



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

MEETING NO. SIX

September 18, 2023, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Councillor Jason Trombetta (Chair)
Councillor Shelley Bradaric
Mayor Cheryl Ganann
Councillor Mike Rehner
Councillor William Reilly
Councillor Terry Bell
Councillor Joann Chechalk

Staff: Bev Hendry, CAO
Jessica Dyson, Director of Legislative Services/Clerk
Donna DeFilippis, Treasurer/Director of Finance
Tim Hofsink, Acting Fire Chief
Kevin Geoghegan, IT Help Desk Analyst
Cassandra Carey, Human Resources Coordinator*

Other Members: Bruce Harris, WeeStreem

***IN ATTENDANCE PART-TIME**

1. CHAIR - Councillor Jason Trombetta

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

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 jdyson@westlincoln.ca before 4:30 pm on the day of the meeting. Comments submitted will be considered as public information and will be read into the public record.

3. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

Chair Reilly read the following 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 (Hat-i-wen-DA-rong), the Haudenosaunee (Hoe-den-no-SHOW-nee), and the Anishinaabe (Ah-nish-ih-NAH-bey), including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people 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

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

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

There were no disclosure of pecuniary interest and/or conflict of interest.

5. APPOINTMENTS

There were no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no requests to address items on the agenda from Members of the Public.

7. CONSENT AGENDA ITEMS

NOTE: All items listed below are considered to be routine and non-controversial and can be approved by one resolution. There will be no separate discussion of these items unless a Council Member requests it, in which case the item will be removed from the consent resolution and considered immediately following adoption of the remaining consent agenda items.

7.1 ITEM A44-23

CONSENT AGENDA ITEMS

Moved By Mayor Cheryl Ganann

Seconded By Councillor Joann Chechalk

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

1. Items 1, 2 and 3 be and are hereby received for information; and,
2. Items 4, 5 and 6 be and are hereby received and the recommendations contained therein be adopted with the exception of Items #(s) 4

Carried

1. Mayor's Youth Advisory Committee (MYAC) - Minutes of July 5, 2023
2. Information Report T-25-2023 - Financial Update as of August 31, 2023
3. Information Report WLFD-14-2023 - Monthly Update - August 2023
5. Recommendation Report T-21-2023 - Tendering and Purchasing Policy Update
6. Recommendation Report T-22-2023 - Purchasing Card Policy Update
4. Recommendation Report CAO-04-2023 - Christmas Break Holiday Hours 2023

In response to Councillor Bradaric's inquiry regarding how the holiday hours and facility closures would be communicated to the public, the Director of Legislative Services/Clerk stated that the closure to municipal facilities would be communicated on the Township's website as well on the Township's social media platforms.

Moved By Councillor Shelley Bradaric

Seconded By Councillor William Reilly

1. That, Recommendation Report CAO-04-2023 dated September 18, 2023 regarding "Christmas Break Holiday Hours 2023", be received; and,
2. That, the following Christmas Break Schedule be approved:
 1. That, the Main Administration Office be closed on December 28th, and 29th, 2023 (office closed for the period between December 25th, 2023 to and including January 1st, 2024); and,
 2. That, the Public Works Yard remain open on December 28th and 29th, 2023; and,

3. That, the West Lincoln Community Centre remain open, subject to program scheduling, from December 24th, 2023 to January 1st, 2024 inclusive, with the exception of December 25th, 2023.

Carried

8. COMMUNICATIONS

8.1 ITEM A45-23

Judi Kelly - Board Member & Committee Member

Re: Resignation from the West Lincoln Library Board and West Lincoln Age Friendly Advisory Committee

Moved By Councillor Shelley Bradaric

Seconded By Mayor Cheryl Ganann

1. That, the notice of resignation received on August 23rd, 2023 and September 1st, 2023 from Judi Kelly, Board Member on the West Lincoln Public Library and Committee Member on the West Lincoln Age Friendly Advisory Committee, be received with regrets; and,
2. That, By-law 2023-05 being a By-law for appointments to the West Lincoln Public Library Board, be amended to remove Judi Kelly from Schedule "A"; and,
3. That, By-law 2023-03, being the appointment By-law for Boards and Committees, be amended to remove Judi Kelly from Schedule "A".

Carried

9. STAFF REPORTS

9.1 ITEM A46-23

Director of Finance and Treasurer (Donna DeFilippis)

Re: Information Report T-23-2023 - 2024 Budget Process and Schedule

In response to Councillor Rehner's question regarding whether Council should be capping the budget at a certain budgetary number in order to save staff time during the budget presentation, the Director of Finance/Treasurer stated that Council putting forward a number in which staff are requested to budget off of is something that other municipalities do. Furthermore, the Director stated that staff start with a base budget which is typically inflation or less than inflation and then a number of different factors, such as reserve transfers and staffing requests, make up for the overall final budget amount presented to Council for approval.

The Director of Finance/Treasurer stated in order to make the budget process as easy to understand as possible, two meetings are requested in order to present a draft budget and then the final budget presentation to Council. The Director of Finance/Treasurer also shared that there will be a meeting in January in order to present to Council capital and staffing requests, noting that once Council reviews this presentation it would be a good time to provide further direction to staff.

Councillor Reilly inquired about the possibility of the budget being presented to Council at the end of the year in order for final budget approval to be made at the beginning of the following year. In response to Councillor Reilly's question, the Director of Finance/Treasurer shared that having the budget approved at the end of the year is a possibility, noting that staff are trying to improve presenting the budget to Council earlier adding that staff have been able to schedule the budget to be approved in February which is an improvement from the previous year.

In response to Councillor Bradaric's question regarding whether there was a prediction on if a surplus would be available, in order to understand what that type of flexibility may be presented for the upcoming budget. The Director of Finance/Treasurer shared that they are projecting a surplus for 2023, noting that it would be difficult to provide an amount since there are still four more months of the year and expenses may still come forward. The Director of Finance/Treasurer stated that they would have a better understanding of what the surplus may be in November or December of this year, noting that the surplus is a very important piece of information as it does impact how staff look at the 2024 budget.

Moved By Councillor Joann Chechalk

Seconded By Councillor Mike Rehner

That, Information Report T-23-2023, regarding the “2024 Budget Process and Schedule”, dated September 18, 2023, be received for information.

Carried

9.2 ITEM A47-23

Director of Finance/Treasurer (Donna DeFilippis)

Re: Recommendation Report T-24-2023 - Grants to Cemetery Boards

Moved By Councillor Joann Chechalk

Seconded By Mayor Cheryl Ganann

1. That, Recommendation Report T-24-2023 regarding “Grants to Cemetery Boards”, dated September 18, 2023 be received; and,

2. That, a Cemetery Grant of \$1,719 per acre be approved for the 2024 budget year.

Carried

9.3 ITEM A48-23

Acting Fire Chief (Tim Hofsink)

Re: Recommendation Report WLFD-12-2023 - West Lincoln Fire Station 2 Site Management

The Acting Fire Chief brought forward a PowerPoint presentation (as attached as **Schedule A**) to Members of Committee outlining options that are available with respect to how the Township can manage the old Fire Station 2 building.

In response to Councillor Reilly's question regarding volunteer's having to travel outside the municipality for training and whether that counts towards their total training time for that evening, the Acting Fire Chief stated that the Fire Department's Wednesday Training nights run from 7:30 p.m. to 9:30 p.m., noting that there is some flexibility with the time, but staff still respect the personal lives of the volunteer firefighters and therefore want to take their travel time into consideration.

There were echoing comments from Members of Committee regarding the structure of the building and how long this building is projected to last, as well as what would need to be done structurally to ensure the longevity of the building. In response to these questions, the Acting Fire Chief noted that there was a condition asset report performed on the old Fire Station 2 facility in 2020, which outlined the general conditions of the structure which was in decent condition, noting that it would be a low impact type of use that would be required for the building. The Acting Fire Chief shared that should part of the building remain, there would not be any heat, hydro or plumbing, adding that there would be no heavy loads attached to the roof structure. It was noted that there is currently one tube heater in the building that was installed as a measure to ensure that one of the reserve trucks was prevented from freezing over the winter months, however, there is no intention of maintaining that heater as most of the activity will be performed in bunker gear.

Councillor Reilly asked for confirmation, and a verbal follow-up at another time, with respect to the drainage plan of the old Fire Station 2 building being part of the original site plan, in order to ensure proper drainage would occur should the Township proceed with the partial demolition of the old Fire Station 2 building.

Councillor Bell suggested having a contractor come in and assess the portion of the old Fire Station 2 in order to get an estimate of how much it would cost to have the building heated. In a follow-up to Councillor Bell's suggestion, Councillor Chechalk stated that with the change in climate over varying seasons, the freezing and thawing on the brick of the building may cause the structure to decay quicker should there be regulated heat in the building. It was requested that the Township's Chief Building Official (CBO) provide a response regarding the state of the building and if the building is structurally sound.

In response to Councillor Bradaric's question regarding who would be responsible for overseeing the partial demolition of the building should any problems arise from this demolition, the Acting Fire Chief stated that the project would be overseen by the current project manager from Niacon, which is the company that has provided the quote for the partial and full demolition. The Acting Fire Chief also advised that the quotes provided are fixed "all in" prices, therefore it would be very unlikely to see the figures change.

Mayor Ganann asked for clarification regarding the demolition price and whether this was included in the original request for proposal (RFP). In response to Mayor Ganann's question, the Director of Finance/Treasurer stated that the tender did not include demolition; however, the contingency that was added did include the price for demolition, noting that the overall budget for this project envisioned a demolition.

In response to Mayor Ganann's question regarding whether training would still continue should a full demolition of the old Fire Station 2 building occur, the Acting Fire Chief stated that the training would continue regardless whether that be at our own facility or elsewhere, noting that Fire Staff are looking to take advantage of something that the Fire Department currently has, with very little loss and limited risk.

Councillor Chechalk questioned whether the Township would have to tender the partial and full demolition project since this was not included in the original Request for Proposal in order to get a fair price for this project. Councillor Chechalk suggested that in order to allow for staff to gather more information regarding this process and best next steps, this item to be referred back to staff.

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

1. That, Recommendation Report WLFD-13-2023, regarding “West Lincoln Fire Station 2 Site Management”, dated September 18, 2023 be received; and,
2. That, staff be authorized to proceed with partial demolition of the old Fire hall with the building space comprised of the two northern most bays being retained for an indoor training space. The remainder of the building would be removed and the concrete floor/pad retained and curbed as required.

Referred (see below)

Referral Motion:

Moved By Councillor Joann Chechalk

Seconded By Councillor William Reilly

That, Recommendation Report WLFD-13-23 regarding the “West Lincoln Fire Station 2 Site Management”, be referred back to staff to report back at a future Committee or Council meeting in order for staff to gather further information regarding the Old Fire Station 2 building.

Carried

10. OTHER BUSINESS

10.1 ITEM A49-23

Councillor Shelley Bradaric

Re: Crossing Guard Capacity & Update

FOR DISCUSSION

Councillor Bradaric raised a number of questions regarding the Crossing Guard staffing capacity, such as staff coverage for vacancies, and staff training for crossing guard vacancies. In response to Councillor Bradaric's questions, the Director of Legislative Services/Clerk stated that currently, the Township does not have back-up crossing guards and are using staff from various departments such as the Clerks Department, Public Works and Recreation Departments to assist with these vacancies, noting that staff are trained to cover these vacancies. The Director of Legislative Services/Clerk also stated that due to some changes in departmental hours and the switch of seasonal work, its becoming more difficult to find staff to cover last minute vacancies.

In response to Councillor Bradaric's question regarding the Crossing Guard hours and how much time they are compensated for and if the hours of operation leads to the capacity issue, the Director of Legislative Services stated that the hours vary depending on the location of crossing, adding the shifts are anywhere between 30 to 45 minutes twice a day. The Director of Legislative Services/Clerk stated that the Crossing Guards are paid hourly, with their time being accumulated bi-weekly and divided by 60 minutes, adding that the amount of time that the Crossing Guards are compensated for is something that the Clerk's Department has been looking into and will be budgeting for the 2024 budget.

There was much discussion from Members of Committee regarding the Crossing Guard hours and compensation and when it would come into effect. It was noted that since each crossing location has different hours, some Crossing Guards may see higher increases than others, and therefore, it is important to ensure an increase that is fair staff implemented. In order for Members of Committee to have a clear understanding of the hours that each Crossing Guard works, their current accumulated hours and what the budget would look like to increase all of the Crossing Guards hours to one hour per shift, it was suggested that a recommendation report be brought forward at a future Committee or Council meeting for further discussion and approval.

Moved By Councillor Shelley Bradaric

Seconded By Councillor Terry Bell

1. That, the Clerk's Department Staff be directed to retain a consulting firm to complete a school crossing guard warrant, once the Pedestrian Crossover located at St. Catharine Street at Dennis Drive process has started; and;
2. That, staff bring forward a report to the October Administration/Finance/Fire Committee meeting to budget for increasing the Crossing Guard hours to two hours per day (one hour per session).

Carried

10.2 ITEM A50-23

Members of Committee

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

There were no verbal updates from any Committee Member who were appointed as members to the Township's various Boards and Committees.

10.3 ITEM A51-23

Members of Council

Re: Other Business Items of an Informative Nature

There were no Members of Committee that brought forward any other business items of an informative nature.

11. NEW BUSINESS

There were no new business items brought forward from Members of Committee.

12. CONFIDENTIAL MATTERS

Moved By Councillor Shelley Bradaric

Seconded By Mayor 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:

12.1 Property Tax & Payroll Coordinator (Lisa Kasko-Young) & Director of Finance/Treasurer (Donna DeFilippis)

Re: Confidential Report No. T-26-23 - Property Tax Adjustments Section 357 Applications

Applicable closed session exemption(s):

- personal matters about an identifiable individual, including municipal or local board employees.

12.2 Director of Legislative Services/Clerk (Jessica Dyson)

Re: Citizen Appointments on Boards and Committees

1. Joint Accessibility Advisory Committee (JAAC)
2. Mayor's Youth Advisory Committee

Applicable closed session exemption(s):

- personal matters about an identifiable individual, including municipal or local board employees

12.3 CAO (Bev Hendry)

Re: Staffing & Department Resources Update

VERBAL UPDATE

Applicable closed session exemption(s):

- personal matters about an identifiable individual, including municipal or local board employees.

Carried

Moved By Councillor William Reilly

Seconded By Councillor Mike Rehner

That, this Committee meeting now resume in open session at the hour of 10:44 p.m.

Carried

12.1 ITEM A52-23

Property Tax & Payroll Coordinator (Lisa Kasko-Young) & Director of Finance/Treasurer (Donna DeFilippis)

Re: Confidential Recommendation Report T-26-2023 - Section 357-358-359 Applications

Moved By Councillor Joann Chechalk

Seconded By Councillor Terry Bell

1. That, Confidential Recommendation Report, T-26-2023 regarding “Section 357/358/359 Applications”, dated September 18th, 2023 be received; and,
2. That, the list of applications as contained in Appendix A to report T-26-2023 be approved.

Carried

12.2 ITEM A53-23

Director of Legislative Services/Clerk (Jessica Dyson)

Re: Citizen Appointments on Boards and Committees

1. Joint Accessibility Advisory Committee
2. Mayor's Youth Advisory Committee

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

1. That, the following persons be and are hereby appointed to serve on the following Committees and/or Boards until their successors are appointed:
 1. Joint Accessibility Advisory Committee
 - a. Taylor McPhail
 2. Mayor's Youth Advisory Committee
 - a. Joshua Harkin
 - b. George Witt
2. That, Donna Herrington of the Joint Accessibility Advisory Committee, be advised of Taylor McPhail's appointment as the Township of West Lincoln citizen representative; and,

3. That, a By-law be presented at the September 25, 2023 Council Meeting to amend By-law 2023-03, being the appointment by-law for Boards and Committees, specifically Schedule D – Mayor's Youth Advisory Committee.

Carried

12.3 ITEM A54-23

CAO (Bev Hendry)

Re: Staffing & Department Resources Update

VERBAL UPDATE

Members of Committee rose without reporting.

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 10:45 p.m.

**JESSICA DYSON,
DIRECTOR OF LEGISLATIVE
SERVICES/CLERK**

**COUNCILLOR JASON
TROMBETTA, CHAIR**

STATION 2

WEST LINCOLN FIRE STATION 2 SITE MANAGEMENT



Background and Current Situation

- ▶ Station 2 is nearing completion
- ▶ The expected occupancy date is anticipated to fall within the timeframe of 4 to 6 weeks.
- ▶ In deciding how to manage the old building, an opportunity to retain two of the northern most bays as a training space was recognized. This space is currently in use for training by Volunteer Firefighters and would be lost with demolition.
- ▶ Having examined the financials of the project with the Director of Finance, it was determined that either option would be funded completely under the scope of the new fire hall construction budget.

Site Management Options

Station 2 – Old Fire Hall Options

- ▶ 1. Full Demolition / Removal
 - Entire structure would be demolished and all debris removed from the site
- ▶ 2. Partial Demolition / Renovation
 - The office/conference room/kitchen and 4 southern most bays would be removed
 - The two northern most bays would be retained
 - Roof capped / flashing finished



- The intention in preserving a section of the old building is to retain a valuable all-weather training space for the benefit of Volunteer Firefighters within our municipality.

Benefits of Retention of the Two Bays

- ▶ No setup or take down required (props, mazes, smoke system, roof props, forcible entry door etc.)
- ▶ Maintains units in service in West Lincoln during training
- ▶ Indoor training space in poor weather
- ▶ Provides Fire Fighters with a space to use artificial smoke to simulate operations in fire conditions
- ▶ Maximizes the limited amount of training time available for Fire Fighters
- ▶ Eliminates the need to move apparatus out of the bay areas

