



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

MEETING NO. SIX

September 16, 2024, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Councillor Jason Trombetta, Chair
Mayor Cheryl Ganann
Councillor Shelley Bradaric
Councillor Joann Chechalk
Councillor Mike Rehner
Councillor William Reilly

Staff: Truper McBride, Chief Administrative Officer
Mike DiPaola, Director of Public Works and Recreation
Katelyn Repovs, Manager of Finance/Deputy Treasurer
Dennis Fisher, Fire Chief
Cindy Weir, Chief Executive Officer, Library
Justin Paylove, Acting Director of Legislative Services/Clerk
Kevin Geoghegan, IT Help Desk Analyst

1. CHAIR - Councillor 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 jpaylove@westlincoln.ca before 4:30 p.m. on the day of the meeting for consideration by the Committee. Comments received after 4:30 p.m. on the day of the Committee meeting will be considered at the following Council meeting. Comments submitted are included in the 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, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit 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 changes in the order of items on the agenda.

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

There were no pecuniary interests and/or conflicts of interest disclosed.

5. APPOINTMENTS

There were no appointments or delegations.

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 Trombetta inquired to the IT Help Desk Analyst, Kevin Geoghegan, if there were any members of the public present who wished to address any items on the agenda.

In response to the inquiry from Chair Trombetta, IT Help Desk Analyst, Kevin Geoghegan, explained that there were no members of the public present who wished to address any items on the agenda.

7. CONSENT AGENDA ITEMS

7.1 ITEM A32-34

CONSENT AGENDA ITEMS

There were no consent agenda items.

8. COMMUNICATIONS

8.1 ITEM A33-24

Niagara Pallet

Re: Request for Fireworks Display at 2906 South Grimsby Road 8 -
September 20, 2024

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

That, the request received from Mike Vrugteveen on behalf of Niagara Pallet, for Victoria Fireworks to host a fireworks display on September 20, 2024 at 2906 South Grimsby Road 8 in Smithville, be approved.

Carried

9. STAFF REPORTS

9.1 ITEM A34-24

Manager of Finance/Deputy Treasurer (Katelyn Repovs) and Director of Finance/Treasurer (Donna DeFilippis)

Re: Treasurer's Annual Statement for 2023 Development Charges

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

1. That, Information Report T-19-2024, dated September 16, 2024, regarding "Treasurer's Annual Statement for 2023 Development Charges", be received for information; and,
2. That, this report and the accompanying schedules be made available to the public on the Township of West Lincoln's website.

Carried

9.2 ITEM A35-24

Director of Finance/Treasurer (Donna DeFilippis) and Manager of Finance/Deputy Treasurer (Katelyn Repovs)
Re: Information Report T-18-2024 - 2025 Budget Process and Schedule

Moved By Councillor Joann Chechalk
Seconded By Councillor Shelley Bradaric

That, Information Report T-18-2024, titled “2025 Budget Process and Schedule”, dated September 16 2024, be received for information.

Carried

9.3 ITEM A36-24

Fire Chief (Dennis Fisher)
Re: Monthly Update - August 2024

Moved By Councillor William Reilly
Seconded By Councillor Mike Rehner

That, Information Report WLF-11-2024, titled “Monthly Update – August 2024”, dated September 16 2024, be received for information.

Carried

9.4 ITEM A37-24

Director of Legislative Services/Clerk (Justin Paylove)
Re: Township Hours of Operation for Winter Break 2024

Moved By Mayor Cheryl Ganann
Seconded By Councillor Shelley Bradaric

1. That, Recommendation Report C-05-2024, titled “Township Hours of Operation for Winter Break - 2024”, dated September 16, 2024, be received; and
2. That, the following Winter Break operating schedule be approved:
 - a. That, the Township Administration Building be closed on December 27, 30 and 31, 2024 (office closed for the period between December 24, 2024 to and including January 1, 2025); and,
 - b. That, the Public Works Yard remain open on December 27, 30 and 31, 2024; and

- c. That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24, 2024 to January 1, 2025 inclusive, with the exception of December 25, 2024.

Carried as Amended

Moved By Councillor Joann Chechalk
Seconded By Councillor William Reilly

That, administration return with a report to the next Administration/Finance/Fire Committee meeting that provides further clarity on the emergency phone system.

Carried

9.5 ITEM A38-24

Fire Chief (Dennis Fisher)

Re: Recommendation Report WLFD-13-2024 - RFP Fire Station # 2 - Full or Partial Demolition Report

Moved By Councillor William Reilly
Seconded By Councillor Mike Rehner

1. That, Recommendation Report WLFD-13-2024 regarding “RFP Station # 2 - Full or Partial Demolition Report” dated September 16, 2024, be received; and,
2. That, Council accept the RFP submission by York 1 Demolition and approve Option “A” in the amount of \$78,400 (plus HST); and,
3. That, a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with York 1 Demolition.

Members of Committee	For	Against
Councillor Jason Trombetta, Chair		X
Mayor Cheryl Ganann		X
Councillor Shelley Bradaric	X	
Councillor Joann Chechalk		X
Councillor Mike Rehner		X
Councillor William Reilly	X	

Lost (2 to 4)

Moved By Councillor Joann Chechalk
Seconded By Councillor Mike Rehner

That, the motion be reconsidered.

Moved By Councillor Joann Chechalk
Seconded By Councillor Mike Rehner

1. That, Recommendation Report WLFD-13-2024 regarding “RFP Station # 2 - Full or Partial Demolition Report” dated September 16, 2024, be received; and,
2. That, Council accept the RFP submission by York 1 Demolition and approve Option “B” in the amount of \$50,500 (plus HST); and,
3. That, a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with York 1 Demolition.

Carried

10. OTHER BUSINESS

10.1 ITEM A39-24

Chief Administrative Officer (Truper McBride)
Re: Staff Accomplishments

1. Tray Benish - CRS (Certified Road Supervisor) Senior Designation

10.2 ITEM A40-24

Members of Committee
Re: Verbal Updates from Members of Boards and Committees

There were no verbal updates from members of boards and committees.

10.3 ITEM A41-24

Members of Council
Re: Other Business Items of an Informative Nature

Chair Trombetta
Re: West Lincoln Chamber of Commerce Business Awards

11. NEW BUSINESS

There were no motions approved to introduce any new items of business.

12. CONFIDENTIAL MATTERS

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:

Moved By Councillor Joann Chechalk

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:

12.1 Property Tax and Payroll Coordinator (Lisa Kasko-Young) and Manager of Finance/Deputy Treasurer (Katelyn Repovs)

Re: Recommendation Report T-17-2024 - Municipal Act Section 357/358/359 Applications

REPORT PROVIDED UNDER SEPARATE COVER

Applicable closed session exemption(s):

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

12.2 Director of Legislative Services/Clerk (Justin Paylove)

Re: Citizen Appointments on Boards and Committees - Heritage Committee

APPLICATION PROVIDED UNDER SEPARATE COVER

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

Carried

12.1 Property Tax and Payroll Coordinator (Lisa Kasko-Young) and Manager of Finance/Deputy Treasurer (Katelyn Repovs)

Re: Recommendation Report T-17-2024 - Municipal Act Section 357/358/359 Applications

12.2 Director of Legislative Services/Clerk (Justin Paylove)

Re: Citizen Appointments on Boards and Committees - Heritage Committee

13. Confidential Resolution Disclosure

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

That, Staff proceed as directed in closed session in regards to Confidential Items 12.1 and 12.2.

14. ADJOURNMENT

The Chair declared the meeting adjourned at 8:43 p.m.

JUSTIN PAYOVE, CLERK

COUNCILLOR JASON
TROMBETTA, CHAIR