



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

MEETING NO. FIVE

Monday, September 18, 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 agenda, Chair Rehner will provide the following announcements:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jdyson@westlincoln.ca before 4:30 pm on the day of the meeting. Comments submitted will be considered as public information and will be read into the public record.
3. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-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.

Chair to inquire if there are any members of the public present who wish to address any items on the Public Works/Recreation/Arena Committee agenda.

- 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 PW15-23
CONSENT AGENDA ITEMS

RECOMMENDATION:

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

- 1. Item 1 be and is hereby received for information

with the exception of Items #(s)_____

- 1. West Lincoln Public Library Board - Minutes of July 25, 2023

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- 8. **COMMUNICATIONS**

There are no communications.

- 9. **STAFF REPORTS**

9.1 ITEM PW16-23

8

Director of Public Works and Recreation (Mike DiPaola) & Project Manager (Ray Vachon)
Re: Recommendation Report PW-19-2023 - East Chippawa Road Slope Failure and Concrete Box Culvert Emergency Repair

RECOMMENDATION:

1. That, Recommendation Report PW-19-2023, “East Chippawa Road Slope Failure and Concrete Box Culvert Emergency Repair”, dated September 18, 2023, be received; and,
2. That, Council authorize Ontario Construction Inc., to undertake the slope failure and culvert repair in the amount of \$266,815.00 (excluding HST) in accordance with Clause 4.5 of the Tendering and Purchasing Policy (POL-T-2015); and,
3. That, the estimated total project cost of \$345,000.00, including detailed design, construction, contingency and other miscellaneous costs, be approved; and,
4. That, Budget Amendment BA2023-11 of \$300,000 be approved and funded from Development Charges of \$30,000 and a Transfer from the Capital Reserve of \$270,000; and,
5. That, a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with Ontario Construction Inc.

9.2 ITEM PW17-23

18

Director of Public Works and Recreation (Mike DiPaola) & Coordinator of Engineering Services (Jennifer Bernard)

Re: Recommendation Report PW-24-2023 - Pedestrian Crossover – St. Catharine Street at Dennis Drive

RECOMMENDATION:

1. That, Recommendation Report PW-24-2023, re: “Pedestrian Crossover – St. Catharine Street at Dennis Drive”, dated September 18, 2023 be received; and,
2. That, staff be authorized to enter into a cost sharing agreement with the Niagara Region for the construction of the St. Catharine Street at Dennis Drive Pedestrian Crossover; and,
3. That, budget amendment BA2023-12 of \$57,200, funded through a transfer from the Capital Reserve, to cover the Township’s share of the estimated project cost, be approved; and,
4. That, any additional amounts collected from future developments related to this crosswalk be transferred into the Capital Reserve.

9.3 ITEM PW18-23

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Director of Public Works and Recreation & Coordinator of Recreation Services (Wendy Beaty)

Re: Recommendation Report REC-05-2023 - Recreation Staffing and Resources Recommendation for Upcoming Programming and Events

RECOMMENDATION:

1. That, Recommendation Report REC-05-2023, re: West Lincoln Santa Claus Parade Event, dated September 18, 2023 be

received; and,

2. That, Council approve the extension of the Recreation and Wellness Programmer contract from January 1, 2024 to March 1, 2024 funded through a transfer from the Contingency Reserve in the amount of \$14,000.

10. OTHER BUSINESS

10.1 ITEM PW19-23

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

**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #5 Tuesday, July 25, 2023 – 6pm
West Lincoln Public Library, Smithville Branch
177 West Street, Smithville, ON L0R 2A0

PRESENT:

Board:	Julie Adams Shelley Bradaric Peggy Cook Judi Kelly David Kurth Christa McBlain Leanne Reilly Wendy Wilson
Staff:	Vanessa Holm, Library CEO
Guests:	Donna DeFilippis, Director of Finance, Township of West Lincoln

REGRETS:

Call to Order

Library Chair called the meeting to order, welcomed all and established quorum at 6:04pm.

1. Agenda

Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the West Lincoln Public Library Board approves the agenda for Tuesday, July 25, 2023 as presented including any additions or deletions.
Carried.

2. Disclosure of Pecuniary Interest or Conflict of Interest and the General Nature Thereof

There were no disclosures of pecuniary interests or conflict of interests declared by any members of the West Lincoln Public Library Board.

3. Donna DeFilippis – Director of Finance, Township of West Lincoln

Presentation of draft audit statements for West Lincoln Public Library Board

Moved by: Wendy Wilson

Seconded by: Julie Adams

THAT the West Lincoln Public Library Board approves the draft 2022 Financial statements as presented.

Carried.

4. Minutes

Moved: Shelley Bradaric

Seconded by: David Kurth

THAT the minutes of the June 13, 2023 regular meeting of West Lincoln Public Library Board be approved as presented.

Carried.

5. Correspondence

a) Sent - None

b) Received - None

6. Financial Matters

a) Actual vs Budget Year to Date Report

Moved by: Leanne Reilly

Seconded by: Wendy Wilson

THAT the Actual vs Budget Year to Date report be accepted for information.

Carried.

7. Report

a) Library CEO presented the June 2023 CEO's Report

8. Library Business

a) Library Board Membership

Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT, as per Section 13 of the Public Libraries Act, Ms. Debra Terryberry be removed as a Board Member from the West Lincoln Public Library Board effective immediately; and,

That, the Library CEO forward a letter to Ms. Terryberry to advise that she has been removed from the West Lincoln Public Library Board as per Section 13 of the Public Libraries Act, specifically due to her absence from attending board meetings for three consecutive months; and,

That, the Council of the Township of West Lincoln be advised of the removal of Ms. Terryberry from the West Lincoln Public Library Board; and,

That, the Library Board Appointment By-law 2023-05 be amended to remove Ms. Terryberry as a Board Member.

Carried.

b) Strategic Plan

Library CEO discussed the strategic plan, including but not limited to:

-Staff session took place on Thursday, July 20 and went very well; and,

-Surveys will be launching soon, with focus group dates to be announced.

c) 2023 Non-Union Salary Pay Grid COLA Adjustment

Moved by: Julie Adams

Seconded by: David Kurth

THAT the West Lincoln Public Library Board approves the 2023 Non-Union Salary Grid, retroactive to January 1, 2023.

Carried.

9. Next Meeting Date: August 15, 2023 at 6pm

10. Announcements

a) Board Roundtable of Announcement

David Kurth – suggested contacting Crime Stoppers regarding ongoing incidents at the library and community centre.


11. Adjournment

Moved by: Shelley Bradaric

THAT the July 25, 2023 West Lincoln Public Library Board Meeting adjourns at 6:58pm.



JUDI KELLY, CHAIR



VANESSA HOLM, CEO

DATE: September 18, 2023

REPORT NO: PW-19-2023

SUBJECT: **East Chippawa Road Slope Failure and Concrete Box Culvert Emergency Repair**

CONTACT: Ray Vachon, Project Manager
Mike DiPaola, Director of Public Works and Recreation

OVERVIEW:

- The 2023 approved Capital Budget included \$45,000 to commence the detailed design for the slope stabilization of East Chippawa Road, just west of Boyle Road. The budget also included the construction of the project in 2024 at a cost of \$400,000
- This spring the slope stability at East Chippawa Road became worse, and staff discovered an existing concrete box culvert with severely eroded footings. In order to prevent a complete failure of the roadway (East Chippawa Road), staff are recommending that the repairs be completed now in accordance with the Township's Tendering and Purchasing Policy (POL-T-2015) for an emergency that requires an immediate purchase of supplies and services.
- Staff recommends that Ontario Construction Inc., be retained to undertake the emergency slope failure and culvert repairs on East Chippawa Road, in the amount of \$266,815.00 (plus HST), in accordance with Clause 4.5 of the Tendering and Purchasing Policy (POL-T-2015).
- The estimated total project cost is \$345,000, including detailed design, construction, contingency, and other miscellaneous costs. A budget amendment totaling \$300,000 is required and will be funded through Development Charges and a Transfer from the Capital Reserve.

RECOMMENDATION:

1. That, Recommendation Report PW-19-2023, "East Chippawa Road Slope Failure and Concrete Box Culvert Emergency Repair", dated September 18, 2023, be received; and,
2. That, Council authorize Ontario Construction Inc., to undertake the slope failure and culvert repair in the amount of \$266,815.00 (excluding HST) in accordance with Clause 4.5 of the Tendering and Purchasing Policy (POL-T-2015); and,
3. That, the estimated total project cost of \$345,000.00, including detailed design, construction, contingency and other miscellaneous costs, be approved; and,

4. That, Budget Amendment BA2023-11 of \$300,000 be approved and funded from Development Charges of \$30,000 and a Transfer from the Capital Reserve of \$270,000; and,
5. That, a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with Ontario Construction Inc.

ALIGNMENT TO CORPORATE STRATEGIC PLAN:

Theme # 1

Build – a safe, connected, caring and active community

BACKGROUND:

East Chippawa Road is a low volume, narrow, gravel surfaced road that connects Regional Road 63 (Canborough Road) and Boyle Road, fronting the North Shore of the Welland River. It is mainly used by the local residents and farmers that reside on East Chippawa. The location of this road is shown in Appendix 'A'.

In early 2020, Township's Public Works staff, while on their regular road inspection duties, noticed a slope failure on East Chippawa Road near Boyle Road. This section of East Chippawa Road runs right against the Welland River.

During the recent inspection of the slope failure, Staff noticed that another section of this slope has failed; and uncovered an existing concrete box culvert on East Chippawa Road, in the same general vicinity, that is very severely eroded.

Appendix 'B' shows the location of the slope failure and eroded box culvert along with some photos.

CURRENT SITUATION:

The 2023 approved Capital Budget included \$45,000 to commence the detailed design for the slope stabilization. Funding for construction, in the amount of \$400,000 was allocated in the 2024 budget forecast.

This Spring the slope stability issue became worse and another section of the slope has failed. In order to prevent a complete failure of the roadway (East Chippawa Road), the slope needs to be repaired and stabilized now as an emergency. In addition to the slope failure, Staff found an open concrete box culvert in the same vicinity of the slope failure where the culvert footings are completely eroded and undermined, which compromises the structural integrity of the culvert. The footings of this culvert also have to be repaired immediately as an emergency.

Staff met with two contractors to receive repair proposals for both the slope failure and the culvert footing repair. One contractor provided a proposal to use a sheet pile solution (retaining wall), while the other contractor provided a proposal that involves loading the toe of the slope with a rock berm and reinstating the slope up to the roadway. Both contractors provided the same solution for the culvert footing repair.

Both preliminary cost proposals from the contractors were generally the same price (within 10%), in the range of \$250,000. Both cost proposals are subject to changes, pending the final design, and are to meet NPCA requirements and permit conditions.

The proposal from Ontario Construction Inc., which involves loading the toe of the slope with a rock berm and reinstating the slope up to the roadway, has less risk with project scope creep (which will mitigate higher construction costs) once the final design has been completed and accepted by NPCA. In addition, through discussions with NPCA, which is the agency approval to complete this work along the Welland River, the proposal received by Ontario Construction was preferred by the approval agency.

As such, staff awarded the detailed design in the amount of \$25,000 (excluding applicable taxes) to Ontario Construction Inc., in August. There are sufficient funds in the approved 2023 Capital Budget to award this detailed design assignment.

Over the past few weeks, Ontario Construction Inc., has progressed well with the detailed design and submitted an application to NPCA for approval. During the NPCA permitting process, staff determined that the land between the road and the Welland River is actually private property. The work to stabilize the slope will be on both the road allowance and private property. Staff will have to work with our legal counsel and the private property owner to execute a "Permission to Enter" with the private property owner to complete this work.

Now that the project scope is better defined, Ontario Construction Inc., provided an updated cost estimate on August 31st to undertake the necessary work as follows:

Box Culvert Repair:	\$ 62,935.00
Slope Repair:	<u>\$203,880.00</u>
Total Proposal/ Construction Cost:	\$266,815.00 (Excluding HST)

The above proposal cost may vary pending final review of NPCA and to meet any additional requirements and/or permit conditions by this approval agency. As such staff is recommending that a 15% contingency allowance be included to cover any additional requirements and/or additional construction cost to deal with unknown site conditions that may arise during construction.

The total estimated project costs is estimated at \$345,000.00 as itemized below:

Detailed Design:	\$ 25,000.00
Ontario Construction Inc. Proposal / Cost:	\$266,815.00
Contingency Allowance:	\$ 44,000.00
Legal Fees; Permit Fess; Net HST:	<u>\$ 9,185.00</u>
Total Estimated Project Cost:	\$345,000.00

Due to the condition of the slope failure and footings of the concrete box culvert, there is an impending threat of a road and/or culvert failure which may affect the environment, the safety and health and/or welfare of the general public, and significant loss or damage to property.

In order to mitigate this risk to the Township and to maintain essential services to the travelling public, Staff is recommending that Council authorize Ontario Construction Inc., to undertake the necessary repairs as outlined above, in accordance with Clause 4.5 of the Tendering and Purchasing Policy (POL-T-01-2015), which reads as follows:

“In the case of an emergency that requires an immediate purchase of supplies and services it will be the responsibility of the Department Head to secure the necessary supplies and services. In the case of emergency expenditures of over \$25,000.00, a full report will be submitted to the appropriate standing Committee of Council setting out the details of the supplies and services required and the emergency nature of the circumstances that required their immediate purchase.”

Ontario Construction Inc., is prepared to commence the project immediately once NPCA approval is received and the work should be completed within 30 working days.

FINANCIAL IMPLICATIONS:

The 2023 Capital Budget and Forecast included this project to stabilize the slope on this section of East Chippawa Road. Funding for detailed design totalling \$45,000.00 was approved in the 2023 budget under Capital Project 1108; GL# 3-06-06120-630274. Construction funding in the amount of \$400,000.00 was allocated in the capital budget forecast for 2024.

The estimated project cost to stabilize the slope and to repair the concrete box culvert is \$345,000.00. Staff is requesting that Council approve Budget Amendment BA2023-11 to increase the 2023 budget for this project by \$300,000.00. This Budget Amendment will be financed with Development Charges of \$30,000.00 and a Transfer from the Capital Reserve of \$270,000.00.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the CAO, the Treasurer/Director of Finance, and the Clerk's office.

CONCLUSION:

In summary, Staff recommends that Ontario Construction Inc., be retained to undertake the emergency slope failure and culvert repairs on East Chippawa Road, in the amount of \$266,815.00 (plus HST), in accordance with Clause 4.5 of the Tendering and Purchasing Policy (POL-T-2015).

The total project is estimated at \$345,00.00, including detailed design, construction, contingency and other miscellaneous costs. Staff are requesting approval of Budget Amendment BA2023-11.

ATTACHMENTS:

APPENDIX A – Key Plan

APPENDIX B – Failure Location & Photos

Prepared by:



**Ray Vachon,
Project Manager**

Approved by:



**Beverly Hendry,
Chief Administration Officer**

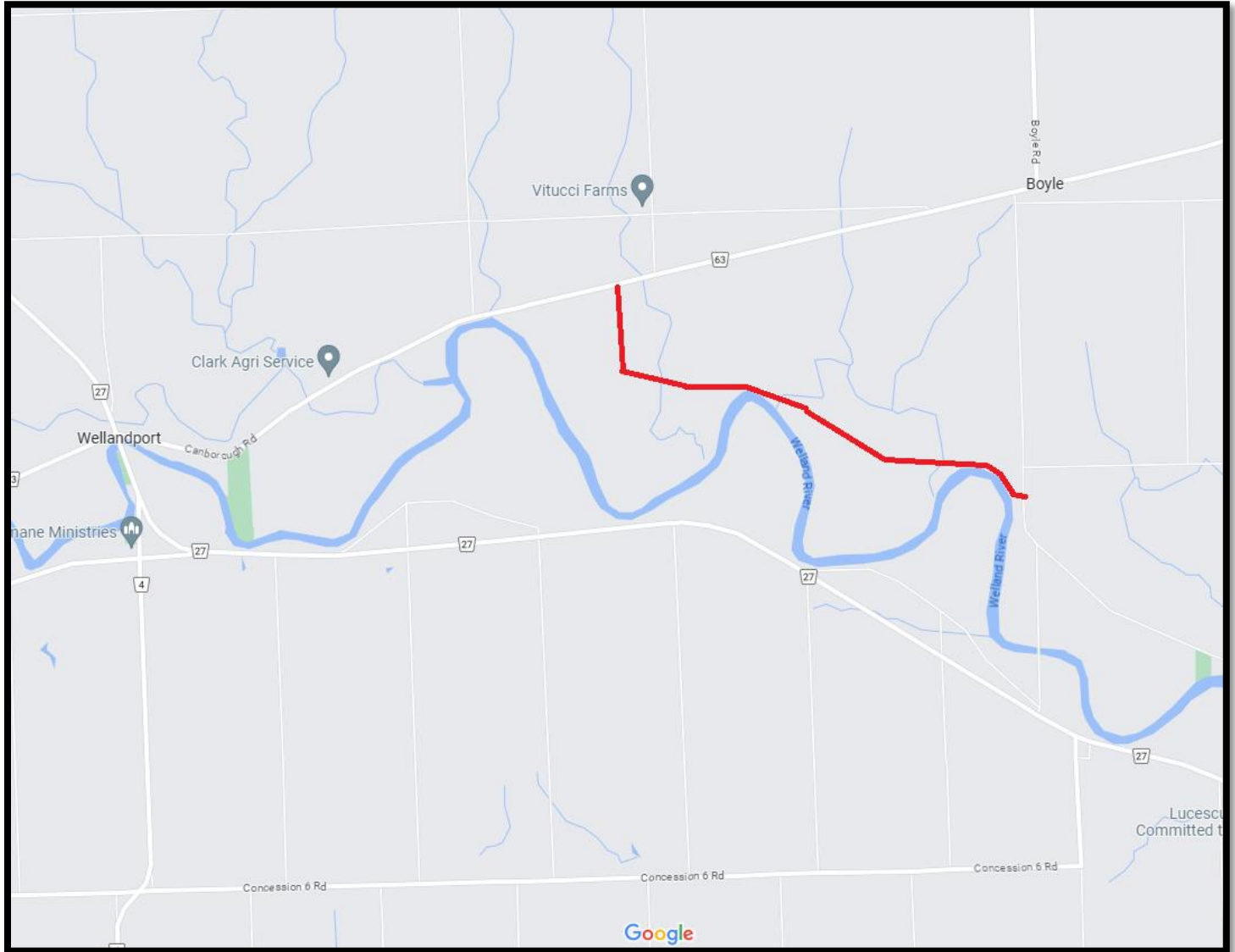
Submitted by:



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

APPENDIX 'A'

East Chippawa – Key Plan



APPENDIX 'B'

Failure Location & Photos









DATE: September 18, 2023

REPORT NO: PW-24-2023

SUBJECT: **Pedestrian Crossover – St. Catharine Street at Dennis Drive**

CONTACT: Jennifer Bernard, C.E.T., Coordinator of Engineering Services
Mike DiPaola, P.Eng., Director of Public Works & Recreation

OVERVIEW:

- A pedestrian crossover (PXO) is to be constructed on St. Catharine Street at Dennis Drive through a joint project with the Niagara Region.
- The Township will need to enter into a cost sharing agreement with the Niagara Region. Once the cost sharing agreement is executed, Niagara Region will issue a Tender for this project.
- It is estimated that the Township's share is in the order of \$88,000.00. To date, \$30,800.00 has been collected from developers in the immediate area of the PXO upon site plan execution.
- Staff are requesting approval of budget amendment BA2023-12 of \$57,200.00 to cover the Township's share of the project cost, to be funded through a transfer from the Capital Reserve.

RECOMMENDATION:

1. That, Recommendation Report PW-24-2023, re: "Pedestrian Crossover – St. Catharine Street at Dennis Drive", dated September 18, 2023 be received; and,
2. That, staff be authorized to enter into a cost sharing agreement with the Niagara Region for the construction of the St. Catharine Street at Dennis Drive Pedestrian Crossover; and,
3. That, budget amendment BA2023-12 of \$57,200, funded through a transfer from the Capital Reserve, to cover the Township's share of the estimated project cost, be approved; and,
4. That, any additional amounts collected from future developments related to this crosswalk be transferred into the Capital Reserve.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

Build – A safe, connected, caring and active community.

BACKGROUND:

The need for a pedestrian crossover (PXO) on St. Catharine Street between Griffin Street North and Industrial Park Road was previously established by staff of the Township and Niagara Region. Further development in the area has increased the need for this PXO to be constructed and Dennis Drive was selected as the most appropriate location. It was agreed this would be a joint project, led by the Niagara Region, and the Township would be responsible for half of the cost to construct the PXO. The PXO will be owned and maintained by the Region.

In preparation for the project, Planning staff arranged to collect funds from four developments in the immediate area of the PXO based on the number of units to be built in each development. To date, two of those developments have been fully built and \$30,800.00 of funds have been collected accordingly.

CURRENT SITUATION:

The Region notified staff that a tender would be issued for this project in the fourth quarter of 2023. Niagara Region prepared a cost sharing agreement and requires the Township to enter into this agreement prior to the project being tendered. As per the cost sharing agreement, it is estimated that the Township's share for the project is \$78,428.00 (excluding HST).

Due to the uncertainty of tendering, to cover any unforeseen issues that could arise during construction, and other miscellaneous project costs and net HST, the total estimated Township's share could be \$88,000.00.

FINANCIAL IMPLICATIONS:

As noted above, the Township's share of the cost for the PXO is estimated to be \$88,000.00. The Township has collected \$30,800.00 from Developers to date. Staff is recommending that Budget Amendment BA2023-12 for \$57,000.00 be approved with funding from the Capital Reserves.

Another \$7,500.00 in total will be collected from two other developers' in the immediate area of the PXO upon site plan execution. Once the additional \$7,500.00 in funding is collected, it will be transferred into the Capital Reserve.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Planning Department, the Director of Finance, the CAO, and the Clerk's office.

CONCLUSION:

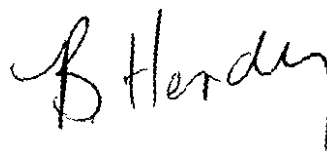
In summary, Staff recommends that Council authorize staff to execute the cost sharing agreement for the PXO and approve a budget amendment for \$57,200.00 which will be funded through a transfer from the Capital Reserve to cover the Township's estimated share of \$88,000.00.

Prepared by:



Jennifer Bernard C.E.T.
Coordinator for Engineering Services

Approved by:



Beverly Hendry
Chief Administrative Officer

Submitted by:



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

DATE: September 18, 2023

REPORT NO: REC-05-2023

SUBJECT: **Recreation Staffing and Resources Recommendation for Upcoming Programming and Events**

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

OVERVIEW:

- At the April 24, 2023 Council meeting a resolution was adopted directing staff “to report back on a plan for further involvement of staff and resources as part of the 2024 budget for the planning and execution of the West Lincoln Santa Claus Parade event commencing in 2024 while continuing to work with the volunteer committee members of the Parade Committee”.
- The purpose of this Report is to report back in response to the resolution from April 24, 2023 and to recommend an interim solution to provide more support and resources to the 2023 West Lincoln Santa Claus Parade event. The solution will also serve to improve services to the community.
- The Recreation and Wellness Programmer secondment contract has been extended by the Director of Public Works & Recreation and the CAO until December 31, 2023 and will be funded through savings in the 2023 Operating Budget.
- This report recommends the further extension of the Recreation and Wellness Programmer secondment contract from January 1, 2024 to March 1, 2024 and recommends the extension be funded through reserve transfer of \$14,000.
- The recommended extension will:
 1. support the request and needs of the Santa Claus Parade Committee and the 2023 Santa Claus Parade event.
 2. mitigate risk and liability to the Corporation related to the Santa Claus Parade event
 3. provide an opportunity to enhance service delivery by implementing new processes and programming.
 4. assist with the execution of the Senior’s Community Grant programs.
 5. provide continuity for the 2023 Harvest Routes event.
 6. assist with the training of part time staff for the provision of additional financial services at the Community Centre in the Point of Sale system.
 7. allow staff to fully evaluate event planning needs for the community so that a thorough proposal can be developed for the operation of the Parade event and the recommendation for an events planning staff position in the proposed 2024 budget.
 8. Allow staff to revisit the Santa Claus Parade Committee structure and the Terms of Reference.

RECOMMENDATION:

1. That, Recommendation Report REC-05-2023, re: West Lincoln Santa Claus Parade Event, dated September 18, 2023 be received; and,
2. That, Council approve the extension of the Recreation and Wellness Programmer contract from January 1, 2024 to March 1, 2024 funded through a transfer from the Contingency Reserve in the amount of \$14,000.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **Build** – a Safe, Connected, Caring and Active Community

Theme #4

- **Advance** – Organizational Capacity and Effectiveness

BACKGROUND:

Prior to 2019 Parade Event and Staff Resources

The Coordinator of Recreation Services served as the Township Liaison on the Christmas in the Village Santa Claus Parade Committee (currently known as the West Lincoln Santa Claus Parade Committee) and attended meetings from September to December. This staff person also assisted with putting out garbage cans and minimal parade line-up assistance before the Parade event. The main role of the Liaison was to connect Committee members with the appropriate Township staff for any questions that were Township related.

The Committee's Traffic Coordinator would meet with Public Works staff prior to the event to discuss locations for barricades for the road closures. Public Works staff would place the barricades at the locations on Friday afternoon and Committee members would put them in place on the day of the event.

Committee members and volunteers managed all other aspects of the parade.

At the completion of the 2019 event, the Christmas in the Village Santa Claus Parade Committee Chair and members resigned from their positions on the Committee.

2020 Parade Event & Staff Resources

A new Committee was developed and appointed with no returning members. The West Lincoln Santa Claus Parade Committee Terms of Reference is attached as Appendix A. The Committee's positions and roles are explained in the Terms of Reference, Duties & Responsibilities section. The Terms of Reference clearly describe an event that is planned and executed by Committee members with the Staff Liaison providing guidance.

The 2020 West Lincoln Santa Claus Parade was not held due to Covid-19.

2021 Parade Event & Staff Resources

The West Lincoln Santa Claus Parade Committee held meetings virtually in 2021 and decided that a lights competition and reverse parade would be offered for the 2021 season.

The Coordinator of Recreation Services served as the Township Liaison on the West Lincoln Santa Claus Parade Committee and attended meetings. The Coordinator advised and gave guidance on safety for the execution of the event and prepared training for the volunteer Committee members and created an Emergency Plan.

The event was presented at the West Niagara Fairgrounds and Committee members managed all aspects of the event.

2022 Parade Event & Staff Resources

The Coordinator of Recreation Services was a member of the West Lincoln Santa Claus Parade Committee as the Township Liaison. Prior to 2022, there were minimal Township resources used to execute the Parade event. In 2022, the Township Liaison attended meetings aside from Committee meetings and spent many hours managing the following aspects:

- the road closure permit process
- the Niagara Regional Police Services contract
- the traffic management plans
- the volunteer training program
- the float marshalling for the execution of the parade.

Also in 2022, senior Public Works Roads' staff assisted with traffic management plans and operational staff worked several hours on the day of the event. There were no Public Works staffing resources on the day of the event before 2022.

Staff can confirm that there was a significant increase in staff hours dedicated to the planning and execution of the Parade event in 2022, over previous years. This was a result of several factors such as the availability of Committee members, mitigating Township liability, ensuring the success of the event and in response to the Committee's request for additional Township resources.

In 2022, several duties that had been previously managed through positions on the Committee were managed by staff.

West Lincoln Santa Clause Parade Committee - Letter from the Chair

At the April 17, 2023 Admin/Finance/Fire Committee meeting, a letter from the West Lincoln Santa Claus Parade Committee Chair was read (attached as Appendix B). The letter outlined the Committee's financial struggles as support for their request for an increased amount through the Community Grants program. The letter also requested increased Township staff and resources to support the Parade event. Further, the letter identified a concern from the Committee for the safe operation of the event through trained and experienced staff rather than volunteers.

At the April 24, 2023 Council meeting, a resolution was adopted to direct staff "to report back on a plan for further involvement of staff and resources as part of the 2024 budget for the planning and execution of the West Lincoln Santa Claus Parade event commencing in 2024 while continuing to work with the volunteer committee members of the Parade Committee".

CURRENT SITUATION:

2023 West Lincoln Santa Claus Parade Committee & Event Execution

Two Committee members have recently resigned and only one new member has recently joined the Committee for 2023. This new Committee member has reported that they will not be available on the Parade day. The Committee will be functioning with fewer members than last year's event. As the Chair mentioned in the letter, Committee members have full time jobs, are busy with children and other commitments that limit their availability. The result is an increased need for Township staff and resources immediately with the event being less than two months away.

2024 Budget Proposal

Staff are currently preparing the 2024 budget proposal for Council. The need for staffing support for the Santa Claus Parade event coupled with a need for staff resources in the area of event planning in general will be addressed through the 2024 budget process. Staff's preliminary proposal is for one (1) additional FTE (full time equivalent) in the 2024 budget to assist with the Santa Claus Parade and other community events.

Interim Staffing Solution

As a means to create a well-informed 2024 budget proposal, and to support this year's 2023 West Lincoln Santa Claus Parade Committee and event, staff is recommending the extension of the current secondment contract (Recreation & Wellness Programmer).

In June of 2022 the Recreation and Wellness Programmer began a leave of absence, which was followed by a parental leave. This leave was filled by secondment by existing staff resources after a thorough recruitment process. This secondment contract ended September 15, 2023 but has been extended until December 31, 2023 by the Director of Public Works & Recreation and the CAO. Sufficient funds are available in the 2023 operating budget for this extension through savings in youth and adult programming and the Canada Day operating budget. These savings are attributed to a combination of higher revenue, lower staffing costs and a federal grant received for the Canada Day event.

Staff recommend a further extension of the secondment contract until March 1, 2024 to align with the timeframe of the 2024 budget approval process for the following reasons:

- It will support the request and needs of the West Lincoln Santa Claus Parade Committee and the 2023 Parade event.
- It will mitigate risk and liability to the Corporation related to the Parade event.
- It will provide an opportunity to enhance service delivery by implementing new processes and programming.
- It will assist with the execution of the Senior's Community Grant programs.
- It will provide continuity for the 2023 Harvest Routes event.
- It will assist with the training of part time staff for the provision of additional financial services at the Community Centre in the Point of Sale system.
- It will allow staff to fully evaluate event planning needs for the community so that a thorough proposal can be developed for the operation of the Parade event and the recommendation for an events planning staff position in the proposed 2024 budget.

- It will allow staff to revisit the West Lincoln Santa Claus Parade Committee structure and the Terms of Reference.

The Strategic Plan has identified the following theme and strategy:

BUILD a safe, connected, caring and active community

- Leverage our facilities and develop partnerships to enhance quality and appropriate community programming and expand community events, gatherings and local attractions.

The extension will provide an opportunity to evaluate and define an events planning staff position for the 2024 budget proposal that is guided by the Corporate Strategic Plan.

FINANCIAL IMPLICATIONS:

The 2023 portion of the recommended contract extension will be funded through savings in the 2023 approved operating budget in the amount of \$26,000. Sufficient funds are available in the 2023 operating budget for this extension through savings in youth and adult programming and the Canada Day operating budget. These savings are attributed to a combination of higher revenue, lower staffing costs and a federal grant received for the Canada Day event.

The 2024 recommended contract extension from January 1, 2024 to March 1, 2024 will be funded through a transfer from the contingency reserve in the amount of \$14,000. Should the proposed service level request of 1 FTE be approved through the 2024 budget approval process, the transfer from the contingency reserve would not be required.

INTER-DEPARTMENTAL COMMENTS:

This Report was reviewed by the Township CAO, the Director of Finance and the Clerk's Office.

CONCLUSION:

Staff recommend the extension of the Recreation & Wellness Programmer secondment contract until March 1, 2024. This will support the needs of the 2023 Santa Claus Parade event and will provide an opportunity to assess event planning needs for the development of the 2024 budget proposal.

The extension would be funded through savings in the 2023 operating budget and through contingency reserve until the 2024 budget approval process is complete.

ATTACHMENTS:

APPENDIX A – Terms of Reference Parade Committee

APPENDIX B – West Lincoln Santa Claus Parade Committee - Letter from Committee Chair

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

TOWNSHIP OF WEST LINCOLN

CHRISTMAS PARADE COMMITTEE

Terms of Reference

Mission

The mission of the West Lincoln Christmas Parade Committee is to advise and assist Council to ensure that an inclusive and safe parade event is planned and presented for the community. This mission shall be accomplished through the provision of advice and recommendations on Christmas parade matters to the Township Public Works/Recreation/Arena Committee, municipal staff and to the community.

Mandate

The West Lincoln Christmas Parade Committee will plan and present an annual Christmas Parade within the Township of West Lincoln on the last Saturday of November or on another date as approved by Township Council.

Membership/Composition

Appointments to the Committee will be made by Council. Membership will be comprised of up to one (1) member of Council, up to one (1) staff Liaison and up to twelve (12) Committee members.

Committee members will be selected by Council on the basis of experience, interest and availability to attend meetings.

The Committee shall elect from its membership a representative for each of the following positions:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Fundraising Coordinator
- Traffic Coordinator
- Bands/Entries Coordinator

Election for the above noted positions will take place prior to the 15th day of February each year.

Term of Office and Vacancy

The term of the voting members of the Committee shall be four (4) years coinciding with the term of Council that has made the appointment, or until their successors are appointed.

Should a vacancy occur during a term, the Committee may recruit replacement members and recommend appointments to Council.

No Chairperson may serve more than four (4) consecutive years in their position.

Quorum and Voting

Attendance of a minimum of fifty percent (50%) plus one (1) of the appointed members at any regular or special meeting shall constitute a quorum.

The member of Council on the Committee will be a voting member. The staff liaison on the Committee will not be a voting member on the Christmas Parade Committee.

Attendance

A member will notify the Secretary if they are unable to attend a scheduled meeting. A member who misses three (3) consecutive meetings without a valid reason may be requested to resign as a member.

Frequency of Meetings

The Committee will establish a meeting schedule, setting the time and place for meetings. The frequency of meetings will be determined by the Committee to meet the demand of required work. The Committee will meet a minimum of quarterly.

Minutes, Agendas, Resolutions & Reporting

Minutes shall be kept of all Committee meetings.

Agendas shall be prepared by the Secretary through consultation with the Chairperson and reflecting previous agendas and outstanding business.

Decisions and directions of the Committee shall be defined by resolution and reflected in the minutes.

The Committee shall prepare and submit to Council, before the 15th day of February each year, a report of its previous parade's activities, expenses and revenues. The Committee shall also include in the report its planned activities and proposed operating budget for the upcoming parade, for the approval of Township Public Works/Recreation/Arena Committee and Council.

Duties and Responsibilities**Chairperson**

- Chair all regular meetings of the Committee and perform duties as required.
- Ensure that decorum is maintained at each meeting and that the rules of procedure and conduct are observed in accordance with the Township's Procedural By-Law.
- Ensure that all Committee members are provided an opportunity to present and comment.
- Provide guidance and leadership to the Committee in the completion of its mandate.
- Act as the first point of contact for all public inquiries regarding the Christmas Parade.
- Coordinate volunteers from the public for assignment to details as required.

Vice Chairperson

- Assume all functions of the Chairperson in their absence.
- Other duties as assigned by the Chairperson.

Secretary

- Prepare agendas through consultation with the Chairperson and to reflect previous agendas and outstanding business.
- Complete minutes at each meeting and share with the Committee prior to the next scheduled meeting

Treasurer

- Track, report and provide feedback regarding financial statements and matters.

Fundraising Coordinator

- Develop a fundraising plan and track, report and provide feedback on fundraising progress.

Traffic Coordinator

- Coordinate with the Public Works Department regarding municipal road closures and required services through the Staff Liaison
- Coordinate with Niagara Region Public Works Department regarding Regional Road closures and required services through the Staff Liaison.

- Coordinate with Niagara Regional Police Services regarding road closure communication and required services.

Bands/Entries Coordinator

- Coordinate and confirm with all bands and entries regarding applications, fees, requirements and attendance.

Council Representative

- Provide updates from Council as required.
- Provide updates to Council as required.
- Other duties as assigned by the Chairperson

Staff Liaison

- Act as a Liaison for all Township operational details and coordinate connections with Committee members and staff members as required.

General

- The Committee shall act in accordance with the municipality's Procedural By-Law, Conflict of Interest, Code of Conduct, Tendering and Purchasing Policy and Committees of Council policies.
- The Committee shall elect a Chairperson, Vice Chairperson, Secretary, Treasurer, Fundraising Coordinator, Traffic Coordinator and Bands/Entries Coordinator, annually at its first meeting, or as soon as possible, from among the voting members. No Chairperson or Vice Chairperson may serve more than four (4) consecutive years in their respective position.
- There shall be one Council Representative on the committee who will act as a Council liaison and will be a voting member.
- There shall be one Staff Liaison on the committee who will not be a voting member.

*These Terms of Reference may be expanded or shortened as approved by a resolution of Council.



Dear West Lincoln Council and Staff,

On behalf of the West Lincoln Santa Claus Parade Committee, I would like to thank you for taking the time to consider our grant request. The amount received from the grant is essential to our basic operating budget and ensures the event's success.

As you may be aware, the cost of living has increased significantly in the past few years and the parade is not immune to this current reality. Entertainment, health and safety, Region and Policing costs have increased, therefore raising our overall monetary need from previous years and I would like to take the time to outline our \$7,500.00 request.

While we conduct a significant amount of fundraising by outreaching to over 200 local businesses, we only received financial support/donations from roughly 26 community businesses and partners in 2022 totalling \$9,050.00. Unfortunately, due to circumstances outside of the committee's control, being associated with council, as a "committee of council", we did experience the loss of previous donors due to the impacts of COVID-19 and the necessary measures council and staff took during that time. As you may know, not everyone was in agreement with these measures required by the Province, which created a significant divide within our community, where the parade has not been immune to this reality either. In conjunction with this, many businesses also experienced losses during the pandemic and are not in a position to support the parade.

In 2022, our entertainment costs totalled roughly \$8,000.00, this included three (3) bands and three (3) entertainers. In our experience and through our research, the average cost for a performer generally falls between \$800.00 to \$1,500.00 and the average cost of a polished band (e.g. Burlington Teen Tour) costs between \$3,000.00 to \$4,000.00, with more recreational bands ranging from \$500.00 to \$1,500.00. Following our experience in 2022 we received a great amount of positive feedback on the performers and bands we hired for the event, they were definitely a highlight and many of the performers and bands appreciated our organized approach and taking part in the event. Based on this, the committee hopes to increase the number of bands and/or performances, or at the very least, ensure we can have the same or similar in our 2023 parade. For example, hiring Burlington Teen Tour Band and the Top Hat Marching Orchestra would be ideal, but based on 2022 pricing, this would cost \$6,800.00 and will not be possible without more support from Council and the community.

The costs mentioned above do not include policing (\$1,345.00), Niagara Region bills for road closures and signage (\$1,839.00) and general health and safety costs, advertising, bank fees, the sponsored skating event and other miscellaneous costs (roughly \$2,800.00). Fortunately, due to selling some of the leftover decor from the 2021 drive-thru parade, some carry-over from previous years and the 2022 Community Grant, we were able to pull it off. However, there is significant concern in the longevity and success of future years due to the substantial costs, as mentioned above, volunteer time, commitment and liability without staff support from senior management and council support.

Unlike other communities within the Niagara Region, the West Lincoln Santa Claus Parade has never had a determined yearly operating cost, defined roles for Township staff or much involvement from council. This is at no fault of anyone, it is just the way things have always been. However, to my limited understanding, the shift to becoming a committee of council protected both the volunteers and the Township, with little of those perceived liabilities being removed from the volunteers. For example, in 2022, I found myself, with no traffic

control experience, directing traffic into and out of the Community Centre while Highway 20 remained open during the float arrivals. It was chaotic to say the least. Additionally, while we appreciate the work Officers do, this has been the second year in a row where the support provided by the Niagara Regional Police was not overly effective. However, how are we to know until the day of the event is upon us? Unfortunately, hiring both NRP and traffic control was not a possibility due to financial constraints. What is the liability if I had been hurt? Is this something Township Staff and Council have considered in the past? Things like, collecting and organizing float entry insurance and waivers falling to volunteers - what if something is missed? What is the liability as a Committee of Council? Would this ultimately fall back on the Township? Is there a perceived level of risk we are not considering after all these years? All this to say, the support we have received from our Township Liaison and Council Liaison has been wonderful - and we cannot thank them enough. However, my concerns lie with senior management staff and their awareness of the liability the Township assumes through volunteers as well as for their and Councils commitment to the success of the event.

As previously mentioned, neighbouring communities provide further support to ensure a successful event. For example, in Grimsby, much of the planning and organizing is dependent on the Township, with fundraising and day of activities involving the volunteers. Thorold recently hired a Special Events Coordinator and assumed a large portion of their annual parade and also to assist with events like the Farmers Markets and other holiday events (e.g. Canada Day) that were traditionally run by volunteers. Lastly, the Town of Pelham includes their Santa Claus Parade in their Special Events and Festivals Operating Budget to ensure the events success. Therefore, I truly believe for the longevity and continued success of the parade that staff and council should consider their involvement in the future.

I know I don't need to explain the importance of bringing community together to the people around the tables in the room - and it is more important now more than ever since what we all endured during the pandemic. Doing this for the children and those who enjoy it is very important to the committee and I hope that we can explore different themes and events to ensure an inclusive and fun filled event in the future, no matter how it is celebrated by an individual but to focus on the community as a whole. I am exploring how to highlight different ways community members celebrate on our social media and website as well as considering a future theme of "Christmas Around the World".

As you can see, I am unfortunately not there to speak with you all directly, as a busy mother of two young children and a full time Senior Advisor for the Federal Public Service, as much as I am committed to my community, I am also committed to my family, friends and career and therefore, hope you can understand my absence at tonight's meeting. If you have any remaining questions or concerns, please contact me directly. I look forward to seeing you all at the 2023 parade and would like to thank you again, for your time, consideration and support to date.

Sincerely,

Nicole Scime
Committee Chair