



THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN  
COUNCIL MINUTES

MEETING NO. SEVENTEEN  
December 15, 2025, 6:30 p.m.  
Township Administration Building  
318 Canborough Street, Smithville, Ontario

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

Staff: Justin Paylove, Manager, Legislative Services/Clerk  
Truper McBride, CAO  
Jessica Dyson, Director, Legal and Legislative Services  
Cynthia Summers, Director, Community and Protective Services  
Katelyn Repovs, Director, Corporate Services/CFO  
Mike DiPaola, Director, Infrastructure

Attendees: Albert Witteveen, Regional Councillor  
John Ganann

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1. **SINGING OF "O CANADA" - Gainsborough Public School**

Prior to commencing with the Council meeting, Mayor Ganann will provide the following announcements:

1. The public may submit comments for matters that are on the agenda to [jpaylove@westlincoln.ca](mailto:jpaylove@westlincoln.ca) before 4:30 pm. on the day of the meeting. Comments submitted will be considered as public information and read into public record.
2. This meeting is being livestreamed as well as recorded and will be 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. OPENING PETITION - Councillor William Reilly**

Councillor Reilly read the opening petition.

**4. CHANGE IN ORDER OF ITEMS ON AGENDA**

There were no change in order of items on agenda

**5. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST**

**NOTE:** Items for which conflicts were recently declared at Committee Meeting(s)

There were no pecuniary interest and/or conflict of interest

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

**NOTE:** Requests to address items on the agenda are restricted to specific items as follows per Section 6.7 of the Procedural By-law:

**6.7 Public Comment at Council**

There shall be no comments from the public permitted at Council unless:

- (a) a specific appointment has been scheduled; or,
- (b) an item is included under the “Other Business” or “Communications” or “Appointments” section of the agenda and relates to a matter which would normally be dealt with at Committee.

Chair to inquire if there are any members of the public present who wish to address a specific item on the agenda as permitted by Section 6.7 of the Procedural By-law.

**7. APPOINTMENTS/PRESENTATIONS**

There were no appointments/presentations

**8. REGIONAL COUNCILLOR’S REMARKS**

Regional Councillor Witteveen read from a prepared statement which is attached to the minutes (as attached as Schedule “A”).

**9. CONFIRMATION OF MINUTES**

9.1 Council Minutes

Re: Minutes - November 24, 2025

**CONFIDENTIAL MINUTES UNDER SEPARATE COVER**

**Moved By** Councillor Greg Maychak

**Seconded By** Councillor Shelley Bradaric

1. That the minutes relating to the November 24, 2025, Council Meeting, and the recommendations contained therein, be accepted; and,
2. That the confidential minutes relating to the closed session portion on November 24 2025, Council meeting be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

**Carried**

9.2 All Committees Meeting (including Public Meetings)

Re: Minutes - December 8, 2025

**CONFIDENTIAL MINUTES UNDER SEPARATE COVER**

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor Mike Rehner

1. That the minutes relating to the December 8, 2025, All Committees (including Public Meetings) meeting, and the recommendations contained therein, be accepted; and,
2. That the confidential minutes relating to the closed session portion on December 8, 2025, All Committees (including Public Meetings) be accepted; and that the minutes remain confidential and restricted from public disclosure in accordance with exemptions provided in Section 239 of the Municipal Act.

**Carried**

9.3 Public Meeting under the Planning Act

Re: Minutes - December 8, 2025

**Moved By** Councillor Jason Trombetta  
**Seconded By** Councillor Shelley Bradaric

1. That the minutes relating to the December 8, 2025, Public Meetings, be accepted.

**Carried**

**10. COMMUNICATIONS**

10.1 Director, Corporate Services/CFO (Katelyn Repovs)

Re: Memo - 2026 Interim Tax By-law  
**FOR INFORMATION**

**11. MAYOR'S REMARKS**

The Mayor read from a prepared statement, which is attached to the minutes as (Schedule "B").

**12. STAFF REPORTS**

12.1 Corporate Services Committee

1. Director, Legal and Legislative Services (Jessica Dyson)

Re: Recommendation Report LLS-15-2025 – Administration of Policies and Procedures

**Moved By** Councillor Shelley Bradaric  
**Seconded By** Councillor William Reilly

1. That, Recommendation Report LLS-15-2025 titled "Administration of Policies and Procedures" dated December 15, 2025 be received; and,
2. That, the Administration of Policies and Procedures Policy attached as Scheudle 'A' to this report be approved; and,
3. That, administration be authorized to implement the policy across all departments and maintain the centralized registry to ensure ongoing consistency, compliance, and effective governance within the Township.

**Carried**

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

Re: Information Report T-21-2025 - Treasurer's Annual Statement for 2024 Development Charges

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor William Reilly

1. That, Information Report T-21-2025, dated December 15, 2025, regarding "Treasurer's Annual Statement for 2024 Development Charges", be received; and,
2. That, this report and the accompanying schedules be made available to the public on the Township of West Lincoln's website.

**Carried**

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

Re: Recommendation Report T-20-2025 - Consolidated User Fees and Charges By-Law and 2026 User Fees and Charges

**Moved By** Councillor William Reilly

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report T-20-2025, titled "Consolidated User Fees and Charges By-Law and 2026 User Fees and Charges", dated December 15, 2025, be received; and,
2. That, Schedule "A", attached to this Report, outlining the Consolidated Schedule of Fees and Charges, be approved with an effective date of January 1, 2026 (unless otherwise indicated); and,
3. That, Schedule "B", outlining the Consolidated User Fees and Charges By-Law 2025-72, be approved, with an effective date of January 1, 2026.

**Carried**

### 13. RECONSIDERATION

(“**Definition**”) This section is for a Member of Council to introduce a motion to reconsider action taken at this Council Meeting or the previous regular Council meeting. A motion to reconsider must be made by a Council Member who voted in the majority on the matter to be reconsidered. The Chair may rule that a motion to reconsider will be dealt with at the next following Council Meeting if for some reason it cannot be dealt with at this meeting.

There were no notices of intent served by any Member of Council to introduce a motion to rescind action taken previously by Council.

### 14. NOTICE OF MOTION TO RESCIND

(“**Definition**”) This section is for Council Members to serve notice of intent to introduce a motion to rescind action taken previously by Council. Notice served at this meeting will be for a motion to rescind at the next regular meeting.

### 15. OTHER BUSINESS

#### 15.1 Councillor Jason Trombetta

Re: Update to Regional Waste Management Service for 2026

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor William Reilly

That administration report back to Council at the next Infrastructure Committee meeting, in regards to potential service delivery models and information to assist the West Lincoln community with recycling based on new provincial mandated recycling regulations.

**Carried**

#### 15.2 Members of Council

Re: Council Remarks

Councillor Maychak

Re: Acknowledged Councillor Reilly

Supporting West Lincoln Community Care

Councillor Bradaric

Re: Warm Wishes this Holiday Season

Councillor Trombetta

Re: Wished everyone a Merry Christmas and Happy New Year

Councillor Rehner:  
Re: Wished everyone a Merry Christmas and Happy New Year

Councillor Chechalk  
Re: Wished everyone a Merry Christmas and Happy New Year  
Upcoming 3<sup>rd</sup> Annual New Years Levee January 3, 2025

Councillor Reilly  
Re: Wished everyone a Merry Christmas and Happy New Year  
Thanked Councillor Maychak for all his Community Support  
Blood Donor Clinic– December 26, 2025

Mayor Ganann  
Re: Be mindful of others  
Regional Budget ½ complete

## 16. NEW ITEMS OF BUSINESS

**NOTE:** Only for items that require immediate attention/direction from Council and must first approve a motion to introduce a new item of business.

There were no new items of business

## 17. CONFIDENTIAL MATTERS

**Moved By** Councillor Jason Trombetta  
**Seconded By** Councillor William Reilly

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:

17.1 Manager, Legislative Services/Clerk (Justin Paylove)  
Re: Citizen Appointments on Boards and Committees - MYAC

### **APPLICATION PROVIDED UNDER SEPARATE COVER**

#### **Applicable Closed Session Exemption(s):**

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

17.2 Human Resources Advisor (Janine Buffo)  
Re: Information Report - HR-01-2025

#### **Applicable Closed Session Exemption(s):**

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

17.3 Councillor William Reilly

Re: Verbal Update - Local Board Financial Update and Clarification

**Applicable Closed Session Exemption(s):**

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

**Carried**

17.1 Manager of Legislative Services/Clerk (Justin Paylove)

17.2 Human Resources Advisor (Janine Buffo)

17.3 Councillor William Reilly

**18. DISCLOSURE OF CONFIDENTIAL MATTERS**

Council approved the following motion in regards to Confidential Item 17.1

1. That, the following person(s) be and are hereby appointed to serve on the following Committee until their successor is appointed:
  1. Mayor's Youth Advisory Committee - Ally Haanstra; and,
2. That, a by-law be presented at the December 15, 2025 Council meeting to amend By-law 2023-03, being the appointment by-law for Boards and Committees, specifically Schedule C - Mayor's Youth Advisory Committee

Council received Confidential item 17.2 and 17.3 for information.

**19. BY-LAWS**

**Moved By** Councillor Greg Maychak

**Seconded By** Councillor William Reilly

1. That leave be granted to introduce By-Laws 2025-71, 2025-72, 2025-73, 2025-74, 2025-75, and 2025-76 and that the same shall be considered to have been read a first, second, and third time with one reading, and are hereby adopted; and,
2. That the Mayor and Clerk be and are hereby authorized to sign and affix the Corporate Seal thereto, any rule of this Council to the contrary notwithstanding.

**Carried**

19.1 BY-LAW 2025-71

Being a By-law to provide for an Interim Tax Levy and to provide for the payment of taxes and to provide for the penalty and interest of fifteen percent (per annum)

19.2 BY-LAW 2025-72

A By-law to Consolidate Fees and Charges and to establish User Fees and Charges for Services, Activities or the Use of Property within the Township of West Lincoln

19.3 BY-LAW 2025-73

A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln.  
(3750 Concession 1, Beamer)

19.4 BY-LAW 2025-74

A By-law to Amend Zoning By-law No. 2017-70, as amended, of the Township of West Lincoln.

19.5 BY-LAW 2025-75

A By-law to amend By-law 2023-03 which confirmed various appointments and/or recommendation for appointments to Boards and Committees & Municipal Positions

19.6 BY-LAW 2025-76

A By-law to adopt, confirm and ratify matters dealt with by Council resolution.

**20. ADJOURNMENT**

The Mayor to declare this meeting adjourned at the hour of 8:13 p.m.

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JUST PAYLOVE, MANAGER,  
LEGISLATIVE SERVICES/CLERK

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MAYOR CHERYL GANANN