



TOWNSHIP OF WEST LINCOLN
PUBLIC WORKS/RECREATION/ARENA COMMITTEE
AGENDA

MEETING NO. THREE

Monday, April 17, 2023, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

*****NOTE TO MEMBERS OF THE PUBLIC:** All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.***

Pages

1. CHAIR- Councillor Mike Rehner

Prior to commencing with the Public Works & Recreation Committee meeting, Chair Rehner will read the following announcements:

1. Comments from the public for a matter that is on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either (1) emailing 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 OR (2) by contacting the Clerk's Department to request a Zoom Link to attend the meeting virtually.
3. This meeting will be livestreamed. The link to watch the meeting live can be found on the Township's website by selecting the "Township Office" tab at the top of the website, then clicking the Council or Standing Committee meetings tab and scroll down the meeting list to find the link.
4. This meeting will be recorded and will be available to view by clicking the meeting video link found on the Township's website within 48 hours after the meeting unless otherwise noted.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Chair to read the following:

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-rong), the Haudenosaunee (Hoe-den-no-SHOW-nee), 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

There are no appointments/presentations.

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.

10.13(5) - There shall be a "COMMENTS FROM THE PUBLIC" section included on Committee agendas in order to provide members of the public an opportunity to address the Committee on any items on the agenda. 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. A response may not be provided and the matter may be referred to staff.

1. The Chair to inquire if there are any members of the public on the Zoom meeting who wish to address a specific item on the agenda as permitted by Section 10.13(5) of the Procedural By-law.

2. The Chair to inquire if the Director of Legislative Services/Clerk had received any comments by email from any members of the public.

3. The Chair to inquire if there is anyone present at the meeting who wish to address a specific item on the agenda as permitted by Section 10.13(5) 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 PW09-23

CONSENT AGENDA ITEMS

RECOMMENDATION:

That the Public Works/Recreation/Arena Committee hereby approves the following Consent Agenda Items:

1. Items 1 and 2 be and are hereby received for information

with the exception of Items #(s)

- | | | |
|----|---|---|
| 1. | Information Report PW-12-2023 - Murgatroyd Trail Reconstruction – Inclusive and Accessible Community Grants Program | 5 |
| 2. | Information Report REC-03-2023 - West Lincoln Community Centre (WLCC) and Recreation Services 2022 Review | 9 |

8. COMMUNICATIONS

There are no communications.

9. STAFF REPORTS

9.1 ITEM PW10-23

AMENDMENT TO BUDGET

Project Manager (Ray Vachon) and Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-11-2023 - 2023 Road Rehabilitation
Project Tender Award (PW 2023-01) - Budget Amendment BA2023-01

RECOMMENDATION:

1. That, Recommendation Report PW-11-2023, re: “2023 Road Rehabilitation Project Tender Award (PW 2023-01) – Budget Amendment BA2023-01”, dated April 17, 2023, be received; and,
2. That, Council award the tender submission to Walkers Construction Limited for the road rehabilitation work, in the amount of \$2,112,150.00 (excluding HST); and,
3. That, a project contingency allowance in the amount of \$205,400.32 be provided for this project; and,
4. That, Budget Amendment BA2023-01, as outlined in Appendix C, to reallocate the budgeted expenditures and financing for the five road projects included in this tender, along with the extra work on Young Street (South Grimsby Rd 10 to Grimsby Road) and Concession 4 (Rosedene Rd to Hodgkins Rd), at an estimated cost of \$208,000.00 (excluding HST) based on the unit prices submitted by the low bidder, be approved; and,

5. That, a by-law be passed to authorize the Mayor and Clerk to enter into an agreement with Walkers Construction Limited.

10. OTHER BUSINESS

10.1 ITEM PW11-23

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]

DATE: April 17, 2023

REPORT NO: PW-12-2023

SUBJECT: **Murgatroyd Trail Reconstruction – Inclusive and Accessible Community Grants Program**

CONTACT: Mike DiPaola, P.Eng., Director of Public Works & Recreation

OVERVIEW:

- Murgatroyd Trail is an existing asphalt trail that is approximately 210 metres long that connects Canborough Street (Regional Road 14) and Ellis Street in Smithville.
- Kerry T. Howe Engineering Limited was awarded the detailed design assignment for this project in September of 2022.
- The approved 2023 Capital Budget and Forecast has construction funding allocated in 2024 for this project.
- On March 10, 2023, the Ministry for Seniors and Accessibility announced that applications are now open for the Inclusive and Accessibility Community Grants Program to secure funding up to \$60,000.
- Upon review of the Grant Program Guidelines, staff determined that the Murgatroyd Trail Reconstruction project would be suitable for this funding opportunity.
- Staff will be applying for the \$60,000 grant prior to the April 20th deadline.
- Should the Township's application be successful, this project will have to be moved up from the 2024 budget year to the current 2023 year in order to complete this project as per the grant program requirements.
- Staff will report back to Committee and Council should our application be successful.

RECOMMENDATION:

1. That Information Report PW-12-2023 "Murgatroyd Trail Reconstruction – Inclusive and Accessible Community Grants Program" dated April 17, 2023 be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1

- **Strong Transportation Connections** – West Lincoln has transportation infrastructure that is safe for motorists, cyclists and pedestrians, and networks that are well-maintained and connected within our community.

Theme # 5

- **Community Health and Safety** – West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.

Theme # 6

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

BACKGROUND:

Murgatroyd Trail is an existing asphalt trail that is approximately 210 metres long that connects Canborough Street (Regional Road 14) and Ellis Street in Smithville (Refer to Appendix A). It is currently not AODA compliant due to steep grades (+12%) and is in poor condition.

In September of 2022, staff issued a Request for Quotation (RFQ) for professional design services to upgrade and reconstruct Murgatroyd Trail. This project involves reconstructing the trail to improve the overall condition including improved drainage, travel surface, LED lighting, and more importantly reducing the grade on the trail to below 8% to insure AODA compliance. Kerry T. Howe Engineering Limited was the successful consultant and has been working on the detailed design.

The 2023 approved Capital Budget and Forecast has construction funding for these improvements in the year 2024 of the Capital Budget Forecast.

CURRENT SITUATION:

On March 10, 2023, the Ministry for Seniors and Accessibility announced that Applications are now open for the Inclusive and Accessibility Community Grants Program. These grants provide municipalities with up to \$60,000 for local projects that will help older residents and people with disabilities participate in community life.

The application deadline for this grant / funding opportunity is **April 20, 2023**, and the project must be completed between **August 2023 and March 31, 2024**.

Based on the Inclusive and Accessibility Community Grant Program guidelines, the potential funding amount of \$60,000, the application deadline, and the requirement to complete the project by March 31, 2024, staff reviewed the approved 2023 Capital Budget and Forecast to determine which project best suits this funding program. It was determined that the Murgatroyd Trail Reconstruction project would be suitable for this funding opportunity.

The detailed design for this project has progressed well to a stage where if the Township was successful with this grant application, staff can be in a position to Tender the project and get the construction completed during the Fall of 2023 to ensure the project is completed prior to the March 31, 2024 requirement.

With the detailed design being 90% complete, staff and it's engineering consultant have reviewed the scope of work and have estimated the project cost to be in the order of \$150,000 to \$175,000. Staff will therefore apply for the \$60,000 grant for the reconstruction of Murgatroyd Trail.

Should our application be successful, the Murgatroyd Trail project will have to be moved up from the 2024 budget year to the current 2023 year in order to complete this project as per the grant program requirements.

FINANCIAL IMPLICATIONS:

Funding is allocated in 2024 for the reconstruction of Murgatroyd Trail as per the approved 2023 Capital Budget 10 Year Plan.

If the Township is successful with this grant application the project will have to be moved from 2024 budget year to the current budget year in order to meet the project completion requirement of March 31, 2024.

There would be no impact to the tax levy in 2023 with the project being moved up by 1-year.

If the Township is successful with this grant, and depending on what the final budgeted expenditure is after tendering the project, a budget amendment would be required to reflect the \$60,000 of grant revenue and changes to the current project funding via the capital reserve.

A further report regarding this budget amendment will follow if the grant application is approved and once the project is tendered.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Finance Department, CAO, and the Clerk's Office.

CONCLUSION:

This report is to inform Committee and Council that staff will be submitting an application under the Inclusive and Accessible Community Grant Program for the reconstruction of the Murgatroyd Trail for a potential funding amount of \$60,000. If the Township's application is successful then a future report will be presented to move this project up to the current 2023 budget year, in order to complete the project prior to the funding requirements of March 31, 2024.

ATTACHMENTS:

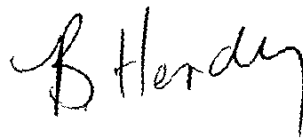
APPENDIX A – Key Plan of Murgatroyd Trail

Prepared & Submitted by:



Mike DiPaola P.Eng
Director of Public Works & Recreation

Approved by:



Beverly Hendry
CAO

APPENDIX 'A' – KEY PLAN



West Lincoln
Your Future Naturally

DATE: April 17, 2023

REPORT NO: REC-03-2023

SUBJECT: **West Lincoln Community Centre (WLCC) and Recreation Services 2022 Review**

CONTACT: Wendy Beaty, Coordinator of Recreation Services
Mike DiPaola, Director of Public Works & Recreation

OVERVIEW:

- The purpose of this report is to provide an overview of the programs, services and recreation facility usage for 2022.
- Staff will continue to track, collect, measure and document trends, strengths and opportunities in an effort to analyze and modify programs and activities to suit the needs and desires of the community.
- This type of Report will be provided annually to the Public Works and Recreation Committee.

RECOMMENDATION:

1. That, Information Report REC-03-2023, re: "West Lincoln Community Centre (WLCC) and Recreation Services 2022 Review", dated April 17, 2023, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Local Attractions** – Providing amenities, programs and services that bring the community together.

Theme #2

- **Support for Business, Opportunities for Residents** – Creating a positive image and a community where it is easy to do business.

BACKGROUND:

The Smithville Library branch opened at the West Lincoln Community Centre site in October 2018. The Arena facility opened in February 2019. The Community Centre was considered substantially complete in April 2019 and the remaining areas of the facility opened.

The opening of the West Lincoln Community Centre affected the delivery of recreation services, programs, events and facilities in many ways. Fitness classes could be held at a Township facility instead of renting space elsewhere. There was a gymnasium available for additional programming and rental opportunities.

The ice surface was a state of the art facility with increased spectator seating. An indoor track became available for visitors to safely walk indoors through all seasons. Community rooms were available spaces for programming, fitness and rental space for meetings and gatherings.

COVID-19 forced the cancellation of events, programs and services in early 2020. The West Lincoln Community Centre had not been fully open for a year at that time. “Appendix I” is a summary of COVID-19 closures and re-openings. It is important to note that 2022 was also affected by COVID-19. By the end of 2022, events, programs and services were back to fully operational and the arena facility was finally able to complete one, full, restriction-free season.

CURRENT SITUATION:

2022 was a year that began under a COVID-19 closure, but saw gradual re-opening and a return to full recreation events, programming and services by the end of the year.

Facilities and programming were permitted to resume after January 26, 2022. Gymnasium and Community Room rentals resumed in April 2022.

Report RFI PW-17-2020 titled, “West Lincoln Community Centre (WLCC) 2019 Update”, was provided to Committee on June 29, 2020. In that Report, staff provided an annual summary of data from 2019 and proposed that moving forward a yearly report would be provided. Through 2020 and 2021, with the impact of COVID-19, staff provided several reports with short-term updates of the effects of the pandemic on recreation events, programs and services and thus annual reports were not provided. With an end to the pandemic in 2022, this report will serve as a return to annual reporting.

Attached to this Report are a number of appendices as summarized below. Each Appendix provides a yearly summary and data related to various events, programs and services offered at the WLCC.

- Appendix A – Staffing Levels-Hours of Operation
- Appendix B – Drop-In Programs
- Appendix C – Fitness Programs
- Appendix D – Township Events
- Appendix E – Advertising/Vending Revenue
- Appendix F – Rentals/Community Connections
- Appendix G – Camps
- Appendix H – Smithville Library
- Appendix I – Summary of 2020-2021

It is important to note that between the 2019 Report and this Report, the Township changed scheduling, registration and booking software. The new software was implemented during 2020 and 2021. As a result of the implementation of the new software, along with COVID-19 closures and restrictions during those years, staff did not include 2020 and 2021 data in this Report.

FINANCIAL IMPLICATIONS:

There are no financial implications as a result of this Report.

INTER-DEPARTMENTAL COMMENTS:

This Report was reviewed by the Township CAO, the CEO of the West Lincoln Library and the Clerk's Office.

CONCLUSION:

The West Lincoln Community Centre opened in February 2019. COVID-19 closures and restrictions through 2020 and 2021 delayed the progression of services, programming and events and thus those years have not been included in this Report. Early 2022 was also affected by COVID-19. Throughout the year, services, programming and events gradually resumed. By late 2022, participation rates, rentals and revenue indicated that the community was comfortable returning to in-person interactions. Early review of data from 2023 suggests that participation, community involvement and facility usage will continue to rise.

ATTACHMENTS:

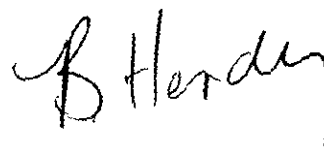
APPENDIX A – STAFFING LEVELS-HOURS OF OPERATION
APPENDIX B – DROP-IN PROGRAMS
APPENDIX C – FITNESS PROGRAMS
APPENDIX D – TOWNSHIP EVENTS
APPENDIX E – ADVERTISING / VENDING REVENUE
APPENDIX F – RENTALS / COMMUNITY CONNECTIONS
APPENDIX G – CAMPS
APPENDIX H – SMITHVILLE LIBRARY
APPENDIX I – SUMMARY OF 2020-2021

Prepared & Submitted by:



Wendy Beaty
Coordinator of Recreation Services

Approved by:



Beverly Hendry
Chief Administrative Officer



Mike DiPaola, P.Eng.
Director of Public Works & Recreation

APPENDIX A
Staffing Levels & Hours of Operation

Recreation Services Staff

Full Time

Manager of Parks, Recreation and Facilities
Coordinator of Recreation Services
Supervisor of Arena, Parks and Facilities
Recreation and Wellness Programmer
Customer Service Administrative Associate
4 Parks and Arena Operators
Property and Facilities

Part Time

7 Winter Facility Operators (September to April)
4 Winter Facility Attendants (September to April)
1 Seasonal Parks Operator (April to November)
4 Parks Labourer (May to September)
1 Parks Labourer (July to September)
5 Customer Service Attendants (January to December)
5 Recreation Team Leaders/Recreation Staff (January to December)

Hours of Operation of West Lincoln Community Centre

September to April
Monday to Sunday 9:00am to 9:00pm

April to September
Monday to Friday 9:00am to 9:00pm
Saturday 9:00am to 5:00pm
Sunday Closed

Staffing Trends Through 2022

2022 was a difficult year for staffing. Early in the year, Public Health continued with isolation guidelines for staff with symptoms and staff were sick, which led to higher absenteeism. Mid 2022, staff retention was difficult as employment opportunities in the community increased. Recruitment of qualified staff continues to be problematic. Applications for Township job opportunities are low and the potential effect on service levels is a concern.

Smithville Public Library

SEASON	DAYS	HOURS	FULL TIME STAFF	PART TIME STAFF
Winter 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1	2
	Sunday	Closed	n/a	n/a
Spring 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1 to 2	2
	Sunday	Closed	n/a	n/a
Summer 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1 to 2	2
	Sunday	Closed	n/a	n/a
Fall 2022	Monday & Friday 3:00pm to 8:00pm	3:00pm to 8:00pm	1	2
	Tuesday, Wednesday, Thursday & Saturday	10:00am to 5:00pm	1 to 2	2
	Sunday	Closed	n/a	n/a

APPENDIX B

Drop-In Programs

2019

Drop-In programs began in the West Lincoln Community Centre in Spring 2019 with a basic schedule of program options. Through the summer months of 2019, the schedule of drop-in programs was reduced to accommodate the Summer Camp program in the facility and with anticipated lower participation rates. In the Fall of 2019, an increased schedule of Drop-In programs was offered and attendance was good.

2020

The Winter 2020 session had shown a dramatic increase in attendance before the closures due to Covid-19 in March of 2020. Covid-19 closures and restrictions prevented the offering of Drop-In programming for the remainder of 2020.

2021

Through 2021, Covid-19 continued to restrict attempts at offering Drop-In programming.

2022

In February of 2022, Drop-In programming resumed with a moderate schedule and attendance was fair. In Spring of 2022 a more robust Drop-In program schedule was offered and attendance suggested participants were being cautious with a return to in-person programs. In the Summer of 2022, a reduced Drop-In schedule was offered due to the Summer Camp program, staffing difficulties and anticipated lower participation. Attendance, as represented by revenue showed an increase, however, it should be noted that the purchase of discount cards during this time period is represented in the revenue but does not necessarily show attendance. The Drop-In schedule for the Fall of 2022 was similar to the Spring and attendance, as represented by revenue was moderate. Again, this could be due to previously purchased discount cards.

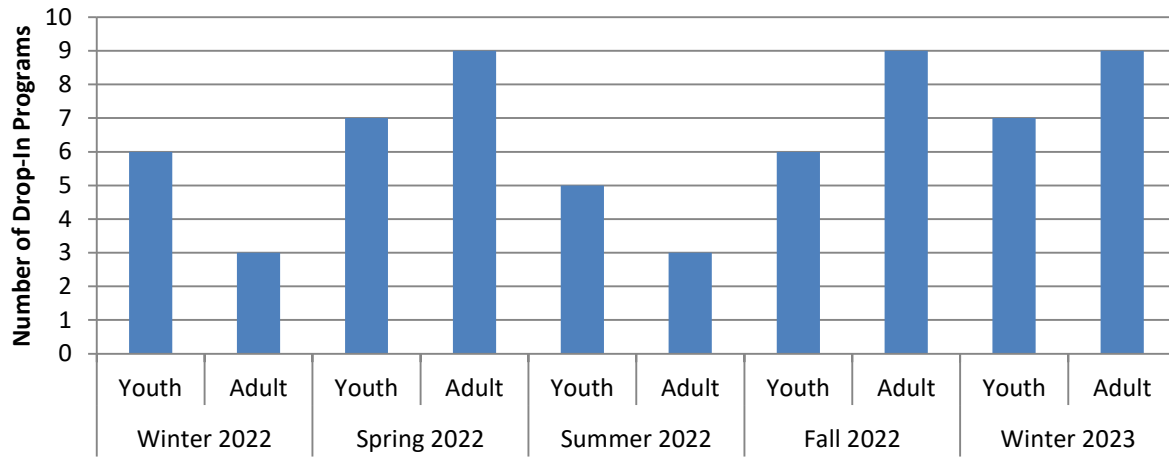
2023

2023 has thus far seen a continued increase in participation in Drop-In Programming.

Drop-in Fees

Adult	\$5.00	Discount Card (10 visits)	\$41.00
Child/Youth	\$3.00	Discount Card (10 visits)	\$15.00
Older Adult 55+	\$3.00	Discount Card (10 visits)	\$25.00

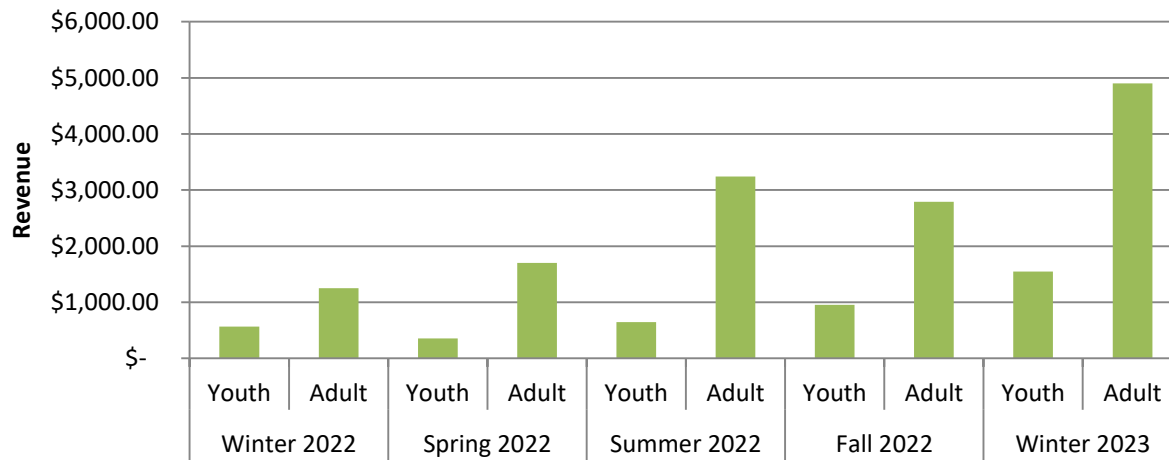
Number of Drop-In Programs Offered



*Total Number of Drop-In Programs Offered in 2019 – 29

*Total Number of Drop-In Programs Offered in 2022 – 48

Drop-In Programs Revenue



*Total Revenue from Drop-In Programs in 2019 - \$ 3,737.00

*Total Revenue from Drop-In Programs in 2022 - \$11,512.00

DROP-IN PROGRAM SCHEDULE

WEST LINCOLN COMMUNITY CENTRE

Starts March 7th, 2022

West Lincoln

Your Future Naturally

RECREATION SERVICES

West Lincoln Community Centre

177 West Street, Smithville, ON

905.957.3346 ext 4688

recreation@westlincoln.ca

www.westlincoln.ca



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00am - 12:00pm Pickleball 18 yrs + 	7:00pm - 9:00pm Pickleball 18 yrs + Drop-In programs may be adjusted in response to COVID-19 Provincial and Regional Regulations as required. Please watch for notifications and updates at the West Lincoln Community Centre, on our website, and on our social media pages.		1:00pm - 3:00pm Pickleball 18 yrs +	7:00pm - 8:30pm Youth Open 9 yrs - 12 yrs 8:30pm - 10:00pm Youth Open 13 yrs - 18 yrs	New! 8:00am - 9:00am Stop'n Play 3yrs-12yrs 9:00am - 10:00am Stop'n Play 3yrs-12yrs 10:00am - 11:00am Stop'n Play 3yrs-12yrs 11:00am - 12:30pm Family Open

Drop-In Fees

Adult (18+)	\$5.00	Discount Card (10 visits)	\$41.00
Child/Youth	\$3.00	Discount Card (10 visits)	\$15.00
Older Adults (55+)	\$3.00	Discount Card (10 visits)	\$25.00

Stop 'n Play Drop-In Program

New!

Pay just \$2.00 and drop your child off with our staff to play in the gymnasium for an hour. Now you have time to walk the track or enjoy watching your other children on the ice. **Last one is April 9th!**

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Facility Etiquette

Indoor shoes only in gymnasium. Locker Rooms are available for use.
No food or drink allowed in the gymnasium. Water is permitted.
Facility users must treat each other and staff with respect.
No horseplay, swearing, boisterous activity or noise pollution.
Facility users must put equipment away after use.
Discrimination and/or harassment of any kind will not be tolerated and will result in immediate removal from the Community Center.
Staff may ask participants to leave if Facility Etiquette Guidelines are not being met.

DROP-IN PROGRAM SCHEDULE

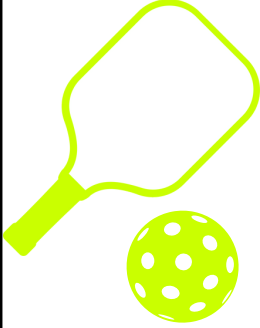

RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
905.957.3346 ext 4688
recreation@westlincoln.ca
www.westlincoln.ca

WEST LINCOLN COMMUNITY CENTRE

Starts April 11th , 2022

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>10:00am-12:00pm Pickleball 18yrs+</p> <p>4:30pm-6:00pm Youth Basketball 9yrs-12yrs</p> <p>6:00pm-7:30pm Youth Basketball 13yrs-18yrs</p> <p>7:30pm-9:00pm Adult Basketball 18yrs+</p>	 <p>7:00pm-9:00pm Pickleball 18yrs+</p>	<p>1:00pm-3:00pm Pickleball 18yrs+</p>	<p>1:00pm-3:00pm Pickleball 18yrs+</p> <p>4:30pm-6:00pm Youth Open Gym 9yrs-12yrs FREE sponsored by Kiwanis Club of WL</p> <p>6:00pm-7:30pm Youth Open Gym 13yrs-18yrs FREE sponsored by Kiwanis Club of WL</p> <p>7:30pm-9:00pm Adult Volleyball 18yrs+</p>	<p>10:00am-12:00pm Pickleball 18yrs+</p> <p>10:30am-12:00pm Older Adult Social 55yrs+ FREE</p> <p>1:00pm-3:00pm Cornhole 55yrs+ FREE</p> <p>6:00pm-7:30pm Youth Open Gym 9yrs-12yrs</p> <p>7:30pm-9:00pm Youth Open Gym 13yrs-18yrs</p>	<p>11:00am-12:30pm Family Open Gym</p> 

FACILITY INFORMATION

RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
905.957.3346 ext 4688
recreation@westlincoln.ca
www.westlincoln.ca

Drop-In Fees

Adult (18+)	\$5.00	Discount Card (10 visits)	\$41.00
Child/Youth	\$3.00	Discount Card (10 visits)	\$15.00
Older Adults (55+)	\$3.00	Discount Card (10 visits)	\$25.00



Older Adult Social 55yrs+ FREE

Drop in for casual activities and socialization. Coffee, cards, crokinole and conversation.

Cornhole 55yrs+ FREE

Drop in for a fun time learning the game of Cornhole. No equipment needed. Wear Comfortable clothing and indoor shoes.

Facility Etiquette

Indoor shoes only in gymnasium.

No food or drink allowed in the gymnasium. Water is permitted.

Facility users must treat each other and staff with respect.

No horseplay, swearing, boisterous activity or noise pollution.

Facility users must put equipment away after use.

Discrimination and/or harassment of any kind will not be tolerated and will result in immediate removal from the Community Center.

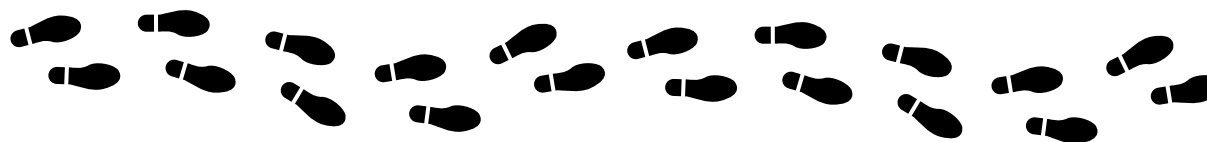
Staff may ask participants to leave if Facility Etiquette Guidelines are not being met.

Walking Track Hours

Monday to Friday 9:00am to 9:00pm

Saturdays 9:00am to 5:00pm

Sundays Closed



Facility Rental Requests

Please contact Recreation Services if you would like to request a rental of a facility or space at the West Lincoln Community Centre.

Programs may be adjusted in response to COVID-19 Provincial and Regional Regulations as required.

Please watch for notifications and updates at the West Lincoln Community Centre, on our website, and on our social media pages.

DROP-IN PROGRAM SCHEDULE

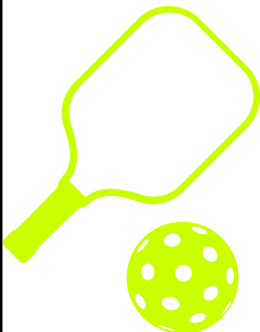

RECREATION SERVICES

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WEST LINCOLN COMMUNITY CENTRE

Starts July 4th , 2022

West Lincoln
Your Future Naturally

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	 <p>7:00pm-9:00pm Pickleball 18yrs+</p>		<p>1:00pm-3:00pm Pickleball 18yrs+</p> <p>4:30pm-6:00pm Youth Open Gym 9yrs-12yrs FREE sponsored by Kiwanis Club of WL</p> <p>6:00pm-7:30pm Youth Open Gym 13yrs-18yrs FREE sponsored by Kiwanis Club of WL</p> <p>7:30pm-9:00pm Adult Basketball 18yrs+</p>	<p>6:00pm-7:30pm Youth Open Gym 9yrs-12yrs</p> <p>7:30pm-9:00pm Youth Open Gym 13yrs-18yrs</p>	<p>11:00am-12:30pm Family Open Gym</p> 

FACILITY INFORMATION

RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
905.957.3346 ext 4688
recreation@westlincoln.ca
www.westlincoln.ca

Drop-In Fees

Adult (18+)	\$5.00	Discount Card (10 visits)	\$41.00
Child/Youth	\$3.00	Discount Card (10 visits)	\$15.00
Older Adults (55+)	\$3.00	Discount Card (10 visits)	\$25.00



Facility Etiquette

- Indoor shoes only in gymnasium.
- No food or drink allowed in the gymnasium. Water is permitted.
- Facility users must treat each other and staff with respect.
- No horseplay, swearing, boisterous activity or noise pollution.
- Facility users must put equipment away after use.
- Discrimination and/or harassment of any kind will not be tolerated and will result in immediate removal from the Community Center.
- Staff may ask participants to leave if Facility Etiquette Guidelines are not being met.*

Walking Track Hours

- Monday to Friday 9:00am to 9:00pm
- Saturdays 9:00am to 5:00pm
- Sundays Closed



Facility Rental Requests

Please contact Recreation Services if you would like to request a rental of a facility or space at the West Lincoln Community Centre.

Programs may be adjusted in response to COVID-19 Provincial and Regional Regulations as required.

Please watch for notifications and updates at the West Lincoln Community Centre, on our website, and on our social media pages.

DROP-IN PROGRAM SCHEDULE

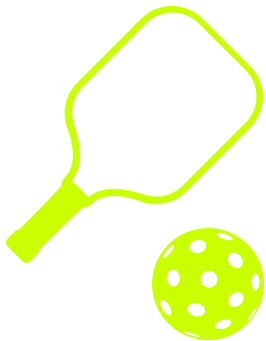

RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
905.957.3346 ext 4688
recreation@westlincoln.ca
www.westlincoln.ca

WEST LINCOLN COMMUNITY CENTRE

Starts September 12th , 2022

West Lincoln
Your Future Naturally

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>10:00am-12:00pm Pickleball 18yrs+</p> 	<p>11:00am-12:30pm Adult Open Gym 18yrs+</p> <p>5:30pm-7:00pm Youth Pickleball 9yrs-17yrs</p> <p>7:00pm-9:00pm Pickleball 18yrs+</p>	<p>11:00am-12:30pm Adult Open Gym 18yrs+</p> <p>1:00pm-3:00pm Pickleball 18yrs+</p>	<p>11:00am-12:30pm Adult Open Gym 18yrs+</p> <p>1:00pm-3:00pm Pickleball 18yrs+</p> <p>4:30pm-6:00pm Youth Open Gym 9yrs-12yrs FREE sponsored by Kiwanis Club of WL</p> <p>6:00pm-7:30pm Youth Open Gym 13yrs-17yrs FREE sponsored by Kiwanis Club of WL</p>	<p>10:00am-12:00pm Pickleball 18yrs+</p> <p>10:30am-12:00pm Older Adult Social 55yrs+ FREE</p> <p>6:00pm-7:30pm Youth Open Gym 9yrs-12yrs</p> <p>7:30pm-9:00pm Youth Open Gym 13yrs-17yrs</p>	<p>11:00am-12:30pm Family Open Gym</p> 

FACILITY INFORMATION

RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
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recreation@westlincoln.ca
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Drop-In Fees

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Child/Youth	\$3.00	Discount Card (10 visits)	\$15.00
Older Adults (55+)	\$3.00	Discount Card (10 visits)	\$25.00



Older Adult Social 55yrs+ FREE

Drop in for casual activities and socialization. Coffee, cards, crokinole and conversation.

Facility Etiquette

Indoor shoes only in gymnasium.

No food or drink allowed in the gymnasium. Water is permitted.

Facility users must treat each other and staff with respect.

No horseplay, swearing, boisterous activity or noise pollution.

Facility users must put equipment away after use.

Discrimination and/or harassment of any kind will not be tolerated and will result in immediate removal from the Community Center.

Staff may ask participants to leave if Facility Etiquette Guidelines are not being met.

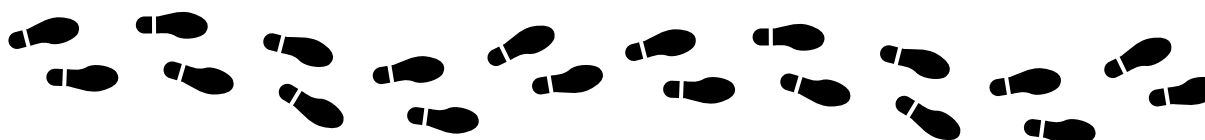


Cancellations

From time to time, Drop-In Programs will be cancelled due to holidays, special events or facility needs. Please check the Township website or the Community Centre Reception for updates and information on program cancellations.

Walking Track Hours

Monday to Sunday 9:00am to 9:00pm



Facility Rental Requests

Please contact Recreation Services if you would like to request a rental of a facility or space at the West Lincoln Community Centre.

Programs may be adjusted in response to COVID-19 Provincial and Regional Regulations as required.

Please watch for notifications and updates at the West Lincoln Community Centre, on our website, and on our social media pages.

DROP-IN PROGRAM SCHEDULE



RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
905.957.3346 ext 4688
recreation@westlincoln.ca
www.westlincoln.ca

WEST LINCOLN COMMUNITY CENTRE

Starts January 9th , 2023

West Lincoln
Your Future Naturally

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>10:00am-12:00pm Pickleball 18yrs+</p> <p>New 1:00pm-3:00pm Advanced Pickleball 18yrs+ Begins Jan. 30</p> 	<p>New</p>  <p>5:30pm-7:00pm Youth Pickleball 9yrs-17yrs</p> <p>7:00pm-9:00pm Pickleball 18yrs+</p>	<p>10:00am-12:00pm Beginner Pickleball 18yrs+ Begins Feb. 1</p> <p>1:00pm-3:00pm Pickleball 18yrs+</p>	<p>1:00pm-3:00pm Pickleball 18yrs+</p> <p>4:30pm-6:00pm Youth Open Gym 9yrs-12yrs Sponsored by Kiwanis Club of WL</p> <p>FREE</p> <p>6:00pm-7:30pm Youth Open Gym 13yrs-17yrs Sponsored by Kiwanis Club of WL</p> <p>FREE</p>	<p>10:00am-12:00pm Pickleball 18yrs+</p> <p>10:30am-12:00pm Older Adult Social 55yrs+</p> <p>FREE</p> <p>New 4:30pm-6:00pm Family Open Gym Begins Feb. 3</p> <p>6:00pm-7:30pm Youth Open Gym 9yrs-12yrs</p> <p>7:30pm-9:00pm Youth Open Gym 13yrs-17yrs</p>	<p>11:00am-12:30pm Family Open Gym</p> <p>6:30pm-8:30pm Pickleball 18yrs+</p>

FACILITY INFORMATION

RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
905.957.3346 ext 4688
recreation@westlincoln.ca
www.westlincoln.ca

Drop-In Fees

Adult (18+)	\$5.00	Discount Card (10 visits)	\$41.00
Child/Youth	\$3.00	Discount Card (10 visits)	\$15.00
Older Adults (55+)	\$3.00	Discount Card (10 visits)	\$25.00



Youth Open Gym Drop-In (max 25)

Drop in for gym fun with friends facilitated by Recreation Staff. Adults are not permitted to participate, but may stay to watch.

Family Open Gym Drop-In (max 30)

Unstructured drop-in play for families. All children and youth under 17 years of age must be accompanied by a parent/guardian who remains in the gym to participate with their children. Activities and equipment will be monitored to provide a safe environment. Drop-In Fees apply to everyone.

Older Adult Social 55yrs+ FREE

Drop in for casual activities and socialization. Coffee, cards, crokinole and conversation.

Walking Track Hours FREE

Monday to Sunday 9:00am to 9:00pm



Facility Etiquette

Indoor shoes only in gymnasium.

No food or drink allowed in the gymnasium. Water is permitted.

Facility users must treat each other and staff with respect.

No horseplay, swearing, boisterous activity or noise pollution.

Facility users must put equipment away after use.

Discrimination and/or harassment of any kind will not be tolerated and will result in immediate removal from the Community Center.

Staff may ask participants to leave if Facility Etiquette Guidelines are not being met.

Cancellations

From time to time, Drop-In Programs will be cancelled due to holidays, special events or facility needs. Please check the Township website or the Community Centre Reception for updates and information on program cancellations.

Facility Rental Requests

Please contact Recreation Services if you would like to request a rental of a facility or space at the West Lincoln Community Centre.

Programs may be adjusted in response to COVID-19 Provincial and Regional Regulations as required.

Please watch for notifications and updates at the West Lincoln Community Centre, on our website, and on our social media pages.



APPENDIX C Fitness Programs

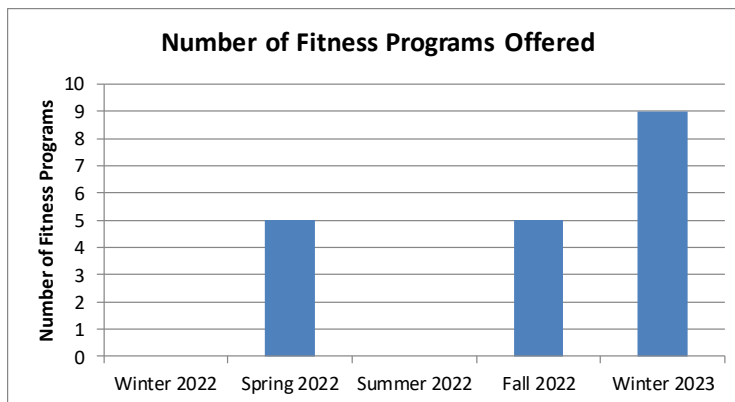
Fitness programs are offered three (3) times per year during the Winter, Spring and Fall sessions. Each session is ten (10) weeks in duration and is designed with programs based on previous success and community desire. In general, programs are intended for adults and registrants are able to select appropriate classes for themselves based on the program description and their abilities. Discounts are provided for Older Adults.

2022

Fitness programs did not resume following Covid-19 closures and restrictions until the Spring of 2022. Spring and Fall Fitness programs were offered in 2022 and a rise in attendance as shown through revenue was noted over the two sessions.

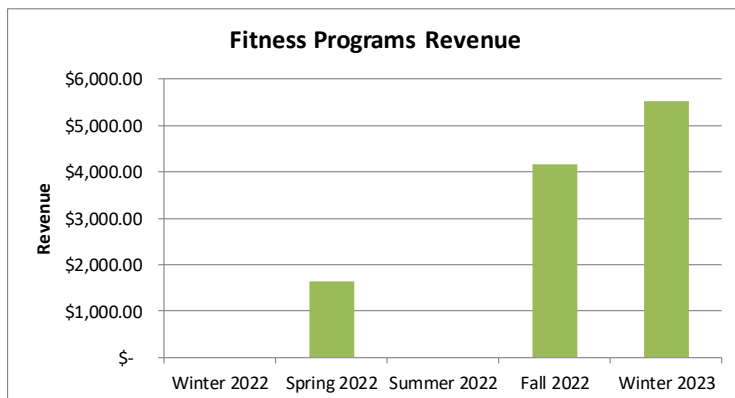
2023

The 2023 Winter Fitness program session is now over. Some additional fitness classes were offered and a rise in attendance can be seen. Overall, the Fitness Classes status is in a phase of re-development. New fitness programming is being researched by staff and offerings will be based on success from previous sessions.



*Total Number of Fitness Programs Offered in 2019 – 41

*Total Number of Fitness Programs Offered in 2022 – 19



*Total Revenue for Fitness Programs in 2019 - \$29,550.00

*Total Revenue for Fitness Programs in 2022 - \$11,323.00



FITNESS

All fitness classes are held at the West Lincoln Community Centre
177 West Street, Smithville ON

TAI CHI

First Timers \$43
Returning \$27

Tuesdays AND Thursdays 10:00am to 11:00am
from September 20 to November 24 (10 weeks)

Bring balance and flexibility to your life by practicing the health improving movements of Tai Chi/Qigong.

This is a gentle fitness class suitable for all ages and is adaptable to all fitness levels. Reduce tension, improve your circulation, and increase strength and flexibility.

HATHA FLOW YOGA

\$92.00

Tuesdays at 6:30pm

from September 20 to November 22 (10 weeks)

Hatha Flow Yoga is a mid to slow paced class, focusing on building strength and balance while learning to quiet the mind and connect with your breath. Enjoy flowing through poses in a supportive environment. This class is suitable to all levels. Modifications will be offered as needed. Bring a mat, a strap and water.

VINYASA YOGA

\$92.00

Tuesdays at 7:45pm

from September 20 to November 22 (10 weeks)

Vinyasa will take you through asana sequences at a quicker pace and links movement with breath. This class builds strength and stamina and explores more challenging poses such as arm balances and backbends. Bring a mat, a strap and water.

GENTLE YOGA

\$92.00

Thursdays at 10:00am

from September 22 to November 24 (10 weeks)

This class is slow paced and will focus on strengthening, relaxing, stretching and breathing.

This class is suitable to all levels, including beginners. Modifications will be offered as needed. Bring a mat, blanket, a strap and water.

CHAIR YOGA

\$92.00

Thursday at 11:15am

from September 22 to November 24 (10 weeks)

Chair Yoga is a form of Hatha Yoga in which students can experience the many benefits of yoga without having to get up or down from the floor. It will include a series of stretching and strengthening yoga postures with the aid of a chair - both from seated and standing. The benefits include improved balance, strength, flexibility, circulation and stress reduction. Bring a mat, a strap and water.

Older Adults 55+ receive a 10% discount on Yoga classes

REGISTRATION



CALL TO RESERVE YOUR SPOT

905-957-3346 ext. 4682

You will need to provide your first and last name and which Fitness Class you would like to join.

Bring your payment to the first class.

West Lincoln Community Centre

CASH CHEQUE

177 West Street

Smithville, ON L0R2A0

Bring payment to your first class.

Recreation Services

905.957.3346 ext. 4688

recreation@westlincoln.ca

www.westlincoln.ca

FITNESS

All fitness classes are held at the West Lincoln Community Centre
177 West Street, Smithville ON


TAI CHI

FREE

Tuesdays AND Thursdays 10:00am to 11:00am
from April 19 + 21 to June 21 + 23 (10 weeks)

Bring balance and flexibility to your life by practicing the health improving movements of Tai Chi/Qigong.

This is a gentle fitness class suitable for all ages and is adaptable to all fitness levels. Reduce tension, improve your circulation, and increase strength and flexibility.

This program is FREE due to the Township receiving the Senior's Community Grant. 

HATHA FLOW YOGA

\$92.00

Tuesdays at 6:30pm

from April 19 to June 21 (10 weeks)

Hatha Flow Yoga is a mid to slow paced class, focusing on building strength and balance while learning to quiet the mind and connect with your breath. Enjoy flowing through poses in a supportive environment. This class is suitable to all levels. Modifications will be offered as needed. Bring a mat, a strap and water.

VINYASA YOGA

\$92.00

Tuesdays at 7:45pm

from April 19 to June 21 (10 weeks)

Vinyasa will take you through asana sequences at a quicker pace and links movement with breath. This class builds strength and stamina and explores more challenging poses such as arm balances and backbends. Bring a mat, a strap and water.

GENTLE YOGA

\$92.00

Thursdays at 10:00am

from April 21 to June 23 (10 weeks)

This class is slow paced and will focus on strengthening, relaxing, stretching and breathing.

This class is suitable to all levels, including beginners. Modifications will be offered as needed. Bring a mat, blanket, a strap and water.

CHAIR YOGA

\$92.00

Thursday at 11:15am

from April 21 to June 23 (10 weeks)

Chair Yoga is a form of Hatha Yoga in which students can experience the many benefits of yoga without having to get up or down from the floor. It will include a series of stretching and strengthening yoga postures with the aid of a chair - both from seated and standing. The benefits include improved balance, strength, flexibility, circulation and stress reduction. Bring a mat, a strap and water.

Older Adults 55+ receive a 10% discount on Yoga classes

REGISTRATION



CALL TO RESERVE YOUR SPOT

905-957-3346 ext. 4682

You will need to provide your first and last name and which Fitness Class you would like to join.

Bring your payment to the first class.

West Lincoln Community Centre

CASH CHEQUE

177 West Street

Smithville, ON L0R2A0

Bring payment to your first class.

Recreation Services

905.957.3346 ext. 4682

recreation@westlincoln.ca

www.westlincoln.ca

All fitness classes are held at the West Lincoln Community Centre

TAI CHI

First Timers \$43
Returning \$27

Tuesdays AND Thursdays at 10:00am

January 17 to March 23 (10 weeks)

Bring balance and flexibility to your life by practicing the health improving movements of Tai Chi/Qigong. This is a gentle fitness class suitable for all ages and is adaptable to all fitness levels. Reduce tension, improve your circulation, and increase strength and flexibility. Online registration not available.

HATHA FLOW YOGA

\$92.00

CLASS 1 - Tuesdays at 6:30pm

January 17 to April 4 (excl. Feb 14 & Mar 14)

CLASS 2 - Wednesdays at 7:15pm

January 18 to March 29 (excl. March 15)

Hatha Flow Yoga is a mid to slow paced class, focusing on building strength and balance while learning to quiet the mind and connect with your breath. Enjoy flowing through poses in a supportive environment. This class is suitable to all levels. Modifications will be offered as needed. Bring a mat, a strap and water.

VINYASA YOGA

\$92.00

Tuesdays at 7:45pm

January 17 to April 4 (excl. Feb 14 & Mar 14)

Vinyasa will take you through asana sequences at a quicker pace and links movement with breath. This class builds strength and stamina and explores more challenging poses such as arm balances and backbends. Bring a mat, a strap and water.

GENTLE YOGA

\$92.00

CLASS 1 - Mondays at 10:00am

January 16 to April 3 (excl. Feb. 20 & Mar. 13)

CLASS 2 - Thursdays at 10:00am

January 19 to April 6 (excl. Feb 16 & Mar 16)

This class is slow paced and will focus on strengthening, relaxing, stretching and breathing. This class is suitable to all levels, including beginners. Modifications will be offered as needed. Bring a mat, blanket, a strap and water.

CHAIR YOGA

\$92.00

Thursdays at 11:15am

January 19 to April 6 (excl. Feb 16 & Mar 16)

Chair Yoga is a form of Hatha Yoga in which students can experience the many benefits of yoga without having to get up or down from the floor. It will include a series of stretching and strengthening yoga postures with the aid of a chair - both from seated and standing. The benefits include improved balance, strength, flexibility, circulation and stress reduction. Bring a mat, a strap and water.

FIT & FUN FOR BOOMERS

\$92.00

CLASS 1 - Tuesdays at 10:00am

January 17 to April 4 (excl. Feb 14 & Mar 14)

CLASS 2 - Tuesdays 11:15am

January 17 to April 4 (excl. Feb 14 & Mar 14)

Improve your balance and mobility while having fun! This out-of-the-box fitness class includes games and exercises with a partner. Benefits include fall prevention, core stability, social engagement.

REGISTRATION OPENS JANUARY 4, 2023

Older Adults 55+ receive a 10% discount (Tai Chi not included)

REGISTER ONLINE! (3% processing fee applies)

<https://www.westlincoln.ca/en/recreation-and-leisure/fitness-programs.aspx>

REGISTER IN PERSON!

West Lincoln Community Centre with CASH, CHEQUE or DEBIT 177 West Street Smithville



APPENDIX D

Township Events at WLCC and Other Facilities

Family Day

As the planning for Family Day 2022 began, potential Covid-19 closures and/or restrictions were a possibility. Thus, an event plan with moderate in-person activities was presented. Three free public skating times were offered and take-home kits were available for pick up.

Easter Egg Hunt

The 2022 Easter Egg Hunt was held outdoors at the playground and greenspace area on the north end of the Community Centre property. In previous years the event was held at the Leisureplex Park. The change in location was well received. The estimated attendance was 1000.

Farmers' Market

In 2021 the Township was awarded funding from the Ministry of Agriculture, Food and Rural Affairs for the establishment of a Farmers' Market. A Market Coordinator was hired in July 2021 and the Market opened July 23, 2021. It was held on Friday afternoons/evenings in the south west corner of the Community Centre parking lot. New hydro was installed for vendors who required it.

In 2022, the Market continued for a full season from May to October. There was also an Easter Market and a Christmas Market held indoors in the Community Centre gymnasium. A meeting was held at the end of the season with participating vendors and some adjustments have been made for the 2023 season based on feedback and suggestions from the meeting. In 2023, the Market will be held on Tuesdays.

Music in the Park

In 2022 the Music in the Park concert series returned after Covid-19 cancellations for the 2020 and 2021 seasons. Four concerts were held in the new bandshell at the Community Centre and they were held on Friday evenings to align with the Farmer's Market. The concerts were well attended and feedback was great about the performers and the venue. The estimated attendance over 4 concerts was 600. In 2023, Music in the Park will not be held on the same night as the Farmers' Market. Six concert dates have been set for Wednesday evenings in 2023.

Movies in the Park

In 2022, Movies in the Park also returned after two years of cancellations due to Covid-19. Two movie nights were held in the greenspace area at the north end of the Community Centre property. In previous years, Movies in the Park was held at the Leisureplex Park. The Community Centre space allowed for better lighting in the parking area, easier access to hydro and access to indoor washrooms. Attendance was estimated at 350 over the two movie nights. In 2023, four Movies in the Park events will be offered and they will continue to be held at the Community Centre greenspace.

Canada Games Torch Relay Event

The 2021 Canada Games were planned to be hosted by Niagara in 2021, however Covid-19 forced the event to be postponed until 2022. To open the Canada Summer Games, a Torch Relay was planned across the Region. Each municipality hosted a leg of the Relay. The West Lincoln leg began at the Leisureplex Township Park with an opening ceremony and torch bearers carried the torch to the end of the leg at Community Centre. A cultural event of musical performances and activities was held in the bandshell area.

Partial funding for the construction of the bandshell at the Community Centre was received from the host society for the Canada Summer Games.

Canada Games 13 for 13 Event

As part of the Games, each municipality in Niagara hosted a 13 for 13 cultural event. The Township was paired with the province of Saskatchewan and an event was held on August 8 at the Community Centre. Inclement weather pushed the outdoor event indoors. There were musical performances, vendors, a photo booth, a magic show and food vendors. The event was well received by the community and attendance was good.

Seniors Community Grant

In 2022, the Township received funding through the Seniors' Community Grant to host a series of workshops and events for older adults. The events offered through the grant were:

- Welcome Mat Workshops
- Bath Bomb & Bath Salts Workshops
- Watering Can Floral Arrangement Workshops
- Tai Chi
- Chair Yoga Mini Sessions
- Crokinole
- Cornhole

The workshops and events were very well attended and feedback from participants was good.

Harvest Routes

The 2022, the Harvest Routes returned with both workshops and a market after Covid-19 had limited the number of participants and cancelled the market in 2020 and 2021. The event was held at the new facility along with events taking place at the Caistor Community Centre, the Wellandport Community Centre and all three branches of West Lincoln Libraries. Harvest Routes took place on Friday with workshops at the Community Centre and on Saturday with workshops in Caistor and Wellandport as well as the Community Centre. A vendor Market was also held in the gymnasium at the Community Centre on Saturday. An estimated attendance for the event at all locations on two days was 2000.

Parade

Due to Covid-19 potential restrictions in 2021, the West Lincoln Santa Claus Parade Committee hosted a “reverse parade” at the West Niagara Fairgrounds. The 2022 Santa Claus Parade made a return to a traditional parade and adjusted the event to evening rather than daytime. The West Lincoln Community Centre parking lot was used to stage entries and bands for the start of the parade. The parade finished at Regional Road 20 and Industrial Park Road.

In 2022, Township staff played a greater roll in facilitating and executing the parade than in previous years. Staff assisted with the coordination of road closure permits and Niagara Regional Police services and Township Staff were on duty for the event to assist with parade entry coordination and road closures.

Township Meetings and Gatherings

Many Township departments made use of the new facility by booking meetings and gatherings throughout 2022. The community rooms and the gymnasium offer staff with expanded opportunities for hosting business events. Council Inauguration and the Staff Christmas dinner were held at the Community Centre in 2022 instead of at non-Township owned locations.

Go-VAXX Mobile Vaccine Clinics

The Township hosted the Go-VAXX Mobile Vaccine Clinic Bus twice in 2022 in an effort to increase vaccination opportunities for West Lincoln residents. Clinics were hosted on February 8, 2022 and January 11, 2023.

Township Events at Other Locations

Earth Day (various Township parks)-estimated participants 70

Canada Day (Leisureplex Township Park)-estimated attendance 2000

FAMILY DAY

2022

FREE SKATING

Monday February 21, 2022

9:00am to 10:00am

11:00am to 12:00pm

2:00pm to 3:00pm

Skating times may be adjusted in response to
COVID-19 Provincial regulations as required.



TAKE HOME KITS By My Painted House

Create this beautiful piece at home with your family!

RESERVE YOUR KIT

Reservations Open: February 14th @ 9:00am

Call: 905-957-3346 ext. 4682

1 per family, limited kits available

PICK UP YOUR KIT

West Lincoln Community Centre

177 West Street, Smithville

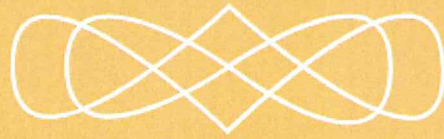
February 18th 10:00am to 7:00pm

FREE!



Township of West Lincoln presents

Easter Egg Hunt!



Friday April 15th, 2022

West Lincoln Community Centre
177 West Street, Smithville

OPENS at 9:00am

Egg Hunting at 10:00am

- Age group hunting areas (0-3yrs, 4-7yrs, 8-12yrs)
- Exchange coloured eggs for chocolate
- Dream Acres Petting Zoo
- Photos with the Easter Bunny
- Niagara Face Painting

West Lincoln Community Care
Donations Accepted

OUTDOOR EVENT - RAIN OR SHINE

West Lincoln

Your Future Naturally



MUSIC IN THE PARK

2022

WHERE: WEST LINCOLN COMMUNITY CENTRE BANDSHELL

177 West Street, Smithville

Friday July 15

Starts at 6:45pm

RILEY MICHAELS



The 21-year-old singing and guitar slinging phenom from Niagara, Ontario, Riley Michaels brings an energy and fire to the stage that has never been seen before! No matter the audience size, location or circumstance, Riley Michaels and his band put on a show that commands attention, and is truly unforgettable! In 2021, the self-titled Riley Michaels EP was released and gained significant media attention internationally. Fast-forward to 2022, Riley is currently working on his next and biggest project yet.

***Also Canada
Summer Games
Torch Relay
Event**

Friday July 22

Starts at 6:00pm

M.T. WALKER



M.T. Walker's works have been featured on major network shows across America ("Cold Case Files", "Beauty and the Geek"), and have been played on national radio in Canada with the TOTS hit "Please". When you consider M.T. has toured supporting the likes of Matthew Good, The Sam Roberts Band, The Tea Party, Colin James, Kim Mitchell, and Switchfoot, you start to get a sense of the kind of talent M.T. Walker displays. His debut eponymous solo album, produced at Kensington Sound in Toronto by music-designer Ben Pelchat, is available now on vinyl and all digital platforms worldwide! M.T. Walker's musical ascent is just getting started - keep your eyes peeled in his direction.

Friday August 5

Starts at 6:00pm

**WENDY LYNN
SNIDER**



Wendy Lynn Snider, raised in Temagami, Ontario, is a Status Indian and member of the Temagami First Nations Indian Band. Wendy started in the music business in April, 2009 at the age of 45 and in a short few years recorded 3 albums with some of Canada's top musicians which include Darren Lachance, Doug Johnson (who still perform with her today), Steve Piticco, Elton Lammie and Steve O'Connor to name a few.

Pre-Covid, Wendy was very busy performing at festivals, fairs and other venues throughout Canada and in the USA. Many of Wendy's songs from her albums are played on numerous radio stations across Canada, USA & Europe. Wendy is a member of a theatre show called "The Premier Classic County Show" with Elton Lammie, Darren Lachance, Doug Johnson and Dave Menard. She also spends several weeks annually travelling throughout Florida performing at numerous RV parks and venues with fellow musicians. The show is a hit amongst the over 55.

Page 34 of 56

Friday August 12

Starts at 6:00pm

WICKED TRUTH



The award-winning, internationally touring, concert experience of Wicked Truth is something that must be seen to be believed.

Having just completed their 2022 15-week American Tour, Wicked Truth are excited to be a part of the West Lincoln Township's Music In The Park concert series.

Known for their medleys, mash-ups and original arrangements of popular songs, WT plays everything from Adelle to ZZ Top and everything in between.

Don't miss this high energy, engaging and interactive performance of one of Ontario's most popular Coverbands.

Seniors Community Grant **FREE** Programs!

How to Register for Workshops and Fitness Programs:

Workshops - For the Welcome Mat, Bath Bombs & Bath Salts, the Watering Can Floral Arrangements and the Candle Making workshops you must register in advance. Space is limited and will be first come, first served basis. To reserve your spot call 905-957-3346 ext. 4682 or email bfisher@westlincoln.ca.

Fitness Programs - Tai Chi & Chair Yoga Mini-sessions - Register for Fitness Programs at 905-957-3346 ext. 4682 or email bfisher@westlincoln.ca.

Drop-in programs (No registration required):

Older Adult Social - Come by on Friday's to the Older Adult Social 55+. Coffee, tea and snacks will be offered as well as card playing, ping pong and Crokinole.

Cornhole - Try Cornhole on Friday afternoons! It is easy on your muscles and joints and is fun and interactive.

APRIL.22

SUN	MON	TUE	WED	THU	FRI	SAT
					1	
3	4	5	6	7	8	
10	11	12	13	14	15 GOOD FRIDAY	
17	18 EASTER MONDAY	19 Tai Chi 10:00am-11:00am	20	21 Tai Chi 10:00am-11:00am	22 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	
24  WELCOME MAT WORKSHOP 10:00am	25	26 Tai Chi 10:00am-11:00am	27	28 Tai Chi 10:00am-11:00am	29 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	

55+

Ontario 

West Lincoln
Your Future Naturally

Seniors Community Grant **FREE** Programs!

How to Register for Workshops and Fitness Programs:

Workshops - For the Welcome Mat, Bath Bombs & Bath Salts, the Watering Can Floral Arrangements and the Candle Making workshops you must register in advance. Space is limited and will be first come, first served basis. To call and reserve your spot call 905-957-3346 ext. 4682 or email bfisher@westlincoln.ca.




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MAY.22

SUN	MON	TUE	WED	THU	FRI	SAT
1 	2 CANDLE MAKING WORKSHOP 9:30am	3 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm	4	5 Tai Chi 10:00am-11:00am	6 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	7
8	9	10 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm	11	12 Tai Chi 10:00am-11:00am	13 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	14
15 	16 WELCOME MAT WORKSHOP 10:00am	17 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm	18	19 Tai Chi 10:00am-11:00am	20 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	21
22	23 VICTORIA DAY	24 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm <small>THE WATERING CAN FLORAL WORKSHOP 2:00pm</small> <small>Watering Can FLOWER MARKET</small>	25	26 Tai Chi 10:00am-11:00am	27 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	28
29 	30 BATH BOMB & BATH SALT WORKSHOP 9:30am	31 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm	Page 36 of 56			

55+

Ontario 

West Lincoln
Your Future Naturally

Seniors Community Grant **FREE** Programs!

How to Register for Workshops and Fitness Programs:

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
Fitness Programs - Tai Chi & Chair Yoga Mini-sessions - Register for Fitness Programs at 905-957-3346 ext. 4682 or email bfisher@westlincoln.ca.

Drop-in programs (No registration required):

Older Adult Social - Come on by on Friday's to the Older Adult Social 55+. Coffee, tea and snacks will be offered as well as card playing, ping pong and Crokinole.

Cornhole - Try Cornhole on Friday afternoons! It is easy on your muscles and joints and is fun and interactive.

JUNE.22

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2 Tai Chi CANCELLED	3 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	4
5	6	7 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm	8	9 Tai Chi 10:00am-11:00am	10 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	11
12 	13 CANDLE MAKING WORKSHOP 9:30am	14 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm THE WATERING CAN FLORAL WORKSHOP 2:00pm 	15	16 Tai Chi 10:00am-11:00am	17 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	18
19 	20 BATH BOMB & BATH SALT WORKSHOP 9:30am	21 Tai Chi 10:00am-11:00am Chair Yoga Mini-session 12:00pm-12:30pm	22	23 Tai Chi 10:00am-11:00am	24 Adult Social 10:30am-12:00pm Cornhole 1:00pm-3:00pm	25
26	27	28 Tai Chi 10:00am-11:00am	29	30		

55+

Ontario 

West Lincoln
Your Future Naturally

Harvest Routes

West Lincoln

September 30

October 1

Artists' Marketplace

October 1

10:00am to 4:00pm

West Lincoln Community Centre

177 West Street, Smithville, ON

Local artists, crafters and makers will display and sell their creations.

Ker Church Open House & Coat Drive

October 1 - 10:00am to 4:00pm

1892 Pipe Organ Performance 11:00am

Ker Church

9353 Twenty Road, Smithville, ON

Workshops

September 30 & October 1

10:00am 12:00pm 2:00pm

West Lincoln Community Centre

177 West Street, Smithville, ON

Wellandport Community Centre

5042 Canborough Road, Wellandport, ON

Caistor Community Centre

9184 Regional Road 65, Caistor Centre, ON

Workshop Registration

Opens September 21st at 10:00am

ONLINE

Visit westlincoln.ca

(Recreation and Leisure - Annual Community Events - Harvest Routes)

<https://www.westlincoln.ca/en/recreation-and-leisure/harvest-routes.aspx>

BRING PAYMENT TO EACH WORKSHOP-CASH ONLY

Workshops - September 30

West Lincoln Community Centre

177 West Street, Smithville, ON

September 30 "The Watering Can" Workshops

MUST PRE-REGISTER FOR ALL WORKSHOPS (\$15)

Create an Autumn floral piece.

Workshop #1 - Adults 14yrs+ at 10:00am

Workshop #2 - Adults 14yrs+ at 12:00pm

Workshop #3 - Adults 14yrs+ at 2:00pm



September 30 "Card Making" Workshop

MUST PRE-REGISTER FOR ALL WORKSHOPS (FREE!)

Create a seasonal set of greeting cards.

Workshop #7 - Adults 14yrs+ at 2:00pm

Please bring a non-perishable item for donation to West Lincoln Community Care for this workshop.

Caistor Community Centre

9184 Regional Road 65, Caistor Centre, ON

September 30 "ANG Design" Workshops

MUST PRE-REGISTER FOR ALL WORKSHOPS (\$15)

Make a welcome door mat.

Workshop #11 - Adults 14yrs+ at 10:00am

Workshop #12 - Adults 14yrs+ at 12:00pm

Workshop #13 - Adults 14yrs+ at 2:00pm



Wellandport Community Centre

5042 Canborough Road, Wellandport, ON

September 30 "My Painted House" Workshops

MUST PRE-REGISTER FOR ALL WORKSHOPS (\$15)

Make an Autumn wreath.

Workshop #17 - Adults 14yrs+ at 10:00am

Workshop #18 - Adults 14yrs+ at 12:00pm

Workshop #19 - Adults 14yrs+ at 2:00pm



Workshops - October 1

West Lincoln Community Centre

177 West Street, Smithville, ON

October 1 "The Watering Can" Workshops

MUST PRE-REGISTER FOR ALL WORKSHOPS (\$15)

Create an Autumn floral piece.

Workshop #4 - Adults 14yrs+ at 10:00am

Workshop #5 - Adults 14yrs+ at 12:00pm

Workshop #6 - Adults 14yrs+ at 2:00pm



October 1 "Creative Bug" Workshops for Kids

MUST PRE-REGISTER FOR ALL WORKSHOPS (\$10)

Create a seasonal set of greeting cards.

Workshop #8 - Kids 3 to 6yrs at 10:00am

Workshop #9 - Kids 6 to 10yrs at 12:00pm

Workshop #10 - Kids 10yrs+ at 2:00pm



Caistor Community Centre

9184 Regional Road 65, Caistor Centre, ON

October 1 The "ANG Design" Workshops

MUST PRE-REGISTER FOR ALL WORKSHOPS (\$15)

Make a welcome door mat.

Workshop #14 - Adults 14yrs+ at 10:00am

Workshop #15 - Adults 14yrs+ at 12:00pm

Workshop #16 - Adults 14yrs+ at 2:00pm



Wellandport Community Centre

5042 Canborough Road, Wellandport, ON

October 1 "My Painted House" Workshops

MUST PRE-REGISTER FOR ALL WORKSHOPS (\$15)

Make a hanging pumpkin.

Workshop #20 - Adults 14yrs+ at 10:00am

Workshop #21 - Adults 14yrs+ at 12:00pm

Workshop #22 - Adults 14yrs+ at 2:00pm



West Lincoln Public Library Projects

NO REGISTRATION REQUIRED

September 30 - Remembrance Rock Painting

Caistorville Library 9549 York Road, Canfield, ON

Smithville Library 177 West Street, Smithville, ON

October 1 - Autumn Wreath Project

Caistorville Library 9549 York Road, Canfield, ON

Smithville Library 177 West Street, Smithville, ON

Wellandport Library 5042 Canborough Road, Wellandport, ON

APPENDIX E

Advertising/Vending Revenue

In August of 2019, the Township entered into an advertising agreement with Nustadia Media. The agreement has been renewed annually for the administration of the arena board advertising with \$12,500 revenue guaranteed per year. In 2022, \$16,000 was collected through this advertising agreement.

The Township also has an agreement with Vendomatic for the administration and operation of vending machines in the West Lincoln Community Centre. The project guarantees the Township 15% of all vending machine sales.

In 2019, West Niagara Minor Hockey Associations signed an agreement with the Township to operate the concession area at the Community Centre. The agreement has been renewed with Dog Got It operating the concession area under West Niagara Minor Hockey.

2019 Total Advertising/Vending Revenue	\$11,080
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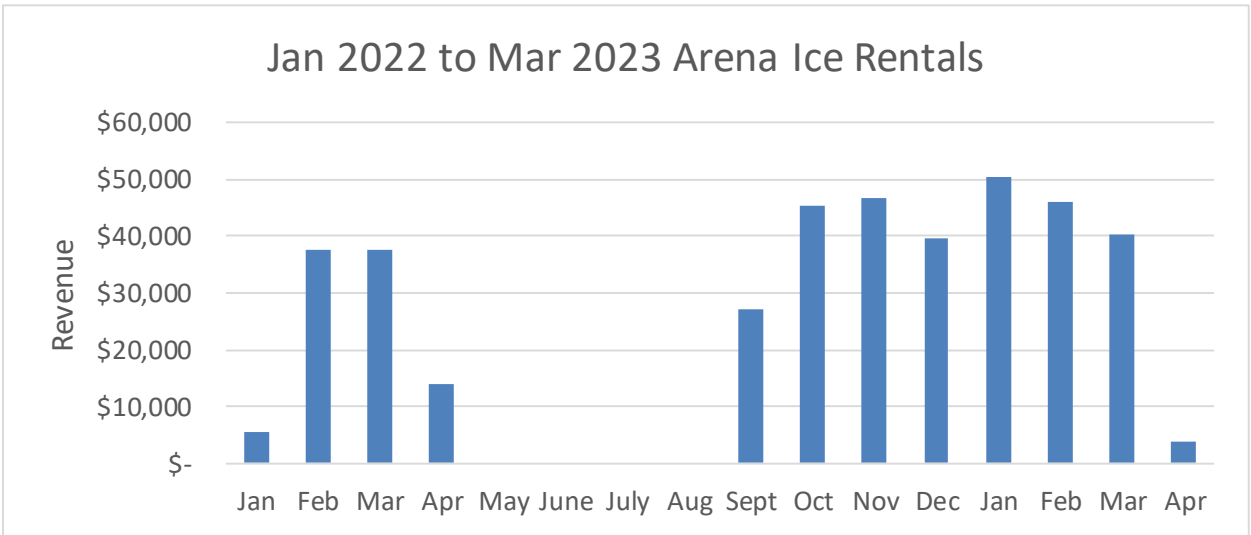
2022 Total Advertising/Vending Revenue	\$16,630
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APPENDIX F
Facility Rentals & Community Connections

Arena Ice

The Arena/Ice season runs from September to April. This means that the season crosses two years and two budget periods. Covid-19 had effects on the data provided here for the 2021-2022 Season (September 2021 to April 2022), as shown in January 2022.

The 2022-23 Season (September 2022 to March 2023) has just come to a close. The chart below represents the last portion of the 2021-2022 Season and the entire 2022-2023 Season.

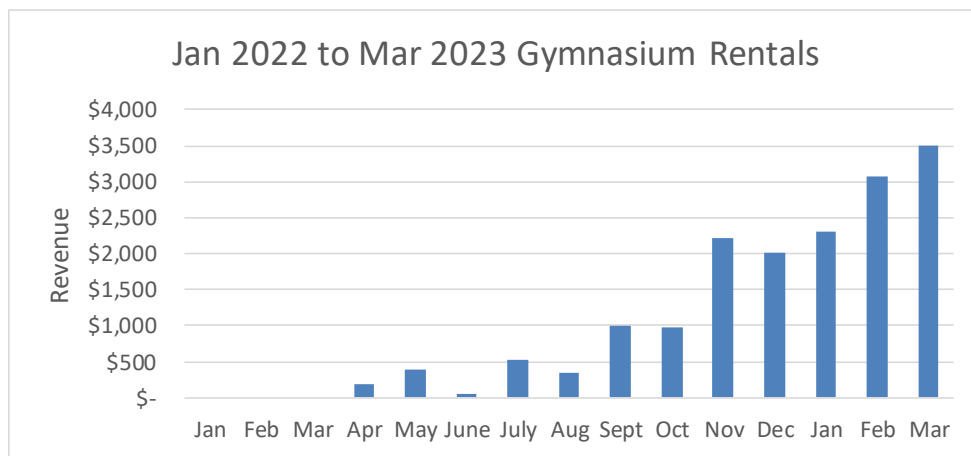


*Total Revenue from Arena Ice Rentals in 2019 - \$263,595
*Total Revenue from Arena Ice Rentals in 2022 - \$253,748

Gymnasium

Gymnasium rentals are very popular now that the Community Centre is fully open. The revenue reported here is from private rentals and does not include revenue from Township Drop-In programming. The gymnasium can be rented by half or full gym and has been rented by individuals and organizations for various events and uses. Some examples are:

- Children's birthday parties
- Port Cares/EarlyON gymnasium activities
- Basketball
- Floor hockey league
- Soccer training
- Pickleball
- Home school gymnasium activities
- Badminton
- Volleyball
- Skipping



*Total Revenue From Gymnasium Rentals in 2019 - \$5,044

*Total Revenue From Gymnasium Rentals in 2022 - \$7,695

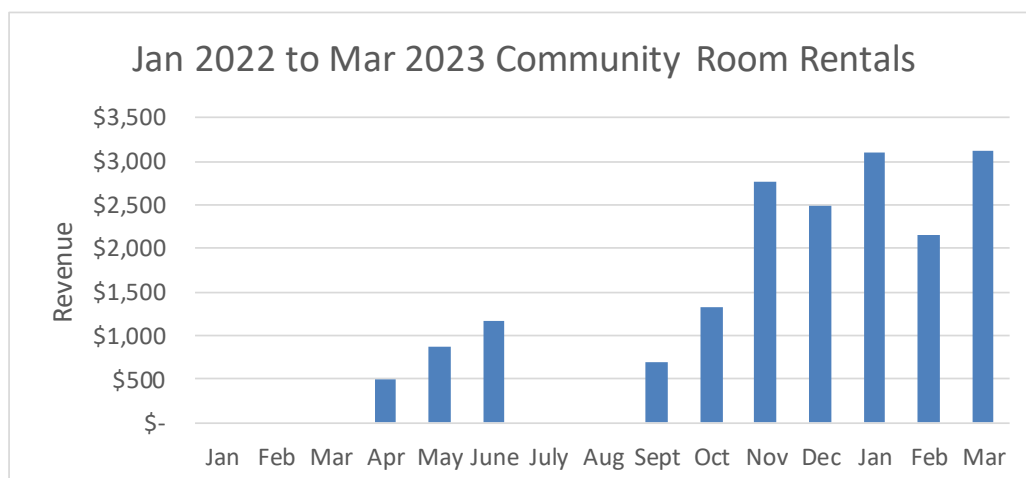
Community Rooms

The Community Rooms are also very popular through the facility rental process. There are three rooms that can be rented as single, double or full (3). A kitchenette is also available for rental as part of Community Room 1. The rooms have been rented for many purposes. We often have rentals for children's birthday parties, meetings, Port Cares/EarlyON programs, dance classes and family gatherings.

The Community Rooms are also used for some Township fitness classes and partnership programs.

The Community Rooms are critical to the Summer Camp program as they provide a space for crafts, activities and lunches. This means that the Community Rooms are not available for private rentals during the months of July and August each year.

The revenue reported here is from private rentals and does not include fees collected from fitness class or summer camp registrations.



*Total Revenue From Community Room Rentals 2019 - \$3,620

*Total Revenue From Community Room Rentals 2022 - \$9,839

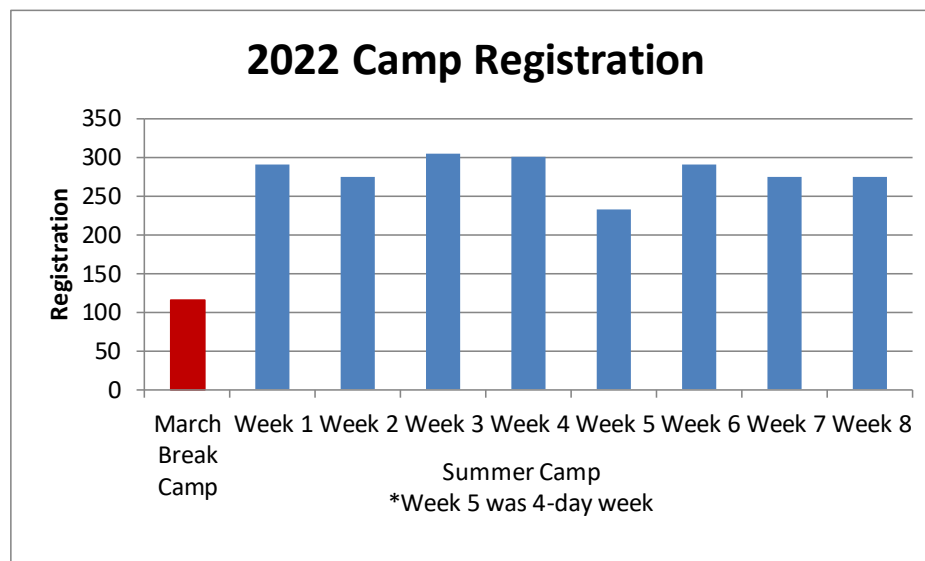
The opening of the West Lincoln Community Centre created opportunities for local organizations and businesses to host their events at the facility. In 2022, significant community connections continued through rental arrangements with events such as West Niagara Minor Hockey Tournaments, West Lincoln Skating Club Carnival, Kiwanis Tree Lighting, Chamber of Commerce BBQ and the Chamber of Commerce Home Show.

In 2022, the Township also continued with the Niagara Region partnership to offer their Healthy Safe and Strong program for Older Adults in the facility.

The SportBall partnership program also continued in 2022 which offers programming for children ages 16 months to 10 years old in the Community Centre.

APPENDIX G Camps

Camp programming runs during March Break and for 8 weeks in the summer. Camps are for children between the ages of 4 and 12 years old. In 2020 the March Break and Summer Camp programs were cancelled due to Covid-19. In 2021 virtual programming was offered for the March Break Camp week. Summer Camp in 2021 was a moderate version of the regular camp program with restrictions and cautious planning due to Covid-19. In 2022, the March Break and Summer Camp programs were both offered to the community. 2022 March Break registration capacities were based on a cautious approach to a return to in-person camps and limited staff.



*Total March Break Camp Registration 2019 – 140

*Total March Break Camp Registration 2022 – 115

*Total Summer Camp Registration 2019 – 1,438

*Total Summer Camp Registration 2022 – 2,242

*Total Revenue From Camps 2019 - \$37,194

*Total Revenue From Camps 2022 - \$61,457

The 2022 Summer Camp budget was based on the registration of 60 participants per week and included an expense plan for staffing, supplies, outside services and trips. The maximum attendance per week was 300 (240 for Week 5).

The 2022 Summer Camp program experienced some difficulties. In Week 1 of camp the program experienced an gastrointestinal outbreak. Through guidance from the Niagara Region, the camp was able to stay open. During Week 8 of camp, several campers did not attend due to illness and half of the Summer Camp staff members became sick with Covid-19. The decision was made to cancel the remainder of camp due to lack of staff. Refunds were issued for the entire final week.

APPENDIX H

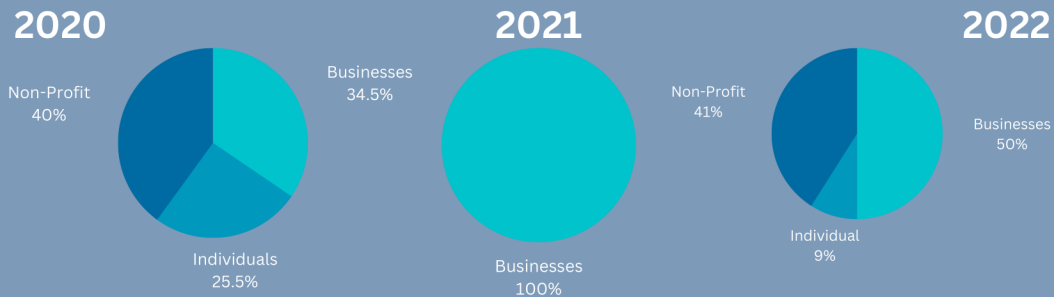
West Lincoln Public Library - Smithville Branch

SMITHVILLE LIBRARY USE 2020 - 2022

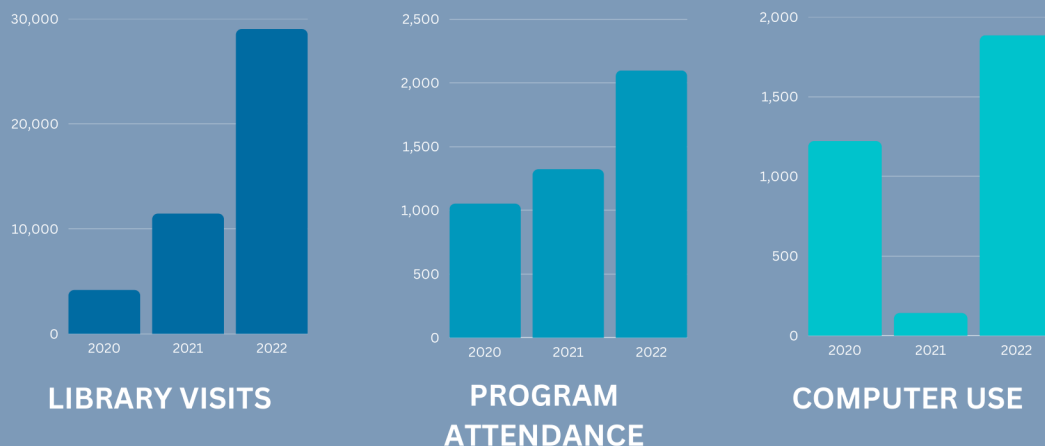
ACTIVE MEMBERS - SMITHVILLE:



GROUPS RENTING SPACE



LIBRARY VISIT, PROGRAM ATTENDANCE AND COMPUTER USE



APPENDIX H

West Lincoln Public Library - Smithville Branch

The Smithville Branch continues to be a community hub where residents can come to socialize, access information, participate in passive or scheduled programs, rent spaces for meetings or events, study alone or in groups, and borrow traditional and non-traditional library materials.

The global pandemic caused by the virus known as Coronavirus-19 forced libraries to pivot programs and services away from in-person. West Lincoln Public Library worked tirelessly to ensure that modified programs and services were available to residents based on the ever-changing provincial mandates. When libraries were closed to the public, we offered curbside pickup of library materials. Child, teen and adult programs were held virtually. Tech help was offered virtually, through email, and over the phone. When restricted access was permitted, residents could visit the library for in-person browsing and computer use, either by appointment or 30-minute drop-in sessions. Virtual programs continued with moderate success.

Over the course of the pandemic, West Lincoln Public Library increased its non-traditional materials collections by purchasing board games, Nintendo Switch Games, walking sticks, ukuleles, 3D-printing pens, mobile hotspots, and passes to Ontario Parks and Niagara Conservation Authority that library members could borrow using their library cards.

The return to "normal" in 2022 saw a dramatic increase in active users, fueled in part by class visits from Cairn Christian School and also from community members registering for new accounts or renewing expired ones.

Welcoming back community groups to our rented spaces, offering in-person programs, putting our furniture back out on the floor and re-opening the library cafe were significant events in 2022. Every day we continue to see more and more old and new community members visit our Smithville Branch and we look forward to continuing to be an essential service.

APPENDIX I

Summary of 2020-2021

Spring 2020 Closure

On Friday March 13th 2020, the Township partially activated its Emergency Operations Centre (EOC) in response to the spread of the COVID-19 virus. At that time the Township enacted a series of closures such as programs/events, camps, and facilities which included the West Lincoln Community Centre.

On June 12, 2020, the Township made the difficult decision to not offer the summer camp program.

Re-opening 2020

On June 26th, 2020, improvements to COVID-19 case counts and spread allowed for the Township to re-open the Splash Pad at the Community Centre under the guidelines from the Province and Niagara Region Public Health.

West Lincoln joined with all municipalities across the Niagara Region to present a virtual Canada Day event on July 1st, 2020.

On August 10th, 2020, the Walking Track at the Community Centre was re-opened with reduced hours and new restrictions for use and capacity.

The annual Harvest Routes event was presented to the community on October 2nd and 3rd, 2020, with an adjusted format and reduced programming.

The arena was re-opened on October 4th, 2020 with several new processes around cleaning, access and screening. Recreation Services was able to restart limited ice programs such as Men's and Ladies' Shinny, Preschool Skating and Adult Skating.

A reduced winter fitness program schedule was planned and set to begin January 18th, 2021, but did not materialize due to the province-wide shut down and "stay at home" order announced prior to the end of the 2020 calendar year and early new year respectively.

Winter 2020 Closure

Increases in COVID-19 cases across the province and regionally were seen throughout the Fall months of 2020 and on December 18th, 2020 the Province announced that the Niagara Region would move into the Red Zone of the Response Framework. This meant further restrictions on facility use, the cancellation of programs and new limits on facility capacity.

Three days later, the Province went further and announced that there would be a province-wide shut-down as of December 26th, 2020 for a 28-day period. The result of the shut-down meant the closure of the West Lincoln Community Centre and a hold on all programming.

On January 12th, 2021, the Provincial Government announced enhanced measures in the Province wide shut-down via a "Stay at Home" order, in order to minimize mobility of the

community. The intent of this order was; only leave your household for the purposes of groceries, medical appointments, and essential work. The enhanced Public Health and workplace safety measures were in effect for all of Ontario and were in place until at least Thursday February 11th, 2021.

On February 11th, it was announced that March Break for schools would be moved to April to curb travel and the spread of COVID-19.

On February 12th, the Province announced that the Niagara Region would remain in the Grey Zone of the Provincial Framework for a period of 14 days.

Winter 2021 Re-Opening

On February 26th, the Provincial government announced that the Niagara Region would move to the Red-Control Zone of the Provincial Framework as of March 1st, 2021. This would allow for limited facility usage and programming to restart. The West Lincoln Community Centre opened for restricted ice and walking track usage on March 3rd, 2021.

Recreation Services presented a Family Easter Weekend event with curbside pickup of activity kits and virtual activities from April 2nd to April 5th. The intent of this event was to combine our annual Family Day & Easter Egg Hunt events. Participation levels were good and several positive comments were received from the community.

Spring 2021 Closure

As COVID-19 cases were rising at an alarming rate, the government announced a Province-wide lockdown by enacting the emergency brake on April 3rd.

On April 8th, the Province announced a declaration of Emergency and Province-wide Stay at Home Order that would stay in effect until May 19th.

From April 12th to 16th, Recreation Services offered virtual activities as part of the March Break in April programming. Feedback was positive from participants and there was an appreciation for offering something for the kids during the Stay at Home Order.

Spring 2021 Reopening

On May 20th the government of Ontario released its Roadmap to Reopen, a three step plan to safely and cautiously reopen the Province. Effective May 22nd, Ontario would allow for more outdoor recreational amenities to open with restrictions. This included the opening of West Lincoln's skate park, tennis courts and splash pad.

On June 11th, the Province moved into Step 1 of the Roadmap to Reopen, which allowed for the opening of sports fields for training purposes only (max 10 participants) and the operation of camps.

Summer 2021

A revised summer camp program was offered for 8 weeks through July and August. Staff created a camp program following Provincial protocols and local Public Health advice. The program ran smoothly and safely thanks to a great summer camp team who were

conscientious and flexible. Each week the camp served 24 campers for a total of 192 program participants this summer.

On July 19th, the Walking Track at the West Lincoln Community Centre opened by appointment from Monday to Friday from 9:00am to 3:00pm. On average there were 3 to 10 appointments per day throughout the summer months.

Fall 2021

The West Lincoln Community Centre ice surface opened for usage on September 9, 2021. Ice rentals were scheduled back to back without a buffer time in between. Usage was consistent with a regular season. The Walking Track hours were increased and appointments were no longer required to use this facility.

Sportball and Drop-In programs commenced in the gymnasium on October 18th and November 1st respectively.

On September 22, 2021, the Provincial government required Ontarians to provide proof of vaccination upon entry to the West Lincoln Community Centre. A security guard company was hired to provide assistance with proof of vaccination verification and compliance at the Community Centre. Ontario Regulation 364/20 allowed for an exemption to showing proof of vaccination for youth between 12 and 17 who were actively participating in sport and their coaches and volunteers.

On December 2, 2021, Dr. Hirji, Acting Chief Medical Officer of Health, Niagara Region, issued a Letter of Instruction removing the exemption for youth 12 to 17 to show proof of vaccination effective December 25, 2021.

On December 10, 2021, the Provincial government updated Regulation 364/20 to remove the same exemption for youth 12 to 17 effective December 20, 2021. This was implemented at the Community Centre. A new requirement for proof of vaccination to be provided upon entry by the Provincial QR code effective January 4, 2022 was also updated.

Winter 2022 Closure

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 at least January 26, 2022. All usage, rentals and programs were cancelled and communicated to the community.

Winter 2022 Reopening

Facilities and programming were permitted to resume after January 26, 2022.

DATE: April 17, 2023

REPORT NO: PW-11-2023

SUBJECT: **2023 Road Rehabilitation Project Tender Award (PW 2023-01) - Budget Amendment BA2023-01**

CONTACT: Ray Vachon, C.E.T. - Project Manager
Mike DiPaola, P. Eng. - Director of Public Works & Recreation

OVERVIEW:

- In March 2023, Council approved the 2023 Capital Budget that included \$2,570,000.00 for the 2023 Road Rehabilitation project.
- Staff circulated a Tender on March 23, 2023, with four (4) tender submissions received on the closing date of April 6, 2023.
- A low bid in the amount of \$2,112,150.00 (excluding HST) was received from Walkers Construction Limited.
- Staff recommends awarding the contract to Walkers Construction Limited.
- Staff recommends that Budget Amendment BA2023-01 be approved to re-allocate funding to complete extra work on Young Street and Concession 4 at an estimated cost of \$208,000.00 (excluding HST), based on the unit prices submitted by the low bidder.
- Staff recommends a project contingency allowance in the amount of \$205,400.32 which represents approximately 8% of the total project expenditures.

RECOMMENDATION:

1. THAT, Recommendation Report PW-11-2023, re: “2023 Road Rehabilitation Project Tender Award (PW 2023-01) – Budget Amendment BA2023-01”, dated April 17, 2023, be received; and,
2. THAT, Council award the tender submission to Walkers Construction Limited for the road rehabilitation work, in the amount of \$2,112,150.00 (excluding HST); and,
3. THAT a project contingency allowance in the amount of \$205,400.32 be provided for this project; and,
4. THAT, Budget Amendment BA2023-01, as outlined in Appendix C, to reallocate the budgeted expenditures and financing for the five road projects included in this tender, along with the extra work on Young Street (South Grimsby Rd 10 to Grimsby Road) and Concession 4 (Rosedene Rd to Hodgkins Rd), at an estimated cost of \$208,000.00 (excluding HST) based on the unit prices submitted by the low bidder, be approved; and,

5. THAT, a by-law be passed to authorize the Mayor and Clerk to enter into an agreement with Walkers Construction Limited.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1

- **Strong Transportation Connections** – Building safe, connected and well maintained infrastructure networks.

BACKGROUND:

As part of the Roads Needs Study and the approved 2023 Capital Budget, the following roads were included in the 2023 Road Rehabilitation Program:

- **Concession Rd 4** from Victoria Rd (RR 20) to Rosedene Rd.
- **Concession 3 Rd** from Smithville Rd (RR 14) to Caistor Centre Rd.
- **Young St.** from South Grimsby Rd 10 to Grassie Rd.
- **Industrial Park Rd** from Rail tracks to Spring Creek Rd.
- **Vaughan Road** from Wellandport Rd (RR 27) to Caistor-Gainsborough Townline Rd.

Please refer to the Appendix A for the locations and key plan for the above roads included in this year's program.

CURRENT SITUATION:

On March 23, 2023, staff circulated a tender document on the Township's Bidding System; Bids & Tenders. On the closing date of April 6, 2023, four (4) tenders were received and opened.

All four (4) submissions were checked for completeness, accuracy and arithmetic correctness. All extensions and the totals for all tenders were checked and there were no errors found. The tender bid submissions are as follows, in alphabetical order:

Company	Tender Price (excl. HST)
Circle P Paving Inc.	\$2,207,062.50
CRL Campbell Construction and Drainage	\$3,192,712.25
Steed and Evans Limited	\$2,949,300.00
Walkers Construction Limited	\$2,112,150.00

The low bidder Walkers Construction Limited and their subcontractors, have experience completing similar works in other Niagara municipalities. The lowest bidder is capable of successfully completing this project.

Due to the preferable tender pricing, the project as tendered is under budget by approximately \$250,000.00. Staff is recommending that these remaining funds be used to extend the work on Young Street from South Grimsby Rd 10 to Grimsby Road (RR12), and extend work on Concession 4 Rd from Rosedene Rd to Hodgkins Rd.

This extra work extends our 2023 Road Rehabilitation program an extra 2.7 kms and is shown in Appendix A.

The costs for each proposed road section was determined, including the tender's general items, provisional items, net HST, and geotechnical construction testing by prorating to each road's respectful budget account. These cost splits are summarized in Appendix B.

Based on this low tender submitted Walkers Construction Limited, the Township's proposed total cost for this project is itemized below:

Tender Cost (excluding HST)	\$ 2,112,150.00
Extra Work (excluding HST)	\$ 208,000.00
Project Contingency (approx. 9%)	\$ 205,400.32
Non-Recoverable HST	\$ 44,449.68
Total Estimated Cost:	\$ 2,570,000.00

FINANCIAL IMPLICATIONS:

The approved 2023 capital budget amounts for this project are summarized below:

Road Description	Budget
Concession Road 4	\$ 250,000.00
Concession 3 Road	\$ 460,000.00
Young Street	\$ 280,000.00
Industrial Park Road	\$ 380,000.00
Vaughan Road	\$1,200,000.00
Total	\$2,570,000.00

The total estimated project cost is within the approved budget of \$2,570,000.00. In addition, the expenditures per the tender fall within the allocated budget amounts for each road.

Staff are requesting approval of Budget Amendment BA2023-01 which reallocates the budgeted expenditure and funding amounts based on the results of the tender. It is important to note that this budget amendment is not a request for additional funds; it is simply reallocating the approved budgetary funding to complete the extra sections of Young St. and Concession 4 Rd. Details can be found in Appendix C.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Deputy Treasurer/Manager of Finance, CAO, and the Clerks Department.

CONCLUSION:

In summary, staff recommends that this contract be awarded to the low bidder, Walkers Construction Limited at their bid price of \$2,112,150.00 (excluding HST).

In addition, staff recommend that the remaining budget be used to extend the work on Young St and Concession 4 Rd estimated at 208,000.00 (excluding HST), based on the unit prices submitted by the low bidder; that a project contingency allowance in the amount of \$205,400.32 be included for this project, for a total project cost of \$2,570,000.00. Additionally, Staff recommend that Budget Amendment (BA2023-01) to re-allocate funds, be accepted.

Staff further recommends that a by-law be adopted authorizing the Mayor and Clerk to enter into an agreement for contract with Walkers Construction Limited for the 2023 Road Rehabilitation construction project as outlined above.

ATTACHMENTS:

APPENDIX A – 2023 Road Rehabilitation Location Plan

APPENDIX B – 2023 Prorated Account Splits

APPENDIX C – Impact to Budget – Budget Amendment BA2023-01

Prepared & Submitted by:



Ray Vachon, C.E.T.
Project Manager

Approved by:

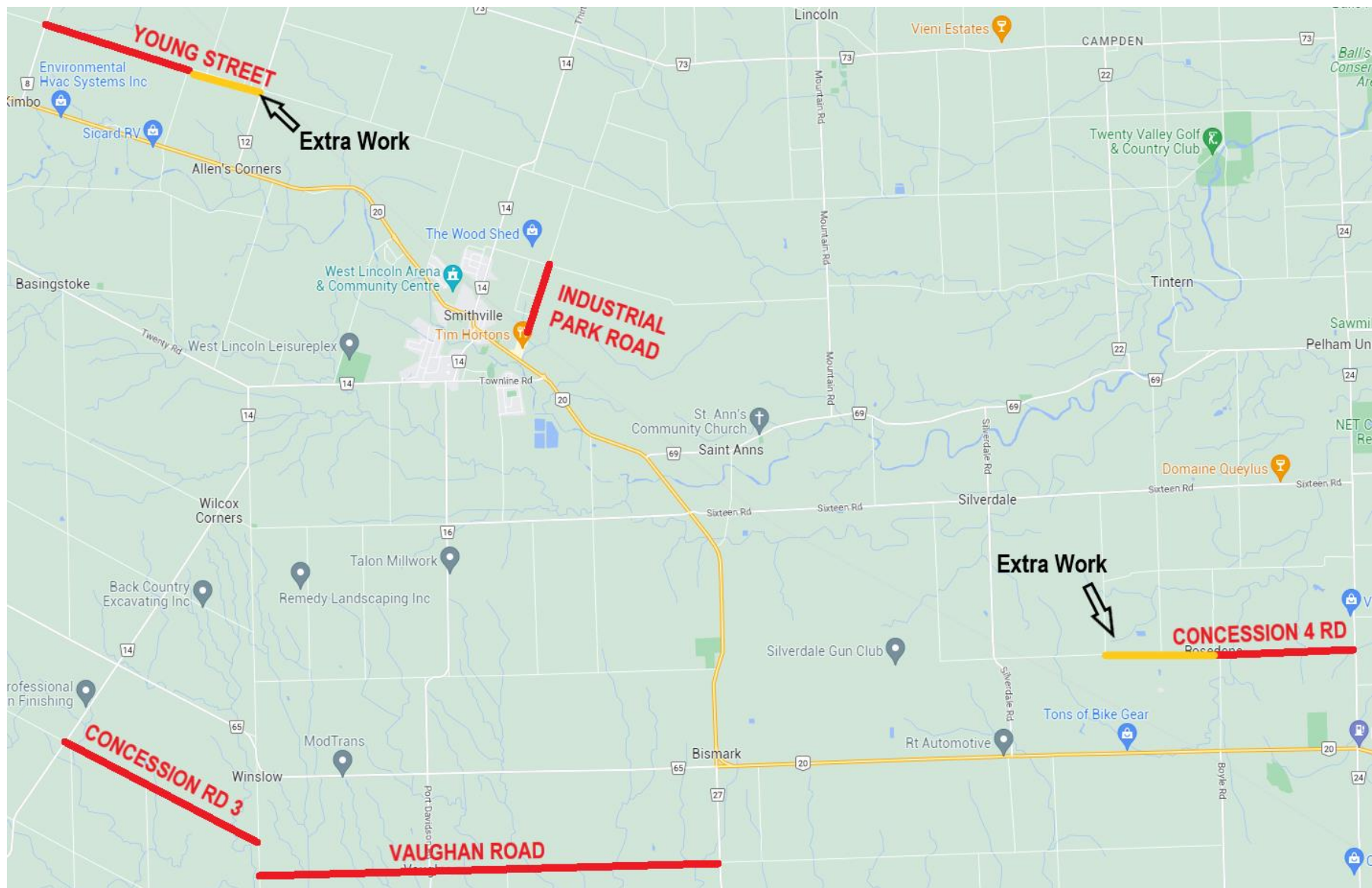


Bev Hendry
CAO



Mike DiPaola, P. Eng.
Director of Public Works & Recreation

APPENDIX A – 2023 ROAD REHABILITATION LOCATION PLAN



Appendix B - Prorated Account Splits

	Total Each Section	Prorated Splits Gen. & Prov.	Project Contingency	Non- Refundable HST	Totals with Non-Refun. HST	Original Budget	Budget Reallocations	Revised Budget
Sched A - General	\$ 130,060.41							
Sched B - Concession Rd 4	\$ 162,621.74	8%	\$ 17,176.28	\$ 3,372.64	\$ 195,000.00	\$ 250,000.00	-\$ 55,000.00	\$ 195,000.00
Sched C - Concession 3 Rd	\$ 345,863.70	16%	\$ 30,903.77	\$ 7,073.90	\$ 409,000.00	\$ 460,000.00	-\$ 51,000.00	\$ 409,000.00
Sched D - Young St.	\$ 177,744.00	8%	\$ 15,694.57	\$ 3,632.08	\$ 210,000.00	\$ 280,000.00	-\$ 70,000.00	\$ 210,000.00
Sched E - Industrial Park Rd.	\$ 252,859.75	12%	\$ 29,454.41	\$ 5,292.45	\$ 306,000.00	\$ 380,000.00	-\$ 74,000.00	\$ 306,000.00
Sched F - Vaughan Rd.	\$ 1,015,733.90	47%	\$ 89,625.42	\$ 20,754.71	\$ 1,200,000.00	\$ 1,200,000.00		\$ 1,200,000.00
Sched G - Provisional Items	\$ 27,266.50							
Sub-Totals:	\$ 2,112,150.00		\$ 182,854.45	\$ 40,125.78	\$ 2,320,000.00	\$ 2,570,000.00		\$ 2,320,000.00
Extra Work								
<i>Sched B2 - Conc 4 (Extra)</i>	\$ 118,000.00	5%	\$ 10,995.12	\$ 2,421.38	\$ 140,000.00		\$ 140,000.00	\$ 140,000.00
<i>Sched D2 - Young St. (Extra)</i>	\$ 90,000.00	4%	\$ 11,550.75	\$ 1,902.52	\$ 110,000.00		\$ 110,000.00	\$ 110,000.00
Totals:	\$ 2,320,150.00	100%	\$ 205,400.32	\$ 44,449.68	\$ 2,570,000.00	\$ 2,570,000.00	\$ -	\$ 2,570,000.00

Impact to Budget - Budget Amendment BA2023-01

	Original Budget	Revised Budget	Original Funding						Revised Funding					
			Debenture	Development Charges	CCBF	OCIF	Road Settlement Reserve	Capital Reserve	Debenture	Development Charges	CCBF	OCIF	Road Settlement Reserve	Capital Reserve
Sched B - Concession Rd 4	\$ 250,000	\$ 335,000		\$ 25,000	\$ 225,000					\$ 33,500	\$ 225,000		\$ 76,500	
Sched C - Concession 3 Rd	\$ 460,000	\$ 409,000		\$ 46,000		\$ 197,600	\$ 195,000	\$ 21,400		\$ 40,900		\$ 264,200	\$ 82,500	\$ 21,400
Sched D - Young St.	\$ 280,000	\$ 320,000		\$ 28,000	\$ 252,000					\$ 32,000	\$ 252,000		\$ 36,000	
Sched E - Industrial Park Rd.	\$ 380,000	\$ 306,000		\$ 38,000		\$ 342,000				\$ 30,600		\$ 275,400		
Sched F - Vaughan Rd.	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000						\$ 1,200,000					
Total	\$ 2,570,000	\$ 2,570,000	\$ 1,200,000	\$ 137,000	\$ 477,000	\$ 539,600	\$ 195,000	\$ 21,400	\$ 1,200,000	\$ 137,000	\$ 477,000	\$ 539,600	\$ 195,000	\$ 21,400