



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN COUNCIL AGENDA

MEETING NO. EIGHTEEN

Monday, December 14, 2020, 7:00 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

**** NOTE TO MEMBERS OF THE PUBLIC:** 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 Council meetings until further notice.**

Submission of Public Comments/Virtual Attendance: The public may submit comments for matters that are on the agenda or request to attend the virtual meeting as "Attendees" by emailing jscime@westlincoln.ca by December 14, 2020 before 4:30 pm. Email comments submitted will be considered as public information and read into public record. The meeting will be recorded and available on the Township's website within 48 hours of the meeting unless otherwise noted.

Pages

1. SINGING OF "O CANADA"

Prior to commencing with the Council meeting, Mayor Bylsma will provide the following announcements:

1. After the Opening Petition, the Clerk will have Shelley Bradaric take her declaration of appointment to the Office of Ward 2 Councillor and the Oath of Allegiance.
2. 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.
3. 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.
4. The meeting will be recorded and available on the Township's website within 48 hours of the meeting, unless otherwise noted.

2. OPENING PETITION - Councillor Cheryl Ganann

3. DECLARATION OF APPOINTMENT TO OFFICE & OATH OF ALLEGIANCE:

- 3.1. Declaration of Office & Oath of Allegiance - Councillor for Ward 2
(Gainsborough)
Re: Councillor Shelley Bradaric

4. CHANGE IN ORDER OF ITEMS ON AGENDA

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

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Requests to address items on the agenda are restricted to specific items as follows per Section 6.7 of the Procedural By-law:

6.7 Public Comment at Council

There shall be no comments from the public permitted at Council unless:

- (a) a specific appointment has been scheduled; or,
- (b) an item is included under the "Other Business" or "Communications" or "Appointments" section of the agenda and relates to a matter which would normally be dealt with at Committee.

The Chair to inquire if there are any members of the public present in the Zoom meeting who wish to address any items on the agenda as permitted by Section 6.7 of the Procedural By-law or had emailed comments to the Clerk prior to 4:30 p.m. today.

7. APPOINTMENTS/PRESENTATIONS

7.1. Steven Soos

Re: Request to support City of Niagara Falls Resolution Requesting Niagara Regional Council to Declare a State of Emergency on Mental Health, Homelessness & Addiction

Moved By Councillor Cheryl Ganann

1. That, the correspondence from the City of Niagara Fall, dated November 17, 2020, requesting Niagara Region to declare a state of emergency on mental health, homelessness, and addiction be received; and,
2. That, the Township of West Lincoln support the City of Niagara falls request to declare a state of emergency on mental health, homelessness and addiction; and,
3. That, this resolution be forwarded to Niagara Regional Council, Niagara Region Public Health and Social Services, the Premier of Ontario, the Provincial Minister of Health, the Minister of the Attorney General, the Minister of Children, Community, and Social Services, the Minister of Municipal Affairs and Housing, and the Leader of the Official Opposition, Niagara West MPP,

Sam Oosterhoff, Niagara West MP, Dean Allison as well as the Prime Minister of Canada, and all local area municipalities within the Niagara Region.

- 7.2. Brenda Johnson, Chair & Chandra Sharma, CEO, Niagara Peninsula Conservation Authority (NPCA) 10
Re: Introduction & Update on NPCA Initiatives

8. REGIONAL COUNCILLOR'S REMARKS

9. CONFIRMATION OF MINUTES

- 9.1. Council Minutes - Regular 14
Re: November 23, 2020

Moved By Councillor Shelley Bradaric

That, the minutes of the November 23, 2020 regular Council meeting be accepted.

- 9.2. Council Minutes - Special 23
Re: November 24, 2020 - Session #1 - Community Economic Development 101 Training

Moved By Councillor Harold Jonker

That, the minutes of the November 24, 2020 special Council meeting (Session #1 - Community Economic Development Training) be accepted.

- 9.3. Council Minutes - Special 71
Re: December 1, 2020 - Session #2 - Community Economic Development 101 Training

Moved By Councillor Mike Rehner

That, the minutes of the December 1, 2020 special Council meeting (Session #2 - Community Economic Development Training) be accepted.

- 9.4. Public Meetings Under the Planning Act 101
Re: Minutes of November 7, 2020

Moved By Councillor William Reilly

That, the minutes of the public meetings held on December 7, 2020 under Sections 17 & 34 of the Planning Act, with respect to the following:

(a) Official Plan Amendment - Township of West Lincoln - Road Allowance Opening and Development (File No.: 1701-001-20)

(b) Zoning By-law Amendment - Township of West Lincoln - Zoning By-law Amendment - Caistorville United Church (File No.: 1601-009-20)

(c) Zoning By-law Amendment - Niagara Pallets and the Davis Family - 2906 & 2930 South Grimsby Road 8 (File No.: 1601-008-20)

be accepted.

10. COMMUNICATIONS

There are no communications.

11. MAYOR'S REMARKS

12. REPORT OF COMMITTEE

12.1. Planning/Building/Environmental Committee 116

Re: Minutes of December 7, 2020

CONFIDENTIAL MINUTES UNDER SEPARATE COVER

Moved By Councillor Cheryl Ganann

That, the minutes of the open session portion of the December 7, 2020 Planning/Building/Environmental Committee meeting, be accepted, and the recommendations contained therein, be approved, with the exception of Item #(s) _____ ; and,

That, the confidential minutes relating to the closed session portion of the December 7, 2020 Planning/Building/ Environmental Committee meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with Section 239 of the Municipal Act.

12.2. Administration/Finance/Fire Committee 127

Re: Minutes of December 7, 2020

Moved By Councillor Mike Rehner

That, the minutes of the Administration/Finance/Fire Committee meeting held on December 7, 2020 be accepted and that the recommendations contained therein, be approved, with the exception of Item #(s) _____.

12.3. Public Works/Recreation/Arena Committee 132

Re: Minutes of December 7, 2020

Moved By Councillor Jason Trombetta

That, the minutes of the Public Works/Recreation/Arena Committee meeting held on December 7, 2020 be accepted and that the recommendations contained therein, be approved, with the exception of Item #(s) _____.

13. RECONSIDERATION

("Definition") This section is for a Member of Council to introduce a motion to reconsider action taken at this Council Meeting or the previous regular Council meeting. A motion to reconsider must be made by a Council Member who voted in the majority on the matter to be reconsidered. The Chair may rule that a motion to reconsider will be dealt with at the next following Council Meeting if for some reason it cannot be dealt with at this meeting.

14. NOTICE OF MOTION TO RESCIND

(“Definition”) This section is for Council Members to serve notice of intent to introduce a motion to rescind action taken previously by Council. Notice served at this meeting will be for a motion to rescind at the next regular meeting.

15. OTHER BUSINESS

- 15.1. CAO (Bev Hendry) 137
Re: Information Report CAO-10-2020 - West Lincoln Corporate
Strategic Plan 2020 Year-End Status Update

Moved By Councillor Jason Trombetta

1. That Report CAO-10-2020 - West Lincoln Corporate Strategic
Plan 2020 Year-End Status Update dated December 14, 2020,
be received for information.

- 15.2. Members of Council
Re: Council Remarks

16. NEW ITEMS OF BUSINESS

NOTE: Only for items that require immediate attention/direction from Council and must first approve a motion to introduce a new item of business.

17. BY-LAWS

Moved By Councillor Shelley Bradaric

That, leave be granted to introduce By-laws # 2020-112, 2020-113, 2020-114 and 2020-115; and,

That the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,

That, the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

- 17.1. BY-LAW 2020-112 167

A By-law to confirm the proceeding of the Council of the Corporation of the Township of West Lincoln at its regular meeting held on the 23rd Day of November, 2020, its special meeting held on the 24th day of November 2020 and the 1st day of December 2020.

- 17.2. BY-LAW 2020-113 168

A By-law to authorize an agreement between the Corporation of the Township of West Lincoln and the Corporation of the City of Thorold for Hearing Officer Services under the Administrative Monetary Penalty System (AMPS) Program.

- 17.3. BY-LAW 2020-114 169

A By-law to authorize a Development Charge Credit/Front Ending Agreement with Dunloe Developments Inc. for the Construction of Road Works and Sidewalk Installation on Spring Creek Road, between South Grimsby Road 5 and South Grimsby Road 6 (Extension), in the Former Township of South Grimsby, Township of West Lincoln.

- 17.4. BY-LAW 2020-115 170
- A By-law to Establish a Court of Revision Under the Provisions of the Drainage Act, R.S.O. 1990, Chapter D.17 & Repeal By-law 2018-112 (Appoint Councillor Shelley Bradaric to Replace Councillor Christopher Coady).

18. CONFIDENTIAL MATTERS
- There are no confidential matters.

19. ADJOURNMENT
- The Mayor declared the meeting adjourned at the hour of _____ p.m.

Request to Speak at a Meeting

If you are interested in appearing in person at a Council or Standing Committee meeting to present information or an opinion on a matter, please fill in the form below.

Please note: Your request must be submitted by 4:30 p.m. 10 days prior to the Committee or Council meeting.

Full Name: *

Steven Soos

Who are you representing? *

☒ Self

☐ Group/Organization

Street Address: *

[REDACTED]

Town/City: *

[REDACTED]

Postal Code: *

[REDACTED]

How would you like us to contact you? *

☒ Email

☐ Telephone

Email Address: *

[REDACTED]
[REDACTED]

Presentation Details

Which meeting would you like to present at? * ?

Council

Requested Meeting Date: *

12/14/2020



What is the presentation topic? *

That West Lincoln Council request to Niagara Regional Council to declare a state of emergency on mental health, homelessness and addiction.

Do you have a presentation (slide deck)? *

- ☐ Yes
☒ No

Have you presented before on this topic? *

- ☐ Yes
☒ No

Please provide details on your presentation. Include questions or requests of the Committee or Council. *

Document (City of Niagara Falls resolution) has already been forwarded to Ms. Scime via email on Nov 23, 2020 at 16:48

Collection of Personal Information

Personal information on this form is collected under the authority of Section 6 of the Township of West Lincoln's Procedural By-Law for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before a Committee or Council.

Any questions about the collection, use and disclosure of personal information should be addressed to the Township Clerk:

- Email: clerk2@westlincoln.ca
- Telephone: 905-957-3346



The City of Niagara Falls, Ontario

Resolution

No. 10

November 17, 2020

Moved by: Councillor Wayne Campbell

Seconded by: Councillor Victor Pietrangelo

WHEREAS According to the Province of Ontario Emergency Response Plan (2008), Canadian municipalities are free to declare states of emergencies in response to “any situation or impending situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property.”

WHEREAS Approximately 625 residents- including 144 children in Niagara, were counted as homeless (March 2018), with shelter occupancy operating at 109.4 percent capacity

WHEREAS Niagara EMS reported 335 suspected opiate overdoses (Jan-June 2019).

WHEREAS Some Niagara-area municipalities have had services such as mental health removed from their Hospitals, and whereas Niagara is severely lacking in mental health and addiction services

THEREFORE BE IT RESOLVED that the City of Niagara Falls request the Niagara Region to declare a state of emergency on mental health, homelessness, and addiction.

FURTHERMORE, the Niagara Regional Council, Niagara Region Public Health and Social Services, Premier of Ontario, the provincial Minister of Health, Minister of the Attorney General, Minister of Children, Community, and Social Services, the Minister of Municipal Affairs and Housing, and the Leader of the Official Opposition, as well as the Prime Minister of Canada, all regional municipalities and all local area municipalities within the Niagara Region be copied on this resolution.”

AND The Seal of the Corporation be hereto affixed.

CARRIED

WILLIAM G. MATSON
CITY CLERK

JAMES M. DIODATI
MAYOR

Request to Speak at a Meeting

If you are interested in appearing in person at a Council or Standing Committee meeting to present information or an opinion on a matter, please fill in the form below.

Please note: Your request must be submitted by 4:30 p.m. 10 days prior to the Committee or Council meeting.

Full Name: *

Brenda Johnson

Who are you representing? *

- ☐ Self
- ☒ Group/Organization

Group or Organization Name: *

Niagara Peninsula Conservation Authority

Street Address: *

250 Thorold Road

Town/City: *

Welland

Postal Code: *

L3C 3W2

How would you like us to contact you? *

- ☒ Email
- ☐ Telephone

Email Address: *

brenda.johnson@hamilton.ca

Presentation Details

Which meeting would you like to present at? * 

Council

Requested Meeting Date: *

12/14/2020



What is the presentation topic? *

Introduction and update on NPCA initiatives

Do you have a presentation (slide deck)? *

☐ Yes

☒ No

Have you presented before on this topic? *

☒ Yes

☐ No

Please provide details on your presentation. Include questions or requests of the Committee or Council. *

Brenda Johnson is the Chair of the Niagara Peninsula Conservation Authority and would like to appear alongside NPCA CAO Chandra Sharma as a part of her delegation and introduction to your Council.

Collection of Personal Information

Personal information on this form is collected under the authority of Section 6 of the Township of West Lincoln's Procedural By-Law for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before a Committee or Council.

Any questions about the collection, use and disclosure of personal information should be addressed to the Township Clerk:

- Email: clerk2@westlincoln.ca
- Telephone: 905-957-3346

Request to Speak at a Meeting

If you are interested in appearing in person at a Council or Standing Committee meeting to present information or an opinion on a matter, please fill in the form below.

Please note: Your request must be submitted by 4:30 p.m. 10 days prior to the Committee or Council meeting.

Full Name: *

Who are you representing? *

- ☐ Self
- ☒ Group/Organization

Group or Organization Name: *

Street Address: *

Town/City: *

Postal Code: *

How would you like us to contact you? *

- ☒ Email
- ☐ Telephone

Email Address: *

Presentation Details

Which meeting would you like to present at? * 

Requested Meeting Date: *



What is the presentation topic? *

Introduction and Update on NPCA Activities and Initiatives

Do you have a presentation (slide deck)? *

Please upload your presentation materials.

☒ Yes

☐ No

Have you presented before on this topic? *

☒ Yes

☐ No

Please provide details on your presentation. Include questions or requests of the Committee or Council. *

To be determined

Collection of Personal Information

Personal information on this form is collected under the authority of Section 6 of the Township of West Lincoln's Procedural By-Law for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before a Committee or Council.

Any questions about the collection, use and disclosure of personal information should be addressed to the Township Clerk:

- Email: clerk2@westlincoln.ca
- Telephone: 905-957-3346



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

COUNCIL MINUTES

MEETING NO. FIFTEEN

November 23, 2020, 7:00 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Joanne Scime, Clerk
Bev Hendry, CAO

Others: Regional Councillor Albert Witteveen
Nickolas Fearn, Niagara This Week
Shelley Bradaric
Roberta Keith, IT Manager

Prior to proceeding with the Council meeting, Mayor Bylsma announced the following:

1. Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chambers will not be open to the public to attend Council Meetings until further notice.
2. As noted on tonight's agenda, if Members of the Public had any comments, they could provide them by email to the Clerk by 4:30 pm today. Please note that any email comments submitted will be considered as public information and read into public record later in the agenda.
3. A reminder that Members of the Public could attend this evening's Council meeting virtually. This was noted on this evening's agenda and could have been done by contacting the Clerk by email prior to 4:30 p.m. today to request a Zoom invitation to the meeting; and,
4. This meeting is being audio and video recorded and will be posted on the Township's web site within 48 hours.

1. SINGING OF "O CANADA"

2. OPENING PETITION - Councillor Jason Trombetta

3. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no changes in order of items on the agenda.

4. 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 Council present.

5. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no members of the public virtually present on the Zoom meeting call that noted they wished to address a specific item on the agenda. Additionally, the Clerk stated that there were no emails received from any member of the public with respect to any items on the agenda as permitted by Section 6.7 of the Procedural By-law.

6. APPOINTMENTS/PRESENTATIONS

There were no appointments/presentations.

7. REGIONAL COUNCILLOR'S REMARKS

Regional Councillor Albert Witteveen read from a prepared statement which is attached as **Schedule "A"** to the minutes. Regional Councillor Witteveen provided an update on various Niagara Region issues/initiatives that had occurred over the past couple of weeks, which included highlights of issues discussed at the Region's Corporate Services Committee meeting, the Region's Planning & Economic Development Committee meeting, the Region's Public Works Committee meeting and the Region's Public Health and Social Services Committee meeting. Regional Councillor Witteveen provided an update with respect to regional funding for the new West Lincoln Memorial Hospital and noted that at the November 9, 2020 Corporate Services Committee meeting, a presentation was made by The Boulevard Strategy Group regarding a proposed funding model for the West Lincoln Memorial Hospital and future hospital funding requests within Niagara. Regional Councillor Witteveen noted that the members of the committee supported the policy and forwarded the funding request to the Region's 2021 capital budget for consideration which represented 21% of the local share or 12.6 million dollars. Regional Councillor Witteveen stated that policy was supported by the majority of Regional Council and was referred to staff to report back with a fair and equitable funding matrix and formula for West

Council Minutes - November 23, 2020

Niagara Hospital which would also set a funding model for future requests of this nature.

Regional Councillor Witteveen addressed questions and concerns brought forwarded by Members of Council including but not limited to the following:

- (1) Statistics for the Regional NRT On-Demand pilot project and what the expected costs are expected to be for municipalities and riders in 2021 for this service as well as better communication on the service for our residents regarding the service that they have access to.
- (2) Update on the Region's housing pilot project for homeless individuals in the community and that this project was proving to be helping.

In response to Councillor Ganann's inquiry regarding the Township's user statistics of the Region's NRT On-Demand pilot project, Regional Councillor suggested that staff could contact Niagara Region staff and invite them to a Council or Committee meeting in January or February, prior to budget deliberations, to provide an update on the project.

8. CONFIRMATION OF MINUTES

- 8.1 Council Minutes
Re: October 26, 2020

Moved By Councillor Cheryl Ganann
Seconded By Councillor Harold Jonker

That, the minutes of the October 26, 2020 regular Council meeting be accepted.

Carried

- 8.2 Public Meeting Under the Planning Act
Re: Minutes of November 9, 2020

Moved By Councillor Harold Jonker
Seconded By Councillor Cheryl Ganann

That, the minutes of the public meeting held on November 9, 2020 under Section 17 of the Planning Act, with respect to:

- (a) Official Plan Amendment - Township of West Lincoln - Spring Creek Heights Secondary Plan (Draft Amendment No. 57);
be accepted.

Carried

9. COMMUNICATIONS

There were no communications.

10. MAYOR'S REMARKS

Mayor Bylsma stated that he and the Fire Chief attended the Smithville Legion's Remembrance Day ceremony on November 11, 2020 that hosted approximately 50 invited individuals. Mayor Bylsma stated both he and Fire Chief Fisher laid wreaths during the ceremony which included a small luncheon afterwards. Mayor Bylsma stated that there were some people that could not stay away and attended by standing along the outside edge of the cenotaph and property.

In addition to Regional Councillor Witteveen's update on West Lincoln Memorial Hospital, Mayor Bylsma stated that he and the CAO attended another four meetings which included discussion relating to the upcoming presentation to Niagara Region. Mayor Bylsma stated that he could not say enough about the Hospital Foundation and the leadership of campaign team, Andrew Smith, Kevin Antonides, Pam Ellens as well the work of Councillor Ganann on the citizen's committee for the foundation and the many others working very hard behind the scenes attending meetings, gathering facts and data in order to secure regional funding and he was looking forward to moving forward towards the construction of the new hospital in 2021.

Councillor Reilly noted that on social media there were many concerns voiced regarding the number of vehicles that had pulled over along St. Catharines Street (near the Legion) to pay their respects during the Remembrance Day ceremony on November 11th and he suggested that next year perhaps the Legion should contact the Region to either provide a detour around town and/or provide traffic control measures to alleviate the traffic congestion that was caused by the number of vehicles that had pulled over to look from a distance.

11. REPORT OF COMMITTEE

11.1 Planning/Building/Environmental Committee
Re: Minutes of November 9, 2020

Moved By Councillor Cheryl Ganann
Seconded By Councillor William Reilly

That, the minutes of the open session portion of the November 9, 2020 Planning/ Building/Environmental Committee meeting, be accepted, and the recommendations contained therein, be approved; and,

That, the confidential minutes relating to the closed session portion of the November 9, 2020 Planning/Building/ Environmental Committee meeting be accepted; and that the minutes remain confidential and restricted from

Council Minutes - November 23, 2020

public disclosure in accordance with Section 239 of the Municipal Act.

Carried

11.2 Administration/Finance/Fire Committee

Re: Minutes of November 16, 2020

Moved By Councillor Mike Rehner

Seconded By Councillor Harold Jonker

That, the minutes of the Administration/Finance/Fire Committee meeting held on November 16, 2020 be accepted and that the recommendations contained therein, be approved.

Carried

12. RECONSIDERATION

There were no items put forward for reconsideration.

13. NOTICE OF MOTION TO RESCIND

There were no Members of Council in attendance that served notice of motion to rescind.

14. OTHER BUSINESS

14.1 Members of Council

Re: Council Remarks

There were no Member of Council's remarks provided.

15. NEW ITEMS OF BUSINESS

There were no new items of business brought forward by any Member of Council present.

16. BY-LAWS

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That, leave be granted to introduce By-laws # 2020-108, 2020-109, 2020-110 and 2020-111; and,

That the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,

That, the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

Carried

SUMMARY OF BY-LAWS:

16.1 BY-LAW 2020-108

A By-law to confirm the proceedings of the Council of the Corporation of the Township of West Lincoln at its regular meeting held on the 26th day of October, 2020

16.2 BY-LAW 2020-109

A By-law to appoint a Secretary-Treasurer and an Assistant Secretary-Treasurer to the Committee of Adjustment for the Corporation of the Township of West Lincoln. (Meghan Birbeck)

16.3 BY-LAW 2020-110

Being a By-law to amend By-law 89-2000 which regulated Traffic and Parking on Township Roads - No Parking Gateway

16.4 BY-LAW 2020-111

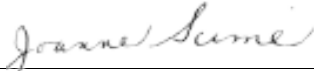
A By-law to authorize a Front Ending Agreement with RVL Contracting Inc. for the construction of Street and Sidewalk Improvements on Spring Creek Road between Hornak Road and Station Street, in the former Township of South Grimsby; Township of West Lincoln

17. CONFIDENTIAL MATTERS

There were no confidential matters.

18. ADJOURNMENT

The Mayor declared the meeting adjourned at the hour of 7:33 p.m.



JOANNE SCIME, CLERK

MAYOR DAVE BYLSMA

SCHEDULE "A" TO THE NOVEMBER 23, 2020 COUNCIL MINUTES

Regional Councillor Witteveen's report: November 23 2020

Good evening Mayor, members of council, staff and the public.

This evening I would like to start by giving you my regular committee updates on my involvement at the Region this month.

On November 9th myself and the Mayor attended the corporate services meeting as there was a presentation by the Boulevard Strategy group proposing a funding model for the West Lincoln Hospital and for future Hospital funding request into the future of Niagara. This policy is an import part of the funding request for West Niagara. Discussion took place on the importance of this shovel ready project. The committee supported to direct the policy and request to the Capital budget for the funding request. As you know our request was 21 % of the local share amounting to 12.6 million. Later in November when presented to council the policy was supported by the majority of council and now will be in the hands of staff to find fair and equitable matrix's and formula for West Niagara Hospital and set a precedence for future request of this nature. We have jumped one hurdle to then continue the hard work in seeing this important project come to fruition. I want to thank our Mayor and our staff for the hard work and dedication on this file.

Later in the day I attended the Planning & Economic Development

SCHEDULE "A" TO THE NOVEMBER 23, 2020 COUNCIL MINUTES

meeting. We were given an update on the Glendale District Plan and its process for public consultation. We were given and Economic update by staff giving us some high level information on what is driving the Niagara economy. Residential and commercial growth were the main drivers in Niagara and looks like this will be the case for many years to come as demand has increased to provincial averages. This of course create challenges for the Niagara Region in keeping up with infrastructure demand mainly in the waste water division.

The following day on Nov 10th I attended the Public Works meeting and the highlights were the presentation on the Final draft for producer responsibility for recyclables. So the producers are to maintain the same collection, service types, standards and level as delivered by local municipal programs until Dec 31, 2025. Producers also have the option after this time period to set-up depot collection but must provide similar operating hours as being provide now by municipal systems. Final regulations will have to be completed by Dec 31/ 2022. We had a quick update by the Niagara Region Transit On-Demand Pilot. We all know that it was launched on August 17 of this year and the ridership from Aug 17 to Oct 4 for West Lincoln 319 trips with 347 riders. The service is being fully utilized in its operating hours of 7am to 10 pm. To date this pilot has

SCHEDULE "A" TO THE NOVEMBER 23, 2020 COUNCIL MINUTES

had great up take from our residences and I look forward to the results of the pilot for next steps for West Lincoln.

Later that day I attended the Public Health and Social services meeting where we had a presentation on Built for Zero initiative on Homelessness services talking about a Shelter Pilot. The objectives were to develop a By Name list of all known individuals. 2 to establish a coordinated access system that standardizes for intake, assessment, referral, and prioritize services in a community. By-Name list is very critical to ending chronic homelessness. It is a real time record of all individuals. The program consists of 14 bed housing focused shelter pilot has has 27 intakes to date, with 13 exit to permanent housing. As of Nov 1,2020 the inflow has been 66 individuals with an outflow of 52 individuals. The total active cases are 320 which need to be addressed and solved. This model is being shared to other public health agencies in the province as a model to end homelessness. The pilot program has been extended and is being supported through provincial and federal funding. We should be proud of this initiative as our staff have become leaders in this project.

Thank-you for allowing me to update you on the work that the Niagara Region is doing for our residences. If you have any questions at this time
Councillor Witteveen

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN
SPECIAL COUNCIL MINUTES

MEETING NO. SIXTEEN

November 24, 2020, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Joanne Scime, Clerk
Bev Hendry, CAO
Donna DeFilippis, Treasurer/Director of Finance
Dennis Fisher, Fire Chief
Mike DiPaola, Director of Public Works and Recreation
Brian Treble, Director of Planning and Building
Vanessa Holm, Library CEO

Others: Regional Councillor Albert Witteveen
Shelley Bradaric
Linda Sicoli, Economic Development Officer, Niagara Region
Kim Peagram, Ministry of Agriculture, Food and Rural Affairs

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

There were no disclosures of pecuniary interest and/or conflict of interest declared by any Member of Council in attendance.

2. REQUEST TO ADDRESS ITEMS ON THE AGENDA

The Clerk stated that there were no members of the public that requested to attend this evening's Zoom meeting therefore there would be no comments from

**Special Council Minutes - Community Economic Development Education & Training
November 24, 2020**

any member of the public nor were there any emails received from any member of the public with respect to the community economic development training.

3. APPOINTMENTS/PRESENTATIONS

- 3.1 Linda Sicoli, Economic Development Officer, Niagara Region and Karen Peagram & Nick Kinkel, Agriculture & Rural Economic Development Advisors, Ministry of Agriculture, Food and Rural Affairs
Re: Community Economic Development (CED) 101 - Session #1

The CAO advised that tonight's Special Council meeting was the first of two education and training sessions on Economic Development. The CAO noted that in February this year, Council approved a refreshed Economic Development Strategy in alignment with the Township's new Corporate Strategic Plan and as part of that process, Council approved and directed staff to arrange one initiative for 2020 and that was to arrange for Economic and Development Training for Council and Staff. The CAO advised that tonight's Special Council meeting was for education and training and was not a decision-making forum.

The CAO advised that tonight's session will be led by Kim Peagram, Agriculture & Rural Economic Development Advisor, (Niagara and Hamilton), Ministry of Agriculture, Food and Rural Affairs. The CAO stated that the Region's Economic Development Officer, Linda Sicoli was also in attendance to provide input as part of the training. The CAO stated that absent tonight is Nick Kinkel who also works for the Ministry of Agriculture and Food/Ministry of Rural Affairs as an Agriculture and Rural Economic Development Advisor in Southwestern Ontario; however, due to another commitment he will be unable to attend this evening's session but will join us for the second session on December 1st, 2020.

The CAO introduced Kim Peagram, who is a Regional Economic Development Advisor with the Ministry of Agriculture, Food and Rural Affairs, with her office being located at the Vineland Research and Innovation Centre grounds. The CAO stated that Ms. Peagram works with a broad range of stakeholders in Hamilton and the Niagara Region and her role is to assist municipalities, organizations and associations, not-for profit groups, and businesses, access government program information and resources. Additionally, she can also be called upon to facilitate group discussions to enable strategic planning and priority setting to foster economic development readiness. She holds a Bachelor of Arts from Brock University in Labour Studies and Political Science and was a

**Special Council Minutes - Community Economic Development Education & Training
November 24, 2020**

graduate of the Niagara College Public Relations program. The CAO advised that Ms. Peagram has also held teaching positions with Mohawk College and Niagara College and has spent 10 years working as the events manager for the Niagara Grape and Wine Festival as well as being a consultant with the Ministry of Economic Development and Trade prior to joining OMAFRA 13 years ago.

Ms. Peagram thanked the CAO for the introduction and the opportunity to be in attendance this evening. Ms. Peagram outlined the key objectives (goals) for the CED 101 workshop which included "what" is Community Economic Development (CED) and "why" we do CED, the benefits of planning for CED and who can assist with developing a CED team.

Prior to proceeding, Ms. Peagram asked everyone in attendance to introduce themselves, their affiliation with the Township and what CED meant to them.

Following the introductions, Ms. Peagram reviewed a PowerPoint presentation which is attached as **Schedule "A"** to the minutes.

At the conclusion of the presentation, Ms. Peagram provided a slide which was an inventory sheet that she asked each attendee to complete as homework over the next week. Ms. Peagram stated that the CAO will email a copy of the PowerPoint presentation and a copy of the last slide being an Inventory List as well as a copy of a Quick Reference Guide, which explains how the inventory list is to be completed and how it can be used. A copy of the Inventory List and Quick Reference Guide is attached to the minutes as **Schedule "B"**.

Ms. Peagram stated that at the commencement of the next training session (December 1st at 6:30 p.m.), there will be a group exercise to complete the Inventory List. Ms. Peagram stated that the intention of this exercise was to provide a snap shot of CED activities underway in the community, who was leading/supporting those activities, revealing potential gaps in CED activities, assisting in identifying possible areas where there might be duplication of effort, helping to identify possible areas for increased collaboration, assisting communities/organizations with this process and developing a Community Economic Development Activity Inventory.

Mayor Bylsma thanked Ms. Peagram and Ms. Sicoli for attending this evening's meeting and advised that he looked forward to next week's CED educational and training session.

**Special Council Minutes - Community Economic Development Education & Training
November 24, 2020**

4. ADJOURNMENT

The Mayor declared the meeting adjourned at the hour of 8:30 p.m.



JOANNE SCIME, CLERK

MAYOR DAVE BYLSMA



Community Economic Development (CED) 101

Agenda

Legend



We have a resource
for this!



There is an activity for
you!

- Introduction and goals of community economic development (CED)
- What is CED?
- Why do CED?
- The benefits of planning for CED
- The people on your CED team?
- Wrap-up and what's next?

Who Are We?



Kim Peagram

Agriculture & Rural Economic Development Advisor

Niagara, Hamilton, Halton, Peel Regions

Kim.peagram@Ontario.ca



Introduce Yourself

✓ Name

✓ Affiliation



✓ What does community economic development mean to you?

Our Goals for CED 101

1. Understanding Community Economic Development (CED); what is it; why do it?
2. Identify roles in CED
3. Develop an understanding of the value of planning for CED in your community

CED 101

WHAT IS CED?

What is Community Economic Development (CED)?

The *process* of...

Fostering an *environment*
that results in the *creation* of
wealth and *well-being*
for the benefit of the *community*.

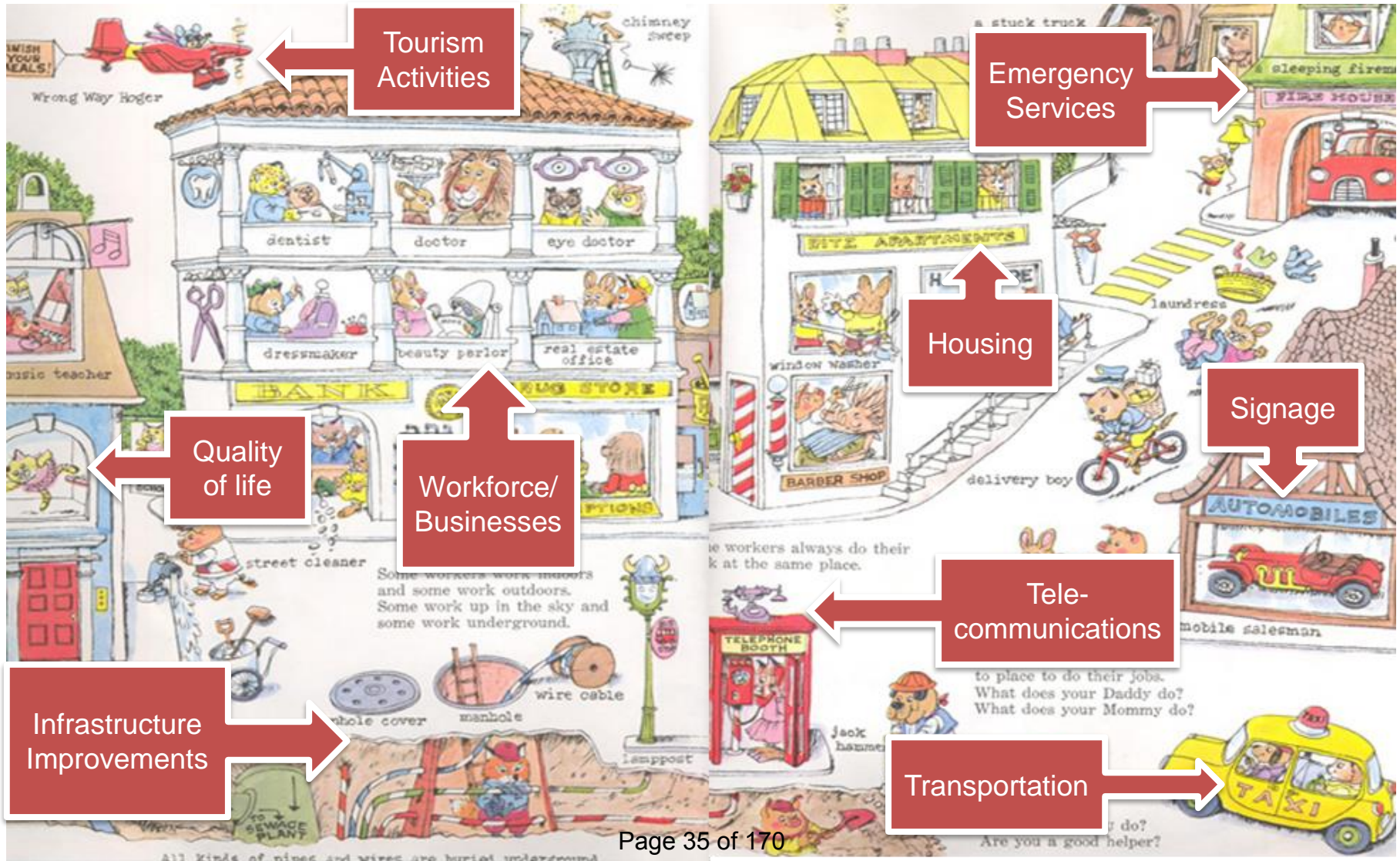


Our Case Study Community: Busytown

Let's begin by visiting the downtown...

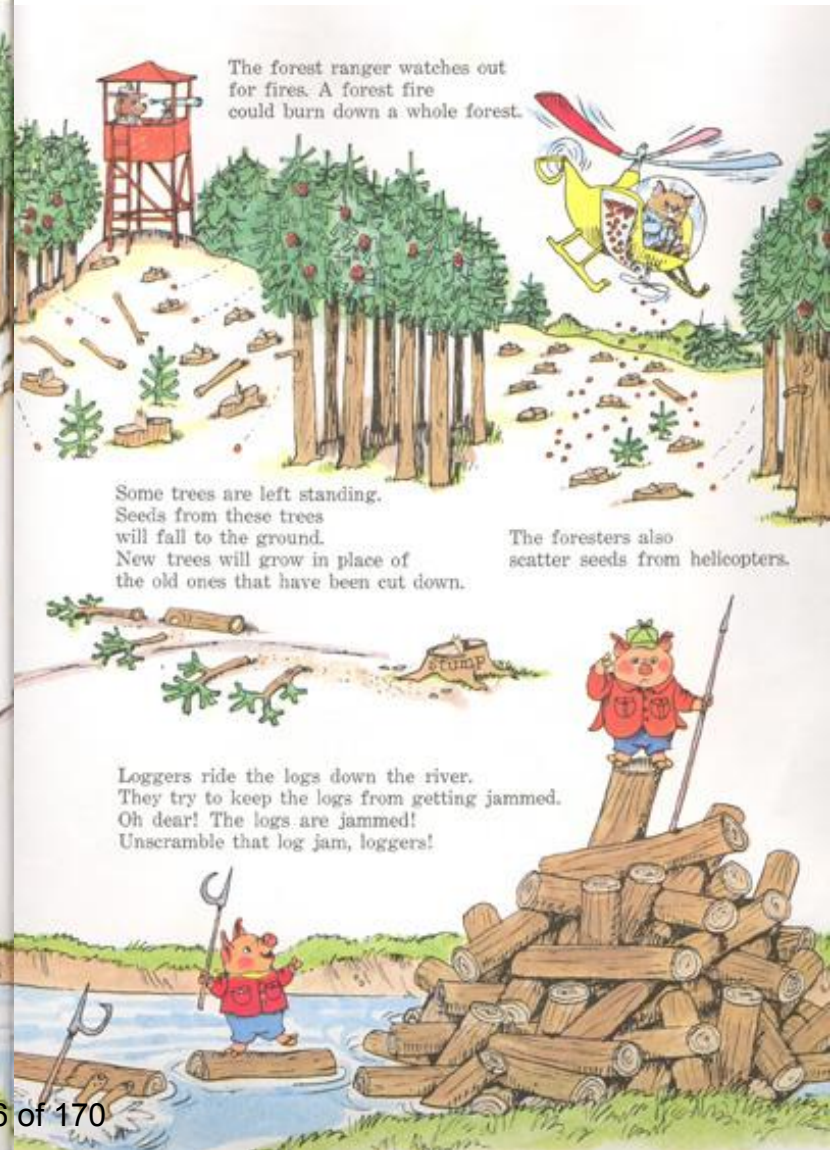
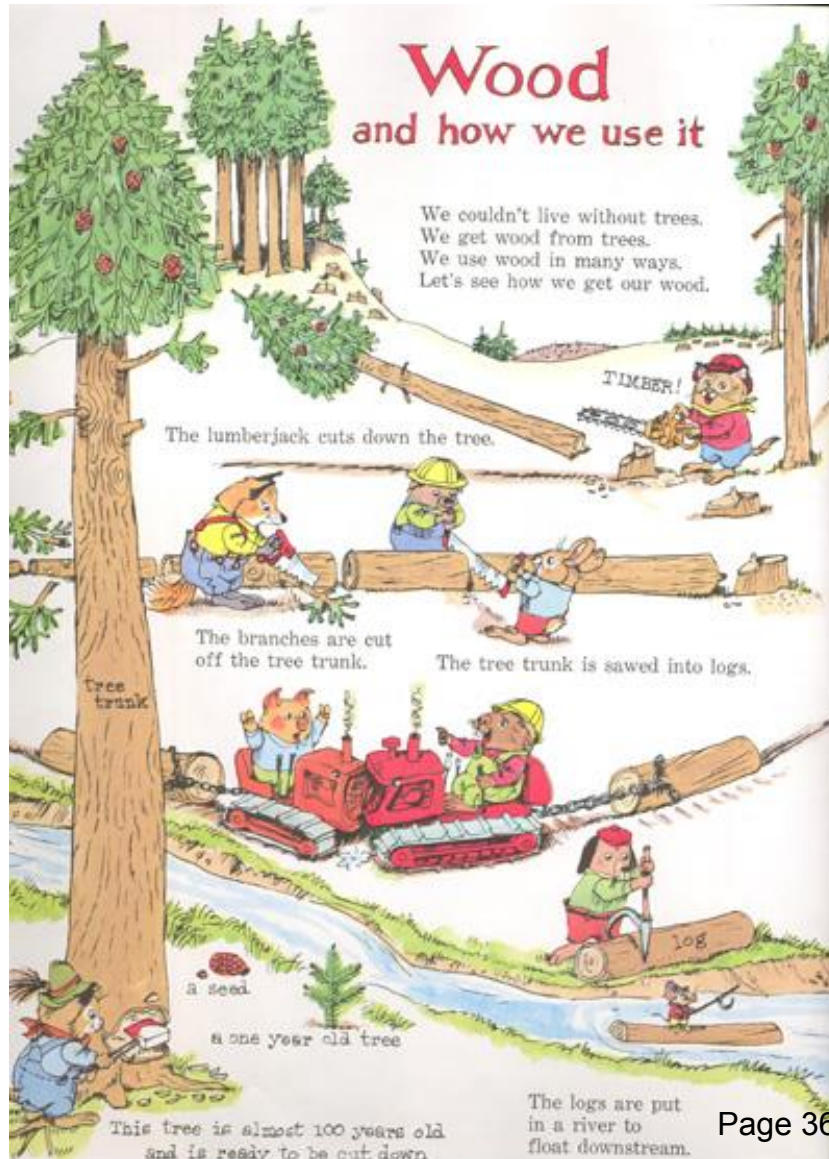


Evidence of CED Activities?



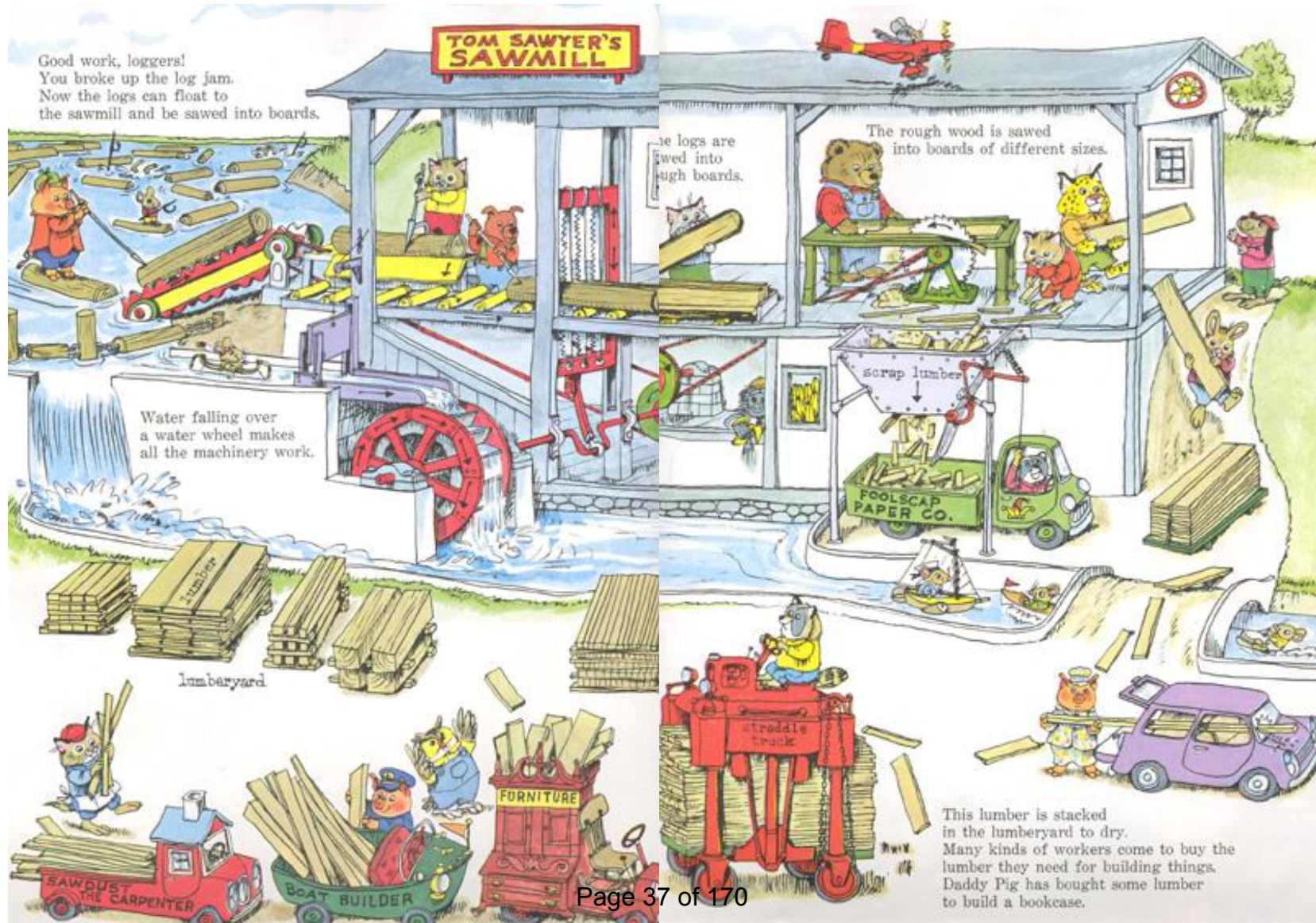


Further Evidence of CED Activities





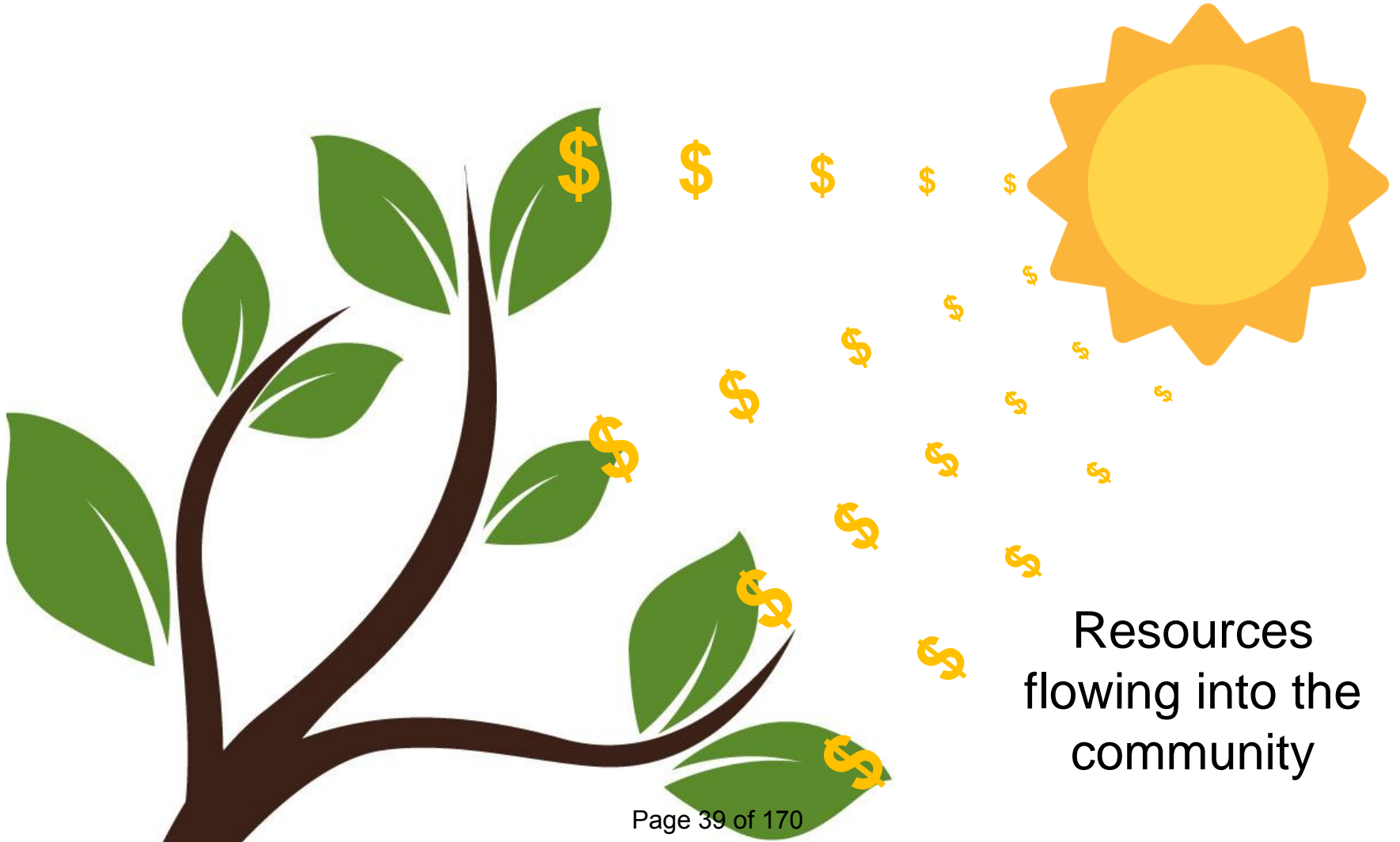
Further Evidence of CED Activities



**Let's imagine
that this tree
is our
community.**

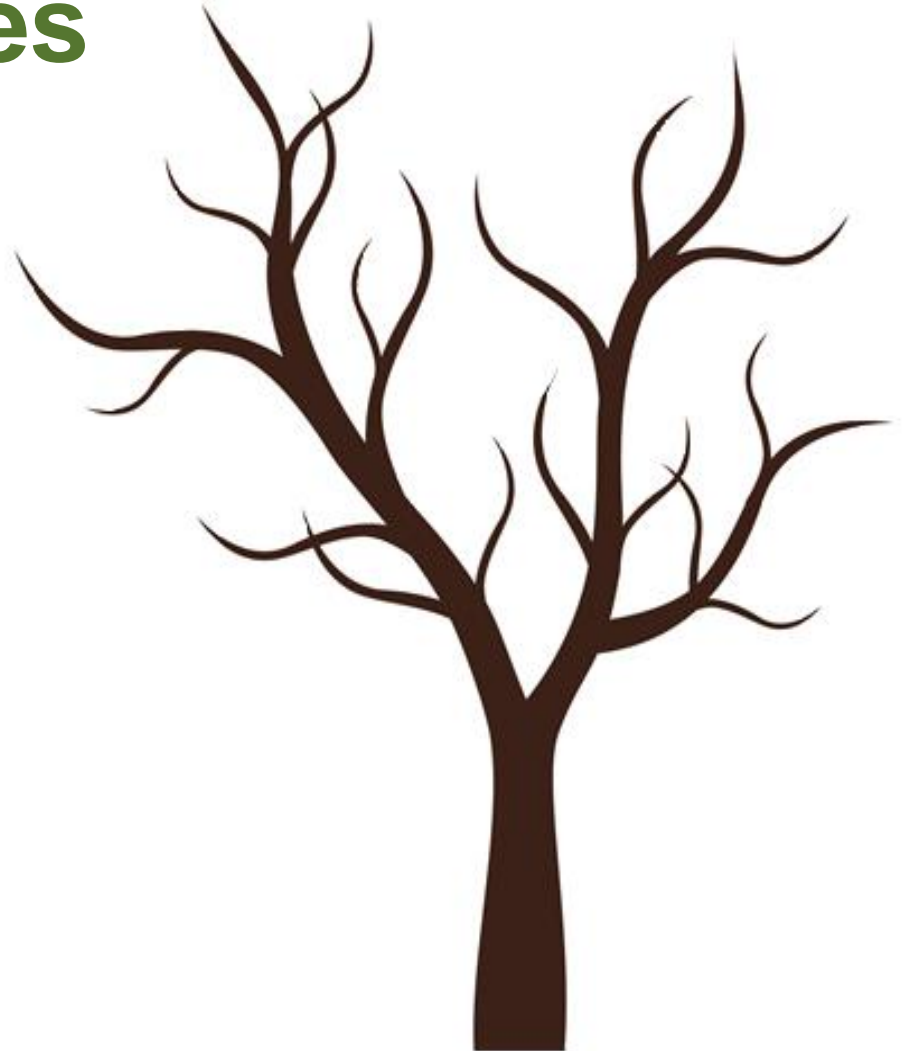


The "Leaves": Economic Wealth Generators



The “Branches”: Support Activities

- Example: doctor; grocery store; hair dresser
- Support the economic wealth generators
- Major contributor to the overall functioning of community



The “Leakage”: Resources that Flow Out of the Community

- Understanding where we lose the nutritious sap from our tree
- Example: business closures; importing goods; out-migration



Two Basic Approaches to Grow your Local Economy



Bring in New Resources

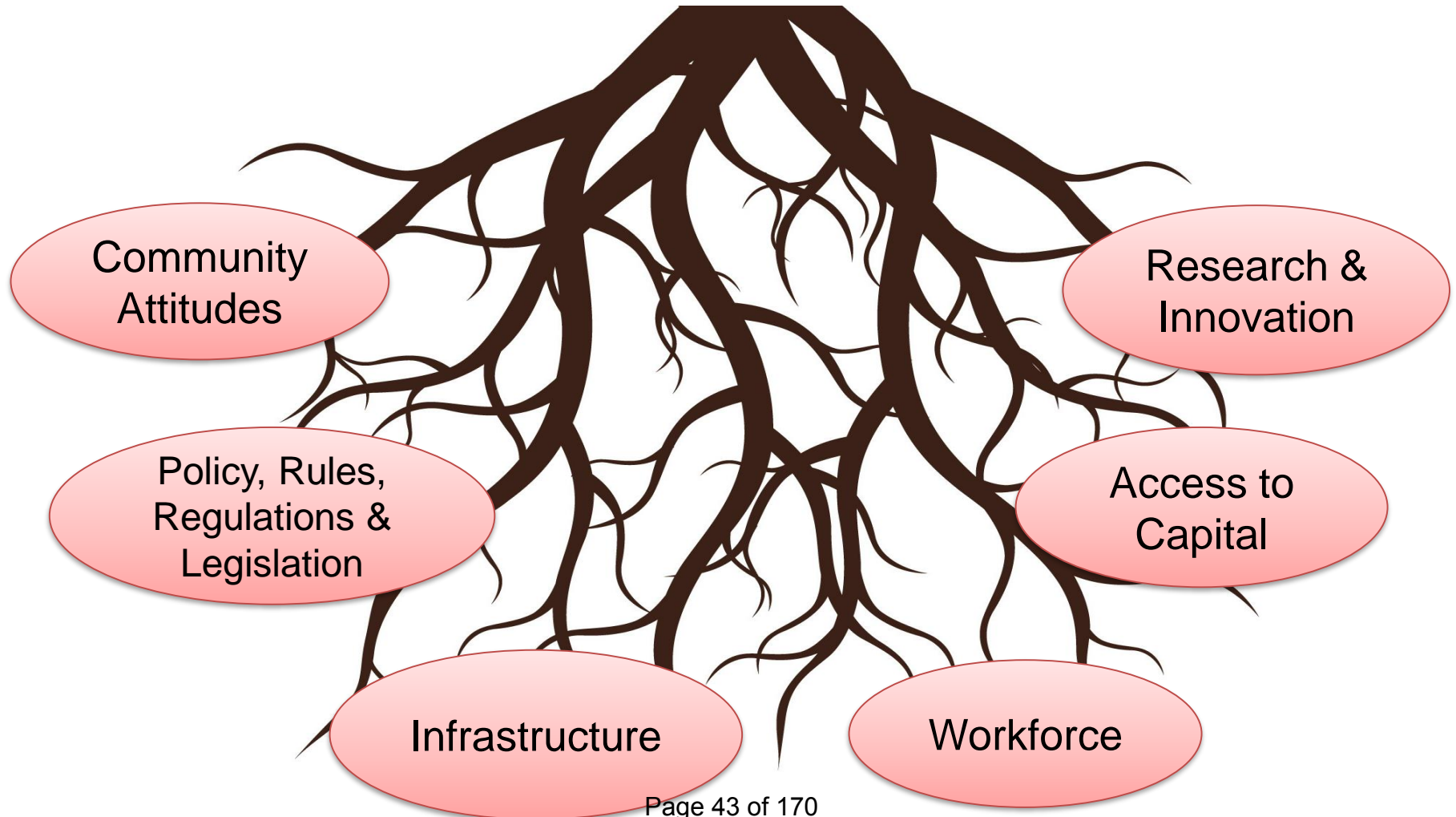
- Supporting local business growth
- Attracting investment & workforce
- Export development
- Increasing tourist dollars spent in community



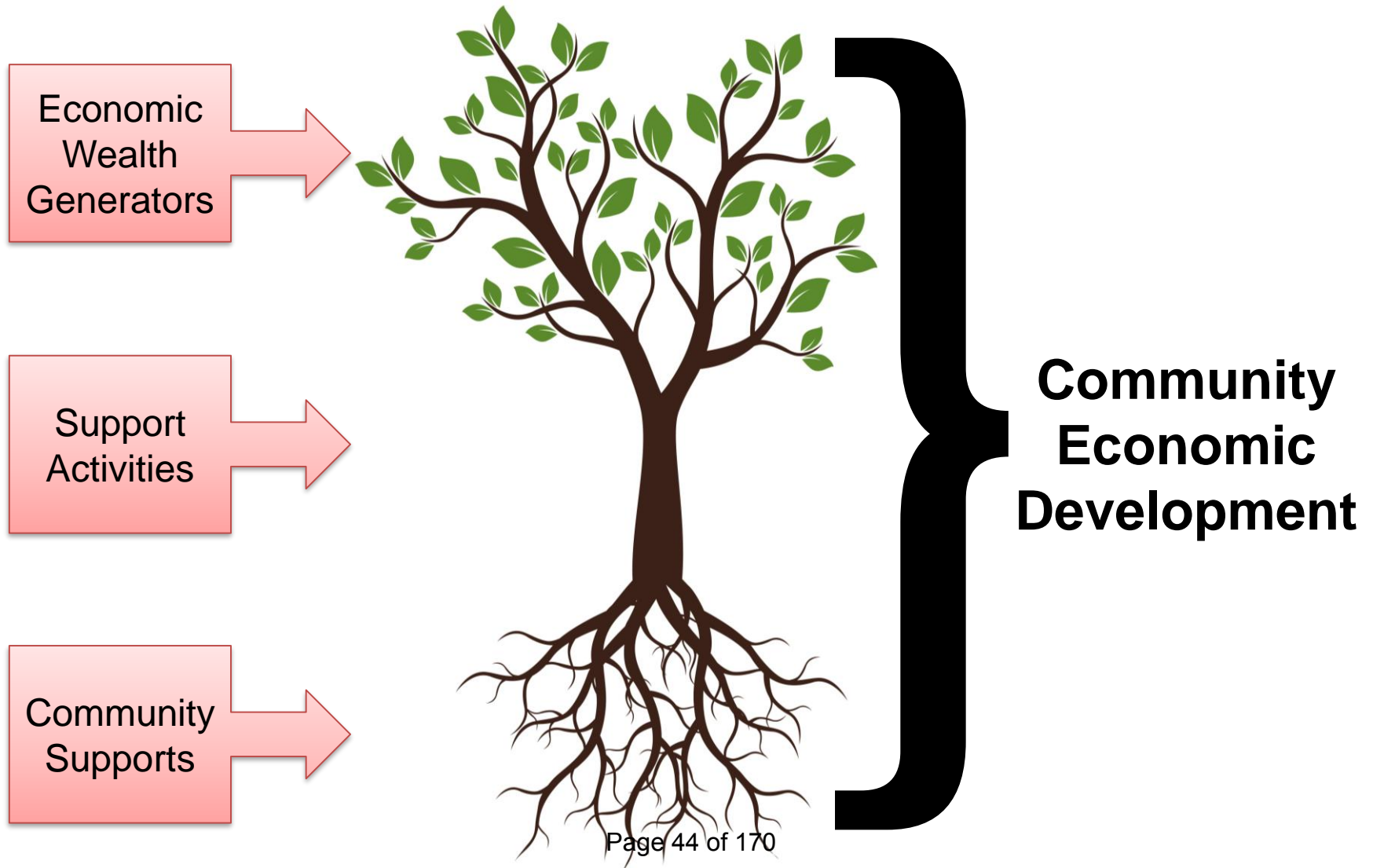
Stop the Leakage

- Retaining existing businesses
- 'Buy local' initiatives
- Retain local workforce

The "Roots": Community Supports



How does it All Tie Together?





Your Local Example of CED...



Choose a Local Example of a Economic Wealth Generator.

Give examples for each part of the tree.

The Leaves – bring new \$\$\$ into the community

The Branches – Supports and is supported by local businesses

The Roots – supports all economic activity in a community

CED 101

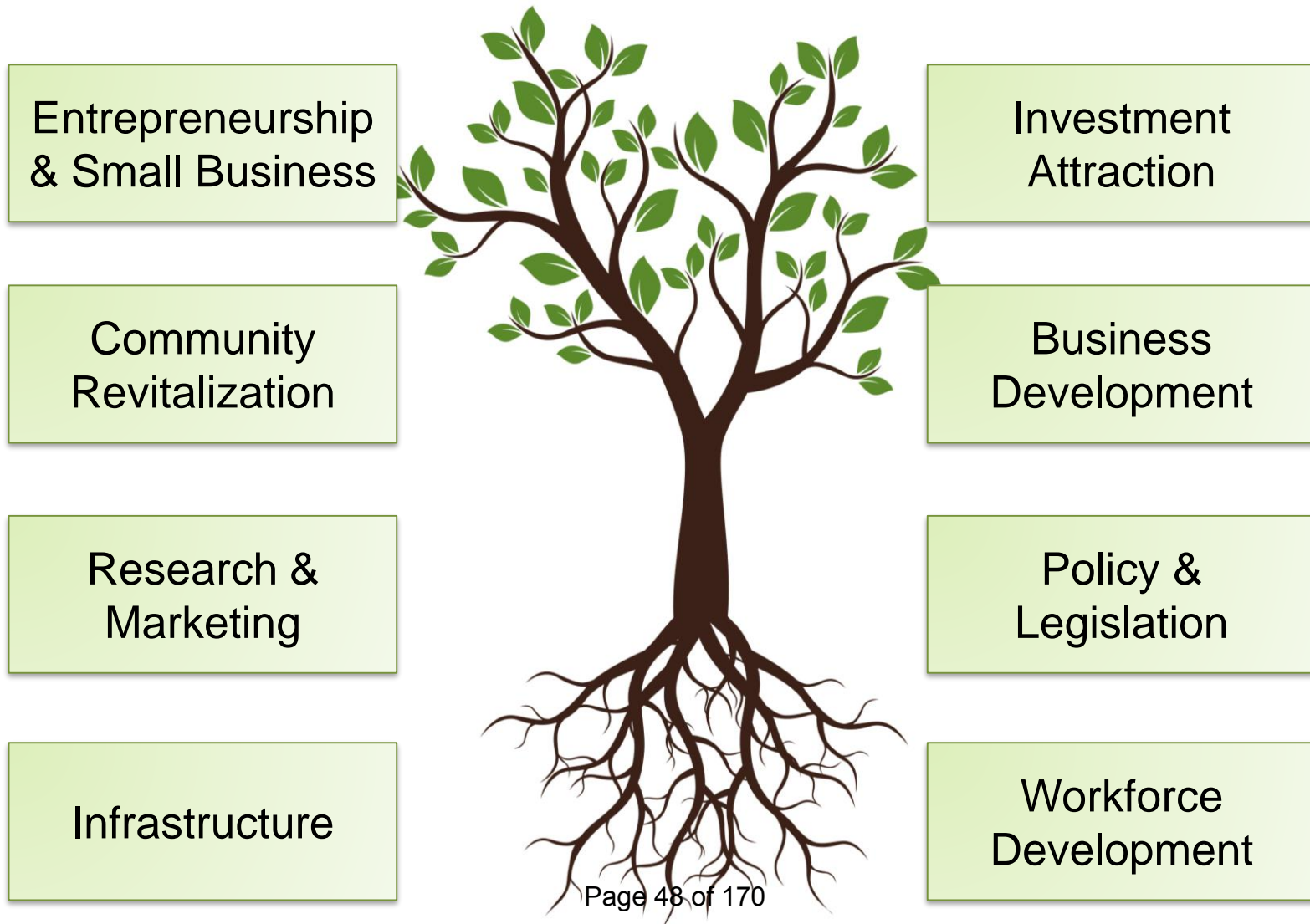
THE RANGE OF CED ACTIVITIES

Why Do CED?



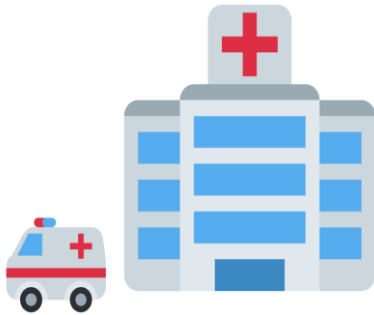


CED Activities



Infrastructure

Community



- Hospital
- Art centre
- Farmers market
- Recreation

Transportation



- Roads
- Harbours
- Public transit

Utilities



- Broadband
- Electricity
- Water
- Natural gas



Workforce Development



- Youth engagement and retention
- Recruitment
- Newcomer attraction and retention
- Education and training

Research & Marketing

- Research
 - Business directory
 - Land and property inventory
 - Economic analysis
 - Community profile
- Marketing
 - Branding
 - Marketing materials



Policy & Legislation

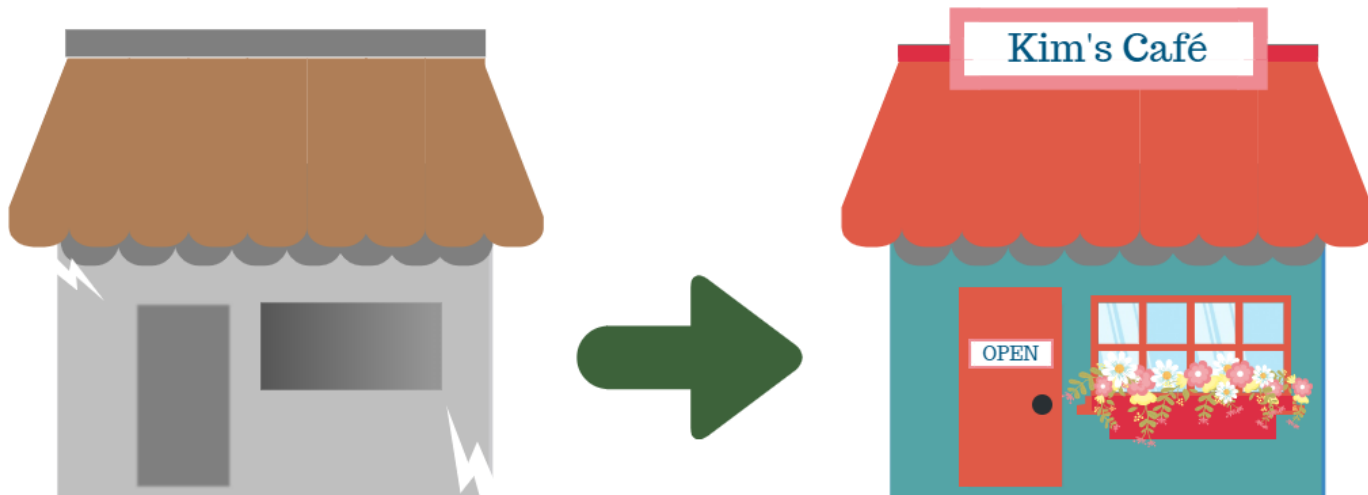
- Land use planning
- Community improvement plans (CIPs)
- Open for business approach



Community Revitalization



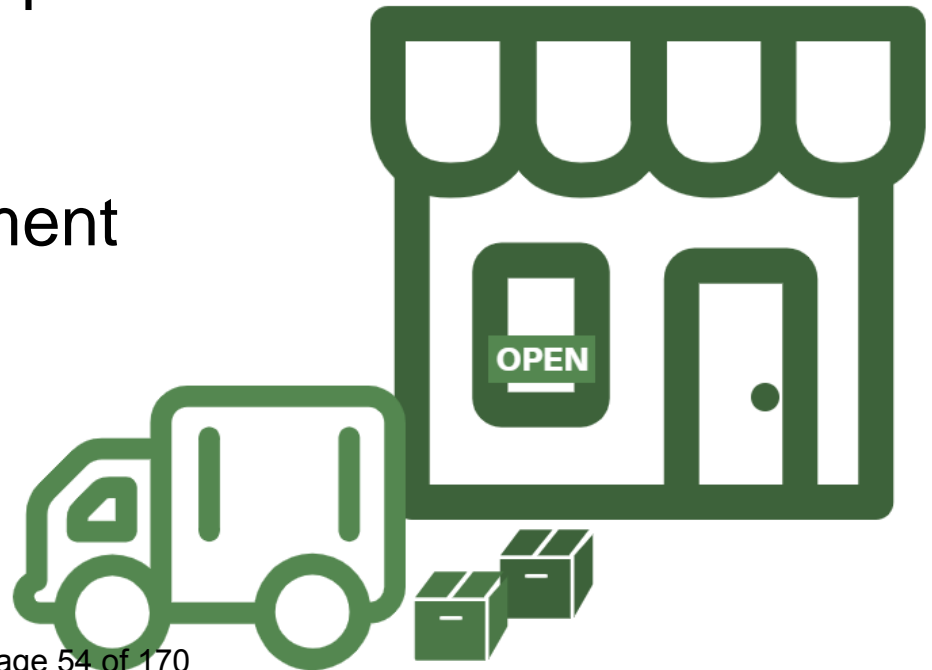
- Downtown and commercial revitalization
- Industrial and institutional redevelopment



Business Development



- Business retention and expansion
- Focused sector development
- Buy local initiatives
- Export/trade development services
- Networking
- Recognition



Entrepreneurship & Small Business

- Access to capital
- Incubation and workspace
- Business counselling and mentorship
- Professional development and training



Investment Attraction

- Lead generation
- Develop relationships with the real estate community
- Site certification



CED 101

THE BENEFITS OF PLANNING

What CED activities are currently underway in your community?

It is beneficial to take a regular *inventory* of CED activities that are happening in your own community.

<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	

Let's Look at the CED Activity Inventory



Activities	Organization(s)	Role: L / S	Comment / Nature of Activity
1. Infrastructure			
Community Infrastructure			
Transportation Infrastructure			
Utility Infrastructure			
2. Workforce Development			
Youth Engagement / Retention			
Recruitment Events			
Newcomer Attraction / Retention			
Training / Education Programs			

Community Economic Development



A Quick Guide to List Your Economic Development Inventory

Community Economic Development (CED)

List Your Economic Development Inventory

Completing the Inventory List:

The Inventory List can be used in one of two ways. In the first, the user lists the activities of a single organization. In the second the user lists the activities of multiple organizations at the same time. In either case, the process is the same.

The first column called Activities, lists activities that pertain to economic development. To help you complete the table, a brief description of each activity is included later on in this document.

The second column under Organization, enter the name of the organization(s) engaged in the activity. Note that if no organization is actively engaged in the activity, leave this row empty.

- Example: Municipality, Business Improvement Area, Chamber of Commerce etc.

For the third column identify with an (L) for leading or an (S) for supporting about the role the organization is playing. For the purpose of this exercise, playing a leading or supporting role requires that the organization be able to demonstrate, in a tangible way, that they have allocated resources to the activity in question (financial commitment in budget, staff time allocated in work plan, etc.).

The fourth column asks the user to comment on the precise nature of the activity in which the organization is engaged. Aim to be as specific as possible.

- Example: Contributed \$1,000 to Chamber of Commerce Recognition Event

SCHEDULE "B" TO THE NOVEMBER 24, 2020 SPECIAL COUNCIL MINUTES

Activities	Organization(s)	Role: L/S	Comment/Nature of Activity
1. Infrastructure			
Community Infrastructure			
Transportation Infrastructure			
Utility Infrastructure			
2. Workforce Development			
Youth Engagement/Retention			
Recruitment Events			
Newcomer Attraction/Retention			
Training/Education Programs			
3. Research & Marketing			
Research- Business Directory			
Research- Land/Property Inventory			
Research- Economic Analysis			
Research- Community Profile			
Marketing- Branding			
Marketing- Material			

SCHEDULE "B" TO THE NOVEMBER 24, 2020 SPECIAL COUNCIL MINUTES

Activities	Organization(s)	Role: L/S	Comment/Nature of Activity
4. Policy & Legislation			
Land Use Planning			
Community Improvement Plans			
Open for Business Approach			
5. Community Revitalization			
Downtown/Commercial Revitalization			
Industrial/Institutional Redevelopment			
6. Business Development			
Business Retention and Expansion			
Forced Sector Development			
Buy Local (Business to Consumer)			
Export/Trade Development			
Networking (Business to Business)			
Recognition			
7. Entrepreneurship & Small Business			
Access to Capital			

SCHEDULE "B" TO THE NOVEMBER 24, 2020 SPECIAL COUNCIL MINUTES

Activities	Organization(s)	Role: L/S	Comment/Nature of Activity
Incubation/Workspace			
Business Counselling/Mentorship			
Professional Development/Training			
8. Investment Attraction			
Lead Generation			
Develop Relationships with Real Estate Community			
Site Certification			

Quick Economic Development Reference Guide

Below is a brief description and some examples for each of the activities in the Inventory List

Infrastructure

Businesses rely on the infrastructure in their community. Infrastructure is key to boosting production, expanding the industrial land base, and creating and retaining jobs.

a. Community Infrastructure

Lands, buildings, and structures that support the quality of life for people and communities by providing public services for health, education, recreation, security and safety. Some examples include hospitals, schools, cultural centre, farmers market and recreation centre.

b. Transportation Infrastructure

Roads, railways, airports, waterways and ports, bus services, etc., are essential for the movement of people and goods inside and outside of the community.

c. Utility Infrastructure

Sewers, drains, pipes, cables, wires, etc. that carry utilities such as electricity, natural gas, water, internet and television services, etc. to communities.

Workforce Development

Activities that connect individuals to job training and education programs as well as attracting the right kind of talent to the community based on business needs.

a. Youth Engagement / Retention

Activities that connect youth to the community with the goal of creating an environment where youth either choose to stay (or return to) the community to live, work, and raise a family.

b. Recruitment Events

Events that connect recruiting businesses with a pool of potential employees. For example, job fairs can be an efficient way for employers to screen large numbers of candidates in a relatively short period of time.

c. Newcomer Attraction / Retention

Activities that involve recruitment and retention of new residents from communities within Canada and across the world. Example activities include, connecting with settlement organizations in large urban centres, working with employers to promote employment opportunities in your community, and helping newcomers to integrate into your community.

d. Training / Education Programs

Programs or events that aim to provide an opportunity for individuals in the community to enhance their working competencies and, in turn, become a greater asset to the local workforce. Some examples include co-op programs, training workshops, and apprenticeship opportunities.

Research and Marketing

Marketing development and management involves overseeing all elements of the design of the community brand and determining the channels of distribution. Effective marketing cannot be done without solid research on which to determine where marketing efforts should be directed.

a. Research - Business Directory

An up-to-date listing of all the businesses within a community including all relevant contact information and a description of the products and services each business offers.

b. Research - Land / Property Inventory

An up-to-date listing of all the commercial and industrial lands and buildings available for sale or lease in a community. This usually contains contact information related to the property and a description of the property (square footage, ceiling heights, zoning, servicing, selling price, lease rate, etc.).

c. Research - Economic Analysis

Economic analysis try's to answer the following questions - What are the current economic conditions in the community? What components of the community have been growing or what components have been declining? What are the community's options for improving its economic future and which of those options should be pursued first? There are three main types of data:

- i) Socio-economic data (demographics, income levels, education levels, etc.).
- ii) Labour data (by industry or occupation) and that movement into or out of a community.
- iii) Competitive Advantage data demonstrates industry specialization within a community.

d. Research - Community Profile

A Community Profile is a document that outlines up-to-date economic and other important community-specific data, which is then made available to potential investors and site selectors.

e. Marketing – Branding

Activities that involve overseeing all elements of the design of the community brand (logo, slogans, tag lines, colour schemes, messaging, etc.) and setting guidelines for the use of the brand.

f. Marketing – Material

Activities that involve overseeing the development and delivery of all marketing materials and support economic development promotion activities. This could include traditional promotional tactics such as billboards or ads in industry publications, or have an online focus including website development and social media promotion such as Facebook, Twitter and Instagram.

Policy and Legislation

Strategies and tools that are created via legislation are important components of government efficiencies.

a. Land Use Planning

Activities that help shape communities by deciding where homes and businesses can be built, where parks and schools can be located, where roads, sewers and other essential services can be provided, and where agricultural spaces should be. Land should be “designated” in your up-to-date municipal Official Plan, and “zoned” in your municipal Comprehensive Zoning By-law.

b. Community Improvement Plans (CIPs)

A tool that allows a municipality to direct funds and implement policy initiatives toward a specifically defined area of the community. CIPs allows municipalities to provide financial incentives to private property owners such as tax assistance, grants or loans to assist in the rehabilitation of lands and/or buildings within the defined project area.

c. Open for Business Approach

An approach supportive of activities that aim to assist both existing local businesses, as well as, potential new businesses interacting with municipal. Developing clear and timely approval processes are ways that communities can assist both new and existing businesses in making investments.

Community Revitalization

Economic developers are responsible for proactively guiding the development and reuse of aging and/or challenging spaces in the community.

a. Downtown/Commercial Revitalization

Activities that aim to improve the economic, physical and social well-being of a community's traditional town centre, its underutilized commercial spaces, and derelict major commercial corridors (e.g. main streets).Downtown/Commercial Revitalization

b. Industrial/Institutional Redevelopment

Activities that aim to improve the economic, physical and social well-being of a community's industrial and institutional spaces.

Business Development

Economic developers are responsible for supporting existing business and making sure they remain a part of the community. Efforts centre around building relationships with existing businesses to better meet the needs of the local ecosystem.

a. Business Retention and Expansion

Activities that assist in nurturing existing businesses within the community. These activities engage local businesses to gain understanding of the challenges and opportunities that face the business community. Where possible, strategies are developed to assist the business in addressing those challenges acting upon opportunities for growth.

b. Focused Sector Development

Activities that target the growth and retention of a specific sector. Sectors are chosen due to their significant impact on the local economy or the community perceives that it has a competitive advantage in that sector. Tourism is an example of a sector focus.

c. Buy Local (Business to Consumer)

Activities or policies that promote/encourage the purchase of local goods and services whenever possible. These activities not only include consumer purchases (local food, local legal services, etc.), but also business-to-business transactions including sourcing inputs for a manufacturing operation.

d. Export / Trade Development

Activities that assist local businesses in understanding, assessing and reaching international and domestic markets.

e. Networking (Business to Business)

Activities and events that bring together business people in an effort to stimulate new business opportunities and/or opportunities for collaboration/cooperation.

f. Recognition

Activities that provide an opportunity to celebrate excellence within the local business community. Examples include certificates of achievement and awards events

Entrepreneurship and Small Business

Involves creating a culture of entrepreneurship as a community value as well as putting in place programs to build a support system for small business owners.

a. Access to Capital

Activities/services that address the capital needs of a business not met through traditional financial institutions (banks, credit unions, etc.).

b. Incubation / Workspace

Space designed to accelerate the development of new ventures by (1) reducing costs and (2) providing ready access to management advice. Tenants of an incubator might share common space, business equipment, administrative support, technical support and other overhead, thereby realizing cost efficiencies in the critical start-up phase of each enterprise.

c. Business Counselling / Mentorship

One-to-one business consulting for business owners/managers. Information provided might include advice on financing, marketing, human resources, or any other functional area of the operation. Mentorship Programs connect seasoned business professionals with new entrepreneurs to assist them in developing their business.

d. Professional Development / Training

Development/training opportunities offered to multiple business owners at the same time (unlike business counselling, which is business specific). Examples of training topics include: best practices in e-commerce might draw an audience of 20 different business owners, representing a number of different sectors across the economy.

Investment Attraction

Economic developers attract new industries and businesses to the community to create jobs and grow the local economy. This involves marketing activities as well as building relationships with the local site selector/real estate community.

a. Lead Generation

Actions that involve identifying and cultivating potential investors by connecting them to opportunities within the community. Examples of lead generation include: cold calling, participation in trade shows and connecting with business development staff at other levels of government to extend the reach of investment attraction efforts.

b. Develop Relationships with Real Estate Community

Activities that aim to connect the municipality with the commercial and industrial real estate community in order to foster a collaborative effort for attracting new investors.

c. Site Certification

Activities that involve working with a certification body to demonstrate that a property is ready for development. For example, the Ministry of Economic Development, the Job Creation and Trade Investment Ready program: Certified Site designation is issued to properties that have successfully completed a set of program requirements to demonstrate that the property is primed for development and ready for investment.

SCHEDULE "B" TO THE NOVEMBER 24, 2020 SPECIAL COUNCIL MINUTES

Contact Information

Agricultural Information Contact Centre: **1-877-424-1300**

E-mail: RED@ontario.ca

Fax: 519-826-3398

www.Ontario.ca/Rural



Également disponible en français

**THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN
SPECIAL COUNCIL MINUTES**

MEETING NO. SEVENTEEN

December 1, 2020, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Joanne Scime, Clerk
Bev Hendry, CAO
Donna DeFilippis, Treasurer/Director of Finance
Dennis Fisher, Fire Chief
Mike DiPaola, Director of Public Works and Recreation
Brian Treble, Director of Planning and Building
Vanessa Holm, Library CEO

Others: Regional Councillor Albert Witteveen
Shelley Bradaric
Linda Sicoli, Economic Development Officer, Niagara Region
Kim Peagram, Ministry of Agriculture, Food and Rural Affairs
Nick Kinkel, Ministry of Agriculture, Food and Rural Affairs

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

There were no disclosure of pecuniary interest and/or conflict of interest declared by any Member of Council in attendance.

2. REQUEST TO ADDRESS ITEMS ON THE AGENDA

The Clerk stated that there were no members of the public that requested to attend this evening's Zoom meeting therefore there would be no comments from any member of the public nor were there any emails received from any member

of the public with respect to the community economic development education and training session.

3. APPOINTMENTS/PRESENTATIONS

- 3.1** Linda Sicoli, Economic Development Officer, Niagara Region and Karen Peagram & Nick Kinkel, Agriculture & Rural Economic Development Advisors, Ministry of Agriculture, Food and Rural Affairs
Re: Community Economic Development (CED) 101 - Session #2

The CAO stated that tonight's Special Council meeting was the second of two education and training sessions on Economic Development with the first being held last Tuesday evening. The CAO noted that along with Kim Peagram, Agriculture & Rural Economic Development Advisor, (Niagara and Hamilton), Ministry of Agriculture, Food and Rural Affairs and the Region's Economic Development Officer, Linda Sicoli who were in attendance for the training last Tuesday we had Mr. Nick Kinkel joining us this evening.

The CAO advised that Mr. Kinkel works for the Ministry of Agriculture and Food/Ministry of Rural Affairs as an Agriculture and Rural Economic Development Advisor in Southwestern Ontario and received his economic development training from the University of Waterloo and Economic Developers Council of Canada. The CAO noted that it has been Nick's passion to help rural communities and organizations overcome barriers to economic development and as such he has been actively involved in the development and delivery of CED (Community Economic Development) 101 and 201 and has employment experience in both public, private industry and not-for-profit.

Ms. Peagram commenced the community economic training by reviewing and completing, with the assistance of everyone in attendance, the economic development inventory sheet (Schedule B to the November 24, 2020 Special Council minutes) that she had asked each attendee from the first training session to complete as homework over the past week. Ms. Peagram stated that, prior to tonight's meeting and to get this exercise started, the CAO had provided a few examples for the activities (Column 1) provided as part of the inventory sheet, including the name of the organization engaged in the activity (Column 2), and identifying with an (L) for leading or an (S) for supporting about the role the organization played in part of the activity (Column 3), with the fourth column being for comments on the precise nature of the activity in which the organization was engaged.

Special Council Minutes - December 1, 2020

Ms. Peagram noted that everyone was doing an excellent job completing the CED Inventory chart with the majority of the document being completed; however, because she wanted to keep this session to two hours and there was still a lot to review, she asked if any attendees had additional examples for each of the activities in the inventory list that they forward them to Linda Sicoli at Niagara Region who will then populate the inventory sheet and forward it back to the CAO for distribution to all who attended the training sessions.

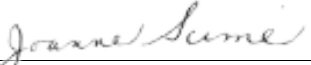
Following the completion of the majority of the CED Inventory Sheet, Ms. Peagram and Mr. Kinkel reviewed a PowerPoint presentation which is attached as **Schedule "A"** to the minutes. Ms. Peagram stated that she would forward a list of various resources/tools that OMFRA has available for the Township to use in different ways, such as the BR&E program (Business Retention and Expansion) which addresses how to make your community a great place to do business as well as the FICE program (First Impressions Community Exchange) which addresses how well your community serves its visitors.

In conclusion, Ms. Peagram stated that she hoped that Members of Council and senior staff who are in attendance had gained a better understanding of Community Economic Development, what it is, why do it, identify some goals in CED and develop an understanding for the value of branding for CED in your community. Ms. Peagram stated that on behalf of herself, Mr. Kinkel and Ms. Sicoli, she wanted to thank everyone for attending West Lincoln's CED101 session. Ms. Peagram stated that in follow up she will forward a couple of worksheets which will help guide through building a community economic development team as well as a survey which she asked each attendee to take a moment to complete and return by Friday December 4, 2020 to Linda Sicoli at Linda.Sicoli@niagararegion.ca.

Mayor Bylsma thanked Ms. Peagram, Ms. Sicoli and Mr. Kinkel for attending this evening's CED session as well as Members of Council and staff who had organized and participated in the CED educational and training sessions.

4. ADJOURNMENT

The Mayor declared the meeting adjourned at the hour of 8:27 p.m.



JOANNE SCIME, CLERK

MAYOR DAVE BYLSMA



Community Economic Development (CED) 101 Part 2

What CED activities are currently underway in your community?

It is beneficial to take a regular *inventory* of CED activities that are happening in your own community.

<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____
<input checked="" type="checkbox"/>	_____

CED Inventory Activity

- Switch to fillable inventory table

What kind of tree do you want to grow into?



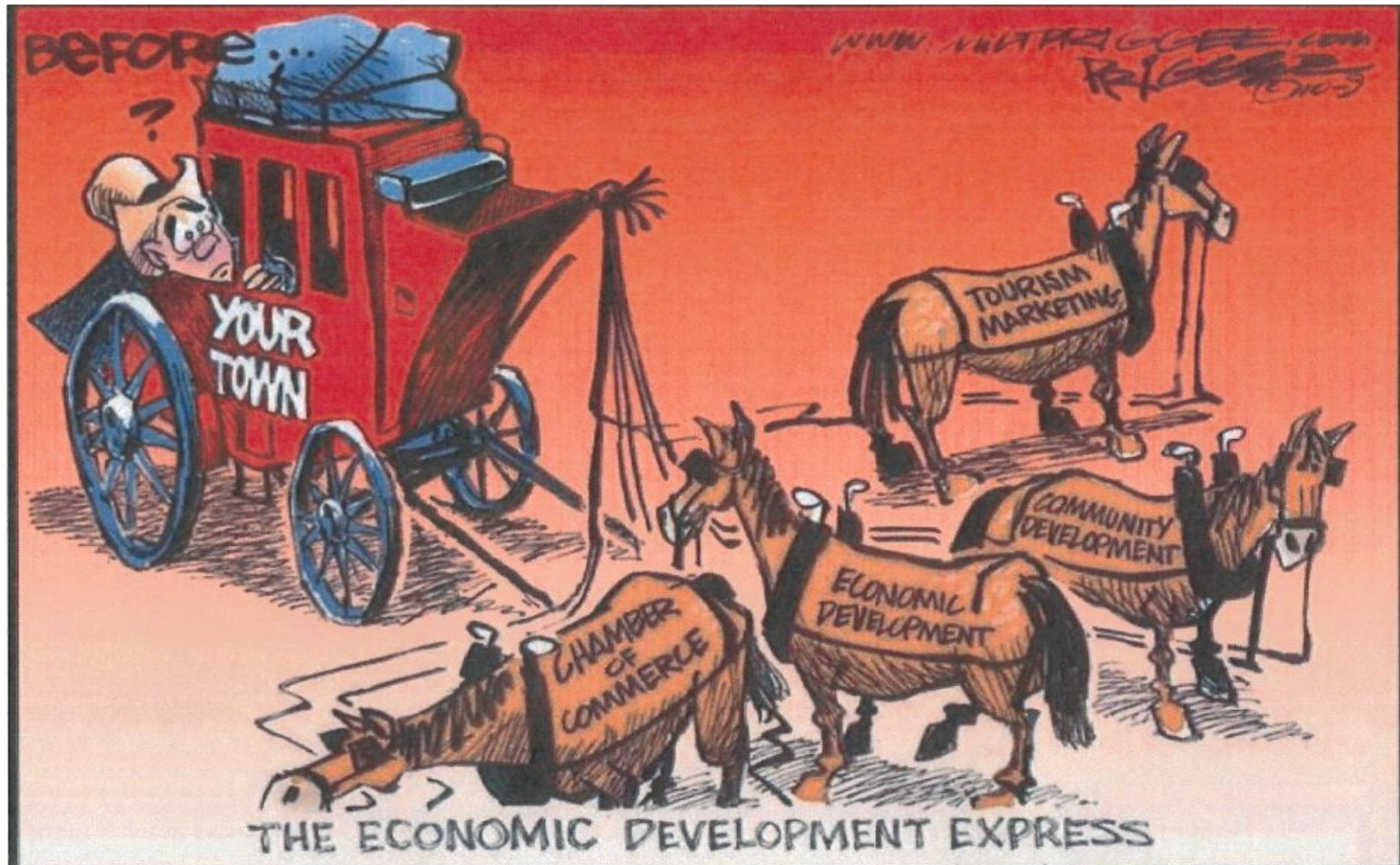
Benefits of a Strategic Plan



- Identifies a vision
- Identifies goals
- Helps to prepare your action plans
- It is a publically accountable process



Value of Planning



It Starts with a Vision

- You need a ***vision statement*** for CED
- A vision statement provides:
 - A clear and compelling picture of success
 - A desired end state to work toward



What data is available & why does it matter?

- Data offers you quantitative insights into the nature of your community
- Helps you make decisions through evidence-based planning



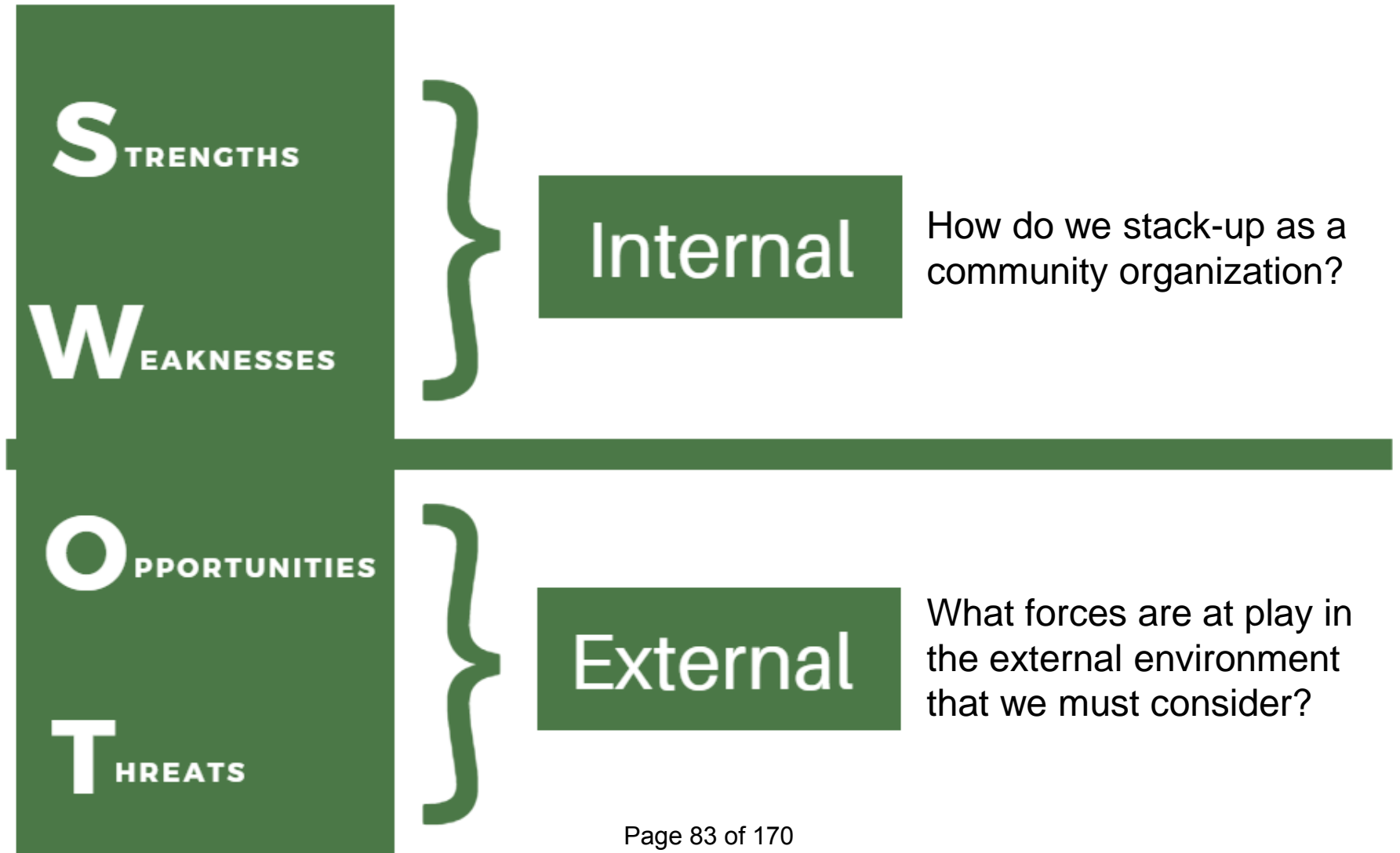


Where can you get information or evidence?

Tools and Activities:

- Analyst data tool
- Resident surveys
- First Impressions Community Exchange (FICE)
- Business Retention & Expansion (BR&E)
- Familiarization tours
- Community workshops and open house
- Strengths Weaknesses Opportunities Threats analysis (SWOT)

Conducting a SWOT Analysis





Why measure **SUCCESS**?



- Job growth
- Job retention
- Capital investment
- Increased assessment
- New partnerships
- Improved internet access
- Vacancies in downtown

CED 101

YOUR COMMUNITY ECONOMIC DEVELOPMENT TEAM

Engaging with your Community



- Fosters community support
- Accesses new networks and resources
- Builds capacity

Building your CED Team

Think about Diversity!

- Community members
- Government
- Organizations

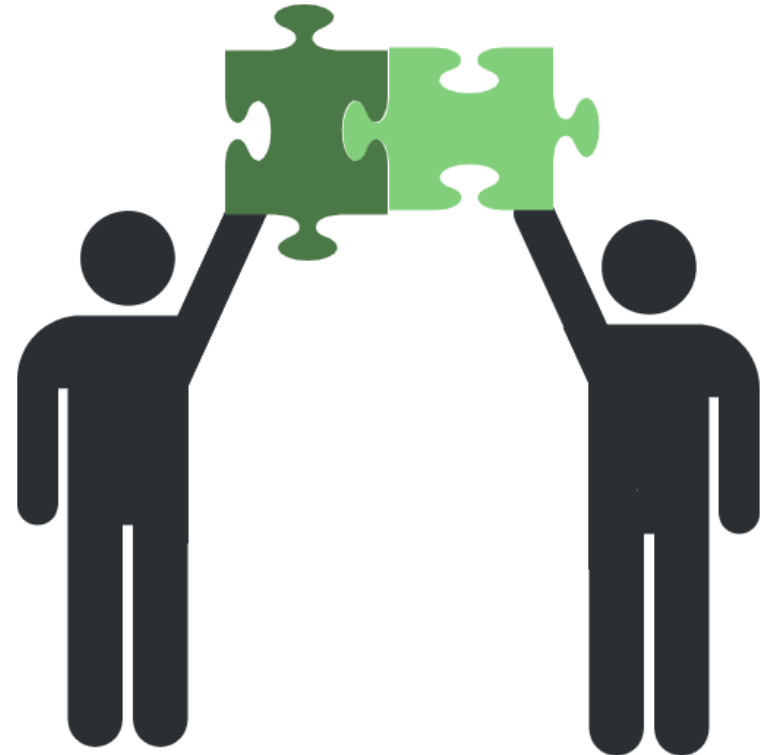




Who is part of your CED team?

It is unique to each community...

- Council
- Chamber of commerce
- Business Improvement Area (BIA)
- Community Futures Development Corporation (CFDC)
- Sector organizations
- Regional ministries are here to help you navigate the process



SCHEDULE "A"

To the December 1, 2020 Special Council Minutes

Your CED Team

✓	CED Asset Inventory	Name(s)	Notes
	Age		
	(Are youth engaged in the process? Is there an even mix of ages, old and young?)		
	Gender		
	(Is the team balanced with regards to gender?)		
	Skills and experiences		
	(Is there a variety on your team?)		
	Different organizations		
	(Think about key economic organizations in your community like BIA, Chamber, City Center, or Business Associations, Service Groups)		
	Occupation(s)		
	(Are key local occupations represented?)		
	Key Sectors		
	(Is there a mix of local industry sectors? Healthcare? Agriculture? Manufacturing?)		
	Small and Medium Sized Enterprises (SME's).		
	(Are there local business owners/entrepreneurs?)		
	Local Government – municipal counsellors, provincial and federal ministry reps		
	Community Futures Development Corporation		
	Small Business Enterprise Centre		

Sector organizations – manufacturing associations, builders associations, OFA

Staff, council, neighbouring municipalities

Provincial – regional advisors

Not-for-profit

Social services

Library/recreation and the arts

Personal Attributes on the Team

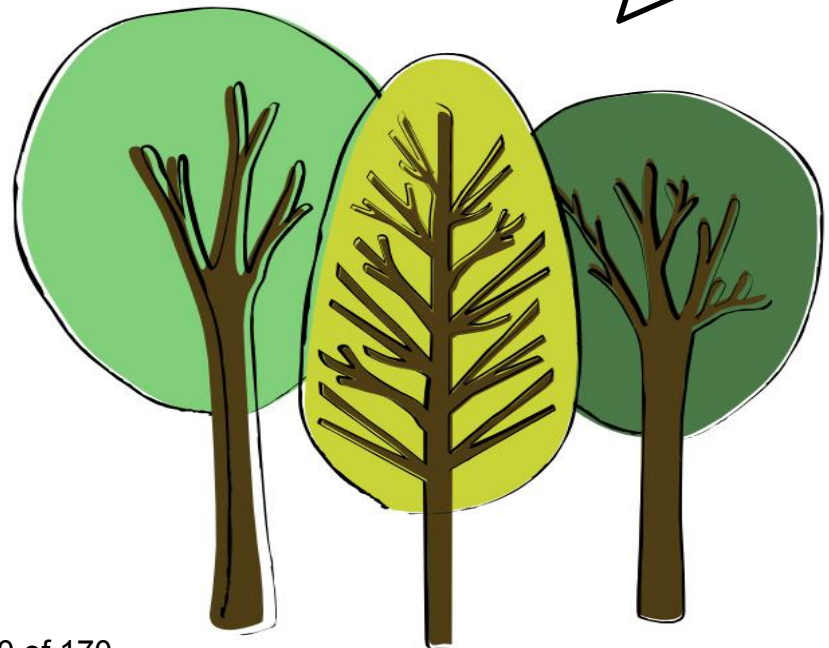
Visionary
Roll Up Their Sleeves and get it done
Inspiring
Shares Credit
Networker
Consensus Builder who looks for win-win
Other possible team members

Thinking Beyond your Municipal Boundaries

Thinking regionally is important to consider when:

- There are common CED challenges or opportunities within your region
- Pooling resources is an option
- There is opportunity to share CED knowledge

You're not the only tree in the forest!



CED needs a spark to ignite the process!

Who can it be?

- Councillors
- Community members
- Local volunteers
- Business leaders
- Economic Development Officer (EDO)
- Neighbouring communities



A leader who will connect
and foster teamwork!

What is your role as a community leader in CED?



1. Develop a deep understanding of the local business climate and community
2. Emphasize economic development in your strategic planning
3. Build political support for local economic development efforts

What is your role as a community leader in CED?

4. Promote local education and workforce development
5. Ensure the community has quality infrastructure in place
6. Foster regional cooperation



What is your role as a community leader in CED?

- 7. Support entrepreneurship
- 8. Be business-friendly



Develop a deep understanding of the local business climate and community

Ideas for getting started:

How can I do this?

Ideas for getting started:

How can I do this?

Ideas for getting started:

How can I do this?

Ideas for getting started:

Ensure the community has quality infrastructure in place

Ideas for getting started:

Ideas for getting started:

Ideas for getting started:

Ideas for getting started:

SCHEDULE "A"
To the December 1, 2020 Special Council Minutes

CED 101

CLOSING

Final Thoughts



1. CED Takes careful planning and time



2. CED is Hard Work; there is no “silver bullet”



3. Celebrate and communicate your success



4. CED requires resources



5. Be ready

Back to the goals for CED 101



1. Understanding Community Economic Development (CED); what is it; why do it?
2. Identify roles in CED
3. Develop an understanding of the value of planning for CED in your community

Evaluation Form



Please fill out the
evaluation form and email
it to Linda Sicoli
Linda.Sicoli@niagararegion.ca



**TOWNSHIP OF WEST LINCOLN
PUBLIC MEETING UNDER THE PLANNING ACT MINUTES
AMENDMENT TO TOWNSHIP OF WEST LINCOLN'S OFFICIAL PLAN AND
ZONING BY-LAW**

December 7, 2020, 6:30 p.m.

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

Staff: Bev Hendry, CAO
Brian Treble, Director of Planning and Building
Gerrit Boerema, Planner II*
Madyson Etzl, Planner II*
Jessica Dyson, Deputy Clerk
Joanne Scime, Clerk*
Donna DeFilippis*
Mike DiPaola*

Other Members: Albert Witteveen, Regional Councillor
David Brenzil*
Lyle Brenzil*
Shelly Bradaric*
Aaron Farrell*
Karl Grueneis*
Jowett Lau*
Tristan Marks*
Tony Miele*
Craig Rohe*
David Samis*
Wojciech Stasieczek*
Raymond Tung*
Richard Vandezande*
Steve Wever*

*** IN ATTENDANCE PART TIME**

A- ROAD ALLOWANCE OPENING AND DEVELOPMENT - OFFICIAL PLAN AMENDMENT

1. Application for Zoning By-law Amendment

The Chair advised that this public meeting was being held to consider an Official Plan Amendment application under Section 17 of the Planning Act as submitted by staff for the Township of West Lincoln's Official Plan regarding the Township's Road Allowance Opening and Development (File No. 1701-001-20).

EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION:

The Township of West Lincoln planning staff has commenced an Official Plan Amendment process to create new Official Plan policies regarding the opening of unopened or non-maintained Township road allowances. The intent of the amendment is to create a process for landowners to open or upgrade Township road allowances to Township Standards meeting all applicable environmental, engineering and financial obligations. The intent of these policies is to provide policies for access and development to mainly rural lots. This amendment will not impact road allowances created through a Plan of Subdivision or Regional Road allowances.

2. Purpose of the Public Meeting

The Chair advised that the Planning Act requires in Section 17(15) that before adopting an Official Plan Amendment, Council must hold at least one public meeting for the purpose of informing the public in respect of the amendments.

The Chair advised that the purpose of this meeting was to give an opportunity for the public, the Township and Committee to provide comments and/or ask questions regarding changes to the Township of West Lincoln's Official Plan submitted by staff for the Road Allowance Opening and Development (File No. 1701-001-20).

The Chair stressed that, at this point, no decision has been made on the proposed amendments and any comments received will be taken into account by Council in their consideration. The Chair advised that the Planning Act requires under Ontario Regulation 543/06 that Council advise the public that, if a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of West Lincoln before the by-law is passed, the person or public body is not entitled to appeal the decision of Council for the Township of West Lincoln to the Local Planning Appeals Tribunal.

Public Meeting Under the Planning Act Minutes – December 7, 2020

3. Public Meeting

The Chair asked the Deputy Clerk to advise of the method and dates by which notice of the public meeting was given.

The Deputy Clerk advised that proper notice was given by way of advertising in local newspapers on October 29th, 2020 as well as advertised on the Township's website.

The Chair advised that this was a public meeting to consider an Official Plan Amendment submitted by staff to the Township of West Lincoln's Official Plan for Road Allowance Opening and Development (File No. 1701-001-20)

The Chair asked the Planner, Gerrit Boerema, to explain the purpose and reason for the proposed Draft Official Plan Amendment.

The Planner provided an overview of the application.

The Chair asked if there were any oral or written submissions from any members of the public present as part of the Zoom meeting that wished to provide comments at this time with respect to the Official Plan Amendment – Township of West Lincoln – Road Allowance Opening and Development (File No. 1701-001-20). The Chair suggested that if there were any Members of the Public present that wished to provide comments that they should state them now, as LPAT may not consider comments made during any other Council and/or Committee meetings.

i) Wojciech Stasieczek

In addition to a written submission provided to staff, Mr. Stasieczek stated that his property is connected to Concession 3 which doesn't allow him to open the lot. Mr. Stasieczek questioned how his lot can be developed with the unopened road restrictions. Councillor Ganann reminded Mr. Stasieczek that questions will not be answered as part of the Public Meeting, however, any questions and comments will be taken into consideration by staff for their review.

The Chair asked if any Members of the Committee had any oral or written submissions on the proposed Official Plan Amendment. The Chair advised that this may be the only Public meeting being held with respect to this application; therefore, he noted that if any Members of the Committee had any comments they should state them now as the Local Planning Appeal Tribunal (LPAT) may not consider comments made during any other Council and/or Committee meetings.

Public Meeting Under the Planning Act Minutes – December 7, 2020

Mayor Bylsma stated that he is in favour of this policy as it keeps the community vigilant and growing and noted that it is important to continue to look for efficiencies and growth opportunities within the Township.

Councillor Jonker commended staff for their work on the unopened road policy and development review and agreed that the cost for the request to open a road allowance should be placed on the applicant. Councillor Jonker stated that If someone is to purchase a property, they have to consider the costs of getting access to property as well. Councillor Ganann agreed with Councillor Jonker and stated that an interested land owner needs to consider additional costs that may come from a piece of land and believes staff has included this very well in the policy.

The Chair stated that a Technical Report was being considered by Council later, as part of this evening's Committee meeting and that a recommendation report would be forthcoming to a future Committee and/or Council Meeting. The Chair advised that once Committee and/or Council has made a decision with respect to the Official Plan Amendment and if approved by Council, a notice of its passing will be circulated with an appeal period. The Chair stated that if there was anyone who wished to be notified of Council's decision, they should email the Township Clerk, Joanne Scime at jscime@westlincoln.ca.

The Chair stated that anyone who is interested in observing Council and/or Committee discussions about a particular by-law should not solely rely on mailed notices and thus miss the opportunity to attend applicable meetings and suggested the public watch the Township's website for posting of agendas to review items that will be discussed at Council and/or Committee meetings. The Chair advised that agendas for meetings are posted on the Township Website after 4 p.m. on the Friday prior to the meeting and that meeting schedules are also noted on the Township's website for the public to view. The Chair stated that anyone wishing to receive notices by email, should contact the Township Clerk to advise of their request and include their email address along with your mailing address and phone number.

4. Adjournment

The Chair advised that this public meeting with respect to the proposed Official Plan Amendment is concluded at the hour of 7:17 p.m.

B - CAISTORVILLE UNITED CHURCH - ZONING BY-LAW AMENDMENT

1. Application for Zoning By-law Amendment

The Chair advised that this public meeting was being held to consider an amendment to the Township of West Lincoln's Zoning By-law under Section 34 of the Planning Act for Caistorville United Church (File No. 1601-009-20).

EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION:

The Township of West Lincoln planning staff has received an application for a Zoning By-law Amendment to rezone the property legally described as Plan 26, Lots 1-3 & 8-11 and Part of David Street RP 30R9727 Part 2, formerly in the Township of Caistor, now in the Township of West Lincoln, Regional Municipality of Niagara municipally known as 9550 York Road.

The intent of this rezoning application is to fulfill a condition of consent for severance file B04/2020WL. This application proposes to rezone 4261 square meters of the newly created lot, Parts, 3, 4, 5, 6, and 8 on the attached survey to be zoned from 'OS' Open Space to 'I' Institutional with a (H) holding provision for Parts 4, 5, 6 & 8 which will be on the property temporarily until an archeological assessment is submitted to the Ministry of Heritage, Sport, Tourism and Culture Industries (MHSTCI) to receive an acknowledgement letter confirming that all archeological resource concerns have met licensing and resource conservation requirements.

2. Purpose of the Public Meeting

The Planning Act requires in Section 34(12) that before passing a Zoning By-law Amendment, Council must hold at least one public meeting for the purpose of informing the public in respect of the amendments.

The purpose of this public meeting is to receive comments and answer questions from the public regarding the amendment to the Township of West Lincoln's Zoning By-law.

The Chair stressed that, at this point, no decision has been made on the proposed amendments and any comments received will be taken into account by Council in their consideration. The Chair advised that the Planning Act requires in Section 34(13) that Council advise the public that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of West Lincoln before the by-law is passed, the person or public body is not entitled to appeal the decision of Council for the Township of West Lincoln to the Local Planning Appeal Tribunal (LPAT).

Public Meeting Under the Planning Act Minutes – December 7, 2020

3. Public Meeting

The Chair requested that the Deputy Clerk advise of the method and dates by which notice of the public meeting was given.

The Deputy Clerk advised that proper notice was given by way of mail and email public notice circulation on November 11th, 2020. Additionally, a yellow sign was posted on the subject property as well as advertised on the Township's website.

The Chair advised that this was a public meeting to consider a Zoning By-law Amendment Application submitted by the Trustees of the Sinclairville United Church for Caistorville United Church (File No. 1601-009-20).

The Chair asked the Planner, Madyson Etzl, to explain the purpose and reason for the proposed Zoning By-law Amendment.

The Planner provided an overview of the application.

The Chair asked if the applicant or their authorized agent are present to speak to the application.

Mr. David Brenzil (Applicant) stated that the documents have been reviewed and he believes that everything is in order and all questions have been addressed and answered.

The Chair asked if there were any oral or written submissions from any members of the public present as part of the Zoom meeting that wished to provide comments at this time with respect to the Caistorville United Church (File No. 1601-009-20) Zoning Amendment. The Chair suggested that if there were any Members of the Public present that wished to provide comments that they should state them now, as LPAT may not consider comments made during any other Council and/or Committee meetings.

There were no written or oral submissions from any members of the public.

The Chair asked if any Members of the Committee had any oral or written submissions on the proposed Zoning By-law Amendment. The Chair advised that this may be the only Public meeting being held with respect to this application; therefore, she noted that if any Members of the Committee had any comments they should state them now as the Local Planning Appeal Tribunal (LPAT) may not consider comments made during any other Council and/or Committee meetings.

There were no oral or written submissions from any members of the Committee.

Public Meeting Under the Planning Act Minutes – December 7, 2020

The Chair stated that a Technical Report was being considered by Committee later, as part of this evening's Committee meeting and that a recommendation report would be forthcoming to a future Committee and/or Council Meeting. The Chair advised that once Committee and/or Council have made a decision with respect to the Zoning By-law Amendment and if approved by Council, a notice of its passing will be circulated with an appeal period. The Chair stated that if there was anyone who wished to be notified of Council's decision, they should email the Township Clerk, Joanne Scime at jscime@westlincoln.ca.

The Chair stated that anyone who is interested in observing Council and/or Committee discussions about a particular by-law should not solely rely on mailed notices and thus miss the opportunity to attend applicable meetings and suggested that the public watch the Township's website for posting of agendas to review items that will be discussed at Council and/or Committee meetings. The Chair advised that agendas for meetings are posted on the Township Website at 4 p.m. on the Friday prior to the meeting and that meeting schedules are also noted on the Township's website for the public to view. The Chair stated that anyone wishing to receive notices by email, should contact the Township Clerk to advise of their request and include their email address along with your mailing address and phone number.

4. Adjournment

The Chair advised that this public meeting with respect to the proposed Zoning By-law Amendment is concluded at the hour of 7:28 p.m.

C - NIAGARA PALLETS - ZONING BY-LAW AMENDMENT

1. Application for Zoning By-law Amendment

The Chair advised that this public meeting was being held to consider an amendment to the Township of West Lincoln's Zoning By-law under Section 34 of the Planning Act as submitted by Craig Rohe, Upper Canada Consulting (Agent) for Niagara Pallets Zoning Amendment (File No.: 1601-008-20).

EXPLANATION OF THE PURPOSE AND EFFECT OF THE APPLICATION:

An application for a Zoning Bylaw Amendment has been made by Craig Rohe, Upper Canada Consulting (Agent) on behalf of Niagara Pallets and the Davis family to rezone the property legally described as Concession 8, Part Lot 16 RP30R1268 Part 1, RP30R9469 Part 1. Formerly in the Township of South Grimsby, now in the Township of West Lincoln, Regional Municipality of Niagara municipally known as 2906, and 2930 South Grimsby Road 8.

Public Meeting Under the Planning Act Minutes – December 7, 2020

The intent of this rezoning application is to fulfill a condition of consent for severance file B02/2020WL, and to be able to extend the current (C3) service commercial zoning to facilitate the expansion of the existing Niagara Pallet operation. This application proposes to rezone Part 1 of the attached map from (C3) Service Commercial to (C3-#) Service Commercial with a site specific exception, a portion of Part 2 on the attached map from (D) Development to (C3-#) Service Commercial with the site specific exception which will allow room for a required SWM/Fire pond and relief for a reduction in parking. Part 4 on the attached map is proposed to be rezoned from (A) Agricultural to (A-#) Agricultural with a site specific exception to recognize a deficient lot area.

2. Purpose of the Public Meeting

The Planning Act requires in Section 34(12) that before passing a Zoning By-law Amendment, Council must hold at least one public meeting for the purpose of informing the public in respect of the amendments.

The purpose of this public meeting is to receive comments and answer questions from the public regarding the amendment to the Township of West Lincoln's Zoning By-law.

The Chair stressed that, at this point, no decision has been made on the proposed amendments and any comments received will be taken into account by Council in their consideration. The Chair advised that the Planning Act requires in Section 34(13) that Council advise the public that if a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of West Lincoln before the by-law is passed, the person or public body is not entitled to appeal the decision of Council for the Township of West Lincoln to the Local Planning Appeal Tribunal (LPAT).

3. Public Meeting

The Chair requested that the Deputy Clerk advise of the method and dates by which notice of the public meeting was given.

The Deputy Clerk advised that Proper notice was given by way of mail and email public notice circulation on November 11th, 2020. Additionally, a yellow sign was posted on the subject property as well as advertised on the Township's website.

The Chair advised that this was a public meeting to consider a Zoning By-law Amendment Application submitted by Craig Rohe, Upper Canada Consulting (Agent) for Niagara Pallets (File No.: 1601-008-20).

The Chair asked the Director of Planning & Building, Brian Treble, to explain the purpose and reason for the proposed Zoning By-law Amendment.

Public Meeting Under the Planning Act Minutes – December 7, 2020

The Director of Planning & Building provided an overview of the application.

The Chair asked if the applicant or their authorized agent were present to speak to the application.

Mr. Craig Rohe, authorized agent provided a PowerPoint presentation (attached as **Schedule "A"**) related to the proposed application and was available to answer any questions from the public.

The Chair asked if there were any oral or written submissions from any members of the public present as part of the Zoom meeting that wished to provide comments at this time with respect to the Niagara Pallets (File No.: 1601-008-20) Zoning Amendment. The Chair suggested that if there were any Members of the Public present that wished to provide comments that they should state them now, as LPAT may not consider comments made during any other Council and/or Committee meetings.

There were no oral or written submissions from any members of the public.

The Chair asked if any Members of the Committee had any oral or written submissions on the proposed Zoning By-law Amendment. The Chair advised that this may be the only Public meeting being held with respect to this application; therefore, she noted that if any Members of the Committee had any comments they should state them now as the Local Planning Appeal Tribunal (LPAT) may not consider comments made during any other Council and/or Committee meetings.

There were no oral or written submissions from any Members of the Committee.

The Chair stated that a Technical Report was being considered by Committee later, as part of this evening's Committee meeting and that a recommendation report would be forthcoming to a future Committee and/or Council Meeting. The Chair advised that once Committee and/or Council have made a decision with respect to the Zoning By-law Amendment and if approved by Council, a notice of its passing will be circulated with an appeal period. The Chair stated that if there was anyone who wished to be notified of Council's decision, they should email the Township Clerk, Joanne Scime at jscime@westlincoln.ca.

The Chair stated that anyone who is interested in observing Council and/or Committee discussions about a particular by-law should not solely rely on mailed notices and thus miss the opportunity to attend applicable meetings and suggested that the public watch the Township's website for posting of agendas to review items that will be discussed at Council and/or Committee meetings. The Chair advised that agendas for meetings are posted on the Township Website at

Public Meeting Under the Planning Act Minutes – December 7, 2020

4 p.m. on the Friday prior to the meeting and that meeting schedules are also noted on the Township's website for the public to view. The Chair stated that anyone wishing to receive notices by email, should contact the Township Clerk to advise of their request and include their email address along with your mailing address and phone number.

4. Adjournment

The Chair advised that this public meeting with respect to the proposed Zoning By-law Amendment is concluded at the hour of 7:44 p.m.



JESSICA DYSON, DEPUTY CLERK

COUNCILLOR CHERYL GANANN, CHAIR

2906 & 2930 SOUTH GRIMSBY ROAD 8

TOWNSHIP OF WEST LINCOLN

APPLICATION FOR ZONING BY-LAW AMENDMENT

TOWNSHIP FILE No. 1601-008-20

Craig Rohe M.Pl., MCIP, RPP
Senior Planner
Upper Canada Consultants



SCHEDULE "A"

To the December 7, 2020 Public Meeting Under the Planning Act Minutes

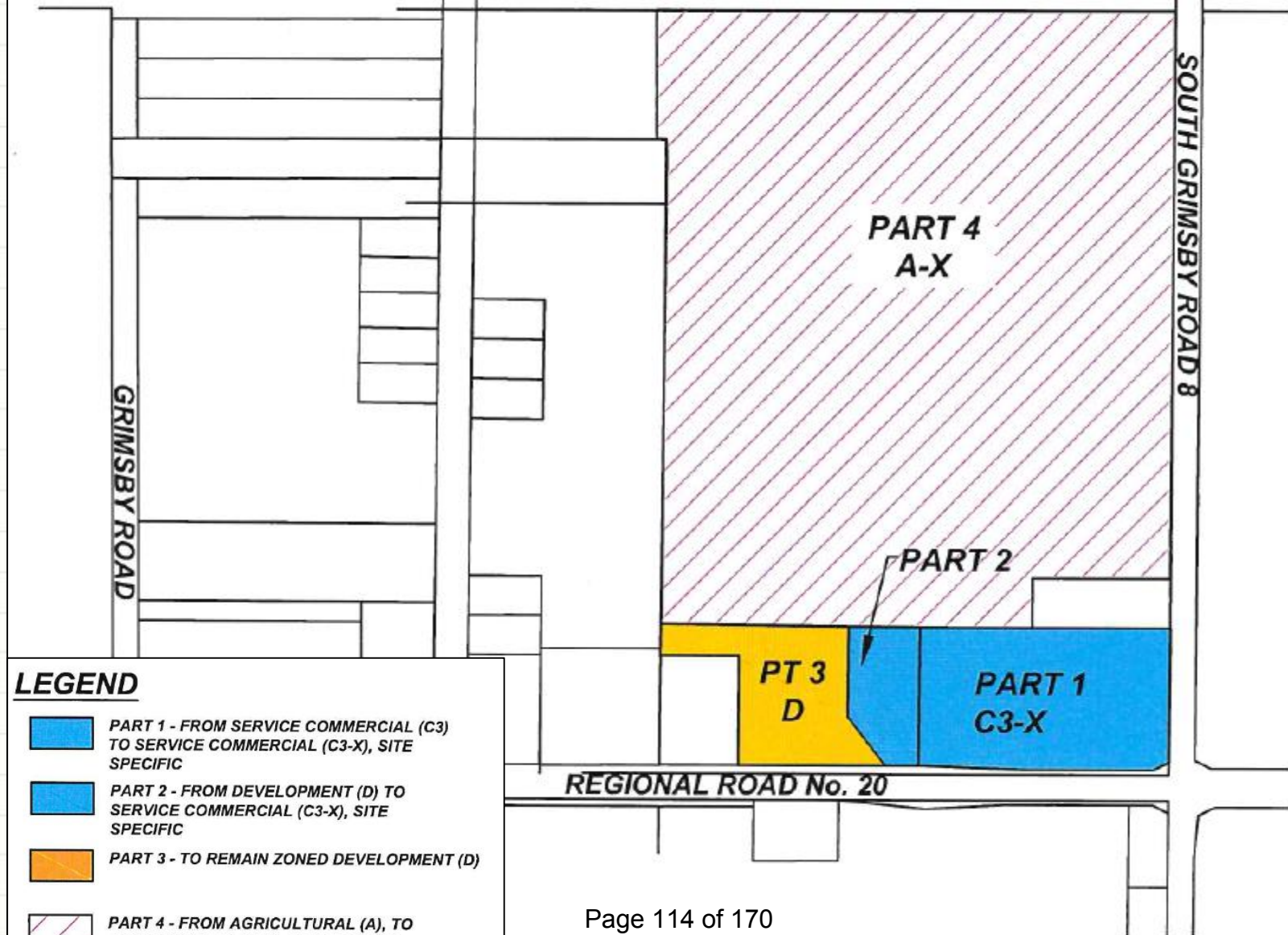


Proposed Zoning By-law Amendment

Required as a condition of Consent (Town File B02/2020WL).

- To apply Site Specific Commercial (C3) Zoning on lands to be added to the existing Niagara Pallet property.
- A reduction in required parking for Niagara Pallet Lands from 310 to 90 spaces.
- To apply Site Specific Agricultural (A) Zoning to address deficient lot area for the remnant parcel (2930 South Grimsby Road 8).
- Remnant portion of 2930 South Grimsby Road 8 within the Hamlet boundary will remain zoned Development (D).

SCHEDULE "A"
To the December 7, 2020 Public Meeting Under the Planning Act Minutes



Intent and Impact of Zoning Amendment

- The lands to be added to Niagara Pallet (2906 South Grimsby Road 8) will facilitate an expansion of the existing facility within the Regional Road 12 Hamlet.
- Required to complete the consent and execute a Site Plan Agreement for the expansion of the Niagara Pallet facility.
- Will also help satisfy requirements of the temporary use by-law currently applied at 4891 Highway 20.
- The balance of the lands (2930 South Grimsby Road 8) will remain in agricultural production.

**TOWNSHIP OF WEST LINCOLN
PLANNING/BUILDING/ENVIRONMENTAL
COMMITTEE MINUTES**

MEETING NO. SEVEN

December 7, 2020, 7:00 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Bev Hendry, CAO
Brian Treble, Director of Planning and Building
Madysen Etzl, Planner II*
Gerrit Boerema, Planner II*
Jessica Dyson, Deputy Clerk

Other Staff: Joanne Scime, Clerk
Roberta Keith, IT Manager
Donna DeFilippis, Treasurer/Director of Finance
Mike DiPaola, Director of Public Works & Recreation

Other Members: Regional Councillor Albert Witteveen*
Aaron Farrell*
Craig Rohe*
Karl Grueneis*
Raymond Tung
Steve Wever*
David Brenzil*
Lyle Brenzil*
David Samis, Phelps Homes
Jowett Lau, Phelps Homes
Lyle Brenzil
Richard Vandezande
Shelley Bradaric
Tony Miele*
Tristan Marks, News Now*
Wojciech Stasieczek*

*** IN ATTENDANCE PART-TIME**

1. CHAIR - Councillor Cheryl Ganann

Prior to commencing with the Planning/Building/Environmental Committee meeting agenda, the following will be noted by the Chair:

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 jdyson@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. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST

There were no disclosures of pecuniary interest and/or conflict of interest.

3. PUBLIC MEETING(S)

Public Meeting(s) under the Planning Act will commence immediately following the Public Works Committee Meeting.

3.1 Official Plan Amendment

Re: Township of West Lincoln - Draft Official Plan Amendment - Road Allowance Opening and Development (File No.: 1701-001-20)

3.2 Zoning By-law Amendment

Re: Township of West Lincoln - Zoning By-law Amendment - Caistorville United Church Rezoning (File No.: 1601-009-20)

3.3 Zoning By-law Amendment

Re: Craig Rohe, Upper Canada Consulting (Agent) on behalf of Niagara Pallets and the Davis family for the property legally described as Concession 8, Part Lot 16 RP30R1268 Part 1, RP30R9469 Part 1. Formerly in the Township of South Grimsby, now in the Township of West Lincoln, Regional Municipality of Niagara municipally known as 2906, and 2930 South Grimsby Road 8 (File No.: 1601-008-20 Zoning Amendment).

4. CHANGE IN ORDER OF ITEMS ON AGENDA

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

5. APPOINTMENTS

5.1 ITEM P83-20

Steve Wever, Richard Vandezande & Aaron Farrell, Urban Boundary Expansion Planning Consultants
Re: Smithville Master Community Plan - Intensification & Greenfield Density Analysis

POWERPOINT PRESENTATION

Councillor Reilly thanked everyone who took part in preparing and speaking to the presentation. Councillor Reilly stated that he has concerns about concepts 1 and 2 with respect to the by-pass being suggested as well as pushing traffic southward away from the businesses rather than moving more northern. In response to Councillor Reilly's comments regarding concept 1 and 2, the Director of Planning and Building stated that these concepts were presented to stimulate discussion to ensure the Committee had a full understanding before going to the public. The Director of Planning and Building also noted that he is not convinced that concepts 1 and 2 will be the final recommendation in the Community Master Plan.

Mayor Bylsma echoed Councillor Reilly's comments and stated that he would like to see the hydro corridor used more efficiently.

Councillor Rehner noted his appreciation of this plan not taking away agricultural land.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no members of the public present who wished to address any items on the Planning/Building/Environmental Committee agenda.

7. CONSENT AGENDA ITEMS

7.1 ITEM P84-20

CONSENT AGENDA ITEMS

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That the Planning/Building/Environmental Committee hereby approves the following Consent Agenda items:

1. Item 1, 2, 3 and 4 be and are hereby received for information; and,
2. Items 5, 6 and 7 are hereby received and the recommendations contained therein be adopted with exception of Item Nos. 1 & 4.

Carried

SUMMARY OF APPROVED CONSENT AGENDA ITEMS:

2. Technical Report No. PD-150-2020 - Local Road Policies – Public Consultation and Draft Policy
3. Technical Report No. PD-153-2020 - Caistorville United Church (File No. 1601-009-20) – Zoning By-law Amendment
5. Recommendation Report No. PD-141-20 - Heritage Designation – 200 St. Catharines Street
6. Recommendation Report No. PD-157-2020 - Signing Authority – Schedule 'A' to Data Licensing and Reciprocity Agreement with the Region of Niagara for Parcel Fabric Information
7. Recommendation Report No. PD-155-2020 - Renewal of Contract for Hearing Officer Services between the City of Thorold and the Township of West Lincoln relating to Parking Services and AMPS Program

ITEM P84-20 (1) - Information Report No. PD-151-2020 - Spring Creek Heights Secondary Plan Update

Councillor Jonker asked for clarification from the Director of Planning and Building in regards to who is representing this application, as the report outlined John Calvin Canadian Reformed School as well as the Canadian Reformed Church. The Director of Planning and Building stated that this was an error in the report and that the group representing the application is the School. The Director of Planning and Building also stated that staff held a meeting with the School representatives recently and is waiting for more information before bringing forward a recommendation report to the Committee.

Moved By Councillor Harold Jonker

Seconded By Mayor Dave Bylsma

That, Report PD-151-2020 regarding “Information Report – Spring Creek Heights Secondary Plan” dated December 7th, 2020, be RECEIVED for information purposes.

Carried

ITEM P84-20 (4) - Technical Report No. PD-152-2020 - Niagara Pallets 2906 and 2930 South Grimsby Road 8 - Zoning By-law Amendment-File No. 1601-008-20

In response to Councillor Rehner's question regarding farm parcels not permitted to be less than 40 hectares and if this policy is relevant to the report, the Director of Planning and Building stated that the 40-hectare policy has little relevance to this file, however, the 40-hectare policy does come from the Township's new zoning by-law which also talks about minimum lot size and the protection of agricultural land. The Director of Planning and Building stated that the situation outlined in this report is that the owner is requesting one acre of severance to be added to the business parcel, however, the remnant parcel is already smaller than 40-hectares and will only be one acre smaller than the current size as a result of this process. The Director of Planning and Building added that there is a zoning component that will be coming forward for recommendation that will include a recognition of a minimum size deficient from the 40 hectares' standard for new farm parcels. The Director of Planning and Building stated that he feels comfortable with the recommendation outlined in the report, because in this particular situation the severance suggested is a piece of the hamlet that is affected, not agricultural lands.

Moved By Councillor Mike Rehner

Seconded By Councillor William Reilly

1. That, report PD-152-2020, regarding "Niagara Pallets 2906 and 2930 South Grimsby Road 8, Zoning By-Law Amendment, File No. 1601-008-20", dated December 7th 2020 be RECEIVED; and
2. That, a recommendation report be submitted to a future Planning/ Building/Environmental Committee and Council meeting once Staff have completed a review of relevant policy, along with a review of agency and public comments.

Carried

8. COMMUNICATIONS

8.1 ITEM P85-20

Brenda Johnson, Chair & Bruce MacKenzie, Vice Chair, Niagara Peninsula Conservation Authority

Re: Changes to Conservation Authorities Act and Conservation Authorities' Role in Land Use Planning

Mayor Bylsma provided some background information regarding the recommendation and stated that this is a step the Niagara Peninsula Conservation Authority is taking to get municipalities involved and onboard and the response be forwarded to the Provincial level.

Councillor Jonker noted that many other municipalities have brought forward this recommendation and stated that he is glad to see this correspondence and the recommendation discussed tonight.

Moved By Mayor Dave Bylsma

Seconded By Councillor Harold Jonker

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 - Conservation Authorities Act;

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, and engaging in review and appeal of municipal planning applications:

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the Planning Act;

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise;

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs;

WHEREAS municipalities require a longer transition time to put in place agreements with conservation authorities for non-mandatory programs;

WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected;

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed;

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed

up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative;

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process;

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;

THEREFORE, BE IT RESOLVED:

1. THAT the Province of Ontario work with conservation authorities to address their concerns by repealing and/or amending changes to the Conservation Authorities Act and the Planning Act.
2. THAT the Province of Ontario delay enactment of clauses affecting municipal concerns.
3. THAT the Province of Ontario provide a longer transition period up to December 2022 for non-mandatory programs to enable coordination of CA-municipal budget processes.
4. THAT the Province respect the current conservation authority/municipal relationships.
5. AND THAT the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

Carried

9. STAFF REPORTS

9.1 ITEM P86-20

Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-156-2020 - Master Community Plan Project and Landowners Letter dated October 15th, 2020

Moved By Councillor William Reilly

Seconded By Mayor Dave Bylsma

1. That, Report PD-156-2020, regarding “Recommendation Report, Master Community Plan Project and Landowners Letter dated October 15th, 2020”, dated December 7th, 2020, be RECEIVED; and,
2. That, the consultants who have been hired to complete the Master Community Plan continue to prepare recommendations as required by the Master Community Plan and Subwatershed Study Terms of Reference, including options for a bypass of Smithville, and;
3. That, the consultant team report back to Planning Committee and Council with their final recommendation in late 2021 as previously planned.

Carried

9.2 ITEM P87-20

Director of Planning & Building (Brian Treble)

Re: Recommendation Report No. PD-154-2020 - Authority to Enter a Development Charge Credit/Front Ending Agreement with Dunloe Developments Inc.

Moved By Councillor Harold Jonker

Seconded By Councillor Jason Trombetta

1. That, Report PD-154-20, regarding “Recommendation Report, Authority to Enter a Development Charge Credit/Front Ending Agreement with Dunloe Developments Inc. ”, dated December 7th, 2020, be RECEIVED; and,
2. That, an authorizing by-law be passed to authorize the Mayor and Clerk to sign a Development Charge Credit/Front Ending Agreement with Dunloe Developments Inc. similar to a preliminary draft version found at attachment 2 to this report, once engineering design has been completed and the agreement has been confirmed by Township Legal Counsel.

Carried

10. OTHER BUSINESS

10.1 ITEM P88-20

Members of Committee

Re: Other Business Matters of an Informative Nature

- i) Mayor Bylsma
Re: Silverdale Hall Dinner

PLANNING/BUILDING/ENVIRONMENTAL COMMITTEE MINUTES – December 7, 2020

Mayor Bylsma started off by sharing that Friday, December 11th, is the Drive Thru dinner at Silverdale Hall adding that the organizers are trying to make it as festive as possible to spread some cheer.

ii) Councillor Reilly

Re: Various Matters

Councillor Reilly reminded all of the Drive-Thru Santa Food Drive Saturday, December 12th from 10am – 1pm at the Leisureplex in West Lincoln. Councillor Reilly also reminded all of the Canadian Blood Services Blood Drive taking place on Friday, December 11th from 3pm – 8pm at John Calvin School. Councillor Reilly finished by thanking Chair, Councillor Ganann, for chairing the Planning, Building & Environmental Committee and Public Meetings for the past two years

iii) Councillor Jonker

Re: Toonie Drive

Councillor Jonker stated that the Toonie Drive will be ending this week with bottle collection starting December 7th. In addition to Councillor Jonker's Toonie Drive announcement, Councillor Ganann stated that Kiwanis made a donation of \$1,000 in support of the fundraiser.

11. NEW BUSINESS

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

12. CONFIDENTIAL MATTERS

Moved By Councillor Jason Trombetta

Seconded By Councillor Harold Jonker

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

12.1 Township Solicitor (Tom Richardson), BMA Management Consulting Inc. (Jim Bruzzese) and Director of Planning & Building (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Development Charge By-law LPAT Appeal

UNDER SEPARATE COVER

Applicable closed session exemption(s):

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- advice that is subject to Solicitor-client privilege, including communications necessary for that purpose (9:00 pm)

12.2 CAO (Bev Hendry)

Re: Legal Matters - Niagara Peninsula Energy Incorporated and Peninsula West Power Incorporated

VERBAL UPDATE

Applicable closed session exemption(s):

- The security of the property of the municipality;
- Personal matters about an identifiable individual, including municipal employees;
- Information (e.g., a trade secret or scientific, technical, commercial, or financial information) that belongs to the municipality and has monetary value

Carried

Moved By Mayor Dave Bylsma

Seconded By Councillor Jason Trombetta

That, this Committee meeting does now resume in open session at the hour of 10:35 p.m.

Carried

12.1 ITEM P89-20

Township Solicitor (Tom Richardson), Consultant with BMA Management Consulting Inc. (Jim Bruzzese) and Director of Planning & Building (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Development Charge By-law LPAT Appeal

Moved By Councillor Harold Jonker

Seconded By Mayor Dave Bylsma

1. That, the letter from Tom Richardson, Sullivan Mahoney (Township Solicitor), dated December 2nd, 2020 regarding Township of West Lincoln Development Charges By-law 2019-51 be RECEIVED; and,
2. That, the recommendations outlined within the above letter be approved; and,
3. That, the minutes of settlement be signed by Tom Richardson (Township Solicitor)

Carried

12.2 ITEM P90-20

CAO (Bev Hendry)

Re: Legal Matters - Niagara Peninsula Energy Incorporated and Peninsula West Power Incorporated

PLANNING/BUILDING/ENVIRONMENTAL COMMITTEE MINUTES – December 7, 2020

The Committee rose without reporting.

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 10:36 p.m.



JESSICA DYSON, DEPUTY CLERK

COUNCILLOR CHERYL GANANN, CHAIR

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

MEETING NO. SIX

December 7, 2020, 6:06 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

- Council:** Councillor Mike Rehner – Chair
Mayor Dave Bylsma
Councillor Cheryl Ganann
Councillor Harold Jonker
Councillor Jason Trombetta
Councillor William Reilly
- Staff:** Bev Hendry, CAO
Joanne Scime, Clerk
Mike DiPaola, Director of Public Works & Recreation
Vanessa Holm, Library CEO
Gerrit Boerema, Planner II
Madyson Etzl, Planner II*
Roberta Keith, IT Administrator
Jessica Dyson, Deputy Clerk
Dennis Fisher, Fire Chief
Donna DeFilippis, Treasurer/Director of Finance
Brian Treble, Director of Planning & Building
- Others:** Regional Councillor Albert Witteveen
Aaron Farrell
Jeff Suggett*
Steve Wever
Raymond Tung
David Samis, Phelps Homes
Jowett Lau, Phelps Homes
Shelley Bradaric
Craig Rohe*
Tristan Marks, News Now

* IN ATTENDANCE PART-TIME

**1. CHAIR - Councillor Mike Rehner
ACTING VICE CHAIR – Councillor Jason Trombetta**

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

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 conflict of interest declared by any Member of Committee present.

4. APPOINTMENTS

4.1 ITEM A51-20

Jeff Suggett, Senior Manager, Integrated Mobility Solutions, WOOD

Re: Policy on Establishing Posted Speeds

(NOTE: Refer to ITEM PW-19-20 (Public Works Agenda) - Director of Public Works & Recreation Report No. PW-29-2020 - Speed Limit Review Policy and Speed Limit Reduction Request)

Mr. Jeff Suggett, Senior Manager, Integrated Mobility Solutions, The Wood Group, reviewed a PowerPoint Presentation, which was attached to the agenda, regarding speed limit reduction reviews for Port Davidson Road and Young Street as well as a draft a policy that staff could use to prepare a policy for establishment of posted speed limits in the Township. Mr. Suggett addressed a couple of questions from Members of the Committee including, but noted limited to: (1) whether the municipality could be liable if Council decided not to support staff's recommendation

based on the Township's policy; and, (2) the City of Hamilton's recent deployment of automated speed enforcement cameras in designated school zones and community safety zones across the city and whether reducing speed limits in these areas could be creating a more dangerous situation by reducing speed limits lower than what is recommended in the Canadian guidelines and/or the city's policy.

5. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no members of the public present on the Zoom meeting call that noted they wished to address a specific item on the agenda. Additionally, the Clerk stated that she did not receive any emails from any member of the public with respect to any items on the agenda as permitted by Section 10.13(5) of the Procedural By-law.

6. CONSENT AGENDA ITEMS

6.1 ITEM A52-20

CONSENT AGENDA ITEMS

Moved By Mayor Dave Bylsma

Seconded By Councillor Harold Jonker

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

1. Items 2, 3 and 4 be and are hereby received for information; and,
2. Item 1 be and is hereby received for information and the recommendations contained therein be adopted:
with the exception of Item 2.

Carried

SUMMARY OF CONSENT AGENDA ITEMS APPROVED:

1. Memo - Appointment of Shelley Bradaric as Councillor for Ward 2 for the Remainder of the 2018-2022 Council Term & to the Court of Revision
3. Information Report - T-27-2020 November 2020 Budget Status Report
4. Information Report - WLFD-17-2020 Monthly Update November 2020

ITEM A52-20(2) - Memo - Rotation of Chairs & Vice-Chairs for Standing Committees Effective January 1, 2021

Chair Rehner stepped down as Chair to address the Clerk's Memo relating to "Rotation of Chairs & Vice Chairs for Standing Committees Effective January 1, 2021" and Councillor Trombetta stepped in as Chair during discussion of this item.

Councillor Rehner stated that normally the Chair and Vice Chair positions are reversed approximately 1/2 way through the term of Council; however, he noted that Mayor Bylsma had placed him as Vice Chair of the Public Works/Recreation/Arena Committee for which he was happy to accept as this was his area of interest; however, he noted that Mayor Bylsma had not contacted him to notify him of this change.

Following discussion of consent agenda Item A52-20 (2), Councillor Rehner resumed his position of Chair.

Moved By Mayor Dave Bylsma

Seconded By Councillor Cheryl Ganann

That, the memo from the Clerk, dated December 7, 2020, regarding "Rotation of Chairs & Vice Chairs for Standing Committees Effective January 1, 2021"; be received for information.

Carried

7. COMMUNICATIONS

There were no communications.

8. STAFF REPORTS

There were no staff reports.

9. OTHER BUSINESS

9.1 ITEM A53-20

Members of Committee

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

There were no verbal updates from any Member of Boards and Committees present.

9.2 ITEM A54-20

Members of Council

Re: Other Business Items of an Informative Nature

Administration/Finance/Fire Committee Minutes - December 7, 2020

There were no other business items of an informative nature brought forward by any Member of Committee present.

10. NEW BUSINESS

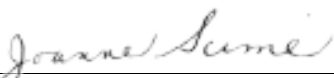
There were no new items of business brought forward.

11. CONFIDENTIAL MATTERS

There were no confidential matters.

12. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 6:48 p.m.



JOANNE SCIME, CLERK

COUNCILLOR MIKE REHNER, CHAIR

**COUNCILLOR JASON TROMBETTA,
ACTING VICE CHAIR**

**TOWNSHIP OF WEST LINCOLN
PUBLIC WORKS/RECREATION/ARENA COMMITTEE
MINUTES**

MEETING NO. FOUR

December 7, 2020, 6:50 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
Staff:	Bev Hendry, CAO Joanne Scime, Clerk Mike DiPaola, Director of Public Works & Recreation Vanessa Holm, Library CEO Madyson Etzl, Planner II Gerrit Boerema, Planner II Roberta Keith, IT Administrator Jessica Dyson, Deputy Clerk Donna DeFilippis, Treasurer/Director of Finance Dennis Fisher, Fire Chief Brian Treble, Director of Planning & Building
Others:	Regional Councillor Albert Witteveen Aaron Farrell Raymond Tung Karl Grueneis Craig Rohe David Samis, Phelps Homes Jowett Lau, Phelps Homes Richard Vandezande Tony Miele Wojciech Stasieczek Shelley Bradaric Tristan Marks, News Now

* IN ATTENDANCE PART-TIME

Public Works/Recreation/Arena Committee Minutes - December 7, 2020

1. CHAIR - Councillor Jason Trombetta

Prior to commencing with the Public Works/Recreation/Arena Committee meeting agenda, the following was announced by Chair Trombetta:

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 conflict of interest declared by any Member of Committee present.

4. APPOINTMENTS

There were no appointments/presentations.

5. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no members of the public present on the Zoom meeting call that noted they wished to address a specific item on the agenda. Additionally, the Clerk stated that she did not receive any emails from any member of the public with respect to any items on the agenda as permitted by Section 10.13(5) of the Procedural By-law.

6. CONSENT AGENDA ITEMS

6.1 ITEM PW17-20

Consent Agenda Items

Moved By Councillor William Reilly

Seconded By Councillor Cheryl Ganann

Public Works/Recreation/Arena Committee Minutes - December 7, 2020

That the Public Works/Recreation/Arena Committee hereby approves the following Consent Agenda Items:

1. Items 1, 2, 3, 4, 5, 6 and 7 be received for information.

Carried

SUMMARY OF CONSENT AGENDA ITEMS APPROVED:

1. West Lincoln Parade Committee - Meeting Notes - June 17, 2020
2. West Lincoln Parade Committee - Meeting Notes - July 8, 2020
3. West Lincoln Parade Committee - Minutes - July 29, 2020
4. West Lincoln Parade Committee - Minutes - September 2, 2020
5. West Lincoln Parade Committee - Minutes - October 7, 2020
6. West Lincoln Parade Committee - Minutes - November 4, 2020
7. Information Report - PW-28-2020 Sanitary & Storm Sewer Condition Assessment Project Update

7. COMMUNICATIONS

7.1 ITEM PW18-20

Office of the Regional Clerk

Re: Niagara Region Report No. PW 46-2020 - Niagara Regional Transit (NRT) OnDemand – Update

Councillor Ganann stated that she was happy to see this report as it was something that she had inquired about at the last Council meeting if such a report existed. Councillor Ganann stated that, of particular interest, the report addressed the possibility of partnering with groups and agencies in the municipality and prior to COVID, the Age Friendly Advisory Committee were looking at ways of getting residents from the Legion Villas as well as other areas of the municipality to the Senior's Forum at the West Lincoln Community Centre.

Moved By Councillor Cheryl Ganann

Seconded By Mayor Dave Bylsma

That, the correspondence from the Regional Clerk, dated November 24, 2020, regarding the Niagara Regional Transit (NRT) OnDemand – Update which included a copy of Niagara Region Report PW 46-2020 as approved on November 19, 2020; be received for information.

Carried

8. STAFF REPORTS

8.1 ITEM PW19-20

Coordinator of Engineering Services (Jennifer Bernard) & Director of Public Works & Recreation (Mike DiPaola)
Re: Recommendation Report PW-29-2020 Speed Limit Review Policy & Speed Limit Reduction Requests

Councillor Ganann suggested that it may be helpful if a sign was posted on Port Davidson Road at its intersection with Regional Road 14 (Smithville Road), which was the boundary for the urban area of Smithville, indicating the change of the speed limit to 50 kilometres per hour.

Moved By Councillor Mike Rehner

Seconded By Councillor Harold Jonker

1. That, Report PW-29-2020, re: Speed Limit Review Policy & Speed Limit Reduction Requests, dated December 7, 2020 be received; and
2. That, Council approve the Speed Limit Review Policy attached to this Report; and
3. That, the speed limits on Port Davidson Road and Young Street remain unchanged at 80 km/hr.

Carried

9. OTHER BUSINESS

9.1 ITEM PW20-20

Members of Council

Re: Other Business Items of an Informative Nature

- (1) Councillor Jason Trombetta
Re: Various Issues

Councillor Trombetta thanked Councillor Reilly for preparing, editing and posting the Tree Lighting Ceremony video on social media and noted that it was very well done and must have taken a lot of time to put the video together.

Councillor Trombetta noted that extensive damage was done at the roundabout along Regional Road 20 and South Grimsby Road 6 and asked if Mayor Bylsma had any further details/information on this matter.

Public Works/Recreation/Arena Committee Minutes - December 7, 2020

Mayor Bylsma stated that the matter had came up for discussion at the EOC Meeting held earlier today and was being investigated by the NRP and that the Manager of Parks, Recreation & Facilities had confirmed that the Leisureplex had also sustained the same type of damage as was done at the roundabout and that he was meeting with an officer from the NRP to file a report with respect to the damage. Mayor Bylsma stated that it is difficult to understand and most unfortunate why someone would maliciously cause damage to the roundabout and to the fields at Leisureplex and it was his understanding that there was approximately \$7,500 worth of damage to the roundabout taking into consideration the extensive damage to the sprinkler system and plantings.

Councillor Trombetta thanked Council for allowing him to chair the Public Works/Recreation/Arena Committee and stated that he would now be chair of the Administration/Finance/Fire Committee and he thanked Councillor Jonker for being Vice Chair during his time of being Chair as well as the Director of Public Works & Recreation for all his help.

Councillor Jonker thanked Councillor Trombetta for chairing the Public Works/Recreation/Arena Committee over the past two years and noted that he hoped he could do as good of a job being chair starting in January.

10. NEW BUSINESS

There were no new items of business brought forward by any Member of Committee in attendance.

11. CONFIDENTIAL MATTERS

There were no confidential matters.

12. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 7:02 p.m.



JOANNE SCIME, CLERK

COUNCILLOR JASON TROMBETTA, CHAIR

DATE: December 14, 2020

REPORT NO: CAO-10-2020

SUBJECT: **West Lincoln Corporate Strategic Plan 2020 Year- End Status Update**

CONTACT: Bev Hendry, CAO

OVERVIEW:

- In 2019 Council developed and approved a new Corporate Strategic Plan.
- Recommendation Report RFD-CAO-06-19 “2019-2020 Corporate Strategic Plan” explained the implementation plan including providing Council with regular status updates.
- Council received its first update at the June 29, 2020 Council meeting (attached as Schedule A to this report).
- This status report deals primarily with progress in the second half of 2020.

RECOMMENDATION:

1. That Report CAO-10-2020 - West Lincoln Corporate Strategic Plan 2020 Year-End Status Update dated December 14, 2020, be received for information.

BACKGROUND:

In 2019 Council developed and approved a new Corporate Strategic Plan. Recommendation Report RFD-CAO-06-19 “2019-2020 Corporate Strategic Plan” explained the implementation plan including providing Council with regular status updates.

CURRENT SITUATION:

This is the second status report update on the plan and it has been done corporately rather than on a departmental basis as a number of initiatives cut across a couple departments or the entire corporation.

While managing in a global pandemic, staff continue to work through annual business plans and are making progress towards the priorities that Council and staff developed collectively. In an attempt to capture the work associated with managing the pandemic, the annual meeting count to date for EOC, Recovery and SMT are 33, 26 and 74.

Following those meetings are a series of actions that must be implemented to protect the Corporation and the community. An inadvertent, yet very positive, by-product of all the work associated with managing in this pandemic is an elevated level of teamwork in this organization.

FINANCIAL IMPLICATIONS:

There are no financial considerations related to this report.

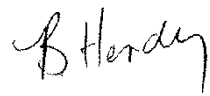
INTER-DEPARTMENTAL COMMENTS:

All departments have contributed to this update.

CONCLUSION:

Staff are on track with supporting the priorities collectively set out in the 2019-2020 Corporate Strategic Plan and are proud to share the progress and accomplishments to date as outlined in Schedule B.

Prepared & Submitted by:



Bev Hendry, CAO

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS

THEME #1: STRONG TRANSPORTATION CONNECTIONS

Goal: West Lincoln has transportation infrastructure that is safe for motorists, cyclists and pedestrians, and networks that are well-maintained and connected within our community, with other Niagara communities and major highways.

Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> Work with neighbouring municipalities to advocate for the escarpment crossing as a means to better connect West Lincoln to major provincial highways 	<ul style="list-style-type: none"> ROMA 2020 – delegations with Caroline Mulroney, Minister of Transportation and Andrea Kharjin, PA, Ministry of Environment, Conversation and Parks Niagara Region’s 2020 approved budget has available funds to initiate the “Individual Environmental Assessment (IEA)” and plan to develop the Terms of Reference in order to commence the IEA in Q1/Q2 of 2021. The IEA process can take upwards of 3 years to obtain MECP approval. The planning, EA approval, detailed design, property acquisition, funding, and construction activities required for implementing a new Niagara Escarpment Crossing transportation corridor is a complex undertaking that can take upwards of ten years. Master Community Plan is underway and in conjunction with Region will link with Regional EA process for escarpment crossing Regional Report PW9-2020 outlines process and timelines
<ul style="list-style-type: none"> Investigate a Highway 20 bypass to reduce truck traffic in downtown Smithville and improve connections to industrial land 	<ul style="list-style-type: none"> This initiative is included in the Transportation Master Plan component of the Smithville Master Community Plan in conjunction/collaboration with Niagara Region. Master Community Plan is ongoing and includes a Transportation Master Plan (AECOM) which will investigate the bypass. Most recent update was June 12, 2020.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS

Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Complete a road needs study and set targets for the maintenance, rehabilitation and improvement of Township roads 	<ul style="list-style-type: none"> The Road Needs Study is underway and will be presented at an upcoming Public Works Committee meeting in the third quarter. It includes the development of a Pavement Management System and addresses the Township's gravel rural roads. Township staff has also reviewed Niagara Region's Regional Road Criteria and has requested that Niagara Region consider the upload of approximate 20 km of local roads (Caistor Centre Road & Port Davidson Road) that service a Regional function. Council awarded the rehabilitation of Dockstader Bridge (South Chippawa Road) and North Creek Bridge (Patterson Road) Council awarded the 2020 Roads Rehabilitation Contract.
Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Build safe active transportation networks including sidewalks, bike paths and trails 	<ul style="list-style-type: none"> Continual review of the Township's Capital Budget Forecast to identify and include transportation capital projects. Dunloe Plan of Subdivision in North West Quadrant includes trail along north side of CPR lands as depicted on secondary plan. Reports PD180-19 & PD 008-20 approved this plan. Future plans for Marz & Budd Developments are forthcoming. Trail report PD-028-20 examined linkage from Station Street to Dufferin St.

THEME #2: SUPPORT FOR BUSINESS AND EMPLOYMENT OPPORTUNITIES FOR RESIDENTS

<p>Goal: West Lincoln has a positive image and a strong brand that supports our local businesses and attracts new industries. We have created an environment where it is easy to do business, resulting in more opportunities to work in our community and continued support for agriculture as West Lincoln's largest sector.</p>	
<p>Ongoing Priorities</p> <ul style="list-style-type: none"> Streamline Township processes for building and development to ensure West Lincoln is seen as a good place to do business 	<p>Progress and Accomplishments</p> <ul style="list-style-type: none"> In partnership with Pelham, Port Colborne and Wainfleet, undertaking a review of Building Services – funded through Ontario Modernization Grant. Report to be presented to Council on June 29, 2020. Significantly reduced timelines for the Development Review Process by completing in-house reviews of engineering submissions (by Public Works Staff) rather than sending out for third part peer review.
<p>Short-Term Initiatives <i>(Initiate within the next three years)</i></p> <ul style="list-style-type: none"> Create a targeted, proactive approach to attracting new industry, leveraging the industrial park and other potential employment lands 	<p>Progress and Accomplishments</p> <ul style="list-style-type: none"> Council approved Refreshed Economic Development Plan in February 2020 Council approved and awarded the construction of new watermain infrastructure in the Industrial Park area in May 2020. Construction is underway and the new watermain will be commissioned and operational by late Summer/early Fall of 2020. Staff work with three existing industries and one potential new industry that is considering expansion & relocation in the industrial park.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS

Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Advocate for increased investment in rural broadband to ensure residents and businesses have access to reliable high-speed internet 	<ul style="list-style-type: none"> Township has provided 3 letters of support for ISPs seeking funding for rural Broadband initiatives Recently followed up with ISPs re: new federal announcement June 8 of \$1.7 billion investment and request for new proposals for rural Broadband Suggested new tower in Wainfleet and on Westbrook Road (PD-054-20) Met with Regional staff on June 23, 2020 about SWIFT & NRBN & CRTC Funding.
<ul style="list-style-type: none"> Investigate installation of water and sewer services on employment lands to create “shovel ready” sites 	<ul style="list-style-type: none"> Water and Wastewater master plans are being developed as part the Smithville Community Master Plan. (AECOM)
<ul style="list-style-type: none"> Explore new incentives in the downtown core to attract new commercial activity and provide more options for residents 	<ul style="list-style-type: none">

THEME #3: STRATEGIC, RESPONSIBLE GROWTH

Goal: West Lincoln will grow strategically and responsibly – welcoming new residents and businesses and respecting the heritage and rural character that people value.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> Facilitate growth that builds complete communities and provides commercial, industrial and residential balance 	<ul style="list-style-type: none"> Ongoing Master community plan project which commenced in Oct 2019 includes a focus of building a complete community in keeping with the Chamber of Smithville (PIC in Dec. 2019 and TAC meetings in Feb & June 2020)
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Encourage a variety of housing options for the community that are supportive, appropriate, safe and affordable 	<ul style="list-style-type: none"> St. Martin & College Street school sites undergoing land use plan work by MHBC Planning & Crozier Engineering. Presentation to the Planning Committee on February 10, 2020 (Report PD-033-20) East Smithville Secondary Plan is currently exploring best means by which to develop lands to east of Industrial Park road, in keeping with Smithville as a complete community. As per report PD-084-20 dated June 29th, the timeline to completion has been extended to December of 2020. Ongoing tracking of available lot inventory & building permit statistics to ensure an available supply of residential lots are available at all times for future growth.(PD-21-20)

THEME #4: LOCAL ATTRACTIONS

Goal: West Lincoln has amenities, programs and services that bring the community together to celebrate small-town and rural way of life.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> With the completion of the West Lincoln Community Centre, support programming that is relevant to the community's needs 	<ul style="list-style-type: none"> Continue to explore partnership opportunities. Annual reporting on WLCC in order to collect data and set benchmark in order to determine successes, strengths, weaknesses, and opportunities to suit the needs of the community. First update report presented to Council on June 29, 2020. With extra space for programming the West Lincoln Library is able to host a variety of activities, increasing programming attendance by 83% Niagara on Demand Transit is putting strategic transportation points on the map for West Lincoln, Leisureplex, WLCC, townhall
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Improve local parks and trails, including a new playground at the Caistorville Library, and explore new opportunities for programming and sports events 	<ul style="list-style-type: none"> Completion of the Smithville Square Parkette to provide a gathering place for residents and visitors in the downtown core. Funding was approved in the 2020 capital budget for new playground at the Caistorville Library. Looking at new trails to expand the walkability of Smithville through development applications.
<ul style="list-style-type: none"> Reinvigorate community halls, particularly those in Wellandport and Caistor, through facility upgrades and new partnerships to ensure 	<ul style="list-style-type: none"> Staff developed and Council approved a Municipal Alcohol Policy. Township undertook a building condition assessment on all

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS

greater access to community programming and events	<p>Township owned facilities to guide appropriate asset management planning.</p> <ul style="list-style-type: none"> Funding application submitted for Caistor Community Centre for a new community centre building and other improvements to the outdoor recreation amenities and property. Still waiting for results of funding application.
Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Establish a farmer's market in summer and fall 	<ul style="list-style-type: none">

THEME #5: COMMUNITY HEALTH AND SAFETY

Goal: West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.	
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Build a new Fire Station #2, replacing and addressing deficiencies in the existing facility 	<ul style="list-style-type: none"> Finalizing tender document for architectural design and administrative services.
<ul style="list-style-type: none"> Continue to work with other West Niagara municipalities and local physicians to ensure the redevelopment of West Lincoln Memorial Hospital 	<ul style="list-style-type: none"> May, 2020 – Council committed to local share of WLMH Rebuild funding – staff to report back to Council by Dec 1, 2020 with financing models
<ul style="list-style-type: none"> Update the Public Works building and yard 	<ul style="list-style-type: none"> Ongoing research to develop lands with the region for cost savings. Always looking for appropriate sites that may become available. e.g. NPEI building
<ul style="list-style-type: none"> Other Community Safety Initiatives 	<ul style="list-style-type: none"> CAO is representing the west and smaller municipalities in the region on the Community Safety and Well Being Advisory Committee. That committee's objective is to develop a Regional Community Development Plan as mandated by the Province. The initial due date was the end of 2020 but this deadline has been extended for time displaced due to COVID-19 Working on 911 PERS compliance –recent work on Silver Street now Sterling Street and Regional Road 24 will be officially named Victoria Ave
Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Make improvements to pedestrian safety by introducing increased traffic calming measures 	<ul style="list-style-type: none"> The intersection of Industrial Park Rd and Spring Creek Rd was changed to a 4-way stop after completion of a traffic study to

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS

and trail networks near schools, community facilities, downtown and other pedestrian spaces	<p>address safety concerns.</p> <ul style="list-style-type: none"> • The 2-way stop on Geogakakos Dr was moved to Oakdale Blvd to address safety concerns at the intersection after completion of a traffic study. • Construction contract awarded for sidewalk repairs on John Street and a new sidewalk to connect to the Caistorville Library. • Working with the Niagara Region to establish pedestrian crossings on Regional roads to provide a safer and more walkable downtown core.
Long-Term Initiatives <i>(Initiate within the next ten years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> • Advocate for a physician recruitment strategy that will increase the number of family physicians in West Lincoln 	<ul style="list-style-type: none"> •

THEME #6: EFFICIENT, FISCALLY RESPONSIBLE OPERATIONS

Goal: The Township of West Lincoln is a lean organization that uses sustainable, innovative approaches and partnerships to streamline processes, deliver services and manage infrastructure assets.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> Complete an asset management plan to prioritize investments based on evidence, and balance service levels with fiscal sustainability 	<ul style="list-style-type: none"> New job description for a GIS/Asset Management Coordinator has been developed and the position has been posted, and applicants will soon be interviewed. Council approved Phase 2 of Asset Management Road Plan and Township has successfully received FCM grant of up to \$50,000. Project to commence in July 2020.
<ul style="list-style-type: none"> Business Continuity activities during Pandemic 	<ul style="list-style-type: none"> Implemented new secure Work from Home technology to ensure business continuity and maintaining safety while Township physical buildings were closed Investigating/implementing new measures to protect both residents and staff when accessing/using Township buildings. i.e. secure access, screening tools etc. Continuously encouraging residents to pay on-line and through e-banking, and encouraging our vendors to accept EFT rather than cheque payments The Clerk's Department amended the Procedural By-law which provided for electronic Council and Committee meetings by electronic means (i.e. Callbridge, Zoom) following the closure of Township facilities. Efforts continue to improve upon electronic meetings by allowing Delegations/Presentations to attend meetings similar to Council and Staff as well as residents to watch the meetings on a request basis and through invitation (i.e. Zoom Webinar).

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS

Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Implement new software and programs to modernize service delivery, such as online registration and payment, asset management, maintenance activities, online mapping, by-law issues and water and wastewater administration 	<ul style="list-style-type: none"> New on-line forms that provide the ability to request and submit information to the Township from the comfort of your home or office and Interactive Treasury is currently implementing new budget software which will provide the public and Council with a better tool to understand the budget and will also increase staff effectiveness and efficiency in building the annual budget; this software will be used for the 2021 budget. Treasury department has expanded the use of on-line time sheet entry and has streamlined other aspects of payroll processing New interactive mapping feature that gives the public access to the Township's GIS (Geographic Information System) data New on-line complaint form on the website In Spring 2020 the West Lincoln Library implemented Evergreen, a new Integrated Library System, that allows for streamlined access to the library catalogue and facilities partnership with the Libraries in Niagara Cooperative, LiNC Clerk's Department replaced its manual, paper-based meeting management process (agendas and minutes) with eSCRIBE, being an electronic meeting management system, which staff, Council and the public can access either by signing into the eSCRIBE app or from the Township's new website. In order to ensure that the Township is compliant with the rules of MFIPPA and the principles of Accountability and Transparency, the Clerk's Department implemented an

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS

	Information and Privacy Policy that provides specific procedures for the development of new projects and initiatives while reducing risk and ensuring that personal information is protected, as well as responding to privacy breaches, should they occur.
<ul style="list-style-type: none"> Investigate improved branding for West Lincoln and develop a strategy to increase communication with residents and promote local activities, attractions and events 	<ul style="list-style-type: none"> Launched new Website May 2020 providing an online presence that is more accessible, mobile friendly and easier to navigate for users looking for information and service
<ul style="list-style-type: none"> Other Efficiencies 	<ul style="list-style-type: none"> Adjusted septic permit fees to ensure full cost recovery and fiscal responsibility - Report PD-005-20
Long-Term Initiatives <i>(Initiate within the next ten years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Develop streamlined customer service to ensure the Township continues to achieve responsive resolution of requests as volumes increase 	<ul style="list-style-type: none"> All Township Departments have implemented new on-line forms that provide the ability to request and submit information to the Township from the comfort of their home or office.
<ul style="list-style-type: none"> Explore innovative systems and approaches to scale service delivery as the community grows 	<ul style="list-style-type: none">

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

THEME #1: STRONG TRANSPORTATION CONNECTIONS

Goal: West Lincoln has transportation infrastructure that is safe for motorists, cyclists and pedestrians, and networks that are well-maintained and connected within our community, with other Niagara communities and major highways.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> Work with neighbouring municipalities to advocate for the escarpment crossing as a means to better connect West Lincoln to major provincial highways 	<ul style="list-style-type: none"> AMO Delegation with Caroline Mulroney, Minister of Transportation Technical Advisory Committee (TAC) meetings have occurred in November 2020 specifically to discuss transportation linkages including the Niagara Escarpment Crossing (NEC) and the Smithville bypass.
<ul style="list-style-type: none"> Investigate a Highway 20 bypass to reduce truck traffic in downtown Smithville and improve connections to industrial land 	<ul style="list-style-type: none"> The Land owners Group provided a letter dated October 15, 2020 which specifically requests that the bypass in the southwest of Smithville be removed to a northerly location. Transportation consultants with the Master Community Plan are providing preliminary input into the Master Community Plan including briefing to the TAC in November 2020.
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Complete a road needs study and set targets for the maintenance, rehabilitation and improvement of Township roads 	<ul style="list-style-type: none"> The Roads Needs Study has been finalized and presented to Public Works Committee in September 2020. The information and recommendations from this Study will be considered and included in developing the Townships Capital Budget & Forecasts; Including the Township's gravel rural roads. Township staff continue to await Niagara Region's response regarding the upload of Caistor Centre Road & Port Davidson Road, as these roads service a Regional function.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

	<ul style="list-style-type: none"> The rehabilitation work on Dockstader Bridge (South Chippawa Road) and North Creek Bridge (Patterson Road); and the 2020 Roads Rehabilitation Contract is now complete.
Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Build safe active transportation networks including sidewalks, bike paths and trails 	<ul style="list-style-type: none"> Continual review of the Township's Capital Budget Forecast to identify and include transportation capital projects. Township completed the replacement of sidewalks on the north side of Regional Road 20, between South Grimsby Road 5 and Wade Road, in collaboration with Niagara Region to ensure no conflicts occur with their road reconstruction project scheduled for 2022 (+/-), in order to address current condition and provide safe pedestrian movement in a timely manner. Bike Fix-it station as sponsored by a St. Martin Committee has been supported by Planning Committee and Council and has been ordered with installation expected prior to Spring 2021 Marz Homes Inc. and P. Budd Developments plan of subdivision applications have been submitted and include trail connections that should be approved early in 2021. The submitted plans and linkages are under review at this time.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

THEME #2: SUPPORT FOR BUSINESS AND EMPLOYMENT OPPORTUNITIES FOR RESIDENTS

Goal: West Lincoln has a positive image and a strong brand that supports our local businesses and attracts new industries. We have created an environment where it is easy to do business, resulting in more opportunities to work in our community and continued support for agriculture as West Lincoln's largest sector.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> Streamline Township processes for building and development to ensure West Lincoln is seen as a good place to do business 	<ul style="list-style-type: none"> Continue with completing in-house reviews of engineering submission (by Public Works Staff) rather than sending out for 3rd party peer reviews. Investigating options to partner with Pelham, Port Colborne and Wainfleet per presentation to Council June 29/20. Created a streamlined part lot control process. Made improvements to streamline the site alteration process. Introduced a pre-consultation fee that now allows developers and applicants a more thorough pre-consultation review with the pre-consultation fees potentially being used as a credit towards a future planning application. Introduced a sign by-law to ensure consistent approach to promotional signage and minimize clutter. Streamlined patio approval restrictions for summer 2020 in response to COVID19 and Ontario Regulations 345/20. Established a road allowance policy to ensure that rural road allowances are upgraded based on improved rules and clear benefits to the Township.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> • Create a targeted, proactive approach to attracting new industry, leveraging the industrial park and other potential employment lands 	<ul style="list-style-type: none"> • New watermain infrastructure in the Industrial Park area that commenced in May of 2020 is now complete, commissioned, and operational. • Consistent with the Refreshed Economic Development Plan (February 2020), township staff organized and deployed Economic Development Training (CED) 101 for Council – trained by ED professionals at OMAFRA • Planning Staff continue to work with a prospective operation to operate from a currently abandoned site. • Expedited site plan approvals granted for 4 sites in the industrial park.
Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> • Advocate for increased investment in rural broadband to ensure residents and businesses have access to reliable high-speed internet 	<ul style="list-style-type: none"> • Planning Staff have had discussions with another cell tower provider about a potential new tower in the west of West Lincoln, Ward 1, along the Regional Road 20 corridor. • Renegotiated the 20 year Bell Mobility cell tower lease at Station #2 to ensure continued service in that area
<ul style="list-style-type: none"> • Investigate installation of water and sewer services on employment lands to create “shovel ready” sites 	<ul style="list-style-type: none"> • Water and Wastewater master plans are underway as part of the Smithville Community Master Plan (Aecom)
<ul style="list-style-type: none"> • Explore new incentives in the downtown core to attract new commercial activity and provide more options for residents 	

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

<ul style="list-style-type: none">• Other initiatives	<ul style="list-style-type: none">• Addressed numerous applications for site alterations in 2020. Some were supported due to the benefit for developers to keep engineered soil in town for future development while others were approved with significant conditions to ensure future agriculture potential of the lands.• New official plan policies for Wineries, Breweries, and Special Occasions were approved without appeal.• Approved new site plan for new development at the corner of Wellandport Rd and Canborough Rd.
---	--

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

THEME #3: STRATEGIC, RESPONSIBLE GROWTH

Goal: West Lincoln will grow strategically and responsibly – welcoming new residents and businesses and respecting the heritage and rural character that people value.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> Facilitate growth that builds complete communities and provides commercial, industrial and residential balance 	<ul style="list-style-type: none"> TAC meetings of the Master Community Plan concept continue to discuss the future growth and planning of Smithville. TAC 1 is up-coming in January 2021 with planning for it underway. Peer review of development proposals by Marz Homes Inc and P. Budd Developments to ensure that they are in keeping with Smithville character and the Secondary Plan for the Northwest Quadrant. Planning staff have worked extensively with the Caistorville United Church to find an appropriate adaptive re-use approach so as to help preserve the church building. Updated Committee and Council on the extensive work being done in regards to the Master Community Plan (and Subwatershed Study) and Infill and Intensification in West Lincoln. More updates will be provided to Committee and Council in early-mid 2021. The Consultants from these studies also made presentations at the November and December Planning/Building/Environmental Committee meetings.
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Encourage a variety of housing options for the community that are supportive, appropriate, safe and affordable 	<ul style="list-style-type: none"> St. Martin and College Street school sites were granted final Official Plan and Zoning approval in October 2020, without appeal. These were Township led community planning

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

	<p>processes to define the needs of the community in terms of density and housing form.</p> <ul style="list-style-type: none"> • Garden Suite approval for Wrigley/Sims application • Draft approved development applications and granted final approval to Spring Creek Manor, Ellis lots, and Bosscher/Sunset Acres to assist with housing supply. • East Smithville Secondary Plan draft consultant report was presented to Planning Committee in October 2020 and will be part of an extensive consultation with the development community in early 2021 following agency input. • Ongoing tracking of available lot inventory and building permit statistics to ensure an available supply of residential lots. • Public consultation on review of Spring Creek Heights Secondary Plan to ensure proper policy framework is in place including discussions with land owners in area.
--	--

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

THEME #4: LOCAL ATTRACTIONS

Goal: West Lincoln has amenities, programs and services that bring the community together to celebrate small-town and rural way of life.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> With the completion of the West Lincoln Community Centre, support programming that is relevant to the community's needs 	<ul style="list-style-type: none"> Due to the on-going COVID-19 pandemic, Recreation Services has continued to adjust facility openings, programming and the provision of services through the last half of 2020. Modifications and continual assessment allowed for the opening of the splash pad, skate park, playground, parks, arena and walking track facilities and the delivery of Canada Day and Harvest Routes events. Programs and facilities may look a little different, but we are offering services in a controlled and manageable way. Plans are in place to offer some limited in-person programming in the New Year. West Lincoln Public Library offers a variety of programming, both in person and online, that is relevant to community needs. Some examples of this include health and diet workshops, book/author presentations, book clubs and crafting groups, and partnerships with community organizations such as McNally.
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Improve local parks and trails, including a new playground at the Caistorville Library, and explore new opportunities for programming and sports events 	<ul style="list-style-type: none"> Bike Fix-It station has been ordered and will be installed in Smithville Square Parkette in time for 2021 season.
<ul style="list-style-type: none"> Reinvigorate community halls, particularly those in Wellandport and Caistor, through facility upgrades and new partnerships to ensure 	<ul style="list-style-type: none"> Funding application submitted for Caistor Community Centre for a new community building and other improvements to the outdoor recreation amenities and property was not approved by

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

greater access to community programming and events	<p>the provincial and federal funding partners.</p> <ul style="list-style-type: none"> • Building condition assessments completed on all Township owned facilities are being reviewed for consideration and inclusion in the Township's Capital Budget & Forecast. • Emergency Funding was provided to both Caistor Community Centre and Wellandport Community Centre to assist with the impacts of the COVID-19 Pandemic
Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> • Establish a farmer's market in summer and fall 	<ul style="list-style-type: none"> • Research and investigation underway to consider feasibility of a market in 2021.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

THEME #5: COMMUNITY HEALTH AND SAFETY

Goal: West Lincoln continues to be a safe community where all residents are supported to thrive throughout their lives.	
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Build a new Fire Station #2, replacing and addressing deficiencies in the existing facility 	<ul style="list-style-type: none"> RFP document for architectural design and administrative services closed November 27, 2020. RFP evaluations are being completed with a recommendation report coming forward to the January Administration/Finance/ Fire Committee mtg.
<ul style="list-style-type: none"> Continue to work with other West Niagara municipalities and local physicians to ensure the redevelopment of West Lincoln Memorial Hospital 	<ul style="list-style-type: none"> With Council approving local share in May, 2020, emphasis for 2nd half of 2020 was requesting and advocating with WLMH Foundation for a Regional contribution to the local share.
<ul style="list-style-type: none"> Update the Public Works building and yard 	<ul style="list-style-type: none"> An application in the amount of \$100,000 will be submitted under the ICIP funding program under the COVID Resilience Infrastructure System intake for improvements to the PWs yard which would include exhaust system, LED lighting upgrades, new garage bay doors, structural repairs to the interior wash bay walls, flooring, and office areas.
<ul style="list-style-type: none"> Other Community Safety Initiatives 	<ul style="list-style-type: none"> A Council approved Speed Limit Review Policy has been developed to provide guidance to PWs staff undertaking an engineering review of a road to establish if the existing speed limit is appropriate or should be changed. CAO continues to represent Township in development of a Regional Community Safety and Well Being Plan. The current focus is on Community Recovery. Working on 911 PERS compliance, currently working on York Road and Smithville Road/Townline Road with public consultation occurring in early 2021.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

	<ul style="list-style-type: none"> Plans are underway to clean up an abandoned property in Caistorville to assist with issues of health, safety, and community pride. Approval of corporate plan to mitigate Environmental impacts of the Township of West Lincoln operations. The Corporate Green Team is tasked with ensuring the recommendations are implemented. To ensure community and property safety, arranged for the demolition and removal of the former Caistor Baptist Church
Medium-Term Initiatives <i>(Initiate within the next five years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Make improvements to pedestrian safety by introducing increased traffic calming measures and trail networks near schools, community facilities, downtown and other pedestrian spaces 	<ul style="list-style-type: none"> John Street sidewalk repairs and sidewalk connection to the Caistorville Library is complete. Continue working with the Niagara Region to establish pedestrian crossings on Regional Road to provide a safer and more walkable downtown core. Introduced a No Parking Zone on the south side of Gateway Avenue between Creekview Drive and South Grimsby Road 6 to assist with traffic movements including bus traffic in the Streamside plan of subdivision.
Long-Term Initiatives <i>(Initiate within the next ten years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> Advocate for a physician recruitment strategy that will increase the number of family physicians in West Lincoln 	<ul style="list-style-type: none"> Advocacy for WLMH Rebuild contributes to physician recruitment efforts.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

THEME #6: EFFICIENT, FISCALLY RESPONSIBLE OPERATIONS

Goal: The Township of West Lincoln is a lean organization that uses sustainable, innovative approaches and partnerships to streamline processes, deliver services and manage infrastructure assets.	
Ongoing Priorities	Progress and Accomplishments
<ul style="list-style-type: none"> Complete an asset management plan to prioritize investments based on evidence, and balance service levels with fiscal sustainability 	<ul style="list-style-type: none"> A Risk Framework Assessment has been completed for all asset categories. This Framework will allow staff to rank overall risk based on parameters that consider economic, social, environmental impacts, as well as other available data regarding the condition of assets, known operational issues, etc. The development of a Lifecycle Activity Framework and Level of Service Framework are in progress. Once completed the Lifecycle Activity Framework should outline how to do the right work to the right asset at the right time. The Level of Service Framework will establish the level of service that assets are currently providing and establish a method to track the service level.
<ul style="list-style-type: none"> Business Continuity activities during Pandemic 	<ul style="list-style-type: none"> Recovery Plan presented to Council June 29, 2020 is followed and amended with changes required and provincial guidelines Latest requirement has been the development of a Safety Plan for implementing Provincial Framework. The Township implemented an online COVID screening tool that is completed by all staff daily whether working from home or in one or multiple facilities. The online screening tool is also used by public members who attend Township facilities which allowed the municipality to continue providing services throughout the Township and keep everyone safe.

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

	<ul style="list-style-type: none"> • Developed and implemented mask wearing policy for staff and public. • Communicating virtual community events i.e. Remembrance Day and Virtual Tree Lighted on Township website. • Upon the Declaration of Emergency implemented by the Province and all twelve local area municipalities in Niagara, which is still in place, Council adopted a by-law to allow for Council meetings to be done electronically. The methods used for meetings evolved over time starting with meetings being held by Callbridge (telephone) to an online virtual meeting platform using ZOOM, which is what we continue to use today. • Procedures and protocols were put in place to allow the public to view and participate in Council, Standing Committee, Committee of Adjustment and Open Houses meeting through contacting specific Township staff who can forward links to a meeting which provides live feed of the meeting as it occurs as well as participants to make presentations and attendees to provide comments with respect to an item on the agenda. • Amended the Township's Procedural By-law to facilitate continued electronic meeting participation until no later than the end of December 2021, during which period staff will provide a report which considers permitting electronic participation and proxy voting in meetings on a more permanent basis. • Implemented new protocol and procedures for Confidential Matters to be held by ZOOM rather than through CallBridge. • Hiring of additional personnel as Screeners at the West Lincoln Community Centre to address public health COVID protocols
--	--

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

	<p>as well as cleaners to ensure all of our facilities are cleaned properly to avoid COVID breakouts.</p> <ul style="list-style-type: none"> • Offer flexible library services, intended to meet regional and provincial regulations, such as virtual programming, curbside material pick-up, and virtual IT help.
Short-Term Initiatives <i>(Initiate within the next three years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> • Implement new software and programs to modernize service delivery, such as online registration and payment, asset management, maintenance activities, online mapping, by-law issues and water and wastewater administration 	<ul style="list-style-type: none"> • Implemented a new pavement management system to assist with the management of our roadway network/asset. • Currently undertaking an assessment of the Townships storm and sanitary sewers to improve asset management information. • Sidewalk and Bridge Data has been reviewed and updated within both our GIS system and our Asset Inventory System. Attributes required for Asset Management Plan development have been included. • A Water and Wastewater Rate Study has been completed that lays out the user rates for the next five years that will ensure a sustainable water and wastewater system • The implementation of the new budgeting software is nearing completion, with both the operational and capital modules now functional. The final phase that is currently being developed is the website portal which will provide the public with key budgeting information. • Implemented Evergreen, a new library software that allowed the consolidation of each branch's catalogs, as well as reciprocal borrowing among the LiNC (Libraries in Niagara

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

<ul style="list-style-type: none"> Investigate improved branding for West Lincoln and develop a strategy to increase communication with residents and promote local activities, attractions and events 	<p>Cooperative) libraries.</p> <ul style="list-style-type: none"> With the cancellation of the Christmas Parade due to the pandemic, the West Lincoln Christmas Parade Committee created West Lincoln Sparkles, which is a lighting décor contest open to West Lincoln residents, businesses and not-for-profit organizations. A website was developed by the Parade Committee for promotion of the event and for completion and acceptance of the contest application form.
<ul style="list-style-type: none"> Other Efficiencies 	<ul style="list-style-type: none"> Address the resignation of all Members of the West Lincoln Christmas Parade Committee and established a new committee including the establishment of terms of reference. The vacancy of the Office Ward 2 Councillor was addressed by the appointment of the third place candidate in the 2018 Municipal Election. The new Councillor will sit on Council for the remainder of the 2018-2022 term of Council. Council approved a new Corporate Flag Policy and streamlined Community Flag Raising Requests including the implementation of an online form for organizations to complete and forward to the Clerk's Department. Additionally, the West Lincoln Community Centre was designated as the as the location for community flag raisings. The policy also addressed flying Township Flags at half-mast all locations where the municipality has flag poles Reviewed and updated all non-union job description in preparation for Market and Pay Equity Compensation Review

CORPORATE STRATEGIC PLAN ACCOMPLISHMENTS YEAR END UPDATE – DECEMBER 2020

Long-Term Initiatives <i>(Initiate within the next ten years)</i>	Progress and Accomplishments
<ul style="list-style-type: none"> • Develop streamlined customer service to ensure the Township continues to achieve responsive resolution of requests as volumes increase 	
<ul style="list-style-type: none"> • Explore innovative systems and approaches to scale service delivery as the community grows 	

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2020-112

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN AT ITS REGULAR MEETING HELD ON THE 23rd DAY OF NOVEMBER, 2020 ITS SPECIAL MEETINGS HELD ON THE 24TH DAY OF NOVEMBER, 2020 AND THE 1ST DAY OF DECEMBER, 2020.

WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, Section 5(1), provides that the powers of a municipal corporation shall be exercised by its Council;

AND WHEREAS the Municipal Act 2001, S.O. 2001, Chapter 25, as amended, Section 5(3) provides that except where otherwise provided, the powers of any Council shall be exercised by by-law;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. That the minutes of the fifteenth meeting, regular, held on the 23rd day of November, 2020, and the sixteenth meeting, special, held on the 24th day of November, 2020 and the seventeenth meeting, special held on the 1st day of December, 2020 of the Municipal Council of the Corporation of the Township of West Lincoln, be and the same are hereby adopted.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned minutes or with respect to the exercise of any powers by the Council in the above mentioned minutes, then this By-law shall be deemed for all purposes to be the By-law required for approving and authorizing and taking of any action authorized therein or thereby, or required for the exercise of any powers therein by the Council.
3. That the Mayor and the proper officers of the Corporation of the Township of West Lincoln are hereby authorized and directed to do all things necessary to give effect to the said action of the Council or to obtain approvals where required and, except where otherwise provided, the Mayor, Clerk, and/or the Administrator are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of West Lincoln and to affix thereto the corporate seal of the Corporation of the Township of West Lincoln.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
14th DAY OF DECEMBER, 2020.**

MAYOR DAVE BYLSMA

JOANNE SCIME, CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2020-113

**A BY-LAW TO AUTHORIZE AN AGREEMENT BETWEEN
THE CORPORATION OF THE TOWNSHIP OF WEST
LINCOLN AND THE CORPORATION OF THE CITY OF
THOROLD FOR HEARING OFFICER SERVICES UNDER
THE ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) PROGRAM.**

WHEREAS the Council of the Corporation of the Township of West Lincoln deems it necessary to enter into an agreement with the Corporation of the City of Thorold for Hearing Officer services under the Administrative Monetary Penalty System (AMPS) Program.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF
WEST LINCOLN ENACTS AS FOLLOWS:**

1. That, the Corporation of the Township of West Lincoln enter into an Agreement with the Corporation of the City of Thorold for Hearing Officer services under the Administrative Monetary Penalty System (AMPS) Program.
2. That, the Mayor and Clerk be authorized to sign the above mentioned Agreement and to affix the Corporate Seal thereto.
3. That, such an agreement be in effect for a five (5) year term, commencing January 1st, 2021.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
14TH DAY OF DECEMBER, 2020.**

MAYOR DAVE BYLSMA

JOANNE SCIME, CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2020-114

A BY-LAW TO AUTHORIZE A DEVELOPMENT CHARGE CREDIT/FRONT ENDING AGREEMENT WITH DUNLOE DEVELOPMENTS INC. FOR THE CONSTRUCTION OF ROAD WORKS AND SIDEWALK INSTALLATION ON SPRING CREEK ROAD, BETWEEN SOUTH GRIMSBY ROAD 5 AND SOUTH GRIMSBY ROAD 6 (EXTENSION), IN THE FORMER TOWNSHIP OF SOUTH GRIMSBY; TOWNSHIP OF WEST LINCOLN

WHEREAS the Corporation of the Township of West Lincoln deems it expedient to enter into a Development Charge Credit/Front Ending Agreement with Dunloe Developments Inc. for the construction of road works and sidewalk installation on Spring Creek Road, between South Grimsby Road 5 and South Grimsby Road 6 (extension), in the former Township of South Grimsby; Township of West Lincoln.

AND WHEREAS approval and authority for such Agreement is required;

NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. That the Council of the Corporation of the Township of West Lincoln enter into a Development Charge Credit/Front Ending Agreement with Dunloe Developments Inc. for the construction of road works and sidewalk installations on Spring Creek Road, between South Grimsby Road 5 and South Grimsby Road 6 (extension) in the former Township of South Grimsby; Township of West Lincoln.
2. That the Mayor and Clerk be and each of them is hereby authorized to sign the said Development Charge Credit/Front Ending Agreement and any other document or documents necessary to implement the intent of this By-law and the said Development Charge Credit/Front Ending Agreement, and the Clerk is hereby authorized to affix the Corporate Seal thereto and deliver the same to the appropriate parties.
3. That a copy of the said Development Charge Credit/Front Ending Agreement and any supplementary Agreements, when executed by the said parties shall be attached hereto as "Schedule A" and shall form part of this By-law.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS 14th
DAY OF DECEMBER, 2020.**

MAYOR DAVE BYLSMA

JOANNE SCIME, CLERK

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2020-115

A BY-LAW TO ESTABLISH A COURT OF REVISION UNDER THE PROVISIONS OF THE DRAINAGE ACT, R.S.O. 1990, CHAPTER D.17 & REPEAL BY-LAW 2018-112.

WHEREAS it is provided by Section 97 of the Drainage Act, R.S.O. 1990 Chapter D. 17, that the Court of Revision for the purposes of the Drainage Act shall consist of three (3) or five (5) members appointed by the Council of the initiating municipality and such members, other than members of the Council, may be paid such remuneration and expenses as the Council may by by-law provide;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

1. That a Court of Revision for the Township of West Lincoln be and the same is hereby established pursuant to the provisions of the Drainage Act, R.S.O. 1990, Chapter D.17.
2. That the following persons be and they are hereby appointed to the said Court of Revision, namely:
 - (a) Ken Durham
 - (b) Lyle Killins
 - (c) Councillor Shelley Bradaric
3. That, the said members so appointed to the Court of Revision shall hold office for the remainder of the term of the Council to November 15, 2022 or until their successors are appointed.
4. That the said members of the Court of Revision shall elect a Chair from among its members to hold office during his/her appointment or until his/her successor is appointed.
5. Each member of the Court of Revision so appointed, other than members of the Council, shall be paid as remuneration the sum of Sixty (\$60.00) dollars for each sitting of the Court attended. For the purpose of this section, a sitting of the Court of Revision shall be deemed to commence with the opening of Court and to conclude when the Court adjourns for the day, provided that if the number of matters to be dealt with requires the Court to sit for more than three consecutive hours shall be deemed to be a second sitting of the Court.
6. The members of the Court of Revision so appointed, other than Members of the Council of the Township of West Lincoln, shall further be paid a mileage allowance at a rate equivalent to the Region of Niagara's mileage policy in respect of each kilometer necessarily traveled in and about the business of the said Court of Revision, including but not so as to limit the generality of the foregoing, attendance at sittings of the Court of Revision, meetings to make decisions on evidence heard at the sittings of the Court, and inspections as are necessary in connection with the business of the said Court of Revision.
7. That, By-law 2018-112 be and is hereby repealed.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
14th DAY OF DECEMBER, 2020.**

MAYOR DAVE BYLSMA

JOANNE SCIME, CLERK