



**TOWNSHIP OF WEST LINCOLN
COMMUNITY AND PROTECTIVE SERVICES COMMITTEE
AGENDA**

MEETING NO. FOUR

Tuesday, May 20, 2025, 7:30 p.m.

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.

Pages

1. CHAIR - Councillor Jason Trombetta

Prior to commencing with the Community and Protective Services 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 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

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 Community and Protective Services Committee agenda.

7. CONSENT AGENDA ITEMS

7.1 ITEM CPS01-25

There are no Consent Agenda Items

8. COMMUNICATIONS

8.1 ITEM CPS02-25

Maidens of the Mist Renaissance Festival

Re: Request for Designation of a Community Festival

RECOMMENDATION:

1. That, the correspondence from Greg Schuurman, CEO, Faires.ca, dated April 28 2025, requesting that Maidens of the Mist Renaissance Festival be designated as a "Community Festival" in order to obtain a Special Events Permit from the Ontario Alcohol & Gaming Commission, be received; and,
2. That, the Council of the Corporation of the Township of West Lincoln hereby designate the Maidens of the Mist Renaissance Festival as a "Community Festival of Municipal Significance" in accordance with the Liquor License Act of Ontario and the Alcohol and Gaming Commission of Ontario, which festival is to be held from Friday, June 6th to and including Sunday, June 8th, 2025 at the West Niagara Agricultural Centre, 7402 Mud Street, Grassie ON.

8.2 ITEM CPS03-2025

International Plowing Match and Rural Expo

Re: Request for Designation of a Community Festival

RECOMMENDATION:

1. That, the correspondence from Renate MacGillivray, dated March 20, 2025, requesting that International Plowing Match Expo be designated as a "Community Festival" in order to obtain a Special Events Permit from the Ontario Alcohol & Gaming Commission, be received; and,
2. That, the Council of the Corporation of the Township of West Lincoln hereby designate the International Plowing Match Expo as a "Community Festival of Municipal Significance" in accordance with the Liquor License Act of Ontario and the Alcohol and Gaming Commission of Ontario, which festival is to be held from Tuesday September 16th, to and including Saturday, September 20th, 2025 at the West Niagara Agricultural Centre, 7402 Mud Street, Grassie ON.

8.3 ITEM CPS04-2025

6

West Lincoln Age Friendly Advisory Committee

Re: Minutes of April 4, 2025

RECOMMENDATION:

1. That, the minutes from the West Lincoln Age Friendly Advisory Committee dated April 4, 2025; be received

8.4 ITEM CPS05-25

8

Mayor's Youth Advisory Committee

Re: Minutes of April 2, 2025

RECOMMENDATION:

1. That, the minutes from the Mayor's Youth Advisory Committee dated April 2, 2025; be received

9. STAFF REPORTS

9.1 ITEM CPS06-24

10

Fire Chief, (Tim Hofsink)

Re: Information Report WLFD-04-2025 - Monthly Update - April 2025

RECOMMENDATION:

That, Information Report WLFD-04-2025 titled "Monthly Update – April 2025" dated May 20, 2025, be received for information.

9.2 ITEM CPS07-25

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Director, Community and Protective Services, (Cynthia Summers)

Re: Information Report CS-02-2025 - West Lincoln Community Centre (WLCC) 2024 Update

RECOMMENDATION:

That, Information Report CS-02-2025, titled “West Lincoln Community Centre (WLCC) 2024 Update”, dated May 20, 2025, be received for information.

10. OTHER BUSINESS

10.1 ITEM CPS08-25

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

There are no confidential matters.

13. ADJOURNMENT

The Chair to declare the meeting adjourned at the hour of [time]



March 20, 2025

Township of West Lincoln
Clerk Office
318 Canborough St., Box 400
Smithville, ON L0R 2A0

This letter is to advise you of the intention to operate a VIP tent, a lounge, and bar area serving alcohol each day of the International Plowing Match & Rural Expo to be held September 16 – 20, 2025 at the West Niagara Fairgrounds located at 7402 Mud St W, Grassie, Ontario.

Alcohol service, under an Alcohol and Gaming Commission of Ontario (AGCO) special occasion permit, will be operated between the hours of 11:00 a.m. and 6:00 p.m. and have potential seating for approximately 1200-1500 people across the venues.

We request written confirmation that you have no objections with the operation of the Lounge(s) at the International Plowing Match & Rural Expo site that we may provide to the Alcohol and Gaming Commission of Ontario (AGCO) to support our application for a Special Occasion Permit. Please forward response to Mary Jane Combe at maryjane@ipm2025.ca; 905 327-2899.

We would be pleased to provide any additional information that you require.

Best Regards

Renate MacGillivray
Co-Chair

2025 International Plowing Match & Rural Expo Local Committee Inc.
Attention/ Care of Renate MacGillivray, 6240 Young Street, Smithville, Ontario L0R 2A0
renatemcgillivray@outlook.com 905-516-9923

**TOWNSHIP OF WEST LINCOLN
WEST LINCOLN AGE FRIENDLY ADVISORY COMMITTEE (WLAFAAC)**

MEETING NO. FOUR HELD: April 4, 2025, Township Administration Building, 318 Canborough Street, and Smithville – 9:00 a.m. Council Chambers

PRESENT:

Chair:	Deb Thomas
Members:	Mayor Cheryl Ganann Councillor Greg Maychak Kitty McGrail Sue Langdon Stuart Lord Denise Lipiec Linda Sivyier Karen Parker
Regrets:	Toni Mills Brianna Parson, Recreation and Wellness Programmer
Guests:	Marianna Felvus
Staff:	Jacquie Thrower, Executive Assistant

1. Welcome and Introduction of members/guests

Marianna Felvus was in attendance.

2. Ratification of Minutes from last meeting – March 7

The minutes of Friday, March 7th, 2025 were ratified by the Committee.

3. Business Arising from Minutes
 - a) April 11 Event in Council Chambers

Jacquie advised that she has confirmed with the Detective Constable Jeffrey May that we will be proceeding with hosting the Financial Crimes Presentation.

Direction was given to Jacquie to ensure Social Media posts list the location of our April 11 event as the Council Chambers and a sign be posted at the West Lincoln Community Centre directing people to the main office.

John will provide a Welcome address to the Spring WLAFAAC Seminar and Linda will

deliver the Land Acknowledgement Statement

Debbie will introduce that Detective Constable Jeffrey May and Kitty will present the Detective with a thank you gift card from Tim Horton's,

b) Preparation for June and September Events – setting committee and timelines

Jacque confirmed that Cheryle Laba from Community Support Service of Niagara will attend the event as our guest speaker providing information to seniors regarding what services they offer.

John will advise Committee Members when he received confirmation from McMaster regarding their attending at the June 6 Event. John advised that the Professor cannot attend the event however she hopes to send two Ph.D. students. He hopes they will send a team member to share the results of their Roads Less Travelled Study.

Jacque advised that Merritt Funeral Home would like the afternoon session of Sept 26 to present a panel of experts, a lawyer, accountant and funeral representative to discuss estate planning.

4. Next Meeting May 2

The next meeting will be May 2 at 9:00 a.m. Jacque will send out a calendar invite to Committee Members.

5. Roundtable Discussion

We are still awaiting word regarding the status of our Grant application.

Councillor Maychak advised that Elections Canada is still looking for workers for the Federal Election.

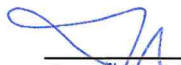
Councillor Maychak advised that he and Councillor Reilly are hosting open house for Ward 3 residents at the Library between 5:30 p.m. – 7:30 p.m.

John provided Committee Members with information that Jacque will share with Committee Members and he advised that he and Kitty would be attending the NOAA April 24 Meeting.

6. Adjournment

The meeting adjourned at 10:13 a.m.


Mayor Cheryl Ganann


Jacquie Thrower, Executive Assistant

**TOWNSHIP OF WEST LINCOLN
MAYOR'S YOUTH ADVISORY COMMITTEE (MYAC)**

MEETING NO. THREE: Wednesday, Apr 2, 2025 – 3:30 p.m. Council Chambers

Chair: Joshua Reilly

Mayor Ganann
Syd Kivell
Giselle Karaban
Carson McFarlane
Sawyer McFarlane
Carter Pataran
Josh Harkin

Staff: Jacquie Thrower, Executive Assistant

1. Welcome and Introduction of members/guests

There were no guests in attendance.

2. Business Arising from Minutes – Acceptance of Minutes – March 5, 2025

The Committee Members accepted the March 5, 2025 Minutes.

3. Holiday Card Plan for 2025

There was general discussion regarding having the summer camp attendees drawing pictures for the annual holiday card.

There was the suggestion that a poster be created seeking a artist to design the holiday card.

4. Summer Meetings

It was the consensus of the Committee that a meeting was not required in July but possibly August 6. Details will be discussed at a future time concerning time, etc.

4. Earth Day Clean Up – Saturday, April 26, 2025

Mayor Ganann reminded Committee Members about the Earth Day Clean Up event at the West Lincoln Community Centre. Committee Members will meet at 9:30 a.m. and Jacquie will send out a reminder email in order to advise Ken from Dog Got It how many will be partaking in the lunch Mayor Ganann is providing.

The Mayor led a discussion on tariffs and explained about the Shop Local/Shop Canadian Campaign. The Committee undertook a short quiz. The quiz was a fun activity that involved saying yes or no to a list of Chocolate Bars/Snack Foods and whether they were made in Canada. It was a fun activity and very enlightening as we all try to Shop Local/Shop Canadian Campaign.

The Meeting adjourned at 4:30 p.m.


Mayor Cheryl Ganann


Jacquie Thrower, Executive Assistant

DATE: May 20, 2025
REPORT NO: WLFD-04-2025
SUBJECT: Monthly Update – April 2025
CONTACT: Tim Hofsink, Fire Chief

OVERVIEW:

- This report will address April 2025 fire responses and activities.

RECOMMENDATION:

That, Information Report WLFD-04-2025 titled “Monthly Update – April 2025” dated May 20, 2025, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 1 and # 4

- **Build** – a safe, connected, caring and active community
- **Advance** – organizational capacity and effectiveness

CURRENT SITUATION:

Emergency responses Calls:

See Attached Schedule "A" for April's calls.

New Recruits:

Recruit class is actively training every Monday evening, Wednesday evening and one weekend per month. The class is being prepared to begin to ride trucks to emergency medical calls. They are also preparing for their first Live Fire Training at the Training tower at the GRTC in Grimsby. Our recruit firefighters are making excellent progress and remain on track to achieve their official accreditation by June. Their dedication is essential to maintaining our department's high professional standards and to developing a team of certified, skilled firefighters who are fully prepared to serve the residents of West Lincoln with professionalism and excellence.

Retirement: Chief Dennis Fisher retired after 32 years of Fire Service and 18 years as Fire Chief. He retired from active service on April 25th.

Promotions: After holding Deputy Chief position for 6.5 years, Tim Hofsink has accepted the position of Fire Chief on April 25th.

Training

Throughout April, the Training Division has placed a strong emphasis on enhancing our auto extrication capabilities. Firefighters have committed extensive hours to training with our newly acquired lifting bags—vital tools in technical rescue operations. These low-pressure inflatable devices are designed to lift heavy loads such as vehicles, machinery, or debris in a controlled and secure manner. Their effectiveness in tight or unstable environments makes them indispensable during motor vehicle collisions and other complex rescue scenarios. Given West Lincoln's agricultural landscape, lifting bags also serve a crucial role in farm-related emergencies. From freeing individuals trapped under heavy equipment to stabilizing large machinery, these tools significantly improve our capacity to respond rapidly and safely in high-risk rural incidents.

In addition to incorporating lifting bags into realistic training scenarios, our crews continue to sharpen their skills with existing extrication equipment. We would like to recognize and thank V&R Recycling for their continued support, generously donating vehicles and providing the space needed to facilitate these essential training exercises at no cost to the township.

Fire Prevention: Fire Inspections for LLBO license for JJ Thai's, as well as annual Inspection at V&R Recycling.

Public Education

Members of the Public Education Division met with the Town Communication specialist to discuss a public safety messaging opportunity related to a recent house fire. Residents were alerted to the presence of a fire and safely evacuated the residence. Plans are being put in place to make a video which will highlight the importance of working smoke alarms, and will involve members of the PubEd Team.

Public Education group also supported St. Luke's Anglican church with volunteering at a breakfast on April 12, sharing some public education messages while maintaining positive community involvement.

The PubEd members also attended the Township Easter festivities at the West Lincoln Community Centre, providing tours of the apparatus, handed out Easter eggs and engaged with the public with fire safety messaging, maintaining good visibility in the Township events.

Apparatus Fleet

The newly acquired tanker for Station 2 has had all the decals and lettering completed and is being prepared for service. Next steps include ensuring all drivers/operators are properly trained on the vehicle. Once this minimum number of hours of driver training

has been completed, the truck will enter service at Station 2.

Work on outfitting the newly purchased Pumper from Fort Garry in Winnipeg is progressing. Finalizing the equipment and layout is well underway, with delivery anticipated late spring/early summer. The unit was a “stock pumper”, meaning that some of the items of the truck will need to be configured to ensure compatibility with the equipment and procedures of West Lincoln Fire.

Thanks to Council for their continued support of the Department in ensuring that West Lincoln Firefighters and members of the community are receiving top level equipment to match the skills of our firefighters.

Fire Services Activities

In April West Lincoln Fire celebrated their Annual Fire Awards Banquet. This event is held to acknowledge the hard work and dedication our Fire Fighters deliver all year long. This year we celebrated Captain Mike Perry reaching 20 years of Fire Service, Captain Zoli Rakonjac reaching 15 years, as well as two Captains Corey Simon and Dave McCausland reaching 10 years of service with WLFD. We were happy to have the Mayor and CAO in attendance. We also celebrated the retirement of our long serving Chief Dennis Fisher and Welcomed our present Chief Tim Hofsink into his new role.

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

INTER-DEPARTMENTAL COMMENTS:

N/A

CONCLUSION:

This report is to inform Committee and Council of the April 2025 operations of West Lincoln Fire and Emergency Services.

Prepared & Submitted by:

Tim Hofsink
Fire Chief

Approved by:

Cynthia Summers
**Director of Community and
Protective Services**

Truper McBride
CAO

Jurisdiction

WEST LINCOLN

2025 MONTHLY DISPATCHES BY DETERMINANT

Determinant Group	January	February	March	April	May	June	July	August	September	October	November	December	Total
⊕ Burning Complaint	1			1									2
⊕ Carbon Monoxide													
⊕ Emergency Assistance		1		1									2
⊕ Grass/Tree/Brush Fire			2	4									6
⊕ Hazmat				1									1
⊕ Medical	8	5	6	8									27
⊕ MVCs	2	9	4	6									21
⊕ Non-Emergency Assistance			1	2									3
⊕ Non-Emergency Medical	1	1											2
⊕ Other Fire													
⊕ Preliminary Assignment	1												1
⊕ Remote Alarm	3	1	2	3									9
⊕ Rescue													
⊕ Structure Fire	1		1	4									6
⊕ Unknown 911													
⊕ Vehicle Fire	2		1	2									5
⊕ Water Rescue													
Total Responses within Municipality	19	17	17	32									85

WEST LINCOLN

17

Year-to-Date Responses Out of Area

85

Total Events This Year

DATE: May 20, 2025

REPORT NO: CS-02-2025

SUBJECT: **West Lincoln Community Centre (WLCC) 2024 Update**

CONTACT: Cynthia Summers, Director, Community & Protective Services

OVERVIEW:

- This Report provides an overview of services offered and participation levels at the West Lincoln Community Centre in 2024.
- When possible, 2024 data is compared to 2023 data.
- Administration will continue to track facility usage and document trends, to measure the success of recreational activities and to recommend modifications, where needed, to suit the needs of the community.
- This Report does not include data from the West Lincoln Public Library branches.
- This annual reporting began in 2019, when the facility first opened, and will continue to be provided annually to the Community Services Committee

RECOMMENDATION:

That, Information Report CS-02-2025, titled “West Lincoln Community Centre (WLCC) 2024 Update”, dated May 20, 2025, be received for information.

ALIGNMENT TO STRATEGIC PLAN:

BUILD – a safe, connected, caring and active community.

BACKGROUND:

Effective January 1, 2025, the organizational restructuring resulted in the creation of a Community and Protective Services department to oversee the delivery of recreation, parks, facilities, cemeteries, special events, fire and emergency services. The West Lincoln Community Centre falls under the jurisdiction of this new department.

CURRENT SITUATION:

Data gathered throughout 2024 paints an encouraging picture of growth for programs and services at the West Lincoln Community Centre. The Township offered more

opportunities for people to participate in recreational activities in 2024, and as a result, experienced a greater amount of participation.

It is important to note that in most cases, participation is measured through revenue. The percent increase in revenue generated from programs and services greatly exceeded the percent increase to user fees, concluding that more people took part in drop-in programs, registered programs and private rental opportunities provided at the West Lincoln Community Centre.

Facility Hours

September to April

- Monday to Sunday, 9 a.m. to 9 p.m.

April to September

- Monday to Friday, 9 a.m. to 9 p.m.
- Saturday, 9 a.m. to 5 p.m.
- Sunday Closed

332 days open

3,910 hours open

Staffing at WLCC

- 5 FTE
- 8-10 PT evening/weekend
- 0.75 FTE contract
- 16-22 PT fall/winter
- 2-3 PT spring/summer
- 10-12 PT camp

Staffing at Parks and other Properties

- 5 FTE
- 8 PT spring/summer

Programs

	Drop-in Programs	Registered Programs
Fee change from 2023	3% increase	3% increase
# programs offered in 2024	882 (217 Youth, 536 Adult, 129 Family) 17% increase from 2023	27 (9 Winter, 8 Spring, 1 Summer, 9 Fall) 23% increase from 2023
2024 Revenue	\$28,904 (\$3,918 Youth, \$22,952 Adult, \$2,034 Family) 35% increase from 2023	\$22,684 (\$8,367 Winter, \$5,758 Spring, \$896 Summer, \$7,663 Fall) 47% increase from 2023

Free Senior Programs

- \$13,328 approximate cost funded 100% through Seniors' Community Grant
- 1 Moccasin Making Workshop – 12 participants
- 20 Tai Chi classes – 43 participants
- 1 Grand River Lunch Cruise – 50 participants
- 1 Trip to St. Jacobs Market - 89 participants
- 1 Semi-formal dance – approximately 55 participants
- 10 Ukulele lessons – 10 participants

Day Camps

	March Break Camp	Summer Camp
# of weeks	1	8
2024 participants	160 (32/day)	2,200 (approx. 55/day)
Participant change from 2023	10% increase	29% increase

Events

Jan 5: Mayor & Council Levee

Feb 19: Family Day

Mar 29: Easter Fest

Apr 22: Earth Day Clean-ups

June 14: Aging Well Forum

Jul 1: Canada Day

Jul 16: Music, Market & Park It with Wicked Truth

Jul 19: Movies in the Park: Elemental

Jul 23: Music, Market & Park It with Doppelganger

Jul 26: Movies in the Park: Aladdin

Jul 30: Music, Market & Park It with Fiddlestix

Aug 2: Movies in the Park: Lyle, Lyle, Crocodile

Aug 6: Music, Market & Park It with Marty Allen Band

Aug 9: Movies in the Park: Trolls Band Together

Aug 13: Music, Market & Park It with Rock 'N Rays Retro Rockers

Aug 20: Music, Market & Park It with Kelsi Mayne

Oct 4-5: 12 Harvest Routes Workshops

Oct 5: Harvest Routes Artists' Marketplace

Oct 22: Community Recognition Awards Ceremony

Nov 23: Semi-Formal Dance 55+

Nov 27: West Lincoln Shines Community Tree Lighting

Nov 30: Holiday Market

Nov 30: Santa Claus Parade

Private Rentals

	Arena	Gymnasium	Community Rooms
Fee change from 2023	3% increase (beginning Sep. 1)	3% increase	3% increase
Revenue	\$327,159 4.4% increase from 2023	\$38,098 24% increase from 2023	\$30,878 1.7% increase from 2023

Advertising/Vending Revenue

	Arena Boards through Nustadia Media	Vending Machines & Arena LED Sign
Revenue	\$16,500 3% increase from 2023	\$1,863 31% decrease from 2023

Community Connections

Programs

- Kiwanis sponsored Youth Drop-in Programs
- Niagara Region Healthy, Safe and Strong Program
- Sportball Niagara
- Port Cares EarlyON Child and Family Centre

Events

- West Lincoln Fire Association pancake breakfast at Family Day event
- West Niagara Minor Hockey Association Superskills at Family Day event
- Lincoln Leapers skipping demonstrations at Family Day event
- Parasport Niagara sledge hockey match against firefighters at Family Day event
- Crime Stoppers Niagara booth at Family Day event
- Welland Jackfish mascot at Family Day event
- West Lincoln Community Care Food Bank collection at Easter Fest, Harvest Routes and Santa Claus Parade
- Age Friendly Advisory Committee Aging Well Forum in the gymnasium
- Kiwanis provided snacks at the Movies in the Park events
- Kiwanis hosted annual community tree lighting, partnered with Smithville Christian High School, Knights of Columbus, Foodland, Stanpac, Rebecca Mullin of Desjardins Insurance and Summer Heinen of Royal LePage
- West Lincoln Public Library at Canada Day
- West Lincoln Youth Soccer Club at Canada Day
- Niagara Regional Police Service at Santa Claus Parade

Camps

- West Lincoln Public Library
- Niagara Region Subsidy Program

Community Sponsorships

- Hanging Basket Sponsorship Program
- Canada Day Event main stage sponsorship
- Public Skating sponsorship throughout the year
- Music, Market & Park It event sponsorship
- Family Day Public Skating sponsorship
- Family Day Gymnasium events sponsorship

FINANCIAL IMPLICATIONS:

There are no financial implications as a result of this Report.

INTER-DEPARTMENTAL COMMENTS:

CONCLUSION:

Since the facility's opening in 2019, this annual reporting has provided valuable insight into the previous year's operations at the West Lincoln Community Centre. It will continue to be presented annually to the Community Services Committee to ensure ongoing transparency and informed decision-making.

SCHEDULE(S)

There are no schedules attached.

Prepared & Submitted by:

Approved by:

Wendy Beaty
Coordinator of Recreation Services

Truper McBride
CAO

Beth Audet
Communications Specialist

Cynthia Summers
Director, Community & Protective Services