



THE COROPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA
AUGUST 4, 2020 – 7:00 P.M.
COUNCIL CHAMBERS

C20/20

- 1. Call to Order**
- 2. National Anthem**
- 3. Land Acknowledgement Statement**
- 4. Disclosures of 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 July 14, 2020
- 8. Delegations**
 - a) Kimberly Pilot, 20215 Youngs Road South Re: Request to have Youngs Road South paved
- 9. Staff Reports & Recommendations**
 - a) Administrative Staff Reports
 - i. ASR-025/2020 Re: COVID-19 Impact Report
 - ii. ASR-026/2020 Re: Capital Budget Update
 - b) Fire Staff Reports
 - i. FSR-009/2020 Re: Second Quarter Fire & Emergency Services Review
 - ii. FSR-010/20020 Re: Central Fire Station Concept Study

c) Planning Staff Reports

- i. PSR-008/2020 Re: Request for Lifting of One Foot Reserve – 51071 Deeks Road South

d) Public Works Staff Reports

- i. PWSR-007/2020 Re: Stop Sign installation at the Intersection of Lakeshore & Bessey Road

10. Review of Correspondence

a) C-184-2020

Niagara Region Re: Declaration of Mutual Commitment and Friendship with Niagara Region and Friendship Centre Support

b) C-188-2020

Gayle Levesque, Chabad Niagara Re: Request for support of \$100 and season's greetings in the Jewish Calendar and Program Guide for 2020-2021.

c) C189-2020

Hugh Goodwillie, 12245 Lakeshore Road Re: Notice requirements and representation from landowners (Long Beach Site Plan Meeting)

11. By-laws

None.

12. Notices of Motion

a) Short-term Rentals (Councillor Cridland from July 14, 2020)

b) Mandatory Masks in Wainfleet (Councillor Cridland from July 14, 2020)

13. Closed Meeting

- a) Item under Section 239(2)(e) of the Municipal Act, 2001, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 1 item (a litigation matter)

- b) Item under Section 239(2)(k) of the Municipal Act, 2001, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – 1 item (a negotiation matter)

c) Item under Section 239(2)(c) of the Municipal Act, 2001, a proposed or pending acquisition or disposition of land by the municipality or local board – 1 item (a potential disposition of land matter)

d) Minutes of the closed meeting of Council held July 14, 2020

14. Rise & Report

15. By-law to Confirm the Proceedings of Council

a) By-law No. 031-2020 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 4th day of August, 2020

16. Adjournment



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

C19/2020
July 14, 2020
7:00 p.m.
Council Chambers

PRESENT:	K. Gibson	Mayor
	D. Cridland	Councillor (Electronic Participation)
	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 HR/Protective Services
	S. Ivins	Planner
	M. Luey	Treasurer/Manager of Corporate Services
	R. Nan	Manager of Operations

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- 1. Call to Order**
Mayor Gibson called the meeting to order at 7:00 p.m.
 - 2. 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.
 - 3. Disclosures of Pecuniary Interest and the General Nature Thereof**
Councillor MacLellan declared an interest on agenda item #10. b) Correspondence item C-173-2020 as he is employed by the author.
 - 4. Presentations**
None.
 - 5. Mayor's Announcements & Remarks**
The Mayor provided the following remarks:
 - We are excited to launch our new Township on Thursday of this week.
 - The Police Services Board meets on Thursday July 23 at 8:30 a.m. and Regional Council will meet later that evening at 6:30 p.m.

- Our next regular meeting of Council is scheduled for Tuesday August 4 at 7:00 p.m.
- We continue to work with the Region, Province and other local agencies to manage the challenges of the COVID-19 pandemic. Call volumes have significantly increased for some problem areas and we are doing everything we can to assist.
- As tensions rise, we need to remember to be kind, as we all experience difficult times in our own way.

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

Councillor Cridland provided the following remarks:

- Wainfleet's first farmers market of the year was hosted on Wednesday and was a success
- The Township is working to improve ongoing road issues
- Niagara Peninsula Conservation Authority Board Meeting is scheduled for July 16, 2020 at 9:30 a.m.

7. **Adoption of Previous Council Minutes**

- a) Minutes of the regular meeting of Council held June 23, 2020

Resolution No. C-2020-123

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

"THAT the Minutes of the regular meeting of Council held June 23, 2020 be adopted as circulated."

CARRIED

8. **Delegations**

- a) Chandra Sharma, Chief Administrative Officer, Niagara Peninsula Conservation Authority (NPCA) Re: NPCA – Wainfleet Greenspace Management Collaboration

Resolution No. C-2020-124

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

"THAT the delegation presentation by Chandra Sharma & Adam Christie from the Niagara Peninsula Conservation Authority respecting Wainfleet greenspace management collaboration be received; and

THAT Township staff work in cooperation with the NPCA and available stakeholders to develop short-term and long-term plans in the Township.”

CARRIED

- b) Daniel Shaw, Project Manager, eSolutions Group Re: Township of Wainfleet Website Update

Resolution No. C-2020-125

Moved by Councillor MacLellan
Seconded by Councillor Gilmore

“**THAT** the delegation presentation by Daniel Shaw, Project Manager at eSolutions respecting the new Wainfleet Website be received for information.”

CARRIED

9. **Staff Reports & Recommendations**

- a) Administrative Staff Reports

- i. ASR-023/2020 Re: COVID-19 Update #5

Resolution No. C-2020-126

Moved by Councillor Gilmore
Seconded by Councillor MacLellan

“**THAT** Administrative Staff Report ASR-023/2020 respecting COVID-19 Impact Report be received as information.”

CARRIED

- ii. ASR-024/2020 Re: Budget Variance Report

Resolution No. C-2020-127

Moved by Councillor Van Vliet
Seconded by Councillor Cridland

“**THAT** Administrative Staff Report ASR-024/2020 respecting Budget Variance Report be received as information.”

CARRIED

10. **Review of Correspondence**

a) C-172-2020

Correspondence received from the Niagara Region Re: Coalition of Inclusive Municipalities

Resolution No. C-2020-128

Moved by Councillor MacLellan
Seconded by Councillor Gilmore

“THAT correspondence item number C-172-2020 from the Niagara Region regarding Coalition of Inclusive Municipalities be received; and

THAT Council direct the Mayor to sign the declaration to join the Coalition of Inclusive Municipalities.”

CARRIED

b) C-173-202

Correspondence received from Thomas & Beth Rankin Re: Request for Stop Signs at Bessey Road

**At this point in the meeting, Councillor MacLellan left the Council Chambers and did not take part in discussion or vote on the matter.*

Resolution No. C-2020-129

Moved by Councillor Van Vliet
Seconded by Councillor Gilmore

“THAT correspondence item number C-173-2020 from Thomas & Beth Rankin regarding a request for stop signs to be installed at Bessey Road be received; and

THAT staff be directed to prepare an information report with options respecting the request for stop signs at Bessey Road for the next regular meeting of Council (August 4); and

THAT staff be directed to prepare a separate report addressing speed limits in the area of quarry and cement road at a future meeting of Council for consideration.”

CARRIED

11. **By-laws**
None.

12. **Notices of Motion**
Councillor Cridland provided notice that she would be bringing two motions forward for consideration at an upcoming meeting respecting mandatory masks and short-term rentals.

13. **Closed Meeting**

Resolution No. C-2020-130

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“THAT Council now move into closed session to discuss:

- a) Item under Section 239(2)(d) of the Municipal Act, 2001, labour relations or employee negotiations – 1 item (a matter pertaining to employee negotiations)
- b) Item under Section 239(2)(e) of the Municipal Act, 2001, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – 1 item (a potential litigation matter)
- c) 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 (a matter pertaining to an identifiable individual)
- d) Item under Section 239(3.1) of the Municipal Act, 2001, education or training – 1 item (a matter pertaining to Council/Staff policies & procedures)
- e) Item under Section 239(2)(f) of the Municipal Act, 2001, advice that is subject to solicitor-client privilege, including communications necessary for that purpose – 1 item
- f) Minutes of the closed meeting of Council held June 2, 2020

CARRIED

Time: 8:45 p.m.

14. **Rise & Report**

Council resumed in open session at 10:30 p.m.

Deliberations in closed session concluded as follows:

- a) received information on a matter pertaining to employee negotiations;
- b) received information on a potential litigation matter;
- c) received information and provided direction to staff on a matter pertaining to an identifiable individual;
- d) a procedural vote was taken to ratify confidential minutes of June 2, 2020
- e) Council deferred education/training pertaining to Council/Staff policies & procedures to the next regular meeting of Council
- f) received advice subject to solicitor-client privilege

Further discussion in open session concluded with the following motion:

Resolution No. C-2020-131

Moved by Councillor Van Vliet

Seconded by Councillor Gilmore

“**THAT** staff be directed to contact the Niagara Regional Police to procure additional enforcement resources for a period of 3 weeks to assist the Township in handling ongoing beach issues.”

CARRIED

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

Resolution No. C-2020-132

Moved by Councillor Gilmore

Seconded by Councillor Van Vliet

“**THAT** By-law No. 030-2020 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 14th day of July, 2020 be read and passed this 14th day of July, 2020.”

CARRIED

16. **Adjournment of Meeting**

There being no further business, the meeting was adjourned at 10:40 p.m.

K. Gibson, MAYOR

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 mccluffetelli@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.

Name: <u>Kimberly Pilot</u>	
Address: <u>20215 Youngs Rd S</u>	
Telephone: <u>289-668-4765</u>	E-mail: <u>KimPilot7@gmail.com</u>

Date of Meeting: August 4/20.

Subject Matter to be Discussed:	<u>Youngs Rd S - Request to Pave</u>
Action Requested:	<u>Pave</u>

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:

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.

Kim Pilot
Signature

July 28/20
Date

TO: Mayor Gibson & Members of Council

FROM: William Kolasa, Chief Administrative Officer

DATE OF MEETING: August 4, 2020

SUBJECT: COVID-19 Impact Report

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-025/2020 respecting COVID-19 Impact Report be received as information;

AND THAT the draft by-law to protect, prohibit, regulate and control municipally-owned beaches in the Township of Wainfleet be presented to the next available meeting for consideration.

EXECUTIVE SUMMARY:

The Township of Wainfleet continues to operate under a formally declared state of emergency due to the worldwide COVID-19 Pandemic (as does the Region of Niagara). The Provincial Emergency declaration is, however, now expired and revoked as of July 24, 2020.

While the Provincial Emergency has now ended, Emergency Orders issued by the Province can be extended (even in the absence of an emergency declaration) under the new [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#). The Act provides for:

- The continuation of emergency orders under the *Emergency Management and Civil Protection Act* (EMCPA) for an initial 30 days.
- Authority to allow the Lieutenant Governor in Council to further extend these orders for up to 30 days at a time, as required to keep Ontarians safe.
- Authority to allow the Lieutenant Governor in Council to amend certain emergency orders continued under the EMCPA if the amendment relates to:
 - labour redeployment or workplace and management rules;
 - closure of places and spaces or regulation of how businesses and establishments can be open to provide goods or services in a safe manner;
 - compliance with public health advice; or
 - rules related to gatherings and organized public events.
- No new emergency orders to be created.
- Authority to rescind emergency orders when it is safe to do so.

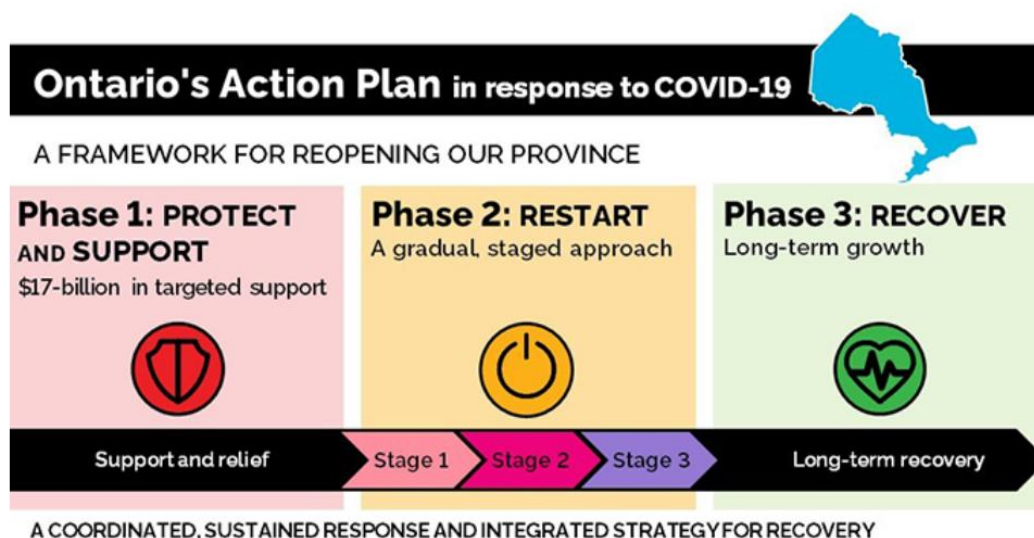
Like the Township and the Region, Emergency declarations continue for Niagara's other lower tier municipalities.

BACKGROUND:

On April 3, 2020, the Township of Wainfleet along with Niagara Region and its 11 other local area municipalities jointly declared a State of Emergency under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E9. The declaration provides the municipality with all options available under the Act to protect the health and safety of its residents.

Prior to the emergency declaration, the Township's Emergency Operations Centre (EOC) had been in partial activation since March 13, 2020. The Emergency Control Group (ECG) has been meeting regularly since March (daily at first, then on a 48-hour cycle, then a twice-weekly cycle and now a weekly cycle) to monitor the evolving COVID-19 situation at the federal, provincial and regional levels and the related impacts on the municipality. The ECG has also been administering the Township's Emergency Response Plan to guide our business continuity planning and operational responses to often rapidly changing circumstances.

By early June, the Province entered Stage 1 of Phase 2 of the Province's framework for reopening (restart). On June 15, 2020, the Province announced that Niagara Region would be eligible to advance to Stage 2 of Phase 2. And, on July 20, 2020, the Province announced that it would allow Niagara Region to advance into Stage 3 of Phase 2 of the Ontario's Action Plan towards recovery effective July 24, 2020.



The Province's reopening plan provides that nearly all businesses and public spaces will be able to gradually reopen in Stage 3, with public health and workplace safety restrictions in place, while some high-risk venues and activities will remain closed until they can safely resume operations. Based on the advice of the Chief Medical Officer of Health and other health experts, indoor and outdoor gathering limits will also be increased. Physical distancing remains a requirement for all people who are not from the same household or social circle.

In keeping with the gradual approach to reopening the province, the Province continues to monitor key public health indicators and some Stage 3 restrictions will be further eased over time when it is safe to do so.

During this entire exercise, the Township's ECG has undertaken planning and decision-making guided by four key objectives:

1. To focus on recovery, while continuing to provide essential municipal services.
2. To ensure the health, safety and security of the public and staff during the pandemic and through the recovery process.
3. To continue to be able to support Niagara Health, Public Health, Niagara Region and our other partners.
4. To ensure the Township remains in a financially sustainable condition during this pandemic emergency.

OPTIONS/DISCUSSION:

As the Province proceeds with a deliberate easing of restrictions as part of its reopening framework, the Township has also taken steps towards the resumption of normalcy.

Town Hall

As outlined in COVID-19 Impact [Report ASR-023/2020](#), considered by Council at its meeting of July 14, 2020: due to the limited staff complement and to protect and ensure an adequate workforce to provide for the continuity of essential services to the public in the event of a prolonged emergency event (and especially in the case of staff being exposed or potentially infected by the Coronavirus), the Township's inside workforce was divided into two "shifts" with only one-half of the Township staff in the office at any given time – while the other half of staff continued to work from remote locations using available technologies. This approach has served the Township well – and we anticipate this staffing methodology to continue during the duration of the COVID-19 threat.

Shortly following the Emergency Declarations, the Township began to scale back access to town hall: moving from a "wide-open, unannounced drop-in model" of business to a "by-appointment model" and then to a fully closed-to-the-public office (while still providing services via alternative methods).

With the advance of Niagara Region to Phase 2, Stage 3 of Ontario's Action Plan for Recovery some three weeks ago, the Township is now finalizing preparations as outlined in Wainfleet's Framework for Recovery (per COVID-19 Impact [Report ASR-022-2020](#)) to be able to gradually transition back to in-person services at town hall in accordance with the [Province of Ontario's workplace health and safety guidelines](#).

As with the initial contraction of services earlier this year – the resumption of services at town hall will first start with a "by-appointment" service model with appropriate pre-screening and health and safety precautions. This is anticipated to occur imminently as

we are currently awaiting delivery of our final required workplace health and safety barriers to accommodate in-person appointments. To stem the spread of COVID-19 and ensure business continuity, municipal business will continue to be encouraged to be undertaken remotely or via alternative means wherever possible.

Township outside staff have likewise continued to operate throughout the emergency using appropriate safety precautions, enhanced screening protocols, social distancing and personal protective equipment where required.

The Township will continue to monitor directives and, where required, seek advice from senior levels of government as we move towards the eventual resumption of a “wide-open, unannounced drop-in model” of business for town hall.

Niagara Region Face Covering By-law

On Thursday, July 23, Niagara Regional Council passed a temporary face covering by-law ([By-law 2020-46](#)) requiring residents to wear mandatory face coverings in enclosed public places, and on Regional and Municipal transit during the COVID-19 pandemic.

The intent of the by-law is to help reduce the spread of COVID-19 in indoor public spaces as more businesses and services begin to reopen. The by-law came into effect at 12:01 a.m. on July 31, 2020.

The by-law applies to the following enclosed indoor places:

- Retail stores where goods and services are sold to customers;
- Businesses that primarily sell food including restaurants;
- Supermarkets, grocery stores, bakeries and convenience stores;
- Churches, mosques, temples, synagogues and other places of worship, except during a religious rite or ceremony that is incompatible with the face being covered;
- Shopping malls or similar structures which contain multiple places of business;
- Lobby areas of commercial buildings;
- Common areas of hotels and motels and other short term accommodations, such as lobbies, elevators, meeting rooms or other common use facilities but does not include the common areas of residential apartment buildings or condominiums;
- Laundromats;
- Concert venues, theatres and cinemas;
- Fitness centres, gyms, other recreational and sports facilities and clubhouses;
- Arcades and other amusement facilities;
- Premises utilized as an open house, presentation centres or other facility for real estate purposes;
- Museums, galleries, historic sites and similar attractions;
- Businesses providing personal care services;
- Banquet halls, convention centres, arenas, stadiums and other event spaces;
- Public transit operated by Niagara Region and local area municipalities;
- Municipal buildings.

Under the by-law, all businesses operating in Niagara must establish a policy regarding the wearing of face coverings that prevent persons from entering without a mask.

Additionally, businesses must ensure that:

- signs are posted at every public entrance advising of the requirement for face coverings;
- staff receive training in the requirements of the policy; and
- hand sanitizer is provided at all public entrances.

The by-law does also establish certain exemptions for:

- Children under the age of five;
- A person who is unable to wear a face covering as a result of a medical condition or a disability;
- A person who is unable to remove the face covering without help;
- A person who would have their breathing inhibited or restricted by wearing a face covering;
- A person while consuming food or drink provided by a business that is permitted to operate;
- A person receiving services involving the face;
- A person engaged in sport or other strenuous physical activity;
- A person while helping or accommodating another person with a hearing disability;
- Individuals working in an enclosed public space that isn't open for public access;
- Individuals working behind a physical barrier.

[Niagara Region's website](#) details the requirements of the temporary by-law that will remain in force and effect until October 1, 2020, unless extended or repealed, and includes various resources for business and the public to navigate the requirements of the by-law.

Beaches

As outlined in [Report ASR-022-2020](#) (as considered by Council at its meeting of June 23, 2020) and [Report ASR-023-2020](#) (as considered by Council at its meeting of July 14, 2020), Township beaches fully reopened on June 26, 2020, following Niagara's elevation to Stage 2 of Phase 2 of the Province of Ontario's Action Plan on June 19, 2020. Portable boardwalks, washrooms and garbage containers were installed during the week of June 22, 2020, and additional seasonal staffing required to address enhanced sanitization and cleaning protocols identified by Regional Public Health officials were brought online by the municipality.

Since the reopening, however, the Township has received a multitude of complaints from the public related to all variety of activities occurring at the beaches including:

- Overcrowding and beachgoers failing to adhere to recommended social distancing protocols;
- Illegal and unsafe parking;
- Operation of businesses from beaches without proper municipal approvals;
- Littering and improper disposal of garbage;
- Beachgoers using alcohol, tents, barbeques and camp fires - impacting other beach users and neighbouring property owners;
- Beachgoers bringing pets to the beach;
- Trespassing of beachgoers from public beaches onto nearby private properties.

While staff have been able to use existing by-laws and municipal authorities to deal with some of these issues since the reopening of beaches – the scope and magnitude of the problems being encountered extend beyond existing municipal by-law controls and are overwhelming the capacity of the Township to address.

This beach situation is not unique to Wainfleet, however. [News reports](#) from across the province are reporting similar issues from Grand Bend to Sauble Beach to Wasaga Beach to beaches in Toronto and beyond.

At a time when Provincial Reopening Plans envision (and rely on) the public to use common sense and personal responsibility to help stem the spread of the coronavirus – we are seeing that there are persons that are simply not acting in a manner that respects community standards and community interests.

At its meeting of July 14, 2020, Council considered a number of options regarding next steps in dealing with these issues. Options included:

1. Undertaking a comprehensive educational campaign regarding permitted beach uses and acceptable activities (including additional signage);
2. Retaining additional enforcement/facility management resources to deal with problem areas;
3. Implementing additional municipal by-laws and regulations addressing permissible beach activities;
4. Taking a step back and temporarily closing Township beaches (as being contemplated in places such as [Ramara Township](#), [Sauble Beach](#) and [Wasaga Beach](#));
5. Revisiting the free-for-all, open public beach model offered by the Township.

Beaches - Additional Enforcement Resources (Option 2)

After extensive deliberations, including a brief closed session consideration of legal advice regarding the implications of temporarily closing beaches to non-residents, Council elected to continue with its progressive response efforts by securing additional enforcement resources to deal with problem areas, with direction that the matter be reviewed at its next available meeting (August 4, 2020). This approach represented a logical and progressive “next step” in attempting to address the extraordinary problems

being faced by the Township (along with many other Ontario beach communities) as Ontario re-opens.

More specifically, since the start of the summer season, Council has taken a number of measured and progressive steps to attempt to address evolving issues facing the community while continuing to offer public access to Township amenities including:

- Allocating additional internal staffing resources to enforcement efforts;
- Retaining additional seasonal enforcement staff to enhance enforcement; and
- Amending existing by-laws (i.e. increasing fines) to address problem areas.

The July 14, 2020, decision to retain additional enforcement support was accomplished by the Township securing paid-duty police officers from Niagara Regional Police to focus on, and patrol, Wainfleet's primary beaches (including [from west to east] Niagara Region Beach [operated by the Township on behalf of the Region], the Augustine Road Beach Access and Reeb's Bay Beach). The officer's duties also included patrols of the broader lakeshore area as well as the Niagara Peninsula Conservation Authority's Wainfleet Wetlands Conservation Area (Quarry) - which has proven to be another facility within the Township that has attracted numerous complaints and previously required significant Township By-law Enforcement response. The cost to the Township for two police officers for an eight-hour shift amounts to approximately \$1,710.

The Township secured officers for the two weekends following the last meeting of Council (being the weekends of July 18 and 25, 2020). During those weekends, the officers retained by the Township undertook active patrols of the lakeshore area beginning in the early afternoon hours and continuing until the late evening. The officers issued dozens of tickets, primarily relating to the Liquor Licence Act and the Highway Traffic Act offences. A small number of municipal by-law infractions were also ticketed by the police officers (although our own Township By-law Enforcement Officers were concurrently working with a focus on enforcement of municipal by-laws).

During the week of July 27, 2020, further discussions with Niagara Regional Police resulted in the police advising that they would be initiating their own enhanced patrols of Wainfleet's Lakeshore Areas (and the lakeshore areas of Port Colborne) beginning the weekend of August 1, 2020. The police initiative should be a welcome addition to addressing some of the enforcement issues currently being encountered.

Beaches – Additional Municipal By-law/Regulations

In accordance with discussions at the July 14, 2020 meeting of Council, staff have also undertaken research into the practices used by various Ontario municipalities to regulate activities occurring on municipal beaches. Utilizing that research, and in response to the variety of complaints that have been received by the Township over the season to date, staff have developed a draft by-law proposing to regulate Township of Wainfleet beaches. The by-law would provide an additional enforcement tool that is currently lacking in the municipality.

The draft by-law proposes to include sections addressing the following matters on Township-owned beaches:

1. Public defecation and urination;
2. Bringing pets and animals onto beaches;
3. Disturbing or interfering with wildlife;
4. Starting fires and using barbeques on beaches;
5. Using fireworks on the public beaches;
6. Littering;
7. Using glass bottles and containers;
8. Damaging Township property;
9. Posting advertisements on beach properties;
10. Erecting tents;
11. Engaging in dangerous sports activities;
12. Engaging in threatening or indecent conduct;
13. Operating or parking motor vehicles;
14. Operating businesses;
15. Hours of operation.

As drafted, the by-law proposes to regulate the following areas owned by the Township:

- Reeb's Bay Beach,
- Harbourview Beach Access,
- Side Road 18 Beach Access,
- Augustine Beach Access (Long Beach), and
- Daley Ditch Beach Access.

Staff would note that three of these five areas proposed to be regulated are not actually beaches in the traditional sense; rather, they are actually unopened municipal road allowances, being some 66 feet in width, leading to Lake Erie.

If approved, staff envision enforcement of the by-law to occur via two streams:

1. All offences would be enforceable via the Provincial Offences Act. Under this approach, persons violating by-law provisions would could be summonsed to appear in court to deal with their matters. A person who is convicted of an offence through this process is liable to a maximum fine of \$25,000 for a first offence and a maximum fine of \$50,000 for a subsequent offence. Alternatively, an officer could issue a simple Provincial Offences ticket with an approved set fine (not requiring the offender to appear in court). Unfortunately, there is a lengthy court process first required to be undertaken by the Township with every new by-law in order to reach a point where Provincial Offences tickets can be issued – and such a process would not be able to be completed prior to the end of the summer beach season. Accordingly, charges laid under the by-law in 2020 would require court appearances for persons charged – and due to COVID-related court closures, there could be significant delays in adjudicating such matters through the courts.

2. Offences related to motor vehicles could be enforced via the Township's Administrative Monetary Penalty System (which would be effective immediately upon adoption by Council).

Beaches – Other Alternatives

As noted on page 6 of this report, Council has a variety of options to consider to address public concerns and complaints regarding activity at beach areas. While “taking a step back” and temporarily closing one or more Township beaches to the public does remain an option – in the long term, it may be appropriate for Council to consider undertaking a more in-depth analysis and review of its beach assets to develop a clear vision and plan for moving forward. To accomplish this, Council may wish to consider developing a “Wainfleet Beaches Master Plan” that would identify Township beach assets and the way to maximize their value to the community while minimizing adverse effects.

Conclusion

The COVID-19 pandemic continues to pose a serious threat to the community as well as the Township's ability to provide services in the same manner as historically delivered. Although the levels of cases of COVID-19 continue to decrease regionally, the threat remains serious and the Township must remain vigilant throughout the recovery phases so that we are able to continue to provide essential services that our residents expect.

The ECG continues to respond to the pandemic with prepared business continuity plans and has been diligently planning for potential future developments. The ECG continues to be dedicated to the safety of staff and the community, while ensuring essential services continue to be delivered without interruption and focusing on business continuity and re-opening the Township in the safest manner possible.

FINANCIAL CONSIDERATIONS:

Depending upon Council's direction regarding the address of current beach issues, there may be some additional, unbudgeted financial impacts for items such as fencing, signage, enforcement, monitoring and legal and court costs.

Also, see Report ASR-026/2020 for an update regarding the status of the Township's approved 2020 Capital Budget Program.

OTHERS CONSULTED:

- 1) Emergency Control Group

ATTACHMENTS:

- Draft By-law regulating Municipal Beach Properties

Respectfully submitted and approved by,

William J. Kolasa
Chief Administrative Officer

**THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET**

BY-LAW NO. XXX-2020

Being a By-law to protect, prohibit, regulate and control municipally-owned beaches in the Township of Wainfleet.

WHEREAS Section 8 of the Municipal Act, 2001, S.O 2001, c.25, as amended, provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 11(2) of the Municipal Act, 2001, permits a municipality to pass by-laws respecting the public assets of the municipality, the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

AND WHEREAS Section 128 of the Municipal Act, 2001, permits a municipality to pass by-laws to prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it necessary and appropriate to enact a by-law to prohibit and regulate activities on Municipal Beaches to protect these lands on behalf of the public interest;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WAINFLEET HEREBY ENACTS AS FOLLOWS:

1.0 DEFINITIONS

- 1.1 **"Animal"** means any member of the animal kingdom, other than a human, without limiting the generality of the foregoing includes dogs, cats, birds, cows, horses, pony, mule, donkey, goat, sheep on any land describe in Schedule "A", but shall not include a certified service animal.
- 1.2 **"Authorized Sign"** means any sign, notice, or other device placed or erected in or upon the property of the Municipality.
- 1.3 **"Council"** means the Council of the Corporation of the Township of Wainfleet.
- 1.4 **"Litter"** means the placing or disposing of any debris, refuse, waste or any other items or materials, in any place other than designated garbage receptacles.
- 1.5 **"Motor Vehicle"** means a motor vehicle within the meaning of the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended, and includes an automobile, motorcycle, ATV, dune buggy, side by side, UTV, golf cart, tractor and any other

- 1.6 vehicle that is engine-, motor-, solar- or electric-powered.
- 1.7 **"Municipality"** means The Corporation of the Township of Wainfleet.
- 1.8 **"Municipal Beach"** means any part of a municipally-owned beach and includes the sand or rock covered municipal road allowances identified in Schedule "A", forming part of this By-law.
- 1.9 **"Officer"** means a By-law Enforcement Officer appointed by the Township of Wainfleet, a member of the Niagara Regional Police (NRP), Ontario Provincial Police (OPP), Royal Canadian Mounted Police (RCMP) or other Provincial Offences Officer.
- 1.10 **"Person"** means any human being, association, firm, partnership, incorporated company, corporation, agent or trustee, and the heirs, executors or other legal representatives of a person to whom the context can apply, according to law.
- 1.11 **"Property"** for the purpose of this By-law means all lands or municipal road allowances identified in Schedule A, forming part of this By-law.
- 1.12 **"Service Animal"** means a service animal within the meaning of the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, Chapter 11, as amended, for a person with a disability,
- a) if it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or
 - b) if the person provides a letter from a physician or nurse confirming that the person requires the animal for reasons relating to the disability.
- 1.13 **"Tent"** means any portable shelter or temporary structure including, but not limited to, a camping tent, gazebo, sun shelter, sun umbrella, canopy or windbreaker.

2.0 GENERAL CONDUCT

- 2.1 No Person shall defecate, urinate or otherwise leave human waste on any Municipal Beach Property.
- 2.2 No Person shall permit an Animal on any Municipal Beach Property from Victoria Day to Labour Day, with the exception of Service Animals and law enforcement Animals.
- 2.2.1 No Person shall permit an Animal to defecate, urinate or otherwise leave Animal waste on any Municipal Beach Property.
- 2.3 No Person shall maintain or store potential wildlife attractants, including food or beverages, food preparation or storage equipment, cooking devices or utensils, garbage or recycling products, scented products or any other item in a manner

that is likely to attract wildlife on any Municipal Beach Property.

- 2.4 No Person shall feed birds, wildlife or any Animal on any Municipal Beach Property.
- 2.5 No Person shall damage or disturb the nest or den of any bird, wildlife or Animal on any Municipal Beach Property.
- 2.6 No Person shall hunt, maim, injure, trap or disturb any Animal, bird, waterfowl or other wildlife on any Municipal Beach Property.
- 2.7 No Person shall start or tend to a fire on any Municipal Beach Property.
- 2.8 No Person shall use a barbeque, hibachi, or other cooking or heating appliance of any kind on any Municipal Beach Property, regardless of whether it is fueled by coal, propane, alcohol, benzene, methane, gasoline, wood or otherwise.
- 2.9 No person shall use, sell, purchase, set off, or cause to be used, sold, purchased or set off fireworks on any Municipal Beach Property.
- 2.10 No Person shall deposit or cause to be deposited any Litter on any Municipal Beach Property.
- 2.11 No Person shall use or possess a glass bottle or glass container on any Municipal Beach Property.
- 2.12 No Person shall move, alter, remove, damage or deface any part of any Municipal Beach Property, including but not limited to Authorized Signs, fences, barricades or other things placed by the Municipality.
- 2.13 No person shall affix any advertisement, notice, bill or paper to any vegetation or structure on any Municipal Beach Property.
- 2.14 No Person shall erect or use any Tent on any Municipal Beach Property.
 - 2.14.1 Section 2.14 does not preclude an Officer from applying the provision with discretion based on factors including but not limited to the age, medical needs or special needs of any person.
 - 2.14.2 Section 2.14 does not apply to Tents used in relation to a Council Event, where the continued use of Tents is required for the duration of the Council Event.
- 2.15 No Person shall disobey any Authorized Sign on any Municipal Beach Property.
- 2.16 No Person shall engage in archery; throw an axe, dart or knife; or hit, strike or otherwise propel a golf ball on any Municipal Beach Property.
- 2.17 No Person shall engage in riotous, boisterous, threatening or indecent conduct or

use any abusive, threatening or profane language on any Municipal Beach Property.

- 2.18 No Person shall operate a Motor Vehicle on any Municipal Beach Property without the prior written authorization of the Municipality.
- 2.19 No Person shall park a Motor Vehicle on any Municipal Beach Property without the prior written authorization of the Municipality.
- 2.20 No Person shall sell or rent, offer to sell or rent, or display for sale or rent on any Municipal Beach Property,
 - 2.20.1 any flowers, food, drinks or refreshments;
 - 2.20.2 any equipment, goods, wares, merchandise or articles;
 - 2.20.3 any art, skill, service or work.
- 2.21 No Person shall practice, carry on, conduct or solicit for any trade, occupation, business, profession or charity on any Municipal Beach Property without the prior written authorization of the Municipality.
- 2.22 No Person shall enter or remain on any Municipal Beach Property between the hours of 9:00 p.m. and 8:00 a.m. or at any other time that an Authorized sign prohibiting admittance or trespassing is displayed or where admission is otherwise prohibited or restricted.
 - 2.22.1 Notwithstanding section 2.22, a Person may traverse or travel across a Municipal Beach Property between the hours of 9:00 p.m. and 8:00 a.m., except where an Authorized sign otherwise prohibiting admittance or trespassing is displayed or where admission is otherwise prohibited or restricted.

3.0 EXEMPTIONS

- 3.1 The provisions of this By-law do not apply to any Municipal employee, Officer or other emergency or enforcement personnel while performing their duties.

4.0 ENFORCEMENT

- 4.1 The provisions of this By-law may be enforced by an Officer.
- 4.2 Where any person contravenes any provision of this By-law, an Officer may direct such person to comply with this By-law. Every person so directed shall comply with such direction without undue delay.
- 4.3 Any Officer or Municipal employee is authorized to order any Person that they believe to be contravening or who has contravened any provision of this By-law:
 - 4.3.1. To desist from the activity constituting or contributing to such

- contravention;
- 4.3.2. To remove from the Municipal Beach Property any object, thing or motorized vehicle owned by or in the control of such person which the officer or employee believes is or was involved in such contravention;
- 4.3.3. To leave the Municipal Beach Property.
- 4.4 No Person shall fail to comply with any order given in sections 4.2 or 4.3.
- 4.5 Any Officer upon discovery of any object, thing or motorized vehicle in contravention of this By-law may cause it to be removed or taken to and placed or stored in a suitable place and all costs and charges for removing, care and storage thereof, if any, are a lien upon the object, thing or motorized vehicle which may be enforced in the manner provided by the Repair and Storage Liens Act, R.S.O. 1990, Chapter R.25, as may be amended from time to time, or any successor acts thereto.

5.0 OBSTRUCTION

- 5.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law.
- 5.2 Any Person who has been alleged to have contravened any of the provisions of this By-law shall identify themselves to the Officer upon request; failure to do so shall be deemed to have obstructed or hindered the Officer in the execution of their duties.

6.0 PENALTY

- 6.1 Any Person who contravenes or fails to comply with any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.
- 6.2 Schedule "B" of this by-law outlines short form wording of fines approved under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.
- 6.3 Upon conviction, any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act*, R.S.O 1990, c. P.33, as amended.
- 6.4 Upon conviction, in addition to any other remedy and to any penalty imposed, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

7.0 SEVERABILITY

- 7.1 If any provision or part of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the validity of this By-law as a whole or

any part thereof, other than that part which is declared invalid, shall not be affected and it shall continue to apply in full force and effect to all other circumstances.

8.0 CONFLICTS

8.1 If any provision of this By-law conflicts with an Act or a regulation or another by-law, the provision that is the most restrictive shall prevail.

9.0 EFFECTIVE DATE

9.1 This By-law shall come into force and effect on the date of final passage thereof.

10. Title

10.1 This By-law shall be known as the "Municipal Beach By-law".

BY-LAW READ A FIRST TIME THIS XXXTH DAY OF XXX, 2020.

BY-LAW READ A SECOND TIME THIS XXXTH DAY OF XXX, 2020.

BY-LAW READ A THIRD TIME AND FINALLY PASSED THIS XXXTH DAY OF XXX, 2020.

Kevin Gibson, Mayor

M. Ciuffetelli, Deputy Clerk



2. Harbourview Beach Access



3. Side Road 18 Beach Access



5. Daley Ditch Beach Access



SCHEDULE "B" to By-law No. XXX-2020**PART I PROVINCIAL OFFENCES ACT**
Township of Wainfleet
Set Fine Schedule

Item	Short Form Wording	Offence Creating Provision or defining Offence	Set Fine
1.	Defecate, urinate or leave human waste on a Municipal Beach	Section 2.1	\$300.00
2.	Permit an animal on a Municipal Beach	Section 2.2	\$200.00
3.	Permit an animal to defecate or leave animal waste on a Municipal Beach	Section 2.2.1	\$300.00
4.	Maintain or store attractants likely to attract wildlife on a Municipal Beach	Section 2.3	\$200.00
5.	Feed wildlife on a Municipal Beach	Section 2.4	\$100.00
6.	Disturb nest or den of wildlife on a Municipal Beach	Section 2.5	\$300.00
7.	Disturb wildlife on a Municipal Beach	Section 2.6	\$300.00
8.	Start or tend a fire on a Municipal Beach	Section 2.7	\$300.00
9.	Use a barbeque on a Municipal Beach	Section 2.8	\$300.00
10.	Use, sell, purchase or set off fireworks on a Municipal Beach	Section 2.9	\$300.00
11.	Deposit or cause to be deposited any type of litter on a Municipal Beach	Section 2.10	\$300.00
12.	Use or possess a glass bottle on a Municipal Beach	Section 2.11	\$200.00
13.	Remove or damage or deface any item or part of a Municipal Beach	Section 2.12	\$300.00
14.	Affix advertisement on a Municipal Beach	Section 2.13	\$200.00
15.	Erect a tent on a Municipal Beach	Section 2.14	\$200.00
16.	Disobey an Authorized Sign on a Municipal Beach	Section 2.15	\$300.00
17.	Conduct a prohibited activity on a Municipal Beach	Section 2.16	\$300.00
18.	Engage in any type of boisterous or indecent Activity on a Municipal Beach	Section 2.17	\$300.00
19.	Operate a motor vehicle on a Municipal Beach	Section 2.18	\$300.00
20.	Park motor vehicle on a Municipal Beach	Section 2.19	\$300.00
21.	Sell or Rent on Municipal Beach Property	Section 2.20	\$300.00
22.	Conduct business on a Municipal Beach without authorization	Section 2.21	\$300.00
23.	Enter or remain on a Municipal Beach when prohibited	Section 2.22	\$300.00
24.	Traverse a Municipal Beach when prohibited	Section 2.22.1	\$300.00
25.	Fail to comply with an Officers direction	Section 4.2	\$300.00
26.	Hinder or obstruct an Officer exercising or performing their duties under this By-law	Section 5.1	\$500.00
27.	Fail to provide Identification to an Officer upon contravention of a provision of this By-law	Section 5.2	\$300.00

Note: The general penalty provision for the offences listed above is section 2, section 4 and section 5 of By-law No. 031-2020, a certified copy of which has been filed.

TO: Mayor Gibson & Members of Council

FROM: Mallory Luey, Manager of Corporate Services/Treasurer

DATE OF MEETING: August 4, 2020

SUBJECT: Capital Project Status and Costing

RECOMMENDATION(S):

THAT Administrative Staff Report 026/2020 regarding Capital expenditures to date and the status of Capital Projects be received for information.

EXECUTIVE SUMMARY:

To date, the Senior Management team has carefully evaluated the Capital projects approved in the budget to determine the appropriate time to proceed based on product and service availability during the COVID-19 pandemic, as well as the feasibility of completing the work in a safe and compliant manner with regional and provincial guidelines.

BACKGROUND:

The projects outlined were approved as part of the Township budget deliberations earlier this year in March. Although approved, staff has faced additional challenges proceeding with the projects because of the ongoing Coronavirus pandemic.

Some challenges include:

- Fluctuation of foreign currency,
- Availability of product sourced internationally,
- Supply issues,
- Restrictions due to Provincial closures,
- Increased costing because of increased health and safety measures.

Staff have carefully considered each project to ensure proceeding was in the best interest of the taxpayers and staff in terms of costs and safety of all parties involved.

OPTIONS/DISCUSSION:

None.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

Senior Management Team.

ATTACHMENTS:

- 1) Capital Project Status & Costing

Respectfully submitted by,

Approved by,

Mallory Luey
Manager of Corporate Services/Treasurer

William J. Kolasa
Chief Administrative Officer

APPENDIX "A" - ASR-026/2020

TOWNSHIP OF WAINFLEET CAPITAL PROJECTS STATUS AND COSTING

	Capital Project Description	Approved Budget Amount	Costs Incurred to Date	Status
1	Road Resurfacing - Moore Rd	\$40,000		To be completed at end of summer
2	Road Resurfacing - Youngs Rd N	\$61,500		To be completed at end of summer
3	Road Resurfacing - Wain-Dunn Townline	\$119,142	\$161,286	Complete
4	Traffic Calming Signage	\$8,500		Roll-over signs installed & invoice pending, digital signs ordered and waiting delivery
5	Wayfinding Signage	\$10,000		Ordered
6	Large Culverts	\$224,014	\$11,245	3 complete, work ongoing
7	Halloween Storm Damage	\$319,630	\$2,185	Engineering complete - Request for Quotations underway
8	Lakeshore Retaining Wall - Phase 1	\$85,000	\$12,694	Studies underway
9	Grader Rehabilitation	\$20,000		Scheduled for August
10	Crew Cab Truck Acquisition	\$51,000		Tender awarded, waiting delivery
11	Zamboni Rehabilitation	\$25,000	\$22,072	Complete
12	Plow Blade Storage Rack	\$2,800	\$2,613	Complete
13	Double Wall Fuel Tank	\$4,525	\$4,074	Complete
14	Public Works Building Repairs	\$8,000		Request for Quotations underway
15	Town Hall Building Repairs	\$54,400		Request for Quotations underway
16	Fire Station 3 Building Repairs	\$57,600		Partial completion, invoices pending - quotations incoming for remaining work
17	Fire Station 4 Building Repairs	\$52,377		Partial completion, invoices pending - quotations incoming for remaining work
18	Library Repairs & Sign	\$31,600	\$2,645	Sign ordered, Request for Quotations for repairs issued
19	Library Software upgrade	\$30,000		Contract signed - scheduled for March 2021
20	Generator Building	\$11,000		Request for Quotations underway
21	Alarm System Upgrade - Firehalls	\$6,000		Investigating options and technical requirements
22	Office Furniture	\$14,400		Ordered
23	PPE - Bunker Gear	\$42,000	\$13,372	Ordered
24	SCBA	\$399,098		RFP mid August, was on hold pending July 31st tax collections for cash flow reasons
25	Equipment - Fire	\$36,000	\$17,293	Partial completion, additional equipment ordered - further invoices pending
26	Fire Station Construction	\$4,500,000	\$6,448	Concept Design complete, project proceeding
27	Baseball Diamond Backstops	\$1,200		Not proceeding at this time- was pending funding for the Canada Summer Games
28	Bleachers	\$3,400		Not proceeding at this time- was pending funding for the Canada Summer Games
29	Rec Complex	\$1,588,125		On hold - pending confirmation of grant funding
30	Lakeshore Outlet - Approved after budget	\$25,000	\$4,726	Partial completion, work ongoing
	Totals	\$7,831,311	\$260,653	

FIRE STAFF REPORT

FSR-009/2020

TO: Mayor Gibson & Members of Council
FROM: M. Alcock, Fire Chief/CEMC
DATE OF MEETING: August 4, 2020
SUBJECT: 2020 Second Quarter Fire & Emergency Services Review

RECOMMENDATION(S):

THAT Fire Staff Report FSR-009/2020 respecting 2020 Second Quarter Fire & Emergency Services Review be received for information.

EXECUTIVE SUMMARY:

This report includes a summary of Fire Department activity within the Township of Wainfleet for the Second Quarter of 2020 (April - June).

Administration

Officers

Virtual Officers meetings were conducted in April and May, 2020 to discuss ongoing operational needs and changes that continue to be addressed through the chain of command.

Recruitment

The 2020 Probationary Firefighter training program is being conducted in partnership with Fort Erie Fire Dept. WFES & FEFD will share training time and instructors with the cost to WFES being any internal instructor time and consumable materials used at the FEFD training tower.

DATE	TOPIC	TIME
Apr. 2, 2020	Ropes, Knots, and Hoisting	3
Apr. 9, 2020	Building Construction	3
Apr. 17, 2020	Fire Behavior (Theory)	3
Apr. 18, 2020	Hose Streams and Extinguishers	10
Apr. 19, 2020	Live Fire Behavior, Search and Rescue, and Fire Attack	10
May 2, 2020	Live Fire – Tactics, Strategy, and Flow Path	3
May 3, 2020	Live Fire – Propane & Vehicle Firefighting	10
May 4, 2020	Live Fire – Interior Structural Firefighting	10
May 14, 2020	Hose Testing	3
May 22, 2020	Auto Extrication - Theory	3
May 23, 2020	Auto Extrication - Practical	10
May 24, 2020	Auto Extrication - Practical	10
Sub-Total Second Quarter Recruit Training Time (hours)		78
TOTAL RECRUIT TRAINING TIME JANUARY to JUNE (hours)		192

Due to the COVID-19 pandemic, the training schedule had to be amended which resulted in some classes and testing being rescheduled.

CLASSES AND TESTING TO BE RESCHEDULED		
DATE	TOPIC	TIME
TBD	Fire Prevention - Theory	3
TBD	Fire Prevention - Fire Scene Investigation (Live Burn)	10
TBD	Fire Prevention - Fire Scene Investigation Evidence Protection	10
TBD	Fire Prevention - Residential Smoke/CO Alarm Inspection	10
TBD	REVIEW	3
TBD	NFPA 1001 – Firefighter 1 Exam	
TBD	NFPA 1001 – Firefighter 2 Exam	

Wainfleet Volunteer Firefighters Association (WVFFA)

Date	Event
April 13, 2020	Meeting Cancelled
May 11, 2020	Meeting Cancelled
June 9, 2020	Meeting Cancelled

Fire Prevention & Public Education

Public Education

Due to COVID-19 all public events have been cancelled or postponed.

Fire Prevention, Inspections, Enforcement, Investigations

Date	Property Type	Reason	Result
March 22, 2020	Commercial	Post Incident Inspection	Orders Issued
May 13, 2020	Residential	Request	Smoke/CO Alarm expired
June 9, 2020	Residential	Re-inspection	Smoke/CO Alarm Installed
June 19, 2020	Commercial	Re-inspection	Compliant

Operations

Emergency Responses (2nd Quarter)

Number	Date	Response Type	Location
20-030	01/04/2020	Public Hazard – Natural Gas Leak	Churchill Ave.
20-031	01/04/2020	Pre-Fire Condition - Electrical Overheat	Old River Rd. W.
20-032	04/04/2020	Grass Fire	Regional Rd. 27
20-033	04/04/2020	Medical Assist - Patient Access	Highway 3
20-034	13/04/2020	Water Rescue	Lakeshore Rd.
20-035	21/04/2020	Fire - Structure	Concession 1
20-036	29/04/2020	Fire – Vehicle	Highway 3
20-037	16/05/2020	Fire – Grain Dryer	Robertson Rd.
20-038	20/05/2020	Motor Vehicle Collision	Highway 3
20-039	21/05/2020	Motor Vehicle Collision	Concession 6
20-040	24/05/2020	Motor Vehicle Collision	Highway 3
20-041	25/05/2020	Public Hazard – Natural Gas Leak	Concession 6
20-042	02/06/2020	Brush Fire – Unattended open burn	Lakeshore Rd.
20-043	03/06/2020	Medical Assist - Choking	Side Rd. 18
20-044	04/06/2020	Fire - Structure	Erie Peat Rd.
20-045	09/06/2020	Motor Vehicle Collision	Lakeshore Rd
20-046	09/06/2020	Fire – Vehicle – Port Colborne	Highway 3
20-047	14/06/2020	Medical Assist - VSA	Sider Rd.
20-048	14/06/2020	Public Hazard – Hazardous Materials Spill	Regional Rd. 27
20-049	16/06/2020	Public Hazard – Natural Gas Leak	Lakeshore Rd.
20-050	20/06/2020	CO Alarm – Equipment Malfunction	Barrick Rd.
20-051	21/06/2020	Motor Vehicle Collision	Regional Rd. 45
20-052	23/06/2020	CO Alarm – Equipment Malfunction	Tunnacliffe Rd. S.
20-053	25/06/2020	CO Alarm – CO present.	Lakeshore Rd.

Apparatus & Equipment

Apparatus

Various maintenance items continue to arise for all apparatus and equipment. Fire Dept. Staff continue to work with the third party contractors to ensure all items are addressed in a timely manner. Aging equipment continues to be the primary cost centre.

Equipment

Due to the Township's response to the COVID-19 Pandemic and the unknown financial impacts, some of the approved budget items had been postponed.

Equipment items where large market value increases were expected were ordered, such as, hose, nozzles, rural water supply appliances, and bunker gear. Given the closure of many in person store fronts, delivery times have been greatly impacted resulting in further delays in deliveries of some items.

Communications

Staff have identified some minor issues with the new radio equipment and are working with the supplier to correct these items while under warranty.

St. Catherine's Fire along with Niagara Falls Fire, Niagara Regional Police and Niagara Emergency Medical Services have requested that area municipalities support a third party review of 911, Dispatch and Communication services in preparation for "Next-Gen 911" for all Emergency Services in Niagara Region. A presentation was made to the CAOs in June 2020, giving a 60 day timeline for response and support.

Self-Contained Breathing Apparatus (SCBA)

Regular maintenance and inspections continue. Replacement of all SCBA has been approved as a capital project for 2020. Due to the Township's response to the COVID-19 Pandemic and the unknown financial impacts, some of the approved budget items had been postponed.

Background work on this project has been continuing. An "Evaluation Committee" has been established with 1 Officer and 1 Firefighter from each station including the Deputy Fire Chief and Fire Chief.

On June 29th representatives from MSA and AJ Stone presented to the committee the MSA G1 SCBA and provided an opportunity to train the committee members on the features, use and operation of the G1.

Representatives from 3M/Scott and M&L Supply have been scheduled to present and train the members on the Scott X3 Pro SCBA on July 8th.

Once these presentations are complete, both suppliers will provide the committee with demonstrator SCBA to conduct a "wear trial" period. This will provide the members an opportunity to wear and use the SCBA during regular training events over the next couple of weeks. Additionally, the committee is scheduled to conduct a head to head evaluation of the SCBA on August 8th, 2020 where each member will perform various fire-ground tasks wearing both SCBA. Once the evaluation is complete the member will score and rank each SCBA on a set criteria.

A RFP will be issued for the suppliers to provide pricing and options. The results of the RFP will be weighed along with the results and scores from the evaluation committee and a report to Council will be presented with a recommendation to proceed with purchase.

Training

Regular, Weekly, Annual Training

Due to COVID-19, all non-essential fire department operations and training was suspended to ensure response capabilities for community safety.

When the Province of Ontario announced that Niagara Region was set to move into Stage 2, which permitted groups of 10, WFES resumed practical evolutions by offering station specific training. Each station was provided an instructor and conducted training at various locations.

A Post Incident Analysis & Review (PIAR) of all calls that WFES has responded to throughout the week are conducted during regular training to identify our strengths and weakness which help guide the Training division in the development of the training program.

Lead Topic	Sub-Topics and Description
PPE/SCBA	Don/Doff – Use, Care, Inspection & Maintenance
Fire Ground Operations	Fire Attack- Hose advancement drills
Fire Ground Operations	Interior Search and Rescue
Rural Water Supply	Water Supply location, identification and maintenance
Rural Water Supply	Hydrant Operations & Rural water supply
Hazardous Materials	Product Identification and response
Medical	First Aid and Emergency Patient Care (EPC)

Priorities

The priorities for the third quarter of 2020 include:

1. Complete SCBA Evaluation, Issue RFP, & Complete procurement of SCBA
2. Complete Recruit Training Program and perform NFPA Testing
3. Ongoing training initiatives - NFPA 472/1072 - Hazardous Materials
4. Ongoing training initiatives - NFPA 1002 - Pump Operations
5. Ongoing training initiatives - NFPA 1035 - Fire & Life Safety Educator
6. Continued Maintenance of equipment and apparatus - Ongoing
7. Fire Station Project - Disposal of House (Currently being used for training)
8. Fire Station Project - Design, Engineering & Contract Management RFP
9. Begin 2021 Recruitment Process.

OPTIONS/DISCUSSION:

None.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

- 1) Deputy Fire Chief – Shawn Schutten
- 2) Strategic Leadership Team

ATTACHMENTS:

- 1) Appendix "A" - Year to Date Incident Statistics
- 2) Appendix "B" - MEMO - Modified Response Procedures

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief/CEMC

William Kolasa
Chief Administrative Officer

APPENDIX "A" TO FSR-009/2020

Wainfleet Fire & Emergency Services 2020 Incident Response Summary

Month	Fire+	Medical	MVC	CO	Alarm	Open Air Burning	Other*	TOTAL
January	1	5	2	1	2	3	1	15
February	2	1	4	0	0	0	1	8
March	0	0	2	0	0	3	1	6
April	2	1	0	0	0	1	3	7
May	1	0	3	0	0	0	1	5
June	3	2	2	3	0	0	2	12
July								
August								
September								
October								
November								
December								
TOTALS	9	9	13	4	2	7	9	53

+ Fire includes: Structure, Vehicle, Vegetation, and Controlled Fires

* Other includes: Public hazards, Rescues, Utility Incidents (Electric/Gas), Agency Assistance, Mutual Aid



Memo

To: All Wainfleet Fire & Emergency Services Personnel
From: Morgan Alcock, Fire Chief/CEMC
Date: March 26, 2020
Re: Operational Changes to Emergency Responses during the Covid-19 Pandemic

As we continue to monitor and evaluate our abilities to provide Fire & Emergency Services to the community, changes in how we operate will be necessary. These changes are intended to limit exposure to personnel and reduce potential spread of the virus. With this in mind the following changes to our response procedures are as follows:

- 1- All personnel shall self-isolate for 14 days upon return from international travel.
- 2- Should you present with any Covid-19 related symptoms during your 14 day isolation period, you will be required to re-start another 14 day isolation period beginning from the on-set of the symptoms. Report this to Niagara Region Public Health and your Station Captain.
- 3- All personnel shall self-screen for any and all symptoms, refrain from responding if sick and report to your Station Captain.
- 4- In utilizing an abundance of caution, you will be required to be symptom free for 48 hours before returning to duty.
- 5- All personnel shall respond to the Fire Station and maintain physical distancing as practical.
- 6- No personnel should respond directly to any emergency scene, except Officers who have the ability to screen individuals prior to physical contact and provide size up reports to incoming responders.
- 7- WFES will respond with **Two Station Responses** to Medical Calls, Carbon Monoxide incidents, Public Hazards and burning complaints. Use the "IamResponding" App to determine the nearest two stations.
 - a) Only one apparatus will initially respond to these incidents.
 - b) All other apparatus and personnel will stage at their stations until directed by the I.C. to proceed.
 - c) In the event of a Burning complaint, WFES personnel will respond and stage at the station. The Fire Chief or Deputy Fire Chief will investigate and provide direction to personnel for response requirements.



- 8- WFES will continue **“All Call” Full Station Responses** to Remote Alarms.
- The first apparatus responding shall be an Engine/Squad and will continue to the incident location to investigate.
 - All other apparatus and personnel will stage at their stations until directed by the IC to proceed.
 - Should a Remote Alarm be upgraded to a Confirmed Fire by dispatch prior to the arrival of the first apparatus, all station apparatus and personnel shall respond.
- 9- In the event of an incident requiring the use of SCBA, regulators shall be disinfected using the provided wipes **between** users. Alcohol wipes are permitted for short term use. Personnel are not permitted to share masks.
- 10-All personnel will continue to follow the revised Medical Response Procedures that were issued March 19, 2020.

As stated before, our response model for taking care of our community depends on volunteer responders and educators being healthy and capable of responding. By reducing our activities for everything but essential operations, we hope to limit the possible contact with each other and possible spread of the virus. I ask that you to do the following:

- Practice physical distancing,
- Self-isolation means no play dates, no visits with neighbours, and going out only when required
- Please wash your hands, use cold/flu hygiene,
- Stay home if you have any cold or flu symptoms.
- Do not return unless you are symptom free.
- Notify your predetermined chain of command.

Thank you all for your continued cooperation and support during these unprecedented times.

Please feel free to contact myself, Deputy Chief Schutten or any Officer if you require any assistance or more information.

Stay Safe!!



Morgan Alcock
Fire Chief/CEMC



FIRE STAFF REPORT

FSR-010/2020

TO: Mayor Gibson and Members of Council

FROM: M. Alcock, Fire Chief/CEMC

DATE OF MEETING: August 4, 2020

SUBJECT: Central Fire Station Concept Study

RECOMMENDATION(S):

THAT Fire Staff Report FSR-010/2020 respecting Central Fire Station Concept Study be received; and

THAT the project proceed utilizing a Design-Bid-Build project delivery model; and

THAT a Request for Proposal be undertaken to select a firm for the design, engineering and contract management associated with the new facility utilizing a load bearing concrete block construction type as presented as "Option 1" in the Concept Study; and

THAT a "Contractor Pre-Qualification" be conducted to ensure the Township is provided with experienced and quality contractors; and

THAT a Request for Quotation/Tender be undertaken to select a general contractor for the construction of the new facility; and

THAT Fixed Price Contracts be utilized as the preferred type of contract; and

THAT the Project Charter, attached as Appendix C to this report, be approved by Council

EXECUTIVE SUMMARY:

A Concept Study has been prepared for Council's consideration to provide third party information into the building size and design requirements that will meet the needs and expectations of the Community, Council and the Fire Service for many years to come. Estimated project costs based on various construction types have been prepared.

In addition, a "Pros & Cons" comparison of each construction type has been provided within the study.

Staff are looking to Council for direction on the preferred construction type, project delivery model and project charter.

BACKGROUND

In February 2020, Council conducted a tour of local Fire Stations within Niagara Region that were utilized as Fire Services headquarters and as primary or alternate Municipal Emergency Operations Centres.

Direction was provided to staff to engage a firm to develop preliminary designs utilizing the spatial needs assessment as approved by FSR-003-2020 and prepare comparative costs estimates based on various types construction and finishes.

Council also directed staff to conduct a public open house to present the preliminary designs and comparative costs estimates based on various types construction and finishes. Due to the COVID-19 Pandemic, the Public meeting has not been able to proceed.

Council held a special meeting to discuss the status of the fire station project as a follow up from the Administrative Report ASR-012/2020 "COVID-19 Impact Report" that had been presented at the Regular council meeting held on April 21, 2020.

Council formed a committee to review the Fire Station Project and before the first meeting disbanded the committee to ensure all of Council received project information.

At the May 14th meeting, Council received FSR-006-2020 – Fire Station Project Chronology and FSR-007-2020 – Project Delivery Models and Draft Project Charter for information.

OPTIONS/DISCUSSION:

Requests for quotations and meetings were held with two design firms that both have extensive experience in the design, engineering and construction of fire & emergency services facilities in Niagara Region and the Province of Ontario.

Whiteline Architects from St. Catharines was the successful bidder in developing the Concept Study. Township staff met with the firm and provided them with the following:

- 1- Fire Station Needs Survey results from both council & fire department personnel,
- 2- Spatial Needs Assessment as approved by Council on Jan. 28, 2020
- 3- Concept Floor plan and Elevation as approved by Council on Jan. 28, 2020

Staff also outlined the expectations and needs of the community, Council and Fire Service, which was the basis of the "Program Requirements" outlined in the study.

The design firm was tasked to develop a concept design that met the needs and expectations and prepare four estimated costs of construction based on various construction types.

The exterior appearance and finishes were selected, taking a "middle of the road approach", following the direction of Council, balancing both aesthetics and costs.

A masonry skirt and accent walls provide contrast to the more cost effective vertical steel siding, and provides a building that fits within the culture of the community, brings a sense of pride and manages financial expectations, both short term and long term, responsibly.

The following four construction types were selected by staff and the firm based on Councils previous discussions.

- Option #1 – Concrete block load-bearing and interior walls with wood truss roof.
- Option #2 – Total pre-engineered steel structure and drywall interior walls
- Option #3 – Total wood construction
- Option #4 – Pre-engineered apparatus bay structure and wood walls admin area

Design Feature	Option 1	Option 2	Option 3	Option 4
Structure Type	Load bearing concrete block	Pre-engineered steel system	Load-bearing wood	Hybrid – Pre-engineered apparatus bays / Load-bearing wood administration
Roof Construction	Wood truss	Pre-engineered steel system	Wood truss	Hybrid – Pre-engineered apparatus bays & Wood truss
Construction Cost	\$3,590,050.00	\$3,652,900.00	\$3,549,400.00	\$3,663,200.00
Building Service Life	75 Years	50 Years	60 Years	50-60 (55) Years
Value Cost Per Year	\$47,894.00	\$73,058.00	\$59,157.00	\$66,603.00
Construction Time	12 Months	10 Months	11 Months	11 Months

**All values presented are estimates based on known market values of current and past public safety facilities, and should not be considered final.*

FINANCIAL CONSIDERATIONS:

Township Staff provided the consultant with the estimates for Fixtures, Furniture & Equipment (FFE) (Appendix 'B') based on current market values from local vendors for the various items required to outfit the building.

The Approved 2020 Capital budget for Phase two of the project was \$4,500,000.00.

Total estimated Phase Two project costs of all four options provided are under the approved budget amount, however, market fluctuations and inflation continues to drive costs upward and these estimates should not be considered firm or final.

2020 Total Approved Budget	Option 1	Option 2	Option 3	Option 4
\$4,500,000.00	\$4,057,650.00	\$4,122,100.00	\$4,017,000.00	\$4,130,800.00
Estimated Cost per year of service life	\$54,102.00	\$82,442.00	\$66,950.00	\$75,105.00

A financial overview and financing strategy was prepared and presented to Council in ASR-016/2020 Central Fire Station Project Financial Overview. The financing strategies listed in this report included both Phase 1 & Phase 2 of the project, and provided repayment options that provided minimal impact or increases to the tax levy.

OTHERS CONSULTED:

- 1) WFES Officers
- 2) Deputy Fire Chief
- 3) Strategic Leadership Team

ATTACHMENTS:

Appendix A – Concept Study for Central Fire Station – prepared by Whiteline Architects.
Appendix B – Fixtures, Furniture & Equipment (FFE) estimate.
Appendix C – Project Charter.

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief/CEMC

William Kolasa
Chief Administrative Officer

CONCEPT STUDY

FOR A PROPOSED NEW
WAINFLEET FIRE STATION
42143 HIGHWAY 3, WAINFLEET, ON

for



WHITELINE | Architects Inc.

146 JAMES STREET

905-688-6087

ST. CATHARINES

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Overview

Whiteline Architects was hired by the Township of Wainfleet on June 2, 2020 to prepare concept plans and cost estimates for a new fire station on Highway 3.

We met with Township staff on June 3, 2020 at their offices to go over the requirements on the project including scope and budget concerns. Staff provided some design concepts as well as a Needs Survey, and Spatial Needs Assessment template to assist with the study.

Program Requirements from Municipality

Below is a list of requirements provided by the municipality. The majority were incorporated, however some were removed/modified due to costs.

- Under 11,000 ft² preferred
- Mezzanine spaces in apparatus bays
- 6 vehicle bays with drive through capabilities on most
- Consideration for radiant in floor heating of apparatus bays
- Include for Facility Accessibility Design Standards (FADS) compliant design
- Training hall may have folding partitions
- Full septic system required
- Domestic potable water cistern required
- Rain-water reuse cistern possible
- Allow for future EMS addition
- Allow for future double bay for Wainfleet Fire Department (WFD) addition
- Use of drywall in apparatus bays is discouraged
- Middle ground approach to aesthetics
- Designed as a post-disaster building
- Emergency generator required
- Bunker gear storage for 30 volunteers
- Meeting / Training Room to also double as Emergency Operations Centre
- Desire for a 75 year building

Concept Requirements

- A 1 floor plan, site plan and rendering to establish program and areas required
- B 4 Order of Magnitude cost estimates based on different construction types
 - Option #1 – Concrete block load-bearing and interior walls with wood truss roof.
 - Option #2 – Total pre-engineered structure and drywall interior walls
 - Option #3 – Total wood construction
 - Option #4 – Pre-engineered apparatus bay structure and wood walls admin area

Design Process

Starting after our June 3rd meeting, we began the process of laying out the building using the requests from the Municipality. We decided to come up with a plan that would be able to work well with both conventional construction as well as if a pre-engineered system was selected. For purposes of clarity the structure for optional pre-engineered columns are not shown on the floor plan. If this construction technique is selected, some changes may be required to floor plan to suit column spacing.

As design progressed and the size of the station became larger than anticipated, due to wall thicknesses and corridors not being accounted for in original calculations. As a result of this, certain areas were removed or reduced from the scope and layouts revised to attempt to bring down the costs. The floor plan provided is designed as masonry wall construction. If the design were revised to stud walls, the overall size may be reduced slightly.

The site layout was established with an area for septic system and bed against the neighboring residential property to provide a buffer. The actual size would need to be fully engineered, however the size indicated was based on a newer Niagara station which is slightly larger but has a comparable fixture count.

The parking and drive areas are shown with parking to accommodate the requested number of stalls requested by the fire department and a driveway around the building perimeter to allow access to future training area.

Being a post-disaster building meant that additional structural and seismic bracing would be required. This requirement increases the cost for the wood construction by around 15% to allow for possible heavy timber requirements.

The option of designing a load-bearing masonry building with an open web steel joist flat roof was discussed. While being the design which would allow for the longest life span for the building, based on the higher costs (around 10%) for this design, and the flat roof not being a desirable aesthetic, it was not included in this report. As well, a full masonry veneer would allow for the longest life span material, but again was not priced due to the costs required.

Floor plan option #1 was presented on June 9, 2020 and came in at 13,825ft. Based on discussions with WFD the plan was revised and resubmitted on July 12th and finalized on July 15th. The site plan was updated to suit approved layout and approved on July 22nd. A rendering of the exterior was presented and revised to suit comments and finalized on July 9th. During this time the costs estimates were also prepared.

Design Costing Overview

It should be noted that the Site costs do not change in the 4 options as we wanted the study to compare 'like vs like'. There are options to reduce the costs on sitework such as to not pave areas of the roadway and parking until future funds are allocated. All 4 cost options allow for full asphalt paving so the main focus of the report can be on differences in structure costs only. As you will note, the cost differences are not excessive.

The mechanical and electrical items are noted as 'lump sum' items due to the fact that engineering is required to get a more concise estimate of systems. These numbers are based on square foot (ft²) costs of recent fire station projects in Niagara Region our firm was involved with.

The current state of construction is in a bit of a flux currently due to the Covid-19 situation this year. Projects that have closed recently have all been under budget due to contractors wanting to secure work since the future outlook is unknown. Since this is only a design study and it is not known when a new fire station could be tendered, allow for a 3-4% escalation in costs per year. As well the best time for tendering is in early February to allow work to commence in late March. If a project is tendered later in the season, there may be additional costs to allow for winter heat, heating of concrete, and seasonal work such as asphalt work and landscaping may extend the completion of the project.

At the start of design the option of a 2 storey administration wing was discussed. The drawbacks included costs for an elevator (with yearly inspections) as well as 2 stairwells and an additional barrier free washroom would have overshadowed any cost saving realized by a reduced footprint and was not followed through.

The following costs are based on a combination of ft² costs, and known costs for current and past stations.

The time frames of construction are based on construction starting in March 2021. This would mean that to meet that deadline and get the best tender price, the consulting team should be hired before the end of summer 2020 to allow for time to prepare the documents and submit for site plan submission and building permit.

The FF&E costs noted in cost estimates were provided by the Wainfleet Fire Department for proposed furniture and fixture costs.

The consulting fees is an estimate only and will depend on requirements from Municipality at the time of issuance of the Request for Proposal for Consultants.

Option #1 \$3,590,050.00 construction cost

Building Life	75 years
Construction Time	12 months
Structure	Load bearing concrete block
Roof construction	Wood truss
Interior walls	Concrete block
Insulation	Sprayed on block / attic insulated
Exterior cladding	Metal siding / Brick lower 36"
Roofing	Metal roof

Option #2 \$3,652,900.00 construction cost

Building Life	50 years
Construction Time	10 months
Structure	Pre-engineered steel system
Roof construction	Pre-engineered steel system
Interior walls	Metal stud / drywall
Insulation	Insulation within wall and roof panels
Exterior cladding	Metal siding / Brick lower 36"
Roofing	Metal roofing

Option #3 \$3,549,400.00 construction cost

Building Life	60 years
Construction Time	11 months
Structure	Load-bearing wood
Roof construction	Pre-engineered roof trusses
Interior walls	Wood stud / drywall
Insulation	Insulation within walls and attic space
Exterior cladding	Metal siding / Brick lower 36"
Roofing	Metal roofing

Option #4 \$3,663,200.00 construction cost

Building Life	50-60 years
Construction Time	11 months
Structure	Pre-engineered apparatus bays / Load-bearing wood administration
Roof construction	Pre-engineered roof trusses
Interior walls	Wood stud / drywall
Insulation	Insulation within walls and attic space
Exterior cladding	Metal siding / Brick lower 36"
Roofing	Metal roofing

Pros**Cons****Option 1**

Longest life span of materials
Most durable interior walls
Best insulation value

Longest construction time (12 months)

Option 2

Fastest construction time (10 months)
Easiest to modify

Structure layout infringes on interior spaces
Pre-eng. system less available to contractors
Shortest life span of building materials
Insulation value decreases over time
Interior wall finishes not durable – maintenance
Less design flexibility
Most expensive to heat

Option 3

Decent construction time (11 months)
Good insulation value

Interior wall finishes not durable - maintenance
Wood Framing trades in high demand
Mold can occur if leaks happen

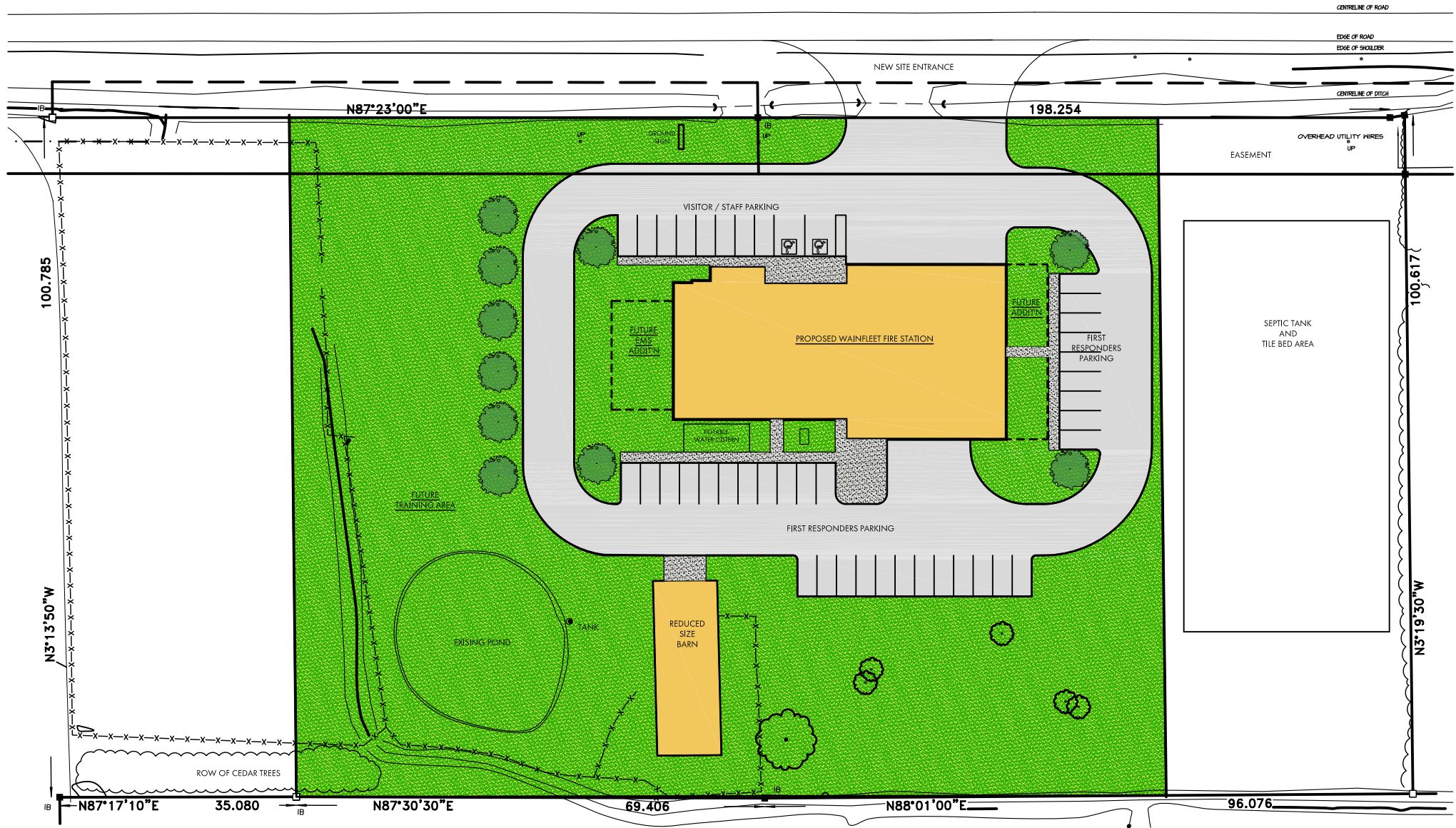
Option 4

Decent construction time (11 months)
Average insulation values

Wood framing trades in high demand
Interior wall finishes not durable - maintenance
Pier layout infringes on spaces
Pre-eng. System less available to contractors
Shortest life span of building materials
Insulation value decreases over time (pre-eng)
Interior wall finishes not durable – maintenance

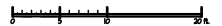
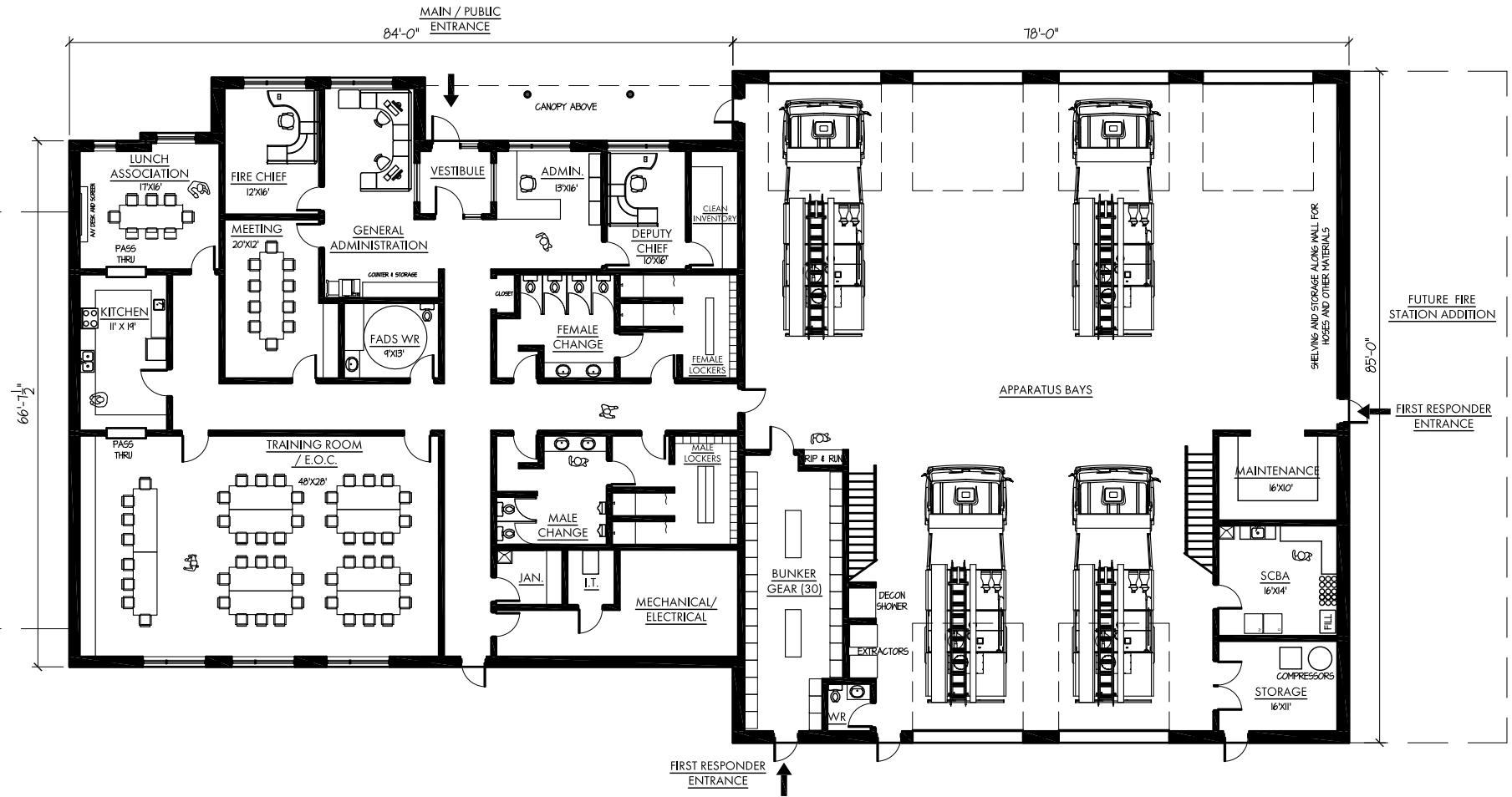
Operational costs are difficult to determine at such a high-level design as all the mechanical and electrical systems would need to be engineered in order to determine these comparable costs.

KING'S HIGHWAY No. 3



WAINFLEET FIRE DEPARTMENT NEW STATION
 DESIGN OPTION #2a
 12,455 FT²





WAINFLEET FIRE DEPARTMENT NEW STATION
 DESIGN OPTION #2a
 12,455 FT²



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WAINFLEET NEW FIRE STATION HIGH LEVEL COST ESTIMATE OPTION #1

ELEMENT	AREA	RATE	AMOUNT
GENERAL CONTINGENCY			\$150,000.00
INSPECTION AND TESTING			\$30,000.00
GENERAL CONDITIONS	\$20K PER MONTH		\$240,000.00
SUBTOTAL GENERAL			\$420,000.00
CLEAR AND GRUB SITE			\$10,000.00
SITE EXCAVATION AND FILL			\$80,000.00
NEW CULVERT / ROAD CONNECTION			\$10,000.00
MOVE HYDRO POLES TO SUIT			\$10,000.00
LANDSCAPING (GRASS / HYDROSEED)			\$15,000.00
HYDRO SERVICE			\$50,000.00
STORMWATER			\$15,000.00
FENCING AT POND	360	\$8.00	\$3,000.00
GROUND SIGN AND BUILDING SIGN			\$30,000.00
FLAGPOLE	1		\$6,000.00
ASPHALT PAVING AND BASE	37400	\$6.50	\$243,100.00
CONCRETE CURBS AND SIDEWALKS	1650	\$9.50	\$15,700.00
SEPTIC BED AND TANK			\$100,000.00
CISTERN AND CONNECTIONS			\$30,000.00
SITE LIGHTING			\$5,000.00
SUBTOTAL SITE			\$622,800.00
CONCRETE SLAB	12560	\$7.00	\$88,000.00
REBAR			\$28,000.00
UNDERSLAB WORK	12560	\$2.50	\$31,400.00
EXCAVATION / FILL	2370	\$23.00	\$54,500.00
FOUNDATION WALLS			\$95,000.00
STRUCTURAL STEEL			\$70,000.00
MASONRY WALLS EXTERIOR	8870	\$15.00	\$133,050.00
MASONRY WALLS INTERIOR	8920	\$15.00	\$133,800.00
SPRAY FOAM INSULATION	8870	\$5.00	\$45,000.00
METAL SIDING / TRIMS / GUTTERS			\$80,000.00
MASONRY VENEER	1750	\$25.00	\$30,000.00
MEZZANINE FLOORS/RAILINGS/STAIRS			\$30,000.00
CARPENTRY AND FRAMING			\$75,000.00
FIRESTOPPING / CAULKING			\$10,000.00
METAL ROOFING			\$130,000.00
HOLLOW METAL			\$26,000.00
WINDOWS AND GLAZING			\$65,000.00
EXTERIOR DOORS	6		\$12,000.00
ACOUSTIC CEILINGS AND BULKHEADS			\$60,000.00
TOILET PARTITIONS			\$10,000.00
OVERHEAD DOORS	6		\$48,000.00
WOOD TRUSSES			\$50,000.00
BARRIER FREE OPERATORS			\$7,500.00
MILLWORK			\$35,000.00
TACKBOARDS WHITEBOARDS			\$4,000.00
FLOORING (VCT / PT)	5100	\$9.00	\$46,000.00
PAINT		\$2.00	\$25,000.00
LOCKERS AND BENCHES			\$12,000.00
BUNKERGEAR RACKS			\$20,000.00
WASHROOM ACCESSORIES			\$5,000.00
INTERIOR WAYFINDING			\$2,000.00
AIR/POWER REELS			\$6,000.00
WINDOW BLINDS			\$5,000.00
MECHANICAL (EST)			\$600,000.00
ELECTRICAL (EST)			\$475,000.00
SUBTOTAL BUILDING			\$2,547,250.00
CONSTRUCTION TOTAL			\$3,590,050.00
FURNISHINGS, FITTINGS, EQUIPMENT			\$231,000.00
PERMITS (\$1.53 ft2)			\$19,200.00
CONSULTING FEES (6%)			\$217,400.00
PROJECT TOTAL			\$4,057,650.00

WAINFLEET NEW FIRE STATION HIGH LEVEL COST ESTIMATE OPTION #2

ELEMENT	AREA	RATE	AMOUNT
GENERAL CONTINGENCY			\$150,000.00
INSPECTION AND TESTING			\$30,000.00
GENERAL CONDITIONS	\$20K PER MONTH		\$200,000.00
SUBTOTAL GENERAL			\$380,000.00
CLEAR AND GRUB SITE			\$10,000.00
SITE EXCAVATION AND FILL			\$80,000.00
NEW CULVERT / ROAD CONNECTION			\$10,000.00
MOVE HYDRO POLES TO SUIT			\$10,000.00
LANDSCAPING (GRASS / HYDROSEED)			\$15,000.00
HYDRO SERVICE			\$50,000.00
STORMWATER			\$15,000.00
FENCING AT POND	360	\$8.00	\$3,000.00
GROUND SIGN AND BUILDING SIGN			\$30,000.00
FLAGPOLE	1		\$6,000.00
ASPHALT PAVING AND BASE	37400	\$6.50	\$243,000.00
CONCRETE CURBS AND SIDEWALKS	1650	\$9.50	\$15,000.00
SEPTIC BED AND TANK			\$100,000.00
CISTERN AND CONNECTIONS			\$30,000.00
SITE LIGHTING			\$5,000.00
SUBTOTAL SITE			\$622,000.00
CONCRETE SLAB	12560	\$7.00	\$88,000.00
REBAR			\$28,000.00
UNDERSLAB WORK	12560	\$2.50	\$31,400.00
EXCAVATION / FILL	2370	\$23.00	\$54,500.00
FOUNDATION WALLS			\$125,000.00
STRUCTURAL STEEL			\$20,000.00
PRE-ENGINEERED STRUCTURE/WALLS/ROOF/INS.	12560	\$55.00	\$690,000.00
MASONRY WALLS INTERIOR	1475	\$15.00	\$22,000.00
METAL STUD / DRYWALL INTERIOR WALLS	7320	\$8.00	\$58,500.00
MASONRY VENEER	1750	\$25.00	\$30,000.00
MEZZANINE FLOORS/RAILINGS/STAIRS			\$30,000.00
FIRESTOPPING / CAULKING			\$10,000.00
HOLLOW METAL			\$26,000.00
WINDOWS AND GLAZING			\$65,000.00
EXTERIOR DOORS	6		\$12,000.00
ACOUSTIC CEILINGS AND BULKHEADS			\$60,000.00
TOILET PARTITIONS			\$10,000.00
OVERHEAD DOORS	6		\$48,000.00
BARRIER FREE OPERATORS			\$7,500.00
MILLWORK			\$35,000.00
TACKBOARDS WHITEBOARDS			\$4,000.00
FLOORING (VCT / PT)	5100	\$9.00	\$46,000.00
PAINT		\$2.00	\$25,000.00
LOCKERS AND BENCHES			\$12,000.00
BUNKERGEAR RACKS			\$20,000.00
WASHROOM ACCESSORIES			\$5,000.00
INTERIOR WAYFINDING			\$2,000.00
AIR/POWER REELS			\$6,000.00
WINDOW BLINDS			\$5,000.00
MECHANICAL (EST)			\$600,000.00
ELECTRICAL (EST)			\$475,000.00
SUBTOTAL BUILDING			\$2,650,900.00
CONSTRUCTION TOTAL			\$3,652,900.00
FURNISHINGS, FITTINGS, EQUIPMENT			\$231,000.00
PERMITS (\$1.53 ft2)			\$19,200.00
CONSULTING FEES (6%)			\$219,000.00
PROJECT TOTAL			\$4,122,100.00

WAINFLEET NEW FIRE STATION HIGH LEVEL COST ESTIMATE OPTION #3

ELEMENT	AREA	RATE	AMOUNT
GENERAL CONTINGENCY			\$150,000.00
INSPECTION AND TESTING			\$30,000.00
GENERAL CONDITIONS		\$20K PER MONTH	\$220,000.00
SUBTOTAL GENERAL			\$400,000.00
CLEAR AND GRUB SITE			\$10,000.00
SITE EXCAVATION AND FILL			\$80,000.00
NEW CULVERT / ROAD CONNECTION			\$10,000.00
MOVE HYDRO POLES TO SUIT			\$10,000.00
LANDSCAPING (GRASS / HYDROSEED)			\$15,000.00
HYDRO SERVICE			\$50,000.00
STORMWATER			\$15,000.00
FENCING AT POND	360	\$8.00	\$3,000.00
GROUND SIGN AND BUILDING SIGN			\$30,000.00
FLAGPOLE	1		\$6,000.00
ASPHALT PAVING AND BASE	37400	\$6.50	\$243,100.00
CONCRETE CURBS AND SIDEWALKS	1650	\$9.50	\$15,700.00
SEPTIC BED AND TANK			\$100,000.00
CISTERN AND CONNECTIONS			\$30,000.00
SITE LIGHTING			\$5,000.00
SUBTOTAL SITE			\$622,800.00
CONCRETE SLAB	12560	\$7.00	\$88,000.00
REBAR			\$28,000.00
UNDERSLAB WORK	12560	\$2.50	\$31,400.00
EXCAVATION / FILL	2370	\$23.00	\$54,500.00
FOUNDATION WALLS			\$95,000.00
STRUCTURAL STEEL			\$50,000.00
WOOD WALLS EXTERIOR / INSULATION	8870	\$20.00	\$177,400.00
WOOD WALLS INTERIOR	8920	\$15.00	\$133,800.00
METAL SIDING / TRIMS / GUTTERS			\$80,000.00
MASONRY VENEER	1750	\$25.00	\$30,000.00
MEZZANINE FLOORS/RAILINGS/STAIRS			\$30,000.00
CARPENTRY AND FRAMING			\$75,000.00
FIRESTOPPING / CAULKING			\$10,000.00
METAL ROOFING			\$130,000.00
HOLLOW METAL			\$26,000.00
WINDOWS AND GLAZING			\$65,000.00
EXTERIOR DOORS	6		\$12,000.00
ACOUSTIC CEILINGS AND BULKHEADS			\$60,000.00
TOILET PARTITIONS			\$10,000.00
OVERHEAD DOORS	6		\$48,000.00
WOOD TRUSSES			\$50,000.00
BARRIER FREE OPERATORS			\$7,500.00
MILLWORK			\$35,000.00
TACKBOARDS WHITEBOARDS			\$4,000.00
FLOORING (VCT / PT)	5100	\$9.00	\$46,000.00
PAINT		\$2.00	\$25,000.00
LOCKERS AND BENCHES			\$12,000.00
BUNKERGEAR RACKS			\$20,000.00
WASHROOM ACCESSORIES			\$5,000.00
INTERIOR WAYFINDING			\$2,000.00
AIR/POWER REELS			\$6,000.00
WINDOW BLINDS			\$5,000.00
MECHANICAL (EST)			\$600,000.00
ELECTRICAL (EST)			\$475,000.00
SUBTOTAL BUILDING			\$2,526,600.00
CONSTRUCTION TOTAL			\$3,549,400.00
FURNISHINGS, FITTINGS, EQUIPMENT			\$231,000.00
PERMITS (\$1.53 ft2)			\$19,200.00
CONSULTING FEES (6%)			\$217,400.00
PROJECT TOTAL			\$4,017,000.00

WAINFLEET NEW FIRE STATION HIGH LEVEL COST ESTIMATE OPTION #4

ELEMENT	AREA	RATE	AMOUNT
GENERAL CONTINGENCY			\$150,000.00
INSPECTION AND TESTING			\$30,000.00
GENERAL CONDITIONS	\$20K PER MONTH		\$220,000.00
SUBTOTAL GENERAL			\$400,000.00
CLEAR AND GRUB SITE			\$10,000.00
SITE EXCAVATION AND FILL			\$80,000.00
NEW CULVERT / ROAD CONNECTION			\$10,000.00
MOVE HYDRO POLES TO SUIT			\$10,000.00
LANDSCAPING (GRASS / HYDROSEED)			\$15,000.00
HYDRO SERVICE			\$50,000.00
STORMWATER			\$15,000.00
FENCING AT POND	360	\$8.00	\$3,000.00
GROUND SIGN AND BUILDING SIGN			\$30,000.00
FLAGPOLE	1		\$6,000.00
ASPHALT PAVING AND BASE	37400	\$6.50	\$243,100.00
CONCRETE CURBS AND SIDEWALKS	1650	\$9.50	\$15,700.00
SEPTIC BED AND TANK			\$100,000.00
CISTERN AND CONNECTIONS			\$30,000.00
SITE LIGHTING			\$5,000.00
SUBTOTAL SITE			\$622,800.00
CONCRETE SLAB	12560	\$7.00	\$88,000.00
REBAR			\$28,000.00
UNDERSLAB WORK	12560	\$2.50	\$31,400.00
EXCAVATION / FILL	2370	\$23.00	\$54,500.00
FOUNDATION WALLS			\$110,000.00
STRUCTURAL STEEL			\$40,000.00
PRE-ENGINEERED STRUCTURE/WALLS/ROOF/INS.	6630	\$55.00	\$365,000.00
MASONRY WALLS INTERIOR	1475	\$15.00	\$22,000.00
WOOD STUD / DRYWALL INTERIOR WALLS	7320	\$12.00	\$88,000.00
WOOD STUD WALLS EXTERIOR INC. INSUL.	3000	\$20.00	\$60,000.00
MASONRY WALLS INTERIOR	1475	\$15.00	\$22,000.00
METAL SIDING / TRIMS / GUTTERS	2250		\$40,000.00
MASONRY VENEER	1750	\$25.00	\$30,000.00
MEZZANINE FLOORS/RAILINGS/STAIRS			\$30,000.00
CARPENTRY AND FRAMING			\$50,000.00
FIRESTOPPING / CAULKING			\$10,000.00
METAL ROOFING			\$58,000.00
HOLLOW METAL			\$26,000.00
WINDOWS AND GLAZING			\$65,000.00
EXTERIOR DOORS	6		\$12,000.00
ACOUSTIC CEILINGS AND BULKHEADS			\$60,000.00
TOILET PARTITIONS			\$10,000.00
OVERHEAD DOORS	6		\$48,000.00
WOOD TRUSSES			\$50,000.00
BARRIER FREE OPERATORS			\$7,500.00
MILLWORK			\$35,000.00
TACKBOARDS WHITEBOARDS			\$4,000.00
FLOORING (VCT / PT)	5100	\$9.00	\$46,000.00
PAINT		\$2.00	\$25,000.00
LOCKERS AND BENCHES			\$12,000.00
BUNKERGEAR RACKS			\$20,000.00
WASHROOM ACCESSORIES			\$5,000.00
INTERIOR WAYFINDING			\$2,000.00
AIR/POWER REELS			\$6,000.00
WINDOW BLINDS			\$5,000.00
MECHANICAL (EST)			\$600,000.00
ELECTRICAL (EST)			\$475,000.00
SUBTOTAL BUILDING			\$2,640,400.00
CONSTRUCTION TOTAL			\$3,663,200.00
FURNISHINGS, FITTINGS, EQUIPMENT			\$231,000.00
PERMITS (\$1.53 ft2)			\$19,200.00
CONSULTING FEES (6%)			\$217,400.00
PROJECT TOTAL			\$4,130,800.00

Township of Wainfleet Fire & Emergency Services			
Central Fire Station			
Estimated Fixtures, Furnishings & Equipment (FFE)			
Description	Quantity	Unit Cost	Extended
SCBA Compressor & Fill Station	1	\$ 85,000.00	\$ 85,000.00
PPE Extractors	2	\$ 12,000.00	\$ 24,000.00
Fixed Pressure washer	1	\$ 6,000.00	\$ 6,000.00
Fixed shoreline air compressor	1	\$ 1,500.00	\$ 1,500.00
Laundry Washer & Dryer	2	\$ 750.00	\$ 1,500.00
Fridge	1	\$ 1,500.00	\$ 1,500.00
Stove	1	\$ 1,000.00	\$ 1,000.00
Dishwasher	1	\$ 500.00	\$ 500.00
Microwave	1	\$ 500.00	\$ 500.00
Administrative Workstations	5	\$ 3,500.00	\$ 17,500.00
Administrative Office Chairs	5	\$ 300.00	\$ 1,500.00
Adminstrative Storage and Filing	4	\$ 1,000.00	\$ 4,000.00
Administraive Office Equipment	6	\$ 3,500.00	\$ 21,000.00
Boardroom Table	1	\$ 1,500.00	\$ 1,500.00
Boardroom Chairs	10	\$ 300.00	\$ 3,000.00
Boardroom Multi-Media Equipment	1	\$ 2,000.00	\$ 2,000.00
Lunch/Association room Table	1	\$ 1,000.00	\$ 1,000.00
Lunch/Association room Chairs	8	\$ 250.00	\$ 2,000.00
Lunch/Assocation room Multi-Media Equipment	1	\$ 1,500.00	\$ 1,500.00
Training/EOC room Tables	20	\$ 400.00	\$ 8,000.00
Training/EOC room Chairs	75	\$ 100.00	\$ 7,500.00
Training/EOC room Multi-media equipment	1	\$ 3,000.00	\$ 3,000.00
Information Technology Equipment	8	\$ 2,500.00	\$ 20,000.00
Fixed shelving in Clean storage	1	\$ 1,000.00	\$ 1,000.00
Fixed Shelving in Equipment Storage	1	\$ 1,500.00	\$ 1,500.00
Maintenance Workbench, Tools & Storage	2	\$ 1,250.00	\$ 2,500.00
Sub-total			\$ 220,000.00
Contingency (5%)			\$ 11,000.00
Total Estimated FFE			\$ 231,000.00

PROJECT CHARTER

Township of Wainfleet

"Central" Fire Station

Project Number FS-2020-001

Project Name: Township of Wainfleet – New "Central" Fire Station
Project Number FS-2020-001

Project Location: 42143 Highway 3, Wainfleet, ON

TEAM MEMBERS AND STAKEHOLDERS**A. Internal Project Team**

Function	Name	Role and Responsibility
CAO - Project Sponsor	William Kolasa	Liaison with Council and Project Team
Fire Chief	Morgan Alcock	Project Manager
Treasurer	Mallory Luey	Finance
Deputy Fire Chief	Shawn Schutten	Fire Services Liaison
Ops. Manager	Richard Nan	Facilities/Fleet/Roads Liaison

B. Stakeholders

Function	Name	Description of Interest & Potential Impact
Approval Authority	Township Council	Project Funding Approval & Support
Allied Agency	Niagara EMS	Shared Facility & Tenant
Firefighters	Leanne Johnson	WVFF Association President
Agricultural Ratepayers	Various Agri-operators	Benefactor
Commercial Ratepayers	Ben Berg, etc.	Shared Studies and Benefactor
Residential Ratepayers	Citizens	Benefactor

C. Agencies and Authorities Having Jurisdiction

Function	Name	Description of Interest & Potential Impact
TW - Planner	Sarah Ivins	Zoning & OPA
TW - CBO	Dave Methot	Building Permit
TW – Drainage Super.	Mark Jemison	Munic. Drain impact
Niagara Region - Planner	Aaron Buttler	Planner
Niagara Region - Design	TBD	Concept Site Plans
NPCA	TBD	None at this time
MTO	TBD	Traffic Impact

PROJECT DESCRIPTION

For reasons including aging infrastructure (buildings), larger fire apparatus, workplace health & safety concerns and changing growth patterns within the community, a new station will be required for the Fire Service to continue to provide fire protection services in an efficient and effective manner as approved by Council. The new central station will address many of the needs and concerns of the Fire Service personnel and the wider community, as well as creating a healthy work environment for firefighters. The projected timeline for this project is 18 months.

PROJECT GOALS AND OBJECTIVES

- **Why is the project being constructed?**
The new central station is the result of multiple studies, aging buildings, and Health & Safety concerns.
- **What are 5 key objectives and outcomes of the project**
 1. Much needed new station
 2. Room for long term growth including the potential addition of apparatus to meet long term needs of the community.
 3. Health & Safety of firefighters, by complying with Ministry of Labour orders c.2015
 4. Expanding service to customers
 5. Maintain labour peace with WVFF Association, by complying with Ministry of Labour Section 21 guidelines and industry best practices
- Rank the following (Scope, Time, Costs, Quality) in order of priority. (1 being highest priority, 4 being lowest) based the understanding of the project and explain rationale.
 1. **Quality:** Reduce long term operating and maintenance costs while keeping personnel safe and healthy with quality workmanship.
 2. **Cost:** Staying within budget reinforces the accuracy of the project plan as well as the fiscal integrity of the Project Team as it relates to the long term financial sustainability of the Township.
 3. **Time:** Staying on time will show the firefighters and the community the Township is committed to the project and care about their welfare and safety.
 4. **Scope:** Staying within the scope with one consistent message to both staff, stakeholders and the public will reduce the risk of project expansion or contraction which could result in cost overruns and unmet expectations.

Rationale:

Do to the aging existing building(s) in Winger and Marshville, with known health & safety issues, and existing Ministry of Labour Orders. New safe, clean, male and female facilities, basic quarters with kitchen and association space will provide meet requirements of Association and address Health & Safety issues. The new station will provide the space required for long term use, while providing the level of service set out in the Establishing & Regulating By-law while meeting the needs and expectations of the community.

PROJECT SCOPE**List what is in the project scope** (Project Requirements)

- 6 bay central fire station with onsite training room (to also act as Township's primary Emergency Operations Centre)
- Safe, clean, basic needs, male and female facilities, basic kitchen
- Needs to be constructed quickly within 18-24 months
- Renovation of existing barn to accommodate new Station on site

List what is not in scope

- Apparatus Needs
- Training Grounds

PROJECT CHARTER

Township of Wainfleet

"Central" Fire Station

Project Number FS-2020-001

List any operating or project constraints

- 18-24 month timeline
- Weather
- Budget
- Provincial, Municipal Emergencies
- Material Shortages
- Shortage of Skilled Labour/Labour Disputes

BUDGET

1. The major expenditure component categories of the budget (Table below)
2. The major revenues (To be developed by Finance Dept.)

Phase	Expenditure Category + Description	Estimated Expenditures	Status
PHASE 1 2019 Budget	Purchase Property	\$ 450,000.00	Complete
	Topographical & Survey	\$ 4,500.00	Complete
	Geotechnical Survey	\$ 10,000.00	Complete
	Traffic Impact Study	\$ 10,000.00	Complete
	Hydrological Study	\$ 20,000.00	To Be Completed
	Storm Water Management Plan	\$ 20,000.00	To Be Completed
	Drainage Engineering	\$ 10,000.00	In Progress
	Tree Removal	\$ 3,000.00	In Progress
	Fire Pond	\$ 7,000.00	To Be Completed
	Barn Renovation	\$ 30,000.00	To Be Completed
	Demolition of House	\$ 10,000.00	In Progress
	Temporary Electrical Work	\$ 3,000.00	To Be Completed
	Signage	\$ 2,000.00	To Be Completed
	Design Architect & Engineer	\$ 270,500.00	In Progress
	Phase 1 Sub-total	\$ 850,000.00	In Progress
PHASE 2 2020 Budget	Building Construction	\$ 3,750,000.00	To Be Completed
	Landscaping & Site Finishing	\$ 300,000.00	To Be Completed
	Fixtures, Furniture & Equipment	\$ 250,000.00	To Be Completed
	Contingency	\$ 200,000.00	N/A
	Phase 2 Sub-total	\$ 4,500,000.00	To Be Completed
ESTIMATED TOTAL PROJECT COSTS		\$ 5,350,000.00	

SCHEDULE

Township of Wainfleet

Project Number FS-2020-001

[illegible]

CONSTRUCTION PROCUREMENT

Recommended Construction delivery method and Rationale.

Design/Bid/Build.

- Design-** Submit Request for Proposal (RFP) to work with an Architect/Engineer to complete one full set of building specifications.
- Pre-Qual.** Conduct contractor pre-qualification to "shortlist" potential bidders.
- Bid-** Submit Request for Tender (RFT) to all pre-qualified contractors will be invited to bid on the same style of construction and building specifications as per Architect/Engineer's design.
- Build-** Successful Contractor to construct completed building as per contracted timeline and price.

1. Procurement method and rationale

RFP for Architect & Engineering Firm-

Provides the Township with the ability to compare firms on previous projects, design styles and abilities, and set specifications for building's design and construction.

Contractor Pre-Qualification-

Provides the Township with the ability to ensure quality contractors based on previous project experience and references.

Tender-

All pre-qualified contractors invited to bid on project based on set specifications (Compare Apples to Apples). Lowest bidder is typically awarded the contract, which ensures competitive pricing for purchaser.

2. Contract type and rationale

Fixed Price Contract-

Given that the project should be well designed, and in an attempt to control the budget, a fixed price contract transfers a large portion of the risk to the contractor. The terms of the contract with a fixed price provides clear expectations of final budget costs, less any change orders from the purchaser. Having a well-planned project should reduce the number of change orders.

RISK MANAGEMENT

Identify 3 potential risks to the project and what potential mitigation measure for each risk

No	Risk Description	Impact	Mitigation Measures
1	Material & Labour Shortages	Construction Delays	Pre-approved list of alternative materials and sub-contractors. Possibly utilize a bonus/penalty program for performance.
2	Change Orders & Cost Overruns	Increased project costs and possibly running over budget	Proper and complete pre-planning and contingency fund. Fixed Price Contract.
3	Sociopolitical	Change in scope, budget impacts, impediments & delay.	Clearly defined roles & responsibilities. Project sponsor to liaise and mediate

TO: Mayor Gibson & Members of Council

FROM: Sarah Ivins, Planner

DATE OF MEETING: August 4, 2020

SUBJECT: Request for Lifting of One Foot Reserve – 51071 Deeks Road South

RECOMMENDATION(S):

THAT Planning Staff Report PSR-008/2020 be received; and

THAT Council adopt a by-law to lift the one foot (0.3 metre) reserve located along the frontage of Part 1 of 51071 Deeks Road South at the next available meeting of Council.

EXECUTIVE SUMMARY:

The Planning Department has received a request to lift a portion of the one foot reserve (0.3m) along Memme Court to permit access to the eastern portion of 51071 Deeks Road South. Council approval is required to lift the one foot reserve and this approval is to be done via by-law.

BACKGROUND:

The Planning Department has received a request to lift a portion of the one foot reserve (0.3m) along Memme Court to permit access to the eastern portion of 51071 Deeks Road South. The property is located on the north east corner of Deeks Road South and Memme Court and is shown in Figure 1. The legal description of the property is Concession 5, Part Lot 9, Part 3 on Reference Plan 59R-11740.

Figure 1 – Subject Property



The property owner submitted a severance application to sever a one acre lot fronting onto Memme Court, shown as Part 1 in the severance sketch attached as Appendix "A". The Committee of Adjustment provisionally approved the severance on July 8, 2020 with the condition that the one foot reserve along the frontage of the proposed lot be lifted to grant access to Memme Court. The one foot reserve to be lifted is shown as Part 2 in the severance sketch.

A one foot reserve is a strip of land dedicated to a municipality through a subdivision agreement in order to prevent access to a road or to ensure that there is future access if the road is extended for future phases of the subdivision. Access is generally restricted until servicing and financial obligations are fulfilled by the land developer.

Section 3.1 of the Marshville Estates Subdivision Agreement states that *"any dead ends and/or open sides of roads and/or exterior side yard lot lines of corner lots by the plan of subdivision shall be terminated in 0.3 metre reserves, which reserves shall be conveyed by the Owner to the Township free of all encumbrances"*.

Section 22.13 of the Marshville Estates Subdivision Agreement states that *"the Township shall require 50971 Deeks Road to pay cost sharing for the construction cost of the roadway to the Owner prior to lifting Block 20 in the event of an approval of application for consent for the creation of one or more lots"*. In 2010, the Township undertook a re-addressing project and 50971 Deeks Road is now known municipally as 51071 Deeks Road South, the subject property and applicant.

The Owner, as identified in the subdivision agreement as Mem-Ros Ltd., has consented (in writing) to waiving any required payments outlined in Section 22.13 of the agreement and to the lifting of the one foot reserve along the frontage of the proposed lot.

OPTIONS/DISCUSSION:

The lifting of a one foot reserve must be completed via a by-law enacted by Council. There is no public consultation required to lift a reserve and the decision of Council cannot be appealed to the Local Planning Appeal Tribunal (LPAT).

There are two options for Council's consideration:

1. Adopt a bylaw deeming the one foot reserve in front of the proposed lot as being part of Memme Court (i.e. establish and assume the one foot reserve as a Public Highway under the *Municipal Act*). A draft by-law is attached as Appendix "B" and will have to be updated once the survey is deposited at the Land Registry Office and assigned a number. Once a number has been assigned, the draft by-law will be placed on the agenda for consideration at a subsequent meeting of Council. (Recommended)
2. Not adopt a by-law and therefore prevent driveway access from Memme Court and the ability for the property owner to fulfill the conditions of consent, meaning the lot would not be created.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

- 1) Mem-Ros Ltd.
- 2) Callum Shedden, Township Legal
- 3) Strategic Leadership Team

ATTACHMENTS:

- 1) Appendix "A" – Severance Sketch
- 2) Appendix "B" – Draft By-law to Lift the Reserve

Respectfully submitted by,

Reviewed by,

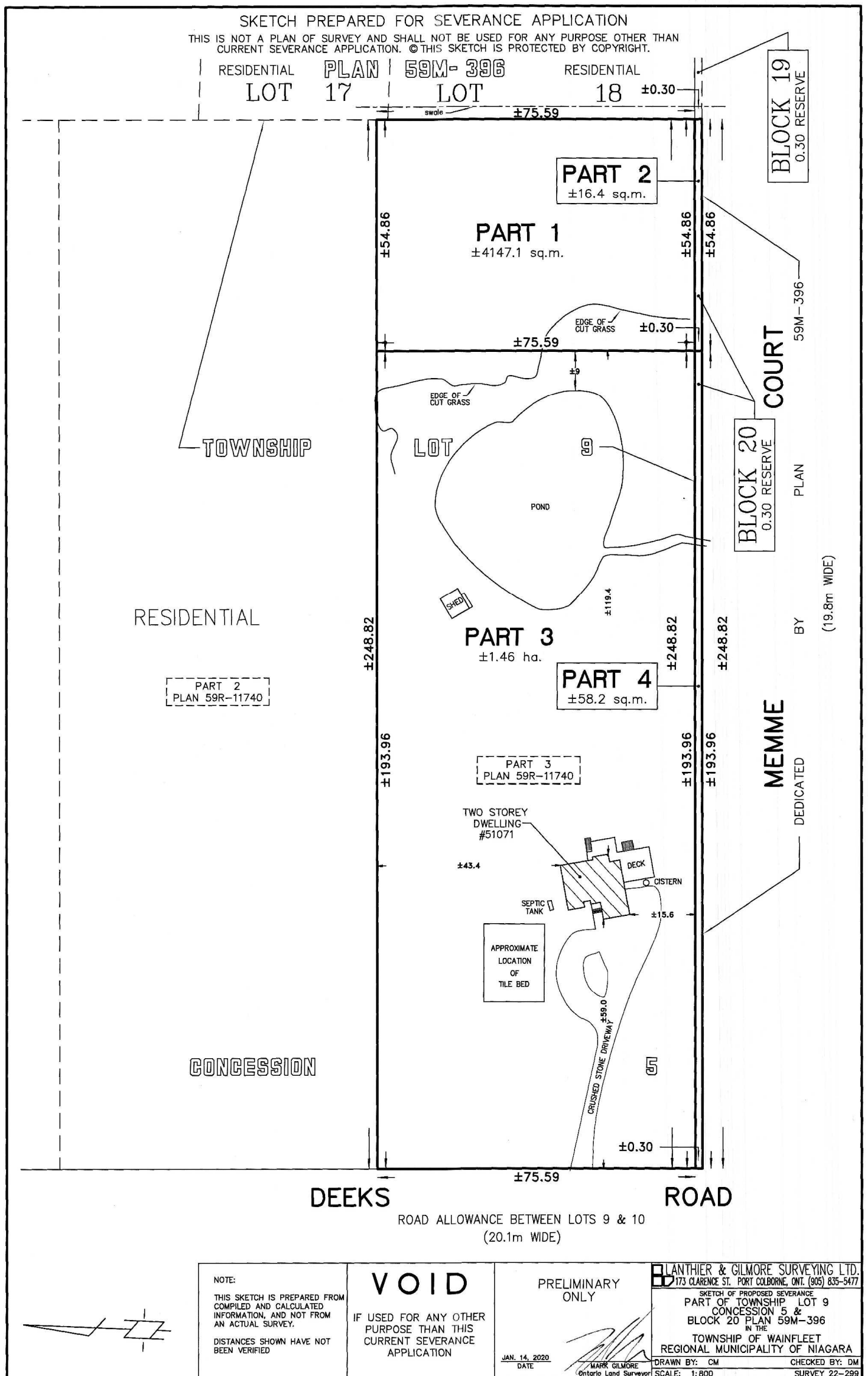
Sarah Ivins
Planner

Mallory Luey
Manager of Corporate Services/Treasurer

Approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A” – PSR-008/2020



APPENDIX “B” – PSR-008/2020

CORPORATION OF THE TOWNSHIP OF WAINFLEET BY-LAW NO. 0XX-2020

Being a by-law to lift a 0.3 metre reserve described as part of Block 20, Plan 59M-396 and dedicate this parcel of land as public highway.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25 as amended, grants authority to the council of local municipalities to pass by-laws in respect of municipal highways;

AND WHEREAS the lands described herein have been conveyed to the Corporation of the Township of Wainfleet for the purpose of development control;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet deems it desirable to assume these lands into the Municipality's road system for road purposes;

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

1. **THAT** part of the 0.3m reserve, described as Block 20, Plan 59M-396, Township of Wainfleet, shown as Part 2 on Reference Plan 59R-XXXXX, attached in Schedule “A”, being 16.4 square metres in area, is hereby accepted for public purposes and dedicated to the municipal highway system;
2. **THAT** this by-law shall come into force and effect upon the day of its passing.

BY-LAW READ AND PASSED THIS XXTH DAY OF MONTH, 2020.

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

SCHEDULE A TO BY-LAW 0XX-2020

Reference Plan to be Inserted Once Deposited

TO: Mayor Gibson & Members of Council

FROM: R. Nan, Manager of Operations

DATE OF MEETING: August 4, 2020

SUBJECT: Stop Sign at the intersection of Lakeshore Road and Bessey Road

RECOMMENDATION(S):

THAT Public Works Staff Report PWSR-007/2020 respecting stop sign installation at the intersection of Lakeshore Road and Bessey Road be received;

AND THAT Council authorize staff to make the necessary arrangements for an all way stop at the intersection of Bessey Road and Lakeshore Road with the additional flashing Red beacon to improve the visibility and prepare the necessary by-law amendment to be brought forth at the next Council meeting.

EXECUTIVE SUMMARY:

During the regular meeting of council on July 14, 2020, staff received direction to prepare an information report with options respecting a request from the public for stop signs at Bessey Road for the next regular meeting of Council.

A site visit with staff and Mr. Rankin was held on July 20th followed by discussions with the resident at the intersection of Bessey and Lakeshore Roads. Staff additionally reviewed sight line areas, topography and roadway alignments during the site visit.

Staff determined that there is a potential intersection conflict due to visibility and are recommending that an all way stop be installed at the intersection to help mitigate the potential conflicts.

BACKGROUND:

During the regular meeting of Council on July 14, 2020 staff were directed to prepare an information report with options respecting the request for stop signs at Bessey Road for the next regular meeting of Council.

Bessey Road intersection is a unique intersection that incorporates a 3 way intersection along with an access driveway. Bessey Road enters the intersection of Lakeshore Road at a slight incline with guide rails on either side which additionally hinders sight lines. The Bessey Road allowance south of lakeshore road is currently leased to Rankin Engineering and Thomas Rankin for a period of 30 years. The agreement became effective on the first day of January 1996. In addition to the lease agreement, the Township received a portion of land and engineering services for the realignment of Lakeshore Road. The current width on the given road and the approach to the intersection of Lakeshore Road and Bessey Road is 30 feet. If any future realignment of Lakeshore Road is considered, extensive engineering and land negotiations will have to be taken in consideration.

A site visit with staff and Mr. Rankin was held on July 20th, followed by discussions with the resident at the intersection of Bessey and Lakeshore Roads. Staff additionally reviewed sight line areas, topography and roadway alignments during the site visit.

Staff also realized an increased usage of Bessey Road due to the relocation of the Canada Post super mail boxes, located north of the intersection. All residences, including Cedar Crest and Camelot, have been redirected to Bessey Road to collect their mail.

Staff have reviewed the accident data reported at the intersection. While there were only 2 reported accidents in the area, staff and residents are aware of several others including one as recent as 2017 in which the Township became engaged to repair the guide rail from an unreported accident.

An all-way stop disrupts the flow of traffic and introduces delays to all drivers within the intersection and should only be considered at the intersection of two relatively equal roadways having similar traffic volume demands and operating characteristics. The Ontario Traffic Manual explicitly states that all-way stop controls should not be used as a speed control device or where the protection of pedestrians is a prime concern.

In general, stop signs should only be used where traffic engineering studies, considering such factors as traffic volumes, restricted sightlines, and collision experience indicate that the application of stop signs is warranted. Numerous studies have shown that stop signs do not affect excessive speeding; speeds are only affected within approximately 30 meters of the stop location, as vehicles are required to stop. Speeds outside the 30-meter range usually increase as drivers attempt to make up for lost time at the stop locations.

Negative impacts of all-way stop sign misuse include:

- Environmental impacts: increased vehicle emissions, increased fuel consumption, increased noise;
- Creates disrespect for stop signs and other traffic control devices in general;
- Inconvenience to local residents who legitimately use the roadway;
- Cost of Installation;
- Potential increase in collisions (e.g. rear end type collisions);
- Provides false sense of security to pedestrians as drivers tend to roll through the intersection or fail to stop if it is perceived to be unnecessary .

Operations staff receives numerous requests for stop signs at various intersections and road segments. The Township should consider a Stop Sign Policy that clearly outlines procedures, warrants, and staff authority so these requests can be dealt with fairly and expeditiously. The Stop Sign Policy should be based on warrants contained in the Ontario Traffic Manual (OTM), Book 5, which is written by the Ministry of Transportation and intended to provide guidelines consistent with the Highway Traffic Act.

Staff have reviewed all factors including: roadway alignment, topography, intersection sight lines, accident data and potential negative impacts regarding the implementation of an all way stop and believe that without performing a complete Engineering study, council should consider the option.

If Council chooses the option to install an all way stop sign, staff will be required to trim the brush at the intersection for additional sight line, remove lower branches on private trees,

remove 2 trees within the right of way that are within a foot of the edge of the travelled road surface, prepare locates prior to installing the additional "Stop" signs, "Stop Ahead" and "New" signs as required. An additional option could include a solar flashing red light mounted on top of the stop signs.

FINANCIAL CONSIDERATIONS:

If Council chooses to install the all way stop at the intersection of Bessie Road and Lakeshore Road, The total projected cost includes the following:

Quantity	Item	Cost
2	"Stop" signs	\$ 136.32
3	"All way" tabs	\$ 35.61
3	"NEW" signs	\$ 659.82
5	U flange posts	\$ 181.55
3	Flashing Lights	\$ 690.00
2	Manpower	\$ 213.30
1	Vehicle	\$ 91.95
	TOTAL not inclusive of tax	\$ 2,008.55

OPTIONS/DISCUSSION:

- 1) Authorize the Manager of Operations to conduct an Engineering study to determine necessity for a stop sign at Bessey Road and Lakeshore Road.
- 2) Council authorize staff to make the necessary arrangements for an all way stop at the intersection of Bessey Road and Lakeshore Road and prepare the necessary bylaw amendment to be brought forth at the next council meeting.
- 3) Council authorize staff to make the necessary arrangements for an all way stop at the intersection of Bessey Road and Lakeshore Road with the additional flashing Red beacon to improve the visibility and prepare the necessary bylaw amendment to be brought forth at the next council meeting. (Recommended)

OTHERS CONSULTED:

- 1) Manager of Corporate Services/Treasurer
- 2) Strategic Leadership Team

ATTACHMENTS:

None.

Respectfully submitted by,

Approved by,

Richard Nan, CRSS
Manager of Operations

William J. Kolasa,
Chief Administrative Officer/ Clerk

July 24, 2020

Council Session CL 12-2020, July 23, 2020

LOCAL AREA MUNICIPALITIES

SENT ELECTRONICALLY

RE: Signing of the AMO-Ontario Federation of Indigenous Friendship Centres - Declaration of Mutual Commitment and Friendship with Niagara Region And Friendship Centre Support

Minute Item 11.2 CL 12-2020, July 23, 2020

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

WHEREAS Niagara Region is working with the local Indigenous Friendship Centres, the Fort Erie Native Friendship Centre and the Niagara Regional Native Centre;

WHEREAS the Fort Erie Native Friendship Centre and the Niagara Regional Native Centre have been active contributors to the wellbeing of residents in the community;

WHEREAS Niagara Region has a good and ongoing relationship with the Fort Erie Native Friendship Centre and the Niagara Regional Native Centre and wants to set a leading example in the area of Indigenous relations by demonstrating overlapping community interest and work;

WHEREAS the Association of Municipalities of Ontario (AMO) and the Ontario Federation of Indigenous Friendship Centres (OFIFC) Declaration of Mutual Commitment and Friendship reflects the municipality's understanding of and working relationship with Indigenous people in the community;

WHEREAS the Fort Erie Native Friendship Centre and the Niagara Regional Native Centre are contemplating the signing of this declaration and participation in related concurrent activities during the virtual AMO Conference in August of 2020;

WHEREAS this declaration is a living document that additional local Friendship Centres can sign onto at any future date.

NOW THEREFORE IT BE RESOLVED:

1. That Niagara Regional Council **AUTHORIZES** the Regional Chair to sign in conjunction with the local Indigenous Friendship Centres, the joint AMO-OFIFC Declaration of Mutual Commitment and Friendship on behalf of the Region and participate in related concurrent activities during the AMO 2020 Conference;
2. That Council **DIRECT** staff to work with AMO in order to coordinate the declaration signing and related concurrent activities in advance of the AMO 2020 Conference; and
3. That the Regional Clerk **CIRCULATE** the AMO-OFIFC Declaration of Mutual Commitment to the Local Area Municipalities of Niagara for consideration by their respective local Councils.

A copy of the AMO-OFIFC Declaration of Mutual Commitment to the Local Area Municipalities of Niagara is attached for consideration by your Council.

Yours truly,

A handwritten signature in black ink, appearing to read 'Ann-Marie Norio', with a stylized flourish at the end.

Ann-Marie Norio
Regional Clerk

Declaration of Mutual Commitment and Friendship (FINAL)

Improving the Quality of Life of Indigenous People Across Ontario's Municipalities Joint and Ongoing Commitment Between Signatories: the Association of Municipalities of Ontario (AMO) and the Ontario Federation of Indigenous Friendship Centres (OFIFC)

-
1. WHEREAS in Ontario, over 85 percent of Indigenous people live in municipalities;
 2. WHEREAS the growing percentage of Indigenous people living in municipalities and the Friendship Centres that serve them participate in and contribute to municipal community life;
 3. WHEREAS the Friendship Centres have existed in Ontario municipalities for over half a century and have vital roles to play in community development, social cohesion, and improving the quality of life for Indigenous people living in urban and rural areas;
 4. WHEREAS the Friendship Centres receive their mandate from their communities and are inclusive of all Indigenous people;
 5. WHEREAS municipal governments have a growing and critical role in human and social services and community development and many have shown leadership in working in partnership with Indigenous organizations;
 6. WHEREAS the Truth and Reconciliation Commission defines reconciliation as “an ongoing process of establishing and maintaining respectful relationships”;
 7. WHEREAS strengthening relations between Indigenous and non-Indigenous people is essential to municipal governments, Friendship Centres, and communities across Ontario;
 8. WHEREAS municipal governments play an important role in providing and delivering valuable programs and services to meet the needs of their residents, as well as being responsible, in all or some part, for over two hundred and eighty (280) pieces of provincial legislation that impact daily life of all who live in Ontario;
 9. WHEREAS many municipal governments and Friendship Centres have taken up the responsibility to collaborate on a variety of initiatives that improve Indigenous quality of life and have had tangible community impacts;
 10. WHEREAS municipal governments are on the front-lines working directly with all individuals to support and determine social determinants of health, demonstrating a notion of direct responsibility contributing to community wellbeing and prosperity;
 11. WHEREAS the AMO has developed the Indigenous Relations Task Force to advise the AMO Board of Directors on municipal-Indigenous relationship building;
 12. WHEREAS the OFIFC was founded in 1971 and works to support, advocate for and build the capacity of member Friendship Centres across Ontario;
 13. WHEREAS the Friendship Centre Movement is the largest Indigenous service network in the province supporting the vibrant and quickly-growing Indigenous population through programming, research, education, and policy advocacy;
 14. WHEREAS AMO and OFIFC are partnering on a variety of initiatives to improve collaboration and information sharing amongst our membership, not limited to the work

of the AMO-OFIFC Indigenous Relations Working Group and the AMO-OFIFC Memorandum of Understanding signed on date; AND

15. WHEREAS this declaration is a living document that municipal governments and Friendship Centres can sign onto or use as a framework for the development of local or regional declarations that can be addended to this declaration;

THAT SIGNATORY MUNICIPAL GOVERNMENTS RECOGNIZE:

16. THAT Indigenous people reside and build community and resilience in municipalities across Ontario;
17. THE value of Indigenous knowledge and expertise to design, plan, implement, and evaluate public policy and programs that impact the wellbeing of Indigenous people is paramount;
18. THE responsibility taken up by Indigenous Friendship Centres to meet Indigenous community need;
19. THE value of building relationships and partnerships with Friendship Centres to improve the quality of life of Indigenous people in their municipality; AND
20. THAT the exchange of information and skills within and between municipal governments and related associations contribute to improved understanding in the area of Indigenous relations.

THAT SIGNATORY ONTARIO INDIGENOUS FRIENDSHIP CENTRES RECOGNIZE:

21. THAT they are and have been leaders in urban Indigenous community development and in reflecting and responding to the needs of Indigenous people in municipalities for over half a century;
22. THAT they are engaged in local and regional affairs and that they contribute to municipal life and that they lead the Indigenous social, community, economic, and cultural development of municipalities across Ontario;
23. THE responsibility taken up by municipal governments to meet and serve Indigenous communities;
24. THAT municipal governments provide essential services that Friendship Centre community members rely on to thrive;
25. THAT municipal governments are leaders in Ontario in meeting community needs through local programs, services and community development, be they in human and social services, public safety or public works/infrastructure, and are integral to community well-being and the social determinants of health;
26. THAT the development and maintenance of good relationships and partnerships with municipal governments is essential to achieving long-term positive impact on Indigenous communities; AND
27. THAT Friendship Centres acknowledge that they operate in a municipal landscape and rely on municipal governments.

ALL SIGNATORIES RECOGNIZE:

28. THAT we are uniquely positioned to improve community-wellbeing through local policy development, programs and services as we are well-equipped to be responsive to community needs;
29. THAT community-identified needs and priorities should provide the basis for policy and program development, and that we are uniquely positioned to improve the quality of life of Indigenous people living in municipalities;
30. THAT mutual respect, responsibility, trust, transparency and collaboration to meet common community priorities are key principles of relationship building between non-Indigenous and Indigenous organizations;
31. THAT the Friendship Centres and municipal governments play key roles in working against racism, inequality, discrimination, and stigma within and between communities;
32. THAT the goal of this declaration is to provide municipal governments and Friendship Centres with a framework for relationship-building to advance reconciliation in communities across Ontario;
33. THAT the goal of this declaration is to enhance social cohesion between Indigenous and non-Indigenous people and support closer cultural, social and civic ties between Indigenous and non-Indigenous people;
34. THAT we can play a leadership role and set a standard by advancing reconciliation locally and regionally through partnerships and collaboration;
35. THAT fostering local and regional partnerships is integral to improving the quality of life for all communities; AND
36. THAT we establish and maintain an ongoing dialogue and working relationships at the local and provincial orders.

SIGNATORIES AND ADJACENT DATES:

AMO

OFIFC

Ongoing Signatures:

Municipal Governments (Elected Officials)

Friendship Centres (Presidents)

From: Chabad Niagara Office <office@jewishniagara.com>
Sent: July 24, 2020 2:56 PM
Subject: Hello from Rabbi Zaltzman
Attachments: 2017 Calendar Greetings.pdf

I hope this email finds you well. I am writing to you on behalf of Rabbi Zaltzman.

Like previous years, we at Chabad Niagara are now in the process of preparing our Jewish Calendar and Program Guide for the year 5781 (2020-2021). This in mind, we are once again including seasons greetings and warm regards from city officials and dignitaries and would like to confirm with you that we may include a personal salutation in our calendar.

The size, picture, and design would be the same as past years (attached please find a previous year's sample for your review).

If you would like to go ahead with an ad, please reply with a photo (unless the previous one is ok) and greeting (if modified from the previous year).

We would love to have your support of \$100 and seasons greetings to the Jewish community in such a concrete way.

We look forward to hearing from you shortly.

Kind Regards,
Gayle Levesque

CHABAD
NIAGARA

905.356.7200 Ext 772

www.JewishNiagaraFalls.com

VANCE BADAWEY MP



*"Many Mazel
Toiv's for 5777"*

Welland

OFFICIAL GREETINGS

CHRIS BITTLE MP



*"Wishing you
the very best
health,
happiness and
prosperity in
the 'New Year'"*

S. Catharines

ROB NICHOLSON MP



*"With warmest
wishes for
happiness and
success in
the year 5777"*

www.robnicholson.ca

**Niagara Falls
Fort Erie
Niagara-on-the-Lake**

CINDY FORSTER MPP



*"I am pleased
to extend to
Niagara's
Jewish
community my
best wishes for
peace, health,
joy and
prosperity in
5777"*

Welland

WAYNE GATES MPP



*"Best
Wishes for
a happy
new year."*

wgates-qp@ndp.on.ca

**Niagara Falls
Fort Erie
Niagara-on-the-Lake**

JIM BRADLEY MPP



*Very best
wishes for
good health
and happiness
in the 'New
Year'"*

S. Catharines

JOHN MALONEY
MAYOR



*"Best wishes
for health and
happiness in
5777."*

Port Colborne

JIM DIODATI
MAYOR



*"On behalf
of Members of
Council, all the
best for the
new year!"*

Niagara Falls

WALTER SENDZIK
MAYOR



*"On behalf of the
City of St.
Catharines and
Council, I wish you
good health,
happiness and
prosperity in the
New Year!"*

S. Catharines

PAT DARTE
LORD MAYOR



*"On behalf of the
residents and
Council of the
Town of Niagara-
on-the-Lake,
best wishes and
good health
for 5777."*

Niagara-on-the-Lake

FRANK CAMPION
MAYOR



*"Very Best
Wishes to the
Niagara Jewish
Community for a
happy, healthy
and prosperous
New Year!"*

Welland

July 28, 2020

12245 Lakeshore Rd.

Wainfleet, Ontario

Wainfleet Township:

Mayor and Councillors

I wish to register my concern to Council, which I previously expressed at the recent Committee of Adjustment hearings held on July 15, 2020.

The Committee's first issue was to discuss an application for "minor" variances requested by Long Beach Resort Ltd. My son-in-law Gavin Thomson presented a motion to have the issue deferred until the American owners adjacent to the development, could be present to have their comments and concerns heard and discussed. This motion was denied as Committee members dealt only with the legality of holding the meeting. They would not deal with the issue of fair representation.

The project calls for the removal of all trailers (a good move) which will in turn be replaced by almost the same number of "cabins" (ie cottages). The owners have stated that they will now be appealing to customers seeking a "wine retreat or yoga experience". Gone will be the family-oriented approach of the previous owner to provide a quiet "family experience" along our lovely shores of Lake Erie.

The reason I am writing to you today is to alert you to the treatment afforded to the American cottage owners at the recent Committee meeting. A notice was sent out to all property owners within 60 metres of the resort (the minimum requirement). The problem was that mail delivery to the USA is significantly slower than to Canadians during the COVID-19 pandemic. Thus some of the American owners received the notice (to them, "out of the blue") with less than a week available for them to register their concern. Failure to register meant they would lose their right to voice concerns in the future.

This included the owner whose cottage is less than 10' from the resort building. In fact 4 of the 5 lake-front owners on the east side of the resort are Americans. And

I am told that approximately 1 of 3 owners in the area are Americans. That is not fair to the owners who are most impacted by the changes being contemplated by the new owners and yet pay the same taxes.

I am told that the next step in the evolution of the resort is to request a Site Plan Meeting with Council members. Sarah Ivins, Planner, expects this to occur later this year.

I am writing today to ask Council to postpone any future meeting on the Long Beach Resort project until all Americans have the right to attend such a meeting to voice their concerns and to ask their questions in person. This will also require ample notice so that they can travel the extensive distances from their various U. S. locations (including California and Florida).

I am further requesting that notification should be sent to all owners within a 1 kilometer radius of the project. The proposals suggested for this project will have a significant impact on the entire Long Beach area and on the "Wainfleet – Find Your Country Side" style of living.

I would be glad to attend the Council meeting to discuss this request with Council in person. Or feel free to contact me by email or telephone (905-899-1141) if you want to discuss it in more detail prior to the Council meeting.

Sincerely

Hugh Goodwillie

Cc Shane Ball, President, Long Beach Property Owners' Association

Sarah Ivins, Planner, Wainfleet Township

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 031-2020

Being a by-law to adopt, ratify and confirm the proceedings of the Council of the Corporation of the Township of Wainfleet at its meeting held August 4, 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 August 4, 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 4th DAY OF AUGUST, 2020

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK