



TOWNSHIP OF WEST LINCOLN
ADMINISTRATION/FINANCE/FIRE COMMITTEE
AGENDA

MEETING NO. SIX

Monday, September 18, 2023,
To Commence Immediately Following Public Works & Recreation Committee Meeting
Township Administration Building
318 Canborough Street, Smithville, Ontario

NOTE TO MEMBERS OF THE PUBLIC: All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

1. CHAIR - Councillor Jason Trombetta

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

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jdyson@westlincoln.ca before 4:30 pm on the day of the meeting. Comments submitted will be considered as public information and will be read into the public record.
3. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. 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-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

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

5. APPOINTMENTS

There are no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Procedural By-law Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

Chair to inquire if there are any members of the public present who wish to address any items on the Administration/Finance/Fire Committee agenda.

7. CONSENT AGENDA ITEMS

NOTE: All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

7.1 ITEM A44-23

CONSENT AGENDA ITEMS

RECOMMENDATION:

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; and,
2. Items 4, 5 and 6 be and are hereby received and the recommendations contained therein be adopted

with the exception of Items #(s)_____

1. Mayor's Youth Advisory Committee (MYAC) - Minutes of July 5, 2023
2. Information Report T-25-2023 - Financial Update as of August 31, 2023
3. Information Report WLFD-14-2023 - Monthly Update - August 2023
4. Recommendation Report CAO-04-2023 - Christmas Break Holiday Hours 2023
5. Recommendation Report T-21-2023 - Tendering and Purchasing Policy Update
6. Recommendation Report T-22-2023 - Purchasing Card Policy Update

8. COMMUNICATIONS

8.1 ITEM A45-23

Judi Kelly - Board Member & Committee Member

Re: Resignation from the West Lincoln Library Board and West Lincoln Age Friendly Advisory Committee

RECOMMENDATION:

1. That, the notice of resignation received on August 23rd, 2023 and

September 1st, 2023 from Judi Kelly, Board Member on the West Lincoln Public Library and Committee Member on the West Lincoln Age Friendly Advisory Committee, be received with regrets; and,

2. That, By-law 2023-05 being a By-law for appointments to the West Lincoln Public Library Board, be amended to remove Judi Kelly from Schedule "A"; and,
3. That, By-law 2023-03, being the appointment By-law for Boards and Committees, be amended to remove Judi Kelly from Schedule "A".

9. STAFF REPORTS

9.1 ITEM A46-23

Director of Finance and Treasurer (Donna DeFilippis)

Re: Information Report T-23-2023 - 2024 Budget Process and Schedule

RECOMMENDATION:

That, Information Report T-23-2023, regarding the "2024 Budget Process and Schedule", dated September 18, 2023, be received for information.

9.2 ITEM A47-23

Director of Finance/Treasurer (Donna DeFilippis)

Re: Recommendation Report T-24-2023 - Grants to Cemetery Boards

RECOMMENDATION:

1. That, Recommendation Report T-24-2023 regarding "Grants to Cemetery Boards", dated September 18, 2023 be received; and,
2. That, a Cemetery Grant of \$1,719 per acre be approved for the 2024 budget year.

9.3 ITEM A48-23

Acting Fire Chief (Tim Hofsink)

Re: Recommendation Report WLFD-12-2023 - West Lincoln Fire Station 2 Site Management

RECOMMENDATION:

1. That, Recommendation Report WLFD-13-2023, regarding "West Lincoln Fire Station 2 Site Management", dated September 18, 2023 be received; and,
2. That, staff be authorized to proceed with partial demolition of the old Fire hall with the building space comprised of the two northern most bays being retained for an indoor training space. The remainder of the building would be removed and the concrete floor/pad retained and curbed as required.

10. OTHER BUSINESS

10.1 ITEM A49-23

Councillor Shelley Bradaric

Re: Crossing Guard Capacity & Update
FOR DISCUSSION

10.2 ITEM A50-23

Members of Committee

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

10.3 ITEM A51-23

Members of Council

Re: Other Business Items of an Informative Nature

11. NEW BUSINESS

NOTE: Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

12. CONFIDENTIAL MATTERS

RECOMMENDATION:

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:

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

Re: Confidential Report No. T-26-23 - Property Tax Adjustments Section 357 Applications

Applicable closed session exemption(s):

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

12.2 Director of Legislative Services/Clerk (Jessica Dyson)

Re: Citizen Appointments on Boards and Committees

1. Joint Accessibility Advisory Committee (JAAC)

4. Mayor's Youth Advisory Committee

Applicable closed session exemption(s):

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

12.3 CAO (Bev Hendry)

Re: Planning Resources and Staffing Update

VERBAL UPDATE

Applicable closed session exemption(s):

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

RECOMMENDATION:

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

12.1 ITEM A52-23

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

Re: Confidential Recommendation Report T-26-2023 - Section 357-358-359 Applications

12.2 ITEM A53-23

Director of Legislative Services/Clerk (Jessica Dyson)

Re: Citizen Appointments on Boards and Committees

1. Joint Accessibility Advisory Committee
2. Mayor's Youth Advisory Committee

12.3 ITEM A54-23

CAO (Bev Hendry)

Re: Planning Resources and Staffing Update

VERBAL UPDATE

13. ADJOURNMENT