

**TOWNSHIP OF WEST LINCOLN  
PUBLIC WORKS & RECREATION COMMITTEE  
MINUTES**

**MEETING NO. FIVE**

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

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

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

Staff: Bev Hendry, CAO  
Jessica Dyson, Director of Legislative Services/Clerk  
Mike DiPaola, Director of Public Works and Recreation  
Donna DeFilippis, Director of Finance/Treasurer  
Tim Hofsink, Acting Fire Chief  
Kevin Geoghegan, IT Help Desk Analyst

Other Members: Bruce Harris, WeeStreem

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**1. CHAIR - Councillor Mike Rehner**

Prior to commencing with the Public Works & Recreation Committee meeting agenda, Chair Rehner 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](mailto: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**

The Chair 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-ronk), 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 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**

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

There were no members of the public in attendance in-person.

**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 PW15-23**

**CONSENT AGENDA ITEMS**

**Moved By** Councillor Terry Bell

**Seconded By** Councillor Shelley Bradaric

That the Public Works/Recreation/Arena Committee hereby approves the following Consent Agenda Items:

1. Item 1 be and is hereby received for information with the exception of Items #(s)\_\_\_\_\_

**Carried**

**SUMMARY OF CONSENT AGENDA ITEMS APPROVED:**

1. West Lincoln Public Library Board - Minutes of July 25, 2023

**8. COMMUNICATIONS**

There were no communications.

**9. STAFF REPORTS**

**9.1 ITEM PW16-23**

Director of Public Works and Recreation (Mike DiPaola) & Project Manager (Ray Vachon)

Re: Recommendation Report PW-19-2023 - East Chippawa Road Slope Failure and Concrete Box Culvert Emergency Repair

In response to Mayor Ganann's question regarding the timing of this project and how imminent the collapse of the bank is, the Director of Public Works & Recreation stated that staff were planning to complete the design of this slope failure in 2023, noting that staff had become aware of the failure in 2020 and at the time completed a geotechnical investigation to determine how stable the slope was. The Director of Public Works & Recreation stated that staff had budgeted for construction in 2024; however, staff became aware of another failure to the slope in the spring of 2023 and therefore in order to ensure more damage is not done to the bank and there is no failure to the road due to the upcoming rain and snow conditions, staff are requesting the slope to be repaired in 2023, instead of waiting until 2024.

**Moved By** Mayor Cheryl Ganann

**Seconded By** Councillor Terry Bell

1. That, Recommendation Report PW-19-2023, "East Chippawa Road Slope Failure and Concrete Box Culvert Emergency Repair", dated September 18, 2023, be received; and,
2. That, Council authorize Ontario Construction Inc., to undertake the slope failure and culvert repair in the amount of \$266,815.00 (excluding HST) in accordance with Clause 4.5 of the Tendering and Purchasing Policy (POL-T-2015); and,
3. That, the estimated total project cost of \$345,000.00, including detailed design, construction, contingency and other miscellaneous costs, be approved; and,
4. That, Budget Amendment BA2023-11 of \$300,000 be approved and funded from Development Charges of \$30,000 and a Transfer from the Capital Reserve of \$270,000; and,
5. That, a By-law be passed to authorize the Mayor and Clerk to enter into an agreement with Ontario Construction Inc.

**Carried**

## **9.2 ITEM PW17-23**

Director of Public Works and Recreation (Mike DiPaola) & Coordinator of Engineering Services (Jennifer Bernard)

Re: Recommendation Report PW-24-2023 - Pedestrian Crossover – St. Catharine Street at Dennis Drive

Councillor Reilly inquired about the implementation of the project and when the Pedestrian Crossover would be installed and completed. In response to Councillor Reilly's question, the Director of Public Works & Recreation stated that based on the response received from the Niagara Region, the first step is to get the cost sharing agreement signed, noting that once this is completed, the Niagara Region will tender the project in which then the timing of the project would be outlined by the successful contractor. The Director of Pubic Works & Recreation noted that the Niagara Region is also hoping that this project is completed by the end of 2023, however, it could be early 2024.

In response to Councillor Bradaric's question regarding investigating whether a Crossing Guard needs to be assigned to this new location, the Director of Legislative Services/Clerk stated that Pedestrian Crossover's do not warrant a Crossing Guard; however, should this be something that

Council wishes to investigate further, then the Clerk's staff can look into retaining a consulting firm to complete a school crossing guard warrant to see if a Crossing Guard at this location would be recommended.

It was noted that there an item for discussion regarding Crossing Guard Capacities would be brought forward during the following Administration/Finance/Fire Committee meeting, and therefore, further questioning and staff direction was held until that time (see Item A49-23 on the September 18, 2023 Administration/Finance/Fire Committee Minutes for more information).

In response to Councillor Chechalk's question regarding the signaling and illumination of the Pedestrian Crossover, the Director of Public Works & Recreation stated that this crossover would be the same as the West Street at Wade Rd crossover, whereas there is a button installed and should a pedestrian wish to cross. The Director of Public Works & Recreation added that the crossover flashes and indicates to motorists that there is a pedestrian crossing, noting that these lights do not flash all of the time, only when the button has been activated. The Director of Public Works & Recreation also shared that there will be appropriate signage before the Pedestrian Crossover, advising motorists to slow down, as well as appropriate markings on the pavement.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Terry Bell

1. That, Recommendation Report PW-24-2023, re: "Pedestrian Crossover – St. Catharine Street at Dennis Drive", dated September 18, 2023 be received; and,
2. That, staff be authorized to enter into a cost sharing agreement with the Niagara Region for the construction of the St. Catharine Street at Dennis Drive Pedestrian Crossover; and,
3. That, budget amendment BA2023-12 of \$57,200, funded through a transfer from the Capital Reserve, to cover the Township's share of the estimated project cost, be approved; and,
4. That, any additional amounts collected from future developments related to this crosswalk be transferred into the Capital Reserve.

**Carried**

### **9.3 ITEM PW18-23**

Director of Public Works and Recreation & Coordinator of Recreation Services (Wendy Beaty)

Re: Recommendation Report REC-05-2023 - Recreation Staffing and Resources Recommendation for Upcoming Programming and Events

In response to Councillor Bradaric's question regarding whether there was a possibility that this position could include looking into the availability of any Community Partnerships within the community to help enhance the recreation department and programming, the Director of Public Works & Recreation stated that this would be within the work plan for the Recreation and Wellness Programmer position, noting that in addition to assisting with the Santa Claus Parade Event and other community events, the employee will also try to work towards improving community engagement and partnerships.

Councillor Bradaric inquired about the cost of the different events and programs and asked if Council could get a clear breakdown of each event and how much it would cost should the Township require another full-time employee to help with these events. The Director of Public Works & Recreation stated that when staff present the 2024 budget the breakdown of each event is included in the operating budget, adding that should another full-time position be brought forward in order to help run these events and community engagement programs it will be clearly outlined within the budget presentation.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation Report REC-05-2023, re: West Lincoln Santa Claus Parade Event, dated September 18, 2023 be received; and,
2. That, Council approve the extension of the Recreation and Wellness Programmer contract from January 1, 2024 to March 1, 2024 funded through a transfer from the Contingency Reserve in the amount of \$14,000.

**Carried**

## **10. OTHER BUSINESS**

### **10.1 ITEM PW19-23**

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**

There were no confidential matters.

**13. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of 6:57 p.m.

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

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**COUNCILLOR MIKE REHNER,  
CHAIR**