



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

**MEETING NO. TWO**

**March 19, 2024, 7:30 p.m.**

**Township Administration Building**

**318 Canborough Street, Smithville, Ontario**

Council:           Councillor Jason Trombetta (Acting Chair)  
                      Mayor Cheryl Ganann  
                      Councillor Shelley Bradaric  
                      Councillor Joann Chechalk  
                      Councillor William Reilly

Absent:            Councillor Terry Bell (Notification provided with regrets)  
                      Councillor Mike Rehner (Notification provided with regrets)

Staff:             Donna DeFilippis, Interim Chief Administrative Officer and Treasurer  
                      Mike DiPaola, Director of Public Works and Recreation  
                      Nancy Fiorentino, Interim Director of Legislative Services/Clerk  
                      Justin Paylove, Deputy Clerk  
                      Roberta Keith, IT Manager

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**1. LAND ACKNOWLEDGEMENT STATEMENT**

**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 declarations of pecuniary interest or conflicts of interest.

**4. APPOINTMENTS**

There were no appointments/presentations.

**5. REQUEST TO ADDRESS ITEMS ON THE AGENDA**

There were no requests to address items on the agenda.

**6. CONSENT AGENDA ITEMS**

**7.1 ITEM PW07-24**

**CONSENT AGENDA ITEMS**

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor William Reilly

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

1. Items 1 and 2 be and are hereby received for information with the exception of Item 3.

**Carried**

1. West Lincoln Public Library Board - Minutes of January 16, 2024
2. West Lincoln Public Library Board Special Minutes - January 19, 2024

3. Information Report PW-03-2024 -2023 Capital Project Completion Update

Councillor Reilly inquired to the Director of Public Works and Recreation, Mike DiPaola, if he could explain this report regarding roads in the Township in need of repair.

In response to Councillor Reilly's inquiry, Director of Public Works and Recreation, Mike DiPaola, explained that it was agreed that staff will now report back to Council at the end of large capital projects to close the loop on the project and demonstrate the work that has been done at the end, rather than only going to Council for project approval. This report details the completion of two major infrastructure projects. Staff intends to do this on an ongoing basis, and also to prepare an annual report detailing all major infrastructure projects completed over the course of a year.

Councillor Reilly inquired to the Interim CAO/Treasurer, Donna DeFilippis, if the information from these capital project reports could be shared publicly.

In response to Councillor Reilly's inquiry, Interim CAO/Treasurer, Donna DeFilippis, explained that the information from these capital project reports could be included in Council News, as this correspondence is already prepared regularly and so adding this information would not be difficult.

Director of Public Works and Recreation, Mike DiPaola, explained further that there is a project page on the website, which could also be updated to include the information from these capital project reports to show completion of projects to the public.

Councillor Chechalk thanked staff for the work done on the Vaughan Road rehabilitation project and for completing the project under budget.

**Moved By** Councillor William Reilly

**Seconded By** Councillor Joann Chechalk

That Information Report PW-03-2024-2023 Capital Project Completion Update, be received.

**Carried**

## **7. COMMUNICATIONS**

There were no communications.

## **8. STAFF REPORTS**

### **9.1 ITEM PW08-24**

Project Manager (Ray Vachon)

Re: Recommendation Report RFD PW-08-2024, regarding "St. Ann's Road Reconstruction Consultant Services – Detail Design, Tendering, Contract Administration & Inspection RFP Award

Councillor Reilly inquired to the Director of Public Works and Recreation, Mike DiPaola, about why one of the vendors who bid on the project had provided an estimate so much lower than the others.

In response to Councillor Reilly's inquiry, Director of Public Works and Recreation, Mike DiPaola, explained that after reviewing their proposal, it was clear that they did not meet all the requirements of the RFP, which their price also reflected.

**Moved By** Councillor Joann Chechalk

**Seconded By** Councillor William Reilly

1. That, Recommendation Report RFD PW-08-2024, regarding “St. Ann’s Road Reconstruction Consultant Services – Detail Design, Tendering, Contract Administration & Inspection RFP Award”, dated March 19 2024, be received; and
2. That, the design portion of the above project be awarded to Urban & Environmental Management Inc., in the amount of \$132,334.40 (excluding HST); and
3. That, the project cost in the total amount of \$175,000.00, which includes professional engineering services, a 15% contingency, net HST, and other miscellaneous project costs, be approved; and
4. That, a By-Law authorizing the Mayor and Clerk to enter into an agreement with Urban & Environmental Management Inc. be passed.

**Carried**

9.2     ITEM PW09-24

Manager of Operations (Tray Benish), and Director of Public Works & Recreation (Mike DiPaola)

Re: Recommendation Report PW-09-2024 - Speed Reduction and School Zone Implementation on Caistor Centre Road between Concession Road 5 and Regional Road 65 (Silver Street)

Councillor Reilly inquired to the Director of Public Works and Recreation, Mike DiPaola, if 40 km/h was ever considered as the speed reduction point for this area, given the sensitivity of the area and the frequent use of the area by school buses.

In response to Councillor Reilly's inquiry, Director of Public Works and Recreation, Mike DiPaola, explained that they worked closely with the Niagara Region on reducing the speed and introducing a school zone in this area. They considered dropping the speed to 40 km/h, but the Niagara Region recommended that the speed be kept at 50 km/h for a rural school zone. This also ensures consistency across the region.

Councillor Reilly further inquired to the Director of Public Works and Recreation, Mike DiPaola, if the school was consulted on this change.

In response to Councillor Reilly's further inquiry, Director of Public Works and Recreation, Mike DiPaola, explained that the school was consulted.

Councillor Bradaric inquired to the Director of Public Works and Recreation, Mike DiPaola, if any other schools in the Township in rural areas have been considered for a speed reduction and the introduction of school zones.

In response to Councillor Bradaric's inquiry, Director of Public Works and Recreation, Mike DiPaola, explained that he believes all of the other schools are on regional roads, but that he will look into this further and advise Members of Council.

**Moved By** Mayor Cheryl Ganann

**Seconded By** Councillor Shelley Bradaric

1. That, Recommendation report PW-09-2024, regarding "Speed Reduction and School Zone Implementation on Caistor Centre Road between Concession Road 5 and Regional Road 65 (Silver Street)", dated March 19<sup>th</sup>, 2024 be received; and
2. That, a By-Law for the school zone of 50 km/hr, 150 metres on either side of Caistor Public School's property limits (1794 Caistor Centre Road) be passed.

**Carried**

**9. OTHER BUSINESS**

There was no other business.

**10. NEW BUSINESS**

There was no new business.

**11. CONFIDENTIAL MATTERS**

There were no confidential matters.

**12. ADJOURNMENT**

The Chair declared the meeting adjourned at the hour of 8:41 p.m.

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NANCY FIORENTINO, CLERK

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COUNCILLOR JASON  
TROMBETTA, ACTING CHAIR