



TOWNSHIP OF WEST LINCOLN
PUBLIC WORKS & RECREATION COMMITTEE
MINUTES

MEETING NO. ONE

February 21, 2023, 6:39 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 Joann Chechalk
Councillor Terry Bell

Staff: Bev Hendry, CAO
Joanne Scime, Clerk
Mike DiPaola, Director of Public Works and Recreation
Vanessa Holm, Library CEO
Katelyn Hall, Deputy Treasurer/Manager of Finance
Tim Hofsink, Acting Fire Chief
Bob Denison, Manager of Parks, Recreation & Facilities
Wendy Beaty, Coordinator of Recreation Services
Jessica Dyson, Deputy Clerk
Kevin Geoghegan, IT Help Desk Analyst
Brian Treble, Director of Planning & Building
Donna DeFilippis, Treasurer/Director of Finance
Michelle Seaborn, Farmers' Market Coordinator*

Others: Rob Cosby
Kevin Jack, WeeStreem
*=in attendance part-time

1. CHAIR - Councillor Mike Rehner

Prior to commencing with the Public Works & Recreation Committee meeting,

Chair Rehner read the following announcements:

- (1) Comments from the public for a matter that are on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
- (2) For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either (1) emailing jscime@westlincoln.ca before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record OR (2) by contacting the Clerk's Department to request a Zoom Link to attend the meeting virtually.
- (3) This meeting is being livestreamed. The link to watch the meeting live can be found on the Township's website by selecting the "Township Office" tab at the top of the website, then clicking the Council or Standing Committee meetings tab and scroll down the meeting list to find the link.
- (4) This meeting is being recorded and will be available to view by clicking the meeting video link found on the Township's website within 48 hours after the meeting unless otherwise noted.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Chair to read the following:

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-nee), 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

The Chair advised that there was a request to move Item PW03-2023, being Information Report No. REC-01-2023 - Update on 2023 Farmers' Market, forward on the agenda, as the Farmers' Market Coordinator, Michelle Seaborn had another commitment this evening but was available at this time to address this matter.

Moved By Councillor William Reilly

Seconded By Councillor Terry Bell

That, Item PW03-2023, being Information Report No. REC-01-2023 - Update on 2023 Farmers' Market, be moved forward on the agenda and discussed at this time.

Carried

4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST

There were no disclosures of pecuniary interest and/or conflict of interest 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 who were 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 was 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, for which the Director of Legislative Services/Clerk confirmed she had not.

9. STAFF REPORTS

9.3 ITEM PW04-23

Director of Public Works & Recreation (Mike DiPaola)

Re: Information Report REC-01-2023 - Update on 2023 Farmers' Market

The Farmers' Market Coordinator, Michelle Seaborn, advised that the West Lincoln Farmers' Market was entering its third season, which includes a shorten season when the market started in 2021. The Farmers' Market Coordinator advised that the Farmers' Market has done well but towards the end of last season the market was seeing a decline of patrons attending. The Farmers' Market Coordinator advised that a meeting was held at the end of last seasons with the farmers' market vendors to discuss the decline in people attending the market, what was working and what wasn't working in order to try and boost attendance.

The Farmers' Market Coordinator advised that the following suggestions

will be implemented to enhance attend at this year's Farmers' Market:

(i) Change the day of the Farmers' Market to Tuesday - The Farmers' Market Coordinator advised that a lot of long weekends start on Fridays and it was felt that Tuesday would be a better day. This suggestion was put forward to the vendors which was voted on and supported. Therefore, this year's Farmers' Market will be held on Tuesdays at the same hours being 3 pm to 7 pm and the market will stay at the same location as last year being at the south-west corner of the West Lincoln Community Centre Parking Lot, which provides access to hydro and was in close proximity to the new band shell.

(ii) Visibility, Communication & Promotion - The Farmers Market did not have good exposure and visibility being located in the parking lot of the West Lincoln Community Centre. It was decided to have a Farmers' Market Facebook page to communicate and promote the market with the Township's Communication Specialist, Beth Audet, taking over both the Farmers' Market website and Facebook page. The Farmers' Market will also be purchasing 12 to 18 banners to replace the hospital banners that are currently displayed. These banners will be displayed throughout the Town to promote the Farmers' Market, which will be very bright and attractive providing details with respect to the day, time and location of the market. Additionally, the Farmers' Market has looked into TOD Signs, which are tourism-oriented directional signs placed on roadways to increase awareness of a tourism attraction, such as a Farmers' Market. These signs will be purchased from the Region of Niagara and will be installed in strategic locations.

(iii) Promotional Ideas and Interest Programs - The Farmers' Market will be adding programs to help promote attendance such as cooking instruction classes, which will see people buying the ingredients for a recipe that they given and can sample. Another promotion idea was the introduction of market bucks which people can earn and spend at any vendor's booth, who will be reimbursed 100% by the Farmers' Market when the market bucks are used. The Farmers' Market would also like to introduce a children's programs to run during the market times and that they were interested in partnering with the West Lincoln Public Library with respect to this idea (i.e. Teddy Bear Picnic).

In closing the Farmers' Market Coordinator advised that these were some of the ideas that have been put together to enhance attendance at the Farmers' Market. The Farmers' Market Coordinator advised that she was receiving inquiries from vendors who were not able to come to the Friday market but were interested in coming to the market on Tuesdays and she

was looking forward to a very successful Farmers' Market this year. The Farmers' Market Coordinator advised that she was available to answer any questions from Members of Committee.

In response to Councillor Bradaric's inquiry regarding whether there would be a mid-season meeting scheduled to make sure the changes that were implemented were working well and discuss any other issues and/or suggestions to continue enhancing the market, the Farmers' Market Coordinator advised that a mid season meeting has not been discussed; however, if it is felt that a meeting was needed a meeting would certainly be scheduled with the vendors.

In response to Councillor Trombetta's inquiry regarding whether having the market on a Saturday was discussed, the Farmers' Market Coordinator advised that Saturdays was one of the busiest market day, with many of our vendors already attending these markets in other areas and would therefore be unable to attend our Farmers' Market. The Farmers' Market Coordinator advised that if the market became strong enough then it could be looked into to change the market to Saturday mornings.

In response to Councillor Chechalk's inquiry regarding whether the funding that was received for the Farmers' Market was completely used, the CAO advised that Township received a grant in May of 2021 and that the full grant has not been used and that the Township has requested an extension and were awaiting a response.

In response to Councillor Chechalk's inquiry regarding whether there were sufficient funds in the budget to address salaries, furniture and entertainment for the balance of 2023, the Director of Public Works & Recreation stated that there were still some unused funds from the grant and staff were proposing to use this money, if the extension is granted, to purchase a couple of picnic tables, wayfinding signs and banners. The Director of Public Works & Recreation advised that the grant funding was running out but the proposed 2023 budget does include funding for the Farmers' Market.

In response to Councillor Chechalk's inquiry regarding whether the Music in the Park and Movie in the Park would also be moving to Tuesday nights, the Director of Public Works & Recreation advised that the Farmers' Market will be having their own entertainment.

The Coordinator of Recreation Services stated that the day for Music in the Park and Movie in the Park have not been set yet but neither event will not be held on the same night as the Farmers' Market.

Moved By Councillor Shelley Bradaric

Seconded By Mayor Cheryl Ganann

1. That, Information Report REC-01-2023 re: "Update on 2023 Farmers' Market", dated February 21, 2023, be received for information.

Carried

7. CONSENT AGENDA ITEMS

7.1 ITEM PW01-23

CONSENT AGENDA ITEMS

Mayor Ganann requested that Item PW01-23(3) regarding the 2022 DWQMS Management Review Summary be pulled as each year she likes to recognize Township Staff who insure West Lincoln residents are provided with safe drinking water.

Moved By Councillor Terry Bell

Seconded By Mayor Cheryl Ganann

That the Public Works & Recreation Committee hereby approves the following Consent Agenda Items:

1. Items 1, 2, 3, 4, and 5 be and are hereby received for information with the exception of Item 3.

Carried

SUMMARY OF APPROVED CONSENT AGENDA ITEMS:

1. 1. West Lincoln Santa Claus Parade Committee
1. 1. Minutes of August 31, 2022
2. 2. Minutes of September 14, 2022
3. 3. Minutes of September 28, 2022
4. 4. Minutes of November 9, 2022
5. 5. Minutes of November 16, 2022
6. 6. Minutes of November 25, 2022

7. Minutes of January 25, 2023
8. Minutes of February 1, 2023
2. West Lincoln Public Library Board - Minutes of November 18, 2022
3. PULLED – SEE BELOW - 2022 DWQMS Management Review Summary
4. 2022 Water Distribution System Annual Report
5. 2022 Water Quality Annual Report

ITEM PW01-23(3) - 2022 DWQMS Management Review Summary:

Moved By Mayor Cheryl Ganann

Seconded By Councillor William Reilly

That Information Report PW-04-2023, re: “2022 DWQMS Management Review Summary”, dated February 21, 2023, be received for information.

Carried

8. COMMUNICATIONS

There were no communications.

9. STAFF REPORTS (Continued)

9.1 ITEM PW02-23

Project Manager (Ray Vachon) & Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-01-2023 - Pearson Bridge (TWL-ID-B23) Rehabilitation Tender Award

In response to Councillor Bell's inquiry, the Director of Public Works & Recreation confirmed that staff were requesting pre-approval of the \$250,000 request in the 2023 Budget for the additional funding needed for the Pearson Bridge Rehabilitation and that the Township's portion would be 1/2 of the \$250,000 (our share will be \$125,000), as this project was being shared with the Township of Wainfleet, who have already approved their 2023 Budget.

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

1. THAT, Recommendation Report PW-01-2023, re: “Pearson Bridge (TWL-ID-B23) Rehabilitation Tender Award”, dated February 21, 2023, be received; and,

2. THAT, Council awards the Tender submission to Anthony's Excavating Central Inc. in the amount of \$1,034,502.12 (excluding HST); and,
3. THAT a project contingency allowance in the amount of \$109,833.01 be provided for this project; and,
4. THAT, the Construction Administration and Inspection of the project be awarded to Associated Engineering (Ont) Ltd. at the cost of \$62,620.00; and
5. THAT, Council pre-approve the \$250,000.00 request in the 2023 budget for additional funding for the Pearson Bridge Rehabilitation project; and
6. THAT, Council approve the total project cost expenditures of \$1,250,000.00; and
7. THAT, a by-law be passed to authorize the Mayor and Clerk to enter into an agreement with Anthony's Excavating Central Inc.

Carried

9.2 ITEM PW03-23

Coordinator of Engineering Services (Jennifer Bernard) & Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-03-2023 - 7807 Concession 3 Road – Land Transfer Declaration as a Public Highway

Moved By Mayor Cheryl Ganann

Seconded By Councillor Jason Trombetta

1. That, Recommendation Report PW-03-2023, re: "7807 Concession 3 Road - Land Transfer Declaration as a Public Highway", dated February 21, 2023 be received; and,
2. That, a By-law be passed to declare Part 1 on Reference Plan No. 30R-15989 on Concession 3 Road as Public Highway.

Carried

9.3 ITEM PW04-23

Director of Public Works & Recreation (Mike DiPaola)

Re: Information Report REC-01-2023 - Update on 2023 Farmers' Market

REFER TO DISCUSSION ABOVE PRIOR TO CONSENT AGENDA ITEMS.

10. OTHER BUSINESS

10.1 ITEM PW05-23

Members of Council

Re: Other Business Items of an Informative Nature

No Members of Committee brought forward any other business items of an informative nature.

12. NEW BUSINESS

There were no new items of business brought forward.

13. CONFIDENTIAL MATTERS

There were no confidential matters.

14. ADJOURNMENT

The Chair to declare the meeting adjourned at the hour of 7:12 p.m.



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

**COUNCILLOR MIKE REHNER,
CHAIR**