



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

MEETING NO. FIVE

June 19, 2023, 6:00 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Councillor Jason Trombetta (Chair)
Councillor Shelley Bradaric
Mayor Cheryl Ganann
Councillor Mike Rehner
Councillor Joann Chechalk

Absent: Councillor William Reilly – Notification provided
Councillor Terry Bell – Notification provided

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

Others: Andrea Mannell, Sullivan Mahoney*
Bruce Harris, WeeStreem*
John Ganann*
John Greer, Niagara SPCA & Humane Society*

***IN ATTENDANCE PART-TIME**

1. CHAIR - Councillor Jason Trombetta

Due to technical issues, the meeting commenced late with the Chair calling the meeting to order at approximately 6:14 p.m.

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

1. Councillor Bell and Councillor Reilly have sent their regrets as they will not be attending this evening's Committee meeting.
2. Comments from the public for a matter that is 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.
3. 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.
4. This meeting will be 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.
5. This meeting will be 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.

Mike DiPaola, Director of Public Works and Recreation joined the meeting at 6:00 pm.

Kevin Geoghegan, IT Help Desk Analyst joined the meeting at 6:00 pm.

2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST (CONFIDENTIAL MATTERS ONLY):

There were no disclosures of pecuniary interest and/or conflict of interest by any Member of the Committee in attendance with respect to the closed session items.

3. CONFIDENTIAL MATTERS

Moved By Councillor Shelley Bradaric

Seconded By Mayor Cheryl Ganann

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:

3.1 ITEM A33-23

Township Solicitor (Andrea Mannell & Tom Hanrahan, Sullivan Mahoney),
Director of Legislative Services/Clerk (Joanne Scime) and CAO (Bev Hendry)

Re: Legal/Solicitor-Client Privilege Matter - Notice of Application for Judicial Review

Applicable closed session exemption(s):

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- advice that is subject to Solicitor-client privilege, including communications necessary for that purpose;
- personal matters about an identifiable individual, including municipal or local board employees.

3.2 ITEM A34-23

Director of Legislative Services/Clerk (Joanne Scime)

Re: Citizen Appointments on Boards and Committees

1. Heritage Committee
2. Age Friendly Advisory Committee
3. West Lincoln Public Library Board
4. Mayor's Youth Advisory Committee

Applicable closed session exemption(s):

- personal matters about an identifiable individual, including municipal or local board employees.

3.3 ITEM A35-23

Property Tax & Payroll Coordinator (Lisa Kasko-Young) & Director of Finance/Treasurer (Donna DeFilippis)

Re: Confidential Report No. T-13-23 - Property Tax Adjustments Section 357 Applications

Applicable closed session exemption(s):

- personal matters about an identifiable individual, including municipal or local board employees.

Carried

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

That, this Committee meeting now resume in open session at the hour of 6:46 p.m.

Carried

3.1 ITEM A33-23

Township Solicitor (Andrea Mannell & Tom Hanrahan, Sullivan Mahoney),
Director of Legislative Services/Clerk (Joanne Scime) and CAO (Bev

Hendry)

Re: Legal/Solicitor-Client Privilege Matter - Notice of Application for Judicial Review

Moved By Mayor Cheryl Ganann

Seconded By Councillor Shelley Bradaric

That, the Township Solicitor(s) and staff be and are hereby authorized to proceed as directed in closed session, prior to ratification of Council, with respect to a legal/solicitor-client privilege matter, specifically a Notice of Application for Judicial Review.

Carried

3.2 ITEM A34-23

Director of Legislative Services/Clerk (Joanne Scime)

Re: Citizen Appointments on Boards and Committees

1. Heritage Committee
2. Age Friendly Advisory Committee
3. West Lincoln Public Library Board Committee
4. Mayor's Youth Advisory Committee

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

(1) That, the following persons be and are hereby appointed to serve on the following Committees and/or Boards until their successors are appointed:

1. Heritage Committee
 - (a) Robert Cosby
2. Age Friendly Advisory Committee
 - (a) Debbie Thomas
3. West Lincoln Public Library Board
 - (a) Christa McBlain
4. Mayor's Youth Advisory Committee
 - (a) Tamas Hunter
 - (b) Sydney Kivell; and,

(2) That, a by-law be presented at the June 26, 2023 Council Meeting to amend By-law 2023-03, being the appointment by-law for Boards and Committees, specifically Schedule A – West Lincoln Age Friendly Advisory Committee, Schedule B – West Lincoln Heritage Committee and Schedule D – Mayor's Youth Advisory Committee as well as By-law 2023-05 being the appointment by-law for appointment to the West Lincoln Public Library

Board.

Carried

3.3 ITEM A35-23

Property Tax & Payroll Coordinator (Lisa Kasko-Young) & Director of Finance and Treasurer (Donna DeFilippis)

Re: Confidential Recommendation Report T-13-2023 - Property Tax Adjustments Section 357 Applications

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

1. That Confidential Recommendation Report, T-13-2023, regarding “Property Tax Adjustments Section 357 Applications”, dated June 19th, 2023 be received; and,
2. That the list of applications as contained in Appendix A to this report be approved.

Carried

4. LAND ACKNOWLEDGEMENT STATEMENT

The Chair 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-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.

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 disclosure of pecuniary interest and/or conflict of interest declared by any Member of Committee.

7. APPOINTMENTS

There were no appointments/presentations.

8. 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.

There were no members of the public in attendance that wished to address an item on the agenda.

9. CONSENT AGENDA ITEMS

9.1 ITEM A36-23

CONSENT AGENDA ITEMS

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

That the Administration/Finance/Fire 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# 5.

Carried

1. West Lincoln Age Friendly Committee Minutes - April 14, 2023
2. Mayor's Youth Advisory Committee (MYAC) - Minutes of May 3, 2023
3. Information Report WLFD-08-2023 - Monthly Update - May 2023
4. Joint Accessibility Advisory Committee (JAAC) - Minutes of March 9, 2023 & May 11, 2023
5. Information Report C-05-2023 - Citizen (Community) Recognition Program Update

Councillor Chechalk stated that she was proud of the work done by her colleagues and staff on this program, and inquired into the scope of the policy from 2022, specifically into the clause which limited the award to one per individual in perpetuity. Councillor

Chechalk noted that a resident may be recognized within a group initiative and then some time in the future, be potentially recognized for an individual effort.

Councillor Chechalk noted this may cause some very deserving individuals to miss out on the award due to this technicality.

In response to Councillor Chechalk's inquiry, Mayor Ganann noted that the document is still a work in progress and is just a reflection of where the program is at now. Mayor Ganann noted that changes can still be made to the document, and they will certainly look into the "once a lifetime" clause.

Councillor Chechalk thanked Mayor Ganann for her clarification for the public, and noted she wanted to ensure that the community was aware that the program is not completely finalized yet and can still be amended.

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

1. That, Information Report C-05-2023, regarding "Citizen (Community) Recognition Program Update", dated June 12, 2023, be received; and,
2. That, the Community 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, replace the previously adopted policy and terms of reference.

Carried

10. COMMUNICATIONS

10.1 ITEM A37-23

Jason & Jody Beamer

Re: Supporting Comment for Council to Adopt a New Animal Control By-law

Mayor Ganann noted her appreciation that has been added to the agenda, as it had started initially with a concern made by a resident. Mayor Ganann noted that staff has been working away on the report and proposed By-Law and was pleased to see it ready for Council to view.

Moved By Councillor Mike Rehner

Seconded By Councillor Shelley Bradaric

That, the correspondence received from Jason and Jody Beamer, dated June 12, 2023, which provides supportive comments to Township Council passing a new Animal Control By-law for the Township Lincoln (repeal the Dog Control By-law),

which would address the issue of a neighbour's livestock running at large.

Carried

11. STAFF REPORTS

11.1 ITEM A38-23

Treasurer/Director of Finance (Donna Defilippis)

Re: Information Report T-14-2023 - Treasurer's Annual Statement for 2022 Development Charges

Councillor Chechalk noted to the Director of Finance/Treasurer, Donna DeFilippis, that the balance of the Townships' Developer Charges reserve fund is always substantially higher at the beginning of the year compared to the end of the year. Councillor Chechalk inquired into what steps the Township can take in regards to the regulations put forth by the Province, or if the path is still unclear.

In response to Councillor Chechalk's inquiry, the Director of Finance/Treasurer Donna DeFilippis stated that the reduction in the balances is largely due to the new fire station which puts the Township account in a negative position. When the background development study is done, the fee collected for fire will take into account that that reserve is in a negative position, and will be refunded with more funds.

The Director of Finance/Treasurer, Donna DeFilippis, stated that in terms of the new legislation from the province, and as of January 1, 2023, the Township saw a 20% reduction in development charge rates. The Director of Finance/Treasurer, Donna DeFilippis, further noted that every year we can increase by 5% each year, so in 4 years the Township will be where it was supposed to be. The Director of Finance/Treasurer, Donna DeFilippis, noted that when the background study was done, it was projected to be at 50 new builds a year but this figure was not met due to many reasons outside of the Township's control. The Director of Finance/Treasurer, Donna DeFilippis, noted that because of the missed projection, the Township hasn't collected what it expected to collect in terms of Development Charges. This will be reflected in the new background study and by-law is passed, but because of this the Township's growth projections will be lower than anticipated, which will impact the 2024

budget. The Director of Finance/Treasurer, Donna DeFilippis, noted that while this is just an Information Report, it is an incredibly useful tool to gain insight into what happened to the Township in 2022, which will be posted on the website for the public as per the legislation.

Councillor Chechalk inquired into the path forward, as the Township will have limited flexibility in terms of funding for large projects.

In response to Councillor Chechalk's inquiry, the Director of Finance/Treasurer Donna DeFilippis stated that the report suggests that cash flow is down overall for the Township, the reserve is small, and there is pressure on the reserves as a whole that unfortunately are largely out of control of the municipality.

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

1. That, Information Report T-14-2023, dated June 19, 2023, regarding "Treasurer's Annual Statement for 2022 Development Charges" be received for information.

Carried

11.2 ITEM A39-23

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-15-2023 - BMO (Bank of Montreal) Bank Account

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

1. That Recommendation Report T-15-2023, regarding the "BMO (Bank of Montreal) Bank Account", dated June 19, 2023, be received; and,
2. That, Council authorize staff to open and operate a bank account with BMO; and,
3. That, Council authorize the following signing authorities on the BMO Account: D. DeFilippis, Director of Finance and Treasurer and K. Hall, Manager of Finance and Deputy Treasurer.

Carried

11.3 ITEM A40-23

Legislative and Records Management Coordinator (Justin Paylove) &

Director of Legislative Services/Clerk (Joanne Scime)

Re: Recommendation Report C-06-2023 - New Animal Control By-law

The Director of Legislative Services/Clerk, Joanne Scime, advised that she had received comments from the Township's Solicitor, Ms. Sara Premi, and subsequently advised by email earlier this morning that the Township may want to consider as an enforcement tool, to include provisions that allow a By-law officer to issue a compliance order and then include a corresponding offence of failing to comply. The Director of Legislative Services/Clerk, Joanne Scime, stated that the proposed new Animal Control By-law does not have a mechanism to issue an order and therefore the By-law attached as Schedule B to the report may be amended to include a few clauses that would allow the Township to issue orders, and that she was consulting with the Director of Planning & Building on adding language which may be included in the By-law to be presented at the June 26, 2023 Council Meeting.

Councillor Chechalk inquired whether or not the Dog Control By-Law 2011-44 would still be in affect until the new charges would be approved by the Attorney General.

In response to the inquiry from Councillor Chechalk, the Director of Legislative Services/Clerk, Joanne Scime, confirmed that until the new fines and fees are approved by the Attorney General, the Dog Control By-law 2011-44 would still be enforceable.

Moved By Councillor Mike Rehner

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report C-06-2023 regarding "New Animal Control By-law", dated June 19th 2023, be received; and
2. That, the New Animal Control By-law and short form wording attached as Schedule B to the report be accepted; and,
3. That, the short form wording for offences under the new Animal Control By-law be forwarded to the Ministry of the Attorney General for approval after it has received Council authorization; and,
4. That, the Township's Dog Control By-Law 2011-44, be repealed.

Carried

12. OTHER BUSINESS

12.1 ITEM A41-23

CAO (Bev Hendry)

Re: Employee Professional Accomplishments

1. Jessica Dyson - Completion of AMCTO's Municipal Accounting and Finance Program - Unit 2
2. Gerrit Boerema - Completion of Goodman School of Business (Brock University) - NextGen Municipal Leadership Program

The CAO recognized and congratulated the following Members of Staff on their recent accomplishments:

1. Jessica Dyson - Completion of AMCTO's Municipal Accounting and Finance Program - Unit 2
2. Gerrit Boerema - Completion of Goodman School of Business (Brock University) - NextGen Municipal Leadership Program

12.2 ITEM A42-23

Members of Committee

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

There were no verbal updates from Members of Committee with respect to Boards and/or Committee which they sit on.

12.3 ITEM A43-23

Members of Council

Re: Other Business Items of an Informative Nature

Councillor Joann Chechalk

Re: Joanne Scime comments

Councillor Chechalk stated that this would be the Director of Legislative Services/Clerk, Joanne Scime's last meeting as she is retiring at the end of the week. Councillor Chechalk stated that Joanne had served the Township of West Lincoln for decades, providing guidance and wisdom to Council's throughout the years. Councillor Chechalk congratulated Joanne on her retirement, and expressed how deeply Joanne would be missed by Council and the Township.

Councillor Trombetta

Re: Joanne Scime comments

Councillor Trombetta stated his thanks to Joanne for the years of service to the Township, as well as the incredibly loss to the community as Joanne's kindness, experience, and expertise has been crucial to the community for years. Councillor Trombetta noted that he felt great gratitude that Joanne had worked so hard under his mother when she was mayor, and he got the opportunity to work with Joanne during his own time

on Council. Councillor Trombetta stated he hoped Joanne would enjoy her retirement, and that her presence would be sorely missed.

13. NEW BUSINESS

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

14. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 7:18 pm.

JOANNE SCIME,
DIRECTOR OF LEGISLATIVE
SERVICES/CLERK

COUNCILLOR JASON
TROMBETTA, CHAIR