



THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

REGULAR MEETING OF COUNCIL AGENDA

NOVEMBER 24, 2020 – 7:00 P.M.

COUNCIL CHAMBERS

**In an attempt to limit the size of gatherings to control the spread of COVID-19, please be advised that there is limited public seating in the gallery and appropriate COVID-19 protocols will be enforced. Meeting proceedings of the meeting will streamed live.*

C28/20

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 November 3, 2020
8. **Delegations**
 - a) Pauline Fenech Re: Request to amend Section 5.4 of Clean Yards By-law No. 073-2019
 - b) Carol Nagy, Executive Director, Hospice Niagara Re: Community Funding Grant request for expansion of Hospice Residential and Community Services across the Niagara Region
9. **Staff Reports & Recommendations**
 - a) Administrative Staff Reports
 - i. ASR-038/2020 Re: Interim 2021 Tax Levy By-law
 - ii. ASR-039/2020 Re: 2021 Borrowing for Current Expenditures
 - iii. ASR-040/2020 Re: Progress on 2018-2022 Multi-Year Accessibility Plan

iv. ASR-041/2020 Re: COVID-19 Impact Report

b) Drainage Staff Reports

i. DSR-008/2020 Re: Consideration of Bridgewater Drain Engineer's Report

c) Emergency Control Group Reports

i. Presentation Re: November 15 Storm Event

10. Review of Correspondence

a) C-259-2020 Crime Stoppers

Request from Crime Stoppers of Niagara for a proclamation and flag raising in January 2021 to promote Crime Stoppers month.

b) C-280-2020

Request from Niagara Peninsula Conservation Authority respecting a resolution of support regarding Changes to Conservation Authorities Act and Conservation Authorities' Role in Land Use Planning.

11. By-laws

a) By-law No. 045-2020 being a by-law to provide for Interim Tax Levies for 2021.

b) By-law No. 046-2020 being a by-law to authorize borrowing to meet current expenditures during the fiscal year ending December 31, 2021.

c) By-law No. 047-2020 being a by-law to provide for Drainage Works in the Township of Wainfleet (Bridgewater Drain) – Provisional Adoption Only.

12. Notices of Motion

13. Closed Meeting

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

b) Item under Section 239(2)(b) of the Municipal Act, 2001, personal matters about an identifiable individual, including municipal or local board employees; – 3 items (personnel/staffing matters)

14. Rise & Report

15. By-law to Confirm the Proceedings of Council

- a) By-law No. 048-2020 being a by-law to adopt, ratify and confirm the actions of the Council at its meeting held on the 24th day of November, 2020

16. Adjournment



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

C27/2020
November 3, 2020
7:00 p.m.
Electronic Participation

PRESENT:	K. Gibson	Mayor
	D. Cridland	Councillor
	J. MacLellan	Councillor
	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
	S. Ivins	Planner
	M. Jemison	Drainage Superintendent
	M. Luey	Treasurer/Mgr of Corporate Services
	D. Methot	Chief Building Official
	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**
Councillor MacLellan declared an interest on agenda item 9. e) ii. PSWR-011/2020 Re: Ellsworth Road ROW Shoreline Protection Award of Tender as he is employed by a company who has bid on the project.

Councillor Van Vliet declared an interest on agenda item 9. e) ii. PSWR-011/2020 Re: Ellsworth Road ROW Shoreline Protection Award of Tender as she a family member is employed who has bid on the project.

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

The mayor announced the following:

- Last week I had the opportunity to meet virtually with Steven Soos of True Politics to discuss a number of issues in Wainfleet. The video replay is available on his Facebook pages for those who missed the live event.
- Regional Council will meet Thursday November 19 at 6:30 p.m. at Regional Headquarters.
- Our next regular meeting of Council is scheduled for Tuesday November 24 at 7:00 p.m.

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

None.

7. **Adoption of Previous Council Minutes**

- a) Minutes of the regular meeting of Council held October 13, 2020

Resolution No. C-2020-197

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

"THAT the minutes of the regular meeting of Council held October 13, 2020 be adopted as circulated."

CARRIED

8. **Delegations**

None.

9. **Staff Reports & Recommendations**

- a) Administrative Staff Reports

- i. ASR-036/2020 Re: Tax Reduction

Resolution No. C-2020-198

Moved by Councillor Cridland

Seconded by Councillor MacLellan

"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."

CARRIED

- ii. ASR-037/2020 Re: COVID-19 Impact Report

Resolution No. C-2020-199

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“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.”

CARRIED

Resolution No. C-2020-200

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“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.”

CARRIED

b) Drainage Staff Reports

- i. DSR-006/2020 Re: Agreement on Share of Assessment

Resolution No. C-2020-201

Moved by Councillor Van Vliet

Seconded by Councillor MacLellan

“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.”

CARRIED

- ii. DSR-007/2020 Re: Bridgewater Drain

Resolution No. C-2020-202

Moved by Councillor MacLellan

Seconded by Councillor Van Vliet

“THAT Drainage staff report DSR-007-2020 respecting Bridgewater Drain 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.*”

CARRIED

c) Fire Staff Reports

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

Resolution No. C-2020-203

Moved by Councillor Van Vliet

Seconded by Councillor Gilmore

“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.”

CARRIED

d) Planning Staff Reports

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

Resolution No. C-2020-204

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“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”.

CARRIED

e) Public Works Staff Reports

i. PWSR-010/2020 Re: Facilities Accessibility Audit

Resolution No. C-2020-205

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT Public Works Staff Report PWSR-010/2020 respecting Results of an Accessibility Audit be received for information.”

CARRIED

ii. PWSR-011/2020 Re: Ellsworth Road ROW Shoreline Protection Award of Tender

At this point in the meeting, Councillor MacLellan and Councillor Van Vliet turned their Zoom video off and did not participate in the discussion or vote on the matter.

Resolution No. C-2020-206

Moved by Councillor Cridland

Seconded by Councillor Gilmore

“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.”

CARRIED

10. **Review of Correspondence**
None.

11. **By-laws**

Resolution No. C-2020-207

Moved by Councillor Gilmore

Seconded by Councillor Van Vliet

“THAT the following By-laws be read and passed this 3rd day of November 2020:

- 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 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.”

CARRIED

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

Councillor Van Vliet provided gave direction to defer her motion to the upcoming special meeting of Council to discuss the fire hall design project.

- b) Councillor MacLellan Re: Niagara Facility Accessibility Design Standards

Resolution No. C-2020-208

Moved by Councillor MacLellan

Seconded by Councillor Gilmore

“THAT the Township of Wainfleet opt out of the Niagara Facility Accessibility Design Standards Program, which adds approximately 30% extra cost to a building;

AND THAT the Township has no reason to build to a higher standard than the Ontario Building Code for the proposed new Fire Hall.”

CARRIED

c) Councillor MacLellan Re: Project Manager for Fire Hall Project

Resolution No. C-2020-209

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT Council hire a project manager to oversee the completion of the design and construction of the new fire hall, with the CAO to be the only staff member to remain active on the project.”

CARRIED

13. **Closed Meeting**

Resolution No. C-2020-210

Moved by Councillor MacLellan

Seconded by Councillor Cridland

“THAT Council now move into closed session to discuss:

- 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)

e) Minutes of the closed meeting of Council held October 13, 2020.”

CARRIED

Time: 8:20 p.m.

14. Rise & Report

Council resumed in open session at 10:12 p.m.

It was reported that Council met in closed session to

Resolution No. C-2020-211

Moved by Councillor Cridland

Seconded by Councillor MacLellan

“**THAT** By-law No. 043-2020 being a by-law to authorize the execution of an encroachment agreement between the Corporation of the Township of Wainfleet and Alex Csanig be read and passed this 3rd day of November, 2020.”

CARRIED

15. By-law to Confirm the Proceedings of Council

Resolution No. C-2020-212

Moved by Councillor Gilmore

Seconded by Councillor MacLellan

“**THAT** 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 be read and passed this 3rd day of November, 2020.”

CARRIED

16. Adjournment of Meeting

There being no further business, the meeting was adjourned at 10:18 p.m.

K. Gibson, MAYOR

M. Ciuffetelli, DEPUTY CLERK



TOWNSHIP OF WAINFLEET

Two males in hospital with serious injuries after stabbing in Brampton

DELEGATION REQUEST FORM

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

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

Name: <u>Pauline Fenech</u>	
Address: <u>31870 Hwy #3 Wainfleet, ON L0S 1V0</u>	
Telephone: <u>905-510-5330</u>	E-mail: <u>c.herbert1@hotmail.com</u>

Date of Meeting: Oct 27 or Nov 3/2020

Subject Matter to be Discussed:	<u>BL073-2019. (5.4)</u> <u>* This was changed Nov. 2019 *</u>
Action Requested:	<u>Inoperative Vehicles or Inoperative motor vehicle for hobby use and working on them 7a.m-11:00pm. to be kept out of the village in the hamlet and 153 metres-500' from any neighbouring residential property.</u>

Have you previously spoken on this issue?

Yes ☐ No ☒

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

Do you have material for distribution at the meeting?

Yes ☐ No ☒

If yes, specify:

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

If yes, specify:

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

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

Pauline Fenech
Signature

Oct 22, 2020
Date



TOWNSHIP OF WAINFLEET
DELEGATION REQUEST FORM

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

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

Name:	
Address:	
Telephone:	E-mail:

Date of Meeting: _____

Subject Matter to be Discussed:	
Action Requested:	

Have you previously spoken on this issue?

Yes ☐ No ☐

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

Do you have material for distribution at the meeting?

Yes ☐ No ☐

If yes, specify:

Do you have a copy of your notes/presentation to attach?

Yes ☐ No ☐

If yes, specify:

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

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

Signature

Date

Briefing Note: Hospice Palliative Care Expansion in Niagara Region

Hospice Niagara is currently in the planning phase with the Ministry of Health for expansion of 20 new hospice beds within Centers of Excellence in Hospice Palliative Care. These centres, located in Fort Erie and Welland, will provide exceptional end-of-life care for which Hospice Niagara has become known, along with expansion of in-home hospice care, education and volunteer support across the region.

Why it's important for Municipalities to Invest Now in Hospice Palliative Care

This expansion will provide residents of Wainfleet increased care within their home and choice of hospice care, closer to home (only other hospice beds are located in St. Catharines). It is important to invest in this expansion now, given this region's aging demographic, and the uncertainty surrounding the existing palliative care services provided at Fort Erie, Port Colborne and Welland hospitals. We must work together to secure these resources that provide expert care, exactly when it is needed.

Currently, the hospice residence bed count in Niagara is 3 beds per 100,000 residents. The Auditor General has recommended 7-10 beds per 100,000. The Ministry of Health agrees that the first step to addressing the issue of hallway medicine is to build effective community solutions, rather than locate more beds within hospitals. As such, the ministry has approved operational funding for 20 additional Hospice residence beds; 10 in Fort Erie and 10 in Welland. This will better address patient/family centered care and decisions, since 80% of people in Canada prefer to die at home or in a community hospice.

Hospice Niagara has maximized its current hospice residence capacity. Each year, the 10-bed residence in St. Catharines accommodates only half of those who choose hospice care. And the requests continue to increase by at least 15% each year.

Hospice care is delivered at a fraction of the cost of hospital care. The average cost of a hospice bed is \$465 per day, while a hospital bed costs over \$1,100 per day, saving our health care system millions of dollars each year. While dying in hospital may be some people's preference, or due to necessity, hospices provide people and their families with individual care, input into all care decisions and maintains dignity at end-of-life.

Economical Planning

The typical cost of building a stand-alone hospice residence falls within the range of \$10M - \$14M. Building alongside the expansion of two larger not-for-profit long-term care homes decreases the build cost by half, as the hospice 10-bed portion advantages economies of scale.

If approved, the Ministry of Health will provide Hospice Niagara with \$2M capital grant for each site, to offset the total capital build cost.

Once approved, opening for both sites will occur in 2023.

The Stabler Centre

403 Ontario Street, Unit 2, St. Catharines, ON L2N 1L5
T: 905-984-8766 | F: 905-984-8242

Welland Office

555 Prince Charles Drive, 2nd Floor, Welland, ON L3C 6B5
T: 905-984-8766 | F: 905-735-1703

info@hospiceniagara.ca | hospiceniagara.ca | Charitable Registration # 899716294RR0001

We rely on your donations to provide our programs and services throughout Niagara.
Official income tax receipts are provided for donations of \$20 or more.

Sustainable Growth

Hospice Niagara plans to manage increased operating costs of these two new facilities by integrating and/or contracting most of its infrastructure and back-end operating costs through its long-term care partners. In this way, the organization is ensuring that the services it provides today will be available to future generations.

Integration planning between Hospice Niagara and long-term care operators will provide:

- Opportunity for shared use amenities and services (where possible);
- Potential for shared services (laundry, housekeeping, grounds keeping, parking, utilities, building maintenance, etc.);
- Opportunity for back-end integration of administrative functions, such as Information Technology (IT), maintenance, payroll, communications, etc.

Capital Campaign Contributions

Hospice Niagara's capital campaign has launched, with a target of raising \$14M toward the build costs for the Fort Erie and Welland sites. The Municipalities of Fort Erie, Welland, Port Colborne, Pelham and Thorold are working with Council to include a 3-year commitment in their 2021 budget. Hospice Niagara is also working to secure contributions from every other municipality, along with the Region, not only because this expansion benefits all of Niagara, but this broad-based commitment will send a very strong message to the Province, as it considers the allocation of the provincial grant funding (\$4M in total).

Improved Care for South Niagara

Niagara's much needed Hospice expansion is important to every community. This expansion model creates a template for other communities in Niagara to plan alongside Hospice Niagara for future hospice resource expansions.

Most importantly, for people living in Wainfleet, expansion means:

- Increased local access to weekly hospice wellness programs, caregiver and bereavement support;
- Influx of palliative care professionals working in south communities;
- Two south-Niagara facilities that serve this geographic area, which has one of the highest proportions of aging population (in all age categories over 65 years old), with complex health issues (i.e. underserved communities);
- The expansion of francophone programs and services;
- Onsite expert consultations to help people living in southern LTC homes avoid hospital admissions due to pain crisis and complex end-of-life care and;
- Better planning, transitions and improved quality of life for patients and families, who will have local access to vital hospice and community palliative care services.

These projects are community and provincial investments that will maintain Hospice Niagara's proven record in providing exceptional care according to best practice standards, while ensuring sustainable expansion through partnerships and integration.

The Stabler Centre	Welland Office
403 Ontario Street, Unit 2, St. Catharines, ON L2N 1L5	555 Prince Charles Drive, 2 nd Floor, Welland, ON L3C 6B5
T: 905-984-8766 F: 905-984-8242	T: 905-984-8766 F: 905-735-1703

info@hospiceniagara.ca | hospiceniagara.ca | Charitable Registration # 899716294RR0001

We rely on your donations to provide our programs and services throughout Niagara.
Official income tax receipts are provided for donations of \$20 or more.

The Council of the Township of Wainfleet

Date: November 24, 2020

Presented by: Carol Nagy, Executive Director, Hospice Niagara



Our Services:

We help people living with a terminal illness and their families to live well, from diagnosis, through to end of life, and in bereavement.

Our programs and services
are available at no cost.



IN-HOME HOSPICE CARE

Working with primary care providers, medical, emotional and social supports help people live well for as long as possible in their own home. As well, specially trained volunteers provide non-medical support.

COMMUNITY HOSPICE RESIDENCE CARE

A 10-bed home-like residence providing care, compassion and dignity for people at end of life and their families.



DAY HOSPICE

A day away for caring companionship for people living at home with a terminal illness, while their caregivers have a day of respite.



BEREAVEMENT SUPPORT

Children, teenagers and adults explore feelings of grief and loss at their own pace, in a safe and supportive space. Participation is not dependent on their loved one having been a Hospice Niagara client.

EDUCATION AND CONSULTATION

In partnership with the provincial Palliative Pain and Symptom Management Consultation Program, we educate and provide consultation to our staff and other health care service providers across Niagara in delivering a palliative approach to care.



The Project:

In Niagara, the pressure to fund new hospice beds builds has never been more real – and provided such an opportunity.

The redevelopment of two not-for-profit Long-term Care Homes (LTC) in Niagara presents a unique opportunity to co-locate and integrate hospice residences, alongside homes making this important care a more sustainable option.

Project will:

- Provide 20 new hospice residence beds in Niagara
- Bring 50-60 new health care jobs, many being professionals to Niagara
- \$14M of capital investment in Niagara's health care system
- Translate into \$500,000 annual local spending to each community
- Help more than 10,000 people across the Region each year

The Problem:

Providing equitable, safe access to health services for everyone in Niagara is a compelling social obligation that includes developing accessible hospice palliative care programs across the Region.

Dying is not just a medical event. It is a physical, social, spiritual, psychological life event affecting the patient and their family members.



HOSPICE PALLIATIVE CARE PLAYS AN IMPORTANT ROLE IN ENDING HALLWAY MEDICINE.

For people living in South Niagara, health care pressure will continue to mount:

- South Niagara has the highest percentage of seniors living with chronic illness. Predicted 72% increase in chronic condition prevalence rates by 2036.
- 4th largest average of hallway bed conditions in Ontario
- 2nd highest hospital cost in 1997: Acute Palliative Care at \$118M
- Niagara's hospice bed count - 3 beds/100,000 vs. Auditor General recommended 7-10 beds/ per 100,000
- Six designated end-of-life beds in Fort Erie are closing in 2026
 - Future of South Niagara hospitals and service transitions uncertain
 - No increase planned for other hospital end-of-life units
- Wainfleet residents rely on care in Port Colborne and hospice in home services of Hospice Niagara

The Time to Act is Now

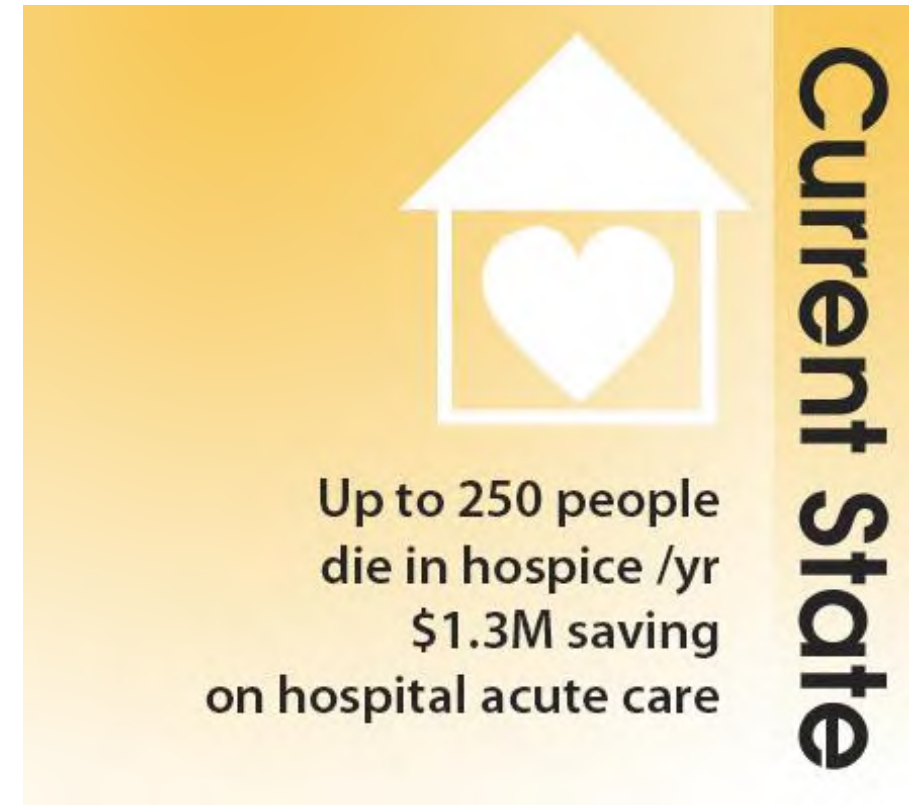
The Solution:

- Increase community hospice care capacity with the addition of 20 hospice beds to improve access to exceptional, compassionate care
 - 3 Hospice Palliative Care Centers of Excellence
 - North Niagara (St. Catharines) into Central (Welland) and South Niagara (Fort Erie)
- Increase in-home and caregiver services and support to South Communities
- Investment of \$14M in capital construction – co-located and coordinated with 2 new LTCH builds
- Successful community fundraising campaign – endorsed by HN Board and launched in 2020
- Opening of 20, much needed, new hospice beds in Niagara in 2023/2024
- Bring 50-60 health care jobs into the region, most are specialists in end-of-life care

Impact: Hospice Care

Planning for increased hospice beds will ensure that:

- Care is closer to Wainfleet residents
- 900+ people will receive hospice care each year
- Including this much needed support for their family members during the last weeks of their loved-one's life



Impact: Hospice at Home



Planning for increased home hospice care will help an additional

- 2,400 people receive care at home
- while their caregiver's receive additional support as they provide care to their loved-one
- 500 more bereavement group opportunities will be available for all ages

Hospice Palliative Care



Community-based hospice palliative care happens in people's homes and in hospice residences at a fraction of the cost of hospitals.

HOSPITAL END-OF-LIFE CARE = \$1,100 PER DAY

Hospice Residences



Hospice residences are for people who need more care than home can provide, but do not require the high cost of hospital care, and for those who choose to die at hospice.

HOSPICE CARE = \$465/DAY HOSPICE CARE

Hospice at Home



Hospice at Home is coordinated care by a team of trained staff and volunteers who provide practical help and support the success of home care for people living and dying with chronic illnesses.

HOSPICE AT HOME = \$100/DAY

Family and System Impact

- 98%** Ranked the care of their loved-one as excellent
- 94%** Felt overall, all physical pain was addressed
- 100%** Felt they received respect and dignity
- 100%** Felt they were included in care planning and decisions
- 100%** Feel volunteers and staff met their needs

- ✓ By partnering with LTC, we will be able to provide more hospice care, for people in both English and French
- ✓ Integration with LTC and with other health partner(s) provides a model for future builds in smaller communities.
- ✓ Hospice expansion will maintain existing hospital end-of-life services at risk of closing and help manage increasing need for this care in Niagara
- ✓ Integration opportunities allow for sustainable growth
- ✓ The Ministry of Health has endorsed this plan moving forward by committing operational funding commitment. They have yet to endorse the \$4M provincial hospice capital grant policy.

HOSPICE'S
proven record in
PARTNERSHIPS and
exceptional care will
provide vital health care
COST SAVINGS



Increasing capacity in hospice palliative care throughout our Region moves Niagara toward a truly modern, connected health care system that nurtures close partnerships between Long-term Care, community, hospitals, home and hospice, and ensures that every person receives the high quality of care they expect and deserve.

In Conclusion:

We all experience dying, death and bereavement. It touches each and every person multiple times. Supporting people to live well until last breath is a measure of our humanity and our society.



Together, we are in a unique position to develop a new economical expansion model for Hospice Palliative Care throughout our Region that better addresses the needs within the Wainfleet community.

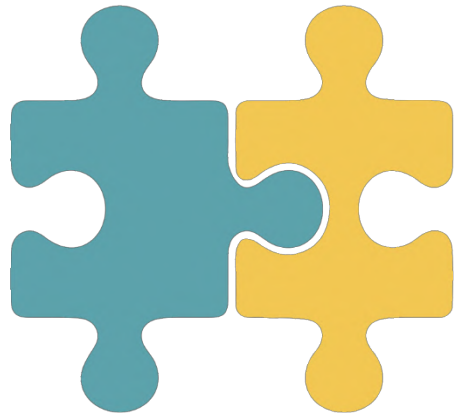
This forward-thinking solution that maintains globally recognized palliative standards of care, while leveraging strategic growth opportunities to create positive social impacts, will significantly reduce hospital costs and contribute to ending hallway medicine.

Hospice Palliative Care is the most cost effective way to ease health care costs in our congested hospitals. Helping families stay well through bereavement is compassionate and keeps our society functioning well.



- The Ministry of Health has endorsed this plan moving forward by committing operational funding commitment
- They have yet to endorse the \$4M provincial hospice capital grant policy
- Niagara must matching provincial funding in order to access the capital grant policy

Request:



Council of the Township of Wainfleet consider a capital contribution to Hospice Niagara up to \$32,000 in the 2021 Budget, to be distributed over a specified number of years to help leverage provincial funding in support of 20 new hospice beds and increased in home services to better serve residents of Wainfleet.

TO: Mayor Gibson & Members of Council

FROM: Mallory Luey, Manager of Corporate Services/ Treasurer

DATE OF MEETING: November 24, 2020

SUBJECT: Interim 2021 Tax Levy By-law

RECOMMENDATION(S):

THAT Report ASR-038/2020 regarding an Interim 2021 Tax Levy By-law be received;

THAT the interim tax levy installment due dates be set as February 26, 2021 and April 30, 2021;

AND THAT the attached by-law, being a by-law to provide for interim tax levies for 2021 in the Township of Wainfleet, be read and passed.

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval for the 2021 Interim Tax Levy by-law. This by-law is prepared in accordance with the Municipal Act, Section 317 and will come into effect on January 1, 2021.

The by-law is presented as an interim measure until the budget is adopted.

BACKGROUND:

In order for the Township to meet its current obligations, including payments to the Niagara Region and School Boards, the *Municipal Act* section 317 provides for the municipality to levy interim taxation on all rateable properties prior to the approval of the current budget. *Municipal Act* subsection 317(2) states that a by-law shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year.

OPTIONS/DISCUSSION:

- 1) Council approve the attached by-law authorizing the Township to impose and collect an interim tax levy. (Recommended)
- 2) Council direct staff to not to proceed with the required by-law authorizing the Township to impose and collect an interim tax levy. (Not Recommended)

FINANCIAL CONSIDERATIONS:

An interim tax levy will allow the Township to meet its current financial obligations including interim payments to the Niagara Region and the School Boards.

OTHERS CONSULTED:

None.

ATTACHMENTS:

- 1) Appendix "A" – Interim Tax Levy By-law

Respectfully submitted by,

Approved by,

Mallory Luey
Manager of Corporate Services/Treasurer

William J. Kolasa
Chief Administrative Officer

APPENDIX "A"

THE CORPORATION OF THE

TOWNSHIP OF WAINFLEET

BY-LAW NO. 0XX-2020

Being a by-law to provide for interim tax levies
for the year 2021 for the Township of
Wainfleet.

WHEREAS section of the *Municipal Act*, S.O. 2001, c. 25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. The amounts levied shall be as follows:

1.1. For the Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim levy of:

(a) the percentage prescribed by the Minister under section 317(10) of the *Municipal Act*; or,

(b) 50%, if no percentage is prescribed,

of the total taxes for municipal and school purposes levied on in the year 2020.

1.2. For the Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:

(c) the percentage prescribed by the Minister under section 317(10) of the *Municipal Act*; or,

(d) 50% if no percentage is prescribed,

of the total taxes for municipal and school purposes levied on in the year 2020.

2. All taxes levied under this by-law shall be payable into the hands of the Collector in accordance with the provisions of this by-law.

3. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and

one-quarter percent (1¼%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues.

4. The interim tax levy imposed by this by-law shall be paid in two installments due on the following dates:
 - 4.1. One-half (1/2) thereof on the 26th day of February of 2021.
 - 4.2. One-half (1/2) thereof on the 30th day of April of 2021.
5. The Collector may mail or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law, a notice specifying the amount of taxes payable.
6. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector's roll under section 340 of the *Municipal Act*.
7. The subsequent levy for the year 2021 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.
8. The provisions of s.317 of the *Municipal Act*, as amended apply to this by-law with necessary modifications.
9. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 5 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.
10. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
11. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
12. This By-law shall come into force as of the 1st day of January, 2021.

BY-LAW READ AND PASSED THIS 24th DAY OF NOVEMBER, 2020.

K. Gibson, MAYOR

W. Kolasa, CAO/Clerk

TO: Mayor Gibson & Members of Council

FROM: Mallory Luey, Manager of Corporate Services/Treasurer

DATE OF MEETING: November 24, 2020

SUBJECT: 2021 Borrowing for Current Expenditures

RECOMMENDATION(S):

THAT Report ASR-039/2020 regarding 2021 borrowing for current expenditures be received;

AND THAT the attached by-law, being a by-law to authorize borrowing from time to time to allow the Township of Wainfleet to meet current expenditures during the fiscal year ending December 31, 2021, be read and passed.

EXECUTIVE SUMMARY:

The purpose of this report is to seek Council approval for the 2021 borrowing by-law attached to this report as Appendix "A".

The by-law is presented as an interim cash flow measure until taxes are collected and other revenues are received. The Municipal Act authorizes the Treasurer to borrow for current expenditures, if the attached by-law is approved.

BACKGROUND:

The *Municipal Act* makes provisions for Council to authorize the Treasurer to borrow, from time to time, such sums as Council considers necessary to meet the current expenditures of the Township. During the year, shortfalls in cash may occur due to timing differences between the collection of taxes and the payment of expenditures.

OPTIONS/DISCUSSION:

- 1) Council approve the attached by-law authorizing the Mayor and Treasurer to borrow from time to time such sums as may be necessary to meet current expenditures of the Township. (Recommended)
- 2) Council direct staff to not to proceed with the required by-law authorizing the Mayor and the Treasurer to borrow from time to time such sums as may be necessary to meet current expenditures of the Township. (Not Recommended)

FINANCIAL CONSIDERATIONS:

As stated in *the Municipal Act, 2001*, Section 407(2), the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the Corporation as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st to December 31st of the current year, 25 percent of the said estimated revenues of the Corporation as set forth in the estimates adopted for that year.

OTHERS CONSULTED:

None.

ATTACHMENTS:

- 1) Appendix "A" – Borrowing By-law

Respectfully submitted by,

Approved by,

Mallory Luey
Manager of Corporate Services/Treasurer

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

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

Being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2021.

WHEREAS Section 407 of the Municipal Act, S.O. 2001 c.25, provides authority for a Council by By-law to authorize the Municipality to borrow from time to time, by way of promissory note or bankers' acceptance, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditure of the Corporation for the year;

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, shall not exceed, except with the approval of the Local Planning Appeal Tribunal, the limitations set out in Section 407(2) of the Municipal Act;

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

1. **Borrowing Authority**

The Head of Council and the Treasurer are hereby authorized on behalf of the Municipality to borrow from time to time by way of promissory note or bankers' acceptance during the year 2021 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and until other revenues are received, the current expenditures of the Corporation for the purposes set out in Section 407(1).

2. **Instruments**

A promissory note or bankers' acceptance made under Section 1 shall be signed by the Head of Council and the Treasurer.

3. **Lenders**

The Lenders from whom amounts may be borrowed under authority of this By-law shall be the **MERIDIAN CREDIT UNION LIMITED**. And such other lender(s) of the Municipality as may be determined from time to time by by-law of Council.

4. **Limit on Borrowing**

The total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the Corporation as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st to December 31st of the current year, 25 percent of the said estimated revenues of the Corporation as set forth in the estimates adopted for that year. For purposes of this By-law, the estimated revenues of the Corporation shall not include revenues derivable or derived from:

- a) Borrowing through any issue of debentures,
- b) A surplus, including arrears of taxes, fees or charges,
- c) A transfer from the capital fund, reserve funds or reserves.

5. **Borrowing Documents Required**
The Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with
 - a) A certified copy of this By-law,
 - b) A certified copy of the estimates of the Corporation adopted for the current year.
6. **When Estimates Not Adopted**
If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law.
 - a) The limitation on total borrowing, as set out in Section 4, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and
 - b) The certified copy furnished under Section 5 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.
7. **Charge on Revenue**
All or any sums borrowed under this By-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received but such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any lender.
8. **Directive to Treasurer**
The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-law, together with interest thereon, all or any of the money hereafter collected or received, either on account of or realized in respect of, the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
9. **Additional Documents**
That the Head of Council and the Treasurer are authorized to execute such additional documents as may be required by the lending authority to evidence the indebtedness.
10. **Effective Date**
This By-law shall come into force as of the 1st day of January, 2021.

BY-LAW READ AND PASSED THIS 24th DAY OF NOVEMBER, 2020.

K. Gibson, MAYOR

W. Kolasa, CAO/Clerk

TO: Mayor Gibson & Members of Council

FROM: William Kolasa, Chief Administrative Officer

DATE OF MEETING: November 24, 2020

SUBJECT: Progress on 2018-2022 Multi-Year Accessibility Plan

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-040/2020 regarding progress on the Township of Wainfleet's 2018-2022 Multi-Year Accessibility Plan be received and adopted.

EXECUTIVE SUMMARY:

The purpose of this report is to provide for Council's review and consideration of an update on the status of the Township's Multi-Year Accessibility Plan that was first prepared in 2013 (for the Years 2013 through 2017) and then updated for the Years 2018 through 2022.

BACKGROUND:

In accordance with the requirements of Accessibility for Ontarians with Disabilities Act, 2005 (hereinafter the "AODA"); the Township of Wainfleet has been working to address accessibility issues in the municipality for persons with disabilities utilizing the resources that it has available to it.

While, due to its size, the Township is not required to operate at the same level of larger Ontario municipalities (for example, the Township is not required to establish or participate in an Accessibility Advisory Committee); the Township is nevertheless required to comply with the requirements of the AODA and the various regulations under the Act intending to assist the Province in becoming accessible for people with disabilities by 2025. This includes the adoption and implementation of various policies and processes, the development and provision of accessibility training to those in the employ of the Township, the establishment of multi-year accessibility plans and the implementation of monitoring and various other actions to ensure continuous improvements in accessibility for the Township. Appendix "A" of this report highlights some of the key milestones associated with the requirements established by the AODA for municipalities with 1-49 employees.

As noted above, in the absence of an Accessibility Advisory Committee; staff have become the primary leads of the Township's accessibility efforts, with external engagement undertaken from time to time to ensure that we remain on the correct trajectory. As well, from time to time, the Township retains outside expertise and consulting services to provide recommendations, information and advice about the Township's efforts. This was the case outlined in Report PWSR-010/2020, considered

by Council on November 3, 2020, which detailed the results of a facilities accessibility audit undertaken in October, 2020, by an external consultant, the Herrington Group Ltd.

OPTIONS/DISCUSSION:

1. Receive and approve the attached 2018-2022 Multi-Year Accessibility Plan Annual Progress Report (attached as Appendix "B"), in compliance with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005.

Discussion

In 2012, following a competitive search process, the Township of Wainfleet secured the services of the Herrington Group Ltd. to help develop its first multi-year plan. After extensive review of Provincial requirements and appropriate community consultation, the Township's first Multi-Year Accessibility Plan was developed for the years 2013-2017. That multi-year plan addressed activities and deliverables responsive to the Information and Communication and Employment Standards and Regulations established under the Accessibility for Ontarians with Disabilities Act, 2005, and outlined an action plan for meeting the requirements of these regulations over period ending in 2017.

As no new accessibility regulations were introduced by the Province of Ontario under the AODA for 2018, the plan was subsequently reformatted, updated and extended for the period 2018-2022 (attached as Appendix "B") to refocus the plan on ongoing, continuous monitoring and improvement of municipal programs and services with an accessibility lens. The Multi-Year Plan attached as Appendix B includes the most current annotations and comments to reflect the status of ongoing accessibility progress by the Township.

Also, a new section has been added to address AODA requirements related to transportation systems. Although the Township of Wainfleet does not itself operate a municipal transit service, Niagara Region has recently initiated an On-Demand Transit Pilot Project for the municipalities of Grimsby, Lincoln, Pelham, Wainfleet and West Lincoln. Accordingly, it was considered appropriate that our documentation be updated to identify and highlight accessibility and monitoring requirements under the AODA's Transportation standard including:

- Hours of Service;
- Electronic Announcement Systems for transit vehicles;
- Transit Stop Accessibility;
- Fare Equity and Parity Policies;
- Boarding Policies and Procedures;
- Priority/Courtesy Seating Policies;
- Mobility Aid and Assistive Device Storage Policies;
- Transit Accessibility Plan (including for both Conventional and Specialized Transportation Services, where applicable, with necessary public engagement,

systems for managing, evaluating and responding to customer feedback, driver training and support person fare policies).

The attached Multi-Year Accessibility Plan status report includes a review of:

- some of the significant accomplishments of the Township since 2013;
- the measures taken by the municipality to identify, remove and prevent barriers to persons with disabilities in each of the prescribed Integrated Accessibility Standards under the AODA including general regulations, information and communications standards and employment standards;
- the measures to ensure that future by-laws, policies, programs, practices and services are assessed to determine their effect on accessibility for persons with disabilities;
- a list of future accessibility planning priorities, including policies, programs, practices and services that the municipality will review, as may be appropriate, in order to identify barriers to persons with disabilities;
- the measures that the municipality intends to take to identify remove and prevent barriers to persons with disabilities; and all other information that the regulations prescribed for the purpose of the plan.

File Review/Desk Audit – Accessibility Directorate of Ontario

On November 3, 2020, the Township was notified by the Ministry for Seniors and Accessibility that it would be conducting a file review/audit of the municipality to confirm that the Township is in compliance with the requirements of the AODA and its standards. The review is being conducted under the authority of sections 16 and 17 of the AODA and sought documentation from the municipality confirming the Town's compliance with the Integrated Standards Regulation.

The requested materials and documentation were provided to the Ministry in accordance with their demand on November 18, 2020, and, at the time of writing of this report, the Township is currently awaiting further information from the Ministry.

FINANCIAL CONSIDERATIONS:

Financial allocations for the implementation of recommendations arising from this report will be included for Council's further consideration within the Township's 2021 draft budget.

OTHERS CONSULTED:

- 1) Strategic Leadership Team

ATTACHMENTS:

- Appendix "A" – AODA Requirements for Small Municipalities
- Appendix "B" – Township of Wainfleet Multi-Year Accessibility Plan & Report

Respectfully submitted and approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

This page has been intentionally left blank.

Province of Ontario
Accessibility for Ontarians with Disabilities Act, 2005

Municipal Governments: 1-49 employees

By January 1, 2010, you need to:

- [Provide accessible customer service](#)
 - train your staff and volunteers to serve customers of all abilities
 - keep a written record of the training
 - welcome service animals and support persons
 - create accessible ways for people to provide feedback
 - put an accessibility policy in place, so your employees, volunteers and customers can know what to expect

By December 31, 2010, you need to:

- [File an Accessibility Compliance Report](#)

By July 1, 2011, you need to:

- [Provide accessible taxi services](#)

If you licence taxicabs, make sure drivers do not charge people with disabilities extra for a trip or for storing mobility aids in their cabs.

By January 1, 2012, you need to:

- [Provide accessible emergency and public safety information](#)

When asked, provide publicly available emergency information like evacuation plans or brochures, in an accessible format.

- [Provide accessible emergency information to staff](#)

When necessary, provide accessible and customized emergency information. You should provide this information as soon as an employee asks for it or when you become aware an employee may need accommodation in an emergency.

- [Provide taxi registration and identification in accessible formats](#)

If you licence taxicabs, make sure drivers provide their vehicle registration and identification information in accessible formats for passengers with disabilities.

This includes providing information on a taxi's rear bumper and in accessible formats for passengers with disabilities.

By January 1, 2013, you need to:

- [Provide accessible transportation services](#)

Consult with municipal accessibility advisory committees on bus stops and shelters and the need for on-demand accessible taxicabs.

By December 31, 2013, you need to:

- [File an Accessibility Compliance Report](#)

By January 1, 2014, you need to:

- [Create accessibility policies and a multi-year plan](#)
 - create policies and a multi-year accessibility plan to help you achieve your accessibility goals
 - tell your employees and customers about your policies
 - post the multi-year plan on your website in an accessible format
- [Buy goods, services or facilities that are accessible](#)
 - where possible, incorporate accessibility design, criteria and features when purchasing new goods, services or facilities for your organization
 - when it is not possible, explain why
- [Include accessibility features when purchasing or designing self-service kiosks](#)

This includes interactive electronic terminals that people use to pay parking fees, validate tickets, buy groceries and renew licences.

- [Make websites accessible](#)

This includes only new websites and old websites you significantly update and new web content you create.

By January 1, 2015, you need to:

- [Train your staff on Ontario's accessibility laws](#)

Train all your employees and volunteers on the accessibility requirements that apply to their job duties and organization.

- [Make it easy for people with disabilities to provide feedback when asked](#)

This includes surveys or comment cards.

- [Make your employment practices accessible](#)
 - make how you hire, retain and provide career development opportunities accessible
 - document your processes for developing individual accommodation plan and return-to-work plans

By December 31, 2015, you need to:

- [File an Accessibility Compliance Report](#)

By January 1, 2016, you need to:

- [Make your public information accessible when asked](#)

Work with the person who is asking to figure out how to meet their needs as soon as possible.

- [Make new or redeveloped public spaces accessible](#)
 - recreational trails and beach access routes
 - outdoor public use eating areas
 - outdoor play spaces
 - public outdoor paths of travel
 - on and off street parking areas
 - service counters
 - fixed waiting lines
 - waiting areas with fixed seating

By December 31, 2017, you need to:

- [File an Accessibility Compliance Report](#)

By December 31, 2019, you need to:

- [File an Accessibility Compliance Report](#)

By January 1, 2021, you need to:

- [Make all websites and web content accessible](#)

By December 31, 2021, you need to:

- [File an Accessibility Compliance Report](#)

By December 31, 2023, you need to:

- [File an Accessibility Compliance Report](#)

By December 31, 2025, you need to:

- [File an Accessibility Compliance Report](#)

APPENDIX “B”

This page has been intentionally left blank.

Township of Wainfleet 2018-2022 Multi-Year Accessibility Plan

March, 2018

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Introduction

The Accessibility for Ontarians with Disabilities Act (AODA) was proclaimed by the Province of Ontario in 2005. The legislation aims to develop, implement and enforce accessibility standards to achieve full accessibility in the Province by 2025.

The Township of Wainfleet has already initiated all compliance requirements as outlined in its first Multi-Year Accessibility Plan of 2013-2017. This next Plan builds on the successes of the first and ensures accessibility remains a priority in municipal planning and activity. The Plan outlines requirements and addresses activities and deliverables specified in the Information and Communication, Employment Standards, Transportation Standards and Design of Public Spaces Standard and outlines an action plan for meeting these regulations. Although the Transportation regulation does not apply to the Township as there are no Township-supplied transportation services, the applicable standards are nevertheless detailed for information purposes.

The Township will initiate outreach with the public and private sector to ensure the community at large is educated about the AODA. Further, the Township will celebrate successes wherever possible.

Once approved, legislation requires this Plan to be available to the public and in alternate format upon request. Annual Progress Reports regarding activities included in this Plan will also be required.

The Township wishes to thank and acknowledge all those who continue to provide essential leadership in this process as well as assisting the Township in meeting its objectives.

Respectfully submitted by:

*William Kolasa
Chief Administrative Officer/Clerk*

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: General Regulations

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11- 13 (1-2)</i> Organizations that prepare organizational emergency procedures, plans and public safety information and make that information available to the public, shall provide this information in an accessible format or via accessible communication supports as soon as practicable upon request	1. Communication Plan:		
	1.1. Annual review of communication plan for informing public of alternate format availability. Ensure notice is posted on website, provided in printed materials and in all other corporate communications.	January 1, 2018 – January 1, 2022	Ongoing
	2. Establish Alternate Format Service Provider - Vendor of Record:		
	2.1. Review Vendor of Record agreement. Draft Request for Proposals (RFP) for Alternate Format Service Provider - Vendor of Record if needed	January 1, 2018	Joint Purchasing Initiative
	2.2. Review internal procedures for processing requests for alternate formats	January 1, 2018- January 1, 2022	

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: General Regulations

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11- 27 (1-4)</i> Individualized workplace emergency response information must be provided upon request and in accessible formats when need is articulated. Individualized workplace emergency response information shall be reviewed when: employee moves to different location in organization, employee's overall accommodation needs or plans are reviewed and when employer reviews general emergency response policies.</p>	<p>1. Emergency Response Plan Template 1.1 Annual review of Emergency Response Planning Tool and update as needed</p> <p>2. Communication Plan: 2.1 Inform Staff of Emergency Response assistance on an annual basis</p>	<p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p>	<p>Ongoing</p> <p>Ongoing</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard: General Regulations

Regulation/Requirement	Action Required by Municipality	Status	Comments
<i>O. Reg. 191/11- 3 (1-4)</i> Accessibility Policy Develop Accessibility Policy to address compliance with Integrated Accessibility Standard Regulation. Policy can be one or more documents. Sections have varying compliance Due Dates.	1. Policy: 1.1. Annual review and update of Accessibility Policy. Communicate any changes to staff	January 1, 2018 – January 1, 2022	Ongoing
<i>O. Reg. 191/11- 4 (1-4)</i> Accessibility Plan To outline compliance plan in regards to Integrated Accessibility Standard Regulation. Must be posted on website upon completion. Annual Progress Report required. Complete Plan update required every 5 years	1. Plan Development: 1.1. Develop Multi-Year Accessibility Plan 1.2. Present Plan to Council for adoption/approval 1.3. Post Multi-Year Accessibility Plan on website and make available to public 1.4. Prepare and make public annual progress reports on Multi-Year Accessibility Plan	January 2018 January 1, 2018 – January 1, 2022 January 1, 2019 – January 1, 2022	Completed Ongoing
<i>O. Reg. 191/11- 5 (1-3)</i> Procurement Procedures Procurement Procedures must incorporate accessibility criteria. If not “practicable” organization must provide explanation upon request	1. Review of Procurement Procedures: 1.1. Annual review of Accessibility criteria/ Policy and/or Procedures in purchase agreements	January 1, 2018 – January 1, 2022	Accessibility criteria considered in all new purchasing

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11 – 19 (1) & (4)</i> Public Libraries Library Board shall provide access to or arrange for the provision of access to accessible materials where they exist	1. Accessible Materials 1.1 Annual review of communication plan for informing public of alternate format availability.	January 1, 2018 – January 1, 2022	Ongoing
<i>O. Reg. 191/11 – 19 (2) & (4)</i> Library boards shall make information about the availability of accessible materials publicly available and shall provide the information in an accessible format or with appropriate communication supports upon request	1. Communication Plan: 1.1. Annual review of how public is informed of available accessible material 1.2. Clerk to liaise with Library Board to facilitate connection with Vendor of Record – Alternate Format Service Provider to assist in providing alternate formats upon request	January 1, 2018 – January 1, 2022 January 1, 2018 – January 1, 2022	Ongoing
<i>O. Reg. 191/11 – 19 (3) & (4)</i> Library boards may provide accessible formats for archival materials, special collections, rare books or donations	1. Accessible Archival Materials 1.1 Annual review of how information is provided in alternate format upon request 1.2 Copy and enlarge materials as needed; provide alternate formats upon request	January 1, 2018 – January 1, 2022 January 1, 2018 – January 1, 2022	Ongoing

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 14 (1-7)</i></p> <p>Websites</p> <p>As of January 1, 2022, websites and website content must conform to W3C WCAG 2.0 Level AA other than:</p> <ul style="list-style-type: none"> i. Success criteria 1.2.4 Captions (Live) and ii. Success criteria 1.2.5 Audio Descriptions (Pre-recorded) 	<p>1.1. Confirm that municipal website conforms with requirements of W3C WCAG 2.0 Level AA</p> <p>1.2. Include accessibility provisions/criteria in purchase of service contracts for web-based applications</p>	<p>January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p>	<p>July 2020 – Website Upgrade to W3C WCAG 2.0, Level AA</p> <p>Completed</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 7 (1-6)</i> <u>Training</u> Employers shall provide training regarding Integrated Accessibility Regulation and Ontario Human Rights Code requirements to all employees and volunteers, persons who participate in developing organizational policy and other persons who provide goods, services or facilities on behalf of the organization. Training to take place as soon as practicable and shall include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p>1. <u>Training Plan Development:</u> 1.1. Annual review and update of AODA training module</p> <p>1.2. Provide refresher training to all staff, contractors and volunteers according to Accessibility Policy. Provide all new staff with AODA Training module</p> <p>1.3. Review Accessible Documents Guide and provide training in accessible document production to municipal staff and volunteers</p>	<p>January 1, 2018 - January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p>	Ongoing
<p><i>O. Reg. 191/11 – 11 (1-4)</i> <u>Feedback Mechanism</u> Ensure accessible feedback mechanism in relation to areas covered under Integrated Accessibility Regulation. Every obligated organization shall notify public about availability of accessible formats and communication supports.</p>	<p>1. Feedback Mechanism Update 1.1. Annual review of Feedback mechanism.</p>	<p>January 1, 2018 – January 1, 2022</p>	Ongoing

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 22</i> <u>Accommodation – Recruitment</u> Notice shall be provided to employees and public about the availability of accommodation for applicants with disabilities during recruitment process.</p>	<p>1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures. 1.2. Annual review of procedure for recruitment accommodations including notice in advertisements 1.3. Refresher procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the recruitment process</p>	<p>January 1, 2018 – January 1, 2022 January 1, 2018 – January 1, 2022 January 1, 2018 – January 1, 2022</p>	<p>Accessibility Policy addresses Employment Standard requirements</p> <p>Ongoing</p>
<p><i>O. Reg. 191/11 – 23(1-2)</i> <u>Accommodation – Selection</u> Accommodation shall be provided to applicants selected to participate in assessment or selection process, upon request. Suitable accommodation shall be provided in manner that takes applicant's accessibility needs.</p>	<p>1. <u>Policy:</u> 1.1. Annual review of Employment Policy and Procedures - Selection Process. 1.2. Refresher procedural training regarding providing applicant accommodation for staff responsible for recruiting, selecting and hiring staff as well as staff who would participate in the selection process</p>	<p>January 1, 2018 – January 1, 2022 January 1, 2018 – January 1, 2022</p>	<p>Accessibility Policy addresses Employment Standard requirements</p> <p>Ongoing</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 24</i> Accommodation Notice - New Employees Successful applicant shall be informed of availability of accommodation and shall provided with accommodation policy when making offer of employment</p>	<p>1. Policy: 1.1. Annual Review of Letter for all Offers of Employment</p> <p>1.2. Annual Review of Employment Offer Checklist to ensure that all successful applicants/new employees are aware of: Municipal Accessibility Policy, Municipal Accommodation Policy and Accommodation Planning Procedures and Municipal Emergency Response and Evacuation Support Procedures.</p>	<p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p>	<p>Accessibility Policy addresses Employment Standard requirements</p> <p>Ongoing</p>
<p><i>O. Reg. 191/11 – 25 (1-3)</i> Accommodation Notice - All Employees Accommodation policy shall be provided to all employees and any updates shall be provided whenever changes are made</p>	<p>1. Policy: 1.1 Provide updates to employees as needed</p> <p>1.2 Refresher procedural training provided to supervisors regarding any policy updates</p>	<p>January 1, 2018 - January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p>	<p>Ongoing</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 26 (1-2)</i> Alternate formats shall be provided to employees with disabilities upon request including information needed to perform employee's job, information generally available in workplace. Employer will consult employee making request when determining suitability of accessible format provided.</p>	<p>1. Policy and Procedure: 1.1 Advise Municipal staff of availability of alternate format vendor of record</p> <p>1.2 Annual review of alternate format request procedure and form.</p>	<p>January 1, 2018</p> <p>January 1, 2018 – January 1, 2022</p>	<p>Staff informed of vendor of record as required</p> <p>Ongoing</p>
<p><i>O. Reg. 191/11 – 28 (1-2)</i> Documented Accommodation Plans shall be provided to employees with disabilities</p>	<p>Accommodation Planning Tool: 1.1. Annual review of Accommodation Planning Form</p> <p>1.2. Annual review of employee Individualized Accommodation Plans as required</p>	<p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p>	<p>Accommodation Planning tool in place; updated as needed</p> <p>Review of accommodation plans provided on a case-by-case basis with relevant employees</p>
<p><i>O. Reg. 191/11 – 29 (1-3)</i> Documented Return-to-Work process shall be established including disability-related accommodations</p>	<p>Return-to-Work Accommodation Planning Tool: 1.1. Annual review of Return-to-Work Process and use Accommodation Planning Form</p> <p>1.2. Annual review of employee Individualized Return-to-Work Accommodation Plans as <u>required</u></p>	<p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p>	<p>Accommodation Planning tool in place; updated as needed</p> <p>Ongoing as required</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 30 (1-2); 31 (1-2); 32 (1-2)</i> <u>Accessibility Throughout Employment Life-Cycle</u> Performance Management, Career Development and advancement and Redeployment processes shall include accessibility accommodation and provided in alternate format</p>	<p><u>Performance Management:</u> 1.1 Communicate requirement to provide accommodation throughout employment life-cycle to all managers, supervisors and staff as appropriate</p> <p>1.2 Provide refresher procedural training for managers, supervisors and staff as appropriate</p> <p><u>Career Development and Advancement:</u> 2.1 Annual review of accommodation procedures for employee training</p> <p><u>Redeployment:</u> 3.1 Annual review of Process Checklist for employee transfers and redeployment</p> <p>3.2 Provide refresher procedural training for managers, supervisors and staff as appropriate</p>	<p>January 1, 2018</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2018 – January 1, 2022</p> <p>January 1, 2019</p>	

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Employment

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 7 (1-6)</i> Training for Employment Process Employment Training (i.e. Ontario Human Rights Code, accessible recruitment and screening, employment policy and accommodation planning training). Training to take place as soon as practicable and shall include any changes to policies on an ongoing basis. Record keeping of training provided and number of participants is required</p>	<p>Training Plan : 1.1 Refresher training in the Ontario Human Rights Code and in the Employment Standard</p>	<p>January 1, 2018 – January 1, 2022</p>	<p>Ongoing</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Information and Communication

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 12 (1)</i> Organizational Material in Alternate Format: Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities: (a) in a timely manner that takes into account the person's accessibility needs and in consultation with the person making the request.</p>	<p>1. Alternate Format Provision: 1.1. Annual review of Accessible Style Guide 1.2. Provide refresher training in creating accessible templates and other accessible communication refresher training as needed.</p>	<p>January 1, 2018 – January 1, 2022 January 1, 2018 – January 1, 2022</p>	<p>Ongoing as required</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11 – 70(2-3)</i> Hours of Service: Where conventional and specialized transportation is provided by separate providers in the same jurisdiction, the specialized provider will ensure it has the same hours and days of service as the conventional transportation service provider	1. <u>Confirmation:</u> 1.1. Confirm with Transit Service Provider: <ul style="list-style-type: none"> Hours of Service 	January 1, 2017	No Municipal Transit
<i>O. Reg. 191/11- 51 (1-4) & 58</i> Electronic Announcement System shall be installed on all transit vehicles – electronic announcement and display of route, direction and stops	2. <u>Confirmation:</u> 2.1. Confirm with Transit Service Provider: <ul style="list-style-type: none"> Availability of electronic announcement system on all transit vehicles Electronic Announcement System requirement is included in transit service purchase/partnership agreement 	January 1, 2017	No Municipal Transit

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11 – 78 (1-4)</i> Transit Stop Accessibility Municipality shall establish plan for accessible bus stops and shelters, including any steps that will be taken to meet the goal of accessible bus stops and shelters	1.1 Annual review of Accessibility Plan to improve accessibility of transit stops and shelters	January 1, 2018 – January 1, 2022	No Municipal Transit

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 46 (1) & (3)</i> Fare Equity Policy Provider shall ensure no higher fare to be charged to persons with a disability.</p> <p>Fare Equity/Fare Payment Policy: The provider shall make available alternative fare payment options to people with disabilities who cannot, because of their disability, use a fare payment option on conventional transport</p>	<p>1. Policy Confirmation: 1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> • Fare Equity Policy and procedure is included in transit service purchase/partnership agreement • Fare equity policy and related procedures for transit riders with accessibility needs • Public communication of fare equity policy is in place including making information available in alternate format upon request • Availability of alternative fare payment option is in place • Alternative fare payment option is included in transit service purchase/partnership agreement 	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11 – 66(3)</i> Fare Parity: Where conventional and specialized transportation is provided by separate providers in the same jurisdiction the specialized service shall not will charge more than the highest conventional fee for the same jurisdiction	1. Policy Confirmation: 1.1 Confirm with Transit Service Provider: <ul style="list-style-type: none"> Fare Parity Policy 	January 1, 2018 – January 1, 2022	No Municipal Transit
<i>O. Reg. 191/11 – 66(5)</i> Fare Parity: Where conventional and specialized transportation is provided by the same provider the provider will ensure they have the same fare structure	1. Policy Confirmation 1.1 Confirm with Transit Service Provider: <ul style="list-style-type: none"> Fare Parity Policy 	January 1, 2018 – January 1, 2022	No Municipal Transit

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 44 (1-4)</i> Boarding Policy Provider shall deploy lifting devices, ramps or portable bridge plates upon the request of a person with a disability; ensure adequate time is provided to safely board, be secured and de-board vehicles and provide assistance to do same upon request; assist with safe and careful storage of mobility aids or assistive devices used by persons with disabilities; allow a person with a disability to travel with a medical aid (i.e. respirators, portable oxygen tanks).</p>	<p>1. Policy Confirmation: 1.1 Annual review with Transit Service Provider:</p> <ul style="list-style-type: none"> • Availability of policy and procedure is included in transit service purchase/partnership agreement • Availability of boarding policy and related procedures for transit riders with accessibility needs • Public communication of boarding policy is in place including making information available in alternate format upon request 	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 35(1)</i> Non-functioning accessibility equipment If the accessibility equipment on a vehicle is not functioning and equivalent service cannot be provided, conventional transportation service providers and specialized transportation service providers shall take reasonable steps to accommodate persons with disabilities who would otherwise use the equipment and the transportation service provider shall repair the equipment as soon as is practicable.</p>	<p>1. Procedure Confirmation: 1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> • Procedure is included in transit service purchase/partnership agreement • Procedures relating to accommodating transit riders with accessibility needs in the event of non-functioning equipment • Public communication plan is in place in the event of non-functioning accessibility equipment including making information available in alternate format upon request 	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 49 (1-6)</i> Priority/Courtesy Seating Provider shall establish and clearly mark with signage priority/courtesy seating for people with disabilities. seating shall be located as close as practicable to the entrance doors; seating shall be signed to indicate passengers without disabilities must vacate courtesy seating when required by a person with a disability; provider must develop a communication strategy designed to inform the public about the purpose of courtesy seating</p>	<p>1. Policy Confirmation: 1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> • Priority/Courtesy Seating policy and procedure is included in transit service purchase/partnership agreement • Availability of courtesy seating, installed signage and related procedures for transit riders with accessibility needs • Public communication of courtesy seating policy is in place including making information available in alternate format upon request 	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Regulation Standard: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 44 (1-4)</i> Mobility Aid and Assistive Device Storage Policy Provider shall not charge a fee for storage of mobility assistive device or mobility aid. If safe storage is possible, mobility assistive devices or mobility aid shall be stored in the passenger compartment within reach of the person with a disability who owns it.</p>	<p>1. Policy Confirmation: 1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> • Aid Storage policy and procedure is included in transit service purchase/partnership agreement • Availability of mobility aid and assistive device storage and related procedures for transit riders with accessibility needs • Public communication of mobility aid and assistive device storage policy is in place including making information available in alternate format upon request 	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11 - 42(1-2)</i> Accessibility Plan – Specialized Transportation Services Specialized transportation service providers will in their accessibility plans: identify the process for estimating demand for service and strategies to reduce wait times	1. Confirm with Transit Service Provider: <ul style="list-style-type: none"> Process for service demand and strategies for reducing waiting times 	January 1, 2018 – January 1, 2022	No Municipal Transit
<i>O. Reg. 191/11 - 43(1-2)</i> Accessibility Plan – Conventional and Specialized Transportation Services Both Conventional and Specialized transportation service providers will outline their procedures for dealing with accessibility equipment failures on vehicles	2. Confirm with Transit Service Provider: <ul style="list-style-type: none"> Process for dealing with accessibility equipment failures on all vehicles 	January 1, 2018 – January 1, 2022	No Municipal Transit

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11 – 66(6-7)</i> Visitors: Specialized transit providers shall make service available to visitors and will consider as eligible visitors who confirm they are eligible for service where they reside and visitors who meet the eligibility requirements of the provider where they are visiting	1. Policy Confirmation: 1.1 Confirm with Transit Service Provider: <ul style="list-style-type: none"> • Visitor Policy 	January 1, 2018 – January 1, 2022	No Municipal Transit
<i>O. Reg. 191/11 – 69(1-3)</i> Coordinated Service: Specialized transit services provided in adjacent municipalities will facilitate connections between their respective areas and will determine accessible stops and drop off locations	1. Policy Confirmation: 1.1 Confirm with Transit Service Provider: <ul style="list-style-type: none"> • Coordinated Service 	January 1, 2018 – January 1, 2022	No Municipal Transit

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<i>O. Reg. 191/11 – 73(1-4)</i> Service Delays: Where specialized transit services require reservations the provider will provide information on the duration of service delays to affected passengers. A delay is defined by a delay of 30 minutes or more after scheduled pick up time.	1. Policy Confirmation: 1.1 Confirm with Transit Service Provider: <ul style="list-style-type: none"> Service Delay Policy 	January 1, 2018 – January 1, 2022	No Municipal Transit
<i>O. Reg. 191/11 – 50 (1-3)</i> Service Disruption Procedure Where route is temporarily changed providers shall : make available alternate accessible arrangements to transfer people with disabilities to their route and ensure information about alternate arrangements is communicated in a manner that considers person's disability.	1. Policy Confirmation: 1.1. Confirm with Transit Service Provider: <ul style="list-style-type: none"> Service disruption procedure and drivers and other transit staff are trained in the procedure Service disruption procedure is included in transit service purchase/partnership agreement 	January 1, 2018 – January 1, 2022	No Municipal Transit

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 - 41(2)</i> <u>Accessibility Planning</u> <u>– Public Meeting</u> Every conventional transportation service provider shall annually hold at least one public meeting involving persons with disabilities to ensure that they have an opportunity to participate in a review of the accessibility plan and that they are given the opportunity to provide feedback on the accessibility plan.</p>	<p>1.1. <u>Public Meeting</u></p> <ul style="list-style-type: none"> Confirm public consultation meeting with Transit Service Provider 	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>
<p><i>O. Reg. 191/11 – 41 (1)</i> Transportation providers shall create a process for managing, evaluating and taking action on customer feedback</p>	<p>1. <u>Policy Confirmation:</u> 1.1. Confirm with Transit Service Provider:</p> <ul style="list-style-type: none"> Feedback mechanism is established and included in transit service purchase/partnership <u>agreement</u> 	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Integrated Accessibility Standard Regulation: Transportation

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
<p><i>O. Reg. 191/11 – 36 (1-4)</i> Training Provider shall conduct transit driver training including: safe use of accessibility equipment and features, acceptable modifications to procedures to address temporary barriers or accessibility equipment failure, emergency preparedness and response procedures. Training records kept: date of training and number of participants</p>	<p>1. Confirmation: 1.1. Confirm training program or confirm offer to assist in driver training to meet requirements. Training to include: boarding and de-boarding assistance, driver training, customer service training, emergency procedure training, service disruptions 1.2. Confirm training conforms with requirements for Driver training according to O. Reg. 191/11</p>	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>
<p><i>O. Reg. 191/11 – 38 (1-3)</i> Support Person Fare Policy No fare shall be charged to individual accompanying a person with a disability where person with disability has a need for a support person. Person with disability must demonstrate need for support person and to ensure the appropriate designation for a support person is in place</p>	<p>1. Policy Confirmation: 1.1. Confirm with Transit Service Provider: <ul style="list-style-type: none"> • Support Person Fare Policy and drivers and other transit staff are trained in the policy • Support Person Fare Policy is included in transit service purchase/partnership agreement </p>	<p>January 1, 2018 – January 1, 2022</p>	<p>No Municipal Transit</p>

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Election Act: Election Accessibility Plan

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	<p>1. Customer Service – all Elections staff will be trained in Accessible Customer Service specific to their roles and responsibilities including:</p> <ul style="list-style-type: none"> 1.1 The Ontario Human Rights Code as it pertains to people with disabilities 1.2 Allowing the use of service animals and assistive devices 1.3 Allowing the use of support persons 1.4 Procedures for temporary disruptions 1.5 Procedures for emergency evacuation 1.6 Feedback process 1.7 Availability of voting ballot and/or voting process in alternate formats 1.8 Voting location accessibility 1.9 Proxy voting and curb-side voting 	October 19, 2018	Completed

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Elections Act Requirements: Election Accessibility Plan

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	2. Voting Places and Methods - all voting places will be physically accessible to voters including entrances/exits, queuing areas, voting booths and washroom areas. Voting locations will be assessed through a checklist.	October 19, 2018	Completed
	2.1 Accessible voting systems (audio ballots & internet voting) will be offered to permit independent voting		
	2.2 Voting accessibility measures will be advertised to the public		
	3. Assistance to Candidates – Candidate information and forms will be made available in alternate formats upon request.	October 19, 2018	Completed
	3.1 Any candidate speaking engagements organized by the Town and held in a municipal facility will be held in a physically accessible location.	October 19, 2018	

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Elections Act Requirements: Election Accessibility Plan

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	4. Recruitment and Staffing 4.1 Accommodation will be provided to Elections staff as needed. Emergency evacuation planning will be provided to elections staff as needed.	October 19, 2018	Completed
	5. Feedback Process: 5.1 Feedback regarding election accessibility will be received by feedback form, written letter, email or other electronic format or telephone or TTY service 5.2 The municipality will take the person's disability into account when responding to feedback 5.3 The availability of the feedback process will be posted to the municipality's website.	October 19, 2018	Completed

**Township of Wainfleet
Multi-Year Accessibility Plan 2018-2022**

Elections Act Requirements: Election Accessibility Plan

Regulation/Requirement	Action Required by Municipality	Timeline	Comments
MEA, s.12.1(1)(2)(3), s. 41(3), s.45(2)	6. Feedback Process: 6.1 Feedback regarding election accessibility will be received by feedback form, written letter, email or other electronic format or telephone or TTY service 6.2 The municipality will take the person's disability into account when responding to feedback 6.3 The availability of the feedback process will be posted to the municipality's website.	October 19, 2018	Completed
	7. Post Election Report - The Report will include: 7.1 Barriers experienced during election process and prevention solutions for future elections 7.2 Voter feedback 7.3 Best practices for future consideration 7.4 The report will be posted to the municipality's website and made available in alternate formats upon request	January 1, 2019	Completed

TO: Mayor Gibson & Members of Council

FROM: William Kolasa, Chief Administrative Officer

DATE OF MEETING: November 24, 2020

SUBJECT: COVID-19 Impact Report

RECOMMENDATION(S):

THAT Administrative Staff Report ASR-041/2020 respecting COVID-19 Impact Report be received as information.

EXECUTIVE SUMMARY:

The Township of Wainfleet continues to operate under a formally declared state of emergency due to the worldwide COVID-19 Pandemic (as does the Region of Niagara). While the Provincial Emergency declaration is 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.

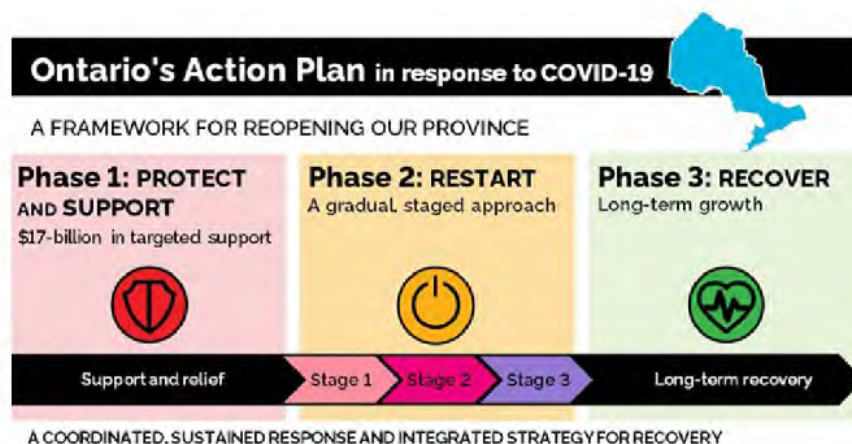
The Township continues to monitor the COVID-19 situation and guide development of appropriate responses to ensure the safety of the community and staff while providing for continuity of municipal services.

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 temporarily re-establishment of a more aggressive (ie. 3 times per week) ECG meeting schedule to ensure that the evolving situation is appropriately managed.

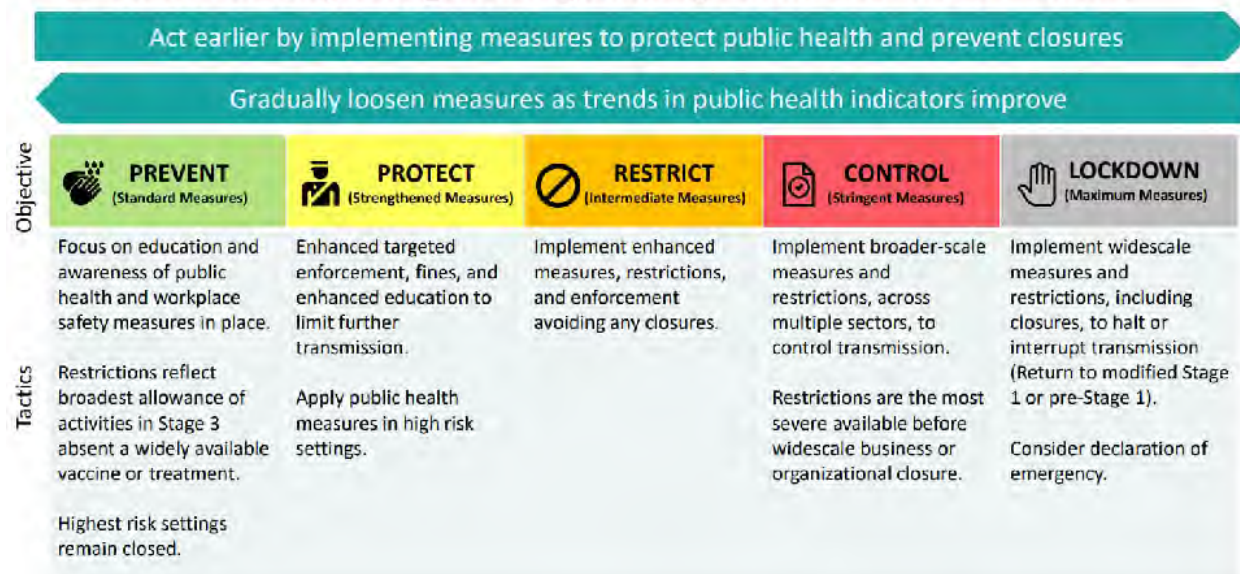
By early June, the Province entered Stage 1 of Phase 2 of the Province's framework for reopening (restart). On June 15, 2020, the Province announced that Niagara Region would be eligible to advance to Stage 2 of Phase 2. And, on July 20, 2020, the Province announced that it would allow Niagara Region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



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.

To that end, on November 3, 2020, the Province instituted a 5 phase framework as part of a comprehensive response to a second wave of the coronavirus in an effort to keep Ontario safe and open.

Framework: Adjusting and Tightening Public Health Measures



While the goal of the framework is to have every public health union region in the Province at the Green/Prevent level, the framework is designed to “stack” or “ladder up

or down” depending upon how indicators and trends are occurring locally. If trends are improving, control measures are dropped cautiously, level by level, to attempt to ensure there are no significant community or public health impacts with the rollback of measures.

Effective Monday November 16, 2020 (and at the time of the preparation of this report), Niagara Region has been placed in the Province’s Orange/Restrict category. Full details of the Province’s COVID-19 Response Framework, applicable indicators and thresholds, and sector-specific public health and workplace safety measures associated with each level can be reviewed in Appendix A to this report.

Throughout this entire exercise, the Township’s ECG has continued meeting and 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.

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>

OPTIONS/DISCUSSION:

Arena and other Facilities

The Wainfleet Arena officially reopened effective Saturday October 3, 2020. Internal policies and processes were put 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 also worked with local user groups to assist in their transition to the new COVID-19 environment. The shift of Niagara into the Orange/Restrict level has meant that some of our gathering protocols have had to be amended to ensure compliance with the new, more restrictive regulations as they apply to sports and recreational fitness facilities.

Plans to make other facilities, such as the Wainfleet Firefighters Memorial Hall, available for general public rentals continue to be 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.

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. 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 underwent 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 temporarily suspended in-person meetings at Town Hall and encouraged residents to access services remotely (via telephone or other electronic means such as email, electronic meetings, etc.) until the current outbreak was fully resolved.

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.

The outbreak at the Township Offices was deemed ended on Monday November 9, 2020, with all affected employees fully recovered and resuming normal duties. Out of an abundance of caution and to ensure public safety, the Township will slowly cycle back to pre-outbreak operations over the coming weeks – the first phase of which will include the resumption of in-person meetings of Council effective November 24, 2020, to be followed by the resumption of “by-appointment” meetings for members of the public at the Township Offices in early December (subject to any further directives or regulations that may yet be implemented at the Provincial and/or Regional levels). Additional information will be made public as it becomes available.

Wainfleet Township Public Library

As noted in Administrative Staff Report ASR-037/2020: the Wainfleet Public Library continues its operations with curbside pick-up and drop-off only to ensure the safety of both library patrons and staff. The Library is adapting, however, by offering a Virtual Winter Storytime for preschool and school aged children. More information about the five week program and other Library programs and services can be viewed on their website: <https://www.wainfleetlibrary.ca/>.

In addition, commencing on November 23, 2020, the library will also begin the process of cycling back to pre-outbreak operations including implementing browsing by appointment, computers by appointment, photocopying and faxing, etc. Curbside pick-up and drop-off will continue to be offered as well. Also, the December 4, 2020, Wainfleet Public Library Board meeting is being planned to be held “in person” with appropriate COVID-19 protocols and social distancing in place.

Christmas Market

The Wainfleet Christmas Market kicked off on November 14, 2020 and is currently planned to run for three more Sundays: November 22, November 29 and December 6, from 11:00 am to 4:00 pm. Visitors to the market are 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 will be strictly enforced.

Remembrance Day

As noted in Administrative Staff Report ASR-037/2020: The Township of Wainfleet's 2020 Remembrance Ceremony was conducted live at the Wainfleet Cenotaph on November 11, 2020. Due to restrictions imposed by the current pandemic, the Township followed 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 event was planned to be live-streamed via WeeStreem, but a last-minute technical issue prevented the stream from occurring. Instead, the ceremony was recorded then and immediately posted to the Township's YouTube channel: [Township of Wainfleet - Remembrance Day Ceremony - November 11, 2020 - YouTube](#).

Safe Restart Funding

In October, the Township received \$195,100 in municipal operating funding assistance to offset COVID-related costs, as promised. 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.

Phase 2 of the program was an application based program and was not designed to collect claims-based information on a line-by-line basis. The Ministry did provide examples of eligible and ineligible revenue and expense components required to provide an overall picture of the municipality's 2020 financial position. However, the requirements were intentionally vague in some respects, to allow each municipality to showcase areas where they were impacted the greatest, recognizing that there wasn't a one size fits all approach. The template was designed to illustrate the projected financial position compared to budget, categorizing any variances as a COVID or NON-COVID variance.

Treasurers from across Niagara Region collaborated routinely to ensure consistency of COVID-related financial reporting and to develop standardized assumptions for year-end projections and strategizing in the hope of maximizing the potential for successful funding applications.

At the time of the last report to Council, only four Municipalities in Niagara advised they would not be making application for Phase 2 funding. The last discussion with local area Treasurers was on the deadline for Phase 2 and at that time only five Treasurers had decided to make application

After multiple discussions, analyses and financial projections, Staff at the Township of Wainfleet determined that an application for Phase 2 funding was not appropriate. Since the onset of the Pandemic, staff have been making difficult decisions to balance increases in operational demands, safety of employees and residents, exploration of service delivery alternatives - all while controlling costs.

In light of the Township's mitigation efforts taken early on in the pandemic, and the control and management efforts that have continued throughout the emergency (along with the \$195,100 in Phase 1 funding and the additional \$61,856 that the Township was able to secure under through the Tourism Industry Association of Ontario to help offset COVID-related operational costs associated with our 2020 beach and farmers market operations), the Township's financial position simply has not been impacted to a degree where we could warrant or qualify for additional COVID-related operational funding assistance at this time under Phase 2 of the Safe Restart Funding.

Investing in Canada Infrastructure Program – COVID-19 Resilience Stream

On November 6, 2020, the Township of Wainfleet received notification from the Ontario Ministry of Infrastructure that it has been allocated \$100,000 in funding through the COVID-19 Resilience Stream under the Investing in Canada Infrastructure Program.

The Township is limited to a single project submission and staff will be working with federal eligibility criteria in order to identify municipal projects that address the federal parameters which include:

- Retrofits, Repairs and Upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
- COVID-19 Response Infrastructure, including measures to support physical distancing;
- Active Transportation Infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- Disaster Mitigation and Adaptation, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Municipalities will not be required to cost-share under this stream. The federal government will cover 80% of the total eligible costs associated with any approved

project and Ontario will cover 20%, however, total eligible costs for all submitted projects cannot exceed your municipal allocation noted above.

Appendix “B” to this report details the notification received by the Township and full program parameters are also attached as Appendix “C” to this report. Of critical importance is that projects must have started construction by September 30, 2021 and projects must have completed construction by December 31, 2021. Applications must be submitted to the province by December 21, 2020. Staff are currently reviewing program criteria as released the week of November 16, 2020, and will prepare an appropriate, eligible project application by the indicated deadline.

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:

- Appendix A – Province of Ontario's COVID-19 Response Framework
- Appendix B - Investing in Canada Infrastructure Program – COVID-19 Resilience Stream Notification
- Appendix C - Investing in Canada Infrastructure Program – COVID-19 Resilience Stream Parameters

Respectfully submitted and approved by,

William J. Kolasa
Chief Administrative Officer

APPENDIX “A”

This page has been intentionally left blank.

COVID-19 Response Framework: Keeping Ontario Safe and Open

November 3, 2020

Updated: November 13, 2020

Ontario's Priorities

Limit the Transmission of COVID-19

Put measures in place that work to limit transmission and sickness, and prevent death.

Avoid Closures

Enable businesses to sustain operations while reducing the risk of transmission.

Keep Schools and Childcare Open

Enable schools across the province to sustain a safe environment for classroom learning.

Maintain Health Care and Public Health System Capacity

Ensure the health care and public health system are meeting the needs of their communities.

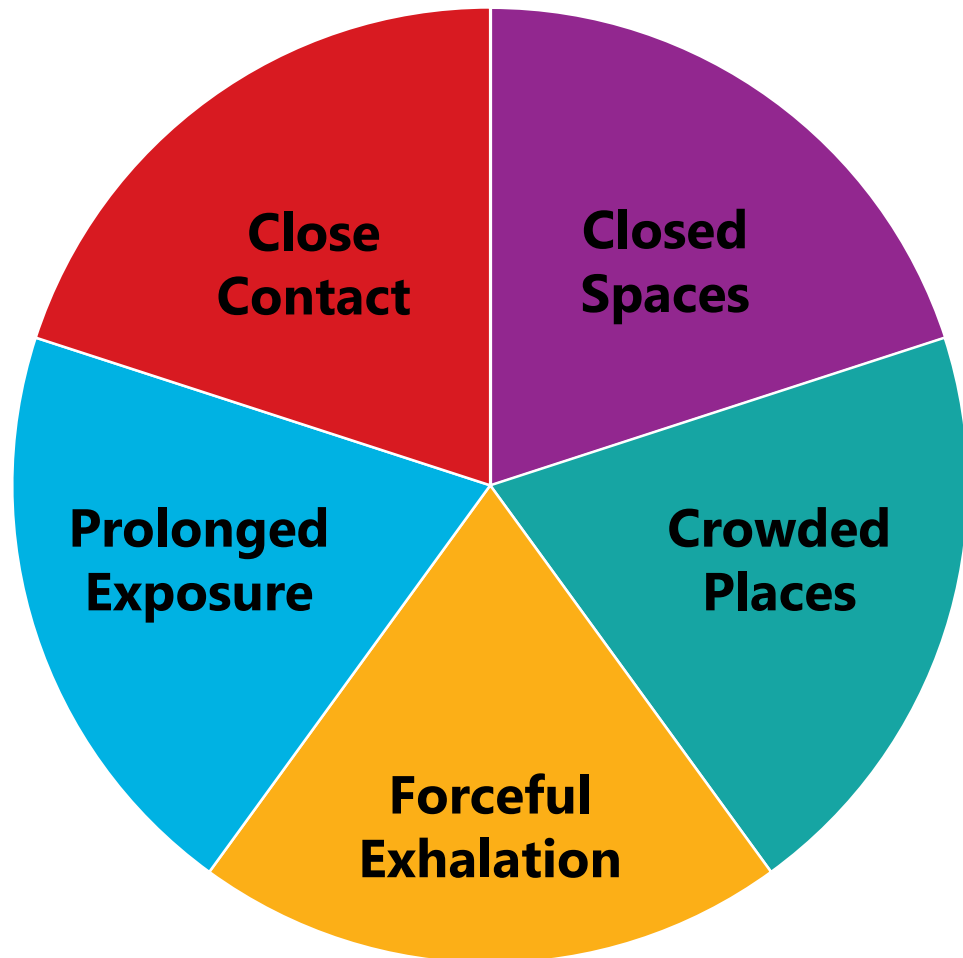
Protect Vulnerable Populations

Put measures in place to protect those most vulnerable to COVID-19.

Provide Additional Supports Where Possible

Develop equitable responses, including financial tools for groups and sectors disproportionately affected by the pandemic.

Key Risk Factors of Potential Transmission



There are several risk factors that help drive transmission of COVID-19. ***Close contact is the highest risk.*** Limiting these risks is critical to keeping Ontario open and safe.

Personal and public health measures — such as physical distancing, staying home when ill even with mild symptoms, frequent handwashing and surface cleaning — have significant benefits and have been proven to limit COVID-19 transmission.

It is critical the people of Ontario understand the risks of gatherings (crowds) in close contact in enclosed/indoor spaces to understand how to mitigate those and make informed choices.

Principles for Keeping Ontario Safe and Open



Responsible:
Protecting the **health and safety of the people of Ontario**, especially those who are most vulnerable. Keeping child care centres and schools open are priorities.



Proactive, graduated, and responsive:
Proactive measures, including enforcement, will work to prevent transmission, thereby protecting our health care system and helping businesses stay open. **Graduated measures should be targeted and informed by regional circumstances.**



Evidence-informed: Best-available scientific knowledge, public health data, defined criteria and consistent measures will inform public health advice and government decisions.



Clear: Plans and responsibilities for individuals, businesses and organizations (employers) will **be clear and outline what happens at each level.**

Outbreaks and Community Transmission

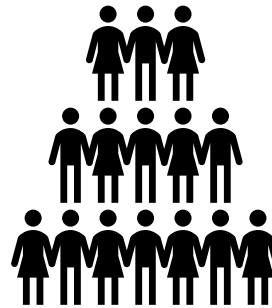
Outbreaks can start in a variety of places including workplaces, institutions, and other settings.



When there are a few or small number of outbreaks, public health units can undertake aggressive outbreak management, **at each setting**, to contain virus spread.

This may include rapid case and contact management, enforcement of measures, and strengthening measures where the outbreak is occurring, etc.

If spread of the virus is not contained, it often results in **widespread community transmission**.



Widespread community transmission requires **broad scale responses**. A response would include broad scale public health measures, restrictions to limiting/restricting access to control transmission, as well as testing, and case and contact tracing.



Community transmission can result in further outbreaks, including in vulnerable settings.



When this occurs, targeted actions, particularly in vulnerable settings such as long-term care homes, retirement homes, child care centres and schools, are required to prevent illness and death.

These outbreaks can also lead to further community transmission.

A Comprehensive, Whole-of-Government Response to Keeping Ontario Safe and Open

Actions and sustained efforts to limiting transmission and moving regions out of modified Stage 2...

Case and Contact Management	<ul style="list-style-type: none">• Almost 4,000 case management and contact tracing staff province-wide undertake outreach to support isolation and testing to prevent further spread• Established target = 90% of cases and contacts followed up within 24 hours
Testing	<ul style="list-style-type: none">• Capacity to process over 50,000 tests/day; building to capacity of 100,000 tests/day by December 2020.• Established target of 60% of tests turned around within 1 day, and 80% within 2 days• Established benchmark of maintaining test positivity under 3%
Public Health Measures	<ul style="list-style-type: none">• Framework to progressively adjust public health measures to respond to the pandemic
Education, Compliance & Enforcement	<ul style="list-style-type: none">• Proactive education and outreach to businesses and organizations• Compliance checks, inspection, paired with education; monitoring, and Provincial Offences Act (POA) Part I or related tools to improve outcomes (e.g., warnings and fines)• Multi-ministry COVID-19 safety blitzes coordinated with local by-law and police services<ul style="list-style-type: none">○ Includes fines and prosecution for blatant and/or repeated non-compliance; results shared with local officials and media, POA Part III or related tools (e.g., appear before court, potential for significant fine and/or jail time)
Targeted Supports	<ul style="list-style-type: none">• Additional supports provided for vulnerable populations, communities, and impacted businesses
Communications	<ul style="list-style-type: none">• Complementary communications plan supporting broad public education and awareness

Framework: Adjusting and Tightening Public Health Measures

Act earlier by implementing measures to protect public health and prevent closures

Gradually loosen measures as trends in public health indicators improve

Objective



PREVENT

(Standard Measures)



PROTECT

(Strengthened Measures)



RESTRICT

(Intermediate Measures)



CONTROL

(Stringent Measures)



LOCKDOWN

(Maximum Measures)

Tactics

Focus on education and awareness of public health and workplace safety measures in place.

Restrictions reflect broadest allowance of activities in Stage 3 absent a widely available vaccine or treatment.

Highest risk settings remain closed.

Enhanced targeted enforcement, fines, and enhanced education to limit further transmission.

Apply public health measures in high risk settings.

Implement enhanced measures, restrictions, and enforcement avoiding any closures.

Implement broader-scale measures and restrictions, across multiple sectors, to control transmission.

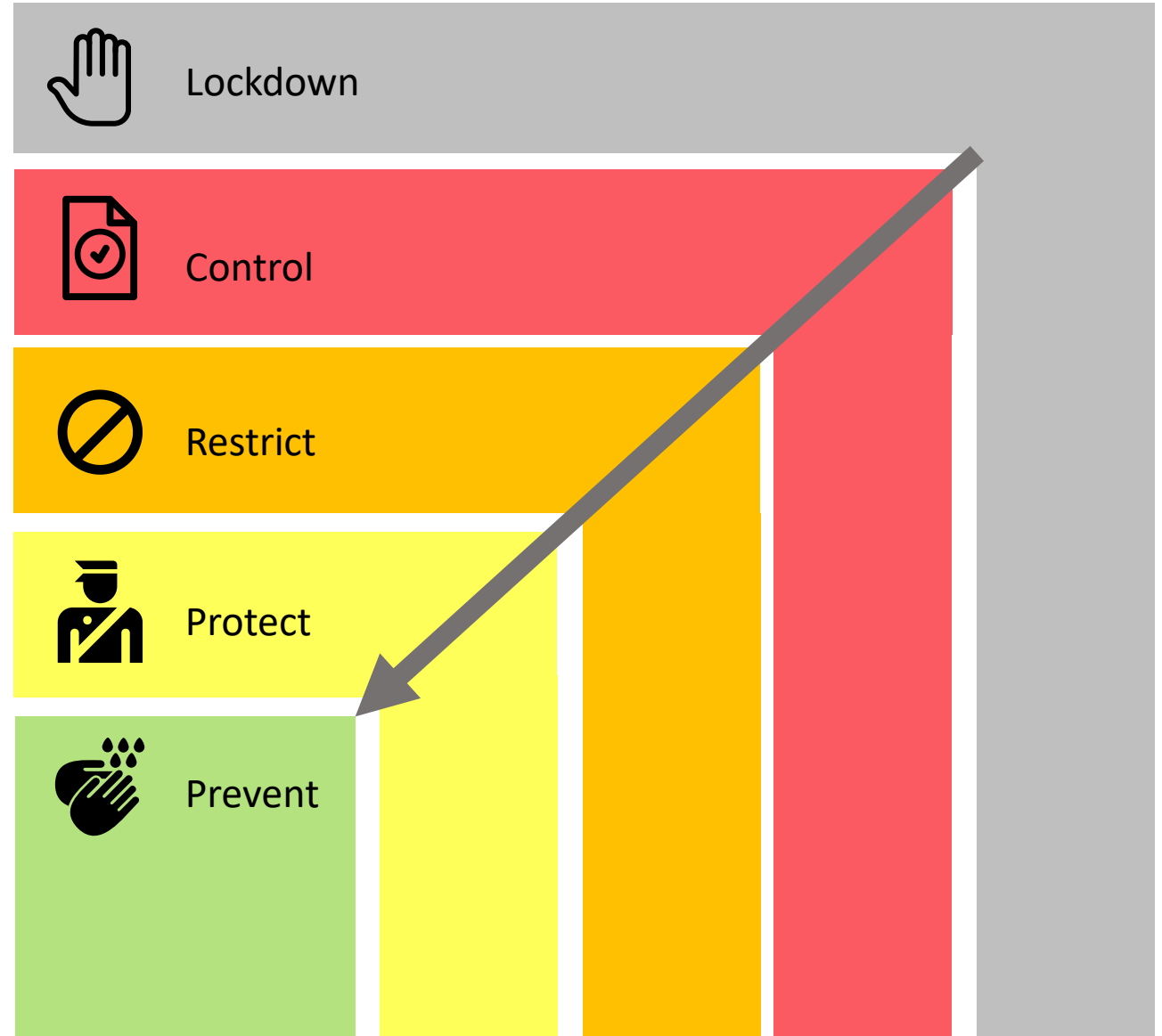
Restrictions are the most severe available before widescale business or organizational closure.

Implement widescale measures and restrictions, including closures, to halt or interrupt transmission (Return to modified Stage 1 or pre-Stage 1).






Consider declaration of emergency.

Framework: Adjusting and Tightening Public Health Measures

- The goal is to have every public health unit region in the “Prevent” level.
- Framework is designed to ‘stack’ or ‘ladder down or up.’
- Measures are scaled back or implemented progressively, level by level.
- If trends are improving, measures are dropped cautiously, level by level, to ensure there are no significant community or public health impacts with the rollback of measures.



Indicators and Thresholds: Adjusting and Tightening Public Health Measures






 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)	 LOCKDOWN (Maximum Measures)
Epidemiology <ul style="list-style-type: none">Weekly incidence rate is < 10 per 100,000% positivity is < 0.5Rt < 1Outbreak trends/ observationsLevel of community transmission/non-epi linked cases stable Health System Capacity <ul style="list-style-type: none">Hospital and ICU capacity adequate PH System Capacity <ul style="list-style-type: none">Case and contact follow up within 24 hours adequate	Epidemiology <ul style="list-style-type: none">Weekly incidence rate is 10 to 24.9 per 100,000% positivity is 0.5-1.2%Rt is approximately 1Repeated outbreaks in multiple sectors/settings OR increasing/# of large outbreaksLevel of community transmission/non-epi linked cases stable or increasing Health System Capacity <ul style="list-style-type: none">Hospital and ICU capacity adequate PH System Capacity <ul style="list-style-type: none">Case and contact follow up within 24 hours adequate	Epidemiology <ul style="list-style-type: none">Weekly incidence rate is 25 to 39.9 per 100,000% positivity is 1.3-2.4%Rt is approximately 1 to 1.1Repeated outbreaks in multiple sectors/settings, increasing/# of large outbreaksLevel of community transmission/non-epi linked cases stable or increasing Health System Capacity <ul style="list-style-type: none">Hospital and ICU capacity adequate or occupancy increasing PH System Capacity <ul style="list-style-type: none">Case and contact follow up within 24 hours adequate or at risk of becoming overwhelmed	Epidemiology <ul style="list-style-type: none">Weekly incidence rate ≥ 40 per 100,000% positivity ≥ 2.5%Rt is ≥ 1.2Repeated outbreaks in multiple sectors/settings, increasing/# of large outbreaksLevel of community transmission/non-epi linked cases increasing Health System Capacity <ul style="list-style-type: none">Hospital and ICU capacity at risk of being overwhelmed PH System Capacity <ul style="list-style-type: none">Public health unit capacity for case and contact management at risk or overwhelmed	Trends continue to worsen after measures from Control level are implemented.

NOTES:





- Indicators will generally be assessed based on the previous two weeks of information. However, movement to apply measures will be considered sooner than two weeks if there is a rapidly worsening trend.
- Local context and conditions will inform movement, including potential regional application of measures.
- Thresholds within a region may not all be met at the same time; decisions about moving to new measures will require overall risk assessment by government.

Sector-Specific Public Health and Workplace Safety Measures





General Public Health Measures (Gatherings, Workplace Requirements and Face Coverings)

	 PREVENT <small>(Standard Measures)</small>	 PROTECT <small>(Strengthened Measures)</small>	 RESTRICT <small>(Intermediate Measures)</small>	 CONTROL <small>(Stringent Measures)</small>	
Measures	Gathering limit for certain organized public events and social gatherings (e.g. barbeques): <ul style="list-style-type: none">• 10 people indoors• 25 people outdoors	Measure from previous level	Measure from previous level	Gathering limit for all organized public events and social gatherings: <ul style="list-style-type: none">• 10 people indoors• 25 people outdoors	<div>LOCKDOWN</div> <div>Stage 1 / Pre-Stage 1</div> <div></div>
	Gathering limit for organized public events and gatherings: <ul style="list-style-type: none">• 50 people indoors• 100 people outdoors				
	Gathering limit for religious services, weddings and funerals: <ul style="list-style-type: none">• 30% capacity indoors• 100 people outdoors				
	Requirement for workplace screening				
	Requirement for face coverings at indoor workplaces				
	Requirement for face coverings in indoor public spaces, with limited exemptions				
	Worker protections such as eye protection where patrons without face coverings are within two metres of workers				
	Development and implementation of a communication/public education plan (highlighting risk)				
	Requirement to maintain physical distancing				
	Advice to restrict non-essential travel from areas of high-transmission to areas of low transmission				





Measures for Restaurants, Bars and Food or Drink Establishments

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Measures	<ul style="list-style-type: none"> Require patrons to be seated; 2m minimum between tables Dancing, singing and performing music is permitted, with restrictions Karaoke permitted, with restrictions (including no private rooms) Require patron contact info (one per party) No buffet style service Night clubs only permitted to operate as restaurant or bar Line-ups/patrons congregating outside venues managed by venue; 2m distance and face covering required Face coverings except when eating or drinking only Eye protection where patrons without face coverings are within 2m of workers 	Measures from previous levels and: <ul style="list-style-type: none"> Limit operating hours, establishments must close at midnight Liquor sold or served only between 9 a.m. to 11 p.m. No consumption of liquor permitted between 12 a.m. to 9 a.m. Require contact information for all seated patrons Limit of 6 people may be seated together Limit volume of music (e.g., to be no louder than the volume of a normal conversation) Safety plan available upon request 	Measures from previous levels and: <ul style="list-style-type: none"> 50 person indoor seated capacity limit Limit operating hours, establishments close at 10 p.m. Liquor sold or served only between 9 a.m. to 9 p.m. No consumption of liquor between 10 p.m. and 9 a.m. Require screening of patrons (e.g., questionnaire) Limit of 4 people may be seated together Closure of strip clubs 	Measures from previous levels and: <ul style="list-style-type: none"> Maximum number of patrons permitted to be seated indoors is 10 Outdoor dining, take out, drive through, and delivery permitted Dancing, singing and the live performance of brass or wind instruments are prohibited






Measures for Sports and Recreational Fitness

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Measures	<ul style="list-style-type: none"> • 50 people indoors (classes) • 100 people outdoors (classes) • 50 people indoors (area with weights or exercise equipment) • Spectators allowed (50 indoors and 100 outdoors) • Limit of 50 people per room basis if operating in compliance with a plan approved by the Office of the Chief Medical Officer of Health (Guidance for Facilities for Sport and Recreational Fitness Activities During COVID-19) • Team or individual sports must be modified to avoid physical contact; 50 people per league • Exemption for high performance athletes and parasports • Limit volume of music to conversation level and prevent shouting by both instructors and members of the public • Face coverings required except when exercising. 	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> • Increase spacing between patrons to 3m for areas of a sport or recreational facility where there are weights/weight machines and exercise/fitness classes • Recreational programs limited to 10 people per room indoors and 25 outdoors • Require contact information for all patrons and attendance for team sports • Require reservation for entry; one reservation for teams • Safety plan available upon request 	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> • Maximum 50 people per facility (revoke OCMOH approved plan) in all combined recreational fitness spaces or programs (not pools, rinks at arenas, community centres, and multi-purpose facilities) • Require screening of members of the public, including spectators (e.g., questionnaire) • Limit duration of stay to 90 minutes except if engaging in sport • No spectators permitted (exemption for parent/guardian supervision of children) 	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> • Gyms and fitness studios permitted to be open: <ul style="list-style-type: none"> • 10 people indoors (classes) • 25 people outdoors (classes) • 10 people indoors (areas with weights or exercise equipment) • All sports and recreational programs in other facilities (arenas and multiplexes) limited to 10 people per room indoors and 25 outdoors. • Team sports must not be practiced or played except for training (no games or scrimmage) • No contact permitted for team or individual sports






Measures for Meeting and Event Spaces

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Measures	Limits: <ul style="list-style-type: none"> • 50 people indoors • 100 people outdoors *exception for court/government services, weddings, funerals <ul style="list-style-type: none"> • Booking multiple rooms for the same event not permitted • 50 indoors per room, where physical distancing can be maintained if venue operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health (Guidance for Meeting and Event Facilities During COVID-19) 	Measures from previous levels and: <ul style="list-style-type: none"> • Limit operating hours, establishments must close at midnight • Liquor sold or served only between 9 a.m. to 11 p.m. • No consumption of liquor permitted between 12 a.m. to 9 a.m. • Require contact information for all seated patrons • Limit of 6 people may be seated together • Limit volume of music (e.g., to be no louder than the volume of a normal conversation) • Safety plan available upon request 	Measures from previous levels and: <ul style="list-style-type: none"> • Maximum of 50 people per facility (revoke capacity limit on a per room basis as per OCMOH plan) • Limit operating hours, establishments close at 10 p.m. • Liquor sold or served only between 9 a.m. to 9 p.m. • No consumption of liquor between 10 p.m. and 9 a.m. • Limit of 4 people may be seated together • Require screening of patrons (e.g., questionnaire) 	Measures from previous levels and: Limits: <ul style="list-style-type: none"> • 10 people per facility indoors • 25 people outdoors






Measures for Retail

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)	
Measures	<ul style="list-style-type: none"> Fitting rooms must be limited to non-adjacent stalls Line-ups/patrons congregating outside venues managed by venue; 2m distance and face covering required 	Measure from previous level and: <ul style="list-style-type: none"> Limit volume of music (e.g., to be no louder than the volume of a normal conversation) For malls a safety plan must be available upon request 	Measures from previous level and: <ul style="list-style-type: none"> Require screening of patrons at mall entrances (e.g., questionnaire) For consideration during winter: <ul style="list-style-type: none"> Limit capacity in retail stores and in shopping malls 	Measures from previous levels and: <ul style="list-style-type: none"> Maximum number of patrons permitted to be seated indoors in mall food court is 10 For consideration during winter holiday season: <ul style="list-style-type: none"> Limit capacity in retail stores and in shopping malls 	LOCKDOWN Stage 1 / Pre-Stage 1 
	<ul style="list-style-type: none"> Guidance for mall operators and retail stores 				





Measures for Personal Care Services

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)	LOCKDOWN Stage 1 / Pre-Stage 1 
Measures	<ul style="list-style-type: none">• Oxygen bars, steam rooms, and saunas closed	<p>Measures from previous level and:</p> <ul style="list-style-type: none">• Require contact information from all patrons• Safety plan available upon request	<p>Measures from previous level and:</p> <ul style="list-style-type: none">• Services requiring removal of face coverings prohibited• Change rooms & showers closed• Bath houses, other adult venues, hot tubs, floating pools, whirlpools and sensory deprivation pods closed (some exceptions)• Require screening of patrons (e.g., questionnaire)	<p>Measures from previous level</p> <ul style="list-style-type: none">• Services requiring removal of face coverings prohibited	

Measures for Casinos, Bingo Halls and Gaming Establishments

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)	
Measures	<ul style="list-style-type: none">Capacity cannot exceed 50 persons.Table games are prohibited.OR casinos, bingo halls, and gaming establishments operate in accordance with a plan approved by the Office of the Chief Medical Officer of Health.	<p>Measures from previous level and:</p> <ul style="list-style-type: none">Liquor sold or served only between 9 a.m. to 11 p.m.No consumption of liquor permitted between 12 a.m. to 9 a.m.Require contact information from all patronsSafety plan available upon request	<p>Measures from previous levels, and:</p> <ul style="list-style-type: none">Liquor sold or served only between 9 a.m. to 9 p.m.No consumption of liquor between 10 p.m. and 9 a.m.Require screening of patrons (e.g., questionnaire)	<p>Measures from previous levels and: Limits:</p> <ul style="list-style-type: none">10 people per facility indoors25 people outdoors	<div>LOCKDOWN Stage 1 / Pre-Stage 1</div> 






Measures for Cinemas

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)
Measures	<p>In facility/area</p> <ul style="list-style-type: none"> • 50 indoors • 100 outdoors <p>OR</p> <ul style="list-style-type: none"> • 50 indoors per auditorium if cinema operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health (Guidance for Movie Theatres During COVID-19) • Face coverings except when eating or drinking only • Drive-in cinemas permitted to operate, subject to restrictions 	<p>Measures from previous level and:</p> <ul style="list-style-type: none"> • Liquor sold or served only between 9 a.m. to 11 p.m. • No consumption of liquor permitted between 12 a.m. to 9 a.m. • Require contact information from all patrons • Safety plan available upon request 	<p>Measures from previous levels and:</p> <ul style="list-style-type: none"> • 50 per facility (revoke OCMOH approved plan) • Liquor sold or served only between 9 a.m. to 9 p.m. • No consumption of liquor between 10 p.m. and 9 a.m. • Require screening of patrons (e.g., questionnaire) 	<p>Closed, except for:</p> <ul style="list-style-type: none"> • Drive-in cinemas • Rehearsal or performing a recorded or broadcasted event remains permitted • Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or other impermeable barrier

LOCKDOWN
 Stage 1 / Pre-Stage 1



Measures for Performing Arts Facilities

	 PREVENT (Standard Measures)	 PROTECT (Strengthened Measures)	 RESTRICT (Intermediate Measures)	 CONTROL (Stringent Measures)	
Measures	<ul style="list-style-type: none"> • 50 spectators indoors and 100 spectators outdoors with 2m physical distance maintained • Singers and players of wind or brass instruments must be separated from spectators by plexiglass or some other impermeable barrier • Rehearsal or performing a recorded or broadcasted event permitted • Performers and employees must maintain 2m physical distance except for purposes of the performance • Drive-in performances permitted 	Measures from previous level and: <ul style="list-style-type: none"> • Liquor sold or served only between 9 a.m. to 11 p.m. • No consumption of liquor permitted between 12 a.m. to 9 a.m. • Require contact information from all patrons • Safety plan available upon request 	Measures from previous levels and: <ul style="list-style-type: none"> • Liquor sold or served only between 9 a.m. to 9 p.m. • No consumption of liquor between 10 p.m. and 9 a.m. • Require screening of patrons (e.g., questionnaire) 	Measures from previous levels and: <ul style="list-style-type: none"> • Closed to spectators • Rehearsal or performing a recorded or broadcasted event remains permitted • Singers and players of brass or wind instruments must be separated from any other performers by plexiglass or other impermeable barrier 	LOCKDOWN Stage 1 / Pre-Stage 1 

APPENDIX “B”

This page has been intentionally left blank.

COVID-19 Resilience Infrastructure Stream: Local Government Intake Notification

November 6, 2020

Dear **Township of Wainfleet**

Re: Investing in Canada Infrastructure Program (ICIP) – COVID-19 Resilience Infrastructure Stream

On October 28, 2020, Ontario announced the COVID-19 Resilience Infrastructure Stream (“COVID stream”) under the Investing in Canada Infrastructure Program (ICIP) in Ontario.

Under the new COVID stream, \$250 million in combined federal-provincial funding will be dedicated to local governments across the province. **Your municipality’s allocation is \$100,000 for this new stream.**

The federal government has indicated that investments under this stream are to support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit. According to federal parameters, eligible projects include (see Appendix B for full details):

- **Retrofits, Repairs and Upgrades** for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
- **COVID-19 Response Infrastructure**, including measures to support physical distancing;
- **Active Transportation Infrastructure**, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- **Disaster Mitigation and Adaptation**, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Municipalities should work with the federal eligibility criteria to identify projects to address COVID-19 responses and resilience, including in municipal/regional owned long-term care homes. Municipalities are also able to partner with not-for-profit and broader public sector organizations (e.g. any public sector body) and submit projects on their behalf, using their municipal allocations. This will be subject to the municipality’s own project evaluation prior to submission to the province. Not-for-profits and broader public sector organizations are not eligible to apply on their own. More information will be available on this in the program guidelines.

As with other ICIP streams, projects that have already commenced construction or contain no capital components (i.e. planning projects) are ineligible for funding under this intake. Additionally, costs for land acquisition, infrastructure for tourism or facilities home to a professional sports team, and any project already nominated to the federal government under another ICIP stream are ineligible under the COVID stream.

Municipalities will not be required to cost-share under this stream. The federal government will cover 80% of the total eligible costs associated with any approved project and Ontario will cover 20%, however, total eligible costs for all submitted projects cannot exceed your municipal allocation noted above.

Municipalities will have the opportunity to submit projects for review and approval, but eligible costs associated with any given project cannot exceed \$10 million.

There will be a project cap based on your municipal allocation:

- 1 project submission for those receiving a maximum of \$100,000;
- 2 project submissions for those receiving \$100,001 to a maximum of \$500,000; and,
- 5 project submissions for those receiving \$500,001 and above.

Projects are limited to one of four categories as outlined by the federal government in the list in appendix B. Please contact our delivery team (email below) if you have questions about this. Municipalities can bundle various assets, within one of the four categories, under one project submission.

The federal timelines of this program require all parties to work together quickly to implement funding. Applications will be reviewed and prioritized by the province based on a rolling intake (i.e. first-come, first-served), but the following deadlines will apply:

- Applications for single projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by December 21, 2020;
- Applications for multiple projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by January 7, 2021;
- Projects must have started construction by September 30, 2021; and,
- Projects must have completed construction by December 31, 2021; except for remote communities which will have until December 31, 2022 (see below).

Only projects that meet the above criteria, as well as those that will follow in the provincial program guidelines will be considered for nomination by the Province to the federal government. No deadline extensions will be considered. If you do not submit your application on time, or your project does not start and/or complete by the deadlines required by the federal government, you will lose any opportunity to access this funding allocation.

As per federal parameters, remote communities will receive additional time and have until December 31, 2022 to complete project construction. Communities who fall under this definition, as per the Canada-Ontario Integrated Bilateral Agreement, are outlined in the attached in Appendix A.

Application materials (i.e. application forms, program guidelines and federal Environmental Assessment/Duty to Consult forms) will become available on the TPON website once the stream has officially launched the week of November 16th. Please check back on the site for updates in the coming weeks.

If you have questions about your municipality's allocation, program eligibility, getting prepared for project submission or would like a copy of this communication in French, please contact ICIPCOVID@ontario.ca for support.

We look forward to working with you as you submit projects.

Sincerely,

Trevor Fleck
A/Director, Intergovernmental Policy and Delivery Branch
Ministry of Infrastructure

APPENDIX “C”

This page has been intentionally left blank.

APPENDIX B: COVID-19 RESILIENCE INFRASTRUCTURE STREAM - PROJECT ELIGIBILITY CRITERIA

Category 1: Retrofits, repairs and upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and schools.

Eligible Asset Type	Asset Sub-types
Municipal (local government) and provincial/territorial/Indigenous buildings	<ul style="list-style-type: none"> • Administrative buildings • Fire halls • Police stations • Maintenance facilities • Physical Plants • Public works buildings (e.g. transformer sub-stations, water treatments facilities, hazardous waste disposal facilities) • Food safety infrastructure (committee freezers, green houses etc.) • Any other municipal (local government) and provincial/territorial/indigenous buildings that deliver or provide services or programming.
Health infrastructure	<ul style="list-style-type: none"> • Hospitals • Morgues • Nursing homes and senior citizen homes • Long-term care facilities • Wellness centres • Paramedic Services facility • Health centres, clinics and other health care buildings • Community interest facility e.g. mental health and addiction centres • Rehabilitation centres • Youth services facilities • Social and supportive housing • Paramedic and support vehicles
Educational Infrastructure	<ul style="list-style-type: none"> • Day care facilities • Schools (e.g. high school, college) • Adult education facilities • Playgrounds • Universities

	<ul style="list-style-type: none"> • Sports facilities • Computer labs and web infrastructure • School theatres • School libraries • Performing arts centres • Colleges • Research centres • Student housing • Student services buildings • Agricultural education infrastructure (barns, green houses, etc.)
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing.

Eligible Asset Type	Asset Sub-types
Build or modify infrastructure to respond to the Covid-19 pandemic	<ul style="list-style-type: none"> • Safety retrofits for public sector buildings • Safety retrofits for rolling stock • New builds, retrofits, repairs or rebuilds of social housing, long-term care facilities, seniors' homes or temporary housing (shelters) to support new safety measures or physical distancing • Expand single rooms within existing hospitals • Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities) • Modular field hospitals, mobile ICU units or other equipment to facilitate rapid expansion of intensive care capacity • Renovate public facilities to serve as designated hospital overflow sites • Emergency vehicles • Security support vehicles • Barriers • Passenger safety improvements • Driver safety improvements (barriers etc.) • Video screens and PA systems for announcements • Automatic vehicle location technology

	<ul style="list-style-type: none"> • Security enhancements • Food security infrastructure
--	-------------------------------------------------------------------------------------------------------------------

Category 3: Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths.

Eligible Asset Type	Asset Sub-types
Active transportation infrastructure	<ul style="list-style-type: none"> • Parks trails and multi-use paths • Bike and pedestrian lanes on existing or new roads or highways • Sidewalks • Footpaths and foot bridges • Active transportation support facility (e.g. bike parking/storage) • Street and park furniture (e.g. benches, shade areas, planters)

Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.

Eligible Asset Type	Asset Sub-types
Climate Change, natural disasters, extreme weather	<p>Natural:</p> <ul style="list-style-type: none"> • Forest • Shoreline vegetation • Green Roofs • Bioswales/rain gardens • Aquifer • Wetland restoration <p>Structural:</p> <ul style="list-style-type: none"> • Barriers • Dams • Dykes • Drainage canals • Floodways • Man-made wetlands • Retaining walls and other shoreline protection such as rock revetment

	<ul style="list-style-type: none">• Seawalls and breakwaters• Weirs• Pump station (to increase hydraulic capacity and reduce flooding)
Floods and Fires	<ul style="list-style-type: none">• Barriers• Dams• Dykes• Drainage canals• Floodways• Man-made wetlands• Retaining walls and other shoreline protection such as rock revetment• Seawalls and breakwaters• Weirs• Pump station (to increase hydraulic capacity and reduce flooding)
Assets associated with afforestation and reforestation	<ul style="list-style-type: none">• Tree planting projects• Coordination or distribution centres• Nurseries• Greenhouses• Access roads and bridges (that provide access to areas where tree planting will take place)

DRAINAGE STAFF REPORT

DSR-008/2020

TO: Mayor Gibson & Members of Council

FROM: Mark Jemison, Drainage Superintendent

DATE OF MEETING: November 24, 2020

SUBJECT: Consideration of Bridgewater Drain Engineer's Report

RECOMMENDATION(S):

THAT Report DSR-008-2020 regarding consideration of the Bridgewater Municipal Drain be received;

AND THAT a By-law be given two readings to provisionally adopt the Bridgewater Drain Report dated March, 5 2019, prepared by Spriet Associates Ltd., under Section 78, Chapter D. 17 of the *Drainage Act R.S.O. 1990*.

AND THAT Staff be directed to advance the Bridgewater Drain Engineer's Report to that of the Court of Revision, as per Section 46(1) of the *Drainage Act R.S.O. 1990*.

AND THAT Councillors _____, _____, and _____ be appointed as members to the Bridgewater Drain Court of Revision and Councillor _____ be appointed as an alternative to be tentatively scheduled for December 15, 2020.

AND THAT upon completion of the appeal process the Drainage Superintendent be authorized to proceed with construction of the drainage works in accordance with the *Drainage Act*.

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.

Staff are recommending the Engineer's report be adopted under provisional By-law and proceed through the Drainage Act Process.

BACKGROUND:

Further to DSR-007-2020, which presented Council with a history, background and summary of events leading up to the delivery of the final version of the Engineer's Report, the following update is provided.

Following Council's decision, staff completed a mailing of the Engineer's Report and notification to all properties in the watershed that would be affected by the drainage works.

At this meeting, Council will be provided with a verbal presentation by the Engineer of Record, Brandon Widner, P. Eng., of Spriet Associates Ltd., outlining the Bridgewater Drain project.

The property owners who were notified under Section 41(1) & 41(2) of the *Drainage Act* that choose to attend are to be provided an opportunity to ask questions of the Engineer or any concerns over the Engineer's Report related to design or any gross errors in the report. Should the Meeting to Consider reveal any errors in the Engineer's Report, Council may refer the report back to the Engineer for reconsideration.

However, under no circumstances is Council to refer the Report back to the Engineer regarding assessments. Concerns related to assessment are a function of the Court of Revision, said process to occur within 60 days of the Meeting to Consider.

Pending adoption of the provisional By-law, a Court of Revision shall be held as per Section 97 of the *Drainage Act* to address concerns with assessments. The Court of Revision shall be held on a day not earlier than twenty nor later than thirty days from the date of completing the sending of the copies of the provisional by-law to the assessed properties.

OPTIONS/DISCUSSION:

1. Staff be directed to advance the Bridgewater Drain Engineer's Report to that of the Court of Revision as per Section 46(1) 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 Drain Engineer's Report
2. Bridgewater Drain Plan and Profile
3. Section 78 Flow Chart
4. Court of Revision Procedures

Respectfully submitted by,

Reviewed by:

Mark Jemison
Drainage Superintendent

Richard Nan
Manager of Operations

Approved by,

William Kolasa
Chief Administrative Officer

APPENDIX “A”

This page has been intentionally left blank.

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. 12m³ 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. 10m³ 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. 10m³ 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 %

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

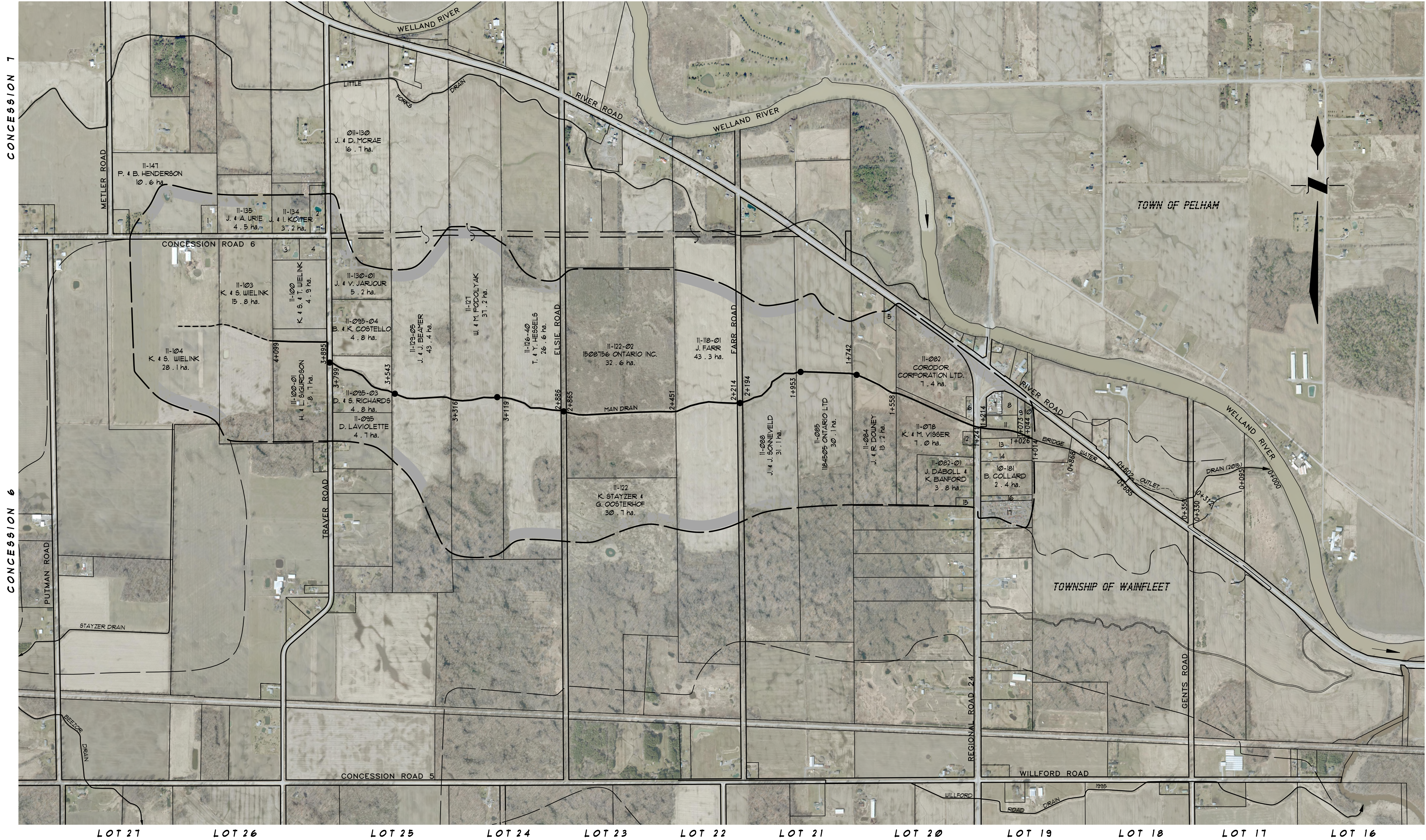
SCHEDULE OF NET ASSESSMENT (cont'd)

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”

This page has been intentionally left blank.



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

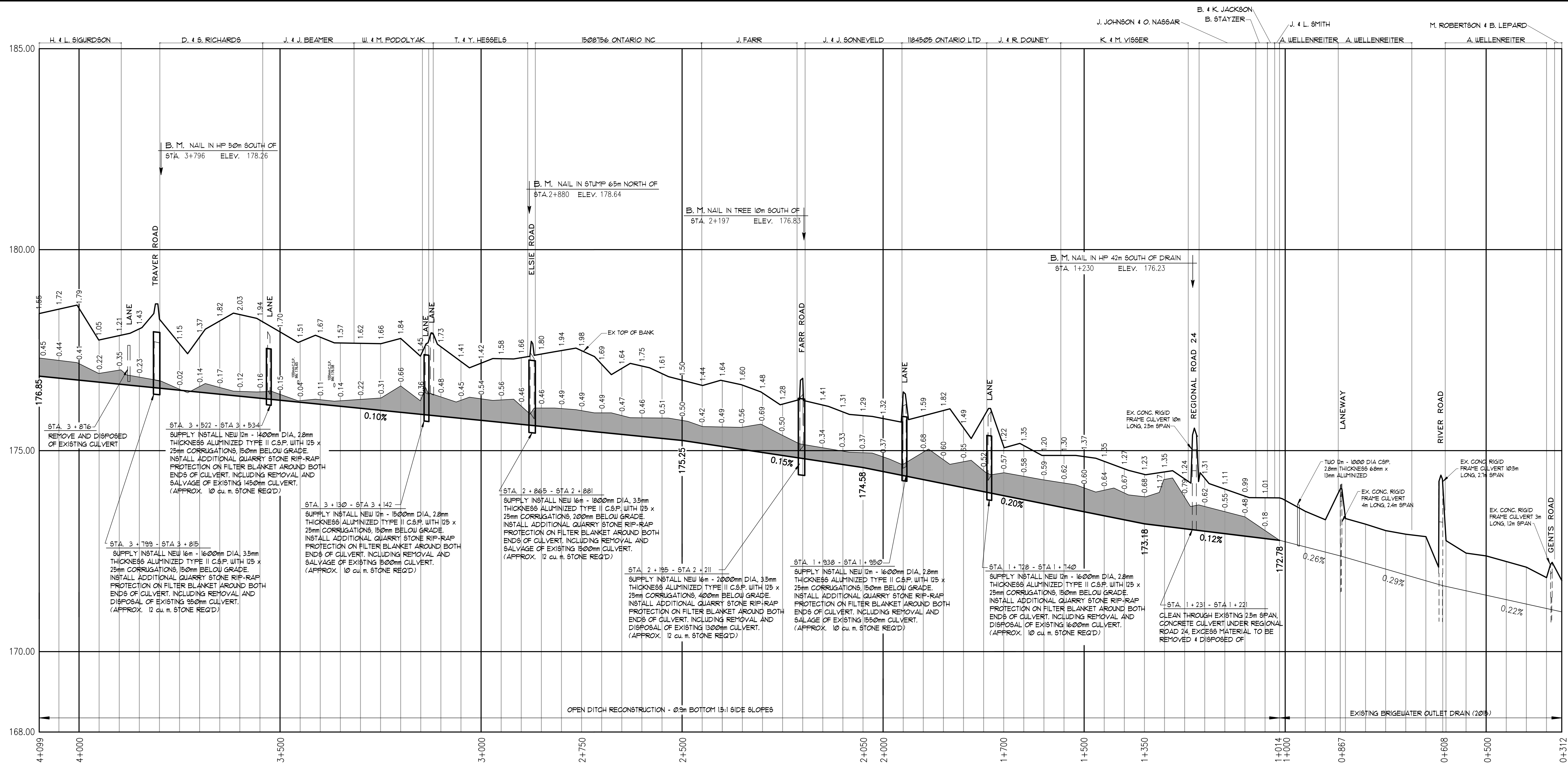
- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- 2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:
OPEN PORTIONS - 10 meters (INCLUDING 3m BUFFER)
- 3/ 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.
- 4/ 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.
- 5/ ALL BRUSH & LIMBS TO BE MECHANICALLY SHREDDED. TREES ALONG THE THE DITCH TO BE MAINTAINED WHERE POSSIBLE ON OPPOSITE SIDE OF SPOIL PILE. 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.
- 6/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION A.12" IN THE SPECIFICATIONS.
- 7/ 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.
- 8/ 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.P.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

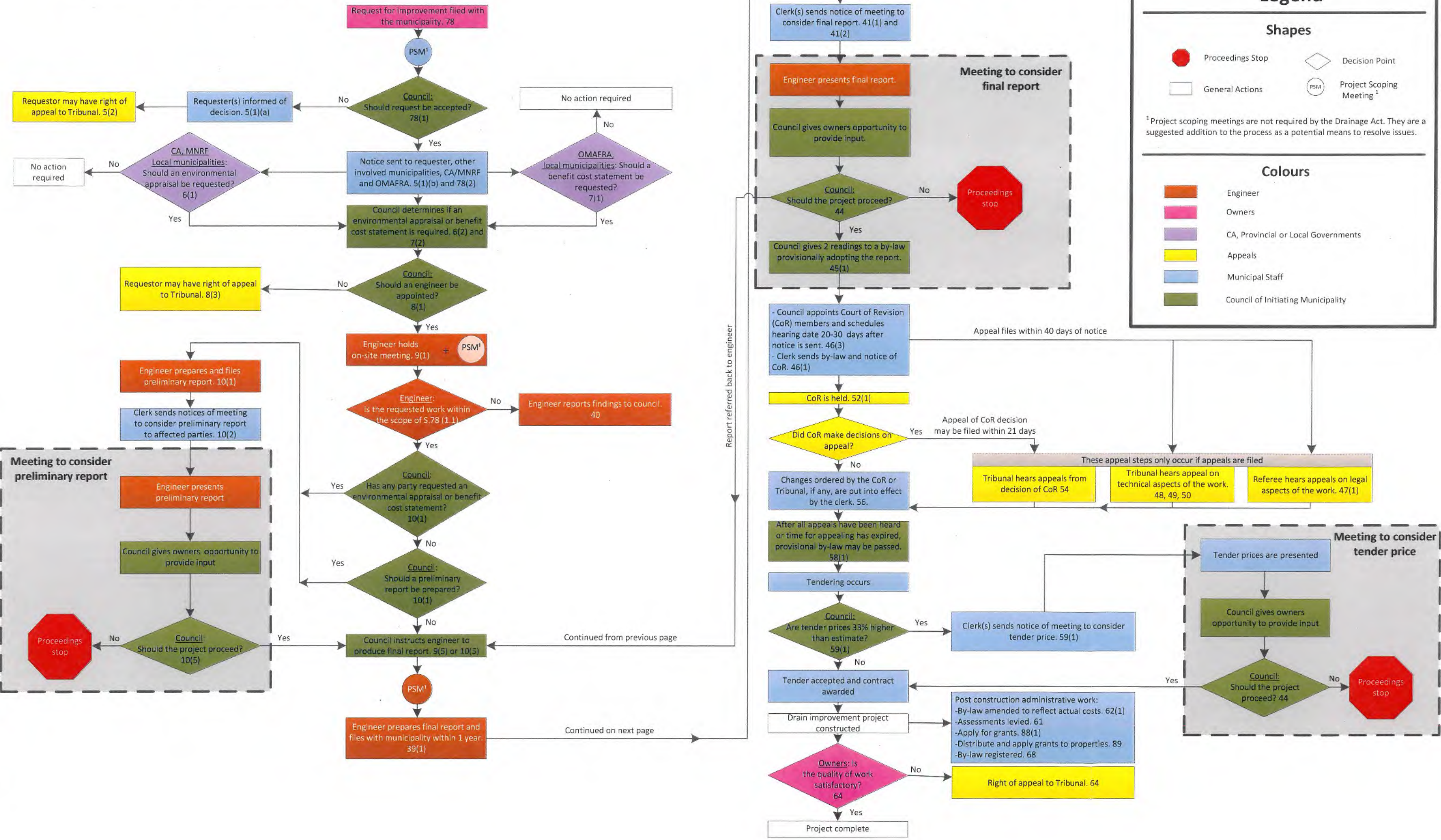
Township of Wainfleet

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”

This page has been intentionally left blank.

DRAIN IMPROVEMENT PROCEDURES
SECTION 78 OF THE DRAINAGE ACT



¹ Project scoping meetings are not required by the Drainage Act. They are a suggested addition to the process as a potential means to resolve issues.

APPENDIX “D”

This page has been intentionally left blank.



Understanding Court of Revision Procedures Under the Drainage Act

Sharon McCartan, OMAFRA

FEBRUARY 2010

INTRODUCTION

The Court of Revision is an appeal body established under the Drainage Act and administered by the local municipality. The Court of Revision allows landowners to challenge their drainage assessments quickly and informally. Unlike the Drainage Tribunal or the Drainage Referee, the Court of Revision has one power – to re-allocate funds in a drainage assessment schedule.

To learn more about assessments under the Drainage Act, refer to fact sheet Agdex 557 Order # 92-035, “Understanding Drainage Assessments.”

STEPS LEADING UP TO THE COURT OF REVISION

The Drainage Act sets out a democratic process for constructing new drains or improving existing drains. The following is a very basic outline of how a typical report would get to the Court of Revision. Refer to the Drainage Act for specific process requirements.

- One or more property owners submit a petition for drainage to their municipality. A project to improve an existing drain can also be initiated with a landowner request to council.
- The Council reviews the petition or request and decides whether to accept it.
- If accepted, Council sends a notice to the petitioner(s) and the local Conservation Authority, or, where a Conservation Authority does not exist, to the Minister of Natural Resources.
- After a 30 day period Council appoints an engineer to prepare a report.
- After completion of all meetings, surveys, design calculations or possible preliminary reports, the Engineer submits a final report which includes an assessment schedule that levies a share of the project cost on individual properties.
- The report is considered by council at a “meeting to consider the report”. The property owners affected by

the drain are invited to this meeting and have an opportunity to influence council’s decision.

- If council decides to proceed with the project, they give two readings of a bylaw adopting the report; at this stage, the bylaw is known as a ‘provisional bylaw’.
- A copy of the provisional by-law and a notice of the date and time of the Court of Revision hearing is sent to all involved property owners.
- The Court of Revision must be held before the third and final reading of the bylaw.

As you can see, quite a few steps must occur before a municipality can hold the Court of Revision’s first sitting.

APPEALS PROCEDURE AND TIMELINES

1 – Notice of the Sitting of Court

The municipal clerk must send notice of the first sitting of the Court to all landowners in the watershed of the proposed drain. The notice must be sent not more than 30 and not less than 20 days before the Court date. The notice must also be sent within 30 days of the second reading of the provisional bylaw. This notice must include:

- Date and time of the Court of Revision
- A copy of the provisional bylaw
- Procedure for Filing an Appeal

2 – Appeal Notice

Owners must send their appeal notices to the municipal clerk at least 10 days in advance of the date for the Court.

However, at their first sitting, the Court may, by resolution, agree to hear appeals that were not filed 10 days prior to the hearing date.

3 – Hearing

The municipality holds the hearing. For more detail on how to run a Court of Revision hearing, refer to “Suggested Procedure,” below.

4 – Appeals from the Court of Revision

All decisions made can be appealed to the Agriculture, Food and Rural Affairs Appeal Tribunal within 21 days of the pronouncement of the Court of Revision’s decision.

5 – Authorizing Bylaw

After all assessment appeals to the Court of Revision, Tribunal or Referee are exhausted, Council gives third reading to the authorizing bylaw. Due to the appeals process, 40 days is the minimum amount of time that must pass between mailing the notice of the Court’s first sitting, to giving the by-law its third reading. If landowners file appeals, the process will likely take longer.

THE ROLE OF THE CLERK

- The municipal clerk receives all notices of appeal to the Court of Revision.
- In advance of the Court of Revision hearing, the clerk should make a list of all appeals specifically listing the name of the appellant, the property of the appellant, the amount of the assessment and a summary of the grounds for the appeal
- If the Court of Revision is considering the reduction of a property assessment and is considering adding this reduction to a property whose owner is not in attendance, the court must adjourn. The clerk schedules a second sitting of the Court and notifies all property owners affected by the reduction.
- The clerk also alters any assessments changed by the Court and amends the provisional bylaw.

THE ROLE OF THE MEMBERS OF THE COURT OF REVISION

- Members of the Court may hear appeals on three grounds:
 - 1) Land or road has been assessed too high or low.
 - 2) Land or road should have been assessed but has not.
 - 3) Due consideration has not been given to the land’s use.
- The members of Court must hear these appeals and decide whether they are valid. The members must comply with the *Statutory Powers Procedure Act*, and they must conduct themselves fairly and without bias.
- The Court only has authority to change the schedule of assessments; they cannot make changes to the technical aspects of the report and they cannot refer the report back to the engineer for modifications.

- Total costs of the project must remain the same, which means that if the Court reduces an assessment, the Court re-allocates the shortfall among other assessed property owners.
- If the Court is considering adding to the assessment of one or more properties whose owners are not in attendance, the Court must adjourn and send notice to assessed property owners who were not at the Court of Revision at the time of the re-allocation. This allows the re-assessed landowners to appeal their new assessments.

THE ROLE OF THE APPELLANT

- If a landowner feels an assessment against their lands is too low, that land should have been assessed but has not, or that consideration has not been given to land use, they can file an appeal with the Court of Revision.
- Appeals must be filed with the clerk at least 10 days before the date of the Court of Revision.
- If a landowner wishes to appeal, but misses the date for filing the appeal, they can appear at the first sitting of the Court of Revision and request to have their appeal heard.
- At the sitting of the Court, the list of appellants will be read out and the Engineer will give evidence. When his or her time to present their case comes, the appellant must explain their reasons for appealing the assessment schedule.
- After the Court of Revision pronounces their decision, affected property owners have 21 days to appeal this decision to the Agriculture, Food and Rural Affairs Appeal Tribunal and the Tribunal’s decision on this appeal is final.

COMPOSITION OF THE COURT OF REVISION

- If a drainage works only affects the initiating municipality, the initiating municipality’s council appoints 3 to 5 members to make up the Court of Revision.
- If a drainage works affects two or more municipalities, the council of the initiating municipality appoints two members of the Court; and every other involved municipality appoints one person to be a member. One of the members appointed by the initiating

- municipality is the chair of the Court of Revision.
- To be eligible to sit as a Court of Revision member, the individual must be eligible to seek election as a member of council.
- Members of council may be appointed as members of the Court. However, the two roles must be kept separate – if a council member wishes to hear information or pass resolutions outside of the scope of the Court of Revision, they must close the Court, then open a new council meeting.

SUGGESTED PROCEDURE

- Opening of the Court of Revision
- Oaths
 - Members may take an oath, but it is not legally required.
 - Members are still legally required to act fairly and impartially, whether they declare this publicly as an oath or not.
- Order of Appeals
 - The appeals and the order in which they will be held are read out.
- Engineer Gives Evidence
 - The engineer gives his or her evidence regarding each appeal before the Court, per s. 55 of the Act.
- Appellants Present their Case
 - The landowners orally make a case for why their land was improperly assessed before the members of court.
 - The engineer may rebut the landowner's case.
- Late Appeals
 - If the Court of Revision members choose, they agree to entertain late appeals, per s. 52(2) of the Act.
- Deliberations
 - The Court of Revision members should retreat to deliberate these appeals and make decisions in private.
 - If court is considering reducing an assessment and adding it to a property whose owner is not present, then they must adjourn the Court of Revision, send notice to the absent parties to allow them to appeal the change, then reconvene, per s. 53 of the Act.
- Closing the Court of Revision and Rendering a Decision
 - The Court of Revision may give oral decisions on each appeal but this oral decision should be followed up with a decision in writing.
- Choosing which schedule to adopt

- The Court of Revision should document whether they decided to adopt an altered version of the assessment schedule, or whether they chose to adopt the schedule as presented by the engineer.
 - A sample decision is included below.

FURTHER INFORMATION

Related Factsheets

Understanding Drainage Assessments, Agdex 557
 Drainage Act Appeals, Agdex 557

Author Information

These Court of Revision guidelines were authored by Sharon McCartan, OMAFRA, Environmental Management Branch, Guelph, Ontario.
 Reviewed by Sid Vander Veen, Drainage Coordinator, and by Andy Kester, Drainage Inspector.

Sample Decision of the Court of Revision:

DECISION of the COURT OF REVISION

RE: _____ Municipal Drain

Decisions Pronounced on the ____ day of _____, 20____

Appeal #1 – Appellant: _____ Property: _____

Appeal Summary: Assessment should be lowered because a portion of the property drains into another municipal drain.

Decision: That the assessment of costs on Lot 19, Con 84, Roll #0330 be reduced by two thirds from \$300.00 to \$100.00 and that the difference of \$200.00 be assessed to municipal road.

Appeal #2 – Appellant: _____ Property: _____

Appeal Summary: The crop damage allowance is insufficient and should be increased.

Decision: The appeal is dismissed as it is outside the jurisdiction of the Court of Revision. Property owners have the right to appeal their allowances to the Agriculture, Food and Rural Affairs Appeal Tribunal.

Appeal #3 – Appellant: _____ Property: _____

Appeal Summary: Assessment should be lowered because the engineer has calculated the assessment based on 100% agricultural land use; actual use is 50% agriculture and 50% bush.

Decision: The assessment on this property is reduced by \$300 and the reduction is added to the assessment on property _____. The owner of this property was present at the hearing of the court of revision.

Appeal #4 – Appellant: _____ Property: _____

Appeal Summary: Assessment should be lowered because the owner has no intention of using the land for agricultural purposes.

Decision: That the appeal be dismissed. Property still has the potential to be used for agriculture and has been assessed at similar rates to nearby agricultural properties.

Appeal #5 – Appellant: _____ Property: _____

Appeal Summary: Assessment on all private properties should be reduced and an environmental agency should be charged \$5000 for the cost of studies that were required for the agency's approval of the project.

Decision: The appeal is dismissed. The Drainage Act only allows properties to be assessed and the environmental agency is not a property owner.

FURTHER APPEAL RIGHTS

If dissatisfied with the Decisions of the Court of Revision which were pronounced on the ____th day of _____, 20____, anyone may appeal this decision to the Agriculture, Food and Rural Affairs Appeal Tribunal by filing a notice of appeal with Clerk of the municipality within 21 days of the date of this decision.

Signed:

(name), Chair

Court of Revision for the _____ Municipal Drain

Dated this ____th day of _____, 20____.

_____, Clerk

Municipality of _____

Sample Court of Revision Decision. A written decision should be mailed to every appellant after the hearing concludes.

For more information:

Telephone: 1-888-466-2372

E-mail: about.omafra@ontario.ca

www.ontario.ca/omafra



October 14th, 2020

Mayor Gibson,
Wainfleet Township, Office of the Mayor,
31940 Highway #3 P.O. Box 40
Wainfleet, Ontario, L0S 1V0

Dear Mayor Gibson,

I am writing on behalf of the board of Crime Stoppers of Niagara to request the Wainfleet Township prepare a proclamation or letter of acknowledgement to recognize January 2021 as Crime Stoppers Month. This is in addition to our traditional flag raising event and will be used to promote Crime Stoppers Month throughout the community.

January has been endorsed around the world as Crime Stoppers Month since 1986 and provides the opportunity for all Crime Stoppers programs to highlight their success.

Crime Stoppers of Niagara has been extremely effective since 1985 in helping the Niagara Regional Police Service solve crimes and working with various organizations to make communities safer for residents of the Niagara Region.

Apart from taking tips on unsolved crimes, Crime Stoppers of Niagara has worked to increase the awareness of concerns in the region, including illegal dumping, elder abuse, improving the safety and security of students, guarding against human trafficking and combating illegal drugs.

The concept of Crime Stoppers was originated by a detective in Albuquerque, New Mexico in 1976 and today there are more than 1,000 programs operating in countries worldwide.

Of significance this year, Crime Stoppers of Niagara is working toward being a key organization for reporting elder abuse and delivering awareness and capacity building by establishing strong partnerships with agencies that work with older adults in the Niagara Region. We have also implemented an elder abuse program under provincial and federal grants to move forward in creating safer communities for our older adults.

We would greatly appreciate if this recognition could be presented in your office or another convenient location sometime in December or January to give local media the opportunity to promote Crime Stoppers Month. Should you have any questions or require further information, please contact Crime Stoppers of Niagara at 905 938 5463.

Sincerely,

A handwritten signature in black ink, appearing to read "Barry Diamond". The signature is stylized with a large, sweeping "B" and "D".

Barry Diamond
Chair, Crime Stoppers of Niagara



250 Thorold Road West, 3rd Floor, Welland, Ontario L3C 3W2
Telephone 905.788.3135 | Facsimile 905.788.1121 | www.npca.ca

November 16, 2020

Chair Bradley and Council
1815 Sir Isaac Brock Way
Thorold, ON
L2V 4T7

Dear Chair Bradley and Council,

RE: Changes to Conservation Authorities Act and Conservation Authorities' Role in Land Use Planning

The Niagara Peninsula Conservation Authority (NPCA) has been keeping the environment, people and property of our watershed safe from natural hazards for the past 61 years with a mandate to further the conservation, restoration, development and management of natural resources across Niagara, Hamilton and Haldimand watersheds. Collaboration with NPCA's municipal partners has been a critical factor in our collective success on the ground.

Schedule 6 of Bill 229, proposes amendments which we believe have the potential to add significant delays in the planning and permitting process, add costs and have the potential for significant impacts on our collective ability to provide flooding and natural hazards management/protection and drinking water protection to our communities. The proposed changes also appear contrary to the Special Advisor's Report on Flooding and Ontario's Flooding Strategy, as well the 2018 Special Audit of NPCA by the Office of the Auditor General of Ontario (OAGO).

During the Pandemic, NPCA experienced an increase in illegal activities on our lands and regulated areas. In regards to our enforcement functions, conservation authorities must rely on their municipal partners to assist with stop orders under municipal by-laws or the Building Code, when appropriate. This puts undue stress on municipalities to provide services to the conservation authorities (CA's). Major offences result in unnecessary costs to conservation authority and municipal budgets, as well as to the taxpayers/property owners for damages.

Under the proposed changes, if applicants are not satisfied with decisions made by the Hearing Boards (CA Board of Directors or Executive), then applicants can now appeal directly to the Minister or to the Local Planning Appeal Tribunal (LPAT). These changes could add significant delays and more costs for developers, municipalities, conservation authorities and the Province to manage the excessive appeal system.

Over the past few years, we have invested heavily in implementing measures for the highest standards of customer service for our residents. We have also invested significantly on improved governance based on the Auditor General's recommendations. We believe that Board appointments remain the decision of the municipality in consultation with conservation authorities. We have made great strides and seek your support to ensure that we will be able to continue to build on our successes.

We are writing to seek the endorsement from our municipal partners through adoption of appropriate resolution. (A sample resolution is attached for your consideration.) We request your support in encouraging the Province of Ontario to work with conservation authorities to address

their concerns and to repeal or amend changes to the *Conservation Authorities Act* and the *Planning Act*.

For any questions, or clarity on these matters kindly contact CAO, Chandra Sharma at csharma@npca.ca or 905-788-3135.

Respectfully,

Brenda Johnson
Chair, NPCA

Bruce MacKenzie
Vice Chair, NPCA

Proposed Resolution for Municipalities

WHEREAS the Province has introduced Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6 – Conservation Authorities Act;

WHEREAS the Legislation introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, and engaging in review and appeal of municipal planning applications:

WHEREAS we rely on the watershed expertise provided by local conservation authorities to protect residents, property and local natural resources on a watershed basis by regulating development and engaging in reviews of applications submitted under the *Planning Act*;

WHEREAS the changes allow the Minister to make decisions without CA watershed data and expertise;

WHEREAS the Legislation suggests that the Minister will have the ability to establish standards and requirements for non-mandatory programs which are negotiated between the conservation authorities and municipalities to meet local watershed needs;

WHEREAS municipalities require a longer transition time to put in place agreements with conservation authorities for non-mandatory programs;

WHEREAS municipalities believe that the appointment of municipal representatives on CA Boards should be a municipal decision; and the Chair and Vice Chair of the CA Board should be duly elected;

WHEREAS the changes to the 'Duty of Members' contradicts the fiduciary duty of a CA board member to represent the best interests of the conservation authority and its responsibility to the watershed;

WHEREAS conservation authorities have already been working with the Province, development sector and municipalities to streamline and speed up permitting and planning approvals through Conservation Ontario's Client Service and Streamlining Initiative;

WHEREAS changes to the legislation will create more red tape and costs for the conservation authorities, and their municipal partners, and potentially result in delays in the development approval process;

AND WHEREAS municipalities value and rely on the natural habitats and water resources within our jurisdiction for the health and well-being of residents; municipalities value the conservation authorities' work to prevent and manage the impacts of flooding and other natural hazards; and municipalities value the conservation authority's work to ensure safe drinking water;

THEREFORE, BE IT RESOLVED:

1. **THAT** the Province of Ontario work with conservation authorities to address their concerns by repealing and/or amending changes to the *Conservation Authorities Act* and the *Planning Act*.
2. **THAT** the Province of Ontario delay enactment of clauses affecting municipal concerns.

3. **THAT** the Province of Ontario provide a longer transition period up to December 2022 for non-mandatory programs to enable coordination of CA-municipal budget processes.
4. **THAT** the Province respect the current conservation authority/municipal relationships.
5. **AND THAT** the Province embrace their long-standing partnership with the conservation authorities and provide them with the tools and financial resources they need to effectively implement their watershed management role.

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 045-2020

Being a by-law to provide for interim tax levies for the year 2021 for the Township of Wainfleet.

WHEREAS section of the *Municipal Act*, S.O. 2001, c. 25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. The amounts levied shall be as follows:

1.1. For the Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim levy of:

(a) the percentage prescribed by the Minister under section 317(10) of the *Municipal Act*; or,

(b) 50%, if no percentage is prescribed,

of the total taxes for municipal and school purposes levied on in the year 2020.

1.2. For the Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:

(c) the percentage prescribed by the Minister under section 317(10) of the *Municipal Act*; or,

(d) 50% if no percentage is prescribed,

of the total taxes for municipal and school purposes levied on in the year 2020.

2. All taxes levied under this by-law shall be payable into the hands of the Collector in accordance with the provisions of this by-law.

3. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one-quarter percent (1¼%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues.

4. The interim tax levy imposed by this by-law shall be paid in two installments due on the following dates:

4.1. One-half (1/2) thereof on the 26th day of February of 2021.

4.2. One-half (1/2) thereof on the 30th day of April of 2021.

5. The Collector may mail or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law, a notice specifying the amount of taxes payable.
6. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector's roll under section 340 of the *Municipal Act*.
7. The subsequent levy for the year 2021 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.
8. The provisions of s.317 of the *Municipal Act*, as amended apply to this by-law with necessary modifications.
9. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 5 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.
10. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
11. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
12. This By-law shall come into force as of the 1st day of January, 2021.

BY-LAW READ AND PASSED THIS 24th DAY OF NOVEMBER, 2020.

K. Gibson, MAYOR

W. Kolasa, CAO/Clerk

**THE CORPORATION OF THE TOWNSHIP OF WAINFLEET
BY-LAW NO. 046-2020**

Being a by-law to authorize borrowing from time to time
to meet current expenditures during the fiscal year
ending December 31, 2021.

WHEREAS Section 407 of the Municipal Act, S.O. 2001 c.25, provides authority for a Council by By-law to authorize the Municipality to borrow from time to time, by way of promissory note or bankers' acceptance, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the current expenditure of the Corporation for the year;

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, shall not exceed, except with the approval of the Local Planning Appeal Tribunal, the limitations set out in Section 407(2) of the Municipal Act;

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

1. **Borrowing Authority**

The Head of Council and the Treasurer are hereby authorized on behalf of the Municipality to borrow from time to time by way of promissory note or bankers' acceptance during the year 2021 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and until other revenues are received, the current expenditures of the Corporation for the purposes set out in Section 407(1).

2. **Instruments**

A promissory note or bankers' acceptance made under Section 1 shall be signed by the Head of Council and the Treasurer.

3. **Lenders**

The Lenders from whom amounts may be borrowed under authority of this By-law shall be the **MERIDIAN CREDIT UNION LIMITED**. And such other lender(s) of the Municipality as may be determined from time to time by by-law of Council.

4. **Limit on Borrowing**

The total amount which may be borrowed at any one time under this By-law, together with the total of any similar borrowings that have not been repaid, shall not exceed, from January 1st until September 30th of the current year, 50 percent of the estimated revenues of the Corporation as set forth in the estimates adopted for that year. Such borrowing shall not exceed, from October 1st to December 31st of the current year, 25 percent of the said estimated revenues of the Corporation as set forth in the estimates adopted for that year. For purposes of this By-law, the estimated revenues of the Corporation shall not include revenues derivable or derived from:

- a) Borrowing through any issue of debentures,
- b) A surplus, including arrears of taxes, fees or charges,
- c) A transfer from the capital fund, reserve funds or reserves.

5. **Borrowing Documents Required**

The Treasurer shall, at the time when any amount is borrowed under this By-law, ensure that the lender is or has been furnished with

- a) A certified copy of this By-law,
- b) A certified copy of the estimates of the Corporation adopted for the current year.

6. **When Estimates Not Adopted**

If the estimates for the current year have not been adopted at the time an amount is borrowed under this By-law.

- a) The limitation on total borrowing, as set out in Section 4, shall be calculated for the time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, and
- b) The certified copy furnished under Section 5 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.

7. **Charge on Revenue**

All or any sums borrowed under this By-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received but such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any lender.

8. **Directive to Treasurer**

The Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this By-law, together with interest thereon, all or any of the money hereafter collected or received, either on account of or realized in respect of, the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.

9. **Additional Documents**

That the Head of Council and the Treasurer are authorized to execute such additional documents as may be required by the lending authority to evidence the indebtedness.

10. **Effective Date**

This By-law shall come into force as of the 1st day of January, 2021.

BY-LAW READ AND PASSED THIS 24th DAY OF NOVEMBER, 2020.

K. Gibson, MAYOR

W. Kolasa, CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 047-2020

Being a by-law to provide for drainage works in the
Township of Wainfleet in the Region of Niagara
(Bridgewater Drain)

WHEREAS the Council of the Township of Wainfleet has procured a report under section 78 of the Drainage Act for the Improvement of the Bridgewater Drain;

AND WHEREAS the report dated March 5, 2020, has been authored by B. Widner, P.Eng. of Spriet Associates London Limited and the attached report forms part of this by-law;

AND WHEREAS the estimated total cost of the drainage works is \$250,000.00;

AND WHEREAS \$91,760.00 is the amount to be contributed by the Township of Wainfleet for the drainage works;

AND WHEREAS the Council is of the opinion that drainage of the area is desirable;

NOW THEREFORE the Council of the Corporation of the Township of Wainfleet pursuant to the Drainage Act **HEREBY ENACTS AS FOLLOWS:**

2. The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.
3. The Corporation of the Township of Wainfleet may borrow on the credit of the corporation the amount of \$250,000.00, being the amount necessary for the improvement of the drainage works. This project will not be debentured.
4. This By-law comes into force on the passing thereof and may be cited at the "Bridgewater Drain Improvement By-law".

BY-LAW READ A FIRST TIME THIS 24TH DAY OF NOVEMBER, 2020.

BY-LAW READ A SECOND TIME THIS 24TH DAY OF NOVEMBER, 2020.

PROVISIONALLY ADOPTED THIS 24TH DAY OF NOVEMBER, 2020

K. Gibson, Mayor

W. Kolasa, CAO/Clerk

BY-LAW READ A THIRD TIME AND FINALLY ENACTED THIS _____DAY OF

_____.

K. Gibson, Mayor

W. Kolasa, CAO/Clerk

I, William J. Kolasa, Clerk of the Corporation of the Township of Wainfleet certify that the above By-law was duly passed by the Council of the Corporation and is a true copy thereof.

W. Kolasa, CAO/Clerk

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. 12m³ 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. 10m³ 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. 10m³ 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

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 048-2020

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 24, 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 24, 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 24TH DAY OF NOVEMBER, 2020

K. Gibson, MAYOR

W. Kolasa, CLERK