

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

MEETING NO. FOUR

April 19, 2022, 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 and Recreation
Jessica Dyson, Deputy Clerk*
Kevin Geoghegan, IT Help Desk Analyst
Donna DeFilippis, Treasurer/Director of Finance
Dennis Fisher, Fire Chief
Cindy Weir, CEO - West Lincoln Public Library
Justin Paylove, Election Assistant*

Others: Stephen Barker, Joint Accessibility Advisory Committee*
Dylan Pilot, Beaver Scout*
Mr. Pilot*
Jesse Andrews, Account Manager, Voatz*
Nimit Sawhney, Cybersecurity Expert and CEO, Voatz*
Richard Catahan, General Manager, Voatz*
Ernest Niesto, Senior Project Manager, Voatz*
WeeStreem

* = IN ATTENDANCE PART-TIME

1. CHAIR - Councillor Jason Trombetta

Chair Trombetta called the meeting to order at approximately 6:30 p.m.
Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Trombetta made the following announcements:

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 had the opportunity to submit comments for matters that are on the agenda to jscime@westlincoln.ca prior to 4:30 pm on the day of the meeting, being today April 19, 2022. Any comments submitted are considered as public information and will be read into public record at a later point in the agenda.
3. This meeting was being livestreamed as well as recorded and will be available on the Township's website following the meeting.

2. LAND ACKNOWLEDGEMENT STATEMENT

Chair Trombetta read the following Land Acknowledgement Statement:

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hattiwendaronk (Hat-i-wen- DA-runk), the Haudenosaunee (Hoe-den-no- SHOW-ee), and the Anishinaabe (Ah-nish-ih- NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no requests to change the order of the 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 made by any Member of the Committee in attendance.

5. APPOINTMENTS

5.1 ITEM A25-22

Dylan Pilot, Beaver Scout

Re: Creation of a West Lincoln Citizen of the Year Award and Youth Citizen of the Year Award

Dylan Pilot, Beavers Scouts, reviewed his PowerPoint Presentation which was attached to the agenda, and advised that he was working to obtain his North Star Award for Beaver Scouts, which was an aware to complete a meaningful service project. Dylan stated that he was looking for

Township Council to support having a Citizen of the Year and Youth Citizen of the Year Program for West Lincoln as an opportunity to motivate and recognize people in the community to be nice and make a difference.

Following Dylan's presentation, most Members of Committee spoke and thanked Dylan for his informative presentation as well as recognizing his courage and being well spoken.

Councillor Ganann stated that many years ago the Township, as sponsored by the West Lincoln Chamber of Commerce, had a Citizen of the Year award which included a number of categories; however, she noted that the municipality had never had a Youth Citizen of the Year, which was a great idea and equally important to recognize youth in the community.

Moved By Councillor William Reilly

Seconded By Councillor Cheryl Ganann

1. That, the Township of West Lincoln Council support, in principle, a Citizen of the Year (COY) and Youth Citizen of the Year (YCOY) Program; and,
2. That, Dylan Pilot's COY & YCOY program presentation be referred to staff; and,
3. That, staff be hereby directed to investigate a West Lincoln Citizen of the Year (COY) & Youth Citizen of the Year (YCOY) program commencing in the Fall of 2022; and,
4. That, staff provide a recommendation at a future Standing Committee or Council meeting prior to the Fall of 2022.

Carried

5.2 ITEM A26-22

Nimit Sawhney, Cybersecurity Expert and CEO, Jesse Andrews, Account Manager, Richard Catahan, General Manager, Ernest Nieto, Senior Project Manager - Voatz Canada,

Re: Internet Voting as an Alternative Voting Methods for the Township's 2022 Municipal and School Board Election

POWERPOINT PRESENTATION ATTACHED

(Refer to Item A28-22 - Recommendation Report No. C-01-2022)

Members of Voatz Canada were in attendance, at the request of Township Staff and Council, to provide an overview of providing the Township with a secure voting alternative voting solution for the upcoming 2022 Municipal

and School Board Election to be held this Fall. Mr. Jesse Andrews, Accounts Manager, commenced the PowerPoint Presentation, which was attached the agenda.

Following the PowerPoint Presentation, Chair Trombetta asked the representatives from Voatz Canada to stay in attendance, if they could to address any questions or concerns from Members of Committee with respect to Clerk's Staff Report No. C-01-2022 (2022 Municipal and School Board Election - Alternative Voting Methods).

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

The Chair inquired if the IT Help Desk Analyst 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 Help Desk Analyst confirmed he did 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 to read into the record, for which the Clerk confirmed she had not.

7. CONSENT AGENDA ITEMS

7.1 ITEM A27-22

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 1 and 2 be and are hereby received for information; and,
2. Item 3 be and is hereby received and the recommendations contained therein be adopted.

Carried

SUMMARY OF CONSENT AGENDA ITEMS APPROVED:

1. Information Report WLFD-05-2022 - Monthly Update March 2022
2. Information Report T-10-2022 - Financial Update as of March 31, 2022
3. Recommendation Report T-09-2022 - 2022 Tax Rate By-Law

8. COMMUNICATIONS

There were no communications.

9. STAFF REPORTS

9.1 ITEM A28-22

Deputy Clerk (Jessica Dyson) & Clerk (Joanne Scime)

Re: Recommendation Report C-01-2022 - 2022 Municipal and School Board Election – Alternative Voting Methods

**DEFERRED FROM THE MARCH 14, 2022 ADMINISTRATION/
FINANCE/FIRE COMMITTEE MEETING**

A number of questions and concerns were raised by Members of Committee which were addressed by representatives that were in attendance from Voatz Canada and staff.

In response to Councillor Ganann's inquiry and as noted in the agenda, the Deputy Clerk confirmed that the cost for the Township to provide internet voting, during the advance voting period, was included as part of the 2022 Budget allocation for election expenditures which was approved by Council in March 2022.

A recorded vote was requested by Councillor Reilly.

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

1. That, Recommendation Report No. C-01-2022 regarding 2022 Municipal and School Board Election – Alternative Voting Methods, dated March 14, 2022, be received for information; and,
2. That, the Clerk be directed to proceed with the conduct of 2022 Municipal and School Board Elections including the use of optical scan vote tabulators and, during the advance voting period, internet voting; and,
3. That, Council accept the proposal from Voatz Canada Ltd. for the provision of internet voting services as outlined in this report; and,
4. That, a by-law authorizing the use of alternative voting methods and advance voting period in the 2022 Municipal and School Board Elections be presented to Council for ratification.

	For	Against
Councillor Jason Trombetta	X	
Councillor Shelley Bradaric	X	
Mayor Dave Bylsma		X
Councillor Cheryl Ganann	X	
Councillor Harold Jonker	X	
Councillor Mike Rehner	X	
Councillor William Reilly	X	
Results	6	1

Carried (6 to 1)

10. OTHER BUSINESS

10.1 ITEM A29-22

Councillor Harold Jonker

Re: Township of West Lincoln COVID-19 Vaccination Policy

Councillor Harold Jonker suggested that the Township repeal it's COVID Vaccination Policy as, it was his opinion, that most of the population were doubled vaccinated in Niagara Region and that currently, the Township's vaccination policy precludes someone that has not been doubled vaccinated to be hired for any new job opportunities within the Township. Councillor Jonker also questioned why the Emergency Operation Command was still meeting as it was his understanding that the Township's had recently terminated the Emergency Order that was put in place in early April 2020.

The CAO advised that the Township was committed to providing a safe and healthy work environment, including minimizing the risk of infection and transmission of COVID-19 to others in the workplace and to ensure business and operational continuity. The CAO advised that she receives information weekly from Niagara Public Health and noted that vaccination rates in West Lincoln lag quite substantially behind the regional average by approximately 12% for first dose and 11% for second dose; therefore, it would be reasonable to conclude that there was a higher risk of exposure and potential infection. The CAO stated that in light of the 6th wave and the prevalence of the Omicron B.2 variant, Administration feels that it need to continue its efforts to minimize the risk of infection and transmission to others in the workplace. The CAO advised that the Township has 100% compliance of its staff. The CAO advised that while the Township has terminated the Emergency Order there was no correlation between the EOC and an Emergency Order and the EOC can meet without the requirement of an emergency declaration.

The Fire Chief and CEMC, Dennis Fisher, stated that under the *Emergency Act*, if an Emergency had been terminated this does not mean the EOC cannot meet, and in fact, there are many things that need to be done once an emergency has been terminated which requires the group to meet (i.e. debriefing on what we did, what we could have done better). The Fire Chief/CEMC stated currently the EOC was meeting every other week; however, there was still a need for the Committee to meet to address ongoing matters including business operations and continuity as the Township was experiencing a number of staff over the past few days who have become ill with COVID and were in isolation for 5 days.

Mayor Bylsma stated that he did not support that Council had not endorsed/approved the Township's COVID Vaccination Policy and that it was the EOC that had written and implemented the policy for all Township employees including Members of Council, Boards and Committees.

The CAO advised that she was concerned that there was a chain of command issue between staff speaking to Members of Council as was alluded by Mayor Bylsma. The CAO advised that Members of Council were included in the policy due to the fact that they are paid and receive group benefits. The CAO further noted that Council had unanimously endorsed a resolution supporting the work of the EOC by resolution on September 27, 2021, which she read into the record. Additionally, the CAO stated that Council had also supported a report that went to Council in late February 2022 regarding the possible termination of the Emergency Declaration and included the history of the emergency as well as Council's endorsement of the resolution from late September 2021.

Mayor Bylsma thanked the CAO for reading the resolution endorsement by Council in late September 2021; however, he noted that the resolution did not speak to Council's support for a COVID Vaccination Policy and that his reservation still stands as it relates to the EOC implementing policies.

Councillor Ganann advised that she had listened to a webinar today that was put on by the Chamber of Commerce who had invited Niagara's Acting Medical Officer, Dr. Hirji, who spoke to the current issues relating to COVID which he was still addressing as a pandemic (not an endemic). Councillor Ganann stated that with the increase of infections and hospitalizations, Dr. Hirji suggested businesses may want to consider putting the requirement of masking, distancing and screening in place as well as updating their vaccination policy to include the requirement of a third dose as well as looking and improving their ventilation system and

allowing windows to be open when weather permits. Councillor Ganann stated that Dr. Hirji also suggested that businesses allow for their staff to stay at home when they are sick, self screening, allowing for paid sick time and providing safeguards when staff return after a holiday (serge protocol protection).

In response to Councillor Jonker's inquiry, the Clerk confirmed that the Emergency Declaration was terminated at 12:01 a.m. on March 15, 2022.

The Fire Chief/CEMC reiterated the EOC does not require an Emergency Declaration in order to operate and the Township continues to have staff off due to COVID resulting in the need to address business operations and how we can meet service levels as well as addressing the other requirements that must be completed as part of the Emergency Act.

10.2 ITEM A30-22

Members of Committee

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

There were no Members of Committee that had any verbal updates as it relates to their participation on other Boards and Committees.

10.3 ITEM A31-22

Members of Council

Re: Other Business Items of an Informative Nature

(1) Councillor William Reilly

Re: Easter Farmers' Market & Easter Egg Hunt

Councillor Reilly thanked staff for the work that they undertook to provide a successful Easter Farmers' Market and provided an opportunity for the community to come together.

Councillor Reilly stated that the Easter Egg Hunt held on Good Friday was also well received by the community and a huge success and that enjoyed the addition of the fire trucks, petting zoo and face painting.

(2) Mayor Dave Bylsma

Re: Big Brothers/Big Sisters

Mayor Bylsma stated that this afternoon he and the CAO had a meeting with Directors from Big Brothers/Big Sisters of Niagara North and West, which includes NOTL, St. Catharines, Grimsby, Lincoln and West Lincoln. Mayor Bylsma stated that Big Brothers/Big Sisters was one of the many organizations that were affected by COVID and they are now trying to

regroup and make adjustments and that we will see some positive events emerge.

(3) Councillor Cheryl Ganann

Re: Not-for-Profit Groups Participation in the Easter Farmers' Market & West Lincoln Chamber of Commerce Business After 5 Event

Councillor Ganann stated that she was pleased that not-for-profit groups, such as Kiwanis and West Lincoln Community Care, were invited to participate at the Easter Farmers' Market and she felt it was important that this provided opportunity for these groups to speak with the community regarding the need for volunteers and becoming involved, as well as providing a means to fundraise in order to give back to the community

Councillor Ganann stated that she also attended the West Lincoln Chamber of Commerce Business After 5 Event which was held at the only winery in West Lincoln, Queylus Winery, who were very welcoming and a lovely place to go for a glass of wine and food.

(4) Councillor William Reilly

Re: Blood Donor Clinic

Councillor Reilly noted that this Friday, April 22, 2022, John Calvin School will be hosting the Canadian Blood Services Blood Donor Clinic from 3 to 8 pm.

(5) Councillor Jason Trombetta

Re: Easter Farmers' Market & Upcoming Farmers' Market

Councillor Trombetta echoed the comments from Councillors Reilly and Ganann regarding the Easter Farmers' Market that was held this past Saturday from 9 am to 1 pm and that he was looking forward to the Farmers' Market that will be starting up very shortly. Councillor Trombetta added that he spoke to the Farmers' Market Coordinator on Saturday, noting that he was excited to hear that there are some new vendors that will be coming including food vendors.

11. NEW BUSINESS

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

12. CONFIDENTIAL MATTERS

There were no confidential matters.

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 8:43 p.m.

JOANNE SCIME, CLERK

COUNCILLOR JASON TROMBETTA,
CHAIR