



**TOWNSHIP OF WEST LINCOLN
CORPORATE SERVICES COMMITTEE
AGENDA**

MEETING NO. EIGHT

Monday, November 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 CS64-25**

Steven Soos

Re: Sex Offender Registry

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. **COMMUNICATIONS**

7.1 **ITEM CS65-25**

Mayor Cheryl Ganann

Re: Strengthen Laws, Sentencing and Parole Restrictions

RECOMMENDATION:

WHEREAS the City of Welland and the broader Niagara Region have been deeply shaken by the recent violent sexual assault of a toddler in Welland;

WHEREAS court documents confirm the accused was previously convicted of sexual assault of a minor, ordered to register as a sex offender, but was released from his original sentence months early with limited conditions;

WHEREAS the release of repeat sexual offenders into our communities poses an unacceptable risk to children, families, and public safety;

WHEREAS municipalities lack the authority to legislate sentencing and offender release policies, but the Province of Ontario and the Government of Canada hold responsibility for ensuring that laws, sentencing guidelines, parole, and release practices protect the public from repeat violent and sexual offenders;

WHEREAS Canada's existing criminal justice system has permitted offenders convicted of the most serious crimes, including crimes against children, to be released prematurely despite ongoing risks to the community, and such leniencies in bail, sentencing, and release conditions have contributed to repeat victimization of children and other vulnerable Canadians; and

WHEREAS Niagara South Member of Parliament Fred Davies is presenting a petition to the House of Commons demanding changes to the Criminal Code to make bail and early release provisions more restrictive for repeat violent and child sex offenders.

NOW THEREFORE BE IT RESOLVED:

1. That West Lincoln Council FORMALLY CALL on the Governments of Ontario and Canada to review and strengthen laws, sentencing provisions, and parole eligibility for individuals convicted of

sexual offences, ensuring that repeat offenders are not prematurely released into communities where they pose an ongoing threat;
2. That Township of West Lincoln Council REQUEST that the Province of Ontario establish stricter monitoring measures, including mandatory long-term supervision orders, GPS monitoring, and enhanced public safety provisions for all individuals convicted of sexual offences;
3. That Township of West Lincoln Council REQUEST that the Attorney General of Ontario, the Ministry of the Solicitor General, and the Ministry of Children, Community and Social Services report back to municipalities on steps being taken to address gaps in legislation, sentencing, and supervision of repeat sex offenders;
4. That Township of West Lincoln Council EXPRESS its support for amendments to the Criminal Code of Canada to make bail, sentencing, and release conditions more restrictive for repeat violent offenders, particularly sex offenders, and that this support be communicated to MP Fred Davies for inclusion in his petition to the House of Commons; and;
5. That a copy of this motion BE SENT to:
 - The Premier of Ontario;
 - The Attorney General of Ontario;
 - The Minister of Children, Community and Social Services;
 - The Prime Minister of Canada;
 - The Minister of Justice and Attorney General of Canada;
 - The Minister of Public Safety, Democratic Institutions and Intergovernmental Affairs;
 - All Niagara-area Members of Provincial Parliament (MPPs);
 - All Niagara-area Members of Parliament (MPs); and
 - All local area municipalities.

7.2 ITEM CS66-25

West Lincoln Age Friendly
Re: Minutes - October 3, 2025

RECOMMENDATION:

1. That, the minutes from the West Lincoln Age Friendly Committee dated October 3, 2025; be received

8. STAFF REPORTS

8.1 ITEM CS67-25

7

Director, Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-18-2025 - Quarter 3 2025 Financial Update & Request for Approval of Budget Amendment (BA 2025-11).

RECOMMENDATION:

1. That, Recommendation Report T-18-2025, titled "Quarter 3 2025 Financial Update & Request for Approval of Budget Amendment (BA 2025-11)", dated November 17, 2025, be received; and,
2. That, a new capital project be established in order for Administration to undertake the work required for the Planning and Development Engineering Fee Review project; and,
3. That, Budget Amendment BA 2025-11 for an amount of \$60,000, funded through the Planning Reserve, be approved by Council.

8.2 ITEM CS68-25

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Fire Chief (Tim Hofsink)

Re: Information Report WLFD-10-2025 - Monthly Update - October 2025

RECOMMENDATION:

1. That, Information Report WLFD-10-2025, titled "Monthly Update – October 2025" dated November 17, 2025, be received.

9. OTHER BUSINESS

9.1 ITEM CS69-25

Members of Committee

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

9.2 ITEM CS70-25

Members of Council

Re: Other Business Items of an Informative Nature

10. 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)

11. CONFIDENTIAL MATTERS

There are no Confidential Matters

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. 2026 DRAFT OPERATING AND CAPITAL BUDGET

Mayor Ganann to propose the 2026 Draft Operating and Capital Budget.

14. ADJOURNMENT

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

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

MEETING NO. SEVEN HELD: Oct 3, 2025, Township Administration Building, 318 Canborough Street, and Smithville – 9:00 a.m. Council Chambers

PRESENT:

Chair:	John Ganann
Members:	Mayor Cheryl Ganann Deb Thomas Kitty McGrail Sue Langdon Stuart Lord Denise Lipiec Toni Mills
Regrets:	Councillor Greg Maychak Linda Sivyer Karen Parker Christine Hopwood
Guest:	Marianna Felvus
Staff:	Jacque Thrower, Executive Assistant

1. Ratification of Minutes from last meeting – Aug 8

The minutes of Friday, Aug 8th, 2025, were ratified by the Committee.

The meeting was devoted to a Debrief of the Active Living and Information Fair – Sept 26.

It was the consensus of the Committee that the Fair went very well. The Fair was well attended and Minister Raymond Cho, Minister of Seniors and Accessibility and Sam Oosterhoff. M.P.P. were impressed. We did need a second urn of coffee for lunch time and the afternoon session. The amount of food was adequate and there were no significant leftovers, and the healthy bag lunch was a hit with both the exhibitors and the participants. At future fairs we need to ensure volunteers are at the entrance to provide visitors with bags for a longer time period. There was discussion regarding putting more information on the flyer. There was a suggestion regarding offering a larger bag to participants however the cost for bigger bags was cost prohibitive.

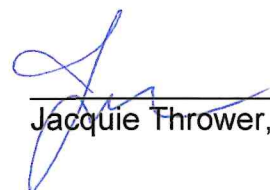
It was the consensus of the Committee that the 2026 Active Living and Information Fair will be Friday, September 18, 2026.

The next meeting will be a Friday, Nov 7.

The meeting adjourned at 9:35 a.m.



Mayor Cheryl Ganann



Jacquie Thrower, Executive Assistant

DATE: November 17, 2025

REPORT NO: T-18-2025

SUBJECT: **Quarter 3 2025 Financial Update & Request for Approval of Budget Amendment (BA 2025-11)**

CONTACT: Katelyn Repovs, CPA, CA Director, Corporate Services/CFO

OVERVIEW:

- Presentation of operating and capital financial results, as of September 30, 2025.
- Summary of purchasing activity and budget amendments approved by the CAO, up to September 30, 2025.
- At this point in time, Administration is projecting a 2025 surplus, attributable to favourable returns on Township investments. Contingent on departmental budgets performing within their budgets, projected overall 2025 operating surplus for Township is estimated at \$450,000.
- Administration is requesting approval of a 2025 Budget Amendment (BA 2025-11) for \$60,000, to be funded through the Planning Reserve, to establish a project and proceed with work required to undergo a Planning and Development Engineering Fee Review.

RECOMMENDATION:

1. That, Recommendation Report T-18-2025, titled “Quarter 3 2025 Financial Update & Request for Approval of Budget Amendment (BA 2025-11)”, dated November 17, 2025, be received; and,
2. That, a new capital project be established in order for Administration to undertake the work required for the Planning and Development Engineering Fee Review project; and,
3. That, Budget Amendment BA 2025-11 for an amount of \$60,000, funded through the Planning Reserve, be approved by Council.

ALIGNMENT TO STRATEGIC PLAN:

- **Strategic Priority #4 – ADVANCE** organizational capacity and effectiveness

BACKGROUND:

Administration has completed a review of operating and capital results up to the end of

September 30, 2025.

Schedule A is a summary of the Operating Revenues and Expenditures up to September 30, 2025, on a net basis and by service area. It is important to note that the financial results presented are based on vendor invoices that have been received and processed to date. The analysis has taken into account the timing and seasonality of certain budget lines. The column titled “Budget” under the “Operating YTD” heading indicates the portion of the budget that would be expected to be expended as of September 30, 2025. Under the “Operating Total” heading, the “Budget” figure reflects the approved total 2025 budget.

Schedule B to this report is a presentation of financial results, up to September 30, 2025, by “object” code and includes capital expenditures. It is important to note that the funding of capital expenditures takes place as part of the Township’s year-end financial processes. Once this happens, capital revenue will equal capital expenditures.

Schedule C to this report is a listing of the Township Reserve Fund and Reserve Balances, with estimated balances projected to December 31, 2025. These 2025 balances are unaudited and subject to change.

CURRENT SITUATION:

Revenue Analysis:

All revenue items are currently on track as of September 30, 2025. It is projected that investment revenue will exceed the 2025 budget, resulting in a projected 2025 operating surplus of \$450,000. This is an increase to the 2025 projected surplus that Administration had previously forecasted as of June 30, 2025 and is a result of higher than anticipated interest income earned on the Township’s investments and bank accounts. This projected surplus is contingent on all other departments performing within their approved budgets.

Some revenue areas have exceeded the approved 2025 budget, such as Youth and Adult Programs within the Recreation Programs Division. Administration has reviewed and taken into account any revenue exceedances and factored them into the 2026 budget planning process, where applicable.

Investment income has been an important financial tool for the Township, helping to generate positive returns. Where possible, Administration has secured investments with fixed rates to provide stable income, as interest rates continue to decline. The Township does not budget for the actual expected investment returns, as doing so would result in significant fluctuations in the tax levy, since returns will vary depending on market conditions, along with liquid asset requirements to support the Township’s operating budget and Ten Year Capital Plan. Instead, Administration considers this additional revenue when recommending reserve transfers to Council, using it to support long-term financial stability.

Expenditure Analysis:

Administration has reviewed the first 9 months of 2025 financial operations. This review included a comparison of actual results to budget. Administration continually monitors the operating expenses.

The first and second quarter financial results, covering the January-March 2025 and April-June 2025 periods, were presented through Reports T-08-2025 and T-13-2025, respectively. Regarding the third quarter, covering the July-September 2025 period, some expenditure areas have exceeded the approved 2025 budget, such as Legal Fees and OLT Defence costs, but Administration expects these overages to be covered by savings within other expenditure lines. Administration has reviewed and taken into account any expense variances and factored them into the 2026 budget planning process, where applicable. At this time, there is nothing further that requires Council's attention.

Reserve Analysis:

Schedule C outlines the projected reserve balances up to December 31, 2025. The Contingency Reserve has been updated to reflect Council's approval of allocating \$1,285,400 from the 2024 year-end accumulated operating surplus to this reserve, as approved through Report T-17-2025. Further, the Planning Reserve balance takes into account requested approval of Budget Amendment (BA 2025-11).

Based on information available at this time, Administration has forecasted that the following reserves would be in an overdrawn (deficit) position at the end of 2025:

1. Building Department Reserve Fund – this reserve is intended to be self-sustaining and does not have an impact on the Township's operating budget and levy. The reserve has been declining for the past few years, due to a decrease in permit activity. Further, a fee review is currently underway to ensure that the fees are appropriately covering the underlying costs of performing services by the Building Department. This fee review is expected to be presented to Council for approval in December 2025.
2. Equipment Reserve – this reserve is used to fund vehicles and equipment for the Township. Through the 2025 budget process, Administration informed Council of this projected overdrawn reserve balance. Through the 2026 budget process, Administration is addressing the need to replenish this overdrawn reserve balance.

Purchasing Activity:

The Township's Purchasing and Tendering Policy (POL-T-01-2015) grants purchasing authority to the CAO up to \$100,000. This authority applies to the approval of quotes, requests for proposals, and tenders. In addition, the CAO has authority to approve up to \$100,000 in instances where prices are not obtained through a competitive process, and a request to purchase by way of negotiation, as outlined in Section 10 of the Purchasing and Tendering Policy, is requested.

For those purchases made through negotiations, the CAO approved the following procurements between July to September 2025, in accordance with the Purchasing and Tendering Policy:

Vendor	Amount	Project
AJ Stone	\$ 5,300.00	Fire Fighting Foam Solution
Grimsby Ford Sales & Service	\$ 50,900.00	Project 169 - Pickup Truck
All the Best Paving Ltd	\$ 21,230.00	2025 Sidewalk spot repair program
Envisio Solutions Inc.	\$ 9,633.00	Strategic Plan Tracking software pilot (4 months)
Locality Media dba First Due	\$ 15,170.00	RMS software - 12 month term
Grimsby Ford Sales & Service	\$ 64,000.00	Project 325 - Water Van
LEA Consulting Limited	\$ 55,000.00	Road Safety action plan
Agile Infrastructure Ltd	\$ 15,375.00	Capacity Allocation policy development support
Agile Infrastructure Ltd	N/A - billed to developer	Development and Block Plan review support
Grimsby Ford Sales & Service	\$ 88,000.00	Project 485 One Ton Dump Truck
Kubota Tractor - Berg Equipment	\$ 28,147.00	PW 2025-07 Utility Vehicle replacement
Urban & Environmental Management Inc.	\$ 62,000.00	Dufferin St. detail design - sanitary sewers, watermain & road rehab
Ellis Engineering Inc.	\$ 49,200.00	Detail design of Snyder Bridge
Soundbox Productions	\$ 9,300.00	Music, Market and Park it sound, lighting & production
Soundbox Productions	\$ 8,000.00	Canada Day sound, lighting & production

Budget Amendments:

Amendments to the approved budget are requested by Administration when they become aware of changes to the original Council approved budget. The Township's Delegation of Authority By-law 2025-02, Schedule C, states that the following power is delegated to the CAO and Treasurer:

"Authority to make amendments to the annual budget adopted by Council up to \$20,000 per item, provided such amendments do not increase the current year's approved annual budget or tax levy."

Therefore, any amounts over \$20,000 would go directly to Council for approval. The chart below provides details as to all approved budget amendments. Any amounts that exceed \$20,000 have been approved by Council and are denoted with the appropriate report or resolution number. Please note that BA2025-11 is pending approval through this report.

Number	Description	Report	Amount	Funding Source
BA2025-01	Parks and Recreation Master Plan	N/A	\$ 8,500	Development Charges / Transfer from Planning Reserve
BA2025-02	Trees for All Pilot Project	Resolution Item CS09-25	\$ 10,000	Wind Turbine Community Fund Reserve
BA2025-03	Silverdale Road Rehabilitation Project Tender	O-06-2025	-\$ 225,000	Transfer from Capital Reserve
BA2025-04	Two Tandem Axle Dump Trucks with Plowing Equipment (Project 484 & 642)	O-11-2025	\$ 65,000	Transfer from Equipment Reserve
BA2025-05	Road Safety Action Plan	O-13-2025	\$ 56,954	Vision Zero Program Revenues
BA2025-06	Reallocation between AV Conferencing Equipment & Library Logo/Branding project	Library Board Resolution	\$ 3,062	Reallocation between Capital/Special Project Accounts
BA2025-07	St. Ann's Road Construction Project	O-18-2025	Reallocation	Reallocation only
BA2025-08	Wade Road/RR20 Reconstruction	O-19-2025	-\$ 1,270,000	Refer to Report O-19-2025 Schedule B
BA2025-09	IT Security Upgrades	T-12-2025	\$ 20,000	Transfer from IT Reserve
BA2025-10	CIP Affordable Housing Project	N/A	\$ 15,000	Transfer from Planning Reserve
BA2025-11*	Planning and Development Engineering Fee Review	T-18-2025	\$ 60,000	Transfer from Planning Reserve

* BA2025-11 is pending Council approval through this report.

Budget Amendment (BA 2025-11):

Administration is requesting approval of a Budget Amendment to initiate a Planning and Development Engineering Fee Review project, in the amount of \$60,000. This would be funded through a Transfer from the Planning Reserve. Administration recognizes the high priority of this Fee Review, therefore is requesting approval of this budget amendment in order to start the project in 2025.

The purpose of this fee review is to ensure that Planning and Site Alteration fees are adequately covering Administration's time in processing applications. The fee review needs to consider the function and roles for the Development Engineering review and the Manager of Planning position. Further, in April 2025, the Region of Niagara lost planning responsibilities, resulting in the Growth and Sustainability Department

becoming responsible for additional portions of development planning review, including land use compatibility, growth management and archaeological assessments. Finally, because of the recent restructuring of the Department, and the addition of Development Engineering function, new and updated development review fees are required to ensure adequate cost recovery is being achieved.

FINANCIAL IMPLICATIONS:

There are no financial implications as a result of the information related to the Q3 Financial Update portion of this report. Budget Amendment (BA 2025-11) will be funded through a Transfer from the Planning Reserve, in the amount of \$60,000. Administration has updated the forecasted Reserve Balance as of December 31, 2025 (as shown on Schedule C) and will take this updated balance in account for 2026 planning purposes, in order to determine the required reserve contributions in the 2026 budget.

INTER-DEPARTMENTAL COMMENTS:

If any large variances exist between budget and actual results, the applicable departments are asked to provide feedback on the variance reasons.

The Budget Amendment (BA 2025-11) is being requested in consultation with the Director, Growth & Sustainability.

CONCLUSION:

This report is to inform Council of the Township's operating and capital results up to September 30, 2025. This report also updates Council on the purchasing authority exercised by the CAO, along with approved budget amendments, up until the end of September 2025. Finally, this report is requesting Council to approve Budget Amendment (BA 2025-11) to initiate a Planning and Development Engineering Fee Review project.

ATTACHMENTS:

SCHEDULE A - Operating Results by Service Area as of September 30, 2025
SCHEDULE B - Operating and Capital Results by Object as of September 30, 2025
SCHEDULE C - Reserve Balances Projected to December 31, 2025

Prepared & Submitted by:

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

Approved by:

Truper McBride
CAO

TOWNSHIP OF WEST LINCOLN

For the Nine Months Ending September 30, 2025

	Operating YTD				Operating Total			
	Actuals	Budget	Variance (\$)	Variance (%)	Actuals	Budget	Variance (\$)	Variance (%)
General								
General	(\$11,065,670)	(\$9,274,140)	\$1,791,530	(19.%)	(\$11,065,670)	(\$12,365,850)	(\$1,300,180)	10.5%
Equipment	(\$131,572)	(\$150)	\$131,422	(87615.%)	(\$131,572)		\$131,572	0.0%
Total General	(\$11,197,242)	(\$9,274,290)	\$1,922,952	(21.%)	(\$11,197,242)	(\$12,365,850)	(\$1,168,608)	9.5%
General Government								
Governance	\$296,027	\$304,470	\$8,443	3.%	\$296,027	\$406,750	\$110,723	27.2%
Corporate Management	\$1,677,908	\$1,821,450	\$143,542	8.%	\$1,677,908	\$2,439,070	\$761,162	31.2%
Total General Government	\$1,973,935	\$2,125,920	\$151,985	7.%	\$1,973,935	\$2,845,820	\$871,885	30.6%
Protection Services								
Fire	\$1,395,690	\$1,297,820	(\$97,870)	(8.%)	\$1,395,690	\$1,736,400	\$340,710	19.6%
Building Permit & Inspection Services	\$305,076	(\$1,060)	(\$306,136)	28881.%	\$305,076		(\$305,076)	0.0%
By-Law Enforcement	\$52,731	\$68,410	\$15,679	23.%	\$52,731	\$91,490	\$38,759	42.4%
Provincial Offences Act		(\$4,770)	(\$4,770)	100.0%		(\$6,330)	(\$6,330)	100.0%
Animal Control	\$16,636	\$16,880	\$244	1.%	\$16,636	\$22,540	\$5,904	26.2%
Total Protection Services	\$1,770,133	\$1,377,280	(\$392,853)	(29.%)	\$1,770,133	\$1,844,100	\$73,967	4.0%
Transportation Services								
Roads Paved & Unpaved	\$2,141,599	\$2,042,080	(\$99,519)	(5.%)	\$2,141,599	\$2,724,890	\$583,291	21.4%
Traffic Operations & Roadside Maintenance	\$159	\$149,660	\$149,501	100.0%	\$159	\$199,430	\$199,271	99.9%
Winter Control	\$814,829	\$567,590	(\$247,239)	(44.%)	\$814,829	\$774,540	(\$40,289)	-5.2%
Crossing Guards	\$74,036	\$83,870	\$9,834	12.%	\$74,036	\$120,500	\$46,464	38.6%
Streetlights	(\$2,840)	\$21,150	\$23,990	113.0%	(\$2,840)	\$28,410	\$31,250	110.0%
Bridges & Culverts	\$259,763	\$225,720	(\$34,043)	(15.%)	\$259,763	\$301,000	\$41,237	13.7%
Total Transportation Services	\$3,287,545	\$3,090,070	(\$197,475)	(6.%)	\$3,287,545	\$4,148,770	\$861,225	20.8%
Environmental Services								
Wastewater	(\$72,564)	(\$570)	\$71,994	(12631.%)	(\$72,564)		\$72,564	0.0%
Storm Sewer	\$21,884	\$89,820	\$67,936	76.%	\$21,884	\$119,710	\$97,826	81.7%
Water	(\$105,698)	(\$1,030)	\$104,668	(10162.%)	(\$105,698)		\$105,698	0.0%
Total Environmental Services	(\$156,378)	\$88,220	\$244,598	277.%	(\$156,378)	\$119,710	\$276,088	230.6%
Heath Services								
Cemeteries	\$45,095	\$96,670	\$51,575	53.0%	\$45,095	\$129,500	\$84,405	65.2%
Total Heath Services	\$45,095	\$96,670	\$51,575	53.0%	\$45,095	\$129,500	\$84,405	65.2%
Recreation & Cultural Services								
Parks	\$374,775	\$579,640	\$204,865	35.0%	\$374,775	\$724,500	\$349,725	48.3%
Recreation Programs	\$389,282	\$438,920	\$49,638	11.0%	\$389,282	\$592,000	\$202,718	34.2%
Recreational Facilities	\$629,394	\$505,920	(\$123,474)	(24.0%)	\$629,394	\$702,000	\$72,606	10.3%
Libraries	\$638,320	\$706,140	\$67,820	10.0%	\$638,320	\$952,830	\$314,510	33.0%
Total Recreation & Cultural Services	\$2,031,771	\$2,230,620	\$198,849	9.0%	\$2,031,771	\$2,971,330	\$939,559	31.6%
Planning & Development								
Planning & Heritage	\$224,306	\$207,640	(\$16,666)	(8.0%)	\$224,306	\$276,670	\$52,364	18.9%
Drainage	\$29,475	\$22,410	(\$7,065)	(32.0%)	\$29,475	\$29,950	\$475	1.6%
Total Planning & Development	\$253,781	\$230,050	(\$23,731)	(10.0%)	\$253,781	\$306,620	\$52,839	17.2%
	(\$1,991,360)	(\$35,460)	\$1,955,900	(5516.%)	(\$1,991,360)	\$0	\$1,991,360	0.0%

TOWNSHIP OF WEST LINCOLN
Summary of All Units
For the Nine Months Ending September 30, 2025

	YTD				Annual			
	Budget	Actual	Variance (\$)	Variance (%)	Budget	Actual	Remaining (\$)	Remaining (%)
Operating Revenue								
Tax Levy	\$7,846,470	\$10,462,033	(\$2,615,563)	(33.%)	\$10,462,020	\$10,462,033	(\$13)	(0.%)
Street Light Levy	\$36,360	\$48,500	(\$12,140)	(33.%)	\$48,500	\$48,500	(\$0)	(0.%)
Sidewalk Levy	\$103,320	\$137,820	(\$34,500)	(33.%)	\$137,820	\$137,820	\$0	0.%
Supplemental Levy	\$45,900	\$2,391	\$43,509	95.%	\$61,200	\$2,391	\$58,809	96.%
Supplemental Streetlight Levy	\$0	\$2	(\$2)	0.%	\$0	\$2	(\$2)	0.%
Supplemental Sidewalk Levy	\$0	\$6	(\$6)	0.%	\$0	\$6	(\$6)	0.%
Payment In Lieu	\$541,710	\$727,174	(\$185,464)	(34.%)	\$722,300	\$727,174	(\$4,874)	(1.%)
User Fees	\$5,514,793	\$5,219,625	\$295,169	5.%	\$7,353,602	\$5,219,625	\$2,133,977	29.%
Government Transfers	\$1,094,772	\$980,986	\$113,786	10.%	\$1,459,700	\$980,986	\$478,714	33.%
Other Revenue	\$933,750	\$783,710	\$150,040	16.%	\$1,245,400	\$783,710	\$461,690	37.%
Allocation of Program Support	\$1,437,930	\$1,917,190	(\$479,260)	(33.%)	\$1,917,190	\$1,917,190	\$0	0.%
Funding From Reserves	\$1,169,326	\$4,617,350	(\$3,448,024)	(295.%)	\$1,559,122	\$4,617,350	(\$3,058,228)	(196.%)
Total Operating Revenue	\$18,724,331	\$24,896,786	(\$6,172,455)	(33.%)	\$24,966,853	\$24,896,786	\$70,067	0.%
Operating Expenses								
Salaries and Wages	\$5,412,080	\$5,318,387	\$93,693	2.%	\$7,258,730	\$5,318,387	\$1,940,343	27.%
Benefits	\$1,620,120	\$1,456,686	\$163,434	10.%	\$2,160,130	\$1,456,686	\$703,444	33.%
Debt Interest	\$579,780	\$714,036	(\$134,256)	(23.%)	\$773,150	\$714,036	\$59,114	8.%
Administrative Expenses	\$239,000	\$184,884	\$54,116	23.%	\$319,610	\$184,884	\$134,726	42.%
Supplies and Equipment	\$313,890	\$253,909	\$59,981	19.%	\$419,310	\$253,909	\$165,401	39.%
Repairs and Maintenance (Materials Only)	\$1,469,430	\$1,433,135	\$36,295	2.%	\$1,959,940	\$1,433,135	\$526,805	27.%
Utilities	\$425,070	\$334,451	\$90,619	21.%	\$567,130	\$334,451	\$232,679	41.%
Insurance	\$326,970	\$428,835	(\$101,865)	(31.%)	\$436,050	\$428,835	\$7,215	2.%
Subscriptions and Periodicals	\$13,140	\$11,475	\$1,665	13.%	\$17,700	\$11,475	\$6,225	35.%
Contracted Services	\$3,295,610	\$2,765,731	\$529,879	16.%	\$4,396,360	\$2,765,731	\$1,630,629	37.%
Special Projects	\$981,101	\$206,897	\$774,204	79.%	\$1,308,143	\$206,897	\$1,101,245	84.%
Rents and Financial Expenses	\$31,500	\$13,699	\$17,801	57.%	\$42,040	\$13,699	\$28,341	67.%
External Transfers	\$50,700	\$4,594,735	(\$4,544,035)	(8963.%)	\$67,610	\$4,594,735	(\$4,527,125)	(6696.%)
Internal Functional Adjustments	\$686,790	\$915,690	(\$228,900)	(33.%)	\$915,690	\$915,690	\$0	0.%
Allocation of Program Support	\$751,050	\$1,001,500	(\$250,450)	(33.%)	\$1,001,500	\$1,001,500	\$0	0.%
Tax Write Off	\$59,130	\$33,101	\$26,029	44.%	\$79,050	\$33,101	\$45,949	58.%
Debt Principal	\$716,400	\$847,193	(\$130,793)	(18.%)	\$955,130	\$847,193	\$107,937	11.%
Contribution to Reserves	\$1,717,110	\$2,391,083	(\$673,973)	(39.%)	\$2,289,580	\$2,391,083	(\$101,503)	(4.%)
Total Operating Expenses	\$18,688,871	\$22,905,427	(\$4,216,556)	(23.%)	\$24,966,853	\$22,905,427	\$2,061,426	8.%
Operating Surplus/(Deficit)	\$35,460	\$1,991,360	(\$1,955,900)	(5516.%)	\$0	\$1,991,360	(\$1,991,360)	0.%
Capital Revenue								
User Fees	\$1,381,356	\$0	\$1,381,356	100.%	\$1,841,800	\$0	\$1,841,800	100.%
Government Transfers	\$5,993,922	\$769,338	\$5,224,583	87.%	\$7,991,914	\$769,338	\$7,222,576	90.%
TCA Sale Proceeds	\$0	\$69,196	(\$69,196)	0.%	\$0	\$69,196	(\$69,196)	0.%
Funding From Reserves	\$3,953,091	\$0	\$3,953,091	100.%	\$5,270,807	\$0	\$5,270,807	100.%
Total Capital Revenue	\$11,328,368	\$838,535	\$10,489,834	93.%	\$15,104,521	\$838,535	\$14,265,986	94.%
Capital Expenditures								
Land Improvements	\$274,856	\$140	\$274,716	100.%	\$366,475	\$140	\$366,335	100.%
Facilities	\$199,892	\$61,294	\$138,598	69.%	\$266,519	\$61,294	\$205,225	77.%
Equipment	\$285,589	\$78,206	\$207,383	73.%	\$380,793	\$78,206	\$302,587	79.%
Rolling Stock	\$2,118,164	\$2,065,602	\$52,563	2.%	\$2,824,227	\$2,065,602	\$758,625	27.%
Transportation Infrastructure	\$5,091,682	\$1,580,250	\$3,511,432	69.%	\$6,788,900	\$1,580,250	\$5,208,650	77.%
Environmental Infrastructure	\$3,358,202	\$96,830	\$3,261,372	97.%	\$4,477,607	\$96,830	\$4,380,777	98.%
Total Capital Expenditures	\$11,328,386	\$3,882,322	\$7,446,064	66.%	\$15,104,521	\$3,882,322	\$11,222,199	74.%
Capital Surplus/(Deficit)	(\$18)	(\$3,043,787)	\$3,043,769	(16909830.%)	\$0	(\$3,043,787)	\$3,043,787	0.%

TOWNSHIP OF WEST LINCOLN
ESTIMATE OF RESERVE FUND AND RESERVE BALANCES PROJECTED TO DECEMBER 31, 2025

	ESTIMATED CLOSING		COMMITMENTS		UNCOMMITTED
RESERVE FUNDS:					
BUILDING DEPARTMENT	-\$	345,624	\$	-	-\$ 345,624
LIBRARY	\$	589,887	\$	91,246	\$ 498,641
TOTAL RESERVE FUNDS	\$	244,262	\$	91,246	\$ 153,016
RESERVES:					
BRIDGES	\$	752,974	\$	206,602	\$ 546,371
CAPITAL	\$	2,339,650	\$	1,470,047	\$ 869,603
CEMETERY	\$	176,146	\$	25,763	\$ 150,383
CONTINGENCY	\$	2,494,935	\$	1,392,919	\$ 1,102,016
ELECTION	\$	114,945	\$	-	\$ 114,945
EQUIPMENT	\$	1,231,223	\$	1,402,500	-\$ 171,277
FACILITIES	\$	395,856	\$	73,500	\$ 322,356
FIRE	\$	2,250,765	\$	1,403,550	\$ 847,214
HOSPITAL	\$	8,400	\$	-	\$ 8,400
INDUSTRIAL PARK	\$	455,759	\$	-	\$ 455,759
INFORMATION TECHNOLOGY	\$	163,830	\$	89,810	\$ 74,020
INSURANCE	\$	187,655	\$	-	\$ 187,655
PLANNING	\$	538,784	\$	334,925	\$ 203,859
ROAD SETTLEMENT AGREEMENT	\$	107,100	\$	-	\$ 107,100
SEWER	\$	2,313,913	\$	294,619	\$ 2,019,293
SIDEWALKS	\$	274,955	\$	72,000	\$ 202,955
STREET LIGHTS	\$	63,624	\$	-	\$ 63,624
WATER	\$	1,580,981	\$	306,881	\$ 1,274,101
WIND TURBINE COMMUNITY FUND	\$	321,366	\$	10,000	\$ 311,366
WINTER CONTROL	\$	653,520	\$	-	\$ 653,520
WLCC (WEST LINCOLN COMMUNITY CENTER)	\$	596,387	\$	-	\$ 596,387
TOTAL RESERVES	\$	17,022,767	\$	7,083,116	\$ 9,939,652
TOTAL RESERVE FUNDS AND RESERVES	\$	17,267,030	\$	7,174,362	\$ 10,092,668

DATE: November 17, 2025
REPORT NO: WLFD-10-2025
SUBJECT: Monthly Update – October 2025
CONTACT: Tim Hofsink, Fire Chief

OVERVIEW:

- This report will address October 2025 fire responses and activities.

RECOMMENDATION:

That, Information Report WLFD-10-2025 titled “Monthly Update – October 2025” dated November 17, 2025, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1 and # 4

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

CURRENT SITUATION:

Emergency responses Calls:

See Attached Schedule "A" for October's calls.

New Recruits:

The recruit class which began in January 2025 are continuing their studies for the second level of Firefighter Certification, level 2. Good progress is being made, and evaluations were conducted on the members of the recruit class. Level 2 includes more in-depth knowledge of firefighting techniques as well as topics related to operating a group of firefighters on scenes and some technical rescue information. Final exams are being considered for the first half of 2026, and the next phase of their training will include Hazardous Materials Awareness and Operations.

Retirement:

One of the firefighters from Station 2, Jason Thompson resigned after approximately four years of service. Jason's efforts are appreciated, and he will be missed by the team.

Promotions:

Job posting for the captain position left vacant when Deputy Rakonjac was promoted went out at end of October, candidate testing to follow mid November.

Training:

Firefighter training topics included two weekends of Live Fire training at the GRTC where the firefighters continued to hone their skills related to search and rescue techniques, use of Thermal Imaging Camera, hose/nozzle handling, fire suppression, Accountability System, Incident Command System, and radio use. These live fire sessions are conducted on weekend days to ensure that enough training time is provided, and firefighters give their Saturday mornings to ensure these valuable skills stay sharp. Additional topics trained on in October included farm rescue, patient removal and high-rise emergency preparation.

Fire Prevention / Public Education

October was a busy month for the Fire Prevention/Public Education Team. The Firefighters participated in a barbeque at Home Hardware to kick off Fire Prevention week. The Team also spent time standing with each of the town crossing guards to talk to the kids walking to and from school about fire safety, as well as attending the Smithville Library branch to read books to kids. A Firehall tour for the Grimsby / Lincoln Community care group was held at Station 1. Firefighters also held fire safety presentations for residents at each of the Legion Villa buildings.

The Fire Prevention/Public Education team is very active in the community, raising awareness of good fire safety practices, and promoting the required installation of smoke and CO alarms in residences. With changes in the Fire Code coming in early 2026, the Team is making an effort to help educate residents on the new requirements which will include the need for a CO detector on each level of homes as well as adjacent to all sleeping areas.

Apparatus Fleet

The delivery of the new Pumper is expected near end of November. Final inspections have been completed and the last items requiring attention are being addressed by Fort Gary currently. Upon delivery of the truck, the personnel delivering the vehicle will train West Lincoln Firefighters in the use of the equipment on the new truck. Each of the firefighters who is trained as a Pump Operator will require a certain amount of time driving and operating the pump on the new truck prior to being approved to operate it for emergency calls.

Prior to the new truck entering service it will require installation of the radio equipment, application of all decals and wraps with logos and names, as well as installation of all equipment from the current pumper onto the new one.

Fire Services Activities

The Fire Department was open to public for a Halloween visit where the crew handed out candy and educational information.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Corporate Services/CFO, CAO and Clerk.

CONCLUSION:

This report is to inform Committee and Council of the October 2025 operations of West Lincoln Fire and Emergency Services.

SCHEDULE(S):

Schedule A – October Monthly Calls

Prepared & Submitted by:

Tim Hofsink
Fire Chief

Approved by:

Cynthia Summers
**Director, Community and Protective
Services**

Truper McBride
CAO