



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

MEETING NO. TWO

Monday, June 16, 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 CPS09-25

There are no consent agenda items

8. COMMUNICATIONS

8.1 ITEM CPS10-25

Re: Zoe Gunn, Secretary/ Treasurer, West Niagara Agricultural Society,
Request for Designation of 2025 West Niagara Fair as a "Community Festival"

5

RECOMMENDATION:

1. That, the correspondence from Zoe Gunn Secretary/Treasurer of the West Niagara Agricultural Society, Dated May 15, 2025, requesting that the 2025 West Niagara Fair 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 2025 West Niagara Fair 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, September 5 to and including Sunday, September 7, 2025 at the West Niagara Agricultural Centre, 7402 Mud Street, Grassie, ON L0R 1M0

8.2 ITEM CPS-11-25

6

Mayor Youth Advisory Committee

Re: Minutes - May 7, 2025

RECOMMENDATION:

1. That, the minutes from the Mayor's Youth Advisory Committee dated May 7, 2025; be received

9. STAFF REPORTS

9.1 ITEM CPS12-25

8

Fire Chief (Tim Hofsink)

Re: Information Report WLFD-04-2025 - Monthly Update – May 2025

RECOMMENDATION:

1. That, Information Report WLFD-04-2025 titled "Monthly Update – May 2025" dated June 16, 2025, be received for information.

9.2 ITEM CPS13-25

12

Director, Community and Protective Services (Cynthia Summers)

Re: Information Report CS-07-2025 - A 120 Day overview of the West Lincoln Community Centre and Recreational programming

RECOMMENDATION:

1. That Information Report titled "A 120 Day overview of the West Lincoln Community Centre and Recreational programming" dated June 16, 2025 be received.

9.3 ITEM CPS14-25

19

Director, Community and Protective Services (Cynthia Summers)

Re: Recommendation Report CS-05-2025 - LiveBarn Agreement

RECOMMENDATION:

1. That, Recommendation Report CS-05-2025 titled "LiveBarn Agreement" dated June 16, 2025 be received; and,
2. That, Council approve the agreement between LiveBarn Inc. and the Township of West Lincoln for livestreaming services at the West Lincoln Community Centre for a 4-year term, with a 2-year renewal clause; and,
3. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with LiveBarn.

9.4 ITEM CPS15-25

22

Director of Community and Protective Services (Cynthia Summers)

Re: Recommendation Report CS-06-2025 - 2025 Community Sponsorships and Cemetery and Hall Board Grants

RECOMMENDATION:

1. That, Recommendation Report CS-06-2025 titled “2025 Community Sponsorships and Cemetery and Hall Board Grants”, dated be received; and
2. That, the Community Sponsorships and the Cemetery and Hall Board grants for 2025 as amended, be approved; and,
3. That, the proposed \$1000 grant funding for Junior Achievement South Western Ontario be removed; and,
4. That, the proposed funding for West Lincoln Chamber of Commerce and Jeff McKillcop Mental Health remain the 2024 rate; and,
5. That, the remaining \$1210 be divided, with \$500 going to Niagara 4H Association and \$710 going to Foundation of Resources for Teens (FORT).

RECOMMENDATION:

1. That, the proposed \$1000 grant funding for Junior Achievement South Western Ontario be removed; and,
2. That, the proposed funding for West Lincoln Chamber of Commerce and Jeff McKillcop Mental Health remain the 2024 rate; and,
3. That, the remaining \$1210 be divided, with \$500 going to Niagara 4H Association and \$710 going to Foundation of Resources for Teens (FORT).

10. OTHER BUSINESS

10.1 ITEM CPS16-25

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]



WEST NIAGARA AGRICULTURAL SOCIETY

Host of the West Niagara Fair
7402 Mud Street West, Grassie, ON L0R 1M0
Tel: 905 309 9939 Email: info@westniagarafair.ca

2025 May 15

Council of the Township of West Lincoln
Att: Justin Paylove, Manager of Legislative Services
318 Canborough St
Smithville ON L0R 2A0

RE: 2025 West Niagara Fair hosted by the West Niagara Agricultural Society

Dear Members of Council,

The West Niagara Agricultural Society is writing to respectfully request that Council designate the upcoming West Niagara Fair as a "Community Festival." The Fair is scheduled to take place from Friday, September 5th to Sunday, September 7th, 2025, on the grounds of the West Niagara Agricultural Centre & Fairgrounds, located at 7402 Mud Street in Grassie, Ontario.

As a registered Canadian charity (#119019875RR0001), the West Niagara Agricultural Society relies on events like the Fair to support our initiatives. To obtain a necessary Special Events Permit from the Ontario Alcohol and Gaming Commission for the Fair, this "Community Festival" designation from the Council is a requirement.

We would greatly appreciate it if you would consider our request at your next Council meeting.

Please do not hesitate to contact me if you require any further information or have any questions.

Sincerely,

Zoë Gunn
Secretary-Treasurer
West Niagara Agricultural Society

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

MEETING NO. FOUR: Wednesday, May 7, 2025 – 3:30 p.m. Council Chambers

Chair: Giselle Karaban

Mayor Ganann
Syd Kivell
Sawyer McFarlane
Carter Pataran
Josh Harkin
Joshua Reilly
Tamas Hunter

Guest: Jack Budd

Staff: Barb Hutchinson, Coordinator of Legislative Services/Deputy Clerk

1. Welcome and Introduction of members/guests

Mayor Ganann welcomed and introduced Jack (Jackstallow).

Jack a 13 year old entrepreneur presented his business that he created in November of 2024, he explained what he does with beef fat and how it is made into skin care products. Jack provided a sample to each of the members to try.

2. Business Arising from Minutes – Acceptance of Minutes – April 2, 2025

The Committee Members accepted the April 2, 2025 Minutes.

3. Holiday Card Plan for 2025

There was general discussion regarding when to start having the summer camp attendees draw pictures for the annual holiday card. The committee discussed other options like having contests, a booth at the market, or send a letter to the schools.

The Mayor commented that she had spoken to the Director of Community Services and she thought it was an excellent idea for the camp kids. The Director noted she is hopefully attending the June meeting to meet staff and show the camp kids with examples of previous cards

4. Summer Meetings

The Committee members accepted August 6 at 10:00 am. to meet in the summer.

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

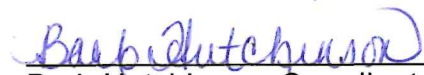
Mayor Ganann followed up regarding earth day and asked members if they thought it was a success and if they should look into different areas, how to get the community involved. There was much discussion regarding advertising more on social media, have prizes as an award to get the community more involved.

The Mayor provided an overview of the June meeting and hoped members will be able to speak to the Director and staff regarding the design of the holiday card, but noted that they will be still putting the wording in the cards.

The chair asked if any members had any new business, a question was raised from one of the members if ball hockey could be an option in the arena as drop-in for kids through the summer.

The Meeting adjourned at 4:25 p.m.


Mayor Cheryl Ganann


Barb Hutchinson, Coordinator of Legislative
Services/Deputy Clerk

DATE: June 16, 2025
REPORT NO: WLFD-05-2025
SUBJECT: **Monthly Update – May 2025**
CONTACT: Tim Hofsink, Fire Chief

OVERVIEW:

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

RECOMMENDATION:

That, Information Report WLFD-04-2025 titled “Monthly Update – May 2025” dated June 16, 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 May's calls.

New Recruits:

Recruit class is actively training every Monday evening, Wednesday evening and one weekend per month. This month they attended the Training tower at the GRTC in Grimsby for the first time to learn Advanced Ladder Operations. Our recruit firefighters are making excellent progress, with preparations underway to ensure success in their first Provincial Certification exams. Following their exams and Live Fire Training in early June, this class will be cleared to start responding to emergency calls.

Retirement:

None

Promotions:

The recruiting process for Deputy Fire Chief is well underway. Interviews for DC are to be held the first week of June, with hopes of filling the position within the coming weeks.

Training:

During the month of May, our Training Division focused on enhancing both rural and urban water supply operations. This included intensive practice in water shuttling and drafting from a variety of sources—critical skills necessary for effective firefighting in our region.

Additionally, we utilized the Grimsby Regional Training Centre (GRTC) to conduct advanced ladder operations training, ensuring our teams remain proficient with elevated apparatus techniques.

We're also pleased to report that the Training Team at Station 2 has successfully completed all required training to place West Lincoln's Tanker 2 into full operational service. This truck is the second large tanker that West Lincoln Fire has commissioned in the past years. With large water carrying capacity and two portable ponds each, the commissioning of this tanker marks a significant step in bolstering our rural firefighting response capabilities.

Fire Prevention / Public Education

Our Pub Ed team attended Farm/Agricultural day at the West Niagara Fairgrounds. Throughout May we have catalogued our inventory of Public Education Materials. We have ordered new education kits in preparation for our anticipated busy month of June with school visits and events.

Work is being done to prepare for various fire safety initiatives in coordination with the Communications Specialist to spread fire safety/smoke alarm messaging on Social Media platforms as well as other avenues.

Apparatus Fleet

The new tanker for Station 2 has entered service at Station 2. The two large volume portable pumps provided for in the 2024 Capital budget have been put on the new tankers and are in active use.

Work on outfitting the newly purchased Pumper from Fort Garry in Winnipeg, equipment requirements have been finalized and the truck is being prepared for service.

Fire Department Activities

Work is continuing on the preparation for the International Ploughing Match to be held in September. Coordination of varying agencies is underway to ensure appropriate medical and emergency response coverage for the duration of the event, with substantial input from the Niagara West Emergency Management Coordinator.

CampFIRE Niagara, a firefighting camp to showcase the firefighting career to high-

school age girls was held recently in Niagara Falls. Equipment and staff from West Lincoln were provided in support of this important initiative.

The Critical Incident Stress Management team is meeting regularly to prepare for managing traumatic exposures/injuries that may occur in carrying out emergency response duties for West Lincoln Firefighters. The Government of Ontario is beginning to provide important resources to support the mental health of First Responders in Ontario in a variety of ways.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Corporate Services/CFO, CAO and Clerks Department.

CONCLUSION:

This report is to inform Committee and Council of the May 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	1								3
+ Grass/Tree/Brush Fire			2	4	1								7
+ Hazmat				1									1
+ Medical	8	5	6	8	4								31
+ MVCs	2	9	4	6	11								32
+ Non-Emergency Assistance			1	2	1								4
+ Non-Emergency Medical	1	1											2
+ Other Fire					1								1
+ Preliminary Assignment	1				1								2
+ Remote Alarm	3	1	2	3	7								16
+ Rescue													
+ Structure Fire	1		1	4	1								7
+ Unknown 911													
+ Vehicle Fire	2		1	2	1								6
+ Water Rescue													
Total Responses within Municipality	19	17	17	32	29								114

WEST LINCOLN

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Year-to-Date Responses Out of Area

114

Total Events This Year

DATE: June 16, 2025

REPORT NO: CS-07-2025

SUBJECT: **A 120 Day overview of the West Lincoln Community Centre and Recreational programming**

CONTACT: Cynthia Summers, Director, Community and Protective Services

OVERVIEW:

- This preliminary report provides an overview and introduction to what the Administration sees as important considerations regarding the West Lincoln Community Centre (WLCC) and the current recreational programming.
- The report shares a draft preliminary vision proffered by the Administration, for consideration, review and input from Council. This thinking is in its infancy and as such is very open to changes and will undoubtedly evolve.
- This report reflects an approach which focuses on reducing burnout among full-time staff, strengthening community connection, and delivering services in a sustainable and inclusive way.
- It is also noteworthy that while this report reflects the perspective of the Administration with fresh eyes and observations, it is also informed by the feedback of staff and community residents.
- Finally, this vision is rooted in the belief that while the West Lincoln Community Centre, parks, and community spaces are already well-used and valued by residents, there is significant potential to elevate their impact. The goal is to transform these spaces into vibrant community hubs—not just during the day, but in the evenings and on weekends as well. This includes a future where residents help shape programming, part-time staff are empowered to take the lead, and technology is leveraged to deliver services more efficiently.

RECOMMENDATION:

That Information Report CS-07-2025 titled “A 120 Day overview of the West Lincoln Community Centre and Recreational programming” be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- BUILD - safe, connected, caring and active community

BACKGROUND:

Effective January 1, 2025, the organizational restructuring resulted in the creation of the new Community and Protective Services division, with the new Director of Community and Protective Services joining the Township of West Lincoln in February 2025. This report is to inform Council of the Administration's early actions and the vision and current priorities, in order to ensure alignment with the goals and objectives of Council. The Administration seeks and welcomes the input of Council.

CURRENT SITUATION:

The West Lincoln Community Centre and Recreational Programming

West Lincoln, like other municipal parks and recreation departments across Canada, face growing demands with limited resources. In West Lincoln, full-time staff are stretched thin, particularly during seasonal peaks and after-hours events. However, there are ways in which the Administration can attempt to address these stressors and to increase staff morale and improve recreational programming.

The West Lincoln Community Centre (WLCC) is a beautiful new infrastructure that serves as an anchor of community engagement in the Township. That said, its utilization can be low, with periods of underused space and programming. There is an opportunity to expand the use of the WLCC in a way which is flexible, creative and reflects residents' needs. A key focus needs to be on how to increase usership of the facility with an aim to create a bustling, vibrant community hub where fitness, fun, the library and social services are brought together into one location.

There is also a demand for low-cost family friendly activities, with both youth and senior programming. To respond to this demand there is a desire for WLCC to provide more "in-house" programming and to increase community-based programs.

This report is the result of an "early stages", fourth month needs assessment with proposed short-term actions/suggestions that will likely improve key performance measurements. This report and ideas will be complemented and expanded by the input and vision of the soon to be hired new Community Services Manager and the release of the new Parks and Recreation Master plan in the fall 2025. It will be imperative to utilize the Master Plan to identify gaps and opportunities to develop new programming and increase the customer experience at West Lincoln parks and recreational facilities. Since February 2025, the WLCC has already begun to evolve its service delivery model, offering more flexible, customer-focused responses to its community. Recently when requested, the Administration offered the use of the WLCC for Elections Canada for

early voting and election day voting. After community input and at their request, the Administration also introduced early registration for summer day camp for West Lincoln residents only and expanded the number of summer camp spaces for local youth. As a result of this change, 100% of summer camp spots are now filled with local West Lincoln youth. Most recently the Administration committed to collaborating with the Mayor's Youth advisory committee to engage our summer campers in the annual Christmas card competition/event, with youth advisors leading the summer campers in this fun "Christmas in the Summer" activity. Many collaboration opportunities exist such as a recent agreement made with Canadian Blood Services to host blood donation clinics on a quarterly basis at the WLCC.

However, there remain some challenges, and this report suggests some shifts that align with modern practices and will improve customer service. These include the following:

- Creating flexible, community-driven programming
- Expanding the role of part-time staff
- Leveraging technology

Given the organizational and strategic changes that 2025 has brought, the Parks and Recreation Division is currently in a period of transition.

The recruitment process is currently underway for the Manager of Community Services position. This existing role has been redesigned with an expanded mandate to oversee all aspects of the Community Centre, including facilities, parks, and programming, ensuring a more integrated and strategic approach to service delivery.

The Parks and Recreation Master Plan is also scheduled to be finalized for Fall 2025, which will further align long-term goals with this renewed leadership structure. At this point the consultant MGA Group has advised that a draft Plan will be ready to present to Council in September 2025. Following the input of Council, one further feedback opportunity will be provided to West Lincoln residents, with a final report being presented to Council in October 2025.

THE PROPOSED VISION

Programming That Reflects the Community's interests and needs

Programs should be shaped with resident input, ensuring they reflect local interests and priorities. Administration should be flexible and able to adapt programming as needed to meet community needs.

To maintain connection, feedback tools and engagement methods such as below can be continued or increased:

- Online surveys and idea forums

- Timely and regular communication on information boards and social media regarding recreational programs and events.
- Town Halls where the Administration can engage and hear from community residents and groups directly.
- Regular engagement to seek targeted input from community groups and services, and advisory groups such as the West Lincoln Age Friendly Advisory committee and the Mayor's Youth Advisory committees, as examples.

Increased Regularly Scheduled Programming

At the WLCC many popular programs are offered on a drop-in basis. However, there is an opportunity to provide more consistent, lower cost programming, some of which may be staff lead and some (such as yoga now) which is provided by external instructors. There may be opportunities to use our open gym time slots for staff-lead pick-up basketball games or other activities based on public demand, hosted by our full / part-time staff.

As well as this type of programming, it is important to maintain popular longer cycle events that people can count on, weekly, monthly, or annually such as:

- Music, Market and Park It (6 events for summer 2025)
- Movie Nights (4 events for summer 2025)
- Santa Claus Parade (November 2025)
- Harvest Routes (Fall 2025)
- Farmers Market – Exploring opportunity to move this event to Saturdays in 2026*

Maintaining facility operations over the Christmas break is essential, as this period typically sees high demand from families seeking daily activities. To this end, the Administration will open and provide programming at the WLCC on Boxing Day this year, in addition to the regular days of service. In addition, the Administration is currently evaluating the potential for the WLCC to be open on Sundays in response to growing community interest. This would maximize use of the facility during otherwise inactive hours and better align with resident needs.

Exploration of new Opportunities and Collaboration

The Administration has been exploring a partnership with LiveBarn to provide virtual, live broadcasting of minor league hockey. Currently 98 municipalities in Ontario use this service, including nine municipalities within the Niagara Region. The recommendation to collaborate with LiveBarn is being presented to Council for approval.

The Administration is also pleased to share that the WLCC has re-established a partnership with the Canadian Red Cross to host regular blood donation clinics at the West Lincoln Community Centre. This initiative reflects the Township's ongoing commitment to supporting essential community services and fostering partnerships that

provide direct benefits to residents.

The Recreation unit is also in the early stages of assessing possible new hockey league opportunities such as a Senior Hockey League for adults 20-45 to support other key demographics. These new types of initiatives must be considered carefully within the context of the support of West Lincoln residents. If after some early evaluation this option appears viable and beneficial to the community, this will be brought to Council for consideration and approval.

Going forward it is important to create space for new events and activities shaped directly by West Lincoln residents.

Making the Most of our other Community Spaces

Our parks, trails, and facilities can host a wider variety of community-driven programming year-round.

Some Ideas:

- Utilizing our rural Community Halls for additional summer and March break camps and programs to ensure programming across West Lincoln.
- Deploying Recreation Ambassadors with mobile kits for park-based programs.
- Extending trail and greenspace use into evenings and weekends by offering (for example) Field Naturalist walks, Bird identification classes, guided walking groups, Fitness Stations etc. Creating flexible, community-driven programming.

Reviewing the Fee Structure:

There is an opportunity to review the current recreation and facility fee structure to support the growing needs of the Community Services division and West Lincoln community. This includes looking at a review of fees for non- West Lincoln residents.

Supporting and ensuring well-equipped and skilled Recreation Staff:

Our front line staff serve as the frontline representatives of both the WLCC and the broader Township of West Lincoln. They are often the first point of contact for residents and visitors, playing a key role in shaping public perception and ensuring a welcoming, responsive experience.

The Administration is currently assessing the needs and efficiencies of staff and reviewing the staffing complement in order to provide effective customer service. It is important that all staff are confident, empowered, and trained in customer service skills and conflict resolution.

Training Full and Part Time Staff

With training and support, part-time Recreation Leads can oversee after-hours programming and payments, helping reduce reliance on full-time staff.

- Continuing with our cost effective staffing model, which includes a combination of full-time staff, part-time workers and seasonal employees to help manage costs.
- Ensuring excellence in customer service and reducing risk to the Township by ensuring that staff are trained to provide the services required and to properly be equipped to deal with complaints or conduct issues.
- Training to allow for the extension of evening hours to take payments at the Community Centre.
- Assigning trained part-time leads for weekend and evening coverage to alleviate full time staff.
- Offering a consistent avenue and process to log and address complaints, as well as de-escalate issues in real time.

These actions will allow for an ease in shift transition when all staff understand facility, programming and ActiveNet software payment processes. In the longer term, a review of a potential weekend delegation strategy should be considered, where programming, payment processing (purchase/leases) and minor dispute resolution can be delegated to part-time recreation leads.

Making more efficient use of Technology

Technology can simplify operations and improve resident access.

- Maximize ActiveNet for mobile payments, drop-ins, and public calendars and empower part-time staff to provide this service.
- Use QR codes in parks to link to registration, feedback, and event details.
- Digitally coordinate staffing schedules and event coverage

FINANCIAL IMPLICATIONS:

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

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the Director of Corporate Services, the CAO, and the Legal and Legislative Services Department.

CONCLUSION:

This report is for Council's information only; however, while it seeks to provide insight

into the Administration's current vision and ideas, it also seeks the input of Council and its direction regarding Council's vision for the WLCC and recreation programming in West Lincoln. Any plans or directions will be guided and executed according to Council's vision and direction.

SCHEDULE(S)

Prepared & Submitted by:

Approved by:

Cynthia Summers
Director, Community
And Protective Services

Truper McBride
CAO

DATE: June 16, 2025

REPORT NO: CS-05-2025

SUBJECT: **LiveBarn Agreement**

CONTACT: Cynthia Summers, Director, Community and Protective Services

OVERVIEW

The Township of West Lincoln has been approached by LiveBarn to provide livestreaming services for minor hockey from the West Lincoln Community Centre. This service will allow community members to subscribe to the service and allow them to watch games remotely. Currently 98 Ontario municipalities participate in this service, including Niagara-on-the-Lake, St. Catharines, Thorold, Pelham, Fort Erie, Welland, Lincoln, Port Colborne and Hamilton. LiveBarn would like to have this system implemented for the 2025-2026 hockey season.

RECOMMENDATION:

1. That, Recommendation Report CS-05-2025 titled “LiveBarn Agreement” dated June 16, 2025 be received; and,
2. That, Council approve the agreement between LiveBarn Inc. and the Township of West Lincoln for livestreaming services at the West Lincoln Community Centre for a 4-year term, with a 2-year renewal clause; and,
3. That, a By-Law be passed to authorize the Mayor and Clerk to enter into an agreement with LiveBarn.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- Build a safe, connected, caring and active community

BACKGROUND:

The West Lincoln Community Services Division has been researching Livestreaming options for the West Lincoln Community Centre (WLCC), as Livestreaming has become more popular for Arenas across the province of Ontario.

CURRENT SITUATION:

Currently LiveBarn provides venues with fully automated, HD Live Streaming and a video storage solution for 98 Ontario municipalities, including nine in the Niagara and Hamilton region. Use is based on selling subscriptions which is available to a wide variety of users including Coaches, Parents, Guardians, Family, and others, to view remotely.

- Viewers can watch fully automated HD Live & On Demand broadcast from anywhere, at any time, on any device.
- Viewers can choose how to view games and choose tracking that automatically follows the flow of the game or control camera with panoramic view, zoom or 180 controls.
- With one subscription, viewers can view games and practices from other venues. This network of LiveBarn-installed venues is anticipated to keep expanding.
- Players and Coaches can share highlights and saved games with scouts, and share highlights via social media and email via monthly subscription.
- Viewers can save video for personal archive or analyze plays to improve team/player performance.
- Scouts can watch multiple teams and players from various LiveBarn venues at their convenience.

Under the agreement, the West Lincoln Community Centre staff will set the schedule for which games are livestreamed. The Manager of Community Services and the Supervisor Parks and Recreation will meet to manage the LiveBarn schedule. Staff will have full control over the system, to set the times when the cameras automatically "wake up" and "go to sleep". Further, the West Lincoln Community Centre staff have control over access to online feeds by creating Blackout or password-protected Privacy Sessions.

The West Lincoln Community and Protective Services Division will oversee the technical side of the program and internet and perform required system updates as required.

CONDITIONS OF THE AGREEMENT

- LiveBarn will, at its own expense, install, maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Streaming Service to the Community Centre rink. The venue owner shall assume the cost of electricity.
- Revenue generated from the Automated Online Streaming Service will be the property of LiveBarn. However, LiveBarn will supply West Lincoln (the "Venue Owner") with a unique code to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay West Lincoln thirty percent (30%) of the revenues generated from the memberships (until such memberships are discontinued).
- The term of the Agreement continues until the four (4) year anniversary of the Install

Date, and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue the Agreement at least ninety (90) days before the expiration of the then current term.

- Either party shall have the right to terminate the Agreement for any reason upon giving 90 days written notice to the other party.
- The Township of West Lincoln also has the capability to block out certain events with LiveBarn. If an event or organizer wants to use a Camera with an operator, the LiveBarn cameras can be blocked out in these instances.
- The Township of West Lincoln agrees to post a notice at the entrance to the rink advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue.

The proposed legal agreement has been reviewed by West Lincoln counsel.

FINANCIAL IMPLICATIONS:

There is no cost to the Township to offer LiveBarn event streaming services at the West Lincoln Community Centre. West Lincoln will receive a revenue share for those signed up through a West Lincoln unique sign-up link that will track local subscriptions. This is contingent upon West Lincoln advertising its unique subscription code. It is not yet known the annual dollar amount for this partnership but it is anticipated to be minimal and under \$1,500. Any revenue received will be reflected in the Recreation operating budget.

LiveBarn Inc. will cover the cost of the internet and hardware maintenance to run the system. The Township of West Lincoln will cover the incremental costs of electricity.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by Corporate services, the CAO, and the Legal and Legislative Services Department.

CONCLUSION:

The Administration recommends to Council that That Council approve an agreement between LiveBarn Inc. and the Township of West Lincoln for livestreaming services at the West Lincoln Community Centre for a 4-year term, with a 2 year renewal clause. This will improve the community experience of enjoying minor hockey within our community, particularly for those who cannot attend the games in person.

Prepared & Submitted by:

Cynthia Summers
Director of Community and
Protective Services

Approved by:

Truper McBride
CAO

DATE: June 16, 2025

REPORT NO: CS-06-2025

SUBJECT: **2025 Community Sponsorships and Cemetery and Hall Board Grants**

CONTACT: Cynthia Summers, Director of Community and Protective Services

OVERVIEW:

- Community Sponsorship applications received by the Township totaled \$22,100, with a recommended funding of \$15,610.
- Grant applications from the Cemetery and Hall Boards who operate and maintain the Cemeteries and Community Halls, respectively, were received and a total grant allocation is recommended of \$21,450.
- The grants to the Cemetery and Hall Boards provide a base level of funding for items such as repairs, maintenance, and equipment.

RECOMMENDATION:

- 1) That, Recommendation Report CS-06-2025 titled “2025 Community Sponsorships and Cemetery and Hall Board Grants”, dated be received; and
- 2) That, the Community Sponsorships and the Cemetery and Hall Board grants for 2025 as recommended be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- Build a safe, connected, caring and active community

BACKGROUND:

Each year, the Township accepts applications from local non-profit organizations for consideration under its Corporate Sponsorship Fund program. Information on this program was posted on the Township’s website and reminder letters sent to past applicants. The deadline for submission was April 16, 2025. Each group’s application and their financial information is available should a Councillor have a question.

The Community Sponsorships Policy (POL-C-02-02) is attached to this report. As per the Policy, a Community Group is defined as follows: “service clubs, sports, cultural, recreational and youth groups and other similar types of associations recognized by the Council and who represent primarily the residents of West Lincoln and/or whose membership primarily constitutes residents of the Township of West Lincoln”.

The Policy notes, under Eligibility Criteria, that “Community Groups already receiving funding assistance from other levels of government may not receive assistance from the Township, dependent upon the need of the Group”. Therefore, Staff has provided Council with this information, where applicable, for their consideration.

CURRENT SITUATION:

2025 Community Group Grants:

As part of the 2025 Operating Budget, an amount of \$15,610 has been included as the allocation for Community Sponsorship grants. The chart below outlines the applications received and the recommended grants.

COMMUNITY GROUP	2024 REQUEST	2024 Grant	2025 REQUEST	2025 Grant - Recommended
West Lincoln Santa Claus Parade	\$0	\$0	\$0	\$0
Royal Canadian Legion Branch 393 (Smithville Branch)	\$7,500	\$2,000	\$5,000	\$2,000
West Niagara Agricultural Society	\$5,000	\$3,000	\$5,000	\$3,000
West Lincoln Chamber of Commerce	\$5,000	\$1,300	\$5,000	\$1,500
Caistor Plowmens Association (Plowing Match)	\$200	\$200	\$200	\$200
Foundation of Resources for Teens (FORT)	\$6,000	\$5,000	\$6,000	\$5,000
Niagara 4H Association	\$1,764	\$1,500	\$2,000	\$1,500
Smithville Garden Club	\$1,000	\$1,000	\$1,500	\$1,000
Jeff McKillop Mental Health	\$1,000	\$400	\$400	\$410
Smithville Terry Fox Run	Use of Community Green Space, Parking & Washrooms	Recommend approval of request	Use of Community Green Space, Parking & Washrooms	Recommend approval of request
Junior Achievement South Western Ontario	n/a	n/a	\$2,000	\$1,000
TOTAL	\$27,464	\$14,400	\$22,100	\$15,610

All of the applications received in 2025 are from groups that the Township has a long partnership with and have supported them on an annual basis. Those organizations provide community activities within the Township. In reviewing all of the applications, staff recognizes the importance of all community groups and events. The decision making process was based on focusing on West Lincoln based groups and activities. It is important to note that there is limited funding available and there is no guarantee that all applications will be approved or in the full requested amount.

Additionally, this year we received a new application from “Junior Achievement South Western Ontario” requesting funding for two (2) Junior Achievement learning experiences to approximately 50 students in West Lincoln. These are hand on experiences on financial health, work readiness and entrepreneurship. All these experiences are aligned with the Ministry of Education curriculum and delivered at no cost to schools. Junior Achievement relies on the financial support of donations, corporations and granting foundations.

2025 Hall Board Grants:

Annually, the Township requests grant applications from the Hall Boards who operate and maintain the Community Halls. The grants provide a base level of funding for maintenance/minor capital at these facilities. The Township owns all of the properties below, except for the Fulton Hall.

As part of the 2025 Operating Budget, an amount of \$5,540 has been included as the allocation for Hall Board grants. The chart below outlines the applications received and the recommended grants.

Hall Boards	2024 REQUEST	2024 Grant	2025 REQUEST	2025 Grant - Recommended
Wellandport Hall	\$1,000	\$1,000	\$1,000	\$1,000
Fulton Hall	\$2,000	\$1,650	\$2,000	\$1,540
Caistor Community Centre	\$3,000	\$2,650	\$3,000	\$2,500
Silverdale Hall	\$500	\$500	\$500	\$500
TOTAL	\$6,500	\$5,800	\$6,500	\$5,540

2025 Cemetery Board Grants:

The Township currently maintains 21 cemeteries. In addition, there are 6 active cemeteries, which are maintained by other cemetery boards. With the Township’s funding, the Cemetery Boards allocate the funds to general operations and various capital improvements, such as headstone repairs and equipment purchases.

At the September 18, 2023 Administration Committee Meeting, Council approved staff report T-24-2023, Grants to Cemetery Boards, which increased the annual cemetery grant allocation to \$1,719 per acre (from a historical allocation of \$666 per acre). This revised amount is more reflective of the current cost of operating and maintaining a

cemetery. The practice of administering a grant on a per acre basis is an objective method of allocating the funds.

Therefore, as part of the 2025 Operating Budget, an amount of \$15,910 was included as the allocation for Cemetery Board grants. The chart below outlines the applications received and the recommended grants. The cemetery board grant recommendation totals \$15,910, which falls within the allotted budget.

Cemetery	2024 REQUEST	2024 Grant	2025 REQUEST	2025 Grant - Recommended
Caistorville United Church	\$4,500	\$5,140	\$5,000	\$5,140
St. Luke's Anglican	\$1,300	\$1,520	\$1,500	\$1,520
Kimbo Free Methodist	\$2,800	\$1,570	\$2,800	\$1,890
Smithville United Church	\$3,000	\$4,100	\$5,000	\$4,100
Elcho United Church	\$500	\$850	\$500	\$850
St. Martin's Catholic Church	\$1,400	\$2,410	\$2,400	\$2,410
TOTAL	\$13,500	\$15,590	17,200	\$15,910

FINANCIAL IMPLICATIONS:

The total of the funding amounts is within the 2025 approved operating budget.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by Corporate Services, Legal and Legislative Services and Community and Protective Services.

CONCLUSION:

It is recommended that Council approve the 2025 Community Sponsorship and Cemetery and Hall Board Grants as outlined in this report.

Attachment: Schedule A - Community Sponsorships Policy (POL-C-02-02)

Prepared & Submitted by:

Reviewed & Approved by:

Cynthia Summers
Director, Community/Protective Services

Truper McBride, CAO

SCHEDULE “A”

POLICY – COMMUNITY SPONSORSHIPS

<u>POLICY NO:</u>	POL-C-02-02
<u>TITLE:</u>	Community Sponsorships
<u>AUTHORITY:</u>	Council Approval
<u>EFFECTIVE DATE:</u>	December 3, 2002
<u>APPROVAL:</u>	December 2, 2002
<u>PURPOSE:</u>	To establish criteria for reviewing and making recommendations on requests from funding assistance received from Community groups

Definitions:

In this policy:

- (a) The Committee means the Budget Committee of the Council of the Corporation of the Township of West Lincoln and/or the Committee of the Council responsible for the Corporation's Administration and Financial matters.
- (b) The Council means the Council of the Corporation of the Township of West Lincoln and the Corporation and the Council shall have a corresponding meaning.
- (c) Community Groups shall mean service clubs, sports, cultural, recreational and youth groups and other similar types of associations recognized by the Council and who represent primarily the residents of West Lincoln and/or whose membership primarily constitutes residents of the Township of West Lincoln.

Eligibility Criteria:

All requests for funding assistance from Community Groups shall be evaluated upon the following criteria:

- (a) The request must be made on behalf of a local Community Group.
- (b) The Community Group must be non-profit in nature and upon request must provide a financial statement to verify its not for profit status.
- (c) A Community Group must be primarily made up of volunteers.
- (d) The membership of the Community Group must not be restricted by race, creed, colour, marital status, sex, religious or political affiliation and should represent a broad base of community support.

- (e) Political or religious action groups shall not be considered for funding assistance.
- (f) Community Groups that are already receiving some other form of funding or subsidy from the Township for particular services/activities may not be considered for a grant or may receive a reduced grant from the Township in recognition of the other subsidy already being provided.
- (g) Community Groups that can verify that they have undertaken fundraising within the community may be given preference in consideration.
- (h) Community Groups already receiving funding assistance from other levels of government may not receive assistance from the Township dependent upon the need of the Group as compared to other requests under consideration.
- (i) Any Community Group that is providing a service/activity which represents a duplication of a service that is already well provided for in the community, shall not be considered.
- (j) The fact that a Community Group is making ongoing requests for assistance on an annual basis and therefore may be in danger of becoming financially dependent on the Township shall be taken into consideration.

Procedure:

All requests from Community Groups shall be in writing and shall be referred to the Treasurer and the Chair of the Committee to be considered based upon the criteria as set out in this policy and availability of funds as provided in the budget estimates.

Any additional information required by the Treasurer and the Chair of the Committee to aid in their consideration, shall be provided by the appropriate Community Group within the time specified or the request shall not be considered for approval.

Any requests received after the budget process may be considered provided that there are uncommitted approved budget funds available for community sponsorships.