

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

**MEETING NO. FIVE**

**November 16, 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

Staff: Bev Hendry, CAO  
Joanne Scime, Clerk  
Donna DeFilippis, Treasurer/Director of Finance  
Dennis Fisher, Fire Chief  
Vanessa Holm, Library CEO  
Roberta Keith, IT Administrator

Others: Byron Tan, Watson & Associates Economists Ltd.\*  
Gary Scandlan, Watson & Associates Economists Ltd.\*  
Regional Councillor Albert Witteveen  
Tristan Marks, News Now

\* IN ATTENDANCE PART-TIME

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**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.
2. The public may submit comments for matters that are on the agenda to

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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, 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**

#### **4.1 ITEM A42-20**

Gary Scandlan, Managing Partner and Director, Municipal Finance & Byron Tan, Senior Consultant, Watson & Associates Economists Ltd.  
Re: Water and Wastewater Rate Study & Water Financial Plan

Mr. Gary Scandlan stated that Watson & Associates Economists Ltd. was retained by the Township to undertake a water and wastewater rate study and a water financial plan for the municipality. Mr. Scandlan reviewed in detail a PowerPoint presentation which was attached to the agenda. Mr. Scandlan advised that the purpose of the study was to look at the current and future water and wastewater system capital needs, the cost recovery options for capital, the estimated future operating costs over the next 10 years and the recommended new rates to recover the cost of the water and wastewater systems. As part of the presentation, Mr. Scandlan reviewed the legislation that has been passed by the Province since the Walkerton E. coli outbreak that was the result of a contamination of the Walkerton drinking water supply. Additionally, Mr. Scandlan reviewed the current water and wastewater rates that were in effect as of July 1, 2020, the existing and forecasted customers/users and billable volumes, the capital needs and financing, the reserve balances as of December 31, 2019, the lifecycle infrastructure costs (existing), a summary of the water and wastewater asset inventory and replacement schedule, the operating budget and expenditures, and proposed forecasted water, bulk water and wastewater rates. Mr. Scandlan provided a summary of Ontario Regulation 453/07, which addresses the fact that all municipalities that provide water service are required to be licensed to operate their water

system with part of the licensing requirement being the municipality submitting a financial plan to the Province.

In response to an inquiry from Mayor Bylsma regarding whether a delay of increasing water and wastewater rates would have an effect on the forecasted or proposed rates, Mr. Scandlan stated that most of the day to day expenditures are fixed, with the exception of the Region's components which may cause some variances, but what would be impacted would be the impact to the reserves which may mean either slowing down capital programs or debenture.

**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. CONSENT AGENDA ITEMS**

**6.1 ITEM A43-20**

**CONSENT AGENDA ITEMS**

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Harold Jonker

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

1. Items 1, 2, 3, 4 and 5 be and are hereby received for information; and,
2. Item 6 be and is hereby received and the recommendations contained therein be adopted

with the exception of Items no. 3 and 4.

**Carried**

**SUMMARY OF CONSENT AGENDA ITEMS APPROVED:**

1. Joint Accessibility Advisory Committee – Minutes of August 13, 2020
2. West Lincoln Public Library Board Minutes – September 18, 2020
5. Information Report WFLD-16-2020 Monthly Update October 2020

6. Recommendation Report CAO-09-2020 - Christmas Break Holiday Hours

**ITEM A43-20 (3) - West Lincoln Public Library Board Minutes – October 23, 2020**

With respect to the above noted minutes, Councillor Reilly raised concerns regarding the theft of one of the tablets that are used for COVID Screening and whether any of the information that is provided by members of the public was stored and accessible to the person(s) that stole the tablet.

In response to Councillor Reilly's inquiry, the West Lincoln Library CEO stated that the public's personal information that is taken as part of the COVID Screening form is not stored on the tablet but this information is sent electronically to specific Township staff members to address should there be any positive responses to the online screening questionnaire. The West Lincoln Library CEO confirmed that the tablet has been recovered by the Niagara Regional Police through an investigation that was undertaken of the theft.

In response to Councillor Reilly's concerns regarding whether people that attend the library in person without wearing a proper mask or once entering are removing their mask are being given entry, the Library CEO advised that the Library and Township has an opening plan which follows the Provincial and Niagara Region Public Health regulations which includes everyone entering the facility must wear a mask; however, she noted that there are a couple of exemptions. These exemptions include people who cannot wear a mask due to a medical reason(s) or a child under 2 years of age.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Cheryl Ganann

That, the West Lincoln Public Library Board Minutes of October 23, 2020 be received for information.

**Carried**

**ITEM A43-20 (4) - Information Report T-24-2020 - October 2020 Budget Status Report**

In response to Councillor Reilly's inquiry regarding the status of the COVID costs and the change in the amount of the related costs over last month's report, the Treasurer/Director of Finance reviewed the changes that occurred between September and October which included an

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additional grant being issued to two hall boards, being the Caistor Community Hall Board and the Wellandport Hall Board, to assist with utility costs as these halls have been unable to rent their facility during the pandemic. With respect to Councillor Reilly's inquiry regarding the COVID-19 embedded costs, the Treasurer/Director of Finance noted these costs are reviewed every month which resulted in a slight adjustment this month with the new projection being \$697,900, which is reflection of the time that staff has spent dealing with the emergency, which was noted in further detail on page 63 of the agenda and the estimation of time that staff has been working on COVID related issues.

In response to Councillor Rehner's inquiry regarding whether there was a procedure in place that measures staff's performance during the pandemic whether working at home versus in the office, the Treasurer/Director of Finance stated that at the beginning of the pandemic different technology was investigated that would allow staff to work from home. The Treasurer/Director of Finance stated that a system was purchased which allowed staff to log in from their home into the Township's computer system seamlessly as if they were sitting at their desktop at the office. The Treasurer/Director of Finance stated that many of staff are working in the office on a full time basis with some staff coming into the office two to four days per week. The Treasurer/Director of Finance advised that staff are expected and required to meet the requirements and duties of their position and that if these were not being done then the Director and/or Managers would be aware of the situation and would address it accordingly; however, she noted that she was not aware of any issues in this regard.

The CAO stated the software and processes that have been implemented that allow staff to work from home or in the office have been seamless with no difference in the level of service to our customers. The CAO noted that COVID has increased our creativity and agility of meeting different situations. The CAO advised that due to the increase in the number of COVID cases, Senior Management are looking at possibly reducing the number of staff in the office to avoid contact should a member of staff become ill with COVID, which is a directive of Public Health. The CAO noted that staff are working at 100% or beyond because of the double duty of staff that must continue to complete the duties and responsibilities of their position as well as COVID related issues including but not limited to attending meetings (EOC, Recovery,

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SMT) and preparing plans, policies and procedures in response to the Provincial and local public health requirements, etc.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Cheryl Ganann

That, Information Report T-24-2020, dated November 16, 2020, regarding "October 2020 Budget Status Report; be received for information.

**Carried**

### **7. COMMUNICATIONS**

#### **7.1 ITEM A44-20**

Fred Vrugteveen, Niagara Pallets

Re: Request to Township to Forgive Interest on Late Payment of Fees for Peer Review of Site Plan Agreement

**Moved By** Councillor William Reilly

**Seconded By** Mayor Dave Bylsma

That, that correspondence received from Fred Vrugteveen, Niagara Pallets, dated November 6, 2020, requesting that Township forgive the interest fee for late payment of fees for peer review of their Site Plan Agreement as it is felt that the Township's policy should give businesses a longer interest free period to provide time to review invoices in order to confirm the amounts and that businesses be given at least 90 or 120 days to pay invoices, be received.

**Carried**

### **8. STAFF REPORTS**

#### **8.1 ITEM A45-20**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-25-2020 - Water and Wastewater Systems Rate Study and Financial Plan

**Moved By** Mayor Dave Bylsma

**Seconded By** Councillor Cheryl Ganann

1. That, Report T-25-2020, dated November 16, 2020 regarding the "Water & Wastewater Systems Rate Study and Financial Plan" be received; and,

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2. That the Water & Wastewater Systems Rate Study and Financial Plan No. 077-301, as attached to this report, prepared by Watson and Associates Economists Ltd. be accepted, and,
3. That the Water & Wastewater Systems Rate Structure and Rates recommended in the report prepared by Watson and Associates Economists Ltd. be approved, and,
4. That the 10-year financial plan, as required by the Safe Drinking Water Act Regulation (O.Reg. 453/07) as outlined in the report attached. be approved.

**Carried**

### **8.2 ITEM A46-20**

Treasurer/Director of Finance (Donna DeFilippis)

Re: Recommendation Report T-26-2020 - Asset Management - Risk Framework Assessment

**Moved By** Councillor Jason Trombetta

**Seconded By** Councillor Harold Jonker

That, report T-26-2020, regarding Asset Management-Risk Framework Assessment, dated November 16<sup>th</sup>, 2020 be received for information.

**Carried**

### **8.3 ITEM A47-20**

Clerk (Joanne Scime)

Re: Recommendation Report C-08-2020 - Corporate Flag Policy

Councillor Reilly raised concern that he did not feel that any community flag raising requests that are received by the Clerk's Department needed to be approved by Council and that if the requests meet the policy, the Clerk should be given delegation of authority to proceed with raising the respective community flag. Councillor Reilly further noted that should any requests be received that may be questionable in meeting the policy; they could then be referred to Council on an as needed basis.

Following discussion an amendment to the resolution was presented and adopted and the Clerk confirmed that she would make the necessary amendments to the Corporate Flag Policy and send a copy of the final amended version of the policy to Members of Council to review prior to the November 23, 2020 Council Meeting.

Councillor Reilly suggested that perhaps a fourth flag pole should be installed at the West Lincoln Community Flag should there be more than

one community flag request made for the same timeframe; however, no specific direction was given in this regard.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Cheryl Ganann

1. THAT, the report RFD-C-08-2020, dated November 16, 2020, regarding "Corporate Flag Policy", be received; and,
2. THAT, Council approve the proposed Corporate Flag Policy and the Community Flag Raising Request form, attached as Schedule "A" and "B"; and,
3. THAT, Council delegate authority for approving or denying request for Community Flag Raising requests that have been previously approved or denied by Council within the last 5 years of the request date to the Clerk; and,
4. THAT, the Township Flag Policy adopted in 1987 and the Policy for Lowering Flag to Half Mast approved in 2004 be and are hereby repealed.

**Carried as Amended**

**Moved By** Councillor William Reilly

**Seconded By** Councillor Jason Trombetta

That, Sections 4.2 and 4.5 of the Corporate Flag Policy be amended by the Clerk to address that any community flag raising requests that meet with the policy be approved without having to officially be approved by Council and that any requests that may not meet the policy be referred to Council as required.

**Carried**

#### **8.4 ITEM A48-20**

Clerk (Joanne Scime)

Re: Recommendation Report C-09-2020 - Options relating to filling the Vacancy of the Office for One (1) Councillor Position for Ward 2

Following much discussion among Members of Committee, it was felt that due to COVID-19 and the fact that the number of cases were increasing and with Niagara Region being placed into the "Orange" colour category and possibly moving further to the "Red" colour category if the number of cases in the Region increase, it was felt that having a by-election would bring forth a lot of issues for both the candidates, staff and the municipality to address and that perhaps the option of appointment of the third place



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candidate in the 2018 municipal election, being Shelley Ann Bradaric, would be the best option for the current situation.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Cheryl Ganann

1. That, Report No. RFD-C-09-2020, dated November 16, 2020, regarding the "Options relating to filling the Vacancy of the Office for One (1) Councillor Position for Ward 2", be received; and,
2. That, the Clerk be given direction that the vacancy of the Office for One (1) Councillor Position for Ward 2 for the remainder of the 2018-2022 term of Council be filled through Option # 1(a), as detailed herein.

**Carried**

### **9. OTHER BUSINESS**

#### **9.1 ITEM A49-20**

Members of Committee

Re: Verbal Updates from Members of Boards and Committees

- (a) Councillor Cheryl Ganann  
Re: New Station #2 Fire Hall

Councillor Ganann stated that she was pleased to see in the Fire Chief's update report that the process for the building of the new Station #2 Fire Hall had commenced.

- (b) Councillor William Reilly  
Re: West Lincoln Parade Committee

Councillor Reilly stated that, in lieu of the Santa Claus Parade being held this year, the Parade Committee was having a Residential and Business Lighting Décor Contest, which was currently underway and being advertised within the community. Councillor Reilly stated that when the Parade Committee had to make the difficult decision to cancel this year's parade, it was not accepted by the community very well and that he felt it was important to bring to the attention of the residents that the increase of COVID cases was exactly what the parade committee members were worried may occur. Councillor Reilly stated that not enough credit was being given to the Parade Committee for being proactive and having the foresight of looking out for the communities' best interest and making the very difficult decision to cancel this year's parade.

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- (c) Mayor Dave Bylsma  
Re: Update on West Lincoln Memorial Hospital Rebuild

Mayor Bylsma stated that Niagara Region has prepared a policy for Regional Council's consideration with respect to determining the percentage of contribution that will be given to the various hospitals in the Region. Mayor Bylsma stated that this report was initiated due to the rebuild of the West Lincoln Memorial Hospital as St. Catharines General had received funding from Niagara Region when it was constructed. Mayor Bylsma stated that this policy had been endorsed by Committee and will be ratified at this Thursday's Niagara Regional Council meeting.

- (d) Mayor Dave Bylsma  
Re: Silverdale Hall - Drive Thru Christmas Event

Mayor Bylsma commended the good work being done by the Silverdale Hall Board who will be continuing their efforts to raise funds for West Lincoln Community Care by holding a drive thru Christmas event. Mayor Bylsma stated that the Board Members are in discussion with Township staff and Public Health to ensure that the event will meet all COVID protocols to ensure the health and safety of the community. Mayor Bylsma asked everyone to watch for further details on this event and support the Silverdale Hall Board's Christmas Drive Thru event.

- (e) Councillor Jason Trombetta  
Re: NWIC Acquisition of Last Mile Wireless Internet

Councillor Trombetta advised that recently NWIC Inc. had completed the acquisition of Last Mile Wireless Internet Inc. Councillor Trombetta noted that this acquisition makes NWIC the largest rural internet service provider in the Niagara Region which provides a significant step towards ensuring the entire region has access to fast, reliable internet.

- (f) Councillor Harold Jonker  
Re: West Lincoln Chamber of Commerce Toonies for Toy Drive Campaign

Councillor Jonker noted that the West Lincoln Chamber of Commerce Toonies for Toy Drive campaign was underway with bottles being placed at various local businesses for people to donate money. Councillor Jonker advised that all proceeds from the event will go to West Lincoln

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Community Care to provide toys, gifts and food to West Lincoln residents in need.

### **9.2 ITEM A50-20**

Members of Council

Re: Other Business Items of an Informative Nature

There were no other business items of an information nature brought forward by any Member of Committee.

### **10. NEW BUSINESS**

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

### **11. CONFIDENTIAL MATTERS**

There were no confidential matters.

### **12. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of 8:22 p.m.



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**JOANNE SCIME, CLERK**

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**COUNCILLOR MIKE REHNER, CHAIR**