

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

MEETING NO. EIGHT

November 20, 2023, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Councillor Jason Trombetta (Chair)
Councillor Shelley Bradaric
Mayor Cheryl Ganann
Councillor William Reilly
Councillor Joann Chechalk

Absent: Councillor Mike Rehner – With Regrets – Notification Provided
Councillor Terry Bell – With Regrets – Notification Provided

Staff: Jessica Dyson, Director of Legislative Services/Deputy Clerk
Donna DeFilippis, Treasurer/Director of Finance
Tim Hofsink, Acting Fire Chief
Cassandra Carey, Human Resources Coordinator*
Kevin Geoghegan, IT Help Desk Analyst

Other Members: Bruce Harris, WeeStreem

***IN ATTENDANCE PART-TIME**

1. CHAIR - Councillor Jason Trombetta

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

1. Please be advised that there will be no Public Works & Recreation meeting this evening.
2. 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.
3. The public may submit written comments for matters that are on the agenda to jdyson@westlincoln.ca before 4:30 p.m. on the day of the

meeting. Comments submitted will be considered as public information and will be read into the public record.

4. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

Chair Trombetta read the following Land Acknowledgement Statement:

The Township of West Lincoln, being part of the 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.

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 disclosure of pecuniary interest and/or conflict of interest.

5. APPOINTMENTS

There were no appointments/presentations.

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 A68-23

CONSENT AGENDA ITEMS

RECOMMENDATION:

Moved By Mayor Cheryl Ganann

Seconded By Councillor William Reilly

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. Item 4 be and is hereby received and the recommendations contained therein be adopted.

Carried

SUMMARY OF CONSENT AGENDA ITEMS:

1. Mayor's Youth Advisory Committee (MYAC) - Minutes of October 4, 2023
2. Information Report T-29-2023 - Financial Update as of October 31, 2023
3. Information Report WLFD-18-2023 - WLFD October Monthly Update 2023
4. Recommendation Report C-11-2023 – Appointment of Marriage Licence Issuers for the Township of West Lincoln

8. COMMUNICATIONS

8.1 ITEM A69-23

Peggy Cook, West Lincoln Library Board Member

Re: Resignation from the West Lincoln Library Board

RECOMMENDATION:

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

1. That, the notice of resignation received on October 23rd, 2023 from Peggy Cook, Board Member on the West Lincoln Public Library Board, 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 Peggy Cook from Schedule "A".

Carried

9. STAFF REPORTS

9.1 ITEM A70-23

Acting Fire Chief (Tim Hofsink)

Re: Recommendation Report WLFD-17-2023 - West Lincoln Fire Station 2 Site Management

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report WLFD-17-2023, regarding "West Lincoln Fire Station 2 Site Management Follow Up", dated November 20, 2023, be received; and,
2. That, staff be directed to proceed with the removal of the top coat of asphalt from the contract with Niacon.

Carried

9.2 ITEM A71-23

Legislative & Records Management Coordinator (Noah Nickel), Deputy Clerk (Justin Paylove) and Director of Legislative Services/Clerk (Jessica Dyson)

Re: Recommendation Report C-10-2023 - Records Retention By-law Update

Mayor Ganann inquired to the Director of Legislative Services/Clerk, Jessica Dyson, about the impact that updating the records retention by-law will have on staff.

In response to Mayor Ganann's inquiry, Director of Legislative Services/Clerk, Jessica Dyson, explained that the new retention schedule will make the retention and disposition of records easier for staff once they are properly trained and understand the new retention schedule.

RECOMMENDATION:

Moved By Mayor Cheryl Ganann

Seconded By Councillor Shelley Bradaric

1. That, Recommendation Report C-10-2023, dated November 20, 2023 regarding "Records Retention By-law Update" be received; and
2. That, the draft by-law for the regulation and retention of records for the Corporation of the Township of West Lincoln, as attached as "Schedule A" to the report, be approved; and,
3. That, the Council delegate authority to the Clerk to establish and amend the Records Retention Schedule (see "Schedule A" of the draft by-law) for the records of the Corporation of the Township of West Lincoln; and,
4. That, by-law 90-94, being a by-law to provide periods of retention for and to provide for the destruction of receipts, vouchers, instruments, rolls and other documents, records and papers, as attached as "Schedule B" to this report, be repealed.

Carried

10. OTHER BUSINESS

10.1 ITEM A72-23

Members of Committee

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

1. Councillor Reilly

Re: West Lincoln Santa Claus Parade Committee

Councillor Reilly reminded members of Committee, staff, and the public that the Santa Claus Parade is on Saturday November 25 commencing at 5:00 p.m., with road closures beginning at 3:00 p.m. and the parade should conclude around 7:00 p.m. or 7:30 p.m.

Thanked the local community, small businesses, and the Township of West Lincoln, for helping to supplement all of the costs and operational needs to hold the parade.

St. Martin Catholic School will also be collecting new hats and mittens for Community Care at the parade.

Councillor Reilly also shared a reminder that the Township Tree Lighting event will be taking place on Wednesday November 22.

2. Councillor Chechalk

Re: Christmas Market

Councillor Chechalk shared that prior to the Santa Claus Parade, there will be a Christmas Market taking place at the West Lincoln Community Centre noting that there will be a penny sale taking place.

3. Councillor Bradaric

Re: West Lincoln Public Library Board

Councillor Bradaric shared that the Library has nearly completed their Strategic Plan, noting that they have had many sessions with staff and board members about the plan and what the next few years hold for the library.

4. Mayor Ganann

Re: Christmas Tree Lighting

Mayor Ganann shared that they not seeking donations for the Tree Lighting, but have established several partnerships for entertainment, supplies, etc., Mayor Ganann shared that the event will be at 6:15 p.m. on Wednesday and it will be a 45-50 minute program.

5. Chair Jason Trombetta

Re: Smithville United Church & Niagara Peninsula Energy Inc.

Chair Trombetta shared that the Smithville United Church is doing a drop-in roast beef dinner pick-up between 4:00 p.m. and 6:00 p.m. on Wednesday, November 22.

Will be at the Niagara Peninsula Energy Inc., board meeting along with Mayor Ganann, that is being held at Town Hall on December 5, and following that Councillor Trombetta will provide updates at the next Committee meeting.

10.2 ITEM A73-23

Members of Council

Re: Other Business Items of an Informative Nature

1. Mayor Ganann

Re: West Lincoln Memorial Hospital

Members of the public are invited to the West Lincoln Memorial Hospital site on November 23 and 24 to sign one of the final beams as construction nears completion.

11. NEW BUSINESS

There were no new items of business brought forward from Members of Committee.

12. CONFIDENTIAL MATTERS

RECOMMENDATION:

Moved By Mayor Cheryl Ganann

Seconded By Councillor Shelley Bradaric

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 Director of Legislative Services/Clerk (Jessica Dyson) & Human Resources Coordinator (Cassandra Carey)

Re: CAO Performance Review

FOR DISCUSSION

Applicable closed session exemption(s):

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

Carried

RECOMMENDATION:

Moved By Mayor Cheryl Ganann

Seconded By Councillor William Reilly

That, this Committee meeting does now resume in open session at the hour of 8:51 p.m.

Carried

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Joann Chechalk

That staff be and are hereby authorized to proceed as directed in closed session.

Carried

12.1 ITEM A74-23

Director of Legislative Services/Clerk (Jessica Dyson) & Human Resources Coordinator (Cassandra Carey)

Re: CAO Performance Review

FOR DISCUSSION

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Joann Chechalk

That, Staff be and are hereby authorized to proceed as directed in closed session.

Carried

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 8:52 p.m.

**JESSICA DYSON, DIRECTOR OF
LEGISLATIVE SERVICES/CLERK**

**COUNCILLOR JASON
TROMBETTA, CHAIR**