

**TOWNSHIP OF WEST LINCOLN  
ADMINISTRATION/FINANCE/FIRE COMMITTEE  
MINUTES**

**MEETING NO. FIVE**

**May 17, 2021, 6:01 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

Council: Councillor Jason Trombetta  
Councillor Shelley Bradaric  
Mayor Dave Bylsma  
Councillor Cheryl Ganann  
Councillor Mike Rehner  
Councillor William Reilly

Absent: Councillor Harold Jonker – notification provided

Staff: Bev Hendry, CAO  
Joanne Scime, Clerk  
Mike DiPaola, Director of Public Works and Recreation\*  
Roberta Keith, IT Manager\*  
Cindy Weir, Interim Library CEO\*  
Donna DeFilippis, Treasurer/Director of Finance\*  
Dennis Fisher, Fire Chief\*

Others: John Mascarin, Aird & Berlis (Township Integrity Commissioner)\*  
\*IN ATTENDANCE PART-TIME

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**1. CHAIR - Councillor Jason Trombetta**

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Trombetta noted the following:

1. Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber will not be open to the public to attend Standing Committee and Council meetings until further notice.
2. Notice was provided that the public could submit comments for matters that are on the agenda to [jscime@westlincoln.ca](mailto:jscime@westlincoln.ca) before 4:30 pm. on the day of

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the meeting and any comments submitted would be considered as public information and read into public record.

3. The meeting was being recorded and will be available on the Township's website within 48 hours of the meeting.

### **2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST (CONFIDENTIAL MATTERS)**

There were no disclosures of pecuniary interest and/or conflicts of interest by any Member of the Committee in attendance with respect to the closed session item.

### **3. CONFIDENTIAL MATTERS**

All Members of Committee noted as present as well as the CAO, the Township's Integrity Commissioner, John Mascarin and the Clerk were in attendance during discussion of the closed session item.

**Moved By** Councillor William Reilly

**Seconded By** Councillor 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 John Mascarin, Aird & Berlis, Township Integrity Commissioner

Re: Personal Matter Relating to an Identifiable Individual - Code of Conduct Complaints

**Applicable closed session exemption:**

- personal matters about an identifiable individual, including municipal or local board employee. (6:05 pm)

**Carried**

**Moved By** Councillor Shelley Bradaric

**Seconded By** Councillor William Reilly

That, this Committee meeting does now resume in open session at the hour of 6:31 p.m.

**Carried**

#### **3.1 ITEM A37-21**

John Mascarin, Aird & Berlis, Township Integrity Commissioner

Re: Personal Matter Relating to an Identifiable Individual - Code of Conduct Complaints

The Committee rose without reporting.

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

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There were no requests to change the order of the items on the agenda.

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

There were no disclosures of pecuniary interest and/or conflicts of interest by any Member of the Committee in attendance.

### **6. APPOINTMENTS**

There were no appointments/presentations.

### **7. REQUEST TO ADDRESS ITEMS ON THE AGENDA**

The Chair inquired if the IT Manager was aware if there were any members of the public in attendance virtually on the Zoom meeting call that wished to address a specific item on tonight's agenda as permitted under Section 6.7 of the Procedural By-law, for which the IT Manager confirmed there were not.

Additionally, the Chair asked the Clerk if she had received any emails or correspondence from a member of the public prior to 4:30 p.m. today to read into the record, for which the Clerk confirmed she had not.

### **8. CONSENT AGENDA ITEMS**

#### **8.1 ITEM A38-21**

##### **CONSENT AGENDA ITEMS**

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Cheryl Ganann

That the Administration/Finance/Fire Committee hereby approves the following Consent Agenda Items:

1. Item 1 be and is hereby received and the recommendations contained therein be adopted; and,
2. Item 2 be and is hereby received for information.

**Carried**

#### **SUMMARY OF APPROVED CONSENT AGENDA ITEMS:**

1. Recommendation Report T-13-2021 - 2021 Tax Rate By-Law
2. Information Report WLFD-08-2021 - Monthly Update April 2021

### **9. COMMUNICATIONS**

There were no communications.

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### **10. STAFF REPORTS**

#### **10.1 ITEM A39-21**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Information Report T-14-2021 - Financial Update as of April 30th, 2021

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor Cheryl Ganann

1. That, Report T-14-2021, regarding the "Financial Update as of April 30<sup>th</sup>, 2021" dated May 17, 2021, be received for information.

**Carried**

#### **10.2 ITEM A40-21**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-15-2021 - Temporary Borrowing By-Law

In response to Councillor Rehner's concerns regarding whether the Treasurer/Director of Finance had contacted other banks with respect to their terms and charges for a line of credit, the Treasurer/Director of Finance advised that CIBC was the Township's corporate bank and currently staff do not foresee any requirement for needing to borrow in the near future; however, having a line of credit in place was considered to be best practice in order to provide the ability for the Township to borrow if an unexpected circumstance were to arise.

**Moved By** Councillor Shelley Bradaric

**Seconded By** Mayor Dave Bylsma

1. That Report T-15-2021 dated May 17, 2021, regarding the "Temporary Borrowing By-Law", be received; and,
2. That, Council authorize staff to enter into a Credit Agreement with CIBC; and,
3. That, a by-law to authorize temporary borrowing not to exceed \$2 million be presented at the May 25, 2021 Council Meeting.

**Carried**

### **11. OTHER BUSINESS**

#### **11.1 ITEM A41-21**

CAO (Bev Hendry)

Re: Employee Professional Accomplishments

1. Katelyn Hall, Deputy Treasurer - Completion of AMCTO Municipal

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Accounting and Finance Program (MAFP) Unit 2 - Financial Planning & Asset Management

The CAO recognized the professional accomplishments of Katelyn Hall, Deputy Treasurer, who completed Unit 2 (Financial Planning & Asset Management) of AMCTO's Municipal Accounting and Finance Program (MAFP) with a mark of 100%.

### 11.2 ITEM A42-21

Members of Committee

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

There were no Members of Committee that provided any verbal updates from Boards and Committees that they were members of.

### 11.3 ITEM A43-21

Members of Council

Re: Other Business Items of an Informative Nature

There were no other business items of an informative nature brought forward by any Member of Committee in attendance.

## 12. NEW BUSINESS

There were no new items of business brought forward by any Member of Committee in attendance.

## 13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 6:45 p.m.

  
JOANNE SCIME, CLERK

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COUNCILLOR JASON TROMBETTA, CHAIR