



**March 25, 2025, 5:00 p.m.**

**Council Members Present:** Councillor Tim Balasiuk, Councillor Gary Burroughs, Councillor Wendy Cheropita, Councillor Maria Mavridis, Councillor Sandra O'Connor, Councillor Adriana Vizzari, Councillor Erwin Wiens, Lord Mayor Gary Zalepa, Councillor Andrew Niven

**Staff Present:** Shaunna Arenburg - Deputy Clerk, Kirsten McCauley - Director of Community and Development Services, Jay Plato - Fire Chief, Kyle Freeborn - Director of Corporate Services/ Treasurer, Grant Bivol - Town Clerk/Manager of Legislative Services, Bruce Zvaniga, CAO (Interim)

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**1. CALL TO ORDER**

The Lord Mayor called the meeting to order at 5:00 p.m.

**2. FOCUS STATEMENT**

Councillor Balasiuk read the Focus Statement.

**3. O'CANADA**

**4. ADOPTION OF THE AGENDA**

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Wendy Cheropita

That the agenda be adopted as presented.

**APPROVED**

**5. CONFLICT OF INTEREST**

**Councillor Erwin Wiens - CONFLICT OF INTEREST**

Councillor Wiens declared a conflict of interest with item 8.1 280, 282 & 298 Niven Road Zoning By-law Amendment ZBA-14-2024, CDS-25-011 of item 9.1 - Committee of the Whole Planning Minutes - March 4, 2025 and item 22.2 - By-

law 500YN-25 - 280, 282 and 298 Niven Road (ZBA-14-2024) as he has a business relationship with the owner.

## **6. ACKNOWLEDGEMENTS**

### **6.1 Carter Simpson - 2025 Special Olympics World Winter Games**

The Lord Mayor and members of Council acknowledged and extended congratulations to Carter Simpson for his achievements at the 2025 Special Olympics World Winter Games.

The Lord Mayor advised that a celebratory event will be held at Konzelmann Winery on April 10, 2025 from 4:00 p.m. to 7:00 p.m. and the community is welcome to attend.

## **7. CLOSED SESSION**

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Erwin Wiens

That Council proceed to go into a closed meeting at 5:13 p.m. to consider matters that qualify under the Municipal Act 2001 under Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board specifically regarding 144 & 176 John Street East, 200 John Street & 588 Charlotte Street.

### **APPROVED**

Moved by: Councillor Andrew Niven

Seconded by: Councillor Adriana Vizzari

That Council rise from a closed meeting at 6:30 p.m. to consider matters that qualify under the Municipal Act 2001 under Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board specifically regarding 144 & 176 John Street East, 200 John Street & 588 Charlotte Street; and that legal counsel and staff proceed as directed.

### **APPROVED**

Council recessed at 6:31 p.m. and resumed at 6:45 p.m.

## **8. PRESENTATIONS**

### **8.1 Kathy Weiss, Executive Director Tourism NOTL & NOTL Chamber of Commerce - Council Update and 2025 Budget**

Paul McIntyre, Chair of the Tourism NOTL Board introduced the presentation and Kathy Weiss, Executive Director Tourism NOTL & NOTL Chamber of Commerce.

Kathy Weiss and members of the Tourism NOTL Board gave the presentation.

Council asked questions about the presentation.

## **9. COUNCIL & COMMITTEE OF THE WHOLE MINUTES**

### **9.1 Committee of the Whole Planning Minutes - March 4, 2025**

Councillor Wiens left the meeting due to a declared conflict of interest at 7:18 p.m.

Moved by: Councillor Andrew Niven

Seconded by: Councillor Maria Mavridis

That the minutes of the Committee of the Whole Planning Minutes - March 4, 2025 be approved.

#### **APPROVED**

### **9.2 Committee of the Whole General Minutes - March 18, 2025**

### **9.3 Special Council Meeting Minutes - March 18, 2025**

### **9.4 Closed Session Meeting Minutes - March 18, 2025 (circulated separately - to remain private and confidential)**

### **9.5 Council Minutes - February 25, 2025**

### **9.6 Council Workshop Minutes - February 26, 2025**

### **9.7 Closed Session Meeting Minutes - December 10, 2024 (circulated separately - to remain private and confidential)**

### **9.8 Closed Session Meeting Minutes - January 14, 2025 (circulated separately - to remain private and confidential)**

Moved by: Councillor Andrew Niven  
Seconded by: Councillor Maria Mavridis

That the minutes of the following meetings be approved:

- Committee of the Whole General Minutes - March 18, 2025
- Special Council Meeting Minutes - March 18, 2025
- Closed Session Meeting Minutes - March 18, 2025 (circulated separately - to remain private and confidential)
- Council Minutes - February 25, 2025
- Council Workshop Minutes - February 26, 2025
- Closed Session Meeting Minutes - December 10, 2024 (circulated separately - to remain private and confidential)
- Closed Session Meeting Minutes - January 14, 2025 (circulated separately - to remain private and confidential)

## **APPROVED**

### **10. PROCLAMATIONS**

### **11. NEXT COMMITTEE OF THE WHOLE & COUNCIL MEETING DATES:**

The Town Clerk read out the following forthcoming meetings:

- Committee of the Whole - Planning Meeting - April 8, 2025
- Committee of the Whole - General Meeting - April 15, 2025
- Council Meeting - April 29, 2025

Councillor Wiens returned to the meeting at 7:22 p.m.

### **12. LORD MAYOR'S REPORT**

The Lord Mayor presented his report.

### **13. MEMBERS' ANNOUNCEMENT**

The following made announcements:

- Councillor Mavridis
- Councillor Cheropita
- Councillor Burroughs

- Councillor Vlzzari

## **14. DELEGATIONS**

### **14.1 Non- Agenda Delegation**

### **14.2 Agenda Delegation**

14.2.1 Robin Garrett, Robin Garrett Consulting - Item 16.4 - Staff Review – Tourism Strategy, CAO-25-011

Robin Garrett spoke to Council about the Tourism Strategy and requested the Tourism Strategy Committee hold a meeting to offer further suggestions.

Council had no questions for the delegate.

## **15. RESPONSE TO DELEGATIONS FROM COUNCIL**

Agenda items 16.4 - Staff Review – Tourism Strategy, CAO-25-011 and 17.1- Correspondence from Tourism NOTL re: Request for Nomination of a Councillor to the Tourism NOTL Board of Directors were moved up by consensus.

### **16.4 Staff Review – Tourism Strategy, CAO-25-011**

Council asked questions and discussed the report.

Moved by: Councillor Erwin Wiens

Seconded by: Councillor Gary Burroughs

That Staff Review – Tourism Strategy, CAO-25-011 be deferred to next month's Council meeting.

### **APPROVED**

### **17.1 Correspondence from Tourism NOTL re: Request for Nomination of a Councillor to the Tourism NOTL Board of Directors**

This item was moved and discussed under item 15 - Response to Delegations.

Councillor Cheropita put her name forward for consideration.

Councillor Balasiuk put his name forward for consideration.

Councillor O'Connor put her name forward for consideration.

Each candidate spoke to why they were qualified for the role.

All members of Council were given a ballot to write their preferred candidates name.

Council recessed at 8:39 p.m. to allow the votes to counted and resumed at 8:49 p.m.

There was not a clear majority, another vote was taken between Councillor Balasiuk and Councillor O'Connor.

After the second round of ballots, Councillor Balasiuk won by majority vote.

Moved by: Councillor Wendy Cheropita  
Seconded by: Councillor Tim Balasiuk

That Councillor \_\_\_\_\_ be appointed to the NOTL Tourism Board of Directors for the remainder of the term of Council, or until a successor is appointed.

Moved by: Councillor Gary Burroughs  
Seconded by: Councillor Andrew Niven

That Councillor Balasiuk be appointed to the Tourism NOTL Board of Directors for the remainder of the term of Council, or until a successor is appointed.

**APPROVED**

Moved by: Councillor Gary Burroughs  
Seconded by: Councillor Andrew Niven

That the ballots used in the voting process be destroyed.

**APPROVED**

Moved by: Councillor Andrew Niven  
Seconded by: Councillor Adriana Vizzari

That item 17.1 - Correspondence from Tourism NOTL re: Request for Nomination of a Councillor to the Tourism NOTL Board of Directors be received.

**APPROVED**

## 16. CONSENT AGENDA

### 16.1 Licence of Occupancy Agreement with Parks Canada, OPS-25-013

Council discussed and asked questions about the report.

Moved by: Councillor Andrew Niven

Seconded by: Councillor Maria Mavridis

That:

1. Council approves the Licence of Occupancy agreement with Parks Canada for use of the Fort George Tour Bus Parking Lot for a term of 5 years commencing April 1, 2025, attached hereto as **Appendix I**; and
2. Council approves the Licence of Occupancy agreement with Parks Canada for the use of 34 pay parking spaces adjacent to Town lands at 176 Wellington Street (the former NOTL Hospital Site) for a term of 5 years commencing April 1, 2025, attached hereto as **Appendix II**; and
3. Council authorizes and instructs the Lord Mayor and CAO to execute said agreements.

**APPROVED**

### 16.2 Proclamation for Regional Planning Responsibilities, CDS-25-055

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Wendy Cheropita

That:

1. Council **RECEIVES** and **ENDORSES** the fee schedule for regional planning service, as attached as **Appendix II**, in line with the Planning Service Agreement endorsed by Council on September 26, 2023.

**APPROVED**

### 16.3 Update to Council Remuneration By-law, CAO-25-010

Council discussed and asked questions about the report.

Director Freeborn noted two minor administrative changes - \$70/per month should read \$70/per pay and the members are paid bi-weekly not monthly.

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Tim Balasiuk

It is respectfully recommended that:

1. The draft Remuneration By-law attached hereto as **Appendix I** be endorsed, and presented to Council for formal adoption;

### **APPROVED**

#### **16.4 Staff Review – Tourism Strategy, CAO-25-011**

This item was moved and discussed under item 15 - Response to Delegations.

#### **16.5 Potential Fleet Solution – Enterprise Fleet Management, CS-25-005**

Council discussed and asked questions about the report.

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Sandra O'Connor

That item 16.5 - Potential Fleet Solution – Enterprise Fleet Management, CS-25-005 be deferred to next month.

### **DEFEATED**

Councillor Mavridis stepped out of the meeting at 9:17 p.m.

Councillor O'Connor requested a recorded vote.

Moved by: Councillor Tim Balasiuk

Seconded by: Councillor Adriana Vizzari

That:

1. Council **receive** report CS-25-005;
2. Council **authorize** the transition of the Town's light duty in-house fleet management program to a corporate leased ownership, maintenance, and management program;



3. Council **approve** repurposing existing Capital Projects, as outlined in **Appendix II**, to fund the lease program for the initial two years;
4. Council **authorize** the Lord Mayor and Town Clerk to sign the by-law 2025-023 authorizing the execution of the agreements on the March 25, 2025 Council Agenda;

Yea (7): Councillor Tim Balasiuk, Councillor Gary Burroughs, Councillor Wendy Cheropita, Councillor Adriana Vizzari, Councillor Erwin Wiens, Lord Mayor Gary Zalepa, and Councillor Andrew Niven

Nay (1): Councillor Sandra O'Connor

Absent (1): Councillor Maria Mavridis

**APPROVED (7 to 1)**

## **17. INFORMATION PACKAGES**

### **17.1 Correspondence from Tourism NOTL re: Request for Nomination of a Councillor to the Tourism NOTL Board of Directors**

This item was moved and discussed under item 15 - Response to Delegations.

### **17.2 Niagara Community Foundation - Leave a Legacy Month**

Councillor Wiens stepped out of the meeting at 9:22 p.m.

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Andrew Niven

That the Niagara Community Foundation - Leave a Legacy Month proclamation request received and approved for proclamation.

**APPROVED**

## **18. COMMITTEES OF COUNCIL MINUTES**

Councillor Burroughs asked questions about the MHC and COA minutes.

### **18.1 Municipal Heritage Committee Minutes - March 5, 2025**

### **18.2 Committee of Adjustment Minutes - February 20, 2025**

- 18.3 CAO Recruitment Committee - Closed Session Meeting Minutes - February 14, 2025 (circulated separately - to remain private and confidential)**
- 18.4 CAO Recruitment Committee - Closed Session Meeting Minutes - January 29, 2025 (circulated separately - to remain private and confidential)**
- 18.5 CAO Recruitment Committee - Closed Session Meeting Minutes - January 15, 2025 (circulated separately - to remain private and confidential)**
- 18.6 CAO Recruitment Committee - Closed Session Meeting Minutes - December 10, 2024 (circulated separately - to remain private and confidential)**

Moved by: Councillor Wendy Cheropita

Seconded by: Councillor Andrew Niven

That the Municipal Heritage Committee Minutes - March 5, 2025 be approved and recommendations therein adopted; and

That the minutes of the following meetings be received:

- Committee of Adjustment Minutes - February 20, 2025
- CAO Recruitment Committee - Closed Session Meeting Minutes - February 14, 2025 (to remain private and confidential)
- CAO Recruitment Committee - Closed Session Meeting Minutes - January 29, 2025 (to remain private and confidential)
- CAO Recruitment Committee - Closed Session Meeting Minutes - January 15, 2025 (to remain private and confidential)
- CAO Recruitment Committee - Closed Session Meeting Minutes - December 10, 2024 (to remain private and confidential)

## **APPROVED**

## **19. MOTIONS**

### **19.1 Councillor Cheropita - Grant Support Motion**

Council discussed and asked questions about the motion.

Councillor Mavridis returned to the meeting at 9:25 p.m.

Councillor Wiens returned to the meeting at 9:28 p.m.

Moved by: Councillor Wendy Cheropita

Seconded by: Councillor Andrew Niven

WHEREAS the Town of Niagara-on-the-Lake is actively pursuing grant opportunities to help offset costs and secure funding for municipal priorities, including capital projects, community programs, and strategic initiatives; and

WHEREAS many grant opportunities may require prior Council endorsement and have tight deadlines that may not align with the Council meeting schedule, potentially limiting the Town's ability to secure external funding; and

WHEREAS the Town of Niagara-on-the-Lake Council consistently supports the pursuit of external funding to maximize available financial resources for municipal priorities;

THEREFORE BE IT RESOLVED that the Council authorizes Town staff to identify, prepare, and submit grant applications on behalf of the Town of Niagara-on-the-Lake in a timely manner, provided that the application aligns with approved municipal priorities and strategic objectives; and

BE IT FURTHER RESOLVED that any grant application requiring a municipal financial commitment or cost-sharing be communicated to Council promptly via internal email with clear details on the funding commitment required and potential source for the funding required; and

BE IT FURTHER RESOLVED that, upon approval of a grant application by the granting organization, the final funding agreement be brought to Council for review and formal approval before execution.

**APPROVED**

## **19.2 Councillor Mavridis - Niagara-on-the-Green Parking Motion**

Council discussed and asked questions about the motion.

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Wendy Cheropita

WHEREAS Niagara-on-the-Green residents have expressed concern over street parking in the neighbourhood; and

WHEREAS Council and Staff have received numerous inquiries from Niagara-on-the-Green residents regarding the issue;

THEREFORE BE IT RESOLVED that Staff be directed to review parking strategies in Niagara-on-the-Green; and

BE IT FURTHER RESOLVED that Staff be directed to improve communication surrounding Niagara-on-the-Green parking, including updates on the Town's website.

**APPROVED**

**20. NOTICE OF MOTION**

**21. NEW BUSINESS**

**22. BY-LAWS**

**22.1 By-law 4316FV-25 - Unaddressed Parcel, Elden Street (ZBA-09-2024)**

**22.2 By-law 500YN-25 - 280, 282 and 298 Niven Road (ZBA-14-2024)**

Councillor Wiens stepped out of the room at 9:32 p.m. due to a declared conflict.

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Wendy Cheropita

That leave be given to introduce By-law 500YN-25 - 280, 282 and 298 Niven Road (ZBA-14-2024) and that the same be considered read a first, second and third time and passed this 25th day of March, 2025.

**APPROVED**

**22.3 By-law 500YO-25 - 933 Niagara Stone Road (ZBA-13-2024)**

**22.4 By-law 500YP-25 - 1594 Concession 6 Road (ZBA-15-2024)**

**22.5 By-law 2025-017 - Unaddressed Parcel, Elden Street (OPA-03-2024) - OPA No. 100**

**22.6 By-law 2025-018 - Designation By-law 187 Queen Street**

**22.7 By-law 2025-019 - By-law to Authorize Assumption of Municipal Services - Fiorucci Estates Subdivision**

**22.8 By-law 2025-020 - Council Remuneration**

**22.9 By-law 2025-021 - Procedure By-law**

**22.10 By-law 2025-022 - 187 Queen Street - Draft Encroachment Agreement**

**22.11 By-law 2025-023 - Agreement between Enterprise Fleet Management and Town**

Councillor Wiens returned to the meeting at 9:33 p.m.

Moved by: Councillor Erwin Wiens

Seconded by: Councillor Tim Balasiuk

That leave be given to introduce By-law 2025-023 - Agreement between Enterprise Fleet Management and Town  
and that the same be considered read a first, second and third time and  
passed this 25th day of March, 2025.

**APPROVED**

**22.12 By-law 2025-024 - Council Proceedings March 25, 2025**

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Gary Burroughs

That leave be given to introduce:

- By-law 4316FV-25 - Unaddressed Parcel, Elden Street (ZBA-09-2024)
- By-law 500YO-25 - 933 Niagara Stone Road (ZBA-13-2024)
- By-law 500YP-25 - 1594 Concession 6 Road (ZBA-15-2024)
- By-law 2025-017 - Unaddressed Parcel, Elden Street (OPA-03-2024) - OPA No. 100
- By-law 2025-018 - Designation By-law 187 Queen Street
- By-law 2025-019 - By-law to Authorize Assumption of Municipal Services - Fiorucci Estates Subdivision
- By-law 2025-020 - Council Remuneration
- By-law 2025-021 - Procedure By-law
- By-law 2025-022 - 187 Queen Street - Draft Encroachment Agreement
- By-law 2025-024 - Council Proceedings March 25, 2025

And that the same be considered read a first, second and third time and passed this 25th day of March, 2025.

**APPROVED**

**23. ADJOURNMENT**

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Tim Balasiuk

That this Council adjourn at 9:36 p.m. to the next regular meeting of the Committee of the Whole - Planning Meeting on April 8, 2025 and if a special meeting is required, it will be held at the call of the Lord Mayor.

**APPROVED**