000	0.00005648	**0.01186331**	0.00007593	0.00011472	**0.01205396**
Multi-residential	(MT)	7,074,000	0.00738709	0.01188997	0.00096829	0.00153000	0.00011127	**0.02188662**	0.00014958	0.00022599	**0.02226219**
New Multi-Residential	(NT)	0	0.00374979	0.00603552	0.00049152	0.00153000	0.00005648	**0.01186331**	0.00007593	0.00011472	**0.01205396**
Small business on farm	(C7)	12,300	0.00650551	0.01047102	0.00085274	0.00220000	0.00009799	**0.02012726**	0.00013173	0.00019902	**0.02045801**
Commercial	(CT)	63,938,600	0.00650551	0.01047102	0.00085274	0.00880000	0.00009799	**0.02672726**	0.00013173	0.00019902	**0.02705801**
Commercial excess land	(CU)	687,700	0.00552968	0.00890037	0.00072483	0.00880000	0.00008329	**0.02403817**	0.00011197	0.00016917	**0.02431931**
Commercial vacant land	(CX)	2,830,300	0.00552968	0.00890037	0.00072483	0.00880000	0.00008329	**0.02403817**	0.00011197	0.00016917	**0.02431931**
Shopping centre	(ST)	7,258,300	0.00650551	0.01047102	0.00085274	0.00880000	0.00009799	**0.02672726**	0.00013173	0.00019902	**0.02705801**
Shopping centre excess land	(SU)	0	0.00552968	0.00890037	0.00072483	0.00880000	0.00008329	**0.02403817**	0.00011197	0.00016917	**0.02431931**
Commercial-New Construction	(XT)	8,880,800	0.00650551	0.01047102	0.00085274	0.00880000	0.00009799	**0.02672726**	0.00013173	0.00019902	**0.02705801**
Comm-New Const excess land	(XU)	44,800	0.00552968	0.00890037	0.00072483	0.00880000	0.00008329	**0.02403817**	0.00011197	0.00016917	**0.02431931**
Industrial	(IT)	24,405,100	0.00986195	0.01587342	0.00129270	0.00880000	0.00014854	**0.03597661**	0.00019970	0.00030171	**0.03647802**
Industrial excess land	(IU)	53,600	0.00838266	0.01349240	0.00109879	0.00880000	0.00012626	**0.03190011**	0.00016974	0.00025645	**0.03232630**
Industrial vacant land	(IX)	1,227,000	0.00838266	0.01349240	0.00109879	0.00880000	0.00012626	**0.03190011**	0.00016974	0.00025645	**0.03232630**
New Industrial	(JT)	11,657,800	0.00986195	0.01587342	0.00129270	0.00880000	0.00014854	**0.03597661**	0.00019970	0.00030171	**0.03647802**
Large industrial	(LT)	1,170,300	0.00986195	0.01587342	0.00129270	0.00880000	0.00014854	**0.03597661**	0.00019970	0.00030171	**0.03647802**
Large industrial excess land	(LU)	251,600	0.00838266	0.01349240	0.00109879	0.00880000	0.00012626	**0.03190011**	0.00016974	0.00025645	**0.03232630**
Pipeline	(PT)	29,135,000	0.00638252	0.01027306	0.00083662	0.00880000	0.00009613	**0.02638833**	0.00012924	0.00019526	**0.02671283**
Farmlands	(FT)	486,018,440	0.00093745	0.00150888	0.00012288	0.00038250	0.00001412	**0.00296583**	0.00001898	0.00002868	**0.00301349**
Managed forests	(TT)	2,608,300	0.00093745	0.00150888	0.00012288	0.00038250	0.00001412	**0.00296583**	0.00001898	0.00002868	**0.00301349**
Farmland Awaiting Development	(R1)	0	0.00281234	0.00452664	0.00036864	0.00114750	0.00004236	**0.00889748**	0.00005695	0.00008604	**0.00904047**
Total levy		2,443,254,909	**8,351,664**	13,442,520	1,094,731	4,279,191	125,794	**27,293,900**	73,589	111,182	**27,478,671**

West Lincoln
Your Future Naturally

REPORT

ADMINISTRATION/FINANCE/FIRE COMMITTEE

DATE: March 14, 2022

REPORT NO: C-01-2022

SUBJECT: **2022 Municipal and School Board Election – Alternative Voting Methods**

CONTACT: Jessica Dyson, Deputy Clerk
Joanne Scime, Clerk

OVERVIEW:

- The purpose of this report is to provide information and seek direction for Council regarding the adoption of alternative voting methods for the 2022 Municipal and School Board Election being held on October 24th, 2022.
- The Municipal Elections Act requires Council to pass a by-law permitting voting and vote-counting equipment and alternative methods by May 1 in the year of the election.
- Staff are recommending the implementation of a hybrid election system, which will include in-person voting using the traditional paper ballot processes (and optical vote tabulators), and internet voting.
- Advance voting for both in-person voting and internet voting, outlining the recommended dates, times, location and methods, are also outlined within this report.

RECOMMENDATION:

1. That, Recommendation Report No. C-01-2022 regarding 2022 Municipal and School Board Election – Alternative Voting Methods, dated March 14, 2022, be received for information; and,
2. That, the Clerk be directed to proceed with the conduct of 2022 Municipal and School Board Elections including the use of optical scan vote tabulators and, during the advance voting period, internet voting; and,
3. That, Council accept the proposal from Voatz Canada Ltd. for the provision of internet voting services as outlined in this report; and,
4. That, a by-law authorizing the use of alternative voting methods and advance voting period in the 2022 Municipal and School Board Elections be presented to Council for ratification.

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:

Further to the November 15, 2021 Administration/Finance/Fire Committee Report No. C-05-2021 that outlined alternative methods of voting, this report provides Council with a recommendation of an alternative voting method for the 2022 Municipal and School Board Election. The recommendation is based on alternate voting method research, balancing resources, opportunities and available budget. To enhance accessibility, by providing greater convenience for the elector and to increase the flexibility for the Township in responding to potential public health concerns, staff explored alternative voting methods for 2022. Consideration of the methods that other levels of government are using to conduct their elections during the COVID-19 pandemic was also examined.

The methods outlined within this report will include the following:

- Internet Voting (advance voting only)
- Advance Voting In-Person (suggested date – September 29th, 2022) at the West Lincoln Community Centre
- Advance Voting In-Person (suggested date – October 15th, 2022) at the Legion Villa Seniors Complex
- Voting Day In-Person (October 24, 2022) at 3 Voting Locations

Staff recommend to offer in person voting with traditional paper ballots supported by the continued use of optical vote scanning equipment (i.e., vote tabulators) for the 2022 Municipal and School Board Election. As an alternative voting method, staff recommend internet voting, during the advance voting period only, for the 2022 Municipal and School Board Election.

CURRENT SITUATION:

Alternative Voting Methods in other Municipalities

Following the 2018 municipal election, AMCTO surveyed 263 municipalities who reported the method of voting used in their 2018 Municipal and School Board Election. In 2021, AMCTO started elections research to identify trends for the upcoming 2022 election. Since last updated in February 2022, 149 municipalities have completed the survey with the results outlined below (municipalities may have used more than one method):

2022 *based on 149 municipalities who reported*			2018 *based on 263 municipalities who reported*	
Voting Method		Results	Voting Method	Results
Voting Day	In-Person (paper ballots)	65	Paper Ballots	108
	Mail-In Ballots	29	Internet Voting	107
	Telephone	73	Paper Ballots & Internet Voting	25
	Internet	94	Vote by Mail	48
Advance Polls	In-Person (paper ballots)	48	Touch Screens	10
	Mail-In Ballots	30	*survey did not separate advance votes and election day votes*	
	Telephone	71		
	Internet	97		

Overview of Alternative Voting Methods

In addition to authorizing the use of vote-counting equipment such as voting machines and vote tabulators, the *Municipal Elections Act* (MEA) also permits municipalities to implement alternative voting methods that do not require an elector to physically attend a voting place (or poll). Examples of such technologies include voting by mail, telephone voting and internet voting.

In considering the potential implementation of any such alternative voting methods, the principles of the *Municipal Elections Act* must be upheld, including:

- maintaining the secrecy and confidentiality of the voting process and individual votes;
- providing an election that is accessible to the voters;
- providing an election that is fair and non-biased;
- ensuring that the integrity of the voting process is maintained throughout the election;
- ensuring the results of the election reflect the votes cast, and that valid votes be counted and invalid votes be rejected so far as reasonably possible;
- ensuring voters and candidates are treated fairly and consistently within the municipality.

To fully support these principles, best practices would dictate that a municipality not select and implement only a single alternative voting stream. For example, an alternative voting method could be used to **supplement** a traditional paper ballot (with tabulator) election (as has historically been conducted in West Lincoln). Alternatively, two or more alternative voting systems (such as internet voting and telephone voting) could be used to **replace** the traditional paper ballot model. Such an implementation serves to ensure that the choice of a single alternative voting model does not disenfranchise electors that may not otherwise be able to utilize the single selected alternative model.

While any of these alternative technologies may be considered for implementation by a municipality, the evolution of technology and use of the internet today has reached a point

where many people have come to use online platforms for many day-to-day activities, such as remote banking, shopping, paying bills, and conduct other forms of business online. Also, these services are not only accessed on personal computers, but also on tablets, smart phones and other connected devices. The success and acceptance of such e-services has reached the point where its availability is often expected by most.

Traditional In-Person Voting and Vote Tabulators

In 2018, the Township of West Lincoln hosted 6 polls on election day (2 polls per ward), and advance voting was held at 3 locations on 4 different dates:

2018 Municipal and School Board Election			
Election Day October 22nd, 2018		Advance Voting September 27th – October 16th	
Ward 1	Caistor Centre Public School	ALL	Administration Building
Ward 2	Gainsborough Public School	ALL	Premier Equipment
Ward 3	Smithville Public School	ALL	Legion Villa Seniors Complex

Staff recommend Council continue to offer traditional in-person voting only, with a similar approach in 2022:

2022 Municipal and School Board Election			
Election Day October 24th, 2022		Advance Voting September 26th – October 17th	
Ward 1	Caistor Centre Public School	ALL	West Lincoln Community Centre
Ward 2	Gainsborough Public School	ALL	Legion Villa Seniors Complex
Ward 3	West Lincoln Community Centre	ALL	Internet Voting
		ALL	Administration Building ***NOTE**: Equipment will be securely available for residents to access the internet voting method only, during regular business hours at the Township Administrative Office*

The use of paper ballots to cast a vote in-person is the most common approach used in municipal elections and the primary voting method considered in the MEA. Since 2006, the Township has used traditional paper ballots and optical vote scanning equipment to record and count votes in municipal and school board elections.

When an elector casts an in-person vote, they attend a poll location where they verify their identity and name on the electors list, receive a paper ballot and go behind a privacy screen to mark their choice(s). The elector places their ballot into a secrecy folder and then proceeds to the vote tabulator where the ballot is inserted into the tabulator and the results are stored on a programmed memory card for downloading at the close of polls on Election Day.

Internet Voting

Internet voting has been implemented in several municipalities since 2003 with more municipalities choosing to implement this voting method, as it is considered the most accessible remote voting method with internet and telephone voting being able to be offered simultaneously.

The following table outlines a number of considerations regarding the implementation of internet voting:

Benefits	Drawbacks
Offers an option for voters to cast a ballot without attending a physical voting location	Internet access may be less available to some voters
Flexible voting time (24/7)	Potential for technical difficulties to pause or delay voting
Supports accessible voting with options to adjust colour contrast, screen size, font size and ability to use a screen reader on a personal device	Potential for fraudulent interference with ID on voter notification cards sent in the mail, requiring a two-step registration process to enhance security with personal information verification and a PIN sent by encrypted email
Environmentally friendly as no paper ballot printing	Security of voting online and potential for fraudulent activity has been raised, based on use of personal devices or potential to interfere with the internet voting system
Decreased chance of a ballot being marked in error or spoiled unintentionally as the system flags ballot marking errors, such as blank, over and under-voted races, and allows the voter to correct before casting the ballot just like in-person voting locations	No manual recount is possible because there is no paper ballot
Efficient automated administration of voter identity verification, ballot receipt and striking voter off the voters' list and counting	
Fast and accurate results tabulation	
Cost effective based on flat rate per voter that uses the system	
Digital audit trail for audit, investigation or recount	

There are two basic models to provide remote access internet voting: one-step and two-step voting.

In a one-step process, an eligible elector on the voters' list receives a Voter Information Letter (VIL) by mail. The VIL will include a PIN, and other unique voter identification information (i.e., Voter ID number) that the voter will use to access a secure website and be able to cast their ballot. Prior to accessing the ballot, the elector is asked to authenticate his or her identity by answering a question based on information contained on the voters' list (e.g. date of birth). If the authentication is not accepted the elector would have to contact the Clerks Office for assistance to proceed.

In a two-step process, an eligible elector on the voters' list receives a Voter Information Letter (VIL) by mail and within the letter are directed to complete an online registration process. During the registration process, the elector may be asked additional questions to verify their identity in order to establish a personalized access code prior to accessing an online ballot. Following registration, the elector receives an email with instructions on how to receive their PIN. The elector then uses both sets of credentials along with their PIN to validate their identity and access the online ballot during the voting period.

Once an elector has cast their ballot regardless of the method they are struck from the voters' list. This means an elector would not be able to obtain another ballot.

Should Council approve internet voting as an alternative method for 2022 it would only be made available for a couple weeks during the advance voting period. The recommended advance voting period is suggested to be between September 26th – October 17th, 2022. There would be a **reduced** number of in-person advance polls. On Election Day there would be in-person polls only.

<u>Security Concerns</u>

Although the Communications Security Establishment (CSE) who assesses threats to municipal elections to be a low level there are still threats to internet voting that do exist from cybercriminals, hackers, etc. Within Canada there are no standards for designing, testing or certifying online voting systems, nor auditing or independently verifying the results they produce. The Federal or Provincial governments also does not provide guidance on the procurement and operation of such systems.

There have been no reported examples of malicious activity associated with Ontario Municipal Elections conducted using internet voting. Ultimately, the decision to utilize internet voting should be based on an assessment of what is a "reasonable" threat or risk, while balancing the need for voter engagement and accessibility in the local democratic process. Staff are satisfied that a reasonable set of security assurances can be put in place to ensure the integrity of the voting process in West Lincoln should Council elect to proceed with the internet voting option.

FINANCIAL IMPLICATIONS:

The 2022 budget includes an allocation of $130,130 towards Election expenditures, which is fully funded through a transfer from the Election Reserve. The cost of internet voting would be within the approved budget.

In the event that Council elects to proceed with the additional voting method of Internet Voting, certain budgeted expenses associated with the election (i.e., production and mailing of the Voter Information Letters) will be included in the overall cost of the proposed service provider for Internet Voting.

Internet Voting Services Supplier and Costs

The Township of West Lincoln had received 4 responses and 3 proposals from internet voting service suppliers:

2022 Municipal and School Board Election Proposal Submissions (Internet)		
Company	Contact	Results
Dominion Voting	Costantiello, Gio 3280 Bloor Street West (Centre Tower), 6th Floor, Toronto ON, Canada M8X 2X3	$24,041.50
Scytl Canada	Herold, Rob 380 Wellington Street, London ON, Cananda N6A 5B5	$21,293.90
Simply Voting	Hardy, Adrienne 5160 Bd Décarie #502, Montréal, QC Canada H3X 2H9	As of December 16, 2021, Simply Voting reached capacity in terms of commitments for the 2022 Ontario Municipal and School Board Election
Voatz Canada Ltd.	Catahan, Richard 73 Kenwood Hills North Bay, Ontario P1C 1M3	$18,408.92

Based on the proposals provided and the implementation of each platform described in the proposals, staff are recommending the Township of West Lincoln award Voatz Canada Ltd., for the service delivery of Internet Voting for the 2022 Municipal and School Board Election. Included in Voatz proposal is the provision of printing/sorting/mailing (does not include postage) of the Voter Information Letters.

A high-quality voters' list is critical to the success of internet. It is a very manual process to verify the identity of the elector, update the voters' list and issue a new voter

information package. Voatz has full integration with DataFix Voter List management system, which is Canada's most widely used electoral management system. The Township of West Lincoln already has a contract in place with DataFix/VoterView List Management Services.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO and Director of Finance and no concerns were received.

CONCLUSION:

As the shift to online services and accessibility continues, as well as the consideration of the unprecedented challenges of the COVID-19 pandemic, the Township of West Lincoln finds an opportunity to modernize its election operations, enhance accessibility and convenience for electors and potentially improve election efficiency. While studies have not shown any significant increases in voter participation or demonstrated an ability to engage greater numbers of younger voters; internet voting has been shown to alter voting patterns of habitual electors by lessening volume pressures on physical polling places and making voting more convenient and accessible to electors. Based on the foregoing, staff are recommending that the Council consider the implementation of a hybrid voting model for the 2022 Municipal and School Board Election consisting of:

1. Internet Voting for an extended advance voting period prior to voting day, including a working station set up at the Administration Building to assist voters with online voting during regular business hours.
2. Traditional paper ballot system on 2 days during the advance voting period prior to voting day.
3. Traditional paper ballot system with vote tabulators on voting day.

In the event that this hybrid model is supported by Council, staff would work with the supplier to fine tune voting day polling operations and requirements to reflect the internet voting option provided over an extended advanced voting period. It is anticipated that certain costs savings would be possible which could be used to offset some of the additional costs (communications, education, voter list management, online support) arising from the internet voting option.

Prepared & Submitted by:

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Approved by:

Bev Hendry, CAO

Joanne Scime, Clerk