



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



MEETING NO. SIX HELD: Monday, June 20, 2011, Township Administration Building, 318 Canborough Street, Smithville - 6:30 p.m.

1. **CHAIR:** Alderman John Glazier

2. **DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST:**

3. **REQUEST TO ADDRESS ITEMS ON THE AGENDA:**

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

4. **APPOINTMENTS/PRESENTATIONS:**

(a) **ITEM A62-11**

Mr. Mike Firmin, PoultryFest and Ms. Wendy Joyner, Canada Day Representative
Re: PoultryFest & Canada Day Events - Update

(b) **ITEM A63-11**

Janet St. Amand (YMCA Interim CAO) and Linda Boich (YMCA)
Re: YMCA Presentation
COLOURED PRESENTATION UNDER SEPARATE COVER

(c) **ITEM A64-11**

Andrew Jolley and Michael Lethby, Foundation of Resources of Teens (FORT)
Re: West Lincoln Program Proposal

RECOMMENDATION:

That Staff be and are hereby authorized to meet with the Foundation of Resources for Teens (FORT) to undertake discussions relating to the establishment of teen programs in West Lincoln and report back at a later date.

(d) **ITEM A65-11**

Lisa Gallant, Coordinator-Healthy Living Niagara - Niagara Region
Re: School Travel Planning Steering Committee (relating to College Street School)

RECOMMENDATION:

That, the request from the Region of Niagara, on behalf of the School Travel Planning Steering Committee, for a representative to sit on the Committee and for support of their "School Travel Planning Initiative" be received and.....

5. **FIRE DEPARTMENT UPDATE:**

(a) **ITEM A66-11**

Fire Chief
Re: Verbal Update

6. CONSENT AGENDA ITEMS:

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

(a) ITEM A67-11

1. Joint Accessibility Advisory Committee – April 14, 2011
2. West Lincoln Cemetery Board Minutes –April 12, 2011
3. Report RFD-WLFD-08-11 – Dress Wear Shoulder Crest – COLOURED ATTACHMENT UNDER SEPARATE COVER

RECOMMENDATION:

The Administration/Finance/Fire Committee approve the following Consent Agenda Items:

1. Items 1 and 2 be hereby accepted; and,
 2. Item 3 be accepted and the recommendations contained therein, be hereby approved,
- with the exception of Item #(s)_____.

7. COMMUNICATIONS:

(a) ITEM A68-11

Greg Farrant, OFAH
Re: Request for amendment to Firearms By-law

RECOMMENDATION:

That, the correspondence dated May 24, 2011 from Greg Farrant, Manager, Government Affairs & Policy - Ontario Federation of Anglers and Hunter, requesting an amendment to clause 3(b) of By-law 2011-41 in order to allow for the discharge of firearms for the purpose of target or skeet and trap shooting on private property outside the urban area of Smithville, be received and

(b) ITEM A69-11

Township of North Stormont
Re: Request to match \$100.00 donation for Town of Slave Lake

RECOMMENDATION:

That, the correspondence from the Township of North Stormont dated May 27, 2011 requesting a \$100.00 donation to the Town of Slave Lake to help compensate them in their recent fire, be received; and

(c) ITEM A70-11

Region of Niagara
Re: Request for name of interested Municipal Councillor to sit on the Water/Wastewater Review – Niagara Task Force

RECOMMENDATION:

That, West Lincoln Township Council hereby submits the following name for consideration for appointment to the Water/Wastewater Review – Niagara Task Force: _____.

(d) ITEM A71-11

West Lincoln Chamber of Commerce

Re: Request for \$500.00 Sponsorship – Family BBQ – August 11, 2011

RECOMMENDATION:

That, the request from the West Lincoln Chamber of Commerce for a contribution/sponsorship in the amount of \$500.00 to help cover the cost for a Family Barbeque to be held on Thursday, August 11, 2011; be received and

(e) ITEM A72-11

Arie Kleinendorst, President - West Lincoln Lawn Bowling Association

Re: Request for change of water line size from 1 inch to 5/8 inch

RECOMMENDATION:

That, the correspondence from the West Lincoln Lawn Bowling Association, dated June 14, 2011, requesting:

- 1) That their water line be changed from a 1" in diameter pipe to a 5/8" in diameter pipe; and,
- 2) That the cost of \$484.00 relating to this request, be waived, be received and

8. STAFF REPORTS:

(a) AMENDMENT TO BUDGET

ITEM P73-11

Director of Planning & Building (Brian Treble)

Re: Report No. PD-066-11 – Recommendation Report – Amendment to Budget – Planning & Building Department - Marmak Software Maintenance and Licensing

RECOMMENDATION:

AMENDMENT TO BUDGET

- 1) That Report PD-066-11, dated June 20, 2011, relating to an AMENDMENT TO BUDGET – Planning & Building Department Marmak Software Maintenance and Licensing, BE RECEIVED; and,
- 2) That, the 2011 maintenance fee of \$2,000.00 for MiTown (Planning program) be funded from the Contingency Reserve; and,
- 3) That, the 2010 maintenance fee of \$1,000.00 and the 2011 maintenance fee of \$1,000.00 for the Milnspector (Building program) be funded from the Building Department Reserve; and,
- 4) That, the future maintenance fee of \$3,000.00 (\$2,000.00 for Planning and \$1,000.00 for Building) be incorporated into successive Departmental budgets beginning in 2012; and,
- 5) That, the subscription agreement found at Attachment No. 2 to this report be approved as the agreement between the Township of West Lincoln and Marmak Industries Ltd. for the maintenance of the MiTown and Milnspector programs for 2011; and,

6) That the CAO be authorized to sign the 2011 subscription agreement.

(b) ITEM A74-11

Director of Planning & Building (Brian Treble)

Re: Report No. PD-065-11 – Information Report –Future Amendment to Planning Department Budget Ontario Municipal Board Defence Account

RECOMMENDATION:

That Report PD-065-11, dated June 20, 2011, relating to a Future Amendment to Planning Department Budget, relating to the Ontario Municipal Board Defence Account, BE RECEIVED for information.

(c) ITEM A75-11

IT Administrator

Re: Report RFD-T-13-2011 – Community Safety Video Surveillance Policy

RECOMMENDATION:

- (1) That, Report RFD-T-13-2011, dated June 20, 2011, regarding POL-IT-01-11 – Community Safety Video Surveillance Policy be received and;
- (2) That, the attached policy (POL-IT-01-11 “Community Safety Video Surveillance Policy”), be and is hereby approved.

(d) ITEM A76-11

Deputy Treasurer

Re: Report RFD-T-11-11 – Canada-Ontario Municipal Rural Infrastructure Fund (COMRIF) Funding Agreement (Funding for Local Culverts and Bridges)

RECOMMENDATION:

1. That, Report RFD-T-11-11, regarding the “Canada-Ontario Municipal Rural Infrastructure Fund (COMRIF) Agreement (Funding for Local Culverts and Bridges)” be received; and,
2. That, a by-law be presented to Council authorizing the Mayor and the Clerk to sign and execute the Funding Agreement as provided by the Ministry of Agriculture, Food and Rural Affairs for funding support under the Canada-Ontario Municipal Rural Infrastructure Fund (COMRIF).

9. OTHER BUSINESS:

(a) ITEM A77-11

CAO

Re: Old Fire Hall – Engineer’s Report

VERBAL UPDATE

(b) ITEM A78-11

Clerk

Re: Vice- Chair Appointment to Public Works/Recreation/Arena Committee

RECOMMENDATION:

That, the Alderman Luciano Di Leonardo be appointed as Vice-Chair of the

Public Works/Recreation/Arena Committee until otherwise directed by Council resolution.

(c) ITEM A79-11

West Lincoln Cemetery Board Minutes
Re: Recommendation from May 10, 2011

RECOMMENDATION:

That, the West Lincoln Cemetery Board respectfully request that West Lincoln Council provide direction to the municipal CAO Derrick Thomson to initiate appropriate legal proceedings to:

1. Establish ownership and access agreements of all cemeteries under the care and control of the Township of West Lincoln legally described as owned by parties other than the Township of West Lincoln in accordance with the Cemeteries Act of Ontario, and/or
2. Establish land use agreements to cemeteries with owners other than the Township of West Lincoln for purposes of access, maintenance and visitation rights where required, and
3. This resolution be forwarded directly to Council for approval prior to ratification of the May 10, 2011 Cemetery Board minutes at the next regularly scheduled meeting of the Cemetery Board.

(d) ITEM A80-11

Mayor Douglas Joyner
Re: Niagara Region Physician Recruitment Service
(Referred from the June 13, 2011 Planning/Building/Environmental Committee mtg)

RECOMMENDATION:

That, West Lincoln Township Council hereby submits the following name, _____ for consideration for appointment to the Niagara Region Physician Recruitment Service, prior to ratification by Council.

(e) ITEM A81-11

Members of Committee
Re: Verbal Updates from Members of Boards and Committees – if required

(f) ITEM A82-11

Members of Committee
Re: Referred Matters List
UNDER SEPARATE COVER

(g) ITEM A83-11

Members of the Committee
Re: Other Business Items

10. CONFIDENTIAL MATTERS:

(a) ITEM A84-11

Clerk
Re: Appointment of Fenceviewer – Identifiable Individual

RECOMMENDATION:

To be provided.

(b) ITEM A85-11

Coordinator of Revenue Services

Re: RFD-T-09-11 – Section 357 Tax Write Offs – Identifiable Individuals
UNDER SEPARATE COVER

RECOMMENDATION:

That, the Coordinator of Revenue Services' Report RFD-T-09-11, on Section 357 Tax Write Offs, dated June 20, 2011, be received and that the list of applications as contained in Report RFD-T-09-11 be approved.

(c) ITEM A86-11

AMENDMENT TO BUDGET

Treasurer/Director of Finance

Re: Report RFD-T-12-11 "Administrative Offices - Security Cameras"
UNDER SEPARATE COVER

RECOMMENDATION:

AMENDMENT TO BUDGET

- (1) That, Treasurer/Director of Finance Report RFD-T-12-11 "Administrative Offices - Security Cameras" dated June 20, 2011, be received; and,
- (2) That, Council approve the purchase of security cameras and monitors for the front entry/counters at the Township's administrative offices; and,
- (3) That, costs incurred for equipment and installation in an amount not to exceed \$5,000 be funded from the Contingency Reserve.

(d) ITEM A87-11

Treasurer/Director of Finance

Re: Report RFD-T-10-2011 – Insurance Claim – Approval to Pay Deductible
UNDER SEPARATE COVER

RECOMMENDATION:

- (1) That, Report RFD-T-10-11, regarding "Insurance Claim – Approval to pay deductible" be received; and,
- (2) That Council authorizes the Treasurer to provide instructions to the Township's insurance provider to pay the \$1,000 deductible and settle with the claimant.

(e) ITEM A88-11

Alderman John Glazier

Re: Personnel Matter - Identifiable Individual

11. ADJOURNMENT:

That, this Committee does now adjourn at the hour of _____ p.m.