

TOWNSHIP OF WEST LINCOLN
ADMINISTRATION/FINANCE/FIRE COMMITTEE
MINUTES

MEETING NO.

September 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 Mike Rehner
Councillor William Reilly

Absent: Councillor Harold Jonker (notification provided – with regrets)

Staff: Bev Hendry, CAO
Joanne Scime, Clerk
Mike DiPaola, Director of Public Works and Recreation
Tim Hofsink, Deputy Fire Chief
Kevin Geoghegan, IT Help Desk Analyst
Donna DeFilippis, Director of Finance/Treasurer

Others: Regional Councillor Albert Witteveen
Bruce Harris, WeeStreem

1. CHAIR - Councillor Jason Trombetta

The Chair called the meeting to order at 6:30 p.m.

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

1. Councillor Harold Jonker has sent regrets as he will not be in attendance for this evening's meeting.
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 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 September 19, 2022. Any comments submitted are considered as public information and will be read into public record at a later point in the agenda.

4. 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.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no members of the public present who wished to address any items on the Administration/Finance/Fire Committee agenda.

7. CONSENT AGENDA ITEMS

7.1 ITEM A54-22

CONSENT AGENDA ITEMS

Moved By Mayor Dave Bylsma

Seconded By Councillor Shelley Bradaric

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

1. Items 1, 2 & 3 be and are hereby received and the recommendations contained therein be adopted.

Carried

SUMMARY OF CONSENT AGENDA ITEMS:

1. Recommendation Report C-04-2022 - Joint Niagara Compliance Audit Committee – Updated Terms of Reference 2022-2026
2. Recommendation Report C-06-2022 - Approval of the Multi-Year Accessibility Plan
3. Recommendation Report CAO-04-2022 - Christmas Break Holiday Hours 2022

8. COMMUNICATIONS

There were no communications.

9. STAFF REPORTS

9.1 ITEM A55-22

Acting Fire Chief/CEMC (Tim Hofsink)

Re: Information Report WLFD-11-22 - Monthly Update - August 2022

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

That, Information Report WLFD-11-2022 regarding “Monthly Update – August 2022”, dated September 19, 2022, be received for information purposes.

Carried

9.2 ITEM A56-22

Director of Finance/Treasurer (Donna DeFilippis)

Re: Information Report T-24-2022 - Financial Update as of August 31, 2022

Mayor Dave Bylsma advised that he wanted to highlight from the Director of Finance/Treasurer's Financial Update Report, the financial impacts to the Township's 2022 Budget as it relates to the increase of fuel and corporate insurance premiums over the actual amounts in 2021 and that

Council could expect that these two operating expenditures will have impact on next year's budget as well.

Moved By Councillor Mike Rehner

Seconded By Councillor Cheryl Ganann

That, Information Report T-24-2022, regarding the "Financial Update as of August 31, 2022", be received for information.

Carried

9.3 ITEM A57-22

Director of Finance/Treasurer (Donna DeFilippis)

Re: Information Report T-25-2022 - MyWESTLINCOLN Financial Portal

Moved By Councillor William Reilly

Seconded By Councillor Cheryl Ganann

That, Information Report T-25-2022, regarding the "MyWESTLINCOLN Financial Portal", dated September 19, 2022, be received for information.

Carried

9.4 ITEM A58-22

Deputy Clerk (Jessica Dyson) & Director of Legislative Services/Clerk (Joanne Scime)

Re: Recommendation Report C-05-2022 – Township of West Lincoln Citizen Recognition Program

Councillor Reilly thanked Master Dylan Pilot for his presentation in April 2022 and suggesting that the Township have a Citizen of the Year Program and advised that he would like to have Dylan to be included as part of this initiative/program when it begins in 2023.

In response to Mayor Bylsma's inquiry regarding who would be responsible for this program, the Director of Legislative Services/Clerk stated that the Clerk's Department would take the lead with respect to bringing this matter before the new Council for consideration of the appointment of two Council Members to sit on the Citizen Recognition Subcommittee. The Clerk's Department would also be responsible, with the assistance of the Executive Assistant, to promote/advertise the Citizen of the Year and Youth Citizen of the Year program, provide the nomination criteria and forms on the Township's website (posted year round), collect the applications (in August or September) and submitting them to the Citizen Recognition Subcommittee for review and recommendation which will then be forwarded to Township Council for consideration, in closed

session, and with a subsequent award announcement and presentation at the September or October Council Meeting each year depending if it is a municipal election year.

In response to Councillor Ganann's suggestion that information and advertising of the Citizen of the Year Award and Youth Citizen of the Year program be provided to the community early in the year, the Director of Legislative Services/Clerk advised that, as outlined in the Citizen Recognition Program Policy, specifically the Nomination Process, the Clerk's Department will ensure that the program and the nomination criteria are promoted/advertised on social media leading up to the nomination period as well as being posted on the Township's website year round.

Councillor Reilly asked that the Citizen Recognition Program be easily accessible on the Township's website and suggested that a tile be created and posted on the front page of the Township's website that would be similar to the Municipal Election tile that currently existed, so residents can easily find the policy, terms of reference and application form.

Moved By Councillor William Reilly

Seconded By Mayor Dave Bylsma

1. That, Recommendation Report C-05-2022 regarding "Township of West Lincoln Citizen Recognition Program", dated September 19, 2022, be received; and,
2. That, the Citizen Recognition Program Policy as attached as Schedule A to this report, as well as the Terms of Reference as attached as Schedule B to this report be approved; and,
3. That, a subcommittee of Council consisting of three (3) members including the Mayor, be created at the start of the new Term of Council to assemble a Citizen Recognition Program Committee; and,
4. That, the Citizen Recognition Program commence in 2023 with an award presentation programmed during a regular scheduled Council meeting in October with the exception of those years when a regular Municipal Election is being held with the award presentation being held at the September Council Meeting.

	For	Against	Conflict
Councillor Jason Trombetta	X		
Councillor Shelley Bradaric	X		
Mayor Dave Bylsma	X		
Councillor Cheryl Ganann	X		
Councillor Mike Rehner	X		
Councillor William Reilly	X		
Results	6	0	0
			Carried (6 to 0)

10. OTHER BUSINESS

10.1 ITEM A59-22

Members of Committee

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

There were no verbal updates from Members of Boards and Committees.

10.2 ITEM A60-22

Members of Council

Re: Other Business Items of an Informative Nature

(1) Councillor Jason Trombetta

Re: Deputy Fire Chief Tim Hofsink Appointment as Acting Fire Chief & Fire Department Open House

Councillor Trombetta stated that the Deputy Fire Chief, Tim Hofsink, will be Acting Fire Chief during Fire Chief Fisher's absence.

The Acting Fire Chief advised that an Open House will be held on Saturday, September 24, 2022 from 11 am to 2 pm (rain or shine) with a number of family and children events being planned including display of fire department equipment as well as a barbeque. The Acting Fire Chief stated that this will be the first Open House that the Fire Department has held over the last couple of years and they were hoping for good weather as well as a great community turnout.

(2) Mayor Dave Bylsma

Re: Silverdale Community Hall Corn Roast

Mayor Bylsma stated that Silverdale Community Hall held their annual Corn Roast this past Friday evening which was well attended.

(3) Councillor William Reilly

Re: Tim Horton's Smile Cookie Campaign

Councillor Reilly reminded Members of Council and the community about Tim Horton's Smile Cookie campaign which started this morning and runs all week with all proceeds from the Smithville Tim Horton's Smile Cookie Campaign going to West Lincoln Community Care.

(4) Councillor Cheryl Ganann

Re: Silverdale Hall Community Corn Roast and Tim Horton's Smile Cookie Campaign

Councillor Ganann stated that she attended and volunteered at the Silverdale Community Hall Corn Roast as well as taking a couple of shifts to decorate Smile Cookies at the Smithville Tim Hortons. Councillor Ganann advised that Tim Hortons was looking for more volunteers to help decorate Smile Cookies and invited Members of Council that may have some time this week to volunteer by decorating cookies.

(5) Councillor Shelley Bradaric

Re: Harvest Routes

Councillor Bradaric advised that the Township of West Lincoln will be having their annual Harvest Routes celebration of arts and culture which will be held on Friday, September 30 and Saturday October 1, 2022 with workshops being held throughout the Township as well as an Artists' Marketplace, which will run on Saturday, October 1, 2022 from 10 am to 4 pm at the West Lincoln Community Centre. Councillor Bradaric advised that more information regarding this exciting event could be found on social media as well as on the Township's website.

(6) Councillor Mike Rehner

Re: Status Update on the New Station 2 Fire Hall

At the request of Councillor Rehner, the Acting Fire Chief provided an update on the construction of the new Station 2 Fire Hall and advised that although there have been a few delays due to rain, there was progress being made with respect to the construction of the new fire station. The Acting Fire Chief confirmed that the footings and foundation work have been completed and on Friday the piping of the water line and septic across the parking lot was completed. The Acting Fire Chief advised the

foundation will be waterproofed shortly as well as the installation of a new culvert in order to realign the new driveway. The Acting Fire Chief advised that the next steps of construction will also include the first coat of asphalt being installed, arrangements for the masons to do the block work and the framing of the office portion of the fire hall, which will be wood frame construction. The Acting Fire Chief noted that, to date, the contractor hasn't experienced any significant delays with respect to supplies and labour. The Acting Fire Chief noted that the slowest portion of construction was the in ground work but both the architects and construction company were both pleased with the progress of the project to date and that it was their hope to have the building enclosed prior to the cold weather/winter.

In response to Councillor Rehner's inquiry regarding the impact of the existing septic system will have on the new building and whether it will need to be updated to today's standards, the Acting Fire Chief advised that because the current fire hall needs to continue to operate while the new fire station was being constructed, there will be some accommodation being made between the existing and new septic system. The Acting Fire Chief advised that the contractor was working with Township's Septic Inspector to ensure that what was being done will allow for what was needed for the current fire hall as well as addressing the future needs for the new fire station.

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 7:00 p.m.

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

**COUNCILLOR JASON TROMBETTA,
CHAIR**

