



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

COUNCIL MINUTES

MEETING NO. THREE

January 30, 2023, 5:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

**Council:** Councillor Shelley Bradaric  
Mayor Cheryl Ganann  
Councillor Mike Rehner  
Councillor William Reilly  
Councillor Jason Trombetta  
Councillor Terry Bell  
Councillor Joann Chechalk

**Staff:** Joanne Scime, Clerk  
Bev Hendry, CAO  
Donna DeFilippis, Treasurer/Director of Finance  
Mike DiPaola, Director of Public Works & Recreation  
Kevin Geoghegan, IT Help Desk Analyst\*  
Tim Hofsink, Acting Fire Chief  
Brian Treble, Director of Planning & Building  
Katelyn Hall, Deputy Treasurer\*

**Others:** Regional Councillor Albert Witteveen\*  
Klaas Zeldenrust\*  
Rob Cosby\*  
Debbie Zimmerman, McNally House Hospice\*  
Pamela Blackwood, McNally House Hospice\*  
Murray Bain, McNally House Hospice\*  
And one other person from the public\*

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1. **CONFIDENTIAL MATTERS**

**Moved By** Councillor Terry Bell

**Seconded By** Councillor William Reilly

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:

1.1 Linda Papadopoulos, Senior Vice President, A.J. Gallagher (formerly Pearson Dunn) & Colin Smith, Regional Manager, Intact Public Entities (formerly Frank Cowan Co.)

Re: Insurance & Risk Management Training

**POWERPOINT PRESENTATION**

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

- The meeting is held for the purpose of educating or training the members;
- At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

- Carried

All Members of Council, the CAO, Treasurer/Director of Finance, Deputy Treasurer/Manager of Finance, Director of Legislative Services/Clerk, Director of Planning & Building, Director of Public Works & Recreation, Acting Fire Chief and Linda Papadopoulos, A.J. Gallagher, were in attendance for closed session, specifically as it relates to a presentation by Linda Papadopoulos of A.J. Gallagher with respect to Insurance and Risk Management.

Mayor Ganann advised that Mr. Colin Smith, Regional Manager, Intact Public Entities (formerly Frank Cowan Co.) will not be in attendance this evening as he had a family funeral today.

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor William Reilly

That, this Council meeting does now resume in open session at the hour of 6:42 p.m.

- Carried

1.1 Linda Papadopoulos, Senior Vice President, A.J. Gallagher (formerly Pearson Dunn) & Colin Smith, Regional Manager, Intact Public Entities (formerly Frank Cowan Co.)

As this was a training session, Council rose without reporting.

**2. SINGING OF "O CANADA" - Cairn Christian School**

Following confidential matters which commenced at approximately 5:30 p.m., Mayor Ganann called the open session portion of the Council meeting to order at approximately 6:42 p.m.

Prior to commencing with the Council meeting, Mayor Ganann made the following announcements:

- (1) The public could submit comments for matters that are on the agenda to [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) before 4:30 pm today, being January 30, 2023. Comments that are submitted are considered as public information and will be read into public record later as part of this evening's agenda.
- (2) This evening's Council meeting is being livestreamed as well as recorded and will be available on the Township's website following the meeting unless otherwise advised.

**3. LAND ACKNOWLEDGEMENT STATEMENT**

Mayor Ganann 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-rong), 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.

**4. OPENING PETITION - Councillor Terry Bell**

**5. CHANGE IN ORDER OF ITEMS ON AGENDA**

There were no changes in order of items on the agenda.

**6. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

There were no Members of Council that declared a pecuniary interest and/or conflict of interest with respect to matters that are on this evening's agenda; however, below are a list of disclosures of pecuniary interest and/or conflict of interest that were made at the January 9th, 2023 Special Council meeting as it relates to Citizen and Council Appointments to Boards and Committees.

- 6.1 January 9, 2023 - Special Council (Citizen and Council Appointments to Boards and Committees) - Item 3.1(7) Age Friendly Advisory Committee Appointments

Mayor Ganann declared a conflict of interest/pecuniary interest with respect to Item 3.1(7) - Age Friendly Advisory Committee Appointments as

her husband had applied to sit as a member on the Age Friendly Advisory Committee.

- 6.2 January 9, 2023 - Special Council (Citizen and Council Appointments to Boards and Committees) - Item 3.1(2) West Lincoln Public Library Board

Councillor Reilly declared a conflict of interest/pecuniary interest with respect to Item 3.1(2) - West Lincoln Public Library Board Appointments as his wife had applied to sit as a member on the West Lincoln Public Library Board.

- 6.3 January 9, 2023 - Special Council (Citizen and Council Appointments to Boards and Committees) - Item 3.1(9) Mayor's Youth Advisory Committee

Councillor Chechalk declared a conflict of interest/pecuniary interest with respect to Item 3.1(9) - Mayor's Youth Advisory Committee Appointments as her grandnephew had applied to sit as a member on the Mayor's Youth Advisory Committee.

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

The Mayor 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 Clerk confirmed she had not.

The Mayor 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 there were not.

## **8. APPOINTMENTS/PRESENTATIONS**

- 8.1 McNally House Hospice - Pamela Blackwood (Executive Director), Murray Bain (Campaign Co-Chair), & Debbie Zimmerman (Campaign Co-Chair)  
Re: McNally House Hospice Expansion Update & Funding Request

Ms. Pamela Blackwood, Mr. Murray Bain, and Ms. Debbie Zimmerman were in attendance this evening representing and speaking to McNally House Hospice and their facility expansion and capital campaign project. The PowerPoint Presentation was included as part of the Council agenda.

Ms. Pamela Blackwood, Executive Director of McNally House Hospice commenced the presentation by thanking Council for the opportunity to speak this evening and reviewed slides 1 to 4, which provided a recap of the discussions from the West Lincoln Council meetings for which they

were in attendance, information relating to McNally House Hospice and their challenges as well as details relating to their expansion which will see the existing McNally House six-bed hospice reimagined as a new Day Hospice and a new 10-bed Residential Hospice.

Mr. Murray Bain reviewed slides 5 and 6, which depicted a map of the site where McNally House Hospice was located as well as a site plan of the new McNally House Hospice expansion facility located off of Central Avenue, which was north of the West Lincoln Memorial Hospital and Deer Park Villa and Suites. Mr. Bain continued his presentation by reviewing part 1 of the expansion project being the new Day Hospice as well as part 2 of the project which will expand the number of residential hospice beds from 6 to 10 and will include a number of new features. Mr. Bain reviewed the progress that has been made to date with respect to the expansion of McNally House and showed a rendition of the new residential hospice from the view of the parking lot as well as a view of the new bridge and landscaping area which was being proposed for construction at the rear of the building.

Ms. Debbie Zimmerman reviewed the final few slides which specifically addressed the Capital Fundraising Campaign which was currently at 78% of the fundraising goal target of 9.5 million dollars. Ms. Zimmerman reviewed the contributions that had been made by Niagara Region and the Town of Lincoln as well as the requests there were being to the Town of Grimsby and Township of West Lincoln, being \$132,000 and \$70,000 respectfully, which can be made over 4-year period. In closing Ms. Zimmerman thanked Council for their time and consideration of their request.

Mayor Ganann thanked the presenters personally for their time and efforts.

Councillor Reilly noted he would like to see this initiative as a partnership and asked what the possibility would be for West Lincoln Council to appoint someone from West Lincoln to sit on the McNally House Hospice Board of Directors. Councillor Reilly stated that he would like a condition attached that would require all local area municipalities, being Town of Grimsby and the Town of Lincoln (done in May 2021) approve their contribution portion prior to West Lincoln making their commitment.

Ms. Zimmerman stated that a West Lincoln voice would be most welcome on the Board of Directors and noted that Mr. Murray Bain, who works at Stanpac and has a long history in West Lincoln has been part of McNally

House Hospice for many years. Ms. Zimmerman advised that she would be pleased to take this request back to the Governance Committee for consideration, but noted she would absolutely welcome a director from this community.

Councillor Chechalk provided her support and remarked on the incredibly important work that McNally House provides for the community. Councillor Chechalk stated that McNally House represents a sense of completion to the community, and voiced her total support of the initiative.

Councillor Rehner stated that he feels the Town of Grimsby would need to commit financially to the fundraising requests and to have a someone from West Lincoln appointed to the Board of Directors, before he could support the Township committing to this initiative.

Councillor Trombetta stated he feels this matter should be referred to the 2023 Budget Deliberations for consideration.

Mayor Ganann stated that she will continue to be an open supporter of the work of McNally House Hospice, and on behalf of her family and the community there was no better end of life care than what McNally House provides. Mayor Ganann stated that over the past 6 or 7 weeks there had been two well known residents that wished to use the services of McNally House and because there was no room for them at McNally House they and their families were unable to use their services and sees there was a need for the expansion of this facility for our community. When McNally House representatives came before West Lincoln Council last year, Mayor Ganann stated that residents had expressed their concerns and their willingness to give up the cost of a large coffee and a muffin per year over the next few years in order to insure that their loved ones could utilize the services of McNally House.

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Terry Bell

1. That, the McNally House Hospice Presentation which provided an update on the expansion of their facility and financial needs be received; and
2. That, McNally House Hospice request for financial assistance from the Township of West Lincoln in the amount of \$70,000, which can be allocated in four (4) annual installments of \$17.5K, in order to facilitate expansion of their facility, be referred for consideration as part of the Township's 2023 Budget.

- Carried.

**9. REGIONAL COUNCILLOR'S REMARKS**

Regional Councillor Witteveen read from a prepared statement which is attached as **Schedule "A"** to the minutes. Regional Councillor Witteveen provided an update on various matters, meeting highlights, and events that were addressed by Niagara Region over the past month.

**10. CONFIRMATION OF MINUTES**

- 10.1 Council Minutes - Regular (All Committee)  
Re: December 12, 2022

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor Joann Chechalk

1. That, the minutes of the open session portion of the December 12, 2022 regular Council meeting be accepted; and,
2. That, the confidential minutes relating to the closed session portion of the December 12, 2022 regular Council meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided Section 239 of the Municipal Act.

- Carried.

- 10.2 Public Meeting - Site Alteration By-law - Marz Homes (Smithville West) Inc.  
Re: Minutes - December 12, 2022

**Moved By** Councillor William Reilly

**Seconded By** Councillor Jason Trombetta

That, the minutes of the public meeting held on December 12, 2022 with respect to an application for site alteration made by A.J. Clarke and Associates Ltd. on behalf of Marz Homes (Smithville West) Inc.; be accepted.

- Carried.

- 10.3 Special Council - Citizen and Council Appointments to Boards and Committees  
Re: Minutes - January 9, 2023

The Director of Legislative Services/Clerk explained that those Members of Council that had declared a conflict at the January 9, 2023 Special

Council Meeting could vote on accepting the minutes as the motion before Council was to confirm the minutes were correct.

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor Shelley Bradaric

1. That, the minutes of the January 9, 2023 Special Council Meeting (Citizen and Council Appointments to Boards and Committees), be accepted; and,
2. That, the confidential minutes relating to the closed session portion of the January 9, 2023 Special Council meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided Section 239 of the Municipal Act.

- Carried

- 10.4 Special Council - Budget Training (Reserves, Financial Reporting, Revenue and Debentures)  
Re: Minutes - January 18, 2023

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor William Reilly

1. That, the minutes of the January 18, 2023 Special Council Meeting (Budget Training - Reserves, Financial Reporting, Revenue, and Debentures), be accepted; and,
2. That, the confidential minutes relating to the closed session portion of the January 18, 2023 Special Council meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided Section 239 of the Municipal Act.

- Carried.

## 11. COMMUNICATIONS

- 11.1 Niagara 4-H Association - Jonathan Dugdale (Niagara 4-H Leader) and Deanna Bartells (Niagara 4-H Leader)  
Re: Request for West Lincoln Community Centre room rental refund

In response to Councillor Bell's inquiry regarding the context of the request, Councillor Chechalk explained she had spoken with the Members of the 4-H Club, who advised they were charged \$130 for the rental of the Committee Room at the West Lincoln Community Centre in order to have a fundraising event during the Christmas Market and they were advised by



staff that they could not waive the fee but that they could come before Council to ask for reimbursement of the fee. Councillor Chechalk advised that the fundraising event that was held at the Community Centre was to assist with the completion of a facility at the West Niagara Agricultural Society's fairgrounds, in order for the 4-H Club to display and show off their projects.

Councillor Trombetta stated he was not in agreement with Councillor Bradaric by supporting the 4-H Club's request.

Councillor Reilly stated that he believed there was a similar request during the last term of Council for costs to be waived which he believed was not supported and questioned whether waiving this fee may cause a precedence to be set and others will be expecting the same.

The Treasurer/Director of Finance reminded Members of Council that on an annual basis, the Township provides community grants to community groups which included the Niagara 4-H Club.

Councillor Trombetta stated he was confused on the process of this, and inquired whether or not 4-H was under the impression that they were not going to be charged a rental rate for use of the community room or that they were advised that they would be charged and could ask Council to be reimbursed back for the rental cost following the event.

Mayor Ganann stated that the procedure for the policy is that anyone using one of the community rooms are charged per the Township's by-law and it is up to the group or individual to make a request to Township Council for refund as staff does not have the authority to waive fees.

Councillor Chechalk stated that the procedure advised by staff with respect to obtaining a refund was followed by 4-H, and that they would have come before Council if they had known of Council's concerns and/or questions.

Councillor Bell stated that the policy should be changed requiring a community group to come before Council to make request prior to the event to request the rental fee to be waived.

Councillor Reilly suggested that staff be given delegated authority to make decisions on requests for fees to be waived, when the request has a certain threshold amount (i.e. minimal amount).

Councillor Bradaric echoed comments made by Councillor Reilly, and stated that there were two separate issues at hand, with the first issue

being a small ask of the refund, and the second issue being the necessary for review of the policy for the future so confusion around this process does not occur in the future.

The CAO suggested that instead of piece-mealing each anomaly with the newly installed fee schedule, Council should take this input into consideration when the fee schedule is reviewed later in the year.

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor Terry Bell

That, the correspondence received from Jonathan Dugdale & Deanna Bartells from the Niagara 4-H Association regarding a request for a West Lincoln Community Centre room rental refund, dated December 7, 2022, be received and supported.

- Carried.

11.2 Senior Planner (Gerrit Boerema) and Director of Planning & Building (Brian Treble)

Re: Memorandum - Station Meadows West - P Budd Developments Inc. Changes to Conditions from Recommendation Report No. PD-04-2023

The Director of Planning & Building, Brian Treble, reviewed the memorandum regarding Station Meadows West - P Budd Developments Inc. and the need for changes to the conditions (Attachment 2) to Recommendation Report PD-04-2023, and amendment to the January 16, 2023 Planning/Building/Environmental Committee meeting as noted below.

**12. MAYOR'S REMARKS**

Councillor Bell left the meeting for a couple of minutes at approximately 7:57 pm and returned to the meeting at approximately 7:59 p.m.

Mayor Ganann read a prepared statement which was attached as **Schedule "B"** to the minutes.

**13. REPORT OF COMMITTEE**

13.1 Planning/Building/Environmental Committee

Re: Minutes - January 16, 2023

**Moved By** Councillor William Reilly

**Seconded By** Councillor Mike Rehner

1. That, the minutes of the open session portion of the January 16, 2023 Planning/Building/Environmental Committee meeting, be

accepted, and the recommendations contained therein, be approved with the exception of Item P06-23; and,

2. That, the confidential minutes relating to the closed session portion of the January 16, 2023 Planning/Building/Environmental Committee meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with Section 239 of the Municipal Act.
- Carried

**ITEM P06-23 - Recommendation Report PD-04-2023 - P. Budd Developments - Station Meadows West Redline Revision to Draft Plan of Subdivision File No. 2000-89-19:**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Mike Rehner

1. That, Item P06-23 of the January 16, 2023 Planning/Building/Environmental Committee meeting minutes be approved.  
(Item P06-23
    1. That, Recommendation Report PD-04-2023 regarding “P Budd Developments- Station Meadows West Redline Revision to Draft Plan of Subdivision – File N0. 2000-89-19”, dated January 16,2023, BE RECEIVED, and,
    2. That the Draft Plan of subdivision, File No. 2000-89-19, as revised in Attachment 1, BE REDLINE APPROVED, in accordance with the provisions of the Planning Act, R.S.O. 1990, Chapter P. 13 and revisions thereunder, subject to the revised conditions contained in Attachment 2 to this report (PD-04-2023),
    3. That, the change to conditions be deemed as minor and that written notice of the change to conditions is not required under Section 51 (47) of the Planning Act R.S.O. 1990, Chapter P. 13; and,
    4. That, the Draft Plan of Subdivision approval be extended by a period of two years following the lapsing of the current three year approval, subject to the conditions as found in Attachment 2 to this report.)
- Carried

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Terry Bell

1. That, Item P06-23 of the Planning/Building/Environmental Committee regarding Recommendation Report PD-04-2023 – P Budd Developments – Station Meadows West Redline Revision to Draft Plan of Subdivision (File No. 2000-89-19), be amended as follows:
  - i. That, Attachment 2 to Report PD-04-2023 be amended by removing condition 9 and replaced with the following new condition 9: “That the Owner gratuitously dedicates a road widening along the subject property frontage of South Grimsby Road 5 of half of the deficient right of way width for a designated Collector Road, being approximately one (1) metre, or as otherwise required through the Township of West Lincoln Transportation Master Plan, free and clear of any mortgages, liens and encumbrances.”; and,
  - ii. That, the following new condition 10 be added as follows: “That the Owner gratuitously dedicates a road widening along Spring Creek Road (currently unopened) to provide the deficient right of way width for a designated Collector Road, achieving a total width of 22 metres, or as otherwise required through the Township of West Lincoln Transportation Master Plan, free and clear of any mortgages, liens and encumbrances.”; and,
  - iii. That, the conditions be renumbered accordingly.

- Carried

**14. RECONSIDERATION**

There were no items put forward for reconsideration.

**15. NOTICE OF MOTION TO RESCIND**

There were no motions to rescind put forward by any Member of Council.

**16. OTHER BUSINESS**

- 16.1 TABLED ITEM (March 28, 2022 Council Meeting)  
Director of Planning & Building (Brian Treble)  
Re: Recommendation Report No. PD-36-2022 - Smithville Landowners Group request for support of Minister's Zoning Order (MZO)

- 16.2 Acting Fire Chief (Tim Hofsink)  
Re: Information Report No. WLFD-01-2023 - Monthly Update December 2022

**Moved By** Councillor Terry Bell

**Seconded By** Councillor William Reilly

1. That, Information Report WLFD-01-2023 regarding “Monthly Update – December 2022”, dated January 30, 2023, be received for information purposes.

- Carried

- 16.3 Acting Fire Chief (Tim Hofsink)  
Re: Recommendation Report WLFD-02-2023 - Annual Review of the Township’s Health & Safety Policy Statement

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Mike Rehner

1. That, report WLFD-02-2023 regarding “Annual Review of the Township’s Health & Safety Policy Statement”, dated January 30, 2023 be accepted, and,
2. That Council adopt a bylaw to establish a Municipal Health and Safety Statement for the Corporation of the Township of West Lincoln and that By-Law 2022-03 be repealed.

- Carried

- 16.4 Deputy Treasurer/Manager of Finance (Katelyn Hall) and Treasurer/Director of Finance (Donna DeFilippis)  
Re: Recommendation Report T-01-2023 - Appointment of Township Auditors

Councillor Rehner noted that he would have preferred that auditing firm come before Council, as a training education session, in order to understand their responsibilities and functions.

The Treasurer/Director of Finance stated that this report was simply approving the results of the Request for Proposal (RFP) for which KPMG LLP was the successful proponent. The Treasurer/Director of Finance noted that what Councillor Rehner was referring to was an audit plan and representatives of KPMG will be attending a future meeting to discuss this plan including their approach to the audit. The Treasurer/Director of

Finance advised that the Township's previous auditors had provided correspondence which was provided in a Council or Committee agenda.

In response to Councillor Rehner's inquiry regarding how many proposals had been received, the Treasurer/Director of Finance confirmed that only one proposal had been received and that this sector has become highly specialized. The Treasurer/Director of Finance stated that while they were the sole applicant, KPMG LLP was a very capable company, and the Township has every confidence in their ability.

Councillor Bell inquired into the length of the contract being offered, at 5 years, and inquired whether this could be reduced.

The Treasurer/Director of Finance advised that the RFP was for a 5-year term and if the Township was not happy, the length of the contract could be amended.

In response to Councillor Reilly's inquiry regarding whether the Township has explored altering their RFP approach, and perhaps reach out to companies directly to gauge their interest, the Treasurer/Director of Finance explained the process of RFP's and that the process used by the Township was used by most municipalities and that the lack of proposals was due to the nature of the service that the Township was requesting.

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report T-01-2023, dated January 30, 2023, regarding "Appointment of Township Auditors", be received; and,
2. That, KPMG LLP be appointed as the municipal auditor for a five-year term, commencing with the audit of the year ending December 31, 2022; and,
3. That, a by-law be presented to Council to appoint KPMG LLP as municipal auditor for a five-year term, commencing with the audit of the year ending December 31, 2022.

- Carried

- 16.5 Treasurer/Director of Finance (Donna DeFilippis)  
Re: Information Report T-02-2023 - 2023 Interim Tax Bylaw

**Moved By** Councillor William Reilly

**Seconded By** Councillor Terry Bell

That, Information Report T-02-2023 regarding the “2023 Interim Tax Bylaw”, dated January 30, 2023, be received for information.

- Carried

16.6 Elections Assistant (Justin Paylove) & Director of Legislative Services/Clerk (Joanne Scime)

Re: Recommendation Report C-01-2023 - Update to Report No. C-07-2022 Regarding Non-Resident Hunting Licences

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report C-01-2023 regarding “Regulation of Small Game Hunting By-law (Pheasant and Rabbit Hunting) in the Township of West Lincoln” dated January 30, 2023, be received; and,
2. That, the Ministry of Natural Resources and Forestry be advised of the Township of West Lincoln request to repeal By-law 2010-37; and,
3. Upon written confirmation from the Ministry of Natural Resources and Forestry, that By-law 2010-37 be repealed.

- Carried.

16.7 CAO (Bev Hendry)

Re: Employment Recognition

1. Jessica Dyson:
  - i. Completion of Employment Law & Human Resources for Municipalities (AMCTO)
  - ii. Completion of Municipal Accounting and Finance Program Unit 1 (AMCTO)
2. Bev Hendry:
  - i. Completion of Primer on Planning (POP) (AMCTO)

16.8 Councillor Terry Bell

Re: Elected Officials Remuneration and Expense Allowance By-law

Councillor Bell stated that there have been a lot of changes to Council's Protocol Account Policy with some that he agreed with but with others he did not agree with and raised the following specific areas of interest:

- That the protocol account for each Councillor be raised to \$4,000.

- Under Councillor Reimbursement portion - The specifics of the goods and services Councillors can purchase with their protocol (i.e. replacing a personal printer with the protocol money if it breaks and is being used for Township business)
- Point F of the policy, and if Councillors have to replace personal property being used for Township business, the protocol account should be able to replace the personal property of the Councillor (i.e. Personal printer breaks when using it for Township business, and the protocol account is used to replace the printer and that the Councillor should be able to keep the printer and not have to return it when not re-elected).
- Corporate Resources - The policy regarding the restriction on buying office furniture. Councillor Bell stated these need to be eligible as expenses, as they are not eligible under the current guidelines (i.e. Office Chair).
- The per diem amount for Councillors in the amount of \$60 at seminars and conferences is not nearly enough (Mayor Ganann explained that this is the agreed amount for lost wages of a Councillor that works when in attendance at a conference or seminar).
- Define what office supplies are.

Councillor Bell concluded his comments by stating that Council's Protocol Policy needs to be brought forward for review and changes need to be made as soon as possible.

Councillor Reilly stated that attendance at conferences will likely max out a Councillor's protocol amount, and suggested that the policy be referred to Budget to increase the amount of each Member of Council's protocol account.

The Treasurer/Director of Finance stated that the Councillor protocol amount in 2022 was \$3,160, and applying a 2% increase, which was the standard amount increase each year, the amount would increase in 2023 to \$3,220 each. The Treasurer/ Director of Finance advised that total increase of raising the amount of Councillor's protocol to \$4,000 would see a budget impact of \$4,661 (i.e. \$777 each Councillor).



In response to Councillor Reilly's inquiry regarding what the Mayor's protocol amount was, the Treasurer/Director of Finance stated that the 2022 amount was over \$8,000, but was not sure of the actual amount.

Mayor Ganann stated that hotel costs, conference costs have gone up significantly over the past few years and that she understood that an increase for Councillors to attend conferences and seminars was justified.

Councillor Reilly stated he would like to see the Councillor's protocol account be increased to the amount of \$4,000.

Councillor Chechalk noted that while she was careful with the Township's money, and the protocol account allotted to Councillors and stated that she did witness a strong value in attending ROMA Conference where networking resulted in additional funding from the Province.

Councillor Trombetta agreed that the policy needs to be amended, and would like to see caps removed from some aspects of the policy.

Councillor Trombetta encouraged Councillor Bell to bring this matter back at another time at which time Council could review and amend the policy accordingly.

Councillor Rehner stated his support for opening up the policy to make amendments, and echoed many of Councillor Bell's comments and noted that he felt any office equipment purchased from the Councillor's protocol account should become the property of the Councillor and would not need to be returned to the Township.

Mayor Ganann stated that she felt that the protocol amount allocated to the Mayor was sufficient at this time.

**Moved By** Councillor Terry Bell

**Seconded By** Councillor William Reilly

That, the Protocol Amount allocated to Councillors be increased to \$4,000 for 2023.

- Carried

**Moved By** Councillor Terry Bell

**Seconded By** Councillor Mike Rehner

That, staff be directed to include the Members of Council Expense Policy on the May Administration/Finance/Fire Committee meeting for discussion

in order to address various requirements, reimbursement maximums and allowed expenses.

- Carried

16.9 Councillor Mike Rehner

Re: Illumination at Regional Road 20 & Caistor Centre Road

Councillor Rehner advised that he brought this matter before Council in regards to the installation of a streetlight at the corner of Caistor Centre Road and Regional Road 20. Councillor Rehner advised that there was a streetlight currently located on the north-east side of this intersection, which was the unopened road allowance side and in order to provide proper and sufficient illumination at night the streetlight needed to be moved to the south-east side at this intersection, which was the open portion of Caistor Centre Road. Councillor Rehner asked the Director of Public Works & Recreation to speak to this matter.

The Director of Public Works & Recreation provided a history of the issue with respect to the moving of the streetlight and advised that when the request came in, he had reached out to Niagara Region and asked them to ownership of this illumination and to investigate moving the light from the north side of the intersection to the south side. The Director of Public Works & Recreation advised that on January 19 he received correspondence from the Region and advised that the illumination does not meet warrants. The Director of Public Works & Recreation advised that since that time he had found out that the streetlight had burnt out and a work order was submitted to our service provider who replaced the bulb as of today. The Director of Public Works & Recreation advised that he understood the concerns and frustrations but that he had done his best to have the streetlight moved to the south side of this intersection and illuminated at Regional Road.

Councillor Rehner advised that this section of Regional Road 20 was rehabilitated approximately 2 years ago and questioned if they are responsible for illumination at this intersection they would have addressed it at that time or at least contacted the municipality. Councillor Rehner asked what would be the next steps for the Region to take ownership of this streetlight and ask about this matter as being a safety issue. Councillor Rehner asked Regional Councillor Witteveen to look into this matter and when the Region will be taking ownership of streetlights on Regional Roads and when this streetlight will be moved based on it being a safety issue.

Councillor Reilly inquired into the process for determining whether or not an intersection needs to be illuminated.

The Director of Public Works & Recreation reviewed the process that the Region uses for illumination of intersections and that he believes the Region has adopted the use of the Transportation Advisory Committee Manual. The Director of Public Works & Recreation stated that if it was the wish of Council the Township hire a consultant to undertake an independent review to determine if illumination was warranted.

Councillor Reilly stated that the Township could reach out to a consultant to do an independent review to see what process they follow and if illumination was warranted.

The Director of Public Works & Recreation stated that the cost of having a consultant undertake a warrant review would cost approximately \$600 to \$800.

Councillor Trombetta felt that a second streetlight should be added to the south side of the intersection, but feels the existing light should remain on the north side as well.

Councillor Rehner asked if Mayor Ganann and/or Regional Councillor Witteveen be requested to speak to Niagara Region staff with respect to their 2009 policy and when they will be taking control of illumination and streetlights on Regional Roads.

The Director of Public Works & Recreation suggested that rather than staff reaching out to the Region that it may be better for Council to adopted a motion requesting the Region to when they will be taking control of street lighting and illumination on Regional Roads as they had indicated they would be doing per their policy from 2009.

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor Terry Bell

That, staff be directed to send a letter to Niagara Region with respect to their Transportation Services Sustainability Review, which was implemented in 2009 and their recommendation that the Region be responsible for street lighting within the Regional Road network and advise the Township of West Lincoln regarding when the Region will be implementing this policy.

- Carried

16.10 Members of Council

Re: Council Remarks

Councillor Rehner left the meeting at approximately 9:59 pm and returned at approximately 10 p.m.

(1) Councillor Shelley Bradaric -

Re: Various items

(i) Community Grants

Councillor Bradaric advised that the Township's community grant application process was open for community groups to apply for grants, which was advertised on the Township's website.

(ii) Township Farmers' Market

Councillor Bradaric advised that the Farmers' Market was looking for vendors to join the market this upcoming season.

(iii) Township's Complaint Process on Website

Councillor Bradaric noted she had registered a complaint this afternoon with respect to a sighting she saw, and within one hour she had received a response from Public Works and within two hours the issue had been investigated and resolved and she applauded the Public Work's Department for their quick response.

(2) Councillor William Reilly

Re: Bill 23 - More Homes Built Faster Provincial Legislation

Councillor Reilly stated that the ROMA Conference was a great success and that he was given an opportunity, when Minister Clark was coming off the stage, to speak with him regarding the Township's concerns with Bill 23, More Homes Built Faster legislation and the fact that the Township had over 800 homes on the books for construction dating back to 2009 and the impact of Bill 23 and Development Charges will have on the Township as well as many other municipalities that have a similar situation.

**17. NEW ITEMS OF BUSINESS**

There were no new items of business brought forward by any Member of Council.

**18. BY-LAWS**

**Moved By** Councillor Terry Bell

**Seconded By** Councillor William Reilly

1. That, leave be granted to introduce By-law #s 2023-01, 2023-02, 2023-03, 2023-04, 2023-05, 2023-06, 2023-07, 2023-08 and 2023-09 and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That, the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.
- Carried.

**SUMMARY OF APPROVED BY-LAWS:**

18.1 BY-LAW 2023-01

A By-law to confirm the proceedings of the Council of the Corporation of the Township of West Lincoln at its regular meeting held on the 12th day of December, 2022 and its special meetings held on the 9th and 18th day of January, 2023

18.2 BY-LAW 2023-02

A By-law to establish a Municipal Health and Safety Policy statement for the Corporation of the Township of West Lincoln

18.3 BY-LAW 2023-03

Being a By-law to confirm various Appointments and/or Recommendations for Appointments to Boards, Committees & Municipal Positions

18.4 BY-LAW 2023-04

A By-law to delegate powers and duties to the Director of Planning and Building as authorized under Section 23.1 of the Municipal Act in order to execute agreements made under various sections of the planning act.

18.5 BY-LAW 2023-05

Being a By-law to amend Schedule A of By-law 2008-79 which provided for appointments to the Township of West Lincoln Public Library Board

18.6 BY-LAW 2023-06

A By-law to establish a Court of Revision under the provisions of the Drainage Act, R.S.O. 1990, Chapter D.17.

18.7 BY-LAW 2023-07

A By-law to appoint Stock Valuers in the Township of West Lincoln for the term of 2022-2026 or until their successors are appointed.

18.8 BY-LAW 2023-08

Being a By-law to provide for an Interim Tax Levy and to provide for the payment of taxes and to provide for penalty and interest of fifteen percent.

18.9 BY-LAW 2023-09

Being a By-law to amend By-law 2018-108, as amended, which appoints a Committee of Adjustment, delegates the authority for considering applications for minor variances and consents, provides for compensation for the members of the Committee of Adjustment, adopts policies, procedures and conditions for the operation of the Committee of Adjustment, and establishes a tariff of fees under the Planning Act.

**19. ADJOURNMENT**

The Mayor declared the meeting adjourned at the hour of 10:03 p.m.



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

**MAYOR CHERYL GANANN**