



**THE CORPORATION OF THE TOWNSHIP OF WAINFLEET  
REGULAR MEETING OF COUNCIL AGENDA**

**TUESDAY, MAY 12, 2020 – 7:00 P.M.**

**ELECTRONIC PARTICIPATION**

*This Regular Meeting of Council will be held through Electronic Participation in accordance with Bill 187, the Municipal Emergency Act, which was passed by the Province of Ontario on March 19, 2020*

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C14/20

1. **Call to Order**
2. **National Anthem**
3. **Land Acknowledgement Statement**
4. **Disclosure of Pecuniary Interest and the General Nature Thereof**
5. **Mayor's Announcements & Remarks**
6. **Councillor's Announcements & Remarks**
7. **Adoption of Previous Council Minutes**
  - a) Minutes of the regular meeting of Council held April 21, 2020
  - b) Minutes of the special meeting of Council held April 28, 2020
8. **Delegations**
  - a) Robyn Stebner, The Biglieri Group Re: Proposed telecommunications tower at 85766 Canborough Road
9. **Staff Reports & Recommendations**
  - a) Administrative Staff Reports
    - i. ASR-013/2020 Re: Cancellation, reduction or refund of Property Tax Application No. 2019-10

- ii. ASR-014/2020      Re: Cancellation, reduction or refund of Property Tax Application No. 2019-11
- iii. ASR-015/2020      Re: Finance Department Update
- b) By-law Enforcement Staff Reports
  - i. BESR-004/2020      Re: 2020 First Quarter Statistical Report
- c) Planning Staff Reports
  - i. PSR-006/2020      Re: Proposed Telecommunications Tower – 85766 Canborough Road
- d) Public Works Staff Reports
  - i. PWSR-003/2020      Re: Storm Pipe repairs on Lakeshore Road
- 10. **Review of Correspondence**
  - a) C-120-2020  
Correspondence received May 4, 2020 from the Office of the Regional Clerk respecting a request for endorsement of motions that support the collaboration between all of Niagara's communities and the Niagara Region.
- 11. **By-laws**
  - a) By-law No. 022-2020 being a by-law to appoint members to the Committee of Adjustment/Property Standards/Fenceviewers and Dog Control By-law Appeal Committees for the Township of Wainfleet and repeal By-law No. 006-2019
- 12. **Notices of Motion**  
None.
- 13. **Closed Meeting**  
None.
- 14. **Rise & Report**
- 15. **By-law to Confirm the Proceedings of Council**
  - a) By-law No. 023-2020 being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the Township of Wainfleet at its meetings held April 28, 2020 and May 12, 2020.

**16. Adjournment of Meeting**



## THE CORPORATION OF THE TOWNSHIP OF WAINFLEET REGULAR MEETING OF COUNCIL MINUTES

C12/2020

April 21, 2020

7:00 p.m.

Electronic Participation

**PRESENT:**

K. Gibson	Mayor
D. Cridland	Councillor
T. Gilmore	Councillor
J. MacLellan	Councillor
S. Van Vliet	Councillor

**STAFF PRESENT:**

W. Kolasa	Chief Administrative Officer
M. Alcock	Fire Chief
M. Ciuffetelli	Deputy Clerk
L. Gudgeon	Manager of Human Resources
S. Ivins	Planner
M. Luey	Treasurer/Mngr of Corporate Services
R. Nan	Manager of Operations
A. Dashwood	Administrative Assistant

- 
1. **Call to Order**  
Mayor Gibson called the meeting to order at 7:00 p.m.
  2. **National Anthem**
  3. **Land Acknowledgement Statement**  
Mayor Gibson acknowledged that the land on which we gather is the traditional territory of Anishinaabeg and Haudenosaunee Peoples, acknowledging the One Bowl and Spoon Treaty.
  4. **Disclosures of Pecuniary Interest and the General Nature Thereof**  
None.
  5. Mayor's Announcements and Remarks
    - a) National Day of Mourning Proclamation – April 28, 2020

**Resolution No. C-2020-68**

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

**WHEREAS** In 1984, the Canadian Labour Congress established April 28<sup>th</sup> as National Day of Mourning in Canada to remember and honour those who have died, been injured or suffered illness in the workplace; and

**WHEREAS** National Day of Mourning, also known as Workers' Memorial Day, is officially recognized in 100 countries worldwide; and

**WHEREAS** the most recent statistics from the Association of Workers' Compensation Boards of Canada tell us that in 2018, 1027 workplace fatalities were recorded in Canada, an increase of 76 from the previous year; and

**WHEREAS** the Township of Wainfleet is committed to providing and maintaining safe and healthy work environments for all employees by improving health and safety standards in the workplace in order to prevent further deaths, injuries and diseases from work;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the Township of Wainfleet hereby proclaims April 28, 2020 as National Day of Mourning in the Township of Wainfleet;

**AND THAT** the Canadian flag at Town Hall be lowered to half-mast from sunrise to sunset to in recognition of those who have died, been injured or suffered illness in the workplace."

**CARRIED**

Following the proclamation, Mayor Gibson reported the following:

- Please note that our meeting today is not being broadcast live, however, we are recording and will share it to our website afterwards.
- At our last regular meeting, the Firefighters Association challenged Council to match their donation to Port Cares. Council agreed and decided to make personal donations rather than using taxpayer dollars. This challenge was also opened up to staff and, I'm pleased to report that \$3,351 was raised and donated to Port Cares.
- Township facilities and open spaces remain closed to the public due to COVID-19 and we continue to take the necessary precautions for everyone's protection.
- Please check the COVID-19 page on our Township website regularly for updates.
- Both the Police Services Board and Regional Council will meet on Thursday April 23 at 8:30am and 6:30pm respectively.
- Our next regular meeting of Council is scheduled for Tuesday May 12 at 7:00pm.

6. **Councillor's Announcements and Remarks**

Councillor Cridland reported that the Niagara Peninsula Conservation Authority Board held a virtual meeting on April 16, 2020 which can be accessed through the NPCA website.

7. **Adoption of Previous Council Minutes**

**Resolution No. C-2020-69**

Moved by Councillor Cridland

Seconded by Councillor MacLellan

**"THAT** the following minutes be adopted as circulated:

- a) Minutes of the regular meeting of Council held March 31, 2020
- b) Minutes of the Pandemic Delegated Authority Body meeting held April 2, 2020."

**CARRIED**

8. **Public Meeting**

None.

9. **Delegations**

None.

10. **Staff Reports & Recommendations**

a) Administrative Staff Reports

- i. ASR-012/2020 – COVID-19 Impact Report

**Resolution No. C-2020-70**

Moved by Councillor Cridland

Seconded by Councillor MacLellan

**"THAT** Administrative Staff Report ASR-012/2020 respecting COVID-19 Impact Report be received for information."

**CARRIED**

11. **Review of Correspondence**

- a) C-100-2020 – Correspondence from the Niagara Region respecting Niagara's Official Plan – Consultation details and revised framework

**Resolution No. C-2020-71**

Moved by Councillor Cridland

Seconded by Councillor MacLellan

“**THAT** Correspondence No. C-100-200 from the Niagara Region respecting Niagara's Official Plan – Consultation details and revised framework be received for information.”

**CARRIED**

12. **By-laws**

None.

13. **Notices of Motion**

None.

14. **Closed Meeting**

**Resolution No. C-2020-72**

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“**THAT** Council now move into closed session to discuss:

- a) Item under Section 239(2)(b) of the *Municipal Act, 2001*, personal matters about an identifiable individual, including municipal or local board employees; 1 item (Review of citizen committee applications)
- b) Item under Section 239(2)(c)(f) of the *Municipal Act, 2001*, a proposed or pending acquisition or disposition of land by the municipality or local board, advice that is subject to solicitor-client privilege, including communications necessary for that purpose – 1 item (matters pertaining to a potential disposition of land).”

**CARRIED**

Time: 8:05 p.m.

15. **Rise & Report**

Council resumed in open session at 9:05 p.m.

Council reviewed citizen committee applications which concluded in a pending motion to be considered in open session as follows:

**Resolution No. C-2020-73**

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

**“THAT** Applicant “D” be appointed to the Committee of Adjustment/Property Standards, Fence viewers and Dog Control By-law Appeal Committee for the Township of Wainfleet;

**AND THAT** staff prepare the appropriate appointing by-law for consideration at the next available Council Meeting.”

**CARRIED**

Deliberations regarding a potential disposition of land matter concluded with confidential direction to staff in closed session.

Further discussion in open session respecting the same concluded with the following motion.

**Resolution No. C-2020-74**

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

**“THAT** Council waive the Purchasing Policy to allow the Manager of Operations to obtain 3 quotations to address erosion associated with a Township drainage pipe (easement) on the property located between 10849 and 10953 Lakeshore Road;

**AND THAT** staff be directed to return to the next Council meeting with details.”

**CARRIED**

16. **By-law to Confirm the Proceedings of Council**

**Resolution No. C-2020-75**

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

**“THAT** By-law No. 020-2020 being a by-law to confirm the proceedings of Council at its meeting held April 21, 2020 be read and passed this 21<sup>st</sup> day of April, 2020.”

**CARRIED**



17. **Adjournment of Meeting**

There being no further business, the meeting adjourned at 9:17 p.m.

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K. Gibson, MAYOR

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M. Ciuffetelli, DEPUTY CLERK



## THE CORPORATION OF THE TOWNSHIP OF WAINFLEET SPECIAL MEETING OF COUNCIL MINUTES

C13/2020

April 28, 2020

7:00 p.m.

Electronic Zoom Meeting

**PRESENT:**

K. Gibson	Mayor
D. Cridland	Councillor
T. Gilmore	Councillor
J. MacLellan	Councillor
S. Van Vliet	Councillor

**STAFF PRESENT:**

W. Kolasa	Chief Administrative Officer
M. Alcock	Fire Chief
M. Ciuffetelli	Deputy Clerk
A. Dashwood	Administrative Assistant
L. Gudgeon	Manager of Human Resources
M. Luey	Treasurer/Mngr of Corporate Services
R. Nan	Manager of Operations
S. Schutten	Deputy Fire Chief

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1. **Call to Order**

Mayor Gibson called the meeting to order at 7:00 p.m.

2. **National Anthem**

3. **Land Acknowledgement Statement**

Mayor Gibson acknowledged that the land on which we gather is the traditional territory of Anishinaabeg and Haudenosaunee Peoples, acknowledging the One Bowl and Spoon Treaty.

4. **Disclosures of Pecuniary Interest and the General Nature Thereof**

None.

5. **Mayor's Announcements & Remarks**

a) National Day of Mourning – April 28, 2020

Mayor Gibson noted that every year on April 28 we pay our respects to, and remember, the thousands of workers who have been killed, injured or suffered illness as a result of work-related incidents.

We also honour the many families and friends who have been deeply affected by these tragedies.

Every worker has the right to return home safe and sound at the end of each work day.

By working together with staff and our health and safety partners – we can prevent worker injuries and deaths before they occur.

6. **Staff Reports & Recommendations**

a) Administrative Staff Reports

- i. ASR-012/2020 Re: COVID-19 Impact Report (received at the April 21, 2020 Regular meeting of Council)

Following consideration of Administrative Staff Report ASR-12/2020, a number of members of Council have approached Mayor Gibson to call a special meeting to further discuss the 2020 Capital Budget Project #31, Phase 2 Fire hall Construction, Furnishings and Fixtures and Joint EMS Facility.

Council discussed concerns with respect to the potential impacts of the approved fire hall project and requested that a committee be established to review and make recommendations to Council on the development of the project. After discussion, the following motion was considered and carried.

**Resolution No. C-2020-76**

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

**“THAT** Council establish a Committee to review the development of the 2020 Capital Budget Fire Hall Project;

**AND THAT** the Fire Chief, Deputy Fire Chief, Manager of Operations, Treasurer, Councillor Gilmore and Councillor MacLellan be appointed as members to the Fire Hall Project Review Committee.”

**CARRIED**

7. **Adjournment of Meeting**

There being no further business, the meeting was adjourned at 7:45 p.m.

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K. Gibson, MAYOR

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M. Ciuffetelli, DEPUTY CLERK



## TOWNSHIP OF WAINFLEET

### DELEGATION REQUEST FORM

Please fill out and return no later than 4:30 p.m. on the Tuesday prior to the meeting you wish to appear. Completed forms are to be submitted to the Clerks Department and can be dropped off or emailed to [mciuffetelli@wainfleet.ca](mailto:mciuffetelli@wainfleet.ca)

If you are speaking to an item listed on the agenda, the deadline for submission is 12:00 p.m. on the day of the scheduled meeting.

<b>Name:</b> Robyn Stebner (The Biglieri Group)	
<b>Address:</b> 20 Leslie Street, Suite 121, Toronto, ON M4M 3L4	
<b>Telephone:</b> 416-693-9155 (office) / 416-995-5205 (cell)	<b>E-mail:</b> rstebner@thebiglierigroup.com

**Date of Meeting:** May 12, 2020

<b>Subject Matter to be Discussed:</b>	Proposed telecommunication tower at 85766 Canborough Road.
<b>Action Requested:</b>	Delegation. As the applicant, our delegation will provide an overview of the application details and the public consultation completed.

**Have you previously spoken on this issue?** Yes ☐ No ☒

If an individual has previously appeared as a delegation, a further delegation from the same individual on the same topic will not be permitted, unless there is significant new information to be brought forward.

**Do you have material for distribution at the meeting?** Yes ☐ No ☒

If yes, specify:

**Do you have a copy of your notes/presentation to attach?** Yes ☒ No ☐

If yes, specify: Please find enclosed a PDF file containing the presentation slides.

Delegations are required to provide the Clerk's Department presentation materials for publication in Council's agenda package.

☒ I have read and understand the Delegation Protocol attached to this form and understand that the information contained on this form, including any attachments, will become public documents and listed on Township meeting agendas and posted to the Township's website.

\_\_\_\_\_  
Signature

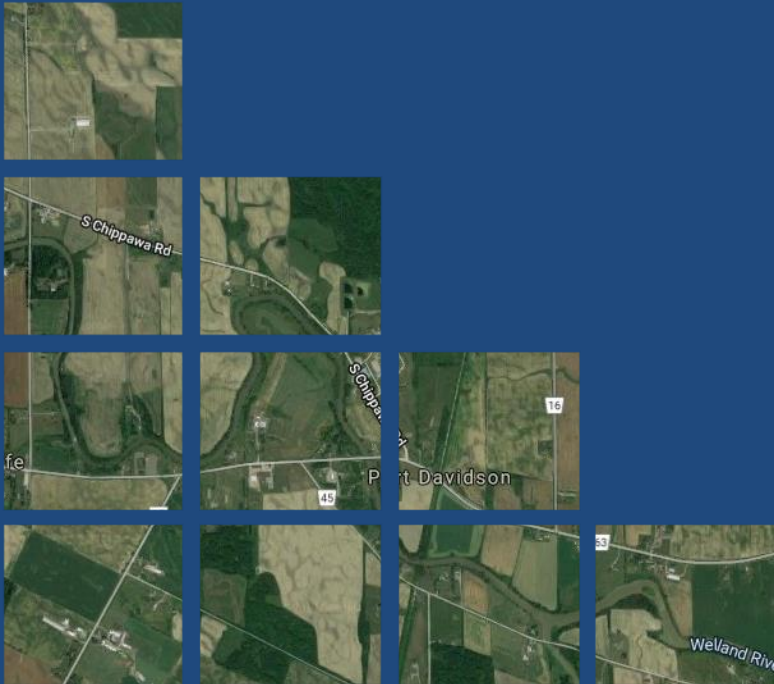
May 5, 2020

\_\_\_\_\_  
Date

# Proposed Telecommunication Tower

## 85766 Canborough Road, Dunnville

Council Meeting Presentation  
May 12<sup>th</sup> 2020



# AGENDA

- SBA Canada
- Site Location
- Proposal Details
- Federal Regulations
- Public Consultation



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# SBA CANADA

- SBA Communications Corporation (SBA) is a leading independent owner and operator of wireless communications infrastructure
- Build telecommunication tower infrastructure to support wireless networks, and new and improved services
- Assist wireless service providers in developing networks
- Area surrounding the Subject Site has been identified by SBA as an area in the Township of Wainfleet that requires new wireless telecommunication infrastructure



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# SITE LOCATION



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**THE BIGLIERI GROUP LTD.**

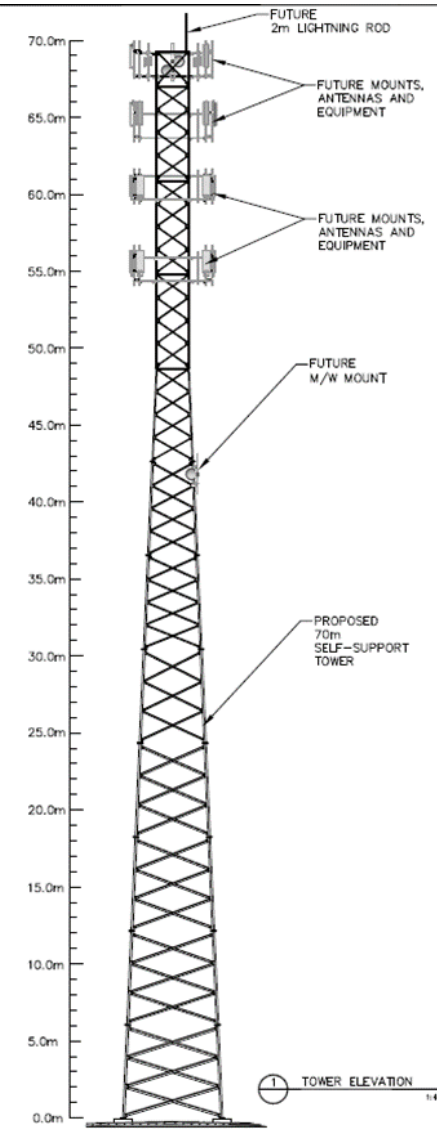


# SUBJECT SITE



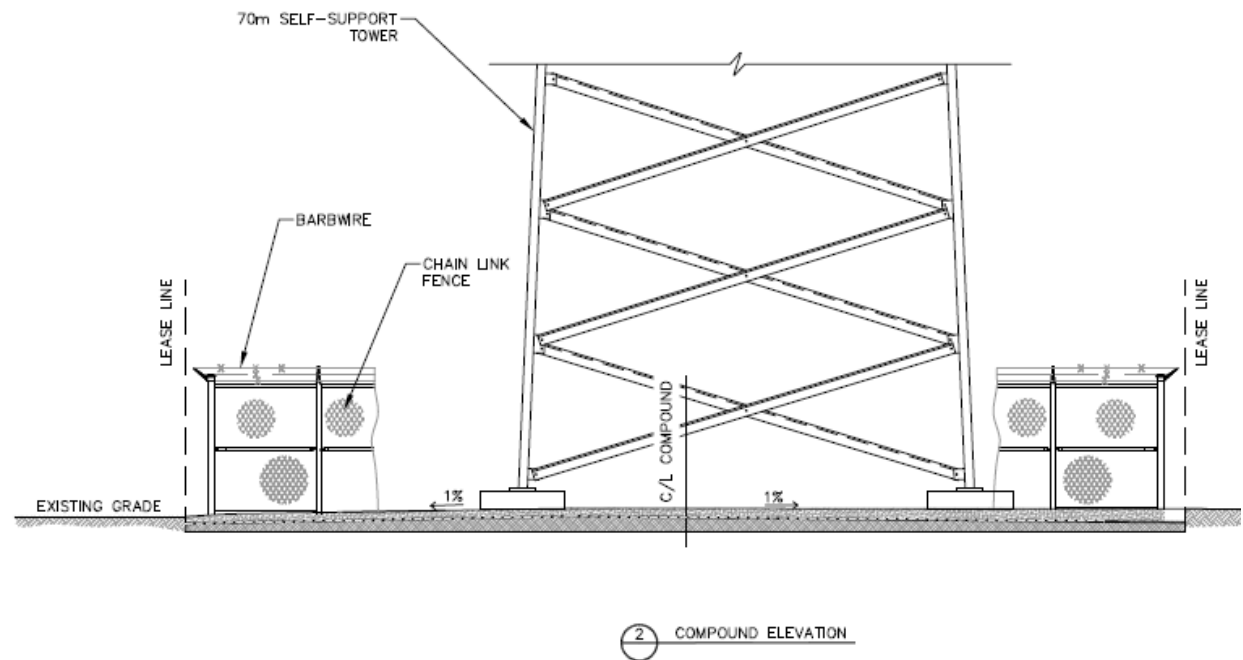
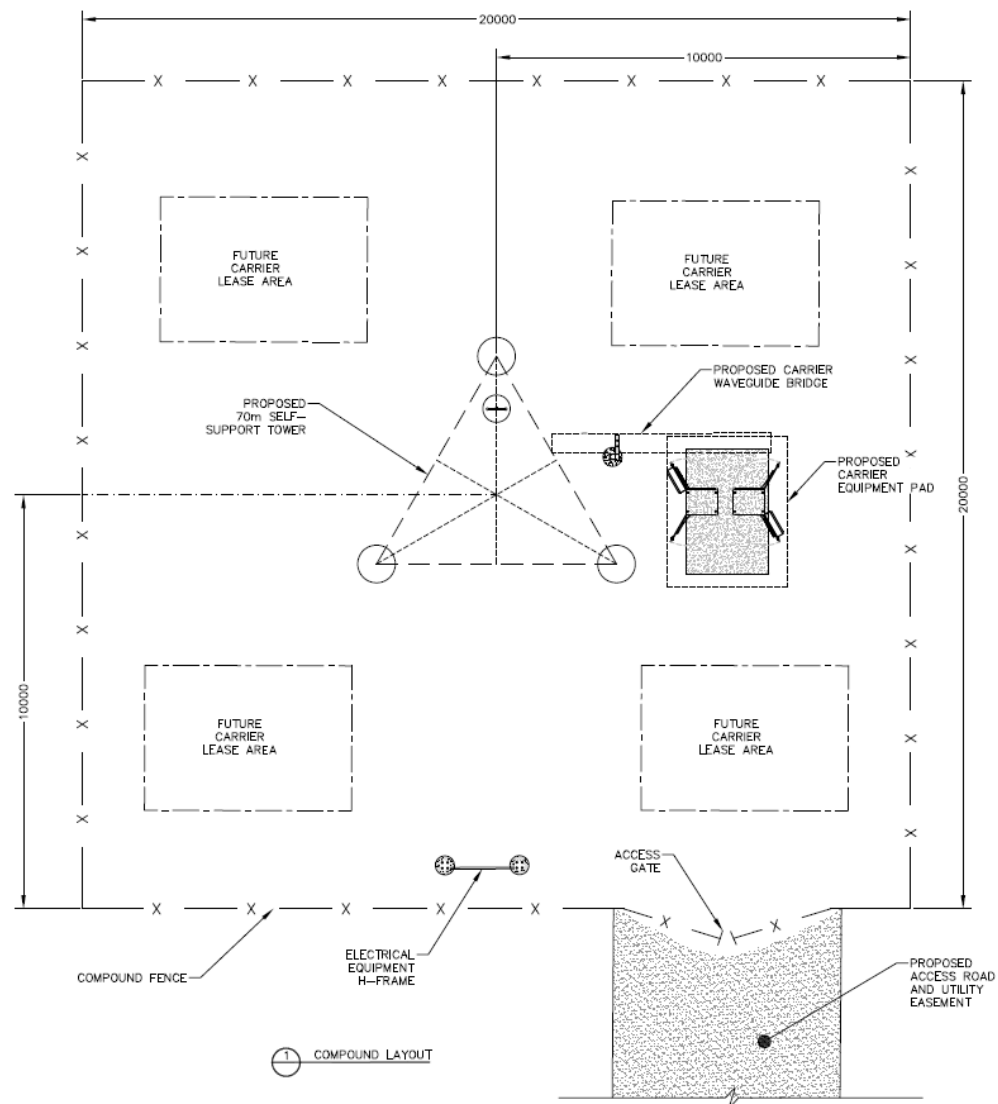


# SITE & TOWER DETAILS



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# TOWER DETAILS



# REGULATIONS

- Health Canada's Safety Code 6
- Proximity to Broadcasting Undertakings
- Canadian Environmental Assessment Act
- Aeronautical Safety and Federal Aeronautical Clearances
- Attestation to Communication Tower Quality



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# PUBLIC CONSULTATION

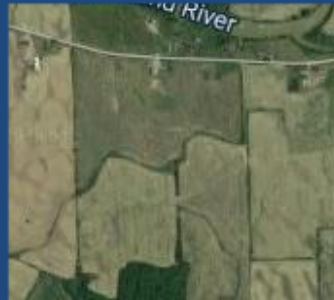
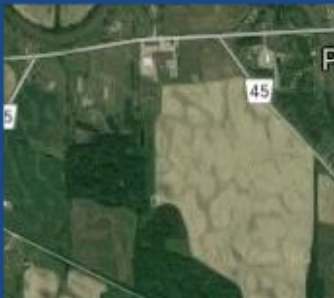
- Public Notification Packages sent to:
  - Residents within the prescribed circulation area;
  - Township of West Lincoln; and
  - Attercliffe Christian Reformed Elementary School
  
- Newspaper Advertisement of Notice published in Niagara This Week newspaper issued on December 12, 2019
  - Port Colborne Leader
  - Grimsby/Lincoln News
  
- Comments received from residents at 6846 South Chippawa Rd and the Township of West Lincoln
  - Environmental
  - Justification/Site Location
  - Health Concerns



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# QUESTIONS?

## **ADMINISTRATIVE STAFF REPORT**

**ASR-013/2020**

**TO:** Mayor Gibson & Members of Council

**FROM:** Mallory Luey, Manager of Corporate Services/Treasurer

**DATE OF MEETING:** May 12, 2020

**SUBJECT:** **Cancellation, reduction or refund of Property Tax for the 2019 Taxation Year (November 1 - December 31)**

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### **RECOMMENDATION(S):**

**THAT** Administrative Staff Report ASR-013/2020 respecting cancellation, reduction and refund of property tax be received;

**AND THAT** Council approve the attached application (No. 2019-10) pursuant to Section 357 of the Municipal Act, 2001, numbered 2019-10 to write off taxes in the amount of \$21.96.

### **EXECUTIVE SUMMARY:**

The purpose of this report is to seek Council approval in order to cancel, reduce or refund property tax of the applicant in accordance with the recommendations of the Municipal Property Assessment Corporation (MPAC) Assessor.

### **BACKGROUND:**

Under section 357/358 of the Municipal Act, 2001, as amended, an application to the Council may be made by taxpayer for the cancellation, reduction or refund of tax levied in the current year for specific purposes.

Once received and processed by staff, the application is forwarded to the Municipal Property Assessment Corporation (MPAC) for their recommendation. These applications are then returned to the municipality for calculation of monetary value of tax reduction.

Section 357 Application Number 2019-10 was received and submitted to MPAC for a valuation of the damages as related to the property's assessment.

### **OPTIONS/DISCUSSION:**

Staff has prepared the attached summary report encompassing the application received to date and submit such report to council for approval. It is a rarity that any recommendation is challenged by the taxpayer, however, if such did occur, staff would request MPAC to attend the council meeting to defend or amend the recommendation.



**FINANCIAL CONSIDERATIONS:**

Application Number 2019-10 under Section 357/358 has been received and requires Council's approval. The total amount of reduction or cancellation of taxes is \$21.96, of which \$9.61 is the municipal portion.

**OTHERS CONSULTED:**

- 1) MPAC

**ATTACHMENTS:**

- 1) Appendix "A" – MPAC'S Response
- 2) Appendix "B" – Tax Reduction Worksheet

Prepared by,

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Sherry Mayne  
Deputy Treasurer

Respectfully submitted by,

Approved by,

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Mallory Luey  
Manager of Corporate Services/Treasurer

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William J. Kolasa  
Chief Administrative Officer

## Application made under Sec 357/358/359 of the Municipal Act, 2001

## MPAC's RESPONSE

Owner name(s)	LINDHOUT, ROBERT C LINDHOUT, JULIE ANN
Roll number	2714-000-006-16802-0000
Property location	13037 LAKESHORE RD
Property description	CON 1 PT LOT 30
Municipality/Local taxing authority	WAINFLEET TOWNSHIP
Application number	2019-10
Application reason	Damaged and Substantially Unusable
Received date	January 15, 2020
Claim relief period	<b>From: November 01, 2019 - To: December 31, 2019</b>
Taxation year	2019

## Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU R T	319,000	413,000	342,500	366,000	389,500	413,000
<b>Total</b>	<b>319,000</b>	<b>413,000</b>	<b>342,500</b>	<b>366,000</b>	<b>389,500</b>	<b>413,000</b>

## Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU R T	311,276	403,000	334,207	357,138	380,069	403,000
<b>Total</b>	<b>311,276</b>	<b>403,000</b>	<b>334,207</b>	<b>357,138</b>	<b>380,069</b>	<b>403,000</b>

## MPAC Remarks

Due to Oct 31, 2019 finished basement area damaged - removed value

MPAC Representative:	John Cole
Date:	March 30, 2020

# Summary Report - Tax Liability Calculations

**Report Number:** ASR-013-2020

**Appendix 'B'**

**Council Meeting** 12-05-2020

	<u>Section Reason</u>	<u>Application No.</u>	<u>Effective Date</u>	<u>Roll # Address</u>	<u>Tax Class</u>	<u>Assessment Change</u>	<u>Total Adj</u>	<u>Municipality</u>	<u>Region</u>	<u>Waste Mgmt</u>	<u>School Board</u>
<b>Tax Reduction</b>	357	2019-10	Nov. 1/19- Dec. 31/19	2714 000 006 16802 - 13037 Lakeshore Road	RT	-9,431	-21.96	-9.61	-8.93	-0.89	-2.54
<b>Tax Year</b>	2019	No. of Days: 61				<b>Total Adj.</b>	<b>-21.96</b>	<b>-9.61</b>	<b>-8.93</b>	<b>-0.89</b>	<b>-2.54</b>

## **ADMINISTRATIVE STAFF REPORT**

**ASR-014/2020**

**TO:** Mayor Gibson & Members of Council

**FROM:** Mallory Luey, Manager of Corporate Services/Treasurer

**DATE OF MEETING:** May 12, 2020

**SUBJECT:** **Cancellation, reduction or refund of Property Tax for the 2019 Taxation Year (November 1 - December 31)**

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### **RECOMMENDATION(S):**

**THAT** Administrative Staff Report ASR-014/2020 respecting cancellation, reduction and refund of property tax be received;

**AND THAT** Council approve the attached application pursuant to Section 357 of the Municipal Act, 2001, numbered 2019-11 to write off taxes in the amount of \$35.06.

### **EXECUTIVE SUMMARY:**

The purpose of this report is to seek Council approval in order to cancel, reduce or refund property tax of the applicant in accordance with the recommendations of the Municipal Property Assessment Corporation (MPAC) Assessor.

### **BACKGROUND:**

Under section 357/358 of the Municipal Act, 2001, as amended, an application to the Council may be made by taxpayer for the cancellation, reduction or refund of tax levied in the current year for specific purposes.

Once received and processed by staff, the application is forwarded to the Municipal Property Assessment Corporation (MPAC) for their recommendation. These applications are then returned to the municipality for calculation of monetary value of tax reduction.

Section 357 Application Number 2019-11 was received and submitted to MPAC for a valuation of the damages as related to the property's assessment.

### **OPTIONS/DISCUSSION:**

Staff has prepared the attached summary report encompassing the application received to date and submit such report to council for approval. It is a rarity that any recommendation is challenged by the taxpayer, however, if such did occur, staff would request MPAC to attend the council meeting to defend or amend the recommendation.

**FINANCIAL CONSIDERATIONS:**

Application Number 2019-11 under Section 357/358 has been received and requires Council's approval. The total amount of reduction or cancellation of taxes is \$35.06, of which \$15.34 is the municipal portion.

**OTHERS CONSULTED:**

- 1) MPAC

**ATTACHMENTS:**

- 1) Appendix "A" – MPAC'S Response
- 2) Appendix "B" – Tax Reduction Worksheet

Prepared by,

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Sherry Mayne  
Deputy Treasurer

Respectfully submitted by,

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Mallory Luey  
Manager of Corporate Services/Treasurer

Approved by,

---

William J. Kolasa  
Chief Administrative Officer

## Application made under Sec 357/358/359 of the Municipal Act, 2001

## MPAC's RESPONSE

Owner name(s)	VON ZITZWITZ, EDELGARD
Roll number	2714-000-006-18100-0000
Property location	13173 LAKESHORE RD
Property description	CON 1 PT LOT 31 PLAN 753 LOT 32
Municipality/Local taxing authority	WAINFLEET TOWNSHIP
Application number	2019-11
Application reason	Damaged and Substantially Unusable
Received date	January 15, 2020
Claim relief period	<b>From: November 01, 2019 - To: December 31, 2019</b>
Taxation year	2019

## Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RDU R T	228,000	298,000	245,500	263,000	280,500	298,000
<b>Total</b>	<b>228,000</b>	<b>298,000</b>	<b>245,500</b>	<b>263,000</b>	<b>280,500</b>	<b>298,000</b>

## Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RDU R T	215,758	282,000	232,319	248,879	265,440	282,000
<b>Total</b>	<b>215,758</b>	<b>282,000</b>	<b>232,319</b>	<b>248,879</b>	<b>265,440</b>	<b>282,000</b>

## MPAC Remarks

2019 Tax App -property had damage due to Oct 31/19 Lake Erie storm, Adjustment made to structure as Septic system was damaged.

MPAC Representative:	John Cole
Date:	March 30, 2020

# Summary Report - Tax Liability Calculations

**Report Number:** ASR-014-2020

**Appendix 'B'**

**Council Meeting** 12-05-2020

	<u>Section Reason</u>	<u>Application No.</u>	<u>Effective Date</u>	<u>Roll # Address</u>	<u>Tax Class</u>	<u>Assessment Change</u>	<u>Total Adj</u>	<u>Municipality</u>	<u>Region</u>	<u>Waste Mgmt</u>	<u>School Board</u>
<b>Tax Reduction</b>	357	2019-11	Nov. 1/19- Dec. 31/19	2714 000 006 18100 - 13173 Lakeshore Road	RT	-15,060	-35.06	-15.34	-14.25	-1.42	-4.05
<b>Tax Year</b>	2019	No. of Days: 61				<b>Total Adj.</b>	<b>-35.06</b>	<b>-15.34</b>	<b>-14.25</b>	<b>-1.42</b>	<b>-4.05</b>

**TO:** Mayor Gibson & Members of Council

**FROM:** Mallory Luey, Manager of Corporate Services/Treasurer

**DATE OF MEETING:** May 12, 2020

**SUBJECT:** Finance Department Update

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**RECOMMENDATION(S):**

**THAT** Administrative Staff Report ASR-015/2020 be received for information.

**EXECUTIVE SUMMARY:**

This report is to provide an update on the main responsibilities of the Finance department, obligations required in the first two quarters and outline financial reports that will be forthcoming to Council.

The intent of increased reporting is to promote transparency and accountability among all Township departments to encourage fiscal responsibility and management of tax dollars.

**BACKGROUND:**

The responsibility of the Finance Department is to provide financial management of the Corporation of the Township of Wainfleet.

Financial management including; financial reporting, administration of payroll and benefits, property tax administration, administration of accounts receivable and payable functions, and to provide financial support to internal departments.

Obligations of the Finance department in the first two quarters of the fiscal year include;

- Preparation of annual operating and capital budget
- Completion of the Financial Information Return
- Annual audit of Township, Library, and Fund accounts
- Annual reporting of funds received from Gas Tax and OCIF
- Annual reporting for any grant monies received
- Annual reconciliation and reporting;
  - Workplace Safety and Insurance Board, Employer Health Tax, Bereavement Authority of Ontario, Development Charges, Fund & Reserve accounts



**Administrative Staff Reports:**

The table below outlines annual reports that are brought before Council for consideration. Additional financial reports may be prepared for items such as; debentures, cancellation or reduction of taxes or upon Council direction.

Administrative Staff Report	Purpose of Report	Target Month
Municipal Act, 2019 Remuneration Reporting	Remuneration and expenses paid to Council and board members	March 2020
2019 Development Charge Reserve Fund Statement	Status of the Development Charge reserve fund	June 2020
2020 Property Tax Rates	Approval of the tax rates	June 2020
2019 Reserve Transfers	Reserve allocations based on 2019 year end results	July 2020
2019 Auditors Report and Draft Financial Statements	Communication of audit results and approval of draft statements	July 2020
2020 Budget Variance Report – Operating & Capital	Communicate quarter 1 & 2 budget variances with explanations	July 2020
2020 Budget Variance Report – Operating & Capital	Communicate quarter 3 budget variances with explanations	October 2020
2021 Proposed User Fees and Charges	Update to user fees and charges	November 2020
2021 Interim Tax Levy By-law	Set interim dates and by-law for interim levies	November 2020
2021 Borrowing for Current Expenditures	Authorize borrowing to meet current expenditures	November 2020
2020 Budget Variance Report – Operating & Capital	Communicate 2020 year end budget variances	January 2021
2021 Grant Applications	Review and deliberations of grant applications	January 2021

\*Subject to change based on Council Meeting schedule

**OTHERS CONSULTED:**

None.

**ATTACHMENTS:**

None.

Respectfully submitted by,

Approved by,

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Mallory Luey,  
Manager of Corporate Services/Treasurer

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William J. Kolasa,  
Chief Administrative Officer/ Clerk

**TO:** Mayor Gibson & Members of Council

**FROM:** Mark Tardif, By-law Enforcement Officer

**DATE OF MEETING:** May 12, 2020

**SUBJECT:** **2020 First Quarter Statistical Report**

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**RECOMMENDATION(S):**

**THAT** By-law Enforcement Staff Report BESR-004/2020 respecting 2020 First Quarter Statistical Report be received for information

**EXECUTIVE SUMMARY:**

Attached as Appendix "A" is the summary report of by-law enforcement activity within the Township of Wainfleet for the first quarter of 2020.

**BACKGROUND:**

The attached report summarizes the activity log within the By-law Department and is provided to inform Council to the types and volume of the by-law enforcement activity within the Township for the first quarter - January to March 2020. This additional communication aligns with Council's adopted strategic plan.

**OPTIONS/DISCUSSION:**

Reduced inspection numbers to date, year over year, reflect management directives to avoid direct on-site inspections wherever possible. Exceptions are generally made where a serious threat to health, safety or property exist.

**FINANCIAL CONSIDERATIONS:**

The Parking AMPS revenue recovery budget forecast for 2020 was set at \$8,000.00, in anticipation of the use of a Parking Enforcement Officer during busy summer months, as has been done in years past. Due to the evolving COVID-19 Pandemic situation, changes may be required to this approach due to current beach closures and the current hiring freeze cost containment strategy. Should these conditions continue, there will be an impact on those budgetary projections. Staff will continue to monitor conditions and take appropriate actions as may be necessary. Current revenue recovery is \$0.00.

The Non-Parking AMPS revenue recovery forecast for 2020 was set at \$40,000. Currently revenue recovery for Q1 is \$8,000. An additional \$6,700 of assessed penalty has been added to the Municipal Property Tax Roll for collection. Significant increases

in Non-Parking AMPS penalties reflect primarily increased enforcement efforts related to illegal cannabis grow operations in the Township.

**OTHERS CONSULTED:**

- 1) Strategic Leadership Team

**ATTACHMENTS:**

- 1) Appendix "A" - 2020 First Quarter Statistical Report

Respectfully submitted by,

Reviewed by,

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Mark Tardif  
By-law Enforcement Officer

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Lee Gudgeon  
Manager of Protective Services

Approved by,

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William Kolasa  
Chief Administrative Officer

## APPENDIX "A"



### Township of Wainfleet Protective Services – By-law Enforcement

#### Quarterly Statistical Report: First Quarter (Q1: January - March 2020)

	Current Year to Date	Previous Year
Meetings	21	20
Inspections	7	24
Informal Orders	15	6
Re-Inspections	54	20
Formal Orders	0	5
Legal / Court	1	1
Closed Files	12	11
Complaints	28	28

Parking	Current Year to Date	Previous Year
Warnings (Verbal/Written)	0	0
Penalty Notices	0	0
Complaints	1	2

Non-Parking AMPS	Current Year	Previous Year
Penalty Notices	61	30

**TO:** Mayor Gibson & Members of Council

**FROM:** Sarah Ivins, Planner

**DATE OF MEETING:** May 12, 2020

**SUBJECT:** **Proposed Telecommunications Tower – 85766 Canborough Road**

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**RECOMMENDATION(S):**

**THAT** Planning Staff Report PSR-006 be received; and

**THAT** Council support the installation of a telecommunications tower for lands known as 85766 Canborough Road in the Township of Wainfleet, subject to the following condition:

1. That the Biglieri Group Ltd. and SBA Canada explore opportunities for co-location of Fire Department communications equipment; and

**THAT** Council authorize staff to prepare a letter of concurrence for the project.

**EXECUTIVE SUMMARY:**

This report provides information to Council regarding a proposed telecommunications tower at 85766 Canborough Road in the Township of Wainfleet. This report also recommends conditions of approval to be forwarded to Innovation, Science and Economic Development Canada for consideration prior to their final approval of the facility.

**BACKGROUND:**

Telecommunication towers are federally regulated by Innovation, Science and Economic Development Canada (ISED Canada) and as such are not subject to municipal regulations such as official plans and zoning by-laws adopted under the Planning Act. Telecommunications companies are required by ISED Canada to consult with local land use authorities during the site selection process for new telecommunications facilities. The consultation process provides an opportunity for municipalities to review the proposal within the context of local land uses issues and provide recommendations for conditions of approval to ISED Canada.

The Planning Department received a request for municipal concurrence from the Biglieri Group Ltd. on behalf of SBA Canada for a proposed telecommunications tower on the subject property, legally described as Part of Lots 56 & 57, Concession 7 in the Township of Wainfleet and known municipally as 85766 Canborough Road. The subject

property is shown in Appendix "A". The subject property is bound by the Welland River to the west, north and east; and Canborough Road to the south, and the surrounding land uses consist of agricultural uses and rural residences.

The proposed tower is a 70 metre tall tri-pole telecommunications tower with a lightning rod at the top of the tower. A 20 metre by 20 metre tower compound is also proposed which will be surrounded by a chain-link fence and a locked gate to maintain security. The tower will be accessed through a 6 metre wide access and utility easement over the existing private driveway from Canborough Road. The proposed site plan and tower details are attached as Appendix "B".

There is an increased need and reliance for wireless radio communication coverage to assist with capacity issues in this area of the Township. The proposed new installation will enhance current service and will allow for the co-location of other carriers to help improve coverage.

#### Public Consultation

Public consultation was undertaken by the Biglieri Group Ltd. in accordance with ISED Canada's protocol. Notices were mailed to property owners within 210 metres of the proposed tower location and relevant agencies and stakeholders.

A newspaper advertisement was also placed in the Port Colborne/Wainfleet and Grimsby/Lincoln editions of Niagara This Week on December 17, 2019 for broader notification.

Since the subject property is adjacent to the Township of West Lincoln municipal boundary, the Biglieri Group Ltd. also consulted with the Township of West Lincoln Planning Department and Council. It was through this consultation that a resident of West Lincoln voiced several concerns with the proposed tower. These concerns included environmental impacts, location concerns, aesthetic concerns with respect to views and potential health impacts. A copy of the resident comments as well as the response from the Biglieri Group Ltd. is attached as Appendix "C". The Council for the Township of West Lincoln asked that consideration of the resident's concerns be given prior to a decision being rendered by ISED Canada.

There were no other public comments received during the thirty day public consultation period.

#### Township Department Consultation

Information regarding the proposed telecommunications towers was circulated to the Operational Leadership Team (OLT) on November 27, 2019 for their review and comment.

The Drainage Superintendent noted that the subject property is not assessed to a municipal drain and as such there are no concerns.

The Fire Department noted that they would be interested in reserving space on the proposed tower for Fire Department communications equipment.

**OPTIONS/DISCUSSION:**

While telecommunications towers are not subject to municipal land use policies and regulations, staff felt it was important to review the relevant official plan policies with respect to the proposed use. The subject property is designated as Agricultural Area and partially as Environmental Protection Area, Fish Habitat and Hazard Lands.

The Agricultural Area designation permits a variety of agricultural uses, including a single detached dwelling. Telecommunications towers are permitted in all land use designations, with the exception of the Environmental Protection Area designation, and the objective is to ensure that all towers are located in a manner that maximizes their performance while limiting any land use incompatibilities.

The Environmental Protection Area designation is due to the presence of a Provincially Significant Wetland (PSW), being the Welland River. Development and site alteration within 120 metres of an Environmental Protection Area is generally restricted unless supported by an Environmental Impact Study. The proposed tower is approximately 140 metres from the PSW and as such there are no concerns with respect to environmental impact on the PSW.

The Fish Habitat designation is due to the critical fish habitat within the Welland River. Development and site alteration is not permitted within 30 metres of the top of bank of the river. The proposed tower is well outside of this 30 metre setback.

The Hazard Lands designation is due to the regulated floodplain for the Welland River. The Niagara Peninsula Conservation Authority (NPCA) is responsible for mapping and regulating floodplains. The proposed tower is well outside of the limits of the regulated floodplain mapped by the NPCA and as such there are no concerns.

Surrounding land uses include large farm lots used for cash cropping and a handful of small lots containing a single detached dwelling as a primary use. There is sufficient separation between the proposed tower and the surrounding sensitive land uses (residential and environmental). Any health concerns regarding exposure to radio frequencies are mitigated through Health Canada's Code 6 regulations, which require all output waves to be considerably lower than the lowest amount posing risk to human health. Planning Staff have been informed that the proposed tower complies with Code 6.

In conclusion, staff are satisfied that the telecommunications tower placement will have little land use impact on the surrounding area. As such, staff recommend that Council authorize staff to prepare a letter of concurrence for the project.

As identified by the Fire Department, there may be future opportunities for co-location of Fire Department communications equipment. As such, staff recommend that as a condition of municipal concurrence, that the Biglieri Group Ltd. and SBA Canada explore co-location opportunities with the Township's Fire Department.



**FINANCIAL CONSIDERATIONS:**

None.

**OTHERS CONSULTED:**

- 1) Operational Leadership Team

**ATTACHMENTS:**

- 1) Appendix "A" – Location Map of Subject Property
- 2) Appendix "B" – Tower Site Plan and Details
- 3) Appendix "C" – Public Consultation Details

Respectfully submitted by,

Reviewed by,

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Sarah Ivins  
Planner

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Mallory Luey  
Manager of Corporate Services/Treasurer

Approved by,

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William J. Kolasa  
Chief Administrative Officer

## APPENDIX "A"

Subject Property: 85766 Canborough Road



## **APPENDIX “B”**

### **Proposed Tower Site Plan and Details**

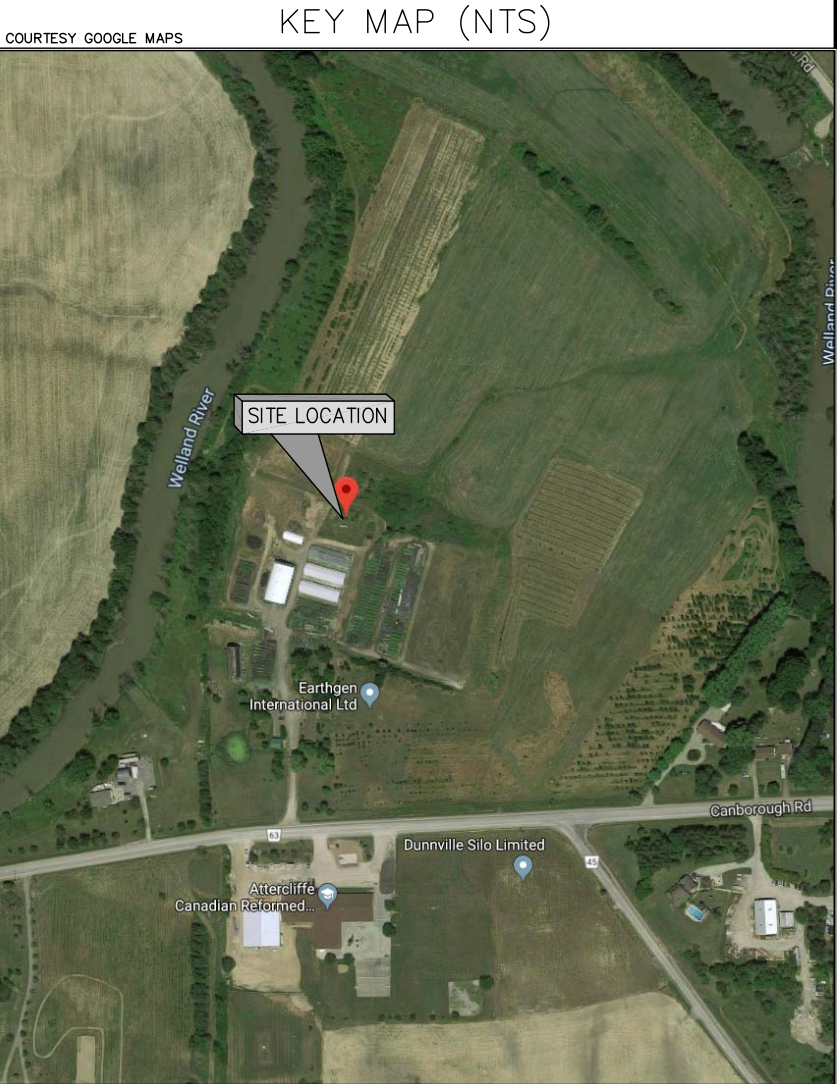


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PROJECT NAME:	NEW SITE BUILD
SITE NAME:	PORT DAVIDSON
SITE ID:	ON70165–S
CARRIER ID:	TBD
ADDRESS:	85766 CANBOROUGH RD, DUNVILLE, ON

CIVIL/STRUCTURAL DRAWING INDEX			
SHEET	DRAWING DESCRIPTION	NO.	DATE
COV.	TITLE SHEET & SITE KEY PLAN	0	11 NOV 19
SP01	SITE PLAN	0	11 NOV 19
SP01	TOWER AND COMPOUND ELEVATION	0	11 NOV 19
SP01	COMPOUND LAYOUT	0	11 NOV 19

ISSUE			APPROVAL		
0	ISSUED FOR APPROVAL	11 NOV 19			



GEOGRAPHIC COORDINATES	
LATITUDE:	42.994456
LONGITUDE:	–79.570372

UTILITY – CONTACT
ONTARIO ONE CALL: (BEFORE YOU DIG) 1–800–400–2255

NOTES:
1. ENSURE ALL ASPECTS OF WORK CONFORM TO SBA SPECIFICATIONS. 2. CONTRACTOR TO VERIFY NORTH DIRECTION AND REPORT ANY DISCREPANCIES. 3. ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE. 4. READ THESE DRAWINGS IN CONJUNCTION WITH ALL OTHER CONTRACT DOCUMENTS. 5. CONTRACTOR TO VERIFY EXISTING CONDITIONS ON SITE PRIOR TO FABRICATION FOR EXACT FIT. NOTIFY CONSULTANT/ENGINEER REGARDING ANY DISCREPANCIES. 6. DO NOT SCALE DRAWINGS.

1999

2019

CELEBRATING TWENTY YEARS

ROEHAMPTON COMMUNICATIONS LTD.

40 ADVANCE RD,  
TORONTO, ON M8Z–2T4

VANCOUVER - CALGARY - EDMONTON - WINNIPEG



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CLIENT:



CARRIER:

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NO.	BY	DESCRIPTION	DATE

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**YEARS**

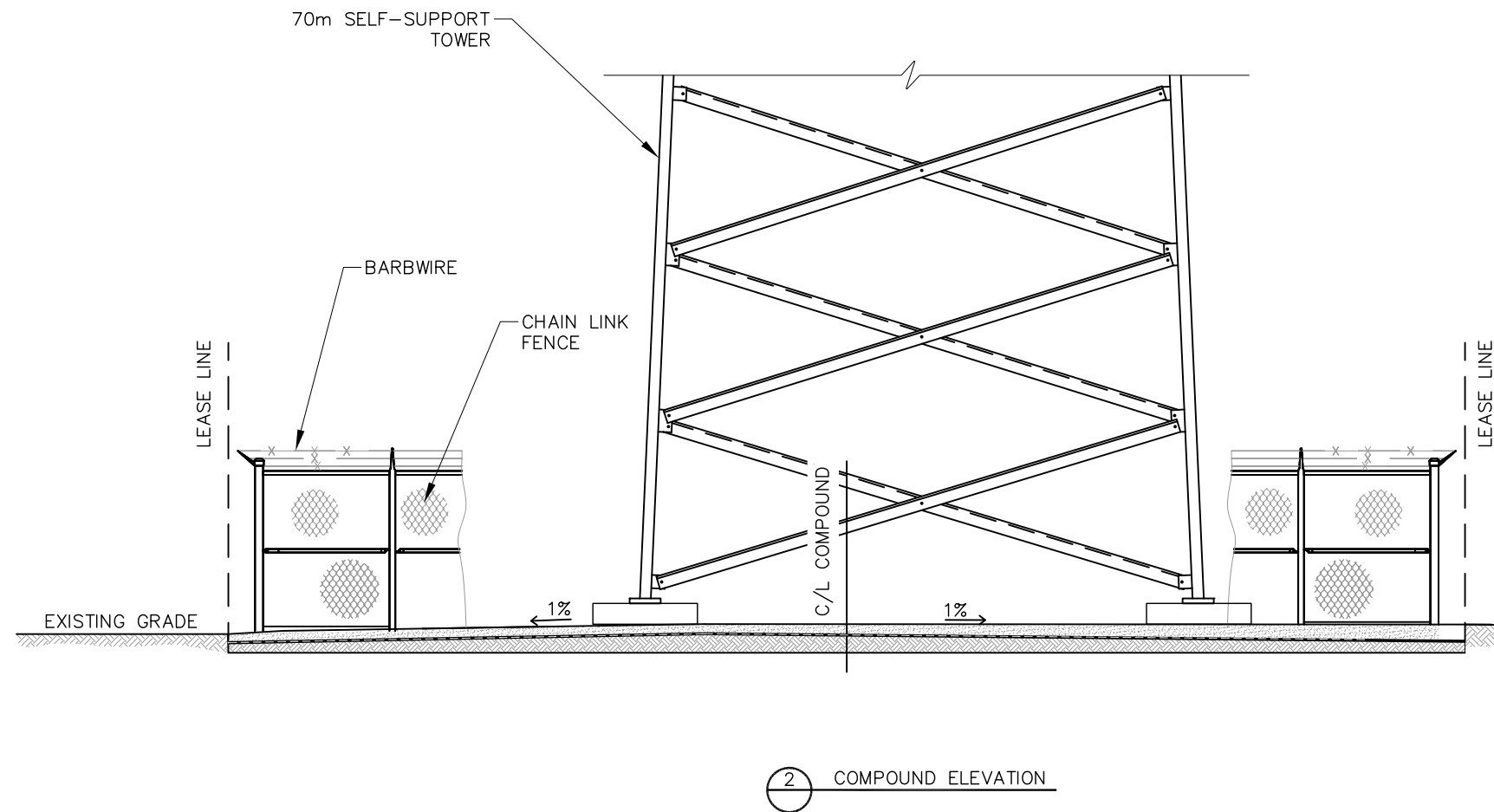
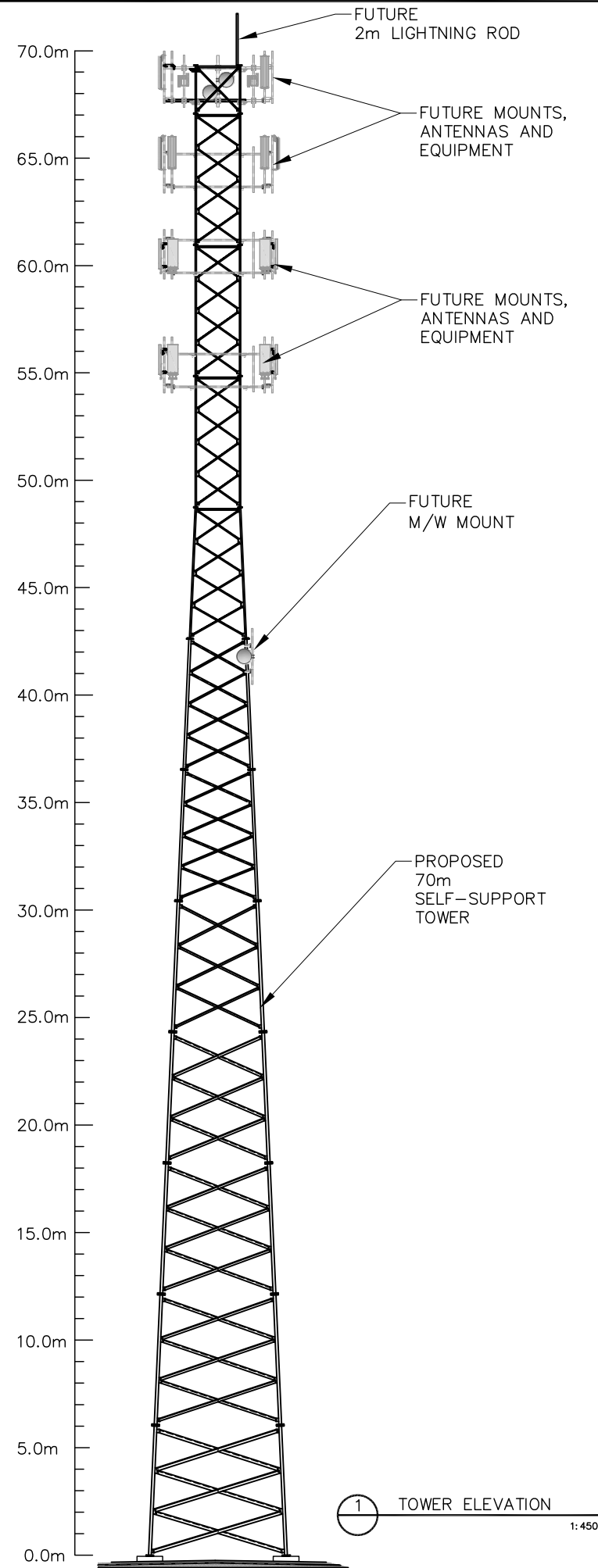
**ROEHAMPTON COMMUNICATIONS LTD.**  
40 ADVANCE RD,  
TORONTO, ON M8Z-2T4  
VANCOUVER - CALGARY - EDMONTON - WINNIPEG

LOCATION:  
85766 CANBOROUGH RD, DUNVILLE, ON

TITLE:  
SITE PLAN

PROJECT NAME: NEW SITE BUILD	PROJECT NO: ON70165-S	DWG. NO: SP01
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CLIENT:



CARRIER:

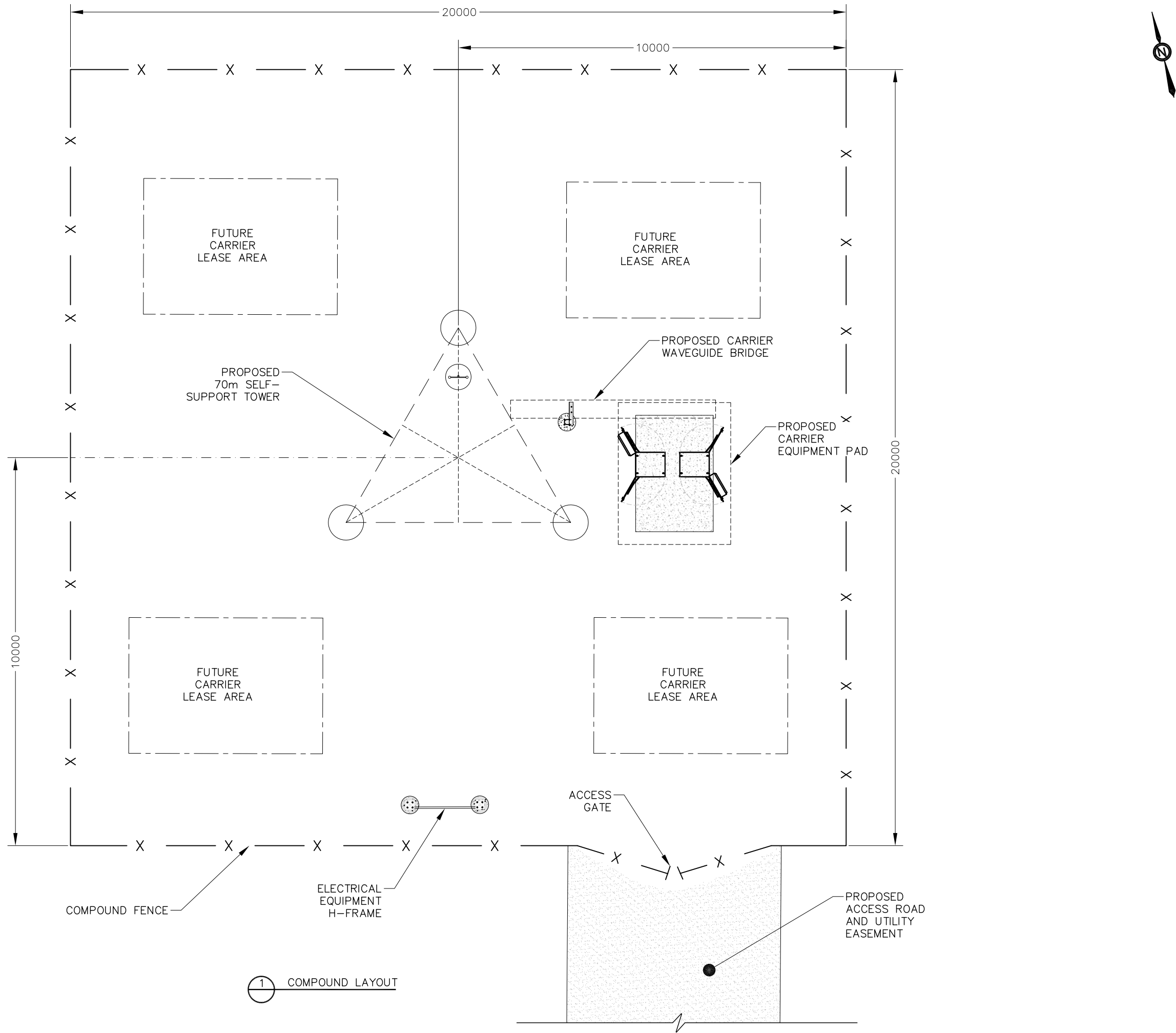
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**2019** COMMUNICATIONS LTD.  
CELEBRATING TWENTY YEARS  
40 ADVANCE RD,  
TORONTO, ON M8Z-2T4  
VANCOUVER - CALGARY - EDMONTON - WINNIPEG

LOCATION:  
85766 CANBOROUGH RD, DUNVILLE, ON

TITLE:  
TOWER AND COMPOUND ELEVATION

PROJECT NAME: NEW SITE BUILD	PROJECT NO: ON70165-S	DWG. NO: SP02
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1 COMPOUND LAYOUT

CLIENT:



CARRIER:

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0	RS	ISSUED FOR APPROVAL	11 NOV 19
NO.	BY	DESCRIPTION	DATE

1999

2019

CELEBRATING TWENTY YEARS

ROEHAMPTON COMMUNICATIONS LTD.

40 ADVANCE RD,  
TORONTO, ON M8Z-2T4

VANCOUVER · CALGARY · EDMONTON · WINNIPEG

LOCATION:  
85766 CANBOROUGH RD, DUNVILLE, ON

TITLE:  
COMPOUND LAYOUT

PROJECT NAME: NEW SITE BUILD	PROJECT NO: ON70165-S	DWG. NO: SP03
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## **APPENDIX “C”**

### **Public Consultation Details**



## Sarah Ivins

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**From:** Robyn Stebner [rstebner@thebiglierigroup.com]  
**Sent:** February-13-20 10:08 AM  
**To:** Dave and Lisa Graham  
**Cc:** Sarah Ivins; Brian Treble; Jeni Fisher; Brayden Libawski  
**Subject:** Re: Proposed Telecommunications Tower 87566 Canborough Road - Updated Version  
**Attachments:** ON70165-S\_Port Davidson - Surrounding Towers.pdf

Good Morning Dave and Lisa,

Please find enclosed below responses to the comments that you provided in your email dated January 16, 2020 regarding the proposed telecommunication tower at 85766 Canborough Road, Wainfleet. For a number of our responses I have grouped some of your comments as our response is related and overlaps.

### Environmental

- The proposed tower site location is in close proximity to the Chippawa Creek (Welland River) being a significant natural environmental area.
- The Official Plans of; the Niagara Region identifies this area as a Core Natural Heritage Corridor, the Township of Wainfleet identifies this area as a Natural Heritage System and the Township of West Lincoln (north side of the river) also identifies this area as environmental protection area and conservation area.
- Although it appears that the proposed tower is not located within the environmental protection and conservation areas, it is located in close proximity. For example it appears that the proposed tower location will be approximately 120 meters to the river's edge and approximately 140 - 160 meters to a **regulated wetland on our property** that is located along the west side of the river. This seems concerning to us when the height of the tower is proposed to be 70 meters.

When selecting a location on the Subject Site for the proposed telecommunication tower, the existing natural features located on the Subject Site and in the surrounding area were an important consideration. Niagara Peninsular Conservation Authority (NPCA) and Ministry of Natural Resources and Forestry (MNRF) mapping was used to determine the location of regulated features to ensure that an appropriate setback was proposed for the telecommunication tower. The wetland is designated as a Provincially Significant Wetland (PSW) and is regulated by the NPCA, which does not permit any development to be located within 30m of a wetland. The NPCA has the right to regulate development located within 30m – 120m of a PSW. The proposed tower is located approximately 140m away from the PSW, which is located outside of NPCA's regulation limits and will therefore have minimal to no impact.

With regards to the proposed tower's location in relation to Welland River, the Township of Wainfleet requires a minimum 30m setback from the stable top of bank. The proposed tower compound is located 65m from the Welland River's stable top of bank. The proposed tower is located 75m from the Welland River's stable top of bank.

- We are concerned about potential negative impacts to the many bird species that enjoy this natural corridor (river and adjacent wetlands). For example, just last week we observed a bald eagle resting in a tree along our wetland area which is the second year we've seen a bald eagle within this natural area. We've also observed blue herons, snow geese, canada geese, many types of ducks and terns. These birds fly and land in the river and adjacent trees within this natural corridor and we are concerned with the height of the tower may impact this activity given it's close proximity to the river and adjacent wetlands. We can submit photos that we have taken of these mentioned birds on the river properties, if it is required.

- Has there been any consideration given to the ecological functions of this Core Natural Heritage System and any potential impacts the tower might have specially as it relates to the unique bird species that occupy this natural area?

Through pre-consultation with the Township, an Environmental Impact Study was not requested to be prepared and submitted. The telecommunication tower will be fenced off which will limit any interference with local wildlife. The proposed telecommunication tower is located in a previously disturbed area on the Subject Site. The proposed tower compound will not directly abut or be located within the existing natural features. The proposed tower and compound will not impact the adjacent Welland River, adjacent trees, or birds that use these environmental features.

- Is there a recommended setback from the adjacent river for the tower when considering the proposed height from the adjacent river?

A 30m wide vegetated buffer is required from the stable top of bank of the Welland River, as per the Township of Wainfleet's Official Plan and Comprehensive Zoning By-law. The intent of the setback requirement is to provide spatial separation from an identified environmental feature to ensure that development does not result in any potential impacts. This setback is a standard distance and does not increase or decrease as a result of a proposed developments overall height. The proposed tower and compound are located approximately 65m – 75m from the stable top of bank from the Welland River, which is outside of the 30m buffer.

### **Justification/Site Location**

- Were other tower site locations explored that might be more compatible opposed to the current proposed agricultural and natural heritage property? For example nearby institutional land uses or properties with existing tall vertical structures such as grain elevators, silos, etc.

After our initial review of our proposed location we determined that portions of the property are designated Environmental Conservation Area (ECA), regulated by the Niagara Peninsula Conservation Authority (NPCA), and the Welland River. Our original proposed location was aligned with the 30m buffer of the river bank, we decided to move the tower and compound an additional 50m east from the protected area. During our site selection process we looked at the existing structures in the area. The closest existing structure is a Bell structure 5.2km to the north and given the distance it was deemed too far to providing the required coverage in the area.

- One concern with the subject tower location is that there is a cluster of houses surrounding the tower and viewing it in all directions. The other existing towers shown in your package (Bell, Rogers, etc ) seem to be placed in more open type areas with back drops being more forested and open field type areas with a lower density of houses directly surrounding the tower and not in a circle like the subject tower.

**Please see attached document.** SBA evaluated the surrounding area within a 1 km radius from each tower, there are a similar number of homes in 2 of the 3 sites. Tower placement depends on connectivity between the surrounding towers in the area. We also moved our tower location to the east and is now located behind the existing building and will obstruct the view of the tower.

### **Concerns with Our Adjacent Property**

- Currently we enjoy a beautiful natural view of the Chippawa Creek (Welland River) and surrounding landscape with trees along the banks as the vertical elements in the skyline. Unfortunately this proposed tower will now impact our beautiful view across our whole property. Also it appears the tower will be built on higher ground out of the river's lower lying floodplain ground elevation and as such we are concerned the existing trees will not buffer the structure.

- We also enjoy recreational uses along the edge of our river property such walks, camping, canoeing, boating, skating, horseback riding etc. along our property's continuous wetland area where the tower site is proposed which will impact those experiences.

The height of a tower is based on conditions like topography, client usage patterns, radio frequency characteristics of an area, and obstruction of objects (trees and buildings) from one tower to the next. To ensure that a continuous uninterrupted network and strong signal strength is established in the area, the overall height of proposed telecommunication tower was selected through detailed analysis. The proposed tower will be painted a neutral colour and has been located in an optimal location behind existing buildings and trees that provide screening for the proposed telecommunication tower.

- Currently we use a TV antenna, a satellite dish for cable and wireless internet service. Will this proposed tower interfere with our ability to receive television stations over the air waves as well as our pre-existing wireless reception and what guarantees do we have that we won't be negatively impacted?

All radiocommunication and broadcasting proponents and existing spectrum users are to ensure that their installations are designed and operated in accordance with Industry Canada's immunity criteria as outlined in EMCAB-215 in order to minimize the malfunctioning of electronic equipment in the local surroundings. Television signals and cellular signals transmit at different frequencies, as television is usually broadcasted digitally via cable or the Internet. Digital television is not affected by cellular signals. Analog signals that are received by an outside antenna are also unlikely to be affected by the proposed telecommunications tower.

### **Health Concerns**

- We understand that the Federal Government regulates radio frequency exposure limits. However, your information package indicates the high likelihood of many other mobile operators be added to the proposed tower. As such is this ultimate radio frequency condition being considered now in selected the proposed tower location in terms of recommended setbacks from dwellings, etc.
- We would like to know how the RF energy is measured around the cell tower to ensure that it complies to Health Canada exposure limits especially when all of the proposed future mounts would be added onto the tower, and what amount of RF energy we would be exposed to in the areas of our property that our children and family use for their recreational activities that are closest to the proposed tower?

The radio frequency energy of equipment located on telecommunication towers is considered at multiple stages throughout a telecommunication towers lifetime. For a carrier or tenant to install their equipment on a tower they are required to obtain a Spectrum License. One of the conditions of this license includes providing that the equipment is installed and operated in a manner that complies with Health Canada's limits to radiofrequency fields. Telecommunications common carriers and operators of broadcasting undertakings are to carry out an exposure evaluation on all new installations and following any increases in radiated power. Either measurement surveys or mathematical or numerical computations can be used for this evaluation.

Compliance with Safety Code 6 is an ongoing obligation, and Industry Canada may require an antenna system operator to demonstrate compliance at any time. Detailed compliance information must be provided within five days of the request. In addition, Innovation, Science and Economic Development Canada routinely audits the radio frequency energy at tower sites.

Health Canada's Safety Code 6 has large safety margins built in to provide a significant level of protection for the general public and people working near RF sources. Exposure to RF energy below the Canadian limits is safe. The limits are set far below the threshold (at least 50-fold safety margin) for all known established adverse health effects. Health Canada has incorporated several tiers of precaution into the limits to ensure safety, including a conservative threshold for the occurrence of adverse health effects, the use of worst-case exposure scenarios and an additional safety margin beyond the threshold. Safety Code 6 does not provide recommended setbacks as large safety margins have been built in to ensure public safety.

Safety guidelines have been established for exposure to radio frequency fields. This guideline by Health Canada is the Safety Code 6 publication, entitled: Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range

from 3 kHz to 300 GHz. According to Health Canada, levels of public exposure to RF energy from radiocommunication towers are thousands of times below those specified in health-based exposure standards.

While the responsibility for developing Safety Code 6 rests with Health Canada, Industry Canada has adopted this guideline for the purpose of protecting the general public. Current biomedical studies in Canada and other countries indicate that there is no scientific or medical evidence that a person will experience adverse health effects from exposure to radio frequency fields, provided that the installation complies with Safety Code 6.

Radiofrequency Energy and Safety (Government of Canada): <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11467.html#s3>

I hope that these responses have adequately addressed your comments about the proposal. If you wish to provide a further response, you have 21 days from the date of this correspondence to respond as per Section 4.2 of Industry Canada's Radiocommunication and Broadcasting Antenna Systems (CPC-2-0-03) document . If you would like to provide a response please send it to my attention by the end of the day on Thursday, March 5th.

Regards,

Robyn

On Mon, Jan 6, 2020 at 9:41 PM Dave and Lisa Graham <  
Hi Robyn,

> wrote:

Please replace the version that we emailed yesterday with this version given it was an earlier draft and this one is more complete. Sorry for the confusion.

Thank you for the information package on the telecommunication tower proposed at 87566 Canborough Road. We've had an opportunity to review the information and provide the following comments and concerns. We would like to add that members of our family have lived on our property since 1943, and all have enjoyed the beautiful view of the Welland River and surrounding natural area.

### **Environmental**

- The proposed tower site location is in close proximity to the Chippawa Creek (Welland River) being a significant natural environmental area.
- The Official Plans of; the Niagara Region identifies this area as a Core Natural Heritage Corridor, the Township of Wainfleet identifies this area as a Natural Heritage System and the Township of West Lincoln (north side of the river) also identifies this area as environmental protection area and conservation area.
- Although it appears that the proposed tower is not located within the environmental protection and conservation areas, it is located in close proximity. For example it appears that the proposed tower location will be approximately 120 meters to the river's edge and approximately 140 - 160 meters to a **regulated wetland on our property** that is located along the west side of the river. This seems concerning to us when the height of the tower is proposed to be 70 meters.
- We are concerned about potential negative impacts to the many bird species that enjoy this natural corridor (river and adjacent wetlands). For example, just last week we observed a bald eagle resting in a tree along our wetland area which is the second year we've seen a bald eagle within this natural area. We've also observed blue herons, snow geese, canada geese, many types of ducks and terns. These birds fly and land in the river and adjacent trees within this natural corridor and we are concerned with the height of the tower may impact this activity given it's close proximity to the river

and adjacent wetlands. We can submit photos that we have taken of these mentioned birds on the river properties, if it is required.

- Has there been any consideration given to the ecological functions of this Core Natural Heritage System and any potential impacts the tower might have specially as it relates to the unique bird species that occupy this natural area?
- Is there a recommended setback from the adjacent river for the tower when considering the proposed height from the adjacent river?

### **Justification/Site Location**

- Were other tower site locations explored that might be more compatible opposed to the current proposed agricultural and natural heritage property? For example nearby institutional land uses or properties with existing tall vertical structures such as grain elevators, silos, etc.
- One concern with the subject tower location is that there is a cluster of houses surrounding the tower and viewing it in all directions. The other existing towers shown in your package (Bell, Rogers, etc ) seem to be placed in more open type areas with back drops being more forested and open field type areas with a lower density of houses directly surrounding the tower and not in a circle like the subject tower.

### **Concerns with Our Adjacent Property**

- Currently we enjoy a beautiful natural view of the Chippawa Creek (Welland River) and surrounding landscape with trees along the banks as the vertical elements in the skyline. Unfortunately this proposed tower will now impact our beautiful view across our whole property. Also it appears the tower will be built on higher ground out of the river's lower lying floodplain ground elevation and as such we are concerned the existing trees will not buffer the structure.
- We also enjoy recreational uses along the edge of our river property such walks, camping, canoeing, boating, skating, horseback riding etc. along our property's continuous wetland area where the tower site is proposed which will impact those experiences.
- Currently we use a TV antenna, a satellite dish for cable and wireless internet service. Will this proposed tower interfere with our ability to receive television stations over the air waves as well as our pre-existing wireless reception and what guarantees do we have that we won't be negatively impacted?

### **Health Concerns**

- We understand that the Federal Government regulates radio frequency exposure limits. However, your information package indicates the high likelihood of many other mobile operators be added to the proposed tower. As such is this ultimate radio frequency condition being considered now in selected the proposed tower location in terms of recommended setbacks from dwellings, etc.
- We would like to now how the RF energy is measured around the cell tower to ensure that it complies to Health Canada exposure limits especially when all of the proposed future mounts would be added onto the tower, and what amount of RF energy we would be exposed to in the areas of our property that our children and family use for their recreational activities that are closest to the proposed tower?

We understand that telecommunication infrastructure is needed to support the growing wireless demands in our communities, but request that a different site be considered given the sensitive natural environment and for the other reasons noted above.

We look forward to your response.

Thank you

Dave & Lisa Graham  
6846 South Chippawa Rd, Wellandport, Ont  
L0R 2J0

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Robyn Stebner, BSc, BURPI

Planner



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**TO:** Mayor Gibson & Members of Council

**FROM:** R. Nan, Manager of Operations

**DATE OF MEETING:** May 12, 2020

**SUBJECT:** **Storm Pipe repairs on Lakeshore Road**

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**RECOMMENDATION(S):**

**THAT** Public Works Staff Report PWSR-xxxx2020 respecting Storm Pipe repairs on Lakeshore Road be received.

**AND That** Council direct staff to award the project to Anthony's Excavating to complete the project in the amount of \$ 24,973.00.

**EXECUTIVE SUMMARY:**

During the recent storms and high lake levels, the township has experienced significant damage and debris along our lakeshore. After the Halloween storm in 2019 staff submitted an application for disaster relief funding due to the volume of damage and debris clean up required to restore our right of ways leading to the lake as well as several drainage outlets. The storm pipe outlet located between #10849 and #10953 Lakeshore Road had been identified as requiring some repairs to the splash pad located on top of the break wall. The township has experienced several additional wave events that have further damaged the splash pad as well as additional damage to the storm pipe that has now shown significant deterioration and loss of pipe wall integrity. Staff are recommending the complete replacement of ninety (90) feet of pipe and restoration of the concrete splash pad located at the break wall, installing a new flap gate, installation of armour stone to protect the outlet and repairing the necessary safety issues.

**BACKGROUND:**

The Halloween storm of 2019 flooded many areas of the lake Erie shoreline and brought in significant debris and damaged several road allowances and storm water outlets owned and maintained by the township. Staff submitted an application for disaster relief funding to help restore a significant volume of these areas and to offset the associated costs of the Halloween storm.

The township has experienced several other incidents of wave action due to high winds and extremely high water levels in Lake Erie. One of these locations is the storm outlet between #10849 and #10953 Lakeshore Road. The initial damage identified, during a visit by staff and a Coastal Engineer, the splash pad at the break wall showed signs of undermining caused by the wave action and costs were prepared and submitted during the funding application process. Due to the additional storm surges, additional damage

had identified the storm pipe has deteriorated and the structural integrity of the storm pipe has failed.

The project will begin with the removal of three (3) Norway Maple Trees which will be required due to their close proximity to the pipe that will be replaced. The owners of the property have been notified and they are aware and understand the nature of the work and are understanding of the need for removal. The tree removal will cost \$ 4,859.00. Additionally staff have secured the manufacture and purchase of specialized "T" connectors for the existing locations to eliminate the safety issues. The cost of the 2 "T"s are \$ 1,808.00 and the catch basin grates are \$ 200.00.

Staff received direction from council to request three (3) quotes to perform the necessary work required to restore the storm outlet and remove the safety hazards during the project. Staff also reviewed the possibility of performing the work with township forces and renting the required equipment to perform the tasks of the replacement of the storm pipe and requesting quotations for the restoration of the concrete splash pad and installation of armour stone. Staff have estimated the project to cost \$ 40,400 if performed with town staff. The elevated costs compared to contractors are mostly due to rental equipment and additional contractors to complete some of the work. Staff are also recommending a contractor due to the volume of work that is currently being performed by township staff in their regular duties.

Staff contacted and performed individual site visits with 3 contractors to view the site and review the scope of work in order to properly provide a quotation to complete the work.

The scope of work will include the installation of inline pipe tee's that will allow for a catch basin and connect directly to the existing storm pipes to eliminate the large open areas in the property, removal and replacement of twenty seven (27) meters (90 feet) of storm pipe, removal and replacement of the splash pad behind the break wall, replacement of the broken flap gate, installation of armour rock in the water to protect the flap gate and complete lawn restoration including hydro seed.

Below are the results of the three (3) quotations received by staff for the project to be completed by a contractor:

Contractor	Price Quote
Rankin Construction	\$ 69,285.00 incl. GST
Anthony's Excavating	\$ 24,973.00 incl. GST
Truly Canadian Tree Service	\$ 38,420.00 incl. GST

#### **OPTIONS/DISCUSSION:**

- 1) That Council direct staff to complete the project with township staff and utilize contractors to assist with the restoration of the splash pad and the installation of armour stone.



- 2) That council direct staff to award the project to Anthony's Excavating to complete the project in the amount of \$ 24,973.00, being the lowest quotation submitted.  
(Recommended)

**FINANCIAL CONSIDERATIONS:**

The project had not been identified in the approved Capital budget for 2020 and as such will have to be paid for out of the township reserves. The total cost including necessary permits, tree work, purchase of supplies and contract work is estimated at \$ 32,216.00 if awarded to the lowest proposal (i.e. Anthony's Excavating).

**OTHERS CONSULTED:**

Strategic Leadership Team

**ATTACHMENTS:**

None

Respectfully submitted by,

Approved by,

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Richard Nan, CRSS  
Manager of Operations

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William J. Kolasa,  
Chief Administrative Officer/ Clerk



**Administration**

Office of the Regional Clerk

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May 4, 2020

**Council Session CL 6-2020, April 23, 2020**

**LOCAL AREA MUNICIPALITIES**

**SENT ELECTRONICALLY**

**RE: Memorandum CHR 2-2020 COVID-19 Government Relations Strategy  
Minute Item 5.1 CL 6-2020, April 23, 2020**

Regional Council, at its meeting held on April 23, 2020, passed the following resolution:

1. That Memorandum CHR 2-2020 from Daryl Barnhart Executive Officer to the Regional Chair, dated April 23, 2020, respecting COVID-19 Government Relations Strategy, **BE RECEIVED**;
2. That the Regional Clerk **BE DIRECTED** to forward a copy of the Regional Chair memo CHR 2-2020, and staff reports CSD-30-2020 and CSD-31-2021 to the Councils of the 12 local area municipalities;
3. That the Regional Chair **BE DIRECTED** to engage and actively collaborate with the Councils of the 12 local area municipalities to ensure the exchange of critical information in the development of short, medium, and long-term impacts of COVID-19;
4. That the Regional Chair **BE DIRECTED** to work with the 12 local area municipalities to coordinate the response and required advocacy strategies to the federal and provincial governments for financial relief related to COVID-19; and
5. That the Regional Chair **REQUEST** that the 12 local area municipalities formally endorse motions that support the collaboration between all of Niagara's communities and the Niagara Region.

Regional Council amended the recommendation from Report CSD 31-2020, and passed the following resolution:

That Report CSD 31-2020, dated April 23, 2020, respecting Concessions to Local Area Municipalities regarding Taxes and Water Wastewater Billings, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the May 13, 2020 Region general and special purposes levy amounts **BE REMITTED** by the Local Area Municipalities to the Niagara Region based on actual amounts collected by the Local Area Municipalities and that interest charges on these levy amounts **BE WAIVED** until June 30, 2020;
2. That the August 5, 2020 and October 14, 2020 instalments for Region general and special purposes levy **BE REMITTED** by the Local Area Municipalities to the Niagara Region based on actual amounts collected by the Local Area Municipalities and that interest charges on these levy amounts **BE WAIVED** for a period of 30 days;
3. That the April through November water and wastewater amounts billed monthly on the 15<sup>th</sup> of the month and due at the end of the month **BE REMITTED** to the Niagara Region based on actual amounts collected by the Local Area Municipalities;
4. That the difference in the amount billed by the Region and collected by the Local Area Municipalities for the water and wastewater requisitions **BE PAYABLE** before December 31, 2020;
5. That interest charges on the outstanding amount from the Local Area Municipalities for the water and wastewater requisition payments **BE WAIVED** for the year 2020;
6. That By-law 2019-94, By-law 2019-95 and By-law 2020-04 **BE AMENDED** to adjust interest charge provisions in consideration of the COVID-19 pandemic; and

7. That any amounts due from the Niagara Region to the Local Area Municipalities **BE DEFERRED** until such time as the amount due to the Local Area Municipality exceed the amount receivable from that municipality.

A copy of Memorandum CHR 2-2020 and Report CSD 31-2020 is attached for your information. Report CSD 30-2020 was circulated separately on April 24, 2020.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann Marie' followed by a stylized flourish.

Ann-Marie Norio  
Regional Clerk  
CLK-C 2020-147



## **MEMORANDUM**

**CHR 2 - 2020**

**Subject: COVID-19 Government Relations Strategy**

**Date: April 23, 2020**

**To: Regional Chair and Members of Council**

**From: Daryl Barnhart, Executive Officer to the Regional Chair**

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In response to the COVID-19 pandemic, the federal and provincial governments have developed a number of different programs designed to support individuals and businesses. While these measures were designed to provide much-needed relief to these groups, announcements of wide-spread support for municipalities have yet to be specified. As Regional and Local Area Municipal (LAM) staff continue to assess the full financial impacts of the COVID-19 outbreak, it has already become clear that substantial financial relief will be needed to maintain municipal service levels (as detailed in CSD-30 - 2020 and CSD-31 - 2020). Without any such support from senior levels of government, the potential outcomes include prolonged service level reductions and/or significant property tax and rate increases.

It is paramount that the Niagara Region, in close partnership with the 12 Local Area Municipalities, leverage pre-existing relationships with other levels of governments and municipal organizations to identify opportunities for the mitigation of financial hardships, as well as strategies to secure this support at an accelerated pace.

Given the wide-spread impact of COVID-19 on all municipalities, it is crucial that Niagara be coordinated, consistent and bold in our requests in order to stand out among other jurisdictions.

To this end, the following high-level government relations activities are being recommended:

1. Ensure sufficient coordination, consistency & cooperation between the Region and LAMs
2. Develop an accurate and reliable projection of the impacts of COVID-19
3. Take advantage of formal consultation opportunities with the provincial government
4. Align an advocacy approach with municipal stakeholder groups (i.e. AMO, FCM, etc.)
5. Maintain strong working two-way relationships with our local federal MPs and provincial MPPs

### **Ensure regional coordination and consistency**

Ensuring the Region and Niagara's Local Area Municipalities are unified in any requests being brought forward to the senior levels of government will be vital. It is also critical that the Region and local municipalities present a consistent view on shared priorities as well as potential solutions. Conflicting opinions or requests coming from Niagara may dilute our request and potentially have negative impacts on our ability to secure funding.

### **Development of an accurate picture of COVID-19 impacts**

It is strongly recommended that the Region, in close partnership with the 12 municipalities, work together to develop accurate short, medium and long-term impacts of COVID-19. Being able to accurately determine these figures will be a key element in ensuring we are seeking what we require from other levels of government. This data will provide an objective and factual underpinning that will be used as part of all related Government Relations activities related to the pandemic.

In discussions with provincial ministries, the Region has made commitments that whatever figures are brought forward will be accurate, straightforward and veracious. It is also worth noting that these impacts will not be limited to financial provisions as attention will also be paid to social and health considerations.

### **Take advantage of formal provincial consultation opportunities**

On April 9, the Provincial Government announced that Rod Phillips, Minister of Finance, will be chairing a new Ontario Jobs and Recovery Committee. This committee has been mandated to develop a plan to stimulate economic growth and job creation in the weeks and months ahead. As part of its work, it will be consulting with a wide variety of people to assess the impact of COVID-19 on the provincial economy and develop an action plan to move forward, including business associations, chambers of commerce, municipal leaders, corporate leaders, small business owners, and entrepreneurs.

The Region and the local area municipalities should be prepared for these consultations. Delivering reliable, strong projections on the financial impacts will be essential in presenting a holistic view on the region's challenging economic situation and the financial difficulties confronting its municipalities.

Regional staff will be reaching out to their municipal counterparts to explore the initiation of a formal coordinated approach to these consultations. Based on previous experience with provincial decision makers, it would be beneficial to ensure that any submissions through this process are consistent and Niagara presents a unified front.

### **Alignment with municipal stakeholder groups and counterparts**

While there are certain aspects to Niagara that make the region unique, it is also fair to assume that all municipalities across Ontario, and arguably Canada, will require additional operational funding from other levels of government.

Frequent collaboration with other municipal associations has, and will continue to offer significant insights into the approaches taken by municipalities across Ontario and Canada. These connections strengthen Niagara Region's voice among its municipal counterparts and frequent consultation and engagement help ensure that we will be "in step" with our counterparts. It is our view that the Region should remain aligned with the positions being adapted by these organizations as there will be "strength in numbers".

Strategic alignment with the following groups will continue to be paramount:

- **Association of Municipalities of Ontario** – AMO's long-standing relationship and MOU with the Province of Ontario will help position its membership, including the Region, to have a strong voice with decision makers at Queen's Park. AMO is currently working closely with the Ontario Job and Recovery Committee to ensure the needs of municipalities are being heard.
- **Federation of Canadian Municipalities** – FCM has been working diligently to advocate for a municipal relief package from the federal government, focused primarily on highlighting the need for direct financial assistance to local governments to provide some immediate relief and allow essential services to keep operating. The Region will continue to work with FCM to ensure Niagara is contributing to this conversation.
- **MARCO / LUMCO** – These groups, representing the large urban mayors and regional chairs across Ontario, have been having ongoing discussions with Municipal Affairs and Housing to explore options to mitigate economic and social impacts of COVID-19 on municipalities. As members of the Mayors and Regional Chairs of Ontario (MARCO), the Region has gained insight into potential policy directions that the Province may (or may not) undertake to alleviate some of the financial pressures experienced by municipalities.
- **Counterparts across Ontario** – As members of the Ontario Regional and Single-Tier Treasurers and the Municipal Finance Officers Association (MFOA), Regional staff has the opportunity to consult with municipal counterparts regarding the financial impact the pandemic has on municipalities, possible relief measures that can be provided to communities, and potential strategies for refining new budget realities arising from the costs for managing the pandemic.

### **Maintain strong two-way relationships with federal and provincial MPs**

Staff have been in constant contact with local MPPs and MPs to share pertinent information and ensure key messages regarding the management of the pandemic are aligned and communicated effectively to the public. Particularly, staff have participated in extensive discussions with MPP Sam Oosterhoff to illustrate the impact the outbreak is having on the region and how the Province can support the region in resolving critical issues that have emerged since the Provincial Emergency Declaration.

### **Conclusion**

Provided there is support from Regional Council for the recommended high-level activities outlined in this memo, Regional staff will begin to actively reach out to local counterparts to develop a more fulsome strategy with the input of all stakeholders.

Moving forward, staff will continue to work with other municipalities and levels of government to find creative solutions to challenges, and opportunities to strengthen the region through recovery initiatives. As stimulus programs, grants, and other funding initiatives surface, government relations staff will connect the Region, local area municipalities, and the community to these funding opportunities.

Respectfully submitted and signed by

Original signed by:

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Daryl Barnhart, M.A., APR  
Executive Officer to the Regional Chair

*Prepared in consultation is Gina van den Burg, Government & Stakeholder Relations Specialist; Helen Chamberlain, Director of Financial Management & Planning/Deputy Treasurer; and Todd Harrison, Commissioner of Corporate Services/Regional Treasurer*



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**Subject:** Concessions to Local Area Municipalities regarding Taxes and Water Wastewater Billings

**Report to:** Regional Council

**Report date:** Thursday, April 23, 2020

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## **Recommendations**

1. That the May 13, 2020 Region general and special purposes levy amounts **BE REMITTED** by the Local Area Municipalities to the Niagara Region based on actual amounts collected by the Local Area Municipalities and that interest charges on these levy amounts **BE WAIVED** until June 30, 2020;
2. That the August 5, 2020 and October 14, 2020 instalments for Region general and special purposes levy **BE REMITTED** by the Local Area Municipalities to the Niagara Region based on actual amounts collected by the Local Area Municipalities and that interest charges on these levy amounts **BE WAIVED** for a period of 30 days;
3. That the April through November water and wastewater amounts billed monthly on the 15<sup>th</sup> of the month and due at the end of the month **BE REMITTED** to the Niagara Region based on actual amounts collected by the Local Area Municipalities;
4. That the difference in the amount billed by the Region and collected by the Local Area Municipalities for the water and wastewater requisitions **BE PAYABLE** before December 31, 2020;
5. That interest charges on the outstanding amount from the Local Area Municipalities for the water and wastewater requisition payments **BE WAIVED** for the year 2020;
6. That By-law 2019-94, By-law 2019-95 and By-law 2020-04 **BE AMENDED** to adjust interest charge provisions in consideration of the COVID-19 pandemic;
7. That any amounts due from the Niagara Region to the Local Area Municipalities **BE DEFERRED** until such time as the amount due to the Local Area Municipality exceed the amount receivable from that municipality; and

8. That any interest and penalty charged by the Local Area Municipalities to the Niagara Region **BE WAIVED** for the year 2020.

## Key Facts

- The purpose of this report is to respond to the motions included in appendix 1 passed by Welland, St. Catharines, and Thorold Councils (representing approximately 39% of Niagara Region's levy) requesting payment relief from the Niagara Region in light of the COVID-19 pandemic.
- This report has been written based on significant consultations with a variety of stakeholders as outlined in the report. Staff have used this information to develop assumptions from which the recommendations have been made. This situation remains fluid and staff will update Council on a regular basis.
- Based on meetings with the local area treasurers we understand that due to the extended payment terms being offered to taxpayers they may experience cash flow challenges which require special consideration by the Region for tax and water and wastewater payments.
- Overall the amount due from the LAMs for general and special purposes tax levies and water and wastewater payments the period of April 1<sup>st</sup> to June 30<sup>th</sup> is approximately \$130 million; the amount due for the third and fourth quarter are approximately \$148 million and \$146 million, respectively.
- The province has provided for a deferral of the second and third education tax remittances of \$42 million each from June 30<sup>th</sup> to September 30<sup>th</sup>, and from September 30<sup>th</sup> to December 15<sup>th</sup>, respectively which has been incorporated in the cash flow analysis completed by staff.

## Financial Considerations

Most municipalities are considering extended payment terms to offer financial relief to tax and rate payers through a combination of payment deferrals and/or the waiving of late fees and interest charges. The Niagara Region is considering the impact of these decisions impact on the LAMs' cash flow and consequently offering alternative payment arrangements to the LAMS.

Finance staff have been monitoring the Region's cash flow during this crisis and will continue to analyze the position to ensure there is sufficient liquidity to provide for ongoing operations. Staff are ensuring flexibility by holding funds in High Interest Savings Accounts (HISA) to maintain essential regional services and capital works.

The recommendations made in this report will reduce balances in the Region's bank accounts that contribute to the budgeted investment income of \$2.7 million. The reduction in our average cash balances resulting from these recommendations and the decline in interest rates due to the pandemic is estimated to reduce investment income budgeted by up to \$1.3 million depending on what is approved by Council and the level of collections by the LAMs. This amount is in addition to the \$9.3 million estimated cost of COVID-19 in CSD 30-2020 as the cash flow analysis was not yet available at the time of publishing that report.

## **Analysis**

The Region establishes and approves their own tax levy, waste management budget each year. These amounts are collected from the local area municipalities in four installment dates in the year. The municipalities bill and collect this amount on behalf of the Region, as well as their own tax levy, from the property owners either through four installment dates established in their bylaws (not the same dates as the Region installment due dates see appendix 2), monthly pre-authorized payment plans, or payments made by mortgage companies.

The Region also establishes and approves their own water and wastewater budgets each year. This establishes the wholesale rate for these services which the municipalities incorporate into their budget to establish the periodic billing rates to property owners. While some municipalities may not bill each month, remittances to the Region are due at each month end.

We understand that the Local Area Municipalities are impacted by the following decisions in response to the COVID-19 pandemic:

- Waiving interest and penalties on property tax, water, and wastewater payments from residents, many through to June.
- Some municipalities that have approved their water and wastewater rates are considering deferring the rate increases until the second or third quarter of the year.
- Some municipalities have not yet approved their water and wastewater budgets and are considering modifications to address COVID-19.
- Most are continuing with their pre-approved payments plans from residents, however are waiving penalties or charges on non-sufficient funds or withdrawal from the program.

- Facilities have been closed to the public limiting options to pay in person, however payment accepted by mail; cash or cheque; at financial institutions, both in person and electronically.
- The Ontario Government deferral of education tax payments from municipalities (\$42 million each quarter) with June 30<sup>th</sup> deferred to September 30<sup>th</sup> and September 30<sup>th</sup> deferred to December 15<sup>th</sup>.

These items are putting additional strain on the LAMs as they try to meet the billing schedule of the Niagara Region, and could result in negative cash flows being experienced. In order to understand the cash flow implications to the Region, staff started with a forecast under the status quo requirements of the Regional general and special purposes tax levies and water and wastewater payments. Staff then incorporated into the analysis the impacts of the Local Area Municipality motions (option A). Based on the negative effect of the municipal requests on Regional cash flows and the ability to sustain of Regional services staff developed an alternative (option B), which the recommendations in this report are based on.

#### Option A

The three municipal council motions that have been presented request consideration of the following:

- Water and wastewater payments be deferred to June 30<sup>th</sup>
  - Niagara Region's by-law 2019-94 and 2019-95 for the water and wastewater rates provide that the amount due is billed on the 15<sup>th</sup> of the month and due at the end of the month.
  - The total amount in aggregate that is collected is approximately \$9.5 million per month.
  - Both by-laws include a provision for interest to be charged on amounts in default until the date of payment.
- 2020 Water and Wastewater rate increases be deferred to June 30<sup>th</sup>
  - The Niagara Region has approved a budget with an additional \$0.5 million a month. This amount has already been billed for January and February. The February amount that was due in March was paid in full by all municipalities except one.
  - Billing of the 2019 rate for March to June would result in a revenue shortfall of \$2 million. Deferring the increase for the remainder of the year would result in a total revenue shortfall of \$5 million.

- The above shortfall of \$2 million relates \$0.5 million to Water and \$1.5 million to Wastewater, increasing to \$1.2 million and \$3.8 million for Water and Wastewater, respectively, if extended to December.
  - Stabilization reserve balances are \$3.0 million for water and \$1.4 million for wastewater. Wastewater balances are insufficient to support the revenue loss, therefore alternative options would need to be considered, including budget amendment or use of capital reserves.
- The May 13<sup>th</sup> tax levy installment be deferred to June 30<sup>th</sup>
  - Niagara Region's By-law 2020-04 approves a scheduled payment in aggregate of \$100 million from the LAMs due May 13<sup>th</sup>.
  - The by-law did not include a provision of interest charges on late payments.

#### Other Assumptions

- Niagara Region detailed cash flow analysis and expenditure review assumes the following:
  - Operating costs for essential services, including Water, Wastewater, Seniors Services, etc. continue to be incorporated.
  - Incremental costs related to COVID-19 are being tracked and these have been offset by non-essential services and savings that have been identified in report CSD 30-2019.
  - Capital projects with budgets greater than \$1 million have been evaluated to assess if they are essential and if staff and/or industry capacity exists, and cash flow projections for the balance of the year have been updated accordingly.
  - The LAM requests noted above have been incorporated into cash flow projections.

#### Conclusions

- Niagara Region would not have adequate cash flows to support operations for the month of June. Recovery will occur on June 30<sup>th</sup> with the full remittance and remain positive for the balance of the year.
- St. Catharines requested deferral of tax payment for 90 days (May 13<sup>th</sup> to August 11<sup>th</sup>); if deferred \$27 million would remain uncollected until August.
- The reduced Water and Wastewater billing has been incorporated into this scenario, however it does not solve the budget shortfall which would require a budget amendment to the 2020 budget.

## Option B

As a result of the cash shortfall of the above scenario, staff have considered alternatives which hopefully alleviate some of the strain on the Local Area Municipalities without the significant negative impact on the Region that may have an impact on continuity of essential services.

### Tax Levy Assumptions

- Concessions by LAMs will result in continued, but reduced, collections. Therefore for modelling purposes, staff have conservatively assumed arrears of up to 50%, which would result in \$50 million in cash flow relief to the local area municipalities. The balance of the \$50 million would be remitted to the Region by June 30<sup>th</sup> being the date to which municipalities have deferred interest and penalties
- The final levy instalments of \$115 million each are scheduled for August 5<sup>th</sup> and October 14<sup>th</sup>, as included in by-law 2020-19. For modelling purposes staff have conservatively assumed arrears of up to 50%. Based on discussion with LAM Treasurers there may be continued difficulty in collection and/or ability to issue tax bills to residents. A deferral of each of these payments for 30 days has been included in the cash flow.

### Water and Wastewater Assumptions

- Concessions by LAMs will result in continued, but reduced, collections. Therefore for modelling purposes, staff have conservatively assumed arrears of 25%, which would result in \$2.6 million in cash flow relief a month to the local area municipalities. The balance of the amount owing would be remitted to the Region no later than December 31<sup>st</sup>, 2020.

### Other Assumptions

- All other assumptions for operating and capital expenditures are the same as in Option A.

### Conclusions

- Niagara Region would have adequate cash flows to support operations for the month of June.
- The Region would not be required to pursue further cost cutting or cash mitigation measures related to essential services or the deferral of essential capital projects/

- Regional cash flow will be depleted again in August and October if tax instalments in their entirety are deferred 30 days, therefore, remittance based on LAM collection would still be required (minimum of 25% of instalment due would be required to sustain operations)
- No budget amendment would be required for Water or Wastewater.

The following details to support the above option are incorporated in the recommendations for greater clarity.

- LAMs will remit to the Niagara Region Taxes and Water/Wastewater amounts based on actual collection experience, (not the 50% and 25% modelled). However, if their collection is less than the 50% modelled the Region will experience further cash flow shortfalls.
- Staff recommend that the final instalments bylaw include an interest waiver of 30 days, however it is expected that LAMs able to bill residents will remit funds to the Region on the due dates based on their collection experience.
- Interest charges would be deferred for one month for tax payments and until the end of the year for water and wastewater payments; regional by-laws will be amended accordingly.
- The Region is routinely billed by the Local Area Municipalities for tax write-offs, water and wastewater for Regional facilities, cost shared capital projects, etc. In order to ensure that the Region cash flow is not further negatively impacted, we will offset these against the amounts receivable from the LAMs.

Regional staff cannot undertake a full analysis of LAMs individual cash flow impacts as we do not understand the impact of items such as facilities closures, lost event revenues, incremental costs due to COVID-19, etc. The concessions recommended in this report along with education payment deferral offered by the Ontario Government is expected to provide some level of cash flow relief to the Local Area Municipalities to align with their anticipated delay in tax collection from property owners.

Since the onset of the Provincial emergency declaration, Regional staff have been meeting weekly with the Ontario Regional and Single Tier Treasurers. Discussions have included:

- Opportunities for lower tier municipalities to provide relief to property owners. Many Ontario municipalities are offering the community options to defer payment of taxes and water/wastewater payments that are very similar to those of Niagara municipalities.

- Upper Tier Regional governments are being asked to consider impact the above concessions have on the ability to comply with established deadlines for remittances to the upper tier. Responses to the request have varied based on the upper tier cash flow analysis. Generally the constraints on the upper tier have been significant as well and most are asking for remittance from the lower tier based on the actual collections from the property owners in order to ensure no undue hardship to either party. This is similar to the Niagara recommendations.
- Impact of capital expenditure on cash flow. Many feel strongly that continued capital investment is necessary to keep the economy going however others are dealing with the reality of inadequate cash flow which requires significant reprioritization of capital works in particular in line with the Province's guidelines regarding essential vs non-essential services. This has been Niagara's position in the cash flow projection.
- Impact of lack of construction is having on development charges collected and ability to delivery anticipated growth related capital program. This will have impacts on future capital plans.
- Provincial lobbying for incremental funding for the unbudgeted cost of the pandemic. This includes assistance from Municipal Finance Officers Association (MFOA) to consolidate some asks as well as incorporating recommendations to share our financial implications reports with other levels of government, MP and MPPs. The types of impacts Niagara is experiencing with respect to costs and revenue losses are very consistent with those of other municipalities except the order of magnitude varies
- Lobbying of the Province with respect to latitude on other legislation not the least of which is the necessity to fund a deficit in next budget year. Many of Ontario municipalities are project very significant deficits and many do not have stabilization reserves to assist in funding the deficit. Use of other reserves such as capital reserves will only further the difficulty in recovery from the pandemic and adding to the next year's budget may impact community and businesses that are still in recovery from economic losses of the emergency. One consideration to be put to the Province is the ability to fund the deficit over a number of years in the future.
- Other items being discussed include workforce planning, work from home policies, short term borrowing etc.



## **Alternatives Reviewed**

Staff **DO NOT RECOMMEND** option A for the conclusions noted above. Therefore option B is **RECOMMENDED**.

## **Relationship to Council Strategic Priorities**

The recommendations in this report support Council's Strategic Priorities of Business and Economic Growth through the shared efforts with local area municipalities to retain vulnerable businesses in the Niagara Region, and Sustainable and Engaging Government through coordination with Local Area Municipalities with the goal of shared financial sustainability during this state of emergency.

## **Other Pertinent Reports**

CSD 30-2020	COVID-19 Preliminary Overview of Financial Impacts
CSD 23-2020	2020 Property Tax Rates and Ratios

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### **Prepared by:**

Helen Chamberlain, CPA, CA  
Director Financial Management and  
Planning, Deputy Treasurer  
Corporate Services

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### **Recommended by:**

Todd Harrison, CPA, CMA  
Commissioner Corporate Services,  
Treasurer  
Corporate Services

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### **Submitted by:**

Ron Tripp, P.Eng.  
Acting Chief Administrative Officer

*This report was prepared in consultation with Tyler Potts, Senior Budget Analyst, and reviewed by Margaret Murphy, Associate Director Budget Planning and Strategy.*

## **Appendices**

Appendix 1            Motions from Local Area Municipalities

Appendix 2            Property Tax Payment Due Dates

March 30, 2020

Ann-Marie Norio  
Office of the Regional Clerk, Niagara Region  
1815 Sir Isaac Brock Way, P.O. Box 1042  
Thorold, ON L2V 4T7

Sent via email: [Ann-Marie.Norio@niagararegion.ca](mailto:Ann-Marie.Norio@niagararegion.ca)

**Re: COVID-19 Pandemic - Municipal Tax and Service Charge Deferral  
Our File 10.57.19**

Dear Ms. Norio,

At its special meeting held on March 27, 2020, St. Catharines City Council approved the following motion:

The recommendations in this report are intended for use in the emergency situation known as the COVID-19 pandemic. Staff are confident that these measures will contribute and support the wellbeing of the residents and businesses of St Catharines. These recommendations can be revisited at upcoming Council Meetings as desired:

- Defer the April 30th Interim Tax Instalment to June 30th
- Waive Tax Penalty and Interest Charges until June 30th
- Waive Water and Wastewater Penalty and Interest Charges until June 30th
- Waive Accounts Receivable Penalty and Interest Charges until June 30th
- Continue to process Pre-Authorized Payments (PAP) for taxes and water unless suspended in writing by the payor
- Waive charges for any cheques or pre-authorized payments (PAP) returned for non-sufficient funds (NSF) or payments stopped by the payor
- Amend the 2020 Final Tax Levy instalment dates of June 30 and September 30 to July 31 and October 30, 2020, respectively
- Defer the 2020 Water and Wastewater rate increase from April 1st to July 1st
- Parking enforcement is limited to safety-related issues, including but not limited to, fire-routes, accessible parking, no-parking areas and fire hydrants, until June 30th, 2020
- Waive payment for on-street parking or in a municipal parking lot or garages
- Water services shall not be disconnected by the City of St Catharines for nonpayment of water and wastewater billings until June 30th, 2020
- Waive late fees for 2020 Dog Licences
- Waive late fees for 2020 General Business Licences

- That the Region of Niagara be requested to defer their payments requirement by 90 days to align with the change in instalment dates.
- That the Region of Niagara be requested to defer their water and wastewater monthly payments until June 30th
- That the Province of Ontario be requested to defer the June and September school board payment requirements by 90 days; and

That Council approve the above recommendations and that all actions taken by staff to implement these recommendations prior to March 27, 2020 be hereby ratified; and

That the City Solicitor be directed to prepare or amend the necessary by-law(s).  
FORTHWITH

If you have any questions, please contact the Office of the City Clerk at extension 1524.



Bonnie Nistico-Dunk, City Clerk  
Legal and Clerks Services, Office of the City Clerk  
:kn

cc. Kristine Douglas, Director of Financial Management Services and City Treasurer



*Where Ships Climb The Mountain...*

# Thorold

April 1, 2020

Office of the Regional Clerk  
Niagara Region  
1815 Sir Isaac Brock Way, P.O. Box 1042  
Thorold, ON L2V 4T7

[Ann-Marie.Norio@niagararegion.ca](mailto:Ann-Marie.Norio@niagararegion.ca)

Attention: Ann-Marie Norio, Regional Clerk

Dear Ms. Norio:

**Re: Water and Sewer Invoices**

Please be advised Thorold City Council, at its March 31, 2020 meeting, adopted the following motions:

1. That the Water Sewer Budget 2020 and related pricing increase normally scheduled for the April billing be deferred to the June billing, which would be due at the end of July.
2. That the Water Sewer Budget report be brought forward for Council consideration and implementation in late-May, to be effective for the June billing with a July 31<sup>st</sup> due date.
3. That should it be required due to COVID-19 pandemic ramifications to revisit the deferral date, that a further report be prepared for Council
4. That the Region be requested to defer collection of the water and sewer monthly invoices until June 30, 2020.
5. That the Region be requested to defer their 2020 price increase, and bill at the 2019 rates for the period up to June 30, 2020.

Yours truly,

Donna Delvecchio,  
City Clerk

cc: M. Dilwaria, Chief Administrative Officer  
Council Agenda – April 21, 2020

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**City of Thorold**

P.O. Box 1044, 3540 Schmon Parkway, Thorold, Ontario L2V 4A7

[www.thorold.ca](http://www.thorold.ca)

Tel: 905-227-6613



**City of Welland**  
**Legislative Services**  
Office of the City Clerk  
60 East Main Street, Welland, ON L3B 3X4  
Phone: 905-735-1700 Ext. 2280 | Fax: 905-732-1919  
Email: clerk@welland.ca | www.welland.ca

April 8, 2020

File No. 20-37

SENT VIA EMAIL

Niagara Region  
1815 Sir Isaac Brock Way  
P.O. Box 1042  
Thorold, ON L2V 4T7

Attention: Ann-Marie Norio, Regional Clerk

Dear Ms. Ann-Marie Norio:

**Re: April 1, 2020 – WELLAND CITY COUNCIL**

At its meeting of April 1, 2020, Welland City Council passed the following motion:

**“THAT THE COUNCIL OF THE CITY OF WELLAND approves that the Water Sewer Budget 2020 and related pricing increase normally scheduled for the April, May and June billing be deferred to the billing cycle starting July 1, 2020; and further THAT Welland City Council directs staff that should it be required due to COVID-19 pandemic ramifications to revisit the deferral date that a further report be prepared for Council; and further THAT Niagara Region be requested to defer collection of the Water and Sewer monthly invoices until June 30; and further THAT Niagara Region be requested to defer their 2020 price increase, and bill at the 2019 rates, for the period up to June 30.”**

Yours truly,

Tara Stephens  
City Clerk

TS:cap

c.c.: S. Zorbas, General Manager, Corporate Services, Chief Financial Officer/Treasurer, sent via email

## Appendix 2 Property Tax Payment Due Dates

Municipality	First Instalment	Second Instalment	Third Instalment	Fourth Instalment
Fort Erie	February 28	April 30	June 30	September 30
Grimsby	March 6	May 1	August 7	October 2
Lincoln	February 28	April 30	July 31	September 30
Niagara Falls	February 28	April 30	June 30	September 30
Niagara-On-The-Lake	February 28	May 20	July 31	September 25
Pelham	February 28	April 30	June 30	September 30
Port Colborne	February 28	April 30	July 2	October 1
St. Catharines	February 28	April 30	June 30	September 30
Thorold	February 28	April 30	June 30	August 31
Wainfleet	February 28	April 30	July 31	September 30
Welland	March 2	May 1	July 1	September 1
West Lincoln	February 28	April 30	July 31	September 30
Niagara Region	March 11	May 13	August 5	October 14

April 24, 2020

**Council Session CL 6-2020, April 23, 2020**

***DISTRIBUTION LIST***

***SENT ELECTRONICALLY***

**RE: Report CSD 30-2020 COVID-19 Preliminary Overview of Financial Impacts  
Minute Item 9.1.1 CL 6-2020, April 23, 2020**

Regional Council, at its meeting held on April 23, 2020, passed the following resolution:

That Report CSD 30-2020, dated April 23, 2020, respecting COVID-19 Preliminary Overview of Financial Impacts, **BE RECEIVED** and the following recommendations **BE APPROVED**:

1. That the Regional Chair **BE DIRECTED** to lobby provincial and federal levels of government for financial assistance to support Niagara Region's COVID-19 emergency response;
2. That Niagara Region **BE DIRECTED** to participate in efforts with other municipalities seeking financial support from senior levels of government for the financial impact of the COVID-19 pandemic; and
3. That the Regional Clerk **BE DIRECTED** to forward this report to local Members of Parliament, local Members of Provincial Parliament, the Federation of Canadian Municipalities, the Association of Municipalities Ontario and the Local Area Municipalities.

A copy of Report CSD 30-2020 is attached for your information.

Yours truly,



Ann-Marie Norio

Regional Clerk

CLK-C 2020-140



Distribution List:

D. Allison, MP, Niagara West  
C. Bittle, MP, St. Catharines  
T. Baldinelli, MP, Niagara Falls  
V. Badawey, MP, Niagara Centre  
S. Oosterhoff, MPP, Niagara West  
J. Stevens, MPP, St. Catharines  
W. Gates, MPP, Niagara Falls  
J. Burch, MPP, Niagara Centre  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Local Area Municipalities  
T. Harrison, Commissioner, Corporate Services  
H. Chamberlain, Director, Financial Management and Planning/Deputy Treasurer  
M. Steele, Associate Director, Reporting and Analysis  
K. Beach, Executive Assistant to the Commissioner, Corporate Services

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**Subject:** COVID-19 Preliminary Overview of Financial Impacts

**Report to:** Regional Council

**Report date:** Thursday, April 23, 2020

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## Recommendations

1. That the Regional Chair **BE DIRECTED** to lobby provincial and federal levels of government for financial assistance to support Niagara Region's COVID-19 emergency response; and
2. That Niagara Region **BE DIRECTED** to participate in efforts with other municipalities seeking financial support from senior levels of government for the financial impact of the COVID-19 pandemic; and
3. That the Regional Clerk **BE DIRECTED** to forward this report to local MPs, local MPPs, the Federation of Canadian Municipalities and the Association of Municipalities Ontario.

## Key Facts

- The purpose of this report is to provide an early indication of the potential financial impacts of the COVID-19 outbreak on the Niagara Region. Estimates and assumptions in this report are fluid and changing on a weekly basis.
- Staff expect that a budget adjustment related to the changes in services, incremental cost and lost revenue associated with the COVID-19 emergency response will be required. At this time, full impacts are unknown and staff will bring back a proposed budget adjustment for Council approval when more clarity around funding sources and full cost is available.
- The Region's preliminary estimate of the net cost of COVID-19 pandemic before funding announcements up to June 30, 2020 is \$9.3 million.
- Incremental costs and lost revenue estimates total \$9.6 million and may be offset by identified cost savings and mitigations of \$5.7 million for a current net budget impact \$3.9 million. The remaining \$5.4 million cost relates to already budgeted resources unavailable to work or redeployed to directly support the emergency response.
- The Region has received confirmed funding announcement of \$4.2 million in specific areas. Review of the eligible cost criteria for this funding is underway and restrictions do apply. Staff are looking for ways to fully leverage this funding and it is expected to support some costs that occur after our June 30, 2020 cost projection above.

## Financial Considerations

Given the amount of uncertainty around timelines and availability of funding sources, it is difficult at this time to quantify the full impact of individual items as well as the overall impact to the Region. That being said, staff are of the preliminary view that ultimately the pandemic will result in a 2020 operating shortfall at year-end. Discussions have commenced with respect to opportunities for cost savings across operating and capital budgets. In addition, there are certain actions that the Region could take to offset a shortfall including use of the Taxpayer Relief Reserve. Staff will provide updates to Council with respect to year-end projections and any action that may be required as more details become known.

As of December 31, 2019 the Taxpayer Relief Reserve balance was \$23.8 million which is 4.2% of gross budgeted expenditures excluding agency boards and commissions (our minimum reserve target per the reserve policy is 10% of gross budgeted operating expenses or \$56 million at December 31, 2019).

In addition, staff recommend exploring all opportunities for financial assistance from senior levels of government and will provide updates to Council on any actions being undertaken by Provincial and Federal governments as they are announced. The Province and Federal governments have delayed the release of their respective 2020/21 budgets.

## Analysis

Staff have been monitoring and assessing the potential financial impacts to the Region since the onset of the pandemic. Only two months after approving the 2020 Regional budget, a variety of operating expenditures and revenues are now expected to be impacted. While it is still too early to fully understand and quantify all of the potential impacts, some preliminary projections have been made.

To facilitate this analysis, projected costs and savings related to the pandemic have been made up to June 30, 2020

The Region has categorized impacts into 4 high-level categories

1. **Total costs supported by our approved base budget.** This category represents cost of resources unavailable to work or redeployed from their main work functions to directly support the emergency response. While the Region does have an established base budget to support these expenditures, it is important to note that the work these resources are performing during the emergency is not as originally contemplated in the base budget. This may result in delays in work plans and/or backlogs after the emergency is complete.

2. **Costs incremental to base budget.** This category represents all incremental costs over and above the approved 2020 base budget directly related to supporting the emergency.
3. **Lost revenue.** This category represents the loss of revenue that had been planned to fund the 2020 budget.
4. **Cost savings and mitigations.** This category represents identified cost savings the Region may expect to realize as a result of COVID-19 measures and managing the emergency.

The following is a summary of the financial impacts.

	Spent & Committed As of Date	Spent & committed	Projected to June 30	Total
Costs supported by our approved base budget				
EOC Dedicated Resources <sup>1</sup>	09-Apr	\$ 615,424	\$ 1,994,740	\$ 2,610,164
Lost Productivity – Staff Unable to Work <sup>2</sup>	04-Apr	443,137	1,831,633	2,274,770
Redeployed Resources <sup>3</sup>	04-Apr	86,149	356,083	442,232
<b>Total costs supported by our approved base budget</b>		<b>1,144,710</b>	<b>4,182,456</b>	<b>5,327,166</b>
Costs incremental to base budget				
Additional labour related costs <sup>4</sup>	04-Apr	748,294	3,092,949	3,841,243
Purchases made or committed <sup>5</sup>	09-Apr	1,770,942	2,104,081	3,875,023
<b>Total costs incremental to base budget</b>		<b>2,519,236</b>	<b>5,197,030</b>	<b>7,716,266</b>
<b>Lost Revenue <sup>6</sup></b>		<b>-</b>	<b>1,914,708</b>	<b>1,914,708</b>
<b>Cost savings/mitigations <sup>7</sup></b>		<b>-</b>	<b>(5,673,142)</b>	<b>(5,673,142)</b>
<b>Net cost impact before funding announcements</b>		<b>\$ 3,663,946</b>	<b>\$ 5,621,052</b>	<b>\$ 9,284,998</b>

<sup>1</sup> Assumes 100% of salary and benefit costs to any staff member fully activated in the Regional EOC, Public Health EOC, and EMS EOC.

<sup>2</sup> Staff unable to work due to self-isolation, needing to care for family members or being sick directly associated with COVID-19.

<sup>3</sup> Currently only quantified for resources redeployed to the public health call centre. Redeployment in other areas in the organization has started to occur and will be quantified in the future.

<sup>4</sup> Additional salary, benefits and overtime costs related to managing the emergency.

<sup>5</sup> Additional purchase commitments made to directly support the emergency (e.g. cleaning supplies and services, personal protective equipment, emergency shelter, screening, advertising).

<sup>6</sup> Estimated loss of expected revenue sources (e.g. rental income on owned units, transit fare revenue, business licensing revenue, development applications, parental fees, POA infraction revenue).

<sup>7</sup> Estimated cost savings and mitigations (e.g. gapping of vacant positions, reduced non-emergency repair work, travel costs, transit service costs, electricity, cancelled events).

Impacts by department can be found in Appendix 2. Some of the more significant incremental costs and lost revenue items included in the estimate are outlined below:

- **Niagara Regional Transit:** fare revenue reduction due to reduced ridership and cancellation of Niagara College on-campus spring/summer classes;
- **POA Court:** Reduced POA revenue due to lower ticket volumes and court closure, with some related expenditure savings offsets;
- **Public Health:** Increased staffing and overtime, supplies (including personal protective equipment) and cleaning costs; additional staff to support higher call volumes;
- **Paramedic Services:** Increased staffing, overtime, supplies (including personal protective equipment), and cleaning;
- **Housing:** Increased cleaning costs in common spaces; lower tenant income levels would result in higher rent subsidies at community housing units and lower rent payments at NRH units;
- **Homelessness programs:** Increased costs to support homelessness agencies, housing allowances and expenses relating to the rent, staffing, cleaning, personal protective equipment and food for a self-isolation center;
- **Children's Services:** Loss of parent fee revenue due to closure of regionally operated child care centres;
- **Seniors' Services:** Increased cleaning, staffing, security and personal protective equipment costs; and
- **Technology Services:** Additional costs relating to increased licenses to ensure sufficient capacity for staff working remotely.

Other estimated savings across multiple services and departments include:

- **Labour related savings:** not filling non-essential vacant positions.
- **Fuel:** Short/medium term savings due to significant drop in world oil and local fuel prices.
- **Niagara Regional Transit/Niagara Specialized Transit:** reduction in daily service schedules resulting from decreased demand will result in significant savings;

- **Non-emergency maintenance work:** limiting work at NRH owned units to emergencies and move-outs;
- **Operational savings:** reduced travel, meeting expenses, and conferences due to travel restrictions and cancelled events.

COVID-19 is causing an unprecedented amount of uncertainty and volatility in financial markets. Federal governments around the world are responding through both monetary policy (e.g. through the lowering of interest rates) and fiscal policy (e.g. by introducing spending and tax relief measures for residents and businesses). The impact of these measures is not yet known and as a result there is the possibility of major longer term impacts depending on the duration and severity of the pause in economic activity. The following items have been identified as potential costs or loss revenues, but have not been quantified in the analysis above due to uncertainty around them.

- **Cost of borrowing:** a lower cost of borrowing for planned 2020 debenture issues would lower the amount of debt servicing costs required in the 2021 budget;
- **Investment returns:** a lower investment rate would impact 2020 interest income and interest allocations to reserves. Also any cash flow challenges experienced as identified and discussed in CSD 31-2020 could further reduce interest income;
- **Property taxes:** the economic disruption could lead to a material increase in tax write-offs and lower net assessment growth for 2020 and into 2021;
- **Building Activity:** if construction activity is materially reduced, there would be a lower amount of supplementary taxes collected and lower assessment growth during the year and in future years. This would also lead to a reduced level of development charge collections, potentially impacting the Region's ability to fund growth-related capital projects, and potentially a reduction in development charge exemption costs;
- **Additional support to housing providers:** the economic disruption could lead to housing providers seeking additional support from NRH;
- **Recycling end markets:** the economic disruption could lead to volatility in prices for the sale of recyclables in waste management; and
- **Provincial gas tax:** the economic disruption could impact Niagara Regions gas tax allocation in 2021 and 2022 if we experience a greater decrease in ridership relative to other municipalities or if the total provincial gas tax collected declines due to less gas purchases.

In addition to the above, the Region is currently reviewing all capital projects and determining if any project deferrals are appropriate. It is important to note that deferring capital projects does not result in direct savings that could be used to mitigate the current COVID-19 financial impacts. Most capital projects are funded from previous contributions to reserves or debt issuance. The deferral of capital projects will strengthen the Region's cash flow position as further discussed in CSD 31-2020.

### Funding announcements

The Region has also received announcements for three confirmed funding sources identified below. Review of the eligible cost criteria with this funding is underway and restrictions do apply. The team is looking for ways to fully leverage this funding and it is expected to support some costs that occur after our June 30, 2020 cost projection period identified above.

Description	Funding Agency	Amount
Community Homelessness Prevention Initiative *	Ministry of Municipal Affairs and Housing	\$2,408,100
Reaching Home Funding *	Employment and Social Development Canada	1,253,271
Long-term Care Emergency Funding	Ministry of Long-term Care	600,000
		<u>\$4,261,371</u>
* Incremental funding to cover full fiscal year of April 1, 2020 to March 31, 2021		

While no formal funding announcements have been made, the Province has indicated that it plans to work with municipalities to support Children's Service operations to minimize shortfalls.

Ontario Works also expects to see a substantial increase in subsidy claim payments to Ontario Works clients based on Provincial announcements. This increase will be directly offset by additional funding from the Province.

Additionally the Province has announced it plans to defer further reductions to the public health funding formula in 2021.

### Budget Implications

As previously mentioned the full magnitude of the financial implications for the COVID-19 emergency on the Niagara Region's 2020 budget is not yet known. With that said, staff do expect the impact will require a gross budget adjustment that will exceed \$1 million requiring Council approval.

In order to avoid multiple adjustments and approvals, staff recommend that a budget adjustment will be completed once impacts, including funding announcements, are more clearly understood.

Should a funding shortfall materialize after all additional funding and cost mitigation strategies have been exhausted, Council could consider:

- An in-year budget amendment in accordance with the Budget Control Bylaw to draw on the Taxpayer Relief Reserve. This would require giving public notice.
- Making a recommendation through the year-end transfer report as per the Operating Surplus/Deficit Policy.

The decision on which approach would be recommended by staff will depend on the timing and magnitude of the required adjustment. Staff hope to be able to more fully outline the potential adjustment with the completion of the Q2 financial update report.

Staff will continue to provide Council with financial impact information in the weekly COVID-19 memo and will report back with a formal report outlining the budget adjustment prior to its completion.

## **Procurement Process**

The Region has leveraged its existing Procurement By-law where appropriate to secure goods and services that are critical to our response to COVID-19. These purchases have utilized the special circumstance provision, which provides for both:

- an event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of the public
- an emergency as defined in the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, or any successor legislation thereto

At the time of writing this report, the Region has executed 12 special circumstance purchases over \$10,000 for a total value of \$1.3 million. These purchases consist mainly of personal protective equipment, cleaning supplies/services, emergency shelter, and screening services. Staff will continue to rely on the special circumstance provisions in the procurement by-law on an as-required basis and report back to Council as needed.

## **Alternatives Reviewed**

Staff are working with both the area municipality treasurers within Niagara Region and with colleagues across the province (through the Ontario Regional and Single-Tier Treasurers group) to share ideas and strategies to respond to the financial and operational impacts of this pandemic.





## Appendix 1 - COVID-19 Financial Impact by Department

	Total costs supported by our approved base budget	Total costs incremental to base budget	Lost Revenue	Cost savings & mitigations	Net cost/(savings) impact before funding announcements
Corporate Administration	\$ 395,761	\$ 134,827	\$ -	\$ (199,943)	\$ 330,645
Corporate Services	466,285	389,735	166,900	(517,785)	505,135
Court Services	36,970	3,431	196,875	(103,914)	133,362
Planning	87,909	8,055	120,000	(109,207)	106,757
Niagara Regional Housing	-	86,055	600,000	(844,065)	(158,010)
Niagara Regional Police Service *	71,674	110,471	-	-	182,145
Transportation	177,362	92,361	604,933	(3,249,355)	(2,374,699)
Public Health					-
Public Health	1,405,563	1,371,691	-	-	2,777,254
Emergency Medical Services	1,384,672	1,419,631	26,000	(62,000)	2,768,303
Sub-total Public Health	2,790,235	2,791,322	26,000	(62,000)	5,545,557
Community Services					-
Childrens Services	133,360	79,939	200,000	-	413,299
Seniors Services	783,506	2,707,961	-	-	3,491,467
Social Assistance & Employment Opportuniti	126,836	5,453	-	-	132,289
Homelessness Services	18,099	1,142,788	-	-	1,160,887
Sub-total Community Services	1,061,801	3,936,141	200,000	-	5,197,942
<b>Total Levy Supported</b>	<b>5,087,997</b>	<b>7,552,398</b>	<b>1,914,708</b>	<b>(5,086,269)</b>	<b>9,468,834</b>
Waste Management	211,669	105,429	-	(63,890)	253,208
Water/Wastewater	27,500	58,439	-	(522,983)	(437,044)
<b>Total Rate Supported</b>	<b>239,169</b>	<b>163,868</b>	<b>-</b>	<b>(586,873)</b>	<b>(183,836)</b>
<b>Total</b>	<b>\$ 5,327,166</b>	<b>\$ 7,716,266</b>	<b>\$ 1,914,708</b>	<b>\$ (5,673,142)</b>	<b>\$ 9,284,998</b>

\*NRPS are preparing their onwn analysis of financial impacts they will be sharing with their board. The only costs included in the analysis above are those the Region is aware of as they are purchase order commitments or actual costs recorded in our financial system or members participating in our EOC.

# THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

## BY-LAW NO. 022-2020

Being a by-law to appoint members to the Committee of Adjustment/Property Standards, Fenceviewers and Dog Control By-law Appeal Committee for the Township of Wainfleet for the current term of Council and repeal By-law No. 006-2019

**WHEREAS** Section 44 (1) of the Planning Act states that Council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the Council considers advisable;

**AND WHEREAS** Section 3 of By-law No. 1102-88 provides that members of the Committee of Adjustment shall be appointed by by-law;

**AND WHEREAS** the Council for the Corporation of the Township of Wainfleet deems it expedient to appoint persons to sit as members of the Committee of Adjustment;

**NOW THEREFORE** the Council of the Corporation of the Township of Wainfleet **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the following persons be appointed to sit as members of the Committee of Adjustment for the current term of Council (2018-2022):
  - i. Garry Balicki
  - ii. Lars Bjerno
  - iii. Jeannine deRuiter
  - iv. Mark Feduck
  - v. Frank De Ruyte
2. **AND THAT**, the aforementioned members of the Committee of Adjustment, shall also sit as members of the Property Standards Committee, Dog Control By-law Appeal Committee and act as Fenceviewers for the Corporation of the Township of Wainfleet.
3. **AND THAT** this by-law come into force and take effect on the day of the final passing thereof.

BY-LAW READ AND PASSED THIS 12<sup>th</sup> DAY OF MAY, 2020

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K. Gibson, MAYOR

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M.Ciuffetelli, DEPUTY CLERK

**THE CORPORATION OF THE  
TOWNSHIP OF WAINFLEET  
BY-LAW NO. 023-2020**

Being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the Township of Wainfleet at its meetings held April 28, 2020 and May 12, 2020

**WHEREAS** Subsection 5 (1) of the *Municipal Act, 2001*, S.O. 2001, Chapter M.25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** section 5 (3) of the *Municipal Act 2001*, S.O. 2001, Chapter M.25, as amended, provides that, except if otherwise authorized, the powers of Council shall be exercised by by-law;

**AND WHEREAS** it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Wainfleet **HEREBY ENACTS AS FOLLOWS:**

1. (a) The actions of the Council at its meeting held on April 28, 2020 and May 12, 2020, including all resolutions or motions approved, are hereby adopted, ratified and confirmed as if they were expressly embodied in this by-law.  
  
(b) The above-mentioned actions shall not include:
  - (i) any actions required by law to be taken by resolution, or
  - (ii) any actions for which prior Ontario Municipal Board approval is required, until such approval is obtained.
2. The Mayor and proper officials of the Corporation of the Township of Wainfleet are hereby authorized and directed to do all things necessary to give effect to the above-mentioned actions and to obtain approvals where required.
3. Unless otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute and the Clerk to affix the seal of the corporation of the Township of Wainfleet to all documents necessary to give effect to the above-mentioned actions.
4. This by-law shall come into force on the day upon which it is passed.

BY-LAW READ AND PASSED THIS 12<sup>TH</sup> DAY OF MAY, 2020

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K. Gibson, MAYOR

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M. Ciuffetelli, DEPUTY CLERK