

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

**MEETING NO. THREE**

**March 15, 2021, 6:31 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

**Council:** Councillor Jason Trombetta  
Councillor Shelley Bradaric  
Mayor Dave Bylsma  
Councillor Cheryl Ganann  
Councillor Harold Jonker\* (refer to Page 3)  
Councillor Mike Rehner  
Councillor William Reilly

**Staff:** Bev Hendry, CAO  
Joanne Scime, Clerk  
Mike DiPaola, Director of Public Works and Recreation\*  
Roberta Keith, IT Manager  
Donna DeFilippis, Treasurer/Director of Finance  
Dennis Fisher, Fire Chief\*

**Others:** Regional Councillor Albert Witteveen\*  
Linda Sicoli, Economic Development Officer, Niagara Region\*  
Denise Potter, West Lincoln Chamber of Commerce\*  
Marlene Bergsma, Smithville Christian High School\*  
Fred Breukelman, Smithville Christian High School\*  
Tristan Marks, News Now\*  
\* IN ATTENDANCE PART-TIME

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**1. CHAIR - Councillor Jason Trombetta**

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Trombetta made the following announcements:

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1. Councillor Jonker will be a few minutes late arriving to the meeting due to a work issue.
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 could have submitted comments for matters that are on the agenda to [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) before 4:30 pm. today and any comments submitted are considered public information and will be read into the public record.
4. The meeting is being recorded and will be available on the Township's website within 48 hours of the meeting.

### **2. CHANGE IN ORDER OF ITEMS ON AGENDA**

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

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

There were no disclosures of pecuniary interest and/or conflicts of interest by any Member of the Committee in attendance.

### **4. APPOINTMENTS**

#### **4.1 ITEM A17-21**

Marlene Bergsma & Fred Breukelman - Smithville Christian High School  
Re: Community Facility Development - Develop Disc Golf Course at Wellandport Community Park

Marlene Bergsma advised that she was the Director of Communications and Advancement at the Smithville Christian High School and that joining her this evening was Mr. Fred Breukelman who was the Facilities Manager for the School. Ms. Bergsma reviewed a PowerPoint Presentation that was attached to the agenda with respect to the development of a 9-hole disc golf course at the Wellandport Community Park, which will be similar to a 9-hole course that was being proposed at the Smithville Christian High School as well as on the adjacent school property on Smithville Road.

In response to Mrs. Bergsma's presentation, Councillor Reilly noted concern with respect to Concept Hole 7 and having a hole at this location may interfere with people and vehicles utilizing the park road and using the boat launch as well as people utilizing the picnic tables in this area and he felt that this area should be used as green space and suggested that

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this hole be moved to another location so it does not interfere with the boat launch, people and vehicles using the park roadway to access the lower end of the park and anyone wanting to picnic along the river.

Councillor Bradaric questioned if accessibility that would allow people with disabilities to utilize the disc golf course was taken into consideration when the proposed design concept was put together or at least having some holes accessible and/or enhanced that would allow people with disabilities, sight issues and/or walking limitations to also participate.

Mr. Fred Breukelman thanked Councillor Bradaric for her comments and advised that he would take these concerns back to his students to discuss possible means and ways to address accessibility and/or enhancements and modifications such as signage to assist people of all ages and limitations (sight, walking) to play the game.

Councillor Ganann stated that she hoped that the course would be relatively easy for older adults/seniors to walk and use the course without too many barriers (i.e. potholes, dips) that may cause seniors difficulty to manage.

### **5. REQUEST TO ADDRESS ITEMS ON THE AGENDA**

The Chair inquired if the IT Manager was aware if there were any members of the public in attendance virtually on the Zoom meeting call that wished to address a specific item on tonight's agenda as permitted under Section 6.7 of the Procedural By-law, for which the IT Manager confirmed there were not.

Additionally, the Chair asked the Clerk if she had received any emails or correspondence from a member of the public prior to 4:30 p.m. today, for which the Clerk confirmed she had not.

Councillor Harold Jonker joined the meeting at 6:43 pm.

### **6. CONSENT AGENDA ITEMS**

#### **6.1 ITEM A18-21**

##### **CONSENT AGENDA ITEMS**

**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor Shelley Bradaric

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

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

**Carried**

### **SUMMARY OF APPROVED CONSENT AGENDA ITEMS:**

1. Joint Accessibility Advisory Committee - January 14, 2021 Minutes
2. Information Report T-08-2021 - Statement of Remuneration and Expenses for 2020

### **ITEM A18-21(3) - Information Report WLFD-06-2021 - Monthly Update February 2021**

Councillor Ganann stated that she had received another complaint today regarding the fire siren and questioned if any thought could be or has been given to changing/modifying the times that the fire siren was being used. Councillor Ganann noted that she understood that the siren is helpful with an elementary school being adjacent to the fire hall and students, parents, teachers and the crossing guards are alerted by the siren of a fire or medical issue and suggested that the siren only go off during those times that students would be travelling to and from school only (i.e. 1/2 hour before and after school bell).

The Fire Chief stated that he understood the concerns with respect to the fire siren and that he and the Deputy Fire Chief have had discussions with respect to turning down the number of rotations of the fire siren (currently 10 to 12) and that he would look into this issue and discuss what portions of the day it would be appropriate for the fire siren to be used and beneficial for the fire department. The Fire Chief stated that he agreed with Councillor Ganann's comments regarding the close proximity of an elementary school and the siren being beneficial especially for a portion of time before school and following dismissal time. The Fire Chief advised that he would look into the issue and report back at a future Administration/Finance/Fire Committee meeting.

Councillor Jonker thanked the fire department for their hard work and professionalism as it relates to a house fire that occurred this past Saturday which he was in attendance at due to the fact that the owners were good friends. Councillor Jonker advised of the family's appreciation and thanks to the department and of particular note the firefighter who had reached back into the home and grabbed some pictures, which was a very nice gesture and greatly appreciated.

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**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor Harold Jonker

That, the Fire Chief's Report No. WLFD-06-2021 regarding Monthly Update February 2021 be received for information.

**Carried**

### 7. COMMUNICATIONS

#### 7.1 ITEM A19-21

Honourable Minister Steve Clark - Ministry of Municipal Affairs & Housing  
Re: Letter - 2021 Virtual Rural Ontario Municipal Association (ROMA)  
Conference Delegation - COVID-19 Impacts on Municipality and Loss of Revenues

**FOR INFORMATION**

#### 7.2 ITEM A20-21

Honourable Minister Steve Clark - Ministry of Municipal Affairs & Housing  
Re: Letter - 2021 COVID-19 Recovery Funding for Municipalities Program  
- Support for COVID-19 Operating Costs & Pressures

**FOR INFORMATION**

#### 7.3 ITEM A21-21

Jon Pegg, Ontario Fire Marshal

Re: Memo and Application - Fire Safety Grant

**Moved By** Councillor Harold Jonker

**Seconded By** Councillor William Reilly

1. That, the memo, dated March 11, 2021, from Jon Pegg, Ontario Fire Marshall regarding the announcement of a one time Fire Safety Grant to assist municipal fire services in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic as well as to advise that the Township of West Lincoln is eligible to receive up to \$8,100.00 as part of this grant program be received; and,
2. That, the Township of West Lincoln Fire Chief be hereby authorized to complete and submit the Fire Safety Grant application form by no later than March 19, 2021 as well as any other documentation necessary as part of the grant process; and,
3. That, the Fire Chief be authorized to determine the best use of the funding, as outlined in the above noted memo, being either or both of the two priority areas; and,
4. That, this recommendation be approved prior to ratification of Council in order for the Fire Chief to include Council's endorsement as part of

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the Township's Fire Safety Grant application submission.

**Carried**

### **8. STAFF REPORTS**

#### **8.1 ITEM A22-21**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-09-2021 - 2021 Corporate Sponsorships and Cemetery and Hall Board Grants

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Shelley Bradaric

1. That, Report T-09-2021 regarding "2021 Corporate Sponsorships and Cemetery and Hall Board Grants", dated March 15, 2021 be received; and,
2. That the Corporate Sponsorships and the Cemetery and Hall Board grants for 2021 as recommended in this report, be approved.

**Carried**

#### **8.2 ITEM A23-21**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-10-2021 - New Account with Cash Management Group

**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor Harold Jonker

1. That, Report T-10-2021 regarding "New Account with Cash Management Group" dated March 15, 2021, be received; and,
2. That, staff be given authority to open an account with Cash Management Group.

**Carried**

### **9. OTHER BUSINESS**

#### **9.1 ITEM A24-21**

CAO (Beverly Hendry)

Re: Employee Professional Accomplishments

1. Katelyn Hall, Deputy Treasurer - Completion of AMCTO Municipal Accounting and Finance Program (MAFP) Unit 1 - Introduction to Municipal Accounting and Financial Reporting.

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The CAO recognized the professional accomplishments of Katelyn Hall, Deputy Treasurer, who completed Unit 1 (Introduction to Municipal Accounting and Financial Reporting) of AMCTO's Municipal Accounting and Finance Program.

### **9.2 ITEM A25-21**

Members of Committee

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

(1) Mayor Bylsma

Re: Fundraising Event at Silverdale Hall - Pancake Dinner

Mayor Bylsma noted that the Silverdale Hall Board will be hosting a pancake dinner on Wednesday night (March 17) as a fundraiser to help support Niagara Gleaners.

### **9.3 ITEM A26-21**

Members of Council

Re: Other Business Items of an Informative Nature

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

## **10. NEW BUSINESS**

### **10.1 ITEM A27-21**

Councillor William Reilly

Re: New Item of Business - Confidential Property Matter - IT

**Moved By** Councillor William Reilly

**Seconded By** Councillor Harold Jonker

That, a new item of business be introduced being a Property Matter to be discussed in closed session as it relates to IT.

**Carried**

## **11. CONFIDENTIAL MATTERS**

**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor Mike Rehner

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:

11.1 Councillor William Reilly

Re: Property Matter - Confidential IT Matter

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### **Applicable closed session exemption(s):**

(a) the security of the property of the municipality or local board.

**Carried**

All Members of Council, the CAO, the Treasurer/Director of Finance, IT Manager and the Clerk were in attendance for closed session deliberations.

**NOTE:** Before proceeding into closed session deliberations, all members in attendance, the CAO, the Treasurer/ Director of Finance and the IT Manager stated their name and confirmed that they understand and affirmed to the following statement:

"You understand and will ensure that all matters discussed in the confidential portion of this meeting will be and will remain confidential; there is no one else present with you; and, that there is no one else who can hear the closed session discussion. Also, please confirm that you are not using any electronic devices other than your tablet or computer and that it is being used for the purpose of the video conferencing only and not to record any portion of this meeting. As well you have not shared or forwarded the link to the confidential ZOOM invitation to anyone."

**Moved By** Councillor Mike Rehner

**Seconded By** Mayor Dave Bylsma

That, this Committee meeting does now resume in open session at the hour of 8:09 p.m.

**Carried**

### **11.1 ITEM A27-21**

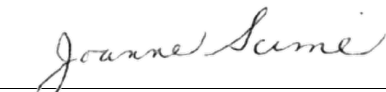
Councillor William Reilly

Re: Property Matter - IT Matter

The Committee rose without reporting.

## **12. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of 8:13 p.m.

  
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**JOANNE SCIME, CLERK**

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**COUNCILLOR JASON TROMBETTA,  
CHAIR**