



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

MEETING NO. THREE

September 21, 2020, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Councillor Jason Trombetta
 Mayor Dave Bylsma
 Councillor Cheryl Ganann
 Councillor Harold Jonker
 Councillor Mike Rehner
 Councillor William Reilly

Absent: Councillor Christopher Coady

Staff: Bev Hendry, CAO
 Joanne Scime, Clerk
 Mike DiPaola, Director of Public Works and Recreation
 Vanessa Holm, Library CEO
 Roberta Keith, IT Administrator
 Jessica Dyson, Deputy Clerk
 Soumil Parekh, IT Help Desk Analyst

Others: Dennis Fisher, Fire Chief
 Teena Kindt, Chief Executive Officer, Alzheimer Society of Niagara
 Dave Pyett, West Lincoln Volunteer Firefighter
 Carolyn Ryall, Director - Niagara Region Transportation Services
 Stephanie Huppunen, Project Manager - Niagara Region
 Transportation Services
 Dave Hein, Principal Engineer, ARA
 Nicole Scime, West Lincoln Christmas Parade Committee

Administration/Finance/Fire Committee - Minutes - September 21, 2020

1. CHAIR - Councillor Mike Rehner

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Rehner noted the following:

1. Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Standing Committee and Council meetings until further notice.
2. The public may submit comments for matters that are on the agenda to jscime@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
3. The meeting will be recorded and available on the Township's website within 48 hours of the meeting, unless noted otherwise.

2. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no requests to change the order of the items on the agenda.

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

There were no disclosures of pecuniary interest and/or conflicts of interest declared by any Member of Committee present.

4. APPOINTMENTS

4.1 ITEM A17-20

Dave Pyett, Volunteer Firefighter, West Lincoln Fire Department
Re: Tribute to the Passing of Long Standing Volunteer Firefighter - Jim Hiscott

Prior to commencing with the first appointment, Chair Rehner called for a moment of silence in recognition of the recent passing of Firefighter Jim Hiscott, a 50 Year Veteran with the West Lincoln Fire Department - Station 1, who passed away suddenly on Wednesday August 12, 2020.

Mr. Dave Pyett stated that he was a volunteer firefighter with the West Lincoln Fire Department for over 25 years and that he was in attendance this evening to pay tribute to a great man, firefighter and true hero, Mr. Jim Hiscott. Mr. Pyett stated that Mr. Hiscott served on the West Lincoln Fire Department for 50 years (January 1, 1971), which was truly an accomplishment and would be one that would most likely never be repeated. Mr. Hiscott cared for this community and was always available to give a helping hand and dedicated his life to the fire services, attending

calls all hours of the day, night, on weekends and holidays. Mr. Pyett thanked Councillor Cheryl Ganann for attending Jim's funeral service and for her understanding and kind words at the service. Mr. Pyett played the audio recording from St. Catharines' dispatch of Mr. Hiscott's last call on the way to his final resting area at Union Cemetery.

4.2 ITEM A18-20

Teena Kindt, Chief Executive Officer, Alzheimer Society of Niagara Region

Re: Coffee Break Campaign Including Updates Regarding Dementia & Presentation of Coffee Break Kit

Ms. Teena Kindt advised that she was the Chief Executive Officer of the Alzheimer Society of Niagara. Ms. Kindt reviewed a PowerPoint Presentation which was attached to the agenda and provided an update regarding the Society's efforts in educating the public and providing caregivers of dementia with information and support to maximize their loved one's quality of life and well-being. Ms. Kindt reviewed the Alzheimer Society's upcoming Social with a Purpose Campaign that will have the same concept as the former Coffee Break Campaign which will continue to promote the importance of socializing, staying in touch and building strong and positive relationships with friends, family and the community. Ms. Kindt stated that there was a website to register to host a Social with a Purpose (alzheimerniagara.ca/social) event and noted that the Alzheimer Society of Niagara are having an on-line silent auction (www.32auctions.com/asnr) with over 70 items as well as a raffle for 4 prizes (www.raffle.alzheimerniagara.ca). In closing, Ms. Kindt advised that Council and the community can provide support by hosting a Social with a Purpose event, participate in the auction and raffle, reach out a person living with dementia or a caregiver and have a conversation, keep the conversation going about dementia and spread the word and if someone is worried about themselves or someone else with cognitive issues, they can call Alzheimer Niagara (905-687-3914) to provide them with access to a diverse range of appropriate resources and supports.

4.3 ITEM A19-20

Carolyn Ryall, Director & Stephanie Huppunen, Project Manager, Transportation Services, Niagara Region

Re: Regional Road 20 Roundabout at South Grimsby Road 6 Project & Community Safety Zones

Administration/Finance/Fire Committee - Minutes - September 21, 2020

Ms. Stephanie Huppunen, Project Manager, Transportation Services, Niagara Region reviewed the first portion of a PowerPoint Presentation regarding the reconstruction of Regional Road 20 within the urban area of Smithville, including the following projects which have been completed in partnership with the Township of West Lincoln:

- (1) Construction of the Smithville Square Parkette and Parking Lot (Stage 1); and,
- (2) Reconstruct the intersection of Regional Road 20 (West Street) and Regional Road 14 (Station Street) into a signalized intersection (Stage 1); and,
- (3) Construction of the Station Street Parkette, upgraded sidewalks and decorative illumination, milling and paving of the road surface of Regional Road 20 (West Street) between Station Street and the newly constructed Multi-Use Arena (Stage 1); and,
- (4) Reconstruct the intersection of Regional Road 20 (St. Catharines Street) and Townline Road into a single-lane roundabout, including storm drainage, sidewalks, bike lanes and illumination (Stage 2); and,
- (5) Reconstruct the intersection of Regional Road 20 (West Street) and South Grimsby Road 6 into a single lane roundabout, including storm drainage, sidewalks, bike lanes and illumination (Stage 3).

Ms. Huppunen noted that the Regional Road 20 Reconstruction project is anticipated to be completed by the first week of October, being approximately 3 weeks ahead of the completion date and is anticipated to be under the construction budget.

Ms. Carolyn Ryall, Director, Niagara Region Transportation Services reviewed the latter part of the PowerPoint Presentation which provided an overview of the Vision Zero Road Safety Initiative which included the (1) Community Safety Zones (currently two in West Lincoln: 1 - Station Street and 2 - Smithville Road/Regional Road 14); (2) Automated Speed Enforcement; and, (3) Red Light Cameras. Ms. Ryall advised that she hopes to attend a future Standing Committee or Council Meeting this Fall regarding the Vision Zero Road Safety initiative to try and role this out in the first quarter of next year which will include some changes that have been discussed with the CAO's of the local area municipalities.

Ms. Ryall and Ms. Huppunen addressed questions from Members of Council regarding the crosswalk along St. Catharines Street which was a

request brought forward from the Legion Villa for their residents to use in order to get across the street to access the mall, etc. (will be addressed as part of Phase 5), the upload of some of the Township's arterial roads back to Niagara Region which were downloaded in early 2000's (Region aware of request and are investigating this matter and will be addressed in the near future), and the condition of the railway tracks on Regional Road 12, north of Young Street (believe a permit was issued for repair of these tracks).

4.4 ITEM A20-20

Dave Hein, P.Eng., Principal Engineer, ARA
Re: Road Needs Study & Gravel Road Assessment

Mr. Dave Hein, P.Eng., Principal Engineer, ARA, reviewed the Township's Road Needs Study & Gravel Road Assessment and stated that the mandate of the project was (1) the completion of a pavement evaluations which included a review of 504 road inventory sections which was made up of asphalt concrete roadways (58 kilometres - 14.9%), chip seal roadways (202 kilometres - 52.3%) and gravel surface roadways (126.7 kilometres - 32.8%) as well as an evaluation of the gravel roads for potential hard surfacing. Mr. Hein provided a detailed presentation which was included as part of the agenda.

Councillor Ganann read a copy of an email that she had received from Mr. Rob Cosby regarding the Roads Needs Study and the findings of the pavement evaluations and the potential hard surfacing of the current gravel roads that was conducted by ARA. A copy of the email is attached to the minutes as **Schedule A**.

5. REQUEST TO ADDRESS ITEMS ON THE AGENDA

The Clerk read a copy of an email that she had received from Mrs. Brenda Pickvance regarding Item A20-20 being the presentation by Mr. Dave Hein, specifically with respect to the Roads Needs Study and the findings of the pavement evaluations and the potential hard surfacing of the current gravel roads. A copy of Mrs. Pickvance's email is attached to the minutes as **Schedule B**.

6. CONSENT AGENDA ITEMS

6.1 ITEM A21-20

Consent Agenda Items

Administration/Finance/Fire Committee - Minutes - September 21, 2020

Moved By Mayor Dave Bylsma

Seconded By Councillor Cheryl Ganann

That the Administration/Finance/Fire Committee hereby approves the following Consent Agenda Items:

1. Items 1, 2, 3 and 4 be and are hereby received for information with the exception of Item 2.

Carried

1. Final 2019 Audited Financial Statement - For Information (Draft Previously Approved)
3. Information Report T-18-2020 - Development Charges 2019 Treasurer's Annual Statement
4. Information Report WLFD-10-2020 - Monthly Update August 2020

2. **Information Report T-19-2020 - August 2020 Budget Status Report**

The Treasurer/Director of Finance reviewed Report T-19-2020, specifically as it relates to costs/loss of revenues and productivity and anticipated losses to the end of 2020 as it relates to COVID-19.

The CAO advised that if any Members of Council receive calls and/or emails from residents regarding concerns relating to staff addressing their questions/concerns/needs, they should be contacting her to advise of the matter and she will address the issue as it is her responsibility to insure staff are serving residents and delivering the services and programs as established by Council.

Moved By Councillor William Reilly

Seconded By Mayor Dave Bylsma

That, Report T-19-2020, regarding the "August 2020 Budget Status Report", be received for information.

Carried

7. COMMUNICATIONS

7.1 ITEM A22-20

West Lincoln Santa Claus Parade Committee

Re: Grant Application for 2020 Funding

Administration/Finance/Fire Committee - Minutes - September 21, 2020

Councillor Reilly confirmed that the money being requested by the Christmas Parade Committee would be used to run a community decorating and lighting event for West Lincoln which will be open to residences/properties, not-for-profit organizations and businesses which will be held this year due to the cancellation of this year's Christmas Parade due to the pandemic.

Ms. Nicole Scime, Chair, West Lincoln Christmas Parade Committee, advised that because many local businesses have been impacted by COVID; she wanted Council to be aware, that the Committee was not comfortable asking businesses for sponsorship this year but that they still wanted businesses to be involved and engaged in this year's community event.

Moved By Councillor William Reilly

Seconded By Mayor Dave Bylsma

1. That, the grant application received by email on September 2, 2020 from the West Lincoln Santa Claus Parade Committee requesting \$3,000 funding for the Year 2020; be received; and,
2. That, the request be approved in the amount of \$3,000, to be financed from the Corporate Promotions Account (1-02-02502-515150).

Carried

7.2 ITEM A23-20

Mr. Brian Walker, President, Peninsula West Power Inc.

Re: Nomination of Appointment to Niagara Peninsula Energy Inc.

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That, the email received from Mr. Brian Walker, President, Peninsula West Power Inc., dated September 9, 2020, requesting the Township of West Lincoln nominate a representative to sit on the Board of Directors of Niagara Peninsula Energy Inc. for a three year term be received; and,

That, Councillor Mike Rehner be recommended for appointment on the Board of Directors of Niagara Peninsula Energy Inc. for a three year term until the end of 2023.

Carried

8. STAFF REPORTS

8.1 ITEM A24-20

Treasurer/Director of Finance (Donna DeFilippis)

Re: Report T-17-2020 - 2019 Accumulated Operating Surplus -
Amendment to Budget

Moved By Councillor Jason Trombetta

Seconded By Councillor William Reilly

AMENDMENT TO BUDGET

1. That, report T-17-20, regarding “2019 Accumulated Operating Surplus-
Amendment to Budget” be received; and,
2. That, Council authorizes the transfer of \$125,000 of the 2019
Accumulated Operating Surplus to be used as revenue in the 2021
budget; and,
3. That, Council authorizes the following transfers: \$150,000 to the Fire
Reserve, \$250,000 to the Equipment Reserve,\$155,000 to the
Facilities Reserve and \$110,000 to the Information Technology
Reserve.

Carried

8.2 ITEM A25-20

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-20-2020 - 2021 Budget Process and
Schedule

Moved By Councillor Cheryl Ganann

Seconded By Councillor Harold Jonker

1. That, report T-20-2020, regarding “2021 Budget Process and
Schedule”, be received; and,
2. That, the Preliminary Draft 2021 Operating and Capital Budgets and
Ten Year Capital Plans be presented at the Administration meeting
scheduled for Tuesday, February 16th, 2021 at 6:30 pm; and
3. That, the draft 2021 Operating and Capital Budgets be presented at a
Special Council Meeting proposed for Monday, March 1st, 2021 at
6:30 pm, with an additional date set for further deliberation, if required,
for Tuesday, March 2nd, 2021 at 6:30pm

Carried

9. OTHER BUSINESS

9.1 ITEM A26-20

Clerk (Joanne Scime)

Re: Resignation of Lorraine and Eugene Pelrine & Richard Howey from West Lincoln Christmas Parade Committee

The Clerk stated that she had received an email from the Chair of the West Lincoln Christmas Parade Committee and the Coordinator of Recreation Services which included an email sent by Mr. Richard Howey whom was the Secretary of the Committee that, due to work commitments which have increased as a result of COVID, he was resigning from the West Lincoln Christmas Parade Committee. The Clerk read a copy of the email that was received from Mr. Howey regarding his resignation from the Parade Committee. With the permission of the mover and seconder, the Clerk presented a friendly amendment to add Mr. Howey's resignation to the recommendation which was included as part of the agenda.

As mover and seconder of the resolution, Councillor Reilly and Mayor Bylsma agreed to the friendly amendment as presented by the Clerk to add Mr. Howey's resignation from the West Lincoln Christmas Parade Committee to the recommendation.

Moved By Councillor William Reilly

Seconded By Mayor Dave Bylsma

1. That, the email received on July 9th, 2020 from Eugene & Lorraine Pelrine stating that they are resigning from the West Lincoln Santa Claus Parade Committee be received with regrets; and,
2. That, the email received on September 19, 2020 from Richard Howey stating he is resigning from the West Lincoln Santa Claus Parade Committee be received with regrets; and,
3. That, By-law 2020-29 be repealed and that a new by-law be presented at the September 28, 2020 Council Meeting to remove Eugene & Lorraine Pelrine and Richard Howey from Schedule G (West Lincoln Christmas Parade Committee) of By-law 2018-114

Carried

9.2 ITEM A27-20

Councillor William Reilly

Re: Audio Recording & Council Chamber Sound System

Administration/Finance/Fire Committee - Minutes - September 21, 2020

Councillor Reilly stated that he would like staff to investigate the cost of upgrading the audio/sound system in the Council Chambers that was purchased in 2015/2016 to allow for hybrid (in-person, Zoom) meetings.

Following much discussion it was decided that this matter was a budget issue for the 2021 budget and that this issue could be tied together with Item A28-20 and included as part of the recommendation to direct staff to prepare a report and recommendation regarding the options and costs to address the audio/sound system hybrid technology as well as livestreaming. See recommendation below under Item A28-20.

9.3 ITEM A28-20

Councillor William Reilly

Re: Livestreaming Standing Committee & Council Meetings

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That, staff be and are hereby directed to prepare a report regarding the options and costs to livestream and provide for hybrid technology for all future Standing Committee and Council meetings and report to a future Administration/Finance/Fire Committee or Council meeting by no later than February 2021.

Carried

9.4 ITEM A29-20

Councillor William Reilly

Re: Returning to Council Chambers for In-Person Standing Committee & Council Meetings

In response to Councillor Reilly's inquiry regarding where are we currently with returning to in-person Standing Committee and/or Council meetings, the CAO stated that returning to the Council Chambers for in-person meeting was part of Phase 4 of the Township's Internal Pandemic Recovery Plan and currently the Province is in Phase 3, which was modified over the past weekend with further constraints. The CAO noted that she understands Council's desire to return to in-person Council and Standing Committee meetings but the sound system in the Council Chambers will not allow for hybrid meetings due to technical issues (feedback, echo sounds, etc.). The CAO noted that staff were directed this evening to research and report back regarding options and costs for

Administration/Finance/Fire Committee - Minutes - September 21, 2020

livestreaming and hybrid technology. The CAO noted that our Council Chambers are not large and will be very tight to meet social distancing even with the installation of plexi-glass barriers between each desk and wearing of face coverings. The CAO stated that under the Occupational Health and Safety Act, the Township is required to provide a safe and healthy working environment for our staff.

The CAO advised that although members of the public cannot attend a Standing Committee and/or Council meeting in person, they can attend a Standing Committee and/or Council meeting virtually (Zoom) using the internet or by telephone by contacting the Clerk or a member of her staff by 4:30 p.m. on the day of the meeting. The Clerk would then advise the IT Manager of the request and an invitation or information would be provided to the individual with the connection to attend the meeting virtually or by telephone.

9.5 ITEM A30-20

Members of Committee

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

There were no verbal updates from Members of Boards and Committees.

9.6 ITEM A31-20

Members of Council

Re: Other Business Items of an Informative Nature

i) Councillor William Reilly

Re: Tim Hortons' Smile Cookie Fundraising Campaign

Councillor Reilly noted that the local Tim Hortons in Smithville raised \$13,410 for West Lincoln Memorial Hospital from their Smile Cookie Campaign. Councillor Reilly advised that he volunteered some time to decorate cookies; however, he noted that the restaurant did have some struggles getting volunteers to decorate cookies.

ii) Mayor Dave Bylsma

Re: Various Events

Mayor Bylsma advised that Silverdale Hall held a drive-thru Chili and Corn Roast event and he commended members of the board and volunteers for their hard work and fundraising efforts.

Administration/Finance/Fire Committee - Minutes - September 21, 2020

Mayor Bylsma reminded Members of Committee and staff of the 2020 West Lincoln Community Care Food Drive, which includes this year a corporate challenge whereby businesses are being asked to sign up to help achieve a successful food drive. Mayor Bylsma advised that Council and staff are being asked to drop off non-perishable food items at either the old library space at the Township office; in the Library shipping and receiving room at the Community Centre or at the Public Works Yard. Mayor Bylsma stated that the Food Drive kicked off September 15th and wraps up October 15th.

Additionally, Mayor Bylsma noted that on Saturday September 26, 2020 from 9 am to 4 pm he invited Members of Council to join him in front of Smithville Foodland to collect monetary and food donations. Mayor Bylsma stated that the Knights of Columbus were in front of Foodland last Saturday collecting food and money for West Lincoln Community Care and it was his understanding that on Saturday, October 3, 2020, Wayne Schilstra Realty will be collecting food and money as part of the food drive. Mayor Bylsma stated that the numbers of people needing help is way up but food donations are down which has resulted in a severe shortfall. Mayor Bylsma thanked, in advance, those Members of Council that could provide some time on Saturday to collect food and monetary donations for this very important community event.

Councillor Ganann stated that she could volunteer on Saturday morning as she had another commitment in the afternoon. Councillor Ganann confirmed that the Knights of Columbus were standing in front of Giant Tiger collecting donations and that people who were going into the store were buying items that were needed which was a good way of doing it and making sure that things are fresh.

Councillor Reilly advised that he will also attend Foodland to assist with the food drive at most likely around noon but will confirm later with a better timeframe.

Councillor Rehner advised that he will come and assist as well between 10 am and noon.

Councillor Trombetta noted that he would contact Mayor Bylsma this week to advise when he would be able to help out on Saturday.

Administration/Finance/Fire Committee - Minutes - September 21, 2020

- iii) Councillor Cheryl Ganann
Re: Jim Hiscott's Passing & Service

Councillor Ganann stated that she wanted Members of Council to know that the CAO was also very instrumental in working with the Fire Chief and Deputy Fire Chief for pulling together the service for Jim Hiscott; the CAO was in attendance at the services but stayed back as she normally does making sure that things went smoothly.

10. NEW BUSINESS

There were no new items of business brought forward by any Members of Committee present.

11. CONFIDENTIAL MATTERS

There were no confidential matters.

12. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 10:15 pm.



JOANNE SCIME, CLERK

COUNCILLOR MIKE REHNER, CHAIR

**SCHEDULE A
TO THE
SEPTEMBER 21, 2020 ADMINISTRATION/FINANCE/FIRE COMMITTEE MINUTES**

From: Rob Cosby
Sent: September 21, 2020 11:24 AM
To: Cheryl Ganann
Subject: Road needs study

Hi Cheryl,

I happened to notice that there is a presentation on the Roads Needs Study this evening. I saw a report in the Public Works section and just now found a much more detailed report in the Finance/Admin section. There is a great deal to go over and my time is limited lately so I will not send in a presentation for tonight's meeting.

I do have a few concerns that I would like to share with you that I have noted while quickly looking over the report.

I find it hard to believe that 90% of our gravel roads are rated as very good. This may be the case shortly after they have been graded but certainly not over a 12 month period. If the study is looking at the structure of the road base then maybe, but driveability through the year in my opinion is certainly not worthy of a very good rating.

Some roads have been chosen for tar and chip over the coming years. The cost estimates for this work indicate that the cost/kilometer will decrease over the time frame that is suggested and I would think that costs would naturally increase. Do the costs reflect work that has already been done on these roads recently. I can only speak to this regarding my local area, but SG Road 3 was almost completely ditched about 3 years ago. This included cross culvert and entrance culvert replacements. This would mean that those repairs would no have to be done to bring this road up to tar and chip condition.

There has been a distinction shown regarding roads that have a width of less than 6m being more expensive to tar and chip due to road widening costs. This was the case many years ago when MTO grants were only available to roads that were upgraded to their standards. I know of many narrower roads in the area that are tar and chip and function quite well.

Would any of the suggested road upgrades get done with a major expenditure planned to extend Spring Creek Road and Road 6.

I will make my best attempt to look at the presentation when it comes out on video to try and put together some more formal comments at a later date.

Thanks, Rob.

SCHEDULE B
To the
September 21, 2020 Administration/Finance/Fire Committee Meeting

Item A 20-20 Re: Roads Needs Study & Gravel Road Assessment:

After a brief overview it would appear to be certainly weighted towards fiscal responsibility. Certainly this is a primary consideration but it does little to provide better roads for rural residents. While some roads may be on the horizon, others are so far down the road odds are current residents will be long gone – one way or another.

The amount of traffic has always been a major factor in decision making but many residents certainly have no control over how many vehicles travel each road and yet we all travel on more or less the same type of road.

I am not sure any gravel road could be considered “good condition” when dust is an issue when it is dry (and trust me it is off the charts this summer!) and mud is an issue when it is wet. The only type of road that can be considered “good condition” is one that is even and clean.

It was interesting to note the prior presentation tonight from the Region of Niagara and all the wonderful pictures of upgraded infrastructure for Smithville. We have never asked for very much in the rural areas but some clean surfaces are so warranted.

I may request a further comment period to address specifically the Social/Environmental Impact under Decision Factors.

How appropriate this item on the agenda is number 20-20. That is correct folks, the year is 2020 and not many of us use a dial up telephone any more. Why are rural roads stuck in the last century?

Brenda Pickvance