

TOWNSHIP OF WEST LINCOLN PUBLIC WORKS & RECREATION COMMITTEE AGENDA

MEETING NO. THREE

Monday, April 15, 2024, To Commence Immediately Following Administration/Finance/Fire 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 Mike Rehner

Prior to commencing with the Public Works & Recreation Committee meeting agenda, Chair Rehner noted 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 before 4:30 pm. on the day of the meeting for consideration by the Committee. Comments received after 4:30 p.m. on the day of the Committee meeting will be considered at the following Council meeting. Comments submitted are included in the record.
3. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk (Hat-i-wen-DA-ronk), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today.

The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

There are no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Procedural By-law Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

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

7. CONSENT AGENDA ITEMS

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

7.1 ITEM PW11-24

CONSENT AGENDA ITEMS

RECOMMENDATION:

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

Item 1 be and is hereby received for information

1. West Lincoln Public Library Board - Minutes of February 27, 2024

5

8. COMMUNICATIONS

There are no communications.

9. STAFF REPORTS

9.1 ITEM PW12-24

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

9

Re: Recommendation Report PW-13-2024, “2024 Road Rehabilitation Project Tender Award (PW 2024-01) – Budget Amendment BA2024-02”

RECOMMENDATION:

1. That report PW-13-2024, re: “2024 Road Rehabilitation Project Tender Award (PW 2024-01) – Budget Amendment BA2024-02”, dated April 15, 2024, be received; and
2. That the tender submission be awarded to Walkers Construction Limited for the road rehabilitation work, in the amount of \$795,767.00 (excluding HST); and
3. That the total project expenditure of \$950,000.00 be approved for this project; and
4. That budget amendment BA2024-02, as outlined in Schedule C of report PW-13-2024, reflecting a project budget reduction of \$330,000.00, with reduced funding from Development Charges and the Capital Reserve, be approved; and
5. That a by-law to authorize the Mayor and Clerk to enter into an agreement with Walkers Construction Limited, be passed.

9.2 ITEM PW13-24

17

Manager of Operations (Tray Benish) and Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-12-2024 - 2024-2026 Dust Control Authorization

RECOMMENDATION:

1. That report PW-12-2024 titled “2024-2026 Dust Control Tender Authorization”, dated April 15th, 2024, be received; and
2. That Tender PW 2024-03 for the application of Calcium Chloride for the purpose of dust control on gravel roads for 2024 to 2026 be awarded to Da-Lee Dust Control; and
3. That a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with Da-Lee Dust Control.

9.3 ITEM PW14-24

21

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

Re: Recommendation Report REC-01-2024 - Music, Market and Park It Update

RECOMMENDATION:

That report REC-01-2024 titled “Music, Market and Park It Update”, dated April 15, 2024, be received for information.

9.4 ITEM PW15-24

27

Manager of Parks, Recreation and Facilities (Bob Denison) and Director of Public Works and Recreation (Mike DiPaola)
Re: Recommendation Report - RFP-PW 2024-03 Cemetery Maintenance Contract Request for Proposal Award

RECOMMENDATION:

1. That report REC 03-2024, titled "RFP-PW 2024-03 Cemetery Maintenance Contract Request for Proposal Award", dated April 15, 2024 be received; and,
2. That the submission received from Kelly Dig's Landscaping for a five-year term (2024 to 2028), in the total amount of \$123,139.25 (excluding HST) be approved, and,
3. That a By-Law to authorize the Mayor and Clerk to enter into an agreement with Kelly Dig's Landscaping, be passed.

9.5 ITEM PW16-24

32

Coordinator of Recreation Services (Wendy Beaty) and Director of Public Works and Recreation (Mike DiPaola)
Re: Recommendation Report REC-02-2024, titled "West Lincoln Community Centre (WLCC) and Recreation Services 2023 Review"

RECOMMENDATION:

That, report REC-02-2024, titled "West Lincoln Community Centre (WLCC) and Recreation Services 2023 Review", dated April 15, 2024 be received for information.

10. OTHER BUSINESS

10.1 ITEM PW17-24

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



**MINUTES
WEST LINCOLN PUBLIC LIBRARY
BOARD MEETING**

Meeting #3 Tuesday, February 27, 2024 – 6pm
West Lincoln Public Library, Smithville Branch

PRESENT:

Board: Julie Adams, Shelley Bradaric, David Kurth, Leanne Reilly, Wendy Wilson
Staff: Cindy Weir, Library CEO
ZOOM: Tina Jol
REGRETS: Puneet Bajaj, Christa McBlain

Call to Order

Library Chair Adams called the meeting to order, welcomed all and established quorum at 6:07pm.

1. Agenda

Moved by: Wendy Wilson

Seconded by: David Kurth

THAT the West Lincoln Public Library Board approves the agenda for Tuesday, February 27, 2024 as presented including any additions or deletions.
Carried.

Added: 5. b) 2024 Budget

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

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

3. Minutes

a) Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the minutes of the January 16, 2024 regular meeting of West Lincoln Public Library Board be approved as presented.
Carried.

b) Moved by: David Kurth

Seconded by: Wendy Wilson

THAT the minutes of the January 16, 2024 CLOSED meeting of the West Lincoln Public Library Board be approved as presented.

Carried.

c) Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the minutes of the January 19, 2024 SPECIAL meeting of the West Lincoln Public Library Board be approved as presented.

Carried.

d) Moved by: Tina Jol

Seconded by: Leanne Reilly

THAT THE MINUTES OF THE January 19, 2024 CLOSED meeting of the West Lincoln Public Library Board be approved as presented.

Carried.

4. Correspondence

a) Sent - None

b) Received - None

5. Financial Matters

a) Actual vs. Budget Year to Date Report

Moved by: David Kurth

Seconded by: Shelley Bradaric

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

Carried.

b) Budget 2024

Moved by: Shelley Bradaric

Seconded by: Leanne Reilly

THAT the West Lincoln Public Library Board approves the three options prepared by the West Lincoln Board Budget Committee to reduce the 2024 budget as requested by the Township of West Lincoln Council.

Carried.

6. Report

a) Library CEO presented the February 2024 CEO's written and verbal report.

Tina Jol left the meeting

7. Library Business

a) Ontario Library Association Super Conference

Julie Adams and Tina Jol attended the OLA Super Conference Boot Camp on January 27, 2024. Tina's internet connection was lost so she couldn't report on her experience. Chair Adams gave her experience a glowing review and encouraged other board members to consider attending in other years. She said it was a great networking experience and opportunity to learn how other libraries operate.

b) 2024 Library Budgets

Board member and Councillor Bradaric gave an overview of the budget process and Council's desire to reduce tax levy. Council was pleased with the library's contribution to the reduction of the budget. Looking into the possibility of a PRIP grant to assist with the cost of the Caistorville outside improvement project.

Tina Jol rejoined the meeting .by zoom 6:55

c) Reimbursement

CEO Weir reviewed with the board members the travel and reimbursement policy of the Township and the forms used for reimbursement. It was stressed that proper receipts showing tax and details of the meal and lodging are necessary. The CEO is always available to assist with the completion of the forms and to answer any questions.

d) Solar Eclipse – April 8, 2024

The library has cancelled the eclipse viewing party and will instead be handing out eclipse themed Make and Take bags the week before. The library will open at 4:30 p.m. instead of 3:00 p.m. on that day and remain open until 8 p.m.

e) Strategic Plan and Strategic Plan Milestones Document

A quick review of where we are at with the plan. CEO Weir indicated she has a zoom meeting set with the strategic plan consultant on March 20.

f) Pay Equity/Compensation Review

The Board would like the opportunity to ask more questions of the consultant and see the matrix used for grading positions.

g) Providing Minutes to Council

Moved by: Wendy Wilson

Seconded by: Tina Jol

THAT the West Lincoln Library Board continues to provide the library board meeting minutes to Township Council for them to receive as information.

Carried.

The CEO is to look into the process involved in having the library board minutes included on the library website.

h) Security System

CEO Weir will speak with the Township Health and Safety person regarding staff on call to visit branches if the security system goes off.

i) Board Contact Information

The CEO asked for additional contact information from the board members.

8. Next Meeting Date: March 19, 2024
 April 23, 2024

9. Closed Session – Not held

10. Announcements

a) Newsletter for March April 2024

b) Board Roundtable of Announcements

Chair Adams asked each person in attendance what book they were currently reading.

David Kurth – Doppelganger

Wendy Wilson – fun novels

Shelley Bradaric – gave a welcome to Cindy and asked that if she needed anything to reach out.

Leanne Reilly is reading Paris Agent - historical fiction

Tina Jol is reading about the role of Malta in WWII

Cindy Weir is reading If You Would Have Told Me an autobiography of John Stamos.

Julie Adams is reading The Good Son which was a February Blind Date With a Book.

11. Adjournment

Moved by: Shelley Bradaric

THAT the February 27, 2024 West Lincoln Public Library Board Meeting adjourns at 8:06 p.m.

Carried.

JULIE ADAMS, CHAIR

CINDY WEIR, CEO

DATE: April 15, 2024
REPORT NO: PW-13-2024
SUBJECT: **2024 Road Rehabilitation Project Tender Award (PW 2024-01) - Budget Amendment BA2024-02**
CONTACT: Ray Vachon, C.E.T. - Project Manager
Mike DiPaola, P. Eng. - Director of Public Works & Recreation

OVERVIEW:

- In February 2024, Council approved the 2024 Capital Budget that included \$1,280,000.00 for the 2024 Road Rehabilitation project.
- Staff circulated a Tender on March 1, 2024, with two (2) tender submissions received on the closing date of March 21, 2024.
- A low bid in the amount of \$795,767.00 (excluding HST) was received from Walkers Construction Limited.
- Staff recommends awarding the contract to Walkers Construction Limited.
- The total project expenditures are estimated at \$950,000.00, which represents the low bid from Walkers Construction Limited, a project contingency allowance, and net HST.
- Staff recommends that Budget Amendment BA2024-02 be approved, to reflect the project budget reduction of \$330,000.00, with required funding from Development Charges and the Capital Reserve also being reduced.

RECOMMENDATION:

1. That report PW-13-2024, re: “2024 Road Rehabilitation Project Tender Award (PW 2024-01) – Budget Amendment BA2024-02”, dated April 15, 2024, be received; and
2. That the tender submission be awarded to Walkers Construction Limited for the road rehabilitation work, in the amount of \$795,767.00 (excluding HST); and
3. That the total project expenditure of \$950,000.00 be approved for this project; and
4. That budget amendment BA2024-02, as outlined in Schedule C of report PW-13-2024, reflecting a project budget reduction of \$330,000.00, with reduced funding from Development Charges and the Capital Reserve, be approved; and
5. That a by-law to authorize the Mayor and Clerk to enter into an agreement with Walkers Construction Limited, be passed.

ALIGNMENT TO STRATEGIC PLAN:

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

BACKGROUND:

As part of the Township Pavement Management System and the approved 2024 Capital Budget, the following roads were included in the 2024 Road Rehabilitation Program:

- **Abingdon Road** from North Chippawa to Concession Road 2.
- **Concession 3 Rd** from Smithville Rd to Caistor Gainsborough Townline Road
- **Vaughan Road** from Wellandport Rd to Heaslip Road

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

CURRENT SITUATION:

On March 1, 2024, staff circulated a tender document on the Township’s Bidding System; Bids & Tenders. On the closing date of March 21 2024, two (2) tenders were received and opened.

Both submissions were checked for completeness, accuracy and arithmetic correctness. All extensions and the totals for all tenders were checked and there were no errors found. The tender bid submissions are as follows:

Company	Tender Price (excl. HST)
Walkers Construction Limited	\$795,767.00
Circle P Paving Inc.	\$877,920.00

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

The costs for each proposed road section were determined, including the tender’s general items, provisional items, net HST, and other miscellaneous costs, by prorating to each road’s respective budget account. These cost splits are summarized in Schedule B.

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

Tender Cost (excluding HST)	\$ 795,767.00
Project Contingency	\$ 137,802.18
Non-Recoverable HST	<u>\$ 16,430.82</u>
Total Estimated Cost:	\$ 950,000.00

FINANCIAL IMPLICATIONS:

The approved 2024 capital budget amounts for this project are summarized below:

Road Description	Budget
Abingdon Road	\$ 200,000.00
Concession 3 Road	\$ 380,000.00
Vaughan Road	\$ 700,000.00
Total	\$1,280,000.00

The total estimated project cost is within the approved budget of \$1,280,000.00. In addition, the expenditures per the tender are within the allocated budget amounts for each road. Refer to Schedule C for the budgeted funding for this project.

Given that the total project cost of \$950,000.00 is significantly lower than the project budget of \$1,280,000.00, staff are requesting approval of Budget Amendment BA2024-02. This Budget Amendment will reflect a reduction in the project cost of \$330,000.00, along with a reduction in the required funding: \$22,000.00 reduction in Development Charges and \$308,000.00 reduction in the transfer from the Capital Reserve. Details of this can be found on Schedule C.

In the past, when the annual Road Rehabilitation Tender Award was presented to Council, if the project cost was lower than the approved budget, Staff recommended to reallocate the remaining budget funds to complete extra roadworks. However, given the significant pressure that the Township’s Capital Reserve is under in years 2025 through to 2027, and in order to ensure the Township remains fiscally responsible and sustainable, this approach is not recommended for the 2024 Road Rehabilitation program.

Instead, Staff is recommending that the Capital Reserve savings of \$308,000.00 are returned to the Capital Reserve, rather than being reallocated. This will have a positive impact on this reserve and the Township, as described further below.

At the February 5, 2024 Special Council Meeting, staff presented the 2024 Draft Operating and Capital Budget (T-03-2024). As noted in the report, the annual reserve transfers includes an amount to pay-back the Capital Reserve over the years 2024 to 2033 related to the 2024 Vaughan Road hard-topping project. This project was funded through internal borrowing from the Capital Reserve, rather than issuing a new debenture. Because of the \$110,000.00 reduction in the Capital Reserve funding needed for this portion, the repayment to the reserve can be reduced. In 2025, this means that there is an anticipated savings of approximately \$21,000.00 due to this lower reserve transfer and thus will reduce the tax levy requirement.

Through report T-03-2024 and during the 2024 budget process, Staff noted that the Capital Reserve is anticipated to be in a very low or negative position in years 2025 through 2027. The above noted savings of \$308,000.00 should help to keep the reserve in a more positive balance, which is critical for sufficient cash flows and to prevent the Township’s need to require temporary borrowing and incur borrowing costs.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Acting Director of Finance, Interim CAO, and the Clerks Department.

CONCLUSION:

In summary, staff recommends that this contract be awarded to the low bidder, Walkers Construction Limited at their bid price of \$795,767.00 (excluding HST), with a total estimated project cost of \$950,000.00.

In addition, Council is asked to approve Budget Amendment (BA2024-02) to reflect a reduction in the capital project costs by \$330,000.00, with reduced funding required from Development Charges and the Capital Reserve.

Staff further recommends that a by-law be adopted authorizing the Mayor and Clerk to enter into an agreement for contract with Walkers Construction Limited for the 2024 Road Rehabilitation construction project as outlined above.

ATTACHMENTS:

SCHEDULE A – 2024 Road Rehabilitation Location Plan

SCHEDULE B – 2024 Prorated Account Splits

SCHEDULE C – Impact to Budget – Budget Amendment BA2024-02

Prepared & Submitted by:



Ray Vachon, C.E.T.
Project Manager

Approved by:



Donna DeFilippis
Interim CAO/Treasurer



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

SCHEDULE A – 2024 Road Rehabilitation Location Plan



Schedule B - Prorated Account Splits

	Low Bid	% Splits for Gen. & Prov Items	Total w/ Gen & Prov Items	Totals w/ Tax, 15% Conting., Rounded up	Approved Budget
Schedule A - General Items	\$ 78,354.60				
Schedule B - Abingdon Road	\$ 67,405.25	9%	\$ 74,830.51	\$ 90,000.00	\$ 200,000.00
Schedule C - Concession 3 Rd	\$ 201,587.70	28%	\$ 223,794.28	\$ 270,000.00	\$ 380,000.00
Schedule D - Vaughan Road	\$ 447,811.95	62%	\$ 497,142.21	\$ 590,000.00	\$ 700,000.00
Schedule E - Provisional Items	\$ 607.50				
Totals:	\$ 795,767.00	100%	\$ 795,767.00	\$ 950,000.00	\$ 1,280,000.00



Schedule C - Impact to Budget - Budget Amendment BA 2024-02

	Original Budget	Reduction of Budget	Revised Budget	Original Funding			Revised Funding			Savings		
				Development Charges	Capital Reserve	Debenture	Development Charges	Capital Reserve	Debenture	Development Charges	Capital Reserve	Debenture
Schedule B - Abingdon Road	\$ 200,000	-\$ 110,000	\$ 90,000	\$ 20,000	\$ 180,000		\$ 9,000	\$ 81,000		\$ 11,000	\$ 99,000	
Schedule C - Concession 3 Rd	\$ 380,000	-\$ 110,000	\$ 270,000	\$ 38,000	\$ 342,000		\$ 27,000	\$ 243,000		\$ 11,000	\$ 99,000	
Schedule D - Vaughan Road	\$ 700,000	-\$ 110,000	\$ 590,000		\$ 482,600	\$ 217,400		\$ 372,600	\$ 217,400		\$ 110,000	\$ -
Totals:	\$ 1,280,000	-\$ 330,000	\$ 950,000	\$ 58,000	\$ 1,004,600	\$ 217,400	\$ 36,000	\$ 696,600	\$ 217,400	\$ 22,000	\$ 308,000	\$ -

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2024-XX

A BY-LAW TO AUTHORIZE AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN AND WALKERS CONSTRUCTION LIMITED FOR THE 2024 ROAD REHABILITATION WORK PROJECT

WHEREAS the Council of the Corporation of the Township of West Lincoln deems it expedient to enter into an agreement with Walkers Construction Limited for the 2024 Road Rehabilitation Work Project.

NOW THEREFORE THE COUNCIL OF 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 an agreement with Walkers Construction Limited for the 2024 Road Rehabilitation Work Project; and,
2. That, the Mayor and Clerk be authorized to sign the above mentioned agreement, and any other related documents, and to affix the Corporate Seal thereto.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22rd DAY OF APRIL 2024.

MAYOR CHERYL GANANN

NANCY FIORENTINO, CLERK

DATE: April 15, 2024

REPORT NO: PW-12-2024

SUBJECT: **2024-2026 Dust Control Tender Authorization**

CONTACT: Tray Benish, CRS-S, Manager of Operations
Mike DiPaola, P.Eng., Director, Public Works and Recreation

OVERVIEW:

- As part of the Township’s annual road maintenance, an application of liquid dust control suppressant (calcium chloride) is used on gravel roads for dust control measures.
- This was developed as a joint Tender with the Township of Wainfleet, to gain cost savings through joint procurement. Additionally, the Tender requested pricing for 3 years to secure long term pricing.
- A Tender document was circulated for the proposed works, which closed on March 18th, 2024. One submission was received from Da-Lee Dust Control.
- Staff recommends the acceptance of the Tender submitted by Da-Lee Dust Control for the 3-year term of 2024-2026, for the supply and application of Calcium Chloride.
- Over the course of the season, staff will be monitoring and reviewing the quantities used in order to stay within the budgeted allocation of \$137,500.00 per year, as approved in the Operating Budget.

RECOMMENDATION:

1. That report PW-12-2024 titled “2024-2026 Dust Control Tender Authorization”, dated April 15th, 2024, be received; and
2. That Tender PW 2024-03 for the application of Calcium Chloride for the purpose of dust control on gravel roads for 2024 to 2026 be awarded to Da-Lee Dust Control; and
3. That a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with Da-Lee Dust Control.

ALIGNMENT TO STRATEGIC PLAN:

BUILD – a safe, connected, caring and active community

CHAMPION – strategic and responsible growth

BACKGROUND:

As part of regular road maintenance the Township annually applies liquid dust suppressant to gravel roads for dust control measures. The application assists with the reduction of operational costs for regular road maintenance items such as grading. The Township of West Lincoln has approximately 130 lane kilometres of gravel roads requiring annual dust control. Historically, the Township applies approximately 200 to 250 flake tonnes of calcium chloride per year. In order to benefit from 'economies of scale' pricing, the Township has traditionally entered into a joint Tender with the Township of Wainfleet. The Tender closed on March 18th, 2024. In order to secure consistent pricing, a term of three years was tendered.

CURRENT SITUATION:

One (1) Tender submission was received by the Tender closing date of March 18th, 2024. Historically, we have received two (2) Tender submissions for this type of service.

The Tender submission by Da-Lee Dust Control included a per tonne price for a 27,000 litre load as well as a per tonne price for a 16,000 litre load, as per the Tender specifications. The purpose for the smaller load is to apply the dust suppressant on minor dead end roads. The approximate total cost per year will be fall within the annual approved operating budget, which is \$137,500.00 for 2024.

Staff have reviewed the Tender submission from Da-Lee Dust Control and find their pricing for the next 3 years to be acceptable. Da-Lee Dust Control has experience in this application and is capable of successfully completing this project. Da-Lee Dust Control has been the successful bidder for the previous three Tenders and has fulfilled their obligations with no issues.

FINANCIAL IMPLICATIONS:

This program is funded within the approved 2024 Roads Maintenance Operating Budget. There is an annual approved operating budget totaling \$137,500.00 for this maintenance activity. Therefore, over the course of the season, staff will be monitoring and reviewing the quantities used in order to try and stay within the budgeted allocation as approved in the Operating Budget.

INTER-DEPARTMENTAL COMMENTS:

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

CONCLUSION:

In summary, Staff recommends that the bid submission from Da-Lee Dust Control for the application of dust suppressant for gravel road dust control be accepted for the three (3) year term of 2024 – 2026, and that a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with Da-Lee Dust Control.

SCHEDULES:

Schedule A – By-Law XX-24 – Agreement with Da-Lee Dust Control

Prepared & Submitted by:



Tray Benish, CRS-S
Manager of Operations

Approved by:



Donna DeFilippis
Interim CAO & Treasurer



Mike DiPaola, P. Eng
Director, Public Works and Recreation

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2024-xx

**BEING A BY-LAW TO AUTHORIZE AN AGREEMENT
BETWEEN THE CORPORATION OF THE TOWNSHIP
OF WEST LINCOLN, THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET AND DA-LEE DUST
CONTROL FOR THE SUPPLY AND APPLICATION
OF DUST CONTROL MATERIAL FOR THE THREE-
YEAR TERM 2024 TO 2026**

WHEREAS the Council of the Corporation of the Township of West Lincoln deems it expedient to enter into an Agreement with the Corporation of the Township of Wainfleet and Da-Lee Dust Control for the supply and application of dust control material for the three-year term 2024 to 2026.

NOW THEREFORE THE COUNCIL OF 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 an Agreement with the Corporation of the Township of Wainfleet and Da-Lee Dust Control for the supply and application of dust control material for the three-year term 2024 to 2026
2. THAT, the Mayor and Clerk be authorized to sign the above mentioned Agreement, and any other related documents, and to affix the Corporate Seal thereto.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
22nd DAY OF APRIL, 2024.**

MAYOR CHERYL GANANN

NANCY FIORENTINO, CLERK

DATE: April 15, 2024
REPORT NO: REC-01-2024
SUBJECT: **Music, Market and Park It Update**
CONTACT: Wendy Beaty, Coordinator of Recreation Services
Mike DiPaola, Director of Public Works & Recreation

OVERVIEW:

- The purpose of this report is to update Council about the details of the “Music, Market and Park It” event series, including survey outcomes and next steps.
- Staff will implement pro-rated fees from the Consolidated User Fees and Charges By-law related to market vendors for the 2024 year.

RECOMMENDATION:

1. That report REC-01-2024 titled “Music, Market and Park It Update”, dated April 15, 2024, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

ENRICH - our Strong Agricultural Legacy

BUILD – a Safe, Connected, Caring and Active Community

BACKGROUND:

A new, intensified event series was approved by Council for the 2024 season, marrying the West Lincoln Farmers’ Market with Music in the Park and adding a car show. This new event has been named **Music, Market and Park It**.

Council asked for staff to report back after surveying potential vendors for participation in the 2024 Music, Market and Park It events. The main purpose of consulting potential vendors was to choose a day of the week for the events to be held.

A plan was developed in coordination with the Communication Specialist to connect with

potential vendors. This plan included publishing a media release (refer to Schedule A), contacting previous vendors, posting on social media and updating the Township website with details about the new format.

The survey was open to potential vendors from March 18 to March 28, 2024, and included seven focused questions about the upcoming Music, Market and Park It events.

Staff also recognized that the fees related to the Farmers' Market, as set out in the Consolidated User Fees and Charges By-law, may need to be reviewed as a result of the new event format.

CURRENT SITUATION:

Staff has reviewed the results of the survey. Approximately sixty (60) emails were sent to potential vendors to invite them to participate in the survey. Twenty-four (24) responses were received.

Survey Responses:

Question 1

Are you a current or new member for the Farmers' Market in West Lincoln?

- 13 current vendors (54%)
- 11 new vendors (46%)

Question 2

The Farmers' Market was held on Fridays during the 2021 and 2022 seasons. The Farmers' Market moved to Tuesdays during the 2023 season. In your opinion, what day of the week would be best for the new Music, Market and Park It event? (please rank the following options, 1 being your first choice and 5 being your last)

First Choice Results

- Monday: 3 vendors first choice (12%)
- Tuesday: 9 vendors first choice (38%)
- Wednesday: 5 vendors first choice (21%)
- Thursday: 5 vendors first choice (21%)
- Friday: 2 vendors first choice (8%)

Question 3

Would you be interested in participating in the Market held at the Township's Canada Day event?

- 15 vendors said YES (63%)
- 9 vendors said NO (37%)

Question 4

If offered, would you be interested in participating in an additional Spring Market in May?

- 19 vendors said YES (79%)
- 5 vendors said NO (21%)

Question 5

If an additional Spring Market is held in May, would you be interested in taking on a volunteer leadership role to help run this event?

- 5 vendors said YES (21%)
- 19 vendors said NO (79%)

Question 6

If offered, would you be interested in participating in an additional Holiday Market in November?

- 22 vendors said YES (92%)
- 2 vendors said NO (8%)

Question 7

If an additional Holiday Market is held in November, would you be interested in taking on a volunteer leadership role to help run this event?

- 6 vendors said YES (25%)
- 18 vendors said NO (75%)

The survey concluded with an open-ended question to collect additional feedback and suggestions, for staff consideration.

Staff Conclusions Based on Survey Results:

After reviewing the results of the survey, staff will plan to move forward with the six Music, Market and Park It events being held on Tuesdays during the months of July and August. Staff will also plan to include Canada Day as a market opportunity for seasonal vendors as well as a Holiday Market in November, leveraging volunteer resources as needed, since some vendors have expressed interest in a volunteer leadership role. Due to timing, staff will not plan for a Spring Market in May, however consideration will be given to include this event in 2025.

Staff are now moving forward with the next step in the communication plan, which will be to meet with potential vendors to provide final details about the 2024 season, including dates, fees and the application form. The process of hiring an Event Planner, as approved in the 2024 Budget, is also underway.

Market Fees

The Farmers' Market vendors' fees are set through the Consolidated User Fees and Charges By-law each year, as approved by Council. The 2024 fees were set prior to the Music, Market and Park It event details being finalized. Staff has recognized that the market fees need to be adjusted to be fair and appropriate for a shorter market season.

As per staff’s review, it is recommended that the 2024 market vendor fees be pro-rated for the 2024 market season. In 2023 seasonal market vendors had the opportunity to participate in 22 markets. In 2024, there will be 8 market opportunities. The full season vendor’s fees for 2024 will be pro-rated based on this, accordingly. The Farmers’ Markets Ontario membership and insurance are annual fees that are not affected by the number of events per season.

The pro-rated fees are summarized in the table below.

	2024 current	2024 pro-rated
Full Season Vendor (includes FMO insurance)	\$376	\$137
VQA Wineries & Stores (must provide insurance)	\$376	\$137
Additional Space for Full Season Vendor 10x10	\$121	\$44
Half Season Vendor (includes FMO insurance)	\$217	N/A
Temporary Vendor (per week) limited to 4 weeks (includes FMO insurance)	\$55	\$55*
Registered Charity and Young Entrepreneurs (under 18)	\$0	\$0

*Note – Full Season Vendor fee will be applied for more than 2 weeks of participation

The fee for “Temporary Vendor (per week) limited to 4 weeks” is \$55. This fee cannot be pro-rated as it represents a fee charged per week of participation. Therefore, there will be no change, however, it will be limited to 2 weeks as opposed to 4 weeks. If a temporary vendor participates for 3 or more weeks, then the Full Season Vendor (pro-rated) rate will be applied as it is cheaper of the two.

The Half Season Vendor pro-rated fee will not be applicable in 2024, given that the fees are already being pro-rated to reflect the reduced market season.

Since it is recommended that the fees be pro-rated, and not being changed by an increase or decrease factor, there is no need to amend the Consolidated User Fees and Charges By-law. The pro-rating of fees is an administrative staff action that still complies with the set fees of the Bylaw; therefore, no change to the By-law is required.

FINANCIAL IMPLICATIONS:

There may be a small financial impact on the budgeted revenue for market vendor fees collected in 2024. This is a result of pro-rating the fees to reflect the shorter market season. However, this may be offset by a small reduction in some expenses due to the shortened season. Overall, the net revenue and expense impact is expected to be minimal.

INTER-DEPARTMENTAL COMMENTS:

This Report was reviewed by the Township Interim CAO, the Acting Director of Finance and the Clerk’s Department.

CONCLUSION:

After thorough consideration, including input from vendors, the Township of West Lincoln will run the Music, Market and Park It event series on six Tuesdays in July and August.

Seasonal vendors will also be invited to participate in the two additional market opportunities, being Canada Day and Holiday Market.

Staff will implement pro-rated fees in the Consolidated User Fees and Charges By-law related to market vendors for 2024.

Schedule A – Media Release

Prepared & Submitted by:



Wendy Beaty
Coordinator of Recreation Services

Approved by:



Donna DeFilippis
Interim Chief Administrative Officer



Mike DiPaola
Director of Public Works & Recreation

SCEHDULE A
Music, Market and Park It Media Release

West Lincoln Introduces New Summer Event Series, Seeks Vendors for Music, Market and Park It

For Immediate Release: March 14, 2024

The Township is excited to announce a new event series coming to West Lincoln this summer: *Music, Market and Park It*.

Running in July and August, *Music, Market and Park It* will marry Music in the Park with the Farmers' Market and add in a car show for an intensive experience sure to delight the senses.

Shop and peruse spectacular local farm, food, drink and craft vendors, marvel at beautifully preserved and enhanced vehicles, and groove to live tunes – all at once!

Staff is sorting out event specifics with the help of vendor input. More information will be shared once details are finalized. Stay tuned to the Township social media channels and www.westlincoln.ca/musicmarketparket for updates.

Join the fun!

Are you interested in participating in Music, Market and Park It? Prospective vendors can email wbeaty@westlincoln.ca for more information about how to join and how to provide input.

For notifications and important updates, remember to follow the Township of West Lincoln on [Facebook](#), [X](#) and [Instagram](#) @TWPWestLincoln.

Media Contact:

Beth Audet
Communications Specialist
baudet@westlincoln.ca
905-957-3346 ext. 6737
289-244-9069

DATE: April 15, 2024

REPORT NO: REC-03-2024

SUBJECT: **RFP-PW 2024-03 Cemetery Maintenance Contract Request for Proposal Award**

CONTACT: Bob Denison, Manager of Parks, Recreation & Facilities
Mike DiPaola, P.Eng, Director of Public Works & Recreation

OVERVIEW:

- The current cemetery maintenance contractor has notified the Township in March of 2024 that they will no longer be performing the maintenance for the cemeteries.
- Staff prepared and circulated a Request for Proposal for maintenance of the twenty-one cemeteries under the Township’s jurisdiction for a five-year term (2024 to 2028).
- Seventeen (17) submissions were received for this Request for Proposal.
- In an effort to award this multi-year maintenance contract based on best value for money, all proposals received were evaluated using a set criterion of 50% (Technical) and 50% (Cost).
- Kelly Dig’s Landscaping received the highest score.
- Staff recommends awarding the five-year cemetery maintenance contract to Kelly Dig’s Landscaping for a total amount of \$ 123,139.25 (excluding HST) as itemized below on an annual basis:
 - 2024 - \$ 23,900.00
 - 2025 - \$ 24,258.50
 - 2026 - \$ 24,622.40
 - 2027 - \$ 24,991.75
 - 2028 - \$ 25,366.60

RECOMMENDATION:

1. That report REC 03-2024, titled “RFP-PW 2024-03 Cemetery Maintenance Contract Request for Proposal Award”, dated April 15, 2024 be received; and,
2. That the submission received from Kelly Dig’s Landscaping for a five-year term (2024 to 2028), in the total amount of \$123,139.25 (excluding HST) be approved,

- and,
3. That a By-Law to authorize the Mayor and Clerk to enter into an agreement with Kelly Dig's Landscaping, be passed.

ALIGNMENT TO STRATEGIC PLAN:

ADVANCE - Organizational Capacity and Effectiveness

BACKGROUND:

The current cemetery maintenance contractor has notified the Township in March of 2024 that they will no longer be performing the maintenance for the cemeteries. They were retained to complete these services in 2021 and were to continue until 2025. As a result of these developments, staff issued a Request for Proposal (RFP) to solicit competitive submissions for a new five-year cemetery maintenance contract. The contract is for grass cutting, general property maintenance, and landscape repairs for the Township's twenty-one cemeteries.

CURRENT SITUATION:

Staff prepared and circulated the RFP with a closing date of April 9, 2024. The RFP was advertised and posted on the Township's electronic bidding website, Bids & Tenders. Seventeen (17) proposals were received on the RFP closing date.

In an effort to award this multi-year maintenance contract based on best value for money, all proposals received were evaluated using the following set of criteria (50% Technical & 50% Cost) as itemized below:

- Technical Expertise & Resources
- Similar Project Experience
- Past Performance Records
- Recognized Cemetery Training
- Methodology
- Local Expertise
- Cost

Out of the seventeen (17) submissions, it was determined that the prices received from nine (9) of the submission were more than double the lowest bid received. As such, those 9 submissions were not evaluated further.

The results of the remaining eight (8) submission that were evaluated are summarized in the below table:

Company	RFP Score	Proposal Price
1. Kelly Dig's Landscaping	910	\$ 123,139.25
2. Bos Landscaping	630	\$ 202,500.00
3. DBA	620	\$ 152,238.74
4. Scenic Endeavours	475	\$ 255,000.00
5. Clintar	445	\$ 238,000.00
6. Durite	435	\$ 225,870.23
7. C&M	250	\$ 181,120.00
8. MDK	140	\$ 229,498.17

Kelly Dig's Landscaping received the highest overall score. They have the required experience, expertise, and resources to successfully delivery and complete the services set out in the maintenance contract. This company has also completed similar types of work with other local area municipalities and staff have contacted references to confirm their ability to deliver on these services.

The yearly pricing submitted by Kelly Dig's Landscaping are as follows:

- 2024 \$ 23,900.00
- 2025 \$ 24,258.50
- 2026 \$ 24,622.40
- 2027 \$ 24,991.75
- 2028 \$ 25,366.60

The above annual pricing is lower than the previous Contractor that was retained in 2021.

FINANCIAL IMPLICATIONS:

The project is to be funded through the yearly cemetery operating budget. The approved 2024 operating budget includes sufficient funds to cover the first year of this five-year maintenance contract. Staff will budget appropriately for the remaining four contract years when developing the annual operating budget.

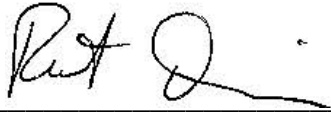
INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Acting Director of Finance and the Interim Chief Administrative Officer.

CONCLUSION:

In summary, staff recommends that the submission from Kelly Dig's Landscaping for the cemetery maintenance contract (2024 to 2028) be accepted, and that Council awards the five-year maintenance contract for a total amount of \$123,139.25 (plus HST).

Prepared & Submitted by:



Bob Denison
Manager of Parks, Recreation & Facilities

Approved by:



Donna DeFilippis
Interim CAO/Treasurer



Mike DiPaola
Director of Public Works & Recreation

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2024-XX

A BY-LAW TO AUTHORIZE AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN AND KELLY DIGS LANDSCAPING FOR THE PROVISION OF CEMETERY GROUNDS MAINTENANCE SERVICES FOR A PERIOD OF FIVE YEARS EFFECTIVE MAY 2024 TO DECEMBER 2028

WHEREAS the Council of the Corporation of the Township of West Lincoln deem it expedient to enter into an agreement with Kelly Digs Landscaping for Cemetery Grounds Maintenance Services for a period of five years effective May 2024 to December 2028.

NOW THEREFORE THE COUNCIL OF 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 an agreement with Kelly Digs Landscaping for the provision of Cemetery Grounds Maintenance Services for a period of five years effective May 2024 to December 2028.
2. That, the Mayor and Clerk be authorized to sign the above mentioned agreement, and any other related documents, and to affix the Corporate Seal thereto.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 22nd DAY OF APRIL, 2024.

MAYOR CHERYL GANANN

NANCY FIORENTINO, CLERK

DATE: April 15, 2024

REPORT NO: REC-02-2024

SUBJECT: **West Lincoln Community Centre (WLCC) and Recreation Services 2023 Review**

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

OVERVIEW:

- The purpose of this Report is to provide an overview of programs, services and recreation facility usage for 2023
- When possible, 2023 data is compared to 2022 data.
- Staff will continue to track collect, measure and document trends, strengths and opportunities in an effort to analyze and modify programs and activities to suit the needs and desires of the community.
- This type of Report will be provided annually to the Public Works and Recreation Committee

RECOMMENDATION:

1. That, report REC-02-2024, titled “West Lincoln Community Centre (WLCC) and Recreation Services 2023 Review”, dated April 15, 2024 be received for information.

ALIGNMENT TO STRATEGIC PLAN:

BUILD – a safe, connected, caring and active community

BACKGROUND:

Report RFI PW-17-2020, titled “West Lincoln Community Centre (WLCC) 2019 Update”, was provided to Committee on June 29, 2020. In that Report, staff provided an annual summary of data from 2019 and proposed that moving forward a yearly Report would be provided.

Through 2020 and 2021, with the impact of COVID-19, staff provided the following Reports with short term updates of the effects of the pandemic on recreation events, programs and services and therefore an annual Report was not provided.

- 09-21-2020 WLCC COVID-19 Re-Opening Update
- 01-18-2021 REC-01-2021 – West Lincoln Community Centre and Recreation Services COVID-19 Update
- 03-15-2021 REC-02-2021 – West Lincoln Community Centre and Recreation Services COVID-19 Update
- 05-17-2021 REC-07-2021 – West Lincoln Community Centre and Recreation Services COVID-19 Update
- 06-21-2021 REC-08-2021 – West Lincoln Community Centre and Recreation Services COVID-19 Update
- 09-20-2021 REC-11-2021 – West Lincoln Community Centre and Recreation Services COVID-19 Update
- 01-18-2022 REC-01-2022 – West Lincoln Community Centre and Recreation Services COVID-19 Update

Report REC-03-2023 titled, “West Lincoln Community Centre (WLCC) and Recreation Services 2022 Review”, was provided to Committee on April 17, 2023. Staff is now providing the annual reporting on 2023.

CURRENT SITUATION:

2023 was a full year of recreation programming, events and facility usage as the community gained confidence in safe participation and public health restrictions were no longer a factor. The West Lincoln community was eager to participate and return to recreation and leisure activities in 2023.

In 2023, there was a dramatic increase in participation levels and facility usage at the Community Centre. Many valuable connections and partnerships were fostered and/or developed in 2023 that assisted with the provision of additional services.

Through constant evaluation of successes and opportunities, staff have gained knowledge throughout 2023 to guide future planning. Recreation Services strives for continual improvement in relevance and efficiency of programming and services.

Attached to this Report are a number of Schedules, as listed below. Each Schedule provides a summary and data related to various events, programs and services offered at the WLCC in 2023. When possible data from 2022 is also provided, recognizing that there were some minor lingering effects from COVID-19 restrictions and recovery. In addition, some data from the 1st quarter of 2024 is also presented in some of the below Schedules.

- Schedule A – Staffing Levels – Hours of Operation
- Schedule B – Drop-In Programs
- Schedule C – Registered Programs
- Schedule D – Camps
- Schedule E – Township Events
- Schedule F – Facility Rentals
- Schedule G – Advertising/Vending Revenue
- Schedule H – Library
- Schedule I – Community Connections

FINANCIAL IMPLICATIONS:

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

INTER-DEPARTMENTAL COMMENTS:

This Report was reviewed by the Township Interim CAO and the Clerk's Office.

CONCLUSION:

2023 was a full year of recreation programming, events and facility usage at the West Lincoln Community Centre. There was a dramatic increase in participation levels and facility usage. This Report contains a number of Schedules which provide summaries and data related to various events, programs and services offered at the WLCC in 2023. Many valuable connections and partnerships were fostered in 2023, as presented in Schedule I, that assisted with the provision of additional services. Recreation Services strives for continual improvement in relevance and efficiency of programming and services.

SCHEDULES:

- Schedule A – Staffing Levels – Hours of Operation
- Schedule B – Drop-In Programs
- Schedule C – Registered Programs
- Schedule D – Camps
- Schedule E – Township Events
- Schedule F – Facility Rentals
- Schedule G – Advertising/Vending Revenue
- Schedule H – Library
- Schedule I – Community Connections

Prepared & Submitted by:

Approved by:



Wendy Beaty
Coordinator of Recreation Services

Donna DeFilippis
Interim Chief Administrative Officer



Mike DiPaola
Director of Public Works and Recreation

SCHEDULE A
Staffing Levels & Hours of Operation

Recreation Services Staff

Full Time

Manager of Parks, Recreation and Facilities
Coordinator of Recreation Services
Supervisor of Arena, Parks and Facilities
Recreation and Wellness Programmer
Recreation and Wellness Programmer (Extension September to December)
Customer Service Administrative Associate
Parks and Arena Operators (4)
Property and Facilities

Part Time Staff

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

Hours of Operation of West Lincoln Community Centre

September to April

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

April to September

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

Staffing Trends Through 2023

2023 continued to be a difficult year for staffing. Staff recruitment was difficult as applications were low and qualified candidates were limited. Recruitment of qualified staff continues to be problematic into 2024, however there has been a slight improvement.

West Lincoln Library Hours of Operation

The West Lincoln Library hours of operation are included in **Schedule H**.

SCHEDULE B Drop-In Programs

2023 was the first full year of unrestricted Drop-In Programming. 2022 was a few weeks short of a full year of programming. The number of Drop-In Program opportunities increased in 2023 and there was a dramatic increase in participation levels.

Drop-in Fees 2023

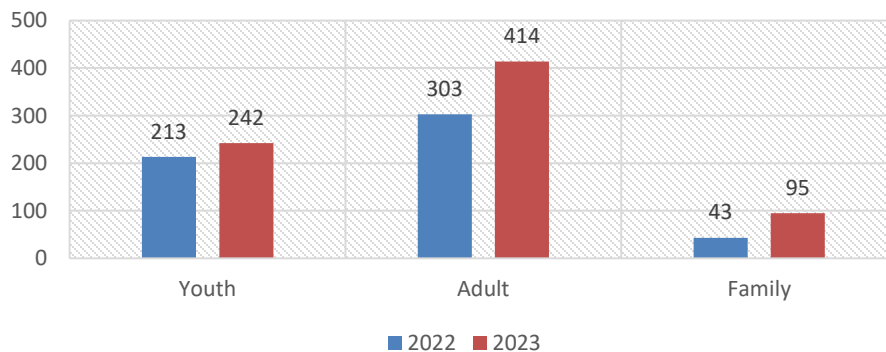
Adult	\$5.00	Discount Card (10 visits)	\$41.00
Child/Youth	\$3.00	Discount Card (10 visits)	\$15.00
Older Adult 55+	\$3.00	Discount Card (10 visits)	\$25.00

Number of Drop-In Programs Offered

The following chart shows the number of Drop-In Programs that were offered in 2022 and 2023.

It is important to note that the number of Drop-In Programs that are offered is limited by facility availability, staff resources and season. Also, a balance between Drop-In programming and availability for rentals is important to maintain. Rental availability provides opportunities for specific and exclusive facility usage.

Number of Drop-In Programs Offered

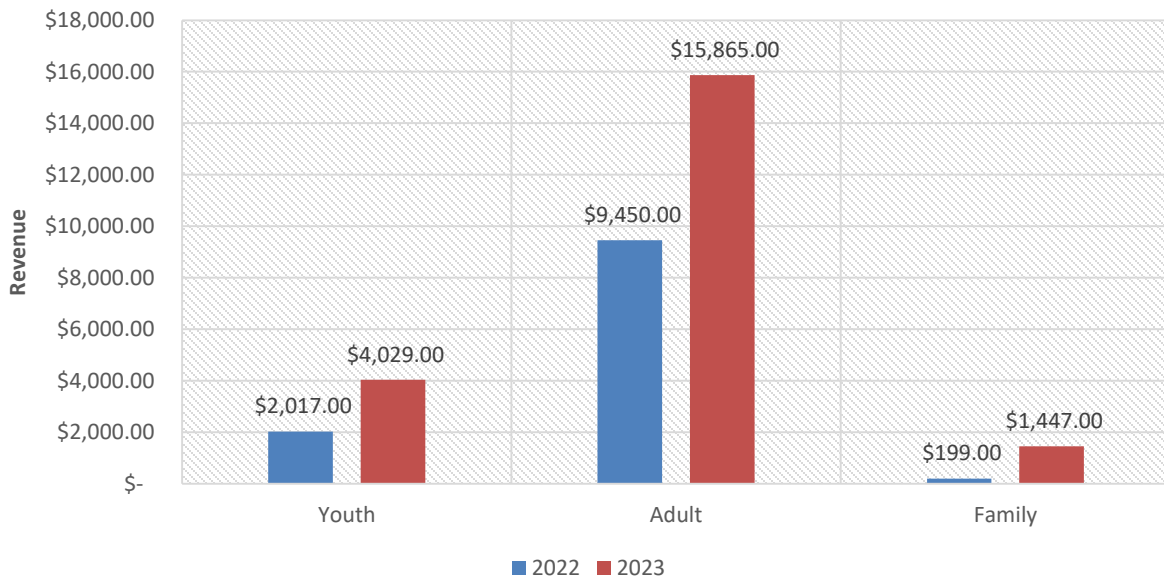


Participation Levels

The following chart shows participation levels for drop-in programs for 2022 and 2023 by looking at revenue. Including all of the demographic groups, participation levels as a whole increased by approximately 80% in 2023. Youth participation had a 100% increase. Adult participation levels increased by approximately 65% in 2023. Family Drop-In Program participation increased due to more programs being offered.

These increases can be attributed to factors such as program awareness and/or improvements to the suitability of Drop-In Programs that were offered to the needs and desires of participants.

Drop-In Participation Levels Using Revenue



*Total Revenue from Drop-In Programs in 2022 - \$11,666.00

*Total Revenue from Drop-In Programs in 2023 - \$21,341.00


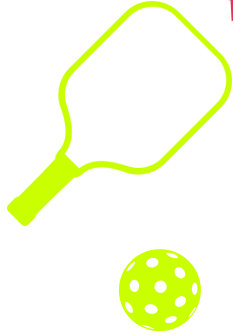
DROP-IN PROGRAM SCHEDULE

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

WEST LINCOLN COMMUNITY CENTRE

Starts January 9th, 2023



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

FACILITY INFORMATION

RECREATION SERVICES

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

Drop-In Fees

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

West Lincoln

Your Future Naturally

Youth Open Gym Drop-In (max 25)

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

Family Open Gym Drop-In (max 30)

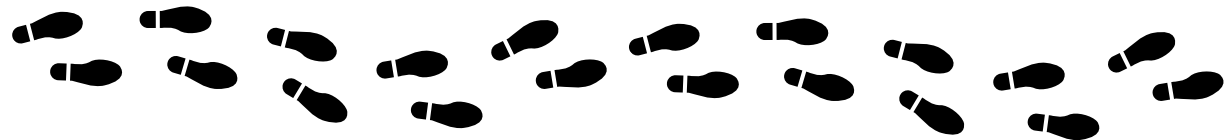
Unstructured drop-in play for families. All children and youth under 17 years of age must be accompanied by a parent/guardian who remains in the gym to participate with their children. Activities and equipment will be monitored to provide a safe environment. Drop-In Fees apply to everyone.

Older Adult Social 55yrs+ FREE

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

Walking Track Hours FREE

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



Facility Etiquette

Indoor shoes only in gymnasium.

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

Facility users must treat each other and staff with respect.

No horseplay, swearing, boisterous activity or noise pollution.

Facility users must put equipment away after use.

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

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

Cancellations

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

Facility Rental Requests

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

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

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




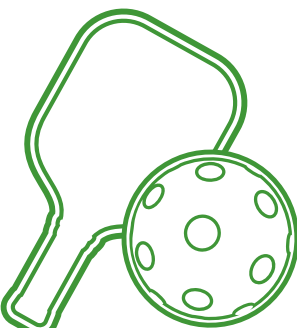

DROP-IN PROGRAMS FALL 2023

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

WEST LINCOLN COMMUNITY CENTRE

Begins September 5, 2023

West Lincoln
 Your Future Naturally

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>10:00am-12:00pm Pickleball 18yrs+</p> <p>1:00pm-3:00pm Advanced Pickleball 18yrs+</p> 	 <p>4:30pm-6:00pm Youth Pickleball 9yrs-17yrs</p> <p>6:00pm-8:00pm Pickleball 18yrs+</p> <p>8:00pm-9:30pm Volleyball 18yrs+ NEW!</p>	<p>1:00pm-3:00pm Pickleball 18yrs+</p>	<p>1:00pm-3:00pm Pickleball 18yrs+</p> <p>4:30pm-6:00pm Youth Open Gym 9yrs-12yrs Sponsored by Kiwanis Club of WL</p> <p>6:00pm-7:30pm Youth Open Gym 13yrs-17yrs Sponsored by Kiwanis Club of WL</p> <p>NEW!</p>	<p>10:00am-12:00pm Beginner Pickleball 18yrs+</p> <p>10:30am-12:00pm Older Adult Social 55yrs+ FREE</p> <p>4:30pm-6:00pm Youth Open Gym 9yrs-12yrs</p> <p>6:00pm-7:30pm Youth Open Gym 13yrs-17yrs</p> <p>7:30pm-9:30pm Family Movie Night Under 17 must be accompanied by an adult Drop-In fees apply</p>	<p>11:00am-12:30pm Family Open Gym</p> <p>6:30pm-8:30pm Pickleball 18yrs+</p> 

FACILITY INFORMATION

RECREATION SERVICES

West Lincoln Community Centre
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West Lincoln

Your Future Naturally

Drop-In Fees

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

Youth Open Gym Drop-In (max 25)

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

Family Open Gym Drop-In (max 30)

Unstructured Drop-In play for families. Children/youth under 17 yrs must be accompanied by a parent/guardian (18+) who remains in the gym to participate with their children. Activities and equipment will be monitored to provide a safe environment. Drop-In Fees apply to everyone.

Family Movie Night

Children/youth under 17 yrs must be accompanied by a parent/guardian (18+) who remains in the movie for the duration with their children. Drop-In Fees apply to everyone.

Volleyball 18yrs+ (max 30)

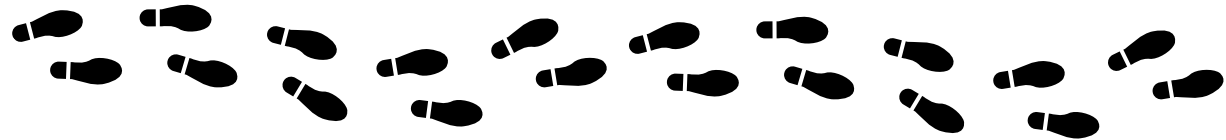
Unstructured Drop-In volleyball for adults of all skill levels. Play must be inclusive and respectful.

Older Adult Social 55yrs+ FREE

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

Walking Track Hours FREE

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



Facility Etiquette

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

Facility users must treat each other and staff with respect. No horseplay, swearing, boisterous activity or noise pollution. Discrimination and/or harassment of any kind will not be tolerated and will result in immediate removal from the Community Center.

Facility users must put equipment away after use.

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

Cancellations

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

Facility Rental Requests

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



DROP-IN PROGRAM SCHEDULE

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

WEST LINCOLN COMMUNITY CENTRE

Starts April 3rd, 2023



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

FACILITY INFORMATION

RECREATION SERVICES

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

Drop-In Fees

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

West Lincoln

Your Future Naturally

Youth Open Gym Drop-In (max 25)

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

Family Open Gym Drop-In (max 30)

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

Older Adult Social 55yrs+ FREE

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

Walking Track Hours FREE

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

Saturdays 9:00am to 5:00pm

Sundays Closed



Facility Etiquette

Indoor shoes only in gymnasium.

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DROP-IN PROGRAMS SUMMER 2023

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

WEST LINCOLN COMMUNITY CENTRE

Begins July 3, 2023

West Lincoln
 Your Future Naturally

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

FACILITY INFORMATION

RECREATION SERVICES

West Lincoln Community Centre
177 West Street, Smithville, ON
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West Lincoln

Your Future Naturally

Drop-In Fees

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

Youth Open Gym Drop-In (max 25)

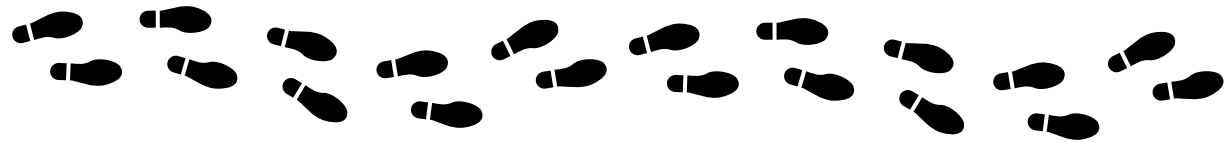
Drop in for gym fun with friends facilitated by Recreation Staff. Adults are not permitted to participate, but may stay to watch.

Family Open Gym Drop-In (max 30)

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

Walking Track Hours FREE

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



Facility Etiquette

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

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SCHEDULE C Registered Programs

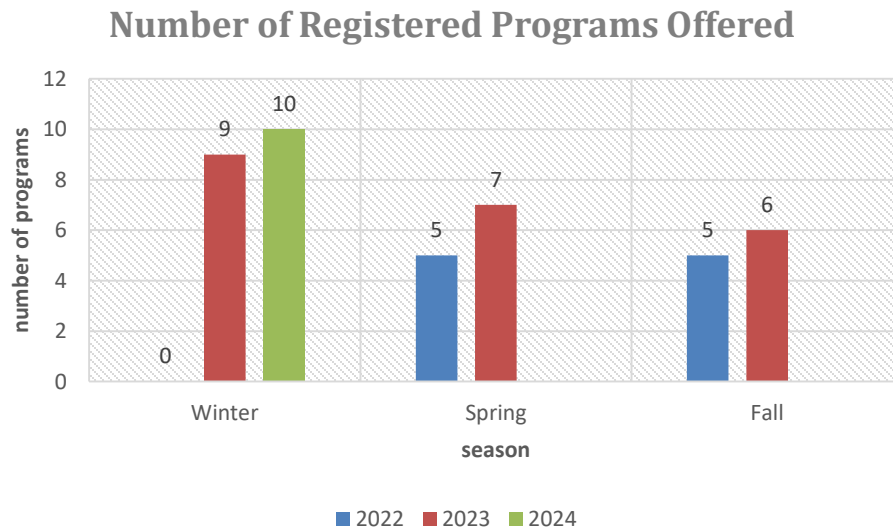
Registered programs are offered three (3) times per year during the Winter, Spring and Fall sessions. Each session is ten (10) weeks in duration and is designed with programs based on previous success and community desire. Participants are able to select appropriate classes for themselves based on the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

Overall, in 2023, the Registered Programs' status is in a phase of re-development. New fitness programming is being researched and offered. Offerings in 2023 and the beginning of 2024 have been based on success from previous sessions and identified areas of interest.

Staff have noted an increase in private business competition in the West Lincoln community in fitness and healthy lifestyle programming.

Number of Registered Programs Offered in 2023

The total number of Registered Programs that were offered in 2023 increased over 2022.



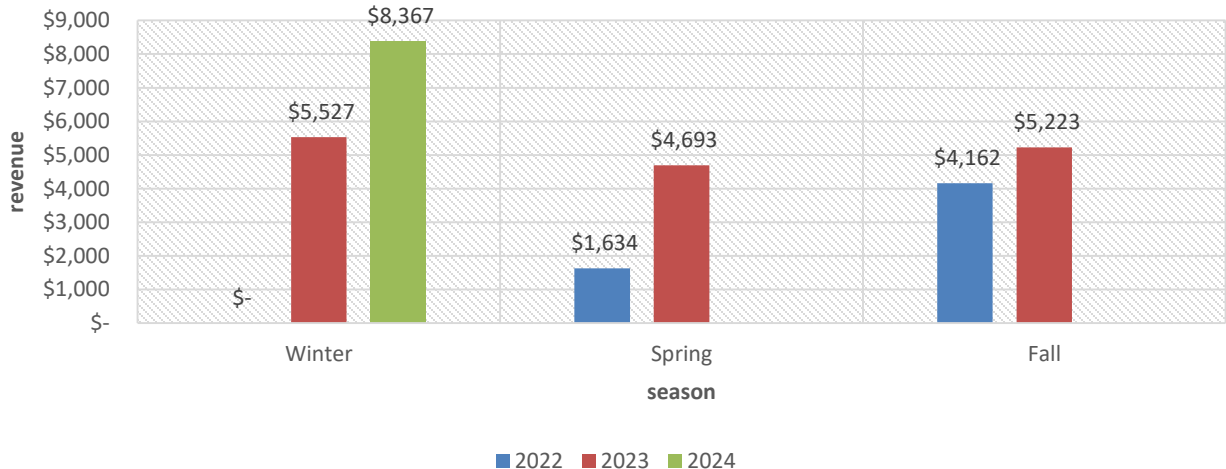
*Total Number of Registered Programs Offered in 2022 – 10

*Total Number of Registered Programs Offered in 2023 – 22

Registered Programs Participation Levels in 2023

In 2023, there was an increase in participation in each program session over 2022. The 2022 Winter program session did not have any programs due to Covid-19 recovery. There was an increase in participation in the 2023 sessions of Spring and Fall over 2022. Fees for registered programs did not increase from 2022 to 2023.

Registered Programs Participation Levels Using Revenue



*Total Revenue for Registered Programs in 2022 - \$5,796

*Total Revenue for Registered Programs in 2023 - \$15,443

Seniors' Community Grant 2023

In addition to seasonal registered programming shown in the charts above, the Township of West Lincoln was the recipient of the Seniors' Community Grant and received \$11,900 to run programming for older adults. Recreation Services offered the following programming as part of the Seniors' Community Grant.

- 3 Moccasin Making Workshops – 36 total participants (registered)
- 2 Watering Can Floral Workshops – 100 total participants (registered)
- 10 Ukulele Lessons – 18 total participants (registered)
- 1 Bird Watching Seminar – 10 participants
- 1 Niagara Elder Abuse Prevention Network Seminar – 6
- 1 Crime Stoppers Niagara Fraud Seminar – 12

All fitness classes are held at the West Lincoln Community Centre

TAI CHI

First Timers \$43
Returning \$27

Tuesdays AND Thursdays at 10:00am
January 17 to March 23 (10 weeks)

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

HATHA FLOW YOGA

\$92.00

CLASS 1 - Tuesdays at 6:30pm
January 17 to April 4 (excl. Feb 14 & Mar 14)

CLASS 2 - Wednesdays at 7:15pm
January 18 to March 29 (excl. March 15)

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

VINYASA YOGA

\$92.00

Tuesdays at 7:45pm
January 17 to April 4 (excl. Feb 14 & Mar 14)

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

GENTLE YOGA

\$92.00

CLASS 1 - Mondays at 10:00am
January 16 to April 3 (excl. Feb. 20 & Mar. 13)

CLASS 2 - Thursdays at 10:00am
January 19 to April 6 (excl. Feb 16 & Mar 16)

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

CHAIR YOGA

\$92.00

Thursdays at 11:15am
January 19 to April 6 (excl. Feb 16 & Mar 16)

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

FIT & FUN FOR BOOMERS

\$92.00

CLASS 1 - Tuesdays at 10:00am
January 17 to April 4 (excl. Feb 14 & Mar 14)

CLASS 2 - Tuesdays 11:15am
January 17 to April 4 (excl. Feb 14 & Mar 14)

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

REGISTRATION OPENS JANUARY 4, 2023

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

REGISTER ONLINE! (3% processing fee applies)

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

REGISTER IN PERSON!

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



Spring Fitness

2023

West Lincoln
Your Future Naturally

TAI CHI \$43 (first timer) or \$27 (returning)

Tuesdays AND Thursdays at 10:00am - April 18 to June 22

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

GENTLE YOGA WITH MELINDA \$92

Mondays at 10:00am-April 24 to June 26 (excl. May 22, class will be Tuesday May 23 at 12:15pm)

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

GENTLE YOGA WITH KRISTIN \$92

Thursdays at 10:00am - April 20 to June 22

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

HATHA FLOW YOGA \$92

Tuesdays at 6:30pm - April 18 to June 20

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

VINYASA YOGA \$92

Tuesdays at 7:45pm - April 18 to June 20

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

YOGA FIT (with weights) \$92

Wednesdays at 10:00am - April 26 to June 28

Yoga Fit with weights is suitable for all levels and is designed for full body strengthening. This class will help you build core strength which will help you with other poses. Using light weights, this class combines yoga moves and poses designed to build strength and stability while toning muscles. Suitable for all levels. Bring two 2lb weights.

FIT & FUN FOR BOOMERS \$92

Tuesdays at 10:00am - April 18 to June 20

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

registration opens April 3, 2023

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

Register ONLINE! (3% processing fee applies)

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

Register IN PERSON!

West Lincoln Community Centre with CASH, CHEQUE or DEBIT
1770 West Street, Smithville, ON



**Recreation
Services**

905-957-3346 ext. 4688

recreation@westlincoln.ca

www.westlincoln.ca

Fall Fitness

2023 West Lincoln

Your Future Naturally

TAI CHI \$43 (first timer) or \$27 (returning)

Tuesdays AND Thursdays at 10:00am - September 19 to November 23

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

GENTLE YOGA \$92

Mondays at 10:00am-September 18 to December 4 (excluding October 2 & 9)

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

GENTLE YOGA \$92

Wednesdays at 10:00am - September 20 to November 22

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

HATHA FLOW YOGA \$92

Tuesdays at 6:30pm - September 19 to November 21

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

VINYASA YOGA \$92

Tuesdays at 7:45pm - September 19 to November 21

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

INTRO TO PICKLEBALL & GAME PLAY \$55.20

Wednesdays 10:00am to 12:00pm - October 11 to November 15

Learn the basics of playing pickleball in a fun and supportive environment. This six week session will take participants through understanding the rules, learning basic shots and skills and working on strategies during game play.

registration opens Sept 1, 2023 9:00am



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

Register ONLINE! (3% processing fee applies)

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

Register IN PERSON! (Mon-Fri 9:00am-4:00pm)

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

**Recreation
Services**

905-957-3346 ext. 4688

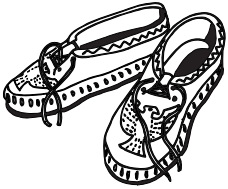
recreation@westlincoln.ca

www.westlincoln.ca

Try Something NEW! 55+

The Township of West Lincoln is proud to announce, they have received the Seniors Community Grant from the Ministry of Seniors and Accessibility. With this grant we are able to offer all of these amazing programs for FREE.

Moccasin Making Workshop



Learn the ancient art of Moccasin making from local First Nations teachers from Barefoot Bushcraft. In this workshop you will learn the history and importance of moccasin making, as well create your very own soft soled moccasin shoes in true First Nations Style. This is a full day workshop with lunch and breaks in between. No experience needed, space is very limited. ***REGISTRATION REQUIRED**

Workshop #1: November 17, 2023 from 9:00am to 4:00pm

Workshop #2: December 1, 2023 from 9:00am to 4:00pm

Workshop #3: January 19, 2024 from 9:00am to 4:00pm

Crime Stoppers Presentations

Join Crime Stoppers as they have partnered up with Niagara Elder Abuse Prevention Network (NEAPN) to bring you 2 opportunities to educate and protect yourselves.

Friday November 24th, 2023 @ 10:30am: "Senior-to-Senior Bullying and Elder Abuse Awareness."

Friday December 8th, 2023 @ 10:30am: "Be Aware...Take Care - A Safety Guide for Our Community."

Introduction to Bird Watching Speaker

Come and join Marcie Jacklin who is the Canada Chair of Birds on the Niagara, as she has been Bird Watching for over 30 years. You do not want to miss this spectacular presentation on how to get started on this popular hobby, it will be IM-PECK-ABLE.

Friday November 10, 2023 @ 10:30am

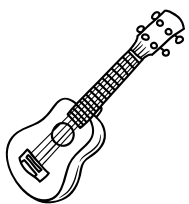


The Watering Can Workshops

Winter is near, so let us take care of you. Jump on our bus that will take you down the mountain to Vineland to the beautiful Watering Can Flower Market. Here you will be able to enjoy the floral surroundings while creating your very own Holiday or Winter season arrangement. Coffee, tea and snacks will be available for purchasing. **Bus leaves the Community Centre at 9:45am sharp. *REGISTRATION REQUIRED**

Workshop #1: Monday November 13th, 2023 @ 10:30am

Workshop#2: Tuesday December 12th, 2023 @ 10:30am



Ukulele Lessons

Beamsville/Grimsby Music Studio is coming to West Lincoln to offer Ukulele Lessons. Join our 8 week program every Wednesday at 11:00am starting **October 25th until December 13th**. No need to bring anything all Ukulele's are supplied. Come and learn something new, uke 'n do it!

***REGISTRATION REQUIRED**

Registration OPENS Monday October 16th @ 10:00am by calling 905-957-3346 ext. 4682.



SCHEDULE D Camps

Camps are offered during March Break and for 8 weeks in the summer. Camps are open to children between the ages of 4 and 12.

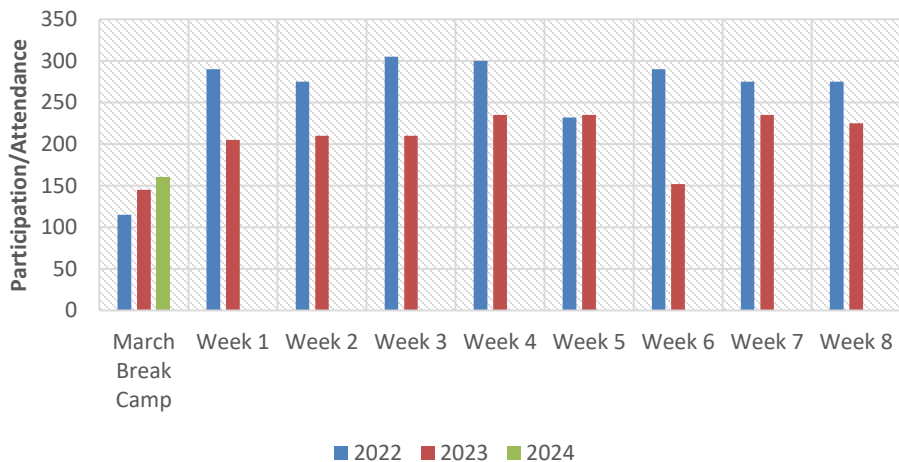
Staffing was very difficult in 2023. Applications for Camp Leader positions were low and all positions were not able to be filled. As leader-to-camper ratios needed to be maintained, staff lowered the number of spaces available at camp prior to the registration process. When the spaces were made available to the public for registration, they filled immediately. There was a waiting list for openings and staff filled spaces when cancelations occurred.

All options for utilizing Camp Leaders were exhausted. Part-season camp staff were hired in 2023 to increase the number of spaces available on certain weeks. Overall, there were not as many camper spaces available at camp in 2023 due to difficulties in hiring staff. The resulting decrease in participation/attendance levels is shown in the data below.

Participation/attendance levels are shown in the chart below. The data is shown as the number of campers registered each week. Campers attend each day; therefore, the participation/attendance level is the sum of all days in each week.

There was an increase in camp registration fees of approximately 3% in 2023.

Participation/Attendance Levels



- *2022 - week 5 was a short week (4 days), therefore registration shown is based on 4 days
- *2023 - week 6 was a short week (4 days), therefore registration shown is based on 4 days
- *Total March Break Camp Registration 2022 – 115
- *Total March Break Camp Registration 2023 – 145
- *Total Summer Camp Registration 2022 – 2242
- *Total Summer Camp Registration 2023 – 1707
- *Total Revenue From Camps 2022 - \$61,457
- *Total Revenue From Camps 2023 - \$53,763

WEST LINCOLN
COMMUNITY CENTRE
177 WEST ST. SMITHVILLE

Ages
4yrs - 12yrs

Kids March Break Camp

\$148.00/week



March 13-17, 2023

**West Lincoln Community
Centre**

8:30 a.m. - 4:00 p.m.

Activities:

- Indoor Games
- Outdoor Games
- Arts & Crafts
- Music & Dance
- Experiments
- Skating
- Scavenger Hunt
- Storytelling

**Register
Online!**



For more information:

<https://www.westlincoln.ca/en/recreation-and-leisure/day-camps.aspx>

Call 905-957-3346 #4682

Email recreation@westlincoln.ca

March Break Camp



March 13-17, 2023

MONDAY

CREATURE ADVENTURE

Discover incredible facts and fascinating stories about your animal friends.

Scavenger Hunt

TUESDAY

HEROES ASSEMBLE!

Dress as your favourite superhero and help us keep West Lincoln safe!

Ice Skating

WEDNESDAY

SCIENCE ROCKS!

Join us for exciting science experiments and unexpected discoveries.

Ice Skating

THURSDAY

JUST DANCE!

Get movin' and groovin' with all your favourite tunes and dance moves.

Ice Skating

FRIDAY

ST. PATRICK'S DAY

It's your LUCKY day! Wear green and have some fun celebrating St. Patrick's Day.

Afternoon Movie

REGISTRATION OPENS FEBRUARY 14 @ 9 a.m.

REGISTER ONLINE! (3% processing fee applies)

- Create an Online Account
- Manage Family Members

<https://www.westlincoln.ca/en/recreation-and-leisure/day-camps.aspx>

REGISTER IN PERSON!

**West Lincoln Community Centre
177 West Street, Smithville, ON L0R 2A0
Monday-Friday 9:00 a.m.- 4:30 p.m.**



West Lincoln
Your Future Naturally



SUMMER DAY CAMP

West Lincoln Community Centre
177 West St.
Smithville, ON L0R 2A0

Activities

- Indoor/Outdoor Games
- Arts & Crafts
- Music & Dance
- Experiments
- Special Trips & Guests
- Scavenger Hunt
- Storytelling

**AGES
4-12 YRS**



Early Bird
Registration

**\$139.00
PER WEEK**

Week 1: July 3-7

Week 2: July 10-14

Week 3: July 17-21

Week 4: July 24-28

Week 5: July 31- August 4

Week 6: August 8-11 (short)

Week 7: August 14-18

Week 8: August 21-25

FOR MORE INFORMATION VISIT
WWW.WESTLINCOLN.CA

CONTACT US

905-957-3346 #4688
camps@westlincoln.ca

SUMMER DAY CAMP

West Lincoln Community Centre

177 West St. Smithville, ON

Ages 4-12 years old

Monday-Friday 9:00 AM to 3:30 PM

Extended Care Available

\$7/AM or PM (\$14 both)

7:30 AM to 9:00 AM and 3:30 PM to 5:30 PM



Week 1: July 3-7

Lost in Space

Week 2: July 10-14

Under the Sea

Week 3: July 17-21

Dinosaur Adventure

Week 4: July 24-28

Safari Season

Week 5: July 31- August 4

Detective Challenge

Week 6: August 8-11 (short)

Witches & Wizards

Week 7: August 14-18

Around the World

Week 8: August 21-25

Mystery Week

REGISTRATION OPENS May 2 @ 9:00 AM

Early bird rate- May 2 @ 9AM to June 2 @ 4:30 PM \$139.00/week

Regular rate- After June 2 \$153.00/week

REGISTER ONLINE! (3% processing fee applies)

- Create an Online Account
- Manage Family Members

<https://www.westlincoln.ca/en/recreation-and-leisure/day-camps.aspx>

REGISTER IN PERSON!

West Lincoln Community Centre

177 West Street, Smithville, ON L0R 2A0

Monday-Friday 9:00 AM - 4:30 PM



West Lincoln
Your Future Naturally

SCHEDULE E Township Events at WLCC and Other Facilities

Family Day

The 2023 Family Day event was held at the West Lincoln Community Centre on February 20, 2023. Activities included:

- 2 Free, Sponsored Public Skates
- West Niagara Minor Hockey SuperSkills event
- West Lincoln Fire Fighters vs Parasport Sledge Hockey game
- 4 Free, Family Open Gym times
- 1 Free, Pickleball 18+
- 2 Free, Magic Shows plus walk-around magic
- Free Face Painting
- Family Oriented Motivational Speaker
- Makerspace in the Library
- West Lincoln Fire Fighters' Breakfast
- Dog Got It Concession

Easter Egg Hunt

The 2023 Easter Egg Hunt was held outdoors at the playground and greenspace area on the north end of the Community Centre property. The event was rain or shine and would be cancelled if severe weather.

Staff had planned to use the large open space in the outfield area of the baseball diamond for the egg hunting, however; it was decided that the area was too wet and the hunting area was moved to the splash pad. Hunting was divided by age into 3 groups. The intensity of the hunt created aggressiveness and disorder and it was determined that the "hunt" style of the event should be reconsidered.

The event also included the following additional activities:

- Free Face Painting
- West Lincoln Fire Services truck and display
- Free Petting Zoo
- Easter Bunny

Visitors to the event were asked to bring a food donation to the West Lincoln Community Care Food Bank.

Overall, the event was well received and the estimated attendance was 1250.

Earth Day

Earth Day is on April 22 each year. Recreation Services invites community groups, businesses, and individuals to participate in a Community Clean Up to celebrate Earth Day. Efforts are supporting by facilitating clean up locations, providing garbage bags and picking up collected garbage. Road-side and/or creek-side cleanup activities are

not recommended or facilitated by the Township. In 2022 there were 3 Earth Day events that registered with Recreation Services.

Farmers' Market

In 2023, the Farmers' Market continued with a full season from June 13, 2023 to October 3, 2023. An Easter market, two plant sale markets, a Canada Day market and a Winter market were also held.

The 2023 Farmers' Market was implemented by the Market Coordinator through funding received by the continuation of Regional Economic Development grant from the Ministry of Agriculture, Food and Rural Affairs. The funding ended in July 2023.

Vendor participation and attendance were both fair for the 2023 market season. There were some struggles with inclement weather which affected the events. Staff prepared some guidelines for decision making regarding weather to increase transparency and improve consistency.

The 2023 Market included special events such as a Teddy Bear Picnic in coordination with the Library and a Cooking Demonstration.

Music in the Park

In 2023 the Music in the Park concert series continued and increased from 4 to 6 events. Concerts were held on July 12, 19, 26, August 2, 9 and 16 from 7:00pm to dusk. The Kiwanis Club of West Lincoln collaborated to offer snacks at the events by donation. Staff secured sponsorships from local businesses to support the series. 1 of the 6 concerts was held indoors due to weather. The concerts were well attended and the estimated attendance over 6 concerts was 1000 to 1200. Staff received many comments and feedback from attendees about their enjoyment of the series.

Movies in the Park

In 2023, Movies in the Park events were continued and increased from 2 to 4 events. Movies were shown on July 14, 28, August 11 and 25 beginning at dusk. The Kiwanis Club of West Lincoln collaborated to offer snacks at the events by donation. 2 of the 4 movie nights were held indoors due to weather. Attendance over 4 movie nights was estimated at 350.

Harvest Routes

The Harvest Routes event returned in 2023 with both workshops and a Marketplace. Workshops were held on both Friday, September 29 and Saturday, September 30. On Friday, workshops were held at Caistor Community Centre and the West Lincoln Community Centre. On Saturday, workshops were held at the Wellandport Community Centre and the West Lincoln Community Centre. The Marketplace was held in the gymnasium at the Community Centre on September 30 from 10:00 a.m. to 4:00 p.m.

A total attendance for workshops on both days was 430. 24 vendors were secured for participation at the Marketplace. It is estimated that the attendance of visitors to the Marketplace was approximately 250.

Parade

In 2023, the Parade Committee held a traditional style parade that began at the West Lincoln Community Centre and continued to Industrial Park Road. The West Lincoln Community Centre parking lot was used to stage entries and bands for the start of the parade.

Township staff played a roll in facilitating and executing the parade through the coordination of road closure permits and Niagara Regional Police services and Township Staff were on duty for the event to assist with parade entry coordination and road closures.

Township Events at Other Locations

Canada Day (Leisureplex Township Park)-estimated attendance 2500

Family Day 2023

February 20, 2023
West Lincoln
Community Centre

Gym Time

Capacities apply
Indoor Shoes Required

9:30am Family Open Gym

Parents/guardians are required to stay and play

10:30am Family Open Gym

Parents/guardians are required to stay and play

11:30am Family Open Gym

Parents/guardians are required to stay and play

12:30pm to 2:30pm Pickleball 18yrs+

4:00pm to 5:00pm Family Open Gym

Parents/guardians are required to stay and play

Food

West Lincoln Fire Fighters' Breakfast

8:30am to 11:00am

All you care to enjoy pancakes by donation \$\$\$ (no debit)

Dog Got It Concession

Open All Day (debit available)

IceTime

Public Skating Sponsored by: Touchdown Willy's
9:30am to 11:00am

West Niagara Minor Hockey SuperSkills
11:30am to 1:00pm

Public Skating Sponsored by: Premier Equipment
1:30pm to 3:00pm

WL Fire Fighters vs Parasport Sledge Hockey Game
3:30pm to 5:00pm

CSA-approved helmets are recommended for all ice activities

FREE!

Face Painting

10:00am to 3:00pm

Mark the Magician

Upstairs Community Rooms
Shows at 12:00pm & 2:00pm

John Golub

Gymnasium at 3:00pm
Author of "My Ice Cream Sunday"
A family oriented, motivational and inspirational talk that is perfect for all ages!

Smithville Library

Family MakerSpace
1:00pm to 5:00pm

West Lincoln

Your Future Naturally

EARTH DAY | WEST LINCOLN

To celebrate Earth Day, we encourage you to participate in a *Community Clean Up* around April 22nd.

Get involved!

The Township will support your efforts by facilitating clean up locations, providing garbage bags and picking up collected garbage.

Register your event today!

all events must take place Monday to Friday



Register Your Event
recreation@westlincoln.ca
905.957.3346 ext. 4688

West Lincoln
Your Future Naturally

Stay Safe

Safety first! Review the safety tips below and take the necessary precautions during your community cleanup.

DO wear gloves (latex, work gloves, or cotton gloves).

DO wear good walking shoes and dress for the weather.

DO provide proper adult supervision for children at all times.

DO be careful of wild animals, insects, hives and nests, and noxious weeds such as poison ivy and giant hogweed.

DO be mindful of unstable or slippery ground (e.g. ravines, river banks), in tunnels or near stormwater management ponds.

DO NOT go near water-filled areas such as ditches, streams or ponds. Be extra cautious in areas where there could be water or ice.

DO NOT overfill or compact bags. Injuries from jagged or broken items may occur.

DO NOT pick up the following items:

- Sharp objects
- Needles and syringes
- Hazardous Waste
- Abandoned barrels
- Chemical containers
- Unidentifiable containers
- Bulging or dented containers
- Containers leaking unknown substances
- Propane cylinders
- Gas cans, oil or antifreeze
- Paint cans
- Pesticide or herbicide containers
- Automotive batteries
- Weapons
- Narcotics
- Dead animals



DO note the location of any of the above items and make Township staff aware of them after your cleanup.



TOWNSHIP OF WEST
LINCOLN

EASTER EGG HUNT

APRIL 7, 2023 | 9:30AM-12:00PM

- EGG HUNT 0-4 YRS 10:00 AM
- EGG HUNT 5-8 YRS 10:30 AM
- EGG HUNT 9-12 YRS 11:00 AM
- FACE PAINTING
- WEST LINCOLN FIRE SERVICES
- PETTING ZOO
- PHOTOS WITH EASTER BUNNY

FOOD DONATIONS TO WEST
LINCOLN FOOD BANK ACCEPTED

BRING YOUR OWN BASKET

RAIN OR SHINE
CANCELLED IF SEVERE WEATHER

WEST LINCOLN COMMUNITY CENTRE PARK

177 WEST ST. SMITHVILLE

WWW.WESTLINCOLN.CA





West Lincoln
Your Future Naturally

MUSIC IN THE PARK

Wicked Truth July 12

Doppelganger July 19

John Atlee Band July 26

The British Invasion August 2

Riley Michaels August 9

The Retro Rockers August 16

Location: West Lincoln
Community Centre
Bandshell - 177 West
Street Smithville ON
L0R 2A0

Starting at 7:00PM

West Lincoln
Your Future Naturally

MOVIES in the park

Super Pets July 14
Sonic 2 July 28
Paws of Fury Aug 11
Shazam! Fury of the Gods Aug 25

Location: 177 West Street
Smithville ON L0R 2A0

Movies Beginning at Dusk



Harvest Routes

A CELEBRATION OF ARTS & CULTURE



September 29 & 30



SEPT 29

Workshops

Caistor Community Centre

9184 Regional Road 65, Caistor Centre

West Lincoln Community Centre

177 West Street, Smithville

SEPT 30

Workshops

Wellandport Community Centre

5042 Canborough Road, Wellandport

West Lincoln Community Centre

177 West Street, Smithville

Artists' Marketplace

10:00am to 4:00pm

West Lincoln Community Centre

West Lincoln Public Libraries

Drop by any West Lincoln Public Library

Branch from 10am to 5pm for festive crafts

Local Stops

West Niagara Agricultural Centre

Ker Church

Smithville United Church



West Lincoln

Your Future Naturally

Recreation Services

905-957-3364 ext. 4688

recreation@westlincoln.ca

September 29

Smithville Workshops-West Lincoln Community Centre

- 10:00am-Watering Can Floral Arrangement (18yrs+)
- 12:00pm-Watering Can Floral Arrangement (18yrs+)
- 2:00pm-Watering Can Floral Arrangement (18yrs+)
- 2:00pm-Deb's Holiday Cards (18yrs+)



Caistor Workshops-Caistor Community Centre

- 10:00am-Urban Tractor Farm Stained Glass Dragonfly (18yrs+)
- 12:00pm-Urban Tractor Farm Stained Glass Dragonfly (18yrs+)
- 2:00pm-Urban Tractor Farm Stained Glass Dragonfly (18yrs+)

September 30

Smithville Workshops-West Lincoln Community Centre

- 10:00am-Watering Can Floral Arrangement (18yrs+)
- 12:00pm-Watering Can Floral Arrangement (18yrs+)
- 2:00pm-Watering Can Floral Arrangement (18yrs+)

Children & Youth Smithville Workshops

- 10:00am-Creative Bug Splatter Painting (3-6yrs)
- 12:00pm-Creative Bug Acrylics Painting (6-10yrs)
- 2:00pm-Creative Bug Clay Creation (10yrs+)

Wellandport Workshops-Wellandport Community Centre

- 10:00am-ANG Designs Festive Gnomes (18yrs+)
- 12:00pm-ANG Designs Harvest Wreath (18yrs+)
- 2:00pm-ANG Designs Festive Gnomes (18yrs+)

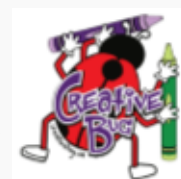


Artists' Marketplace

West Lincoln Community Centre

September 30 10:00am to 4:00pm

Visit a variety of local artists and makers at the Harvest Routes Marketplace. There is something for everyone!



SCHEDULE F Facility Rentals

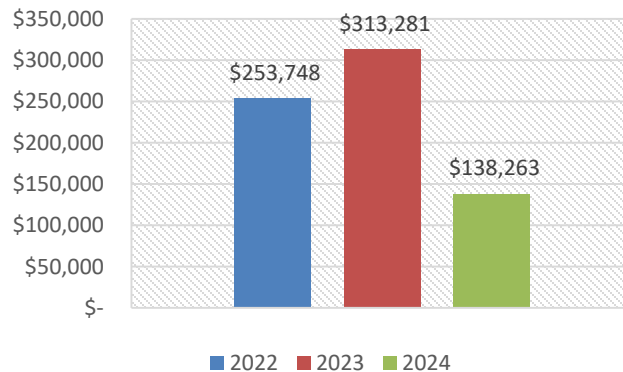
Arena Ice

The Arena/Ice season runs from September to April. This means that the season crosses two years and two budget periods. Covid-19 had effects on the data provided here for the month of January in the 2022. 2023 is a good representation of a full year of ice rentals. 2023 includes data from the 2022-2023 season and the 2023-2024 season.

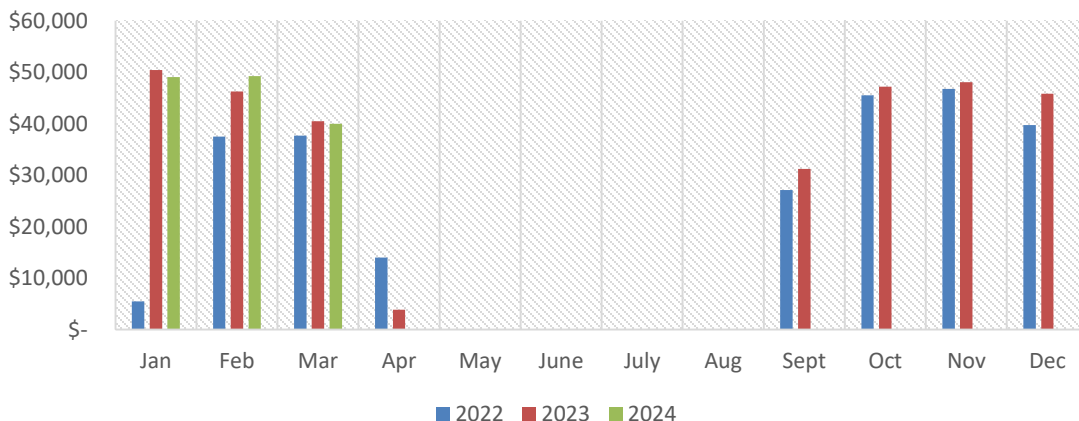
The 2023-2024 season (September 2023 to April 2024) has just come to a close. The charts below includes January to March 2024 for reference. The months of September to December 2024 are upcoming as part of the 2024-2025 season.

There was an approximate 3% increase in ice user fees from the 2022-2023 season to the 2023-2024 season.

Ice Rental Total Revenue by Year



Ice Rental Revenue by Month



Gymnasium

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

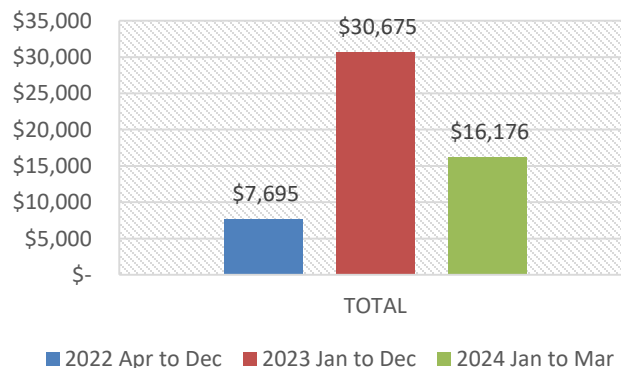
- Children's parties
- Soccer training
- Volleyball
- Port Cares/EarlyON
- Pickleball
- Skipping
- Basketball
- Home School activities
- Baseball
- Floor hockey league
- Canadian Blood Service

Gymnasium rental fees increased by approximately 3% from 2022 to 2023.

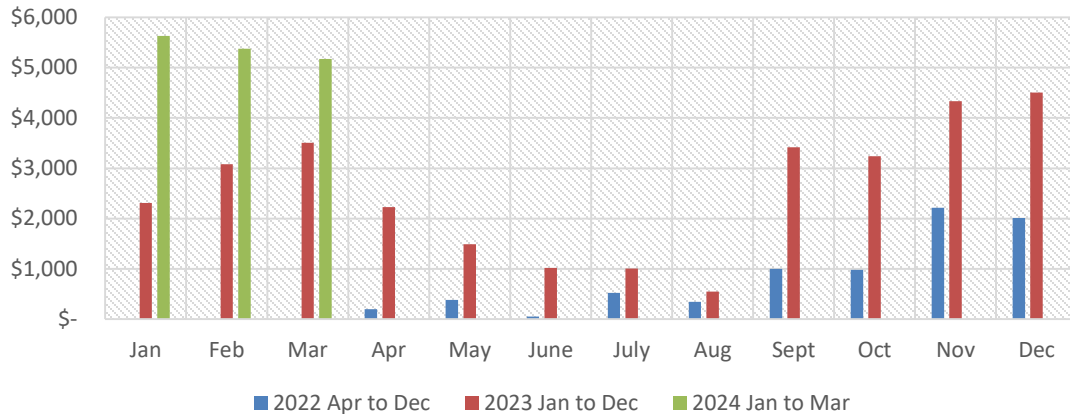
The charts below includes data from 2022 to 2024. It is important to note that there was no revenue from January to April in 2022 due to Covid-19 effects and recovery. The data shown for 2024 only includes revenue for the first three months of the year.

Although there was a dramatic increase in rentals from 2022 to 2023, the same increase is not expected in 2024 as gymnasium availability is becoming very limited.

Gymnasium Rentals Total Revenue by Year



Gymnasium Rentals Revenue by Month



Community Rooms

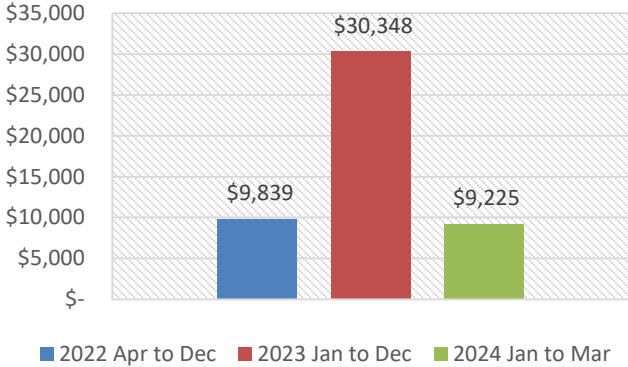
The Community Rooms are also very popular through the facility rental process. There are three rooms that can be rented as single, double or full (3). A kitchenette is also available for rental as part of Community Room 1. The rooms have been rented for many purposes. We often have rentals for children’s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

The Community Rooms are also used for Township drop-in programs like Older Adult Social, registered Township programs like yoga and partnership programs like the Niagara Region’s Healthy Safe and Strong program.

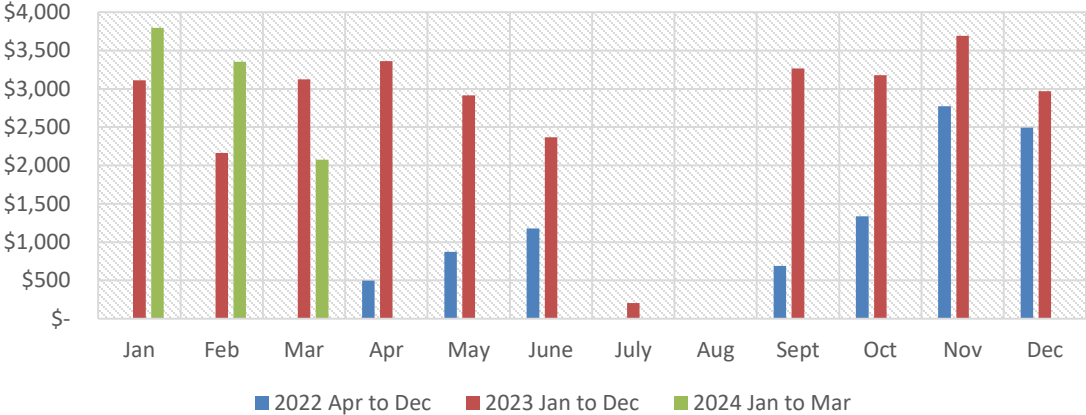
The Community Rooms are critical to the Summer Camp program as they provide a space for crafts, activities and lunches. This means that the Community Rooms are not available for private rentals during the months of July and August each year.

The revenue reported here is from private rentals of the community rooms. Community Room rental fees increased by approximately 3% from 2022 to 2023.

Community Room Rentals Total Revenue by Year



Community Room Rentals Revenue by Month



SCHEDULE G
Advertising/Vending Revenue

In August of 2019, the Township entered into an advertising agreement with Nustadia Media. The agreement has been renewed annually for the administration of the arena board advertising with \$16,000 revenue guaranteed per year. In 2022, \$16,000 was collected through this advertising agreement. In 2023, the same amount, \$16,000 was collected through the agreement.

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

2019 Total Advertising/Vending Revenue	\$11,080
2022 Total Advertising/Vending Revenue	\$16,630
2023 Total Advertising/Vending Revenue	\$18,714

In 2019, West Niagara Minor Hockey Association signed an agreement with the Township to operate the concession area at the Community Centre. The agreement was renewed with Dog Got It operating the concession area under West Niagara Minor Hockey for 2022 and again in 2023.

SCHEDULE H

West Lincoln Public Library - Smithville Branch

LIBRARY BRANCH INFO

info@westlincolnlibrary.ca; westlincolnlibrary.ca

CAISTORVILLE BRANCH



9549 York Street, Caistorville, ON, N0A 1C0

905-692-4290

Tuesday & Wednesday: 5pm to 8pm

Friday & Saturday: 10am to 5pm

Sunday, Monday & Thursday: Closed

NUMBER OF HOURS OPEN PER WEEK: 20

SMITHVILLE BRANCH



177 West Street, Smithville, ON, L0R 2A0

905-957-3756

Monday & Friday: 3pm to 8pm

Tuesday, Wednesday, Thursday & Saturday: 10am to 5pm

Sunday: Closed

NUMBER OF HOURS OPEN PER WEEK: 38

WELLANDPORT BRANCH



5042 Canborough Road, Wellandport, ON, L0R 2J0

905-386-6792

Tuesday & Thursday: 5pm to 8pm

Wednesday & Saturday: 10am to 5pm

Sunday, Monday & Friday: Closed

NUMBER OF HOURS OPEN PER WEEK: 20

FOLLOW US ON SOCIAL MEDIA





SCEHDULE H

West Lincoln Public Library *Smithville Branch*

In February of 2023 the Smithville Branch of West Lincoln Library proudly launched its MakerSpace over the Family Day weekend. The MakerSpace consists of a 3D printer, a Cricut machine, an embroidery machine, a sewing machine, a digital vinyl converter, a digital video converter, a green screen, and a button maker, with plans to continuously update and expand. Almost 200 community members visited the library to view the equipment in action.

Other successful events held at the Smithville Branch in 2023 was the celebration of our mascot, Llaverne's 2nd birthday in June, the Tour of the Universe dome, Teddy Bear Picnic, and our fall book sale.

The focus of the Smithville Branch in 2023 had been on engaging teen members of the community. With free beverages at the café, wifi, eight public computer workstations, programs such as Cosplay Club and Get Baking, and an established GamerSpace that boasts a large screen TV, Nintendo Switch and, not one, but two Oculus Quest 2 virtual reality headsets, and friendly and welcoming library staff, the Smithville Branch of West Lincoln Library is becoming "the" place to be for teens and tweens.

The Smithville Branch nearly doubled it's membership in 2023 over 2022, ending the year with almost 1500 active library card holders. Being a part of Libraries in Niagara Consortium (LiNC), West Lincoln community members have easy access to materials from most Niagara libraries, such as sensory kits, book club sets and video games.

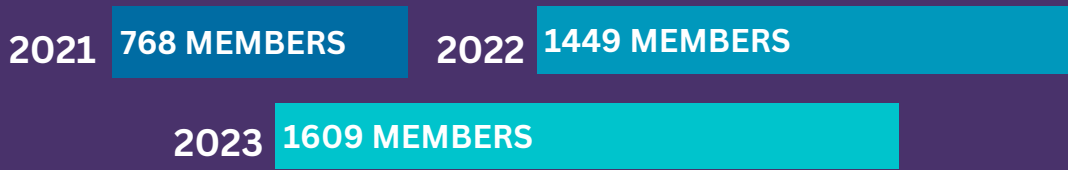
With the addition of an OWL in our modern-looking boardroom and the appealing esthetic of our windowed program room with attached kitchenette, our spaces are increasing being re-rented by community groups, businesses and individuals.

SCHEDULE H

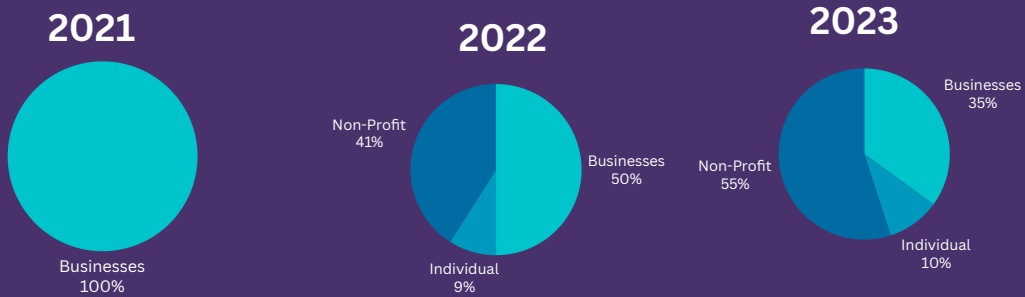
West Lincoln Public Library - Smithville Branch

SMITHVILLE LIBRARY USE 2021 - 2023

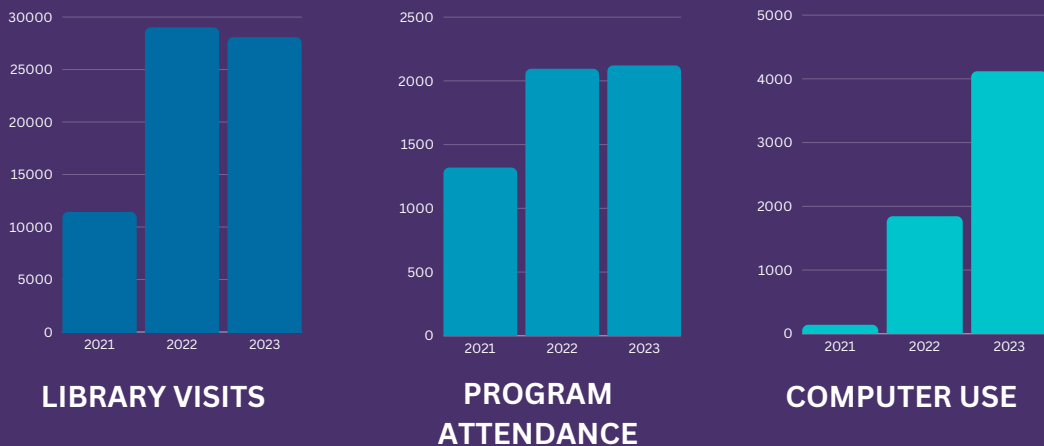
ACTIVE MEMBERS - SMITHVILLE:



GROUPS RENTING SPACE



LIBRARY VISIT, PROGRAM ATTENDANCE AND COMPUTER USE



SCHEDULE I Community Connections

Throughout the year, Staff explore opportunities to develop connections in the community that will create mutually beneficial outcomes and increase capacity and enhance services. These connections vary greatly, but each one assists in the improvement of programs, events or services.

Below is a list of community connections that were developed or continued during 2023.

Kiwanis Sponsored Youth Drop-in Programs

Drop-in programs are unstructured, physical activities that are open to all levels and abilities. Drop-in for gym fun with friends facilitated by Recreation Staff. Youth drop-in on Thursdays is a sponsored program by the **Kiwanis Club of West Lincoln**.

- Thursdays 4:30 p.m.- 6:00 p.m. 9-12 yrs
- Thursdays 6:00 p.m.- 7:30 p.m. 13-17 yrs

The Kiwanis Club of West Lincoln supported these programs throughout all of 2023 by paying the drop-in fees for all attendees, thereby making the programs free to participants.

Niagara Region Healthy, Safe and Strong Program

The Township of West Lincoln continued its partnership with the **Niagara Region** to offer a free community-based group exercise program that helps seniors improve balance, strength and reduce the chance of falls. This program is administered by the Niagara Region and is held at the West Lincoln Community Centre. Facility rental fees are not charged to the Niagara Region for the use of community rooms or for storage of equipment.

Sportball Niagara

The Township of West Lincoln continued its partnership with **Sportball Niagara** in 2023 to offer non-competitive sports instruction for children 16 months to 10 years. The programs were run in the gymnasium at the Community Centre for 3 sessions in 2023. The total number of participants in the programs in 2023 was 72 and the Township received \$1066.00 as a percentage of registration fees collected by Sportball Niagara.

Port Cares EarlyON Child and Family Centre

EarlyON is a Family Centre for parents and children to learn, play and grow. The EarlyON Centre offers free programs for parents/caregivers and children from birth to 6 years old. In 2023, the Township continued a facility rental agreement with Port Cares EarlyON for the rental of community room and gymnasium space at the Community Centre. EarlyON has also been provided with storage space for their program supplies as well as access to the kitchenette for programming staff.

Family Day Event Connections

At the 2023 Family Day event, the following community connections were made:

- Fire fighters' community breakfast hosted by **West Lincoln Fire Services**

- SuperSkills Hockey in partnership with **West Niagara Minor Hockey Association**
- Skipping demonstrations in partnership with **Lincoln Leapers**
- Sledge Hockey Match in partnership with **Parasport Niagara** and (vs.) WL Fire fighters
- **Crime Stoppers Niagara** information table
- **Welland Jackfish** mascot community outreach

March Break Camp

- **West Lincoln Public Library** – Smithville Branch – In 2023, the Township’s March Break camp connected with the Smithville Branch of the Library to have a library visit as part of the camp programming plan.
- **Niagara Region** Subsidy Program – The Township continued its connection with the Niagara Region to administer their subsidy program for March Break Camp participants who qualify.

Easter Event

In 2023, staff connected with **West Lincoln Community Care Food Bank** by collecting food bank items at the Easter Egg Hunt.

Earth Day Event

The Township of West Lincoln invites **local businesses, schools, youth groups, facility users and residents** to participate in a Community Clean Up event to celebrate Earth Day around April 22 each year. The Township supports efforts by facilitating clean up locations, providing garbage bags and picking up and disposing of collected garbage.

Hanging Basket Sponsorship Program

In 2023, Recreation Services continued with the Hanging Basket Sponsorship Program, where connections are made with **local businesses, community groups and individuals**. Businesses have an opportunity to show community support and Recreation Services develops a relationship with the business community.

Summer Camp

- **West Lincoln Public Library** – Smithville Branch – In 2023, the Township’s Summer Camp Program partnered with the library to host a life-sized inflatable Planetarium on the arena floor.
- **Niagara Region** Subsidy Program – The Township continued its connection with the Niagara Region in 2023 to administer their subsidy program for Summer Camp participants who qualify.

West Lincoln Farmers' Market

- **West Lincoln Public Library** – Smithville Branch – The library hosted a Teddy Bear Picnic in connection with the Farmers’ Market in 2023. The picnic was intended to be outdoors, however, with poor weather in the forecast the Market Coordinator and the library collaborated to move the event indoors.

- **The Smithville Garden Club** joined with the Farmers' Market in 2023 to host two Plant Sale Markets in May.
- Staff invited the Farmers' Market for inclusion at the Canada Day event in 2023.

Age Friendly Advisory Committee – Free Community Event

The Township of **West Lincoln's Age Friendly Advisory Committee** hosts free events typically in the Spring and Fall aimed at arming the community with knowledge and tips to protect themselves and live safe and healthy lifestyles (particularly older adults).

- Events are hosted at the Community Centre and coordinated through the facility rental process with Recreation Services
- Events include guest speakers from **West Lincoln Fire & Emergency Services, Niagara Regional Police Services, Merritt Funeral Home, West Lincoln Public Library, Canadian Anti-Fraud Centre**

Movies in the Park

In 2023, staff continued the partnership with the **Kiwanis Club of West Lincoln** for the four Movies in the Park events. The partnership included Kiwanis providing snacks by donation for movie-goers which added value to the event and provided Kiwanis with community exposure.

Music in the Park

In 2023, staff continued the partnership with the **Kiwanis Club of West Lincoln** for six Music in the Park events. The partnership included Kiwanis providing snacks, by donation, for movie-goers which added value to the event and provided Kiwanis with community exposure.

Canada Day

In 2023, staff collaborated with the **West Lincoln Library** to offer activities as part of the Canada Day event. A collaboration with the **West Lincoln Youth Soccer Club** was also arranged to add Canada Day tattoos and stickers to the days activities.

Harvest Routes

As part of the 2023 Harvest Routes event, staff connected with **artists and makers** to create the Marketplace which supported their talents and provided an opportunity for sales. Vendors at the Harvest Routes Marketplace do not pay vendors fees. Staff also connect with **West Lincoln Community Care Food Bank** to coordinate the collection of food bank items in exchange for participation in a workshop that is taught by a volunteer local artist. These connections add value to the event and support the local arts and culture community.

West Lincoln Shines Community Tree Lighting

In 2023, the **Kiwanis Club of West Lincoln** planned and presented the annual community tree lighting event in partnership with the Township. The Township provides the lights on the tree and staff support each year. This event also included many other community connections as coordinated by Kiwanis. The following is a list of community connections made as part of the tree lighting event.

- **Smithville Christian High School** – concert choir and risers
- **Knights of Columbus** – Grill and manpower
- Sponsorships from **Foodland, Cheryl & John Ganann, Stanpac, Rebecca Mullin of Desjardins Insurance, Summer Heinen of Royal LePage**

West Lincoln Santa Claus Parade

In 2023, the West Lincoln Santa Claus Parade Committee, a committee of council, met regularly throughout the year to coordinate the annual Santa Claus Parade. A staff liaison and a Council liaison were part of the Committee. Staff and Committee members managed all components of the event to present it to the community. The Committee partners with many different **organizations and businesses** to successfully present this community event. These connections foster community involvement and pride.

- Staff administered a cost sharing agreement with **Niagara Regional Police Services (50/50)** for the provision of policing and road safety at the event.
- Staff connected with the **Niagara Region** for the coordination of the road closure.
- Committee members made many connections with local businesses through their sponsorship campaign.
- Committee members also made connections with **local clubs, associations, and schools** as they recruited participants for the event.

Goosechase- Free Community Challenges (Past)

Niagara Economic Development provided the region-wide availability of GooseChase, a digital scavenger hunt platform. GooseChase allowed municipalities, chambers, BIA's, DMO's and other business-supporting organizations to create games and missions with the goal to attract customers in new, creative and safe ways. In 2023, the Township's Communication Specialist administered the following GooseChase events which connected with Recreation Services through the promotion of community involvement and exposure of Township assets.

- Community Challenge: TWL Playground Challenge
- Community Challenge: Spooktacular
- Community Challenge: Merry Questmas
- TWL Staff Challenge: Ho Ho Holiday Challenge

Sponsorships

Throughout the year, the Recreation Services explores opportunities to connect with sponsors to financially support Township programs, services and events. Sponsors benefit from the relationship through community exposure and involvement which may fulfill their goals or mandates. The following is a list of **community sponsors** in 2023:

- Hanging Basket Sponsorship Program
- Canada Day Event main stage sponsorship
- Public Skating sponsorship throughout the year
- Music in the Park event sponsorship

- Family Day Public Skating sponsorship
- Family Day Gymnasium events sponsorship