

TOWNSHIP OF WEST LINCOLN
ADMINISTRATION/FINANCE/FIRE COMMITTEE
MINUTES

MEETING NO. FIVE

May 16, 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 & Recreation
Dennis Fisher, Fire Chief
Katelyn Hall, Deputy Treasurer
Kevin Geoghegan, IT Help Desk Analyst

Others: Bruce Harris, WeeStreem

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 Hatiwendaronk (Hat-i-wen- DA-ronk), 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

There were no appointments/presentations.

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 Director of Legislative Services/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 Director of Legislative Services/Clerk confirmed she had not.

7. CONSENT AGENDA ITEMS

7.1 ITEM 32-22

CONSENT AGENDA ITEMS

Moved By Councillor Shelley Bradaric

Seconded By Councillor Cheryl Ganann

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

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

Carried

SUMMARY OF CONSENT AGENDA ITEMS APPROVED:

1. Information Report T-12-2022 - Financial Update as of April 30, 2022
3. Information Report CAO-02-2022 - Disconnecting from Work Policy

ITEM 32-22 (2) - Information Report WFLD-06-2022 - Monthly Update April 2022

Mayor Bylsma asked for the Fire Chief's thoughts regarding issues of arson in the Township of West Lincoln in the early years of present Council term and asked if these issues have since been abated.

The Fire Chief responded to Mayor Bylsma's questions, stating that these arson issues have relented, citing that there has not been an abundance of suspicious fires in the past 10 months. The Fire Chief stated that they have been seeing motor vehicle accidents more often than fire issues, citing that there has been a slight increase of motor vehicle accidents this year as compared to past years.

Mayor Bylsma thanked the Fire Chief for his response, stating that these insights will provide useful updates to the community.

Moved By Mayor Dave Bylsma

Seconded By Councillor William Reilly

That, Information Report WLFD-06-2022 regarding "Monthly Update - April 2022", dated May 16, 2022, be received for information purposes.

Carried

8. COMMUNICATIONS

8.1 ITEM A33-22

Anita Philpott, Secretary/Treasurer, West Niagara Agricultural Society

Re: 2022 West Niagara Fair be designated as a “Community Festival” in order to obtain a Special Events Permit from the Ontario Alcohol & Gaming Commission

Moved By Councillor Cheryl Ganann

Seconded By Councillor William Reilly

1. That, the correspondence from Anita Philpott, Secretary/Treasurer, of the West Niagara Agricultural Society, dated April 28, 2022 requesting that the 2022 West Niagara Fair be designated as a “Community Festival” in order to obtain a Special Events Permit from the Ontario Alcohol & Gaming Commission, be received; and,
2. That, the Council of the Corporation of the Township of West Lincoln hereby designate the 2022 West Niagara Fair as a “Community Festival of Municipal Significance” in accordance with the Liquor License Act of Ontario and the Alcohol and Gaming Commission of Ontario, which festival is to be held from Friday, September 9th to and including Sunday, September 11th, 2022, at the West Niagara Agricultural Centre, 7402 Mud Street, Grassie.

Carried

9. STAFF REPORTS

9.1 ITEM A34-22

Director of Legislative Services/Clerk (Joanne Scime)

Re: Recommendation Report C-02-2022 - Restricted Acts of Council (Lame Duck Periods): Period 1) From August 19, 2022 and October 24, 2022 and; Period 2) from October 24th, 2022 to November 14th, 2022)

Councillor Bradaric posed a question to the CAO and Director of Legislative Services/Clerk regarding the transfer of power within the Township administration, specifically as it relates to what would happen if the CAO, for some reason, was not available and unable to transfer her CAO's power.

In response to Councillor Bradaric's inquiry, the CAO cited that within the written job descriptions of the four Directors there was a provision in place where one of the Directors had the authority to fill in for the CAO for brief periods of time. The CAO's comments were backed by the Director of Legislative Services/Clerk, who confirmed the comments made by the CAO were correct.

Mayor Bylsma echoed the comments made by the CAO and Director of Legislative Services/Clerk, stating that in many cases across the Province, the Director of Legislative Services/Clerk, alongside senior members of staff, have the authority to step in to assume responsibilities of the CAO, should the CAO be absent for whatever reason.

Moved By Mayor Dave Bylsma

Seconded By Councillor Harold Jonker

1. That, Recommendation Report C-02-2022, regarding “Restricted Acts of Council (Lame Duck Periods) Period 1) From August 19, 2022 and October 24, 2022 and; Period 2) from October 24th, 2022 to November 14th, 2022”, dated May 16, 2022, be received; and,
2. That, notwithstanding the provisions of the Township's Tendering and Purchasing Policy and Delegation of Powers and Duties Policy, Council adopt the attached draft By-law which delegates authority to the Chief Administrative Officer (CAO), for a specific time period, as outlined in Section 275 of the Municipal Act.

Carried

9.2 ITEM A35-22

Director of Legislative Services/Clerk (Joanne Scime)

Re: Recommendation Report C-03-22 - Inaugural Meeting of Council
Procedural By-law Amendment

Councillor Rehner questioned what the capacity levels were for the Council Chambers, in which the Director of Legislative Services/Clerk responded that the capacity of the Council Chambers and combined with the former Committee Room area was 69 occupants. Councillor Rehner continued to express his desire to hold the Inaugural Meeting of Council after the upcoming Municipal Election in the Council Chambers. Councillor Rehner suggested that allowing for Councillors to bring 3 to 4 individuals each would place the capacity limit of the Council Chambers below the 69-person threshold.

In response to Councillor Rehner's inquiry, the CAO stated that the 69-person capacity limit was based on pre-COVID capacity, which does not take into consideration for social distancing should this become an issue that needed to be addressed in the Fall. The CAO advised that the West Lincoln Community Centre would be a more ideal place to hold the ceremony as the gymnasium area had a lot of space to accommodate a larger turnout and/or social distancing considerations.

Councillor Reilly agreed with the CAO's comments, and also stated that since members of the public can also attend the Inaugural event, space would be even more limited. Councillor Reilly then stated that since the potential attendee number for the Inaugural ceremony was unknown, he felt it would be best to err on the side of caution and use the larger Township owned facility, being the West Lincoln Community Centre (i.e. gymnasium).

Moved By Councillor Harold Jonker

Seconded By Councillor William Reilly

1. That, Recommendation Report No. C-03-2022 regarding "Inaugural Meeting of Council Procedural By-law Amendment", dated May 16, 2022, be received for information; and,
2. That, Section 2.1 (Inaugural Meeting) of the Township of West Lincoln's Procedural By-law 2013-58 (as amended), be further amended to set a date, time and location for the Inaugural Meeting of Council as provided in Schedule "A" to this report; and,
3. That, the 2022 Inaugural Meeting of Council be held on Monday, November 21, 2022 at the West Lincoln Community Centre commencing at 7 p.m.

Carried

9.3 ITEM 36-22

Fire Chief/CEMC (Dennis Fisher)

Re: Recommendation Report WLFD-07-2022 - New Fire Station # 2 Tender Report

Councillor Jonker asked the Fire Chief when he expected the construction for the new fire hall would commence and also if the current fire hall would still continue to be used while construction was underway.

In response to Councillor Jonker's inquiries, the Fire Chief stated that depending on approval from Council, he anticipated that a ground breaking ceremony would occur in the first or second week of June, and depending on the contractor, Niacon, construction may possibly begin during the last week of June. The Fire Chief & CEMC also confirmed that the current fire hall would continue to be used during the construction of the new Station 2 Fire Hall.

Mayor Bylsma stated that he understood the economic pressures the Township has faced due to the rising cost of construction materials since

the pandemic hit, and recognized the need for this project to commence as soon as possible in order to avoid any further rising costs. Mayor Bylsma thanked the Fire Chief and staff for their hard work and efforts that went into this project.

Councillor Rehner inquired whether or not Station 2 firefighters were consulted with respect to the design process of the new fire hall, and whether or not they were pleased with the final drawings.

In response to Councillor Rehner's inquiries, the Fire Chief stated Station 2 Firefighters were involved in all levels of the project, and were pleased with the final drawings of the new fire hall.

Councillor Rehner asked the Fire Chief whether there had been any discussion amongst the firefighters that the funds being spent on the new fire hall should be awarded elsewhere. Councillor Rehner gave the example that perhaps some of the firefighters felt that the money should be used instead to rehabilitate the current fire hall. The Fire Chief & CEMC confirmed that there was no feedback from the firefighters that suggest they should instead use the money to rehabilitate the current fire hall.

Councillor Ganann expressed her approval of the new fire hall project, citing that this project has been needed for a very long time, which were also echoed by Councillor Reilly.

In response to Councillor Bradaric's inquiry regarding the length of the debenture period as well as the interest rate, the Deputy Treasurer confirmed that the debenture period for the project would be 30 years at a locked interest rate of 4.39%, which was the current rate with Infrastructure Ontario.

Councillor Trombetta expressed the importance of this new fire hall for Ward 1 and its residents and noted that many people in the community were in full support of this investment and hoped Council will support the construction of a new fire hall.

The Fire Chief expressed his gratitude to staff, Council, and all involved with the project for their ongoing support.

Moved By Mayor Dave Bylsma

Seconded By Councillor Shelley Bradaric

1. That, Recommendation Report WLFD-07-2022 Re: New Fire Station # 2 Tender Report, dated May 16, 2022 be accepted; and,

2. That the tender be awarded to Niacon Construction in the amount of \$3,456,590.00; (excluding HST); and,
3. That, Council approve a total budget of \$3,950,000 for the replacement of Fire Station #2; and,
4. That, Council approve Budget Amendment BA2022-04 for \$1,250,000 as outlined in this report; and,
5. That a bylaw be adopted to authorize the Mayor and Clerk to sign an agreement with Niacon Construction for the construction of New Fire Station # 2 in the amount of \$3,456,590.00 (excluding HST).

	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	7	0

Carried (7 to 0)

9.4 ITEM 37-22

Director of Finance and Treasurer (Donna DeFillippis)

Re: Recommendation Report T-13-2022 - Development Charges Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act

Moved By Councillor Shelley Bradaric

Seconded By Councillor Harold Jonker

1. That, Recommendation Report T-13-2022 regarding "Development Charges Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act", dated May 16, 2022, be received; and,
2. That, "Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act", as attached as Appendix A to this report be approved; and,

3. That, a \$400 administrative fee for payment defaults under Section 26.1 of the Development Charges Act be approved; and,
4. That, By-Law 2002-115 be updated to include the \$400 administrative fee for payment defaults under Section 26.1 of the Development Charges Act.

Carried

10. OTHER BUSINESS

10.1 ITEM A38-22

Members of Committee

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

There were no verbal updates provided by any Member of Committee with respect to Boards and Committees which they sit on.

10.2 ITEM A39-22

Members of Council

Re: Other Business Items of an Informative Nature

(1) Councillor Cheryl Ganann

Re: Various Matters

(i) Community Tree Planting

Councillor Ganann reminded Members of Council and the public that on May 17th, 2022, the Community Tree planting will be happening and that it was her understanding that Councillor Reilly, Mayor Bylsma as well as herself will be in attendance.

(ii) West Lincoln Community Care Food Drive

Councillor Ganann stated that the West Lincoln Community Care Food Drive was a great success and she thanked the Knights of Columbus, and Kiwanis for their assistance with this event. Councillor Ganann noted that 8400 lbs of goods were weighed, and thanked the community for their care and outreach for people in need in the community at large.

(iii) Provincial All Candidates Night

Councillor Ganann stated that the West Niagara Chambers of Commerce will be jointly hosting a Provincial All Candidates Night on Wednesday, May 18 at 6:30 pm at the Great Lakes Christian High School in Beamsville. Councillor Ganann stated that this event will provide

residents of West Niagara a chance to learn more about the candidates and their respective parties, and also ask questions.

2) Mayor Dave Bylsma

Re: First Long Weekend of Summer - Remind Residents to be Safe

Mayor Bylsma noted to the community at large, that the first long weekend of summer was coming up, and wished everyone a safe and happy long weekend.

11. NEW BUSINESS

11.1 ITEM A40-22

Mayor Dave Bylsma

Re: New Item of Business - Grimsby Air Park

Mayor Bylsma advised that he would like to put forward a Notice of Motion for the May 24, 2022 Council Meeting with respect to the Grimsby Air Park and how the use and operations at this airport have affected the residents who live in both West Lincoln and Grimsby. Mayor Bylsma stated that some work has been done and synopsis of discussion has been put together which the residents would like to put forward to the Federal Transportation Minister in helping to address the concerns of residents from both West Lincoln and Grimsby. Mayor Bylsma advised that he attended a meeting with residents of Grimsby and West Lincoln along with Mr. Dean Allison, MP, Niagara West, who advised that he personally would bring the resident's concerns directly to the Federal Transportation. Mayor Bylsma stated that he will be bringing a document to the May 24th Council Meeting for discussion and to request Council Member's support of a resolution that could then be forwarded to the Federal Transportation Minister to address the residents of Grimsby and West Lincoln's concern as it relates to the operation of the Grimsby Air Park.

Moved By Mayor Dave Bylsma

Seconded By Councillor William Reilly

That, a new item of business be introduced being discussion relating to the Grimsby Air Park.

Carried

12. CONFIDENTIAL MATTERS

There were no confidential matters.

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 7:32 p.m.



**JOANNE SCIME, DIRECTOR OF
LEGISLATIVE SERVICES/CLERK**

**COUNCILLOR JASON
TROMBETTA, CHAIR**