



**TOWNSHIP OF WEST LINCOLN
ALL COMMITTEES (INCLUDING PUBLIC MEETINGS)
MINUTES**

MEETING NO. ONE

Monday, January 15, 2024, 4:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

Council: Mayor Cheryl Ganann
Councillor Shelley Bradaric
Councillor Mike Rehner
Councillor William Reilly
Councillor Jason Trombetta
Councillor Joann Chechalk

Absent: Councillor Terry Bell – With Regrets (Notification Provided)

Staff: Donna DeFilippis, Treasurer/Director of Finance
Jessica Dyson, Director of Legislative Services/Clerk
Mike DiPaola, Director of Public Works and Recreation
Brian Treble, Director of Planning and Building
Dennis Fisher, Fire Chief
Tim Hofsink, Deputy Fire Chief
Vanessa Holm, Library CEO
Gerrit Boerema, Manager of Planning
Katelyn Repovs, Manager of Finance/Deputy Treasurer
Susan Smyth, Senior Planner
Kevin Geoghegan, IT Help Desk Analyst

Other Members: Regional Councillor Witteveen*
Bruce Harris, WeeStream

***IN ATTENDANCE PART-TIME**

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

There were no pecuniary interests and/or conflicts of interest disclosed for confidential matters.

2. CONFIDENTIAL MATTERS

RECOMMENDATION:

Moved By Councillor Joann Chechalk

Seconded By Councillor William Reilly

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:

2.1 Director of Planning and Building (Brian Treble)

Re: Legal/Solicitor-Client Privilege - Ontario Land Tribunal (OLT) - Proposed Official Plan Amendment (OPA) No. 63 (File No.22-0035)

VERBAL UPDATE

Applicable closed session exemption(s):

- Advice that is subject to Solicitor-Client Privilege, including communications necessary for that purpose;
- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

2.2 Director of Planning & Building (Brian Treble)

Re: Property Matter/By-law Enforcement Matter - Cannabis Enforcement Matter

VERBAL UPDATE

Applicable closed session exemption(s):

- Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- Personal matters about an identifiable individual, including municipal or local board employees.

2.3 Director of Legislative Services/Clerk (Jessica Dyson)

Re: Citizen Appointments on Boards and Committees

1. Mayor's Youth Advisory Committee
2. Age Friendly Advisory Committee
3. Transit Commission Public Advisory Committee

Applicable closed session exemption(s):

- Personal matters about an identifiable individual, including municipal or local board employee(s).

2.4 Director of Legislative Services/Clerk (Jessica Dyson)

Re: Personnel Matter - CAO Recruitment Process

FOR DISCUSSION

Applicable closed session exemption(s):

ALL COMMITTEES MEETING (Including Public Meetings) - MINUTES - January 15, 2024

- Personal matters about an identifiable individual, including municipal or local board employee(s);
- Labour relations or employee negotiations.

Carried

RECOMMENDATION:

Moved By Councillor Joann Chechalk

Seconded By Councillor William Reilly

That, this All Committees Meeting (Including Public Meetings) now resume in open session at the hour of 6:41 p.m.

Carried

- 2.1 Director of Planning & Building (Brian Treble)
Re: Legal/Solicitor-Client Privilege - Ontario Land Tribunal (OLT) - Proposed Official Plan Amendment (OPA) No. 63 (File No.22-0035)

VERBAL UPDATE

Council rose without reporting.

- 2.2 Director of Planning & Building (Brian Treble)
Re: Property Matter/By-law Enforcement Matter - Cannabis Enforcement Matter

VERBAL UPDATE

Council rose without reporting.

- 2.3 Director of Legislative Services/Clerk (Jessica Dyson)
Re: Citizen Appointments on Boards and Committees

1. Mayor's Youth Advisory Committee
2. Age Friendly Advisory Committee
3. Transit Commission Public Advisory Committee

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

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. Mayor's Youth Advisory Committee
 - a. Giselle Karaban

2. Age Friendly Advisory Committee
 - a. Stuart Lord
3. Transit Commission Public Advisory Committee (Niagara Region)
 - a. Stuart Lord
2. That, Ann-Marie Norio, Regional Clerk, be advised of Stuart Lord's appointment as the Township of West Lincoln citizen representative for the Transit Commission Public Advisory Committee; and,
3. That, a by-law be presented at the January 29th, 2024 Council meeting to to amend By-law 2023-03, being the appointment by-law for Boards and Committees, specifically Schedule A - West Lincoln Age Friendly Advisory Committee and Schedule D – Mayor's Youth Advisory Committee.

Carried

- 2.4 Director of Legislative Services/Clerk (Jessica Dyson)
Re: Personnel Matter - CAO Recruitment Process
FOR DISCUSSION

Moved By Councillor Mike Rehner

Seconded By Councillor Jason Trombetta

1. That, the Mayor and Clerk be are hereby authorized to proceed as directed in closed session with respect to a personnel matter as it relates to the appointment of an Interim CAO; and,
2. That, the Hiring Committee for the position of CAO be comprised of Mayor Cheryl Ganann, the Deputy Mayor, Councillor Shelley Bradaric, the Director of Legislative Services/Clerk and the Human Resources Coordinator as a non-voting member

Carried

3. CHAIR - Mayor Ganann

Prior to commencing with the All Committees (including Public Meetings) Meeting agenda, the Mayor will note the following:

1. Comments from the public for a matter that is on the agenda may be provided in person by attending the meeting and advising the Chair during the "Request to Address an Item on the Agenda" section of the agenda.
2. For those individuals that are unable to attend the meeting in person, you may submit comments for matters that are on the agenda by either
 - a. emailing jdyson@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; OR,

- b. by contacting the Clerk's Department to request a Zoom Link to attend the meeting virtually.
3. Tonight's open portion of the All Committees Meeting will be livestreamed as well as recorded and available on the Township's website by visiting events.westlincoln.com/meetings.

4. LAND ACKNOWLEDGEMENT STATEMENT

Mayor Ganann read the following Land Acknowledgement Statement:

The Township of West Lincoln, being part of the Niagara Region, is situated on treaty land. This land is steeped in the rich history of the First Nations, such as the Hatiwendaronk (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.

5. CHANGE IN ORDER OF ITEMS ON AGENDA

There were no changes in order of items on the agenda.

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

There were no pecuniary interests and/or conflicts of interest disclosed.

7. PUBLIC MEETING(S) - Chair Councillor William Reilly

Public Meetings to commence at 6:30 p.m.

- 7.1 Street Naming Public Meeting - Marz Homes Thrive Subdivision
Re: Public meeting to consider the street naming for two private streets within Marz Homes Thrive Subdivision, pursuant to the Township's Procedure By-law (2003-48), as amended.
- 7.2 Zoning By-law Amendment - 4813 Canborough Road (Heaslip)
Re: An application for a Zoning By-law Amendment has been made to rezone the property municipally known as 4813 Canborough Road, to fulfill a condition of consent for severance file B07/2023WL. The previous consent application severed (Parcel 1 - 0.63 hectares) from Parcel 2 (34.0 hectares). (File No. 1601-008-23)
- 7.3 Zoning By-law Amendment - 5909 Regional Road 20 (Molnar)
Re: An application for a Temporary Use By-law has been made by Sharon and John Molnar and Yannis Waldron to add a temporary use to

the property legally municipally known as 5909 Regional Road 20. The Temporary Use Application is requesting to temporarily permit a mobile home (garden suite) on the property zoned Agricultural 'A', and Environmental Conservation 'EC', for a maximum of 20 years. (File No.: 1601-009-23)

7.4 Zoning By-law Amendment - 9127 Regional Road 20 (Pomerantz - Agent) (Diflavio - Owner)

Re: An Application for a Temporary Use By-law has been made for the property municipally referred to as 9127 Regional Road 20. The Temporary Use Application is requesting to permit a portion of the lands approximately 9,712.45 square metres (0.97 hectares/2.4 acres) or 2% of the total lot area for outside storage of rain barrels/composters. (File No.: 1601-010-23)

8. APPOINTMENTS

There were no appointments/presentations.

9. REQUEST TO ADDRESS ITEMS ON THE AGENDA

There were no requests to address items on the agenda.

10. 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.

10.1 CONSENT AGENDA ITEMS:

RECOMMENDATION:

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

That, the following Consent Agenda items be and are hereby approved:

1. Items 1, 2, 3, 4, 5, 6, 7, 8 and 9 be and are hereby received for information; and,
2. Item 10 be and is hereby received and the recommendations contained therein be adopted
with the exception of Items #(s) 6 & 8

Carried

ALL COMMITTEES MEETING (Including Public Meetings) - MINUTES - January 15, 2024

1. Mayor's Youth Advisory Committee (MYAC) - Minutes of November 1, 2023
 2. West Lincoln Age Friendly Advisory Committee (WLAFAC) - Minutes of October 13, 2023, November 10, 2023, and December 8, 2023
 3. West Lincoln Santa Claus Parade Committee - Minutes of September 6, 2023; September 20, 2023; November 1, 2023; November 9, 2023; November 21, 2023; and, November 29, 2023
 4. West Lincoln Public Library Board - Minutes of October 10, 2023
 5. West Lincoln Public Library Board - Minutes of November 21, 2023
 7. Technical Report PD-02-2024 – Proposed Street Names for Thrive Subdivision Plan of Subdivision Lot 9 and Part of Lot 8, Plan M-98, as confirmed by 30BA-1695 Marz Homes (Smithville West) Inc. (File No. 2000-90-20)
 9. Information Report WLFD-01-2024 - Monthly Update - December 2023
 10. Recommendation Report C-01-2024 - Approval of Multi-Year Accessibility Plan
6. Technical Report PD-01-2024 – Application for Temporary Use Zoning By-law Amendment for 9127 Regional Road 20 (File No. 1601-010-23)

Councillor Chechalk commented that she wants to watch this report closely and that while a temporary-use approval can be considered, the Councillor would like the temporary use exemption to be shortened from the maximum of three years.

RECOMMENDATION:

Moved By Councillor Joann Chechalk

Seconded By Councillor Mike Rehner

1. That, Information Report PD-01-2024, regarding “Technical Report – Application for Temporary Use Zoning By-law Amendment for 9127 Regional Road 20 (File No. 1601-010-23)”, dated January 15, 2024, be received; and,
2. That, a Recommendation Report be submitted to a future Planning/Building/Environmental Committee meeting or Council meeting once a full staff and agency review has been completed.

Carried

8. Information Report PD-05-2024 – 2023 Results of Monitoring at 702 John Street Property, Caistorville

In response to Councillor Bradaric's inquiry, regarding ownership of the property, the Director of Planning and Building explained that there is a private property owner listed, however, for all intents and purposes it is effectively abandoned, though it is in private ownership. Reports should come forward in the future outlining how the Township can take control of the property, but for now it is in private ownership.

RECOMMENDATION:

Moved By Councillor Shelley Bradaric

Seconded By Councillor Joann Chechalk

That, Information Report PD-05-2024 regarding “Information Report – 2023 Results of Monitoring at 702 John Street Property, Caistorville”, dated January 15th, 2024, be received.

Carried

11. COMMUNICATIONS

11.1 Councillor William Reilly

Re: Support of Resolution from Tay Township regarding Provincial Cemetery Management Support Request

Councillor Reilly expressed his support for this resolution from Tay Township, as the Township of West Lincoln has supported similar resolutions like this in the past, and so for the sake of consistency, Councillor Reilly brought this resolution forward.

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That, the correspondence received from Katelyn Johns, Municipal Clerk of Tay Township, dated December 21, 2023, be received and supported.

Carried

11.2 Nicole Scime, Committee Member

Re: Resignation from the West Lincoln Santa Claus Parade Committee

RECOMMENDATION:

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

ALL COMMITTEES MEETING (Including Public Meetings) - MINUTES - January 15, 2024

1. That, the email received on November 29, 2023 from Nicole Scime advising of their resignation from the West Lincoln Santa Claus Parade Committee be received with regrets; and,
2. That, By-law 2023-03, being the appointment by-law for Boards and Committees, be amended to remove Nicole Scime from Schedule C (West Lincoln Santa Claus Parade Committee).

Carried

- 11.3 Joel Scime, Committee Member
Re: Resignation from the West Lincoln Santa Claus Parade Committee

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

1. That, the email received on November 29, 2023 from Joel Scime advising of their resignation from the West Lincoln Santa Claus Parade Committee be received with regrets; and,
2. That, By-law 2023-03, being the appointment by-law for Boards and Committees, be amended to remove Joel Scime from Schedule C (West Lincoln Santa Claus Parade Committee).

Carried

- 11.4 Scott Crawford, Committee Member
Re: Resignation from the West Lincoln Santa Claus Parade Committee

Councillor Reilly explained that being a part of the Santa Claus Parade Committee involves a great amount of work and involvement, and all three individuals indicated above, who have resigned from the Committee, have been a part of it since the beginning. Councillor Reilly thanked all three of them for all of the work that they have done volunteering on the Santa Claus Parade Committee.

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Shelley Bradaric

1. That, the email received on December 2, 2023 from Scott Crawford advising of their resignation from the West Lincoln Santa Claus Parade Committee be received with regrets; and,

2. That, By-law 2023-03, being the appointment by-law for Boards and Committees, be amended to remove Scott Crawford from Schedule C (West Lincoln Santa Claus Parade Committee).

Carried

- 11.5 Director of Legislative Services/Clerk (Jessica Dyson)
Re: Niagara Region - Municipal Representatives on Regional Committee -
Transportation Strategy Steering Committee

FOR DISCUSSION

The Director of Legislative Services/Clerk, explained that this is a new committee of Regional Council, noting that while it may appear similar to a number of other boards and committees that have been introduced in the last year or so related to the Niagara Transit Commission, this is a unique committee.

In response to Councillor Trombetta's inquiry regarding what time this committee would meet at on a regular basis, Councillor Reilly stated that that he was not sure when the committee meeting would be held, but other transit committee meetings have been held during the work day.

Councillor Chechalk volunteered to sit on the committee in the interim, until Councillor Trombetta is able to find out if it will work with his schedule.

RECOMMENDATION:

Moved By Councillor Jason Trombetta

Seconded By Councillor William Reilly

That, Councillor Chechalk be appointed as the Township of West Lincoln's representative on the Transportation Strategy Steering Committee for the Niagara Region for the current term of Council (ending November 2026).

Carried

12. STAFF REPORTS

- 12.1 Planner (Stephanie Pouliot), Manager of Planning (Gerrit Boerema)
and Director of Planning & Building (Brian Treble)
Re: Recommendation Report PD-03-2024 - Zoning Bylaw Amendment -
B and A Heaslip Farms Ltd. (File No. 1601-008-23)

RECOMMENDATION:

Moved By Councillor Shelley Bradaric

Seconded By Councillor William Reilly

1. That, Recommendation Report PD-03-2024, regarding “Application for Zoning By-law Amendment for 4813 Canborough Road (File No. 1601-008-23)”, dated January 15th 2024, be received; and,
2. That, the application for Zoning By-law Amendment submitted by Ben and Pam Heaslip owners of 4813 Canborough Road, be approved in accordance with the attached Zoning By-law Amendment with the site-specific regulations, and that Council authorize the Mayor and Clerk to sign the necessary by-laws; and,
3. That, no further public meeting is required for the consideration of this by-law in accordance with Section 34(17) of the Planning Act.

Carried

- 12.2 Senior Planner (Madyson Ettl) and Director of Planning & Building (Brian Treble)

Re: Recommendation Report PD-04-2024 - Application for Temporary Use Zoning Bylaw Amendment for 5909 Regional Road 20 (File No. 1601-011-23)

RECOMMENDATION:

Moved By Councillor Joann Chechalk

Seconded By Councillor Shelley Bradaric

1. That, Recommendation Report PD-04-2024, regarding “Application for Zoning By-Law Amendment (Temporary Use By-Law) – Sharon Molnar & John Molnar Garden Suite Application File No. 1601-011-23”, dated January 15th 2024, be received; and,
2. That the Draft By-law included as Attachment 4 to this report, be approved with the site specific regulations; and,
3. That Council authorize the Mayor and Clerk to enter into a Temporary Use Agreement for the Garden Suite; and,
4. That, no further public meeting is required for the consideration of this by-law in accordance with Section 34(17) of the *Planning Act*.

Carried

- 12.3 Engineering Services Coordinator (Jennifer Bernard) and Director of Public Works & Recreation (Mike DiPaola)
Re: Recommendation Report PW-01-2024 – 7330 Concession 3 Road – Land Transfer Declaration as a Public Highway

RECOMMENDATION:

Moved By Councillor Jason Trombetta

Seconded By Councillor Joann Chechalk

1. That, Recommendation Report PW-01-2024, re: “7330 Concession 3 Road – Land Transfer Declaration as a Public Highway”, dated January 15, 2024 be received; and,
2. That, a By-law be passed to declare Parts 1 and 2 on Reference Plan No. 30R-16079 on Concession 3 Road as Public Highway.

Carried

- 12.4 Engineering Services Coordinator (Jennifer Bernard) and Director of Public Works & Recreation (Mike DiPaola)
Re: Recommendation Report PW-02-2024 - 8214 Concession 3 Road - Land Transfer Declaration as a Public Highway

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

1. That, Recommendation Report PW-02-2024, re: “8214 Concession 3 Road – Land Transfer Declaration as a Public Highway”, dated January 15, 2024 be received; and,
2. That, a By-law be passed to declare Part 1 on Reference Plan No. 30R-16164 on Concession 3 Road as Public Highway.

Carried

- 12.5 Director of Finance/Treasurer (Donna DeFilippis)
Re: Recommendation Report T-01-2024 - 2024 Draft Capital Budget

Director of Finance/Treasurer, Donna DeFilippis, provided a PowerPoint presentation (attached as Schedule “A” to the minutes) providing a greater detailed explanation of Recommendation Report T-01-2024, 2024 Draft Capital Budget.

RECOMMENDATION:

Moved By Councillor Mike Rehner

Seconded By Councillor Jason Trombetta

ALL COMMITTEES MEETING (Including Public Meetings) - MINUTES - January 15, 2024

1. That, Recommendation Report T-01-2024, regarding the “2024 Draft Capital Budget” dated January 15, 2024, be received; and
2. That, \$500,000 of the projected 2023 operating surplus be transferred to the Capital Reserve.

Carried

- 12.6 Director of Finance/Treasurer (Donna DeFilippis)
Re: Information Report T-02-2024 - 2024 Budget Staffing Review

Director of Finance/Treasurer, Donna DeFilippis, spoke briefly to Recommendation Report T-02-2024, 2024 Budget Staffing Review.

RECOMMENDATION:

Moved By Councillor William Reilly

Seconded By Councillor Jason Trombetta

That, Information Report T-02-2024, regarding the “2024 Budget Staffing Review” dated January 15, 2024, be received.

Carried

13. OTHER BUSINESS

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

There were no verbal updates from Members of Boards and Committees.

- 13.2 Members of Council
Re: Other Business Items of an Informative Nature

1. Mayor Ganann

Re: ROMA, Bowling, and Coldest Night of the Year

Mayor Ganann, Regional Councillor Witteveen, and Councillor Chechalk will be attending ROMA on behalf of the Township of West Lincoln. They will be talking about the Escarpment Crossing, and the Public Libraries Act.

Mayor Ganann asked members of Council if any of them were interested in joining the Township of West Lincoln bowling team for the Big Brothers & Big Sisters annual bowling fundraiser, Bowl for Kids Sake, which will take place on February 27, 2024.

Mayor Ganann also asked members of Council if any of them would be interested in joining the Township of West Lincoln group who will be attending the West Niagara Coldest Night of the Year Walk, hosted by YWCA Niagara Region on February 24, 2024.

2. Councillor Chechalk

Re: Kiwanis Trivia Night

Councillor Chechalk invited members of Council and the Mayor to attend the Kiwanis of West Lincoln Trivia Night, which is taking place on February 24, 2024. It will be held at the Smithville Legion, will also include a silent auction, games of chance, as well as food and beverages. There is information on Facebook regarding how to get tickets.

3. Councillor Trombetta

Re: Mayor's Levee

Councillor Trombetta spoke about his appreciation for the recent Mayor's New Years Levee that took place January 6th, noting that he was impressed by the turnout and enjoyed speaking with members of the public.

14. NEW BUSINESS

There were no new items of business brought forward by Members of Council.

15. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of 9:58 p.m.

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

MAYOR CHERYL GANANN