

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

MEETING NO. SIX

June 21, 2021, 6:30 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
Councillor Mike Rehner
Councillor William Reilly

Staff: Bev Hendry, CAO
Joanne Scime, Clerk
Mike DiPaola, Director of Public Works & Recreation
Roberta Keith, IT Manager
Cindy Weir, Interim Library CEO*
Dennis Fisher, Fire Chief
Donna DeFilippis, Treasurer/Director of Finance

Others: Pamela Blackwood, McNally House Hospice*
Debbie Zimmerman, McNally House Hospice*
Murray Bain, McNally House Hospice*
Rob Cosby*
Regional Councillor Albert Witteveen*

*** IN ATTENDANCE PART-TIME**

1. CHAIR - Councillor Jason Trombetta

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

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1. Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber are not be open to the public to attend Standing Committee and Council meetings until further notice.
2. The public was able to submit comments for matters that are on the agenda to jscime@westlincoln.ca before 4:30 pm today. Any comments submitted would be considered as public information and read into public record.
3. This meeting was 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 A44-21

Amanda Black, McNally House Hospice
Re: McNally House Expansion

Mr. Murray Bain provided introductions and advised that he has been a part of the West Lincoln community for almost 40 years and was the Co-Chair of the Life and Every Moment Campaign, which is a campaign that McNally House Hospice was embarking on as it relates to a significant expansion of this facility. Mr. Bain advised that joining him this evening was Debbie Zimmerman, Co-Chair of the Life and Every Moment Campaign and Pamela Blackwood, who is the Executive Director of McNally House.

Ms. Blackwood, Mr. Bain and Ms. Zimmerman reviewed the PowerPoint Presentation, which was attached to the Administration/Finance/Fire Committee agenda.

Ms. Blackwood provided details with respect to McNally House and advised that this facility, which is located on the same campus as West Lincoln Memorial Hospital and Deer Park Villa Nursing Home, was a 24 hour, 6 bed residential hospice that was supported by 160 volunteers, serving West Niagara since 2008, who had cared for over 1,100 people, their families and loved ones since opening.

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Mr. Bain advised that there was a big challenge throughout Niagara considering hospice care and with communities in West Niagara having grown and with residents aging, McNally House has reached its capacity and over time this problem will only increase. Mr. Bain noted that the Ontario's Auditor General recommends 10 hospice beds in a community for every 100,000 people with Niagara currently having 3 beds per 100,000 people. Mr. Bain noted that McNally House began planning for its expansion in 2017, when it received a commitment of \$1M from Blair McKeil. Mr. Bain reviewed the expansion plan which will see the existing McNally House six-bed hospice being converted to an all-new Day Hospice, which would fill a very real and difficult gap that exists between diagnosis of a life-limiting illness to the final days. Mr. McBain explained that this period can be up to a two-year path that provides very little support for those affected to get through this most challenging time. Mr. Bain stated that the expansion of McNally House, as a day hospice, would join the growing number of day hospice programs across Ontario that have been in existence for over 25 years and would see McNally House being transformed by providing services that would support hundreds more people per year and their families. Additionally, the expansion will include a new 10-bed residential hospice which will result in an increase of residential care capacity by almost 70%. McNally House will continue to be located together with the new West Lincoln Memorial Hospital and Deer Park Villa and will form part of a complete campus of care that will start from the beginning of life to the end of life. Mr. Bain reviewed the features of the all-new 10-bed residential hospice which will include an overnight suite for families and loved ones, a family recreation room, new outdoor spaces, a new memorial garden and family spaces to provide dignity and comfort for those staying by the side of their loved ones. Mr. Bain reviewed the progress that has been made to date with respect to the expansion of McNally House including but not limited to, land transfer, architect detailed designs, submission of a rezoning application, hiring of a campaign consultant, early phase of the campaign has begun and a Campaign Cabinet has been chosen and are actively fundraising.

Ms. Debbie Zimmerman advised that the campaign goal for the McNally House expansion is \$9.5 Million and to date including the \$1 Million transformational gift commitment from Blair McKeil has brought their current fundraising amount to \$2 Million. Ms. Zimmerman noted that they are asking the Ministry of Health and Long Term Care for \$800,000 (\$200,000 for each of the 4 additional beds). Ms. Zimmerman advised that the Town of Lincoln has approved funding at a ratio of \$4.83 per

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resident over 5 years for a total of \$115,000 and a request has been submitted to Niagara Region for a total of \$1.1 Million. Ms. Zimmerman stated that they were asking for the Township of West Lincoln to support the expansion of McNally House by contributing to this very exciting opportunity and approve funding of \$4.83 per resident over 5 years for a total of \$70,000 (West Lincoln's 2016 population census) over the next five years or \$14,000 annually. Ms. Zimmerman thanked Chair Trombetta and Members of Committee for the opportunity to speak this evening.

Mayor Bylsma advised that he was very supportive of the expansion of McNally House and that, in his opinion, there was a vital need for the expansion of hospice care in our growing community and advised that he looked forward to addressing the financial request with Council and staff to see what we can come up with.

Moved By Mayor Dave Bylsma

Seconded By Councillor Mike Rehner

That, the correspondence received from Amanda Black (McNally House Hospice) regarding the McNally House Expansion dated June 21, 2021, be received for information.

Carried

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.

The IT Manager advised that Mr. Rob Cosby had indicated that he would like to speak to Item A48-21 regarding the Fire Chief's Recommendation Report WLFD-10-2021 with respect to concerns of the process for agricultural farms obtaining fire burn permits; however, due to audio technical issues with his computer he was unable to speak to his concerns and/or ask questions.

Councillor Ganann stated that she had spoken to Mr. Cosby earlier in the day regarding the Fire Chief's Fire Permit Report and that, with Mr. Cosby having audio difficulties, she would reiterate the concerns and questions that he raised with her during their conversation today. Councillor Ganann advised that Mr. Cosby was inquiring whether the fire burn permit for farms, which would be free as provided in the proposed by-law, would continue to operate in the same way as it had in the past, with the farmer calling the Township to request permission to burn and provide the required details in this regard and whether this process

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would be separate from the burn permits issued to residential properties. Secondly, Councillor Ganann stated that Mr. Cosby was seeking clarity regarding whether he would be responsible if the fire department were called and came to his property because someone other than himself had called 9-1-1 and reported that he was burning grape debris.

In response to Mr. Cosby's concerns, the Fire Chief advised that farmers (as defined in the Farming & Food Protection Act) would be exempt from paying the yearly open air fire permit fee; however, they would be required to apply for a yearly permit, as prescribed in the by-law in the same way as residential properties will by completing the fire permit application form and following the process as outlined in the Open-Air Fire By-law. The Fire Chief noted that if a farmer wanted to have a fire that was outside of the requirements prescribed in the open-air fire by-law, they would be required to request special permission in order to do so and would be required to provide a burn safety plan. The Fire Chief suggested that if Mr. Cosby had any further questions and/or concerns that he could call him at the office.

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 to read into the record, for which the Clerk confirmed she had not.

6. **CONSENT AGENDA ITEMS**

6.1 ITEM A45-21 CONSENT AGENDA ITEMS

Moved By Councillor Cheryl Ganann
Seconded By Councillor William Reilly

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

1. Item 1 be and is hereby received for information; and,
2. Item 2 be and is hereby received and the recommendations contained therein be adopted.

Carried

SUMMARY OF APPROVED CONSENT AGENDA ITEMS:

1. Information Report WLFD-09-2021 - Monthly Update May 2021
2. Recommendation Report T-17-2021 - Development Charges 2020
Treasurer's Annual Statement

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7. COMMUNICATIONS

There are no communications.

8. STAFF REPORTS

8.1 ITEM A46-21

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-16-2021 - Financial Update as of May 31, 2021

Moved By Mayor Dave Bylsma

Seconded By Councillor Shelley Bradaric

1. That, Report T-16-2021, regarding the “Financial Update as of May 31st, 2021”, be received for information; and,
2. That, Budget Amendment 2021-06 regarding the implementation of a Farmer’s Market at a cost of \$33,200, funded through the RED grant at \$16,600 and a transfer from the Contingency Reserve of \$16,600 be approved; and,
3. That, Budget Amendment 2021-07 regarding the Rehabilitation of the Public Works Building, at a cost of \$100,000, funded through the ICIP COVID-19 grant be approved.

Carried

8.2 ITEM A47-21

Clerk (Joanne Scime)

Re: Recommendation Report C-04-2021 - Amendments to Refreshment Cart Licensing By-law 2010-20 – Delegate Authority to the Clerk to Approve Annual Licenses

Moved By Councillor Shelley Bradaric

Seconded By Councillor Harold Jonker

1. That, Report RFD-C-04-2021, dated June 21, 2021, regarding “Amendments to Refreshment Cart Licensing By-law 2010-20 – Delegate Authority to the Clerk to Approve Annual Licences”, be received; and,
2. That, Section (2)(d) 5. (Licence and Application and Fee) of By-law 2010-20 be amended by deleting this section and replacing it with the following proposed new/revised Section (2)(d) 5:
 5. Council shall hereby delegate authority to the Clerk and/or designate to approve every application for an annual or daily/temporary licence for a refreshment

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vehicle, refreshment cart or refreshment cycle provided
all other regulations/requirements of this by-law are met.

3. That, Section (3)(a) be amended by removing the following words at the beginning of the clause:
“At the pleasure of Council,”
4. That, Section (3)(b) by adding “daily/” before the word temporary to put it in line with the proposed new wording of (2)(d) 5.
5. That, any reference to the old “Zoning By-law 79-14’ be replaced with the by-law number of the new “Comprehensive Zoning By-law 2017-70”.
6. That, the Mayor and Clerk be and are hereby authorized to sign a by-law to implement the above noted amendments.

Carried

8.3 ITEM A48-21

Fire Chief (Dennis Fisher)

Re: Recommendation Report WLFD-10-2021 - Open-Air Fires By-law

The Fire Chief addressed concerns and questions raised by Members of Committee with respect to the new Open-Air Fire By-law and program, which will be advertised through Township social media means as well as communications (i.e. Council News, a flyer distributed with the property tax bills) in order to inform the community of the new fire permit program.

Moved By Councillor Cheryl Ganann

Seconded By Mayor Dave Bylsma

1. That, report WLFD-10-2021 regarding “Open-Air Fires By-law” dated June 21, 2021, be received for information, and,
2. That Council adopt a Bylaw to regulate the setting of Open-Air Fires in the Township of West Lincoln; and,
3. That, the Mayor and Clerk be and are hereby authorized to sign an agreement with Fractal SAAS Inc. (FirePermits.Online) to provide online fire permit services; the cost of which is to be offset by the collection of fire permit fees and any penalty revenues that are received.

Carried

9. OTHER BUSINESS

9.1 ITEM A49-21

CAO (Bev Hendry)

Re: Employee Professional Accomplishments

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1. Jessica Dyson, Deputy Clerk - Completion of Municipal Administration Program (MAP) Unit 2 - Municipal Administrative Structure

The CAO recognized the professional accomplishments of Jessica Dyson, Deputy Clerk, who completed Unit 2 (Municipal Administrative Structure) of AMCTO's Municipal Administration Program (MAP).

9.2 ITEM A50-21

Councillor Shelley Bradaric

Re: Land Acknowledgement Statement - Council & Standing Committees of Council

Councillor Bradaric reviewed the memorandum attached to the agenda with respect to creating a Land Acknowledgement Statement to be included at the beginning of each Council and Standing Committee Meeting to be read by the Mayor or Committee Chair. Councillor Bradaric shared from her computer screen a YouTube video of Councillor Ganann's 10 Year Old Granddaughter, Maira, narrating a poem that she wrote called "Cruel School".

The CAO stated that she was a member of the Region's Diversity and Inclusion Local Area Municipal Working Group and advised there has been a lot of discussion regarding Land Acknowledgement Statements including a new request being made from the Mississaugas of the Credit First Nation to be included as part of the statement, which Niagara Region staff have sent to their legal department for review. The CAO stated that perhaps the resolution before Committee this evening should be amended to allow for the Land Acknowledgement Statement to be amended to be consistent with Niagara Region's Land Acknowledgment Statement as this matter evolves as well as where and when the statement would be read.

There was support for a Land Acknowledgment Statement to be read at the beginning of Council and Standing Committee meetings by the Mayor and Chair of the Standing Committees.

Moved By Councillor Shelley Bradaric

Seconded By Councillor Cheryl Ganann

1. That, the memorandum dated June 21, 2021 regarding "Land Acknowledgement Statement for Council and Standing Committee Meetings" be received; and,
2. That, Township Council authorize staff to adopt the practice of using a Land Acknowledgement Statement to be read as a standard greeting at the beginning of all Council and Standing Committee Meetings of

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Council, as delivered by the Mayor and/or Committee Chair's commencing with the June 28th, 2021 Council Meeting, until the amendment of the Township's Procedural By-Law is made to formally include the acknowledgement statement; and,

3. That, the Land Acknowledgement Statement read as follows: "*On behalf of the Members of Committee/Members of Council and staff, we wish to acknowledge this land on which the Township of West Lincoln operates. The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabeg peoples and is still home to many indigenous people today. We are grateful to have the opportunity to work here today and to follow the Haudenosaunee system of blending laws and values and the Anishinaabe beliefs to strive to live in harmony and balance throughout the Municipality. We acknowledge that we are all treaty people and accept our responsibility to honour all our relations.*"

Carried AS AMENDED (see below)

AMENDMENT:

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

That, the recommendation as provided in Councillor Bradaric's Memorandum relating to the Land Acknowledgement Statement for Council & Standing Committee Meetings be amended by adding the following Recommendation 4 to read as follows:

4. That, the Land Acknowledgement Statement to be read at Council and Standing Committee Meetings be amended from time to time to be consistent with the Regional Land Acknowledgment to allow for changes as this matter evolves.

Carried

9.3 ITEM A51-21

Councillor Cheryl Ganann

Re: Support for Town of Pelham Resolution - Accessibility Issues for Seniors

Councillor Ganann stated that each of the local area municipalities have an Age Friendly Advisory Committee and that representatives from the local committee regularly meet as part of the Niagara Age Friendly Network and a topic of late has been with respect to more government programs and forms, etc. (vaccine registration, new senior's dental

program) being inaccessible to seniors, vulnerable people and people with disabilities that are expected to read and complete forms online. Councillor Ganann advised that there were many seniors, vulnerable people and people with disabilities in our municipality as well as across Niagara that, for various reasons, do not have access to the internet and online portals. Councillor Ganann noted that at the Niagara Age Friendly Network meeting, it was felt that this issue needed to be brought to the attention of the Province and Ministries that they need to realize that not all individuals can access information and forms on varying matters online. Councillor Ganann noted that she had seen that the Town of Pelham had brought forward a resolution, which has been endorsed by the Township Wainfleet, requesting the Province to review and take action to address seniors, vulnerable individuals and people with disabilities to access essential services in alternative ways versus only through electronic means. Councillor Ganann requested that West Lincoln support the Town of Pelham's resolution and forward it to the appropriate parties to advocate for these changes.

Moved By Councillor Cheryl Ganann

Seconded By Councillor Mike Rehner

1. That, the resolution from the Town of Pelham passed at their regular meeting of May 17, 2021 which identifies access to essential services, through electronic means only, as an accessibility issue for seniors, be received and supported; and,
2. That, copy of this resolution be sent to Niagara Region and its lower tier municipalities, Niagara Age Friendly Network, Joint Accessibility Advisory Committee, MP Dean Allison and MPP Sam Oosterhoff, the Honourable Raymond Cho, Minister of Seniors and Accessibility of Ontario; and,
3. That, the Honourable Raymond Cho, Minister of Seniors and Accessibility of Ontario, be requested to review, and take action if necessary, whether the changes of digitizing essential services are barring seniors and vulnerable populations from accessing essential services, and to advocate for seniors and vulnerable populations and their rights to access essential services.

Carried

9.4 ITEM A52-21

Members of Committee

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

- (1) Councillor Harold Jonker
Re: West Lincoln Chamber of Commerce & Niagara Chapter
Partnership - Road to Recovery Virtual Series

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Councillor Jonker advised that the West Lincoln Chamber of Commerce through their partnership with the Niagara Chamber Partnership has brought a five part event series, at no charge, every Tuesday morning in June for one hour, which started June 1st that has moderated conversations with various businesses that highlights their different sectors in the Region.

The first session was held on June 1st with businesses representing the agriculture and winery sectors with the second session being held on June 8th with businesses representing the tourism sector. The third session was held on June 15th and showcased discussions on the construction sector which looked at how they have mitigated some issues that arose due to COVID-19 among other topics. The fourth session which will be held tomorrow, June 22nd will focus on businesses representing the manufacturing sector (includes Stanpac) to provide informative industry insights into problems and solutions, as well as company culture during COVID-19. The final session will be held on June 29th which will feature the not-for-profit sector, with discussions being focused towards what this specific industry has experienced throughout the past year and their plans moving forward.

- (2) Councillor Cheryl Ganann
Re: West Lincoln Chamber of Commerce - 3rd Annual Outstanding Business Awards

Councillor Ganann advised that the West Lincoln Chamber of Commerce will be hosting their 3rd Annual Outstanding Business of the Year Awards on October 21st, 2021, which will provide opportunity to recognize businesses and organizations in the community.

Councillor Ganann noted that the calls for nominations will open up at the end of June/first of July and will close by the end of the summer so that the program can be put together.

- (3) Councillor William Reilly
Re: Niagara Peninsula Energy Inc. Board Meeting (NPEI)

Councillor Reilly advised that he will not be attending the West Lincoln Chamber of Commerce meeting tomorrow as he and Councillor Rehner were attending their first in-person NPEI Board Meeting since COVID-19 began last March.

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9.5 ITEM A53-21

Members of Council

Re: Other Business Items of an Informative Nature

(1) Mayor Dave Bylsma

Re: Strawberry Social Event - Niagara Christian Gleaners

Mayor Bylsma noted that the Niagara Christian Gleaners hosted a Strawberry Social the other day at their facility in the West Lincoln Industrial Park, which provided an opportunity for the public to view their facility and operations.

(2) Mayor Dave Bylsma

Re: Change to West Lincoln Township's Population

Mayor Bylsma advised that Members of Council had received new information cards from the CAO and of particular interest and a significant change was the increase in West Lincoln's population, which has grown from 14,500 (2016 Census) to 16,370.

10. NEW BUSINESS

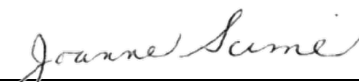
There were no new items of business brought forward by any Member of Committee in attendance.

11. CONFIDENTIAL MATTERS

There were no confidential matters.

12. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 7:48 p.m.



JOANNE SCIME, CLERK

COUNCILLOR JASON
TROMBETTA, CHAIR