

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

MEETING NO. FOUR

October 19, 2020, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Councillor Jason Trombetta
Mayor Dave Bylsma
Councillor Cheryl Ganann
Councillor Harold Jonker
Councillor Mike Rehner
Councillor William Reilly

Absent: Councillor Christopher Coady

Staff: Bev Hendry, CAO
Joanne Scime, Clerk
Mike DiPaola, Director of Public Works and Recreation
Vanessa Holm, Library CEO
Roberta Keith, IT Administrator
Jessica Dyson, Deputy Clerk

Others: Dennis Fisher, Fire Chief
Regional Councillor Albert Witteveen
Tristan Mark, News Now

1. CHAIR - Councillor Mike Rehner

Prior to commencing with the Administration/Finance/Fire Committee meeting agenda, Chair Rehner 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.

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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. Any member of the public that wished to attend this meeting were required to contact the Clerk by email (jscime@westlincoln.ca) or by telephone prior to 4:30 p.m. on the day of the meeting.
4. The meeting will be recorded and available on the Township's website within 48 hours of the meeting, unless noted otherwise.

2. CHANGE IN ORDER OF ITEMS ON AGENDA

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

3. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST

There were no disclosures of pecuniary interest and/or conflict of interest declared by any Member of Committee present.

4. APPOINTMENTS

There were no appointments/presentations.

5. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no members of the public present on the Zoom meeting call that noted they wished to address a specific item on the agenda. Additionally, the Clerk stated that there were no emails received from any member of the public with respect to any items on the agenda as permitted by Section 10.13(5) of the Procedural By-law.

6. COMMUNICATIONS

6.1 ITEM A32-20

Kim Fisher

Re: Request for Township to Install a Bench in Memory of her Father, Dave Willis, former Chair of the Christmas in the Village Committee

Moved By Mayor Dave Bylsma

Seconded By Councillor Jason Trombetta

That, the correspondence received from Kim Fisher, dated September 5, 2020, requesting that the Township purchase and install a bench at the Union Cemetery (near his burial site or at a location to be determined by staff), in memory of her father, Dave Willis, who passed away September 3, 2019 and whom was the Chair of the Christmas in the Village Committee for many years, be received, supported and referred to staff for recommendation on the best location.

Carried

6.2 ITEM A33-20

Jason Crossman

Re: Request to Waive the Provisions of the Township's Dog Control By-law 2011-44, as amended (Section 13 (b)) - Appeal of Order to Muzzle

There was concern regarding the Township's Dog Control By-law 2011-44, as amended and although Section 13(b) states "within 10 days after the Notice to Muzzle has been served", it was suggested as it may be confusing that perhaps the by-law or staff when replying to inquiries should specify that "10 days" means 10 calendar days and not 10 working days.

The Clerk stated that Council could waive the 10 days submission requirement for a dog owner to submit an appeal to a Notice/Order to Muzzle; however, she reminded Members of the Committee that should they decide to waive this provision, it may be setting precedence for future submissions that are received after the 10 day period after the Notice to Muzzle has been served. The Clerk stated that a very similar situation occurred in late August/early September whereby a dog owner submitted an application and fee after 10 days of receiving a Notice/Order to Muzzle, which staff had denied based on the requirements in Section 13(b) of the Township's Dog Control By-law. The Clerk stated that she had consulted with the Niagara SPCA & Humane Society on the matter that occurred in August/September and although it would be Council's decision if they wish to waive a provision in the Dog Control By-law, it was their opinion that the municipality should be following the regulations outlined in their by-law otherwise they would be setting precedence for future requests.

Moved By Councillor Cheryl Ganann

Seconded By Mayor Dave Bylsma

That, the letter from Jason Crossman, received October 14, 2020, requesting Township Council to waive the provisions of the Township of West Lincoln Dog Control By-law 2011-44, as amended, specifically Section 13(b) (Appeals) with respect to an Order to Muzzle - Vicious Dog which was issued by the Niagara SPCA & Humane Society on September 25, 2020 for his Cane Corso Mixed Dog and his subsequent appeal letter that was received in person by the Clerk on October 6, 2020 (11 days); be received.

Carried

6.3 ITEM A34-20

Councillor Christopher Coady

Re: Resignation as Ward 2 Councillor

Due to COVID and moving to virtual Standing Committee and Council meetings, Councillor Rehner suggested that Councillor Coady be

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contacted to inquire whether he would withdraw his resignation and remain on Council since he would be able to participate in meetings by ZOOM and any other issues by phone and/or email.

Councillor Ganann stated that as per the Municipal Act and the Township of West Lincoln's Procedural By-law there are far more duties than attending Standing Committee and/or Council Meetings and that the Role of Council also includes someone that lives in the community, represents the public and considers the well-being and interests of the municipality, develops and evaluates the policies and programs of the municipality and determine which services the municipality provides, etc. Councillor Ganann stated that she could not support Councillor Reilly's recommendation to have staff contact Councillor Coady and inquire whether he would withdraw his resignation and stay on Council and that Council should be respectful and accept his resignation.

The Clerk noted that Council has 60 days to either appoint or pass a by-law to hold a by-election and based on accepting Councillor Coady's resignation and declaring his seat as vacant at the October 26, 2020 Council meeting, a by-law must be adopted by no later than December 25th, 2020. The Clerk stated she hoped to present a recommendation report for Council's decision at November Administration/Finance/Fire Committee meeting with respect to the options of filling the vacancy of the Office for the Ward 2 Councillor position as a result of Councillor Coady's resignation.

Moved By Councillor Jason Trombetta

Seconded By Councillor Harold Jonker

That, the resignation received from Councillor Christopher Coady, dated October 13, 2020, be and is hereby accepted with regret; and,

That, the Office for one (1) Councillor position, for Ward 2 (Gainsborough), in the Township of West Lincoln, be and is hereby declared vacant in accordance with the "Vacancies" provisions of the Municipal Act.

Lost

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That, staff contact Councillor Christopher Coady to inquire if he would be willing withdraw his resignation as Councillor for Ward 2 (Gainsborough) and continue to stay on Council and that staff report back at the October 26, 2020 Council Meeting and should Councillor Coady not be willing to withdraw his resignation that a resolution be presented at the October 26, 2020 Council Meeting to accept his resignation and declare the Office of Councillor for Ward 2 as vacant.

Lost

7. STAFF REPORTS

7.1 ITEM A35-20

Fire Chief (Dennis Fisher)

Re: Information Report No. WLFD-14-2020 - Monthly Update September 2020

Moved By Councillor William Reilly

Seconded By Mayor Dave Bylsma

1. That, report WLFD-14-2020 regarding "Monthly Update – September 2020", dated October 19, 2020, be received for information purposes

Carried

7.2 ITEM A36-20

Clerk (Joanne Scime)

Re: Recommendation Report No. C-07-2020 - Electronic Meeting & Procedural By-law Amendment

Moved By Councillor Cheryl Ganann

Seconded By Mayor Dave Bylsma

1. That, Report RFD-C-07-2020, dated October 19, 2020 regarding "Electronic Meeting & Procedural By-law Amendment" be received; and,
2. That, the Township of West Lincoln's Procedural By-law 2013-58, as amended, be further amended to facilitate continued electronic meeting participation until no later than the end of December 2021, during which period staff will provide a report which considers permitting electronic participation and proxy voting in meetings on a more permanent basis prior to the expiry date of December 31, 2021.

Carried

7.3 ITEM A37-20

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report No. T-22-2020 - September 2020 Budget Status Report

The Treasurer/Director of Finance addressed a number of questions and concerns brought forward by Councillor Rehner regarding the financial impact that was contributed to COVID-19 to December 31, 2020. The Treasurer/Director of Finance provided clarification as to why the financial impacts had changed from the previous month, which included but not limited to the estimated portion of wastewater reconciliation related to COVID-19, staffing costs related to screening at the community center and additional cleaning costs.

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With respect to Councillor Rehner's comments regarding the hiring of staff approved in the 2020 Budget, the CAO stated that the hiring of these positions were delayed until the end of June, per Council's direction, and that these positions were needed in order to proceed with projects that are mandated by the Province and needs.

The CAO noted that staff are working approximately 80% coming into the office on a daily basis and 20% coming into the office two to three days a week with the other day or two working from home. The CAO stated that those staff that are working from home have been provided the tools to do their job remotely without any loss of productivity and service to our residents. The CAO noted that public health encourages employers to have employees work from home, whenever possible, to curb the outbreak of COVID.

With respect to Councillor Rehner's inquiry regarding the comment contained on page 5 of the Treasurer/Director of Finance's report that "certain employees have been working on modified schedules, resulting in loss of productivity", the Treasurer/Director of Finance explained that at the beginning of COVID, Senior Managers and Members of the Emergency Operations Centre (EOC) were spending endless time at meetings (EOC and Recovery Meetings) from which she estimated the number of hours per week that these staff were dealing with the pandemic which was then converted to an estimated cost. The Treasurer/Director of Finance stated that this did not mean that staff was not working during the pandemic but quite the opposite whereby extra pressure had been placed on staff to address operations as the result of COVID while continuing to do their regular duties and responsibilities. The Treasurer/Director of Finance stated that the \$724,800 was within our budget and does not have any impact on the budget but was a figure that was used by Niagara Region to request funding from the Federal and Provincial governments due to the affects that COVID had on municipal governments. The Treasurer/Director of Finance advised that all the work that Niagara Region had done, on behalf of the local municipalities, contributed to the advocacy from the municipal section. Through this advocacy the Provincial and Federal Governments have provided funding to each municipality based on households. The Treasurer/Director of Finance stated that the net impact/expense of COVID was \$256,815 on the Township's Budget whereas the \$724,800 (opportunity costs) was the amount of time that staff had spent to deal with the pandemic which was the amount provided to Niagara Region to advocate for Provincial and Federal funding.

Moved By Councillor Harold Jonker

Seconded By Councillor Cheryl Ganann

1. That, Report T-22-2020 dated October 19, 2020, regarding the "September 2020 Budget Status Report", be received for information.

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2. That, the Township will not apply for Safe Restart Phase 2 funding given that Phase 1 funding received totalling \$329,800 is sufficient to cover 2020 COVID-19 net expenditures

Carried

7.4 ITEM A38-20

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report No. T-23-2020 - Amendments to the Purchasing Policy

Moved By Councillor Cheryl Ganann

Seconded By Mayor Dave Bylsma

1. That, Report T-23-2020 dated October 19, 2020, regarding the “Amendments to the Purchasing Policy”, be received for information; and,
2. That, reference made to “Biddingo.com” in Report RFD-T-08-2020 attached as Appendix A to this report be replaced with “an on-line bidding portal”; and
3. That, the following staff positions be authorized to have purchasing authority up to \$5,000 – Supervisor of Administrative Services, Supervisor of Tech Services and Supervisor of Library Programs.

Carried

8. OTHER BUSINESS

8.1 ITEM A39-20

Councillor William Reilly

Re: Water Services in West Lincoln

In response to Councillor Reilly's inquiry regarding whether the Township had considered a summer time water rebate for residents, the Treasurer/Director of Finance stated that this issue is addressed as part of the review of the water and wastewater structure which is addressed every 5 years. The Treasurer/Director of Finance stated that in November 2020, a report will be presented to Council with respect to a new proposed rate structure that will implemented over the next four years. With respect to giving residents a rebate, the Treasurer/Director of Finance noted that if rates were lowered during the summer months, the same amount of revenue would need to be collected which would result in the rates being increased during the other non-summer months. The Treasurer/Director of Finance stated that water and wastewater costs are self-funding and not only include operating costs but also capital projects.

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8.2 ITEM A40-20

Members of Committee

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

There were no verbal updates provided by any Member of Committee in attendance.

8.3 ITEM A41-20

Members of Council

Re: Other Business Items of an Informative Nature

(1) Mayor Bylsma

Re: Mayor's Corporate Challenge - West Lincoln Community Care Food Drive

Mayor Bylsma stated that he wanted to thank the community and the businesses that participated in the Corporate Challenge that resulted in Stanpac being the winner of the Mayor's Corporate Challenge, who collected a substantial amount of food and monetary donations for West Lincoln Community Care as part of their Thanksgiving Food Drive.

9. NEW BUSINESS

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

10. CONFIDENTIAL MATTERS

There were no confidential matters.

11. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 8:24 p.m.



JOANNE SCIME, CLERK

COUNCILLOR MIKE REHNER, CHAIR