

TOWNSHIP OF WEST LINCOLN ADMINISTRATION/FINANCE/FIRE COMMITTEE AGENDA

MEETING NO. SIX

Monday, September 16, 2024, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Pages

1. CHAIR - Councillor Trombetta

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

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 p.m. 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, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit 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 or delegations.

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.

The Chair to inquire if there are any members of the public present who wish to address any items on the Administration/Finance/Fire Committee agenda.

7. **CONSENT AGENDA ITEMS**

7.1 **ITEM A32-34**

CONSENT AGENDA ITEMS

There are no consent agenda items.

8. **COMMUNICATIONS**

8.1 **ITEM A33-24**

6

Niagara Pallet

Re: Request for Fireworks Display at 2906 South Grimsby Road 8 - September 20, 2024

RECOMMENDATION:

That, the request received from Mike Vrugteveen on behalf of Niagara Pallet, for Victoria Fireworks to host a fireworks display on September 20, 2024 at 2906 South Grimsby Road 8 in Smithville, be approved.

9. **STAFF REPORTS**

9.1 **ITEM A34-24**

7

Manager of Finance/Deputy Treasurer (Katelyn Repovs) and Director of Finance/Treasurer (Donna DeFilippis)

Re: Treasurer's Annual Statement for 2023 Development Charges

RECOMMENDATION:

1. That, Information Report T-19-2024, dated September 16, 2024, regarding "Treasurer's Annual Statement for 2023 Development Charges", be received for information; and,
2. That, this report and the accompanying schedules be made available to the public on the Township of West Lincoln's website.

9.2 **ITEM A35-24**

15

Director of Finance/Treasurer (Donna DeFilippis) and Manager of Finance/Deputy Treasurer (Katelyn Repovs)

Re: Information Report T-18-2024 - 2025 Budget Process and Schedule

RECOMMENDATION:

That, Information Report T-18-2024, titled “2025 Budget Process and Schedule”, dated September 16 2024, be received for information.

9.3 ITEM A36-24

22

Fire Chief (Dennis Fisher)

Re: Monthly Update - August 2024

RECOMMENDATION:

That, Information Report WLFD-11-2024, titled “Monthly Update – August 2024”, dated September 16 2024, be received for information.

9.4 ITEM A37-24

25

Director of Legislative Services/Clerk (Justin Paylove)

Re: Township Hours of Operation for Winter Break 2024

RECOMMENDATION:

1. That, Recommendation Report C-05-2024, titled “Township Hours of Operation for Winter Break - 2024”, dated September 16, 2024, be received; and
2. That, the following Winter Break operating schedule be approved:
 - a. That, the Township Administration Building be closed on December 27, 30 and 31, 2024 (office closed for the period between December 24, 2024 to and including January 1, 2025); and,
 - b. That, the Public Works Yard remain open on December 27, 30 and 31, 2024; and
 - c. That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24, 2024 to January 1, 2025 inclusive, with the exception of December 25, 2024.

9.5 ITEM A38-24

27

Fire Chief (Dennis Fisher)

Re: Recommendation Report WLFD-13-2024 - RFP Fire Station # 2 - Full or Partial Demolition Report

RECOMMENDATION:

1. That, Recommendation Report WLFD-13-2024 regarding “RFP Station # 2 - Full or Partial Demolition Report” dated September 16, 2024, be received; and,
2. That, Council accept the RFP submission by York 1 Demolition and approve Option “A” in the amount of \$78,400 (plus HST); and,
3. That, a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with York 1 Demolition.

10. OTHER BUSINESS

10.1 ITEM A39-24

Chief Administrative Officer (Truper McBride)
Re: Staff Accomplishments

1. Tray Benish - CRS (Certified Road Supervisor) Senior Designation

10.2 ITEM A40-24

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

10.3 ITEM A41-24

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

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

RECOMMENDATION:

12.1 Property Tax and Payroll Coordinator (Lisa Kasko-Young) and Manager of Finance/Deputy Treasurer (Katelyn Repovs)
Re: Recommendation Report T-17-2024 - Municipal Act Section 357/358/359 Applications

REPORT PROVIDED UNDER SEPARATE COVER

Applicable closed session exemption(s):

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

RECOMMENDATION:

12.2 Director of Legislative Services/Clerk (Justin Paylove)
Re: Citizen Appointments on Boards and Committees - Heritage Committee

APPLICATION PROVIDED UNDER SEPARATE COVER

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

12.1 Property Tax and Payroll Coordinator (Lisa Kasko-Young) and Manager of Finance/Deputy Treasurer (Katelyn Repovs)

Re: Recommendation Report T-17-2024 - Municipal Act Section 357/358/359 Applications

12.2 Director of Legislative Services/Clerk (Justin Paylove)

Re: Citizen Appointments on Boards and Committees - Heritage
Committee

13. **Confidential Resolution Disclosure**

14. **ADJOURNMENT**

The Chair to declare the meeting adjourned.

From: [Mike Vrugteveen](#)
To: [Justin Paylove](#)
Cc: [Dennis Fisher](#); [Fred Vrugteveen](#)
Subject: Niagara Pallet
Date: August 29, 2024 2:52:05 PM

Good afternoon Justin,

As per our discussion this afternoon at the township office,

We are having an employee function at our facility on September 20, 2024 from 6:00-10:00 pm. We are looking for permission to have fireworks at the end of the night.

Victoria Fireworks will be responsible for the display.

Thank you,

photo



Mike Vrugteveen
Niagara Pallet

[905-386-7543](tel:905-386-7543) | ext. 225 | niagarapallet.ca

mike@niagarapallet.ca

[2906 South Grimsby Rd. 8 Smithville, ON L0R 2A0](#)



App Banner Image



IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.



DATE: September 16, 2024
REPORT NO: T-19-2024
SUBJECT: **Treasurer’s Annual Statement for 2023 Development Charges**
CONTACT: Katelyn Repovs, CPA, CA Deputy Treasurer/Manager of Finance
Donna DeFilippis, CPA, CA Director of Finance/Treasurer

OVERVIEW:

- In accordance with the *Development Charges Act, 1997*, this report provides a year-end summary of development charge activity and reserve fund balances for the 2023 calendar year.

RECOMMENDATION:

1. That, Information Report T-19-2024, dated September 16, 2024, regarding “Treasurer’s Annual Statement for 2023 Development Charges”, be received for information; and,
2. That, this report and the accompanying schedules be made available to the public on the Township of West Lincoln’s website.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1, 2, 4

- **Theme 1: Build a safe, connected, caring and active community:** Development Charges provide funding for projects that have a growth component.
- **Theme 2: Champion strategic and responsible growth:** Development Charges act as key funding component to meet infrastructure requirements brought on by growth.
- **Theme #4: Foundational: Advance organizational capacity and effectiveness:** Preparation and presentation of this report will ensure that the Township complies with legislated reporting obligations.

BACKGROUND:

Development charges (DCs) are one-time fees collected on new (or additions/expansions of) residential and non-residential properties, to finance a portion of the capital infrastructure requirements associated with growth. Amounts collected are held in the designated Development Charge (DC) Reserve Fund account and accumulate interest. The growth-related spending authority is approved annually as part of the Township’s budget process, with capital projects included in the DC Background Study being eligible for development charge funding.

Annually, the Treasurer of a municipality is required to provide Council with a financial statement related to the development charge by-law and reserve funds.

Under the *Development Charges Act, 1997 (DCA)*, subsection 43(2) and O. Reg. 82/98 prescribe the information that must be included in the Treasurer’s Statement, as follows:

- opening and closing balances of the reserve funds;
- description of each service for which the reserve fund was established;
- all transactions for the year;
- for projects financed by DCs, the amount spent on the project from the DC reserve fund, and show how the portions not funded through DCs were funded;
- amounts borrowed from the fund by the municipality, purpose of the borrowing, and interest accrued during year;
- amount and source of money used by the municipality to repay municipal obligations to the DC reserve fund;
- list of credits by service, by holder (opening balance, credits given in the year, and closing balance); and,
- statement as to whether compliance with subsection 59.1(1) of the DCA has been met.

The below chart presents a description of each service for which a reserve fund was established:

DC Reserve Fund Service	Description of Service
Growth Studies	Used to finance the cost of growth-related studies.
Services Related to a Highway	Used for growth-related projects for roads and road-related structures and infrastructure.
Fire Protection Services	Used for growth-related projects for fire facilities, rolling stock, and related equipment.
Parks and Recreation Services	Used for growth-related projects for park development, amenities, trails, facilities, rolling stock, and related equipment.
Library Services	Used for growth-related projects for library facilities, materials, and rolling stock.
Stormwater Services	Used for growth-related projects for stormwater-related infrastructure.
Wastewater Services	Used for growth-related projects for sewer-related infrastructure.
Water Services	Used for growth-related projects for water-related infrastructure.

During the 2023 year, there were no amounts borrowed from the funds by the Township for non-DC activities. In addition, there are no credits to disclose.

Section 59.1(1) of the DCA specifically prohibits municipalities from imposing additional payments on developers or requiring construction of a service unless specifically

authorized under the DCA or another Act. This provision does not affect a municipality's right to include conditions for installation or payment for local services but is intended to restrict other "voluntary" payments that may have been sought by municipalities outside the legislative framework. The Township of West Lincoln complies with section 59.1(1) of the DCA.

Furthermore, beginning in 2023, *Bill 23 (More Homes Built Faster, 2022)* introduced a new requirement that all municipalities must commit or spend at least 60% of the monies in a reserve fund at the beginning of the year for its services related to a highway (roads), water, and wastewater. This requirement is fulfilled through Schedule "D" to this report.

CURRENT SITUATION:

The attached Schedules comprise the Treasurer's Statement:

- **Schedule "A"** – provides a summary of the financial activity of the various DC reserve funds for the year ending December 31, 2023. Inflows into the reserve consist of contributions collected at the time of building permit issuance, plus interest earned in the fiscal year. Outflows from the reserve represent monies being spent towards capital and operating costs attributable to growth. The closing balance as at December 31, 2023 represents the cash balance in the DC reserve funds. Finally, the commitments represent reserve monies that are committed towards active ongoing projects, with expected completion dates in 2024.
- **Schedules "B" and "C"** – detail how the Township's DC reserve fund monies are being spent towards capital and operating costs attributable to growth. Outflows from the reserve funds are made in accordance with the Township's 2019 Background Study and 2022 Background Study Update, in support of Township By-laws 2019-51 and 2022-77, respectively. These schedules also show any other funding sources for projects not fully funded through DCs.
- **Schedule "D"** – this schedule shows the Township's compliance in meeting the new *Bill 23* requirement, in that at least 60% of the monies in reserve funds (as of January 1, 2023) for services related to a highway (roads), water, and wastewater have been committed or spent.

Of note, the Fire Protection Services, Library Services and Stormwater Services DC reserve funds are currently in negative positions as of December 31, 2023. This is largely due to timing of project completion, before enough DCs were collected related to these service areas. In addition, DC collections have historically been less than forecasted, slowing the recovery timing. These overdrawn funds will be recovered through future DC collections. If a reserve is in an overdrawn position, it is borrowing from other DC reserves. For simplicity, the individual internal borrowing between DC reserves is not shown.

In 2023, DCs were collected on five building permits as follows:

- Three permits for Single Family and Semi-Detached units
- Two permits for Non-Residential units

Only one of the above permits was issued for a property within the Urban Boundary, which includes a charge for Water, Wastewater and Storm Services. Applications in the rural area of the municipality do not pay DCs for those services. In 2022, DCs were collected on 10 building permits.

This report, along with the accompanying schedules, will be posted on the Township's website, as per Section 43(2.1) of the DCA.

FINANCIAL IMPLICATIONS:

There is no financial impact in receiving this report. DCs are important in financing a portion of growth-related capital requirements, and are legislated through the Development Charges Act. The DC By-law sets the fees for collection at the building permit stage. Fees are deposited into separate DC Reserve Funds, in accordance with legislative requirements, and recorded as deferred revenue. Interest accrues on these funds. DC revenue is recognized as amounts are used to fund eligible growth-related projects that are included in the Township's Capital Plan and DC Background Study.

INTER-DEPARTMENTAL COMMENTS:

This report was discussed with the Senior Management Team.

CONCLUSION:

It is recommended that the Treasurer's Statement of Development Charges report and accompanying schedules, for the year ended December 31, 2023, be received for information, and posted on the Township's website.

SCHEDULE(S):

Schedule "A" – Annual Treasurer's Statement of DC Reserve Funds

Schedule "B" – Amounts Transferred to Capital/Operating– Capital Fund Transactions

Schedule "C" – Amounts Transferred to Capital/Operating– Operating Fund Transactions

Schedule "D" – Statement of Reserve Fund Balance Allocations

Prepared & Submitted by:

Katelyn Repovs, CPA, CA
Deputy Treasurer/Manager of Finance

Approved by:

Truper McBride
CAO

Reviewed by:

Donna DeFilippis, CPA, CA
Director of Finance/Treasurer

**Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
As at December 31, 2023**

	Services to which the Development Charge Relates									
	Growth Studies	Services Related to a Highway	Fire Protection Services	Parks and Recreation Services	Library Services	Stormwater Services	Wastewater Services	Water Services	Total	
Opening Balance, January 1, 2023	\$ 261,573	\$ 2,290,492	\$ (443,842)	\$ 70,254	\$ (8,661)	\$ 49,899	\$ 725,033	\$ 603,761	\$ 3,548,509	
PLUS:										
Development Charge Collections	12,318	199,572	14,064	45,551	7,880	1,091	8,882	22,828	312,186	
Accrued Interest	13,637	107,472	-	5,187	-	-	35,883	31,604	193,783	
Sub-total	<u>\$ 287,528</u>	<u>\$ 2,597,536</u>	<u>\$ (429,778)</u>	<u>\$ 120,992</u>	<u>\$ (781)</u>	<u>\$ 50,990</u>	<u>\$ 769,798</u>	<u>\$ 658,193</u>	<u>\$ 4,054,478</u>	
LESS:										
Amount Transferred to Capital Fund (Schedule "B")	-	833,086	152,658	4,148	196,931	-	81,440	-	1,268,263	
Amount Transferred to Operating Fund (Schedule "C")	38,699	48,750	-	16,288	1,970	112,500	65,730	75,000	358,937	
Sub-total	<u>38,699</u>	<u>881,836</u>	<u>152,658</u>	<u>20,436</u>	<u>198,901</u>	<u>112,500</u>	<u>147,170</u>	<u>75,000</u>	<u>1,627,200</u>	
Closing Balance, December 31, 2023	\$ 248,829	\$ 1,715,700	\$ (582,436)	\$ 100,556	\$ (199,682)	\$ (61,510)	\$ 622,628	\$ 583,193	\$ 2,427,278	
COMMITMENTS:										
DC Reserve Funds Committed towards Active Projects	75,000	-	27,667	-	-	-	75,000	-	177,667	
Available Balance, December 31, 2023	\$ 173,829	\$ 1,715,700	\$ (610,103)	\$ 100,556	\$ (199,682)	\$ (61,510)	\$ 547,628	\$ 583,193	\$ 2,249,611	

**Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital/Operating Fund - Capital Fund Transactions
As at December 31, 2023**

CAPITAL FUNDING SOURCE														
CAPITAL FUND TRANSACTIONS	Gross Capital Cost	DC Reserve Fund	Capital Reserve	Bridge Reserve	Fire Reserve	Community Fund Reserve	Wastewater Reserve	Library Reserve	Road Settlement Reserve	In Lieu of Parkland Reserve	Donations	Canada Community Building Fund	Debtenture	Grant Contribution
<u>Services Related to a Highway</u>														
General Road Rehabilitation and Replacement	2,517,723	251,769	267,446	-	-	-	-	-	188,500	-	-	395,715	776,300	637,993
New Construction of Road and Sidewalk (Spring Creek Road)	222,945	177,578	45,367	-	-	-	-	-	-	-	-	-	-	-
Bridge Rehabilitation and Replacement	1,121,002	112,100	-	14,155	-	-	-	-	142,738	-	-	176,708	-	675,301
Tandem Truck and Plow Unit (Addition to Fleet)	291,639	291,639	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Services Related to Highways	\$ 4,153,309	\$ 833,086	\$ 312,813	\$ 14,155	\$ -	\$ -	\$ -	\$ -	\$ 331,238	\$ -	\$ -	\$ 572,423	\$ 776,300	\$ 1,313,294
<u>Fire Protection Services</u>														
Replacement of Fire Station 2	1,813,807	77,069	-	-	40,000	64,138	-	-	-	-	-	40,000	1,592,600	-
Equipment for Additional Volunteer Firefighters	75,589	75,589	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Fire Protection Services	\$ 1,889,396	\$ 152,658	\$ -	\$ -	\$ 40,000	\$ 64,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ 1,592,600	\$ -
<u>Parks and Recreation Services</u>														
Addition to New Leisureplex Pavilion	13,211	4,148	-	-	-	-	-	-	-	9,063	-	-	-	-
Sub-total - Parks and Recreation Services	\$ 13,211	\$ 4,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,063	\$ -	\$ -	\$ -	\$ -
<u>Library Services</u>														
Smithville Branch - Addition to Collection	16,425	14,400	-	-	-	-	-	2,025	-	-	-	-	-	-
Caistorville Branch - Addition to Collection	8,713	7,563	-	-	-	-	-	-	-	-	1,150	-	-	-
Wellandport Branch - Addition to Collection	10,983	9,483	-	-	-	-	-	-	-	-	1,500	-	-	-
Wellandport Library Addition (Note 1)	Note 1	165,485	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total - Library Services	\$ 36,121	\$ 196,931	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,025	\$ -	\$ -	\$ 2,650	\$ -	\$ -	\$ -
<u>Wastewater Services</u>														
Inflow & Infiltration Reduction - Sewer Relining	259,356	81,440	-	-	-	-	177,916	-	-	-	-	-	-	-
Sub-total - Wastewater Services	\$ 259,356	\$ 81,440	\$ -	\$ -	\$ -	\$ -	\$ 177,916	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note 1 - the Wellandport Library Addition was constructed between 2017 and 2018, at a total cost of \$1,252,304. Per the 2019 Background Study, 21% of the project was to be funded through Development Charges (total of \$263,918). Due to inadequate Development Charge funds at the time, the Library Reserve was used instead. Therefore, each year, a portion of the Development Charges collected were used to payback the Library Reserve. At the end of 2022, a total of \$98,433 had been repaid to the Library Reserve. In 2023, Administration chose to fully payback the Library Reserve, in the amount of \$165,485.

Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital/Operating Fund - Operating Fund Transactions
As at December 31, 2023

OPERATING FUNDING SOURCE

OPERATING FUND TRANSACTIONS	Gross Operating Cost	DC Reserve Fund	Operating Fund	Planning Reserve	Capital Reserve	Wastewater Reserve	Donations	Grant Contribution
<u>Growth Studies</u>								
Development Charge Background Study	36,882	36,882	-	-	-	-	-	-
Urban Boundary Expansion	20,186	1,817	-	18,369	-	-	-	-
Sub-total - Growth Studies	\$ 57,068	\$ 38,699	\$ -	\$ 18,369	\$ -	\$ -	\$ -	\$ -
<u>Services Related to a Highway</u>								
Traffic Master Plan	65,000	48,750	-	-	16,250	-	-	-
Sub-total - Services Related to Highways	\$ 65,000	\$ 48,750	\$ -	\$ -	\$ 16,250	\$ -	\$ -	\$ -
<u>Parks and Recreation Services</u>								
Multi-Use Recreation Facility Debt Repayment	1,051,719	16,288	632,638	-	-	-	402,793	-
Sub-total - Parks and Recreation Services	\$ 1,051,719	\$ 16,288	\$ 632,638	\$ -	\$ -	\$ -	\$ 402,793	\$ -
<u>Library Services</u>								
Multi-Use Recreation Facility Debt Repayment	127,177	1,970	76,500	-	-	-	48,707	-
Sub-total - Library Services	\$ 127,177	\$ 1,970	\$ 76,500	\$ -	\$ -	\$ -	\$ 48,707	\$ -
<u>Stormwater Services</u>								
Stormwater Master Drainage Plan	150,000	112,500	-	-	37,500	-	-	-
Sub-total - Stormwater Services	\$ 150,000	\$ 112,500	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ -
<u>Wastewater Services</u>								
Inflow & Infiltration Reduction - Sewer Relining	161,557	50,730	-	-	-	20,827	-	90,000
Pollution Control Plan - CSO Study	50,000	15,000	-	-	-	35,000	-	-
Sub-total - Wastewater Services	\$ 211,557	\$ 65,730	\$ -	\$ -	\$ -	\$ 55,827	\$ -	\$ 90,000
<u>Water Services</u>								
Water Master Plan	75,000	75,000	-	-	-	-	-	-
Sub-total - Water Services	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Township of West Lincoln
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Reserve Fund Balance Allocations
As at December 31, 2023**

Reserve Fund:	Water Services
Balance in Reserve, January 1, 2023	\$ 603,761
60% of Balance to be Allocated (at a minimum)	\$ 362,257

Projects to Which Funds Will be Allocated

Project Description	Future Funding	Current Year Funding	Allocated to Date
Water Master Plan		\$ 75,000	\$ 75,000
Watermain Upsize and Replacement Projects (per 2024 Ten-Year Capital Plan)	\$ 1,571,000		\$ 1,571,000
Total	\$ 1,571,000	\$ 75,000	\$ 1,646,000

Reserve Fund:	Wastewater Services
Balance in Reserve, January 1, 2023	\$ 725,033
60% of Balance to be Allocated (at a minimum)	\$ 435,020

Projects to Which Funds Will be Allocated

Project Description	Future Funding	Current Year Funding	Allocated to Date
Inflow & Infiltration Reduction - Remedial Works (Future Funding per 2024 Ten-Year Capital Plan)	\$ 186,000	\$ 132,170	\$ 318,170
Pollution Control Plan - CSO Program		\$ 15,000	\$ 15,000
Sewer Main Upsize and Replacement Projects (per 2024 Ten-Year Capital Plan)	\$ 1,175,000		\$ 1,175,000
New Wastewater Servicing for Urban Boundary Expansion (per 2024 Ten-Year Capital Plan)	\$ 14,400,000		\$ 14,400,000
Total	\$ 15,761,000	\$ 147,170	\$ 15,908,170

Reserve Fund:	Services Related to a Highway
Balance in Reserve, January 1, 2023	\$ 2,290,492
60% of Balance to be Allocated (at a minimum)	\$ 1,374,295

Projects to Which Funds Will be Allocated

Project Description	Future Funding	Current Year Funding	Allocated to Date
Traffic Master Plan		\$ 48,750	\$ 48,750
General Road Rehabilitation and Replacement (Future Funding per 2024 Ten-Year Capital Plan)	\$ 4,719,700	\$ 251,769	\$ 4,971,469
New Construction of Road Infrastructure (Future Funding per 2024 Ten-Year Capital Plan)	\$ 5,276,300	\$ 177,578	\$ 5,453,878
Bridge Rehabilitation and Replacement (Future Funding per 2024 Ten-Year Capital Plan)	\$ 834,000	\$ 112,100	\$ 946,100
New Equipment (Future Funding per 2024 Ten-Year Capital Plan)	\$ 851,000	\$ 291,639	\$ 1,142,639
New Public Works Operations Facility (per 2024 Ten-Year Capital Plan)	\$ 5,650,000		\$ 5,650,000
Total	\$ 17,331,000	\$ 881,836	\$ 18,212,836

DATE: September 16, 2024

REPORT NO: T-18-2024

SUBJECT: **2025 Budget Process and Schedule**

CONTACT: Donna DeFilippis, CPA, CA, Director of Finance/Treasurer
Katelyn Repovs, CPA, CA, Manager of Finance/Deputy Treasurer

OVERVIEW:

This report outlines key dates regarding the 2025 Budget process as summarized below:

- **Monday, January 27, 2025 Council Meeting:** Presentation of the 2025 Draft Operating and Capital Budget
- **Tuesday, February 18, 2025 Admin/Finance/Fire Meeting:** Presentation of the Final 2025 Operating and Capital Budget
- **Wednesday, February 19, 2025 Admin/Finance/Fire Meeting:** This date will only be required if the 2025 Budget is not approved at the February 18, 2025 meeting.
- **Monday, February 24, 2025 Council Meeting:** Ratification of the 2025 Capital and Operating Budget
- A 2025 budget engagement survey will be launched in the fall of 2024 in order to allow the public to share their thoughts regarding the 2025 budget
- This report also outlines some key items that will be impacting the 2025 Budget for Council's review

RECOMMENDATION:

That, Information Report T-18-2024, titled "2025 Budget Process and Schedule", dated September 16, 2024, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

- Strategic Priority #4 ADVANCE- organizational capacity and effectiveness

BACKGROUND:

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

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

The 2024 base tax levy is \$9,709,110, which contributes to funding an operating budget of \$21.9 million. As we approach the 2025 budget, it is important to note that a 1% increase in the tax levy will yield an additional \$97,091 in revenue.

CURRENT SITUATION:

Administration has drafted a schedule as it relates to timing for submission of departmental budgets and meetings with the Treasurer and CAO. This timeline is imperative for the Finance department as it allows for the necessary reviews, additional analysis, and preparation of the final draft budget and corresponding reports. Qwestica Software will be used to produce the budget, along with the accompanying “Openbook” platform, which provides a public facing, interactive tool that is available through the Township’s website. The Township’s Corporate Strategic Plan is a key guiding document referred to as the budget is developed. The budget dates outlined below have been chosen in order to ensure that the 2025 Capital and Operating Budget can be approved by the end of February 2025.

Key Budget Dates are as follows:

- **Monday, January 27, 2025 Council Meeting:** Presentation of 2025 Draft Operating and Capital Budget. Council will have an opportunity at this meeting to provide Administration with additional direction prior to presentation of Final 2025 budget.
- **Tuesday, February 18, 2025 Admin/Finance/Fire Meeting:** Presentation and approval of the Final 2025 Operating and Capital Budget.

- **Wednesday, February 19, 2025 Admin/Finance/Fire Meeting:** This date will **only be required** if the 2025 Budget is not approved at the February 18, 2025 Committee meeting.
- **Monday, February 24, 2025 Council Meeting:** Ratification of the 2025 Capital and Operating Budget.

A 2025 budget engagement survey will be launched in the fall of 2024 in order to allow the public to share their thoughts regarding the 2025 budget.

FINANCIAL IMPLICATIONS:

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

The items below are being highlighted to Council as they either will affect the 2025 Budget or will be a discussion item:

- **Contribution to West Lincoln Hospital:** As part of the 2021 Operating and Capital Budget Final Report T-07-2021, a new hospital levy of \$75,300 was introduced. In addition, a schedule to increase this levy over the following 4 year (2022 to 2025) was also shared with Council. This new hospital levy is part of the financing plan related to the required local contribution to the \$200 million build. The West Lincoln contribution is \$4,524,850, which will be comprised of reserves and debenture. The hospital levy ensures that funds are available to pay back the debenture.

To date, \$226,500 has been included in the hospital levy, and there was originally a final increase planned in 2025 of \$50,200. However, the debenture proceeds of \$2,670,950 were received in July 2024, which now provides Administration with the actual debenture repayment schedule. This debenture has an average interest rate of 4.39% over the twenty year term. Based on the debenture schedule, a balance of \$207,000 is required in the hospital levy. This means that there is no need to increase the levy in 2025; in fact, **a decrease to the hospital levy of \$19,500** will take place.

- **Asset Management:** In June 2022, Council was presented with the Township's Asset Management Plan through Report T-19-2022. That report included information regarding the cost of full funding of our asset replacements. In order to reach the full funding required, a tax levy increase of 5% or \$485,455 annually was recommended. This is necessary to reach the annual full funding target of \$12.7 million. The 2024 budget included a 2.05% increase to the tax levy to fund required

investments in infrastructure renewal. The allocation in 2024 fell below what the required contribution was. Reserve transfers will be reviewed as part of the 2025 budget process, with the goal of increasing the contributions currently allocated towards asset replacement.

The Asset Management Plan is currently being updated. Administration will present the plan update to Council in October and will provide more up-to-date information regarding infrastructure funding.

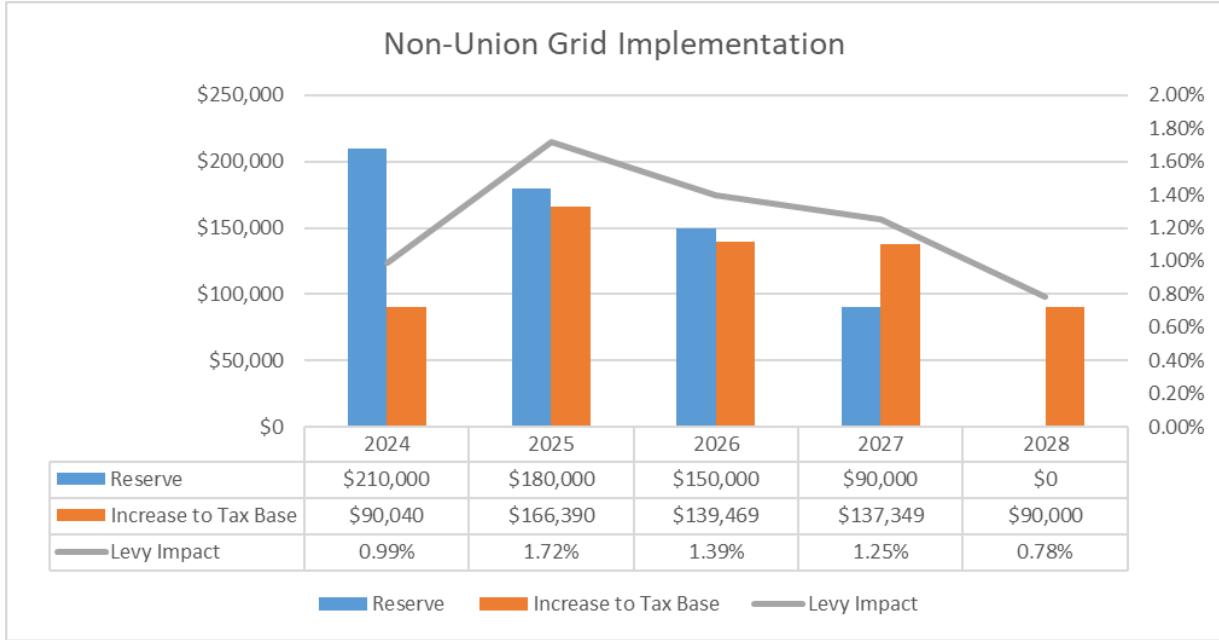
- **Inflation:** The average annual Consumer Price Index (CPI) was 3.9% in 2023. The CPI as of July 2024 is 2.5%, which represents a year-over-year increase. The price of goods and services have increased throughout many sectors of the economy and the Township is impacted with higher costs when purchasing supplies and contracted services. Administration will work on ensuring that operating budget lines remain within a 2% increase, however, in some instances, this will not be possible. Administration is estimating that a 2% increase to operating expenditures, excluding wages and benefits, equates to approximately \$189,000.

In terms of wages, an increase of 2.9% for 2025 has been approved within the collective agreement. Applying this increase across all wages and benefits will result in an increased expenditure of approximately \$248,000.

The non-residential building price index indicates a year-over-year increase of 4.6% at the time of writing this report. The increased costs related to non-residential construction will impact the Capital Budget, as project costs will likely increase.

- **Non-Union Salary Review:** In 2020, Council approved a project to conduct a Pay Equity/Market Equity Non-Union Compensation Review. The results of this review were presented to Council at a Special Council meeting held on November 17, 2021. At that meeting, Council endorsed and approved the Non-Union grid and directed Administration to commence the implementation in 2022. This grid is comprised of 6 steps, with the final step being job rate (the maximum rate paid to any incumbent in the job class).

The 2022 budget included the first step of implementation of the approved Non-Union Salary Grid. Subsequent budgets were (and are) being increased with the goal of having all positions budgeted for at job rate. The funding of this implementation is a blend of both reserve transfers and the tax levy. The chart below summarizes the implementation plan, including the estimated transfer from reserves and the impact to the tax levy up to 2028, at which point all costs will be on the tax levy. The 2025 budget will include an additional \$166,390 funded through the tax levy, resulting in a 1.72% increase to the levy.



- Assessment Growth:** Assessment growth represents the value increase associated with a change to a property’s state, use or condition. Assessment growth is important as it provides an additional revenue source to the operating budget. At the time of writing this report, assessment growth for 2024 is estimated at 0.25%. This equates to the first \$24,000 of any tax levy increase having no impact on taxes paid. It can also be looked at the following way - the 2025 tax based operating budget could increase by \$24,000 without requiring an increase to the tax levy.

2025 represents the second year that assessment growth will be low. The 2024 budget was based on assessment growth of 0.36%. In comparison, the 2023 budget utilized assessment growth of 1.88% which meant that the first \$187,000 of the tax levy increase did not impact property taxes paid.

- Staffing:** The 2024 budget introduced the following temporary part-time position: Community Engagement and Events Coordinator with as a 0.5 FTE. In order to assist in the funding of this position and to mitigate property tax increases, another part-time position was removed from the base budget: the Part-time Administrative Assistant to the Clerk’s Department, which is currently vacant. The Clerk’s Department is receiving assistance from a temporary contract position (Legislative & Records Management Coordinator) until the end of 2025, funded through the Capital Reserve.

The 2025 budget will include the Part-time Administrative Assistant position in the base budget. The Community Engagement and Events Coordinator with an FTE of 0.5 will also be included in the base budget.

Report PD-76-2022 dated August 11, 2022, included the following two resolutions:

That, Council approve an additional Full Time Equivalent (FTE) in the Planning and Building Department and that a Manager of Planning position be created and the Planner I and Planner II positions be renamed Planner and Senior Planner respectively; and,

That, one of the Planner II positions be funded by the Land Owners Group for up to the next four years to help accommodate for planning approval pressures.

Unfortunately, the Land Owners Group will not be providing any funding towards this position. The loss of funds in 2024 totaled \$121,200, which Administration mitigated through a transfer from the Planning Reserve of \$60,000, for a net 2024 impact of **\$61,200**. This was a temporary measure to provide relief to the 2024 levy. The full impact of this position, with the remaining \$60,000, will be included in the 2025 levy.

The Chief Administrative Officer will be bringing a further report to Council in October 2024 to review current levels of service and resourcing requirements.

- **Reserve Transfers:** The funding of Capital and Special Projects relies on a combination of financing tools: grants, reserve transfers and debentures. Reserves play a key role in the Township’s Ten Year Capital Plan, in addition, reserves are necessary to fund unavoidable events. A properly balanced approach to the investment into and use of reserves is the basis of good financial management. Council approved the Township’s current Reserve and Reserve Fund Policy in October 2021.

The chart below is the forecast of the required reserve transfers for capital investments and the estimated impact to the tax levy. This forecast will be revised and updated as the 2025 Capital Plan is drafted.

	2025	2026	2027	2028	2029	2030	2031	2032	2033
Budgeted Contributions	1,800,440	2,089,580	2,581,320	2,975,400	3,401,400	3,728,600	3,842,700	3,898,200	3,923,500
Increase in Contributions	244,870	289,140	491,740	394,080	426,000	327,200	114,100	55,500	25,300
Increase to Levy	2.52%	2.84%	4.59%	3.51%	3.61%	2.64%	0.88%	0.41%	0.18%

At this point of time, reserve transfers will need to increase by \$244,870, which would result in a 2.52% tax levy increase. Significant investments into reserves will be required in order to meet the funding requirements outlined in the Capital Plan.

- **Storm Water:** Report PW-20-2024, regarding Stormwater Management (SWM) Pond Assessments was presented at the August 2024 Council meeting. That report indicated Stormwater Capital needs as follows:

Immediate: \$2,225,000
 Within five years: \$ 375,000
 Total \$2,600,000

The operating budget has traditionally included approximately \$40,000 for repair and maintenance of urban storm infrastructure and \$43,000 for rural storm repair and maintenance. The 2024 approved Ten Year Capital Plan includes \$200,000 in 2025 for stormwater pond rehabilitation. The funding of the \$2.6 million in stormwater pond maintenance and repairs will have an impact on the Capital Plan and will require a shifting of other projects within the plan, or additional reserve transfer increases.

INTER-DEPARTMENTAL COMMENTS:

This report was discussed with the Senior Management Team.

CONCLUSION:

This report outlines key dates relating to the 2025 Capital and Operating Budget Process. The report also provides details regarding items that will impact the 2025 budget.

Prepared & Submitted by:

Approved by:

Donna DeFilippis
Director of Finance/Treasurer

Truper McBride
CAO

DATE: September 16, 2024
REPORT NO: WLFD-11-2024
SUBJECT: **Monthly Update – August 2024**
CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

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

RECOMMENDATION:

That, Information Report WLFD-11-2024 titled “Monthly Update – August 2024”, dated September 16, 2024, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1 and #4

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

CURRENT SITUATION:

Emergency Response Calls: See Attached Schedule “A”.

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

Promotions: No promotions

Station 2 Progress:

- A number of minor deficiencies have been corrected over the last couple of weeks
- Drywall touch-ups and painting touch ups have been completed
- Grand Opening / Ribbon cutting was held on Thursday August 22, 2024
- Public Open House to be held Saturday Sept 28, 2024 from 9am till noon
- RFP for demolition of the old hall closed on Friday August 30, 2024

Training:

- Niagara Pallet – Tour and Preplan
- Aerial Training
- Enbridge Gas presentation
- Firefighters rounded out the month conducting regularly scheduled maintenance on apparatus and fire equipment to ensure a state of readiness at all times.
- Driver Training is ongoing

Fire Prevention:

- Ongoing Fire Plan reviews

Apparatus Fleet:

- New Squad # 2 went into on service on Wednesday Sept 4, 2024

Fire Department Activities:

- Pump & Ladder Testing
- Farmers Market – Fire Prevention Booth & Touch a Truck

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

INTER-DEPARTMENTAL COMMENTS:

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

CONCLUSION:

This report is to inform Committee and Council of the August 2024 operations of the Fire Service

Prepared & Submitted by:

Dennis Fisher
Fire Chief/CEMC

Approved by:

Truper McBride
CAO

Jurisdiction

WEST LINCOLN

2024 MONTHLY DISPATCHES BY DETERMINANT

Determinant Group	January	February	March	April	May	June	July	August	September	October	November	December	Total
⊕ Burning Complaint	1			2	1		1	2					7
⊕ Carbon Monoxide	1		2	1			2						6
⊕ Emergency Assistance	3		1		2	1	2						9
⊕ Grass/Tree/Brush Fire			2	2	1		1						6
⊕ Hazmat			1				1						2
⊕ Medical	6	5	8	3	7	8	11	8					56
⊕ MVCs	9	3	12	4	9	8	11	6					62
⊕ Non-Emergency Assistance		1		1	2								4
⊕ Non-Emergency Medical													
⊕ Other Fire			1		1								2
⊕ Preliminary Assignment	1												1
⊕ Remote Alarm	4	1	2	2	3	2	2	3					19
⊕ Rescue													
⊕ Structure Fire	1			1	1	2	2	1					8
⊕ Unknown 911													
⊕ Vehicle Fire			1			2	1						4
⊕ Water Rescue													
Total Responses within Municipality	26	10	30	16	27	23	34	20					186

WEST LINCOLN

16

Year-to-Date Responses Out of Area

186

Total Events This Year

DATE: September 16, 2024
REPORT NO: C-05-2024
SUBJECT: **Township Hours of Operation for Winter Break - 2024**
CONTACT: Justin Paylove, Director of Legislative Services/Clerk
Truper McBride, Chief Administrative Officer

OVERVIEW:

- This report will address the hours of operation for the Township Administration Building, the Public Works Yard and the West Lincoln Community Centre during the 2024 Winter Break (December 24, 2024 to January 1, 2025 inclusive).

RECOMMENDATION:

1. That, Recommendation Report C-05-2024 titled “Township Hours of Operation for Winter Break - 2024” dated September 16, 2024, be received; and
2. That, the following Winter Break operating schedule be approved:
 - (a) That, the Township Administration Building be closed on December 27, 30 and 31, 2024 (office closed for the period between December 24, 2024 to and including January 1, 2025); and,
 - (b) That, the Public Works Yard remain open on December 27, 30 and 31, 2024; and
 - (c) That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24, 2024 to January 1, 2025 inclusive, with the exception of December 25, 2024.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- Advance organizational capacity and effectiveness

BACKGROUND:

Each year, the Township Administration Building is closed sometime between December 24 to and including January 1, with the Public Works Yard remaining open during the time period following December 26. Historically, this request has been

approved by Council as there has been very little activity at the Township Administration Building during this time period.

CURRENT SITUATION:

Administration is recommending that the Township Administration Building be closed between December 27 to and including December 31, 2024. Regular hours of operation for the Township Administration Building will resume on Thursday, January 2, 2025. The Public Works Yard will be open, with operations remaining the same during this period. The West Lincoln Community Centre will remain open, subject to program scheduling, with the exception of December 25, 2024.

FINANCIAL IMPLICATIONS:

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

INTER-DEPARTMENTAL COMMENTS:

The issue of closing the Township Administration Building has been reviewed by the Senior Management Team as well as the Human Resources Advisor and no concerns were raised.

CONCLUSION:

This report is to inform Committee and Council that Administration recommends that the Township Administration Building be closed on December 27, 30 and 31, 2024; and, that the Public Works Yard remain open on these days. The West Lincoln Community Centre will remain open subject to program scheduling from December 24, 2024 to January 1, 2025 inclusive with the exception of December 25, 2024.

Prepared & Submitted by:

Justin Paylove
Director of Legislative Services/Clerk

Approved by:

Truper McBride
Chief Administrative Officer

DATE: September 16, 2024
REPORT NO: WLFD-13-2024
SUBJECT: RFP Fire Station # 2 - Full or Partial Demolition Report
CONTACT: Dennis Fisher, Fire Chief

OVERVIEW:

- This report serves to inform Council of the results of the Request for Proposal (RFP) for Partial Demolition (Option A) or Full Demolition (Option B) that was published on Bids & Tenders on August 9, 2024.

RECOMMENDATION:

1. That, Recommendation Report WLFD-13-2024 regarding “RFP Station # 2 - Full or Partial Demolition Report” dated September 16, 2024, be received; and,
2. That, Council accept the RFP submission by York 1 Demolition and approve Option “A” in the amount of \$78,400 (plus HST); and,
3. That, a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with York 1 Demolition.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1

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

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

BACKGROUND:

At the September 18, 2023 Administration/Finance/Fire Committee meeting, Administration brought forward a report to Council outlining options that are available with respect to how the Township can manage the old Fire Station 2 building.

Members of Committee passed the following resolution:

“That, Recommendation Report WLF-13-2023 regarding the “West Lincoln Fire Station 2 Site Management”, be referred back to staff to report back at a future Committee or Council meeting in order for staff to gather further information regarding the Old Fire Station 2 building.”

At the October 16, 2023 Administration/Finance/Fire Committee meeting, Under New Business item # A67-23 was introduced regarding Old Station # 2. There were a number of inquiries to Administration by members of Council regarding the demolition process and the laying of the final coat of asphalt. Members of committee passed the following resolution:

- 1. That, the Acting Fire Chief negotiate the top coat of asphalt out of the existing contract and that this negotiation be brought forward to Members of Council; and,*
- 2. That, staff be directed to conduct a formal Request for Proposal (RFP) process for the full and partial demolition of the Old Fire Station 2 Building prior to ratification at Council; and*
- 3. That, a deficiency list be brought forward to Council during confidential matters, should it be required, at the Council October 23, 2023 Council meeting; and,*
- 4. That the award of the contract, not be done until the RFP has been brought forward to Members of Council.*

Following the direction of Council, Administration engaged in negotiations to remove the top coat of asphalt from the existing construction contract with Niacon Construction. On November 20, 2023, a recommendation report was brought to Committee seeking direction to proceed with the removal of the top coat of asphalt from the contract with Niacon. This recommendation report was approved by resolution at the Council meeting on November 27, 2023 read as follows:

“That, the minutes of the November 20, 2023 Administration/Finance/Fire Committee meeting, be accepted, and the recommendations contained therein, be approved; and, 2. That, the confidential minutes relating to the closed session portion of the November 20, 2023 Administration/Finance/Fire Committee meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with Section 239 of the Municipal Act.”

Report PW-17-2024 “2024 Hot Mix Spot Repair Program Tender Authorization” dated June 17, 2024, that was awarded to Circle P Paving, included a provisional price of \$30,450 to complete the parking lot paving of Station # 2 Fire Hall.

CURRENT SITUATION:

Administration brought forward a report to Council outlining the options available to manage the demolition of the old Fire Station 2 building. Council passed the following resolution on October 23, 2023:

“That, staff be directed to conduct a formal Request for Proposal (RFP) process for the full and partial demolition of the Old Fire Station 2 Building prior to ratification at Council”

On August 9, 2024 the Station #2 Full Demolition/Partial Demolition RFP was published on Bids & Tenders, with a closing date of August 30, 2024. Six (6) submissions were received by the RFP closing date.

Option A: Partial Demolition/Remediation Costs (before GST):

Company	Partial Demo / Remediation	Cash allowance	Total Partial Demo/ Remediation Cost	Top coat asphalt	Paving line markings	Total Paving Cost
York 1 Demolition	\$68,400	\$10,000	\$78,400	\$46,000	\$1,400	\$47,400
TR Hinan	\$93,000	\$10,000	\$103,000	\$27,500	\$1,500	\$29,000
Salandria Ltd	\$61,800	\$10,000	\$71,800	\$49,571	\$1,680	\$51,251
Gen - Pro	\$129,500	\$10,000	\$139,500	\$31,500	\$1,500	\$33,000
First Response Environmental	\$30,500	\$10,000	\$40,500	\$39,400	\$1,950	\$41,350
Bestco Construction	\$90,443	\$10,000	\$100,443	\$38,983	\$1,500	\$40,483

Should Council wish to proceed with a Partial Demolition/Remediation (Option “A”), Administration recommends the vendor, York 1 Demolition, in the amount of \$78,400. York 1 Demolition has the required experience and expertise to perform this work, and they received a positive reference check.

Option B: Full Demolition and Remediation:

Company	Full Demo/ Remediation	Cash allowance	Total Full Demo/ Remediation cost	Top coat asphalt	Paving line markings	Total Paving Cost
York 1 Demolition	\$40,500	\$10,000	\$50,500	\$46,000	\$1,400	\$47,400
TR Hinan	\$75,000	\$10,000	\$85,000	\$27,500	\$1,500	\$29,000
Salandria Ltd	\$30,199	\$10,000	\$40,199	\$49,571	\$1,680	\$51,251
Gen - Pro	\$75,800	\$10,000	\$85,800	\$31,500	\$1,500	\$33,000
First Response Environmental	\$42,500	\$10,000	\$52,500	\$39,400	\$1,950	\$41,350
Bestco Construction	\$79,207	\$10,000	\$89,207	\$38,983	\$1,500	\$40,483

Should Council wish to proceed with a Full Demolition/Remediation (Option “B”), Administration recommends York 1 Demolition in the amount of \$50,500. York 1 Demolition has the required experience and expertise to perform this work, and they received a positive reference check

FINANCIAL IMPLICATIONS:

Within the Fire Station 2 capital budget of \$3,950,000, the estimated remaining budget for this project work is \$143,500.

The two options outlined above have the following costs:

- For partial demolition and parking lot paving (Option “A”), the total cost would be \$108,850 (plus HST).
- For full demolition and parking lot paving (Option “B”), the total cost would be \$80,950 (plus HST).

Therefore, under either Option “A” or Option “B”, the pricing received from the recommended vendors, York 1 Demolition and Circle P Paving, would be within the available budget.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the CAO, the Deputy Treasurer/Manager of Finance and the Clerk’s office.

CONCLUSION:

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

This space is a valuable resource in which we can continue to maintain permanently set

up mazes and props to simulate interior firefighting activities. These evolutions simulate the highest risk scenarios that firefighters may face and are critical in their skills development. Continuing to provide a reliable and readily available training space that is set up and ready for use will help to use available training time more efficiently, as props could be pre-assembled and left intact. This would reduce set-up time and provide more training time

Considering the above options and the current and future needs of West Lincoln Fire and Emergency Services, retaining part of the old fire hall for training purposes and demolition the remainder is the recommended option. Administration recommends Option “A” that the bid submission from York 1 Demolition be accepted and that Council approve expenditures in the amount of \$78,400 (pre-HST) and \$30,450 (pre-HST) for the top coat of asphalt by Circle P Paving.

Prepared & Submitted by:

Dennis Fisher
Fire Chief/CEMC

Approved by

Truper McBride
CAO