



THE COROPORATION OF THE TOWNSHIP OF WAINFLEET

REGULAR MEETING OF COUNCIL AGENDA

NOVEMBER 3, 2020 – 7:00 P.M.

ELECTRONIC PARTICIPATION ONLY

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

C27/20

1. **Call to Order**
2. **National Anthem**
3. **Land Acknowledgement Statement**
4. **Disclosures of Interest and the General Nature Thereof**
5. **Mayor's Announcements & Remarks**
6. **Councillor's Announcements & Remarks**
7. **Adoption of Previous Council Minutes**
 - a) Minutes of the regular meeting of Council held October 13, 2020
8. **Delegations**

None.
9. **Staff Reports & Recommendations**
 - a) Administrative Staff Reports
 - i. ASR-036/2020 Re: Tax Reduction
 - ii. ASR-037/2020 Re: COVID-19 Impact Report
 - b) Drainage Staff Reports
 - i. DSR-006/2020 Re: Agreement on Share of Assessment
 - ii. DSR-007/2020 Re: Bridgewater Drain

c) Fire Staff Reports

- i. FSR-016/2020 Re: RFP Compressed Breathing Air System

d) Planning Staff Reports

- i. PSR-010/2020 Re: Removal of Holding Symbol File No. Z02-2020W

e) Public Works Staff Reports

- i. PWSR-010/2020 Re: Facilities Accessibility Audit
- ii. PWSR-011/2020 Re: Ellsworth Road ROW Shoreline Protection Award of Tender

10. Review of Correspondence

11. By-laws

- a) By-law No. 041-2020 being a by-law to amend the bylaw to amend the Corporation of the Township of Wainfleet Zoning By-law 034-2014, pursuant to Section 36 of the Planning Act, R.S.O. 1990
- b) By-law No. 042-2020 being a by-law to amend 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.

12. Notices of Motion

- a) Councillor Van Vliet Re: Notice of a Motion to reconsider (Resolution No. C-2020-161) to reduce the fire hall design by 2,500 feet as provided at the Council Meeting of September 22, 2020.
- b) Councillor MacLellan Re: Niagara Facility Accessibility Design Standards
- c) Councillor MacLellan Re: Project Manager for Fire Hall Project

13. Closed Meeting

- a) Item under Section 239(2)(b)(e)(f) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose – 1 item (by-law enforcement matter)

- b) Item under Section 239(2)(b)(k) of the Municipal Act, 2001, personal matters about identifiable individual, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – 1 item (an encroachment agreement matter)
- c) Item under Section 239(2)(c) of the Municipal Act, 2001, a proposed or pending acquisition or disposition of land by the municipality or local board – 1 item (a potential disposition of land matter)
- d) Item under Section 239(2)(k) of the Municipal Act, 2001, a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board – 2 items (a development agreement negotiation matter and a collective agreement negotiation matter)

14. Rise & Report

15. By-law to Confirm the Proceedings of Council

- a) By-law No. 044-2020 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 3rd day of November, 2020

16. Adjournment



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

C25/2020
October 13, 2020
7:00 p.m.
Council Chambers

PRESENT:	K. Gibson	Mayor
	D. Cridland	Councillor (Electronic Participation)
	J. MacLellan	Councillor
REGRETS:	T. Gilmore	Councillor
	S. Van Vliet	Councillor
STAFF PRESENT:	W. Kolasa	Chief Administrative Officer/Clerk
	M. Alcock	Fire Chief
	M. Ciuffetelli	Deputy Clerk
	A. Dashwood	Administrative Assistant
	L. Gudgeon	Manager of Human Resources
	M. Luey	Treasurer/Mgr of Corporate Services
	R. Nan	Manager of Operations

- 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 reported the following:
 - I'm participating in the Chamber of Commerce Mayors Series discussion on the morning of Thursday October 15. Registration is free for this online event.

- The Police Services Board will meet on Thursday, October 22 at 8:30am at the City of Thorold Council Chambers.
- Regional Council will meet later that evening at 6:30pm at Regional Headquarters.
- A special meeting of Council is being held Tuesday October 27 at 7:00pm regarding the Central Fire Station Project.
- Our next regular meeting of Council is scheduled for Tuesday, November 3 at 7:00pm.
- I'm saddened to announce the unexpected passing of Councillor Van Vliet's father over the weekend and would like to share our deepest condolences to the family.

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

Councillor Cridland noted that the next NPCA Board Meeting is on October 22, 2020 at 9:30 a.m. which will be held virtually.

8. **Adoption of Previous Council Minutes**

- a) Minutes of the regular meeting of Council held September 22, 2020 and the special meeting of Council held September 23, 2020

Resolution No. C-2020-186

Moved by Councillor MacLellan

Seconded by Councillor Cridland

"THAT the minutes of the regular meeting of Council held September 22, 2020 and the special meeting minutes of Council held September 23, 2020 be adopted as circulated."

CARRIED

9. **Delegations**

- a) Kim Rossi, Director of Philanthropy & PR, Pathstone Foundation Re: Request for Funding

Resolution No. C-2020-187

Moved by Councillor MacLellan

Seconded by Councillor Cridland

"THAT the delegation presented by Kim Rossi, Director of Philanthropy and PR, Pathstone Foundation Re: Request for funding be referred to the Township's Grant and Donation Policy for review."

CARRIED

10. **Staff Reports & Recommendations**

a) Administrative Staff Reports

i. ASR-032/2020 Re: Budget Variance Report

Resolution No. C-2020-188

Moved by Councillor Cridland

Seconded by Councillor MacLellan

“THAT Administrative Staff Report ASR-032/2020 respecting Budget Variance Report – Q3 be received for information.”

CARRIED

ii. ASR-033/2020 Re: Revised Amendment to Council Procedural By-law

Resolution No. C-2020-189

Moved by Councillor Cridland

Seconded by Councillor MacLellan

“THAT Administrative Staff Report ASR-033/2020 respecting revised 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.”

CARRIED

iii. ASR-034/2020 Re: Niagara South Coast Tourism Association Update

Resolution No. C-2020-190

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT Administrative Staff Report ASR-034/2020 respecting an update regarding the Niagara South Coast Tourism Association be received as information.”

CARRIED

iv. ASR-035/2020 Re: COVID-19 Impact Report

Resolution No. C-2020-191

Moved by Councillor MacLellan
Seconded by Councillor Cridland

“THAT Administrative Staff Report ASR-035/2020 respecting COVID-19 Impact Report be received as information.”

CARRIED

**Direction was given to staff to prepare financial information required by the Province for consideration of Phase 2 funding under the Safe Restart Program for the special meeting scheduled for October 27, 2020.*

b) Fire Staff Reports

i. FSR-014/2020 Re: 2020 Third Quarter Fire & Emergency Services Review

Resolution No. C-2020-192

Moved by Councillor MacLellan
Seconded by Councillor Cridland

“THAT Fire Staff Report FSR-014/2020 respecting 2020 Third Quarter Fire & Emergency Services Review be received for information.”

CARRIED

c) Public Works Staff Reports

i. PWSR-009/2020 Re: 2020 Municipal Bridge/Culvert Inspection

Resolution No. C-2020-193

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT Report PWSR-009/2020 respecting the submission of the 2020 Municipal Bridge/Culvert Inspection report be received for information.”

CARRIED

11. **Review of Correspondence**

a) C-199-2020

Resolution from the Township of Huron-Kinloss supporting the Township of Mapleton in their request that: The Province of Ontario undertake a review of the Farm Property Tax Class Rate Program

Resolution No. C-2020-194

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT Correspondence item No. C-199-2020 from the Township of Huron-Kinloss with a resolution in support of the Township of Mapleton’s motion requesting the Province of Ontario to undertake a review of the farm property tax class rate program be received and supported; and further

THAT the Province of Ontario take a broad approach to review the farm property tax class rate program to develop an improved, fair and direct funding model for lower tier, rural municipalities without negatively impacting farm taxpayers as an economically competitive agricultural industry provides affordable food and agricultural products to all Ontarians and is a provincial objective that should be cost shared amongst all of its citizens.”

CARRIED

12. **By-laws**
None.

13. **Notices of Motion**

Mayor Gibson noted that Councillor Van Vliet provided a notice of motion to reconsider (Resolution No. C-2020-161) to reduce the fire hall design by 2,500

feet as provided at the Council meeting of September 22, 2020. Due to Councillor Van Vliet being unable to attend tonight's meeting, this motion will be placed on the special meeting of Council agenda scheduled for October 27, 2020.

Councillor MacLellan provided the following notices of motion to be brought to the next regular meeting of Council (November 3, 2020):

1. Township of Wainfleet opt out of the Facility Accessibility Design Standards Program;
2. Council hire a project manager to complete the design and construction of the new Fire Hall and remove staff from the project.

14. Closed Meeting

Resolution No. C-2020-195

Moved by Councillor MacLellan

Seconded by Councillor Cridland

"THAT Council now move into closed session to discuss:

- a) Item under Section 239(2)(d) of the Municipal Act, 2001, labour relations or employee negotiations – 1 item (a matter pertaining to employee negotiations)
- b) Item under Section 239(2)(b)(e)(f) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; advice that is subject to solicitor-client privilege, including communications necessary for that purpose – 2 items (by-law enforcement matters)
- c) Minutes from the closed meeting of Council held September 22, 2020."

CARRIED

Time: 8:30 p.m.

15. Rise & Report

Council resumed in open session at 8:50 p.m.

Consideration of the subject matter in closed session concluded with the provision of confidential direction to staff regarding the employee negotiation matter. Council took a vote in closed session to defer the 2 by-law enforcement matters to the November 3, 2020 meeting of Council and the taking of a procedural vote was taken to adopt previous closed meeting minutes from September 22, 2020.

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

Resolution No. C-2020-196

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT By-law No. 040-2020 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 13th day of October, 2020 be read and passed this 13th day of October, 2020.”

CARRIED

17. **Adjournment of Meeting**

There being no further business, the meeting was adjourned at 8:55 p.m.

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

TO: Mayor Gibson & Members of Council

FROM: Sherry Mayne, Deputy Treasurer

DATE OF MEETING: November 03, 2020

SUBJECT: **Cancellation, reduction or refund of Property Tax for the 2020 Taxation Year (January 01 - December 31)**

RECOMMENDATION(S):

THAT Administrative Staff Report ASR 036/2020 respecting cancellation, reduction and refund of property tax be received;

AND THAT Council approve the attached application pursuant to Section 357 of the Municipal Act, 2001, numbered 2020-01 to write off taxes in the amount of \$541.83.

EXECUTIVE SUMMARY:

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

BACKGROUND:

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

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

Section 357 Application Number 2020-01 was received and submitted to MPAC for a valuation of the damages as related to the property's assessment.

OPTIONS/DISCUSSION:

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

FINANCIAL CONSIDERATIONS:

Application Number 2020-01 under Section 357/358 has been received and requires Council's approval. The total amount of reduction or cancellation of taxes is \$541.83, of which \$241.85 is the municipal portion.

OTHERS CONSULTED:

- 1) MPAC

ATTACHMENTS:

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

Prepared by,

Maryann Sheets
Tax Clerk

Respectfully submitted by,

Approved by,

Sherry Mayne,
Deputy Treasurer

William Kolasa,
Chief Administrative Officer/Clerk

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

MPAC's RESPONSE

Owner name(s) [REDACTED]
[REDACTED]

Roll number 2714-000-004-02700-0000

Property location 11573 BEACH RD E

Property description PLAN 11 LOT 4 NP738

Municipality/Local taxing authority WAINFLEET TOWNSHIP

Application number 2020-01

Application reason Damaged and Substantially Unusable

Received date July 20, 2020

Claim relief period **From: January 01, 2020 - To: December 31, 2020**

Taxation year 2020

Current Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	Assessed Value	Assessed 2017 Value	2018	2019	2020	
OWNR RDU R T	319,000	311,000	311,000	311,000	311,000	
Total	319,000	311,000	311,000	311,000	311,000	

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RDU R T	280,023	273,000	273,000	273,000	273,000	273,000
Total	280,023	273,000	273,000	273,000	273,000	273,000

MPAC Remarks

property was damaged by Oct 2019 storm, interior under extensive renovation changed condition of cottage to fair, adjusted garage by 30% due to damage. Exterior inspection September 18, 2020.

MPAC Representative:

John Cole

Date:

September 21, 2020

Summary Report - Tax Liability Calculations

Report Number: ASR-036-2020

Appendix 'B'

Council Meeting

	<u>Section Reason</u>	<u>Application No.</u>	<u>Effective Date</u>	<u>Roll # Address</u>	<u>Tax Class</u>	<u>Assessment Change</u>	<u>Total Adj</u>	<u>Municipality</u>	<u>Region</u>	<u>Waste Mgmt</u>	<u>School Board</u>
Tax Reduction	357	2020	Jan. 01/20- Dec. 31/20	2714 000 004 02700 - 11573 Beach Road	RT	-38,000	-541.83	-241.85	-219.63	-22.21	-58.14
Tax Year	2020	No. of Days: 366				Total Adj.	-541.83	-241.85	-219.63	-22.21	-58.14

TO: Mayor Gibson & Members of Council

FROM: William Kolasa, Chief Administrative Officer

DATE OF MEETING: November 3, 2020

SUBJECT: COVID-19 Impact Report

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-037/2020 respecting COVID-19 Impact Report be received as information;

AND THAT Council adopt a resolution supporting an application by the Township for Phase 2 of the Safe Restart Funding Program.

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 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.

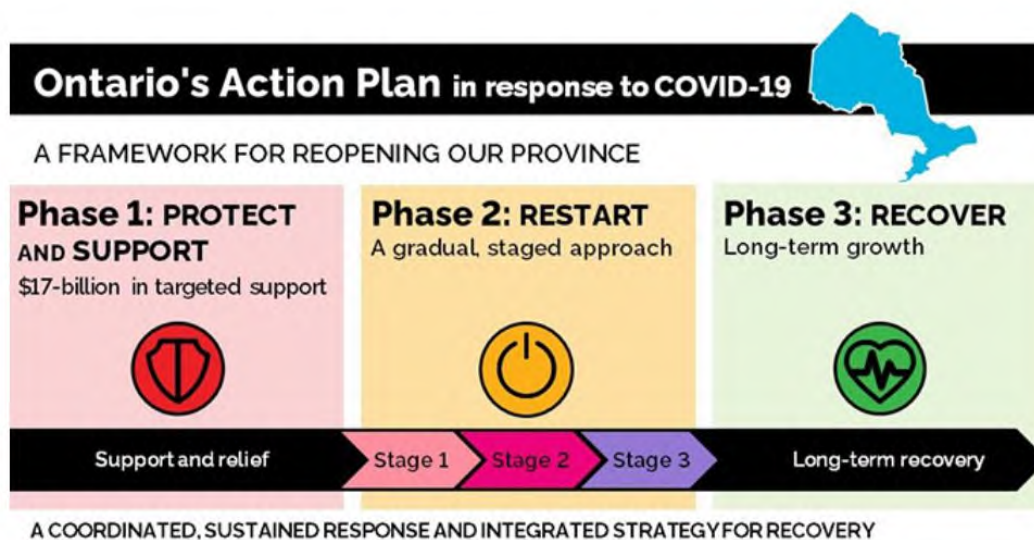
BACKGROUND:

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. That said, recent developments associated with a COVID-19 outbreak (detailed below) in the municipal offices has resulted in the re-establishment of a more aggressive (ie. 3 times

per week) ECG meeting schedule to ensure that the evolving situation is appropriately managed.

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 as a result of a continuing spike in confirmed COVID cases the Province has initiated a roll back of certain regulations in order to address the current "second wave" facing the Province.

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 carefully assesses progress as part of its reopening framework, the Township has also taken steps towards the resumption of normalcy.

Arena and other Facilities

The Wainfleet Arena officially reopened effective Saturday October 3, 2020. Internal policies and processes are now in place in accordance with Provincial indoor gathering guidelines as well as utilizing best practices from comparable municipalities, municipal and sports group associations and appropriate health professionals. Staff have also been working with local user groups to assist in their transition to the new COVID environment.

Plans to make other facilities, such as the Wainfleet Firefighters Memorial Hall, available for general public rentals have been temporarily suspended after the Province of Ontario announced stricter controls on business operations and public gatherings following a spike in COVID-19 cases and an announcement that the Province had officially entered the pandemic's second wave in October.

The Province of Ontario developed a comprehensive plan, *Keeping Ontarians Safe: Preparing for Future Waves of COVID-19*, based on available modelling to keep communities safe and to ensure the health care system is prepared for the immediate challenges of the fall including future surges and waves of COVID-19 and flu season.

In order to reduce the spread and the number of new cases, the Province advised that it was critical that Ontarians continue to adhere to public health measures, including avoiding large gatherings, physical distancing and wearing a face covering. "With the recent rise in cases, we limited private social gatherings and tightened public health measures for businesses and organizations to reduce the transmission in our communities," said Dr. David Williams, Chief Medical Officer of Health. The most current Niagara Region COVID-19 statistical information is updated daily on Niagara Region's website: <https://www.niagararegion.ca/health/covid-19/statistics/cases.aspx>

Town Hall

On Monday October 26, 2020, the Township announced that it would be scaling back some activities at Town Hall after two administrative employees tested positive for the virus over the weekend. Those staff members are undergoing mandatory self-isolation in accordance with Niagara Public Health Department guidelines and are presently doing well. The employees did not have any public contact or exposure.

Out of an abundance of caution, a number of employees that were potentially exposed to the coronavirus were sent for testing and internal communications were initiated to ensure that we remain vigilant with active screen measures, enhanced cleaning procedures, social distancing, mask use and hand hygiene protocols.

In order to ensure the safety of the public, the Township has temporarily suspended in-person meetings at Town Hall and will continue to encourage residents to access services remotely (via telephone or other electronic means such as email, electronic meetings, etc.) until the current outbreak is fully resolved. This includes the regular meeting of Council scheduled for November 3, 2020 – which will be conducted electronically using the Zoom Meeting Platform.

Niagara Region Public Health personnel did conduct a site visit the week of October 26, 2020, to review our COVID-19 mitigation measures and procedures in place at the Township. Officials described the Township's protocols as both reasonable and adequate to protect the public and staff at this time and staff (along with the ECG) will continue to monitor the evolving situation and respond as the circumstances may dictate.

Wainfleet Township Public Library

As noted in Administrative Staff Report ASR-035/2020: the Wainfleet Public Library has been slowly expanding its range of services since the relaxation of pandemic restrictions enacted by senior levels of government. However, in light of the situation at Town Hall, the Wainfleet Public Library has elected to temporarily scale back its operations to curbside pick-up and drop-off only to ensure the safety of both library patrons and staff.

Christmas Market

As noted in Administrative Staff Report ASR-035/2020: at the conclusion of the 2020 Wainfleet Farmers and Vendors Market season, the Market Steering Committee began investigating the feasibility of hosting a Christmas Vendor Market later this fall. Plans have continued and there has been tremendous interest in the event – with all thirty-four vendor stalls already full.

The Christmas Market is currently being planned to run four Sundays: November 15, November 22, November 29 and December 6, from 11:00 am to 4:00 pm. Visitors to the market will be asked to bring a non-perishable food donation or toy with proceeds going to the Wainfleet Fire Department's Christmas Gift Basket Program. Appropriate COVID-19 safety protocols will be in effect and strictly enforced.

Remembrance Day

As noted in Administrative Staff Report ASR-035/2020: The Township of Wainfleet recognizes the importance of a live ceremony honouring our Veterans and their sacrifices - especially during the 75th anniversary of the end of the Second World War.

As so many other community events have either been cancelled or delayed by the current pandemic, Remembrance of those that served is more important now than ever.

Plans are underway to ensure that the 2020 Wainfleet Remembrance Ceremony will be conducted live at the Wainfleet Cenotaph on November 11, 2020. Due to restrictions imposed by the current pandemic, the Township will be following the lead of the Canada's National Remembrance Ceremony by taking into consideration the following restrictions imposed by the Regional and Provincial health authorities as a result of the current pandemic:

- The Government and local health authorities' direction on the limit on outside gatherings.
- The restrictions imposed on indoor gatherings.
- The requirement to physically distance between individuals to a minimum of six feet or two meters.
- The requirement to wear protective masks.

The following outlines the general plan that is being undertaken that will allow many elements of the previously conducted ceremony to take place while working within the restrictions imposed by the current pandemic.

- Ceremony Participants: The maximum amount for an outside gathering is 100.
- Location: The ceremony will take place at the Wainfleet Cenotaph on November 11, 2020.
- Parade: There will be no parade and a limited Colour Party.
- Other: One trumpeter, one piper to play the Lament, flag orderlies to lower and raise the Canadian flag.
- Vice Regal Party: standing in front of and facing the Cenotaph. Wreaths will be prepositioned so no assistants/wreath bearers will be required.
- Wreath Bearers: Wreaths are to be preplaced at the cenotaph prior to the ceremony. Those wanting to place a wreath personally can do so after the ceremony concludes. Acknowledgement of preplaced wreaths will be undertaken during the ceremony and also posted to the Township's website.
- Spectators: Discouraged from attending due to the limited space and the requirement to physically distance.
- Post Ceremony Community Gathering: There will be no post ceremony community gathering or refreshments.

Staff are continuing preparations for the conduct of the service. Staff have confirmed that we will be live-streaming the event via WeeStreem and encouraging the public to attend virtually in order to keep all in attendance safe. In order to ensure that the service is compliant with Provincial gathering limits, those wishing to attend in person will be required to pre-register and will be required to adhere to strict COVID-19 protocols (including social distancing, wearing of face coverings, etc.). Additional details will be shared via the Township website and via social media.

Safe Restart Funding

As reported to Council in Administrative Staff Report ASR-035/2020 and via Report ASR-030/2020; the Federal-Provincial Safe Restart Program is providing funding for municipalities through four streams:

1. Social Services Relief Fund (SSRF)
2. Public Health
3. Transit Supports
4. Municipal Operating Funding.

In September, staff reported that the Township will be receiving \$195,100 in municipal operating funding assistance to offset COVID-related costs incurred by the municipality this year. This represents the Township's share of \$695 million that was allocated by the province to all Ontario Municipalities on a per-capita basis as part of Phase 1 of the Program.

On October 8, 2020; staff participated in a meeting with the Ontario Ministry of Municipal Affairs and Housing to learn about the potential to access Phase 2 of the Program. Phase 2 will see the distribution of a further \$695 million to Ontario municipalities that can demonstrate that their COVID-19 related financial impacts exceed the allocation provided in Phase 1 of the Program. Although not designed to collect claims-based information on a line-by-line basis, the Ministry did provide specific details regarding eligible and ineligible revenue and expense components required to provide an overall picture of the municipality's 2020 financial position. This includes information about service adjustments, use of reserves and other measures taken by municipalities to manage 2020 COVID-19 operating impacts as well as a need to forecast ongoing revenues and expenses to the end of the current year.

The original deadline for applications to access the Phase 2 of the program was originally established at October 30, 2020. Following discussions with our neighbouring municipalities, the Township did reach out to the Ministry of Municipal Affairs and Housing to secure a one-week extension to November 6, 2020.

At the time of writing of this report, staff are continuing assembly of information and documentation now being requested by the Province (which is requiring substantial effort to restate existing financial records as well as project activity through to December 31, 2020) for consideration of Phase 2 funding. Submissions are required to include:

1. A resolution of Council seeking additional funding under Phase 2;
2. A Financial Report, including a Treasurer's Statement as to accuracy and information about the municipality's 2020 operating budget, Q3 actuals and a year-end forecast;
3. Other supporting documentation as prescribed by the Ministry.

Treasurers from across Niagara Region have been collaborating to ensure consistency of COVID-related financial reporting and to develop standardized assumptions for year-

end projections in the hope of maximizing the potential for successful funding applications. To that end, the Treasurers of Niagara municipalities that intend on making application (at this time, at least four Niagara lower tier municipalities have indicated that they will not be making application) will be meeting just prior to the application deadline to finalize their forecasts.

In light of the foregoing, staff are requesting that Council enact a resolution this evening supporting a request for Phase 2 funding (a sample resolution is attached as Appendix "A") and a fulsome review of the application submitted by the Township would then be returned to the next available meeting of Council for review.

The Ministry did acknowledge the extremely tight timelines associated with this program but advised that it was the intent of the Province to notify eligible municipalities of their Phase 2 allocations before the end of the 2020 municipal fiscal year (December 31, 2020) so that they would have an accurate understanding of their financial position as the 2021 budget year commences.

Conclusion

The COVID-19 pandemic continues to pose a real 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 Emergency Control Group continues to meet weekly 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:

- None.

OTHERS CONSULTED:

- 1) Emergency Control Group

ATTACHMENTS:

- Sample Phase 2 Safe Restart Funding Program Resolution

Respectfully submitted and approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

Sample Resolution:
Safe Restart Agreement (Municipal Operating Funding)

THAT the Council of the Township of Wainfleet has assessed and considered the current and projected 2020 financial situation of the municipality and specifically requests Provincial Funding under Phase 2 of the Safe Restart Program (Municipal Operating Funding) on the basis that the funding provided to the Township of Wainfleet under Phase 1 of the program is not sufficient to address the Townships' 2020 COVID-related operating pressures.

AND THAT Staff be directed to make application to the Province of Ontario for funding assistance in this regard.

TO: Mayor Gibson & Members of Council

FROM: M. Jemison, Drainage Superintendent

DATE OF MEETING: November 3, 2020

SUBJECT: Apportionment Agreement – (Ajodhia)

RECOMMENDATION(S):

THAT Drainage Staff Report DSR-006/2020 respecting Apportionment Agreement (Ajodhia) be received;

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

EXECUTIVE SUMMARY:

Application B06/2020W was made by Amanda and Ajodhia Ajodhia to the Township for consent to sever and adjust the boundaries of a portion of their property, and was subsequently approved. This severance affects the Drain Assessment Schedule for the Lambert Road Municipal Drains and as such, staff have prepared Agreements on Share of Assessment (Apportionment Agreement) as per Section 65 (2) of the Drainage Act, R.S.O. 1990. Upon resolution by Council, these agreements will form part of the Drain Assessment Schedule of the affected drains.

BACKGROUND:

It is the practice of the Township of Wainfleet to provide Apportionment Agreements for property severances on lands assessed to a municipal drain. In order to maintain fair and equitable billing for drain maintenance activities, up-to-date property ownership records must be maintained by the Township. Changes in ownership and lots sizes affect the amount of benefit derived from drainage works and the amount of obligation for maintenance charges.

OPTIONS/DISCUSSION:

Section 65 (2) of the Drainage Act reads:

Agreement on share of assessment

(2) If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1). 2010, c. 16, Sched. 1, s. 2 (26).

To satisfy the requirements of the Drainage Act and continue legal and fair billing practices for drain maintenance, Council is requested to:

- Approve this agreement by resolution.

FINANCIAL CONSIDERATIONS:

There are no financial impacts on the Township of Wainfleet. The approval of apportionment agreements ensures that invoices for the maintenance of municipal drains to individual property owners continues to be legal and equitable based on the amount of benefit provided by the drainage works.

OTHERS CONSULTED:

- 1) Sarah Ivins - Planner, Assistant Secretary-Treasurer - Committee of Adjustment

ATTACHMENTS:

- 1) Appendix "A" – Apportionment Agreement (Ajodhia)

Respectfully submitted by,

Approved by,

Mark Jemison
Drainage Superintendent

William J. Kolasa
Chief Administrative Officer/Clerk

APPENDIX “A”

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Township of Wainfleet

"Wainfleet - find your country side!"

Agreement Between Property Owners for Municipal Drain Assessment Apportionment Due to Land Severance or Sale

This Apportionment Agreement has been calculated by the Drainage Superintendent for the Township of Wainfleet, on behalf of the landowner(s) indicated below. Calculations on the property sizes and shares of assessment have been made using the numbers provided in the latest Engineer's Report for the Municipal Drain to which the properties are assessed, as well as any additional information contained with the drainage files of the Township. Property sizes indicate the area of the subject properties that are assessed to a particular drain and may not be indicative of the total size of property owned. Property sizes also may NOT be the same as calculated or shown on property tax related assessments.

Original Parcel Information as per the Engineer's Report on the Lambert Road Drain by K. Smart (2001) as amended by K. Smart (2018).

Roll No. or Lot & Conc.	Landowner	Hectares Affected	Acres Affected	% Main. Costs
27140000101110100000	Amanda & Ajodhia Ajodhia	22.206	n/a	0.64
	TOTALS	22.206	n/a	0.64

New or Current Parcel Information (calculated).

Roll No. or Lot & Conc.	Landowner	Hectares Affected	Acres Affected	% Main. Costs
27140000101110100000	Amanda & Ajodhia Ajodhia	1.01	n/a	0.029
Unknown	Amanda & Ajodhia Ajodhia	21.196	n/a	0.611
	TOTALS	0.9	n/a	0.64

I/We, the undersigned, agree on the share of assessment of costs as detailed above.

Landowner 1: Amanda Ajodhia

Landowner 2: Ajodhia Ajodhia

Date: 13/10/20
Date: 13/10/20

Signature: _____

Signature: _____

DRAINAGE STAFF REPORT

DSR-007/2020

TO: Mayor Gibson & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: November 3, 2020

SUBJECT: Bridgewater Drain Report

RECOMMENDATION(S):

THAT DSR-007-2020 be received;

AND THAT staff be directed to advance the Bridgewater Drain Engineer's Report to that of the Meeting to Consider on November 24, 2020 as per Section 41, Chapter D.17 of the *Drainage Act R.S.O. 1990*.

ALIGNMENT WITH THE STRATEGIC PLAN:

The Township of Wainfleet has identified Economic Development and Community Stewardship as components of their Strategic Plan. This report and its recommendations align with these objectives. Maintaining and improving the extensive network of Municipal Drains in the Township of Wainfleet is vital to the sustainability of the agricultural business sector and ensures that the over 250km of drainage infrastructure in the Township continues to provide a high level of service to the landowners

EXECUTIVE SUMMARY:

On May 28, 2019 Council appointed Brandon Widner, P. Eng. Of Spriet Associates as the Engineer of record to prepare a report under Section 78 of the *Drainage Act* to address improvements to the Bridgewater Municipal Drain. The onsite meeting was held July 10, 2019 and a preliminary meeting to consider on February 4 2020.

The purpose of this report is to provide Council with an update on the Engineer's Report and requisite actions pertaining to the Meeting to Consider.

BACKGROUND:

The Bridgewater Drain was constructed as per an engineering report under C. J. Clarke in 1961. The Bridgewater Outlet Drain was constructed as per an engineering report under Spriet Associates in 2016. Through Resolution C-143-2019 Council appointed Spriet Associates to complete a report under Section 78 of the Drainage Act for the purposes of updated the report and extending the original Bridgewater Drain to sufficient outlet.

The onsite meeting was held July 10, 2019 and a preliminary consideration meeting on February 4, 2020. Additional meetings and communications with landowners occurred throughout the project period and staff met with the Department of Fisheries and Oceans to evaluate the design on November 6, 2019.

The new Engineer's Report indicates a total estimated cost of \$250,000, for the construction of the Bridgewater Municipal Drain including the engineering, administration, interest and HST. The total estimated cost of construction for the drain is \$204,680 with the balance of \$45,320 for engineering and administration.

The report was filed with the Township on March 10, 2020 and because of the limitations placed on public gatherings due to the COVID-19 Emergency scheduling of the Meeting to Consider was postponed. Now in Stage 3 of the Province of Ontario's reopening plan meetings of this scale can proceed. The Meeting to Consider provides property owners an opportunity to ask questions of the Engineer or express any concerns over the Engineer's Report related to design or any gross errors.

OPTIONS/DISCUSSION:

1. Staff be directed to advance the Bridgewater Drain Engineer's Report to that of the Meeting to Consider on November 24 as per Section 41, Chapter D.17 of the *Drainage Act R.S.O. 1990*. (Recommended)
2. Do not move forward with the Engineer's Report, Township responsible for all engineering costs to date (not recommended)

FINANCIAL CONSIDERATIONS:

The Township will be required to carry the costs of the project until the report is completed and the costs are allocated to the appropriate property owners in accordance with the Drainage Act.

Final actual costs to the Township will only be those assessed to the roads and lands of the Township identified in the report for any maintenance or improvements completed on the drain as outlined in the Section 78 report. A Section 78 engineering report is 100% billable and eligible for grant from OMAFRA. Final costs to the Township would only be those assessed to the roads and lands of the Township which are identified in the report, as per the Drainage Act R.S.O. 1990.

OTHERS CONSULTED:

- 1) SLT

ATTACHMENTS:

1. Bridgewater Municipal Drain Engineer's Report
2. Bridgewater Municipal Drain Plan and Profile
3. Section 78 Flow Chart

Respectfully submitted by,

Reviewed by:

Mark Jemison
Drainage Superintendent

Richard Nan
Manager of Operations

Approved by,

William Kolasa
Chief Administrative Officer

APPENDIX “A”

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BRIDGEWATER DRAIN

Township of Wainfleet



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
E-mail MAIL@SPRIET.ON.CA

London, Ontario
March 5, 2020

BRIDGEWATER DRAIN

Township of Wainfleet

To the Mayor and Council of
the Township of Wainfleet

Mayor and Council:

We are pleased to present our report on the reconstruction and extension of the Bridgewater Municipal Drain serving parts of Lots 19 to 27, Concessions 6 and 7 in the Township of Wainfleet. The total watershed area contains approximately 290 hectares.

AUTHORIZATION

This report was prepared pursuant to Sections 78 of the Drainage Act in accordance with instructions received from your Municipality with respect to a motion of Council (Resolution C-143-2019) in accordance with Section 8 of the Drainage Act.

HISTORY

The Bridgewater Drain was originally constructed pursuant to a report submitted by C.J. Clark, P. Eng. dated January 17, 1961 and consisted of approximately 2,260 meter of open ditch cleanout from Lots 22 to 26 which outletted into a natural watercourse approximately 2,190 meters long that flowed east to the Welland River.

In 1982 J. Byron Wiebe, P.Eng., submitted a letter report to Council extending the drain downstream of Farr Road, but the report was not approved by Council, and therefore not incorporated as part of the municipal drain.

In 2015 the Bridgewater Water Outlet Drain was constructed pursuant to a report submitted by J.R. Spriet, P.Eng., dated March 15, 2015, and consisted of approximately 702 lineal meters of open ditch construction, commencing in Lot 17, Concession 6, with its head east of the residential properties in Lot 19, Concession 6.



EXISTING DRAINAGE CONDITIONS

A site meeting was held on Wednesday July 10, 2019 with respect to the project and through later discussions, the owners reported the following:

- that maintenance work had been completed in the past on portions of the drainage works, but there is currently water backed up in Lot 20, Concession 6
- that many of the farm culverts are narrow and in poor condition

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the existing watercourse in Lots 19 to 21 does not provide a proper outlet for the upstream lands, it has silted in, and it is too shallow
- that the existing portion of the Bridgewater Drain has had maintenance work in the past but would benefit from being brushed and cleaned out.
- that some of the farm culverts previously installed are in poor condition and are undersized for today's standards and farming practices

Preliminary design, cost estimates and assessments were prepared, and an informal public meeting was held on February 4, 2020 to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. Based on the proposed design it was decided to proceed with the report.

DESIGN CONSIDERATIONS

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

The new road culverts being installed on Farr Road, Elsie Road, and Traver Road were designed to a 10-year storm event, and the farm and access culverts were designed to a 2-year design storm event.

RECOMMENDATIONS

We are therefore recommending the following:

- that the existing natural watercourse located in Lots 19 to 21, which connects the Bridgewater Drain to the Bridgewater Outlet Drain, be incorporated and reconstructed to provide a sufficient outlet for the upstream land and become part of the Bridgewater Drain
- that the existing Bridgewater Drain be reconstructed up to the middle of Lot 26 Concession 6 and the excavated material be levelled adjacent to the drain



RECOMMENDATIONS (cont'd)

- that the request from K. & S. Welink (Roll No. 11-104 & 11-103) to abandon the portion of drain in their lands has been reviewed and we recommend that the existing drain upstream of Sta. 4+099 be abandoned under Section 19 of the drainage act.
- that new road culverts be installed on Traver, Elsie, and Farr Roads, including removal and disposal of existing culverts
- that new farm culverts be installed on the J. & J. Beamer (Roll No. 11-129-05), W. & M. Podolyak (Roll No 11-127), 11845050 Ontario Inc. (Roll No.11-085), and J. & R. Downey (Roll No. 11-084) properties
- that the existing concrete culvert under Regional Road 24 be cleaned out and excess material be removed and disposed of
- that the entire working space and access routes be cleared and grubbed of trees, brush, and scrub where required to complete the work, and to allow for the levelling of the excavated material

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

There are no significant wetlands or sensitive areas within the affected watershed area or along the route of the drains. The proposed construction of the Bridgewater Drain has been reviewed by the Fish and Fish Habitat Protection Program of the Fisheries and Oceans of Canada (DFO), File No. 19-HCAA-01051 and they recommended the following be implemented:

- conduct work outside the spring timing windows (i.e. no in-water work between March 15 to July 15)
- conduct work in low or no flow
- reseed and/or replant any disturbed banks caused by the construction activities
- install appropriate sediment erosion controls downstream of construction activities (e.g. silt curtain, straw-bale check dam, rock check dam, etc.)

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- a 3-meter-wide grassed buffer strip of existing vegetation between the top of the bank and any cultivated lands on the working side is to be incorporated as part of the drain
- some existing washouts along the course of the drain are to be backfilled and protected with quarry stone rip-rap
- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

- some severe bends in the drain are to be protected from erosion with the installation of quarry stone rip-rap on the ditch bank as specified on the plans
- all new tile drain outlets are to be installed with quarry stone rip-rap protection
- some existing tile outlets along the course of the drain are to be repaired using an outlet pipe with a rodent gate with quarry stone rip-rap protection

It is to be noted that both the existing and newly vegetated banks as well as the existing natural and newly created buffer strips along each side of the ditch are permanent parts of the Bridgewater Municipal Drain and shall not be disturbed or destroyed.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 3,085 lineal meters of open ditch reconstruction including quarry stone rip-rap bank protection, rock chutes, bank seeding, and construction of farm and road culverts.

SCHEDULES

Four schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, Schedule 'C' - Assessment for Construction, and Schedule 'D' - Assessment for Maintenance.

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 250,000.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No.'s 1 and 2, Job No. 219139, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.



ALLOWANCES

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain.

The amounts granted are based on the following:

- a) for open ditch work with excavated material levelled adjacent to drain - \$4,647.00/ha.
- b) for open ditch work through bush with excavated material levelled adjacent to drain - \$2,500.00/ha.

These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

RIGHT-OF-WAY Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$33,360.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands, is deemed to have already been granted.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

BENEFIT as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

OUTLET liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.



ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C' - Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments and Special Benefits were then extracted from each section.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet and for special assessments as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Niagara Region being the increased cost to the drainage work for cleaning out the concrete culvert across their road allowance on the Main Drain due to the construction and operation of Regional Road 24. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Concrete Culvert	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
2.5m span	\$4,000.00	\$1,250.00	\$130.00	\$5,380.00

The above special assessments shall not apply for future maintenance purposes.

If the Niagara Region elects to perform the work themselves, the above Special Assessment shall be reduced by \$4,000. Otherwise this portion of the work shall be included in the general contract.



SPECIAL ASSESSMENT (cont'd)

In accordance with Section 26 of the Drainage Act, Special Assessments have been made against the Township of Wainfleet being the increased cost to the drainage work for installing new road culverts across their road allowance on the Main Drain due to the construction and operation of Farr, Elsie, and Traver Roads. The Special Assessments shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Drain	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Farr Road 2000mm CSP	\$24,000.00	\$4,400.00	\$710.00	\$29,110.00
Elsie Road 1800mm CSP	\$21,200.00	\$4,000.00	\$630.00	\$25,830.00
Traver Road 1600mm CSP	\$21,900.00	\$4,100.00	\$650.00	\$26,650.00

The above special assessments shall not apply for future maintenance purposes.

If the Township of Wainfleet elects to perform the work themselves, the above Special Assessment shall be reduced by \$67,100.00. Otherwise this portion of the work shall be included in the general contract.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.



MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, the entire Bridgewater Drain shall be maintained by the Township of Wainfleet at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act. The Bridgewater Outlet drain will remain to be maintained as per the report by J.R Spriet dated March 27, 2015.

Special Assessments shall **not** be pro-rated for future maintenance purposes.

Repairs or improvements to any road culvert or bridge crossing required by the performance of this work and for future repair and/or replacement shall be the responsibility of the applicable Road Authority, entirely at their cost.

The new farm culverts on the properties described by Roll No.'s 11-084 (Downey), 11-085 (1184505 Ontario Inc.), 11-127 (Podolyak), and 11-129-05 (Beamer), for future maintenance purposes costs shall be levied 50% to the affected owner and the remainder shall be pro-rated over the upstream outlet assessments.



BW:bv

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

B. Widner, P.Eng.



SCHEDULE 'A' - ALLOWANCES

BRIDGEWATER DRAIN

Township of Wainfleet

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN					
6	Pt. 19	10-173 (B. Stayzer)	\$ 120.00	\$ 200.00	\$ 320.00
6	Pt. 19	10-172 (B. & K. Jackson)	70.00	130.00	200.00
6	Pt. 19	10-178 (J. Johnson & O. Nassar)	570.00	980.00	1,550.00
6	Pt. 19	10-179 (J. & L. Smith)	50.00	80.00	130.00
6	Pt. 20	11-078 (K. & M. Visser)	1,280.00	2,210.00	3,490.00
6	Pt. 20	11-084 (J. & R. Downey)	750.00	1,280.00	2,030.00
6	Pt. 21	11-085 (1184505 Ontario Ltd.)	850.00	1,470.00	2,320.00
6	Pt. 21	11-088 (J. & J. Sonneveld)	980.00	1,680.00	2,660.00
6	Pt. 23	11-122-02 (1508756 Ontario Inc)	1,680.00	2,890.00	4,570.00
6	Pt. 24	11-126-40 (T. & Y. Hessels)	940.00	1,620.00	2,560.00
6	Pt. 25	11-095-03 (D. & S. Richards)	1,040.00	1,780.00	2,820.00
6	Pt. 26	11-100-01 (H. & L. Sigurdson)	830.00	1,420.00	2,250.00
6,7	Pt. 22	11-118-01 (J. Farr)	960.00	1,650.00	2,610.00
6,7	Pt. 24	11-127 (W. & M. Podolyak)	800.00	1,370.00	2,170.00
6,7	Pt. 25	11-129-05 (J. & J. Beamer)	920.00	1,580.00	2,500.00
Total Allowances			\$ 11,840.00	\$ 20,340.00	\$ 32,180.00
TOTAL ALLOWANCES ON THE MAIN DRAIN			\$ 32,180.00		
TOTAL ALLOWANCES ON THE BRIDGEWATER DRAIN			\$ 32,180.00		

BRIDGEWATER DRAIN**Township of Wainfleet**

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

MAIN DRAIN

Clearing & grubbing of ditch bank (Approx. 3085m)	\$ 13,500.00
3085 meters of open ditch reconstruction	\$ 18,500.00
Levelling of excavated material	\$ 5,400.00
Seeding of ditch banks and buffer strips (Approx 7500m ²)	\$ 3,600.00
Construct the following helical corrugated aluminized steel pipe as new road / farm culvert including removal of existing C.S.P.'s and disposal of excess material where required	
Sta. 3+799 - Sta 3+815 (Traver Road)	
Removal and disposal of existing culvert and	
Supply & delivery of 16m - 1600mm dia, 3.5mm thick, 125mm x 25mm cor.	\$ 9,200.00
Installation of pipe including supply and installation of bedding and backfill	
material and disposal of any unacceptable material including traffic control	\$ 7,400.00
Supply and installation of quarry stone riprap (Approx. 12m ³ Q.S. required)	\$ 1,800.00
Restoration of Traver Road with 50mm HL8 and 50mm HL3	\$ 3,500.00
Sta. 3+522 - Sta 3+534 (J. & J. Beamer- Roll No.11-129-05)	
Removal and salvage existing culvert and leave for owner	
Supply & delivery of 12m - 1400mm dia, 2.8mm thick, 125mm x 25mm cor.	\$ 5,600.00
Installation of pipe including supply and installation of bedding and backfill	
material and disposal of any unacceptable material	\$ 5,100.00
Supply and installation of quarry stone riprap (Approx. 10m ³ Q.S. required)	\$ 1,500.00
Sta. 3+130 - Sta 3+142 (W. & M. Podolyak - Roll No. 11-127)	
Removal and salvage existing culvert and leave for owner	
Supply & delivery of 12m - 1500mm dia, 2.8mm thick, 125mm x 25mm cor.	\$ 6,200.00
Installation of pipe including supply and installation of bedding and backfill	
material and disposal of any unacceptable material	\$ 5,400.00
Supply and installation of quarry stone riprap (Approx. 10m ³ Q.S. required)	\$ 1,500.00
Sta. 2+865 - Sta 2+881 (Elsie Road)	
Removal and disposal of existing culvert and	
Removal and salvage existing culvert and leave for owner	
Supply & delivery of 16m - 1800mm dia, 3.5mm thick, 125mm x 25mm cor.	\$ 10,600.00
Installation of pipe including supply and installation of bedding and backfill	
material and disposal of any unacceptable material including traffic control	\$ 8,800.00
Supply and installation of quarry stone riprap (Approx. 12m ³ Q.S. required)	\$ 1,800.00

BRIDGEWATER DRAIN
Township of Wainfleet
MAIN DRAIN (cont'd)

Sta. 2+195 - Sta 2+211 (Farr Road)

Removal and disposal of existing culvert and	
Supply & delivery of 16m - 2000mm dia, 3.5mm thick, 125mm x 25mm cor.	\$ 12,600.00
Installation of pipe including supply and installation of bedding and backfill	
material and disposal of any unacceptable material including traffic control	\$ 9,600.00
Supply and installation of quarry stone riprap (Approx. 12m ³ Q.S. required)	\$ 1,800.00

Sta. 1+938 - Sta 1+950 (1184505 Ontario Ltd. - Roll No. 11-085)

Removal and salvage existing culvert and leave for owner	
Supply & delivery of 12m - 1600mm dia, 2.8mm thick, 125mm x 25mm cor.	\$ 6,900.00
Installation of pipe including supply and installation of bedding and backfill	
material and disposal of any unacceptable material	\$ 5,500.00
Supply and installation of quarry stone riprap (Approx. 10m ³ Q.S. required)	\$ 1,500.00

Sta. 1+728 - Sta 1+740 (J. & R. Downey - Roll No.11-084)

Removal and disposal of existing culvert and	
Supply & delivery of 12m - 1600mm dia, 2.8mm thick, 125mm x 25mm cor.	\$ 6,700.00
Installation of pipe including supply and installation of bedding and backfill	
material and disposal of any unacceptable material	\$ 5,500.00
Supply and installation of quarry stone riprap (Approx. 10m ³ Q.S. required)	\$ 1,500.00

Removal and Disposal of existing lane culvert Sta. 3+876 \$ 1,000.00

Sta. 1+221 - Sta. 1+231

Clean Through Existing Culvert at Regional Road 24 to grade including removal
and disposal of excavated material including traffic control \$ 4,000.00

Exposing and locating existing utilities \$ 1,500.00

Contingency \$ 5,000.00

Allowances under Sections 30 of the Drainage Act \$ 32,180.00

ADMINISTRATION

Interest and Net Harmonized Sales Tax	\$ 5,320.00
Survey, Plan and Final Report	\$ 30,900.00
Expenses	\$ 1,900.00
Supervision and Final Inspection	\$ 7,200.00

TOTAL ESTIMATED COST
\$ 250,000.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

12

BRIDGEWATER DRAIN

Township of Wainfleet

Job No. 219139

March 5, 2020

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN						
* 6	Pt. 19	0.5	10-173-10 (E-Zee Mini Mart Inc.)	\$	\$ 16.00	\$ 16.00
* 6	Pt. 19	0.5	10-173-05 (N. Abo)		9.00	9.00
* 6	Pt. 19	0.4	10-173 (B. Stayzer)	490.00	2.00	492.00
* 6	Pt. 19	0.4	10-172 (B. & K. Jackson)	300.00	2.00	302.00
* 6	Pt. 19	1.1	10-178 (J. Johnson & O. Nassar)	2,360.00	22.00	2,382.00
* 6	Pt. 19	0.8	10-179 (J. & L. Smith)	200.00	15.00	215.00
* 6	Pt. 19	0.9	10-180 (C. & D. Duncan & N. & B. Martin)		16.00	16.00
* 6	Pt. 19	2.4	10-181 (B. Collard)		60.00	60.00
* 6	Pt. 19	0.4	10-182 (A. & M. Janssen)		13.00	13.00
* 6	Pt. 19	1.1	10-183 (M. & S. Jackson)		35.00	35.00
* 6	Pt. 20	7.4	11-082 (Corodor Corporation Ltd)		282.00	282.00
* 6	Pt. 20	0.2	11-081 (E-Zee Mini Mart Inc.)		5.00	5.00
* 6	Pt. 20	7.0	11-078 (K. & M. Visser)	5,310.00	230.00	5,540.00
* 6	Pt. 20	0.2	11-080 (N. & J. Pascuzzi)		5.00	5.00
* 6	Pt. 20	3.8	11-082-01 (J. Daboll & K. Banford)		68.00	68.00
* 6	Pt. 20	0.2	11-079 (C. Sweet)		5.00	5.00
* 6	Pt. 20	0.3	11-084-01 (D. & F. Letourneau)		16.00	16.00
6	Pt. 20	11.8	11-084 (J. & R. Downey)	13,050.00	563.00	13,613.00
6	Pt. 21	15.5	11-085 (1184505 Ontario Ltd.)	13,630.00	1,165.00	14,795.00
6	Pt. 21	16.1	11-088 (J. & J. Sonneveld)	4,040.00	1,686.00	5,726.00
* 6	Pt. 23	32.6	11-122-02 (1508756 Ontario Inc)	6,940.00	2,648.00	9,588.00
* 6	Pt. 23	7.9	11-122 (K. Stayzer & G. Oosterhof)		562.00	562.00
6	Pt. 24	22.2	11-126-40 (T. & Y. Hessels)	3,740.00	4,540.00	8,280.00
6	Pt. 25	3.7	11-130-01 (J. & V. Jarjour)		1,555.00	1,555.00
6	Pt. 25	4.8	11-095-04 (B. & K. Costello)		2,019.00	2,019.00
6	Pt. 25	4.8	11-095-03 (D. & S. Richards)	4,130.00	1,812.00	5,942.00
6	Pt. 25	2.8	11-095 (D. Laviolette)		1,176.00	1,176.00
* 6	Pt. 26	0.8	11-101 (P. & J. Rush)		503.00	503.00
* 6	Pt. 26	0.8	11-102 (S. & J. Murdock)		503.00	503.00
6	Pt. 26	4.9	11-100 (K. & S. & T. Wielink)		2,058.00	2,058.00
6	Pt. 26	8.7	11-100-01 (H. & L. Sigurdson)	3,250.00	3,442.00	6,692.00
6	Pt. 26	15.6	11-103 (K. & S. Wielink)	1,000.00	7,394.00	8,394.00
6	Pt. 26 & 27	20.2	11-104 (K. & S. Wielink)		11,130.00	11,130.00
6,7	Pt. 22	22.3	11-118-01 (J. Farr)	3,970.00	4,079.00	8,049.00
6,7	Pt. 24	24.3	11-127 (W. & M. Podolyak)	12,664.00	5,708.00	18,372.00
6,7	Pt. 25	20.2	11-129-05 (J. & J. Beamer)	12,556.00	6,126.00	18,682.00
7	Pt. 25	0.5	11-130 (J. & D. Mcrae)		209.00	209.00
* 7	Pt. 26	1.0	11-133 (S. & A. Huizinga)		503.00	503.00
7	Pt. 26	2.8	11-134 (J. & I. Koiter)		1,176.00	1,176.00
7	Pt. 26	2.8	11-135 (J. & A. Urie)		1,176.00	1,176.00
7	Pt. 27	0.7	11-147-01 (B. & J. Bartels)		355.00	355.00
7	Pt. 27	4.1	11-147 (P. & B. Henderson)		1,725.00	1,725.00
TOTAL ASSESSMENT ON LANDS				\$ 87,630.00	\$ 64,614.00	\$ 152,244.00

BRIDGEWATER DRAIN
Township of Wainfleet

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN (cont'd)						
River Road		1.4	Township of Wainfleet	\$	\$ 119.00	\$ 119.00
Concession Rd 6		1.9	Township of Wainfleet		3,194.00	3,194.00
Traver Road		1.9	Township of Wainfleet	1,620.00	2,793.00	4,413.00
Elsie Road		2.0	Township of Wainfleet	360.00	1,144.00	1,504.00
Farr Road		1.7	Township of Wainfleet	340.00	600.00	940.00
Regional Road 24		1.9	Niagara Region	450.00	166.00	616.00
TOTAL ASSESSMENT ON ROADS				\$ 2,770.00	\$ 8,016.00	\$ 10,786.00

SPECIAL ASSESSMENT against the Township of Wainfleet
for the increased cost of installing 1600mm dia. C.S.P. under Traver Road \$ 26,650.00

SPECIAL ASSESSMENT against the Township of Wainfleet
for the increased cost of installing 1800mm dia. C.S.P. under Elsie Road \$ 25,830.00

SPECIAL ASSESSMENT against the Township of Wainfleet
for the increased cost of installing a 2000mm Dia. C.S.P. under Farr Road \$ 29,110.00

SPECIAL ASSESSMENT against the Niagara Region
for the increased cost of cleaning through their concrete culvert on Regional Road 24 \$ 5,380.00

TOTAL ASSESSMENT ON THE MAIN DRAIN \$ 250,000.00

TOTAL ASSESSMENT ON THE BRIDGEWATER DRAIN \$ 250,000.00

SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

14

BRIDGEWATER DRAIN

Township of Wainfleet

Job No. 219139

March 5, 2020

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
MAIN DRAIN				
6	Pt. 19	0.5	10-173-10 (E-Zee Mini Mart Inc.)	0.01
6	Pt. 19	0.5	10-173-05 (N. Abo)	0.01
6	Pt. 19	0.4	10-173 (B. Stayzer)	0.21
6	Pt. 19	0.4	10-172 (B. & K. Jackson)	0.13
6	Pt. 19	1.1	10-178 (J. Johnson & O. Nassar)	1.02
6	Pt. 19	0.8	10-179 (J. & L. Smith)	0.10
6	Pt. 19	0.9	10-180 (C. & D. Duncan & N. & B. Martin)	0.01
6	Pt. 19	2.4	10-181 (B. Collard)	0.05
6	Pt. 19	0.4	10-182 (A. & M. Janssen)	0.01
6	Pt. 19	1.1	10-183 (M. & S. Jackson)	0.03
6	Pt. 20	7.4	11-082 (Corodor Corporation Ltd)	0.24
6	Pt. 20	0.2	11-081 (E-Zee Mini Mart Inc.)	0.01
6	Pt. 20	7.0	11-078 (K. & M. Visser)	2.45
6	Pt. 20	0.2	11-080 (N. & J. Pascuzzi)	0.01
6	Pt. 20	3.8	11-082-01 (J. Daboll & K. Banford)	0.06
6	Pt. 20	0.2	11-079 (C. Sweet)	0.01
6	Pt. 20	0.3	11-084-01 (D. & F. Letourneau)	0.01
6	Pt. 20	11.8	11-084 (J. & R. Downey)	6.02
6	Pt. 21	15.5	11-085 (1184505 Ontario Ltd.)	6.77
6	Pt. 21	16.1	11-088 (J. & J. Sonneveld)	3.15
6	Pt. 23	32.6	11-122-02 (1508756 Ontario Inc)	5.19
6	Pt. 23	7.9	11-122 (K. Stayzer & G. Oosterhof)	0.48
6	Pt. 24	22.2	11-126-40 (T. & Y. Hessels)	5.44
6	Pt. 25	3.7	11-130-01 (J. & V. Jarjour)	1.32
6	Pt. 25	4.8	11-095-04 (B. & K. Costello)	1.71
6	Pt. 25	4.8	11-095-03 (D. & S. Richards)	3.29
6	Pt. 25	2.8	11-095 (D. Laviolette)	1.00
6	Pt. 26	0.8	11-101 (P. & J. Rush)	0.43
6	Pt. 26	0.8	11-102 (S. & J. Murdock)	0.43
6	Pt. 26	4.9	11-100 (K. & S. & T. Wielink)	1.75
6	Pt. 26	8.7	11-100-01 (H. & L. Sigurdson)	4.30
6	Pt. 26	15.6	11-103 (K. & S. Wielink)	6.70
6	Pt. 26 & 27	20.2	11-104 (K. & S. Wielink)	9.45
6,7	Pt. 22	22.3	11-118-01 (J. Farr)	5.15
6,7	Pt. 24	24.3	11-127 (W. & M. Podolyak)	10.22
6,7	Pt. 25	20.2	11-129-05 (J. & J. Beamer)	10.53
7	Pt. 25	0.5	11-130 (J. & D. Mcrae)	0.18
7	Pt. 26	1.0	11-133 (S. & A. Huizinga)	0.43
7	Pt. 26	2.8	11-134 (J. & I. Koiter)	1.00
7	Pt. 26	2.8	11-135 (J. & A. Urie)	1.00
7	Pt. 27	0.7	11-147-01 (B. & J. Bartels)	0.30
7	Pt. 27	4.1	11-147 (P. & B. Henderson)	1.46
TOTAL ASSESSMENT ON LANDS				92.07 %

BRIDGEWATER DRAIN
Township of Wainfleet

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
MAIN DRAIN (cont'd)				
	River Road	1.4	Township of Wainfleet	0.10 %
	Concession Rd 6	1.9	Township of Wainfleet	2.71
	Traver Road	1.9	Township of Wainfleet	3.02
	Elsie Road	2.0	Township of Wainfleet	1.12
	Farr Road	1.7	Township of Wainfleet	0.65
	Regional Road 24	1.9	Niagara Region	0.33
				=====
			TOTAL ASSESSMENT ON ROADS	7.93 %
				=====
			TOTAL ASSESSMENT FOR MAINTENANCE OF THE MAIN DRAIN	<u>100.00 %</u>
			TOTAL ASSESSMENT FOR MAINTENANCE OF THE BRIDGEWATER DRAIN	<u>100.00 %</u>

SCHEDULE OF NET ASSESSMENT

BRIDGEWATER DRAIN

Township of Wainfleet

(FOR INFORMATION PURPOSES ONLY)

Job No. 219139

March 5, 2020

* = Non-agricultural

	ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
*	10-173-10 (E-Zee Mini Mart Inc.)	\$ 16.00	\$	\$	16.00
*	10-173-05 (N. Abo)	9.00			9.00
*	10-173 (B. Stayzer)	492.00		320.00	172.00
*	10-172 (B. & K. Jackson)	302.00		200.00	102.00
*	10-178 (J. Johnson & O. Nassar)	2,382.00		1,550.00	832.00
*	10-179 (J. & L. Smith)	215.00		130.00	85.00
*	10-180 (C. & D. Duncan & N. & B. Martin)	16.00			16.00
*	10-181 (B. Collard)	60.00			60.00
*	10-182 (A. & M. Janssen)	13.00			13.00
*	10-183 (M. & S. Jackson)	35.00			35.00
*	11-082 (Corodor Corporation Ltd)	\$ 282.00			282.00
*	11-081 (E-Zee Mini Mart Inc.)	5.00			5.00
*	11-078 (K. & M. Visser)	5,540.00		3,490.00	2,050.00
*	11-080 (N. & J. Pascuzzi)	5.00			5.00
*	11-082-01 (J. Daboll & K. Banford)	68.00			68.00
*	11-079 (C. Sweet)	5.00			5.00
*	11-084-01 (D. & F. Letourneau)	16.00			16.00
	11-084 (J. & R. Downey)	13,613.00	4,538.00	2,030.00	7,045.00
	11-085 (1184505 Ontario Ltd.)	14,795.00	4,932.00	2,320.00	7,543.00
	11-088 (J. & J. Sonneveld)	5,726.00	1,909.00	2,660.00	1,157.00
*	11-122-02 (1508756 Ontario Inc)	9,588.00		4,570.00	5,018.00
*	11-122 (K. Stayzer & G. Oosterhof)	562.00			562.00
	11-126-40 (T. & Y. Hessels)	8,280.00	2,760.00	2,560.00	2,960.00
	11-130-01 (J. & V. Jarjour)	1,555.00	518.00		1,037.00
	11-095-04 (B. & K. Costello)	2,019.00	673.00		1,346.00
	11-095-03 (D. & S. Richards)	5,942.00	1,981.00	2,820.00	1,141.00
	11-095 (D. Laviolette)	1,176.00	392.00		784.00
*	11-101 (P. & J. Rush)	503.00			503.00
*	11-102 (S. & J. Murdock)	503.00			503.00
	11-100 (K. & S. & T. Wielink)	2,058.00	686.00		1,372.00
	11-100-01 (H. & L. Sigurdson)	6,692.00	2,231.00	2,250.00	2,211.00
	11-103 (K. & S. Wielink)	8,394.00	2,798.00		5,596.00
	11-104 (K. & S. Wielink)	11,130.00	3,710.00		7,420.00
	11-118-01 (J. Farr)	8,049.00	2,683.00	2,610.00	2,756.00
	11-127 (W. & M. Podolyak)	18,372.00	6,124.00	2,170.00	10,078.00
	11-129-05 (J. & J. Beamer)	18,682.00	6,227.00	2,500.00	9,955.00
	11-130 (J. & D. Mcrae)	209.00	70.00		139.00
*	11-133 (S. & A. Huizinga)	503.00			503.00
	11-134 (J. & I. Koiter)	1,176.00	392.00		784.00

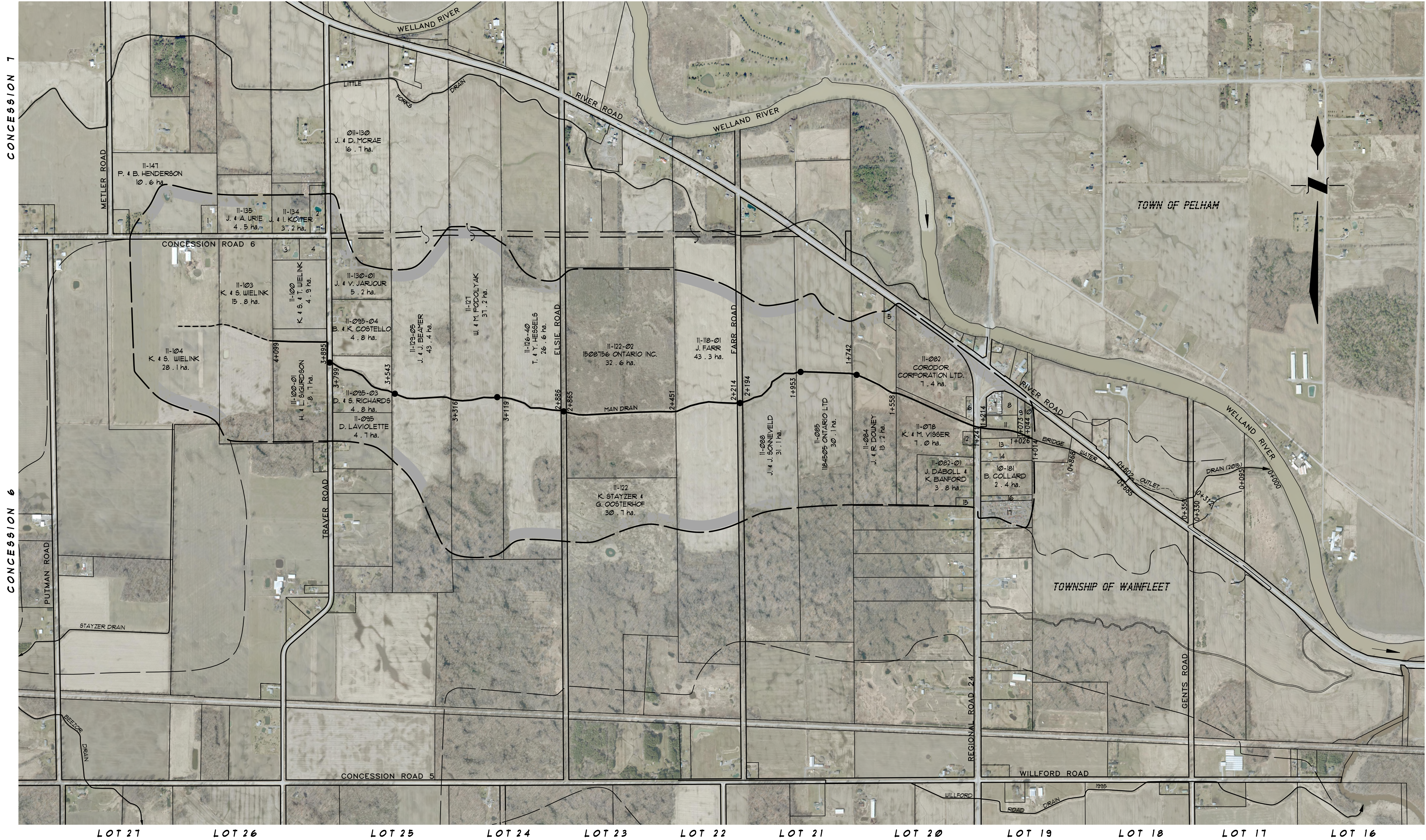
SCHEDULE OF NET ASSESSMENT (cont'd)

BRIDGEWATER DRAIN**Township of Wainfleet*** = *Non-agricultural*

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
11-135 (J. & A. Urie)	1,176.00	392.00		784.00
11-147-01 (B. & J. Bartels)	355.00	118.00		237.00
11-147 (P. & B. Henderson)	1,725.00	575.00		1,150.00
* River Road	119.00			119.00
* Concession Rd 6	3,194.00			3,194.00
* Traver Road	4,413.00			4,413.00
* Special Assessment	26,650.00			26,650.00
* Elsie Road	1,504.00			1,504.00
* Special Assessment	25,830.00			25,830.00
* Farr Road	940.00			940.00
* Special Assessment	29,110.00			29,110.00
* Regional Road 24	616.00			616.00
* Special Assessment	5,380.00			5,380.00
TOTALS	\$ 250,000.00	\$ 43,709.00	\$ 32,180.00	\$ 174,111.00

APPENDIX “B”

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PLAN SCALE 1: 1,500

LOT LEGEND		
ROLL NO.	OWNERSHIP	HECTARES OWNED
1) 011-147-01	B. & J. BARTELS	0.65
2) 011-133	S. & A. HUIZINGA	1.21
3) 011-101	P. & J. RUSH	0.82
4) 011-102	S. & J. MURDOCK	0.81
5) 011-084-01	D. & F. LETOURNEAU	0.44
6) 011-081	E-ZEE MINI MART INC.	0.24
7) 010-173-10	E-ZEE MINI MART INC.	0.46
8) 010-173-05	N. ABO	0.52
9) 010-173	B. STAYZER	0.39
10) 010-172	B. & K. JACKSON	0.40
11) 010-178	J. JOHNSON & O. NASSAR	1.11
12) 011-080	N. & J. PASCUZZI	0.21
13) 010-179	J. & L. SMITH	0.81
14) 010-180	C. & D. DUNCAN & N. & B. MARTIN	0.88
15) 011-079	C. SWEET	0.22
16) 010-182	A. & M. JANSSEN	0.40
17) 010-183	M. & S. JACKSON	1.40

GENERAL NOTES

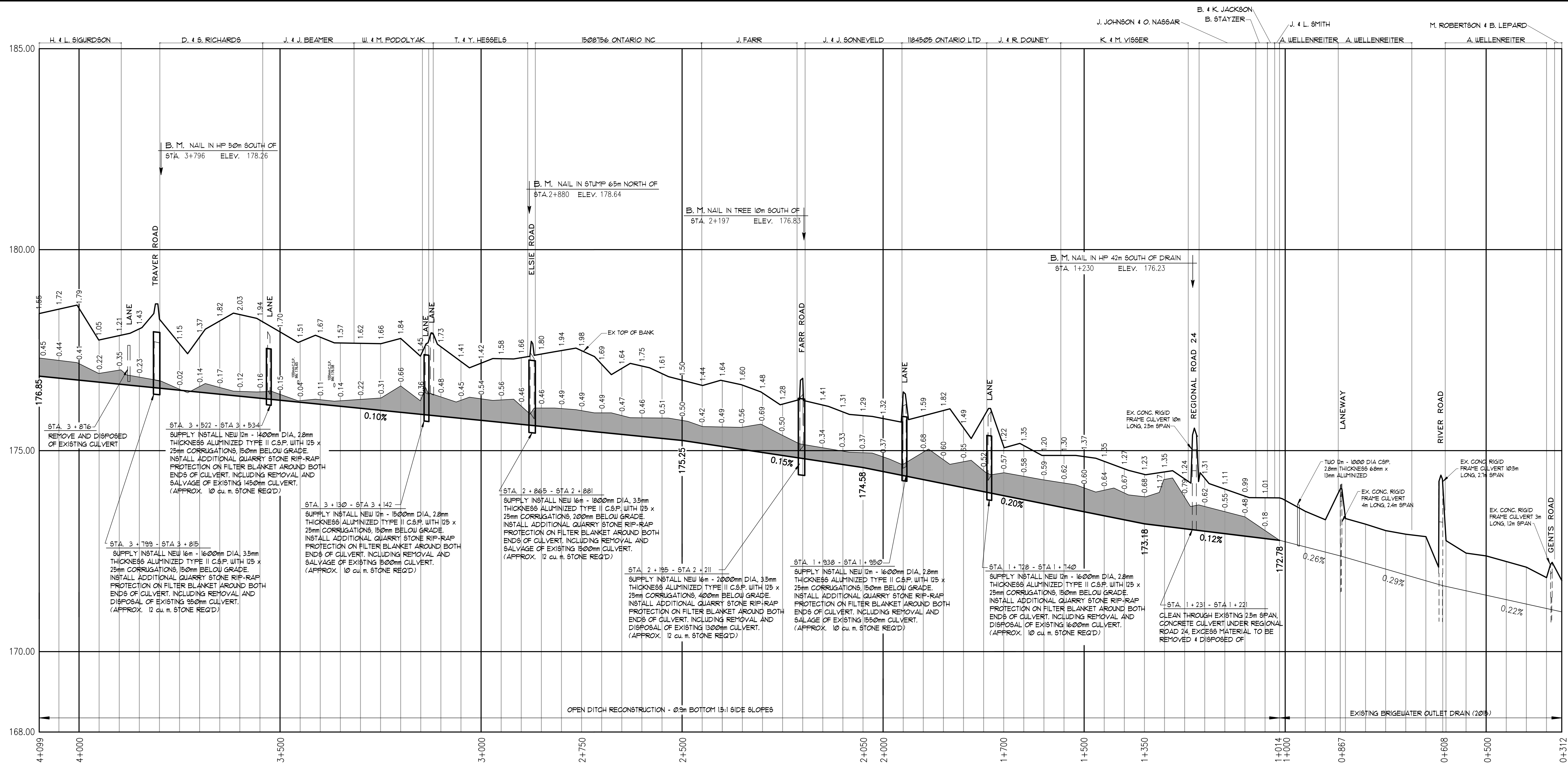
- OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
OPEN PORTIONS 10 meters (INCLUDING 3m BUFFER)
- ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.
b) CONTRACTOR TO NOTIFY ALL UTILITIES 12 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.
- ALL BRUSH & LIMBS TO BE MECHANICALLY SHREDDED. TREES ALONG THE THE DITCH TO BE MAINTAINED WHERE POSSIBLE ON OPPOSITE SIDE OF SPOIL FILE. ALL TREES REQUIRED TO BE REMOVED TO DO THE WORK TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH "SECTION B.3 AND C.4" IN THE SPECIFICATIONS.
- RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION A.12" IN THE SPECIFICATIONS.
- CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- WORK TO BE COMPLETED FROM AND EXCAVATED MATERIAL TO BE DEPOSITED AND LEVELLED ON THE FOLLOWING SIDES OF THE DITCH IN ACCORDANCE WITH "SECTION B.5" IN THE SPECIFICATIONS
STA. 1+041 TO STA. 2+886 - SOUTH SIDE & LEVELED
STA. 2+886 TO STA. 3+835 - NORTH SIDE & LEVELED
STA. 3+835 TO STA. 4+093 - SOUTH SIDE & LEVELED

PLAN LEGEND

- LIMIT OF WATERSHED AREA
- PROPOSED DRAINAGE WORKS
- EXTERIOR OR INTERIOR WATERSHED
- TO BE ABANDONED
- EXIST. MUNICIPAL DRAIN
- PRIVATE TILE OR SURFACE WATER RUN
- EXIST. WATERCOURSE OR PRIVATE DITCH
- 10+023 J. SMITH 40.5 ha. HECTARES OWNED
- CULVERT REPLACEMENT LOCATION


BRIDGEWATER DRAIN
Township of Wainfleet

Drainage Superintendent: MARK JEMISON 905-899-3463 EXT. 228	No.	REVISIONS	DATE
Drawn By: MM Date: MAR 5, 2020	Field Book G.F.S.	JOB No. 219139	Drawing No. 1 of 2
PLAN & NOTES			
SPRIET ASSOCIATES LONDON CONSULTING ENGINEERS LIMITED 155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8			



MAIN DRAIN

SCALE : HOR 1: 5,000
VERT. 1: 50



BRIDGEWATER DRAIN

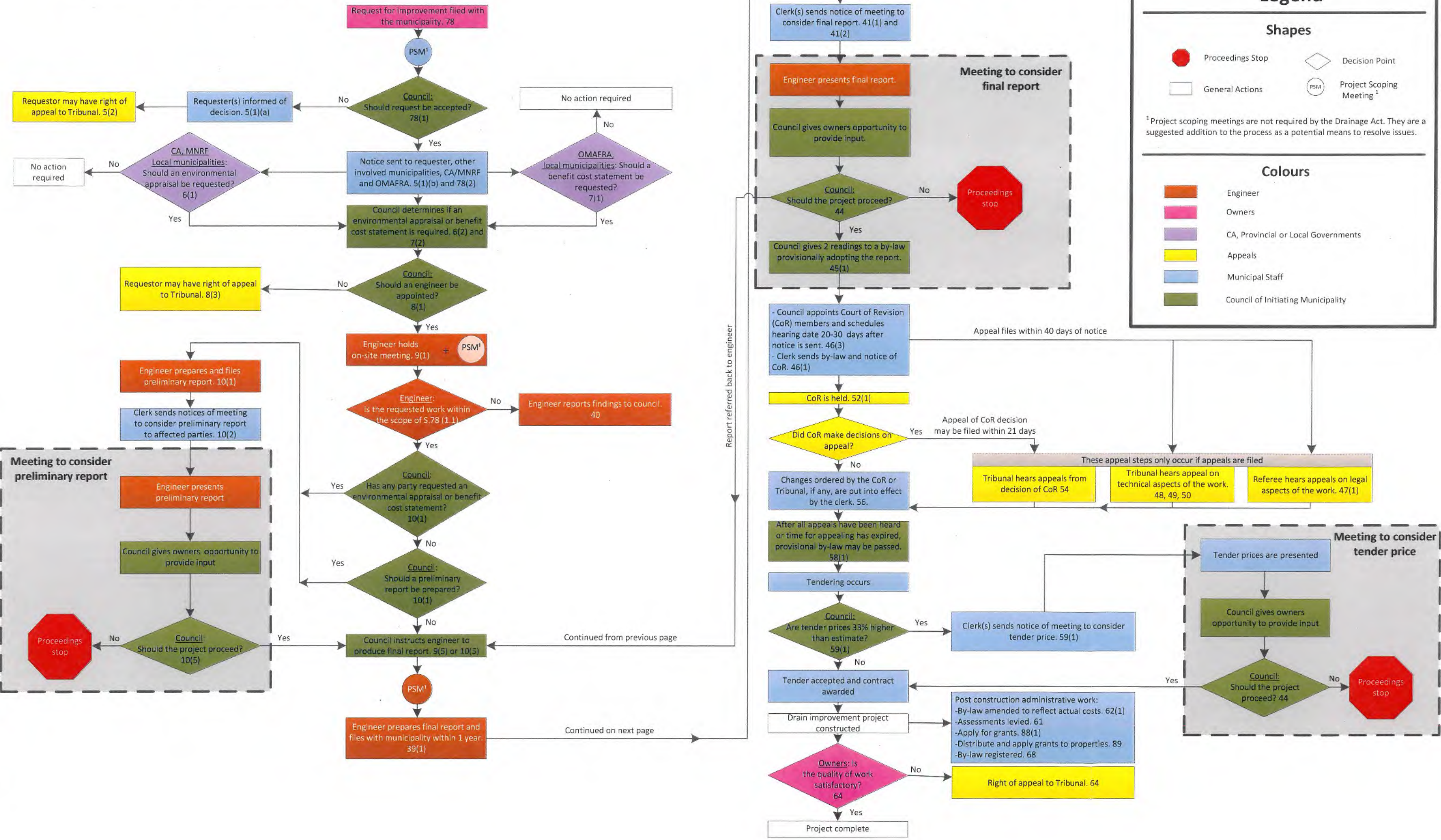
Township of Wainfleet

Drainage Superintendent: MARK JEMISON 905-899-3463 EXT. 228	No.	REVISIONS	DATE
Drawn By: MM Date: MAR 5, 2020	Field Book G.F.S.	JOB No. 219139	Drawing No. 2 of 2
PROFILE			
SPRIET ASSOCIATES LONDON CONSULTING ENGINEERS 155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8			

APPENDIX “C”

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DRAIN IMPROVEMENT PROCEDURES
SECTION 78 OF THE DRAINAGE ACT



FIRE STAFF REPORT

FSR-016/2020

TO: Mayor Gibson & Members of Council
FROM: M. Alcock, Fire Chief/CEMC
DATE OF MEETING: November 3, 2020
SUBJECT: Stage 2 of the 2020 Capital Project
Compressed Breathing Air System

RECOMMENDATION(S):

THAT Fire Staff Report FSR-016/2020 respecting Stage 2 of the 2020 Capital Project – Compressed Breathing Air System be received for information.

AND THAT Council approve the supply and installation of a Compressed Breathing Air System, complete with Breathing Air Compressor, Fill Station, Cascade Storage Cylinders, and all required accessories from Vallen at a cost of \$59,917.40 (not including HST).

AND THAT the Fire Chief be delegated the authority to proceed with the completion of the Capital Project, provided it falls within the remaining approved Capital Budget amount..

EXECUTIVE SUMMARY:

This report includes a summary of process and recommendation to purchase a Jordair Air-Kat Compressed Breathing Air System, complete with Breathing Air Compressor, Fill Station, Cascade Storage Cylinders, and all required accessories in accordance with Stage 2 of the approved 2020 Capital Budget for the Self Contained Breathing Apparatus Project.

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.

In 2019 and 2020 Council set \$40,000.00 into reserves for the replacement of the SCBA, and during the 2020 budget deliberations approved \$399,098.00 for the replacement as a Capital Project. Due to Cash flow concerns surrounding COVID-19 the project was placed on a hold until July, 2020. An evaluation committee was established to conduct a head to head comparison of two bands of SCBA, evaluate the RFPs, and determine final purchase requirements.

During this review, the committee determined that the Compressed Breathing Air System was a priority, and removed the Fit Tester and Mask Bags from the SCBA purchase to ensure sufficient funds would be available for the Compressed Breathing Air System.

As the bid prices for Stage 1 of the SCBA replacement project were well below the budgeted amount, WFES has 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.

At the Regular Council meeting of September 22, 2020, Council authorized the proceeding of a RFP for Stage 2 – Compressed Breathing Air System. An RFP was issued on September 30, 2020 and the results of the RFP were evaluated by a committee on October 27-29, 2020 following the same RFP process for the SCBA.

Staff received four proposals, each proposal was reviewed and graded. The results of the grading is listed in the table below.

CUMULATIVE SCORE					
Rated Elements	MAX POINTS	GTA Compressor	Levitt Safety	MNL Supply	Vallen
Rated Requirements	70	57.75	58.25	66.00	62.75
Price	30	24.23	28.22	21.57	25.00
TOTAL COMBINED SCORE	100	81.98	86.47	87.57	87.75

The results of the Compressed Breathing Air System combined with the SCBA purchase have come well within the approved budget, providing the ability to move forward with the Fit Tester & Mask Bags. The following table outlines the project status and estimated final expenses.

CAPITAL PROJECT DETAIL				
	Net Cost	Twp. HST (est. 1.0176%)	Actual Cost	Status
SCBA	-\$ 298,904.00	-\$ 3,041.65	-\$ 301,945.65	Ordered
Compressed Breathing Air System	-\$ 59,917.40	-\$ 609.72	-\$ 60,527.12	Pending Approval
Fit Tester	-\$ 19,141.57	-\$ 194.78	-\$ 19,336.35	To Be Completed
Mask Bags	-\$ 2,025.00	-\$ 20.61	-\$ 2,045.61	To Be Completed
Install Preparation	-\$ 3,500.00	-\$ 35.62	-\$ 3,535.62	To Be Completed
Approved Project Budget			\$ 399,098.00	
Estimated Project Total			-\$ 387,390.34	
Balance			\$ 11,707.66	

OPTIONS/DISCUSSION:

- 1) (Recommended) That Council direct staff to proceed with the purchase and installation of a Compressed Breathing Air System, complete with Breathing Air Compressor, Fill Station, Cascade Storage Cylinders, and all required accessories by way of a purchase agreement with Vallen, based on the highest scoring of the proposal evaluation for \$59,917.40 + HST. PLUS the Fire Chief be delegated the authority to proceed with the completion of the Capital Project, provided it falls within the remaining approved Capital Budget amount.
- 2) That Council direct staff to proceed with the purchase and installation of a Compressed Breathing Air System, complete with Breathing Air Compressor, Fill Station, Cascade Storage Cylinders, and all required accessories by way of a purchase agreement with Vallen, based on the highest scoring of the proposal evaluation for \$59,917.40 + HST
- 3) Council may consider the alternate proponent that scored lower.
- 4) Council may defer the purchase of the compressed breathing air system and place it back into the Fire Station Project FFE.

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).

The compressor and fill station (Stage 2) were originally intended to be included as part of the capital-budgeted 2020 Fire Station project. By 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.

OTHERS CONSULTED:

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

ATTACHMENTS:

- 1) Appendix “A” – RFP Evaluation Form

Respectfully submitted by,

Approved by,

Morgan Alcock
Fire Chief/CEMC

William Kolasa
Chief Administrative Officer

APPENDIX “A”

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APPENDIX H – EVALUATION FORM

To Be Completed by the Purchaser

1. Requests for Proposals (RFPs) shall be reviewed by the four (4) members of the Township of Wainfleet Management Team.
2. Each Management Team Member shall complete the following RFP Evaluation Form for each proposal.

REQUEST FOR PROPOSAL EVALUATION FORM

Proponent's Name/Company: _____

Evaluators Name: _____

Date (dd/mm/yyyy): _____

STAGE 1 – MANDATORY REQUIREMENTS		Yes	No
Mandatory	Proposal received prior to closing		
	Appendix B – Form of Offer (Envelope 1)		
	Appendix C – Rate Bid Form (Envelope 2)		

STAGE 2 – RATED REQUIREMENTS		Max. Points	Points
Proposal – Overall Clarity / Understanding of project requirements	Clear, and concise with complete information provided.	10	
Specifications – Proposed Equipment to be Provided	All specifications met or exceeded will receive maximum points. Minus one point for every specification not met	30	
Work Plan and Schedule	Detailed work plan, with installation and training dates provided.	10	
Expertise/relevant experience & Service	The ability to service in an extreme timely fashion as the Compressed Breathing Air System is integral to emergency responses	10	
Options & Warranties	All options and warranty specifications met or exceeded receives maximum points. Minus one point for every specification not met	10	
TOTAL SCORE		70	



APPENDIX H – EVALUATION FORM

STAGE 3 - PRICE		Max Points	Points
Price	Lowest cost proposal divided by proposal being evaluated x 25% weight	25	
Trade in Credits	Trade-in value of proposal being evaluated divided by highest proposal x 5% weight	5	
TOTAL PRICE SCORE		30	

STAGE 4 – CUMULATIVE SCORE		Max Points	Points
Rated Requirements		70	
Price		30	
TOTAL COMBINED SCORE		100	

TO: Mayor Gibson & Members of Council

FROM: Sarah Ivins, Planner

DATE OF MEETING: November 3, 2020

SUBJECT: Removal of Holding (H) Symbol – File No. Z02/2020W
Vacant Lot Deek's Road South

RECOMMENDATION(S):

THAT Planning Staff Report PSR-010/2020 be received; and

THAT Council enact an amending by-law to remove the Holding (H) Symbol for the development of lands described as Concession 5 Part Lot 10 RP 59R-11370 Part 2 in the Township of Wainfleet, attached as Appendix "B".

EXECUTIVE SUMMARY:

Planning staff received an application to remove the Holding (H) Symbol for vacant lands described as Concession 5 Part Lot 10 RP 59R-11370 Part 2 in the Township of Wainfleet from Mark & Ginette Grandbois (the applicants).

The applicants intend on constructing a single detached dwelling and an accessory building on the subject property.

Planning staff are satisfied that the requirements for the removal of the Holding (H) Symbol have been met and thus recommend that the Holding (H) Symbol be removed to facilitate development of the subject property.

BACKGROUND:

The subject property, as shown in Appendix "A", is located on the west side of Deek's Road South approximately 199m south of Lambert Road and is zoned Rural – A4(H) as per Zoning By-law 034-2014. The zoning was approved with a Holding (H) Symbol to indicate that development of the property could not occur until a noise study was completed to the satisfaction of the Township of Wainfleet. This requirement is due to the subject property's proximity to the rail yard located on the north side of Lambert Road.

A noise feasibility study prepared by HGC Engineering Ltd (dated July 2020) and site plan prepared by Chambers & Associates Surveying Ltd. (dated July 2020) were submitted in support of the application.

A notice of the intention to pass an amending by-law to remove a holding symbol was provided on October 21st, 2020 in accordance with Section 36 of the Planning Act, R.S.O. 1990, c.P.13 and Ontario Regulation 545/06.

OPTIONS/DISCUSSION:

The Provincial Policy Statement (PPS) and the Growth Plan for the Greater Golden Horseshoe identify the subject lands as being within the Rural Area, specifically Rural Lands as the lands are outside of a rural settlement area and outside of the prime agricultural area.

The Region of Niagara Official Plan and the Township's Official Plan designate the subject lands as Rural Area. The predominant use of land in the Rural Area is intended to be agriculture but some limited non-farm development, such as residential uses, may be permitted. The subject lands are 1.08 hectares in size and are suited for a residential use as there is sufficient lot area for on-site private services and complies with the Minimum Distance Separation (MDS) guidelines for setbacks to nearby livestock operations.

The Township's Zoning By-law 034-2014 zones the subject lands as Rural – A4(H). The proposed residential use is permitted within the Rural – A4 zone and the proposed dwelling and accessory building comply with the provisions of the Rural – A4 zone (setbacks, lot coverage etc.). The zoning was approved with a Holding (H) Symbol to indicate that development of the property could not occur until a noise study was completed to the satisfaction of the Township of Wainfleet. This requirement is due to the subject lands' proximity to the rail yard located on the north side of Lambert Road. All vacant lots within 300m of the Lambert Road rail yard were zoned with a Holding (H) Symbol requiring a noise study to assess impact of the rail yard operations on a sensitive land use such as residential.

A noise feasibility study prepared by HGC Engineering Ltd (dated July 2020) was submitted in support of the application. The study concludes that:

- physical mitigation such as acoustic barriers or berms are not required;
- the dwelling should be designed with a provision for the installation of central air conditioning at the occupant's discretion;
- any exterior building façade construction meeting the minimum requirements of the Ontario Building Code will provide sufficient acoustical insulation for indoor spaces;
- a warning clause should be included in all property agreements and offers of purchase or sale, as required by CP Railway for all lands within 300m of the railway line.

Township Department & Agency Consultation

An electronic pre-consultation meeting was held on August 13th, 2020 to discuss the proposed application to remove the holding provision.

The Region of Niagara noted no objection and did not require formal circulation or review of the application.

The Niagara Peninsula Conservation Authority (NPCA) conducted two site visits to determine if the adjacent environmental features and on-site conditions required further environmental review. The NPCA concluded that no further environmental review was required but that a work permit would be required as part of a building permit application to the Township.

There were no comments provided by other Township departments.

Planning staff have reviewed the provided noise feasibility study as well as agency and Township comments and accept the findings and recommendations. As such, Planning staff have no objections to the removal of the Holding (H) Symbol for the subject property and recommend that the by-law attached as Appendix "B" be enacted by Council.

FINANCIAL CONSIDERATIONS:

None.

OTHERS CONSULTED:

None.

ATTACHMENTS:

- 1) Appendix "A" – Key Map of Subject Property
- 2) Appendix "B" – By-law to Remove the Holding (H) Symbol

Respectfully submitted by,

Reviewed by,

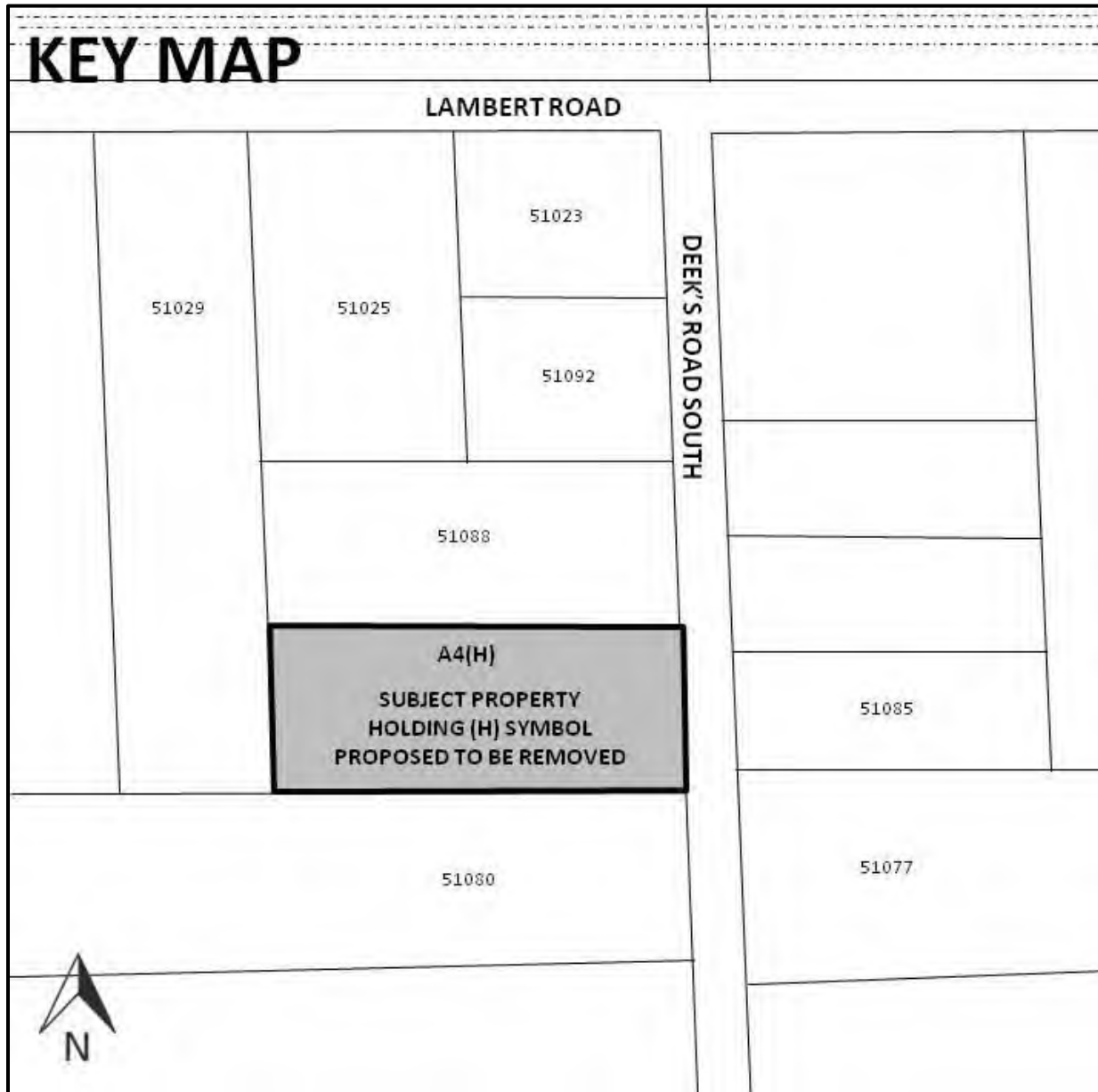
Sarah Ivins
Planner

Mallory Luey
Manager of Corporate Services/Treasurer

Approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX "A"



APPENDIX “B”

THE CORPORATION OF THE

TOWNSHIP OF WAINFLEET

BYLAW NO. 0XX-2020

Being a bylaw to amend the Corporation of the Township of Wainfleet Zoning Bylaw 034-2014, pursuant to Section 36 of the Planning Act, R.S.O. 1990.

WHEREAS the Council of the Corporation of the Township of Wainfleet deems it necessary and in the public interest to pass a bylaw to amend Zoning Bylaw 034-2014;

AND WHEREAS pursuant to the provisions of Section 36 of the Planning Act, R.S.O. 1990, c. P. 13, the bylaw may be amended by Council of the Municipality;

AND WHEREAS notice of intent to remove the Holding (H) Symbol has been given pursuant to the provisions of Section 36 of the Planning Act, R.S.O. 1990, c.P.13 and Ontario Regulation 545/06;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet **HEREBY ENACTS** as follows:

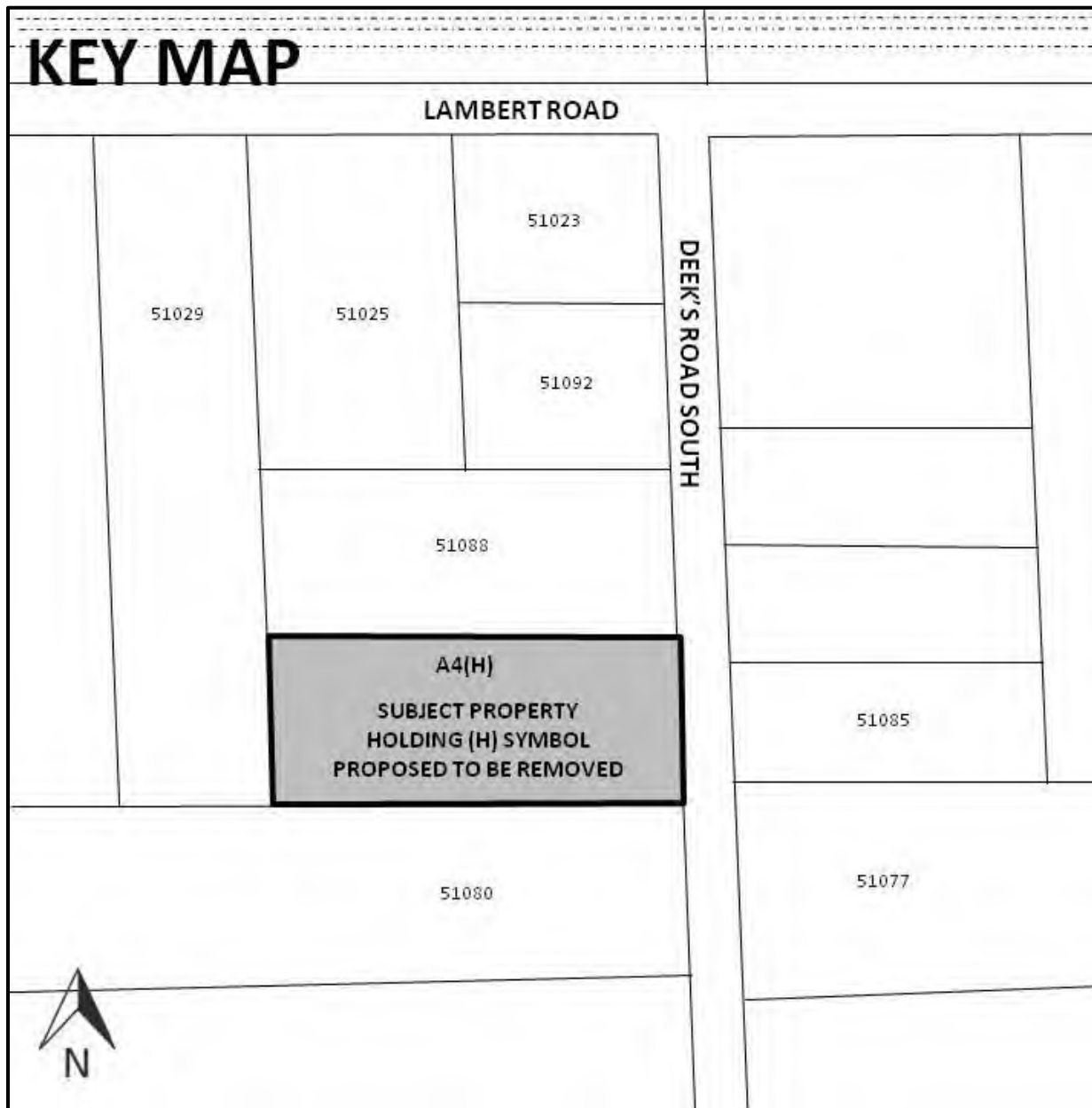
1. **THAT** Map 8 to the Zoning Bylaw of the Township of Wainfleet, being Bylaw 034-2014, is hereby amended by removing the Holding (H) Symbol from Concession 5 Part Lot 10 RP 59R-11370 Part 2; as indicated on the attached key map Schedule “A”.
2. **THAT** Schedule “A” is hereby declared to form part of this bylaw.
3. **AND THAT** this bylaw shall come into force and take effect upon the enactment thereof.

BYLAW READ AND PASSED THIS 3RD DAY OF NOVEMBER, 2020.

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

SCHEDULE "A" TO BYLAW NO. 0XX-2020



TO: Mayor Gibson & Members of Council

FROM: R. Nan, Manager of Operations

DATE OF MEETING: November 3, 2020

SUBJECT: Accessibility Audit Results

RECOMMENDATION(S):

THAT Report PWSR-010/2020 respecting Results of an accessibility Audit be received for information;

EXECUTIVE SUMMARY:

Township staff have been reviewing long term planning for our facilities and buildings to create a more fulsome outlook for the improvement of Accessibility for Ontarians with Disabilities within our facilities.

The past few years have seen several projects performed on our facilities for maintenance and have considered implementing steps to meet the AODA standards as the projects were planned. As recent standards have changed, staff felt it would be prudent to perform an audit in the hopes of identifying the deficiencies so staff can incorporate for future projects.

BACKGROUND:

In 2015 The Township engaged a consultant to perform a building assessment and an Energy Audit to determine any deficiencies or improvements required to the facilities from a structural, mechanical and electrical view point. During the audits an extensive list was prepared and cost analysis to perform the necessary repairs to extend the life of the buildings. Staff have been proceeding with various repairs in the past few years to eliminate the various deficiencies identified in the report.

Staff have considered AODA (Accessibility for Ontarians with Disabilities Act) during renovation projects but have not considered a full accessibility needs assessment. Under the AODA various requirement and standards have changed over the past few years. The audit was performed to determine what the township is required to renovate to accommodate persons with disabilities. Currently due to the age of the facilities, they are currently exempt from required timelines in the act. If a renovation project includes a significant portion of the facility it must then bring the entire facility up to the new standards.

In 2012 a firm was engaged to assist the township with the development of standards and policies to follow under the AODA. The same firm was engaged to perform an accessibility study on the township facilities in 2020. During the office renovation in

2005 an elevator was considered but did not meet the budget approvals required for installation. Since 2005 the township has renovated the main office area to meet the needs of staff safety and efficiency. During that renovation, it was determined that due to changes in the standards, The area in the town hall that staff allocated for the installation of the elevator, no longer meets the new standards for an installation of an elevator and was reassigned during renovations for staff efficiencies.

The report shows a variety of non compliant issues that staff will consider with ongoing maintenance and capital projects. The current acceptable existing conditions allow staff the flexibility and time to perform many of the repairs. Unfortunately a fulsome discussion and planning process will have to be considered in order to fully utilize the basement and the second floor with persons with disabilities as well as upgrades required to the community hall, Fire Hall and library. Additionally special arrangements will have to be considered when a staff member with a disability is using our facilities.

Staff are pleased to see the report recognizes the efforts in the past few years during the townships maintenance or upgrades performed in our facilities. "Overall, the efforts of the Township to increase accessibility, in a cross-disability way, is obvious to the auditing team. Wheelchair accessibility has been well addressed in new construction. In general, path of travel is possible throughout most facilities with ease and directness."

The report identifies \$842,650 in overall costing for the various upgrades which include approximately \$540,330 for the Town Hall elevator to access the upper and lower floors. Additionally most of our facilities require visual alarms to assist with persons with hearing impairments during an emergency. The remaining upgrades include changes in the building code from the past few years and the installation of fully accessible washrooms in some of our facilities with proper electronic door openers, emergency call buttons and lever style door knobs.

Staff will be proposing some of the upgrades to be included in the maintenance projects during the budget deliberation process for council's consideration.

OPTIONS/DISCUSSION:

None

FINANCIAL CONSIDERATIONS:

The report will be considered during projects submitted for the budget deliberation process.

OTHERS CONSULTED:

Strategic Leadership Team

ATTACHMENTS:

Appendix "A" - Accessibility Audit

Respectfully submitted by,

Approved by,

Richard Nan, CRSS
Manager of Operations

William J. Kolasa,
Chief Administrative Officer/ Clerk

APPENDIX “A”

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Executive Summary
Accessibility Assessment Project of the
Township of Wainfleet

Audit Results

October 8, 2020

Executive Summary

To further its commitment to citizens with disabilities and to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA), 2005, the Township of Wainfleet has initiated the Facility Accessibility Audit Project. Upon completion, this project will allow Township staff to systematically plan for the elimination of physical and architectural barriers for those with disabilities, and to design new buildings and facilities that will meet the needs of all members of its community.

The project involved auditing five facilities and spaces to identify where barriers may exist in the built environment. The audit focused on the accessibility section (OBC Section 3.8) of the Ontario Building Code and the AODA's Design of Public Spaces Standard. The audit tool also referenced the Niagara Facility Accessibility Design Standard (FADS). In general, the auditor found that wheelchair accessibility is addressed well but sensory accessibility is insufficient.

1. The Audit – Project Context

1.1 The Impact of the Accessibility for Ontarians with Disabilities Act (AODA)

The AODA creates and enforces standards of accessibility and addresses barriers relating to all types of disability. This project was informed by the Design of Public Spaces Standard, GAATES Illustrated Technical Guide of the DOPSS, the Niagara Facility Accessibility Design Standard (FADS), as well as newly updated sections of the Ontario Building Code, Section 3.8.

This audit affords a “snapshot” of accessibility in relation to these standards. It indicates the level of non-compliance, priority of concerns and associated cost of bringing its facilities up to current codes and standards as of 2019, should the Township choose to initiate these changes. It provides the Township with a quantifiable baseline as to the extent of the accessibility currently available within its facilities and venues and provides recommendations to improve accessibility in the future.

1.2 Audit Methodology and Scope

This report includes five facilities identified by Township staff. Each facility was assessed for use according to a customized assessment tool created by the consultant. Audits provide a detailed “tour” of each facility, reflecting all external and internal elements, as well as on-site services and amenities. Audit staff begin at the parking and

move to the building or public space entry and walk throughout the facility/space (e.g. entrance, access and circulation, meeting rooms, washrooms, stairwells, elevators etc.). The audit team takes specific measurements of facility areas, and elements. A “cross-disability” focus is used, ensuring facilities are assessed for barriers experienced by individuals with mobility, sensory and cognitive disabilities.

1.3 Audit Limitations and Context

The audit report provides reasonable, achievable recommendations over time. For example, in many facilities, doorways ranged from 820 mm – 860 mm wide. Although the Niagara Facility Accessibility Design Standard (FADS) requires doors in a public path to be a minimum 950 mm wide, the consultant made no recommendation. It is not feasible to widen every doorway within existing structures. Therefore, the item was classified as “an acceptable existing condition”. Changes to ensure compliance with Standards should be made when there is a change in the facility use or when there is a direct need.

1.4 Report Format and Priority Rankings

This report will act as a tool that will enable the Township to prioritize and plan “access improving” initiatives. The audit results are presented in a dataset form to facilitate easy review as well as providing all necessary information, in a succinct format, relating to why the barrier exists and how it can be removed. Recommendations are ranked according to priority levels.

Priority 1

High priority recommendations relate to issues that pose an immediate risk of creating or maintaining hazards to life or public safety. High priority items found include access to defibrillators, fire pulls, visual fire alarms and emergency call buttons in washrooms.

Priority 2

Medium priority recommendations relate to items, when completed, that will ensure OBC compliance or DOPSS Regulations Compliance. Priorities in this category include parking, entrances, automatic doors, improving colour contrast, washroom improvements and ramps.

Priority 3

Low priority items are those, which would increase accessibility when needed to accommodate staff or citizens with a disability. For example, priorities in this category include Niagara FADS requirements such as the installation of an elevator.

2. Audit Result Observed

Audit results vary across facilities and are largely impacted by the facility's age and the design standards that were in place at the time of construction. Older facilities have more issues than newer ones. Overall, the efforts of the Township to increase accessibility, in a cross-disability way, is obvious to the auditing team. Wheelchair accessibility has been well addressed in new construction. In general, path of travel is possible throughout most facilities with ease and directness.

In terms of accessibility barriers recurring trends and themes are the same across facilities:

Washroom Accessibility:

Facilities have sensory issues in washrooms, specifically, a lack of visual alarms. The availability of visual alarms in these areas is essential as users may become isolated in the event of an emergency.

Grab bar requirements, type and placement have changed under the Ontario Building Code. These changes are reflected in the enclosed findings.

Interior Access:

The need for automatic doors at primary entrances and at washrooms is reflected in this report. Wheelchair access is not possible to upper and lower levels of the Township Offices.

Exterior Access:

The Design of Public Spaces Standard (DOPSS) requires the installation of both car and van accessible parking spaces. All parking spaces meet the needs of both cars and vans but are not labelled as such which is a requirement of the Standard. Additionally, the Standard requires the installation of access aisles in all parking spaces to ensure adequate space is maintained for vehicles with ramps. Although parking spaces are wide enough, many did not have the painted required access aisle.

2.1 Understanding Cost Estimates

Final cost estimates for these facilities total \$842,650. Cost estimates are determined using the Elemental Format, which is the national format produced by the Canadian Institute of Quantity Surveyors. The costs are Class D estimates. Costing is based on

retrofitting as opposed to creating “new builds”. Also, all recommendations, however minor were assigned an associated cost, including maintenance related items.

Costs according to priority levels are as follows:

Facility	Priority 1	Priority 2	Priority 3	Facility Totals
Arena	\$ ---	\$7,440	\$43,500	\$50,940
Community Hall	\$ ---	\$63,180	\$ ---	\$63,180
Library	\$14,440	\$14,640	\$ ---	\$29,080
Public Works Office	\$1,120	\$66,000	\$62,200	\$129,320
Township Hall	\$10,620	\$19,180	\$540,330	\$570,130
TOTALS	\$26,180	\$170,440	\$646,030	\$842,650

The costing report does not consider discounts due to volume purchasing. If the Township chooses to make updates based on a specific design element (e.g. door openers, grab bars), supplier discounts may be secured. Also, the costing report does not distinguish between work that is completed internally by Township staff and that done by outside contractors. Internal work such as simple, maintenance-related projects (relocation of washroom fixtures, soap dispensers etc.) may be done at a lower price by using internal resources.

3. Conclusion

The success of this project would not have been possible without the assistance and support of Township staff. We appreciate all efforts to expedite our work and the ongoing support we received in accomplishing the project deliverables. We sincerely hope that this project will assist the Township in its future endeavours to create a universally accessible community.

Respectfully submitted by:



Donna L. Herrington
Senior Planner/Owner
The Herrington Group Ltd

TO: Mayor Gibson & Members of Council

FROM: R. Nan, Manager of Operations

DATE OF MEETING: November 3, 2020

SUBJECT: Ellsworth Road ROW Shoreline Protection Award of Tender

RECOMMENDATION(S):

THAT Report PWSR-011/2020 respecting Results of The Tender for the Ellsworth Road ROW Shoreline Protection be received for information;

AND THAT Council award the project for the repair of the Ellsworth Road ROW Shoreline Protection to Rankin Construction Inc in the amount of \$192,550.00 excluding HST.

EXECUTIVE SUMMARY:

As council is aware, the Township suffered significant damage to various infrastructures within the Township of Wainfleet during the unprecedented storm on Halloween in 2019. The Township has applied for Disaster relief funding but currently has not received any correspondence regarding the funding.

The Ellsworth Right of Way had been identified as a section of shore wall protection the township had been maintaining and repairs performed for several years.

Staff engaged a Coastal Engineer to review and design the necessary repairs required to fix the damaged wall. The design was utilized to prepare the necessary Tender documents to procure the services of a contractor to complete the project construction portion.

The results of the tender are listed below and staff are suggesting that Rankin Construction Inc. be engaged to perform the construction rehabilitation of the shore wall at the Ellsworth ROW.

BACKGROUND:

In 2019 the Township was impacted by a severe storm on Halloween. Residents And the Township suffered damage to property, Septic systems, Sore wells, and Shore wall protection systems. The Township tried to assisted residence in gathering necessary information in order to apply for disaster relief. The township suffered extensive damage to a few areas as well.

The Township owns several Road Allowances south of Lakeshore road. A few of these locations suffered extensive damage to the shore wall protection systems the township was in the past performing maintenance. The original shore wall is currently in need of complete replacement.

Staff engaged a Coastal Engineer to assist in the design of the new shore wall protection system and to submit for the necessary approvals from the various agencies required. Staff prepared the appropriate Tender Documents in accordance with the townships procurement policy and advertised by contacting local companies, contacting the Niagara Construction Association that they may share with all their members as well as posting on the Townships website.

On October 16th staff performed a closed tender opening with 3 tenders received. The results of the Tender results excluding HST are:

Company	Quote
Anthony's Excavating Central Inc	\$201,450.00
Rankin Construction Inc.	\$192,550.00
O'Hara Trucking and Excavating	\$248,650.00

OPTIONS/DISCUSSION:

- 1) That Council direct staff to award the project for the repair of the Ellsworth Road Row Shoreline Protection to Rankin Construction Inc in the amount of \$192,550.00 excluding HST.
- 2) Council may consider an alternate provider at a higher price.

FINANCIAL CONSIDERATIONS:

The 2020 budget approved \$319,630 to be spent on the Halloween storm damage repairs. The original estimates included \$20,394.90 for the cost of a coastal engineer to design and assist in the implementation of the project and \$ 135,966.00 for the construction portion of the project. The Engineering is estimated to be \$22,300.00 and due to the extensive damage and cost of materials, the construction of the new shore wall is now \$ 192,550.00 if we award to the lowest bidder.

The approved budget allocations for the Storm Damage anticipated \$34,630.00 portion from the tax levy and \$ 285,000.00 from reserves. Staff are recommending that any remainder also be allocated from reserves.

OTHERS CONSULTED:

Strategic Leadership Team

ATTACHMENTS:

None.

Respectfully submitted by,

Approved by,

Richard Nan, CRSS
Manager of Operations

William J. Kolasa,
Chief Administrative Officer/ Clerk

THE CORPORATION OF THE

TOWNSHIP OF WAINFLEET

BYLAW NO. 041-2020

Being a bylaw to amend the Corporation of the Township of Wainfleet Zoning Bylaw 034-2014, pursuant to Section 36 of the Planning Act, R.S.O. 1990.

WHEREAS the Council of the Corporation of the Township of Wainfleet deems it necessary and in the public interest to pass a bylaw to amend Zoning Bylaw 034-2014;

AND WHEREAS pursuant to the provisions of Section 36 of the Planning Act, R.S.O. 1990, c. P. 13, the bylaw may be amended by Council of the Municipality;

AND WHEREAS notice of intent to remove the Holding (H) Symbol has been given pursuant to the provisions of Section 36 of the Planning Act, R.S.O. 1990, c.P.13 and Ontario Regulation 545/06;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet **HEREBY ENACTS** as follows:

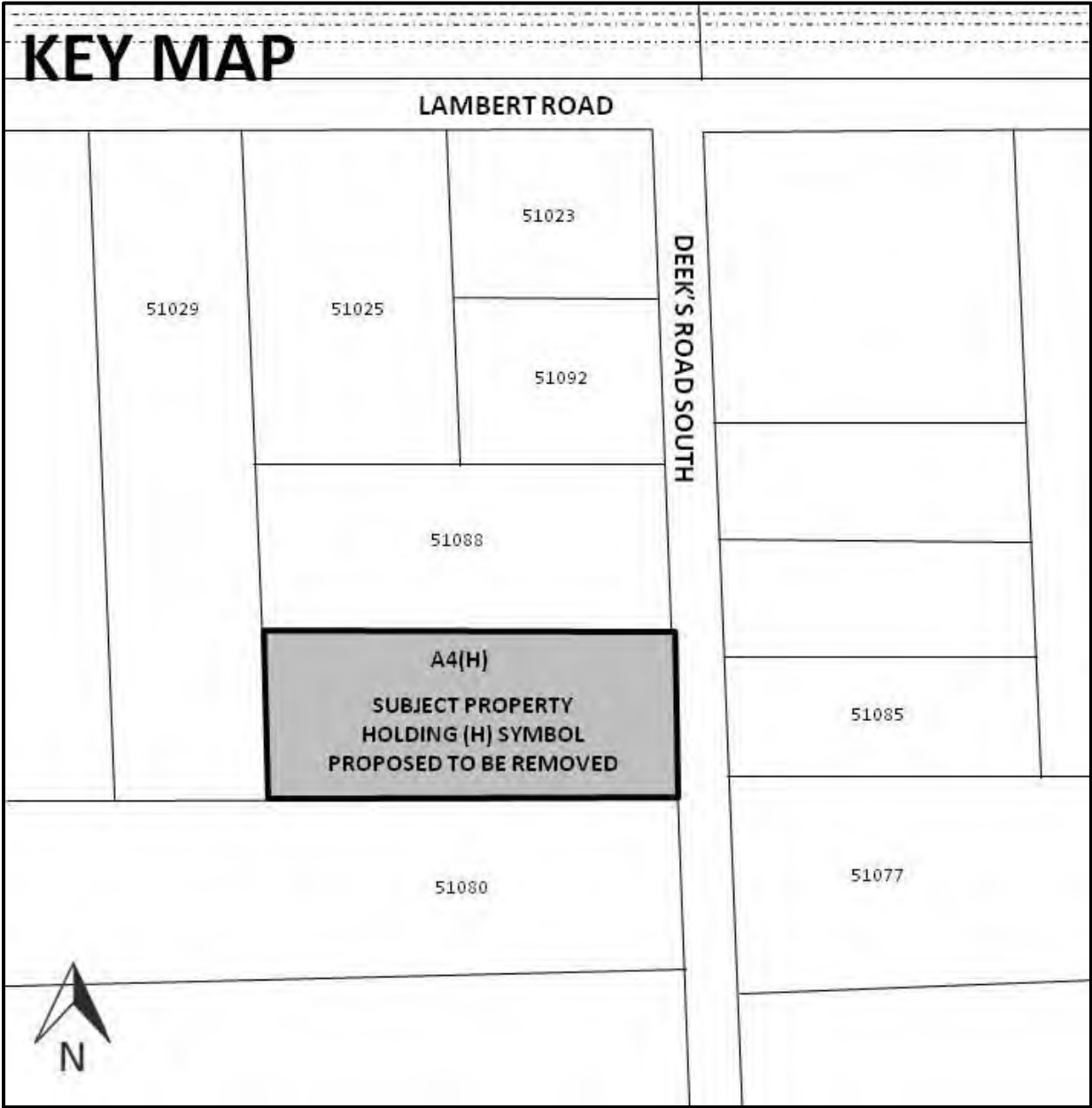
1. **THAT** Map 8 to the Zoning Bylaw of the Township of Wainfleet, being Bylaw 034-2014, is hereby amended by removing the Holding (H) Symbol from Concession 5 Part Lot 10 RP 59R-11370 Part 2; as indicated on the attached key map Schedule "A".
2. **THAT** Schedule "A" is hereby declared to form part of this bylaw.
3. **AND THAT** this bylaw shall come into force and take effect upon the enactment thereof.

BYLAW READ AND PASSED THIS 3RD DAY OF NOVEMBER, 2020.

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

SCHEDULE "A" TO BYLAW NO. 041-2020



THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 042-2020

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:

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 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.

- 5.14.1 Notwithstanding Section 5.14, except during a declared Emergency, no Member shall participate in more than three successive meetings via electronic means without first being authorized to do so by a resolution of Council.

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

BY-LAW READ AND PASSED THIS 3rd DAY OF NOVEMBER, 2020

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 044-2020

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 November 3, 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 November 3, 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 3RD DAY OF NOVEMBER, 2020

K. Gibson, MAYOR

M. Ciuffetelli, CLERK