



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

**MEETING NO. SEVEN**

**October 21, 2024, 6:30 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 William Reilly  
Councillor Joann Chechalk

Staff: Mike DiPaola, Director of Public Works and Recreation  
Dennis Fisher, Fire Chief  
Donna DeFilippis, Treasurer/Director of Finance  
Katelyn Repovs, Manager of Finance/Deputy Treasurer  
Justin Paylove, Director of Legislative Services/Clerk  
Kevin Geoghegan, IT Help Desk Analyst  
Truper McBride, Chief Administrative Officer  
Sri Lakshmi Gurunathan, GIS & Asset Management Coordinator

Attendees: Byron Tan, Watson and Associates Economists Ltd.\*

\*Attended Part-time

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**1. CHAIR - Councillor Jason Trombetta**

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Trombetta noted 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](mailto: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 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, 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 declarations of pecuniary interest or conflict of interest.

## **5. APPOINTMENTS**

- 5.1 Byron Tan, Watson and Associates Economists Ltd.  
Re: Township of West Lincoln 2024 Development Charges  
**POWERPOINT PRESENTATION**

## **6. REQUEST TO ADDRESS ITEMS ON THE AGENDA**

There were no requests to address items on the agenda.

## **7. CONSENT AGENDA ITEMS**

- 7.1 **ITEM A42-24**  
There were no Consent Agenda Items.

**8. COMMUNICATIONS**

- 8.1 **ITEM A43-24**  
Danielle Stoyls, West Lincoln Heritage Committee  
Re: The West Lincoln Heritage Committee

**Moved By** Councillor Shelley Bradaric  
**Seconded By** Mayor Cheryl Ganann

That, the notice of resignation received on September 26, 2024 from Danielle Stoyls, West Lincoln Heritage Committee, be received with regrets; and

That, By-Law 2023-03 being a By-Law for various appointments to boards, committees and municipal positions, be amended to remove Danielle Stoyls from Schedule "B".

**Carried**

- 8.2 **ITEM A44-24**  
Reighan Van Duzen, Mayor's Youth Advisory Committee  
Re: Resignation from the Mayor's Youth Advisory Committee

**Moved By** Councillor Joann Chechalk  
**Seconded By** Mayor Cheryl Ganann

That the notice of resignation received on September 13, 2024 from Reighan Van Duzen, Member of the Mayor's Youth Advisory Committee, be received with regrets; and

That, By-Law 2023-03 being a By-Law for various appointments to boards, committees and municipal positions, be amended to remove Reighan Van Duzen from Schedule "C".

**Carried**

- 8.3 **ITEM A45-24**  
West Lincoln Age Friendly Advisory Committee  
Re: Minutes of June 7, 2024 and September 23, 2024

**Moved By** Councillor Mike Rehner  
**Seconded By** Councillor Shelley Bradaric

That, the West Lincoln Age Friendly Advisory Committee Minutes dated June 7, 2024 and September 13, 2024; be received.

**Carried**

**9. STAFF REPORTS**

**9.1 ITEM A46-24**

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

Re: Recommendation Report T-21-2024, titled Development Charges Background Study and Proposed By-Law.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Joann Chechalk

1. That, Recommendation Report T-21-2024, titled “Development Charges Background Study and Proposed By-Law”, be received; and,
2. That, Council approve the May 13, 2024 Development Charges Background Study, as amended and attached as Schedules “A” and “B” to this report; and,
3. That, Council approve the capital project listing set out in Chapter 5 of the Development Charges Background Study dated May 13, 2024, as amended, and that these projects be included in the Ten Year Capital Plan, subject to further review during the capital budget process; and,
4. That, Council continue to include a class of service for growth studies; and,
5. That, Council continue the DC approach to calculate the charges on a uniform Township-wide basis for all services except water, wastewater, and stormwater; and,
6. That, Council continue the DC approach to calculate the charges on an urban-area basis for water, wastewater, and stormwater services; and,
7. That, Council has determined that no further public meeting is required; and,

8. That, Council approve By-Law 2024-70, Imposition of Development Charges, as set out in Schedule “C” to this report; and,
9. That, the Mayor and Clerk be and are hereby authorized to sign By-Law 2024-70, Imposition of Development Charges, at the October 28, 2024 Council meeting.

**Carried**

**9.2 ITEM A47-24**

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

Re: Recommendation Report T-20-2024 titled, Development Charges Interest Policy (POL-T-01-2022) Update

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report T-20-2024, titled “Development Charges Interest Policy (POL-T-01-2022) Update” be received; and,
2. That, “Interest Policy under Sections 26.1 and 26.2 of the Development Charges Act”, attached as Schedule “A” to this report, be approved.

**Carried**

**9.3 ITEM A48-24**

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

Re: Recommendation Report T-22-2024 - Treasurer 2024 Asset Management Plan

**POWERPOINT PRESENTATION**

**Moved By** Mayor Cheryl Ganann

**Seconded By** Councillor Joann Chechalk

1. That, Recommendation Report T-22-2024 titled “2024 Asset Management Plan” dated October 21, 2024, be received; and,
2. That, Council approves the Township of West Lincoln’s 2024 Asset Management Plan, attached as Schedule B; and,

3. That, Council directs Administration to include the Financial Strategy Recommendations of the Asset Management Plan in future budget deliberations.

**Carried**

9.4 **ITEM A49-24**

Fire Chief (Dennis Fisher)

Re: Information Report WLFD-14-2024 - Monthly Update – September 2024

**Moved By** Councillor William Reilly

**Seconded By** Councillor Joann Chechalk

That, Information Report WLFD-14-2024 titled “Monthly Update – September 2024”, dated October 21, 2024, be received for information.

**Carried**

9.5 **ITEM A50-24**

Human Resources Coordinator (Janine Buffo) and Director of Legislative Services/Clerk (Justin Paylove)

Re: Information Report HR-01-2024 - After Hours Emergency Phone Procedure

**Moved By** Councillor William Reilly

**Seconded By** Mayor Cheryl Ganann

That Information Report HR-01-2024 titled “After Hours Emergency Phone System Procedure”, dated October 21, 2024, be received.

**Carried**

**10. OTHER BUSINESS**

10.1 **ITEM A51-24**

Members of Committee

Re: Verbal Updates from Members of Boards and Committees

Councillor Chechalk

Re: Chamber of Commerce Business Awards

Councillor Chechalk informed the public that the Chamber of Commerce Business Awards was being held on Friday, October 26<sup>th</sup> and that tickets were still available.

Councillor Chechalk  
Re: Community Service Recognition Awards

Councillor Chechalk informed the public that the Township of West Lincoln's Community Service Recognition Awards ceremony was being held on Tuesday, October 22<sup>nd</sup>.

Mayor Ganann  
Re: Community Service Recognition Awards

Mayor Ganann further informed the public that the Community Service Recognition Awards ceremony begins at 7:00 p.m. at the Community Centre and is open to the public.

**10.2 ITEM A52-24**

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

There was no other business of an informative nature.

**11. NEW BUSINESS**

There were no new items of business.

**12. CONFIDENTIAL MATTERS**

There were no confidential matters.

**13. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of 8:22 p.m.

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JUSTIN PAYLOVE, DIRECTOR OF  
LEGISLATIVE SERVICES/CLERK

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COUNCILLOR JASON  
TROMBETTA, CHAIR