



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

**MEETING NO. TWO**

**Tuesday, March 19, 2024, 6:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

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

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**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 [nfiorentino@westlincoln.ca](mailto:nfiorentino@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 A08-24

CONSENT AGENDA ITEMS

RECOMMENDATION:

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

1. Items 1, 2, 3 and 4 be and are hereby received for information

with the exception of Items #(s)\_\_\_\_\_

- |    |   |    |
|----|---|----|
| 1. | West Lincoln Age Friendly Advisory Committee - Minutes of February 9, 2024.   | 4  |
| 2. | Mayor's Youth Advisory Committee (MYAC) - Minutes of February 7, 2024   | 6  |
| 3. | Information Report WLFD-04-2024 - Monthly Update February 2024  | 8  |
| 4. | Information Report T-06-2024 - 2023 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies | 10 |

8. COMMUNICATIONS

9. STAFF REPORTS

9.1 ITEM A09-24

Director of Planning & Building (Brian Treble)  
Re: Recommendation Report PD-18-2024 – Reimbursement to R.V.L Contracting Inc.

RECOMMENDATION:

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1. That, Recommendation Report PD-18-24, regarding “Recommendation Report - Reimbursement to R.V.L Contracting Inc.”, dated March 19<sup>th</sup>, 2024, be received; and,
2. That, an amount of \$222,944.97 reimbursable to R.V.L Constructing to cover the cost of the Township’s share of construction work, be approved; and,
3. That, Budget Amendment BA2023-18, in the amount of \$223,000, funded through Development Charges and a transfer from the Capital Reserve, be approved in the 2023 year; and,
4. That, the previous Authorizing by-law 2020-111 be and is hereby be repealed; and,
5. That, an authorizing by-law be passed to authorize the Mayor and Clerk to sign the Agreement with R.V.L. Contracting Inc.

**10. OTHER BUSINESS**

**10.1 ITEM A10-24**

Members of Committee

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

**10.2 ITEM A11-24**

Members of Council

Re: Other Business Items of an Informative Nature

**11. NEW BUSINESS**

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

**12. CONFIDENTIAL MATTERS**

There are no confidential matters.

**13. ADJOURNMENT**

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

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**TOWNSHIP OF WEST LINCOLN  
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAAC)**

**MEETING NO. TWO HELD:** Friday, Feb 9, 2024, Township Administration Building, 318 Canborough Street, and Smithville – 9:00 a.m. Council Chambers

**PRESENT:**           **Chair:**                   Kitty McGrail

**Members:**           Mayor Cheryl Ganann  
                                  Deb Thomas  
                                  Tina Jol  
                                  Toni Mills  
                                  Linda Sivyer  
                                  John Ganann  
                                  Sue Langdon  
                                  Stuart Lord

**Regrets:**           Councillor Terry Bell

**Staff:**               Jacquie Thrower, Executive Assistant

1.     Welcome and Introduction of members/guests

Chair McGrail welcomed the members of the Committee to the meeting and welcomed Stuart Lord as a Committee Member.

2.     Ratification of Minutes from last meeting – Jan 12

The minutes of Friday, December 12<sup>th</sup>, 2023 were ratified by the Committee.

3.     Business Arising from Minutes – Collecting Info/resources and contact info for June 14, 2024 Forum – Business Cards etc.

John advised he had information from the McMaster Sleep Study and he requested Jacquie distribute the information to committee members. John advised about a upcoming webinars regarding elder abuse and provided members of committee with the website for additional information <https://eapon.ca/>. John provided members of committee with the following website regarding arthritis information <https://arthritis.ca/>

John had a prior appointment and left the meeting at approx. 9:20 a.m.

There was general discussion regarding what information is available on our website regarding the WLAFAAC. Below is an excerpt on the information that is posted about the Committee on our website:

The Age Friendly Advisory Committee (WLAFAAC) is focused on making our Township an age-friendly community. They provide input and suggestions to our Township Council and staff on related initiatives. All residents and visitors are welcome to participate as community members. The Age Friendly Committee may have a maximum of 12 voting members.

There was general discussion regarding adding additional information to the website, i.e. minutes, date and time meetings are held and that they are open to the public to encourage guests to attend.

Sue advised that a Seniors Information and Active Living Fair is scheduled to take place on Friday, March 8th from 10:00 am - 4:00 pm at Mountainview Christian Reformed Church. This is a free drop-in event for seniors over 50 years of age with hosting over 30 vendors, health clinics, program seminars, healthy snacks and door prizes.


There was general discussion regarding the name of our June 14, 2024 event. It was the consensus of the Committee that the event be called "Aging Well" (in West Lincoln) Forum and the phrase Living your Best Life be incorporated in any notices regarding the event. Jacquie advised of the organizations that have replied to our formal invitation to the event and direction was given to committee members to continue to forward as much contact info as possible to Deb to update the chart accordingly.

Mayor Ganann advised she would be attending the Niagara Older Adult Alliance (NOAA) meeting, to be held Thursday, February 29, 2024, from 8:30 am to 1:00 pm at the Thorold Senior Citizens Centre, 8 Carleton Street South, Thorold. Jacquie will send out the information to the committee members.

4. Adjournment

The meeting adjourned at 10:30 a.m.

  
Chair Kitty McGrail or Mayor Ganann

  
Jacquie Thrower, Executive Assistant



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

**MEETING NO. ONE: Wednesday, Feb 7, 2024 – 3:30 p.m. Council Chambers**

Mayor Ganann  
Carter Pataran  
Syd Kivell  
Seth Chechalk  
Joshua Harkin  
Tamas Hunter  
Carson McFarlane  
Joshua Reilly  
Giselle Karaban

Staff: Jacquie Thrower, Executive Assistant

**1. Welcome and Introduction of members/guests**

Chair Carter Pataran welcomed the Committee Members to the meeting and requested each member introduce themselves since a new member, Giselle Karaban was in attendance.

**2. Business Arising from Minutes:**

Goals for new membership (suggestions, ideas for discussion)

The minutes of December 6, 2023 were ratified by the Committee.

Mayor Ganann complimented committee members for all their hard work helping to make the 1<sup>st</sup> Annual Mayor and Council Levee a success. The 2025 Levee will take place on Saturday, June 4, 2025.

**3. Future topics of interest to MYAC – for discussion**

There was general discussion regarding the 2024 Christmas card and conducting a contest with area schools invited to participate in the event. Mayor Ganann stated that the deadline for the design would be approx. the first week of September in order to allow time for the card to be printed.

**4. Local Gov't Recap Activity**

Mayor Ganann distributed a four-page handout with questions relating to Government Structure and engaged in a question and answer period with the committee. The activity was not completed therefore it will be discussed at a future meeting when time permits. Some of the items discussed were the four levels of government and their jurisdiction.

5. Green Team

Mayor Ganann advised that the Township has a Green Team that is comprised of staff members who meet regularly to try to develop ways to be more environmentally conscious. In April they usually carry out a clean up event in conjunction with earth day (April 22, 2024) and Mayor Ganann inquired if committee members would like to participate in the event on a Saturday in April. Committee members were in favour of assisting in a clean up event and it was suggested that the area of clean up would be the West Lincoln Community Centre, specifically the skateboard park and the arena.

6. Adjournment

The meeting adjourned at 4:30 p.m.

  
\_\_\_\_\_  
Mayor Cheryl Ganann

  
\_\_\_\_\_  
Jacquie Thrower, Executive Assistant

**DATE:** March 19, 2024  
**REPORT NO:** WLFD-04-2024  
**SUBJECT:** **Monthly Update – February 2024**  
**CONTACT:** Dennis Fisher, Fire Chief

**OVERVIEW:**

- This report will address February 2024 fire responses and activities.

**RECOMMENDATION:**

That, Information Report WLFD-04-2024 regarding “Monthly Update – February 2024”, dated March 19, 2024, be received for information.

**ALIGNMENT TO STRATEGIC PLAN:**

**Theme # #1 and #4**

- **Build** – a safe, connected, caring and active community
- **Advance** – organizational capacity and effectiveness

**CURRENT SITUATION:**

**Emergency Response Calls:** February 2024 (Record export stopped November 12 due to upgrade to the CAD Data System and will be accessible again once the new system is in place).

**New Recruits:** No new recruits have been added to the Department complement.

**Promotions:** Three Lieutenant positions were posted, two for station # 1 and one for station # 2. All candidates have written their exam and scenario test. Staff are evaluating the marks

**Station 2 Progress:**

1. Gas requirements for Enbridge is 90% complete
2. Approximately 2 days of electrical work to be completed



3. Exterior concrete work needs to be completed
4. Landscaping to be completed
5. IT cabling to be completed
6. Flooring to be completed in training room
7. Bathroom accessories – (0 % complete)
8. HVAC – 90% complete – commissioning the week of March 25<sup>th</sup>
9. Main floor - final coat of paint to be completed

At this point in time, it appears that substantial completion would be reached in mid-April.

**Training:**

- Forcible entry
- Ladders
- Water shuttle
- Auto Ex

**Fire Prevention:** Fire Safety Plan reviews completed for multiple occupancies.

**Apparatus Fleet:**

- New tanker should be arriving end of May 2024
- Squad # 2 – Radio & Light installation to be completed

**Fire Department Activities:** Family Day Feb 19<sup>th</sup> firefighters held their annual Pancake breakfast at the Community Centre, also played a fun and competitive sledge hockey game.

**Prepared & Submitted by:**



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**Dennis Fisher**  
**Fire Chief/CEMC**

**Approved by:**



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**Donna DeFilippis**  
**Interim CAO/Treasurer**

**DATE:** March 19, 2024

**REPORT NO:** T-07-2024

**SUBJECT:** **2023 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies**

**CONTACT:** Katelyn Repovs CPA, CA, Acting Director of Finance

**OVERVIEW:**

- On an annual basis, Section 284 of the Municipal Act requires the Treasurer to provide a summary of remuneration and expenses paid to Members of Council and persons serving on any bodies. This summary statement shall be provided on or before March 31 of each year.
- The attached Schedule A shows remuneration and expenses paid for the year ended December 31, 2023.

**RECOMMENDATION:**

- 1) That, Information Report T-06-2024, regarding the “2023 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies”, be received for information.

**BACKGROUND:**

Section 284(1) of the Municipal Act, 2001 requires that:

“The Treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of Council;
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.”

Therefore, each year, the Township must prepare a Statement of Remuneration and Expenses, for the preceding year, paid to the Members of Council and municipal appointments to boards and other bodies, such as the Committee of Adjustment and the West Lincoln Public Library Board.

Section 284(2) of the Municipal Act requires that the statement shall identify the by-law under which the remuneration and/or expenses are authorized. That being said, the remuneration and expenses of Members of Council are authorized by Township By-Law 2023-19, Council Expense Policy (POL-T-02-2022), and the annual budget. By-Law 2018-108 authorizes the remuneration and expenses of members for the Committee of Adjustment. Finally, the Public Libraries Act Section 18 authorizes reimbursement to members for proper travelling and other expenses incurred in carrying out their duties.

### **CURRENT SITUATION:**

Schedule A to this report provides a statement of the amounts paid to Members of Council and to members of the Committee of Adjustment. No amounts were paid to members of the West Lincoln Public Library Board in 2023.

Members of Council receive an annual salary that is established through by-law, with annual provisions for cost-of-living adjustments. All such remuneration is taxable and subject to statutory deductions as required by applicable legislation. The Mayor also receives remuneration from the Region of Niagara, however this additional amount is paid directly by the Region therefore is not included on the attached Schedule.

Benefits represent the Township's costs towards statutory benefits such as CPP (Canada Pension Plan) and EHT (Employee Health Tax), as well as OMERS pension plan and group benefits. Variations in the benefit costs amongst Members with the same salary relates to CPP and pension plan eligibility, along with group benefit plan enrolment.

Through the annual budget process, Members of Council are allocated a protocol budget for expenses for municipal purposes. While expenses from this budget are discretionary, they must comply with applicable policies and be properly supported with documentation. Such expenses are subject to final authorization and review by the CAO.

The Township has no information about the remuneration or expenses, if any, paid to Members of Council by any local board or body, other than the Township. Further, the Township has no information about the remuneration or expenses, if any, paid to local board members appointed by the Township by any local board or body, other than the Township.

### **FINANCIAL IMPLICATIONS:**

The amounts recorded on Schedule A are within the appropriate 2023 budget. There is no financial implication in accepting this report for information.

### **INTER-DEPARTMENTAL COMMENTS:**

This report was reviewed by the Interim CAO/Treasurer.

**CONCLUSION:**

Schedule A provides a statement of the 2023 remuneration and expenses of Members of Council and Committee of Adjustment. All Council and Committee expenses have been made in accordance with applicable By-Laws. Reporting on these items meets the requirements under Section 284 of the Municipal Act. Council is asked to receive this report for information purposes.

**SCHEDULES:**

1. Statement of Remuneration and Expenses

**Prepared & Submitted by:**



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**Katelyn Repovs, CPA, CA  
Acting Director of Finance**

**Approved by:**



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**Donna DeFilippis, CPA, CA  
Interim CAO/Treasurer**

**Statement of Remuneration and Expenses for Members of Council**  
**For the Year Ended December 31, 2023**

<b>Member of Council</b>	<b>Remuneration/Expenses Category</b>	<b>2023</b>
		\$
<b>Mayor Ganann</b>	Salary	47,869
	Benefits	933
	Conferences/Training	2,797
	Meetings	125
	Cell Phone Reimbursement	492
	Office Supplies	269
	Mileage Reimbursement	249
	<b>Total</b>	<b>52,485</b>
<b>Councillor Bell</b>	Salary	30,496
	Benefits	7,116
	<b>Total</b>	<b>37,612</b>
<b>Councillor Bradaric</b>	Salary	30,496
	Benefits	12,205
	Conferences/Training	898
	<b>Total</b>	<b>43,599</b>
<b>Councillor Chechalk</b>	Salary	30,496
	Benefits	3,112
	Conferences/Training	2,252
	Cell Phone Reimbursement	995
	<b>Total</b>	<b>36,856</b>
<b>Councillor Rehner</b>	Salary	30,496
	Benefits	10,011
	Cell Phone/Internet Reimbursement	3,099
	Furniture/Equipment	358
	Office Supplies	424
	<b>Total</b>	<b>44,387</b>
<b>Councillor Reilly</b>	Salary	30,496
	Benefits	11,673
	Conferences/Training	2,471
	Per Diem for Conference Attendance	420
	Cell Phone/Internet Reimbursement	986
	Advertising	543
	Mileage Reimbursement	374
	<b>Total</b>	<b>46,590</b>
<b>Councillor Trombetta</b>	Salary	30,496
	Benefits	11,640
	Office Supplies	366
	Advertising	660
	Cell Phone/Internet Reimbursement	2,671
	Meetings	97
	<b>Total</b>	<b>45,834</b>

**Statement of Remuneration and Expenses for Members of Committee of Adjustment**  
**For the Year Ended December 31, 2023**

<b>Member of Committee of Adjustment</b>	<b>Expenses Category</b>	<b>2023</b>
		\$
<b>M. Cook</b>	Meeting Fee	560
	Benefits	11
	Mileage Reimbursement	96
	<b>Total</b>	<b>667</b>
<b>B. Baarda</b>	Meeting Fee	660
	Benefits	13
	Mileage Reimbursement	132
	<b>Total</b>	<b>805</b>
<b>P. Forsberg</b>	Meeting Fee	730
	Benefits	14
	Mileage Reimbursement	196
	<b>Total</b>	<b>940</b>
<b>D. Coon-Petersen</b>	Meeting Fee	630
	Benefits	12
	<b>Total</b>	<b>642</b>
<b>K. Willis</b>	Meeting Fee	560
	Benefits	11
	Mileage Reimbursement	96
	<b>Total</b>	<b>667</b>



**DATE:** March 19, 2024

**REPORT NO:** PD-18-2024

**SUBJECT:** **Recommendation Report – Reimbursement to R.V.L Contracting Inc.**

**CONTACT:** Brian Treble, Director of Planning & Building  
Katelyn Repovs, Acting Director of Finance

**OVERVIEW:**

- The development of Spring Creek Plan of Condo on the north side of Spring Creek Road, and the four lots on the south side of Spring Creek Road (referred to as the ‘Ellis lots’) are now completed and all securities have been released.
- The current development charges background study and by-law include Capital works for street and sidewalk on Spring Creek Road from Station Street to Hornak Road.
- Previous staff report PD-149-2020 identified that a future report and by-law would address the possibility of offsetting costs incurred by R.V.L Contracting Inc. for improvements to Spring Creek Road.
- R.V.L. Contracting Inc. completed these improvements on the Township’s behalf as part of the development of Spring Creek Manor plan of Condo and the development of the four “Ellis” lots.
- The actual cost of infrastructure construction allocated to roads amounted to \$200,696.94, with the cost allocated to sidewalk construction of \$22,248.03. Therefore, the total cost of construction paid by R.V.L Contracting Inc. towards the Township’s share of work amounted to \$222,944.97.
- Staff recommends the amount of \$222,944.97 be reimbursed to R.V.L Contracting Inc. in keeping with the recommendation included in report PD-144-2020
- Staff recommends that Budget Amendment BA2023-18 be approved in the 2023 year, in the amount of \$223,000, to reflect the cost of construction, with funding through Development Charges and a transfer from the Capital Reserve.

### **RECOMMENDATION:**

1. That, Recommendation Report PD-18-24, regarding “Recommendation Report - Reimbursement to R.V.L Contracting Inc.”, dated March 19<sup>th</sup>, 2024, be received; and,
2. That, an amount of \$222,944.97 reimbursable to R.V.L Constructing to cover the cost of the Township’s share of construction work, be approved; and,
3. That, Budget Amendment BA2023-18, in the amount of \$223,000, funded through Development Charges and a transfer from the Capital Reserve, be approved in the 2023 year; and,
4. That, the previous Authorizing by-law 2020-111 be and is hereby be repealed; and,
5. That, an authorizing by-law be passed to authorize the Mayor and Clerk to sign the Agreement with R.V.L. Contracting Inc.

### **ALIGNMENT TO STRATEGIC PLAN:**

- **BUILD a safe, connected, caring and active community**

### **BACKGROUND:**

In 2020, staff report PD-149-2020 identified to Planning Committee and Council that a future agreement would need to be entered with R.V.L Contracting Inc. since they covered the cost of street and sidewalk improvements to Spring Creek Road that were also part of the 2019 Development Charge background study and by-law. The recommendation from that report was as follows:

1. *That, Report PD-149-2020, regarding “Recommendation Report, Front Ending Agreement – R.V.L. Contracting Inc.”, dated November 9<sup>th</sup>, 2020, be RECEIVED; and,*
2. *That, an authorizing by-law be passed to authorize the Mayor and Clerk to sign a Front Ending Agreement with R.V.L. Contracting Inc. similar to that found at attachment 2 to this report, once confirmed by Township Legal Counsel.*

As we grow as a community, new infrastructure and services will be required. The development charges by-law and background study is intended to contemplate services required for future growth. The current work on the new background study and upcoming implementing by-law will be based on all of the detailed servicing requests of the Master Servicing Plans for the urban boundary expansion. This is based on a growth target of 38,370 population and 14,060 housing development by 2051. The development charge contained in this report relates to works contained in the 2019 background study.

There will be many situations going forward, where adequate funds have not been fully collected by the time that the works are needed. In these instances a front ending

agreement will have to be entered such that the developer pays for the works up front and is reimbursed over time by the Township as the relevant development charge is collected.

**CURRENT SITUATION:**

In order for R.V.L. Contracting Inc. to develop the four lots on the Ellis property at 371 Station Street (new lots now fronting Spring Creek Road) and the development of the Spring Creek Manor Plan of Condo, street improvements to Spring Creek Road were required along with a new sidewalk. These improvements were required for these developments to proceed and has been included in the 2019 Background study. R.V.L Contracting Inc. was required to front end the work and now, the Township is able to offer a plan to reimburse the funds.

It is common for Municipalities and developers to enter what is referred to as a front ending agreement to have the developer pay upfront for these works and to provide a repayment plan for development charges collected in the future. Normally such an agreement would be signed before the works are completed. However, since this is officially our first such agreement and since the builder was anxious to get development moving, he proceeded with the works in advance of the signing of such an agreement. The draft agreement is with Legal Counsel for review at this time.

The details of the 2019 Development Charge Background Study are as follow:

1. Project in year 2023 (sidewalks) along Spring Creek Road between Station Street and Hornak Road is included with a gross value of \$145,000.00
2. Project in year 2023 (street upgrades/urbanization) of Spring Creek Road between Station Street and Hornak Road is included with a gross value of \$ 365,000.00.

The figures above represent the estimated cost upon which the development charge was based. The actual cost of infrastructure construction allocated to roads amounted to \$200,696.94, with the cost allocated to sidewalk construction of \$22,248.03. Therefore, the total cost of construction paid by R.V.L Contracting Inc. towards the Township's share of work amounted to \$222,944.97.

**FINANCIAL IMPLICATIONS:**

As noted above, R.V.L Contracting Inc. paid for capital works along Spring Creek Road that were the responsibility of the Township, as outlined in the 2019 Development Charge Background Study. Therefore, staff are seeking Council's approval to issue reimbursement to this vendor to cover their incurred construction costs that the Township otherwise would have paid for. Through their general contractor, the Township obtained copies of the payment certificates and invoices paid by R.V.L Contracting Inc. to verify the cost allocations towards the road and sidewalk work along Spring Creek Road.

The costs allocated to roads was \$200,696.94, and the costs allocated to sidewalks was \$22,248.03. Therefore, the total cost of construction paid towards the Township's share

of work amounted to \$222,944.97. This \$222,944.97 is to be reimbursed to R.V.L Constructing Inc. upon Council's approval of this report, after the March 25, 2024 Council Meeting. Based on the 2019 Development Charge Background Study, a portion of both the road and sidewalk work can be funded through Development Charges, with the remaining amount (i.e. the non-growth portion of the works) to be funded through a transfer from the Capital Reserve, as outlined below:

Description	Expenditure	Funding	
		Development Charges	Capital Reserve
Spring Creek Road - Road	200,697	170,592	30,105
Spring Creek Road - Sidewalks	22,248	6,986	15,262
	\$ 222,945	\$ 177,578	\$ 45,367

As these capital works were not previously approved by Council via the annual budget process, staff are also requesting approval of Budget Amendment BA2023-18 as outlined below. Staff are requesting that this amendment be reflected in the 2023 year, given that the works were complete prior to 2024.

Description	Budget	Funding	
		Development Charges	Capital Reserve
Spring Creek Road - Road	200,700	170,600	30,100
Spring Creek Road - Sidewalks	22,300	7,000	15,300
	\$ 223,000	\$ 177,600	\$ 45,400

#### INTER-DEPARTMENTAL COMMENTS:

This report has been discussed with senior management and Township Legal Counsel. The Financial Implications section of the report was completed by the Acting Director of Finance.

#### CONCLUSION:

Staff recommend that a new authorizing by-law be approved to allow the Mayor and Clerk to sign a reimbursement agreement with R.V.L. Contracting Inc. The draft agreement is currently being reviewed by Township Legal Counsel but once finalized can be signed to reimburse for upfront costs paid by R.V.L Contracting Inc. for Spring Creek Road street and sidewalk upgrades.

#### SCHEDULES:

1. Location Map
2. Draft Authorizing By-law

**Prepared & Submitted by:**



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**Brian Treble**  
**Director of Planning & Building**

**Approved by:**



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**Donna DeFilippis**  
**Interim CAO/Treasurer**





Location Map

Legal Descriptions:  
(Spring Creek Condo)  
Concession 8, Part Lot 8, Part 1 on Registered Plan 30R-14639,  
South Grimsby, now the Township of West Lincoln  
(Ellis Lots)  
Part Lot 13, Plan M94, Parts 1-7, 30R-15523, South Grimsby, now the Township of West Lincoln

0 12.5 25 50 Meters



Legend

- Zone Boundary
- Subject Property



**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN**

**BY-LAW NO. 2024-XX**

**A BY-LAW TO AUTHORIZE A FINANCIAL AGREEMENT WITH R.V.L CONTRACTING INC. FOR THE CONSTRUCTION OF STREET AND SIDEWALK IMPROVEMENTS ON SPRING CREEK ROAD, BETWEEN HORNAK ROAD AND STATION STREET , IN THE FORMER TOWNSHIP OF SOUTH GRIMSBY; TOWNSHIP OF WEST LINCOLN**

**WHEREAS** the Corporation of the Township of West Lincoln deems it expedient to enter into a Financial Agreement with R.V.L Contracting Inc. for the construction of street and sidewalk improvements on Spring Creek Road, between Hornak Road and Station Street, in the former Township of South Grimsby; Township of West Lincoln.

**AND WHEREAS** approval and authority for such Agreement is required;

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:**

1. That the Council of the Corporation of the Township of West Lincoln enter into a Financial Agreement with R.V.L Contracting Inc. for the construction of street and sidewalk improvements on Spring Creek Road, between Hornak Road and Station Street, in the former Township of South Grimsby; Township of West Lincoln.
2. That the Mayor and Clerk be and each of them is hereby authorized to sign the said Financial Agreement and any other document or documents necessary to implement the intent of this By-law and the said Financial Agreement, and the Clerk is hereby authorized to affix the Corporate Seal thereto and deliver the same to the appropriate parties.
3. That a copy of the said Financial Agreement and any supplementary Agreements, when executed by the said parties shall be attached hereto as "Schedule A" and shall form part of this By-law.
4. That, By-law 2020-111 be and is hereby repealed.

**READ A FIRST, SECOND AND THIRD  
TIME AND FINALLY PASSED THIS 25<sup>th</sup>  
DAY OF MARCH, 2024.**

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**MAYOR CHERYL GANANN**

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**NANCY FIORENTINO, CLERK**