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**COUNCIL - MEETING MINUTES**  
**May 27, 2025, 6:00 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, Kyle Freeborn - Director of Corporate Services/ Treasurer, Jay Plato - Fire Chief, 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 6:00 p.m.

**2. FOCUS STATEMENT**

Councillor Cheropita read the Focus Statement.

**3. O'CANADA**

**4. ADOPTION OF THE AGENDA**

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Wendy Cheropita

That the agenda be adopted, as presented.

**APPROVED**

**5. CONFLICT OF INTEREST**

**5.1 Councillor Andrew Niven - CLOSED SESSION**

Councillor Niven declared a conflict with the closed session item regarding legal matter updates as he has a professional relationship with one of the parties.

## **6. CLOSED SESSION**

Councillor Niven declared a conflict with the closed session item regarding legal matter updates as he has a professional relationship with one of the parties. He left the proceedings prior to the onset of discussion on that matter and returned to the closed session after that matter concluded.

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Erwin Wiens

That Council proceed to go into a closed meeting at 6:08 p.m. to consider matters that qualify under the Municipal Act 2001 Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; specifically regarding legal matter updates; and

Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; specifically regarding CAO recruitment.

### **APPROVED**

Moved by: Councillor Erwin Wiens

Seconded by: Councillor Gary Burroughs

That Council rise from a closed meeting at 7:22 p.m. to consider matters that qualify under the Municipal Act 2001 Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; specifically regarding legal matter updates; and

Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; specifically regarding CAO recruitment with no report.

### **APPROVED**

## **13. PRESENTATIONS**

### **13.1 Osarumen Aigbogun, Ministry of Transportation - QEW-Garden City Skyway Bridge Twinning Project**

Council agreed to move the presentation up to follow rising from Closed Session due to the technical issues with the livestream broadcast.

Mr. Aigbogun gave a presentation on the QEW-Garden City Skyway Bridge Twinning Project.

Council asked questions about the project and presentation.

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

**7.1 Committee of the Whole Planning Minutes - May 6, 2025**

**7.2 Closed Session Meeting Minutes - May 6, 2025 (circulated separately - to remain private and confidential)**

**7.3 Committee of the Whole General Minutes - May 13, 2025**

**7.4 Closed Session Meeting Minutes - May 13, 2025 (circulated separately - to remain private and confidential)**

**7.5 Closed Session Meeting Minutes - April 15, 2025 (circulated separately - to remain private and confidential)**

**7.6 Council Minutes - April 29, 2025**

Moved by: Councillor Wendy Cheropita

Seconded by: Councillor Tim Balasiuk

That the minutes of the following meetings be approved:

- Committee of the Whole Planning Minutes - May 6, 2025
- Closed Session Meeting Minutes - May 6, 2025 (to remain private and confidential)
- Committee of the Whole General Minutes - May 13, 2025
- Closed Session Meeting Minutes - May 13, 2025 (to remain private and confidential)
- Closed Session Meeting Minutes - April 15, 2025 (to remain private and confidential)
- Council Minutes - April 29, 2025.

**APPROVED**

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

The Town Clerk read out the forthcoming dates:

- Committee of the Whole - Planning Meeting – June 3, 2025
- Committee of the Whole - General Meeting – June 17, 2025
- Committee of the Whole - Official Plan Meeting - June 19, 2025
- Council Meeting – June 24, 2025

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

The Lord Mayor presented his report.

## **10. MEMBERS' ANNOUNCEMENT**

### **10.1 Councillor Cheropita - Niagara-on-the-Lake Heritage Trail Committee Community Walk**

Councillor Cheropita presented her announcement.

The Lord Mayor permitted the following members to make announcements:

- Councillor Burroughs
- Councillor Vizzari
- Councillor Mavridis
- Councillor Wiens

## **11. DELEGATIONS**

### **11.1 Agenda Delegations**

#### **11.1.1 Ron Clavier - item 17.2 - Councillor Wiens - Public Art**

Ron Clavier gave his presentation regarding public art.

Council asked questions about the presentation.

#### **11.1.2 Jessica Ferrari - item 14.2 - Short-Term Rental License Limits, FES-25-006**

The Clerk advised the proceedings that the delegation she was not able to attend to present.

#### **11.1.3 Jason Clements, Niagara Holiday Rentals - item 14.2 - Short-Term Rental License Limits, FES-25-006**

Jason Clements spoke to Council regarding STR limits.

Council asked questions of the delegate.

**11.1.4 Erica Lepp, Rentals Niagara - item 14.2 - Short-Term Rental License Limits, FES-25-006**

Erica Lepp spoke to Council regarding STR limits.

Council asked questions of the delegate.

**11.1.5 Murray Weaver - item 14.2 - Short-Term Rental License Limits, FES-25-006**

Murray Weaver requested to speak to Council in the future about large STR's with pools.

Mr. Weaver indicated he would return at a later meeting.

**11.1.6 Al Legal, Niagara on the Lake Bed and Breakfast Association, O/A STAY Niagara on the Lake - item 14.2 - Short-Term Rental License Limits, FES-25-006**

Al Legal spoke to Council regarding STR limits.

Council asked questions of the delegate.

**11.1.7 Normand Arsenault - item 14.2 - Short-Term Rental License Limits, FES-25-006**

Norm Arsenault spoke to Council regarding STR limits.

Council had no questions.

**11.1.8 David Levesque - item 14.2 - Short-Term Rental License Limits, FES-25-006**

David Levesque spoke to Council regarding STR limits.

Council had no questions.

**12. RESPONSE TO DELEGATIONS FROM COUNCIL**

Council asked Staff questions about the STR delegations.

The Lord Mayor moved up items 17.2 and 14.2 for consideration under response to delegations.

**17.2 Councillor Wiens - Public Art**

The Town Clerk read the motion.

Council discussed and asked questions about the motion.

Moved By: Councillor Wiens

Seconded By: Councillor Councillor Mavridis

WHEREAS the Town of Niagara-on-the-Lake endorses and promotes the Arts and Public Art; and

WHEREAS the Recreation Master Plan that will identify Public Art is still in development; and

WHEREAS By-law 4586-12, being a by-law to regulate the size, use, location and maintenance of signs within the Town of Niagara-on-the-Lake, hereto referred to as 'the Sign By-law', currently includes definitions that would determine Public Art to be classified as a sign; and

WHEREAS the Art Gallery of Niagara-on-the-Lake/Musee des Beaux Arts de Niagara-on-the-Lake, a non-profit, volunteer organization, is currently working towards a Public Art display on private property titled 'The Three Sisters', which is a work of indigenous art, containing no words, promoting the original farmers of Niagara-on-the-Lake;

THEREFORE BE IT RESOLVED that Town Council direct Staff to consult with Niagara Pumphouse Arts Centre in development of definitions of "Art" and "Public Art" and amend the current Sign By-law 4586-12 to include these definitions and outline that such visual Art or visual Public Art shall not be considered a sign.

**APPROVED**

#### **14.2 Short-Term Rental License Limits, FES-25-006**

Council discussed and asked questions about the report.

Moved by: Councillor Erwin Wiens

Seconded by: Councillor Wendy Cheropita

That report Short-Term Rental License Limits, FES-25-006 be tabled to later in agenda to allow for the Fire Chief to return from a fire call.

**APPROVED**

The Fire Chief returned to the proceedings.

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Tim Balasiuk

That the report be lifted from the table for discussion.

## **APPROVED**

Moved by: Councillor Andrew Niven

Seconded by: Councillor Wendy Cheropita

That:

1. Council **RECEIVE** this report as information, in response to Council's motion requesting, *"Staff to pause the issuance of new STR licences until a detailed analysis on what an appropriate limit for STRs across the Town should be, including if maximums should be applied to each urban area."*
2. Council **DIRECT** staff to draft amendments to the Short Term Rental By-law to limit the Cottage Rental and Villa licenses to the existing 231 licensed properties only and not permit any new properties to replace any expiring licenses.

## **APPROVED**

Moved by: Councillor Wendy Cheropita

Seconded by: Councillor Gary Burroughs

That staff meet with interested parties to discuss density limits and village and cottage rental numbers.

Recorded vote requested by Councillor Burroughs

Yea (9): 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, and Councillor Andrew Niven

## **APPROVED (9 to 0)**

### **13. PRESENTATIONS**

#### **13.1 Osarumen Aigbogun, Ministry of Transportation - QEW-Garden City Skyway Bridge Twinning Project**

This item was moved to follow item 6 - Closed Session.

### **14. RECOMMENDATION REPORTS**

**14.1 Ministry of Transportation (MTO) – Garden City Skyway Bridge Twinning Agreement, OPS-25-001**

Council discussed and asked questions about the report.

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Gary Burroughs

That:

1. Council approve the Town of Niagara-on-the-Lake entering into an agreement with the Ministry of Transportation (MTO) for the Garden City Skyway Bridge Twinning;
2. Staff be directed to prepare the necessary By-law to be forwarded to Council for approval;
3. The Lord Mayor and Town Clerk be authorized to execute the agreement.

**APPROVED**

**14.2 Short-Term Rental License Limits, FES-25-006**

Council discussed and asked questions about the report.

Moved by: Councillor Erwin Wiens

Seconded by: Councillor Wendy Cheropita

That report Short-Term Rental License Limits, FES-25-006 be tabled to later in agenda to allow for the Fire Chief to return from a fire call.

**APPROVED**

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Tim Balasiuk

That the report be lifted from the table for discussion.

**APPROVED**

Moved by: Councillor Andrew Niven

Seconded by: Councillor Wendy Cheropita

That:



3. Council **RECEIVE** this report as information, in response to Council's motion requesting, *"Staff to pause the issuance of new STR licences until a detailed analysis on what an appropriate limit for STRs across the Town should be, including if maximums should be applied to each urban area."*
4. Council **DIRECT** staff to draft amendments to the Short Term Rental By-law to limit the Cottage Rental and Villa licenses to the existing 231 licensed properties only and not permit any new properties to replace any expiring licenses.

**APPROVED**

Moved by: Councillor Wendy Cheropita

Seconded by: Councillor Gary Burroughs

That staff meet with interested parties to discuss density limits and village and cottage rental numbers.

Recorded vote requested by Councillor Burroughs

Yea (9): 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, and Councillor Andrew Niven

**APPROVED (9 to 0)**

**14.3 Customer Relationship Management (CRM) Software Procurement, CAO-25-020**

Council asked questions and discussed the report.

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Erwin Wiens

That:

1. Council approve the procurement of the MuniPaaS Customer Relationship Management (CRM) solution powered by Salesforce, utilizing the Ontario Government's Vendor of Record (VOR) program.
2. Council directs staff to proceed with finalizing an agreement with MuniPaaS/Salesforce for CRM implementation.

**APPROVED**

**14.4 Voting Methods for the 2026 Municipal and School Board Elections, CAO-25-021**

Council asked questions and discussed the report.

The Lord Mayor divided the recommendations into two motions.

Moved by: Councillor Erwin Wiens

Seconded by: Councillor Andrew Niven

Recorded vote requested by Councillor O'Connor.

That:

1.3 Council authorizes internet voting as an alternative voting method for the 2026 Municipal and School Board Election; and,

1.4 Council directs Staff to prepare the necessary By-law to authorize the use of internet voting as an alternative voting method.

Yea (6): Councillor Tim Balasiuk, Councillor Maria Mavridis, Councillor Adriana Vizzari, Councillor Erwin Wiens, Lord Mayor Gary Zalepa, and Councillor Andrew Niven

Nay (3): Councillor Gary Burroughs, Councillor Wendy Cheropita, and Councillor Sandra O'Connor

**APPROVED (6 to 3)**

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Tim Balasiuk

That:

1.1 Council receives report CAO-25-021, "Voting Methods for the 2026 Municipal and School Board Elections" for information;

1.2 Council authorizes in-person ballot voting using vote tabulators as the primary voting method for the 2026 Municipal and School Board Election;

**APPROVED**

Moved by: Councillor Wendy Cheropita

Seconded by: Councillor Maria Mavridis

That accordance with section 4.1 of the Procedural Bylaw Council extend beyond 10:00 p.m. to allow the completion of the agenda.

Requires a 2/3 majority.

**APPROVED**

**14.5 Urban Design Review Panel – DRAFT Terms of Reference, CDS-25-081**

Council recessed at 9:57 p.m. and reconvened at 10:09 p.m.

Councillor Cheropita left the meeting and joined virtually.

Council discussed and asked questions about the report.

Moved by: Councillor Erwin Wiens

Seconded by: Councillor Tim Balasiuk

That:

1. Council **ENDORSE** the DRAFT Terms of Reference for the Urban Design Review Panel; and
2. Council **DIRECT** Staff to initiate the process to select members for the Panel.

**APPROVED**

**15. INFORMATION REPORTS AND INFORMATION ITEMS**

**15.1 2025 Final Tax Rates and Waste Management Levy - CS-25-009**

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Tim Balasiuk

That item 15.1 - 2025 Final Tax Rates and Waste Management Levy - CS-25-009 be received.

**APPROVED**

**16. COMMITTEES OF COUNCIL MINUTES**

**16.1 Municipal Heritage Committee Minutes - May 7, 2025**

**16.2 Committee of Adjustment Minutes - March 20, 2025**

- 16.3 CAO Recruitment Committee Minutes - May 1, 2025**
- 16.4 CAO Recruitment Committee - Closed Session Meeting Minutes - May 1, 2025 (circulated separately - to remain private and confidential)**
- 16.5 CAO Recruitment Committee Minutes - May 9, 2025**
- 16.6 CAO Recruitment Committee - Closed Session Meeting Minutes - May 9, 2025 (circulated separately - to remain private and confidential)**

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Gary Burroughs

That the minutes of the following meetings be approved:

- Municipal Heritage Committee Minutes - May 7, 2025
- Committee of Adjustment Minutes - March 20, 2025
- CAO Recruitment Committee Minutes - May 1, 2025
- CAO Recruitment Committee - Closed Session Meeting Minutes - May 1, 2025 (to remain private and confidential)
- CAO Recruitment Committee Minutes - May 9, 2025
- CAO Recruitment Committee - Closed Session Meeting Minutes - May 9, 2025 (to remain private and confidential)

## **APPROVED**

## **17. MOTIONS**

### **17.1 Councillor Burroughs - Delegations**

The Town Clerk read the motion.

Council discussed and asked questions about the motion.

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Sandra O'Connor

WHEREAS Council welcomes public input and values the opportunity of reviewing delegation materials to ensure more meaningful engagement with delegations; and

WHEREAS Policy P-CAO-25-01 in respect of delegations stipulates that “A written copy of the presentation and/or summary of remarks and all related documentation must be submitted to the Town Clerk no later than 12:00 pm on the Monday prior to the meeting”;

THEREFORE BE IT RESOLVED that staff be instructed to enforce adherence to the policy and to remove or refuse delegations that do not meet the aforementioned submission requirement for Committee of the Whole and/or Council meetings unless the delegation has registered exclusively for the purpose of addressing questions from Council/Committee.

**DEFERRED**

Moved by: Councillor Sandra O'Connor

Seconded by: Councillor Gary Burroughs

That the motion be deferred to next Council and amended to add clarity.

**APPROVED**

**17.2 Councillor Wiens - Public Art**

This item was lifted and discussed under item 12 - Response to Delegations from Council.

**18. NOTICE OF MOTION**

There were none.

**19. BY-LAWS**

**19.1 By-law 2025-031 - 2025 Final Tax Rates**

**19.2 By-law 2025-032 - Short-Term Rental By-law**

**19.3 By-law 5334C-25 - AMPS Non-Parking By-Law STR Amendment**

**19.4 By-law 500WW(1)-25 - 747 and 795 East and West Line (ZBA-19-2024)**

**19.5 By-law 2025-033 - 209 Simcoe Street**

**19.6 By-law 2025-034 - 217 Simcoe Street**

**19.7 By-law 2025-035 - Niagara Region Fee Subsidy**

**19.8 By-law 2025-036 - Council Proceedings - May 27, 2025**

Moved by: Councillor Erwin Wiens  
Seconded by: Councillor Andrew Niven

That leave be given to introduce:

- By-law 2025-031 - 2025 Final Tax Rates
- By-law 2025-032 - Short-Term Rental By-law
- By-law 5334C-25 - AMPS Non-Parking By-Law STR Amendment
- By-law 500WW(1)-25 - 747 and 795 East and West Line (ZBA-19-2024)
- By-law 2025-033 - 209 Simcoe Street
- By-law 2025-034 - 217 Simcoe Street
- By-law 2025-035 - Niagara Region Fee Subsidy
- By-law 2025-036 - Council Proceedings - May 27, 2025

And that the same be considered read a first, second and third time and passed this 27th day of May, 2025.

**APPROVED**

## **20. ADJOURNMENT**

Moved by: Councillor Gary Burroughs  
Seconded by: Councillor Tim Balasiuk

That this Council adjourn at 10:24 p.m. to the next regular meeting of the Committee of the Whole - Planning Meeting on June 3, 2025, and if a special meeting is required, it will be held at the call of the Lord Mayor.

**APPROVED**