

TOWNSHIP OF WEST LINCOLN CORPORATE SERVICES COMMITTEE AGENDA

MEETING NO. TWO

Monday, March 17, 2025, 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 Shelley Bradaric

Prior to commencing with the Corporate Services Committee meeting agenda, Chair Bradaric 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**

5.1 **ITEM CS09-25**

Geoffrey Verkade, NPCA
Re: Trees for All 2025 Program Update
POWERPOINT PRESENTATION

7

5.2 **ITEM CS10-25**

Chris Freure, Ontario Plowmen's Association
Re: IPM 2025 - Information and Request for Corporate Partnership
POWERPOINT PRESENTATION UNDER SEPARATE COVER

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 Corporate Services Committee agenda.

7. **CONSENT AGENDA ITEMS**

7.1 **ITEM CS11-25**

There are no Consent Agenda Items

8. **COMMUNICATIONS**

8.1 **ITEM CS12-25**

Mayor Cheryl Ganann
Re: Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding.

RECOMMENDATION:

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax

(GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That the Township of West Lincoln Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and
2. Be It Further Resolved That the Township of West Lincoln Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

9. STAFF REPORTS

9.1 ITEM CS13-25

Director of Corporate Services/CFO (Katelyn Repovs)

Re: Information Report T-05-2025 - 2024 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies

RECOMMENDATION:

1. That, Information Report T-05-2025, titled the “2024 Statement

of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies”, dated March 17, 2025, be received for information.

9.2 ITEM CS14-25

26

Director of Legislative Services/Clerk (Justin Paylove)

Re: Recommendation Report LLS-01-2025 - Lease Agreement for a portion of the Smithville Parkette/CIBC Parking Lot - Ken Brunaccioni (Dog Got It - Hot Dog Cart)

RECOMMENDATION:

1. That, Recommendation Report LLS-01-2025, titled “Lease Agreement for a portion of the Smithville Parkette/CIBC Parking Lot – Ken Brunaccioni (Dog Got It – Hot Dog Cart)”, dated March 17, 2025, be received; and,
2. That, the request to enter into a two (2) year lease agreement with Ken Brunaccioni for a portion of lands in the Smithville Parkette/CIBC Parking Lot, be approved; and,
3. That, a By-law be presented at a future Council Meeting to authorize a two (2) year lease Agreement with Ken Brunaccioni for use of a portion of the land in the Smithville Parkette/CIBC Parking lot for his barbeque/refreshment cart.

9.3 ITEM CS15-25

30

Director of Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-06-2025 - Tendering and Purchasing Policy and Purchasing Card Policy Updates

RECOMMENDATION:

1. That, Recommendation Report T-06-2025, titled “Tendering and Purchasing Policy and Purchasing Card Policy Updates”, dated March 17, 2025 be received; and,
2. That, the updates to the Township’s Tendering and Purchasing Policy (POL-T-01-2015) and its Schedules A and B, as outlined, be approved; and,
3. That, the updates to the Township’s Purchasing Card Policy (POL-T-02-18) and its Schedule A, as outlined, be approved.

9.4 ITEM CS16-25

53

Property Tax and Payroll Coordinator (Lisa Kasko Young) and Director of Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-07-2025 Tax Rate By-law

RECOMMENDATION:

1. That, Recommendation Report T-07-2025, titled “2025 Tax Rate By-Law”, dated March 17, 2025, be received; and,
2. That, the 2025 tax rates, attached as Schedule A to this report, be approved; and,
3. That, By-Law 2025-13, to set the rates of taxation for the year

2025, be approved.

9.5 ITEM CS17-25

Director of Operations (Mike DiPaola)

Re: Recommendation Report O-05-2025 - Water and Wastewater Rate Study and Financial Plan Request For Proposal (RFP) Award

RECOMMENDATION:

1. That Recommendation Report O-05-2025 titled “Water and Wastewater Rate Study and Financial Plan Request for Proposal (RFP) Award”, dated March 17, 2025, be received; and
2. That Watson & Associates Economists Ltd., be retained to complete the Water and Wastewater Rate Study and Financial Plan as outlined in RFP OPR 2025-02 at a price of \$34,989.00 (excluding HST).

10. OTHER BUSINESS

10.1 ITEM CS18-25

Members of Committee

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

10.2 ITEM CS19-25

Members of Council

Re: Other Business Items of an Informative Nature

10.3 ITEM CS20-25

Councillor William Reilly

Re: Municipal Purchasing By-law

RECOMMENDATION:

1. That, the Township of West Lincoln recognizes that recent trade tensions between Canada and the United States have led to increased economic uncertainty; and,
2. That, the Township of West Lincoln recognizes the importance of ensuring fiscal responsibility while also supporting domestic industries and supply chains that contribute to local economic stability; and,
3. That, the Municipality acknowledges its need to align with economic realities, while remaining compliant with existing Provincial and Federal trade agreements; and,
4. That, Administration be directed to review the Purchasing By-law with a lens of supporting Canadian Industry and return with a report to a future Corporate Services Committee Meeting.

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. DISCLOSURE OF CONFIDENTIAL MATTERS

14. ADJOURNMENT

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



Niagara Peninsula
CONSERVATION

nature for all



ABOUT THE NPCA

- Founded in 1959 under the *Conservation Authority Act*
- The core mandate of Conservation Authorities is to undertake watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social, and environmental benefits.
- Oversees the Niagara Peninsula watershed, encompassing the Niagara Region, portions of the City of Hamilton, and portions of Haldimand County.
- Manages 41 Conservation Areas, including four flagship properties such as Ball's Falls, Binbrook, Long Beach, and Chippawa Creek. These lands are held in public trust for recreation, heritage preservation, conservation, and education.

VISION: Nature for all

We envision a healthy and vibrant environment with shared greenspace and clean water that sustains life for future generations.

NPCA WATERSHED





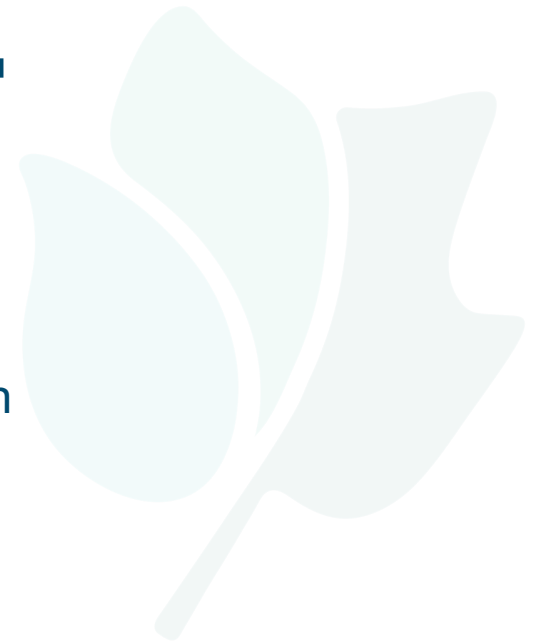
Niagara Peninsula
CONSERVATION
nature for all

TREES FOR ALL

GEOFFREY VERKADE
Senior Manager, Integrated
Watershed Strategies



Township of West Lincoln
Council Meeting
March 17th, 2025



OUTLINE

- Trees for All Overview
- Program Benefits
- Planting Scopes
- 2 Billion Tree Connection and Funding



PROGRAM OVERVIEW

- Multi-year, high volume tree planting program for both public and private lands in urban and rural areas within the Niagara Peninsula watershed
- Collaborative approach with other organizations & government agencies
- Program goals:
 - Plant 1 million trees across the watershed by 2031
 - Provide subsidized cost for trees and implementation services that value appropriate site preparation, native planting prescriptions, and long-term maintenance and monitoring to ensure the highest survival
 - Improve watershed health, restore woodlots and increase forest cover, enhance local habitats, improve water quality, and build a more resilient natural system
 - Educate communities about the value of trees as nature-based solutions to mitigate climate change, enhance biodiversity and increase local tree canopy
- Built on a cost sharing approach leveraging available subsidies and prioritizes ecological co-benefits.



PROGRAM BENEFITS



FULL SERVICE

- Expertise in restoration project planning, site prep, installation, and post-planting monitoring
- Take the guess work out of planning and ordering trees
- Ensure successful planting (right species, right place, improved survival)



COMMUNITY IMPACT

- Implementation may include community plantings to engage the public in nature-based solutions
- Get public and staff outdoors and engaged in improving natural systems
- For some planting options, we can bring in volunteers for more community impact.
- Showcase partner's environmental efforts



COST SAVINGS

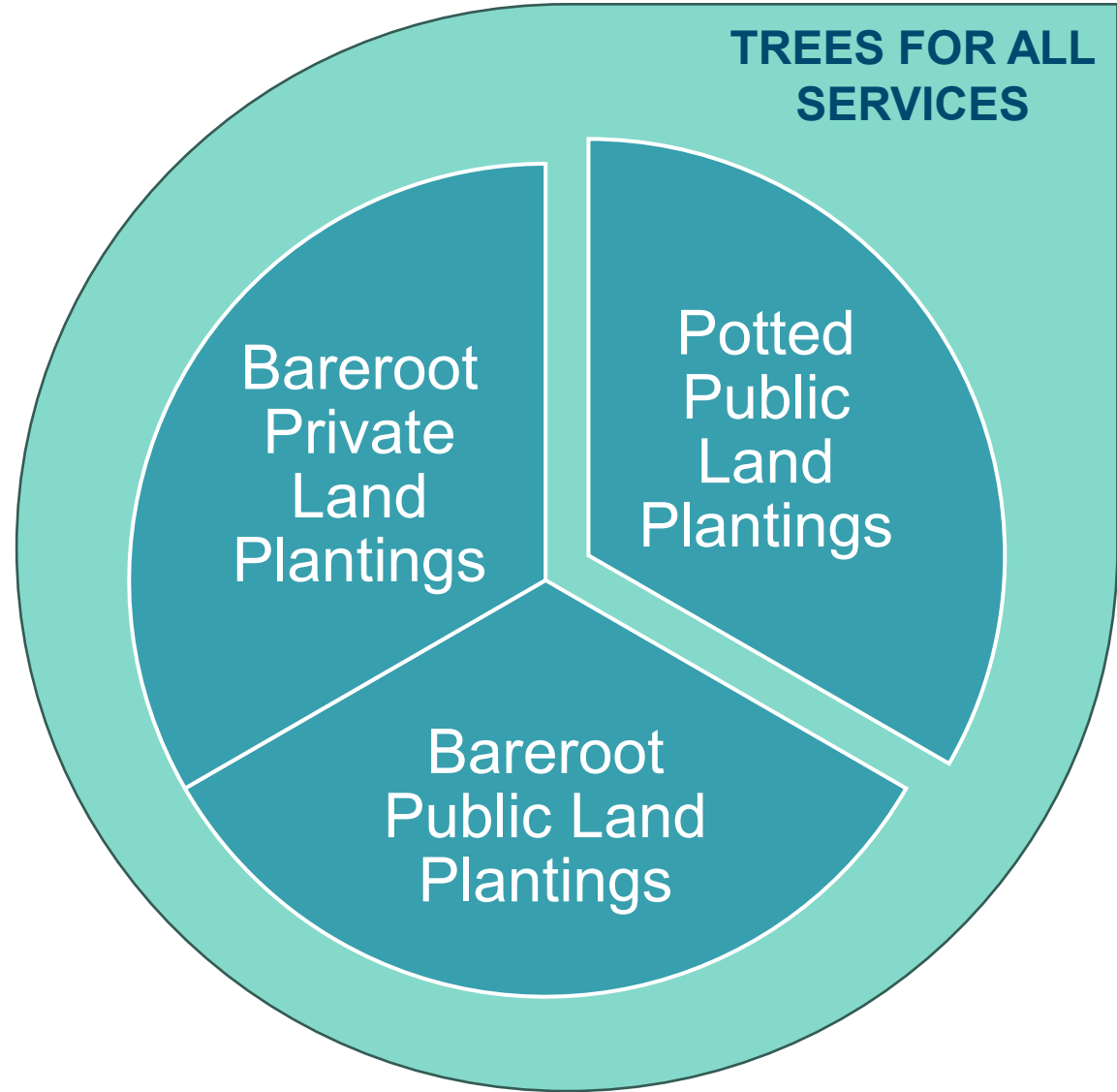
- Federal funding enables us to provide a subsidy on a generous list of eligible potted tree planting project costs.
- Aggregator funding enables us in partnership to provide a low cost for private landowners to participate in eligible bareroot tree planting projects.



INTEGRATED PLANTING SCOPES

Potted planting opportunities are predominantly naturalization efforts on public sites and viable considerations for community planting events offering a high level of civic engagement to participate in tree planting as a nature-based solution.

Bareroot planting opportunities are typically the classic afforestation and ecological co-benefit-oriented projects that NPCA traditionally implements with private landowners.



2025 POTTED PLANTINGS



- 20,000 potted trees to allocate amongst partners from 2BT award
- Competitively secured stock
- Prioritized for greening and naturalization plantings on public lands
- Can be implemented through community plantings for high civic engagement
- Partner financial and available in-kind contributions need to be quantified and documented (materials and supplies, staff time).



2025 BAREROOT PLANTINGS

- 41,120 trees and shrubs across 10 municipalities
- NPCA planting services on private property
- Subsidized by 2BT aggregators (Forests Canada and Tree Canada)
- Landowners contribute
- Partners and third-party funding balance cost share
- 2025 sites solicited through Trees for All campaign in 2023



The NPCA has completed the Watershed-based Resource Management and Conservation Area Strategies, advancing its commitment to conserving natural heritage in the Niagara Peninsula watershed. [Learn more.](#)

EVENTS PLANNING & PERMITS WEDDINGS FOUNDATION GOVERNANCE CONTACT

FLOOD STATUS: ● ● ● ●



PARKS & RECREATION

WATERSHED HEALTH

SERVICES

LEARNING

GET INVOLVED

ABOUT



NEWSROOM



02.27.2025

NPCA READY TO SCALE UP LOCAL TREE-PLANTING EFFORTS WITH \$2.3 MILLION IN FEDERAL FUNDING



2BT PLANTING AGREEMENT

Federal Contributing Agreement for **2 Million** executed in July 2024

- Potted stock (1-2 gal.) – in rural or urban context, on private or public lands.
- Intended to assist with planting scopes not eligible through Forest Ontario and Tree Canada existing 2 Billion Tree program investments (NPCA bareroot planting aggregators).
- Structured over 4 years
- 20,000 trees per year for a total of 80,000 by 2028

Will require **1 Million** in matching financial contributions at minimum from partners over term of agreement

In-kind limit is 25% of total costs equaling up to **1 Million** cumulative in-kind partner contributions to balance the matching required



NATIVE SEED COLLECTION

Scope includes developing:

- a multi stakeholder native seed collection community of practice in the Niagara Watershed;
- seed collection needs in terms of species, for both research purposes, and volumes to support Trees for All and aimed at enhancing biodiversity resilience;
- a seed collection site network that addresses identified needs;
- an annual seed collection schedule template that multiple stakeholders certified in seed collection can regularly participate in; and
- appropriate storage and transfer facilities and protocols to ensure seed gets to our supply nurseries and other growing operations safe and securely.

Additional expert organizations interested in local seed collection have joined the existing Trees for All partners through this initiative:

Carolinian Canada -
SOSS

**Vineland Research
and Innovation
Centre**

Niagara Parks
Commission –
Horticulture and
Growing Aspirations

Forests Ontario –
Standards and
Infrastructure

Forest Gene
Conservation
Association – Seed
Collection Training



Thank you!

For more information, please contact:

Geoffrey Verkade

Senior Manager, Integrated Watershed Strategies
gverkade @npca.ca



DATE: March 17, 2025

REPORT NO: T-05-2025

SUBJECT: **2024 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies**

CONTACT: Katelyn Repovs, Director of Corporate Services/CFO

OVERVIEW:

- On an annual basis, Section 284 of the Municipal Act requires the Treasurer to provide a summary of remuneration and expenses paid to Members of Council and persons serving on any bodies. This summary statement shall be provided on or before March 31 of each year.
- The attached **Schedule A** shows remuneration and expenses paid for the year ended December 31, 2024.

RECOMMENDATION:

- 1) That, Information Report T-05-2025, titled the “2024 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies”, dated March 17, 2025, be received for information.

BACKGROUND:

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

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

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

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

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

CURRENT SITUATION:

Schedule A to this report provides a statement of the amounts paid to Members of Council, members of the Committee of Adjustment, and members of the West Lincoln Public Library Board.

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

Mandatory Employee Related Costs represent the Township's costs towards statutory benefits that an employer must make in relation to salary/wages, such as CPP (Canada Pension Plan) and EHT (Employee Health Tax), as well as the OMERS pension plan. Enrolment in the Township's Group Benefit plan is optional. Variations in these costs amongst Members with the same salary relates to CPP and pension plan eligibility, along with optional group benefit plan enrolment.

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

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

FINANCIAL IMPLICATIONS:

The amounts recorded on **Schedule A** are within the appropriate 2024 budget. There are

no financial implications in accepting this report for information.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO and the Legal and Legislative Services department.

CONCLUSION:

Schedule A provides a statement of the 2024 remuneration and expenses of Members of Council and Committee of Adjustment. All Council and Committee expenses have been made in accordance with applicable By-Laws. Reporting on these items meets the requirements under Section 284 of the Municipal Act. Council is asked to receive this report for information purposes.

SCHEDULE:

Schedule A Statement of Remuneration and Expenses

Prepared & Submitted by:

Katelyn Repovs, CPA, CA
Director of Corporate Services/CFO

Approved by:

Truper McBride
CAO

Township of West Lincoln
Statement of Remuneration and Expenses for Members of Council and Persons Serving on any Bodies
For the Year Ended December 31, 2024

T-05-2025
Schedule A

Member of Council	Remuneration/Expenses Category	2024
		\$
Mayor Ganann	Salary	49,383
	Mandatory Employee Related Costs	963
	Cell Phone Reimbursement	429
	Conferences/Training	3,375
	Meetings	466
	Mileage Reimbursement	1,020
	Office Supplies	287
	55,923	
Councillor Bell January 1, 2024 to June 24, 2024	Salary	15,768
	Mandatory Employee Related Costs	307
	Group Benefits	3,371
	Total	19,447
Councillor Bradaric	Salary	31,521
	Mandatory Employee Related Costs	5,136
	Group Benefits	6,953
	Conferences/Training	2,351
	Total	45,961
Councillor Chechalk	Salary	31,521
	Mandatory Employee Related Costs	615
	Group Benefits	2,640
	Cell Phone Reimbursement	695
	Conferences/Training	3,297
	Meetings	88
	Mileage Reimbursement	848
	Total	39,704
Councillor Maychak November 25, 2024 to December 31, 2024	Salary	2,442
	Mandatory Employee Related Costs	130
	Group Benefits	589
	Cell Phone Reimbursement	252
	Office Supplies	49
	Total	3,462
Councillor Rehner	Salary	31,521
	Mandatory Employee Related Costs	3,287
	Group Benefits	6,851
	Cell Phone/Internet Reimbursement	2,926
	Furniture/Equipment	393
	Office Supplies	386
	Total	45,364
	Councillor Reilly	Salary
Mandatory Employee Related Costs		5,155
Group Benefits		6,953
Per Diem for Conference Attendance		240
Advertising		618
Cell Phone/Internet Reimbursement		1,168
Conferences/Training		1,460
Furniture/Equipment		630
Mileage Reimbursement		671
Office Supplies		204
Total		48,380
Councillor Trombetta	Salary	31,521
	Mandatory Employee Related Costs	5,136
	Group Benefits	6,953
	Advertising	660
	Cell Phone/Internet Reimbursement	2,270
	Furniture/Equipment	275
	Meetings	125
	Total	46,940

Township of West Lincoln
Statement of Remuneration and Expenses for Members of Council and Persons Serving on any Bodies
For the Year Ended December 31, 2024

T-05-2025
Schedule A

Member of Committee of Adjustment	Expenses Category	2024
		\$
M. Cook	Meeting Fee	700
	Mandatory Employee Related Costs	14
	Mileage Reimbursement	133
	Total	847
B. Baarda	Meeting Fee	350
	Mandatory Employee Related Costs	7
	Mileage Reimbursement	49
	Total	406
P. Forsberg	Meeting Fee	520
	Mandatory Employee Related Costs	10
	Mileage Reimbursement	211
	Total	741
D. Coon-Petersen	Meeting Fee	520
	Mandatory Employee Related Costs	10
	Total	530
K. Willis	Meeting Fee	560
	Mandatory Employee Related Costs	11
	Mileage Reimbursement	95
	Total	666
Member of the West Lincoln Library Board	Expenses Category	2024
		\$
M. Jol	Conferences/Training	1,027
	Total	1,027
J. Adams	Conferences/Training	229
	Total	229

Mandatory Employee Related Costs represents payments that an employer must make in relation to salary/wages. These may include Canada Pension Plan Contributions, Employer Health Tax and OMERS Pension Plan Contributions

DATE: March 17, 2025
REPORT NO: LLS-01-2025
SUBJECT: Lease Agreement for Portion of CIBC Parking Lot – Ken Brunaccioni (Dog Got It – Hot Dog Cart)
CONTACT: Justin Paylove, Director of Legislative Services/Clerk

OVERVIEW:

- This report will address a continuation of a lease agreement for the length of two (2) years for a portion of the Smithville Parkette/CIBC Parking lot with Ken Brunaccioni (Dog Got it – Hot Dog Cart).

RECOMMENDATION:

1. That, Recommendation Report LLS-01-2025, titled “Lease Agreement for a portion of the Smithville Parkette/CIBC Parking Lot – Ken Brunaccioni (Dog Got It – Hot Dog Cart)”, dated March 17, 2025, be received; and,
2. That, the request to enter into a two (2) year lease agreement with Ken Brunaccioni for a portion of lands in the Smithville Parkette/CIBC Parking Lot, be approved; and,
3. That, a By-law be presented at a future Council Meeting to authorize a two (2) year lease Agreement with Ken Brunaccioni for use of a portion of the land in the Smithville Parkette/CIBC Parking lot for his barbeque/refreshment cart.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

BACKGROUND:

In February of 2010, Township Council passed By-Law No. 2010-20, to regulate, and license refreshment vehicles, cycles and carts. The criteria set out in By-Law 2010-20 requires that the applicant provide the following:

- 1) approval of the Medical Officer of Health or designate;
- 2) approval of the Fire Chief or designate, if required;
- 3) compliance certificate under The Ontario Propane Code, if required;
- 4) a site plan setting out the proposed location of the refreshment vehicle or refreshment cart showing the location(s) from which the operator intends to sell;
- 5) every application for a license for a refreshment vehicle, refreshment cart or

- refreshment cycle shall be approved by Council;
- 6) list of types of refreshments to be sold;
 - 7) particulars re type of vehicle;
 - 8) name and address of business;
 - 9) location and times of operation;

Since 2016, the Township has entered into a lease agreement with Mr. Ken Brunaccioni (Dog Got It) to lease a portion of the Smithville Parkette/CIBC Parking lot in order to operate a Refreshment Cart (Hot Dog Cart). The lease agreement has included a clause that allowed the option for the agreement to be terminated with thirty (30) days' notice.

Mr. Brunaccioni paid his monthly lease payment of \$115 for the months that he operated his refreshment cart since 2016 as well as the refreshment cart licence fee prior to commencing operation of his cart.

CURRENT SITUATION:

In 2021, the Clerk was delegated the power to approve licensing for refreshment carts/cycles/vehicles. Additionally, in 2021, Council approved the lease agreement with Mr. Brunaccioni (Dog Got It) for a period of two (2) years, to reduce the amount of times the issue was put before Council for consideration. In 2023 and 2024, the Clerk approved Mr. Brunaccioni's refreshment application as well as the lease agreement in order to operate his refreshment cart (Dog Got It) in the Smithville Parkette/CIBC Parking lot.

With this being the fourth year, Administration is requesting Council's consideration to approve Mr. Brunaccioni's (Dog Got it) lease agreement with the Township for another two years, in order to continue to operate his hot dog cart on a portion of the Smithville Parkette/CIBC Parking lot (see attached sketch) at the existing rate of \$115/month. Mr. Ken Brunaccioni has operated his hot dog/refreshment cart at this location since 2016, and the Township has not received any written or verbal complaints from the public with respect to Mr. Brunaccioni operating his refreshment cart at this location.

Administration is recommending that the Township enter into an agreement to lease a portion of the Smithville Parkette/CIBC Parking Lot lands under the same terms as contained in the 2023 agreement, which was approved at the March 20, 2023 Administration/Finance/Fire Committee meeting. This agreement included a 30-day notice/termination clause should either party wish to terminate the agreement.

Mr. Brunaccioni has paid his refreshment cart licence fee of \$319 as well as provided monthly cheques for lease of the Smithville Parkette/CIBC Parking lot for the months of April to December 2025.

Staff circulated Mr. Brunaccioni (Dog Got It) application for a refreshment cart license to staff and agencies as required under the Township's Refreshment Cart Licencing By-law 2010-20. The Fire Department nor the Planning & Building Department had any concerns or objection to issuing his refreshment cart licence with the exception that an update will be required of his TSSA Inspection Certificate, which is required when using a cooking

stove, fryer and propane tank(s) for cooking purposes.

The TSSA Inspection Certificate expires on February 12, 2026. Additionally, Mr. Brunaccioni has provided an inspection report from the Niagara Public Health Department, which confirmed no issues. Mr. Brunaccioni will be required to provide an updated Certificate of Insurance from his insurer in the amount of two million dollars, which will need to name the Township of West Lincoln as an additional insured, prior to its expiry date in April 27, 2025.

FINANCIAL IMPLICATIONS:

The monthly lease amount and license fee will generate a minimal amount of revenue for the municipality.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Clerk, CFO, and CAO.

CONCLUSION:

Administration is recommending that the Township enter into a new two (2) year lease agreement with Mr. Ken Brunaccioni (Dog Got It) to rent a small portion of lands in the Smithville Parkette/CIBC Parking Lot in order to operate his refreshment cart.

SCHEDULE(S)

Schedule - "A" Smithville Parkette/CIBC Parking Lot Map

Prepared & Submitted by:

Approved by:

**Justin Paylove,
Director of Legislative
Services/Clerk**

**Truper McBride
CAO**

DATE: March 17, 2025
REPORT NO: T-06-2025
SUBJECT: **Tendering and Purchasing Policy and Purchasing Card Policy Updates**
CONTACT: Katelyn Repovs, Director of Corporate Services/CFO

OVERVIEW:

- Due to recent organizational restructuring changes, Administration has performed reviews of the Township’s Tendering and Purchasing Policy (POL-T-01-2015) and the Purchasing Card Policy (POL-T-02-18).
- These reviews have resulted in recommended updates to Schedules A and B of the Tendering and Purchasing Policy, and Schedule A of the Purchasing Card Policy, along with some clarification improvements to the content within both Policy documents.

RECOMMENDATION:

- 1) That, Recommendation Report T-06-2025, titled “Tendering and Purchasing Policy and Purchasing Card Policy Updates”, dated March 17, 2025 be received; and,
- 2) That, the updates to the Township’s Tendering and Purchasing Policy (POL-T-01-2015) and its Schedules A and B, as outlined, be approved; and,
- 3) That, the updates to the Township’s Purchasing Card Policy (POL-T-02-18) and its Schedule A, as outlined, be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **ADVANCE** – organizational capacity and effectiveness

BACKGROUND:

Organization restructuring changes for the Township, as outlined through Information Report CAO-05-2024, were finalized in February 2025. As result of these changes, Administration undertook an administrative review of two procurement related policies to ensure appropriate policy alignment. Through this review, Administration also noted additional areas of improvement to further streamline these policies. These changes are outlined further below and have been brought forth to Council for approval, through the

updated policies attached as Schedules A and B.

The Township's Tendering and Purchasing Policy POL-T-01-2015 (attached as Schedule A to this Report) outlines the principles and guidelines that are to be followed regarding the procurement of goods and services. The Policy was last updated in September 2023.

The Township's Purchasing Card Policy POL-T-02-18 (attached as Schedule B to this Report) outlines the guidelines for the use of purchasing cards to enhance operational efficiency and procurement processes, and ensure compliance with financial controls. The Policy was last updated in September 2023.

CURRENT SITUATION:

Tendering and Purchasing Policy POL-T-01-2015

Changes proposed to the Township's Tendering and Purchasing Policy are listed below. These changes are incorporated into the Policy attached as Schedule A to this Report.

Administration plans to undertake a further comprehensive review of the Township's Tendering and Purchasing Policy, to determine its continued effectiveness, and will report back to Council on this review in the coming months.

1. The Request for Proposal (RFP) process is intended to prioritize the effectiveness of a vendor's proposed solution, over price alone, as outlined in Policy Clause 9.1. While price is an important factor within RFP evaluation criteria, it is not intended to be the sole determinant. Rather, a RFP Award should be to the proponent with the highest final score. Balancing price with other evaluation criteria ensures that the Township achieves sustainable and effective procurement outcomes.

However, current Policy wording seems to be inconsistent with this intention: RFP Awards under \$100,000 can be authorized by the CAO, except in cases of an "irregular result", which then require Council resolution. The Policy currently includes RFPs in the scope of an "irregular result"; an irregular result can occur when "the award of the contract to or the purchase from the lowest vendor is considered inappropriate". This means that if Administration plans to award a RFP, within CAO delegated authority limits, to the highest-scoring proponent, but the proposal does not have the lowest price, Council approval is required.

To align the Policy with the intended purpose of RFPs to ensure clarity and consistency, Administration recommends these Policy wording changes:

- a) Revising Clause 1.19 to specify that "irregular result" applies only to competitive quotes or tenders, and not to proposals.
- b) Amending Section 9.6, related to the RFP Process, to remove reference to irregular results, and adding in that if a RFP Award is not being made to the supplier with the highest final score, Council approval is required.

- Schedule “A” of the Policy outlines the Designated Department Heads for the purposes of the Policy. Several role titles require updating to reflect revised titles, as summarized below. Further, the new Director, Community and Protective Services role is now listed as a Designated Department Head. Because the Director role is responsible for overseeing the Fire Department, the Fire Chief role is now removed from Schedule “A”, as it is no longer a Designated Department Head.

Revised Title	Previous Title
Director, Corporate Services/CFO	Treasurer/Director of Finance
Director, Infrastructure	Director of Public Works& Recreation
Director, Growth & Sustainability	Director of Planning & Building
Director, Legal & Legislative Services	Director of Legislative Services/Clerk

- Schedule “B” of the Policy includes positions that have purchasing authority up to \$5,000. The Fire Chief role is now included here. These positions require title updates:

Updated Title	Previous Title
Manager, Legislative Services	Deputy Clerk
Manager, Civil Land Development	Coordinator of Engineering Services
Manager, Capital Design and Delivery	Project Manager

Purchasing Card Policy POL-T-02-18

Changes proposed to the Township’s Purchasing Card Policy are listed below. These changes are incorporated into the Policy, attached as Schedule B to this Report.

- Schedule A of the Policy outlines the positions that may have cards issued to them. Administration has updated the Policy to include the following additional positions:
 - Director, Community and Protective Services
 - Supervisor of Accounting

In addition, Schedule A has been updated to reflect the revised titles, as indicated above, for the positions that were previously included, where applicable.

- Clause 4.5 of the Policy was updated to clarify that cardholders are responsible for uploading accurate and itemized vendor receipts, with the Harmonized Sales Tax (HST) broken out as applicable. In addition, Clause 4.9 was added to clarify cardholder responsibility in the event of inability to provide vendor receipt support. Finally, Clause 6.4 was updated to add that Approvers are responsible for ensuring uploaded receipts are complete and compliant with the Policy.

While all of the above items are known expectations and common practices within the Township, these were not previously written within the Policy. Administration is now taking the opportunity to update the Policy to ensure clarity, consistency, and alignment with established processes.

FINANCIAL IMPLICATIONS:

There are no financial implications with Council approving this report.

INTER-DEPARTMENTAL COMMENTS:

The Senior Leadership Team was consulted on these Policy changes as applicable.

CONCLUSION:

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

SCHEDULES:

Schedule A Tendering and Purchasing Policy (including Schedules “A”, “B”, “C”)

Schedule B Purchasing Card Policy (including Schedule A)

Prepared & Submitted by:

Katelyn Repovs, CPA, CA
Director of Corporate Services/CFO

Approved by:

Truper McBride
CAO



TOWNSHIP OF WEST LINCOLN TENDERING & PURCHASING POLICY

TITLE: Tendering & Purchasing
POLICY NO: POL-T-01-2015
EFFECTIVE DATE: December 1, 2015
POLICY AMENDED: March 17, 2025 (Report T-06-2025)

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

PURPOSE:

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

I. DEFINITIONS:

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

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

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

II. PURCHASING GUIDELINES:

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

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

2.1 All goods and /or services required for the purposes of the Township, shall be purchased and disposed of in accordance with the provisions of this Policy save and except only those goods and /or services listed below:

- a) Professional Development and Training
- b) Memberships
- c) Refundable Employee Expenses (travel, meal allowances)
- d) Utilities
- e) Petty Cash Items
- f) General Expenses (payroll deductions remittances, vehicle licenses, damage claims, postage, insurance, employee benefits)
- g) Legal or Paralegal fees, and other Professional Services related to litigation or potential litigation, or the provision of legal advice
- h) Items purchased on an emergency basis in accordance with Section 4.5 of this policy.

PURCHASE ORDERS:

2.2 The acquisition of goods and services on behalf of the Township shall be authorized by purchase order approved by those individuals as designated within this policy; save and except that purchase orders shall not be required for purchases under \$5,001

2.3 The purchase of supplies from local competing businesses shall be done on an equitable basis, whenever possible, provided such purchases are reasonably cost effective. This shall be defined as "when all bids are equal in terms of quantity, quality and price, the Township will give preference to the local supplier".

2.4 Blanket Orders

Where goods and services of a similar type are supplied on a repetitive basis from one or more suppliers either over a period of time in a calendar year or over the course of a season, those goods and services shall be purchased in accordance with the provisions of this policy. The applicable process will be based upon the estimated annual expenditure.

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

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

III. NO DIRECT PURCHASING OF SERVICES OR SUPPLIES:

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

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

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

IV. AUTHORITY TO INCUR EXPENDITURES:

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

- 4.1 Purchases of \$0 to \$5,000 may be made directly by those Employees so designated in writing by the Department Head. For the purposes of this policy those positions as designated in Schedule "A", attached shall be considered Department Heads. Each purchase by the Employee shall be authorized by his/her signature and confirmation of delivery of the goods/services must be supplied. Each purchase shall be supported by a receipt identifying the item or service purchased.
- 4.2 Purchases from \$5,001 to \$20,000 shall be made only by those staff as listed in Schedule "B" attached to this Policy. At least three (3) written quotations should be obtained and copies should be attached to the Purchase Order.

- 4.3 (a) Purchases from \$20,001 to \$100,000 are to be authorized by the CAO based upon issuance of a tender or request for proposal as deemed appropriate. In the case of an “irregular result”, as defined above in item 1.19, authorization for the purchase will be through Council resolution.
- (b) Notwithstanding the provisions contained in Section 4.3(a) above relating to an “irregular result”, the CAO shall be the approval authority if it is determined that Council is restricted from taking actions in accordance with the provisions of Section 275 of the Municipal Act.
- 4.4 Purchases over \$100,000 shall be publicly tendered in accordance with the tendering requirements as set out in this policy unless specifically directed otherwise by Council resolution and awarding of the tender or requests for proposal shall be approved by resolution of Council.
- 4.5 In the case of an emergency that requires an immediate purchase of supplies and services it will be the responsibility of the Department Head to secure the necessary supplies and services. In the case of emergency expenditures of over \$25,000.00, a full report will be submitted to the appropriate standing Committee of Council setting out the details of the supplies and services required and the emergency nature of the circumstances that required their immediate purchase.
- 4.6 Prior to current budget approval all West Lincoln Township Departments, Boards and Agencies shall be allowed to incur costs in each account to a level of not more than thirty-five (35%) percent of the expenditure budget of the preceding year provided such expenditure conforms with the guidelines as set out in this policy where applicable.

V. TENDERING GUIDELINES:

- 5.1 When a public tender is required in accordance with Section 4.4 of this policy, it shall be done by public advertisement unless otherwise specifically directed by Council. Advertising will be done in the local newspaper and such other publications as, in the direction of the Department Head and Treasurer; will attract the largest number of competent bidders.
- 5.2 The tender advertisement shall contain the following information:
- (a) the name of the Municipality
 - (b) the contract number, if any
 - (c) the type of work to be done
 - (d) the official designated to receive responses
 - (e) the time and date of closing
 - (f) the location of the work and/or the location where plans and specifications may be obtained
 - (g) the administrative fee, if any, for document contracts
 - (h) the type of security that must accompany the tender (ie: agreement to bond, bid deposit)
 - (i) the time and place of the tender opening
 - (j) information that the lowest or any tender will not necessarily be accepted
 - (k) the availability of the tender in alternative formats and/or accessible communication support, upon request.

- 5.3 Unless otherwise directed by the Department Head, a minimum of 7 (seven) business days from the date of the publication of a tender invitation shall be permitted for the submission of tenders.
- 5.4 Unless otherwise directed, all tenders shall be addressed to the Clerk and shall be submitted in sealed envelopes, bearing the name and address of the submitter, the applicable contract number or designation of the particular tender that is being bid on.
- 5.5 On those occasions when tenders are to be received by the Clerk and an invitation for submission of tender has been issued, it shall be the responsibility of the issuing Department Head to provide written notification thereof to the Clerk.

VI. TENDERING REQUIREMENTS:

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

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

- (a) Drawings and plans
 - (b) Agreement Documents
 - (c) Contract Securities
 - (d) Evidence of good standing with the Workplace Safety and Insurance Board
 - (e) Liability insurance and certificates
 - (f) Occupational Health and Safety Policies
 - (g) Accessibility for Ontarians with Disabilities Act (AODA) requirements.
- 6.2 Bid deposits may be required at the discretion of the Department Head. If a deposit is required it shall be not less than 10% of the total bid on the contract price or on such other amount as may be deemed appropriate by the Department Head. Bid deposits shall be by certified cheque or cash. If a cash bid deposit is received a receipt shall be immediately issued. The Township does not pay interest on any bid deposits.
- 6.3 If it is recommended by the Department Head that security to guarantee the completion of the contract is required, this security shall be in the form of a Performance Bond issued by an approved bonding company or in the form of a Letter of Credit. The Performance Bond or Letter of Credit shall be for an amount equal to 100 (%) percent of the amount of the tender unless otherwise specifically directed by the Department Head. All bonds must be originals, signed and sealed. No faxed or photocopies will be accepted.
- 6.4 The Department Head shall maintain a list of the names and addresses of all bidders who pick up tender documents in order that all such perspective bidders can be notified in case of the following:

- (a) Addendum to the tender document
- (b) Extension of time for the tender closing
- (c) Cancellation of tender process

6.5 Bidder inquiries should be faxed by the bidder to the Department Head or Designate. These questions and their respective answers will be written and issued to all potential bidders prior to closing. Any questions and answers occurring during the bidders' meetings, site visits or information sessions will be treated in the same fashion, where possible.

VII. TENDER PROCEDURES:

- 7.1 All tenders shall be received by the Clerk or designate and shall be initialed and stamped with the time and date when received. Such tender shall remain sealed and shall be placed in a locked box designated for tenders and shall remain there until the hour designated for the opening of the tenders.
- 7.2 Upon the passing of the final hour for the submission of tenders, all tenders received on or before the designated hour of closing shall be opened publicly by the Clerk and Department Head at the main administration building. Any tender received after the designated hour of closing shall be initialed, time and date stamped, and returned unopened to the Tenderer.
- 7.3 A bidder may withdraw their tender prior to closing time. Withdrawal requests shall be directed to the Clerk by letter, facsimile, or in person. All Withdrawal requests made in person shall require a written withdrawal request. Tenders withdrawn prior to closing shall be returned unopened to the bidder.
- 7.4 The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract as long as it meets all of the conditions as set out in this policy.
- 7.5 Withdrawal requests received after the closing time shall not be considered.
- 7.6 It shall be the responsibility of the Department Head to ensure that at least 2 Township Officials are present at each tender opening meeting following the closing of tenders.
- 7.7 At the tender opening meeting the following information shall be stated by the Clerk:
 - (a) The name of the tender and/or the municipal contract number
 - (b) The name of each Bidder
 - (c) Confirmation of appropriate bid deposit and/or agreement to bond/
 - (d) Unless requested otherwise by the Department Head the lump sum dollar amounts submitted by the tenderer for the entire contract.
- 7.8 If more than 1 tender is read out under the same name for the same contract and no withdrawal notice has been received, the tender contained in the envelope bearing the time closest to the closing hour for the particular tender shall be considered to be the intended bid. The other tenders received from that bidder shall be considered withdrawn.

- 7.9 During the tender opening meeting any tender that is received could be designated "improper" for any of the following reasons:
- (a) Proper tender form or envelope is not used.
 - (b) Unsealed Envelopes
 - (b) Bids are not completed in the manner as prescribed by the tender.
 - (c) Part bids are submitted when the tender form clearly states that one award is to be made for the entire contract.
 - (d) The bid has been qualified or restricted in some manner that is not in accordance with the requirements as set out by the tender.
 - (e) The bid has not been signed /or not been sealed by the bidder.
 - (f) The bid deposit has not been submitted or is of an insufficient amount.
 - (g) The Agreement to Bond has not been submitted when required.
 - (h) Accessibility requirements are not appropriately addressed.
 - (i) Failure to attend mandatory site meeting, if required.
 - (j) Unit prices have been changed but not initialed and the contract totals are not consistent with the prices as amended.
- 7.10 Bids designated as improper at the tender opening meeting shall be referred to the Department Head to be dealt with in accordance with Section 7.13 of this policy.
- 7.11 Where deposit cheques have been requested and received in respect to any tender all such deposit cheques shall be immediately given over to the Treasurer or Deputy Treasurer upon completion of the tender opening meeting, with the exception that deposit cheques may, if authorized by the Department Head, be immediately returned to the tenderer other than the low and second lowest bidders. Tender deposit cheques given over to the Treasurer or Deputy Treasurer, with the exception of the low and second low Tenderer, shall be returned to the Tenderers as soon as possible following the Council's decision to award the contract for the particular Tender in question.
- 7.12 When all Tenders pertaining to a contract have been opened, they together with all the pertinent materials and/or documents shall be immediately passed on to the custody of the Department Head to which the particular Tender applies.
- 7.13 Following completion of the Tender opening meeting all bids received will be checked for infractions and a subsequent decision will be made by the Department Head as to whether "improper bids" received are to be accepted or rejected.
- 7.14 After a decision has been made on improper bids the Department Heads shall prepare a recommendation report to the designated standing Committee of Council.
- 7.15 After the recommendation report referred to in Section 7.14 has been dealt with by the appropriate standing committee and Council, rejected tenders may be returned to the bidders by registered mail or by hand.

VIII. AWARDING OF CONTRACTS:

- 8.1 A contract for a particular tender or RFP which exceeds \$100,000 may be finally executed by the Mayor and Clerk and the successful bidder upon Council approval of the recommendation to accept the bidder for the particular contract in question and the

passing of a By-law to authorize the signing of the contract by the Mayor and the Clerk. Tenders and RFPs awarded up to \$100,000 shall be executed by the CAO.

- 8.2 The Department Head shall with all reasonable efforts ensure that Tenderers who bid on a particular contract are informed of the Council decision on the awarding of the contract as soon as possible following Council approval to award the contract.
- 8.3 Bid deposit cheques held by the Treasurer or Deputy Treasurer for the successful tenderer and the tenderer who would next be selected, shall be returned at a time and in the manner as prescribed by the Treasurer.
- 8.4 When a tender has been awarded in accordance with this policy, the payment for work performed or material supplied shall be made as per the conditions set out in any formal contract entered into between the Council and the successful bidder.

IX. REQUEST FOR PROPOSALS (RFP) PROCESS:

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

X. PURCHASE BY NEGOTIATION:

- 10.1 The Department Head may purchase by way of a negotiation and, in such cases, the requirements for public tendering may be waived. Approval is only considered after the completion of the information appearing on Schedule "C". Approval to purchase by negotiation is permitted under the following conditions:
 - (a) When in the judgment of the Department Head, the goods required are in short supply due to market conditions.

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

XI. HEALTH AND SAFETY:

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

XII. SURPLUS AND OBSOLETE ASSETS:

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

- 12.1 Staff shall advise their Department Head of any goods, equipment or other assets that are obsolete, damaged, or surplus to the Department's needs.
- 12.2 Surplus lists must be approved by the Chief Administrative officer before disposal of goods or equipment.
- 12.3 All obsolete, damaged or surplus assets shall first be offered to other Departments within the Corporation, after which, the appropriate Department Head may dispose of such assets through public auction.

- 12.4 If a surplus or obsolete asset has an estimated market value less than \$300, the Department Head may dispose of the asset in any other suitable manner, including by donation to a not-for-profit organization, employee auction, or as scrap.
- 12.5 No surplus assets shall be sold directly to an employee or to an elected official, although this does not prohibit any employee or elected official from purchasing surplus assets being sold through a public process.
- 12.6 A Department Head who declares an item surplus shall not subsequently acquire the asset.

XIII. REVIEW AND EVALUATION:

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

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

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

SCHEDULE “A”

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

CAO

Director, Corporate Services/Chief Financial Officer

Director, Infrastructure

Director, Growth & Sustainability

Director, Legal & Legislative Services

Director, Community and Protective Services

CEO-Library Services

SCHEDULE "B"

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

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

*** EXCEPTION NOTE:**

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



TOWNSHIP OF WEST LINCOLN PURCHASING CARD POLICY

TITLE:	Purchasing Card Policy
POLICY NO:	POL-T-02-18
EFFECTIVE DATE:	September 1, 2018
POLICY AMENDED:	March 17, 2025 (Report T-06-2025)

POLICY STATEMENT:

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

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

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

The Township's Purchasing Card program will be administered by the Corporate Services Department (Finance Division).

GUIDELINES/PROCEDURES:

1. Approval authority

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

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

2. Authorized credit limit

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

3. Allowable Purchases

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

4. Responsibility of Purchasing Cardholders

- 4.1 An employee shall be required to enter into a Cardholder Agreement presented as Schedule B.
- 4.2 The employee shall ensure that all Purchasing Card purchases are in compliance with the Township's Tendering and Purchasing Policy and are within approved budget.
- 4.3 A Purchasing Card shall only be used by the employee to whom the card is issued.
- 4.4 The employee issued the Purchasing Card is responsible for its protection and custody.
- 4.5 The employee using the Purchasing Card is responsible for reconciling their transactions within ten (10) business days of the monthly statement. This involves uploading accurate and itemized vendor receipts to support the charge, with Harmonized Sales Tax (HST) broken out as applicable. This process includes submitting the reconciliation for approval. Failure to reconcile individual cards and submit for approval for payment by the requested date may result in the removal of the Purchasing Card privileges.
- 4.6 A Purchasing Card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Township's purchasing ordinance.
- 4.7 Lost or stolen Purchasing Cards shall be immediately reported to both the Supplier of the Purchasing Card and the Corporate Services Department (Finance Division).
- 4.8 An employee must immediately surrender the card upon termination of employment. The Township reserves the right to withhold the final payroll payout until the card is surrendered.
- 4.9 In the event that an employee is not able to upload a vendor receipt to support a card purchase, with all reasonable efforts having been exhausted by the employee to obtain support, the employee will upload an employee-signed document confirming the purchase was for a legitimate Township business purpose. This will need to be approved by the employee's direct supervisor.

5. Non-Compliance

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

6. Roles and Responsibilities

6.1 The Corporate Services Department (Finance Division) shall be responsible for:

- Receiving and processing fully completed and approved Purchasing Card Application Forms and overseeing compliance with this policy
- Receiving and distributing of Purchasing Cards
- Ensuring training is provided to card holders and approvers and providing assistance in the use of cards
- Processing all Purchasing Card payments

6.2 Cardholders shall be responsible for:

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

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

- Reviewing and approving the Cardholder transactions, ensuring that the uploaded receipts are complete, accurate and compliant with the Policy
- Taking the appropriate online training

6.4 Preparers shall be responsible for:

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

Schedule A

The following positions may be authorized by the Chief Administrative Officer and Director, Corporate Services/Chief Financial Officer to hold a Township Purchasing Card:

- Chief Administrative Officer
- Mayor
- Director, Corporate Services/Chief Financial Officer
- Director, Growth & Sustainability
- Director, Infrastructure
- Director, Legal & Legislative Services
- Director, Community and Protective Services
- Fire Chief
- CEO-Library Services
- Manager of Parks, Recreation and Facilities
- Coordinator of Recreation Services
- Manager of Operations
- Public Works Supervisor
- Information Technology Manager
- Executive Assistant to the CAO
- Property and Facilities Person
- Manager of Finance/Deputy Treasurer
- Supervisor of Accounting
- Manager, Legislative Services
- Chief Building Official
- Water & Wastewater Operator
- Deputy Fire Chief
- Equipment Mechanic
- Human Resources Advisor
- Manager of Planning
- IT Helpdesk Analyst
- Property Tax and Payroll Coordinator
- Supervisor of Parks, Recreation and Facilities
- Supervisor of Administrative Services Library
- Supervisor of Library Technical Services
- Supervisor of Library Programs
- Recreation and Wellness Programmer
- Administrative Assistant –Fire Department
- Secretary

**Schedule B
CARDHOLDER AGREEMENT**

Township of West Lincoln Employees:

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

Please print name here

Print work location here

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

(Employee signature)

(Date)

ON-LINE RECONCILIATION TO BE PERFORMED BY:

SELF

or

OTHER

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

DATE: March 17, 2025
REPORT NO: T-07-2025
SUBJECT: **2025 Tax Rate By-Law**
CONTACT: Katelyn Repovs, Director of Corporate Services/CFO
Lisa Kasko-Young, Property Tax and Payroll Coordinator

OVERVIEW:

- This report establishes the rates of taxation for the year 2025, in accordance with the approved 2025 operating and capital budget, and the 2025 Region of Niagara tax policy.
- Administration will use these rates in order to calculate the Final Tax Bills, to be issued to property owners in late June 2025, with due dates of July 31 and September 29, 2025.

RECOMMENDATION:

- 1) That, Recommendation Report T-07-2025, titled “2025 Tax Rate By-Law”, dated March 17, 2025, be received; and,
- 2) That, the 2025 tax rates, attached as Schedule A to this report, be approved; and,
- 3) That, By-Law 2025-13, to set the rates of taxation for the year 2025, be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Advance** – Organizational Capacity and Effectiveness

BACKGROUND:

At the February 24, 2025 Council Meeting, Council approved a 2025 general tax levy of \$10,255,120, an Urban Service Area levy of \$186,320 and a hospital levy of \$206,900. These levies are required to support the approved 2025 Operating Budget of \$23.6 million and the 2025 Capital Budget of \$10.0 million. This report outlines the Township’s 2025 tax rates, as well as the rates required to collect taxes on behalf of the Region of Niagara and the four area School Boards.

CURRENT SITUATION:

The tax rates are derived from the property assessment values provided by the Municipal

Property Assessment Corporation (MPAC) and the tax ratios established by the Region of Niagara. The tax rates for the Township and the Region are based on their respective 2025 approved budget requirements, while the tax rates for education are provided by the Province. In accordance with the Municipal Act, tax policies are set at the regional level for all local municipalities. The Region of Niagara Council approved their 2025 tax policy on February 20, 2025. Details of the 2025 Tax Policy can be found in the Region of Niagara’s Corporate Services Committee Report (CSD 6-2025).

Schedule A, attached to this report, outlines the 2025 tax rates, which includes the Township rates, the Regional rates and the Education rates. The Township rates are calculated based on the tax levy approved by Council as part of the 2025 budget. Overall, the Township portion of the tax bill (including the Hospital and Urban Service Area levies) accounts for 32% of the total tax bill.

The chart below breaks down the estimated total 2025 taxes for an average single detached residential home with an assessment of \$390,400.

	2024 Total Taxes	2025 Total Taxes	\$ Change	% Change
Assessment	\$ 390,400	\$ 390,400	\$ -	0.00%
Municipal	\$ 1,658.00	\$ 1,733.78	\$ 75.78	4.57%
Hospital	\$ 38.68	\$ 34.98	\$ (3.70)	-9.57%
Total Township	\$ 1,696.68	\$ 1,768.76	\$ 72.08	4.25%
Total Region	\$ 2,889.18	\$ 3,128.40	\$ 239.22	8.28%
Education	\$ 597.31	\$ 597.31	\$ -	0.00%
TOTAL	\$ 5,183.17	\$ 5,494.47	\$ 311.30	6.01%
Urban Service Area	\$ 72.60	\$ 71.78	\$ (0.82)	-1.13%
TOTAL WITH URBAN SERVICE AREA	\$ 5,255.77	\$ 5,566.25	\$ 310.48	5.91%

FINANCIAL IMPLICATIONS:

Without setting rates of taxation for 2025, the Township would not be able to collect the necessary tax revenue required to provide services to the Township community in accordance with the approved 2025 budget. Property taxes are the largest source of revenue for the Township and fund more than 52% of service delivery.

Administration will issue a Final Tax Bill in late June, which will require two instalment payments: July 31 and September 29. The Final Tax Bill will collect not only the Township’s property taxes, but also those of the Region of Niagara and the School Boards. Administration will then remit funds to the Region of Niagara based on the dates outlined in their By-Law 2025-03 and to the School Boards based on legislated dates.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO and the Legal and Legislative Services Department.

CONCLUSION:

It is recommended that Council approve the tax rates as outlined in Schedule A to allow Administration to proceed in preparing the Final Tax Bills in June 2025.

ATTACHMENTS:

Schedule A	Taxes Rates for 2025 and Schedule A to By-Law 2025-13
Schedule B	By-Law 2025-13 Set the rates of taxation for 2025

Prepared by:

Lisa Kasko-Young
Property Tax and Payroll Coordinator

Approved by:

Truper McBride
CAO

Reviewed & Submitted by:

Katelyn Repovs, CPA, CA
Director of Corporate Services/CFO

TOWNSHIP OF WEST LINCOLN
SCHEDULE A TO BY-LAW 2025-13
TAX RATES FOR 2025

Assessment Class	Code	Assessment	Township Tax Rate	Region Tax Rate	Waste Tax Rate	Transit Tax Rate	Education Tax Rate	WLMH Levy Tax Rate	TOTAL	Urban Service Area (USA)		
										Street Lights Tax Rate	Sidewalk Tax Rate	Total with USA
Residential	(RT)	1,853,098,200	0.00444103	0.00728438	0.00049541	0.00023888	0.00153000	0.00008960	0.01407930	0.00004786	0.00013600	0.01426316
Multi-Residential	(MT)	7,043,000	0.00874882	0.01435023	0.00097596	0.00047059	0.00153000	0.00017651	0.02625211	0.00009428	0.00026792	0.02661432
New Multi-Residential	(NT)	0	0.00444103	0.00728438	0.00049541	0.00023888	0.00153000	0.00008960	0.01407930	0.00004786	0.00013600	0.01426316
Small business on farm	(C7)	26,800	0.00770473	0.01263767	0.00085949	0.00041443	0.00220000	0.00015545	0.02397177	0.00008303	0.00023595	0.02429075
Commercial	(CT)	73,961,499	0.00770473	0.01263767	0.00085949	0.00041443	0.00880000	0.00015545	0.03057177	0.00008303	0.00023595	0.03089075
Commercial excess land	(CU)	1,359,800	0.00770473	0.01263767	0.00085949	0.00041443	0.00880000	0.00015545	0.03057177	0.00008303	0.00023595	0.03089075
Commercial vacant land	(CX)	2,973,800	0.00770473	0.01263767	0.00085949	0.00041443	0.00880000	0.00015545	0.03057177	0.00008303	0.00023595	0.03089075
Shopping centre	(ST)	6,917,900	0.00770473	0.01263767	0.00085949	0.00041443	0.00880000	0.00015545	0.03057177	0.00008303	0.00023595	0.03089075
Shopping centre excess land	(SU)	0	0.00770473	0.01263767	0.00085949	0.00041443	0.00880000	0.00015545	0.03057177	0.00008303	0.00023595	0.03089075
Commercial-New Construction	(XT)	0	0.00770473	0.01263767	0.00085949	0.00041443	0.00880000	0.00015545	0.03057177	0.00008303	0.00023595	0.03089075
Comm-New Const excess land	(XU)	0	0.00770473	0.01263767	0.00085949	0.00041443	0.00880000	0.00015545	0.03057177	0.00008303	0.00023595	0.03089075
Industrial	(IT)	42,501,300	0.01167990	0.01915792	0.00130293	0.00062825	0.00880000	0.00023565	0.04180465	0.00012587	0.00035768	0.04228820
Industrial excess land	(IU)	184,400	0.01167990	0.01915792	0.00130293	0.00062825	0.00880000	0.00023565	0.04180465	0.00012587	0.00035768	0.04228820
Industrial vacant land	(IX)	1,032,000	0.01167990	0.01915792	0.00130293	0.00062825	0.00880000	0.00023565	0.04180465	0.00012587	0.00035768	0.04228820
New Industrial	(JT)	0	0.01167990	0.01915792	0.00130293	0.00062825	0.00880000	0.00023565	0.04180465	0.00012587	0.00035768	0.04228820
Large industrial	(LT)	1,170,300	0.01167990	0.01915792	0.00130293	0.00062825	0.00880000	0.00023565	0.04180465	0.00012587	0.00035768	0.04228820
Large industrial excess land	(LU)	251,600	0.01167990	0.01915792	0.00130293	0.00062825	0.00880000	0.00023565	0.04180465	0.00012587	0.00035768	0.04228820
Pipeline	(PT)	29,190,000	0.00755907	0.01239874	0.00084324	0.00040660	0.00880000	0.00015251	0.03016016	0.00008146	0.00023149	0.03047311
Farmlands	(FT)	501,011,932	0.00111026	0.00182110	0.00012385	0.00005972	0.00038250	0.00002240	0.00351983	0.00001196	0.00003400	0.00356580
Managed forests	(TT)	2,674,500	0.00111026	0.00182110	0.00012385	0.00005972	0.00038250	0.00002240	0.00351983	0.00001196	0.00003400	0.00356580
Farmland Awaiting Development	(R1)	0	0.00333077	0.00546329	0.00371560	0.00017916	0.00114750	0.00006720	0.01390352	0.00003589	0.00010200	0.01404142

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW 2025-13

**BEING A BY-LAW TO ADOPT THE ESTIMATES FOR THE
YEAR 2025 AND TO SET THE RATES OF TAXATION
FOR THE YEAR 2025.**

WHEREAS it is necessary for the Council of the Corporation of the Township of West Lincoln, pursuant to the Municipal Act 2001, ch. 25 to adopt the tax ratios and tax rates for property classes set by the Regional Municipality of Niagara By-laws 2025-03 and 2025-04;

AND WHEREAS the tax ratios establish the relative amount of taxation to be borne by each property class;

AND WHEREAS the property classes have been prescribed by the Minister of Finance and the Assessment Act R.S.O. 1990, ch. A.31, s.7 and s.8 as amended and Regulations thereto;

AND WHEREAS it is necessary for the Council of the Corporation of the Township of West Lincoln, pursuant to the Municipal Act to levy on the whole of rateable property according to the last revised assessment roll for the Corporation of the Township of West Lincoln the sum set forth in Schedule "A", and hereto attached for the current year;

AND WHEREAS it is necessary for the Council of the Corporation of the Township of West Lincoln, pursuant to the Municipal Act to levy on rateable property in the urban area of Smithville to pay for the costs of street lighting and sidewalk construction, repair and maintenance and the removal of snow from sidewalks according to the last revised assessment roll for the Corporation of the Township of West Lincoln the sums set forth in Schedule "A", and hereto attached for the current year;

AND WHEREAS the Municipal Act, 2001, ch. 25, Section 308 provides that an upper-tier municipality shall pass a by-law to establish a set of tax ratios for each property class where the residential property class tax ratio is 1.00 and the Regional Municipality of Niagara has passed By-law 2025-03 to establish such ratios;

AND WHEREAS the Municipal Act, 2001, ch. 25, Section 311 provides that for the purposes of raising the general upper-tier tax levy, the council of the upper-tier municipality shall pass a by-law directing the lower municipality to levy a separate tax rate as specified in the by-law on assessment in each property class in the lower tier municipality rateable for upper tier purposes and the Regional Municipality of Niagara has passed By-law 2025-04 to establish such rates, as set forth in Schedule "A";

AND WHEREAS the Education Act, R.S.O. 1990, ch. E.2, Ontario Regulation 400/98 as amended prescribes the education tax rates for each property class, as set forth in Schedule "A";

NOW THEREFORE the Council of the Corporation of the Township of West Lincoln enacts as follows:

1. The tax ratios and tax rate reductions for prescribed property classes set by the Regional Municipality of Niagara By-laws 2025-03 and 2025 -04 are hereby adopted.
2. The estimates for the current year shall be as set forth in Schedule "A" attached to this by-law.
3. The rates of taxation per current value assessment for Township, West Lincoln Memorial Hospital (WLMH), Regional and Education shall be as set out in Schedule "A" attached to this by-law.
4. The rates of taxation per current value assessment for the urban service area of Smithville to pay for the costs of street lighting and sidewalk construction, repair

and maintenance and the removal of snow from sidewalks shall be as set out in Schedule "A" attached to this by-law.

5. For payments in lieu of taxes due to the Corporation of the Township of West Lincoln, the actual amount due to the Corporation shall be based on the assessment roll and the tax rates for the year 2025, unless otherwise amended by the Municipal Act or any regulations as established by the Minister of Finance.
6. For the railway rights of way taxes due to the Corporation of the Township of West Lincoln in accordance with the Regulations as established by the Minister of Finance, pursuant to the Municipal Act 2001, ch. 25, Section 315, the actual amount due to the Corporation shall be based on the assessment roll and the tax rates for the year 2025.
7. If any section or portion of this by-law or of the Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of the Council for the Corporation of the Township of West Lincoln that all remaining sections and portions of this by-law and schedules continue in force and effect.
8. For the year 2025 a pre-levy of taxes was authorized by by-law and that the levy provided for in Schedule "A" attached to this by-law shall be reduced by the amount of the interim levy for 2024 and the balance shall be due in two installments on July 31, 2025 and September 29, 2025.
9. The said final tax levy shall become due and payable in two (2) installments as follows: Fifty percent (50%) of the final tax levy shall become due and payable on the 31st day of July; fifty percent (50%) of the final tax levy shall become due and payable on the 29th day of September and nonpayment of the amount on the dates stated in accordance with this section shall constitute default.
11.
 - (a) "Default" in this section shall mean "the first day following the date taxes are due".
 - (b) There shall be imposed on all taxes a penalty for non-payment or late payment of taxes. Penalty and interest is fixed at a rate of 1.25%. Penalty and interest will accrue on unpaid taxes commencing the first day of default and also on the first day of each calendar month thereafter.
12.
 - (a) On all taxes of the final tax levy in default on January 1, 2025, interest will be added at the rate of 1.25 percent per month for each month or fraction thereof of default.
 - (b) On all other taxes in default on January 1, 2025, interest shall be added at the rate of 1.25 percent per month or fraction thereof, and all by-laws and parts of by-laws inconsistent with this policy are hereby rescinded.
14. Penalties and interest added on all taxes of the final tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid final tax levy.
15. The Treasurer shall send, either via mail or electronic delivery, to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.
16. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
17. All taxes shall be paid into the office of the Treasurer or to such financial institutions authorized by the Municipal Act and approved by the Treasurer.
18. This by-law shall come into force and effect upon the date of the final reading thereof.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
24TH DAY OF MARCH 2025**

MAYOR CHERYL GANANN

JUSTIN PAYLOVE, CLERK

DATE: March 17, 2025

REPORT NO: O-05-2025

SUBJECT: **Water and Wastewater Rate Study and Financial Plan Request For Proposal (RFP) Award**

CONTACT: Mike DiPaola, P.Eng
Director, Infrastructure

OVERVIEW:

- Council approved the Water and Wastewater Rate Study and Financial Plan through the 2025 Capital and Special Projects Budget, in the amount of \$60,000.00.
- Under the requirements of O.Reg 453/07 a Water and Wastewater Rate Study for the purpose of developing a financial plan must be completed in order for the Township to renew its Drinking Water License.
- The Request for Proposal (RFP OPR 2025-02) was released in February 2025 with a closing date of March 7, 2025.
- Four (4) submissions from consultants were received by the Township.
- Administration has completed the evaluation of all proposals and recommend to Council the acceptance of the RFP submitted by Watson & Associates Economists Ltd., with a proposal price of \$34,989.00 (excluding HST).

RECOMMENDATION:

1. That Recommendation Report O-05-2025 titled “Water and Wastewater Rate Study and Financial Plan Request for Proposal (RFP) Award”, dated March 17, 2025, be received; and
2. That Watson & Associates Economists Ltd., be retained to complete the Water and Wastewater Rate Study and Financial Plan as outlined in RFP OPR 2025-02 at a price of \$34,989.00 (excluding HST).

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

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

Theme #2

- **CHAMPION strategic & responsible growth**

BACKGROUND:

Under the requirements of O.Reg 453/07 a Water and Wastewater Rate Study for the purpose of developing a financial plan must be completed in order for the Township to renew its Drinking Water License. The purpose of this study is to ensure cost recovery in the Township’s operating and capital budgets, ensure adequate resources are available for the maintenance, replacement, and rehabilitation of these capital assets, and to develop a long-term sustainable rate structure for the system users.

CURRENT SITUATION:

A Request for Proposal (RFP) was developed and issued on Bids and Tenders on February 21, 2025, with a closing date of March 7, 2025. Four (4) proposals were received and evaluated based on value for money, with the evaluation criteria being weighted as 80% for Technical and 20% Cost. The Technical evaluation criteria includes applicable technical expertise and resources, team strength and leadership, similar project experience, past performance record, project understanding, and scope of work/methodology. The results and summary of Administration’s evaluation is presented below:

VENDOR	RFP PRICE	POINTS (For RFP)
Watson & Associates Economists Ltd.	\$34,989.00	925
DFA Infrastructure International Inc.	\$28,000.00	780
BMA Management Consulting Inc.	\$38,575.00	780
Ranaweera Professional Services	\$58,240.00	540

Per the Township’s current Tendering & Purchasing Policy, purchases up to \$100,000.00 can be authorized by the CAO. However, in the case of an irregular result, authorization must be through Council resolution. An irregular result is defined as “where competitive quotes or proposals are submitted and any of the following has occurred:

- a) No bids received;
- b) Two or more identical low bids have been received;
- c) The lowest bid exceeds the estimated cost or budget allocation; or
- d) For any reason, the award of the contract to or the purchase from the lowest vendor is considered inappropriate.

In this case, awarding to the recommended consultant constitutes an irregular result, due to point d) above. As shown in the above chart, a lower priced bid was received than the recommended consultant with the highest RFP score. Based on the RFP evaluation and scoring, Watson & Associates Economists Ltd. was evaluated as the successful and recommended vendor. This firm has vast experience in developing Water and Wastewater Rate Studies, and also completed West Lincoln’s previous rate study in 2020. Therefore, Administration is recommending that RFP OPR 2025-02 be awarded to Watson & Associates Economists Ltd., at a price of \$34,989.00 (excluding HST).

FINANCIAL IMPLICATIONS:

Council approved \$60,000.00 towards the Water and Wastewater Rate Study and Financial Plan as part of the 2025 Capital and Special Projects Budget.

Administration recommends that RFP OPR 2025-02 be awarded to Watson & Associates Economists Ltd., at a price of \$34,989.00 (excluding HST). Based on the proposal price received from the recommended consultant, Administration has estimated the total cost of this project to be \$41,000.00, as itemized below:

Watson & Associates RFP Price:	\$34,989.00
Contingency Allowance:	\$ 5,000.00
Net HST Amount (plus rounding):	<u>\$ 1,011.00</u>
 Total Estimated Project Cost:	 \$41,000.00

The estimated total project cost includes a contingency allowance for any unforeseen costs related to professional services or miscellaneous costs in order to complete this study.

There are sufficient funds in the approved budget to award this assignment to Watson & Associates Economists Ltd., and to cover the estimated project cost.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Director of Corporate Services/CFO, the CAO, and the Clerk’s Office.

CONCLUSION:

Based on the four (4) submissions received in response to the Township’s Water and Wastewater Rate Study and Financial Plan RFP, Administration is recommending the acceptance of the RFP submitted by Watson & Associates Economists Ltd., with a proposal price of \$34,989.00 (excluding HST), as they scored the highest in the RFP evaluation.

SCHEDULE(S)

N/A

Prepared & Submitted by:

Approved by:

**Mike DiPaola, P.Eng
Director, Infrastructure**

**Truper McBride
Chief Administration Officer**