



THE COROPORATION OF THE TOWNSHIP OF WAINFLEET
REGULAR MEETING OF COUNCIL AGENDA
SEPTEMBER 22, 2020 – 7:00 P.M.
COUNCIL CHAMBERS

C23/20

- 1. Call to Order**
- 2. National Anthem**
- 3. Land Acknowledgement Statement**
- 4. Disclosures of Interest and the General Nature Thereof**
- 5. Presentations**
 - a) Certificate for 25 Years of Service – Kelly Grabell
- 6. Mayor's Announcements & Remarks**
- 7. Councillor's Announcements & Remarks**
- 8. Adoption of Previous Council Minutes**
 - a) Minutes of the regular meeting of Council held September 1, 2020
- 9. Delegations**
 - a) Kim Pilot, 20215 Youngs Road South Re: Request to pave Youngs Road
- 10. Staff Reports & Recommendations**
 - a) Administrative Staff Reports
 - i. ASR-030/2020 Re: COVID-19 Impact Report
 - ii. ASR-031/2020 Re: Procedure By-law Update
 - b) Building Staff Reports
 - i. BSR-001/2020 Re: NPCA Conditional Permit Agreement
 - c) Fire Staff Reports
 - i. Memorandum Re: Central Fire Station Project

- ii. FSR-013/2020 Re: Stage 1 of the 2020 Capital Project Self-Contained Breathing Apparatus

11. Review of Correspondence

a) C212-2020

Correspondence received from Patti Bauer, Niagara resident Re: Request to declare September 2021 Childhood Cancer Awareness Month and raise the corresponding flag

12. By-laws

a) By-law No. 037-2020 being a by-law to appoint members to the Committee of Adjustment/Property Standards, Fenceviewers and Dog Control By-law Appeal Committee for the Township of Wainfleet for the current term of Council and repeal By-law No. 021-2020

b) By-law No. 038-2020 being a by-law to repeal part of By-law No. 003-2020 being a by-law to adopt Amendment No. 02 to the Official Plan for the Township of Wainfleet

13. Notices of Motion

14. Closed Meeting

a) Items under Section 239(2)(c) of the Municipal Act, 2001, a proposed or pending acquisition or disposition of land by the municipality. 2 items (potential disposition of land)

b) Item under Section 239(2)(b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees. 2 items (a by-law enforcement matter and a CAO performance review matter)

c) Minutes of the closed meetings of Council held August 4, 2020 and September 1, 2020

15. Rise & Report

16. By-law to Confirm the Proceedings of Council

a) By-law No. 039-2020 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 23rd day of September, 2020.

17. Adjournment



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

C22/2020
September 1, 2020
7:00 p.m.
Council Chambers

PRESENT:	K. Gibson	Mayor
	D. Cridland	Councillor
	T. Gilmore	Councillor
	J. MacLellan	Councillor
	S. Van Vliet	Councillor
STAFF PRESENT:	W. Kolasa	Chief Administrative Officer
	M. Alcock	Fire Chief
	L. Gudgeon	Manager of HR/Protective Services
	S. Ivins	Planner
	M. Jemison	Drainage Superintendent
	M. Luey	Treasurer/Mgr of Corporate Services
	R. Nan	Manager of Operations
	E. Shacklette	Planning Technician
OTHER:	A. Dashwood	Administrative Assistant
	S. Bernier	Architect, Whiteline Architects Inc.

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

- All members of Council are present in Chambers and so we will not be calling for recorded votes unless requested. Some staff will continue to participate electronically.
- We ask everyone in the gallery to please maintain appropriate physical distancing and to keep your face covering on at all times while inside the building. Regular meetings are live streamed and available for replay on our YouTube channel. We encourage the public to view Council proceedings from home when possible.
- Regional Council will meet on Thursday September 17 at 6:30pm.
- Our next regular meeting of Council is scheduled for Tuesday September 22 at 7:00pm.

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

Councillor Cridland advised that the next NPCA Full Authority meeting is Thursday September 17, 2020.

8. **Adoption of Previous Council Minutes**

With no objection from Council, the minutes from the regular meeting of Council held August 4, 2020 and the emergency meeting held August 26, 2020 were approved as circulated.

9. **Public Meeting**

None.

10. **Delegations**

- a) Drew Wakeham, 12233 Lakeshore Road Re: Long Beach Public Beach

Resolution No. C-2020-154

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

"THAT the delegation presentation by Drew Wakeham respecting Long Beach Public Beach be received for information."

CARRIED

- b) Marianne Kidd, 12190 Lakeshore Road Re: Lakeshore Enhancement Strategy Initiative Official Plan

Resolution No. C-2020-155

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

"THAT the delegation presentation by Marianne Kidd respecting Lakeshore Enhancement Strategy Official Plan be received for information."

CARRIED

- c) Hugh Goodwillie, 12245 Lakeshore Road Re: Beach Issues

Resolution No. C-2020-156

Moved by Councillor Cridland

Seconded by Councillor Van Vliet

“THAT the delegation presentation by Hugh Goodwillie respecting Beach Issues be received for information.”

CARRIED

- d) SAW Developments Inc. (Doug Buiter and Ryan Bath), 42076 Hwy 3 Re: Subdivision Approval along Marshville Drive

Resolution No. C-2020-157

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT the delegation presentation by SAW Developments Inc. respecting Subdivision Approval along Marshville Drive be received for information.”

CARRIED

11. **Staff Reports & Recommendations**

a) **Planning Staff Reports**

- i. **PSR-009/2020** Re: Subdivision Agreement and Final Approval of Draft Plan of Subdivision P01/2018W (SAW Developments Inc.)

Resolution No. C-2020-158

Moved by Councillor Gilmore

Seconded by Councillor Van Vliet

“THAT Planning Staff Report PSR-009/2020 be received; and

THAT the by-law attached as Appendix “B” be adopted by Council to authorize the Mayor and Clerk to execute the subdivision agreement with SAW Developments Inc.; and

THAT the by-law attached as Appendix “C” be adopted by Council to amend Bylaw 042-2010 to add Jacob Lane to the consolidated list of street names; and

THAT staff be authorized to grant final approval upon execution of the subdivision agreement.”

CARRIED

Resolution No. C-2020-159

Moved by Councillor MacLellan
Seconded by Councillor Gilmore

“THAT Council now move into closed session to discuss:

- a) Item under Section 239(2)(b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees – 1 item

Time: 7:51 p.m.

Council resumed in open session at 8:19 p.m. and reported that staff direction was provided to deal with personnel matters.

b) **Fire Staff Reports**

- i. **FSR-011/2020** Re: Central Fire Station Concept Study – Additional Options

Resolution No. C-2020-160

Moved by Councillor Gilmore
Seconded by Councillor MacLellan

“THAT Fire Staff Report FSR-011/2020 respecting Central Fire Station Concept Study – Additional Options be received; and

THAT Council selects utilizing Concrete block walls with metal roof and full brick/block veneer as presented as “Option 7” in the Concept Study.”

CARRIED AS AMENDED

Resolution No. C-2020-161

Moved by Councillor MacLellan
Seconded by Councillor Gilmore

“THAT staff be directed to work with the Whiteline Architects to reduce the office space in the design concept by 2,500 square feet and report back to Council.”

CARRIED

Resolution No. C-2020-162

Moved by Councillor Gilmore
Seconded by Councillor MacLellan

“THAT Council now take a ten minute recess.”

CARRIED

Time: 9:19 p.m.

Council resumed open session at 9:30 p.m.

c) Administrative Staff Reports

i. ASR-027/2020 Re: COVID-19 Impact Report

Resolution No. C-2020-163

Moved by Councillor MacLellan
Seconded by Councillor Gilmore

“THAT Administrative Staff Report ASR-027/2020 respecting COVID-19 Impact Report be received as information.”

CARRIED

ii. ASR-027/2020 Re: COVID-19 Impact Report

Resolution No. C-2020-164

Moved by Councillor Van Vliet
Seconded by Councillor MacLellan

“THAT Administrative Staff Report ASR-028/2020 regarding Wainfleet Beaches be received as information;

AND THAT a public meeting be scheduled to receive input from the public regarding beach issues, options and alternatives on September 23, 2020.”

CARRIED

iii. ASR-027/2020 Re: COVID-19 Impact Report

Resolution No. C-2020-165

Moved by Councillor MacLellan
Seconded by Councillor Cridland

“THAT Administrative Staff Report ASR-029/2020 respecting a Shared Services Review be received as information.”

CARRIED

d) Drainage Staff Reports

i. DSR-005/2020 Re: Apportionment Agreement (Carr-Rouse)

Resolution No. C-2020-166

Moved by Councillor Van Vliet
Seconded by Councillor MacLellan

“THAT Drainage Staff Report DSR-005/2020 respecting Apportionment Agreement (Carr-Rouse) be received;

AND THAT the Agreement on Share of Assessment attached hereto as Appendix “A” be approved.”

CARRIED

e) **Public Works Staff Reports**

- i. **PWSR-008/2020** Re: Award of engineering for the Lakeshore Road Retaining Wall Project

Resolution No. C-2020-167

Moved by Councillor Van Vliet
Seconded by Councillor Cridland

“THAT Public Works Staff Report PWSR-008/2020 respecting Award of engineering for the Lakeshore Road Retaining Wall Project be received;

AND THAT Council direct staff to award the environmental assessment and design of the Lakeshore Road Retaining wall project to Urban Environmental Management based on the highest scoring of the proposal evaluation for \$73,819.07.”

CARRIED

12. **Review of Correspondence**

- a) C-202-2020 Anissa Watts-Burse Re: requesting a public meeting regarding the new build of the fire hall

Resolution No. C-2020-168

Moved by Councillor Cridland
Seconded by Councillor Van Vliet

“THAT correspondence item number C-202-2020 from Anissa Watts-Burse regarding a request for a public meeting regarding the new build of the fire hall be received for information.”

CARRIED

13. **By-laws**

Resolution No. C-2020-169

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT the following By-laws be read and passed this 1st day of September 2020:

- a) By-law No. 034-2020 being a by-law to amend By-law 042-2010 being a by-law to adopt municipal and private road names in the Township of Wainfleet.
- b) By-law No. 035-2020 being a by-law to authorize the entering into of a Subdivision Agreement with SAW Developments Inc.”

CARRIED

14. **Notices of Motion**

Resolution No. C-2020-170

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

“THAT Council raise By-law 003-2020, being a by-law to adopt Amendment No. 02 to the Official Plan for the Township of Wainfleet, for reconsideration.”

CARRIED

Resolution No. C-2020-171

Moved by Councillor Gilmore

Seconded by Councillor Van Vliet

“THAT By-law 003-2020, being a by-law to adopt Amendment No. 02 to the Official Plan for the Township of Wainfleet is hereby repealed, save and except the land use designation of Rural Area assigned to the subject lands adjacent to the Hamlet of Ostryhon Corners:

- a) Part of 11673 Burnaby Road, CON 1 PT LOT 14 PT LOT 15
- b) 11669 Burnaby Road, CON 1 PT LOT 15 RP 59R5985 PART 1”

CARRIED

15. **Closed Meeting**

Resolution No. C-2020-172

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

“THAT Council now move into closed session to discuss:

- a) Items under Section 239(2)(b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees – 2 items (Committee of Adjustment applications and a personal staffing matter)”

CARRIED

Time: 10:15 p.m.

16. **Rise & Report**

Council resumed in open session at 10:32 p.m.

Consideration of the subject matter in closed session concluded the receiving of confidential personal information regarding the personal staffing matter and the introduction of the following motion in option session regarding Committee of Adjustment applications.

Resolution No. C-2020-173

Moved by Councillor Cridland

Seconded by Councillor MacLellan

That staff be directed to prepare a by-law for presentation to the next available meeting of Council to appoint Robert Cross and Sharon McMillan to the vacancies currently existing on the Township of Wainfleet Committee of Adjustment.

CARRIED

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

Resolution No. C-2020-174

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT By-law No. 036-2020 being a by-law to adopt, ratify and confirm the actions of the Council at its meetings held on the 26th day of August, 2020 and the 1st day of September, 2020 be read and passed this 1st day of September, 2020.”

CARRIED

18. **Adjournment of Meeting**

There being no further business, the meeting was adjourned at 10:38 p.m.

K. Gibson, MAYOR

W. Kolasa, CAO/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

Dear Honorable Counsellors,

Sept 11 2020

We the residents of Youngs Rd South in Wainfleet, would like to request your consideration to pave our road due to the following challenges; excessive dust, damaging potholes and water on our road which may be a result of land erosion due to our unpaved road.

Over the course of several years, there has been an increase in the amount of family dwellings to which has substantially increased the amount of traffic on our road. This increase in traffic generates and excessive amount of dust; not to mention additional farming traffic to which heavy equipment is seen going up and down our road multiple times throughout the day from Spring to Fall. Although we appreciate you coming once a year and spraying lime on our road; unfortunately this temporary solution which only lasts aprx two weeks. We want to be clear that speed is not the sole factor in creation of dust rather it is the amount of traffic going back and forth from the new dwellings as well as the increased amount of heavy equipment and traffic.

As a taxpayer, it has been quite frustrating when you live in the country and do not have the ability to open your windows throughout the day or sit on your front porch due to the amount of dust that is generated by the traffic. It is also equally frustrating to have your windows, vehicles and clothes hanging on the line covered in dust and dirt almost daily. To support this statement and to offer you more of a visual we have attached several pictures along with videos.

We as taxpayers also believe that our taxes should be spend on services that impact us directly. We have estimated that as residents; combined; we pay aprox \$50000 per year in taxes and would think that paving our road would be a reasonable request considering we do not have services such as street lights, sidewalks and curbs and are all on rural services. We understand that there are other dead end roads in Wainfleet such as Moore Rd S that have their roads paved.

We thank you for your consideration of our request.

Kindest regards,

Kim and Jim Pilot

Kim Pilot

Klaus and MaryLou

MaryLou

George Moore

George Moore

Young Farm Residents

Ken Gagnon
Ken Gagnon

Katy and Derek McCabe

Katy McCabe

Jake and Phyllis Hanzel

Jake Hanzel

Bill Ballantyne

Bill Ballantyne

Neighbours of Young Farm Residents

Michael Myle Sr.





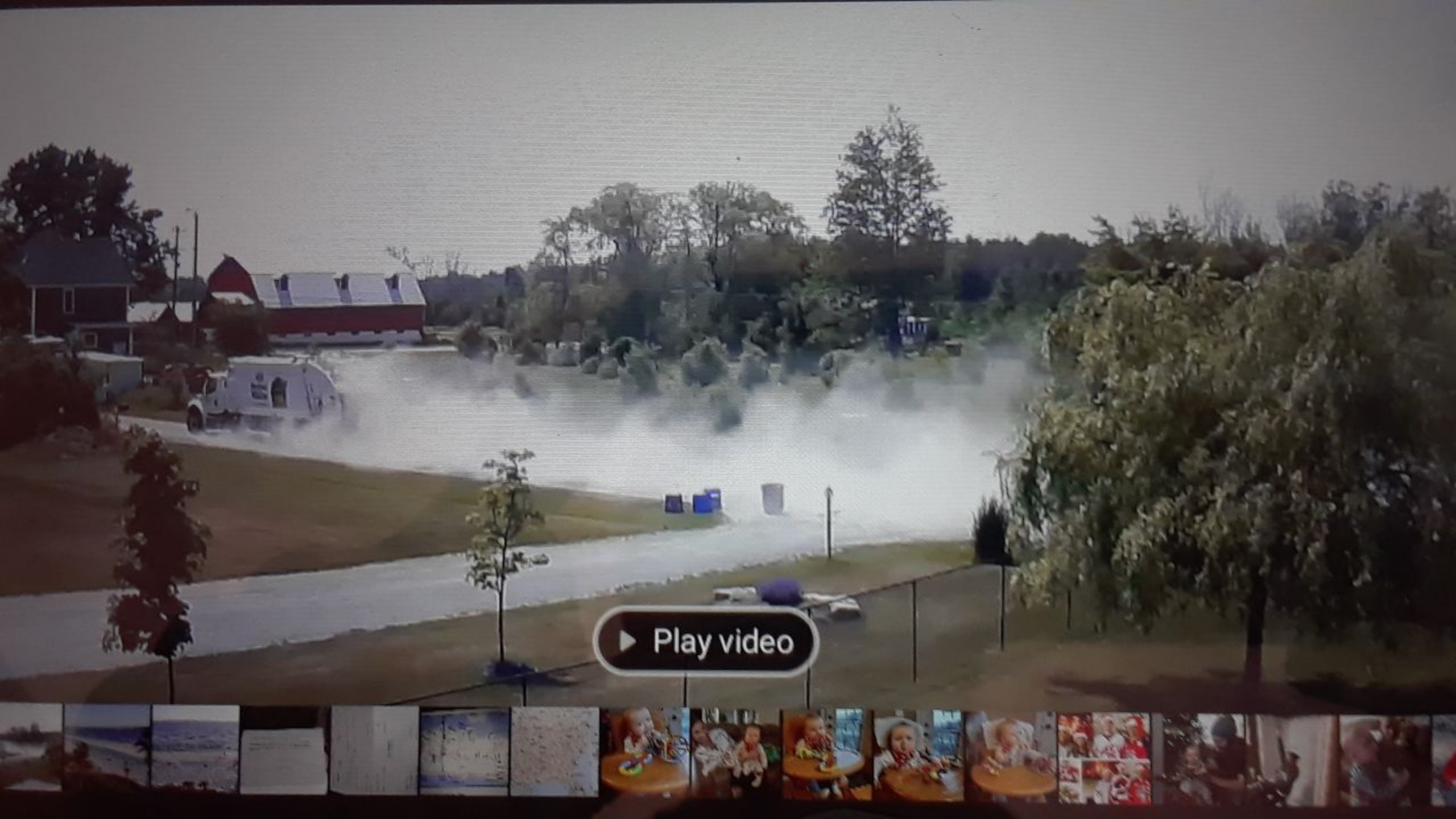












▶ Play video





TO: Mayor Gibson & Members of Council

FROM: William Kolasa, Chief Administrative Officer

DATE OF MEETING: September 22, 2020

SUBJECT: COVID-19 Impact Report

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-030/2020 respecting COVID-19 Impact Report be received as information.

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). While the Provincial Emergency declaration is, however, now expired and revoked as of July 24, 2020; most Emergency Orders originally issued by the Province of Ontario continue in force and effect for the time being.

The Township continues to monitor the COVID-19 situation and guide development of appropriate responses to ensure the safety of the community and staff while providing for continuity of municipal services.

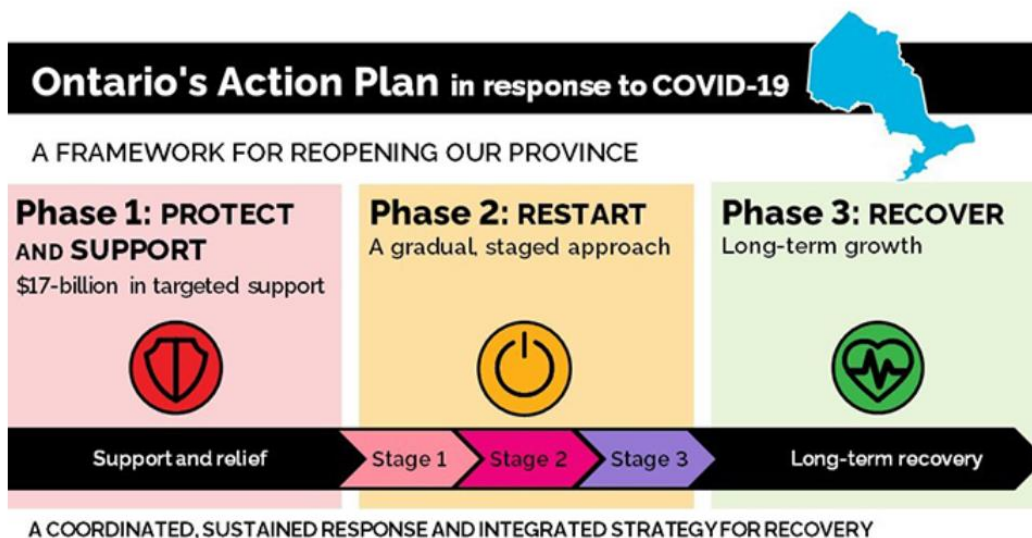
BACKGROUND:

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. Most recently, the ECG has further scaled back its operations as we continue through this recovery phase – with only key command staff and section chiefs attending the regular weekly meetings, instead of the full ECG complement.

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 and, on August 4, 2020, Niagara Region enacted a temporary face covering by-law applicable to all indoor public places. On September 17, 2020, Niagara Region voted to extend the by-law to April, 2021.

In keeping with the gradual approach to reopening Ontario, 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. That said: as a result of a continuing spike in confirmed COVID cases in Toronto, Peel, Ottawa and some other areas in the Province; on September 17, 2020, the Province announced that it would be introducing a regulation that would see private gathering limits rolled back from the limits set for the rest of Ontario. More information regarding these roll backs was not available at the time of report preparation.

Throughout 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.

Arena and other Facilities

Staff continue efforts to plan for the further re-opening and rental of other municipal facilities this fall including the Arena, Firefighters Memorial Community Hall, Senior's Centre and so on.

Presently, the primary focus is on the Wainfleet Arena which is working towards reopening effective Saturday October 3, 2020. Internal policies and processes have been developed using Provincial and guidelines from comparable municipalities, municipal and sports group associations as well as appropriate health professionals. Staff have also been working with local user groups in moving towards the October opening.

Some operational changes have been required to ensure that the facilities meet new health guidelines for the safe reopening of facilities. For example, in the case of the arena, there will now be strict limitations on numbers of facility users and spectators at any given time (in accordance with Provincial directives regarding gathering sizes), restrictions on change room usage (to ensure physical distancing and to accommodate requisite health-safety protocols), establishment of the Moore Room as an additional change room facility (to enhance arena capacity and service levels for users due to limitations of existing change rooms in light of physical distancing requirements) and so on. In addition, an onus will be placed on groups entering into rental agreements with the Township to ensure that appropriate screening and control of their own individual users is maintained in light of current COVID-19 precautions.

Finally, in order to accommodate the enhanced safety protocols and be able to ensure the safe availability of the arena for groups in reasonable time frames, a second arena operator will be required to be hired by the Township to be available in the facility during operating hours (including to accommodate the additional health and safety protocols prescribed by health experts). The cost of the second operator will need to be accommodated within the Township's existing fee structure for the time being – and it is anticipated that additional Township costs for this position will be offset utilizing funding assistance from senior levels of government. Upon reopening, Staff will monitor the situation closely and will be able to provide a more detailed review at the end of the 2020 fourth quarter.

Funding Assistance

Administrative Staff Report ASR-027/2020, considered by Council on September 1, 2020, advised that on August 12, 2020, the Township received notification from the Minister of Municipal Affairs and Housing that Wainfleet will receive a payment of \$195,100 from the federal-provincial [Safe Restart Program](#), designed to support municipalities in responding to COVID-19.

At this time, staff are aware that there is an upcoming second phase of this program, being an application-based funding opportunity under the above-noted federal-provincial Safe Restart Program. While final program details (including the application process) are still being finalized by senior levels of government, the application deadline for this second phase is October 30, 2020, and will require the Township to provide information about measures the municipality has undertaken to reduce financial pressures (mitigation efforts), an explanation of how the municipality applied Phase 1 funding towards COVID-19 operating costs and pressures and a year-end forecast of COVID-19 operating costs and pressures. Additionally, the application will require an accounting of actual COVID-related impacts as at the end of Q3 (September 30, 2020) as well as a resolution of Council seeking the additional funding. This matter will return to Council in October with further information and to seek the requisite Council resolution at that time.

Staff are also pleased to advise that, further to the \$195,100 received from Phase 1 of the Safe Restart Program, the Township was successful (along with its partner municipalities of Fort Erie, Port Colborne and Welland – being members in the Niagara South Coast Tourism Association) in securing COVID-19 funding in the amount of \$473,963 from the Tourism Industry Association of Ontario (TIAO).

The funds, obtained through an application-based program, aim to offset unanticipated tourism-related COVID impacts and support the recovery of recipients. As part of the application and the program terms and conditions, the Niagara South Coast Tourism Association has identified number of initiatives to jointly respond to tourism-related COVID-19 impacts. In addition to joint projects and initiatives of the Association, Wainfleet will also see a direct share of this funding in the amount of \$61,856 that will be targeted at the Township's 2020 COVID-related beach and farmer's market operating expenses. A copy of the Niagara South Coast Tourism Association news release, dated September 14, 2020, is attached to this report and a more fulsome report regarding the Association efforts and financial details of the Township's direct funding share (revenue and expenses) will be forthcoming at a future meeting.

Niagara 2021 Canada Summer Games Postponed

On September 16, 2020, the Canada Games Council and the 2021 Canada Games Host Society, in consultation with Niagara Region, the Province of Ontario and the Government of Canada announced a decision to postpone [Niagara's 2021 Canada Summer Games](#) due to the ongoing public health concerns relating to the COVID-19 Pandemic. The games will be rescheduled to the summer of 2022.

Conclusion

The COVID-19 pandemic continues to pose a 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 have continued to decrease regionally (with occasional spikes), 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 monitor and 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:

The Township continues to manage financial mitigation efforts with respect to Township operations under the Township's and the Region's declared emergency. In addition to actively managing expenses, the Township continues to pursue alternative revenue sources to assist in offsetting costs incurred by the municipality in responding to the COVID-19 pandemic from all potential sources. To date, the Township has secured \$195,100 from the federal-provincial Safe Restart Program and \$61,856 from the Tourism Industry Association of Ontario for a total of \$256,956 in COVID-19 operational support funding from senior levels of government.

Appendix "B" to this report details the Safe Restart Program funding with related Township COVID-19 expenses (year to date). A future report will provide further details and will also include revenues and expenses associated with the Tourism Industry Association of Ontario Funding allocations.

In addition, Council is scheduled to be receiving a broader third quarter financial update report at the October meeting of Council (as the fiscal third quarter ends September 30, 2020).

OTHERS CONSULTED:

- 1) Emergency Control Group

ATTACHMENTS:

- Niagara South Coast Tourism Association Media Release dated September 14, 2020
- COVID-19 Financial Impact Update

Respectfully submitted and approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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MEDIA RELEASE

NIAGARA'S SOUTH COAST TOURISM ASSOCIATION

FOR IMMEDIATE RELEASE

MEDIA CONTACT: Janine Tessmer, Town of Fort Erie, Communications Advisor

TELEPHONE: 905-321-4436

Grant provided to support local tourism in Niagara's South Coast

South Coast, Niagara, ON (September 14, 2020) – As the COVID-19 pandemic continues to impact the travel and tourism sector, municipalities within Niagara's South Coast are working collectively to revive the local tourism industry.

Niagara's South Coast Tourism Association (NSCTA) is the designated Destination Marketing Organization (DMO) for southern Niagara and is comprised of four member municipalities: Fort Erie, Port Colborne, Wainfleet and Welland which collectively represent a total population of 107,681 residents, approximately a quarter of the Niagara Region population.

Niagara's South Coast generates extensive tourism and economic opportunities for the local economy and contributes to the diversification of Niagara Region's tourism product offerings. According to the 2019 Niagara Regional Tourism Profile, there are 490 tourism-based businesses in Niagara's South Coast representing 4,274 jobs and \$293 million in total tourism expenditures.

In a recent application to the Tourism Industry Association of Ontario (TIAO), NSCTA was successful in obtaining funding in the amount of \$473,963 to lead a number of projects and initiatives that will support local economic recovery efforts. The funding is part of a \$30-million Regional Relief and Recovery Fund provided by FedDev Ontario to support DMOs.

The NSCTA have collaboratively developed a strategic work plan in alignment with TIAOs phased approach for rebuilding tourism:

- Hyper-Local – Shop, buy, eat and stay local
- Explore Ontario – Explore the region or the one next door
- The Ontario Bucket List

Among the strategies within NSCTA's work plan are a number of marketing campaigns to drive traffic to local businesses within the partnering municipalities, promote Niagara's South Coast and to work with local tourism stakeholders to enhance digital presence to support their recovery efforts.

Quotes

“Travel and tourism are vital for economic development in South Niagara. COVID-19 has reinforced this along with the importance of shopping local,” said Mayor Bill Steele, City of Port Colborne. “I would like to thank the Tourism Industry Association of Ontario for this grant because these funds, paired with the creativity and resilience of Port Colborne's business community, will allow us to work strategically with Fort Erie, Wainfleet, and Welland to create innovative ways that promote and strengthen our local shops, restaurants, and businesses.”

“Niagara’s South Coast showcases a vibrant and diverse tourism sector embodied by rich history, natural features, a thriving culinary scene and eclectic shopping experiences,” said Mayor Wayne Redekop, Town of Fort Erie. “Fort Erie’s valued partnership with Niagara’s South Coast member municipalities will strengthen the collaborative effort to create meaningful, dedicated support for tourism operators and local businesses as they stride towards recovery and prosperity.”

Wainfleet Mayor Kevin Gibson said “The South Coast municipalities are a natural destination offering a rich and diverse experience from shopping and culinary pursuits to the peace and slower pace of country life. With visitors being such a key part of the landscape in our area, these funds, combined with collaboration with our partners in Fort Erie, Welland and Port Colborne, will certainly help to strengthen our business sector and guide our Township toward a strong and lasting recovery going forward.”

Welland Mayor Frank Champion said “Our South Niagara municipalities offer tourists a wide variety of cultural, active and leisure tourism opportunities. This funding enables Welland and our partner communities to work collaboratively to build, package and promote an exceptional visitor experience that crosses municipal boundaries. Welland looks forward to showcasing, among other things, its continuing development and enhancement of activities in, on and around our recreational waterway which will result in new and expanded local business opportunities.”

APPENDIX “B”

Appendix "B" – COVID-19 Financial Impact Update

	Notes	March	April	May	June	July	August	September (to date)	Totals
Revenues									
Municipal operating funding - Phase 1								195,100	195,100
Total Cash inflows								195,100	\$195,100
Expenditures									
Salaries and Benefits	1	15,523	33,144	17,001	13,942	13,621	3,215	8,539	104,985
Supplies & PPE	2	250	3,392	3,871	12,382	2,202	1,804	6,209	30,110
Communications				419	200	200	200	200	1,219
		15,773	36,536	21,291	26,524	16,023	5,219	14,948	\$136,314

Notes:

1. Salaries and Benefits are for redeployed wages of existing staff performing COVID-19 related duties.
2. The acquisition and installation of the safety barriers in Townhall occurred in June.
3. Niagara South Coast Tourism Association Grant Revenues and Expenses not included in this update.

TO: Mayor Gibson & Members of Council

FROM: William Kolasa, Chief Administrative Officer

DATE OF MEETING: September 22, 2020

SUBJECT: Amendment to Procedural By-law to Permit Continued Electronic Participation in Meetings Pursuant to the COVID-19 Economic Recovery Act, 2020

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-031/2020 respecting proposed Amendments to the Procedural By-law to Permit Continued Electronic Participation in Meetings Pursuant to the COVID-19 Economic Recovery Act, 2020, be received; and

THAT amendments to the Township of Wainfleet Procedural By-law No.058-2019, as appended hereto be approved to facilitate continued electronic meeting participation during the COVID-19 pandemic recovery period and beyond, and

THAT staff be directed to prepare a report which considers permitting proxy voting in meetings for consideration as part of a general procedure by-law review by a new council following the next municipal election.

EXECUTIVE SUMMARY:

It is recommended to enact amendments to Council's Procedural By-law to permit Council the flexibility to continue with electronic Council meetings for the foreseeable future to protect the health and wellness of all stakeholders.

Many Ontario Municipalities are enacting procedural by-law amendments to allow for continued electronic meetings, including the Region of Niagara.

BACKGROUND:

On March 19, 2020: Bill 187, the Municipal Emergency Act, 2020, received Royal Assent and had the effect of amending provisions of the Municipal Act, 2001 to allow for:

- electronic participation in meetings by Members of Council,
- such electronic participation to count towards quorum, and
- members to participate electronically in closed session meetings, during circumstances when an emergency has been declared.

On March 31, 2020: Council approved By-law No. 016-2020 (copy attached) to amend the Wainfleet's procedural by-law in order to permit participation in both open and closed meetings through electronic means, and including that such participation to be counted toward quorum during the period of emergency.

On July 21, 2020: Bill 197, [COVID-19 Economic Recovery Act](#), received Royal Assent and includes (among other things) provisions to amend the Municipal Act, 2001, to allow members of municipal councils, local boards or of a committee of either of them to participate electronically and to count toward the quorum, even in the absence of a declared emergency.

This report is to seek Council approval to amend the Township's procedural by-law to allow electronic participation in meetings to continue beyond the current declared emergency.

Additional provisions of the COVID-19 Economic Recovery Act, 2020, include the ability for a Member of Council to appoint another Member of Council to act as a proxy, with specific rules in place. This new authority requires additional analysis before a recommendation can be forthcoming, and as such, this initiative is not being recommended at this time.

OPTIONS/DISCUSSION:

Since the adoption of By-law No. 016-2020, Council has had the ability to meet on a regular basis through virtual electronic meetings during the COVID-19 pandemic period, the Town has been successful in facilitating these meetings electronically. Electronic participation has been working well for Council meetings since April, providing Council (and staff) with flexibility to appropriately manage meeting attendance numbers in the Council Chambers (or boardroom, in the case of closed session meetings) and thus help limit the spread of the novel coronavirus. Additionally, members of the public are able to view the meetings via the livestream in real time, or view on the Town's YouTube channel at a later date, thus providing the public a similar experience as when they may be personally present in the gallery to observe.

The COVID-19 Economic Recovery Act, 2020, now provides municipalities with permissive authority to allow electronic participation in meetings beyond the term of a declared emergency, and repealed the prior rules for electronic participation during the Declared Emergency period only. Further, the Act provides that any member participating electronically may be counted towards quorum, and can participate electronically whether the meeting is open or closed to the public.

Given the physical distancing limitations of the current Council Chambers, it is recommended that electronic participation in meetings continue for the foreseeable future. This will permit all Members of Council, staff, delegates and citizens to attend electronically.

The Act also introduces new, unanticipated rules to permit proxy voting at Council meetings. In order to implement this change, the Clerk is first required to establish

processes and procedures in this regard. As this represents an entirely new policy direction through the Municipal Act 2001, further study and analysis would be required to ensure appropriate rules related to proxy votes can be established before a recommendation regarding this option can be made. Accordingly, amendments to the procedure by-law regarding proxy voting are not being recommended at this time – rather, staff would propose further consideration by the new council, following the next municipal elections, as part of a general review of Council's procedure by-law that occurs during the early days of the new Council.

In summary, it is recommended that Council's procedural by-law be amended to continue to permit electronic participation in meetings moving forward. Based on public health advice and physical distancing requirements needed to curb the spread of COVID-19, the flexibility to permit remote electronic meetings is recommended. While it is recognized that Niagara has entered Stage 3 of the Provincial Reopening Framework, ongoing recommendations continue that people continue to avoid large gatherings as much as possible.

Alternatively, an option is that Council can decide to not permit electronic participation in meetings to continue, which would require personal attendance at meetings of Council. This is not recommended as eliminates flexibility associated with the conduct of Council business and also conflicts with current public health advice.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

- 1) Senior Leadership Team

ATTACHMENTS:

- 1) Appendix "A" - By-law No. 016-2020, a by-law to amend the Procedural By-law to permit electronic meeting participation during declared emergencies
- 2) Appendix "B" - Proposed Procedural By-law Amendment for Continuing Electronic Meeting Participation

Respectfully submitted and approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 016-2020

Being a By-law to amend By-law No. 058-2019 being a by-law to govern the proceedings of the Township of Wainfleet Council, the conduct of its Members and the calling of meetings.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, section 238 provides that a municipality shall establish a procedure by-law to govern meetings;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet approved By-law No. 058-2019 at the September 10, 2019 Council Meeting;

AND WHEREAS on March 19, 2020 the Province of Ontario enacted the Municipal Emergency Act, 2002 to amend the Municipal Act, 2001, to enact section 238 (3.3) and 238 (3.4) to permit meetings to be held electronically during an emergency declared pursuant to the Emergency Management and Civil Protection Act;

AND WHEREAS on March 17, 2020 a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the Emergency Management and Civil Protection Act related to COVID-19;

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

1. **THAT** By-law 058-2019 being be amended by adding the following definitions:

1. **DEFINITIONS**

Emergency - means any period of time during which an Emergency has been declared to exist in all or part of a municipality by the head of Council or the Province of Ontario under sections 4 or 7.0.1 of the Emergency Management Act;

Electronic Meeting - means a meeting called and held in full or in part via electronic means (including but not limited to audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance;

Emergency Management Act - means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended.

2. **THAT** By-law 058-2019 being be amended by adding the following section:

5.14 **Meetings under Declared Emergency**

Members of Council may participate electronically in any Council meeting during an Emergency in accordance with the following procedures:

- a) Notwithstanding any other provision in this By-law, a Regular or Special Meeting of Council may be conducted by Electronic Meeting during an Emergency.
- b) Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote, through a recorded vote recorded by the Clerk as if they were attending the meeting in person.
- c) An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this section.
- d) An Electronic Meeting shall not permit public delegations, except by way of electronic submission received in advance of the meeting, which shall be submitted to the Town Clerk prior to the start of the Electronic Meeting, and shall be provided to Members at the meeting.
- e) Public attendance to Electronic Meetings during the course of an Emergency may be restricted to electronic means.

3. **THAT** This By-law shall come into force and take effect on the final passage thereof.

BY-LAW READ AND PASSED THIS 31st DAY OF MARCH, 2020

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

APPENDIX B

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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 0XX-2020

Being a By-law to amend By-law No. 058-2019 being a by-law to govern the proceedings of the Township of Wainfleet Council, the conduct of its Members and the calling of meetings.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, provides that a municipality shall establish a procedure by-law to govern meetings;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet approved By-law No. 058-2019 at the September 10, 2019, Council Meeting to govern the proceedings of Council, the conduct of its Members and the calling of meetings;

AND WHEREAS the Council of the Corporation of the Township of Wainfleet approved By-law No. 016-2020 at the March 31, 2020, Council Meeting to permit Members of Council to participate electronically in meetings during a declared state of emergency;

AND WHEREAS amendments to the Municipal Act, 2001, by the COVID-19 Economic Recovery Act, S.O. 2020, c.18, permit Members of Council to participate electronically in meetings that are open or closed to the public and that such Members participating electronically may be counted in determining whether or not a quorum of members is present at any point in time;

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

1. **THAT** By-law No. 016-2020 and the amendments made by By-law No. 016-2020 to By-law No. 058-2019 are hereby repealed.
2. **THAT** By-law 058-2019 be amended by adding the following definitions:

2. **DEFINITIONS**

Emergency - means any period of time during which an Emergency has been declared to exist in all or part of a municipality by the head of Council or the Province of Ontario under sections 4 or 7.0.1 of the Emergency Management Act and shall include any period of recovery immediately following a declared emergency;

Electronic Meeting - means a meeting called and held in full or in part via electronic means (including but not limited to audio teleconference, video teleconference or via means of the internet), and with or without in-person attendance;

Emergency Management Act - means the Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9, as amended.

3. **THAT** By-law 058-2019 being be amended by adding the following section:

5.14 **Electronic Meetings**

Members of Council may participate electronically in any Council meeting in accordance with the following procedures:

- a) Notwithstanding any other provision in this By-law, any Regular or Special or Emergency Meeting of Council may be conducted by Electronic Meeting.
- b) Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote, through a recorded vote recorded by the Clerk as if they were attending the meeting in person.
- c) An Electronic Meeting may include a Closed Session, which shall be conducted in the absence of the public and in accordance with this section.
- d) An Electronic Meeting may permit public delegations, in person or by way of electronic submission, which shall be arranged by the Town Clerk prior to the start of the Electronic Meeting, and shall be provided to Members at the meeting.
- e) Public attendance at Electronic Meetings may be restricted to electronic means during the time of an Emergency or other time that the Clerk determines necessary and appropriate for the safe or secure conduct of a meeting.

4. **THAT** this By-law shall come into force and take effect on the final passage thereof.

BY-LAW READ AND PASSED THIS XX DAY OF XXX, 2020

K. Gibson, MAYOR

W. Kolasa, CAO/CLERK

TO: Mayor Gibson & Members of Council

FROM: David Methot, Chief Building Official

DATE OF MEETING: September 22, 2020

SUBJECT: Conditional Building Permit – Long Beach Conservation Area Washroom Facilities

RECOMMENDATION(S):

THAT Report BSR-001/2020 be received as information; and

THAT the Township of Wainfleet enter into a Conditional Building Permit Agreement with the Niagara Peninsula Conservation Authority(NPCA) to allow them to start construction of only the foundation of expanded washroom facilities at the Long Beach Conservation Area prior to receiving an Environmental Compliance Approval (ECA) from the Ministry of Environment, Conservation and Parks(MECP).

EXECUTIVE SUMMARY:

In accordance with the provisions set out in the Building Code Act; as amended; a Conditional Permit will allow the NPCA to commence construction while they await the ECA from MECP.

BACKGROUND:

On July 14, 2020, the NPCA through their agent Mark Shoalts, P. Eng, applied for a permit to renovate and expand their existing washroom facilities located at the Long Beach Conservation Area. The existing daily design sewage flow for the park exceeds 10,000 litres/day and therefore falls under the jurisdiction of the MECP.

In order for the Chief Building Official to issue a permit for the proposed works, approval must be obtained from the MECP. While the NPCA was awaiting approval from MECP they engaged a private firm to review their existing system and determine its ability to handle any additional flow that may be generated as a result of the proposed project. The engineering report (attached) from R.J. Burnside and Associates determined that the existing system has sufficient capacity, however the existing approval for the system dates back to 1966. Due to the age of the approval, the MECP wants to update their records and is in the process of renewing the ECA. This will take some time and the NPCA would like to install the foundation for the new Comfort Station before the winter while they wait for the ECA from the MECP.

OPTIONS/DISCUSSION:

Based on the information in the report and the conditions set out in the Conditional Permit Agreement it is the opinion of staff that the NPCA should be able to obtain the required approval. The Building Code Act does allow the CBO to issue a permit that

does not comply with applicable law if it can be demonstrated that a delay in construction will create a hardship and that compliance with the applicable law will follow. This proposal definitely meets that criteria.

Further, in order for the CBO to proceed with the issuance of a conditional permit, the applicant (in this case, the NPCA) must enter into an agreement with the Township pursuant to the Building Code Act. Such an agreement requires requires the approval of Council.

By proceeding with a conditional permit, the NPCA will be required to assume all risk for commencing construction in advance of final approvals being received from the MEPC. And, in the event that final approvals do not issue from the MECP: the NPCA, at their own cost, will be required to take steps to restore the site to the pre-construction condition and/or otherwise bring their development into compliance with the law.

FINANCIAL CONSIDERATIONS:

The fees will be as follows in accordance with our Schedule of Fees:

Building permit fee for foundation only	10% of applicable building permit fee for the entire project
Conditional Permit Fee	\$851.04
Security Deposit for Conditional Permit	\$10,000.00

OTHERS CONSULTED:

- 1) Strategic Leadership Team

ATTACHMENTS:

- 1) Building Code Act excerpt – Conditional Permits
- 2) R.J. Burnside Report – Lagoon Capacity Review
- 3) Conditional Permit Agreement

Respectfully submitted by,

Reviewed by,

David Methot
Chief Building Official

Lee Gudgeon
Manager of Protective Services

Approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

Conditional Permit Requirements - BCA

Conditional permit

(3) Even though all requirements have not been met to obtain a permit under subsection (2), the chief building official may issue a conditional permit for any stage of construction if,

- (a) compliance with by-laws passed under sections 34 and 38 of the *Planning Act* and with such other applicable law as may be set out in the building code has been achieved in respect of the proposed building or construction;
- (b) the chief building official is of the opinion that unreasonable delays in the construction would occur if a conditional permit is not granted; and
- (c) the applicant and such other person as the chief building official determines agree in writing with the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Crown in right of Ontario to,
 - (i) assume all risk in commencing the construction,
 - (ii) obtain all necessary approvals in the time set out in the agreement or, if none, as soon as practicable,
 - (iii) file plans and specifications of the complete building in the time set out in the agreement,
 - (iv) at the applicant's own expense, remove the building and restore the site in the manner specified in the agreement if approvals are not obtained or plans filed in the time set out in the agreement, and
 - (v) comply with such other conditions as the chief building official considers necessary, including the provision of security for compliance with subclause (iv). 1992, c. 23, s. 8 (3); 1997, c. 30, Sched. B, s. 7 (2); 1999, c. 12, Sched. M, s. 5 (1); 2002, c. 17, Sched. F, Table.

Delegation re conditional permits

(3.1) A principal authority may, in writing, delegate to the chief building official the power to enter into agreements described in clause (3) (c) and may impose conditions or restrictions with respect to the delegation. 2002, c. 9, s. 14 (3).

Criteria

(4) In considering whether a conditional permit should be granted, the chief building official shall, among other matters, have regard to the potential difficulty in restoring the site to its original state and use if required approvals are not obtained. 1992, c. 23, s. 8 (4).

Registration

(5) Any agreement entered into under clause (3) (c) may be registered against the land to which it applies and the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Province of Ontario, as the case may be, is entitled to enforce its provisions against the registered owner and, subject to the *Registry Act* and the *Land Titles Act*, any person acquiring any interest in the land subsequent to the registration of the agreement. 1999, c. 12, Sched. M, s. 5 (2); 2002, c. 17, Sched. F, Table; 2017, c. 34, Sched. 2, s. 5.

Enforcement of agreement

(6) If the chief building official determines that a building has not been removed or a site restored as required by an agreement under clause (3) (c), the chief building official may cause the building to be removed and the site restored and for this purpose the chief building official, an inspector and their agents may enter upon the land and into the building governed by the agreement at any reasonable time without a warrant. 1992, c. 23, s. 8 (6).

APPENDIX "B"

R.J. Burnside & Associates Limited 6990 Creditview Road, Unit 2 Mississauga ON L5N 8R9 CANADA
telephone (905) 821-1800 fax (905) 821-1809 web www.rjburnside.com



July 30, 2020

Via: Email

Mr. Jeff Fazekas
Coordinator, Capital Projects
Niagara Peninsula Conservation Authority
3541 Highway 20
Fenwick, ON L0S 1C0

Dear Jeff:

Re: Long Beach Conservation Area - Lagoon Capacity Review
12965 Lakeshore Road, Wainfleet, Ontario
Project No.: 300051951.0000

R.J. Burnside & Associates Limited (Burnside) has been retained by the Niagara Peninsula Conservation Authority (NPCA) to review the existing sewage works servicing the Long Beach Conservation Area. The purpose of this review is to demonstrate that the existing sewage works are adequate to accommodate proposed renovations to an existing comfort station building, in support of the necessary building permit.

Background Information

Long Beach is a seasonal facility consisting of 194 camp sites and a day use area, with an operating season that runs from the May long weekend to Thanksgiving (approximately 150 days) serviced by three existing comfort stations. Campsites are not equipped with direct sanitary connections; all sewage is generated or disposed of at the comfort stations (i.e. sites are considered "unserved" for the purposes of sanitary flow calculations). The sanitary sewage system servicing Long Beach consists of a two-cell facultative lagoon system that discharges seasonally into an adjacent watercourse, which is a tributary to the South Wainfleet Drain. The system operates under Sewage Works Approval Certificate No. 66-A-1040, issued by the Ontario Water Resources Commission in 1966.

It is our understanding that upgrades are proposed for one of the existing comfort stations, and these renovations include the addition of plumbing fixtures (additional toilets, sinks and showers) to better service the existing campground and day use visitors. The Township of Wainfleet has requested confirmation from the Ministry of the Environment, Conservation and Parks (MECP) that the existing sewage works can accommodate the additional flows associated with additional plumbing fixtures. It has been our experience that MECP does not typically issue correspondence of this nature, but rely on the existing approval documentation, and operational documentation. In this case, the existing approval document is dated and does not contain information related to the rated capacity of the existing system. Therefore, we have completed the following capacity review.

We would also note that, given the age of the existing approval, MECP may require NPCA to obtain an updated Environmental Compliance Approval for the existing system.

Existing Lagoon System

Sewage from the comfort stations is pumped to the lagoon system, which is a two-cell facultative lagoon system. The lagoons are interconnected through a pipe in the centre berm that is normally open such that the cells function more or less as one large cell. A windmill aerator is provided for each cell which provides mixing and improved aerobic conditions. During the spring, the lagoon contents are sampled for secondary quality effluent (based on BOD₅, TSS and TP), and subsequently discharged to the receiver.

Design drawings and documentation are not available; therefore, we have estimated the capacity of the lagoons based on field measurements. Each cell is approximately 60 m by 60 m at the top of berm, with side slopes of 4:1. The estimated total depth of the lagoon is approximately 2.0 m, based on a recent sludge survey report prepared by ASI Water. Based on the dimensions and allowing for 0.6 m of freeboard and 0.3 m of sludge storage, the available working volume in each lagoon cell is conservatively estimated to be approximately 2,800 m³, proving a total working volume of 5,600 m³.

Estimated Sewage Flows

In order to support the building permit application, we have completed a review of the potential for the increase in fixtures to impact the sanitary sewage flows at the site. This includes a review of design flow values, as well as estimates of actual daily flows based on a review of water usage data for the site. The design daily sewage flows for campgrounds are calculated on a per-site basis. The addition of washroom fixtures would not affect the design flows for the site, since the total number of campsites and associated users would remain the same. Rather, the same total daily design flow would be distributed among more fixtures in total.

The maximum daily sewage flows for the site can be estimated according to OBC/MECP design flow guidelines. It is important to note, however, that these design flows are considered a maximum daily flow rate. For a lagoon system, capacity is typically estimated based on an average daily flow rate and a total annual storage volume required. The maximum daily sewage flows can be estimated as follows:

Table 1: Maximum Day Sewage Design Flows per OBC/MECP Guidelines

Existing Facilities	Unit	No. of Units	Unit Flow (L/day)	Total Flow (L/day)
Campground	Per camp site (unserviced)	194	275	53,350
Day Use	Per person	30	50	1,500
				54,850

Based on our experience with similar facilities, the average daily flows would typically be in the range of approximately 50% of the maximum daily flows, or approximately 27,000 to 28,000 L/day.

Water use data for the 2015 through 2019 seasons were also reviewed to assist in verifying the above estimates of actual daily sewage flows for the site. Some of the water would be lost to leaks in the system, as well as flushing and repairs; therefore, the volume of water used does not directly translate to a volume of sewage generated. We would estimate that the sewage flows would be approximately 85 to 90% of the total water used. The total volume of water used

in the park for the 2015 through 2019 seasons has been summarized below, including an estimate of average daily sewage flows based on the operating season of approximately 150 days.

Table 2: Recorded Water Use and Estimated Sewage Volumes for Long Beach CA

Year	Annual Total Water Used (m ³)	Estimated Annual Sewage Volume (m ³)	Average Daily Flow (m ³ /day)
2015	4,839	4355	29.0
2016	4,483	4035	26.9
2017	3,826	3443	22.9
2018	4,525	4073	27.2
2019	4,155	3740	24.9
Average	4,365	3930	26.2

Based on our review of water use and estimated sewage flows, we would assign an average daily flow of 26 m³/day, which is consistent with the estimated average sewage flow noted above. An average daily flow of 26 m³ results in an annual sewage volume of approximately 3,900 m³. The existing lagoons have a capacity of approximately 5,600 m³ which provides more than adequate storage volume for the average annual volume of sewage generated at the site.

Conclusions

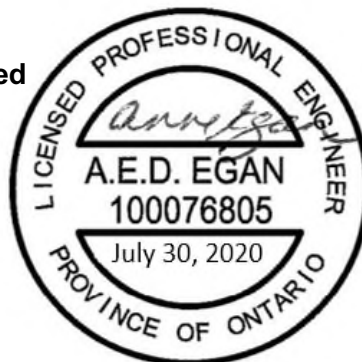
- The existing lagoon system has adequate hydraulic and organic treatment capacity to accommodate the daily sewage flows generated at the site.
- Since sewage flows are developed based on a per camp site and per person basis, the flows are not expected to increase as a result of the proposed renovations to the facilities. Therefore, the existing lagoon system has the capacity to accommodate the upgraded comfort station.

We trust the foregoing information is adequate to support the building permit application. Should additional information be required, please do not hesitate to contact us.

Yours truly,

R.J. Burnside & Associates Limited

Anne Egan, P.Eng.
Onsite Wastewater Specialist
AE:lam



Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

APPENDIX "C"

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET CONDITIONAL PERMIT AGREEMENT

THIS AGREEMENT made this 22 day of September, 2020

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
hereinafter called "the Township"

OF THE FIRST PART

and
Niagara Peninsula Conservation Authority
hereinafter called "the Owner(s)"

OF THE SECOND PART

WHEREAS the Owner acknowledges ownership of the subject lands known municipally as 12965 LAKESHORE ROAD and has requested a Conditional Permit from the Township for a RENOVATION AND ADDITION TO EXISTING WASHROOM FACILITIES prior to meeting all requirements to obtain a Building Permit according to the Building Code Act 1992, s.8(2);

AND WHEREAS the Chief Building Official is satisfied that meeting such requirements would unreasonably delay the subject construction;

AND WHEREAS the Chief Building Official considers the restoration of the site to be feasible in the event that all the necessary approvals are not obtained;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual covenants hereinafter expressed and other good and valuable consideration, the Parties hereto agree one with the other as follows:

1. The lands affected by this Agreement (hereinafter referred to as the "subject lands") are as described in Schedule "A" attached hereto.
2. The construction affected by this Agreement (hereinafter referred to as the "subject construction") is that construction proposed in a Permit Application filed with the Township and identified as Application Number W093-2020.
3. The Township agrees to issue a Conditional Permit for the subject construction to be erected on the subject lands provided that the Owner agrees to assume all risks involved in commencing construction before every requirement for a

Building Permit has been met, and to this end hereby will indemnify and save harmless the Township from and against all claims arising from the issuance of the Conditional Permit.

4. The Owner hereby agrees:

- a) to assume all risk in commencing construction;
- b) to obtain all approvals (prerequisite to the issuance of a Building Permit for remainder of construction) by NOVEMBER 30th, 2020;
- c) to stop the subject construction and secure the site to the satisfaction of the Chief Building Official if, in the opinion of the Chief Building Official, any impediment arises to prevent the lawful continuation of the subject construction or if upon application to the Ministry of Environment, the Ministry of Environment, Conservation and Parks does not issue an Environmental Compliance Approval;
- d) to remove the building or part thereof and restore the site if all necessary approvals have not been obtained;
- e) to comply with all development standards that are applicable to the subject lands including but not limited to site servicing, grading, tree protection, fire protection, and storm water management;
- f) without limiting the generality of the foregoing, to meet any specific conditions that are set out in Schedule "B" to this Agreement; and
- g) that the Building Code Act permits the Chief Building Official to revoke a Conditional Permit if a term of this Agreement is not complied with.

5. The site restoration referred to in this Agreement shall be to the pre-development conditions present at the time of Permit Application and shall include the removal of all construction, the replacement of all vegetative matter, the stabilization of slopes and the restoration of drainage patterns. Restoration must seriously commence within thirty (30) days of the date cited in 4.(b) or at such later time as may be directed by the Chief Building Official.

6. If the Chief Building Official determines that a building has not been removed or a site restored as required by this Agreement, the Chief Building Official may cause the building to be removed and the site restored and for this purpose, the Chief Building Official, an Inspector and their Agents may enter upon the land and into any building or part thereof governed by this Agreement at any reasonable time without a warrant.

7. Security

- a) As security for the cost of demolition of the subject construction as a result of non-compliance with this Agreement, the Owner shall file a Letter-of-Credit, certified cheque or cash deposit with the Township, in the amount of \$10,000.00 in a form acceptable to the Township Treasurer.
- b) If the Chief Building Official determines that a building has not been removed or a site restored as required by this Agreement, the Letter-of-Credit, certified cheque or cash deposit may be drawn upon in full and the monies used to restore the site as provided for in paragraph 5.
- c) Should there be full compliance with this Agreement, any separate Letter-of-Credit, certified cheque or cash deposit will be returned to the Owner at the address provided on the application for Building Permit.
- d) Should costs associated with the restoration of the site be incurred by the Township in excess of the amount of the Letter-of-Credit, certified cheque or cash deposit, the Township shall have a lien on the land for such amount and the amount shall be deemed to be municipal taxes, and may be collected in the same manner and with the same priorities as municipal taxes.

8. This Agreement may be registered against the subject lands and the Township is entitled to enforce its provisions against the Owner and, subject to the Registry Act and the Land Titles Act, any and all subsequent Owners of the subject lands. Upon compliance with this Agreement, the Township shall provide the Owner with a (registrable) release of this Agreement.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their signatures

SIGNED AND DELIVERED

In the Presence of

THE CORPORATION OF THE
TOWNSHIP OF WAINFLEET

William Kolasa

CAO/Clerk

I HAVE THE AUTHORITY TO BIND THE
CORPORATION

OWNER

NIAGARA PENINSUAL

CONSERVATION AUTHORITY

Jeff Fazekas

Coordinator, Capital Projects

I HAVE THE AUTHORITY TO BIND THE
CORPORATION

SCHEDULE "A" - DESCRIPTION OF LAND

All and singular that certain parcel or tract of land and premises situate lying and being on the Township of Wainfleet in the Regional Municipality of Niagara designated as 12965 LAKESHORE ROAD, Roll No 271400000615001.0000.

SCHEDULE "B" - SPECIAL CONDITIONS

The Owner hereby agrees to:

1. Apply for and obtain Environmental Compliance Approval from the Ministry of Environment, Conservation and Parks for the operation of a sewage works by November 30th, 2020.



Memo

To: Mayor Gibson & Members of Council
From: Morgan Alcock, Fire Chief/CEMC
Date: September 22, 2020
Re: Central Fire Station Project

On September 2, 2020, Council directed staff to review the proposed concept plans for the Central Fire Station and remove 2,500 sq.ft. of administrative space.

Since that date, the internal project team has been working with the design firm to develop options that follow the current direction of Council and are anticipating having a report prepared by the next meeting. This process is taking longer than anticipated as staff are grappling with implementing the current Council direction while reconciling the previously communicated priorities, needs and expectations by Council.

The existing concept plan was developed based on the Spatial Needs Assessment that was considered by Council in [Report FSR-003-2020](#) on January 28, 2020, and confirmed during the Station tours conducted in February. The original Spatial Needs Assessment was developed in accordance with the following evidence based documents:

- 2013 Master Fire Plan recommendations,
- 2016 Fire & Emergency Services Operational Review recommendations,
- 2016 Ministry of Labour Orders, and guidelines
- Ontario Office of the Fire Marshal – Guide to Planning Fire Stations & Design Checklist
- Various sector specific Standards, Codes, design guides and handbook,
- Results of the survey that was conducted in late 2019 early 2020 by both Council & Fire personnel

The results of the survey highlighted the following priorities, needs and expectations of the project and are listed in Table 1 (pg.2), as sorted by survey response ranking.

Staff will continue to diligently work on options following the direction of Council and anticipate the report returning to the next available meeting of Council.

Morgan Alcock
Fire Chief/CEMC



TABLE 1 – Fire Station Survey Results
Ranked by Survey Response Percentage

Design Element	Council	Firefighters	Total	Percentage
Total Respondents	3	22	25	
Health & Safety	3	22	25	100%
Quality Construction	3	22	25	100%
Meeting/Debrief Room	3	22	25	100%
Longevity	2	22	24	96%
Cost	3	21	24	96%
Association Room	2	22	24	96%
Kitchen & Lunch Room	3	20	23	92%
Training Officer Workspace	2	21	23	92%
Energy Efficient Construction	3	19	22	88%
Municipal Emergency Operations Centre	3	19	22	88%
Fire Chief Office	3	19	22	88%
Physical Wellness Space	3	18	21	84%
Standby Room	3	17	20	80%
Deputy Fire Chief Office	2	18	20	80%
FPO/Pub Ed Workspace	2	16	18	72%
General Admin Workspace	2	13	15	60%

Total Council – 5

Total Fire personnel at the time of the survey – approx. 42.



FIRE STAFF REPORT

FSR-013/2020

TO: Mayor Gibson & Members of Council
FROM: M. Alcock, Fire Chief/CEMC
DATE OF MEETING: September 22, 2020
SUBJECT: Stage 1 of the 2020 Capital Project
Self-Contained Breathing Apparatus

RECOMMENDATION(S):

THAT Fire Staff Report FSR-013/2020 respecting the Stage 1 of the 2020 Capital Project – Self Contained Breathing Apparatus be received for information.

AND THAT Council approve the purchase of Self Contained Breathing Apparatus, complete with Air Cylinders, Face-pieces, Rapid Intervention Team (RIT) Kits and all required accessories from M&L Supply at a cost of \$298,904.00 (not including HST) be approved.

AND THAT Council authorize staff to proceed with a Request for Proposals for the Stage 2 Project, purchase of a breathing Air Compressor and Fill Station, as part of the SCBA replacement project, provided it falls within the remaining approved Capital Budget amount.

EXECUTIVE SUMMARY:

This report includes a summary of process and recommendation to purchase Scott X3Pro Self Contained Breathing Apparatus, complete with Air Cylinders, Face-pieces, Rapid Intervention Team (RIT) Kits and all required accessories in accordance with Stage 1 of the approved 2020 Capital Budget for the Self Contained Breathing Apparatus Project.

Due to the favourable pricing obtained during the RFP, this report also offers Council the option of proceeding with Stage 2 of the Self Contained Breathing Apparatus

BACKGROUND:

As part of the asset review and long term planning for the replacement of equipment, an inventory was taken of all assets currently being operated by the Fire Service. 15 year old used SCBA were purchased from West Lincoln in 2017 as a "stop gap measure" to provide WFES more time. Following the annual flow testing and service, it was discovered that multiple SCBA required extensive repair. In an attempt to keep costs low, multiple packs were removed from service and "cannibalized" for parts.

At present, each Apparatus has the required number of SCBA and there are 4 remaining for spare & training. The current SCBA are beyond their service life, low pressure (2216psi) heavy steel cylinders will need to be replaced, and the new SCBA are not compatible with the higher pressures (4500psi) used in new SCBA. The existing breathing air compressor and fill station was designed for the lower pressure SCBA and is 13 years old. Originally the compressor and fill station were included in the Fire Station project but progress on that project has resulted in the Compressor and Fill Station being needed now.

Stage 1 of the project will see the replacement of the Self Contained Breathing Apparatus, complete with Air Cylinders, Face-pieces, Rapid Intervention Team (RIT) Kits and all required accessories.

Stage 2 of the project will investigate the options of either an upgrade or replacement of the breathing air compressor and fill station.

In 2019 and 2020 Council set \$40,000.00 into reserves for the replacement of the SCBA, and during the 2020 budget deliberations approved the replacement in the Capital Projects. Due to Cash flow concerns surrounding COVID-19 the project was placed on a hold until July, 2020. Background work on this project has been continuing.

An "Evaluation Committee" was 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.

On July 8th representatives from 3M/Scott and M&L Supply presented to the committee the Scott X3-Pro SCBA and also provided an opportunity to train the committee members on the features, use and operation of the X3-Pro.

Following these presentations, both suppliers provided the committee with demonstrator SCBA to conduct a "wear trial" period. This provided the members an opportunity to wear and use the SCBA during regular training events over the past couple of months.

Additionally, the committee also conducted a head to head evaluation of the SCBA on August 8th, 2020 where each member performed various fire-ground tasks wearing both SCBA. Each committee member completed a SCBA Evaluation workbook to score and rank each SCBA on various set criteria. (SCBA Wear Trial workbook - Appendix A)

A RFP was issued in August for the suppliers to provide pricing and options. The results of the RFP were evaluated by the committee on September 16th, 2020 following the five (5) listed stages:

Stage Number	Title of Evaluation Stage
Stage I	Mandatory Requirements
Stage II	Rated Requirements
Stage III	Pricing
Stage IV	Cumulative Score
Stage V	Tie Break (if req'd)

Stage 1 – Mandatory Requirements

Mandatory Items included complete RFP submission documents, fixed price quotation, proof of insurance, three references and all forms completed. This was a Pass/Fail and both proponents passed Stage 1.

Stages 2 & 3 - Rated Requirements & Pricing

The committee was broken into 5 groups (each Station and Administration) and conducted independent review of all the rated requirements, grading the RFP submission following the table below.

Rated Requirement Components	Point Allocation	Minimum Score Required
Overall Clarity / Understanding of project requirements	10	
Proposed Equipment to be Provided (Wear Trial & Evaluation)	35	
Work Plan and Schedule	10	
Expertise/relevant experience	10	
Value Added	10	
SUBTOTAL AVAILABLE POINTS FOR RATED REQUIREMENTS:	75	60
Project Cost	25	
TOTAL AVAILABLE POINTS FOR RATED REQUIREMENTS:	100	

EXAMPLE – EQUIPMENT EVALUATION		
Proposed Equipment	Calculation	Resulting Points
If Proponent 1 scores the highest in the Wear Trial & RFP Evaluation, that Proponent will receive 100% of the possible points.	$2500 \div 2500 \times 35$	35
If Proponent 3 scores 2000, it will receive 80% of the possible points.	$2000 \div 2500 \times 35$	28
If Proponent 2 scores 1500, it will receive 60% of the possible points.	$1500 \div 2500 \times 35$	21

EXAMPLE –PRICING EVALUATION		
Proposed Prices	Calculation	Resulting Points
If Proponent 1 proposes the lowest bid price, that Proponent will receive 100% of the possible points.	$\$12.00 \div \12.00×25	25
If Proponent 3 bids \$15, it will receive 80% of the possible points.	$\$12.00 \div \15.00×25	20
If Proponent 2 bids \$24.00, it will receive 50% of the possible points.	$\$12.00 \div \24.00×25	12.5

Stage 4- Cumulative Score

The results of the Evaluations were collected and summarized in the table below.

Rated Requirement Components	Point Allocation	SCOTT	MSA
Overall Clarity / Understanding of project requirements	10	10	7.5
Proposed Equipment to be Provided (Wear Trial & Evaluation)	35	33.99	35
Work Plan and Schedule	10	10	10
Expertise/relevant experience	10	10	10
Value Added	10	10	9
SUBTOTAL AVAILABLE POINTS FOR RATED REQUIREMENTS:	75	73.99	71.5
Project Cost	25	25	23.61
TOTAL AVAILABLE POINTS	100	98.99	95.11

Staff are recommending that the Township proceed with awarding the supply contract to the highest scoring proposal.

OPTIONS/DISCUSSION:

- 1) That Council direct staff to proceed with the purchase of Scott X3Pro SCBA complete with cylinders, face-pieces and all required accessories by way of a purchase agreement with M&L Supply, based on the highest scoring of the proposal evaluation for \$298,904.00 + HST.
- 2) That Council direct staff to proceed with the purchase of Scott X3Pro SCBA complete with cylinders, face-pieces and all required accessories by way of a purchase agreement with M&L Supply, based on the highest scoring of the proposal evaluation for \$298,904.00 + HST. PLUS, that staff be directed to proceed with Stage 2 of the SCBA replacement project, the acquisition of a breathing Air Compressor and Fill Station (estimated \$85,000.00) provided that it falls within the approved Capital Budget amount, for a combined estimated total of \$384,000.00
- 3) Council may consider the alternate proponent that scored lower at a price of \$364,163.00

FINANCIAL CONSIDERATIONS:

The total approved 2020 Capital project budget was \$399,098.00 for the Stage 1 replacement of SCBA gear. This was to be funded by utilizing \$100,000 of reserves, and \$50,000.00 of the Modernization Fund with the remaining balance (\$148,904 based on the current RFP) to be debentured via a short-term instrument.

This new debenture repayment would effectively have a net zero impact on the tax levy as it would be offset through the redirection of reserve fund contributions (\$40,000.00) and the ending of previous debenture payments for Tanker 4 (\$18,000.00).

As the bid prices for Stage 1 of the SCBA replacement project were well below the budgeted amount, there is now an opportunity to complete Stage 2 of the project – Breathing Air Compressor and Fill Station – ahead of schedule and within the original budget estimate for only Stage 1. The compressor and fill station (Stage 2) were originally intended to be included as part of the capital-budgeted 2020 Fire Station project. Should Council authorize proceeding with combining Stages 1 and 2 at this time, Stage 2 can be removed from the Fire Station Project by reducing the Fixtures, Finishes & Equipment (FFE) cost by approximately \$85,000.00. This has the potential of reducing the interest carrying charges of the new Fire Station Project by up to \$27,000.00 in interest payments. The Township would eventually see a cost requirement of relocating any new filling station to the new Fire Station, once constructed. Staff estimate that the cost of such relocation to be in the range of \$5,000.00 - 10,000.00

This is consistent with the communicated financial priority of favouring short term borrowing versus long term debt.

If supported by Council, staff can proceed with conducting a Tender/RFP process for Stage 2 of the project in early October.

OTHERS CONSULTED:

- 1) Wainfleet Fire & Emergency Services SCBA Evaluation Committee
- 2) Deputy Fire Chief – Shawn Schutten
- 3) Strategic Leadership Team

ATTACHMENTS:

- 1) Appendix “A” - SCBA Wear Trial Workbook

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief/CEMC

William Kolasa
Chief Administrative Officer

APPENDIX “A”

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TOWNSHIP OF WAINFLEET FIRE & EMERGENCY SERVICES



SELF CONTAINED BREATHING APPARATUS EVALUATION FORM

August 2020



Township of Wainfleet Fire & Emergency Services

SCBA Evaluation Form

Evaluation Team Member's Name	Date (dd/mm/yyyy)
SCBA Make	SCBA Model

INSTRUCTIONS

Each Station will provide 2 representatives (1 Officer and 1 Firefighter preferred) to be Evaluation Team Members (ETMs).

All participating personnel will be briefed on the process of the Evaluation.

The exercises to be performed will be explained to all members and highlight that the SCBA are being evaluated and not the firefighters.

Evaluation Team members will be reminded to evaluate the SCBA during all portions of the exercise in order to score and rate the units being tested.

TRAINING

Evaluation Team Members will receive training on the model of the SCBA that is to be worn.

EVALUATION

The Wear Trial Evaluation will be conducted in 9 sections

- 1- Initial Evaluation
- 2- Donning and 'Off' Air Breathing
- 3- 'On' Air and Pre-Entry Test
- 4- Hose Roll and Pike Pole Reach/Pull
- 5- RIT Evaluation
- 6- Stair Climb, Hands on work, Chopping
- 7- Ladder Climb
- 8- Doffing & Cleaning
- 9- Overall General Impressions

Evaluation Team Members will score the SCBA being evaluated on the following basis:

Grade/Rank	Performance	Expectations
0	Not Acceptable	Does Not Meet Expectations
1	Poor Performance	Meets Some Expectations
2	Fair Performance	Meets Most Expectation
3	Good Performance	Meets Expectations
4	Very Good Performance	Exceeds Some Expectations
5	Excellent Performance	Exceeds Most/All Expectations

Note: A score of 0, 1 or 5 will require a comment to be supplied by the Evaluation Team Member. Additional comments can be submitted for other scores if desired.



Township of Wainfleet Fire & Emergency Services

SCBA Evaluation Form

1. INITIAL EVALUATION

ETMs will have approximately 5 minutes to familiarize themselves and to critique the unit

A	Overall package profile (uncluttered)	0	1	2	3	4	5
B	Overall package weight/balance	0	1	2	3	4	5
C	Components protected from damage	0	1	2	3	4	5
D	Straps are well constructed and padded	0	1	2	3	4	5
E	Buckles and fasteners operate smoothly & easily	0	1	2	3	4	5
F	Straps are long enough /not too long	0	1	2	3	4	5
G	SCBA straps easy to locate and adjust	0	1	2	3	4	5
H	Shoulder straps fit/comfort/ease of use	0	1	2	3	4	5
I	Cylinder securely fastened to back-frame	0	1	2	3	4	5
J	Cylinder gauge easy to read while in back-frame	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/50					
Comments:							

2. DONNING & OFF AIR BREATHING

ETMs will don unit and breath room air

A	Harness opens large enough for entry	0	1	2	3	4	5
B	Overall comfort of harness and back-frame	0	1	2	3	4	5
C	Weight distribution and balance	0	1	2	3	4	5
D	Mask location/ management when not being worn	0	1	2	3	4	5
E	Face-piece harness opens large enough for easy donning	0	1	2	3	4	5
F	Ease of face-piece harness adjustment	0	1	2	3	4	5
G	Comfort of face-piece when worn	0	1	2	3	4	5
H	Weight and Balance of face piece when worn	0	1	2	3	4	5
I	Comfort of seal against face	0	1	2	3	4	5
J	Face piece resists fogging while not on air (staging)	0	1	2	3	4	5
K	Ease of communication while off air	0	1	2	3	4	5
L	Cylinder valve easy to reach and turn on	0	1	2	3	4	5
M	Firefighter hood fits easily around face-piece - no gaps	0	1	2	3	4	5
N	Helmet fits well to face-piece	0	1	2	3	4	5
O	Compatibility with TIC, radio, flashlight, etc.	0	1	2	3	4	5
P	Does SCBA fit into existing brackets on apparatus	0	1	2	3	4	5
Q	How easy does SCBA come out of existing apparatus brackets	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/85					
Comments:							



Township of Wainfleet Fire & Emergency Services

SCBA Evaluation Form

3. ON AIR & PRE-ENTRY TEST

ETMs will go on air and evaluate the following:

A	Regulator easily dismounts from belt holder	0	1	2	3	4	5
B	Regulator docks easily to face-piece with F.F. gloves	0	1	2	3	4	5
C	Bypass/purge valve operates easily with F.F. gloves	0	1	2	3	4	5
D	Remote gauge easy to read with face-piece donned	0	1	2	3	4	5
E	Field of view with regulator in (Head Straight)	0	1	2	3	4	5
F	Ease of regulator air shutoff and doffing	0	1	2	3	4	5
G	Vision is not distorted by lens when looking to side, up, down	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/35					

Comments:

4. HOSE ROLL & PIKE POLE REACH/PULL

ETMs will briskly walk to the hose layout area and tightly roll an outstretched 50' length of 65mm/2.5" hose. They will then pick up the hose, walk 50' to the other end of the hose roll area and unroll. ETM's will use a 6' hook and conduct 5 pushes 5 pulls of the drywall ceiling.

A	Freedom of Arm movement	0	1	2	3	4	5
B	SCBA Stays centered and secure on back	0	1	2	3	4	5
C	Freedom to perform overhead task	0	1	2	3	4	5
D	Mask and Pack do not impede up/downward vision	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/20					

Comments:

5. RIT & FIREFIGHTER SURVIVAL EVALUATION

ETMs will evaluate the following in a reduced visibility environment

A	Low air alarm volume and locate on different floor/room	0	1	2	3	4	5
B	Ability to communicate in alarm, face to face and radio	0	1	2	3	4	5
C	Ability to visually locate firefighter	0	1	2	3	4	5
D	Ability to read gauges - self and others	0	1	2	3	4	5
E	Ability to locate and use trans fill - buddy breathing hose	0	1	2	3	4	5
F	Ability to locate and use purge/by-pass valve with gloved hand	0	1	2	3	4	5
G	Ability to activate and de-activate PASS device with gloved hand	0	1	2	3	4	5
H	Ability to move through stud wall cavity	0	1	2	3	4	5
I	Ability to move through reduced profile space (pack off)	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/45					

Comments:



Township of Wainfleet Fire & Emergency Services

SCBA Evaluation Form

6. STAIR CLIMB – HANDS ON WORK - CHOPPING

ETMs will climb and descend a flight of stairs 3 times each time carrying a different load (hose pack, saw, smoke extractor). ETMs will perform an axe chop on a pallet on the ground and waist level (to simulate forcible entry and manual ventilation)

A	Freedom of arm movement, no restrictions from SCBA	0	1	2	3	4	5
B	SCBA weight stays centered and secure on back	0	1	2	3	4	5
C	Ease of comfort breathing	0	1	2	3	4	5
D	Vision is not obstructed by fogging or perspiration	0	1	2	3	4	5
E	Mask stays in place and remains sealed	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/25					
Comments:							

7. LADDER RAISE, CLIMB AND LOCK

ETMs will remove a 24' extension ladder from its stored location, raise it to the eaves of a second story roof, climb ladder and perform a leg lock. ETM will descend the ladder, lower and return the ladder to its stored location.

A	Freedom of arm movement, no restrictions from SCBA	0	1	2	3	4	5
B	SCBA weight stays centered and secure on back	0	1	2	3	4	5
C	Ease of comfort breathing	0	1	2	3	4	5
D	Vision is not obstructed by fogging or perspiration	0	1	2	3	4	5
E	Mask stays in place and remains sealed	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/25					
Comments:							

8. DOFFING & CLEANING

ETMs will doff unit, clean & disinfect and ensure unit is ready for service

A	Face piece cleaning is a simple procedure	0	1	2	3	4	5
B	Disassembly simple/no tools for cleaning, return to service	0	1	2	3	4	5
C	SCBA harness is easy to loosen and doff	0	1	2	3	4	5
D	SCBA harness and back-frame cleaning is a simple procedure	0	1	2	3	4	5
E	Can harness be easily reassembled after full decon.	0	1	2	3	4	5
F	Does the face-piece prevent or direct exhaled gases from entering the regulator? (No = 0 / Yes = 5)	0					5
Subtotal		0					
Section Total Score		/30					
Comments:							



Township of Wainfleet Fire & Emergency Services

SCBA Evaluation Form

9. OVERALL GENERAL IMPRESSION							
ETMs will evaluate the unit on the following.							
A	Face Piece	0	1	2	3	4	5
B	Back Frame	0	1	2	3	4	5
C	Cylinder & Valve	0	1	2	3	4	5
D	Low Pressure Alarm (primary)	0	1	2	3	4	5
E	Regulator - connection, ease of use	0	1	2	3	4	5
F	High & Low Pressure hoses (construction, durability, length)	0	1	2	3	4	5
G	HUD use, visual, messages	0	1	2	3	4	5
H	Remote Gauge/Control Module	0	1	2	3	4	5
I	RIT/Survival Options	0	1	2	3	4	5
J	Mask fit, comfort, seal	0	1	2	3	4	5
K	Ease of Doffing/Donning/Cleaning	0	1	2	3	4	5
Subtotal		0					
Section Total Score		/55					
Comments:							

Section #	Section Description	Section Total
1	Initial Evaluation	
2	Donning and 'Off' Air Breathing	
3	On Air and Pre-Entry Test	
4	Hose Roll and Pike Pole Reach/Pull	
5	RIT Evaluation	
6	Stair Climb, Hands on work, Chopping	
7	Ladder Climb	
8	Doffing & Cleaning	
9	Overall General Impressions	
TOTAL SCBA SCORE		/370



Township of Wainfleet Fire & Emergency Services

SCBA Evaluation Form

Please provide comments regarding any Health and Safety concerns or recommendations.

Please provide general comments or any additional features noted.

Would you recommend this SCBA for Wainfleet Fire & Emergency Services to purchase?

YES

NO

Subject: Childhood Cancer Awareness Month-September 2021

On Sep 14, 2020, at 4:58 PM, Patti Bauer <jbauer3@bell.net> wrote:

Hi

My name is Patti Bauer and I lost my daughter Miranda to cancer in March 2013.

I am writing to ask whether the Township of Wainfleet would be open to declaring SEPTEMBER 2021 Childhood cancer Awareness month.

This year, my friend was able to get St Catharines to declare this status and to raise a flag to our children.

We have a flag designed and able to be supplied to the City by a local Thorold business. My family and friends arrange everything and we are also able to give volunteer hours to local high school students if there are any students interested.

This is not a small event. This is an incredible bonding event. We invite all those who support us, who are battling cancer and family members of those who have lost to cancer to join us. We need to make September go GOLD. We need more awareness and we need more funding for CHILDHOOD cancer research. Children's research only gets .05 (FIVE CENTS) for every RESEARCH DOLLAR raised. My family's mission is raising funds for research and we have a designated monitored fund set up at Sick Kids. We have raised over \$130,000.00 to date.

There is an article attached that was in Niagarathisweek.com with photos which I invite you to check out and see/read how this amazing day unfolded! Please also feel free to check out our Facebook page MAKING MORE MIRACLES IN MEMORY OF MIRANDA BAUER to see what we do....and why.

Thank you so much for your attention and we hope to hear from you soon!

Patti Bauer

Origin: <https://www.wainfleet.ca/en/town-hall/council.aspx>

This email was sent to you by Patti Bauer<jbauer3@bell.net> through [https://www.wainfleet.ca.
<uploads/flag-raising/05ecd93a-9858-4d4b-bacd-63e578b56970.html>](https://www.wainfleet.ca/uploads/flag-raising/05ecd93a-9858-4d4b-bacd-63e578b56970.html)

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St. Catharines raises childhood cancer awareness flag

News Sep 02, 2020 by [Bryan Levesque](#) [./niagara-author/bryan-levesque/8C2903A3-4665-4249-8C87-039073934D13/](#) [✉️./mailto:blevesque@metroland.com](#) Niagara This Week - St. Catharines
A new flag will be flying above St. Catharines City Hall for the month of September.

The gold childhood cancer awareness flag was raised during a ceremony Tuesday, Sept. 2 morning at City Hall, where parents and survivors gathered, along with St. Catharines deputy mayor Lori Littleton and Niagara Falls councillor Mike Strange.

Gold ribbons were also displayed with the names of children that childhood cancer has impacted.

Patti Bauer was one of the parents on hand for the event.

Bauer's daughter, Miranda, passed away in March 2013 at age 17 after fighting rhabdomyosarcoma, a form of cancer that produces malignant tumours on muscle."

Bauer said September is a significant month for her, not only for childhood cancer awareness.

"September is the month that we got Miranda, and September was also the month she was diagnosed with cancer."

For Baurer, the work to raise awareness for childhood cancers is the embodiment of the fighting spirit of her daughter, and the continuation of the work she did while fighting her own battle.

"We need to do what Miranda would do, she would pull her socks up and say lets go make a difference.

The 17 year old A.N. Meyer student raised over \$10,000 for research into rhabdomyosarcoma and childhood cancers, an area Bauer said is desperately underfunded.

"Childhood cancer gets roughly five cents for every research dollar that is raised. How do we solve a problem with pennies? That is why we need a childhood cancer awareness month."

According to Canada Public Health, an average of 880 children under the age of 15 are diagnosed with cancer each year, with 150 eventually succumbing to the disease.

The childhood cancer awareness flag will fly above St. Catharines city hall for the month of September.

by [Bryan Levesque](#) [./niagara-author/Bryan-Levesque/8c2903a3-4665-4249-8c87-039073934d13/](#)

Bryan Levesque is a Local Journalism Initiative reporter for Niagara This Week covering municipal affairs. A Niagara native and a graduate of Brock University he reports on issues in West Niagara. His reporting is funded by the Canadian government through its Local Journalism Initiative.

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Miranda C
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THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 037-2020

Being a by-law to appoint members to the Committee of Adjustment/Property Standards, Fenceviewers and Dog Control By-law Appeal Committee for the Township of Wainfleet for the current term of Council and repeal By-law No. 021-2020

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

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

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

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

1. **THAT** the following persons be appointed to sit as members of the Committee of Adjustment for the current term of Council (2018-2022):
 - i. Garry Balicki
 - ii. Lars Bjerno
 - iii. Mark Feduck
 - iv. Robert Cross
 - v. Sharon McMillan
2. **AND THAT**, the aforementioned members of the Committee of Adjustment, shall also sit as members of the Property Standards Committee, Dog Control By-law Appeal Committee and act as Fenceviewers for the Corporation of the Township of Wainfleet.
3. **AND THAT** By-law No. 021-2020 and any other by-law inconsistent with this By-law be and is hereby repealed.
4. **AND THAT** this By-law shall come into force and take effect on the day of the final passing thereof.

BY-LAW READ AND PASSED THIS 22ND DAY OF SEPTEMBER, 2020.

K. Gibson, MAYOR

W. Kolasa, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 038-2020

Being a by-law to repeal part of By-law No. 003-2020 being a by-law to adopt Amendment No. 02 to the Official Plan for the Township of Wainfleet.

WHEREAS the Township of Wainfleet initiated Official Plan Amendment 02 to assign land use designations to lands adjacent to the Hamlets of Wellandport, Chambers Corners and Ostryhon Corners, which were left without a land use designation as a result of the Ontario Municipal Board (OMB) appeal of the Township's new official plan;

AND WHEREAS Council directed staff to include a private landowners request to reconsider the land use designation for 51250 Tunnacliffe Road South in Official Plan Amendment 02;

AND WHEREAS Planning Staff Report PSR-012/2019 and PSR-001/2020 recommended that a land use designation of Agricultural Area be assigned for the lands adjacent to Wellandport and Chambers Corners, that a land use designation of Rural Area be assigned for the lands adjacent to Ostryhon Corners and that the land use designation of 51250 Tunnacliffe Road South remain Agricultural Area;

AND WHEREAS Council adopted By-law 003-2020, being a by-law to adopt Amendment No. 02 to the Official Plan for the Township of Wainfleet, which assigned a land use designation of Rural Area for the lands adjacent to Wellandport and Ostryhon Corners and for part of 51250 Tunnacliffe Road South and a land use designation of Village Commercial for the lands adjacent to Chambers Corners;

AND WHEREAS the adopted land use designation of Rural Area for the lands adjacent to Wellandport and part of 51250 Tunnacliffe Road South and the adopted land use designation of Village Commercial for the lands adjacent to Chambers Corners are not consistent with the Provincial Policy Statement and do not conform with the Growth Plan for the Greater Golden Horseshoe (2019) and the Region of Niagara Official Plan;

AND WHEREAS the Regional Municipality of Niagara appealed the decision of Council and the matter is now before the Local Planning Appeal Tribunal;

AND WHEREAS a Notice of Motion to reconsider and repeal By-law 003-2020 was given on August 4, 2020 and notice was given to all affected parties;

AND WHEREAS discussion regarding the Notice of Motion was held on September 1, 2020 and direction was given to staff to bring back a by-law to repeal the parts of By-law 003-2020 that are the subject of the appeal;

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

1. **THAT** the Amendment section of Official Plan Amendment 02 in By-law 003-2020 be repealed for the following lands:
 - i. 73987 Regional Road 45, CON 7 PT LOT 39 RP 59R8997 PART 1;
 - ii. Part of 73965 Regional Road 45, CON 7 PT LOT 39;
 - iii. Part of 73845 Regional Road 27, CON 7 PT LOT 38 PT LOT 39 RP 59R9203 PART 2;
 - iv. Part of 52015 Regional Road 24, CON 5 PT LOT 19;
 - v. Part of 52017 Regional Road 24, CON 5 PT LOT 19.
 - vi. Part of 51250 Tunnacliffe Road, CON 5 PT LOT 12
2. **AND THAT** Map 1, Map 2 and Map 4 of Schedule A of By-law 003-2020 be repealed.
3. **AND THAT** this by-law come into force and take effect on the day of the final passing thereof.

BY-LAW READ AND PASSED THIS 22ND DAY OF SEPTEMBER, 2020.

K. Gibson, MAYOR

W. Kolasa, CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 039-2020

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 September 22, 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 September 22, 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 22ND DAY OF SEPTEMBER, 2020

K. Gibson, MAYOR

W. Kolasa CLERK