



TOWNSHIP OF WEST LINCOLN
CORPORATE SERVICES COMMITTEE
MINUTES

MEETING NO. SEVEN

October 20, 2025, 6:30 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: Mike DiPaola, Director Infrastructure
 Katelyn Repovs, Director, Corporate Services/CFO
 Tim Hofsink, Fire Chief
 Jessica Dyson, Director, Legal and Legislative Services
 Kevin Geoghegan, IT Help Desk Analyst
 Justin Paylove, Manager, Legislative Services/Clerk
 Truper McBride, CAO
 Cynthia Summers, Director, Community and Protective Services

Attendees John Ganann

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. 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 Hattiwendaronk, 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

5.1 ITEM CS55-25

Watson & Associates Economists Ltd.
Re: Water/Wastewater User Rate Study
POWERPOINT PRESENTATION

Byron Tan, Consultant Watson & Associates Economists Ltd. Presented a brief powerpoint presentation attached as Schedule "A".

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 Corporate Services Committee agenda.

7. COMMUNICATIONS

There were no communications

8. STAFF REPORTS

8.1 ITEM CS56-25

Director, Infrastructure (Mike Dipaola) and Director, Corporate Services / CFO (Katelyn Repovs)

Re: Recommendation Report I-23-2025 - 2025 Water and Wastewater Rate Study and Financial Plan

Moved By Councillor Greg Maychak

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report I-23-2025, dated October 20, 2025, regarding the “2025 Water and Wastewater Rate Study and Financial Plan” be received; and,
2. That the Water and Wastewater Systems Rate Structure and Rates recommended in the report prepared by Watson and Associates Economists Ltd., attached as Schedule A to this report, dated October 9, 2025, be accepted and approved; and,
3. That, the Water Ontario Regulation 453/07 Financial Plan No. 077-301, attached as Schedule B to this report, prepared by Watson and Associates Economists Ltd., dated October 9, 2025, be accepted and approved.

Carried

8.2 ITEM CS57-25

Manager of Finance/Deputy Treasurer (Steve Emslie) and Director of Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-16-2025 - Draft Financial Statements and Audit Findings for Year-End 2024

Moved By Councillor Jason Trombetta

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report T-16-2025 titled “Draft Financial Statements and Audit Findings for Year-End 2024”, dated October 20, 2025, be received; and,
2. That, the 2024 Draft Audited Financial Statements, attached as Schedule A to this report, be approved; and,

3. That, the 2024 Audit Findings Report, attached as Schedule B to this report, be received.

Carried

8.3 ITEM CS58-25

Director of Corporate Services/CFO (Katelyn Repovs)

Re: Recommendation Report T-17-2025 - 2024 Accumulated Operating Surplus

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

1. That, Recommendation Report T-17-2025, titled "2024 Accumulated Operating Surplus", dated October 20, 2025, be received; and,
2. That, Council authorizes that \$150,000 of the 2024 Accumulated Operating Surplus be used as revenue in the 2026 Operating Budget; and,
3. That, Council authorizes that \$1,285,400 of the remaining Accumulated Operating Surplus be transferred to the Contingency Reserve.

Carried

8.4 ITEM CS59-25

Human Resources Advisor (Janine Buffo)

Re: Recommendation Report HR-01-2025 - Township Hours of Operation for Winter Break - 2025

Moved By Councillor Joann Chechalk

Seconded By Councillor Jason Trombetta

1. That, Recommendation Report HR-01-2025 titled "Township Hours of Operation for Winter Break - 2025" dated October 20, 2025, be received; and
2. That, the following Winter Break operating schedule be approved:
 - a. That, the Township Administration Building be closed on December 29, 30 and 31, 2025 (office closed for the period

between December 24, 2025 to and including January 1, 2026);
and,

- b. That, the Public Works Yard remain open on December 29, 30 and 31, 2025; and
 - c. That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24, 2025 to January 1, 2026 inclusive, with the exception of December 25, 2025.
3. That, Administration be directed to return to Council with an amending By-law to the Delegation of Authority by-law (CAO) to include the Holiday Closure Schedule.

Carried as Amended

Moved By Councillor William Reilly

Seconded By Councillor Mike Rehner

That, Administration be directed to return to Council with an amending By-law to the Delegation of Authority by-law (CAO) to include the Holiday Closure Schedule.

Carried

8.5 ITEM CS60-25

Manager, Legislative Services/Clerk (Justin Paylove)

Re: Recommendation Report LLS-10-2025 - Amendment to Delegation of Authority By-law – Addition of the Director of Legal and Legislative Services, the Director of Community and Protective Services, and the Clerk

Moved By Councillor Greg Maychak

Seconded By Councillor Mike Rehner

1. That Recommendation Report LLS-10-2025 titled “Amendment to Delegation of Authority By-law – Addition of the Director of Legal and Legislative Services, the Director of Community and Protective Services, and the Clerk” dated October 20, 2025, be received; and,
2. That, an amending by-law such as the one attached as Schedule “A” be approved.

Carried

8.6 ITEM CS61-25

Manager, Legislative Services/Clerk (Justin Paylove) and Coordinator,
Legislative Services/Deputy Clerk (Barb Hutchinson)
Re: Recommendation Report LLS-11-2025 - Election Sign By-law Update

Moved By Councillor William Reilly

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report LLS-11-2025 titled "Election Sign By-law Update" dated October 20, 2025 be received; and,
2. That, By-law 2018-36, being a By-law to Govern the Erection of Signs within West Lincoln be repealed; and,
3. That, a by-law such as the draft by-law attached as Schedule "A" be approved.

Carried

9. OTHER BUSINESS

9.1 ITEM CS62-25

Members of Committee

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

Councillor Bradaric

Re: Diwali Celebration

9.2 ITEM CS63-25

Members of Council

Re: Other Business Items of an Informative Nature

10. 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)

11. CONFIDENTIAL MATTERS

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

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:

11.1 Mayor Cheryl Ganann

Re: CAO Performance Evaluation Procedure Update

VERBAL UPDATE

Applicable closed session exemption(s):

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

11.1 Mayor Cheryl Ganann

Re: CAO Performance Evaluation Procedure Update

VERBAL UPDATE

12. DISCLOSURE OF CONFIDENTIAL MATTERS

Council rose without reporting.

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 8:55 P.M.

JUSTIN PAYLVE, MANAGER,
LEGISLATIVE SERVICES/CLERK

COUNCILLOR SHELLEY
BRADARIC, CHAIR