



TOWNSHIP OF WEST LINCOLN
CORPORATE SERVICES COMMITTEE
MINUTES

MEETING NO. SIX

September 15, 2025, 7:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

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

Staff: Justin Paylove, Manager, Legislative Services/Clerk
 Jessica Dyson, Director, Legal and Legislative Services
 Truper McBride, CAO
 Cythia Summers, Director, Community and Protective*
 Services
 Tim Hofsink, Fire Chief*
 Katelyn Repovs, Director, Corporate Services/CFO
 Kevin Geoghegan, IT Help Desk Analyst
 Gerrit Boerema, Director, Growth and Sustainability*

*Attended part-time Albert Witteveen, Regional Councillor
 Cindy Weir, CEO
 Tina Jol
 Jason Reynar, Solicitor*

1. CHAIR - Councillor Shelley Bradaric

Prior to commencing with the Corporate Services Committee meeting agenda,
Chair Bradaric 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. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST

2.1 Councillor William Reilly - ITEM CS52-25

Councillor Reilly's wife sits on the Library Board

3. CONFIDENTIAL MATTERS

Moved By Councillor William Reilly

Seconded By Mayor Cheryl Ganann

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:

3.1 Manager, 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).

3.2 Manager, Legislative Services/Clerk (Justin Paylove)

Re: Citizen Appointments on Boards and Committees - Mayor's Youth Advisory Committee

APPLICATION PROVIDED UNDER SEPARATE COVER

Applicable closed session exemption(s):

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

3.3 Director, Legal and Legislative Services (Jessica Dyson)
Re: Legal Update regarding By-law and By-law services

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s); and,
- Advice subject to Solicitor-Client privilege; and,
- Litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board.

3.4 Director, Corporate Services/Treasurer (Katelyn Repovs)
Re: IT Security Plan and Update

Applicable closed session exemption(s):

- Security of the property of the municipality (or local board)

Carried

3.1 Manager of Legislative Services/Clerk (Justin Paylove)
Re: Citizen Appointments on Boards and Committees - Heritage Committee

3.2 Manager of Legislative Services/Clerk Justin Paylove
Re: Citizen Appointments on Boards and Committees - Mayor's Youth Advisory Committee

3.3 Director, Legal and Legislative Services (Jessica Dyson)
Re: Legal Update regarding By-law and By-law services

3.4 Director, Corporate Services/Treasurer (Katelyn Repovs)
Re: IT Security Plan and Update

4. DISCLOSURE OF CONFIDENTIAL MATTERS

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

That Administration proceed as directed in regards to Confidential Item 3.1, 3.2, 3.3 and 3.4.

Carried

5. 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.

6. CHANGE IN ORDER OF ITEMS ON AGENDA

7. APPOINTMENTS

There are no appointments/presentations.

8. 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 Corporate Services Committee agenda.

9. COMMUNICATIONS

9.1 ITEM CS47-25

Niagara Transit

Re: 2025 Q2 statistics

Moved By Councillor Greg Maychak

Seconded By Councillor William Reilly

1. That, the correspondence received from Niagara Transit, dated September 3, 2025; be received for information.

Carried

9.2 ITEM CS48-25

Mayor's Youth Advisory Committee

Re: Resignation from the Mayor's Youth Advisory Committee

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

1. That, the notice received on September 4, 2025 from Tamas Hunter, of the Mayor's Youth Advisory Committee be received, with regrets and;
2. That, By-law 2023-03 being a By-law for appointments to the Mayor's Youth Advisory Committee, be amended to remove Tamas Hunter from Schedule "C".

Carried

10. STAFF REPORTS

10.1 ITEM CS49-25

Director, Corporate Services/CFO, (Katelyn Repovs)

Re: Information Report T-14-2025 - 2026 Budget Survey Results

Moved By Councillor Greg Maychak

Seconded By Councillor Mike Rehner

1. That, Information Report T-14-2025, regarding the "2026 Budget Survey Results" dated September 15, 2025, be received.

Carried

10.2 ITEM CS50-25

Director, Corporate Services/CFO (Katelyn Repovs)

Re: Information Report T-13-2025 - Quarter 2 Financial Update

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

1. That, Information Report T-13-2025, titled "Quarter 2 Financial Update", dated September 15, 2025, be received.

Carried

10.3 ITEM CS51-25

Director, Corporate Services/CFO (Katelyn Repovs)
Re: Recommendation Report T-15-2025 - Update to 2026 Budget
Process and Schedule

Moved By Councillor William Reilly

Seconded By Councillor Joann Chechalk

1. That, Recommendation Report T-15-2025, titled "Update to 2026 Budget Process and Schedule", dated September 15, 2025, be received; and,
2. That, Council adopts the proposed 2026 Budget Timeline outlined as Option "1" within this Report.

Carried as amended

Moved By Councillor William Reilly

Seconded By Councillor Greg Maychak

That Administration Proceed with Option 1

Carried

11. OTHER BUSINESS

11.1 ITEM CS52-25

Councillor Rehner

Re: Library Fund transfer

Councillor William Reilly declared a conflict on this item. (Councillor Reilly's wife sits on the Library Board)

Moved By Councillor Mike Rehner

Seconded By Councillor Greg Maychak

1. That, Administration be directed to provide \$11,000 to the West Lincoln Library Board, for the purposes of ensuring all Public Libraries in West Lincoln can be open full time for the remainder of the 2025 calendar year.

Referred

Moved By Councillor Joann Chechalk

Seconded By Councillor Jason Trombetta

That this item be referred back to administration for further information regarding total cost, to be presented during the 2026 Budget Process.

Carried

11.2 ITEM CS53-25

Members of Committee

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

11.3 ITEM CS54-25

Members of Council

Re: Other Business Items of an Informative Nature

12. 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)

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 9:19 p.m.

JUSTIN PAYLOVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR SHELLEY
BRADARIC, CHAIR