



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

MEETING NO. SIX

**Monday, September 18, 2023,
To Commence Immediately Following Public Works & Recreation Committee Meeting
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 Jason Trombetta

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

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 Administration/Finance/Fire 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 A44-23

CONSENT AGENDA ITEMS

RECOMMENDATION:

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

- 1. Items 1, 2 and 3 be and are hereby received for information; and,
- 2. Items 4, 5 and 6 be and are hereby received and the recommendations contained therein be adopted

with the exception of Items #(s)_____

1.	Mayor's Youth Advisory Committee (MYAC) - Minutes of July 5, 2023	6
2.	Information Report T-25-2023 - Financial Update as of August 31, 2023	8
3.	Information Report WLFD-14-2023 - Monthly Update - August 2023	14
4.	Recommendation Report CAO-04-2023 - Christmas Break Holiday Hours 2023	17
5.	Recommendation Report T-21-2023 - Tendering and Purchasing Policy Update	19
6.	Recommendation Report T-22-2023 - Purchasing Card Policy Update	36

8.	COMMUNICATIONS	
8.1	ITEM A45-23	43
	Judi Kelly - Board Member & Committee Member Re: Resignation from the West Lincoln Library Board and West Lincoln Age Friendly Advisory Committee	
	RECOMMENDATION:	
	1. That, the notice of resignation received on August 23rd, 2023 and September 1st, 2023 from Judi Kelly, Board Member on the West Lincoln Public Library and Committee Member on the West Lincoln Age Friendly Advisory Committee, be received with regrets; and,	
	2. That, By-law 2023-05 being a By-law for appointments to the West Lincoln Public Library Board, be amended to remove Judi Kelly from Schedule "A"; and,	
	3. That, By-law 2023-03, being the appointment By-law for Boards and Committees, be amended to remove Judi Kelly from Schedule "A".	
9.	STAFF REPORTS	
9.1	ITEM A46-23	45
	Director of Finance and Treasurer (Donna DeFilippis) Re: Information Report T-23-2023 - 2024 Budget Process and Schedule	
	RECOMMENDATION:	
	That, Information Report T-23-2023, regarding the "2024 Budget Process and Schedule", dated September 18, 2023, be received for information.	
9.2	ITEM A47-23	51
	Director of Finance/Treasurer (Donna DeFilippis) Re: Recommendation Report T-24-2023 - Grants to Cemetery Boards	
	RECOMMENDATION:	
	1. That, Recommendation Report T-24-2023 regarding "Grants to Cemetery Boards", dated September 18, 2023 be received; and,	
	2. That, a Cemetery Grant of \$1,719 per acre be approved for the 2024 budget year.	
9.3	ITEM A48-23	53
	Acting Fire Chief (Tim Hofsink) Re: Recommendation Report WLFD-12-2023 - West Lincoln Fire Station 2 Site Management	
	RECOMMENDATION:	
	1. That, Recommendation Report WLFD-13-2023, regarding "West Lincoln Fire Station 2 Site Management", dated September 18, 2023 be received; and,	
	2. That, staff be authorized to proceed with partial demolition of the	

old Fire hall with the building space comprised of the two northern most bays being retained for an indoor training space. The remainder of the building would be removed and the concrete floor/pad retained and curbed as required.

10. OTHER BUSINESS

10.1 ITEM A49-23

Councillor Shelley Bradaric
Re: Crossing Guard Capacity & Update
FOR DISCUSSION

10.2 ITEM A50-23

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

10.3 ITEM A51-23

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

RECOMMENDATION:

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

12.1 Property Tax & Payroll Coordinator (Lisa Kasko-Young) & Director of Finance/Treasurer (Donna DeFilippis)
Re: Confidential Report No. T-26-23 - Property Tax Adjustments Section 357 Applications

Applicable closed session exemption(s):

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

12.2 Director of Legislative Services/Clerk (Jessica Dyson)
Re: Citizen Appointments on Boards and Committees
1. Joint Accessibility Advisory Committee (JAAC)
2. Mayor's Youth Advisory Committee

Applicable closed session exemption(s):

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

12.3 CAO (Bev Hendry)
Re: Staffing & Department Resources Update
VERBAL UPDATE

Applicable closed session exemption(s):

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

RECOMMENDATION:

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

12.1 ITEM A52-23

Property Tax & Payroll Coordinator (Lisa Kasko-Young) & Director of Finance/Treasurer (Donna DeFilippis)

Re: Confidential Recommendation Report T-26-2023 - Section 357-358-359 Applications

RECOMMENDATION:

1. That, Confidential Recommendation Report, T-26-2023 regarding "Section 357/358/359 Applications", dated September 18th, 2023 be received; and,
2. That, the list of applications as contained in Appendix A to report T-26-2023 be approved.

12.2 ITEM A53-23

Director of Legislative Services/Clerk (Jessica Dyson)

Re: Citizen Appointments on Boards and Committees

1. Joint Accessibility Advisory Committee
2. Mayor's Youth Advisory Committee

12.3 ITEM A54-23

CAO (Bev Hendry)

Re: Staffing & Department Resources Update

VERBAL UPDATE

13. ADJOURNMENT

TOWNSHIP OF WEST LINCOLN MAYOR'S YOUTH ADVISORY COMMITTEE (MYAC)

MEETING NO. SIX: Wednesday, July 5, 2023 Township Administration Building, 318 Canborough Street, and Smithville – **10:00 a.m. Council Chambers**

Mayor Ganann
Syd Kivell
Carter Pataran
Joshua Harkin
Tamas Hunter
Reighan Van Duzen
Seth Chechalk
George Witt

Absent: Carson McFarlane

Staff: Justin Paylove, Deputy Clerk

1. Welcome and Introduction of members/guests

Mayor Ganann welcomed the Committee Members to the meeting.

2. Business arising from Minutes

The Minutes of June 7th, 2023 were ratified by the Committee.

3. Education Presentation – Guest: **MPP Sam Oosterhoff, Getting involved in politics**

MPP Sam Oosterhoff explained the role of Provincial Government in Ontario, and how he helps the residents that he represents. MPP Oosterhoff also explained how he got into politics and ended up being elected to represent Niagara West, and also how young people can start getting involved in politics as well.

Reighan asked what the Provincial Government was doing to help with the growing drug addiction crisis in youths across Ontario.

MPP Sam Oosterhoff commended Reighan on her advocacy, and advised that the Provincial Government has been exploring many different ways to help combat drug addiction in Ontario. MPP Oosterhoff noted that the issue was incredibly complex, and noted that while there is no one perfect solution, all levels of government have been working together to try and help deal with the issue.

4. Corporate Christmas Card

The Committee took some time to work on the Corporate Christmas card, further designing the look of the card while also researching potential messaging in the card.

5. Future topics of interest to MYAC – for discussion

Mayor Ganann inquired to the Committee regarding a potential visit to the Historical Society and Train Station.

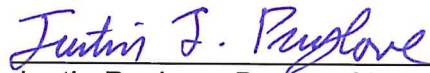
The Committee agreed this would be an interesting trip, and they would meet at the Township building to walk there.

7. Adjournment

Mayor Ganann adjourned the meeting at the hour of 11:04 a.m.



Mayor Cheryl Ganann



Justin Paylove, Deputy Clerk

DATE: September 18, 2023

REPORT NO: T-25-2023

SUBJECT: Financial Update as of August 31, 2023

CONTACT: Donna DeFilippis, Director of Finance and Treasurer

OVERVIEW:

- Presentation and Analysis of operating and capital expenditure as of August 31, 2023.

RECOMMENDATION:

That, Information Report T-25-2023 regarding the “Financial Update as of August 31, 2023”, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Strategic Priority #4

- **ADVANCE** – organizational capacity and effectiveness

BACKGROUND:

The Finance Department has completed a review of operating results up to the end of August 31, 2023. **Appendix A** is a summary of the Operating Revenues and Expenditures up to August 31, 2023. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled “Budget” under the “Operating YTD” heading on the attached analysis indicates the portion of the budget that would be expected to be expended as of August 31, 2023. This report summarizes the actual operating expenditures up to August 31, 2023 by service area. **Appendix B** to this report is a presentation of August 31, 2023 results by “object” code and includes Capital expenditures. **Appendix C** to this report is a listing of the Township Reserve Balances projected to December 31, 2023.

CURRENT SITUATION:

Staff is monitoring both operating revenues and expenses as the year progresses. As indicated in prior month reports, investment revenue is expected to exceed budget. At this time staff is projecting that investment revenue will exceed budget by approximately \$400,000. This additional revenue will help offset any expenditure items that may exceed budget. such as Legal Fees which are currently exceeding budget by approximately \$120,000.

The over-expenditure under legal fees is a combination of two items:

1. The defence of cases being presented and heard at the Ontario Land Tribunal.
2. The cost to defend a litigation that have been issued to the Township under extraordinary circumstances to which Council has been apprised of in Confidential meetings.

Staff is projecting an overall surplus at the end of 2023 of approximately \$250,000.

Purchasing Activity:

The Township's purchasing policy grants the CAO purchasing authority up to \$100,000. The CAO approved the following procurements in August and early September, in accordance with the purchasing policy:

Vendor	Amount	Project
Ontario Construction Inc.	\$25,000.00	Emergency Slope and Stability & Culvert Repair-East Chippawa Rd.
Civica Infrastructure Inc.	\$64,364.90	Sanitary Sewer Flow Monitoring
Grimsby Ford	\$51,200.00	Fire Squad Truck Replacement
Locality Media Inc.	\$15,168.00	First Due Fire Department Software
Conrad Lighting Solutions	\$30,500.00	Upgrade Town Hall lights to LED fixtures
All the Best Paving Ltd.	\$36,176.25	Sidewalk and Curb Repairs

The above procurements are within the 2023 budget allotment.

FINANCIAL IMPLICATIONS:

Amendments to the approved budget are requested by staff when they become aware of changes to the original Council approved budget. As part of the 2023 budget approval, Council approved the following recommendation:

"7. That, Council delegate authority to the CAO to approve in year 2023 budget amendments up to \$20,000 per item and to report to Council on a monthly basis regarding such amendments; and, "

Any amounts over \$20,000 would go directly to Council for approval.

To date, the following budget amendments have been approved:

Number	Description	Funding Source	Amount
BA2023-01	Road Rehabilitation Project	Reallocation only	reallocation only :
BA2023-02	CUPE Contract Negotiations	Operating budget	\$ 21,380
BA2023-03	Cost of Living Adjustments-Council	Operating budget	\$ 1,720
BA2023-04	Funding for Welcome Signage linked to PRIP application	Regional Grant	\$ 37,500
		Capital Reserve	\$ 37,500
BA2023-05	Cost of Living Adjustments- other groups	Operating budget	\$ 33,620
BA2023-06	Killins St., Barbara St., Brooks Circle Watermain Replacement Design	Water Reserve	\$ 35,000
BA2023-07	New Water Heater at Station 2	Facility Reserve	\$ 19,300
BA2023-08	Project 851 replacement of squad truck at Station 2	Fire Reserve	\$ 97,000
BA2023-09	Transfer of Accumulated Surplus to Contingency Reserve	Accumulated Surplus	\$ 447,518
BA2023-10	Development Charges Background Study	Development Charges	\$ 14,000

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO.

CONCLUSION:

Staff is recommending that Council receive this report as an item of information.

Prepared & Submitted by:



**Donna DeFilippis,
Director of Finance/Treasurer**

Approved by:



**Bev Hendry,
CAO**

TOWNSHIP OF WEST LINCOLN

For the Eight Months Ending August 31, 2023

		Operating YTD				Operating Total		
		Actuals	Budget	Variance (\$)	Variance (%)	Budget	Variance (\$)	Variance (%)
General								
	General	(\$9,079,838.32)	(\$7,215,120.00)	\$1,864,718.32	(26.%)	(\$10,822,780.00)	(\$1,742,941.68)	16.%
	Equipment	-120,167.49	-20.00	120,147.49	(600737.%)		120,167.49	0.%
Total General		-9,200,005.81	-7,215,140.00	1,984,865.81	(28.%)	-10,822,780.00	-1,622,774.19	15.%
General Government								
	Governance	271,855.10	255,580.00	-16,275.10	(6.%)	384,040.00	112,184.90	29.%
	Corporate Management	1,322,786.65	1,332,060.00	9,273.35	1.%	2,003,650.00	680,863.35	34.%
Total General Government		1,594,641.75	1,587,640.00	-7,001.75	(0.%)	2,387,690.00	793,048.25	33.%
Protection Services								
	Fire	1,034,826.61	1,004,600.00	-30,226.61	(3.%)	1,497,860.00	463,033.39	31.%
	Building Permit & Inspection S	256,374.31	70,640.00	-185,734.31	(263.%)	107,000.00	-149,374.31	(140.%)
	Provincial Offences Act		-6,320.00	-6,320.00	100.%	-9,490.00	-9,490.00	100.%
	Animal Control	15,775.23	14,640.00	-1,135.23	(8.%)	22,000.00	6,224.77	28.%
Total Protection Services		1,306,976.15	1,083,560.00	-223,416.15	(21.%)	1,617,370.00	310,393.85	19.%
Transportation Services								
	Roads Paved & Unpaved	1,574,953.33	1,651,960.00	77,006.67	5.%	2,475,600.00	900,646.67	36.%
	Traffic Operations & Roadside	117,258.75	165,480.00	48,221.25	29.%	250,100.00	132,841.25	53.%
	Winter Control	471,723.83	463,000.00	-8,723.83	(2.%)	703,950.00	232,226.17	33.%
	Crossing Guards	33,738.98	38,980.00	5,241.02	13.%	65,090.00	31,351.02	48.%
	Streetlights	-18,697.17	19,200.00	37,897.17	197.%	29,230.00	47,927.17	164.%
	Bridges & Culverts	212,554.89	167,920.00	-44,634.89	(27.%)	251,840.00	39,285.11	16.%
Total Transportation Services		2,391,532.61	2,506,540.00	115,007.39	5.%	3,775,810.00	1,384,277.39	37.%
Environmental Services								
	Wastewater	617,746.01	-200.00	-617,946.01	308973.%		-617,746.01	0.%
	Storm Sewer	18,081.64	77,040.00	58,958.36	77.%	115,500.00	97,418.36	84.%
	Water	427,653.91	-480.00	-428,133.91	89195.%		-427,653.91	0.%
Total Environmental Services		1,063,481.56	76,360.00	-987,121.56	(1293.%)	115,500.00	-947,981.56	(821.%)
Heath Services								
	Cemeteries	73,276.65	114,060.00	40,783.35	36.%	171,440.00	98,163.35	57.%
Total Heath Services		73,276.65	114,060.00	40,783.35	36.%	171,440.00	98,163.35	57.%
Recreation & Cultural Services								
	Parks	315,584.94	380,080.00	64,495.06	17.%	545,660.00	230,075.06	42.%
	Recreation Programs	266,180.52	321,640.00	55,459.48	17.%	486,960.00	220,779.48	45.%
	Recreational Facilities	478,991.81	370,490.00	-108,501.81	(29.%)	569,960.00	90,968.19	16.%
	Libraries	482,559.49	521,350.00	38,790.51	7.%	789,400.00	306,840.51	39.%
Total Recreation & Cultural Services		1,543,316.76	1,593,560.00	50,243.24	3.%	2,391,980.00	848,663.24	35.%
Planning & Development								
	Planning & Heritage	339,488.10	209,690.00	-129,798.10	(62.%)	313,950.00	-25,538.10	(8.%)
	Drainage	27,616.83	27,040.00	-576.83	(2.%)	40,620.00	13,003.17	32.%
	Farmers' Market	10,235.33	5,420.00	-4,815.33	(89.%)	8,420.00	-1,815.33	(22.%)
Total Planning & Development		377,340.26	242,150.00	-135,190.26	(56.%)	362,990.00	-14,350.26	(4.%)
		-849,440.07	-11,270.00	838,170.07	(7437.%)		849,440.07	0.%

TOWNSHIP OF WEST LINCOLN
Summary of All Units
For the Eight Months Ending August 31, 2023

	YTD				Annual		
	Budget	Actual	Variance (\$)	Variance (%)	Budget	Remaining (\$)	Remaining (%)
Operating Revenue							
Tax Levy	\$6,171,920.00	\$9,257,839.58	(\$3,085,919.58)	(50.%)	\$9,257,850.00	\$10.42	0.0%
Street Light Levy	48,800.00	73,741.22	-24,941.22	(51.%)	73,140.00	-601.22	(1.%)
Sidewalk Levy	76,800.00	116,113.26	-39,313.26	(51.%)	115,160.00	-953.26	(1.%)
Supplemental Levy	40,800.00	52,047.27	-11,247.27	(28.%)	61,200.00	9,152.73	15.0%
Supplemental Streetlight Levy		720.78	-720.78	0.0%		-720.78	0.0%
Supplemental Sidewalk Levy		1,134.44	-1,134.44	0.0%		-1,134.44	0.0%
Payment In Lieu	478,160.00	727,246.49	-249,086.49	(52.%)	717,300.00	-9,946.49	(1.%)
User Fees	4,179,810.00	3,133,506.63	1,046,303.37	25.0%	6,270,180.00	3,136,673.37	50.0%
Government Transfers	767,200.00	894,808.41	-127,608.41	(17.%)	1,150,620.00	255,811.59	22.0%
Other Revenue	741,360.00	233,757.66	507,602.34	68.0%	1,112,040.00	878,282.34	79.0%
Allocation of Program Support	1,118,800.00	1,677,970.00	-559,170.00	(50.%)	1,677,970.00		0.0%
Funding From Reserves	714,640.00		714,640.00	100.0%	1,071,870.00	1,071,870.00	100.0%
Total Operating Revenue	14,338,290.00	16,168,885.74	-1,830,595.74	(13.%)	21,507,330.00	5,338,444.26	25.0%
Operating Expenses							
Salaries and Wages	4,154,410.00	3,800,284.89	354,125.11	9.0%	6,256,030.00	2,455,745.11	39.0%
Benefits	1,246,340.00	1,006,968.09	239,371.91	19.0%	1,857,400.00	850,431.91	46.0%
Debt Interest	381,360.00	511,780.54	-130,420.54	(34.%)	572,190.00	60,409.46	11.0%
Administrative Expenses	199,520.00	144,640.56	54,879.44	28.0%	300,350.00	155,709.44	52.0%
Supplies and Equipment	275,200.00	164,271.16	110,928.84	40.0%	413,620.00	249,348.84	60.0%
Repairs and Maintenance (Materials Only)	1,188,400.00	1,089,301.06	99,098.94	8.0%	1,782,830.00	693,528.94	39.0%
Utilities	352,560.00	296,517.32	56,042.68	16.0%	529,710.00	233,192.68	44.0%
Insurance	249,920.00	351,570.66	-101,650.66	(41.%)	375,090.00	23,519.34	6.0%
Subscriptions and Periodicals	8,960.00	8,766.55	193.45	2.0%	13,640.00	4,873.45	36.0%
Contracted Services	2,609,840.00	2,000,756.38	609,083.62	23.0%	3,916,170.00	1,915,413.62	49.0%
Special Projects	370,960.00	366,421.98	4,538.02	1.0%	556,400.00	189,978.02	34.0%
Rents and Financial Expenses	28,240.00	27,600.22	639.78	2.0%	42,410.00	14,809.78	35.0%
External Transfers	37,760.00	55,900.00	-18,140.00	(48.%)	56,560.00	660.00	1.0%
Internal Functional Adjustments	515,960.00	773,970.00	-258,010.00	(50.%)	773,970.00		0.0%
Allocation of Program Support	602,560.00	904,000.00	-301,440.00	(50.%)	904,000.00		0.0%
Tax Write Off	56,640.00	98,551.24	-41,911.24	(74.%)	84,700.00	-13,851.24	(16.%)
Debt Principal	481,680.00	625,613.27	-143,933.27	(30.%)	722,400.00	96,786.73	13.0%
Contribution to Reserves	1,566,710.00	2,797,378.00	-1,230,668.00	(79.%)	2,349,860.00	-447,518.00	(19.%)
Total Operating Expenses	14,327,020.00	15,024,291.92	-697,271.92	(5.%)	21,507,330.00	6,483,038.08	30.0%
Operating Surplus/(Deficit)	11,270.00	1,144,593.82	-1,133,323.82	(10056.%)		-1,144,593.82	0.0%
Capital Revenue							
User Fees	148,784.00		148,784.00	100.0%	223,200.00	223,200.00	100.0%
Government Transfers	761,072.00	440,489.29	320,582.71	42.0%	1,141,600.00	701,110.71	61.0%
Other Revenue	3,304.00	75,400.00	-72,096.00	(2182.%)	4,950.00	-70,450.00	(1423.%)
TCA Sale Proceeds		1,500.00	-1,500.00	0.0%		-1,500.00	0.0%
Proceeds From Debentures	800,000.00		800,000.00	100.0%	1,200,000.00	1,200,000.00	100.0%
Funding From Reserves	1,362,568.00		1,362,568.00	100.0%	2,043,850.00	2,043,850.00	100.0%
Total Capital Revenue	3,075,728.00	517,389.29	2,558,338.71	83.0%	4,613,600.00	4,096,210.71	89.0%
Capital Expenditures							
Land Improvements	213,328.00	55,671.05	157,656.95	74.0%	320,000.00	264,328.95	83.0%
Facilities	52,672.00	1,691,321.10	-1,638,649.10	(3111.%)	79,000.00	-1,612,321.10	(2041.%)
Equipment	171,872.00	158,292.51	13,579.49	8.0%	257,800.00	99,507.49	39.0%
Rolling Stock	456,664.00	553,084.47	-96,420.47	(21.%)	685,000.00	131,915.53	19.0%
Transportation Infrastructure	2,091,328.00	562,016.57	1,529,311.43	73.0%	3,137,000.00	2,574,983.43	82.0%
Environmental Infrastructure	89,872.00	46,926.03	42,945.97	48.0%	134,800.00	87,873.97	65.0%
Total Capital Expenditures	3,075,736.00	3,067,311.73	8,424.27	0.0%	4,613,600.00	1,546,288.27	34.0%
Capital Surplus/(Deficit)	-8.00	-2,549,922.44	2,549,914.44	(31873931.%)		2,549,922.44	0.0%

RESERVE FUND AND RESERVE BALANCES PROJECTED TO DECEMBER 31, 2023

		CLOSING		COMMITMENTS		UNCOMMITTED
RESERVE FUNDS:						
BUILDING REVENUES RESERVE	-\$	131,373	\$	-	-\$	131,373
LIBRARY	\$	342,924	\$	90,541	\$	252,383
TOTAL RESERVE FUNDS	\$	211,551	\$	90,541	\$	121,010
RESERVES:						
HOSPITAL RESERVE	\$	1,630,297	\$	-	\$	1,630,297
CAPITAL	\$	2,491,744	\$	1,134,518	\$	1,357,226
CONTINGENCIES	\$	1,993,631	\$	727,180	\$	1,266,451
WATER DEPT. PROJECTS	\$	1,717,626	\$	579,800	\$	1,137,826
SEWER PROJECTS	\$	2,268,982	\$	1,161,134	\$	1,107,848
FIRE RESERVE	\$	2,101,082	\$	1,062,369	\$	1,038,713
WINTER CONTROL	\$	643,110	\$	-	\$	643,110
INDUSTRIAL PARK	\$	455,759	\$	-	\$	455,759
BRIDGES	\$	595,087	\$	202,446	\$	392,641
WLCC (WEST LINCOLN COMMUNITY CENTER)	\$	367,897	\$	35,000	\$	332,897
EQUIPMENT RESERVE	\$	1,447,610	\$	1,128,060	\$	319,550
FACILITY RESERVE	\$	498,322	\$	200,706	\$	297,616
SIDEWALKS	\$	211,696	\$	-	\$	211,696
INSURANCE	\$	166,655	\$	-	\$	166,655
TECHNOLOGY	\$	163,789	\$	28,966	\$	134,823
CEMETARIES	\$	117,979	\$	35,000	\$	82,979
STREET LIGHTS	\$	64,752	\$	-	\$	64,752
ELECTION EXPENSE	\$	63,373	\$	-	\$	63,373
PLANNING RESERVE	\$	608,941	\$	557,295	\$	51,646
WIND TURBINE COMMUNITY FUND RESERVE	\$	443,847	\$	394,981	\$	48,866
SETTLEMENT ROAD AGREEMENT RESERVE	\$	438,338	\$	437,738	\$	600
TOTAL RESERVES	\$	18,490,517	\$	7,685,193	\$	10,805,324
TOTAL RESERVE FUNDS AND RESERVES					\$	10,926,334

DATE: September 18, 2023
REPORT NO: WLFD-14-2023
SUBJECT: **Monthly Update - August 2023**
CONTACT: Tim Hofsink, Acting Fire Chief

OVERVIEW:

- This report will address August 2023 fire responses and activities.

RECOMMENDATION:

That, Information Report WLFD-14-2023 regarding “Monthly Update – August 2023”, dated September 18, 2023, be received for information purposes.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **Build** – a safe, connected, caring and active community

Theme #4

- **Advance** – organizational capacity and effectiveness

CURRENT SITUATION:

Emergency Response Calls – August 2023

Station # 1 – 27 Station # 2 – 6 GR- 0 PE- 2 HD- 0

Call Date	Call Time	Nature	District
08/31/2023	18:51:25	102 - SMOKE IN THE AREA	STN 1 & STN 2
08/31/2023	0:22:15	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1
08/29/2023	19:18:03	33 - BURNING COMPLAINT	STN 1
08/29/2023	12:57:49	33 - BURNING COMPLAINT	PE
08/29/2023	11:19:33	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1
08/28/2023	19:56:36	32 - RUBBISH OR MISCELLANEOUS FIRE	STN 1
08/28/2023	14:13:14	5 - EMERGENCY MEDICAL ASSISTANCE	PE
08/28/2023	11:19:02	200 - FIRE DEPARTMENT NOT REQUIRED	STN 1
08/28/2023	8:09:13	4 - MVC UNKNOWN EXTRICATION	STN 1
08/28/2023	4:46:39	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1
08/26/2023	18:03:05	33 - BURNING COMPLAINT	STN 1
08/24/2023	11:41:15	114 - REMOTE ALARM FROM SECURITY COMPANY	STN 1

Call Date	Call Time	Nature	District
08/23/2023	9:06:29	54 - VSA/UNCONSCIOUS	STN 1
08/23/2023	3:53:58	54 - VSA/UNCONSCIOUS	STN 1
08/21/2023	17:10:24	54 - VSA/UNCONSCIOUS	STN 1 & STN 2
08/20/2023	19:54:50	114 - REMOTE ALARM FROM SECURITY COMPANY	STN 1
08/12/2023	21:43:04	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1
08/12/2023	20:54:25	3 - GRASS FIRE	STN 1
08/12/2023	9:02:00	54 - VSA/UNCONSCIOUS	STN 1
08/12/2023	2:47:44	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1
08/11/2023	23:21:56	33 - BURNING COMPLAINT	STN 1
08/11/2023	20:06:07	4 - MVC UNKNOWN EXTRICATION	STN 1
08/11/2023	15:32:17	41 - MVC EXTRICATION	STN 1
08/08/2023	16:18:15	41 - MVC EXTRICATION	STN 1
08/08/2023	10:14:53	5 - EMERGENCY MEDICAL ASSISTANCE	STN 1 & STN 2
08/06/2023	21:40:02	7 - EMERGENCY ASSISTANCE CALL	STN 1 & STN 2
08/05/2023	13:48:47	8 - NON-EMERGENCY ASSISTANCE CALL	STN 1 & STN 2
08/04/2023	10:59:03	54 - VSA/UNCONSCIOUS	STN 1 & STN 2
08/02/2023	7:37:25	7 - EMERGENCY ASSISTANCE CALL	STN 1

District Legend:

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

New Retirees:

- Ranks have been stable throughout 2023, no retirements or resignations.

New Recruits:

- Recruit training has been on pause for the months of July and August. Recruits are training with the rest of the crew.
- Fit Testing for medical masks and SCBA masks is complete. The Recruits have been cleared to ride front line trucks for medical responses, second and later trucks for all other responses.
- Recruit training will resume in September.

Promotion: Nothing to report

Station 2 Progress

- Work is continuing on the mechanical at the new fire station. Most of the HVAC work is completed.
- The natural gas meter station is being constructed and will be installed by Enbridge when ready.
- The concrete pad is poured and ready for installation.
- Work is beginning on the noted deficiencies, cleaning and final paint are scheduled over the coming weeks. Small outstanding tasks are being noted and completed.

- Commissioning is scheduled for late September and may take up to two weeks to bring systems on-line and functional.
- Door and window hardware has been received, work is scheduled to be completed in the next week or two.

Training:

- Recruit Training on hold for summer- will resume early September with testing for Fire Fighter II scheduled for mid-November.
- Driver Training in full force, units may be out in the municipality training non-emergency.
- Tanker 1 Familiarization completed, lettering and decals have been completed, fully in service.
- Pump ops started, approx. 10 Fire Fighters will be going through the NFPA 1002 course to ensure depth in our driver/operator ranks.

Fire Prevention:

- Have been managing some issues with open air burning, there have been some compliance challenges.
- Coordinating some Public Education opportunities for September.

Apparatus Fleet:

- Pump / Ladder testing complete.
- Old Tanker 2 was sold on Govdeals, will be picked up mid-September, received approx., \$42,000 for the sale of the truck.
- RFP for pickup truck for Squad 2 usage was received, winning bid was Grimsby Ford, order for the vehicle has been place. Fairly lengthy delivery time expected. Work is progressing on locating necessary equipment to outfit the vehicle.
- Work is progressing on the development of the new tanker for Station 2. Lengthy delivery time is expected on that vehicle as well.

Fire Department Activities:

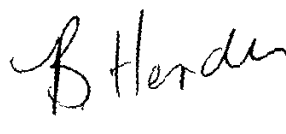
- Contract with new records management provider, First Due has been signed, implementation is expected to begin in early September.
- Firefighters are preparing for the annual Fall Fair. They plan to use their trailer/food booth at the fair for fundraising.

Prepared & Submitted by:



**Tim Hofsink,
Acting Fire Chief**

Approved by:



**Bev Hendry,
CAO**

DATE: September 18, 2023

REPORT NO: CAO-04-2023

SUBJECT: **Christmas Break Holiday Hours 2023**

CONTACT: Jessica Dyson, Director of Legislative Services/Clerk
Bev Hendry, CAO

OVERVIEW:

This report will address the hours of operation for the Main Administration Office, the Public Works Yard and the West Lincoln Community Centre during the 2023 Holiday Break (December 25th, 2023 to January 1st, 2024 inclusive).

RECOMMENDATION:

- (1) That, Recommendation Report CAO-04-2023 dated September 18, 2023 regarding “Christmas Break Holiday Hours 2023”, be received; and,
- (2) That, the following Christmas Break Schedule be approved:
 - (a) That, the Main Administration Office be closed on December 28th, and 29th, 2023 (office closed for the period between December 25th, 2023 to and including January 1st, 2024); and,
 - (b) That, the Public Works Yard remain open on December 28th and 29th, 2023; and,
 - (c) That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24th, 2023 to January 1st, 2024 inclusive, with the exception of December 25th, 2023.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

Advance – Organizational capacity and effectiveness

BACKGROUND:

Each year, the Main Administration Office is closed between December 24th to and including January 1st with the Public Works Yard remaining open during the time period following Boxing Day, which will be observed on December 27th due to Christmas Eve falling on a Sunday. The Main Administration Office will remain closed on December 28th and 29th. The West Lincoln Community Centre will remain open, subject to program scheduling, from December 24th to January 1st inclusive, with the exception of December 25th.

CURRENT SITUATION:

As in past years, staff is recommending that the Main Administration Office be closed between December 25th to and including December 29th, 2023. Historically this request has been approved by Council as there has been very little activity at the Main Administration Office during this time period. Regular hours of operation for the main office will resume on Tuesday, January 2nd, 2024. The Public Works Department will be open with operations remaining status quo during the Christmas Break. The West Lincoln Community Centre will remain open, subject to program scheduling, with the exception of December 25th, 2023.

FINANCIAL IMPLICATIONS:

There are no financial implications to the municipality with respect to the closure of the Township Office during the 2023 Christmas Break as employees will use either a vacation day, lieu day, take the time off without pay or borrow from next year's vacation.

INTER-DEPARTMENTAL COMMENTS:

The issue of closing the Main Administration Office over the Christmas Break has been reviewed with Senior Management as well as the Human Resource Coordinator and no concerns were raised.

CONCLUSION:

Staff recommends that the Main Administration Office be closed on December 28th and December 29th, 2023; and, that the Public Works Yard remain open on these days and that the West Lincoln Community Centre remain open subject to program scheduling from December 24th, 2023 to January 1, 2024 inclusive with the exception of December 25th, 2023, be approved.

Prepared & Submitted by:



**Jessica Dyson,
Director of Legislative Services/Clerk**

Approved by:



**Bev Hendry,
CAO**

DATE: September 18, 2023

REPORT NO: T-21-2023

SUBJECT: **Tendering and Purchasing Policy Update**

CONTACT: Donna DeFilippis, Director of Finance/Treasurer

OVERVIEW:

- This report outlines recommended updates to the Township's Tendering and Purchasing Policy.

RECOMMENDATION:

- 1) That, Recommendation Report T-21-2023, "Tendering and Purchasing Policy Update", dated September 18, 2023 be received; and,
- 2) That, the Township's Purchasing Policy – POL-T-01-2015, Schedules A and B, be updated as outlined in this report; and,
- 3) That, the current requirement to have tenders opened in Public, as outlined in Section 7 of the Tendering & Purchasing Policy, be waived; and,
- 4) That, staff be authorized to continue to use an on-line bidding portal as the means of receiving tender and RFP (Request for Proposal) documents safely and in a timely manner from proponents.

ALIGNMENT TO STRATEGIC PLAN:

Strategic Priority #4

- **ADVANCE** – organizational capacity and effectiveness

BACKGROUND:

The Township's Purchasing Policy-POL-T-01-2015 (Appendix A) outlines the principles and guidelines that are to be followed regarding the procurement of goods and services. From time to time, minor amendments are required. The Policy was last updated in October 2020.

CURRENT SITUATION:

Schedule "A" of the Policy outlines the Designated Department Heads. Several titles require updating to the following; please note that no new positions are being added, the titles are simply being updated:

Updated Title	Previous Title
Director of Legislative Services/Clerk	Clerk
CEO-Library Services	Chief Librarian
Director of Public Works and Recreation	Director of Public Works and Engineering

Schedule “B” of the Policy includes a listing of positions that have purchasing authority up to \$5,000. The following positions require title updates:

Updated Title	Previous Title
Manager of Finance/Deputy Treasurer	Deputy Treasurer
Manager of Parks, Recreation and Facilities	Supervisor of Arena and Parks
Information Technology Manager	IT Administrator
Manager of Operations	Manager of Roads/Water & Wastewater

In addition, staff are requesting that the following positions be added to Schedule “B”:

- Project Manager
- Manager of Planning
- Supervisor of Parks and Recreation

Attached to this report, as Appendix A, is an updated Purchasing Policy with the above amendments included.

In addition to amendments to Schedules “A” and “B”, staff are requesting that the following items be approved:

- 1) The current requirement to have Tenders opened in public, as outlined in section 7 of the Tendering & Purchasing Policy be waived.
- 2) Staff be authorized to continue to use an on-line bidding portal as the means of receiving tender and RFP (Request for Proposal) documents safely and in a timely manner from proponents.

The items above were first presented to Council in April 2020 as part of report RFD-T-08-20. That report requested that the above items be approved as a result of the Township being closed due to the COVID-19 Pandemic. The resolution that was approved through that report is below:

- 1) *That report, RFD-T-08-20, Amendments to the Tendering & Purchasing Policy POL-T-01-2015, dated April 6, 2020, be received; and,*
- 2) *That, the current requirement to have tenders received, initialled and date- stamped by the Clerk or designate, as required in Section 7.1 of the Tendering & Purchasing Policy, be waived, and;*
- 3) *That, staff be authorized to use Biddingo.com as the means of receiving tender and RFP (Request for Proposal) documents safely and in a timely manner from proponents thus eliminating the need for the public to enter the Township Office during a pandemic; and,*

- 4) *That, the current requirement to open tenders publically by the Clerk and Department Head at the main administration building, as required in Section 7.2 of the Tendering & Purchasing Policy, be waived; and,*
- 5) *That, recommendations 2, 3 and 4 as noted above be in force while the Township Administrative Building is closed to the Public as the result of the COVID-19 Pandemic.*

The Township office has now been open for a considerable time, however the on-line bidding portal is being used exclusively. The on-line system has proven to be beneficial for both the bidder and the Township. It has eliminated the cost related to preparing paper documents and ensures that all bidders are treated equitably. Staff plan on updating the Purchasing Policy to ensure that it reflects the requirement to use on-line bidding. As this will require a substantial overhaul of the Policy, staff are requesting at this time the appropriate waivers.

FINANCIAL IMPLICATIONS:

There are no financial implications with Council approving this report.

INTER-DEPARTMENTAL COMMENTS:

The Senior Management Team was consulted and asked to provide recommendations regarding any changes to staff with Purchasing Authority.

CONCLUSION:

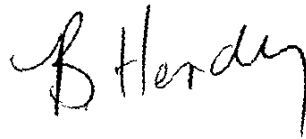
Staff is recommending that Council approve the updates to the Tendering and Purchasing Policy as outlined above.

Prepared & Submitted by:



**Donna DeFilippis,
Director of Finance/Treasurer**

Approved by:



**Bev Hendry,
CAO**

TITLE: Tendering & Purchasing
POLICY NO: POL-T-01-2015
EFFECTIVE DATE: December 1, 2015
POLICY AMENDED: September 18, 2023 (Report T-21-2023)

POLICY STATEMENT: That principles and guidelines be established for the procurement, purchase, rental or lease of those goods and services required by the Corporation of the Township of West Lincoln.

PURPOSE:

- (a) To acquire the necessary quality and quantity of goods and services required by the Township of West Lincoln in an efficient and cost effective manner, maximizing savings for taxpayers.
- (b) To encourage open competitive bidding on all acquisitions and disposal of goods and services made by the Township of West Lincoln.
- (c) To acquire the necessary goods and services with due regard to the preservation of the natural environment and to encourage the use of environmental friendly goods, services and construction.
- (d) To ensure acquired goods and services are accessible to staff and the public as applicable and as defined by the Accessibility for Ontarians with Disabilities Act, 2005 and its Accessibility Standards and Regulations.
- (e) To delegate the appropriate level of authority to enable Township departments to meet service requirements.

I. DEFINITIONS:

- 1.1 "Competitive Method" means an acquisition method where vendors are given an equal opportunity to submit bids in accordance to Township policy and procedures.
- 1.2 "Contract" means any binding agreement for supplies, goods, services, equipment or construction.
- 1.3 "Council" means the Council of the Corporation of the Township of West Lincoln.
- 1.4 "CAO" means Chief Administrative Officer of the Township.
- 1.5 "Department Head" means any person appointed to be responsible for the operation of any department within the Corporation of the Township of West Lincoln as designated in Schedule "A" or as designated by the CAO.

- 1.6 "Emergency" means a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or is likely to cause significant loss or damage to the property of the Township or the residents of the Township or to prevent serious damage, disruption of work, or to restore or to maintain essential services to a minimum level.
- 1.7 "Goods & Services" includes all materials, commodities, equipment and all work to be performed or services rendered by other than Township employees.
- 1.8 "Improper Bid" means a limited or conditional bid that modifies or that otherwise does not meet some important term or condition of the tender invitation and it may disqualify the tender.
- 1.9 "Negotiation" means an acquisition method whereby the Township may confer with one or more vendors and award a contract.
- 1.10 "RFP" Request for Proposal means a process where a need is identified, but how it will be achieved is unknown at the outset. The process allows vendors to propose solutions or methods to arrive at the end product.
- 1.11 "Invited Tender" means written or formal offers submitted by a number of specific vendors, as selected by the Township, for the purpose of supplying stipulated goods or services at a competitive price.
- 1.12 "Purchase Order" means a written offer to purchase goods and services on behalf of the Township.
- 1.13 "Quote" means an offer or submission made by the Township and directed towards a limited, pre-selected number of vendors, consultants or contractors.
- 1.14 "Tender" means a written formal offer submitted by any Member of the Public, in response to an invitation, or a particular form, to supply stipulated goods or services at a particular price.
- 1.15 "Township" means the Corporation of the Township of West Lincoln.
- 1.16 "Clerk" means the Clerk of the Township or Designate
- 1.17 "Treasurer" means the Treasurer of the Township or Designate
- 1.18 "Blanket Order" means the agreement wherein a vendor will sell certain goods and/or services to the Township on an "as and when required" basis for Township wide locations for a defined period of time at an established price, under set terms and conditions.
- 1.19 "Irregular Result" means that where competitive quotes or proposals are submitted and any of the following has occurred:
 - a) No bids received

- b) Two or more identical low bids have been received
- c) The lowest bid exceeds the estimated cost or budget allocation
- d) For any reason the award of the contract to or the purchase from the lowest vendor is considered inappropriate

II. PURCHASING GUIDELINES:

The Township of West Lincoln Council has ultimate authority for all expenditures. Council delegates this authority by the authorization of the annual budget. This purchasing policy provides guidelines outlining how spending authority is used.

The Accessibility Checklist, as prepared by the Joint Accessibility Advisory Committee (JAAC) and amended from time to time by the JAAC, shall be used by staff as a tool and guideline when purchasing, where applicable, in order to incorporate accessibility criteria in purchasing decisions.

- 2.1 All goods and /or services required for the purposes of the Township, shall be purchased and disposed of in accordance with the provisions of this Policy save and except only those goods and /or services listed below:
- a) Professional Development and Training
 - b) Memberships
 - c) Refundable Employee Expenses (travel, meal allowances)
 - d) Utilities
 - e) Petty Cash Items
 - f) General Expenses (payroll deductions remittances, vehicle licenses, damage claims, postage, insurance, employee benefits)
 - g) Legal or Paralegal fees, and other Professional Services related to litigation or potential litigation, or the provision of legal advice
 - h) Items purchased on an emergency basis in accordance with Section 4.6 of this policy.

PURCHASE ORDERS:

- 2.2 The acquisition of goods and services on behalf of the Township shall be authorized by purchase order approved by those individuals as designated within this policy; save and except that purchase orders shall not be required for purchases under \$5,001
- 2.3 The purchase of supplies from local competing businesses shall be done on an equitable basis, whenever possible, provided such purchases are reasonably cost effective. This shall be defined as “when all bids are equal in terms of quantity, quality and price, the Township will give preference to the local supplier”.
- 2.4 Blanket Orders

Where goods and services of a similar type are supplied on a repetitive basis from one or more suppliers either over a period of time in a calendar year or over the course of a season, those goods and services shall be purchased in accordance with the provisions

of this policy. The applicable process will be based upon the estimated annual expenditure.

As it is the Township's intention to award this contract to one vendor, vendors are encouraged to bid on all items. Vendors may bid on one item **or** more than one item. Preference will be given to vendors who can provide pricing on all items.

- 2.5 Tender and quotation requirements shall incorporate energy efficiency into the criteria for selection of materials and equipment.

III. NO DIRECT PURCHASING OF SERVICES OR SUPPLIES:

- (a) Unless otherwise directed, no personal purchases shall be made by the Township for Members of Council, any appointed Member of a Board or Committee or any Township Employee, unless authorized by the CAO.
- (b) No service or supply of goods shall be purchased by the Township or by a local board or committee established by the Township from:
 - (i) an employee of the Township or an employee of a local board or committee,
 - (ii) a member of council or a member of a local board or committee, or
 - (iii) a parent, spouse, child or sibling of an employee, of a member of council or of a member of a local board or committee.", unless authorized by the CAO. In such cases the CAO may find it is in the best interest of the Township to allow such a purchase if the following criteria are met:

There is no other local supplier of the good and service and buying other than local would result in considerable cost to the Township. Where an employee is involved in such an award, the employee shall:

- a) Immediately disclose the nature of their interest to the CAO
- b) Not take part in the awarding of the contract
- c) Not attempt in any way to influence the award to the contract

IV. AUTHORITY TO INCUR EXPENDITURES:

The dollar limits below refer to invoice cost exclusive of taxes, but inclusive of delivery charges. No purchase shall be divided in order to avoid the application of this policy.

- 4.1 Purchases of \$0 to \$5,000 may be made directly by those Employees so designated in writing by the Department Head. For the purposes of this policy those positions as designated in Schedule "A", attached shall be considered Department Heads. Each purchase by the Employee shall be authorized by his/her signature and confirmation of delivery of the goods/services must be supplied. Each purchase shall be supported by a receipt identifying the item or service purchased.

- 4.2 Purchases from \$5,001 to \$20,000 shall be made only by those staff as listed in Schedule "B" attached to this Policy. At least three (3) written quotations should be obtained and copies should be attached to the Purchase Order.
- 4.3 (a) Purchases from \$20,001 to \$100,000 are to be authorized by the CAO based upon issuance of a tender or request for proposal as deemed appropriate. In the case of an "irregular result", as defined above in item 1.19, authorization for the purchase will be through Council resolution.
- (b) Notwithstanding the provisions contained in Section 4.3(a) above relating to an "irregular result", the CAO shall be the approval authority if it is determined that Council is restricted from taking actions in accordance with the provisions of Section 275 of the Municipal Act.
- 4.4 Purchases over \$100,000 shall be publicly tendered in accordance with the tendering requirements as set out in this policy unless specifically directed otherwise by Council resolution and awarding of the tender or requests for proposal shall be approved by resolution of Council.
- 4.5 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.
- 4.6 Prior to current budget approval all West Lincoln Township Departments, Boards and Agencies shall be allowed to incur costs in each account to a level of not more than thirty-five (35%) percent of the expenditure budget of the preceding year provided such expenditure conforms with the guidelines as set out in this policy where applicable.

V. TENDERING GUIDELINES:

- 5.1 When a public tender is required in accordance with Section 4.5 of this policy, it shall be done by public advertisement unless otherwise specifically directed by Council. Advertising will be done in the local newspaper and such other publications as, in the direction of the Department Head and Treasurer; will attract the largest number of competent bidders.
- 5.2 The tender advertisement shall contain the following information:
- (a) the name of the Municipality
 - (b) the contract number, if any
 - (c) the type of work to be done
 - (d) the official designated to receive responses
 - (e) the time and date of closing
 - (f) the location of the work and/or the location where plans and specifications may be obtained
 - (g) the administrative fee, if any, for document contracts
 - (h) the type of security that must accompany the tender (ie: agreement to bond, bid deposit)

- (i) the time and place of the tender opening
 - (j) information that the lowest or any tender will not necessarily be accepted
 - (k) the availability of the tender in alternative formats and/or accessible communication support, upon request.
- 5.3 Unless otherwise directed by the Department Head, a minimum of 7 (seven) business days from the date of the publication of a tender invitation shall be permitted for the submission of tenders.
- 5.4 Unless otherwise directed, all tenders shall be addressed to the Clerk and shall be submitted in sealed envelopes, bearing the name and address of the submitter, the applicable contract number or designation of the particular tender that is being bid on.
- 5.5 On those occasions when tenders are to be received by the Clerk and an invitation for submission of tender has been issued, it shall be the responsibility of the issuing Department Head to provide written notification thereof to the Clerk.

VI. TENDERING REQUIREMENTS:

- 6.1 The Department Head shall supply each perspective bidder with the following information for each contract:
- (a) One copy of the official tender form
 - (b) One tender envelope
 - (c) Terms and conditions of the specific tender
 - (d) Tender specifications

Tender documents for construction contracts, may, in addition to the above, also include:

- (a) Drawings and plans
 - (b) Agreement Documents
 - (c) Contract Securities
 - (d) Evidence of good standing with the Workplace Safety and Insurance Board
 - (e) Liability insurance and certificates
 - (f) Occupational Health and Safety Policies
 - (g) Accessibility for Ontarians with Disabilities Act (AODA) requirements.
- 6.2 Bid deposits may be required at the discretion of the Department Head. If a deposit is required it shall be not less than 10% of the total bid on the contract price or on such other amount as may be deemed appropriate by the Department Head. Bid deposits shall be by certified cheque or cash. If a cash bid deposit is received a receipt shall be immediately issued. The Township does not pay interest on any bid deposits.
- 6.3 If it is recommended by the Department Head that security to guarantee the completion of the contract is required, this security shall be in the form of a Performance Bond issued by an approved bonding company or in the form of a Letter of Credit. The Performance Bond or Letter of Credit shall be for an amount equal to 100 (%) percent of the amount of the tender unless otherwise specifically directed by the Department

Head. All bonds must be originals, signed and sealed. No faxed or photocopies will be accepted.

- 6.4 The Department Head shall maintain a list of the names and addresses of all bidders who pick up tender documents in order that all such perspective bidders can be notified in case of the following:
- (a) Addendum to the tender document
 - (b) Extension of time for the tender closing
 - (c) Cancellation of tender process
- 6.5 Bidder inquiries should be faxed by the bidder to the Department Head or Designate. These questions and their respective answers will be written and issued to all potential bidders prior to closing. Any questions and answers occurring during the bidders' meetings, site visits or information sessions will be treated in the same fashion, where possible.

VII. TENDER PROCEDURES:

- 7.1 All tenders shall be received by the Clerk or designate and shall be initialed and stamped with the time and date when received. Such tender shall remain sealed and shall be placed in a locked box designated for tenders and shall remain there until the hour designated for the opening of the tenders.
- 7.2 Upon the passing of the final hour for the submission of tenders, all tenders received on or before the designated hour of closing shall be opened publicly by the Clerk and Department Head at the main administration building. Any tender received after the designated hour of closing shall be initialed, time and date stamped, and returned unopened to the Tenderer.
- 7.3 A bidder may withdraw their tender prior to closing time. Withdrawal requests shall be directed to the Clerk by letter, facsimile, or in person. All Withdrawal requests made in person shall require a written withdrawal request. Tenders withdrawn prior to closing shall be returned unopened to the bidder.
- 7.4 The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract as long as it meets all of the conditions as set out in this policy.
- 7.5 Withdrawal requests received after the closing time shall not be considered.
- 7.6 It shall be the responsibility of the Department Head to ensure that at least 2 Township Officials are present at each tender opening meeting following the closing of tenders.
- 7.7 At the tender opening meeting the following information shall be stated by the Clerk:
- (a) The name of the tender and/or the municipal contract number
 - (b) The name of each Bidder
 - (c) Confirmation of appropriate bid deposit and/or agreement to bond/
 - (d) Unless requested otherwise by the Department Head the lump sum dollar amounts submitted by the tenderer for the entire contract.

- 7.8 If more than 1 tender is read out under the same name for the same contract and no withdrawal notice has been received, the tender contained in the envelope bearing the time closest to the closing hour for the particular tender shall be considered to be the intended bid. The other tenders received from that bidder shall be considered withdrawn.
- 7.9 During the tender opening meeting any tender that is received could be designated "improper" for any of the following reasons:
- (a) Proper tender form or envelope is not used.
 - (b) Unsealed Envelopes
 - (b) Bids are not completed in the manner as prescribed by the tender.
 - (c) Part bids are submitted when the tender form clearly states that one award is to be made for the entire contract.
 - (d) The bid has been qualified or restricted in some manner that is not in accordance with the requirements as set out by the tender.
 - (e) The bid has not been signed /or not been sealed by the bidder.
 - (f) The bid deposit has not been submitted or is of an insufficient amount.
 - (g) The Agreement to Bond has not been submitted when required.
 - (h) Accessibility requirements are not appropriately addressed.
 - (i) Failure to attend mandatory site meeting, if required.
 - (j) Unit prices have been changed but not initialed and the contract totals are not consistent with the prices as amended.
- 7.10 Bids designated as improper at the tender opening meeting shall be referred to the Department Head to be dealt with in accordance with Section 7.13 of this policy.
- 7.11 Where deposit cheques have been requested and received in respect to any tender all such deposit cheques shall be immediately given over to the Treasurer or Deputy Treasurer upon completion of the tender opening meeting, with the exception that deposit cheques may, if authorized by the Department Head, be immediately returned to the tenderer other than the low and second lowest bidders. Tender deposit cheques given over to the Treasurer or Deputy Treasurer, with the exception of the low and second low Tenderer, shall be returned to the Tenderers as soon as possible following the Council's decision to award the contract for the particular Tender in question.
- 7.12 When all Tenders pertaining to a contract have been opened, they together with all the pertinent materials and/or documents shall be immediately passed on to the custody of the Department Head to which the particular Tender applies.
- 7.13 Following completion of the Tender opening meeting all bids received will be checked for infractions and a subsequent decision will be made by the Department Head as to whether "improper bids" received are to be accepted or rejected.
- 7.14 After a decision has been made on improper bids the Department Heads shall prepare a recommendation report to the designated standing Committee of Council.
- 7.15 After the recommendation report referred to in Section 7.14 has been dealt with by the appropriate standing committee and Council, rejected tenders may be returned to the bidders by registered mail or by hand.

VIII. AWARDING OF CONTRACTS:

- 8.1 A contract for a particular tender or RFP which exceeds \$100,000 may be finally executed by the Mayor and Clerk and the successful bidder upon Council approval of the recommendation to accept the bidder for the particular contract in question and the passing of a By-law to authorize the signing of the contract by the Mayor and the Clerk. Tenders and RFPs awarded up to \$100,000 shall be executed by the CAO.
- 8.2 The Department Head shall with all reasonable efforts ensure that Tenderers who bid on a particular contract are informed of the Council decision on the awarding of the contract as soon as possible following Council approval to award the contract.
- 8.3 Bid deposit cheques held by the Treasurer or Deputy Treasurer for the successful tenderer and the tenderer who would next be selected, shall be returned at a time and in the manner as prescribed by the Treasurer.
- 8.4 When a tender has been awarded in accordance with this policy, the payment for work performed or material supplied shall be made as per the conditions set out in any formal contract entered into between the Council and the successful bidder.

IX. REQUEST FOR PROPOSALS (RFP) PROCESS:

- 9.1 The Request for Proposal (RFP) process shall be used when the goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services. The selection of the supplier is based on the effectiveness of the proposed solution rather than on price alone.
- 9.2 The Department Head shall prepare the Terms of Reference for the RFP and the CAO shall review the documents prior to the issuance of any RFP.
- 9.3 All RFP's shall disclose the evaluation criteria that will be used to make an Award. All RFP's shall contain clear evaluation criteria including, but is not limited to factors such as qualifications and experience, strategy, approach, methodology, scheduling, past performance, facilities, equipment and pricing. Weighting of the criteria will be the responsibility of the Department Head.
- 9.4 All RFP's shall be advertised in accordance with Section 5 of this policy.
- 9.5 The CAO and applicable Department Head shall review all proposals against the established criteria, reach consensus on the final rating results and ensure that the final rating results, with supporting documents, are kept in the respective procurement file.
- 9.6 If the successful proposal has a pricing exceeding \$100,000, or there is an irregular result as described in point 1.19, the Department Head will prepare a report to Council for approval.

X. PURCHASE BY NEGOTIATION:

10.1 The Department Head may purchase by way of a negotiation and, in such cases, the requirements for public tendering may be waived. Approval is only considered after the completion of the information appearing on Schedule "C". Approval to purchase by negotiation is permitted under the following conditions:

- (a) When in the judgment of the Department Head, the goods required are in short supply due to market conditions.
- (b) Where there is only one source or a limited source of supply for the goods or services required.
- (c) Where two or more identical bids have been received on a public tender.
- (d) When all bids received failed to meet the specifications or tender terms and it is impractical to recall tenders.
- (e) When the lowest bid meeting specifications of tender is excessive and it is impractical to recall tenders.
- (f) No bids are received on a formal quotation, tender or request for proposal call.
- (g) When an unsolicited offer has been received, which in the opinion of the Department Head is more competitive than market prices?
- (h) When required supplies must be compatible with equipment presently being used.
- (i) A record of all information pertinent to the results of all such negotiations shall be maintained by the Department Head.

XI. HEALTH AND SAFETY:

- 11.1 It shall be the responsibility of any successful bidder entering into a formal contract with the Council to ensure that the health and safety of workers on the project for which the contract is signed is protected.
- 11.2 In accordance with Section 11.1 of this policy the Council shall require every successful bidder to acknowledge a responsibility to abide by the measures and procedures prescribed in the Occupational Health and Safety Act and the regulations applied under the act.
- 11.3 Where practical all purchase orders used to obtain goods and services purchased in accordance with the terms of this policy shall contain a statement that suppliers abide by any applicable regulations under the Occupational Health and Safety Act and the Accessibility for Ontarians with Disabilities Act, 2005.
- 11.4 All successful bidders who enter into a contract with the Council for the provision of particular goods and services shall also be required to comply with any applicable health and safety requirements as set by Council policy.

XII. SURPLUS AND OBSOLETE ASSETS:

The disposal of Information Technology Assets is addressed under the IT Asset Disposal Policy. The following pertains to all other assets.

- 12.1 Staff shall advise their Department Head of any goods, equipment or other assets that are obsolete, damaged, or surplus to the Department's needs.
- 12.2 Surplus lists must be approved by the Chief Administrative officer before disposal of goods or equipment.
- 12.3 All obsolete, damaged or surplus assets shall first be offered to other Departments within the Corporation, after which, the appropriate Department Head may dispose of such assets through public auction.
- 12.4 If a surplus or obsolete asset has an estimated market value less than \$300, the Department Head may dispose of the asset in any other suitable manner, including by donation to a not-for-profit organization, employee auction, or as scrap.
- 12.5 No surplus assets shall be sold directly to an employee or to an elected official, although this does not prohibit any employee or elected official from purchasing surplus assets being sold through a public process.
- 12.6 A Department Head who declares an item surplus shall not subsequently acquire the asset.

XIII. REVIEW AND EVALUATION:

This policy shall be reviewed by appropriate Township Staff at least every five (5) years to determine its continued effectiveness based upon the following considerations:

- (1) Its ability to meet current legislative requirements.
- (2) The appropriateness of existing limits on authority to incur expenditures.
- (3) Tendering guidelines and requirements.
- (4) Frequency of use and rationale for obtaining Council approval to bypass tender process.
- (5) Effect of any applicable court decisions on existing tender procedures.
- (6) Effectiveness of existing controls on in-house purchasing.

Any amendments that may be required as a result of the above noted review will be presented to Council as soon as possible following completion of the review.

SCHEDULE “A”

DESIGNATED DEPARTMENT HEADS FOR THE PURPOSES OF POLICY **(POL-T-01-2015, As Amended)**

CAO

Treasurer/Director of Finance

Director of Public Works & Recreation

Director of Planning & Building

Director of Legislative Services/Clerk

Fire Chief

CEO-Library Services

SCHEDULE “B”

PURCHASING AUTHORITY FOR THE PURPOSE OF POLICY (POL-T-01-2015, As Amended)

Dollar Value	Procedure	Purchasing Authority	Document Execution Authority
\$0 to \$5,000	Cheque Requisition	Department Heads Manager of Finance/Deputy Treasurer Deputy Clerk Chief Building Official Deputy Fire Chief Coordinator of Recreation Services, Coordinator of Engineering Services Manager of Operations Manager of Parks, Recreation and Facilities Information Technology Manager Supervisor of Administrative Services Library Supervisor of Tech Services Library Supervisor of Library Programs Project Manager Manager of Planning Supervisor of Parks and Recreation	Positions Listed
\$5,001 to \$20,000	Three (3) Quotes Irregular Result	Department Heads CAO	Department Head or Designate
\$20,001 to \$100,000	Tender Irregular Result Irregular Result	CAO Council CAO (* Exception – see Note below)	CAO CAO CAO
\$100,001+	Tender	Council	Mayor and Clerk

*** EXCEPTION NOTE:**

4.3 (b) Notwithstanding the provisions contained in Section 4.3(a) above relating to an “irregular result”, the CAO shall be the approval authority if it is determined that Council is restricted from taking actions in accordance with the provisions of Section 275 of the Municipal Act.

SCHEDULE "C"

APPROVAL TO NEGOTIATE
POL-T-01-2015, As Amended CLAUSE X. PURCHASE BY NEGOTIATION

A Department Head may purchase by way of negotiation and, in such cases, the requirement for public tendering may be waived. Prior approval must be obtained to do so through the completion of this form.

Date: _____ Department: _____

Requestor: _____ Requisition Amount: _____

Vendor Name: _____ Vendor Address: _____

Vendor Phone No: _____ Vendor Fax No: _____

Is this a new vendor: Yes No

Briefly describe the product/service requested, its function and what it will be used for:

--

Justification – Initial all Items that apply

_____ Goods required are in short supply due to market conditions.

_____ There is only one source, or a limited source of supply for the goods or services required.

_____Two or more identical bids have been received on a public tender.

_____ All bids received failed to meet the specifications or tender terms and it is impractical to recall tenders.

_____The lowest bid meeting specifications of tender is excessive and it is impractical to recall tenders.

_____ No bids are received on a formal quotation, tender or request for proposal call.

_____ An unsolicited offer has been received, which is more competitive than market prices.

_____ Required supply must be compatible with equipment presently being used.

I recommend that the Competitive procurement method be waived and that the Department Head enter into negotiations with the above noted vendor.

Requestor:

Name	Signature
------	-----------

Approval by CAO:

Name	Signature

DATE: September 18, 2023
REPORT NO: T-22-2023
SUBJECT: **Purchasing Card Policy Update**
CONTACT: Donna DeFilippis, Director of Finance and Treasurer

OVERVIEW:

- The Township approved a new Purchasing Card Policy in September 2018.
- Staff have performed a “housekeeping” review of this policy which has resulted in updates to Schedule A which outlines the positions that are authorized to have a Purchase Card.

RECOMMENDATION:

- 1) That, Recommendation Report T-22-2023, “Purchasing Card Policy Update”, dated September 18, 2023 be received; and
- 2) That, the updates to Schedule A of the Purchasing Card Policy POL-T-02-18 be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Advance** – Organizational Capacity and Effectiveness

BACKGROUND:

The Township has been using BMO (Bank of Montreal) One Card Purchasing Cards since early 2019. These Purchasing Cards are similar to Credit Cards; however, they include the following added benefits:

- ATM (cash) blocking allowing cash advance capability to be disabled.
- No annual fees.
- Point of Sale controls include setting individual card member limits, single transaction limit and daily card limits. The Township also has the ability to block out types of vendors, for example airlines.
- Use of the web-enabled expense management tool: Spend Dynamics. This tool allows cardholders to see all activity on their card and reconcile their statements. In addition, accounting code validation is automated and the approval workflow is also automated. This software allows the management of the program on-line. It also allows for uploads directly into the Township’s accounting system.

- MasterCard has one of the highest merchant acceptance rates.
- An annual rebate of 1.30% is distributed based on usage. In 2022, the Township's rebate was \$3,463.

This program has been operating very successfully since it was introduced and the Township has had excellent compliance with all card holders. A new Purchasing Card Policy POL-T-02-18 was also introduced with this program in 2018. This report to Council presents some updates to this Purchasing Card Policy.

CURRENT SITUATION:

Schedule A of the Purchasing Card Policy outlines the positions that may have cards issued to them. Staff has updated the policy to include the following additional positions.

Human Resources Coordinator
Manager of Planning
IT Helpdesk Analyst
Property Tax and Payroll Coordinator
Supervisor of Parks, Recreation and Facilities
Supervisor of Administrative Services Library
Supervisor of Tech Services Library
Supervisor of Library Programs
Recreation and Wellness Programmer
Administrative Assistant – Fire Department
Secretary

In addition, Schedule A has been updated to reflect the correct titles for the positions that were previously included.

FINANCIAL IMPLICATIONS:

There are no financial implications with Council approving this report.

INTER-DEPARTMENTAL COMMENTS:

Senior Management was consulted in the review of positions listed on Schedule A.

CONCLUSION:

Staff is recommending that the updates to the Purchasing Card Policy be approved by Council.

Prepared & Submitted by:



Donna DeFilippis
Director of Finance/Treasurer

Approved by:



Bev Hendry
CAO

TITLE:	Purchasing Card Policy
POLICY NO:	POL-T-02-18
EFFECTIVE DATE:	September 1, 2018
POLICY AMENDED:	September 18, 2023 (Report T-22-2023)

POLICY STATEMENT:

The Township of West Lincoln issues Purchasing Cards to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, low value purchases, etc. The Township Purchasing Cards shall only be used for the purchase of goods and services for official business of the Township of West Lincoln.

The policy aims to have benefits accrue at the corporate finance level by reducing the number of invoices and cheques processed; at the department level by providing a simplified purchasing method for low value goods and/or services; and at the supplier level by reducing the invoicing to the Township and the turn-around time for payment.

While the Township assumes liability for all authorized charges on the Purchasing Cards, the individual cardholder is responsible for signing the Township of West Lincoln Cardholder Agreement, as well as abiding by the Purchasing Card policy and any related policy and/or procedure.

The Township's Purchasing Card program will be administered by the Finance Department.

GUIDELINES/PROCEDURES:

1. Approval authority

A Purchasing Card shall only be issued to an employee on approval by the Chief Administrative Officer and in accordance with this policy.

The personnel that may receive an authorization to hold a Township Purchasing Card are listed in Schedule A.

2. Authorized credit limit

The total combined authorized credit limit of all Purchasing Cards issued by the Township shall not exceed \$75,000.

3. Allowable Purchases

The allowable purchase limits shall be within the individual's purchasing authorities as outlined in the Township's Tendering and Purchasing Policy and/or as authorized by the Chief Administrative Officer and as approved in the Township's budgets.

4. Responsibility of Purchasing Cardholders

- 4.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule B.
- 4.2 The employee shall ensure that all Purchasing Card purchases are in compliance with the Township's Tendering and Purchasing Policy and are within approved budget.
- 4.3 A Purchasing Card shall only be used by the employee to whom the card is issued.
- 4.4 The employee issued the Purchasing Card is responsible for its protection and custody.
- 4.5 The employee using the Purchasing Card is responsible for reconciling their transactions within ten (10) business days of the monthly statement. This process includes submitting the reconciliation for approval. Failure to reconcile individual cards and submit for approval for payment by the requested date may result in the removal of the Purchasing Card privileges.
- 4.7 A Purchasing Card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Township's purchasing ordinance.
- 4.8 Lost or stolen Purchasing Cards shall be immediately reported to both the Supplier of the Purchasing Card and the Finance Department.
- 4.9 An employee must immediately surrender the card upon termination of employment. The Township reserves the right to withhold the final payroll payout until the card is surrendered.

5. Non-Compliance

- 5.1 Violation of the policy may result in revocation of Purchasing Card use privileges.
- 5.2 An employee found guilty of unauthorized use of a Township Purchasing Card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes.
- 5.3 An employee shall be required to reimburse the Township for all costs associated with improper use through direct payment and/or payroll deduction.

6. Roles and Responsibilities

- 6.1 The Finance Department shall be responsible for:
 - Receiving and processing fully completed and approved Purchasing Card Application Forms and overseeing compliance with this policy

- Receiving and distributing of Purchasing Cards
- Ensuring training is provided to card holders and approvers and providing assistance in the use of cards
- Processing all Purchasing Card payments

6.2 Cardholders shall be responsible for:

- All items as indicated in section 4 of this policy
- Taking the appropriate online training

6.3 Approvers (the direct supervisor of the Cardholder) shall be responsible for:

- Reviewing and approving the Cardholder transactions
- Taking the appropriate online training

6.4 Preparers shall be responsible for:

- Reconciling Purchasing Card transactions on behalf of the cardholder, ensuring that each transaction has the correct account coding
- Undertaking the appropriate online training

Schedule A

The following positions may be authorized by the Chief Administrative Officer and Director of Finance to hold a Township Purchasing Card:

- Chief Administrative Officer
- Mayor
- Director of Finance
- Director of Planning & Building
- Director of Public Works & Recreation
- Director of Legislative Services/Clerk
- Fire Chief
- Library Chief Executive Officer
- Manager of Parks, Recreation and Facilities
- Coordinator of Recreation Services
- Manager of Operations
- Public Works Supervisor
- Information Technology Manager
- Executive Assistant
- Property and Facilities Person
- Manager of Finance/Deputy Treasurer
- Deputy Clerk
- Chief Building Official
- Water & Wastewater Operator
- Deputy Fire Chief
- Equipment Mechanic
- Human Resources Coordinator
- Manager of Planning
- IT Helpdesk Analyst
- Property Tax and Payroll Coordinator
- Supervisor of Parks, Recreation and Facilities
- Supervisor of Administrative Services Library
- Supervisor of Tech Services Library
- Supervisor of Library Programs
- Recreation and Wellness Programmer
- Administrative Assistant –Fire Department
- Secretary

Schedule B CARDHOLDER AGREEMENT

Township of West Lincoln Employees:

The Purchasing Card represents our corporation's trust in you. You are empowered as a responsible agent to safeguard corporate assets. Your signature below is verification that you have read the Corporate Policies and Procedures related to the Purchasing Card and any additional local policies and agree to comply with them as well as the following responsibilities.

Please print name here

Print work location here

1. I understand the card is for corporate approved purchases only, and I agree not to charge any personal purchases.
2. I understand any abuses of these privileges will result in the Township's right to garnishee my wages, and may result in disciplinary action, up to and including termination.
3. If the card is lost or stolen, I will immediately notify the Supplier of the Purchasing Card by telephone. I will confirm the telephone call by email or phone call to the Finance Department.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card; I am considered responsible for any and all charges against the card.
8. I will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will make the initial contact to resolve any discrepancies by contacting the supplier and/or the bank and will notify the Finance Department. I will reconcile my statement on a monthly basis.
10. I understand the Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the corporation. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
11. Please fill in on-line reconciliation information below.

(Employee signature)

(Date)

ON-LINE RECONCILIATION TO BE PERFORMED BY:

☐ SELF

or

☐ OTHER

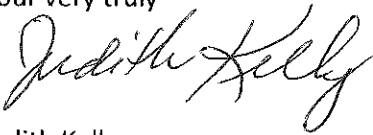
(Name of person completing on-line reconciliation if other than self)

August 23, 2023

Good afternoon Vanessa

It is with great regret, that I must tender my resignation as Board chair effective August 31, 2023 as we are re -locating our home to Vineland. it has been my pleasure to be on the Board for the last seven years. I wish yourself and the new Board members all the best as you transition into a new strategic plan and explore other regional changes for the West Lincoln Public Library.

Your very truly

A handwritten signature in cursive script that reads "Judith Kelly". The signature is written in dark ink and is positioned above the printed name.

Judith Kelly

From: Judi Kelly [REDACTED]
Sent: September 1, 2023 9:27 AM
To: Jacquie Thrower <jthrower@westlincoln.ca>
Subject: Re: Letter of Resignation

Yes, I will do that.

To WLAFAAC:

Please accept my resignation from this committee effective August 31, 2023, as we have moved out of West Lincoln to Vineland.

We have nothing but good thoughts about the governance of West Lincoln.

I have enjoyed meeting members of this committee and having some influence on what can be done for our senior population. I wish the committee good luck with the senior forum in October & I will be there!!!
Yours truly

Judi Kelly

DATE: September 18, 2023

REPORT NO: T-23-2023

SUBJECT: **2024 Budget Process and Schedule**

CONTACT: Donna DeFilippis, CPA., CA., Director of Finance and Treasurer

OVERVIEW:

This report outlines the Proposed 2024 Budget process as summarized below:

- **Monday, January 15, 2024 All Committee Meeting:** Presentation of the 2024 Capital Budget and Ten Year Capital Plan and any 2024 Staffing Requests for Information Purposes Only.
- **Monday, February 5, 2024 Special Council Meeting:** Presentation of the 2024 Draft Operating and Capital Budget.
- **Tuesday, February 20, 2024 Administration/Finance/Fire Meeting:** Presentation of the Final 2024 Operating and Capital Budget.
- **Wednesday, February 21, 2024 Administration/Finance/Fire Meeting:** This date will only be required if the 2024 Budget is not approved at the February 20th, 2024 meeting.
- **Monday, February 26, 2024 Council Meeting:** Ratification of the 2024 Capital and Operating Budget.
- A 2024 budget engagement survey will be launched in the fall of 2023 in order to allow the public to share their thoughts regarding the 2024 budget.

RECOMMENDATION:

That, Information Report T-23-2023, regarding the “2024 Budget Process and Schedule”, dated September 18, 2023, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Strategic Priority #4

- **ADVANCE** - organizational capacity and effectiveness

BACKGROUND:

In accordance with Section 290 of the *Municipal Act*, a local municipality must prepare and adopt a balanced budget every year. The budget document is prepared annually through staff submissions, meetings with the CAO and senior staff, and final compilation by the Finance department. The Township's purchasing By-law allows for departments to continue spending on operating items in the absence of an adopted budget, up to 35% of the prior years' budgeted amount.

The budget is designed to essentially balance cash inflows, such as tax revenues with major outflows, like operating costs. The budget results in the determination of the overall tax levy requirement necessary to provide required services to the residents and businesses of West Lincoln. This tax levy requirement is used to determine tax rates and ultimately the amount of property taxes collected from property owners. In addition, the annual budget should reflect the priorities outlined by Council and consistent with the Corporate Strategic Plan. Approval of the annual budget is the beginning of a process of financial management and control where actual results are monitored and assessed against the approved budget.

CURRENT SITUATION:

The Finance Department has drafted a schedule for senior staff as it relates to timing for submission of departmental budgets and meetings with the Treasurer and CAO. This timeline is imperative for the Finance department as it allows for the necessary reviews, additional analysis, and preparation of the final draft budget and corresponding reports. Questica Software will be used to produce the budget along with the accompanying "Openbook" which provides a public facing, interactive tool that is available through the Township website. The Township's Corporate Strategic Plan is a key guiding document referred to as the budget is developed. The budget dates outlined below have been chosen in order to ensure that the 2024 Capital and Operating Budget can be approved by the end of February 2024.

Key Budget Dates are as follows:

- **Monday, January 15, 2024 All Committee Meeting:** Presentation of the 2024 Capital Budget and Ten Year Capital Plan and any 2024 Staffing Requests for Information Purposes Only.

The reports presented to Council at this meeting will provide details of all proposed 2024 Capital and Special Projects. It will also include the Ten Year Capital Plan. In addition, staff will be presenting any requests for additional staffing at this meeting. Receiving this information earlier will allow Members of Council more time to review these important components of the budget.

- **Monday, February 5, 2024 Special Council Meeting:** Presentation of the 2024 Draft Operating and Capital Budget. Council will have an opportunity at this meeting to provide staff with any additional direction prior to presentation of the Final 2024 budget.

- **Tuesday, February 20, 2024 Admin/Finance/Fire Meeting:** Presentation of the Final 2024 Operating and Capital Budget.
- **Wednesday, February 21, 2024 Admin/Finance/Fire Meeting:** This date will **only be required** if the 2024 Budget is not approved at the February 20th, 2024 Committee meeting.
- **Monday, February 26, 2024 Council Meeting:** Ratification of the 2024 Capital and Operating Budget.

The Special Council Meeting on Monday, February 5, 2024 is the only meeting that does not fall into the regular schedule of Council and Committee meetings. The meeting on Monday, January 15, 2024 is an All Committee meeting as the ROMA (Rural Ontario Municipal Association) Conference will be held January 21st to January 23, 2024, requiring the cancellation of the regularly scheduled Admin/Finance/Fire Committee meeting.

A 2024 budget engagement survey will be launched in the fall of 2023 in order to allow the public to share their thoughts regarding the 2024 budget.

FINANCIAL IMPLICATIONS:

The annual budget is a guiding financial document for the Township. The overall municipal expenditures as approved in the budget are funded from various sources, including the tax base. As such, the budget information is required in order to determine the required municipal tax levy for the year. Once the budget is approved, the Finance department regularly reviews actual expenditures to ensure that spending matches the budget as approved by Council. Council is provided with a monthly financial update where actual results are compared to budget. The budget figures are also reflected in the Township's year-end audited financial statements. Staff must abide by the approved budget or request a Budget Amendment during the year to cover unanticipated expenditures.

The items below are being highlighted to Council as they will either impact the 2024 Budget or will be a discussion item:

- 1) **Contribution to West Lincoln Hospital:** As part of the 2021 Operating and Capital Budget Final Report T-07-2021 a new hospital levy of \$75,300 was introduced. In addition, a schedule to increase this levy over the following 4 years, 2022 to 2025 was also shared with Council. This new hospital levy is part of the financing plan related to the required local contribution to the \$200 million build. At the time of 2021 budget approval, the West Lincoln contribution was estimated to be \$5,754,000. On April 30, 2021 an announcement was made that the required local contribution had been reduced to \$50 million from \$60 million. This means that the West Lincoln contribution is now estimated at approximately \$4,525,000.

To date, \$176,300 has been included in the hospital levy. The financing plan includes an increase of \$50,500 in 2024, bringing the total hospital levy to \$226,800. The final increase to the hospital levy is planned in 2025 with a planned increase of \$50,200, bringing the total levy to \$277,000.

- 2) **Replacement of Fire Station #2:** As part of report WLFD-07-2022 the tender of the replacement of Fire Station #2 was approved, as was the revised budget of \$3,950,000 with financing as follows:

a. Fire Reserve	\$ 40,000
b. Contingency Reserve	\$ 400,000
c. Canada Community-Building Fund (CCBF)	\$ 540,000
d. Community Fund Reserve	\$ 663,000
e. Development Charges	\$ 714,400
f. Debenture Issuance	<u>\$1,592,600</u>
g. Total	<u>\$3,950,000</u>

It is anticipated that the tax base will require \$152,000 for future debenture payments. To date, the tax levy has been increased by \$107,000, with a final increase of \$45,000 estimated for 2024.

- 3) **Asset Management:** In June 2022, Council was presented with the Township's Asset Management Plan. That report included information regarding the cost of full funding of our asset replacements. In order to reach the full funding required a tax levy increase of 5% or \$417,600 annually was recommended. This is recommended to reach the annual full funding target of \$12.7 million. Staff will be reviewing reserve transfers with the goal of increasing the contributions currently allocated towards asset replacement. The 2023 budget included a 3.96% increase to the tax levy to fund required investments in infrastructure renewal.
- 4) **Inflation:** The average annual (CPI) Consumer Price Index was 6.8% in 2022. The CPI as of July 2023 is 3.3% which represents a year over year increase. The price of goods and services have increased throughout many sectors of the economy and the Township is impacted with higher costs when purchasing supplies and contracted services. Staff will work on ensuring that operating budget lines remain within a 2% increase, however, in some instances this will not be possible. Staff is estimating that a 2% increase to operating expenditures, excluding wages and benefits, equates to approximately \$197,000.

The non-residential building price index indicate a year over year increase of 6% at the time of writing this report. The increased costs related to non-residential construction will impact the Capital Budget as project costs will likely increase.

- 5) **Non-Union Salary Review:** In 2022, a Pay Equity/Market Equity Non-Union Compensation Review was completed and presented to Council at a Special Council meeting held on November 17, 2021. The recommendations from that review began to be implemented in 2022, with funding through the Municipal Modernization grant. The required adjustments will be transferred to the operating budget and gradually funded through the tax levy commencing in 2023 and ending in 2028. The 2023 Final Budget Report outlined to Council that in 2024, the impact to the tax levy was estimated at \$152,050.
- 6) **Assessment Growth:** Assessment growth represents the value increase

associated with a change to a property's state, use or condition. Assessment growth is important as it has an impact on how the tax levy impacts tax payers. The 2023 budget utilized assessment growth of 1.88% which meant that the first \$187,000 of the tax levy increase did not impact property taxes paid.

At the time of writing this report, residential assessment growth is currently at 0.38%. This is significantly lower than what the Township experienced in the previous year. This equates to the first \$35,000 of any tax levy increase having no impact on Residential taxes paid.

7) Contribution to McNally House Hospice: At the January 30, 2023 Council Meeting the following resolution was adopted:

- a. That, the McNally House Hospice Presentation which provided an update on the expansion of their facility and financial needs be received; and*
- b. That, McNally House Hospice request for financial assistance from the Township of West Lincoln in the amount of \$70,000, which can be allocated in four (4) annual instalments of \$17.5K, in order to facilitate expansion of their facility, be referred for consideration as part of the Township's 2023 Budget.*

The 2023 allocation was addressed by increasing the budget under 'Transfer to Not for Profit' by \$17,500, offset by a transfer from the contingency reserve. The 2024 budget will also include an allocation to the McNally House Hospice once again funded through the contingency reserve.

8) West Lincoln Santa Claus Parade: Council is reminded that the following resolution was adopted at the April 24, 2023 Council meeting:

- (1) That, the Director of Finance/Treasurer's Recommendation Report No. T-09-2023 be amended to increase the West Lincoln Santa Claus Parade's Community Grant from \$5,000 to \$7,500.00; and,*
- (2) That, staff be directed to report back in the Fall of 2023 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 2024 Operating budget will include an allocation of additional resources in order to support the above request.

As Council begins to consider the 2024 budget it is important to note that in 2024, a 1% increase to the base property tax levy equates to an additional \$90,815 of expenditure.

INTER-DEPARTMENTAL COMMENTS:

The proposed budget schedule was discussed with Senior Management.

CONCLUSION:

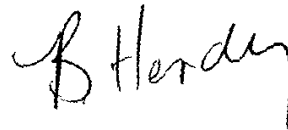
That Council accept this report as an item of information.

Prepared & Submitted by:



Donna DeFilippis
Director of Finance/Treasurer

Approved by:



Bev Hendry,
CAO

DATE: September 18, 2023
REPORT NO: T-24-2023
SUBJECT: Grants to Cemetery Boards
CONTACT: Donna DeFilippis, Treasurer and Director of Finance

OVERVIEW:

- A review of the current Cemetery Grant of \$666 per acre, which has been in place since 2008, has been completed.
- Staff is recommending a 2023 grant per acre of \$1,719
- If this amount is approved by Council, the 2024 Operating and Capital budget would need to be increased by \$4,840 over the 2023 Budget.

RECOMMENDATION:

- 1) That, Recommendation Report T-24-2023 regarding “Grants to Cemetery Boards”, dated September 18, 2023 be received; and,
- 2) That, a Cemetery Grant of \$1,719 per acre be approved for the 2024 budget year.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **Build** – a safe, connected, caring and active community

BACKGROUND:

At the February 24, 2023 Administration/Finance/Fire Committee meeting discussion regarding the 2023 Draft Operating and Capital Budget included an item regarding the annual grants that are provided to cemeteries. In particular, Councillor Rehner inquired regarding a request from Kimbo Cemetery for a 2023 grant of \$2,800. As staff started researching and exploring this item it was determined that a separate report was necessary to address this concern.

The Township currently bases the annual cemetery grants on an allocation of \$666 per acre. This amount was established in January 28, 2008 by the West Lincoln Cemetery Board and adopted by the West Lincoln Council. Township financial support to other cemeteries provides important funds to assist with the maintenance of these cemeteries. In Ontario, if a cemetery is declared abandoned, the municipality in which the cemetery is located becomes the cemetery’s owner and takes over all of the previous owner’s cemetery assets, rights and obligations.

CURRENT SITUATION:

The practice of administering a grant on a per acre basis is an objective method of allocating the funds. In order to ensure that any per acre calculations would be accurate, staff reviewed the size of the cemeteries that have applied and received grants. GIS technology was used to determine the size per acre.

Staff reviewed the costs incurred by the Township in operating and maintaining its own cemeteries to determine what a reasonable per acre grant allocation could be. Staff calculated an average cost of \$1,719 per acre based on the past five years of activity. In calculating this amount staff removed the cost of salaries, transfers to reserves and any other expenditures that private cemeteries would not incur.

FINANCIAL IMPLICATIONS:

The approved 2023 Operating and Capital budget includes a total allocation of \$10,750 for cemetery grants. The chart below provides Council with the financial impacts of providing a grant of \$1,719 an acre. The figures in the chart below have been rounded.

Cemetery	Size in Acres	2024 Grant	2023 Grant
Caistorville United Church	2.99	\$ 5,140	\$4,100
St. Luke's Anglican	0.88	\$ 1,520	\$1,300
Kimbo Free Methodist	0.91	\$ 1,570	\$1,000
Smithville United Church	2.38	\$ 4,100	\$2,400
Elcho United Church	0.49	\$ 850	\$500
St. Martin's Catholic Church	1.40	\$ 2,410	\$1,400
Total	9.05	\$ 15,590	\$10,700

If a grant of \$1,719 per acre is approved the 2024 budget would have a total allocation for cemetery grants of \$15,590 which represents an increase of \$4,840 over the 2023 budget. Staff is recommending that this per acre grant amount be increased by 2% each year, commencing in 2025.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO, Director of Public Works and Recreation and the Manager of Parks, Recreation and Facilities.

CONCLUSION:

Staff is recommending that the grant to Cemetery Boards be increased from the historical amount of \$666 per acre to a revised amount of \$1,719 per acre. This revised amount is more reflective of the current cost of operating and maintaining a cemetery.

Prepared & Submitted by:


Donna DeFilippis,
Director of Finance/Treasurer

Approved by:


Bev Hendry,
CAO

DATE: September 18, 2023
REPORT NO: WLFD-13-2023
SUBJECT: West Lincoln Fire Station 2 Site Management
CONTACT: Acting Fire Chief Tim Hofsink

OVERVIEW:

- In May 2022 Council awarded the tender for the building of a new Fire Station 2 to Niacon Construction with an overall budget of \$3,950,000
- Construction of the new Fire Station 2 is nearing completion and staff has been reviewing options related to the “old” Fire Station 2
- This report will review two options:
 - Partial Demolition / Removal
 - Full Demolition / Removal

RECOMMENDATION:

1. That, Recommendation Report WLFD-13-2023, regarding “West Lincoln Fire Station 2 Site Management”, dated September 18, 2023 be received; and,
2. That, staff be authorized to proceed with partial demolition of the old Fire hall with the building space comprised of the two northern most bays being retained for an indoor training space. The remainder of the building would be removed and the concrete floor/pad retained and curbed as required.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

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

“We prioritize the safety and well-being of all community members. We will continue to ensure our fire and emergency services are appropriately equipped to meet required standards. To support our growing community, we will lobby for increased police presence. We will also aspire to improve healthcare access through collaborations with local service providers and all levels of government.”

BACKGROUND:

The following information (found in the May 16 2022 Report to Council) offers a contextual backdrop for the decision-making process employed during the planning phase of constructing Station 2.

“In 2019, Township Council approved the Township of West Lincoln Corporate Strategic Plan 2019-2029. Under the Strategic Plan Theme # 5 – Community Health and Safety, one of the short term initiatives identified was the need to build a New Fire Station # 2.”
“Staff received an estimated construction cost from an independent cost consultant Ingersoll & Associates dated May 28, 2021 with a construction cost of approximately \$2.7 million dollars which was \$800,000 over the 2019 Capital Budget cost. As part of the 2022 budget, Council approved an additional budget of \$800,000 for the rebuild of Fire Station #2, for a total budget of \$2.7 million.”

The May 16, 2022 Committee Meeting Council awarded the construction tender to Niacon Construction and approved an overall budget of \$3,950,000 as outlined below:

The total budget was revised to show the following

<i>Tender Price, plus 7% contingency added:</i>	<i>\$3,763,700</i>
<i>Project Design and Management</i>	<i>\$ 164,600</i>
<i>Other Miscellaneous Costs</i>	<i>\$ 21,700</i>
<i>Total</i>	<i>\$3,950,000</i>

When established in 1995, WLFD Station 2 was located in a former Public Works building constructed in 1959. This was intended to be a temporary arrangement until a built-for-purpose fire hall could be constructed. The building has served well, but was not built for use as a fire hall, and with the growth of the station complement and acquisition of necessary equipment, the facilities for training, meeting, and social events has proven to be insufficient in size and has many of the challenges that come with an older building.

With the inflationary effects of COVID changing the financial landscape very rapidly, the focus was on ensuring that the project could go ahead as planned. This implied that certain concessions needed to be made in the project, which meant the exclusion of some of the equipment, fixtures and other items which could potentially be procured in the future using capital reserves/budgeting.

The new build of Station 2 is progressing well, substantial completion is approaching and the commissioning of the building is expected within the next weeks. There have been some substantial delays in the construction project due to a variety of factors, including supply shortages of necessary equipment, delays in ordering and receiving certain items, and labour issues with contractors.

Discussions regarding the future of the old building have been underway for some time, with a variety of options being examined to determine the best approach for the building's decommissioning.

The remainder of this report will propose two potential possibilities with respect to what will be done with the old building: full demolition of the entire structure or partial demolition of the structure while retaining the northern-most two bays to be used as a training facility

CURRENT SITUATION:

West Lincoln Volunteer Firefighters currently use the two northern most bays of the old building as a training space to provide realistic firefighter training scenarios.

This space is a valuable resource in which we can continue to maintain permanently set up mazes and props to simulate interior firefighting activities. These evolutions simulate the highest risk scenarios that firefighters may face and are critical in their skills development.

The training space at Station 2 will not be used for live fire evolutions as NFPA 1403 has specific requirements to do so. This type of training is currently and will continue to be held at the Grimsby Regional Training Centre (GRTC). This bi-annual live fire training involves additional travel, set-up time and scheduling to ensure we have available in town response. Use of the GRTC weekly for regularly scheduled training is neither feasible nor necessarily available. Emergency responses occurring during training at the GRTC will require additional travel time back to the municipality. The cost of the GRTC is over \$700 per use, which becomes particularly expensive when the actual time provided will only be approximately 1-1.5 hrs of training in a given evening training session.

The following is a comprehensive look at the possible options for addressing the old fire hall building.

Station 2 – Old Fire Hall Options

1. Partial Demolition / Removal with the retention of two bays for training space
2. Full Demolition / Removal

1. Partial Demolition / Removal

This option involves the removal of part of the fire hall, severing the building at a point in the construction that allows for an existing internal load-bearing wall to serve as the external wall for the section being retained, following the removal of the remainder of the building. This requires cutting the wall and roof at the bearing wall, capping the roof off. A door is already present in the wall, which will provide access from outside.

The front(south) portion of the building is the most suitable to be removed, as this will provide parking at the front(south) end of the property for firefighters responding, as well as for visitors.

The intent of retaining a portion of the old building is that it will provide firefighters in West Lincoln an all-weather useable training space in our own municipality. This proposal will cost \$115,000, plus HST. Financing for the project is possible within the scope of the approved budget for the current new fire hall build currently underway in Caistor Centre. The partial demolition would be completed by Niacon. Since funds are available for this initiative under the current project's budget no additional capital funds will be required.

Advantages – Partial Demolition

The construction of the building lends itself well to this option. It has internal load-bearing walls which are able to be used as an external wall with the remainder of the building removed. The built-up roof is not beyond its lifespan.

An electrical conduit has been provided from the new fire hall to the antenna on the north-east end of the building which could be used to power lighting in the retained portion. Very little servicing is required for the remaining portion of the building. No plumbing or heat will be needed, and lighting can be provided using the portable lights carried on the trucks. This keeps the building complexity, as well as maintenance costs low going forward.

It is important to note that the Volunteer Firefighters are currently using these two bays for training purposes. Continuing to provide the two bays as training space will help to ensure that realistic training scenarios can be practiced while keeping responding units in service during training.

Continuing to provide a reliable and readily available training space that is set up and ready for use will help to use available training time more efficiently, as props could be pre-assembled and left intact. This would reduce set-up time and provide more training time per session.

This option includes removal of the portion of the old fire hall closest to Silver St., leaving the north end which would be neatly finished.

Disadvantages – Partial Demolition

Disruption of fire responses (due to construction/demolition activities) will be extended beyond the original planned timeline for the new build.

2. Full Demolition/Removal

This option involves demolition and removal of the old fire hall. The entire building would be demolished, leaving only the concrete pad (currently the floor), or including the removal of the concrete floor. All construction materials including roofing, wood and concrete would be trucked away and disposed of. This option has an estimated cost of \$130,000 which is within the current budget, and the work would be completed by Niacon.

Advantages – Full Demolition

The site would be clear, additional parking and staging space available on the concrete pad (if retained)

Disadvantages – Full Demolition

Full demolition introduces the opportunity cost of losing a valuable chance to continue to provide a safe and local training space for West Lincoln Firefighters.

Demolition of the entire structure will be slightly costlier, involving the required equipment to demolish the building, human resources to oversee and carry out the project, and the large cost associated with disposal of the construction material (wood, concrete, roofing material).

FINANCIAL IMPLICATIONS:

The approved budget for the rebuild of Fire Station 2 is \$3,950,000. The two options outlined above have the following estimated cost:

- Partial Demolition - \$115,000, plus HST
- Full Demolition - \$130,000 plus HST

Either option would be funded under the Fire Station 2 budget of \$3,950,000, no additional funding would be required.

INTER-DEPARTMENTAL COMMENTS:

This report reviewed by the Director of Finance, CAO and the Clerks Department

CONCLUSION:

Considering the above options and the current and future needs of West Lincoln Fire and Emergency Services, retaining part of the old fire hall for training purposes and demolition the remainder is the recommended option. The two bays that staff are proposing to retain are presently used for training. In addition, the cost of retaining a portion of the building is \$15,000 less than full demolition.

This staff recommended option provides a reliable, safe and convenient training space to ensure that West Lincoln's dedicated volunteer firefighters will be able to hone current skills and develop new skills that will reflect the growth facing our community, while also addressing the removal of the portions of the building that are no longer suited for purpose.

Prepared & Submitted by:



Tim Hofsink Acting Fire Chief

Approved by:



Bev Hendry, CAO



