

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

**MEETING NO. SEVEN**

**September 20, 2021, 6:15 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

Council: Councillor Jason Trombetta (Chair)  
Councillor Shelley Bradaric  
Mayor Dave Bylsma  
Councillor Cheryl Ganann  
Councillor Harold Jonker – joined meeting at approx. 7:15 p.m.  
Councillor Mike Rehner  
Councillor William Reilly

Staff: Bev Hendry, CAO  
Joanne Scime, Clerk  
Mike DiPaola, Director of Public Works and Recreation  
Katelyn Hall, Deputy Treasurer  
Roberta Keith, IT Manager  
Jessica Dyson, Deputy Clerk  
Dennis Fisher, Fire Chief\*

Others: Kathleen Kelly, JJAC\*  
Rhys Evans, JJAC\*  
Tristan Marks, News Now

**\* 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 will note 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.

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2. The public may submit comments for matters that are on the agenda to jscime@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.
3. The meeting will be recorded and 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 confidential matter.

### **3. CONFIDENTIAL MATTERS**

**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:

(a) Treasurer/Director of Finance (Donna DeFilippis)

Re: Confidential Report T-23-2021 - Section 357 Applications

**Applicable closed session exemption(s):**

- personal matters about an identifiable individual, including municipal or local board employees. (6:16 p.m.)

**Carried**

#### **3.1 ITEM A54-21**

Treasurer/Director of Finance (Donna DeFilippis)

Re: CONFIDENTIAL Report T-23-2021 - Section 357 Applications

**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor Shelley Bradaric

1. That report, T-23-2021, regarding Section 357 Applications, dated September 20, 2021 be received; and,
2. That the list of applications as contained in Appendix A to report T-23-2021 be approved

**Carried**

**Moved By** Councillor Cheryl Ganann

**Seconded By** Councillor William Reilly

That, this Council meeting does now resume in open session at the hour of 6:41 p.m.

**Carried**

**4. LAND ACKNOWLEDGEMENT STATEMENT**

On behalf of the Members of Council and staff, we wish to acknowledge this land on which the Township of West Lincoln operates. The land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabeg peoples and is still home to many indigenous people today. We are grateful to have the opportunity to work here today and to follow the Haudenosaunee system of blending laws and values and the Anishinaabe beliefs to strive to live in harmony and balance throughout the Municipality. We acknowledge that we are all treaty people and accept our responsibility to honour all our relations.

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

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

**6. 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.

**7. APPOINTMENTS**

**7.1 ITEM A55-21**

Kathleen Kelly, Board Member - Joint Accessibility Advisory Committee (JAAC)

Re: JAAC History, Committee Expansion & Activities and "We are Accessible Award" to Local Businesses, Etc.

Ms. Kelly reviewed the PowerPoint Presentation, which was attached to the Administration/Finance/Fire Committee Agenda and Mr. Evans was available to answer any questions from Members of the Committee and the public.

Ms. Kelly stated that the committee originally completed audits from 2003-2006 and are currently completing refresher audits at the request of staff to ensure AODA compliance. Ms. Kelly added that in 2021 the Joint Accessibility Advisory Committee is auditing 5 facilities per municipality, which also includes parks, trails as well as buildings. Ms. Kelly also noted that the Joint Accessibility Advisory Committee prepared Refresher Training in AODA compliance areas and provided this training to the JAAC staff contacts.

In response to Councillor Rehner's question regarding when accessibility became a requirement and legislated rather than a recommendation to municipalities, Ms. Kelly stated that there is a legislation under the Accessibility for Ontarians with Disabilities Act (AODA), and the mandate is that Ontario is fully accessible by the year of 2025. Mr. Evans added

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that the Accessibility Act became legislated in the year 2005, noting that at that time they set out a number of recommendations whereas each year a couple of recommendations would become legislated in order to create a fully accessible organization over time. Mr. Evan's provided an example, sharing that as of January 1<sup>st</sup> 2021, all of the communications and computer technology requirements need to be fully accessible under the AODA legislation.

In response to Councillor Rehner's question regarding if the Township contributes any money for accessibility within the Township, the Township Clerk stated that the Township contributes \$10,000.00 annually towards the JAAC in which funds go towards the salary of Donna Herrington (Accessibility Consultant), meetings and transportation, which all account towards the accessibility within the Township of West Lincoln.

In response to Councillor Bradaric's question regarding the reporting responsibilities for the municipality and whether this reporting is done on an annual basis to the Province of Ontario and if the JAAC is used to support some of this reporting, the CAO shared that the JAAC forwards the reporting on behalf of the Township as well as keeps staff up to date in terms of the requirements.

Councillor Ganann stated that the JAAC has been involved in the West Lincoln community for a few years and is particularly involved with the Age-Friendly Advisory Committee adding that it is very helpful to be able to reach out to the JAAC when the Age-Friendly Advisory Committee requires advice and expertise when planning events for seniors within the community.

The CAO shared her support for the JAAC model and stated the importance of being able to share resources and ensure consistency across the municipality

**Moved By** Councillor Mike Rehner

**Seconded By** Councillor Cheryl Ganann

1. That, the PowerPoint Presentation from the Joint Accessibility Advisory Committee (JAAC) as presented at the September 20, 2021 Administration/Finance/Fire Committee Meeting, be received for information; and,
2. That, Township of West Lincoln acknowledge their commitment to the JAAC by ensuring the municipality meets the AODA 2025 Compliance Requirements, the "We are Accessible Award" to be awarded to local businesses, and communicate with the JAAC with respect to any accessibility concerns or decisions.

**Carried**

**8. 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 she did 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.

**9. CONSENT AGENDA ITEMS**

**9.1 ITEM A56-21**

**CONSENT AGENDA ITEMS**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Cheryl Ganann

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

1. Item 1 and 2 be and are hereby received for information; and,
2. Item 3 be and is hereby received and the recommendations contained therein be adopted.

**Carried**

**SUMMARY OF APPROVED CONSENT AGENDA ITEMS:**

1. Information Report WLFD-14-2021 - Monthly Update August 2021
2. Information Report No. T-22-2021 - August 31, 2021 Financial Update
3. Recommendation Report CAO-02-2021 - Christmas Break Holiday Hours 2021

**10. COMMUNICATIONS**

In response to Councillor Rehner's question regarding the clarification of sharing the stories of residential school survivors, their families and communities, the CAO stated that this year the Federal Government made September 30<sup>th</sup> as the National Day for Truth and Reconciliation, noting that the intent by making the day commemorative to the First Nations and the residential school survivors and the communities, there is hopes that through this process there will be more thought, time and moments given to these stories. The CAO also stated that the one of the steps the Township is taking is providing Council and Staff an opportunity to listen to some of the stories that have come from two residential school survivors, adding that they are going to be sharing their stories with a program through the West Lincoln Library, and as more resources and

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communications are brought forward, it will continue to be shared with Council and Staff. The CAO noted that September 30<sup>th</sup> will not be a statutory holiday for the Township adding that staff are being asked to wear orange shirts on September 30<sup>th</sup> and to take time to reflect on this issue that has been brought to the national attention.

Councillor Reilly asked for a recorded vote.

### 10.1 ITEM A57-21

Association of Municipalities of Ontario (AMO)

Re: Reconciliation, and New Resource Materials

**Moved By** Councillor William Reilly

**Seconded By** Councillor Shelley Bradaric

That, the correspondence received from the Association of Municipalities of Ontario (AMO), received August 23, 2021 be received; and,

**WHEREAS** the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

**AND WHEREAS** the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the TRC's Calls to Action;

**AND WHEREAS** all Canadians and all orders of government have a role to play in reconciliation;

**AND WHEREAS** Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

**AND WHEREAS** the Federal Government has announced September 30<sup>th</sup>, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

**THEREFORE, BE IT RESOLVED THAT** the Council of the Township of West Lincoln does hereby commit to recognizing September 30<sup>th</sup>, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families, and communities.

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	For	Against
Councillor Jason Trombetta	X	
Councillor Shelley Bradaric	X	
Mayor Dave Bylsma	X	
Councillor Cheryl Ganann	X	
Councillor Mike Rehner	X	
Councillor William Reilly	X	
<b>Results</b>	<b>6</b>	<b>0</b>

**Carried (6 to 0)**

### 10.2 ITEM A58-21

Brian Walker, Peninsula West Power Inc.

Re: Appointment of Two Board Members - Commencing January 1, 2022  
(Maximum 3 Year Term to December 31, 2024)

Councillor Rehner stated that Council recently appointed Councillor Ganann as a Board Member for the Peninsula West Power Inc. Board noting that Councillor Ganann should stay on as a Board Member. Councillor Rehner also recommended that Councillor Trombetta continue as a Board Member if acceptable with other members of Committee. Councillor Reilly stated that he would also like to bring forward the nomination for Councillor Trombetta as well as Councillor Ganann.

Councillor Ganann provided comments to the Committee stating that her appointment was made in the Spring of 2020 for the completion of this term, noting that a board meeting has not taken place as of yet due to timing, and therefore would be in favour of staying on as a Board Member moving forward.

Councillor Rehner suggested that the Board Members be appointed for the duration of the 3-year term to December 31<sup>st</sup>, 2024, noting that there is a lot of participation on the Board and should carry on until at least the end of the term. Councillor Reilly supported Councillor Rehner's proposed recommendation adding that something that is addressed though the Township's Strategic Plan is Board turnover, therefore having Councillors on a Board for a short period of time would put that Board at a disadvantage. Mayor Bylsma provided comments toward the appointment of the board members, stating that these are political appointments and that members should not be removed due to difference of opinion if Members of Council are worried about continuity.

Councillor Rehner asked for a recorded vote.

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**Moved By** Councillor Mike Rehner

**Seconded By** Councillor Cheryl Ganann

That, Councillor Jason Trombetta and Councillor Cheryl Ganann be recommended for appointment as Board Members on the Peninsula West Power Inc. Board commencing January 1, 2022 to December 31, 2024.

	<b>For</b>	<b>Against</b>
Councillor Jason Trombetta	X	
Councillor Shelley Bradaric	X	
Mayor Dave Bylsma		X
Councillor Cheryl Ganann	X	
Councillor Mike Rehner	X	
Councillor William Reilly	X	
<b>Results</b>	<b>5</b>	<b>1</b>
		<b>Carried (5 to 1)</b>

### 11. STAFF REPORTS

There are no staff reports.

### 12. OTHER BUSINESS

#### 12.1 ITEM A59-21

Bev Hendry (CAO)

Re: Flags at Half Mast until September 30, 2021 - The National Day for Truth and Reconciliation

Councillor Jonker entered the meeting at approximately 7:17 p.m.

Councillor Harold Jonker joined the meeting at 7:20 pm.

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Cheryl Ganann

That, the flags throughout the Township of West Lincoln remain at half-mast until after September 30, 2021.

**Carried**

#### 12.2 ITEM A60-21

Members of Committee

Re: Verbal Updates from Members of Boards and Committees

There were no verbal updates from Members of Committee.



**12.3 ITEM A61-21**

Members of Council

Re: Other Business Items of an Informative Nature

1. Councillor Reilly

Re: Online Fire Permit Process & Feedback

Councillor Reilly shared that the Fire Department did a soft opening of the online open fire permit application and that the process is very convenient with the permit system being quick and easy to use, noting that the official launch is tentatively September 24<sup>th</sup>, 2021. In response to Councillor Reilly's request regarding the feedback of the soft opening of the online open fire permits, the Fire Chief stated that the permitting system is working really well and that members of the public are extremely receptive that they do not have to call every time they need to obtain an open air fire permit. The Fire Chief added that staff are working with the Townships Communications Specialist to get more information and communications out to the public on Thursday.

2. Councillor Jonker

Re: Vaccination Policy

Councillor Jonker raised some concerns with respect to the new Vaccination Policy that has been implemented by the Township stating that he has received many calls from concerned residents as well as employees that the Vaccination Policy goes against what they want to do when it comes to being able to access to the West Lincoln Community Centre and other Township facilities. Councillor Jonker also stated that he has concerns with the Vaccination Policy as it goes against the Township's Strategic Plan where it says we will be a Township that is inclusive, yet the Township now has a policy that will not allow our residents to use our facilities.

Councillor Trombetta stated that although Councillor Jonker's comments are valid, this section of the agenda is for items of an informative nature and therefore the Vaccination Policy should not be brought up under this agenda item. Councillor Trombetta suggested the Councillor Jonker contact the Township Clerk to put this item on the September 27, 2021 Council Agenda for further discussion.

3. Councillor Trombetta

Re: West Lincoln Farmers' Market

Councillor Trombetta shared that he attended the Official Opening of the West Lincoln Farmers' Market which was held on August 27<sup>th</sup>, 2021, noting that it was a great event and that many members of the public, including out of Town relatives that were happy to be supporting and really happy with the overall process of the market.

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Councillor Trombetta thanked staff and the organizers for putting together the West Lincoln Farmers' Market, as well as Members of Council for the support they gave to the stands.

4. Councillor Harold Jonker  
Re: West Lincoln Chamber of Commerce

Councillor Jonker also shared that the West Lincoln Chamber of Commerce has the Business Awards presentation coming up on October 21, 2021 which will be held virtually noting that they are picking a business for each category. Councillor Jonker added that it is great to be able to hold this presentation and is looking forward to the event.

### 13. NEW BUSINESS

#### 13.1 ITEM A62-21

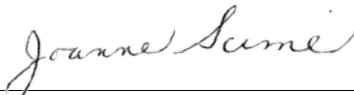
Councillor Harold Jonker  
Re: Vaccination Policy

**Moved By** Councillor Harold Jonker  
**Seconded By** Mayor Dave Bylsma

That, a new item of business be introduced being the Vaccination Policy.  
**Lost**

### 14. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 7:35 p.m.



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JOANNE SCIME, CLERK

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COUNCILLOR JASON  
TAdROMBETTA, CHAIR