

Town of Niagara-on-the-Lake Minutes



June 17, 2025, 8:00 p.m.

Council Members Present: Councillor Tim Balasiuk, Councillor Gary Burroughs, Councillor Wendy Cheropita, Councillor Maria Mavridis, Councillor Andrew Niven, Councillor Adriana Vizzari, Lord Mayor Gary Zalepa

Council Members Absent: Councillor Sandra O'Connor, Councillor Erwin Wiens

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

1. CALL TO ORDER

Lord Mayor Gary Zalepa called the meeting to order at 8:00 p.m.

2. ADOPTION OF THE AGENDA

Moved by: Councillor Gary Burroughs

Seconded by: Councillor Andrew Niven

That the agenda be adopted, as presented.

APPROVED

3. CONFLICT OF INTEREST

None were declared.

4. CLOSED SESSION MEMO

4.1 CAO Recruitment Committee Recommendations - CAO-25-023

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

That item 4.1 - CAO Recruitment Committee Recommendations - CAO-25-023 be received.

APPROVED

5. CLOSED SESSION

Moved by: Councillor Gary Burroughs
Seconded by: Councillor Maria Mavridis

That Council proceed to go into a closed meeting at 8:05 p.m. to consider matters that qualify under the Municipal Act 2001 Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; specifically regarding CAO recruitment.

APPROVED

Councillor Cheropita left the meeting during Closed Session at 8:20 p.m.

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

That Council rise from a closed meeting at 8:29 p.m. to consider matters that qualify under the Municipal Act 2001 Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; specifically regarding CAO recruitment;

APPROVED

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

That:

1.1 Council APPROVES the recommendation of the CAO Recruitment Committee to appoint to the position of Chief Administrative Officer (CAO) for the Town of Niagara-on-the-Lake as identified in closed session;

1.2 Council AUTHORIZES the Lord Mayor and Clerk to sign the Employment Agreement dated June 8, 2025 which defines the Terms of Employment

(Appendix 1) to remain private and confidential pending passage of a by-law to appoint the CAO.

1.3 Council DIRECTS Staff to bring forward a CAO Appointment By-law to the next meeting of Council to appoint effective July 14, 2025.

APPROVED

6. BY-LAWS

**6.1 By-law 2025-037 - Crossroads Landing Condominium Agreement
(pending approval at the COTW-General of June 17, 2025)**

**6.2 By-law 2025-038 - Konik Estates Phase 2 Subdivision Agreement
(pending approval at the COTW-General of June 17, 2025)**

6.3 By-law 2025-039 - MTO Twinning Agreement

6.4 By-law 2025-040 - Council Proceedings June 17, 2025

Moved by: Councillor Maria Mavridis

Seconded by: Councillor Tim Balasiuk

That leave be given to introduce:

- By-law 2025-037 - Crossroads Landing Condominium Agreement
(pending approval at the COTW-General of June 17, 2025)
- By-law 2025-038 - Konik Estates Phase 2 Subdivision Agreement
(pending approval at the COTW-General of June 17, 2025)
- By-law 2025-039 - MTO Twinning Agreement
- By-law 2025-040 - Council Proceedings June 17, 2025

And that the same be considered read a first, second and third time and passed this 17th day of June, 2025.

APPROVED

7. ADJOURNMENT

Moved by: Councillor Andrew Niven

Seconded by: Councillor Gary Burroughs

That this Council adjourn at 8:32 p.m. to the next special COTW-Planning meeting of June 19, 2025, and if a special meeting is required, it will be held at the call of the Lord Mayor.

APPROVED